



TOWN OF YORK, MAINE

Police Department

Douglas P. Bracy
Chief of Police

Mailing Address:
9 Hannaford Drive
York, Maine 03909

Dispatch
Non Emergency
(207) 363-4444

Administration
(207)363-1031

Facsimile
(207) 361-6818

www.yorkpolice.org

September 11, 2017

Dear Candidate:

The York Police Department is currently accepting applications for the position of full-time Police Officers to establish an eligibility list for anticipated vacancies. It is anticipated that this process will be used to fill vacancies for the next six (6) months.

Please complete the enclosed application and include a resume, if available. Due to time constraints, we anticipate moving very quickly with this process. Applications must be received at the York Police Department no later than **Friday, October 6, 2017**.

The physical agility testing process will be held on **Saturday, October 14, 2017**. Registration will begin at 8:30 a.m. at the York High School and testing will begin promptly at 9:00 a.m. Directions are provided. Candidates should come dressed appropriately to perform the agility testing. See attached copy of physical agility minimum requirements. Candidates for testing **must** bring one (1) form of identification, i.e. driver's license.

The professional review board will be held on **Wednesday, October 18, 2017** and **Thursday, October 19, 2017**. Those candidates successfully completing the physical agility test will be given a specific date, time and location for the professional review board which will take approximately one (1) hour.

The candidates advancing from the professional review board will have a Chief's interview on **Thursday, October 26, 2017**.

We thank you for your interest in the York Police Department. Good luck in the process.

Sincerely,

Capt. Charles J. Szeniewski
CJS/vma
enclosurers

Committed
to excellence



**TOWN OF YORK POLICE DEPARTMENT
9 HANNAFORD DRIVE
YORK, ME 03909**

**APPLICATION FOR EMPLOYMENT
AN EQUAL OPPORTUNITY EMPLOYER**

Instructions to Applicants: (1) Use typewriter or print in ink. (2) Answer each question clearly and completely. (3) All statements made are subject to investigation and verification. (4) If more space is required, use separate sheet(s) of paper.

POSITION APPLIED FOR: _____

NAME: _____ DATE: _____
 LAST (PLEASE PRINT) FIRST MIDDLE INITIAL

ADDRESS: _____
 NO. STREET CITY STATE ZIP

TELEPHONE NO. HOME: _____ WORK: _____ CELL: _____

EMAIL ADDRESS: _____

SOCIAL SECURITY NO. _____ U.S. CITIZEN: Yes / No OTHER: _____

How did you hear about this opening? Advertisement ___ Friend/Relative ___ Walk-in ___ Employment Agency ___ Other ___

Have you ever been employed by the Town of York? Yes ___ No ___

If yes, give the Department and dates: _____ from _____ to _____

Give the name and relationship of any present Town Employee related to you. _____

On What date would you be available for work? _____

Are you employed now? Yes ___ No ___

May we contact your present employer? Yes ___ No ___

Drivers License no. _____ State _____ Classification _____ Other _____

Skills possessed (i.e. Typing, Shorthand) _____

Special License / Certifications: _____

EDUCATION AND TRAINING

(CIRCLE HIGHEST GRADE COMPLETED)	NAME OF SCHOOL	LOCATION	GRADUATE/YEAR
1 2 3 4 5 6 7 8 9 10 11 12			
COLLEGES OR UNIVERSITIES ATTENDED	NO. YEARS ATTENDED	MAJOR SUBJECTS	DEGREE OR CERT.
BUSINESS, TRADE OR CORRESPONDENCE SCHOOL			

EXPERIENCE

In order, list the positions you have held. Show your present or most recent job first. Under "Description of Duties" list type of work, responsibilities, and duties. Use additional sheets if needed.

From	To	Title of Position:
Name and Address of Employer		Description of Duties
Name of Your Supervisor		
Number of Hours per Week		
Starting Salary	Final Salary	Reason for Leaving
From	To	Title of Position:
Name and Address of Employer		Description of Duties
Name of Your Supervisor		
Number of Hours per Week		
Starting Salary	Final Salary	Reason for Leaving
From	To	Title of Position:
Name and Address of Employer		Description of Duties
Name of Your Supervisor		
Number of Hours per Week		
Starting Salary	Final Salary	Reason for Leaving
From	To	Title of Position:
Name and Address of Employer		Description of Duties
Name of Your Supervisor		
Number of Hours per Week		
Starting Salary	Final Salary	Reason for Leaving
From	To	Title of Position:
Name and Address of Employer		Description of Duties
Name of Your Supervisor		
Number of Hours per Week		
Starting Salary	Final Salary	Reason for Leaving

Applicant's Certification and Agreement - PLEASE READ CAREFULLY.

