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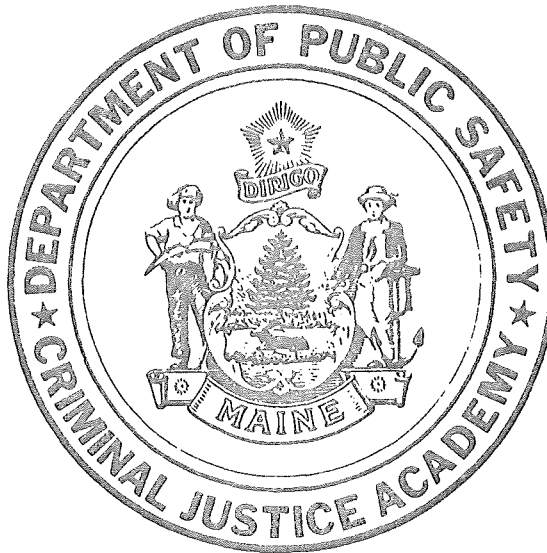
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WATERVILLE, MAINE 04901

ADMINISTRATIVE PROVISIONS

JANUARY 1986

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PART I

MANDATORY TRAINING ACT

Title 25

§ 2801. Maine Criminal Justice Academy; purpose

There is created within the Department of Public Safety a law enforcement and criminal justice training facility to be known as the "Maine Criminal Justice Academy" which shall be established at some convenient and suitable place in the Augusta area.

The purpose of the Maine Criminal Justice Academy shall be to provide a central training facility for all law enforcement and corrections personnel of the State and also for criminal justice personnel. The Academy shall serve to promote the highest levels of professional law enforcement performance and to facilitate coordination and cooperation between various law enforcement and criminal justice agencies.

§ 2802. Board of Trustees

There is created a Board of Trustees for the Academy consisting of 15 members as follows: The Commissioner of Public Safety, ex officio, the Attorney General, ex officio, the Game Warden Colonel in the Department of Inland Fisheries and Wildlife and the Commissioner of Corrections, ex officio, and the following to be appointed by the Governor: A commissioned officer of the State Police, a county sheriff, a chief of a municipal police department, 2 officers of municipal police departments, an educator, a representative from a criminal justice agency not involved in the general enforcement of Maine criminal laws, a representative of a federal law enforcement agency, a citizen, a municipal officer and one non-supervisory corrections officer representing a state or county correctional facility.

The Commissioner of Public Safety or his designee, the Attorney General or his designee, and the Commissioner of Corrections or his designee, shall be members of the Board during their term of office. All of the other members of the Board shall serve for a term of 3 years. Members of the Board shall serve without compensation, except they shall be reimbursed for their actual expenses incurred in the performance of their duties. Any vacancy on the Board of Trustees shall be filled in the same manner as the original appointment, but for the unexpired term.

§ 2803. Powers and duties

The Board of Trustees of the Academy shall have the following powers and duties:

1. Training and certification of deputy sheriffs and local law enforcement officers. In accordance with the provisions of section 2805 to set standards for admission to the Academy, set requirements for graduation from the Academy, prescribe curriculum and certify both graduates of the Academy and persons for whom the Board of Trustees have waived the requirements of section 2805.

The Board of Trustees may not set standards for admission to the Academy until July 1, 1990, for persons required to be trained pursuant to Title 30, section 6210, subsection 4, which standards are higher than those in force on the effective date of Title 30, section 6210, subsection 4;

- 1-A. Certification of police chiefs. To certify and set standards for certification of Maine police chiefs;
2. Training and certification of sheriffs. To establish suitable training programs for sheriffs within the curriculum, set requirements for graduation of sheriffs from the Academy and certify sheriffs who graduate from the Academy;
- 2-A. Training and certification of corrections personnel. In accordance with section 2805, to approve training programs for corrections officers, including prescription of curriculum and setting of standards for graduation from those approved programs and certification of persons graduating from the basic training course prescribed in section 2805, subsection 1;
3. Training and certification of State Police enlisted personnel. With the approval of the Chief of the State Police, to establish suitable training programs for enlisted personnel of the State Police and set requirements for graduation of such personnel from the Academy. The Board shall certify State Police enlisted personnel who graduate from the Academy;
4. Other training programs. To establish, within the limits of funds available and with the approval of the Commissioner, additional training programs considered to be beneficial to law enforcement officers, corrections officers and criminal justice personnel;
5. Establish fees. To establish, with the approval of the Commissioner, reasonable fees for attendance in order to defray part of the costs of operation of the Academy;
6. Formulate a budget. To formulate a budget for the Academy, which shall be presented to the Commissioner for his approval and inclusion in the budget of the Department of Public Safety;
7. Accept funds and grants. With the approval of the Commissioner, to accept such federal funds or grants as may be available to carry out the purposes of the Academy;
8. Acquire facilities. With the approval of the Commissioner, to lease, rent or acquire adequate facilities to conduct the Academy's training programs;
9. Certification of instructors. To certify and set standards for certification of law enforcement and criminal justice instructors to be used in all Academy basic and in-service training programs as required by the Trustees and over which the Trustees have statutory control;

10. Revocation or suspension of certification. To revoke or suspend a certificate issued under this chapter, pursuant to section 2806; and
11. Provide assistance and materials. May provide to municipal and county officers and municipal and county law enforcement officers any assistance or instructional materials the Board deems necessary to fulfill the purposes of this chapter and Title 30, sections 951 and 2365.

§ 2804. Meetings

The Board of Trustees shall meet at such time or times as may be reasonably necessary to carry out their duties, but it shall be at least once in each calendar quarter at such place and time as the Board shall determine and it shall meet at the call of the Chairman. The Board shall organize annually by electing a Chairman, Vice-Chairman and Secretary from among its members.

§ 2804-A. Director; appointment, powers and duties

The Commissioner of Public Safety, with the approval of the Board of Trustees, shall appoint a Director, who shall be the administrator of the Academy. Qualifications of the Director shall be established by the Commissioner and the Board jointly. The salary of the Director shall be established by the Commissioner and the Board jointly. The Director may be dismissed for cause by the Commissioner with the approval of the Board.

The Director shall have the duty to plan, direct and supervise the day-to-day operation of the Academy and shall be charged with the responsibility of carrying out the policy and procedures established by the Board.

The Director shall employ, within the limits of funds available, with the approval of the Board and the Commissioner and subject to the Personnel Law, such personnel as may be reasonably necessary to carry out the purposes of the Academy.

§ 2805. Qualifications

1. Basic Training. As a condition to the continued employment of any person as a full-time law enforcement officer by a municipality or county, that person shall successfully complete, within the first 6 months of his employment, a basic training course at the Maine Criminal Justice Academy. The Board of Trustees, under extenuating and emergency circumstances in individual cases, may extend that period for not more than 90 days. In addition, the Board of Trustees may waive in individual cases such basic training requirement when the facts indicate that an equivalent course has been successfully completed. This section shall not apply to any person employed as a full-time local law enforcement officer in a municipality on September 23, 1971, or in a county on July 1, 1972.

As a condition to the continued employment of any person as a full-time corrections officer, as defined in subsection 2, paragraph C, by a municipality or county or by the State, the person shall successfully complete, within the first 6 months of his employment as a corrections officer, a basic training course of not less than 80 hours as approved by the Maine Criminal Justice Academy. The Board of Trustees, under extenuating and emergency circumstances in individual cases, may extend the period allowed for training for not more than 90 days. In addition, the Board of Trustees may, in individual cases, waive basic training requirements when the facts indicate that an equivalent course has been successfully completed in another state or federal jurisdiction within the last 2 years. This paragraph shall apply to any person employed as a full-time corrections officer as of the effective date of this paragraph, except that full-time corrections officers shall be exempt from the 12-months' requirement but shall successfully complete the basic training on or before January 1, 1980. Administrators of facilities where there are corrections officers who are not full-time, as defined in subsection 2, paragraph C, are encouraged to develop an orientation program for those persons.

2. Definitions. For the purposes of this section:

- A. "Full-time" means employment with the reasonable expectation of earning at least \$6,000 in any one calendar or fiscal year for performing law enforcement duties.
- B. "Local law enforcement officers" shall mean all persons empowered by a municipality or county to serve criminal processes and to arrest and prosecute offenders of the law.
- C. "Full-time corrections officer" means employment with the reasonable expectation of earning at least \$6,000 in any one calendar or fiscal year for performing corrections officer duties. "Corrections officer" means as follows:
 - (1) For state agencies, the following class titles and their successor titles: Training School Counselor I and II; Training School Counselor Supervisor; Corrections Officer I, II and III; Guard; Guard Sergeant; Guard Lieutenant and Guard Captain; and
 - (2) For county, municipal and other agencies subject to this chapter, the Maine Criminal Justice Academy shall define the term "corrections officer."

3. In-service training. As a condition to the continued employment of any person as a full-time local law enforcement officer by any municipality or county, or any person as a full-time corrections officer by any municipality or county or by the State, said person shall be enrolled in an in-service training program conducted by the agency by which he is employed, the Maine Criminal Justice Academy or a program approved by the Board of Trustees. The

content of and time period in which such in-service training shall take place shall be established by the Board of Trustees. The in-service training for corrections officers shall be no less than 20 hours per year for each year of employment succeeding the initial training.

4. Employment list. Within 30 days of the close of each calendar year, the highest elected official of each political subdivision and the head of each State department and agency employing corrections officers subject to this chapter shall provide the Academy Board of Trustees with a list of the names and dates of employment of all full-time law enforcement and corrections officers covered by this section. The official department and agency head shall further maintain records regarding the basic and in-service training of corrections officers, as provided for in subsections 1 and 3.

Whenever a full-time local law enforcement officer or a full-time corrections officer is newly appointed, such highest elected official, or department and agency head, shall send notice of appointment within 30 days to the Trustees on a form approved for that purpose. The form shall be deemed an application for admission to the Academy for any officer who is required to be trained by this chapter.

§ 2805-A. Standards for reserve and other part-time law enforcement officers.

1. Purpose. The purpose of this section is to establish standards and training programs for reserve and other part-time law enforcement officers and to certify these officers.
2. Powers and duties. The Board of Trustees of the Maine Criminal Justice Academy shall have the following powers and duties.
 - A. The Board of Trustees shall establish standards of admission to training for reserve and part-time officers which may include, but are not limited to, standards of work experience and physical and mental condition. The Board of Trustees may also establish educational standards but shall not establish graduation from high school as a standard.
 - B. The Board of Trustees shall approve training programs for the purpose of qualifying reserve and part-time officers, including prescription of curriculum and setting standards for graduation from such programs and for certification as a reserve or part-time officer. In addition, the Academy may approve other training programs for reserve and part-time officers.

The Board of Trustees shall certify in writing any person who, subsequent to the effective date of this section, has satisfied the requirements for certification it has established.

