

# Maine Criminal Justice Academy

## **TRAINING CATALOG FALL / WINTER / SPRING 2009 - 2010**



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



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John Elias Baldacci  
Governor

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



Anne H. Jordan  
Commissioner

John B. Rogers  
Director

July 1, 2009

Dear Colleague:

This publication is designed to provide criminal justice agencies with a schedule of training programs offered by the Academy, through June 2010. The course schedule, at this time is an accurate description of the training offered during this training year. However, because of exigent circumstances, changes do occur that requires we postpone, cancel or add courses to the schedule. Agencies will be promptly notified of any changes, cancellations or specially scheduled programs. You may also find the training courses in the catalog listed on the Academy's homepage <http://www.state.me.us/dps/mcja>.

Generally, tuition for most classes will remain \$1.50/hour. Lodging remains at \$15 per night and students are required to bring their own bed linen or sleeping bags. Meals have increased to \$6.50 per meal. The BLETP tuition is \$1,700.00 per student for agencies. Agencies will be invoiced for actual costs incurred up to the \$1,700.00 if the student leaves for any reason. The dress code at the Academy requires students to wear a uniform or dress slacks or skirt and shirts with collars. This policy is included in this catalog. **Due to State Shut Down days for 2009/2010, some courses will have 9 hour days.**

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
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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
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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. Students should contact the training supervisor or another staff member if a problem arises or if special permission is needed.

### **ROOMS, LODGING AND LINEN**

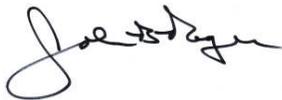
1. Advance notice must be given to the Academy for students who require lodging during training.
2. Each student will be assigned to a room and room assignments will be posted. ***Room assignments will not be changed without permission of the training supervisor.*** Students shall not remove dorm room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

### **MEALS**

1. Students shall comply with meal policies as explained by the training coordinator. Students are required to have a meal ticket issued by the training coordinator to eat in the dining room.
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

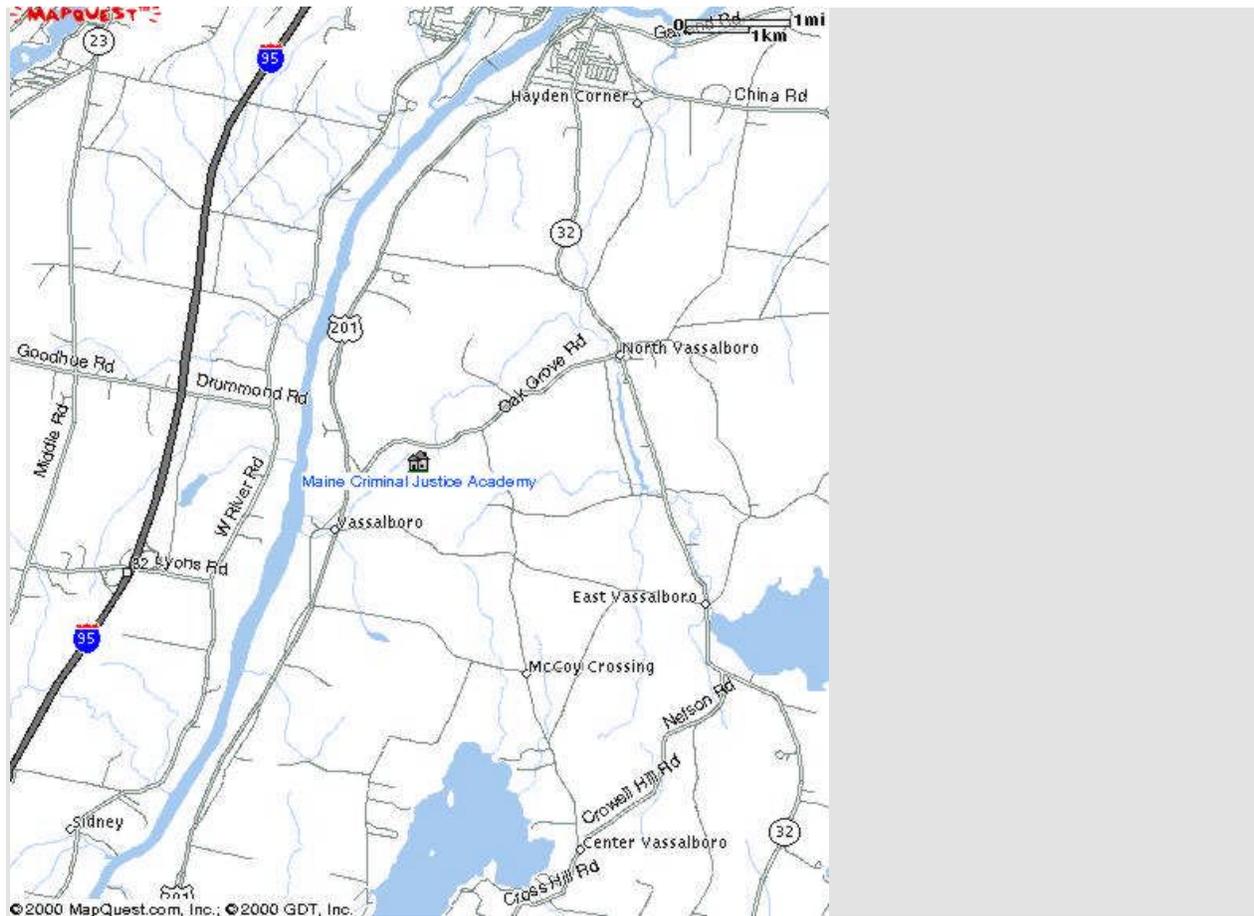
Dated: July 1, 1993  
Revised: July 12, 2001  
Revised: May 29, 2003  
Revised: June 28, 2005  
Revised: December 10, 2007  
Revised: June 16, 2009  
DISTRIBUTION: MCJA Staff

