



# TOWN OF YORK, MAINE

## Police Department

**Douglas P. Bracy**  
**Chief of Police**

January 19, 2017

Dear Candidate:

Enclosed you will find the York Police Department application process for the summer of 2017.

***Mailing Address:***  
*36 Main Street*  
*York, Maine 03909*

The York Police Department has five (5) reserve police officer positions open for the 2017 summer season. These positions will be filled with those who are seeking approximately fourteen weeks of practical field experience and formal training.

***Dispatch***  
**Non Emergency**  
*(207) 363-4444*

Successful candidates must complete a physical agility test, ALERT test, polygraph examination, background check, and complete the Maine Criminal Justice pre-service Academy, **June 5 through June 16, 2017**, resulting in a Law Enforcement certificate for the State of Maine. Candidates are required to also complete 100 hours of York Police Department in service training.

***Administration***  
*(207)363-1031*

An application for the Maine Criminal Justice Academy Phase I Law Enforcement Pre-Service Training program is enclosed. You will be required to pay for this training upfront and will be reimbursed upon successfully meeting all of our hiring requirements. You will receive the paperwork for the Maine Criminal Justice Academy Phase II Law Enforcement Pre-Service Training program when you pass your background check. This training will also have to be paid for up front by you and you will be reimbursed when and if you meet all of our hiring requirements. Please see instructions to the Applicant.

***Facsimile***  
*(207) 361-6818*

The York Police Department pays for and supplies all uniforms, weapons and equipment at no cost to the successful candidates.

***www.yorkpolice.org***

All reserve officers are scheduled to work a minimum of forty (40) hours per week from June until Labor Day. Additional shifts and details are usually available to be worked during the off season.

***Committed***  
***to excellence***

Applicants should complete the application and return it, along with a resume and an 800 word essay on "A contemporary issue facing law enforcement and how you would address that issue", to York Police Department, 36 Main Street, York, ME 03909, no later than **Wednesday, February 15, 2017.**

Thank you in advance.

Sincerely,

A handwritten signature in blue ink that reads "Lt Owen Davis". The signature is written in a cursive, slightly slanted style.

Lt. Owen T. Davis  
OTD/vma



## YORK POLICE DEPARTMENT INSTRUCTIONS TO THE APPLICANT

1. Applications are due back no later than **Wednesday, February 15, 2017.**
2. ALERT test will be held on **Saturday, February 25, 2017 - 9:00 a.m. – 11:00 a.m.**, at Wells High School, 200 Sanford Road, Wells, ME. Go to the Athletic (Gym) entrance adjacent to the parking lot. The fee for the test is \$50.00, check or money order payable to: Treasurer – State of Maine. **You must call the Maine Criminal Justice Academy – (207) 877-8000 to register for this test, tell them you are taking the test in Wells.**
3. Physical Agility test will be held on **Saturday, February 25, 2017 at 11:00 a.m. – 1:00 p.m.**, at Wells High School, 200 Sanford Road, Wells, ME. Go to the Athletic (Gym) entrance adjacent to the parking lot. The fee for the test is \$35.00, check or money order payable to: Treasurer – State of Maine. **You must call the Maine Criminal Justice Academy – (207) 877-8000 to register for this test, tell them you are taking the test in Wells.**
4. Upon successful completion of the ALERT test and Physical Agility test you will be given a date and time for a professional review board. **Oral Boards will be held on Tuesday, March 14<sup>th</sup> and Wednesday, March 15, 2017,** at the York Public Library.
5. Upon successful completion of the professional review board a polygraph examination and extensive background check will be completed.
6. Once hired you will be required to complete a forty (40) hour on line training course sanctioned by the Maine Criminal Justice Academy. There is a \$250.00 fee for the course.
7. The Phase I test will be held on **Friday, June 2, 2017** at the York County Community College in Wells, Maine.
8. Phase II practical training will take place at York County Community College, Wells, Maine, from **June 5<sup>th</sup> to June 16, 2017.** This eighty (80) hour training phase will be instructed by certified Maine Criminal Justice Trainers. There is a \$250.00 fee for this course.
9. **All fees are reimbursed to each successful applicant upon completion of Phase III which is an eighty (80) hour evaluation process.**



