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*Maine Department of Public Safety
Maine Criminal Justice Academy*

2008 Annual Report to The Joint Standing Committee on Criminal
Justice and Public Safety



**“Serving the people of Maine by promoting the highest level of
professional standards and performance through training”**

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2008

*Maine Criminal Justice Academy
Board of Trustees
Mr. Brian MacMaster, Chair
April 2009*

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MAINE DEPARTMENT OF PUBLIC SAFETY

Commissioner, Anne H. Jordan

MAINE CRIMINAL JUSTICE ACADEMY

Director, John B. Rogers

BOARD OF TRUSTEES

Chairman, Brian MacMaster

Director of Investigations, Attorney General's Office

Commissioner Anne H. Jordan

Department of Public Safety

Commissioner Martin Magnusson

Represented by **Wesley Andrenyak**

Department of Corrections

Attorney General G. Steven Rowe

Represented by **Brian MacMaster**

Director of Investigations –AG's Office

Col. Joel Wilkinson

Chief Warden

Dept. of Inland Fisheries & Wildlife

Lisa L. Webster

Non-Supervisory Corrections Officer

Androscoggin County Sheriff's Office

James A. Ferland

Office of Chief Medical Examiner

Augusta, ME

Col. Patrick J. Fleming

Maine State Police

Roberta Tibbetts

Educator

Waterville, ME

Richard Davis

Municipal Official

Farmington ME

Sheriff James P. Madore

Sheriff's Representative

Aroostook County Sheriff's Office

Chief Bradley Paul

Municipal Police Chief Representative

Saco Police Department

Linda Smithers

Citizen

Starks, ME

Sgt. Travis Roy

Municipal Police Officer

Old Town Police Department

Lois Galgay Reckitt

Citizen

South Portland, ME

Deputy Chief Amy Berry (Vice-Chair)

Municipal Police Officer

South Portland, ME

Richard Harburger

Representative from a Federal Law

Enforcement Agency

Elizabeth Ward Saxl

Citizen

Manchester, ME

BOARD OF TRUSTEES Maine Criminal Justice Academy

April 10, 2009


Senator Stan Gerzofsky, Senate Chair
Representative Anne M. Haskell, House Chair
Members of the Joint Standing Committee
on Criminal Justice and Public Safety
Room 436 State House
Augusta, Maine 04333-0003

Dear Senator Gerzofsky, Representative Haskell, and Committee Members:

The Board of Trustees of the Maine Criminal Justice Academy is pleased to present its annual report to the Joint Standing Committee on Criminal Justice and Public Safety. This report is required by 25 M.R.S.A. § 2809, which states in part that “the purpose of the report is to provide the Legislature [with] annual information on the law governing law enforcement training in order to ensure that appropriate and timely training is accomplished.” The Board is confident that the Committee will find this report informative and responsive to the requirement for its production.

The Board of Trustees, as well as the director and staff of the academy, stand ready to assist the Committee in its consideration of law enforcement and corrections training issues, and would be happy to appear before the Committee to elaborate on any issue or matter associated with the report or the academy. Included is a synopsis of the Board actions for 2008 on the following page.

Sincerely,



BRIAN MACMASTER
Chair
Board of Trustees

MAINE CRIMINAL JUSTICE ACADEMY

BOARD OF TRUSTEES ACTIONS: 2008

Type of Board Action	Jan	Mar	Apr	May	Jun	Sep	Oct	Dec	Total
Basic Law Enforcement Waivers	5	2	1	1	0	3	1	3	16
Basic Corrections Waivers	0	0	0	0	1	0	0	0	1
Extension for Basic Law Enforcement Training	2	0	1	0	1	4	1	0	9
Extension for Basic Corrections Training	0	0	3	0	0	1	0	0	4
Executive Certification	1	0	2	0	3	2	2	0	10
Intermediate Law Enforcement Certification	1	2	0	1	2	0	1	1	8
Advanced Law Enforcement Certification	0	1	0	0	2	1	1	0	5
Instructor Certification	12	8	23	1	0	0	0	16	60
Firearms Instructor Certification	0	0	0	0	18	0	0	0	18
Crash Reconstruction Certification	0	5	0	0	0	0	0	0	5
Canine Handler Team Certification	1	0	5	0	4	2	0	4	16
Canine Trainer Certification	0	0	0	0	0	0	0	0	0
Drug Recognition Certification	0	0	0	0	0	0	0	0	0
Computer Crimes First Responder Certification	0	0	0	0	0	0	1	0	1
Municipal Ordinance Prosecutor Certification	0	0	0	0	0	0	0	0	0
Chaplain Certification	0	0	0	0	0	0	0	3	0
Federal Officer Limited Authority Certification	0	0	0	0	0	0	0	0	0
Course Certification	2	2	0	2	1	0	1	0	8
Revocation or Voluntary Surrender, of Corrections & Law Enforcement Certification	3	3	0	0	1	0	1	6	14
Waiver of Conviction to Attend Academy Program	0	3	1	0	1	1	0	3	9

No meeting in February, July, August and November 2008



John Elias Baldacci
Governor

STATE OF MAINE
Department of Public Safety
MAINE CRIMINAL JUSTICE ACADEMY

15 Oak Grove Road
Vassalboro, Maine 04989



Anne H. Jordan
Commissioner

John B. Rogers
Director

April 10, 2009

Senator Stan Gerzofsky, Senate Chairman
Representative Anne M. Haskell, House Chairman
Joint Standing Committee on Criminal Justice and Public Safety
Room 436 State House
Augusta, Maine 04333-0003

Senator Gerzofsky and Representative Haskell:

I would like to thank you and the Board of Trustees for all the hard work you do for the Maine Criminal Justice Academy. As I write my 7th annual report reflecting on this past year, I look very much to the future of where the Academy is headed. I see many positive changes coming for the Director and the Staff, as well as the involvement of the Board of Trustees.

The Academy is the central training facility for state, county and municipal law enforcement and corrections officers. The campus is located at the former Oak Grove-Coburn School in Vassalboro, Maine. From 1972 until December 28, 2000, the Academy was located at 93 Silver Street in Waterville, at the former Thomas College facility. The Academy has twelve (12) classrooms, four (4) conference rooms, a full cafeteria and can house 130 students. The building has a state of the art special training center, an indoor running track and formal parade grounds.

The mission of the Maine Criminal Justice Academy is to provide the highest level of training within given resources, to law enforcement and correctional officers in the State. By statute, the Academy is required to provide a basic training program for all full-time law enforcement officers, all part-time law enforcement officers, all county and state correctional officers, all court security officers and all capitol security officers. The Academy also coordinates the 8 Regional Training Districts across the state, which provides academy certified training to officers in remote areas.

The Academy has a staff of eleven (11) full-time people and operates with an annual FY09 budget of \$1,657,160. This Special Revenue account comes from 3% of the traffic fine money and student fees from tuition, meals, lodging and other miscellaneous fees. In addition to the full-time staff, the Academy relies heavily on volunteer instructors from state, county and municipal law enforcement agencies, county and state corrections agencies and others in the criminal justice fields. During 2008, the Academy had 17,220 instructor hours donated for Regional, In-service, Law Enforcement Pre-service, Basic Corrections training and the Basic Law Enforcement Training Program (BLETP).

During 2004, the Academy completed a Job and Task Analysis (JTA) on what law enforcement officers do in the field. From this information, we have set a new course and curriculum goals and objectives for the BLETP. The staff is continuing to work on the process of writing the new curriculum using adult learning principles and integrating a "community policing philosophy" and "ethics" into as many courses as possible. The Academy provides many instructor development classes in order to train students to become future volunteer instructors.

In 2006, we completed work with the National Institute of Corrections (NIC) to completely redo the Basic Corrections Program. We started by NIC and MCJA completing a JTA and then NIC provided some technical assistance to the Academy on a revision of the Basic Corrections Program. The Board of Trustees and the Academy staff are working to revamp the Basic Corrections program to bring it up to date with new standards. We hope the final product will be finished in late 2009. The 2008 mandatory training topics for correctional officers were: New Law Updates, Unarmed Self-defense Refresher, Report Writing and 2 electives on approved topics set by the facility.

The Academy continues to work with Justice Planning Management Associates (JPMA) and the Maine Chiefs to develop training on-line for the mandatory topics. The Academy produced the lesson plans with the help of content experts and JPMA put these lesson plans into electronic format for officers to use. This year, JPMA charged \$50.00 per person to access the mandatory training topics along with the rest of their on-line library. This resulted in cost savings to agencies for not having to pay tuition, salary, overtime replacement and travel costs. The 2008 mandatory training topics for law enforcement officers that were offered on-line were: New Law/Recent Court Decision Updates, Identifying the Predominant Aggressor in Domestic Violence Cases, Crime Scene Investigations and Collection of Evidence and Dealing with Developmental Disabilities such as Autism and others. Firearms had to be given in house because officers need to qualify with their service weapon on the range.

The Board of Trustees of the Academy awards certificates to Law Enforcement and Corrections Officers, Executives, Instructors, Canine Teams, Drug Recognition Experts, Traffic Reconstruction Experts and others. The Board continues to update the mandatory standards for the 12 mandated policies for law enforcement agencies in the State. The Board also certifies all new courses, and grants waivers and extensions to law enforcement and corrections officers in emergency or extenuating circumstances, as well as decertifies law enforcement and corrections officers.

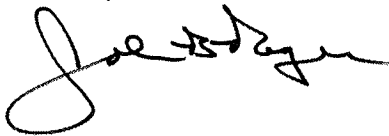
During calendar year 2008, the Academy provided the following training:

- 86 students (102 in 2007) graduated from the **Basic Law Enforcement Training Programs (BLETP)**, 720 hours in length (2 programs).
- 236 students (242 in 2007) completed the **Law Enforcement Pre-Service Training Program (LEPS)**, 100 hours in length (7 programs).
- 175 students (189 in 2007) graduated from the **Basic Corrections Officer Training Program (BCOR)**, 80 hours in length (18 programs) .
- The Academy conducted 137 **In-Service Training Programs**, (142 in 2007), of which 2,714 officers (1,876 in 2007) attended for a total of 42,048 training hours (56,278 in 2007).
- 158 training programs (103 in 2007) were conducted in the **8 Regional Training Districts** across the State, of which 3,702 officers (3,034 in 2007) attended for a total of 10,190 training hours (12,241 in 2007).