## 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 2009-2010***

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

<b><u>DATE</u></b>	<b><u>COURSE</u></b>	<b><u>LOCATION</u></b>
August 17 - Dec. 18, 2009	17 <sup>th</sup> Basic Law Enforcement Training Program	Maine Criminal Justice Academy
January 19 – May 21, 2010	18 <sup>th</sup> Basic Law Enforcement Training Program	Maine Criminal Justice Academy

### **Law Enforcement Pre-Service**

<b><u>DATE</u></b>	<b><u>COURSE</u></b>	<b><u>LOCATION</u></b>
Sept. 9 – Sept. 25, 2009	Law Enforcement Pre-Service	Maine Criminal Justice Academy
Mar. 9 – Mar. 26, 2010	Law Enforcement Pre-Service	Maine Criminal Justice Academy
TBA	Law Enforcement Pre-Service	Penobscot County Location
TBA	Law Enforcement Pre-Service	Cumberland County Location
TBA	Law Enforcement Pre-Service	York Community College
TBA	Law Enforcement Pre-Service	Aroostook County Location
TBA	Law Enforcement Pre-Service	York Community College

### **Basic Corrections**

<b><u>DATE</u></b>	<b><u>COURSE</u></b>	<b><u>LOCATION</u></b>
September 14 - 25, 2009	Basic Corrections	Maine Criminal Justice Academy
January 19 – 29, 2009	Basic Corrections	Maine Criminal Justice Academy
April 26 – May 7, 2010	Basic Corrections	Maine Criminal Justice Academy

