



York Police Department



Town of York, Maine

9 Hannaford Drive

York, Maine 03909

(207) 363-1031 Fax (207) 361-6818

Charles J. Szeniewski

Chief of Police

January 22, 2020

Dear Candidate:

Enclosed you will find the York Police Department application process for the summer of 2020.

The York Police Department has eight (8) to ten (10) reserve police officer positions open for the 2020 summer season. These positions will be filled with those who are seeking approximately fourteen weeks of practical field experience and formal training.

Successful candidates must complete a physical agility test, ALERT test, polygraph examination, background check, and complete the Maine Criminal Justice Pre-service Academy. Phase I is an online course with the final test being held May 29, 2020 at York County Community College (YCCC). Phase II (June 1 through June 12, 2020) also held at YCCC. Successful completion will result in a Law Enforcement certificate for the State of Maine. Candidates are also required to complete 100 hours of York Police Department in-service training.

All applicants attending the Maine Criminal Justice Academy Law Enforcement Pre-Service Training program will be required to pay for this training upfront and will be reimbursed upon successful completion of all our hiring requirements. Please see instructions to the Applicant.

The York Police Department pays for and supplies all uniforms, weapons and equipment at no cost to the successful candidates.

All reserve officers are scheduled to work a minimum of forty (40) hours per week from June until Labor Day. Additional shifts and details may be available to be worked during the off season.

Applicants should complete the application and return it, along with a resume and an 800-word essay on, "A contemporary issue facing law enforcement and how you would address that issue." Return all completed paperwork to York Police Department, 9 Hannaford Drive, York, ME 03909, no later than **February 29, 2020**.

Sincerely,

Lieutenant Steve J. Spofford
SJS/jal



YORK POLICE DEPARTMENT INSTRUCTIONS TO THE APPLICANT

1. Applications are due back no later than **February 29, 2020**.
2. Must have an ALERT test that will be held at the **Maine Criminal Justice Academy, 15 Oak Grove Road, Vassalboro, Maine 04989** or at other off campus locations. **See attached schedule**. The fee for the test is \$50.00, check or money order payable to: Treasurer – State of Maine. **You must call the Maine Criminal Justice Academy – (207) 877-8000 to register for this test, tell them what dates you plan on attending.**
3. Must have a Physical Agility test that will be held at the **Maine Criminal Justice Academy, 15 Oak Grove Road, Vassalboro, Maine 04989** or at other off campus locations. **See attached schedule**. The fee for the test is \$35.00, check or money order payable to: Treasurer – State of Maine. **You must call the Maine Criminal Justice Academy – (207) 877-8000 to register for this test, tell them what dates you plan on attending.**
4. Upon successful completion of the ALERT test and Physical Agility test, you will be given a date and time for a professional review board. Oral Boards will be set as applications are received and held at the York Police Department.
5. Upon successful completion of the professional review board, a polygraph examination and extensive background check will be completed.
6. Once hired you will be required to complete a forty (40) hour on line training course sanctioned by the Maine Criminal Justice Academy. There is a \$250.00 fee for the course.
7. **The Phase I test will be held on May 29, 2020, at the York County Community College in Wells, Maine.**
8. **Phase II practical training will take place at York County Community College, Wells, Maine, from June 1st to June 12th, 2020.** This eighty (80) hour training phase will be instructed by certified Maine Criminal Justice Trainers. There is a \$250.00 fee for this course.
9. **All fees are reimbursed to each successful applicant upon completion of Phase III which is an eighty (80) hour evaluation process.**



YORK POLICE DEPARTMENT

APPLICATION FOR EMPLOYMENT

Thank you for your interest in employment with the York Police Department.

