

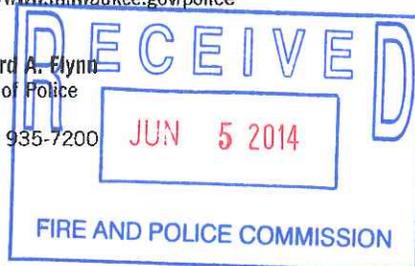


BE A FORCE

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

June 4, 2014

Edward A. Flynn
Chief of Police
(414) 935-7200



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

RE: TERMINATION OF PROBATIONARY OFFICE ASSISTANT I TAWANDA L. JONES

Dear Commissioners:

This is to notify your Honorable Commission that I have terminated Office Assistant I Tawanda L. Jones effective June 3, 2014. A copy of Personnel Order 2014-53 concerning such termination is attached. By the Department's Code of Conduct, Core Value 1.00 – Competence; Guiding Principle 1.01 probationary members have no appeal rights in the event of discharge.

Former Office Assistant Jones was appointed to the Department on March 3, 2014, as an Office Assistant I, and was assigned to the Human Resources Division. On April 13, 2014, Office Assistant Jones was transferred to the Investigative Management Division.

Former Office Assistant Jones' termination is based on the fact that her performance was below standards without continuous assistance. Ms. Jones received unsatisfactory performance evaluations for April and May due to the following deficiencies:

- Inability to perform daily work assignments without continuous assistance
- Inability to successfully comprehend and execute training instructions
- Inability to competently perform clerical work processes (primarily data entry) without an inordinate amount of mistakes
- Inability to complete assignments in a timely manner
- Inability to follow division chain of command
- Continued lack of telephone etiquette, despite considerable instruction on proper telephone etiquette

Based on Office Assistant I Tawanda Jones' lack of progress and unsatisfactory work performance, her employment with the City of Milwaukee Police Department has been terminated.

Sincerely,

EDWARD A. FLYNN
CHIEF OF POLICE

Attachment

EAF:VW

Cc: Inspector Carianne Yerkes
Captain Aaron Raap

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



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PERSONNEL ORDER 2014-53

June 2, 2014

RE: PERSONNEL ACTION

PROBATIONARY OFFICE ASSISTANT I TAWANDA L. JONES, (024356), assigned to Investigative Management Division , Nights, is hereby terminated effective immediately, pursuant to Core Value 1.00 – Competence; Guiding Principle 1.01.

EDWARD A. FLYNN
CHIEF OF POLICE

EAF:vw