



Police Department

Edward A. Flynn
Chief of Police

May 11, 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:

MICHELE K. KLINGBEIL

to the position of POLICE DISTRICT OFFICE ASSISTANT (Pay Range 410) in this Department, effective SUNDAY, MAY 30, 2010.

Ms. Klingbeil was appointed to the Department on June 1, 2009, and is assigned to District One. She has satisfactorily underfilled the position of Police District Office Assistant 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. Klingbeil to the position of Police District Office Assistant.

Respectfully submitted,

EDWARD A. FLYNN
CHIEF OF POLICE

EAF:bx
c: HR Analyst Sr. Ratliff

Approved by the Board of Fire and Police Commissioners:

Chairman

Date: _____

Executive Director