

# 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.”

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



## Opportunities

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, including: Bicycle Team, K-9 Team, School Resource Officer, Motorcycle Team, Honor Guard, WMD/ Hazmat Team, Drug Enforcement Agent, Traffic Enforcement Unit, and Proactive Community Enforcement Unit.



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



## Auburn Police Department

Applications available at:  
60 Court Street | Auburn, Maine 04210 | 207.333.6650

[www.auburnpd.com](http://www.auburnpd.com) | [www.facebook.com/auburnpd](https://www.facebook.com/auburnpd)

The City of Auburn is an Equal Opportunity Employer.

## National Accreditation:

Since 2007, the Commission on Accreditation for Law Enforcement Agencies, Inc. [CALEA] has awarded triennial 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.



# Are you up to the CHALLENGE?



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

Consider a career with the

# Auburn Police Department

## Envision a future with the APD.

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.

- APPLY ONLINE: [www.surveymonkey.com/r/APDapplication](http://www.surveymonkey.com/r/APDapplication)
- Visit the Auburn PD: 60 Court Street, Auburn, Maine
- E-mail Sgt. Eric Audette : [EAudette@auburnmaine.gov](mailto:EAudette@auburnmaine.gov)
- Call Sgt. Audette: 207-333-6650 x:2074
- Download the application at: [www.AuburnPD.com](http://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 with a **minimum score of 37**. The ALERT test is a literacy test required for admission to the Maine Criminal Justice Academy (MCJA). *Please call MCJA at 207-877-8000 for details.*
- Pass the Physical Agility Test (PAT). The PAT is also administered by the MCJA. *Please call MCJA at 207-877-8000 for details.*

The selection process also includes:

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



## Already a police officer?

The City of Auburn has lateral entry and will recognize up to six years of full-time law enforcement experience in municipal, county, state or federal law enforcement agency. Potential starting salary for certified officers is more than \$28.80/hour. The City will waive the requirements to take the ALERT & PAT for candidates who have received certification from MCJA. In the case of an out-of-state candidate, the Police Chief will determine if the program is **comparable**.

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:

Starting salary is \$20.27/hour (increase to \$21.89/hour upon completion of probationary period), with a highly competitive benefit package. The City of Auburn has lateral entry and will recognize up to six years of full-time law enforcement experience in municipal, county, state or federal law enforcement agency. Potential starting salary for certified officers is more than \$28.80/hour.

In addition to highly competitive wages, vacation, retirement, holiday, and sick leave benefits, the City of Auburn's compensation package includes: Tuition Reimbursement; training & advancement opportunities; Maine Public Employees Retirement System; Medical/Dental/Vision; and an 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 /specialized training)

Lateral candidates only (currently certified as a police officer):

- 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



AUBURN POLICE DEPARTMENT  
 Attention: Sgt. Eric Audette  
 60 COURT STREET, AUBURN, MAINE 04210  
 207-333-6650 x2074

APPLY ONLINE:  
[www.surveymonkey.com/r/APDapplication](http://www.surveymonkey.com/r/APDapplication)

DATE REC'D: \_\_\_\_\_

NAME	Last	First	MI	SSN
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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:	

List any relatives working for the City of Auburn	
Name:	Relationship:

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
High School			Yes ___ No ___
Business/Technical School			Yes ___ No ___
College	Major _____ Minor _____		Degree _____

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

From/To	Employer	Position	Reason for Leaving	Supervisor Name & Telephone Number

**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 THE POLICE DEPARTMENT WITH YOUR APPLICATION.**  
**Applications will not be considered until all required attachments/submissions are received.**

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.

03/04/2019