



# York Police Department



Town of York, Maine  
9 Hannaford Drive  
York, Maine 03909

(207) 363-1031 Fax (207) 361-6818

**Charles J. Szeniewski**  
Chief of Police

December 2, 2020

Dear Candidate:

Enclosed you will find the York Police Department application process for the summer of 2021.

The York Police Department has eight (8) to ten (10) reserve police officer positions open for the 2021 summer season. These positions will be filled with those who are seeking approximately fourteen weeks of practical field experience and formal training.

Successful candidates must complete a physical agility test, ALERT test, polygraph examination, background check, and complete the Maine Criminal Justice Pre-service Academy. Phase I is an online course with the final test being held May 2021 at the York County Community College (YCCC). Phase II (the first two weeks of June 2021) also held at YCCC. Successful completion will result in a Law Enforcement certificate for the State of Maine. Candidates are also required to complete 100 hours of York Police Department in-service training.

All applicants attending the Maine Criminal Justice Academy Law Enforcement Pre-Service Training program will be required to pay for this training upfront and will be reimbursed upon successful completion of all our hiring requirements. Please see instructions to the Applicant.

The York Police Department pays for and supplies all uniforms, weapons and equipment at no cost to the successful candidates.

All reserve officers are scheduled to work a minimum of forty (40) hours per week from June until Labor Day. Additional shifts and details may be available to be worked during the off season.

Applicants should complete the application and return it, along with a resume and an 800-word essay on, "A contemporary issue facing law enforcement and how you would address that issue." Return all completed paperwork to York Police Department, 9 Hannaford Drive, York, ME 03909, no later than January 13, 2021.

Sincerely,

Lieutenant John P. Lizanecz  
JPL/mma



# YORK POLICE DEPARTMENT

## APPLICATION FOR EMPLOYMENT

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*Thank you for your interest in employment with the York Police Department.*

### **General Information and Instructions**

1. All items on the application form must be filled out or marked "NA" meaning they do not apply to the applicant. Failure to fully complete this form or the inclusion of false or misleading information may result in automatic disqualification. Assistance is available upon request to help complete the application.
2. The Town of York is an Equal Opportunity Employer and shall not discriminate against an employee or applicant for employment or advancement because of race, color, sex, marital status, physical or mental disability, religion, age, ancestry, national origin, sexual orientation, genetic history and information, or any other basis protected by statute.
3. The Town of York shall employ the best qualified persons who are available.
4. Please return the signed Application with any supplemental material in person, by mail or email to:

**York Police Department  
Attn: Jaime Leighton  
9 Hannaford Drive  
York, ME 03909**

**[jleighton@yorkpolice.org](mailto:jleighton@yorkpolice.org)**



# Town of York, Maine POLICE DEPARTMENT

9 Hannaford Drive  
York, ME 03909  
(207) 363-1031

## APPLICATION FOR RESERVE POLICE OFFICER EMPLOYMENT AN EQUAL OPPORTUNITY EMPLOYER

(PLEASE PRINT)

*It is the Town's policy to comply with all applicable federal and state laws prohibiting discrimination in employment based on race, color, sex, marital status, physical or mental disability, religion, age, ancestry, national origin, sexual orientation, genetic history and information, or any other basis protected by statute.*

### PERSONAL INFORMATION

Name:	Date:			
Address				
Street:	City:	State:	Zip:	
Phone:	Alt. Phone:	Email:		
SSN:	Driver's License no.:	State:	Classification:	Other:

Do you have any relatives currently working for the Town of York? Yes  No

Are you authorized to work in the United States on an unrestricted Basis? Yes  No

Are you at least 21 years of age? Yes  No

Have you ever plead guilty, no contest or been convicted of a felony? Yes  No

If yes, please explain including dates, nature of offense and court of conviction:

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Have you ever applied for employment or worked for the Town of York before? Yes  No

If yes to either, please give details:

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Have you been told the essential functions of the job or have you been shown a copy of the job description listing the essential functions of the job? Yes  No

Position Applied For: \_\_\_\_\_

When Can You Start: \_\_\_\_\_

### EDUCATION AND TRAINING

Institution	Name & Location of School	Major	Diploma/Degree
High School			
College/University			
College/University			
Other Training/Education:			

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In addition to your work history (next page), what other experiences, skills or qualifications would especially suit you for this position:

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## **WORK HISTORY**

(List your relevant employment history, including all jobs held for at least the past 10 years. Use separate sheets, if necessary)

<b>Most Recent Employer:</b>		Address:	Phone:
Date Started:	Date Left:		
Starting Position:		Position upon Leaving:	
Name and Title of Last Supervisor:		Reason for Leaving:	
Description of Duties (# of people supervised, if appropriate):			

