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***Maine Department of Public Safety
Maine Criminal Justice Academy***

2010 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”**

***Maine Criminal Justice Academy
Board of Trustees
Mr. Brian MacMaster, Chair
April 2011***

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MAINE DEPARTMENT OF PUBLIC SAFETY

Commissioner, John E. Morris

MAINE CRIMINAL JUSTICE ACADEMY

Director, John B. Rogers

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Municipal Police Officer Representative
Old Town Police Department

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Citizen Representative
Lewiston, Maine

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Municipal Police Officer Representative
South Portland Police Department

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Representative
U.S. Transportation Security Administration

Elizabeth Ward Saxl
Citizen Representative
Manchester, Maine

BOARD OF TRUSTEES

Maine Criminal Justice Academy

April 1, 2011

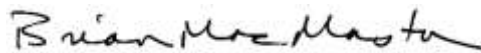
Senator Garrett Paul Mason, Senate Chairman
Representative Gary E. Plummer, House Chairman
Members of the Joint Standing Committee
on Criminal Justice and Public Safety
Room 436 State House
Augusta, Maine 04333-0003

Dear Senator Mason, Representative Plummer, 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.

Sincerely,



BRIAN MACMASTER
Chair
Board of Trustees

MAINE CRIMINAL JUSTICE ACADEMY

BOARD OF TRUSTEES ACTIONS: 2010

Type of Board Action	Jan	Mar	May	Jun	Sep	Oct	Dec	Total
Basic Law Enforcement Waivers	4	2	1	4	0	0	4	15
Basic Corrections Waivers	0	0	0	0	0	0	0	0
Extension for Basic Law Enforcement Training	0	0	0	0	0	0	0	0
Extension for Basic Corrections Training	0	0	0	0	0	0	0	0
Extension for Judicial Marshal Training	0	0	0	0	0	0	0	0
Executive Certification	1	1	1	2	1	1	1	8
Intermediate Law Enforcement Certification	0	3	3	1	1	0	0	8
Advanced Law Enforcement Certification	0	0	1	0	0	0	1	2
Instructor Certification	0	17	16	0	0	15	15	63
Firearms Instructor Certification	0	0	0	15	0	0	0	15
Crash Reconstruction Certification	2	0	1	2	1	0	0	6
Canine Handler Team Certification	2	7	3	8	4	0	6	30
Canine Trainer Certification	1	1	0	0	0	0	0	2
Drug Recognition Certification	1	0	0	1	0	0	0	2
Municipal Ordinance Prosecutor Certification	0	15	0	0	0	0	0	15
Tactical Team Certification	0	0	0	0	1	0	0	1
Course Certification	1	3	0	1	0	0	1	6
Consent Agreements and/or Suspensions of Certification	1	1	1	0	0	0	1	4
Revocation or Voluntary Surrender, of Corrections & Law Enforcement Certification	3	8	5	3	0	0	1	20
Waiver of Conviction to Attend Academy Program	0	1	1	0	0	0	1	3

Note: There were no meetings in February, April, July, August or November 2010



Paul R. LePage
Governor

STATE OF MAINE
Department of Public Safety
MAINE CRIMINAL JUSTICE ACADEMY
15 Oak Grove Road
Vassalboro, Maine 04989



John E. Morris
Commissioner

John B. Rogers
Director

April 1, 2011

Senator Garrett Paul Mason, Senate Chairman
Representative Gary E. Plummer, House Chairman
Joint Standing Committee on Criminal Justice and Public Safety
Room 436 State House
Augusta, Maine 04333-0003

Senator Mason, Representative Plummer and Committee Members:

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 9th 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 police officers. The Academy also coordinates the 8 Regional Training Districts across the state, many of which provides academy certified training and other training to officers in remote areas.

The Academy has a staff of eleven (11) full-time people and operates with an annual FY11 budget of \$1,941,578, a slight decrease of \$40,031. This Special Revenue account comes from 3% of the traffic fine money and student fees from tuition, meals, lodging and other miscellaneous fees. The Academy budget was also increased by \$200,000 in American Recovery and Reinvestment Act (ARRA) to fund a new Records Management and Training Software Package to replace one that was more than 20 years old. 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 2010, the Academy had 15,788 instructor hours donated from 115 different agencies for Regional, In-service, Law Enforcement Pre-service, and Basic Corrections training as well as the Basic Law Enforcement Training Program.

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 2011.

In 2008, the Academy Board started to look at the Law Enforcement Preservice Course (LEPS). After analyzing the goals and objectives of the current course and the way it was delivered, the Board voted to offer it in 3 phases. **Phase 1** would be 40 hours of on-line topics that we hired a curriculum writer to produce the lesson plans. The Justice Planning Management Associates (JPMA) will be taking the lesson plans and offer them on-line. After passing Phase 1, student will then pass the physical fitness test before going to Phase 2. **Phase 2** of the program will be 80 hours of scenario based training and technical topic issues. Once an officer has Phase 1 and 2 behind them, the officer can be hired into **Phase 3** which will be 80 hours of supervised field training. This new 200 hour LEPS course is doubled from the old LEPS course. We hope this final product will be implemented in July 2011.

The Academy produces the lesson plans with the help of content experts for mandatory in-service training and JPMA puts 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 2010 mandatory training topics for law enforcement officers that were offered on-line were: New Law/Recent Court Decision Updates, Human Trafficking, Drug Overdoses and Death Investigation Protocols, and Legal Issues re Roadside Stops. Firearms had to be given in house because officers need to qualify with their service weapon on the range. The 2010 mandatory training topics for correctional officers were: New Law Updates, Staff Well-Being, Pandemic Issues and 2 electives on approved topics, not to include OHSA or Department of Labor requirements.

