



Commonwealth of Massachusetts
Municipal Police Training Committee
“Training for Today, Planning for the Future”

<i>Policy Name:</i>		<i>Policy Number:</i>	<i>Pages:</i>
Certified Instructor Code of Conduct		3.01	8
<i>Subject Area:</i>		<i>Reference/Notes:</i>	
MPTC Instructors		Applicable to all MPTC-certified instructors.	
<i>Effective Date:</i>		<i>Issuing Authority:</i>	
June 18, 2025		MPTC Committee, Chief James Hicks (<i>chair</i>)	
<i>Scheduled Reevaluation Date:</i>		<i>Previously Issued Dates:</i>	
June 1, 2026		June 12, 2024	

As a certified instructor for the Municipal Police Training Committee (MPTC), I know that my conduct both inside and outside the classroom reflects upon the officers I teach, the leaders who entrust me to teach, and the profession we collectively serve. I fully accept that I am not only obligated to uphold the laws of the Commonwealth but to uphold the highest standards of professionalism, character, and integrity established by this Code of Conduct.

Good Standing with MPTC:

Instructors are certified by the MPTC at its sole discretion and may have their certification suspended or revoked by the MPTC at its sole discretion. During their period of certification, instructors must remain in good standing with the MPTC.

“Good standing with the MPTC” is intentionally not defined so that the MPTC has discretion to suspend or, if the circumstances warrant, revoke an instructor’s certification for allegations of misconduct, involvement in litigation, adverse publicity, or anything else that in the sole judgment of the MPTC has the potential to reflect negatively upon the instructor’s professionalism, character, and/or integrity.

Good Standing with Employer:

Instructors certified by the MPTC must remain in good standing with their employer during their period of certification. In the event an instructor retires, voluntarily leaves, or is otherwise separated from their employer’s service, they must have retired, voluntarily left, or been separated from service while in good standing and not while under investigation for any infraction that could have potentially resulted in significant discipline,

termination, or (if working for a law enforcement agency) decertification by the Peace Officer Standards and Training (POST) Commission.

“Good standing with their employer” is defined herein, and shall mean that the certified instructor has never:

- received a disciplinary sanction resulting in a suspension for more than five (5) days; or
- received a reduction in rank due to the imposition of a disciplinary sanction; or
- received a suspension for the use of excessive force; or
- received a suspension for a civil rights violation; or
- been the subject of a sustained domestic violence complaint; or
- been the subject of a sustained complaint for a criminal charge; or
- been the subject of action by POST that caused police certification to be suspended or revoked.

Upon learning that a certified instructor is not in good standing with the MPTC or their employer, the MPTC’s Chief or Deputy Chief of Training may promptly suspend the instructor’s certification forthwith or, if the circumstances warrant, may revoke the certification and terminate the instructor’s state fiscal contract (if they have one). The MPTC has sole discretion to determine whether to suspend or revoke an instructor’s certification. If the MPTC chooses to suspend rather than revoke a certification, the suspension cannot last indefinitely but it may last for such indeterminate period as is needed by an employer, court system, or other process to determine the veracity of allegations.

While an instructor’s certification is suspended or revoked, under no circumstances may that person: (a) teach for the MPTC; (b) teach at an MPTC facility; (c) teach curriculum that is approved or required by the MPTC; or (d) do any other teaching over which the MPTC has some level of control or involvement.

Duty of Instructor to Notify MPTC:

Certified instructors have an affirmative obligation to notify the MPTC’s Chief and/or Deputy Chief of Training if they are not in good standing with their employer as defined above or for any of the following circumstances of which the instructor is aware:

- Conduct of the instructor that is the subject of a criminal investigation.
- Conduct of the instructor that is the subject of an internal affairs investigation by their employer.
- Conduct of the instructor that has been reported to POST.
- Appearance of the instructor’s name on POST’s disciplinary list.
- Any arrest, warrant for arrest, criminal complaint, or indictment against the instructor.
- Any restraining order, harassment prevention order, or stay away/no contact order issued against the instructor.
- Allegations of sexual harassment or sexual misconduct against the instructor.
- Anything that has the potential to reflect negatively upon the instructor’s professionalism, character, and/or integrity.

