

POLICE OFFICER CITY OF PORTLAND

Requirements:

- Must be a U.S. citizen, High school diploma or equivalent and either 2 years of post-high school employment or 3 years of post-high school education at a school, college, or university or any combination of post-high school employment and education totaling 3 years.
- Applicants will be required to pass a written exam, oral interview, personal background check, polygraph exam, general physical exam and physical fitness test, and a job suitability assessment; must successfully complete the literacy test required by the Maine Criminal Justice Academy.
- Starting salary: \$557.20 per week. The City recognizes prior municipal law enforcement experience that succeeds Maine Criminal Justice Academy or equivalent certification for the purpose of placement on the pay plan at the time of hire providing proper documentation verifying Academy certification and prior law enforcement experience is provided.
- The written exam shall be waived for any applicants who are full-time sworn officers at the time of application and are certifiable by the Maine Criminal Justice Academy. Evidence satisfactory to the Police Chief of such status must be provided by the applicant at the time of application and is subject to approval by the Chief.
- **Applicants must submit a cover letter, resume, and copy of high school diploma or equivalency.**

Completed applications must be received by Human Resources, 389 Congress Street, Room 115, Portland, ME 04101, no later than announced deadline.

The City of Portland is strongly committed to diversity in its workforce.

Women and Minorities are encouraged to apply.

We are an Affirmative Action/Equal Employment Opportunity employer.

CITY OF PORTLAND, MAINE POLICE DEPARTMENT SELECTION PROCESS INFORMATION SHEET

- A Civil Service Ordinance that is administered by the Civil Service Commission covers the hiring, promotions and discipline of the Portland Police Department's Officers. The Commission is an independent board of local residents appointed to oversee the hiring process.
- **Application Period:** The City will announce an application period during which applications for the entry test will be accepted.
- **Applications** must include a **cover letter and resume** and a copy of a high school diploma, general equivalency diploma, or college transcript.
- **Qualifications:** All candidates for Police Officer must be a U. S. citizen, a high school graduate or equivalent, and have either two years of post-high school employment or three years of post-high school education or a combination of education and employment totaling three years. You must have graduated from high school by 2000 to qualify to take the exam.
- **Written Exam:** The entry level written exam will be held at a location announced by the City. A check-in time and test time will be specified. Candidates must present a photo I. D. (preferably a driver's license) and Officers from the Portland Police Department will be taking a thumbprint of all candidates. The entry-level exam consists multiple-choice questions pertaining to police knowledge. Study materials will be provided the day of the exam for you to review before the exam is given. The passing score for the written exam is 70. All candidates with a passing score of 70 or above will have their application, cover letter, and resume forwarded to the Police Department for consideration. You will receive notification from Human Resources of

your score. The results of the written exam will be received back from the testing company within 1 week. We ask that you do not call the Human Resources Office requesting your results and that you wait to receive our notice in the mail.

- **Filling of Police Officer Vacancies:** The Eligible List of Candidates will be sent to the Police Department in alphabetical order. All contact after the written exam will be from the Police Department.

The following are the components of testing administered by the Police Department to candidates submitted for consideration:

1. All candidates' applications will be sent to the Chief. An Application Review Group will screen resumes and select candidates for interviews. All self-identified minorities and women will be interviewed as long as under-representation of minorities and women exists. The Application Review Group consists of 1 Civil Service commissioner, 1 union representative, and 3 representatives selected by the Chief. The Application Review Group will use selection criteria approved by the Director of Human Resources.
2. Candidates selected for an interview are required to successfully pass a physical fitness test. The City reserves the right to conduct this test directly after the written test. Candidates must pass the physical fitness test to move onto the interview stage.
3. Oral Board (with like representation to the Application Review Group) will interview candidates. Candidates will be "Recommended" or "Not Recommended". The Oral Board will give written reasons for not recommending candidates. Those "Recommended" will proceed.
4. Background checks will be conducted.
5. Job Suitability Assessment administered by Department psychologist.
6. The Chief reviews the results and selects candidates to receive a conditional job offer. The Chief notifies the Director of Human Resources of conditional job offer in order to review the hiring process for compliance with the ordinance.

