



## MAINE STATE POLICE GENERAL ORDER

**E-31**

**SUBJECT:** MAINE STATE POLICE POLICY REGARDING THE BASIC LAW ENFORCEMENT TRAINING PROGRAM AND RECRUIT TRAINING TROOP PROGRAM

**EFFECTIVE DATE:** 07.27.2021

**EXPIRATION DATE:** 07.27.2028

**RECENT HISTORY:** AMENDED (07.27.2021); AMENDED (08.01.2020); TECHNICAL CORRECTIONS (04.27.2017); REVISED (04.19.2017); TECHNICAL CHANGE (10.04.2011); CONVERTED TO WEB FORMAT (02.05.2009); FORMERLY G.O. 33R (03.01.1994)

**DISTRIBUTION CODE:** 2 (MAY BE PUBLICLY DISCLOSED)

**APPLICABILITY CODE:** S

**MLEAP:** 1.09

**SIGNATURE OF COLONEL:**

A handwritten signature in blue ink, appearing to read "John Cote", is written over a light blue rectangular background.

### I. PURPOSE

1. The purpose of this General Order is to establish the Maine State Police policy regarding the Basic Law Enforcement Training Program and Recruit Training Troop program.

### II. POLICY

1. The policy of the Maine State Police is to provide the best possible training to Cadets and Recruits and to make every effort to ensure that each Cadet and Recruit is prepared to meet the rigors of law enforcement.
2. Cadets and Recruits shall not perform law enforcement duties prior to meeting MCJA Board of Trustee standards, as required for law enforcement officers. In addition, Cadets and Recruits shall not perform any law enforcement function prior to successful graduation from the Maine Criminal Justice Academy, or unless prior approval is granted by the MCJA Board of Trustees. **MLEAP 1.09**

### **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. Basic Law Enforcement Training Program Academy ("BLETP"). "Basic Law Enforcement Training Program Academy" ("BLETP") means the basic police school conducted at the MCJA for the purpose of providing Cadet-level training.
  - B. Cadet. "Cadet" means an individual hired by the Maine State Police and who is to attend the BLETP.
    1. A Cadet is not a law enforcement officer and has no law enforcement powers.
  - C. Colonel. "Colonel" means the Chief of the Maine State Police, or her or his designee.
  - D. Commandant. "Commandant" means the Maine State Police Commissioned Officer assigned by the Colonel as the Commander of the RTT.
  - E. MCJA. "MCJA" is the acronym for Maine Criminal Justice Academy.
  - F. Recruit. "Recruit" means an individual hired by the Maine State Police who has successfully completed the BLETP.
  - G. Recruit Training Troop ("RTT"). Recruit Training Troop ("RTT") means the advanced Maine State Police School conducted at the MCJA for the purpose of providing advanced training and skills to Recruits.
  - H. Training Staff. "Training Staff" means the sworn Maine State Police personnel, including the Commandant, assigned to the Maine State Police RTT as staff members.

### **IV. PROCEDURE**

1. BASIC LAW ENFORCEMENT TRAINING PROGRAM ("BLETP") ATTENDANCE

- A. At the time of being hired by the Maine State Police, all Cadets shall meet or exceed all entrance requirements for participation in the BLETP -- as outlined in the most up-to-date version of the MCJA's BLETP Handbook -- **except**, in order to attend the BLETP, Cadets must pass the Cooper Standards Physical Fitness Test with a minimum score of the 50th percentile in each category.
  - B. To attend, and while attending, the BLETP, all Cadets shall meet all other requirements, rules, and regulations set forth in the BLETP Handbook.
- 2. RECRUIT TRAINING TROOP ("RTT") ATTENDANCE
  - A. Cadets who successfully complete the BLETP shall be sworn to the rank of Recruit before attending the RTT.
  - B. All previously certified law enforcement officers who completed the BLETP (so-called "Blue Pins") shall be sworn into the rank of Recruit.
    - 1. Each Blue Pin must successfully qualify with a Maine State Police issued weapon prior to attending the RTT.
- 3. RTT MANUAL
  - A. Each State Police Recruit shall be issued a *Recruit Manual* that must contain the following information, at a minimum:
    - 1. The organization (Chain-of-Command) of the RTT;
    - 2. All RTT rules and regulations;
    - 3. RTT physical fitness and proficiency skill requirements; and
    - 4. RTT required knowledge.
- 4. REQUIREMENTS FOR SUCCESSFUL COMPLETION OF THE RTT
  - A. The following requirements must be met by each Recruit in order to graduate from the RTT, and a failure to meet any requirement shall be grounds for dismissal from the RTT on the recommendation of the Commandant, and with the prior approval by the Colonel:
    - 1. Each Recruit shall attend all RTT sessions, except a Recruit may be absent from an RTT session with the prior approval of the Colonel or the Commandant; **however, no Recruit shall graduate from the RTT if he or she has been absent for more than 10% of the total hours of RTT instruction time.**
    - 2. To successfully complete the RTT, a Recruit must have a cumulative academic average of at least 80% at the conclusion of the RTT.

- a. Whenever a Recruit's cumulative academic average falls below 80% during the course of the RTT, the Training Staff shall issue Academic Probation notices, and notify the Commandant, or her or his designee, when such notices are issued.
  - (1) Such notices must advise the Recruits to whom they are issued that they will be required to appear before the Commandant, or her or his designee, for review of academic records and, if warranted, discussion of possible dismissal from the RTT.
    - (A) Recruits shall sign such notices to indicate their receipt of the notices.
- 3. Each Recruit shall successfully complete the advanced firearms course of instruction and must qualify with Maine State Police-issued weapons and ammunition, in accordance with the current standards set forth by the Maine State Police Principle Firearms Instructor.
- 4. Each Recruit shall complete the Emergency Vehicle Operation Course ("EVOC"), in accordance with the current standards set forth by the Maine State Police Principle EVOC Instructor.
- 5. Each Recruit shall participate in the RTT physical fitness program to enhance cardiovascular fitness and increase muscular strength and endurance.
  - a. Recruits shall achieve at least the 60th percentile of the Cooper Aerobics Institute Physical Fitness Standards in order to graduate from the RTT.
- 6. The duties of a State Police Trooper are inherently dangerous, and often a Trooper is required to perform under circumstances of great emotional stress and adversity.
  - a. Therefore, while attending the RTT, Recruits shall be observed, tested, and evaluated on their ability to react and cope with stressful situations presented by the Training Staff and other instructors assigned to the RTT by the Training Staff.
    - (1) Recruits must demonstrate an ability to appropriately react to stressful situations.

7. The duties of a State Police Trooper require that a Trooper be able to command the respect of and communicate effectively with the public, and to promote public relations in order to enhance the image of the Maine State Police.
  - a. A Maine State Police Trooper also must communicate and work in cooperation with fellow Troopers, other law enforcement officials, judicial system personnel, and government agencies and officials in order to effectively serve and protect the public and to preserve personal safety.
  - b. Therefore, during and after the RTT, each Recruit shall maintain a high standard of professionalism and demonstrate a positive attitude, a professional demeanor and appearance, a high level of moral and ethical conduct, and the ability to communicate and work with each person with whom contact is made.
8. Each Recruit shall adhere to the expectations and standards set forth in the provided *Recruit Manual*.

5. GROUND FOR DISMISSAL

A. The following are grounds for dismissal from the RTT:

1. The failure of a Recruit to meet any of the requirements for successful completion of the RTT, as set forth previously in this policy;
2. The failure of a Recruit to comply with the rules and regulations of the RTT; or
3. A permanent or long-term physical disability that results in the inability of a Recruit to complete the requirements for successful completion of the RTT, as set forth previously in this policy, or that will result in the Recruit being unable to safely and effectively perform the duties of a Maine State Police Trooper.
  - a. A Recruit who suffers a short-term work-related disability due to activities of the RTT shall be accommodated whenever reasonably practicable.
  - b. A recruit who suffers a short-term *non*-work-related disability may be accommodated if the Commandant concludes that the disability will be of a short duration and will not substantially affect the Recruit's ability to participate effectively in the RTT.
  - c. A non-work- or work-related long-term or permanent disability that would affect a Recruit's ability to safely

and effectively perform the duties of a Maine State Police Trooper and that cannot be reasonably accommodated shall result in dismissal from the RTT.

- B. The Training Staff shall evaluate the emotional stability of each Recruit throughout the RTT, and if at any time during the RTT the staff concludes that a Recruit will be unable to perform necessary official duties under circumstances of great stress and adversity, then such a conclusion shall be grounds for dismissal of that Recruit from the RTT.
- C. If at any time during the RTT the Training Staff concludes that a Recruit will be unable to perform the duties of a Maine State Police Trooper due to a deficiency in attitude, appearance, professionalism, demeanor, moral or ethical conduct, or the ability to communicate and work effectively with others, then such conclusion shall be grounds for dismissal of the Recruit from the RTT.

## 6. DOCUMENTATION OF RECRUIT PERFORMANCE

- A. Documentation is essential for the Commandant to evaluate acceptable and unacceptable performance of, and to determine the appropriate action to be taken with, each Recruit.
- B. Therefore, the Training Staff shall maintain the following records to enable the Commandant to perform this task properly.

### 1. INJURIES

#### a. Non-work-related injury

(1) A Recruit shall report a non-work-related injury to a Training Staff member as soon as possible after it occurs.

(A) A Recruit shall document the injury in a memorandum, outlining the incident that caused the injury, all corrective measures that have been taken to address the injury, and the expected time of recuperation.

(1) Attached to the memorandum should be documentation from the attending physician that states specific restrictions or limitations resulting from the injury.

(B) The Recruit shall then forward all such documentation to the Commandant.

(1) The documentation shall be filed in the Recruit's personnel file.

b. Work-related injury

(1) A Recruit shall report a work-related injury to a Training Staff member immediately after it occurs.

(A) A Recruit shall complete all "First Report of Injury" documentation when a work-related injury occurs.

(1) The Training Staff member who receives the First Report of Injury shall complete the Supervisor's Report part of it.

(B) The First Report of Injury documentation shall be forwarded to the Department of Administrative & Financial Services, Security & Employment Service Center.

2. ACADEMICS

a. Copies of all quizzes, examinations, and practical exercise sheets shall be kept in each Recruit's RTT personnel file for the duration required by the applicable Maine State Police records retention schedule, and then be disposed of in accordance with that schedule.

(1) Recruits' grades and academic standing shall be kept and updated on a weekly basis.

(2) Copies of all RTT course materials for blocks of instruction shall be provided by each RTT instructor and maintained for the duration required by the applicable Maine State Police records retention schedule, and then be disposed of in accordance with that schedule.

3. PERFORMANCE MANAGEMENT FORM ("PMF")

a. At the beginning of the RTT, the RTT Training Staff shall complete a Performance Management Form ("PMF") for each Recruit and review the expectations stated in the form with each Recruit early on during the RTT.

(1) The Commandant shall review all such PMFs.

(A) If a Training Staff member rates a Recruit as anything less than "Acceptable," then the Training Staff member shall state the reason for that rating under the "Comments" section of the PMF.

b. PMFs shall be kept for the duration of the RTT and be maintained for the duration required by the applicable Maine State Police records retention schedule, after which time the PMFs shall be disposed of in accordance with that schedule.

#### 4. EVALUATIONS

- a. Troop Leaders shall complete a "Peer Evaluation" for each Recruit that evaluates the Recruits' performance during the preceding week.
- b. Each Recruit shall complete a "Self-Evaluation" form and "Troop Leader Evaluation" form that, respectively, evaluate the Recruit's own performance and the Troop Leader's performance during the preceding week.
- c. The Commandant and Training Staff shall review all such evaluations.
- d. The evaluations shall be kept for the duration of the RTT, and then be maintained and disposed of in accordance with the applicable Maine State Police records retention schedule.

#### 7. CORRECTIVE ACTION PRIOR TO DISMISSAL

- A. *Immediate Correction* – Training Staff members noticing minor performance deficiencies of a Recruit shall immediately notify the Recruit of such when appropriate.
  - 1. The Commandant shall be notified by Training Staff Member of any major performance deficiencies of a Recruit, as well as of any repeated minor performance deficiencies of a Recruit.
- B. *Formal Counseling* – When necessary, a Recruit shall be counseled formally by either the Commandant or a Training Staff member about performance deficiencies.



1. That Recruit shall take action to remedy all performance deficiencies about which he or she has been formally counseled.
2. Such formal counseling must be documented by the Commandant or Training Staff member who counseled a Recruit.

8. DISMISSAL FROM THE RTT

- A. If, based on the recommendation of the Training Staff, or based on her or his own personal observations, the Commandant finds the performance deficiencies of a Recruit to be of a degree that the Commandant concludes that the Recruit will not be able to perform duties of a Maine State Police Trooper, then, with the prior approval of the Colonel, the Commandant may dismiss the Recruit from the RTT.
- B. If a Recruit fails to meet one of the requirements of successful completion of the RTT, as stated previously in this policy, then, with the prior approval of the Colonel, the Commandant may dismiss the Recruit from the RTT.
- C. If a Recruit is dismissed from the RTT, the Commandant shall complete all necessary and appropriate forms, and then shall forward them to the Department of Administrative & Financial Services, Security & Employment Service Center.
- D. The Commandant, or her or his designee, shall conduct an exit interview with a dismissed Recruit, during which each reason for dismissal from the RTT shall be explained to the Recruit.
  1. A Recruit subsequently may respond to the Commandant's (or designee's) explanation in writing.

9. RESIGNATION FROM THE RTT

- A. When a Recruit resigns from the RTT, the Commandant shall be informed immediately.
- B. The Commandant, or her or his designee, shall conduct an exit interview with the resigning Recruit to:
  1. Learn why the Recruit is resigning from the RTT;
  2. Confirm that the Recruit's resignation is completely voluntary;
  3. Ensure that the Recruit is aware that if the Recruit is resigning because he or she has a short-term work-related disability, then reasonable accommodations can be made so that the Recruit may continue to participate in the RTT.

- C. Upon completing the exit interview, a Recruit shall be escorted by a Training Staff member from the grounds of the MCJA.
- D. All records of a Recruit who resigns from the RTT shall be forwarded to the Department of Administrative & Financial Services, Security & Employment Service Center.

10. RETENTION OF RTT RECORDS

- A. All records material to each RTT shall be maintained for the duration required by applicable Maine State Police records retention schedules, and then be disposed of in accordance with such schedules.

**ATTACHMENTS**

**BLETP HANDBOOK**



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detOrientationManual

**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.**

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# **Maine Criminal Justice Academy**

**A Bureau of the Maine Department of Public Safety**

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## **31<sup>st</sup> Basic Law Enforcement Training Program Cadet Orientation and Curriculum Guide**



**August 15, 2016 – December 16, 2016**

**Curriculum Approved by the  
Maine Criminal Justice Academy Board of Trustees  
Revised: July 2016**



## **ADMINISTRATION AND STAFF**

### **Maine Department of Public Safety**

*Mr. John E. Morris, Commissioner*

### **Maine Criminal Justice Academy Board of Trustees**

*Deputy Chief Amy J. Berry, Chair*

#### **Academy Director**

*Mr. John B. Rogers, MCJA*

#### **Assistant Academy Director**

*Mr. Richard R. Desjardins, MCJA*

## **Basic Law Enforcement Training Program STAFF AND CADRE**

### **BLETP Training Coordinator**

*Mr. David E. Tyrol, MCJA*

#### **BLETP Cadre Supervisors**

*Sergeant Joseph A. Mills III, Maine State Police*

*Sergeant Scott H. Hamilton, Maine State Police*

#### **Cadre**

*Corporal Cody E. Laite, Waldo County Sheriff's Office*

*Warden Joshua D. Smith, Maine Warden Service*

*Officer Jeremy D. Somma, Lewiston Police Department*

*Officer Anthony M. Drouin, Augusta Police Department*



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Paul R. LePage  
Governor

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



John E. Morris  
Commissioner

John B. Rogers  
Director

August 15, 2016

Cadets of the 31<sup>st</sup> BLETP:

On behalf of John E. Morris, Commissioner of Public Safety for the State of Maine and the Board of Trustees of the Maine Criminal Justice Academy, it is my pleasure and privilege to welcome you to the 31<sup>st</sup> Basic Law Enforcement Training Program (BLETP).

You are about to embark on an 18-week program designed to qualify you as a Maine law enforcement officer. This school will test your ability and willingness to assume the complex and challenging responsibilities of a modern law enforcement officer, who is charged with keeping the peace, protecting State and Federal constitutional rights and enforcing applicable laws.

The BLETP instruction is focused on providing you with the necessary competence in six basic areas:

1. **Knowledge:** To acquire the necessary information concerning the goals of your profession.
2. **Understanding:** To master your profession and understand your role within this organization and your agency organization.
3. **Skills:** To develop your abilities to meet the challenges of your profession.
4. **Value:** To provide you a standard of professionalism.
5. **Attitude:** To develop within you, a feeling that participation in a worthwhile mission is critical for the safety of you, your fellow officers and citizens of the State of Maine.
6. **Interest:** To create an atmosphere of motivation, so that you can be the best at your work and in your profession.

Your hard work and diligence will reward you with a feeling of competence in your chosen profession, law enforcement. Your time is a most valuable commodity and each Cadet should develop good time management skills. For those of you who successfully complete this program and continue in law enforcement, it will be the beginning of many more training sessions in your career. Professional development is a life-long requirement. Good luck.

Sincerely,

John B. Rogers, Director  
Maine Criminal Justice Academy

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## LAW ENFORCEMENT CODE OF ETHICS

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**A**

justice.

s a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the Constitutional Rights of all to liberty, equality and

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear of favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representative in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement.

*The International Association of Chiefs of Police*

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## ACADEMY ENVIRONMENT

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Law enforcement organizations tend to be highly structured organizations whose operation is guided by general orders and directives. Agency “Standard Operations and Procedures” are strictly followed by law enforcement personnel.

The need for order, compliance and control in the Academy is essential. From the moment a Cadet reports, virtually every minute will be occupied with training. There is a great deal to be learned in a very short period of time. The goal of this rigorous schedule is not to deprive the individual of time to think, but rather to force Cadets to think fast, act quickly and decisively, and to be prepared for any eventuality.

Stress is inherent in law enforcement. Everyday, law enforcement officers are called upon to assume many stressful roles, roles that may require an officer to make an immediate decision based on their Academy training. Law enforcement officers must act within the restraints of the law with experience and courage while handling a diversity of situations. They must communicate with others patiently and without outward display of temper and emotion. Within this context, “Academy Environment” refers to an atmosphere of pressure and urgency, but in a controlled learning environment that is specifically designed to replicate the type of stress and pressure experienced by law enforcement officers in the field.

In addition to the academic load, our Academy training instills and develops character, maturity, and self-discipline. As a law enforcement officer works alone, they carry an enormous responsibility. They may deprive citizens of their liberty or be called upon and obligated to take charge in life threatening situations. This happens when others may run away, panic, lose control or simply choose to ignore what is happening.

Our training requires Cadets to use their physical and mental resources. In exchange, each Cadet will build self-confidence. They will also gain self-reliance and develop leadership abilities. Poise, self-control, and improved reaction time will also increase the likelihood of satisfactory performance under adverse and life-threatening conditions.

Every law enforcement officer will be required to make critical decisions with little or no guidance, yet be flexible and able to adapt to sudden changes. Law enforcement officers must be able to calmly and effectively handle several situations at the same time. Split-second decision making, in a variety of life and death circumstances, is often crucial to the survival and safety of the officer or fellow law enforcement officers. This may also be crucial to the public that officers are sworn to protect and serve.

The Academy recognizes that it is difficult and stressful for Cadets to be away from their homes. It is natural for a Cadet to be a little homesick. Cadets need to try to reassure themselves that this is not a permanent situation and most of the other Cadets are probably experiencing the very same feelings and emotions. As time goes by, each Cadet will learn to adjust and adapt to the training environment. This will make their work easier. If a Cadet is having problems, they are encouraged to talk to the Cadre.