Duty of Instructor to Provide Documents:

Upon request by the MPTC, an instructor shall provide documents in their possession regarding the alleged conduct, excluding documents that are protected by attorney/client or other privilege.

Duty of MPTC to Notify Employer:

When the MPTC’s Chief and/or Deputy Chief of Training becomes aware of any potential violation of this Code of Conduct, they shall notify in writing the instructor’s employer about the alleged violation.

Pav:

Prior to teaching, instructors are responsible for ensuring that they have proper certification for the class that they are assigned to teach and, if applicable, have an active state contract to allow them to be paid. Instructors are prohibited from being paid by two separate agencies for the same time. This type of behavior is commonly referred to as “*double dipping*” and is strictly prohibited. Any officer who submits time to the MPTC through HR/CMS (self-service time and attendance) when they are being compensated for that same time by another agency shall have their instructor certification revoked and state fiscal contract terminated immediately. All time submitted to the MPTC through HR/CMS is subject to a public records request under the Freedom of Information Act and state public records laws.

Privacy:

Paper and electronic records containing personal information that can be readily used to identify a particular individual as defined in G.L. c. 93H and personal data that can be readily associated with a particular individual as defined under the Fair Information Practices Act (FIPA) must be secured by all maximum feasible measures. Instructors must ensure that all student officer personal information remains confidential and secure, including when they are on breaks or at lunch or step out of the classroom for periods of time. The security and care of this information applies to files, rosters, etc. that are removed from the training site by the instructor. Instructors are prohibited from disclosing personal information to anyone outside the MPTC without the express approval of the MPTC’s Chief of Training.

Any violation of the privacy policy may result in suspension or revocation of the instructor’s certification by the Chief or Deputy Chief of Training and, if applicable, immediate termination of the instructor’s state fiscal contract.

Attire:

To ensure the uniform and professional appearance of instructors, the following dress code shall apply to all instructors, including contract and volunteer:

1. Department uniform; or
2. Business casual attire (no jeans or t-shirts allowed); or
3. Attire appropriate to the practical skill.

Exceptions to these standards must be approved by the Academy Director, Program Coordinator, Program Administrator, or the MPTC’s Chief or Deputy Chief of Training.

Repeated violations of the attire policy may result in suspension or revocation of the instructor’s certification by the Chief or Deputy Chief of Training and, if applicable, immediate termination of the instructor’s state fiscal contract.

Instructor Attendance:

Instructors are expected to be in their respective classroom and prepared to begin teaching at least five (5) minutes prior to the start time of their class and to start the class at the designated time unless otherwise directed.

All instructors are expected to cover all assigned material, making sure to completely cover all instructional objectives. Instructors will be paid for the actual time that they teach. If instructional objectives are completely covered more quickly than anticipated and all questions have been answered prior to the allotted time, instructors may dismiss the class earlier with approval by the Academy Director, Program Coordinator or Program Administrator. However, in such cases, the instructor’s submitted time is to reflect the actual hours of instruction, rather than the scheduled hours. No Academy Director, Program Coordinator or Program Administrator will approve time that does not accurately reflect the instructor’s work hours.

If an instructor is unable to teach a scheduled class, that instructor must notify the Academy Director, Program Coordinator, or Program Administrator as soon as possible with names of suggested replacements.

If an instructor is running late to teach a class, they shall notify the Academy Director, Program Coordinator, or Program Administrator as soon as possible by calling the training site where they are scheduled to teach. If the instructor is teaching with other instructors, they shall notify those instructors of their late arrival.

Any violation of the instructor attendance policy may result in suspension or revocation of the instructor's certification by the Chief or Deputy Chief of Training and, if applicable, immediate termination of the instructor's state fiscal contract.

