



CITY OF RICHMOND

Intracity Correspondence

DATE: September 18, 2020

TO: All DEC Personnel

FROM: Tory Maye, Deputy Director of Operations
Department of Emergency Communications

**SUBJECT: DEC PERSONNEL MEMO #20-10 SKILLSET RELEASE/
REASSIGNMENT**

SKILLSET RELEASE:

Emergency Communications Officer Terry Ellis, Position #87M00000007, Code 8103 has cleared **Fire Radio** on **September 8, 2020**.

REASSIGNMENT:

Emergency Communications Officer Sherita Mines, Position #87M00000047, Code 8105 will be reassigned from **A Platoon** to **C Platoon**. Her new supervisor is ECAS Brittney Jones, Code 8038. Effective date is September 12, 2020.