

# Maine Criminal Justice Academy

## **TRAINING CATALOG FALL / WINTER / SPRING 2007-2008**



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



## Table of Contents

Forward – Letter from the Director

Academy Staff

Student Disciplinary Code

Rules and Regulations for Special Training Programs

Directions and Academy Map

Training Schedule – Fall / Winter / Spring 2007-2008

Specialized Training Calendar

In-Service Course Descriptions

Enrollment Procedures

Application Forms (may be reproduced locally)





**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, 2007

Dear Colleague:

This publication is designed to provide criminal justice agencies with a schedule of training programs offered by the Academy, through June 2008. 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 meals will remain at \$6.00 per meal. The BLETP tuition is \$1,500.00 per student for agencies. Agencies will be invoiced for actual costs incurred up to the \$1,500.00 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**

<i>Name</i>	<i>Position</i>	<i>Phone</i>	<i>E-mail</i>
John B. Rogers	Director	877-8000	john.rogers@maine.gov
Eric T. Parker	Assistant Director	877-8008	eric.parker@maine.gov
Debra Andrews	Southern Maine Training Coordinator	877-8014	debra.andrews@maine.gov
Mike Celentano	Mid Coast and Downeast Maine Training Coordinator	877-8035	michael.celentano@maine.gov
James Lyman	Northern Maine Training Coordinator	877-8009	james.a.lyman@maine.gov
John Murphy	Basic Police Training Coordinator	877-8016	jack.m.murphy@maine.gov
(vacant at present)	Central and Western Maine Training Coordinator	877-8020	
Merica Tripp	Librarian	877-8003	merica.a.tripp@maine.gov
Katrina Beaudoin	Office Associate II	877-8015	katrina.l.beaudoin@maine.gov
Barbara Rancourt	Office Associate II	877-8000	barbara.m.rancourt@maine.gov
Susan Warner	Office Associate II	877-8018	susan.e.warner@maine.gov



**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. A public pay phone is located in the basement of "Building A" by the Recreation Room, as well as in the lobby outside the Dining Room. Phones for local calls and credit card calls are located in the hallway of the third floor of Building B (classroom building).
4. Linen will be issued and signed for at the designated time. At the end of each school, linen shall be placed in the pillowcase and set outside the student's room prior to 0830. Blankets will be folded and placed on the foot of the bed. **FAILURE TO TURN IN LINEN WILL RESULT IN THE STUDENT BEING BILLED FOR SAME.**
5. ***Students must provide their own towels, face cloths, etc.***

### **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.
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

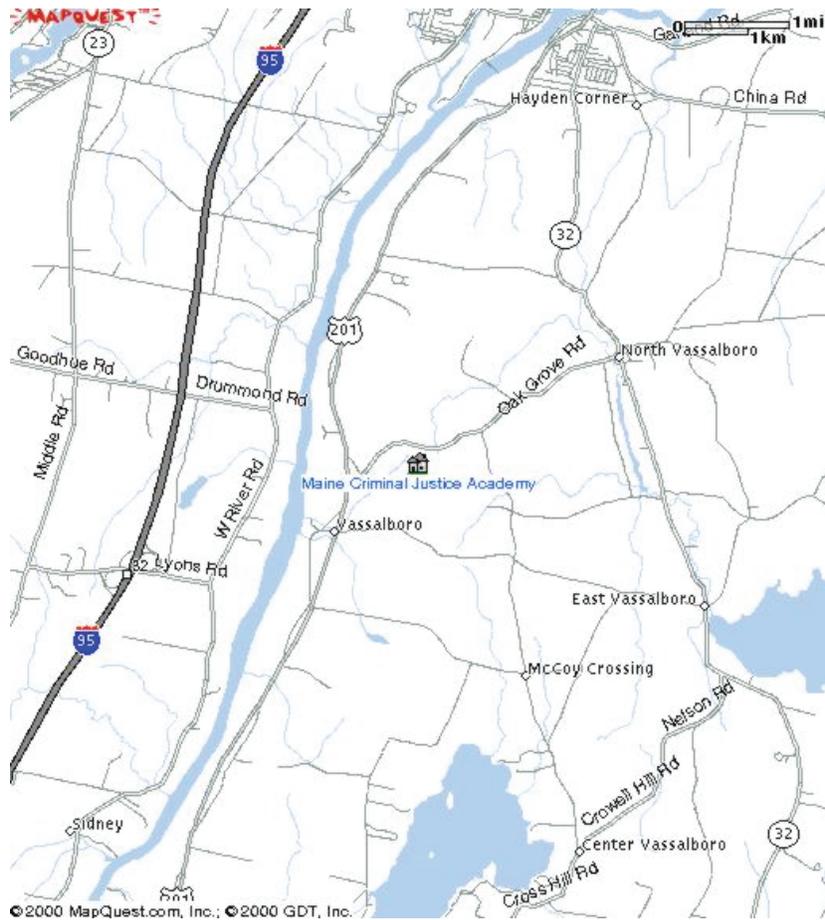


## Map and Directions to the Academy

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 2007-2008***

### **Basic Law Enforcement Training Program**

<u>DATE</u>	<u>COURSE</u>	<u>LOCATION</u>
August 13 - Dec. 14, 2007	13 <sup>th</sup> Basic Law Enforcement Training Program	Maine Criminal Justice Academy
January 22 – May 23, 2008	14 <sup>th</sup> Basic Law Enforcement Training Program	Maine Criminal Justice Academy

### Law Enforcement Pre-Service

<u>DATE</u>	<u>COURSE</u>	<u>LOCATION</u>
Sept. 05 – Dec. 21, 2007	Law Enforcement Pre-Service	ITV Course, UMFK
Sept. 25 – Jan. 17, 2008	Law Enforcement Pre-Service	York County Community College
October 03 – 19, 2007	Law Enforcement Pre-Service	Maine Criminal Justice Academy
March 05 – March 21, 2008	Law Enforcement Pre-Service	Maine Criminal Justice Academy
Dates & Location to be announced	Law Enforcement Pre-Service	Penobscot County Location
Dates & Location to be announced	Law Enforcement Pre-Service	Cumberland County Location
Dates & Location to be announced	Law Enforcement Pre-Service	York County Location
Dates & Location to be announced	Law Enforcement Pre-Service	Aroostook County Location

