

# **MASSACHUSETTS TRIAL COURT OFFICER ACADEMY**



## **RECRUIT MANUAL WESTOVER AIR FORCE BASE**

Recruit Manual  
Massachusetts Trial Court Officer Academy

## Table of Contents

Table of Contents.....	2
FUNDAMENTAL TRAINING VALUES.....	6
MASSACHUSETTS TRIAL COURT ACADEMY HONOR CODE.....	7
MASSACHUSETTS TRIAL COURT CUSTOMS AND COURTESIES .....	8
MASSACHUSETTS TRIAL COURT ACADEMY MISSION STATEMENT .....	8
TRAINING PHILOSOPHY .....	8
OATH OF OFFICE .....	9
MASSACHUSETTS TRIAL COURT MISSION STATEMENT.....	10
MASSACHUSETTS TRIAL COURT SECURITY DIVISION MISSION STATEMENT .....	10
OUTSIDE CONTACT .....	11
Visitation.....	11
Mail Call .....	11
Telephone Use .....	11
DUTY HOURS / TRANSPORTATION & PARKING / LEAVE.....	12
Duty Hours.....	12
Transportation & Parking .....	12
Reveille .....	12
Tattoo .....	13
Taps.....	14
Friday Dismissal .....	15
Leave.....	15
MASSACHUSETTS COURT OFFICER RECRUIT EARLY ARRIVAL PROTOCOL.....	16
INCLEMENT WEATHER POLICY .....	16
ATTENDANCE & PARTICIPATION STANDARDS .....	17
Attendance Policy .....	17
Participation Standards .....	17
Performance Assessment and Testing .....	18
Physical Fitness.....	18
Examinations.....	19
Make-up Examinations .....	20
Other Testing .....	20

Recruit Manual  
Massachusetts Trial Court Officer Academy

Final Average and Class Standing .....	20
Medical Deferments.....	21
Personal Deferment.....	22
DISCIPLINARY PROCEDURES .....	22
A. VERBAL REPRIMAND/COUNSELING .....	23
B. OBSERVATION REPORTS.....	23
C. TO / FROM LETTERS.....	24
D. LEVEL ONE VIOLATION SYSTEM.....	24
E. LEVEL TWO VIOLATION SYSTEM .....	24
F. LEVEL ONE AND TWO VIOLATIONS .....	25
RESIGNATION FROM THE RECRUIT TRAINING PROGRAM.....	28
Resignation from the Recruit Training Program .....	28
Exit Interview Process .....	28
DISMISSAL FROM THE RECRUIT TRAINING PROGRAM.....	29
Dismissal from the Recruit Training Program.....	29
CLASSROOM ETIQUETTE .....	29
Classroom Etiquette .....	29
Outdoor Classroom .....	30
Demeanor .....	30
Class Dismissal .....	30
NOTEBOOKS .....	31
Pocket Notebooks .....	31
Academic Notebooks .....	32
COURTESIES .....	32
Addressing Personnel.....	32
Courtesies to Trial Court Academy Staff, Law Enforcement Agencies and the Armed Forces.....	33
Salutes.....	34
Reporting to a Staff Member’s Office .....	35
Moving About the Academy Complex.....	35
PERSONAL APPEARANCE .....	36
Personal Appearance Commuting.....	37
Uniforms .....	37

Recruit Manual  
Massachusetts Trial Court Officer Academy

Cover: .....	37
Shirt: .....	37
Trousers: .....	37
Boots: .....	38
Belt/Buckle: .....	38
Field Scarf Retaining Clip: .....	38
Jackets: .....	38
Canteen: .....	38
Hair: .....	38
Additional Terminology: .....	39
HOLE REGULATIONS.....	39
Hole Regulations.....	39
Hole Name Display.....	40
Linens.....	40
INSPECTIONS.....	41
RESTRICTED AREAS.....	42
FOOD AND BEVERAGE(S) / CHOW HALL.....	43
Food and Beverage(s).....	43
Chow Hall Procedures.....	44
Dismissing Recruits.....	45
Fruit Call.....	45
Water Coolers.....	45
SOCIAL MEDIA / NETWORKING.....	46
Policy.....	46
Definitions.....	46
RESPONSIBILITIES OF RECRUITS.....	47
CREATION OF MEDIA APPLICATION.....	48
Violations.....	48
Recruit Responsibility.....	49
CAMERA & VIDEO POLICY.....	49
Recording.....	49
Media Documentation.....	49
FRATERNIZATION.....	50
ALCOHOL / CONTROLLED SUBSTANCES / TOBACCO.....	50

Recruit Manual  
Massachusetts Trial Court Officer Academy

Alcoholic Beverages .....	50
Controlled Substances / Over the Counter Medications / Supplements .....	50
Use of Tobacco .....	51
Weapons.....	51
FIRE REGULATIONS.....	51
ARREST POWERS .....	52
OUTSIDE EMPLOYMENT .....	52
PROFANITY .....	52
HARASSMENT AND DISCRIMINATION .....	52
EMERGENCIES .....	53
ACADEMY ROLES .....	55
WEATHER REGULATIONS .....	56
A. WEATHER PLACARD SYSTEM .....	56
B. WARM WEATHER PLACARD SYSTEM: Green – Black Placards .....	56
i. GREEN PLACARD – Low Risk.....	57
ii. YELLOW PLACARD – Medium Risk.....	57
iii. RED PLACARD – High Risk .....	57
iv. BLACK PLACARD – Danger .....	57
C. COLD WEATHER PLACARD SYSTEM: Yellow – Black Placards.....	58
i. YELLOW PLACARD – Medium Risk.....	58
ii. RED PLACARD – High Risk .....	58
iii. BLACK PLACARD – Danger .....	58
PLAGIARISM & COPYRIGHT .....	59
CONTACT INFORMATION.....	59

## FUNDAMENTAL TRAINING VALUES<sup>1</sup>

The Massachusetts Trial Court Officer Academy utilizes fundamental training values of just and fair, understanding, safety, trust, integrity, competency, and equality. The JUSTICE model is integrated into all formal and informal training at the Academy. The model is applied as follows:

***Just and Fair:*** The Massachusetts Trial Court Recruit Training Program is designed to instill a “spirit of public service” and a “just and fair” method of dealing with the public and custodies in recruits. Recruits will understand that they are training to become public servants responsible for addressing the concerns of the public in a professional manner, and to provide care and custody of custodies in a just and fair approach.

