**Board of Trustees**

**MAINE CRIMINAL JUSTICE ACADEMY**

**EXECUTIVE CERTIFICATION**

**Specification S-4**

**Purpose:**

To establish standards that recognize those individuals who possess the required experience, training, and education as an executive in a law enforcement agency or correctional facility. These minimum standards are the fundamental basis for the success of a law enforcement or corrections enterprise. These standards are required for Executive Certification except with respect to those executives holding certification:

* Prior to June 4, 2004, for purposes of the minimum training hours, minimum college credits, and years of experience, in which case Specification S-4(A) or S-4(C) will continue to govern, or;
* Between June 5, 2004 and May 8, 2015, for purposes of the minimum training hours, minimum college credits, and years of experience, in which case Specification S-4(A) will continue to govern.

**Definitions:**

1. **"Board"** is the Board of Trustees of the Maine Criminal Justice Academy.
2. **"Department Head"** is a full-time certified law enforcement or corrections officer who is designated by the appropriate governmental body as the chief executive.
3. **"Accredited Institution"** for college credits, the Board recognizes only those units awarded in a course from a junior college, college, or university accredited as such by:

1. The Department of Education of the state in which the junior college, college, or university is located, OR

2. The regional accreditation association.

D. **"Full-Time Paid Employees."** A person is a full-time law enforcement or corrections officer employee only if:

1. Employed with the reasonable expectation of working at least 1,040 hours in any one calendar or fiscal year for performing duties as chief of police, correctional administrator, sheriff, or second-in-command.

E. **“Second-in-command.”** The full-time certified and sworn law enforcement officer or corrections officer of a duly organized law enforcement or corrections agency designated as the executive immediately subordinate to the department head.

**Requirements:**

1. The applicant must:
   1. Be a department head or second-in-command of a duly organized law enforcement or corrections agency.
   2. Have a bachelor’s degree or a master’s degree from an accredited post-secondary institution OR an associate degree from an accredited post-secondary institution along with 60 credit hours that could be applied to a bachelor’s degree for a minimum of 120 credit hours.
   3. Have five years of full time sworn law enforcement or corrections supervisory experience with at least three years of full time sworn experience as a department head or second-in-command of a duly organized law enforcement or corrections agency.
      1. The acceptability of the required experience shall be determined by the Board.
         1. Law enforcement or corrections experience as a sworn full-time law enforcement or corrections officer of a municipal police department, county sheriff's department, state law enforcement or corrections agency, or federal law enforcement or corrections agency may be acceptable for the full period of experience within these agencies.
         2. Full-time sworn work experience in other quasi-criminal justice, law enforcement or corrections agencies may be accepted at the discretion of the Board.
      2. Be an active member of a law enforcement or correctional professional or civic organization, i.e. including, but not limited to Maine Chiefs of Police Association, Maine Sheriffs’ Association, American Correctional Association, National Institute of Corrections, Rotary Club, Kiwanis Club, International Association of Chiefs of Police, etc.
      3. Attest that the applicant subscribes to the Law Enforcement or Correction’s Code of Ethics.
      4. Include the signature of the applicant's immediate superior or, in the case of a second-in-command, the signature of the department head.

**Application:**

The candidate will apply on approved forms submitted with required material to the Academy.

The application and material are to be reviewed by the Academy Staff for recommendation to the Board of Trustees.

The applicant may appeal the Academy staff’s findings to the Academy Director.

The Executive Certificate will be valid for three (3) years from issuance.

1. After the initial issuance of the Executive Certificate, the applicant may not re-apply using the same training from that initial application in the event their certificate is placed in inactive status due to failure to complete recertification training requirements. Instead, the Executive should follow procedures outlined in **Inactive Status, section A.1 and A.2 below.**

**Recertification:**

1. To maintain certification, the applicant must:
   1. Complete an additional 60 hours of training within 3 years of issuance of the current active certificate.
   2. Training hours must be related to administrative responsibilities, as determined by the Board of Trustees. Examples of such courses are:

a. Police or Corrections Supervision

b. Budget Preparation

c. Personnel Relations

d. Management Techniques

e. Police or Corrections Planning

f. Leadership

g. Financial Management

h. Policy Development

i. Community and Media Relations

j. Labor Relations

k. Grant Writing

l. Internal Affairs Investigations

m. Employee Screening / Hiring / Retention

n. Liability Management

o. Staff Development and Mentoring

* 1. College Credits awarded for the topics listed above may be counted toward Training Hours on an hour-for-hour basis.

**EXAMPLE:** A three-credit college course in criminal law would be worth 45 Training Hours. (i.e., 3 hours per week X 15 weeks = 45 Training Hours.)

* 1. College Credits counted toward degrees enumerated in **Requirements, section A.2 above,** may *not* be counted as Training Hours.
  2. Pre-approved providers of training meeting the eligibility in **Requirements, section A.2 above**, are:
  3. Maine Municipal Association
  4. International Association of Chiefs of Police
  5. Maine Chiefs of Police Association
  6. American Correctional Association
  7. National Institute of Corrections
  8. Federal Law Enforcement Training Center
  9. Federal Bureau of Investigation
  10. Department of Justice
      1. FEMA
  11. Training from other providers will be evaluated and considered by Academy Staff.

1. In the case of a second-in-command who holds the certificate, that person must maintain the position of second-in-command or be promoted to the chief executive officer of a duly organized law enforcement or corrections agency.
2. Any executive who holds an active certificate prior to June 4, 2004 shall meet the requirements as outlined in S-4(A) or S-4(C) upon reapplication.
3. Any executive who holds an active certificate issued between June 5, 2004 and May 8, 2015 shall meet the requirements as outlined in S-4(A) or S-4(C) upon reapplication.

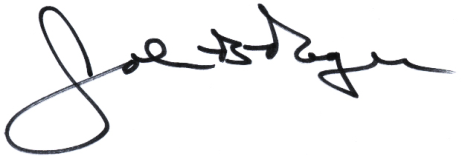
**Inactive Status:**

* + - 1. If the Executive holding a certificate fails to complete the required 60 hours of training, the certificate will expire, and a notation of inactive status will be made.
  1. The Executive holding an inactive certificate can apply to the Board seeking an extension to complete the training requirements for recertification.
  2. If granted, the Executive would have up to 1 year to complete the 60 hours of required training for each certification period (3-year period) for which they have not completed the recertification requirements AND complete the application process for recertification on Academy forms with the required supporting documentation.
  3. The Board may suspend or revoke the certificate of the holder if the holder fails to comply with any Board requirement.

Adopted: 05/08/2015

Amended: 09/13/2019

Review Date: 09/13/2022

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John B. Rogers, Director Brian R. Pellerin, Chair

Maine Criminal Justice Academy MCJA Board of Trustees