



Police Department

Edward A. Flynn
Chief of Police

October 28, 2009

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

Dear Commissioners:

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

JACQUELINE E. PEETE

to the position of ACCOUNTING ASSISTANT I (Pay Range 435) to fill an existing vacancy in the Department. The vacancy is for the position of Accounting Assistant II, Ms. Peete will underfill this position for a minimum of one (1) year. Promotion to the position of Accounting Assistant II will be contingent upon satisfactory work performance and the recommendation of the Chief of Police. The effective date of this promotion is SUNDAY, NOVEMBER 15, 2009.

Ms. Peete was appointed to the Department as an Office Assistant I on October 29, 2001. On July 21, 2002, she was promoted to Office Assistant II, and she has satisfactorily performed her duties. Ms. Peete is a valued member of our Department, and her supervisor recommends her for this position.

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

Sincerely,



EDWARD A. FLYNN
CHIEF OF POLICE

EAF/dj
F&P: 7/1/2009 (Fornal)
c: Human Resources Analyst Senior Cynthia Ratliff

Approved by the Board of Fire and Police Commissioners:

Chairman

Date: _____

Executive Director