



Town of Rowley

Massachusetts 01969

PERSONNEL BOARD
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Job Vacancy Notice

Police Captain

Police Department

Town of Rowley

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TOWN OF ROWLEY
TOWN CLERK

Captain

The Rowley Police Department is seeking to fill the position of Captain. This position is appointed by the Board of Selectmen upon recommendation by the Police Chief.

Summary:

The Captain serves as the executive officer for the Department and in the absence of the Chief assumes the responsibilities and the overall administration of the Department. Subject to the direction of the Chief, the Captain is responsible for the supervision and control of all subordinate officers and is responsible for the efficiency and effectiveness of members of the Department. The Captain prepares all departmental written directives for final approval of the Chief and maintains, distributes, and enforces such directives. This position performs various functions relating to the administration and operation of the Department as directed by the Chief of Police. The Captain directly oversees the Investigative Unit. This position is responsible for directly supervising all officers assigned to the Investigations Unit as well as keeping the Chief up to date on all on-going investigations. The Captain is responsible for scheduling and coordinating of all training requirements including yearly in-service, field training, specialized training, recruit applications and waivers. The Captain serves as the Technical Equipment Maintenance Officer which includes annual radar and Lidar certifications. The Captain assists the Chief of Police in all phases of the hiring process of Department staff in preparation for recommendation to the appointing authority. This position serves as the Department Prosecutor and Liaison to the courts, which includes duties such as filing complaints, attending arraignments, clerks and show cause hearings. The Captain is responsible for managing all discovery requests and officer notifications. The Captain provides oversight of the Department's Accreditation status assuring compliance and maintenance of State Accreditation standards. The Captain faithfully carries out all orders from the Chief and insures orders affecting Department personnel are efficiently communicated to all personnel.

This position is administrative in nature and is not covered by a collective bargaining agreement. The Captain position's benefits will be governed by the Town of Rowley Personnel Bylaws except as noted herein. This position is a 40 hour per work week position at Pay Grade 15 in the Non-Union Compensation Schedule. The salary range is \$107,702.40 – \$123,406.40, dependent upon experience. The Captain will be eligible for educational, EMT, EMD, and longevity stipends consistent with those provided by the MASSCOP Local 360 union contract and will receive 5 personal days per year. The Captain will work primarily day shifts from 0800 – 1600 hours, Monday – Friday, but may change from time-to-time at the Chief's discretion.

Requirements:

Successful candidates for this position must possess strong leadership skills. A Bachelor of Science degree in a law enforcement related field is required. Five years of supervisory experience, having obtained at least the rank of sergeant, and ten years of increasing administrative, technical and managerial responsibilities as a sworn law enforcement officer is required. A Captain must be certified or able to obtain certification through the Massachusetts POST Commission. A Captain must possess or be able to obtain current certificates of training mandated by Massachusetts General Laws. In part these certificates include CPR, Medical First Responder, Firearms qualification, CORI, and suicide prevention training. This will also include training mandated or inferred by changes in policies and procedures by Local, State and Federal legislation and case law.

Selection Process:

The selection process for this position will follow the procedures described in the Rowley Police Department Policies and Procedures Chapter 74.9. The process will consist of an assessment panel of Chiefs and an interview with the Chief of Police before a recommendation is made to the appointing authority.

Applications:

All qualified candidates must apply to the Chief of Police in writing by way of a cover letter and resume by December 6, 2023. Applications should specifically address all elements listed in the requirements section of this posting. Review of applications will begin December 8, 2023. Any assessment process will take place no earlier than 30 days from the date of this posting. Position will remain open until filled. The Town of Rowley is an Equal Opportunity Employer.

DME 11/21/23