



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 R. Desjardins
Director

2022 Annual Reporting Forms for Law Enforcement 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 includes the following personnel:
 - ♦ Full-time and Part-time Law Enforcement Officers
 - ♦ Transport Officers (with law enforcement powers)
 - ♦ Judicial Marshals (with law enforcement powers)
 - ♦ Harbor Masters (with law enforcement powers)
 - ♦ Shellfish Wardens (with law enforcement powers)

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, Harbor Masters with law enforcement powers must attend the Law Enforcement Pre-Service Program, as well as yearly in-service requirements prescribed for law enforcement officers to maintain their certification. 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 Assistant Director Jack Peck at 877-8011.

2. MCJA Notice of Employment / Notice of Termination Change Form
3. Excessive Use of Force Report
4. Affirmation of Mandatory Policy Adoptions Using MCJA Board Mandatory Policy Standards for 2022.
5. Affirmation of Mandatory Policy for Unmanned Aerial Vehicles (if applicable) for 2022.
6. Affirmation of 20% of all F/T officers receiving training in Mental Health Identification Awareness for 2022.
7. Affirmation of Mandatory Training for 2022.
8. Non-Compliance forms for any officer(s) not complying with the mandatory law enforcement training in 2022. You must include individual non-compliance report(s) for everyone not in compliance, but 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).

9. Part Time Officer Hourly Log. ***This log must be completed by all part time law enforcement officers (except part-time officers who have attended the full-time Academy).*** Please distribute this form to all part-time officers employed by your agency. **Requirement: This form must be signed by the part-time law enforcement officer and be notarized as 100% accurate by a certified notary.**
10. Authorized Headcount for Law Enforcement Agencies form.
11. Civil Rights Officer

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.

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 _____

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

(207) 877-8000 (Voice)

(207) 877-8027 (Fax)

711(TTY)



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**2022 EXCESSIVE USE OF FORCE REPORT
FOR
LAW ENFORCEMENT 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 R. 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/or 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 must 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 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.

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

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TTY User: 711

EXCESSIVE USE OF FORCE REPORTING FORM

1. Have you adopted the Use of Physical Force Policy including the use of electronic weapons and less-than lethal munitions as required by Title 25 Section 2803-B(1)(A), Requirements of Law Enforcement Agencies? _____ Yes _____ No

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: _____

Department: _____

Date Report Signed: _____



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TO: Highest elected official of each Municipality and County, each State Department and Agency Employing Law Enforcement Officers
FROM: Director Richard Desjardins, Maine Criminal Justice Academy
DATE: December 31, 2022
SUBJECT: Certification of Mandatory Policies and Mandatory Standards

Pursuant to 25 M.R.S. §2803-B(3), the chief administrative officer of each law enforcement agency shall certify annually no later than January 1st of each year that the agency has adopted written policies consistent with the minimum standards established or amended by the Board and that all officers have received orientation and training with respect to the new mandatory policies or new mandatory policy standard changes pursuant to 25 M.R.S. §2803-B(2). New mandatory policies enacted by law must be implemented by all law enforcement agencies no later than July 1st after the Board has adopted the minimum standards. This certification must be returned to the Board at the address above no later than January 31, 2023.

1. Use of Physical Force
2. Police Pursuit
3. Domestic Violence
4. Hostage or Barricaded Subject Incident
5. Response to Mental Illness, Involuntary Commitment & Protection from Substantial Threats
6. Violations of The Maine Civil Rights Act/ Hate or Bias Crimes
7. Recording of LE Interviews of Suspects & Witnesses, to Include Cases of Murder & Class A, Class B & Class C Crimes and The Preservation of Investigative Notes and Records in Such Cases.
8. Public Notification Regarding Persons in The Community Required to Register under 34-A, Charters 15 & 17 Community Sex Offender Notification for Title 34-A, Chapters 15 and 17
9. Citizen Complaint
10. Criminal Conduct by a Law Enforcement Officer
11. Death Investigation
12. Unmanned Aerial Vehicles (only if your agency has a UAV)
13. Bias-Based Profiling
14. Execution of Unannounced Search Warrants

Agencies are not required to submit copies of the latest version of the mandatory policies to the Maine Criminal Justice Academy; however, they are encouraged to do so. The mandatory standards can be obtained from the MCJA website at:

<https://www.maine.gov/dps/mcja/training/documents/MandatoryMinimumPolicyStandards01012022.pdf>

I _____ of the _____ certify
(Print Chief Administrator's Name and Title) (Print Municipal / County or State Agency)
that the department has adopted all Mandatory Policies pursuant to 25 M.R.S., 2803-B with all MCJA Board standards and that all officers have received orientation and training on the mandatory policies and mandatory standards.

