



**BE A FORCE**

March 6, 2012

**Milwaukee Police Department**  
Police Administration Building  
749 West State Street  
Milwaukee, Wisconsin 53233  
<http://www.milwaukee.gov/police>

**Edward A. Flynn**  
Chief of Police

(414) 935-7200

The Board of the  
Fire & Police Commissioners  
200 E. Wells Street - Room 706  
Milwaukee, WI 53202

Dear Commissioners:

I hereby nominate and promote, subject to your approval, the following OFFICE ASSISTANT I:

ERIC SHIN

to the position of OFFICE ASSISTANT II (Pay Range 6E) in this Department, effective SUNDAY, MARCH 18, 2012.

Mr. Shin was appointed to the Department on July 12, 2010, and is assigned to the Central Records Division, Records Management Section. 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. Shin to the position of Office Assistant II.

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

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

Executive Director

**IN SOME JOBS, SUCCESS IS MEASURED BY WHAT DOESN'T HAPPEN.**