



# CAPE ELIZABETH POLICE DEPARTMENT



## MISSION STATEMENT

*The mission of the Cape Elizabeth Police Department is to enhance the quality of life throughout the town of Cape Elizabeth by working cooperatively with all of our citizens to understand and serve the needs of the community, improve the quality of life, recognize and resolve problems, preserve the peace, enforce the law, reduce the perception of fear, and provide a safe and caring environment for all to live, work and recreate.*

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## A MESSAGE FROM CHIEF PAUL W. FENTON:

***The Cape Elizabeth Police Department is currently looking for a motivated, dependable, community oriented patrol officer to fill our ranks. The Cape Elizabeth Police Department has the backing of the community/town council as illustrated by our current contract that includes 3% COLA (effective 07/01/2024). Our department offers many incentives such as a positive work culture, quality training, and education. As Chief, I am proud to say that half of the department has obtained a Master's degree. If you have any questions after reading this packet, please reach out to me at 207-767-3323 Ext 223. Anyone interested in our open patrol officer position is encouraged to submit an application and come do a ride along with one of our officers.***

# TOWN OF CAPE ELIZABETH

Cape Elizabeth is located approximately 5 miles southeast of Portland, along the Southern Maine coast. Extending 12 miles into the Atlantic Ocean, rimmed by craggy shores and sandy beaches, Cape Elizabeth marks the entrance to spectacular Casco Bay.

Most of the town's residential and commercial activity lies close to the bay's edge. The size of the community is 9,337 acres, or 15 square miles. 2020 census figures put the town's population at 9,535, with a population density of approximately 642 residents per square mile. A suburb of Portland, Cape Elizabeth is the perfect place to raise a family, work, and play.

## LOCAL ATTRACTIONS:

Two Lights State Park  
Crescent Beach State Park  
Fort Williams Park  
Portland Headlight  
Spurwink River  
Rachel Carson Wildlife Preserve  
Numerous walking trails  
Purpoodock Golf Club  
TD Beach 2 Beach 10K Road Race



## What's Nearby?

Southern Maine Community College  
Portland Old Port  
Portland International Jetport  
Higgins Beach  
University of Southern Maine  
Sebago Lake State Park  
Cross Insurance Arena  
Islands of Casco Bay

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The Cape Elizabeth Police Department officially began in 1845 when 3 constables were appointed to keep the peace in town. Today, the department consists of 14 sworn officers, to include the Chief of Police, one Captain, four Sergeants, one Detective, one Community Liaison Officer, five Patrol Officers, one school resource officer, one front counter clerk, and one shared Animal Control Officer/Harbor Master. Department strength is supplemented by four Reserve Police Officers and four reserve weekend clerks. At any one time there is a minimum of two officers who patrol and respond to calls for service.

In 2023, the Cape Elizabeth Police Department responded to almost 12,000 calls for service. In addition to responding to calls within Cape Elizabeth, officers also routinely assist officers in South Portland and Scarborough when needed.

All Cape Elizabeth Police Officers are certified as Emergency Medical Technicians at the basic level. Officers are required to respond to medical emergencies along with members of the Cape Elizabeth Fire Department. Officers who are certified Emergency Medical Technicians are compensated at a rate of \$3.08/hr effective 07/01/2024.

The Cape Elizabeth Police Department promises to maintain the most highly trained and educated officers within the State of Maine. Officers have numerous opportunities to attend training classes in Maine and New England.



## Cape Elizabeth Police Officers may choose from a number of specialty positions:

- ❖ Field Training Officer
- ❖ Southern Maine Regional SWAT TEAM
  - ❖ Detective
- ❖ Cumberland County Human Trafficking Task Force
  - ❖ School Resource Officer
  - ❖ Community Liaison Officer
    - ❖ Firearms Instructor
    - ❖ Academy Instructor
      - ❖ OUI Instructor
    - ❖ Drug Recognition Expert
  - ❖ Defensive Tactics Instructor
    - ❖ Use of Force Instructor
      - ❖ Crisis Negotiator



# CAPE ELIZABETH POLICE DEPARTMENT

## POLICE OFFICER WAGES

POLICE OFFICERS	CURRENT	EFFECTIVE 07/01/2024
STARTING PAY	\$26.53/hr	\$27.32hr
AFTER 1st YEAR	\$27.73/hr	\$28.57/hr
AFTER 2nd YEAR	\$29.44/hr	\$30.32/hr
AFTER 3rd YEAR	\$30.57/hr	\$31.49/hr
AFTER 5th YEAR	\$32.14/hr	\$33.10/hr
AFTER 10th YEAR	\$33.23/hr	\$34.23/hr
AFTER 15th YEAR	\$33.56/hr	\$34.57/hr
AFTER 20th YEAR	\$33.90/hr	\$34.92/hr
COMMUNITY SERVICE STEP (EMT)	\$2.99/hr	\$3.08/hr



