



January 16, 2022 – 9:00 a.m.

**Public Hearing
on Proposed Amendments to the Northport Village Corporation Public Access Policy and
a Remote Access Policy
and a
Meeting of the Northport Village Corporation Board of Overseers**

**These are hybrid meetings – in person (masks required) in the Community Room of
Community Hall, 813 Shore Road, Northport, ME
and virtually at:**

<https://us02web.zoom.us/j/81524486155?pwd=OW1zcEhITkd2dmo5RGJhOTZDWct6QT09>

The public hearing will be conducted first, followed by the regular meeting of the Board of Overseers

Public Hearing

- Open the hearing.
- Review proposed Public Access Policy.*
- Receive public comments on the Proposed Amendments to the Public Access Policy.
- Review proposed Remote Access Policy.*
- Receive public comments on the Proposed Remote Access Policy.
- Close the hearing.

* Copies of the proposed policies are available at the Village Office and www.nvcmaine.org

Board of Overseers Meeting Agenda

- Call to order
- Agenda review
- Comments by members of the public
- Approval of minutes of the November 14, 2021 regular meeting and minutes of the December 12, 2021 regular meeting
- Village Agent Report
- Treasurer's Report
- Committee Reports, as needed
 - Finance
 - Governance
 - Proposed revised public access policy and proposed remote participation policy
 - Tree Warden and Tree Committee
 - Utilities
 - Infrastructure
 - Safety
 - Waterfront
 - Communications
 - Personnel

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- Ad Hoc Playground Committee
 - Consideration and proposed approval of Committee's recommendation for new playground structure
- Ad Hoc Parking Ordinance Implementation Committee
 - Consideration and proposed approval of recommendations to implement and enforce the parking ordinance
- Technology Officer Report
 - Social media accounts for NVC
- President's Report
 - Approval of agreement with Town regarding real estate taxes collection
 - Adoption of updated and new mandated Maine Criminal Justice Academy policies
- Town Liaison Report
- Nordic Aquafarm Update
 - Upstream Watch/DEP proceedings
- Other issues or reports
- Comments by meeting attendees
- Adjourn

Northport Village Corporation

Policy for Public Access

Reflecting Statutory Updates Through the
130th Legislature (2021)

Maine law provides as follows:

“Except as otherwise provided by statute, a person has the right to inspect and copy any public record in accordance with [1 MRSA § 408-A] within a reasonable time of making the request to inspect or copy the public record.” 1 MRSA § 408-A.

In order to assure that the Village citizens and the general public have access to these public records, the Village hereby adopts the following policies, all as permitted by the Law:

1. **Public records.** The term “public records” means any written, printed or graphic matter or any mechanical or electronic data compilation from which information can be obtained, directly or after translation into a form susceptible of visual or aural comprehension, that is in the possession or custody of the Village, its employees, or its elected or appointed officials and has been received or prepared for use in connection with the transaction of public or governmental business or contains information relating to the transaction of public or governmental business, except those records designated confidential by statute. 1 MRSA § 402(3).
2. **Exclusions.** The statute and definitions exclude many categories from the definition of Public Records, including, but not limited to: employees’ personnel files; Village papers and reports until signed and publicly distributed, working papers, drafts and interoffice and intraoffice memoranda used or maintained by any Overseer or Officer, committee chairperson to prepare proposed papers or reports for consideration by Village Overseers; and those matters which are designated as confidential or privileged under the law in 1 MRSA § 402(3A). The Village will comply with the mandate of the statute to read any exceptions narrowly so as to assure as complete public access as required by the laws of Maine.
3. **The right to inspect.** “A person may inspect any public record during reasonable office hours,” meaning during the regular office hours of the NVC or at other times as may be agreed between the Village and the requesting party. 1 MRSA §§ 408-A(1) and 402(6). The Village will not charge a fee for inspection unless the public record “cannot be inspected without being converted or compiled.” See below for the amount and scope of an allowed fee in the event compilation or the like is requested or required.
4. **The right to copy.** “A person may copy a public record in the office of the agency or official having custody of the public record during reasonable office

hours or may request that the agency or official having custody of the record provide a copy.” 1 MRSA § 408-A(2). The amount of the charge is set forth below.

5. **Acknowledgement and time estimate.** The Village will acknowledge any request within 5 working days of receipt. Within a reasonable time of receiving the request, the Village will provide a good faith estimate of the time necessary to comply with the request, identify any clarifications of the scope of the request, and include an estimate of potential cost of production. 1 MRSA §§ 408-A(3) and 408-A(9).
6. **No requirement to create new record.** The Village has no duty to create a public record that does not exist. 1 MRSA § 408-A(6).
7. **Electronically stored public records.** The Village recognizes that Public Records include those Public Records stored electronically, whether on-site or off-site. Those documents will be produced in paper form unless otherwise agreed between the Village and the requesting party. 1 MRSA § 408-A(7).
8. **Public Access Officer.** The Village designates the President of the Board of Overseers as the Public Access Officer. Requests for records may be submitted to the Public Access Officer through the email president@nvcmaine.org or by USPS to:

Public Access Officer
Northport Village Corporation
813 Shore Road
Northport, ME 04849
9. **Response to Request.** If the Village determines the request is inconsistent with the Freedom of Access statutes, within five working days of the receipt of the request, a written notice of denial setting forth the reasons for the denial shall be provided. 1 MRSA §§ 408-A(4) and 408-A(4-A).
10. **Public Access Ombudsman.** Any complaints about the Village’s compliance with any request should be directed to the Maine Public Access Ombudsman at (207) 626-8577. Under no circumstance shall any requesting party berate, harass, or intimidated any employee or representative of the Northport Village Corporation.
11. **Original Records.** No original records belonging to the Northport Village Corporation shall be removed by any requesting party at any time
12. **Fees.**
 - a. **Paper Copies.** From original paper source or from electronic copies, \$0.10 per copy for standard 8x11 black and white copies, provided that this amount may be adjusted as permitted by future changes to Maine statutes. 1 MRSA §

408-A(8-A) and PL 2021, c. 313, §1. Postage will be charged with a handling fee of \$2.00, in addition to the copy cost.

- b. **Research.** If the Village may charge a fee to cover the actual cost of searching for, retrieving and compiling the requested records, which time shall include any reviewing and redacting of confidential information. The Village will not charge for the first 2 hours of staff time per request, but will charge \$25 per hour for any time after 2 hours, provided that this amount may be increased as permitted by future changes to Maine statutes. 1 MRSA § 408-A(8-B) and PL 2021, c. 375, §1. There shall be no research charge for standing orders other than for research required at the time the standing order is initiated.
- c. **Payment.** Payment may be required in advance if the estimate of cost exceeds \$100, subject to prompt refund of any excess amount received, or if the requester has previously failed to pay a properly assessed fee. If advance payment is inadequate, final payment shall be made before delivery of copies. 1 MRSA § 408-A(10).
- d. Nothing in this section shall limit the right of the Village to distribute copies free of charge in connection with the conduct of a public proceeding.

Resources:

- 1 MRSA § 402:
<https://www.mainelegislature.org/legis/statutes/1/title1sec402.html>
- 1 MRSA § 408-A: <https://www.mainelegislature.org/legis/statutes/1/title1sec408-A.html>

For Review: 10-31-21

As further revised and recommended: 1/12/22

REMOTE PARTICIPATION POLICY

Board of Overseers Northport Village Corporation

Pursuant to 1 M.R.S. § 403-B, and after public notice and hearing, the above-named Board of Overseers adopts the following policy to govern the participation, via remote methods, of members of the Board of Overseers and the public in the public proceedings or meetings of the Board of Overseers.

Members of the Board of Overseers are expected to be physically present for meetings except when not practicable, such as in the case of an emergency or urgent issue that requires the Board of Overseers to meet via remote methods, or, in the absence of a member due to illness or significant difficulty traveling to the meeting location. The chair or presiding officer of the Board of Overseers, in consultation with other members if appropriate and possible, will make a determination that remote methods of participation are necessary in as timely a manner as possible under the circumstances. A member who is unable to attend a meeting in person will notify the chair or presiding officer as far in advance as reasonably possible.

Remote methods of participation may include telephonic or video technology allowing simultaneous reception of information and may include other means necessary to accommodate disabled persons. Remote participation will not be by text-only means such as e-mail, text messages, or chat functions.

The public will be provided a meaningful opportunity to attend via remote methods when any member of the Board of Overseers participates via remote methods. If public input is allowed or required at the meeting, an effective means of communication between the Board of Overseers and the public will also be provided. The public will also be provided an opportunity to attend the meeting in person unless there is an emergency or urgent issue that requires the entire Board of Overseers to meet using remote methods.

Notice of all meetings will be provided in accordance with 1 M.R.S. § 406 and any applicable charter, ordinance, policy, or bylaw. When the public may attend via remote methods, notice will include the means by which the public may access the meeting remotely and will provide a method for disabled persons to request necessary accommodation to access the meeting. Notice will also identify a location where the public may attend the meeting in person. The Board of Overseers may not determine that public attendance at a proceeding will be limited solely to remote methods except when an emergency or urgent issue exists that requires the public body to meet by remote methods. The Board of Overseers will make all documents and materials to be considered by the Board of Overseers available, electronically or otherwise, to the public who attend remotely to the same extent customarily available to the public who attend in person, provided no additional costs are incurred by the Board of Overseers.

All votes taken during a meeting using remote methods will be by roll call vote that can be seen and heard if using video technology, or heard if using audio technology only, by other members of the Board of Overseers and the public.

This policy will remain in force indefinitely unless amended or rescinded.

**Minutes of the Meeting of the Northport Village Corporation
Board of Overseers**

November 15, 2021 – Hybrid live meeting in Community Hall and virtual via Zoom

Attendees:

President: Janae Novotny
Treasurer: Wendy Huntoon (virtually)
Clerk: Beanie Einstein
Village Agent: William Paige

Overseers:

Brady Brim-Deforest
Lisa Fryer (virtually)
Steve Kazilionis
Vicky Matthews (virtually)
Judy Metcalf
Michael Tirrell (virtually)
Jeffrey Wilt

Meeting Called to Order 9:04 a.m.

Approval of Minutes:

Jeffrey Wilt made a motion to approve the minutes of the October 10, 2021 Overseers meeting, seconded by Brady Brim-Deforest.

Voted: Unanimously passed.

Public Comments:

Dan Webster thanked the Overseers for providing handouts prior to the meeting.

Village Agent:

Bill Paige said a copy of the Village Agent's Report is available on the NVC Website.

The memorial park bench at the playground in Ruggles Park has been removed, and a family member, Ed Lord, funded a new memorial bench. The memorial bench in Bayview Park was destroyed when a vehicle backed into it, and it has been removed.

Due to the torrential storms we have been experiencing in short periods of time, several areas have washed out again and there are more repairs to be done. It is imperative that these roads be made accessible so fuel trucks can access the homes. Bill P. recommended that repairs on Pleasant Street be deferred to the spring as no one is in residence until next year. Steve K., Infrastructure Chair, and Bill P. will meet to address the road issues. Future budget planning needs to address funds for infrastructure and increased costs for upkeep and repair. We can't stay on a "shoestring" budget.

Janae N. asked what the process was if the Village experiences another washout. Wendy H. stated the village currently has \$3,000.00 left in the budget for roads and some funds available in Contingency Fund as well.

Bill P. is currently waiting on invoices from the Town of Northport for shared road and catch basin expenses and an invoice from Scott Munroe from Bayside Marine. Wendy H. will contact Scott Munroe regarding his invoice.

Prock Marine is waiting for materials to start the project on the Wharf.

A letter has been sent to the property owner on 34 Main regarding their encroachment. There is a deadline of December 1, 2021 to remove these materials.

Bill's temporary assistant worked out well and may be available in the spring.

Treasurer's Report:

Wendy H. stated that some of Project Canopy's costs were mistakenly put on the Seawall Warrant. Judy M. made a motion, seconded by J. Wilt, that the \$1570.00 invoice on the Seawall Warrant for the Project Canopy activities be moved to the General Warrant.

Voted - Unanimously passed.

Discussion ensued about improving the process for presenting overseers with warrants and related invoices. Judy M. said warrants could be signed electronically with invoices attached.

It was noted that the Maine Municipal Bond payment did not appear on the Warrant. Judy M. made a motion, seconded by Steve K., to approve the Maine Municipal Bond payment for \$6293.45 out of the Sewer Account.

Voted – Unanimously passed.

Wendy H. recommended that the Overseers review and approve the December warrants electronically because they will not meet in December. Jeffrey W. made a motion, seconded by Steve K. to pay the December warrants electronically since there will not be a December meeting of the Overseers.

Voted – Passed unanimously.

Discussion ensued regarding frustrations regarding the process for warrant approvals and financial reporting to the overseers. Janae N. suggested that these financial process issues would be addressed at the Overseers workshop on December 12.

Finance Committee:

Judy M., Chair, stated that the committee had a very productive meeting on November 9, 2021. Any unexpended money budgeted for this year should go into reserves to spend, not hold. She encouraged Committee chairs to create a “wish list” for their committees. J. Wilt stated that Waterfront Safety is looking into signage for the waterfront and will receive quotes for it.

