

Maine Criminal Justice Academy

TRAINING CATALOG FALL / WINTER / SPRING 2008-2009



**15 OAK GROVE ROAD
VASSALBORO, MAINE 04989
(207)877-8000**

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John Elias Baldacci
Governor

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



Anne H. Jordan
Commissioner

John B. Rogers
Director

July 1, 2008

Dear Colleague:

This publication is designed to provide criminal justice agencies with a schedule of training programs offered by the Academy, through June 2009. The course schedule, at this time is an accurate description of the training offered during this training year. However, because of exigent circumstances, changes do occur that requires we postpone, cancel or add courses to the schedule. Agencies will be promptly notified of any changes, cancellations or specially scheduled programs. You may also find the training courses in the catalog listed on the Academy's homepage <http://www.state.me.us/dps/mcja>.

Generally, tuition for most classes will remain \$1.50/hour. Lodging remains at \$15 per night and students are required to bring their own bed linen or sleeping bags. Meals have increased to \$6.50 per meal. The BLETP tuition is \$1,500.00 per student for agencies. This will increase to \$1,700.00 as of January 1, 2009. Agencies will be invoiced for actual costs incurred up to the \$1,500.00 or \$1,700.00 if the student leaves for any reason. The dress code at the Academy requires students to wear a uniform or dress slacks or skirt and shirts with collars. This policy is included in this catalog.

The MCJA cancellation policy, which requires your agency to pay the tuition costs for any class canceled by your officer or if the officer fails to attend a program for which they applied without notifying the Academy in writing by mail, FAX or e-mail at least 1 week prior to the class starting date remains in effect. If the seat can be filled with another student on the waiting list, your agency will not be billed. This cancellation policy will allow students on the waiting list to attend the class, not leaving a last minute vacancy that is difficult to fill. Applications should be forwarded to the Academy or students should register on-line at <http://www.state.me.us/dps/mcja/> at least 3 weeks prior to the start of a course. Generally classes will be filled on a first-applied, first-accepted basis, but priority will be given to students who currently hold positions in specialty areas. Please direct all inquires to the appropriate training supervisor, at 877-8000.

Sincerely,

John B. Rogers, Director
Maine Criminal Justice Academy

**MAINE CRIMINAL JUSTICE ACADEMY
STAFF**

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MAINE CRIMINAL JUSTICE ACADEMY
A Bureau of the Department of Public Safety
MCJA TRAINING PROGRAMS
STUDENT DISCIPLINARY CODE

PREAMBLE

The Maine Criminal Justice Academy Student Disciplinary Code (the “Code”) is designed to promote the orderly and efficient training of students who receive training under the auspices of the Academy. The Code is promulgated to assure the safety of persons undergoing training, to protect the peaceful exchange of ideas, and to promote professionalism and orderliness consistent with good law enforcement and an efficient criminal justice system.

ARTICLE I

Purposes

SECTION 1 Title 25, M.R.S A. §2803-A authorizes the Board of Trustees of the Maine Criminal Justice Academy (the” Board”) to set training and certification standards for all law enforcement officers, set requirements for board-approved courses and prescribe curriculum and certify graduates of board-approved courses.

SECTION 2 The Board concludes that the foregoing statutory provision authorizes the Board to establish standards of student conduct and the procedure for enforcing such standards.

SECTION 3 It is the purpose of this Code to promulgate standards of student conduct and the procedure for enforcing such standards, to be known as the “Student Disciplinary Code” for the Maine Criminal Justice Academy.

SECTION 4 This Code shall apply to all students attending any on-site or off-site Maine Criminal Justice Academy Program, which include: all In-service Programs, the Basic Corrections Program, or the Pre-Service Law Enforcement Programs in accordance with 25 M.R.S.A., chapter 341, with the exception of the Basic Law Enforcement Training Program approved by the Board in accordance with 25 M.R.S.A. § 2804-C (“BLETP”), which has a separate disciplinary code, entitled Cadet Disciplinary Code.

SECTION 5 The fact that the Academy may take disciplinary action is not intended to affect or influence the ability of the student’s employer or any appropriate civil or law enforcement authority to take disciplinary or enforcement action. The student remains subject to prosecution for violation of any applicable laws.

ARTICLE II

Sanctions

SECTION 1 General. No student may be dismissed or suspended for disciplinary reasons except in accordance with the provisions of this Code. The following sanctions may be imposed for violation of the Academy Standards of Conduct, which are set forth in Article III of this Code.

SECTION 2 Denial of Privileges. Minor infractions of the Rules and Regulations of the Academy, Standards of Conduct of this Code, directives, and staff orders may result in denial of privileges. Such a sanction may be imposed in conjunction with written or oral reprimands.

SECTION 3 Oral Reprimand. A student may receive a verbal reprimand by the Training Coordinator pursuant to the procedures outlined in Article IV for violation of the Standards of Conduct of this Code and the rules and regulations of special training.

SECTION 4 Written Reprimand. A student may receive a written reprimand by the Training Coordinator pursuant to the procedures outlined in Article IV for violation of the Standards of Conduct of this Code and the rules and regulations of special training.

SECTION 5 Suspension. A student suspended from the Academy shall leave the premises of the Academy and shall not participate in any activity conducted under the auspices of the Academy, except such activities as are open to the general public, and shall not have any privileges of a student. For purposes of the application of this Code, however, he/she shall be regarded as a student, though suspended. At the expiration of the period of suspension, either at the point in time of the course from which he/she was suspended or the beginning of the next training course as determined by the Director of the Academy on the application of such student, he/she shall be automatically reinstated as a student in good disciplinary standing provided he/she has not been found, in the meantime, to have further violated one of the Standards of Conduct of this Code.

SECTION 6 Dismissal. A student dismissed from the Academy shall leave the premises of the Academy and shall no longer be a student of the Academy. In order to become a student again, a person must submit a new application for admission.

ARTICLE III

Standards of Conduct

SECTION 1 General. Conduct promoting public respect and self-esteem is an essential quality for an effective criminal justice professional. Students are expected to practice and demonstrate such conduct to a high degree while enrolled in an Academy training program. Compliance by

all students with the Standards of Conduct will enhance this quality. Such compliance is required and any violation will be the subject of appropriate disciplinary action, up to and including dismissal from the Academy.

SECTION 2 Criminal Misconduct. Violation of any criminal law at any time or place is deemed a very serious breach of the Standards of Conduct of this Code. Any student in any MCJA training program against whom criminal charges have been filed in court may be suspended pursuant to Article IV by the Director from further attendance in or at an Academy program pending resolution of the criminal charge. Conviction of a criminal offense will result in appropriate disciplinary action, and may result in dismissal of the student.

SECTION 3 Ethical Violations. Ethical standards are essential standards of integrity to which every criminal justice professional should aspire. Ethical Violations represent an **EXTREMELY SERIOUS INCIDENT** of misconduct that may result in termination from the Academy, or in appropriate cases, a period of probation and/or other punishment. The acts of **lying, plagiarism, stealing** and **cheating** are considered ethical violations of the Code. The following definitions are pertinent to the Academy's Ethical Violations:

- A. Lying** is stating an oral or written untruth with the intent to deceive.
- B. Plagiarism** is to knowingly use unauthorized assistance in submitted work designated to represent one's own efforts.
- C. Stealing** is to take, obtain or withhold property or anything of value wrongfully from the owner with the intent of permanently or temporarily depriving the owner of its use or possession.
- D. Cheating** is to deceive by trickery, to mislead, to elude, or to act dishonestly. Examples include:
 - Looking at another student's answer sheet or test papers.
 - Copying another student's answer.
 - Having another student do an assignment.
 - Talking without permission to another student, anytime, during an examination.
 - Writing any information before, during, or after the exam on desktops, booklets, hands, etc. Use of scratch paper for mathematical computations is acceptable if authorized by the exam proctor.
 - Having any unauthorized information at the student's disposal such as notes, books, etc., that is relevant to the examination without permission.
 - Having access to examination questions and answers prior, during, or after a test, and before the grading of the exam.

SECTION 4 Failure to Comply with Directives. Students must obey all applicable directives as outlined in the rules and regulations in the Special Training programs. Additional directives may be presented and explained by the staff. Failure to comply with directives will result in appropriate disciplinary sanctions, and may result in dismissal of the student.

SECTION 5 Unprofessional Conduct. Students attending any Academy program are expected to conduct themselves professionally. Harassment of any person, hazing, profanity, discourtesy, rudeness, impoliteness and the like are unprofessional conduct for criminal justice professionals.

Unprofessional conduct will result in appropriate disciplinary sanctions and may result in dismissal of the student.

SECTION 6 Sexual Harassment and Discrimination. Sexual Harassment and discrimination based on race, color, sex, religion, age, national origin, sexual orientation or disability are prohibited. Any form of sexual harassment or discrimination will not be tolerated at any Academy programs.

