

1003-06500 - all  
4031

## SUMMARY OF POSITION/CLASSIFICATION ACTION

TYPE: Range Change.

### POSITION IDENTIFICATION DATA

Public Safety (Department)	State Police (Bureau)		
		(Division)	
	State Police Lieutenant	7003	25
(Pos. No.)	(Type)	(Class Title)	(Code) (Range)
Please See List	State Police Lieutenant	7003	27
(Incumbent)	(Requested Classification)	(Code)	(Range)

### AUDIT INFORMATION

TYPE: Field DATES: 5/21/01 5/24/01 6/1/01 6/22/01

BY: H. Bernstein WITH: Lt. R. Bessette; Lt. J. Mahon; Lt. T. Short; Lt. D. Lancaster; Lt. B. McDonough; Lt. C. Howe; Lt. J. Theriault; Lt. T. Doyle; Lt. Schaad; Lt. Col. J. Harmon; Col. Sperry; D. Rankin. (Job Evaluation Session)

### RECOMMENDATION:

Range change State Police Lieutenant from pay range 25 to 27.

### BASIS FOR RECOMMENDATION:

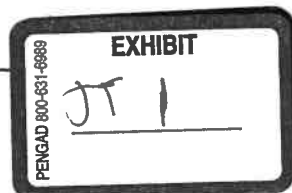
PLEASE REFER TO JOB EVALUATION REPORT.

Holly Bernstein Senior Personnel Analyst 9/27/01  
(Signature of Job Auditor) (Title) (Date)

### REVIEWING AUTHORITY:

Linda Casnio Merit System Coordinator 10/5/01  
(Signature of Reviewing Authority) (Title) (Date)

all



**State Police Lieutenant (7003)**

**Range Change 9/27/01**

06500-6947	Raymond A. Bessette
06500-4201	Timothy S. Doyle
06500-4041	Ronald C. Harmon
06500-3921	Charles H. Howe
06500-6111	Wesley D. Hussey
06500-4011	Dale P. Lancaster
06500-3961	Jonathan H. Mahon
06500-6921	Brian T. McDonough
06500-6111	Hebert R. Morse, JR.
06500-3941	Randall T. Nichols
06500-3971	J. Darrell Ouellette
06500-4031	Craig A. Poulin
06500-4201	Theodor G. Short
06500-3971	Barry W. Smith
06500-4031	William A. Snedeker
06500-3801	Jackie M. Theriault
06500-3931	Jeffrey C. Trafton

**DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES**  
**Bureau of Human Resources**

October 15, 2001

**TO:** Dave Rankin, Personnel Manager, Department of Public Safety

**FROM:** Linda Casoria, Merit System Coordinator

**SUBJECT:** State Police Personnel Package - Phase I.

\*\*\*\*\*

We have taken steps to range change these classifications as identified below.

This reallocation is based on work the employee has been performing; therefore, this action will be retroactive to the date of the FJA-1 and should be implemented using the step-to-step adjustment as outlined in Personnel Bulletin 5.10.

The paperwork with our approval has been forwarded to the Bureau of the Budget for their review to include solving any funding problems associated with this action.

**Please inform the incumbents of our decision and apprise them of their right to appeal this decision. A copy of the reviewing Analyst's recommendations accompanies this letter. Thank you.**

**STATE POLICE TROOPER from range 18 to 20.**  
**STATE POLICE DETECTIVE from range 20 to 22.**  
**STATE POLICE SERGEANT from range 22 to 24.**  
**STATE POLICE LIEUTENANT from range 25 to 27.**  
**STATE POLICE LIEUTENANT RECLASSIFIED TO THE NEW**  
**CLASSIFICATION OF LIEUTENANT LEGAL COUNSEL from**  
**range 25 to 30.**

LC/hb

cc: Jack Nicholas, State Budget Officer  
Class Files - State Police Trooper  
State Police Detective  
State Police Sergeant  
✓ State Police Lieutenant  
Lieutenant Legal Counsel

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		(Division)	
	State Police Lieutenant	7003	25
(Pos. No.)	(Type)	(Class Title)	(Code) (Range)
Please See List	State Police Lieutenant	7003	27
(Incumbent)	(Requested Classification)	(Code)	(Range)

### AUDIT INFORMATION

TYPE: Field DATES: 

5/21/01	5/24/01	6/1/01	6/22/01	
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BY: H. Bernstein WITH: Lt. R. Bessette; Lt. J. Mahon; Lt. T. Short; Lt. D. Lancaster; Lt. B. McDonough; Lt. C. Howe; Lt. J. Theriault; Lt. T. Doyle; Lt. Schaad; Lt. Col. J. Harmon; Col. Sperry; D. Rankin. (Job Evaluation Session)

### RECOMMENDATION:

Range change State Police Lieutenant from pay range 25 to 27.

### BASIS FOR RECOMMENDATION:

PLEASE REFER TO JOB EVALUATION REPORT.

Holly Bernstein Senior Personnel Analyst 9/27/01  
(Signature of Job Auditor) (Title) (Date)

### REVIEWING AUTHORITY:

Linda Caronia Merit System Coordinator 10/5/01  
(Signature of Reviewing Authority) (Title) (Date)

*all*

REC'D APR 17 2001

**ADMINISTRATIVE REPORT OF WORK CONTENT**  
**STATE OF MAINE**  
**BUREAU OF HUMAN RESOURCES**

POSITION NUMBER (Leave Blank)

*St. Paul. Lieutenant*

*7003- all  
01/000*

**TO BE COMPLETED BY AUTHORIZED AGENCY PERSONNEL UNIT**

TYPE OF REQUEST		TYPE OF POSITION	
<input type="checkbox"/> ALLOCATION <input checked="" type="checkbox"/> REALLOCATION <input checked="" type="checkbox"/> REEVALUATION		<input checked="" type="checkbox"/> CLASSIFIED <input type="checkbox"/> UNCLASSIFIED (Attach copy of statutory authority for making this position unclassified)	
EMPLOYEE NAME <i>SEE ATTACHED SHEET</i>		LOCATION OF POSITION <i>SEE ATTACHED SHEET</i>	TELEPHONE NO. <i>SEE ATTACHED SHEET</i>
PRESENT TITLE <i>SEE ATTACHED SHEET</i>	RANGE <i>25</i>	NAME OF SUPERVISOR <i>SEE ATTACHED SHEET</i>	TELEPHONE NO. <i>SEE ATTACHED SHEET</i>
DEPARTMENT <i>Public Safety</i>		BUREAU/DIVISION <i>State Police</i>	
<p>I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violation of such statutes or their implementing regulations.</p>			
SIGNATURE OF INCUMBENT <i>SEE ATTACHED SHEET</i>			DATE
SIGNATURE OF IMMEDIATE SUPERVISOR			DATE <i>4/12/01</i>
SIGNATURE OF AGENCY PERSONNEL DESIGNATE <i>[Signature]</i>			DATE <i>20/01</i>
SIGNATURE OF AGENCY COMMISSIONER <i>[Signature]</i>			DATE <i>4-25-01</i>

STATE OF MAINE  
 Bureau of Human Resources

Job Analysis Division

Received: 10/16/01

Completed Processing: 5/24/02

**TO BE COMPLETED BY DIRECTOR BUREAU OF HUMAN RESOURCES**

TYPE OF POSITION	ASSIGNED CLASS TITLE	ASSIGNED RANGE
<input checked="" type="checkbox"/> CLASSIFIED <input type="checkbox"/> UNCLASSIFIED	<i>State Police Lieutenant</i>	<i>27</i>
SIGNATURE OF DIRECTOR BUREAU OF HUMAN RESOURCES <i>[Signature]</i>		DATE <i>10/5/01</i>

☐ AGENCY
 ☐ HUMAN RESOURCES
 ☐ BUDGET
 ☐ INCUMBENT

Administrative Services  
1.1.1

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## LIEUTENANT SIGNATURE SHEET

EMPLOYEE NAME Lt. RAYMOND A. BESSETTE		LOCATION OF POSITION Communications	TELEPHONE NO. 624-7061
PRESENT TITLE Commanding Officer	RANGE 25	NAME OF SUPERVISOR Maj. Robert A. Williams	TELEPHONE NO. 624-7083
SIGNATURE OF INCUMBENT <i>Lt. Raymond A. Besette</i> 06500-6947			DATE 4-9-01

EMPLOYEE NAME Lt. TIMOTHY S. DOYLE		LOCATION OF POSITION CID II	TELEPHONE NO. 287-7504
PRESENT TITLE Commanding Officer	RANGE 25	NAME OF SUPERVISOR Major Charles N. Love	TELEPHONE NO. 624-7006
SIGNATURE OF INCUMBENT <i>Lt. Doyle</i> 06500-4201			DATE 4/9/01

