York County Sheriff's Office

Recruitment and Retention Plan



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Message from
Sheriff William L. King Jr.

The York County Sheriff's Office is a special place to be a law enforcement officer. Rural patrol has unique challenges that force officers to think on their feet, make quick judgements, and become experts in time management. It is not easy.

The sheriff's office allows each deputy opportunities for professional growth through training but primarily through work experience. We promote proactive law enforcement and honor those who fill up their discretionary time enforcing traffic laws, patrolling hot spots and conducting follow-up investigations.

I have often said that our deputies are uniformed detectives, counselors, and in many instances, supervisors because the demands of the job as well as the vast patrol area allow our deputies to work independently. Consequently, we seek those individuals who are self-motivated and desire to be part of a group of individuals who are committed to improving the quality of life for our community members.

I find it an honor to be the sheriff of an organization with dedicated professionals. We consistently have a higher crime clearance rate and recover more stolen property than the national average. A deputy is allowed to be as "good" as he or she wants to be!

We have specialties like K-9, SRT, Honor Guard, etc. that you will find in this brochure but in my opinion, everybody has an individual specialty, and I challenge you to join this great organization where you are not just a number, but a member of our law enforcement family.



Our Agency

The York County Sheriff's Office is located at 1 Layman Way in Alfred, Maine. This law enforcement agency is staffed by the Sheriff, Chief Deputy, two Majors, one Detective Sergeant., four patrol Sergeants, two detectives, and eighteen patrol deputies. The agency also employs one civil deputy supervisor and two full-time civil deputies. The York County Sheriff's Office employs two part-time deputies who work court security at the York County Superior Court building. These deputies mainly provide security for probate and other government officials located in the courthouse. The department has a civilian staff that consists of an administrative assistant, an administrative clerk, and two civil clerks. We also employ a mechanic and IT employee. The mechanic and IT worker are shared with the jail.

The York County Sheriff's Office utilizes the Sanford Regional Communications Center for dispatch services. The two Major positions are divided into two divisions, patrol and administrative. The patrol major is responsible for all patrol functions while the Administrative Major is responsible for training, staffing, certifications, equipment purchases, future planning, etc. The York County Sheriff's Office Criminal Investigation Division consists of a Detective Sergeant and two Detectives. One of the detectives is assigned as a Domestic Violence Investigator from a grant provided by Caring Unlimited. Our detectives are also responsible for maintaining the sex offender registry for all individuals residing in York County. We also have two School Resource Officer's that fall under our CID Division as well as a Task Force Officer assigned to the Maine Drug Enforcement Agency. We also have a Deputy assigned part time on the FBI Safe Streets Task Force.

The York County Sheriff's Office has several specialty positions that our deputies can be involved in. We have three deputies trained as Peer Leaders for not only our agency but departments throughout York County. The York County Sheriff's Office received a grant from the National Alliance on Mental Health (NAMI) to spearhead this program in York County and it has been a resounding success so far. The York County Sheriff's Office also has a K-9 team, an Honor Guard Unit, Accident Reconstructionist, Crime Scene Mapper, Firearms Instructors, MARC instructor, negotiator and three deputies assigned to the Southern Maine Special Response Team.

The York County Sheriff's Office is part of the York County Government which consists of a County Manager and five elected County Commissioners. The County Manager is the Chief Administrative Officer for County Government and oversees the day-to-day operations of all York County Government Departments. The County Commissioners are elected to four-year terms and serve as the chief policy-making board of the county of York. These five commissioners represent the 29 cities and towns in York County.

The York County Sheriff's Office is an accredited police department with the Maine Law Enforcement Accreditation Program.



Mission Statement

The York County Sheriff's Office is committed to working in partnership with our community to improve quality of life, reduce crime, and provide a sense of safety and security for our community members and visitors to our county.