### **Law Enforcement and Corrections In-Service Training**

<b><u>DATE</u></b>	<b><u>COURSE</u></b>	<b><u>LOCATION</u></b>
August 19, 2009	Drug Recognition Expert Refresher	Maine Criminal Justice Academy
August 20 – 21, 2009	D.I.T.E.P. Instructor Overview	Maine Criminal Justice Academy
August 24 – 28, 2009	Skid Car instructor Development	Maine Criminal Justice Academy
Sept 1, 2009	Regional Training Coordinator's Meeting	Maine Criminal Justice Academy
Sept. 2 – 3, 2009	Re-Certification Class	Maine Criminal Justice Academy
Sept. 7 – Oct. 30, 2009	Narcotic Detection K-9 School	Maine Criminal Justice Academy
Sept. 14 – 18, 2009	Urban Rifle Instructor Development	Maine Criminal Justice Academy
Sept. 21, 2009	Spike Mat Instructor Development	Maine Criminal Justice Academy
Sept. 21 – 25, 2009	Intoxilyzer Instructor Development	Maine Criminal Justice Academy
Sept. 24 – 25, 2009	Intoxilyzer Certification Course	Maine Criminal Justice Academy
Oct. 14 – 16, 2009	Narco Terrorism Intelligence Gathering	Maine Criminal Justice Academy
Oct. 19 – 30, 2009	Methods of Instruction	Maine Criminal Justice Academy
Nov. 2 – Nov. 6, 2008	Police Training Officer (PTO)	Maine Criminal Justice Academy
Nov. 9 – 10, 2009	Domestic Terrorism	Maine Criminal Justice Academy
Nov. 23 – 24, 2009	Conducting Complete Traffic Stops	Maine Criminal Justice Academy
Dec. 1 – 2, 2009	Crash Reconstruction Refresher/Exam	45 Commerce Drive - Augusta

<b>DATE</b>	<b>COURSE</b>	<b>LOCATION</b>
Dec. 9, 2009	Civil Rights Officer	Maine Criminal Justice Academy
Dec. 28, 2009	Mandatory Training Topics	Maine Criminal Justice Academy
Jan. 26 – 27, 2010	Investigating Complaints of Officer Misconduct	Maine Criminal Justice Academy
Feb. 1 – 12, 2010	Methods of Instruction	Maine Criminal Justice Academy
Feb. 22 – 26, 2010	MARC Instructor Development	Maine Criminal Justice Academy
Feb. 22 – 26, 2010	Interactive use of Force Instructor Development	Maine Criminal Justice Academy
Mar. 2 – 4, 2010	Identifying Deceptive Behavior	Maine Criminal Justice Academy
Mar. 8 – 10, 2010	SFST Instructor Development	Maine Criminal Justice Academy
Mar. 8 – May 28, 2010	Basic Patrol K-9 School	Maine Criminal Justice Academy
Mar. 30, 2010	Regional Training Coordinator's Meeting	Maine Criminal Justice Academy
Apr. 5 – 16, 2010	Methods of Instruction	Maine Criminal Justice Academy
Apr. 26 – 30, 2010	New Chief's and Sheriff's Seminar	Maine Criminal Justice Academy
May 10 – 14, 2010	Methods of Instruction – Make Up	Maine Criminal Justice Academy
May 10 – 14, 2010	Leadership and Mastering Performance	Maine Criminal Justice Academy
May. 25 – 26, 2010	Re-Certification Course	Maine Criminal Justice Academy
June 7 – 18, 2010	Firearms Instructor Development	Maine Criminal Justice Academy
June 11, 2010	Firearms Skill Building Course	Maine Criminal Justice Academy
June 21 – 25, 2010	Explorer Academy	Maine Criminal Justice Academy

## **Dispatcher Training**

<b>DATE</b>	<b>COURSE</b>	<b>LOCATION</b>
Sept. 21 – Sept. 25, 2008	Terminal Operator Certification	Maine Criminal Justice Academy
Oct. 19 – Oct. 23, 2008	Terminal Operator Certification	Maine Criminal Justice Academy
Dec. 14 – Dec. 18, 2008	Terminal Operator Certification	Maine Criminal Justice Academy
Jan. 11 – Jan. 15, 2009	Terminal Operator Certification	Maine Criminal Justice Academy
Feb. 8 – Feb. 12, 2009	Terminal Operator Certification	Maine Criminal Justice Academy
Mar. 15 – Mar. 19, 2009	Terminal Operator Certification	Maine Criminal Justice Academy
April 12 – April 16, 2009	Terminal Operator Certification	Maine Criminal Justice Academy
May 10 – May 14, 2009	Terminal Operator Certification	Maine Criminal Justice Academy
June 7 – June 11, 2009	Terminal Operator Certification	Maine Criminal Justice Academy

