

DETECTIVE

A. SUMMARY

The Detective will be responsible for the further investigation and prosecution of all felonies, thefts, frauds, burglaries, check cases, aggravated assaults and other such misdemeanors that require extended investigation. He/she shall perform other duties as may be assigned by the Chief or Officer-In-Charge of Detectives. The Detectives are directly responsible to their Officer-in-Charge who has full authority and direct control over all Detectives, subject to any limitation set by the Chief. The degree of proficiency required in the performance of the specific sections of duties which follow shall be determined by the Officer-in-Charge of Detectives.

B. GENERAL DUTIES AND RESPONSIBILITIES

It is the duty and responsibility of a Detective to:

1. Cooperate fully with other units within the Department and all departments and agencies in other jurisdictions. Make investigations for them and provide criminal records and other information to them, where such action does not conflict with any investigations being conducted by this Department. In addition, be prepared to aid them in the apprehension of suspects or offenders, and generally, act as a liaison officer between this Department and all similar bureaus or units in other police departments and law enforcement agencies.
2. Be fully familiar with the law and departmental procedures and policies surrounding the handling of suspects, crime scene control, the care of prisoners, and the presentation of evidence in the court.
3. Be familiar with known criminals, and their associates. Know their general behavior patterns, their hand-outs and their modus operandi. Be alert for sources of information and cultivate them.
4. Investigate promptly and diligently all crimes assigned, utilizing all available resources. Upon receipt of the case, immediately interview the complainant, victim and witness. When any person is interviewed or interrogated, identify properly before asking any questions.
5. Keep their Officer-in-Charge informed of the progress of his or her investigations and request additional instructions when further progress appears impossible. Also, communicate to his/her Officer-in-Charge any additional information uncovered which relates to criminal activity beyond the scope of his/her immediate investigation.

6. Submit a written report of his or her activities regarding assigned cases to their Officer-in-Charge as requested. Furnish such other daily or monthly reports as required.
7. Follow up all cases until there is a final disposition or the case is declared inactive by the Officer-in-Charge.
8. Contact the complainant or victim periodically to apprise him or her of the state of the investigation. Within the first two weeks following a crime, personally contact the complainant or victim, for these purposes unless special reasons not to do so exist.
9. Keep an accurate, up-to-date account of expenses incurred when on out-of-town assignment. Submit this account to the Officer-in-Charge for their approval before presenting it for reimbursement.
10. Make note on their report when an officer renders exceptional assistance in order that the officer rendering such assistance may receive due credit for his/her efforts.
11. Prepare cases for court. Carefully prepare the presentation of facts and ensure that witnesses appear. Obtain the court disposition of all cases in which he/she was involved.
12. Report during the tour of duty, at such intervals as the Chief and/or Officer-in-Charge may designate.
13. See that any assigned motor vehicle or any other department equipment is well maintained and that it is kept clean both inside and out. Immediately reports all defects and damages sustained to the equipment to the Officer-in-Charge and complete all reports and forms required for such by current procedures. Have a valid Massachusetts driver's license. Use the call number assigned to the car to contact headquarters. Operate the radio in line with FCC regulations and current departmental procedures.
14. Secure any vehicle which is left unattended and ensure that doors are locked and any windows shut. When a vehicle returns to the station at the end of a tour of duty, ensure that the gas tank is filled.
15. Communicate to the Officer-in-Charge all information received or known which may affect the safety of other members of the Department in the execution of their duties. For example, the identity of persons known to be carrying weapons.
16. Meet periodically and in all other ways coordinate your police work with the other members of the Department assigned to operate in your sector.

17. Be available by telephone or radio during the tour of duty when the situation permits.
18. Safeguard all property recovered; tag and stamp all lost, stolen or found property that comes into your possession. Submit a written report to the Officer-in-Charge concerning such property and return same to Property/Evidence officer.
19. Perform other duties as assigned by the Chief of Police or Commanding Officer of the Detective Division.

C. LICENSING DUTIES

1. Investigate applicants for second-hand dealer licenses and automobile dealer licenses
2. Ensure that applicants for second-hand dealer license and automobile dealer 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.
3. Conduct a thorough background investigation of applicants for second-hand dealer licenses and automobile dealer licenses, including the results from fingerprint based state and federal background checks.
4. Visit licensed establishments periodically such as antique dealers, pawnbrokers and second-hand dealers. Ensure that each license is in order and up to date and that nothing is present which violates its terms.
5. Investigate complaints against licensed establishments and cooperate with and render assistance to the License Board in all matters.

D. AUTO THEFT DUTIES

1. Conduct a daily review of all automobile theft reports. Note those which will require investigation work and undertake investigation of them.
2. Cooperate with other police departments and agencies in the investigation of auto larcenies and in the recovery of stolen cars.

