

# Recruit Officer Course



Commonwealth of Massachusetts  
Municipal Police Training Committee

## Student Officer Guide

Version: 12023

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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 policing professionals.

### Message from MPTC

On behalf of the entire Municipal Police Training Committee (MPTC) staff, it is our honor and privilege to welcome you to the police academy! Congratulations on choosing a career in an exciting and rewarding profession - policing. While it can be challenging and, at times, dangerous, we at the MPTC are committed to delivering the most modern and comprehensive training that provides you with the right knowledge and skills to be successful and safe throughout your career.

You are entering into a life-changing experience – one that positions you for great success – and the catalyst for that success is YOU! You will make mistakes; but learn from them and use the experience to grow and become stronger. Remember: you will get out of this experience what you put into it.

The basic recruit officer training produces officers who are not only competent at enforcing the law but are equally effective at solving problems. Doing this requires a mix of both classroom and practical activities during training. You will apply the theoretical, classroom-based lessons to actual real-world applications. In addition, the importance of personal and professional integrity is instilled by incorporating ethical principles and decision-making throughout the curriculum.

The training and regimen are demanding. This is by design as you are entering into a profession where much is expected. Society demands unquestionable integrity, professionalism, high self-discipline, initiative, excellence, and a dedication to serving the community. The academy will help you find those traits in yourselves while offering you the opportunity to help your classmates discover them as well. We have high expectations of you and trust you will live up to them.

Do not be afraid to seek help. The academy, like police work, requires collaboration, support, and teamwork. It requires you to ask supervisors, coworkers, and the community for their assistance and guidance. Ask questions. Help your classmates and allow them to help you. At the same time, do not forget your most important supporters: your family and your community. Take care of those relationships; they will be your support during your training, and they will be waiting for you when you graduate.

Again, welcome to the Police Academy! We look forward to partnering with you during your training and throughout your police career.

Sincerely,

The Municipal Police Training Committee

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## I. The Agency

The Municipal Police Training Committee (MPTC) is the name of the state agency statutorily tasked with implementing training standards for, and delivering training to, the Commonwealth's municipal officers, MBTA officers, environmental officers, deputy sheriffs, and University of Massachusetts and other campus officers. In 1964, the Legislature passed the first general law requiring police officers in cities and towns with populations greater than 5,000 to complete a basic entry-level training course.

In 1968, an in-service training requirement was added for veteran officers. In 1972, the Legislature eliminated the exemption for cities and towns with populations under 5,000 and added a requirement for supervisory training. Over the years, MPTC responsibilities have expanded to include mandated training on topics including, but not limited to sexual assaults, suicide prevention, and hate crimes.

MPTC has taken the lead role in relevant social issues. Drugs, domestic violence, highway safety, civil rights, and community engagement are a few topic areas receiving special attention and effort.

MPTC is responsible for the delivery of municipal police training in three (3) course areas:

- A. Recruit Officer Course (ROC) for police officers.
- B. In-service training for police officers
- C. Specialized training courses which cover a single topic.

## II. The Oversight Body

The Municipal Police Training Committee, or "Committee", is also the name of the 15-voting-member oversight body that provides policy guidance to the state agency, the MPTC. The Committee meets monthly to establish training standards, policies, curricula, philosophies, and exemptions, as well as to provide guidance to the MPTC staff. These meetings are open to the public.

### III. The Academy

Shared community policing values are the core of the ROC. Everything you do in the academy should be guided by the principle that police are part of, not apart from, the community. The view that policing is an “us vs. them” proposition is contradictory to major goals of the policing profession and the academy. These goals include, but are not limited to the following:

- **building trust**
- **finding creative solutions to problems**
- **reducing crime, fear of crime, and social disorder**
- **preventing problems from occurring in the first place**

#### A. Core Principles

The ROC covers 21<sup>st</sup> Century Policing best practices with specific emphasis on the following core principles.

1. Ethical decision making.
2. Fair and impartial policing.
3. Procedural justice.
4. Problem solving.

#### B. Values

During the academy, student officers are presented with countless scenarios that will help you define these values – your job is to apply them to the hundreds of choices you will have to make as a student officer and as a police officer after graduation. Your experiences and decisions will help you define and understand their true meaning, learn from your actions and mistakes, and in the process, enhance character. Without integrity there is no trust. And without trust, there is no sense of community.

#### C. Diversity

The academy structure requires substantial uniformity in appearance and behavior. This uniformity helps the academy and individuals in the academy function smoothly. However, within the framework of uniformity there is incredible diversity of experience, points of view, ways of getting a job done, lifestyle, religious beliefs, and political views. Life is diverse. It is

a primary academy value to appreciate differences. Tolerating differences is not enough. While the academy structure promotes uniformity, it also promotes the recognition and value of differences. Uniformity and differences do not contradict each other; they complement each other.

### D. Learning Environment

It is a goal of the academy to make the learning active, engaging, and useful. Because you must problem-solve as a police officer, you must learn to problem solve in the academy. If talking to citizens is an important tool, you will have to practice communication skills in the academy. We fully expect that the learning environment will reflect the job you will be asked to do. All academy staff and instructors are intended to be mentors who teach and model the kind of person and kind of police officer you will want to be and will help you understand the rationale for everything you are being asked to do during the academy.

### E. Education & Curriculum

While teaching the specific knowledge and skills required for the job, the academy values a broad education. Use the academy to identify social issues that interest you. Policing is about community and society. Plan to continue to study and learn formally in college or informally by reading and taking courses. Education creates a more well-rounded officer.

More than 120 learning objectives are organized into lesson topics. Lessons topics are organized into three volumes (I-III) that take approximately 800 hours to deliver.

#### 1. Volume I: Policing in Massachusetts

Volume I provides student officers with standards of conduct and core skills needed for every Commonwealth police officer. It includes the following individual lessons:

- a. Who We Are
- b. Problem-Solving
- c. Communication Skills

- d. Officer Wellness
- e. First Aid & CPR
- f. Report Writing
- g. Constitutional Law

### 2. Volume II: Investigations

The ability to conduct a complete and thorough investigation is a critical job skill for police officers. Volume II provides student officers with foundational best practices for investigations (criminal or non-criminal). It includes the following individual lessons and sub-topics:

- a. Criminal Law
- b. Interviews & Interrogations
- c. Criminal Investigations

Individual sub-topics for “Criminal Investigations” lesson include, but are not limited to the following:

- Criminal Law
- Domestic Violence Investigations
- Sexual Assault Investigations
- Human Trafficking
- Juvenile Investigations
- Missing Persons

#### d) Motor Vehicle Investigations

Individual sub-topics for “Motor Vehicle Investigations” lesson include, but are not limited to the following:

- Motor Vehicle Laws
- Traffic Control & Direction
- Hazardous Material Emergencies
- Motor Vehicle Stops
- Operating Under the Influence (O.U.I.) Investigations
- Crash Investigations

