Police Officer

GENERAL PURPOSE OF POSITION:
Principal responsibilities include patrols of college buildings/grounds; safety and security of college community members and property; enforcement of laws and regulations of the college; response to medical calls, fire alarms, and other emergency situations. This is a sworn police position.

Job Duties
- Patrol of college buildings and grounds to ensure the safety of people and security of buildings and other property.
- Enforcement of the General Laws of the Commonwealth of Massachusetts, town by-laws, and college regulations and policies. Conduct investigations and works collaboratively with other agencies in this regard. Refers violations to the college’s student conduct system and/or the criminal court system, placing person under arrest or protective custody when appropriate. Testifies in court and college conduct system hearings.
- Enforcement of parking rules and regulations. Assists with vehicular and pedestrian traffic. Provides safety escorts. Supervises crowd control at college events.
- Response to medical calls, fire alarms, and other campus emergencies, providing assistance as required.
- Participation in the department’s community policing and crime prevention initiatives as part of regular patrol and at other times.
- Perform dispatching duties to include radio dispatching, answering business and emergency phones, performing various computer duties, maintaining the department log, and other clerical tasks.
- Other related duties as assigned.

EDUCATION, SKILLS & EXPERIENCE:
Minimum requirements of education, knowledge, previous experience, or equivalent required to perform the duties of this position at an acceptable level.

Educational and/or Training Requirements
An Associate’s Degree in Criminal Justice - Coupled with any one of the following being completed:

- The 120 Hour Reserve Intermittent Police Academy
- 4000 hours as a municipal police officer with a letter from the Chief confirming the hours
- Completion of a Full Time MCTC Academy or Full Time SSPO Academy or Federal Police Academy
- Military training and academy approved by the Massachusetts State Police Certification Unit

Knowledge, Skills, Abilities
- Knowledge of police practices, Massachusetts General Law, and investigative procedures and demonstrate willingness to keep self up-to-date through department-sponsored training and other resources.
- Ability to analyze emergency situations and make independent decisions affecting the safety and well-being of the community. Must be able to work with or without direct shift supervision.
- Ability to establish and maintain cooperative relationships with members of the college community, visitors to campus, and local agencies/officials.
- Must possess strong verbal and written communication skills.
- Computer literacy, working knowledge of computer aided dispatch and records management programs preferred.
• Must be honest and able to be trusted with confidential information. Work-related dishonesty or disclosure of confidential information will be grounds for termination.

Experience
Prior Police experience not required but preferred.

LICENSING REQUIREMENTS:
License(s) Type
• Must possess and maintain a valid driver's license and not have a significant history of motor vehicle infractions.
• Must be able to obtain special state police powers under MGL c. 22C, §63 at hire and retain these powers as condition of continued employment.
• Must obtain CPR, First Responder, pepper spray (OC) and expandable police baton certifications within 6 months of employment. Must retain these certifications through department-offered training (or through other approved training at own expense).
• Within 6 months of employment, must obtain (at own expense) appropriate Massachusetts License To Carry (LTC) for department approved weapons (currently pepper spray). Must maintain LTC as condition of continued employment.
• Must successfully complete physical examination (including drug-screening), physical agility test, written test, psychological screening, and background investigation prior to hire. Incumbents may be subject to random drug-screening after hire, with or without advance notice.
• Must be able to complete appropriate police training academy as required by department, either at hire or as a condition of continued employment within first 5 years of employment at the discretion of the Chief/Direction of Police Services. If incumbent voluntarily leaves employment with Merrimack College within 18 months of completion of the academy, s/he agrees to reimburse Merrimack for all costs associated with sending them to the academy.
• Must be physically fit and able to conduct patrols of campus via cruiser, bicycle, foot; able to stand/sit for extended periods of time; work outside in wide variety of weather conditions; may be required to perform duties in potentially dangerous/hazardous situations; must perform duties with or without reasonable accommodations.
• Must attend all department meetings, annual in-service training and any other training required by law and/or the college.

Full-time employees:
• Willing to work a fair share of extra shifts and details. May be mandatory shift/detail work. May be assigned to a particular shift, sometimes with short notice. Openness to occasional shift flexibility.
• Nature of job and staffing requirements may not allow for the approval of all leave time requests.
• All clothing/equipment issued to, or bought for, employee must be returned upon resignation.

On-call employees:
• Must meet a 24 hour a month minimum (shift hours worked or signed up for, plus detail hours worked) and be willing to work their share of holidays, weekends, and overnight shifts.
• Must provide own uniform and equipment. Radio, badges, and some other equipment will be provided by the college and must be returned to the college upon resignation.

EXPECTATIONS OF ALL EMPLOYEES:
Employee responsibilities include, but are not limited to, those listed below. Some or all of these responsibilities may seem like common sense, but they are listed to help ensure that no one misunderstands what is expected from Administrative and Staff employees. Employees are expected to:

1. Comply with the policies and procedures of Merrimack College.
2. Respect the confidentiality of sensitive information. Such information must be appropriately protected, is not to be repeated, discussed, or removed from the work area except for legitimate work reasons.
3. Spend the workday efficiently - by performing each task quickly, safely and well.
4. To be at work when scheduled to be working (to attend work regularly, arrive on time and remain until the end of the workday) and to work when supposed to be working (for example, keeping personal phone calls to a minimum and attending to personal matters during non-work hours).
5. Attend department meetings, staff meetings, and training programs and apply new information learned.
6. Respect the rights of others and cooperate with reasonable requests from co-workers.
7. Work in safe conditions using safe practices.
9. Be prepared to discuss performance during the Performance Review discussion.
10. Ask for, listen to, and act on performance feedback.
11. Respect the property of others and of Merrimack College and use College property only for legitimate work purposes.
12. Serve on College committees and attend College meetings with supervisory approval.

**NATURE OF THE WORK:**

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position involves **standard office work** which may require repetitive motion and being confined to a desk for extended periods of time. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance, stoop, kneel, talk or hear. The employee might occasionally lift and/or move up to 10 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is very moderate.

While performing the duties of this job, the employee is regularly required to stand, walk, and use hands to finger, handle or feel objects, tools, or controls. The employee frequently is required to talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, or crouch. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus. The noise level in the work environment is moderate to loud when protective devices must be worn. While performing the duties of this job, the employee may be exposed to weather conditions prevalent at the time for periods of time.

While performing the duties of this job, the employee is regularly required to have full range of mobility in upper and lower body and be able to reach overhead. Be able to work in various positions, including, but not limited to, stooping, standing, bending over, sitting, kneeling and squatting for extended periods of time. Be able to lift, pull and push materials and equipment to complete assigned job tasks. Be able to lift 50 pounds of weight frequently throughout assigned workday. The noise level in the work environment is moderate to loud when protective devices must be worn. While performing the duties of this job, the employee may be exposed to weather conditions prevalent at the time for periods of time.