**Berklee Police Department**

*Dispatcher*

Expectations of the Hiring Process

* Review of application by hiring panel
* Invitation to first oral board
* Comprehensive Background Investigation; must pass oral board
* Invitation to second oral board with Command Staff; must pass background
* Comprehensive Psychological Exam; must pass second oral board
* Hired; begin Field Training

Shift Selections

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

Eve Shift 1400-2200

Mid Shift 2200-0600

Swing Shift either 2 days/2 eves or 2 eves/2 mids

* Currently 1 dispatcher assigned per shift; swing shift covers days off
* 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

* Entry Level Dispatcher rate is $25.00/hr
* Candidates with varying levels of experience can expect a variable rate of $28.00-$31.00/hr
* All rates are 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

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

Training Opportunities

* Dispatch Response to Active Shooter
* MA Dispatch Academy
* CJIS
* IMC

Uniforms & Equipment

* All uniforms and equipment provided at department’s expense
* Dispatchers 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