



City of Biddeford, Maine

Police Department

39 Alfred Street, Biddeford, ME 04005

Roger P. Beaupre

Phone - (207) 282-5127

Fax - (207) 282-9879

If you are interested in becoming a Law Enforcement Officer for the Biddeford Police department here is information that will guide you.

You must meet the age and education requirements listed. You must also take and pass the Alert Test, Physical Fitness Standards, Polygraph, Back Ground Investigation, Psychological Assessment, Medical Assessment and meet the Minimum Entrance Standards set by the Maine Criminal Justice Academy to be considered as a police officer for the City of Biddeford Police Department. It is recommended that the Candidate successfully completed Phase 1 of the Pre-Service prior to being considered.

Age:

Be 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.*

ALERT Test:

Students must have a minimum passing score. The test is given at the MCJA campus the first and third Wednesday of each month at 8:00 a.m. It is also available off-site in the southern area of the state. Call MCJA at: 877-8000, or 877-8020 to schedule an appointment. A \$50 fee and photo ID are required. The ALERT test is a reading comprehension and writing skills test based upon the level required to master the MCJA Basic School Curriculum.

Physical Fitness Test:

Students must pass a Board approved fitness test at the 40th percentile based on age and gender norms. A fee is required for this examination if taken at the MCJA. If the test is administered at the Biddeford Police Department as part of our process, no fee will be applied. The following three (3) test items constitute the physical fitness test (PFT) requirements for acceptance into the Law Enforcement Pre-Service Phase II Program (same as entry into the BLETP): One Minute Maximum Push-Up test; One Minute Sit-Up test; and 1.5 mile run.

Polygraph Examination:

Applicants shall undergo a polygraph examination by a person licensed as a polygraph examiner by the Maine Department of Public Safety according to the standards set forth in the Maine Criminal Justice Academy's Law Enforcement Polygraph Examiner's Manual.

Background Investigation:

All applicants will undergo an extensive background investigation according to the standards set forth in the Maine Criminal Justice Academy's Background Investigation Manual. Background Investigations are completed by officers of the Biddeford Police Department.

Psychological Evaluation:

Applicants shall undergo a psychological evaluation by a licensed psychologist or licensed psychological examiner according to the standards set forth in the Maine Criminal Justice Academy Psychological Evaluation Form. The assessment location will be determined by the Biddeford Police Department.

Medical Assessment:

The applicant's medical assessment will be evaluated by a licensed physician prior to starting with this agency.

Minimum Entrance Standards:

- A. Shall be a high school graduate, or have scored as follows on the General Education development Test:
 1. not lower than 35 on any one of the 5 parts, and
 2. an average not lower than 45 for all 5 parts
- B. Shall be at least 21 years of age, unless the applicant has an associates degree or 60 credit hours of post-secondary education in which case the applicant must be at least 20 years of age.
- C. Shall submit the medical certificate provided by the Academy, signed by a licensed physician indicating that the applicant is physically and medically fit to undergo physical training at the Academy.
- D. Shall meet the physical fitness standards as established by the Board of Trustees.
- E. Should have no convictions for Murder, Class A, Class B, Class C, or Class D crime; or convictions for any violation of the Maine Criminal Code, chapters 15, 19, 25 or 45, or a conviction for any equivalent crime in another jurisdiction outside the State of Maine. An agency may make application to the Board of Trustees for a waiver of this provision providing a conditional offer of employment has been made in writing.

- F. Should not have engaged in any conduct that is penalized in this state as Murder, Class A, Class B, Class C, or Class D crime, or any provision of the Maine Criminal Code, chapters 15, 19, 25 or 45; or engaged in such conduct in another jurisdiction outside the State of Maine, unless that conduct is not punishable as a crime under the laws of that jurisdiction. An agency may make application to the Board of Trustees for a waiver of this provision providing a conditional offer of employment has been made in writing.
- G. Shall complete a state and federal criminal records check through the submission of fingerprints to the State Bureau of Identification and the Federal Bureau of Investigation.
- H. Shall possess a valid motor vehicle operator's license. If such license is not a Maine license at the time of admission to the Academy, the applicant shall obtain a State of Maine license within the time limits prescribed by Maine law.
- I. Shall be able to read and write at a level necessary to master the law enforcement basic training course as determined by the use of a reading and writing test.
- J. Shall be of good moral character, as determined by a thorough background investigation by the hiring agency; or in the case of a person not yet employed, by the Academy Selection Committee, after review of the background investigation conducted by a licensed investigator approved by the Board of Trustees.
- K. Shall complete an oral interview by the Biddeford Police Department. Shall not falsify or misrepresent any information during the application process, background investigation, or polygraph examination.

Training:

Basic Law Enforcement Training Program: The Basic Law Enforcement Training Program is an 18-week residential program. You will be required to arrive at the academy early Monday morning, and will be in training until Friday late afternoon when you will be released to go home.

Phase I:

Students must meet the age and education requirements to apply for this course (see application). Students must complete the 40-Hour On-line Law Enforcement Pre-Service Training Program. Students must complete the MCJA application for the MCJA LEPS Phase I and send it along with the \$250 fee, cash or check made payable to Treasurer, State of Maine to the Maine Criminal Justice Academy at 15 Oak Grove Road, Vassalboro, Maine 04989. Students will be given a Log-In and Password to complete the training.

Phase 1 must be completed before attending Phase II and there is no time limit to complete the Phase I of the training, however at the completion of the Phase I training the student will need to contact MCJA and take a final exam in Vassalboro. From the Phase I completion date, the student will have two years to start Phase II.

Phase II:

Students must complete the 80-Hour Interactive, Scenario Based Classroom Program. Prior to the start of Phase II, students must complete the MCJA application for the MCJA LEPS Phase II.

Any questions about the Pre-Service Training can be obtained by accessing the link below.

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