EMPLOYEE NAME Lt. RONALD C. HARMON		LOCATION OF POSITION Troop A	TELEPHONE NO. 657-5726
PRESENT TITLE Commanding Officer	RANGE 25	NAME OF SUPERVISOR Major Charles N. Love	TELEPHONE NO. 624-7006
SIGNATURE OF INCUMBENT <i>Lt. Ronald C. Harmon</i> 06500-4041			DATE 4-9-01

EMPLOYEE NAME Lt. CHARLES H. HOWE		LOCATION OF POSITION Training	TELEPHONE NO. 877-8017
PRESENT TITLE Commanding Officer	RANGE 25	NAME OF SUPERVISOR Maj. Robert A. Williams	TELEPHONE NO. 624-7083
SIGNATURE OF INCUMBENT <i>Charles H. Howe</i> 06500-3921			DATE 4/9/01

EMPLOYEE NAME Lt. WESLEY D. HUSSEY		LOCATION OF POSITION Troop J	TELEPHONE NO. 255-6125
PRESENT TITLE Commanding Officer	RANGE 25	NAME OF SUPERVISOR Major Charles N. Love	TELEPHONE NO. 624-7006
SIGNATURE OF INCUMBENT <i>Wesley Hussey</i> 06500-6111			DATE 4/9/01

1991-05-01

1991-05-01

1991-05-01

1991-05-01

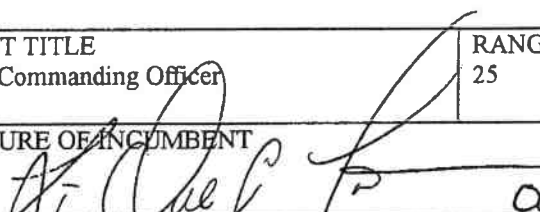
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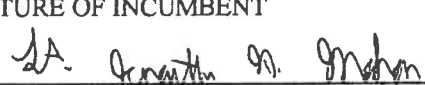
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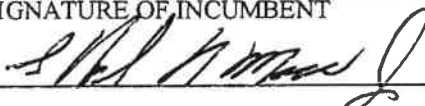
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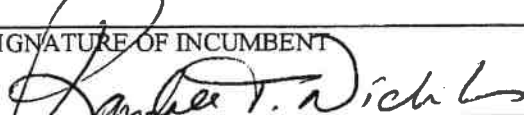


EMPLOYEE NAME Lt. DALE P. LANCASTER		LOCATION OF POSITION Troop C	TELEPHONE NO. 474-0364
PRESENT TITLE Commanding Officer	RANGE 25	NAME OF SUPERVISOR Major Charles N. Love	TELEPHONE NO. 624-7006
SIGNATURE OF INCUMBENT  06500-4011			DATE 04-05-01

EMPLOYEE NAME Lt. JONATHAN H. MAHON		LOCATION OF POSITION Troop K	TELEPHONE NO. 624-8946
PRESENT TITLE Commanding Officer	RANGE 25	NAME OF SUPERVISOR Maj. Robert A. Williams	TELEPHONE NO. 624-7083
SIGNATURE OF INCUMBENT  06500-3961			DATE 4-6-01

EMPLOYEE NAME Lt. BRIAN T. MCDONOUGH		LOCATION OF POSITION CID I	TELEPHONE NO. 657-5710
PRESENT TITLE Commanding Officer	RANGE 25	NAME OF SUPERVISOR Major Charles N. Love	TELEPHONE NO. 624-7006
SIGNATURE OF INCUMBENT  06500-6921			DATE 4/9/01

EMPLOYEE NAME Lt. HERBERT R. MORSE, JR.		LOCATION OF POSITION Troop E	TELEPHONE NO. 866-2121
PRESENT TITLE Commanding Officer	RANGE 25	NAME OF SUPERVISOR Major Charles N. Love	TELEPHONE NO. 624-7006
SIGNATURE OF INCUMBENT  06500-6111			DATE 4-2-01

EMPLOYEE NAME Lt. RANDALL T. NICHOLS		LOCATION OF POSITION Troop G	TELEPHONE NO. 822-0140
PRESENT TITLE Commanding Officer	RANGE 25	NAME OF SUPERVISOR Major Charles N. Love	TELEPHONE NO. 624-7006
SIGNATURE OF INCUMBENT  06500-3941			DATE 4-9-01

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EMPLOYEE NAME Lt. J. DARRELL OUELLETTE		LOCATION OF POSITION CID III	TELEPHONE NO. 941-4121
PRESENT TITLE Commanding Officer	RANGE 25	NAME OF SUPERVISOR Major Charles N. Love	TELEPHONE NO. 624-7006
SIGNATURE OF INCUMBENT <i>J. Darrell Ouellette</i> 06500-3971			DATE

EMPLOYEE NAME Lt. CRAIG A. POULIN		LOCATION OF POSITION Internal Affairs	TELEPHONE NO. 624-8786
PRESENT TITLE Commanding Officer	RANGE 25	NAME OF SUPERVISOR Ltc. Jeffrey D. Harmon	TELEPHONE NO. 624-7060
SIGNATURE OF INCUMBENT <i>Craig A. Poulin</i> 06500-4031			DATE 4/9/01

EMPLOYEE NAME Lt. THEODOR G. SHORT		LOCATION OF POSITION Troop A	TELEPHONE NO. 324-1150
PRESENT TITLE Commanding Officer	RANGE 25	NAME OF SUPERVISOR Major Charles N. Love	TELEPHONE NO. 624-7006
SIGNATURE OF INCUMBENT <i>Theodor G. Short</i> 06500-4201			DATE 4/9/01

EMPLOYEE NAME Lt. BARRY W. SMITH		LOCATION OF POSITION Troop F	TELEPHONE NO. 532-2261
PRESENT TITLE Commanding Officer	RANGE 25	NAME OF SUPERVISOR Major Charles N. Love	TELEPHONE NO. 624-7006
SIGNATURE OF INCUMBENT <i>B. Barry W. Smith</i> 06500-3971			DATE 04/09/01

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EMPLOYEE NAME Lt. WILLIAM A. SNEDEKER		LOCATION OF POSITION Special Services	TELEPHONE NO. 624-8988
PRESENT TITLE Commanding Officer	RANGE 25	NAME OF SUPERVISOR Maj. Robert A. Williams	TELEPHONE NO. 624-7083
SIGNATURE OF INCUMBENT <i>Lt. William A. Snedeker</i> 06500 4031			DATE 4-9-01

EMPLOYEE NAME Lt. JACKIE M. THERIAULT		LOCATION OF POSITION Records Management System/State Bureau of Identification	TELEPHONE NO. 624-7097
PRESENT TITLE Commanding Officer	RANGE 25	NAME OF SUPERVISOR Maj. Robert A. Williams	TELEPHONE NO. 624-7083
SIGNATURE OF INCUMBENT <i>Lt. Jackie M. Theriault</i> 06500 3801			DATE 4/9/01

EMPLOYEE NAME Lt. JEFFREY C. TRAFTON		LOCATION OF POSITION Troop D	TELEPHONE NO. 354-2523
PRESENT TITLE Commanding Officer	RANGE 25	NAME OF SUPERVISOR Major Charles N. Love	TELEPHONE NO. 624-7006
SIGNATURE OF INCUMBENT <i>Lt. Jeffrey C. Trafton</i> 06500-3931			DATE 4/9/01

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**Maine State Police  
LIEUTENANT  
REALLOCATION / RECLASSIFICATION**

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**TO BE COMPLETED BY AGENCY PERSONNEL UNIT**

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**1. Primary purpose of unit, division agency (Why does it exist?)**

To represent the State of Maine in keeping our State a safe place to live, visit and conduct business. We maintain order, protect life and property and reduce the fear of crime by providing diverse high quality enforcement services. We foster partnerships with all those we serve by practicing integrity, fairness, compassion and excellence.

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**2. Primary purpose of position (Why does it exist?)**

This position manages and directs the operations, functions, and employees of the bureau of state police programs, services, or unit (as seen in attached cover letter).