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. The Board certified the Maine State Police Tactical Team using national standards as the first in the State. During 2010, the Board had a very busy year dealing with potentially decertifiable conduct and/or convictions for law enforcement and correctional officers. They dealt with 54 cases slightly down from 62 in 2009.

During calendar year 2010, the Academy provided the following training:

- 89 students (76 in 2009) graduated from the **Basic Law Enforcement Training Programs (BLETP)**, 720 hours in length (2 programs).
- 240 students (274 in 2009) completed the **Law Enforcement Pre-Service Training Program (LEPS)**, 100 hours in length (8 programs).

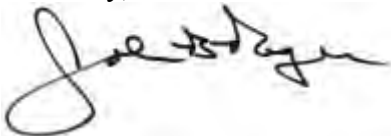
- 151 students (147 in 2009) graduated from the **Basic Corrections Officer Training Program (BCOR)**, 80 hours in length (16 programs).
- The Academy conducted 163 **In-Service Training Programs**, (142 in 2009), of which 1,379 officers (1,233 in 2009) attended for a total of 33,365 training hours (29,914 in 2009).
- 47 training programs (49 in 2009) were conducted in the 8 **Regional Training Districts** across the State, of which 927 officers (937 in 2009) attended for a total of 3,894 training hours (3,864 in 2009).

During calendar year 2010, the Academy Board of Trustee actions were as follows:

- **15** Waivers (16 in 2009) of the 18-week Basic Law Enforcement Training Program were granted.
- **0** Extensions (3 in 2009) to attend the Basic Law Enforcement Training Program were granted for emergency or extenuating circumstances.
- **0** Waivers (0 in 2009) of the 2-week Basic Corrections Training Program was granted.
- **0** Extensions (6 in 2009) to attend the Basic Corrections Training Program were granted for emergency or extenuating circumstances.
- **8** Executive Certificates (6 in 2009) were granted.
- **8** Intermediate Certificates (9 in 2009) were granted.
- **2** Advanced Certificates (2 in 2009) were granted.
- **63** Instructor Certificates (64 in 2009) were granted.
- **6** Crash Re-constructionist Certificates (9 in 2009) were granted.
- **15** Firearms Instructor Certificates (21 in 2009) were granted.
- **30** Canine Team Certificates (13 in 2009) were granted.
- **2** Canine Team Trainer Certificates (0 in 2009) were granted.
- **2** Drug Recognition Certificates (19 in 2009) were granted.
- **15** Municipal Ordinance Prosecutor Certificates (19 in 2009) were granted.
- **0** Chaplain Certificates (4 in 2009) were granted.
- **6** New Courses (5 in 2009) were approved.
- **1** Tactical Team Certificate (0 in 2009) was granted.
- **4** Consent Agreements and/or Suspensions of Certifications (13 in 2009)
- **20** Law Enforcement/Corrections Officers (28 in 2009) voluntarily surrendered their certificates of eligibility or had their certifications revoked for criminal conduct or failure to meet Board required training.
- **3** Waivers (5 in 2009) 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:

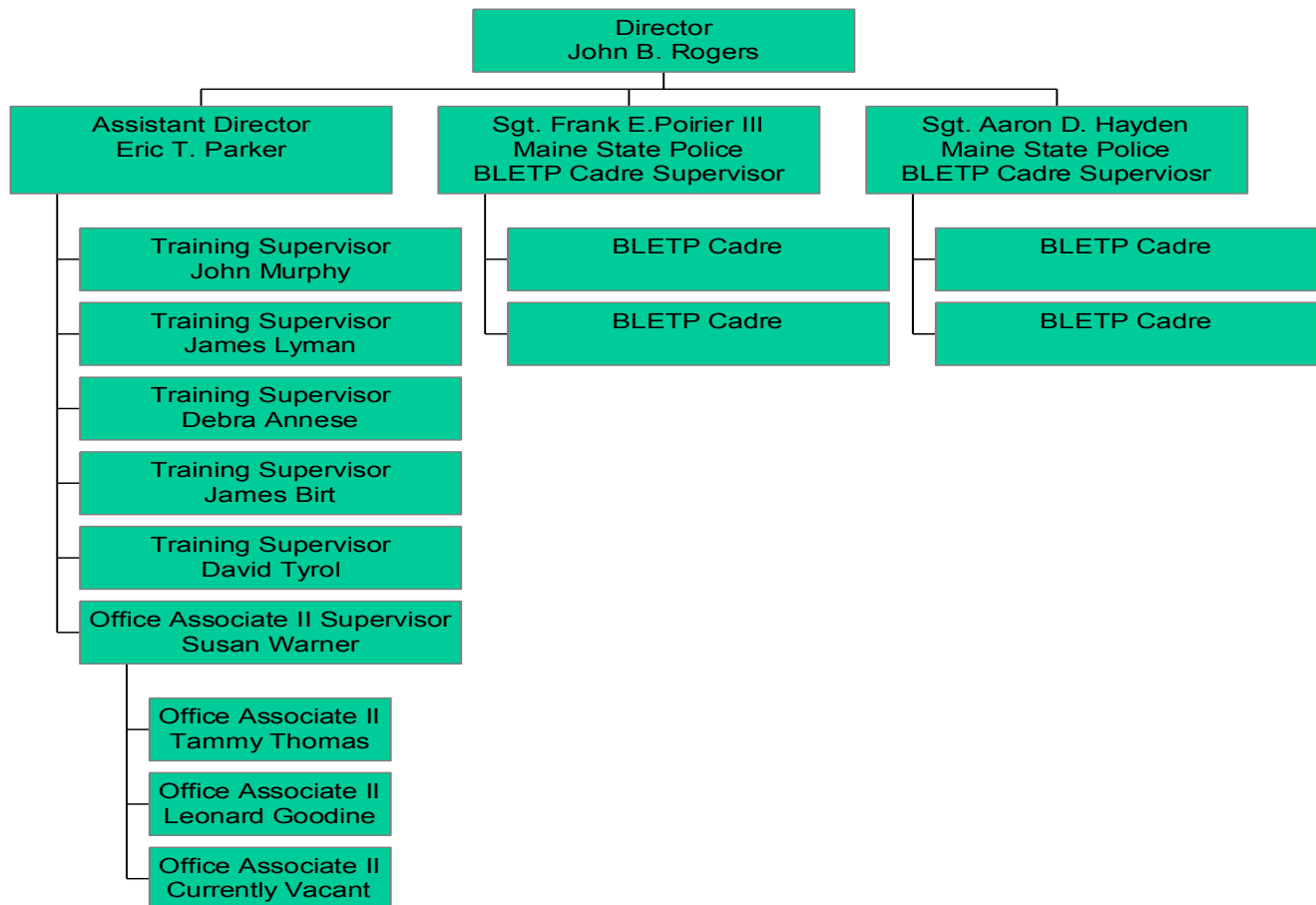
1. A residential training facility to accommodate the needs of Maine's criminal justice professionals;
2. A training delivery system to reach all parts of the State.
3. A centralized administrative structure which promotes coordination and communication; and
4. A repository of support services that promotes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

