



Fire Department

Douglas A. Holton  
Chief  
Brian Glassel  
Assistant Chief

September 23, 2008

To the Honorable  
The Board of Fire and Police Commissioners  
200 East Wells Street, Room 706  
Milwaukee, Wisconsin 53202

I hereby promote and appoint, subject to your approval,  
Office Assistant II Amber K. Lawson

to the position of OFFICE ASSISTANT III in our Bureau of Administration to fill an existing vacancy. The appointment becomes effective October 5, 2008.

This position is submitted to your Board under the provision of your Rule XI, Section 10. After a comprehensive selection process, Ms. Lawson has demonstrated that she is the most qualified to fill this position. Attached are the necessary documents in support of Ms. Lawson's promotion to Office Assistant III.

Respectfully,

*Douglas A. Holton*  
DOUGLAS A. HOLTON  
Chief

DH:mem  
Enclosure  
F&P: 6/25/08 (Mroczkowski)  
Doc:fp/bureau personnel/fp promo OAIIL Lawson 1008 REV

Approved by the BOARD OF FIRE AND POLICE COMMISSIONERS

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Chairman

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\_\_\_\_\_ Date \_\_\_\_\_

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