

CRIME SCENE UNIT SUPERVISOR

A. SUMMARY

The Crime Scene Unit Supervisor is responsible for overseeing the Department's Firearm Licensing, Evidence and Property detectives, latent evidence case management as well as maintaining the Sexual Offender Registry.

B. GENERAL DUTIES AND RESPONSIBILITIES

It is the duty and responsibility of the Crime Scene Unit Supervisor

1. Process and interview applicants for licenses to carry firearms and firearms identification cards. This includes advising applicants of required documentation/information needed to complete the application process.
2. Ensure that AFIS checks are conducted on all applicants; fingerprint cards required on new applications.
3. Provide a list of LTC/FIC applicants to the Department of Mental Health on a regular basis.
4. Oversee applicants range qualification tests – one Saturday per month.
5. Conduct background investigation of LTC applicants and make recommendations to the Chief of Police regarding approval or denial of LTC applicants.
6. Approve FIC applications in MIRCS (MA Instant Records Check System) or recommend denials to Chief.
7. Work with Town Counsel's office on appeals of denied/revoked LTC's or FIC's.
8. Check MIRCS system on a daily basis for subsequent activity entries and make notifications when anyone with a LTC or FIC has activity in the WMS, BOP or RO files.
9. Maintain knowledge of firearms licensing laws and attend firearms licensing laws seminars/updates.
10. Investigate violations of firearms licensing laws and request BATFE traces as needed. This includes making notification to the Chief on revocations as needed and direct surrender of firearms when requires.

11. Oversee Project Childsafe gun lock giveaway program.
12. Contact person for the MA Sex Offender Registry Board and other Police Departments.
 - a) Maintain knowledge of Sex Offender Registry laws/issues
 - b) Maintain SO files and Excel spreadsheet of sex offenders.
 - c) Update department regularly on changes in sex offenders living or working in Brookline which includes conduct SO address verifications every 90 days.
 - d) Register and interview sex offenders, create flyers and maintain SX files in LEAPS terminal.
 - e) Investigate violations of Sexual Offender Registry Laws.
 - f) Work with Community Service Division on community notification if Level 3 sex offenders living or working in Brookline
 - g) Ensure SO flyers are posted in Guard Room and Level 3 sex offenders flyers are posted in the lobby of the Police Station.
 - h) Educate community on requesting information of Level 2 and 3 offenders living or working in Brookline.
13. Oversee the Evidence and Property detectives which includes:
 - a) Log in/out and release evidence as needed.
 - b) Conduct evidence room inspections on a quarterly basis.
 - c) Assist with yearly drug destruction, under supervision of the Office of Professional Responsibility.
 - d) Ensure evidence rooms are ready for inspections, audits, and evaluations from the Office of Professional Responsibility and Accreditation officials.
 - e) Monitor and account for the seizure of property or money according to M.G.L. 94c-S47 (property subject to forfeiture under the controlled substances act) and M.G.L. 276-s3 (disposition of property seized under a search warrant)
14. Submit latent case status report on a regular basis and ensure that latent case dispositions are entered into DCMS.
15. Investigate applicants for hawker and peddler licenses and door-to-door solicitor license.
16. Ensure that applicants for hawker and peddler licenses and door-to-door 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.

17. Conduct a thorough background investigation of applicants for hawker and peddler licenses and door-to-door licenses, including the utilization of the results from fingerprint based state and federal background checks.
18. Oversee Northeastern University Intern Program.
19. Assist with the hiring process as the Department's liaison to the Commonwealth's HRD/Civil Service Division concerning personnel matters.
20. Perform other duties as assigned by the Chief of Police or Commanding Officer of the Detective Division.