



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

Jeffrey B. Norman
Acting Chief of Police

June 9, 2021

(414) 933-4444

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

Dear Commissioners:

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

AMY L. BROWN

to the position of Teller (Pay Range 6HN), in this Department, effective Sunday, June 27, 2021.

Ms. Brown was appointed to the Department as an Office Assistant I on December 2, 2002. On July 20, 2003, she was promoted to an Office Assistant II, and is currently assigned to the Property Control Division. Her training and experience qualifies her for the position. She has been recommended for promotion by her commanding officer.

In accordance with City Service Commission practices, she meets the requirements for this position. I therefore, nominate and promote, subject to your approval, Ms. Brown to the position of Teller.

Respectfully Submitted,

JEFFREY B. NORMAN
ACTING CHIEF OF POLICE

JBN:cwh
F&P: 6/9/2021, (Look)
C: Payroll Supervisor Santiago

I hereby certify that the above agenda item has been approved by the Commission.

Executive Director

Date: _____



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RE: REQUEST TO PROMOTE WITHOUT EXAM – OFFICE ASSISTANT II AMY BROWN TO
TELLER

Dear Commissioners:

I am nominating for promotion without an exam Office Assistant II Amy Brown to the position of Teller to fill a current vacancy in the Property Control Division. Ms. Brown will remain assigned to the Property Control Division. The Teller processes, controls, and maintains all monies coming into and out of the Property Control Division. In addition, the Teller handles various clerical duties including update of the off days schedules, audit of time owed and allowed reports, and entering payroll in the Online Time system.

Ms. Brown has over 18 years of clerical experience with the Milwaukee Police Department and over 11 years of cash handling experience within the private sector. She is skilled in our WinAce system, SharePoint and E-Time computer systems. She has experience with auditing, processing invoices, and working with Department vendors. She has an Associate Degree in Police Science from Milwaukee Area Technical College (MATC). Ms. Brown is being recommended for the Teller position based on her education, training, and years of experience. She regularly assists and is familiar with the Teller job duties.

To alleviate any potential hardships that can result from keeping this position vacant for too long, I am requesting that this promotion to Teller be approved without an exam, pursuant to Fire and Police Commission Rule XI, Section 10 (form attached for reference).

Sincerely,

A handwritten signature in black ink, appearing to read 'JBN', written over a horizontal line.

JEFFREY B. NORMAN
ACTING CHIEF OF POLICE

JBN:cwh