City of Milwaukee

Police Department

Edward A. Flynn
Chief of Police

April 14, 2011

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

RE: VOLUNTARY DEMOTION OF OFFICE ASSISTANT III MICHELE K. KLINGBEIL

Dear Commissioners:

Attached is a Department Voluntary Demotion form executed by Office Assistant III Michele K. Klingbeil, in which she voluntarily requests and agrees to accept a demotion to the position of Police District Office Assistant. The Department respectfully requests that your Honorable Commission approve this demotion. If such request is granted, the demotion will become effective Sunday, May 1, 2011.

Respectfully submitted,

EDWARD A. FLYNN
CHIEF OF POLICE

EAF:pkr
Attachment
c: HR Analyst Senior-Ratliff

Approved by the BOARD OF FIRE AND POLICE COMMISSIONERS:

_____
Chairman

_____

_____

_____ Date _____

_____ _____
Executive Director

_____

_____

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