Discussion ensued regarding a process for assuring that unspent 2021 funds can be spent in 2022 on pending and identified needs rather than going into reserves. A motion regarding funds for signage was withdrawn. Judy M. made a motion, seconded by J. Wilt, to address the unexpended funds issue at the December 12, 2021 Finance Workshop being held from 10 a.m.-12:00 noon.

Voted – Unanimously passed

Governance Committee:

Judy M., Chair, stated there will be a public hearing in January on a Remote Participation Policy and a Policy for Public Access.

The current NVC Zoning Ordinance needs clarifications regarding public space use. The committee is reviewing the public lands owned by the NVC to develop policies to recommend.

Tree Committee:

Lisa F., Chair, reported that a representative from the Canopy Tree Grant visited Bayside and made recommendations for caring for the new trees that will be implemented in the spring. 48 ½ volunteer hours has been logged and submitted to the grantor. The Tree Committee is still waiting to hear back from Hawks on a quote for Ash Borer treatment, and may look for an alternative resource.

The arborist has looked at a tree on Clinton and indicated that it needs pruning and will check the tree in the spring. Pruning of the dead limbs was quoted at \$500.00.

Judy M. made a motion, seconded by Brady B., that \$500.00 be approved to prune the tree on Clinton Avenue.

Voted – Passed unanimously.

Utilities:

David Crofoot, Chair, reported. As a result of September violations, the Sewer Department has increased pumping of the tanks.

2022 Water Budget

Water Budget is straightforward. It includes a 3% salary increase for B. Paige and it includes S. Field's salary, shared with General and Sewer. The 2022 budget needs to be approved by the Overseers.

J. Wilt moved, seconded by Judy M., that the Overseers approve the Water Department 2022 Budget recommended and approved by the Utility Committee.

Voted – Passed unanimously.

2022 Sewer Budget

Expenses have increased substantially due to the more frequent sludge pumping now required by the DEP and related electricity costs, plus the increase amount of chemicals required and increase year-round use. The Utility Department is looking at a \$12,000-\$13,000 deficit. The Committee is proposing a \$75.00 a year rate hike billed at an increase of \$25.00 for each trimester. The previous rate increase was intended to cover the cost of moving from 4 months to 12 months a year treatment, but it was insufficient to cover the actual increased costs.

Judy M. made a motion, seconded by Jeffrey W., to approve a sewer rate increase of \$75.00 a year, \$25.00 per trimester, for a total of \$789.00 per year and approve the 2022 budget as amended. Discussion ensued.

Voted – Passed unanimously

An insert will be included with the March utility bills informing residents of the increased rate and reasons for the increase in their sewer bills. David C. will draft a letter to the customers and the Communications Committee will post on the NVC website.

Infrastructure Committee:

Steve K., Chair, and B. Paige will assess needed road repairs.

The owners of 21 Maple Street filled a ditch with crushed stone to create a parking place. Filling in the ditch resulted in a washout that damaged Oak and George Streets, which need to be repaired. Recommends notifying the property owners of 21 Maple Street that the ditch needs to be restored and the washout needs repair at the owners' expense.

Judy M. moved, seconded by Steve K. that the owners of 21 Maple Street be notified that they need to restore the ditch and repair the washout on Oak and George Streets caused when they filled the ditch with crushed stone.

Voted – Passed unanimously.

Steve K. suggested that the NVC approach the Yacht Club regarding funding the mooring for the boat float, as they are the primary users of the float.

Steve K. made a motion, seconded by Judy M., that the Overseers may approve removal of memorial benches as needed.

Voted – Passed unanimously.

Steve K. noted that Ed Lord recently funded the replacement of a memorial bench.

Safety Committee:

Michael T., Chair, no report. Committee will be meeting soon.

Waterfront Committee:

Jeffrey W., Chair. No report. Committee has not met since the last Overseer meeting.

Communications Committee:

Lisa F., Chair, reported. The Committee continues to make improvements to the NVC website. A letter regarding encroachments on NVC property has been posted on the website. Public notice regarding the Winter Parking Ban is also on the website and has been published in the newspaper.

Any committee announcements, meeting summaries, etc., should be send to the Committee as a PDF so they can be posted in a timely manner. The Committee should receive this information first and they will then pass on to Dan W. for his website. Judy M. asked the Overseers to get this information to the Committee five (5) business days prior to the announcement.

Brady B. is providing technical assistance and is working on a “bill pay” link for the Website.

Michael T. – We are applying for a domain name for .gov designation. Shifting the domain from .org to .gov is a cost saving measure. They had hoped to choose a more intuitive name with “Bayside” however there are restrictions when using “.gov”

Brady B. made a motion, seconded by Judy M. to that the NVC apply for a .gov domain name.

Voted: Passed unanimously.

Brady B. will prepare a .gov domain request letter for President J. Novotny’s signature.

Personnel Committee: No report.

Playground Committee:

Brady B. – The Committee has had four meetings since October 10 and continues to meet on a weekly basis. The Committee has hit the ground running with a research team and fund raising team and looking into grants. Their goal is currently \$40,000, which will include the play set structure, ground prep, etc. The Committee plans to bring a recommendation to the Overseers' at their January meeting and hopes to have the equipment installed prior to the start of the season.

A survey was posted on Dan Webster's website for public input.

Judy M. made a motion, seconded by Brady B., that the Playground Fund be set-up in a separate account and any donations received in excess of their goal be put in said account.

Voted – Passed unanimously.

Parking: No report.

Technology Committee:

Brady B. – The Committee is engaged with a company who provides our utility software for an on line "bill pay" option.

President's Report:

Halloween: A Town Selectperson suggested that as an outreach to the Town, the NVC could consider organizing "trick-or-treating" and invite Drinkwater School children to trick or treat in Bayside. If we want to pursue this, we have time to find an organizer for an event in 2022.

Pending Town issues: We need to update our three contractual agreements with the Town for tax collection, sanding and plowing, and roads and catch basins.

Other: I have asked Brady B. to identify confidential email procedures and a potential portal on our website for officers and overseers to communicate regarding legal matters, personnel and other issues protected from disclosure under the public records laws. As directed, I sent a letter to the upper Main Street property owners about their encroachments in the road.

Nordic Aquafarms: No report.

Comments by meeting attendees:

Chris Maseychik, 5 North Avenue, informed the Overseers' that a five foot strip of land between 7 North Avenue and 9 North Avenue, according to the Greenlaw Map, belongs to the village.

Chris M. – There is construction planned, per a Building Permit issued, on the property at 1 North Avenue for extensive renovation. He would like the owner to be aware of the “15 Minute Standing Rule” in the Parking Ordinance.

Judy M. will make contact with the property owner and inform him of the Parking Ordinance requirements.

Janae N. asked whether the Town of Northport's Code Enforcement Officer sends copies to the Village of building permits issued. Jeff W. indicated that there is no pre-inspection of properties if a sewer permit is not required.

Executive Session:

The Overseers convened in Executive Session at _____ and returned to public session at 11:28 a.m.

Judy M. made and _____ seconded a motion to increase Bill Paige's hourly rate of pay by 3.0% for all hours worked effective January 1, 2022.

Voted: Passed unanimously.

Brady B. made and Michael Tirrell seconded a motion to approve \$1800.00 net for fund end-of-the-year recognition checks for employees.

Voted: Passed unanimously.

J. Novotny will arrange for checks to be prepared in the amounts discussed in executive session and will arrange for their delivery on behalf of the Overseers and Officers.

Adjournment:

Janae N. made a motion, seconded by _____ and the meeting was adjourned at 11:55 a.m.

**Minutes of the Meeting of the Northport Village Corporation
Board of Overseers**

December 12, 2021 – Hybrid live meeting in Community Hall and virtual via Zoom

Attendees:

President: Janae Novotny
Treasurer: Wendy Huntoon (virtually)
Clerk: Beanie Einstein
Village Agent: William Paige

Overseers:

Brady Brim-Deforest (virtually)
Lisa Fryer (virtually)
Steve Kazilionis
Vicky Matthews
Michael Tirrell (virtually)
Jeffrey Wilt

Meeting Called to Order 9:14 a.m.

Approval of Minutes:

The Minutes of the November meeting are not ready for approval at this time.

Public Comments:

Blair Einstein, 24 Bay Street, said he had heard that the Butters Cottage in Merithew Square was in the process of being declared a condemned building. Judy M. referred him to the CEO in Northport, Toupie Rooney, who would handle such matters.

Village Agent's Report: Bill Paige

The Overseer received Bill Paige's report (attached) prior to the meeting. There were no questions from the Overseers.

Treasurer's Report: Wendy Huntoon

Janae N. - The warrants with their invoices were not printed prior to the meeting. The warrants will need to be signed electronically. Wendy will talk with Nina.

She has sent out the Financial Report with estimated actuals to the Overseers to help the Overseers with the use of end-of the year excess funds.

Audit – There has been no additional progress to date. She has provided additional data to Purdy Powers. NVC will need to engage additional help in order to complete the outstanding items. Once these items are completed, Purdy Powers will be able to complete the audit.

Janae N. referred to the Agenda item regarding a recommendation to allocate \$5,000 of unspent 2021 funds to complete the 2020 audit and retain help to make the

corrections needed to complete the 2020 audit. This money would cover retaining a firm as well. A firm has been identified and can start right away to make the corrections needed.

Judy M. moved, seconded by J. Wilt, that the Overseers act on the recommendation to engage additional help to complete the outstanding items needed to complete the 2020 audit up to \$5,000.00. Discussion ensued.

Wendy explained that an external firm will need to be engaged as these outstanding items cannot be completed by Purdy Powers, i.e. a firm can not audit their own work. Utilities will be contributing to the \$5,000.00 as well.

Janae N. noted that the \$5,000.00 number was based on hours needed to complete outstanding items and monies needed for Purdy Powers to complete the audit.

Judy M. amended her motion. She made a motion, seconded by J. Wilt, that the NVC retain the firm, Wilke & Associates, recommended by the Personnel Committee, to do all the work necessary to complete the 2020 Audit, with the village expending up to \$2500.00 and with the Utility Department being directed to spend the rest proportionately based on the work done. This recommendation was amended to include work done by Wilke & Associates and Purdy Powers, our auditors.

Voted – Unanimously passed.

Janae N. - The Village will need to find a new bookkeeping firm as soon as possible. Nina R. has resigned and is leaving January 15. Nina will be doing the January warrant so the invoices will be paid. The Finance Committee and Personnel Committee need to work together to find a new firm. Presently, no firm has been identified. Nina R. will work to help the transaction go smoothly.

The Personnel Committee is recommending that the NVC allocate up to \$600.00 of the unspent 2021 funds for technical support for the office staff. Current office staff does not have sufficient technical knowledge to support the transition. The Committee is looking to hire a company such as Archangel Computers. Volunteer support is not enough to complete this transition.

Brady B. questioned whether the Village had received payment from the Town of Northport. Wendy H. said that payment is still outstanding and usually paid toward the end of the year.

Judy M. moved, seconded by Michael T, to endorse the recommendation of the Personnel Committee to spend up to \$600.00 from unspent 2021 funds for technical support of office staff in 2022.

Voted – Unanimously passed.

Committee Reports (Only Committee that need Overseer Approval)

Ad-Hoc Playground Committee: Brady Brim-Deforest

The Committee is nearing the finish line as far as the research and ground preparation for the playground. The Committee will present their recommendation to the Overseers at their January 16, 2022 meeting for their approval. This will be a single recommendation for the structure and ground cover. The Committee is looking to the Board for guidance and will not proceed without their approval. The hope is to get this project completed prior to the beginning of the summer season.

The Committee is seeking the Overseers approval for an online silent auction to be launched in January to help close the funding gap. NVC has currently received a little over \$15,000 (from the first round of fundraising) and are looking at a target budget of \$42,000. Residents are eager to have a definitive plan as far as total monies needed. Discussion ensued.

Brady B. moved, seconded by Jeffrey W., approval for the Ad Hoc Playground Committee to engage in an online silent auction fund raising effort in January as step 2 in the Committee's fundraising plan.

Voted – Unanimously passed.

The predominant results of the committee's playground survey show that a majority of the residents want the merry-go-round to stay. Many felt that some safety issues should be addressed, i.e, replacing the wood on the structure with rounded corners and addressing ground cover under the merry-go-round. The Committee would like the Board to vote on: 1) Should the merry-go-round stay or should it be replaced with a newer structure; and 2) If the merry-go-round stays, he requests the Board's approval for repair and modification of the merry-go-round to be done by volunteers. Volunteers are in place to do and fund the repairs. He explained that a core requirement when buying new equipment is that it must be commercial grade and ADA compliant. Those requirements do not apply when you are replacing and repairing equipment.

Lisa F., Jeffrey W. and Judy M. spoke in favor of keeping the structure. Judy M. instructed the committee volunteers to work under the direction and guidance of the Village Agent Bill P.

Judy M. made a motion, seconded by Lisa F., to vote that the merry-go-round remain in place.

Voted – Passed. Brady B. abstained.

