



CITY OF RICHMOND

INTRACITY CORRESPONDENCE

DATE: March 20, 2018

TO: All DEC Personnel

FROM: Katrina Hiers, HR Liaison
Department of Emergency Communications

SUBJECT: DEC PERSONNEL MEMO #18-02 NEW HIRE, SKILL SET RELEASES, TRANSFER & SEPARATIONS

THE FOLLOWING NEW HIRES STARTED MARCH 5, 2018:

Executive Assistant III Donetta McQueen Position #87M00000105, Code 8088, is assigned to **Administration**. Her supervisor is Director Stephen Willoughby, Code 8014.

SKILL SET RELEASES:

Communications Officer Robin Peters-Brown, Position #87TEMP00011, Code 3580, has cleared **Police Radio** as of February 15, 2018.

Communications Officer Rayelle Jackson, Position #87M00000051, Code 8079, has cleared **Police Radio** as of February 13, 2018 and **Service Channel** as of February 27, 2018.

Communications Officer Bruce Johnson, Position #87M00000049, Code 8080, has cleared **Police Radio** as of February 27, 2018.

Communications Officer Jamie Isley, Position #87M00000046, Code 8078, has cleared **Police Radio** as of March 8, 2018 and **Service Channel** as of March 13, 2018.

Communications Officer Chantell Jones, Position #87M00000073, Code 8037, has cleared **Fire Radio** as of March 15, 2018.

TRANSFERS:

Communications Officer Aliesha Miffin, Position #87TEMP00006, Code 8042, will be transferred from **A Platoon** to **Pool**. Her supervisor is ACOS Justin Waitt, Code 3697. Transfer effective March 3, 2018.

SEPARATIONS:

Craig Gwynne, Position #87M00000094

February 1, 2018

Eva-Mona' Davis, Position #87M00000075

February 15, 2018