

IMPORTANT

The DEADLINE for complete MCJA applications is

April 17, 2009

If by that date, an insufficient number of students are approved, the course will be CANCELED.

Please forward all application materials to the Academy. Do NOT wait to send it all in at once. At a minimum, FAX the application sheet- even if you only have your portion completed. Your sponsor can send the rest. Follow up with your sponsor!

INFORMATION PACKET

May 11-29, 2009

Law Enforcement Pre Service (aka 100 Hour Course)



<http://www.umfk.maine.edu/academics/programs/psa/prog/100hr/>

This is a 3 credit (optional) University of Maine at Fort Kent (UMFK) course offered in cooperation with the Maine Criminal Justice Academy (MCJA). *This course may be canceled by either UMFK or MCJA due to insufficient enrollment.* In order to meet the requirements for Reserve Officer Certification from MCJA, you must have completed the following prior to the start of class.

The DEADLINE is April 17, 2009

1. **Passing of Alert Test. Offered March 31, 6 pm at UMFK. Call 834-7835.**
2. **Sponsorship from a local or regional law enforcement agency.**
3. **Application approved by MCJA.**
4. **Completion of background & criminal records check (initiated by Sponsor)**
5. **Submission of Background Standard affidavit to MCJA.**
6. **Submission of Medical Form to MCJA.**

- ✓ For Alert testing opportunities call MCJA at (207) 877-8000.
- ✓ For MCJA application paperwork (2-6 above), see the attached forms or go to:
<http://www.maine.gov/dps/mcja/forms/index.html>
- ✓ ALL MCJA FORMS MUST BE **SENT DIRECTLY TO THE ACADEMY.**

REVIEW the attached CHECKLIST for additional information

Once MCJA has approved you, your UMFK registration will be finalized. Until that point, your registration is conditional, and we may withdraw you from the course on the first day if not approved (without any financial penalty to you). See below for registration info.

FOR FULL TIME UNIVERSITY STUDENTS- Withdrawal from this class may affect your Financial Aid. Please make sure you have completed all MCJA paperwork.

By successfully completing this UMFK course you will also have completed the MCJA "100 Hour Course", which leads to Reserve Officer Certification. In order to be fully certified from the Academy however, you will need to also complete the following:

- Weapons Qualification- No longer offered as part of the 100 hour course. This qualification is conducted by your sponsoring agency and is specific to the firearms they use.

Public Safety and Criminal Justice



Get an
Online Degree
in
Criminal
Justice

University of Maine at Fort Kent

Full course materials will be provided with your textbooks and other materials.

- Application- All application materials must be returned to MCJA.
- Registration- to register for this University course, please call 834-7520
- Payment- NO payment should be sent from you to MCJA. You will be billed directly from UMFK.
\$375 TOTAL for non-credit applicants
OR
\$600 TOTAL for credit applicants (approximate cost based on 3 credit hours)
- Schedule- Classes beginning on May 11. Classes will meet weekdays from 8-00 AM to 5-00 PM each day. A break for lunch each day will be scheduled. Also, class will not meet on May 22 and 25 due to the holiday.
- Location- Classes will be held in Cyr Hall Rm. 200.
- Books- texts will be provided to you, at no charge, on the first day of class.
- Absences- Attendance of at least 90% of the course is required. This means that you may miss up to 8 hours of instruction in this course. It is recommended that you NOT miss the MARC Training session.
- Excused absences- These hours DO NOT get counted against your 10%. Applicable ONLY if you have current certification in the following area: First Aid & CPR, *Hazardous Materials Safety Awareness Level*, or higher. Proof of prior certification is required.
- Academic Honesty- You are expected to follow all standard UMFK academic integrity policies. In addition, you will be required to adhere to the Code of Conduct as stated in the MCJA course materials.
- Directions- The campus is located on Pleasant St, also ME Rte. 11. See link below.
- Housing- On campus housing will be available for an additional cost. Call Ray Phinney at 834-7850.
- Course Website- As an additional resource, each student will have access to a course website through Black Board. This online course site will have electronic copies of some presentations, course materials, web links, practice quizzes and other valuable information. More information about this will be provided to you.
- What to bring- Students should bring a large notebook, pens & pencils, highlighters, erasers, money for photocopying, and appropriate clothing for indoor classes and outdoor sessions. Classrooms are air conditioned.
- Contacts-

Don Eno (UMFK)	Debra Andrews (MCJA)
Academic Outreach	Law Enforcement Pre-Service
834-7835	Training Coordinator
deno@maine.edu	877-8014
	debra.andrews@maine.gov
- Useful internet links-
 - <http://www.umfk.maine.edu/academics/programs/psa/default.cfm>
The UMFK Criminal Justice program web page.
 - <http://www.maine.gov/dps/mcja/>
The Maine Criminal Justice Academy web page
 - <http://www.umfk.maine.edu/aboutumfk/visiting/>
About UMFK, maps, direction, etc.

