



**BE A FORCE**

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

April 30, 2015

**Edward A. Flynn**  
Chief of Police

(414) 933-4444

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

Dear Commissioners:

I hereby nominate and promote, subject to your approval, the following OFFICE ASSISTANT II (Pay Range 6EN):

**PAMELA A. KOLEAS**

to the position of POLICE RECORDS SPECIALIST I (Pay Range 6FN) effective SUNDAY, MAY 10, 2015.

Ms. Koleas was appointed to the Department as an Office Assistant I on September 8, 2010, and she was assigned to Central Records Division. On March 20, 2011, she was promoted to Office Assistant II and she has continued her assignment at Central Records Division. On September 4, 2011 she was assigned to Human Resources Division. On November 25, 2012 she was assigned to Metropolitan Investigations Division.

Ms. Koleas 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. Koleas 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. Koleas to the position of Police Records Specialist I.

Sincerely,

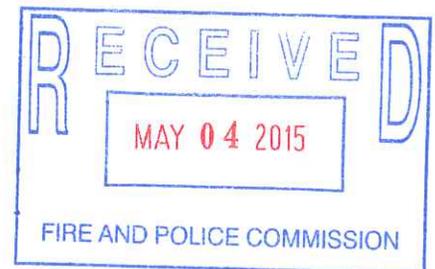
**EDWARD A. FLYNN**  
CHIEF OF POLICE

EAF:mx  
(F&P 4/15/2015 – Vacant)  
CC: Payroll Supervisor Ratliff  
Approved by the BOARD OF FIRE & POLICE COMMISSIONERS:

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Chair  
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Date \_\_\_\_\_  
\_\_\_\_\_

Executive Director





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Chief of Police

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

Dear Commissioners:

I hereby nominate and promote, subject to your approval, the following POLICE DISTRICT OFFICE ASSISTANT (Pay Range 6EN):

ELIZABETH A. VAN-DUYN

to the position of POLICE RECORDS SPECIALIST I (Pay Range 6FN) effective SUNDAY, MAY 10, 2015.

Ms. Van-Duyn was appointed to the Department as an Office Assistant I on June 24, 2013, and she was assigned to District Two, Nights. On January 31, 2014, she was promoted to Police District Office Assistant and she has continued her assignment at District Two, Nights.

Ms. Van-Duyn 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. Van-Duyn is considered a valued member of this Department and is highly regarded by her supervisor. Her supervisor recommends her for this position.

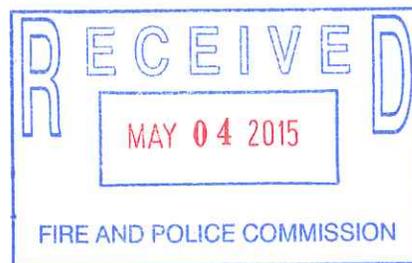
In accordance with City Service Commission practices, she meets the requirements for this position. I therefore, nominate and promote, subject to your approval Ms. Van-Duyn to the position of Police Records Specialist I.

Sincerely,

  
EDWARD A. FLYNN  
CHIEF OF POLICE

EAF:mx  
(F&P 4/15/2015 – Vacant)  
CC: Payroll Supervisor Ratliff  
Approved by the BOARD OF FIRE & POLICE COMMISSIONERS:

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Chief of Police  
  
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Fire and Police Commission  
200 East Wells Street, Room 706  
Milwaukee, WI 53202

Dear Commissioners:

I hereby nominate and promote, subject to your approval, the following POLICE DISTRICT OFFICE ASSISTANT (Pay Range 6EN):

JACQUELINE D. DAVIS-COBIN

to the position of POLICE RECORDS SPECIALIST I (Pay Range 6FN) effective SUNDAY, MAY 10, 2015.

Ms. Davis-Cobin was appointed to the Department as an Office Assistant I on June 15, 2009, and she was assigned to District Five, Nights. On January 10, 2010, she was promoted to Police District Office Assistant and she has continued her assignment at District Five, Nights.

Ms. Davis-Cobin 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. Davis-Cobin is considered a valued member of this Department and is highly regarded by her supervisor. Her supervisor recommends her for this position.

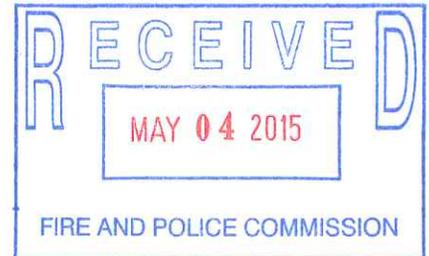
In accordance with City Service Commission practices, she meets the requirements for this position. I therefore, nominate and promote, subject to your approval Ms. Davis-Cobin to the position of Police Records Specialist I.

Sincerely,

EDWARD A. FLYNN  
CHIEF OF POLICE

EAF:mx  
(F&P 4/15/2015 – Vacant)  
CC: Payroll Supervisor Ratliff  
Approved by the BOARD OF FIRE & POLICE COMMISSIONERS:

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Date \_\_\_\_\_  
  
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Executive Director