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TO: All Department Personnel
FROM: J.D. Orndorff, Battalion Chief
RE: Promotional Ceremony for Lieutenant Adam Still
Date: February 29, 2016

INFORMATIONAL BULLETIN IB-16008

The department will be changing the way we recognize promotions in the department. This improved process will ensure important milestones are recognized.

On March 8, 2016 at 1800 hours, Lt. Adam Still will be pinned in front of the city council and the public. If you plan on attending, please meet in the lobby of city hall at 1745 hours. The oath/pinning will be completed during the managers' report to city council.

We hope that all can attend.