Classroom Decorum:

1. Instructors will always conduct themselves in a professional manner.
2. Instructors will teach the Municipal Police Training Committee approved material and lesson plans only. Although all instructors are encouraged to utilize their personal experiences to enhance the lesson plan, any changes (additions, deletions, or additional handouts) an instructor would like to make to an MPTC approved lesson plan must be submitted to and approved by the MPTC Chief of Training prior to it being presented in the classroom.
3. Instructors will always respect and ensure that students respect and care for MPTC equipment and property.
4. Profanity should be avoided to the extent possible in the classroom.
5. Social media, which may include apps like Snapchat, Instagram, Facebook, or another Internet networking applications should not be used during work hours except as it relates to business.
6. Cell phones of the instructors must be on vibrate when teaching in the classroom.
7. Under no circumstances will the MPTC tolerate a hostile, offensive, or harmful training environment. Instructors will conduct themselves in a manner that is respectful of diversity, equity, and inclusion and does not include horseplay, bias, sexual innuendo, or harassment of any type.
8. Instructors will conduct themselves at all times in a manner consistent with the highest ethical standards. Dishonesty, untruthfulness, promoting personal business interests, or discourtesy will not be tolerated.
9. Instructors are prohibited from aiding or assisting a student to cheat or change a grade.
10. Recognizing that police training is inherently risky, classes will be conducted with a high level of safety and instructors will, to the best of their ability, do all they can to prevent injury and avoid physical, mental, or emotional harm to all student officers in their classroom.
11. Instructors are representatives of police agencies and the police profession and will conduct themselves in a manner that will bring credit to the profession. Standards of behavior will reflect courtesy, consideration, and respect for the rights and privileges of fellow instructors, academy staff and guests, and student officers.

Any violation of the classroom decorum policy may result in suspension or revocation of the instructor's certification by the Chief or Deputy Chief of Training and, if applicable, immediate termination of the instructor's state fiscal contract.

Fraternization:

Fraternization is strictly prohibited between an instructor and a student officer during an MPTC operated/authorized Academy, and for six months following the academy graduation. If discovered, after a sustained investigation, the MPTC shall revoke the instructor's certification forthwith and, if applicable, immediately terminate their state fiscal contract.

This shall include, but not be limited to:

1. Any intended social contact with a student officer, in person or electronically, after hours or outside of the academy; or
2. Sexual contact in or outside of the academy; or
3. Sexting; or
4. A romantic relationship; or
5. Cohabitation.

Tobacco, Alcohol, and Drug Use:

The use of tobacco products, alcohol, cannabis, or illegal drugs while instructing for the MPTC is strictly prohibited. If another instructor, Program Administrator, Program Coordinator, or Academy Director has reasonable suspicion to believe that an instructor is under the influence of drugs and/or alcohol in the workplace, that person will immediately report the information to both the Academy Director, Program Coordinator, or Program Administrator and the MPTC Chief of Training. Reasonable suspicion may be based on objective symptoms such as the person's appearance, behavior, or speech. This does not apply to alcohol or drug consumption that is part of the MPTC authorized curriculum.

Any violation of the tobacco, alcohol, and drug use policy may result in suspension or revocation of the instructor's certification by the Chief or Deputy Chief of Training and, if applicable, immediate termination of the instructor's state fiscal contract.

Internet and Social Media:

Instructors are prohibited from creating or maintaining a social media account attributed to the MPTC.

Instructors are expected to handle their personal social media accounts appropriately outside of the office. Instructors should always work to ensure that their personal accounts clearly state that their views do not represent the MPTC. Please see MPTC Social Media Policy 1.02 effective September 16, 2020.

Any violation of the internet and social media policy may result in suspension or revocation of the instructor's certification by the Chief or Deputy Chief of Training and, if applicable, immediate termination of the instructor's state fiscal contract.

Zero Tolerance for Workplace Violence:

Workplace violence undermines the integrity of the workplace and the personal safety and security of the individual employee.