Brady B. made a motion, seconded by Jeffrey W., to repair and maintain the merry-go-round as needed and authorize volunteer members of the community to do these repairs and fund same. Any repairs or modifications will take place under the guidance of Bill P.

Voted – Unanimously passed

Governance Committee: Judy Metcalf

Judy M. - At the last meeting there was a discussion about enforcement of the Parking Ordinance on North Avenue with contractors at the bottom of North Avenue. She has reached out to the owner, through his lawyer, and told him of the problem. They have been expressly advised, in writing, that their contractors can't park their vehicles on the street. She has not had a response from that communication nor has she heard any further concerns.

There will be two public hearings at the January overseers meeting regarding 1) Remote Participation Policy and 2) Policy for Public Access for our Documents. There will be a notice in the Republican Journal in the next several weeks to remind residents of these hearings.

Town Liaison Report: Jeffrey Wilt

Jeffrey W. goes to all the Town meetings and quarterly Janae N., Bill P. and Jeffrey W. attend these meetings. The next meeting is Monday, December 13 where all three of them will be attendance.

Public Comments: No public comment.

Adjournment:

President, Janae N., made a motion, seconded by Jeffrey W. to adjourn the meeting. The meeting was adjourned at 10:12 a.m.

**Northport Village Corporation
Village Agent Report
January 16, 2022 Board of Overseers Meeting**

Parks

- Ruggles Park: When the floats are removed in the spring, Farley will return to deal with that area.
- Bottom of Ruggles Park: Water running down the public walkway between 3 and 5 Park Row that washes silt and rocks down the side of the Park Row extension and around the corner of the boat ramp down toward the Bay. Met with contractor to discuss installing a storm drain to capture that water. Infrastructure Committee is discussing.
- Water runoff in front of the new treatment plant: The hot top elevation is not high enough to prevent water runoff from collecting at the stairs to the new treatment plant. In discussion with contractor to remedy. Contractor unofficially saying that it is “up to grade” and not really a problem.
- Parks maintenance: Plan to work with Tree Warden/Tree Committee to recommend scope of a parks/grounds maintenance contract (not the lawn mowing contract.)

Wharf and floats

- Infrastructure Committee agrees that wharf delayed maintenance is the first priority.
- Necessary repairs identified in annual wharf inspection by Pinnacle Hill Marine Engineering. Prock Marine has spent several days completing the authorized repairs. Final cost was less than they estimated.
- Swim float: Will need two new ladders for next summer. Estimated cost is \$325 each. Due to supply issues, stainless steel rather than galvanized steel will be used. Metal and woodwork for landing that the ramp sets on the float needs repair. Waiting for an estimate from Scott Munroe.
- Boat float repairs: Need new rub rail on south end of the boat float. Have purchased new rub rail and will need to coordinate with volunteers in the spring to install. Need to inspect boat float and dinghy float for needed repairs.
- Signage: Safety Committee and Wharfmaster have requested new signage regarding swimming safety and fishing rules. Will work with Safety, Wharfmaster and Communications to have new signs ready for next season.

Roads

- Working with Infrastructure Committee on road issues.
- Broadway: Residents have raised concerns about the October washout between Griffin and Main and the deepening ruts and potholes. I have spoken to the Road Commissioner about this.
- Crushed stone at base of Ruggles Park: During the seawall construction project, I told the project engineer and Infrastructure Committee Chair about my concerns

with the proposed crushed stone. I pointed out that the crushed stone would look good for the first year and then we would have a maintenance issue. Crushed stone does not freeze and would be scooped up by the snowplows. I recommended extending hot top for the parking area in front of the seawall and using gravel for the other areas. This winter, the Town and Village snowplows have plowed up the crushed stone, and we need to decide how to resurface the area in the spring.

- No Parking signs: Following past practice, we should request that the Town pay for any signs needed on Bay and Sea Streets to implement the parking ordinance.
- Water at head of Pleasant Lane: Talked with Road Commissioner about possibility of a storm drain on Broadway to address water running down Pleasant Lane. He advised me to have Brown's Excavation to look at it and give an estimate for the work. Brown's has been too busy. He asked me to check into raising the storm drain at Merithew Square to reduce the depth of the "speed bump" there and give him the estimate. Unlikely that the Town will be able to address these issues in the current budget.
- Shore Road and Bluff Road: Asked the Road Commissioner to cut back the brush in the road right-of-way at points along these roads where tree limbs and shrubs are hanging over/in the roadway. Has not been done yet.
- New encroachments on NVC property. 34 Main Street owners have been informed in writing that their in-progress arbor and cement block flowerbed are in the 45-foot Main Street road right-of-way and must be removed. Encroachments have not been removed. Cinder blocks were moved back slightly to be even with arbor, but all are still in the roadway. And, the residents have been parking their truck in the roadway and in the snow plow path.
- Storm damage: More storms in December caused further Village road damage requiring repairs.
- Storm drain cleanout: Bill from Town for storm drain cleanouts was more than \$6,000. We pay half and the Town pays half. Our normal share is about \$2500.
- Storm damage repair costs: Submitted our repair costs to the Town for potential reimbursement if the Town receives federal emergency funds.
- Property owner complaints about water runoff from village roads: Whenever I have an opportunity, I advise property owners building new structures or doing major remodels to build their foundations higher than the crest of the road grade to avoid flooding. Property owners who ignore this advice then complain that runoff from the road floods their property and they want the village to do something about it. I suggest that we figure out some other ways to communicate this information. Website? Zoning ordinance?

Miscellaneous

- I continue to field calls from private contractors working throughout the Village on current and planned projects in the Village.
- I continue to deal with various villagers with issues they want addressed.
- Community Hall cleaning. We still need to find an affordable option for annual spring-cleaning upstairs. (Commercial companies want \$1,000+ for one annual cleaning.)

- CMP's replacement of poles on Shore Road and Bluff Road: During this work, I am onsite daily (Dig Safe) showing them where water and sewer lines are.
- Pending issues: (1) determined that tree near 34 Clinton Street that needs to be removed is in the Village 40 foot right-of-way in that area. Arborist determined that it is not dead, but dead limbs need to be removed. Property owner disagrees and would like tree removed. Scheduling a meeting with the arborist to make sure he is looking at the right tree.

Village projects/needs on the near and far horizon with budget implications

- **Ruggles Park Playground**
- **Basketball court**: Resurfacing needs to be included in 2023 budget.
- **Parking Ordinance Implementation**: Requires new signage and work to prepare Cradle Park/Grove Street for parking.
- **Community Hall**: The back of the hall needs to be assessed for potential reshingling needs. The bottom trim needed to be repaired, patched and cracks filled to reduce a rodent issue.
- **Floats replacement**: It is time to begin setting aside and saving money to replace the swim float. Replacement cost ballpark: \$25-45,000. Then, it will be time to save for a new boat float. Working on refining a cost estimate.
- **Inshore mooring block for the boat float**: The block is near the end of its life and needs to be replaced.
- I am still seeking estimates from companies and individuals who consistently do good work with projects like Merithew Square and Library ground maintenance, so that we can add these areas to our parks maintenance plan to be included in the budget and managed by the Village. Donations can continue to be accepted, as available, and the work will be arranged for and overseen by the Village.
- **Bayview Park**: The estimate to reshingle the gazebo (old gatehouse roof) on Bay Street with good architect shingles, and add some needed bracing is \$5,000.

Recent Utilities Activities

- Researching future water line on Bluff Road.
- At Town Administrator's request, met with Town Administrator, Road Commissioner and Bluff Road resident regarding needed removal of mailbox for safety reasons. Advised about location of sewer and water lines.
- Attended Town Select Board meetings regarding the Ordinance for Traffic Control & Vehicle Weight on Posted Ways to request an exemption from seasonal posting restrictions for trucks delivering chemicals to the wastewater treatment plant. Our request was granted.

Submitted by Bill Paige, Village Agent.

Treasurer's Report
01/16/2022

- **Warrants**
 - Warrants were distributed, reviewed and approved electronically and approved bills were paid. (See document repository)
- **Financial Reports**
 - Financial Reports were circulated by the Finance Manager separately. (See document repository)
- **Bookkeeping and Finance Manager**
 - Continued to work with the personnel committee and finance manager to identify financial tasks and responsibilities for bookkeeper and finance manager, including for an interim bookkeeper if necessary.
 - Collected available electronic versions of NVC's financial procedures manual. (See document repository)
 - Participated in interviews with potential candidates.
 - Updated bookkeeping transition document. (See document repository)
- **NVC Office Support**
 - Provided (20 hours) admin support for warrant and financial reporting process and addressing questions resulting from the Overseers meeting.
 - Addressed online security issues.
- **2020 Audit**
 - Worked with Wilke & Associates and Purdy Powers to provide access to the 2020 audit documents needed to review and identify corrections to NVC's general audit.
 - Confirmed with NR Bookkeeping that they will continue past the date of their contract to make the corrections to the 2020 general ledger in Quickbooks in support of the audit.
 - Confirmed with NR Bookkeeping that they would continue past the date of their current contract to close out fiscal year 2021 as well as make any correction identified for 2020 that are needed for 2021.
 - Financial Controls - Needs to be reviewed by the Overseers to ensure that stated controls are followed. (See document repository)

Infrastructure Committee Report

Road project overview - Executive summary

I spent 4 hours with Bill Paige looking at road infrastructure within the Village. The results of those discussions along with the input of the Infrastructure Committee have been distributed separately as an excel spreadsheet. The remainder of this note will expand on some background that informed those recommendations.

Surface runoff

Almost every change to roads and housing in the Village changes surface runoff. New buildings interrupt the natural flow of water that existed prior to construction. Roofs (particularly metal roofs) increase and consolidate runoff in ways that can bypass what had been successful drainage strategies. Driveway paving dramatically increases runoff by as much as 700% compared to the pre-existing gravel surfaces. Residents fill ditches, build rock walls or other structures that redirect the existing water flow.

The end result of these changes in the direction of flow and the increases in flow is to overwhelm drainage systems that were not designed for the additional volume.

These “realities” suggest that the NVC take approaches to mitigate increases in or redirection of flow. I have recommended additions to the zoning ordinance (via the Governance Committee) that would address the more significant issues. I am also recommending that the Village NOT pave any additional roads in the Village in the foreseeable future. The more we pave, the bigger the runoff issues become.

Many thanks to Bill Paige and John Crowe for helping me to better understand the above.

Encroachment

Many structures / properties encroach upon Village property and right of ways (ROW). For the most part I think of this as “benign” encroachment – situations that have existed for decades. Lacking accurate surveys, corners of porches and cottages, gardens and walls were built in the ROW.

More recently, some residents have expanded their properties by installing walls, gardens or other structures in the ROW that is not part of their deeded land.

For the most part these situations can remain “as is” for now. The Overseers have sent a notice to property owners of record clarifying the ROW for roads and the responsibilities of owners who encroach upon the ROW.

As the Village improves roads, it is likely that some of these encroachments will need to be removed. If the Governance Committee chooses to adopt the zoning ordinance recommendations I offered, future encroachments should be limited.

Infrastructure Committee Report

I have recommended that signage be installed in several areas to clearly identify Village property; for the most part these are walkways as defined on the Greenlaw map. These include Stable Row, the walkway and property on Griffin near the old jail, the walkway from North Avenue to the northern border of the property. I also recommend installing large rocks to prevent drive thru and parking in these areas.

Overseer actions

The issues below will be presented to the Overseers in the form of a motion at the 1/16 meeting.

1. As described in the Road project list, Pleasant Lane is a walkway which cannot be upgraded to a road. In winter it is dangerous to plow. The Overseers will be asked to approve a motion to designate Pleasant Lane as a walkway and to notify abutters that it will not be plowed in the winter. This would allow “summer season” access and should be signed as closed during the winter months.
2. As described in the Road project list, there are three walkways that should be marked with signs. Vehicle access to these walkways should be prevented by installation of large boulders. This is part of an effort to preemptively avoid future encroachments.
3. West Avenue should be designated as a seasonal access road and should be signed as such during the winter months.

There will be additional recommendations for priorities and funding after I meet with the residents of North Avenue and Lower Clinton to gather their concerns and recommendations for these roads. That said, the options for improvements to North Ave are extremely limited. I offer the following to bring the Overseers up to speed on some key points:

- Maximum road ROW width appears to be 16’
- For most of North Ave the ROW width is only 12’
- At the base of North Ave, the road appears to encroach significantly on the Knott property
- Assuming emergency vehicle access is a priority, the most likely recommendation will be to ban parking on all of North Ave. including the wide area at the waterfront.

If the Overseers ultimately decide to ban parking here, the need to make Cradle Row a meaningful parking area will be more of a priority.

I also plan to schedule a meeting with Main Street residents this spring/summer to gather their thoughts.

Note: the road priority spreadsheet and Infrastructure Committee meeting minutes have been distributed separately.

