

# Maine Criminal Justice Academy

## **TRAINING CATALOG FALL / WINTER / SPRING 2010 - 2011**



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



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



**John Elias Baldacci**  
Governor



**Anne H. Jordan**  
Commissioner

**John B. Rogers**  
Director

July 1, 2010

Dear Colleague:

This publication is designed to provide criminal justice agencies with a schedule of training programs offered by the Academy, through June 2011. 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 2010/2011, 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**

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**MAINE CRIMINAL JUSTICE ACADEMY**  
**A Bureau of the Department of Public Safety**

**MCJA TRAINING PROGRAMS**

**STUDENT DISCIPLINARY CODE**

**PREAMBLE**

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

**ARTICLE I**

**Purposes**

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

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

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

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

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

## ***ARTICLE II***

### ***Sanctions***

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

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

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

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

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

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

## ***ARTICLE III***

### ***Standards of Conduct***

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

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

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

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

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

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

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

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

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

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

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

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

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

## ARTICLE IV

### *Procedures*

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

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

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

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

#### **SECTION 4 Suspension or Dismissal.**

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

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

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

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

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

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

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

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

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

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



# MAINE CRIMINAL JUSTICE ACADEMY

## A BUREAU OF THE DEPARTMENT OF PUBLIC SAFETY

### Rules And Regulations For Special Training Programs

Directive 79-1 (Revised)

#### PURPOSE

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

#### AUTHORITY

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

#### CONDUCT AND GENERAL RESPONSIBILITIES

1. Students shall conduct themselves in an orderly and professional manner at all time while enrolled in an Academy training program.
2. Students are expected to conduct themselves ethically while attending Academy training programs. Ethical violations such as lying, cheating, plagiarism, deception, as well as criminal conduct and harassment are serious violations of the “*Student Disciplinary Code*” and can lead to disciplinary action, up to and including dismissal from the Academy.
3. The consumption of alcoholic beverages on Academy grounds is prohibited unless the consumption is an integral part of an approved training program.
4. Students shall assist in the conservation of heat and electricity.
5. Students shall maintain quiet after lights out at 11:00 p.m.
6. Student vehicles shall be parked according to Academy maps and where instructed to do so.
7. Students are responsible for all information posted on the designated bulletin board or in other locations identified by the MCJA training coordinator.
8. Students shall be properly dressed in uniform or appropriate attire as explained by the In-Service Training Supervisor while enrolled in training programs. No shorts, cutoffs, jeans, T-shirts, clothing with inappropriate language, ripped or torn clothing is allowed without the express approval of the training supervisor.
9. Student shall not use any tobacco product within 100 feet of any Academy building or while participating in any Academy in-service training program off grounds. Students shall smoke only in those areas designated by the training coordinator.

10. Canines are not allowed in the billets or classroom without the permission of the Academy Director or the Training Manager.
11. Law enforcement officers are encouraged to leave their weapons secured in their vehicles during training. Non-law enforcement officers are prohibited from bringing firearms onto Academy grounds. ***In no case are firearms allowed in the dormitories (billets) without the prior written permission of the Academy Director.***
12. Personal injuries or property damage shall be brought to the immediate attention of a staff member.
13. Students will be permitted off the Academy grounds. Students should contact the training supervisor or another staff member if a problem arises or if special permission is needed.

### ROOMS, LODGING AND LINEN

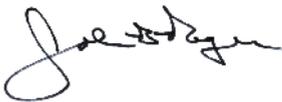
1. Advance notice must be given to the Academy for students who require lodging during training.
2. Each student will be assigned to a room and room assignments will be posted. ***Room assignments will not be changed without permission of the training supervisor.*** Students shall not remove dorm room 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