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**3. List titles of positions which provide functional direction to the incumbent (Sources of assignment)**

One of the following (see organizational attached sheet):

Deputy Chief – Lt. Col. Jeffrey Harmon

Major of Operations – Major Charles Love

Major of Support Services – Major Robert Williams

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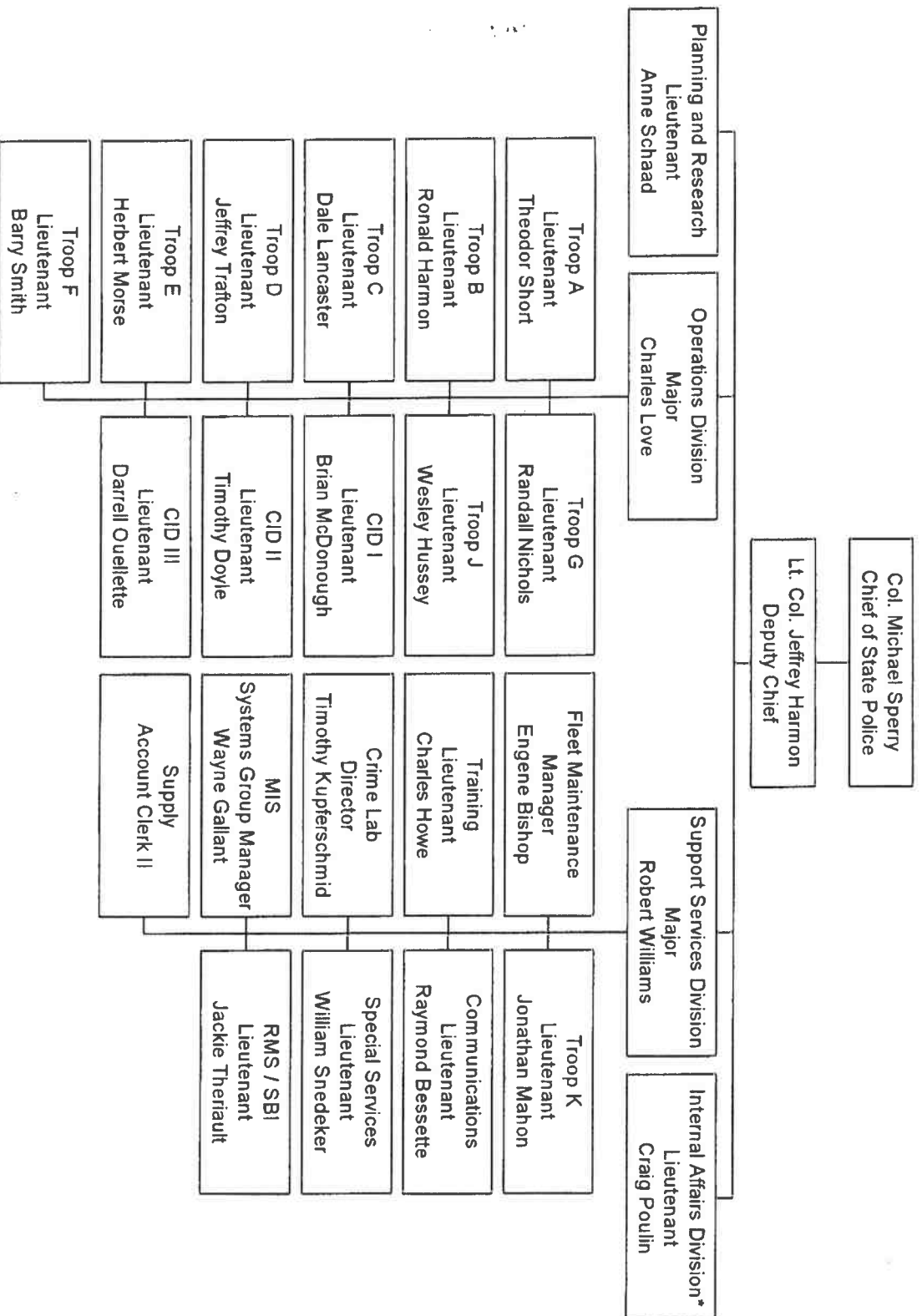
**4. In the space provided, complete the wire diagram to show the position within the organizational structure.**

*SEE CHART ON NEXT PAGE and ATTACHED ORGANIZATIONAL CHARTS*

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*Maine State Police*  
**ORGANIZATIONAL CHART**



*Whow is Troop H*

\*Confidential position

April 4, 2001

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List title and number of positions supervised by THE POSITION with names of present incumbents.

SEE ATTACHED ORGANIZATIONAL CHARTS

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5. Give extent and examples of decision-making authority.

Determines the most effective and efficient deployment of personnel for a wide variety of routine and complex law enforcement operations.  
Makes critical and timely investigative decisions during the investigation of routine and highly complex homicides and other major crimes.  
Exercises considerable decision making authority in supervising, coaching, evaluating, training, hiring, and responding to employee performance issues and concerns.  
Exercises decisions based on the review and analysis of law enforcement documents for the purpose of proactive policing and the development and implementation of Bureau, program, and unit policies and procedures; determines, develops, and implements community-policing initiatives.  
Makes decisions regarding life or death incidents such as: hostage situations, riots and labor disputes.  
Determines the most appropriate and timely strategies, plans, and responses to major criminal and related complex law enforcement incidents.  
Makes Bureau, program, and unit decisions in support of the Bureau's core values, mission and vision on a daily basis.  
Exercises decision-making in the development and planning of Bureau, program and unit budget including personal services, equipment, training, travel, and related expenses.

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6. Describe in narrative form those activities which this position will accomplish through delegation to others and to whom they are delegated. (Supervisors Only).

Delegation to subordinate employees (see organizational chart) for training State Police personnel to ensure all employees assigned to Bureau, programs, unit meet established performance standards.  
Delegation to subordinate employees (see organizational chart) to serve on committees and speak to interested groups, community leaders and the public, on appropriate law enforcement subjects to promote agency goals and objectives.  
Delegate to subordinate employees (see organizational chart) to review and prepare routine and special reports.  
Delegation of investigations on personnel complaints to subordinate employees (see organizational chart).  
Delegate to subordinate employees (see organizational chart) to attend meetings as required and assigned of this position as a representative of the State Police and the Department of Public Safety.  
Delegate to subordinate employees (see organizational chart) conduct appropriate background investigations and to sit on oral boards, when necessary.  
Delegate to subordinate employees (see organizational chart) to handle press/media relations in assigned area and gives appropriate information in accordance to guidelines set forth in State Police policy.

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7. List all position titles, units, departments and other with which there is working relation and its nature.

All Troops, Divisions and Specialty Units with the State Police to accomplish the mission of the organization.  
All other Federal, State and Local law enforcement agencies to facilitate the completion of their mission.  
All other Federal, State and local agencies to accomplish the goals of this organization and to provide necessary resources to accomplish there mission.  
Working relationship with municipalities to provide a crime free environment.  
All Department Bureaus  
Various Executive Branch Departments  
Administrative Office of the Courts  
Legislature  
Local, county, state, federal, criminal justice agencies  
FBI, Criminal Justice Division only?  
Contract Service Providers

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8. Amount and nature of other monies directly affected by position. (Contact agency business office for specifics).

**DOLLAR IMPACT**  
Average of  
\$1,783,053.72

Please identify budget expenses and approximate dollar amounts based on average estimates provided by incumbents.

Personal Services:	\$1,513,904.89
All other:	232,267.21
Capital:	\$36,881.62
<b>Total:</b>	<b>\$1,783,053.72 minus net Lt.</b>

9. Describe in Task Statement form those activities performed directly.

Task #	% of Time	EXAMPLE: Plans, organizes, coordinates, and directs operations, programs, staff, and functions in order to establish operational priorities, coordinated operations with other functions within the agency, and ensure program objectives and standards are established and attained.
1	30%	Plans, develops, organizes, directs, oversees and evaluates operations and activities of Bureau, programs, unit to ensure impartial and <u>consistent law enforcement</u> and the attainment of established Bureau, programs, unit goals and objectives.
2	5%	Maintains and administers <u>all aspects</u> of the Bureau, programs, unit facility including working with vendors and contractors.
3	5%	Develops and maintains <u>effective working relationships</u> within the State Police and other branches of state government, Federal, State and local law enforcement agencies and the public to facilitate cooperation and coordination, and enhance the Bureau, programs, unit effectiveness to <u>include, call sharing with other law enforcement agencies</u> .
4	5%	Maintains, analyzes and evaluates Bureau, programs, unit <u>expenditures for cost containment and cost effectiveness</u> in order to promote the effective use of fiscal resources.
5	5%	Prepares and/or reviews reports of work and other written correspondence submitted by assigned personnel; discusses contents with appropriate persons in order to <u>keep superiors informed</u> and ensure established standards are met.
6	5%	Directs implementation of enforcement and investigative procedures, and identifies <u>problem areas</u> and <u>works out solutions</u> with Bureau, programs, unit to attain agency goals and objectives.
7	5%	Evaluates manpower, equipment and <u>material needs</u> of unit in order to prepare unit budget ensuring that the unit has adequate resources; monitors, analyzes and evaluates unit expenditures for <u>cost containment and cost effectiveness</u> in order to promote the efficient use of fiscal resources; and, oversees <u>unit grant administration</u> .
8	5%	Determines scope of <u>activity, methods of implementation, departmental training</u> needs and expected results in order to improve existing programs and/or develop new training programs.
9	5%	Performs various <u>legislative support and liaison functions</u> for the Bureau and Chief/Deputy Chief, Maine State Police as requested in order to present and defend Bureau positions and or initiatives and provide requested information.
10	5%	Attends <u>meetings</u> as required and assigned of this position as a representative of the State Police and the Department of Public Safety.
11	5%	Participates in <u>State Police management decisions</u> and conducts <u>special State Police operations and planning projects</u> to provide input in the decision making process.
12	5%	Communicates with and responds to <u>inquiries from legislators</u> , other governmental agencies, news media and the public in order to provide information and promote agency goals.

