



## 2023 Officer Submission Guide

	<b>Instructions</b>
<b>APPLICANT'S INFORMATION</b>	
<b>Last Name</b>	
<b>First Name</b>	
<b>Middle Initial</b>	
<b>Date of Birth</b>	
<b>MPTC User-ID</b>	
<b>Employing Agency Name</b>	
<b>Officer Type</b>	
<b>Employment Status</b>	
<i>[this Q appears only if "On Leave" is selected in previous question]</i> <b>Employment Sub-status</b>	
<b>Work Email Address</b>	
<b>Personal Email Address</b>	
<b>Mailing Address</b>	Please provide the officer's mailing address. This is the address of record which the POST Commission will rely on to send important information to the officer, such as notices. It is required that this information is up to date and accurate.
<b>Communication Preference</b>	Email or by US Postal service mail
<b>RECERTIFICATION QUESTIONS</b>	
<b>Evaluator's Name</b>	"Evaluator" refers to an officer who is senior to the officer seeking recertification and who has been charged by the Agency Head with evaluating whether the officer satisfies the criteria for recertification.
<b>Has the officer successfully completed a high school education or equivalent?</b>	<b>Documentation should be maintained on file with the agency and made</b>

	<p><b>available upon request by the POST Commission.</b></p> <p>A General Educational Development (GED) certification from an accredited program is considered an “equivalent” to a high school education.</p> <p>This standard shall be deemed satisfied if the officer successfully completed a high school education or equivalent at any point in time before the reference date for the officer. If the officer has not successfully completed a high school education or equivalent at any point in time before the reference date for the officer, and if the reference date is prior to July 1, 2024, the officer shall be conditionally recertified on the condition that the officer shall successfully complete a high school education or obtain a General Educational Development (GED) certification from an accredited program by July 1, 2024.</p> <p>An officer’s “reference date” is the end date for an officer's certification provided for in St. 2020, c. 253, § 102 or the end date of a prior certification issued to an officer by the commission, whichever is later, without regard to any period of continuation provided for by M.G.L. c. 30A, § 13 or 555 CMR 7.03.</p>
<p><b>Has the officer completed an MPTC-authorized full-time Police Academy or been granted an exemption, by the MPTC, from the Police Academy training requirement?</b></p>	<p>Select “Yes” if the applicant</p> <ul style="list-style-type: none"> <li>• has completed a Massachusetts Criminal Justice Training Council-approved full-time police academy training; or</li> <li>• received an Out of State Academy Training Exemption pursuant to 550 CMR 3.03 (1)(a); or</li> <li>• received MPTC Bridge Academy Training Exemption pursuant to 550 CMR 3.03(1)(b).</li> </ul> <p>Otherwise, select “No.”</p>

<p><b>Has the officer completed MPTC Bridge Academy training (if applicable)</b></p>	<p>Select “yes” if the officer has completed the MPTC Bridge Academy training portion.</p> <p>Select “no” if the officer has not completed the Bridge Academy online or in-person training.</p> <p>This question does not reference Bridge Academy work experience hours – see next question.</p>
<p><b>Has the officer completed 2400 work experience hours to fulfill the Bridge Academy requirement? (if applicable)</b></p>	<p>Select “yes” if the officer has 2400 hours or more of patrol/policing duties as defined by MPTC.</p> <p>Select “no” if the officer has not completed the 2400 hours work experience hours to complete the Bridge Academy.</p> <p>Note: If the officer has not completed work experience hours, they must work in a part-time capacity (more than half-time and less than full-time) and must complete the hours by January 1, 2027.</p>
<p><b>Has the officer successfully completed an examination?</b></p>	<p>For purposes of this recertification, this refers to any exam passed as a requirement to successfully complete basic training (full-time or Bridge Academy training).</p>
<p><b>Has the officer completed the annual in-service training for FY23?</b></p>	<p>Select “yes” if the officer has successfully completed the fiscal year 2023 annual training mandated by MPTC. Otherwise, select “no.”</p> <p>The POST Commission may audit law enforcement agencies to verify annual in-service training compliance of any officer, not only those whose certifications are up for renewal. Law enforcement agencies are required to ensure all officers fulfill annual requirements prior to the end of each fiscal year, not only upon recertification.</p>