Infrastructure - road condition and project plan - DRAFT

As of 12/31/2021

DRAFT

Road Segment	Condition	Additional detail	Notes	Cost estimate	Funding source
Auditorium Pk	1		Reconstructed / repaved in 1902. Widen / repair apron in selected locations.		
Bayview Pk	1		Recreate right of way to White Rock cottage per original Greenlaw map?		
CH Parking Lot	1		Repave as part of a larger future project		
Clinton - Lower	4	5	Engineering, surveys and funding via bond required		Bond
Clinton - Middle	4		Engineering and surveys may be required. Rebuild as needed.		
Clinton - Upper	1				
Cobe Road	1				
Cradle Row	3		Need guidance from the Overseers regarding priority		TBD
Griffin - Lower	2				Reserves
Griffin - Upper	1		Recrown, install larger culverts		Reserves
Griffin Street walkway (next to jail)	1		Install rocks to prevent thru traffic, define Village property boundaries		Annual Budget
Main - Middle	4				
Main - Upper	4	7	Number 3 priority for road reconstruction		Reserves
Maple - Lower	1		Reconstructed in 1900. Increase curb height as part of a larger paving project		Bond
Maple - Upper	1		Recrown to repair construction wear and tear		Annual budget
North Avenue	4	5, 6	Engineering, surveys and funding via bond may be required		Bond
North Avenue walkway (above Andraru cottage)	1		Install sign - Village walkway - no parking lot 68		Annual budget
North Avenue walkway (Beal Walk)	1	2			
Oak St	1	8			
Park Row	1				
Park Row extension (Park Row to boat ramp)	2		Install culvert, connect to storm drain to stop washout behind the seawall		Annual budget
Pleasant Avenue	3	3	Number 1 priority for road reconstruction, stormwater control		Reserves
Pleasant Lane (Walk J)	1	1	Stormwater runoff improvement options are very limited		
Rogers Lane	2	4	Number 2 priority for road reconstruction, stormwater control		Reserves
Ruggles Park-N	1		Widen the top of the road to improve safety and turn radius - gravel for now		Reserves
Ruggles Park-S	1		Repair cracking near NYC as part of a larger paving project		
Stable Row	1		Install signs on both ends - Stable Row - Vehicles prohibited		Annual budget
West Street	1		Recommend seasonal closure.		

Road condition key

- 1-General maintenance
- 2-Near term need
- 3-Moderate funding required < \$10K
- 4-Significant funding required > \$10k

Additional detail

- 1 Pleasant Lane - this is a walkway which cannot be upgraded to a road. Recommend the Overseers formally define it as a walkway which will not be plowed and will be closed to vehicles seasonally.
- 2 North Avenue walkway (Beal Walk) - while it cannot be upgraded to a true road (property constraints), it should be a **walkway** maintained solely to allow access for plowing and fuel deliveries.
- 3 Pleasant Avenue requires \$1,500 of maintenance annually due to wash outs. Upgrade road as needed as a longer term cost avoidance measure. BHPS needs to relocate access ramp to Cradle Row.
- 4 Rogers Lane requires \$1,000 of maintenance annually due to wash outs. Improve drainage, upgrade road as needed as a longer term cost avoidance measure.
- 5 Lower Clinton and North Avenue should be addressed as a single large paving project. Clinton (from the mailboxes to the sea) needs to be reconstructed and repaved. North Avenue should be widened to the limits of the road right of way (16" max at the top) by removing encroachment (land in front of porches on the north side) and the existing bituminous curbing. Consider widening Lower Clinton to make it a 2 way street. (note: we will be soliciting feedback from abutters prior to final recommendations)
- 6 The base of North Avenue should be striped and designated a no parking area. The current road encroaches on the Knott property, vehicles cannot make the turn within the road right of way if vehicles are parked on the paved area at the base of North Avenue. There are 4 water valves that should be relocated next to the Knott cottage (note: we will be soliciting feedback from abutters prior to final recommendations)
- 7 Reconstruct Upper Main as a gravel road (widen, drainage, recrown). If funded by Village taxes engineering will not be required. If funded by bond, engineering will likely be required. The committee does not recommend paving for the following reasons 1) unnecessary expense, 2) paving drastically increases runoff (500% to 700%), if this road were rebuilt and paved, the Utilities should upgrade wastewater and water infrastructure at the same time - there are no funds available for these upgrades.
- 8 Install catch basin on the north side of Oak at George Street (town or NVC). Install cross culvert halfway down Oak Street from north side to Sea Street across Blaisdell Park

Donate to help restore the Bayside Playground

As we know from our life on the water; sometimes the tide is high, sometimes the tide is low. Right now the tide is low and we need your help. As you may have noticed, the playground in Ruggles Park that serves as the focal point of so much social life for both the young and young of heart in Bayside has fallen into disrepair. The current playground was originally erected almost thirty years ago in memory of Baysider Ann Einstein. Generations of Baysiders have spent countless summers playing on the playground, and we know how much it means to so many of you.

The goal of the NVC Playground Committee is to replace the playground with a tasteful, durable and fun new structure that will last for another thirty years. We have been hard at work over the last four months conducting research and preparing a plan to present to the Board of Overseers for final review and approval this month.

The Committee will be recommending a local manufacturer of commercial-grade, ADA compliant playgrounds — CedarWorks — and has engaged them to provide renderings, and estimates for design, build, and installation of a new playground. A sample rendering of one of the proposed designs is below:



There has already been an outpouring of support across the community for this initiative. To date, over 50 people have donated over \$15,000. But, the cost of a new playground isn't cheap — in order to achieve our goal, we need to raise \$40,000 – which means we have a current gap

of \$25,000. That means just two hundred residents and friends of Bayside can help us close the gap by donating only \$125 each.

Please help us bring the Bayside Playground back to life by donating what you can today. Remember, contributions are tax deductible, and your donation may also be eligible for matching fund programs sponsored by your employer.

There are two ways you can donate:

1. Mail a check to the 'Northport Village Corporation' (813 Shore Road, Northport, ME 04849) with a memo 'Playground Fund'

2. Donate online right now using PayPal:

https://www.paypal.com/donate?hosted_button_id=7WS5RZFJTX6WA

You can also access this information via the NVC website at the following URL:

www.nvcmaine.org/playground-fundraising

Thank you for helping restore our Playground for future generations of Baysiders to enjoy!

If you have questions about the Playground Fund, or about the Committee's work, please reach out via email to: playground-committee@nvcmaine.org

Parking Recommendations

from the NVC Ad Hoc Parking Ordinance Implementation Committee

January 10, 2022

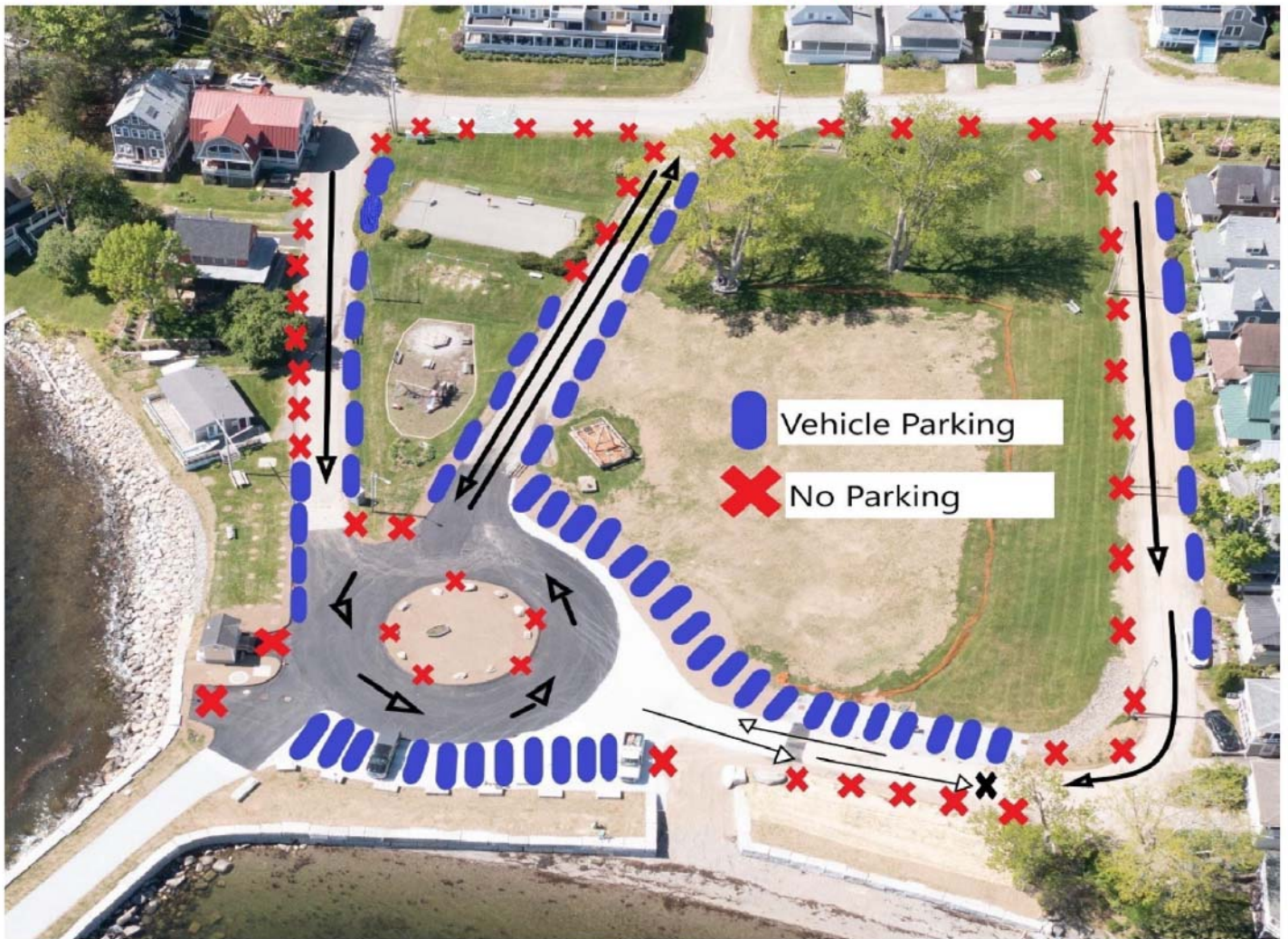
We recommend focusing on communication and education during the first summer (2022) of implementing the amended NVC Parking Ordinance.

1. Signage with a QR Code allowing the user to access the parking map with their phone placed at the top of Ruggles Park on a sign pole or the bulletin board, and in the lower area of Ruggles Park, possibly utilizing the telephone pole.
2. Signage with QR Code at the seawall.
3. A “No parking this side of street” sign at the top of Park Row as Park Row is not paved therefore cannot use paint designation.
4. A “no overnight parking” sign at the seawall
5. Paint paved areas indicating “no parking”, as designated on the map, on Main St., Maple St./Ruggles Park as this area is the most congested and presents the most parking issues.
6. Possible painting at Sea and Bay Streets, if deemed necessary by the Village Agent or law enforcement once the season commences.
7. Place parking information in with utility bills in March.
8. Recommend that all rental agents for Bayside property owners give parking flyers to renters.
9. Parking flyer featured in all Bayside websites.
10. Parking flyer given to people registering their small watercraft.
11. Flyer given to Northport Yacht Club to give to members, stressing importance of compliance.
12. Special parking permit/placard for those given permission to park in an otherwise restricted area or manner as provided in the parking ordinance (e.g., for permission granted pursuant to Sections 5.4, 6.1.2 or 7.2.7).
13. Postcard to be used by “enforcer” to leave with cars parked in no parking areas, indicating the infraction.
14. We recommend that the residents in the area of North Avenue suggest strategies for that area as needed.

RUGGLES PARK

Parking area is designated by **blue oval**. No parking area is designated with a **red X**.

NOTE: Under no circumstance should a Vehicle be parked on a roadway in any manner that results in the area of passage being less than fourteen (14) feet.



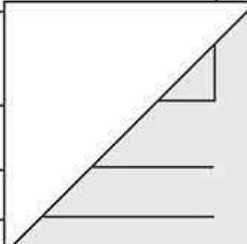
PARKING VIOLATION

No. _____

NOTICE This vehicle is improperly parked.
Violations are as follows:

- ☐ Vehicle has no valid Parking Permit
- ☐ Parked in No Parking Area/Space
- ☐ Parked in Fire Lane
- ☐ Parked in Handicap Space
- ☐ Parked in Reserved or Assigned Space
- ☐ Blocking Driveway or Access
- ☐ Blocking other Vehicle
- ☐ Parked in 2 Spaces
- ☐ Other _____

This vehicle's description has been permanently recorded. Any additional infractions of our regulations could result in towing at vehicle owner's expense and revocation of parking privileges.

License No.	State	Permit No.
Vehicle Make/Model		Color
Driver's Name (if known)		
Date _____	Location _____	
Time _____	Issued by _____	



Northport Village Corporation

January 16, 2022

MEMORANDUM

To: Northport Village Corporation Board of Overseers
From: Janae Novotny, President
Re: Recommendation to adopt new and updated Maine Criminal Justice Academy Board of Trustees Minimum Standards (Mandated Policies)

Background

On a regular basis, the Maine Criminal Justice Academy Board of Trustees updates and adopts Minimum Standards in the form of mandated policies. Annually, by the end of January each year, the President is required to certify that NVC has adopted written policies consistent with the current minimum standards. Last year, the Board adopted a set of policies that had been periodically “adopted” by NVC seasonal police chiefs. Those policies require updating to conform to the current standards.