***Understanding:*** Recruits will exhibit the ability to understand the concerns of the public and custodies when dealing with them in their day-to-day interactions. Recruits will work with the public and custodies without judgment or opinion. Training will emphasize and reinforce treating everyone with respect at all times.

***Safety:*** Training will reinforce the importance of attention to detail and the abhorrence of complacency. The necessity for self-control and incident specific demeanor will be an integral part of all instruction and all interactions throughout the Recruit Training Program.

***Trust:*** Recruits will understand they are entrusted with great responsibility. They are responsible for the safety of others. Recruits are never to take advantage of their position. They work to earn the trust and respect of those they work with, for and provide a service to, in the Commonwealth of Massachusetts.

***Integrity:*** Recruits will conduct themselves in a manner that exhibits “excellence in character” and adherence to a strict ethical code. Recruits will conduct themselves in a polite, courteous, and professional manner at all times.

***Competency:*** Recruits will have the physical, mental and educational capability to be prepared to manage any situation that may arise.

***Equality:*** Recruits will model and reinforce an attitude that fosters uniformity, impartiality and equality.

---

<sup>1</sup> CALEA 3.1.3, 9.1.4a

## MASSACHUSETTS TRIAL COURT ACADEMY HONOR CODE<sup>2</sup>

*“Court Officer Recruits are persons of rectitude. They lead by example. They do not lie, cheat, or steal, and have no tolerance for those who do.”*

- ❑ The Honor Code is a statement that exemplifies the essential qualities of rectitude. Recruits are required to abide by the Honor Code at all times during the academy in order to become a Massachusetts Trial Court Officer.
- ❑ The purpose of the Honor Code is to reinforce the fundamental qualities Officers need in order to service the public safely, effectively, and with great honor.

The qualities intrinsic to Court Officers include:

Integrity, Honor, Competency, Courage, Pride, Leadership, Truthfulness, Discipline, Professionalism, Fairness, Just, and Commitment to Ethical Conduct.

- ❑ A key objective to the educational process at the Massachusetts Trial Court Officer Academy is to instill the ideals of integrity, honor and courage in all recruits. A challenging environment will be provided to recruits where they are given opportunities to develop the highest standards of public safety professionalism there is.
- ❑ Integrity is defined as the quality of being honest and fair. Recruits will be tested throughout the academy where their integrity is at stake. Recruits must maintain their integrity when faced with challenges of adversity or temptation.
- ❑ Honor is defined as someone having good quality or character as judged by other people; high moral standards of behavior. Recruits will be expected to carry themselves as professionals at all times in order to gain the respect of the public as well as their peers.
- ❑ Courage is defined as having the ability to do something that you know is difficult or dangerous. Recruits will find moments in their careers when they are required to act in dangerous situations. Courage will lead them to make the correct decisions, as opposed to the easy ones.

Any violations of the Honor Code and failure to take appropriate action are considered serious offenses under the Massachusetts Trial Court Academy Disciplinary code. Any recruit, instructor, or staff person becoming aware of any violation of the Honor Code, is required to bring forth information of the incident. Recruits in violation of the Honor Code are subject to disciplinary action, up to and including dismissal from the academy and termination of employment.

---

<sup>2</sup> CALEA 9.1.1b,c

## **MASSACHUSETTS TRIAL COURT CUSTOMS AND COURTESIES**

- ❑ As a public safety organization, the Massachusetts Trial Court Officers observe courtesies and traditions that set it apart from civilian life. These practices are necessary for the preservation of the morale, esprit de corps, discipline and training. Court Officer customs and courtesies are practiced between superiors and subordinates to express respect for each other.
- ❑ Massachusetts Trial Court Officers are held to a high standard. They are expected never to bring shame to the Massachusetts Trial Court through their actions in, or outside of work. As public officials who have taken an oath of office, they are expected to be nothing less than people of great integrity and adhere to the laws set forth in our Commonwealth and throughout the United States at all times.

## **MASSACHUSETTS TRIAL COURT ACADEMY MISSION STATEMENT**

3

- ❑ The Massachusetts Trial Court is responsible for providing a safe and secure environment for the administration of justice in the Commonwealth's courts. Present in courtrooms, at courthouse entrances, and in the lock-up facilities, Court Officers safeguard the buildings, grounds and people who work in and visit the courts. The MTC Academy provides Court Officer recruits with the knowledge, skills, and abilities to provide the highest levels of service to the judiciary and public, treating those they work with and those that use the court with dignity and respect.

## **TRAINING PHILOSOPHY<sup>4</sup>**

- ❑ Professionalism is the keystone of the Massachusetts Trial Court Recruit Training Program. Professionalism is essential to ensure an effective training environment where new recruits can develop their leadership, critical thinking skills and fine-tune their abilities to deal with stressful situations, which they will encounter. It is mandated that all Trial Court Academy staff and Instructors exhibit the highest values and standards of the Massachusetts Trial Court, as role models and mentors for recruits. It is expected that all those involved with training recruits, lead by example at the Academy, and outside of the Academy.

---

<sup>3</sup> CALEA 3.1.3

<sup>4</sup> CALEA 3.1.3



Recruit Manual  
Massachusetts Trial Court Officer Academy

- ❑ Training methods that conflict with the training philosophy of the Massachusetts Court Officer Academy will not be tolerated. Any act that demonstrates a lack of respect for human dignity is strictly forbidden.
- ❑ The preferred method of influencing recruit performance and behavior is through the use of positive reinforcement. When necessary, Trial Court Academy staff will instill corrective action through the application of an appropriate progressive discipline system, as outlined in the respective recruit officer handbook. All other methods of discipline are forbidden.
- ❑ An essential element to the successful completion of the Massachusetts Trial Court Officer Academy is teamwork. The Massachusetts Trial Court utilizes military drill and disturbance training to prepare recruits to work together as a team. It is vital that recruits are able to meet the challenges of the job in an organized and unified approach. It is critical that recruits learn to recognize rank, follow orders, and become familiar with techniques necessary to effectively respond to incidents. Recruits will learn to control their emotions during the performance of their duties, while under stress, which prepares the recruit to respond appropriately in any given situation.
- ❑ During the early phase of training, recruit behavior will be closely monitored and guided in order to foster high performance. As training progresses, and the desired performance is achieved, the Recruit Training Program will gradually be modified to provide recruits with increasing degrees of autonomy and responsibility. Ultimately, through this progression, recruits will be able to develop problem solving skills, self-reliance, and leadership abilities.

