***APPLICATION FOR WAIVER OF BASIC LAW ENFORCEMENT TRAINING PROGRAM***

Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Last) (First) (Middle)

Date of Birth: \_\_\_\_\_\_\_\_\_\_ Soc. Security # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_

Hiring / Requesting Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This person has been: (check one) \_\_\_\_\_\_ Hired by us \_\_\_\_\_\_ Received a “conditional offer of employment”

Location of Basic Law Enforcement Training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Attach copy of completion certificate and course syllabus)

Name of Academy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates Attended: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours of Classroom Training during Basic Training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Full-Time Law Enforcement Experience (add additional sheets as necessary)**

|  |  |  |
| --- | --- | --- |
| **Hiring Agency** | **From: (mm/dd/yy)** | **To: (mm/dd/yy)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

List any college experience / degree(s) held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Name / Location of College)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Total credit hours) (Degree(s) held)**

**Pursuant to Maine Criminal Justice Academy Board of Trustees Specification S-22, the following must be complete and submitted with the waiver application:**

**STEP 1:** Meet established entrance standards for Basic Law Enforcement Training (enter date completed and include appropriate forms with application for #1-6 below)

Date Completed:

1. Background Investigation & Driver’s License check \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. MCJA firearms qualification to minimum 80% \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Pre-Service Phase 1 online completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Officer hired or a conditional offer of employment made \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Mandatory Training Completed for the (2) year period

prior to application \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Official curriculum from basic training program, including hours of training and

**goals and objectives for each unit of instruction. (Waiver applications submitted without this information included will not be processed)**.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STEP 2:** When staff have received and reviewed the six items above, we will contact the agency to schedule exams for LEPS Phase I and Met LEPS Standards. Once the waiver candidate passes the two exams, the Director shall issue the candidate a provisional full-time law enforcement certificate; they may then begin working in a law enforcement capacity.

**STEP 3: Board of Trustees**

**The following must be complete before the application will be presented, for consideration of the waiver, to the Board of Trustees:**

Date Completed:

Polygraph Examination with no disqualifying conduct/convictions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Psychological Examination \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Board of Trustees will vote whether to conditionally grant a waiver from attending the Basic Law Enforcement Training Program. If conditionally granted, the candidate will have up to one year from their date of hire to complete any additional training required by the Board, as well as the Maine full-time law enforcement certification exam.

**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, recertified or request a waiver, 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Have you ever been convicted of any crime or attempted crime (including traffic crimes) that would constitute a disqualifying crime\* as outlined on page 2? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

1. **In addition, have you ever engaged in conduct that would constitute disqualifying conduct# as outlined on page 2, 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. The cost for this waiver process is $350 and will be billed to the hiring agency

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Chief / Sheriff or Agency Head

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 page 2 for explanation of disqualifying conviction.

# See page 2 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 or attempted crime;
3. Any Class D crime or attempted crime conviction in the past ten (10) years (including OUI);
4. Any Class E crime or attempted crime 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), Chapter 29 (Forgery and Related Offenses), Chapter 31 (Offenses Against Public Administration), Chapter 35 (Prostitution and Public Indecency), Chapter 41 (Criminal Use of Explosives and Related Crimes), or Chapter 45 (Drugs) of the Maine Criminal Code, Title 17-A, Maine Revised Statutes;
5. Any conviction or adjudication as a juvenile of a Murder, Class A, B or C crime or attempted crime;
6. Any other conviction of a crime or attempted crime in another state or other jurisdiction 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. Disqualifying conduct for purposes of the MCJA Board Policy is only the below conduct, if committed as an adult.

1. Murder;
2. Any Class A, Class B, or Class C crime or Attempted 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.

***POLYGRAPH EXAMINATION FORM***

In order to be accepted into the ***Law Enforcement Basic Training Program***, an applicant shall successfully complete to the satisfaction of the employer and the Board of Trustees, or in the case of a person not yet employed, to the Academy Selection Committee and Board of Trustees, a polygraph examination conducted by a polygraph examiner who is either licensed in the State of Maine or has been previously approved by the Board. The examination shall follow the guidelines in the “Police Applicant Polygraph Testing” manual as approved by the Board.