Proposed Action/Motion

“That the Northport Village Corporation Board of Overseers adopt the attached new and updated Maine Criminal Justice Academy Board of Trustees Minimum Standards (Mandated Policies):

- | | |
|-----------|--|
| Policy 1 | Use of Physical Force Policy |
| Policy 2 | Police Pursuit Policy |
| Policy 3 | Domestic Violence Policy |
| Policy 4 | Hostage or Barricaded Subject Incident Policy |
| Policy 5 | Response to Mental Illness, Involuntary Commitment & Protection from Substantial Threats Policy |
| Policy 6 | Violations of the Maine Civil Rights Act/Hate or Bias Crimes Policy |
| Policy 7 | Recording of Law Enforcement Interviews of Suspects and Witnesses, to Include Investigative Notes and Records in Such Cases Policy |
| Policy 8 | Public Notification Regarding Persons in the Community Required to Register |
| Policy 9 | Citizens Complaint Policy |
| Policy 10 | Criminal Conduct by a Law Enforcement Officer Policy |
| Policy 13 | Bias-Based Profiling Policy |
| Policy 14 | Execution of Unannounced Search Warrants Policy, and |

That the President engage individual Overseers, Committees and/or community volunteers to edit and revise NVC’s existing policies and prepare new policy language to conform to these mandated policies.”

Moved:

Seconded:

Vote:

Attachment: Mandated policies

**Northport Village Corporation
Board of Overseers
January 16, 2022**

**Maine Criminal Justice Academy
Board of Trustees Minimum Standards
(Mandated Policies)**

Presented for adoption as described in the relevant motion*

- | | |
|-----------|---|
| Policy 1 | Use of Physical Force Policy (Adopted 07/31/2020; eff. 11/01/2020) |
| Policy 2 | Police Pursuit Policy (07/15/2016; 01/01/2017) |
| Policy 3 | Domestic Violence Policy (03/08/2019; 11/01/2019) |
| Policy 4 | Hostage or Barricaded Subject Incident Policy (09/14/2018; 09/14/2018) |
| Policy 5 | Response to Mental Illness, Involuntary Commitment & Protection from Substantial Threats Policy (11/19/21; 1/1/2022) |
| Policy 6 | Violations of the Maine Civil Rights Act/Hate or Bias Crimes Policy (01/15/2021; 01/15/2021) |
| Policy 7 | Recording of Law Enforcement Interviews of Suspects and Witnesses, to Include Cases of Murder and Class A, Class B and Class C Crimes and the Preservation of Investigative Notes and Records in Such cases Policy (11/19/2021; 1/1/2022) |
| Policy 8 | Public Notification Regarding Persons in the Community Required to Register Under 34-A, Chapters 15 & 17 Policy (09/20/2013; 10/09/2013) |
| Policy 9 | Citizen Complaint Policy (09/14/2018; 09/14/2018) |
| Policy 10 | Criminal Conduct by a Law Enforcement Officer Policy (09/20/2013; 10/09/2013) |
| Policy 13 | Bias-Based Profiling Policy (01/15/2021; 07/01/2021) |
| Policy 14 | Execution of Unannounced Search Warrants Policy (11/12/2021; 12/31/2021) |

*Policies attached

Maine Criminal Justice Academy
Board of Trustees Minimum Standards, Policy 1

USE OF PHYSICAL FORCE POLICY

Date Board Adopted: 07/31/2020

Effective Date: 11/01/2020

The agency must have a written policy to address the Use of Physical Force, to include, at a minimum, provisions for the following:

1. A policy statement that makes clear the agency's position on what an officer's responsibility is to the agency and the public when an officer makes a decision to use any form of physical force. This includes the use of an electronic weapon and less-than-lethal munitions, if applicable. At a minimum, the policy statement shall include language that reflects the following:
 - a. This agency recognizes and respects the value and special integrity of each human life.
 - b. In vesting officers of this agency with the lawful authority to use physical force to protect the public welfare, a careful balancing of all human interests is required.
 - c. That an officer may use only that physical force that the officer reasonably and actually believes is necessary to effectively bring an incident under control while protecting the officer or another, including the use of an electronic weapon and less-than-lethal munitions, if applicable.
 - d. That officers be familiar with the applicable laws and guidelines, as outlined in 17-A M.R.S. §106(6), §107, §108, and §110, and Chapter 2 of the Maine Law Enforcement Officer's Manual (L.E.O.M.), which incorporates applicable case law.
2. The following definitions shall be incorporated into the policy with the exception of weapons, devices or tools that are not assigned for use by any officers in the agency. (Some of the definitions are in statute while others are important to an officer in determining the correct course of action to take in deciding if the application of force is prudent and necessary in a given situation.)
 - a. Actual Belief: A subjective state of mind in which the actor holds a genuine or honest conviction.
 - b. Bodily Injury: Physical pain, physical illness or any impairment of physical condition (17-A M.R.S. §2(5)).
 - c. Canine (K-9): A department authorized dog, the training and certification of which has included handler protection and suspect apprehension. This is considered the use of non-deadly force (17-A M.R.S. §101(5)).

- d. Chemical Agents or OC: Chemical mace, Oleoresin Capsicum (commonly referred to as “pepper spray” or “OC” or any similar substance composed of a mixture of gas, chemicals, inflammatory agents, irritants or similar substances that has or is designed to have a disabling effect upon human beings. Incapacitating agents are designed to produce temporary physiological or mental effects, or both, which will render individuals incapable of concerted effort. Chemical Agents can be in the form of a liquid, gas or powder. This is considered the use of non-deadly force (17-A M.R.S. § 101(5)).
- e. Command Presence: The ability to speak clearly and authoritatively, issuing concise commands using a tone that reflects control and professionalism.
- f. Compliance Techniques: The methods of arrest, restraint, and control that include manipulation of joints, pressure point applications and take-down techniques to control an aggressive offender.
- g. Deadly Force: Physical force, which a person uses with the intent of causing, or which the person knows to create a substantial risk of causing, death or serious bodily injury. Except as provided in 17-A M.R.S. §101(5), intentionally, knowingly, or recklessly discharging a firearm in the direction of another person or at a moving vehicle constitutes deadly force. (17-A M.R.S. §2(8))
- h. De-escalation: the use of verbal or non-verbal actions and tactics, whenever feasible and possible, preceding a potential force encounter. This may include, but is not limited to, the use of distance, cover, tactical re-positioning, and communication in order to stabilize the situation, reduce immediacy of the threat, and allow for more time and options for resolution. The goal of these tactics is to slow down the situation, allowing access to additional resources (e.g., personnel, supervisors, specialized officers or teams) that may mitigate the intensity of the encounter, help gain voluntary compliance, or otherwise allow for control of the situation and the safety of the officer, subject and others without the need to use additional force.
- i. Electronic Weapon: A portable device or weapon from which an electrical current, impulse, wave or beam may be directed, which current, impulse, wave or beam is designed to have a disabling affect upon human beings. (The use of an electronic weapon is considered to be the use of non-deadly force).
- j. Excessive Force: Physical force that is unreasonable or unnecessary or inappropriate for the particular circumstances. Determining whether the application of physical force was reasonable and appropriate requires consideration of the severity of the crime, the nature and extent of the threat posed by the suspect, the degree to which the suspect resists arrest or detention, and any attempts by the suspect to evade arrest by flight. Facts or circumstances unknown to the officer may not be considered later determining whether the force was justified. *Graham V. Connor, 490 U.S.386.*
- k. Excited Delirium Syndrome (ExDS): A medical disorder generally characterized by observable signs, symptoms and behaviors that may appear together, including extreme mental and physiological excitement, intense agitation, hyperthermia (elevated body temperature) often resulting in nudity, hostility, exceptional strength, endurance without apparent fatigue, and unusual calmness after restraint accompanied by a risk of sudden death.

- l. Firearm: Any weapon whether loaded or unloaded, which is designed to expel a projectile by the action of an explosive and includes any such weapon commonly referred to as a pistol, revolver, rifle, gun, machine gun, or shotgun. Any weapon that can be made into a firearm by the insertion of a firing pin, or other similar thing, or by repair, is a firearm. (17-A M.R.S. §2(12-A)).
- m. Imminent: Impending, immediate or appearing as if about to happen.
- n. Impact Weapon: A device or weapon designed for use by an officer in close quarter physical defense of the officer or another and/or control of an aggressive offender. Examples of an impact tool are: a straight baton, a side-handle baton, a collapsible baton, a flashlight, or other similar device.
- o. Individual Actions: As a part of the Situational Use of Force assessment process, the categories below can be used to describe an individual subject's behavior:
- **Cooperative:** Compliant and willing to obey, posing minimal threat to the officer(s) or others.
 - **Resistive (Passive):** Non-compliance, defiance or failure to cooperate with lawful verbal direction, but offering no resistive or evasive bodily movement to prevent the officer's attempt at physical control (e.g., a passive demonstrator, a person going limp, prone or refusing to stand up, lie down, enter / exit vehicle, leave the scene, etc.).
 - **Resistive (Active):** Physically resistive or evasive bodily movement, including but not limited to muscle tension, bracing, pushing, pulling, flailing or flight, to avoid or defeat an officer's attempt at physical control, or to prevent being taken into or retained in custody. Verbal statements, defiance and belligerence alone do not constitute active resistance.
 - **Active Aggression:** A threat of an assault, coupled with any pre-attack indicators (e.g., clenched fists, flanking, fighting stance, etc.) and the present ability to carry out the threat or assault, reasonably indicating that an assault or injury to the officer or another person is imminent.
 - **Assaultive (High Risk):** An overt act of an assault, or highly agitated or combative actions or behavior posing an imminent threat of injury to the officer or another. Such actions may include, but are not limited to hostile physical or active resistance, kicking, punching or spitting, whether an assault occurs or not.
 - **Life Threatening:** Actions or behavior that could cause death or serious bodily injury, potentially justifying the use of deadly force.
- p. Less Lethal Force: Response options that are not designed or used with the intention of causing (and have less potential for causing) death or serious bodily injury, including but not limited to chemical agents, electronic weapon, noise/flash diversionary device, or impact projectiles such as those fired by a Pepper Ball launcher, 40mm launcher, etc.
- q. Less Lethal Grenade: A weapon designed to expel projectiles, including chemical agents and smoke. This is considered the use of non-deadly force (17-A M.R.S. §101(5)).
- r. Less-than-Lethal Munitions: A low-kinetic energy projectile designed to be discharged from a firearm that is approved by the Board of Trustees of the Maine Criminal Justice Academy that has been designed to have a disabling effect upon

- human beings. The use of a less-than-lethal munitions weapon is considered to be the use of non-deadly force. (17-A M.R.S. §101(5))
- s. Non-deadly Force: Any physical force which is not deadly force. (17-A M.R.S. §2(18))
 - t. Officer Presence: The presence of a law enforcement officer who is willing and able to handle a situation.
 - u. Officer Response Options: Choices available to an officer concerning the type of force to be used in response to a given situation, including but not limited to command presence, physical presence, voice commands, compliance techniques, takedowns, electronic weapons, chemical agents, impact weapons, canines, and deadly force.
 - v. Physical Force: The actual exercise of some form of Kinetic energy (one person to another) of such a nature as to create an imminent and substantial risk of causing bodily harm.
 - w. Reasonable Belief: When facts or circumstances provided to or known to the law enforcement officer are such as to cause an ordinary and prudent officer to act or think in a similar way under similar circumstances.
 - x. Serious Bodily Injury: Bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement or loss or substantial impairment of the function of any bodily member or organ, or extended convalescence necessary for recovery of physical health. (17-A M.R.S. §2(23))
 - y. Situational Use-of-Force Options: A dynamic process by which an officer assesses, plans, and responds to situations that threaten public and officer safety and requires the use of force and control. The process includes an assessment of the situation and circumstances immediately confronting the officer, including but not limited to the severity of the crime or suspected offense, the level and imminence of any threat to the officer(s) or public, the level of resistance, the risk or apparent attempt to flee or escape; the suspect's behavior and individual actions (cooperative, resistive (passively or actively), assaultive / high risk, or life-threatening (posing a threat of death or serious bodily injury), and the officer's perceptions and tactical considerations. Based on this assessment, the officer selects from the available officer response options while continuing to evaluate the evolving situation, adapting a plan and actions that are appropriate and effective in bringing the situation under control.
 - z. Weapon of Availability: Flashlights, vehicles, tools, implements, objects or other devices that are not necessarily issued, intended or normally authorized as weapons, but that *may* be used in extraordinary circumstances when their use would be justifiable and no other adequate or suitable defensive tool is immediately available.
3. Statement of conditions as to when an officer is justified in using deadly force.
 4. Statement that when feasible, a warning must be given prior to the application of deadly force.
 5. Statement that the use of chokeholds, strangleholds, or techniques that physically compromise the airway or blood flow to the head of a suspect are prohibited unless the use

of deadly force is justified, and that the use of these techniques are subject to the deadly force reporting requirement to the Investigation Division of the Maine Attorney General's Office.