## OATH OF OFFICE

All sworn members of the Massachusetts Trial Court shall take and affirm an Oath of Office prior to the initial performance of duties.

### *Oath of Office*

I, do solemnly swear, that I will bear true faith and allegiance to the Commonwealth of Massachusetts, and will support the Constitution thereof, so help me god.

I, do solemnly swear and affirm, that I will faithfully and impartially discharge and perform all the duties incumbent on me as a Massachusetts Trial Court Officer: according to the best of my abilities and understanding, agreeably, to the rules and regulations of the Constitution, and the laws of this Commonwealth, so help me God.

I, do solemnly swear, that I will support that Constitution of the United States.  
(Reference: M.G.L. c. 22C, §15)

## **MASSACHUSETTS TRIAL COURT MISSION STATEMENT**

The Trial Court is committed to providing equal access to justice for all who use the Commonwealth's courts; to the efficient and effective administration of justice and the fair and impartial resolution of disputes; to the protection of constitutional and statutory rights and liberties; to prompt and courteous service to the public by committed and dedicated professional employees utilizing best practices in a manner that inspires public trust and confidence.

## **MASSACHUSETTS TRIAL COURT SECURITY DIVISION MISSION STATEMENT**

The mission of the Massachusetts Trial Court Security Department is to provide safety and security for all those who work, conduct business, are processed, or visit our courthouses. The Security Department seeks to provide a seamless transition of justice while maintaining a professional environment of order, honor, decorum, and peacefulness in the courts. Using a robust training regime and procedures, coupled with the implementation of state-of-the-art security system technologies, the department will strive to ensure public safety, access to justice and the highest customer service in the courts of Commonwealth.

The Recruit Training Program is structured with the Massachusetts Trial Court's mission statements as a guiding force. The principles outlined in the mission statements are reinforced through all areas of instruction during the academy. It is stressed to recruits at all levels, the professionalism required to successfully be a Massachusetts Trial Court Officer.

## **FACILITY INFORMATION<sup>5</sup>**

The Massachusetts Trial Court Security Department (MTCSD) Officer Academy is located at the Westover Air Force Base (WAFB), 570 Patriot Ave, Chicopee, MA. It is a United States Armed Forces Installation. WAFB is a limited access facility with access only gained by military ID or via a Visitor Access List (VAL). All persons on the VAL are vetted through the Security Forces who will grant or deny access to the installation. All motor vehicle laws, rules, and regulations must be followed. There is no photography or videography permitted on the installation without prior approval of the Academy Director or the Academy Commandant.

---

<sup>5</sup> CALEA 9.1.1a

## **OUTSIDE CONTACT**

### **Visitation**

Recruits are prohibited from having visitors while attending the Massachusetts Trial Court Officer Academy. In extenuating circumstances only, an exception may be authorized by the Academy Director or Trial Court Academy Commandant.

### **Mail Call**

Every recruit deck will have a recruit assigned by the drill instructor to be responsible for retrieving recruit mail. These recruits will be designated with the name "Recruit Mail Carrier." The recruit mail carrier is responsible for reporting to the on duty officer at 2030 hours and will report as follows: *"Sir/Ma'am, Recruit Mail Carrier reporting as ordered to pick-up recruit mail for distribution, Sir/Ma'am."*

The recruit mail carriers will go to the decks to deliver any and all mail for the Recruit Training Troop. If there is mail for a recruit and the recruit is not present on the deck, the recruit mail carrier will place it on the absent recruit's desk inside his/her hole.

### Incoming mail will be addressed as follows:

570 Patriot Ave  
MTCSD BOX 60  
Recruit (Last name, First name, Middle Initial), assigned Platoon  
Chicopee, MA 01022

Recruits will give all outgoing mail to the recruit mail carrier who will deliver it to drill staff at morning formation.

### **Telephone Use**

Recruits will be allowed the use of the telephone, when approved by the Senior Drill Instructor. Recruits will have access to the phones located on the decks during designated hours. Recruits will limit telephone conversations in the interest of allowing telephone access to as many other recruits as possible. A drill instructor or staff member may authorize expanded use of the telephone for personal and family emergencies. Cellular phones shall remain secured in recruits' vehicles, unless otherwise authorized. Only emergency calls or calls of an urgent nature will be received for recruits. Emergency or urgent calls may be placed to the Academy cell phone (617) 620-2673.

## **DUTY HOURS / TRANSPORTATION & PARKING / LEAVE<sup>6</sup>**

### **Duty Hours**

Initially, the training week will commence at 0700 hours Monday morning unless otherwise stated by the training schedule. Recruits are not to arrive any sooner than 0615 hours, and no later than 0700 hours. Recruits will be dismissed on Friday afternoon. Following Phase I of training or as dictated by the training schedule, recruits will be excused from mandatory residency at the academy and may depart the academy at the conclusion of the training day. Training will resume at a time designated by the training schedule on the next business day.

### **Transportation & Parking**

Public transportation is not available for transit to or from the WAFB.

- Personal vehicles will comply with all provisions of the Massachusetts Motor Vehicle Laws, i.e. registration, inspection, window tint etc. Speed on the Installation is 30 mph and is strictly enforced. Speed is reduced to 15 mph during inclement weather. Seatbelts must be worn. There is no cell phone use while operating a motor vehicle on the Installation to include hands free. Unoccupied vehicles will be secured at all times.
- Vehicles will be in sound working order. All vehicles are subject to inspection/search at any time. If vehicles are not in compliance with motor vehicle laws, they are subjected to being towed and/or fines imposed under the law.
- Members of the academy staff will direct recruits on the first day of training to the designated parking area. Recruits will remain seated in their vehicles, until instructed otherwise.
- Recruits who are dropped off will retrieve all necessary gear and take a seat in the vehicle of another recruit, until established reporting time. During the first week of training, recruits are encouraged to identify other recruits who live in close proximity, for the purpose of carpooling.
- Persons who will be picking up recruits on Friday are instructed to park outside of the WAFB gate and remain in their vehicles pending dismissal of the Recruit Training Class.