Examples of prohibited harassment and discrimination include, but are not limited to:

- A. Unwelcome sexual advances or contact, gestures, suggestive or lewd remarks;
- B. Verbal abuse such as offensive racial, ethnic, or sexual threats or comments, physical overtures, or any type of pressure to engage in sexual activity;
- C. Offensive jokes; and
- D. Ridicule, slurs, derogatory action or remarks.

Students may report incidents of discrimination or harassment to any member of the Academy staff or the Department of Public Safety's Personnel Officer located at 45 Commerce Drive, Suite 1, Augusta, Maine 04333-0104 or by telephone at 626-3814. Discrimination against or harassment of any person will result in appropriate disciplinary sanctions, and may result in dismissal.

SECTION 7 Application of Sanctions to Standards of Conduct. The specification of a possible sanction under each of the Standards of Conduct in this Code is not intended to be exclusive; the range of sanctions remains available. Each case will be considered individually, with due regard given the nature of the violation and the history of the student.

ARTICLE IV

Procedures

SECTION 1 General. Any person may report a student for a violation of the Standards of Conduct to any member of the Academy staff. Minor violations will normally be addressed by oral or written reprimands. More serious and repeated violations will result in suspension or dismissal. The Disciplinary Officer referred to in this Code shall be the Assistant Director or other designee appointed by the Academy Director.

SECTION 2 Oral Reprimand. Disciplinary action in the form of an oral reprimand by the Training Coordinator to a student is subject to review by the Disciplinary Officer. Written notification of an oral reprimand will be provided to the student and the student's sponsor.

SECTION 3 Written Reprimand. Disciplinary action in the form of a written reprimand by the Training Coordinator to a student is subject to review by the Disciplinary Officer. The written reprimand shall include a notation of the nature, time, place of the violation and the sanction. The original will be given to the student and the student's sponsor, and the Disciplinary Officer for entry in the students record. Notification of the written reprimand shall be given to the Academy Director.

- A. The student may appeal this action by submitting a written request to the Disciplinary Officer within twenty-four (24) hours after receiving such reprimand.
- B. Within three (3) working days after receiving the requested appeal, the Disciplinary Officer shall hold an informal hearing on this appeal, attended by the reprimanded student, the Training Coordinator issuing the reprimand and any witnesses desired by the Training Coordinator or student.
- C. Upon conclusion of this informal hearing, the Disciplinary Officer shall notify the student and the student's sponsor of his/her decision. The decision shall be final and noted in the student's record.

SECTION 4 Suspension or Dismissal.

A. Preliminary Investigation and Recommendation for Hearing. Upon receipt of information that a student may have committed a violation of the Standards of Conduct of this Code that could result in suspension or dismissal, the Disciplinary Officer shall immediately conduct an informal preliminary investigation of the matter. If satisfied that there is reasonable cause for either suspension or dismissal of the student, the Disciplinary Officer will submit a written report of the investigation specifying the nature, time and place of each violation alleged and the names of witnesses accompanied by all or any written statements and exhibits of such offense to the Academy Director with a recommendation that a hearing being convened on the alleged violation(s).

B. Action by the Academy Director. If the Academy Director concurs in the recommendation of the Disciplinary Officer, the Director will notify the Chair of the Board of Trustees to schedule the matter for hearing. In the meantime, the Academy Director may, for good reason, suspend the student pending hearing. The Academy Director may have good reason to suspend the student pending hearing based on such considerations as the health and safety of the accused cadet, other cadets, and/or staff, and the need to conduct training without disruption. If the Academy Director concludes that no violation has occurred, the Director may dismiss the matter. If the Academy Director concludes that the alleged violation is not sufficiently serious to warrant suspension or dismissal, the Director may refer the matter to the Training Coordinator for an oral or written reprimand.

C. Hearing. If the Academy Director concurs with the recommendation to refer to the matter to the Board of Trustees, the Director shall notify the Chair of the Board who, in turn, will appoint three members of the Board to serve as a hearing panel. The Director shall provide the accused student with a written statement of the charges and the time and place of the hearing at least 48 hours prior to the time of such hearing. The panel shall conduct the hearing in accordance with the Maine Administrative Procedure Act and applicable Department of Public Safety Rules regarding administrative hearings.

D. Decision after Hearing. The panel shall issue a written decision no later than two working days after conclusion of the hearing. The decision shall include findings of fact sufficient to advise the student of the basis for the decision, shall be mailed or provided in hand

to the student, and shall apprise the student of the right of appeal pursuant to 5 M.R.S.A. § 11001.

SECTION 5 Attendance at the Academy Subsequent to Suspension or Dismissal. A dismissed student, or a student unable to complete a course due to a suspension, may apply for admission to a subsequent Academy course. Any statement of the applicant on the “Background Standard for Admission to and/or Certification,” on an application, or in a request for admission or enrollment must be accompanied by a statement disclosing the date and nature of the prior violation and the sanction imposed. Prior disciplinary action may provide grounds for denial of admission, and will be considered to the extent permitted by law. The Academy Director or his/her designee shall advise the applicant in writing of the decision to deny admission to the Academy. The decision shall reflect the Academy Director’s or his/her designee reasoning in a manner sufficient to inform the applicant of the basis for the decision.

SECTION 6 Appeal of Denial of Admission. An applicant who has been denied admission based all or in part on disciplinary action imposed while the applicant was previously enrolled at or attending the Academy may appeal such decision to the Board of Trustees by delivering a written notice of appeal to the Academy Director no later than ten (10) working days after receipt of written notice of the decision denying admission. The notice of appeal should include a copy of the written decision of the Academy Director and a complete statement of the reasons the applicant disagrees with the decision of the Director.

A. Within two (2) working days of receipt of a copy of the written notice of appeal, the Academy Director shall transmit to a three-member panel of the Board appointed by the Chair of the Board a copy of the written decision, copies of any evidence relied on, the notice of appeal, and any materials submitted by the applicant in support of the appeal.

B. Within thirty (30) working days of receipt of the materials transmitted by the Academy Director, the panel shall review the materials and issue a written decision. The panel may affirm the decision of the Academy Director; remand to the Director for additional findings of fact; or vacate the findings of the Director and admit the applicant. The decision shall reflect the panel’s reasoning and advise the applicant of any right of appeal.

Moved by: Linda Smithers
Seconded by: Richard Harburger
Voted Unanimously by the Board of Trustees
Date: 05/05/2006



MAINE CRIMINAL JUSTICE ACADEMY

A BUREAU OF THE DEPARTMENT OF PUBLIC SAFETY

Rules And Regulations For Special Training Programs

Directive 79-1 (Revised)

PURPOSE

The following rules and regulations are established to promote the orderly and efficient training for those individuals who attend the Maine Criminal Justice Academy for special training programs (i.e. in-service, student orientation programs, etc.) They are designed to promote professionalism and orderliness consistent with the high ideals of the criminal justice system, and so that the students receive the full benefit of the training program.

AUTHORITY

The herein contained rules and regulations are established and implemented in accordance with policies and procedures promulgated by the Academy Trustees. It shall be the responsibility of all Academy staff members to encourage and enforce compliance with these rules and regulations. A training supervisor will be assigned to each special training program and will be responsible to apprise each student of these rules and regulations at the start of each training program.

CONDUCT AND GENERAL RESPONSIBILITIES

1. Students shall conduct themselves in an orderly and professional manner at all time while enrolled in an Academy training program.
2. Students are expected to conduct themselves ethically while attending Academy training programs. Ethical violations such as lying, cheating, plagiarism, deception, as well as criminal conduct and harassment are serious violations of the “*Student Disciplinary Code*” and can lead to disciplinary action, up to and including dismissal from the Academy.
3. The consumption of alcoholic beverages on Academy grounds is prohibited unless the consumption is an integral part of an approved training program.
4. Students shall assist in the conservation of heat and electricity.
5. Students shall maintain quiet after lights out at 11:00 p.m.
6. Student vehicles shall be parked according to Academy maps and where instructed to do so.
7. Students are responsible for all information posted on the designated bulletin board or in other locations identified by the MCJA training coordinator.
8. Students shall be properly dressed in uniform or appropriate attire as explained by the In-Service Training Supervisor while enrolled in training programs. No shorts, cutoffs, jeans, T-

shirts, clothing with inappropriate language, ripped or torn clothing is allowed without the express approval of the training supervisor.

9. Student shall not use any tobacco product within 100 feet of any Academy building or while participating in any Academy in-service training program off grounds. Students shall smoke only in those areas designated by the training coordinator.
10. Canines are not allowed in the billets or classroom without the permission of the Academy Director or the Training Manager.
11. Law enforcement officers are encouraged to leave their weapons secured in their vehicles during training. Non-law enforcement officers are prohibited from bringing firearms onto Academy grounds. ***In no case are firearms allowed in the dormitories (billets) without the prior written permission of the Academy Director.***
12. Personal injuries or property damage shall be brought to the immediate attention of a staff member.
13. Students will be permitted off the Academy grounds with the permission of the assigned training supervisor. Students should contact the training supervisor or another staff member if a problem arises or if special permission is needed.

