



City of Vacaville
Police Department Public Information Officer

SALARY	\$9,494.45 - \$11,540.57 Monthly \$113,933.38 - \$138,486.82 Annually	LOCATION	Vacaville, CA
JOB TYPE	FULL-TIME	REMOTE EMPLOYMENT	Flexible/Hybrid
JOB NUMBER	02297	DEPARTMENT	Police Department
OPENING DATE	01/16/2026	CLOSING DATE	1/26/2026 5:30 PM Pacific

ABOUT OUR JOB



The City of Vacaville - A beautiful place to live, a great place to work!

With over 600 employees, the City of Vacaville is proud to serve a vibrant, growing community. We offer a supportive and engaging workplace with employee social and wellness events, casual dress days, flexible work schedules, every other Friday off and outstanding pay and benefits.

Join us and help shape the future of Vacaville!

The City of Vacaville invites applications for Police Department Public Information Officer.

The City of Vacaville is recruiting for a **Police Department Public Information Officer**. This is a full-time position based in the Police Department that works closely with the City's Public Relations Manager.

The **Police Department Public Information Officer** manages and coordinates all public and media communications on behalf of the Police Department. This position serves as the Department's primary point of contact for police-related information and does not provide Citywide public information support.

Working closely with Police Department leadership and in coordination with the City's Public Relations Manager, the Public Information Officer ensures police messaging is accurate, timely and handled with appropriate sensitivity. The role plays a critical part in communicating during routine operations, major incidents, and emergency situations unique to law enforcement.

This position is well-suited for a communications professional with strong written communication skills and the ability to develop and execute effective communication strategies. The role requires producing clear, well-organized written materials, preparing reports, and documentation related to public information activities, and tailoring messaging for diverse audiences while maintaining accuracy, confidentiality, and professionalism in a high-profile environment.

Some highlights of the responsibilities of this position include:

- Leading the development and execution of police department communication strategies that support departmental priorities and executive leadership goals
- Serving as strategic communications advisor to police leadership during day-to-day operations and critical incidents
- Providing communications support during emergencies and critical incidents, including participation in Emergency Operations Center activations and coordination with the City's Public Relations Manager
- Ensuring police communications across media, digital platforms, and public advisories are clear, credible, and trusted
- Monitoring public response and community engagement to assess the effectiveness of outreach efforts and inform future communication approaches

See the [class specification](#) for a more detailed listing of duties and responsibilities.

Salary Information

\$113,933 - \$138,486 Annually

2% COLA increase scheduled on 11/1/26

Working for the City of Vacaville comes with an excellent benefits package including:

- Medical Insurance at affordable rates - City covers up to 85% of Kaiser premium, other plans are also available
- Vision and Dental Insurance monthly premiums covered 100% by the City
- Healthcare double coverage opt-out incentive of \$3,000 per year for eligible employees
- Paid sick leave, vacation leave, thirteen holidays, and two floating holidays a year
- Up to 97.5 hours per year of Administrative Leave
- Tuition reimbursement and student loan repayment up to \$2,200 per fiscal year
- Deferred compensation plan with up to 6% City contribution available
- California Public Employees Retirement System (CalPERS) plan enrollment and Retiree Health Savings account

View the [Vacaville Managers Organization \(VMO\) MOU](#) and [Benefits Summary](#) for more detailed information.

Currently, one (1) vacancy exists within the Police Department. This recruitment will also be used to establish an eligibility list for future vacancies that may occur over the next 12-month period.

ABOUT YOU

The Ideal Candidate

Vacaville is seeking an experienced, forward-thinking communications professional who can respond swiftly to community and media needs with accurate, timely, and meaningful information, while keeping Police Department leadership well-informed and working collaboratively with the City's Public Relations Manager. Additional characteristics of the ideal candidate include:

- Clear and Strategic Communicator: Able to craft accurate, concise messages and deliver them effectively across platforms (press releases, social media, briefings).