### **Reveille**

A military signal sounded at sunrise or the beginning of the day.

---

<sup>6</sup> CALEA 9.1.1a,b,c, 9.1.2, 9.1.4b

Recruit Manual  
Massachusetts Trial Court Officer Academy

- Reveille will sound at 0530 hours Tuesday through Friday or at the appropriate time consistent with the training schedule. Reveille indicates the beginning of the training day. Drill instructors will be on deck for the sounding of Reveille.
- Drill instructor(s) will announce, “*Get up, get up, get up. Get outside your holes.*” Drill instructors will repeat, if necessary, or add to these instructions.
- Drill instructors will put out instructions and information pertinent to the next formation and then release the recruits.
- Recruits will look left, then right, before exiting their holes and will walk in a military manner along the right side of the deck.

Recruits will carry out the following tasks before leaving their deck for the first formation:

- Males will shave and attend to personal hygiene matters.
- Females will attend to personal hygiene matters.
- All recruits will ensure their racks and holes are in order.
- All recruits will ensure the decks, including ladder wells and heads, are in order.
- All recruits will ensure their water canteens are full.
- All recruits will be in the proper uniform for the next block of instruction.
- Recruits will clean all trash receptacles and dispose of trash in outside dumpsters.

Recruits will fall into platoon formation in an area designated by the Drill Staff unless directed otherwise, no later than 0600 hours or at a time dictated by the training schedule.

### **Tattoo**

A call sounded before taps as notice to go to quarters.

Tattoo will sound at 2100 hours.

- Drill instructors will be on deck at 2100 hours for the sounding of Tattoo, “*Now hear this, now hear this, Tattoo, Tattoo, Tattoo. Prepare for Taps.*”
- Upon the sounding of Tattoo, recruits will post outside their hole.
- Upon the completion of Tattoo, the drill instructors will provide any pertinent information and release recruits to begin hygiene routine. Recruits will get into their holes, close their hatches and shades, and change into Tattoo attire: Shorts, t-shirt, and shower shoes.
- Recruits will exit their holes with the following required items:
  - White shower towel hung on their left forearm as hung in their wall locker. Left forearm parallel to deck.
  - Toiletries in bag carried on/with right forearm/hand. Right forearm, also parallel to deck.
  - Clean shorts and t-shirts will be carried on the right forearm and folded, so that the recruit's name is displayed.

Recruit Manual  
Massachusetts Trial Court Officer Academy

- Recruits will change into clean gear and carry the dirty gear on their right forearm, as described above. The attire being worn to and from tattoo will be uniform as a class.
- Once showered and personal hygiene matters are completed, recruits will begin wiping down the shower stalls, sinks and mopping up the excess water. Shower curtains when not in use will be collapsed to the left, allowing for appropriate items to be hung according to the deck SOP.

The following duties are the responsibility of all recruits to ensure these tasks are completed by 2125 hours:

- Heads will be cleaned and dried, leaving no standing water on any countertop.
- Mirrors will be cleaned and trash will be emptied.
- Toilet seats will be in the upright position and toilet paper dispensers will be fully rolled, and creased to a point. Decks, ladder wells, and day room will be cleaned.
- Ensure water canteens and hydration stations are properly equipped and full.

At the conclusion of Tattoo, the drill instructor will give the command, *“You're done. Stow your gear and get outside your holes.”*

Recruits living on that particular deck will stow all gear, turn off the lights to their holes, and assume the position of attention on either side of their hatch. Recruits will have the Honor Code in their left hand. The drill instructor will give the command, *“Recite the Honor Code or The Honor Code is.”* Recruits will then recite the Honor Code in unison.

If Taps is sounded during the reading of the Honor Code, recruits will stop reading and assume the position of Attention. Once Taps is over, recruits will complete the Honor Code in unison.

### **Taps**

The last bugle call at night blown as a signal for *“lights out.”*

Taps will sound Monday through Thursday at 2130 hours or at the appropriate time consistent with the training schedule. Taps indicates *“lights out”* and the end of the training day.

- Drill instructors and recruits will be at the position of Attention for the sounding of Taps at 2130 hours. After the drill instructors have finished talking to the recruits, he/she will prepare the recruits for lights out.
- The drill instructor will give the command, *“Get inside your holes.”*

Recruit Manual  
Massachusetts Trial Court Officer Academy

- All recruits will move quickly into their respective holes. They will stand in between their racks, back to back, at the position of Attention, centered on and facing their own rack.
- The drill instructor will give the command, “*Prepare to mount.*”
- Recruits will respond, “*Prepare to mount. Sir/Ma'am, yes, Sir/Ma'am.*” Recruits will pull their sheet and blanket down, as well as pull the dust cover off their pillow, preparing the rack to be mounted.
- The drill instructor will give the command, “*Ready, Mount.*”
- Recruits will mount their racks, get under the sheet and blanket, and assume the supine position of Attention.
- The drill instructor will give the command, “*Ready, Sleep.*”
- Recruits will respond, “*Sir/Ma'am, goodnight, Sir/Ma'am.*”
- The drill instructor will respond, “*Goodnight, recruits.*”

#### **Friday Dismissal**

During the in-residency portion of the academy, the Recruit Training Class will be dismissed Friday afternoon. Recruits will ensure the following have been completed prior to dismissal:

- Holes (dorm rooms) and common areas have been policed.
- All lights have been turned off in the residential areas.
- All windows have been closed in the residential areas.

Recruits will assemble, as instructed. Roll call may be taken for accountability. Final weekend leave information and orders will be passed on. The Recruit Training Class will be dismissed for weekend leave after all administrative matters have been completed. A drill instructor will direct the exit of recruits' vehicles from the WAFB. All traffic laws must be obeyed while commuting to and from the Academy.

#### **Leave**

Recruits will conduct themselves in a manner consistent with Massachusetts Trial Court Policies and Procedures/Rules/Regulations while on leave. Recruits will not bring the reputation of the Massachusetts Trial Court into disrepute. Recruits are required to report any interaction involving official police contact that occurs while attending the Recruit Training Program. This includes any contact or interaction with any police agency for any violation of criminal or civil law, including motor vehicle infractions and any detention or questions relating to any civil or criminal matter, whether or not the recruit has reason to believe he/she is under investigation.