# August 2009

## Monthly Planner

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# September 2009

## Monthly Planner

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# November 2009

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# December 2009

## Monthly Planner

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# January 2010

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# February 2010

## Monthly Planner

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# March 2010

## Monthly Planner

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# April 2010

## Monthly Planner

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# May 2010

## Monthly Planner

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# June 2010

## Monthly Planner

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## ADMINISTRATIVE COURSES

## INVESTIGATING COMPLAINTS OF OFFICER MISCONDUCT

**Date:** January 26 – 27, 2010  
**Location:** Academy  
**Time:** 8:30 - 5:00  
**Fee:** \$80.00 plus room / board  
**Contact:** Eric Parker

### **Program Description:**

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

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

There are two instructors, both with many years of experience in the subject area. They are Laurel Shippee, the state EEO coordinator, and Brian MacMaster, chief investigator for the Attorney General's Office

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

### **Prerequisites:**

### **Special Requirements:**

**Class Limit:** 20 Students

## LEADERSHIP AND MASTERING PERFORMANCE

**Date:** May 10 – 14, 2010  
**Location:** Academy  
**Time:** 8:00 - 5:00  
**Fee:** Room and board only  
**Contact:** Michael Celentano

**NOTE: This is a Northeast Counterdrug Training Center Course – to register for this course, go to [Counterdrug.org](http://Counterdrug.org) and register online.**

### **Program Description:**

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

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

### **Prerequisites:**

### **Special Requirements:**

**Class Limit:** 50 Students

## **NEW CHIEFS AND SHERIFFS SEMINAR**

**Date:** April 26 – 30, 2010  
**Location:** Academy  
**Time:** 8:00 - 5:00  
**Fee:** \$120.00 plus room/board  
**Contact:** Eric Parker

### **Program Description:**

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

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

**Prerequisites:**

**Special Requirements:**

**Class Limit:** 20 Students

**SPECIALIZED COURSES**  
**LAW ENFORCEMENT AND CORRECTIONS**

## LAW ENFORCEMENT PRE-SERVICE COURSE

### **Program Description:**

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

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

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

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

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

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

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

**Contact:** Deb Annese for more information

## SKID CAR INSTRUCTOR DEVELOPMENT

Date: August 24 – 28, 2009  
Location: Academy  
Time: 8:00 - 5:00  
Fee: \$150.00 plus  
Room/Board  
Contact: Eric Parker

### **Program Description:**

This course is designed for the instructor candidate who is interested and available to teach “The Science of Controlled Driving” to the BLETP Cadets during range weeks for the basic school. The Skid Car is also available for Regional Training when not in use for the BELTP. The Skid Car consists of a 1999 Crown Victoria , Skid Car assembly electronics and hydraulics, and is fully portable to enhance regional field training opportunities.

The Skid Car System represents a proven concept in driver training, one called , “The Science of Controlled Driving.” This concept is based on the idea that it is the driver who subjects their vehicle to physical forces, and that it is the driver’s ability to make sound judgments that minimize the risk and maximize their personal performance behind the wheel. By using the proper sensory skills and applying correct driving strategies, a driver can learn to control those forces that elevate the risk of skids. It teaches the driver to learn to avoid risk situations altogether. Training includes: assembly of the Skid Car unit; trouble shooting hydraulics, mechanics and electronics of the Skid Car; the “stable-platform concept of driving” ; vehicle dynamics: use of sensory perception; the pro-active driving line; types of skids and avoidance sequence. The majority of this training is actual driving of the Skid Car with the replication of driving hazards by the instructor.

**Personnel who may attend:** All full time law enforcement personnel involved with department driver training. Preference will be given to MCJA certified Emergency Vehicle Instructors by geographic location. Students will need a letter from their agency head signifying that they will take an active role as an instructor during the BLETP range weeks.

