

INSTRUCTOR LEVEL REQUIREMENTS FOR MPTC-CERTIFIED INSTRUCTORS

Level I Instructors: Description

- Instructors who provide training within their respective departments or to other departments but do **not** instruct for the MPTC.

Requirements

- Must be sponsored by the agency head of a Massachusetts law enforcement agency.
- The instructor must have demonstrated expertise and/or experience in the topic for which they are applying.

Certification

- Instructor certification is valid for up to three (3) calendar years and will expire on December 31 of the third year from date of certification. If an instructor is certified in more than one topic, the instructor's certification expiration remains unchanged as new topics are added.
- Prior to or upon expiration, all Level I instructors must reapply for continued certification.

Level II Instructors: Description

- Approved to also teach Level I programs within the topic for which they are certified.
- Approved to **assist** with teaching MPTC curricula. (If the instructor is to be paid by the MPTC, a separate contract must be signed prior to teaching.)

Requirements

- Shall have a minimum of documented 4 years of experience in each area for which they are applying.
- Shall successfully complete the MPTC Instructor Development Course or equivalent as approved by the MPTC.
- Must be sponsored by the agency head of a Massachusetts law enforcement agency, or in the case of guest instructors who are non-law enforcement, by an MPTC academy director or MPTC administrator.
- Must meet program-specific requirements for specialized programs and topics, such as firearms, defensive tactics, health and wellness, patrol procedures, sexual assault, legal issues, and others.
- Exceptions must be presented to the MPTC for approval.

Certification

- Instructor certification is valid for up to three (3) calendar years and will expire on December 31 of the third year from date of certification. If an instructor is certified in more than one topic, the instructor's certification expiration remains unchanged as new topics are added.
- Prior to or upon expiration, all instructors must reapply for continued certification.
- Must meet program specific re-certification requirements for specialized instructor assignments, such as firearms, defensive tactics, health and wellness, patrol procedures, and others.

Level III Instructors: Description

- Approved to also teach Level I and II programs within the topic for which they are certified.
- Level III Instructors are Lead Instructors. As such, Level III Instructors are in charge of their classes and have the responsibility to ensure MPTC curricula is taught and tested as designed and all proper paperwork has been completed. They are also tasked with mentoring and evaluating Level I and Level II instructors, as needed.

Requirements

- Must meet all Level II requirements.
- Must be observed, evaluated, and approved by an Instructor Development mentor prior to assuming a lead instructor role.
- Must meet program-specific requirements for specialized programs and topics, such as firearms, defensive tactics, health and wellness, patrol procedures, sexual assault, legal issues, and others.

Certification

- Instructor certification is valid for up to three (3) calendar years and will expire on December 31 of the third year from date of certification. If an instructor is certified in more than one topic, the instructor's certification expiration remains unchanged as new topics are added.
- To maintain Level III certification, the instructor must be able to document a minimum of sixteen (16) hours per year of instruction as the lead instructor.

Level IV Instructors: Description

- Level IV Instructors are authorized to teach all MPTC curricula in their approved topic area.
- Level IV instructors oversee, monitor, and mentor assigned programs by the MPTC Statewide Coordinators or MPTC administrators. They will submit monthly progress reports to the respective Coordinators as to the progress and observations they make while monitoring programs assigned, will be in continuous contact with the Statewide Coordinator, and are expected to attend administrative meetings, as scheduled by the Coordinator.

Requirements

Due to the unique nature of this level of instructor, Level IV instructors will be approved only as needed and per the specific guidelines of the specialized program needing such instructors. If a need for Level IV instructors arises, candidates can apply, and interviews will be established to fill the need.

Certification

Basic instructor certification is valid for up to three (3) calendar years and will expire on December 31 of the third year from date of certification. In addition, to maintain Level IV status, the instructor must meet the recertification requirements of the specific program from which the Level IV status is granted.