ROOMS, LODGING AND LINEN

1. Advance notice must be given to the Academy for students who require lodging during training.
2. Each student will be assigned to a room and room assignments will be posted. ***Room assignments will not be changed without permission of the training supervisor.*** Students shall not remove dorm room furniture from their rooms.
3. Telephone messages, if not personally communicated, will be posted on the bulletin board. All Academy telephones are off limits, except with specific permission of the staff.
4. Linen will be the student's responsibility. You will need to provide your own sheets, pillow cases, or sleeping bag and you may prefer to bring your own pillow. Blankets will be folded and placed on the foot of the bed.
5. ***Students must provide their own towels, face cloths, sheets, pillow case, and/or sleeping bag.***

MEALS

1. Students shall comply with meal policies as explained by the training coordinator. Students are required to have a meal ticket issued by the training coordinator to eat in the dining room. Meal tickets purchased are non-refundable. Meals have increased to \$6.50 per meal.
2. Failure to provide the Academy with at least one-week advance notice may result in the unavailability of meals for a student.

ATTENDANCE AND ACADEMIC STANDARDS

Accreditation and certification for special training programs shall not be given unless successful completion of required standards and 90% attendance is attained. Exceptions to these standards will only be made by the Academy Director after consultation with the course instructor(s).

John B. Rogers, Director
Maine Criminal Justice Academy

Dated: July 1, 1993
Revised: July 12, 2001
Revised: May 29, 2003
Revised: June 28, 2005

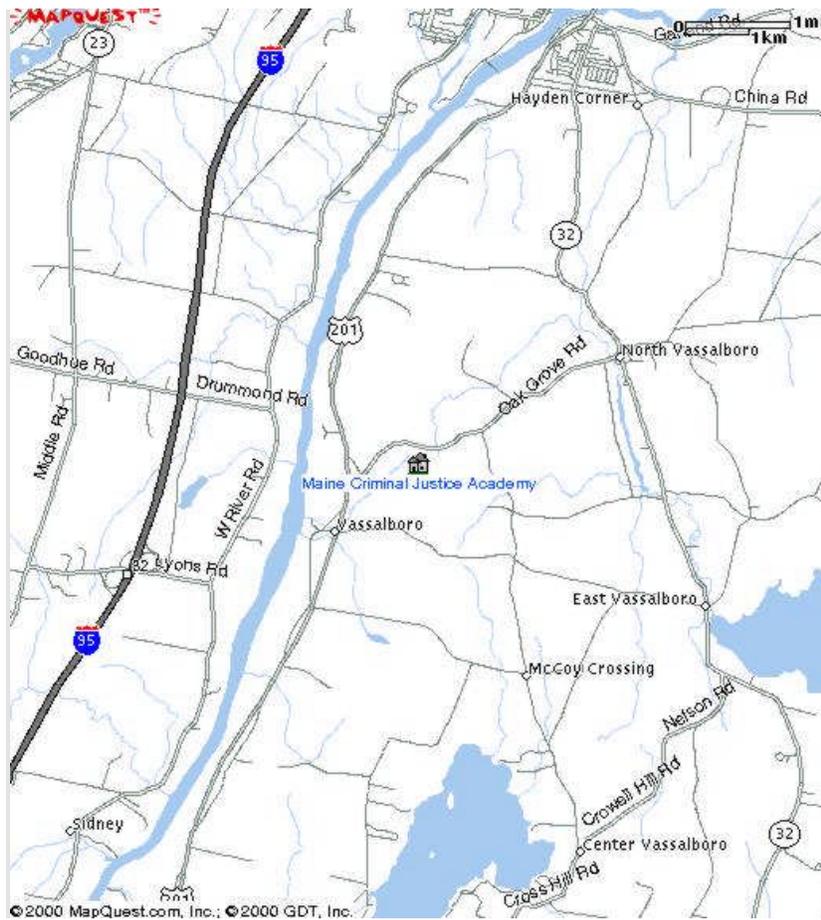
DISTRIBUTION: MCJA Staff

Map and Directions to the Academy

The Maine Criminal Justice Academy is located off Route 201 in Vassalboro. It is approximately 7 miles south of the Town of Winslow and 12 miles north of the City of Augusta.

From the south: Take Interstate 95 north to Exit 113, travel to your second set of traffic lights. Turn left onto Route 201 North. Go approximately 9 miles. The Academy will be located on your right.

From the north: Take Interstate 95 south to Exit 127, old exit 33, (Kennedy Memorial Drive). At the end of the ramp, turn left and follow the KMD into town. Where Route 137 turns off to the right (after 7th street light) turn onto Route 137. Proceed approximately 1.5 miles to the intersection of Route 201. Turn right onto Route 201. Follow Route 201 for exactly 5 miles to intersection with the Oak Grove Road on the left. Academy is the set of brick buildings on the right.



TRAINING SCHEDULE - FALL / WINTER / SPRING 2008-2009

Basic Law Enforcement Training Program

<u>DATE</u>	<u>COURSE</u>	<u>LOCATION</u>
August 18 - Dec. 19, 2008	15 th Basic Law Enforcement Training Program	Maine Criminal Justice Academy
January 20 – May 22, 2009	16 th Basic Law Enforcement Training Program	Maine Criminal Justice Academy

Law Enforcement Pre-Service

<u>DATE</u>	<u>COURSE</u>	<u>LOCATION</u>
Sept. 24 – Oct. 10, 2008	Law Enforcement Pre-Service	Maine Criminal Justice Academy
March 18 – April 3, 2009	Law Enforcement Pre-Service	Maine Criminal Justice Academy
TBA	Law Enforcement Pre-Service	Penobscot County Location
TBA	Law Enforcement Pre-Service	Cumberland County Location
Sept. 23, - Jan. 15, 2009	Law Enforcement Pre-Service	York Community College
TBA	Law Enforcement Pre-Service	Aroostook County Location
May 27 – June 12, 2009	Law Enforcement Pre-Service	York Community College

Basic Corrections

<u>DATE</u>	<u>COURSE</u>	<u>LOCATION</u>
September 08 - 19, 2008	Basic Corrections	Maine Criminal Justice Academy
December 08 – 19, 2008	Basic Corrections	Maine Criminal Justice Academy
February 02 - 13, 2009	Basic Corrections	Maine Criminal Justice Academy
April 06 – April 17, 2009	Basic Corrections	Maine Criminal Justice Academy

Law Enforcement and Corrections In-Service Training

<u>DATE</u>	<u>COURSE</u>	<u>LOCATION</u>
August 21, 2008	Drug recognition Expert Re-Certification	Maine Criminal Justice Academy
Sept. 8 – Sept. 12, 2008	Urban Rifle Instructor Development	Maine Criminal Justice Academy
September 17, 2008	Regional Training Coordinators Seminar	Maine Criminal Justice Academy
Sept. 29 – Oct. 3, 2008	School Resource Officer Training	Maine Criminal Justice Academy
Oct. 6 – Oct. 10, 2008	Chaplain Certification Course	Maine Criminal Justice Academy
Oct. 15 – Oct. 17, 2008	Advanced School Resource Officer Training	Maine Criminal Justice Academy
Oct. 20 – Oct. 31, 2008	Methods of Instruction	Maine Criminal Justice Academy
Nov. 3 – Nov. 6, 2008	Supervision for Corrections Professionals	Maine Criminal Justice Academy
Nov. 4 – Nov. 5, 2008	ARIDE	Maine Criminal Justice Academy
November 10, 2008	Municipal Ordinance Prosecution	Maine Criminal Justice Academy
Nov. 12 – Nov. 13, 2008	Re-Certification Class	Maine Criminal Justice Academy
Nov. 17 – Nov. 21, 2008	Radar Instructor Development	Maine Criminal Justice Academy
Nov. 17 – Nov. 21, 2008	Police Training Officer Course	Maine Criminal Justice Academy
Dec. 1 – Dec. 5, 2008	Unarmed Self Defense Instructor Development	Maine Criminal Justice Academy
Dec. 2 – Dec. 3, 2008	CRASH – Exam & Recertification	Maine Criminal Justice Academy

