

Bridge Academy



Commonwealth of Massachusetts
Municipal Police Training Committee

Bridge Academy Student Officer Guide

Version: B2022

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.

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, MBTA, University of Massachusetts, campus police officers, environmental police officers, and deputy sheriffs performing police duties and functions. 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. In-service training for full-time police officers.
- B. Specialized training courses which cover a single topic.
- C. Recruit Officer Course (ROC) for police officers.

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 Bridge Academy

Overview

Pursuant to the passing of An Act Relative to Justice, Equity, and Accountability in Law Enforcement on December 31, 2020, all law enforcement officers who have completed a Reserve Training Program on or before July 1, 2021 shall be certified as of July 1, 2021. Prior to the expiration of that certification, the officer shall complete additional training as required by the Municipal Police Training Committee.

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, life-style, religious beliefs, and political views. Life is diverse. It is a primary academy value to appreciate difference. Tolerating difference is not enough. At the same time that the academy structure promotes uniformity, the academy structure promotes the recognition and value of difference. Uniformity and differences do not contradict each other; they complement each other.

Curriculum

Your training is composed of three (3) types of instruction:

- Three (3) independent reviews of legal material on which you would have received training in your reserve academy;
- Twenty-one (21) online courses; and
- Three (3) in-person weeks of training in Defensive Tactics, Firearms and Emergency Driving.

Online coursework will be at your own pace. Every course has a lesson plan attached that you should read and study. All test questions will come directly from the lesson plans. Most of the training has been uploaded, but your portal will be updated as content is finalized. It is recommended that you do coursework on a laptop or computer and use the Chrome browser.

The Bridge Academy Training is divided into four (4) modules: legal, criminal investigations, motor vehicle investigations and patrol procedures. There is a test at the conclusion of each module that students must pass. Details on the

four modules and the individual subjects that are covered in each module are attached.

Each block of instruction also has a Discussion Forum available which will be moderated by MPTC staff and an MPTC certified instructor. If you have questions on content, please post them in the respective discussion forum, and we will get a response to you as quickly as possible.

If you are interested in accessing other Recruit Officer Course lesson plans that are not included in the Bridge Academy, go to mptctraining.com, click the arrow at the top left, select "Police Academy" and you will find a full list of current lesson plans. The password to open all of these lesson plans is: ROC!student

Online Coursework

Chrome is the recommended browser for all online courses. Additionally, for best results, you should use a hard-wired connection on a computer rather than a phone if at all possible.

Please be aware that most of the courses are split into one hour blocks. If you start one of the videos and do not complete it (whether because you stop or because of Internet connectivity issues), you will have to go back to the beginning – not the beginning of the course but to the beginning of that particular video.

In-Person Skill Blocks

Current available dates for the in-person weeks of training can be found through your Acadis portal. You will register there. Dates will be added as the training year moves forward.

During your training, you will be governed by the same guidelines as recruit and reserve officers. This Bridge Academy Student Officer Guide details all MPTC Rules and Regulations, and you should review it thoroughly.

You will be required to wear black BDUs or tactical pants and a grey sweatshirt with your last name as detailed on the [Bridge Academy Equipment list](#).

Written and Skills Testing

Four written tests and three areas of skills test will be administered throughout the Bridge Academy to include the following:

Knowledge: Student must recall specific pieces of information.

Cognitive Skills: Student must organize, evaluate, and analyze information when given facts (e.g., decision-making).

Psychomotor Skills: Student must demonstrate a specific skill or complete an activity to identified competency

Structure & Discipline

The academy is structured by specific rules and regulations. Bridge Academy participants are expected to work within that structure and are held accountable for 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 provide a safe and coordinated environment conducive to learning for all participants.

Code of Massachusetts Regulations (CMR)

Section [550 CMR 3.00](#) outlines all municipal recruit officer training requirements. Bridge Academy participants will be held to the same standards as recruit officers.

Definitions

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

Bridge Academy: A course of study operated by the Committee that has the prescribed course of study that a reserve officer must satisfactorily complete prior to renewing their certification with POSTC.

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.