**Prerequisites:** EVOC Training. Prior training in the Skid Car is preferred, but not required.

**Class limit:** 10 Students

## **DRUG RECOGNITION EXPERT RE-CERTIFICATION CLASS**

**Date:** August 19, 2009  
**Location:** Academy  
**Time:** 9:00 - 5:00  
**Fee:** \$20.00 (lunch included)  
**Contact:** James Lyman

### **Program Description:**

This class is offered as an annual DRE re-certification course. Topics will include current trends and updates to the DRE program, and an interactive discussion about future concerns in the program. DRE instructors will be on hand to answer questions and attendees will be able to complete instructor monitored evaluations for re-certification if needed. This class will meet the mandatory bi-annual requirements for re-certification training.

Those DRE's within 6 months of certification expiration are encouraged to bring updated resumes, rolling logs, and copies of at least 3 previous evaluations so instructors can review paperwork for re-certification. DRE kits should also be brought to the class.

**Personnel who may attend:** Currently Certified Drug Recognition Experts

**Prerequisites:** Currently certified

**Special Requirements:** None

**Class Limit:** 50 students

## **DRUG IMPAIRMENT TRAINING FOR EDUCATIONAL PROFESSIONALS INSTRUCTOR OVERVIEW**

**Date:** August 20-21, 2009  
**Location:** Academy  
**Time:** 9:00 - 5:00  
**Fee:** \$30.00 (lunch included)  
**Contact:** James Lyman

### **Program Description:**

The goal of the DITEP Course is to enable the secondary educational professional to recognize the signs and symptoms of drug and/or alcohol impairment, in order to:

- Prevent an impaired student from driving away from campus and/or
- To serve as a treatment intervention tool to reduce future instances of DWI.

It is hoped this training will ultimately reduce the number of underage alcohol and/or drug related traffic fatalities. The information and procedures presented in this course are for administrative purposes only. They are designed to aid in the assessment and documentation of drug and/or alcohol impairment in students. The subject matter presented will touch upon some, but not all of, the factors a Drug Recognition Expert (DRE) considers when examining a drug-impaired individual. This training is not designed as an enforcement tool and will not qualify the participant as a Drug Recognition Expert (DRE).

The DITEP program has been taught statewide for several years with great success. We will be specifically recruiting School Resource Officers (SRO) for this class in order to expose them to the DITEP Curriculum. We are seeking SRO's to assist in the instruction of segments of the DITEP program with a team of experienced DITEP Instructors.

**Personnel who may attend:** Currently Certified Drug Recognition Experts, School Resource Officers and other candidates approved by the Training Coordinator.

**Prerequisites:** See Above

**Special Requirements:** None

**Class Limit:** 30 students

## REGIONAL TRAINING COORDINATOR'S SEMINAR

**Date:** September 1, 2009  
March 30, 2010  
**Location:** Academy  
**Time:** 10:00 – 2:00  
**Fee:** No fee (lunch provided)  
**Contact:** James Lyman

### **Program Description:**

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

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

### **Prerequisites:**

### **Special Requirements:**

**Class Limit:** 15 Students

## URBAN RIFLE INSTRUCTOR DEVELOPMENT

**Date:** September 14 - 18, 2009  
**Location:** Academy  
**Time:** 8:00 - 5:00  
**Fee:** \$150.00 plus room / board  
**Contact:** James Birt

### **Program Description:**

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

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

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

**Prerequisites:** MCJA Certified Firearms Instructors

**Special Requirements:**

**Class limit:** 20 Students

## Spike Mat Instructor Development

**Dates:** Sept. 21, 2009  
**Location:** Academy  
**Time:** 8:00 - 4:00  
**Fee:** \$25.00 includes lunch  
**Contact:** Jim Birt

This course is designed to develop instructors in the use of portable spike mat systems. Topics covered will include nomenclature, safety, deployment and retrievals as well as maintenance and repairs of the spike mat system.

A representative from the Attorney General's Office will discuss policies on the Use of Termination Devices, Use of Force, and law enforcement liability with respect to spike mat use.

**Personnel who may attend: This course is available for any full or part-time officer who has access to and may use a spike mat system.**

**Prerequisites: None**

**Special Requirements: None**

**Class Limit: 20**

## INTOXILYZER INSTRUCTOR DEVELOPMENT

**Date:** September 21-25, 2009  
**Location:** Academy  
**Time:** 8:00 – 5:00  
**Fee:** \$60.00  
**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.