### Basic Corrections

<u>DATE</u>	<u>COURSE</u>	<u>LOCATION</u>
September 10 - 21, 2007	Basic Corrections	Maine Criminal Justice Academy
December 10 – 21, 2007	Basic Corrections	Maine Criminal Justice Academy
February 4 - 15, 2008	Basic Corrections	Maine Criminal Justice Academy
April 28 – May 9, 2008	Basic Corrections	Maine Criminal Justice Academy

### Law Enforcement and Corrections In-Service Training

<u>DATE</u>	<u>COURSE</u>	<u>LOCATION</u>
August 15, 2007	Regional Training Coordinator's Seminar	Maine Criminal Justice Academy
August 20 – 31, 2007	Methods of Instruction	Maine Criminal Justice Academy
Sept. 05, 2007	Child Passenger Safety Refresher	Maine Criminal Justice Academy
Sept. 10 – Sept. 14, 2007	Urban Rifle Instructor Development	Maine Criminal Justice Academy
Sept. 10 – Sept. 14, 2007	Photo Surveillance Techniques	Maine Criminal Justice Academy
Sept. 10 – Nov. 2, 2007	Narcotic Detection K-9 School	Maine Criminal Justice Academy
Oct. 15 – Oct. 19, 2007	Police Training Officer (PTO)	Maine Criminal Justice Academy
Oct. 23 – Oct. 24, 2007	Pre-Employment Background Investigations	Maine Criminal Justice Academy
Oct. 29 – Nov. 2, 2007	Judicial Marshal School	Maine Criminal Justice Academy
Nov. 05 – Nov. 09, 2007	Identification of Deceptive Behavior	Maine Criminal Justice Academy
Nov. 05 – Nov. 16, 2007	Methods of Instruction	Maine Criminal Justice Academy

<u>DATE</u>	<u>COURSE</u>	<u>LOCATION</u>
Nov. 26 – Nov. 30, 2007	Video Equipment for Surveillance	Maine Criminal Justice Academy
Dec. 04, 2007	Crash Reconstruction In Service Training	Maine Criminal Justice Academy
Dec. 05, 2007	Crash Reconstruction Exam	Maine Criminal Justice Academy
Dec. 05, 2007	Civil Rights Officer Training	Maine Criminal Justice Academy
Dec. 05 – Dec. 06, 2007	Officer Re-Certification Course & Exam	Maine Criminal Justice Academy
Dec. . 27, 2007	Mandatory Training Make-up Classes	Maine Criminal Justice Academy
<b>2008</b>	<b>2008</b>	<b>2008</b>
Jan. 07 – Jan. 18, 2008	Methods of Instruction	Maine Criminal Justice Academy
Jan. 21 – Feb. 01, 2008	Basic Supervision for Law Enforcement	Maine Criminal Justice Academy
Jan. 28 – March 14, 2008	State Police POST School	Maine Criminal Justice Academy
Feb. 04 – Feb. 08, 2008	Intoxilyzer Instructor Development	Maine Criminal Justice Academy
Feb. 07 – Feb. 08, 2008	Intoxilyzer Certification Class	Maine Criminal Justice Academy
Feb. 19 – Feb. 21, 2008	Investigating Complaints of Officer Misconduct	Maine Criminal Justice Academy
March 17 – March 28, 2008	Methods of Instruction	Maine Criminal Justice Academy
March 31 – April 4, 2008	Police Training Officer (PTO)	Maine Criminal Justice Academy
April 14 – April 18, 2008	New Chief's and Sheriff's Seminar	Maine Criminal Justice Academy
June 02 – June 06, 2008	MARC Instructor Development	Maine Criminal Justice Academy
June 09 – June 13, 2008	Interactive Use of Force Instructor Development	Maine Criminal Justice Academy
June 09 – June 20, 2008	Firearms Instructor Development	Maine Criminal Justice Academy
June 13, 2008	Firearms Skills Development	Maine Criminal Justice Academy

### **Dispatcher Training**

<u>DATE</u>	<u>COURSE</u>	<u>LOCATION</u>
Sept. 10 – Sept. 14, 2007	Terminal Operator Certification	Maine Criminal Justice Academy
Oct. 15 – Oct. 19, 2007	Terminal Operator Certification	Maine Criminal Justice Academy
Dec. 10 – Dec. 14, 2007	Terminal Operator Certification	Maine Criminal Justice Academy
Jan. 14 – Jan. 18, 2008	Terminal Operator Certification	Maine Criminal Justice Academy
Feb. 11 – Feb. 15, 2008	Terminal Operator Certification	Maine Criminal Justice Academy
March 10 – 14, 2008	Terminal Operator Certification	Maine Criminal Justice Academy
April 14 – April 18, 2008	Terminal Operator Certification	Maine Criminal Justice Academy
May 12 – May 16, 2008	Terminal Operator Certification	Maine Criminal Justice Academy
June 2 – June 6, 2008	Terminal Operator Certification	Maine Criminal Justice Academy

