



Police Department

Edward A. Flynn
Chief of Police

September 26, 2011

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

Dear Commissioners:

I hereby nominate and appoint, subject to your approval, the following individual:

KAITLIN L. MATTHIAS

to the position of OFFICE ASSISTANT I (Pay Range 400) in this Department, to underfill an existing Police District Office Assistant vacancy. The effective date of this appointment will be MONDAY, OCTOBER 17, 2011. This name appears on the eligible list for OFFICE ASSISTANT I, and she has met the necessary requirements to fill the position.

This individual will underfill for a minimum of six months. Promotion to Police District Office Assistant will be contingent upon satisfactory work performance and the recommendation of the Chief. This appointment is contingent upon the individual successfully completing a medical examination and drug screen.

Respectfully submitted,



EDWARD A. FLYNN
CHIEF OF POLICE

EAF:rn
F&P: 6/9/2011 (Brooks)
C: Human Resources Analyst Senior Cynthia Ratliff

Approved by the BOARD OF FIRE & POLICE COMMISSIONERS:

Chairman

Date: _____

Executive Director