

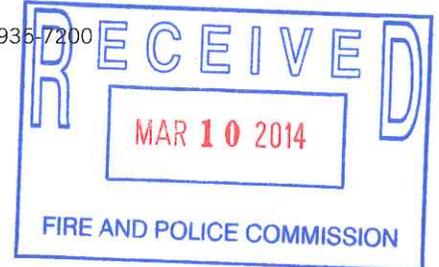


BE A FORCE

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

Edward A. Flynn
Chief of Police

(414) 935-7200



March 6, 2014

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

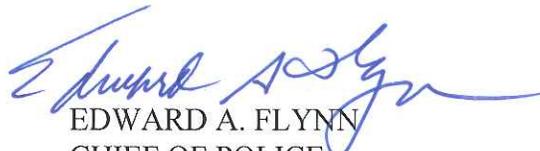
RE: RECLASSIFICATION STUDY – METROPOLITAN INVESTIGATIONS

Dear Commissioners:

Attached is the job description and Job Analysis Questionnaire for the Office Assistant II position assigned to Specialized Investigations, Metropolitan Investigations. I respectfully request that this position be studied for reclassification. This reclassification request is based on the expanded duties and responsibilities of this position. The position maintains homicide and critical incident files, databases, and spreadsheets for Specialized Investigations. The position also provides homicide and critical incident related statistical reports, prepares the reports for court, District Attorney's Office, Medical Examiner's Office, the Department's Internal Affairs and other outside review. This position functions as lead worker for Interns and Police Aides assigned to the work location.

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:vw
c: Captain Jeffrey Point
Attachments