# August 2007

## Monthly Planner

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																												
<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px;"> <p style="text-align: center; margin: 0;">July</p> <table style="font-size: 8px; border-collapse: collapse;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table> </div> <div style="border: 1px solid black; padding: 2px;"> <p style="text-align: center; margin: 0;">September</p> <table style="font-size: 8px; border-collapse: collapse;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> </div> </div>		S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							1	2	3	4		
S	M	T	W	T	F	S																																																																																												
1	2	3	4	5	6	7																																																																																												
8	9	10	11	12	13	14																																																																																												
15	16	17	18	19	20	21																																																																																												
22	23	24	25	26	27	28																																																																																												
29	30	31																																																																																																
S	M	T	W	T	F	S																																																																																												
						1																																																																																												
2	3	4	5	6	7	8																																																																																												
9	10	11	12	13	14	15																																																																																												
16	17	18	19	20	21	22																																																																																												
23	24	25	26	27	28	29																																																																																												
30																																																																																																		
5	6	7	8	9	10	11																																																																																												
			DRE Re-Cert T...																																																																																															
12	13	14	15	16	17	18																																																																																												
			Regional Train...																																																																																															
Maine Warden Service Training Rm 344 & 346																																																																																																		
Maine Warden Service Training Rm 344 & 346																																																																																																		
Maine Warden Service Training Rm 344 & 346																																																																																																		
Maine Warden Service Training Rm 344 & 346																																																																																																		
Maine Warden Service Training Rm 344 & 346																																																																																																		
19	20	21	22	23	24	25																																																																																												
Methods of Instruction Rm 248																																																																																																		
Maine Warden Service Training Rm 344 & 346																																																																																																		
Maine Warden Service Training Rm 344 & 346																																																																																																		
Maine Warden Service Training Rm 344 & 346																																																																																																		
Maine Warden Service Training Rm 344 & 346																																																																																																		
26	27	28	29	30	31																																																																																													
Methods of Instruction Rm 248																																																																																																		
Maine Warden Service Training Rm 344 & 346																																																																																																		
Maine Warden Service Training Rm 344 & 346																																																																																																		
Maine Warden Service Training Rm 344 & 346																																																																																																		
Maine Warden Service Training Rm 344 & 346																																																																																																		

Printed by CalendarCreatorPLUS on 7/6/2007

# September 2007

## Monthly Planner

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																				
						1																																																																																				
2	3	4	5 CPS Refresher...	6	7	8																																																																																				
	Bac Law Enforcement Training Program																																																																																									
9	10 Urban RE Inst. D.	11	12	13	14	15																																																																																				
	Term 10000 Calculat. Rm 201																																																																																									
	Photo Sust. Linc. Techniques Rm. 348.36																																																																																									
	Narcotic Det. of K9 Squad																																																																																									
	Basic Courses Rm 26 & 218																																																																																									
	Bac Law Enforcement Training Program																																																																																									
16	17	18	19	20	21	22																																																																																				
	Narcotic Det. of K9 Squad																																																																																									
	Basic Courses Rm 26 & 218																																																																																									
	Bac Law Enforcement Training Program																																																																																									
23	24	25	26	27	28	29																																																																																				
	Narcotic Det. of K9 Squad																																																																																									
	Bac Law Enforcement Training Program																																																																																									
30	<table border="1"> <caption>August</caption> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td></td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>		S	M	T	W	T	F	S			1	2	3	4		5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<table border="1"> <caption>October</caption> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>				S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
S	M	T	W	T	F	S																																																																																				
		1	2	3	4																																																																																					
5	6	7	8	9	10	11																																																																																				
12	13	14	15	16	17	18																																																																																				
19	20	21	22	23	24	25																																																																																				
26	27	28	29	30	31																																																																																					
S	M	T	W	T	F	S																																																																																				
	1	2	3	4	5	6																																																																																				
7	8	9	10	11	12	13																																																																																				
14	15	16	17	18	19	20																																																																																				
21	22	23	24	25	26	27																																																																																				
28	29	30	31																																																																																							

# October 2007

## Monthly Planner

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
			Law Enforcement Pre-Service School Rm 344 & 346			
			Narcotic Detector School			
			GIBAC Law Enforcement Training Program			
7	8	9	10	11	12	13
			Narcotic Detector School			
			Law Enforcement Pre-Service School Rm 344 & 346			
			GIBAC Law Enforcement Training Program			
14	15	16	17	18	19	20
			Terminal Operator's Certification Rm 221			
			Police Training Officer Rm 248			
			Narcotic Detector School			
			Law Enforcement Pre-Service School Rm 344 & 346			
			GIBAC Law Enforcement Training Program			
21	22	23	24	25	26	27
			Pre-Employment Background Inve...			
			Narcotic Detector School			
			GIBAC Law Enforcement Training Program			
28	29	30	31			
			Narcotic Detector School			
			Judicial Marshal School Rm 248			
			GIBAC Law Enforcement Training Program			

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

S	M	T	W	T	F	S
						1
	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

# November 2007

## Monthly Planner

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																											
<p>October</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td></td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>		S	M	T	W	T	F	S	1	2	3	4	5	6		7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p>November</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>		S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						1	2	3
S	M	T	W	T	F	S																																																																																											
1	2	3	4	5	6																																																																																												
7	8	9	10	11	12	13																																																																																											
14	15	16	17	18	19	20																																																																																											
21	22	23	24	25	26	27																																																																																											
28	29	30	31																																																																																														
S	M	T	W	T	F	S																																																																																											
						1																																																																																											
2	3	4	5	6	7	8																																																																																											
9	10	11	12	13	14	15																																																																																											
16	17	18	19	20	21	22																																																																																											
23	24	25	26	27	28	29																																																																																											
30	31																																																																																																
				<p>Narcotic Detection School</p> <p>Judicial Marshal School Rm 248</p> <p>318 Bar Law Enforcement Training Program</p>																																																																																													
4	5	6	7	8	9	10																																																																																											
		<p>Identification of Deceptive Behavior Rm 344 &amp; 346</p> <p>Methods of Instruction Rm 248</p> <p>318 Bar Law Enforcement Training Program</p>																																																																																															
11	12	13	14	15	16	17																																																																																											
		<p>Methods of Instruction Rm 248</p> <p>318 Bar Law Enforcement Training Program</p>																																																																																															
18	19	20	21	22	23	24																																																																																											
		<p>318 Bar Law Enforcement Training Program</p>																																																																																															
25	26	27	28	29	30																																																																																												
<p>Video Equipment for Surveillance Rm 344 &amp; 346</p> <p>318 Bar Law Enforcement Training Program</p>																																																																																																	