Vision Statement

The York County Sheriff's Office envisions a county where all people feel safe, supported, and respected. We will accomplish this by providing exceptional police services in collaboration with our community members and other agencies whose mission is to provide service to our residents, their guests, and visitors. We will work toward fostering an engaged community that will readily report crimes or other public safety concerns.

Core Values

Integrity
We will always hold ourselves to the highest ethical and moral standards, while always holding ourselves accountable for our actions and decisions.

Community Partnership
We will dedicate ourselves to a mutual setting of priorities with our community and a shared commitment to community policing.

Service
We will provide the highest level of quality service in a courteous, efficient, and accessible manner.

Dignity
We pledge that we will treat all individuals with respect, dignity, and compassion.

Constitution
We will respect and protect the rights of all individuals while enforcing the laws enacted by the United States and state of Maine Constitutions. All citizens will be treated fairly and without favoritism.

Ourselves
We recognize that our employees are the cornerstone of our agency's success. We value the unique contributions made by all of our employees towards our public safety mission.

MLEAP Accreditation

In 2025, the York County Sheriff's Office received its re-accreditation with the Maine Law Enforcement Accreditation Program (MLEAP). The York County Sheriff's Office is one of only three Sheriff's Offices in Maine to have received this accreditation. The agency received its initial accreditation in 2022. This was a mandatory three-year compliance check to maintain its accreditation.

Attaining accreditation through MLEAP means that the agency meets or exceeds 164 identified standards for Maine law enforcement agencies that are applicable to the agency. These standards cover all aspects of law enforcement operations, including the use of force, protection of citizens' rights, pursuits, property and evidence management, and patrol and investigative operations. While being accredited does not guarantee an agency will not make a mistake, it does ensure that the agency has carefully thought about these critical issues, has developed policies and procedures to address them, and has systems in place to identify and correct problems.

The assessment process includes a review by trained MLEAP assessors to ensure the department seeking reaccreditation has the required policies, procedures, training, and physical infrastructure to comply with the established standards. The process began with an off-site review of all applicable chapters and verification of the proofs of compliance provided by the York County Sheriff's Office. MLEAP ensures an agency has addressed the most critical law enforcement issues in both policies as well as in actual operations, often requiring proof that every employee has received and understands department policies. Additional requirements can include proof of roll-call training, topic-specific training and online courses, Field Training (FTO), or proof of specific skills training. Finally, the on-site review consists of a physical verification that all the required practices are happening on any given day.

MLEAP
MAINE LAW ENFORCEMENT ACCREDITATION PROGRAM

SHERIFF YORK COUNTY SHERIFF'S OFFICE

Recruitment Plan

- Continue to coordinate with the York County Government Human Resources Department on recruitment strategies and ideas.
- Appoint a Deputy to spearhead a strong and dynamic recruitment Strategy.
- Continue to utilize social media platforms to highlight the York County Sheriff's Office and to promote the agency and its work in our community.
- Start to utilize social media platforms not currently being used by the Sheriff's Office, such as Instagram, You Tube, X (formerly Twitter), and WhatsApp.
- Develop and implement a plan to identify correctional Officers currently working at the Sheriff's Office that have a desire to work as a patrol deputy. Provide them a work plan and training to give them the best possible opportunity to successfully complete the patrol deputy application process.
- Work closely with the York County First Responder Training Facility to identify prospective students at the York County Community College who will be taking classes at the training facility. The facility, which is located next to the Sheriff's Office provides an excellent opportunity to connect with criminal justice students interested in a career in law enforcement.
- Work with the County Manager to budget funding for a professional recruitment video for patrol and Corrections vacancies.
- We also conduct a yearly Citizens Police Academy. The goal of this program is to make the public more aware of the duties and responsibilities of our deputies. We also believe this will have a positive impact on our recruitment efforts.









