

Maine Criminal Justice Academy

TRAINING CATALOG **July 2023 – June 2024**



15 OAK GROVE ROAD
VASSALBORO, MAINE 04989
(207)877-8000

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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

May 31, 2023

Dear Colleague:

This publication is designed to provide criminal justice agencies with a schedule of training programs offered by the Academy through June, 2024. The course schedule, at this time, is an accurate description of the training planned to be offered during this training year. Changes do occur that require we postpone, cancel or add other courses to the schedule. Agencies will be promptly notified of any changes, cancellations or specially scheduled programs. You may also find the training courses in the catalog listed on the Academy's homepage www.maine.gov/dps/mcja

Generally, tuition for most classes in 2023 & 2024 is \$3/hour. Lodging, when available, remains at \$15 per night and students are required to bring their own bed linen or sleeping bags. Meals are priced at \$8.50 per meal. The BLETP tuition is \$3,000.00 in 2023 - 2024 per student for agencies. Agencies will be invoiced for actual costs incurred up to \$3,000.00, if the student leaves for any reason. The dress code at the Academy requires students to wear a uniform or dress slacks or skirt and shirts with collars. This policy is included in this catalog.

The MCJA cancellation policy, which requires your agency to pay the tuition costs for any class canceled by your employee or if the employee fails to attend a program for which they applied without notifying the Academy in writing by mail, FAX or e-mail at least 1 week prior to the class starting date, remains in effect. If the seat can be filled with another student on the waiting list, your agency will not be billed. This cancellation policy will allow students on the waiting list to attend the class, not leaving a last-minute vacancy that is difficult to fill. Applications should be forwarded to the Academy at least 3 weeks prior to the start of a course. Generally, classes will be filled on a first-applied, first-accepted basis, but priority will be given to students who currently hold positions in specialty areas, and agency need. Please direct all inquiries to the appropriate training supervisor at 877-8000.

Sincerely,

Jack D. Peck, Jr., Director
Maine Criminal Justice Academy

MAINE CRIMINAL JUSTICE ACADEMY STAFF

Name	Position	Phone	E-mail
Jack Peck	Director Assistant Director	877-8011 877-8008	jack.d.peck@maine.gov
Joshua Daley	MCJA Training Coordinator	877-8020	joshua.daley@maine.gov
Edwin "Don" Finnegan	MCJA Training Coordinator	877-8014	edwin.d.finnegan@maine.gov
Darin Gilbert	MCJA Training Coordinator	877-8035	darin.gilbert@maine.gov
Alan Gregory	MCJA Training Coordinator	877-8016	alan.gregory@maine.gov
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MAINE CRIMINAL JUSTICE ACADEMY

A Bureau of the Department of Public Safety

MCJA TRAINING PROGRAMS

STUDENT DISCIPLINARY CODE

PREAMBLE

The Maine Criminal Justice Academy Student Disciplinary Code (the “Code”) is designed to promote the orderly and efficient training of students who receive training under the auspices of the Academy. The Code is promulgated to assure the safety of persons undergoing training, to protect the peaceful exchange of ideas, and to promote professionalism and orderliness consistent with good law enforcement and an efficient criminal justice system.

ARTICLE I

Purposes

SECTION 1: Title 25, M.R.S A. §2803-A authorizes the Board of Trustees of the Maine Criminal Justice Academy (the “Board”) to set training and certification standards for all law enforcement officers, set requirements for board-approved courses and prescribe curriculum and certify graduates of board-approved courses.

SECTION 2: The Board concludes that the foregoing statutory provision authorizes the Board to establish standards of student conduct and the procedure for enforcing such standards.

SECTION 3: It is the purpose of this Code to promulgate standards of student conduct and the procedure for enforcing such standards, to be known as the “Student Disciplinary Code” for the Maine Criminal Justice Academy.

SECTION 4: This Code shall apply to all students attending any on-site or off-site Maine Criminal Justice Academy Program, which include: all In-service Programs, the Basic Corrections Program, or the Pre-Service Law Enforcement Programs in accordance with 25 M.R.S.A., chapter 341, with the exception of the Basic Law Enforcement Training Program approved by the Board in accordance with 25 M.R.S.A. § 2804-C (“BLETP”), which has a separate disciplinary code, entitled Cadet Disciplinary Code.

SECTION 5: The fact that the Academy may take disciplinary action is not intended to affect or influence the ability of the student’s employer or any appropriate civil or law enforcement authority to take disciplinary or enforcement action. The student remains subject to prosecution for violation of any applicable laws.

ARTICLE II

Sanctions

SECTION 1: General. No student may be dismissed or suspended for disciplinary reasons except in accordance with the provisions of this Code. The following sanctions may be imposed for violation of the Academy Standards of Conduct, which are set forth in Article III of this Code.

SECTION 2: Denial of Privileges. Minor infractions of the Rules and Regulations of the Academy, Standards of Conduct of this Code, directives, and staff orders may result in denial of privileges. Such a sanction may be imposed in conjunction with written or oral reprimands.

SECTION 3: Oral Reprimand. A student may receive a verbal reprimand by the Training Coordinator pursuant to the procedures outlined in Article IV for violation of the Standards of Conduct of this Code and the rules and regulations of special training.

SECTION 4: Written Reprimand. A student may receive a written reprimand by the Training Coordinator pursuant to the procedures outlined in Article IV for violation of the Standards of Conduct of this Code and the rules and regulations of special training.

SECTION 5: Suspension. A student suspended from the Academy shall leave the premises of the Academy and shall not participate in any activity conducted under the auspices of the Academy, except such activities as are open to the general public and shall not have any privileges of a student. For purposes of the application of this Code, however, he/she shall be regarded as a student, though suspended. At the expiration of the period of suspension, either at the point in time of the course from which he/she was suspended or the beginning of the next training course as determined by the Director of the Academy on the application of such student, he/she shall be automatically reinstated as a student in good disciplinary standing provided he/she has not been found, in the meantime, to have further violated one of the Standards of Conduct of this Code.

SECTION 6: Dismissal. A student dismissed from the Academy shall leave the premises of the Academy and shall no longer be a student of the Academy. In order to become a student again, a person must submit a new application for admission.

ARTICLE III

Standards of Conduct

SECTION 1: General. Conduct promoting public respect and self-esteem is an essential quality for an effective criminal justice professional. Students are expected to practice and demonstrate such conduct to a high degree while enrolled in an Academy training program. Compliance by all students with the Standards of Conduct will enhance this quality. Such compliance is required, and any violation will be the subject of appropriate disciplinary action, up to and including dismissal from the Academy.

SECTION 2: Criminal Misconduct. Violation of any criminal law at any time or place is deemed a very serious breach of the Standards of Conduct of this Code. Any student in any MCJA training program against whom criminal charges have been filed in court may be suspended pursuant to Article IV by the Director from further attendance in or at an Academy program pending resolution of the criminal charge. Conviction of a criminal offense will result in appropriate disciplinary action and may result in dismissal of the student.