Full-time Police Officer: A person who receives an appointment to a permanent full-time position in which they will exercise police powers as a municipal police officer, MBTA police officer, environmental law enforcement officer, University of Massachusetts police officer, campus police officer, or deputy sheriff performing police duties and function.

Police Academy: An entry-level academy operated or approved by the Committee that has the prescribed course of study that a fulltime police officer must satisfactorily complete prior to exercising police powers in Massachusetts.

Peace Officers Standards and Training Commission or POSTC: agency established by MGL c 6E sec 2. POSTC will create a mandatory certification process for police officers, as well as processes for decertification, suspension of certification, or retraining in the event of certain misconduct.

Reserve/Intermittent Police Officer: A person who receives an appointment to a part-time reserve/intermittent position in which he or she will exercise police powers as a police officer.

Bridge Training: Policies and Procedures

Concurrent Authority. A student officer is subject to the policies, procedures, rules and regulations of the employing department, the Committee, and the training program in which the student officer is enrolled. When determining the applicability of one set of policies, procedures, rules or regulations versus another, the stricter standard shall always apply.

Bridge Academy Enrollment

All law enforcement officers who have successfully graduated from an approved MPTC Reserve Officer Training Program, and have performed specific police duties and functions (not including assignments commonly referred to as police details) and have not had an interruption or break in service greater than five (5) years, are *eligible* to attend the MPTC Bridge Academy.

All candidates must successfully complete the Massachusetts Human Resource Division's medical examination within nine

months prior to the start of a police academy and any other standards established by the Committee. All issues of civil liability shall be determined in accordance with M.G.L. Chapter 258 and other applicable law.

Requests for Deferment for Medical or Military situations

A student officer who cannot complete the Bridge Academy training for medical or military reasons may be granted a [Deferment](#). To qualify, the student officer must provide documentation detailing that the student officer is physically unable to complete the training program within the time frame established by the Academy. Such deferments will be reviewed on a case-by-case basis.

If the deferment was allowed for a medical reason, the student officer must furnish a statement from a medical physician confirming that the student officer's injury has healed completely and stating that the student officer is physically able to fully participate in training without restrictions prior to being allowed to continue the training program.

Bridge Training: Separation

Categories of Separation. A student officer may become separated from Bridge Academy training after beginning but before completing the prescribed course of study. A Separation Notice shall be completed by the academy director or program administrator, respectively, and distributed in accordance with the directions on the form.

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 Bridge Academy. The student officer shall make the request to withdraw in writing to the academy director or program administrator, who shall notify the chief of the employing department.

Withdrawal by Employing Department. A student officer's employing department may initiate the withdrawal of a student officer from the Bridge Academy.

Dismissal for Non-disciplinary Reasons. A student officer may be dismissed from recruit training for non-disciplinary reasons, including but not limited to excessive absences, or performance deficiency. Bridge Academy student officers are subject to the same performance standards as recruit officers. Dismissal for non-disciplinary reasons may only be initiated by the academy director or program administrator.

Dismissal for Disciplinary Reasons. A student officer may be dismissed from Bridge Academy training for disciplinary reasons. Dismissal for disciplinary reasons may only be initiated by the academy director or program administrator, respectively.

Appeals. The Committee shall establish sub-regulatory policies and procedures for appeals from a dismissal for disciplinary reasons.

Bridge Training: Attendance

Bridge Academy student officers will be subject to the same attendance requirements as recruit training officers as contained in CMR 3.08.

Attendance. Student officers are expected to attend in-person classes punctually and participate fully in all scheduled classes, assignments, and field exercises, except in cases of the following excused absences: bereavement; illness or injury; required court appearance as a witness or juror; required civic duty; military duty; emergency; or authorized absence by the academy director or program administrator or the student's employing chief. All other absences shall be considered unexcused.

Illness/Injury. A student officer who has an illness or injury that results in an absence from training or that happens during training, or that affects the student officer's ability to participate in training, shall promptly notify the academy director or program administrator and the student officer's employing department as specified by Committee and training policies and procedures.