January 1, 2011



SUMMARY OF TRAINING ACTIVITIES FOR 2010

LAW ENFORCEMENT TRAINING

Basic Police Training

The basic training for law enforcement officers for the calendar year 2010 consists of the following:

- 2 Basic Law Enforcement Training Programs (720 hours) for 89 students.
- 8 Pre-Service Law Enforcement Courses (100 hours) for 240 students.



In-Service Training

The Academy sponsored 163 specialized in-service training classes for 1,379 students totaling 33,365 training hours and 47 regional in-service training classes for 927 students totaling 3,894 training hours. Of the Regional Training Districts, only Region 1, 3, 5 and 6 did any training. Region 2, 4, 7, 8 did not doing any regional training as many agencies continue to use the on-line training option to complete Board mandated refresher training or officers completed local training, which is not Academy sanctioned. 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, Human Trafficking, Drug Overdoses and Death Investigation Protocols, and Legal Issues re Roadside Stops.

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 hope to continue this partnership with NCTC in 2011. The NCTC courses offered in 2010 were:

- Identifying Deceptive Behavior
- Interview and Interrogation
- Leadership and Mastering Performance
- Conducting Complete Traffic Stops

The 2010 mandatory in-service training requirements for law enforcement officers were:

- Two (2) hours New Law / Recent Court Decision Updates, , and
- Two (2) hours of Human Trafficking.
- Two (2) hours of Drug Overdoses and Death Investigation Protocols.
- Two (2) hours of Legal Issues re Roadside Stops.
- Two (2) hours of Firearms.

Corrections Training

The training for corrections officers consisted of the following:

- 16 Basic Corrections courses (80 hours) for 151 students.
- Unarmed Self-Defense for Corrections (40 hours)
- Methods of Instruction (40 hours)

The 2010 mandatory in-service training requirements for correctional officers were:

- One (1) unit of New Law Updates.
- One (1) unit of Staff Well-Being.
- One (1) unit of Pandemic Issues.
- Two (2) units of approved elective training set by the facility, which cannot be OSHA or Department of Labor Requirements.

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 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011
General Fund	\$0	\$0	\$0	\$0	\$0	\$0
Federal Fund	\$396,396	\$353,479	\$0	\$0	\$0	\$200,000
Other Special Revenue	\$1,599,640	\$1,554,792	\$1,712,794	\$1,657,160	\$1,981,609	\$1,941,578
Totals	\$1,996,036	\$1,908,268	\$1,712,794	\$1,657,160	\$1,981,609	\$2,141,578
Positions	11.0	11.0	11.0	11.0	11.0	11.0
Personal Services	\$697,794	\$711,945	\$737,862	\$754,596	\$802,878	\$821,258
All Other	\$1,298,242	\$1,196,323	\$854,932	\$880,564	\$1,178,731	\$1,320,320
Capital	\$0	\$0	\$120,000	\$22,000	\$0	\$0
Totals	\$1,996,036	\$1,908,268	\$1,712,794	\$1,657,160	\$1,981,609	\$2,141,578

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.

2009 – The Academy was allowed to hire Kate Faragher Houghton as a contract curriculum writer. The main focus will be on the new Law Enforcement Preservice Program. The Academy was also able to contract with 2 agencies for full-time Cadre for the Basic Law Enforcement Training Program (BLETP). These contract Cadre positions are for a 2 year period and designed to give Cadets consistent training from BLETP class to BLETP class.