SECTION 3: Ethical Violations. Ethical standards are essential standards of integrity to which every criminal justice professional should aspire. Ethical Violations represent an EXTREMELY SERIOUS INCIDENT of misconduct that may result in termination from the Academy, or in appropriate cases, a period of probation and/or other punishment. The acts of **lying, plagiarism, stealing** and **cheating** are considered ethical violations of the Code. The following definitions are pertinent to the Academy's Ethical Violations:

- A. **Lying** is stating an oral or written untruth with the intent to deceive.
- B. **Plagiarism** is to knowingly use unauthorized assistance in submitted work designated to represent one's own efforts.
- C. **Stealing** is to take, obtain or withhold property or anything of value wrongfully from the owner with the intent of permanently or temporarily depriving the owner of its use or possession.
- D. **Cheating** is to deceive by trickery, to mislead, to elude, or to act dishonestly. Examples include:
 - Looking at another student's answer sheet or test papers.
 - Copying another student's answer.
 - Having another student do an assignment.
 - Talking without permission to another student, anytime, during an examination.
 - Writing any information before, during, or after the exam on desktops, booklets, hands, etc. Use of scratch paper for mathematical computations is acceptable if authorized by the exam proctor.
 - Having any unauthorized information at the student's disposal such as notes, books, etc., that is relevant to the examination without permission.
 - Having access to examination questions and answers prior, during, or after a test, and before the grading of the exam.

SECTION 4: Failure to Comply with Directives. Students must obey all applicable directives as outlined in the rules and regulations in the Special Training programs. Additional directives may be presented and explained by the staff. Failure to comply with directives will result in appropriate disciplinary sanctions and may result in dismissal of the student.

SECTION 5: Unprofessional Conduct. Students attending any Academy program are expected to conduct themselves professionally. Harassment of any person, hazing, profanity, discourtesy, rudeness, impoliteness and the like are unprofessional conduct for criminal justice professionals. Unprofessional conduct will result in appropriate disciplinary sanctions and may result in dismissal of the student.

SECTION 6: Sexual Harassment and Discrimination. Sexual Harassment and discrimination based on race, color, sex, religion, age, national origin, sexual orientation or disability are prohibited. Any form of sexual harassment or discrimination will not be tolerated at any Academy programs.

Examples of prohibited harassment and discrimination include, but are not limited to:

- A. Unwelcome sexual advances or contact, gestures, suggestive or lewd remarks;
- B. Verbal abuse such as offensive racial, ethnic, or sexual threats or comments, physical overtures, or any type of pressure to engage in sexual activity;
- C. Offensive jokes; and
- D. Ridicule, slurs, derogatory action or remarks.

Students may report incidents of discrimination or harassment to any member of the Academy staff or the Department of Public Safety's Personnel Officer located at 45 Commerce Drive, Suite 1, Augusta, Maine 04333-0104 or by telephone at 626-3814. Discrimination against or harassment of any person will result in appropriate disciplinary sanctions and may result in dismissal.

SECTION 7: Application of Sanctions to Standards of Conduct. The specification of a possible sanction under each of the Standards of Conduct in this Code is not intended to be exclusive; the range of sanctions remains available. Each case will be considered individually, with due regard given the nature of the violation and the history of the student.

ARTICLE IV

Procedures

SECTION 1: General. Any person may report a student for a violation of the Standards of Conduct to any member of the Academy staff. Minor violations will normally be addressed by oral or written reprimands. More serious and repeated violations will result in suspension or dismissal. The Disciplinary Officer referred to in this Code shall be the Assistant Director or other designee appointed by the Academy Director.

SECTION 2: Oral Reprimand. Disciplinary action in the form of an oral reprimand by the Training Coordinator to a student is subject to review by the Disciplinary Officer. Written notification of an oral reprimand will be provided to the student and the student's sponsor.

SECTION 3: Written Reprimand. Disciplinary action in the form of a written reprimand by the Training Coordinator to a student is subject to review by the Disciplinary Officer. The written reprimand shall include a notation of the nature, time, place of the violation and the sanction. The original will be given to the student and the student's sponsor, and the Disciplinary Officer for entry in the students record. Notification of the written reprimand shall be given to the Academy Director.

- A. The student may appeal this action by submitting a written request to the Disciplinary Officer within twenty-four (24) hours after receiving such reprimand.
- B. Within three (3) working days after receiving the requested appeal, the Disciplinary Officer shall hold an informal hearing on this appeal, attended by the reprimanded student, the Training Coordinator issuing the reprimand and any witnesses desired by the Training Coordinator or student.
- C. Upon conclusion of this informal hearing, the Disciplinary Officer shall notify the student and the student's sponsor of his/her decision. The decision shall be final and noted in the student's record.

SECTION 4: Suspension or Dismissal.

A. Preliminary Investigation and Recommendation for Hearing. Upon receipt of information that a student may have committed a violation of the Standards of Conduct of this Code that could result in suspension or dismissal, the Disciplinary Officer shall immediately conduct an informal preliminary investigation of the matter. If satisfied that there is reasonable cause for either suspension or dismissal of the student, the Disciplinary Officer will submit a written report of the investigation specifying the nature, time and place of each violation alleged and the names of witnesses accompanied by all or any written statements and exhibits of such offense to the Academy Director with a recommendation that a hearing be convened on the alleged violation(s).

B. Action by the Academy Director. If the Academy Director concurs in the recommendation of the Disciplinary Officer, the Director will notify the Chair of the Board of Trustees to schedule the matter for hearing. In the meantime, the Academy Director may, for good reason, suspend the student pending hearing. The Academy Director may have good reason to suspend the student pending hearing based on such considerations as the health and safety of the accused cadet, other cadets, and/or staff, and the need to conduct training without disruption. If the Academy Director concludes that no violation has occurred, the Director may dismiss the matter. If the Academy Director concludes that the alleged violation is not sufficiently serious to warrant suspension or dismissal, the Director may refer the matter to the Training Coordinator for an oral or written reprimand.

C. Hearing. If the Academy Director concurs with the recommendation to refer the matter to the Board of Trustees, the Director shall notify the Chair of the Board who, in turn, will appoint three members of the Board to serve as a hearing panel. The Director shall provide the accused student with a written statement of the charges and the time and place of the hearing at least 48 hours prior to the time of such hearing. The panel shall conduct the hearing in accordance with the Maine Administrative Procedure Act and applicable Department of Public Safety Rules regarding administrative hearings.

D. Decision after Hearing. The panel shall issue a written decision no later than two working days after conclusion of the hearing. The decision shall include findings of fact sufficient to advise the student of the basis for the decision, shall be mailed or provided in hand to the student, and shall apprise the student of the right of appeal pursuant to 5 M.R.S.A. § 11001.

SECTION 5: Attendance at the Academy Subsequent to Suspension or Dismissal. A dismissed student, or a student unable to complete a course due to a suspension, may apply for admission to a subsequent Academy course. Any statement of the applicant on the “Background Standard for Admission to and/or Certification,” on an application, or in a request for admission or enrollment must be accompanied by a statement disclosing the date and nature of the prior violation and the sanction imposed. Prior disciplinary action may provide grounds for denial of admission and will be considered to the extent permitted by law. The Academy Director or his/her designee shall advise the applicant in writing of the decision to deny admission to the Academy. The decision shall reflect the Academy Director’s or his/her designee reasoning in a manner sufficient to inform the applicant of the basis for the decision.

