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Maine Criminal Justice Academy 2009 Annual Report to The Joint Standing Committee on Criminal Justice and Public Safety

Maine Criminal Justice Academy

Maine Department of Public Safety

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*Maine Department of Public Safety
Maine Criminal Justice Academy*

2009 Annual Report to The Joint Standing Committee on Criminal
Justice and Public Safety



**“Serving the people of Maine by promoting the highest level of
professional standards and performance through training”**

*Maine Criminal Justice Academy
Board of Trustees
Mr. Brian MacMaster, Chair
April 2010*

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MAINE DEPARTMENT OF PUBLIC SAFETY

Commissioner, Anne H. Jordan

MAINE CRIMINAL JUSTICE ACADEMY

Director, John B. Rogers

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Chairman, Brian MacMaster

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Maine Department of Public Safety

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Maine Department of Corrections

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Municipal Police Officer
South Portland Police Department

Linwood Carman Jr.
Representative from a Federal Law
Enforcement Agency
U.S. Transportation Security
Administration

Elizabeth Ward Saxl
Citizen Representative
Manchester, Maine

BOARD OF TRUSTEES

Maine Criminal Justice Academy

April 10, 2010

Senator Stan Gerzofsky, Senate Chair
Representative Anne M. Haskell, House Chair
Members of the Joint Standing Committee
on Criminal Justice and Public Safety
Room 436 State House
Augusta, Maine 04333-0003

Dear Senator Gerzofsky, Representative Haskell, and Committee Members:

The Board of Trustees of the Maine Criminal Justice Academy is pleased to present its annual report to the Joint Standing Committee on Criminal Justice and Public Safety. This report is required by 25 M.R.S.A. § 2809, which states in part that “the purpose of the report is to provide the Legislature [with] annual information on the law governing law enforcement training in order to ensure that appropriate and timely training is accomplished.” The Board is confident that the Committee will find this report informative and responsive to the requirement for its production.

The Board of Trustees, as well as the director and staff of the academy, stand ready to assist the Committee in its consideration of law enforcement and corrections training issues, and would be happy to appear before the Committee to elaborate on any issue or matter associated with the report or the academy. Included is a synopsis of the Board actions for 2009 on the following page.

Sincerely,



BRIAN MACMASTER
Chair
Board of Trustees

MAINE CRIMINAL JUSTICE ACADEMY

BOARD OF TRUSTEES ACTIONS: 2009

| Type of Board Action | Jan | Mar | Apr | May | Jun | Sep | Oct | Dec | Total |
|---|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| Basic Law Enforcement Waivers | 3 | 6 | 0 | 1 | 0 | 2 | 4 | 0 | 16 |
| Basic Corrections Waivers | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Extension for Basic Law Enforcement Training | 0 | 0 | 0 | 1 | 0 | 2 | 0 | 0 | 3 |
| Extension for Basic Corrections Training | 0 | 0 | 0 | 0 | 0 | 6 | 0 | 0 | 6 |
| Extension for Judicial Marshal Training | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Executive Certification | 0 | 1 | 2 | 0 | 1 | 1 | 1 | 0 | 6 |
| Intermediate Law Enforcement Certification | 0 | 1 | 3 | 0 | 0 | 2 | 0 | 3 | 9 |
| Advanced Law Enforcement Certification | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Instructor Certification | 1 | 18 | 15 | 1 | 16 | 0 | 0 | 13 | 64 |
| Firearms Instructor Certification | 0 | 0 | 0 | 0 | 21 | 0 | 0 | 0 | 21 |
| Crash Reconstruction Certification | 0 | 6 | 1 | 0 | 2 | 0 | 0 | 0 | 9 |
| Canine Handler Team Certification | 0 | 0 | 0 | 4 | 0 | 0 | 6 | 3 | 13 |
| Canine Trainer Certification | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Recognition Certification | 0 | 0 | 0 | 8 | 11 | 0 | 0 | 0 | 19 |
| Municipal Ordinance Prosecutor Certification | 0 | 19 | 0 | 0 | 0 | 0 | 0 | 0 | 19 |
| Chaplain Certification | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Course Certification | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 1 | 5 |
| Consent Agreements and/or Suspensions of Certification | 4 | 0 | 1 | 3 | 0 | 2 | 1 | 2 | 13 |
| Revocation or Voluntary Surrender, of Corrections & Law Enforcement Certification | 2 | 8 | 3 | 0 | 7 | 7 | 0 | 1 | 28 |
| Waiver of Conviction to Attend Academy Program | 0 | 0 | 0 | 0 | 2 | 1 | 2 | 0 | 5 |

Note: There were no meetings in February, July, August or November 2009



John Elias Baldacci
Governor

STATE OF MAINE
Department of Public Safety
MAINE CRIMINAL JUSTICE ACADEMY
15 Oak Grove Road
Vassalboro, Maine 04989



Anne H. Jordan
Commissioner

John B. Rogers
Director

April 10, 2010

Senator Stan Gerzofsky, Senate Chairman
Representative Anne M. Haskell, House Chairman
Joint Standing Committee on Criminal Justice and Public Safety
Room 436 State House
Augusta, Maine 04333-0003

Senator Gerzofsky and Representative Haskell:

I would like to thank you and the Board of Trustees for all the hard work you do for the Maine Criminal Justice Academy. As I write my 8th annual report reflecting on this past year, I look very much to the future of where the Academy is headed. I see many positive changes coming for the Director and the Staff, as well as the involvement of the Board of Trustees.

The Academy is the central training facility for state, county and municipal law enforcement and corrections officers. The campus is located at the former Oak Grove-Coburn School in Vassalboro, Maine. From 1972 until December 28, 2000, the Academy was located at 93 Silver Street in Waterville, at the former Thomas College facility. The Academy has twelve (12) classrooms, four (4) conference rooms, a full cafeteria and can house 130 students. The building has a state of the art special training center, an indoor running track and formal parade grounds.

The mission of the Maine Criminal Justice Academy is to provide the highest level of training within given resources, to law enforcement and correctional officers in the State. By statute, the Academy is required to provide a basic training program for all full-time law enforcement officers, all part-time law enforcement officers, all county and state correctional officers, all court security officers and all capitol police officers. The Academy also coordinates the 8 Regional Training Districts across the state, which provides academy certified training to officers in remote areas.

The Academy has a staff of eleven (11) full-time people and operates with an annual FY10 budget of \$1,981,609, an increase of \$321,449. This Special Revenue account comes from 3% of the traffic fine money and student fees from tuition, meals, lodging and other miscellaneous fees. The Academy budget was increased because we have contracted with an attorney to do curriculum development and with law enforcement agencies for 2 full-time Cadre for the Basic Law Enforcement Training Program (BLETP). In addition to the full-time staff, the Academy relies heavily on volunteer instructors from state, county and municipal law enforcement agencies, county and state corrections agencies and others in the criminal justice fields. During 2008, the Academy had 13, 624 instructor hours donated for Regional, In-service, Law Enforcement Pre-service, Basic Corrections training and the Basic Law Enforcement Training Program.

During 2004, the Academy completed a Job and Task Analysis (JTA) on what law enforcement officers do in the field. From this information, we have set a new course and curriculum goals and objectives for the BLETP. The staff is continuing to work on the process of writing the new curriculum using adult learning principles and integrating a “community policing philosophy” and “ethics” into as many courses as possible. The Academy provides many instructor development classes in order to train students to become future volunteer instructors.

In 2006, we completed work with the National Institute of Corrections (NIC) to completely redo the Basic Corrections Program. We started by NIC and MCJA completing a JTA and then NIC provided some technical assistance to the Academy on a revision of the Basic Corrections Program. The Board of Trustees and the Academy staff are working to revamp the Basic Corrections program to bring it up to date with new standards. We hope the final product will be finished in late 2010.

In 2008, the Academy Board started to look at the Law Enforcement Preservice Course (LEPS). After analyzing the goals and objectives of the current course and the way it was delivered, the Board voted to offer it in 3 phases. **Phase 1** would be 40 hours of on-line topics that we hired a curriculum writer to produce the lesson plans. The Justice Planning Management Associates (JPMA) will be take the lesson plans and officer them on-line. After passing Phase 1, student will then pass the physical fitness test before going to Phase 2. **Phase 2** of the program will be 80 hours of scenario based training and technical topic issues. Once an officer has Phase 1 and 2 behind them, the officer can be hired into **Phase 3** which will b 80 hours of supervised field training. This new 200 hour LEPS course is doubled from the old LEPS course. We have q target date of the fall of 2010 to have this implemented.

The Academy produces the lesson plans with the help of content experts for mandatory in-service training and JPMA put these lesson plans into electronic format for officers to use. This year, JPMA charged \$50.00 per person to access the mandatory training topics along with the rest of their on-line library. This resulted in cost savings to agencies for not having to pay tuition, salary, overtime replacement and travel costs. The 2009 mandatory training topics for law enforcement officers that were offered on-line were: New Law/Recent Court Decision Updates, Situational use of Force Assessment, Issues of Sexual Assault and Initial Response to Serious Motor Vehicle Crashes. Firearms had to be given in house because officers need to qualify with their service weapon on the range. The 2009 mandatory training topics for correctional officers were: New Law Updates to include LD 2080, Confidentiality, Dealing with Individuals with Development Disabilities and 2 elective on approved topics, not to include OSHA or Department of Labor requirements.

