TO: Opr. Toomey

FROM: Tom Imbordino

DATE: March 2nd, 2011

SUBJECT: CTO training for new Telecommunicator

CTO Toomey,

Chief Koletsos hired Ms. Lynn Jacobson as a new telecommunicator. Her start date is March 21st, 2011. I am assigning Ms. Jacobson to you. Please commence her training on this date. Thank you.

Sincerely,

Tom Imbordino

Communications Supervisor

**1.1.5**