The Academy is meant to be difficult and stressful. It will test each Cadet every day physically, psychologically, and mentally. Only by working hard and in conjunction with others will a Cadet manage to complete the training program successfully and graduate to be a law enforcement officer.

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## ABOUT THE MAINE CRIMINAL JUSTICE ACADEMY

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The first Maine statute on police training was enacted in 1969. The bill provided for the establishment of a facility and the provision for training programs for law enforcement personnel and established the Maine Police Academy. The Maine Police Academy thus became the Maine Law Enforcement and Criminal Justice Academy. The policy board was expanded to include representation from a cross section of the criminal justice system.

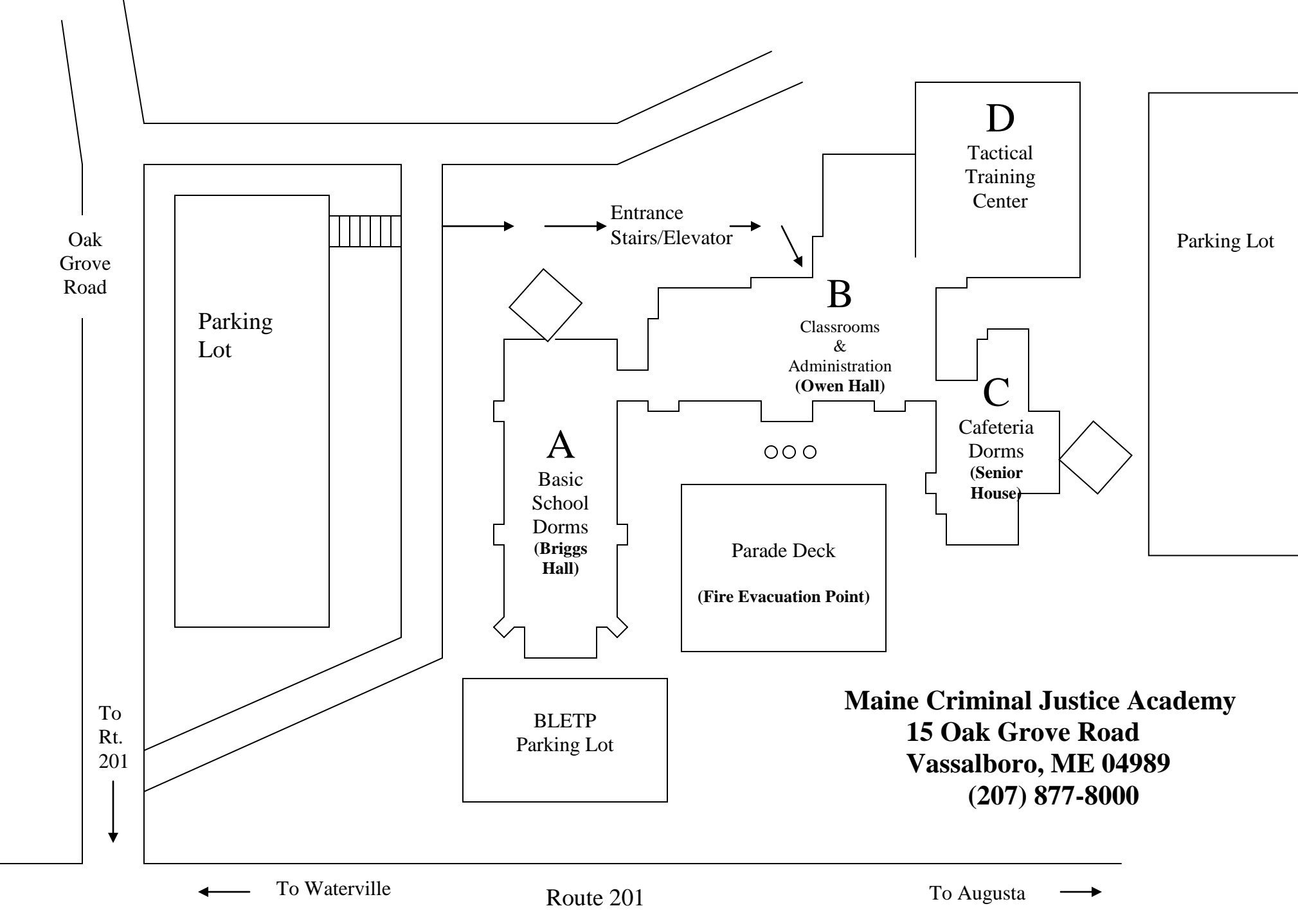
The Maine Legislature passed a mandatory police training law in 1971. The law required that all full-time municipal and county police officers complete a basic police school at the Maine Law Enforcement and Criminal Justice Academy within one year of their appointment as a law enforcement officer. In 1978, the Maine Legislature amended the statutes to provide for mandatory training of corrections officers.

In 1972, a site was located at the former Thomas College in Waterville, and the Maine Criminal Justice Academy was established. In that year, under a state reorganization, the Academy was given its present name; a Board of Trustees was established and retained the policy control over the development of curriculum and standards for Academy students. The Department of Public Safety under its commissioner was responsible through the Director in the administration and supervision of its programs.

In December 2000, the Maine Criminal Justice Academy moved to the former Oak Grove Coburn School in Vassalboro. The facility was completely renovated in a two-year construction project from 1998-2000. Facilities available for use by criminal justice agencies include:

- A modern cafeteria which can accommodate 160 students
- Eleven classrooms providing space for up to 300 students
- Dormitory buildings with a capacity for 130 students
- A 19,000 square foot indoor training center with a .12 mile running track
- A fully equipped weight room
- Land area of more than 65 acres
- Outdoor recreation, instructional area and the Jeffrey S. Parola Obstacle Course

The MCJA possesses the capability to provide instructional staff and criminal justice agency personnel with multi-media instructional equipment and materials.

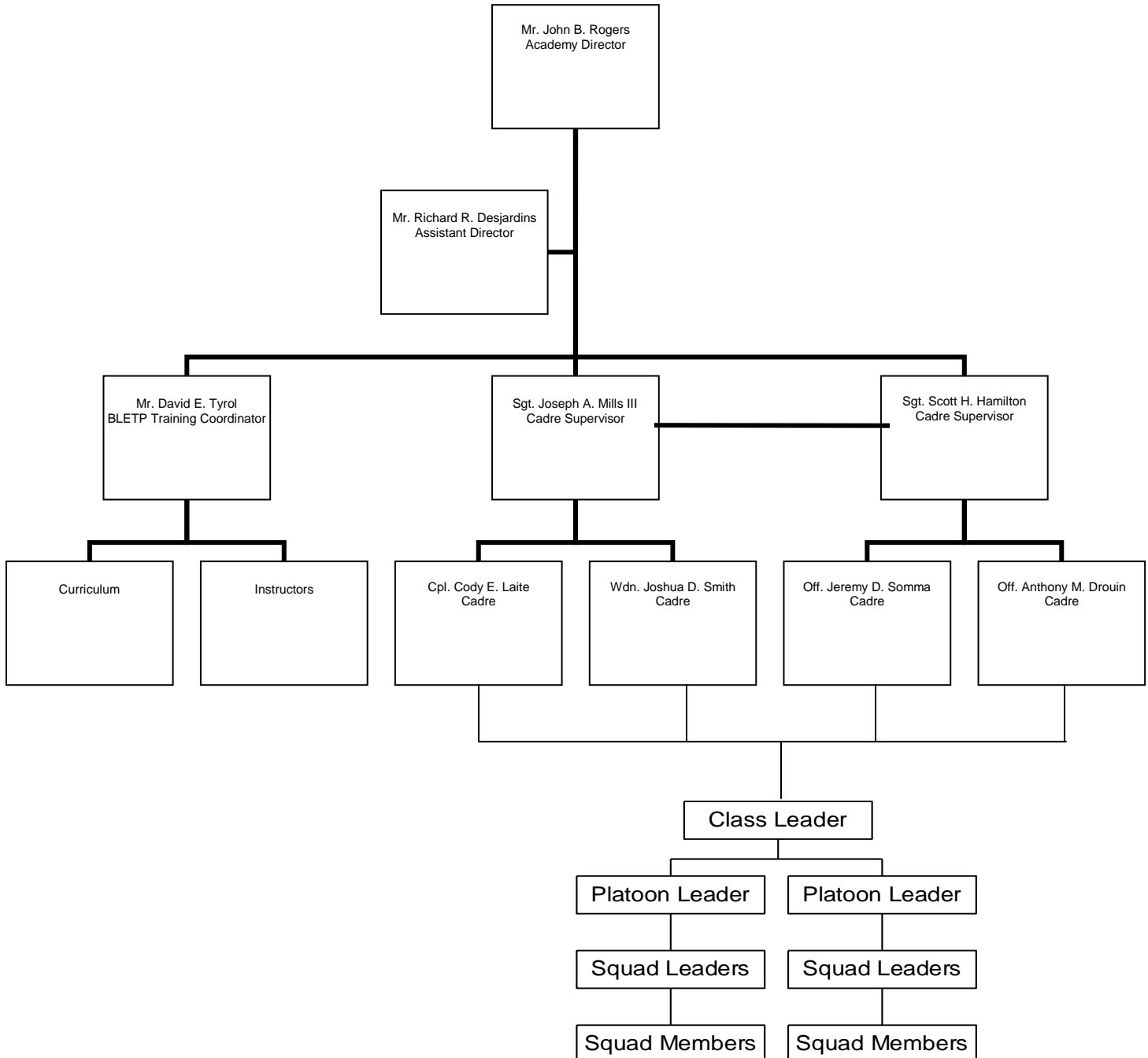


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## ORGANIZATIONAL STRUCTURE

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**Procedure:** Cadets will utilize the direct Academy Chain of Command on all occasions, except for emergencies. The reason for a conference with someone within the chain of command shall be stated unless it is a personal matter. If a Cadet desires to see someone outside of the assigned chain of command for a personal matter, the Cadet must use the assigned Chain of Command before consulting with another person.



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## STAFF RESUMES

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**NAME:** **Mr. John B. Rogers**, Director, Maine Criminal Justice Academy.

**EDUCATION:** University of Maine – Masters in Public Administration, 1992; University of Southern Maine – Bachelor of Science in Vocational Technology, 1988; University of Maine – Associates of Science in Law Enforcement, 1976; Schenck High School, 1974.

**TRAINING:** Selected Highlights: Maine Criminal Justice Academy – 30<sup>th</sup> MCBPS, May 1978; Police Supervision, 1983; Mid-management Development, 1991; Field Training Officer, 1993; Police Leadership Training Seminar, 1994; Executive Development, 1994; Managing Police Discipline, 1996; CALEA Assessor Training, 2000; and Numerous Other In-service Training Hours.

**EXPERIENCE:** Patrol Officer, Orono PD, 1977-1982; Sergeant, Orono PD, 1982-1993; Chief of Police, Farmington PD 1993-1998; Assistant to the Commissioner, Maine DPS 1998-2001; Deputy Commissioner, Maine DPS, 2001-2003; Director, Maine Criminal Justice Academy, 2003-present; Instructor, University of Maine at Augusta, 2002; Instructor, University of Maine at Orono, 1998-2012; Instructor, Husson University, 2001 and Police Agency Assessor, Commission on Accreditation for Law Enforcement Agencies, Inc. 1999-2003, MCJA Certified Instructor 2008-present, MCJA Certified Physical Fitness Tester, 2011-present and Certified Instructor for Leadership in Police Organizations from the IACP, 2014-present.

**MEMBERSHIPS:** International Association of Chiefs of Police (IACP) 1993-present; Maine Chiefs of Police Association (MCOPA), 1993-present; Sexual Assault Victims Emergency Services Board Member, 1993-1999 (Chairman, 1998-1999); Maine Criminal Justice Commission, 2003-2009; MCOPA District III Representative 1994-1996; MCOPA Policy Committee, 1994-2015, (Chairman, 1995-2015); MCOPA Evaluation Committee, 1996-1997; Franklin Memorial Hospital, HCC - Board Member, 1996-1998; Maine Governor's Children's Cabinet, 1998-2003; Justice Assistance Council, 2003 – present; Maine License Plate Committee, 1997-1999; Maine Veterans License Plate Committee, 2000-2001; Bias-Based Profiling Task Force 2009-2011; International Asso. of Directors of Law Enforcement Standards and Training 2003-present and PAA, National Honor Society for Public Administrators.

**SPECIAL AWARDS:** MCJA Law Enforcement Intermediate Training Certificate, 1983; MCJA Law Enforcement Advanced Training Certificate, 1992; Executive Police Chiefs Certificate, 1994; Public Employees Roundtable Scholarship Award, 1991; President's Award - MCOPA, 2000 and 2010; President's Award – Maine Polygraphs Association, 2003; NAMI of Maine, 2015 Mental Health Innovation Recognition Award; MCOPA, 2016 Outstanding Contribution to Law Enforcement; BSA - Rank Attained, Eagle Scout.

**PUBLICATIONS:** "Partnering for Progress: Maine Law Enforcement Online Training Initiative," The Police Chief, November 2009  
"Reengineering the Delivery of Correctional Services" The Correctional Trainer – IACTP, Spring 2013  
"No Excuses Supervision: Role Changes to Reflect 21<sup>st</sup> Century Demands," Book Published by Amazon, November 2013

**NAME:** **Mr. Richard R. Desjardins**, Assistant Director, Maine Criminal Justice Academy.

**EDUCATION:** University of Maine - Bachelor of Science, Administration of Justice, 2006; Southern Maine Community College - Associates Degree, Law Enforcement Technology, 1997; Brunswick High School, 1981.

**TRAINING:** Selected Highlights: Maine Criminal Justice Academy- 54<sup>th</sup> MCBPS, 1986; Standardized Field Sobriety Instructor, 1989; Juvenile Case Worker, 1991; Drug Recognition Expert Instructor, 1992; Police Physical Fitness Instructor, 1993; D.A.R.E Officer training, 1994; MCJA Intoxilyzer Instructor, 1996; Field Training Officer, 1997; MCJA Advanced Methods of Instruction , 1998; IACP Drug Impairment Training for the Educational Professional, 1997; FBI National Academy, 2003; Executive Leadership, 2002; F.E.M.A Incident Command/Weapons of Mass Destruction/Biological-Chemical Response training, Anniston Alabama, 2005; Managing in State Government, 2009; Maine Leadership Institute, 2009; and Numerous other in-service trainings.

**EXPERIENCE:** Patrol Officer, Brunswick Police Department, 1986-1989; Detective, 1989-1991; Corporal, 1991-1993; Sergeant, 1993-1996; U.S. Navy Reserves, Master At Arms, 1992-1998; John Hopkins/IACP, Drug Study, 1995; Lieutenant, 1996-2001; Special Response Team Commander, 2001-2008; Brunswick PD Special Response Team, 1990-1998; Developed Web Site, Maine Most Wanted.com, 2004; Patrol Commander/Deputy Chief, 2001-2008; (Retired from Brunswick Police Department) Investigator, Bureau of Motor Vehicles, 2008-2009; Director of Public Services, Bureau of Motor Vehicle, 2009-2014; Assistant Director, Maine Criminal Justice Academy, 2014-present.

**COMMITTEES:** Mid-coast Domestic Violence Task Force, 1994-2000; Maine Transportation Safety Coalition, 2001-2008; Educational Board, Mid-coast Hospital, 2001-2008; Governor's Appointment, Maine Organ Donor Advisory Board, 2012-2014; Vice President of the Maine Chapter, FBINAA, 2004-2009; FBI National Academy Associates, 2003-present.

**SPECIAL AWARDS:** Numerous Brunswick Police Department awards and commendations including, Alexander Reed Homicide Investigation; Frost Homicide Investigation; Great State of Maine Air Show Security Coordinator.

**PUBLICATION:** Article, Maine Most Wanted.com publication, 2004.

**NAME:** **Mr. David E. Tyrol**, BLETP Training Coordinator, MCJA Staff.

**EDUCATION:** Erskine Academy, 1999, South China, Maine, BS in Justice Studies with a Concentration in Sociology, University of Maine, 2014;

**TRAINING:** Selected Highlights: M.C.J.A 9<sup>th</sup> Basic Law Enforcement Training Program, 2005; Methods of Instruction, 2006; Federal Air Marshals Flying While Armed Training, 2006; Crisis Intervention Team Training, 2006; MCJA Basic Corrections, 2007; Institute for the Prevention of Sudden In-Custody Deaths Instructor, 2007; FTO Program Development Training 2008; Fred Pryor Seminars, "Coaching for Managers and Supervisors", 2008; Diver's Alert Network Training, "Diving First Aid for Professional Divers", 2008; Cooper Institute - Law Enforcement Fitness Specialist, 2012; and Numerous SCUBA diving certifications.



**EXPERIENCE:** Part-time Patrol Deputy – Kennebec County Sheriff’s Office; Full-time Patrol Deputy - Kennebec County Sheriff’s Office, 2004-2009; Special Response Team member - Kennebec County Sheriff’s Office, 2005-2009; Dive Team Member - Kennebec County Sheriff’s Office, 2006-2009; Training and Safety Coordinator, 2007-2009; Part-time Officer Winslow Police Department, 2010-2012; Part-time Officer Livermore Falls Police Department 2014-present; MCJA Training Staff, 2009-present; MCJA BLETP Training Coordinator 2015- present. MCJA Certified Instructor, 2007-present; MCJA Certified PT Tester and Instructor, 2012-present; MCJA Mechanics of Arrest Restraint and Control (MARC) Instructor, 2013-present; and Electronic Speed Measurement Device (ESMD) Instructor, 2014-present.

**MEMBERSHIPS:** Department of Inland, Fisheries and Wildlife ATV Enforcement Grant Committee, 2009-present; MCJA Corrections Advisory and Curriculum Committee, 2009-2014, IADLEST Member, 2015-present.

**SPECIAL AWARDS:** Several citizen recognitions letters, 2005-2007; Maine Criminal Justice Academy Commendation, for Instructor Professionalism ,2008; MCJA Recognition for BLETP Assistance, 2011; MCJA Commendation for Work in Curriculum Development 2014; and the Maine Department of Public Safety Employee of the Year Nomination, 2014.

**NAME:** **Sergeant Joseph A. Mills III**, Cadre Supervisor, Maine State Police, Training Unit.

**EDUCATION:** Hall-Dale High School, Farmingdale, Me.; attended University of Maine, Augusta.

**TRAINING:** Selected Highlights: Maine State Police 42<sup>nd</sup> Training Academy, 1989; Northwestern University Supervisor Development, 1998; NESPAC NCO School, 2001; Methods of Instruction, 2002; NESPAC Basic Tactical Team School, 2004; NESPAC Advanced Tactical Team School, 2004; NESPAC Basic Sniper School, 2005; HAZMAT-Technician Level, 2004; Leadership and Mastering Performance, 2013 and Cadre Leadership Development, 2007.

**EXPERIENCE:** United States Army, Military Police, 1985-1988; United States Army Military Police Canine Unit, 1987-1988; Trooper Maine State Police Troop C, 1989–1999, Maine State Police Patrol Canine Handler, 1992-1997; Maine State Police Field Training Officer; Trooper, Troop G, 1999-2005; Corporal, Troop G, 2003-2005; Sergeant, Troop A, 2005–2006; Sergeant, Troop B, 2006-2012; State Police Training Unit, 2012-present; Maine State Police Tactical Team, 2003-2010; MCJA Certified PFT Tester, 2012-present; MCJA Certified Instructor 2016-present, MCJA Law Enforcement Intermediate Training Certificate, 2015; Cadre Sergeant for the 57<sup>th</sup> Maine State Police RTT and Cadre Supervisor for the 12<sup>th</sup> and the 21<sup>st</sup> to the 30<sup>th</sup> Basic Law Enforcement Training Program (11 BLETP’s).

