

## JOB ANNOUNCEMENT

### FULL-TIME POLICE OFFICER POSITIONS WENHAM POLICE DEPARTMENT

Date of Posting: March 1<sup>st</sup>, 2023

Application Deadline: March 30<sup>th</sup>, 2023

*The Town of Wenham is an Equal Opportunity Employer*

The Wenham, Massachusetts, Police Department is a Non-Civil Service Police Department seeking to fill a current full-time Police Officer vacancy, as well as an anticipated vacancy in July 2023. The Wenham Police Department is actively seeking certified police candidates who are highly motivated, self-disciplined and want to work in a professional police department with a community policing philosophy. The Wenham Police Department is a community oriented, progressive, professional law enforcement agency serving a population in excess of 5,500 residents. The Town of Wenham is located in Essex County, which is located in the North Shore of Massachusetts. The Hamilton/Wenham MBTA station is located in town, as well as numerous local businesses such as the Wenham Museum. The Town of Wenham is also home to Gordon College and to the historic Wenham Tea House.

**DUTIES:** A Police Officer for the Town of Wenham performs all law enforcement duties, protecting life, property, and the civil rights of individuals. Primary duties include patrol; motor vehicle / traffic enforcement, criminal law enforcement, assist with medical emergencies, investigations, interacting with citizens to provide service and render assistance; and preparing and completing official records, reports, and other paperwork documenting incidents for use in prosecution. A Wenham Police Officer is responsible for responding to emergency and non-emergency calls for service received by the North Shore Regional 911 Communications Center, ensuring the safety and security of the citizens, businesses and property of the Town. Wenham Police Officers are responsible for adhering to all policies and procedures, as well as the rules and regulations and other written directives relevant to the operation of the Wenham Police Department. Officers patrol an assigned area for the purpose of crime prevention and law enforcement and perform ALL of the essential job functions of a police officer.

**NOTE:** Along with a competitive salary package, the Wenham Police Department offers a wide variety of excellent and competitive benefits to include: a 4/2 split shift schedule, shift differential pay, education incentive (equivalent to full Quinn Bill), Health Insurance, 2 weeks' vacation, along with 3 added personal days, 15 sick days, no-sick-day incentive, an annual \$1150.00 clothing allowance, as well as other benefits and incentives.

### ENTRANCE REQUIREMENTS

1. **Education/Experience Requirement:** Candidates are preferred to have successfully completed and graduated from a Massachusetts Municipal Police Training Council (MPTC) Basic Police Officer Full-Time Police Officer Academy, in accordance with M.G.L. Chapter 41, section 96B. Active Wenham Part-Time (Reserve) Police Officers are also eligible and are encouraged to apply. An Associate's Degree or higher in Criminal Justice or related field preferred, or two (2) years of active military with a GED or High School Diploma, however, as of the date of appointment, applicants must have a minimum of a:
  - High school diploma or equivalency certificate approved by the Massachusetts Department of Education.
2. **Age Requirement:** Applicants must be at least twenty-one (21) years of age by the date of appointment.
3. **Qualified Candidates:** Email a cover letter and your resume to: Deputy Chief Jason Lucontoni  
Email: [jucontoni@wenhamma.gov](mailto:jucontoni@wenhamma.gov)
  - a. All cover letters and resumes must be received by no later than **Thursday, March 30<sup>th</sup>, 2023**. Please direct questions regarding this position to Deputy Chief Jason Lucontoni @ Tel. 978-468-5500 Ext. #8 or by Email: [jucontoni@wenhamma.gov](mailto:jucontoni@wenhamma.gov)
  - b. *Applicants are responsible for checking their email and/or logging into a third party App the department chooses in order to monitor for emails, scheduling and process updates.*

## **Selection and Hiring Process Overview**

Once the position is posted and applications have been received, the hiring process will begin. The Chief of Police will review all of the applicants cover letters and resumes and determine which of them meet the qualifications set forth in the job posting. Those qualified applicants will be processed following the steps outlined below.

1. Notification of selection.
2. Oral board with a panel consisting of members of the Department.
3. Written exercise will be conducted the date of the oral board panel.
4. Finalists will be chosen and ranked.
5. Detailed background investigation will be conducted.
6. Successful candidate will be chosen and will have a final interview with the Chief of Police.
7. Candidate must pass psychological exam and medical exam.

**\*Medical and Psychological Exam:** Candidates are required to pass a medical examination and a psychological evaluation, before appointment as a Full-Time Officer for the Town of Wenham.

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**Character:** All candidates must be eligible to meet the requirements set forth by Massachusetts Peace Officer Standards and Training (P.O.S.T.) Commission. Also, no person who has been convicted of a felony shall be appointed as a police officer. A candidate may be disqualified for evidence of character clearly unsuited for police services. The Wenham Police Department conducts a comprehensive background check as part of the selection process.

**Firearms Permit:** A candidate must be able to obtain a valid Massachusetts firearms permit (LTC) to qualify to be a police officer.

**Driver's License:** A candidate must have a valid motor vehicle operator's license before appointment.

**Contract:** Candidate will be required to agree to and sign a three (3) year employment contract.

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**Wenham Police Department: 978-468-5500**

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