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that, if employed, falsified statements on this application shall be considered sufficient cause for dismissal. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

Signature of Applicant



York Police Patrol Division

The Patrol Division of the York Police Department is under the immediate supervision of Captain Charles J. Szeniewski. York is a unique place to live, to visit, and to work. Just as unique is the Patrol Division of the York Police Department.

The uniformed Patrol Division consists of four Sergeants, sixteen Patrolman, fifteen Reserve Officers and three Community Service Officers.

Whether by marked police cruiser, unmarked police cruiser, police mountain bicycle, motorcycle, or on foot patrol, the Patrol Division provides 24-hour police services to the 56 square miles of the Town of York.

Each of our patrol cars is equipped with the most modern computers to assist the officers in positively accomplishing their daily tasks. Within seconds, officers can check to see if someone is wanted, a car is stolen, or a driver is suspended, all from their laptops. Each front line cruiser has a medical trauma kit, Defibrillator unit, oxygen bottle, and other tools to assist officers in the performance of their duties.

Patrol is considered the backbone of the police department. Responding to a variety of calls including criminal, civil, and emergency medical calls, patrol officers are trained in handling any situation that may arise. In addition to responding to urgent needs, officers provide crime prevention services such as residential patrol, house checks, security surveys, directed speed enforcement, business and school visits, and informational programs on a wide array of topics.

The Patrol Division strives to provide quality, professional police protection and services through a strong integrated relationship with the community. The policing strategy of patrol is that of proactive policing through community involvement.

We hold ourselves accountable to the citizens we serve and take pride in a professional level of service to all our citizens, as well as those who visit or travel through our community. We will treat all citizens with dignity, respect, and honesty.

The Town of York is an equal opportunity employer.

York Police Department, 9 Hannaford Drive, York, ME 03909 Phone: (207) 363-1031 Fax: (207) 363-1035



The Town of York is a Coastal Community in Southern Maine, encompassing (56) fifty-six square miles. York enjoys a year-round population base of 16,000 with tourist influx of 40,000 to 50,000. Interstate Route 95 and Route 1 are major roadways through York and Route 1A provides a beautiful scenic coastal route.

The Town has an extensive colonial New England history. York is a beautiful picturesque seacoast community with wide sandy beaches, an attractive boating harbor and the well-known "Nubble Light", Cape Neddick Light Station, a functioning, island navigational lighthouse.

ABOUT YORK POLICE DEPARTMENT

The York Police Department is a progressive law enforcement agency consisting of twenty-eight (28) full time officers, fifteen (15) part-time officers, eight (8) full-time communications specialist and a support staff of three (3). Our department utilizes a progressive community policing philosophy in providing patrol, investigative, and community resource services. The York Police Department utilizes cruisers, mountain bikes and foot beats for patrol operation. The department also participates in many school and community-related programs such as D.A.R.E., McGruff, Bicycle Safety, Child Lures, Personal Protection, and many senior citizen related safety programs as well as business and civic organization presentations.

Requirements York Police Department:

United States citizen
Minimum 21 years of age
Good physical condition (weight commensurate with height)
Vision correctable to 20/20
Minimum education high school diploma or GED

Applicant must successfully complete:

Written examination
Physical agility test
Professional oral interview board
Chiefs' interview
Psychological evaluation
Background investigation
Polygraph
Medical Clearance

York Police Department is an equal opportunity employer.



Maine Criminal Justice Academy
 Basic Law Enforcement Training Program
ENTRANCE PFT STANDARD (40th Percentile)
EXIT PFT STANDARD (50% Percentile)



The following three (3) test items constitute the physical fitness test (PFT) REQUIREMENTS for the Basic Law Enforcement Training Program (BLETP). Applicants must successfully complete each test at the 40th percentile entrance standard (within one month from the start of the BLETP) and the 50th percentile exit standard (prior to graduation of the BLETP) based on their age and gender.

