



Police Department
November 30, 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:

TARA D. YOUNG

to the position of POLICE DISTRICT OFFICE ASSISTANT (Pay Range 410) in this Department, effective SUNDAY, DECEMBER 26, 2010.

Ms. Young was appointed to the Department on June 1, 2010, and is assigned to District Five. 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. Young to the position of Police District Office Assistant.

Sincerely,


EDWARD A. FLYNN
CHIEF OF POLICE

EAF:vs
c: Human Resources Analyst Senior Cynthia Ratliff

Approved by the Board of Fire and Police Commissioners:

Chairman

Date: _____

Executive Director