


DEPARTMENT OF ADMINISTRATIVE SERVICES
Bureau of Human Resources

HUMAN RESOURCE MEMORANDUM 3-98

TO: Commissioners, Directors of Administrative Services and Human Resource Representatives for the Department of Inland Fisheries & Wildlife, Marine Resources and Public Safety

FROM:  Donald A. Wills, Director
Bureau of Human Resources

DATE: April 28, 1998

SUBJECT: Training and Probation Requirements for Law Enforcement Employees

Sections 2801 et seq. of Title 25 prescribe training and probationary requirements for law enforcement employees in Maine State Government. These sections of Maine law:

1. Require most full-time law enforcement officer employees in Maine State Government to successfully complete a basic training course that is defined by the Board of Trustees of the Maine Criminal Justice Academy. This training must be completed within the first twelve months of employment and is a condition for continued employment; and

2. Require State law enforcement officer employees who must complete a defined training course to serve a one year probationary period **beginning with the date that this training is completed.**

Note 1: These requirements apply to all State employees with law enforcement responsibilities **except** (1) Employees of the Department of Corrections, Division of Probation & Parole; (2) Law enforcement employees of the Department of Conservation, Bureau of Parks and Lands who exercise police supervision over state parks and historic sites; and (3) Law enforcement employees of the Department of Conservation, Bureau of Forestry, who enforce forest and forest preservation laws, laws of the Maine land Use Regulation Commission and laws and rules relating to the lands under the jurisdiction of the Bureau of Parks and Lands. (A previous exclusion for Capitol Security Officers was repealed.)

Note 2: The Board of Trustees may waive the basic training course requirement on a case-by case basis upon evidence that equivalent training has already been completed. If the requirement is waived, the employee must serve a one-year probationary period **beginning with the effective date of this waiver.**

IMPORTANT: By Civil Service law (Section 7065, Subsection 3), merit increases can not be granted until the probationary requirement is completed.

All State Departments that employ law enforcement officer employees who are subject to these sections of law are advised to contact the Board of Trustees of the Maine Criminal Justice Academy to confirm that their departmental policies and practices for training and probation are in compliance.