Printed by Calendar Creator Plus on 7/9/2007

# December 2007

## Monthly Planner

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																		
						1																																																																																																		
2	3	4	5	6	7	8																																																																																																		
		Crash Reconst...	Crash Reconst... Civil Rights O/L... Officer Re-Certification Class Rm ...																																																																																																					
		Basic Law Enforcement Training Program																																																																																																						
9	10	11	12	13	14	15																																																																																																		
	Terminal Operator's Certification Rm 221																																																																																																							
	Basic Corrections rm 244 & 246																																																																																																							
	Basic Law Enforcement Training Program																																																																																																							
16	17	18	19	20	21	22																																																																																																		
	Basic Corrections rm 244 & 246																																																																																																							
23	24	25	26	27	28	29																																																																																																		
				Make-Up for...																																																																																																				
30	31	<table border="1"> <thead> <tr> <th colspan="7">November 07</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="7">January 08</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> </tr> </tbody> </table>					November 07							S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		January 08							S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
November 07																																																																																																								
S	M	T	W	T	F	S																																																																																																		
				1	2	3																																																																																																		
4	5	6	7	8	9	10																																																																																																		
11	12	13	14	15	16	17																																																																																																		
18	19	20	21	22	23	24																																																																																																		
25	26	27	28	29	30																																																																																																			
January 08																																																																																																								
S	M	T	W	T	F	S																																																																																																		
				1	2	3																																																																																																		
4	5	6	7	8	9	10																																																																																																		
11	12	13	14	15	16	17																																																																																																		
18	19	20	21	22	23	24																																																																																																		
25	26	27	28	29	30	31																																																																																																		

Printed by Calendar Creator Plus on 7/9/2007

# January 2008

## Monthly Planner

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																		
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">                     December 07  <table border="1" style="font-size: small;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table> </div>		S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						1	2	3	4	5	
S	M	T	W	T	F	S																																																		
						1																																																		
2	3	4	5	6	7	8																																																		
9	10	11	12	13	14	15																																																		
16	17	18	19	20	21	22																																																		
23	24	25	26	27	28	29																																																		
30	31																																																							
6	7	8	9	10	11	12																																																		
Methods of Instruction Rm 248																																																								
13	14	15	16	17	18	19																																																		
Terminal Operator's Certification Rm 221																																																								
Methods of Instruction Rm 248																																																								
20	21	22	23	24	25	26																																																		
Basic Supervision for Law Enforcement Rm 246 & 248																																																								
14th Basic Law Enforcement Training Program																																																								
27	28	29	30	31	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">                     February 08  <table border="1" style="font-size: small;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td></td></tr> </table> </div>		S	M	T	W	T	F	S							1							2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29		
S	M	T	W	T	F	S																																																		
						1																																																		
						2																																																		
3	4	5	6	7	8	9																																																		
10	11	12	13	14	15	16																																																		
17	18	19	20	21	22	23																																																		
24	25	26	27	28	29																																																			
State Police Post School Rm 230																																																								
Basic Supervision for Law Enforcement Rm 246 & 248																																																								
14th Basic Law Enforcement Training Program																																																								

Printed by Calendar Creator Plus on 7/9/2007

# February 2008

## Monthly Planner

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																											
<table border="1" style="display: inline-table; margin-right: 20px;"> <caption>January</caption> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table> <table border="1" style="display: inline-table;"> <caption>March</caption> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>					S	M	T	W	T	F	S		1	2	3	4	5		6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						1	2
S	M	T	W	T	F	S																																																																																											
	1	2	3	4	5																																																																																												
6	7	8	9	10	11	12																																																																																											
13	14	15	16	17	18	19																																																																																											
20	21	22	23	24	25	26																																																																																											
27	28	29	30	31																																																																																													
S	M	T	W	T	F	S																																																																																											
						1																																																																																											
2	3	4	5	6	7	8																																																																																											
9	10	11	12	13	14	15																																																																																											
16	17	18	19	20	21	22																																																																																											
23	24	25	26	27	28	29																																																																																											
30	31																																																																																																
3	4	5	6	7	8	9																																																																																											
					State Police Po... Basic Supervis... 14th Basic Law...																																																																																												
					In tox ily zer Certification Class Rm ... State Police Post Scho ol Rm 230 In tox ily zer Instructo r Develop ment Rm 344 & 346 Basic Co nnectio ns Rm 246 & 248 14th Basic Law En fo rcemen t Traini ng Program																																																																																												
10	11	12	13	14	15	16																																																																																											
					Terminal Operator's Certification Rm 221 State Police Post Scho ol Rm 230 Basic Co nnectio ns Rm 246 & 248 14th Basic Law En fo rcemen t Traini ng Program																																																																																												
17	18	19	20	21	22	23																																																																																											
					In vestigati ng Complai ns of Offic er Mis co nduct - Rm 2... State Police Post Scho ol Rm 230 14th Basic Law En fo rcemen t Traini ng Program																																																																																												
24	25	26	27	28	29																																																																																												
					State Police Post Scho ol Rm 230 14th Basic Law En fo rcemen t Traini ng Program																																																																																												