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	70	308	400
9-19 Officers	33	429	144
20-64 Officers	17	559	88
65+ Officers	3	319	1
Sheriff's Dept. (11 Transport Officers)	16	352	328
SUBTOTAL	139	1,967	961
Part-Time Municipal Officers	14	0	26
State Law Enforcement Agencies			
Railroad Police	1	1	0
State Corrections LE Investigators	1	6	0
Baxter State Park Authority	1	6	0
Maine State Police	1	309	0
Maine Warden Service	1	113	5
Maine Marine Patrol	1	47	0
Maine Judicial Marshal Office	1	86	0
Maine Capitol Police	1	6	0
Maine Fire Marshal Investigators	1	17	0
Maine University Police Departments	4	29	28
Attorney General Investigators	1	12	0
Motor Vehicle Investigators	1	10	1
Maine Drug Enforcement Agency	1	1	0
SUBTOTAL	16	643	33
TOTAL	169	2,610	1020
Correctional Agencies	# of Depts.	# of Authorized Full-Time Corrections	# of Authorized Part-Time Corrections
Mountain View Youth Development	1	98	0
Maine State Prison	1	312	0
Maine Correctional Center	1	181	0
Central Maine Pre-Release	1	19	0
Long Creek Youth Development	1	103	0
Charleston Correctional Center	1	33	0
Downeast Correctional Center	1	48	0
County Jails	16	784	136
TOTAL	23	1,578	136

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.

70 Departments
308 F/T Law Enforcement Officers
400 P/T Law Enforcement Officers

1 Person Police Departments P/T

Frye Island	3
Hancock County DA's Office	0
Knox County DA's Office	0
Lincolntonville	6
Maliseet Tribal Police	0
Phippsburg	1
Swan's Island	2
York County DA's Office	0

2 Person Police Departments P/T

Ashland	3
Brownville	8
Clinton	6
Gouldsboro	2
Greenville	9
Limestone	11
Milbridge	5
Washburn	3

3 Person Police Departments

Kennebec County DA	0
Milo	3
Monmouth	3
Penobscot Indian Nation	6
Penobscot Indian Nation Warden Ser.	2
Rangeley	3
Searsport	4
Wiscasset	12

4 Person Police Departments P/T

Baileyville	8
Dixfield	10
East Millinocket	6
Fort Fairfield	6
Fort Kent	3
Lincoln	10
Machias	5
Passamaquoddy Indian Township W.S.	2
Passamaquoddy Indian Township	7
Thomaston	3

Van Buren	4
Wilton	5

5 Person Police Departments P/T

Dexter	5
Eastport	11
Hallowell	8
Holden	7
Livermore Falls	17
Madawaska	7
Mexico	8
Oxford	9
Pittsfield	9
Richmond	8
Rockport	1
Southwest Harbor	6
Veazie	5

6 Person Police Departments P/T

Carrabassett Valley	4
Fryeburg	13
Madison	12
Mechanic Falls	2
Norway	5
Sabattus	8

7 Person Police Departments P/T

Boothbay Harbor	4
Bucksport	7
Calais	4
Damariscotta	10
Dover-Foxcroft	14
Jay	11
Newport	6
Paris	4
Passamaquoddy Pleasant Point P.S.	2

8 Person Police Departments P/T

Buxton	6
Camden	3
Mount Desert	4
South Berwick	8
Waldoboro	5
Winthrop	6

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.

33 Departments

429 F/T Law Enforcement Officers

144 P/T Law Enforcement Officers

9 Person Police Departments P/T

Bridgton	7
Millinocket	2
North Berwick	5
Ogunquit	5
Winslow	6

10 Person Police Departments P/T

Cumberland	1
Eliot	1
Oakland	13

11 Person Police Departments P/T

Berwick	6
Fairfield	9
Farmington	3
Freeport	3
Hampden	4
Rumford	6

12 Person Police Departments P/T

Gardiner	1
Kennebunkport	8
Topsham	6
Yarmouth	1

13 Person Police Departments P/T

Bar Harbor	0
Cape Elizabeth	1

14 Person Police Departments P/T

Houlton	8
Lisbon	5
Orono	0

15 Person Departments P/T

Belfast	3
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16 Person Departments P/T

Ellsworth	2
Old Town	2
Skowhegan	6

17 Person Police Departments P/T
Caribou 8

18 Person Police Departments P/T

Bath	1
Falmouth	9
Kennebunk	12

19 Person Police Departments P/T

Presque Isle	0
Rockland	0

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

17 Departments
559 F/T Law Enf. Officers
88 P/T Law Enf. Officers

F/T Police Departments P/T

20	Old Orchard Beach	21
20	Kittery	1
22	Brewer	1
22	Gorham	0
22	Wells	15
26	Windham	0
28	York	23
30	Waterville	0
34	Saco	0
35	Brunswick	4
35	Scarborough	15
36	Augusta	4
40	Sanford	0
41	Westbrook	4
47	Biddeford	0
48	Auburn	0
53	South Portland	0

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

3 Departments
319 F/T Law Enf. Officers
1 P/T Law Enf. Officers

F/T Police Departments P/T

81	Bangor	0
81	Lewiston	1
157	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
352 F/T Law Enf. Officers
328 P/T Law Enf. Officers
16 County Jails
784 F/T Corrections Officers
136 P/T Corrections Officers