- Media Savvy and Relationship Focused: Comfortable interacting with reporters, preparing spokespeople, on camera interviews, and building trust with media outlets and internal leadership.
- Team Player: Working collaboratively with police leadership and personnel, the City's Public Relations Manager, and city staff to align Police Department messaging with Citywide communication strategies while maintaining the unique requirements of law enforcement communications.
- Community-Centered and Credible: Shows a solid grasp of public sentiment, respects diverse audiences, and represents the department with integrity and professionalism.
- Calm Under Pressure: Can respond quickly during emergencies or high-visibility events, balancing speed with accuracy.
- Tech and Data Comfortable: Familiar with digital communication tools, social media analytics, and basic reporting to help track engagement and inform strategy.

EDUCATION AND EXPERIENCE – *A combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to acquire the knowledge and abilities would be:*

Education: A Bachelor's degree from an accredited college or university with major coursework in public administration, public relations, journalism, communications, or a related field.

Experience: Four (4) years of increasingly responsible professional experience in public communications or public relations in a public or private sector organization is required. Experience with public safety communications, law enforcement environment or community relations is highly desirable.

LICENSE

Requires the possession of a valid Class C Driver's License and a satisfactory driving record as conditions of initial and continued employment.

ABOUT EVERYTHING ELSE

A completed City of Vacaville employment application and supplemental questionnaire must be received by the Human Resources Department at 650 Merchant Street, Vacaville, CA 95688 by **5:30 p.m., Monday, January 26, 2026.**

Applicants are encouraged to apply online at CityofVacaville.gov/Jobs. Application packets may also be requested in person at the Human Resources Department or by calling (707) 449-5101.

Resumes will not be accepted in lieu of a completed application packet.

IMPORTANT: Contact with applicants will primarily occur via email. Please ensure that your application indicates a valid email address that you check on a regular basis.

For ADA information and other Frequently Asked Questions, please click [here](#).

The City of Vacaville is a proud organization of sophisticated, compassionate and hard-working individuals, committed to honesty and integrity. Applicants considered for appointment will be required to undergo the following including, but not limited to, a thorough background investigation and a Livescan (FBI/DOJ fingerprint review).

The City of Vacaville is proud to be an Equal Opportunity Employer and values diversity, equity, and inclusion in the workplace.

Phone

707.449.5101

Vacaville, California, 95688

Website

<http://www.cityofvacaville.com>

Police Department Public Information Officer Supplemental Questionnaire

*QUESTION 1

A California Class C Driver's License is required for this position. Do you possess a valid California Driver's License?

- ☐ Yes
- ☐ No
- ☐ No, but I am exempt as a Non-resident Military Personnel/Dependent.

*QUESTION 2

Do you have a Bachelor's degree from an accredited college or university with major coursework in public administration, public relations, journalism, communications, or a related field?

- ☐ Yes
- ☐ No

*QUESTION 3

Do you have four (4) years of increasingly responsible professional experience in public communications or public relations in a public or private sector organization?

- ☐ Yes
- ☐ No

*QUESTION 4

Describe a situation in which you led or supported communications during a crisis or emergency, including your role as a spokesperson or primary media contact, how you coordinated messaging with leadership, media, and/or other agencies, and how you ensured information released was accurate and timely.

*QUESTION 5

Explain your experience managing social media, websites, or other digital channels, including how you have used these tools to engage the public and support organizational goals.

*QUESTION 6

Describe how you have used public feedback, engagement metrics, or analytics to guide communications strategies, including how the modifications impacted your results.

*QUESTION 7

Describe a time you collaborated with internal teams, external agencies, or community groups to deliver public information, including how you maintained consistent and effective messaging.

***QUESTION 8**

Do you have experience with public safety communications, law enforcement environment or community relations?

☐ Yes

☐ No

QUESTION 9

If you answered “yes” to the previous question, describe your experience with public safety communications, law enforcement environment, or community relations.

* Required Question