Signature of Chief Administrative Officer

Date

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(207) 877-8027 (Fax)

TTY User: 711

UNMANNED AERIAL VEHICLE (DRONES) REPORT FOR THE YEAR 2022

The Maine Commissioner of Public Safety is required to submit to the legislature a report on the annual use of Unmanned Aerial Vehicles (Drones) by law enforcement agencies, pursuant to 25 M.R.S. § 4501(6). This report will be collated and added to the annual report that the Maine Criminal Justice Academy Board of Trustees must file with the Legislature, pursuant to 25 M.R.S. § 2809. Chief Law Enforcement Officers are asked to complete the following form and mail it back to the Maine Criminal Justice Academy with all other required annual reports.

Name of Agency _____
(Please Print)

1. Does your agency have a UAV? Yes or No _____
(If No disregard the following questions, then on the bottom of this form, print & sign your name.)
2. Does your agency have a policy in place covering the minimum MCJA Board UAV Standards? _____
3. How many times did your agency deploy a UAV for non-criminal investigative purposes such as: search and rescue operations, or for aerial photography assessment of accidents, forest fires, other fire scenes, flood stages and storm damage? _____
4. How many times did you deploy a UAV for criminal investigative purposes? _____
5. How many times did you seek a search warrant for these criminal investigative UAV flights? _____
6. How many times did you obtain a search warrant for these criminal investigative UAV flights? _____
7. What are the summary descriptions of each of those criminal investigative deployments? Use more pages (if necessary)

This form has been filled out and submitted to the Maine Criminal Justice Academy and is 100% accurate by:

Chief Enforcement Officer Printed Name *Date* *Chief Law Enforcement Officer Signature*



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2022 AFFIRMATION OF MENTAL HEALTH TRAINING

Note: Check Only One Box

I do hereby attest that as of December 31, 2022, 20% of all full-time law enforcement officers of this agency listed on the **attached** annual report printout have received at least 8 hours of nationally recognized or best practice in-person training in Mental Health Identification Awareness for Law Enforcement Officers and that this agency maintains at least 20% after that date.

I do hereby attest that as of December 31, 2022, 20% of all full-time law enforcement officers of this agency listed on the **attached** annual report printout **Has Not** received at least 8 hours of nationally recognized or best practice in-person training in Mental Health Identification Awareness for Law Enforcement Officers.

Note: Answer the below question only if your agency **Has Not** met the 20% mental health training?

What percentage of your full-time law enforcement officers of this agency listed on the **attached** annual report printout **Have** received at least 8 hours of nationally recognized or best practice in-person training in Mental Health Identification Awareness for Law Enforcement Officers by December 31, 2022? %

MCJA Board Standard #5 of the mandatory policy on "Response to Mental Illness and Involuntary Commitment" requires that 20% of all full-time law enforcement officers of each agency receive at least 8 hours of nationally recognized or best practice in-person training in Mental Health Identification Awareness for Law Enforcement Officers by January 1, 2018 and that the agency maintains at least 20% after that date. This training standard requirement will be sent annually to the Maine Criminal Justice Academy as part of the annual reporting requirements, as outlined in 25 M.R.S. §2805-B.

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 AFFIRMATION OF MANDATORY TRAINING

I also do hereby attest that all officers listed on the **attached** annual report printout has completed the mandatory re-certification requirements in accordance with 25 M.R.S. §2804-E(1) which includes:

2022 Calendar Year	
MCJA Firearms Qualification	
New Law / Case Law Updates	
Law Enforcement Response to Mental Health Calls	
Mental Health Response to Law Enforcement	
20 Hours of Elective Training between 1-1-22 through 12-31-23	

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 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 law enforcement officers, established by the Board of Trustees of the Maine Criminal Justice Academy, pursuant to 25 M.R.S. § 2804-E(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	Total Hours Completed
Annual New Law and Case Law Updates	
Annual Firearms Qualification	
Law Enforcement Response to Mental Health Calls	
Mental Health Response to Law Enforcement	
20 Hours of Elective Training Between 1/1/2022 and 12/31/2023	

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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PART-TIME LAW ENFORCEMENT OFFICER HOUR LOG

Officers employed as Part-time Law Enforcement Officers are required by the Maine Criminal Justice Academy Board of Trustees to document hours worked as a law enforcement officer. The definition of a part-time law enforcement officer {25 M.R.S. §2801(7)} is:

“Means a person who:

- A. Possesses a current and valid certificate issued by the Board pursuant to 25 M.R.S. § 2803-A to perform duties as a part-time law enforcement officer and does not possess any other type of current and valid certificate issued by the Board pursuant to section 2803-A.**
- B. Is employed as a law enforcement officer, and**
- C. Absent extenuating circumstances as determined by the Board, works not more than 1,040 hours in any one calendar year for performing law enforcement duties.”**

Please provide the Part-time Officer Hour Log found on the back of this notice to all persons employed by your agency as “part-time law enforcement officers.” Their failure to document hours worked as a part time officer may result in their decertification by the Board.