Contact with friends or relatives who are police officers does not need to be reported. Contact with police while a passenger should be reported. If in doubt, report any contact with the police.

Recruit Manual  
Massachusetts Trial Court Officer Academy

Recruits will report any such incident via a To/From letter to his or her Drill Instructor. Failure to report any matter immediately following the incident or immediately upon return to the Academy will be recognized as a violation of the Academy Disciplinary Code.

**MASSACHUSETTS COURT OFFICER RECRUIT EARLY ARRIVAL  
PROTOCOL<sup>7</sup>**

- Arrival will be in business attire
- Recruits will park outside of the main gate located at 57 Patriot Ave, Chicopee and wait for instructions.
- Once on base, upon exiting vehicles, recruits will proceed directly to the dorms.
- Recruits will abide by all Academy rules and regulations while on the premises (i.e., lights out @ 2130 hours, males restricted from the female deck and females restricted from the male deck.
- Recruits will be responsible for their own personal reveille at 0530 hours.
- Recruits will shower and change into the uniform of the day for their study group.
- Breakfast will not be served on Monday morning. Recruits should plan accordingly.
- Recruits will remain on the decks until directed otherwise by a Drill Instructor.

**INCLEMENT WEATHER POLICY<sup>8</sup>**

When severe weather is forecasted during the Monday morning commute, recruits may be authorized to report to the Academy on Sunday evening. Recruits will be directed, via phone or email, what time to report to the Academy and any other pertinent information. Leniency will be granted to those recruits arriving after the designated time. Ensure that you operate your vehicle in a safe manner at all times.

Recruits are required to do the following if inclement weather is predicted, if the Governor has declared a State of Emergency, or if any other conditions exist that could interfere with the recruits Monday morning commute.

- I. Recruits are required to call the Academy cell phone (617)620-2673 for instructions.

No recruits will report early unless authorized by the Academy Director, Academy Commandant or Group Liaison.

---

<sup>7</sup> 9.1.1a,b,c, 9.1.2

<sup>8</sup> CALEA 9.1.1a,b, 9.1.2, 9.1.5



## **ATTENDANCE & PARTICIPATION STANDARDS<sup>9</sup>**

### **Attendance Policy**

Attendance throughout the Recruit Training Program is mandatory. Recruits may not leave the WAFB Academy complex or other training location/facility without prior approval of the Academy Director or Trial Court Academy Commandant, with the exception of weekend leave and other periods of scheduled training stand down.

- If an emergency should arise requiring immediate leave and the above listed officers are not available, the Senior Drill Instructor on duty may approve a request for leave.
- All requests for additional leave will be forwarded to the Group Liaison for approval. The request will be submitted via To/From, and will specify the reason for the leave.
- Recruits required to attend court for any reason, will try to schedule for another day following graduation. If the event the case cannot be changed, the recruit will request leave to attend court via a To/From. Recruits will wear business attire whenever leaving the Academy complex.
- In all cases of leave, the recruit will submit a Leave Request Form to the Group Liaison to document the missed hours. Upon return to the Academy, recruits will check in with the Group Liaison or on-duty staff, who will log the leave.
- In the event a recruit is granted leave from the Recruit Training Program, remedial instruction may be made available for the hour(s) missed for each course. It is the responsibility of the recruit to obtain all materials and information missed to do his/her absence, necessary to achieve the required proficiency or skill level. Recruits who miss a sum total of twenty-four (24) hours of training are subject to dismissal.

### **Participation Standards**

Participation is mandatory in all aspects of the Recruit Training Program. It is understood that some recruits may need a modified duty status for any number of reasons, including injury or illness. All injuries and/or illnesses must be reported immediately the Massachusetts Trial Court Academy staff.

A recruit will be credited with completion of an activity when there is both participation and benefit:

- Participation is defined as the capability of executing a skill or activity at the required intensity level.
- Benefit is defined as the achievement of the desired physical or conceptual skill, as a result of completing the activity.

---

<sup>9</sup> CALEA 9.1.4c,d

Recruit Manual  
Massachusetts Trial Court Officer Academy

Any recruit who fails to participate in, and benefit from, twenty-four (24) hours of training, as determined by the Trial Court Academy Commandant, will be subject to dismissal from the Recruit Training Program. Recruits that fail or are unable to complete any exam or certification test will be given one re-test opportunity to attain a passing score. If any recruit does not pass any exam or fails any required certifications in the academy, such as CPR/First Responder or Defensive Tactics, they are subject to dismissal from the Recruit Training Program.

## **PERFORMANCE ASSESSMENT AND TESTING / EXAMINATIONS<sup>10</sup>**

### **Performance Assessment and Testing**

Successful completion of the training academy is a condition of employment for court officers. The Academy Director will be responsible for developing performance assessments and testing procedures to evaluate the attainment of course goals and objectives. As part of this process, a series of academic exams and performance assessments will be administered to test the comprehension level of recruits. Comprehensive academic exams will be scheduled by the Academic Coordinator, who will ensure that sufficient notice is provided. Non-scored quizzes may be scheduled by a course instructor at his/her discretion.

If a recruit has a learning disability, he or she is required to produce medical documentation describing the learning disability to the Academic Coordinator in order for the academy, in consultation with the Trial Court Human Resources Department, to determine the ability of the academy to provide the appropriate support and assistance for academics. Failure to report a learning disability to the Academic Coordinator prior to the beginning of the academic curriculum is grounds for dismissal from academy training.

### **Physical Fitness**

The Massachusetts Trial Security Department conducts a physical fitness assessment at the initiation of each Academy Class to ensure that Recruits have a reasonable level of physical fitness in order to safely and fully participate in the Academy training program. There are four components that compose the Physical Fitness Assessment (PFA). They include a timed mile and half run, a timed 300-meter run, timed/counted push-ups, and timed/counted sit-ups. Standards for successful completion of this assessment are based on data prepared by the Cooper Institute from a longitudinal study related to physical fitness levels. The Trial Court utilizes the 40<sup>th</sup> percentile as passing criteria for the assessment.

This assessment will be facilitated during the academy orientation day, or at a time in accordance with the academy schedule as directed by the Academy Director. The purpose of this assessment is to determine that candidates meet an acceptable fitness level to safely and regularly participate in the academy physical training regimen without undue risk of injury or inability to fully participate in the training program.