- 16 Waivers (11 in 2007) of the 18-week Basic Law Enforcement Training Program were granted.
- 9 Extensions (13 in 2007) to attend the Basic Law Enforcement Training Program were granted for emergency or extenuating circumstances.
- 1 Waiver (4 in 2007) of the 2-week Basic Corrections Training Program was granted.
- 4 Extensions (3 in 2007) to attend the Basic Corrections Training Program were granted for emergency or extenuating circumstances.
- 10 Executive Certificates (15 in 2007) were granted.
- 8 Intermediate Certificates (4 in 2007) were granted.
- 5 Advanced Certificates(1 in 2007) were granted.
- 60 Instructor Certificates (50 in 2007) were granted.
- 5 Crash Re-constructionist Certificates (0 in 2007) were granted.
- 18 Firearms Instructor Certificates (25 in 2007) were granted.
- 16 Canine Team Certificates (16 in 2007) were granted.
- 0 Canine Team Trainer Certificates (8 in 2007) were granted.
- 0 Drug Recognition Certificates (16 in 2007) were granted.
- 0 Chaplain Certificates (27 in 2007) were granted.
- 1 Computer Crimes first Responder Certificate (0 in 2007) was granted.
- 8 New Courses (25 in 2007) were approved.
- 14 Law Enforcement/Corrections Officers (14 in 2007) voluntarily surrendered their certificates of eligibility or had their certifications revoked for criminal conduct or failure to meet Board required training.
- 9 Waivers (7 in 2007) of convicted persons to attend Academy programs were granted.

Again, I want to thank the members of the Joint Standing Committee on Criminal Justice and Public Safety for all the hard work you do and for your support of the Maine Criminal Justice Academy. I would like to extend to your committee members on behalf of my staff, the Board of Trustees and myself, any assistance, advice or guidance we can give you or to help you in your committee work, as it relates to the Maine Criminal Justice Academy.

Sincerely,



John B. Rogers, Director
Maine Criminal Justice Academy

MAINE CRIMINAL JUSTICE ACADEMY

VISION

The Maine Criminal Justice Academy serves the people of Maine by promoting the highest level of professional standards and performance through the training of criminal justice personnel.

To achieve this we shall strive to:

Merit public confidence in the criminal justice system;

Provide high quality training;

Promote a work environment of mutual respect, support and trust;

Advance policies and procedures developed in the interest of public safety and service;

Encourage cooperation and coordination among criminal justice agencies.

VALUES

We in the Criminal Justice Academy value..

..Integrity

In order to merit public confidence, we need to be diligent, understanding, and maintain high ethical standards.

..Continuous Improvement

We vigorously strive for excellence and continuously seek to improve the quality of our standards.

..Teamwork

We promote teamwork by encouraging each individual member of the staff to foster:

- Open and honest communication;
- Trust and respect;
- Loyalty to the organization.

..Accountability

Working responsibly to understand the needs of criminal justice agencies and the public.

..Awareness

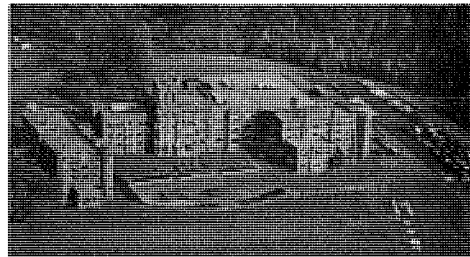
A sensitivity to the competing demands of family, work, friends, and our mental, physical and emotional health.

ABOUT THE ACADEMY

The origin of organized law enforcement training in Maine dates back to the late 1960's when the Federal Law Enforcement Assistance Agency made funds available through the Maine Criminal Justice Planning and Assistance Agency for improving the operation of the criminal justice system. Using this as seed money, the Maine Municipal Association initiated a two-week law enforcement training program offered in the Portland, Augusta, and Bangor regions. A Board of Directors, consisting of law enforcement officials, was charged with overseeing the program and encouraging law enforcement agencies to support the training.

The early 1970's saw passage of the Mandatory Training Act for law enforcement and in 1972 the former Thomas College in Waterville was purchased to provide permanent facilities for the Maine Criminal Justice Academy. Since that time, the scope of activities at the Academy has steadily increased. In 1990, new legislation required that all law enforcement officers, state, county and municipal, who have the power of arrest and the authority to carry a firearm come under the purview of the Academy's Board of Trustees. This has greatly increased the responsibilities and tasks of the Academy.

The Maine Criminal Justice Academy is responsible for the development and implementation of comprehensive training programs both at the Academy and through outreach programs across the state.



With this responsibility the Academy is providing:

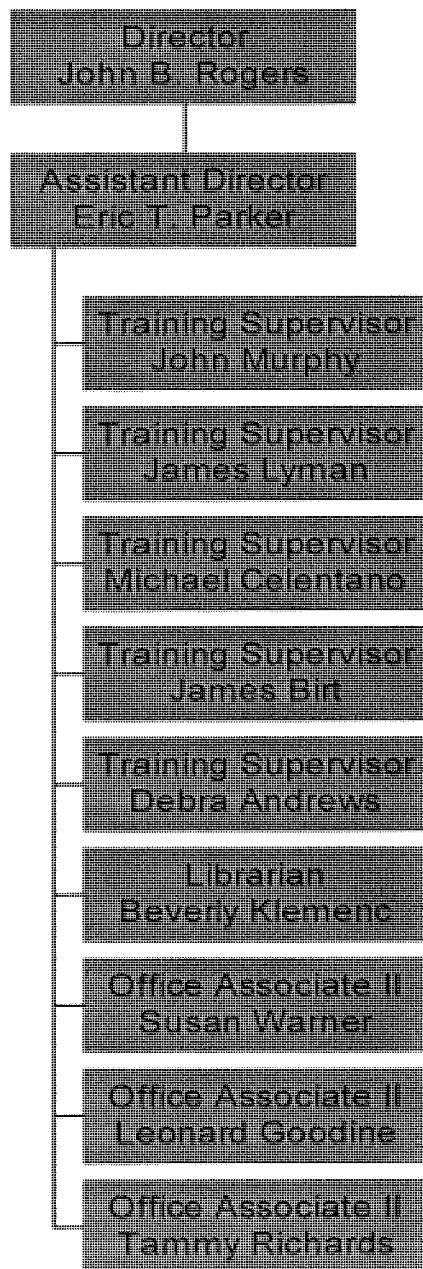
1. A residential training facility to accommodate the needs of Maine's criminal justice professionals;
2. A training delivery system to reach all parts of the State.
3. A centralized administrative structure which promotes coordination and communication; and
4. A repository of support services that promotes research, management, and training activities of all types.

The citizens of Maine have a reasonable expectation that extensive training is provided to criminal justice personnel, particularly those responsible for dealing with emergency situations, which could involve life and death decisions. Court decisions have held that it is the responsibility of criminal justice agencies to ensure that their personnel receive training, which supports the quality performance these citizens expect and deserve. At present, the Maine Criminal Justice Academy is the primary vehicle for Maine criminal justice agencies to meet these obligations.

Maine Department of Public Safety

Maine Criminal Justice Academy

4/1/2008



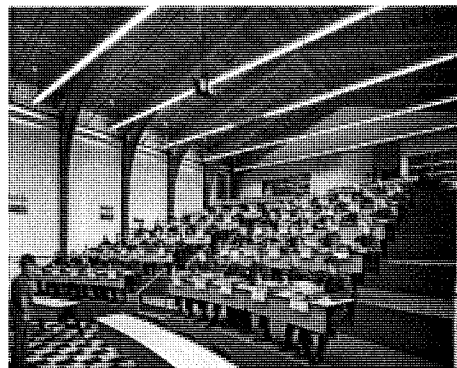
SUMMARY OF TRAINING ACTIVITIES FOR 2008

LAW ENFORCEMENT TRAINING

Basic Police Training

The basic training for law enforcement officers for the calendar year 2008 consists of the following:

- 2 Basic Law Enforcement Training Programs (720 hours) for 86 students.
- 7 Pre-Service Law Enforcement Courses (100 hours) for 236 students.



In-Service Training

The Academy sponsored 137 specialized in-service schools for 2,741 students totaling 42,048 training hours and 158 regional classes for 3,702 students totaling 10,190 training hours. Many agencies continue to use the on-line training option to complete Board mandated refresher training. The Academy wrote and provided lesson plans for these mandated topics. Justice Planning Management Associates (JPMA) then developed this course for on-line competency-based training. The classes included: New Law/Recent Court Decision Updates, Identifying the Predominant Aggressor in Domestic Violence Cases, Crime Scene Investigations and Collection of Evidence and Dealing with Development Disabilities, such as Autism and others.

During 2007, we joined forces with the Northeast Counterdrug Training Center (NCTC) in Fort Indiantown Gap, Annville, Pennsylvania. NCTC offers top quality training for law enforcement at no cost. They requested a partnership with MCJA so they could offer courses to a larger audience. We agreed to trial run, both the quality of the training and the response from the Maine law enforcement community. The response was tremendous. The evaluations indicated that these courses are professionally taught and a great deal of value to the officers attending. Our partnership has allowed Maine officers to receive free training that could never be offered here because of fiscal strains both at the state and local level. Maine citizens believe quality programs free to Maine officers is the best bargain going. We look forward to continuing this partnership with NCTC in 2009. The NCTC courses offered in 2008 were:

- Identifying Deceptive Behavior
- Video Surveillance Techniques
- Leadership and Mastering Performance
- Interview and Interrogation

The 2008 mandatory in-service training requirements for law enforcement officers were:

- Two (2) hours of New Law Updates / Recent Court Decisions.
- Two (2) hours of Identifying Predominant Aggressors in DV Cases.
- Two (2) hours of Crime Scene Investigations and Collection of Evidence.
- Two (2) hours of Dealing with Developmental Disabilities Such as Autism & Others.
- Two (2) hours of Firearms.

Corrections Training

The basic training for corrections officers consisted of the following:

- 18 Basic Corrections courses (80 hours) for 175 students.

The 2008 mandatory in-service training requirements for correctional officers were:

- One (1) unit of New Law Updates
- One (1) unit of Unarmed Self-defense
- One (1) unit of Report Writing
- Two (2) units of approved elective training set by the facility.

Exempt Law Enforcement Agencies

The Board of Trustees received information from law enforcement agencies that are not certified by the Academy. Letters received from these agencies regarding their training are included in Appendix F.