**SPECIAL AWARDS:** 2007 Maine State Police Bravery Award, the 2007 South Portland Police Department Meritorious Service Award and the 2007 Maine State Police Tactical Team Trooper Jeffrey S. Parola Award.

**NAME:** **Sergeant Scott H. Hamilton**, Cadre Supervisor Maine State Police, Troop E

**EDUCATION:** John Bapst Memorial High School, Bangor, ME. 1986; attended the University of Maine, Presque Isle.

**TRAINING:** Selected Highlights: 75<sup>th</sup> Municipal / County Basic Police School, 1993; 45<sup>th</sup> Maine State Police Training Troop, 1997; MCJA FTO School, 1999; Defensive Tactics Instructor Course, 2000; ASP Instructor Course, 1999; MCJA Methods of Instruction Course, 2000; 88<sup>th</sup> NESPAC NCO Academy 2003; NESPAC Basic Tactical School, 2001; NESPAC Advanced Tactical School, 2000; NESPAC Breaching School, 2001; NESPAC Basic Sniper School 2004; FLIR Training; L.S.U Tact Ops. In a WMD Environment, 2003; Advanced Taser Instructor Course, 2006; N.T.O.A Response to an Active Shooter Instructor Certification, 2004; “Preventing School Attacks” Course, 2004, HAZMAT Technician Level Certification, 2004; U.S. Coast Guard Maritime Tactical Operations Course, 2005; Caliber Press Street Survival Course 2003; Action Target Academy, 2005; In-Custody Deaths 2007; Chemical Agent-Grenadier Training, 2004, National Summit on Use of Force in Law Enforcement, 2007 and Cadre Leadership Development, 2013.

**EXPERIENCE:** Patrol Officer, Bar Harbor Police Department, 1992-1993; Patrol Officer, Ellsworth Police Department, 1992-1997; Trooper, Maine State Police-Troop E, 1997-2010, Sergeant, Maine State Police-Troop E 2010 -present; Field Training Officer 2000- 2005; NESPAC Tactical School Instructor, 2002-present; Response to an Active Shooter Instructor, 2001-present; Response to a Critical Incident Instructor, 2002-present; MCJA Interactive Use of Force Instructor, 2003-present; Lead MCJA MARC Instructor, 2000-present; Primary Defensive Tactics Instructor, Maine State Police, 2001-present; Primary ASP Instructor, Maine State Police, 2001-present; Maine State Police Tactical Team 2000-present; Assistant Commander, Maine State Police Tactical Team, 2009-present; Cadre 57<sup>th</sup>-59<sup>th</sup> and the 65<sup>th</sup> and 66<sup>th</sup> Maine State Police Recruit Training Troop, Cadre 3<sup>rd</sup> and 4<sup>th</sup> Basic Law Enforcement Training Program and Cadre Supervisor for the 24<sup>th</sup> and 25<sup>th</sup> Basic Law Enforcement Training Program. (4 BLETP’s)

**SPECIAL AWARDS:** 2007 Maine State Police Bravery Award and the 2007 Maine State Police Meritorious Service Award.

**NAME:** **Corporal Cody E. Laite**, Cadre, Waldo County Sheriff’s Office

**EDUCATION:** Camden Hills Regional High School, Rockport, Maine 2007; AS Degree in Criminal Justice from Beal College, Bangor, Maine 2010.

**TRAINING:** Selected Highlights: Taser Instructor Certification, 2012; MCJA Mechanics of Arrest, Restraint, and Control Instructor, 2013; Advanced Roadside Impaired Driving Education, 2013; Rape Aggression Defense System Instructor, 2013; Crisis Intervention Training Officer, 2013; Maine Drug Enforcement Agency’s New Drug Agent School, 2013; Police Officer Training Course, 2014; Maine Crash Reconstruction Program, 2014; Forensic Mapping Program, 2015; MCJA Law Enforcement Intermediate Certificate, 2016 and Cadre Supervisory Development, 2016.

**EXPERIENCE:** Camden Police Department, 2010-2012. Waldo County Sheriff's Office, 2012-2015, Deputy; Waldo County Sheriff's Office, promoted to Corporal 2016; Defensive Tactics Instructor, 2013 to present, Crisis Intervention Officer, 2013 to present, Police Training Officer, 2014 to present, Crash Reconstructionist and Forensic Mapper, 2014 to present and Cadre for the 30<sup>th</sup> Basic Law Enforcement Training Program.

**SPECIAL AWARDS:** Valedictorian of Beal College, 2010 and Vice President of the 20<sup>th</sup> Basic Law Enforcement Training Program, 2011.

**NAME:** **Game Warden Joshua D. Smith**, Cadre, Maine Warden Service, District 12

**EDUCATION:** Edward Little High School, Auburn, Maine 1998; Unity College, Unity, Maine 2002; B.S. Degree in Environmental Science with an emphasis in Conservation Law Enforcement.

**TRAINING:** Selected Highlights: 7<sup>th</sup> Basic Law Enforcement Training Program, 2004; Maine Warden Service Advanced Warden School, 2006; Forensic Mapping Program, 2010; Boating Under the Influence SFST Seated Battery Officer Transition Training, 2012; Level I Comprehensive National Boating and Accident Investigation and Analysis (NSABLA course), 2009; Level II Advanced National Boating Accident Investigation, Reconstruction and Analysis (NASBLA course) 2014; Cadre Supervisory Development, 2016.

**EXPERIENCE:** Mechanic Falls Police Department, 2003-2006, Maine Warden Service 2006 to present, Worked as Primary Investigator on Hunting Related Fatality in Sebago, 2011, Served as Cadre for 2012 Advanced Warden School and Lead Cadre for 2013 Advanced Warden School, Served on Warden Service hiring process oral boards in the fall of 2013, Worked as Primary Investigator on Major Boat Crash on Thompson Lake, 2015, Boat Crash Reconstructionist and Forensic Mapper, 2010 to present.

**SPECIAL AWARDS:** Recipient of the 2012 Maine Warden Service Meritorious Service Award and 2012 National Wild Turkey Federation Officer of the Year Award for Maine.

**NAME:** **Officer Jeremy D. Somma**, Cadre, Lewiston Police Department

**EDUCATION:** Deering High School, Portland, Maine, 1998.

**TRAINING:** Selected Highlights: United States Marine Corps Recruit Training, 1998; USMC School of Infantry, 1998; USMC/USN Air Traffic Control School, 1998/1999; 6<sup>th</sup> Basic Law Enforcement Training Program (BLETP), 2004; At-Scene Traffic Crash/Traffic Homicide Investigation, 2007; Advanced Traffic Investigation, 2007; Traffic Crash Reconstruction, 2007; Advanced Motorcycle Reconstruction, 2007; Traffic Crash Reconstruction Update, 2008; Crash/Crime Scene Forensic Mapping, 2010; Methods of Instruction (MOI), 2010; NESPIN Crime Scene Investigation, 2013 and Cadre Leadership Development, 2012.

**EXPERIENCE:** United States Marine Corps, 1998-2003; Operation Enduring Freedom, 2001-2002; Lewiston Police Department, 2004-present, Officer; MCJA Certified Traffic Reconstruction Specialist, 2007-present; Forensic Mapping Specialist, 2010-present, MCJA Certified PFT Tester, 2012-present; Field Training Officer, 2010-present, MCJA Law Enforcement Intermediate Training Certificate, 2015; and Cadre for the 22<sup>nd</sup> -26<sup>th</sup> and the 28<sup>th</sup> -30<sup>th</sup> Basic Law Enforcement Training Program (8 BLETP's).

**SPECIAL AWARDS:** Recipient of the 2006 Maine Association of Police Lifesaving Award and the 2007 Maine Association of Police Meritorious Service Award and certified as a Reconstructionist from the Accreditation Commission for Traffic Crash Reconstruction (ACTAR) in 2012.

**NAME:** **Officer Anthony M. Drouin**, Cadre, Augusta Police Department

**EDUCATION:** Leavitt Area High School, 2007; Associates Degree in Criminal Justice from the University of Maine at Fort Kent, Maine 2009; Bachelor of Science Degree in Public Safety Administration from the University of Maine at Fort Kent, Maine 2011.

**TRAINING:** Selected Highlights: Graduate of the 21<sup>st</sup> Basic Law Enforcement Training Program, 2011; Crisis Intervention Officer, 2011, Social Networking for Law Enforcement, 2012; Augmented Reality Training, 2013; Standardized Field Sobriety Instructor Training, 2014; Interview and Interrogation, 2014; Police Training Officer, 2014; Drug Recognition Expert, 2015; Reid School of Interrogation, 2016 and Cadre Leadership Development, 2016.

**EXPERIENCE:** Part-time Officer - Ashland Police Department, 2010-2011; Officer - Augusta Police Department 2011 to present; Standardized Field Sobriety Instructor, 2014 to present; Crisis Intervention Officer, 2011 to present; Police Training Officer, 2014 to present; and Drug Recognition Expert, 2015 to present.

**SPECIAL AWARDS:** Recipient of the 2016 Augusta Police Department Lifesaving Award.

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# BASIC LAW ENFORCEMENT TRAINING PROGRAM

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## **Specification S-1**

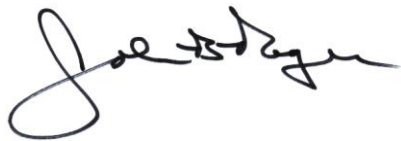
The following requirements are specified for the certification of Basic Law Enforcement Training Program graduates. The Director, with the approval of the Board of Trustees, sets standards for successful completion. If a student fails to meet any of the requirements described below, the student and the student's agency may petition the Board for a waiver or modification of the requirements in question.

### **Requirements:**

1. As a requirement for the successful completion of the Basic Law Enforcement Training Program (BLETP), each student must attend all sessions of the school, except absences approved by the BLETP Training Coordinator. No student will be certified when his or her absences exceed ten 10% of the prescribed curriculum, except if a student has successfully completed at least 14 weeks of the 18 week session, passed all requirements at that point and has left the session for other than a voluntary reason. The student and the student's agency may petition the Director to complete the remainder of the unfinished session in the next available session of the BLETP. The BLETP curriculum approved by the Board is 720 hours.
2. As a requirement for the successful completion of the Basic Law Enforcement Training Program, each student shall successfully pass all weekly and major academic exams with a minimum score of at least 75% and shall achieve a minimum cumulative academic average of 75% or greater. If a student fails an exam, no more than two make-up exams will be offered.
3. As a requirement for the successful completion of the Basic Law Enforcement Training Program (BLETP), each student shall achieve a passing professional score of 80% or greater at the conclusion of the program. This score is a reflection of the Professional Value System, as outlined in the BLETP Cadet Orientation and Curriculum Guide.
4. As a requirement for the successful completion of the Basic Law Enforcement Training Program (BLETP), each student shall demonstrate competency and safety in the handling of his or her service weapons. Each student shall achieve at minimum, proficiency over a course of fire approved by the Director. This score is a reflection of the Firearms Course, as outlined in the BLETP Cadet Orientation and Curriculum Guide. The proficiency standard is 80%.
5. As a requirement for the successful completion of the Basic Law Enforcement Training Program (BLETP), each student shall demonstrate proficiency in the Emergency Vehicle Operations Course (EVOC), by successfully completing a program approved by the Board. This score is a reflection of the Emergency Vehicle Operations Course, as outlined in the BLETP Cadet Orientation and Curriculum Guide. The proficiency standard is 70%.
6. As a requirement for the successful completion of the Basic Law Enforcement Training Program (BLETP), each student shall demonstrate proficiency in the Mechanics of Arrest, Restraint and Control (MARC) Course by successfully completing a program approved by the Board. The student must pass a MARC scenario at the end of the program, which counts for 20% of the final grade. If a student fails the MARC scenario, no more than two make-up scenarios will be offered. This total score is a reflection of the MARC Course, as outlined in the BLETP Cadet Orientation and Curriculum Guide. The proficiency standard is 80%.

7. As a requirement for the successful completion of the Basic Law Enforcement Training Program, each student shall fully participate in all aspects of firearms and MARC training. Each student must also attend at least 75% of these skills training, notwithstanding the requirement outlined in Requirement 1 above.
8. As a requirement for the successful completion of the Basic Law Enforcement Training Program, each student shall meet the physical fitness exit standard at the 50<sup>th</sup> percentile according to age and gender normed standards, as approved by the Board.
9. As a requirement for the successful completion of the Basic Law Enforcement Training Program (BLETP), each student shall successfully take and pass the certification exam, which is administered at the end of the course, with a minimum score of 75%.
10. Tuition Cadets who have successfully completed all of the above listed requirements will receive a Certificate of Completion of the Basic Law Enforcement Training Program. Upon the Academy's receipt of the Notice of Employment form indicating that a tuition Cadet has been hired as a full time law enforcement officer by a law enforcement agency, the tuition Cadet will receive a Certificate of Eligibility to act as a law enforcement officer in the State of Maine.

Adopted: 06/18/2004  
Revised: 01/11/2013



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John B. Rogers, Director  
Maine Criminal Justice Academy



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Amy J. Berry, Chair  
MCJA Board of Trustees

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## BLETP CORE VALUES

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### **P. R. I. D. E.**

- P. Professionalism:** Being a professional both on duty and off duty, 24/7, representing not only your agency, but also your vocation and community.
- R. Respect:** Law enforcement cannot survive without the respect of the community. You must also have respect for yourself and your peers. Respect for your agency gives the community a sense of safety and security.
- I. Integrity:** Without a high degree of integrity, a law enforcement officer becomes ineffective. The public must trust their law enforcement officials and trust that what they say is true. Integrity is the foundation of both law enforcement and the Academy.
- D. Dedication:** Being dedicated to serving the community, dedicated to your agency. Being a representative of law enforcement at all times.
- E. Excellence:** In all that you do, giving 100% while working, and continuing with education to improve yourself.

**MAINE CRIMINAL JUSTICE ACADEMY**  
**BASIC LAW ENFORCEMENT TRAINING PROGRAM**  
**Cadet Disciplinary Code**

**PREAMBLE**

The Maine Criminal Justice Academy Cadet Disciplinary Code (the “Code”) is designed to promote the orderly and efficient training of professional law enforcement officers who receive training under the auspices of the Academy. The Code is promulgated to assure the safety of persons undergoing training, to protect the peaceful exchange of ideas, and to promote professionalism and orderliness consistent with good law enforcement and an efficient criminal justice system.

**ARTICLE I**

**Purposes**

**SECTION 1** 25 M.R.S.A. § 2803-A authorizes the Board of Trustees of the Maine Criminal Justice Academy (the “Board”) to establish training and certification standards for all law enforcement officers, set requirements for board-approved courses, and prescribe curriculum and certify graduates of board-approved courses.

**SECTION 2** The Board concludes that the foregoing statutory provision authorizes the Board to establish standards of Cadet conduct and the procedure for enforcing such standards.

**SECTION 3** It is the purpose of this Code to promulgate standards of Cadet conduct and the procedure for enforcing such standards, to be known as the “Cadet Disciplinary Code” of the Maine Criminal Justice Academy.

**SECTION 4** This Code shall apply to all Cadets attending the Basic Law Enforcement Training Program approved by the Board in accordance with 25 M.R.S.A. § 2804-C (“BLETP”).

**SECTION 5** The fact that the Academy may take disciplinary action is not intended to affect or influence the ability of the Cadet’s employer or any appropriate civil or law enforcement authority to take disciplinary or enforcement action. The Cadet remains subject to prosecution for violation of any applicable laws.

**ARTICLE II**

**Sanctions**

**SECTION 1 General.** No Cadet may be dismissed or suspended for disciplinary reasons except in accordance with the provisions of this Code. The following sanctions may be imposed for violation of the Academy Standards of Conduct, which are set forth in Article III of this Code.

**SECTION 2 Extra Details or Project and Denial of Privileges.** Minor infractions of the Rules and Regulations of the Academy, Standards of Conduct of this Code, directives, and staff orders may result in extra details or project and/or denial of privileges. Such a sanction may be imposed in conjunction with written or oral reprimands.



**SECTION 3 Oral Reprimand.** A Cadet may receive an oral reprimand pursuant to the procedure outlined in Article IV for violation of the Standards of Conduct.

**SECTION 4 Written Reprimand.** A Cadet may receive a written reprimand pursuant to the procedure outlined in Article IV for violation of the Standards of Conduct.

**SECTION 5 Suspension.** A Cadet suspended from the Academy shall leave the premises of the Academy and shall not participate in any activity conducted under the auspices of the Academy, except such activities as are open to the general public, and shall not have any privileges of a Cadet. For purposes of the application of this Code, however, he or she shall be regarded as a Cadet, though suspended. At the expiration of the period of suspension, either at the point in time of the course from which he or she was suspended or the beginning of the next basic training course as determined by the Academy Director on the application of such Cadet, he or she shall be automatically reinstated as a Cadet in good disciplinary standing provided he or she has not been found, in the meantime, to have further violated the Standards of Conduct of this Code.

**SECTION 6 Dismissal.** A Cadet dismissed from the Academy shall leave the premises of the Academy and shall no longer be a Cadet of the Academy. In order to become a Cadet again, a person must submit a new application for admission.

## **ARTICLE III**

### **Standards Of Conduct**

**SECTION 1 General.** Conduct engendering public respect and self-esteem is an essential quality for an effective law enforcement officer. Cadets are expected to practice and demonstrate such conduct to a high degree while enrolled in an Academy training program. Compliance by all Cadets with the Standards of Conduct will enhance this quality. Such compliance is required and any violation will be the subject of appropriate disciplinary action, up to and including dismissal from the BLETP.

**SECTION 2 Criminal Misconduct.** Violation of any criminal law at any time or place is deemed a very serious breach of the Standards of Conduct of this Code. Any Cadet in the BLETP against whom criminal charges have been filed in court may be suspended pursuant to Article IV by the Academy Director from further attendance in or at an Academy program pending resolution of the criminal charge. Conviction of a criminal offense will result in appropriate disciplinary action, and may result in dismissal of the Cadet.

**SECTION 3 Honor Code Violations.** The Honor Code is a statement of essential standards of integrity to which every Cadet should aspire. The Honor Code is set forth in the Basic Law Enforcement Training Program Cadet Orientation and Curriculum Guide. Honor Code violations will result in appropriate disciplinary sanctions, and may result in dismissal.

**SECTION 4 Failure to Comply with Directives.** Cadets must obey all Academy directives applicable to the BLETP. Directives are identified in the BLETP Cadet Orientation and Curriculum Guide. Additional directives may be presented and explained by the staff. Failure to comply with directives will result in appropriate disciplinary sanctions, and may result in dismissal.

**SECTION 5 Unprofessional Conduct.** Cadets enrolled in the BLETP are expected to conduct themselves professionally. Harassment of any person, hazing, profanity, discourtesy, coarse manners, rudeness, impoliteness, and the like are unprofessional conduct for law enforcement officers and members of the criminal justice system. Unprofessional conduct will result in appropriate disciplinary sanctions, and may result in dismissal.

**SECTION 6 Sexual Harassment and Discrimination.** Sexual harassment and discrimination based on race, color, sex, religion, age, national origin, sexual orientation, or disability are prohibited. Any form of sexual harassment or discrimination will not be tolerated at the Academy.

Examples of prohibited harassment and discrimination include but are not limited to:

- A. Unwelcome sexual advances or contact, gestures, suggestive or lewd remarks;
- B. Verbal abuse such as offensive racial, ethnic, or sexual threats or comments, physical overtures, or any type of pressure to engage in sexual activity;
- C. Offensive jokes; and
- D. Ridicule, slurs, derogatory action or remarks.