THE MPTC RESERVES THE RIGHT TO DECERTIFY ANY INSTRUCTOR WHO DOES NOT ABIDE BY MPTC POLICIES AND DOES NOT UPHOLD THE HIGH STANDARDS EXPECTED OF MPTC-CERTIFIED INSTRUCTORS. MOREOVER, THE MPTC RESERVES THE RIGHT TO REQUIRE ADDITIONAL INSTRUCTOR DEVELOPMENT AND OTHER TRAINING AS A CONDITION OF CONTINUED CERTIFICATION OR RECERTIFICATION.

Firearms Instructor Levels

Level I (Basic)

The Basic Firearms Instructor Program (**Level I**) will allow the recertification of law enforcement personnel in his/her department or neighboring departments.

Requirement:

1. Any person authorized to carry a firearm under Massachusetts General Law in the Commonwealth in the performance of their duties as a peace officer can apply to the Municipal Police Training Committee Basic Firearms Instructor School. Exceptions must be presented to the Municipal Police Training Committee Firearms Coordinator for approval.
2. Any person from the above paragraph, who is retired as a Basic Firearms Instructor, can maintain their certification.
3. Must have at minimum of 1 year of experience in paragraphs 1, 2.
4. Must attend a MPTC 11 Day Basic Firearms Instructor Program and successfully complete it or;
5. Must attend one of the following;
 - a. S&W Basic Firearms Instructor Course
 - b. SigArms Basic Firearms Instructor Course
 - c. NRA Law Enforcement Firearms Instructor Course
 - d. MLEFI&AA Firearms Instructor Course
 - e. All Firearms Instructor Certification programs must have approval from the Municipal Police Training Committee Firearms Coordinator

Note:

After submitting one of the following from group a-e, when approved, must attend a one day Municipal Police Training Committee Recertification Course. If the programs above do not include Law Enforcement Patrol Rifle and Shot Gun Instructor certifications then addition long arm instructor courses must be taken prior to entering the MPTC Rectification Course.

Certification:

Successfully complete the above description and requirements set for a **MPTC Level I Instructor description**

Re-Certification:

Re-certification is every three (3) years expiring on Dec 31 of the third year from there date of certification.

Note:

If instructor has not recertified by the forth (4th) year, Instructor must resubmit to MPTC for approval to attend an 11 day basic course.

Level II (MPTC Basic)

Level II Instructors are authorized to teach any firearms Level I program and Basic Reserve Intermittent Firearms Program. The **Level II** may assist at a Recruit Academy Firearms Programs or at a Firearms Recertification's with **Level III** Instructors.

Requirements:

1. Must be a **Level I** Instructor
2. Shall have a minimum documented 4 years experience with a minimum of twenty four (24) hrs per year actively teaching.
 - a. Documents shall include hours and dates taught.
 - b. Documents shall be signed by OIC of firearms or equivalent
 - c. Document shall be presented to MPTC Firearms Coordinator
 - d. Shall attend Instructor course specific Instructor Development.
 - e. Shall attend one (1) day Reserve / Recruit firearms familiarization course.

Note:

If assisting with recruit level firearms or Firearms Recertification Program they must submit a resume to MPTC for approval.

Certification:

Successfully complete the above description and requirements that has been outlined for a **MPTC Level II Instructor description**

Re-Certification:

1. Re-certification is every year expiring on Dec 31 of the year of expiration.
2. Document twenty (20) hrs of instruction each year and submit documentation to MPTC Firearms Coordinator
3. Attend a professional development course each year related to Use of Force or Firearms.
4. Certificate of completion must be submitted to MPTC Firearms Coordinator

Note:

If instructor misses the expiration they will still fall under Level I requirements. If Instructor is expired more than 3 years they must repeat the above requirements

Level III (MPTC Lead)

Level III Firearms Instructors are authorized to teach any MPTC Firearms subject under Level I & II. **Level III** Firearms Instructors are Lead Firearms Instructors for MPTC. They are authorized to teach MPTC Recruit Firearms Curriculum and recertify MPTC Level I & II Firearms Instructors. When authorized by the Firearms Coordinator Level III may teach an Eleven (11) Day Basic Firearms Course. The **Level III** Instructors are in charge of their classes and have the responsibility to ensure MPTC Firearms Curriculum is taught as designed and all proper paperwork is completed. They are also tasked with mentoring and evaluating process of Level II Firearms instructors as they assist with programs.