The Board of Trustees of the Academy awards certificates to Law Enforcement and Corrections Officers, Executives, Instructors, Canine Teams, Drug Recognition Experts, Traffic Reconstruction Experts and others. The Board continues to update the mandatory standards for the 12 mandated policies for law enforcement agencies in the State. The Board also certifies all new courses, and grants waivers and extensions to law enforcement and corrections officers in emergency or extenuating circumstances, as well as decertifies law enforcement and corrections officers. During 2009, the Board had a very busy year dealing with potentially decertifiable conduct and/or convictions for law enforcement and correctional officers. They dealt with 62 cases up for 47 in 2008. Chairman MacMaster and I taught several training session to Chiefs and Sheriffs in 2009 and I believe we have better reporting not more cases.

During calendar year 2009, the Academy provided the following training:

- 76 students (86 in 2008) graduated from the **Basic Law Enforcement Training Programs (BLETP)**, 720 hours in length (2 programs).

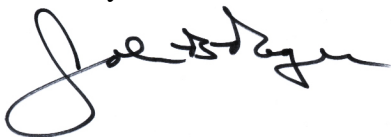
- 274 students (236 in 2008) completed the **Law Enforcement Pre-Service Training Program (LEPS)**, 100 hours in length (8 programs).
- 147 students (175 in 2008) graduated from the **Basic Corrections Officer Training Program (BCOR)**, 80 hours in length (12 programs).
- The Academy conducted 142 **In-Service Training Programs**, (137 in 2008), of which 1,233 officers (1,460 in 2008) attended for a total of 29,914 training hours (37,897 in 2008).
- 49 training programs (158 in 2008) were conducted in the 8 **Regional Training Districts** across the State, of which 937 officers (3,702 in 2008) attended for a total of 3,864 training hours (10,190 in 2008).

During calendar year 2009, the Academy Board of Trustee actions were as follows:

- **16** Waivers (16 in 2008) of the 18-week Basic Law Enforcement Training Program were granted.
- **3** Extensions (9 in 2008) to attend the Basic Law Enforcement Training Program were granted for emergency or extenuating circumstances.
- **0** Waivers (1 in 2008) of the 2-week Basic Corrections Training Program was granted.
- **6** Extensions (4 in 2008) to attend the Basic Corrections Training Program were granted for emergency or extenuating circumstances.
- **6** Executive Certificates (10 in 2008) were granted.
- **9** Intermediate Certificates (8 in 2008) were granted.
- **2** Advanced Certificates (5 in 2008) were granted.
- **64** Instructor Certificates (60 in 2008) were granted.
- **9** Crash Re-constructionist Certificates (5 in 2008) were granted.
- **21** Firearms Instructor Certificates (18 in 2008) were granted.
- **13** Canine Team Certificates (16 in 2008) were granted.
- **0** Canine Team Trainer Certificates (0 in 2008) were granted.
- **19** Drug Recognition Certificates (0 in 2008) were granted.
- **19** Municipal Ordinance Prosecutor Certificates (0 in 2008) were granted.
- **4** Chaplain Certificates (0 in 2008) were granted.
- **5** New Courses (8 in 2008) were approved.
- **13** Consent Agreements and/or Suspensions of Certifications
- **28** Law Enforcement/Corrections Officers (14 in 2008) voluntarily surrendered their certificates of eligibility or had their certifications revoked for criminal conduct or failure to meet Board required training.
- **5** Waivers (9 in 2008) of convicted persons to attend Academy programs were granted.

Again, I want to thank the members of the Joint Standing Committee on Criminal Justice and Public Safety for all the hard work you do and for your support of the Maine Criminal Justice Academy. I would like to extend to your committee members on behalf of my staff, the Board of Trustees and myself, any assistance, advice or guidance we can give you or to help you in your committee work, as it relates to the Maine Criminal Justice Academy.

Sincerely,



John B. Rogers, Director
Maine Criminal Justice Academy

MAINE CRIMINAL JUSTICE ACADEMY

VISION

The Maine Criminal Justice Academy serves the people of Maine by promoting the highest level of professional standards and performance through the training of criminal justice personnel.

To achieve this we shall strive to:

- Merit public confidence in the criminal justice system;
- Provide high quality training;
- Promote a work environment of mutual respect, support and trust;
- Advance policies and procedures developed in the interest of public safety and service;
- Encourage cooperation and coordination among criminal justice agencies.

VALUES

We in the Criminal Justice Academy value..

..Integrity

In order to merit public confidence, we need to be diligent, understanding, and maintain high ethical standards.

..Continuous Improvement

We vigorously strive for excellence and continuously seek to improve the quality of our standards.

..Teamwork

We promote teamwork by encouraging each individual member of the staff to foster:

- Open and honest communication;
- Trust and respect;
- Loyalty to the organization.

..Accountability

Working responsibly to understand the needs of criminal justice agencies and the public.

..Awareness

A sensitivity to the competing demands of family, work, friends, and our mental, physical and emotional health.

ABOUT THE ACADEMY

The origin of organized law enforcement training in Maine dates back to the late 1960's when the Federal Law Enforcement Assistance Agency made funds available through the Maine Criminal Justice Planning and Assistance Agency for improving the operation of the criminal justice system. Using this as seed money, the Maine Municipal Association initiated a two-week law enforcement training program offered in the Portland, Augusta, and Bangor regions. A Board of Directors, consisting of law enforcement officials, was charged with overseeing the program and encouraging law enforcement agencies to support the training.

The early 1970's saw passage of the Mandatory Training Act for law enforcement and in 1972 the former Thomas College in Waterville was purchased to provide permanent facilities for the Maine Criminal Justice Academy. Since that time, the scope of activities at the Academy has steadily increased. In 1990, new legislation required that all law enforcement officers, state, county and municipal, who have the power of arrest and the authority to carry a firearm come under the purview of the Academy's Board of Trustees. This has greatly increased the responsibilities and tasks of the Academy.

The Maine Criminal Justice Academy is responsible for the development and implementation of comprehensive training programs both at the Academy and through outreach programs across the state.



With this responsibility the Academy is providing:

1. A residential training facility to accommodate the needs of Maine's criminal justice professionals;
2. A training delivery system to reach all parts of the State.
3. A centralized administrative structure which promotes coordination and communication; and
4. A repository of support services that promotes research, management, and training activities of all types.

The citizens of Maine have a reasonable expectation that extensive training is provided to criminal justice personnel, particularly those responsible for dealing with emergency situations, which could involve life and death decisions. Court decisions have held that it is the responsibility of criminal justice agencies to ensure that their personnel receive training, which supports the quality performance these citizens expect and deserve. At present, the Maine Criminal Justice Academy is the primary vehicle for Maine criminal justice agencies to meet these obligations.

Maine Department of Public Safety

Maine Criminal Justice Academy

January 1, 2010



SUMMARY OF TRAINING ACTIVITIES FOR 2009

LAW ENFORCEMENT TRAINING

Basic Police Training

The basic training for law enforcement officers for the calendar year 2009 consists of the following:

- 2 Basic Law Enforcement Training Programs (720 hours) for 76 students.
- 8 Pre-Service Law Enforcement Courses (100 hours) for 274 students.



In-Service Training

The Academy sponsored 142 specialized in-service training classes for 1,233 students totaling 29,914 training hours and 49 regional in-service training classes for 937 students totaling 3,864. Of the Regional Training Districts, only Region 1, 3 and 4 did any training. Region 2, 5, 6, 7, 8 did not do any regional training as many agencies continue to use the on-line training option to complete Board mandated refresher training or officers completed local training, which is not Academy sanctioned. The Academy wrote and provided lesson plans for these mandated topics. Justice Planning Management Associates (JPMA) then developed this course for on-line competency-based training. The classes included: New Law/Recent Court Decision Updates, Situational Use of Force Assessment, Issues of Sexual Assault, and Initial Response to Serious Motor Vehicle Crashes.

During 2007, we joined forces with the Northeast Counterdrug Training Center (NCTC) in Fort Indiantown Gap, Annville, Pennsylvania. NCTC offers top quality training for law enforcement at no cost. They requested a partnership with MCJA so they could offer courses to a larger audience. We agreed to trial run, both the quality of the training and the response from the Maine law enforcement community. The response was tremendous. The evaluations indicated that these courses are professionally taught and a great deal of value to the officers attending. Our partnership has allowed Maine officers to receive free training that could never be offered here because of fiscal strains both at the state and local level. Maine citizens believe quality programs free to Maine officers is the best bargain going. We look forward to continuing this partnership with NCTC in 2010. The NCTC courses offered in 2009 were:

- Identifying Deceptive Behavior
- Police Executive Development
- Leadership and Mastering Performance

The 2009 mandatory in-service training requirements for law enforcement officers were:

- Two (2) hours of New Law Updates / Recent Court Decisions.
- Two (2) hours of Situational Use of Force Assessment.
- Two (2) hours of Issues of Sexual Assault.
- Two (2) hours of Initial Response to Serious Motor Vehicle Crashes.
- Two (2) hours of Firearms.

Corrections Training

The basic training for corrections officers consisted of the following:

- 12 Basic Corrections courses (80 hours) for 147 students.

The 2009 mandatory in-service training requirements for correctional officers were:

- One (1) unit of New Law Updates to Include LD 2080
- One (1) unit of Confidentiality
- One (1) unit of Dealing with Individuals with Developmental Disabilities
- Two (2) units of approved elective training set by the facility, which cannot be OSHA of Department of Labor Requirements.

Exempt Law Enforcement Agencies

The Board of Trustees received information from law enforcement agencies that are not certified by the Academy. Letters received from these agencies regarding their training are included in Appendix F.

