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**BE A FORCE**

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

November 12, 2012

**Edward A. Flynn**  
Chief of Police  
  
(414) 935-7200

The Board of the  
Fire and Police Commission  
200 E. Wells Street, Room 706  
Milwaukee, WI 53233



RE: RECLASSIFICATION STUDY – RECORDS MANAGEMENT

Dear Commissioners:

The Department's Records Management Section was recently restructured to create five (5) expert groups, which are comprised of various support staff classifications. The expert groups are subject matter experts in classifying and coding entries of crime reports processed and reported to the State of Wisconsin and the Federal Bureau of Investigation (FBI). These individuals provide the final review of complex crime reports entered into the Tiburon Automated Reporting System prior to submission to the State of Wisconsin and the FBI.

The position classifications currently assigned to the expert groups include Office Assistant II (9 positions), Office Assistant III (4 positions), Office Assistant IV (1 position), Transcriptionist II (1 position), Transcriptionist III (1 position) and one vacant position. Attached is the current job description for these newly created positions. I am requesting that these positions be studied for appropriate position titles and compensation.

Accordingly, I request that this matter be referred to the Department of Employee Relations (DER) for study. Department representatives are prepared to assist DER staff with the reclassification study request.

Sincerely,

EDWARD A. FLYNN  
CHIEF OF POLICE

EAF:pk  
Attachment

cc: A/C Hagen  
D/Insp Hoerig  
Admin Spec Sr Spahiu