



Police Department

Edward A. Flynn  
Chief of Police

April 26, 2010

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:

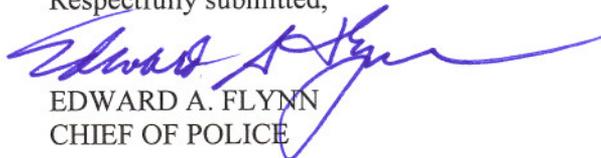
TRECIA M. COLEMAN

to the position of OFFICE ASSISTANT II (Pay Range 410) in this Department, effective SUNDAY, MAY 16, 2010.

Ms. Coleman was appointed to the Department on September 21, 2009, and assigned to the Central Records Division. 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. Coleman to the position of Office Assistant II.

Respectfully submitted,



EDWARD A. FLYNN  
CHIEF OF POLICE

EAF:dj  
c: HR Analyst Sr. Ratliff

Approved by the Board of Fire and Police Commissioners:

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

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Executive Director