- Speed Measurement & Detection

### 3. Volume III: Patrol Procedures

Volume III covers frequent duties and critical tasks performed by uniform patrol officers. Individual sub-topics for Volume III include, but are not limited to the following:

- a) Emergency Vehicle Operations Course (EVOC)
- b) Use of Force
  - Handcuffing
  - Defensive Tactics
  - Weapons: OC & Baton
  - Weapons: Handgun & Rifle
- c) Patrol Duties
  - Integrated Response to Individuals in Crisis
  - Crime Prevention
  - Active Shooter
  - Crowd Management

## F. Written and Skills Testing

Multiple written and skills tests will be administered throughout the ROC to include the following:

1. Knowledge: Student officer must recall specific pieces of information.
2. Cognitive Skills: Student officer must organize, evaluate, and analyze information when given facts (e.g., decision-making).
3. Psychomotor Skills: Student officer must demonstrate a specific skill or complete an activity to identified competency

A final comprehensive exam will also be administered at the end of the Academy. Review [Performance Testing](#) materials for more information on how written tests are developed and administered.

### G. Homework

The emphasis of homework is on studying and learning, completing projects, and investing in community involvement. You will also need to care for your equipment, personal hygiene, and uniforms. Develop a procedure that allows this to be done quickly and routinely. It is also important to get adequate rest each night to allow you to deal with the stressors and demands of your training. Get the most value out of each day you are at the academy. It is a once-in-a-lifetime experience.

### H. Structure & Discipline

The academy is structured by specific rules and regulations. Student officers are expected to work within that structure and are held accountable for their behavior. Some of these values are punctuality, good hygiene and grooming, respect for others, diligence, perseverance, honesty, and open mindedness. Included in this manual are the complete rules and regulations as well as policy. Stay within the structure! It is intended to prepare you to work within the structure of a police department and to provide a safe and coordinated environment conducive to learning for all participants.

### I. Drill and Ceremony

Drill and ceremony training is a legitimate police activity. Drill and ceremony are *not policing's link to the military nor is it an opportunity to create a combat unit.*

The primary purpose of drill and ceremony is to teach student officers a set of skills. Drill and ceremony training is an integral part of the MPTC Academy because it helps accomplish the following:

1. Creates structure.
2. Promotes group identification, teamwork, and esprit de corps.
3. Introduces tactical operations and prepares officers to move as a unit when needed.
4. Instills “muscle memory” for physical skills and personal defense training.
5. Cultivates command presence by emphasizing voice and appearance.

6. Trains student officers to perform in community events, such as parades, funerals, flag ceremonies, and graduations.

### J. Health and Wellness

The ROC provides basic skills to help student officers lead a healthy lifestyle and achieve longevity with improved on-the-job performance. Instructors will help student officers develop personalized plans to promote lifetime wellness habits. This includes, but is not limited to the following:

1. Nutrition
2. Proper sleep and rest
3. Stress management
4. Maintain healthy weight
5. Disease and injury prevention
6. Physical fitness

### K. Physical Fitness Training

The Academy includes a variety of daily stretching, weight training, calisthenics, and aerobic activities. Physical fitness activities are designed to improve or enhance the following:

1. Flexibility
2. Aerobic and anaerobic capacity
3. Muscular strength and endurance
4. Motor / job skill performance

**Note:** Review the *Health & Wellness Preparation Guide* for information on how to physically prepare for the Academy.

Every student officer must participate in scheduled assessments and physical fitness training sessions. The following tables are minimum fitness standards for each phase of training.

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## PHYSICAL FITNESS STANDARDS FOR PHASES 1 & 2

\* In the charts below, under **1 Minute Push-ups**, in the **Female** column, the numbers in parentheses () refer to the number of push-ups to be completed if using a modified push-up form.

### PHASE 1: Entry-Level Physical Fitness Standard – 30% Cooper Institute Norm

Age Range	1 Minute Push-ups		30 Second Plank		1.5 Mile Run		300M Run	
	Male	Female*	Male	Female	Male	Female	Male	Female
20-29	26	13 (20)	:30	:30	13:16	15:52	01:02.1	1:15
30-39	20	9 (15)	:30	:30	13:46	16:38	1:03	1:22
40-49	15	7 (10)	:30	:30	14:34	17:22	1:17	01:46.7
50-59	10	NA (9)	:30	:30	15:58	18:59	1:27	NA
60+	8	NA (3)	:30	:30	17:38	21:20	NA	NA

### PHASE 2: 14 Week – 40% Cooper Institute Norm

Age Range	1 Minute Push-ups		1 Minute Plank		1.5 Mile Run		300M Run	
	Male	Female*	Male	Female	Male	Female	Male	Female
20-29	29	15 (23)	1:00	1:00	12:38	14:50	:59	1:11
30-39	24	11 (19)	1:00	1:00	13:04	15:38	:58.9	1:19
40-49	18	9 (13)	1:00	1:00	13:49	16:21	1:12	1:34
50-59	13	NA (12)	1:00	1:00	15:03	18:07	01:23.2	NA
60+	10	NA (5)	1:00	1:00	16:46	20:06	NA	NA

If a student officer does not pass the fitness test, they will have the opportunity to take a re-test two weeks later. The re-test will cover only the specific event(s) in which they did not meet the requirements. If a student officer fails the re-test, they will be separated from the academy.

### INJURIES

Student officers must immediately report any injury they sustain to their instructor. All student officer injuries must be documented on an injury/illness form and include *date* and *reason*. The injury/illness form must be signed by the student officer and forwarded to the Academy Director for review. In addition, the student officer must prepare a *To/From Memorandum* describing how the injury occurred.

- Student officers who disagree with the injury designation may appeal to the Academy Director, in writing, within 24 hours.

Student officers who sustain an injury requiring treatment by a physician shall obtain a medical release before they are authorized to resume physical training.

- It is recommended that student officers consult with their physician to receive a detailed explanation of which physical activities they can participate in if not fully authorized to resume physical training.

A student officer may become separated from a police academy at any time after beginning, but before completing, the prescribed course of study due to a severe injury that will make it unsafe for them to continue in physical training.

### L. Loyalty to Profession

Upon entering an academy, most student officers have a perception of the meaning of the word loyalty. Loyalty is a value that most people hold in high esteem. While it is natural to develop close personal friendships and ties with classmates, the academy believes that loyalty to the principles of community and integrity and to the police profession supersedes personal identification with an individual or a graduating class. This is not to diminish the importance of developing friendships and feelings of belonging. But remember, it is your relationship to the community and your loyalty to the citizens you serve, to the police profession, and to the principles of integrity that are among the highest values and will define you as an officer.

### M. Family Support

The training course is long and demanding. You will need help and support. Remember, the people who are close to you and love you will be your best support. Let them help you and thank them. They will be there for you at graduation and as you embark upon your police career. Modern police work is a profession founded upon service, healing, and caring. Family and friends care about you. Don't let your time at the academy become so overwhelming that you forget to care about, and for, them.

