



BE A FORCE

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

October 2, 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:

TYRONDA L. WILLIAMS

to the position of OFFICE ASSISTANT III (Pay Range 6FN) in this Department, effective Sunday, November 8, 2015.

This position will be underfilling the position of OFFICE ASSISTANT IV (Pay Range 6HN) for a minimum period of six months. Ms. Williams' 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. Williams was appointed to the Department on June 11, 2001 as an Office Assistant I, and she was assigned to District Three, Days. On September 30, 2001, she was assigned to Internal Affairs Division. On December 9, 2001, she was promoted to Office Assistant II and has continued her assignment at Internal Affairs Division.

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

Sincerely,

EDWARD A. FLYNN
CHIEF OF POLICE

EAF:mx
F&P:10/7/2015 (Susan Wroblewski)
CC: Payroll Supervisor Ratliff

Approved by the BOARD OF FIRE & POLICE COMMISSIONERS:

Chair

Date _____

MaryNell Regan
Executive Director

IN SOME JOBS, SUCCESS IS MEASURED BY WHAT DOESN'T HAPPEN.