

# NEW HIRE INFORMATION

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## Portland Police Department

109 Middle St.  
Portland, Maine 04101

Recruiting: 207-874-8568



# Portland Police New Hire Information

## Why Portland PD?

With an authorized strength of 166 sworn officers and 59 civilian employees, the Portland Police Department is the largest municipal law enforcement agency in the state of Maine. We are proud to work in partnership with the community to keep Portland a safe and livable city. "Protect and Serve" is more than just a motto for us; it is our passion.

### ABOUT PORTLAND POLICE

- High call volume: 80,000 calls for service per year
- \$10,000 Sign on bonus!
- Urban coastal community
- Competitive wages and benefits
- Diverse assignments
- Many specialties (including specialty pay)
- Many opportunities for overtime
- Opportunity for promotion

#### Specialty Teams

- |                           |                                |
|---------------------------|--------------------------------|
| • Special Reaction Team   | • Hazardous Device Team        |
| • Crisis Negotiation Team | • Canine Team                  |
| • Dive Team               | • Accident Reconstruction Team |

#### Other Opportunities and Resources

- |   |   |
|---|---|
| • Criminal Investigation Division           | • Victim Services                       |
| • FBI Task Force                            | • Mental Health Coordinator             |
| • Maine Drug Enforcement Agency             | • Arson Investigation                   |
| • Crime Reduction Unit (plain clothes unit) | • Community Policing Unit               |
| • Portland International Jetport            | • Peaks Island Patrol                   |
| • Computer Forensics                        | • Regional Communication Center on site |
| • Evidence Technicians                      | • Substance Use Liaison                 |
| • Crime Lab                                 |   |

# How Portland Police Department Compares to Surrounding Agencies

Years in the Department	Effective January 2018	Effective January 2019
0-3 years	\$47,736	\$49,649
3-5 years	\$51,022	\$53,060
5-8 years	\$53,040	\$55,161
8-10 years	\$54,579	\$56,763
10-12 years	\$56,680	\$58,947
12-18 years	\$58,385	\$60,715
18 + years	\$60,132	\$62,545

*These wages are base pay and do not include overtime pay, shift differential, education incentive, or specialty pay.*

Department	# of Sworn Officers	Calls for Service 2017
Portland Police Dept.	166	81,792
So. Portland Police Dept.	54	25,674
Bangor Police Dept.	76	32,264
Westbrook Police Dept.	40	18,078

*\*The Portland Police Department Headquarters at 109 Middle Street has an on-site shooting range, crime lab and fitness center\**



# Frequently Asked Questions

## 1. How long is the hiring process?

- a. Our hiring process is typically 3-4 months depending on when you start.

## 2. Is there any cost associated with applying to Portland Police?

- a. No. There is no cost to take the written or physical fitness test for PPD candidates. The Maine Criminal Justice Academy charges \$35 for candidates who choose to take the physical test at their facility.

## 3. Do you stay at the academy during training?

- a. Yes. Maine runs an 18 week academy, twice a year. New officers must be in residence from Monday morning until Friday afternoon.

## 4. How much does a starting officer make?

- a. The first year out of the academy, the salary averages \$50,000. At the academy, an officer makes a base salary of \$39,000 (which does not include any overtime, specialty pay, shift differential, court time, etc.).

## 5. What pension plan is offered?

- a. Officers can choose between ICMA 401a or 50% at 25 years/no age plan, called MainePERS  
(Detailed pension options are included in benefits overview)

## 6. How long does it take to be eligible for a specialty team?

- a. We prefer officers complete their probationary period (two years in length) before they compete for specialty positions.

## 7. What is the tattoo policy?

- a. All tattoos below the elbow must be covered. Most officers with tattoos below the elbow either choose to wear a long sleeve uniform year-round or wear approved tattoo cover up sleeves. Tattoos on the face, neck and hands are prohibited.

## 8. Do officers have to live in the City of Portland?

- a. No. Officers may live within any reasonable distance of the city.

## 9. What kind of schedule do officers work?

- a. Most officers work a 4/10 schedule with fixed days off, but there are opportunities for 5/8 schedules as well.

# Minimum Requirements of Police Officers in Maine

## Nationality, Age, and Education

In order to become a certified Maine police officer, candidates must:

- Be legally authorized to work in the US
- 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.
- Hold a high school diploma or GED

## Required Examinations

The path to becoming a Maine law enforcement officer involves rigorous academic and physical testing. Pre-employment exams include:

- A reading and writing test
- A physical fitness exam administered by the department or Maine Criminal Justice Academy

## Background Clearance

Law enforcement officers are expected to protect and serve the public while upholding the highest moral standards. To ensure that recruits have impeccable backgrounds, law enforcement agencies in Maine require candidate officers to undergo a thorough background investigation, which includes:

- A fingerprint background check through the Maine State Bureau of Investigation and the US Federal Bureau of Investigation
- A background inquiry verifying that the candidate has no disqualifying convictions on his or her record
- A driver history inquiry examining the candidate's motor vehicle driving record
- A polygraph examination

Each individual department in the state of Maine has their own procedures for their hiring process. All follow the same structure. Please refer to the Hiring Process portion of this document for more information regarding Portland's hiring process.

