



March 13, 2019

**Milwaukee Police Department**  
Police Administration Building  
749 West State Street  
Milwaukee, Wisconsin 53233  
<http://www.milwaukee.gov/police>

**Alfonso Morales**  
Chief of Police

(414) 933-4444

The Board of  
Fire and Police Commissioners  
200 East Wells Street, Room 706  
Milwaukee, WI 53202

RE: PROMOTIONAL OPPORTUNITY WITH SELECTION PROCESS – OFFICE ASSISTANT II  
NICOLE L. EDWARDS TO OFFICE ASSISTANT III

Dear Commissioners:

I hereby nominate and promote, subject to your approval, the following Office Assistant II (Pay Range 6EN):

NICOLE L. EDWARDS

to the position of OFFICE ASSISTANT III (Pay Range 6FN), in this Department, effective SUNDAY, APRIL 7, 2019, assigned to the Internal Affairs Division (IAD).

Ms. Edwards was appointed to the Department as an Office Assistant II on July 2, 2018, assigned to the Criminal Investigation Bureau (CIB).

Ms. Edwards has over 4 years of clerical experience in the private industry and over eight months of clerical experience within the Milwaukee Police Department. Her current duties include answering the multi-line phone system catering to the questions and concerns of citizens, running queries, processing payroll, entering and serving daily subpoenas, maintain retention files, verify and create daily line ups, send crisis reports to the District Attorney Office, create sick reports and collect data for the command staff. In addition, she assist in making buccal kits, the ordering and disbursement of supplies, furnishing arrest packets, downloading crime scene photos into the intel view system, construct weekend reports and delegate duties to Police Aide. She has business coursework from Milwaukee Area Technical College and psychology coursework from the University of Wisconsin-Milwaukee. She has also been performing some of the Office Assistant III duties.

The Office Assistant III position was posted internally for two weeks, February 11, 2019, through February 25, 2019, to provide a promotional opportunity to members within the Department. Two applications were received. It was determined that both applicants met the minimum requirements. The members were then invited to the selection process held on March 6, 2019. Ms. Edwards participated in a selection process that involved a structured oral interview process. The interview panel consisted of a MPD Captain and two MPD Sergeants assigned to the IAD and a Milwaukee Firefighter. The job posting is attached for your review.

Ms. Edwards is being recommended for the Office Assistant III position based on the results of this process. She is considered a valued member of this Department and is highly regarded by her commanding officer. In accordance with City Service Commission practices, she meets the requirements

Fire and Police Commission  
Office Assistant III  
March 13, 2019  
Page 2

for this position. I therefore, nominate and promote, subject to your approval, Ms. Edwards to the position of Office Assistant III.

Respectfully Submitted,



ALFONSO MORALES  
CHIEF OF POLICE

AM: cwh  
F&P: 10/10/18 (Putze)  
C: Payroll Supervisor Santiago  
Attachments

Approved by the BOARD OF FIRE & POLICE COMMISSIONERS:

Chair

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date\_\_\_\_\_

\_\_\_\_\_  
Executive Director