



MAINE STATE POLICE GENERAL ORDER

E-33

SUBJECT: MAINE STATE POLICE POLICY REGARDING IN-SERVICE TRAINING AND OTHER PROFESSIONAL DEVELOPMENT OPPORTUNITIES

EFFECTIVE DATE: 08.01.2020

EXPIRATION DATE: 08.01.2027

RECENT HISTORY: AMENDED (08.01.2020); REFORMATTED AND REISSUED (11.07.2018); REVISED (09.26.2017); TECHNICAL CHANGE (10.04.2011); NEW (05.01.1994)

DISTRIBUTION CODE: 2 (MAY BE PUBLICLY DISCLOSED)

APPLICABILITY CODE: S

SIGNATURE OF COLONEL:

A handwritten signature in black ink, appearing to read "W. B. R.", is written over a light blue rectangular background.

I. PURPOSE

1. The purpose of this General Order is to establish the policy of the Maine State Police regarding in-service training and other such professional development opportunities.

II. POLICY

1. The policy of the Maine State Police is to encourage and support the continuing professional development of Maine State Police sworn officers through the attendance of in-service training and other such professional development opportunities.

III. DEFINITIONS

1. For the purposes of this General Order, the terms included in this section are defined as follows, unless otherwise indicated in the order.

- A. None.

IV. PROCEDURE

1. GENERAL IN-SERVICE TRAINING

- A. General in-service training requirements must meet or exceed the requirements established by the Maine Criminal Justice Academy Board of Trustees pursuant to 25 M.R.S. § 2804-E, In-service law enforcement training.
 - B. The Commanding Officer of the Maine State Police Training Unit shall develop and annually update a three-year plan for general inservice training.

1. In addition, he or she shall conduct a needs assessment annually to identify specific training that should be offered in a timely fashion.

- C. Portions of the general in-service training may be designed for some or all sworn officers.

- D. The Commanding Officer of the Maine State Police Training Unit shall ensure that annual or semi-annual general in-service training courses are scheduled, and that all officers are scheduled to attend the courses.

1. An officer assigned to attend a general in-service training course shall attend the course.

- E. The Commanding Officer of the Maine State Police Training Unit may explore and plan alternative methods of providing annual inservice training courses such as, for example, through regional training councils and through video courses of instruction.

1. By whatever method general in-service training is provided, however, the training must be uniform and must be documented in accordance with this policy.

2. MAINE STATE POLICE SPECIALTY TEAM TRAINING

- A. Maine State Police Specialty Team training shall be provided as set forth in the General Orders that govern the respective Maine State Police specialty teams.

3. MAINE CRIMINAL JUSTICE ACADEMY TRAINING

- A. The Commanding Officer of the Maine State Police Training Unit shall ensure that a copy of Maine Criminal Justice Academy training schedules is forwarded to each Maine State Police Troop and Unit.
 - 1. The Commanding Officer of each such Troop and Unit shall ensure that each officer in the Troop or Unit receives a copy of the training schedules, or that each schedule is posted in a conspicuous place at the Troops' or Units' offices.
4. OTHER PROFESSIONAL DEVELOPMENT OPPORTUNITIES
- A. Schedules permitting, officers may be approved to attend training courses offered by organizations other than the Maine State Police or the Maine Criminal Justice Academy, if the courses directly relate to current or future job assignments.
 - B. Sworn officers are encouraged to participate in apprenticeship programs and other courses offered by accredited post-secondary undergraduate and graduate institutions, if such programs and courses will enhance the officers' professional performance.
 - 1. Troop and Unit Commanding Officers may adjust work schedules to enable officers who want to participate in such training to attend the training.
5. TROOP- AND UNIT-LEVEL TRAINING
- A. Prior to conducting training at the Troop- or Unit-level, Commanders of such should consult with the Commanding Officer of the Maine State Police Training Unit about the subject matter of the training and the manner in which records of the training must be created and maintained.
6. RECORDS OF TRAINING
- A. The Commanding Officer of the Maine State Police Training Unit shall track all training successfully completed by Maine State Police sworn officers.
 - B. The Commanding Officer of the Maine State Police Training Unit shall issue a written report to the Lieutenant Colonel no later than January 15th of each year that accounts for all of the training sworn officers received during the preceding calendar year.
 - C. The Commanding Officer of the Maine State Police Training Unit shall ensure that adequate records of training are maintained and appropriately archived.
 - 1. At a minimum, such records must account for:
 - a. The name of each person who attended the training;

- b. The name of each person who provided instruction at the training;
and
 - c. The subject matter about which instruction was provided at the training.
- 2. The Commanding Officer of the Maine State Police Training Unit shall acquire the necessary information to fulfill the requirements of this section for courses sponsored by the Maine State Police or the Maine Criminal Justice Academy.
- D. An officer who successfully completes training not provided by the Maine State Police or the Maine Criminal Justice Academy shall provide to the Commanding Officer of the Maine State Police Training Unit a copy of the certificate of attendance, certificate of course completion, or such other documentation that evidences attendance and successful completion of the training.

NOTICE

THIS GENERAL ORDER IS FOR USE OF THE MAINE STATE POLICE AND NOT FOR ANY OTHER AGENCY. THE GENERAL ORDER IS NOT INTENDED TO BE RELIED UPON BY ANY OTHER INDIVIDUAL OR PRIVATE OR PUBLIC AGENCY. THE GENERAL ORDER EXPRESSLY DOES NOT CREATE, AND IS NOT INTENDED TO CREATE, A HIGHER LEGAL STANDARD OF SAFETY OR CARE IN AN EVIDENTIARY SENSE WITH RESPECT TO THIRD-PARTY CLAIMS. VIOLATIONS OF THIS ORDER ONLY MAY FORM THE BASIS FOR ADMINISTRATIVE SANCTIONS BY THE MAINE STATE POLICE.