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13	5%	Studies and explains applicable laws, department policies, <u>general orders</u> , and procedures; <u>recommends changes when appropriate in order to provide consistent interpretations and meet changing needs</u> .
14	5%	Implements, administers and complies with human resource laws, policies, procedures and practices, including: AA/EEO, recruitment, employment, position classification, performance appraisals, training, discipline, contract administration, communications systems and employee safety in order to ensure fair and equal treatment of subordinate personnel.
15	5%	Periodically responsible for statewide command coverage as an on-call Commissioned Officer for the State Police. Performs State Police Sergeant/Trooper work as needed.

**10. Justification for request (identify changes to the position and/or reason(s) for the request).**

This position has not been reevaluated since 1975. At that time, job descriptions refer to this position as a supervisory position. It is much more than that. It is the responsibility of each Lieutenant to manage the resources available to accomplish the mission of the Maine State Police.

*has the mission change*  
The position of Lieutenant works with little direction or direct supervision. When the position of captain was eliminated several of the representative tasks of that position became the responsibility of the Lieutenant such as budgeting, personnel management, program management, training of personal and training programs, management of critical incidents, facility management, etc.

Under the Bureau's rank structure, Lieutenant is the highest possible promotion. All positions above this rank are appointed positions. There are times when a Lieutenant is required to be the State Officer of the Day, making decisions on a State wide basis.

This class is responsible for developing several separate budgets whereas in 1975 the position of Captain prepared budgets. The Captain's position has been eliminated due to manpower and budget cuts.

There is statistical data that is analyzed at this level to prepare and manage programs that meet the changing needs of society. There are crime prevention programs that are directed towards protecting the elderly, a Safe Schools Program, Domestic Violence initiatives, Community meetings all of which have been instituted in the last 5 to 10 years. The expectations of Maine's citizens to have a more responsive police agency has increased the need for the State Police field troops to use all of its resources and technology to make Maine a safe place.

Response to major incidents to assume command during an critical incident such as labor strikes, riots, homicides, natural disasters, plane crashes, international border disputes while assuring proper investigations are conducted in a safe manner.

**11. Give purpose for assigning these duties to this position (reorganization, combination of positions, Legislative mandate, etc.)**

Legislative mandate, reorganization, elimination of positions, and increased complexity in administering law enforcement programs.

**12. Give name and title of person(s) assigning these duties.**

Col. Michael Sperry, Chief of State Police  
Lt. Col. Jeffrey Harmon, Deputy Chief  
Major Charles Love, Operations *OR*  
Major Robert A. Williams, Support Services

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13. Give name and title of person(s) previously performing these duties.

Various retired Captains and Lieutenants

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14. List knowledge and abilities essential to the position.

Knowledge of the laws, rules, and regulations applicable to and enforced by the Maine State Police.

Knowledge of State and Federal laws that regulate the operations of the Bureau, programs, or unit.

Knowledge of State Police operations and standard operating procedures.

Knowledge of modern personnel and employee relation practices and other issues, such as: ADA, sexual harassment, Hazmat, proper evidence collection and incident command.

Knowledge of law enforcement, investigation, and inspection methods, procedures, and techniques.

Knowledge of Department's mission, goals, objectives, organizational structures, and Bureau, programs, or unit.

Knowledge of State and federal criminal history records systems and related standards.

Knowledge of State and federal identification systems and related standards.

Knowledge of automated records management systems.

Knowledge of modern law enforcement training techniques and issues.

Knowledge of uniform crime reporting and incident based reporting systems.

Knowledge of forensic sciences.

Knowledge of Request for Proposals , contracts, contract agreements, Memo of Understanding, and grant administration.

Knowledge of budget management and administration.

Knowledge of legislative process and procedures.

Knowledge of actions necessary for emergency response to major life-threatening incidents.

Ability to apply State and Federal laws.

Ability to plan, organize, direct, oversee, and evaluate the functions, operations, and employees of Bureau, programs, or unit.

Ability to analyze situations and facts, reach logical conclusions, and make sound decisions.

Ability to assess departmental training needs.

Ability to design education and training programs.

Ability to chair boards or committees as needed, to effectively represent the State Police and the Department including in court proceedings.

Ability to communicate effectively orally and in writing.

Ability to make life and death decisions.

Ability to use a firearm and other assigned Maine State Police mandated equipment.

15.

List the type of equipment used in performance of duties and frequency of use.

**TYPE OF EQUIPMENT**

**FREQUENCY**

Bureau of State Police computer for organization of documents,  
preparation of forms and reports, communication and maintenance of  
records for statistical data.

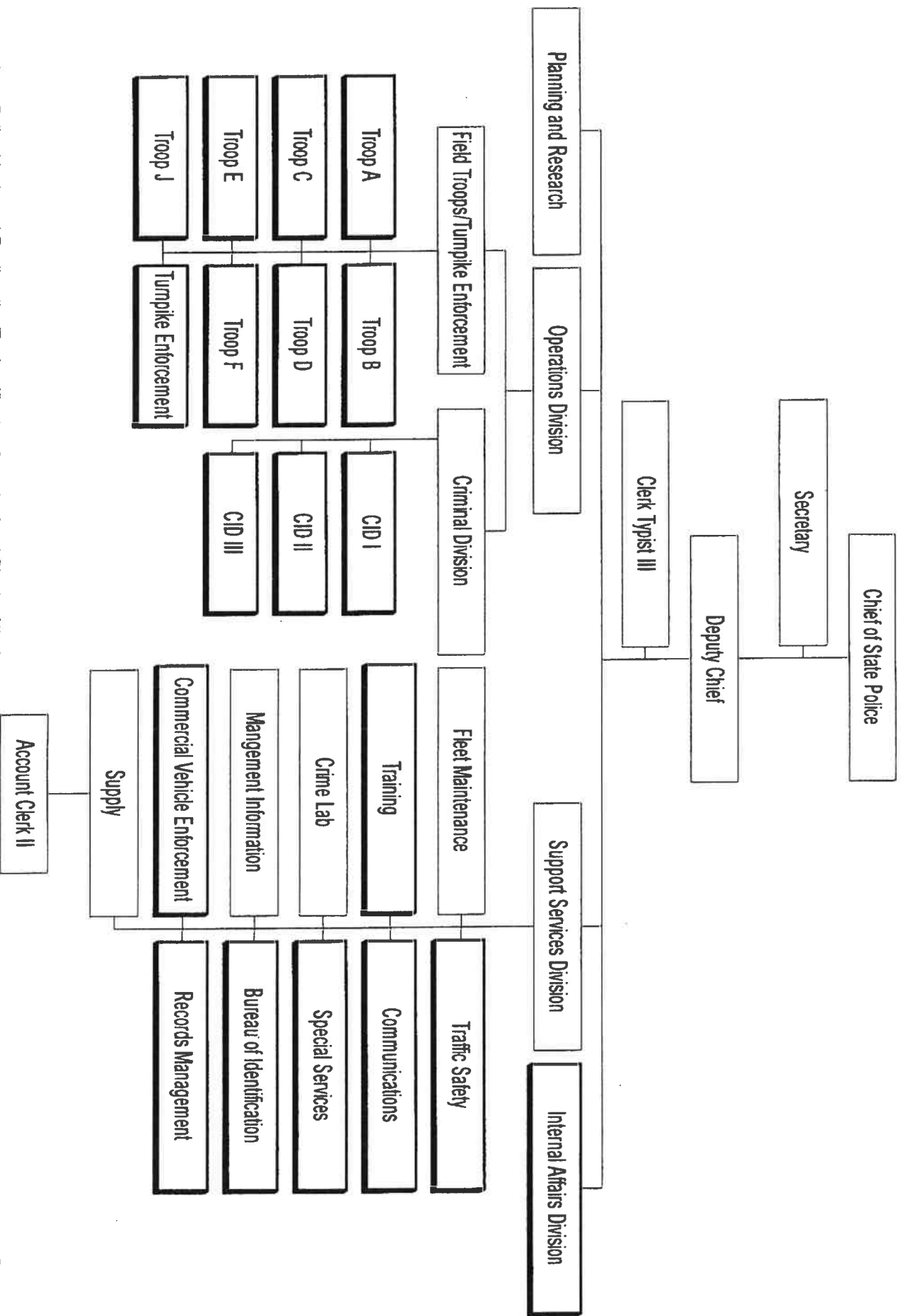
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# Department of Public Safety Bureau of State Police