Law Enforcement Officers			
F/T	Sheriff's Office	P/T	Trans.
18	Androscoggin	13	0
18	Aroostook	22	0
55	Cumberland	18	0
16	Franklin	38	0
15	Hancock	12	0
27	Kennebec	30	2
19	Knox	14	0
22	Lincoln	16	5
20	Oxford	8	0
42	Penobscot	37	4
8	Piscataquis	19	0
20	Sagadahoc	14	0
15	Somerset	34	0
18	Waldo	18	0
13	Washington	21	0
26	York	14	0

Corrections Officers		
F/T	County Jails	P/T
49	Androscoggin	15
31	Aroostook	10
174	Cumberland	8
12	Franklin	10
20	Hancock	9
73	Kennebec	5
32	Knox	11
0	Lincoln	1
14	Oxford	3
84	Penobscot	25
24	Piscataquis	7
81	Somerset	5
17	Waldo	7
22	Washington	13
85	York	5
66	Two Bridges Regional Jail	2

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

14 Towns
26 P/T Law Enf. Officers

Police Department	P/T
Benton	1
Farmingdale	5
Harrington	1
Islesboro	2
Northport Village Corp.	2
Piscataquis D.A.'s Office	1
Randolph	1
Stockton Springs	4
Thomaston Marine	1
Vassalboro	1
Warren Marine	1
West Bath Marine	1
Winter Harbor	4
Woolwich Marine	1

APPENDIX C

MCJA In-Service Training

Maine Criminal Justice Academy 2010 In-Service Training Classes

<u>Course</u>	<u>Class Name</u>	<u>Location</u>	<u>Students</u>	<u>Hours</u>
INS1001	CADRE LEADERSHIP DEVELOPMENT	MCJA	2	80.00
INS1002	INTOXILYZER OPERATION & CERTIFICATION	Sanford PD	1	8.00
INS1003	TERMINAL OPERATOR CERTIFICATION	MCJA	9	40.00
INS1004	INVESTIGATING COMPLAINTS OF OFFICER	MCJA	19	16.00
INS1005	INTOXILYZER OPERATION & CERTIFICATION	Dover Foxcroft PD	4	8.00
INS1006	ELECTRONIC SPEED MEASUREMENT DEVICE	Maine Criminal Justice Academy	44	16.00
INS1007	METHODS OF INSTRUCTION	MCJA	15	80.00
INS1008	INTOXILYZER OPERATION & CERTIFICATION	Brunswick PD	1	8.00
INS1009	INTOXILYZER OPERATION & CERTIFICATION	Bangor PD	1	8.00
INS1010	INTOXILYZER OPERATION & CERTIFICATION	Gardiner PD	1	8.00
INS10100	INTOXILYZER OPERATION & CERTIFICATION	Sabattus PD	5	6.00
INS10101	METHODS OF INSTRUCTION	MCJA	15	80.00
INS10102	TERMINAL OPERATOR CERTIFICATION	MCJA	9	40.00
INS10103	URBAN RIFLE INSTRUCTOR DEVELOPMENT	MCJA	15	40.00
INS10104	INTOXILYZER OPERATION & CERTIFICATION	Augusta PD	1	8.00
INS10105	INTOXILYZER OPERATION & CERTIFICATION	Cumberland CJ	1	4.00
INS10107	INTOXILYZER OPERATION & CERTIFICATION	Rumford PD	11	16.00
INS10108	INTOXILYZER OPERATION & CERTIFICATION	Emden MWS	1	4.00
INS10109	INTOXILYZER OPERATION & CERTIFICATION	Westbrook PD	2	4.00
INS1011	INTOXILYZER OPERATION & CERTIFICATION	Bangor PD	1	8.00
INS10110	OUI DETECTION REFRESHER TRAINING	Portland PD	10	4.00
INS10111	SFST REFRESHER	Portland PD	11	4.00
INS10112	ADVANCED ROADSIDE IMPAIRED DRIVING	Auburn Police Department	11	16.00
INS10113	INTOXILYZER OPERATION & CERTIFICATION	MCJA	15	16.00
INS10114	INTOXILYZER OPERATION & CERTIFICATION	MCJA	3	16.00
INS10115	OUI-SFST TRAINING	MCJA	0	24.00
INS10116	INTOXILYZER OPERATION & CERTIFICATION	Rumford PD	1	4.00
INS10117	ELECTRONIC SPEED MEASUREMENT DEVICE	Orono PD	1	4.00

