



Police Department  
August 17, 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:

DANIEL S. POLANS

to the position of OFFICE ASSISTANT II in this Department, effective SUNDAY, SEPTEMBER 4, 2011.

Mr. Polans was appointed to the Department on January 10, 2011, and is assigned to the Office of Management, Analysis and Planning. For the past six months, he has satisfactorily underfilled the position of Office Assistant II and is recommended for this position by his supervisor.

In accordance with City Service Commission practices, he meets the requirements for this position. I therefore, nominate and promote, subject to your approval, Mr. Polans 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:

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Chairman

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

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