

**Boston Medical Center – Police Officer****Job Description Summary**

It is the responsibility of a Boston Medical Center (BMC) Police Officer to enforce the policies of the hospital and the laws of the Commonwealth of Massachusetts. The police officer will conduct foot, bicycle and vehicle patrols of all BMC properties, perform traffic duties, conduct investigations, promote crime prevention, assist with community service and provide community policing functions to the BMC Community. The Officer will respond to service requests, emergencies and other duties, as assigned. The officer will conduct criminal investigations, make lawful arrests and seek criminal process in accordance with Massachusetts General Laws and provide court testimony when necessary.

ESSENTIAL RESPONSIBILITIES / DUTIES:

- Performs a variety of duties and task involving safety, security, community relations, training and related activities.
- Proactively Patrols properties owned, leased and occupied by Boston Medical Center Health System ensuring the protection of persons and property, remains alert and observant for suspicious, nefarious and criminal activity, or anything which might endanger life, health, and safety or result in theft or damage to property. Will immediately report and investigate same for the appropriate action to be taken.
- Focused on creating and maintaining a sense of safety and security on all BMCHS properties enhancing public interests of law enforcement. For providing effective community policing and community engagement activities and demonstrating a constant example of courteous, professional and ethical service.
- Conducts investigations as assigned or directed. Submits professional and accurate reports. Makes lawful arrests and handles criminal processes in accordance with MA General Law Chap. 22c Sec. 63 and provides testimony court as necessary.
- Handles and maintains appropriate collection and chain of custody of property and evidence, in accordance with Department policy and procedure.
- Ensure that all prisoners in their care and custody are safely transported and processed in accordance with Departmental Policies/Procedures.

(The above statements in this job description are intended to depict the general nature and level of work assigned to the employee(s) in this job. The above is not intended to represent an exhaustive list of accountable duties and responsibilities required).

JOB REQUIREMENTS**The candidate shall:**

- Be a person of high moral and ethical character with the ability to demonstrate empathy and compassion towards others
- Successfully pass all pre-employment background screening, including a criminal background check, psychological screening and pre-employment medical screening for a

police officer as outlined by the [Commonwealth of Massachusetts Human Resources division](#).

- Have graduated of a Full-Time MA State Police Academy or Full-Time MPTC Academy or equivalent or possess the ability to successfully complete such training as outlined by the Commonwealth of Massachusetts
- Meet and maintain the requirements and certification set forth by the Commonwealth of Massachusetts Peace Officer Standards and Training (POST) commission and/or Massachusetts State Police and/or to be appointed as a "Special State Police Officer" in accordance the Massachusetts General Laws, Chapter 22C Section 63
- Possess and maintain a Massachusetts Class A License to Carry a firearm and a Valid Driver's License
- Demonstrate an understanding of community policing concepts within the context of the unique needs of a diverse, urban healthcare environment
- Possess excellent written and oral communication skills and strong command of the English language.
- Be capable of good judgment and independent decision making while under stressful and dynamic conditions.
- Candidates must be able to work all shifts, including holidays and weekends. Attend court hearing and other training requirements on days off and understand some overtime is mandatory.

EDUCATION:

HS Diploma required; A.S. or Bachelor degree in Criminal Justice or other course of study is preferred.

Commonwealth of Massachusetts Peace Officer Standards and Training (POST) certification is preferred

EXPERIENCE:

Minimum of 1-year experience in police, security and/or customer service preferred.

CERTIFICATES, LICENSES, REGISTRATIONS REQUIRED:

Must meet and maintain:

- Commonwealth of Massachusetts Peace Officer Standards and Training (POST) commission and/or Massachusetts State Police and/or to be appointed as a "Special State Police Officer" in accordance the Massachusetts General Laws, Chapter 22C Section 63 CPR certification in accordance with Special Police Officer requirements
- Massachusetts Class A License to Carry a firearm
- A Valid motor vehicles drivers license

EXPERIENCE:

6 months to 1 year preferred police or healthcare security experience



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