



Police Department

Edward A. Flynn  
Chief of Police

July 20, 2011

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:

ELIZABETH BAUER

to the position of POLICE DISTRICT OFFICE ASSISTANT (Pay Range 410) in this Department, effective SUNDAY, AUGUST 7, 2011.

Ms. Bauer was appointed to the Department on November 29, 2010, assigned to District Six. She has satisfactorily underfilled the position of Police District Office Assistant and is recommended for this position by her commanding officer.

In accordance with City Service Commission practices, she meets the requirements for this position. I therefore, nominate and promote, subject to your approval, Ms. Bauer to the position of Police District Office Assistant.

Sincerely,

  
EDWARD A. FLYNN  
CHIEF OF POLICE

EAF:m  
c: Human Resources Analyst Senior Cynthia Ratliff

Approved by the Board of Fire and Police Commissioners:

\_\_\_\_\_  
Chairman  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Executive Director



Police Department

Edward A. Flynn  
Chief of Police

JULY 21, 2011

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:

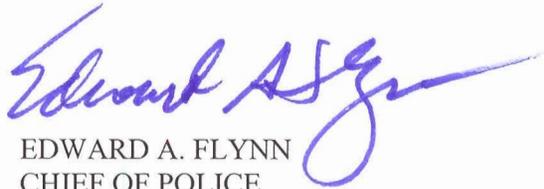
VENEITTA A. CLAYBROOKS

to the position of POLICE DISTRICT OFFICE ASSISTANT (Pay Range 410) in this Department, effective SUNDAY, AUGUST 7, 2011.

Ms. Claybrooks was appointed to the Department on January 10, 2011, and assigned to the 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. Claybrooks 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