



Police Department

Memorandum

TO: All Applicants to the South Portland (ME) Police Department
FROM: Edward J. Googins, *Chief of Police*
SUBJECT: South Portland Police Officer Application

All applicants to the Police Department must meet the following *minimum* qualifications:

1. 20 years old on the date of application;
2. High School / Secondary graduate or equivalency (GED, HiSet);
3. Hold a valid motor vehicle driver's license;
4. Eligible to lawfully remain, accept employment and work within the United States;
5. No disqualifying *criminal conduct* or *conviction(s)* (see last page of employment application).

In order for your application to be deemed complete, it must include the following attachments:

- Certified Law Enforcement Officer Applicants: *****
 - Proof of full-time law enforcement certification;
 - Copies of other relevant verifying documents, as outlined on page 4 of the employment application / questionnaire;

- Non-Certified Law Enforcement Officer Applicants:***
 - Proof that the applicant has passed the **ALERT** test, as required for entrance to the Maine Criminal Justice Academy (MCJA) Basic Law Enforcement Training Program (BLETP); *
 - Proof that the applicant has passed the Physical Fitness Testing (**PFT**), as required for entrance into the MCJA BLETP, within the six (6) months preceding the application date; *
 - Copies of other relevant verifying documents, as outlined on page 4 of the employment application / questionnaire.

Only complete applications will be forwarded to the Civil Service Commission and police department for further consideration.

* **Maine Criminal Justice Academy (MCJA) ALERT and Physical Fitness Testing (PFT) is offered at least monthly.**
To schedule, contact the MCJA at 207.877.8000 (www.maine.gov/dps/mcja).

** For purposes of this application, a **Certified Law Enforcement Officer** means a person certified by the Maine Criminal Justice Academy to work as a full-time police officer in Maine, **OR** a person who has graduated from an equivalent training program in another state, and would be eligible for waiver of basic training and certification as a full-time police officer in Maine.

Please return this application, along with the above-noted attachments, to:

Karla Giglio, HR Specialist
City of South Portland
Human Resources Department
P.O. Box 9422
South Portland, ME 04116-9422

The remainder of the hiring process may include, but is not limited to:

1. Preliminary background screening, with potential placement on a hiring eligibility list;
2. Interview with police department and Civil Service Commission staff;
3. Job Offer, conditioned upon successful completion of:
 - a. Background Investigation
 - b. Physical Fitness Testing (PFT)
 - c. Polygraph
 - d. Job Performance Assessment (“Psychological”)
 - e. Medical (“Physical”) Evaluation

Thank you for your interest in the South Portland Police Department. For questions or clarification related to the department or this hiring process, please contact Lt. Frank Clark (207.799.5511 ext. 7242) or Karla Giglio, HR Specialist (207.767.7682).



**SOUTH PORTLAND POLICE DEPARTMENT
EMPLOYMENT APPLICATION / QUESTIONNAIRE**

<p><u>Certified Officer Applicants, check below:</u></p> <p><input type="checkbox"/> Applicant <u>IS</u> Certified Full-Time Law Enforcement Officer Certified in the State of _____</p> <p><input type="checkbox"/> Copy of Certification</p> <p><input type="checkbox"/> Copies of Other Point Documentation (see p. 4)</p>	<p><u>Non-Certified Officer Applicants, check below:</u></p> <p><input type="checkbox"/> Applicant <u>IS NOT</u> Certified Full-Time Law Enforcement Officer</p> <p><input type="checkbox"/> Copy of ALERT Results ALERT Score: _____</p> <p><input type="checkbox"/> Copy of PFT Results (preceding 6 months) PFT Date: _____</p> <p><input type="checkbox"/> Copies of Other Point Documentation (see p. 4)</p>
--	---

PERSONAL

1. Name: _____
Last (Family) First (Given) Middle (Minimum Age Requirement) (Circle One)
2. Are You at Least 20 Years Old? Yes / No
3. Provide maiden or any other name(s) under which you have ever worked, attended school, attained licensing or certification or been convicted of a criminal offense(s): _____
4. Present Address: _____
Full Street Address City State Zip
5. Telephone(s): (____) _____
6. Email Address(es): _____
7. Do you hold at least a High School Diploma or Equivalency (Required)? Yes / No (Circle One)
8. Do you hold a VALID Motor Vehicle Operator’s License (Required)? Yes / No (Circle One)
9. Are you authorized to lawfully remain, work & accept employment in the U.S.? Yes / No (Circle One)
10. Were you previously employed by the City of South Portland? Yes / No. If yes, when? _____
By what department? _____ In what capacity? _____
11. On what date will you be available to work? _____