**Class Limit:** 20 Students

## **INTOXILYZER CERTIFICATION COURSE**

**Date:** September 24-25, 2009  
**Location:** Academy  
**Time:** 8:00 - 5:00  
**Fee:** \$60.00 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:** 20 Students

## METHODS OF INSTRUCTION

**Dates:** October 19 – 30, 2009  
February 1 – 12, 2010  
April 5 – April 16, 2010  
**Location:** Academy  
**Time:** 8:00 - 5:00  
**Fee:** \$80.00 plus room/board  
**Contact:** Debra Annese

### **Program Description:**

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 30 minutes in duration. Students will also develop a full lesson plan on a Board approved topic from the BLETP, BCOR or LEPS curriculum and be evaluated presenting portions of that unit of instruction. Successful students should be eligible as certified instructors per Board Specification S-6.

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

### **Prerequisites:**

### **Special Requirements:**

**Class Limit:** 20 Students

## LAW ENFORCEMENT OFFICER RE-CERTIFICATION COURSE

**Date:** Sept. 2 – 3, 2009  
May 25 – 26, 2010  
**Location:** Academy  
**Time:** 8:00 - 5:00  
**Fee:** Included in \$150.00  
Re-Certification fee  
**Contact:** Debra Annese

### **Program Description:**

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

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

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

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

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

### **Special Requirements:**

**Class Limit:** 20 Students

## NARCOTIC DETECTION K-9 SCHOOL

**Dates:** Sept. 7 – Oct. 30, 2009  
**Location:** Academy  
**Time:** 8:00 - 5:00  
**Fee:** \$480.00 plus room/board  
**Contact:** Sgt. Michael Kaspereen

### **Program Description:**

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

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

### **Prerequisites:**

### **Special Requirements:**

**Class Limit:** 20 Students

## NARCO TERRORISM INTELLIGENCE GATHERING

**Date:** Oct. 14 – 16, 2009  
**Location:** Academy  
**Time:** 8:00 - 5:00  
**Fee:** Meals and Lodging only  
**Contact:** Michael Celentano

**NOTE: This is a Northeast Counterdrug Training Center Course – to register for this course, go to [Counterdrug.org](http://Counterdrug.org) and register online.**

### **Program Description:**

This course will inform the participant about intelligence gathering techniques to combat terrorism. Emphasis will be placed on the correlation between drug trafficking and terrorist activities. The street level officer will become familiar with interview techniques specifically aimed at developing counter-terrorism intelligence. The street level officer will become familiar with terrorism indicators derived from roadside interviews and observations, citizen contacts, community members, arrestees and arresting officers.

**Personnel who may attend:** Any law enforcement officer and law enforcement intelligence personnel

**Prerequisites:** None

**Special Requirements:** None

**Class Limit:** 50 Students

## **POLICE TRAINING OFFICER**

**Dates:** Nov. 2 – 6, 2009  
**Location:** Academy  
**Time:** 9:00 - 5:00  
**Fee:** \$100.00 plus room/board  
**Contact:** Eric Parker

### **Program Description:**

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

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

**Prerequisites:**

**Special Requirements:**

**Class Limit:** 20 Students

## DOMESTIC TERRORISM

**Date:** Nov. 9 – 10, 2009  
**Location:** Academy  
**Time:** 8:00 - 5:00  
**Fee:** Meals and Lodging only  
**Contact:** Michael Celentano

**NOTE: This is a Northeast Counterdrug Training Center Course – to register for this course, go to [Counterdrug.org](http://Counterdrug.org) and register online.**

### **Program Description:**

Participants in this course learn about domestic terrorist groups, how to recognize indicators relating to domestic terrorism and funding through narco-terrorism. Students explore law enforcement's roles and responsibilities in combating domestic terrorism. Officer safety issues relating to domestic terrorism are also covered.