Therefore, the Commonwealth of Massachusetts maintains a zero-tolerance policy for any type of workplace violence or threats of violence. All Commonwealth employees shall work in an environment that is free from any type of workplace violence, threats of violence, harassment (sexual or otherwise), and any specific acts or patterns of behavior that create a hostile work environment.

The Commonwealth's Zero Tolerance for Workplace Violence Policy can be found in its entirety at: <https://www.mass.gov/guides/guide-to-workplace-conduct#-harassment>

Any violation of the workplace violence policy may result in suspension or revocation of the instructor's certification by the Chief or Deputy Chief of Training and, if applicable, immediate termination of the instructor's state fiscal contract.

Appealing a Revocation of Instructor Certification:

An instructor does not have a right of appeal when an instructor certification has been: (a) suspended by the MPTC, or (b) revoked by the MPTC because the instructor's police certification was revoked by POST. For all other instructor certification revocations, there is a right to appeal as follows:

1. The Chief or Deputy Chief of Training shall notify an instructor in writing of the revocation of the instructor's certification. If the individual is employed by a law enforcement agency, a copy of the notice shall also be forwarded to the police chief or other hiring authority.
2. An appeal must be filed with the Chief of Training within five (5) working days after the date the written notice is received.
3. When an appeal is received, the Chief of Training shall, within a reasonable period, call a meeting of the Police Standards Subcommittee, a subcommittee of the Municipal Police Training Committee, for the purpose of holding a hearing on the appeal. At least four members of the Police Standards Subcommittee must be present at the hearing.
4. Once a hearing date has been mutually scheduled, each party 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.
5. The hearing shall be conducted in accordance with G.L. c. 30A, §§ 10-11, and the *Standard Judiciary Rules of Practice and Procedure*, 801 CMR 1.02-1.03.
6. The instructor appealing is entitled to bring to the hearing any person(s) or material(s) that may help present the appeal.
7. The instructor appealing has the right to be represented by counsel or other representative(s) at their own expense. If the instructor appealing chooses to be represented, prior to the hearing the counsel or representative(s) must file a written notice of appearance stating name(s), addresses(s), and telephone number(s) with the Chief of Training.
8. The Police Standards Subcommittee shall reach its decision by majority vote, with each member present having one vote to: 1) uphold revocation of the instructor's certification and permanently bar the instructor from teaching for the MPTC; 2) suspend the instructor's certification for any period up to a maximum of ten years from the original revocation date; or 3) reinstate the instructor's certification.
9. The Chief of Training shall provide the instructor appealing with a copy of the Police Standards Subcommittee's written decision within thirty working days of the hearing's conclusion. Any party aggrieved by this final decision of the MPTC has a right of appeal to the Superior Court, as set forth in G.L. c. 30A, § 14, within 30 days of receiving the final decision.
10. Throughout the appeals period, the instructor's certification shall remain revoked, and the individual shall not serve as an instructor until a final decision has been rendered on the matter.

Municipal Police Training Committee



Colonel Rick Rathbun (ret.)
Executive Director



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Code of Conduct Acknowledgement (Instructor Copy)

- *I acknowledge that the MPTC has the right and responsibility to adopt and amend instructor training standards and the Instructor Code of Conduct as necessary.*
- *I also acknowledge that I have read and understand the Instructor Code of Conduct.*
- *I understand that I have a duty and affirmative obligation to notify the MPTC if I am not in good standing with my employer as defined in this Code of Conduct or for any other circumstance enumerated herein of which I am aware, and that the MPTC has a duty and affirmative obligation to notify my employer once it becomes aware.*
- *I further understand that my failure to comply with all the laws and regulations of the Commonwealth and the policies, procedures, and Code of Conduct of the MPTC may be cause for disciplinary action resulting in the suspension or revocation of my instructor certification and immediate termination of any state fiscal contract.*

X _____
Print Name

Date

X _____
Signature



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X _____
Print Name

Date

X _____
Signature