



Police Department  
February 8, 2010

Edward A. Flynn  
Chief of Police

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:

ALBERTA WITHERSPOON

to the position of OFFICE ASSISTANT II (Pay Range 410) in this Department, effective SUNDAY, FEBRUARY 21, 2010.

Ms. Witherspoon was appointed to the Department on January 26, 2009, and is assigned to the Central Records Division. 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. Witherspoon to the position of Office Assistant II.

Sincerely,

EDWARD A. FLYNN  
CHIEF OF POLICE

EAF:dj  
c: Human Resources Analyst Senior Cynthia Ratliff

Approved by the Board of Fire and Police Commissioners:

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Chairman  
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Date: \_\_\_\_\_

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