

# MAINE STATE LEGISLATURE

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

2012 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  
Deputy Chief Amy J. Berry, Chair  
April 2013***



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## **MAINE DEPARTMENT OF PUBLIC SAFETY**

**Commissioner, John E. Morris**

## **MAINE CRIMINAL JUSTICE ACADEMY**

**Director, John B. Rogers**

## **BOARD OF TRUSTEES**

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Maine Department of Public Safety

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Maine Department of Corrections

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Saco Police Department

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Municipal Police Officer Representative  
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**Special Agent Brian R. Pellerin**  
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Representative  
U.S. Dept. of Health and Human Ser., OIG

**Ms. Elizabeth Ward Saxl**  
Citizen Representative  
Manchester, Maine

# BOARD OF TRUSTEES

## MAINE CRIMINAL JUSTICE ACADEMY

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April 1, 2013

Senator Stan Gerzofsky, Senate Chair  
Representative Mark Dion, House Chair  
Members of the Joint Standing Committee on Criminal Justice and Public Safety  
Room 436 State House  
Augusta, ME 04333-0003

Dear Senator Gerzofsky, Representative Dion, 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. As you will see, the report is both informative and responsive to the statutory requirement for its production, and the Board is confident that the report will provide the Legislature with the information necessary to ensure that appropriate and timely training is accomplished.

The Board of Trustees, along with the Academy Director and staff, are committed to promoting the highest levels of professionalism in law enforcement and corrections and stand ready to appear before the Committee to elaborate on any issue associated with the report or with the Academy and its mission.

Respectfully submitted,



AMY BERRY, Chair  
Board of Trustees

# MAINE CRIMINAL JUSTICE ACADEMY

## BOARD OF TRUSTEES ACTIONS: 2012

Type of Board Action	January	March	May	July	September	November	Total
Basic Law Enforcement Training Waivers	2	4	1	1	4	4	16
Basic Corrections Training Waivers	0	0	0	0	0	0	0
Extension for Basic Law Enforcement Training	2	1	0	0	0	1	4
Extension for Basic Corrections Training	0	4	1	5	3	0	13
Extension for Judicial Marshal Training	1	1	0	0	0	0	2
Executive Certification	1	0	0	0	0	1	2
Intermediate Law Enforcement Certification	1	1	3	4	2	0	11
Advanced Law Enforcement Certification	0	0	1	0	0	0	1
Instructor Certification	0	20	16	17	0	16	69
Firearms Instructor Certification	0	0	21	0	0	0	21
Crash Reconstruction Certification	0	1	1	0	0	0	2
Canine Handler Team Certification (Patrol and Detector)	2	4	18	1	2	11	38
Canine Trainer Certification (Regular and Assistant)	1	1	0	1	0	1	4
Drug Recognition Certification	0	0	0	0	0	0	0
Chaplain Certifications	0	0	13	0	0	0	13
Physical Fitness Testing Protocol Certification	0	33	0	0	0	0	33
New Course Certification	0	1	4	0	0	1	6
Consent Agreements and/or Suspensions of Certification	0	15	5	0	1	2	23
Revocation or Voluntary Surrender, of Corrections & Law Enforcement Certification	0	2	7	4	1	1	15
Waiver of Conviction to Attend Academy Program	1	1	1	0	1	3	7

**Note:** *There were no meetings in February, April, June, August, October and December 2012*





**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, 2013

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

Senator Gerzofsky, Representative Dion 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 11<sup>th</sup> 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 judicial marshal's 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 FY13 budget of \$1,755,047, a decrease of \$86,012 from FY 12. 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 2012, the Academy had 19,646 instructor hours (16,363 in 2011) donated from 109 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. We hope the final product will be finished in late 2014.

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 2013.

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 and the Alert 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 was doubled from the old LEPS course and was implemented in September 2011. To date we have trained over 100 prospective law enforcement officers.

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. Again this past 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 2012 mandatory training topics for law enforcement officers that were offered on-line were: New Law/Recent Court Decision Updates, Sovereign Citizens, Outlaw Motorcycle Gangs/Street Gangs and Ethics. Firearms had to be given in house because officers need to qualify with their service weapon on the range. The 2012 mandatory training topics for correctional officers were: New Law Updates, Security Threat Groups, and Drug Awareness to include information on synthetic drugs, signs and symptoms and how drugs get into facilities 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. During 2012, the Board had a very busy year dealing with potentially decertifiable conduct and/or convictions for law enforcement and correctional officers. They dealt with 57 cases, significantly up from 42 cases in 2011.

During calendar year 2012, the Academy provided the following training:

- 100 students (99 in 2011) graduated from the **Basic Law Enforcement Training Programs (BLETP)**, 720 hours in length (2 programs).
- 88 students (140 in 2011) completed the **Law Enforcement Pre-Service Training Program (LEPS)**, 200 hours in length (4 programs).

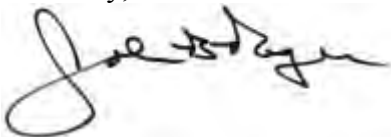
- 163 students (12 in 2011) graduated from the **Basic Corrections Officer Training Program (BCOR)**, 80 hours in length (18 programs).
- The Academy conducted 214 **In-Service Training Programs**, (152 in 2011), of which 1,780 officers (1,213 in 2011) attended for a total of 55,084 training hours (31,984 in 2011).
- 38 training programs (31 in 2011) were conducted in the 8 **Regional Training Districts** across the State, of which 1,508 officers (618 in 2011) attended for a total of 13,271 training hours (4,180 in 2011).

During calendar year 2012, the Academy Board of Trustee actions were as follows:

- **16** Waivers (14 in 2011) of the 18-week Basic Law Enforcement Training Program were granted.
- **4** Extensions (5 in 2011) to attend the Basic Law Enforcement Training Program were granted for emergency or extenuating circumstances.
- **0** Waivers (1 in 2011) of the 2-week Basic Corrections Training Program were granted.
- **13** Extensions (0 in 2011) to attend the Basic Corrections Training Program were granted for emergency or extenuating circumstances.
- **2** Executive Certifications (7 in 2011) were granted.
- **11** Intermediate Certifications (4 in 2011) were granted.
- **1** Advanced Certifications (2 in 2011) were granted.
- **69** Instructor Certifications (70 in 2011) were granted.
- **2** Crash Re-constructionist Certifications (13 in 2011) were granted.
- **21** Firearms Instructor Certifications (18 in 2011) were granted.
- **38** Canine Handler Team Certifications (19 in 2011) were granted.
- **4** Canine Team and Assistant Canine Team Trainer Certifications (1 in 2011) were granted.
- **0** Drug Recognition Certifications (19 in 2011) were granted.
- **0** Municipal Ordinance Prosecutor Certifications (27 in 2011) were granted.
- **13** Chaplain Certifications (0 in 2011) were granted.
- **6** New Courses (3 in 2011) were approved.
- **0** Tactical Team Certifications (3 in 2011) were granted.
- **23** Consent Agreements and/or Suspensions of Certifications (1 in 2011)
- **15** Law Enforcement/Corrections Officers (15 in 2011) voluntarily surrendered their certificates of eligibility or had their certifications revoked for criminal conduct or failure to meet Board required training.
- **7** Waivers (3 in 2011) 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.



