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PARKING CONTROL OFFICER

A. SUMMARY

A Parking Control Officer is a non-sworn civilian member of the Department that enforces parking rules and regulations for the Town of Brookline in accordance with M.G.L. c 90 sections 20A and 20C.

B. DUTIES AND RESPONSIBILITIES

It is the duty and responsibility of the Parking Control Officer to:

1. Enforce all parking rules and regulations for the Town of Brookline in accordance with all applicable laws, by-laws, traffic rules and regulations.
2. Officers are assigned areas taking cognizance of illegally parked vehicles, overtime meters, restricted parking violations, public safety violations, two hour overtime violation, and handicapped parking space violations.
3. Issue notices of violation to offenders. Explains when requested the reason for the violation notice.
4. Shall wear such uniforms and insignia, and be provided with such equipment as the Chief of Police shall prescribe.
 - a. Uniforms and equipment will be furnished but will remain the property of the Town of Brookline, to be surrendered upon resignation or termination of appointment,
 - b. Uniforms shall be given all reasonable care, shall be worn while on duty and shall not be worn at any other time.
5. Notifies authorities of motor vehicle accidents, emergencies or hazards by radio or telephone.
6. Notes and reports any motor vehicle violation to the Traffic Division for follow up investigation.
7. Keep records and reports in an accurate and complete manner.
8. Performs selective parking enforcement when requested.

9, Perform all other duties as are assigned by the Chief of Police or Commanding Officer of the Traffic Division.

Brookline Police
Job Descriptions

PARKING CONTROL OFFICER

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