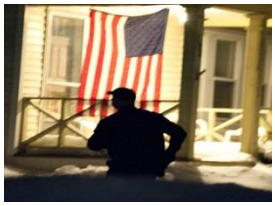
<u>Lewiston Police Department has Full Time Police Officer Openings!</u>

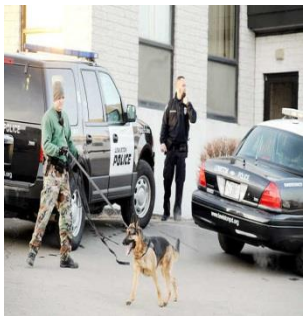
Are you interested in a becoming a Police Officer?



The Lewiston Police Department is interested in you!

The Lewiston Police Department is currently accepting applicants for the current full time police officer openings. The Lewiston Police Department offers a competitive salary and a benefit package, which includes holiday, sick, and vacation pay in addition to health insurance.

Why the Lewiston Police Department?



Lewiston PD proactively serves the second largest city in the State of Maine, and offers several advancement and specialized assignment opportunities to its officers. Also, you're going to be busy because we average about 42,896 calls for service a year and who really wants to sit around!

These opportunities include K9 handlers, Field Training Officers, School Resource Officers, D.A.R.E., Evidence Collection Team, Hazmat Technician Team, Crisis Negotiation Team, Polygraph Examiners, Domestic Violence Coordinator, Community Resource Team, and a dedicated Detective Criminal Investigative Division.

Officers are also assigned to the Maine Drug Enforcement Agency (M.D.E.A.), the Maine Computer Crime Task Force, the Federal Bureau of Investigation's Joint Terrorism Task Force (F.B.I), the Drug Enforcement Administration (D.E.A.), and the Central Maine Violent Crime Task Force which is partnered with the U.S. Marshals Service and the Alcohol, Tobacco, Firearms, and Explosives (A.T.F).

What is happening in Lewiston?

The City of Lewiston has been reenergized with development throughout the city like new schools, and new and diverse restaurants, businesses, and arts. Throughout the year, Lewiston hosts Art Walks, the Great Falls Balloon Festival, and the Dempsey Challenge to name a few. Also, Lewiston is affordable – our average home price is $130,000 compared to Portland's $232,000. Looking to open a new business? It costs on average $12.00 a square foot for downtown office space vs. $22.50 in Portland. Lewiston has a diverse community and is a safe place to raise your family, matter of fact our crime rate was only 22.5 in 2015. Come join our community!

What to check us out?

The Lewiston Police Department's "Civilian Ride A-Long Program" is an excellent way for people to learn and see firsthand what it's like to "police the beat." This program offers local citizens and perspective law enforcement officers an opportunity to meet our officers and to become familiar with services we offer. Visit our website and download our "Civilian Ride A-long" application.

Applicants should consider the unique opportunities the Lewiston Police Department and the City of Lewiston offers its officers their families when choosing our department.

How to apply?

All applicants must be **at least 20 years of age**, and are required to have already taken and passed the Maine Criminal Justice Academy's Alert and Physical Fitness Test. The Lewiston Police Department requires a passing **Alert Test Score of 45 or higher.**

Please visit the Maine Criminal Justice Academy's website for the upcoming Alert and Physical Fitness Testing dates, times, and locations. The Academy's website is http://www.maine.gov/dps/mcja/index.shtml or call 207-877-8000 for more information.

Also, when submitting an application, please provide a completed "City of Lewiston Job Application" and a completed "Police Department Job Application" which can be found on the Lewiston Police Department's webpage http://www.lewistonmaine.gov/index.aspx?nid=141 in the "Introduction" section under "Employment Opportunities." The following is a direct link to the police department's employment opportunities webpage http://www.lewistonmaine.gov/index.aspx?nid=484

The following documents are required when submitting an application:

1) A copy of your **Birth Certificate**
2) **Certificate of Citizenship** if you are naturalized or a repatriate citizen of the United States
3) A certified copy of your **High School Diploma** or **GED**, your **College Diploma** if you are a graduate
4) A copy of your **Military Discharge** (Form DD-214, Member 4), if you are a veteran of the Armed Forces.
5) Resume and cover letter, if you choose

Again, do not forget to provide copies of your passing Alert Test and Physical Fitness Scores.

