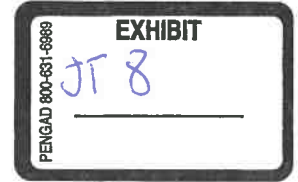


DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES
Bureau of Human Resources

June 5, 2024



TO: Clint Peebles, HR Director, SESC, DAFS

CC: Brian P. Scott, Deputy Chief Maine State Police, DPS
Jeffrey Love, Captain of Internal Affairs, DPS
Darryl Stewart, Acting State Budget Officer; DAFS
Class File – Public Service Manager II (Captain Internal Affairs) (MR30)

FROM: J. Thaddeus Cotnoir, Public Service Coordinator *J. Thaddeus Cotnoir*

SUBJECT: **Management Initiated - Prospective:** Audit Result – Reclassify Public Service Coordinator II (Captain Internal Affairs) (Position Number 06500-4001, Class Code CP29, Range 29) to Public Service Manager II (Captain Internal Affairs) (Class Code MR30, Range 30). Department of Public Safety

We have approved management's request as indicated above. This action is contingent on Bureau of the Budget review and approval of the proposed request, to include solving any funding problems associated with this action, establishment of an appropriate effective date, and formal assignment of the proposed new duties.

Should the affected employee choose to appeal this decision, it is our position that the employee's appeal rights derive from the administrative unit occupied on the date of this determination. Therefore, the employee may appeal to the extent allowed and in accordance with the terms and applicable time frames outlined in Civil Service Law, Title 5, § 7081-7085.

AUDIT INFORMATION:

Conducted by: Sophia E. Spiller

With: Desk, Briant P. Scott, J. Thaddeus Cotnoir

Date(s): May 20, 2024

Summary: The nature and scope of the duties and responsibilities of this position have changed significantly. This position is supervisory. This position is responsible for managing, directing, and investigating all allegations of misconduct lodged against members of the Bureau. This position was last reviewed in 2001. Since then, this job has expanded due to many factors, including the recent and ongoing climate of political and social unrest; increased acts of violence; the increase in mental health and substance abuse issues dealt with on an ongoing basis; and the advancements in technological equipment required to do the work.

The breadth and scope of policies and trainings that the Captain of Internal Affairs must participate in, have proficient knowledge of, adhere to, exercise, and delegate on a daily basis have increased significantly since this classification was last reviewed in 2001. The Captain of Internal Affairs must possess sufficient knowledge in substance use disorders, including addiction recognition and understanding addiction and the impact on law enforcement. The Captain of Internal Affairs is also

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OFFICE LOCATED AT: BURTON M. CROSS STATE OFFICE BUILDING, 4TH FLOOR
#4 STATE HOUSE STATION, AUGUSTA, ME 04333-0004

PHONE: (207) 624-7761

TTY(DEAF/HARD OF HEARING): DIAL MAINE RELAY 711

FAX: (207) 287-4414

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES
Bureau of Human Resources

required to possess knowledge of utilizing NARCAN, and possess sufficient knowledge in mental health issues, de-escalation techniques, crisis intervention, and avoiding bias policing.

The technological advancements of this position have increased significantly since it was last reviewed. This position must possess knowledge of digital recording devices, cameras, and phones. The Captain is responsible for maintaining and updating databases; monitoring social media for policy violations; and using software programs to track high-risk calls. Reclassification of this position is recommended as outlined in the attached Job Evaluation Report.

