

# Recruit Officer Course



Commonwealth of Massachusetts  
Municipal Police Training Committee

## Standard Equipment List

**Version: D2019**

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The Municipal Police Training Committee (MPTC), an agency of the Executive Office of Public Safety and Security (EOPSS), serves the Commonwealth by establishing training standards, oversight and policy guidance for law enforcement professionals.

## Standard Equipment List

This document contains all Recruit Officer Course (ROC) equipment requirements.

### I. Clothing & Accessories

Amt.	Item	Color	Other Details
2	baseball cap	black	
2	wool/knit cap	black	“skull cap”
2	long sleeve shirt; full button down with collar	khaki	2 breast pockets w/ buttons & flaps
2	short sleeve shirt; full button down with collar	khaki	2 breast pockets w/ buttons & flaps
2	short sleeve t-shirt	white	crew neck (worn under khaki shirts)
4	short sleeve t-shirt	gray	PT
2	long sleeve sweatshirt	gray	PT; crew neck; no hood
2	pants; straight leg; no pleats	khaki	back pocket buttons; no flaps
2	pants; BDU or tactical	black	
2	sweatpants	gray	PT
2	shorts	gray	PT; loose fitting
1	swimming shorts	black	men only; loose fitting
1	one-piece bathing suit	black	women only
1	compression shorts	black	for under gray PT shorts
1	athletic supporter w/ cup	-	men only
1	athletic brassiere	-	women only
3	socks	white	crew length; no stripes
1	leather belt	black	silver buckle
1	leather boots	black	no zippers, mesh or patent leather
1	running shoes	-	details provided at orientation
1	shower shoes (flip-flops)	black	no clogs or “Crocs”
1	tie	black	clip on tie with silver tie bar
1	leather gloves	black	
2	wool gloves	black	
1	rain coat & gloves	black	or as issued by agency
1	jacket	black	appropriate for season / weather
1	reflective safety belt	yellow	
1	eyeglass band	-	if Rx eyeglasses are worn
2	bath towel	white	
2	coat hangers	-	strong metal, no wire
1	sling carrier for water bottle	-	details provided at orientation
1	32 oz. Nalgene water bottle	-	details provided at orientation
2	name tag (2.5” x 5”)	silver	all capital letters in black; last name only
1	duffel bag	black	see description below
1	small insulated hand-carry cooler	-	for personal lunches/snacks
1	jump rope (vinyl speed rope)	-	details provided at orientation
1	toiletory kit	-	for showering & personal hygiene
1	any medications	-	prescribed by Doctor; must have To/From memo on file with Academy Director

## Standard Equipment List

### A. Colors

1. Unless indicated, all clothing items must be a solid color and void of logos, insignias, markings or apparel branding.
2. All Physical Training (PT) clothing must be “ash gray.” PT sweatshirt, t-shirts, sweat pants and shorts must be of the same shade of gray.
3. Khaki color for shirts and pants must match. Creases can be sewn into shirts if desired.

### B. PT Clothing

All PT t-shirts and sweatshirts must be marked permanently and professionally on the front and back with the recruit’s last name. Name letters may be stenciled, ironed on or silk screened, but must use the following standards.

- letters must be 3” high with .5” thick lines
- letters must be block style and uppercase
- Top letter edge must be 6” inches from the lowest point of neck seam

### C. Patches

1. Sponsoring police department patch must be sewn on upper right sleeve of short and long sleeve khaki shirts.
2. MPTC patch must be sewn on upper left sleeve of short and long sleeve khaki shirts. MPTC patches will be provided during Orientation.
3. Department and MPTC patch locations are centered and .5” below top shoulder seam.

### D. Duffel Bag

Duffel bag must be large enough to fit all clothing, accessories and other equipment in sections I, II, and III herein and brought to academy on day 1 and every day thereafter unless directed otherwise by staff.

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Duffel bag must have a shoulder strap. A waterproof bottom is recommended. Duffel bag sold by Galls (# BG186 LG BLK) is an option, but not required.

Recruit's last name must be affixed to duffel bag in 3" white letters (1) across one long side; and (2) the top of bag. Embroidered or silk screen letters are recommended.

### II. Classroom materials

Amt.	Item	Color	Other Details
3	pen (black ink)	-	click or twist to use
4	pocket notebook	-	small enough for shirt / pant pockets
1	3" inch; 3-ring binders	black	with front cover sleeve and spine
1	Book: Emotional Survival for Law Enforcement by Kevin Gilmartin, Ph.D.		
1	Mobile tablet with the following features <ul style="list-style-type: none"> <li>• Wi-Fi</li> <li>• Cellular plan or "hotspot" for internet access</li> <li>• Adobe Reader software</li> <li>• Camera with still image and video capabilities</li> <li>• Word processing software to allow editing of MS Word documents</li> </ul>		

### III. Duty Gear

The following duty gear must meet department specifications, be clearly marked and fit inside the duffel bag brought to the academy on day 1. Strategies for marking duty gear will be provided during Orientation.

