



Police Department

Memorandum

TO: All Applicants to the South Portland (ME) Police Department
FROM: Timothy B. Sheehan, *Chief of Police*
SUBJECT: South Portland Police Officer Application

All applicants to the Police Department must meet the following *minimum* qualifications:

- 1) 20 years old on the date of application;
- 2) High School / Secondary graduate or equivalency (GED, HiSet);
- 3) Hold a valid motor vehicle driver's license;
- 4) Lawfully permitted to work in the United States;
- 5) No disqualifying criminal conduct or conviction(s) (see last page of employment application).

In order for your application to be deemed complete, it must include the following attachments:

- 1) ***Certified Law Enforcement Officer Applicants: *****
 - (1) Proof of full-time law enforcement certification;
- 2) ***Non-Certified Law Enforcement Officer Applicants:***
 - (1) Proof that the applicant has passed the ALERT test, as required for entrance to the Maine Criminal Justice Academy (MCJA) Basic Law Enforcement Training Program (BLETP); *
 - (2) Proof that the applicant has passed the Physical Fitness Testing (PFT), as required for entrance into the MCJA BLETP, within the six (6) months preceding the application date; *

Only complete applications will be forwarded to the Civil Service Commission and police department for further consideration.

* **Maine Criminal Justice Academy (MCJA) ALERT and Physical Fitness Testing (PFT) is offered at least monthly.**
To schedule, contact the MCJA at 207.877.8000 (www.maine.gov/dps/mcja).

** For purposes of this application, a Certified Law Enforcement Officer means a person certified by the Maine Criminal Justice Academy to work as a full-time police officer in Maine, O R a person who has graduated from an equivalent training program in another state, and would be eligible for waiver of basic training and certification as a full-time police officer in Maine.

The remainder of the hiring process may include, but is not limited to:

- 1) Preliminary background screening, with potential placement on a hiring eligibility list;
- 2) Interview with police department and Civil Service Commission staff;
- 3) Job Offer, conditioned upon successful completion of:
 - a) Background Investigation
 - b) Physical Fitness Testing (PFT)
 - c) Polygraph
 - d) Job Performance Assessment (“Psychological”)
 - e) Medical (“Physical”) Evaluation

Thank you for your interest in the South Portland Police Department. For questions or clarification related to the department or this hiring process, please contact Lt. Kevin Gerrish (207.799.5511 ext. 7220) or Karla Giglio, HR Specialist (207.767.7682).