



Janet T. Mills
Governor

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



Michael J. Sauschuck
Commissioner

Richard Desjardins
Director

2022 Annual Reporting Forms for Corrections Agencies

Enclosed in this mailing you will find the 2022 Annual Reporting Forms required by the Maine Criminal Justice Academy's Board of Trustees. These forms must be completed and returned to the Academy **no later than January 31, 2023.**

1. The annual reporting letter with departmental rosters. This roster includes the following personnel:

- ♦ Corrections Officers
- ♦ Transport Officers (See Note Below)

Please read the definitions carefully before listing the officer's status with your agency. Upon receipt of the reports, officers will be checked to make sure they meet the training requirements. For example: Transport Officers with arrest powers must attend the Law Enforcement Pre-Service Program and, as well as yearly in-service training requirements prescribed for all law enforcement officers to maintain their certification and would be included on the law enforcement agencies annual report. Transport Officers without arrest powers should be listed as Corrections Officers and are required to complete all the Corrections Officer Training. If you have questions about what training is required for any of the above, please refer to 25 M.R.S., Chapter 341 or call Jack Peck at the Academy (877-8011).

2. MCJA Notice of Employment / MCJA Notice of Termination Form.
3. Excessive Use of Force Report for Correctional Agencies Form.
4. Affirmation of Mandatory Training for the year ending December 31, 2022 Form.
5. Non-Compliance Form. This is for any officer not complying with the mandatory corrections training in 2022. You must include a non-compliance report for everyone not in compliance; however, the Board will not decertify officers who fail to comply with the mandatory training for the following reasons:
 - ♦ Serving in the military (active duty)
 - ♦ On disability leave
 - ♦ On extended sick leave or family and medical leave
 - ♦ On administrative leave

Note: Officers in any of the above categories must make up the missed training upon return to work (normally about 30 days upon returning).

6. Agency Authorized Headcount Form. This is the total number of authorized headcount (filled and vacant) for each MCJA certificate holder position in your agency.

Please complete all of this year's reports and return them to: Assistant Director Jack Peck, Maine Criminal Justice Academy, 15 Oak Grove Road, Vassalboro, Maine 04989 or email to jack.d.peck@maine.gov no later than January 31, 2023.

OFFICE LOCATED AT: 15 OAK GROVE ROAD, VASSALBORO, MAINE 04989

(207) 877-8000 (Voice)
user: 711

(207) 877-8027 (Fax)

TTY

NOTICE OF EMPLOYMENT / TERMINATION

Forward to the MCJA within 30 days of employment or termination
Please fill out either the **EMPLOYMENT** or the **TERMINATION** information, as applicable.

Name (Applicant) _____ Maiden Name _____
(Last) (First) (Middle)

Department _____ Title _____

Department email address: _____

Date of Birth: _____ Sex: _____ SS# _____

The following statement is made pursuant to the Privacy Act of 1974, §7(b): Disclosure of your social security number is mandatory. Solicitation of your social security number is solely for tax administration purposes pursuant to 36 M.R.S.A. §175 as authorized by the Tax Reform Act of 1976 (42 USC, §405(c)(2)(C)(i) and for child support enforcement purposes pursuant to 42 USC § 666(a)(13)(A) and 19-A M.R.S.A. §§2104, 2201. Your social security number will be disclosed to the State Tax Assessor or an authorized agent for use in determining filing obligations and tax liability pursuant to Title 36 of the Maine Revised Statutes and/or to the Department of Human Services Division of Support Enforcement and Recovery for use in child support enforcement procedures. No further use will be made of your social security number. It shall be treated as confidential tax information pursuant to 36 M.R.S.A. §191 and confidential support enforcement information pursuant to 19-A M.R.S.A. §2152.

EMPLOYMENT DATE: ____/____/____

IS THIS A FUTURE BLETP CANDIDATE? YES NO A FUTURE BCTP CANDIDATE? YES NO

Has this individual been employed as a Maine Law Enforcement/Correction officer within the past two years? YES NO
****If No to working as an LEO or CO in the past 2 years, then individual must be initially certified or recertified.****

EMPLOYMENT LEVEL:

- Full Time Law Enforcement
- Part Time Law Enforcement
- Transport Officer
- L.E. Chaplain
- Corrections
- Judicial Marshal
- Capitol Police Officer
- Harbor Master
- Forest Ranger
- Probation Officer
- Shellfish Warden
- Other _____

Has this employee had basic training for full-time law enforcement or corrections **OUT OF STATE**? YES NO
Is a Waiver for either BLETP or BCTP being sought? YES NO

If the agency is requesting a waiver of the basic law enforcement or corrections school for this individual, please forward the appropriate Waiver Application Packet to the Maine Criminal Justice Academy. (Available on our web site <http://www.state.me.us/dps/mcja>)

TERMINATION DATE: ____/____/____

EMPLOYMENT LEVEL:

- Full Time Law Enforcement
- Part Time Law Enforcement
- Transport Officer
- L.E. Chaplain
- Corrections
- Judicial Marshal
- Capitol Police Officer
- Harbor Master
- Forest Ranger
- Probation Officer
- Shellfish Warden
- Other _____

If termination, please indicate type

Type of Termination (Please Circle) Resigned Discharged Retired Deceased Other _____

Comments: _____

*******This form MUST be signed by the Department Head and submitted to the MCJA*******

Name (please print): _____ Title _____

Signature: _____ Date _____

Agency Address: _____ Agency Phone _____



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2022 EXCESSIVE USE OF FORCE REPORT
For Correctional Agencies

TO: Highest elected official of each municipality and county, each state department and agency employing law enforcement officers or corrections officers.