- (1) Department of Corrections - Probation and Parole Division
- (2) Department of Conservation – Forestry Division

SIX YEAR BUDGET

	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009
General Fund	\$246,922	\$217,265	\$0	\$0	\$0	\$0
Federal Fund	\$354,022	\$361,102	\$396,396	\$353,479	\$0	\$0
Other Special Revenue	\$1,135,333	\$1,244,003	\$1,599,640	\$1,554,792	\$1,712,794	\$1,657,160
Totals	\$1,736,277	\$1,822,370	\$1,996,036	\$1,908,268	\$1,712,794	\$1,657,160
Positions	11.0	11.0	11.0	11.0	11.0	11.0
Personal Services	\$595,403	\$705,075	\$697,794	\$711,945	\$737,862	\$754,596
All Other	\$1,133,874	\$1,117,295	\$1,298,242	\$1,196,323	\$854,932	\$880,564
Capital	\$7,000	\$0	\$0	\$0	\$120,000	\$22,000
Totals	\$1,736,277	\$1,822,370	\$1,996,036	\$1,908,268	\$1,712,794	\$1,657,160

SIGNIFICANT EVENTS

1976 - Municipal School increases from a ten-week program to twelve weeks. Regional law enforcement in-service training implemented.

1977 - Dispatcher training curriculum developed.

1978 - Basic Corrections Training Course developed. A system of reporting by corrections agencies is added to law enforcement reporting. Instructor Certification Program implemented. The Methods of Instruction Course is developed.

1979 - Regional training certification by the Board of Trustees initiated. Supervision, Mid-Management, and Executive Development courses implemented. Arson investigation, team concept, developed. Reserve Officer Training curriculum and standards developed as directed by the Legislature.

1980 - Mandatory in-service training for corrections officers takes effect. Advanced Arson Investigation curriculum developed. Domestic Violence Course developed. Law Enforcement Task Analysis initiated.

1981 - Radar Operator's Course developed. Highway Safety film collection catalogued, maintained, and circulated. Specialized Instructor Certification program initiated. Intermediate and Advanced Officer Certification implemented. Firearms Instructor Course developed. Intoxilyzer Operator Certification initiated.

1982 - Final report on the Law Enforcement Task Analysis is completed. Municipal/County Basic Police School curriculum revised. Emergency Vehicle Operator's Course developed.

1983 - Training for part-time and reserve police officers is mandated by the Legislature. A statewide survey to identify all part-time police officers is completed. Verification and suspension procedures for certification of police officers is initiated.

1984 - The Honeywell computer system is installed. Basic Warden School is established at the Academy. Court Security Course developed. ALERT Test required as entrance standard for police officers. Canine Handlers Course developed. Certificates of Eligibility required of all police officers. A Task Analysis for Corrections Officers is initiated.

1985 - Academy responsible for administration of Justice Assistance Act funds for Maine. Background investigation manual.

1986 - Technical Assistance Program for small law enforcement agencies is initiated. Municipal Ordinance Prosecutor's Course developed.

1987 - Report on the Academy published by the Academy Review Committee. Basic Training for public safety dispatchers initiated. Entry level Corrections Officers Task Analysis published.

1988 - Semi-Automatic Weapons training initiated. Academy auditorium renovated. Recommended Physical Fitness Standards published. Terminal Operators Certification. All Points Bulletin established. Advisory Committee on Correction established. Drug Abuse Resistance Education (D.A.R.E.) instructor program.

1989 - Law Enforcement Officers Manual standardized. New Basic Corrections Training Curriculum established. New Standardized Field Sobriety Test Developed. Oak-Grove Coburn purchased. Statewide State Law Enforcement Task Analyses completed.

1990 - Pre-Service Training Curriculum established. Statewide Regional In-Service Training Plan adopted. State Law Enforcement Training Curriculum adopted. Certification Test instituted.

1991 - Drug Recognition Technicians certified. D.A.R.E. officers trained with Maine mentors. Community Police Strategies developed. Provided technical assistance for business crime prevention projects.

1992 - New Decertification standards. Civil Rights training for all Law Enforcement agencies. Bloodborne Pathogens training for trainers. A.G. Task Force Report on the use of force.

1993 - Law Enforcement Agency Profile Survey conducted a joint effort MCJA/UMO Graduate Program. Total Quality Management training was initiated.

1994 - Added two citizen positions to the Board, bringing the Board membership to 17 members. Extended employment probationary period to one year after graduation from the basic law enforcement course. Increased the minimum age requirement for entry into the Municipal/County Basic Police School to 21 years of age, or 20 years of age if the applicant has an associate's degree or 60 hours of post secondary education. Upgraded computer networking capabilities to include regional offices.

1995 - The Board established minimum physical fitness and academic standards for all officers entering the Municipal / County Basic Police School. The Board also developed eight minimum policy and procedure standards that were distributed to all law enforcement agencies in order for them to submit to the Board the eight policies required by legislation. Effective January 1, 1996 each law enforcement agency is required to report to the Academy all excessive use of force complaints and the disposition of those complaints. A report from the Board was submitted to the Criminal Justice Committee recommending the implementation of joint training of Municipal, County and State Police.

Program recommendations to the Board of Trustees for revision of the curriculum was done.

1996 - Academy received a federal grant to strengthen community policing in Maine by effectively responding to domestic violence cases.

1997 - Governor Angus King submitted a ten million dollar bond package to the Appropriations Committee for the renovation or construction of a new Criminal Justice Academy.

1998 - The Legislature appropriated \$11,271,203 to renovate the former Oak-Grove Coburn school and construct a specialized training facility.

1999 - The Maine Criminal Justice Academy Board of Trustees, following a recommendation from the Law Enforcement Advisory Committee established mandatory annual in-service training requirements for the year 2000. The Board of Trustees is also working to establish entrance standards for the combined Law Enforcement Basic Training Course and the entrance requirements for tuition students.

2000 - The Maine Criminal Justice Academy's staff and programs moved to a new facility in Vassalboro, Maine. This was also the first year that all law enforcement officers were required to complete mandatory in-service refresher training.

2001 - During this year the 1st Basic Law Enforcement Training Program involving eighteen weeks of training combining State, municipal and county law enforcement officers was conducted at the new Maine Criminal Justice Academy's facility in Vassalboro, Maine.

2003 - The Academy accepted the first two tuition students into the Basic Law Enforcement Training Program. The Academy also applied for and received a federal grant to conduct a Job & Task Analysis of the Basic Law Enforcement Training Program to update the curriculum.

2004 - The Academy completed a job & task analysis of the Basic Law Enforcement Training Program. New Goals and Objectives were identified and implemented.

2005 - The Academy offered nine courses “*on-line*” to assist agencies in complying with Board mandated training for law enforcement officers. More than 7,500 courses were completed on-line saving agencies tens of thousands of dollars in officer overtime, travel and replacement costs.

2007 – The Academy entered into a partnership with Northeast Counterdrug Training Center out of Pennsylvania to put on tuition free training in Maine for topics such as: Interview and Interrogation, Identifying Deceptive Behavior, Leadership and Mastering Performance, School Resource Officer, Advance School Resource Officer, Video Surveillance Techniques and other management type courses. This partnership should continue for many years.

2007 – The Academy closed the Southern Maine office, which was located at the Southern Maine Community College in South Portland.

2008 – The Academy had a 3rd parking lot constructed adjacent to Building A which can hold another 57 vehicles.

APPENDIX A

**Certified Municipal, County and State
Law Enforcement and Corrections Officers**

Appendix A

Certified Municipal, County and State Law Enforcement / Corrections Officers

Agency Categories Municipal / County Officers	# of Depts.	# of Authorized Full-Time Police	# of Authorized Part-Time Police
1-8 Officers	73	307	386
9-19 Officers	30	372	129
20-65 Officers	19	589	98
65+ Officers	3	304	0
Sheriff's Dept. (25 Transport Officers)	16	340	295
SUBTOTAL	141	1,912	908
Part-Time Municipal Officers	12	0	20
State Law Enforcement Agencies			
Railroad Police	1	1	0
State Corrections	1	4	2
Baxter State Park Authority	1	7	0
State Police	1	321	0
Inland Game Wardens	1	117	2
Coastal Wardens	1	47	0
Judicial Marshal's	1	54	0
Capitol Security	1	6	0
Fire Marshal	1	16	0
University Police	4	40	24
Attorney General Investigators	1	12	0
Motor Vehicle Investigators	1	11	0
Maine Drug Enforcement Agency	1	1	0
SUBTOTAL	16	637	28
TOTAL	169	2,549	956
Correctional Agencies	# of Depts.	# of Authorized Full-Time Corrections	# of Authorized Part-Time Corrections
Mountain View Youth Development	1	97	0
Maine State Prison	1	289	0
Maine Correctional Center	1	187	0
Central Maine Pre-Release	1	20	0
Long Creek Youth Development	1	99	0
Charleston Correctional Center	1	34	0
Downeast Correctional Center	1	48	0
County Jails	15	770	139
TOTAL	22	1,544	139

APPENDIX B

Municipal Police and Sheriff's Departments Number of Personnel by Category

Appendix B
Maine Police and Sheriff's Departments
Number of Personnel by Category

Group #1 Department Personnel 1-8;
 consists of small departments generally rural
 in nature and supporting small communities.

73 Departments
307 F/T Law Enf. Officers
386 PF/T Law Enf. Officers

Police Departments

1 Person Departments	P/T
Frye Island	4
Hancock County DA's Office	0
Knox County DA's Office	0
Lincolntonville	5
Milbridge	3
Passamaquoddy Indian Township	2
Phippsburg	1
Swan's Island	2
Washburn	5
Winter Harbor	2
York County DA's Office	0
2 Person Departments	P/T
Ashland	2
Gouldsboro	2
Greenville	11
Limestone	8
Machias	6
Maliseet Tribal Police	0
Penobscot Indian Nation	6
Penobscot Indian Nation Warden Ser.	1
3 Person Departments	
Baileysville	8
Brownville	6
Clinton	0
Kennebec County DA	0
Milo	8
Rangeley	4
Searsport	6
Van Buren	3
4 Person Departments	P/T
Bethel	5
Buxton	5
Damariscotta	13
Dixfield	8
Fort Fairfield	4

East Millinocket	5
Fort Kent	2
Fryeburg	8
Holden	7
Mexico	5
Monmouth	5
Passamaquoddy Indian Township W.S.	3
Pittsfield	10
Wilton	9
Wiscasset	8

5 Person Departments	P/T
Dexter	6
Dover-Foxcroft	12
Eastport	8
Hallowell	8
Mechanic Falls	2
Newport	8
Oxford	12
Rockport	1
Southwest Harbor	4
Thomaston	1
Veazie	6

6 Person Departments	P/T
Boothbay Harbor	5
Calais	3
Lincoln	9
Livermore Falls	15
Madawaska	4
Richmond	4

7 Person Departments	P/T
Bucksport	7
Carrabassett Valley	2
Jay	11
Madison	10
Norway	4
Passamaquoddy Pleasant Point P.S.	9
Sabattus	4

8 Person Departments	P/T
Bridgton	9
Eliot	2
Mount Desert	4
Paris	3
South Berwick	9
Waldoboro	2
Winslow	9

Group #2 Department personnel 9-19; consists of departments who routinely provide 24-hour coverage and who have varied demographic characteristics, ranging from rural to urban.