Court/Civic/Military Duty: A student officer who is required to fulfill any court, civic, or military duty shall promptly notify the academy director or program administrator and the officer's employing department and shall provide both with a copy of such notice. It is the responsibility of the student officer to reschedule any missed in-person trainings as soon as possible.

IMPORTANT NOTE: Certifications issued by POSTC expire as a matter of law on a specific timeline. Officers with last names beginning with the letters A – H expire on July 1, 2022. Officers with last names beginning with the letters I - P expire on July 1, 2023. Officers with last names beginning with the letters Q - Z expire on July 1, 2024. The MPTC has no authority to extend these deadlines in order for student officers to complete the training requirements of the Bridge Academy.

Bridge Training: Performance Requirements

Student officers of the Bridge Academy will be subject to the same performance standards of recruit officers as set forth in 550 CMR 3.09.

Performance Requirements. Every student officer shall successfully complete the requirements prescribed by the Committee in each of two performance areas:

(a) academic and

(b) skills

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 or program administrator through the issuance of an Action Notice. A passing score is a 70.

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

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 of 70 for record averaging purposes.

Dismissal for Performance Reasons. Any student officer who fails to attain a passing score on a re-test, or any three tests, or who otherwise fails to successfully complete performance requirements prescribed by the Committee, shall be dismissed for non-disciplinary reasons.

Bridge Training: Personal Accountability/Discipline

Standards of Conduct. Bridge training 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, program administration, staff instructors, non-staff instructors, and any other officials or staff of the academy, training program 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.

Bridge Academy Offenses; Corrective Action and Dismissals

Classes of Offenses for Academies. Bridge Academy offenses are consistent with the Recruit Officer Academy offenses which are set forth in the Abstract of Delinquencies section of the Committee's sub-regulatory policies and procedures, and may be supplemented by academy-specific sub-regulatory policies, procedures, rules and regulations approved pursuant to 550 CMR 3.05(1). Academy offenses have been categorized into three classes, determined by the seriousness of the offense, as follows:

Class I. Commission of a Class I offense shall result in dismissal from the academy for disciplinary reasons.

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.

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

Bridge Academy Levels of Corrective Action. 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:

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

Admonishment and Counseling. Commission of any Class III offense for which there is no reasonable explanation, in the discretion of the academy director or other appropriate MPTC staff, 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 or instructor and distributed in accordance with the directions on the form.

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 appropriate MPTC staff or 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 and distributed in accordance with the directions on the form.

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.

Bridge Academy Dismissal for Disciplinary Reasons. A student officer who commits any of the following shall, if the circumstances warrant, be dismissed for disciplinary reasons:

- (a) Commission of a Class I offense; or
- (b) After receiving a written disciplinary warning, commission of a Class II offense; or
- (c) 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 academy director 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.

Bridge Academy Training Standards of Conduct

Policy

Bridge Academy students are held to the same conduct standards as Recruit Officer Course students. 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 as set forth in 550 CMR 3.10.

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.

Procedures

Bridge Academy students are subject to the same procedures as Recruit Officer Course students. The following offenses included within this Abstract of Delinquencies shall be administered in accordance with the provisions of 550 CMR 3.10:

- a) Police Academy Offenses
 - (1) **Class I Offenses involve unethical conduct, unprofessional conduct and safety.**
 - (a) Absence, unexcused: Any student officer absence not authorized by the academy director 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 sexual orientation, gender, religion, race, ethnicity, nationality, or physical challenge, 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, his or her class, the police academy, or the employing department.
 - (f) Contact, improper physical: A student officer shall not engage in improper touching of another person or his or her 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.

- (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 his or her 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 he or she is 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, his or her class, the police academy, or the employing department.

- (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 his or her 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 employing department 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 employing department 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 employing department 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 any and 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 his or her 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.

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 or non-disciplinary dismissal from a police academy. The Bridge Academy will apply the same due process procedures as the Recruit Officer Course.

