

**Board of Trustees**  
**MAINE CRIMINAL JUSTICE ACADEMY**

**CANINE (K-9) TEAM ASSISTANT TRAINER CERTIFICATION**

**Specification S-20**

The following requirements are specified for the certification of K-9 Team Assistant Trainers. K-9 Team Assistant Trainers will be utilized for the training and evaluation of K-9 Teams under the supervision of a Principal Canine K-9 Team Trainer and as specified in Specification S-17 and Specification S-18.

**Certification:**

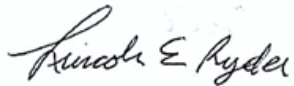
- A-1. Be employed as one of the following: a law enforcement officer, a corrections officer, a staff member of the Office of the Chief Medical Examiner: or
- A-2. Be a former certified MCJA K-9 Team Handler who held active status in good standing as a MCJA certified K-9 Team Handler for a minimum of two (2) years at the time of separation or has attained equivalent law enforcement certification as approved by the Academy; and
- B. Be designated by the Chief Executive Officer (or his/her designee) of a criminal justice agency as a K-9 Team Assistant Trainer.
- C. Individuals interested in becoming a K-9 Team Assistant Trainer must submit a letter of request to the Principal K-9 Trainer for approval. When applicable, consideration will be given for geographic location and supervisory experience.
- D. Have been certified by the Board of Trustees as a K-9 Handler Team for a period of at least three (3) years per discipline. A waiver of this requirement may be granted by the Board in cases of documented equivalent training and experience.
- E. Provide to the MCJA Board documentation of continuing and progressive experience in K-9 training.
- F. A Patrol K-9 Assistant Trainer applicant must assist in a minimum of eighty (80) hours in a Patrol K-9 Team training capacity under the supervision of an MCJA Certified K-9 Team Trainer with experience in Patrol K-9 Training. Eighty (80) hours must be attained in the classroom and practical phases of the basic training of Patrol K-9 Teams.
- G. A Detector K-9 Team Assistant Trainer applicant must assist in a minimum of eighty (80) hours in a Detector K-9 Team training capacity under the supervision of an MCJA Certified K-9 Team Trainer with experience in Detector K-9 Training. Eighty (80) hours must be attained in the classroom and practical phases of the basic training of Detector K-9 teams.
- H. For the purposes of 7 and 8 above, the term “K-9 Team” will not include the applicant and the applicant’s K-9.
- I. K-9 Team Assistant Trainer applicants who receive their training or certifications other than in an MCJA program will be reviewed for acceptance by the Academy K-9 Advisory Committee for equivalency.

- J. Initial certification will be at the approval of the Board. The Academy Training Coordinator will review the documentation at the end of the calendar year and make appropriate recommendations for re-certification to the Academy Director, as outlined in Specification S-20.

**Recertification:**

- A-1. Be employed as one of the following: a law enforcement officer, a corrections officer, a staff member of the Office of the Chief Medical Examiner; or
- A-2. Be a former certified MCJA K-9 Team Handler who held active status in good standing as an MCJA certified K-9 Team Handler for a minimum of two (2) years at the time of separation or has attained equivalent law enforcement certification as approved by the Academy; and
- B. Be designated by the Chief Executive Officer or his/her designee of a criminal justice agency as a K-9 Team Assistant Trainer.
- C. Recertification requirements shall be met annually, by December 31<sup>st</sup> of each calendar year.
- D. The K-9 Team Principal Trainer, with the permission of the Chief Executive Officer or his/her designee, shall annually provide documentation on the appropriate MCJA forms of continuous education and experience in K-9 Team training. The K-9 Team Principal Trainer shall provide documentation on the appropriate MCJA forms that the K-9 Team Assistant Trainer has conducted at least eighty (80) hours of the Trainer's K-9 Teams annually. If the K-9 Team Assistant Trainer is also a K-9 Handler, up to forty (40) hours of the Trainer's K-9 Team in-service training can be used towards this requirement. The Academy Training Coordinator will review the documentation at the end of the calendar year and make appropriate recommendations for re-certification to the Academy Director.
- E. The K-9 Team Principal Trainer will approve annual re-certification of the K-9 Team Assistant Trainers.

Adopted: 06/17/2011  
Revised: 09/12/2025  
Review Date: 09/12/2027



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Lincoln E. Ryder, Director  
Maine Criminal Justice Academy



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Charles Rumsey, Chair  
MCJA Board of Trustees