### N. Graduation

Academy graduation is used to celebrate achievement in completing a difficult and challenging course and fulfilling a dream. Graduation is also used to confer authority and powers of a police officer. The graduation audience serves as a witness and confirms the trust they place in you to accept that authority and to do the job according to a set of shared values.

Graduation symbols, speeches, and mottos display a unifying vision - that policing in a free and democratic society has as its goal the safety and improved quality of life for every citizen.

**REMINDER: class raffles/fundraisers to raise funds for anything associated with the academy class or graduation are prohibited.**

### IV. Code of Massachusetts Regulations (CMR)

Section [550 CMR 3.00](#) outlines all municipal police officer training requirements. Relevant portions of the CMRs are summarized below.

#### A. **3.01 - Purpose and Scope**

##### 1. Purpose

M.G.L. c 6 sec 116 mandates that the Municipal Police Training Committee shall set policies and standards for the training of the following, in accordance with applicable laws and regulations, including the training mandated by this chapter, [section 36C of chapter 40](#), [sections 96B](#) and [97B of chapter 41](#) and [section 24M of chapter 90](#):

- (i) municipal police officers and candidates for such appointment;
- (ii) Massachusetts Bay Transportation Authority transit police officers, and candidates for such appointment;
- (iii) police officers of the department of law enforcement within the executive office of environmental affairs, and candidates for such appointment;
- (iv) University of Massachusetts police officers, and candidates for such appointment;
- (v) Campus police officers attending committee-approved academies or training programs; and
- (vi) deputy sheriffs, appointed pursuant to [section 3 of chapter 37](#), performing police duties and functions.

### 2. Scope

550 CMR 3.00 shall apply to all recruit training programs operated or approved by the Committee pursuant to [M.G.L. 6 §118](#).

#### B. 3.02 - Definitions

550 CMR 3.02 defines several terms used throughout the CMRs. Below are definitions of terms related to the ROC training.

Academy Director: A person tasked with overseeing and directing a police academy.

Action Notice: A written notice provided to a student officer by an academy staff member setting forth a disciplinary offense or performance issue and any action taken to address said offense or issue.

Chief of Training: A staff member tasked with overseeing and directing the Municipal Police Training Committee's training programs.

Committee: The Municipal Police Training Committee (MPTC) or its agency staff acting on its behalf, where applicable, or both.

Executive Director: The executive director of the Municipal Police Training Committee.

Law Enforcement Officer:

- a. A person who receives an appointment to a position in which he or she will perform police duties and functions as a municipal police officer, MBTA officer, environmental law enforcement officer, University of Massachusetts police officer, campus police officer, deputy sheriff appointed pursuant to M.G.L. c. 37 § 3 performing duties and functions.
- b. any other law enforcement officer subject to Peace Officer Standards and Training (POST) Commission certification requirements or;
- c. an individual performing police duties and functions that the Committee agrees to train within its discretion.

Peace Officer Standards and Training Commission (POST). The agency established in M.G.L. c. 6E.

Police Academy: An entry-level academy operated or authorized by the Committee that has the prescribed course of study that a law enforcement officer must satisfactorily complete prior to exercising police duties and functions in Massachusetts.

Sponsored Candidate: A student officer enrolled by a law enforcement agency in a police academy but not appointed as a law enforcement officer at the time of enrollment.

Student Officer: An individual who is attending a police academy in order to perform police duties and functions.

### C. **3.03: Basic Training Requirements for Law Enforcement Officers**

550 CMR 3.03 provides the standard individuals must meet before they can perform police duties and functions. The general rule is that officers must attend a police academy. The limited exceptions to the general rule can be found in 550 CMR 3.03(2) and (3).

550 CMR 3.03(1) states:

- (1) Police Academy Training Requirement: Prior to performing police duties and functions an individual shall be assigned to and satisfactorily complete a police academy unless he or she is granted an exemption under 550 CMR 3.03(2)(a), are certified by POST pursuant to St, 2020 c. 253, § 102(b), or have been granted a temporary waiver under 550 CMR 3.03(3).

550 CMR 3.03(4) states:

Appointment as a Law Enforcement Officer after Graduation. Within three years of graduating from a police academy, an individual must become certified by POST as a law enforcement officer. Failure to be certified within three years will require the individual to re-attend the police academy. An individual who does not become certified within the three-year requirement due to a documented unavoidable extenuating circumstance such as an injury or physical disability or military activation may apply to the Committee to waive this requirement, subject to the training requirements in 550 CMR 3.04. Police academy graduates must complete all Committee mandated in-service training requirements missed since graduation prior to performing police duties and functions.

### D. 3.04: Training Requirements Following Interruption in Police Service

When an officer experiences a break in service in which there is a period of time where they do not perform police duties and functions, there are certain training requirements that must be met before they can perform police duties and functions again. 550 CMR 3.04 sets out the training requirements that must be met after a break in service. The full context of 550 CMR 3.04 is below.

#### 3.04 (1): Interruptions in Service of Less than Three Years

Officers who have an interruption in service of less than three years where they have not performed police duties and functions must meet the following requirements before performing police duties and functions:

- (a) Complete all mandated in-service training missed during the interruption,
- (b) Be currently certified in first aid and cardiopulmonary resuscitation (CPR) pursuant to M.G.L. c. 111 § 201, and
- (c) Be qualified in the use of firearms by an MPTC certified firearms instructor.

#### 3.04(2) Interruptions in Service of Three Years or More and Less Than Five Years

Officers who have an interruption in service of three years or more and less than five years where they have not performed police duties and functions must meet the following requirements before performing police duties and functions:

- a) requirements set out above in 550 CMR 3.04(1)
- b) Complete any additional training required by the appointing/sponsoring agency including but limited to, field training programs; and
- c) Pass the Massachusetts Police Officer Core Competency Assessment.

### 3.04(3) Interruptions of Five or More Years

Officers who have an interruption in service of five or more years where they have not performed police duties and functions must complete a police academy unless the officer can demonstrate to the satisfaction of the Committee that the officer has been involved in the police profession to a level and degree that reasonably assures that he or she has stayed abreast of legal, ethical, and professional issues relevant to municipal policing in Massachusetts. If such showing is made, the Committee may approve a modified training requirement to include, at a minimum, passing the Massachusetts Police Officer Core Competency Assessment.