____*Sophia E. Spiller*_____
Analyst's Signature

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JOB EVALUATION REPORT

CLASS CODE	CLASS TITLE	DATE
CA30	Public Service Coordinator II – Captain Internal Affairs	05/20/2024

EVALUATIONS

	KNOW HOW	PROBLEM SOLVING	ACCOUNTABILITY	WORKING CONDITIONS	TOTAL	PROFILE	RANGE
OLD	E13 304	E4(43) 132	E2P 175	A2B 6	617	49-22-29	29
NEW	F13 350	E4(43) 152	E1P 175	A2A 0	677	52-22-26	30

RATIONALE

Know-How:

Technical know-how is rated F – Seasoned Specialized: This position requires proficiency gained through wide experience and seasoning in managing the overall operations of a unit including case investigations, grievance processing, disciplinary matters, collective bargaining, evidence handling, and report writing. This position requires a comprehensive understanding of the laws, rules, and regulations applicable to and enforced by the Maine State Police; State Police standard operating procedures; the Bureau's mission, goals, objectives, and organizational structure; law enforcement investigation methods, procedures, and techniques; the grievance and collective bargaining processes; and various aspects of personnel administration, labor law, and due process.

Managerial know-how is rated 1 – Minimal: This position is supervisory and performs supervision of activities related to specific objectives and content, with general awareness of surrounding circumstances and events.

Human Relations Skills know-how is rated 3 – Critical: The incumbent in this position must possess strong human relations skills to supervise personnel, manage and direct investigations, provide training, guide supervisors through personnel investigations, and perform investigations. High-in-the-box rating due to exceeding the threshold on all know-how components.

Problem Solving:

Thinking Environment is rated E – Clearly Defined: Thinking in this position is guided by the clearly defined policies, principles, and departmental objectives.

Thinking Challenge is rated 4 – Adaptive: This position encounters variable situations requiring analytical, interpretive, evaluative, and/or constructive approaches. This position is responsible for

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analyzing case statistics, investigating all complaints reported against any member of the Maine State Police, and directing and evaluating the operations of the unit.

Accountability:

Freedom to Act is rated E– Directed: This position operates within the broad practices and procedures covered by functional precedents and policies of the Department, reporting to the Deputy Chief of the Maine State Police.

Magnitude is rated 1 – Very Small or Indeterminate: The magnitude of this position’s effect in relation to the mission of the total organization is indeterminate.

Impact is rated P – Primary: This position has a controlling impact on end results where shared accountability with others is secondary. High-in-the-box rating due to exceeding the threshold of accountability components.

Working Conditions:

Physical Effort is rated A – Normal: Work requires little, if any, physical effort.

Physical Environment is rated 2 – Unpleasant: Incumbent’s in this position have an intermittent requirement of unavoidable exposure to unfavorable atmospheric conditions; extreme temperatures; noisy, dusty, oily, wet environment; or abnormal human behavior.

Hazard is rated A – Predictable and Controllable: The incumbent’s exposure to risk of accident, illness, or injury is minimal, predictable, and controllable.

Profile:

This position is an Up-Job: This position is more action oriented with an emphasis on accountability than driven by problem-solving and research.

Related Classifications:

<u>Code</u>	<u>Title</u>	<u>KH</u>	<u>PS</u>	<u>AC</u>	<u>WC</u>	<u>Total</u>	<u>Profile</u>	<u>Spec</u>	<u>Range</u>
MO30	PSMI Director Professional Review	F13 350	E4(43) 152	E1P 175	A2A 0	677	52-22-26	47	30
9005	Game Warden Captain	F13 350	E4(43) 152	E1P 175	A1A 0	677	52-22-26	47	30
7003	State Police Lieutenant	E23 304	E4(43) 132	E1P 175	A2B 7	618	49-22-29	95	29
7044	Lieutenant Internal Affairs	E13 304	E4(43) 132	E2P 175	A2B 6	617	49-22-29	47	29
MA27	PSMI HR Manager	E23 304	E3(38) 115	E3C 132	A1A 0	551	55-21-24	47	27
7002	State Police Sergeant	E13 304	E3(33) 100	D1P 115	B2C 14	533	59-19-22	30	27
7001	State Police Trooper	EN3 230	D3(33) 76	D1P 87	B3C 19	412	59-19-22	96	23

