



BE A FORCE

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

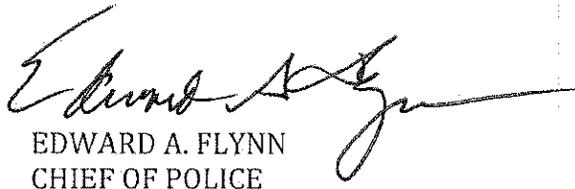
August 23, 2013

The Board of the
Fire and Police Commission
200 E. Wells Street, Room 706
Milwaukee, WI 53202

Dear Commissioners:

At the Fire and Police Commission meeting of July 25, 2013, the Department requested that the Fire and Police Commission approve the nomination and appointment of Ms. Kim A. Lewis to the position of Office Assistant I, effective Monday, August 19, 2013 (copy of letter attached for reference). Ms. Lewis decided not to accept the position. Therefore, I respectfully request that the appointment of Ms. Lewis to the position of Office Assistant I be rescinded.

Sincerely,



EDWARD A. FLYNN
CHIEF OF POLICE

Attachment
EAF:rlh
Cc: Payroll Supervisor Ratliff

VII. B. 2.
1 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

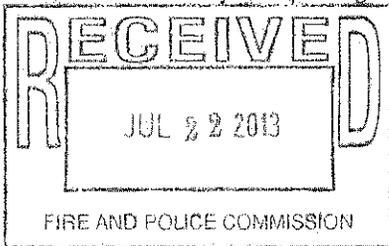
Dear Commissioners:

I hereby nominate and appoint, subject to your approval, the following individual:

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:m
F&P: 1/30/13 (Tordenshiel)
C: Payroll Supervisor Raliff

Approved by the BOARD OF FIRE & POLICE COMMISSIONERS:

Chairman

Date: _____

Executive Director