MILITARY SERVICE RECORD

(Provide Copy of DD-214 or Other Proof of Service)

12. Were you in the Armed Forces? _____
13. If yes, what Branch? _____
14. Dates of Duty: From _____ To: _____
15. Rank at Discharge: _____
16. Honorable Discharge: Yes / No (Circle One)
17. List duties in the Service, including special training: _____

RECORD OF EDUCATION

(High School Diploma or Equivalency Required)

18.

School	Name and Address Of School	Course of Study	Circle Last yr Completed	Did you Graduate?	List Diploma/ Degree
Elementary <i>(Primary)</i>			5 – 6 – 7 – 8		
High School <i>(Secondary)</i>			1 – 2 – 3 – 4		
College <i>(University)</i>			1 – 2 – 3 – 4		
Other <i>(Specify)</i>			1 – 2 – 3 – 4		

AWARD OF ADDITIONAL POINTS

(Per Chapter 19, City of South Portland Code of Ordinances)

In order to be eligible to receive additional points for education, training certification(s) or military experience, as outlined below, you must submit photocopies of relevant documents with your application:

- Bachelor Degree – Law Enforcement / Related field **4 Points** – Copy of Diploma or transcript
- Associates Degree – Law Enforcement / Related field **2 Points** – Copy of Diploma or transcript
- Pre-Service (Phase I & II) MCJA Certification **1 Point** – Copy of certificate
- Per year of full-time police experience within the
past five years, from the date of application **1 Point** – (max. 4) – Resume
- Per year of prior active military duty **0.5 Point** – (max. 2) - Copy of DD-214

A maximum of four (4) points may be added for education (Bachelors and / or Associates degree)

ADDITIONAL INFORMATION

Describe Specialized Skills (e.g., technologies, written or oral communication, foreign language fluency, etc.):

Describe any Experience in Public Service or Dealing with the Public:

Describe Current or Past Civic or Community Involvement

List Other Relevant Information (e.g., trainings, certifications, internships, experiences):

List Names of any City of South Portland Employees Whom You Know

Who Told You or How Did You Learn About This Job Opportunity?

NOTICE / WAIVER

The facts set forth above in this application are true and complete and may be used by the City of South Portland to assist in determining my suitability for employment as a Police Officer. Applicants may be removed from the hiring process for reasons, including but not limited to any of the following disqualifying ***criminal conduct*** or ***convictions***: *Murder; any Class A, B or C crime (felonies); any Class D crime within the past ten (10) years (including OWL, OUI, DTE); certain Class E misdemeanor crimes committed within the past ten (10) years, or crimes involving moral turpitude, domestic abuse or domestic violence, illegal sales of scheduled drugs; or for any illegal use of drugs within the past three years and / or beyond what may constitute experimentation.* Other standards, including driving history, will also apply. I UNDERSTAND THAT DELIBERATE INACCURACIES, MISSTATEMENTS, FALSEHOODS, OR OMISSIONS DURING THE HIRING PROCESS ARE GROUNDS FOR IMMEDIATE DISQUALIFICATION FROM CONSIDERATION, OR FOR DISCHARGE / TERMINATION FROM EMPLOYMENT AFTER HIRING. I understand that I may be asked to submit to a pre-employment background check; to include criminal, driver and credit history, as well as polygraph, job assessment, physical fitness and medical evaluations as a condition of employment. I authorize the police department to make or cause such inquires through means of their choice. I hereby release any individual, agency, employer, entity, and the City of South Portland from all claims of liabilities 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. It will be the applicant's responsibility to keep the City apprised of any change of address or contact information; and to punctually attend any required appointments. Failure to meet any of the above obligations may result in disqualification from the hiring process.

Signature of Applicant

Date: _____

Applications remain valid for one (1) year from the date of submission.