

**MAINE CRIMINAL JUSTICE ACADEMY BOARD OF TRUSTEES
REQUEST FOR WAIVER**

**DISQUALIFYING CONVICTION / DEFERRED DISPOSITION
or DISQUALIFYING CONDUCT**

Employing Agency or Sponsor: _____

Address: _____

Phone: _____ **Sponsor Email:** _____

Chief Administrative Officer, Name and Title: _____

Applicant: _____ **DOB:** _____
(Last name) (First name) (Middle initial)

Mailing Address: _____ **Phone:** _____

Email (personal, not work): _____

On a separate sheet, for each disqualifying conviction/deferred disposition, list the name of the law enforcement agency that brought the charge, the date of the conviction, the charge, the court in which the conviction was entered, and the final disposition.

For disqualifying conduct, describe the nature of the conduct, including the date and the facts and circumstances.

Required documentation for disqualifying conviction / deferred disposition:

1. Request for Waiver form completed, including CAO and Applicant's signature.
2. Court Abstract, Judgement & Commitment (J&C), Criminal History Report (if applicable)
3. Police Report
4. Signed statement from the Applicant containing the Applicant's explanation of the conduct that led to being charged and convicted.
5. Signed statement from the CAO detailing the employing agency's or sponsor's request for a waiver, including the reasons for the waiver request.
6. Background Investigation Report
7. Polygraph Examiner Report (including: PE Narrative, PE-1 form, and Integrity Questionnaire) – for applicable LE candidates.
8. Any other pertinent information.

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Required documentation for disqualifying conduct:

1. Request for Waiver form completed, including CAO and Applicant's signature.
2. Signed statement from the Applicant containing the Applicant's version explanation of the conduct requiring a waiver.
3. Signed statement from the CAO detailing the employing agency's or sponsor's request for a waiver, including the reasons for the waiver request.
4. Background Investigation Report
5. Polygraph Examiner Report (including: PE Narrative, PE-1 form, and Integrity Questionnaire) – for applicable LE candidates.
6. Police Report (if applicable).
7. Any other pertinent information.

Signature: _____ Date: _____
Chief Administrative Officer or Sponsor

Signature: _____ Date: _____
Applicant

WAIVER REQUEST PROCEDURE

A request to the Board of Trustees for a waiver of a disqualifying conviction/deferred disposition or disqualifying conduct must be made by the employing or sponsoring agency on the form provided by the Board, and must include the additional information listed on the form.

**Please submit the completed form, along with all supplementary material, via email to:
crc.mcja@maine.gov, or mail to:**

Maine Criminal Justice Academy
Attn: Complaint Review Committee
15 Oak Grove Road
Vassalboro, ME 04989

This form can be downloaded on the Department of Public Safety website:
<https://www.maine.gov/dps/mcja/about/forms>

MAINE CRIMINAL JUSTICE ACADEMY BOARD OF TRUSTEES REQUEST FOR WAIVER

DISQUALIFYING CONVICTIONS / DEFERRED DISPOSITIONS / CONDUCT FOR WHICH A WAIVER IS REQUIRED

1. Murder, any Class A, B, C, or D crime or attempted crime.
2. Any Class E crime or attempted crime in Title 17-A in the following Chapters:
 - A. Ch 15 THEFT
 - §353 Theft by Unauthorized Taking or Transfer
 - §354 Theft by Deception
 - §354-A Insurance Deception
 - §356-A Theft of Lost, Mislaid or Mistakenly Delivered Property
 - §357 Theft of Services
 - §358 Theft by Misapplication of Property
 - §359 Receiving Stolen Property
 - B. Ch 19 FALSIFICATION IN OFFICIAL MATTERS
 - §457 Impersonating a Public Servant
 - C. Ch 25 BRIBERY AND CORRUPT PRACTICES
 - §605 Improper Gifts to Public Servants
 - §606 Improper Compensation for Services
 - §608 Official Oppression
 - §609 Misuse of Information
 - D. Ch 29 FORGERY AND RELATED OFFENSES
 - §704 Possession of Forgery Devices
 - §705 Criminal Simulation
 - §706 Suppressing Recordable Instrument
 - §707 Falsifying Private Records
 - §708 Negotiating A Worthless Instrument
 - E. Ch 31 OFFENSES AGAINST PUBLIC ADMINISTRATION
 - §751-B Refusing to Submit to Arrest or Detention
 - §753 Hindering Apprehension or Prosecution
 - §757-A Trafficking of Tobacco or Vaping Device in Adult Correctional Facilities
 - §757-B Trafficking of Alcoholic Beverages in Adult Correctional Facilities
 - §760 Failure to Report Sexual Assault of Person in Custody
 - F. Ch 35 PROSTITUTION AND PUBLIC INDECENCY
 - §853-B Engaging Person for Prostitution
 - §854 Indecent Conduct
 - G. Ch 41 CRIMINAL USE OF EXPLOSIVES AND RELATED CRIMES
 - §1003 Criminal Use of Noxious Substance
 - H. Ch 45 DRUGS
 - §1107-A Unlawful Possession of Schedule Y or Z Drug
 - §1111-A Use of Drug Paraphernalia
 - §1116 Trafficking or Furnishing Imitation Scheduled Drugs
 - §1117 Cultivating Marijuana
3. Guilty plea pursuant to a deferred disposition of sections 1 & 2, above.
4. Juvenile adjudication of section 1, above.
5. Conviction or adjudication as a juvenile of a crime specified in section 1 in another state or jurisdiction, unless that crime is not punishable as a crime under the laws of that state or other jurisdiction in which it occurred.
6. Any other conviction of a crime or attempted crime in another state or other jurisdiction that prohibits the same unlawful conduct described above in sections 1 and 2.
7. Engaging in conduct, regardless of whether the applicant was charged or convicted, described in sections 1 and 2.
8. Engaging in conduct, regardless of whether the applicant was charged or convicted, described in sections 1 and 2 in another state or jurisdiction, unless the conduct is not classified as a crime under the laws of that state or jurisdiction in which it occurred.