Below are the Physical fitness test required scores to pass based on your gender and age.

FITNESS TEST	MALE (40th Percentile) AGE				FEMALE (40th Percentile) AGE			
	20–29	30–39	40–49	50-59	20–29	30–39	40–49	50-59
One Minute Push-up Test	29	24	18	13	15	11	9	3
One Minute Sit-up Test	38	35	29	24	32	25	20	14
1.5 Mile Run	12.38	13:04	13:49	15:03	14:50	15:38	16:21	18:07

For a full listing of disqualifiers please read the "Police Department Job Application", and consider the following to disqualifiers surrounding drug use and past drug experimentation;

- *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, LSD, and non-prescribed Steroid usage in the last 3 years.*

All applicants should also review the police department's policy concerning tattoos at http://www.lewistonmaine.gov/DocumentCenter/View/3950

Contact Officer Travys Fecteau at tfecteau@lewistonmaine.gov or call 207-513-3010 for more information.

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

Lewiston Maine

Setting the Pace

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 Lewison 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 examiniations shall be bourne 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.

QUESTIONS CONCERNING APPLICATION SHOULD BE DIRECTED TO: CITY OF LEWISTON, HUMAN RESOURCES, 207-784-2951

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 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

_____

e-mail

Lewiston Police Tattoo Policy

Notice for Police Applicants

The Lewiston Police Department has a policy related to tattoos and body art. Applicants considering employment are to be aware that this policy will have a direct impact on eligibility and hiring.

Tattoos or body art displaying the following are prohibited at all times:

- Racism;
- Sexism or sexually suggestive or explicit;
- Obscenity or profane;
- Gang or drug related;
- Undermining City or department values;
- Political in nature.

Body Piercing and Disfigurements:
Body piercing and intentional (decorative) disfigurements are prohibited from view.

APPLICATION FOR EMPLOYMENT
CITY OF LEWISTON

HUMAN RESOURCES DEPARTMENT
CITY HALL 27 PINE STREET LEWISTON ME 04240

The City of Lewiston is an Equal Opportunity Employer. The City of Lewiston does not discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral or any other aspect of employment, on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. The City of Lewiston does not discriminate against qualified applicants and employees with disabilities in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral or any other aspect of employment. The City of Lewiston also provides qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship on the City of Lewiston.

Last Name: _____ First Name: _____ Middle Name: _____
Cell Phone #: _____ Home Phone #: _____
Email Address: _____
Address: _____
City: _____ State: _____ Zip Code: _____
How long have you lived at the above address: _____

Have you ever been employed by the City of Lewiston including the Lewiston School Department before: ☐ Yes No ☐
If yes, Please list Department and Position: _____
Are you 18 years or older: ☐ Yes ☐ No
Are you prevented from lawfully becoming employed in this country due to Visa or Immigration Status: ☐ Yes ☐ No
(proof of citizenship or immigration status is required upon employment)

Have you ever been convicted of a crime: (other than a traffic violation) (Conviction will not necessarily disqualify an applicant from employment) ☐ Yes ☐ No
If yes, Please Explain: _____

Education & Training

	Name & Location of School	Course of Study	Years Completed	Diploma/Degree
High School				
College				
Technical/Other				

Military Service
Were you in the Armed Forces: ☐ Yes ☐ No If yes, which branch: _____
Dates of Duty: _____ Rank at Discharge: _____
Please list duties and training _____

Do you possess a valid Maine driver's license: ☐ Yes ☐ No
License #: _____ Expiration Date: _____
License Class: _____ Endorsements: _____
Has your license, permit or privilege ever been suspended or revoked: ☐ Yes ☐ No

Employment History

Company Name & Location (start w/most recent employer)	Position Held	Dates	Salary or Hourly Rate	Reason for Leaving	Supervisor's Name
		From: *To:*	$		
		From: *To:*	$		
		From: *To:*	$		
List any other qualifications or experience you may possess which you think is applicable to the position you are applying for (Such as typing, shorthand, equipment you can operate, other languages you know, etc.). (Attach additional sheet or resume)					

Personal References (not former employers or relatives)

Name & Occupation	Address	Phone Number
1.		
2.		
3.		