Pre-Service Law Enforcement course (CRJ 365)

✓ Checklist

In order to fully meet the prerequisites for this course, as agreed by the Maine Criminal Justice academy and the University of Maine at fort Kent, you must have completed the following prior to the start of class:

- Shall be at least **21 years of age**. unless the applicant has an associates degree or 60 credit hours of post secondary education in which case the applicant must be at least 20 years of age, or unless applicant is currently enrolled in an accredited post secondary educational program, has completed 40 credit hours, and the applicant is at least 19 years of age;
- Shall have passed the **Alert Test**;
- Shall submit a completed **MCJA application package** directly to the Academy;
- Shall have a **sponsoring agency**, such as a local or county law enforcement agency. Students in the St. John Valley may contact either the Fort Kent, Madawaska, or Van Buren police departments;
- Shall submit to a state and federal **criminal records check** through the submission of **fingerprints** to the State Bureau of Identification and the Federal Bureau of Investigation, conducted by the sponsoring agency;
- Shall submit the **medical certificate** to the Academy, signed by a licensed physician indicating that the applicant is physically and medically fit to undergo physical training;
- Shall possess a **valid motor vehicle operator's license**. If such license is not a Maine license at the time of admission to the Academy, the applicant shall obtain a State of Maine license within the time limits prescribed by Maine law.

Schedule is subject to change

Date	Time	Class Name
Monday	DAY 1	
5/11/2009	0815 - 0930	Orientation/Note Taking & Study Habits
	0930 - 1130	Police Ethics & Moral Issues
	1230 - 1430	Civil Liability
Tuesday	DAY 2	
5/12/2009	0830 - 1130	Search & Seizure
	1230 - 1430	Emergency Vehicle Operation
Wednesday	DAY 3	
5/13/2009	0830 - 1130	Maine Criminal Law
	1230 - 1500	Maine Juvenile Law
	1500 - 1630	Police and the Public
Thursday	DAY 4	
5/14/2009	0830-1000	Courtroom Demeanor
	1000-1130	Report Writing & Note Taking
	1230 - 1400	Police Power, Auth.& Discretion
	1400 - 1630	Maine Liquor Law
Friday	DAY 5	
5/15/2009	0830- 1130	Maine Criminal Law
	1230 - 1700	Variant Behavior & Crisis Conflict Management
Monday	DAY 6	
5/18/2009	0830 - 1130	Admissions and Confessions
	1230 - 1530	Laws of Arrests
	1530 - 1700	Accident Investigation
Tuesday	DAY 7	
5/19/2009	0830 - 1130	Intro. to the Service Weapon
	1230 - 1330	Radio and Telecommunications
	1330 - 1630	Child Abuse
Wednesday	DAY 8	
5/20/2009	0830 - 1000	Hazardous Materials
	1000 - 1130	Traffic Direction and Control
	1230 - 1400	Laws of Evidence
	1400 - 1700	Crime Scene Procedures
Thursday	DAY 9	
5/21/2009	0830 - 1130	Maine Motor Veh. Law
	1230 - 1700	Maine Motor Veh. Law
Tuesday	DAY 10	
5/26/2009	0830 - 1130	Traffic Law Enforcement
	1230 - 1700	Traffic Law Enforcement Con't.
Wednesday	DAY 11	
5/27/2009	0800 - 1130	First Aid & CPR
	1230 - 1500	First Aid & CPR Con't.
	1500 - 1800	MARC Training- lecture
Thursday	DAY 12	
5/28/2009	0830 - 1130	MARC Training
	1230 - 1700	MARC Training
Friday	DAY 13	
5/29/2009	0830 - 1100	Use of Force
	1200 - 1400	EXAM
	1400 - 1500	Graduation & Certificates

