**Berklee Police Department**

*Entry Level Police Officer*

Expectations of the Hiring Process

* Review of application by hiring panel
* Invitation to next available PT test (Cooper Standards)
* Invitation to first oral board; must pass initial PT test
* Comprehensive Background Investigation; must pass oral board
* Invitation to second oral board with Command Staff; must pass background
* HRD Comprehensive Medical Exam; must pass second oral board
* HRD PAT; must pass the medical exam
* Academy Registration and paperwork; must pass the PAT
* Academy Selection; next available based on current timing
* Pre-Academy PT Assessment; two dates provided must pass at least one
* Academy

Upon Graduation of the Academy

* Assigned a Field Training Officer; 12-week program over 3 phases
* Shift assignment based on current phase of Field Training
* Graduation of Field Training results in final shift assignment for remainder of that calendar year; based off current department needs
* Detail and overtime eligible upon completion of Field Training
* Probationary period of one year from academy graduation date

Shift Selections

* Rotating 4 days on and 2 days off
* Day Shift 0600-1400

Eve Shift 1400-2200

Mid Shift 2200-0600

Impact Shift 1800-0200

* Currently 3 officers assigned per shift, with the rotation that leaves two always on
* Shift Bid once a year; based on seniority

Time Off

* Berklee has PTO, Bereavement, Military, and FMLA for time off purposes
* Everyone earns PTO, accrual rate increases with longevity until maxing out
* Time Off Policy can be found in your employee handbook for specific time ranges for approval, etc.
* We currently employ a number of active duty and reservists so we are well versed in military leave and time off

Pay

* Recruit Officer rate is $26.50/hr; for the duration of the academy training
* Probationary Officer rate is $28.50/hr; for the first full year from academy graduation date
* Police Officer rate is $31.00/hr; after probationary period is complete and subject to a 2.5-3% annual cost of living raise notwithstanding any other increases
* $2/hr differential for working between the hours of 2200-0600
* There is added incentives for Field Training Officers, Investigations, and those officers who are instructing and or teaching trainings to our community

Holidays

* Berklee recognizes the following holidays:
	+ Martin Luther King Jr. Day
	+ President’s Day
	+ Patriot’s Day
	+ Memorial Day
	+ Juneteenth
	+ Independence Day
	+ Labor Day
	+ Veteran’s Day
	+ Thanksgiving Break (Wednesday-Friday)
	+ Winter Break (December 24- January 2)
* You are entitled to regular pay and holiday pay for holidays worked or a floating holiday for holidays not worked

Specialty Assignments

* K9 Unit
* Investigations
* Firearms
* LGBTQ+ Liaison
* Mountain Bike Unit
	+ COBRA
* Dignitary Protection
	+ Political Dignitaries
	+ Venue Performers

Training Opportunities

* Mountain Bike
* R.A.D.
* Stop the Bleed
* CPR/First Aid/AED
* Firearms
* Defensive Tactics
* MPTC courses
* FBI LEEDA Trilogy
* MPI courses

Uniforms & Equipment

* All uniforms and equipment provided at department’s expense
* Officers may seek permission to buy additional quantities with approval
* State of the art equipment provided

Community Engagement Opportunities

* Awareness Patches
	+ Pink Patch Project
	+ Pride Patch partnership with the Trevor Project
	+ Autism Patch partnership with the Doug Flutie Foundation
	+ Veteran’s Awareness Patch partnership with 22KILL and Tunnels to Towers Foundation
	+ USA Patch partnership with National Law Enforcement Officers Memorial Fund
* Toys for Tots
* Shop with a Cop
* Special Olympics Law Enforcement Torch Run