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; must successfully complete the ALERT test required by the Maine Criminal Justice Academy.
- Starting base salary: $39,228.80. The City recognizes prior police experience as a sworn, full-time officer 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.

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

- **Written Exam:** The entry level written exam will be held at the Portland Police Department on the date and time announced. Candidates must present a photo I.D. (preferably a driver's license). The entry-level exam consists of 100 multiple-choice questions pertaining to general knowledge. A passing score for the written exam is 70. All candidates with a passing score of 70 or above will move onto the hiring process. You will receive notification of your score on testing day.
- **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 Resume Review Committee 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 Committee consists of 1 Civil Service Commissioner, 1 union representative, and 3 representatives selected by the Chief.
- Candidates must successfully complete the physical fitness test or provide proof of passing from the Maine Criminal Justice Academy. The City reserves the right to conduct this test directly after the written test. Candidates must pass the physical fitness test to move on to the interview stage.
- Oral interviews are conducted.
- Background checks are conducted.
- The Chief reviews the results and selects candidates to receive a conditional job offer.
- A conditional job offer of employment is made to candidates subject to passing the Polygraph Examination, the medical examination, job suitability assessment and appointment by the City Manager.

City of Portland, Maine
Police Officer Salary and Benefits

Police Officer Pay Plan

This plan is based on a 4/10 or 5/8 hour work week.

Step	Time in Service	Annual Salary
A	0 – 1 year	$39,228.80
B	1 – 3 years	$42,411.20
C	3 – 5 years	$45,327.36
D	5 – 8 years	$47,114.60
E	8 – 15 years	$48,484.80
F	15 – 20 years	$50,356.80
G	20 + years	$51,875.20

Salary reflects BASE pay only; does not include any overtime, court time, education or night shift add-on's

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

1. **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.

2. **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.

3. **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 Public Employees 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.

4. **Pension**
   - The employee has the option of Maine Public Employees 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.

5. **Sick Leave** – The employee accrues sick leave at the rate of 1.85 hours per week.

6. **Probationary Period** – The probationary period is two years from date of hire for new officers. Lateral entry officers will serve a one-year probation provided they have at least one year of prior service.

(over)

APPLICANT PHYSICAL FITNESS STANDARDS
Effective September 2010

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	12:29	12:53	13:50	15:14		15:05	15:56	17:11	19:10

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.

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.

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

Good Character: Each candidate shall 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 which 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 which 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 must successfully pass the ALERT test before attending the Maine Criminal Justice Academy. The Academy administers the ALERT test and is not the entry level test that is required by the Portland Police Department.
To set up an appointment for the ALERT test, please call 1-207-877-8000.

CITY OF PORTLAND
CIVIL SERVICE COMMISSION

Human Resources
389 Congress St. Room 115
Portland, Maine 04101
(207) 874-8624 (FAX) 874-8937
AN EQUAL OPPORTUNITY EMPLOYER

POSITION(s) APPLYING FOR:

POLICE OFFICER	☐
FIREFIGHTER/EMT	☐

Instructions to Applicants: (1) Print clearly 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 sheet(s) of paper.

NAME: _____ TODAY'S DATE: _____
LAST (PLEASE PRINT) FIRST MIDDLE INITIAL MO. DAY YEAR

ADDRESS: _____
No. Street Apt.# City State Zip

TELEPHONE NO. HOME: _____ WORK: _____ CELL: _____

SOCIAL SECURITY NO. _____

How did you hear about this opening? ☐ Advertisement ☐ Friend/Relative ☐ Walk-in ☐ Employment Agency ☐ Other

Have you ever been employed by the City of Portland? ☐ Yes ☐ No
If yes, give the Department and dates: Dept. _____ From ___/___ To ___/___
Mo Yr Mo Yr

Do you have any relatives that are former or current employees of the City of Portland? Yes ___ No ___
If Yes, give Name _____ **Relationship** _____ **Dept.** _____

On what date would you be available for work? _____

Are you employed now? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No

Please read attached sheet for further information requested by the City of Portland.

EDUCATION AND TRAINING

(CIRCLE HIGHEST GRADE COMPLETED	NAME OF SCHOOL	LOCATION (City, State)	Graduated? Yes or No
1 2 3 4 5 6 7 8 9 10 11 12			
COLLEGES OR UNIVERSITIES ATTENDED	NO. YEARS ATTENDED	MAJOR SUBJECTS (List courses that apply to job)	DEGREE or CERTIFICATE
BUSINESS, TRADE OR CORRESPONDENCE SCHOOLS			

List any additional skills, certifications, or licenses you posses that you believe are relevant to this position.

_____

_____

Drivers License #: _____
State of Issue: _____
Previous License State: _____

License Class: ☐ A (CDL) ☐ B (CDL) ☐ C (Standard)

*** IF APPLYING FOR A FIREFIGHTER/EMT POSITION, YOU MUST POSSESS EMT-B LICENSE AT TIME OF INTERVIEW. IF YOU CURRENTLY POSSESS AN EMT LICENSE, PLEASE ATTACH A COPY TO APPLICATION.**

COMPLETE AND SIGN OTHER SIDE

EMPLOYMENT HISTORY

List your past employers. Include any periods served in the Military. Show your current or most recent job first. Under "Description of Duties" list kind of work or responsibilities. Use Additional sheets if needed.

If you have a resume, you may include it with this application, but you must also complete the entire application.

From (Month/Year) To (Month/ Year)	Title of Position:
Company Name	Description of Duties
Address	
Phone #	
Supervisor's Name	Hourly Pay Rate:
Hours per Week	Reason for Leaving
From (Month/Year) To (Month/ Year)	Title of Position:
Company Name	Description of Duties
Address	
Phone #	
Supervisor's Name	Hourly Pay Rate:
Hours per Week	Reason for Leaving
From (Month/Year) To (Month/ Year)	Title of Position:
Company Name	Description of Duties
Address	
Phone #	
Supervisor's Name	Hourly Pay Rate:
Hours per Week	Reason for Leaving
From (Month/Year) To (Month/ Year)	Title of Position:
Company Name	Description of Duties
Address	
Phone #	
Supervisor's Name	Hourly Pay Rate:
Hours per Week	Reason for Leaving

Applicant's 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 that may be necessary in making an employment decision.

Signature of Applicant

Date

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:**