MAINE CRIMINAL JUSTICE ACADEMY
LAW ENFORCEMENT PRE-SERVICE TRAINING PROGRAM

- Tuition:** Starting at \$350, prices may vary at site locations. Check with the Training Coordinator Notebooks, Title 17A & 29A & Law Enforcement Officer's Manual are provided. Students are responsible for all other equipment and supplies.
- Hours:** One-hundred (100). Topics include: Maine Law, Legal Procedures, Police Practical skills, defensive tactics, human relations, and traffic patrol procedures.
- Format:** Standard –8am-5pm, starting on a Wednesday, or Monday, for a two and one-half week period.
- Age:** 21 years old, 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.*
- Background:** Signed and notarized MCJA Background Investigation Form by a Police Chief, Sheriff or Law Enforcement Administrator from a full time Maine law enforcement agency is required. Conduct or convictions that are class D or greater, as well as certain class E crimes will exclude applicants from eligibility.
- Prerequisite:** ALERT test minimum passing score of 37. The test is given at the MCJA campus the first and third Wednesday of each month at 8:15 a.m. It is also available off site at Sanford Police Department. Call 877-8000 MCJA, or 877-8020 to schedule an appointment. A \$40 fee and photo ID are required. The ALERT test is a reading comprehension and writing skills test based upon the level required to master the MCJA Basic School Curriculum.
- Students are encouraged to obtain CPR/First Aid Certification as a Prerequisite to the Pre-Service class due to the number of students Enrolled in the course. If you are able, or already have your CPR/First Aid certification you will **not** need to attend class scheduled for that day. You will need to provide a copy of a current CPR/First Aid Card.
- Audience:** This course is intended for : full –time law enforcement officers prior to assuming duties, full-time law enforcement officers who have a Basic Police School from another State and the employer is seeking a waiver of the Basic Law Enforcement Training Program, full-time Law Enforcement Officers who need to re-certify, part-time law enforcement officers, other law enforcement Officers required by statute to attend the program such as judicial marshals, jail transport officers, harbor masters and municipal shellfish wardens as well law enforcement career aspirants.

Definitions:

Law Enforcement Officer: Anyone who by virtue of public employment is vested by law with a duty to maintain public order, to prosecute offenders, to make arrests for crimes, whether that duty extends to all crimes or is limited to specific functions. This does not include federal officers or attorneys prosecuting for the State.

Full Time Law Enforcement officer: Employed in the State of Maine with the reasonable expectation of working at least 1040 hours in any one calendar or fiscal year performing law enforcement duties.

Part-Time Law Enforcement Officer: Constable, reserve officer, or other part-time police officer employed, with or without compensation, less than full-time by any State or county or municipality thereof, whose primary responsibility is to serve criminal process and to arrest and prosecute offenders of the law.

Maine law dictates hiring and training standards for all Municipal, County and State Law Enforcement officers. The Law Enforcement Pre-Service (LEPS) Program was developed to meet the training needs of Agencies who wish to meet the minimum legal standard. Title 25, Section 2804-B states, "Required. A person shall not serve as a law enforcement officer with the power to make arrests or the authority to carry a firearm in the course of duty until certified by the board as satisfying all pre-service training requirements."

LAW ENFORCEMENT PRE-SERVICE PROGRAM APPLICATION PROCESS

Applicants must be sponsored by an approved Maine state, county or municipal law enforcement agency. The sponsor does not have to employ the applicant; they may just be willing to perform a background investigation. Generally speaking, the academy will only accept background checks signed by the full time administrator of a law enforcement agency. A background check must include fingerprint checks with the FBI and SBI. The investigation must be sufficient to assure that no instances of disqualifying misconduct or convictions exist. Disqualifying conduct or convictions includes: Murder, Class A, Class B, Class C, or Class D crime, or any provision of the Maine Criminal Code, chapters 15, 19, 25 or 45. Agencies are not under any legal obligation to perform background checks or sponsor applicants. Since this may be an expensive process, some agencies may charge a fee to cover their costs if they wish.

Interested and qualified applicants should follow this process to apply:

1. Locate a law enforcement agency willing to sponsor you. Local Police & Sheriff's Departments. are a good place to start.
2. Obtain current application forms from the sponsor or MCJA. Forms include the application, background standards form, and medical clearance form.
3. Complete the application form and submit it to the sponsoring agency. Choose which LEPS course you will apply for. The average time for a background check is 2 months, so plan for a class at least 3 months away. Applications should be submitted at least 1 month prior to class start date.
4. When the background is completed, either you or the sponsor must send the completed application packet in to MCJA. Make sure all required information on the form is properly filled in, including the particular location and start date of the course you wish to be considered for and your current mailing address and phone number. The medical form does not have to be sent at this time, but must be received by the academy prior to the start of the program.

Selection criteria include employment status and date of application. Seating is usually between 25 and 50 depending on the location, with sponsored applicants being admitted on a seat available basis. Acceptance notices are sent out 2-4 weeks prior to the start date of the program.