The Board of Trustees may certify in writing without requiring additional training or testing a person who, prior to the effective date of this section, has completed a training program substantially similar to the training requirement established by the Board of Trustees and who substantially meets all other requirements for certification at the time of his certification.

The Board of Trustees may certify in writing by requiring additional training or testing only in selected subjects a person who, prior to the effective date of this section, has completed a training program substantially similar to the training requirement established by the Academy, except for training in those selected subjects, and substantially meets all other requirements for certification at the time of his certification. An example of such a person would be one who, in addition to meeting other requirements, completed a training course in another state which is substantially similar to the course required by this section, except for instruction of the criminal and traffic law of the other state.

- C. The Board of Trustees may establish fees to be assessed for testing and certification in order to defray part of the costs of operation of this section and may accept grants from governmental and nongovernmental sources for this purpose.
 - D. The Board of Trustees shall maintain a roster of all currently certified reserve and part-time officers. The roster shall be available for inspection during regular working hours by the public at the Academy.
3. Standards and training requirements. The standards and training requirements established and approved by the Board of Trustees shall not be greater than the standards and training requirements required for full-time law enforcement officers employed in the jurisdiction for which a reserve or part-time officer is training to be employed.

The Board of Trustees may establish different standards and training requirements for a municipality or classes of municipalities and for a county sheriff's department or classes of sheriffs' departments. The Board of Trustees may establish classes of reserve or part-time officers, which reflect attainment of different levels of standards and training, provided that these levels relate to the different requirements of a municipality or classes of municipalities and a county sheriff's department or classes of county sheriffs' departments.

4. Certification required. As a condition to the continued employment of any person as a reserve or part-time law enforcement officer by a municipality or county, except a law enforcement officer without the power to arrest and without the authority to carry a weapon, the person must receive from the Academy, within the first 6 months of his employment, certification or a waiver of

certification as a reserve or part-time law enforcement officer. The Board of Trustees, under extenuating and emergency circumstances in individual cases, may extend this period for not more than 90 days.

5. Employment list. Within 30 days of the close of each calendar year, the highest elected official of each political subdivision shall provide the Academy Board of Trustees with a list of the names and dates of employment of all reserve and part-time law enforcement officers covered by this section.

Whenever a reserve or part-time local law enforcement officer is newly appointed, such highest elected official, or department and agency head, shall send notice of appointment within 30 days to the Trustees on a form approved for that purpose. The form shall be deemed an application for admission to the training program or for other certification as required by this section.

6. Transition. The provisions of this section that apply to the required training and certification of part-time and reserve law enforcement officers shall become effective on January 1, 1986. This subsection shall not be construed to mean that the date for training and certification is extended for persons newly employed by a municipality or county as law enforcement officers. Any person newly employed by a municipality or county as a part-time or reserve law enforcement officer on or after September 23, 1983, shall be required, within the first year of employment, to obtain the required training or certification by the Maine Criminal Justice Academy, as provided in this section.

§ 2806. Enforcement provision.

1. Suspension or revocation. The Board of Trustees:
 - A. May suspend the right to enforce the criminal laws of the State or to act as a corrections officer of any person found in violation of section 2805, subsection 1.
 - B. May suspend or revoke the certificate issued pursuant to section 2803, 2805 or 2805-A of any person who:
 - (1) Has been found guilty of murder or any Class A, Class B or Class C crime;
 - (2) Has been found guilty of any crime in this or another jurisdiction for which the maximum term of imprisonment prescribed by law exceeds one year; or
 - (3) Has been found guilty of any crime in this or another jurisdiction for which the maximum term of imprisonment prescribed by law is not less than 6 months and which involves moral turpitude; and

- C. Shall investigate a complaint, on its own motion or otherwise, regarding the failure of a law enforcement or corrections officer to comply with the requirements of section 2805, subsection 3, and any rules promulgated pursuant thereto. The Board may, upon notice, conduct an informal conference with the officer. If the Board finds that the factual basis of the complaint is true and that further action is warranted, it may take the following action:
 - (1) Enter into a consent agreement with the officer, which agreement may contain provisions to insure compliance, including voluntary surrender of the certificate and terms and conditions of recertification, or
 - (2) Refer the complaint to the Attorney General for action in the Administrative Court.
- 2. Procedure. For action taken by the Board under subsection 1, the procedure shall be as follows:
 - A. For paragraph A, in accordance with Title 5, chapter 375, subchapter IV;
 - B. For paragraph B, if the officer is employed as a law enforcement officer, upon petition of the chief administrative officer of the employing agency, in accordance with Title 5, section 10004; and
 - C. For paragraph C, in accordance with Title 5, chapter 375, subchapter VI.
- 3-A. Judicial review; stay of revocation. Any party aggrieved by a final decision of the Board of Trustees shall be entitled to judicial review in accordance with the Maine Administrative Procedure Act, Title 5, chapter 375, subchapter VII. Notwithstanding Title 5, section 11004, no suspension of law enforcement powers, nor any prohibition of employment as a corrections officer, shall become effective until 30 days after receipt of notice of the final decision by the party so aggrieved. If the aggrieved party shall petition the Superior Court for review within such 30-day period, no suspension shall take effect until the petition is heard in the Superior Court.
- 4-A. Injunction. In the event of any continued violation of section 2805 subsequent to a final decision by the Board of Trustees or judicial review by the Superior Court, the Attorney General may institute injunction proceedings to enjoin that continued violation.

§ 2807. Municipal reports of dismissed law enforcement officers

In the event that a law enforcement officer has resigned from or been dismissed from his position in a municipality or county for having been convicted of a Class A, Class B, Class C or Class D crime, the municipal officers or their designee or the county commissioners or their designee

shall expeditiously notify the Director of the Maine Criminal Justice Academy with the name of the convicted law enforcement officer, the class of crime committed, the date the offense was committed and a brief description of the crime.

For the purpose of this section, law enforcement officer means a full-time or part-time police officer, special police officer, constable, sheriff or deputy sheriff.

The Director of the Maine Criminal Justice Academy shall maintain a list of all the persons reported under this section which shall be made available to any municipality or county or to the State for the purpose of hiring law enforcement officers.

§ 2807-A. Sharing of training costs.

1. Definitions. As used in this section, unless the context otherwise indicates, the following terms have the following meanings:
 - A. "Governmental entity" means the State, or any cities, towns, plantations or counties.
 - B. "Training" means the initial basic training provided to part or full-time law enforcement officers by the Maine Criminal Justice Academy, as described in Title 25, section 2805, subsection 1 and section 2805-A.
 - C. "Training costs" means the full cost of the salary paid to the officer while in training, the full cost of the tuition charged by the Maine Criminal Justice Academy, plus any overtime paid to others to provide police protection during the officer's absence. In determining training costs, charges for overtime, when they are applicable, shall always be calculated as 25% of the salary paid to the officer while in training.
2. Reimbursement for training costs. Whenever a law enforcement officer, trained at the Maine Criminal Justice Academy on or after September 1, 1983, while on the payroll of a particular governmental entity, is subsequently hired by another governmental entity within 3 years of his graduation from the Academy, the governmental entity shall reimburse the first governmental entity according to the following formula:
 - A. If the officer is hired by the other governmental entity during the first year after his graduation, that governmental entity shall reimburse the first governmental entity the full cost of the training costs.
 - B. If the officer is hired by the other governmental entity during the second year after his graduation, that governmental entity shall reimburse the first governmental entity 2/3 of the training costs.

- C. If the officer is hired by the other governmental entity during the third year after his graduation, that governmental entity shall reimburse the first governmental entity 1/3 of the training costs.
- D. If the officer graduated more than 3 years before subsequently being hired by the other governmental entity, the governmental entity shall not be obligated to reimburse the first governmental entity.

If the officer is subsequently hired by additional governmental entities within 3 years of his graduation from the Academy, each of those governmental entities shall be liable to the governmental employer immediately preceding it for the training costs paid by that governmental entity under this subsection. The extent of financial liability shall be determined according to the formula established by this subsection.

Reimbursement shall not be required when the trained officer hired by a governmental entity had his employment with a prior governmental entity terminated at the discretion of the governmental entity.

LIQUOR ENFORCEMENT TRAINING ACT

Title 28

§ 59. Bureau of Liquor Enforcement

1. Bureau of Liquor Enforcement. The enforcement division of the State Liquor Commission shall be the Bureau of Liquor Enforcement with the Department of Public Safety, as heretofore created. The Commissioner of Public Safety, shall appoint as Director of the Bureau of Liquor Enforcement a person experienced in law enforcement or enforcement of liquor laws, who may be removed for cause by the Commissioner. The director, subject to the Personnel Law, may appoint as many inspectors as may be found necessary. The inspectors shall be under the direct supervision and control of the director.

Notwithstanding any other provisions of law, the Department of Public Safety shall be responsible for the enforcement of all liquor laws and the rules and regulations of the commission.

All business and financial records of licensees shall be confidential.

2. Enforcement powers. An inspector appointed under this section shall have the duty and authority to enforce the provisions of this Title, of Title 17, chapter 69, and of Title 29, section 2182. For the purpose of enforcing these provisions, he shall have the same powers throughout the several counties of the State as sheriffs have in their respective counties to investigate and prosecute violations, to execute warrants, to serve process and to arrest offenders.
3. Other enforcement powers. In addition to the authority in subsection a, a liquor inspector shall have the authority to arrest without a warrant any person who has committed or is committing any other crime in his presence. An arrest made pursuant to this authority shall be made at the time of the criminal conduct, or some part thereof, or within a reasonable time thereafter. This authority shall be exercised only by a liquor inspector who has completed the basic training course for liquor inspectors at the Maine Criminal Justice Academy or for whom the basic training course or a portion thereof has been waived by the Board of Trustees of the Academy because of successful completion of equivalent training.

MAINE STATE RAILROAD POLICE ACT

Title 35

§ 1301. Short title

This Act shall be known and may be cited as the "Maine State Railroad Police Act."

§ 1302. Definitions

As used in this chapter, unless the context otherwise indicates, the following words shall have the following meanings.

1. Qualified person. "Qualified person" means a person who:
 - A. Has met all the education and training requirements as outlined under the Mandatory Training Act, Title 25, section 2805; and
 - B. Is of good moral character and has no record of conviction of a serious crime;

provided the qualification and in-service training requirements of paragraph A shall not apply to any individual who was employed on a full time basis by a railroad as a police officer on the date this Act becomes law.

2. Railroad; railroads; railway company. "Railroad," "Railroads" or "Railway company" or any combination of such words means a corporation engaged as a common carrier in the furnishing or sale of transportation by railroad, if subject to the jurisdiction of the Interstate Commerce Commission.