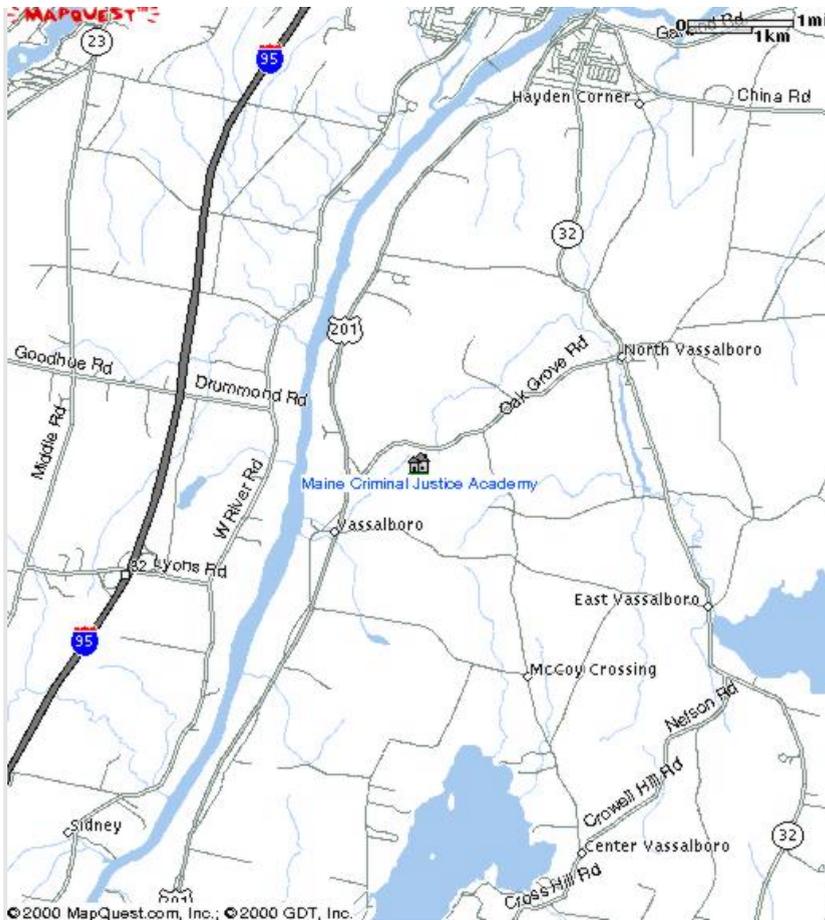
Dated: July 1, 1993  
Revised: July 12, 2001  
Revised: May 29, 2003  
Revised: June 28, 2005  
Revised: December 10, 2007  
Revised: June 16, 2009  
DISTRIBUTION: MCJA Staff

## 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 2010-2011***

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

<u>DATE</u>	<u>COURSE</u>	<u>LOCATION</u>
August 16 - Dec. 17, 2010	19 <sup>th</sup> Basic Law Enforcement Training Program	Maine Criminal Justice Academy
January 18 – May 20, 2011	20 <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. 20 – Oct. 6, 2010	Law Enforcement Pre-Service	Maine Criminal Justice Academy
Jan. 3 – Jan. 21, 2011	Law Enforcement Pre-Service	Maine Criminal Justice Academy
TBA	Law Enforcement Pre-Service	Penobscot County Location
TBA	Law Enforcement Pre-Service	Cumberland County Location
Sept. 7, Nov. 23, 2010	Law Enforcement Pre-Service	York County Sheriff's Office
TBA	Law Enforcement Pre-Service	Aroostook County Location
TBA	Law Enforcement Pre-Service	York Community College

### **Basic Corrections**

<u>DATE</u>	<u>COURSE</u>	<u>LOCATION</u>
September 13 - 24, 2010	Basic Corrections	Maine Criminal Justice Academy
Nov. 29 – Dec. 10, 2010	Basic Corrections	Maine Criminal Justice Academy
Feb. 7 – Feb. 18, 2011	Basic Corrections	Maine Criminal Justice Academy
April 25 – May 6, 2011	Basic Corrections	Maine Criminal Justice Academy

