



Police Department

Edward A. Flynn
Chief of Police

February 22, 2011

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 III:

REBECCA L. SMITH

to the position of OFFICE ASSISTANT IV (Pay Range 445) effective SUNDAY, MARCH 6, 2011.

For the past six months, Ms. Smith has satisfactorily underfilled the position of Office Assistant IV in the Professional Performance Division, and is recommended for this promotion by her commanding officer. Ms. Smith will service a 6-month probationary period if promoted to Office Assistant IV.

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 IV.

Sincerely,



EDWARD A. FLYNN
CHIEF OF POLICE

EAF:rn
c: Human Resources Analyst Senior Cynthia Ratliff

Approved by the Board of Fire and Police Commissioners:

Chairman

Date: _____

Executive Director