



BE A FORCE

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

April 11, 2012

Edward A. Flynn
Chief of Police

(414) 935-7200

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 individuals:

NICOLE GARRISON
SARAH L. SMITH

to the position of OFFICE ASSISTANT I (Pay Range 6C) in this Department, to underfill existing Police District Office Assistant vacancies. The effective date of their appointment will be MONDAY, APRIL 30, 2012. Their names appear on the eligible list for OFFICE ASSISTANT I, and they have met all of the necessary requirements to fill the position.

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

Respectfully submitted,

EDWARD A. FLYNN
CHIEF OF POLICE

EAF:rn
F&P: 06/09/11 (Young, Kwaitkowski)
C: Payroll Supervisor Cynthia Ratliff

Approved by the BOARD OF FIRE & POLICE COMMISSIONERS:

Chairman

Date: _____

Executive Director

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