



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

Lincoln E. Ryder
Director

16 **DEPARTMENT OF PUBLIC SAFETY**
227 **MAINE CRIMINAL JUSTICE ACADEMY BOARD OF TRUSTEES**
Chapter 5: TRAINING STANDARDS

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 probation officers. The following is an excerpt and the complete rule is available at the following link: [Chapter 5: Training Standards](#)

7. Basic Probation and Parole Training Program

A. Pursuant to 25 M.R.S. § 2804-M every adult probation and parole 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 Probation and Parole Training Program (“BPPTP”) as the training course for adult probation and parole officers. The BPPTP consists of a minimum of 200 training hours of Board-approved curriculum.

B. The following requirements are specified for the certification of Basic Probation and Parole Training Program graduates. The Director, with the approval of the Board of Trustees, sets standards for successful completion. If a student fails to meet any of the requirements described below, the student and the Department of Corrections may petition the Board for a waiver or modification of the requirements in question.

C. Application Requirements: Upon hiring or assigning an individual as an adult probation and parole officer, the Department of Corrections will submit the following information to the Board on forms approved by the Director:

1. MCJA notice of employment signed by the Commissioner of Corrections.
2. MCJA application to attend the BPPTP signed by the applicant and the Commissioner of Corrections.
3. MCJA medical examination form signed by a licensed physician.
4. MCJA background information form signed by the applicant.
5. MCJA background information form signed by the Commissioner of Corrections.

D. Certification: The Board will issue a certificate of eligibility to perform the duties of an adult probation and parole officer in the State of Maine as follows:

1. Pursuant to 25 M.R.S. §2801-A(7-A) and §2803-A(5-C), probation and parole officers employed and previously trained as probation officers by the Department of Corrections prior to



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- July 1, 2025 who are in good standing and have demonstrated having acquired specific knowledge and skills directly related to job performance are certified as probation and parole officers. Upon enactment of this amended rule, the Department of Corrections will certify to the Director a list of probation officers having this status for issuance of certifications, or;
2. Adult probation and parole officers trained on or after July 1, 2025 must complete the following:
- a. Attends a minimum of 90% of the BPPTP total hours of instruction.
 - b. Attends and fully participates in all aspects of the following BPPTP modules:
 - i. Mechanics of Arrest, Restraint and Control;
 - ii. Situational Use of Force;
 - iii. Probation Law, Physical Evidence and Search, and Probation Violations;
 - iv. Firearms
 - v. Officer Safety;
 - vi. Motivational Interviewing;
 - vii. LSI-R; and
 - viii. Supervising Clients with Domestic Violence Convictions or Conditions.
 - c. Successfully passes the BPPTP Certification Examination with a minimum score of 75%.
 - d. Demonstrates competency and safety in the handling of their service weapons. Each student shall achieve a minimum proficiency over a course of fire approved by the Director. The proficiency standard is 80%.
 - e. Demonstrates proficiency in the Mechanics of Arrest, Restraint and Control (MARC) Course by successfully completing a program approved by the Board, which test counts for 50% of the final grade. The student must pass a 3-minute drill at the end, which counts for 50% of the final grade. If a student fails the MARC drill, no more than two make-up drills will be offered. The proficiency standard is 75%.
 - f. Fully participates in all aspects of firearms and MARC training. Each student must also attend at least 75% of these skills trainings.
 - g. Completes 80 hours of Department of Corrections field training, to include all otherwise required state and Department training (e.g., emergency fire procedures, Department policy, CPR). The Department 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 BPPTP.
- E. Continuing Certification: To maintain a Certificate of Eligibility to act as a probation and parole officer in the State of Maine, a probation and parole officer must complete the annual mandatory in-service training, per 25 M.R.S §2804-N by December 31st of each calendar year, which must include training on new laws and court decisions, if applicable.
- F. Lapse of certification: A certificate of eligibility issued to an adult probation and parole officer shall lapse when the officer is no longer employed by the Department of Corrections.



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- G. Recertification: If a previously certified officer is re-hired by the Department of Corrections into a probation and parole officer role, depending on the length of time since their certification lapsed, they are eligible for recertification as follows:
- a. Two years or less: The Board will recertify an adult probation and parole officer whose certificate has lapsed if the officer becomes reemployed by the Department of Corrections within two years of the lapse of their certificate if they:
 - i. Apply for recertification on a form approved by the Director; and
 - ii. Submit proof of completion of the prior two years of mandatory in-service adult probation and parole officer training.

 - b. More than 2 years and less than 10 years: If an adult probation and parole officer's certificate has lapsed for over 2 years but less than 10 years, the Board will recertify the officer if they:
 - i. Apply for recertification on a form approved by the Director;
 - ii. Submit proof of completion of the prior two years of mandatory in-service adult probation and parole training;
 - iii. Submit proof of completion of the Board approved adult probation and parole officer recertification course, which shall consist of a minimum of 40 hours of instruction; and
 - iv. Pass the BPPTP Certification Examination with a minimum score of 75% within one year of hire, or as permitted by an extension from the Board.

 - c. More than 10 years: If an adult probation and parole officer's certificate has lapsed for 10 years or more, the Board will recertify the officer only if they complete all the requirements of sections 7.C and 7.D.