

**TRAFFIC SUPERVISOR**  
**TRAFFIC DIVISION**

**A. SUMMARY**

A Traffic Supervisor shall be responsible for the supervision of all traffic officers and shall be directly responsible to the Commanding Officer of the Traffic Division.

**B. GENERAL DUTIES AND RESPONSIBILITIES**

It is the duty and responsibility of the Traffic Supervisor to:

1. Keep informed of the quality of traffic law enforcement and the accident investigation duties of department members in order to assure that such duties are properly performed.
2. Ensure that cases for investigation are assigned to subordinates according to department policies and procedures.
3. Maintain a thorough knowledge of all criminal laws, Town By-Laws and traffic rules and regulations.
4. Compile traffic enforcement and accident information to facilitate the department's selective enforcement programs and submit this information periodically to the commanding officer.
5. Supervise the inspection, repair, collection and audit of monies from town parking meters.
6. Maintain the traffic management system.
7. Forward to the Registrar of Motor Vehicles all accident reports and motor vehicle citations.
8. Supervise the issuance of all licenses and permits under the control of the traffic division, and insure that proper records are maintained.
9. Investigate applicants for hackney licenses.
10. Ensure that applicants for hackney 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.