

Boston Housing Authority

Investigator Police Officer

Unit: New England Police Benevolent Association Inc.

Department: Public Safety

Grade: N/A

Salary Range: Starting Salary: \$61,047.00

Posting Date: Wednesday, February 21, 2024

Application Deadline: Friday, August 2, 2024

Application Procedure:

Please submit a cover letter and resume detailing your qualification. No phone calls or letters. Submit your resume, cover letter, and any additional materials to **jobs@bostonhousing.org**. **Applications are ongoing until position is filled.** Please be sure to identify the position you are applying for.

General Description:

ABOUT US: Boston Housing Authority (BHA) provides quality affordable housing for low-income families and individuals through the public housing and Section 8 rental assistance programs. BHA serves more than 58,000 of Boston's most vulnerable residents including elderly, disabled, children and low-income families from a broad range of backgrounds and experiences. We foster vital communities that are essential to the city of Boston's economic diversity and way of life. As the largest housing provider in Boston, we bring stability, opportunity, and peace of mind not only to the thousands of low-income families we support, but also to the city as a whole.

DIVERSITY AND INCLUSION: As a proud to be an Equal Opportunity Employer, qualified applicants receive consideration for employment without regard to race, national origin, age, sex, religion, physical or mental disability, genetic information, sexual orientation, gender identity, gender expression, marital status, and military and veteran status, or any other basis protected by local, state or federal law. To the greatest extent possible, it is the policy of BHA to give preference in employment to BHA residents, leased housing residents, and low-income persons. As a housing authority, we recognize the historical role that residential racial segregation has played in the City of Boston. The BHA of today and in the future will actively address and dismantle barriers to becoming a diverse, equitable, and inclusive city.

ABOUT THE JOB: Under the direct supervision of the Chief or designee of Police, the police investigator will be responsible for investigating, reporting and recommending action to resolve specific Public Safety issues and problems.

Duties & Responsibilities:

- Receives and responds to tenant complaints, conducts investigations of both internal and external Boston Housing Authority criminal matters.
- Enforces applicable laws, statutes, regulations, ordinances and/or by-laws.
- Makes arrests, enforce summonses and initiates other processes against those who violate the law.
- Investigates and prepares civil cases, eviction cases, and other cases for the Authority.
- Works with the Legal Department and other Departments of the Authority to decrease criminal transgressions on BHA property.
- Aides in the initiation and operation of crime prevention programs.
- Works with the Boston Police Department and other law enforcement agencies.
- Performs other related duties as required.
- Be able to work in a department that prioritizes community policing as the core operational philosophy.
- The ideal candidate must see himself or herself as a partner in the execution of 21st policing strategies that stress but is not limited to Partnerships/Prevention and Problem solving.

Minimum Qualifications & Experience:

Must be twenty one (21) years of age or older. Preference will be given to applicants that have already completed a Full Time MPTC approved Academy. Must have a high school diploma or G.E.D. Certificate, college education preferred. Must be a citizen of the United States and reside within the Commonwealth of Massachusetts. Must read, write and speak the English language. Must be of good moral character and be free of any physical or mental impairment. Must not have any felony convictions and must be able to be licensed as a Police Officer in the Commonwealth of Massachusetts and a Special Police Officer with the City of Boston and be licensed to carry a firearm by the Commonwealth of Massachusetts. Must have the ability to analyze information and evidence; the ability to write clear, descriptive reports or other required documents relative to events, incidents, or occurrences or activities; ability to maintain self-control and use sound judgment under stressful situations; ability to work with people from various ethnic and religious backgrounds of all economic levels; ability to follow the orders and directives of supervisors and to act without direct supervision; ability to establish and maintain effective working relationships with development Managers, other Authority personnel, tenants, Department of Public Safety staff members, the staff of the Boston Police Department and other Public Safety Officials. Minimum of one (1) year of previous experience with a public safety agency, preferably in investigative work involving criminal and civil matters. Applicant should have experience that demonstrates his/her involvement in crime prevention programs and community organizing. Bilingual fluency in English and Spanish is highly desirable; knowledge of public housing and the Boston Housing Authority is desirable. Possession of a valid driver's license is necessary.

BHA BENEFITS: BHA's generous benefits package includes 14 paid Holidays, 4 Personal Days, 2-weeks paid vacation, 3 weeks of paid sick leave, MBTA discount, participation in the City's pension plan, and healthcare through the Commonwealth, and much more