Communities We Patrol

York County is the south westernmost county in the State of Maine. It was founded in 1639 and is the oldest county in the state of Maine and one of the oldest in the country. The 2020 census has the entire population at 211,972. This makes it the second most populated county in the state of Maine. The land area of our patrol area is comprised of residential, mixed-use, commercial, industrial, and farming. We have several major highways/roads that connect cities or are routes of travel for thousands of tourists every year. Rt. 111 connects Biddeford and Sanford, while Rt. 1 is also a busy highway that connects Kennebunk to the Biddeford area.

The York County Sheriff's Office and the Maine State Police have a call-sharing agreement involving the 14 York County towns that do not have a full-time police department. The York County Sheriff's Office has primary patrol in the following towns: Newfield, Waterboro, Acton, Shapleigh, Lebanon, Alfred, Lyman and Arundel. The total population of these towns is 34,086. The total square mileage is 321.4. It should be noted that these towns' population grows expediently in the summer months.

The York County Sheriff's Office presently has contract deputies assigned to the following towns, Waterboro (two deputies), Arundel (two deputies), and Acton-Shapleigh (one deputy). The same deputies are assigned to work in these communities for 40 hours per week and develop a close working relationship with these community members and stakeholders. On January 1, 2027 the town of Lebanon will conduct a 6-month trial period with a contract deputy.

Acton

Population- 2,722 **Patrol Size- 41.11 Square miles**

Items of Interest- Acton State Fair, Iron Tails Saloon, and Willy's Ale Room.

Recreation Areas of Interest- Great East Lake, Wilson Lake, Horn Pond, and Loon Pond



Shapleigh

Population- 2,926 **Patrol Size- 42.9 Square miles**

Items of Interest- The Brew Shop, One Earth Natural Food Store

Recreation Areas of Interest- Mousam Lake, Square Pond, Little Poverty Pond, Shapleigh Pond

Arundel

Population- 4,264 **Patrol Size- 23.9 square miles**

Items of Interest- Arundel Antiques, Bentley's Saloon, Vinegar Hill Music Theatre, Seashore Trolley Museum, Bandaloop Restaurant

Recreation Areas of Interest- Brimstone Pond, Eastern Trail

Waterboro

Population- 8,123 **Patrol Size- 57.1 square miles**

Items of Interest- Ossipee Hill Summit, Xota Brewing Company, El Tequila Mexican Restaurant, 38 West Pub and Grille

Recreation Areas of Interest- Lake Arrowhead, Little Ossipee Pond, Middle Branch Pond, Northwest Pond, Ossipee Hill hiking trail

Newfield

Population- 1,648 **Patrol Size- 32.3 square miles**

Items of Interest- Willowbrook Village, Province Lake Golf Course, Thurston and Peters Sugarhouse, Hilltop Boilers

Recreation Areas of Interest- Rock Haven Lake, Mirror Lake



Lebanon

Population- 6,752 **Patrol Size- 55.8 square miles**

Items of Interest- Minor's Diner and Dairy Bar, Trains Tavern, Proving Grounds

Recreation Areas of Interest- Skydive New England, Milton Pond, Northeast Pond

Lyman

Population- 4,632 **Patrol Size- 40.4 square miles**

Items of Interest- Ed's Grove Discount Store, Brookridge Boilers, Pond View Farm

Recreation Areas of Interest- Kennebunk Pond, Bunganut Pond, Swan Pond

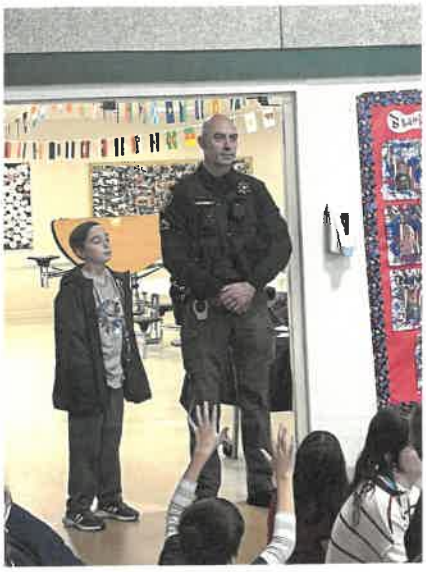
Alfred

Population- 3,019 **Patrol Size- 27.9 square miles**

Items of Interest- The Bistro, Giles Family Farm, Alfred Shaker Museum, York County Seat, York County Jail and Sheriff's Office, and State Police Barracks (Southern Field Division)