An agency presenting an individual for admittance into the program shall verify that the applicant has completed, to the satisfaction of the employer, an examination conducted by a Certified Polygraph Examiner. In the case of a pre-employment candidate, the chairman of the Board of Trustee’s selection committee shall verify that the candidate has satisfactorily completed an examination by a Certified Polygraph Examiner.

***APPLICANT INFORMATION***

Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Polygraph Examiner’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Examination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***STATEMENT OF EMPLOYER***

I hereby confirm that the above-named applicant has completed to my satisfaction a polygraph examination conducted by a licensed or Board approved polygraph examiner.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_

Signature of Chief Administrative Officer

***PSYCHOLOGICAL EXAMINATION FORM***

In order to be accepted into the ***Law Enforcement Basic Training Program***, an applicant shall undergo, and complete to the satisfaction of the employer, or in the case of a person not yet employed, to the Academy Selection Committee, an evaluation of the applicant’s suitability to work as a law enforcement officer by a licensed psychologist or licensed psychological examiner with experience in psychological screening in the field of law enforcement. The evaluation shall be subject to the approval of the Board of Trustees and shall include, at a minimum, an evaluation of the following characteristics: anxiety, mood, anger, anti-social characteristics, ability to accept criticism, ability to communicate, assertiveness, self-confidence, ability to get along with others, judgment and verbal skills.

An agency presenting an individual for admittance into the program shall verify that the applicant has completed, to the satisfaction of the employer, an examination conducted by a licensed psychologist. In the case of a pre-employment candidate, the chairman of the Board of Trustee’s selection committee shall verify that the candidate has satisfactorily completed an examination by a licensed psychologist.

***APPLICANT INFORMATION***

Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Psychologist Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Examination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***STATEMENT OF EMPLOYER***

I hereby confirm that the above-named applicant has completed to my satisfaction a psychological examination.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_

Signature of Chief Administrative Officer

**MOTOR VEHICLE LICENSE STATUS VERIFICATION**

MRSA 25, Section 2803-A, empowers the Board of Trustees of the Maine Criminal Justice Academy to set standards for admission to board approved courses. As a result, the Board of Trustees has set Entrance Standards under the Administrative Rules, Department of Public Safety, Maine Criminal Justice Academy Board of Trustees. Chapter 3, section 1, subsection C states that **In order to be admitted to the law enforcement Pre-service/Reserve and Basic Training Courses, an applicant 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.** In order to comply with this standard, please complete this form and forward it to the Academy as part of the required forms package.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicants Name

**STATEMENT OF EMPLOYING / SPONSORING AGENCY**

The above-named applicant has been the subject of a motor vehicle operator’s license investigation. I certify that the applicant possesses a valid motor vehicle operator’s license.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Chief Administrative Officer Date

**Official Certification**

**I certify that the information contained in this “Application for Waiver of Basic Law Enforcement Training Program” is complete and accurate. 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 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 waiver of 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.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Chief / Sheriff or Agency Head**

**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)**

Board of Trustees

**MAINE CRIMINAL JUSTICE ACADEMY**

**WAIVER OF THE BASIC LAW ENFORCEMENT TRAINING PROGRAM**

**Specification S-22**

State law provides that as a condition to the continued employment of any person as a full-time law enforcement officer, that person must successfully complete, within the first 12 months of initial employment, the Basic Law Enforcement Training Program. The Board of Trustees is empowered by law, in individual cases, to waive this requirement when the facts indicate that an equivalent course has been successfully completed.

The following requirements are specified for a waiver of the Basic Law Enforcement Training Program (BLETP) for full-time law enforcement officers who have successfully completed an equivalent course in another governmental jurisdiction.