- (1) Department of Corrections - Probation and Parole Division
- (2) Department of Conservation – Forestry Division

SIX YEAR BUDGET

| | FY 2005 | FY 2006 | FY 2007 | FY 2008 | FY 2009 | FY 2010 |
|-----------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| General Fund | \$217,265 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Federal Fund | \$361,102 | \$396,396 | \$353,479 | \$0 | \$0 | \$0 |
| Other Special Revenue | \$1,244,003 | \$1,599,640 | \$1,554,792 | \$1,712,794 | \$1,657,160 | \$1,981,609 |
| Totals | \$1,822,370 | \$1,996,036 | \$1,908,268 | \$1,712,794 | \$1,657,160 | \$1,981,609 |
| | | | | | | |
| Positions | 11.0 | 11.0 | 11.0 | 11.0 | 11.0 | 11.0 |
| Personal Services | \$705,075 | \$697,794 | \$711,945 | \$737,862 | \$754,596 | \$802,878 |
| All Other | \$1,117,295 | \$1,298,242 | \$1,196,323 | \$854,932 | \$880,564 | \$1,178,731 |
| Capital | \$0 | \$0 | \$0 | \$120,000 | \$22,000 | \$0 |
| Totals | \$1,822,370 | \$1,996,036 | \$1,908,268 | \$1,712,794 | \$1,657,160 | \$1,981,609 |

SIGNIFICANT EVENTS

1976 - Municipal School increases from a ten-week program to twelve weeks. Regional law enforcement in-service training implemented.

1977 - Dispatcher training curriculum developed.

1978 - Basic Corrections Training Course developed. A system of reporting by corrections agencies is added to law enforcement reporting. Instructor Certification Program implemented. The Methods of Instruction Course is developed.

1979 - Regional training certification by the Board of Trustees initiated. Supervision, Mid-Management, and Executive Development courses implemented. Arson investigation, team concept, developed. Reserve Officer Training curriculum and standards developed as directed by the Legislature.

1980 - Mandatory in-service training for corrections officers takes effect. Advanced Arson Investigation curriculum developed. Domestic Violence Course developed. Law Enforcement Task Analysis initiated.

1981 - Radar Operator's Course developed. Highway Safety film collection catalogued, maintained, and circulated. Specialized Instructor Certification program initiated. Intermediate and Advanced Officer Certification implemented. Firearms Instructor Course developed. Intoxilyzer Operator Certification initiated.

1982 - Final report on the Law Enforcement Task Analysis is completed. Municipal/County Basic Police School curriculum revised. Emergency Vehicle Operator's Course developed.

1983 - Training for part-time and reserve police officers is mandated by the Legislature. A statewide survey to identify all part-time police officers is completed. Verification and suspension procedures for certification of police officers is initiated.

1984 - The Honeywell computer system is installed. Basic Warden School is established at the Academy. Court Security Course developed. ALERT Test required as entrance standard for police officers. Canine Handlers Course developed. Certificates of Eligibility required of all police officers. A Task Analysis for Corrections Officers is initiated.

1985 - Academy responsible for administration of Justice Assistance Act funds for Maine. Background investigation manual.

1986 - Technical Assistance Program for small law enforcement agencies is initiated. Municipal Ordinance Prosecutor's Course developed.

1987 - Report on the Academy published by the Academy Review Committee. Basic Training for public safety dispatchers initiated. Entry level Corrections Officers Task Analysis published.

1988 - Semi-Automatic Weapons training initiated. Academy auditorium renovated. Recommended Physical Fitness Standards published. Terminal Operators Certification. All Points Bulletin established. Advisory Committee on Correction established. Drug Abuse Resistance Education (D.A.R.E.) instructor program.

1989 - Law Enforcement Officers Manual standardized. New Basic Corrections Training Curriculum established. New Standardized Field Sobriety Test Developed. Oak-Grove Coburn purchased. Statewide State Law Enforcement Task Analyses completed.

1990 - Pre-Service Training Curriculum established. Statewide Regional In-Service Training Plan adopted. State Law Enforcement Training Curriculum adopted. Certification Test instituted.

1991 - Drug Recognition Technicians certified. D.A.R.E. officers trained with Maine mentors. Community Police Strategies developed. Provided technical assistance for business crime prevention projects.

1992 - New Decertification standards. Civil Rights training for all Law Enforcement agencies. Bloodborne Pathogens training for trainers. A.G. Task Force Report on the use of force.

1993 - Law Enforcement Agency Profile Survey conducted a joint effort MCJA/UMO Graduate Program. Total Quality Management training was initiated.

1994 - Added two citizen positions to the Board, bringing the Board membership to 17 members. Extended employment probationary period to one year after graduation from the basic law enforcement course. Increased the minimum age requirement for entry into the Municipal/County Basic Police School to 21 years of age, or 20 years of age if the applicant has an associate's degree or 60 hours of post secondary education. Upgraded computer networking capabilities to include regional offices.

1995 - The Board established minimum physical fitness and academic standards for all officers entering the Municipal / County Basic Police School. The Board also developed eight minimum policy and procedure standards that were distributed to all law enforcement agencies in order for them to submit to the Board the eight policies required by legislation. Effective January 1, 1996 each law enforcement agency is required to report to the Academy all excessive use of force complaints and the disposition of those complaints. A report from the Board was submitted to the Criminal Justice Committee recommending the implementation of joint training of Municipal, County and State Police.

Program recommendations to the Board of Trustees for revision of the curriculum was done.

1996 - Academy received a federal grant to strengthen community policing in Maine by effectively responding to domestic violence cases.

1997 - Governor Angus King submitted a ten million dollar bond package to the Appropriations Committee for the renovation or construction of a new Criminal Justice Academy.

1998 - The Legislature appropriated \$11,271,203 to renovate the former Oak-Grove Coburn school and construct a specialized training facility.

1999 - The Maine Criminal Justice Academy Board of Trustees, following a recommendation from the Law Enforcement Advisory Committee established mandatory annual in-service training requirements for the year 2000. The Board of Trustees is also working to establish entrance standards for the combined Law Enforcement Basic Training Course and the entrance requirements for tuition students.

2000 - The Maine Criminal Justice Academy's staff and programs moved to a new facility in Vassalboro, Maine. This was also the first year that all law enforcement officers were required to complete mandatory in-service refresher training.

2001 - During this year the 1st Basic Law Enforcement Training Program involving eighteen weeks of training combining State, municipal and county law enforcement officers was conducted at the new Maine Criminal Justice Academy's facility in Vassalboro, Maine.

2003 - The Academy accepted the first two tuition students into the Basic Law Enforcement Training Program. The Academy also applied for and received a federal grant to conduct a Job & Task Analysis of the Basic Law Enforcement Training Program to update the curriculum.

2004 - The Academy completed a job & task analysis of the Basic Law Enforcement Training Program. New Goals and Objectives were identified and implemented.

2005 - The Academy offered nine courses “*on-line*” to assist agencies in complying with Board mandated training for law enforcement officers. More than 7,500 courses were completed on-line saving agencies tens of thousands of dollars in officer overtime, travel and replacement costs.

2007 – The Academy entered into a partnership with Northeast Counterdrug Training Center out of Pennsylvania to put on tuition free training in Maine for topics such as: Interview and Interrogation, Identifying Deceptive Behavior, Leadership and Mastering Performance, School Resource Officer, Advance School Resource Officer, Video Surveillance Techniques and other management type courses. This partnership should continue for many years.

2007 – The Academy closed the Southern Maine office, which was located at the Southern Maine Community College in South Portland.

2008 – The Academy had a 3rd parking lot constructed adjacent to Building A which can hold another 57 vehicles.

2009 – The Academy was allowed to hire a Kate Faragher Houghton as a contract curriculum writer. The main focus will be on the new Law Enforcement Preservice Program. The Academy was also able to contract with 2 agencies for full-time Cadre for the Basic Law Enforcement Training Program (BLETP). These contract Cadre positions are for a 2 year period and designed to give Cadets consistent training from BLETP class to BLETP class.

APPENDIX A

Certified Municipal, County and State Law Enforcement and Corrections Officers

Appendix A
Certified Municipal, County and State Law Enforcement / Corrections Officers

| Agency Categories Municipal / County Officers | # of Depts. | # of Authorized Full-Time Police | # of Authorized Part-Time Police |
|--|------------------------|--|--|
| 1-8 Officers | 73 | 320 | 377 |
| 9-19 Officers | 31 | 405 | 135 |
| 20-64 Officers | 17 | 557 | 104 |
| 65+ Officers | 3 | 309 | 0 |
| Sheriff's Dept. (6 Transport Officers) | 16 | 332 | 298 |
| SUBTOTAL | 140 | 1,923 | 914 |
| Part-Time Municipal Officers | 15 | 0 | 29 |
| State Law Enforcement Agencies | | | |
| Railroad Police | 1 | 1 | 0 |
| State Corrections LE Investigators | 1 | 3 | 2 |
| Baxter State Park Authority | 1 | 7 | 0 |
| Maine State Police | 1 | 317 | 0 |
| Maine Warden Service | 1 | 114 | 3 |
| Maine Marine Patrol | 1 | 45 | 0 |
| Judicial Marshal's | 1 | 69 | 0 |
| Capitol Police | 1 | 6 | 0 |
| Fire Marshal Investigators | 1 | 17 | 0 |
| University Police | 4 | 38 | 23 |
| Attorney General Investigators | 1 | 12 | 0 |
| Motor Vehicle Investigators | 1 | 11 | 0 |
| Maine Drug Enforcement Agency | 1 | 1 | 0 |
| SUBTOTAL | 16 | 641 | 28 |
| TOTAL | 171 | 2,564 | 971 |
| Correctional Agencies | # of Depts. | # of Authorized Full-Time Corrections | # of Authorized Part-Time Corrections |
| Mountain View Youth Development | 1 | 92 | 0 |
| Maine State Prison | 1 | 299 | 0 |
| Maine Correctional Center | 1 | 174 | 0 |
| Central Maine Pre-Release | 1 | 18 | 0 |
| Long Creek Youth Development | 1 | 102 | 0 |
| Charleston Correctional Center | 1 | 30 | 0 |
| Downeast Correctional Center | 1 | 47 | 0 |
| County Jails | 15 | 763 | 151 |
| TOTAL | 22 | 1,525 | 139 |