SECTION 6: Appeal of Denial of Admission. An applicant who has been denied admission based all or in part on disciplinary action imposed while the applicant was previously enrolled at or attending the Academy may appeal such decision to the Board of Trustees by delivering a written notice of appeal to the Academy Director no later than ten (10) working days after receipt of written notice of the decision denying admission. The notice of appeal should include a copy of the written decision of the Academy Director and a complete statement of the reasons the applicant disagrees with the decision of the Director.

A. Within two (2) working days of receipt of a copy of the written notice of appeal, the Academy Director shall transmit to a three-member panel of the Board appointed by the Chair of the Board a copy of the written decision, copies of any evidence relied on, the notice of appeal, and any materials submitted by the applicant in support of the appeal.

B. Within thirty (30) working days of receipt of the materials transmitted by the Academy Director, the panel shall review the materials and issue a written decision. The panel may affirm the decision of the Academy Director; remand to the Director for additional findings of fact; or vacate the findings of the Director and admit the applicant. The decision shall reflect the panel's reasoning and advise the applicant of any right of appeal.

Moved by: Linda Smithers
Seconded by: Richard Harburger
Voted Unanimously by the Board of Trustees
Date: 05/05/2006



MAINE CRIMINAL JUSTICE ACADEMY

A BUREAU OF THE DEPARTMENT OF PUBLIC SAFETY

Rules and Regulations for Special Training Programs

Directive 79-1 (Revised)

PURPOSE

The following rules and regulations are established to promote the orderly and efficient training for those individuals who attend the Maine Criminal Justice Academy for special training programs (i.e. in-service, student orientation programs, etc.) They are designed to promote professionalism and orderliness consistent with the high ideals of the criminal justice system, and so that the students receive the full benefit of the training program.

AUTHORITY

The herein contained rules and regulations are established and implemented in accordance with policies and procedures promulgated by the Academy Trustees. It shall be the responsibility of all Academy staff members to encourage and enforce compliance with these rules and regulations. A training supervisor will be assigned to each special training program and will be responsible to apprise each student of these rules and regulations at the start of each training program.

CONDUCT AND GENERAL RESPONSIBILITIES

1. Students shall conduct themselves in an orderly and professional manner at all times while enrolled in an Academy training program.
2. Students are expected to conduct themselves ethically while attending Academy training programs. Ethical violations such as lying, cheating, plagiarism, deception, as well as criminal conduct and harassment are serious violations of the “*Student Disciplinary Code*” and can lead to disciplinary action, up to and including dismissal from the Academy.
3. The consumption of alcoholic beverages on Academy grounds is prohibited unless the consumption is an integral part of an approved training program.
4. Students shall assist in the conservation of heat and electricity.
5. Students shall maintain quiet after lights out at 11:00 p.m.
6. Student vehicles shall be parked according to Academy maps and where instructed to do so.
7. Students are responsible for all information posted on the designated bulletin board or in other locations identified by the MCJA training coordinator.
8. Students shall be properly dressed in uniform or appropriate attire as explained by the In-Service Training Supervisor 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.
9. Student shall not use any tobacco product within 100 feet of any Academy building or while participating in any Academy in-service training program off grounds. Students shall smoke only in those areas designated by the training coordinator.
10. Canines are not allowed in the billets or classroom without the permission of the Academy Director or the Training Manager.
11. Law enforcement officers are encouraged to leave their weapons secured in their vehicles during training. Non-law enforcement officers are prohibited from bringing firearms onto Academy grounds. ***In no case are firearms allowed in the dormitories (billets) without the prior written permission of the Academy Director.***
12. Personal injuries or property damage shall be brought to the immediate attention of a staff member.

13. Students will be permitted off the Academy grounds. Students should contact the training supervisor or another staff member if a problem arises or if special permission is needed.

ROOMS, LODGING AND LINEN

1. Advance notice must be given to the Academy for students who require lodging during training. **Lodging may not be available.**
2. Each student will be assigned to a room and room assignments will be posted. ***Room assignments will not be changed without permission of the training supervisor.*** Students shall not remove dorm room furniture from their rooms.
3. Telephone messages, if not personally communicated, will be posted on the bulletin board. All Academy telephones are off limits, except with specific permission of the staff.
4. Linen will be the student's responsibility. You will need to provide your own sheets, pillow cases, or sleeping bag and you may prefer to bring your own pillow. Blankets will be folded and placed at the foot of the bed.
5. ***Students lodging here must provide their own towels, face cloths, sheets, pillow cases, and/or sleeping bag.***

MEALS

1. Students shall comply with meal policies on the In-Service Application and as explained by the training coordinator. Students are required to have a meal ticket issued by the training coordinator to eat in the dining room.
2. Failure to provide the Academy with at least one-week advance notice may result in the unavailability of meals for a student.

ATTENDANCE AND ACADEMIC STANDARDS

Accreditation and certification for special training programs shall not be given unless successful completion of required standards and 90% attendance is attained. Exceptions to these standards will only be made by the Academy Director after consultation with the course instructor(s).



Jack D. Peck, Jr., Director
Maine Criminal Justice Academy

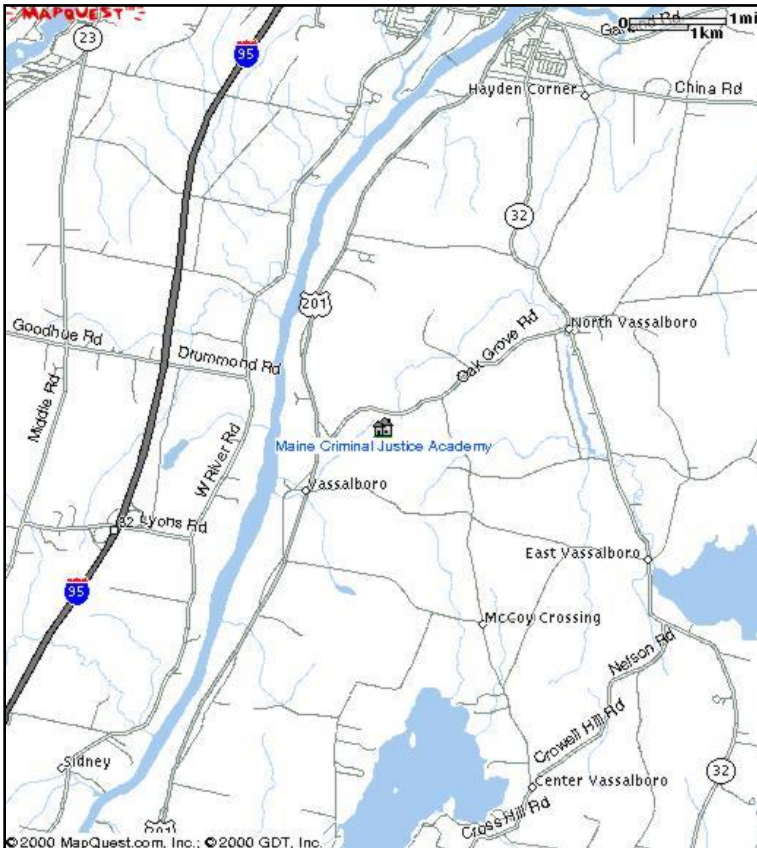
Revised: July 15, 2020

Map and Directions to the Academy

The Maine Criminal Justice Academy is located off Route 201 in Vassalboro. It is approximately 7 miles south of the Town of Winslow and 12 miles north of the City of Augusta.