CDL Drivers Only				
Accident Record for past three (3) years: (attach sheet if more space is needed)				
Date of Accident	Nature of Accident	Location of Accident	# of Fatalities	# of People Injured
Traffic Convictions and Forfeitures for the last three (3) years (other than parking violations):				
Date	Location	Charge	Penalty	

Driving Experience			
Class of Equipment	From Date	To Date	Approximate Number of Miles
Straight Truck			
Tractor & Semi trailer			
Tractor & Two Trailers			
Tractor & Triple Trailers			
Other			

Were you ever subject to FMCSR (Federal Motor Carrier Safety Regulations) while working for a past employer? ☐ Yes No ☐

Were any of your past jobs designated as a safety sensitive function in any DOT regulated mode subject to alcohol and controlled substances testing requirements as required by 49 CFR Part 40? ☐ Yes ☐ No

Applicant's Statement and Conditions of Employment

Please read carefully before signing

"I certify that this application was completed by me and that the answers given by me in this employment application are true, correct and complete. I agree that the City shall not be liable, in any respect, if my employment is terminated because of misstatements or pertinent omissions made by me in this application. Moreover, I understand that all offers of employment are contingent upon passing the City's prescribed physical examination and/or drug screen and background checks."

"I agree, as a condition of my employment (should I be employed by the City), to submit to a medical examination and/or drug screen paid for by the City based on the position that I accept. I also authorize any company, school, police or security personnel, or other persons to give any information regarding my employment, habits, ability, or any other characteristics whatsoever; together with any information they have regarding me whether or not it is in their records. I hereby release all physicians, examiners, companies, schools, or other persons from liability from any damages whatsoever for such testing, examining, or issuing this information. It is agreed and understood that completion of this application does not mean a job opening exists and in no way obligates the City to employ me."

"I understand that an investigative consumer report involving information concerning my character, employment history, general reputation, police record, personal habits, mode of living, credit and indebtedness may be obtained prior to any final offer of employment. I also agree and understand that per the Fair Credit Reporting Act, Public Law 91-508, that this is my notice of investigation."

"I understand that nothing contained herein is intended to create a contract between the City and me for either employment or the provision of any compensation or benefits. I understand that if I am employed by the City I may be subject to a probationary period during which time I may be terminated with or without cause."

During my employment with the City of Lewiston and after my employment with the City ends, I agree not to disclose any confidential information regarding the City's operations or personnel. A copy of this form may be used as the original. The use of the results from this form and/or tests will be used for prudent employment decisions."

This application is valid for sixty days from the application date unless renewed in person or in writing.

Applicant's Signature: _____ Date: _____
(Actual Signature Required)

Date: _____ Position Applied for: _____ Department: _____
How did you hear about this position: _____

Clear Form Print Form

MAINE CRIMINAL JUSTICE ACADEMY

ALERT EXAM APPLICATION

***Name:** _____
Please Print **(Last)** **(First)** **Middle)**

Mailing Address:_____
(Street/P.O. Box) **(City/Town)** **(State)** **(Zip)**

Date of Birth:** _____Social Security Number:**_____

Telephone (_____)**_____Email address:**_____
(Area code)

Test Date:_____ **Test Location:(circle one)** **MCJA** **or** **Southern Maine**

The day of the exam, please leave all electronic devices locked in your vehicle. This would include cell phones, Ipods, Tablets, laptops and digital cameras. No electronic devices are allowed in the testing room.
We cannot accept credit card payment. Payment must be cash, check or money order made payable to "***Treasurer, State of Maine***".
A $50.00 fee is due upon arrival before taking the exam

By signing below, I agree to allow the Maine Criminal Justice Academy to release the results of my Alert Exam to the following agencies:

_____**ANY**_____
Circle or specify individual agencies

Signed_____ **Date**_____
(Applicant)

****
To be completed by Academy

ID#_____ ☐ **Alert** ☐ **Alert & PT**

Amount_____ ☐ **Cash** ☐ **Check #**

Test Site_____ **Date**_____

Test Number_____ **Score**_____

(Fields marked with an asterisk [*] are required information.)

