



A Program of the Maine Chiefs of Police Association  
[www.mainechiefs.com](http://www.mainechiefs.com)

## ASSESSOR APPLICATION

Thank you for your interest in becoming a MLEAP Assessor. To qualify to become an assessor, you must complete this application and meet the following criteria:

- Be from an agency that is MLEAP accredited or is actively pursuing MLEAP accredited status;
- Have three or more years of administrative or supervisory experience (civilian or certified);
- Provide documentation of a successfully completed fingerprint based background check (if requested); and
- Have authorization from your agency's Chief Executive Officer.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Rank/Job Title \_\_\_\_\_

Agency Name \_\_\_\_\_ # of Sworn Employees \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Accreditation Manager Y N Total law enforcement experience: \_\_\_\_\_

Is your agency Accredited Y N Is your agency in the process Y N

**Please include a brief resume** that includes your assignments and responsibilities throughout your law enforcement career.

**Submit a writing sample** with this application. Sample should be 100 to 300 words (1-3 paragraphs). Topic is at the discretion of the applicant but *should* have a law enforcement theme.

This commitment is voluntary. MLEAP assessors will be reimbursed for travel expenses outlined below. Assessors must provide their own laptop computer. Agency's Chief Law Enforcement Officer and applicant understand that agency is responsible for assessor's salary.

**Travel** to and from an agency or event under this program will be at the lowest possible expense. If assessors use a personal vehicle they will be reimbursed at the current state rate for total mileage. Airfare and car rental must be approved in advance by the Executive Director for the MCOPA.

Every effort should be made to select **lodging** at the current state rate. Anticipated lodging rates at more than state rate must have prior approval of the MLEAP Program Director. Receipts for lodging must be submitted. The program will not reimburse exceptional expenses such as in-room movies.

Assessors will receive a stipend for **meals** while performing MLEAP business (no receipts required). Stipend amounts are listing in the MLEAP Program Manual.

Other necessary and required **expenses** may be reimbursed with prior approval of the MLEAP Program Coordinator.

Upon completion of assessment, a **Travel Expense Form** will be prepared and submitted to the MLEAP Program Director along with all required receipts *within five business days* of assessment. MCOPA will pay the assessor and bill the candidate agency for the travel amounts.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

CEO/Approving Authority \_\_\_\_\_ Date \_\_\_\_\_

Submit application to MLEAP Program Director Shawn O'Leary at  
[shawn.oleary@dirigosafety.com](mailto:shawn.oleary@dirigosafety.com).