



PUBLIC INFORMATION PLAN



PUBLIC NOTICE

The public notice will be distributed by Public Information Officer Captain Dan Baumann on the City website.

Copies will be available in the Lobby by 05-26-17.

The public notice will be posted in the following buildings, or areas: City Hall, PD Lobby, Library, and on Social Media.

PRESS RELEASE

The news release announcing the on-site assessment will be released to the following media sources: Local newspapers, Local TV, Local Radio, local on-line media

The news release will be issued 05-26-17.

PUBLIC ACCESS TELEPHONE SCHEDULE

The public notices and news releases will detail the telephone schedule of the assessors and the phone numbers to call.

On Wednesday June 14th between 1PM and 3PM, the public will have access to the assessors through a dedicated line to the assessors' work area at 262-901-5289.

PROFESSIONAL ORGANIZATIONS

Letters of announcement will be sent to various area and statewide professional law enforcement organizations, including:

- Waukesha County Chiefs Association (May)
- Wisconsin Chiefs Police Association (May)
- Waukesha Common Council (June 6, 2017)

AGENCY EMPLOYEES

All department members will be issued copies of the Public Notice by email.

Official announcement of the on-site assessment occurred May 26th when Accreditation Manager Captain Tom Wagner provided roll call training of the on-site assessment.

All agency employees will be given notification of the prepared agendas of the on-site assessment and the agency tour/static display by email before May 26th, 2017.