



Police Department

Edward A. Flynn
Chief of Police

September 27, 2010

The Board of the
Fire & Police Commissioners
200 East Wells Street, Room 706

Milwaukee, WI 53202

Dear Commissioners:

I hereby nominate and promote, subject to your approval, the following Police District Office Assistant:

MICHELE KLINGBEIL

to the position of Office Assistant III (Pay Range 425) in this Department, effective SUNDAY, October 17, 2010.

Ms. Klingbeil was appointed to the Department as an Office Assistant I on June 1, 2009, and was assigned to District One. She was promoted to Police District Office Assistant on May 30, 2010. Ms. Klingbeil is considered a valued member of this Department and is highly regarded by her supervisors.

In accordance with City Service Commission practices, she meets the requirements for promotion to the Office Assistant III position. I therefore, nominate and promote, subject to your approval, Ms. Klingbeil to Office Assistant III.

Sincerely,


EDWARD A. FLYNN
CHIEF OF POLICE

EAF:vs
F&PC: 07/21/10 (Gaszak)
CC: H/R Analyst Ratliff

Approved by the Board of Fire and Police Commissioners:

Chairman

Date: _____

Executive Director



Police Department

Edward A. Flynn
Chief of Police

September 29, 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:

VERONICA I. MCCLAIN

to the position of Office Assistant III (Pay Range 425) in this Department, effective Sunday, October 17, 2010.

Ms. McClain was appointed to the Department as an Office Assistant I on May 27, 2008, and was assigned to the Criminal Investigation Bureau. She was promoted to an Office Assistant II on January 11, 2009. Ms. McClain is considered a valued member of this Department and is highly regarded by her commanding officer.

In accordance with City Service Commission practices, she meets the requirements for promotion to the Office Assistant III position. I therefore, nominate and promote, subject to your approval, Ms. McClain to Office Assistant III.

Sincerely,



EDWARD A. FLYNN
CHIEF OF POLICE

EAF:m
F&PC: 6/9/10 (Bosetti)
CC: HR Analyst Sr Ratliff

Approved by the Board of Fire and Police Commissioners:

Chairman

Date: _____

Executive Director