# Town of York, Maine POLICE DEPARTMENT

36 Main Street  
York, ME 03909  
(207) 363-1031

## APPLICATION FOR RESERVE POLICE OFFICER 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.

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: \_\_\_\_\_

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 of York 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

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



## Reserve Patrol Officer Employment

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 15,000 with tourist influx of 50,000 to 60,000. The town has an extensive colonial heritage and is dedicated to promoting tourism through numerous parks, several beautiful beaches, and a large harbor area.

The York Police Department is a progressive law enforcement agency of twenty-eight (28) full-time officers, fifteen (15) reserve officers, three (3) community service officers, eight (8) full-time communications specialists and a support staff of four (4). Our department utilizes a progressive community policing philosophy in providing patrol, investigative, and community resource services.

The York Police Department utilizes both uniformed mountain bike and foot beat patrols for coverage of the more populated areas in York. Officers are encouraged to participate in all aspects of the agency and in many of the community related programs the department offers during the year. This allows officers to enhance their own abilities and build their resumes for future full time employment.

The York Police Department offers competitive pay, time and a half after forty hours, and pays per diem for various training courses. Applicants will attend, or have successfully competed, the Maine Criminal Justice Academy Law Enforcement Pre-Service Training. Successful completion certifies an individual as a Reserve Officer in Maine. All officers receive the opportunity to attend additional in-service training. The department pays all costs for training, uniforms and equipment necessary to perform your duties. Reserve Officers are able to work outside details at \$30.00 an hour in addition to your regular assigned duties.

The York Police Department is presently seeking qualified applicants for our program. Reserve officers are employed on a 40 hour work week full time basis from June through Labor Day. Additional shifts and details are usually available to be worked during the off season.

An employment application is attached. Candidates should fill this out completely. Resumes along with an 800 word essay on "A contemporary issue facing law enforcement and how you would address that issue" are required to be submitted with the application.

### Requirements for York Police Department

United States citizen  
Minimum 21 years of age  
Vision correctable to 20/20  
Minimum education high school diploma or G.E.D.

### Applicant must successfully complete:

Oral interview board  
Firearms Qualification  
Background investigation  
Polygraph Examination  
Medical clearance  
York Police Dept. Reserve Officer Training  
MCJA ALERT test  
MCJA Physical Agility test  
Phase I MCJA 40 hour online training  
Phase II MCJA 80 hour classroom instruction  
Phase III 80 hour Field Evaluation

*The Town of York is an equal opportunity employer.*

York Police Department. 36 Main Street. York. ME 03909 Phone: (207) 363-1031 Fax: (207) 361-6818



## York Police Patrol Division

The Patrol Division of the York Police Department is under the immediate supervision of Lieutenant Owen T. Davis. 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, 36 Main Street, York, ME 03909 Phone: (207) 363-1031 Fax: (207) 361-6818

Maine Criminal Justice Academy, 15 Oak Grove Rd., Vassalboro, ME 04989  
ALERT Test Preparation/Practice Websites

<http://www.post.ca.gov/selection/poWrittenPracticeTest.pdf>

Similar to MCJA ALERT Test. California Peace Officer Standards & Training (POST) site.

<http://www.testprepreview.com/satpractice.htm>

Covers the areas tested by the ALERT Test. SAT Practice Test Site.