Cadets may report incidents of discrimination or harassment to any member of the Academy or BLETP staff or the Department of Public Safety's Personnel Officer located at 45 Commerce Drive, Suite 1, Augusta, Maine 04333-0104 or by telephone at 626-3814. Discrimination against or harassment of any person will result in appropriate disciplinary sanctions, and may result in dismissal.

**SECTION 7 Application of Sanctions to Standards of Conduct.** The specification of a possible sanction under each of the Standards of Conduct is not intended to be exclusive; the range of sanctions remains available. Each case will be considered individually, with due regard given the nature of the violation and the history of the Cadet.

## **ARTICLE IV**

### **Procedures**

**SECTION 1 General.** Any person may report a Cadet for a violation of the Standards of Conduct to the BLETP Cadre or any member of the BLETP Academy staff. Minor violations may be addressed by oral or written reprimands. More serious and repeated violations may result in suspension or dismissal. The Disciplinary Officer referred to in this Code shall be appointed by the Academy Director.

**SECTION 2 Oral Reprimand.** Disciplinary action in the form of an oral reprimand by the Cadre is final and may be recorded.

**SECTION 3 Written Reprimand.**

- A. The Cadre Supervisor may issue a written reprimand, which shall include a notation of the nature, time, place and sanction imposed, if any, in addition to the written reprimand. The original will be given to the Cadet, and a copy to the Disciplinary Officer for entry in the Cadet's record. A copy of the written reprimand will also be given to the Academy Director, who will notify and provide a copy of the written reprimand to the employing agency.

- B. The Cadet may appeal this action by submitting a written request to the Cadet Disciplinary Officer within twenty-four (24) hours after receiving such reprimand.
- C. Within three (3) working days after receiving the requested appeal, the Cadet Disciplinary Officer shall hold an informal hearing on this appeal, attended by the reprimanded Cadet, the person issuing the reprimand, and any witnesses desired by the Cadet or issuing authority.
- D. Upon conclusion of this informal hearing, the Cadet Disciplinary Officer shall notify the Cadet of his or her decision, which shall be final and noted in the Cadet's record.

#### **SECTION 4 Suspension or Dismissal.**

- A. Preliminary Investigation and Recommendation for Hearing. Upon receipt of information from the Cadre Supervisor that a Cadet may have committed a violation of the Standards of Conduct of this Code that could result in suspension or dismissal, the Cadet Disciplinary Officer shall immediately review the Cadre Supervisor's report and conduct or cause to be conducted an investigation of the matter. If satisfied that there is reasonable cause for dismissal of the Cadet, the Cadet Disciplinary Officer will submit a written report of the investigation specifying the nature, time and place of each violation alleged and the names of witnesses accompanied by all or any written statements and exhibits of such offense to the Academy Director with a recommendation, which may include a recommendation that the Cadet be dismissed. The Academy Director shall notify the employing agency.
- B. Action by the Academy Director. If the Academy Director concludes that no violation has occurred, he or she may dismiss the matter. If the Academy Director concludes that the alleged violation is not sufficiently serious to warrant dismissal, he or she may refer the matter to the Cadet Disciplinary Officer for lesser disciplinary action. If the recommendation is that the Cadet be dismissed and the Academy Director concurs with the recommendation, the Director will notify the Chair of the Board of Trustees. In the meantime, the Academy Director may, for good cause, suspend the Cadet pending an opportunity for a hearing based on such considerations as health and safety of the accused cadet, other cadets, and/or staff, and the need to conduct training without disruption.
- C. Hearing. If the Academy Director concurs with the recommendation to dismiss the Cadet, the Director shall inform the Cadet of the Cadet's opportunity for a hearing before a panel of the Board of Trustees. If the Cadet requests a hearing, the Director shall notify the Chair of the Board who, in turn, will appoint three (3) members of the Board to serve as a hearing panel to determine if the Cadet shall be dismissed. The Academy Director shall provide the accused Cadet with a written statement of the charges and the time and place of the hearing at least 48 hours prior to the time of such hearing. The panel shall conduct the hearing in accordance with the Maine Administrative Procedure Act and applicable Department of Public Safety Rules regarding administrative hearings.

- D. Decision after Hearing. The hearing panel shall issue a written decision after the conclusion of the hearing. The decision shall include findings of fact sufficient to advise the Cadet of the basis for the decision, shall be mailed or provided in hand to the Cadet, and shall apprise the Cadet of the right of appeal pursuant to 5 M.R.S.A. § 11001.

**SECTION 5 Attendance at the Academy Subsequent to Dismissal or Suspension.** A person who was dismissed or a person unable to complete a course due to a suspension may apply for admission to a subsequent session of the Basic Law Enforcement Training Program or other Academy course, provided that the person include in any application material a statement disclosing the date and nature of the prior violation and the sanction imposed. Prior disciplinary action may provide grounds for denial of admission, and will be considered to the extent permitted by law. The Academy Director shall cause notification in writing of any person denied admission to an Academy program under this section. The notification shall reflect the reasoning for denial in a manner sufficient to inform the applicant of the basis for the decision.

**SECTION 6 Appeal of Denial of Admission.** An applicant who has been denied admission based all or in part on disciplinary action imposed while the applicant was previously enrolled at or attending the Academy may appeal such decision to the Board of Trustees by delivering a written notice of appeal to the Academy Director no later than ten (10) working days after receipt of written notice of the decision denying admission. The notice of appeal should include a copy of the written decision of the Academy Director and a complete statement of the reasons applicant disagrees with the decision of the Director.

- A. Within two (2) working days of receipt of a copy of the written notice of appeal, the Academy Director shall transmit to the Chair of the Board of Trustees a copy of the written decision, copies of any evidence relied on, the notice of appeal, and any materials submitted by the applicant in support of the appeal. The Chair of the Board of Trustees shall appoint three (3) members of the Board to serve as a panel to hear the appeal.
- B. Within thirty (30) working days of receipt of the materials transmitted by the Academy Director to the Chair of the Board of Trustees, the panel shall review the materials and issue a written decision. The panel may affirm the decision of the Academy Director, remand to the Director for additional findings of fact, or vacate the findings of the Director and grant admission to the applicant. The decision shall reflect the panel's reasoning and advise the applicant of any right of appeal.

Moved by: Mr. Wes Andrenyak  
Seconded by: Chief Brad Paul  
Voted Unanimously by the Board of Trustees  
Date: 01/09/2009

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## COMPUTER USE RULES AND PROCEDURES

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1 **All persons using computers will follow the following rules.** Failure to follow these rules will  
2 result in denial of computer privileges for you and may result in the restriction of access to a  
3 computer. *No student may use a computer until he or she has read the Academy policy on*  
4 *computer use and signs this form agreeing to all of the terms of use.*

### Students Shall:

- 5 • **Not use their own software programs on any Academy computer.** Software will only be  
6 loaded on the computer with the permission of the Assistant Academy Director in  
7 consultation with the State's OIT personnel.
- 8 • Use their own temporary data storage devices, formatted for an IBM PC compatible if you  
9 wish to save files. *No files will be saved to any Academy computer's hard drive.*
- 10 • Not make any alteration of system settings or configurations including the setting of  
11 "wallpaper or screen savers" of MCJA computers.
- 12 • Read and sign this form stating they understand and agree to the Academy's computer rules  
13 and procedures and submit as directed.

### Internet Use:

14 The Internet is a valuable academic tool, which can provide helpful information to students.  
15 Unfortunately, the Internet can also be misused.

### Students wishing to use the Internet must:

- 16 • Not violate any law by actions such as use of an unauthorized password, or the violation of  
17 software agreements such as downloading or copying copyright protected material or by  
18 violating another person's privacy
- 19 • Not load any personal software on any Academy computer.
- 20 • Not leave recorded addresses (bookmarks, etc.) on any Academy computer.
- 21 • Not tamper with any Academy computers, system or settings. This includes downloading  
22 programs from the internet.
- 23 • Not participate in "Chat Lines" or "Chat Rooms".
- 24 • Not intentionally expose other individuals to materials, which they find unacceptable. If a  
25 website might have any questionable material, the Cadet must seek permission from a  
26 BLETP staff member prior to accessing the website .

27 Unless authorized by a BLETP Staff member, computers will not be allowed for personal use by the  
28 Cadets. Computers will be allowed for training and instructional purpose only. For example: No  
29 personal photos, messages, correspondence, email or text messaging or internet use will be allowed,  
30 unless authorized by a BLETP staff member prior to the use. This is to include, but not limited to  
31 Face Book, You-tube, email, etc.

32 **The student is responsible for all their actions involving their use of the Internet.** Examples of  
33 prohibited unacceptable conduct include, but are not limited to the following:

- 34 • Accessing materials or communications that are:
  - 35 a. Damaging to another's reputation.
  - 36 b. Abusive.

- 37 c. Obscene.
- 38 d. Sexually oriented.
- 39 e. Threatening.
- 40 f. Contrary to the Academy's policy on harassment.
- 41 g. Harassing.
- 42 h. Illegal.
- 43 • Sending or posting materials or communications that are:
  - 44 i. Damaging to another's reputation.
  - 45 j. Abusive.
  - 46 k. Obscene.
  - 47 l. Sexually oriented.
  - 48 m. Threatening.
  - 49 n. Contrary to the Academy's policy on harassment.
  - 50 o. Harassing.
  - 51 p. Illegal.
  - 52 q. Reflect in a negative way the Academy, any of the Academy Staff or BLETP Staff or
  - 53 any BLETP Cadet or other in-service student.

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## HONOR CODE / SERIOUS & GENERAL MISCONDUCT

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### HONOR CODE:

The Honor Code is a statement of essential standards of integrity to which every person aspires. Individuals are not born with honor; rather, its attainment is an ongoing educational process. To instill these ideals into every Cadet is one of the key objectives of the educational process at the Academy.

The Academy is designed to produce law enforcement officers for the State of Maine. The deep-seated sense of professionalism essential to every law enforcement officer is a product of self-discipline and total commitment to high standards of honor, duty, and responsibility. The Academy offers a challenging environment where a Cadet can develop these high standards. The Academy demands, through the Honor Code and the Professional Value System, that forthrightness and honesty characterize the daily actions.

Certain serious misconduct offenses described in this Manual may, and probably will, lead to dismissal from the Academy. The acts of **lying**, **cheating** and **stealing** are violations under the Academy's Disciplinary System, but will normally be treated under the guidelines of the Honor Code. The application of the Honor Code is an educational objective: ***Cadets are required to make conscious decisions regarding its application and to accept the moral consequences of their decisions.*** The Honor Code and its application are consistent with goals and traditions of the nation's law enforcement officers and its usage at the Academy enhances the preparation of Cadets for service to the citizens of the State of Maine. A Cadet's failure to take appropriate action regarding suspected or known violations of the Honor Code is also considered a violation under this Manual. This enhances the new law enforcement officer's desire to do what is right when confronted with moral issues after graduation.

The guidelines below should be the basis for a Cadet's conduct throughout the training process. The Honor Code describes a way of life as well as setting forth a method for handling violations. Upon learning what may be a violation of the Honor Code, the Cadet has the following options:

- *Discuss the incident with the suspected offender and take no action if it appears certain that no violation was committed.*
- *Discuss the incident with the suspected violator and, if warranted, report the offender.*
- *Immediately report the incident to a Cadre member if the severity of the incident warrants it.*

The responsibility for the proper course of action rests with the Cadet learning of the possible violation. Cadets must take one of the steps outlined above. Failure to take any action may subject the Cadet to administrative action or punishment under the Academy's disciplinary system. Any person who decides to report an Honor Code violation will be asked to submit a memorandum describing the relevant facts of the incident to the Cadet Disciplinary Officer. A Cadet must report an Honor Code violation within two Academy working days of learning of the violation.

Cadre and BLETP staff members may be approached anytime by a Cadet to discuss any questions that may arise relating to an Honor Code issue.

The Cadre Supervisors will conduct an investigation at the discretion of the Cadet Disciplinary Officer to consider the merits of an Honor Code violation. All findings shall be confidential and reported to the Cadet

Disciplinary Officer upon the conclusion of the investigation. A Cadre Supervisor will notify the Cadet of any allegations and provide an opportunity to present evidence in the case.

After reviewing the evidence, the Cadre Supervisor will submit a report to the Cadet Disciplinary Officer specific violations and the facts surrounding the violations in a timely manner.

After the Cadre Supervisor's report is reviewed, then the Cadet Disciplinary Officer may recommend the following actions:

- *No action, if unfounded.*
- *Issuance of a gig and/or other discipline as deemed appropriate.*
- *Issuance of a demerit by the Academy Director and/or other discipline as deemed appropriate.*
- *Dismissal of the Cadet.*

Should the Cadet Disciplinary Officer determine that a demerit, suspension or termination is to be recommended, the Cadet Disciplinary Officer will immediately confer with the Academy's Director. The individual responsibility of every Cadet is to know the Honor Code and its application. Regardless of the rank or position of the person who reports a Cadet for an Honor Code violation, the Cadre Supervisor will conduct the investigation and factual determination of the alleged violation independent of any investigation by the Cadet's agency.

A decision that a Cadet has violated the Honor Code represents an **EXTREMELY SERIOUS INCIDENT** of misconduct that may result in termination from the Academy, or in appropriate cases, a period of probation and/or other punishment.

It is a violation of the Honor Code to attempt to lie, cheat, or steal; or to solicit or assist another to lie, cheat, or steal. The following definitions are pertinent to the Academy's Honor Code:

### **Veracity/Lying**

*Lying is stating an oral or written untruth with the intent to deceive.* Veracity or truthfulness is a crucial element in the foundation of law enforcement. Cadets will be truthful at all times. Cadets will not tolerate another Cadet lying, nor will they abide others who do tolerate lying.

### **Cheating/Plagiarism**

*Plagiarism is to knowingly use unauthorized assistance in submitted work designated to represent one's own efforts. Cheating is to deceive by trickery, to mislead, to elude, or to act dishonestly.*

All items that need to be copied or duplicated will be reviewed and approved by the instructor for whose course the duplication is intended. Unauthorized duplication of any materials including computer generated reports and notes, may be grounds for disciplinary action.

The following are examples, but are not all inclusive:

- *Looking at another Cadet's answer sheet or test papers.*
- *Copying another Cadet's answer.*
- *Changing a test answer after the completion of any test.*
- *Having another Cadet do an assignment.*
- *Talking without permission to another Cadet, anytime, during an examination.*
- *Writing any information before, during, or after the exam on desktops, booklets, hands, etc. Use of scratch paper for mathematical computations is acceptable if authorized by the exam proctor.*



- Referring to other Cadet's work product and then submitting similar work as your own.
- Having any information at the Cadet's disposal such as notes, books, etc., that is relevant to the examination without permission.
- Having access to examination questions and answers prior to, during, or after a test, and before the grading of the exam.
- Recording an improper score either on an examination, physical fitness assessment or at the firearm range.
- Intentionally shooting at another Cadet's target to improve their score.
- To make holes in a target other than by a fired round.
- Not completing as given, any fitness exercises; such as shortcuts on runs, weight repetitions, pull-ups, etc.

### **Stealing**

*To take, obtain, or withhold property or anything of value wrongfully from the owner with the intent of permanently or temporarily depriving the owner of its use of possession.*

An attempted offense is an act, done with the specific intent to commit an offense under the Honor Code. The act must be more than mere preparation to commit an offense, but rather must tend to carry out or complete the basic offense such as lying, cheating, or stealing.

Solicitation consists of any statement, oral or written, or any other act or conduct, which may reasonably be construed as a serious request, or advice to lie, cheat, or steal.

Aiding in the commission of an Honor Offense consists of assisting or encouraging the active violator of an Honor Code violation, and sharing the intent of the active violator.

### **Serious General Misconduct**

The Academy expects Cadets to have the highest standards of personal appearance, discipline, conduct, and performance and to conduct themselves in a professional manner at all times. It is not practical to provide a written list of all examples of serious general misconduct.

The following breaches of conduct are extremely serious and will be treated in the same manner as an Honor Code Violation.

### **Sexual Harassment**

*Sexual Harassment is illegal and explicitly forbidden. Any form of sexual harassment will not be tolerated at the Academy. As a matter of State policy, any behavior of a sexual nature in the workplace is considered unprofessional regardless of whether it constitutes illegal sexual harassment. Public service demands of each of us the highest standards of honesty, impartiality, and conduct in the performance of our duties. Each Cadet, therefore, is personally responsible for compliance with this policy.*

As part of their supervisory responsibilities, supervisors are required to actively prevent or stop inappropriate, unprofessional conduct in the workplace regardless of whether the conduct rises to the level of illegal sexual harassment. If they become aware of any such conduct occurring, they must take immediate and appropriate corrective action, including discipline, to end the conduct. Corrective action is required regardless of whether a complaint is made or the conduct appears to be unwelcome.

The Department's EEO Coordinator may be consulted for advice and direction and **must** be contacted if a complaint is received, even if the complainant requests that no action be taken. Managers and supervisors

who fail to fulfill their obligations under this policy will be subject to disciplinary action, up to and including discharge.

Examples

Behavior that is sexual in nature may be **verbal** – such as comments about a person’s looks, personal inquiries, sexual jokes, use of derogatory sexual stereotypes (“babe”, “hunk”, “doll”, “testosterone poisoning”), uttering sexually suggestive sounds, writing sexual notes, use of State computer equipment to send, receive and/or download material of a sexual nature; **non-verbal** - such as looking someone up and down, staring or leering at someone’s body, deliberate blocking of a person’s path, displaying sexual visuals, making sexual gestures; or **physical** – such as massaging, touching, deliberate brushing up against someone, hugging, pinching, grabbing, or actual sexual assault.

A Cadet sexually harassing another Cadet will be grounds for immediate suspension from the Academy by the Academy Director.

**Harassment**

*Harassment is illegal and explicitly forbidden. Any form of harassment will not be tolerated at the Academy.* The Academy recognizes the dignity of the individual Cadet and the right of Cadets to train in an environment, which is free of intimidation and harassment. Such intimidation or harassment based on sex, race, color, religion, national origin, age, marital status, physical or mental disability, or sexual orientation is a violation of State policy. Harassment based on sex, race, color, religion, national origin, age or physical or mental disability also constitutes illegal discrimination. Because harassment on the basis of sex, race, color, religion, national origin, age, marital status, physical or mental disability, or sexual orientation seriously undermines the integrity of the work place and adversely affects Cadets morale, it is unacceptable and will not be tolerated.

Examples

Examples of harassment related to race, color, sex, national origin, age, religion, marital status, physical or mental disability or sexual orientation include the following, which may be a series of incidents or a single occurrence:

- *Unwelcome sexual advances, gestures, comments, or contact.*
- *Threats.*
- *Offensive jokes.*
- *Subjecting Cadets to ridicule, slurs, or derogatory actions.*
- *Basing employment decisions or practices on submission to such harassment.*
- *Refusal to cooperate with employees in performing work assignments.*
- *Inequitable disciplinary actions and work assignments.*

Managers and supervisors must take prompt action to eliminate such harassment, because it undermines morale and interferes with performance, as well as demeans its victims. Lack of corrective action by managers and supervisors may be perceived by the victim(s) as condoning such harassment. Corrective action is required regardless of whether the victim makes a formal complaint. Appropriate disciplinary procedures should be utilized in resolving incidents of such harassment.

*A Cadet harassing or threatening another Cadet will be grounds for immediate suspension from the Academy by the Academy Director.*

### **Hazing**

The practice of playing abusive or humiliating tricks by a Cadet on another Cadet is strictly prohibited. The term “Hazing” shall mean any conduct or method of initiation that willfully or recklessly endangers the physical or mental health of any Cadet. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any Cadet, or which subjects such Cadet to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Hazing of any person is expressly forbidden and will be grounds for immediate suspension from the Academy by the Academy Director.

### **Drugs/Narcotics**

Any Cadet, who illegally possesses, uses, sells or furnishes marijuana, or any scheduled drug or imitation drug as outlined in 17-A M.R.S.A., Chapter 45, or is to any degree, under the influence of intoxicating drugs at any time while at the Academy will be grounds for immediate suspension from the Academy by the Academy Director.