6. Statement that discharging a firearm at a moving vehicle is prohibited unless deadly force is authorized.
7. Statement of conditions as to when an officer is justified in using non-deadly force.
8. Statement regarding the use of de-escalation when feasible, and that excessive force may never be used.
9. Statement that an officer who witnesses another officer using what he/she reasonably believes to be an unreasonable and/or unnecessary use of force, that is in itself a substantial deviation from known standards of law enforcement training, has a duty to intervene to protect the safety and the rights of the subject involved. Any officer who witnesses use of force that they believe to be unreasonable, unnecessary or a substantial deviation from known standards of law enforcement training, shall report their observations to their supervisor as soon as practicable, and to include later documentation in writing.
10. Statement of the requirement of an officer to monitor an individual in the officer's custody for evidence of injury or medical distress.
11. Statement of the requirement of an officer to request Emergency Medical Services (EMS) response any time an individual in custody:
 - a) requests medical aid following a use of force,
 - b) requests medical aid for an injury,
 - c) displays signs or symptoms of medical distress, including but not limited to those associated with drug or alcohol overdose, excited delirium, or positional asphyxia **and to immediately render appropriate medical aid;**
 - d) does not appear to properly recover following the use of less lethal force and, or
 - e) displays signs or symptoms of serious bodily injury.
12. Statement of the requirement to offer medical aid for minor injuries to an individual in custody, unless such aid is knowingly refused by the arrestee and documented in a report.
13. Develop procedures for reporting, reviewing and when necessary, investigating within the agency, any incident of non-deadly force by any sworn member of the agency, which at a minimum shall include the following:
 - a. All uses of physical force shall be reported in writing on a separate use of physical force report. The Use-of-Physical Force report shall include a description of the incident, the particular application of physical force, and any first-aid or medical services rendered.
 - b. The supervisor will forward the use of force report and any additional information to the agency's administration for review.

- c. After a report is reviewed administratively, if it is determined that the officer engaged in criminal conduct, the CLEO will forward the report to the Office of the District Attorney or the Office of the Attorney General and the Director of the Maine Criminal Justice Academy.
14. In the case of the use of deadly force, to include any of the six mandatory reporting circumstances as identified in the Office of the Attorney General's Protocol for the Reporting and Investigation of the Use of Deadly Force, the agency shall develop a procedure for reporting and investigation that complies with the Protocol. The procedure shall include at a minimum the following:
- a. Notify the Office of Attorney General as soon as possible.
 - b. If death occurs, notify the Office of Chief Medical Examiner as soon as possible.
 - c. If the physical force applied in a particular situation was deadly force, the CLEO of the agency involved shall convene an Incident Review Team consisting of members appointed by the CLEO. Members appointed shall include at least one member who is a commissioned officer of the Maine State Police, at least one member of the public who is not and has not previously served as a sworn law enforcement officer, at least one member who is a CLEO from an outside agency, and one member who is a licensed mental health or substance abuse clinician.
 - d. The incident review team shall review the use of deadly force to determine the following:
 - 1. The facts of an incident.
 - 2. Whether relevant policy was clearly understandable and effective to cover the particular situation.
 - 3. Whether changes are necessary to incorporate improved procedures or practices demonstrated to increase public safety or officer safety.
 - 4. Whether training protocols should be reviewed or revised.
 - 5. Whether equipment or other resources should be modified.
 - 6. In conducting its investigation, the incident review team shall abide by any applicable contractual provisions regarding officers' contractual rights.
 - e. The incident review team shall generate a written report of its finding. That report is public as provided under 5 M.R.S. §7070-A, 30-A M.R.S. §503(1)(A) and 30-A M.R.S. §2702(1)(A). However, the team may brief the CLEO, or designee, on the team's work at any time before the final written report is issued.
15. In cases of Use of Deadly Force, the agency shall develop incident procedures for dealing with officers involved in the use of deadly force, including but not limited to on-scene responsibilities, administrative leave considerations, and critical stress management options.
16. Officers must abide by their agency policy as it applies to all standards of the Maine Criminal Justice Academy Board of Trustees.

Note: Any violation of these standards may result in action by the Board of Trustees.

**Maine Criminal Justice Academy
Board of Trustees Minimum Standards, Policy 2**

POLICE PURSUIT POLICY

Date Board Adopted: 07/15/2016

Effective Date: 01/01/2017

The agency must have a written policy to address Police Pursuits, to include, at a minimum, provisions for the following:

1. A policy statement regarding the agency's overall philosophy toward conducting vehicular pursuits.
2. Officers are responsible for being familiar with the applicable statutes in 15 M.R.S., 17-A M.R.S., 29-A M.R.S. and 30-A M.R.S., including the permissible use of deadly force, as outlined in 17-A M.R.S. §107, and pertinent chapters of the Maine Law Enforcement Officer's Manual.
3. Define pursuit and other definitions.
4. Only officers who have completed the Maine Criminal Justice Academy Emergency Vehicle Operations Course or have received a waiver for equivalent training may become actively involved in a pursuit.
5. Conditions that an officer should take into consideration when determining whether to pursue or continue a pursuit, including any prohibitions.
6. Reasons to discontinue a pursuit.
7. Primary pursuing officer's responsibilities.
8. Secondary pursuing officer's responsibilities.
9. Supervisor's responsibilities.
10. Police communications officer's responsibilities, if applicable.
11. Number of pursuit vehicles allowed to pursue and unmarked pursuit vehicle operator responsibilities.
12. Allowable termination techniques, including a description of each, when each may be used, and who must authorize their use.
13. Criteria when pursuit across state boundaries is permissible as outlined in the Uniformed Act on Fresh Pursuit (15 M.R.S. §151-155).

14. Procedure for reviewing a pursuit that results in property damage, bodily injury or death.
15. Requirement that the Maine Motor Vehicle Pursuit Report be submitted by the primary pursuing agency, to the Maine State Police Traffic Division for each vehicular pursuit.
16. Officers must abide by their agency policy as it applies to all standards of the Maine Criminal Justice Academy Board of Trustees.

Note: Any violation of these standards may result in action by the Board of Trustees.

**Maine Criminal Justice Academy
Board of Trustees Minimum Standards, Policy 3**

DOMESTIC VIOLENCE POLICY

Date Board Adopted: 03/08/2019

Effective Date: 11/01/2019

The agency must have a written policy to address Domestic Violence, to include, at a minimum, provisions for the following:

1. A policy statement that recognizes domestic violence as a serious crime against the individual and society.
2. Officers are responsible for being familiar with the applicable statutes in 15 M.R.S. Chapter 12A; 19-A M.R.S. Chapter 101; 17-A M.R.S. §15 and the applicable chapters in the Maine Law Enforcement Officer's Manual.
3. Definitions of abuse, predominant aggressor, predominant aggressor analysis, self-defense, domestic violence crimes, family or household members, risk assessment, strangulation and domestic violence advocate.
4. Emergency Communication Specialist (ECS) procedures regarding the receipt and response to a complaint. These procedures must include: receipt and prioritization of the call; information to be elicited from the caller; exigencies of situation; "excited utterances;" consulting agency and available court records pertinent to either party; and possibility of a back-up unit. (19-A M.R.S. §4012 (2)).
5. Complaint response procedure must include: receipt of the call; tactical approach to the call; initial contact; situation control process, on-scene investigation and enforcement action; and post-incident follow-up with the victim.
6. Agency responsibilities and procedures when a complaint involves a law enforcement officer, a family member of a law enforcement officer or any employee of a law enforcement agency. This must include an investigative follow-up and review by the administration that is consistent with these standards.
7. Agency responsibilities and procedures when any member of the law enforcement agency shows signs of experiencing or perpetrating domestic violence. This must include an investigative follow-up and review by the administration that is consistent with these standards.
8. Responsibility of an officer to determine who may be the predominant aggressor by investigating for probable cause, self-defense, and/or other factors, and take the appropriate enforcement action against that person.

9. Circumstances under which arrest is mandatory. (19-A M.R.S. §4012 (5) & (6) (D)).
10. Circumstances under which a warrantless arrest may occur (17-A M.R.S. §15).
11. Procedures for the administration of a validated, evidence based domestic violence risk assessment recommended by the Maine Commission on Domestic and Sexual Abuse, such as the Ontario Domestic Assault Risk Assessment (ODARA) and the conveyance of the results of that assessment to the bail commissioner, if appropriate, and the district attorney for the county in which the domestic violence occurred. (25 M.R.S. §2803-B (1) (5)).
12. Responsibilities of an officer when an arrest is not authorized.
13. Responsibility of a responding officer to remain at the scene to protect the safety of persons in danger and to obtain medical assistance, if necessary. (19-A M.R.S. §4012 (6) (A) & (B)).
14. Responsibility of an officer to provide written instructions to a victim concerning the victim's right to obtain a Protection From Abuse Order and the procedures involved. This must include a mechanism for language access services if the victim is limited English proficient. (19-A M.R.S. §4012 (6) (C)).
15. Responsibility of an officer to provide the victim with information about the local domestic violence resource center and/or relevant culturally specific domestic violence organization.
16. A reporting process for detailed documentation of the incident and any charges. This report must include ATN/CTN numbers.
17. Procedures to ensure expeditious service of both temporary and permanent Protection From Abuse Orders issued under 19-A M.R.S. §4006 and §4007. (25 M.R.S. §2803-B (1-D)(4)). This includes entering service information into the METRO system without unnecessary delay.
18. Recognition that a person who obtains a Protection From Abuse Order cannot violate the order regardless of any action taken by that person; a Protection From Abuse Order only constrains the defendant. (19-A M.R.S. §4001 (6) & §4007 (7) & (8)).
19. Must enforce validated Protection From Abuse Orders from other states and tribal courts under the authority of the federal Full Faith and Credit Clause.
20. Procedures to ensure that a victim receives notification of the defendant's release on bail. (25 M.R.S. §2803-B (1) (D) & 17-A M.R.S §1175-A).

21. Procedures for the collection of information regarding the defendant that includes the defendant's previous history of domestic violence, the parties' relationship, whether the commission of a crime included the use of strangulation as defined in 17-A M.R.S. §208(1) (C), sexual assault offenses as defined in 17-A Chapter 11 offenses, stalking as defined in 17-A M.R.S. §21-C, current or past suicidality of the defendant, the name of the victim, and a process to relay this information to a bail commissioner before a bail determination is made. (25 M.R.S. §2803-B (1) (2)).
22. Procedures for the safe retrieval of personal property belonging to the victim or the defendant that includes identification of a possible neutral location for retrieval, the presence of at least one law enforcement officer during the retrieval, and providing the option of at least 24 hours' notice to each party prior to the retrieval. (25 M.R.S. §2803-B (1) (3)).
23. Requirement that an agency review its compliance with all applicable provisions of this policy in the event that a victim of domestic violence who resided in the agency's jurisdiction is killed or seriously injured during the time that any temporary or permanent Protection From Abuse Order (PFA) was in effect or if there had been past agency involvement related to interactions between the perpetrator and the victim. The review shall be conducted in consultation with a domestic violence advocate as defined in 16 M.R.S. §53-B(1)(A) and a sworn law enforcement officer designated or trained as a domestic violence investigator. A report of such review must be kept on file by the agency. In any case where one or more victims are killed, a copy of the report shall be forwarded to the Domestic Violence Homicide Review Panel through the Office of the Attorney General.
24. A provision that any agency, as permitted by 16 M.R.S. §804(4) and subject to the conditions of that section may provide a copy of the incident report or intelligence or investigative information to a domestic violence advocate as defined in 16 M.R.S. §53-B(1).
25. Officers must abide by their agency policy as it applies to all standards of the Maine Criminal Justice Academy Board of Trustees.

Note: Any violation of these standards may result in action by the Board of Trustees.

**Maine Criminal Justice Academy
Board of Trustees Minimum Standards, Policy 4**

HOSTAGE OR BARRICADED SUBJECT INCIDENT POLICY

Date Board Adopted: 09/14/2018

Effective Date: 09/14/2018

The agency must have a written policy to address Hostage or Barricaded Subject Incidents, to include, at a minimum, provisions for the following:

1. A policy statement to establish guidelines for the response to and control of a hostage or barricaded subject incident, including priority of life considerations.
2. Officers are responsible for being familiar with the applicable statutes, particularly 17-A M.R.S. §15, and pertinent chapters of the Maine Law Enforcement Officer's Manual.
3. Definitions of hostage incident, barricaded criminal suspect incident and barricaded subject incident.
4. First responding officer's responsibilities.
5. Supervising officer's responsibilities.
6. Procedures for establishing command and control.
7. Incident commander's responsibilities.
8. Procedures for determining whether specialized units will be requested, e.g., tactical team, fire/EMS, negotiators, etc.
9. Established procedures for the following:
 - a. Communications with other agencies.
 - b. Establishment of inner and outer perimeters.
 - c. Evacuation of personnel in affected area.
 - d. Establishment of central command post and appropriate chain of command.
 - e. Request for support services.
 - f. Establishment of a staging area.
 - g. Establishment of a media briefing area.
 - h. Gathering of intelligence.
 - i. Request for specialized equipment, e.g., night vision goggles, etc.
 - j. Procedures for after action review.
10. Officers must abide by their agency policy as it applies to all standards of the Maine Criminal Justice Academy Board of Trustees.

