City of Milwaukee

Police Department

Edward A. Flynn
Chief of Police

August 23, 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:

HEATHER J. BERENS

to the position of POLICE DISTRICT OFFICE ASSISTANT (Pay Range 410) in this Department, effective SUNDAY, SEPTEMBER 4, 2011.

Ms. Berens was appointed to the Department on January 18, 2011, assigned to District One. 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. Berens 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

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_____ Date: _____

_____
Executive Director

City of Milwaukee

Police Department

Edward A. Flynn
Chief of Police

August 23, 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:

SALLY A. KALLAS

to the position of POLICE DISTRICT OFFICE ASSISTANT (Pay Range 410) in this Department, effective SUNDAY, SEPTEMBER 4, 2011.

Ms. Kallas was appointed to the Department on January 10, 2011, assigned to District Four. 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. Kallas 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

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_____ Date: _____

_____
Executive Director