



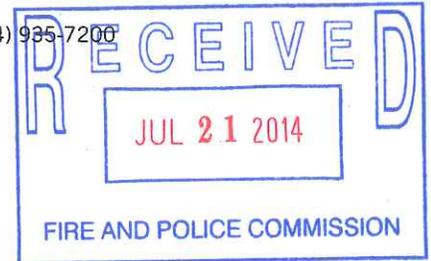
BE A FORCE

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

July 17, 2014

Edward A. Flynn
Chief of Police

(414) 935-7200



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

Dear Commissioners:

I hereby nominate and promote, subject to your approval, the following Police District Office Assistant:

VENEITTA A. CLAYBROOKS

to the position of OFFICE ASSISTANT III (Pay Range 6FN) in this Department, effective Sunday, August 3, 2014.

Ms. Claybrooks was appointed to the Department as an Office Assistant I on January 10, 2011, and she was assigned to District Five, Days. On August 7, 2011, she was promoted to Police District Office Assistant and she has continued her assignment at District Five.

Ms. Claybrooks participated in a selection process that involved an oral interview with other qualified candidates. She is being recommended based on the results of this process. Ms. Claybrooks is considered a valued member of this Department and is highly regarded by her supervisor. Her supervisor recommends her for this position.

In accordance with City Service Commission practices, she meets the requirements for this position. I therefore, nominate and promote, subject to our approval Ms. Claybrooks to the position of Office Assistant III.

Sincerely,

EDWARD A. FLYNN
CHIEF OF POLICE

JAMES C. HARPOLE
ASSISTANT CHIEF OF POLICE

AF:el

(F&P 7/16/2014-Migdalia Rosario)

Cc: Payroll Supervisor C. Ratliff

Approved by the Board of Fire and Police Commissioners:

Chair

Date: _____

Executive Director