<u>Course</u>	<u>Class Name</u>	<u>Location</u>	<u>Students</u>	<u>Hours</u>
INS10118	INTOXILYZER OPERATION & CERTIFICATION	SP Gray	1	16.00
INS10119	INTOXILYZER OPERATION & CERTIFICATION	Kennebec SO	4	8.00
INS1012	MECHANICS OF RESTRAINT & CONTROL	MCJA	23	40.00
INS10120	INTOXILYZER OPERATION & CERTIFICATION	Clinton PD	2	8.00
INS10121	INTOXILYZER OPERATION & CERTIFICATION	Wells PD	1	8.00
INS10122	INTOXILYZER OPERATION & CERTIFICATION	MCJA	14	16.00
INS10123	OUI -SFST REFRESHER TRAINING	MCJA	1	4.00
INS10124	OUI-SFST TRAINING	MCJA	0	24.00
INS10125	OUI-SFST TRAINING	Westbrook PD	5	24.00
INS10126	INTOXILYZER OPERATION & CERTIFICATION	MCJA	14	16.00
INS10127	OUI-SFST TRAINING	MCJA	0	24.00
INS10128	BASIC JUDICIAL MARSHAL SCHOOL	MCJA	21	40.00
INS10129	ADVANCED JUDICIAL MARSHAL SCHOOL	MCJA	16	20.00
INS1013	INTOXILYZER OPERATION & CERTIFICATION	South Portland PD	1	8.00
INS10131	TERMINAL OPERATOR CERTIFICATION	MCJA	8	40.00
INS10132	INTOXILYZER OPERATION & CERTIFICATION	Kittery PD	2	8.00
INS10133	INTOXILYZER OPERATION & CERTIFICATION	Greenville	5	8.00
INS10134	POLICE TRAINING OFFICER COURSE	MCJA	15	40.00
INS10135	INTERACTIVE USE OF FORCE INSTRUCTOR	MCJA	8	40.00
INS10136	ELECTRONIC SPEED MEASUREMENT DEVICE	Orono PD	3	4.00
INS10137	INTOXILYZER OPERATION & CERTIFICATION	MCJA	1	4.00
INS10138	TERMINAL OPERATOR CERTIFICATION	MCJA	9	40.00
INS10139	METHODS OF INSTRUCTION	MCJA	15	80.00
INS1014	INTOXILYZER OPERATION & CERTIFICATION	Milo PD	1	8.00
INS10141	ELECTRONIC SPEED MEASUREMENT DEVICE	MCJA	43	16.00
INS10142	ELECTRONIC SPEED MEASUREMENT DEVICE	Old Town PD	2	4.00
INS10143	INTOXILYZER OPERATION & CERTIFICATION	Winthrop PD	1	8.00
INS10144	INTOXILYZER OPERATION & CERTIFICATION	Saco PD	2	8.00
INS10145	INTOXILYZER OPERATION & CERTIFICATION	Machias	9	16.00
INS10146	CRASH RECONSTRUCTION IN-SERVICE AND	MCJA	54	16.00
INS10147	CIVIL RIGHTS OFFICER TRAINING	Florian Hall CMMC	35	8.00
INS10148	INTOXILYZER OPERATION & CERTIFICATION	Fryeburg PD	7	8.00
INS10149	INTOXILYZER OPERATION & CERTIFICATION	Waldo SO	4	8.00

<u>Course</u>	<u>Class Name</u>	<u>Location</u>	<u>Students</u>	<u>Hours</u>
INS1015	INTOXILYZER OPERATION & CERTIFICATION	Saco PD	1	8.00
INS10150	INTOXILYZER OPERATION & CERTIFICATION	Lincoln PD	4	8.00
INS10151	INTOXILYZER OPERATION & CERTIFICATION	Gray SP	2	8.00
INS10152	DRUG RECOGNITION EXPERT INSTRUCTOR	MCJA	3	16.00
INS10153	INTOXILYZER OPERATION & CERTIFICATION	Winslow PD	3	8.00
INS10154	INTOXILYZER OPERATION & CERTIFICATION	Augusta SP	2	8.00
INS10155	INTOXILYZER OPERATION & CERTIFICATION	Farmington PD	4	8.00
INS10156	TERMINAL OPERATOR CERTIFICATION	MCJA	0	40.00
INS10157	INTOXILYZER OPERATION & CERTIFICATION	Bangor PD	1	8.00
INS10158	INTOXILYZER OPERATION & CERTIFICATION	Portland PD	3	8.00
INS10159	INTOXILYZER OPERATION & CERTIFICATION	Baileyville PD	3	8.00
INS1016	ADVANCED ROADSIDE IMPAIRED DRIVING	Dover Foxcroft	9	16.00
INS10160	INTOXILYZER OPERATION & CERTIFICATION	Bangor PD	1	4.00
INS10161	INTOXILYZER INSTRUCTOR TRAINING	Penobscot County Sheriff's Office	3	
INS10162	ELECTRONIC SPEED MEASUREMENT DEVICE	Saco Police Department	1	8.00
INS10163	INTOXILYZER OPERATION & CERTIFICATION	Lincoln County Sheriff's Office	1	4.00
INS10164	OUI-SFST TRAINING	Carrabassett Valley PD	0	24.00
INS10165	OUI DETECTION REFRESHER TRAINING	Portland PD	1	4.00
INS10166	INTOXILYZER OPERATION & CERTIFICATION	Auburn PD	3	8.00
INS10167	ELECTRONIC SPEED MEASUREMENT DEVICE	Auburn PD	1	16.00
INS1017	OUI/SFST INSTRUCTOR DEVELOPMENT	MCJA	15	24.00
INS1018	OUI-SFST REFRESHER TRAINING	MCJA	21	4.00
INS1019	INTOXILYZER OPERATION & CERTIFICATION	Milo PD	2	8.00
INS1020	IDENTIFICATION OF DECEPTIVE BEHAVIOR	MCJA	52	24.00
INS1021	TERMINAL OPERATOR CERTIFICATION	MCJA	6	40.00
INS1022	INTOXILYZER OPERATION & CERTIFICATION	Togus PD	2	8.00
INS1023	ELECTRONIC SPEED MEASUREMENT DEVICE	MCJA	15	32.00
INS1024	BASIC CRIME SCENE INVESTIGATION	MCJA	17	40.00
INS1025	REGIONAL TRAINING COORDINATORS SEMINAR	MCJA	0	4.00
INS1026	JUDICIAL MARSHAL SCHOOL	MCJA	21	40.00
INS1027	METHODS OF INSTRUCTION	MCJA	16	80.00
INS1028	OUI/SFST TRAINING & PROFICIENCY	MCJA	2	24.00
INS1029	OUI-SFST TRAINING	MCJA	11	24.00