Requirements:

1. Must complete all Level I & II requirements including an **Approved Resume from the MPTC**.
2. Required to be a Level II Firearms Instructor for four (4) years and completed the hours attached to Level II requirements each year.
3. Completed twenty four (24) hrs each as an assistant with Level III Instructor during MPTC Recruit Firearms Programs and MPTC Firearms Recertification Programs.
4. Required to complete a twenty four (24) hr **MPTC Instructor Development Program** designed at mentoring, coaching to include leadership skills
5. Required to complete **MPTC Use of Force Instructor Program**
6. Shall be required to attend Firearms Program update.
7. Required to submit resume, hours, and completion of above requirement to MPTC Firearms Coordinator. After Proper paperwork has been submitted, it will then be submitted to Director for approval.

Certification:

Must successfully completed Level I II & III requirements and has been approved by the director.

Recertification:

1. Re-certification is every year expiring on Dec 31 of that year of expiration.
2. Document twenty (20) hrs of Lead Instruction each year and submit documentation to MPTC Firearms Coordinator at least 8 hours must be monitored by the Master Level Instructor
3. Attend a professional development course each year related to Use of Force or Firearms. Certificate of completion must be submitted to MPTC Firearms Coordinator
4. Attend firearms update each year

Note:

If instructor misses the expiration they will still fall under Level I requirements. If Instructor is expired more than 3 years they must repeat the above requirements

Level IV (Master)

Level IV Master Firearms Instructors are authorized to teach all MPTC firearms programs. Their roles are to oversee, monitor, and mentor assigned programs by the MPTC Firearms Coordinator. They will submit monthly progress reports to the Assistant Firearms Coordinators as to the progress and observations they make monitoring programs assigned. Assistant Firearms Coordinators will keep the Firearms Coordinator up to date as to the progresses and issues that arise. Level IV Instructors will schedule meetings in there assigned areas to develop, design, and update curriculums.

Requirements:

1. Must complete all Level I, II, & III requirements
2. Required to be a Level III Firearms Instructor for four (4) years and document Twenty (20) hrs as Lead Instructor each year.
3. Completed a twenty four (24) hr Master Firearms Instructor Certification Course designed to deliver the goals and objectives of the MPTC.
4. Required to submit resume, hours, and completion of above requirement to MPTC Firearms Coordinator. After Proper paperwork has been submitted, it will then be submitted to MPTC Director for approval.
5. Paper work will then be submitted to Level IV Instructor committee for approval.

Note:

Level IV Master Instructors will be approved only as needed. A list of candidates will be established and maintained. If a need for Level IV instructors arise, candidates can apply an interviews will be established to fill the need.

Certification:

Must successfully completed Level I II & III requirements and has completed the approval process.

Recertification:

1. Level IV is required to be an active member of the Firearms Steering Committee and attend the majority of meeting.
2. Must continue to submit monthly progress reports.

MPTC Defensive Tactics Program

Instructor Level Requirements

Level One-

Certified, upon completion of the 15-day DTBIS, to instruct (within their own departments) all areas of the Defensive Tactics program.

To qualify, candidates must have at least 5 years fulltime LE experience.

Level Two-

Certified to assist the Lead Instructor in teaching all areas of the DT program for the MPTC. Level Two instructors can assist in recruit training and in-service and reserve classes.

-Must be a current full time LE officer.

-Must have at least one year in grade as a Level One instructor.

-MPTC APP Coordinator

-At least twelve (12) hours of working with a Lead Instructor.

-Written evaluation/approval from Lead Instructor.

Level Three-

Certified to be the primary instructor at the recruit level, in-service, and reserve and may lead specialty classes.

-Must have maintained a current DT certification.

-Must be current fulltime LE officer.

-Must have at least three years time in grade as an advanced instructor.

-MPTC Firearms Instructor

-TASER Instructor

-Must have assisted in at least two recruit classes, one Reserve Academy and one year of in-service training.

-Must pass written and proficiency test as well as a DT Instructor Trainer teaching evaluation.