DATE	COURSE	LOCATION
December 10, 2008	Civil Rights Officer Training	Maine Criminal Justice Academy
December 29, 2008	Mandatory Training Topics Seminar	Maine Criminal Justice Academy
Jan. 5 – Jan. 16, 2009	Methods of Instruction	Maine Criminal Justice Academy
Jan. 5 – Jan. 16, 2009	Police Executive Development (POLEX)	Maine Criminal Justice Academy
Jan. 21 – Jan. 23, 2009	Interview and Interrogation	Maine Criminal Justice Academy
Jan. 27 – Jan. 28	Investigating Officer Misconduct	Maine Criminal Justice Academy
Feb. 9 – Feb. 13, 2009	Interactive Use of Force Instructor Development	Maine Criminal Justice Academy
Feb. 17 – Feb. 27, 2009	Drug Recognition Expert	Maine Criminal Justice Academy
Feb. 18 – Feb. 20, 2009	Identifying Deceptive Behavior	Maine Criminal Justice Academy
Feb. 23 – Feb. 27, 2009	Leadership and Mastering Performance	Maine Criminal Justice Academy
March 2 – March 13, 2009	Methods of Instruction	Maine Criminal Justice Academy
April 6 – April 10, 2009	Drug Identification	Maine Criminal Justice Academy
April 13 – April 17, 2009	New Chiefs and Sheriffs Seminar	Maine Criminal Justice Academy
April 21 – April 23, 2009	Expert Testimony	Maine Criminal Justice Academy
April 27 – May 8, 2009	Methods of Instruction	Maine Criminal Justice Academy
May 11 – May 15, 2009	Police Training Officer Course	Maine Criminal Justice Academy
June 1 – June 5, 2009	MARC Instructor Development	Maine Criminal Justice Academy
June 8 – June 19, 2009	Firearms Instructor Development	Maine Criminal Justice Academy
June 12, 2009	Firearms Skills Development	Maine Criminal Justice Academy
June 22 – June 26, 2009	Explorer Academy	Maine Criminal Justice Academy

Dispatcher Training

DATE	COURSE	LOCATION
Sept. 8 – Sept. 12, 2008	Terminal Operator Certification	Maine Criminal Justice Academy
Oct. 20 – Oct. 24, 2008	Terminal Operator Certification	Maine Criminal Justice Academy
Dec. 8 – Dec. 12, 2008	Terminal Operator Certification	Maine Criminal Justice Academy
Jan. 12 – Jan. 16, 2009	Terminal Operator Certification	Maine Criminal Justice Academy
Feb. 9 – Feb. 13, 2009	Terminal Operator Certification	Maine Criminal Justice Academy
March 9 – March 13, 2009	Terminal Operator Certification	Maine Criminal Justice Academy
April 13 – April 17, 2009	Terminal Operator Certification	Maine Criminal Justice Academy
May 11 – May 15, 2009	Terminal Operator Certification	Maine Criminal Justice Academy
June 1 – June 5, 2009	Terminal Operator Certification	Maine Criminal Justice Academy

August 2008

Monthly Planner

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Monthly Planner

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January 2009

Monthly Planner

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February 2009

Monthly Planner

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March 2009

Monthly Planner

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April 2009

Monthly Planner

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May 2009

Monthly Planner

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June 2009

Monthly Planner

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ADMINISTRATIVE COURSES

SUPERVISION FOR CORRECTIONAL PROFESSIONALS

Dates: Nov. 3 – 6, 2008
Location: Academy
Time: 9:00 - 5:00
Fee: \$60.00 plus room/board
Contact: Michael Celentano

This 32-hour course is designed for training staff and new supervisory staff with responsibilities in all correctional jurisdictions (juvenile, adult, local, state, and federal). The training program will provide participants the necessary materials and skills to deliver the training curriculum within one's own agency. The curriculum itself covers key supervision issues such as values and vision, principled behavior, supervisor roles and styles, effective communication, encouraging performance through setting standards, coaching, evaluating, counseling, and discipline. During the training, participants will become familiar with the curriculum package as well as participate in a practice facilitation of an assigned module.

In addition, participants will be asked to prepare action plans to use and disseminate the training curriculum and program.

Personnel who may attend:

New Supervisory Staff from all correctional jurisdictions who have supervisory responsibilities and basic knowledge and skills in training and facilitation.

Special Requirements:

Prerequisites:

Class Limit: 20 Students

POLICE EXECUTIVE DEVELOPMENT (POLEX)

Date: January 5 – 16, 2009
Location: Academy
Time: 8:00 - 5:00
Fee: room & board only
Contact: Michael Celentano

NOTE: This is a Northeast Counterdrug Training Center Course – to register for this course, go to Counterdrug.org and register online.

Designed for: Course description: This course is designed to enhance the leadership and management skills of executive-level law enforcement practitioners. Key topics and concepts include developing leadership skills, making organizational culture work for you, liability issues and how to minimize your department's risk, developing decision-making and planning skills, issues for measuring police productivity and quality, how to more effectively handle problem employees, and enhancing communication skills. POLEX graduates can gain three academic credits at the graduate or upper division undergraduate level.

Personnel who may attend:

This class is designed for upper management, and Chiefs and Sheriffs will be accepted first.

Special Requirements:

Prerequisites: Must be middle management personnel in law enforcement holding the rank of lieutenant and above. – Upper management accepted first.

Class Limit: 35 Students

INVESTIGATING COMPLAINTS OF OFFICER MISCONDUCT

Date: January 27 – 28, 2009
Location: Academy
Time: 8:30 - 5:00
Fee: \$80.00 plus room / board
Contact: Eric Parker

From time to time, every law enforcement executive, no matter the size of the agency, will be confronted with the need to conduct an internal affairs investigation. The area of internal affairs investigations is growing increasingly complex. This training attempts to review many of the most common issues confronting chiefs and internal affairs investigators. The community policing philosophy depends on the integrity of the police department. If the public lacks confidence in the agency's ability and commitment to investigate and prosecute officer misconduct, there is little hope for successful partnerships and problem-solving. Investigations are an important part of any employer's frontline defense against liability and serve as a means of maintaining a disciplined workforce. In addition to knowing what to do during an investigation, every employer should know the policies and practices that can be implemented before the need for an investigation arises. *INVESTIGATING COMPLAINTS OF OFFICER MISCONDUCT* focuses on the practical techniques and information you need to know in order to conduct investigations that meet the ever-changing legal requirements. Class content will include: what you should do now to prepare for your next investigation, how to avoid costly mistakes that can create liability, interview techniques to get the most out of every witness, proper documentation, how to organize investigation files, and how to effectively present the results of an investigation.

The two-day class is being offered at the academy.

There are three instructors, all with many years of experience in the subject area. They are Laurel Shippee, the state EEO coordinator; Joyce Oreskovich, chief legal counsel for state employee relations, and Brian MacMaster, chief investigator for the Attorney General's Office

Personnel who may attend: This class is open to full-time law enforcement personnel. Preference will be given to those assigned by their agency as responsible for conducting internal investigations.

Prerequisites:

Special Requirements:

Class Limit: 20 Students

Leadership and Mastering Performance

Date: February 23 – 27, 2009
Location: Academy
Time: 8:00 - 5:00
Fee: room and board only
Contact: Michael Cclentano

NOTE: This is a Northeast Counterdrug Training Center Course – to register for this course, go to Counterdrug.org and register online.

The Leadership and Mastering Performance Management course is a high energy forty hour course focusing on the first line supervisor and mid-manager. It introduces The Leadership Test and The Six Layers of Success as tools that will improve the skills and abilities of supervisors and managers to both manage and lead. There is an emphasis on defining the difference between leadership and management and identifying their separate skill sets. Tools are provided that will assist students to work more effectively as developers with their employees, both as individuals and as a team.

Personnel who may attend: This class is restricted to law enforcement officers who are newly promoted or expect promotion into a supervisory position.

Prerequisites:

Special Requirements:

Class Limit: 50 Students

NEW CHIEFS AND SHERIFFS SEMINAR

Date: April 13-17, 2009
Location: Academy
Time: 8:00 - 5:00
Fee: \$120.00 plus room/board
Contact: Eric Parker

This course is for the newly appointed chief or sheriff. The program is designed to prepare chiefs and sheriffs for the challenges of running a law enforcement agency. Topics to be examined include, but are not limited to: liability issues, labor issues, policies, consensus building techniques, discipline, the Public Information Act, managing internal investigations, understanding the needs of your city manager or county commissioners and mandatory reporting requirements. Attendees will learn from each other during interactive discussions of current issues facing department administrators.

Personnel who may attend: This class is restricted to newly appointed chiefs and sheriffs or their seconds in command only.

Prerequisites:

Special Requirements:

Class Limit: 20 Students

SPECIALIZED COURSES
LAW ENFORCEMENT AND CORRECTIONS

LAW ENFORCEMENT PRE-SERVICE COURSE

PROGRAM DESCRIPTION:

The LEPS is the entry level training program to become a law enforcement officer in the state of Maine. The course format includes both classroom and practical training. The course curriculum, prerequisites, application forms, and a more detailed course description can be found at the MCJA website at: www.maine.gov/dps/mcja/training/preservice

See Course schedules in the front of this catalog for Dates and Locations

In addition to classes listed in the front of this catalog, LEPS classes may be added during the training year. We would encourage you to contact a training coordinator for current details on upcoming programs: or go to our website at: www.maine.gov/dps/mcja/training/preservice for a list of upcoming classes as they become available.