From the south: Take Interstate 95 north to Exit 113, travel to your second set of traffic lights. Turn left onto Route 201 North. Go approximately 9 miles. The Academy will be located on your right.

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 the KMD 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 intersection with the Oak Grove Road on the left. Academy is the set of brick buildings on the right.



Main Entrance is located
here.
Follow signs from
Parking Lot.



Maine Criminal Justice Academy

TRAINING SCHEDULE – July 2023 - June 2024

Basic Law Enforcement Training Program

<u>DATE</u>	<u>COURSE</u>	<u>LOCATION</u>
Aug. 14, 2023 – Dec. 15, 2023	44th Basic Law Enforcement Training Program	Maine Criminal Justice Academy
Jan. 16, 2024 – May 17, 2024	45th Basic Law Enforcement Training Program	Maine Criminal Justice Academy

Law Enforcement Pre-Service

(additional dates will be added on our website)

<u>DATE</u>	<u>COURSE</u>	<u>LOCATION</u>
Jul. 31, 2023 – Aug. 11, 2023	Law Enforcement Pre-Service – Phase 2	Maine Criminal Justice Academy
Jan. 2, 2024 – Jan. 12, 2024	Law Enforcement Pre-Service – Phase 2	Maine Criminal Justice Academy

Basic Corrections Training Program

<u>DATE</u>	<u>COURSE</u>	<u>LOCATION</u>
Jul. 10 – Aug. 14, 2023	Basic Corrections Training Program	Offsite
Oct. 2 – Nov. 7, 2023	Basic Corrections Training Program	Maine Criminal Justice Academy
Jan. 16 – Feb. 22, 2024	Basic Corrections Training Program	Maine Criminal Justice Academy
Mar. 25 – Apr. 30, 2024	Basic Corrections Training Program	Maine Criminal Justice Academy

Law Enforcement and Corrections In-Service Training

(additional courses will be added as they're scheduled)

<u>DATE</u>	<u>COURSE</u>	<u>LOCATION</u>
July 31 – Aug. 11, 2023	School Resource Officer	Maine Criminal Justice Academy
Sep. 7, 2023	Drug Recognition Expert Refresher	Maine Criminal Justice Academy
Sep. 11 – 22, 2023	Methods of Instruction	Maine Criminal Justice Academy
Sep. 18 – 22, 2023	Urban Rifle Instructor Development	Maine Criminal Justice Academy
Sep. 25 – 29, 2023	New Chiefs & Sheriffs seminar	Maine Criminal Justice Academy
Oct. 16 – 20, 2023	Law Enforcement Chaplain	Maine Criminal Justice Academy
Dec. 5 & 6, 2023	Crash Reconstruction Refresher	Maine Criminal Justice Academy
Jan. 29 – Feb. 9, 2024	Methods of Instruction	Maine Criminal Justice Academy
Feb. 20 – Mar. 1, 2024	Drug Recognition Expert	Maine Criminal Justice Academy
Mar. 11 – 15, 2024	Crime Scene Investigation	Maine Criminal Justice Academy
May 28 – June 7, 2024	Methods of Instruction	Maine Criminal Justice Academy
June 3 – 14, 2024	Firearms Instructor Development	Maine Criminal Justice Academy
June 13, 2024	Firearms Skills Development	Maine Criminal Justice Academy

Emergency Services Communication Bureau Courses

July 31 – Aug. 4, 2023	Emergency Telecommunicator Certification	Maine Criminal Justice Academy
Aug. 7 – 9, 2023	Emergency Medical Dispatch	Maine Criminal Justice Academy
Aug. 10 – 11, 2023	Emergency Fire Dispatch	Maine Criminal Justice Academy
Aug. 15, 2023	ProQA	Maine Criminal Justice Academy
Aug. 16 – 17, 2023	NG 911	Maine Criminal Justice Academy
Sep. 22, 2023	QA Review	Remote Learning /Hybrid
Sep. 25 – 29, 2023	Emergency Telecommunicator Certification	Maine Criminal Justice Academy
Oct. 2 - 4, 2023	Emergency Medical Dispatch	Maine Criminal Justice Academy
Oct. 5 – 6, 2023	Emergency Fire Dispatch	Maine Criminal Justice Academy
Oct. 10, 2023	ProQA	Maine Criminal Justice Academy
Oct. 11 – 12, 2023	NG 911	Maine Criminal Justice Academy
Oct. 17 – 18, 2023	NG 911 Train the Trainer	Maine Criminal Justice Academy
Oct. 23 – 25, 2023	NENA 9-1-1 Center Supervisor Program	Maine Criminal Justice Academy
Nov. 27 – Dec. 1, 2023	Emergency Telecommunicator Certification	Maine Criminal Justice Academy
Dec. 4 – 6, 2023	Emergency Medical Dispatch	Maine Criminal Justice Academy
Dec. 7 – 8, 2023	Emergency Fire Dispatch	Maine Criminal Justice Academy
Dec. 13, 2023	ProQA	Maine Criminal Justice Academy
Dec. 14 – 15, 2023	NG 911	Maine Criminal Justice Academy
Jan. 29 – Feb. 2, 2024	Emergency Telecommunicator Certification	Remote Learning
Feb. 5 – 10, 2024	Emergency Medical Dispatch	Remote Learning
Feb. 13 – 16, 2024	Emergency Fire Dispatch	Remote Learning
Feb. 20, 2024	ProQA	Remote Learning
Feb. 21 – 22, 2024	NG 911	Maine Criminal Justice Academy
Mar. 22, 2024	QA Review	Remote Learning /Hybrid
Apr. 1 – 5, 2024	Emergency Telecommunicator Certification	Maine Criminal Justice Academy
Apr. 8 – 10, 2024	Emergency Medical Dispatch	Maine Criminal Justice Academy
Apr. 11 – 12, 2024	Emergency Fire Dispatch	Maine Criminal Justice Academy
Apr. 22, 2024	ProQA	Maine Criminal Justice Academy
Apr. 23 – 24, 2024	NG 911	Maine Criminal Justice Academy
Apr. 25 – 26, 2024	NG 911 Train the Trainer	Maine Criminal Justice Academy
June 3 – 7, 2024	Emergency Telecommunicator Certification	Maine Criminal Justice Academy
June 10 – 12, 2024	Emergency Medical Dispatch	Maine Criminal Justice Academy
June 13 – 14, 2024	Emergency Fire Dispatch	Maine Criminal Justice Academy
June 18, 2024	ProQA	Maine Criminal Justice Academy
June 20 – 21, 2024	NG 911	Maine Criminal Justice Academy

Alert and Physical Fitness Testing

Alert testing is available. Contact our office at (207)877-8000 to schedule.

Physical fitness testing may be conducted offsite by an MCJA certified Physical Fitness tester, through a signed memorandum of understanding. Agencies interested in conducting off-site PFT's may contact our PFT coordinator, Joshua Daley, at (207)877-8020 or joshua.daley@maine.gov to discuss options. We expect to begin offering open PFT testing again, on particular dates, in the Fall, 2023.