### **Intoxicating Beverages**

Any Cadet who consumes or possesses intoxicating beverages while at the Academy, or is to any degree, under the influence of intoxicating beverages at any time while at the Academy will be grounds for immediate suspension from the Academy by the Academy Director.

Cadets shall not consume intoxicants while off duty to the extent that evidence of such consumption is apparent when reporting for duty. Cadets must cease consuming intoxicants at a point of the intoxicant odor is on the Cadets' breath when reporting for duty. Cadets will be required to submit to an Intoxilyzer or other Breath Testing Device, if articulable suspicion exists.

### **Criminal Misconduct**

Any Cadet who is formally charged with a criminal offense will be grounds for immediate suspension from the Academy by the Academy Director.

### **Disobedience**

Cadets must obey all Rules and Regulations promulgated by the Academy and must obey all orders given to them by the faculty and BLETP staff of the Academy. Disobedience of such rule, regulation or order is deemed a breach of the Standards of Conduct of this Code and may result in the Suspension of the Cadet. A repeated violation of this standard, the first of which resulted in Suspension, may result in dismissal of the Cadet from the Academy by the Academy Director.

## **GENERAL CONDUCT**

Comprehensive general orders and directives usually govern the conduct of law enforcement community. Only the highest standards of personal appearance, discipline, conduct, and performance is acceptable from Cadets. By achieving high standards, Cadets will be equipped with skills, knowledge, and abilities needed to assume the responsibilities of a law enforcement officer in the State of Maine.

Cadets are expected to conduct themselves in a professional manner at all times. This particularly calls for alertness and promptness along with the willing and intelligent obedience of every order or suggestion from a BLETP staff member. This also includes a Cadet placed in charge of any assignment. Every effort should be made to carry out each order, not only to the letter, but also by keeping in mind the intent and spirit of the order.

235 Whether on duty, or off duty, Cadets are expected to conduct themselves in a courteous manner, keeping in  
236 mind the proper conduct expected of all law enforcement personnel. While it is impossible to list all  
237 potential acts of misconduct, Cadets should bear in mind that they represent their Agency and all serious  
238 breaches of accepted conduct may result in disciplinary action.

### **Courtesy**

239 Cadets will address all persons, except for other Cadets in training, as “Sir” or Ma’am”. Cadets will show  
240 proper respect to all members of any agency of superior rank.

### **Food/Beverage**

241 Cadets are monitored throughout the training program for their health and physical fitness. This includes  
242 eating a well-balanced meal provided at the Academy. Cadets will not possess/consume any food or  
243 beverage not provided, unless medical issues require otherwise or otherwise approved by the BLETP Staff.  
244 This shall be approved in advance by the BLETP Staff. This includes candy, cough drops and gum.

### **Gambling/Games**

245 Card playing and gambling in any form is prohibited. Playing of computer games, watching videos on  
246 computers or other electronic devices in any form, unless directed by an instructor for the purpose of  
247 training, is prohibited.

### **Appearance and Demeanor**

248 Cadets will shower following physical training and as necessary or as directed by the BLETP Staff. Cadets  
249 will appear neat and clean at all times when in the “uniform of the day.” Cadets will brush their teeth and  
250 use deodorant to prevent body odor. Fingernails and toenails will be kept clean, trimmed, and free of  
251 fingernail polish. Conspicuous barrettes, pins and combs shall not be worn in the hair. Conspicuous  
252 artificial hair color changes are prohibited. The Cadre (or MCJA staff) has the final determination if the  
253 Cadets appearance is appropriate for training.

254 MALES: Cadets shall have their hair closely trimmed and clipped at the sides and back so as to present an  
255 evenly graduated appearance. Hair may not touch the shirt collar and not touch the ears. Sideburns will not  
256 extend past the center of the ear and will be no more than one-inch wide. Facial hair will not be allowed.  
257 Cadets will be clean shaven daily.

258 FEMALES: Cadets shall have their hair cut short or arranged to allow for the proper wearing of a uniform  
259 cover. Hair may not touch the shirt collar.

### **Tattoos**

260 Cadets that have visible offensive tattoos shall cover them up. The Cadre (or MCJA staff) has the final  
261 determination if the tattoo(s) are appropriate for training.

### **Traveling to and From the Academy**

262 Cadets will not commute to or from the Academy while in the Academy uniform, unless otherwise directed  
263 by the BLETP Training Staff. Issued Academy equipment bearing any Academy or agency insignia will be  
264 kept from public view while commuting. Throughout the training program, Cadets will commute in  
265 suitable business attire.

266 Cadets reporting to the Academy on the first day will be directed to a parking area designated for all Cadets.  
267 Cadets will park in a manner that allows the front of their vehicle to be facing out at all times. When  
268 parked, all vehicles will be backed into the designated space and as close as safely possible.

269 During the first week of training, Cadets are encouraged to identify other Cadets that live in a close  
270 proximity to them so that they may car pool in the future. Persons picking up Cadets on Friday are asked to  
271 remain in their vehicles while parked on Academy grounds. Upon dismissal, any Cadet expecting a ride  
272 will immediately report to their vehicle.

273 Personal vehicles shall comply with all provisions of the Maine Motor Vehicle Laws. All traffic laws of the  
274 State of Maine will be strictly adhered to. Any Cadet that is stopped for a violation of law while enroute to  
275 or from the Academy will report the violation through the chain of command.

276 Cadet vehicles will be secured at all times.

### **Cadet Uniform of the Day**

277 The uniform of the day will always be worn unless one of the Cadre Supervisors has designated another  
278 one.

279 Nametags will be centered horizontally on the right shirt pocket flap, aligned along the top seam of the  
280 pocket flap. The uniform will be worn to present a proper gig line. Shoes, belt and collar brass will be  
281 clean and shined at all times. The Cadet pen will be retracted and worn in the left pocket of the uniform  
282 shirt aligned to the right side of the pocket. Uniform covers will always be worn outside buildings and  
283 never indoors.

284 The Cadet uniform will be pressed, cleaned and properly tailored, as directed by the Cadre. No glued,  
285 sewn-in or otherwise artificial creases will be allowed.

286 No articles such as wooden pencils, watch chains, pins, jewelry, handkerchiefs, combs, or similar items will  
287 be worn or carried exposed upon the uniform. Earrings, watches, rings, other jewelry and other  
288 unauthorized personal adornments are prohibited unless otherwise directed by the Cadre. Wedding bands  
289 and/or medical bracelets may be worn. Religious necklaces may be worn beneath the shirt and out of view.

290 Sunglasses will not be worn indoors or in any formation.

291 No coin or currency will be kept in the dorms without the permission of the BLETP Training Staff. Any  
292 currency authorized by BLETP Staff shall only be used for making authorized transactions. Checkbooks,  
293 coin, currency, purses, wallets and other such items shall be secured in the Cadet's vehicle and not worn  
294 with the uniform of the day.

295 Cadets will carry their field notebook, Cadet pen, resignation form (R-1), gig cards and any required  
296 medication on their person at all times, unless otherwise directed by the staff. It is permissible during  
297 physical training or M.A.R.C. training to store the above items in a uniform manner or as directed by the  
298 Cadre. Consideration for personal safety always comes first. If a Cadet is in doubt about having the above  
299 items on their person, the Cadet should ask, through the chain of command, for further direction.

300 The staff will check field notebooks periodically. Each page of the field notebook will be numbered  
301 consecutively. All pertinent information will be noted in the field notebook as directed by the Cadre.

302 Cadets will also be professional in bearing and are prohibited from the following:

- 303 • *Leaning against walls or other objects such as vehicles,*
- 304 • *Hands in pockets,*
- 305 • *Use of profane, obscene or vulgar language,*

- 306 • *Demonstration of any animosity against another Cadet, staff member, etc.,*
- 307 • *Sitting on any sinks, beds or furniture other than chairs.*

### **Reporting**

308 When reporting to or making an inquiry of a Cadre or Staff member at an office location, the procedure will  
309 be as follows: Knock three times loud and clear at the entrance (door open or closed) to the room or office,  
310 utilizing the doorframe or knock pad, and await a response. If there is no response, wait thirty seconds and  
311 knock again. If there is still no response, leave and return later. A Cadet will not enter the room until  
312 advised to do so. When there is a response such as “come in” or “enter”, step inside and state:  
313 “Sir/Ma’am”: Cadet (name) requests to speak with (name of staff member) regarding (nature of business).”

314 Cadets, who report to the Academy with subpoenas for pending court cases, shall submit a copy of the  
315 subpoena with details by memorandum through the chain of command. The BLETP Training Staff will  
316 help the Cadet make necessary arrangements to attend court. Whenever a Cadet receives a subpoena during  
317 training, the BLETP Training Coordinator and the Cadre will be notified immediately.

318 Cadets with military obligations that would in any way conflict with the training schedule are to submit  
319 details by memorandum to the BLETP Training Coordinator and the Cadre.

320 Class meetings will only be conducted with the approval of the BLETP Training Staff.

### **Absence from the Academy**

321 Cadets will be required to attend all training sessions while at the Academy. Cadets will not absent  
322 themselves from the Academy area without the permission of the BLETP Training Coordinator or Cadre,  
323 and have the approval by the proper authority of the individual's hiring agency. If a problem arises at home,  
324 it should be brought to the attention of a BLETP staff member at once. Whenever permission is received to  
325 leave the area, Cadets will sign out and in on the log provided for this purpose. Cadets will be required to  
326 have their agency CEO's specific written permission to be absent from the Academy if the Cadet is seeking  
327 other law enforcement opportunities.

328 Cadets shall be responsible for ensuring they obtain any missed material or training from a staff member.

329 All Cadets on weekend leave must report to the Cadre Duty Officer at the Academy no later than 0630  
330 hours and no earlier than 0600 hours Monday morning unless otherwise advised by the Cadre Supervisors.  
331 Cadets will be required to sign in the attendance log, personally, by entering their name and the time  
332 checked into the Academy.

333 Cadets will sign out in the attendance log, personally, with their name, time of check out and telephone  
334 number they can be reached at during the weekend. Cadets will keep their homes notified as to where they  
335 can be reached while on weekend leave should they leave their residence.

### **Smoking/Tobacco Use**

336 Cadets are prohibited from smoking or using tobacco products of any kind on Academy grounds or while  
337 participating in any Academy training program. In keeping with the concept of lifetime fitness, Cadets are  
338 strongly encouraged not to use tobacco products when they leave Academy grounds.

### **Marching in Formation**

339 Cadets will proceed in formation to and from Academy functions, as directed by the BLETP Staff. Protocol  
340 for marching in formation is outlined in the Cadet Drill Manual.

## **Movement Outside of the Classroom**

341 The following procedures will be used when Cadets approach members of the staff:

342 Unless directed otherwise, when a Cadet is moving and approaches a member of the BLETP training staff  
343 either walking or standing still, the Cadet will stop and come to the position of attention five paces before  
344 overtaking or passing the staff member. The Cadet will make the following request: "Sir/Ma'am, excuse  
345 me Sir/Ma'am." The Cadet will remain at the position of attention until directed to continue by the staff  
346 member. The ending "Sir/Ma'am" will continue until the BLETP Training Staff directs the Cadets  
347 differently. Unless directed by the BLETP training staff, when moving in groups of two (2) or more  
348 Cadets, only the first Cadet in line needs make the request.

349 The following procedures will be used when Cadets approach all others:

350 At all times Cadets will be courteous and polite. A simple appropriate greeting (EX: "Good  
351 morning/afternoon Sir/Ma'am") is sufficient for most contacts.

352 The command of "Gangway" will be given by any Cadet to BLETP Staff only or others in extenuating  
353 circumstances for the purpose of clearing the way for others to pass. Gangway shall mean, briskly moving  
354 out of the way until others have passed.

## **Personal Problems**

355 Personal problems such as family difficulties, complicating disagreements with citizens or any other  
356 aggravating or embarrassing situation should be confidentially discussed with a member of the BLETP  
357 Staff. Accusations involving illegal violations, either alleged or factual, must be immediately brought to the  
358 attention of the Cadre Supervisors.

## **Physical Contact**

359 There will be no physical contact (pushing, hitting, etc.) between Cadets except in a training exercise when  
360 supervised by an instructor or staff member.

## **Excuses**

361 Excuses for poor performance are not normally accepted within the law enforcement community and will  
362 not be accepted at the Academy, unless a staff member asks for the reasons for that Cadet's poor  
363 performance.

## **Off Limits**

364 Students shall not be permitted in the following areas, except by permission of the Cadre:

- 365 • *Emergency exits, except during emergencies or drills.*
- 366 • *All rooms and hallways in the billets, except those assigned to or designated for the Basic Law*  
367 *Enforcement Training Program.*
- 368 • *All classrooms except those utilized by the Basic Law Enforcement Training Program.*
- 369 • *The Administration Area, 4th floor of the Administration Building and Conference Rooms except by*  
370 *permission of the Cadre.*
- 371 • *All basement and roof areas, except by permission of the Cadre.*
- 372 • *Cadre billet rooms at anytime, except with the expressed permission of the residing Cadre member.*

## **CLASSROOM CONDUCT**

- 373 Cadets are expected to be prompt in reporting to assigned classes. Cadets will bring all necessary books,  
374 papers and equipment before the start of a class.
- 375 When an instructor enters the room, the class leader will state, in a voice loud enough to be heard by all  
376 students, "Stand By." All students will then immediately face front, with feet on the floor, hands on their  
377 desk, and provide the proper respect due the instructor. The class will be called to "attention" for any  
378 Instructor, Law Enforcement Chief Executive Officer, the Academy Director or any other dignitary.
- 379 Cadets will sit upright in their assigned seats. Heads will be up and no slouching or semi-reclining will be  
380 tolerated.
- 381 To secure an instructor's attention, the Cadets will raise their hand. When acknowledged by the instructor,  
382 the Cadet will then stand unless otherwise notified by the instructor. When asking a question, the Cadet  
383 will speak clearly and project their voice so all people in the classroom will hear the question. All Cadets  
384 shall preface their questions or statements with "SIR" or "MA'AM".
- 385 Eating in the classroom is prohibited, unless otherwise directed by the BLETP Staff or instructor.
- 386 Conversations between Cadets during classroom recitation or lecture will not be tolerated.
- 387 Classrooms will be kept neat and orderly at all times. Cadets shall pick up after themselves.
- 388 Upon completion of each block of instruction, the class leader will thank the instructor on behalf of the  
389 class. Cadets will file out of the classroom through the assigned door as directed by the Cadre in an orderly  
390 manner. Books, papers, and other materials at the podium will be of no concern to Cadets and should not  
391 be violated. The overhead lights and media equipment need to be turned off or put in sleep mode.
- 392 No Cadet will make use of the whiteboard unless otherwise directed by a BLETP staff member or  
393 instructor. Class breaks will be taken as directed by the BLETP Staff or the instructor. Conversation will  
394 not be disruptive or loud.
- 395 Sleeping in class will not be tolerated. Any Cadet experiencing fatigue may be permitted to stand to the  
396 outside of their assigned row. Cadets will remain attentive to the subject matter being presented and keep  
397 their eyes completely open. Cadets will give complete attention to the instructors.
- 398 Laptop computers shall be kept closed at all times, unless being used by the Cadet for classroom work or  
399 instructed otherwise by the BLETP staff or instructor. During any presentation in the classroom, laptop  
400 computers or other communication devices used to access the internet will only be allowed at the discretion  
401 of the instructor or MCJA staff. While on breaks, it is permissible to use the computers or other  
402 communication devices to study for another class or work on approved projects. At no other time will any  
403 computer or other communication device be used without prior approval of the BLETP Staff. No text  
404 messaging will be allowed from Cadets to other Cadets during class unless approved by a member of the  
405 BLETP staff.



### **Tardiness or Absence from Class**

406 Promptness is essential during Cadet training, as well as throughout the entire Cadet's career. The 24-hour  
407 clock is used on all schedules. The master schedule will be adhered to unless otherwise directed.

408 Failure of a Cadet to report to any daily assignment at the prescribed date and time will result in disciplinary  
409 action. Cadets will be punctual in reporting to all assemblies or formations in the designated places. A  
410 Cadet is considered late, if not in the proper place at any assembly, formation or class session according to  
411 the published training schedule or direction of the staff.

412 A Cadet will not be late with written assignments. If tardiness or absence is inevitable, the Cadet shall  
413 notify the Cadre or BLETP Training Coordinator for whom the written assignment was intended prior to the  
414 deadline or as soon as practical thereafter with an explanation. If the explanation does not excuse the  
415 absence or tardiness, the Cadet will be subject to discipline.

416 Any Cadet that misses any class time or needs to leave the Academy grounds for any reason shall submit an  
417 Authorized Leave form with written permission of the Chief Law Enforcement Officer, through the chain of  
418 command to the BLETP Training Coordinator or Cadre in the event the BLETP Training Coordinator is not  
419 available.

420 Each Cadet will be in his/her assigned place at the beginning of each class period. Seating will be assigned  
421 and changed only by the Cadre.

### **Study Time**

422 Study time is to be used by Cadets as a period to review class notes, reading assignments, complete  
423 homework assignments and for studying for exams and quizzes. Study time will be designated on the Basic  
424 School Schedule (if schedule permits due to night classes) or otherwise directed by the Cadre Supervisor.  
425 Studying will be done in the dormitory rooms with the Cadet sitting at his/her desk or other designated  
426 areas, such as the Quiet Lounge if approved by the Cadre.  
427 All dormitory room doors will remain open during study periods. The bathrooms are not to be used as  
428 study halls. Gig memos are not to be written during study time.

### **Self-Improvement Time**

429 Self-improvement time is to be used by Cadets as a period to improve on physical fitness, academics or  
430 other approved area. Self-improvement time will be designated on the Basic School schedule (if the  
431 schedule permits due to night classes) or otherwise directed by the Cadre Supervisor. Cadets are required to  
432 advise the Cadre (who will approve) of what they will be doing for self-improvement and the location.  
433 Self-improvement time will be limited to anything described above in Study Time, running on the track,  
434 working out in the gym, shining leather gear, working on class projects or other areas designed for  
435 self-improvement.

### **Class Notebooks**

436 Cadets will take complete notes on all subjects during the training program, when appropriate. Cadets shall  
437 maintain their class notebooks in an orderly fashion and be subject to inspection by the BLETP Staff.

## **USE OF FACILITY AND PROCEDURES**

### **Utilities**

438 Cadets will use all utilities conservatively. When leaving a room, the last Cadet leaving a room will turn off  
439 all lights. Special attention shall be given to the BLETP classroom.

## **Dining Room**

440 Meals are normally served at 0700 hours, 1200 hours, and 1725 hours, Monday through Friday. Meals are  
441 not served on Monday mornings or Friday evenings, unless the schedule requires this meal.

442 Upon entering Senior House for a meal formation, Cadets will line up, as directed by the Cadre, at the  
443 position of attention, waiting to enter the cafeteria. Talking is not permitted while standing in the chow  
444 line.

445 Each Cadet will be expected to take only food that they desire to eat. Any Cadet not eating properly should  
446 be encouraged to follow a nutritionally sound diet. Cadets with a weight problem will be expected to adjust  
447 their diet accordingly.

448 When the meal is finished and the Cadets are given permission to leave the dining area, they will put their  
449 chairs in place under the table. At no time will any Cadet allow another Cadet to eat or sit alone. Cadets  
450 shall eat only in the dining room designated and shall fill in tables as directed by the Cadre. Cadets will  
451 change their seats every meal and never sit at the same table with the same Cadets during consecutive  
452 meals. Cadets are expected to know the other Cadets sitting with them at a meal.

