

September 22, 2009

Thank you for your interest in the Portland Police Department. This letter is to serve as a confirmation of the upcoming entry level police officer testing. Dates and times for the written exam are as follows: Saturday, October 3 at 9:00 am; Monday, October 5 at 10:00AM and 4:00 PM; and Tuesday, October 6 at 9:00 am, 1:00 PM and 5:30 PM. The fitness tests are being held on Saturday, October 3 at 11:00AM and Tuesday, October 6 at 4PM. Please call Police Personnel at (207) 874-8588 to schedule your testing dates. When you schedule your testing session please indicate which fitness test date and time you would prefer. As a reminder, if you have completed the fitness test within the past year with either the Portland Police Department or the Maine Criminal Justice Academy there is no need to retest; please provide a copy of the test if possible on the day of your written exam.

There will be a hiring information night on Wednesday, September 30 from 5:00 – 6:30 PM in the Public Safety Building Auditorium (located at 109 Middle Street, Portland, ME 04101), The hiring information night is where you can ask questions and receive information regarding the Portland Police Department and the police officer hiring process.

Enclosed please the “Maine Jobs Spotlight: Police Officer,” an interview with a Portland Police Department Officer that was featured in the *Maine Jobs* section of the Maine Sunday telegram which provides essential information for anyone interested in a career in law enforcement.

Should you pass both portions of the testing, we are holding interviews shortly after the testing dates. We ask that you bring the completed Employment Background Booklet on the day of the interview. The background booklet is fairly extensive and can be time consuming, and gathering the materials requested can be even more so. We realize this and want you to be as prepared as possible and have ample time to devote to completing it. Therefore, I would advise you to go to our website (<http://police.portlandmaine.gov/careers.asp>) and look at the Background Booklet as soon as possible to get a sense of the questions asked, materials needed, and the time necessary to complete it as thoroughly as possible before the upcoming interview process. Background Booklets are not required until after the testing process, so please refrain from bringing them on the day of the exam.

There is no need to respond to this email, however feel free to contact us regarding any questions you may have. The Office of Police Personnel can be reached at 874-8588 or 874-8571.

Thank you very much for your interest. We look forward to meeting you.

Sincerely,

Clarkson Woodward
PAO – Police Personnel