# Hiring Process:

## Application

An application may be completed online or obtained from the City of Portland's Human Resources Department. The application must be accompanied by a cover letter and a resume. Candidates are advised to submit a solid, professional resume. Upon receipt of your application, we will notify you of the next available written test date.

## Written Test

Produced by a national testing firm, the written aptitude capacity test consists of multiple choice questions which measure general aptitude and attributes important in performing as an entry level police officer. The test is administered online at the Portland Police Department several times per year.

## Physical Fitness Test

Candidates must pass the Maine Criminal Justice Academy's physical fitness test prior to attending the Academy. The test consists of sit-ups, push-ups, and a timed 1.5 mile run. A significant number of candidates are unable to pass the fitness test and, consequently must be removed from our hiring process. Please take the time to review the fitness requirements and adopt a training plan to ensure you are prepared to pass the test. Many candidates find watching the sample videos on our website helpful.

## Oral Interview

Candidates who pass the written and physical fitness test are interviewed by a panel comprised of department representatives and a Civil Service Commissioner. These interviews are intended to prompt candidates to talk about themselves. The interview process will evaluate the candidates decision making, reasoning, problem solving, compassion and ethics. The panel makes recommendations to the Chief of Police who determines which candidates will move on in the hiring process.

## Background Investigation

All candidates remaining in the process are given a background book to complete. The completed book is assigned to an investigator who will work to verify its contents. The purpose of the investigation is to uncover any disqualifying events in a candidate's history. Honesty is at a premium here and false information, misinformation, or failure to disclose information will lead to removal from the hiring process. In order to expedite the process, you may download a background book and complete it prior to your interview.

*Disqualifiers during the background phase include illegal drug use within five years of application\* Recent marijuana use is no longer an automatic disqualifier. It is now being considered in context of the candidate's entire background. Therefore marijuana use will be reviewed on a case by case basis and will be considered based on, but not limited to, recency and frequency. Other disqualifiers are a less than honorable discharge from any branch of the military, convictions or have engaged in any conduct which would constitute Murder, Class A, Class B, Class C, or Class D crimes, or any provision of the Maine Criminal Code, Chapters 15, 19, 25, or 45 which include thefts of property valued at over \$ 500.00, Falsification in Official Matters, Bribery & Corrupt Practices, and Drugs. Candidates are removed from the hiring process if they falsify or misrepresent any information during the application process, background investigation or polygraph examination. Applicants must have a safe driving history without a significant number of violations.*

## **Conditional Job Offer**

Candidates who satisfactorily complete the interview and background investigation may receive a conditional job offer. Upon acceptance of that offer, the next stages of the process take place.

## **Polygraph Examination**

All applicants must complete a polygraph examination. Our advice for applicants is to be completely honest during both the background investigation and the polygraph examination. Every candidate is reviewed on a case by case basis with **honesty and integrity** being the emphasis.

## **Job Suitability Assessment**

The job suitability assessment consists of a series of tests and an interview with a department consultant. The results of these tests and an interview are transmitted to the Department. The information is used to compare the applicant's personality traits to those of successful law enforcement officers.

## **Medical Exam**

Candidates are required to undergo a comprehensive medical examination designed to reveal any medical condition that may affect work performance or require some sort of accommodation. Upon completion of all steps in the hiring process, the Chief of Police shall make a final review of the candidate's complete background file and determine if the candidate shall be given a final job offer. Successful candidates are sworn in and sent to the Maine Criminal Justice Academy for 18 weeks of instruction prior to beginning their career in Portland. The City of Portland is an affirmative action/equal opportunity employer. We are fully committed to encouraging minority and/or female candidates to apply.

# Life at the Academy:

The Maine Criminal Justice Academy is an 18 week residential program. Cadets are required to reside at the academy Monday-Friday during training hours. The academy is a military style training facility that challenges cadets academically, physically, and practically through scenario based training. Cadets will learn the importance of chain of command, physical fitness, report writing, officer safety, community policing, problem solving, and many other skills necessary to be a police officer.

The Portland Police Department hosts a Pre-Academy training that provides cadets insight on what to expect at the academy. This week long training program includes marching, physical training, and exposure to the structure of academy life.

The Maine Criminal Justice Academy is located in Vassalboro, Maine, approximately 1 hour from the police department. Most officers travel together to and from the academy.