After you get on the site, do these practice tests:

- Commas
- Basic grammar
- Basic reading comprehension
- Reading for main idea
- Sentence correction
- Sentence flow
- Usage tests
- Writing section

TEST: 2-hour timed Test

160 Multiple Choice Questions (Reading Comprehension, Writing Skills/Grammar/Spelling)

STUDY IDEAS: This is similar to the ALERT Test:

<http://www.post.ca.gov/selection/poWrittenPracticeTest.pdf>

An SAT site that may also help: <http://www.testprepreview.com/satpractice.htm>

After you get on the site, do these practice tests:

- Commas
- Basic grammar
- Basic reading comprehension
- Reading for the main idea
- Sentence correction
- Sentence flow
- Usage tests
- Writing section

More information? Maine Criminal Justice Academy, Vassalboro, ME 207-877-8000

<http://www.maine.gov/dps/mcja/index.shtml>

ALERT test will be held on **Saturday, February 25, 2017 - 9:00 a.m. – 11:00 a.m.**, at Wells High School, 200 Sanford Road, Wells, ME. Go to the Athletic (Gym) entrance adjacent to the parking lot. The fee for the test is \$50.00, check or money order payable to: Treasurer – State of Maine. **You must call the Maine Criminal Justice Academy – (207) 877-8000 to register for this test. Tell them you are taking it in Wells, ME.**





**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) AGE				FEMALE (40 <sup>th</sup> Percentile) 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) AGE				FEMALE (50 <sup>th</sup> Percentile) 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.

## MAINE CRIMINAL JUSTICE ACADEMY

15 Oak Grove Road, Vassalboro, Maine 04989

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

### LAW ENFORCEMENT PRE-SERVICE TRAINING PROGRAM PHASE I

**Tuition:** Tuition for Phase I of the THREE (3) PHASE Law Enforcement Pre-Service Course is \$250. Payment is due upon registration and can be paid by check or money order payable to "Treasurer, State of Maine".

You can find more information on our website at:

<http://www.maine.gov/dps/mcja/training/preservice/index.htm>

**Hours:** The Phase I On-line Training Course is approximately 40 hours in length. Topics Include: Ethics, Power Authority and Discretion, Criminal Law, Motor vehicle Law, Juvenile Law, Civil Liability, Laws of Arrest, Use of Force, Variant Behavior, Domestic Violence, Child Abuse, Cultural Diversity, Community Policing, Courtroom Procedure, Stress Management, Traffic Law Enforcement and Driving Dynamics.

**Format:** This course is designed for you to complete at your own pace. You will need to complete Phase I before you can register for the Phase II portion of this course. Phase II of this Program also requires several prerequisites that must be completed before registration is accepted. These prerequisites include, but are not limited to: Passing the Alert Test (reading, writing comprehension exam), Sponsorship by a Law Enforcement Agency, completed background investigation, medical form signed by a physician, and passing the (PFT) Physical Fitness Test. You can find more information about Phase II on our website.

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

**Time Line:** If Phase I Online Training is not completed within two (2) years of registering for this course you will be required to go through a recertification process.

**MAINE CRIMINAL JUSTICE ACADEMY  
15 OAK GROVE ROAD  
VASSALBORO, ME 04989**

**PHASE I  
ONLINE TRAINING COURSE**

**LAW ENFORCEMENT PRE-SERVICE APPLICATION**

**Name** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**DOB** \_\_\_\_\_ **Social Security Number** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_  
**(complete)** \_\_\_\_\_

**Telephone/Cell Number** \_\_\_\_\_

**If you are under 21 years of age, you MUST attach your college transcript.**

**If a Law Enforcement Agency or Educational Agency has agreed to make payment for this Phase 1 Law Enforcement Pre-Service Online Course and wishes to be billed they must sign and date the following:**

**This agency wishes to be billed the \$250 fee for the Phase 1 training for the above student.**

\_\_\_\_\_  
**Sheriff/Chief or Agency Head Signature**

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

\_\_\_\_\_  
**Agency**

\_\_\_\_\_  
**Address**

**To be completed by academy staff:**

**Payment:** \_\_\_\_\_

**Website Login:** \_\_\_\_\_