

## **LODGING HOUSE OFFICER**

### **A. SUMMARY**

Under the general supervision of the Chief of Police and the Captain of the Patrol Division, the Lodging House Officer is a Lieutenant responsible for the administration of the rules and regulations for lodging houses in the Town of Brookline.

### **B. GENERAL DUTIES AND RESPONSIBILITIES**

It is the duty and responsibility of the Lodging House Officer to:

1. Periodically inspect all lodging houses licensed by the Board of Selectman to insure compliance with M.G.L. c140 s22 – 32 and the Town of Brookline lodging house regulations.
2. Submit reports on all inspections of lodging houses.
3. Make follow-up inspections as warranted.
4. Seek court complaints for uncorrected violations.
5. Investigate any reports received on unlicensed lodging houses.
6. Seek court complaints on unlicensed lodging houses.
7. Make monthly activity reports to the Patrol Commander.
8. Make annual reports to and testify before the Board of Selectman.
9. Consult and coordinate with the Health, Building, and Fire Departments as well as Town Counsel.
10. Make recommendations for revisions or updates to the lodging house regulations.
11. Perform other duties as assigned by the Chief of Police, Commanding Officer of the Patrol Division or the Board of Selectmen.