30 Departments
374 F/T Law Enf. Officers
129 P/T Law Enf. Officers

9 Person Departments P/T
 Bar Harbor 7
 Berwick 4
 Millinocket 2
 North Berwick 7
 Oakland 15
 Winthrop 5

10 Person Departments P/T
 Cumberland 2
 Ogunquit 8

11 Person Departments P/T
 Camden 1
 Kennebunkport 5

12 Person Departments P/T
 Fairfield 6
 Farmington 3
 Freeport 3
 Gardiner 2
 Hampden 3
 Rumford 3
 Skowhegan 8
 Topsham 4
 Yarmouth 2

13 Person Departments P/T
 Cape Elizabeth 1

14 Person Departments P/T
 Houlton 8
 Old Town 3
 Orono 1

15 Person Departments P/T
 Belfast 7
 Caribou 6
 Lisbon 4

16 Person Departments P/T
 Ellsworth 3

17 Person Departments P/T
 Falmouth 6

18 Person Departments P/T
 Bath 0

19 Person Departments P/T
 Rockland 0

Group #3 Department personnel 20-65; consists of cities with population in excess of 16,000.

19 Departments
589 F/T Law Enf. Officers
98 P/T Law Enf. Officers

F/T	Police Departments	P/T
20	Brewer	1
20	Kennebunk	9
20	Old Orchard Beach	20
20	Presque Isle	0
21	Kittery	1
21	Wells	20
23	Gorham	0
25	Windham	0
27	York	16
31	Waterville	0
33	Westbrook	2
34	Brunswick	5
34	Scarborough	19
35	Saco	0
39	Sanford	0
41	Augusta	4
45	Biddeford	1
48	Auburn	0
52	South Portland	0

Group #4 Department personnel 65+ consists of the three larger metropolitan cities of Maine; Portland, Bangor and Lewiston.

3 Departments
304 F/T Law Enf. Officers
0 P/T Law Enf. Officers

F/T	Police Departments	P/T
76	Bangor	0
80	Lewiston	0
148	Portland	0

Group #5 Sheriff's - Consists of the 16 counties who maintain police patrol units and the 15 counties who maintain county jails with corrections officers.

16 Sheriff Departments
 340 F/T Law Enf. Officers
 295 P/T Law Enf. Officers
 15 County Jails
 770 F/T Corrections Officers
 139 P/T Corrections Officers

Law Enforcement Officers

F/T	Sheriff's Office	P/T	Trans.
17	Androscoggin	13	0
16	Aroostook	26	0
51	Cumberland	10	18
15	Franklin	36	0
16	Hancock	10	0
30	Kennebec	23	0
17	Knox	14	0
24	Lincoln	14	6
17	Oxford	8	0
38	Penobscot	17	0
9	Piscataquis	20	0
21	Sagadahoc	15	1
15	Somerset	33	0
17	Waldo	21	0
12	Washington	25	0
25	York	10	0

Corrections Officers

F/T	County Jails	P/T
47	Androscoggin	15
29	Aroostook	8
178	Cumberland	8
17	Franklin	13
21	Hancock	15
67	Kennebec	5
39	Knox	2
16	Oxford	3
78	Penobscot	26
24	Piscataquis	9
64	Somerset	5
24	Waldo	10
20	Washington	12
87	York	3
59	Two Bridges Regional Jail	5

Group #6 Department Personnel consist of part time officers serving rural population in small communities.

12 Towns
 20 P/T Law Enf. Officers

Police Department	P/T
Benton	1
China	1
Farmingdale	4
Islesboro	2
Northport Village	2
Piscataquis D.A.'s	1
Randolph	1
Stockton Springs	4
Thomaston Marine	1
Vassalboro	1
West Bath Marine	1
Woolwich	1

APPENDIX C

MCJA In-Service Training



REPORT of MCJA in-service training: 2008

<u>NUMBER</u>	<u>CLASS NAME</u>	<u>DATE</u>	<u>LOCATION</u>	<u>STUDENTS</u>	<u>HOURS</u>
INS0801	IDENTIFICATION OF PREDOMINANT AGGRESSORS	01/14/08	MCJA	37	4
INS0802	TERMINAL OPERATOR CERTIFICATION	01/18/08	MCJA	7	40
INS0803	METHODS OF INSTRUCTION	01/18/08	MCJA	12	80
INS0805	INTOXILYZER INSTRUCTOR DEVELOPMENT	02/08/08	MCJA	14	40
INS0806	INTOXILYZER OPERATION & CERTIFICATION	02/08/08	MCJA	13	16
INS0807	TERMINAL OPERATOR CERTIFICATION	02/15/08	MCJA	7	40
INS0808	INTOXILYZER OPERATION & CERTIFICATION	02/08/08	Presque Isle PD	1	8
INS0809	INTOXILYZER OPERATION & CERTIFICATION	01/28/08	Freeport PD	5	16
INS0810	INTOXILYZER OPERATION & CERTIFICATION	01/09/08	Portland PD	16	16
INS08100	OUI-SFST TRAINING	10/03/08	MCJA	4	24
INS08101	OUI-SFST REFRESHER TRAINING	08/13/08	Presque Isle PD	2	4
INS08102	OUI-SFST REFRESHER TRAINING	09/02/08	Kittery PD	6	4
INS08103	INTOXILYZER OPERATION & CERTIFICATION	10/07/08	MCJA BLETP 2	15	16
INS08104	INTOXILYZER OPERATION & CERTIFICATION	10/14/08	MCJA BLETP 3	15	16
INS08105	INTOXILYZER OPERATION & CERTIFICATION OUI-	10/15/08	MCJA	1	16
INS08106	SFST TRAINING	10/10/08	MCJA BLETP 2	0	24
INS08107	OUI-SFST TRAINING	10/17/08	MCJA BLETP 3	0	24
INS08108	RADAR OPERATION	02/26/08	Portsmouth Naval Shipyard	16	16
INS08109	LAW ENFORCEMENT CHAPLAIN CLASS	10/10/08	MCJA	7	40
INS0811	INVESTIGATING COMPLAINTS OF OFFICER	02/20/08	MCJA	25	16
INS08110	INTOXILYZER OPERATION & CERTIFICATION	10/07/08	Gardiner PD	7	8
INS08113	OUI - SFST TRAINING	10/17/08	MCJA	2	24
INS08115	ADVANCED ROADSIDE IMPAIRED DRIVING	11/05/08	MCJA	20	16

<u>NUMBER</u>	<u>CLASS NAME</u>	<u>DATE</u>	<u>LOCATION</u>	<u>STUDENTS</u>	<u>HOURS</u>
INS08116	NARCOTIC DETECTION K-9 SCHOOL	10/31/08	Vassalboro	4	320
INS08117	METHODS OF INSTRUCTION	10/31/08	MCJA	13	80
INS08118	MUNICIPAL ORDINANCE PROSECUTION	11/10/08	MCJA	19	8
INS08119	OUI -SFST REFRESHER TRAINING	10/30/08	MCJA/RTT	5	4
INS0812	K-9 EXPLOSIVE DETECTION SCHOOL	03/07/08		2	320
INS08120	STAFF SUPERVISION TRAINING FOR CORRECTIONS	11/06/08	MCJA	17	32
INS08121	INTOXILYZER OPERATION & CERTIFICATION	10/28/08	Kittery PD	11	16
INS08122	INTOXILYZER OPERATION & CERTIFICATION	10/05/08	Machias	2	8
INS08123	INTOXILYZER OPERATION & CERTIFICATION	10/31/08	Knox SO	2	8
INS08124	INTOXILYZER OPERATION & CERTIFICATION	10/14/08	Penobscot SO	1	8
INS08125	INTOXILYZER OPERATION & CERTIFICATION	10/05/08	Bangor PD	1	8
INS08127	INTOXILYZER OPERATION & CERTIFICATION	11/13/08	Winthrop PD	2	8
INS08128	POLICE TRAINING OFFICER COURSE	11/21/08	MCJA	15	40
INS0813	INTOXILYZER OPERATION & CERTIFICATION	02/17/08	Skowhegan PD	8	16
INS08130	TERMINAL OPERATOR CERTIFICATION RADAR	12/12/08	MCJA	9	40
INS08131	OPERATION & CERTIFICATION RADAR	12/10/08	MCJA	41	16
INS08132	OPERATION & CERTIFICATION RADAR	10/23/08	MCJA	1	16
INS08133	OPERATION & CERTIFICATION CRASH	10/22/08	UMO Dept of Public Safety	4	8
INS08134	RECONSTRUCTION SPECIALIST	12/03/08	MCJA	20	0
INS08135	NEW LAW UPDATES	12/29/08	MCJA	17	2
INS08136	CRIME SCENE INVESTIGATIONS	12/29/08	MCJA	17	2
INS08137	PREDOMINANT AGGRESSOR IN DV CASES	12/29/08	MCJA	17	2
INS08138	DEVELOPMENTAL DISABILITIES - AUTISM	12/29/08	MCJA	17	2
INS08139	INTOXILYZER OPERATION & CERTIFICATION	11/18/08	Old Town PD	2	8
INS0814	INTOXILYZER OPERATION & CERTIFICATION	02/22/08	Penobscot SO	8	16
INS08140	OUI-SFST REFRESHER TRAINING	12/18/08	Bangor PD	9	4
INS08141	INTOXILYZER OPERATION & CERTIFICATION	12/12/08	Oakland PD	1	8