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

<u>DATE</u>	<u>COURSE</u>	<u>LOCATION</u>
August 3 – 5, 2010	Interview & Interrogation	Maine Criminal Justice Academy
August 24 – 25, 2010	Complete Traffic Stops	Maine Criminal Justice Academy
Aug. 30 – Sept. 1, 2010	Intoxilyzer Instructor Development	Maine Criminal Justice Academy
Sept 7, 2010	Regional Training Coordinator's Meeting	Maine Criminal Justice Academy
Sept. 9, 2010	Drug Recognition Expert ReCertification	Maine Criminal Justice Academy
Sept. 13 – 24, 2010	Methods of Instruction	Maine Criminal Justice Academy
Sept. 20 – 24, 2010	Urban Rifle Instructor Development	Maine Criminal Justice Academy
Sept. 27 – Oct. 1, 2010	Electronic Speed Measuring Device Instructor Development	Maine Criminal Justice Academy
Oct. 18 – 22, 2010	Judicial Marshal Basic School	Maine Criminal Justice Academy
Oct. 18 – 20, 2010	Advanced Judicial Marshal School	Maine Criminal Justice Academy
Oct. 20 – 22, 2010	Advanced Judicial Marshal School	Maine Criminal Justice Academy
Oct. 25 – 29, 2010	Police Training Officer (PTO)	Maine Criminal Justice Academy
Oct. 25 – 29, 2010	Interactive Use of Force Instructor Development	Maine Criminal Justice Academy

<u>DATE</u>	<u>COURSE</u>	<u>LOCATION</u>
Nov. 1 – 5, 2010	Methods of Instruction (week 1 of 2)	Maine Criminal Justice Academy
Nov. 8 – 9, 2010	ARIDE	Maine Criminal Justice Academy
Nov. 10, 2010	SFST Refresher Course	Maine Criminal Justice Academy
Nov. 15 – 19, 2010	Methods of Instruction (week 2 of 2)	Maine Criminal Justice Academy
Dec. 1, 2010	Civil Rights Officer	Maine Criminal Justice Academy
Dec. 7 – 8, 2010	Crash Investigation Refresher & Exam	45 Commerce Drive - Augusta
Dec. 13 – 15, 2010	DRE Instructor Development	Maine Criminal Justice Academy
Jan. 19 – 20, 2011	Investigating Complaints of Officer Misconduct	Maine Criminal Justice Academy
Jan. 26 – 27, 2011	Re-Certification Class	Maine Criminal Justice Academy
Jan. 31 – Feb. 11, 2011	Methods of Instruction	Maine Criminal Justice Academy
Feb. 23 – 24, 2011	Municipal Ordinance Prosecutor Course	Maine Criminal Justice Academy
Feb. 28 – Mar. 4, 2011	MARC Instructor Development	Maine Criminal Justice Academy
Mar. 7 – 17, 2011	Drug Recognition Expert School	Maine Criminal Justice Academy
Mar. 29, 2011	Regional Training Coordinator's Meeting	Maine Criminal Justice Academy
Mar. 28 – April 8, 2011	Methods of Instruction	Maine Criminal Justice Academy
Apr. 25 – 29, 2011	New Chief's and Sheriff's Seminar	Maine Criminal Justice Academy
June 6 – 17, 2011	Firearms Instructor Development	Maine Criminal Justice Academy
June 10, 2011	Firearms Skill Building Course	Maine Criminal Justice Academy
May. 25 – 26, 2011	Re-Certification Course	Maine Criminal Justice Academy
June 20 – 24, 2011	Explorer Academy	Maine Criminal Justice Academy

## Dispatcher Training

<u>DATE</u>	<u>COURSE</u>	<u>LOCATION</u>
Sept. 20 – Sept. 24, 2010	Terminal Operator Certification	Maine Criminal Justice Academy
Oct. 18 – Oct. 22, 2010	Terminal Operator Certification	Maine Criminal Justice Academy
Nov. 15 – Nov. 19, 2010	Terminal Operator Certification	Maine Criminal Justice Academy
Dec. 13 – Dec. 17, 2010	Terminal Operator Certification	Maine Criminal Justice Academy
Mar. 21 – Mar. 25, 2011	Terminal Operator Certification	Maine Criminal Justice Academy
April 11 – April 15, 2011	Terminal Operator Certification	Maine Criminal Justice Academy
May 16 – May 20, 2011	Terminal Operator Certification	Maine Criminal Justice Academy
June 6 – June 10, 2011	Terminal Operator Certification	Maine Criminal Justice Academy

