

Boston College Introduction

Founded in 1863, Boston College is a Jesuit, Catholic university located six miles from downtown Boston with an enrollment of 9,445 full-time undergraduates and 5,125 graduate and professional students. Ranked 35 among national universities, Boston College has 878 full-time and 1,201 FTE faculty, 2,750 non-faculty employees, an operating budget of \$1.2 billion, and an endowment in excess of \$2.8 billion.

Job Description

Duties and responsibilities include police and security work under the direction of a Sergeant or higher-ranking officer. In addition to the traditional role of a police department, the Boston College Police Department carries out a variety of proactive educational, outreach and crime prevention programs. We deliver professional and high-quality services with sensitivity to the unique concerns of the University community.

As part of a service-oriented department, patrol officer's responsibilities include but are not limited to:

- Patrolling the campuses and other assigned areas owned or controlled by Boston College on foot, and/or by various police vehicles and police dispatching;
- Ensuring compliance with University rules and regulations as well as the laws of the Commonwealth of Massachusetts and to protect life and property;
- Providing crime prevention information, developing partnerships with the community and serving as a proactive resource to the community;
- Providing building security including locking doors;
- Investigating and preparing preliminary investigation reports;
- Enforcing parking and traffic rules and regulating pedestrian movement and behavior;
- Providing first aid treatment and emergency medical transport to the college community as needed;
- Exercising police powers by making arrests and assisting in the prosecution of criminal offenses.

Officers may work as part of a public safety detail for University and athletic events including events involving work with other law enforcement agencies. Police Officers may also receive training and/or be delegated responsibility for additional work assignments that include Bicycle or Motorcycle Patrol, Investigations, Field Training Officer, Force Options/Defensive Tactics Instructors, Range Instructors, Background Investigator, Training Unit Instructor, Accreditation, and Crime Prevention Officer.

Must have the ability to maintain composure and perform under stressful conditions and to communicate effectively, both verbally and in writing.

Must be able to work all schedules including nights, weekends, and holidays.

Boston College conducts background checks, including education, and verifies COVID-19 vaccination as part of the hiring process.

Requirements

- Associates Degree preferably in Criminal Justice or a related field
- US Citizenship
- High School Diploma or GED equivalent
- Valid Massachusetts Driver's License
- Ability to obtain Massachusetts Class 'A' Firearms Permit
- One or two years related professional experience
- Strong interpersonal and communication skill
- Must pass background investigation, medical examination, and psychological screening
- Must meet Municipal Training Committee fitness standard
- Must successfully graduate or have graduated (preferred) from a Municipal Police Training Committee approved full time recruit academy or Massachusetts Special State Police Officers Academy or equivalent academy training accepted by the Executive Director of Public Safety
- Successful completion of a twelve (12) month probationary period

EMT Certification preferred

No person who has been convicted of a felony or of an offense involving Chapter 94C or 209A of the Massachusetts General Laws, or similar violations in other areas, will be considered for police employment.

Boston College conducts background checks as part of the hiring process.

The hiring department will contact only applicants selected for interview.

Closing Statement

Boston College offers a broad and competitive range of benefits depending on your job classification eligibility:

- Tuition remission for Employees
- Tuition remission for Spouses and Children who meet eligibility requirements
- Generous Medical, Dental, and Vision Insurance
- Low-Cost Life Insurance
- Eligibility for both University-Funded 401k and Employer-Sponsored 403b Retirement Plans
- Paid Holidays Annually
- Generous Sick and Vacation Pay
- Additional benefits can be found on <https://www.bc.edu/employeehandbook>

Boston College conducts pre-employment background checks as part of the hiring process and requires all employees to be fully vaccinated for COVID-19. Boston College is an affirmative action, equal opportunity employer. In concert with our Jesuit, Catholic mission, Boston College is dedicated to the goal of building a culturally diverse and pluralistic faculty and staff committed to teaching and working in a multicultural environment and strongly encourages

applications for women, minorities, individuals with disabilities, and covered veterans. To learn more about how BC supports diversity and inclusion throughout the university please visit the Office for Institutional Diversity at <https://www.bc.edu/offices/diversity>. Boston College's Notice of Nondiscrimination can be viewed at <https://www.bc.edu/nondiscrimination>.