<u>Course</u>	<u>Class Name</u>	<u>Location</u>	<u>Students</u>	<u>Hours</u>
INS1030	OUI-SFST TRAINING	MCJA	12	24.00
INS1031	OUI-SFST TRAINING	MCJA	9	24.00
INS1032	OUI/SFST TRAINING & PROFICIENCY	MCJA	1	24.00
INS1033	INTOXILYZER OPERATION & CERTIFICATION	MCJA	14	16.00
INS1034	INTOXILYZER OPERATION & CERTIFICATION	MCJA	15	16.00
INS1035	INTOXILYZER OPERATION & CERTIFICATION	MCJA	14	16.00
INS1036	ADVANCED ROADSIDE IMPAIRED DRIVING	Presque Isle PD	5	16.00
INS1037	INTOXILYZER OPERATION & CERTIFICATION	Augusta PD	1	8.00
INS1038	INTOXILYZER OPERATION & CERTIFICATION	Kittery PD	1	8.00
INS1039	INTOXILYZER OPERATION & CERTIFICATION	Auburn PD	1	8.00
INS1040	INTOXILYZER OPERATION & CERTIFICATION	Penobscot SO	3	8.00
INS1041	INTOXILYZER OPERATION & CERTIFICATION	Lincoln PD	1	8.00
INS1042	INTOXILYZER OPERATION & CERTIFICATION	Rockland PD	1	8.00
INS1043	INTOXILYZER OPERATION & CERTIFICATION	Old Town PD	1	8.00
INS1044	INTOXILYZER OPERATION & CERTIFICATION	Waldo SO	1	8.00
INS1045	CRASH RECONSTRUCTION IN-SERVICE	Maine Criminal Justice Academy	8	8.00
INS1046	CRASH RECONSTRUCTION IN-SERVICE	Maine Criminal Justice Academy	49	
INS1047	ELECTRONIC SPEED MEASUREMENT DEVICE	Cape Elizabeth PD	5	8.00
INS1048	NEW CHIEF-SHERIFFS SEMINAR	MCJA	12	40.00
INS1049	ELECTRONIC SPEED MEASUREMENT DEVICE	Skowhegan PD	9	8.00
INS1050	ADVANCED ROADSIDE IMPAIRED DRIVING	Anchorage Inn, York Beach, Maine	19	16.00
INS1051	LEADERSHIP AND MASTERING PERFORMANCE	MCJA	49	40.00
INS1052	TERMINAL OPERATOR CERTIFICATION	MCJA	9	40.00
INS1053	INTOXILYZER OPERATION & CERTIFICATION	Andy SO	1	8.00
INS1054	INTOXILYZER OPERATION & CERTIFICATION	Washington SO	3	16.00
INS1055	INTOXILYZER OPERATION & CERTIFICATION	Dover Foxcroft PD	5	8.00
INS1056	TERMINAL OPERATOR CERTIFICATION	MCJA	8	40.00
INS1057	INTOXILYZER OPERATION & CERTIFICATION	Portland PD	10	8.00
INS1058	ADVANCED JUDICIAL MARSHAL SCHOOL	MCJA	20	20.00
INS1059	OUI DETECTION REFRESHER TRAINING	MCJA	17	4.00
INS1060	SFST REFRESHER	MCJA	17	4.00
INS1061	INTOXILYZER OPERATION & CERTIFICATION	Auburn PD	10	8.00
INS1062	ADVANCED ROADSIDE IMPAIRED DRIVING	Windham PD	10	16.00

<u>Course</u>	<u>Class Name</u>	<u>Location</u>	<u>Students</u>	<u>Hours</u>
INS1062	SFST REFRESHER	Belfast	10	4.00
INS1063	INTOXILYZER OPERATION & CERTIFICATION	Bucksport PD	1	8.00
INS1065	BASIC CANINE PATROL DOG SCHOOL	Vassalboro	5	480.00
INS1066	LAW ENFORCEMENT OFFICER RECERTIFICATION	MCJA	29	16.00
INS1067	FIREARMS SKILLS DEVELOPMENT	MCJA	6	8.00
INS1068	TERMINAL OPERATOR CERTIFICATION	MCJA	7	40.00
INS1069	FIREARMS INSTRUCTOR DEVELOPMENT	MCJA	15	80.00
INS1070	INTOXILYZER OPERATION & CERTIFICATION	Southwest Harbor PD	1	8.00
INS1071	INTOXILYZER OPERATION & CERTIFICATION	Auburn PD	3	8.00
INS1072	INTOXILYZER OPERATION & CERTIFICATION	Paris PD	1	4.00
INS1073	INTOXILYZER OPERATION & CERTIFICATION	Penobscot SO	6	16.00
INS1074	INTOXILYZER OPERATION & CERTIFICATION	Auburn PD	1	8.00
INS1075	INTOXILYZER OPERATION & CERTIFICATION	Augusta PD	1	8.00
INS1076	INTOXILYZER OPERATION & CERTIFICATION	Kennebunk PD	1	8.00
INS1077	INTOXILYZER OPERATION & CERTIFICATION	Auburn PD	3	8.00
INS1078	ELECTRONIC SPEED MEASUREMENT DEVICE	Portland PD	5	8.00
INS1079	INTOXILYZER OPERATION & CERTIFICATION	Richmond PD	9	16.00
INS1080	K-9 EXPLOSIVE DETECTION SCHOOL		1	320.00
INS1081	ELECTRONIC SPEED MEASUREMENT DEVICE	Orono PD	2	4.00
INS1082	INTERVIEW AND INTERROGATION	MCJA	53	24.00
INS1083	ELECTRONIC SPEED MEASUREMENT DEVICE	Orono Police Department	4	4.00
INS1084	SFST REFRESHER	Auburn	3	3.00
INS1085	OUI-SFST REFRESHER TRAINING	Presque Isle PD	5	8.00
INS1086	ELECTRONIC SPEED MEASUREMENT DEVICE	Orono Police Department	1	4.00
INS1087	CADRE LEADERSHIP DEVELOPMENT	MCJA	1	80.00
INS1088	INTOXILYZER OPERATION & CERTIFICATION	Franklin SO	2	12.00
INS1089	CONDUCTING COMPLETE TRAFFIC STOPS	MCJA	40	16.00
INS1090	ELECTRONIC SPEED MEASUREMENT DEVICE	Biddeford PD	2	8.00
INS1092	DRUG RECOGNITION EXPERT RE-CERTIFICATION	MCJA	39	8.00
INS1093	INTOXILYZER INSTRUCTOR DEVELOPMENT	MCJA	9	40.00
INS1094	OUI-SFST TRAINING	Winslow PD	0	24.00
INS1095	INTOXILYZER OPERATION & CERTIFICATION	Bangor PD	2	4.00
INS1096	INTOXILYZER OPERATION & CERTIFICATION	MCJA	1	8.00