# March 2008

## Monthly Planner

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																									
						1																																																																																																									
2	3	4	5	6	7	8																																																																																																									
			Law Enforcement Pre Service School Rm 344 & 346																																																																																																												
	State Police Post School Rm 230																																																																																																														
	14th Basic Law Enforcement Training Program																																																																																																														
9	10	11	12	13	14	15																																																																																																									
	Terminal Operator's Certification Rm 221																																																																																																														
	State Police Post School Rm 230																																																																																																														
	Law Enforcement Pre Service School Rm 344 & 346																																																																																																														
	14th Basic Law Enforcement Training Program																																																																																																														
16	17	18	19	20	21	22																																																																																																									
	Methods of Instruction Rm 248																																																																																																														
	Law Enforcement Pre Service School Rm 344 & 346																																																																																																														
	14th Basic Law Enforcement Training Program																																																																																																														
23	24	25	26	27	28	29																																																																																																									
	Methods of Instruction Rm 248																																																																																																														
	14th Basic Law Enforcement Training Program																																																																																																														
30	31	<table border="1"> <thead> <tr> <th colspan="7">February</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> <tr> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> </tr> <tr> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> </tr> <tr> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> </tr> </tbody> </table>				February							S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	<table border="1"> <thead> <tr> <th colspan="7">April</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> <tr> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> </tr> <tr> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> </tr> <tr> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> </tr> <tr> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	April							S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
February																																																																																																															
S	M	T	W	T	F	S																																																																																																									
						1																																																																																																									
2	3	4	5	6	7	8																																																																																																									
9	10	11	12	13	14	15																																																																																																									
16	17	18	19	20	21	22																																																																																																									
23	24	25	26	27	28	29																																																																																																									
April																																																																																																															
S	M	T	W	T	F	S																																																																																																									
						1																																																																																																									
2	3	4	5	6	7	8																																																																																																									
9	10	11	12	13	14	15																																																																																																									
16	17	18	19	20	21	22																																																																																																									
23	24	25	26	27	28	29																																																																																																									
30	31																																																																																																														
	Police Training...																																																																																																														
	14th Basic Law...																																																																																																														

# April 2008

## Monthly Planner

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																								
<div style="text-align: center; margin-bottom: 5px;"> <table border="1" style="font-size: small;"> <tr><td colspan="7">Madi</td></tr> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table> </div>	Madi							S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<p style="font-size: 2em; color: #800000;">1</p> <hr style="border: 1px solid black;"/> <p style="font-size: 0.8em; text-align: center;">Police Training Officer Rm 248</p> <hr style="border: 1px solid black;"/> <p style="font-size: 0.8em; text-align: center;">14th Basic Law Enforcement Training Program</p>				<p style="font-size: 2em; color: #800000;">5</p>
Madi																																																														
S	M	T	W	T	F	S																																																								
						1																																																								
2	3	4	5	6	7	8																																																								
9	10	11	12	13	14	15																																																								
16	17	18	19	20	21	22																																																								
23	24	25	26	27	28	29																																																								
30	31																																																													
<p style="font-size: 2em; color: #800000;">6</p>	<p style="font-size: 2em; color: #800000;">7</p>	<p style="font-size: 2em; color: #800000;">8</p>	<p style="font-size: 2em; color: #800000;">9</p>	<p style="font-size: 2em; color: #800000;">10</p>	<p style="font-size: 2em; color: #800000;">11</p>	<p style="font-size: 2em; color: #800000;">12</p>																																																								
<hr style="border: 1px solid black;"/> <p style="font-size: 0.8em; text-align: center;">14th Basic Law Enforcement Training Program</p>																																																														
<p style="font-size: 2em; color: #800000;">13</p>	<p style="font-size: 2em; color: #800000;">14</p>	<p style="font-size: 2em; color: #800000;">15</p>	<p style="font-size: 2em; color: #800000;">16</p>	<p style="font-size: 2em; color: #800000;">17</p>	<p style="font-size: 2em; color: #800000;">18</p>	<p style="font-size: 2em; color: #800000;">19</p>																																																								
<hr style="border: 1px solid black;"/> <p style="font-size: 0.8em; text-align: center;">Terminal Operator's Certification Rm 221</p> <hr style="border: 1px solid black;"/> <p style="font-size: 0.8em; text-align: center;">New Chiefs and Sheriffs Seminar - Board Room</p> <hr style="border: 1px solid black;"/> <p style="font-size: 0.8em; text-align: center;">14th Basic Law Enforcement Training Program</p>																																																														
<p style="font-size: 2em; color: #800000;">20</p>	<p style="font-size: 2em; color: #800000;">21</p>	<p style="font-size: 2em; color: #800000;">22</p>	<p style="font-size: 2em; color: #800000;">23</p>	<p style="font-size: 2em; color: #800000;">24</p>	<p style="font-size: 2em; color: #800000;">25</p>	<p style="font-size: 2em; color: #800000;">26</p>																																																								
<hr style="border: 1px solid black;"/> <p style="font-size: 0.8em; text-align: center;">14th Basic Law Enforcement Training Program</p>																																																														
<p style="font-size: 2em; color: #800000;">27</p>	<p style="font-size: 2em; color: #800000;">28</p>	<p style="font-size: 2em; color: #800000;">29</p>	<p style="font-size: 2em; color: #800000;">30</p>	<div style="text-align: center; margin-bottom: 5px;"> <table border="1" style="font-size: small;"> <tr><td colspan="7">May</td></tr> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td></td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td></td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td></td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table> </div>			May							S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10		11	12	13	14	15	16	17		18	19	20	21	22	23	24		25	26	27	28	29	30	31			
May																																																														
S	M	T	W	T	F	S																																																								
					1	2	3																																																							
4	5	6	7	8	9	10																																																								
11	12	13	14	15	16	17																																																								
18	19	20	21	22	23	24																																																								
25	26	27	28	29	30	31																																																								
<hr style="border: 1px solid black;"/> <p style="font-size: 0.8em; text-align: center;">Base Corrections Rm 246 &amp; 248</p> <hr style="border: 1px solid black;"/> <p style="font-size: 0.8em; text-align: center;">14th Basic Law Enforcement Training Program</p>																																																														

Printed by Calendar Creator Plus on 7/6/2007

# May 2008

## Monthly Planner

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																					
<table border="1" style="margin: 5px; text-align: center;"> <caption>April</caption> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table>		S	M	T	W	T	F	S		1	2	3	4	5		6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				<table border="1" style="margin: 5px; text-align: center;"> <caption>June</caption> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table>		S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					1	2	3	
S	M	T	W	T	F	S																																																																																					
	1	2	3	4	5																																																																																						
6	7	8	9	10	11	12																																																																																					
13	14	15	16	17	18	19																																																																																					
20	21	22	23	24	25	26																																																																																					
27	28	29	30																																																																																								
S	M	T	W	T	F	S																																																																																					
	1	2	3	4	5	6																																																																																					
7	8	9	10	11	12	13																																																																																					
14	15	16	17	18	19	20																																																																																					
21	22	23	24	25	26	27																																																																																					
28	29	30																																																																																									
				Basic Corrections Rm 246 & 248																																																																																							
				14th Basic Law Enforcement Train...																																																																																							
4	5	6	7	8	9	10																																																																																					
Basic Corrections Rm 246 & 248																																																																																											
14th Basic Law Enforcement Training Program																																																																																											
11	12	13	14	15	16	17																																																																																					
Terminal Operator's Certification Rm 221																																																																																											
14th Basic Law Enforcement Training Program																																																																																											
18	19	20	21	22	23	24																																																																																					
14th Basic Law Enforcement Training Program																																																																																											
25	26	27	28	29	30	31																																																																																					

