

**\*\*TEST DATES LISTED BELOW\*\***

January 2012

Dear Candidate:

Thank you very much for your interest in the Portland Police Department. We are starting an entry level hiring process and would like to inform you regarding the first steps in our process. We have scheduled a test dates for the required entry level test for police officer. The dates and times are: **Tues, February 7<sup>th</sup> at 8:30AM and 4:00 PM** and **February 10<sup>th</sup> at 8:00 AM and 1:00 PM**. The fitness exam will offered **Friday, February 10<sup>th</sup> at 11:00 AM**.

**\*\*If you have already submitted an application for an entry level position:** Those applications have been held in our office and automatically allow you the opportunity to reserve a day and time to take the police exam. Please call 874-8588 to set up that appointment and confirm that we have a completed hiring package on file.

**\*\*If you have not submitted an application for an entry level position:** Please send your resume, cover letter and application ([www.portland-police.com](http://www.portland-police.com)) to Human Resources at City Hall. Once we receive that packet from City Hall, we will contact you to schedule the police exam.

**\*\*For all candidates:** All candidates must pass the Maine Criminal Justice Academy fitness exam. There are two options available: **1)** We will accept recent Maine Criminal Justice Academy fitness forms. The academy administers their fitness test on the first Wednesday of each month. To take the test at MCJA, please call them directly at 877-8000. Once you have successfully completed the fitness test, you will receive a document which you may bring to our department so that you will not have to retest. **2)** If you prefer not to take the test in Vassalboro, please let us know and we will schedule a time for you to take it at the Portland Police Department. PT testing will be offered on February 10<sup>th</sup> at 11:00 AM.

Thank you very much for your interest. We look forward to meeting you. If you have any questions, please contact us at Police Personnel (207) 874-8588 or (207) 874-8596.

**Space is limited; therefore, you will need to either email Susan at [srd@portlandmaine.gov](mailto:srd@portlandmaine.gov) or call her at (207) 874-8596 to secure your spot for testing.**

C. Clarkson Woodward  
Principal Administrative Officer  
Office of Personnel