APPENDIX B

Municipal Police and Sheriff's Departments Number of Personnel by Category

Appendix B
Maine Police and Sheriff's Departments
Number of Personnel by Category

Group #1 Department Personnel 1-8;
 consists of small departments generally rural
 in nature and supporting small communities.

| | |
|------------|----|
| Mexico | 7 |
| Monmouth | 5 |
| Pittsfield | 10 |
| Richmond | 3 |

73 Departments
320 F/T Law Enforcement Officers
377 P/T Law Enforcement Officers

5 Person Police Departments P/T

| | |
|------------------------------------|----|
| Damariscotta | 11 |
| Dexter | 9 |
| Dover-Foxcroft | 9 |
| Eastport | 8 |
| Fryeburg | 10 |
| Hallowell | 7 |
| Holden | 7 |
| Madawaska | 6 |
| Mechanic Falls | 1 |
| Oxford | 7 |
| Passamaquoddy Indian Township W.S. | 2 |
| Rockport | 1 |
| Southwest Harbor | 6 |
| Veazie | 3 |

1 Person Police Departments P/T

| | |
|----------------------------|---|
| Bethel | 6 |
| Frye Island | 3 |
| Hancock County DA's Office | 0 |
| Knox County DA's Office | 0 |
| Lincolntonville | 5 |
| Maliseet Tribal Police | 0 |
| Phippsburg | 1 |
| Swan's Island | 2 |
| York County DA's Office | 0 |

2 Person Police Departments P/T

| | |
|-------------------------------------|---|
| Baileyville | 8 |
| Gouldsboro | 2 |
| Limestone | 9 |
| Milbridge | 4 |
| Passamaquoddy Indian Township | 9 |
| Penobscot Indian Nation Warden Ser. | 1 |
| Rangeley | 3 |
| Washburn | 4 |

6 Person Police Departments P/T

| | |
|-----------------|----|
| Boothbay Harbor | 6 |
| Calais | 5 |
| Livermore Falls | 16 |
| Madison | 12 |
| Sabattus | 6 |
| Wilton | 9 |

3 Person Police Departments

| | |
|-------------------------|----|
| Ashland | 2 |
| Brownville | 7 |
| Clinton | 0 |
| Greenville | 8 |
| Kennebec County DA | 0 |
| Milo | 4 |
| Penobscot Indian Nation | 6 |
| Searsport | 7 |
| Van Buren | 4 |
| Wiscasset | 10 |

7 Person Police Departments P/T

| | |
|-----------------------------------|---|
| Bridgton | 4 |
| Bucksport | 4 |
| Buxton | 6 |
| Carrabassett Valley | 2 |
| Jay | 8 |
| Newport | 6 |
| Norway | 4 |
| Paris | 3 |
| Passamaquoddy Pleasant Point P.S. | 3 |
| Thomaston | 2 |
| Winslow | 8 |

4 Person Police Departments P/T

| | |
|------------------|----|
| Dixfield | 10 |
| East Millinocket | 4 |
| Fort Fairfield | 4 |
| Fort Kent | 4 |
| Lincoln | 12 |
| Machias | 7 |

8 Person Police Departments P/T

| | |
|---------------|---|
| Eliot | 1 |
| Millinocket | 2 |
| Mount Desert | 1 |
| South Berwick | 8 |
| Waldoboro | 3 |

Group #2 Department personnel 9-19; consists of departments who routinely provide 24-hour coverage and who have varied demographic characteristics, ranging from rural to urban.

31 Departments

405 F/T Law Enforcement Officers

135 P/T Law Enforcement Officers

9 Person Police Departments P/T

| | |
|---------------|----|
| Berwick | 6 |
| North Berwick | 5 |
| Oakland | 14 |
| Ogunquit | 8 |

10 Person Police Departments P/T

| | |
|------------|---|
| Cumberland | 2 |
| Winthrop | 4 |

11 Person Police Departments P/T

| | |
|---------------|---|
| Camden | 1 |
| Fairfield | 9 |
| Freeport | 2 |
| Kennebunkport | 5 |

12 Person Police Departments P/T

| | |
|----------------|---|
| Cape Elizabeth | 1 |
| Farmington | 3 |
| Gardiner | 2 |
| Hampden | 2 |
| Rumford | 6 |
| Yarmouth | 1 |

13 Person Police Departments P/T

| | |
|------------|---|
| Bar Harbor | 1 |
| Topsham | 5 |

14 Person Police Departments P/T

| | |
|----------|---|
| Belfast | 6 |
| Caribou | 8 |
| Houlton | 7 |
| Old Town | 2 |
| Orono | 1 |

15 Person Departments P/T

| | |
|-----------|---|
| Lisbon | 5 |
| Skowhegan | 8 |

16 Person Departments P/T

| | |
|-----------|---|
| Ellsworth | 2 |
|-----------|---|

17 Person Police Departments P/T
Rockland 0

18 Person Police Departments P/T
Bath 1
Falmouth 6

19 Person Police Departments P/T
Kennebunk 11
Presque Isle 0

Group #3 Department personnel 20-65; consists of cities with population in excess of 16,000.

17 Departments
557 F/T Law Enf. Officers
104 P/T Law Enf. Officers

F/T Police Departments P/T

| | | |
|----|-------------------|----|
| 20 | Old Orchard Beach | 30 |
| 20 | Kittery | 1 |
| 21 | Brewer | 2 |
| 22 | Gorham | 0 |
| 23 | Wells | 20 |
| 25 | Windham | 0 |
| 27 | York | 19 |
| 31 | Waterville | 0 |
| 34 | Brunswick | 5 |
| 34 | Saco | 0 |
| 35 | Scarborough | 17 |
| 37 | Westbrook | 4 |
| 40 | Augusta | 5 |
| 42 | Sanford | 0 |
| 46 | Biddeford | 1 |
| 49 | Auburn | 0 |
| 51 | South Portland | 0 |

Group #4 Department personnel 65+ consists of the three larger metropolitan cities of Maine; Portland, Bangor and Lewiston.

3 Departments
304 F/T Law Enf. Officers
0 P/T Law Enf. Officers

| | | |
|------------|---------------------------|------------|
| F/T | Police Departments | P/T |
| 76 | Bangor | 0 |
| 80 | Lewiston | 0 |
| 148 | Portland | 0 |

Group #5 Sheriff's - Consists of the 16 counties who maintain police patrol units and the 15 counties who maintain county jails with corrections officers.

16 Sheriff Departments
332 F/T Law Enf. Officers
298 P/T Law Enf. Officers
15 County Jails
763 F/T Corrections Officers
151 P/T Corrections Officers

Law Enforcement Officers

| F/T | Sheriff's Office | P/T | Trans. |
|------------|-------------------------|------------|---------------|
| 17 | Androscoggin | 14 | 0 |
| 18 | Aroostook | 22 | 0 |
| 52 | Cumberland | 12 | 0 |
| 16 | Franklin | 40 | 0 |
| 16 | Hancock | 9 | 0 |
| 26 | Kennebec | 26 | 0 |
| 18 | Knox | 14 | 0 |
| 24 | Lincoln | 13 | 6 |
| 17 | Oxford | 8 | 0 |
| 37 | Penobscot | 21 | 0 |
| 9 | Piscataquis | 19 | 0 |
| 20 | Sagadahoc | 15 | 0 |
| 15 | Somerset | 37 | 0 |
| 17 | Waldo | 16 | 0 |
| 15 | Washington | 21 | 0 |
| 15 | York | 11 | 0 |

Corrections Officers

| F/T | County Jails | P/T |
|------------|---------------------------|------------|
| 51 | Androscoggin | 26 |
| 29 | Aroostook | 9 |
| 166 | Cumberland | 8 |
| 13 | Franklin | 11 |
| 20 | Hancock | 18 |
| 68 | Kennebec | 4 |
| 39 | Knox | 7 |
| 16 | Oxford | 2 |
| 86 | Penobscot | 14 |
| 23 | Piscataquis | 7 |
| 68 | Somerset | 18 |
| 12 | Waldo | 13 |
| 20 | Washington | 9 |
| 85 | York | 3 |
| 67 | Two Bridges Regional Jail | 2 |

Group #6 Department Personnel consist of part time officers serving rural population in small communities.