#### E. **3.05: Committee Policies and Procedures/Police Academy Operational Rules**

550 CMR 3.05 addresses the various policies and rules that student officers will be subject to. The full context of 550 CMR 3.05 is below

- (1) Committee Policies and Procedures. The Committee may establish policies and procedures provided it does not contravene 550 CMR 3.00.
- (2) Operational Rules. Individual police academies may develop operational rules as are deemed necessary for the effective and efficient operation of the academy and that are not covered by the Committee's policies and procedures. Academy rules shall not contravene 550 CMR 3.00 or the Committee's policies and procedures. Operational rules must be approved in writing by the executive director or their designee prior to implementation.
- (3) Concurrent Authority. A student officer is subject to the policies, procedures, rules and regulations of the appointing/sponsoring agency, the Committee, and the police academy in which the student officer is enrolled.
- (4) Dissemination. Each student officer shall be provided with a copy of 550. CMR 3.00, applicable Committee policies and procedures, and any police academy operational rules established pursuant to 550 CMR 3.05(2). A properly executed Statement of Compliance, signed by both the student officer and the agency head of the appointing/sponsoring agency must be submitted as part of the enrollment process.

### F. 3.06: Police Academy Training

A police academy is a structured training environment requiring the highest standards of conduct and respect for authority. Recognition of the authority of superiors is expected at all times. A student officer is expected to show respect for, and obey the lawful orders of, the academy director, staff instructors, non-staff instructors, and any other officials or staff of the academy or the Committee, including administrative and support personnel. Failure to do so may result in disciplinary sanctions, up to and including dismissal for disciplinary reasons.

The primary purpose of the disciplinary system is to maintain order and discipline among student officers. It prepares student officers to work within a system of policies, procedures, rules and regulations, thus helping to develop the self-discipline necessary to function effectively as a police officer in a position of public trust. It is a surrogate for the progressive disciplinary systems found in police departments but is designed to be instructional and corrective. Its application teaches personal accountability, encouraging student officers to place a high sense of duty above self-interest, and to accept full responsibility for actions or inactions. 550 CMR 3.06 addresses various aspects of Police academy training which apply equally to authorized and operated academies.

The full context of 550 CMR 3.06 is below.

- (1) Enrollment. Candidates accepted into a police academy must meet the following minimum requirements:
  - (a) Be 21 years of age or older,
  - (b) Appointed or sponsored by a law enforcement agency or, if authorized by the Committee, some other appointing authority,
  - (c) Successfully completed a high school education or equivalent,
  - (d) Pass a state and national background check pursuant to M.G.L. c. 6E § 4(f)(1),
  - (e) Pass the Massachusetts Human Resource Division's Physical Ability Test (PAT),

- (f) Pass a medical examination within nine months prior to the start of a police academy,
- (g) Pass pre-academy fitness standards as set forth by the Committee,
- (h) Meet other standards established by the Committee,
- (i) Have a signed Waiver and Release form. All issues of civil liability shall be determined in accordance with M.G.L. c. 258 and other applicable law.

### (2) Attendance/Absences.

(A) Attendance. Student officers are expected to attend punctually and participate fully in all scheduled classes, assignments, field exercises, and formations, except in cases of the following excused absences: agency authorized bereavement; illness or injury; required court appearance as a witness or juror; required civic duty; military duty; emergency; or other absence authorized by the academy director or appointing/sponsoring agency head. Any student officer requesting leave/absence for one of these enumerated reasons shall promptly notify the academy director and appointing/sponsoring agency well in advance of the absence. All other absences shall be considered un-excused. Any student officer who misses a statutorily mandated class due to an absence must make up the class.

### (B) Excessive Absences.

Any student officer who is absent from more than 5% of the prescribed course of study, whether excused or unexcused, may be dismissed for non-disciplinary reasons. In determining whether to dismiss a student officer who has missed more than 5% of the prescribed course of study, the academy director shall consider remedial training options and the student officer's performance and disciplinary record during the police academy. If dismissal is not warranted, then an Action Notice shall issue. Any student officer who is absent from more than 10% of the prescribed course of study shall be dismissed for non-disciplinary reasons.

### (3) Performance.

- (a) Performance Requirements. Every student officer shall successfully complete the requirements prescribed by the Committee in each of three performance areas:
  - 1. academic,
  - 2. skills, and
  - 3. health and wellness.
  
- (b) Missed Tests. The academy director will reschedule any test missed because of an absence.
  
- (c) Failed Tests. Any student officer who fails to attain a passing score on a test shall be promptly notified in writing by the academy director through the issuance of an Action Notice.
  - 1. Remedial Training. Any student officer who fails to attain a passing score on a test shall be responsible for any remedial training on the student officer's own time and at the student officer's own expense or that of the appointing/ sponsoring agency.
  - 2. Retests. Any student officer who fails to attain a passing score on a test prior to the final exam shall be offered a retest within two weeks. Any student officer who fails any of the four sections of the final exam shall be given an opportunity to retake that portion of the exam within one week. Attaining a passing score on a retest will result in the recording of the minimal passing score.
  
- (d) Non-disciplinary Dismissal for Performance Deficiencies. Any student officer who fails to attain a passing score on any retest shall be dismissed for non-disciplinary reasons. Any student officer who fails three tests prior to the final exam shall be dismissed for non-disciplinary reasons. Any student officer who otherwise fails to successfully complete performance requirements prescribed by the Committee shall be dismissed for non-disciplinary reasons.

### (4) Separation.

- (a) Categories of Separation. A student officer may become separated

from a police academy at any time after beginning but before completing the prescribed course of study. A Separation Notice shall be completed by the academy director and distributed in accordance with the directions on the form. For purposes of 550 CMR 3.00, the categories of separation from a police academy are defined as follows:

1. Medical Deferment. A student officer who sustains an injury while participating in police academy training or is diagnosed with a medical condition that prohibits them from participating in the police academy training may be granted a medical deferment separation upon request of the appointing/sponsoring agency head. A diagnosed medical condition shall not include a physical injury that occurs outside of police academy training. To qualify for a medical deferment, the student officer must be under the care of a medical physician who determines the student officer is unable to return to the police academy training or is unable to participate in the physical requirements of the curricula for a period of time that causes the student officer to exceed the excessive absences or maximum allowable Modified Health and Wellness Program absences, as described in the Health and Wellness Guide portion of the curriculum.
  - a. If granted, the medical deferment begins the date the Separation Notice is issued and expires one year from that date.
  - b. Prior to being accepted for readmission, the student officer must furnish a statement from a medical physician confirming that the student officer's injury or medical condition has resolved, and the student officer is physically able to fully participate in training without restrictions.
  - c. If the student officer has not reentered a police academy prior to the expiration of the medical deferment, all application, admission, and tuition requirements shall apply and must be met if the student officer reapplies to attend a police academy.
2. Voluntary Resignation. A student officer may initiate a voluntary resignation if, without coercion and for personal reasons, the student officer chooses to withdraw from the police academy. The student officer shall make the request to withdraw in writing

to the academy director, who shall notify the appointing/sponsoring agency head. Student officers separated under 550 CMR 3.06(4)(a)2. shall be eligible for enrollment in a subsequent police academy, subject to appropriate appointment/sponsorship and compliance with applicable enrollment requirements.

