



Paul R. LePage
Governor

STATE OF MAINE
Department of Public Safety
MAINE CRIMINAL JUSTICE ACADEMY
15 Oak Grove Road
Vassalboro, Maine 04989



John E. Morris
Commissioner

John B. Rogers
Director

Dear client,

For those seeking Law Enforcement or Corrections Officer training or certification records held by the Maine Criminal Justice Academy, Please use the following guidelines to expedite the processing of these requests.

- Please send requests via fax at (877-8027) on your firm's letterhead so we will have a record of the request and billing information.
- Please include the officers full name and agency (we have many officers Jones)
- Please include which records you are looking for. As an example if this is an OUI case you may want SFST and Intoxilyzer certification records and manuals but would not need a full Academy transcript of all classes.
- We treat each officer as a separate request. Please separate requests

Although a written request is not mandated, It makes it easier to track on this end. I also encourage firms not to e-mail requests. If I am out of the office they may sit in my in-basket when other staff could process them.

We also bill \$10 for this basic type of request which should be under 1 hour of staff time and under 20 pages. A few agencies send a check made payable to "Treasurer State of Maine". Most allow us to bill them.

Breath Testing Device, Standardized Field Sobriety testing and Drug Recognition Expert training manuals can be downloaded for free at the following site.

<http://www.maine.gov/dps/bhs/impaired-driving/lep/index.html>

Call with any questions. Thanks. Jim

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