ADMINISTRATIVE COURSES

NEW CHIEFS AND SHERIFFS SEMINAR

Location: MCJA
Time: 8:00 - 5:00
Tuition only: \$120.00
Meals: \$8.50 per meal
Lodging: Not available
Contact: Don Finnegan – 877-8014

MCJA IN-SERVICE TRAINING APPLICATION NEEDS TO ACCURATELY REFLECT MEALS AND LODGING REQUESTED

Program Description:

This course is for the newly appointed chief or sheriff. The program is designed to prepare chiefs and sheriffs for the challenges of running a law enforcement agency. Topics to be examined include, but are not limited to: liability issues, labor issues, policies, and consensus building techniques, discipline, the Public Information Act, managing internal investigations, understanding the needs of your city manager or county commissioners and mandatory reporting requirements. Attendees will learn from each other during interactive discussions of current issues facing department administrators.

Personnel who may attend: This class is open to law enforcement and corrections administrative staff

Prerequisites: None.

Special Requirements: Must be the agency head or second in command.

Class Limit: 20 Students

SPECIALIZED COURSES

LAW ENFORCEMENT AND CORRECTIONS

ADVANCED ROADSIDE IMPAIRED DRIVING ENFORCEMENT (A.R.I.D.E.) PROGRAM

Location: Maine Criminal Justice Academy
Time: 8:30 - 4:30
Fee: Meals \$8.50 each / Lodging \$15.00 per night
Tuition: No Cost. Sponsored by the Maine Bureau of Highway Safety
Contact: Don Finnegan - 877-8014

MCJA IN-SERVICE TRAINING APPLICATION NEEDS TO ACCURATELY REFLECT MEALS AND LODGING REQUESTED

Program Description:

The Maine Bureau of Highway Safety and the Maine Criminal Justice Academy are pleased to offer the National Highway Traffic Safety Administrations' A.R.I.D.E. course. The course provides officers a better understanding of the elements surrounding the enforcement of impaired driver laws. The course is designed to help officers become more proficient at detecting, apprehending, testing and prosecuting impaired drivers. The course includes elements of both the Standardized Field Sobriety Testing (SFST) and Drug Recognition Expert (DRE) curriculum. **This course is not intended to certify you as a Drug Recognition Expert, although it is being considered as a prerequisite for future DRE candidates.** Attendees must be proficient in SFST with an emphasis on HGN procedures.

The candidate who successfully completes the training will be able to recognize that an individual may be under the influence of a drug or drugs other than alcohol, or under the combined influence of alcohol and other drugs or suffering from some injury or illness that produces signs similar to alcohol/drug impairment.

This course was not designed to be offered to new police recruits. This is an intermediate level course designed to offer more than a basic understanding of the impairing effects of drugs (Illicit and Licit), alcohol, and/or the combination of both.

Personnel who may attend:

All full-time law enforcement officers actively enforcing impaired driving laws that work for a department that is committed to detecting and deterring impaired drivers.

Prerequisites:

- Full Time Law Enforcement Officer
- Must have completed the SFST program and been deemed proficient by the MCJA.
- Must meet with an instructor prior to the beginning of the class and review your SFST skills at which time the instructor will sign a new proficiency exam sheet. The signed exam sheet is required on the first day of class. Students without the sheet will not participate.

Class Limit: 16 Students (MCJA In-Service Application required)

Dates and locations will be announced throughout the year

CIVIL RIGHTS OFFICER TRAINING

Location: MCJA
Time: 8:00 - 4:00
Tuition: \$24.00
Meals: \$8.50 per meal
Contact: Don Finnegan – 877-8014

MCJA IN-SERVICE TRAINING APPLICATION NEEDS TO ACCURATELY REFLECT MEALS AND LODGING REQUESTED

Program Description:

Maine's civil rights officers are the backbone of the civil rights enforcement system in Maine. It is the responsibility of the civil rights officer to be trained, to maintain that training, and to identify, investigate, and report all civil rights complaints to the Attorney General's Office. The civil rights officer also has the primary responsibility for ensuring that all complaints are investigated, and to work with the Attorney General's Office to ensure that all investigations are thorough.

Personnel who may attend: This class is open to full-time law enforcement and corrections personnel who have been selected by the agency head as the Civil Rights Officer.

Class Limit: 30 Students

Dates will be announced as they're scheduled.

CRASH RECONSTRUCTION SPECIALIST MANDATORY REFRESHER AND EXAM

Location:	MCJA
Time:	8:00 – 5:00 8:00 – exam completion
Tuition:	No Fee
Meals:	\$8.50 per meal
Lodging:	Not available
Contact:	James Lyman - 877-8009

MCJA IN-SERVICE TRAINING APPLICATION NEEDS TO ACCURATELY REFLECT MEALS AND LODGING REQUESTED

Program Description:

This 16-hour mandatory training course will provide the Crash Reconstruction Specialist with a comprehensive review of the re-certification exam as well as the taking of the re-certification exam. The successful completion of the re-certification exam with a score of 80% or higher must be met to maintain certification as a Crash Reconstruction Specialist as approved by the Board of Trustees.

Personnel who may attend: All certified Crash Reconstruction Specialists seeking re-certification

Re-Certification Requirements:

- Must have completed the mandatory training.
- Must have completed the re-certification exam with a minimum score of 80%.
- **Must submit 4 completed and approved reconstruction reports to the Crash Reconstruction Certification Advisory Committee for professional review by December 31st.**

Class Limit: 60 Students

CRIME SCENE INVESTIGATION

Location: MCJA
Time: 8:00 - 5:00
Tuition only: \$120.00
Meals: \$8.50 per meal
Lodging: Not available
Contact: Don Finnegan – 877-8014

MCJA IN-SERVICE TRAINING APPLICATION NEEDS TO ACCURATELY REFLECT MEALS AND LODGING REQUESTED

Program Description:

The Maine State Police is offering a crime scene investigation program as an intermediate level course designed to equip the investigator with the skills necessary to process physical evidence at the scene and develop proper methodologies to understand their inter-relationships. This course is instructed by the State Police Evidence Response Team, Crime Lab and experts representing various forensic disciplines. Each day's course of instruction is followed by a practical and leading to scene practicals and evaluation. Upon successful evaluation, attendees will be issued certificates of completion.

Personnel who may attend: All full-time certified law enforcement officers that have crime scene/evidence collection responsibilities. Preference will be given to those serving as a full-time detective for their agency.

Prerequisites: It is strongly recommended that students obtain and review two texts prior to class:
Practical Crime Scene Processing; Ross Gardner
Crime Scene Photography; Robinson

Required Materials: Students will need a digital SLR camera, tripod, and detachable flash with sync cord, Fingerprinting kit, basic evidence processing kit, 100-foot tape measure and laptop computer

Class Limit: 20 Students

DRUG EVALUATION & CLASSIFICATION (DRE) SCHOOL

Location:	MCJA
Time:	8:00 - 5:00
Tuition:	\$250.00 * see below
Meals:	\$8.50 per meal * see below
Lodging:	offsite
Contact:	Don Finnegan - 877-8014

MCJA IN-SERVICE TRAINING APPLICATION NEEDS TO ACCURATELY REFLECT MEALS AND LODGING REQUESTED

Program Description:

The intent of this NHTSA / IACP training course is to identify drivers that may be impaired by drugs. The DRE program will instruct the students, through the use of systematic and standardized examinations, how to determine whether the impairment is due to drugs, and if so, the broad category or combination of categories of drugs that is the likely cause of the observed impairment.

