



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



APPLICATION FOR CORRECTIONS RECERTIFICATION

NAME _____ HOME PHONE _____
(Last) (First) (Middle)

DATE OF BIRTH _____

HOME ADDRESS _____
(Street) (City/Town) (County) (Zip Code)

DEPARTMENT _____ PHONE# _____ DATE OF APPOINTMENT _____

CORRECTIONS EXPERIENCE _____ DATE _____

_____ DATE & HOURS _____

TRAINING EXPERIENCE _____ DATE & HOURS _____

_____ DATE & HOURS _____

EDUCATIONAL EXPERIENCE _____ DATE & HOURS _____

USE EXTRA SHEET OF PAPER FOR ADDITIONAL INFORMATION

I certify that the above applicant is a full-time corrections officer as defined by 25 MRSA, Section 2801 A.

SIGNED _____ DATE _____
(Department or Agency Head)

SIGNED _____ DATE _____
(Applicant)

ACADEMY USE ONLY

Notice of Employment Rec'd _____ Background Form Rec'd _____

Mandatory Trainings Completed _____ Provisional Cert Sent _____

Re-Cert Course Completed: _____ BCTP Certification Exam: _____

Reviewing Staff Member: _____

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

(207) 877-8000 (Voice)

(207) 877-8027 (Fax)

TTY User: 711



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

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

Agency Name: _____ Title: _____

Applicant email address: _____

Date of Birth: _____ Gender: _____ 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 MRSA §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 MRSA §§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 MRSA §191 and confidential support enforcement information pursuant to 19-A MRSA §2152.

EMPLOYMENT DATE: ____/____/____

(Please Circle)

IS THIS A FUTURE BLETP CANDIDATE? YES NO A FUTURE BCTP or J-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: (Please use an "X")

- | | | | |
|---|---|--|--|
| ☐ Full Time Law Enforcement | ☐ Corrections | ☐ Transport Officer | ☐ Harbor Master |
| ☐ Part Time Law Enforcement- | ☐ Juvenile Corrections | ☐ Capitol Police Officer | ☐ L.E. Chaplain |
| ☐ LE Cert Pending | ☐ Judicial Marshal | ☐ Shellfish Warden | ☐ Other: _____ |
| | ☐ Probation Officer | ☐ Non-Sworn Support Staff | |

(Please Circle)

Has this employee had basic training for full-time law enforcement or corrections **OUT OF STATE?** YES NO

Is a Waiver for either BLETP, LEPS, BCTP or J-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.maine.gov/dps/mcja>)

TERMINATION DATE: ____/____/____

EMPLOYMENT LEVEL: (Please use an "X")

- | | | | |
|---|---|--|--|
| ☐ Full Time Law Enforcement | ☐ Corrections | ☐ Transport Officer | ☐ Harbor Master |
| ☐ Part Time Law Enforcement- | ☐ Juvenile Corrections | ☐ Capitol Police Officer | ☐ L.E. Chaplain |
| ☐ LE Cert Pending | ☐ Judicial Marshal | ☐ Shellfish Warden | ☐ Other: _____ |
| | ☐ Probation Officer | ☐ Non-Sworn Support Staff | |

25 M.R.S. §2807. REPORTS OF CONVICTION OR MISCONDUCT BY CERTIFICATE HOLDER

Notwithstanding any other provision of law, in the event that a certificate holder is convicted of a crime or violation or engages in conduct that could result in suspension or revocation of the individual's certificate pursuant to section 2806-A and the chief administrative officer of the agency employing the certificate holder or considering the individual for employment has knowledge of the conviction or conduct, the chief administrative officer shall within 30 days notify the Director of the Maine Criminal Justice Academy with the name of the certificate holder and a brief description of the conviction or conduct.

Must be completed and returned within 30 days. (De-certifiable conduct per 25 M.R.S. §2806-A? Yes No)

(Please Circle)

Type of Termination 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: _____

MAINE CRIMINAL JUSTICE ACADEMY, 15 OAK GROVE ROAD, VASSALBORO, ME 04989

(207) 877-8000 (Voice)

(207) 877-8027 (Fax)

Revised: 7/30/2024

MAINE CRIMINAL JUSTICE ACADEMY BOARD OF TRUSTEES

BACKGROUND STANDARD FOR ADMISSION TO AND/OR CERTIFICATION FOR A MANDATORY ACADEMY SCHOOL, RECERTIFICATION, OR WAIVER

In order to be accepted as a participant in mandatory academy law enforcement or corrections courses, or to be certified, recertified or request a waiver, an applicant must be of good moral character as determined by the hiring or sponsoring agency through a formal background check. These requirements and standards must be satisfied before consideration of such an application or certification. An agency presenting an individual for certification, admission to a mandatory Academy course, recertification, or for a waiver from training will attest that the individual meets the standard of having no disqualifying conviction*. In addition, the applicant shall certify under oath that he or she has no disqualifying conviction and that he or she has not engaged in disqualifying conduct#. A representative of the hiring or sponsoring agency must complete this form with the applicant, including an explanation to the applicant of #1 and #2 below.

INTERVIEW & STATEMENT OF APPLICANT

Applicant Name: _____ DOB: _____

Home Address: _____ Telephone Number: _____

1. Have you ever been convicted of any crime or attempted crime (including traffic crimes) or plead guilty to a deferred disposition that would constitute a disqualifying crime/deferred disposition* as outlined on page 2? _____

If yes, provide details on separate sheet, as well as a copy of the official Criminal History Record Information.