15 Towns
29 P/T Law Enf. Officers

| Police Department | P/T |
|---------------------------|------------|
| Benton | 1 |
| China | 1 |
| Farmingdale | 5 |
| Harrington | 1 |
| Islesboro | 2 |
| Northport Village Corp. | 2 |
| Piscataquis D.A.'s Office | 1 |
| Randolph | 1 |
| Stockton Springs | 7 |
| Thomaston Marine | 1 |
| Vassalboro | 1 |
| Warren Marine | 1 |
| West Bath Marine | 1 |
| Winter Harbor | 3 |
| Woolwich Marine | 1 |

APPENDIX C

MCJA In-Service Training

Maine Criminal Justice Academy 2007 In-Service Training Classes

| <u>Course</u> | <u>Class Name</u> | <u>Location</u> | <u>Students</u> | <u>Hours</u> |
|---------------|---------------------------------|-----------------|-----------------|--------------|
| INS07 | TEST CLASS | Room 246 | 0 | 8.00 |
| INS0701 | DRAFTING EFFECTIVE SEARCH | MCJA | 19 | 16.00 |
| INS0702 | DRAFTING EFFECTIVE SEARCH | MCJA | 21 | 16.00 |
| INS0703 | OUI DETECTION REFRESHER | MCJA | 28 | 4.00 |
| INS0704 | SFST REFRESHER | MCJA | 28 | 4.00 |
| INS0705 | CADRE LEADERSHIP DEVELOPMENT - | MCJA | 5 | 80.00 |
| INS0706 | TERMINAL OPERATOR CERTIFICATION | MCJA | 8 | 40.00 |
| INS0707 | METHODS OF INSTRUCTION | MCJA | 19 | 40.00 |
| INS0708 | INTOXILYZER OPERATION & | MCJA | 3 | 16.00 |
| INS0709 | INTOXILYZER OPERATION & | MCJA | 1 | 16.00 |
| INS07100 | OUI/SFST TRAINING | MCJA | 0 | 24.00 |
| INS07101 | OUI-SFST REFRESHER TRAINING | MCJA | 1 | 4.00 |
| INS07102 | OUI/SFST TRAINING | MCJA | 0 | 24.00 |
| INS07103 | OUI/SFST TRAINING | MCJA | 0 | 24.00 |
| INS07104 | OUI/SFST TRAINING | MCJA | 2 | 24.00 |
| INS07105 | OUI/SFST TRAINING | MCJA | 2 | 24.00 |
| INS07106 | OUI/SFST TRAINING | MCJA | 0 | 24.00 |
| INS07107 | INTOXILYZER OPERATION & | MCJA | 17 | 16.00 |
| INS07108 | INTOXILYZER OPERATION & | MCJA | 16 | 16.00 |
| INS07109 | INTOXILYZER OPERATION & | MCJA | 16 | 16.00 |
| INS0711 | INTOXILYZER OPERATION & | MCJA | 1 | 16.00 |
| INS07110 | INTOXILYZER OPERATION & | YCSO | 6 | 16.00 |
| INS07111 | INTOXILYZER OPERATION & | Augusta PD | 5 | 16.00 |
| INS07112 | INTOXILYZER OPERATION & | Augusta PD | 5 | 8.00 |
| INS07113 | INTOXILYZER OPERATION & | MCJA | 2 | 16.00 |
| INS07114 | INTOXILYZER OPERATION & | Somerset SO | 2 | 8.00 |
| INS07114 | INTOXILYZER OPERATION & | Alfred MSP | 1 | 8.00 |
| INS07115 | TERMINAL OPERATOR CERTIFICATION | MCJA | 9 | 40.00 |

| <u>Course</u> | <u>Class Name</u> | <u>Location</u> | <u>Students</u> | <u>Hours</u> |
|---------------|---------------------------------|----------------------------------|-----------------|--------------|
| INS07116 | CIVIL RIGHTS OFFICER TRAINING | Waterville Police Department | 8 | 8.00 |
| INS07116 | JUDICIAL MARSHAL SCHOOL | MCJA | 17 | 40.00 |
| INS07117 | NARCOTIC DETECTION K-9 SCHOOL | Vassalboro | 10 | 320.00 |
| INS07118 | IDENTIFICATION OF DECEPTIVE | MCJA | 44 | 24.00 |
| INS07119 | METHODS OF INSTRUCTION | MCJA | 15 | 80.00 |
| INS0712 | CRIME SCENE PROCESSING | MCJA | 12 | 40.00 |
| INS07120 | INTOXILYZER OPERATION & | Grey SP | 1 | 8.00 |
| INS07121 | INTOXILYZER OPERATION & | Ken SO | 1 | 8.00 |
| INS07122 | INTOXILYZER OPERATION & | Penobscot SO | 2 | 16.00 |
| INS07123 | INTOXILYZER OPERATION & | LCSO | 2 | 8.00 |
| INS07124 | INTOXILYZER OPERATION & | Hampden PD | 10 | 16.00 |
| INS07125 | RADAR OPERATION & CERTIFICATION | MCJA | 0 | 16.00 |
| INS07126 | SFST REFRESHER | Presque Isle PD | 4 | 4.00 |
| INS07127 | DRUG RECOGNITION TECHNICIAN | Portland PD | 17 | 8.00 |
| INS07128 | CIVIL RIGHTS OFFICER TRAINING | MCJA | 30 | 8.00 |
| INS07129 | TERMINAL OPERATOR CERTIFICATION | MCJA | 8 | 40.00 |
| INS0713 | INTOXILYZER OPERATION & | MCJA | 1 | 16.00 |
| INS07130 | LAW ENFORCEMENT OFFICER | MCJA | 31 | 16.00 |
| INS07131 | ENFORCING UNDERAGE DRINKING | South Portland Conference Center | 40 | 16.00 |
| INS07132 | INTOXILYZER OPERATION & | Waldoboro PD | 19 | 16.00 |
| INS07133 | INTOXILYZER OPERATION & | York PD | 1 | 8.00 |
| INS07134 | INTOXILYZER OPERATION & | Waterville PD | 3 | 8.00 |
| INS07135 | INTOXILYZER OPERATION & | Lewiston PD | 4 | 8.00 |
| INS07136 | VIDEO EQUIPMENT TRAINING FOR | MCJA | 0 | 24.00 |
| INS07137 | AMERICANS WITH DISABILITIES ACT | MCJA | 21 | 2.00 |
| INS07138 | ELDER ABUSE | MCJA | 20 | 2.00 |
| INS07139 | BASIC COMPUTER CRIMES | MCJA | 23 | 2.00 |
| INS0714 | INTOXILYZER OPERATION & | MCJA | 4 | 16.00 |
| INS07140 | NEW LAW UPDATES | MCJA | 22 | 2.00 |
| INS07141 | TEEN DRIVING INITIATIVES | MCJA | 19 | 8.00 |
| INS07142 | ADVANCED MOTORCYCLE | CMCC Augusta | 0 | 40.00 |
| INS07143 | CRASH RECONSTRUCTION IN-SERVICE | Maine Criminal Justice Academy | 0 | 16.00 |
| INS07145 | INTOXILYZER OPERATION & | Waldo SO | 7 | 8.00 |

| <u>Course</u> | <u>Class Name</u> | <u>Location</u> | <u>Students</u> | <u>Hours</u> |
|---------------|----------------------------------|-----------------------------------|-----------------|--------------|
| INS0715 | INTOXILYZER OPERATION & | MCJA | 8 | 16.00 |
| INS0716 | TERMINAL OPERATOR CERTIFICATION | MCJA | 10 | 40.00 |
| INS0717 | OUI/SFST TRAINING & PROFICIENCY | MCJA | 24 | 24.00 |
| INS0718 | RADAR OPERATION & CERTIFICATION | MCJA | 0 | 16.00 |
| INS0719 | RADAR OPERATION & CERTIFICATION | MCJA | 0 | 16.00 |
| INS0720 | COMPUTER BASICS AND | MCJA | 5 | 3.00 |
| INS0721 | OUI/SFST TRAINING & PROFICIENCY | MCJA | 28 | 24.00 |
| INS0722 | LAW ENFORCEMENT OFFICER | MCJA | 24 | 16.00 |
| INS0722 | LAW ENFORCEMENT OFFICER | MCJA | 1 | 16.00 |
| INS0723 | BASIC CRISIS NEGOTIATIONS SCHOOL | MCJA | 35 | 40.00 |
| INS0724 | MICROSOFT EXEL BASIC | MCJA | 8 | 3.00 |
| INS0724 | MICROSOFT EXCEL BASIC | MCJA | 8 | 3.00 |
| INS0725 | MICROSOFT EXCEL INTERMEDIATE | MCJA | 7 | 3.00 |
| INS0726 | TERMINAL OPERATOR CERTIFICATION | MCJA | 10 | 40.00 |
| INS0727 | FIELD TRAINING OFFICER | MCJA | 16 | 24.00 |
| INS0728 | METHODS OF INSTRUCTION | MCJA | 19 | 40.00 |
| INS0729 | DRUG RECOGNITION EXPERT | MCJA | 16 | 72.00 |
| INS0730 | TERMINAL OPERATOR CERTIFICATION | MCJA | 9 | 40.00 |
| INS0731 | POLICE TRAINING OFFICER COURSE | MCJA | 18 | 40.00 |
| INS0732 | NEW CHIEF-SHERIFFS SEMINAR | MCJA | 15 | 40.00 |
| INS0733 | TERMINAL OPERATOR CERTIFICATION | MCJA | 10 | 40.00 |
| INS0734 | OUI/SFST TRAINING | MCJA | 10 | 24.00 |
| INS0735 | OUI/SFST TRAINING | MCJA | 15 | 24.00 |
| INS0736 | OUI/SFST TRAINING | MCJA | 10 | 24.00 |
| INS0737 | INTOXILYZER OPERATION & | MCJA | 20 | 16.00 |
| INS0738 | INTOXILYZER OPERATION & | MCJA | 20 | 16.00 |
| INS0739 | INTOXILYZER OPERATION & | MCJA | 20 | 16.00 |
| INS0740 | MICROSOFT EXCEL ADVANCED | MCJA | 4 | 6.00 |
| INS0741 | POLICE PHOTOGRAPHY | State Police Crime Lab-Conference | 6 | 40.00 |
| INS0742 | METHODS OF INSTRUCTION | MCJA | 19 | 40.00 |
| INS0743 | BASIC PATROL K-9 SCHOOL | MCJA | 8 | 480.00 |
| INS0744 | TERMINAL OPERATOR CERTIFICATION | MCJA | 9 | 40.00 |
| INS0745 | MECHANICS OF RESTRAINT & CONTROL | MCJA | 23 | 40.00 |