After completion of the LEPS Program you will receive a Course Completion Certificate. Prior to being hired, an LEPS graduate must be 21 years of age or 20 years of age with 60 college credits. Attendees must be hired by a law enforcement agency and complete weapons certification by a MCJA Certified Firearms Instructor. The hiring agency must submit a notice of employment to MCJA before you can work as, and become certified as a law enforcement officer.

Who may attend: You must be 21 years of age (20 or 19 years under certain prerequisites) See our website for more information on age requirements.
You must be sponsored by a Law Enforcement Agency
You must complete the application process
You must pass a criminal background check
You must pass a physical exam by your physician
You must take and pass the ALERT exam

Special Requirements: Course fee is \$350 for courses held at MCJA. Off site courses may have additional fees. **On site** meals and lodging are available at a reasonable cost. **Prepayment** of Tuition must be made at least two weeks prior to the start of class. **You must pay by personal check or money order, we do not accept credit cards. We will bill agencies only if prior arrangements have been made.** Payment for meals and lodging at the academy courses will be collected at the start of each week (Please be prepared to pay by personal check). **There are no refunds for meals tickets purchased. If you buy tickets a meal is prepared for you.**

You must have a valid First Aid and CPR card prior to course completion.

Contact: Deb Andrews for more information

REGIONAL TRAINING COORDINATOR'S SEMINAR

Date: September 17, 2008
Location: Academy
Time: 10:00 – 2:00
Fee: No fee (lunch provided)
Contact: Eric Parker

This four-hour forum is designed to provide the Maine Chiefs of Police Associations District Training Representatives with program and policy up-dates from the Academy. It is also a forum to share information with other districts related to training issues.

Personnel who may attend: This class is restricted to those persons appointed by their districts as their district's training representative.

Prerequisites:

Special Requirements:

Class Limit: 15 Students

URBAN RIFLE INSTRUCTOR DEVELOPMENT

Date: September 8 – 12, 2008
Location: Academy
Time: 8:00 - 5:00
Fee: \$150.00 plus room / board
Contact: James Birt

Program Description: This course is designed to develop MCJA Certified Firearms Instructors as trainers in rifle/carbine weapon systems. Topics will include weapon selection for patrol units, training and budgetary issues, nomenclature, function, handling safety, carry conditions and live fire drills.

Students must provide a departmental carbine or rifle with 2 magazines and a sling, 1200 rounds of ammo for the rifle. In addition, it is required to bring ear protection (full protection, no plugs only) & full, wrap around eye protection, ballistic vest (if worn) a cleaning kit, departmental duty belt, holster, handgun, spare magazines, 100 rounds of ammo, and a flashlight. Appropriate range gear, hat, bug spray and sun protection are also recommended

Personnel who may attend: All MCJA Certified Firearms Instructors. Preference will be given to those from agencies that have or will soon be transitioning to carbines/rifles.

Prerequisites: MCJA Certified Firearms Instructors

Special Requirements:

Class Limit: 20 Students

NARCOTIC DETECTION K-9 SCHOOL

Dates: Sept. 8 – Oct. 31, 2008
Location: Academy
Time: 8:00 - 5:00
Fee: \$480.00 plus room/board
Contact: Sgt. Michael Kaspereen

This course is for a new Detection K-9 Handler Teams. Teams will be trained to detect the following detection areas: basic odors – (marijuana, hashish, cocaine, crack cocaine, heroin, methamphetamines), and other drugs of choice. Methods of detection will include: building search, open area search, vehicle search, baggage/parcel search, aircraft search, watercraft search, and person search.

Personnel who may attend: This course is available to any officer and K-9 designated by their Chief or Sheriff as a agency approved K-9 Handler Team – Detector – Drugs.

Prerequisites:

Special Requirements:

Class Limit: 20 Students

(This Course is already full – enrollment is closed)

SCHOOL RESOURCE OFFICER TRAINING

Dates: Sept. 29 – Oct. 3, 2008
Location: Academy
Time: 9:00 - 5:00
Fee: room & board only
Contact: Michael Celentano

NOTE: This is a Northeast Counterdrug Training Center Course – to register for this course, go to Counterdrug.org and register online.

Course description: The course emphasizes three main areas of instruction: functioning as a police officer in the school setting, working as a resource and problem solver, and the development of teaching skills. Students will be given a working knowledge of the School Resource Officer concept and how to establish a lasting partnership with their schools.

Additional information about this course may be obtained at this link:
<http://www.schoolsafety911.com>

Personnel who may attend: Officers who are, or are going to be School Resource Officers.

Prerequisites:

Special Requirements:

Class Limit: 20 Students

LAW ENFORCEMENT CHAPLAIN CLASS

Dates: October 6 - 10, 2008
Location: Academy
Time: 9:00 - 5:00
Fee: \$60.00 plus room/board
Contact: Eric Parker

The law enforcement chaplain has become an increasingly important member of the criminal justice community. In times of crisis or high stress it usually falls to the chaplain to pick up the emotional pieces. This program is designed for to instruct the newly appointed law enforcement chaplain in many areas to include:

- The Criminal Justice System
- The Police Officer
- Community Policing
- Legal Liability and Confidentiality
- Sensitivity and Diversity
- The Role of the Chaplain in the Department
- The Chaplain and Other Religions / Denominations
- Death Notifications
- Post Traumatic Stress Syndrome
- Responding to a Crisis Situation
- Officer Injury or Death
- Suicide and Suicide Intervention
- The Effective Counselor
- Critical Incident Debriefing
- Stress Management
- Substance Abuse

Personnel who may attend: Students must be ordained by a recognized religious denomination and be sponsored by a Maine law enforcement agency.

Prerequisites:

Special Requirements:

Class Limit: 20 Students

ADVANCED SCHOOL RESOURCE OFFICER TRAINING

Dates: Oct. 15 – 17, 2008
Location: Academy
Time: 9:00 - 5:00
Fee: room & board only
Contact: Michael Celentano

NOTE: This is a Northeast Counterdrug Training Center Course – to register for this course, go to Counterdrug.org and register online.

Course description: During this course, the students will be given the School Resource Officer History and concept, practical skills of interviewing and teaching, legal aspects, and information on current youth-related topics. They will develop a working knowledge of the School Resource Officer and develop a plan for implementation for the SRO program into the school in which they are assigned. The class will spend two hours at a school conducting a "Site Assessment."

Personnel who may attend: Officers who are, or are going to be School Resource Officers and have taken the basic SRO Course.

Prerequisites:

Special Requirements:

Class Limit: 40 Students

METHODS OF INSTRUCTION

Dates:	October 20 – 31, 2008 January 5 – 16, 2009 March 2 – 13, 2009 April 27 – May 8, 2009
Location:	Academy
Time:	8:00 - 5:00
Fee:	\$80.00 plus room/board
Contact:	Debra Andrews

This two (2) week course will cover conducting needs assessments, writing instructional objectives, choosing and preparing visual aids, creating an original lesson plan, teaching the adult learner, preparing tests, and using the Academy's Media Resource Center. Participants are required to make several presentations ranging from 2 to 15 minutes in duration. Students will also develop a full lesson plan on a Board approved topic from the BLETP, BCOR or LEPS curriculum and be evaluated presenting portions of that unit of instruction. Successful students should be eligible as certified instructors per Board Specification S-6.

Personnel who may attend: This course is available to personnel in the criminal justice system and is intended to fulfill the requirement for a Methods of Instruction course needed for Academy Instructor Certification.

Prerequisites:

Special Requirements:

Class Limit: 20 Students

ADVANCED ROADSIDE IMPAIRED DRIVING ENFORCEMENT (A.R.I.D.E.)

Date: November 4-5, 2008
Location: Academy
Time: 8:00 - 5:00
Fee: \$25.00 plus room / board
Contact: James Lyman

Program Description:

The National Highway Traffic Safety Administration has developed the A.R.I.D.E. course to provide officers a better understanding of the elements surrounding the enforcement of impaired driver laws. The course is designed to help officers become more proficient at detecting, apprehending, testing and prosecuting impaired drivers. The course includes elements of both the Standardized Field Sobriety Testing (SFST) and Drug Recognition Expert (DRE) curriculum. **This course is not intended to certify you as a Drug Recognition Expert, although it is being considered as a prerequisite for future DRE candidates.** Attendees must be proficient in the SFST battery with emphasis on HGN procedures.

The candidate who successfully completes the training will be able to recognize that an individual may be under the influence of a drug or drugs other than alcohol, or under the combined influence of alcohol and other drugs, or suffering from some injury or illness that produces signs similar to alcohol/drug impairment.

This course was not designed to be offered to new police recruits. This is an intermediate level course designed to offer more than a basic understanding of the impairing effects of drugs (Illicit and Licit), alcohol, and/or the combination of both.