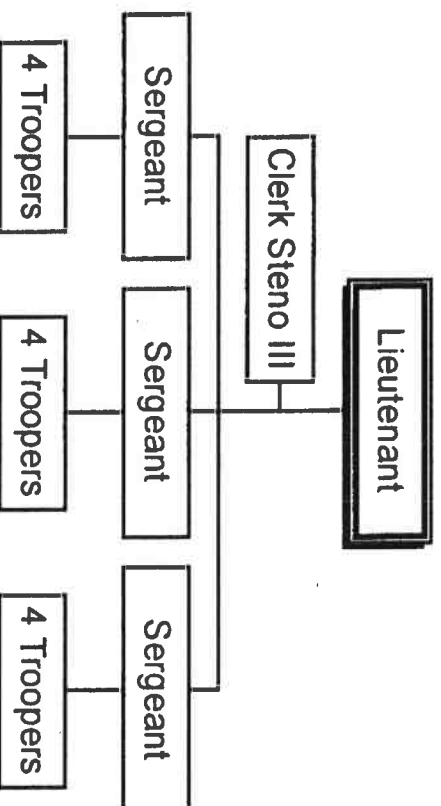


BUREAU OF HUMAN RESOURCES

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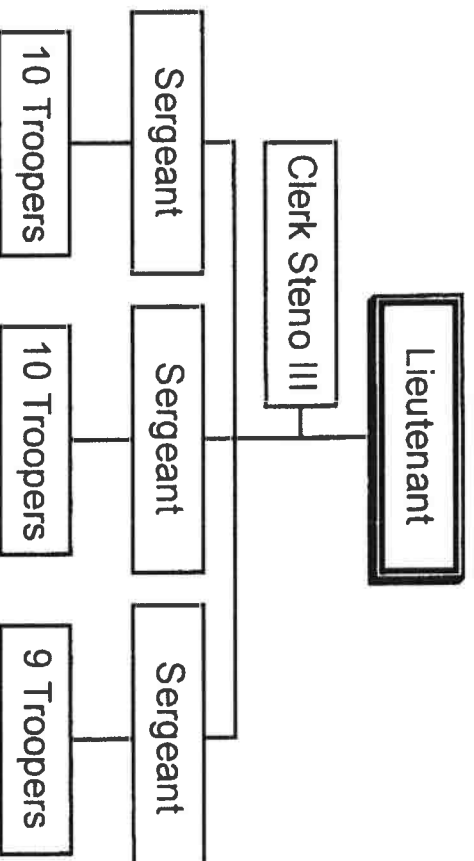
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**Bureau of State Police  
Troop A**



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**Bureau of State Police  
Troop B**



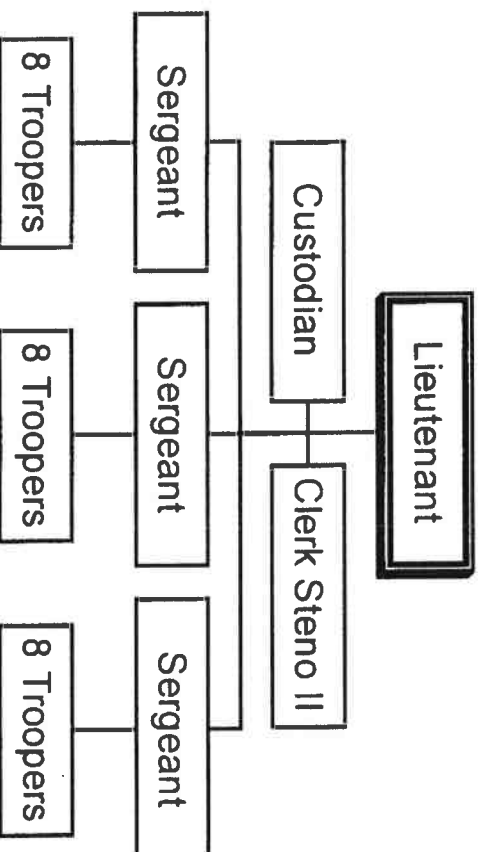


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**Bureau of State Police  
Troop C**

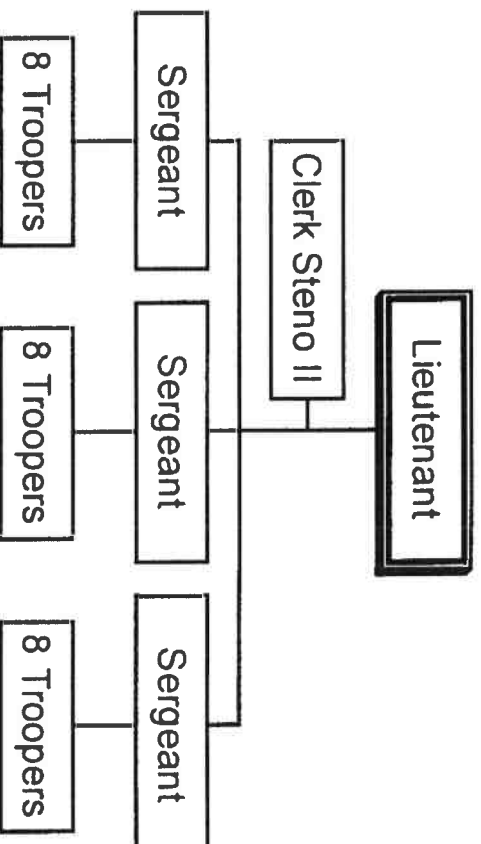


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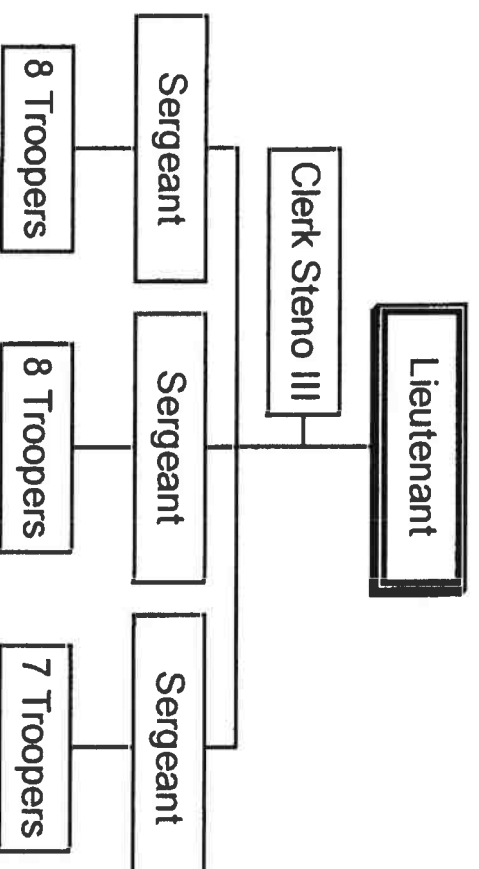
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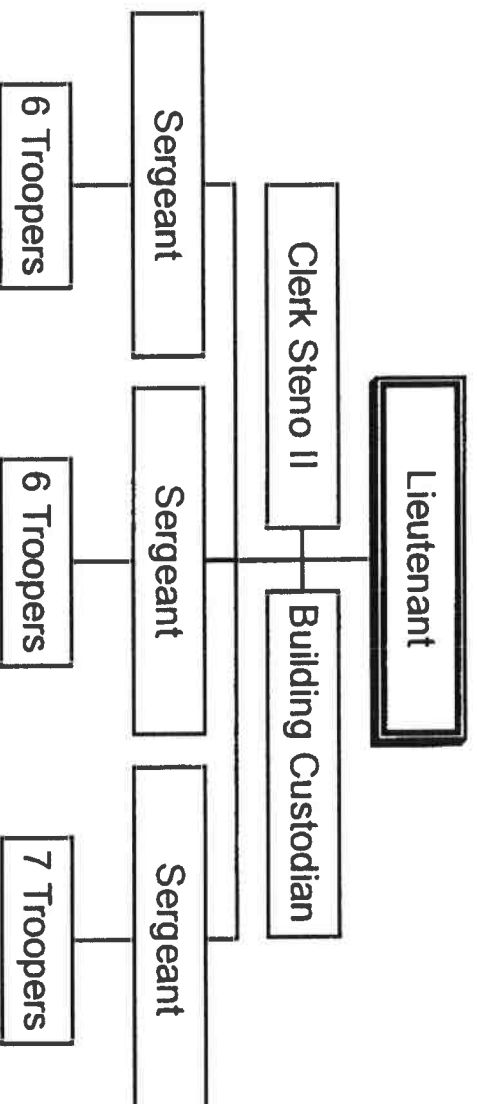
**Bureau of State Police  
Troop D**