- Hours spent in court do not count toward the 1040 hours and are exempt.
- Hours spent in classroom training do not count toward the 1040 hours and are exempt.
- Part-time law enforcement officers who have been to the full-time law enforcement academy are exempt from filling out this form.
- Hours worked as a full-time law enforcement officer in calendar year 2022 and has not been through the Basic Law Enforcement Training Program (BLETP) must be recorded on this form only if that officer reverts back to part-time law enforcement officer during 2022. In this case, all hours worked as a full-time or part-time law enforcement officer during 2022 must be recorded.
- **(Requirement) This form must be signed by the part-time law enforcement officer and be notarized as 100% accurate by a certified Notary.**

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Maine Criminal Justice Academy
 Board of Trustees, c/o Academy Director
 15 Oak Grove Road
 Vassalboro, ME 04989

PART-TIME LAW ENFORCEMENT OFFICER ANNUAL HOUR LOG FOR THE YEAR:2022

A part-time law enforcement officer is defined by State law as a person who (a) possesses a current and valid certificate issued by the Board pursuant to 25 M.R.S. § 2803-A to perform duties as a part-time law enforcement officer and does not possess any other type of current and valid certificate issued by the Board pursuant to section 2803-A, (b) is employed as a law enforcement officer, and (c) absent extenuating circumstances as determined by the Board, works not more than 1,040 hours in any one calendar year for performing law enforcement duties. The Board of Trustees requires all part-time law enforcement officers document the hours they work as law enforcement officers during calendar year and submit that report to the Board of Trustees by January 30, of each following year. This form allows for documentation of hours for up to three agencies. If you work for more than three agencies as a part time law enforcement officer, duplicate this sheet and staple the reports together when submitting the report. Hours spent in classroom training or in court do not count or if a graduate of the full-time officer Basic Training.

Name _____ DOB ____ / ____ / ____ Social Security Number _____
 (Please Print)

Agency Name:	Agency Address	Agency Telephone Number	Name of Chief Law Enforcement Officer
1.			
2.			
3.			

Month	Total Hours for Month; Agency #1	Total Hours for Month; Agency #2	Total Hours for Month; Agency #3	Total Hours for Month for All Agencies	Total Hours for All Agencies Year to Date
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
Totals					

This form has been filled out and submitted to the Maine Criminal Justice Academy and is 100% accurate by:

Part Time Officer Printed Name

Part-time Officer Signature

NOTARY INFORMATION

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

County: _____

My Commission Expires: _____

 Notary Public (signature)

 Notary Public (print name)



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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 Law Enforcement 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 law enforcement positions your agency has been allotted for headcount (both vacant and filled) positions?
 - Full-Time Law Enforcement Officers: _____
 - Part-Time Law Enforcement Officers: _____
 - Capitol Police Officers: _____
 - Judicial Marshals: _____
 - Harbor Masters w/arrests powers: _____
 - Shellfish Wardens w/arrest powers: _____
 - Transport Officers w/arrest powers: _____
3. How many positions vacant law enforcement positions does your agency have as of December 31, 2022

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**2022 CIVIL RIGHTS OFFICER QUESTIONNAIRE
FOR LAW ENFORCEMENT AGENCIES**

The Maine Criminal Justice Academy is seeking information on Civil Rights Officers currently working in Maine. We intend to share this information with the Legislature, the Maine and U.S. Attorney's office and our law enforcement partners. If you have a designated Civil Rights Officer, please fill out the information on this form.

Does your agency have a trained and designated Civil Rights Officer Yes No

If you answered yes could please provide the following information:

Name: _____ Email address _____ Contact # _____

Please complete this form and return it with this year's annual reporting forms, to: Assistant Director Jack Peck, Maine Criminal Justice Academy, 15 Oak Grove Road, Vassalboro, Maine 04989 or emailed to jack.d.peck@maine.gov no later than January 31, 2023.