3. Withdrawal by Appointing/Sponsoring Agency. A student officer's appointing/ sponsoring agency may initiate the withdrawal of a student officer from the police academy. Student officers separated under 550 CMR 3.06(4)(a)3. shall be eligible for enrollment in a subsequent police academy, subject to appropriate appointment/ sponsorship and compliance with applicable enrollment requirements.
4. Dismissal for Non-disciplinary Reasons. A student officer may be dismissed from a police academy for non-disciplinary reasons including, but not limited to, nonpayment of required fees, excessive absences, or performance deficiency. Dismissal for non-disciplinary reasons may only be initiated by the academy director. Student officers separated under 550 CMR 3.06(4)4 shall be eligible for enrollment in a subsequent police academy, subject to appropriate appointment/sponsorship and compliance with applicable enrollment requirements.
5. Dismissal for Disciplinary Reasons. A student officer may be dismissed from a police academy for disciplinary reasons. Dismissal for disciplinary reasons may only be initiated by the academy director or the Chief of Training for the Committee. Student officers separated under 550 CMR 3.06(4)5 shall be ineligible for enrollment in any subsequent police academy for a period of not less than one year nor more than 20 years from the date of separation.

(b) Appeals. The Committee shall establish policies and procedures for appeals from a dismissal for disciplinary reasons. There is no right of appeal from dismissals for non-disciplinary reasons.

G. 3.06(5): Academy Offenses/Progressive Discipline

(a) Classes of Offenses. Academy offenses are set forth in the Committee's policies and procedures and may be supplemented by

academy-specific operational rules approved pursuant to 550 CMR 3.05(2). Academy offenses have been categorized into three classes, determined by the seriousness of the offense, as follows:

1. Class I. Commission of a Class I offense may, with the approval of the Chief of Training for the Committee, result in dismissal from the academy for disciplinary reasons pursuant to 550 CMR 3.00. If the Chief of Training for the Committee determines that the circumstances do not warrant dismissal, then a written disciplinary warning must issue.

2. Class II. Commission of a Class II offense shall, at a minimum, result in the issuance of a written disciplinary warning to the student officer.

3. Class III. Commission of a Class III offense shall, at a minimum, result in the student officer preparing a "To-From" memorandum to the academy director or a staff instructor in which the student officer acknowledges the breach and relates the subject of the breach to police service.

(b) Progressive Discipline. In keeping with the concept of progressive discipline, corrective action shall be consistent with, and appropriate for, the student officer's conduct that resulted in the breach, and any other history of misconduct while at the academy. The following levels of escalating corrective action shall be utilized:

1. "To-From" Memorandum. The student officer shall write a "To-From" memorandum for all offenses. This level of corrective action, by itself, shall not be considered disciplinary.

2. Admonishment and Counseling. Commission of any Class III offense for which there is no reasonable explanation, in the discretion of the academy director or a staff instructor, shall result in admonishment and counseling. An Action Notice setting forth the offense(s) violated, the action taken, and the potential consequences of additional violations shall be completed by the academy director or applicable staff instructor and distributed in accordance with the directions on the form.

3. Oral Disciplinary Warning. Commission of any Class III offense after admonishment and counseling shall result in an oral disciplinary warning being issued to the student officer by the

academy director or a staff instructor. An Action Notice setting forth the offense(s) violated, the action taken, and the potential consequences of additional violations shall be completed by the academy director or applicable staff instructor and distributed in accordance with the directions on the form.

4. Written Disciplinary Warning. Commission of any Class II offense, or commission of any Class III offense after an oral disciplinary warning, shall result in a written disciplinary warning being issued to the student officer. Only the academy director may issue a written disciplinary warning. An Action Notice setting forth the offense(s) violated, the action taken, and the potential consequences of additional violations shall be completed by the academy director and distributed in accordance with the directions on the form.

(c) Dismissal for Disciplinary Reasons. A student officer who commits any of the following may, with the approval of the Chief of Training for the Committee, be dismissed for disciplinary reasons:

1. Commission of a Class I offense, or
2. After receiving a written disciplinary warning, commission of a Class II offense, or
3. After receiving a written disciplinary warning, commission of any three additional Class III offenses, or commission of any two additional Class III offenses that are the same.

If the Chief of Training for the Committee determines that the circumstances do not warrant dismissal, then a written disciplinary warning must issue. An Action Notice setting forth the offense(s) violated, the action taken, and the potential consequences of additional violations shall be completed by the academy director and distributed in accordance with the directions on the form.

## V. MPTC Policies and Procedures

### A. Recruit Training Enrollment

#### 1. Policy

There shall be uniform application standards for the enrollment of all student officers in operated and authorized police academies. All [applications](#) for enrollment must be signed by the appointing or sponsoring agency head.

### B. Recruit Training Uniforms and Personal Appearance

#### 1. Policy

A Police Academy, like a police department, is a uniformed organization. The appearance of the uniform and the manner it is worn are significant indications of individual pride, unit discipline, professionalism, and esprit de corps. Student officers are expected to maintain their uniforms and personal appearances meticulously at all times and should be prepared for personal, uniform, and equipment inspections at any time during the academy. Compliance with this policy constitutes minimum uniform and personal inspection standards.

#### 2. Procedures

##### a) Uniforms: General

The uniform is the student officer's normal attire while attending the police academy, except when specifically authorized otherwise by the academy director. The uniform of the day will be prescribed by the academy director.

- (1) Uniforms must be properly worn at all times. Uniforms must fit properly and be clean and properly pressed. Details of insignias shall not be removed or altered. Student officers and/or their appointing or sponsoring agencies are responsible for having uniforms altered or, if necessary, purchasing new ones if the uniforms do not fit properly, if the uniforms

become noticeably worn, or if the uniforms or uniform parts become un-serviceable. Student officer clothing or articles of uniform will not be torn or mutilated, must be clean and free from non-prescribed markings, may not bear unprofessional expressions or graffiti, and must be approved by the academy director.

- (2) If patches are required, the patch shall be worn centered on the left sleeve of the khaki shirt, one-half inch below the shoulder seam, and centered above the visor of the blue baseball- type cap. The appointing or sponsoring agency patch shall be worn centered on the right sleeve of the khaki shirt, one- half inch below the shoulder seam, and as prescribed by the appointing or sponsoring agency, in addition to other insignia (e.g., appointing or sponsoring agency shields and collar insignia), on the patrol jacket and department uniform.
- (3) All accessories worn with or on student officer uniforms shall conform to the type, standard, and design prescribed by the academy director.
- (4) An appointing or sponsoring agency-issue tie clip/clasp shall be worn when the black, four-in-hand tie is prescribed.
- (5) All boots shall be shined daily.