2. Procedures

Any student officer who is aggrieved by an academy director's recommendation for dismissal may appeal as follows:

- a) An academy director who determines that a student officer should be dismissed for disciplinary or non-disciplinary reasons shall complete a Separation Notice.
- b) The academy director shall meet with the student officer to inform the student officer of the pending dismissal 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 his or her 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 police chief of the student officer's employing department.
- d) If the academy director feels the dismissal action is still warranted, the academy director shall provide the student officer and the employing department with a copy of the Separation Notice. The student officer shall sign an acknowledgement of receipt of the Separation Notice.

- e) If the academy director invokes the dismissal action, the student officer may file an appeal with the MPTC director of training if the dismissal was for disciplinary reasons. The student officer's department 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 director 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 director 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. A quorum 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 MPTC Police Standards Committee) is permitted one request for a continuance due to exigent circumstances. If either party fails to show for a scheduled hearing, then a de-fault 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 Judicatory 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 his or her expense, or the expense of his or her employing department. If the student officer chooses to be represented, prior to the hearing his or her counsel or representative(s) must file with the MPTC director 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 officer shall be eligible for re-enrollment, subject to employment 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 Bridge Academy.

MPTC Policies & Procedures

Bridge Academy Training Enrollment

Policy

There shall be uniform application standards for the enrollment of all student officers in the Bridge Academy training program of the MPTC. All [applications](#) for enrollment must be signed by the employing administrator.

Procedures

Each applicant for enrollment in the MPTC Bridge Academy training shall comply with the following enrollment procedures:

Each applicant, in conjunction with his or her employing department, must complete an Application for Enrollment. The enrollment process is initiated by the employing agency through the Acadis system.

The Application for Enrollment must be accompanied a copy of pages 1 and 8 of the Human Resource Division (HRD) *Medical Examination Form* executed within 9-months of the start date of the academy.

Failure to comply with this process shall result in the applicant being denied enrollment in the police academy.

Bridge Academy Training Uniforms & Personal Appearance

Policy

Bridge Academy training, 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.

Uniforms: General

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

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 employing department 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 unserviceable. 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 or program administrator.

All accessories worn with or on student officer uniforms shall conform to the type, standard, and design prescribed by the academy director or program administrator.

All boots shall be shined on a daily basis during in-person training

Personal Appearance

Student officers attending Bridge Academy training shall maintain high standards of appearance and personal hygiene.

Student officers shall not wear earrings, necklaces, chains, beads, facial piercings, or other visible body jewelry except as follows: medic-alert bracelets, wristwatches, religious medallions (worn under clothing), and no more than two rings may be worn.

No items of jewelry, clothing or accessories shall interfere with or be worn in a manner that interferes with training.

Fingernail length must not interfere with training or be a hazard to the student officer or others during training.

The student officer's hair standards shall conform to the employing department's hair standards for on-duty personnel. In no case will the bulk or length of hair interfere with the proper wearing of any police headwear.

Bridge Academy Training Environment

Policy

Under no circumstances will the MPTC tolerate a hostile, harmful, or offensive training environment including sexual harassment or bias on account of sexual orientation, gender, gender identity, religion, race, ethnicity, nationality, or physical challenge (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 Bridge Academy training staff for the duration of the Bridge Academy training in which the student officer is enrolled.

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:

Persons Protected

The following persons are protected by this policy:

Any person towards whom prohibited harassment or bias is directed;

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;

Any person who reports prohibited harassment or bias; and

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.

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 and the reporting officer feels safe to do so;
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 any and all information they possess concerning the matter being investigated; and
5. Otherwise cooperating with the staff's efforts to prevent and eliminate prohibited harassment or bias and any retaliation related thereto in order to maintain a training environment free from such conduct.

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 re-port this fact, orally and/or in writing, as soon as possible to training staff. The staff member shall in turn report such information, through the chain of command, to the academy director or program administrator.
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 Bridge Academy training level, the mandated reporter shall report the matter directly to the executive director of the MPTC.
3. If the mandated reporter is not comfortable contacting the executive director of the MPTC, they shall report the matter to the chairperson of the MPTC.

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, program coordinator or with a higher-ranking supervisor in the chain of command.
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.

Criminal violations

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

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 Bridge Academy training 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.