



BE A FORCE

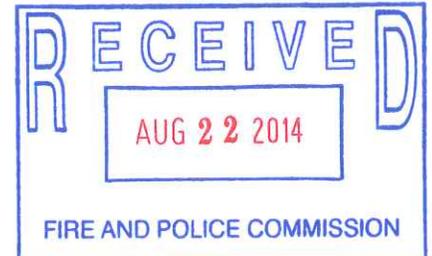
August 20, 2014

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 and Police Commission
200 E. Wells Street, Room 706
Milwaukee, WI 53202



RE: REAPPOINTMENT REQUEST OF FORMER OFFICE ASSISTANT IV APRIL L. COLEMAN

Dear Commissioners:

Attached is a copy of correspondence the Department received from former Office Assistant IV April L. Coleman on August 18, 2014, wherein she requests reappointment to the Department as an Office Assistant IV. Former Office Assistant Coleman was appointed to the Department on October 2, 2000 and resigned from the Department effective July 5, 2014. A copy of her resignation is attached for your reference.

The reason for former Office Assistant Coleman's resignation and her subsequent request for reappointment to the Department are described in the attached correspondence. Since the period between her separation from the Department and the date of her reappointment request is less than six months, she is eligible for reappointment to the Department under Fire and Police Commission Rule XIII.

A background investigation is conducted for all applicants requesting reappointment to the Department. The Internal Affairs Division does not list a record of incidents or disciplines.

Ms. Coleman's former supervisor was interviewed, and she stated the following: Ms. Coleman was an excellent employee and a valuable asset to the Human Resources Division. She always produced an exemplary quality and quantity of work. Ms. Coleman went beyond what was required to complete her assignments, assist her co-workers and support her supervisors. She got along well with her co-workers and did not have a problem with tardiness or discipline. She is highly recommended for reappointment.

Ms. Coleman's last evaluation report dated December 31, 2013, indicated the following: She is a dedicated and conscientious employee. She is well versed in all aspects of her duties and she leads by example. She is always willing to go the extra mile in order to complete any and all assignments. She has great interpersonal skills. She is open to constructive criticism and is always willing to rectify an error. She exhibits the true meaning of being part of a team.

Review of Ms. Coleman's absenteeism record revealed from 2010-2014, she used 252.6 hours of paid absence as detailed below:

ABSENTEEISM FROM 2010 - 2014

Year of Employment	Hours of Absence Used
2010	78.5 Hours
2011	37.3 Hours
2012	27.0 Hours
2013	85.8 Hours
2014	24.0 Hours
Total	252.6 Hours

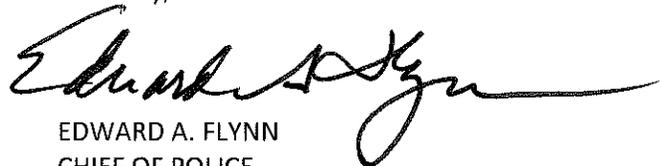
The above total does not include any time taken under the Family and Medical Leave Act (FMLA).

Ms. Coleman was interviewed on August 19, 2014, and she stated the following: She resigned from the Milwaukee Police Department to pursue an opportunity for advancement at the Milwaukee Health Department. Since leaving the Police Department she has come to realize that her position at the Police Department was a better fit for her both personally and professionally. She further stated that she felt that she did a good job as an office assistant IV and she did not have a problem with absenteeism, tardiness or discipline.

Based on the information provided in this report, I do believe the interests of the Department's efficiency would be best served by reappointing former Office Assistant IV April L. Coleman. Therefore, I respectfully recommend that her request be approved for reappointment, contingent upon her successfully passing a medical examination and drug screen. If approved, this reappointment will take effect on Sunday, September 14, 2014.

Ms. Coleman has been advised that the Fire and Police Commission will hear the matter of her reappointment request at its regular meeting on September 4, 2014. She has been informed that although it is not required that she attend this meeting, it is advisable that she do so in case the Commissioners may have questions of her. For reference purposes, I have attached a copy of the correspondence I sent her in that regard.

Sincerely,



EDWARD A. FLYNN
CHIEF OF POLICE

Attachments
EAF:VW

C: Inspector William J. Jessup
Human Resources Specialist Pamela Roberts
Payroll Supervisor Ratliff
April L. Coleman