



BE A FORCE

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

April 20, 2015

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 III (Pay Range 6FN):

SARAH L. SMITH

to the position of OFFICE ASSISTANT IV (Pay Range 6HN) effective SUNDAY, MAY 10, 2015.

For the past six (6) months, Ms. Smith has satisfactorily underfilled the position of Office Assistant III in the Medical Section Division and is recommended for this position by her commanding officer.

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 IV.

Sincerely,

EDWARD A. FLYNN
CHIEF OF POLICE

EAF:kw
CC: Payroll Supervisor Ratliff

Approved by the BOARD OF FIRE & POLICE COMMISSIONERS:

Chairman

Date _____

Executive Director