Phase I of the training is a two-day pre-school (16 hours) which reviews and enhances information officers previously received in the NHTSA OUI/SFST program. Attendees should be thoroughly familiar with the OUI/SFST skills prior to attending. Phase II of training is a seven-day (56-hour) classroom program during which students receive detailed instruction in the techniques of the drug evaluation examination as well as in physiology, the effects of drugs and legal considerations. Upon completion of this phase of training, the student must pass a comprehensive written examination before proceeding to Phase III of the training, the field certification. The field certification portion of training begins immediately following completion of the classroom training and is conducted at periodic intervals for the next 60 to 90 days. During this portion of the training, students, under the direction of certified instructors, evaluate subjects suspected of being impaired by drugs other than alcohol. After participating in and documenting the results of at least 12 drug evaluations and completing a comprehensive examination, the student is eligible for certification.

Personnel who may attend: Full time law enforcement officers with a history of enforcing impaired driving laws and working for an agency committed to providing the logistic support necessary for the DRE to function at maximum effectiveness. Applicants will complete a multiphase process including supplemental application, oral board, and mentorship with an active DRE prior to being chosen for the class. Regional need will also be a consideration in choosing the final class.

Prerequisites: SFST Proficiency. The ARIDE course is recommended but not required. Candidates must bring a laptop computer as manuals are in electronic format. A completed supplemental application will be required from the applicant in order for the DRE Certification Board to prepare for their candidate interview and recommend qualified applicants for the program. *** Students who are selected to attend by the DRE Certification Board, and approved to attend by the Commissioner of the Department of Public Safety, will have their tuition, meals and lodging paid by the Maine Bureau of Highway Safety.**

Class Limit: 15 Students

DRUG RECOGNITION EXPERT REFRESHER TRAINING

Location: MCJA
Time: 8:00 - 5:00
Fee: Tuition & lunch provided by Maine
Bureau of Highway Safety
Contact: Don Finnegan - 877-8014

MCJA IN-SERVICE TRAINING APPLICATION NEEDS TO ACCURATELY REFLECT MEALS AND LODGING REQUESTED

Program Description:

This class is offered as an annual Drug Recognition Expert (DRE) refresher course. Topics will include current trends and updates to the DRE program, and an interactive discussion about future concerns in the program. DRE instructors will be on hand to answer questions and review re-certification packets as needed. This class will meet the mandatory bi-annual requirements for re-certification training.

Although this class is intended for the DRE with a certification expiration date within the next 12 months, all DRE's are encouraged to attend.

Personnel who may attend: Currently certified DRE

Prerequisites: None.

Special Requirements: Due to the length of time required for instructors to review re-certification materials, I would encourage DRE's to seek an instructor and complete that process prior to the class. On the day of class, instructors will be available to review re-certification materials by appointment only, which can be scheduled through the MCJA coordinator.

Class Limit: 50 Students

ELECTRONIC SPEED MEASURING DEVICE INSTRUCTOR DEVELOPMENT

Location: MCJA
Time: 8:00 - 5:00
Tuition only: \$96.00
Meals: \$8.50 per meal
Lodging: Not available
Contact: James Lyman – 877-8009

Program Description:

This 4 day, 32-hour course is based upon the IPTM (Institute of Police Technology and Management) and NHTSA (National Highway Transportation Safety Administration) Basic Training Program in Electronic Speed Measurement Device Operation. It is designed to train Instructors to the Electronic Speed Measurement Device Instructor designation, which includes Laser/Lidar. Topics include history and theory review, operating principles, operation of specific radar and laser devices, environmental considerations, and legal issues. Laser/Lidar vendors will present product demonstrations and conduct practical application exercises. Specific presentation techniques, public speaking, adult learning principles, and MCJA requirements for program management and proper submission of class materials will be essential to completion of the course. Students will develop their instructional skills sufficiently to present speed measurement training programs to other law enforcement officers. Student instructor competency will be evaluated on forms provided by the MCJA and available through the coordinator of this training.

Personnel who may attend: Maine certified full time law enforcement officers

Prerequisites: MCJA Instructor Certification

Dates will be announced as they're scheduled.

FIREARMS INSTRUCTOR DEVELOPMENT

Location: MCJA
Time: 8:00 - 5:00
Tuition: \$300
Meals: \$8.50 per meal
Lodging: Not available
Contact: Josh Daley – 877-8020

MCJA IN-SERVICE TRAINING APPLICATION NEEDS TO ACCURATELY REFLECT MEALS AND LODGING REQUESTED

Program Description:

This course is designed for the officer who has demonstrated proficiency with firearms, completed Methods of Instruction and has been tasked with obtaining MCJA Certified Firearms Instructor status to assist in improving the shooting skills of others. The class concentrates on firearms program management. This is a two-week program to fulfill the mandatory requirements for becoming a MCJA Firearms Instructor. Week one concentrates on program management, liability, range development and coaching and evaluation of students. The fifth day of this class will be practical application of live fire, range exercises to evaluate shooters and provide constructive feedback to improve their overall firearms proficiency under the guidance of MCJA Firearms Trainers. Week two takes the instructor candidate through the process of planning, developing and implementing law enforcement firearms training in a practical setting. The student will learn highly advanced, yet simple instructional techniques that will enhance their ability at developing high level combat shooting and survival skills in students. The first day of this week will be devoted to firearms lesson plan development and individual presentations on selected firearms topics. MCJA staff, as a necessary part of course completion, will monitor presentations. Courses of fire, developed by the student through the class, will be utilized and evaluated by Trainers. This course goes beyond providing an understanding of firearms training and instructional techniques. It provides the exercise and practice needed to develop highly honed skills that can be applied upon completion of the course. This course is intensive study with outside assignments and possible evening sessions. This is necessary to satisfy core requirements for course completion. Due to the practical nature of this course, it is physically taxing and should be considered when selecting candidates.

Personnel who may attend: All full-time law enforcement and Corrections Officers with 3 years post Academy experience or prior MCJA approval.

Prerequisites: Methods of Instruction, an appointment letter from organizational head designating student as a Firearms Instructor, and documentation that the student consistently qualifies with their firearm at a 90% or higher accuracy rate. Students who are unable to qualify at this rate are ineligible to attend; students who are unable to demonstrate a consistent 90% or higher accuracy rate to instructors shall be dismissed from the class.

Special Requirements: Students will be provided with a list of necessary ammunition and other required gear upon acceptance to class. A laptop computer is required.

Required Personal Protection Equipment: Ear and Eye protection, body armor.

Class Limit: 20 Students

FIREARMS SKILLS DEVELOPMENT

Location: Capital City Range
Time: 8:00 - 5:00
Tuition: \$24.00 includes lunch
Contact: Josh Daley – 877-8020

MCJA IN-SERVICE TRAINING APPLICATION NEEDS TO ACCURATELY REFLECT MEALS AND LODGING REQUESTED

Program Description:

This course is designed for the officer who needs assistance improving proficiency with the semi auto pistol. The one-day course is being offered in conjunction with the Firearms Instructor Development Program. Instructor candidates will be evaluated on their ability to effectively work with the participants in this class. We will work with students to improve safety issues, marksmanship skills, and other important firearms skills.

