



Police Department
February 24, 2011

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:

PAMELA A. KOLEAS

to the position of OFFICE ASSISTANT II in this Department, effective SUNDAY, March 20, 2011.

Ms. Koleas was appointed to the Department on September 8, 2010, and assigned to the Central Records Division. For the past six months, she has satisfactorily underfilled the position of Office Assistant II 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. Koleas to the position of Office Assistant II.

Sincerely,

EDWARD A. FLYNN
CHIEF OF POLICE

EAF:vs

CC: Human Resources Analyst Senior Cynthia Ratliff
Approved by the Board of Fire and Police Commissioners:

Chairman

Date: _____

Executive Director