Note: Any violation of these standards may result in action by the Board of Trustees.

**Maine Criminal Justice Academy
Board of Trustees Minimum Standards, Policy 5**

**RESPONSE TO MENTAL ILLNESS,
INVOLUNTARY COMMITMENT &
PROTECTION FROM SUBSTANTIAL THREATS
POLICY**

Date Board Adopted: 11/19/2021

Effective Date: 1/1/2022

The agency must have a written policy to address Response to Mental Illness, Involuntary Commitment & Protection from Substantial Threats, to include, at a minimum, provisions for the following:

1. Policy and purpose statements that provide guidance for members of the agency on the options and resources available to assist individuals who appear to be mentally ill and/or experiencing a mental health crisis. The policy shall satisfy the requirements of 25 M.R.S. §2803-B, (1-C) "Deviant Behavior," (1-L) "Response to Mental Illness and Involuntary Commitment," and 34-B M.R.S. § 3862 (protective custody), § 3862-A (protection from substantial threats, i.e., restricting access to dangerous weapons) and § 3863 (emergency involuntary commitment). The policy shall include current copies of the MH-100 Form, the State of Maine Protective Custody Intake Form, and any forms required for restricting access to dangerous weapons as appendices to this policy.
2. The policy shall include, but not be limited to, the following definitions:
 - a. Advanced Healthcare Directive: An individual instruction from, or a power of attorney for health care by, an individual with capacity for use when the person appears to lack capacity.
 - b. Crisis Intervention Officer (CIO): An officer specifically trained in the identification handling and disposition of individuals exhibiting signs of mental health crisis.
 - c. Crisis Intervention Team (CIT): A group of individuals, including officers specifically, trained in the identification, handling and disposition of individuals exhibiting signs of mental health crisis.
 - d. Dangerous Weapon (or Weapon): Has the same meaning as in 17-A M.R.S. §2(9)(C), including a firearm as defined in 17-A M.R.S. §2(12-A).
 - e. Involuntary Commitment (Blue Paper Process): Three-step process by which:
 1. Any person (friend, relative, social services worker, law enforcement officer, etc.) applies for admission of an individual to a hospital qualified to provide mental health services,
 2. A clinician evaluates the individual, usually at a local hospital, and
 3. If the clinician certifies that the individual is mentally ill and poses a likelihood of serious harm, a judicial officer reviews and, as appropriate, endorses the

paperwork reflecting the first two steps. These three steps are reflected on sections 1, 2, and 3 of the “blue paper,” Application for Emergency Involuntary Admission to a Mental Hospital, MH-100 Form.

- f. Least Restrictive Form of Transportation: The vehicle used for transportation and any restraining devices that may be used during transportation that impose the least amount of restriction, taking into consideration the stigmatizing impact upon the individual being transported.
- g. Likelihood of Foreseeable Harm: For purposes of protection from substantial threats and the issuance of weapons restriction orders, likelihood of foreseeable harm means a substantial risk in the foreseeable future of serious physical harm to the person as manifested by recent behaviors or threats of, or attempts at, suicide or serious self-inflicted harm; or a substantial risk in the foreseeable future of serious physical harm to other persons as manifested by recent homicidal or violent behavior or by recent conduct or statements placing others in reasonable fear of serious physical harm.
- h. Likelihood of Serious Harm: For purposes of protective custody, likelihood of serious harm means:
 - 1. A substantial risk of physical harm to the person as manifested by recent threats of, or attempts at, suicide or serious self-inflicted harm;
 - 2. A substantial risk of physical harm to other persons as manifested by recent homicidal or violent behavior or by recent conduct placing others in reasonable fear of serious physical harm;
 - 3. A reasonable certainty that the person will suffer severe physical or mental harm as manifested by recent behavior demonstrating an inability to avoid risk or protect the person adequately from impairment or injury; or
 - 4. For the purposes of Title 34-B M.R.S. §3873-A (which addresses progressive treatment programs), in view of the person’s treatment history, current behavior and inability to make an informed decision, a reasonable likelihood that the person’s mental health will deteriorate and that the person will in the foreseeable future pose a likelihood of serious physical harm as defined above.
- i. Mental Health Crisis: Behavior – such as loss of contact with reality, extreme agitation, severe depression, imminent suicidal or homicidal statements or actions, or inability to control actions – that creates a threat of imminent and substantial physical harm to the person experiencing the behavior or to others and that appears to be of sufficient severity to require professional evaluation.
- j. Probable Cause: Basis of a law enforcement officer’s judgment about appropriateness of protective custody. This judgment must reflect the totality of the circumstances, following the applicable standards of the Law Enforcement Officer’s Manual, and including:
 - 1. Personal observation.
 - 2. Reliable information from third parties, as long as the officer has confirmed that the third party has reason to believe, based upon recent personal observations or conversations with the person who seems to be experiencing a mental health crisis, that the person may be mentally ill and that due to that condition the person presents a likelihood of serious harm; and
 - 3. History, if known, of the person who seems to be experiencing a mental

health crisis.

- k. Protective Custody: Custody effected by a law enforcement officer EITHER when that officer has probable cause to believe that a person may be mentally ill and due to that condition the person presents a likelihood of serious harm to self or others OR when the law enforcement officer knows that a person has an advance healthcare directive authorizing mental health treatment and the officer has probable cause to believe that the person lacks capacity.
 - l. Restricted Person: A person taken into protective custody by a law enforcement officer who the officer has probable cause to believe possesses or controls or may acquire a dangerous weapon and who is found by a medical practitioner to present a likelihood of foreseeable harm.
 - m. Threat-based Restriction: A prohibition on a restricted person from purchasing, possessing, or controlling or attempting to purchase, possess or control a dangerous weapon during the period of the restriction.
- 3. The policy shall include procedures for directing the responding officer to assess public safety; to provide options for the officer to respond to a situation effectively and safely to include the involuntary commitment “blue paper process,” and access to CIT, CIO or DHHS State Crisis Service, if appropriate.
 - 4. This policy shall include procedures for the officer that if the officer determines that protective custody is not appropriate, the officer may refer the person to a medical or mental health practitioner, or for other services; leave the person in the care of friends, relatives or service providers; or take other steps necessary to maintain public safety. Referral resources include:
 - a. Local mental health agencies – with contact information
 - b. Local hospital with voluntary inpatient capacity – with contact information
 - c. Regional DHHS staff – with contact information
 - d. Licensed mental health professional in private practice – with contact information
 - e. Local DHHS contract crisis provider.
 - 5. This policy shall require that if an officer takes a person into protective custody, the officer may take the person into custody and deliver the person for examination EITHER under the second step of the blue paper process OR, if the person has an advance healthcare directive, to determine the individual’s capacity and whether the advance healthcare directive is effective. Officers shall fill out the State of Maine Protective Custody Intake Form and provide it to the examining clinician.
 - 6. The policy shall require that officers are responsible for assessing the difference between criminal conduct and non-criminal conduct as it relates to persons in mental health crisis. If it is determined that a person requires protective custody, and that person has committed a criminal act and may be subject to a warrantless arrest pursuant to 17-A M.R.S. §15, the officer, in consultation with the licensed practitioner examining the person under the involuntary committal process, shall assess and then determine the most appropriate confinement condition to satisfy the protection of the public and the

treatment of the person.

7. The policy shall require that if the clinician for Step 2 of the involuntary committal process determines that the person does not satisfy the criteria for emergency involuntary hospitalization or that the person does not lack capacity so that the person's advance healthcare directive would apply, the officer will release the person from protective custody and, with the person's permission, either takes the person home (if that is in the officer's territorial jurisdiction) or return the person to the place from which the person was taken into custody, except that if the person is also under arrest, the officer will keep the person in custody until the person is released in accordance with law.
8. The policy shall require that if the examining clinician determines that the person satisfies criteria for emergency involuntary hospitalization, [and unless the law enforcement agency has executed a custody agreement with the health care facilities to which persons are delivered for examination under 34-B M.R.S. §3863(2-A)], the officer will secure a judicial endorsement as soon as possible, and shall transport or cause the patient to be transported in the least restrictive form of transportation, to the hospital authorized by the judicial officer.
9. The policy shall require that, if a medical practitioner determines that the person in protective custody presents a likelihood of foreseeable harm, and notifies the law enforcement officer or law enforcement agency of same, the officer or agency shall as soon as practicable seek endorsement by a Superior Court Justice, District Court Judge, judge of probate or justice of the peace of the medical practitioner's determination and the officer's declaration that the person was taken into protective custody and that the officer has probable cause to believe that the person possesses, controls, or may acquire a dangerous weapon.
10. The policy shall require that if the determination in Step 9 is endorsed by a judicial officer, officers are authorized and required, as soon as practicable - but no later than 24 hours after the endorsement - to notify the restricted person that he or she is prohibited from possessing, controlling, acquiring or attempting to possess, control, or acquire dangerous weapons pending the outcome of a judicial hearing. The notification shall also advise the restricted person that he or she is required to immediately and temporarily surrender any dangerous weapons possessed, controlled, or acquired by the restricted person to an officer who has authority in the jurisdiction in which the weapons are located pending the outcome of a judicial hearing, and that the person has a right to a judicial hearing within 14 days.
11. The policy shall require that the officer, after making the required notifications in Step 10, report the person's restricted status to the Department of Public Safety and the District Attorney in the district of the person's residence.
12. The policy shall include instructions regarding the collection, storage, care and return of surrendered weapons. The instructions shall include procedures for verification of

the restricted person's claim, if made, that he or she previously transferred possession of weapons to a third party for storage. The instructions shall also address instances when weapons located in the officer's jurisdiction must be collected pursuant to an order issued to a restricted person who resides in a different jurisdiction.

13. The policy shall include guidance for the officer if the officer or agency has probable cause to believe that a restricted person under 34-B M.R.S. §3862-A possesses or controls but has not surrendered a weapon, to include searching for and seizing such a weapon pursuant to a warrant or other circumstance approved by law, notification of appropriate federal law enforcement agencies including but not limited to the Bureau of Alcohol, Tobacco, Firearms and Explosives (A.T.F.), and charging the restricted person as appropriate.
14. The policy shall require that officers be familiar with the relevant criminal offenses for a restricted person who possesses a weapon, including but not limited to Possession of a Firearm by a Prohibited Person, 15 M.R.S. §393. Officers shall also be aware that a restricted person who makes all practical, immediate efforts to voluntarily comply with a surrender notice is not subject to arrest or prosecution as a prohibited person.
15. The policy shall require that 20% of all full-time law enforcement officers of each agency receive at least 8 hours of nationally recognized or best practice in-person training in Mental Health Identification Awareness for Law Enforcement Officers by January 1, 2018 and that the agency maintains at least 20% after that date. This training standard requirement will be sent annually to the Maine Criminal Justice Academy as part of the annual reporting requirements, as outlined in 25 M.R.S. §2805-B.
16. Officers must abide by their agency policy as it applies to all standards of the Maine Criminal Justice Academy Board of Trustees.

Note: Any violation of these standards may result in action by the Board of Trustees.

**Maine Criminal Justice Academy
Board of Trustees Minimum Standards, Policy 6**

**VIOLATIONS OF THE MAINE CIVIL RIGHTS ACT /
HATE OR BIAS CRIMES POLICY**

Date Board Adopted: 01/15/2021

Effective Date: 01/15/2021

The agency must have a written policy to address violations of the Maine Civil Rights Act and Hate or Bias Crimes, to include, at a minimum, provisions for the following:

1. A policy statement that recognizes the importance of investigating all bias motivated complaints.
2. Officers are responsible for being familiar with the Maine Civil Rights Act, Interference with Constitutional and Civil Rights and all other applicable criminal and civil statutes protecting constitutional and civil rights.
3. Definition of a hate or bias crime, and a bias motivated incident.
4. Dispatching procedures regarding receipt and response to a bias motivated complaint.
5. Establish an investigative procedure to be used for bias motivated incidents.
6. Requirement of agencies to select, assign and secure training for the agency's Civil Rights Officer(s), to notify the Attorney General's Office of the name and contact information for assigned Civil Rights Officer(s), and to notify the Attorney General's Office of any change in assignment as soon as possible.
7. Description of the duties of the agency's Civil Rights Officer(s).
8. Procedure for identifying the agency's Civil Rights Officer(s) to the public and other law enforcement agencies.
9. Requirement to establish notification and reporting procedures to the Office of the Attorney General of any bias motivated crime or incident.
10. Requirement that the Civil Rights Officer notify and work closely with the Attorney General's Office and the District Attorney's Office to ensure that a legally adequate case is developed for enforcement of the Maine Civil Rights Act and prosecution of any bias motivated crime.
11. Officers must abide by their agency policy as it applies to all standards of the Maine Criminal Justice Academy Board of Trustees.