<p><b>If not, is it expected that the officer will complete the annual in-service training for FY23 by July 1, 2023?</b></p>	<p>Select “yes” if the agency expects the officer to complete FY23 annual in-service by the MPTC deadline of July 1, 2023.</p> <p>Select “no” if the officer will not be able to complete the training requirements by July 1, 2023.</p> <p>Select “N/A” if the answer to the previous question regarding in-service training is “yes” (the officer has completed the annual in-service training for FY23).</p> <p>Note: If the officer has not completed FY23 in-service training by July 1, 2023, OR the completion has not been entered into Acadis to reflect same, the officer will receive a conditional certification for 90 days and the information must be entered pursuant to MPTC guidelines.</p>
<p><b>Has the officer passed a physical fitness test?</b></p>	<p>Select “yes” if the officer at any time in the past completed a physical fitness or medical fitness evaluation that was required for graduation from an academy or training program certified by the MPTC or the training programs prescribed by M.G.L. c. 22C.</p> <p>If an officer had a medical fitness evaluation as part of the hiring process, regardless of how many years ago, this satisfies the criterion for the purposes of this recertification.</p>
<p><b>Completed a Psychological Evaluation?</b></p>	<p>Select “yes” if the officer at any time in the past completed a psychological evaluation.</p> <p>If an officer had a psychological evaluation as part of the hiring process, regardless of how many years ago, this satisfies the criterion for the purposes of this recertification.</p> <p>Select “no” if the officer has never had a psychological evaluation. This will not</p>

	<p>impact recertification for I-P officers named for this submission.</p>
<p><b>Has the officer successfully completed a state and national background check?</b></p>	<p>Select “yes” if a background check of the type described in M.G.L. c. 6E, § 4(f)(1)(v) was successfully completed at any point in the past.</p> <p>Select “no” if no background check has been conducted. One must be conducted within 90 days.</p>
<p><b>Does the officer possess current first aid and CPR certifications?</b></p>	<p>Select “yes” if the officer is up to date with CPR and first aid training/certificates.</p> <p>The agency must maintain copies of the certificates and make them available upon request by the POST Commission.</p> <p>Select “no” if the officer is not up to date with CPR and first aid training/certificates. The officer must be up to date with the CPR and first aid training/certificates within 90 days.</p>
<p><b>Has the officer ever been convicted a felony?</b></p>	<p>Select “no” if the officer has never been convicted of a felony.</p>
<p><b>Is the officer listed in the National Decertification Index?</b></p>	<p>Select “no” if the officer is not listed in the National Decertification Index (NDI).</p> <p>Your agency must conduct a search of the NDI to verify this information. Your agency must seek access to the NDI by submitting an application through IADLEST.org. Select “NDI” and “Request Access to the NDI”.</p>
<p><b>Has the officer completed an Oral Interview and Officer Questionnaire?</b></p>	<p>Select “yes” if the officer has completed the questionnaire and an oral interview has been conducted relative to answers provided to that questionnaire.</p> <p>Select “no” if either the questionnaire was not completed OR the oral interview relative to that questionnaire was not conducted.</p>

	<p>“Interviewer” refers to an officer who is senior to the officer seeking recertification and who has been charged by the Agency Head or by the Evaluator with orally interviewing the officer relative to the completed questionnaire.</p>
<p><b>Has the Agency Head/Designee/Appointing Authority determined that the officer possesses good moral character and fitness for employment in law enforcement?</b></p>	<p><b>To make this determination concerning whether the officer possesses good character and fitness for employment, please review carefully <a href="#">555 CMR 7.05</a>, the officer’s responses to the questionnaire, and the attestation form.</b></p> <p>The determination as to an officer’s character and fitness for employment as a law enforcement officer should be based on the totality of the information obtained, including a review of the officer’s personnel file, disciplinary records, answers in the questionnaire, and responses provided during the oral interview.</p> <p>An Agency Head or Evaluator’s intentionally providing misleading or false information will be considered a complaint subject to investigation and possible sanction by the POST Commission.</p> <p>Select “yes” if the Agency Head/Designee/Appointing Authority has determined that the officer possesses good moral character and fitness for employment in law enforcement.</p> <p>Select “no” if the Agency Head/Designee/Appointing Authority has determined that the officer does not possess good moral character and fitness for employment in law enforcement or has opted not to attest to the officer’s good moral character and fitness for employment in law enforcement.</p>

**If you answered "no" to the previous question, please provide a brief summary explaining your reason.**

**Please upload the following documents:**

- 1. The non-attestation form containing a more detailed report explaining your negative attestation or non-attestation,**
- 2. The questionnaire, and**
- 3. Any supporting documentation.**

If the officer was attested to (i.e. you selected "yes" to the last question, leave this field blank.

If not attesting, or providing a negative attestation, please provide a short summary here as to the reason. You must also upload all of the following:

1. The non-attestation form containing a more detailed report explaining your negative attestation or non-attestation. The non-attestation form can be found on the recertification section on the POST website.
2. The questionnaire.
3. Any supporting documentation.

These must also be provided to the officer and the head of the officer's collective bargaining unit.

**The Name of the Agency  
Head/Designee/Appointing Authority who  
made the attestation.**

**Notes**