# August 2010

## Monthly Planner

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																		
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# September 2010

## Monthly Planner

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# October 2010

## Monthly Planner

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# November 2010

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# December 2010

## Monthly Planner

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# January 2011

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# February 2011

## Monthly Planner

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# March 2011

## Monthly Planner

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# April 2011

## Monthly Planner

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# June 2011

## Monthly Planner

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## ADMINISTRATIVE COURSES

## INVESTIGATING COMPLAINTS OF OFFICER MISCONDUCT

**Date:** January 19 – 20, 2011  
**Location:** MCJA  
**Time:** 8:30 - 5:00  
**Fee:** \$80.00 plus room / board  
**Contact:** Eric Parker 877-8008

### **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

## NEW CHIEFS AND SHERIFFS SEMINAR

**Date:** April 25 – 29, 2011  
**Location:** MCJA  
**Time:** 8:00 - 5:00  
**Fee:** \$120.00 plus room/board  
**Contact:** Eric Parker 877-8008

### **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 877-8014

## INTERVIEW AND INTERROGATION

**Date:** August 3 – 5, 2010  
**Location:** MCJA  
**Time:** 8:00 - 5:00  
**Fee:** meals and lodging only  
**Contact:** David Tyrol 877-8035

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

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

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

**Prerequisites:**

**Special Requirements:**

**Class Limit:** 50 students

## CONDUCTING COMPLETE TRAFFIC STOPS

**Date:** Aug. 24 – 25, 2010  
**Location:** MCJA  
**Time:** 8:00 - 5:00  
**Fee:** Meals and Lodging only  
**Contact:** David Tyrol 877-8035

**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

## INTOXILYZER INSTRUCTOR DEVELOPMENT

**Date:** August 30 - Sept. 1, 2010  
**Location:** MCJA  
**Time:** 9:00 – 5:00  
**Fee:** \$60.00 plus room and board  
**Contact:** James Lyman 877-8009

### **Program Description**

This program is 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.

This three day class will prepare the candidates to teach students the necessary skills to become proficient and certified in the use of the Intoxilyzer. Before completing this certification, the students will be required to teach the 2 day Intoxilyzer Operation and Certification course under the supervision of senior instructors.

**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.

(Candidates will have to instruct at a later date under the supervision of a senior instructor to complete certification. The first opportunity will be during the fall BLETP classes on October 7-8,14-15 or 21-22, 2010)

**Class Limit:** 20 Students

## REGIONAL TRAINING COORDINATOR'S SEMINAR

**Date:** September 7, 2010  
March 29, 2011  
**Location:** MCJA  
**Time:** 10:00 – 2:00  
**Fee:** No fee (lunch included)  
**Contact:** James Lyman 877-8009

### **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

## DRUG RECOGNITION EXPERT RE-CERTIFICATION CLASS

**Date:** Sept. 9, 2010  
**Location:** Academy  
**Time:** 9:00 - 5:00  
**Fee:** \$20.00 (lunch included)  
**Contact:** James Lyman 877-8009

### **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

METHODS OF INSTRUCTION / MCJA CERTIFIED INSTRUCTOR  
DEVELOPMENT

**Dates:** Sept. 13 – 24, 2010  
Nov. 1 – 5 (week 1 of 2), 2010  
Nov. 15 – 19 (week 2 of 2), 2010  
Jan. 31 – Feb. 11, 2011  
Mar. 28 – April 8, 2011

**Location:** MCJA

**Time:** 8:00 - 5:00

**Fee:** \$80.00 plus room/board

**Contact:** Debra Annese 877-8014

**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.

During the second week (Certified Instructor Development) students will 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 will 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

## URBAN RIFLE INSTRUCTOR DEVELOPMENT

**Date:** September 20 - 24, 2010  
**Location:** Academy  
**Time:** 8:00 - 5:00  
**Fee:** \$150.00 plus room / board  
**Contact:** James Birt 877-8020