The ultimate goal of the program is to make participants more comfortable around firearms, teach lifetime firearms skills and successfully qualify participants on the MCJA 50 round pistol qualification course.

Personnel who may attend: This class is open to any officer who carries a weapon and desires additional proficiency training.

Special Requirements: Participants will be required to bring 300 rounds of pistol ammunition, duty weapon and gear, wrap around eye protection, ear protection (not plugs) and appropriate range clothing.

Required Personal Protection Equipment: Ear and Eye protection. Body armor is also required.

LAW ENFORCEMENT CHAPLAIN CERTIFICATION COURSE

Location:	MCJA
Time:	8:00 - 5:00
Tuition:	\$120.00
Optional Fee:	\$25.00 National Certification fee (Separate check to ICPC)*
Meals:	\$8.50 per meal
Lodging:	Not available
Contact:	Jim Lyman – 877-8009

MCJA IN-SERVICE TRAINING APPLICATION NEEDS TO ACCURATELY REFLECT MEALS AND LODGING REQUESTED

Program Description:

The law enforcement chaplain has become an increasingly important member of the criminal justice community. In times of crisis or high stress it usually falls to the chaplain to pick up the emotional pieces. This program is designed to instruct the newly appointed law enforcement chaplain in many areas to include:

The Criminal Justice System, The Law Enforcement Officer, Community Policing, Legal Liability and Confidentiality, Sensitivity and Diversity, The Role of the Chaplain in the Department, The Chaplain and Other Religions / Denominations, Death Notifications, Post Traumatic Stress Syndrome, Responding to a Crisis Situation, Officer Injury or Death, Suicide and Suicide Prevention, The Effective Counselor, Critical Incident Debriefing, Stress Management, Substance Abuse and more.

Personnel who may attend: Students must have 2 years of experience and be ordained, licensed, endorsed, or recommended by a recognized religious institution or denomination and be sponsored by a Maine law enforcement agency. The sponsoring agency must submit a notarized criminal background investigation form and In-Service Form.

Law Enforcement Chaplain Certification Requirements:

Those seeking certification must be employed or appointed by a law enforcement agency as their agency chaplain;

Must be an ecclesiastically certified person in good standing and endorsed for law enforcement chaplaincy by a recognized religious body (submit endorsement letter);

Must have a minimum of 2 years' experience in ministry;

Must complete the MCJA Law Enforcement Chaplain's training program.

Optional membership in ICPC

*International Conference of Police Chaplains is one of the largest Law Enforcement Chaplain Organizations in the Country. It has been in existence now for almost 50 years and provides additional training and support for Law Enforcement Chaplains and the agencies they serve. We will discuss the benefits of registering with ICPC (\$25 fee). In this class your Chaplain will have met all training requirements to receive ICPC's Basic Credentials and then may choose to continue to pursue Senior and Master level credentials with ICPC. If you have any questions about this particular opportunity please do not hesitate to ask as this is a great opportunity for your Chaplain and your agency.

LAW ENFORCEMENT PRE-SERVICE COURSE

Program Description:

The LEPS is the entry level three phase training program to become a law enforcement officer in the State of Maine. The three (3) phase course format consists of forty (40) hours online training, and eighty (80) hours of classroom scenario based practical training. Upon completion of Phases 1 and 2 the candidate is eligible to be hired by a law enforcement agency and must successfully complete an eighty (80) hour supervision component. The course curriculum, prerequisites, application forms, and a more detailed course description can be found on the MCJA website at: www.maine.gov.dps/mcja/training/preservice

For Dates and Locations visit our website or view the schedule in the front of this catalog. Our website will have an updated list of off campus courses as they become available.

www.maine.gov.dps/mcja/training/preservice

The LEPS student will receive a Course Completion Certificate after completing Phase 2.

Prior to being hired as a Law Enforcement Officer, a LEPS graduate must be 21 years of age or older, unless the applicant has an associate degree or 60 credit hours of postsecondary education, in which case the applicant must be a least 20 years of age as per Maine Statute Title 25, §2804-G. Attendees must be hired by a law enforcement agency and complete weapons certification by a MCJA Certified Firearms Instructor. The hiring agency must submit a notice of employment and a firearms qualification form to MCJA before the candidate can work as a Law Enforcement Officer. The hiring agency must also complete the 80-hour supervision “Phase III” component before the candidate is certified as a law enforcement officer.

Who may attend Phase 1 and Phase II

The candidate must be 21 years of age or 20 years old with at least 60 credits from an accredited college, or age 19, currently enrolled in an accredited post-secondary education program, with at least 40 credit hours. **Copies of transcripts or current grade reports required with the application for those under 21.*

Phase 1: online training can be completed after registering. No prerequisites.

Phase 2:

Must take and pass the ALERT exam

Must pass the MCJA Physical Agility Test (PT)

Must be sponsored by a Law Enforcement Agency

Must complete the application process and criminal background check on MCJA approved forms.

Must pass a physical exam by a physician and submit on an MCJA approved form.

Special Requirements: The cost of Phase 1 online training is \$350.00. The cost of Phase 2 scenario-based classroom training at MCJA is \$350; off- site courses may have additional fees. On-site meals and lodging are available at a reasonable cost. The academy does not provide meals and lodging for off- campus courses.

Contact: Alan Gregory @ 877-8016 for more information.

Students will be required to purchase the Law Books for this class – Title 29-A and 17-A.

METHODS OF INSTRUCTION/MCJA CERTIFIED INSTRUCTOR DEVELOPMENT

Location: MCJA
Time: 8:00 – 5:00
Tuition only: \$240.00
Meals: \$8.50 per meal
Lodging: Not available
Contact: Alan Gregory - 877-8016

MCJA IN-SERVICE TRAINING APPLICATION NEEDS TO ACCURATELY REFLECT MEALS AND LODGING REQUESTED

Program Description:

This two (2) week course will cover writing instructional objectives, choosing and preparing visual aids, creating an original lesson plan, teaching the adult learner, preparing tests, and public speaking. Participants are required to make several presentations ranging from 2 to 30 minutes in duration.

During the second week (Certified Instructor Development) students will develop a full lesson plan on a Board approved topic from the BLETP, BCTP or LEPS curriculum and be evaluated presenting portions of that unit of instruction. Successful students will be eligible as certified instructors per Board Specification S-6.

Personnel who may attend: This course is available to personnel in the criminal justice system and is intended to fulfill the requirement for a Methods of Instruction course needed for Academy Instructor Certification.