A conditional job offer of employment is made to candidate subject to passing the Polygraph Examination (Police Only), the medical examination, and appointment by the City Manager.

Once selected, new officers attend the Maine Criminal Justice Academy for the eighteen (18) week basic police training. Officers already certified in Maine or eligible to apply for a waiver of the Academy do not attend the 18-week course.

The Eligible List created through this process may last for one hiring cycle and is generally re-administered every 6 months

If the Police Chief wishes to terminate the list prior to its expiration, a new test would be administered and all candidates would have to start the entire process over again.

City of Portland, Maine
Police Officer Salary and Benefits – Calendar Year 2004

Police Officer Pay Plan

This plan is based on a five-day, 40-hour workweek.

<u>Step</u>	<u>Time in Service</u>	<u>Weekly Salary</u>
A	0 – 1 year	\$557.20
B	1 – 3 years	\$615.60
C	3 – 5 years	\$701.20
D	5 – 8 years	\$729.20
E	8 – 15 years	\$751.60
F	15 – 20 years	\$772.40
G	20 + years	\$796.00

The City recognizes prior municipal law enforcement experience that succeeds Maine Criminal Justice Academy or equivalent certification for the purpose of placement on the pay plan at time of hire providing proper documentation verifying Academy certification and prior law enforcement experience is provided.

Union Affiliation: Police Benevolent Association

Police Officer Benefits

- Vacation** – Vacation is earned based on years of service and credited to the employee on a weekly basis. Vacation leave may be taken as it is earned subject to supervisory approval. Employees earn two weeks of vacation during the first and second year of service, three weeks during the third through sixth year of service, four weeks during the seventh through nineteenth year of service, and five weeks in the twentieth and succeeding year of service.
- Holidays** – twelve holidays per year. If the holiday falls during the employee’s regular schedule, they must work the holiday and they will receive eight (8) hours of holiday pay or an eight (8) hour holiday credit in addition to their regular weekly salary. Holiday credits may be taken as time off at a later date or cashed out.
- Medical and Life Insurance**
 - Medical Insurance through the City of Portland is provided to the employee at no cost. The employee pays 50% of the difference between the single rate and the 2-person or family rate to insure dependents.
 - Basic life insurance through Maine State Retirement System: the City pays 100% of the employee premium and the employee pays for supplemental or dependent life insurance.
 - Dental and income protection insurance are available at group rates.
- Pension**
 - The employee has the option of Maine State Retirement System’s special plan (retirement after 25 years of service) or a 401(a) plan. The employee contributes 6.5% of gross salary.
 - Optional 457 plan is also available to assist the employee with saving for retirement.
- Sick Leave** – The employee accrues sick leave at the rate of 1.85 hours per week.

Probationary Period – two years from date of appointment.

APPLICANT PHYSICAL FITNESS STANDARDS

An applicant must score at the level provided in the following tables for each individual screening measure conducted. These norms only indicate the minimum required of an applicant to enter and safely participate in the MCJA training program. These standards are based upon the 40th percentile as established by the Institute for Aerobics Research in Dallas, Texas. Those applicants who do not meet the minimum standard will be dismissed from the process and will need to reapply for a subsequent Academy Session.

FITNESS TEST	MALE AGE				FEMALE AGE			
	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
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	12:51	13:36	14:29	15:26	15:26	15:57	16:58	17:55

CITY OF PORTLAND, MAINE CIVIL SERVICE COMMISSION SUPPLEMENTAL INFORMATION FORM FOR POLICE OFFICER

Filing of Applications: Completed application, cover letter, and resume is to be filed with the Human Resources Department, Room 115, City Hall, 389 Congress Street, Portland, ME 04101. Telephone: (207) 874-8624, fax (207) 874-8937.