**Bureau of State Police  
Troop E**



**Bureau of State Police  
Troop F**

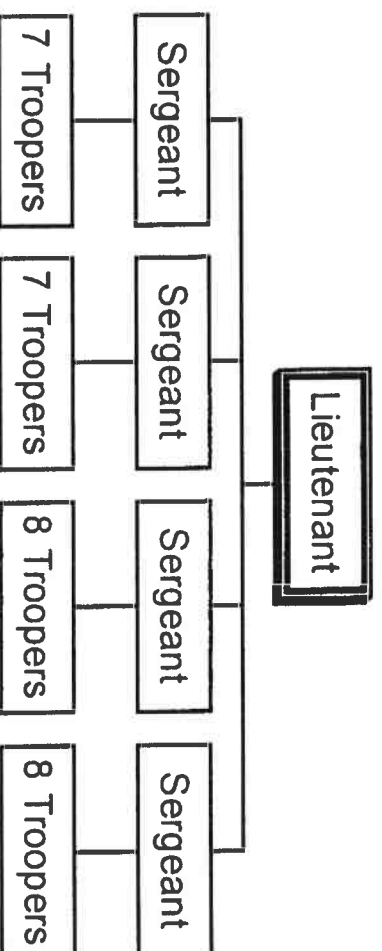


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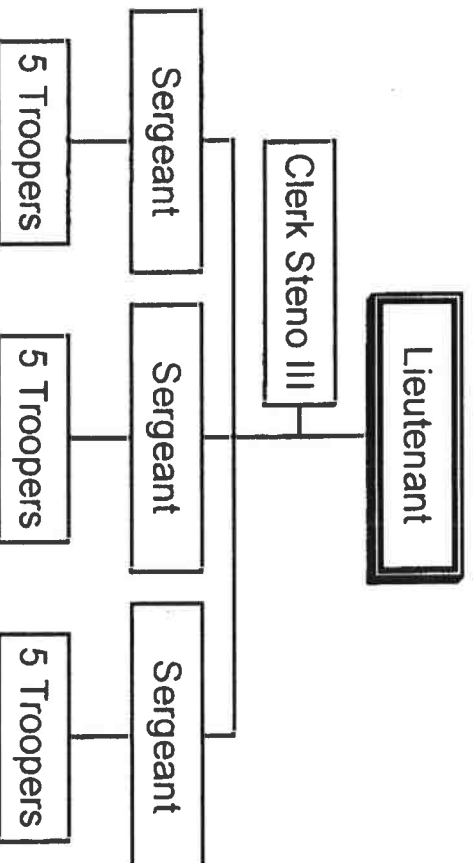
**Bureau of State Police  
Troop G (Turnpike Enforcement)**



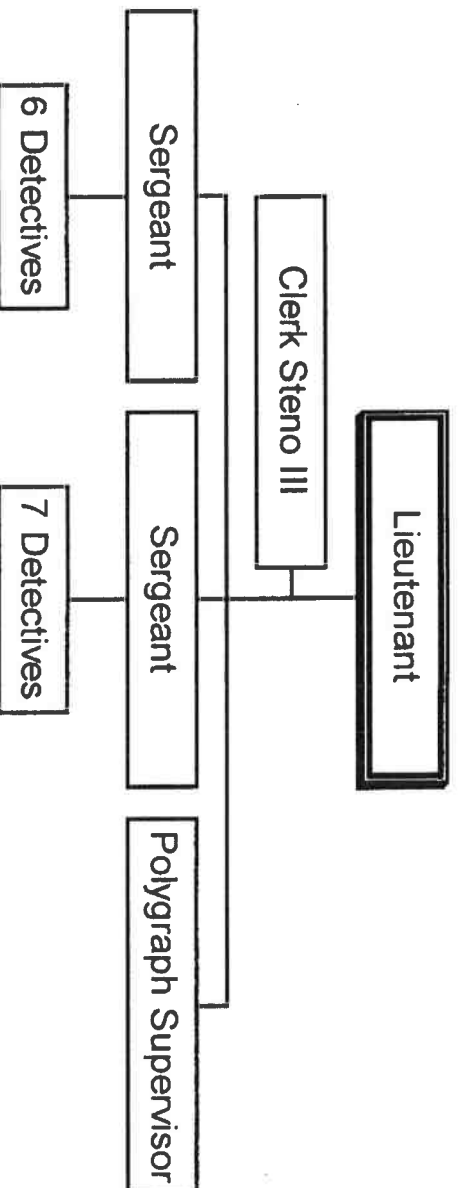




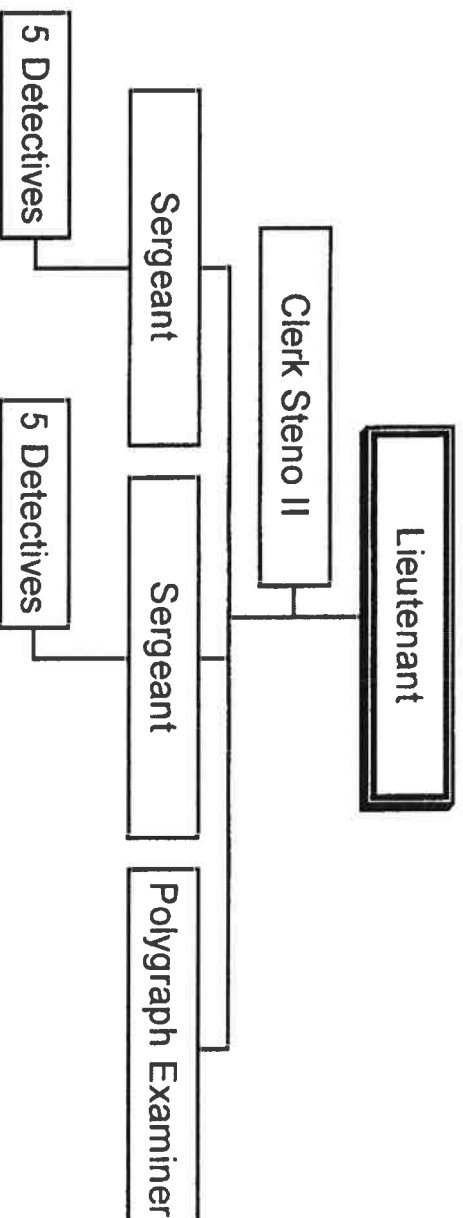
**Bureau of State Police  
Troop J**



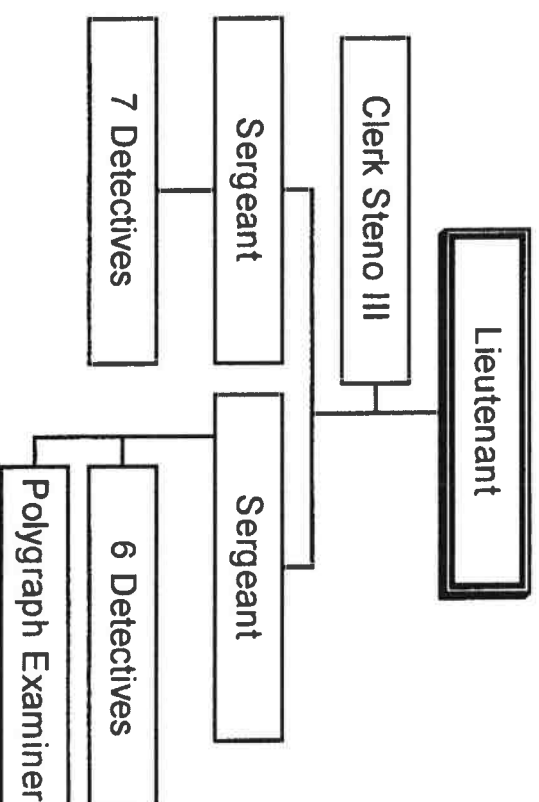
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CID I**



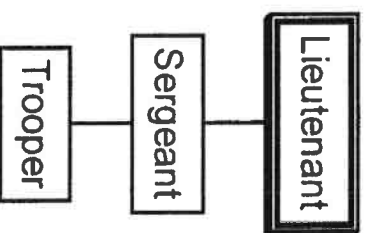
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CID II**



