



# CITY OF RICHMOND

## Intracity Correspondence

**DATE:** May 15, 2020

**TO:** All DEC Personnel

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

**SUBJECT: DEC PERSONNEL MEMO #20-03 PROMOTION/REASSIGNMENTS & SKILL SET RELEASES**

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### **PROMOTION:**

**Acting/Emergency Communications Supervisor Justin Waitt, Position #87M00000087, Code 3697**, promoted to **Emergency Communications Supervisor, Position #87M00000095** effective March 23, 2020.

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### **REASSIGNMENTS:**

**Emergency Communications Supervisor Justin Waitt, Position #87M00000095, Code 3697** will be reassigned from **Operations Support to Operations**. His supervisor will be Program Manager, Felicia Roane, Code 2989. Reassignment date effective May 23, 2020.

**Emergency Communications Supervisor Cynthia Stewart, Position #87M00000091, Code 3491** will be reassigned from **Operations to Operations Support**. Her supervisor will be **Acting/Professional Standards and Development Manager**, Kenya Washington, Code 3656. Reassignment date effective May 23, 2020.

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### **SKILL SET RELEASES:**

**Emergency Communications Officer Bria Green, Position #87M00000056, Code 8136** has cleared **Police Radio** on May 5, 2020 and **DPW/Service Channel** on May 12, 2020.

**Emergency Communications Officer Jessica Dockery, Position #87M00000016, Code 8127** has cleared **Police Radio** on May 7, 2020 and **DPW/Service Channel** on May 12, 2020.

## **SEPARATIONS**

Jennifer Flowers, Position #87M00000060  
Stephanie Franklin, Position #87M00000019  
Ortoria Hymons, Position #87M00000082

April 2, 2020  
May 7, 2020  
May 8, 2020