

Welcome to the APD

In Partnership with the community, we pledge to:

Protect the lives and property of our fellow citizens.

Prevent crime by aggressively pursuing violators of the law.

Maintain our Oath of Honor:

“Honor, Integrity, and Respect are never betrayed. I will always hold myself and others accountable for having the courage to do the right thing.”

Value human life, respect the dignity of each individual and render our services with courtesy and civility.



SPECIALIZED ASSIGNMENTS

Initial assignment for officers will be in the Patrol Division for a one year probationary period. Officers are then eligible to apply for specialized assignments within the department, including: Bicycle Team, K-9 Team, School Resource Officer, Community Resource Officer, Motorcycle Team, Honor Guard, WMD/Hazmat Team, and Drug Enforcement Agent.

Auburn Police Department

60 Court Street | Auburn, Maine 04210
207.333.6650

www.auburnpd.com | www.facebook.com/auburnpd

The City of Auburn is an Equal Opportunity Employer.

National Accreditation:

In August of 2007, the Commission on Accreditation for Law Enforcement Agencies, Inc. awarded accreditation status to the Auburn Police Department. The standards set forth by the Commission serve to strengthen all areas of the department and place the APD in the forefront of police professionalism.



A Message from the Chief of Police:

Thank you for your interest in the Auburn PD. This brochure outlines our hiring process as well as the benefits and opportunities available to our officers.

The Auburn Police Department is dedicated to building trust and enhancing the quality of life in our community through our fundamental core values of:

*Honor
Excellence
Loyalty
Professionalism*

I hope that you will consider exploring a career with our nationally accredited agency.

Are you up to the Challenge?



Become part of a tradition of SERVICE, PRIDE and DEDICATION.

Consider a career with the Auburn Police Department

WHO WE ARE

Our department has an institution-wide commitment to integrity, courage, inclusion, diversity, innovation and community. The success of our agency is a direct result of the men and women who serve with honor, excellence, loyalty and professionalism. Daily, our officers, hand-in-hand with our community partners, deliver exceptional services to the citizens of Auburn. We are proud of our agency, our city and our tradition of excellence.

HOW TO APPLY

Complete an application.

- Visit the Human Resource Department (HR) at 60 Court Street, Auburn, Maine
- E-mail HR: dgrimmig@auburnmaine.gov
- Call HR at 207-333-6601 x:1414 or x:1416 OR
- Download the application at www.auburnpd.com

Meet our application criteria.

- 21 years of age
- High school/GED graduate
- U.S. citizenship
- Have or able to obtain a Maine driver's license
- No criminal convictions
- Pass the ALERT test. The ALERT test is a literacy test required for admission to the Maine Criminal Justice Academy (MCJA).
- Pass the Physical Agility Test (PAT). The PAT is also administered by the MCJA.

Please call the MCJA at 207-877-8000 for the dates/times that these tests are administered.

The selection process also includes:

- Oral board interview
- Formal background investigation (including polygraph, substance use, psychological and medical exams)



ALREADY A POLICE OFFICER?

Candidates currently certified as Police Officers: The city of Auburn will waive the requirements to take the ALERT and PAT for those candidates who have received certification from the Municipal/County/State Law Enforcement Program. In the case of an out-of-state candidate, the Police Chief will determine if the program is comparable to the MCJA program.

The applicant with current certifications will provide the following information:

- Completed application
- Copy of certification from MCJA or similar
- High School Diploma/GED
- College Transcript (if applicable)
- DD214 (if served in military)

Successful candidates will not be required to attend the MCJA; however, out-of-state candidates will be required to take a course on State of Maine laws.

EMPLOYMENT BENEFITS

In addition to highly competitive wages, vacation, retirement, holiday, and sick leave benefits, the City of Auburn's compensation package includes:

- Tuition Reimbursement
- Training Opportunities
- Maine Public Employees Retirement System
- Medical/Dental/Vision
- On-site gym



APPLICATION CHECKLIST

Please be aware: the police officer application process is very extensive and can take as long as six months. Please use this handy checklist before submitting your application to the APD. Incomplete applications will not be considered.

- ___ Completed application
- ___ ALERT results from MCJA
- ___ PAT results from MCJA (valid for 1 year)
- ___ High School Diploma or GED
- ___ College Transcript (if applicable)
- ___ DD214 (if served in military)
- ___ Copies of certificates/licenses (EMT or other specialized training)

Lateral candidates only (those currently certified as Police Officers):

- ___ Completed application
- ___ Copy of certification from MCJA or similar program
- ___ High School Diploma or GED
- ___ College Transcript (if applicable)
- ___ DD214 (if served in military)