Personnel who may attend:

All full time law enforcement officers actively enforcing impaired driving laws that work for a department that is committed to detecting and deterring impaired drivers. Officers that successfully complete this course will receive consideration for the 2009 Drug Recognition Expert School.

Prerequisites: Full Time Law Enforcement Officer with SFST Proficiency.

Special Requirements:

Class Limit: 25 Students

MUNICIPAL ORDINANCE PROSECUTION

Dates: November 10, 2008
Location: Academy
Time: 9:00 - 5:00
Fee: \$20.00 Lunch included
Contact: Eric Parker

Past legislation granted authority that allows municipal law enforcement officers to prosecute municipal ordinance violations. The legislation requires that officers who prosecute these violations be certified through the Maine Criminal Justice Academy.

The validity of municipal ordinances depends upon the same principles of constitutional law which governs that of statutes enacted by the legislature. The making of municipal ordinances is controlled by the provisions of the charter of comparable statutory delegation of power under which a city or town operates.

Prosecution is the legal proceeding instilled in a court of law for the purpose of determining the innocence or guilt of a person charged with an offense. This course will cover legal aspects of municipal ordinance and the legal responsibilities that a law enforcement officer will have in representing municipalities in District Court in the prosecution of alleged violations of municipal ordinances. The course will be structured for prosecution of situations taken from municipal ordinance violations.

Personnel who may attend: This class is open to full-time law enforcement officers who are graduates of the Basic Law Enforcement Training Program and who are designated by their chief administrator to prosecute municipal ordinance violations.

Prerequisites:

Special Requirements:

Class Limit: 20 Students

LAW ENFORCEMENT OFFICER RE-CERTIFICATION COURSE

Date: Nov. 12 – 13, 2008
Location: Academy
Time: 8:00 - 5:00
Fee: Included in \$150.00
Re-Certification fee
Contact: Debra Andrews

Law Enforcement Officers who have not been employed in the capacity as either full or part-time officers for a period of more than two years are required to successfully complete the re-certification process outlined in Specification S-30.

This 16-hour course is being offered to full and part-time law enforcement officers to meet the training requirements of Specification S-30. The purpose of this class is to ensure officers have knowledge of current laws and procedures. Course content includes; Criminal Law, Motor Vehicle Law, Juvenile Law, Liquor Law, course review and the re-certification exam.

When the hiring agency submits a Notice of Employment for an officer who requires re-certification, The Academy will forward a re-certification packet with the necessary forms and a Provisional Certificate of Eligibility for the officer. The certificate is valid for up to one year to allow the officer time to complete this re-certification course. The re-certification packet will include the following forms which are also available on line; (Re-Certification Application, Notice of Employment, Criminal Background Check, Motor Vehicle License Confirmation, and Firearms Qualification Sheet). Officers will also have to submit a copy of a current CPR card.

Personnel who may attend: Any full or part-time law enforcement officer, who is hired by a law enforcement agency, whose law enforcement certification has expired.

Prerequisites: All forms in the re-certification packet must be completed and submitted prior to attending this course.

Special Requirements:

Class Limit: 20 Students

POLICE TRAINING OFFICER

Dates: Nov. 17 – 21, 2008
May 11 – 15, 2009
Location: Academy
Time: 9:00 - 5:00
Fee: \$100.00 plus room/board
Contact: Eric Parker

The Police Training Officer program incorporates contemporary adult educational methods and a version of problem based learning adapted for Law Enforcement. This approach to training provides a foundation for life long learning that prepares the new officer for the complexities of Law Enforcement today and in the future. Instead of the San Jose model FTO program, this program is based on the Reno Police Training Officer (PTO) program which has been successfully implemented in several states across the country. The Program is designed to provide the trainee with a well structured 15 week program after having completed the Basic Law Enforcement Academy.

Personnel who may attend: Full-time certified and experienced law enforcement officers who will be serving in the capacity of Police Training Officers (PTO's) for their respective departments.

Prerequisites:

Special Requirements:

Class Limit: 20 Students

RADAR INSTRUCTOR DEVELOPMENT

Date: Nov. 17 – 21, 2008
Location: Academy
Time: 8:00 - 5:00
Fee: \$60.00 plus room / board
Contact: Michael Celentano

This 40-hour course is based upon the National Highway Transportation Safety Administration Basic Training Program in Speed Measurement. Topics include history and theory, operating principles, operation of specific radar devices, environmental considerations, and legal issues. Specific presentation techniques, public speaking, adult learning principles and MCJA requirements for program management and proper submission of class materials will be essential to completion of the course. Students will develop their instructional skills sufficiently to present speed measurement training programs to other law enforcement officers. The 40 hour classroom segment will serve as the first phase of training. Phase two (or completion of the instructor development), will be satisfied when the student instructor conducts a minimum of eight hours of training with and evaluated by MCJA Staff or Certified Radar Instructor. Student instructor competency will be evaluated on forms provided by the MCJA and available through the coordinator of this training.

Personnel who may attend: Full time Law Enforcement Basic Training Program graduates or previous State/Municipal/County Academy graduates who are radar certified.

Prerequisites: Radar Operation and Certification Course and Methods of Instruction

Special Requirements:

Class Limit: 20 Students

UNARMED SELF DEFENSE INSTRUCTOR DEVELOPMENT FOR CORRECTIONS

Dates: Dec. 1 – 5, 2008
Location: Academy
Time: 9:00 - 5:00
Fee: \$100.00 plus room/board
Contact: Michael Celentano

This is a 40 hour course directed toward instruction in the area of corrections unarmed self-defense. The primary objective of the course is the development of an instructor who is capable of providing instruction in an unarmed self defense system where techniques and procedures are totally integrated. This course contains such subject matter as proper stances and control techniques. The course will focus on preparing instructors to teach Level A Unarmed Self Defense at their facility and Level C Unarmed Self Defense at the Academy. The course is physically taxing and participants should be at an excellent level of physical fitness. The course further provides instruction in the area of platform skills and legal considerations.

Personnel who may attend:

All full-time certified corrections officers and other appropriate personnel.

Prerequisites:

Special Requirements: Must have commitment from agency to assist in teaching future classes at MCJA

Class Limit: 20 Students

CRASH RECONSTRUCTION SPECIALIST MANDATORY EXAM

Date: December 2 – 3, 2008
Location: 45 Commerce Drive, Augusta
Time: 8:00 - 5:00
Fee: \$25.00
Contact: James Lyman

This 16 hour mandatory training course will provide the Crash Reconstruction Specialist with a comprehensive review of the re-certification exam as well as the taking of the re-certification exam. The successful completion of the re-certification exam with a score of 80% or higher must be met to maintain certification as a Crash Reconstruction Specialist as approved by the Board of Trustees.

Personnel who may attend: All certified Crash Reconstruction Specialists seeking re-certification

Re-Certification Requirements:

- Must have completed the mandatory in-service training,
- Must have completed the re-certification exam with a minimum score of 80%,
- Must submit 4 completed and approved reconstruction reports to the Crash Reconstruction Certification Board for professional review by December 31, 2008.

Prerequisites:

Special Requirements:

Class Limit: 60 Students

CIVIL RIGHTS OFFICER TRAINING

Date: December 10, 2008
Location: Academy
Time: 8:00 - 4:00
Fee: \$20.00 (includes lunch)
Contact: Eric Parker

Maine's civil rights officers are the backbone of the civil rights enforcement system in Maine. It is the responsibility of the civil rights officer to be trained, to maintain that training, and to identify, investigate, and report all civil rights complaints to the Attorney General's Office. The civil rights officer also has the primary responsibility for ensuring that all complaints are investigated, and to work with the Attorney General's Office to ensure that all investigations are thorough.

Personnel who may attend: This class is open to full-time law enforcement and corrections personnel.

Prerequisites:

Special Requirements:

Class Limit: 30 Students

**MANDATORY RECERTIFICATION TRAINING FOR LAW
ENFORCEMENT PERSONNEL 2008**

Date: December 29, 2008
Location: Academy
Time: 8:00 - 5:00
Fee: \$20.00 - NO LUNCH AVAILABLE
Contact: Staff

Program Description:

This program consists of four of the five mandated classes for 2008 required by the Maine Criminal Justice Academy's Board of Trustees for officers to maintain their law enforcement certification: New Law Up-Dates, Crime Scene Investigation and Evidence Collection, Identification of the Predominant Aggressor in DV Cases and Dealing with Developmental Disabilities such as Autism and others.

New Law Updates from 8:00 to 10:00

Crime Scene Investigation and Evidence Collection from 10:00 to 12:00

Identification of the Predominant Aggressor in DV Cases from 1:00 to 3:00

Dealing with Developmental Disabilities such as Autism and others from 3:00 to 5:00

Personnel who may attend:

Any full or part time law enforcement officer

Prerequisites:

Special Requirements: Class size will be limited and a separate registration will be required for each class.