General Information and Instructions

1. All items on the application form must be filled out or marked "NA" meaning they do not apply to the applicant. Failure to fully complete this form or the inclusion of false or misleading information may result in automatic disqualification. Assistance is available upon request to help complete the application.
2. The Town of York is an Equal Opportunity Employer and shall not discriminate against an employee or applicant for employment or advancement because of race, color, sex, marital status, physical or mental disability, religion, age, ancestry, national origin, sexual orientation, genetic history and information, or any other basis protected by statute.
3. The Town of York shall employ the best qualified persons who are available.
4. Please return the signed Application with any supplemental material in person, by mail or email to:

**York Police Department
Attn: Jaime Leighton
9 Hannaford Drive
York, ME 03909**

jleighton@yorkpolice.org



Town of York, Maine POLICE DEPARTMENT

9 Hannaford Drive
York, ME 03909
(207) 363-1031

APPLICATION FOR RESERVE POLICE OFFICER EMPLOYMENT AN EQUAL OPPORTUNITY EMPLOYER (PLEASE PRINT)

It is the Town's policy to comply with all applicable federal and state laws prohibiting discrimination in employment based on race, color, sex, marital status, physical or mental disability, religion, age, ancestry, national origin, sexual orientation, genetic history and and information, or any other basis protected by statute.

PERSONAL INFORMATION

Name:		Date:	
Address			
Street:	City:	State:	Zip:
Phone:	Alt. Phone:	Email:	
SSN:	Driver's License no.:	State:	Classification: Other:

Do you have any relatives currently working for the Town of York? Yes No

Are you authorized to work in the United States on an unrestricted Basis? Yes No

Are you at least 21 years of age? Yes No

Have you ever plead guilty, no contest or been convicted of a felony? Yes No
If yes, please explain including dates, nature of offense and court of conviction:

Have you ever applied for employment or worked for the Town of York before? Yes No
If yes to either, please give details:

Have you been told the essential functions of the job or have you been shown a copy of the job description listing the essential functions of the job? Yes No

Position Applied For: _____
 When Can You Start: _____
 Skills possessed (i.e. Typing, Shorthand): _____
 Certifications: _____
 Special License: _____

EDUCATION AND TRAINING

(CIRCLE HIGHEST GRADE COMPLETED)	NAME OF SCHOOL	LOCATION	GRADUATE/YEAR
1 2 3 4 5 6 7 8 9 10 11 12			
COLLEGES OR UNIVERSITIES ATTENDED - NO. YEARS ATTENDED - MAJOR SUBJECTS - DEGREE OR CERT.			
BUSINESS, TRADE OR CORRESPONDENCE SCHOOL			

In addition to your work history, what other experiences, skills or qualifications would especially suit you for this position:

WORK HISTORY

(List your relevant employment history, including all jobs held for at least the past 10 years. Use separate sheets, if necessary)

Most Recent Employer:	Address:	Phone:
Date Started:	Date Left:	
Starting Position:	Position upon Leaving:	
Name and Title of Last Supervisor:	Reason for Leaving:	
Description of Duties (# of people supervised, if appropriate):		

Previous Employer:	Address:	Phone:
Date Started:	Date Left:	
Starting Position:	Position upon Leaving:	
Name and Title of Last Supervisor:	Reason for Leaving:	
Description of Duties (# of people supervised, if appropriate):		

Previous Employer:	Address:	Phone:
Date Started:	Date Left:	
Starting Position:	Position upon Leaving:	
Name and Title of Last Supervisor:	Reason for Leaving:	
Description of Duties (# of people supervised, if appropriate):		

Previous Employer:	Address:	Phone:
Date Started:	Date Left:	
Starting Position:	Position upon Leaving:	
Name and Title of Last Supervisor:	Reason for Leaving:	
Description of Duties (# of people supervised, if appropriate):		

Previous Employer:	Address:	Phone:
Date Started:	Date Left:	
Starting Position:	Position upon Leaving:	
Name and Title of Last Supervisor:	Reason for Leaving:	
Description of Duties (# of people supervised, if appropriate):		

REFERENCES

List four people not related to you who have known you for at least one (1) year.