### **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

## ELECTRONIC SPEED MEASURING DEVICE INSTRUCTOR DEVELOPMENT

**Date:** Sept. 27 – 30, 2010  
**Location:** MCJA  
**Time:** 8:00 - 5:00  
**Fee:** \$60.00 plus room / board  
**Contact:** David Tyrol 877-8035

### **Program Description:**

This 4 day, 32-hour course is based upon the IPTM (Institute of Police Technology and Management) and NHTSA (National Highway Transportation Safety Administration) Basic Training Program in Electronic Speed Measurement Device Operation. It is designed to train Instructors to the Electronic Speed Measurement Device Instructor designation, which includes Laser/Lidar. Topics include history and theory review, operating principles, operation of specific radar and laser devices, environmental considerations, and legal issue. Laser/Lidar vendors will present product demonstrations and conduct practical application exercises. Specific presentation techniques, public speaking, adult learning principles, and MCJA requirements for program management and proper submission of class materials will be essential to completion of the course. Students will develop their instructional skills sufficiently to present speed measurement training programs to other law enforcement officers. Student instructor competency will be evaluated on forms provided by the MCJA and available through the coordinator of this training.

**Personnel who may attend:** : Maine certified full time law enforcement officers

**Prerequisites:** MCJA Instructor Certification

**Special Requirements:**

**Class limit:** 20 Students

## JUDICIAL MARSHAL BASIC SCHOOL

**Dates:** Oct. 18 – 22, 2010  
**Location:** MCJA  
**Time:** 9:00 - 5:00  
**Fee:** \$60.00 plus room and board  
**Contact:** David Tyrol 877-8035

### **Program Description:**

This 40 hour course provides the MCJA Board of Trustees required basic training of court security officers in order to perform security related functions in a court environment. The curriculum covers areas such as:

Court Security- Mission and Expectations, Handling the Mentally Ill, Explosives, Devices, Entry Screening, Handling Courtroom Evidence, Use of Force and Liability, Jury Management, Courtroom Protocol, Response Plans, Defensive Tactics, and Report Writing.

**Personnel who may attend:** Law Enforcement Officers Employed as Court Security

**Prerequisites:**

**Special Requirements:**

**Class Limit:** 30 Students

## ADVANCED JUDICIAL MARSHAL SCHOOL

**Dates:** Oct. 18 – 20, 2010  
Oct. 20 – 22, 2010  
**Location:** MCJA  
**Time:** 9:00 - 5:00  
**Fee:** \$30.00 plus room and board  
**Contact:** David Tyrol 877-8035

### **Program Description:**

This school builds upon the skills acquired in Judicial Marshal Basic Training and honed during on the job experience. The curriculum covers areas such as:

Trial Planning, Crimes in progress within the Courthouse, Tactical intervention with the Mentally Ill, Establishing and Maintaining a Healthy Lifestyle, Advanced Dignitary protection Concerns, Advanced Defensive Tactics, Advanced Firearms Training, Criminal Investigation, Cultural Awareness, Gang Intelligence.

**Personnel who may attend:** Law Enforcement Officers Employed as Court Security

**Prerequisites:** Basic Judicial Marshal Training

**Special Requirements:**

**Class Limit:** 30 Students

## POLICE TRAINING OFFICER

**Dates:** Oct. 25 – 29, 2010  
**Location:** MCJA  
**Time:** 9:00 - 5:00  
**Fee:** \$100.00 plus room/board  
**Contact:** Eric Parker 877-8008

### **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

## INTERACTIVE USE OF FORCE INSTRUCTOR DEVELOPMENT

**Date:** Oct. 25 – 29, 2010  
**Location:** MCJA  
**Time:** 8:00 - 5:00  
**Fee:** \$75.00 plus room and board  
**Contact:** James Birt 877-8020

### **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

## ADVANCED ROADSIDE IMPAIRED DRIVING ENFORCEMENT PROGRAM A.R.I.D.E.

**Date:** November 8-9, 2010  
**Location:** MCJA  
**Time:** 8:00 - 5:00  
**Fee:** Meals and Lodging only  
**Contact:** James Lyman 877-8009

### **Program Description:**

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

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

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

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

All full time law enforcement officers actively enforcing impaired driving laws that work for a department that is committed to detecting and deterring impaired drivers.