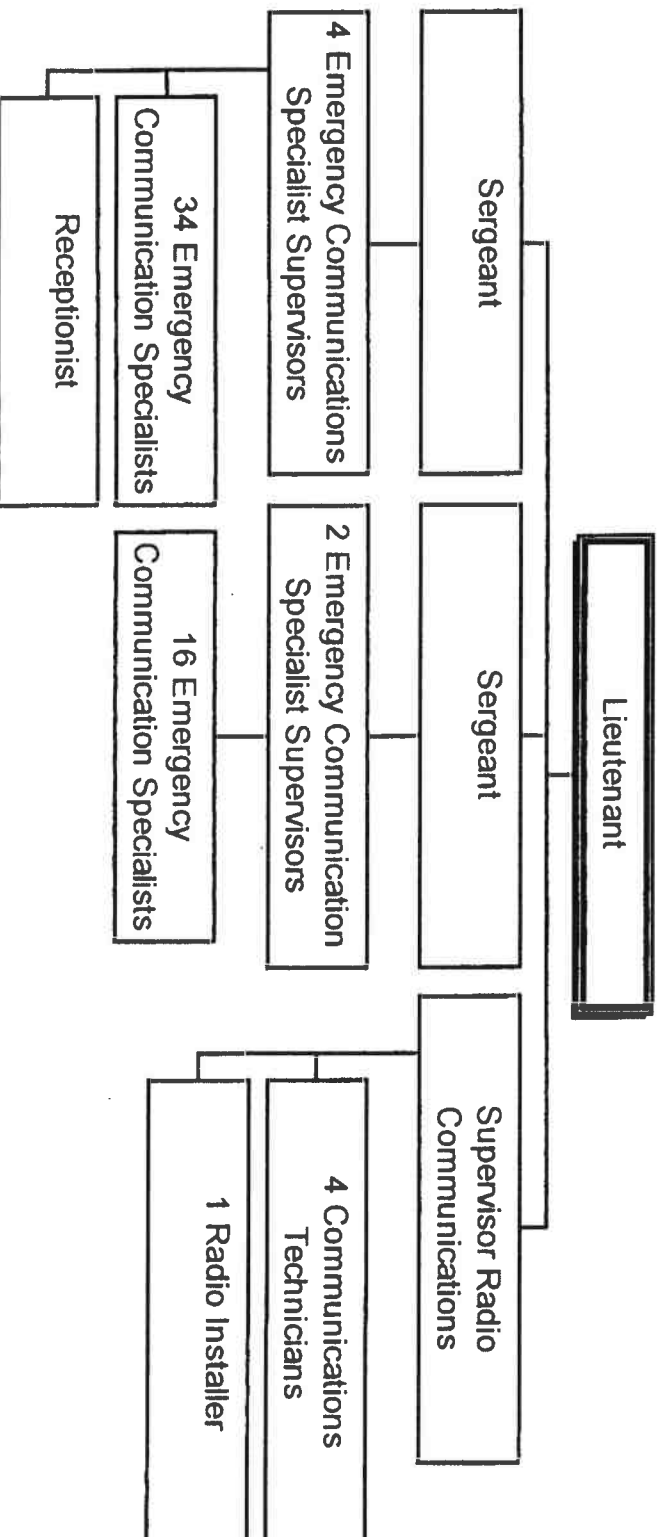
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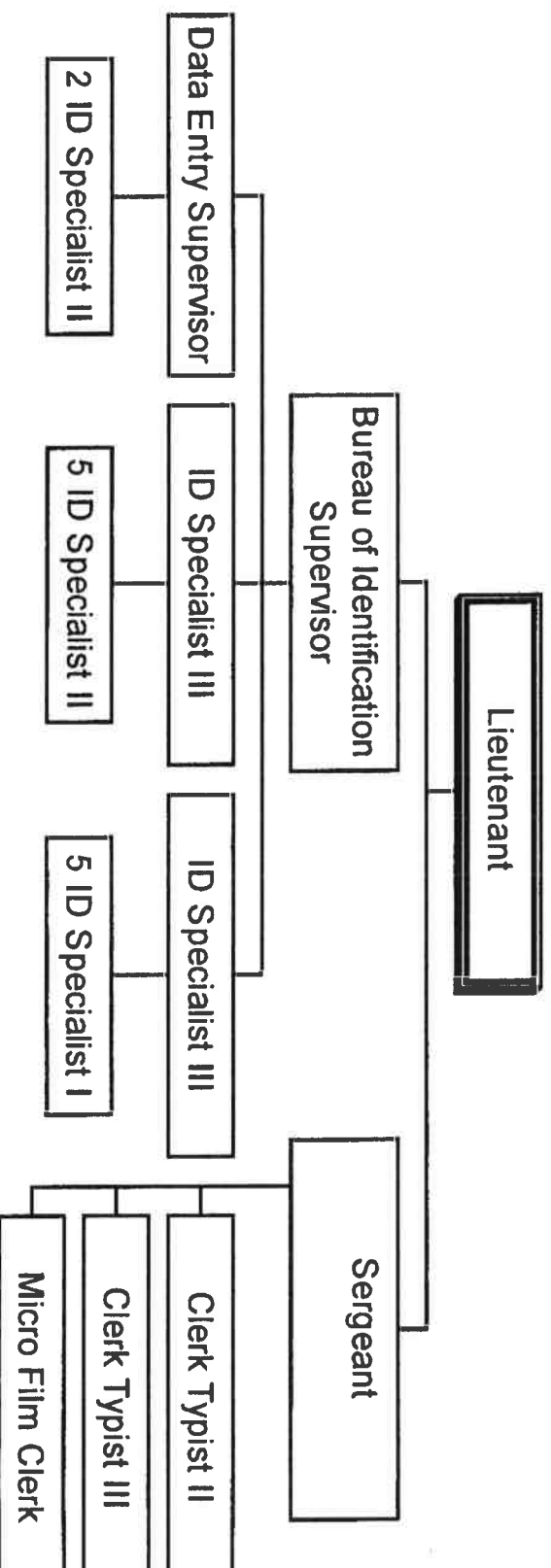
**Bureau of State Police  
Internal Affairs**