§ 1303. Appointment

The Commissioner of Public Safety shall have the authority to commission and rescind the commissions of all railroad police officers in the State of Maine. The Commissioner may commission and rescind the commissions of railroad police officers recommended and appointed by the chief police officer, or in his absence the chief operating officer of any railroad located wholly or partially within the State. Railroad police officers shall be subject to the existing rules and regulations of the Commissioner. Nothing contained in this Act shall have the effect to relieve any such railroad from civil liability for acts of a policeman in exercising or attempting to exercise the powers conferred by this Act.

§ 1304. Oath of office

Each policeman so appointed and commissioned shall, before entering upon the duties of his office, take an oath of office administered by the Commissioner.

§ 1305. Powers

Each policeman shall have the authority in all cases in which the rights of the appointing railroad are involved to exercise within this State all powers, including the powers of arrest and the carrying of firearms, for the reasonable purpose of his office.

§ 1306. Disposition of persons arrested

The keepers of jails, lockups and station houses in any county, city or town, shall receive all persons arrested by railroad police for the commission of any offense against the laws of this State, or the ordinances of any such city or town, to be dealt with according to law, and persons arrested shall be received by keepers of jails, lockups or station houses and such persons shall have the same status as other persons arrested by any other police or peace officer of this State.

§ 1307. Carrying of shield

Each policeman so appointed and commissioned shall, when on duty, carry a shield or star with the words "Police," "Railroad Police" or "Railway Police," and the name of the appointing railroad inscribed thereon. The shield or star shall be of uniform design. This shield or star shall be worn in plain view when in uniform. Such policeman shall also carry, when on duty, an identification card issued by the appointing railroad.

§ 1308. Compensation and training

The railroad to which each railroad police officer is assigned shall be responsible for the compensation and financial cost of training of railroad police officers.

§ 1309. Reciprocity

In order to more effectively carry out the purposes of this Act, the Governor of this State, referred to as the empowering State, may enter into a reciprocal agreement with the Governor of any other state, referred to as the reciprocal state, subject to any regulations prescribed under such agreement, empowering a railroad policeman with the right to perform any police function that can be lawfully exercised by a police officer of the reciprocal state relating to the detection and apprehension of any person committing an offense or offenses against the empowering or the reciprocal state, but only to the extent that such offense is, or offenses are, committed on property owned, operated or maintained by the appointing railroad or committed against property owned or in the possession of such railroad.

§ 1310. Termination of authority

Upon termination of employment of any railroad policeman, the powers of such policeman shall cease and terminate. Within 10 days after such termination, the appointing railroad shall, through its designated chief police officer or, in the absence of a chief police officer, its chief operating officer, file a notice of termination of employment of such individual with the Commissioner of Public Safety.

PART II

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PART II

ADMINISTRATIVE RULES

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227 MAINE CRIMINAL JUSTICE ACADEMY BOARD OF TRUSTEES

Chapter 1 GENERAL PROVISIONS

Summary: Chapter 1 of the Maine Criminal Justice Academy Board of Trustees' rules sets out the objectives of the rules and defines terms used therein.

1. Objectives. The objectives of the Maine Criminal Justice Academy Board of Trustees are:
 - A. To raise the level of competence of law enforcement officers
 1. by establishing minimum standards for training, and
 2. by providing or certifying law enforcement training courses;
 - B. To raise the the level of competence of corrections officers
 1. by establishing minimum standards for training, and
 2. by providing or certifying corrections training courses.
 - C. To promote cooperation among agencies at all levels of the criminal justice system.
2. Definitions.
 - A. "Academy" refers to the Maine Criminal Justice Academy, the central training facility for law enforcement, corrections, and criminal justice personnel in the State of Maine.
 - B. "Act" refers to 25 M.R.S.A. §§ 2801-2807-A.
 - C. "Basic Training Course" refers to the course of instruction for full-time law enforcement and corrections officers conducted at the Maine Criminal Justice Academy pursuant to 25 M.R.S.A. § 2805.
 - D. "Board" refers to the Board of Trustees of the Maine Criminal Justice Academy as created pursuant to the provisions of 25 M.R.S.A. § 2802.
 - E. "Chairman" refers to the Chairman of the Board of Trustees as elected by the Board pursuant to 25 M.R.S.A. § 2804.

- F. "Corrections Officer" for county, municipal and other agencies refers to an employee whose primary duties are the control, custody and care of individuals who are detained or sentenced to a municipal, county or state detention or correctional facility. For the purpose of this definition, this shall not include individuals who are solely performing program services and who have no security responsibilities.
- G. "Department Head" refers to a Chief of Police, Sheriff, Warden or Chief Administrator of any law enforcement or correctional unit of the State.
- H. "Director" refers to the Director of the Maine Criminal Justice Academy, as appointed by the Commissioner of Public Safety with the approval of the Board, pursuant to 25 M.R.S.A. §2804-A.
- I. "Exemption." The provisions of the "Act" do not apply to any person who was employed as a full-time law enforcement officer in a municipality in Maine on September 23, 1971, or in a county in Maine on July 1, 1972.
- J. "Full-Time" shall mean employment in the State of Maine with the reasonable expectation of earning at least \$6,000 in any one calendar or fiscal year for performing law enforcement or corrections officer duties.
- K. "In-Service Training" refers to training designed to refresh or add to an individual's capability as a law enforcement or corrections officer in courses approved by the Board.
"In-Service Training," as defined in this paragraph, does not include and is not a substitute for the "basic training course" defined in paragraph (C).
- L. "Local Law Enforcement Officer" shall mean any person empowered by a municipality or county in the State of Maine to serve criminal process and to arrest and prosecute offenders of the law.
- M. "Waiver." The Board may waive the requirement for the completion of the basic training course required by 25 M.R.S.A. § 2805 upon presentation, by an individual, of documentary evidence that he has successfully completed an equivalent course.
- N. "Conditional Waiver." The Board may require, as a condition to receiving a waiver, that within 1 year of Board action an individual demonstrate a knowledge of Maine Criminal Code, Maine Motor Vehicle Law, Maine Juvenile Law, and any other subject areas that the Board deems necessary by completing those courses at the Academy, or at another institution giving courses certified by the Board, or by passing a written examination administered by the Academy.

- O. "Specification" refers to that part of the Academy Policies and Procedures Manual in which information supplementary to these rules is set forth.
- P. "Reserve Officer" shall mean a constable, reserve officer, or other part-time police officer employed, with or without compensation, less than full-time by the state or any county or municipality thereof, whose primary responsibility is to serve criminal process and to arrest and prosecute offenders of the law.
- Q. "Certificate of Eligibility" shall mean a license issued to a full or part-time law enforcement officer or corrections officer who is employed in a state, county, or municipality, and has met the standards as approved by the Board. This certificate will be considered lapsed when the individual is no longer serving in the employing agency.

BASIS STATEMENT: Chapter 1 is adopted to establish a background and terminology with which the Board of Trustees' rules will be better understood.

AUTHORITY: 25 M.R.S.A. § 2803

EFFECTIVE DATE: January 12, 1979

AMENDED: July 25, 1982
June 30, 1984

Chapter 3

ENTRANCE STANDARDS

Summary: Chapter 3 of the Maine Criminal Justice Academy Board of Trustees' rules sets forth the requirements for admission to the Academy for the law enforcement Basic Training Course.

1. Requirements for Admission to the Academy. In order to be admitted to the law enforcement Basic Training Course, an applicant shall:
 - A. Be a high school graduate, or have scored as follows on the General Education Development test:
 1. not lower than 35 on any one of the 5 parts, and
 2. an average not lower than 45 for all 5 parts;
 - B. Be at least 18 years of age;
 - C. Possess a valid motor vehicle operator's license. If such license is not a Maine license at the time of admission to the Academy, the applicant shall obtain a State of Maine license within the time limits prescribed by Maine law;
 - D. Submit the medical certificate provided by the Academy, signed by a licensed physician indicating that the applicant is physically and medically fit to undergo physical training at the Academy;
 - E. Each applicant must have normal color vision;
 - F. Each applicant shall have no felony or equivalent (e.g., Class A, B, C crimes or crimes involving moral turpitude under Maine Criminal Code) criminal convictions;
 - G. Must be a citizen of the United States;
 - H. Be of good moral character, as determined by a thorough background investigation by the hiring agency; and
 - I. To be able to read and write at a level necessary to master the law enforcement basic training course as determined by the use of a reading and writing test.
2. Requirements for Admission to the Reserve Officers Training Course.
 - A. Be a high school graduate or pass the General Education Development test or satisfy the educational standards as set by the hiring agency;
 - B. Each applicant for reserve training must be at least 18 years of age. There is no upper age limit for course admission;

- C. Each applicant must possess a valid motor vehicle operator's license at the start of the training program. If such license is not a Maine license at the start of the program, then such applicant must obtain a State of Maine license within the time prescribed by Maine law;
- D. Each applicant must submit in writing a medical certificate signed by a physician indicating that such applicant is physically and medically fit to undergo physical activity in the reserve program;
- E. Each applicant must have normal color vision;
- F. Each applicant shall have no felony or equivalent (e.g., Class A, B, C crimes or crimes involving moral turpitude under Maine Criminal Code) criminal convictions;
- G. Must be a citizen of the United States; and
- H. Be of good moral character, as determined by a thorough background investigation by the hiring agency.

BASIS STATEMENT: Chapter 3 is adopted to insure minimum standards for attending basic training programs sponsored by the Academy.

AUTHORITY: 25 M.R.S.A. § 2803

EFFECTIVE DATE: January 12, 1979, Amend eff. July 4, 1983
Amend eff. August 15, 1985

Chapter 5

TRAINING STANDARDS

Summary: Chapter 5 of the Maine Criminal Justice Academy Board of Trustees' rules sets forth the training requirements established by the Board for continued employment in law enforcement or corrections.

1. Municipal and County Law Enforcement Basic Training Course

A. Pursuant to 25 M.R.S.A. § 2805, every full-time local law enforcement officer must successfully complete the basic training course at the Academy, as prescribed in Specification 1, within six months of his appointment as such, subject to the waiver and extension provisions of Chapter 9 of these rules.

1. The Board may excuse portions of the Basic Police Training Course to persons who have been employed full-time, with a State agency and have been granted law enforcement powers. The initial employment must have occurred prior to September 23, 1971. This employment must be for a minimum of 20 years at the date of application to the Board.
2. Upon the successful completion of the Basic Training Course and having met the required standards, a Certificate of Eligibility will be issued by the Board. This certificate will be considered a license to perform law enforcement duties in the State of Maine and be considered lapsed when no longer employed by that agency.

B. Pursuant to 28 M.R.S.A. § 59, every liquor inspector must successfully complete the Municipal and County Law Enforcement Basic Training Course at the Academy, as prescribed in Specification 1, provided, however, that such mandatory training is subject to the provisions of 28 M.R.S.A. § 59(2) and (3).