| <u>Course</u> | <u>Class Name</u> | <u>Location</u> | <u>Students</u> | <u>Hours</u> |
|---------------|------------------------------|------------------------------|-----------------|--------------|
| INS0746 | INTOXILYZER OPERATION & | MCJA | 1 | 16.00 |
| INS0747 | INTOXILYZER OPERATION & | MCJA | 1 | 16.00 |
| INS0747 | INTOXILYZER OPERATION & | Penobscot SO | 0 | 16.00 |
| INS0748 | INTOXILYZER OPERATION & | MCJA | 1 | 16.00 |
| INS0749 | INTOXILYZER OPERATION & | MCJA | 4 | 16.00 |
| INS0750 | INTOXILYZER OPERATION & | MCJA | 8 | 16.00 |
| INS0750 | INTOXILYZER OPERATION & | MCJA | 0 | 16.00 |
| INS0751 | INTOXILYZER OPERATION & | MCJA | 1 | 16.00 |
| INS0752 | INTOXILYZER OPERATION & | MCJA | 2 | 16.00 |
| INS0753 | INTOXILYZER OPERATION & | MCJA | 1 | 16.00 |
| INS0754 | INTOXILYZER OPERATION & | MCJA | 1 | 16.00 |
| INS0755 | INTOXILYZER OPERATION & | MCJA | 5 | 16.00 |
| INS0756 | INTOXILYZER OPERATION & | MCJA | 2 | 16.00 |
| INS0757 | INTOXILYZER OPERATION & | MCJA | 7 | 16.00 |
| INS0758 | INTOXILYZER OPERATION & | MCJA | 1 | 16.00 |
| INS0759 | BASIC SUPERVISION FOR LAW | MCJA | 35 | 80.00 |
| INS0760 | CHILD PASSENGER SAFETY | MCJA | 13 | 32.00 |
| INS0761 | INTERACTIVE USE OF FORCE | MCJA | 19 | 40.00 |
| INS0762 | POLICE CYCLIST | Brunswick | 18 | 40.00 |
| INS0763 | INTOXILYZER OPERATION & | MCJA | 4 | 16.00 |
| INS0765 | DRUG RECOGNITION TECHINICIAN | MCJA | 27 | 8.00 |
| INS0766 | INTOXILYZER OPERATION & | CMCC Aug | 15 | 16.00 |
| INS0767 | INTOXILYZER OPERATION & | CCSO | 4 | 16.00 |
| INS0768 | INTOXILYZER OPERATION & | Gray SP | 11 | 8.00 |
| INS0769 | INTOXILYZER OPERATION & | Pleasant Point Public Safety | 4 | 16.00 |
| INS0770 | INTOXILYZER OPERATION & | Saco PD | 1 | 8.00 |
| INS0771 | INTOXILYZER OPERATION & | Alfred SP | 3 | 16.00 |
| INS0772 | INTOXILYZER OPERATION & | CCSO | 6 | 16.00 |
| INS0773 | INTOXILYZER OPERATION & | MCJA | 1 | 8.00 |
| INS0774 | INTOXILYZER OPERATION & | Gray SP | 1 | 8.00 |
| INS0775 | INTOXILYZER OPERATION & | Augusta CID | 15 | 8.00 |
| INS0776 | INTOXILYZER OPERATION & | PCSO | 4 | 16.00 |
| INS0777 | OUI-SFST REFRESHER TRAINING | Bangor UTC | 17 | 4.00 |

| <u>Course</u> | <u>Class Name</u> | <u>Location</u> | <u>Students</u> | <u>Hours</u> |
|---------------|---------------------------------|--------------------------|-----------------|-----------------|
| INS0778 | FIREARMS SKILLS DEVELOPMENT | MCJA | 0 | 8.00 |
| INS0779 | OUI/SFST TRAINING | Acadia Park | 9 | 24.00 |
| INS0780 | OUI/SFST TRAINING & PROFICIENCY | Portland NSC | 24 | 24.00 |
| INS0781 | SFST REFRESHER | Portland PD | 12 | 8.00 |
| INS0782 | OUI DETECTION REFRESHER | Portland PD | 10 | 8.00 |
| INS0782 | INTOXILYZER OPERATION & | Bath PD | 2 | 8.00 |
| INS0783 | INTOXILYZER OPERATION & | Kittery PD | 2 | 8.00 |
| INS0784 | INTOXILYZER OPERATION & | Saco PD | 1 | 8.00 |
| INS0785 | REGIONAL TRAINING COORDINATORS | MCJA | 10 | 4.00 |
| INS0786 | FIREARMS INSTRUCTOR DEVELOPMENT | MCJA | 23 | 80.00 |
| INS0787 | OUI-SFST REFRESHER TRAINING | Auburn PD | 1 | 4.00 |
| INS0788 | OUI-SFST REFRESHER TRAINING | Portland PD | 17 | 4.00 |
| INS0789 | INTOXILYZER OPERATION & | Winthrop PD | 1 | 8.00 |
| INS0790 | INTOXILYZER OPERATION & | LCSO | 3 | 16.00 |
| INS0791 | OUI/SFST TRAINING | MCJA | 1 | 24.00 |
| INS0792 | OUI-SFST REFRESHER TRAINING | South Portland PD | 1 | 4.00 |
| INS0793 | TERMINAL OPERATOR CERTIFICATION | MCJA | 10 | 40.00 |
| INS0794 | URBAN RIFLE INSTRUCTOR SCHOOL | MCJA | 10 | 40.00 |
| INS0795 | OUI-SFST TRAINING | Bangor PD | 9 | 24.00 |
| INS0796 | OUI-SFST REFRESHER TRAINING | Bangor Police Department | 3 | 4.00 |
| INS0797 | AT-SCENE CRASH ACCIDENT | CMCC | 21 | 80.00 |
| INS0798 | FINANCIAL EXPLOITATION CASES | MCJA | 21 | 16.00 |
| INS0799 | OUI-SFST REFRESHER TRAINING | MCJA | 13 | 4.00 |
| | | | 1,485.00 | 3,782.00 |

APPENDIX D

Maine Criminal Justice Academy Regional In-Service Training

**MAINE CRIMINAL JUSTICE ACADEMY
2009 IN-SERVICE REGIONAL TRAINING**

| LAW ENFORCEMENT TRAINING REGIONS | COURSES | OFFICERS | TOTAL HOURS |
|---|----------------|-----------------|------------------------|
| York County Training Council (Region 1) | 17 | 366 | 2,768 |
| Cumberland County Training Council (Region 2) | 0 | 0 | 0 |
| Western Maine Training Council (Region 3) | 30 | 525 | 1,050 |
| Central Maine Training Council (Region 4) | 2 | 23 | 46 |
| Penobscot / Piscataquis County Regional Training Council (Region 5) | 0 | 0 | 0 |
| Mid Coast Training Council (Region 6) | 0 | 0 | 0 |
| Downeast Training Council (Region 7) | 0 | 0 | 0 |
| Aroostook County Training Council (Region 8) | 0 | 0 | 0 |

| | | | |
|--------------------|------------|--------------|---------------|
| 2009 TOTALS | 49 | 937 | 3,864 |
| 2008 TOTALS | 158 | 3,702 | 10,190 |
| 2007 TOTALS | 103 | 3,034 | 12,241 |
| 2006 TOTALS | 125 | 3,466 | 10,361 |



REPORT OF REGIONAL TRAINING: REGION 1

| <u>NUMBER</u> | <u>CLASS NAME</u> | <u>DATE</u> | <u>LOCATION</u> | <u>STUDENTS</u> | <u>HOURS</u> |
|---------------|---|-------------|-----------------|-----------------|--------------|
| YCTC 0916 | CRISIS INTERVENTION TRAINING | 11/20/09 | York | 23 | 40 |
| YCTC 0917 | TASER LIABILITY/USE OF FORCE | 12/15/09 | Wells | 76 | 7 |
| YCTC0901 | OUI TRAINING SEMINAR | 03/30/09 | Wells | 65 | 6 |
| YCTC0902 | TASER INSTRUCTOR | 04/06/09 | Berwick PD | 19 | 8 |
| YCTC0903 | WMD OPERATIONS LEVEL REFRESHER TRAINING | 04/07/09 | York | 23 | 4 |
| YCTC0904 | HAZMAT FIRST RESPONDER OPERATIONS LEVEL - REFRESHER | 05/04/09 | Wells | 22 | 4 |
| YCTC0905 | RADIO PROCEDURES | 05/19/09 | York | 7 | 1 |
| YCTC0906 | ASP TRAINING | 06/15/09 | York | 10 | 8 |
| YCTC0907 | MAINE BICYCLE SAFETY COALITION | 06/16/09 | York | 25 | 4 |
| YCTC0908 | DNA EVIDENCE COLLECTION & PACKAGING | 06/17/09 | Biddeford PD | 17 | 3 |
| YCTC0909 | MOUNTAIN BIKE TECHNIQUES | 06/16/09 | York | 20 | 7 |
| YCTC0910 | OC SPRAY CERTIFICATION | 06/17/09 | York | 10 | 2 |
| YCTC0911 | UNARMED SELF DEFENSE | 06/17/09 | York | 9 | 4 |
| YCTC0912 | HANDCUFFING | 06/17/09 | York | 10 | 4 |
| YCTC0913 | RESPONSE TO DOMESTIC VIOLENCE | 06/18/09 | York | 10 | 4 |
| YCTC0914 | OUI DETECTION | 06/18/09 | York | 10 | 3 |
| YCTC0915 | PATROL TECHNIQUES - (DAY/LOW LIGHT) | 06/18/09 | York | 10 | 5 |

Classes: 17

Students: 366

Hours: 2,768



REPORT OF REGIONAL TRAINING: REGION 2

NUMBER

CLASS NAME

DATE

LOCATION

STUDENTS

HOURS

Classes:

Students:

Hours:



REPORT OF REGIONAL TRAINING: REGION 3

| <u>NUMBER</u> | <u>CLASS NAME</u> | <u>DATE</u> | <u>LOCATION</u> | <u>STUDENTS</u> | <u>HOURS</u> |
|---------------|--|-------------|------------------------------|-----------------|--------------|
| WMTC0901 | HATE CRIME RECOGNITION | 01/06/09 | Farmington | 27 | 2 |
| WMTC0902 | HATE BIAS CRIMES | 01/13/09 | Rumford | 14 | 2 |
| WMTC0903 | PATROL INTERDICTION & CURRENT DRUG TRENDS | 02/03/09 | Farmington | 27 | 2 |
| WMTC0904 | DRUG INTERDICTION & CURRENT DRUG TRENDS | 02/18/09 | Sabattus Police Department | 4 | 2 |
| WMTC0905 | DRUG INTERDICTION & CURRENT DRUG TRENDS | 02/11/09 | Paris Police Department | 19 | 2 |
| WMTC0906 | DRUG INTERDICTION & CURRENT DRUG TRENDS | 02/10/09 | Rumford | 9 | 2 |
| WMTC0907 | CRIME LAB OVERVIEW | 03/18/09 | Sabattus Police Department | 18 | 2 |
| WMTC0908 | CRIME LAB OVERVIEW/DNA EVIDENCE COLLECTION | 03/10/09 | Rumford | 9 | 2 |
| WMTC0909 | CRIME LAB OVERVIEW/DNA EVIDENCE COLLECTION | 03/03/09 | Franklin S.O. | 21 | 2 |
| WMTC0910 | RESPONSE DRIVING | 04/22/09 | Sabattus Police Department | 3 | 2 |
| WMTC0911 | DEATH NOTIFICATIONS/RESPONSE DRIVING | 04/14/09 | Rumford | 11 | 2 |
| WMTC0912 | SITUATIONAL USE OF FORCE | 05/05/09 | Farmington P. D. | 38 | 2 |
| WMTC0913 | DEATH NOTIFICATION/RESPONSE DRIVING | 04/07/09 | Farmington P. D. | 34 | 2 |
| WMTC0914 | SITUATIONAL USE OF FORCE | 05/20/09 | Sabattus Police Department | 31 | 2 |
| WMTC0915 | STATEMENT ANALYSIS/INTERVIEW AND INTERROGATION | 09/08/09 | Rumford | 13 | 2 |
| WMTC0916 | STATEMENT ANALYSIS & INTERROGATION | 09/16/09 | Sabattus Police Department | 3 | 2 |
| WMTC0917 | STATEMENT ANALYSIS | 09/01/09 | Farmington Police Department | 25 | 2 |

| <u>NUMBER</u> | <u>CLASS NAME</u> | <u>DATE</u> | <u>LOCATION</u> | <u>STUDENTS</u> | <u>HOURS</u> |
|---------------|---|-------------|------------------------------|-----------------|--------------|
| WMTC0918 | CMP-SAFETY-POWER LINES | 11/17/09 | Paris Fire Department | 13 | 2 |
| WMTC0919 | NEW LAW UPDATES | 11/12/09 | Paris Fire Department | 15 | 2 |
| WMTC0920 | NEW LAW UPDATES | 11/18/09 | Sabattus Police Department | 15 | 2 |
| WMTC0921 | NEW LAW UPDATES | 11/10/09 | Rumford Police Department | 12 | 2 |
| WMTC0922 | SITUATIONAL USE OF FORCE | 12/01/09 | Farmington Police Department | 36 | 2 |
| WMTC0923 | ISSUES OF SEXUAL ASSAULT | 10/13/09 | Rumford | 13 | 2 |
| WMTC0924 | ISSUES OF SEXUAL ASSAULT | 10/21/09 | Sabattus Police Department | 7 | 2 |
| WMTC0925 | NEW LAW UPDATES | 11/03/09 | Farmington Police Department | 43 | 2 |
| WMTC0926 | SITUATIONAL USE OF FORCE | 12/08/09 | Rumford Police Department | 9 | 2 |
| WMTC0927 | INITIAL RESPONSE TO SERIOUS TRAFFIC CRASH | 12/16/09 | Rumford Police Department | 8 | 2 |
| WMTC0928 | CIVIL RIGHTS/HATE CRIMES | 01/14/09 | Paris Fire Department | 11 | 2 |
| WMTC0929 | EMERGENCY VEHICLE OPERATOR/ CIVIL LIABILITY | 04/15/09 | Paris Fire Department | 18 | 2 |
| WMTC0930 | SEX ASSAULT TRAINING | 10/14/09 | Paris Fire Department | 19 | 2 |

Classes: 30

Students: 525

Hours: 1,050



REPORT OF REGIONAL TRAINING: REGION 4

| <u>NUMBER</u> | <u>CLASS NAME</u> | <u>DATE</u> | <u>LOCATION</u> | <u>STUDENTS</u> | <u>HOURS</u> |
|---------------|--------------------------|-------------|---------------------------|-----------------|--------------|
| CMTC0901 | SITUATIONAL USE OF FORCE | 11/02/09 | Somerset Sheriff's Office | 12 | 2 |
| CMTC0902 | SEXUAL ASSAULT RESPONSE | 10/15/09 | Somerset Sheriff's Office | 11 | 2 |

Classes: 2

Students: 23

Hours: 46



REPORT OF REGIONAL TRAINING: REGION 5

NUMBER

CLASS NAME

DATE

LOCATION

STUDENTS

HOURS

Classes:

Students:

Hours:



REPORT OF REGIONAL TRAINING: REGION 6

NUMBER

CLASS NAME

DATE

LOCATION

STUDENTS

HOURS

Classes:

Students:

Hours:



REPORT OF REGIONAL TRAINING: REGION 7

NUMBER

CLASS NAME

DATE

LOCATION

STUDENTS

HOURS

Classes:

Students:

Hours:



REPORT OF REGIONAL TRAINING: REGION 8

NUMBER

CLASS NAME

DATE

LOCATION

STUDENTS

HOURS

Classes:

Students:

Hours:

APPENDIX E

**Maine Criminal Justice Academy
Media Resource Center**

About the Maine Criminal Justice Academy Media Resource Center

The following is a brief guide to the services and resources of the Media Resource Center at the Maine Criminal Justice Academy.

Collection Management

The Media Resources Center selects, organizes, circulates, maintains and continuously evaluates its collections in response to the changing nature and needs of the MCJA staff, law enforcement/corrections personnel and the traffic safety community. Some details on the Media Resource Center's collections:

- **Audio Visual Collection**

The MRC has videos, and slide/audio cassette programs available for loan to MCJA staff, law enforcement/corrections personnel and the highway safety community. Our current listings may be viewed at our web site.

- **Main Collection**

Even though the emergence of the Internet has brought a wealth of information to your desktop, books are still a prime source of information. Supporting MCJA's diverse interests, the Media Resource Center has over 3000 books on a wide variety of subjects. Criminal justice, supervision and computing are just a few of the areas covered by the main collection.

Books are catalogued and arranged according to the Library of Congress Classification System. You may find specific authors, titles or subject areas using the card catalog available in the Media Resource Center.

Books in the main collection are available to MCJA staff, law enforcement/corrections personnel, the highway safety community, students and other interested parties up to a 4-week loan period.

- **Reference Collection**

The reference collection includes a number of encyclopedias, statutes, indices, maps, manuals and more. These materials are available for day use on MCJA premises only.

- **Magazines and Newsletters**

The MRC subscribes to a number of magazines. Training, law enforcement and corrections are among the subjects available. Of special note are some popular magazines subscribed to as part of the MCJA Student Benefit Fund. Magazines and newsletters may circulate for 2 weeks.

- **Vertical Files**

Documents, magazine articles and newspaper clippings are filed in folders arranged by subject. The vertical files are indexed in a card catalog file (located in the MRC). These items may circulate for 2 weeks.

- **Training Manuals**

The MRC is the repository for handouts and training manuals primarily used in training sessions held at the Academy. These items may circulate for up to 2 weeks to MCJA staff and law enforcement/corrections personnel.

- Fatal Vision Goggles

The MRC has 6 sets of Fatal Vision Goggles available for loan to MCJA staff, law enforcement/corrections personnel and the highway safety community. Enclosed in each set are 3 pairs of goggles (.20, .08, .08 night), a video and a training guide. It is encouraged that users request goggles well in advance of when they are needed to ensure availability.

- Costumes

Daren, the D.A.R.E. lion and McGruff, the Crime Dog suits are available for loan to the law enforcement community for programs and events throughout the state of Maine. Due to their size, the suits must be picked up at the Media Resource Center in Vassalboro. The suits should be returned to the MRC by the agreed upon due date in good condition. If the suit is returned dirty or torn, cleaning/mending fees may be incurred by the borrower.

- Paperback Collection

The paperback collection is a small collection of popular fiction books. Please feel free to browse and borrow anything that might interest you. Please return your selection upon completion. Donations to this collection are gratefully accepted by the MRC staff.

Information Retrieval

- Ready Reference

Utilizing sources readily at hand, staff members can supply quick facts such as data items, addresses and telephone numbers, dates, definitions and referrals to other appropriate resources.

- Research

A research service is available to help find needed information as quickly and efficiently as possible. Using a wide-range of print and electronic resources the MRC staff will:

- Work with you to redefine your information needs,
- Search literature, databases and the Internet,
- Identify and contact experts in the field,
- Collect relevant documents,
- Organize, analyze and summarize, and
- Follow-up or monitor as needed.

Typical requests include:

- Finding current articles about all aspects of law enforcement and corrections.
- Identifying sources to support professional development,
- Compiling of bibliographies,

Identifying emerging technologies, revealing new techniques in law enforcement/corrections and monitoring court decisions affecting the law enforcement/corrections community.