**Bureau of State Police  
Communications**

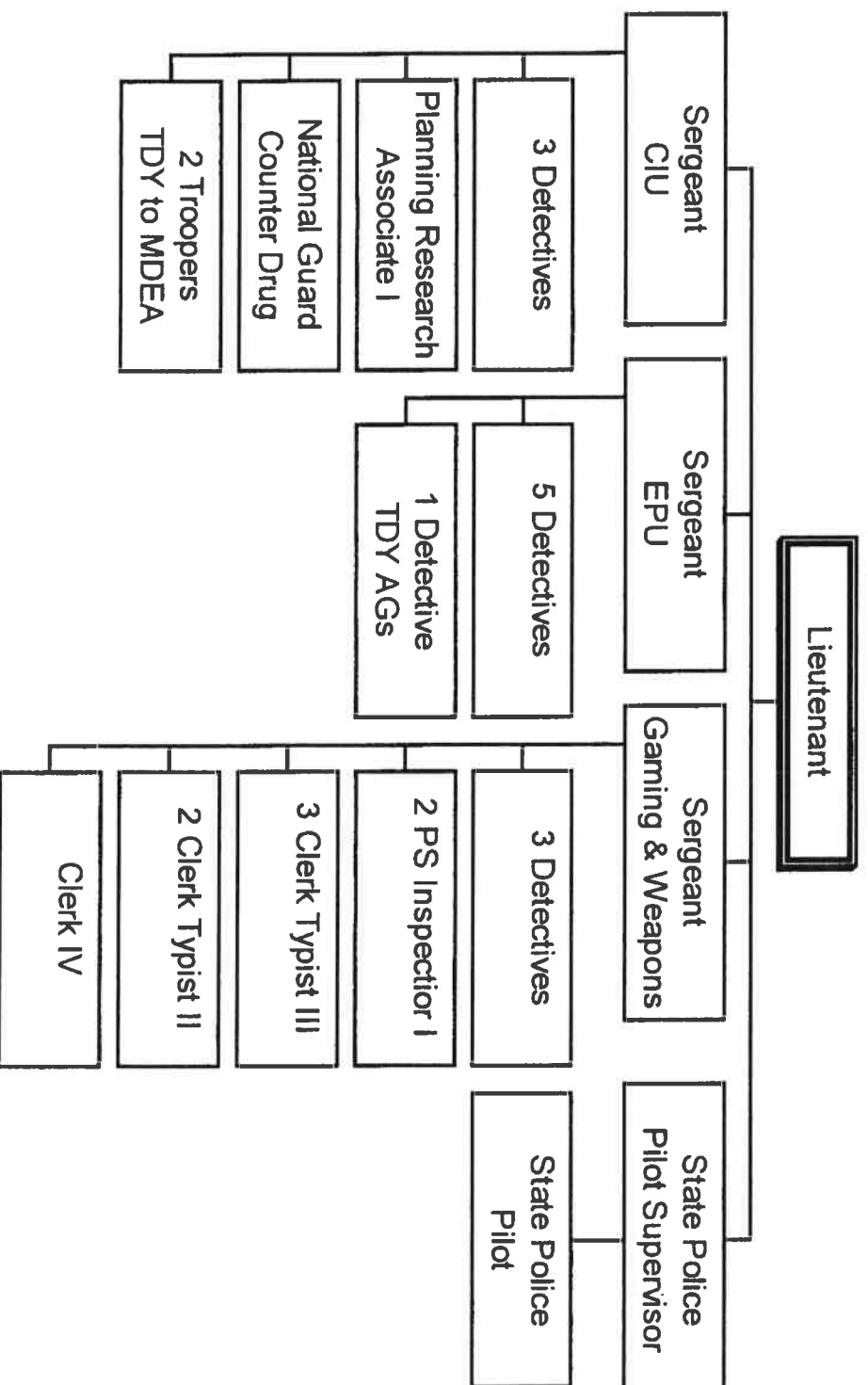


**Bureau of State Police  
Records Management**

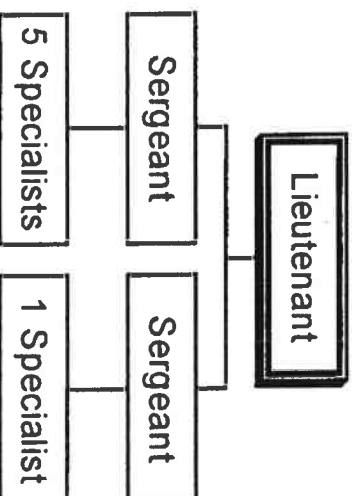




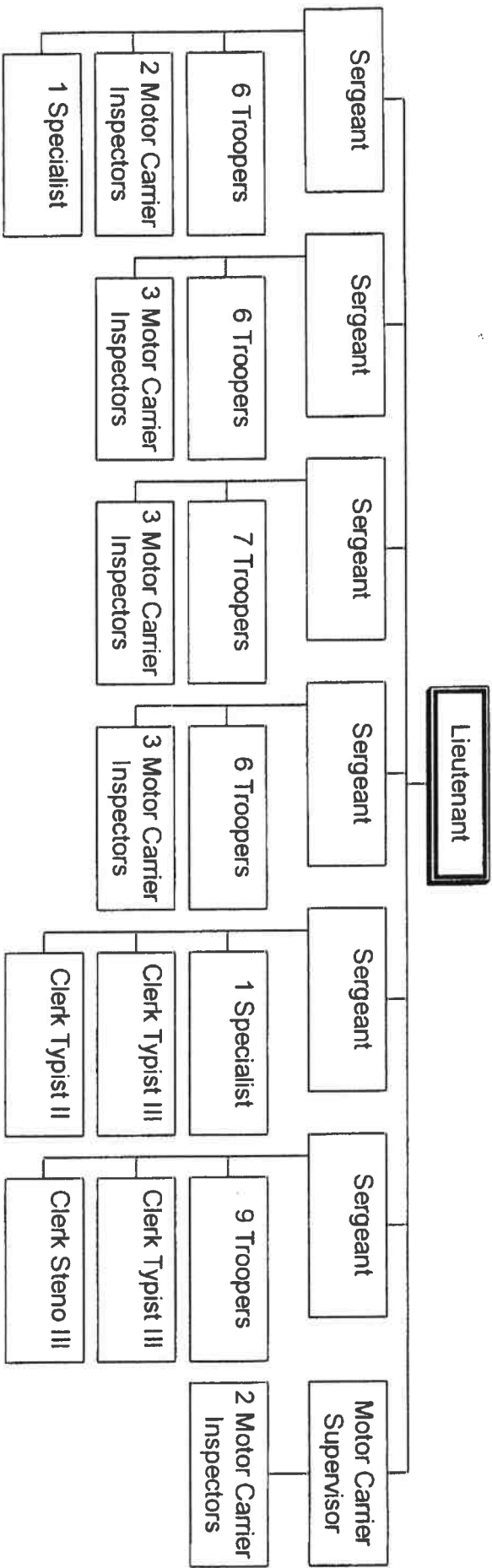
**Bureau of State Police  
Special Services/Licensing and Enforcement**



**Bureau of State Police  
Training**



# **Bureau of State Police** **Troop K (Traffic Accident, CVEU, Motor Vehicle Inspections)**



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**STATE OF MAINE  
DEPARTMENT OF PUBLIC SAFETY  
MEMORANDUM**

**TO:** Donald A. Wins, Director, Bureau of Human Resources  
**FROM:** Lt. Col. Jeffrey D. Harmon, Deputy Chief, State Police  
**DATE:** April 13, 2000  
**RE:** FJA-1 Filing

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Enclosed are the FJA-1's submitted to me by the lieutenants in the State Police. The documents contain organizational charts. However, I am writing to give a broad overview of the functions of the troops and units within the State Police to further assist your staff in understanding the various functions performed by the troops or units that the lieutenants command or manage.

The State Police is headed by a Chief who holds the rank of Colonel. The Deputy Chief, Lt. Colonel, reports to the Chief and is second in command. Two lieutenants and two majors report to the Deputy Chief. One lieutenant commands the Internal Affairs Division which is responsible for conducting internal investigations of alleged misconduct by our officers and in the near future, Inspectional Services which will ensure procedural uniformity throughout the State Police. The other lieutenant heads the Planning and Research Unit. That lieutenant addresses legal matters for the Bureau and is responsible to ensure standard operating procedures are in place for the entire Bureau. One major is in charge of operations and the other is in charge of support services.

The major in charge of operations manages the field troops, including the troop specifically assigned to the Turnpike which is otherwise known as a line patrol. There are eight field troops, each managed by a lieutenant. The field troops provide full-service law enforcement services to those areas of the State that do not have full-time municipal police departments. The operations major is also responsible for the three Criminal Investigation Divisions. Each Criminal Investigation Division is managed by a lieutenant. The Criminal Investigation Divisions investigate homicides, suspicious deaths, child abuse cases and other major crimes.

The major in charge of support services oversees troops and units headed by both civilian and sworn managers. I will describe those that are headed by a lieutenant. The lieutenant assigned to the State Police Training Unit is responsible for both the initial or basic training of State Police, county and municipal officers. In this capacity, the incumbent works in conjunction with the Maine Criminal Justice Academy Director. This lieutenant is also responsible for in-service training for State Police officers and canine training. The lieutenant assigned to Communications is responsible for the statewide radio system and four regional communications centers that perform dispatching of personnel. The lieutenant assigned to Special Services is responsible for licensing of beano and games of chance and issuing firearms permits, the Criminal Intelligence Unit and Executive Protection Unit which provides security to the Governor. The lieutenant in charge of the Records Management System and the State Bureau of Identification is responsible for all State Police reports and criminal history record information. Lastly, the lieutenant assigned to Troop K is responsible for commercial vehicle enforcement, inspection station licensing, school bus inspections and our accident reconstruction program.

The State Police is a very diverse organization which performs many different functions. If I can provide any further information regarding the organization, please contact me at 624-7067.

REC'D APR 17 2001

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# INTERDEPARTMENTAL MEMORANDUM

SUBJECT: Range Changes  
See Attached List

*State Police Lieutenants*

DATE: November 5, 2001

TO: Michael Kelly, Commissioner

Public Safety

FROM: *John R. Nicholas*  
John R. Nicholas, State Budget Officer

Bureau of the Budget

The above cited requested range changes of various positions detailed on the attached list, as approved by the Bureau of Human Resources on October 5, 2001 are presently being held in the Budget Office because no appropriate source of funding has been identified.

The use of salary savings is not an acceptable method of funding ongoing costs related to reclassifications, range changes or new positions. To resolve satisfactorily the status of this change, the following alternatives seem to be available to you:

- a. Exchange present positions for less expensive positions to fund reclassifications, range changes or new positions.
- b. Abolish one or more positions to fund reclassifications, range changes or new positions.

If you provide permanent funding by one of these methods, any salary savings which have accrued may be utilized for payment of related nonrecurring Personal Service Costs (such as retroactive compensation) providing they are identified to, and such use is approved by, the State Budget Officer. If no salary savings are available to cover retroactive costs, the date at which you take one of the above actions will determine the implementation date of the pending action(s). It is your responsibility to request from the Legislature any authority/funds needed to permit any retroactive payments due the affected employee(s).

If you find that you cannot resolve the funding problem on the pending position action(s) by one of the two above methods, then, the affected position action(s) will be held until funds are provided by the Legislature. It is the responsibility of your agency to request action by the Legislature for this purpose. You should advise your affected employee(s) of the status of the pending position action(s) and what further actions you are taking.

JRN/da

cc: Bureau of Human Resources - Jeannie Johnson ✓

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FROM: RANGE 18

TO: RANGE 20

All State Police Troopers

FROM: RANGE 20

TO: RANGE 22

All State Police Detectives

FROM: RANGE 22

TO: RANGE 24

All State Police Sergeants

FROM: RANGE 25

TO: RANGE 27

All State Police Lieutenants (except 06500-3871)

Position 06500-3871 is being reclassified to Lieutenant Legal Counsel (range 30)