

Please detach this sheet from your application and keep it for future reference.



LAW ENFORCEMENT APPLICANT INFORMATION

Please read this form carefully- it will give you an overview of the various steps needed to become a Patrol Officer.

The attached waiver and consent forms must be completely filled out and signed by the applicant. You **MUST** be at least (20) years of age to apply for this position.

THE FOLLOWING DOCUMENTS ARE REQUIRED TO BE SUBMITTED WITH YOUR APPLICATION:

1. A copy of your **BIRTH CERTIFICATE**
2. **CERTIFICATE OF CITIZENSHIP** if you are naturalized or a repatriated citizen of the United States
3. A certified copy of your **HIGH SCHOOL DIPLOMA** or **GED**, and your **COLLEGE DIPLOMA** if you are a graduate
4. **MAINE A.L.E.R.T. CERTIFICATE** and Physical Fitness Test Results (MCJA)
5. A certified copy of your **MILITARY DISCHARGE** (Form DD-214, Member 4), if you are a veteran of the Armed Forces

Thank you for your interest in the City of Lewiston Police Department. Enclosed, please find (4) forms which need to be completed- (2) will be sent to the Maine Criminal Justice Academy (MCJA), the other (2) will be returned to Human Resources along with the results of your testing at the MCJA. Also included is a copy of the job description for Police Patrol Officer.

The City of Lewiston utilizes the Maine Criminal Justice Academy to administer its **WRITTEN EXAMINATION** and **PHYSICAL FITNESS TEST**. The application forms for both of these are included. Please complete them and mail them to the MCJA along with your check or money order- address is located at the top of these forms. Once you have mailed the application forms, you should call the MCJA at any time to schedule both examinations [A.L.E.R.T. test and Physical Fitness test]- they do not need to have received your application to schedule the exams. The results of your examinations will be mailed to you directly from the MCJA. Please complete the City of Lewiston's Employment Application, and the Police Entrance Requirements with the **STANDARDS** and **DISQUALIFIERS** clearly articulated with a **WAIVER** of understanding, signed by the applicant, and return these to Human Resources along with your test results from MCJA. Applications may be filed in the Human Resource Department at any time. Applications for original appointment shall remain active for a period of (1) year.

NOTE: The Chief of Police may waive the requirement for a written entrance examination upon proof that the candidate has successfully completed the Municipal/County Basic Police School at the MCJA, or its equivalent, and is either a fully or conditionally certified police officer. Applicants being considered for employment with the Lewiston Police Department may be contacted at any time for a period of up to a year, as vacancies arise, by the Police Chief's Office in order to schedule an **INTERVIEW** with the Police Chief, or his designee.

A **BACKGROUND INVESTIGATION** of all applicants will be conducted by the Lewiston Police Department. The investigation will include viewing records concerning criminal and driver histories. Applicants residing outside the State of Maine may be required to furnish a criminal history/driver's history from the last State of residence.

Candidates shall submit to a **PHYSICAL EXAMINATION** by a qualified physician selected by the City Administrator. Examinations may include, in addition to a signed self-disclosure form, lab and x-rays as deemed appropriate by the physician to determine adequate physical qualifications for the work to be performed. In addition, candidates are required to undergo a **PSYCHOLOGICAL EXAMINATION** to determine suitability for police work. In all cases, the cost of these examinations shall be borne by the City of Lewiston.

Applicants considered for employment are required to submit to a pre-employment **POLYGRAPH EXAMINATION** at the request and expense of the City of Lewiston. Polygraph questions will be drawn from the following areas:

- Driving Record
- Criminal Activity
- Illegal Drugs
- Thefts
- Arson
- Previous Employment
- Work Record
- Credit/Financial
- Medical History
- Fish & Game
- Military Service
- Alcohol Consumption
- Use of Force
- Sexual Activity

HIRING PROCESS:

The hiring process should be expected to last no more than 120 days. Applicants who are not selected will be notified in writing within 30 days of a decision. In the event that you are not selected for employment, you may reapply a year from date of last application.



EMPLOYMENT PACKAGE FOR POLICE DEPARTMENT APPLICANTS

It is the responsibility of the Lewiston Police Department and the State of Maine to conduct a thorough background investigation on each applicant for Police Officer. This investigation includes, but is not limited to:

- Check of the applicant's work history
- Driver's History
- Criminal History
- Credit History
- References
- Interview with an Investigator (background)
- Polygraph Examination and/or other deception detection examinations
- Administering of a written and/or clinical psychological analysis
- Administering of a physical examination/drug screen
- Interview with Police Administration

DISQUALIFIERS FOR POLICE OFFICER APPLICANTS

IMPORTANT PLEASE READ CAREFULLY:

Any attempt to conceal or misrepresent information during the hiring process will result in immediate disqualification of the applicant.

In an effort to maintain an equitable standard for hiring applicants for the position of Police Officer, certain standards and guidelines have been established. The following represent a minimum of these standards. Applicants for the position of Police Officer will not be considered without meeting the minimum criteria outlined below.

- No felony conviction(s), or engaged in conduct that would constitute a felony crime, regardless of having been charged, in lifetime. (Applicants with prior felonious conduct would be required to obtain a waiver from the Maine Criminal Justice Academy prior to appointment).
- No more than two criminal misdemeanor convictions, and no conviction for misdemeanor of an aggravated nature; public order, decency or moral turpitude.
- No convictions for OUI/DWI within the past three years. No more than one conviction of OUI/DWI in a lifetime.
- No more than two convictions for speeding in the past 36 months.
- No drivers license suspension(s)/revocation(s) in the past 36 months.
- No restrictions that would prevent applicant from legally or safely operating a vehicle in the past 3 years.
- No convictions for Racing or Reckless Driving in the past 3 years.
- No convictions for Leaving the Scene of an Accident, Homicide by Vehicle, Attempting to Elude or Habitual Violator.
- Must have had a valid drivers license for at least 3 years.
- If discharge from a military organization is other than Honorable or Medical an explanation should be attached.
- No discharge for cause from a local, state or national Civil Service or Merit System.
- No convictions for offenses involving conviction of a qualifying misdemeanor crime of domestic violence. 18 U.S.C. Section 922(g)(8), to include no active Temporary Protective Orders, (TPO) or Protective From Abuse Orders.
- No adjudication as mental defectives or incompetents, or committal to any mental institution.

Information pertaining to disqualifiers surrounding drug use and past drug experimentation is outlined below:

- No Marijuana /Hashish use in the last 3 years and no excessive Marijuana/Hashish use beyond the age of 21.
- No use of any drug defined in M.R.S.A. Title 17-A. §1107, to include but not limited to Cocaine, Heroin or LSD in the last 3 years.
- No non-prescribed Steroid usage within the past 3 years.

The City of Lewiston reserves the right to disqualify any candidate based on the preponderance of evidence and other pertinent information received during the background investigation process.

I HAVE READ AND UNDERSTAND THE ABOVE MENTIONED DISQUALIFIERS: _____

SIGNATURE

DATE