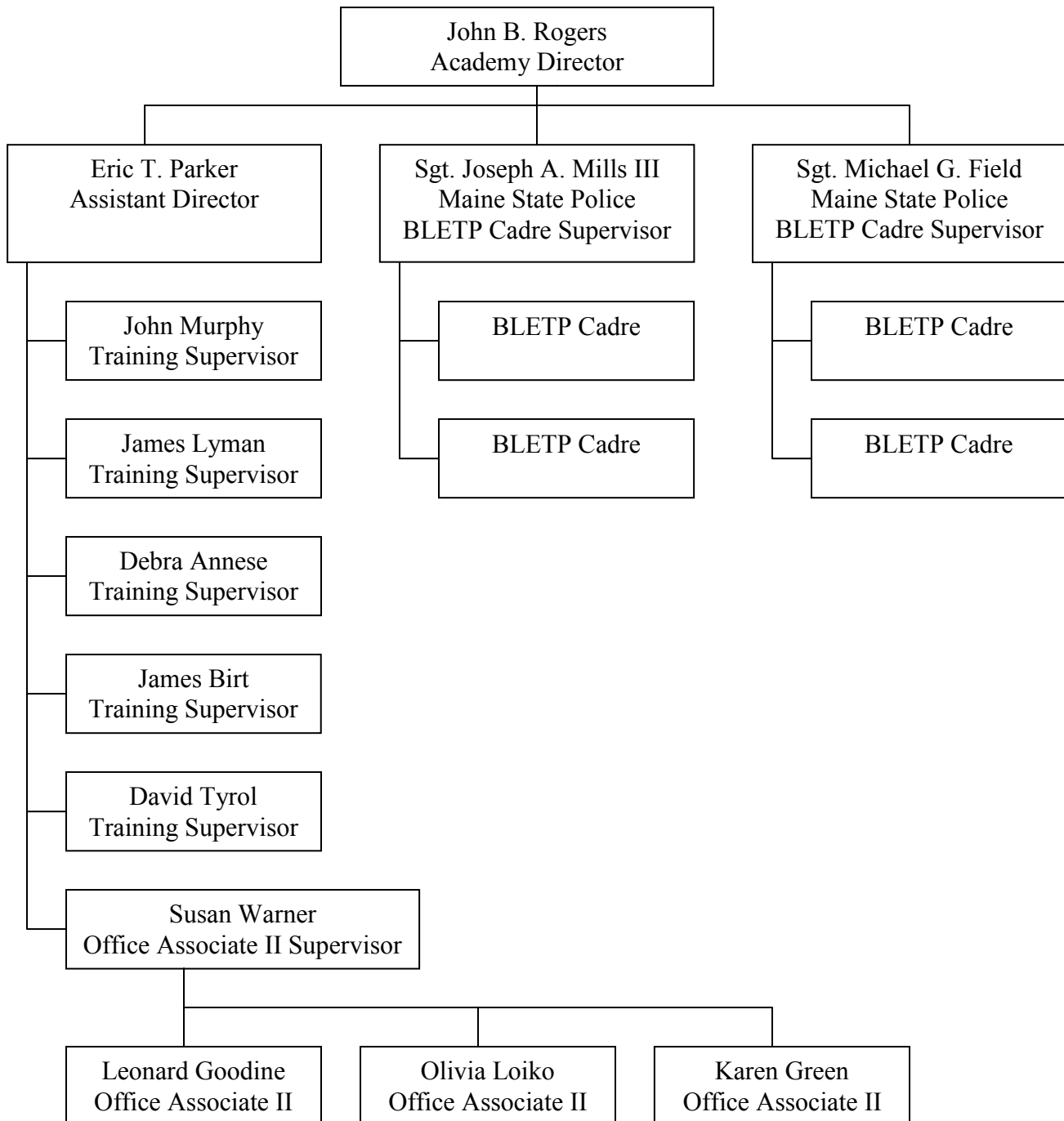
With this responsibility the Academy is providing:

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



# SUMMARY OF TRAINING ACTIVITIES FOR 2012

## LAW ENFORCEMENT TRAINING

### Basic Police Training

The basic training for law enforcement officers for the calendar year 2012 consists of the following:

- 2 Basic Law Enforcement Training Programs (720 hours) for 100 students.
- 4 Pre-Service Law Enforcement Courses – Phase 1 (40 hours), Phase II (80 hours) and Phase III (80 hours) for 88 students.



### In-Service Training

The Academy sponsored 214 specialized in-service training classes for 1,780 students totaling 55,084 training hours and 38 regional in-service training classes for 1,518 students totaling 13,271 training hours. Of the 8 Regional Training Districts, only Region 4 and Region 7 did not do 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. Region 1 and Region 2 significantly increased their regional training hours from 2011. 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, Sovereign Citizens, Outlaw Motorcycle Gangs/Street Gangs and Ethics.

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 a trial run and the response from the Maine law enforcement community was tremendous. The evaluations indicated that these courses are professionally taught and a great deal of value to the officers attending. Our partnership has continued to allow Maine officers to receive free training that could never be offered here because of fiscal strains both at the state and local level. We believe that Maine citizens would agree that quality programs free to Maine officers is the best bargain going. We hope to continue this partnership with NCTC in 2013. The NCTC courses offered in 2012 were:

- Leadership and Mastering Performance.
- Interview and Interrogation.
- Forensic Statement Analysis.
- Drug Interdiction and Identification.
- Grant Writing.

The 2012 mandatory in-service training requirements for law enforcement officers were:

- Two (2) hours of New Law / Recent Court Decision Updates.
- Two (2) hours of Sovereign Citizens.
- Two (2) hours of Outlaw Motorcycle Gangs/Street Gangs.
- Two (2) hours of Ethics.
- Two (2) hours of MCJA Firearms Qualifications.

### **Corrections Training**

The training for corrections officers consisted of the following:

- 12 Basic Corrections Courses (80 hours).
- Leadership and Mastering Performance (40 hours).
- Breath Testing Device Instructor Development (24 hours).
- Civil Rights Officer Training (8 hours).
- Unarmed Self-Defense for Corrections (40 hours).
- Methods of Instruction (80 hours).
- Firearms Instructor Development (80 hours).

The 2012 mandatory in-service training requirements for correctional officers were:

- One (1) unit of New Law Updates.
- One (1) unit of Security Threat Groups.
- One (1) unit of Drug Awareness – to include information on synthetic drugs, signs and symptoms, and ways drugs get into facilities.
- Two (2) units of approved elective training set by the facility, which cannot be OSHA, Department of Labor Requirements or Detention and Corrections Standards for County Jails 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 E.

