CITY OF RICHMOND

Intracity Correspondence

TO: DEC Personnel

FROM: Stephen Willoughby, Director
Department of Emergency Communications

DATE: August 26, 2019

RE: **DEC PERSONNEL MEMO – REASSIGNMENT AND TRANSFERS**

THE FOLLOWING ASSIGNMENTS WILL BE EFFECTIVE SEPTEMBER 9, 2019

Emergency Communications Supervisor Christopher Ward, Code #8100 is reassigned from the Professional Development Division to the Emergency Communications Operations Division B and D platoons. New supervisor will be Programs and Operations Manager Lisa Roane.

Emergency Communications Assistant Supervisor Justin Waitt, Code #3697 is reassigned to the Professional Development Division as Acting Operations Support Supervisor. New supervisor will be Professional Standards and Development Manager Kathy Berg. He is entitled to Special Pay.

THE FOLLOWING ASSIGNMENTS WILL BE EFFECTIVE SEPTEMBER 23, 2019

Emergency Communications Supervisor Kenya Washington, Code #3656 is designated Acting Professional Standards and Development Manager. She will remain in Operations and will be transferred from the Emergency Communications Operations Division to the Professional Development Division. She is entitled to Special Pay. New supervisor will be Deputy Department Director, Senior Tory Maye.

THE FOLLOWING ASSIGNMENTS WILL BE EFFECTIVE NOVEMBER 1, 2019

Acting Emergency Communications Supervisor Ortoria Hymons, Code #3154 will remain in the Professional Development Division, Training Unit. She remains entitled to Special Pay. New supervisor is Acting Professional Standards & Development Manager Kenya Washington.

Acting Operations Support Supervisor Justin Waitt, Code #3697 will remain in the Professional Development Division as Acting Emergency Communications Supervisor. He remains entitled to Special Pay. New supervisor is Acting Professional Standards & Development Manager Kenya Washington.