Recreation Areas of Interest- Shaker Pond, Estes Lake, Round Pond, Massabesic Experimental Forest

Deputies In our Communities























Hiring Based on our

Vision Statement and Core Values

The York County Sheriff's Office attempts to recruit and hire those individuals that best exemplify our vision statement and core values. We recognize that we have an awesome responsibility to our community members, business owners, and visitors to our county. Because of this responsibility, we strive to only hire those individuals whose core mission is public service.

Candidates go through a comprehensive hiring process to ensure we are hiring the best deputies to protect and serve our community. Our hiring process includes:



- ★ Oral Board Panel Interview
- ★ Background Investigation
- ★ Physical Aptitude Test
- ★ Polygraph Examination
- ★ Psychological Examination
- ★ Medical Screening
- ★ Sheriff's Interview
- ★ Completion of the Maine Criminal Justice Academy (or a waiver from another state)
- ★ Completion of the Field Training Program (360 hours for new recruit, 160 hours for experienced officer).

Lateral Transfers

We do accept lateral transfers who are in good standing with their previous police department. The applicant is still mandated to complete the full hiring step process excluding the Maine Criminal Justice Academy with a proper waiver. The waiver process is based on the previous police academy they attended and if it aligns with the standards set forth by the Maine Criminal Justice Academy. An abbreviated Field Training Program is still required and will be based on the experience of the officer.

Trainings and the Maine Criminal Justice Academy

York County Deputies attend numerous in-service training courses during the year that are required by the Maine Criminal Justice Academy. Deputies also are allowed to attend other training courses that they volunteer for or are part of their specialty position. Many of the specialties that deputies are involved with require a number of in-service training hours to maintain their certification.

The mandatory required training for 2026 was:

According to the DPS MCJA in-service training requirements, every law enforcement officer (full-time and part-time) must complete 2 hours each of the following in the 2026 calendar year:

- MCJA Firearms Qualification
- New Law / Case Law Updates
- Trauma-Informed Training for LEOs
- Officer Wellness
- Elder Exploitation, Fraud and Abuse
- Recognizing and Responding to Survivors of Human Trafficking



In addition officers must complete 4 hours each of:

- MARC Refresher in-person practical (Block 3)
- MARC Refresher in-person practical (Block 4)

These requirements are in addition to the 20 hours of elective training required every two-year cycle (2024-2025 and 2026-2027)

Elective Training

- 20 Hours of elective training approved by the employing agency's CEO must be completed between Jan1, 2026 and Dec 31, 2027
- If hired after Oct 1st in a cycle, partial year requirements apply

All new recruits must attend and successfully pass the Maine Criminal Justice Academy Basic Law Enforcement Program. This program consists of a total of 720 curriculum hours on a number of different topics that are important to becoming a professional and proficient law enforcement officer.







FUTURE OUTLOOK

The York County Sheriff's Office currently has two patrol deputy openings. Several patrol deputies are eligible to retire in the next few years, so there will be a need to attract qualified applicants to our agency. In order to remain one of the premier police agencies in Maine, we will need to continue to keep a highly competitive benefits package along with continued career development with training and educational opportunities.

We recognize that policing in a rural environment presents a number of unique challenges that an officer might not experience in a city agency. We are looking for that individual that is self-motivated and can make decisions under stressful conditions without always having the luxury of having a supervisor with you. This is not for everyone, but for those that enjoy challenges and have a strong desire to serve your community, we feel the York County Sheriff's Office is the place for you.

