



Policy and Procedure

Number: 312

Subject: Duties and Responsibilities - Sergeant of Police – Public Information Officer		
Date Issued: 05-07-82	Effective Date: 07-25-12	Revision Number: 7

1. Appointment. The Chief of Police shall appoint the Sergeant of Police - Public Information Officer.
 - a. He/she shall report to the Lieutenant of Planning and Special Events.
 - b. He/she shall maintain the City Hall work schedule (Mon-Fri).
 - c. He/she shall be expected to vary the hours worked in order to accommodate meetings and events that are deemed essential for the effective performance of the Sergeant of Police – Public Information Officer position.
2. Duties and Responsibilities. The Sergeant of Police - Public Information Officer shall:
 - a. Be capable of performing all of the essential functions of a sworn police officer which include, at a minimum, but are not limited to the following:
 - 1) Regular and predictable attendance at work
 - 2) Get along with and work well with others
 - 3) Make forcible arrests
 - 4) Operate a motor vehicle under emergency conditions
 - 5) Qualify with department firearms
 - 6) Write clear, concise, accurate reports
 - 7) Work with computers and programs used by the Department
 - b. Have knowledge of and obey all policies, procedures, rules, regulations, orders, and directives pertaining specifically or generally to this position.
 - c. Check E-Mail, Voice Mail, and any assigned mailboxes at least once each workday.
 - d. Research, develop, document and, when appropriate, implement projects and programs having Department wide impact. Monitor the implementation of such projects and provide appropriate guidance to achieve maximum effectiveness.
 - e. Evaluate existing Department projects and programs, either selectively or as directed, for operational effectiveness and formulate any required modifications.
 - f. Foster cooperation between the media and members of the Racine Police Department.
 - g. Be responsible for press releases issued by the Racine Police Department.
 - h. Establish a press information center for media representatives at the scenes of natural disasters or unusual events such as fires, explosions, plane crashes, etc.
 - i. Provide timely press release information to the media on disasters or unusual events.
 - j. Research available state, federal, and private sector funding for Department projects as directed by the Chief's Office.
 - k. Update and maintain the Department's website and social media accounts (Facebook, Nixle and Twitter).
 - l. Update and maintain the Department's Policy and Procedure Manual.
 - m. Ensure all Policy and Procedures are reviewed and updated as needed or, at minimum, once every three years.
 - n. Audit the driver's license status of members monthly per Policy # 202-Member/Employee Driver's License Status Verification.
 - o. Conduct audits as assigned.
 - p. Create publications for the dissemination of information within the Department as directed by the Chief's Office.
 - q. Research statistical data as directed by the Chief's Office.
 - r. Coordinate and publish the Department's Annual Report.
 - s. Perform other duties and tasks as assigned.

[202- Member/Employee Driver's License Status Verification](#)
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