

DEPARTMENT OF PUBLIC SAFETY

OFFICE OF THE DIRECTOR

FUNCTIONAL STATEMENT

PRESENT

PUBLIC INFORMATION OFFICE

Advises and assists the Director in the management and conduct of a comprehensive program for effective public relations through informing the public of departmental plans, activities, and accomplishments. Provides a reliable and timely response to media and other public inquiry regarding matters of special interest. Advises department staff on public affairs policies and procedures. Manages the preparation and distribution of the department annual report.

1. Drafts and recommends departmental policies and procedures concerning the dissemination of information to the public, media relations, and means and methods employed by the Department in public affairs and communication.
2. Instructs and advises departmental staff on policies and procedures in public affairs and communications, including providing guidance relative to community relations and institution-level newsletters.
3. Maintains an ongoing awareness of departmental operations, considers public relations consequences of circumstances and events, and recommends public information and other actions and activities.
4. Drafts news releases and speeches, arranges for media coverage, schedules and arranges for departmental open house or other activities, and serves as departmental spokesperson as delegated.
5. Edits, organizes, and conducts the preparation and distribution of the departmental annual report and other publications as assigned.
6. Supports the Director in the preparation of the Department weekly update report to the Governor's Office.