<u>NUMBER</u>	<u>CLASS NAME</u>	<u>DATE</u>	<u>LOCATION</u>	<u>STUDENTS</u>	<u>HOURS</u>
INS08142	INTOXILYZER OPERATION & CERTIFICATION	12/30/08	Newport PD	7	8
INS0815	INTOXILYZER OPERATION & CERTIFICATION	02/28/08	58th RTT MCJA	9	8
INS0816	UNARMED SELF DEFENSE INSTRUCTOR FOR	03/07/08	MCJA	20	40
INS0817	REGIONAL TRAINING COORDINATORS SEMINAR	03/12/08	MCJA	16	4
INS0818	TERMINAL OPERATOR CERTIFICATION	03/14/08	MCJA	7	40
INS0819	LEADERSHIP AND MASTERING PERFORMANCE	03/21/08	MCJA	46	40
INS0820	INTOXILYZER OPERATION & CERTIFICATION	03/24/08	MCJA	12	8
INS0821	INTOXILYZER OPERATION & CERTIFICATION	03/21/08	Oxford PD	10	8
INS0822	INTOXILYZER OPERATION & CERTIFICATION	03/27/08	MSP Gray	1	8
INS0823	INTOXILYZER OPERATION & CERTIFICATION	03/06/08	Bangor PD	1	8
INS0824	INTOXILYZER OPERATION & CERTIFICATION	03/20/08	Presque Isle PD	5	16
INS0825	INTERVIEW AND INTERROGATION	04/03/08	MCJA	63	24
INS0826	POLICE TRAINING OFFICER COURSE	04/04/08	MCJA	19	40
INS0827	METHODS OF INSTRUCTION	03/28/08	MCJA	18	80
INS0828	INTOXILYZER OPERATION & CERTIFICATION	04/05/08	Skowhegan Community Center	5	8
INS0829	TERMINAL OPERATOR CERTIFICATION	04/18/08	MCJA	7	40
INS0830	OUI/SFST TRAINING	04/11/08	MCJA	24	24
INS0831	INTOXILYZER OPERATION & CERTIFICATION	04/08/08	MCJA BLETP	42	16
INS0832	NEW CHIEF-SHERIFF'S SEMINAR	04/18/08	MCJA	14	40
INS0833	INTOXILYZER OPERATION & CERTIFICATION	03/30/08	Washington County SO	2	16
INS0834	OUI/SFST TRAINING& PROFICIENCY	04/11/08	MCJA	0	24
INS0835	OUI/SFST PROFICIENCY	03/26/08	MCJA	18	24
INS0836	RADAR OPERATION & CERTIFICATION	02/20/08	MCJA	42	16
INS0837	TERMINAL OPERATOR CERTIFICATION	05/16/08	MCJA	7	40
INS0838	FIREARMS INSTRUCTOR	05/22/08	MCJA	64	8
INS0839	RECERTIFICATION CRIME SCENE	05/16/08	MCJA	31	40
INS0840	INVESTIGATIONS OUI-SFST	02/29/08	MCJA	9	24

<u>NUMBER</u>	<u>CLASS NAME</u>	<u>DATE</u>	<u>LOCATION</u>	<u>STUDENTS</u>	<u>HOURS</u>
INS0841	BASIC CANINE PATROL DOG SCHOOL	05/30/08	Vassalboro	6	480
INS0842	TERMINAL OPERATOR CERTIFICATION	06/06/08	MCJA	10	40
INS0843	POLICE CYCLIST COURSE	06/06/08	S. N. H. University – Brunswick	10	40
INS0844	MECHANICS OF RESTRAINT & CONTROL	06/06/08	MCJA	9	40
INS0845	INTERACTIVE USE OF FORCE INSTRUCTOR	06/13/08	MCJA	4	40
INS0846	CHILD PASSENGER SAFETY TECHNICIAN	06/13/08	MCJA	11	32
INS0847	OUI/SFST TRAINING	05/30/08	Acadia Park	13	24
INS0848	OUI-SFST TRAINING	06/06/08	Bangor PD	4	24
INS0849	INTOXILYZER OPERATION & CERTIFICATION	06/12/08	Cumberland PD	6	16
INS0850	INTOXILYZER OPERATION & CERTIFICATION	06/03/08	Bangor PD	10	16
INS0851	INTOXILYZER OPERATION & CERTIFICATION	05/19/08	Penobscot SO	1	8
INS0852	INTOXILYZER OPERATION & CERTIFICATION	06/13/08	Waldo SO	2	8
INS0853	INTOXILYZER OPERATION & CERTIFICATION	06/18/08	Cumberland PD	5	8
INS0854	INTOXILYZER OPERATION & CERTIFICATION	06/15/08	Brunswick PD	1	8
INS0855	INTOXILYZER OPERATION & CERTIFICATION	04/17/08	Yarmouth PD	1	8
INS0856	INTOXILYZER OPERATION & CERTIFICATION	06/05/08	Waterville PD	2	8
INS0857	INTOXILYZER OPERATION & CERTIFICATION	04/17/08	Kennebunk PD	1	8
INS0858	INTOXILYZER OPERATION & CERTIFICATION	05/20/08	Presque Isle PD	2	8
INS0859	INTOXILYZER OPERATION & CERTIFICATION	04/17/08	MCJA	1	16
INS086	MAINE LIQUOR LAWS TRAINING	04/14/08	CMCC AUGUSTA	39	8
INS0860	INTOXILYZER OPERATION & CERTIFICATION	06/23/08	MSP-A	2	8
INS0861	FIREARMS INSTRUCTOR RECERTIFICATION	06/25/08	Bangor PD	57	8
INS0862	FIREARMS SKILLS DEVELOPMENT	06/13/08	MCJA	8	8
INS0863	FIREARMS INSTRUCTOR	06/27/08	Brunswick PD	64	8
INS0864	FIREARMS INSTRUCTOR DEVELOPMENT	06/20/08	MCJA	19	80
INS0866	X-FIT	06/20/08	Special Training	23	16
INS0868	OUI-SFST REFRESHER TRAINING	01/21/08	Center Portland PD	23	4

<u>NUMBER</u>	<u>CLASS NAME</u>	<u>DATE</u>	<u>LOCATION</u>	<u>STUDENTS</u>	<u>HOURS</u>
INS0869	FIREARMS INSTRUCTOR	07/11/08	Biddeford PD	54	8
INS0870	RECERTIFICATION OUI	06/30/08	Portland PD	6	4
INS0871	DETECTION REFRESHER	06/30/08	Portland PD	6	4
INS0872	OUI-SFST REFRESHER TRAINING	04/10/08	MCJA	1	16
INS0873	OUI/SFST INSTRUCTOR DEVELOPMENT	06/05/08	Ogunquit	1	8
INS0874	INTOXILYZER OPERATOR	07/03/08	Orono PD	1	8
INS0875	CERTIFICATION INTOXILYZER	07/05/08	Alfred SP	2	8
INS0876	OPERATOR CERTIFICATION	06/16/08	Sanford PD	1	8
INS0877	INTOXILYZER OPERATOR	08/15/08	MCJA	2	80
INS0878	CERTIFICATION INTOXILYZER	05/16/08	Old Town Police Department	1	16
INS0879	OPERATOR CERTIFICATION CADRE	02/20/08	Maine Criminal Justice Academy	5	16
INS0880	LEADERSHIP DEVELOPMENT RADAR	03/06/08	Old Town Police Department	1	16
INS0881	OPERATION & CERTIFICATION RADAR	01/10/08	Westbrook Police Department	3	16
INS0882	OPERATION & CERTIFICATION RADAR	04/07/08	Kittery Police Department	3	16
INS0883	RADAR OPERATION & CERTIFICATION	04/09/08	Westbrook Police Department	1	16
INS0884	DRUG RECOGNITION EXPERT RE-CERTIFICATION	08/21/08	MCJA	20	8
INS0885	INTOXILYZER OPERATION & CERTIFICATION	08/19/08	Saco PD	1	8
INS0886	INTOXILYZER OPERATION & CERTIFICATION	07/02/08	Skowhegan PD	1	16
INS0887	INTOXILYZER OPERATION & CERTIFICATION	07/24/08	Lincoln PD	1	8
INS0888	INTOXILYZER OPERATION & CERTIFICATION	08/23/08	Brunswick PD	1	8
INS0889	URBAN RIFLE INSTRUCTOR DEVELOPMENT	09/12/08	MCJA	0	40
INS0890	TERMINAL OPERATOR CERTIFICATION	09/12/08	MCJA	0	40
INS0891	DRUG RECOGNITION EXPERT RE-CERTIFICATION	09/15/08	Windham PD	14	8
INS0892	REGIONAL TRAINING COORDINATORS SEMINAR	09/17/08	MCJA	16	4
INS0893	RADAR OPERATION	01/18/08	Portsmouth Naval Shipyard 18		16
INS0894	INTOXILYZER OPERATION & CERTIFICATION	09/30/08	MCJA	15	8
INS0895	INTOXILYZER OPERATION & CERTIFICATION	10/03/08	Augusta PD	1	8

<u>NUMBER</u>	<u>CLASS NAME</u>	<u>DATE</u>	<u>LOCATION</u>	<u>STUDENTS</u>	<u>HOURS</u>
INS0896	INTOXILYZER OPERATION & CERTIFICATION	09/19/08	Gardiner PD	1	8
INS0897	INTOXILYZER OPERATION & CERTIFICATION	09/22/08	Somerset SO	1	8
INS0898	INTOXILYZER OPERATION & CERTIFICATION	09/11/08	Windham PD	2	8
INS0899	ADVANCED ROADSIDE IMPAIRED DRIVING	09/16/08	Presque Isle PD	12	16
INS08119	LAW ENFORCEMENT OFFICER RECERTIFICATION	11/13/08	MCJA	19	16
INST	CERTIFIED INSTRUCTOR	12/05/08	WATERVILLE	1,393	0

Classes: 137

Students:

2,741 Hours:

42,048

APPENDIX D

**Maine Criminal Justice Academy
Regional In-Service Training**

**MAINE CRIMINAL JUSTICE ACADEMY
2008 IN-SERVICE REGIONAL TRAINING**

LAW ENFORCEMENT TRAINING REGIONS	COURSES	OFFICERS	TOTAL HOURS
York County Training Council (Region 1)	21	541	2,540
Cumberland County Training Council (Region 2)	55	1,488	3,772
Western Maine Training Council (Region 3)	33	592	1,184
Central Maine Training Council (Region 4)	9	461	1,026
Penobscot / Piscataquis County Regional Training Council (Region 5)	12	440	1,230
Mid Coast Training Council (Region 6)	0	0	0
Downeast Training Council (Region 7)	0	0	0
Aroostook County Training Council (Region 8)	7	210	438
2008 TOTALS	158	3,702	10,190
2007 TOTALS	103	3,034	12,241
2006 TOTALS	125	3,466	10,361