Meals and lodging are available at the MCJA campus only at a rate of \$6.50 per meal and \$15 per night for lodging. Payment for meals and lodging is collected at the beginning of each week. ***Tuition payment is due the first day of the program.*** Billing is only allowed for employees of law enforcement or corrections agencies whose agency has agreed to pay tuition for the student. The administrator of the employing agency must authorize billing and complete the Notice of Employment.

**Maine Criminal Justice Academy
Law Enforcement Pre-Service Program**

Required Clothing/Equipment List

Required Attire for the Classroom:

Department uniform or business casual clothing, no jeans, no t-shirts, no shorts

Required equipment for Classes:

Defensive Tactics Class:

Old uniform or Athletic clothing such as sweatpants and t-shirt
Police Baton and holder or 3+ cell straight flashlight (not required)
Handcuffs with key and holder
Appropriate footwear
Towel and personal toiletries

For First Aid/CPR Class:

CPR Mask

*If you are already certified, you must provide proof of certification at the start of the LEPS program.

Miscellaneous Equipment of students lodging at Maine Criminal Justice Academy:

Personal towels, washcloths, toiletries

Travel Mug, Alarm Clock, Flashlight, Coat Hangers, Personal Fan (some rooms are very warm)

*A pillow is provided, but you may prefer your own

NOTE: As of September 6, 2002, the range portion of the firearms instruction has been removed from the program. Students are no longer required to provide a firearm or ammunition for this course.

Students will receive a certificate of completion at the conclusion of the LEPS course. Certification as a law enforcement officer is issued upon being hired by a law enforcement agency and completing firearms qualification with that department. Once MCJA receives the notice of employment and the firearms qualification form which states that the student has demonstrated proficiency with a department issued or approved weapon to Maine Criminal Justice Academy standards as attested to by an Academy Certified Firearms Instructor the academy will issue a certificate of eligibility with a certification # as a reserve officer.

MAINE CRIMINAL JUSTICE ACADEMY

15 Oak Grove Road Vassalboro, Maine 04989

Telephone (207)877-8000 FAX (207)877-8027

LAW ENFORCEMENT PRE-SERVICE APPLICATION

APPLICANTS MUST COMPLETE THE FOLLOWING (Please Type or Print)

Applicant's

Name: _____
Last First MI email

Home Address:

_____ Street City/Town State Zip Phone/Cell

Social Security Number: _____ Date of Birth _____

1. Will you be under 21 at the beginning of class? ___Yes ___NO *If yes answer 2 & 3*
2. Have you completed at least 60 hours in an accredited college course? ___Yes ___No, *or*
3. Are you currently enrolled and have at least 40 credits in an accredited college? ___Yes ___No
4. Prerequisite: Taken and Passed the Alert Test ___Yes ___No
If yes to 2 or 3 above, please attach copies of transcript (s)

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

Signed: _____ Date: _____

Meals & Lodging Request – *Please fill in for any programs held at the Academy campus. Not available at off campus locations.*

Meals: None All Meals Noon Only Lodging: None Needed Lodging is required

COURSE LOCATION: _____ **START DATE:** _____

EMPLOYING/SPONSORING AGENCY MUST COMPLETE THE FOLLOWING:

- This applicant is employed by us and approved for training. We release the MCJA and any other Agency associated with this training program from any liability in case of illness, injury or accident.
(Notice of Employment must be completed and on file at the Academy)
 - This applicant is sponsored, but not yet employed by us.
 - Please bill the employing agency for: Tuition___ Meals___ Lodging___**
- This applicant is not employed by us. This agency only agrees to perform a criminal background investigation to determine the applicant's eligibility for Law Enforcement Pre-Service Training.
Please bill the student for tuition.

Signed: _____ Title: _____
(Chief/Sheriff/Department Head only)

Printed Name: _____ Date: _____

Name of Sponsoring / Employing Agency (print or type): _____

Agency Address: _____
Street City/Town Zip Agency Phone

MAINE CRIMINAL JUSTICE ACADEMY
Department of Public Safety
15 Oak Grove Road, Vassalboro, Maine 04989
Telephone (207)877-8000

MEDICAL CERTIFICATE

LAW ENFORCEMENT PRE-SERVICE TRAINING PROGRAM

NAME: _____

ADDRESS: _____

SPONSOR _____

Dear Examining Physician:

The person named above is being considered for enrollment in the Law Enforcement Pre-Service Training Program. Laws providing for compensation for injuries make it imperative that this certificate be accurate and complete. This medical certificate will be used to decide whether the person under consideration is physically qualified for admission to the Law Enforcement Pre-Service Training Program. Failure to report your findings in the examination might cause this individual great inconvenience.