**Personnel who may attend:** Any law enforcement officer

**Prerequisites:** None

**Special Requirements:**

**Class Limit:** 50 Students

## CONDUCTING COMPLETE TRAFFIC STOPS

**Date:** Nov. 23 – 24, 2009  
Aug. 24 – 25, 2010  
**Location:** Academy  
**Time:** 8:00 - 5:00  
**Fee:** Meals and Lodging only  
**Contact:** Michael Celentano

**NOTE: This is a Northeast Counterdrug Training Center Course – to register for this course, go to [Counterdrug.org](http://Counterdrug.org) and register online.**

### **Program Description:**

This two-day course examines the relationship between motor vehicle law enforcement and the detection of criminal activity. Students will learn techniques and skills to employ during roadside stops and interviews. Officer safety is stressed. Indicators and identification of concealed compartments are emphasized as well as indicators of other criminal activities. Consent to search and other legal considerations are covered.

**Personnel who may attend:** Any Law Enforcement Officer

**Prerequisites:** None

**Special Requirements:**

**Class Limit:** 50 Students

**CRASH RECONSTRUCTION SPECIALIST  
MANDATORY REFRESHER and EXAM**

**Date:** December 1 - 2, 2009  
**Location:** 45 Commerce Drive, Augusta  
**Time:** 8:00 - 5:00  
**Fee:**  
**Contact:** James Lyman

**Program Description:**

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

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

**Re-Certification Requirements:**

- Must have completed the mandatory in-service training,
- Must have completed the re-certification exam with a minimum score of 80%,
- Must submit 4 completed and approved reconstruction reports to the Crash Reconstruction Certification Board for professional review by December 31, 2009.

**Prerequisites:**

**Special Requirements:**

**Class Limit:** 60 Students

## CIVIL RIGHTS OFFICER TRAINING

**Date:** December 9, 2009  
**Location:** Academy  
**Time:** 8:00 - 4:00  
**Fee:** \$20.00 (includes lunch)  
**Contact:** Eric Parker

### **Program Description:**

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

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

### **Prerequisites:**

### **Special Requirements:**

**Class Limit:** 30 Students

**MANDATORY RECERTIFICATION TRAINING FOR LAW  
ENFORCEMENT PERSONNEL 2009**

**Date:** December 28, 2009  
**Location:** Academy  
**Time:** 8:00 - 5:00  
**Fee:** \$20.00 - NO LUNCH AVAILABLE  
**Contact:** Staff

**Program Description:**

This program consists of four of the five mandated classes for 2009 required by the Maine Criminal Justice Academy's Board of Trustees for officers to maintain their law enforcement certification: New Law Up-Dates, Crime Scene Investigation and Evidence Collection, Identification of the Predominant Aggressor in DV Cases and Dealing with Developmental Disabilities such as Autism and others.

New Law Updates from 8:00 to 10:00  
Situational Use of Force from 10:00 to 12:00  
Issues of Sexual Assault from 1:00 to 3:00  
Initial Response to Serious Motor Vehicle Crashes from 3:00 to 5:00

**Personnel who may attend:**

Any full or part time law enforcement officer

**Prerequisites:**

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

**Class Limit:** 70 students

## INTERACTIVE USE OF FORCE INSTRUCTOR DEVELOPMENT

**Date:** Feb. 22 – 26, 2010  
**Location:** MCJA  
**Time:** 8:00 - 5:00  
**Fee:** \$75.00 plus Room/Board  
**Contact:** James Birt

### **Program Description:**

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

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

### **Prerequisites:**

### **Special Requirements:**

**Class Limit:** 20 Students

## IDENTIFICATION OF DECEPTIVE BEHAVIOR

**Date:** March 2 - 4, 2010  
**Location:** Academy  
**Time:** 9:00 - 5:00  
**Fee:** Meals & lodging only  
**Contact:** Michael Celentano

**NOTE: This is a Northeast Counterdrug Training Center Course – to register for this course, go to [Counterdrug.org](http://Counterdrug.org) and register online.**

### **Program Description:**

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

**Personnel who may attend:** Any law enforcement officer or corrections officer.

**Prerequisites:**

**Special Requirements:**

**Class Limit:** 50 students

## **MECHANICS OF ARREST, RESTRAINT & CONTROL INSTRUCTOR**

**Date:** Feb. 22 – 26, 2010  
**Location:** MCJA  
**Time:** 8:00-5:00  
**Fee:** \$60.00, plus room / board  
**Contact:** Jack Murphy

### **Program Description:**

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 and/or the Law Enforcement Pre-Service Program.