REPORT OF REGIONAL TRAINING: REGION 1

<u>NUMBER</u>	<u>CLASS NAME</u>	<u>DATE</u>	<u>LOCATION</u>	<u>STUDENTS</u>	<u>HOURS</u>
YCTC0801	DRAFTING EFFECTIVE SEARCH WARRANTS	04/29/08	Wells	12	8
YCTC0802	CHILD PASSENGER SAFETY SEAT REFRESHER	04/30/08	York	14	8
YCTC0803	OUTLAW MOTORCYCLE GANGS	05/15/08	Wells	76	8
YCTC0804	MISSING & ABDUCTED CHILDREN	06/03/08	Wells	53	8
YCTC0805	SEARCH & SEIZURE	05/22/08	York	16	2
YCTC0806	LAWS OF ARREST	05/22/08	York	16	2
YCTC0807	USE OF FORCE	05/22/08	York	16	2
YCTC0808	RADIO PROCEDURES	05/22/08	York	16	2
YCTC0809	AMERICANS WITH DISABILITIES ACT	05/23/08	York	15	2
YCTC0810	JUVENILE LAW	05/23/08	York	14	2
YCTC0811	OSHA SAFETY ISSUES	05/23/08	York	15	2
YCTC0812	MOUNTAIN BIKE TECHNIQUES	06/17/08	York	32	7
YCTC0813	RESPONSIBILITIES OF U.S. ATTORNEY/ROAD SHOW 2008	05/06/08	Wells	31	2
YCTC0814	PREDOMINANT AGGRESSOR IN D.V. CASES	05/06/08	Wells	31	2
YCTC0815	INVESTIGATION IN FRAUDS AND SCAMS	05/06/08	Wells	31	2
YCTC0816	EXPANDABLE BATON	06/16/08	Portland	30	8
YCTC0817	UNARMED SELF DEFENSE	06/18/08	York	29	4
YCTC0818	HANDCUFFING	06/18/08	York	29	4
YCTC0819	OC SPRAY CERTIFICATION	06/18/08	York	29	2
YCTC0820	PATROL TECHNIQUES (DAY/LOW LIGHT)	06/19/08	York	18	5
YCTC0821	OUI DETECTION	06/19/08	York	18	3

NUMBER

CLASS NAME

DATE

LOCATION

STUDENTS

HOURS

Classes: 21

Students:

541

Hours: 2,540



REPORT OF REGIONAL TRAINING: REGION 2

<u>NUMBER</u>	<u>CLASS NAME</u>	<u>DATE</u>	<u>LOCATION</u>	<u>STUDENTS</u>	<u>HOURS</u>
CCTC 0801	IDENTIFYING THE PREDOMINANT AGGRESSOR	01/17/08	MSA Portland	5	2
CCTC 0802	RISK MANAGEMENT	02/07/08	Eastland Hotel - Portland	113	6
CCTC0803	DEVELOPMENTAL DISABILITIES - AUTISM	04/23/08	South Portland PD	28	2
CCTC0804	DV: IDENTIFICATION OF PREDOMINANT AGGRESSOR	04/23/08	South Portland PD	27	3
CCTC0805	DEVELOPMENTAL DISABILITIES - AUTISM	04/30/08	South Portland PD	21	2
CCTC0806	DV: IDENTIFICATION OF PREDOMINANT AGGRESSOR	04/30/08	South Portland PD	22	3
CCTC0807	RESPONSIBILITIES OF U.S. ATTORNEY	04/29/08	SMCC	34	2
CCTC0808	PREDOMINANT AGGRESSOR IN DOMESTIC VIOLENCE	04/29/08	SMCC	34	2
CCTC0809	INVESTIGATION OF FRAUDS AND SCAMS	04/29/08	SMCC	34	2
CCTC0810	PREDOMINANT AGGRESSOR IN DOMESTIC VIOLENCE	05/30/08	Bridgton PD	13	4
CCTC0811	SUMMER CONFERENCE2008/CONTRACTS OF LAW, INV. OF INFRACTIONS	06/05/08	Freeport	100	6
CCTC0812	SP TACTICAL TEAM FAMILIARIZATION PRESENTATION	07/09/08	Falmouth	13	2
CCTC0813	PREDOMINANT AGGRESSOR IN DV CASES	11/12/08	Westbrook	24	2
CCTC0814	PREDOMINANT AGGRESSOR IN DV CASES	10/29/08	Westbrook	20	2
CCTC0815	PREDOMINANT AGGRESSOR IN DV CASES	11/19/08	Cape Elizabeth	17	2
CCTC0816	PREDOMINANT AGGRESSOR IN DV CASES	09/23/08	Scarborough	18	2

<u>NUMBER</u>	<u>CLASS NAME</u>	<u>DATE</u>	<u>LOCATION</u>	<u>STUDENTS</u>	<u>HOURS</u>
CCTC0817	PREDOMINANT AGGRESSOR IN DV CASES	10/29/08	Westbrook	20	2
CCTC0818	EVIDENCE COLLECTION	11/12/08	Westbrook	22	2
CCTC0819	EVIDENCE COLLECTION	10/29/08	Westbrook	19	2
CCTC0820	LAW UPDATES	11/12/08	Westbrook	26	2
CCTC0821	LAW UPDATES	10/29/08	Westbrook	19	2
CCTC0822	DEALING WITH DEVELOPMENTAL DISABILITIES	10/29/08	Westbrook	19	2
CCTC0823	DEALING WITH DEVELOPMENTAL DISABILITIES	11/12/08	Westbrook	22	2
CCTC0824	DEALING WITH DEVELOPMENTAL DISABILITIES	10/07/08	Cape Elizabeth	47	2
CCTC0825	LAW UPDATES	10/07/08	Cape Elizabeth	47	2
CCTC0826	EVIDENCE COLLECTION	10/07/08	Cape Elizabeth	47	2
CCTC0827	PREDOMINANT AGGRESSOR IN DV CASES	09/30/08	Wells	87	2
CCTC0828	DEALING WITH DEVELOPMENTAL DISABILITIES	09/30/08	Wells	87	2
CCTC0829	EVIDENCE COLLECTION LAW UPDATES	09/30/08	Wells	87	2
CCTC0830	EVIDENCE COLLECTION LAW UPDATES	09/30/08	Wells	87	2
CCTC0831	LAW UPDATES	11/07/08	Portland	12	2
CCTC0832	PREDOMINANT AGGRESSOR IN DV CASES	11/07/08	Portland	12	2
CCTC0833	COLLECTION OF EVIDENCE	11/07/08	Portland	12	2
CCTC0834	DEALING WITH DEVELOPMENTAL DISABILITIES	11/07/08	Portland	12	2
CCTC0835	LAW UPDATES	11/21/08	Portland	13	2
CCTC0836	PREDOMINANT AGGRESSOR IN DV CASES	11/21/08	Portland	13	2
CCTC0837	COLLECTION OF EVIDENCE	11/21/08	Portland	13	2
CCTC0838	DEALING WITH DEVELOPMENTAL DISABILITIES	11/21/08	Portland	13	2
CCTC0839	LAW UPDATES	12/05/08	Portland	20	2
CCTC0840	PREDOMINANT AGGRESSOR IN DV CASES	12/05/08	Portland	20	2
CCTC0841	COLLECTION OF EVIDENCE	12/05/08	Portland	20	2

<u>NUMBER</u>	<u>CLASS NAME</u>	<u>DATE</u>	<u>LOCATION</u>	<u>STUDENTS</u>	<u>HOURS</u>
CCTC0842	DEALING WITH DEVELOPMENTAL DISABILITIES	12/05/08	Portland	20	2
CCTC0843	LAW UPDATES	11/12/08	Portland	9	2
CCTC0844	PREDOMINANT AGGRESSOR IN DV CASES	11/12/08	Portland	9	2
CCTC0845	COLLECTION OF EVIDENCE	11/12/08	Portland	9	2
CCTC0846	DEALING WITH DEVELOPMENTAL DISABILITIES	11/12/08	Portland	9	2
CCTC0847	LAW UPDATES	10/29/08	Portland	15	2
CCTC0848	PREDOMINANT AGGRESSOR IN DV CASES	10/29/08	Portland	15	2
CCTC0849	COLLECTION OF EVIDENCE	10/29/08	Portland	15	2
CCTC0850	DEALING WITH DEVELOPMENTAL DISABILITIES	10/29/08	Portland	15	2
CCTC0851	LAW UPDATES	10/24/08	Portland	11	2
CCTC0852	PREDOMINANT AGGRESSOR IN DV CASES	10/24/08	Portland	11	2
CCTC0853	COLLECTION OF EVIDENCE	10/24/08	Portland	11	2
CCTC0854	DEALING WITH DEVELOPMENTAL DISABILITIES	10/24/08	Portland	11	2
CCTC0855	LAW UPDATES	10/15/08	Portland	9	2

Classes: 55

Students: 1,488 Hours: 3,772



REPORT OF REGIONAL TRAINING: REGION 3

<u>NUMBER</u>	<u>CLASS NAME</u>	<u>DATE</u>	<u>LOCATION</u>	<u>STUDENTS</u>	<u>HOURS</u>
WMTC0801	CRIME SCENE PRESERVATION	01/16/08	Oxford Hills High School	30	2
WMTC0802	DEALING WITH DEVELOPMENTAL DISABILITIES	03/04/08	Farmington P.D.	39	2
WMTC0803	PUBLIC ACCESS TO INFORMATION	02/12/08	Rumford	9	2
WMTC0804	AUTISM	03/11/08	Rumford	12	2
WMTC0805	PUBLIC ACCESS TO INFORMATION	02/05/08	Farmington P.D.	23	2
WMTC0806	CRIME SCENE PRESERVATION	01/29/08	Auburn Middle School	10	2
WMTC0807	ALZHEIMER'S/DEMENTIA-RECOGNITION &	01/09/08	Farmington Police	16	2
WMTC0808	IDENTIFYING THE PREDOMINANT AGGRESSOR	02/21/08	Dixfield	10	2
WMTC0809	CRIME SCENE PRESERVATION CRIME	01/08/08	Farmington P.D.	24	2
WMTC0810	SCENE PRESERVATION	01/15/08	Rumford P.D.	22	2
WMTC0811	ADA	04/01/08	Farmington P.D.	34	2
WMTC0812	REPORT WRITING	04/08/08	Rumford	10	2
WMTC0813	SELF DEFENSE/OC SPRAY	05/13/08	Oxford S.O.	8	2
WMTC0814	DEFENSIVE TACTICS REFRESHER	05/06/08	Farmington P.D.	15	2
WMTC0815	HIGH RISK/LOW RISK VEHICLE STOPS	05/06/08	Auburn Middle School	2	2
WMTC0816	HIGH RISK/LOW RISK VEHICLE STOPS	09/10/08	South Paris	16	2
WMTC0817	HIGH RISK/LOW RISK VEHICLE STOPS	09/09/08	Rumford P.D.	15	2
WMTC0818	CURRENT DRUG TRENDS	10/14/08	Rumford P.D.	8	2
WMTC0819	DRUG RECOGNITION	10/07/08	Farmington	16	2
WMTC0820	NEW LAW UPDATE	11/04/08	Farmington	46	2