Education and Experience: Applicants must have a high school diploma or equivalency degree and have either: two (2) years of post-high school employment experience(s) or three (3) years of education in a post-high school program at a school, college, or university; or any combination of post-high school employment and post-high school education totaling three (3) years. Candidates for Firefighter/Paramedic positions must be certified as a Paramedic at the time of application.

Motor Vehicle Driver's License: Each candidate must possess a valid motor vehicle driver's license.

Health: Each candidate for appointment must be in good health with normal vision and hearing and must be of proportionate height and weight. The Civil Service Commission may establish more specific guidelines on this.

Citizenship: Each candidate for original appointment to the Police Department must be a citizen of the United States.

Good Character: Each candidate must be of good moral character and shall in all cases bear the burden of proof as to this requirement. No person shall be appointed who has a history that includes a disqualifying criminal conviction. A disqualifying offense shall mean and include any offense punishable by death or imprisonment for one (1) year or more under the law of the sentencing jurisdiction, whether or not such sentence is imposed or served; or any theft offense; or any sex offense; or any offense that involves dishonesty or false statement.

A copy of a high school diploma or equivalency certificate must be attached to the application form.

Please note that all Police Officer candidates who pass the written exam must provide a copy of the ALERT TEST results. The Maine Criminal Justice Academy administers the ALERT TEST. To set up an appointment, call 1-207-877-8000.

**INFORMATION REQUEST
THIS FORM IS VOLUNTARY**

It is entirely voluntary on your part as to whether you provide the information requested in this form. The information will be confidential and will be used only as follows:

- 1. By the City's Human Resources Department for statistical and research purposes; and**
- 2. By the City hiring team in considering the City's equal employment/ affirmative action goals.**

POSITION (S) APPLYING FOR:

NAME:

Last

First

Middle

ADDRESS:

No.

Street

City

State Zip Code

SOCIAL SECURITY NUMBER:

SEX: Male Female

RACE:

White – A person having origins in any of the peoples of Europe, North Africa, or the Middle East.

Black – A person having origins in any of the black racial groups of Africa.

American Indian or Alaskan Native – A person having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander – A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

Hispanic – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Other – Explain:

Signature:

Date:

**CITY OF PORTLAND
CIVIL SERVICE COMMISSION**

Human Resources Department
389 Congress Street Rm. 115
Portland, ME 04101
(207) 874-8624 Fax (207) 874-8937

POSITION APPLYING FOR:

Police Officer	<input type="checkbox"/>
Fire Fighter	<input type="checkbox"/>
Firefighter/Paramedic *	<input type="checkbox"/>

AN EQUAL OPPORTUNITY EMPLOYER

Instructions to Applicants: (1) Use typewriter or **print** in ink. (2) Answer each question clearly and completely. (3) All statements made are subject to investigation and verification. (4) If more space is required, use separate sheets of paper.

NAME:				TODAY'S DATE:
LAST	(Please Print)	FIRST	MIDDLE INITIAL	MO./DAY/YEAR

ADDRESS:				
NO.	STREET	CITY	STATE	ZIP

TELEPHONE NO. (HOME):	(WORK):	SOCIAL SECURITY #:
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How did you hear about this opening? Advertising Friend/ Relative Employment Agency Internet Other

Have you ever been employed by the City of Portland? Yes No

If yes, give Department and dates: _____ From _____ To _____

Give the name and relationship of any present City employee to you: _____

On what date would you be available to start work? _____

Are you now employed? YES NO May we contact your present employer? YES NO

PLEASE READ THE ATTACHED SHEET FOR FURTHER INFORMATION REQUIRED BY THE CITY OF PORTLAND.

Do you possess an active driver's license? Yes No Issuing State: _____ Lic. # _____

POLICE APPLICANTS: Are you currently a full-time certified law enforcement officer? Yes No

If yes, in what state are you certified? _____ How many years have service do you have? _____

Applicants Certification and Agreement: - PLEASE READ CAREFULLY

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that, if employed, falsified statements on this application shall be considered sufficient cause for dismissal. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

Signature of Applicant:	Date Signed:
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