### b) Personal Appearance

As part of the Massachusetts Crown Act that went into effect October 24, 2022, our general laws were amended to include MGL c 71 § 1D which states in part that employers and schools “shall not adopt or implement a policy or code, including, but not limited to, any policy or code pertaining to a student’s participation in sports or athletic events, that impairs or prohibits a hairstyle that is historically associated with race.”

Academies may not employ a standardized haircutting requirement

for student officers.

(1) General

- (a) Student officers attending a police academy shall maintain high standards of appearance and personal hygiene.
- (b) Student officers shall not wear earrings, necklaces, chains, beads, facial piercings, or other visible body jewelry except as follows: medic-alert bracelets, wristwatches, wedding rings, and cultural or religious items.
- (c) No items of jewelry, clothing, accessories, or hairstyle shall interfere with or be worn in a manner that interferes with training.
- (e) Fingernail length must not interfere with training or be a hazard to the student officer or others during training. Clear nail polish is the only authorized nail covering.
- (f) Make-up will not be worn. The neck will be clean shaven.
- (g) Sideburns, if worn, will be trimmed neatly, will have a clean-shaven line at the base, will not extend beyond the lowest part of the inner ear opening, and will not flare.
- (h) Student officers will be clean shaven each morning. Any student officer who is afflicted with a medical condition precluding the student officer from shaving, upon submission of medical verification, may grow a neatly groomed beard, the hair of which shall not be more than one-quarter (0.25") to one-half (0.5") inch long.

(2) Hair Styles

In no case will the bulk or length of hair interfere with the proper wearing of any police headwear.

Student officers with short hair styles shall conform to the following minimum standards:

- (a) In police academies, without reference to style, the hair on the top of the head will be groomed neatly. The sides will be tapered with the hair not touching the ear. The back will be tapered, not straight cut, and will not touch the collar. The neck will be clean shaven. In no case will the bulk or length of hair interfere with the proper wearing of any police headwear.

Student officers with long hair styles shall conform to the following minimum standards:

- (b) In police academies, while in any uniform, hair will not extend below the edge of the collar. Hair that would naturally fall below the collar will be secured to the back of the head. Hairpins or other fasteners that are transparent or of a natural hair color may also be worn. If worn, ponytails or braids will be secured to the back of the head. Hair will not touch the collar. In no case will the length or bulk of hair interfere with the proper wearing of any police headwear.

### C. Recruit Training Environment

#### 1. Policy

The police academy is meant to be rigorous and demanding, but under no circumstances will the MPTC tolerate a hostile, harmful, or offensive training environment including sexual harassment or bias on account of a person's race, ethnicity, sex, gender identity, sexual orientation, religion, mental or physical disability, immigration status or socioeconomic or professional level (hereafter referred to as "prohibited harassment or bias"). Further, any retaliation against an individual who has reported allegations of harassment or bias, or cooperated with an investigation into

such allegations, will not be tolerated.

This policy affords those who feel they have been subjected to or witnessed prohibited harassment or bias, or retaliation, with a procedure for making the MPTC aware of the problem and allowing it to attempt to remedy the situation. It is the policy of the MPTC to promptly investigate all complaints of harassment or bias, and any retaliation related thereto. When it is determined that prohibited harassment, bias or retaliation has occurred, the MPTC will act promptly to eliminate such conduct and impose any necessary corrective action, including disciplinary action.

In addition to the strict prohibitions against harassment, bias, and retaliation, a student officer shall not have any social contact, either on or off duty, with the police academy staff for the duration of the police academy training in which the student officer is enrolled.

## 2. Procedures

All student officers shall comply with the following procedures in order to prevent and eliminate prohibited harassment or bias, and any retaliation related thereto:

### a) Persons Protected

The following persons are protected by this policy:

- (1) Any person towards whom prohibited harassment or bias is directed;
- (2) Any person affected by prohibited harassment or bias directed at another when the conduct creates an intimidating, hostile, humiliating, or offensive training environment that unreasonably interferes with the student officer's performance. For example, the sexual harassment of one student officer may create an offensive environment that interferes with a fellow student officer's performance. The subjective belief that such interference has occurred must also be objectively reasonable;

- (3) Any person who reports prohibited harassment or bias; and
- (4) Any person who cooperates with an investigation into prohibited harassment or bias.

Prohibited harassment or bias is not limited to conduct by a male towards a female or by an instructor towards a student. Men and women may be the victims of prohibited harassment or bias, and a woman as well as a man may be the offender.

The offender does not have to have a position of authority. The offender may also be a fellow student officer, or, in some circumstances, a non-employee. The offender may, but need not, be the same gender or have the same sexual orientation as the victim, or be of the same religion, race, ethnicity, or nationality as the victim. Harassment, bias, and retaliation are always prohibited, regardless of the gender, gender identity, race, ethnicity, sexual orientation, religion, or age of the offender and victim.

### b) Responsibilities of All Student Officers

Each student officer is personally responsible for:

- (1) Ensuring that they do not engage in prohibited harassment or bias against any other person, either during training, during training-related activities, or outside of training if it affects the training environment;
- (2) Informing an offender that their words or actions are unwelcome and offensive, when any type of harassment or bias is encountered;
- (3) Immediately reporting acts of harassment or bias, whether witnessed by them or reported to them;
- (4) Cooperating in the investigation of reported harassment or bias by providing all information they possess concerning the matter being investigated;

- (5) Otherwise cooperating with the staff's efforts to prevent and eliminate prohibited harassment or bias and any retaliation related thereto to maintain a training environment free from such conduct.
- c) Reporting Procedures
- (1) Any student officer who believes they have been the victim of prohibited harassment or bias, or who believes they have been affected by such harassment or bias, or who witnesses such harassment or bias (hereafter referred to as a "mandated reporter"), shall report this fact, orally and/or in writing, as soon as possible to police academy staff. The staff member shall in turn report such information, through the chain of command, to the academy director
  - (2) If the mandated reporter believes that the nature of the conduct or the identity of the alleged offender is such that they are not comfortable discussing the situation with someone at the police academy level, the mandated reporter shall report the matter directly to the Chief of Training of the MPTC.
  - (3) If the mandated reporter is not comfortable contacting the Chief of Training, they shall report the matter to the Executive Director of the MPTC.
- d) Investigations
- (1) Any student officer subjected to alleged prohibited harassment or bias, or any retaliation related thereto, may institute a formal proceeding by filing a written complaint with the academy director or with a higher-ranking supervisor in the chain of command at their sponsoring department.
  - (2) A thorough investigation will be conducted by the MPTC or its designee, which shall include attempting to obtain statements from the victim, alleged offender, and all other persons with knowledge of the

alleged harassment, bias, and/or retaliation. The MPTC's goal is to resolve the matter within thirty business days of receipt of the complaint.