<u>NUMBER</u>	<u>CLASS NAME</u>	<u>DATE</u>	<u>LOCATION</u>	<u>STUDENTS</u>	<u>HOURS</u>
WMTC0821	NEW LAW UPDATE	11/11/08	Paris Fire Department	31	2
WMTC0822	CURRENT DRUG TRENDS	10/15/08	Paris Fire Department	15	2
WMTC0823	REPORT WRITING	04/09/08	Paris Fire Department	21	2
WMTC0824	IDENTIFYING THE PREDOMINANT	12/02/08	Farmington Police Department	14	2
WMTC0825	NEW LAW UPDATES	11/18/08	Auburn Middle School	35	2
WMTC0826	IDENTIFYING THE PREDOMINANT AGGRESSOR	12/09/08	Rumford P. D.	8	2
WMTC0827	IDENTIFYING THE PREDOMINANT AGGRESSOR	12/10/08	Oxford Hill High School	18	2
WMTC0828	IDENTIFYING THE PREDOMINANT AGGRESSOR	12/16/08	Auburn Middle School	1	2
WMTC0829	NEW LAW UPDATES 2008Q	12/14/08	Fryeburg	7	2
WMTC0830	IDENTIFICATION OF THE PREDOMINANT	12/15/08	Fryeburg	7	2
WMTC0831	CRIME SCENE INVESTIGATION & EVIDENCE	12/15/08	Fryeburg	7	2
WMTC0832	DEALING WITH DEVELOPMENTAL DISABILITIES	12/15/08	Fryeburg	8	2
WMTC0833	NEW LAW UPDATE	11/18/08	Auburn Middle School	35	2

Classes: 33

Students: 592

Hours: 1,184



REPORT OF REGIONAL TRAINING: REGION 4

<u>NUMBER</u>	<u>CLASS NAME</u>	<u>DATE</u>	<u>LOCATION</u>	<u>STUDENTS</u>	<u>HOURS</u>
CMTC0801	RESPONSIBILITIES OF U.S. ATTORNEY	04/22/08	Augusta Fire Marshal's Office	37	2
CMTC0802	INVESTIGATION OF FRAUDS AND SCAMS	04/22/08	Augusta Fire Marshal's Office	37	2
CMTC0803	PREDOMINANT AGGRESSOR IN DOMESTIC	04/22/08	Augusta Fire Marshal's Office	37	2
CMTC0804	PREDOMINANT AGGRESSOR IN DOMESTIC	06/17/08	Augusta Police Department	41	2
CMTC0806	NEW LAW / CASE LAW 2008	09/22/08	Augusta Fire Marshal's Office	52	4
CMTC0807	DEVELOPMENTAL DISABILITIES INCLUDING	09/22/08	Augusta Fire Marshal's Office	52	2
CMTC0808	NEW LAWS UPDATE	09/24/08	Somerset County Superior Court Room55		2
CMTC0809	IDENTIFYING THE PREDOMINATE AGGRESSOR	10/22/08	Somerset County Sheriff's Office	48	2
CMTC0810	EVIDENCE COLLECTION & CRIME SCENE	12/10/08	Somerset County Sheriff's Office	50	2

Classes: 9

Students: 461 Hours: 1,026



REPORT OF REGIONAL TRAINING: REGION 5

<u>NUMBER</u>	<u>CLASS NAME</u>	<u>DATE</u>	<u>LOCATION</u>	<u>STUDENTS</u>	<u>HOURS</u>
REG50801	PREDOMINANT AGGRESSOR IN DOMESTIC	04/15/08	Hampden PD	38	2
REG50802	INVESTIGATION OF FRAUDS AND SCAMS	04/15/08	Hampden PD	38	2
REG50803	RESPONSIBILITIES OF U.S. ATTORNEY	04/15/08	Hampden PD	38	2
REG50804	PREDOMINANT AGGRESSOR IN DOMESTIC	03/18/08	Piscataquis Superior Court Room	34	2
REG50805	CASE PREPARATION	06/05/08	Bangor PD	22	1
REG50806	DEVELOPMENTAL DISABILITIES - AUTISM	09/16/08	Hampden PD	40	2
REG50807	CRIME SCENE PROCEDURES	09/16/08	Hampden PD	40	2
REG50808	NEW LAWS UPDATE	09/16/08	Hampden PD	40	2
REG50809	PREDOMINANT AGGRESSOR IN DOMESTIC	08/28/08	Bangor	55	2
REG50810	RECRUITING THE NEW OFFICER	09/18/08	Bangor Ramada Inn	90	6
REG50811	UNDERAGE DRINKING ENFORCEMENT	07/10/08	Holden PD	7	2
REG50812	SUCCESSFUL PROSECUTION OF THE OUI	08/08/08	Holden PD	10	2

Classes: 12

Students: 440

Hours: 1,230



REPORT OF REGIONAL TRAINING: REGION 6

NUMBER

CLASS NAME

DATE

LOCATION

STUDENTS

HOURS

Classes:

Students:

Hours:



REPORT OF REGIONAL TRAINING: REGION 7

NUMBER

CLASS NAME

DATE

LOCATION

STUDENTS

HOURS

Classes:

Students:

Hours:



REPORT OF REGIONAL TRAINING: REGION 8

<u>NUMBER</u>	<u>CLASS NAME</u>	<u>DATE</u>	<u>LOCATION</u>	<u>STUDENTS</u>	<u>HOURS</u>
ACTC0801	RESPONSIBILITIES OF THE US ATTORNEY	04/08/08	UMPI	35	
ACTC0802	INVESTIGATION OF FRAUDS AND SCAMS	04/08/08	UMPI	35	
ACTC0803	PREDOMINANT AGGRESSOR IN DOMESTIC	04/08/08	UMPI	35	
ACTC0804	PREDOMINANT AGGRESSOR IN DOMESTIC	02/14/08	PIPD	18	
ACTC0805	NEW LAWS UPDATE	09/02/08	UMPI	29	
ACTC0806	CRIME SCENE PROCEDURES	09/02/08	UMPI	29	
ACTC0807	DEVELOPMENTAL DISABILITIES - AUTISM	09/02/08	UMPI	29	

Classes: 7

Students: 210

Hours: 438

APPENDIX E

**Maine Criminal Justice Academy
Media Resource Center**

About the Maine Criminal Justice Academy Media Resource Center

The following is a brief guide to the services and resources of the Media Resource Center at the Maine Criminal Justice Academy.

Collection Management

The Media Resources Center selects, organizes, circulates, maintains and continuously evaluates its collections in response to the changing nature and needs of the MCJA staff, law enforcement/corrections personnel and the traffic safety community. Some details on the Media Resource Center's collections:

- Audio Visual Collection

The MRC has videos, and slide/audio cassette programs available for loan to MCJA staff, law enforcement/corrections personnel and the highway safety community. Our current listings may be viewed at our web site.

- Main Collection

Even though the emergence of the Internet has brought a wealth of information to your desktop, books are still a prime source of information. Supporting MCJA's diverse interests, the Media Resource Center has over 3000 books on a wide variety of subjects. Criminal justice, supervision and computing are just a few of the areas covered by the main collection.

Books are catalogued and arranged according to the Library of Congress Classification System. You may find specific authors, titles or subject areas using the card catalog available in the Media Resource Center.

Books in the main collection are available to MCJA staff, law enforcement/corrections personnel, the highway safety community, students and other interested parties up to a 4-week loan period.

- Reference Collection

The reference collection includes a number of encyclopedias, statutes, indices, maps, manuals and more. These materials are available for day use on MCJA premises only.

- Magazines and Newsletters

The MRC subscribes to a number of magazines. Training, law enforcement and corrections are among the subjects available. Of special note are some popular magazines subscribed to as part of the MCJA Student Benefit Fund. Magazines and newsletters may circulate for 2 weeks.

- Vertical Files

Documents, magazine articles and newspaper clippings are filed in folders arranged by subject. The vertical files are indexed in a card catalog file (located in the MRC). These items may circulate for 2 weeks.

- Training Manuals

The MRC is the repository for handouts and training manuals primarily used in training sessions held at the Academy. These items may circulate for up to 2 weeks to MCJA staff and law enforcement/corrections personnel.

- Fatal Vision Goggles

The MRC has 6 sets of Fatal Vision Goggles available for loan to MCJA staff, law enforcement/corrections personnel and the highway safety community. Enclosed in each set are 3 pairs of goggles (.20, .08, .08 night), a video and a training guide. It is encouraged that users request goggles well in advance of when they are needed to ensure availability.

- Costumes

Daren, the D.A.R.E. lion and McGruff, the Crime Dog suits are available for loan to the law enforcement community for programs and events throughout the state of Maine. Due to their size, the suits must be picked up at the Media Resource Center in Vassalboro. The suits should be returned to the MRC by the agreed upon due date in good condition. If the suit is returned dirty or torn, cleaning/mending fees may be incurred by the borrower.

- Paperback Collection

The paperback collection is a small collection of popular fiction books. Please feel free to browse and borrow anything that might interest you. Please return your selection upon completion. Donations to this collection are gratefully accepted by the MRC staff.

Information Retrieval

- Ready Reference

Utilizing sources readily at hand, staff members can supply quick facts such as data items, addresses and telephone numbers, dates, definitions and referrals to other appropriate resources.

- Research

A research service is available to help find needed information as quickly and efficiently as possible. Using a wide-range of print and electronic resources the MRC staff will:

- Work with you to redefine your information needs,
- Search literature, databases and the Internet,
- Identify and contact experts in the field,
- Collect relevant documents,
- Organize, analyze and summarize, and
- Follow-up or monitor as needed.

