

**COMMANDING OFFICER**  
**TRAFFIC DIVISION**

**A. SUMMARY**

The Commanding Officer of the Traffic Division is responsible for vehicular and pedestrian safety within town jurisdiction and according to existing regulations. He/She oversees the administration of the Parking/Traffic ticket system, detail assignment system, and the school crossing guard and parking control officer functions.

**B. GENERAL DUTIES AND RESPONSIBILITIES**

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

1. Utilize selective enforcement to ensure that motorists and pedestrians comply with traffic laws.
2. Maintain all traffic accident records and moving violation records.
3. Plan for traffic routing and directing, removal of vehicles and other traffic hazards, crowd control and safety vehicle access for emergency situations.
4. Establish and coordinate work programs for Traffic Division personnel.
5. Provide for the care, maintenance and calibration of traffic investigative and enforcement equipment assigned to the unit.
6. Supervise the inspection, repair, collection and audit of monies from town parking meters.
7. Conduct parking ticket hearings via mail or in person.
8. Attend Transportation Board meetings in a police advisory capacity.
9. Coordination of police motor vehicle towing activity with contract tow companies.
10. Issue hackney license and regulate taxis licensed by the Town of Brookline.
11. Perform other duties as assigned by the Chief of Police.
12. Manage the Brookline Police Department marked, unmarked, and undercover vehicle fleet.
13. Provide operating plans for major events that may affect traffic patterns and pedestrian safety.

14. Coordinate with the Transportation Division to identify traffic and parking issues that may affect the quality of life in Brookline.
15. Perform other duties as assigned by the Chief of Police, and Superintendent of Police.