# CAPE ELIZABETH POLICE DEPARTMENT

## SICK TIME, VACATIONS, HOLIDAYS

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**SICK TIME**– Sick leave shall accrue to regular, permanent employees at the rate of eight hours for each calendar month of service cumulative to a maximum of 1120 hours

### VACATION TIME

Date of hire to 5th Anniversary	12 Days per Year
5th Anniversary of date of hire to 14th anniversary	17 Days per Year
14th Anniversary of date of hire to 19th Anniversary	22 Days per Year
19th Anniversary to Separation	24 Days per Year

### HOLIDAYS

- ❖ New Years Day
- ❖ Martin Luther King Day
- ❖ Presidents' Day
- ❖ Patriots Day
- ❖ Memorial Day
- ❖ Juneteenth
- ❖ Independence day
- ❖ Labor Day
- ❖ Veterans Day
- ❖ Columbus Day
- ❖ Thanksgiving Day
- ❖ December 25th
- ❖ Two Floating Holidays



Holiday Pay is time and a half, except for 3:00pm, December 24th to 11:00pm, December 25th/3:00pm New Years Eve to 11:00pm New Years Day/11:00pm on the eve of Thanksgiving Day and the eve of July 4th to 11:00pm on Thanksgiving Day and July 4th. These days shall be considered double time.

# CAPE ELIZABETH POLICE DEPARTMENT

## RETIREMENT PLANS

- ❖ The Town of Cape Elizabeth offers participation in the Maine PERS Special Plan 3-C (25 years, no age, 66%, Beginning 7/1/2021) for all police officers. For non-MainePERS participants, the town offers the ICMA Retirement Corporation Section 401A Money Purchase Plan. The town will match regular employees' contributions at a 7% of gross wages level.
- ❖ In addition, officers can also participate in a 457 deferred compensation plan with no match from the town.

## HEALTH INSURANCE

- ❖ The town participates in the Maine Municipal Employees Health Trust Comprehensive Plan. Employees have the option of choosing the MMEHT POS C Plan, the MMEHT PPO 500, or the PPO 2500 Plan. Single employees assume 10% of the cost of their health insurance premium. Employees who have coverage other than single coverage shall assume 20% of the total premium.

## EMT INCENTIVE

- ❖ All Police Officers shall be entitled to a Community Service Step upon their certification as a state certified EMT. This community service step is currently \$2.99/hr and will be increasing to \$3.08/hr effective 07/01/2024

## EDUCATIONAL INCENTIVE

- ❖ Associates Degree-\$0.63/hr (07/01/2024)
- ❖ Bachelor's Degree-\$1.24/hr (07/01/2024)
- ❖ Master's Degree-\$1.86hr (07/01/2024)

# CAPE ELIZABETH POLICE DEPARTMENT

## CLOTHING AND FITNESS

- ❖ The town shall provide up to \$600 per year for the necessary acquisition and replacement of uniforms for officers
- ❖ The town shall pay \$53 per month for uniform cleaning, payable in a lump sum on the first payday in each December
- ❖ The town shall provide up to \$270 per year to reimburse any employee for a fitness or health club membership.
- ❖ Upon passing the Maine Criminal Justice Academy's physical fitness testing program at the 50th percentile, each employee shall receive a \$700 annual stipend (\$600 for 40th percentile). The stipend shall be paid the first payday of each December. Officers have the opportunity to complete a 300 meter sprint in lieu of the 1.5 mile run.



# CAPE ELIZABETH POLICE DEPARTMENT

## HIRING PROCESS

### 1. Application

*A CEPD application may be accessed online at:*

<https://www.policeapp.com/Entry-Level-Cape-Elizabeth-ME-Police-Officer-Jobs/3152/>

*Please include a cover letter, resume, and your MCJA Alert Test and Physical Fitness Assessment results.*

### 2. Oral Interview

*Selected applicants will appear before a panel of Cape Elizabeth Police Department staff and will be asked a series of questions. These questions will be aimed at evaluating*

your decision making skills, problem solving skills, reasoning, ethics, and your overall fit within the Cape Elizabeth Police Department and community of Cape Elizabeth.

