

## **WARRANT UNIT OFFICER**

Warrant Unit Officers will work as a team and individually to forward the goal of the unit which is to increase compliance with court issued arrest warrants with a multifaceted approach ranging from clearances through notification to multi-agency apprehension initiatives. These goals are compatible with the Police Department's mission to reduce crime and fear of crime and improve the quality of life for residents.

In addition to the above, a combination of the following desired traits will be considered:

- Recommendation from current and former supervisor(s)
- Prior job performance and work history (positive/negative)
- Prior experience and/or interest in the specialist position
- Proven abilities to perform work type required in the specialist position
- Training (job specific)
- Training (general)
- Self-initiated training (relative to specialist position)
- Commendations/letters of compliment for good work service to the community
- Complaint history (external citizen complaints/internal complaints)
- Attendance history
- Self-motivated
- Strong work ethic
- Positive attitude
- Excellent organizational skills
- History of self-initiative
- Good decision making ability
- Ability to work under stressful conditions
- Excellent interpersonal communication skills
- Calm and confident demeanor
- Good listening and interviewing skills
- Willingness to take on complex assignments
- Ability to complete assignments
- Ability to solve complex issues/problems
- Ability to work independently
- Ability to work in team environment
- Positive/pro-active approach to work
- Sound written communication skills
- Working knowledge of technology and social media skills
- Prior assignment to and/or volunteering for department specialty units

Additionally the Warrant Unit seeks the following traits in candidates:

- Willingness and ability to work cooperatively with the courts, other law enforcement agencies and other divisions within the Police Department

- Ability to maintain spreadsheets and thoroughly document activity
- Participating as a team in coordinated warrant sweeps
- Conducting investigations and intelligence gathering through various police databases and investigative tools to further the mission of the unit
- Ability to work under less supervision than normal operations
- Demonstrated knowledge in criminal procedure and criminal law to accomplish lawful warrant apprehensions
- Sound tactics, consideration for officer safety and the sanctity of life
- Willingness to attend and successfully complete specialized training for this position as required by the Chief of Police or his/her designee

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### **A. SUMMARY**

Officers of the Brookline Police Warrant Unit will work as a team and individually to forward the goal of the unit which is to increase compliance with court issued arrest warrants with a multifaceted approach ranging from clearances through notification to multi-agency apprehension initiatives. These goals are compatible with the department's mission to reduce crime and the fear of crime and improve the quality of life of our residents.

### **B. GENERAL DUTIES**

1. Selecting and prioritizing warrant targets to combat current crime trends
2. Completing investigative packets of warrant targets using various police databases and investigative search tools
3. Intelligence gathering and operational planning for warrant services
4. Maintaining spreadsheets documenting activity from clearances through notification to apprehensions
5. Working cooperatively with the courts, other law enforcement agencies and other divisions of the police department to further the mission of the unit
6. Executing arrest warrants lawfully and while maintaining the safety of citizens and officers during the apprehension
7. Coordinating warrant services in other jurisdictions with the appropriate agencies and communication
8. Participating as a team in coordinated warrant sweeps
9. Investigations leading to the apprehension of priority warrants
10. Continued training and skill development to ensure high standards of investigation, safety and tactical considerations and team cohesion
11. Complete report writing of warrant services and actions