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



## SIX YEAR BUDGET

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>
General Fund	\$0	\$0	\$0	\$0	\$0	\$0
Federal Fund	\$0	\$0	\$0	\$200,000	\$75,000	\$0
Other Special Revenue	\$1,712,794	\$1,657,160	\$1,981,609	\$1,941,578	\$1,766,059	\$1,755,047
<b>Totals</b>	<b>\$1,712,794</b>	<b>\$1,657,160</b>	<b>\$1,981,609</b>	<b>\$2,141,578</b>	<b>\$1,841,059</b>	<b>\$1,755,047</b>
Positions	11.0	11.0	11.0	11.0	11.0	11.0
Personal Services	\$737,862	\$754,596	\$802,878	\$821,258	\$801,850	\$737,677
All Other	\$854,932	\$880,564	\$1,178,731	\$1,320,320	\$964,209	\$1,017,370
Capital	\$120,000	\$22,000	\$0	\$0	\$75,000	\$0
<b>Totals</b>	<b>\$1,712,794</b>	<b>\$1,657,160</b>	<b>\$1,981,609</b>	<b>\$2,141,578</b>	<b>\$1,841,059</b>	<b>\$1,755,047</b>

## SIGNIFICANT EVENTS

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**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 adopted final policies, as required by legislation. Also effective January 1, 1996, each law enforcement agency was 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. The program recommendations to the Board of Trustees for revision of the curriculum was completed for the new joint basic law enforcement training program.

**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 1<sup>st</sup> Basic Law Enforcement Training Program involving eighteen weeks of training that combined state, county and municipal law enforcement officers was implemented 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 3<sup>rd</sup> 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.

**2011** – The Academy received a federal grant to replace the 20+ year old records management system. Informa, Inc. was selected, which will allow for more accurate information to be entered, online registration for training classes and for all criminal justice agencies in Maine to enter their own training records. The Academy closed the library and reopened it as a student lounge. The MCJA Student Benefit Fund purchased furniture, LCD projector, Blue Ray DVD player, surround sound system and a gaming port for the LCD projector.

**2012** – The Academy received a federal grant to replace a 15+ year old Firearms Training Simulator. Meggitt Systems, Inc was selected because this new Use of Force Training Simulator will allow for Firearms, OC Spray, Taser, Impact Tools and Flashlights to be used for training options. This advanced system will better prepare officers.

## **APPENDIX A**

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

**Appendix A**  
**Certified Municipal, County and State Law Enforcement / Corrections Officers**

<b>Agency Categories Municipal / County Officers</b>	<b># of Depts.</b>	<b># of Authorized Full-Time Police</b>	<b># of Authorized Part-Time Police</b>
1-8 Officers	72	318	433
9-19 Officers	31	397	136
20-64 Officers	16	547	80
65+ Officers	3	322	0
Sheriff's Dept. (0 Transport Officers)	16	356	286
<b>SUBTOTAL</b>	<b>138</b>	<b>1,940</b>	<b>935</b>
<b>Part-Time Municipal Officers</b>	<b>12</b>	<b>0</b>	<b>25</b>
<b>State Law Enforcement Agencies</b>			
Railroad Police	1	1	0
State Corrections LE Investigators	1	4	0
Baxter State Park Authority	1	5	0
Maine State Police	1	301	0
Maine Warden Service	1	114	0
Maine Marine Patrol	1	48	0
Maine Judicial Marshal Office	1	100	0
Maine Capitol Police	1	6	1
Maine Fire Marshal Investigators	1	14	0
Maine University Police Departments	4	36	19
Attorney General Investigators	1	12	0
Motor Vehicle Investigators	1	11	0
Maine Drug Enforcement Agency	1	1	0
<b>SUBTOTAL</b>	<b>16</b>	<b>653</b>	<b>20</b>
<b>TOTAL</b>	<b>166</b>	<b>2,593</b>	<b>980</b>
<b>Correctional Agencies</b>	<b># of Depts.</b>	<b># of Authorized Full-Time Corrections</b>	<b># of Authorized Part-Time Corrections</b>
Mountain View Youth Development	1	45	0
Southern Maine Re-entry Center	1	9	0
Maine State Prison	1	247	0
Maine Correctional Center	1	181	0
Central Maine Pre-Release	1	21	0
Long Creek Youth Development	1	97	0
Charleston Correctional Center	1	32	0
Downeast Correctional Center	1	40	0
County Jails	15	796	107
<b>TOTAL</b>	<b>23</b>	<b>1,468</b>	<b>107</b>

## **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.

**72** Departments  
**318** F/T Law Enforcement Officers  
**433** P/T Law Enforcement Officers

#### **1 Person Police Departments P/T**

Frye Island	7
Hancock County DA's Office	0
Knox County DA's Office	0
Lincolnville	1
Maliseet Tribal Police	0
Milbridge	5
Phippsburg	0
Swan's Island	1
Washburn	4
York County DA's Office	0

#### **2 Person Police Departments P/T**

Ashland	6
Brownville	8
East Millinocket	10
Gouldsboro	2
Greenville	10
Limestone	11
Monmouth	6
Penobscot Indian Nation	8

#### **3 Person Police Departments**

Baileyville	4
Clinton	6
Damariscotta	11
Kennebec County DA	0
Machias	8
Milo	6
Passamaquoddy Indian Township W.S.	2
Penobscot Indian Nation Warden Ser.	2
Rangeley	5
Searsport	5
Van Buren	4
Veazie	6
Wiscasset	10

#### **4 Person Police Departments P/T**

Eastport	15
Fort Fairfield	7
Fort Kent	4
Holden	5

Mechanic Falls	2
Passamaquoddy Indian Township	7
Thomaston	4

#### **5 Person Police Departments P/T**

Dexter	14
Dixfield	8
Hallowell	8
Madawaska	4
Mexico	8
Pittsfield	8
Richmond	8
Rockport	4
Southwest Harbor	7

#### **6 Person Police Departments P/T**

Boothbay Harbor	4
Carrabassett Valley	3
Dover-Foxcroft	17
Fryeburg	12
Lincoln	10
Livermore Falls	14
Madison	12
Oxford	10
Passamaquoddy Pleasant Point P.S.	4
Sabattus	6

#### **7 Person Police Departments P/T**

Bucksport	6
Calais	3
Jay	9
Newport	5
Norway	3
Paris	5
Waldoboro	8
Wilton	7

#### **8 Person Police Departments P/T**

Bridgton	5
Buxton	4
Eliot	2
Millinocket	4
Mount Desert	5
Ogunquit	8
South Berwick	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.

