

NEW HIRE INFORMATION PACKET

Portland Police Department

PFO Kate Morin

109 Middle St.

Portland, Maine 04106

Phone: 207-874-8588

Email: kathrynp@portlandmaine.gov

Portland Police New Applicant 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

- | | |
|---|---|
| <ul style="list-style-type: none">● Special Reaction Team● Crisis Negotiation Team● Dive Team | <ul style="list-style-type: none">● Hazardous Device Team● Canine● Community Policing |
|---|---|

Other Opportunities

- Accident reconstruction
- Criminal Investigation Division
- FBI Task Force
- Maine Drug Enforcement Agency
- Crime Reduction Unit (plain clothes unit)
- Portland International Jetport
- Victim services
- Mental health coordinator
- Field Training Officer
- Community Policing Unit
- Peaks Island Patrol
- Regional Communication Center on site

Years in the Department	Effective January 2022	Effective January 2023
0-3 years	\$51,147	\$52,686
3-5 years	\$54,662	\$56,305
5-8 years	\$56,825	\$58,531
8-10 years	\$58,468	\$60,216
10-12 years	\$60,715	\$62,545
12-18 years	\$62,545	\$64,417
18 + years	\$65,707	\$67,683

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

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

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

- Be at least 21 years of age (at the time of Academy start)
- 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 a licensed physician

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

Frequently Asked Questions

1. How long is the hiring process?

- a. Our hiring process is typically 2-3 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 test for PPD candidates. The Maine Criminal Justice Academy charges \$35 for candidates who choose to take the physical test at their facility, however we frequently offer the test at our department without cost.

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 over \$51,000 (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 25 year/no age plan, MainePERS (both options are explained in depth further in this packet)

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

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

7. What is the tattoo policy?

- a. Tattoos are permissible and do not require covering while on duty. Exception: tattoos on the face and hands are prohibited, as well as any tattoos that may be considered racist, sexist, extremist, gang-related, obscene, or prejudicial.

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. Officers work a 4/10 schedule with 3 days off.

Benefits Overview:

Leave Time

Employees are granted twelve (12) days of sick leave per year earned (accrued) on a weekly basis. Two days of earned sick leave may be converted to personal leave annually. Employees accrue vacation time throughout the year starting with two weeks of vacation in the first year and as much as five weeks depending on years of service. Officers may also accrue comp time and overtime to increase pay and/or time off. Thirteen holidays are offered with the option to cash the days out or use as discretionary leave.

Pension

Police officers are enrolled in their choice of two pension plans. The Maine State Retirement System offers a 25 year/no age benefit into which the City contributes 7.5% and the employee contributes 6.5%. The City also offers a 401-A plan administered by ICMA into which the same contributions are made. Both plans have long term disability included. The Portland Police Department does not participate in Social Security.

Group Term Life Insurance

Life insurance is available at no cost to officers. Higher levels and dependent insurance are available for a nominal fee.

Health Insurance

The City of Portland maintains a self-insured Point of Service Health Plan (POS) currently administered by Aetna. Coverage is effective on the first day of the month following your start date. Discounts are available upon completion of healthy living incentives.

Current weekly costs are:

- \$0.00 for employee only
- \$53.16 for employee and child(ren)
- \$75.91 for employee and adult (spouse/domestic partner)
- \$129.05 for employee, adult(spouse/domestic partner) and child(ren)

Fitness Reimbursement

The City of Portland's health plan provides fitness reimbursement benefits to employees only who are members of the health insurance plan. Benefits are limited to \$25 per month, included as a taxable reimbursement in your paycheck. The police department also houses a fully equipped gym.

Dental Insurance

Dental insurance is available through Northeast Delta Dental for employees, dependents and domestic partners.

Current costs are:

- \$8.44 for single
- \$20.45 for two person (employee and child or employee and adult)
- \$25.20 for family (employee and children or employee adult, and children)

Health and/or Day Care Flexible Spending Accounts (FSAs)

Employees may defer monies on a pre-tax basis over 52 pay days for eligible medical and dental expenses not covered by insurance or child care and elder care expenses through one or both of these accounts. Flex-Plan Services, Inc. is the City of Portland's administrator for these accounts.

Income Protection

Employees are eligible to purchase income protection at their own expense through Maine Municipal Employees Health Trust (MMEHT). The cost is \$1.90 per \$100 of coverage purchased. Employees may opt for coverage at 40%, 55% or 70% of their gross salary. Benefits are paid on a weekly basis and continue for a maximum of 52 weeks per disability.

Supplemental Retirement Savings Plans

The City of Portland offers two supplemental retirement savings plans through ICMA RC; a 457-deferred compensation plan and a payroll deduct Roth IRA plan. Employees are eligible to join either or both of these plans effective the first of a month.

Tuition Reduction Programs

The City of Portland has a special arrangement with University of Southern Maine, that offers employees a 50% tuition reduction on undergraduate and graduate degree courses. Discount tuition vouchers for 15% off regular courses are available for Kaplan University. Dependents are not eligible.

Hiring Process:

Application

An application may be completed online or obtained from the City of Portland Human Resources Department. The application must be accompanied by a cover letter and a resume. Resumes are used as part of the screening process so 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.

Resume Review

All candidates who pass the written and fitness tests are moved forward into resume review. A committee reviews the resumes for basic qualifications such as educational experience, work experience, skills (i.e. foreign languages) and activities. This process is competitive and a well-written resume that shows some preparation for police work is helpful.

Oral Interview

Candidates who pass resume review are interviewed by a panel comprised of department representatives and a Civil Service Commissioner. These interviews are low stress with questions intended to prompt candidates to talk about themselves. 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.*

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. Again, the emphasis is on honesty.

Job Suitability Assessment

This stage consists of written testing instruments employed by a Department consultant. The results of these tests and an interview are transmitted to the Department. Candidates must satisfactorily complete the job suitability assessment to continue in the hiring process.

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 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, etc.

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.