Name	Address	Phone	Relationship & Years Acquainted
1.			
2.			
3.			
4.			

EMERGENCY CONTACT INFORMATION

Name:	Phone:	Alternate Phone:
Address:		

PLEASE READ BEFORE SIGNING

I certify that all statements made by me on this application, my resume and any other accompanying documents are true and complete to the best of my knowledge, and that I have withheld nothing which, if disclosed, would materially alter or contradict the facts contained therein. I understand that false statements, omissions or misrepresentations may result in the disqualification of this application for employment with the Town, or a withdrawal of any offer of employment, or if so employed, my dismissal from such employment.

I authorize my previous employers, schools which I attended and character references to provide any and all information pertaining to my tenure or contact with them, which is relevant to this application for employment; and I agree that persons or organizations providing such information, or the Town of York, shall not be liable should the information so provided warrant my disqualification from employment with the Town or if employed, my dismissal from such employment.

I understand that it will be necessary to conduct a personal background, criminal, driving, reference check, and credit check. I hereby authorize the Town to conduct such an examination and persons or organization contacted to provide such information.

I further understand that any offer of employment is conditional upon satisfactory completion of a physical examination at the Town's expense, a psychological exam, polygraph examination, ALERT test, MCJA physical assessment test (PAT). This position requires a three-year contract between the applicant and the York Police Department.

Signature: _____

Date: _____



Reserve Patrol Officer Employment

The town of York is a coastal community in southern Maine, encompassing (56) fifty-six square miles. York enjoys a year-round population base of 15,000 with tourist influx of 50,000 to 60,000. The town has an extensive colonial heritage and is dedicated to promoting tourism through numerous parks, several beautiful beaches, and a large harbor area.

The York Police Department is a progressive law enforcement agency of twenty-eight (28) full-time officers, fifteen (15) reserve officers, three (3) community service officers, eight (8) full-time communications specialists and a support staff of four (4). Our department utilizes a progressive community policing philosophy in providing patrol, investigative, and community resource services.

The York Police Department utilizes both uniformed mountain bike and foot beat patrols for coverage of the more populated areas in York. Officers are encouraged to participate in all aspects of the agency and in many of the community related programs the department offers during the year. This allows officers to enhance their own abilities and build their resumes for future full time employment.

The York Police Department offers competitive pay, time and a half after forty hours, and pays per diem for various training courses. Applicants will attend, or have successfully competed, the Maine Criminal Justice Academy Law Enforcement Pre-Service Training. Successful completion certifies an individual as a Reserve Officer in Maine. All officers receive the opportunity to attend additional in-service training. The department pays all costs for training, uniforms and equipment necessary to perform your duties. Reserve Officers are able to work outside details at \$36.00 an hour in addition to your regular assigned duties.

The York Police Department is presently seeking qualified applicants for our program. Reserve officers are employed on a 40 hour work week full time basis from June through Labor Day. Additional shifts and details are usually available to be worked during the off season.

An employment application is attached. Candidates should fill this out completely. Resumes along with an 800 word essay on "A contemporary issue facing law enforcement and how you would address that issue" are required to be submitted with the application.

Requirements for York Police Department

United States citizen
Minimum 21 years of age or 60 or more credit hours
Vision correctable to 20/20
Minimum education high school diploma or G.E.D.

Applicant must successfully complete:

Oral interview board
Firearms Qualification
Background investigation
Polygraph Examination
Medical clearance
York Police Dept. Reserve Officer Training
MCJA ALERT test
MCJA Physical Agility test
Phase I MCJA 40 hour online training
Phase II MCJA 80 hour classroom instruction
Phase III 80 hour Field Evaluation

Visit www.yorkpolice.org to print out our application
The Town of York is an equal opportunity employer.

