



Police Department

Edward A. Flynn
Chief of Police

July 16, 2010

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:

REBECCA L. SMITH

to the position of OFFICE ASSISTANT III (Pay Range 425) to fill an existing vacancy in the Department. The vacancy is for the position of Office Assistant IV. Ms. Smith will underfill this position for a minimum of six (6) months. Promotion to the position of Office Assistant IV will be contingent upon satisfactory work performance and the recommendation of the Chief of Police. The effective date of this promotion is SUNDAY, AUGUST 8, 2010.

Ms. Smith was appointed to the Department as an Office Assistant I on May 28, 2002. On December 22, 2002, she was promoted to Office Assistant II, and she has satisfactorily performed her duties. Ms. Smith 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. Smith to the position of Office Assistant III.

Sincerely,

EDWARD A. FLYNN
CHIEF OF POLICE

EDWARD LIEBRECHT
ASSISTANT CHIEF OF POLICE

EAF:EL:js
F&P: 6/9/2010 (Correa)
c: Human Resources Analyst Senior Cynthia Ratliff

Approved by the Board of Fire and Police Commissioners:

Chairman

Date: _____

Executive Director _____