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BE A FORCE

July 12, 2013

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 & Police Commissioners
200 E. Wells Street, Room 706
Milwaukee, WI 53202

Dear Commissioners:

I hereby nominate and promote, subject to your approval, the following OFFICE ASSISTANT II:

KATRINA Y. CEASAR

to the position of OFFICE ASSISTANT III (Pay Range 6FN) in this Department, effective SUNDAY, August 4, 2013.

This position will be underfilling the position of OFFICE ASSISTANT IV (Pay Range 6HN) for a minimum period of six months. Ms. Ceasar's promotion to the position of OAIIV will be contingent upon her satisfactory work performance and the recommendation of the Chief of Police.

Ms. Ceasar was appointed to the Department as an Office Assistant I on July 22, 2007, and was assigned to the Criminal Investigation Bureau, Nights. On March 9, 2008, she was promoted to Office Assistant II and she continued her assignment with the Criminal Investigation Bureau. On August 17, 2009, she was assigned to the Intelligence Fusion Center, Days.

Ms. Ceasar 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. Ceasar'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 Ms. Ceasar to the position of Office Assistant IV.

Sincerely,

EDWARD A. FLYNN
CHIEF OF POLICE

KURT R. LEIBOLD
ASSISTANT CHIEF OF POLICE

EAF:kw
(F&P 1/30/2013 – Candace King)

CC: Payroll Supervisor C. Ratliff

Approved by the Board of Fire and Police Commissioners:

Chairman

Date: _____

Executive Director