# June 2008

## Monthly Planner

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																		
1	2	3	4	5	6	7																																																																																																		
		Terminal Operator's Certification Rm 221																																																																																																						
		MARC Instructor Development TAC																																																																																																						
8	9	10	11	12	13	14																																																																																																		
		Firearms Class - Computer Lab																																																																																																						
		Interactive Use of Force Instructor Development Rm 248																																																																																																						
		Firearms Instructor Development Rm 220																																																																																																						
15	16	17	18	19	20	21																																																																																																		
		Firearms Instructor Development Rm 220																																																																																																						
22	23	24	25	26	27	28																																																																																																		
29	30	<table border="1"> <thead> <tr> <th colspan="7">May</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="7">July</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> </tr> <tr> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> </tr> <tr> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> </tr> </tbody> </table>					May							S	M	T	W	T	F	S						1	2	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	July							S	M	T	W	T	F	S					1	2	3	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
May																																																																																																								
S	M	T	W	T	F	S																																																																																																		
					1	2																																																																																																		
4	5	6	7	8	9	10																																																																																																		
11	12	13	14	15	16	17																																																																																																		
18	19	20	21	22	23	24																																																																																																		
25	26	27	28	29	30	31																																																																																																		
July																																																																																																								
S	M	T	W	T	F	S																																																																																																		
				1	2	3																																																																																																		
6	7	8	9	10	11	12																																																																																																		
13	14	15	16	17	18	19																																																																																																		
20	21	22	23	24	25	26																																																																																																		
27	28	29	30	31																																																																																																				

Printed by Calendar Creator Plus on 7/9/2007

## ADMINISTRATIVE COURSES

## **NEW CHIEFS AND SHERIFFS SEMINAR**

**Date:** April 14-18, 2008  
**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.

**Class Limit:** 20 Students

## **PRE-EMPLOYMENT BACKGROUND INVESTIGATIONS**

**Date:** October 23 – 24, 2007  
**Location:** Academy  
**Time:** 8:00 - 5:00  
**Fee:** \$25.00 plus room / board  
**Contact:** Eric Parker

This program is designed for individuals who will perform pre-employment background investigations. The course will focus on conducting pre-employment background investigations within law enforcement, corrections or government organizations. Past behavior is a tremendous indicator of future performance. The course will focus on the importance of conducting thorough and legally defensible character investigations. Topics will focus upon: (1) Federal and State laws applicable to background investigations; (2) Conducting legal interviews and obtaining the truth from deceptive applicants; (3) Developing resources to obtain information regarding applicants; (4) ADA legal compliance and its impact on Medical background investigations; (5) Conducting “*out of state*” background investigation; (6) Conducting interviews with spouses, neighbors, references and co-workers; etc. (7) Obtaining credit history information; (8) Understand the legal liability associated with negligent hiring practices.

**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 background investigations for new hires.

**Class Limit:** 20 Students

## **SUPERVISOR DEVELOPMENT FOR LAW ENFORCEMENT**

**Date:** January 21 – Feb. 1, 2008  
**Location:** Academy  
**Time:** 8:00 - 5:00  
**Fee:** \$365.00 plus room /board  
**Contact:** Eric Parker

This is a two week program intended for the first line supervisor who has not had prior supervision or management training. This course is aimed at assisting the transition into a supervisory capacity and promoting the effectiveness of supervisors. It includes instruction in the role of the supervisor, conflicts, leadership, motivation, supervisory communication and reporting and decision making skills.

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

Class Limit: **32 Students**

## **INVESTIGATING COMPLAINTS OF OFFICER MISCONDUCT**

**Date:** February 19 – 21, 2008  
**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 three-day class is being offered at the academy.

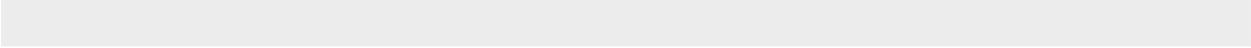
There are three instructors, all with many years of experience in the subject area. They are Laurel Shippee, the state EEO coordinator; Joyce Oreskovich, chief legal counsel for state employee relations, and Brian MacMaster, chief investigator for the Attorney General's Office

**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.

**Class Limit:** 20 Students

## **SPECIALIZED COURSES**

### **LAW ENFORCEMENT AND CORRECTIONS**



## **LAW ENFORCEMENT PRE-SERVICE COURSE**

### **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:

#### **Program Description:**

In 1989, the 114th Maine Legislature passed laws mandating the Trustees of the Maine Criminal Justice Academy to establish standards for pre-service training. The purpose of this mandate was to ensure that no person could "serve as a law enforcement officer with the power to make arrests or the authority to carry a firearm until certified as satisfying pre-service training requirements."

The Law Enforcement Pre-Service Class (LEPS) was developed to meet this need. The LEPS is the entry level training program to become a law enforcement officer in 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:

<http://www.maine.gov/dps/mcja/training/preservice>

After completion of the LEPS Program, attendees must be hired by a law enforcement agency and complete weapons certification (and submit a notice of employment) before they can work as, and become certified as a law enforcement officer.