Typical requests include:

- Finding current articles about all aspects of law enforcement and corrections.
- Identifying sources to support professional development,
- Compiling of bibliographies,

Identifying emerging technologies, revealing new techniques in law enforcement/corrections and monitoring court decisions affecting the law enforcement/corrections community.

Facilities

- Reading Room

In addition to the array of services and resources, the MRC has a reading room available for staff and student use. It is a quiet, comfortable place to work, read or relax. Seating is available at tables and study carrels.

APPENDIX F

Training For Exempt Law Enforcement Agencies

The attached letters to this report, from the Division of Probation and Parole and the Department of Conservation represent training information reported to the Board of Trustees as required in Title 25 M.R.S.A. section 2809 (4).

It should be noted that both agencies submitted, at an earlier date, outlines of their basic law enforcement course for the Board's inspection. These orientation programs were accepted by the Board as to content of the training.



JOHN ELIAS BALDACCI
GOVERNOR

STATE OF MAINE
DEPARTMENT OF CONSERVATION
MAINE FOREST SERVICE
22 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0022



PATRICK MCGOWAN
COMMISSIONER

December 17, 2008

Chairman Brian MacMaster
Maine Criminal Justice Academy
15 Oak Grove Road
Vassalboro, ME 04989

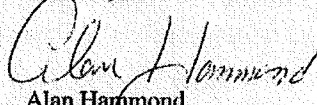
Dear Chairman MacMaster,

The Maine Forest Service wishes to advise the Maine Criminal Justice Academy's Board of Trustees that it has continued to provide training for our law enforcement officers pursuant to 25 M.R.S.A. §2801-B(2). During Calendar year 2008 the following law enforcement training has been provided:

- 9 Forest Rangers attended the 480 hour 2008 Forest Ranger Academy.
- 1 Forest Ranger attended the Law Enforcement Pre-Service Training Program at the Maine Criminal Justice Academy.
- 3 Forest Rangers attended Defensive Tactics Instructor Training.
- 6 Forest Rangers attended oleoresin capsicum training.
- 9 Forest Rangers attended Basic Incident Command System (ICS-200) training.
- 2 Forest Rangers attended Intermediate Incident Command System (ICS-300) training.
- 7 Forest Rangers attended Advanced Incident Command System (ICS-400) training.

In addition to the above law enforcement training, Forest Rangers received training in CPR, infectious disease, hazardous materials and numerous other topics specific to our agency's mission.

Sincerely,


Alan Hammond,
State Planning and Training Coordinator,
Forest Protection Division

MAINE FOREST SERVICE
ALEC GIFFEN, DIRECTOR

PHONE: (207) 287-2791 OR 1-800-367-0223
FAX: (207) 287-8422
TTY: (888) 557-6690

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 DEPARTMENT OF CORRECTIONS
 111 STATE HOUSE STATION
 AUGUSTA MAINE
 04333-0111

JOHN ELIAS BALDACCI
 GOVERNOR

MARTIN A. MAGNUSSON
 COMMISSIONER

January 8, 2009

John Rogers, Director
 Maine Criminal Justice Academy
 15 Oak Grove Road
 Vassalboro, ME 04989

Dear Mr. Rogers:

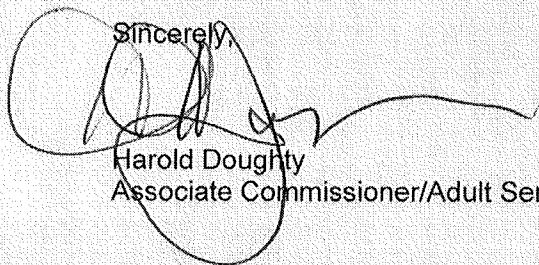
This letter is to advise you as to the status of staff training in the Department of Corrections, Community Corrections.

In 2008, training occurred as indicated below:

Air & Bloodborne Pathogens	2 hours
Drug Identification & Contemporary Illegal Narcotics Issues	4 hours
Conducting Home Visits and Officer Safety	6 hours
LSI Training Update	4 hours
Motivational Interviewing Refresher & Update	4 hours
New Law Update	2 hours
Unarmed Self Defense, Defensive Tactics	6 hours
Management of Aggressive Behavior	8 hours
Leadership Development	40 hours
Video Display Terminal	1 hour
Domestic Violence	1 hour
Collaborative Problem Solving	4 hours
Straight Talk	2 hours
Handcuffing & OC Spray	8 hours
Workplace Harassment/ADA	2 hours
Ethics	2 hours
Firearms (Adult Probation only)	32 hours

Additionally, there were training opportunities at the monthly staff meetings of approximately 10 hours on topics such as, new program offerings by various vendors and DOC Policies & Procedures.

We are committed to ensuring that our staff is well trained. As you can see, we invest a considerable amount of time in doing so.

Sincerely,


Harold Doughty
 Associate Commissioner/Adult Services

APPENDIX G

Guidelines for Regional Training Coordinators

MAINE CRIMINAL JUSTICE ACADEMY

A Bureau of the Department of Public Safety

Guidelines for Regional Training Coordinators

Training Memorandum 93-1 (Revised)

PURPOSE

The purpose of the Academy's regional in-service training program is to provide certified law enforcement, corrections officers and other criminal justice personnel an opportunity to upgrade their existing levels of job skills and develop new areas of expertise.

The statewide in-service training will carry out the following primary objectives:

- 1) Provide cost effective training;
- 2) Provide local officers with training opportunities in their own locale and on a flexible schedule;
- 3) Provide quality training on topics specific to local needs;
- 4) Promote and encourage local law enforcement and corrections officers to upgrade their skills; and
- 5) Develop and support courses which maintain and promote philosophies and standards established by the Academy's Board of Trustees.

DESCRIPTION OF IN-SERVICE TRAINING PROGRAM

The Academy is required by statute to offer in-service training for law enforcement and corrections officers. The various types of in-service training are:

SPECIALIZED TRAINING

This type of training is usually done at the Academy and involves the development of special skills, e.g., Police Photography, Arson Investigation, Instructor Development. These courses could be offered locally if coordinated with other training regions. These activities are supported by fees paid by attendee's agencies.

MANAGEMENT TRAINING

Supervisor, Mid-Management and Executive Training are developed courses with specifications and offered annually at the Academy. Regionally, Coordinators should offer, on a needs basis, work-shops, seminars and conferences for area management that deals with local issues or problems. Statewide issues and problems should be scheduled at the Academy. The Management courses could be offered regionally if coordinated through the Academy. These activities are supported by fees paid by attendee's agencies.

REFRESHER TRAINING

This type of training sharpens and expands the skills and knowledge of officers as it deals with changes in the law, new concepts, updated procedures and critical skills. Training subjects could be required by the legislature, the Board of Trustees or identified through an established Regional Training Council. Fees could be assessed and maintained by individual councils.

ORGANIZATION OF IN-SERVICE TRAINING

Training regions have been organized to recognize the geographical boundaries established by the courts. These prosecutorial districts recognize more than one county. It should be noted that the Maine Chiefs of Police Association also recognizes these boundaries setting their District representation. The Academy has used the same boundaries to establish the four training regions, which are;

- 1) Region 1,
 District (1) York
 District (2) Cumberland
- 2) Region 2,
 District (3) Franklin, Oxford, Androscoggin
 District (4) Somerset, Kennebec
- 3) Region 3,
 District (6) Waldo, Knox, Lincoln, Sagadahoc
 District (7) Washington, Hancock
- 4) Region 4,
 District (5) Penobscot, Piscataquis
 District (8) Aroostook

The establishment of a Regional Training Council within each training region is an essential part of the overall training plan. The Task Force Report from the Attorney General noted that regional training councils should reflect the concerns of municipal, county, state law enforcement officers, district attorneys and designated public members who have no affiliation with law enforcement.

The Task Force Report recognized the importance of identifying local training issues and to address these problems by improving performance. Each district should be made up of a minimal representation of:

- 1) District Attorney, or designee
- 2) Troop Commander or designee
- 3) County Sheriff (s) or designee
- 4) Representative member of Chiefs of differing sizes
- 5) Public member(s).

The primary role of the regional training coordinator is to provide technical assistance to the Council. It further becomes the responsibility of the coordinator to provide leadership within the training region in ensuring that all officers are receiving the required training and become the standard bearer for the Academy.

The Regional Training Council should meet periodically, and through this process, identify training needs. With identification, also requires the responsibility of assuring that the training is of sufficient quality in regard to both content and instructor. The regional training coordinator serves the role of technical assistance to this process and assures that it meets the overall Board of Trustee's standard of course certification.

The duties of the regional training coordinator will include but is not limited to the following:

- * Assess the training needs of their region's criminal justice community and develop programs based on those needs.
- * Develop specialized in-service programs for that area (i.e. Fingerprinting, photography, Criminal Investigation, Radar, Intoxilyzer, Etc.)
- * Develop general refresher training to serve as a continual update of latest law changes and new procedure changes.
- * Provide advanced seminars & workshops for command level personnel.
- * Provide the Pre-service Training Program on a needs basis in the region.
- * Work with the area criminal justice agencies and institutions of higher education in an effort to constantly provide training of the highest quality.
- * To serve as the on-site coordinator for all Academy certified programs within their geographic regions.

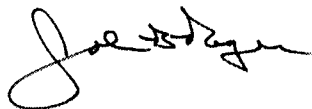
PLANNING

- * Understand the role of the Academy and the Council
- * Work with the Academy/Council in identifying training needs
- * Examine resources and prior evaluations in establishing courses.
- * Coordinate need for training with the Training Manager/Academy and local agencies to determine number of presentations and estimated total number of students to be trained.
- * Determine funding sources
 - 1) Fees and Outside funding sources
- * Select training facilities, when possible, conducive to satisfactory learning.
 - 1) Comfortable environment (seating/workspace)
 - 2) Distraction/interruption
 - 3) Audio-visual readily available
- * Arrange for needed equipment for instructors
- * Develop cancellation policy, i.e. low enrollment, inclement weather, and instructor availability.
- * Develop and maintain brochures and course announcements.

EVALUATION

- * Conduct course and instructor evaluation.
 - 1) Monitoring first presentations of new instructor
 - 2) Periodically monitoring all courses.
 - 3) Administer student evaluations of courses and instructors.
- * Provide feedback to instructors on evaluations
- * Provide assistance and/or counseling to instructors as necessary on a one-to-one basis.

Dated: February 10, 1995



JOHN B. ROGERS
Director

DISTRIBUTION: MCJA Staff