Level Four-

Certified to teach the 15-day DTBIS, and 3-day instructor recertification; can recert lower level instructors in all areas of the DT program; can teach MPTC TASER enhancement and Use of Force.

-Must have maintained all certifications through recertification.

-Must be current full time LE officer.

-Active lead instructor for at least two years.

-Letter of recommendation from the State DT Coordinator.

-Must complete and pass all written and proficiency testing associated with the position of Instructor-Trainer.

-Testing will be completed in front of a board of current MPTC Level Four instructors.

MPTC MILO
FORCE CONTROL TRAINING SIMULATOR
Instructor Level Requirements

LEVEL I - BASIC MILO INSTRUCTOR

Instructors who provide training within their respective departments or to other departments but do **not** instruct for the MPTC.

Requirements:

- A minimum of three (3) years of Law Enforcement experience.
- Meet the basic requirements for a MPTC Level I Instructor.
- Successfully complete the 2-day MILO Basic Setup, Calibration and Operation Course.

Certification:

- Attend a System Hardware/Software Upgrade Class as needed TBD.

Recertification:

- Every three (3) years, expiring on December 31 of the third year of certification.

LEVEL II - MPTC ASSISTANT INSTRUCTOR

- Assist in MPTC Recruit, Reserve/Intermittent and Professional Development instruction.
- *Cannot instruct as Lead Instructor.*

Requirements:

- A minimum of three (3) years as a MILO Level I Instructor.
- Successfully complete a MPTC Use-of-Force Course
- Successfully complete the 2-day MILO Basic Setup, Calibration and Operation Course.
- Assist in at least twenty-four (24) hours of instructing as a Level II Assistant Instructor over the three (3) year period in at least one (1) Recruit Class and one (1) Professional Development Training.

Certification:

- Meet the basic requirements for a MPTC Level I and II Instructor.
- At least twenty-four (24) hours working with a Lead Instructor as a Level I Instructor over the three (3) year period.
- Attend a System Hardware/Software Upgrade Class as needed TBD.

Recertification:

- Every three (3) years, expiring on December 31 of the third year of certification.
- Attend a System Hardware/Software Refresher/Upgrade Class during the certification period.

LEVEL III - MPTC LEAD INSTRUCTOR

- Instruct in any Agency or MPTC Setting.
- Teach Milo Operator Courses to Level I and II Operators.

Requirements:

- A minimum of three (3) years as a Level II Instructor.
- Successfully complete a MPTC Use-of-Force Course.
- At least twenty-four (24) hours instructing as a Level II Instructor over the three (3) year period in at least one (1) Recruit Class and one (1) Professional Development Training.

Certification:

- Meet the requirements for a MPTC Level I, II and III Instructor.
- Attend a System Hardware/Software Upgrade Class as needed TBD.
- Submit course Certificates of Completion and dates and hours worked as a Level II Instructor.

Recertification:

- Every three (3) years, expiring on December 31 of the third year of certification.
- Attend a System Hardware/Software Refresher/Upgrade Class during the certification period.

LEVEL IV - MPTC MASTER INSTRUCTOR

- Instruct in any Agency or MPTC Setting.
- Teach Milo Operator Courses.
- Make site visits as necessary.
- Setup and install manufacturer supplied hardware and software upgrades as needed.
- Provide timely service to systems as needed.
- Update and Develop MILO Course Materials.
- Recertify Level I, II, and III Instructors.

Requirements:

- Meet the requirements for a MPTC Level I, II and III Instructor.
- A minimum of three (3) years as an active Lead Instructor.
- Submit application, including resume, dates and hours worked as a Level III Instructor to be reviewed and approved by MILO SWC.

Certification:

- Attend a System Hardware/Software Upgrade Class as needed TBD.

Recertification:

- Every three (3) years, expiring on December 31 of the third year of certification.
- Attend a System Hardware/Software Refresher/Upgrade Class during the certification period.
- Required to be an active member of the MILO Advisory Committee and attend most meetings.
- Submit quarterly progress reports.