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Analysis

BUREAU OF HUMAN RESOURCES

Position Number:
Leave Blank~~7003~~ 06500-4001~~CP29~~

MR30

TYPE OF POSITION: ☒ CLASSIFIED UNCLASSIFIED

ASSIGNED CLASS TITLE and if applicable, WORKING TITLE Public Service Manager II (Captain Internal Affairs)	ASSIGNED RANGE 30
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J. Thaddeus Cotnoir 06/05/2024

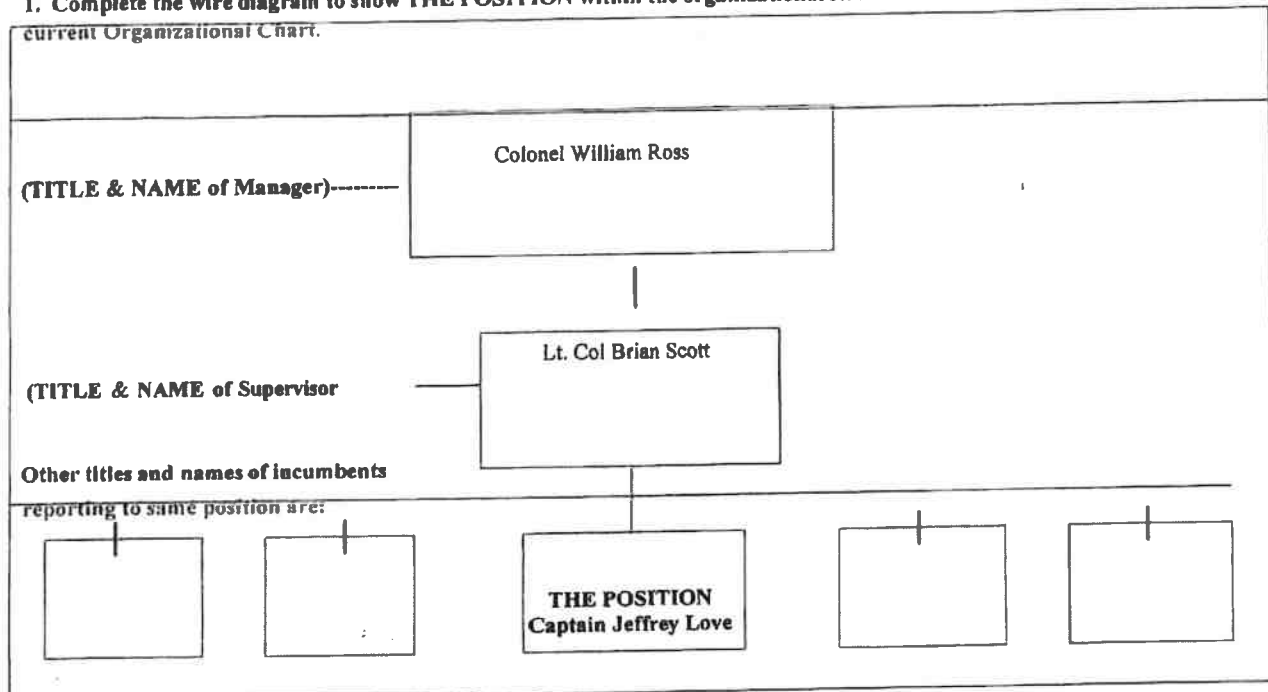
TYPE OF REQUEST <input type="checkbox"/> NEW POSITION <input checked="" type="checkbox"/> RECLASSIFICATION <input type="checkbox"/> RANGE CHANGE <input type="checkbox"/> NEW CLASSIFICATION		TYPE OF POSITION <input type="checkbox"/> CLASSIFIED <input type="checkbox"/> UNCLASSIFIED (include statutory reference)	
EMPLOYEE NAME Jeffrey Love		LOCATION OF POSITION Augusta	TELEPHONE NO. 624-7291
PRESENT TITLE State Police Captain (Confidential)	Range	NAME OF SUPERVISOR Lt. Col. Brian Scott	TELEPHONE NO. 624-7202
DEPARTMENT Public Safety		BUREAU/DIVISION State Police	
<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 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		DATE	
SIGNATURE OF IMMEDIATE SUPERVISOR		DATE	
SIGNATURE OF AGENCY PERSONNEL DESIGNATE <i>[Signature]</i>		DATE 03/13/2024	

My signature below does not imply that I agree that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships. My signature only certifies that I approve this document for processing.

