



CITY OF RICHMOND

INTRACITY CORRESPONDENCE

DATE: May 24, 2018

TO: All DEC Personnel

FROM: Katrina Hiers, HR Liaison
Department of Emergency Communications

SUBJECT: DEC PERSONNEL MEMO #18-05 SKILL SET RELEASES, TRANSFER & SEPARATIONS

SKILL SET RELEASE:

Communications Officer Curtis Shepherd Position #87M00000004, Code 8082, has **Telephone** as of April 27, 2018.

Communications Officer Cynthia Scott Position #87M00000077, Code 8084, has **Telephone** as of May 22, 2018.

TRANSFERS:

Communications Officer Ronetta Lewis-Ince, Position #87M00000052, Code 3329, will be transferred from **B Platoon** to **D Platoon** as **A/COS**. Her supervisor is COS Kenya Washington, Code 3656. Transfer effective May 26, 2018. She is entitled to shift diff.

Communications Officer Shawanna Freeman, Position #87M00000080, Code 8061, will be transferred from **D Platoon** to **C Platoon** as **A/COS**. Her supervisor is COS Cynthia Stewart, Code 3491. Transfer effective May 26, 2018. She is entitled to shift diff.

Communications Officer Supervisor Cynthia Stewart, Position #87M00000091, Code 3491, will be transferred from **C&D Platoons** to **A&C Platoons**. Her supervisor is OM Felicia Roane, Code 2989. Transfer effective May 26, 2018. She is entitled to shift diff.

Communications Officer Supervisor Kenya Washington, Position #87M00000092, Code 3656, will be transferred from **Training** to **B&D Platoons**. Her supervisor is OM Felicia Roane, Code 2989. Transfer effective May 26, 2018. She is entitled to shift diff.

Communications Officer Iteka Ellison, Position #87MTEMP00010, Code 3430, will be transferred from **D Platoon** to **Pool**. Her new supervisor is A/COS Justin Waitt, Code 3697. Transfer effective May 12, 2018.

SEPARATIONS:

Gilberto Lopez, Position #87M00000053

May 10, 2018