---

<sup>10</sup> CALEA 9.1.4c,d

Recruit Manual  
Massachusetts Trial Court Officer Academy

Recruits that do not meet or exceed the 40<sup>th</sup> percentile standard shall be dismissed from the Academy without prejudice and are eligible for reinstatement to a future academy class at the discretion of the Director of Security. One such deferred reinstatement is allowed.

Recruits must fully participate in a minimum of 70% of daily physical training sessions to meet the physical fitness requirement for academy graduation. Modifications and non-participations are determined by the lead physical training instructor for that day and will be recorded on the Nonparticipant/Modified PT Record.

Non-participation is defined by the following conditions:

- a. The Recruit is assigned to alternate exercise due to illness or injury.
- b. The Recruit is absent from the academy for any reason.
- c. The Recruit cannot maintain the minimum pace for the entire distance of an endurance run.
- d. The Recruit displays less than full effort in exercise routines that require repetitions or skills that are not quantifiable, such as jumping rope.

Non-participation days cannot be made up. A determination of modified or non-participation status may be appealed by a Recruit by submitting a To/From Memo to the Academy Director within 24-hours of the training session in question. The decision of the Academy Director is final.

The Massachusetts Trial Court Security Department is committed to providing a safe training environment, and that recruit safety and well-being is the principal focus for all academy staff.

Recruits should be prepared for the daily workouts to consist of, but not limited to, High Intensity Interval Training (HIIT), weightlifting, and running. Runs will average 30 minutes and vary in design to include;

1. Long Distance Formation Runs (up to a 3 mile run at an 11 min/mi pace)
2. Individual pace runs
3. Short distance sprints
4. Formation interval sprints (ladder sprints)

### **Examinations**

Recruits must achieve a score of seventy percent (70%) or higher to pass an examination. Recruits who achieve a score less than 70% will be required to take a remedial examination.

- Failure to receive a passing score of 70% or higher on the remedial examination will be cause for a recommendation for dismissal from the Recruit Training Program.
- First time failures on any two (2) examinations will be cause for a recommendation for dismissal from the Recruit Training Program. Any recruit who fails to achieve a minimum

Recruit Manual  
Massachusetts Trial Court Officer Academy

passing score on any first-time exam may receive remedial training, prior to the administration of a remedial exam.

- ❑ Provided the recruit passes the remedial exam, the initial exam score will be used in calculating the recruits overall academic score. Both scores will be kept on file.

Recruits will be offered academic remediation after each test failure and at any time Trial Court Academy staff instructors identify a need. The purpose of academic remediation is to identify obstacles to success and develop corrective strategies. Academic remediation may include both verbal and written assistance. All remediation sessions will be documented by the Academic Coordinator.

### **Make-up Examinations**

Recruits who miss an examination due to an authorized absence will arrange for a make-up examination through the Academic Coordinator or immediately upon return to the Academy.

### **Other Testing**

All quizzes, scored reports, practical exercises, or any other scored event must be completed to the satisfaction of the instructor. Recruits must pass practical exercises or skills testing to graduate from the recruit training program. The following practical's, skills and scenarios are scored as Pass/Fail:

- Defensive Tactics Proficiency
- Handcuffing
- Ground Defense
- Red Man Confrontation
- OC
- CPR Skills
- First Responder Skills
- Screening Station
- Suicide Prevention and Intervention
- Applied Court Procedures (ACP's)

Recruits failing to perform satisfactorily will be offered remediation and will be retested. Failure to perform satisfactorily could be cause for removal from the program.

**A RECRUIT MUST SUCCESSFULLY COMPLETE ALL PHASES OF TRAINING AND  
TESTING TO GRADUATE FROM THE COURT OFFICER  
ACADEMY**

### **Final Average and Class Standing**

The final overall average determines class standing of each recruit and determines seniority within the class post-graduation and successful completion of the Field Training Program.

Recruit Manual  
Massachusetts Trial Court Officer Academy

The final average is determined utilizing the following formula as outlined below:

An equal weight of written examination final scores in the following subjects:

- Weekly Exams
- Final Exam
- CPR Exam
- First Responder Exam
- Handcuffing Exam
- PREA test
- OC Exam
- Use of Force Exam

**Medical Deferments**

Recruits attending the Court Officer Academy training program may be granted a deferment to a future academy by the Director of Security in the event the newly appointed recruit is incapable of participating in or completing all aspects of the training program due to a medical condition. In the event a recruit voluntarily withdraws or is dismissed from the academy and his/her appointment is rescinded by the Trial Court due to the inability to complete training requirements for medical reasons, the officer may apply to the Director of Security for deferment and reinstatement in a future Court Officer Academy. Recruits will be awarded no more than one (1) medical deferment.

A medical deferment may be approved by the Director of Security in cases where the dismissal or voluntary withdrawal is due solely to a medical condition that is supported by documentation from a licensed medical provider.

To qualify for a medical deferment, the individual must provide the office of the Director of Security medical documentation from a licensed medical provider within 3 business days to include the day of dismissal. Initial medical documentation must first document the medical condition preventing the officer from participating in the training program. To be considered for reinstatement subsequent medical documentation must indicate that the individual is capable of performing the functions of the court officer position to include all facets of the training curriculum. This documentation must reference that fact that the medical provider has reviewed the job description and academy curriculum to include the health and wellness guide that governs the physical training regimen. These materials are available on the Trial Court Security Department website. Medical documentation indicating the individual is physically capable of completing all aspects of the academy training program must be received by the Trial Court Security Department prior to any offer of reinstatement. Approval of a reinstatement is contingent on the requester's successful completion of the Court Officer Physical Abilities Test (PAT) prior to assignment to an academy. Like all Court Officer Recruits, individuals assigned

Recruit Manual  
Massachusetts Trial Court Officer Academy

to an academy class under this policy must participate in and successfully complete all aspects of academy training in its entirety for graduation and retention as a court officer.

Reinstatement by medical deferment is at the discretion of the Director and may be denied for any reason. Applicants are advised that consideration for reinstatement may be delayed due to the unavailability of a scheduled PAT event. Where reinstatement has been approved by the Director, rehire and placement in an academy may be subject to delays and limitations by such factors as manpower hiring limits, the availability and location of existing vacancies, administrative processing requirements, and academy class scheduling and size constraints.

