

LIQUOR LICENSE OFFICER

A. SUMMARY

The duties and responsibilities of the Liquor License Officer are to enforce applicable sections of M.G.L. c 136, 138, 143, 149, 271, and 272. ABCC Regulation 204CMR 1.00-19.00 and Town of Brookline Alcoholic Beverage Regulations. The Liquor License Officer is a sworn agent of the Licensing Board.

B. GENERAL DUTIES AND RESPONSIBILITIES

It is the duty and responsibility of the Liquor License Officer to:

1. Perform unannounced inspections of all license premises for compliance with all applicable laws, by-laws, and regulations.
2. Seek hearings or court complaints for any violations.
3. Prepare cases and attend licensing hearings before the Board of Selectmen.
4. Perform periodic spot checks of licensed premises for under age persons, intoxicated persons, illegal drug use, gaming, and other crimes.
5. Investigate reports of incidents involving licensed premises.
6. Conduct periodic covert operations to detect service to under age individuals.
7. Check special one day licenses for compliance.
8. Investigate applications for new licenses, license transfers, manager changes, and any other matters requested by the Licensing Board.
9. Ensure that applicants for liquor licenses are in compliance with Town of Brookline by-law, Article 8.30 "Fingerprint-Based Criminal Background Checks" by submitting to fingerprinting by the Brookline Police Department within ten days of the date of application.
10. Conduct a thorough background investigation of applicants for liquor licenses, including the utilization of the results from fingerprint based state and federal criminal background checks.
11. Check entertainment licenses for compliance with terms and conditions of the license.

12. Check common victualler license for compliance with terms and conditions of the license.
13. Prepare yearly reports for the Board of Selectmen on liquor licenses, entertainment licenses, common victualler licenses, food vendor licenses, and coin amusement device licenses.
14. Perform other duties as assigned by the Chief of Police, Commanding Officer of the Patrol Division, or the Board of Selectmen.