<b>Previous Employer:</b>		Address:	Phone:
Date Started:	Date Left:		
Starting Position:		Position upon Leaving:	
Name and Title of Last Supervisor:		Reason for Leaving:	
Description of Duties (# of people supervised, if appropriate):			

<b>Previous Employer:</b>		Address:	Phone:
Date Started:	Date Left:		
Starting Position:		Position upon Leaving:	
Name and Title of Last Supervisor:		Reason for Leaving:	
Description of Duties (# of people supervised, if appropriate):			

<b>Previous Employer:</b>		Address:	Phone:
Date Started:	Date Left:		
Starting Position:		Position upon Leaving:	
Name and Title of Last Supervisor:		Reason for Leaving:	
Description of Duties (# of people supervised, if appropriate):			

<b>Previous Employer:</b>		Address:	Phone:
Date Started:	Date Left:		
Starting Position:		Position upon Leaving:	
Name and Title of Last Supervisor:		Reason for Leaving:	
Description of Duties (# of people supervised, if appropriate):			

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**REFERENCES**

List four people not related to you who have known you for at least one (1) year.

<b>Name</b>	<b>Address</b>	<b>Phone</b>	<b>Relationship &amp; Years Acquainted</b>
1.			
2.			
3.			
4.			

**EMERGENCY CONTACT INFORMATION**

Name:	Phone:	Alternate Phone:
Address:		

**PLEASE READ BEFORE SIGNING**

I certify that all statements made by me on this application, my resume and any other accompanying documents are true and complete to the best of my knowledge, and that I have withheld nothing which, if disclosed, would materially alter or contradict the facts contained therein. I understand that false statements, omissions or misrepresentations may result in the disqualification of this application for employment with the Town, or a withdrawal of any offer of employment, or if so employed, my dismissal from such employment.

I authorize my previous employers, schools which I attended and character references to provide any and all information pertaining to my tenure or contact with them, which is relevant to this application for employment; and I agree that persons or organizations providing such information, or the Town of York, shall not be liable should the information so provided warrant my disqualification from employment with the Town or if employed, my dismissal from such employment.

I understand that it will be necessary to conduct a personal background, criminal, driving, reference check, and credit check. I hereby authorize the Town to conduct such an examination and persons or organization contacted to provide such information.

I further understand that any offer of employment is conditional upon satisfactory completion of a physical examination at the Town's expense, a psychological exam, polygraph examination, ALERT test, MCJA physical assessment test (PAT).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## YORK POLICE DEPARTMENT INSTRUCTIONS TO THE APPLICANT

1. Applications are due back no later than **January 13, 2021**.
2. Must have an ALERT test that will be held at the **Maine Criminal Justice Academy, located at 15 Oak Grove Road, Vassalboro, Maine 04989 or at other off campus locations. See attached schedule.** The fee for the test is \$50.00, check or money order payable to: Treasurer – State of Maine. **You must call the Maine Criminal Justice Academy – (207) 877-8000 to register for this test and tell them what dates you plan on attending.**
3. Must have a Physical Agility test that will be held at the **Maine Criminal Justice Academy, located 15 Oak Grove Road, Vassalboro, Maine 04989 or at other off campus locations. See attached schedule.** The fee for the test is \$35.00, check or money order payable to: Treasurer – State of Maine. **You must call the Maine Criminal Justice Academy – (207) 877-8000 to register for this test and tell them what dates you plan on attending.**
4. Upon successful completion of the ALERT test and Physical Agility test, you will be given a date and time for a professional review board. Oral Boards will be set as applications are received and held at the York Police Department.
5. Upon successful completion of the professional review board, a polygraph examination and extensive background check will be completed.
6. Once hired you will be required to complete a forty (40) hour online training course sanctioned by the Maine Criminal Justice Academy. There is a \$350.00 fee for the course.
7. **The Phase I test will be held in May of 2021, at the York County Community College in Wells, Maine.**
8. **Phase II practical training will take place at York County Community College in Wells, Maine, in May and June of 2021.** This eighty (80) hour training phase will be instructed by certified Maine Criminal Justice Trainers. There is a \$350.00 fee for this course.
9. **All fees are reimbursed to each successful applicant upon completion of Phase III which is an eighty (80) hour evaluation process.**



## Reserve Patrol Officer Employment

The town of York is a coastal community in southern Maine, encompassing (56) fifty-six square miles. York enjoys a year-round population base of 15,000 with tourist influx of 50,000 to 60,000. The town has an extensive colonial heritage and is dedicated to promoting tourism through numerous parks, several beautiful beaches, and a large harbor area.