1. One Minute Push-up test;
2. One Minute Sit-up test; and
3. 1.5 mile run

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**PHYSICAL FITNESS TEST DESCRIPTIONS:**

**ONE MINUTE PUSH-UP TEST:** You will assume the standard position for a push-up, which is the body rigid and straight from head to their heels (plank position) with the feet together and the hands slightly wider than shoulder-width apart in the “UP” position. An administrator will place a 3-inch measuring device on the surface directly under your chest, between and in line with the nipples of your chest. With the back and remainder of the body straight at all times, you will lower the body towards the floor until your sternum touches the 3-inch measuring device being held by the administrator’s hand. You will then push to the fully extended UP position, so that the elbows come to a near locked position. You can not wiggle to get to the UP position. This will complete one repetition. You will complete as many correct push-ups as possible in 1 minute. You may rest only in the UP position while maintaining your body in a straight position at all times during the test. If you do not touch the 3-inch measuring device or do not go all the way up, those individual push-ups do not count. If you come out of the plank position or any parts of your body touch the floor other than your hands and feet, the test is over. The test administrator will count out loud only the number of correct push-ups completed.

**Scoring:** *The total number of correct push-ups in 1 minute.*

**ONE MINUTE SIT-UP TEST:** The test will begin in the down position. You will lie down on your back with knees bent and heels flat on the same level surface that you are lying down on. A partner will hold your feet down. Your hands will be placed clasped behind your head. Fingers are interlocked throughout the exercise. A correct sit-up is performed by sitting up until the upper body is **perpendicular** to the floor. Usually this will mean that your elbows must touch the top of your knees or extend beyond your lower legs. The complete sit-up is finished in the correct “UP” position. You will return to a full lying position (with upper back touching the floor) before starting the next sit-up. The buttocks must be kept in contact with the surface during the sit-up with no thrusting of the hips. You will perform as many sit-ups as possible in 1 minute. If your buttocks come off the floor, your fingers come unclasped, you do not come all the way up to perpendicular or your shoulders do not touch the floor, those individual sit-ups will not count. The test administrator will count out loud only the number of correct sit-ups completed.

**Scoring:** *Your total number of correct sit-ups in 1 minute.*



**1.5 MILE RUN:** The applicant will walk, jog, run, or any combination thereof, a distance of one and one-half miles. A measured, level course will be used, such as an indoor or outdoor track. Exact distances will be indicated. A monitor will keep record of the distance and time the applicant has completed. If using a track, a monitor will inform the applicant at the end of each lap the cumulative running time or a visual timing device will be observable by the applicant. The assigned monitor will count out loud the number of laps completed.

**Scoring:** *The time it takes to finish 1.5 miles.*

**Adopted by the MCJA Board of Trustees: 09/20/2013, effective 10/01/2013**

| FITNESS TEST            | MALE (40 <sup>th</sup> Percentile)<br>AGE |       |       |       | FEMALE (40 <sup>th</sup> Percentile)<br>AGE |       |       |       |
|-------------------------|-------------------------------------------|-------|-------|-------|---------------------------------------------|-------|-------|-------|
|                         | 20-29                                     | 30-39 | 40-49 | 50-59 | 20-29                                       | 30-39 | 40-49 | 50-59 |
| One Minute Push-up Test | 29                                        | 24    | 18    | 13    | 15                                          | 11    | 9     | 3     |
| One Minute Sit-up Test  | 38                                        | 35    | 29    | 24    | 32                                          | 25    | 20    | 14    |
| 1.5 Mile Run            | 12:38                                     | 13:04 | 13:49 | 15:03 | 14:50                                       | 15:38 | 16:21 | 18:07 |

**Adopted by the MCJA Board of Trustees: 09/20/2013, effective 10/01/2013**

| FITNESS TEST             | MALE (50 <sup>th</sup> Percentile)<br>AGE |       |       |       | FEMALE (50 <sup>th</sup> Percentile)<br>AGE |       |       |       |
|--------------------------|-------------------------------------------|-------|-------|-------|---------------------------------------------|-------|-------|-------|
|                          | 20-29                                     | 30-39 | 40-49 | 50-59 | 20-29                                       | 30-39 | 40-49 | 50-59 |
| One Minute Push -up Test | 33                                        | 27    | 21    | 15    | 18                                          | 14    | 11    | 5     |
| One Minute Sit-up Test   | 40                                        | 36    | 31    | 26    | 35                                          | 27    | 22    | 17    |
| 1.5 Mile Run             | 11:58                                     | 12:25 | 13:11 | 14:16 | 14:07                                       | 14:34 | 15:24 | 17:13 |





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**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.

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**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.

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**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.

## York Police Department OFFICER BENEFITS

Forty (40) hour work week. Four (4) consecutive days, ten (10) hour days.