SIGNATURE OF AGENCY COMMISSIONER <i>[Signature]</i>	DATE 03/13/2024
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Signatures of the IMMEDIATE SUPERVISOR, AGENCY PERSONNEL DESIGNATE, and AGENCY COMMISSIONER must be present before submission to BHR. In the event the Immediate Supervisor and/or other certifying officials disagree with the content of the FJA-1 and agreement cannot be reached with the incumbent, a memo specifying the differences must accompany the FJA-1.

1. Complete the wire diagram to show THE POSITION within the organizational structure OR attach the Department's current Organizational Chart.



2. Who does THE POSITION supervise (list titles and position numbers.) and what responsibilities are delegated by THE POSITION listed to the positions supervised?

Christopher Tupper - Sergeant, Office of Professional Standards
Rachel Lacoste - Office Associate II, Office of Professional Standards

3. Primary purpose of THE POSITION (Why does it exist?)

The State Police Professional Standards Unit exists to manage and investigate all allegations of misconduct lodged against members of the Bureau. The unit manages all grievances filed under the collective bargaining agreement between the State and MSTA and MSEA when appropriate. The Unit acts as a repository for all Bureau personnel investigations as well as commendatory letters and outside employment requests. The Unit also serves as an inspections unit performing random audits of report writing, investigations, evidence handling, etc., ensuring appropriate policy is followed.

4. List the types of decisions THE POSITION has authority to make.

The Position exists to manage the operations of the unit, including case investigation, grievance processing, and oversight of all disciplinary matters. The Position makes recommendations relative to; and advises the State Police Command staff on disciplinary matters and assists the chief and Deputy Chief with contract administration. The Position represents management during collective bargaining-services on joint committees.

5. In your own words, list knowledge and abilities essential to THE POSITION.

Ability to - prepare reports for the Chief and Deputy Chief
 Ability to - decide the priority of the caseload for the Office Associate II (OA-11)
 Ability to - conduct audits on Quality Control regarding report writing and following policy etc.
 Ability to - analyze case statistics to assist the administration with personnel decisions and training initiatives.
 Ability to - develop and coordinate remedial training when appropriate (i.e. professional boundary training, professional communication training and performance management training.)
 Ability to - review policy and recommends updates when appropriate. This unit also assists in writing policy.
 Ability to - track use of force reporting and provides an annual report to command staff and the academy.
 Ability to - track excessive use of force complaints and provides statistical data related to dispositions and biographical information.
 Ability to - monitor and manage MSP's Early Intervention System. Tracks trends or patterns and notifies command staff and commanders if there appears to be an issue and recommends appropriate action. (Performance Review, EAP, etc.)
 Ability to - fulfill MSP's Giglio Reporting Requirements. Identifies and tracks, informs prosecutorial units, and provides training on the requirements of Giglio.
 Ability to - provide training annually to recruits, Corporals, Sergeants and Lieutenants on administrative investigations, contract guidelines and performance management.
 Ability to - monitor social media for policy violations.
 Ability to - respond to FOAA requests and complies with relevant personnel records requests.
 Ability to - track all MSP law suits.
 Ability to - investigate all complaints reported against any member of the Maine State Police, along with MSTA/MSEA and with impartiality, and to provide those findings to the Chief and Deputy Chief for potential disciplinary action.
 Ability to - interview any witnesses involved in all complaints filed, either face to face or telephonically.
 Ability to - plan, organize, direct and evaluate the operations of the Unit.
 Ability to - train, supervise, evaluate and discipline subordinates.
 Knowledge of - laws, rules and regulations applicable to, and enforced by the Maine State Police.
 Knowledge of - State Police operations and standard operating procedures, and core values.
 Knowledge of - DPS and Bureau mission, goals objectives and organizational structures.
 Knowledge of - law enforcement investigation methods, procedures and techniques.
 Knowledge of - ability to administer grievance processes relative to MSTA and MSEA collective bargaining agreements.
 Knowledge of - collective bargaining process.
 Knowledge of - various aspects of personnel administration, labor law and due process.
 Knowledge of - digital recording devices, camera and phones. How to review and extract information.