**Requirements:**

1. The applicant has been hired as a full-time law enforcement officer or has received a conditional offer of employment as a full-time law enforcement officer contingent upon approval by the Board of a BLETP waiver.
2. The applicant has met the Entrance Standards in Chapter 3 for admission to the Basic Law Enforcement Training Program (BLETP), including the following:
3. MCJA Background upon application.
4. MCJA Firearms Qualification upon application.
5. MCJA Phase I On-line Course upon application
6. Successful completion of the MCJA Law Enforcement Pre-service Exam upon application.
7. Maine Mandatory In-service Training for the 2 previous years.
8. Polygraph Exam prior to the Board waiver approval.
9. Psychological Exam prior to the Board waiver approval.
10. The applicant has met the Entrance Standards in Chapter 3 for admission to the BLETP, except the following:

1. ALERT Test.

2. Medical Certificate.

3. Oral Board.

1. MCJA Physical Fitness Test
2. The applicant has successfully completed an equivalent entry level law enforcement training program.
3. In making a determination as to whether or not an entry level law enforcement training program qualifies as an equivalent course, the Academy shall conduct a review of the proposed equivalent course in comparison to the course requirements of the BLETP of the Maine Criminal Justice Academy at the time of application.
4. To be equivalent, a course must include the successful completion of a state, federal or U.S. military regulated entry level law enforcement training program. The analysis shall be conducted on the applicant’s equivalent entry level law enforcement training program, all in-service training. The equivalent entry level training program and any college courses that may be equivalent to any of the BLETP topic areas. An analysis matrix comparison shall be conducted by Academy staff to insure at a minimum 90% of the BLETP training hours are met prior to taking the certification exam.
5. Within the first 6 months of the applicant’s date of hire a recommendation can only be made to the Board, if at least 75% BLETP training hours have been met with a requirement that the Emergency Vehicle Operations Course and Maine Crash Investigation training be completed within 12 months of the applicant’s date of hire and prior to taking the certification exam.
6. Other reasonable recommendations can be made such as: the successful completion of the Maine hiring law enforcement agencies Field Training Program, if the applicant has less than 2 years of full-time law enforcement experience.

1. The applicant has not been convicted of or engaged in conduct that would prevent admission to the Academy or could result in revocation of an officer’s certificate of eligibility, as outlined in 25 M.R.S. §2806-A.
2. The applicant has not falsified or misrepresented any information during the waiver or application process.
3. The applicant must demonstrate proficiency with a service weapon by meeting the qualification standards of the Basic Law Enforcement Training Program’s approved course of fire at the time of application.
4. The applicant must successfully pass the Law Enforcement Officer’s Certification Examination (at 75% or higher) within 12 months from date of hire and only after all the training requirements have been met, or as permitted by an extension from the Board of Trustees.
5. The following instructional units or equivalent training must be completed within 6 months from date of hire, or as permitted by an extension granted by the Board:
6. Emergency Vehicle Operation.
7. Crash Investigation.
8. On-line Maine Mandatory Law Enforcement Training from the previous 2 years.

**Procedures:**

A. The law enforcement agency employing the applicant or having made a conditional offer of employment to the applicant shall apply for the waiver on approved forms and is responsible for submitting to the Academy Director all required and requested training documentation, including a current resume no longer than 2 pages that outlines all law enforcement positions and duties held.

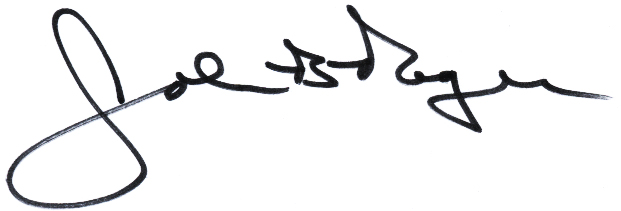
B. The Director, on behalf of the Board, may issue a Provisional Certification to be valid for a period not to exceed 12 months, providing the **Requirements section B 1-5** above are met at the time of application and the **Requirements section B 6-7** above are met prior to the Board waiver approval. During this provisional period, the Director, on behalf of the Board, will review the officer’s application and supporting documentation in preparation for a recommendation to the Board for a waiver.

C. If the officer meets all requirements set forth in this Specification and the waiver request is approved by the Board, a certificate of eligibility will be issued after the certification exam has been successfully completed.

Adopted: 01/07/2011

Revised: 11/08/2019

Review Date: 11/08/2022



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

Maine Criminal Justice Academy MCJA Board of Trustees