AUBURN POLICE DEPARTMENT Application for Employment

CITY OF AUBURN
HUMAN RESOURCES DEPARTMENT
60 COURT STREET
AUBURN, MAINE 04210
207-333-6601 X:1414 or X:1416

DATE REC'D: _____

| | | | | |
|--|------------|-------|----|--|
| NAME | SSN | | | |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">Last</td> <td style="width: 33%; text-align: center;">First</td> <td style="width: 33%; text-align: center;">MI</td> </tr> </table> | Last | First | MI | |
| Last | First | MI | | |

| | |
|---------------------------|-----------------|
| ADDRESS | |
| How long at this address? | |
| Home Phone: | Cell: |
| E-mail: | |
| Date of Birth: | Place of Birth: |

| | | | |
|---|--|----------------------|--|
| Can you perform the job for which you have applied with or without reasonable accommodation? Yes No | | | |
| Have you ever served on any police/fire department? Yes No | | Volunteer Full Time | |
| Dates Served: | | Location/Department: | |
| Reason for Leaving: | | | |

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|--|---------------|
| List any relatives working for the City of Auburn | |
| Name: | Relationship: |
| | |
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|--|--|--------|------------|
| Have you ever been convicted of any criminal action or motor vehicle violations such as speeding or operating under the influence? | | | |
| | | | |
| Do you have a valid driver's license? Yes No | | State: | License #: |

| | | | |
|--|--|--------------------|---------|
| Military Service: Active Duty Reserve Duty None | | | Branch: |
| Date of Entry: | | Date of Discharge: | |
| Type of Discharge: | | Highest Rank: | |
| Present Reserve Status: Active Inactive None | | | |
| NOTE: A photocopy of your discharge, DD214, is required with this application. | | | |

ALL APPLICANTS: You must attach a copy of your MCJA ALERT and PAT results when submitting this application. Please note that PAT results are only valid for one year from the date of the test.

EDUCATION

| Name/Location | Course of Study | | From/To | Graduated | |
|--------------------|-----------------|---------|---------|-----------|----|
| | Commercial | College | | Yes | No |
| High School | | | | | |
| Business/Technical | | | | Yes | No |
| College | Major | Minor | | Degree | |

ACCOUNT FOR ALL EMPLOYMENT SINCE HIGH SCHOOL (List last position first)

| From/To | Employer | Salary | Position | Supervisor | Reason for Leaving |
|---------|----------|--------|----------|------------|--------------------|
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WORK RELATED REFERENCES

| Name | Address | Telephone # | Occupation |
|------|---------|-------------|------------|
| | | | |
| | | | |
| | | | |

I certify that all statements made on this application are true and complete to the best of my knowledge. I understand that any false statements or omissions will subject me to disqualification or dismissal.

Signature

Date

INFORMATION RELEASE

I hereby authorize the release of the following information to representatives of the City of Auburn, including but not limited to the Human Resources Department and the Police Department:

- 1. Complete transcript of all secondary and post-secondary scholastic records;
- 2. Complete record of all credit information;
- 3. Complete record of all past and present employment information;
- 4. A security clearance check;
- 5. Military Service Records.

I realize that persons other than those listed as references may be contacted for job-related and personal character references and I authorize that as well. I also agree to sign any other release forms required to obtain the above records.

Signature

Date

A substance abuse test and/or a job-related medical exam/physical will be required after an offer of employment has been made.

ACKNOWLEDGMENT OF RISK AND LIMITED RELEASE OF LIABILITY

Whereas, the City of Auburn, (hereinafter "the City") requires candidates for the position of Firefighter and Police Officer to take (and pass) certain tests for agility and physical dexterity, as a pre-condition to employment; and whereas, _____ of _____ is a candidate (hereinafter "The Candidate") for the position of Patrol Officer; and whereas, said Candidate has had the nature and extent of the tests and the physical demands associated with them, fully and completely explained by the City; and whereas, said Candidate has made a full and complete disclosure to the City of the Candidate's physical condition and represented to the City that the Candidate is unaware of any physical condition which should prevent or deter the candidate from taking the agility tests herein referred to and acknowledges that he/she should not take these tests if he/she had such a condition; NOW THEREFORE, the Candidate, in consideration of being given the opportunity to apply for employment with the City, and the City, in consideration of the disclosures herein referred to, agree as follows:

- 1. That if said Candidate should sustain injury, damage or death as a result of participating in said tests, due to a known or unknown existing or pre-existing physical condition, the said Candidate hereby, for himself/herself, his/her heirs, successors and assigns, releases, acquits and forever discharges the City, its officers, agents, servants and employees, past and present, or and from any actions, causes of action, costs or expenses in any way growing out of, any and all known and unknown physical injury, damage or death.
- 2. That if the Candidate sustains injury, damage or death, during the taking of these tests for any other reason whatsoever, the Candidate retains whatever rights he/she may have as a result of said happening against the City or any other entity.
- 3. That the parties hereto have **read this document, understand its terms** and agree to be bound thereby.

Dated this _____ day of _____, 20_____

Candidate

Witness

PLEASE SIGN, DATE AND HAVE THIS FORM WITNESSED BEFORE YOU RETURN IT TO HR WITH YOUR APPLICATION

The City of Auburn is an Equal Opportunity Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.