1. The Chief of Police shall appoint the Lieutenant of Police – Planning/Special Events subject to the approval of the Police and Fire Commission.

2. The Lieutenant of Police – Planning/Special Events shall:
   a. Report to the Chief of Police.
   b. Maintain the City Hall work schedule (Mon-Fri).
   c. Be expected to vary the hours worked in order to accommodate meetings and events that are deemed essential for the effective performance of the Lieutenant of Police – Planning position.
   d. 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.
   e. Have knowledge of and obey all policies, procedures, rules, regulations, orders, and directives pertaining specifically or generally to this position.
   f. Check E-mail, Voice Mail, and any assigned mailboxes at least once each workday.
   g. Coordinate with other agencies and foster departmental growth, development and workforce skills in the Incident Command System and NIMS. Involve, coordinate with, and utilize the resources of the Training Unit.
   h. Be a resource person to develop City plans for Homeland Security and personal safety for City Departments and staff.
   i. Inspect stock and keep current Incident Commander Resource Kits at Patrol, EOC and Planning Lieutenant's Office, and for the Chief's Office.
   j. Attend morning briefings and Staff meetings.
   k. Approve public appearance requests.
   l. Manage and facilitate, as necessary, an after action review program for unusual, noteworthy or sentinel events.
   m. Monitor progress of projects as directed by the Chief of Police.
   n. Respond to emergency situations as necessary and assume direct command at the scene if appropriate.
   o. Manage the Department’s part time employment system.
   p. Assume duties of the Public Information Officer as needed.
   q. Share Homeland Security duties with the Lieutenant of Training, attend meetings and file reports as needed or directed.
   r. Monitor the Department Performance Evaluations, ensuring completeness and timeliness of reports.
   s. Keep records, reports and accounts as assigned by the Chief's Office.
   t. Receive, maintain in an up-to-date manner, be aware of, and obey, all provisions of the Department Police Manual.
   u. Initiate, monitor and review disciplinary actions involving members or employees under his/her command.
   v. Coordinate Special Events, reporting directly to the Chief's Office.
      (1) Plan and coordinate special events which shall include, but not be limited to: parades, athletic marathons, exhibitions, public assemblies, or any other special event that results in the need for control of traffic, crowds, or crimes associated with such events.
(2) Act as the Department’s liaison between City Government, other law enforcement agencies, event officials, and other agencies involved in planning the event.

(3) Attend meetings with sponsors and/or promoters to determine the feasibility of conducting the proposed event.

(4) Determine that proposed events do not conflict with a previously scheduled event.

(5) Evaluate the event and determine what impact or effect the event will have within the proposed area.

(6) Determine logistics, which shall include manpower allocation, assignments, overtime, deployment schedules, traffic routing and parking restrictions, and anticipated crowd population.

(7) Coordinate special event operations with the commanders of specialized units within the Department.

(8) Prepare written communication to affected police personnel detailing police responsibility at the event.

(9) Address any problems that may be created by the event such as traffic movement, restricted parking areas, interference with commercial or business activities.

(10) Create and maintain historical files on each special event to facilitate planning for the event in the future.

w. Assemble the Department’s Strategic Plan.

x. Serve as the Department’s representative on the City of Racine Traffic Commission, Mayor’s Safety Committee, and the Racine County Law Enforcement Committee.

y. Perform other duties as assigned.

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