**31 Departments**  
**397 F/T Law Enforcement Officers**  
**136 P/T Law Enforcement Officers**

<b>9 Person Police Departments</b>	<b>P/T</b>
North Berwick	7
Winslow	8
Winthrop	3

<b>10 Person Police Departments</b>	<b>P/T</b>
Cumberland	1
Fairfield	9
Kennebunkport	5
Oakland	13
Topsham	4

<b>11 Person Police Departments</b>	<b>P/T</b>
Bar Harbor	0
Berwick	5
Camden	3
Gardiner	2
Hampden	4
Rumford	7

<b>12 Person Police Departments</b>	<b>P/T</b>
Farmington	2

<b>13 Person Police Departments</b>	<b>P/T</b>
Cape Elizabeth	2
Freeport	3
Houlton	4
Orono	0
Skowhegan	10

<b>14 Person Police Departments</b>	<b>P/T</b>
Lisbon	6
Yarmouth	0

<b>15 Person Departments</b>	<b>P/T</b>
Belfast	3
Old Town	2

<b>16 Person Departments</b>	<b>P/T</b>
Caribou	8
Ellsworth	1

<b>17 Person Police Departments</b>	<b>P/T</b>
Falmouth	8
Kennebunk	12
Kittery	3

<b>18 Person Police Departments</b>	<b>P/T</b>
Bath	1
Rockland	0

<b>19 Person Police Departments</b>	<b>P/T</b>
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**Group #3** Department personnel 20-65; consists of cities with population in excess of 16,000.

**16 Departments**  
**547 F/T Law Enf. Officers**  
**80 P/T Law Enf. Officers**

<b>F/T</b>	<b>Police Departments</b>	<b>P/T</b>
20	Old Orchard Beach	19
21	Wells	18
22	Brewer	4
23	Gorham	0
25	Windham	0
27	York	16
29	Waterville	1
33	Saco	0
37	Brunswick	2
37	Scarborough	12
38	Westbrook	5
40	Augusta	3
40	Sanford	0
49	Biddeford	0
51	Auburn	0
55	South Portland	0

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

**3 Departments**  
**322 F/T Law Enf. Officers**  
**0 P/T Law Enf. Officers**

<b>F/T</b>	<b>Police Departments</b>	<b>P/T</b>
83	Bangor	0
83	Lewiston	0
156	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**  
**356 F/T Law Enf. Officers**  
**286 P/T Law Enf. Officers**  
**15 County Jails**  
**796 F/T Corrections Officers**  
**107 P/T Corrections Officers**

**Law Enforcement Officers**

<b>F/T</b>	<b>Sheriff's Office</b>	<b>P/T</b>	<b>Trans.</b>
21	Androscoggin	8	0
17	Aroostook	16	0
56	Cumberland	56	0
15	Franklin	25	0
17	Hancock	12	0
28	Kennebec	17	0
21	Knox	11	0
25	Lincoln	14	0
21	Oxford	8	0
42	Penobscot	24	0
8	Piscataquis	15	0
19	Sagadahoc	10	0
14	Somerset	28	0
18	Waldo	13	0
10	Washington	14	0
24	York	15	0

**Corrections Officers**

<b>F/T</b>	<b>County Jails</b>	<b>P/T</b>
45	Androscoggin	13
29	Aroostook	11
180	Cumberland	0
11	Franklin	11
21	Hancock	8
76	Kennebec	3
35	Knox	12
14	Oxford	2
78	Penobscot	23
29	Piscataquis	0
87	Somerset	2
15	Waldo	5
16	Washington	8
94	York	5
66	Two Bridges Regional Jail	4

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

**12 Towns**  
**25 P/T Law Enf. Officers**

<b>Police Department</b>	<b>P/T</b>
Boothbay Harbor Marine	2
China	1
Farmingdale	4
Harrington	1
Islesboro	3
Northport Village Corp.	1
Piscataquis D.A.'s Office	1
Randolph	1
Stockton Springs	4
Thomaston Marine	2
Vassalboro	1
Winter Harbor	4

## **APPENDIX C**

### **MCJA In-Service Training**

<b>Course #</b>	<b>Course Title</b>	<b>Date</b>	<b>Location</b>	<b>Students attended</b>	<b>Class Hours</b>	<b>Total Hours Trained</b>
5933	<a href="#">Intoxilyzer Recertification</a>	1/1/2012	MCJA	1	4	4
11029	<a href="#">Intoxilyzer Certification</a>	1/2/2012	Bangor	1	8	8
11030	<a href="#">Intoxilyzer Certification</a>	1/3/2012	Wells	1	8	8
10936	<a href="#">Suicide Prevention</a>	1/3/2012	Farmington	18	4	72
10919	<a href="#">Law Enforcement Officer Recertification Course</a>	1/4/2012	On-line	1	40	40
10923	<a href="#">Phase I</a>	1/4/2012	On-line	5	40	200
11031	<a href="#">Intoxilyzer Certification</a>	1/4/2012	Ogunquit	1	8	8
11032	<a href="#">Intoxilyzer Certification</a>	1/4/2012	Topsham	1	8	8
11033	<a href="#">Intoxilyzer Certification</a>	1/5/2012	Milo	4	8	32
11034	<a href="#">Intoxilyzer Certification</a>	1/6/2012	Saco	1	8	8
2061	<a href="#">Basic Corrections</a>	1/9/2012	CCSO	18	80	1440
11110	<a href="#">Standardized Field Sobriety Testing Refresher</a>	1/10/2012	Windham	1	4	4
11035	<a href="#">Intoxilyzer Certification</a>	1/12/2012	FCSO	2	8	16
11939	<a href="#">K-9 Handler Team - Detection</a>	1/13/2012	MCJA	2	320	640
11535	<a href="#">Electronic Speed Measurement Device Operator</a>	1/17/2012	Belfast	7	16	112
2239	<a href="#">Basic Law Enforcement Training Program</a>	1/17/2012	MCJA	40	720	28800
10943	<a href="#">Phase I</a>	1/18/2012	On-line	3	40	120
11036	<a href="#">Intoxilyzer Certification</a>	1/18/2012	CCSO	2	8	16
11037	<a href="#">Intoxilyzer Certification</a>	1/18/2012	HCSO	1	8	8
11038	<a href="#">Intoxilyzer Certification</a>	1/18/2012	Alfred	1	8	8
11039	<a href="#">Intoxilyzer Certification</a>	1/19/2012	Fairfield	1	8	8
11040	<a href="#">Intoxilyzer Certification</a>	1/20/2012	Lisbon	1	8	8
11041	<a href="#">Intoxilyzer Certification</a>	1/20/2012	Rockland	1	8	8
11042	<a href="#">Intoxilyzer Certification</a>	1/20/2012	Rumford	1	8	8
10945	<a href="#">Phase I</a>	1/20/2012	On-line	1	40	40
7657	<a href="#">Phase II</a>	1/23/2012	MCJA	18	80	1440