C. Pursuant to 35 M.R.S.A. § 1302 and § 1303, every railroad police officer must successfully complete the Municipal and County Law Enforcement Basic Training Course at the Academy, as prescribed in Specification 1, provided however that such mandatory training is subject to the provisions of 35 M.R.S.A. § 1302(1)(B).

2. Corrections Basic Training Course

A. Pursuant to 25 M.R.S.A. § 2805, every full-time corrections officer must successfully complete the Basic Training Course at the Academy, as prescribed in Specification 3, within six months from the date of his appointment as such, subject to the waiver and extension provisions of Chapter 9 of these rules.

1. Upon the successful completion of the Basic Training Course and having met the required standards, a Certificate of Eligibility will be issued by the Board. This certificate will be considered a license to perform correctional officer's duties in the State of Maine and be considered lapsed when no longer employed by that agency.

3. State Police Enlisted Personnel

- A. Pursuant to 25 M.R.S.A. § 2803, every person enlisted in the Maine State Police must successfully complete the State Police School at the Academy as prescribed in Specification 2.
 - 1. Upon the successful completion of the Basic Training Course and having met the required standards, a Certificate of Eligibility will be issued by the Board. This certificate will be considered a license to perform law enforcement duties in the State of Maine and be considered lapsed when no longer employed by that agency.

4. In-Service Training - Pursuant to 25 M.R.S.A. § 2805(3),

- A. Every full-time law enforcement officer must be enrolled in an in-service training program conducted by the Academy, or with Academy certification. The Board may prescribe the extent of such training in the Specifications.
 - 1. Any certified full-time law enforcement officer who terminates such employment and is not employed in a full-time law enforcement capacity for a period of 4 years after termination shall no longer be considered qualified under § 2805.
 - a. If an individual is employed as a law enforcement officer after a 4 year period of inactivity, the Board may issue a Provisional Certificate of Eligibility to be valid for a period not to exceed 12 months. During this provisional period, the Board shall review the individual's background and shall have the options of recertification, assigning a refresher course and/or conducting examination.
- B. Every full-time corrections officer must be enrolled in an in-service training program conducted by the Academy, or with Academy certification. The Board may prescribe in the Specifications more than the minimum training hours set forth in 25 M.R.S.A. § 2805(3).
 - 1. Any certified full-time corrections officer who terminates such employment and is not employed in a full-time corrections capacity for a period of 4 years after termination shall no longer be considered qualified under § 2805.
 - a. If an individual is employed as a corrections officer after a 4 year period of inactivity, the Board may issue a Provisional Certificate of Eligibility to be valid for a period not to exceed 12 months. During this provisional period, the Board shall review the individual's background and shall have the options of recertification, assigning a refresher course and/or conducting examination.

2. If a full-time corrections officer previously certified under 25 M.R.S.A. § 2805(1) is re-employed prior to expiration of the 4 year period, he/she shall be granted credit towards the mandated 20 hours of in-service training required by 25 M.R.S.A. § 2805(3) at the rate of 5 hours for each calendar quarter of the initial year of re-employment in which he/she was not employed for a minimum of 61 calendar days.
3. Any person who is absent from employment as a full-time corrections officer, for any reason, for more than 30 consecutive calendar days shall be excused from mandatory in-service training hours at the rate of 2 hours of training for each 30 consecutive calendar day period of leave.

5. Reserve Officer Training

- A. Pursuant to 25 M.R.S.A. § 2805-A, in order to be certified as a Maine law enforcement reserve or part-time officer, he must successfully complete the Reserve Officer Training Course as prescribed in Specification 7.

1. Upon the successful completion of the basic training course and having met the required standards, a Certificate of Eligibility will be issued by the Board. This certificate will be considered a license and grants the power to make an arrest and authority to carry a firearm in the State of Maine and be considered lapsed when no longer employed by that agency.

BASIS STATEMENT: Chapter 5 is adopted to implement the statutory mandate of training for law enforcement and corrections officers.

AUTHORITY: 25 M.R.S.A. § 2803, § 2805; 28 M.R.S.A. § 59; 35 M.R.S.A. § 1302, § 1303.

EFFECTIVE DATE: January 12, 1979

AMENDED: November 11, 1979
June 30, 1984
August 12, 1984

Chapter 7

CERTIFICATES AND AWARDS

Summary: Chapter 7 of the Maine Criminal Justice Academy Board of Trustees' rules sets forth the certificates awarded by the Board and the conditions attached thereto.

1. Purpose. Certificates and awards may be presented by the Board for the purpose of raising the level of competence of law enforcement and corrections officers and to promote cooperation among law enforcement and corrections agencies.
2. Cancellation. The Board may revoke any certificate awarded to a law enforcement or corrections officer if it finds that such officer falsified any information required to obtain certification, or in any way misled the Board as to any material facts relevant to such certification.
3. When Awarded. The Board shall award certificates as follows:
 - A. to every person successfully completing the basic training course for municipal and county law enforcement officers, as prescribed in Specification 1.
 - B. to every person successfully completing the basic training course for corrections officers as prescribed in Specification 3.
 - C. to every person enlisted in the State Police who successfully completes the State Police School, as prescribed in Specification 2.
 - D. to every law enforcement and corrections officer successfully completing in-service training as prescribed in the Specifications.
 - E. to every chief of police who satisfies the standards for such certification as prescribed in Specification 4.
 - F. to every sheriff who satisfies the standards for such certification as prescribed in Specification 4.
 - G. to such courses and instructors as the Board shall determine to have satisfied the standards for such certification prescribed in Specifications 5 and 6.
 - H. to every person successfully completing the Reserve Officers Training Course for state, county and municipal law enforcement officers as prescribed by Specification 7.

BASIS STATEMENT: Chapter 7 is adopted to give the Board effective control over the standards it is mandated to establish.

AUTHORITY: 25 M.R.S.A. § 2803

EFFECTIVE DATE: January 12, 1979, Amend eff. November 11, 1979

Chapter 9

EXTENSIONS AND WAIVERS

Summary: Chapter 9 of the Maine Criminal Justice Academy Board of Trustees' rules implements the statutorily mandated provisions regarding extensions of time for attending training courses and waivers of training requirements.

1. Extension of Time for Basic Training. Pursuant to 25 M.R.S.A. § 2805, in extenuating and emergency circumstances, the Board may extend the six-month period within which basic training is required for not more than 90 days for both law enforcement and corrections officers.
2. Municipal and County Law Enforcement Basic Training Waivers.
 - A. Pursuant to 25 M.R.S.A. § 2805, the Board may waive the required basic training course at the Academy under the following circumstances:
 1. The applicant must be employed full-time, as defined in 25 M.R.S.A. § 2805(2)(A), by the requesting agency, and
 2. The applicant must satisfy all Municipal and County Basic Training Course entrance standards, as set forth in Chapter III of these rules, and
 3. The applicant must have completed an equivalent course. To be equivalent, a course must include completion of a state or federally regulated entry level law enforcement training program. Where such entry level law enforcement training program is not deemed equivalent to the one offered at the Academy, the Board will consider the following as supplementary thereto:
 - a. The completion of in-service level training, and
 - b. The completion of post-secondary education in law enforcement or criminal justice, and
 - c. Experience as a full-time law enforcement officer.
 4. The applicant must document all courses taken to the satisfaction of the Board. The applicant must provide a detailed curriculum of the entry level law enforcement training program.
 5. The applicant must have been employed as a full-time law enforcement officer within a two year period prior to his application for waiver. If he has not been so employed, the applicant must present evidence to indicate that he has kept up with current law enforcement practices or has other criminal justice related experience.
 - B. Board Action. Upon receipt of all required documentation, the Academy staff will prepare the application for formal action by the Board. The Board may act as follows:

1. If the Board finds that the applicant has completed an equivalent course, it may grant a conditional waiver. The applicant's waiver shall become final if, within one year of employment as a full-time law enforcement officer, the applicant demonstrates a knowledge of:
 - a. Maine Criminal Code;
 - b. Maine Motor Vehicle Law;
 - c. Maine Juvenile Law; and
 - d. Any other subject areas that the Board of Trustees deems necessary by completing those courses at the Academy, or by passing examinations administered by the Academy.
2. If the Board finds that the applicant has not completed an equivalent course, it will deny the application for a waiver of the basic training requirement. Upon such denial, the provisions of 25 M.R.S.A. § 2806 shall apply.

3. Corrections Basic Training Waiver.

- A. Pursuant to 25 M.R.S.A. § 2803, as to full-time corrections officers employed after July 6, 1978, the Board will waive the required basic training course at the Academy under the following circumstances:
 1. The applicant must be employed full-time, as defined in 25 M.R.S.A. § 2805(2)(C), by the requesting agency, and
 2. The applicant must satisfy all corrections basic training course entrance standards, as the Board may prescribe, and
 3. The applicant must have completed an equivalent course. To be equivalent, a course must include completion of an entry level corrections training course recognized by another state or federal agency within the last 2 years. Where such entry level course is not deemed equivalent to the one offered at the Academy, the Board will consider the following as supplementary thereto:
 - a. The completion of in-service level training,
 - b. The completion of post-secondary education in corrections related areas.
 4. The applicant must document all courses taken to the satisfaction of the Board. The applicant must provide a detailed curriculum of the entry level corrections training course.
- B. Upon receipt of all required documentation, the Academy staff will prepare the application for formal action by the Board. The Board may act as follows:

1. If the Board finds that the applicant has completed an equivalent course, it will grant a waiver of the basic corrections training requirement.
2. If the Board finds that the applicant has not completed an equivalent course, it will deny the application for a waiver of the basic corrections training requirement. Upon such denial, the provisions of 25 M.R.S.A. § 2806 shall apply.

4. Reserve Officer Basic Training Waiver.

A. Pursuant to 25 M.R.S.A. § 2805 A, as to Reserve, Constables and other part-time officers as defined in Chapter 1, sec. 2 (P), the Board will waive all or part of the required Basic Reserve Officer Training Course under the following circumstances:

1. The applicant must satisfy the Basic Reserve Officer Training Course Entrance Standards as set forth in Chapter 3 of these rules, and
2. The applicant must document all courses taken to the satisfaction of the Board, and

3a. Complete Waiver. In the case of an applicant who has completed, prior to September 14, 1979, a training program substantially similar to the Reserve Officer Training Course as prescribed in Specification S-7, the Board will waive the entire Reserve Officer Training Course.

3b. Partial Waiver. In the case of an applicant who has completed, prior to September 14, 1979, training that is substantially similar to part of the Reserve Officer Training Course as prescribed in Specification S-7, the Board will waive that part of the Reserve Officer Training Course to which said applicant's training is substantially similar.

BASIS STATEMENT: Chapter 9 is adopted to establish the procedures by which the Board will consider waiver applications. These procedures are designed to ensure fair and consistent application of the mandatory training law while maintaining high standards in law enforcement and corrections.