### **3. Conditional Offer of Employment**

After successfully completing the oral interview, the Chief of Police will make a conditional offer of employment to one of the applicants. This offer of employment. This offer of employment is contingent upon the successful completion of the background investigation, polygraph examination, psychological test, and medical exam.

### **4. Background Investigation**

The selected candidate will be given a background package which is to be completed accurately and entirely. **ANY FALSE OR MISLEADING INFORMATION THAT YOU DISCLOSED OR FAIL TO DISCLOSE MAY LEAD TO YOUR REMOVAL FROM THE HIRING PROCESS.** A detective from the police department will be assigned to verify the contents of the background package.

### **5. Polygraph Exam**

A certified polygraph examiner will administer the polygraph exam at a predetermined time and location.

### **6. Psychological Test**

An authorized consultant will administer a series of psychological tests and a subsequent interview with a licensed psychologist. The Chief of Police will then review the results and determine if the applicant is fit for the job.

### **7. Medical Exam**

A predetermined physician will perform a medical exam on the applicant. The purpose of this exam is to ensure that the applicant is medically fit for duty and determine whether or not the applicant has any condition that would prevent them from completing law enforcement required duties.

### **8. Academy Orientation**

The Maine Criminal Justice Academy will host an academy orientation day prior to the start of the Basic Law Enforcement Training Program. The cadets will receive information such as schedules, mandatory equipment, and any other relevant information. Cadets will also be required to complete and pass another physical fitness test at the 40th percentile.

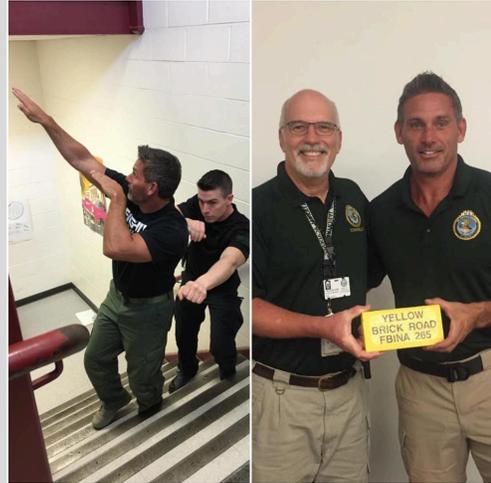
### **9. Basic Law Enforcement Training Program (BLETP)**

Unless having already done so, the applicant will attend the Basic Law Enforcement Training Program at the Maine Criminal Justice Academy. This 18 week residential style academy is both mentally and physically taxing. Cadets will learn about integrity, physical fitness, report writing, officer safety, use of force, community police styles, problem solving, verbal judo, de escalation, and other important topics

relevant to law enforcement. The Cape Elizabeth Police Department provides all necessary equipment needed and will pay the cadet his/her full time wages while they are attending the academy.

## 10. Field Training Program

Congratulations, you're now a certified police officer in the State of Maine! Upon graduating from the BLETP, you will return to the police department to complete your field training program with a trained Field Training Officer (FTO). While in this program, you will apply your academy training to real life situations. You will be graded at the end of every shift by your FTO and upon completion of the program, you will be allowed to patrol on your own.



# CAPE ELIZABETH POLICE DEPARTMENT

## Frequently Asked Questions

- ❖ Do I need to have a college degree?
  - While not necessary, college degrees are preferred and may assist you in making further in the hiring process
- ❖ How long does the hiring process take?
  - The entire process can take several months to complete depending on the number of applicants and time needed for a background investigation
- ❖ What if I am already a certified police officer?
  - Cape Elizabeth is always interested in certified police officers and if hired, these officers may be compensated for prior experience
- ❖ Do I need to live in Cape Elizabeth?
  - Cape Elizabeth does not have a residency requirement

- ❖ What is the schedule for a police officer?
  - Our officers currently work 8 hour days, with five days on, two days off. Officers work a rotating schedule, with each rotation being for two months. This rotation is dayshift (7a-3p), early shift (3p-11p), and overnights (11p-7a).
- ❖ What specialties does the Cape Elizabeth Police Department have?
  - The specialty positions within the CEPD are the detective position, school resource officer, and utility officer. Additionally, we have two members assigned to the Southern Maine Regional SWAT Team as well as one Certified Hostage Negotiator.
- ❖ Why should I join the Cape Elizabeth Police Department?
  - In addition to providing an excellent salary and compensation package, the Cape Elizabeth Police Department aspires to have committed officers who share a common goal of making the community of Cape Elizabeth a safe and caring environment for all to live, work, and recreate.

***COME JOIN OUR FAMILY!***

