



**City
of
Milwaukee**

Police Department

Edward A. Flynn
Chief of Police

July 21, 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:

KIMBERLY L. HOGAN

to the position of OFFICE ASSISTANT II (Pay Range 410) in this Department, effective SUNDAY, AUGUST 9, 2009.

Ms. Hogan was appointed to the Department on January 12, 2009, and is assigned to the Central Records Division, (Records Management Section). For the past six months, 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. Hogan to the position of Office Assistant II.

Sincerely,



EDWARD A. FLYNN
CHIEF OF POLICE

EAF:saf
c: HR Analyst Cynthia Ratliff

Approved by the Board of Fire and Police Commissioners:

Chairman

Date: _____

Executive Director