**Personnel who may attend** Age 21 (20 or 19 under certain situations) See web site  
Sponsored by a law enforcement agency  
Completed application  
Pass criminal background check  
Physical exam by doctor  
Passing score on ALERT exam

**Special Requirements:** Course fee is \$350.00 for traditional classes, Off site courses may have additional fees. On site meals and lodging are available at a reasonable cost. Tuition, meals and lodging must be prepaid by personal check, cashiers check or money order prior to attending this class.

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:** August 15, 2007  
**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.

**Class Limit:** 15 Students

## METHODS OF INSTRUCTION

<b>Dates:</b>	August 20-31, 2007 November 05-16 2007 Jan. 07 – Jan. 18, 2008 March 17 - 28, 2008
<b>Location:</b>	Academy
<b>Time:</b>	8:00 - 5:00
<b>Fee:</b>	\$80.00 plus room/board
<b>Contact:</b>	

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

**Class Limit:** 20 Students

## **CHILD PASSENGER SAFETY REFRESHER COURSE**

**Date:** September 5, 2007  
**Location:** Academy  
**Time:** 9:00 - 5:00  
**Fee:** \$20.00 includes lunch  
**Contact:** James Lyman

**Program Description:**

This course will cover a clarification of “best practices” for CPS, technician’s roles and responsibilities to the client, current CPS research, an overview of some of the latest products, and an overview of the recertification process.

**Personnel who may attend:** Currently Certified CPS Technicians

**Prerequisites:** Currently certified

**Special Requirements:** None

**Class Limit:** 30 students

## URBAN RIFLE INSTRUCTOR DEVELOPMENT

**Date:** September 10 - 14, 2007  
**Location:** Academy  
**Time:** 8:00 - 5:00  
**Fee:** \$150.00 plus room / board  
**Contact:** James Lyman

**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:** None

**Class Limit:** 20 Students

## NARCOTIC DETECTION K-9 SCHOOL

**Dates:** Sept. 10 to Nov. 2, 2007  
**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.

**Class Limit:** 20 Students

## **PHOTOGRAPHIC SURVEILLANCE TECHNIQUES FOR LAW ENFORCEMENT – DIGITAL**

**Date:** September 10-14, 2007  
**Location:** Academy  
**Time:** 9:00 - 5:00  
**Fee:** \$60.00 plus meals and  
lodging  
**Contact:** James Lyman

### **Program Description:**

This course is taught by personnel specially trained in surveillance and low light photography. Practical exercises are conducted during daylight and nighttime with critiques done the following morning. This course takes the student from novice to advanced level. In-depth photographic experience is not necessary. The topics covered include:

- Understanding photographic equipment
- Isolating your subject
- Low light photography
- Night vision photography
- Crime scene photography
- Basic introduction to Adobe Photoshop Elements
- Digital formats and filing systems
- Maintaining digital integrity through good standard operating procedures

**Personnel who may attend:** Any law enforcement officer required to conduct photographic surveillance using a digital SLR camera. The problems encountered when photographing at long distances, under low light or other less than ideal conditions are stressed.

**Prerequisites:** Students must provide their own single lens reflex digital camera. The camera must have interchangeable lenses and minimum required accessories such as: battery, battery charger, manual, electronic flash and memory card(s) of at least 250 MB (512 MB to 1GB card recommended). A limited amount of digital photo equipment is available for use through NCTC. If you plan on borrowing NCTC equipment you must call and reserve the equipment prior to registering for the class.

**Special Requirements:** None

**Class Limit:** 20 students

## **POLICE TRAINING OFFICER**

**Dates:** October 15 – 19, 2007  
March 31 – April 4, 2008  
**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.

**Class Limit:** 20 Students

## **IDENTIFICATION OF DECEPTIVE BEHAVIOR**

**Date:** November 6-8, 2007  
**Location:** Academy  
**Time:** 9:00 - 5:00  
**Fee:** \$36.00 plus meals & lodging  
**Contact:** James Lyman

### **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:** None

**Special Requirements:** None

**Class Limit:** 30 students

## **VIDEO EQUIPMENT TRAINING FOR SURVEILLANCE**

**Date:** November 26-28, 2007  
**Location:** Academy  
**Time:** 9:00 - 5:00  
**Fee:** \$36.00 plus meals and lodging  
**Contact:** James Lyman

### **Program Description:**

This course is designed for officers with no experience with video. Upon completion of this three-day training program, students will know how to use video cameras and the associated technology to supplement their work in documenting crime scenes and illegal activity. The course will stress "hands-on" shooting exercises. Participants will learn how to use video to document crime scenes, accidents, and search warrants, as well as shoot surveillance video, use night vision equipment with video cameras and link "body wire" receivers to camcorders.

### **Personnel who may attend:**

Those attending this course need to be familiar with aspects of drug investigations including surveillance, search warrants and wireless transmitters. This is an intensive course, which will stress practical shooting in all kinds of weather and at night.

**Prerequisites:** None

**Special Requirements:** This 3 day class will include one evening session. Camcorder, spare batteries, AC power supply and tapes will be provided by participants. Other helpful equipment would include earphone, tripod, night scope, and body wire.

**Class Limit:** 30 students

## **CRASH RECONSTRUCTION SPECIALIST MANDATORY TRAINING and EXAM**

**Date:** December 4 - 5, 2007  
**Location:** Academy  
**Time:** 8:00 - 5:00  
**Fee:** \$25.00 plus room & board  
**Contact:** James Lyman

This 16 hour mandatory training course will provide the Crash Reconstruction Specialist with the latest information in the crash reconstruction field and satisfy a portion of the Crash Reconstruction Specialist mandatory training requirements of the Board of Trustees.

This training is required to ensure current reconstruction specialists maintain minimum proficiency through practical application and testing. The program will include the identification and utilization of new reconstruction information and techniques, testing and documentation of the accuracy of reconstruction equipment essential to performing reconstruction activities, review of Newton's Laws of Physics and how they apply to crash reconstruction, and the identification of any problem areas in the reconstruction program with a discussion on solutions to any identified problems. Day 2 of this course is set aside for the taking of the Crash re-certification exam.

Those Crash Reconstruction Specialists that have already met the required minimum 24 hours of Crash re-certification training for 2007 may be exempt from the first day of this class.