<b>Course #</b>	<b>Course Title</b>	<b>Date</b>	<b>Location</b>	<b>Students attended</b>	<b>Class Hours</b>	<b>Total Hours Trained</b>
11111	<a href="#">Standardized Field Sobriety Testing Refresher</a>	1/25/2012	MCJA	12	4	48
10956	<a href="#">Physical Fitness Testing Protocols</a>	2/1/2012	MCJA	12	8	96
11057	<a href="#">Intoxilyzer Certification</a>	2/3/2012	Skowhegan	1	8	8
11058	<a href="#">Intoxilyzer Certification</a>	2/4/2012	Rumford	1	8	8
11059	<a href="#">Intoxilyzer Certification</a>	2/6/2012	Lewiston	1	8	8
7128	<a href="#">Methods Of Instruction</a>	2/6/2012	MCJA	20	80	1600
11060	<a href="#">Intoxilyzer Certification</a>	2/7/2012	Lincoln	1	8	8
11061	<a href="#">Intoxilyzer Certification</a>	2/8/2012	Sabattus	1	8	8
11062	<a href="#">Intoxilyzer Certification</a>	2/8/2012	CCSO	8	8	64
11063	<a href="#">Intoxilyzer Certification</a>	2/9/2012	YCSO	1	8	8
11064	<a href="#">Intoxilyzer Certification</a>	2/10/2012	Bar Harbor	5	8	40
11065	<a href="#">Intoxilyzer Certification</a>	2/11/2012	Alfred	1	8	8
10972	<a href="#">Phase I</a>	2/15/2012	On-line	6	40	240
11066	<a href="#">Intoxilyzer Certification</a>	2/15/2012	Baileyville	2	8	16
10973	<a href="#">Law Enforcement Officer Recertification Course</a>	2/15/2012	On-line	4	40	160
11954	<a href="#">Intoxilyzer Certification</a>	2/16/2012	Paris	1	8	8
10942	<a href="#">Physical Fitness Testing Protocols</a>	2/16/2012	MCJA	20	8	160
11091	<a href="#">Intoxilyzer Certification</a>	2/17/2012	Portland	6	8	48
1470	<a href="#">Advanced Roadside Impaired Driving Enforcement</a>	2/21/2012	MCJA	18	16	288
11109	<a href="#">Teen Driving Initiatives</a>	2/22/2012	MCJA	12	8	96
11239	<a href="#">Electronic Speed Measurement Device Operator</a>	2/22/2012	MCJA	41	16	656
10975	<a href="#">Electronic Speed Measurement Device Operator</a>	2/23/2012	MCJA	3	16	48
11112	<a href="#">Standardized Field Sobriety Testing Refresher</a>	2/23/2012	Kennebunk	8	4	32
8922	<a href="#">Standardized Field Sobriety Testing Refresher</a>	2/23/2012	MCJA	23	4	92
11067	<a href="#">Intoxilyzer Certification</a>	2/25/2012	Old Town	1	16	16
11068	<a href="#">Intoxilyzer Certification</a>	2/28/2012	Scarborough	2	16	32

<b>Course #</b>	<b>Course Title</b>	<b>Date</b>	<b>Location</b>	<b>Students attended</b>	<b>Class Hours</b>	<b>Total Hours Trained</b>
11534	<a href="#">Electronic Speed Measurement Device Operator</a>	2/29/2012	MCJA	9	16	144
11113	<a href="#">Standardized Field Sobriety Testing Refresher</a>	3/4/2012	Kittery	2	4	8
11069	<a href="#">Intoxilyzer Certification</a>	3/6/2012	Windham	1	8	8
10988	<a href="#">Phase I</a>	3/7/2012	On-line	1	40	40
10987	<a href="#">Law Enforcement Officer Recertification Course</a>	3/7/2012	On-line	3	40	120
11088	<a href="#">Intoxilyzer Certification</a>	3/9/2012	Southwest Harbor	1	8	8
2849	<a href="#">Law Enforcement Chaplains Program</a>	3/12/2012	MCJA	17	40	680
11089	<a href="#">Intoxilyzer Certification</a>	3/13/2012	Livermore Falls	1	8	8
11070	<a href="#">Intoxilyzer Certification</a>	3/14/2012	South Berwick	5	8	40
11093	<a href="#">Intoxilyzer Certification</a>	3/16/2012	Rumford	9	8	72
10996	<a href="#">Basic Corrections</a>	3/19/2012	YCSO	9	80	720
11780	<a href="#">K-9 Handler Team - Patrol</a>	3/19/2012	MCJA	8	480	3840
11781	<a href="#">K-9 Handler Team - Patrol</a>	3/19/2012	S. Portland	8	480	3840
9509	<a href="#">Terminal Operator Certification</a>	3/19/2012	MCJA	10	40	400
11045	<a href="#">Law Enforcement Officer Recertification Course</a>	3/19/2012	On-line	1	40	40
10974	<a href="#">Advanced Roadside Impaired Driving Enforcement</a>	3/20/2012	MCJA	13	16	208
11047	<a href="#">Phase I</a>	3/21/2012	On-line	3	40	120
11052	<a href="#">Law Enforcement Officer Recertification Course</a>	3/23/2012	On-line	1	40	40
11050	<a href="#">Basic Corrections</a>	3/26/2012	SCSO	7	80	560
11530	<a href="#">Electronic Speed Measurement Device Operator</a>	3/27/2012	Gardiner	1	16	16
11100	<a href="#">Corrections Recertification</a>	3/28/2012	MCJA	1	80	80
11090	<a href="#">Intoxilyzer Certification</a>	3/30/2012	Augusta	4	8	32
11537	<a href="#">Electronic Speed Measurement Device Operator</a>	4/1/2012	Lewiston	1	16	16
7129	<a href="#">Methods Of Instruction</a>	4/2/2012	MCJA	16	80	1280
11087	<a href="#">Intoxilyzer Certification</a>	4/2/2012	Biddeford	1	8	8
11115	<a href="#">Standardized Field Sobriety Testing</a>	4/2/2012	MCJA	2	24	48