Patrol Procedures

Patrol Procedure Instructor Class Application Process:

Step 1: Application for attendance for Patrol Procedures Instructor Class

1. Submit Application with signature and approval of Chief Executive Officer
2. Recommendation from Agency Training Officer or Academy Director

Step 2: Application received and reviewed by State Coordinator and PPAC Members

1. If criteria is met, applicant will receive a notification of
2. If the criteria is not met, applicant will receive a notification, and reasons for non-acceptance. (Lack of signatures, experience, recommendation, etc.)

Instructor Levels:

Class Only - Entry Level (Local Agency Only/Instructor not Certified by MPTC)

1. Instruct only at local agency setting. This level is only documented with a certificate of completion from the SWC
2. MPTC subjects approved to instruct:
 - a. Motor Vehicle Stops
 - b. Patrol Response
 - c. Applied Patrol Procedures
 - d. **NOT ALLOWED TO INSTRUCT MPTC APPROVED "LESS LETHAL APPLIED SIMULATED TRAINING" (LLAST)** (Formerly known as Simuniton)
3. Requirements:
 - a. Same as application requirements stated above in Step 1
 - b. Successfully complete the Basic portion of the Patrol Procedures instructor class, presented by State Coordinator/PPAC. (TBD)

Level I: - Entry Level (Local Agency Only/Instructor Certified by MPTC)

1. Instruct only at local agency setting
2. MPTC subjects approved to instruct:
 - a. Motor Vehicle Stops
 - b. Patrol Response
 - c. Applied Patrol Procedures
 - d. **NOT ALLOWED TO INSTRUCT MPTC APPROVED "LESS LETHAL APPLIED SIMULATED TRAINING" (LLAST)** (Formerly known as Simuniton)
3. Requirements:
 - a. Successfully complete the Basic portion of the Patrol Procedures instructor class, presented by State Coordinator/PPAC. (TBD)

Level II: - Entry Level (MPTC)

1. Instruct at any MPTC environment (Basic Recruit, Reserve Intermittent, In-Service) as an assistant only. Cannot instruct at a Level III Role (Lead Instructor)
2. MPTC subjects approved to assist to instruct:
 - a. Motor Vehicle Stops
 - b. Patrol Response
 - c. Applied Patrol Procedures
 - d. Less Lethal Applied Simulated Training (LLAST) (Formerly known as Simunition)
 - e. May evaluate any Applied Patrol Procedure scenarios, except testing scenario/stations
3. Requirements:
 - a. Same as application requirements stated above in Step 1
 - b. Attend a 4/5 or 5/6 day instructor class, presented by State Coordinator/PPAC. (TBD)

Level III: - Lead Instructor (MPTC)

1. Instruct as a Lead Instructor at any MPTC environment (Basic Recruit, Reserve Intermittent, In-Service)
2. MPTC subjects approved to instruct:
 - a. Motor Vehicle Stops
 - b. Patrol Response
 - c. Applied Patrol Procedures
 - d. Less Lethal Applied Simulated Training (LLAST) (Formerly known as Simunition)
 - e. Scenario Evaluation and Testing
3. Requirements:
 - a. See Below under Instructor Advancement and Level maintenance
 - b. Attend a ___ day instructor review class, presented by State Coordinator/PPAC. (TBD)

Level IV: Master Instructor (MPTC)

1. Instruct at any MPTC environment (Basic Recruit, Reserve Intermittent, In-Service).
2. MPTC subjects approved to instruct:
 - a. Motor Vehicle Stops
 - b. Patrol Response
 - c. Applied Patrol Procedures
 - d. Less Lethal Applied Simulated Training (LLAST) (Formerly known as Simunition)
 - e. Scenario Evaluation and Testing
3. Requirements:
 - a. Determined by the Statewide Coordinator – Patrol Procedures
 - b. See Below under Instructor Advancement and Level maintenance
 - c. PPAC Member

Patrol Procedures Additional Instructor Advancement and Level maintenance:

“Class Only” and Level 1: – None

Level II – Maintenance – In order to maintain the Level II instructor status, the instructor must:

1. Documented MPTC training assistant at any level (Basic Recruit, Reserve Intermittent, In-Service).
2. Must assist in classroom with a Level III instructor and have that assistance recorded and signed off by the Level III Instructor and Academy Director.
 - a. Hours are voluntary on the Level II. (not paid for by the MPTC, unless a budgeted Academy Staff or Instructor position)
 - b. Scheduling and seeking out venues is up to the Level II Instructor. (Schedule and dates of scheduled sessions can be obtained from State Coordinator – Patrol Procedures or Academy Director)
 - c. Must participate in a **MINIMUM** of 16 hours per year for a 3 year period.
3. Submission of class instruction document/record on form provided by State Coordinator
4. Attend scheduled refresher/review class by State Coordinator/PPAC every 3 years (TBD)
5. Successful review during on-site visits by Statewide Coordinator and or Level IV Instructor

Level II to a Level III Instructor:

1. Documented MPTC training assistant at any level (Basic Recruit, Reserve Intermittent, In-Service).
2. Must assist in classroom with a Level III instructor and have that assistance recorded and signed off by the Level III Instructor and Academy Director.
 - a. Hours are voluntary on the Level II. (Not paid for by the MPTC, unless a budgeted Academy Staff or Instructor position)
 - b. Scheduling and seeking out venues is up to the Level II Instructor. (Schedule and dates of scheduled sessions can be obtained from State Coordinator – Patrol Procedures or Academy Director)
 - c. Must participate in a **MINIMUM** of 80 hours in a **MINIMUM** of 3 years
 - d. Review and approval of Statewide Coordinator and PPAC
3. Submission of class instruction document on form provided by State Coordinator
4. Attend scheduled refresher/review class by State Coordinator/PPAC every 3 years (TBD)
5. Approved based on vacancies at the Level III

Level III – Maintenance:

1. Documented MPTC Lead Instructor role at any level (Basic Recruit, Reserve Intermittent, In-Service).
2. Must instruct as a Lead Instructor in classroom have that role recorded and signed off by the Academy Director.
 - a. Instruct as a co-Lead instructor or evaluator during APP, at any other academy. (Not paid for by the MPTC, unless a budgeted Academy Staff or Instructor position)
 - b. Scheduling and seeking out additional venues is up to the Level III Instructor. (Schedule and dates of scheduled sessions can be obtained from State Coordinator – Patrol Procedures or Academy Director)
 - c. Must participate in a MINIMUM of 16 hours per year for a 3 year period***
 - d. Assist in the Level II mentoring process
 - e. Submit summary and recommendation regarding the Level II Instructor
 - f. Submit proper notification and follow-up paperwork to State Wide Coordinator as outlined in program manual. (i.e. scheduled sessions classroom and practical, “prior” to date, submit mentoring paperwork, role player paperwork, testing results, and any other paperwork that is required.)
 - g. Successful review during on-site visits by Statewide Coordinator and or Level IV Instructor.
3. Submission of class instruction document on form provided by State Coordinator
4. Attend scheduled refresher/review class by State Coordinator/PPAC every 3 years (TBD)

Level III to Level IV:

1. Determined by the Statewide Coordinator – Patrol Procedures
2. Same as above (Level III maintenance)
3. Selected as a PPAC Member (Patrol Procedures Advisory Committee)
 - a. Based on PPAC vacancy
 - b. Application reviewed and approved by PPAC/Statewide Coordinator – Patrol Procedure
 - c. *Final Approval – MPTC HQ Staff*
4. Performed as a Level III Instructor for a period of 5 years

Level IV – Maintenance:

1. Performed as a Level III Instructor for a period of 5 years
2. Same as above (Level III maintenance)
3. PPAC Member
 - a. Attend a minimum of 50% of the PPAC Meetings (monthly or quarterly) TBD
 - b. Assist in Administrative tasks:
 - Site visits
 - Module review
 - Record keeping
 - Etc.
4. Successful review during on-site visits by Statewide Coordinator.

Staffing Levels:

- | | |
|---|-----------|
| • Statewide Coordinator – Patrol Procedures | 1 |
| • Level IV – Master Instructor | 12 |
| • Level III – Lead Instructor | as needed |
| • Level II – Instructor (Basic MPTC) | as needed |
| • Level I – Instructor (Local PD Only) | as needed |