



City of Racine Police Department
Policy and Procedure

Number: 329

Subject: Duties and Responsibilities - Lieutenant of Police – Planning/Special Events		
Date Issued: 10-05-01	Effective Date: 07-25-12	Revision Number: 3

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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