Note: Any violation of these standards may result in action by the Board of Trustees.

**Maine Criminal Justice Academy
Board of Trustees Minimum Standards, Policy 7**

**RECORDING OF LAW ENFORCEMENT
INTERVIEWS OF SUSPECTS AND WITNESSES,
TO INCLUDE CASES OF MURDER AND CLASS
A, CLASS B AND CLASS C CRIMES AND THE
PRESERVATION OF INVESTIGATIVE NOTES
AND RECORDS IN SUCH CASES POLICY**

Date Board Adopted: 11/19/2021

Effective date: 1/1/2022

The agency must have a written policy to address the Recording of Law Enforcement Interviews of Suspects and Witnesses to include cases of Murder and Class A, Class B and Class C Crimes and the Preservation of Investigative Notes and Records in Such Cases, to include, at a minimum, provisions for the following:

1. A policy statement that recognizes the importance of recording custodial interrogations of persons involved in cases of Murder and Class A, Class B and Class C Crimes, regardless of where the interrogation is conducted.
2. A policy statement that recognizes the importance of recording interviews of witnesses in murder investigations and Class A, Class B and Class C crime investigations.
3. Definition of recording that, at a minimum, encompasses digital, electronic, audio, video or other recording.
4. Definition of custodial interrogation that, at a minimum, encompasses an interrogation during which (1) a reasonable person would consider that person to be in custody in view of the circumstances, and (2) the person is asked a question by a law enforcement officer that is likely to elicit an incriminating response.
5. Definition of serious crimes that, at a minimum, includes murder and all Class A, B, and C crimes, and the corresponding juvenile offenses.
6. Procedure regarding the preservation of notes, records, and recordings specifically related to such interrogations until such time as the defendant's conviction is final, appeals are exhausted, or the statute of limitations has expired.
7. Procedure regarding the preservation of notes, records, and recordings of witnesses in murder investigations and Class A, Class B and Class C crime investigations until

such time as the statute of limitations, if any, for charges in the relevant crime has passed, if no person has been charged. In the case where a person has been charged, until such time as a charged defendant's conviction is final and any appeals are exhausted.

8. A requirement that an officer of the agency record a custodial interrogation when the interrogation relates to a serious crime.
9. A requirement that when an officer records a custodial interrogation, regardless of the location of the interrogation, the recording includes the administration of any warnings that are given (such as the Miranda warning).
10. The requirement to record a custodial interrogation does not apply to:
 - A situation when recording is not feasible, including, but not limited to, cases in which recording equipment is malfunctioning.
 - Spontaneous statements that are not made in response to interrogation.
 - Statements made in response to questions that are routinely asked during the processing of the arrest of a person.
 - Statements given in response to a custodial interrogation at a time when the interrogator is unaware that a serious crime has occurred.
 - A situation when the person who is the subject of a custodial interrogation refuses, preferably in writing or in a recording, to have the interrogation recorded.
11. A policy statement which encourages the recording of witness interviews in serious crimes but does not require the recording of all witness interviews. The policy statement must factor in the feasibility of recording individual interviews, taking into account the circumstances of:
 - The witness
 - The time and place of the interview
 - The crime
 - The capability of the law enforcement agency to record the interview
12. Procedure for the use of interpreters during a custodial interrogation or witness interview when circumstances indicate a need for an interpreter.
13. Officers are responsible for being familiar with when interrogations must be recorded. Their agency's procedures for recording interrogations, the operation of their agency's recording equipment, and any relevant case law regarding interrogations.
14. Statements as to the availability and maintenance of recording devices and equipment.
15. Procedure as to the control and disposition of recordings of custodial interrogations and witness interviews.

16. Procedures for the law enforcement agency when dealing with discovery requests as they relate to the recordings and the notes or records related to such recordings.
17. Officers must abide by their agency policy as it applies to all standards of the MaineCriminal Justice Academy Board of Trustees.

Note: Any violation of these standards may result in action by the Board of Trustees.

**Maine Criminal Justice Academy
Board of Trustees Minimum Standards, Policy 8**

**PUBLIC NOTIFICATION REGARDING PERSONS IN
THE COMMUNITY REQUIRED TO REGISTER
UNDER 34-A, CHAPTERS 15 & 17 POLICY**

Date Board Adopted: 09/20/2013

Effective Date: 10/09/2013

The agency must have a written policy to address the Public Notification of Registered Sex Offenders, to include, at a minimum, provisions for the following:

1. A policy statement that recognizes the importance of community sex offender notification, the agency's compliance with 34-A M.R.S., chapters 15 & 17 and the delicate balance between the governmental interests and individual rights.
2. Definitions of another state, bureau, domicile, law enforcement agency having jurisdiction, registrant, lifetime registrant, residence, safe children zone, sentence, sexual act, sexual contact, sex offense, sex offender restricted zone, sexual assault response team, sexually violent offense, tier I offense, tier II offense, tier III offense, tier I registrant, tier II registrant, tier III registrant, ten-year registrant and verification form.
3. Procedures for the law enforcement agency having jurisdiction to receive the information that SBI forwards to that agency, including designating a contact person for the agency and informing SBI of the name of that person, contacting the probation officer involved for conditions of release, contacting the investigating agency for investigative information, and assessing the risk to the community to determine the scope of notification for a resident sex offender or a sex offender working in the jurisdiction.
4. Procedures for the law enforcement agency having jurisdiction to interview the registered sex offender, obtain fingerprints, receive a photo, and verify the address and telephone numbers of friends and family with initial registration.
5. Procedures for the law enforcement agency having jurisdiction to notify the community. These procedures must include consideration of news media release, informational leaflets, personal notification, and targeting population centers based upon the nature of the registrant's conviction, whether the person is required to register as a Lifetime Registrant, Ten-Year Registrant, Tier I Registrant, Tier II Registrant or Tier III Registrant and the agency's investigative findings. The nature of the conviction includes consideration of the elements of the offense for which the registrant was convicted, and any facts alleged in the charging instrument (including, but not limited to, the age of the victim) that were proved or admitted.
6. Procedures to balance the rights of the registrant and the public's interest and right to access information concerning the registrant.

7. Procedures for the agency-designated contact person to meet the responsibility of completing and processing the SBI verification form, establishing an agency file for registrants, providing a link to the state Sex Offender Registry if the agency has a public website, and establishing the periodic reporting mechanism for the registrant.
8. Procedures for the law enforcement agency having jurisdiction to treat all out-of-state sex offenders who are required to register in the same manner as sex offenders originating from the State of Maine.
9. Procedures for the law enforcement agency having jurisdiction to handle non-compliance with registration requirements. This should include contacting the local district attorney's office for guidance.
10. A requirement that the agency provide a copy of its Sex Offender Community Notification Policy to the Board of Trustees of the Maine Criminal Justice Academy, as well as SBI.
11. Officers must abide by their agency policy as it applies to all standards of the Maine Criminal Justice Academy Board of Trustees.

Note: Any violation of these standards may result in action by the Board of Trustees.

**Maine Criminal Justice Academy
Board of Trustees Minimum Standards, Policy 9**

CITIZEN COMPLAINT POLICY

Date Board Adopted: 09/14/2018

Effective Date: 09/14/2018

The agency must have a written policy to address Citizen Complaints, to include, at a minimum, provisions for the following:

1. A policy statement that recognizes the importance of investigating all complaints of alleged officer misconduct.
2. Procedures for receiving citizen complaints, including written anonymous complaints.
3. Requirement that all complaints against the agency or its employees be investigated.
4. Type of complaint which must be reviewed by the internal affairs unit and/or the Chief.
5. Type of complaint that may be investigated by a line supervisor.
6. Type of complaint that requires investigation by the internal affairs unit.
7. Type of complaint which should be referred to another agency.
8. Procedure for notifying the agency's chief administrative officer of a complaint against the agency or its employee.
9. Requirement that the agency follow contract provisions regarding the employee's rights.
10. Time limit for completing an internal affairs investigation, with provisions for extensions.
11. Procedure to inform the complainant of the status of the complaint and investigation including the conclusion.
12. Requirement that a written conclusion be generated for each investigation into an allegation of misconduct.
13. Requirement that the agency maintain in a secure area a record of all complaints against the agency and its employees, protecting confidentiality in accordance with applicable laws and subject to applicable collective bargaining agreements. (For State employees – 5 M.R.S. §7070, for County employees – 30-A M.R.S. §503 and for Municipal employees – 30-A M.R.S. §2702).

14. Officers must abide by their agency policy as it applies to all standards of the Maine Criminal Justice Academy Board of Trustees.

Note: Any violation of these standards may result in action by the Board of Trustees.

**Maine Criminal Justice Academy
Board of Trustees Minimum Standards, Policy 10**

**CRIMINAL CONDUCT BY A LAW ENFORCEMENT
OFFICER POLICY**

Date Board Adopted: 09/20/2013

Effective Date: 10/09/2013

The agency must have a written policy to address Criminal Conduct by a Law Enforcement Officer, to include, at a minimum, provisions for the following:

1. A policy statement that recognizes the importance of investigating all complaints of alleged criminal conduct by a law enforcement officer.
2. Establish a procedure to refer complaints of alleged criminal conduct to the appropriate investigative entity.
3. Develop procedures for subsequent internal administrative action.
4. Develop procedures that comply with 25 M.R.S. §2807.
5. Officers must abide by their agency policy as it applies to all standards of the Maine Criminal Justice Academy Board of Trustees.

Note: Any violation of these standards may result in action by the Board of Trustees.

**Maine Criminal Justice Academy
Board of Trustees Minimum Standards, Policy 13**

BIAS-BASED PROFILING POLICY

Date Board Adopted: 01/15/2021

Effective Date: 07/01/2021

The agency must have a written policy to address bias-based profiling, to include, at a minimum, provisions for the following:

1. A policy statement that prohibits the stops, detentions, searches, or asset seizures and forfeiture efforts based on race, ethnicity, gender, sexual orientation, gender identity, religion, socioeconomic status, age, national origin, or ancestry by members of this agency, and that states individuals may only be stopped or detained when legal authority exists to do so, and that members of this agency must base their enforcement actions solely on an individual's conduct and behavior or specific suspect information.
2. Definition of bias-based profiling: Targeting an individual(s) based on a trait common to a group for enforcement action to include, but not limited to, race, ethnicity, gender, sexual orientation, religion, gender identity, religion, socioeconomic status, age, national origin, or ancestry.
3. Requirement to establish notification and reporting procedures to the Office of the Attorney General of any complaint of bias-based profiling made against any member of the agency.
4. Officers must abide by their agency policy as it applies to all standards of the Maine Criminal Justice Academy Board of Trustees.

Note: Any violation of these standards may result in action by the Board of Trustees.

Maine Criminal Justice Academy

Board of Trustees Minimum Standards, Policy 14

Execution of Unannounced Search Warrants Policy

Date Board Adopted: 11/12/2021

Effective Date: 12/31/2021

The agency must have a written policy to address the unannounced execution of search warrants (a.k.a. “no-knock warrants”), to include, at a minimum, provisions for the following:

1. A policy statement that prohibits the execution of an unannounced search warrant, unless a valid exception applies.
2. A policy statement that explains that the prohibition against the execution of an unannounced search warrant does not apply if:
 - a. The warrant clearly states that providing notice prior to the execution of the warrant would create an imminent risk of death or bodily harm to a law enforcement officer, an individual in the location named in the warrant, or an individual in the surrounding area(s) outside the location named in the warrant, or
 - b. A recognized exception to the requirement for a search warrant exists, including but not limited to exigent circumstances.
3. A policy statement that the existence of imminent risk of death or bodily harm under the exception to the prohibition against an unannounced search warrant must be reviewed and verified by the warrant’s issuing authority.
4. A policy statement that specifies the following requirements which apply to a law enforcement officer executing an unannounced search warrant:
 - a. The officer shall wear an official uniform that clearly identifies the officer as a law enforcement officer;
 - b. If the officer’s law enforcement agency provides body-worn cameras to law enforcement officers, the officer shall wear a body-worn camera in accordance with the policies of the officer’s agency; and
 - c. The officer shall follow the policy of the officer’s agency regarding the usage of body-worn cameras.
5. A policy statement specifying that law enforcement agencies that provide body-worn cameras are not required to mandate the recording of the execution of an unannounced search warrant.
6. A policy statement specifying that in cases where an imminent risk of death or bodily harm exists, only officers trained in the use of stun grenades, stun, distraction, or other similar devices may use such a device during the execution of a warrant.

7. Definition of unannounced warrant or no-knock warrant: A warrant that authorizes the execution of the warrant without the law enforcement officer first announcing the authority for the execution of the warrant and the purpose for which the warrant was issued. Any warrant is an unannounced warrant if it is executed without waiting for at least 20 seconds after the announcement of authority and purpose before making entry.
8. A policy statement specifying that a law enforcement officer certified under M.R.S. Title 25, §2804-C is responsible for the direction, oversight and control of the execution of an unannounced search warrant.
9. Officers must abide by their agency policy as it applies to all standards of the Maine Criminal Justice Academy Board of Trustees.

Note: Any violation of these standards may result in action by the Board of Trustees.