Class Limit: 70 students

INTERVIEW AND INTERROGATION

Date: January 21 – 23, 2009
Location: Academy
Time: 8:00 - 5:00
Fee: meals and lodging only
Contact: Michael Celentano

NOTE: This is a Northeast Counterdrug Training Center Course – to register for this course, go to Counterdrug.org and register online.

Course description: This course is constructed specifically for law enforcement officers. The focus of this course is to prepare for and conduct interviews and interrogations incorporating non-verbal kinetics (body language) techniques, grammatical clues to lies and truth, analysis of verbal behavior, and evasive verbal response during interview and interrogation.

Personnel who may attend: Any full or part time law enforcement officer

Prerequisites:

Special Requirements:

Class Limit: 50 students

INTERACTIVE USE OF FORCE INSTRUCTOR DEVELOPMENT

Date: Feb. 9 – 13, 2009
Location: MCJA
Time: 8:00 - 5:00
Fee: \$75.00 plus Room/Board
Contact: Jack Murphy

This course will prepare firearms and other defensive tactics instructors to create, and use situational interactive training scenarios for use of force training. The use of marking cartridges and appropriate protective equipment and rules will be covered. Students will produce and supervise use of force scenarios and critique and evaluate officer's performance during those scenarios. Applicants must provide a letter with the application from the Chief Law Enforcement Officer of the agency indicating a willingness to send the officer to participate in the Basic Law Enforcement Training Program.

Personnel who may attend: All MCJA Certified Instructors who are Full Time Law Enforcement officers. Priority will be given to Use of Force, Defensive Tactics, Firearms, &, Chemical Agent Instructors.

Prerequisites:

Special Requirements:

Class Limit: 20 Students

DRUG RECOGNITION EXPERT EVALUATION & CLASSIFICATION SCHOOL

Date: Feb. 17 – 27, 2009
Location: Academy
Time: 8:00 - 5:00
Fee: \$250.00 plus room / board
Contact: James Lyman

The National Highway Traffic Safety Administration has developed, and IACP has adopted, the Standardized Field Sobriety Test procedure in conjunction with immediate breath testing, as a means of identifying the alcohol-impaired driver. If the effects of alcohol are determined not to be the sole cause of impairment, the officer can begin the evaluation process to determine what other causes may be responsible. The intent of this training course is to instruct the students through the use of systematic and standardized examinations how to determine whether the impairment is due to drug, medically related and if drugs the broad category or combination of categories of drugs that is the likely cause of the observed impairment.

Phase I of the training is a two day pre-school (16 hours) which reviews and enhances information officers previously received in the NHTSA OUI/SFST program. Attendees should be thoroughly familiar with the OUI/SFST skills prior to attending. Phase II of training is a seven-day (56-hour) classroom program during which students receive detailed instruction in the techniques of the drug evaluation examination as well as in physiology, the effects of drugs and legal considerations. Upon completion of this phase of training, the student must pass a comprehensive written examination before proceeding Phase III of the training, the field certification. The field certification portion of training begins immediately following completion of the classroom training and is conducted at periodic intervals for the next 60 to 90 days. During this portion of the training, students, under the direction of certified instructors, evaluate subjects suspected of being impaired by drugs other than alcohol. After participating in and documenting the results of at least 12 drug evaluations and completing a comprehensive examination, the student is eligible for certification.

Personnel who may attend: All full time law enforcement officers actively enforcing impaired driving laws that work for a department which is committed to providing the command and logistic support necessary for the DRE to function at maximum effectiveness in detecting and deterring impaired drivers.

Prerequisites: SFST Proficiency. Consideration will be given to regions that have no DRE's and for jurisdictions that allow the DRE to assist neighboring jurisdictions.

Special Requirements:

Class Limit: 20 Students

IDENTIFICATION OF DECEPTIVE BEHAVIOR

Date: Feb. 18 – 20, 2009
Location: Academy
Time: 9:00 - 5:00
Fee: meals & lodging only
Contact: Michael Celentano

NOTE: This is a Northeast Counterdrug Training Center Course – to register for this course, go to Counterdrug.org and register online.

Program Description:

This interactive class is superbly suited for the new investigator or patrol officer. By learning to professionally identify deceptive words, phrases, and non-verbal behaviors, the student gains confidence and skill in redirecting a person's words to obtain a confession. Confidence is further gained when students practice their new-gained skills during actual interrogations in a class setting. The experienced law enforcement instructor uses actual case investigations and scenarios to reinforce the skills necessary to prepare for a successful criminal prosecution. Through this unique interactive class, the officer and investigator learns that being deceptive isn't easy at all.

Personnel who may attend: Any law enforcement officer

Prerequisites:

Special Requirements:

Class Limit: 50 students

BASIC PATROL K-9 SCHOOL

Date: Mar. 9 – May 29, 2009
Location: Academy
Time: 8:00 - 5:00
Fee: \$720.00 plus room/board
Contact: Sgt. Michael Kaspereen

This course is for new Patrol K-9 Handler Teams. Teams will be trained in the following: obedience, agility, tracking a person, building search, article search and evidence recovery, criminal apprehension and handler protection. This is an intensive 12-week course that will prepare the team for Board Certification once the written and field tests are successfully completed.

Personnel who may attend: This course is available to any officer and K-9 designated by their Chief or Sheriff as an agency approved K-9 handler team.

Prerequisites:

Special Requirements:

Class Limit: 20 Students

(This Course is already full – enrollment is closed)

DRUG IDENTIFICATION

Date: April 6 – 10, 2009
Location: Academy
Time: 9:00 - 5:00
Fee: meals and lodging only
Contact: Michael Celentano

NOTE: This is a Northeast Counterdrug Training Center Course – to register for this course, go to Counterdrug.org and register online.

Course Description: The course will educate and supply information regarding the preliminary field identification of illegal and diverted legal drugs, as well as associated paraphernalia to law enforcement personnel. The course should serve as a tool and aid in the identification drugs, aimed at the reduction of usage and illicit sales. The course provides for definitions of basic drug terminology and the scheduling of drugs based on Controlled Substance ACT (CSA).

Information will be provided on the chemical make up controlled substances as well as the manner in which they are produced for human consumption. This course of instruction will describe the manner that the controlled substances are introduced into the human body and physical reactions caused by the use of controlled dangerous substances.

Personnel who may attend: Any law enforcement officer

Prerequisites:

Special Requirements:

Class Limit: 50 students

EXPERT TESTIMONY

Date: April 21 – 23, 2009
Location: Academy
Time: 8:00 - 5:00
Fee: room & board only
Contact: Michael Celentano

NOTE: This is a Northeast Counterdrug Training Center Course – to register for this course, go to Counterdrug.org and register online.

Course description: This course will provide a resource base, strategies and step-by-step guidelines for the law enforcement person who wants to expand into the area of expert work or for one already testifying as an expert. Topics to be covered will include qualities of the effective expert, evaluating the case, the action/assessment plan, dos and don'ts, becoming less vulnerable, ethics and integrity. Attorneys familiar with the use of experts and recognized experts from the field of law enforcement will present the material. This course will strengthen the student's credentials when attempting to qualify as an "expert". Objectives will be met by the use of classroom lecture, discussion of actual cases involving the use of experts, class participation and shared experiences, demonstrations by the instructors and by practical exercises involving class members.

Personnel who may attend: Anyone in the Criminal Justice field who may have to testify in court.

Prerequisites:

Special Requirements:

Class Limit: 50 Students

MECHANICS OF ARREST, RESTRAINT & CONTROL INSTRUCTOR

Date: June 1 – 5, 2009
Location: MCJA
Time: 8:00-5:00
Fee: \$60.00, plus room / board
Contact: Jack Murphy

This is a 40 hour course directed toward developing instructors for law enforcement defensive tactics that are taught in the Basic Law Enforcement Training Program and the Pre-Service Law Enforcement Academy programs. Those individuals selected should be willing to participate in Academy programs. Applicants must provide a letter with the application from the Chief Law Enforcement Officer of the agency indicating a willingness to send the officer to participate in the Basic Law Enforcement Training Program.

Personnel who may attend:

All full time Law Enforcement Officers who are Academy certified and part-time Law Enforcement Officers with 3 years post academy experience. Preference will be giving to full-time law enforcement officers and those who are willing to participate in Academy programs.