MAINE CRIMINAL JUSTICE ACADEMY

PHYSICAL FITNESS TEST APPLICATION / RESULTS

***Name:** _____
Please Print (Last) (First) (Middle)

Mailing Address:_____
(Street / P.O. Box) (City / Town) (State) (Zip)

***Date of Birth:** _____/_____/_____ ***Email address**_____

Telephone Number:_____ ***Social Security #** _____

A $35.00 fee must accompany this application. Check or money order must be made payable to:

Treasurer - State of Maine

Save a copy of this form – If you require a duplicate, there will be a $10.00 charge for it.

I am taking this test voluntarily. I understand the physical requirements of this test and know of no reason why I cannot safely complete all portions of the test including the mile and one-half run, one minute sit up test, and the maximum push-up test. I agree to indemnify and hold harmless the State of Maine, the Maine Criminal Justice Academy and their respective officers, employees and agents from any claim, damage, injury or illness, of whatever kind or nature, resulting from the administration of the test and my taking of the test.

I, _____ authorize the release of my Physical Fitness scores by the Maine Criminal Justice Academy to: List specific agencies or write "any" to cover all agencies.

_____ _____ _____

Signed:_____**Date:**_____

****

Applicant's gender_____ **Applicant's age**_____

Overall Test Performance (circle one) PASS ___ FAIL

Maximum Push-up Test	**_____Required**	**_____Result**	**_____Pass**	**_____Fail**
One Minute Sit-up Test	**_____Required**	**_____Result**	**_____Pass**	**_____Fail**
1.5 Mile Run	**_____Required**	**_____Result**	**_____Pass**	**_____Fail**

Student Signature: _____**Date:** _____

By signing, the evaluator attests that all information contained in this form is true and accurate.

Fitness Tester Name: _____**Signed:** _____**Date:** _____

(Fields marked with an asterisk [*] are required information.)

FITNESS TEST	MALE (40th Percentile) AGE				FEMALE (40th Percentile) AGE			
	20–29	30–39	40–49	50-59	20–29	30–39	40–49	50-59
One Minute Push-up Test	29	24	18	13	15	11	9	3
One Minute Sit-up Test	38	35	29	24	32	25	20	14
1.5 Mile Run	12.38	13:04	13:49	15:03	14:50	15:38	16:21	18:07

FITNESS TEST	MALE (50th Percentile) AGE				FEMALE (50th Percentile) AGE			
	20–29	30–39	40–49	50-59	20–29	30–39	40–49	50-59
One Minute Push -up Test	33	27	21	15	18	14	11	5
One Minute Sit-up Test	40	36	31	26	35	27	22	17
1.5 Mile Run	11.58	12:25	13:11	14:16	14:07	14:34	15:24	17:13

1 : ☐walked	**8 : ☐walked**	**15 : ☐walked**	**22 : ☐walked**
2 : ☐walked	**9 : ☐walked**	**16 : ☐walked**	
3 : ☐walked	**10 : ☐walked**	**17 : ☐walked**	**Mark the lap time on each lap. Please make a notation if the applicant walks.**
4 : ☐walked	**11 : ☐walked**	**18 : ☐walked**	
5 : ☐walked	**12 : ☐walked**	**19 : ☐walked**	
6 : ☐walked	**13 : ☐walked**	**20 : ☐walked**	
7 : ☐walked	**14 : ☐walked**	**21 : ☐walked**	

To be completed by PFT Protocol Tester

Photo ID #_____Date Processed:_____Fee Received:_____

If billing an agency, please give agency name and address _____

_____

Testing Site:_____ Assigned Tester (Print Name):_____

Fitness Test Evaluator Signature:_____

By signing, the evaluator attests that all information contained in this form is true and accurate.

Only submit this form with payment for Phase II or permanent transcript record.

Revised 10/01/2013