

INTELLIGENCE INVESTIGATOR/TOWN COUNSEL LIAISON**A. SUMMARY**

The department will assign one detective to be the primary intelligence network investigator and liaison to Town Counsel. This detective's primary job functions are 1.) To collect, evaluate and compile information in support of police department operations and 2.) To administratively follow up on all accidents or injuries involving Town property and 3.) To work with and assist Town Counsel's office as needed. This detective will work under the direction of the Intelligence Supervisor.

B. GENERAL DUTIES AND RESPONSIBILITIES

1. This detective will support other agencies on-line requests for information and intelligence or refer the request to the appropriate officer or investigator.
2. This detective will act as a liaison to these agencies for the Intelligence Supervisor.
3. This detective will provide organizational intelligence and gather information that would assist the police department in reducing crime, the fear of crime and improving the quality of life in our community. This would include possible drug and/or prostitution locations, recent releases from correctional facilities, parole and probation information, known sex offenders and known criminal offenders with M/O crime specialty, identification or potential targets for property crime/crimes against the person (i.e. high theft vehicles, certain types of businesses or individuals being targeted.)
4. Focus on individuals who are motivated for crime for profit or crimes against the person.
5. Utilize organizational intelligence and crime analysis to formulate coordinated and cooperative operational plans to achieve stated goals of reducing crime, fear of crime and improving the quality of life in our community.
6. Collect information and intelligence that in the past has been collected in officers' notebooks, on wanted posters, on interdepartmental memos, sent out on NCIC teletypes, and gathered at meetings of organizations such as the Boston Police YVSF, Joint Terrorism Task Force, and the Boston Regional Intelligence Center.
7. This detective will utilize the intelligence program within Larimore RMS for intelligence related case management. The Intelligence Supervisor will review this information and, if appropriate, will assign it for work or follow up investigation or refer it to another division for assignment or advisory. This

detective will act in compliance with 28 CFR Part 23 and all other laws and regulations with regards to maintenance of this database.

8. This detective will identify and administratively follow up on all accidents or injuries involving Town Property, including but not limited to those incidents involving:
 - a. Town vehicles, equipment signs or trees
 - b. Right of ways, public ways and sidewalks
 - c. Park and Recreation facilities
 - d. Town owned Buildings
9. Maintain a record of all accidents or injuries involving Town property.
10. Communicate with various Town departments involved with the investigation.
11. Communicate with insurance companies for the submission of all subrogation claims arising out of Town property accidents.
12. Process claims submitted by insurance companies, lawyers and reporting agencies.
13. Maintain liaison with Town Counsel and provide administrative type assistance with all investigations.
14. Perform any other duties assigned by the Chief of Police, Superintendent of Police or Commanding Officer of the Detective Division.