



Police Department

Edward A. Flynn
Chief of Police

February 25, 2009

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

Dear Commissioners:

On February 5, 2009, the Department requested that the Fire and Police Commission approve the nomination and promotion of Nicole Y. Spencer to the position of Office Assistant II, effective February 8, 2009. Her promotion was based on underfilling the Office Assistant II position for six (6) months, which is the required time for full-time employees. Ms. Spencer is a part-time employee and her underfill requirement is 1 (one) year. Ms. Spencer would not be eligible for promotion to OAI until July 14, 2009, based on her appointment date. Therefore, I respectfully request that the promotion of Nicole Y. Spencer be rescinded.

Sincerely,

EDWARD A. FLYNN
CHIEF OF POLICE

Attachment

EAF:pk



promotion notice

Police Department

Edward A. Flynn
Chief of Police

January 28, 2009

The Board of the
Fire & Police Commissioners
200 E. Wells St.- Room 706
Milwaukee, WI 53202

Dear Commissioners:

I hereby nominate and promote, subject to your approval, the following OFFICE ASSISTANT I:

NICOLE Y. SPENCER

to the position of OFFICE ASSISTANT II (Pay Range 410) in this Department, effective SUNDAY, FEBRUARY 8, 2009.

Ms. Spencer was appointed to the Department on July 14, 2008, and is assigned to the Criminal Investigation Bureau. She has satisfactorily underfilled the position of Office Assistant II and is recommended for this position by her supervisor.

In accordance with City Service Commission practices, she meets the requirements for this position. I therefore, nominate and promote, subject to your approval, Ms. Nicole Y. Spencer to the position of Office Assistant II.

Sincerely,

EDWARD A. FLYNN
CHIEF OF POLICE

MONICA E. RAY
ASSISTANT CHIEF OF POLICE

EAF:MER:dj
c: Human Resources Analyst Senior Cynthia Ratliff

Approved by the Board of Fire and Police Commissioners:

Chairman

Date: _____

Executive Director