Facilities

- Reading Room

In addition to the array of services and resources, the MRC has a reading room available for staff and student use. It is a quiet, comfortable place to work, read or relax. Seating is available at tables and study carrels.

APPENDIX F

Training For Exempt Law Enforcement Agencies

The attached letters to this report, from the Division of Probation and Parole and the Department of Conservation represent training information reported to the Board of Trustees as required in Title 25 M.R.S.A. section 2809 (4).

It should be noted that both agencies submitted, at an earlier date, outlines of their basic law enforcement course for the Board's inspection. These orientation programs were accepted by the Board as to content of the training.



STATE OF MAINE
 DEPARTMENT OF CORRECTIONS
 111 STATE HOUSE STATION
 AUGUSTA MAINE
 04333-0111

JOHN ELIAS BALDACCI
 GOVERNOR

MARTIN A. MAGNUSSON
 COMMISSIONER

March 8, 2010

John Rogers, Director
 Maine Criminal Justice Academy
 15 Oak Grove Road
 Vassalboro, ME 04989

Dear Mr. Rogers:

This letter is to advise you as to the status of staff training in the Department of Corrections, Community Corrections.

In 2009, training occurred as indicated below:

| | |
|--|----------|
| Air & Bloodborne Pathogens Refresher | 2 hours |
| LSI Training Update | 4 hours |
| Motivational Interviewing Refresher & Update | 4 hours |
| New Law Update | 2 hours |
| Unarmed Self Defense, Defensive Tactics | 6 hours |
| Management of Aggressive Behavior | 8 hours |
| Leadership Development | 40 hours |
| Video Display Terminal | 1 hour |
| Collaborative Problem Solving | 4 hours |
| Handcuffing & OC Spray | 8 hours |
| Workplace Harassment/ADA | 2 hours |
| Ethics | 2 hours |
| Firearms (Adult Probation only) | 8 hours |

Additionally, there were training opportunities at the monthly staff meetings of approximately 10 hours on topics such as, new program offerings by various vendors and DOC Policies & Procedures.

We are committed to ensuring that our staff is well trained. As you can see, we invest a considerable amount of time in doing so.

Sincerely,

Bartlett Stoodley
 Associate Commissioner/Juvenile Services



JOHN ELIAS BALDACCI
GOVERNOR

STATE OF MAINE
DEPARTMENT OF CONSERVATION
MAINE FOREST SERVICE
22 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0022



PATRICK MCGOWAN
COMMISSIONER

December 18, 2009

Chairman Brian MacMaster
Maine Criminal Justice Academy
15 Oak Grove Road
Vassalboro, ME 04989

Dear Chairman MacMaster,

The Maine Forest Service wishes to advise the Maine Criminal Justice Academy's Board of Trustees that it has continued to provide training for our law enforcement officers pursuant to 25 M.R.S.A. §2801-B(2). During Calendar year 2009 the following law enforcement training has been provided:

- 4 Forest Rangers attended Interview and Interrogation Training.
- 1 Forest Ranger attended the Maine Criminal Justice Academy's Law Enforcement Pre-Service Training Program.
- 6 Forest Rangers attended Identifying Deceptive Behavior Training.
- 2 Forest Rangers attended the REID Method of Interview and Interrogation Training.
- 3 Forest Rangers attended Incident Command System Train the Trainer Training.
- 65 Forest Rangers attended Defensive Tactics Training.

Rangers attended a total of 1,318 hours of law enforcement training during calendar year 2009. In addition to this law enforcement training, Forest Rangers received more than 12,000 hours of training in numerous other topics specific to our agency's mission.

Sincerely,

Alan Hammond,
State Planning and Training Coordinator,
Forest Protection Division

MAINE FOREST SERVICE
ALEC GIFFEN, DIRECTOR

PHONE: (207) 287-2791 OR 1-800-367-0223
FAX: (207) 287-8422
TTY: (888) 557-6690
www.maineforestservice.org

We help you make informed decisions about Maine's forests

APPENDIX G

Guidelines for Regional Training Coordinators

MAINE CRIMINAL JUSTICE ACADEMY

A Bureau of the Department of Public Safety

Guidelines for Regional Training Coordinators

Training Memorandum 93-1 (Revised)

PURPOSE

The purpose of the Academy's regional in-service training program is to provide certified law enforcement, corrections officers and other criminal justice personnel an opportunity to upgrade their existing levels of job skills and develop new areas of expertise.

The statewide in-service training will carry out the following primary objectives:

- 1) Provide cost effective training;
- 2) Provide local officers with training opportunities in their own locale and on a flexible schedule;
- 3) Provide quality training on topics specific to local needs;
- 4) Promote and encourage local law enforcement and corrections officers to upgrade their skills; and
- 5) Develop and support courses which maintain and promote philosophies and standards established by the Academy's Board of Trustees.

DESCRIPTION OF IN-SERVICE TRAINING PROGRAM

The Academy is required by statute to offer in-service training for law enforcement and corrections officers. The various types of in-service training are:

SPECIALIZED TRAINING

This type of training is usually done at the Academy and involves the development of special skills, e.g., Police Photography, Arson Investigation, Instructor Development. These courses could be offered locally if coordinated with other training regions. These activities are supported by fees paid by attendee's agencies.

MANAGEMENT TRAINING

Supervisor, Mid-Management and Executive Training are developed courses with specifications and offered annually at the Academy. Regionally, Coordinators should offer, on a needs basis, workshops, seminars and conferences for area management that deals with local issues or problems. Statewide issues and problems should be scheduled at the Academy. The Management courses could be offered regionally if coordinated through the Academy. These activities are supported by fees paid by attendee's agencies.

REFRESHER TRAINING

This type of training sharpens and expands the skills and knowledge of officers as it deals with changes in the law, new concepts, updated procedures and critical skills. Training subjects could be required by the legislature, the Board of Trustees or identified through an established Regional Training Council. Fees could be assessed and maintained by individual councils.

ORGANIZATION OF IN-SERVICE TRAINING

Training regions have been organized to recognize the geographical boundaries established by the courts. These prosecutorial districts recognize more than one county. It should be noted that the Maine Chiefs of Police Association also recognizes these boundaries setting their District representation. The Academy has used the same boundaries to establish the four training regions, which are;

- 1) Region 1,
District (1) York

District (2) Cumberland
- 2) Region 2,
District (3) Franklin, Oxford, Androscoggin
District (4) Somerset, Kennebec
- 3) Region 3,
District (6) Waldo, Knox, Lincoln, Sagadahoc
District (7) Washington, Hancock
- 4) Region 4,
District (5) Penobscot, Piscataquis
District (8) Aroostook

The establishment of a Regional Training Council within each training region is an essential part of the overall training plan. The Task Force Report from the Attorney General noted that regional training councils should reflect the concerns of municipal, county, state law enforcement officers, district attorneys and designated public members who have no affiliation with law enforcement.

The Task Force Report recognized the importance of identifying local training issues and to address these problems by improving performance. Each district should be made up of a minimal representation of:

- 1) District Attorney, or designee
- 2) Troop Commander or designee
- 3) County Sheriff (s) or designee
- 4) Representative member of Chiefs of differing sizes
- 5) Public member(s).

The primary role of the regional training coordinator is to provide technical assistance to the Council. It further becomes the responsibility of the coordinator to provide leadership within the training region in ensuring that all officers are receiving the required training and become the standard bearer for the Academy.

The Regional Training Council should meet periodically, and through this process, identify training needs. With identification, also requires the responsibility of assuring that the training is of sufficient quality in regard to both content and instructor. The regional training coordinator serves the role of technical assistance to this process and assures that it meets the overall Board of Trustee's standard of course certification.

The duties of the regional training coordinator will include but is not limited to the following:

- * Assess the training needs of their region's criminal justice community and develop programs based on those needs.
- * Develop specialized in-service programs for that area (i.e. Fingerprinting, photography, Criminal Investigation, Radar, Intoxilyzer, Etc.)
- * Develop general refresher training to serve as a continual update of latest law changes and new procedure changes.
- * Provide advanced seminars & workshops for command level personnel.
- * Provide the Pre-service Training Program on a needs basis in the region.
- * Work with the area criminal justice agencies and institutions of higher education in an effort to constantly provide training of the highest quality.
- * To serve as the on-site coordinator for all Academy certified programs within their geographic regions.

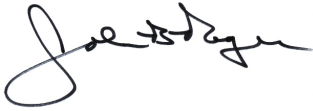
PLANNING

- * Understand the role of the Academy and the Council
- * Work with the Academy/Council in identifying training needs
- * Examine resources and prior evaluations in establishing courses.
- * Coordinate need for training with the Training Manager/Academy and local agencies to determine number of presentations and estimated total number of students to be trained.
- * Determine funding sources
 - 1) Fees and Outside funding sources
- * Select training facilities, when possible, conducive to satisfactory learning.
 - 1) Comfortable environment (seating/workspace)
 - 2) Distraction/interruption
 - 3) Audio-visual readily available
- * Arrange for needed equipment for instructors
- * Develop cancellation policy, i.e. low enrollment, inclement weather, and instructor availability.
- * Develop and maintain brochures and course announcements.

EVALUATION

- * Conduct course and instructor evaluation.
 - 1) Monitoring first presentations of new instructor
 - 2) Periodically monitoring all courses.
 - 3) Administer student evaluations of courses and instructors.
- * Provide feedback to instructors on evaluations
- * Provide assistance and/or counseling to instructors as necessary on a one-to-one basis.

Dated: February 10, 1995



JOHN B. ROGERS

Director

DISTRIBUTION: MCJA Staff