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

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

### **Prerequisites:**

### **Special Requirements:**

**Class Limit:** 20 Students

# OUI SFST INSTRUCTOR DEVELOPMENT

**Date:** March 8-10, 2009  
**Location:** Academy  
**Time:** 8:00 - 5:00  
**Fee:** \$75.00  
**Contact:** James Lyman

## **Program Description:**

This program is a two part-training program designed to develop an OUI/SFST trained full-time law enforcement officer to a level of ability and proficiency necessary to provide quality Impaired Driver training to other officers.

The first phase of this program will consist of 24 hours of instruction in the OUI/SFST program curriculum, instructor techniques, practice teaching sessions, and administrative procedures. The second phase of training will be conducted in an actual teaching session during the BLETP Impaired Driving program or another approved OUI/SFST training program. Student teachers will be working under the supervision of experienced instructors to present the program curriculum.

Students will also receive instruction in a component of “Drugs that Impair” and will learn how to conduct alcohol workshops.

**Personnel who may attend:** All full time law enforcement officers that have completed the NHTSA OUI/SFST course and have received their certificate of proficiency. Consideration will be given to applicants that have completed MOI and are currently MCJA certified instructors. Selection criteria may include MCJA and regional needs,

**Prerequisites:** See above

**Special Requirements:** Students will be required to participate in the instruction of an approved NHTSA 24 hour OUI/SFST class under the supervision of an Instructor before course completion is granted. This will be an additional 3-4 day commitment in addition to the classroom portion.

**Class Limit:** 15 Students

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

**Date:** Mar. 8 – May 28, 2010  
**Location:** Academy  
**Time:** 8:00 - 5:00  
**Fee:** \$720.00 plus room/board  
**Contact:** Sgt. Michael Kaspereen

### **Program Description:**

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

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

**Prerequisites:**

**Special Requirements:**

**Class Limit:** 20 Students

## **FIREARMS INSTRUCTOR DEVELOPMENT**

**Date:** June 7 – 18, 2010  
**Location:** Academy  
**Time:** 8:00 - 5:00  
**Fee:** \$250.00 plus room/board  
**Contact:** James Birt

### **Program Description:**

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. Week one 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 11, 2010  
**Location:** Academy  
**Time:** 8:00 - 5:00  
**Fee:** \$25.00 includes lunch  
**Contact:** James Birt

### **Program Description:**

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

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

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

### **Prerequisites:**

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

**Class Limit:** 24 Students

**DISPATCHER COURSES**

## **TERMINAL OPERATOR TRAINING AND CERTIFICATION**

**Dates:** September 21 - 25, 2009  
October 19 - 23, 2009  
December 14 - 18, 2009  
January 25 - 29, 2010  
February 22 - 26, 2010  
March 15 - 19, 2010  
April 12 - 16, 2010  
May 10 - 14, 2010  
June 7 - 11, 2010

**Location:** Academy  
**Time:** 8:00-5:00  
**Fee:** \$60.00, plus room & board  
**Contact:** Bruce Fielding

### **Program Description:**

This course is designed to certify full access terminal operators, or administrators, for use of the METRO, Nlets and the NCIC system. Certification is a requirement of the Criminal Justice Information Systems for all persons having access to the NCIC files. Students will participate in hands-on training, and receive classroom lectures, exercises, and proficiency testing in the NCIC, Nlets, METRO, and Maine Wanted systems.

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

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

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

### **Prerequisites:**

All attendees must have passed a background check administered by a law enforcement agency, to include a Federal Fingerprint Applicant Card prior to the class. Due to the scope and material of training provided, attendees should have experience within their agency, and preferably with the METRO system for a period of three months prior to the class.

**Class Limit:** 10 Students