E. BANK RESPONSIBILITIES

1. Receive complaints from banks and other establishments and persons in the area regarding fraudulent checks and all similar cases. These cases may involve

uttering, forgery, fraud or theft. Apprehend and prosecute offenders for these and related offenses. Prepare complaints for prosecution in court.

2. Maintain records of all known check passers, check passing rings and worthless checks.
3. Check teletypes from other departments in the state and outside the state relating to check passers.

F. NARCOTIC DUTIES

1. Have absolute control over, and custody of all controlled substances coming into your possession, until such time as the controlled substance is turned over to the Property and Evidence Officer.
2. Make applications for and review all search warrants obtained by any officer or unit of the Department alleging violations of Chapter 94C. Whenever possible, be personally present at execution of the warrant, when so assigned.
3. Act as a liaison office between the Department and other departments and governmental agencies involved with controlled substances.
4. Be familiar with people arrested for or charged with controlled substance act violations.
5. Be available when requested by any civic, church or fraternal organization, with the permission of the Chief of Police, for the purpose of drug education and participation in other community drug programs. Cooperate fully with all recognized drug rehabilitation groups in Town include the Probation Office, in connection with the Drug Rehabilitation Law (M.G.L. c. 123 s 39-55).
6. Prepare training programs on narcotics enforcement issues and participate in the training of recruits when requested.
7. Maintain an up-to-date drug information file for use at legislative or other hearings on drug problems.
8. Investigate all complaints of controlled substance act violations. Apprehend, charge and prosecute offenders. Carry out protracted surveillance and undercover purchases when so ordered.

G. IDENTIFICATION DUTIES

1. Become proficient in the science and technique of fingerprinting, photography, microscopy, and the collection, preservation and presentation of all physical evidence.

2. Take fingerprints, classify them, and maintain the fingerprint files on all arrested persons.
3. Take any non-criminal fingerprints and photographs as required for firearm permits or identification purposes.
4. Photograph and process persons taken into custody by the police and take stand-up photographs of certain groups of individuals in accordance with the established procedure of the Detective Division. Maintain the photography files.
5. Photograph as required:
 - a. Sites of fires of suspicious origin;
 - b. Homicides
 - c. Sudden deaths and suicides if there is a possibility of an inquest;
 - d. Safe breaks;
 - e. Autopsies when requested by the medical examiner;
 - f. Serious accidents and accidents involving town owned vehicles;
 - g. Other incidents as directed by the Chief of Police or commanding officer.
6. Search crime scenes systematically for physical evidence in conformity with established and approved procedures of the Detective Division.
7. Process all physical evidence collected by or brought to the Detective Division.
8. Preserve for court any and all physical evidence found at the scene of a crime. Make any enlargements of photographs as may be required for presentation in court.
9. Conduct only authorized searches of the various files maintained by the Detective Division, refrain from divulging information contained in such files to persons other than those specifically authorized by the Commanding Officer or the Chief.
10. Keep themselves informed of all improvements in scientific investigative techniques with regard to police identification and laboratory processes.
11. Prevent destruction or removal of any records, fingerprint cards, videos or photographs from the files of the Detective Division except upon the order of the Chief of Police.
12. Issue firearms registrations and permits when so assigned.
13. Interview and perform background checks on all applicants requesting licenses to carry weapons.

14. Administer the registering of sexual offenders into the State registry.

H. RAPE INVESTIGATION DUTIES

1. Be responsible for both the crime scene and/or victim.
2. Take immediate steps to ascertain, obtain or render treatment for injuries. Be aware of the probability of shock and/or emotional distress as well as physical injury and deal with the victim accordingly.
3. Attempt to obtain immediate information on and description of the assailant(s) for communication to the Dispatcher.
4. Request permission from the victim for a medical exam to be performed
 - a. Ensure that such medical exam includes semen specimens and pubic hair combings and samplings;
 - b. Note the names if any other medical personnel present (nurses, etc) for possible future court appearance;
 - c. Obtain a signed medical statement from the attending physician.
5. Obtain the services of a female police officer when necessary.
6. Record visible injuries, condition of clothing and the crime scene in detail.
7. Collect and preserve all evidence and submit to Evidence/Property officer as required by departmental procedures.
8. Arrange to have photographs taken when necessary and with the permission of the victim. And:
 - a. Take as many pictures as possible
 - b. Record all pictures in the photo log so there will be no later confusion as to identity or source of the photograph.
9. Arrange for an in-depth interview of the victim and prepare a report of same. Be aware of the importance of handling the interview properly and with sensitivity. Details, modus operandi and precise, objective reporting are essential in these cases.
10. Handle all departmental records, reports and conversations with or concerning the victim in a confidential manner and according to Chapter 41 s 97D.