FROM: Director Richard Desjardins
Maine Criminal Justice Academy

DATE: December 31, 2022

SUBJECT: Excessive Use of Force Report

State law requires that within 30 days of the close of each calendar year, the highest elected official of each political subdivision and the head of each state department and agency employing law enforcement or corrections officers provide the Board with a report that includes the total number of excessive use of force complaints received about law enforcement or corrections officers during the reporting year, by the reporting jurisdiction, and the total number of those complaints that were determined to be unfounded, exonerated, not sustained, or sustained. 25 M.R.S. § 2805-B(1). ***Please note that county agencies having law enforcement and corrections missions are required to submit two separate reports (one report for law enforcement and one report for corrections).***

All complaints will be recorded under one of the four following dispositions:

- a. ***Unfounded:*** no basis in fact for the complaint;
- b. ***Exonerated:*** facts are found to have actually occurred, but their occurrence was lawful or justified and proper;
- c. ***Not Sustained:*** investigation produced insufficient evidence to prove or disprove the allegation; or
- d. ***Sustained:*** officer(s) committed all or part of the alleged acts of misconduct.

Please complete the report on the reverse side of this memorandum and return with this year's annual reporting form, to: Assistant Director Jack Peck, Maine Criminal Justice Academy, 15 Oak Grove Road, Vassalboro, Maine 04989, no later than **January 31, 2023**

OFFICE LOCATED AT: 15 OAK GROVE ROAD, VASSALBORO, MAINE 04989

(207) 877-8000 (Voice)

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EXCESSIVE USE OF FORCE REPORTING FORM

1. Requirements of Correctional Agencies, per M.R.S. 25 § 2805-B(1),

2. Total number of Excessive Use of Force Complaints Received
January 1, 2022 – December 31, 2022 _____
 - A. Number of Complaints Unfounded. _____
 - B. Number of Complaints Exonerated: _____
 - C. Number of Complaints Not Sustained: _____
 - D. Number of Complaints Sustained: _____
 - E. Number of Complaints still under investigation
with status still to be determined: _____

3. Disposition of Sustained Complaints.
 - A. Investigated by: 1. Own Department _____
2. Attorney General's Office _____
3. Another Department _____

 - B. Number of Sustained Complaints Criminally Prosecuted _____
 1. Sentences rendered; please report on separate sheet.

 - C. Other actions taken on sustained complaints if not prosecuted.
 1. Termination _____
 2. Suspension _____
 - a. Without Pay _____
 - b. With Pay _____
 3. Other (please list on separate sheet and attach to this report).

Please note that any and all reports and/or complaints of Excessive Use of Force shall be considered reportable on this annual report to the Board of Trustees.

Signature of Signing Official: _____

Agency: _____

Date Report Signed: _____



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**2022 AFFIRMATION OF MANDATORY CORRECTIONS
TRAINING**

I do hereby attest that as of December 31, 2022, each officer listed on the **attached** annual report printout has completed the mandatory re-certification requirements in accordance with M.R.S. Title 25 §2804-F(1) which includes:

1. **New Law Update**
2. **Officer Development to include contraband, evidence collection, logging, and documentation**
3. **Leadership in Corrections**

(fill in approved unit topic set by individual facility or jail)

The attached Non-Compliance Form has been filled out and submitted to the Maine Criminal Justice Academy for each officer who has not completed the training outlined in numbers 1 -3 above, as of December 31, 2022.

Agency Name

Chief Executive Signature

I, _____
NOTARY INFORMATION

State: _____

County: _____

Subscribed to and sworn before me this _____ day of _____ 20 _____

Notary Public (signature)

My Commission Expires

Notary Public (print name)



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**2022 Mandatory Re-Certification Training
Non – Compliance Record**

The following person did not meet the mandatory re-certification training for correctional officers, established by the Board of Trustees of the Maine Criminal Justice Academy, pursuant to 25 M.R.S. § 2804-F(1) for the period ending 12/31/2022.

Officer's Name:	SSN#:
Agency:	
Home Address:	
Home and Cell Phone #:	Work Phone #:

Indicate below how many hours this officer currently has completed as of 12/31/2022.

Training	Units Completed
Leadership in Corrections	
Officer Development	

The above officer failed to meet the recertification standards because:

- Serving in the military (active duty)
- On disability leave; Date disability leave began: ____/____/____
- On extended sick leave or family and medical leave; Date leave began: ____/____/____
- On administrative leave (Explain); Date leave began: ____/____/____

What is your remedial action plan to bring this officer into compliance with the mandates?

Chief Executive Signature

Date



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TO: Highest elected official of each State, Municipal, and County,
Agency Employing Corrections Officers
FROM: Director Richard Desjardins, Maine Criminal Justice Academy
DATE: December 31, 2022
SUBJECT: 2022 Authorized Headcount for Corrections Agencies

The Maine Criminal Justice Academy is required to offer the Basic Law Enforcement Training program (BLETP) per 25 M.R.S. §2804-C(1), the Basic Corrections Training Program (BCTP) per 25 M.R.S. §2804-D(1) and the Law Enforcement Preservice Program (LEPS) per 25 M.R.S. §2804-B(4)). The Academy also recognizes that it must offer many other training courses in order that your agency gets the training that is needed, as well as the Academy gets the Instructors properly trained to teach in the BLETP, the BCTP the LEPS or other in-service training class.

In order that we can get a handle on what the future potential training demands of the Academy, can you let us know what the authorized headcount for your agency are? We will get the actual headcount from the annual report agency roster that is completed by you with this report. Thank you.

1. Name of Agency: _____
2. What is the number of authorized corrections positions your agency has been allotted for headcount (both vacant and filled) positions?
 - Correctional officers: _____
 - Transport officers: _____
3. How many vacant correctional officer positions does your agency have as of December 31, 2022? _____