Documentation can be scanned/sent to [security.training@jud.state.ma.us](mailto:security.training@jud.state.ma.us) and a number available to call for assistance or notification of any issues pertaining to the medical deferment process is (617)788-8584.

### **Personal Deferment**

1. Recruits may submit a formal written request to the Academy Director for consideration for a deferment to a future academy class if they encounter a personal hardship during academy training that would result in them violating participation standards. The recruit is required to meet with the Group Liaison for assistance in this matter as soon as possible. An example for consideration would be a recruit suffering from the loss of an immediate family member during academy training in which bereavement leave would extend beyond what is permitted within the parameters of participation standards.
2. All approved deferments require recruits to repeat any and all phases of training, as well as the current hiring process in place at the time of reinstatement.
3. Reinstatement by personal deferment is at the discretion of the Director of Security and may be denied for any reason. Where reinstatement has been approved by the Director of Security, rehire and placement in an academy may be subject to delays and limitations by such factors as manpower hiring limits, the availability and location of existing vacancies, administrative processing requirements, and academy class scheduling and size constraints.

## **DISCIPLINARY PROCEDURES<sup>11</sup>**

The Massachusetts Trial Court Officer Academy Disciplinary Code exists to maintain order and discipline within the Recruit Training Class. The system is designed to be developmental and corrective in nature. Recruits attending the Recruit Training Program are subject to the disciplinary procedures outlined in this manual. Academy Staff personnel and guest instructors will read and familiarize themselves with the Academy Disciplinary Code. This process utilizes a

---

<sup>11</sup> CALEA 2.3.1, 9.1.1b,d, 9.2.1c

system of progressive discipline tools, which includes verbal counseling/correction, and more formal disciplinary measures. Instances of recruit misconduct, either on or off duty, will be grounds for disciplinary action up to and including termination from the Recruit Training Program.

During any investigation during the training program, or upon conclusion of the training program where a complaint or incident may have been brought forward or learned of, recruits are expected to fully cooperate and participate in the investigation. Failure to cooperate in the investigation will result in dismissal from the academy training program.

Serious infractions of a criminal nature may require the referral of these incidents to a law enforcement organization with appropriate jurisdiction. Any Academy Staff member or guest instructor who identifies a recruit who has committed an infraction of the Academy Disciplinary Code may recommend to the Senior Drill Instructor, in writing that action be taken against that recruit. The Senior Drill Instructor may require a recruit to submit a To/From as well as a Drill Instructor with the Senior Drill Instructor's authorization.

All Drill Instructors will exercise discretion in determining which method of discipline/corrective action will be invoked. This will be based on the nature of the offense/behavior, the current phase of the Recruit Training Program that the violation occurred in, and whether or not the violation/behavior is of a recurring nature.

Any Academy Staff member, academic instructor or guest lecturer who becomes aware of any violation of either the Staff or Recruit Operations Manual(s) will report the infraction to the Academy Director or Academy Commandant, forthwith. This includes violations committed by the Academy Staff, academic instructors, or guest instructors. Any violation(s) involving recruits will be reported to a Drill Instructor, forthwith. Documentation of violation of the Academy Discipline Code is imperative to the integrity of the Disciplinary System.

## **A. VERBAL REPRIMAND/COUNSELING**

The preferred method of influencing recruit performance and behavior will be through the use of positive verbal reinforcement. This can be best accomplished by providing verbal advice, guidance or correction to the recruit.

## **B. OBSERVATION REPORTS**

Recruits may be issued Observation Reports. Observation reports can be issued for positive and negative behaviors. Observation reports will remain in the recruit's training file.

## **C. TO / FROM LETTERS**

A Drill Instructor may order a recruit to submit a To/From letter to address an infraction or improper behavior. Whenever a Drill Instructor orders a recruit to submit a To/From Letter, the Drill Instructor will advise the recruit of the subject of the To/From letter. The recruit will note the subject of the To/From letter in their pocket notebook. The recruit will address the letter to the issuing Drill Instructor and will follow the proper To/From format. The recruit will forward the To/From to his/her Squad Leader who will be responsible to turn it in to their Platoon Drill Instructor at the first formation of the next training day. Drill Instructors may extend the due date of a To/From, as warranted. Upon receipt of the To/From letter, the issuing Drill Instructor will review it for proper format and content. Errors will be noted on the original To/From and it will be returned to the recruit for correction. Discrepancies in the To/From letter may be grounds for an order that a second To/From letter be written, at the discretion of the Drill Instructor. All acceptable To/From letters will be filed in the recruit's official records file. If the To/From is time sensitive the Drill Instructor will forward an uncorrected copy to the addressed party and return the original to the recruit for corrections.

Academic work assignments may be issued contemporaneously with a To/From in collaboration with the Group Liaison. Academic work assignments include but are not limited to, report writing, complaint applications and affidavit writing assignments.

## **D. LEVEL ONE VIOLATION SYSTEM**

Each Drill Instructor is responsible for maintaining a log of all issued To/From letters. At the end of each training day, each Drill Instructor reports all issued To/From Letters to the Senior Drill Instructor who then reports to the Academy Commandant. When a Drill Instructor issues a To/From, he/she will immediately advise the recruit of reason(s) for issuance. The issuing Drill Instructor will fill out information in his/her violation notebook. The recruit will record the violation in their pocket notebook and will submit a To/From letter regarding the incident in accordance with the To/From letter format. The Senior Drill Instructor or designee will review the To/From letter, and will be placed into the recruit's training file, along with any other pertinent documentation and reports. The Senior Drill Instructor may recommend further corrective or disciplinary action, if necessary. If further action is warranted, the Drill Instructor and recruit will be notified by the Senior Drill Instructor, who will oversee and document any further action(s). Arbitrarily issuing To/From letters to an entire group of recruits is prohibited. A total of having five (5) issued level one violations is equal to one (1) level two violation.