453 Food or drinks will not be taken from the dining room without the permission of the staff.

## **Mail**

454 Mail from family and friends (not business) may be received while at the Academy. To ensure prompt  
455 delivery, Cadets will inform all correspondents to address their mail sent to the Academy as follows:

*Cadet \*NAME\**  
*Maine Criminal Justice Academy*  
*Basic Law Enforcement Training Program*  
*15 Oak Grove Road*  
*Vassalboro, Maine 04989*

456 Any other address may result in mail being misdirected. The Cadre will deliver mail to the Cadet in the  
457 classroom during a break or during mealtime and a Cadet may not call or ask for mail at any other time or  
458 place.

## **Staff Quarters**

459 Staff quarters are off limits except with the expressed permission of the residing Cadre to enter the room.

## **Dormitory/Living Quarters (Billet)**

460 Cadet dorm rooms will remain unlocked at all times. Doors will remain open unless changing clothes or  
461 directed by a Cadre member. No articles or items of any type will be affixed to the walls. All issued gear,  
462 personal gear and/or equipment will be properly stored and secured as directed by the Cadre. Cadets are  
463 allowed to display a framed photo no larger than 8 X 10, as directed by the Cadre.

464 Each Cadet will be assigned to quarters that may be changed only with the Cadre permission. Every Cadet  
465 will share in the proper policing of quarters and grounds as directed by the Cadre. When Cadets are re-  
466 assigned to another room, they are to bring their pillows and blankets with them throughout the Academy.  
467 All personal belongings will be moved to the new room and at no time will drawers be taken out of desks to  
468 help in the move.

469 Only such textbooks that are issued or other such material approved by the BLETP Staff shall be allowed in  
470 the billet area.

471 Tampering with door locks, windows, etc. is prohibited.

472 Cadets shall sleep in their assigned beds and between the sheets, using only the bedding and linens  
473 approved by the Academy, unless the BLETP staff approves alternative bedding and linens. There will be  
474 no reclining or sitting on bunks until after taps. An exception will be made should a Cadet become ill and  
475 has permission from a BLETP staff member to lie on the bed. Bathrobe and shower shoes will be worn  
476 going to and coming from the showers. In rooms, if the Cadet is not in uniform, a bathrobe or sweat gear  
477 will be worn unless in bed and covered.

478 Cadets are responsible for reporting damage that occurs in the billet area to the Cadre.

479 Dormitory areas, including rooms, closets, drawers, desks, and bathrooms are subject to inspection at all  
480 times. Cadets are responsible for the appearance and condition of their assigned billets. All furniture,  
481 windows, and door ledges, study areas, lamps and heating and air vents will be dusted as needed. All floors  
482 will be vacuumed, washed and/or dusted as directed by the Cadre. Floors will be waxed only when directed  
483 by the Cadre.

484 No food or beverages, unless allowed by the BLETP Training Staff will be allowed in the billet area. No  
485 ammunition, empty casings, flammable material, explosive materials or weapons of any kind will be  
486 allowed in the billet area. Impact weapons or other duty belt equipment may be carried when approved by  
487 the Cadre.

#### **Telephones/Personal Communication Devices (Personal or Business)**

488 Academy business telephones or Personal Communication Devices (PCD) (cell phones, blackberries, touch  
489 pads, etc.) will not be used for personal/business calls, texting, etc. to or from Cadets, unless approved by  
490 the BLETP training staff. Permission to make PCD calls for business must have been received from a  
491 BLETP staff member before using any PCD. Cadets may only use PCD's at times designated by the Cadre.  
492 Family members should be advised not to call during class hours. Cadets shall not receive or make personal  
493 calls while classes are in session, except for emergency purposes, with the permission of a BLETP staff  
494 member. Designated times will be directed by the Cadre when time allows. PCD's are to be used only in  
495 areas approved by the BLETP staff. PCD's will be kept off and in the top desk drawer of the Cadets desk.  
496 PCD's will not be used to check the time or to text-page. PCD's will be left in the off position unless  
497 authorized by the BLETP staff

498 Cadets are highly encouraged to call family members when the schedule permits. Emergency calls can be  
499 received at any time. In cases of emergency, Cadets should instruct callers to state the reason for the call to  
500 the BLETP staff member. Cadet will be contacted at once when an emergency call is received. The main  
501 line for the Academy is 877-8000 and the Cadre Supervisors Room is 877-8071. Cadets will not be called  
502 out of class except for an emergency. Cadets shall not use Academy phones, except by permission of a  
503 BLETP staff member.

504 PCD's can only be used for calls or texting when permitted by BLETP staff. Internet access is strictly  
505 prohibited unless approved by a BLETP staff member or an instructor for use in class. Recording either  
506 video or audio is strictly prohibited unless approved in advance by a BLETP staff member.

507 Cadets shall not, unless prior permission is granted by a BLETP staff member and/or an instructor for a  
508 BLETP class, to connect with any web site, e-mail or phone line for any reason. The only allowable  
509 screensaver will be provided to the class during the orientation period.

### **Equipment Defects, Damage or Loss**

510 Each Cadet will be issued blankets, pillows, necessary textbooks, notebooks, jackets, etc. Cadets will be  
511 held strictly responsible for all issued equipment and its care and maintenance. Any defects, damage, or  
512 loss of such equipment must be reported immediately to the Cadre. When a Cadet discovers any defective  
513 or damaged equipment pertinent to this facility, including an Academy vehicle, a report will be made at  
514 once to the Cadre Supervisors documenting all necessary information along with an explanatory report.

515 Any damage or loss due to neglect will be chargeable against the individual responsible for the loss.

### **Weapons, Firearms, and Ammunition**

516 Personal weapons of any type, as defined by Maine Law, firearms and/or ammunition will not be permitted  
517 anywhere on the grounds of the Academy. This includes their personal vehicles when left at the Academy,  
518 unless approved by a BLETP Staff member.

519 Assigned or personal firearms of any kind will be secured in the armory. No firearms of any type are to be  
520 stored in the vehicles. All agency-issued weapons will be properly secured and in inspection condition at  
521 all times. No ammunition will be brought into the Academy building without BLETP staff approval.

522 The Cadre must be informed of any exceptions to the firearms or ammunition policy if not the approving  
523 authority.

### **Red Guns**

524 When Cadets are issued their red guns, Cadets will treat them as if they were real weapons. No horseplay  
525 will be allowed. Red guns will never be pointed at any person to include the Cadet holding the red gun,  
526 unless directed by an instructor for purposes of training. When the red guns are not worn, they will be  
527 stored on the closet shelf in a manner designated by the class's billet set up guide. This location (and the  
528 armory during firearms range weeks) will be the only place where they will be considered secured.

### **Academy Grounds**

529 All Cadets will be respectful and courteous to each other, the Cadre, and all others with whom they come  
530 into contact. "Sir" or "ma'am" will be used at all times when addressing the Cadre, Maine Criminal Justice  
531 Academy staff, visiting lecturers, and instructors.

532 Cadets, when outdoors on Academy grounds, shall double time enroute to and from designated assembly  
533 points, classroom, details, or any other areas unless they are in formation, unless otherwise directed by the  
534 BLETP training staff. Cadet shall not spit on any walkway, Parade Deck or other place on the Academy  
535 grounds unless approved by the BLETP Staff.

536 **Cadets crossing the Parade Deck on the sidewalk connecting the Building A and Building C doors,**  
537 **will render honors. When in an academy uniform, the Cadet will come to quick time and present**  
538 **arms, six steps prior to the American Flag pole, holding the salute until six steps past the American**  
539 **Flag pole. If the cadet is in civilian clothing, he/she will hold the right hand over the heart in place of**  
540 **the salute.**

541 There will be no spitting on the Parade Deck.

### **Visitors**

542 Unauthorized personnel will not be permitted free access to the Academy without the permission of the  
543 Director or his designee. Cadets shall not permit or encourage any person to enter any portion of the  
544 Academy grounds or have any person contact them either in person or by telephone, unless specific  
545 permission is first obtained from a member of the BLETP staff.

546 When such permission is granted, visitation shall always take place as directed by the BLETP staff. Cadets  
547 shall wear the prescribed uniform at all times during visitation. At no time will a Cadet speak with any  
548 person other than a member of the BLETP Staff or their agency administrator, unless permission is first  
549 obtained from the BLETP staff. Basic greetings should suffice so that a Cadet will not appear impolite.

### **Fire Alarm or Bomb Threat**

550 Each Cadet shall know fire safety rules and bomb threat procedures. Each Cadet will know the location of  
551 fire extinguishers that are provided at strategic locations throughout the various Academy buildings. Cadets  
552 shall be familiar with the operating instructions and location of the fire extinguishers.

553 Should a fire occur, Cadets shall:

- 554 • *Know the location of and how to activate an alarm switch.*
- 555 • *Immediately alert all occupants of the building and then contact the Cadre Duty Officer or the*  
556 *BLETP Staff.*
- 557 • *Carry out instructions of the Cadre Duty Officer or the BLETP Staff.*

558 When a fire alarm occurs during class, Cadets will:

- 559 • *Follow the instructions given by the Cadre or the BLETP Staff.*
- 560 • *In the absence of a member of the Cadre the BLETP Staff, or the classroom instructor, the class*  
561 *leader will be responsible for the evacuation of the classroom.*

562 When a fire alarm occurs while the Cadets are in the billet area, the Cadets will:

- 563 • *Promptly exit the billet area by the safest and most direct route and fall into formation in a pre-*  
564 *designated staging area.*
- 565 • *Squad leaders will take roll call.*
- 566 • *Squad leaders will then report to the Platoon Leader who will advise the Cadre Duty Officer of any*  
567 *missing members of the class. The Cadets will wait for further instruction from the Duty Officer.*
- 568 • *If possible, each Cadet will try to be dressed as designated by the Cadre before any fire alarm.*

569 To ensure that each Cadet knows the various escape routes out of the billet areas, fire drills will be  
570 conducted throughout the Academy. The Cadre Supervisors will have prior knowledge of fire drills.  
571 Should a Cadet receive a bomb threat, that Cadet will ensure that a BLETP staff member is aware of the  
572 threat immediately.

### **Taps/Reveille**

573 After 2215 hours or when directed by the Cadre, all lights shall be off in the billet area and silence will be  
574 observed. Cadets will sleep under their blankets. Lights in the bathroom will remain on. There will be no  
575 showers after Taps. Cadets wishing to study after Taps may do so in a designated area when given  
576 permission by the Cadre. There will be periodic bed checks every night by members of the Cadre.

## **CADET ASSIGNMENTS AND RESPONSIBILITIES**

577 The Cadre may assign all Cadet details to individuals or collectively to groups. Cadets shall complete these  
578 assignments to the best of their abilities. Cadets shall obey orders issued by their assigned platoon or squad  
579 leaders. After following an order, any Cadet may contact a member of the Cadre if there is a reason to  
580 believe the order was not appropriate or justified.

581 Cadet details are issued to accomplish specific assignments. All details and assignments are posted in the  
582 Class Leader's notebook and a bulletin board within the billet area.

583 The cooperation of all Cadets is essential in maintaining the Academy and grounds in excellent condition.  
584 All rooms, hallways or areas used by Cadets, as a group shall be kept clean, neat, and in a presentable  
585 condition. It shall be the responsibilities jointly of all Cadets to keep these areas clean, whether or not a  
586 specific detail has not been assigned to maintain the area.

## **ILLNESS OR INJURY**

### **Non-work Related Illness or Injury**

587 When a Cadet becomes ill or injured, and it is not job related, it will be reported immediately through the  
588 chain of command to the BLETP Training Coordinator. If the Cadet wishes to see a doctor or seek medical  
589 attention, the BLETP Staff will arrange for transportation, such as the Cadet driving themselves. When  
590 emergency conditions warrant it, another Cadet (when not in class) may drive the Cadet who is ill or injured  
591 (unless an ambulance is required), otherwise the Cadre will transport the Cadet to the hospital. Upon  
592 returning to the Academy, the returning Cadet(s) will advise a BLETP Staff member of their status and  
593 submit a leave request form. Cadets will be personally required to report to the a BLETP Staff member on  
594 a daily basis, any updates on their illness or injury.

595 If the attending physician prescribes medication for the ill Cadet, the Cadet shall be responsible for  
596 obtaining and paying for the prescription. The Cadet should be aware if that he/she has health insurance  
597 from their agency it may cover this expense. If practical, the Cadet should obtain the medication at a local  
598 pharmacy before returning to the Academy.

599 The ill or injured Cadet shall submit a "Report of Injury" report to the BLETP Training Coordinator  
600 through the chain of command, no later than 0800 hours on the following day of the visit seeking medical  
601 treatment or onset of injury or sooner with all other pertinent information and documentation concerning the  
602 injury.

603 All medication brought into the Academy will be placed by the Cadet in a manila envelope which will be  
604 placed in the Cadet's top middle drawer. Nothing else will be allowed in this manila envelope.

605 If a Cadet becomes ill or injured on the weekend, they should make every effort to attend to the illness or  
606 injury during the weekend. Written notification of any illness or injury that may affect Academy  
607 participation shall be made to the BLETP Training Coordinator through the chain of command.

### **Occupational Illness or Injury**

608 Should a Cadet become ill or injured while involved in a training activity, it shall be immediately reported  
609 to a BLETP Staff member or instructor in charge of the class. If the Cadet needs medical care, the BLETP  
610 Staff will arrange transportation when practical. Cadets will be personally required to report to the Cadre  
611 Supervisor or Cadre member designated by the Cadre Supervisor, on a daily basis, any updates on their  
612 illness or injury.

613 The injured Cadet shall submit a "First Report of Injury" report to the BLETP Training Coordinator through  
614 the chain of command within 12 hours of the visit to the doctor or onset of injury/illness or as soon as  
615 practical along with all other pertinent information and documentation, prior to 0800 hours the following  
616 day.

617 The Cadet shall provide the attending physician with "Physician Report of Injury" or other appropriate form  
618 as required by the BLETP Staff.

619 If the afflicted Cadet is going to be substantially delayed at the hospital or admitted, the BLETP Staff will  
620 be notified as soon as possible. Should the attending physician prescribe medicine for the Cadet, the Cadet  
621 shall be responsible for obtaining the prescription before returning to the Academy. The Cadet will pay for  
622 the prescription.

623 Failure by a Cadet to report injuries or medical updates in a timely manner through the Academy chain of  
624 command may result in disciplinary action.

625 Cadets are responsible and required to notify their employer, as soon as reasonably possible of the nature  
626 and circumstances of their injury.

### **Personal Hygiene and Infection Control**

627 In an institutional environment, germs, infections, and sickness can cause havoc in a training program.  
628 Therefore, all Cadets will practice good personal hygiene by showering at least once per day, most likely  
629 after strenuous activities, such as M.A.R.C. or physical training.

630 Cadets will practice good hygiene, such as brushing teeth at least twice daily, flushing the toilets and urinals  
631 after each use, washing hands with soap and water (and drying hands) after using the toilets and urinals and  
632 avoid unnecessary spillage in the use of the toilet or urinal facilities.

633 Cadets will also practice good hygiene by washing hands prior to handling food.

634 Cadets will also practice good hygiene by properly disinfecting facilities to include physical training or  
635 M.A.R.C. equipment used by the class or any other equipment, as directed.

636 Cadets will report all sickness, infections or injury to the class Medic and the BLETP staff as soon as  
637 reasonably possible. Cadet shall make any suggestion to the BLETP staff to make a safer training facilities  
638 regarding infectious disease control.

## **INSPECTIONS**

### **Billet Inspection**

639 Members of the Cadre will make an inspection of personnel and quarters at any time. Inspections will  
640 usually not be announced. If considered necessary, inspection of personnel in ranks or “standby”  
641 inspections may be conducted by the Cadre at any time.

642 Cadets shall prepare the following for inspection by the Cadre and shall be "inspection ready" at all other  
643 times:

- 644 • *Personal appearance – includes personal cleanliness, proper length of hair, closeness of shave,*  
645 *and sideburns, etc.*
- 646 • *Proper condition and wearing of the uniform.*
- 647 • *Properly made bed.*





### **Formal Personnel Inspection**

665 All Cadets will come to attention at the beginning of an inspection of their quarters. They will stand in the  
666 dormitory hallway by their rooms unless otherwise instructed by the Cadre. Cadets will remain at attention  
667 for the remainder of the inspection of their quarters. Upon completion of the entire inspection, the Cadets  
668 shall standby for further instructions from the Cadre.

## **VEHICLES**

### **Academy Vehicles**

669 Cadets will operate assigned vehicles in a safe manner and in compliance with Maine Motor Vehicle laws.  
670 Cadets will carry their driver's license when operating an Academy vehicle.

### **Private Vehicles**

671 Cadets will park their vehicles in the designated place. Private vehicles will comply with all Maine Motor  
672 Vehicle Statutes.

### **Crashes/Accidents/Incidents**

673 If a Cadet becomes involved in any motor vehicle crash or an incident requiring intervention by a law  
674 enforcement officer, the Cadet will report the incident to the Cadre Supervisors, as soon as reasonably  
675 possible.

## **OTHER RULES**

676 The use of video or audio recording devices will not be allowed unless approved by the BLETP Staff.  
677 Still cameras will be allowed with the permission of the BLETP Staff.

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## ACADEMICS

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### Academic Standards

All Cadets will be required to meet the academic standards promulgated by the Maine Criminal Justice Academy's Board of Trustees. The Cadet curriculum is based on the knowledge, skills, abilities and other characteristics deemed necessary for a new law enforcement officer to possess, particularly in preparing for their first two years in the field. Evaluation of a Cadet's Academy performance is based on written exams, written and practical assignments, practical exams, and other authentic assessment methods for establishing necessary competency levels.

Examinations are administered throughout the training program as developed by the BLETP Training Coordinator, with the approval by the Academy's Director and Board of Trustees. Cadets are required to successfully pass every weekly and major academic examination. No more than 2 make-up exams will be offered. Normally, the weekly tests will cover material that the Cadet had from blocks of instruction during the prior week, and may also cover required reading assignments. Instructors at the beginning of their block of instruction will provide notice of specific requirements for the class to Cadets.

Cadets must pass each exam with a minimum score of 75% on all exams requiring a numerical evaluation. Exceptions to this requirement are:

- Cadets must successfully demonstrate competency and safety in the operation of driving an emergency vehicle during the Emergency Vehicle Operations Course and demonstrate proficiency on an EVOC course approved by the Director with an average of 70% or greater.
- Cadets must successfully demonstrate competency and safety in the handling of his or her service weapon and demonstrate proficiency over a course of fire approved by the Director with an average of 80% or greater. Cadets must also fully participate in 75% of the Firearms classes.
- Cadets must successfully demonstrate competency in defensive tactics by completing all of the critical areas of the Academy's Mechanics of Arrest, Restraint and Control program with a cumulative average of at least 80% or greater on the final exam and MARC practical scenario. Cadets must also fully participate in 75% of the MARC classes.
- Cadets must maintain a passing professional score with an accumulative average of 80% or greater. This score is a reflection of the Professional Value System, as explained in this Cadet Orientation and Curriculum Guide.
- Cadets must achieve a passing Physical Fitness Assessment Test at the 50% percentile in each of the physical fitness assessment categories, as explained in the Cadet Orientation and Curriculum Guide.

All performance-based assessments, whether written or experiential, shall meet the minimal level of proficiency and competency as established by the individual curriculum. An example would include the Intoxilyzer block of instruction, which requires a Maine Criminal Justice Academy certification.

If the Cadet fails to improve to an acceptable level of performance after reasonable efforts have been made, and the Cadet has been placed on Academic Probation, the BLETP Training Coordinator will review the case for a recommendation to the Academy's Director of possible dismissal. Termination from the Academy may be the result of any academic failure or performance falling below satisfactory.

## **Examination Failure**

Each time a Cadet fails an examination e.g. obtains a score less than 75%, the BLETP Training Coordinator will meet with and issue the Cadet a memorandum of Academic Notice. The BLETP Training Coordinator will develop a make-up exam attempting to cover the same course topics within reason of available test questions.