Shift Work: 0600 – 1600; 1000 – 2000; 0800 – 1800; 1600 – 0200; 1800 – 0400; 2000 – 0600.

Each officer rotates every four (4) months through each of the shifts. The shift schedule is from September to September with officers picking their starting point each June by seniority.

\*For purposes of this section one (1) day shall equal eight (8) hours.

Sick Leave: earned at 8 hours per month

Vacation accrual:

- 0 – 1 year: ½ working day per month – 4 hrs
- 1 – 3 year: 1 working day per month – 8 hrs
- 3 – 5 year: 1 ¼ working days per month – 10 hrs
- Completion of 5 years: 1 ½ working days per month – 12 hrs
- Completion of 10 years: 2 working days per month – 16 hrs

- Employees may carry over up to 12 days or 240 hours per year.

Receive 12 Holidays per year (96 hours).

Employees may opt to receive up to 96 hours of pay for earned time in December of each year (holidays, vacation days and compensatory days).

Medical Insurance:

The Town shall provide through the Maine Municipal Employees Health Trust (MMEHT) its point of service health care program. The Town will provide up to full family subscriber coverage. Employees may choose either the point of service (POS) C plan or point of service 200 plan. For employees who elect the POS-C plan, the Town shall pay eighty (80%) percent of the subscriber cost and the employee shall pay twenty (20%) percent. For employees who elect the POS 200 plan, the Town shall pay three hundred dollars (\$300.00) greater than eighty-five (85%) percent of the subscriber cost and the employee shall pay fifteen (15%) percent, less three hundred dollars (\$300.00).

Effective the 1<sup>st</sup> of the month after 30 days of employment. i.e. start date April 7<sup>th</sup>, effective medical June 1<sup>st</sup>.

Flexible spending account: The Town will contribute \$400.00 annually to this plan for each employee. For employees enrolled in the POS 200 plan, the Town will contribute \$500 annually to the section 125 plan for each employee.

Payment in lieu of health insurance:

An officer may choose to get their health insurance through their spouse. Officers who do not receive health insurance through the Town will be paid 25% of the premium, less life insurance that they would otherwise be eligible for. This benefit will be paid in two (2) installments and proof of insurance is required.

Uniform Allowance:

The Town pays 100% of uniforms and accoutrements for any new officer during the first year on an as needed basis. After the first year, the town pays \$800.00 per year on an as needed basis. In December of each year, (following the first year of employment), each officer may draw a maximum of four hundred (\$400.00) or the balance in the individual account.

Professional Plan Incentive:

Weekly payments for EMT Certification, Physical Fitness Incentive, Benefits Adjustment and Educational Incentive:

- EMT Certification: \$1.05 per hour
- Physical Fitness Incentive: \$0.80 per hour
  
- Educational Incentive: Master's Degree \$0.95 per hour  
Bachelor's Degree \$0.85 per hour  
Associate Degree \$0.75 per hour
  
- Benefits Adjustment: \$0.25 per hour
  
- Department will reimburse officers up to \$600.00 for the cost of tuition for a job related college course or to pay towards a student loan must be in addition to and not in lieu of the regular payment made by the employee.

Wages (Patrol Officer):

Patrol Officers' Pay Bracket  
(Time in Service)\*

Base Hourly Rate of Pay  
Effective July 1, 2016

|               |         |
|---------------|---------|
| Start         | \$20.69 |
| Start year 2  | \$21.89 |
| Start year 4  | \$22.91 |
| Start year 6  | \$24.13 |
| Start year 8  | \$25.41 |
| Start year 12 | \$26.18 |
| Start year 16 | \$26.96 |
| Start year 20 | \$27.78 |
| Start year 25 | \$28.63 |

Police Patrol Officers who work the night shift shall be entitled to a shift differential of:

|                         |                 |
|-------------------------|-----------------|
| Eve – 1600 – 2300 hours | \$0.90 per hour |
| Mid – 2300 – 0600 hours | \$1.20 per hour |

Special assignment for detail officers is \$46.00 per hour, with a four (4) hour minimum. After 8 hours details are paid at time and one half (1 ½), or \$69.00 per hour.

There are numerous opportunities to work overtime on Grants such as: OUI, Seatbelt Enforcement and Underage Drinking details, to name a few.

Specialty Pay: Detective, Fleet Manager and Resource Officers: \$0.95 per hour

Officers are required to take and pass a Physical Agility test twice a year. They shall earn thirty (30) CTO hours in the Fall and twenty (20) CTO hours in the Spring.