### **Prerequisites:**

- Full Time Law Enforcement Officer
- Must have completed the SFST program and been deemed proficient by the MCJA.
- Must meet with an instructor prior to the beginning of the class and review your SFST skills at which time the instructor will sign a new proficiency exam sheet. The signed exam sheet is required on the first day of class. Students without the sheet will not participate.

**Class Limit:** 25 Students (MCJA Registration required)

## OUI-SFST REFRESHER TRAINING

**Date:** November 10, 2010  
**Location:** MCJA  
**Time:** 8:00 – 12:00  
**Fee:** \$12.00  
**Contact:** James Lyman 877-8009

### **Program Description**

This 4 hour course will provide the student with an overview of the NHTSA DWI Detection and Standardized Field Sobriety Testing Refresher training and related issues.

Attendance is intended for those that have previously completed the 24 hour NHTSA DWI Detection and Standardized Field Sobriety Testing program and failed to gain proficiency within the 6 month allotted period. Successful completion of this class will allow the officer an additional 6 month period to complete their field evaluations and meet with an instructor to complete the proficiency process.

**Personnel who may attend:** All full time law enforcement officers that have completed the 24 hour NHTSA DWI Detection and Standardized Field Sobriety Testing program, and failed to complete the proficiency requirements, or have been deemed proficient and are seeking a refresher class.

**Class Limit:** 20 Students

## CIVIL RIGHTS OFFICER TRAINING

**Date:** December 1, 2010  
**Location:** MCJA  
**Time:** 8:00 - 4:00  
**Fee:** \$20.00 (includes lunch)  
**Contact:** Eric Parker 877-8008

### **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

**CRASH RECONSTRUCTION SPECIALIST  
MANDATORY REFRESHER and EXAM**

**Date:** December 7 - 8, 2010  
**Location:** 45 Commerce Drive, Augusta  
**Time:** 8:00 - 5:00  
**Fee:** No Cost  
**Contact:** James Lyman 877-8009

**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, 2010.

**Prerequisites:**

**Special Requirements:**

**Class Limit:** 60 Students

## DRUG RECOGNITION EXPERT INSTRUCTOR DEVELOPMENT

**Date:** December 13 -15, 2010  
**Location:** MCJA  
**Time:** 8:00 - 5:00  
**Fee:** \$75.00 plus room /board  
**Contact:** James Lyman 877-8009

### **Program Description:**

The Drug Recognition Program in Maine has expanded over the past five years and we are seeking motivated Drug Recognition Experts (DRE's) to become instructors for future program development. This NHTSA/IACP based program will focus on classroom preparation, participant learning styles, public speaking skills and overall presentation skills in the DRE program.

The classroom phase of this training will focus on learning the various sections of the DRE curriculum and conduct practice teaching assignments with your peers. After completion of this 24 hour class, candidates will be required to teach various sections in the DRE school scheduled for March 7-17, 2011. After teaching assignments are successfully completed, candidates must evaluate a minimum of two student evaluations in the field for course completion.

**Personnel who may attend:** All certified Drug Recognition Experts who have completed SFST Instructor Development that are active in the DRE program and have a strong desire to teach other law enforcement officers. Host agencies will be asked to make a commitment of their instructor candidate to assist with future schools and semi annual refresher training. All candidate applications will be reviewed by the Drug Recognition Certification Board prior to acceptance to the school.

**Prerequisites:** Must be an active DRE with course completion in Methods of Instruction.

**Special Requirements:** This is an abbreviated course and not the full 40 hour Instructor class. Eligible candidates must also have completed the NHTSA SFST Instructor Development curriculum.

Candidates must bring a laptop computer to review manuals in electronic format as we no longer print the manuals.

**Class Limit:** 8 Students

## LAW ENFORCEMENT OFFICER RE-CERTIFICATION COURSE

**Date:** Jan. 26 – 27, 2011  
**Location:** MCJA  
**Time:** 8:00 - 5:00  
**Fee:** Included in \$150.00  
Re-Certification fee  
**Contact:** Debra Annese 877-8014

### **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, or have not been employed for two years since completing the LEPS course are required to successfully complete the re-certification process outlined in Specification S-30.