Prerequisites:

Special Requirements:

Class Limit: 20 Students

FIREARMS INSTRUCTOR DEVELOPMENT

Date: June 8 – 19, 2009
Location: Academy
Time: 8:00 - 5:00
Fee: \$250.00 plus room/board
Contact: James Birt

This course is designed for the officer, who has demonstrated proficiency with firearms, completed Methods of Instruction and has been tasked with obtaining MCJA Certified Firearms Instructor status to assist in improving the shooting skills of others. The class concentrates on firearms program management. This is the first of a two-week program in completion of mandatory requirements in becoming an MCJA Firearms Instructor. This week concentrates on program management, liability, range development and coaching and evaluation of students. The fifth day of this class will be practical application of live fire, range exercises to evaluate shooters and provide constructive feedback to improve their overall firearms proficiency under the guidance of MCJA Firearms Trainers. Week two takes the instructor candidate through the process of planning, developing and implementing law enforcement firearms training in a practical setting. The student will learn highly advanced; yet simple, instructional techniques that will enhance their ability at developing high level combat shooting and survival skills in students. The first day of this week will be devoted to firearms lesson plan development and individual presentations on selected firearms topics. MCJA staff, as a necessary part of course completion will monitor presentations. Courses of fire, developed by the student through the class, will be utilized and evaluated by Trainers. This course goes beyond providing an understanding of firearms training and instructional techniques. It provides the exercise and practice needed to develop highly honed skills that can be applied upon completion of the course. This course is intensive study with outside assignments and possible evening sessions. This is necessary to satisfy core requirements for course completion. Due to the practical nature of this course it is physically taxing and should be considered when selecting candidates.

Personnel who may attend: All full-time law enforcement and Corrections Officers with 3 years post Academy experience or prior MCJA approval.

Prerequisites: Methods of Instruction, Appointment letter from organizational head designating student as a Firearms Instructor, Pre-course firearms qualification at 90%.

Special Requirements: Students will be provided with a list of necessary ammunition and other required gear upon acceptance to class.

Class Limit: 24 Students

FIREARMS SKILLS DEVELOPMENT

Date: June 12, 2009
Location: Academy
Time: 8:00 - 5:00
Fee: \$25.00 includes lunch
Contact: James Birt

This course is designed for the officer, who needs assistance improving proficiency with the semi auto pistol. The one-day course is being offered in conjunction with the Firearms Instructor Development Program at the Academy. Instructor candidates will be evaluated on their ability to effectively work with the participants in this class. We will work with students to improve safety issues, marksmanship skills, and other important firearms skills.

The ultimate goal of the program is to make participants more comfortable around firearms, teach lifetime firearms skills and successfully qualify participants on the MCJA 50 round pistol qualification course.

Personnel who may attend: This class is open to any officer who carries a weapon and desires additional proficiency training.

Prerequisites:

Special Requirements: Participants will be required to bring 300 rounds of pistol ammunition, duty weapon and gear, wrap around eye protection, ear protection (not plugs) and appropriate range clothing.

Class Limit: 24 Students

DISPATCHER COURSES

TERMINAL OPERATOR TRAINING AND CERTIFICATION

Dates: September 8 - 12, 2008
October 20 - 24, 2008
December 8 - 12, 2008
January 12 - 16, 2009
February 9 - 13, 2009
March 9 - 13, 2009
April 13 - 17, 2009
May 11 - 15, 2009
June 1 - 5, 2009

Location: Academy
Time: 8:00-5:00
Fee: \$60.00, plus room & board
Contact: Jack Parkin

This course is designed to increase knowledge and skills in proper teletype procedures, and to meet a federal mandate requiring all law enforcement terminal operators to be certified in the use of teletype equipment. The student will receive classroom lectures, exercises, and proficiency testing in such areas as NCI, NLETS, METRO, NWM, Quality Control, Validations and liability.

Certification will require an overall numeric score of 80% or higher on the class examination. Students who fail will have an opportunity to reschedule the course at a later date.

Personnel who may attend: All law enforcement officers and civilian personnel who are responsible for any telecommunications usage at their respective work sites.

Prerequisites:

Special Requirements:

Class Limit: 15 Students



MAINE CRIMINAL JUSTICE ACADEMY

A BUREAU OF THE DEPARTMENT OF PUBLIC SAFETY

Rules and Regulations for Special Training Programs

Directive 79-1 (Revised)

PURPOSE

The following rules and regulations are established to promote the orderly and efficient training for those individuals who attend the Maine Criminal Justice Academy for special training programs (i.e. in-service, student orientation programs, etc.) They are designed to promote professionalism and orderliness consistent with the high ideals of the criminal justice system, and so that the students receive the full benefit of the training program.

AUTHORITY

The herein contained rules and regulations are established and implemented in accordance with policies and procedures promulgated by the Academy Trustees. It shall be the responsibility of all Academy staff members to encourage and enforce compliance with these rules and regulations. A training supervisor will be assigned to each special training program and will be responsible to apprise each student of these rules and regulations at the start of each training program.

CONDUCT AND GENERAL RESPONSIBILITIES

14. Students shall conduct themselves in an orderly and professional manner at all time while enrolled in an Academy training program.
15. Students are expected to conduct themselves ethically while attending Academy training programs. Ethical violations such as lying, cheating, plagiarism, deception, as well as criminal conduct and harassment are serious violations of the “*Student Disciplinary Code*” and can lead to disciplinary action up to and including dismissal from the Academy.
16. The consumption of alcoholic beverages on Academy grounds is prohibited unless the consumption is an integral part of an approved training program.
17. Students shall assist in the conservation of heat and electricity.
18. Students shall maintain quiet after lights out at 11:00 p.m.
19. Vehicles of students shall be parked according to Academy maps and where instructed to do so.
20. Students are responsible for all information posted on the designated bulletin board or in other locations identified by the MCJA training coordinator.
21. Students shall be properly dressed in uniform or appropriate attire as explained by the In-Service Training Supervisor while enrolled in training programs. No shorts, cutoffs, T-shirts, ripped or torn clothing is allowed without the express approval of the training supervisor.

22. Student shall not use any tobacco product within 100 feet of any Academy building or while participating in any Academy in-service training program off grounds. Students shall smoke only in those areas designated by the training coordinator.
23. Canines are not allowed in the billets or classroom without the permission of the Academy Director or the Training Manager.
24. Law enforcement officers are encouraged to leave their weapons secured in their vehicles during training. Non- law enforcement officers are prohibited from bringing firearms onto Academy grounds. ***In no case are firearms allowed in the dormitories (billets) without the prior written permission of the Academy Director.***
25. Personal injuries or property damage shall be brought to the immediate attention of a staff member.
26. Students will be permitted off the Academy grounds with the permission of the assigned training supervisor. Students should contact the training supervisor or another staff member if a problem arises or if special permission is needed.

ROOMS, LODGING AND LINEN

6. Advance notice must be given to the Academy for students who require lodging during training.
7. Each student will be assigned to a room and room assignments will be posted. ***Room assignments will not be changed without permission of the training supervisor.*** Students shall not remove dorm room furniture from their rooms.
8. Telephone messages, if not personally communicated, will be posted on the bulletin board. All Academy telephones are off limits, except with specific permission of the staff. A public pay phone is located in the lobby outside the Dining Room.
9. Linen will be the student's responsibility. You will need to provide your own sheets, pillow cases, or sleeping bag and you may prefer to bring your own pillow. Blankets will be folded and placed on the foot of the bed.
10. ***Students must provide their own towels, face cloths, sheets, pillow case, and/or sleeping bag.***

MEALS

3. Students shall comply with meal policies as explained by the training coordinator. Students are required to have a meal ticket issued by the training coordinator to eat in the dining room.
4. Failure to provide the Academy with at least one-week advance notice may result in the unavailability of meals for a student.

ATTENDANCE AND ACADEMIC STANDARDS

Accreditation and certification for special training programs shall not be given unless successful completion of required standards and 90% attendance is attained. Exceptions to these standards will only be made by the Academy after consultation with the course instructor(s).

Dated: July 1, 1993
 Revised: July 12, 2001
 Revised: May 29, 2003
 Revised: December 10, 2007

JOHN B. ROGERS
 Academy Director
 Maine Criminal Justice Academy

**MAINE CRIMINAL JUSTICE ACADEMY
15 OAK GROVE ROAD, VASSALBORO, ME 04989**

APPLICATION FOR IN-SERVICE TRAINING

COURSE NAME: _____

COURSE LOCATION: _____ **STARTING DATE:** _____

APPLICANT'S NAME _____
First MI Last

FULL TITLE, RANK OR POSITION: _____

NAME OF EMPLOYING AGENCY: _____

(Include Parent Organization Where Applicable:) _____

AGENCY ADDRESS: _____
Street City/Town Zip

AGENCY PHONE: _____ HOME PHONE: _____

HOME ADDRESS: _____
Street City/Town Zip

APPLICANT MUST COMPLETE THE FOLLOWING

I, _____ release the sponsoring agency and any other department/agency officially connected or associated with this training program from any liability in the case of illness or accident.

SIGNED: _____ DATE: _____

If course is filled, I wish to be placed on the waiting list.

If agency/department is requesting this applicant to attend, the following must be completed:

The _____ (Agency Name) approves this applicant for training and releases the sponsoring agency and any other department/agency officially connected or associated with this training program from any liability in the case of illness or accident.

SIGNED: _____ TITLE: _____
Chief/Department Head/Supervisor

PRINTED NAME: _____ DATE: _____

Overnight Lodging Required: YES NO
Meals Required: NONE NOON ONLY ALL