



Police Department

Edward A. Flynn
Chief of Police

December 9, 2010

The Board of the
Fire and Police Commissioners
200 East Wells, Room 706
Milwaukee, WI 53202

Dear Commissioners:

I hereby nominate and appoint, subject to your approval, the following individuals:

ENEITTA A. CLAYBROOKS
SALLIE A. KALLAS
DANIEL S. POLANS

to the position of OFFICE ASSISTANT I (Pay Range 400) in this Department, to underfill existing Police District Office Assistant vacancies. The effective date of their appointment will be MONDAY, JANUARY 10, 2011. Their names appear on the eligible list for OFFICE ASSISTANT I, and they have met all of the necessary requirements to fill the position.

They will underfill for a minimum of six months. Promotion to Police District Office Assistant will be contingent upon their satisfactory work performance and the recommendation of the Chief. This appointment is contingent upon their successfully completing a medical examination and drug screen.

Respectfully submitted,



EDWARD A. FLYNN
CHIEF OF POLICE

EAF:rn
F&P: 06/30/2010 (Thompson, Rosario, Foxx)
C: Human Resources Analyst Senior Cynthia Ratliff

Approved by the BOARD OF FIRE & POLICE COMMISSIONERS:

Chairman

Date: _____

Executive Director



City of Milwaukee

Police Department

Edward A. Flynn
Chief of Police

December 9, 2010

The Board of the
Fire and Police Commissioners
200 East Wells, Room 706
Milwaukee, WI 53202

Dear Commissioners:

I hereby nominate and appoint, subject to your approval, the following individual:

HEATHER BERENS

to the position of OFFICE ASSISTANT I (Pay Range 400) in this Department, to underfill an existing Police District Office Assistant vacancy. The effective date of her appointment will be MONDAY, JANUARY 17, 2011. Her name appears on the eligible list for OFFICE ASSISTANT I, and she has met all of the necessary requirements to fill the position.

She will underfill for a minimum of six months. Promotion to Police District Office Assistant will be contingent upon her satisfactory work performance and the recommendation of the Chief. This appointment is contingent upon the individual successfully completing a medical examination and drug screen.

Respectfully submitted,


EDWARD A. FLYNN
CHIEF OF POLICE

EAF:rn

F&P: 06/30/2010 (Klingbeil)
C: Human Resources Analyst Senior Cynthia Ratliff

Approved by the BOARD OF FIRE & POLICE COMMISSIONERS:

Chairman

Date: _____

Executive Director