

New Hire Packet (Rev. 7/22)



Notice of Employment Form

Notice of Employment must be sent to the ESCB **within 30 days** of hire or termination.

Course Profile Registration

Registration is required by the class applicant before the ESCB can enroll them into Vendor specific courses (ETC/EMD/EFD). Enrollment must be done at least 2 weeks from the start of the session, No Exceptions.

Training Request Form

All required training must be completed within 12 months of hire date, with the exception of NG911, which must be done within 90 days of hire. If several people are taking classes on the same dates, then multiple courses can be checked on a single form.

Student Instructions

Student Expectations, Dress Code/Attire, Class Times, Directions, Parking and Contact Information.
Retain these instructions and issue them to each student attending class.



STATE OF MAINE
PUBLIC UTILITIES COMMISSION

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Public Safety Dispatcher
NOTICE OF EMPLOYMENT / TERMINATION (rev. 12/19)
Forward to the ESCB **within 30** days of employment or termination.

Please fill out either the EMPLOYMENT or the TERMINATION information, as applicable.

Name (Applicant) Maiden/previous Name(s):
(Last) (First) (Middle)
Department: Title:
Date of Birth: Sex: SS #: (required by statute)
(mm/dd/yyyy)

Official Agency E-mail Address for this Employee:

EMPLOYMENT DATE: *or* **TERMINATION DATE:**

EMPLOYMENT / TERMINATION LEVEL:

Has this employee had basic training for full-time public safety dispatching OUT OF STATE?

If the agency is requesting a waiver of the basic school for this individual, please forward the Waiver Application Packet to the Emergency Services Communication Bureau (ESCB)

Has this employee had training in Emergency Medical Dispatch (EMD)?

If Yes, what program? Contact Maine EMS Office for license application process.

**Is the applicant otherwise employed w/your agency? If so, what position? (i.e. also full-time law enforcement, part-time corrections, other)

TERMINATION: (If termination due to Conviction or Professional Misconduct, please note in comments) Type of

Termination (Please check): Resigned Discharged Retired Deceased Other

Comments:

This form MUST be signed by the DEPARTMENT HEAD and submitted to the ESCB, 18 SHS, Augusta, ME 04333 or faxed to 207-512-5950

Name (please print): Title:

Signature:(phone) Date:

Phone: 207-877-8068 or 207-287-1598 or Fax: 207-512-5950 (training office)

Registration Instructions for IAED Courses

Users must register and create a profile before being allowed into a course

Video instructions are available at this link: <https://vimeo.com/366521684>

Users must be registered into a course no later than 2 weeks from the start of the session. **NO EXCEPTIONS.**

1. Go to the following website to start registration and profile creation:
<https://courses.prioritydispatch.net/>
2. Fill out fields for First Name, Last Name, Email, Password, Confirm Password, and Member Number (if you have never been certified through IAED/Priority Dispatch then leave Member Number blank)
3. Click Create Account
4. Check the email you listed in registration form
5. Click on the link in your email to verify address
6. Log in to account
7. Click on Member Info
8. Verify information is accurate
9. Enter Agency ID Number (provided by supervisor)

*****It is important to add Agency ID number because it affects billing and ability to be enrolled in a class*****

Sign up for an account through mimeo (for digital materials) by visiting <https://prioritydispatch.mimeo.digital> . I recommend using the same email and password used to create your courses.prioritydispatch.net account.

*****Students only create an account, the training coordinator will register them into classes. When hosting a class we ask that PDC not post them publicly so as not to fill up with students who do not work at a dispatch center in Maine*****



Emergency Services Communication Bureau

SHS 18 – Augusta, ME 04330

APPLICATION FOR IN-SERVICE TRAINING (REV. 12/19)

Fax Completed Form to 207-512-5950

Recommended: Double Click online and type information - Clicking Box will apply a check mark

Classes Requested:

****Ensure new hires have been at their center before enrolling in classes, especially NG911***

****Have students review MCJA Rules, e.g.: Dress Code, before arriving for class***

First Name:

Last Name:

Meals (Y/N):

Lodging (Y/N):

Allergies?:

Special Accommodations?:

Agency Supervisor Name:

Date:

STUDENT INSTRUCTIONS

(PLEASE ISSUE THESE INSTRUCTIONS TO EVERY STUDENT)

What to Expect: Be sure that your agency has submitted your name on a signed Request for In-Service Training Form and that lodging has been requested, if desired and eligible. Each student will be provided a textbook and reference materials. Please **avoid working the late shift before your first training day** as the materials are challenging and you must be alert in class.

What to Bring: If your agency issues you a personal copy of the SOP manual for dispatch, bring it as a reference. Be sure to bring a writing utensil, a highlighter and some note paper.

