



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

Jack D. Peck, Jr.
Director

- 16 DEPARTMENT OF PUBLIC SAFETY
- 227 MAINE CRIMINAL JUSTICE ACADEMY BOARD OF TRUSTEES
- Chapter 5: TRAINING STANDARDS
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Summary: Chapter 5 of the Maine Criminal Justice Academy Board of Trustees' rules sets forth the training requirements established by the Board for actively employed adult corrections officers. The following is an excerpt and the complete rule is available at the following link: [Chapter 5: Training Standards](#)

3-A. Basic Corrections Training Program (“BCTP”) for Adult Corrections Officers

- A. Pursuant to 25 M.R.S. § 2804-D every adult corrections officer must successfully complete within 12 months from the commencement of employment a basic training course approved by the Board. This section creates the Basic Corrections Training Program (“BCTP”) as the training course for adult corrections officers. The BCTP consists of a minimum of 200 training hours of Board-approved curriculum.
- B. Application procedures for BCTP. Upon hiring or assigning an individual as an adult corrections officer, the employing agency will submit the following information to the Board on forms approved by the director:
1. MCJA notice of employment signed by the agency head.
 2. MCJA application to attend the BCTP signed by the applicant and agency head.
 3. MCJA medical examination form signed by a licensed physician.
 4. MCJA background information form signed by the applicant and agency head and notarized.

If an emergency arises that requires an agency to temporarily assign personnel to perform correctional officer duties, the agency shall inform the Board of any such emergency assignments as soon as practical thereafter.

- C. Certification. The Board will issue a certificate of eligibility to perform the duties of an adult corrections officer in the State of Maine to a BCTP student who:



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1. Attends a minimum of 90% of the BCTP total hours of instruction.
 2. Attends and fully participates in all aspects of the following BCTP modules:
 - a. Mechanics of Effective Restraint and Control.
 - b. Situational Use of Force.
 - c. Constitutional and Civil Rights, and ADA.
 - d. Basic Communications, Body Language, and IPC Skills.
 - e. The identifying, understanding, and responding to signs of mental illnesses and substance abuse disorder course required by 25 M.R.S. § 2804-D(1).
 3. Successfully passes the BCTP Certification Examination with a minimum score of 75%.
 4. Completes 80 hours of agency field training, to include all otherwise required state and agency training (e.g., emergency fire procedures, agency policy, CPR). The agency must record the training on a form approved by the director and submit it to the Board for review and approval within one year of graduation from the BCTP.
- D. Lapse of certification. A certificate of eligibility issued to an adult corrections officer shall lapse when the officer is no longer employed by an adult correctional agency.
- E. Recertification.
1. The Board will recertify an adult corrections officer whose certificate has lapsed if the adult corrections officer becomes reemployed by an adult correctional agency within two years of the lapse of their certificate if they:
 - a. Submit an application for recertification on a form approved by the director; and
 - b. Submit proof of completion of the prior two years of mandatory in-service corrections training.
 2. If an adult corrections officer's certificate has lapsed for over 2 years but less than 10 years, the Board will recertify the officer if they:
 - a. Submit an application for recertification on a form approved by the director;



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- b. Submit proof of completion of the prior two years of mandatory in-service corrections training;
 - c. Submit proof of completion of the Board approved Adult Corrections Officer Recertification Course, which shall consist of a minimum of 40 hours of instruction; and
 - d. Pass the BCTP Certification Examination with a minimum score of 75% within one year from date of hire, or as permitted by an extension from the Board.
3. If an adult corrections officer's certificate has lapsed for 10 years or more, the Board will recertify the officer only if they complete all the requirements of section 3-A(C).
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