AUTHORITY: 25 M.R.S.A. § 2805, § 2806

EFFECTIVE DATE: January 12, 1979

AMENDED: July 25, 1982
June 30, 1984

Chapter 11

COSTS

Summary: Chapter 11 of the Maine Criminal Justice Academy Board of Trustees' rules sets forth the fees charged by the Board to each agency sending law enforcement officers to the basic training course, and establishes a reimbursement formula for corrections and law enforcement agencies.

1. Fees.

- A. Each local law enforcement agency or county which sends an employee to the Municipal and County Basic Police School shall pay a sum per employee, as prescribed by the Board of Trustees, to the Academy before the school in which the employee or employees are enrolled commences.
- B. Each individual who is enrolled in a Reserve Officer Training Program will be assessed a fee as prescribed by the Board of Trustees. This fee will be collected upon enrollment of the student and made payable to the Academy.
- C. Each applicant who is a full-time law enforcement officer or corrections officer and applies for a waiver of the Basic Courses shall pay a fee as prescribed by the Board.
- D. Each applicant for admission to the Municipal and County Police School shall pay a sum, as prescribed by the Board of Trustees, to the Academy to meet the cost of administering the reading and writing entrance examination.

2. Reimbursement of Corrections and Law Enforcement Agencies.

Corrections and law enforcement agencies whose employees attend the Academy pursuant to 25 M.R.S.A. § 2805 may be reimbursed for the salaries paid to those employees as follows:

- A. When the training session is for an entire work week, the Academy will reimburse the agency for the employee's weekly salary, plus the retirement charge at the rate of 12.23%.
- B. When the training session is less than an entire work week, the Academy will reimburse the agency for the employee's hourly rate of pay for the number of training hours he or she attends, plus the retirement charge of 12.23%.
- C. All other costs to the agency including, but not limited to, overtime, life insurance, medical insurance, and travel expenses, shall be absorbed by the agency, and not by the Academy.

BASIS STATEMENT: Chapter 11 is adopted to establish reasonable fees paid by law enforcement agencies to cover certain costs of training at the Academy, and to establish a reimbursement formula by which the Academy may pay corrections and law enforcement agencies for the salaries of corrections and law enforcement officers while they are attending the basic training course at the Academy.

AUTHORITY: 25 M.R.S.A § 2803(5); Sec. 11, Ch. 701 of the 1977 Public Laws.

EFFECTIVE DATE: January 12, 1979, Amend eff. July 25, 1982,
Amend eff. July 4, 1983

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MAINE CRIMINAL JUSTICE ACADEMY

A Bureau of the Department of Public Safety

MUNICIPAL AND COUNTY LAW ENFORCEMENT BASIC TRAINING COURSE

Specification S-1 (Revised)

The following requirements are specified for the certification of Municipal and County Law Enforcement Basic Course graduates.

Requirements:

1. Each student shall be required to attend all sessions of the school except absences approved by the school supervisor. No trainees will be certified when his absences exceed ten percent of the prescribed curriculum.
2. As a requirement for the successful completion and graduation of the Municipal/County Police Course each student must maintain a passing cumulative academic average after the fifth week of the course; that a student not achieving or maintaining such requirement will be so notified; and that the chief administrative officer of the employing law enforcement agency will be so notified in writing with a recommendation from the Director that the failing student no longer be continued in the course.
3. Each student will be required to maintain a passing professional score. This score is a reflection of the student's attitude, demeanor, moral and ethical conduct and appearance while attending the Municipal/County Police Course.
4. Each student shall demonstrate competency in the handling of service weapons and proficiency in firing a service revolver over a course of fire approved by the Director.
5. Each student shall demonstrate competency in basic emergency life support techniques as specified in an accredited program of instruction approved by the Director.
6. 480 hours of training.

<u>UNITS OF INSTRUCTION</u>		<u>HOURS</u>
1.0.0	<u>Basic School Administration</u>	<u>22</u>
1.1.0	Orientation to Basic Training	2
1.2.0	Note Taking and Study Habits	1
1.3.0	Testing and Critiques	16
1.4.0	Program Evaluation	1
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3.4.0	Admissions and Confessions	4
3.5.0	Maine Criminal Law	20
3.6.0	Maine Juvenile Law	2
3.7.0	Maine Motor Vehicle Law	20
3.8.0	Maine Liquor Law	3

<u>SUBJECTS</u>	<u>HOURS</u>
3.9.0 Laws of Evidence	5
3.10.0 Use of Force	2
4.0.0 <u>Human Behavior and Communications Skills</u>	<u>18</u>
4.1.0 Interpersonal Communications	4
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6.5.0 Crime Scene Processing	6
6.6.0 Crimes Against People	3
6.7.0 Crimes Against Property	5
6.8.0 Motor Vehicle Thefts	3

<u>SUBJECTS</u>	<u>HOURS</u>
6.9.0 Informants	2
6.10.0 Surveillance	2
6.11.0 Identification and Handling Drugs	4
6.12.0 Arson Investigation	3
6.13.0 Injury and Death Cases	2
6.14.0 Child Abuse	3
6.15.0 Spouse Abuse	3
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7.1.0 Patrol Concept, Preparation and Techniques	6
7.2.0 Radio and Telecommunication	2
7.3.0 Crimes In Progress	6
7.4.0 Vehicle Pullover Techniques	7
7.5.0 Roadblocks	3
7.6.0 Juvenile Behavior and Control	3
7.7.0 Handling Animals	2
7.8.0 Civil Complaints and Service Calls	4
7.9.0 Utilization of Community Resources	2
7.10.0 Crises Conflict Management	16
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8.1.0 Firearms	40
8.2.0 Note Taking and Report Writing	9
8.3.0 Crash Injury Management	40
8.4.0 Basic Water Safety and Rescue	10
8.5.0 Emergency Vehicle Operation Course	28

<u>SUBJECTS</u>	<u>HOURS</u>
8.6.0 Mechanics of Arrest, Restraint and Control	22
8.7.0 Crowd Control and Civil Disorder	3
8.8.0 Physical Fitness	30
8.9.0 Courtroom Testimony and Demeanor	8
8.10.0 Basic Fingerprinting	7
<u>Total Required Hours</u>	<u>480</u>

MAINE CRIMINAL JUSTICE ACADEMY

A Bureau of the Department of Public Safety

MAINE STATE POLICE TRAINING COURSE

Specification S-2 (Revised)

The following requirements are specified for the certification of State Police Recruit graduates from the State Police School, Maine Criminal Justice Academy.

Requirements:

1. Each recruit shall be required to attend all sessions of the school except absences approved by the Chief of the State Police or the Commander of the State Police School. No trainee will be certified when his/her absences exceed ten percent of the total hours of instruction time.
2. As a requirement for the successful completion and graduation from the State Police School, each recruit must maintain a passing cumulative academic average of 70% throughout the school. Failure to maintain the required cumulative average will be cause for dismissal from the school on recommendation of the Commander and approval by the Chief of the State Police.
3. As a requirement for the successful completion and graduation from the State Police School, each recruit must pass the Firearms Course of Instruction and must qualify, with a 357 magnum revolver, with .38 cal. ammunition on the State Police Basic Practical Pistol Course with a qualifying score of 80%.
4. Each recruit will be required to successfully complete the Defensive Driving Course with a cumulative average of 95%.
5. Each recruit will be required to successfully complete the Emergency Vehicle Operation Course with a cumulative average of 80%.
6. Each recruit will be required to successfully complete the 40 hour D.O.T. First Responder Course with a cumulative grade of 80%.
7. Each recruit will be required to maintain proper weight control and physical fitness. The recruit is expected to perform at the least, at the "good" or "above average" level on all physical assessment tests as determined by national norms based on sex and age.

8. It is a recognized fact that the duties of a State Police Officer are considered inherently dangerous. Often he/she is required to perform under circumstances of great stress and adversity. Therefore, while at the State Police School each recruit will be observed, tested and evaluated on his/her ability to react and cope with stressful situations presented to them by the training staff. Each recruit will be required to maintain a high standard of professionalism. Each recruit will be evaluated throughout the school on his/her attitude, emotional stability, demeanor, moral, ethical conduct and appearance. An evaluation of below 70% received by any recruit will be cause for dismissal from the school on recommendation of the Commander and approval by the Chief of the State Police.
9. 790 hours of training.

<u>UNITS OF INSTRUCTION</u>	<u>HOURS</u>
1.0.0 <u>State Police School Administration</u>	<u>73</u>
1.1.0 Orientation	2
1.2.0 Oath of Office & Greeting	2
1.3.0 Employment Forms	1
1.4.0 Uniform Fitting	3
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1.6.0 Rules/Regulations & SOP	8
1.7.0 Enforcement Forms	2
1.8.0 Cleaning Details	As Required
1.9.0 Formal Inspections	6
1.10.0 Performance Appraisal System	2
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1.12.0 Supervised Study Time	As Required
1.13.0 Identification Photos	2
1.14.0 Class Photo & Col.'s Inspection	4
1.15.0 Car Issue	4
1.16.0 Examinations & Quizzes	16
1.17.0 Graduation Rehearsal	9
1.18.0 Class Night	3
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2.1.0 Title 29	
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3.3.0 Motor Vehicle Inspection	4
3.4.0 Traffic Direction & Control	2
3.5.0 Patrol Techniques	2
3.6.0 Stopping/Approaching the Violator	1
3.7.0 Practical Exercise on Vehicle Safety Check	8
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3.9.0 Taking Enforcement Action	3
3.10.0 Truck Weights	10
3.11.0 Practical Application of Truck Weights	6
3.12.0 Federal Truck Laws	2
3.13.0 Motor Carrier Section	2
3.14.0 Hazardous Materials	6
3.15.0 Radar Training	10
3.16.0 D.M.V. - O.U.I.	1
3.17.0 Officer/Violator Relationship	1
3.18.0 Road Blocks	3
3.19.0 Interstate & Turnpike Patrol	2
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<u>SUBJECTS</u>	<u>HOURS</u>
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4.4.0 Basic Water Safety and Rescue	16
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7.0.0 <u>Criminalistics</u>	<u>20</u>
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7.2.0 Physical Evidence	3
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7.2.2 Casting of Footwear and Tire Impressions	
7.2.3 Photograph Dealing with Physical Evidence	
7.3.0 Firearms	2
7.4.0 Crime Scene Search (Classroom)	2
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10.8.0 Juvenile Law	3
10.9.0 Stop & Frisk, Extradition and Fresh Pursuit	2
10.10.0 Practical Application - Search & Seizure, Laws of Arrest	3
11.0.0 <u>Criminal Subjects</u>	<u>75</u>
11.1.0 Criminal Law	18
11.2.0 Auto Theft Investigation	8
11.3.0 Arson Investigation	3
11.4.0 Neighborhood Witness and Custodial Interviews	3