<b>Course #</b>	<b>Course Title</b>	<b>Date</b>	<b>Location</b>	<b>Students attended</b>	<b>Class Hours</b>	<b>Total Hours Trained</b>
11118	<a href="#">Standardized Field Sobriety Testing</a>	4/2/2012	MCJA	13	24	312
11955	<a href="#">Intoxilyzer Certification</a>	4/4/2012	Paris	1	8	8
11077	<a href="#">Phase I</a>	4/4/2012	On-line	8	40	320
11076	<a href="#">Law Enforcement Officer Recertification Course</a>	4/4/2012	On-line	2	40	80
11114	<a href="#">Standardized Field Sobriety Testing Refresher</a>	4/5/2012	MCJA	1	4	4
11106	<a href="#">Intoxilyzer Certification</a>	4/5/2012	MCJA	13	8	104
11092	<a href="#">Intoxilyzer Certification</a>	4/6/2012	MCJA	3	8	24
11119	<a href="#">Standardized Field Sobriety Testing</a>	4/9/2012	MCJA	13	24	312
11117	<a href="#">Standardized Field Sobriety Testing</a>	4/9/2012	MCJA	3	24	72
9510	<a href="#">Terminal Operator Certification</a>	4/9/2012	MCJA	10	40	400
11051	<a href="#">Basic Corrections</a>	4/9/2012	MCC	8	80	640
11536	<a href="#">Electronic Speed Measurement Device Operator</a>	4/11/2012	Alfred	1	16	16
11107	<a href="#">Intoxilyzer Certification</a>	4/12/2012	MCJA	13	8	104
11084	<a href="#">Intoxilyzer Certification</a>	4/12/2012	MCJA	3	8	24
11120	<a href="#">Standardized Field Sobriety Testing</a>	4/16/2012	MCJA	14	24	336
11116	<a href="#">Standardized Field Sobriety Testing</a>	4/16/2012	MCJA	1	24	24
11102	<a href="#">Intoxilyzer Instructor Development</a>	4/16/2012	South Portland	1	24	24
11096	<a href="#">Phase I</a>	4/17/2012	On-line	10	40	400
11097	<a href="#">Phase I</a>	4/18/2012	On-line	8	40	320
11105	<a href="#">Intoxilyzer Certification</a>	4/18/2012	Alfred	2	8	16
11095	<a href="#">Law Enforcement Officer Recertification Course</a>	4/18/2012	On-line	1	40	40
11108	<a href="#">Intoxilyzer Certification</a>	4/19/2012	MCJA	12	8	96
10941	<a href="#">Investigating Complaints Of Officer Misconduct</a>	4/19/2012	MCJA	25	16	400
11211	<a href="#">Phase II</a>	4/23/2012	MCJA	14	80	1120
7213	<a href="#">New Chief And Sheriffs Seminar</a>	4/23/2012	MCJA	13	40	520
1868	<a href="#">Basic Corrections</a>	4/23/2012	MCJA	18	80	1440

<b>Course #</b>	<b>Course Title</b>	<b>Date</b>	<b>Location</b>	<b>Students attended</b>	<b>Class Hours</b>	<b>Total Hours Trained</b>
11101	<a href="#">Basic Corrections</a>	4/23/2012	MSP	7	80	560
11137	<a href="#">Intoxilyzer Certification</a>	4/27/2012	Dover-Foxcroft	8	8	64
11550	<a href="#">Electronic Speed Measurement Device Operator</a>	4/30/2012	Orono	1	16	16
11053	<a href="#">Basic Judicial Marshal School</a>	4/30/2012	MCJA	21	40	840
11104	<a href="#">Phase I</a>	5/1/2012	On-line	5	40	200
11776	<a href="#">K-9 Handler Team - Detection</a>	5/3/2012	Rhode Island	2	200	400
11231	<a href="#">Intoxilyzer Certification</a>	5/7/2012	Portland	7	8	56
3438	<a href="#">Basic Crime Scene Investigation</a>	5/14/2012	MCJA	23	40	920
11131	<a href="#">Law Enforcement Officer Recertification Course</a>	5/15/2012	On-line	1	40	40
11132	<a href="#">Phase I</a>	5/16/2012	On-line	6	40	240
11136	<a href="#">Intoxilyzer Certification</a>	5/18/2012	Bangor	1	8	8
11230	<a href="#">Intoxilyzer Certification</a>	5/21/2012	Presque Isle	1	8	8
11229	<a href="#">Intoxilyzer Certification</a>	5/22/2012	Wells	1	8	8
11141	<a href="#">Phase I</a>	5/24/2012	On-line	1	40	40
11149	<a href="#">Phase I</a>	5/25/2012	On-line	25	40	1000
11228	<a href="#">Intoxilyzer Certification</a>	5/25/2012	Fort Kent	1	8	8
11227	<a href="#">Intoxilyzer Certification</a>	5/26/2012	Scarborough	1	8	8
11121	<a href="#">Phase II</a>	5/29/2012	Kittery	20	80	1600
11551	<a href="#">Standardized Field Sobriety Testing Refresher</a>	6/1/2012	Kittery	1	4	4
4362	<a href="#">Firearms Instructor Development</a>	6/4/2012	MCJA	21	80	1680
11226	<a href="#">Intoxilyzer Certification</a>	6/4/2012	Rockland	1	8	8
11138	<a href="#">Firearms Instructor Recertification</a>	6/4/2012	MCJA	19	8	152
11154	<a href="#">Phase I</a>	6/6/2012	On-line	3	40	120
11153	<a href="#">Law Enforcement Officer Recertification Course</a>	6/6/2012	On-line	1	40	40
4711	<a href="#">Firearms Skills Workshop</a>	6/8/2012	MCJA	8	8	64
11224	<a href="#">Leadership And Mastering Performance Management</a>	6/11/2012	MCJA-NCTC	44	40	1760

<b>Course #</b>	<b>Course Title</b>	<b>Date</b>	<b>Location</b>	<b>Students attended</b>	<b>Class Hours</b>	<b>Total Hours Trained</b>
9511	<a href="#">Terminal Operator Certification</a>	6/11/2012	MCJA	8	40	320
7130	<a href="#">Methods Of Instruction</a>	6/11/2012	MCJA	17	80	1360
11852	<a href="#">Standardized Field Sobriety Testing Refresher</a>	6/15/2012	Auburn	4	4	16
11232	<a href="#">Intoxilyzer Certification</a>	6/18/2012	York	10	8	80
11175	<a href="#">Phase I</a>	6/20/2012	On-line	1	40	40
11225	<a href="#">Intoxilyzer Certification</a>	6/22/2012	Winslow	7	8	56
11176	<a href="#">Basic Corrections</a>	6/25/2012	YCSO	9	80	720
11177	<a href="#">Basic Corrections</a>	6/29/2012	MCC	13	80	1040
11316	<a href="#">Phase I</a>	7/3/2012	On-line	2	40	80
11543	<a href="#">Standardized Field Sobriety Testing Refresher</a>	7/6/2012	Kennebunk	1	4	4
11544	<a href="#">Standardized Field Sobriety Testing Refresher</a>	7/10/2012	Lisbon	7	4	28
11712	<a href="#">Intoxilyzer Certification</a>	7/16/2012	Old Town	1	8	8
11554	<a href="#">Phase I</a>	7/18/2012	On-line	1	40	40
11680	<a href="#">Cadre Leadership Development</a>	7/30/2012	MCJA	2	80	160
11238	<a href="#">Intoxilyzer Certification</a>	7/31/2012	Bar Harbor	1	8	8
11547	<a href="#">Intoxilyzer Certification</a>	7/31/2012	Bar Harbor	2	8	16
11673	<a href="#">Phase I</a>	8/1/2012	On-line	5	40	200
11675	<a href="#">Law Enforcement Officer Recertification Course</a>	8/1/2012	On-line	1	40	40
11714	<a href="#">Standardized Field Sobriety Testing Refresher</a>	8/1/2012	Sabattus	3	4	12
11734	<a href="#">Corrections Recertification</a>	8/10/2012	YCSO	1	80	80
11701	<a href="#">Standardized Field Sobriety Testing Refresher</a>	8/10/2012	Kittery	1	4	4
11681	<a href="#">Law Enforcement Officer Recertification Course</a>	8/10/2012	On-line	1	40	40
11700	<a href="#">Standardized Field Sobriety Testing Refresher</a>	8/11/2012	Westbrook	1	4	4
2240	<a href="#">Basic Law Enforcement Training Program</a>	8/13/2012	MCJA	60	720	43200
11689	<a href="#">National White Collar Crime Center</a>	8/13/2012	MCJA	26	40	1040
11685	<a href="#">Phase I</a>	8/15/2012	On-line	4	40	160