Amt.	Item	Color	Other Details
1	duty belt	black	
4	keepers	black	For duty belt
1	handgun holster	black	For duty belt
1	training handgun	red	or blue
1	magazine pouch (holds 2)	black	For duty belt;
1	collapsible baton w/ holder	black	For duty belt
1	OC ( <b>INERT</b> ) w/ holder	-	For duty belt
1	handcuffs + long key w/ holder	-	For duty belt
1	flashlight w/ holder	black	For duty belt
1	soft body armor	-	Before firearms training
1	reflective traffic vest		
1	combination lock		
1	laederal CPR pocket mask		One way valve

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### IV. Firearms

**DO NOT** bring any firearm, ammunition or related equipment to the academy on day 1. The Academy Director will provide specific dates for when firearms are needed.

All firearms, ammunition, and knives are prohibited on academy property - including storage inside personal or patrol vehicles.

Do not bring any firearm, ammunition or related training equipment onto academy property until instructed by staff. All firearms are subject to inspection and approval by MPTC.

**Note:** Recruit is required to have a valid license to carry a firearm when transporting weapons to and from the academy and firing range.

Amt.	Item	Other Details
1	duty gear & soft body armor	See table on page 3
1	2" wide tape	
1	permanent black marker	

Amt.	Pistol	Other Details
1	department issued	
3	magazines	
1	carrying box/case with locking device	Used to transport
1500	training ammunition (duty equivalent)	No reloads
25	inert plastic ammunition (orange / yellow)	metal cartridge preferred
100	9mm "Simunitions" ammunition	MPTC will supply 9mm weapons.

Amt.	Rifle	Other Details
1	AR; H&K, Mini-14 or equivalent	with sling; iron sights ( <b>no optics*</b> )
1	carrying case	soft or hard
1	trigger or magazine lock	
1	chamber flag	orange or yellow
3	Magazines	30 round capacity
1	chamber flag	orange or yellow
1500	training ammunition (duty equivalent)	equivalent to duty ammunition
250	pistol training ammunition	for transition drills
20	inert plastic ammunition (orange / yellow)	brass casing required

**\* If pool/cruiser rifles, iron sights will be set to mechanical zero, adjusted for student officer, then reset back to mechanical zero. Does not apply to H&K G36 systems**

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Amt.	Cleaning Equipment	Other Details
1	bore brushes (correct caliber)	for pistol & rifle
1	loop patch holder or jag	for pistol & rifle
1	cleaning rod or pull cable	for pistol & rifle
1	universal nylon cleaning brush	toothbrush
2	bottles of cleaning solvent	
200	cleaning patches	
4	cleaning rags	
1	bottle of lubricant	
1	box of latex gloves	
2	packs of hand cleaning wet wipes	50-100 count
2	plastic trash bags	13+ gallon

Amt.	Protective Equipment	Other Details
1	eye protection (impact resistant)	ANSI rated
1	ear protection (overhead muffs)	minimum NRR 18DB
6	chem sticks	green or yellow
1	Sunscreen	
1	insect repellent	

### V. Patrol Vehicles

MPTC does not provide vehicles for ROC training. Marked patrol cars are required for skill development exercises to include EVOG, motor vehicle stops and patrol duties. The Academy Director will provide specific dates for when patrol cars are needed.

One (1) marked vehicle is required for every two (2) recruits. Departments sponsoring more than two (2) officers must still meet this ratio.

Each marked patrol vehicle must meet the following standards for ROC training:

Patrol Car Standards
engine in good running condition
4 tires with ample tread and no defects
working head, tail and turn signal lights
working emergency lights and siren
full spare tire with jack & lug wrench (secured in trunk)
all other items must be removed from trunk

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### VI. Uniform

Full department uniform will be needed for graduation.

### VII. Day 1

The following equipment and clothing requirements are for Day 1 of the Academy.

#### 1. Clothing

Each recruit officer must wear the following into the academy on day 1.

- a) black baseball cap
- b) solid white t-shirt (under khaki shirt)
- c) long sleeve with tie (Fall / Winter) khaki shirt; or short sleeve without tie (Spring / Summer) khaki shirt with department and MPTC patches properly affixed
- d) silver name tag centered above right shirt pocket
- e) black clip on tie with silver bar (long sleeve only)
- f) khaki pants
- g) black leather belt with silver buckle
- h) white socks
- i) black leather boots
- j) 1 black ink pen in upper right shirt pocket
- k) 1 pocket notebook in upper left shirt pocket or right rear pant pocket
- l) 32 oz. Nalgene water bottle in sling carrier; Last name must be written on side of water bottle

## Standard Equipment List

### 2. Duffel Bag

Each recruit officer must bring the black duffel bag with his or her name in white letters. The duffel bag must contain all remaining equipment items listed in the following sections:

- I. Clothing & Accessories
- II. Classroom Materials
- III. Duty Gear

All items inside the duffel bag must be clearly marked with the recruit's last name. Strategies for marking duty gear will be provided during Orientation.

### 3. Firearms

**DO NOT** bring any firearm, ammunition or related equipment to the academy on day 1. All firearms, ammunition, and knives are prohibited on academy property (including storage inside personal vehicles).

**\*End of Document\***