Security: Please, no weapons, chemical agents or contraband on-site. Lock vehicles and keep valuables out of plain view. Do not wander into other buildings outside your classrooms, dining hall or library. Building doors lock automatically at 1800 hrs. If lodging at MCJA, dorm students will have access to the rear entry door until 2100 hours (front door locks at 1800 hours).

Study Assignments & Certification Exam: Some courses require *Self-Assessment Questions* and *Case Studies* at the end of each chapter. Students will be expected to complete these assignments during the week, which will also serve as a great review in preparation for the written *Certification Exam* on the last day. Passing the exam will earn you certification from the sponsoring agency.

Attire & Conduct: Per the Maine Criminal Justice Academy: 'Students shall be properly dressed in uniform or appropriate attire while enrolled in training programs. No shorts, cutoffs, jeans, T-shirts, clothing with inappropriate language, ripped or torn clothing is allowed without the express approval of the training supervisor.'

Delays, Absences & Emergencies: Try to arrive at least 15 minutes early to find your classroom & settle in. Classes typically end at approx. 1700 hours, half day morning sessions go until 1200. If you are running late or will be absent, call the training coordinator @ 207-592-4254. If inclement weather becomes a travel issue, a cancellation message will be left on the voice-mail greeting by 0600 hours. Every attempt will be made to stay on schedule. If the Executive Branch of State Government is closed, Class is canceled. Students must always report to their center/supervisor for assignments or to make up for hours (ProQA is half a day, some students may need to report to their centers to make up additional hours for the pay period).

Class Times:

ETC 0800-1700, EMD 0800-1700, UNIVERSAL DAY FOR EFD 0800-1115, EFD 0800-1700, ED-Q 0800-1700, EFD-Q 0800-1700, EMD-Q 0800-1700, PROQA 0800-1200 or 1300-1700, AQUA 0800-1700, NG911 0800-1700.

Directions: The Maine Criminal Justice Academy is where our classes are held. The academy is located approximately 12 miles from Augusta or 7 miles from Winslow.

From the North: Take Interstate 95 south to Exit 127, old exit 33, (Kennedy Memorial Drive). At the end of the ramp, turn left and follow Kennedy Memorial Drive into town. Where Route 137 turns off to the right (after 7th street light) turn onto Route 137. Proceed approximately 1.5 miles to the intersection of Route 201. Turn right onto Route 201. Follow Route 201 for exactly 5 miles to the intersection with Oak Grove Road on the left. Academy is the set of brick buildings on the right.

From the South: Take I-95 north to **new Exit 113**, cross new bridge to intersection with Rt. 201(2nd traffic lights). Turn left onto Rt. 201 and travel approximately 8 miles. Watch for the big brick castle on the hill to your right. Turn right onto Oak Grove Road, see church on corner, and right, into the access road. Classes will be held in the central Classroom & Administration Building (Bld. B). From the upper parking lot, students will proceed down the sidewalk & enter through the main doors of the lobby, turn right & proceed up

the central stairway to the classrooms. There is an elevator off from the lobby for those who require special assistance. There will be signs to direct you at each doorway.

Parking: Parking is occasionally limited, so arrive early. There is a main parking area on your left as you arrive. Also, additional parking is allowed along the access driveway loop, on the side away from the buildings. There is also a parking lot at the rear of the facility, follow the access road around and enter through the back entrance. There are handicapped spaces clearly marked near the entrances of each building. **Contact us if you need any special assistance.** Please do not use the slots around the turnaround loop near the main walkway.

Lodging: Students who have long commutes (i.e. over 1 hour), and require overnight lodging, must receive permission from their agency and apply directly with the 9-1-1 Bureau in advance. Cost of overnight lodging may be covered by the Bureau if requested in advance by the agency through the Bureau. *(Students with commutes of 2 hours or more who would like Sunday evening lodging in the Waterville area may request so from the Bureau, if done in advance)*

The Fireside Inn & Suites, located at 376 Main St, Waterville is the preferred location of lodging for students (207-873-3335). Students who are lodging overnight must check out of their room prior to coming to class on the last day.

Meals & Breaks: Lunch will be provided each weekday at the academy cafeteria, funded by the Bureau. Students who are residing in a hotel will have the continental breakfast at their hotel, lunch will be provided at the MCJA cafeteria. We will have breaks morning and afternoon. **No open top liquid containers in the classroom please!** Bring a personal spill resistant mug or drinking bottle. Lunch break will be 45 minutes long depending upon student consensus and progress in meeting learning objectives. **Please notify us if you have special dietary needs or limitations.** Please smoke only in designated outside areas.

Questions: Questions concerning the training sessions may be directed to:

Kyle Ellis 9-1-1 Operations Manager

Work Cell: (207) 592-4254

MCJA Office: (207) 877-8068

Maine Criminal Justice Academy, 15 Oak Grove Rd, Vassalboro, Maine. 04989

Front Office: 207-877-8000