The York Police Department is a progressive law enforcement agency of twenty-eight (28) full-time officers, fifteen (15) reserve officers, three (3) community service officers, eight (8) full-time communications specialists and a support staff of four (4). Our department utilizes a progressive community policing philosophy in providing patrol, investigative, and community resource services.

The York Police Department utilizes both uniformed mountain bike and foot beat patrols for coverage of the more populated areas in York. Officers are encouraged to participate in all aspects of the agency and in many of the community related programs the department offers during the year. This allows officers to enhance their own abilities and build their resumes for future full time employment.

The York Police Department offers competitive pay, time and a half after forty hours, and pays per diem for various training courses. Applicants will attend, or have successfully competed, the Maine Criminal Justice Academy Law Enforcement Pre-Service Training. Successful completion certifies an individual as a Reserve Officer in Maine. All officers receive the opportunity to attend additional in-service training. The department pays all costs for training, uniforms and equipment necessary to perform your duties. Reserve Officers are able to work outside details at \$36.00 an hour in addition to your regular assigned duties.

The York Police Department is presently seeking qualified applicants for our program. Reserve officers are employed on a 40 hour work week full time basis from June through Labor Day. Additional shifts and details are usually available to be worked during the off season.

An employment application is attached. Candidates should fill this out completely. Resumes along with an 800 word essay on "A contemporary issue facing law enforcement and how you would address that issue" are required to be submitted with the application.

### Requirements for York Police Department

United States citizen  
Minimum 21 years of age or 60 or more credit hours  
Vision correctable to 20/20  
Minimum education high school diploma or G.E.D.

### Applicant must successfully complete:

Oral interview board  
Firearms Qualification  
Background investigation  
Polygraph Examination  
Medical clearance  
York Police Dept. Reserve Officer Training  
MCJA ALERT test  
MCJA Physical Agility test  
Phase I MCJA 40 hour online training  
Phase II MCJA 80 hour classroom instruction  
Phase III 80 hour Field Evaluation

Visit [www.yorkpolice.org](http://www.yorkpolice.org) to print out our application

*The Town of York is an equal opportunity employer.*

York Police Department, 9 Hannaford Drive, York, ME 03909 Phone: (207) 363-1031 Fax: (207) 361-6818



## York Police Patrol Division

The Patrol Division of the York Police Department is under the immediate supervision of Deputy Chief Owen T. Davis. York is a unique place to live, to visit, and to work. Just as unique is the Patrol Division of the York Police Department.

The uniformed Patrol Division consists of four Sergeants, sixteen Patrolman, fifteen Reserve Officers and five Community Service Officers.

Whether by marked police cruiser, unmarked police cruiser, police mountain bicycle, motorcycle, or on foot patrol, the Patrol Division provides 24-hour police services to the 56 square miles of the Town of York.

Each of our patrol cars is equipped with the most modern computers to assist the officers in positively accomplishing their daily tasks. Within seconds, officers can check to see if someone is wanted, a car is stolen, or a driver is suspended, all from their laptops. Each front line cruiser has a medical trauma kit, Defibrillator unit, oxygen bottle, and other tools to assist officers in the performance of their duties.

Patrol is considered the backbone of the police department. Responding to a variety of calls including criminal, civil, and emergency medical calls, patrol officers are trained in handling any situation that may arise. In addition to responding to urgent needs, officers provide crime prevention services such as residential patrol, house checks, security surveys, directed speed enforcement, business and school visits, and informational programs on a wide array of topics.

The Patrol Division strives to provide quality, professional police protection and services through a strong integrated relationship with the community. The policing strategy of patrol is that of proactive policing through community involvement.

We hold ourselves accountable to the citizens we serve and take pride in a professional level of service to all our citizens, as well as those who visit or travel through our community. We will treat all citizens with dignity, respect, and honesty.

*The Town of York is an equal opportunity employer.*

York Police Department, 9 Hannaford Drive, York, ME 03909 Phone: (207) 363-1031 Fax: (207) 361-



Maine Criminal Justice Academy, 15 Oak Grove Rd., Vassalboro, ME 04989

**ALERT Test Preparation/Practice Websites**

<http://www.post.ca.gov/selection/poWrittenPracticeTest.pdf>

Similar to MCJA ALERT Test. California Peace Officer Standards & Training (POST) site.

<http://www.testprepreview.com/satpractice.htm>

Covers the areas tested by the ALERT Test. SAT Practice Test Site.