Special Requirements: Students will be required to bring a laptop computer to class

Class Limit: 20 Students

SCHOOL RESOURCE OFFICER

Location: MCJA
Time: 8:00 – 5:00
Tuition: \$240
Meals: \$8.50 per meal
Lodging: Not available
Contact: Darin Gilbert, 877-8035

MCJA IN-SERVICE TRAINING APPLICATION NEEDS TO ACCURATELY REFLECT MEALS REQUESTED

Program Description:

The Maine Criminal Justice Academy is launching a pilot program for a School Resource Officer (SRO) training and certification. The program will consist of a certification and re-certification training along with standards for school resource officers in Maine. This program will provide the SRO the tools needed to be successful in their new assignment. This pilot program, will include instruction in multiple topics including but not limited to the following:

- School Administration / Community Relations
- Enforcement v. Mentoring
- Understanding the Adolescent Brain
- Legal Updates / Title IX / Americans with Disabilities Act
- DHHS in the School Setting / Juvenile Probation Services
- Parental Interactions / Legal Issues / Diversity Overview
- Responses to School Threats and Violence
- Classroom Lesson Planning
- Bullying, Threats, Suicide, Social Media
- Substance Use Concerns / Homelessness issues

Personnel who may attend:

- Must be employed as a full-time law enforcement officer.
- Must Possess 2 years of full-time law enforcement experience, post basic law enforcement training.
- Must be designated and assigned as the agency School Resource Officer.
- Students not meeting all the above requirements will be reviewed by Academy Staff prior to acceptance.

Students completing this course, and a 6-month peer mentoring training program, will be eligible for MCJA Certification as a School Resource Officer. The MCJA Board of Trustees may develop additional requirements for this certification during the pilot phase of the program. The School Resource Officer Certification Specification, outlining the certification requirements will be reviewed by the MCJA Board of Trustees at future meetings.

URBAN RIFLE INSTRUCTOR DEVELOPMENT

Location: MCJA
Time: 8:00 - 5:00
Tuition only: \$150.00
Meals: \$8.50 per meal
Lodging: Not available
Contact: Josh Daley – 877-8020

MCJA IN-SERVICE TRAINING APPLICATION NEEDS TO ACCURATELY REFLECT MEALS AND LODGING REQUESTED

Program Description:

This course is designed to develop MCJA Certified Firearms Instructors as trainers in rifle/carbine weapon systems. Topics will include weapon selection for patrol units, training and budgetary issues, nomenclature, and function, handling safety, carry conditions and live fire drills.

Students must provide a departmental carbine or rifle with 2 magazines and a sling, 1200 rounds of ammo for the rifle. In addition, it is required to bring ear protection (full protection, no plugs only) & full, wrap around eye protection, ballistic vest (if worn), a cleaning kit, departmental duty belt, holster, handgun, spare magazines, 100 rounds of handgun ammo, and a flashlight. Appropriate range gear, hat, bug spray and sun protection are also recommended.

Personnel who may attend: All MCJA Certified Firearms Instructors. Preference will be given to those from agencies that have or will soon be transitioning to carbines/rifles.

Prerequisites: MCJA Certified Firearms Instructors

Class Limit: 20 Students

DISPATCHER COURSES

TERMINAL OPERATOR TRAINING AND CERTIFICATION

Contact the Maine State Police
Access Integrity Unit to obtain
a special application form for
this class: (207) 624-7296 or
metro.aiu@maine.gov

Location:	MCJA
Time:	8:00-5:00
Tuition Only:	\$120
Meals:	\$8.50 per meal
Lodging:	Not available
Contact:	Kyle Ellis, 287-1598

MCJA IN-SERVICE TRAINING APPLICATION NEEDS TO ACCURATELY REFLECT MEALS AND LODGING REQUESTED

Program Description:

This course is designed to certify full access terminal operators, or administrators, for use of the METRO, Nlets and the NCIC system. Certification is a requirement of the Criminal Justice Information Systems for all persons having access to the NCIC files. Students will participate in hands-on training, and receive classroom lectures, exercises, and proficiency testing in the NCIC, Nlets, METRO, and Maine Wanted systems.

Certification will require an overall numeric score of 80% or higher for the class examination. Students who fail will have an opportunity to reschedule the course at a later date.

Personnel who may attend:

All law enforcement officers and civilian personnel who are responsible for any telecommunications usage at their respective work sites.

Prerequisites:

All attendees must have passed a background check administered by a law enforcement agency, to include a Federal Fingerprint Applicant Card prior to the class. Due to the scope and material of training provided, attendees should have experience within their agency, and preferably with the METRO system for a period of three months prior to the class.

Class Limit: 10 Students

Notice of Change in In-Service Class Registration Procedure

Because of the ever-increasing cost of providing food services, we have changed the procedure for purchasing meals and lodging while attending In-Service classes. Our goal is to streamline the process allowing the kitchen to prepare only those meals that are needed.

In the past, we collected meal and lodging requests on the first day of the class. This allowed no time for the kitchen to order the correct amount of food, or to know precisely how many meals would be needed for a certain class. We also allowed students to turn in unused meal tickets and did not bill them or their agency for those meals, even though the meals had been prepared. This is a practice that is both expensive and inefficient.

Our new procedure will allow for three options when registering for an In-Service class:

1. **Tuition Only**. Only the tuition cost of the program will be billed to the agency. There will be no lodging and no meals.
2. **Day Student**. The agency will be billed for the tuition and all noon time meals served during that class. If a student chooses to skip a meal, for whatever reason, that meal will still be billed to the agency because it was ordered and prepared.
3. **Residential Student**. N/A

Our hope is that this new procedure will help keep the increases to the meals and lodging at a minimum.

We are always looking for better ways to provide our services to the Criminal Justice Community. If you have any suggestions about ways to improve what we do, please do not hesitate to share your thoughts with us.

Thank you,



Jack D. Peck, Jr., Director
Maine Criminal Justice Academy

MAINE CRIMINAL JUSTICE ACADEMY
15 OAK GROVE ROAD, VASSALBORO, ME 04989
PHONE: (207) 877-8000 FAX: (207) 877-8027

APPLICATION FOR IN-SERVICE TRAINING

COURSE NAME: _____

COURSE LOCATION: _____ **STARTING DATE:** _____

APPLICANT'S NAME _____ DOB ____ / ____ / ____ Male Female
First MI Last MM/DD/YY

NAME OF EMPLOYING AGENCY: _____

AGENCY BILLING ADDRESS: _____
Street City/Town Zip

AGENCY PHONE: _____ APPLICANT PHONE: _____

*APPLICANT'S AGENCY EMAIL: (**REQUIRED**) _____

*APPLICANT'S SOCIAL SECURITY NUMBER (**REQUIRED**) _____

APPLICANT MUST COMPLETE THE FOLLOWING

I, _____ release the sponsoring agency and any other department/agency officially connected or associated with this training program from any liability in the case of illness or accident.

SIGNED: _____ DATE: _____

If agency/department is requesting this applicant to attend, the following must be completed:

The _____ (Agency Name) approves this applicant for training and releases the sponsoring agency and any other department/agency officially connected or associated with this training program from any liability in the case of illness or accident.

SIGNED: _____ TITLE: _____
Chief/Department Head/Supervisor

PRINTED NAME: _____ DATE: _____

Meals and Lodging Information - (the following must be completed to be accepted into class)

There are three options, please select one: *Select*

1. No meals and no lodging : no charge.
2. Day Student only: you will be billed \$8.50 per day for the lunch meal.
3. Residential student: you will be billed \$15.00 per night and \$8.50 per meal for all meals served during your class.