

Department of Police



TOWN OF WEST SENECA

MUNICIPAL BUILDING
1250 UNION ROAD
WEST SENECA, NEW YORK 14224



DANIEL M. DENZ
CHIEF OF POLICE



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TO: Honorable Town Board
Town of West Seneca

ATTN.: Supervisor Meegan

FROM: Daniel M. Denz
Chief of Police

DATE: September 1, 2015

RE: Leave of Absence – Clerk/Typist

Dear Honorable Town Board:

Kindly move to approve a leave of absence for Colleen Schappert from her position as Clerk/Typist within the Police Department, commencing September 15, 2015 and ending September 14, 2016, and authorize the Supervisor to sign the necessary forms for Erie County Personnel.

Respectfully

Daniel M. Denz
Chief of Police