<u>SUBJECTS</u>	<u>HOURS</u>
11.5.0 Field Notetaking & Crime Scene Sketches	2
11.6.0 Homicide Investigation	4
11.7.0 Special Death Investigation	2
11.8.0 The Medical Examiner System	4
11.9.0 Identification of Suspects	2
11.10.0 Rape Investigation	5
11.11.0 Search Warrant and Practical Problem with Critique	8
11.12.0 Criminal Case Preparation	2
11.13.0 Games of Chance	2
11.14.0 Uniform Crime Reporting	3
11.15.0 Polygraph	2
11.16.0 Investigation of Child Abuse	3
11.17.0 Privacy and Security Act	2
11.18.0 Weapons - Laws & Licensure	2
12.0.0 <u>General Law Enforcement Subjects</u>	<u>202</u>
12.1.0 History and People of Maine	3
12.2.0 Report Writing	7
12.3.0 Chain of Command and Leadership	2
12.4.0 History of the Maine State Police	1
12.5.0 Notetaking and Study Habits	2
12.6.0 Police Origin and Growth	2
12.7.0 Press/Media Relations	2
12.8.0 Interdepartmental Relations and Police Image	3
12.9.0 Barricaded Felon, Chemical Agents and Problem	6

<u>SUBJECTS</u>	<u>HOURS</u>
12.10.0 Police-Minority Relations	2
12.11.0 Police-Community Relations	2
12.12.0 Bomb Disposal	3
12.13.0 Crisis Intervention and Domestic Disturbances	14
12.14.0 Emergency Committals	3
12.15.0 Probation & Parole	2
12.16.0 Hostage Negotiations	3
12.17.0 Police Conduct & Ethics	6
12.18.0 Contemporary Police Problems	4
12.19.0 Railroad Security	2
12.20.0 Animal Welfare and Emergency Handling	1
12.21.0 Civil Liabilities	2
12.22.0 Typing	10
12.23.0 Interpersonal Communications	10
12.24.0 Night Patrol	24
12.25.0 Electric Power Safety Program	2
12.26.0 Canine Unit	4
12.27.0 Air Wing	2
12.28.0 Liquor Enforcement Laws	3
12.29.0 Domestic Violence	2
12.30.0 U.S. Secret Service	3
12.31.0 MCJA Library	3
12.32.0 First Responder Course	40
12.33.0 Spelling	8
12.34.0 Police and the Deaf - Better Relations	3
12.35.0 Tactical Team Concept	2

<u>SUBJECTS</u>	<u>HOURS</u>
12.36.0 Death Notification	2
12.37.0 Child & Sexual Abuse	2
12.38.0 Riot Control	4
12.39.0 Stress Management	6
<u>Total Required Hours</u>	<u>790</u>

MAINE CRIMINAL JUSTICE ACADEMY

A Bureau of the Department of Public Safety

BASIC CORRECTIONS COURSE

Specification S-3

The following requirements are specified for the certification of Basic Correction Course graduates.

Requirements:

1. Each student shall be required to attend all sessions of the school except absences approved by the school supervisor. No trainees will be certified when his absences exceed ten percent of the hours of instruction time lost.
2. As a requirement for the successful completion and graduation of the Basic Correction Course each student must attain a passing cumulative academic average.
3. 80 hours of training.

UNITS OF INSTRUCTION

HOURS

1.0.0	<u>Introduction to Corrections</u>	28
1.1.0	Role of the Corrections Officer	2
1.2.0	The Criminal Justice System	4
1.3.0	History and Philosophy of Corrections	4
1.4.0	The Maine Criminal Code	4
1.5.0	Legal Rights and Responsibilities of Officers and Inmates	4
1.6.0	Orientation to Treatment Programs	2
1.7.0	Inmate Psychology and Society	4
1.8.0	The Maine Juvenile Justice System	4

2.0.0	<u>Specialized Skills and Knowledge</u>	<u>50</u>
2.1.0	Emergency Medical Techniques	8
2.2.0	Interpersonal Communications	5
2.3.0	Operational Security	8
2.4.0	Organizational Communications	2
2.5.0	Report Writing	4
2.6.0	Search and Seizure for Evidence	2
2.7.0	Courtroom Demeanor	2
2.8.0	Restraint and Transportation	2
2.9.0	Supervision of Inmates	3
2.10.0	Supervision of Special Inmates	4
2.11.0	Discipline	2
2.12.0	Emergency Situations	2
2.13.0	Unarmed Self-Defense	6
	Evaluation	2
	Total Required Hours	<u>80</u>

MAINE CRIMINAL JUSTICE ACADEMY

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CHIEF AND SHERIFF CERTIFICATION

Specification S-4

The following requirements have been set forth to establish standards that recognize those individuals who possess the required experiences, training and education as a law enforcement executive. These minimum standards are the fundamental basis for the success of a police enterprise.

DEFINITIONS

1. "Board" is the Board of Trustees of the Maine Criminal Justice Academy.
2. "Department Head" is a permanent full-time chief of police or sheriff of a Maine law enforcement agency within which there is at least one additional full-time sworn police officer under the direction of such department head.
3. "Accredited Institution", for the purpose of college credits, the Board shall recognize only those units awarded in a course from a junior college, college or university accredited as such by:
 - a. The Department of Education of the state in which the junior college, college or university is located, OR
 - b. The regional accreditation association.
4. "Full-Time Paid Employees." A person shall be considered to be a full-time employee--chief of police or sheriff only if:
 - a. He is employed with the reasonable expectation of earning at least \$6,000 in any one calendar or fiscal year for performing duties as chief of police or sheriff.

Requirements:

1. The applicant must be a full-time paid police chief or sheriff of a Maine Municipal Police department or Maine County Sheriff's department, who has been appointed or elected the department head within Maine.

2. Each applicant shall attest that he subscribes to the Law Enforcement Code of Ethics.
3. The application for an Executive Certificate shall include the signatures of the applicant's immediate superior.
4. Each applicant will be subject to a criminal background investigation to ascertain that the applicant meets the certification standards of having no felony conviction.

Procedure:

A. TRAINING HOURS AND COLLEGE CREDITS

1. Training Hours:

Training hours shall include in-service training and other types of training outside of college training.

2. College Credits:

College credits shall include college or university credits from an accredited post-secondary institution.

3. At least one-third of training hours and college credits must be related to administrative responsibilities, as determined by the Board of Trustees. Examples of such courses are:

- a. Police Supervision
- b. Budget Preparation
- c. Personnel Relations
- d. Management Techniques
- e. Police Planning
- f. Etc.

4. College Credits, awarded for criminal justice related courses as determined by the Trustees, may be counted toward Training Hours on an hour-for-hour basis.

EXAMPLE: A three-credit college course in criminal law would be worth 45 Training Hours. (i.e., 3 hours per week X 15 weeks = 45 Training Hours and 3 College Credits.)

College Credits counted toward Training Hours may not also be as College Credits, except for degree purposes.

B. LAW ENFORCEMENT EXPERIENCE

The acceptability of the required experience shall be determined by the Board.

1. Law enforcement experience as a full-time paid law enforcement officer of a municipal police department, county sheriff's department, state police agency, or federal law enforcement agency may be acceptable for the full period of experience within these agencies.
2. Full-time paid work experience in other quasi criminal justice or law enforcement agencies may be accepted at the discretion of the Board.

C. THE EXECUTIVE CERTIFICATE

In addition to the requirements set forth in Section A, General Provisions, all of the following are required for the award of the Executive Certificate.

1. Shall:
 - a. Have acquired the following combination of college credits and training hours combined with the prescribed years of law enforcement experience, OR
 - b. The college degree designated combined with the prescribed years of law enforcement experience and training hours.

Minimum Training Hours	500	600	600	800
Minimum College Credits	6*	30*	60* Associate Degree	120* Baccalaureate Degree
Years of Law Enforcement	5	4	3	2

- (*6) must be law enforcement courses
- (*30) must have 9 hours law enforcement core courses and the remainder elective credits
- (*60) must have 21 hours law enforcement core courses and the remainder elective credits
- (*120) must have 30 hours law enforcement core courses and the remainder elective credits

2. The Executive Certificate shall include the applicant's name, official title, and name of his jurisdiction. It shall be issued permanently, but shall lapse if the holder of the certificate leaves his position as chief or sheriff for one year or more, in which case he shall make reapplication for the certificate.
3. The Executive Certificate will be valid for 3 years from issuance. The following conditions will be required prior to reissuance:

Active Certificate:

In order to maintain an Active Executive Certificate, the Chief Executive must:

1. Complete 80 hours of administrative related training/ education and forward such documentation for inclusion in their respective Academy file.
2. Each certified Chief Executive must complete the above-mentioned 80 hours 3 years from issuance of current active certificate.

Inactive:

If the Chief Executive fails to complete the required 80 hours of training, the present certificate will expire and a file notation of inactive status will be made.

MAINE CRIMINAL JUSTICE ACADEMY

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CERTIFICATION AND PRESENTATION OF TRAINING COURSES

Specification S-5 (Revised)

The purpose of establishing minimum standards of course offerings is to ensure the quality, effectiveness and efficiency of courses presented through the Board of Trustees. In meeting the stated philosophy of Specification S-8 and in recognition of in-service training requirements as prescribed in Title 25 § 2805 Subsection 3, the Board of Trustees will maintain a system of course certification and presentation.

Requirements:

1. Certification of training courses will generally be offered on the basis of information on forms approved for that purpose.
2. Certification of courses will be offered on the basis of on-site inspection conducted by Academy staff members. Such inspection will be conducted according to guidelines established by the Board and will include, but are not limited to, examination of instruction, facilities, and administration.
3. Training Coordinator. Agencies or regions requesting approval of courses shall designate a full-time salaried employee who shall be responsible for scheduling, presentation and general local management of the law enforcement or correctional training program. This individual, who will have met the standards of certification, shall be designated as the training coordinator.

It shall be the responsibility of the training coordinator to select instructors and ensure that the training offered is effective. The training coordinator shall be further responsible for the preparation, maintenance and timely filing of any necessary reports and records.

The training coordinator will be certified, by the Board, upon presentation by the Director of the Academy that such individual has met the standards as prescribed by the Board. These standards may be waived for a period not to exceed one year when the Director is presented with evidence that the appointed coordinator is progressing toward certification.

Procedure:

1. Agencies or regions requesting course certification shall communicate in writing with the Board describing the training offered. An outline and course description of the subject material being offered, a schedule of classes, brief background showing qualification of Instructor and the name of the training coordinator should accompany the request.
2. Agencies or regions should forward to the Board, within a reasonable time, a roster of individuals attending units of instruction within the course. This information will be the basis for the application of intermediate or advanced certification for the individuals.
3. The training coordinator shall possess as a minimum:
 - a. Law enforcement or corrections experience and/or academic experience as prescribed by the Board.
 - b. Instructor Development Course of at least 40 hours of an Academy recognized course.
 - c. Attendance in the management of training courses as prescribed by the Board.