The physical activities in the Law Enforcement Pre-Service Training Program include warm up exercises and defensive tactics instruction.

The fee for your examination will be paid for by the individual or the department for whom he/she works.

Electrocardiogram, chest x-ray and blood tests are not necessary unless your examination indicates such tests are necessary or desirable.

Please complete the following:

The Examinee **is** _____ **is not** _____ qualified to participate in the above described physical training.

NOTE: If your answer is "not qualified", please explain:

Thank you.

Signature of Physician _____

Name Printed _____

Date _____

(RETURN FORM DIRECTLY TO MCJA)

MAINE CRIMINAL JUSTICE ACADEMY BOARD OF TRUSTEES
BACKGROUND STANDARD FOR ADMISSION TO AND/OR CERTIFICATION
FOR A MANDATORY ACADEMY SCHOOL, RECERTIFICATION, OR WAIVER

In order to be accepted as a participant in mandatory Academy law enforcement or corrections courses, or to be certified or recertified, an applicant must be of good moral character as determined by the hiring or sponsoring agency through a formal background check. These requirements and standards must be satisfied before consideration of such an application or certification. An agency presenting an individual for certification, admission to a mandatory Academy course, recertification, or for a waiver from training will attest that the individual meets the standard of having no disqualifying conviction*. In addition, the applicant shall certify under oath that he or she has no disqualifying conviction and that he or she has not engaged in disqualifying conduct #. A representative of the hiring or sponsoring agency must complete this form with the applicant, including an explanation to the applicant of #1 and #2 below.

INTERVIEW & STATEMENT OF APPLICANT

Applicant Name: _____ DOB: _____

Home Address: _____

1. **Have you ever been convicted of any crime (including OUI)?** _____

If yes, provide details on separate sheet, as well as a copy of the official Criminal History Record Information.

2. **In addition, have you ever engaged in conduct that would constitute disqualifying conduct#, regardless of whether you were charged?** _____

If yes, provide details on separate sheet, as well as a copy of the police report if there was police involvement.

I understand that the making of a false statement under oath is a crime punishable by law.

Applicant Signature: _____ Date: _____

Personally-appeared the above-named _____ and made oath to the truth of the foregoing statement.

Date: _____

Notary Public (or other person authorized to take oath)

STATEMENT OF EMPLOYING OR SPONSORING AGENCY

The above-named applicant has been the subject of a background investigation, including the processing of fingerprint cards through SBI and FBI, and a BMV record inquiry, and in the case of an applicant for the Basic Law Enforcement Training Program, a polygraph examination and a psychological examination, and such investigation has disclosed no conviction for a disqualifying conviction* or disqualifying conduct#, except for the conviction(s) for which a waiver is being sought.

Signature of Chief / Sheriff or Agency Head Date

Personally-appeared the above-named _____ and made oath to the truth of the foregoing statement.

Date: _____

Notary Public (or other person authorized to take oath)

*See reverse for explanation of disqualifying conviction.

#See reverse for explanation of disqualifying conduct.

DISQUALIFYING CONVICTION

A disqualifying conviction for which a waiver from the Board of Trustees is required includes the following:

1. Murder;
2. Any Class A, Class B, or Class C crime;
3. Any Class D conviction in the past ten (10) years (including OUI);
4. Any Class E conviction in the past ten (10) years for which the crime is contained in Chapter 15 (theft), Chapter 19 (falsification in official matters), Chapter 25 (bribery and corrupt practices), or Chapter 45 (drugs) of the Maine Criminal Code, Title 17-A, MRSA, or;
5. Any other conviction of a crime or crimes under the laws of the United States or any other state that prohibits the same unlawful conduct described above.

DISQUALIFYING CONDUCT

Disqualifying conduct, regardless of whether the applicant was charged or convicted, for which a waiver from the Board of Trustees is required includes the following:

1. Murder;
2. Any Class A, Class B, or Class C crime; (*formerly called felony crime*)
3. Conduct specified in 1 or 2 above in another state or other jurisdiction.

WAIVER REQUEST PROCEDURE

A request of the Board of Trustees for a waiver of a disqualifying conviction or disqualifying conduct must be made by the employing or sponsoring agency, and must be made on the form provided by the Board for such purpose, and must include the additional information listed on the form. The form may be obtained by contacting the Maine Criminal Justice Academy, 15 Oak Grove Road, Vassalboro, ME 04989, and telephone 877-8000.

Effective October 6, 2008