## **Remedial Instruction**

Cadets who experience academic difficulty are encouraged to seek guidance. Academy instructors are always ready to assist Cadets. It is the responsibility of each Cadet, having difficulty, to seek assistance from either an instructor or a staff member. Before a make-up exam and after an exam failure, a remedial training plan will be submitted by the Cadet to the BLETP Training Coordinator to approve, in order that the appropriate subject matter is reviewed. This plan will be documented and placed in the Cadet's academic file.

Cadets who are having personal difficulties that are having a detrimental effect on their Academy performance are encouraged to seek guidance from a member of the BLETP Staff. Any member of the BLETP Staff who is approached in this manner will be available for assistance, advice, and guidance.

## **Make-up Examinations**

Although Cadets are required to pass all weekly and major exams, the original exam score shall be the only score of record. No more than 2 make-up exams will be administered.

## **ACADEMIC NOTICE**

If a Cadet fails to demonstrate and maintain a satisfactory level of performance in any exam, the Cadet shall be placed on Academic Notice. Any Cadet having difficulty in any course, at any time, may be placed on Academic Notice. Difficulty is defined as:

- Anytime a score falls below 75% on an exam.
- The grade does not meet the established critical score.
- The accumulative academic average falls below 75%.
- Performance falls below satisfactory.

The BLETP Training Coordinator will discuss the problem and issue the Cadet a memorandum of Academic Notice. The Cadet will sign the notice indicating its receipt. The Cadet will be expected to seek appropriate remedial help to attain an acceptable level of achievement. The Academic Notice will be placed in the Cadet's training file. The Cadet will be expected to seek appropriate remedial help to attain an acceptable level of achievement.

## **ACADEMIC PROBATION**

Cadets having problems that are adversely affecting their overall Academy performance may be placed on Academic Probation for continual evaluation. The Cadet and a designated Cadre member will work closely together to identify and overcome the obstacle(s) responsible for the Cadet's poor performance. The Cadet will remain on Academic Probation until it can be satisfactorily demonstrated that the problem(s) has been overcome. This is designed to assist Cadets in overcoming their problems and to bring their performance up to an acceptable level.

Anytime a Cadet fails a make-up exam, following an initial exam failure in any weekly exam, or fails more than three (3) initial exams, that Cadet will be placed on Academic Probation and the BLETP Training Coordinator will review the Cadet's academic record for a recommendation to the Academy Director of a possible dismissal from the Academy.

The BLETP Training Coordinator will issue all Academic Probation notices and notify the Academy Director. The Cadet will sign the memorandum indicating its receipt. Notices of Academic Probation will be forwarded to the Cadet's Chief Law Enforcement Officer.

### **Final Academic Grade Average**

All academic exams and quizzes, unless notified by an instructor in a course, will be included in the Cadet's overall final grade average based on the following scale.

Major exams	10%
Weekly exams	70%
Quizzes	15%
Vocabulary Quizzes	5%

Major exams will include the Mid-Term Exam and Final Practical Week Cumulative Score (except the MARC scenario during practical week).

Grades from make-up examinations will not be included in the Cadet's overall final grade average.

The Academy will award the Academic Proficiency Award at the end of the program. The award will be given to the Cadet who has the highest overall final academic grade average, as outlined in the Academic section of this manual.

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## FIREARMS

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All Cadets will be required to successfully demonstrate competency and safety in the handling of his or her service weapon and demonstrate proficiency over a course of fire approved by the Academy Director with an average of 80% or greater.

### **Firearms Program Goals and Objectives:**

The Academy firearms training program is intended to meet the needs of the first time shooter, as well as the experienced marksman. Each Cadet will learn from the program instruction, which focuses on development of the proper mental attitude and skills essential for becoming totally familiar and competent in the use of firearms. Emphasis will be placed on the principles of handgun shooting, care, cleaning and safety. In order for the Cadet to successfully complete the Academy firearms program, the Cadet must fire two consecutive courses of fire, on the Academy approved course of fire, with an 80% accuracy rate, and be deemed competent and safe to handle firearms by the lead firearms instructor for the range.

Detailed topics include: Firearms nomenclature, safety procedures, cleaning procedures, serviceability checks, safe drawing techniques, marksman techniques, safe unloading techniques, proper double action shooting techniques, low light shooting techniques, proper procedures for approaching and controlling a potential assailant in close quarters, be able to recognize when it is appropriate to draw the weapon, proper use of verbal commands in use of force situations, and the justification for the use of deadly force.

### **Firearms Training Program Guidelines:**

The Academy firearms training program consists of both a classroom and practical application phase.

The one-day classroom phase involves: discussion on firearms nomenclature and operating principles, a safety briefing covering safety at the range, at work, and at home, drawing and shooting techniques, range rules and commands, malfunctions, and the care and cleaning of the firearm. Cadets are required to be familiar with range safety rules and sign an acknowledgement form, confirming that fact, prior to advancing to the practical stage of training.

The 40-hour practical training is conducted on the firearms range for a portion of the Cadets until all Cadets have attended. Instructors evaluate Cadets each day for progress and adherence to safety procedures. The practical stage of training includes, the learning of skills discussed in the classroom stage of training.

Cadets who have repeated safety violations may be asked to leave the range for the safety of all attending the training, and may be subject to discipline as outlined in this manual. Cadets will be required to fully participate in 75% of the firearms exercises and it will be the responsibility of any Cadet who missed more than 25% of the firearms exercises to coordinate a make-up of the training missed from a certified Academy Firearms Instructor.

The Academy will award the Sid Bridges Firearms Proficiency Award at the end of the program. The award will be given to the Cadet who has the highest final score during the BLETP Firearms Course at the end of the firearms practical week.

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## EMERGENCY VEHICLE OPERATION COURSE

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The Academy's Emergency Vehicle Operation Course (EVOC) training program acquaints the Cadets with techniques that are safe, effective, and critical to being a successful emergency vehicle operator. The major goal of this program is to develop basic and critical driving skills during routine operation, emergency response, and motor vehicle pursuit.

### **EVOC Program Goals and Objectives:**

Each Cadet will learn safe, efficient, and effective techniques for emergency vehicle operation. The Cadet will understand the factors relative to defensive driving. Emphasis will be placed on the skills, attitudes, and techniques for safe emergency and pursuit driving, legal limitations and responsibilities of emergency vehicle operation as prescribed by law, alternatives to high speed pursuit driving and techniques for driving with blue lights and siren. Each Cadet will understand the limitations and potential performance of the police vehicle and how the prevailing environment affects it, understand the danger of increased speed and the affect it has on vehicle dynamics, learn to use all of the vehicle capabilities within acceptable limits as defined by Maine Law, learn the basic vehicle dynamics of the emergency vehicle and understand his/her own personal limitations.

### **EVOC Training Program Guidelines:**

The EVOC training program consists of classroom lectures describing driving systems, crash avoidance, vehicle control techniques, vehicle dynamics, night driving, high speed driving, emergency response driving, pursuit driving, Maine Motor Vehicle Law, and liability issues.

The EVOC practical exercises encompass sixteen driving exercises over a 40-hour period; there are night driving exercises that are required. Vehicle Clearance and Diminishing Lane exercises do not count towards the final grade, as these exercises teach skid control and visual techniques that will be used by the Cadets as the week progresses.

The remainder of the driving exercises are presented in progressive order with each exercise building on the skills acquired from the previous one. Driving exercises are broken up into two distinct groups: subjective, where an instructor evaluates the Cadet and objective, where students achieve a result through a timed run. Each exercise is preceded by a short description and demonstration by the instructor staff. Demonstration is followed by observation and instruction of the Cadets performance; practice time is afforded with additional observation and instruction prior to testing on the specific exercise.

The thirteen scored exercises and their corresponding percent point value toward obtaining a final grade are as follows.

- 1 – Serpentine 3%
- 2 – Backing 7% (Timed exercise)
- 3 – Brake and Turn 3%
- 4 – Turn-Around Maneuvers 3%
- 5 – Reverse Serpentine 3% (Timed exercise)
- 6 – Evasive Maneuver 5%
- 7 – Evasive Maneuver with Brakes 5%
- 8 – Right Hand Curves 7%
- 9 – Night Obstacle Course 15% (Timed exercise)

- 10 – Left Hand Curves 7%
- 11 – Day Apprehension Course 10%
- 12 – Night Apprehension Course 20%
- 13 – Precision Obstacle Course 12% (Timed exercise)

At the conclusion of the prescribed course of instruction a Cadet's converted scores will be added together to obtain a final grade. The Cadet must obtain a minimum final grade of 70% to successfully complete the driving portion of EVOC.

The Academy will award an Emergency Vehicle Operations Course Proficiency Award at the end of the program. The award will be given to the Cadet who has the highest final score during the BLETP Emergency Vehicle Operation Course.

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## PHYSICAL FITNESS AND WELLNESS

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Physical fitness and wellness should be of extreme importance to Academy Cadets. Cadets will find this to be true not only with respect to law enforcement activities, but because it will keep them fit for life. The Academy's Fitness Program's purpose is to develop a fit and healthy law enforcement officer with habits relating to good health and longevity.

Recent studies have shown that lack of exercise is a major risk factor of cardiovascular disease. Stress and high blood pressure are major contributors to a low life expectancy for law enforcement officers. The Academy Physical Fitness Training Program will attempt to instill a commitment to lifetime fitness in each Cadet. The program is designed to challenge Cadets with exercise that is safe and effective to improving their overall fitness level.

The Cadre will mentor Cadets to ensure that physical fitness and wellness is of extreme importance to Cadets. It shall be the policy of the Academy that all fitness training will be safe and based on sound, accepted principles.

### **Physical Fitness Training Program Goals and Objectives:**

The major goal of the Academy Physical Fitness Training Program is to implant the concept of lifetime fitness while increasing muscular strength and endurance, cardiovascular endurance, and flexibility in the safest, most efficient manner possible.

National studies have stated that law enforcement officers should be as fit as at least 50% of the population. The Academy's Board of Trustees has established that each Cadet must achieve the 50<sup>th</sup> percentile in three fitness areas by the end of basic training to graduate. These categories of fitness are muscular strength, muscular endurance, and cardiovascular endurance. Each Cadet will be tested prior to starting basic training, mid-way, and near the end of training in the above areas by performing one-minute pushups, one-minute sit-ups and 1.5 mile run.

As part of the program, Cadets will learn safe, efficient concepts and methods of improving and maintaining their lifetime fitness level. Cadets will develop confidence and a sense of well-being through their participation. Cadets should also understand the difference between fitness and health. The Cadre can help them understand the difference in many different ways such as talking about experience with law enforcement officers who have heart problems. Finally, the Cadet should understand the connection between physical fitness and job performance.

### **Physical Fitness Program Guidelines:**

The Cadet Physical Fitness Training (PFT) program is designed to follow the Cooper Institute of Aerobics Research's eight-step approach. The medical screenings and fitness assessments were completed prior to entrance into the training program. The lifetime fitness lecture help Cadets to set goals for themselves, develop an exercise prescription, utilize a progressive exercise program, and receive fitness and nutritional education with continued feedback or reevaluation. The Cadre will also help provide motivation during the first half of basic training. Cadets will then motivate each other during the latter half of training.

The PFT program will consist of classroom lectures, as well as a daily Cross Fit, aerobic and callisthenic conditioning program. Muscular strength and endurance-conditioning program will be scheduled at least twice a week in conjunction with some type of aerobic conditioning usually in the form of circuit training. The emphasis is on total body conditioning. The total program will address the basic five health related components of fitness along with those skill-related components that are necessary to perform the job of a law enforcement officer.



Workout guidelines will utilize the FITT approach. **F**requency, **I**ntensity, **T**ime (duration), and **T**ype of exercise are important concepts that will be used in each workout. Additionally workouts will be modeled to Cross fit. This conditioning program utilizes constantly varied, multifunctional movements with emphasis on intensity. Workouts are designed to incorporate the development of cardiovascular endurance, anaerobic power, body composition, flexibility, and muscular strength and endurance.

Severe, inclement weather could result in the need to alter the prescribed schedule and it may be adjusted, but PFT training will not be cancelled. The Academy's PFT program is strenuous and Cadets will often graduate in the best shape of their life. Although the program is challenging, most Cadets look forward to and enjoy the progressive fitness programming. The progression to the final assessment will be closely monitored by periodic physical assessments and counseling sessions.

The Academy gives the Charles Howe IV Physical Fitness Proficiency Award at the end of the program to the "fittest" Cadet. To win this award, the Cadet must participate in the physical fitness program of the scheduled classes **AND** must achieve the highest average in the 3 tested categories (1.5 mile run, 1 minute push-up test and 1 minute sit-up test.) during either the mid-term PFT or the final PFT (worth 80% of the final grade) **AND** the entrance PFT (worth 20% of the final grade). The final fitness grade determines the cadet's score for both the Award of Physical Fitness and grade for physical fitness. All Cadets must attend and participate in all PFT training sessions, unless they are prohibited or restricted by a qualified medical person.

The Academy gives the "Randall A Parsons Iron Man Award" that will be presented to the Cadet demonstrating the most heart and motivation during the training program as documented by the Cadre throughout the program.

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## MECHANICS OF ARREST, RESTRAINT AND CONTROL

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The Academy's Mechanics of Arrest, Restraint and Control (MARC) Training Program acquaints the Cadets with techniques that are safe, effective, and critical to being a successful law enforcement officer. The major goal of this program is to develop sound officer survival techniques in each Cadet.

### **Mechanics of Arrest, Restraint and Control Program Goals and Objectives:**

Each Cadet will learn both safe and efficient techniques for officer survival. Each Cadet will learn how to manage uncooperative subjects. Understanding the use of force and the proper method of escalating force will be a major topic within the program. The ability to show restraint when exposed to physical aggression is among the basic principles that are conducive to officer safety. As a requirement of graduation, every Cadet must attend and fully participate in 75% of MARC Training classes and be able to demonstrate competency by successfully completing all of the critical areas of the Academy's MARC program with a cumulative average of at least 80% for the final exam. Also as a requirement of graduation, a Cadet must be able to demonstrate proficiency during the MARC scenario practical at 80% using skills taught in MARC, such as: proper use of force, proper control techniques, proper searching, proper handcuffing techniques of a suspect and being able to articulate the reason for every use of force. No more than 2 make-up MARC practical scenarios will be offered.

### **Mechanics of Arrest, Restraint and Control Program Guidelines:**

The BLETP MARC Program consists of classroom lectures describing safe and efficient techniques, officer survival, subject management, safety, use of force and escalation of force as well as practical application sessions.

There are warm-up sessions before each training session of practical application. This will be consistent with the guidelines outlined under the physical fitness program.

A progressive method of instruction of several training sessions during each week will place heavy emphasis upon repetitive training. Repetitive training will help induce the change from conscious to subconscious response. After instruction, explanation and demonstration, all Cadets will be required to duplicate the learned techniques to the satisfaction of the instructors.

Scoring for the final exam and the practical scenario will be based on the 1-5 scale with 1 = 60%, 2 = 70%, 3 = 80%, 4 = 90% and 5 = 100 %.

The Academy will award a MARC Proficiency Award at the end of the program. The award will be given to the Cadet who has the highest average score on the final practical exam, which equals 80% of the award, and the highest score on the practical scenario, which equal 20% of the award. To win this award, the Cadet must also participate fully in the MARC training program for at least 75% of the scheduled classes.

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## PROFESSIONAL VALUE SYSTEM

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The core values (beliefs) of today's Cadet have long been considered one of the most difficult areas of instruction for Cadets. However, this domain of training may well be the one that law enforcement supervisors and managers, as well as taxpaying citizens, are most concerned with. This difficult portion of training may also be the most important part of basic law enforcement training.

To assist with the difficulty of instilling the proper characteristics and attitudes into Cadets, the Academy has initiated a highly focused, continuously reinforced "Professional Value" training program.

From the beginning of the Academy, "Professional Values" become a part of the Cadet's "Need to Know" information. All Cadets are required to memorize each "Cadet Performance Measure." Cadets are made specifically aware that these Cadet Performance Measures are provided to them as a road map to later be successful within any law enforcement agency. All aspects of the training experience are anchored in continuous and repeated emphasis on these basic values. If a Cadet's behavior or attitude is found to be lacking, the divergence from these basic values is emphasized when corrective action is taken.

The Academy firmly believes this "value-based" behavioral training is vital to the future greatness of law enforcement officers in the State of Maine.

Cadets are responsible for their attitude and performance throughout the training program. All Cadet activities are centered on reinforcement of the Cadet Performance Measures. As an example, Cadets are required to maintain their billet area in an immaculate condition. This is not done to demean the Cadets or to provide "busy work." It is done to reinforce the professional value of "Attention to Detail". Discussions about the connectivity of various Cadet work details to the Professional Values are ongoing and serve as positive reinforcement.

To ensure that Cadet Performance Measures are kept, the Cadre evaluate each Cadet throughout the training program and make up part of the overall professional value score for each Cadet. Peer evaluations are normally done every week by the Class Leaders and Detail Leaders and are not part of the overall professional value score for each Cadet.

Cadets are evaluated on their attitude and performance based on the following basic performance factors adapted from the "Law Enforcement Code of Ethics".

- **Ability to Perform Under Stress** – The Cadet is steady and well balanced under pressure while in unexpected or new situations. The Cadet does not transmit tension to subordinates when in a leadership position.
- **Association With Others** – The Cadet is not rigid, but adaptable and adjusts to changing conditions. The Cadet is receptive to new ideas and methods. The Cadet is cooperative when working with fellow Cadets, working together for the betterment of the whole.
- **Attention to Detail** – The Cadet pays close attention to every part of the task and does not leave loose ends.
- **Dependability** – The Cadet responds promptly to assigned details and other assignments in a proper manner.
- **Flexibility** – The Cadet is adaptable with a high degree of performance. The Cadet is able to make skillful mental comparison, show discretion, discernment and shows the ability to arrive at sound decisions. The Cadet is able to divide attention and handle several tasks simultaneously and is always ready to handle any situation.
- **Initiative** – The Cadet has the necessary drive to achieve goals. The Cadet is ambitious and seeks improvement, a self-starter who requires minimum prodding and who is willing to make decisions.

- **Integrity** – The Cadet is ethical, trustworthy, and honest and willing to do what is right even when not under observation.
- **Personal Appearance** – The Cadet’s uniform always appears neat and well groomed. The Cadet displays pride in self and appearance. The Cadet presents self in a professional manner.
- **Receptive to Supervision** – The Cadet accepts criticism from others while seeking guidance to improve performance.
- **Self-discipline** – The Cadet is above reproach while being constructive, cooperative, prompt, loyal, and not cynical. The Cadet has the ability to develop enthusiasm among fellow Cadets. He/she is respectful of peers, Cadre, staff, instructors, and all other people that the Cadet meets.

### **Staff Performance Evaluations:**

The Cadre Supervisors and Cadre will complete a consensus a Staff Performance Evaluation for each Cadet three (3) times during the BLETP training program starting with the 2<sup>nd</sup> week. The Senior Cadre Supervisor reviews all performance evaluations completed by the staff. When a Cadre member rates a Cadet as anything other than acceptable, the reason is documented in the comment section of the report.

An acceptable rating is defined as any score above two (2) and less than five (5). An unacceptable rating is defined as a score of one (1) in a “Basic Professional Value” area. A score of two (2) is defined as needing improvement. An outstanding rating is defined as a score of five (5).