MAINE CRIMINAL JUSTICE ACADEMY

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INSTRUCTOR CERTIFICATIONSpecification S-6

The following requirements are intended to assure the Board that Instructors who are certified meet minimum qualifications as to training, education, experience and moral character. There are two classes of certificates:

- A. Instructor - A person who is certified as a law enforcement or corrections officer or possesses a status within a criminal justice agency in which his/her talents and skills are of use in Academy training programs.
- B. Guest Lecturer - A person who has attained academic credentials or has professional or proficiency skills in a field of endeavor which relates specifically to law enforcement or corrections.

Requirements:

- 1. Applicants must successfully complete an Instructor Development Course of at least 40 hours as approved by the Academy Director or a comparable course of instruction as determined by staff review.
- 2. The candidate will submit a lesson plan and be monitored instructing over an approved unit of instruction in their particular field of experience. The Academy's Instructor Review Board will evaluate as to form, content, and competency.
- 3. The candidate must show a background of training and experience approaching one of the following:
 - a. A bachelors degree in a criminal justice field and one year of post Academy experience or two years of criminal justice agency employment.
 - b. An associate degree in a criminal justice field and two years of post Academy experience or three years of criminal justice agency employment.
 - c. One hundred and twenty hours of specialized training in criminal justice and two years of post Academy experience or three years of criminal justice agency employment.
 - d. Continual training in criminal justice and six years criminal justice experience.

4. The applicant must be a person of personal integrity and have a sincere interest and desire to instruct in Academy programs.
5. The applicant shall be recommended to the Board by the Academy Director.
6. Instructor certificates shall be issued for a period of three years and renewal will occur upon submitting of material as prescribed.

Procedures:

1. The candidate will apply on approved forms submitted with required material to the Academy Director.
2. The application and material are to be reviewed by the Instructor Review Board for recommendation to the Academy Director. The applicant may appeal the Review Board's findings to the Academy Director.
3. Renewal of certificates shall occur on submission of material and proof of having instructed in at least two Academy approved courses within the three year time period.

MAINE CRIMINAL JUSTICE ACADEMY

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RESERVE OFFICER CERTIFICATION

Specification S-7

The following requirements are specified for the certification of Reserve Officers, Constables and other part-time officer graduates from the Reserve Officer Training School.

Requirements:

1. Each student shall be required to attend all sessions of the school except absences approved by the school supervisor. NO trainees will be certified when his absences exceed ten percent of the hours of the instruction time.
2. As a requirement for the successful completion and certification from the Reserve Officer Training Course each student must maintain a passing cumulative academic average of 70% throughout the school. Failure to maintain the required cumulative average will be cause for withholding certification. A comprehensive exam will be administered after completion of each half of the school.
3. As a requirement for the successful completion and certification from the Reserve Officer Training School each student must pass the Firearms Course of Instruction and must qualify with a department approved service revolver on the F.B.I. Tactical Revolver Course. The student will achieve a passing score of 80% on the written portion of functional training, and qualify with his service weapon a minimum score of 70%.
4. Each student will be required to successfully complete the Defensive Driving Course with a cumulative average of 80%.
5. Each student will be required to successfully complete the Cardio-Pulmonary Resuscitation Course in accordance with the standards of the American Heart Association or American Red Cross.
6. 100 hours of instruction.

RESERVE OFFICER TRAINING PROGRAM - CURRICULUM

<u>UNITS OF INSTRUCTION</u>	<u>HOURS</u>
1.0.0 <u>Introduction</u>	<u>4</u>
1.1.0 Orientation to the Reserve Officer Training Program	1
1.2.0 Ethics	2
1.3.0 Police Organizational Structure	1
2.0.0 <u>ARREST</u>	<u>15</u>
2.1.0 Police Power, Authority, and Discretion	3
2.2.0 Laws of Arrest	3
2.3.0 Search and Seizure	3
2.4.0 Methods of Arrest	3
2.5.0 Use of Force	3
3.0.0 <u>Basic Law</u>	<u>12</u>
3.1.0 Introduction to Maine Criminal Law	3
3.2.0 Substantive Offenses Under 17-A	6
3.3.0 Maine Motor Vehicle Law	3
4.0.0 <u>Firearms</u>	<u>14</u>
4.1.0 Legal and Moral Aspects	3
4.2.0 Introduction to the Service Weapon	3
4.3.0 Range Qualification	8
End of First Half	
Examination	1
	46

<u>SUBJECTS</u>	<u>HOURS</u>
5.0.0 <u>Courtroom Procedures</u>	<u>3</u>
5.1.0 Laws of Evidence	2
5.2.0 Courtroom Testimony	1
6.0.0 <u>Human Relations</u>	<u>6</u>
6.1.0 Police - Community Relations	3
6.2.0 Human Behavior	3
7.0.0 <u>Police Patrol Procedures</u>	<u>21</u>
7.1.0 Patrol Techniques	3
7.2.0 Domestic Complaints	3
7.3.0 Juvenile Procedures	2
7.4.0 Telephone and Radio Communications	1
7.5.0 Arrest Techniques	6
7.6.0 Defensive Tactics	3
7.7.0 Report Writing	3
8.0.0 <u>Traffic</u>	<u>3</u>
8.1.0 Traffic Direction and Control	1
8.2.0 Enforcement of Traffic Laws	2
9.0.0 <u>Criminal Investigation</u>	<u>3</u>
9.1.0 Crime Scene Procedures	
10.0.0 <u>Police Skills</u>	<u>17</u>
10.1.0 First Aid (CPR)	9
10.2.0 Defensive Driving	8
Final Examination	1
Total Second Half	<u>54</u>
Total Course Hours	100

MAINE CRIMINAL JUSTICE ACADEMY

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IN-SERVICE CERTIFICATION

Specification S-8

Philosophy

The purpose in providing in-service training to law enforcement and corrections officers in the State of Maine is to maintain and improve their present performance and to prepare them for greater responsibilities.

To these ends and to meet the responsibilities of the Mandatory Training Act, the Board of Trustees will provide a certifying process that reflects a standard of training based on the quality of the curriculum and instruction. The training must be flexible and adaptive to the increased tempo of change. This flexibility is directly dependent on the ability to train people promptly and effectively. It is, therefore, the Board's policy that it will maintain a system of certification that meets the needs of law enforcement and corrections officers. The standards will reflect training that is properly prepared, well coordinated, well conducted and utilizes the most appropriate methodology available.

Requirements

The following requirements are set forth to meet the mandate of Title 25 § 2805 Section 3 and the Administrative Rules of the Board of Trustees Chapter 5 Section 4 A and B.

1. Agencies or areas who present courses for certification shall designate a Training Coordinator who shall be responsible for scheduling, presentation and general local management of the training program.
2. It shall be the responsibility of the training coordinator to select instructors and ensure that the training offered is effective. The training coordinator shall be further responsible for the preparation, maintenance and timely filing of any necessary reports and records.
3. Agencies that provide training not certified by the Board of Trustees shall be required to file annually, documenting the subject area covered and date and hours of training. These courses shall not be applicable for Academy certificates. The annual report will be filed along with the employment list as prescribed in Title 25 § 2805 Section 4 of the Mandatory Training Law.

Procedures

1. Training coordinators who wish approval shall notify the Board of Intent to offer an approved training course no less than 30 days prior to the start of that training course. This notice of Intent to offer a course shall be on a standardized form provided by the Board of Trustees.
2. No less than 10 days prior to the commencement of an approved training course, the training officer shall provide the Board with a schedule and assigned instructors of that training course.
3. No more than three (3) days following the start of any approved training course the training coordinator shall provide the Board with a completed registration form for each trainee enrolled in that approved course. This registration shall be on a standardized roster form approved by the Board.
4. Agencies shall file an annual report within 30 days of the close of each calendar year. This report on a standardized form provided by the Board will verify the training administered during the preceding year.

MAINE CRIMINAL JUSTICE ACADEMY

A Bureau of the Department of Public Safety

SUPERVISOR DEVELOPMENT COURSE

Specification S-9

In accordance with the Board of Trustees course certification standards, the Supervisor Development Course shall consist of a minimum of 80 classroom hours and shall include, but not be limited to, the subjects set forth below.

Prerequisite For Admission:

1. Be employed as a full-time police or corrections officer, and;
2. Be functioning as a supervisor, or;
3. Successfully completed a Basic Police or Corrections training course or its equivalent prior to enrollment, and be eligible for promotion to a supervisory position.

Requirements:

1. Successful completion of 80 hours of instruction in the following minimum prescribed subject areas:
 - Registration and Orientation
 - Role of the Supervisor
 - Principles of Leadership
 - Decision Making
 - Planning/Directing
 - Supervisor/Subordinate Relationships
 - Reporting
 - Personnel Evaluation
 - Discipline
 - Communications
 - Motivation of Personnel
 - Stress and the Supervisor
 - Media/Community Relations
 - Training
 - Counseling
 - Records Systems
 - Case Studies in Supervision
 - Labor Relations
 - and;

2. Attend and participate in at least 90% of the scheduled training, and;
3. Successfully complete the course with an overall academic grade of not less than 75%, and;
4. To the course supervisor's satisfaction prepare and maintain a course reference notebook.

Course Changes:

The Academy Staff may request, from the Board of Trustees, changes from the course content listed in this specification upon presentation of evidence that such change is compatible with the public interest.

MAINE CRIMINAL JUSTICE ACADEMY

A Bureau of the Department of Public Safety

MANAGEMENT DEVELOPMENT COURSE

Specification S-10

In accordance with the Board of Trustees course certification standards, the Management Development Course shall consist of a minimum of 80 classroom hours and shall include, but not be limited to, the subjects set forth below.

Prerequisite For Admission:

1. Be employed as a full-time police or corrections officer, and;
2. Successfully completed the Supervisor Development Course or its equivalent prior to enrollment, and;
3. Hold a management position with the agency, or be eligible for promotion to a management position.

Requirements:

1. Successful completion of 80 hours of instruction in the following minimum prescribed subject areas:
 - Registration and Orientation
 - Principles of Management
 - Organizational Concept
 - Effective Management
 - Management Communication
 - Management Techniques and Skills
 - Problem Identification
 - Management Planning
 - Personnel Management
 - Fiscal Management
 - Community/Media Relations
 - Policies and Their Development
 - Research and Decision Making
 - Legal Problems In Management
 - Counseling and Training Supervisors
 - Inspection Controland;

2. Attend and participate in at least 90% of the scheduled training, and;
3. Successfully complete the course with an overall academic grade of not less than 75%, and;
4. To the course supervisor's satisfaction prepare and maintain a course reference notebook.