Course**Class Name****Location****Students****Hours**

INS1097	INTOXILYZER OPERATION & CERTIFICATION	Penobscot County SO	2	4.00
INS1098	INTOXILYZER OPERATION & CERTIFICATION	Kennebunk PD	1	8.00
INS1099	INTOXILYZER OPERATION & CERTIFICATION	Madison PD	3	11.00
Total number of Courses 163			1,379.00	3,564.00

APPENDIX D

Maine Criminal Justice Academy Regional In-Service Training

MAINE CRIMINAL JUSTICE ACADEMY

2010 IN-SERVICE REGIONAL TRAINING

LAW ENFORCEMENT TRAINING REGIONS	COURSES	OFFICERS	TOTAL HOURS
York County Training Council (Region 1)	28	565	2,817
Cumberland County Training Council (Region 2)	0	0	0
Western Maine Training Council (Region 3)	17	325	781
Central Maine Training Council (Region 4)	0	0	0
Penobscot / Piscataquis County Regional Training Council (Region 5)	1	19	152
Mid-Coast Training Council (Region 6)	1	18	144
Downeast Training Council (Region 7)	0	0	0
Aroostook County Training Council (Region 8)	0	0	0

2010 TOTALS	47	927	3,894
2009 TOTALS	49	937	3,864
2008 TOTALS	158	3,702	10,190
2007 TOTALS	103	3,034	12,241
2006 TOTALS	125	3,466	10,361

Regional In-service Training reported to the Academy has significantly gone down since 2008. Officers are not doing less training. It involves the switch from traditional classroom type training that is attendance based to the new internet based on-line training that is competency based. Justice Planning Management Associates (JPMA) conducts almost all the mandatory law enforcement training for officers in Maine. As you can see from the above Regional Chart, only a few regions conduct local classes.

In 2010, the Academy received a federal ARRA grant for \$200,000 to replace a 20 year old training records and licensing software management system with a new system that is very modern and will take the Academy well into the future. This new software will also allow for the importation of all the JPMA training records and other training conducted locally into a single training database system for every law enforcement and corrections agency to use in Maine. The full implementation of the new software should be by the Fall of 2011.

APPENDIX E

**Maine Criminal Justice Academy
Media Resource Center**

Maine Criminal Justice Academy

Media Resource Center

The Maine Criminal Justice Academy has operated a library since 1972 when the Academy first opened in Waterville. In 2000, we changed the name to the Media Resource Center when we came over to the Oak Grove facility in Vassalboro. In the past, the Media Resource Center was used by law enforcement officers, correctional officers and members of the traffic safety community. The Media Resource Center's collections included:

- Audio Visual Collection - used for training classes
- Main Book Collection (approximately 3000)
- Reference Collection - encyclopedias, statutes, maps and manuals
- Magazines and Newsletters - professional journals for law enforcement and corrections
- Vertical Files and Card Catalog Files
- Training Manuals – (handouts)
- 6 Sets of Fatal Vision Goggles – used in impaired driving training classes.

The Media Resource Center was also used for research by officers writing lesson plans for Instructor Certification and other classes they were teaching. During September of 2010, Beverly Klemenc, the Academy Librarian left the job. The Academy staff conducted a careful analysis regarding whether we needed a library or not. It was determined that most of the research being conducted was completed on the internet and we have a wired and wireless accessed computer lab available to do this research. It was also determined that the library was only utilized very sporadically during the year by students.

It was recommended by the Academy staff that the library be closed and the pay range 18 Librarian II position be downgraded to a pay range 15 Office Associate II Supervisor position. The proper forms were completed and the State Bureau of Human Resources granted the position change, saving the State thousands of dollars in salary savings and library subscription fees. As of the publishing of this report the position is in the process of being filled.

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.



MAINE FOREST SERVICE
DONALD J. MANSIUS, A



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.

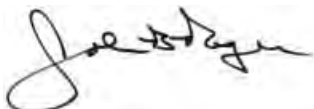
PLANNING

- * 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

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