



BE A FORCE

September 2, 2015

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 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):

SANDRA HANSEN

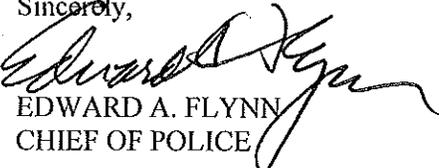
to the position of OFFICE ASSISTANT III (Pay Range 6FN) effective SUNDAY, OCTOBER 11, 2015.

Ms. Hansen was appointed to the Department as an Office Assistant I on February 23, 2009, and she was assigned to Central Records Division. On September 6, 2009, she was promoted to Office Assistant II and she has continued her assignment at Central Records Division. On September 19, 2010, she was assigned to Technical Communications Division.

Ms. Hansen 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. Hansen 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. Hansen to the position of Office Assistant III.

Sincerely,


EDWARD A. FLYNN
CHIEF OF POLICE

EAF:mx
(F&P: 6/17/2015 – Deborah Smith)
CC: Payroll Supervisor Ratliff
Approved by the BOARD OF FIRE & POLICE COMMISSIONERS:

Chair

Date _____

Executive Director