To better understand the score system, the scores are further described below:

- **5 (100%) – OUTSTANDING**, substantially exceeds requirements as outlined by the Academy staff and the Cadet Orientation and Curriculum Guide.
- **4 (90%) – VERY GOOD**, exceeds requirements as outlined by the Academy staff and the Cadet Orientation and Curriculum Guide.
- **3.5 (85%) – GOOD**, performs task and assignments above the bare minimum as outlined by the Academy staff and the Cadet Orientation and Curriculum Guide.
- **3 (80%) – SATISFACTORY**, performs tasks or assignments at the bare minimum as outlined by the Academy staff and the Cadet Orientation and Curriculum Guide.
- **2 (70%) – NEEDS IMPROVEMENT**, doesn’t always meet the minimum requirements as outlined by the Academy staff and the Cadet Orientation and Curriculum Guide.
- **1 (60%) – UNACCEPTABLE**, rarely meets the “Basic Performance Factor” as outlined by the Academy staff and the Cadet Orientation and Curriculum Guide.

### **Cadet Performance Evaluations:**

The Cadet Class Leader will complete a Cadet Performance Evaluation (CPE) on the Platoon Leader(s) and Guidon to cover the week of responsibility before leaving on weekend leave. The Platoon Leaders will complete a CPE on the Class Leader, Squad Leaders, and assigned Detail Leaders to cover the week of responsibility before leaving on weekend leave. Each Cadet Squad Leader will complete a CPE for respective squad members and each Detail Leader will complete the CPE to cover their week of responsibility before leaving on weekend leave. Should a Cadet Leader rate another Cadet as anything other than acceptable, the reason is documented in the comment section.

Ratings will be either: **Unacceptable (U)**, **Needs Improvement (NI)**, **Acceptable (A)** or **Exceeds Expectations (E)**.

The Senior Cadre Supervisor reviews all Cadet Performance Evaluations. Periodically, each Cadet will be counseled on his or her performance evaluations based on the documented information.

### **“Gig and Demerit” System:**

Following the second week of the BLETP, a "gig and demerit" system will commence to deal with the Cadet who displays minor infractions of conduct. For major or Honor Code violations, a demerit(s) may be issued at any time during the program. This system along with “physical exercise” behavior modification will continue throughout the remainder of training. A **"gig"** is defined as a component of the professionalism score and given for a minor infraction of the Cadet’s conduct. These infractions include, but are not limited to the various guidelines found in the Cadet Orientation and Curriculum Guide.

The “gig” and “gig memo” are an integral part of the BLETP during his/her training. This part of the Cadet’s training is one of the most misunderstood and confusing components while at the Academy. On the surface, most think that the gig is a punitive measure and the gig memo further penalizes the Cadet for the initial violation. The gig and the gig memo have, in fact, very little to do with penalizing the Cadet. This has many built in components that the Cadet will use in his/her everyday life as a law enforcement officer. The gig memo is largely structured to accomplish report writing skills, problem solving, use of resources, communication, and following directions. It is extremely important that during the Cadet’s training that he/she master these tasks to be an effective, competent law enforcement officer. The Cadet Orientation and Curriculum Guide govern every moment while at the Academy. In the manual, the Cadet finds rules and regulations ranging from wearing of the uniform, to personal conduct and accomplishing details assigned to them. Everything the Cadet needs to know to successfully complete the Academy is in the manual. Every line is numbered for the Cadet for further reference while writing the gig memo.

When the Cadet is found to be in violation, he/she will normally be issued a “gig.” This does not prevent a Cadre from issuing up to four (4) gigs, keeping in mind the progressive order of discipline. This is to remind the Cadet of the rules and to ensure that the violation will not occur again. The Cadet will be advised as soon as possible that a Cadre member has issued a “gig.” Gig cards will be maintained by each Cadet. Gig cards are subject to review by the Cadre Staff at any time. The Cadre will record the “gigs” into the official training record of the Cadet. Once the gig is issued, the Cadet is required to write and submit a memo to the Senior Cadre Supervisor, outlining the violation. The structure, content, and format of the memo is fixed and designed specifically to accomplish the above stated goals. Therefore, this memo’s structure, content, and format are strictly adhered to and scrutinized by the Cadre staff. The Cadet is given a data disk or in hand, a sample, which has the correct spacing, font and format. At the discretion of the Cadre staff, Cadets may be required to submit memos by handwriting them, which may be in addition to a type written or electronic version. An instructional class will be given to the Cadets outlining the process and form. This memorandum will be submitted through the chain of command prior to 0800 hours on the day following the violation for review and/or correction or as directed by the Cadre staff because of unique and unforeseen situations.

If the Cadre finds that the memo is incorrect, they will indicate the mistake made and give a suggested correction. It will then be turned back for correction and another gig may be issued for not completing the assignment properly. The Cadet will then make the necessary correction(s) and resubmit for review again. This process continues until such time that the task is completed satisfactorily. If the memo is correct on the initial submission it will be approved and filed in the Cadet’s file.

A **"demerit"** is defined as a permanent mark made against the Cadet's training record for disciplinary reasons that involve Cadet behavior of a more severe nature. Cadets may be assessed one demerit equal to five gigs, or up to five demerits (25 gigs) by the Academy Director for a serious violation of any of the Academy’s Rules and Regulations. Cadre Supervisors shall conduct an investigation for allegations of Serious Misconduct and issue a report of the incident to the Cadet Disciplinary Officer. Upon receipt of the investigative report, the Cadet Disciplinary Officer will review the incident and follow the guidelines in the Cadet Disciplinary Code outlined in this manual. A copy of the demerit(s) will be placed in the Cadet's training file and another one forwarded to the Cadet’s Chief Law Enforcement Officer by the Academy Director.

As part of the positive systematic method of behavior modification employed at the Academy and to have a positive learning outcome and deterrent effect, the Professional Value score will be discussed during the BLETP Staff evaluation meeting along with other areas of class standing.

Demerits shall not be worked off and will stand in the Cadet's permanent training record. Total accumulated gigs will also be reflected in the Cadet's Professional Value score.

### **Professional Notice:**

Any Cadet having difficulty meeting the prerequisites for any aspect of "Professional Values" may be placed on **Professional Notice**. Difficulty is defined as:

- Unacceptable evaluations (see next paragraph) due to Staff Leadership Evaluations, and/or
- Excessive accumulation over 75 gigs.

A Cadre Supervisor will discuss the deficiency in professionalism. The Cadre Supervisor may recommend to the Cadet Disciplinary Officer to issue a **Professional Notice**. The **Professional Notice** will advise the Cadet that he/she may be required to appear before the Cadet Disciplinary Officer for review of their professional score. The **Professional Notice** will indicate what the notice is for, such as an excessive accumulated number of gigs or deficient evaluation issue. The Cadet will sign the **Professional Notice** indicating its receipt. The Cadre will be notified of this action. If the Cadet has not turned around regarding the unacceptable behavior by the 9<sup>th</sup> week, the Director will contact the Cadet's agency.

### **Professional Warning:**

Any Cadet having difficulty meeting the prerequisites for any aspect of "Professional Values" after having been given a **Professional Notice** may be placed on **Professional Warning**. Difficulty is defined as:

- Two consecutive unacceptable evaluations (see next paragraph) due to Staff Leadership Evaluations, and/or
- Excessive accumulation over 100 gigs.

A Cadre Supervisor will discuss the deficiency in professionalism. The Cadre Supervisor may recommend to the Cadet Disciplinary Officer to issue a **Professional Warning**. The **Professional Warning** will advise the Cadet that he/she may be required to appear before the Cadet Disciplinary Officer for review of their professional score. The **Professional Warning** will indicate what the notice is for, such as an excessive accumulated number of gigs or deficient evaluation issue and that if behavior is not modified the Cadet may be terminated from the Academy. The Cadet will sign the **Professional Warning** indicating its receipt. The Cadre will be notified of this action. The Academy Director will ensure that the Cadet's agency is notified of the Cadet's **Professional Warning**. The Cadet Disciplinary Officer may require the Cadet on **Professional Warning** to document their performance weekly by memorandum to the Cadet Disciplinary Officer.

An accumulation of 175 gigs by a Cadet may result in suspension from the Academy. At a minimum, the Cadre will indicate to the Cadet that further disciplinary action in excess of 175 gigs will result in a recommendation to the Academy Director for dismissal from the Academy.

The Cadet Disciplinary Officer will make a review of the Cadet's evaluations and disciplinary file. If it is determined that termination is the best course of action, the Cadet Disciplinary Officer will recommend to the Academy Director dismissal of the Cadet from the Academy. The Academy Director may refer the matter to the Board of Trustees for their review and determination. In all cases, the Academy Director will ensure that the Cadet's agency is notified of the Cadet's excessive accumulated gigs.

The **Professional Notice/Warning** is designed to assist a Cadet in overcoming problems regarding violations of Cadet procedures and rules and to bring their performance up to an acceptable level.

**Minor Infractions:**

If a Cadet is deficient or commits a minor infraction, such as failing to pass an item during inspection, the Cadet will be assigned discipline, usually a “gig.” The Cadet will note all gigs on the Cadet’s gig card. The Cadet will note what the infraction was, what the discipline was and who assigned it. For other than the performance of remedial physical exercise, Cadets will also document their gigs by submitting a memorandum to the Cadre Supervisors with the details of the incident as described in the Gig and Demerit System section.

**Professional Score:**

A Cadet’s professionalism score is a reflection of the Cadre Performance Evaluations of the basic performance factors and the accumulated total of their “gigs.” To emphasize further, the detrimental effect of poor performance as it relates to Professional Values and a law enforcement officer’s job, accumulated gigs and professional score will be documented in a Cadet’s Academy training record.

The final “Professional Value” score is determined based on the following scale:

Cadre Performance Evaluations	70%
Accumulated Gigs	30%

The Academy’s Board of Trustees, in Specification S-1 on Professional Values, requires a passing score of 80% to graduate from the Basic Law Enforcement Training Program.

The Academy gives the Frank E. Poirier III Professionalism Proficiency Award at the end of the program. The award will be given to the Cadet who has the highest score in professionalism, based on the Cadre Performance Evaluations and Accumulative Gig totals, as described in the section.

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## SUCCESSFUL COMPLETION

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Cadets who successfully complete the required training course and meet all requirements of the Board of Trustees will graduate at a ceremony held on the final day of scheduled instruction. Cadets not meeting all requirements will not be allowed to take the Law Enforcement Officer Certification Exam.

Cadets may invite family and friends to attend this ceremony.

The Academy Director will select a keynote speaker for graduation.

If time allows, the Cadre will provide for a tour of the training facilities for the Cadet's family and friends on the day of graduation.



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## INCENTIVE AWARDS

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### **Academic Proficiency Award**

An award will be presented to the Cadet with the highest overall final academic grade average, as outlined in the Academic section of this manual.

### **Combined Skills Award**

An award will be presented to the Cadet with the highest overall final grade average of the five (5) skill areas, specifically: Firearms, EVOC, Physical Fitness, MARC and Professionalism.

### **Firearms Proficiency Award (Sid Bridges Award)**

An award will be presented to the Cadet demonstrating the greatest skill and ability in combat firearms training, as outlined in the Firearms section of this manual.

### **Emergency Vehicle Operations Course Proficiency Award**

An award will be presented to the Cadet demonstrating the greatest skill and ability in Emergency Vehicle Operations Course, as outlined in the EVOC section of this manual.

### **Physical Fitness Proficiency Award (Charles Howe IV Award)**

An award will be presented to the Cadet with the highest average percentile of the 3 testing categories, i.e.: 1.5 mile run, 1 minute push-up test and 1 minute sit-up test, as outlined in the Physical Fitness section of this manual.

### **Randall A. Parsons Iron Man Award**

An award will be presented to the Cadet demonstrating the most heart and motivation during the training program, as documented by the Cadre throughout the program.

### **Professionalism Proficiency Award (Frank E. Poirier III Award)**

An award will be presented to the Cadet demonstrating the highest score in professionalism during the training program. The award will be based on the Cadre evaluations and the number of gigs earned, as outlined in the Professionalism Value System section of this manual.

### **Mechanics of Arrest, Restraint and Control Proficiency Award**

An award will be presented to the Cadet demonstrating the highest level of proficiency for Mechanics, Arrest, Restraint and Control at the end of the program, as outlined in the MARC section of this manual.

### **Jeffrey S. Parola Tuition Cadet Award**

An award will be presented to the Tuition Cadet demonstrating the best attributes for a law enforcement officer, as determined by the BLETP Staff. Staff will consider the scores in each of the MCJA categories, as well as overall attitude, drive and ambition of the Cadets.

### **Valedictorian Award (James L. Hadley Award)**

An award will be presented to the Cadet with the highest overall final grade average of academics and critical skills, which includes:

Academic Proficiency – 50%.

EVOC Proficiency – 10%.

Firearms Proficiency – 10%.

Physical Fitness Proficiency – 10%.

MARC Proficiency – 10%.

Professionalism Proficiency – 10%.

**Note: If an officer wins any of the above awards and is later decertified by the MCJA Board of Trustees, the award and/or plaque will be taken away.**

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## RESIGNATION

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### **Voluntary**

Should a Cadet wish to resign, a BLETP staff member must be first notified. Arrangements will be made to have the Cadre Supervisor, the BLETP Training Supervisor, Assistant Academy Director and/or the Academy Director conduct an exit interview to determine the Cadet's reason(s) for resignation. Every attempt will be made to encourage the Cadet to complete the training program. Cadets will need to know how leaving the training program can affect their employment with their hiring agency.

### **Involuntary**

Grounds for involuntary separation from the Academy may result from poor performance in areas including, but not limited to: academics; skill performance; behavior; violation of Academy rules and regulations; and excessive gigs and demerits.

In all such cases, the Cadre Supervisor and/or the BLETP Training Supervisor will review each case before making a recommendation to the Academy Director.

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## DAILY SCHEDULE

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0530 Hours	Reveille
0600 Hours	Drill
0635 Hours	Detail Assignments
0650 Hours	Posting of Colors and Formation For Morning Meal
0700 Hours	Morning Meal
0750 Hours	Formation For Morning Classes
0755 Hours	Posting of Classroom Colors
0800 Hours	Morning Classes
1150 Hours	End of Morning Classes
1155 Hours	Formation For Noon Meal
1200 Hours	Noon Meal
1250 Hours	Formation For Afternoon Classes
1300 Hours	Afternoon Classes
1550 Hours	End of Afternoon Classes
1600 Hours	Fitness Training
1720 Hours	Formation For Evening Meal
1725 Hours	Evening Meal
1815 Hours	Evening Classes and/or Staff Directed Activity
2015 Hours	Study, Self-Improvement Time or Details (see weekly schedule for hourly slot)
2215 Hours	Lights Out (Taps)

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## COURSE FUNCTIONAL HOURS

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### ORIENTATION

Unit #	Subject Area	Hours
1.1.0	Orientation to Basic Training	5
1.2.0	Note Taking, Study Habits, & Exams	1
1.3.0	Testing and Critiques	62
1.4.0	Program Evaluation	4
1.5.0	Graduation	8
1.6.0	Expectations for Behavior	1
1.7.0	Professional Value System	1
1.8.0	Harassment	2
1.9.0	Americans with Disabilities Act: Basic Awareness	2
1.10.0	Family Program (for family, not cadets)	-
Section Total		86

## **2.0.0 PROFESSIONAL DEVELOPMENT**

Unit #	Subject Area	Hours
2.1.0	History and Principles of Law Enforcement	2
2.2.0	Introduction to Community Policing and Crime Prevention	4
2.3.0	The Criminal Justice System	3
2.4.0	Civil Rights Issues	2
2.5.0	Police Ethics, Moral Issues and Discretion	6
2.6.0	Supervisor-Subordinate Relations	2
2.7.0	Cultural Diversity	2
2.8.0	Dealing with the Vulnerable	7
2.9.0	Leadership Development	2
2.10.0	Mental Health First-Aid	8
2.11.0	Implicit Human Biases	2
2.12.0	Below 100	4
Section Total		45

### **3.0.0 LAW AND LEGAL ISSUES**

Unit #	Subject Area	Hours
3.1.0	Constitutional Law	2
3.2.0	Seizures of Persons (including jurisdiction, extradition & fresh pursuit)	7
3.3.0	Search and Seizure	13
3.4.0	Admissions and Confessions	4
3.5.0	Maine Criminal Law and Investigations	35
3.6.0	Maine Juvenile Law and Youth Services	4
3.7.0	Maine Motor Vehicle Law	14
3.8.0	Maine Liquor Law	3
3.9.0	Use of Force	4
3.10.0	Civil Liability	2
3.11.0	Jurisdiction – (incorporated into Seizures of Persons)	-
3.12.0	Extradition & Fresh Pursuit – (incorporated into Seizures of Persons)	-
3.13.0	Title 12 Laws	3
3.14.0	Maine Motor Vehicle Inspection Laws	2
Section Total		93

### **4.0.0 COMMUNICATION**

Unit #	Subject Area	Hours
4.1.0	Interviewing Techniques	7
4.2.0	Stress Management	2
4.3.0	Interpersonal Communications / Relations	4
4.4.0	Crisis Conflict Management	8
4.5.0	Critical Stress Debriefing	2
Section Total		23

### **5.0.0 TRAFFIC**

Unit #	Subject Area	Hours
5.1.0	Traffic Law Enforcement	4
5.2.0	Traffic Direction and Control	2
5.3.0	Operating Under the Influence / Standardized Field Sobriety Tests	26
5.4.0	Electronic Speed Measurement	14
5.5.0	Crash Investigation	40
5.6.0	Hazardous Materials / Weapons of Mass Destruction	4
5.7.0	Intoxilyzer Operation and Certification	16
<hr/> Section Total		106

## **6.0.0 INVESTIGATION FUNCTION**

Unit #	Subject Area	Hours
6.1.0	Principles of Investigation	2
6.2.0	Vacant	-
6.3.0	Identification of Suspects	2
6.4.0	Handling Physical Evidence	4
6.5.0	Securing & Processing the Crime Scene	7
6.6.0	Motor Vehicle Thefts	2
6.7.0	Informants	3
6.8.0	Surveillance	3
6.9.0	Identification and Handling Drugs	4
6.10.0	Injury and Death Cases	4
6.11.0	Child Abuse	3
6.12.0	Domestic Abuse and ODARA	12
6.13.0	Vacant	-
6.14.0	Gangs & Associated Activity	5
6.15.0	Sex Offenses	2
6.16.0	Computer Crimes	2
6.17.0	Arson Awareness	2
Section Total		57



## **7.0.0 PATROL**

Unit #	Subject Area	Hours
7.1.0	Patrol Concepts, Preparation and Techniques	4
7.2.0	Radio and Telecommunication	2
7.3.0	Crimes in Progress	11
7.4.0	Stopping & Approaching the Violator	4
7.5.0	Roadblocks	2
7.6.0	Vacant	-
7.7.0	Complaints and Service Calls	4
7.8.0	Criminal Enforcement Interdiction	3
7.9.0	News Media Relations	2
7.10.0	Incident Control Command	3
7.11.0	High Risk Stops	9
7.12.0	High Speed Pursuits	2
7.13.0	Handling Bomb Complaints	3
7.14.0	Responding to Crisis Situations	7
7.15.0	Responding to Active Shooters Situations	7
7.16.0	Vacant	-
7.17.0	Carrying Concealed	2
7.18.0	Officer Safety and Survival	4
Section Total		69

### **8.0.0 PRACTICAL POLICE SKILLS**

Unit #	Subject Area	Hours
8.1.0	Firearms	47
8.2.0	Note Taking and Report Writing	5
8.3.0	Tactical First Aid	7
8.4.0	Basic Water Safety and Rescue	2
8.5.0	Emergency Vehicle Operation	47
8.6.0	Mechanics of Arrest, Restraint and Control	59
8.7.0	Crowd Control and Civil Disorder	4
8.8.0	Lifetime Fitness	57
8.9.0	Courtroom Testimony and Demeanor	6
8.10.0	Basic Fingerprinting	7
Section Total		241
<b>BLETP TOTAL:</b>		<b>720 HOURS</b>

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## CADET NOTES

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