

VII, B, 2,  
1 of 2



**BE A FORCE**

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

July 19, 2013

**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 individual:

**KIM A. LEWIS**

to the position of OFFICE ASSISTANT I (Pay Range 6CN) in this Department, to fill an existing Office Assistant II vacancy. The effective date of this appointment will be MONDAY, AUGUST 19, 2013.

This name appears on the eligible list for OFFICE ASSISTANT I, and she has met all of the necessary requirements to fill the position. She will underfill for a minimum of six months. Promotion to Office Assistant II or 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

  
**KURT R. LEIBOLD**  
ASSISTANT CHIEF OF POLICE

EAF:KRL:rn  
F&P: 1/30/13 (Tordenshield)  
C: Payroll Supervisor Ratliff

Approved by the BOARD OF FIRE & POLICE COMMISSIONERS:

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

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

VII, B, 2  
2 of 2



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July 19, 2013

**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 individual:

**CHARISSA MOCORNCAN**

to the position of OFFICE ASSISTANT I (Pay Range 6CN) in this Department, to fill an existing Office Assistant II vacancy. The effective date of this appointment will be TUESDAY, SEPTEMBER 3, 2013.

This name appears on the eligible list for OFFICE ASSISTANT I, and she has met all of the necessary requirements to fill the position. She will underfill for a minimum of six months. Promotion to Office Assistant II or 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

**KURT R. LEIBOLD**  
ASSISTANT CHIEF OF POLICE



EAF:KRL:m  
F&P: 1/30/13 (Schulz)  
C: Payroll Supervisor Ratliff

Approved by the BOARD OF FIRE & POLICE COMMISSIONERS:

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

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