6. Amount of dollars for which THE POSITION is directly accountable.		DOLLAR IMPACT
7. Justification for request; identify changes to THE POSITION and/or reason(s) for the request.		
In addition to the duties and responsibilities of this position, the position holds the same responsibilities of Lieutenant and below.		
8. Requested Job Classification Code, Title, and Range (if known).		
9. In your own words, list THE POSITION responsibilities		
Task#	Task	
Example 1	Develops project proposals using state and federal guidelines in order to obtain funding for the agency.	

Plans, organizes, directs and oversees the activities and responsibilities of the Unit. Review all allegations of misconduct and assign for investigation based upon nature of complaint. Ensures that allegations of misconduct are investigated pursuant to the applicable collective bargaining agreement after careful evaluation. Ensures that the efforts of the Unit are focused upon the attainment of the Unit's goals and objectives as established by the Administration in General Order 52A. Trains all relevant personnel on administrative investigation procedures, Giglio requirements and identifies or develops remedial training.

Schedules and conducts interviews with complainants, witnesses, employees. Gathers and evaluates other evidence as necessary. Corresponds with complainants regarding outcome of investigations. Investigates allegations of misconduct involving sworn and unsworn personnel including superior officers. Prepare written reports for case presentation to the Colonel and Lt. Colonel. Maintain the integrity of the unit data base for accuracy and content.

Briefs Deputy Chief on regular basis as to status of investigations and issues of importance that come to the attention of the Unit. Advises/recommends to Deputy Chief's alternative courses of action on discipline, training, counseling as to the result of the Unit investigations. Briefs Commissioned Officers on a monthly basis. on disciplinary matters and Unit related issues.

Advises Bureau Commanders on proper administration of contract relative to member's rights. Advises, directs Bureau of Commanders on the post-investigation administration of discipline. Prepares appropriate disciplinary documentation as directed by Deputy Chief (suspensions, termination letters, corrective memorandums, written reprimands.)

Participates in collective bargaining process as member of State bargaining team. Participates in grievance process by preparing cases for presentation, presenting testimony, advising Bureau Personnel Director. Writes grievance responses at the direction of the Deputy Chief.

In addition to this position's duties and responsibilities, this position also has the same duties and responsibilities as Lieutenants and below.

If the employee identifies responsibilities that they perform that you did not list, and you agree they do those tasks - you (the supervisor) should add those to the form.

If the employee does not agree regarding responsibilities and classification, bring this matter to the Bureau Director who then must be in contact with Lisa McGrotty in Human Resources.

Important Note: Employees should not sign off on the list of tasks. Supervisors will provide notification that they have discussed the information on this form and the employee agrees they are accurate.

All of these information/forms are then sent to the Bureau Director. The Bureau Director will ensure appropriate documentation is forwarded to the Human Resource Office. Appropriated documentation will consist of a copy of the FJA information that was completed on pages 2 and 3 and the Supervisor will sign off (that they have met and these are an accurate description of the job) using the form below.

SUPERVISOR SIGNOFF:

Met with _____ who is currently classified as

The attached duties were agreed upon by this employee in a meeting conducted on
(date) _____

SUPERVISOR PRINT: _____

SIGNATURE: _____