This 16-hour course is a mandatory requirement for 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).

**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

## MUNICIPAL ORDINANCE PROSECUTION

**Dates:** Feb. 23 – 24, 2011  
**Location:** MCJA  
**Time:** 9:00 - 5:00  
**Fee:** \$20.00 Lunch included  
**Contact:** Eric Parker 877-8008

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

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

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

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

**Prerequisites:**

**Special Requirements:**

**Class Limit:** 20 Students

## MECHANICS OF ARREST, RESTRAINT & CONTROL INSTRUCTOR

**Date:** Feb. 28 – March 4, 2011  
**Location:** MCJA  
**Time:** 8:00-5:00  
**Fee:** \$60.00, plus room / board  
**Contact:** Jack Murphy 877-8016

### **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

## DRUG RECOGNITION EXPERT EVALUATION & CLASSIFICATION SCHOOL

**Date:** March 7-17, 2011  
**Location:** MCJA  
**Time:** 8:00 - 5:00  
**Fee:** \$120.00 plus room / board  
**Contact:** James Lyman 877-8009

### **Program Description:**

The intent of this NHTSA / IACP training course is to identify drivers that may be impaired by drugs. The DRE program will instruct the students, through the use of systematic and standardized examinations, how to determine whether the impairment is due to drugs, and if so, the broad category or combination of categories of drugs that is the likely cause of the observed impairment.

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

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

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

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

Candidates must bring a laptop computer to review manuals in electronic format as we no longer print the manuals. The ARIDE course is recommended prior to the DRE course but not required.

**Class Limit:** 20 Students

## FIREARMS INSTRUCTOR DEVELOPMENT

**Date:** June 6 – 17, 2011  
**Location:** MCJA  
**Time:** 8:00 - 5:00  
**Fee:** \$250.00 plus room/board  
**Contact:** James Birt 877-8020

### **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:** 20 Students

## FIREARMS SKILLS DEVELOPMENT

**Date:** June 10, 2011  
**Location:** MCJA  
**Time:** 8:00 - 5:00  
**Fee:** \$25.00 includes lunch  
**Contact:** James Birt 877-8020

### **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:**

**DISPATCHER COURSES**

## TERMINAL OPERATOR TRAINING AND CERTIFICATION

<b>Dates:</b>	<b>September 20 - 24, 2010</b> <b>October 18 - 22, 2010</b> <b>November 15 - 19, 2010</b> <b>December 13 - 17, 2010</b> <b>March 21 - 25, 2011</b> <b>April 11 - 15, 2011</b> <b>May 16 - 20, 2011</b> <b>June 6 - 10, 2011 (no lodging)</b>
<b>Location:</b>	<b>MCJA</b>
<b>Time:</b>	<b>8:00-5:00</b>
<b>Fee:</b>	<b>\$60.00, plus room &amp; board</b>
<b>Contact:</b>	<b>Bruce Fielding 626-3923</b>

### **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

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

**APPLICATION FOR IN-SERVICE TRAINING**

**COURSE NAME:** \_\_\_\_\_

**COURSE LOCATION:** \_\_\_\_\_ **STARTING DATE:** \_\_\_\_\_

APPLICANT'S NAME \_\_\_\_\_

First

MI

Last

FULL TITLE, RANK OR POSITION: \_\_\_\_\_

NAME OF EMPLOYING AGENCY: \_\_\_\_\_

(Include Parent Organization Where Applicable:) \_\_\_\_\_

AGENCY ADDRESS: \_\_\_\_\_

Street

City/Town

Zip

AGENCY PHONE: \_\_\_\_\_

CEL PHONE # \_\_\_\_\_

OFFICER'S DEPARTMENT EMAIL ADDRESS: \_\_\_\_\_

**APPLICANT MUST COMPLETE THE FOLLOWING**

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

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

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

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

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

SIGNED: \_\_\_\_\_

TITLE: \_\_\_\_\_

Chief/Department Head/Supervisor

PRINTED NAME: \_\_\_\_\_

DATE: \_\_\_\_\_