York Police Department, 9 Hannaford Drive, York, ME 03909 Phone: (207) 363-1031 Fax: (207) 361-6818



York Police Patrol Division

The Patrol Division of the York Police Department is under the immediate supervision of Deputy Chief Owen T. Davis. York is a unique place to live, to visit, and to work. Just as unique is the Patrol Division of the York Police Department.

The uniformed Patrol Division consists of four Sergeants, sixteen Patrolman, fifteen Reserve Officers and three Community Service Officers.

Whether by marked police cruiser, unmarked police cruiser, police mountain bicycle, motorcycle, or on foot patrol, the Patrol Division provides 24-hour police services to the 56 square miles of the Town of York.

Each of our patrol cars is equipped with the most modern computers to assist the officers in positively accomplishing their daily tasks. Within seconds, officers can check to see if someone is wanted, a car is stolen, or a driver is suspended, all from their laptops. Each front line cruiser has a medical trauma kit, Defibrillator unit, oxygen bottle, and other tools to assist officers in the performance of their duties.

Patrol is considered the backbone of the police department. Responding to a variety of calls including criminal, civil, and emergency medical calls, patrol officers are trained in handling any situation that may arise. In addition to responding to urgent needs, officers provide crime prevention services such as residential patrol, house checks, security surveys, directed speed enforcement, business and school visits, and informational programs on a wide array of topics.

The Patrol Division strives to provide quality, professional police protection and services through a strong integrated relationship with the community. The policing strategy of patrol is that of proactive policing through community involvement.

We hold ourselves accountable to the citizens we serve and take pride in a professional level of service to all our citizens, as well as those who visit or travel through our community. We will treat all citizens with dignity, respect, and honesty.

The Town of York is an equal opportunity employer.

York Police Department, 9 Hannaford Drive, York, ME 03909 Phone: (207) 363-1031 Fax: (207) 361-

Maine Criminal Justice Academy, 15 Oak Grove Rd., Vassalboro, ME 04989

ALERT Test Preparation/Practice Websites

<http://www.post.ca.gov/selection/poWrittenPracticeTest.pdf>

Similar to MCJA ALERT Test. California Peace Officer Standards & Training (POST) site.

<http://www.testprepreview.com/satpractice.htm>

Covers the areas tested by the ALERT Test. SAT Practice Test Site.

After you get on the site, do these practice tests:

- Commas
- Basic grammar
- Basic reading comprehension
- Reading for main idea
- Sentence correction
- Sentence flow
- Usage tests
- Writing section

TEST: 2-hour timed Test

160 Multiple Choice Questions (Reading Comprehension, Writing Skills/Grammar/Spelling)

STUDY IDEAS: This is similar to the ALERT Test:

<http://www.post.ca.gov/selection/poWrittenPracticeTest.pdf>

An SAT site that may also help: <http://www.testprepreview.com/satpractice.htm>

After you get on the site, do these practice tests:

- Commas
- Basic grammar
- Basic reading comprehension
- Reading for the main idea
- Sentence correction
- Sentence flow
- Usage tests
- Writing section

More information? Maine Criminal Justice Academy, Vassalboro, ME 207-877-8000

<http://www.maine.gov/dps/mcja/index.shtml>

1.5 MILE RUN: The applicant will walk, jog, run, or any combination thereof, a distance of one and one-half miles. A measured, level course will be used, such as an indoor or outdoor track. Exact distances will be indicated. A monitor will keep record of the distance and time the applicant has completed. If using a track, a monitor will inform the applicant at the end of each lap the cumulative running time or a visual timing device will be observable by the applicant. The assigned monitor will count out loud the number of laps completed.

Scoring: *The time it takes to finish 1.5 miles.*

Adopted by the MCJA Board of Trustees: 09/20/2013, effective 10/01/2013

FITNESS TEST	MALE (40 th Percentile) AGE				FEMALE (40 th 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

Adopted by the MCJA Board of Trustees: 09/20/2013, effective 10/01/2013

FITNESS TEST	MALE (50 th Percentile) AGE				FEMALE (50 th 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