<b>Course #</b>	<b>Course Title</b>	<b>Date</b>	<b>Location</b>	<b>Students attended</b>	<b>Class Hours</b>	<b>Total Hours Trained</b>
11686	<a href="#">Law Enforcement Officer Recertification Course</a>	8/15/2012	MCJA	2	40	80
11690	<a href="#">Law Enforcement Officer Recertification Course</a>	8/17/2012	On-line	1	40	40
11765	<a href="#">K-9 Handler Team - Detection</a>	8/27/2012	MCJA	6	320	1920
11711	<a href="#">Intoxilyzer Certification</a>	8/27/2012	Rockland	1	8	8
11209	<a href="#">Conducting Complete Traffic Stops</a>	8/27/2012	MCJA-NCTC	46	16	736
11704	<a href="#">Phase I</a>	8/31/2012	On-line	1	40	40
11216	<a href="#">Drug Recognition Expert Refresher Training</a>	9/4/2012	MCJA	48	8	384
11696	<a href="#">Basic Juvenile Corrections</a>	9/4/2012	S. Portland	11	80	880
11707	<a href="#">Phase I</a>	9/5/2012	On-line	12	40	480
11169	<a href="#">Interview And Interrogation</a>	9/5/2012	MCJA-NCTC	38	24	912
11768	<a href="#">Intoxilyzer Certification</a>	9/10/2012	Rockland	1	8	8
11702	<a href="#">Basic Corrections</a>	9/10/2012	MCC	9	80	720
11894	<a href="#">Intoxilyzer Certification</a>	9/16/2012	LC SO	1	8	8
11197	<a href="#">Terminal Operator Certification</a>	9/17/2012	MCJA	10	40	400
11219	<a href="#">Basic Corrections</a>	9/17/2012	MCJA	12	80	960
11785	<a href="#">Basic Corrections</a>	9/17/2012	MSP	8	80	640
11725	<a href="#">Law Enforcement Officer Recertification Course</a>	9/19/2012	On-line	2	40	80
11715	<a href="#">Technology for Teachers</a>	9/19/2012	MCJA	16	24	384
11771	<a href="#">Intoxilyzer Certification</a>	9/21/2012	Ogunquit	1	8	8
11166	<a href="#">Urban Rifle Instructor Development</a>	9/24/2012	MCJA	19	40	760
11773	<a href="#">Intoxilyzer Certification</a>	10/1/2012	Old Orchard Beach	1	8	8
11786	<a href="#">Standardized Field Sobriety Testing</a>	10/1/2012	MCJA	1	24	24
11787	<a href="#">Standardized Field Sobriety Testing</a>	10/1/2012	MCJA	20	24	480
11863	<a href="#">Forensic Statement Analysis</a>	10/2/2012	MCJA-NCTC	21	24	504
11772	<a href="#">Intoxilyzer Certification</a>	10/3/2012	Gray	1	8	8
11777	<a href="#">Intoxilyzer Certification</a>	10/4/2012	MCJA	20	8	160

<b>Course #</b>	<b>Course Title</b>	<b>Date</b>	<b>Location</b>	<b>Students attended</b>	<b>Class Hours</b>	<b>Total Hours Trained</b>
11770	<a href="#">Intoxilyzer Certification</a>	10/4/2012	MCJA	1	8	8
11788	<a href="#">Standardized Field Sobriety Testing</a>	10/8/2012	MCJA	20	24	480
11170	<a href="#">Drug Interdiction And Identification</a>	10/9/2012	MCJA-NCTC	47	24	1128
11895	<a href="#">Intoxilyzer Certification</a>	10/10/2012	Gray	1	8	8
11775	<a href="#">Intoxilyzer Certification</a>	10/11/2012	MCJA	20	8	160
11769	<a href="#">Intoxilyzer Certification</a>	10/15/2012	Orono	1	8	8
11789	<a href="#">Standardized Field Sobriety Testing</a>	10/15/2012	MCJA	20	24	480
11199	<a href="#">Terminal Operator Certification</a>	10/15/2012	MCJA	9	40	360
11726	<a href="#">Basic Corrections</a>	10/15/2012	CCSO	7	80	560
11753	<a href="#">Basic Corrections</a>	10/15/2012	SCSO	13	80	1040
11171	<a href="#">Police Training Officer Course</a>	10/15/2012	MCJA	15	40	600
11774	<a href="#">Intoxilyzer Certification</a>	10/16/2012	Rumford	5	8	40
11761	<a href="#">Phase I</a>	10/17/2012	On-line	2	40	80
11849	<a href="#">Intoxilyzer Instructor Development</a>	10/18/2012	MCJA	1	24	24
11779	<a href="#">Intoxilyzer Certification</a>	10/18/2012	MCJA	20	8	160
11853	<a href="#">Standardized Field Sobriety Testing Refresher</a>	10/22/2012	Portland	8	4	32
11897	<a href="#">Intoxilyzer Certification</a>	11/5/2012	Oxford	7	8	56
11215	<a href="#">Grant Writing</a>	11/5/2012	MCJA-NCTC	12	40	480
11846	<a href="#">Law Enforcement Officer Recertification Course</a>	11/7/2012	On-line	1	40	40
11844	<a href="#">Phase I</a>	11/7/2012	On-line	4	40	160
11904	<a href="#">Intoxilyzer Instructor Development</a>	11/8/2012	MCJA	1	24	24
11896	<a href="#">Intoxilyzer Certification</a>	11/9/2012	Sebec	1	8	8
11841	<a href="#">Basic Corrections</a>	11/13/2012	MSP	13	80	1040
11854	<a href="#">Law Enforcement Officer Recertification Course</a>	11/14/2012	On-line	1	40	40
11855	<a href="#">Intoxilyzer Certification</a>	11/14/2012	KCSO	1	8	8
11867	<a href="#">Electronic Speed Measurement Device Operator</a>	11/20/2012	MCJA	62	16	992