Course Changes:

The Academy Staff may request, from the Board of Trustees, changes from the course content listed in this specification upon presentation of evidence that such change is compatible with the public interest.

MAINE CRIMINAL JUSTICE ACADEMY

A Bureau of the Department of Public Safety

EXECUTIVE DEVELOPMENT COURSE

Specification S-11

In accordance with the Board of Trustees course certification standards, the Executive Development Course shall consist of a minimum of 40 classroom hours and shall include, but not be limited to, the subjects set forth below.

Prerequisite For Admission:

1. Be employed as a full-time police or corrections officer, and;
2. Successfully completed the Management Development Course or its equivalent prior to enrollment, and;
3. Hold an executive position with the agency, or be eligible for promotion to an executive position.

Requirements:

1. Successful completion of 40 hours of instruction in any of the following prescribed subject areas:
 - Registration and Orientation
 - Role of the Modern Police Executive
 - Management by Objectives
 - Motivational Techniques
 - Delegation of Responsibility
 - Improving Middle Management and Supervision
 - Management of Training
 - Principles of Organization and Staffing
 - Organizational Setting and Allocation of Resources
 - Office Management
 - Decision Making
 - Formulation and Implementation of Policy
 - Application of Science and Technology
 - Information Management and Automatic Data Processing
 - Sources of Revenue and Economic Predictors
 - Budget Process
 - Preparation and Presentation
 - Wage and Salary Administration
 - Inventory and Control of Equipment

- Grant Administration
 - Inter-and-Intra Governmental Relationships
 - Criminal Justice System Relationships
 - Urban Planning and the Police
 - Formalize Program of External Relations
 - News Media Relations
 - Mobilizing Community Resources
 - Community Relations
 - Understanding of Department Policies, Procedures and Priorities
 - Personal Behavior of Executive
 - Intra-Agency Communication
 - Inter-Agency Communication
 - Communication Problems
- and;
2. Attend and participate in at least 90% of the scheduled training, and;
 3. Successfully complete the course with an overall academic grade of not less than 75%, and;
 4. To the course supervisor's satisfaction prepare and maintain a course reference notebook.

Course Changes:

The Academy Staff may request, from the Board of Trustees, changes from the course content listed in this specification upon presentation of evidence that such change is compatible with the public interest.

MAINE CRIMINAL JUSTICE ACADEMY

A Bureau of the Department of Public Safety

LAW ENFORCEMENT INTERMEDIATE CERTIFICATE

Specification S-12

The Intermediate Certificate is awarded to full-time law enforcement officers who have successfully completed a minimum of 30 classroom hours. It is intended as a refresher course for experienced personnel and its content will be updated periodically.

Requirements:

1. Be employed as a full-time law enforcement officer, and;
2. Successfully complete a Basic Police course or its equivalent, and;
3. Within a two-year period successfully complete 30 hours of Maine Criminal Justice Academy certified refresher type training. This training will have core requirements as follows: and;

Core Requirements: 10 hours of the 30 total hours must be in the following general areas:

- New Laws
- Search/Seizure Refresher
- New Concepts, Procedures and Techniques

4. Each officer in order to maintain the Intermediate Certificate must complete 30 hours of Maine Criminal Justice Academy certified refresher type training every two years, and;
5. Any officer who fails to complete 30 hours will be placed in an inactive status.

Course Changes:

The Academy Staff may request, from the Board of Trustees, changes in the requirements listed in this specification upon presentation of evidence that such change is compatible with the public interest.

MAINE CRIMINAL JUSTICE ACADEMY

A Bureau of the Department of Public Safety

LAW ENFORCEMENT ADVANCED CERTIFICATE

Specification S-13

The Advanced Certificate is awarded to full-time law enforcement officers who have successfully completed a minimum of 30 classroom hours beyond the Law Enforcement Intermediate Certificate. It is intended as a refresher course for experienced personnel and its content will be updated periodically.

Requirements:

1. Be employed as a full-time law enforcement officer, and;
2. Have held an Intermediate Certificate for a period not less than one year, and;
3. Within a four-year period successfully complete 60 hours of Maine Criminal Justice Academy certified refresher type training. This training will have core requirements as follows: and;

Core Requirements: 10 hours of the 60 total hours must be in the following general areas:

- New Laws
- Search/Seizure Refresher
- New Concepts, Procedures and Techniques

4. Each officer in order to maintain the Advanced Certificate must complete 30 hours of Maine Criminal Justice Academy certified refresher type training every two years, and;
5. Any officer who fails to complete 30 hours will be placed in an inactive status.

Course Changes:

The Academy Staff may request, from the Board of Trustees, changes in the requirements listed in this specification upon presentation of evidence that such change is compatible with the public interest.

MAINE CRIMINAL JUSTICE ACADEMY

A Bureau of the Department of Public Safety

RESERVE OFFICER INTERMEDIATE CERTIFICATE

Specification S-14

The Reserve Officer Intermediate Certificate is awarded to part-time police officers who have successfully completed the Reserve Officer Basic Course of 100 hours and received certification by the Maine Criminal Justice Academy Board of Trustees.

Requirements:

1. Be employed as a part-time law enforcement officer, and;
2. Successfully complete the Reserve Officer Training Program of 100 hours, and;
3. Within a two-year period successfully complete 30 hours of Maine Criminal Justice Academy certified refresher type training. This training will have core requirements as follows: and;

Core Requirements: 10 hours of the 30 total hours must be in the following general areas:

- New Laws
- Search/Seizure Refresher
- New Concepts, Procedures and Techniques

4. Each officer in order to maintain the Reserve Officer Intermediate Certificate must complete 30 hours of Maine Criminal Justice Academy certified refresher type training every two years, and;
5. Any officer who fails to complete 30 hours will be placed in an inactive status.

Course Changes:

The Academy Staff may request, from the Board of Trustees, changes in the requirements listed in this specification upon presentation of evidence that such change is compatible with the public interest.

MAINE CRIMINAL JUSTICE ACADEMY

A Bureau of the Department of Public Safety

RESERVE OFFICER ADVANCED CERTIFICATE

Specification S-15

The Reserve Officer Advanced Certificate is awarded to part-time police officers who have successfully completed, and received the Reserve Officer Intermediate Certificate from the Maine Criminal Justice Academy Board of Trustees.

Requirements:

1. Be employed as a part-time law enforcement officer, and;
2. Have held an Intermediate Certificate for a period not less than one year, and;
3. Within a four-year period successfully complete 60 hours of Maine Criminal Justice Academy certified refresher type training. This training will have core requirements as follows: and;

Core Requirements: 10 hours of the 60 total hours must be in the following general areas:

- New Laws
 - Search/Seizure Refresher
 - New Concepts, Procedures and Techniques
4. Each officer in order to maintain the Reserve Officer Advanced Certificate must complete 30 hours of Maine Criminal Justice Academy certified refresher type training every two years, and;
 5. Any officer who fails to complete 30 hours will be placed in an inactive status.

Course Changes:

The Academy Staff may request, from the Board of Trustees, changes in the requirements listed in this specification upon presentation of evidence that such change is compatible with the public interest.

MAINE CRIMINAL JUSTICE ACADEMY

A Bureau of the Department of Public Safety

SPECIALIZED CERTIFICATE

Specification S-16

In accordance with the Board of Trustees course certification standards, the Specialized Certificate will be awarded to officers who have successfully completed training in job, crime, or problem specific courses designed to find or enhance a specific skill of this officer or support employee.

Requirements:

1. Be employed by a criminal justice agency, and;
2. Successfully complete the requirements for one or more of the following Specialized courses (subjects may include, but not limited to):
 1. Methods of Instruction
 2. Criminal Investigation I
 3. Criminal Investigation II
 4. Firearms Training I
 5. Firearms Training II
 6. Basic Arson Investigation
 7. Advanced Arson Investigation
 8. Basic Photography
 9. Basic Fingerprinting Classification
 10. Basic Dispatcher Training
 11. Advanced Dispatcher Training
 12. Emergency Vehicle Operation
 13. Narcotics Identification and Investigation
 14. On-Scene Accident Investigation

Course Changes:

The Academy Staff may request, from the Board of Trustees, changes in the requirements listed in this specification upon presentation of evidence that such change is compatible with the public interest.

The Board of Trustees may also approve additional specialized courses and changes to course curriculum upon receipt of a written request for such change or course additions.

MAINE CRIMINAL JUSTICE ACADEMY

A Bureau of the Department of Public Safety

CORRECTIONS OFFICER INTERMEDIATE CERTIFICATE

Specification S-17

The Intermediate Certificate is awarded to full-time corrections officers who have successfully completed a minimum of 40 classroom hours. It is intended as a refresher course for experienced personnel and its content will be updated periodically.

Requirements:

1. Be employed as a full-time corrections officer, and;
2. Successfully complete an Orientation Course as approved by the Board, and;
3. Successfully complete a Basic Corrections Course or its equivalent, and;
4. Within a two-year period successfully complete 40 hours of Maine Criminal Justice Academy certified refresher type training. This training will have core requirements as follows: and;

Core Requirements: 20 hours of the 40 total hours must be in the following general areas:

- Policy/Procedures
- New Concepts, Procedures and Techniques

5. Each officer in order to maintain the Intermediate Certificate must complete 40 hours of Maine Criminal Justice Academy certified refresher type training every two years, and;
6. Any officer who fails to complete 40 hours will be placed in an inactive status.

Course Changes:

The Academy Staff may request, from the Board of Trustees, changes in the requirements listed in this specification upon presentation of evidence that such change is compatible with the public interest.

MAINE CRIMINAL JUSTICE ACADEMY

A Bureau of the Department of Public Safety

CORRECTIONS OFFICER ADVANCED CERTIFICATE

Specification S-18

The Advanced Certificate is awarded to full-time corrections officers who have successfully completed a minimum of 40 classroom hours beyond the Corrections Intermediate Certificate. It is intended as a refresher course for experienced personnel and its content will be updated periodically.

Requirements:

1. Be employed as a full-time corrections officer, and;
2. Have held an Intermediate Certificate for a period not less than one year, and;
3. Within a four-year period successfully complete 80 hours of Maine Criminal Justice Academy certified refresher type training. This training will have core requirements as follows: and;

Core Requirements: 20 hours of the 80 total hours must be in the following general areas:

- New Laws
- New Concepts, Procedures and Techniques

4. Each officer in order to maintain the Advanced Certificate must complete 40 hours of Maine Criminal Justice Academy certified refresher type training every two years, and;
5. Any officer who fails to complete 40 hours will be placed in an inactive status.

Course Changes:

The Academy Staff may request, from the Board of Trustees, changes in the requirements listed in this specification upon presentation of evidence that such change is compatible with the public interest.