2. In addition, have you ever engaged in conduct that would constitute disqualifying conduct# as outlined on page 2, regardless of whether you were charged? _____

If yes, provide details on separate sheet, as well as a copy of the police report if there was police involvement.

I understand that the making of a false statement under oath is a crime punishable by law.

Applicant Signature: _____ Date: _____

Personally-appeared the above-named _____ and made oath to the truth of the foregoing statement.

Date: _____

Notary Public (or other person authorized to take oath)

STATEMENT OF EMPLOYING OR SPONSORING AGENCY

The above-named applicant has been the subject of a background investigation, including the processing of fingerprint cards through SBI and FBI, and a BMV record inquiry, and in the case of an applicant for the Basic Law Enforcement Training Program, a polygraph examination and a psychological examination, and such investigation has disclosed no conviction for a disqualifying conviction* or disqualifying conduct#, except for the conviction(s) for which a waiver is being sought.

Signature of Chief / Sheriff or Agency Head

Date: _____

Personally-appeared the above-named _____ and made oath to the truth of the foregoing statement.

Date: _____

Notary Public (or other person authorized to take oath)

See page 2 for explanation of disqualifying conviction/deferred disposition and disqualifying conduct#.

DISQUALIFYING CONVICTION / DEFERRED DISPOSITION*

Pursuant to [25 M.R.S §2806-A\(5\)](#) and Chapter 3: Entrance Standards (MCJA Board of Trustees rule), disqualifying convictions and or deferred dispositions for which a waiver from the Board of Trustees is required includes the following:

1. Murder;
2. Any Class A, Class B, or Class C crime or attempted crime;
3. Any Class D crime or attempted crime conviction (including OUI);
4. Any Class E crime or attempted crime conviction for which the crime is contained in Chapter 15 (Theft), Chapter 19 (Falsification in Official Matters), Chapter 25 (Bribery and Corrupt Practices), Chapter 29 (Forgery and Related Offenses), Chapter 31 (Offenses Against Public Administration), Chapter 35 (Prostitution and Public Indecency), Chapter 41 (Criminal Use of Explosives and Related Crimes), or Chapter 45 (Drugs) of the Maine Criminal Code, Title 17-A, Maine Revised Statutes;
5. Guilty plea pursuant to a deferred disposition of Murder, or any crime classified in state law as a Class A, Class B, Class C, or Class D crime or violation of any provision of Title 17-A, Chapter 15, 19, 25, 29, 31, 35, 41, or 45;
6. Juvenile adjudication of murder or any crime or attempted crime classified in state law as a Class A, Class B, Class C or Class D crime;
7. Conviction of or adjudication as a juvenile of a crime specified in paragraph 6 in another state or other jurisdiction, unless that crime is not punishable as a crime under the laws of that state or other jurisdiction in which it occurred;
8. Any other conviction of a crime or attempted crime in another state or other jurisdiction that prohibits the same unlawful conduct described above.

DISQUALIFYING CONDUCT#

Pursuant to [25 M.R.S §2806-A\(5\)](#) and Chapter 3: Entrance Standards (MCJA Board of Trustees rule), disqualifying conduct, regardless of whether the applicant was charged or convicted, for which a waiver from the Board of Trustees is required is engaging in conduct that is prohibited or penalized by state law as:

1. Murder;
2. Any Class A, Class B, Class C, or Class D crime or Attempted Crime;
3. Any class E crime or attempted crime for which the crime is contained in Chapter 15 (Theft), Chapter 19 (Falsification in Official Matters), Chapter 25 (Bribery and Corrupt Practices), Chapter 29 (Forgery and Related Offenses), Chapter 31 (Offenses Against Public Administration), Chapter 35 (Prostitution and Public Indecency), Chapter 41 (Criminal Use of Explosives and Related Crimes), or Chapter 45 (Drugs) of the Maine Criminal Code, Title 17-A, Maine Revised Statutes.
4. Conduct specified in 1, 2, or 3 above in another state or other jurisdiction, unless the conduct is not classified as a crime in that state or jurisdiction.

WAIVER REQUEST PROCEDURE

A request of the Board of Trustees for a waiver of a disqualifying conviction* or disqualifying conduct# must be made by the employing or sponsoring agency, and must be made on the form provided by the Board for such purpose, and must include the additional information listed on the form. The form may be obtained by contacting the Maine Criminal Justice Academy, 15 Oak Grove Road, Vassalboro, ME 04989, and telephone 877-8000.

Corrections Waiver and Recertification Curriculum

2.1.0	Professional, Ethics, and Administrative Investigations	2 Hours
3.2.0	Constitutional, Civil Rights, and ADA	3 Hours
3.4.0	Prison Rape Elimination Act (PREA)	4 Hours
4.1.0	Report Writing	3 Hours
4.4.0	Basic Communications, Body Language and IPC Skills	8 Hours
4.5.0	Cultural Diversity and Awareness	1 Hour
5.3.0	Inmate Supervision	1 Hour
6.2.0	Homosexual, Bisexual and Transgender Prisoners	2 Hours
6.4.0	Mentally Ill Inmates and Crisis Intervention	4 Hours
6.8.0	Domestic, Sexual Assault and Stalking	5 Hours
7.2.0	Situational Use of Force	2 Hours
7.7.0	Security in a Non-Secure Setting	3 Hours
8.4.0	Correctional Officer Stress, Substance Abuse and Suicide	1 Hour
9.7.0	Critical Incident Stress and Debriefing for Staff	1 Hour

Total 40 Hours