

COMMANDING OFFICER
COMMUNITY SERVICE DIVISION

A. SUMMARY

The Commanding Officer of the Community Service Division serves as a liaison between the Department and the Brookline community. He/she provides for a proper relationship between the Police Department and all groups and social agencies in the community. He/she also serves as the Public Information Officer for the Department.

B. GENERAL DUTIES AND RESPONSIBILITIES

It is the duty and responsibility of the Commanding Officer of the Community Service Division to:

1. Organize programs that promote unity and a spirit of cooperation among all segments of the community and the Police Department.
2. Arrange for the participation of the Division in the programs of as many social agencies as possible. This includes the use of the resources of the total community as well as the availability of all contributions of the Division.
3. Ensure that the Department operates in the manner consistent with the Police Department's mission statement.
4. Educate the public and members of the Department so as to make them conscious of the need for close Police-Community relations.
5. Establish programs to improve the image of the Department in the community.
6. Serve as the departmental liaison to The Human Relations Youth Resource Commission.
7. Supervise and implement programs in the crime prevention field.
8. Supervise the activities of such programs as the Walk and Talk Unit, the D.A.R.E. program, the Bicycle Unit, the Auxiliary Police and the Citizen Police Academy.
9. Supervise the activities of the Safety Officer.
10. Supervise the operation of the Training Unit.
11. Serve as Public Information Officer for the Department. Also supervise the activities of the Press Officer and all media related issues arising from the Police Department.
12. Perform other duties as assigned by the Chief of Police and Superintendent of Police.