- (3) The MPTC shall maintain records of all complaints, investigations, and actions taken.
- (4) The MPTC or its designee shall handle complaints with confidentiality, sensitivity, and due concern for the dignity of all parties involved to the extent lawful and practical without handicapping the ability to perform an investigation.
- (5) In a situation where the victim and the alleged offender will continue in the same general area or environment during or after the completion of the investigation, it may be necessary or appropriate for the MPTC to clearly define the terms of the continued professional interaction.

e) Criminal violations

If the alleged prohibited harassment or bias involves potential criminal conduct, the academy director shall report the incident to the local Office of the District Attorney and the sponsoring department of the alleged offender.

f) Other Legal Remedies

Following the procedures outlined above does not preclude a victim from seeking legal remedies outside this process. A complaint may be filed with one or both of the following:

**U. S. Equal Employment Opportunity Commission (EEOC)**

John F. Kennedy Federal Building  
Government Center; Room 475  
Boston, MA 02203  
617.565.3200

**Massachusetts Commission Against Discrimination (MCAD)**

Boston Office  
One Ashburton Place, Room #601  
Boston, MA 02108  
617.727.3990

### **Massachusetts Commission Against Discrimination (MCAD)**

Springfield Office  
State Office Building  
36 Dwight Street; Room # 220  
Springfield, MA 01103  
413.739.2145

Victims of prohibited harassment or bias are cautioned that following police academy complaint procedures does not affect the 90-day statute of limitations for filing discrimination complaints with the MCAD or the 180-day statute of limitations for filing discrimination complaints with the EEOC.

#### **D. Recruit Training Performance Requirements**

##### **1. Policy**

There shall be uniform performance criteria within the police academy. Performance requirements shall be consistent with 550 CMR 3.06(3).

##### **2. Procedures**

Every student officer shall successfully complete the requirements prescribed by the Committee in each of the following 3 performance areas to ensure they have mastered the minimum competency level.

- academic
- skills; and
- health and wellness.

a) Passing Score: The minimum passing score on all written tests shall be seventy percent (70%), unless otherwise

indicated in the Committee-approved curriculum. The required passing grade shall be announced before administering each test.

- b) Failed Performance Tests. Any student officer who fails to attain a passing score on a test shall be promptly notified in writing by the academy director through the issuance of an Action Notice.
- c) Re-tests. Any student officer who fails to attain a passing score on a test shall be offered a re-test within 2 weeks. Attaining a passing score on a re-test will result in the recording of the minimal passing score (i.e., 70%) for grade averaging purposes.
- d) Dismissal for Performance Reasons. Any student officer who fails to attain a passing score on a re-test, or any 3 tests, or who otherwise fails to successfully complete performance requirements prescribed by the Committee, shall be dismissed for non-disciplinary reasons.
- e) Missed Tests: The academy director will re-schedule any test missed as a result of an excused absence. If a student officer misses a performance test as a result of an unexcused absence, it shall be counted as a failed performance test, but the student officer shall be offered a re-test pursuant to 550 CMR 3.06(3)(c).
- f) Remedial Training. Any student officer who fails to attain a passing score on a test shall be responsible for any remedial training on the student officer's own time and at the student officer's own expense or that of the appointing/sponsoring agency.

### E. Recruit Training Standards of Conduct

#### 1. Policy

There shall be strict standards of conduct to which student officers must adhere. Violations of those standards may result in the imposition of disciplinary sanctions set forth in 550 CMR 3.06(5).

Disciplinary action shall be consistent with, and appropriate for, the conduct that resulted in the sanction. Any disciplinary action shall carry with it the admonition that any future violations of standards of conduct may result in more severe sanctions up to and including dismissal from the academy. The academy disciplinary system for student officers shall:

- a) Prepare them to function effectively within a system of policies, procedures, rules, and regulations;
- b) Maintain order and discipline;
- c) Instill and reinforce the importance of ethical conduct and ethical decision-making;
- d) Ensure that they are prepared to accept full responsibility for their actions and/or inactions;
- e) Provide practical applications of the personal accountability concept;
- f) Motivate student officers to place a high sense of duty above self-interest; and
- g) Develop self-discipline needed to function effectively in a position of public trust.

## 2. Procedures

The following offenses included within this Abstract of Delinquencies shall be administered in accordance with the provisions of 550 CMR 3.06(5):

### a) Police Academy Offenses

#### (1) **Class I Offenses involve unethical conduct, unprofessional conduct and safety.**

- (a) Absence, unexcused: Any student officer absence not authorized pursuant to 550 CMR 3.06(2) shall be an unexcused absence.

- (b) Alcohol, use or possession: A student officer shall not possess, consume, or be under the influence of any alcoholic beverage while on academy property or during training.
- (c) Bias: A student officer shall not directly or indirectly engage in, or in any way encourage or approve of, activity or behavior that involves the use of degrading language or actions with regard to a person's race, ethnicity, sex, gender identity, sexual orientation, religion, mental or physical disability, immigration status or socioeconomic or professional level except as otherwise provided in the Committee-approved curriculum as a role-playing tool.
- (d) Cheating: A student officer shall not give or receive unauthorized assistance in any written examination, quiz, skills test, health and wellness, or any other training exercise.
- (e) Conduct, unbecoming: A student officer shall not engage in activity or behavior that reflects discredit on the student officer, their class, the police academy, or the appointing or sponsoring agency.
- (f) Contact, improper physical: A student officer shall not engage in improper touching of another person or their clothing.
- (g) Controlled substances, use or possession: A student officer shall not possess, consume, or be under the influence of any controlled substance, except as medically prescribed, while on academy property or during training. Use of recreational and medicinal cannabis is prohibited.

- (h) Criminal Conduct: A student officer shall not be convicted of any felony or misdemeanor criminal charge pursuant to federal or state law, municipal ordinance, or town bylaw. The admission or discovery of sufficient facts that would warrant a finding of guilt shall carry the same weight as a conviction.
- (i) Dishonesty: A student officer, when asked a question, shall respond in a forthright and honest manner and shall answer with the truth, the whole truth, and nothing but the truth. Dishonesty includes lying, deception, attempts to mislead, and omitting information.
- (j) Firearms, unauthorized possession: A student officer shall not be in possession of, or have under their control, a firearm while attending the academy, except as authorized and directed by the academy director.
- (k) Hazing: A student officer shall not engage in harassment by the imposition of unreasonable punishment or personal requirement whereby a person may suffer any cruelty, injury, humiliation or the deprivation of a right, privilege, or advantage to which they are entitled.
- (l) Insubordination: A student officer shall not intentionally disobey any lawful order, including an order relayed by another student officer.
- (m) Internet, misuse: A student officer shall not use the internet in any way that reflects discredit on the student officer, their class, the police academy, or the appointing or sponsoring agency.

