

TRAFFIC OFFICER
TRAFFIC DIVISION

A. SUMMARY

Police Officers assigned as Traffic Officers shall be generally responsible for the planning, analyzing, inspecting, enforcing and coordinating the department's police traffic services. He/she shall be specifically responsible for investigating accidents, enforcing State and Town motor vehicle laws, parking control and enforcement, and involvement with the school traffic safety programs. Traffic Officers work under the direct supervision of the Traffic Division Sergeants. When working a tour of duty and not under the direct supervision of the Traffic Division Commander, the Traffic Officer shall be supervised by the Patrol shift Supervisor.

B. GENERAL DUTIES AND RESPONSIBILITIES

Officers assigned to the position of Traffic Officer shall be responsible for the essential functions, duties and responsibilities detailed in the job description for Police Officer. In addition, Traffic Officers shall be responsible for the following functions, duties and responsibilities:

1. Maintain an above average knowledge of all Massachusetts General Laws, recent court decisions, as well as Town by-laws and ordinances concerning motor vehicle law.
2. Enforce all State and Town criminal and civil motor vehicle laws by issuing verbal or written warnings; issuing written citations; and arresting violators when appropriate.
3. Utilize a variety of selective traffic enforcement techniques to include visual observation of traffic, "clocking" of vehicles, etc.
4. Utilize a variety of traffic enforcement related equipment to include police motorcycles, police radar instruments, solar mobile traffic monitor, computer terminals, etc.
5. Conduct selective enforcement activities. Monitor specific locations for violations reported by citizens or identified as target areas for selective enforcement. Conduct surveys and/or monitor areas to identify problems which may be brought before the Brookline Traffic Commission or other such boards for action.
6. Conduct complete and thorough investigations of major motor vehicle accidents and other motor vehicle accidents, including hit and run accidents as may be assigned or required. He/she shall interview and record statements of victims and witnesses; search for and secure any physical evidence; determine the cause of the accident; issue citations when appropriate; arrest violators when appropriate;

request additional assistance when needed; and submit appropriately related reports.

7. Conduct other traffic related investigations concerning parking problems, unregistered motor vehicles, etc.
8. Direct traffic at accident scenes and at other situations in order to facilitate the safe movement of vehicles and persons and/or to relieve traffic congestion.
9. Practice good community relations whenever possible, explain the nature of any violation committed as well as any recourse the violator may have; provide street directions; assist stranded or disabled motorists; assist pedestrians; provide escorts, etc.
10. Monitor traffic and road conditions for hazardous conditions, possible accident causing conditions, any roadway defects, malfunctioning traffic signal lights, and/or any other condition(s) which impede police traffic services. Report such conditions to his/her supervisor and/or the appropriate agencies.
11. Submit detailed, complete and accurate police incident reports and motor vehicle accident reports in accordance with established procedures.
12. Prepare, present and prosecute motor vehicle citation appeals before the Clerk Magistrate of the District Court.
13. Perform other duties as may be assigned or required by the Chief of Police or the Commanding Officer of the Traffic Division.