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

**Prerequisites:** None

**Class Limit:** 65 Students

## CIVIL RIGHTS OFFICER TRAINING

**Date:** December 5, 2007  
**Location:** Academy  
**Time:** 8:00 - 4:00  
**Fee:** \$20.00 lunch included  
**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.

**Class Limit:** 30 Students

## **LAW ENFORCEMENT OFFICER RE-CERTIFICATION COURSE**

<b>Date:</b>	December 5 – 6, 2007
<b>Location:</b>	Academy
<b>Time:</b>	8:00 - 5:00
<b>Fee:</b>	Included in \$150.00 Re-Certification fee
<b>Contact:</b>	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.

**Class Limit:** 20 Students

**MANDATORY RECERTIFICATION TRAINING FOR LAW  
ENFORCEMENT PERSONNEL 2007**

**Date:** December 27, 2007  
**Location:** Academy  
**Time:** 8:00 - 5:00  
**Fee:** \$20.00  
**Contact:** Staff

**Program Description:**

This program consists of four of the five mandated classes for 2007 required by the Maine Criminal Justice Academy's Board of Trustees for officers to maintain their law enforcement certification: New Law Up-Dates, Basic Computer Crimes, Elder Abuse and Americans with Disabilities Act.

New Law Updates from 8:00 to 10:00  
Basic Computer Crimes from 10:00 to 12:00  
Elder Abuse from 1:00 to 3:00  
Americans with Disabilities Act from 3:00 to 5:00

**Personnel who may attend:**

Any full or part time law enforcement officer

**Special Requirements:**

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

**Class Limit:** 70 students

## **BASIC PATROL K-9 SCHOOL**

<b>Date:</b>	To Be Announced
<b>Location:</b>	Academy
<b>Time:</b>	8:00 - 5:00
<b>Fee:</b>	\$720.00 plus room/board
<b>Contact:</b>	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.

**Class Limit:** 20 Students

## **INTOXILYZER INSTRUCTOR DEVELOPMENT**

**Date:** February 4-8, 2008  
**Location:** Academy  
**Time:** 8:00 - 5:00  
**Fee:** \$60.00 plus meals and lodging  
**Contact:** James Lyman

### **Program Description:**

This program is based on NHTSA guidelines and designed to develop a full time law enforcement / corrections officer, who is Intoxilyzer certified, to a level of ability and proficiency necessary to provide quality Intoxilyzer training to other officers. Selection priority will be given to officers who have a demonstrated, credible use of this instrument and have experience dealing with the legal issues associated with the enforcement of impaired driving. Priorities will also be assigned based upon geographic and agency needs.

The first three days of the program involve classroom activities for the preparation of teaching students the necessary skills to become proficient and certified in the use of the intoxilyzer. The last two days of the training will focus on the instructor candidates actually teaching a certification class under the supervision of senior instructors. A separate class has been established to recruit students for that class.

**Personnel who may attend:** Full time law enforcement / corrections officers who are Intoxilyzer certified and have demonstrated proficiency in all aspects of it's use. Selection criteria will include MCJA and agency needs, officer credibility, Intoxilyzer use history, regional training needs, and instructor training / experience.

**Prerequisites:** Currently certified as an Intoxilyzer operator and Methods of Instruction.

**Special Requirements:** None

**Class Limit:** 20 Students

## **INTOXILYZER CERTIFICATION COURSE**

**Date:** February 7-8, 2008  
**Location:** Academy  
**Time:** 8:00 - 5:00  
**Fee:** \$25.00 plus meals and lodging  
**Contact:** James Lyman

### **Program Description:**

This program is the basic Intoxilyzer certification program. Participants will receive instruction in the basic principles of operation for the Intoxilyzer 5000 EN self-contained evidential breath-testing device. Class topics include; pharmacology and physiology of alcohol, chemical testing (theory, principles and law) nomenclature of the Intoxilyzer 5000EN instrument, administrative law and procedures and the current legal environment. Students who successfully complete the practical and written exam for this course will receive certification as an Intoxilyzer Operator.

### **Personnel who may attend:**

Any person approved by the Chief or Sheriff that will be responsible for operation of the intoxilyzer.

**Prerequisites:** None

### **Special Requirements:**

This is a full certification class for attendees that have never been certified, or for those previously certified who have allowed their certification to lapse.

**Class Limit:** 15 Students

## MECHANICS OF RESTRAINT & CONTROL INSTRUCTOR

**Date:** June 2 - 6, 2008  
**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 experience. Preference will be given to full-time law enforcement officers and those who are willing to participate in Academy programs.

**Class Limit:** 20 Students

## **INTERACTIVE USE OF FORCE INSTRUCTOR**

**Date:** June 9 - 13, 2008  
**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.

**Class Limit:** 20 Students

## **FIREARMS INSTRUCTOR DEVELOPMENT**

**Date:** June 9 - 20, 2008  
**Location:** Academy  
**Time:** 8:00 - 5:00  
**Fee:** \$250.00 plus room/board  
**Contact:** James Lyman

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 13, 2008  
**Location:** Academy  
**Time:** 8:00 - 5:00  
**Fee:** \$25.00 includes lunch  
**Contact:** James Lyman

This course is designed for the officer, who needs assistance improving proficiency with the semi auto pistol. The day long 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 law enforcement and corrections officers.

**Prerequisites:** Any law enforcement or corrections officer who is in need of remedial training in firearms.

**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. A list will be provided upon acceptance to the class.

**Class Limit:** 24 Students

**DISPATCHER COURSES**

## **TERMINAL OPERATOR TRAINING AND CERTIFICATION**

**Dates:** September 10 - 14, 2007  
October 15 - 19, 2007  
December 10 - 14, 2007  
January 14 - 18, 2008  
February 11 - 15, 2008  
March 10 - 14, 2008  
April 14 - 18, 2008  
May 12 - 16, 2008  
June 2 - 6, 2008

**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.

**Class Limit:** 15 Students