



BE A FORCE

November 20, 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) 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 IV:

SARAH L. SMITH

to the position of HEALTH AND SAFETY SPECIALIST (Pay Range 2DN) in this Department, effective Sunday, December 20, 2015.

Ms. Smith was appointed to the Department on April 30, 2012, as an Office Assistant I assigned to District Six. She was promoted to Police District Office Assistant on February 17, 2013, Office Assistant III on November 3, 2014, and Office Assistant IV on May 10, 2015. Ms. Smith is currently assigned to the Medical Section.

Ms. Smith participated in a selection process, which included an evaluation of training and experience, and oral interview with qualified candidates. Ms. Smith is being recommended based on the results of this process. She will serve a one year probationary period if promoted to Health and Safety Specialist. Ms. Smith's commanding officer 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, Sarah Smith to Health and Safety Specialist.

Sincerely,

EDWARD A. FLYNN
CHIEF OF POLICE

EAF:va
CC: Payroll Supervisor Ratliff
F&P: 2/25/15 (Armstrong)

Approved by the BOARD OF FIRE & POLICE COMMISSIONERS:

Chairman

Date _____

Executive Director

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