Course #	Course Title	Date	Location	Students attended	Class Hours	Total Hours Trained
11874	<a href="#">Electronic Speed Measurement Device Operator</a>	11/26/2012	MCJA	1	16	16
11862	<a href="#">Basic Corrections</a>	11/26/2012	MCC	3	80	240
11864	<a href="#">Basic Corrections</a>	11/26/2012	YCSO	5	80	400
11722	<a href="#">A Crash Course for First Time Manager/Supervisor</a>	11/28/2012	MCJA	45	8	360
11898	<a href="#">Basic Juvenile Corrections</a>	12/3/2012	S. Portland	1	80	80
11214	<a href="#">Crash Refresher Training and Exam</a>	12/4/2012	MCJA	39	16	624
11183	<a href="#">Forensic Statement Analysis</a>	12/4/2012	MCJA	38	24	912
11905	<a href="#">Intoxilyzer Instructor Development</a>	12/5/2012	PCSO	1	24	24
11856	<a href="#">Intoxilyzer Instructor Mandatory Updates</a>	12/7/2012	MCJA	20	4	80
11892	<a href="#">Intoxilyzer Certification</a>	12/10/2012	Wiscasset	1	8	8
11201	<a href="#">Terminal Operator Certification</a>	12/10/2012	MCJA	9	40	360
11185	<a href="#">Civil Rights Officer Training</a>	12/12/2012	Augusta	49	8	392
11857	<a href="#">Intoxilyzer Instructor Mandatory Updates</a>	12/12/2012	MCJA	26	4	104
11877	<a href="#">Phase I</a>	12/13/2012	On-line	1	40	40
11893	<a href="#">Intoxilyzer Certification</a>	12/17/2012	MCJA	1	8	8
11858	<a href="#">Intoxilyzer Instructor Mandatory Updates</a>	12/18/2012	MCJA	23	4	92
11879	<a href="#">Phase I</a>	12/19/2012	On-line	16	40	640
11940	<a href="#">Intoxilyzer Certification</a>	12/20/2012	Camden	2	8	16
11884	<a href="#">Law Enforcement Officer Recertification Course</a>	12/21/2012	On-line	1	40	40
11886	<a href="#">Law Enforcement Officer Recertification Course</a>	12/26/2012	On-line	1	40	40
11938	<a href="#">Intoxilyzer Certification</a>	12/30/2012	Newport	1	8	8
<b>Total Classes</b>				<b>Total Students attended</b>	<b>Total Class Hours</b>	<b>Total Hours Trained</b>
214				1780	6572	55084

## **APPENDIX D**

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



## MAINE CRIMINAL JUSTICE ACADEMY 2012 IN-SERVICE REGIONAL TRAINING

LAW ENFORCEMENT TRAINING REGIONS	COURSES	OFFICERS	TOTAL HOURS
York County Training Council ( <b>Region 1</b> )	15	515	5,995
Cumberland County Training Council ( <b>Region 2</b> )	10	686	6,356
Western Maine Training Council ( <b>Region 3</b> )	8	185	370
Central Maine Training Council ( <b>Region 4</b> )	0	0	0
Penobscot / Piscataquis County Regional Training Council ( <b>Region 5</b> )	3	88	468
Mid-Coast Training Council ( <b>Region 6</b> )	1	14	42
Downeast Training Council ( <b>Region 7</b> )	0	0	0
Aroostook County Training Council ( <b>Region 8</b> )	1	20	40

TRAINING YEAR	COURSES	OFFICERS	TOTAL HOURS
<b>2012 TOTALS</b>	<b>38</b>	<b>1508</b>	<b>13,271</b>
<b>2011 TOTALS</b>	<b>31</b>	<b>618</b>	<b>4,180</b>
<b>2010 TOTALS</b>	<b>47</b>	<b>927</b>	<b>3,894</b>
<b>2009 TOTALS</b>	<b>49</b>	<b>937</b>	<b>3,864</b>
<b>2008 TOTALS</b>	<b>158</b>	<b>3,702</b>	<b>10,190</b>
<b>2007 TOTALS</b>	<b>103</b>	<b>3,034</b>	<b>12,241</b>
<b>2006 TOTALS</b>	<b>125</b>	<b>3,466</b>	<b>10,361</b>

Regional In-service Training reported to the Academy has significantly gone down since 2007. 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.

## **APPENDIX E**

### **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.

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

Paul R. LePage  
Governor

Joseph Ponte  
Commissioner

March 5, 2013

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 for the Department of Corrections, Community Corrections.

**Adult Community Corrections 2012**

Infectious Disease Control	1 hr.
Fire Extinguisher	.5 hr.
Hazardous Communications	.5 hr.
Prison Rape Elimination Act	1 hr.
Ethics	2 hrs.
Workplace Harassment	1.5 hrs.
CORIS Overview	4 hrs.
Time Management	2 hrs.
Officer Safety & Hostage Survival	4 hrs.
Mechanics of Arrest, Restraint & Control	4 hrs.
New Law Updates	2 hrs.
Graduated Sanctions	8 hrs.
Firearms	7 hrs.
Policy Review	4 hrs.
Adolescent Brain Training	6 hrs.
<b>Total</b>	<b>47.5</b>

**Juvenile Community Corrections 2012**

Infectious Disease Control	1 hr.
Fire Extinguisher	.5 hr.
Hazardous Communications	.5 hr.
CPR/First Aid	6 hrs.
Human Resource Review	2 hrs.
MOAB	4 hrs.
Officer Safety & Hostage Survival	4 hrs.
OC Spray/Handcuffing	4 hrs.
Responsivity	2 hrs.
LSI Refresher /Case Planning	6 hrs.
Prison Rape Elimination Act	1 hr.
Ethics	1 hr.
New Law Update	2 hrs.
Motivational Interviewing	2 hrs.
Education Laws & Client Rights	4 hrs.
Workplace Harassment	1.5 hrs.
Trauma/Brain Development	12 hrs.
<b>Total</b>	<b>61.5</b>

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,



Bartlett Stoodley  
Associate Commissioner/Juvenile Services



**APPENDIX F**

**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, workshops, 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**

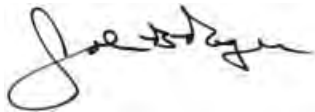
- \* Understand the role of the Academy and the Council.
- \* Work with the Academy/Council in identifying training needs.
- \* Examine resources and prior evaluations in establishing courses.
- \* Coordinate need for training with the Training Manager/Academy and local agencies to determine number of 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

A handwritten signature in black ink, appearing to read "John B. Rogers", written in a cursive style.

John B. Rogers, Director

DISTRIBUTION: MCJA Staff