After you get on the site, do these practice tests:

- Commas
- Basic grammar
- Basic reading comprehension
- Reading for main idea
- Sentence correction
- Sentence flow
- Usage tests
- Writing section

TEST: 2-hour timed Test

160 Multiple Choice Questions (Reading Comprehension, Writing Skills/Grammar/Spelling)

STUDY IDEAS: This is similar to the ALERT Test:

<http://www.post.ca.gov/selection/poWrittenPracticeTest.pdf>

An SAT site that may also help: <http://www.testprepreview.com/satpractice.htm>

After you get on the site, do these practice tests:

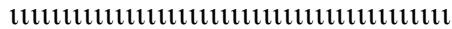
- Commas
- Basic grammar
- Basic reading comprehension
- Reading for the main idea
- Sentence correction
- Sentence flow
- Usage tests
- Writing section

More information? Maine Criminal Justice Academy, Vassalboro, ME 207-877-8000

<http://www.maine.gov/dps/mcja/index.shtml>

The following three (3) test items constitute the physical fitness test (PFT) REQUIREMENTS for the Basic Law Enforcement Training Program (BLETP). Applicants must successfully complete each test at the 40<sup>th</sup> percentile entrance standard (within one month from the start of the BLETP) and the 50<sup>th</sup> percentile exit standard (prior to graduation of the BLETP) based on their age and gender.

1. One Minute Push-up test;
2. One Minute Sit-up test; and
3. 1.5 mile run



### PHYSICAL FITNESS TEST DESCRIPTIONS:

**ONE MINUTE PUSH-UP TEST:** You will assume the standard position for a push-up, which is the body rigid and straight from head to their heels (plank position) with the feet together and the hands slightly wider than shoulder-width apart in the “UP” position. An administrator will place a 3-inch measuring device on the surface directly under your chest, between and in line with the nipples of your chest. With the back and remainder of the body straight at all times, you will lower the body towards the floor until your sternum touches the 3-inch measuring device being held by the administrator’s hand. You will then push to the fully extended UP position, so that the elbows come to a near locked position. You can not wiggle to get to the UP position. This will complete one repetition. You will complete as many correct push-ups as possible in 1 minute. You may rest only in the UP position while maintaining your body in a straight position at all times during the test. If you do not touch the 3-inch measuring device or do not go all the way up, those individual push-ups do not count. If you come out of the plank position or any parts of your body touch the floor other than your hands and feet, the test is over. The test administrator will count out loud only the number of correct push-ups completed.

**Scoring:** *The total number of correct push-ups in 1 minute.*

**ONE MINUTE SIT-UP TEST:** The test will begin in the down position. You will lie down on your back with knees bent and heels flat on the same level surface that you are lying down on. A partner will hold your feet down. Your hands will be placed clasped behind your head. Fingers are interlocked throughout the exercise. A correct sit-up is performed by sitting up until the upper body is **perpendicular** to the floor. Usually this will mean that your elbows must touch the top of your knees or extend beyond your lower legs. The complete sit-up is finished in the correct “UP” position. You will return to a full lying position (with upper back touching the floor) before starting the next sit-up. The buttocks must be kept in contact with the surface during the sit-up with no thrusting of the hips. You will perform as many sit-ups as possible in 1 minute. If your buttocks come off the floor, your fingers come unclasped, you do not come all the way up to perpendicular or your shoulders do not touch the floor, those individual sit-ups will not count. The test administrator will count out loud only the number of correct sit-ups completed.

**Scoring:** *Your total number of correct sit-ups in 1 minute.*

**1.5 MILE RUN:** The applicant will walk, jog, run, or any combination thereof, a distance of one and one-half miles. A measured, level course will be used, such as an indoor or outdoor track. Exact distances will be indicated. A monitor will keep record of the distance and time the applicant has

completed. If using a track, a monitor will inform the applicant at the end of each lap the cumulative running time or a visual timing device will be observable by the applicant. The assigned monitor will count out loud the number of laps completed.

**Scoring:** *The time it takes to finish 1.5 miles.*

**Adopted by the MCJA Board of Trustees: 09/20/2013, effective 10/01/2013**

FITNESS TEST	MALE (40 <sup>th</sup> Percentile) AGE				FEMALE (40 <sup>th</sup> Percentile) AGE			
	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
One Minute 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	12:38	13:04	13:49	15:03	14:50	15:38	16:21	18:07

**Adopted by the MCJA Board of Trustees: 09/20/2013, effective 10/01/2013**

FITNESS TEST	MALE (50 <sup>th</sup> Percentile) AGE				FEMALE (50 <sup>th</sup> Percentile) AGE			
	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
One Minute Push -up Test	33	27	21	15	18	14	11	5
One Minute Sit-up Test	40	36	31	26	35	27	22	17
1.5 Mile Run	11:58	12:25	13:11	14:16	14:07	14:34	15:24	17:13