



BE A FORCE

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

May 31, 2012

Edward A. Flynn
Chief of Police

(414) 935-7200



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:

KAITLIN L. MATTHIAS

to the position of POLICE DISTRICT OFFICE ASSISTANT (Pay Range 6EN) in this Department, effective SUNDAY, JUNE 10, 2012.

Ms. Matthias was appointed to the Department on October 17, 2011, and assigned to District Four. She is currently assigned to District Seven. Ms. Matthias 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. Matthias to the position of Police District Office Assistant.

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

Date: _____

Executive Director