- (n) Plagiarism: A student officer shall not use the words or work product of others without proper acknowledgement.
  - (o) Reports, untruthful or inaccurate: A student officer shall not knowingly enter, or cause to be entered, any untruthful or inaccurate information (including intentional omissions) in any oral or written report.
  - (p) Retaliation: A student officer shall not retaliate against any person(s) regarding any reported incident or investigation into misconduct set forth in this Abstract of Delinquencies.
  - (q) Safety, disregard for: A student officer shall not engage in any activity or behavior or knowingly fail to take action that places or may place their safety or the safety of another person at risk.
  - (r) Sexual harassment: A student officer shall not engage in any behavior that is in violation of federal and state sexual harassment laws.
- (2) **Class II Offenses significantly interfere with the training environment.**
- (a) Absence, failure to properly notify, court/civic/military duty: A student officer shall promptly notify the academy director and the appointing or sponsoring agency of any absence due to court, civic, or military duty, and shall provide both with a copy of such notice.
  - (b) Absence, failure to properly notify, illness/injury: A student officer shall, prior to the start of the academy day, notify the academy director and the appointing or sponsoring agency of any illness or injury that

results in an absence from the academy.

- (c) Conduct, improper: A student officer shall not engage in activity or behavior that impairs the operation or efficiency of the academy, including but not limited to disorderly conduct and the use of vulgar, obscene, humiliating, or profane language or behavior.
- (d) Illness/injury, failure to properly notify: A student officer shall promptly notify the academy director and the appointing or sponsoring agency of any illness or injury that occurs during academy training, or that affects the ability of the officer to participate in academy training.
- (e) Medical condition, failure to properly notify: A student officer shall promptly notify the academy director, in writing, of any medical condition, or any change in medical condition, to include a diagnosis and prognosis from a medical doctor.
- (f) Medication, failure to properly notify: A student officer shall promptly notify the academy director, in writing, of any medication, or change in medication, and the necessity for said medication. If applicable, the notification shall include, for a prescription medication, a copy of the prescription indicating the name of the medication, the medication's strength and dosage, and the prescribing physician; for a nonprescription or an over-the-counter medication, the notification shall include, if applicable, the name of the medication and the medication's strength and dosage.
- (g) Tobacco Products, use: A student officer shall not at any time use tobacco products on academy property or during academy training.

- (3) **Class III Offenses less-significantly interfere with the training environment.**
- (a) Areas, off limits: A student officer shall not enter areas designated “off limits” by the academy director or staff.
  - (b) Assigned duty, failure to properly complete: A student officer shall complete all assignments as directed by academy staff or subject matter instructor in a thorough and timely manner and as prescribed by said staff or instructor.
  - (c) Chain of command, failure to adhere: A student officer shall adhere to the chain of command as established by the academy director.
  - (d) Change of address, failure to notify: A student officer shall notify the academy director of a present residential address and telephone number, and any change of residential address or telephone number, while attending the academy.
  - (e) Courtesy, failure to render proper: A student officer shall be courteous and respectful at all times. All persons shall be addressed as “Sir” or “Ma’am” or by rank or title.
  - (f) Electronic devices, use without authority: A student officer shall not use communication, music, video, recording or other electronic devices without authorization from the academy director.
  - (g) Inspection, failure to be prepared: A student officer shall be prepared for inspection of their personal appearance, uniform, and equipment at all times while attending the academy.

- (h) Late to class, field exercise, or formation: A student officer shall not arrive after the designated start time of any class, field exercise, or formation.
- (i) Reports, incomplete or untimely submission: A student officer shall submit completed reports on time.
- (j) Visitors, receiving unauthorized: A student officer shall not receive visitors during the academy unless authorized by the academy director.

### F. Police Academy Dismissals & Appeals

#### 1. Policy

The police academy appeal procedure shall provide due process to a student officer who has been recommended for disciplinary dismissal from a police academy.

#### 2. Procedures

There is no right of appeal for dismissals for non-disciplinary reasons.

Any student officer who is aggrieved by a recommendation for dismissal for disciplinary reasons may appeal as follows:

- a) An academy director who has received approval of the Chief of Training to dismiss a student officer for disciplinary reasons in accordance with the provisions of 550 CMR 3.06(4) shall complete a Separation Notice.
- b) The academy director shall meet with the student officer to inform the student officer of the pending disciplinary action and the reasons for such action. The student officer shall be given an opportunity to respond to the charges and if requested, shall be given 24 hours to prepare a written statement and response.

- c) If the academy director decides dismissal is not warranted, the student officer shall retain their standing in the academy session. A copy of the academy director's written findings and disposition and a copy of the student officer's written presentation of the appeal shall be filed in the student officer's academy file. A copy of the documentation shall also be forwarded to the agency head of the student officer's appointing or sponsoring agency.
- d) If the academy director has received the approval of the Chief of Training for the Committee to dismiss the student officer, the academy director shall provide the student officer and the appointing or sponsoring agency with a copy of the Separation Notice and appeal procedure language. The student officer shall sign an acknowledgement of receipt of the Separation Notice.
- e) If a dismissal action is engaged, the student officer may file an appeal with the MPTC Chief of Training. The student officer's appointing or sponsoring agency may assist with the appeal. The request must be received from the student within 5 working days of the student officer's dismissal from the academy.
- f) The MPTC Chief of Training shall notify the academy director of the academy from which the student officer was dismissed of the appeal request.
- g) When such a request is received, the MPTC Chief of Training shall, within a reasonable period, call a meeting of the Police Standards Committee, a sub-committee of the MPTC, for the purpose of holding a hearing on the appeal. At least four members of the Police Standards Committee must be present at the hearing.
- h) Once a hearing date has been mutually scheduled, each party (the student officer and the police academy) is permitted one request for a continuance due to exigent circumstances. If either party fails to show for a scheduled hearing, then a default judgment shall be awarded to the party in attendance.

- i) The hearing shall be conducted in accordance with M.G.L. 30A §10-11, and the Standard Adjudicatory Rules of Practice and Procedure, 801 CMR 1.02-1.03.
- j) The student officer is entitled to bring to the hearing any person(s) or material(s) that may help present the appeal.
- k) The student officer has the right to be represented by counsel or other representative(s) at their own expense, or the expense of their appointing or sponsoring agency. If the student officer chooses to be represented, prior to the hearing their counsel or representative(s) must file with the MPTC Chief of Training a written appearance stating name(s), address(es), and telephone number(s).
- l) The Police Standards Committee shall reach its decision by majority vote, with each member present having one vote. The student officer shall be notified in writing of the decision of the Police Standards Committee within thirty working days of the hearing.
- m) If an appeal is successful, the Police Standards Committee shall designate the appropriate academy to which the student officer shall be eligible for enrollment at no additional cost to the student officer or agency, subject to appointment or sponsorship and compliance with MPTC application requirements. Upon an unsuccessful appeal of a disciplinary dismissal, the student officer shall be ineligible for enrollment in a subsequent police academy for a minimum of one year but not more than twenty years, as determined and set by the MPTC Police Standards Committee.

### REMINDER

Class raffles/fundraisers to raise funds for **anything** associated with the academy class or graduation are prohibited.