



**BE A FORCE**

January 30, 2013

**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 St., Room 706  
Milwaukee, WI 53202

Dear Commissioners:

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

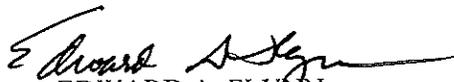
SARAH SMITH

to the position of POLICE DISTRICT OFFICE ASSISTANT (Pay Range 6EN) in this Department, effective SUNDAY, FEBRUARY 17, 2013.

Ms. Smith was appointed to the Department on April 30, 2012, and assigned to District Six. 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. Smith to the position of Police District Office Assistant.

Sincerely,

  
EDWARD A. FLYNN  
CHIEF OF POLICE

EAF:m  
c: Payroll Supervisor Ratliff

Approved by the Board of Fire and Police Commissioners:

\_\_\_\_\_  
Chairman  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_

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

\_\_\_\_\_  
Executive Director