

COMMUNITY SERVICE OFFICER

A. SUMMARY

The Community Service Officer develops and implements many community-based programs with a focus on better living through community involvement. The Community Service Officer will be assigned to the police bicycle patrol to augment the Patrol Division.

B. GENERAL DUTIES AND RESPONSIBILITIES

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

1. Develop anti-drug efforts within the community, particularly among youth.
2. Conducting education and awareness information through crime watch and other activities so as to make businesses and residents aware of the nature of the danger and the ways in which they can assist the police department prevent crime in the neighborhood.
3. Coordinating special events with the police department and other Town Departments and outside agencies
4. Responsible for aggressive and preventative patrol, particularly patrol that targets known problem areas.
5. Responsible for positive community relations and community involvement. Responsible for developing community pride and spirit. This will include planning special events and programs to accomplish this goal.
6. Oversee all aspects of the community service function of the police department by implementing and maintaining programs for the general public; fosters the relationship between the police department and specific segments of the community, such as, businesses, seniors, children and teenagers.
7. Act as a liaison between the Brookline Police Department and special populations within the community. Assist persons within the Brookline community who are dealing with mental health related conditions. Provide additional resource information and outside agency contacts. Assist with other related services (i.e. substance abuse service and other so that identified persons can be referred for further supportive services and follow up).
8. Perform any other duties as assigned by the Chief of Police or the Commanding Officer of the Community Service Division.