



BE A FORCE

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

October 13, 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 Office Assistant II:

SARAH L. SMITH

to the position of OFFICE ASSISTANT III (Pay Range 6FN) in this Department, effective Sunday, October 26, 2014.

This position will be underfilling the position of OFFICE ASSISTANT IV (Pay Range 6HN) for a minimum period of six months. Ms. Smith's promotion to the position of Office Assistant IV will be contingent upon her satisfactory work performance and the recommendation of the Chief of Police.

Ms. Smith was appointed to the Department as an Office Assistant I on April 30, 2012, and she was assigned to District Six, Nights. On February 17, 2013, she was promoted to Police District Office Assistant and she has continued her assignment at District Six. On December 8, 2013, she was assigned to Intelligence Fusion Center, Days.

Ms. Smith 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. Smith 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 your approval Ms. Smith to the position of Office Assistant III.

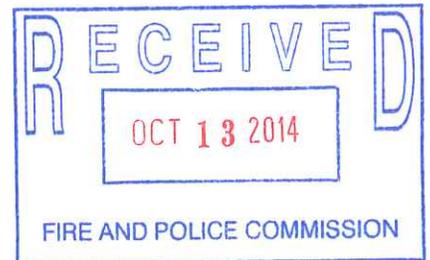
Sincerely,


EDWARD A. FLYNN
CHIEF OF POLICE

EAF:kw
(F&P 5/7/2014 – Susan Wroblewski)
CC: Payroll Supervisor C. Ratliff

Approved by the Board of Fire and Police Commissioners:

Chair



Date: _____

Executive Director