



TOWN OF MACHIAS

17 STACKPOLE DR. • P.O. BOX 418

MACHIAS, ME 04654



Addendum B – Police Department

This Addendum must be completed in addition to the Town of Machias Employment Application for positions within this department.

In order to be admitted to the Basic Law Enforcement Training Program, an applicant who is employed as a law enforcement officer must meet the standards listed below in bullets A through N. In the case of a person not yet employed as a law enforcement officer, the applicant must meet the standards set forth below, listed in bullets A through N, as determined by the Maine Criminal Justice Academy (MCJA) standards.

- A. Shall be a high school graduate, or have scored as follows on the General Education Development test:
 - 1. Not lower than 35 on any one of the five parts, and an average not lower than 45 for all 5 parts.
- B. Shall be at least 21 years of age unless the applicant has an Associates Degree or 60 credit hours of post secondary education, in which case the Applicant must be at least 20 years of age.
- C. Shall submit the medical certificate provided by the Academy, signed by a licensed physician, indicating that the applicant is physically and medically fit to undergo physical training at the Academy.
- D. Shall meet the physical fitness standards as established by the MJCA.
- E. Should have no convictions for Murder, Class A, Class B, Class C, or Class D crimes; or convictions for any violation of the Maine Criminal Code, chapter 15, 19, 25, or 45, or a conviction for any equivalent crime in another jurisdiction outside the State of Maine. A person may make an application to the MCJA for a waiver of this provision.
- F. Should not have engaged in any conduct that is penalizing in this state as Murder, Class A, Class B, Class C, or Class D crime, or any provision of the Maine Criminal Code, chapters 15, 19, 25, or 45; or engaged in such conduct in another jurisdiction outside of the State of Maine, unless that conduct is not punishable as a crime

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under the laws of that jurisdiction. A person may make an application to the MCJA for a waiver of this provision.

- G. Shall complete a state and federal criminal records check through the submission of fingerprints to the State of Bureau of Identification and the Federal Bureau of Investigation.
- H. Shall possess a valid motor vehicle operator's license. If such a license is not a Maine license at the time of admission to the Academy, the applicant shall obtain a State of Maine license within the time limits prescribed by Maine law.
- I. Shall be able to read and write at a level necessary to master the law enforcement basic training course, as determined by the use of a reading and writing test.
- J. Shall be of good moral character, as determined by a thorough background investigation by the hiring agency; or in the case of a person not yet employed, by the Academy Selection Committee, after review of the background investigation conducted by a licensed investigator approved by the Board of Selectmen. The current approved provider is Edgewater Reliance LLC.
- K. Shall be completed to the satisfaction of the employer, or in the case of a person not yet employed, to the Academy Selection Committee, a polygraph examination conducted by a polygraph examiner who is either licensed in the State of Maine or has been previously approved by the MCJA. The examination shall follow the guidelines in the "Police Applicant Polygraph Testing" manual as approved by the MCJA.
- L. Shall undergo, and complete to the satisfaction of the employer, or in the case of a person not yet employed, to the Academy Selection Committee, an evaluation of the applicant's suitability to work as a law enforcement officer by a licensed psychologist or licensed psychological examiner with experience in psychological screening in the field of law enforcement. The evaluation shall be subject to the approval of the Chief of Police and shall include, at a minimum, an evaluation of the following characteristics: anxiety, mood, anger, antisocial characteristics, ability to get along with others, judgment, and verbal skills.

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- M. Shall complete an oral interview by the hiring agency or in the case of a pre-employment candidate, by a panel appointment by the Chair of the Board of Selectmen representing state, municipal, and county law enforcement agencies.
- N. Shall not falsify or misrepresent any information during the application process, background investigation, or polygraph examination.

Do you meet the MCJA Basic Law Enforcement Training Program eligibility above? Yes No

Maine Driver's License #: _____ Firearm Qualification: Yes No

List all prior law enforcement agencies applied to or employed by: _____

I, _____ (type/print full name) understand that in order to assess my qualifications for the position of Patrol Officer a full background investigation is necessary. I, therefore, authorize the Town of Machias, Maine or its Police Department to conduct an investigation in order to obtain information concerning my background, which may include but not be limited to:

- Verification of the information provided on my employment application.
_____ (Initials) _____ (Date)
- Contacting employers (past/present), clients, business associates, professional organizations, or other institutions, regarding work performance and character;
_____ (Initials) _____ (Date)
- Verification of licensure and/or educational attainment;
_____ (Initials) _____ (Date)
- Criminal background check;
_____ (Initials) _____ (Date)
- Driver's license check.
_____ (Initials) _____ (Date)

I understand that a consumer report may be prepared summarizing the above information. I may request a copy of any report that is prepared regarding myself from the

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consumer-reporting agency and may also request the nature and substance of all information about myself contained in the files of the consumer-reporting agency. I understand that proper identification will be required and that I should direct my request to Keith Mercier, Machias Police Chief.

I hereby release any individual, entity, and the Town of Machias from all claims of liability that might arise from the inquiry into or disclosure of such information, including claims under any federal, state, or local civil rights law and any claims for defamation or invasion of privacy.

All the information and materials I have provided to the Town of Machias, as part of the employment process, are accurate and truthful. I realize that providing the Town of Machias with false information or intentionally withholding relevant information regarding my application may be grounds for dismissal.

Applicant Name (Print): _____

Applicant Signature: _____

Social Security Number: _____

Date: _____

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