In January 2026, the County opened the York County Regional Training Center. Its mission is to provide "Recruit to Retirement" training and education to ensure our first responders are competent, confident, and ready to serve at all levels throughout a career. This center is an example of the County's commitment to provide quality training and education of our law enforcement, as well as fire, EMS, dispatch and public safety professionals.

This facility offers on-site training and equipment that we never thought possible. We are thrilled with the possibilities this will offer our patrol deputies with their career development. We are also confident that this will help retain the staff we currently employ and get us back to full strength in our patrol division.



The York County Sheriff's Office will continue to create a culture where problem-solving and innovation is rewarded, while making sure we only hire high character, ethical, and community-oriented individuals. We recognize that our community expects a professional and ethical police agency, and that is what we will give them. We look forward to what 2027 and beyond will bring for our communities and our agency.

Specialty Assignments

The York County Sheriff's Office had a number of deputies involved in specialty assignments in 2026. This requires extra training that goes above and beyond their normal patrol assignments. These deputies not only assist with incidents in our patrol area, but will assist agencies throughout York County.

Southern Maine Special Response Team - Det. Sgt. Kyle Kassa, and Detective Steven Broy

Crisis Negotiator - Deputy Justin Titcomb, and Deputy Erik Rae

Southern Maine Special Enforcement Team - Det. Sgt. Kyle Kassa, Sgt. Matt Nadeau, and Deputy Evan Souza



Maine Drug Enforcement Agency Task Force Officer - Major Jeffrey Regan (supervisor of the Southern Division of the Maine Drug Enforcement Agency)



K-9 Team - Deputy Cody Frazier and Rebel

Honor Guard - Deputy Jonathan Marshall, Deputy Justin Titcomb, and Deputy Michael Robbins



Accident Reconstructionist - Deputy Stephen Gould

Crime Scene Mapper - Detective Steven Broy

Peer Support Team Members - Deputy Robert Carr, Deputy Levi Johnson, Deputy Cody Frazier, and Sgt. Travis Jones



Mechanics of Arrest, Restraint, and Control (MARC) Instructor - Deputy Martin Harmon

Firearms Instructors - Det. Sgt. Kyle Kassa, and Det. Steven Broy

FBI Safe Streets Task Force - Erik Rae

School Resource Officer - Deputy Shawn Sanborn





York County Sheriffs Office

BENEFITS FOR DEPUTY SHERIFFS

- ✓ Flexible Spending Accounts (FSA)
- ✓ Paid Court Time
- ✓ 24 Hr. Wellness Center (Gym)
- ✓ Education Reimbursment
- ✓ Aflac (Supplemental Insurance)
- ✓ Dental and Vision
- ✓ Retirement Plan(s) (MainePERS and Mission Square)
- ✓ Health Insurance with an HRA
- ✓ Evening/Night Shift Differential
- ✓ Paid Training (**NEW** Training Center available)
- ✓ Short & Long Term Disability
- ✓ Generous PTO (paid time off)
- ✓ Take Home Vehicle
- ✓ Speciality Teams
- ✓ $90 /hr Outside Detail (Minium of 4 Hours)

STARTING ANNUAL SALARY with competitive wages with lateral entry consideration.

- No experience $70,628.50
- 3 years' experience $72,961.57
- 4 years' experience $75,388.91
- 5 years' experience $77,580.59
- 7 years' experience $79,842.96

MLEAP
MAINE LAW ENFORCEMENT ACCREDITATION PROGRAM

Sign-On Bonus $2,500

$1,250 Completion of Basic MCJA Certification & YCSO FTO program

$1,250 Satisfactory Completion of One Year Probationary Period

Leadership Team

Sheriff
William King Jr

Chief Deputy
Jeremy Forbes

Major of Operations
Craig Sanford

Major of Administration
Aaron Stacy

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