## **E. LEVEL TWO VIOLATION SYSTEM**

A level two violation involves recruit behavior severe enough to warrant the possibility of his/her dismissal from the Recruit Training Program. Such an infraction may include, but is not limited to: violation(s) of the Academy Disciplinary Code, Honor Code, insubordination, absent without leave, criminal behavior, conduct reflecting discredit upon the Massachusetts Trial Court, sexual harassment, discrimination, or violations of good order and military discipline. Any Academy Staff member or guest instructor who becomes aware of a recruit's behavior or conduct of a serious nature that may warrant the issuance of a level two violation, will personally report the circumstances of the



incident to the Senior Drill Instructor, forthwith. The Senior Drill Instructor will request a To/From letter documenting the incident from the person making the report. The recruit may be required to submit a To/From letter documenting the infraction, in accordance with the To/From letter format. Upon receipt of the necessary documentation, the Senior Drill Instructor will forward all information to the Academy Commandant with his/her recommendation(s).

The Academy Commandant will review the recommendation for content, accuracy, and judicial veracity. After review, the Academy Commandant shall forward any recommendation(s) to the Academy Director for a final decision. The Academy Director may accept, deny, or remand the recommendation for further investigation. When a level two violation is issued, the recruit will receive written notification, a copy of which will be placed in his/her training file.

## **F. LEVEL ONE AND TWO VIOLATIONS**

The Senior Drill Instructor is responsible for ensuring consistency in the application of discipline and behavior modification by Drill Instructors. Drill Instructors will utilize only those methods of discipline and behavior modification outlined herein. **All other methods of discipline, including physical training for punishment, are prohibited.** Any member of the Academy Staff who becomes aware of a violation of this order will report the infraction immediately to the Academy Director. Infractions of this mandate are considered serious violations of Academy Disciplinary Code.

As part of the positive systematic method of behavior modification and in an effort to foster a positive learning environment, all violations will be posted on the Recruit Training Academy bulletin board inside the chow hall, or a designated area, to allow recruits the opportunity to continually monitor their individual and group behavior. This also ensures that each recruit is aware of the exact number of violations he/she has accumulated. It is the responsibility of the Senior Drill Instructor or designee to ensure that the Recruit Training Academy bulletin board is accurate and updated weekly. Recruits are responsible for reconciling the violation postings for personal accuracy and will notify their Platoon Drill Instructor of any discrepancies via a To/From letter. Recruits will be instructed to place their initials next to their name verifying the accuracy of the count.

Recruits who receive an accumulative total of ten (10) level one violations, two (2) level two violations, or any combination thereof may be considered for dismissal from the Recruit Training Program. The accumulation of level one and two violations may be a symptom of an underlying behavioral or disciplinary problem. The Senior Drill Instructor will ensure that all recommendations for dismissal include sufficient documentation to warrant consideration. Recommendations for dismissal will be forwarded to the Academy Director for review and appropriate action.

The Academy Director makes a determination and may forward a recruit's name for dismissal to the Director of Security. The reasons supporting a recommendation for dismissal include, but are not limited to the following inappropriate behaviors/actions: <sup>12</sup>

---

<sup>12</sup> CALEA 9.1.1b,c,d, 9.2.1a-j

Recruit Manual  
Massachusetts Trial Court Officer Academy

- Violations of the Recruit Training Manual.
- An accumulation of ten (10) level one violations with supporting documentation.
- An accumulation of two (2) level two violations with supporting documentation.
- An accumulation of any combination of level one and level two violations equal to two (2) level two violations with supporting documentation.
- Possession of tobacco, alcoholic beverage(s) and/or non-prescribed controlled substance(s) while on the Academy grounds.
- Failure of any academic examination, followed by failure on the remedial exam.
- Failure of any two (2) academic examinations.
- Failure to achieve performance standards.
- Failure to maintain attendance standards.
- Inability to fully participate in the health & wellness program.
- Lack of ability to perform in a manner consistent with the current phase of the Recruit Training Program.
- Conduct which has the potential for bringing the Massachusetts Trial Court into disrepute or reflects discredit upon the recruit as a future member of the Massachusetts Trial Court, or that which has the potential to impair the operation, efficiency or effectiveness of the Massachusetts Trial Court.
- Repeated violations of training program policies and procedures as they are outlined in this manual.
- Failing to follow directives given by Academy staff.
- Possession of any weapon, tobacco, alcoholic beverage(s), and or non-prescription controlled substances while on the Academy complex.
- Failure to successfully complete CPR, 1st Responder, or Defensive Tactics certification.
- Failure to maintain attendance standards.
- Violations of the Honor Code.
- Demonstrated lack of ability to successfully complete any phase or aspect of the Recruit Training Program.
- Cheating, Copyright, and Plagiarism.
- Horseplay.
- Use of foul language.
- Violations of WAFB rules; i.e. arriving on campus past curfew

The Academy Director may act independently on the recommendation for dismissal with final authorization from the Director of Security. Only the highest standards of integrity, discipline,

conduct and professionalism are acceptable. Recruits belonging to a collective bargaining agreement follow MTC policies and procedures progressive discipline system.

Recruits are subject to the rules, regulations and procedures outlined in this manual as well as the ability to consistently meet training performance expectations, and the rules and regulations of the MTC Security Department. Further, overarching guidance for employee conduct and the disciplinary process is outlined in the Trial Court Personnel Policies and Procedures Manual.

Recruits are reminded that they are employed in a probationary status for nine (9) months following their date of employment. Probationary employees may be terminated at the sole discretion of the appointing authority if the performance of an employee is deemed unsatisfactory. Successful completion of all training requirements, adherence to training academy rules, and behavior consistent with expectations identified in the Policy and Procedures Manual is required to achieve successful performance during the academy training phase.

Violations of policies and procedures outlined in these references may result in corrective or disciplinary action. The Trial Court Security Department and Training Staff uses a system of progressive discipline. Verbal counseling and correction are the most common form of action required to improve performance or change unacceptable behavior. Repeated violations or unacceptable behavior may result in a written warning or other forms of progressively severe discipline. Repeated violations of the policies and procedures, or any violation of the honor code or Policy and Procedures Manual, and any action by a recruit that brings discredit to the Trial Court are grounds for disciplinary action that includes termination of employment.

## **G. HAZING<sup>13</sup>**

The MTC Academy strictly adheres to Massachusetts General Law Chapter 269: Section 17. Hazing; Organizing or Participating Academy staff are expected to carry themselves in a professional manner at all times and treat all those attending the training program with respect. All activities of the training program serve a purpose directly related to the job of being a Court Officer. Any activity and / or task that is implemented by any Academy Staff that does not serve a training purpose, is strictly prohibited. Any recruit at any time who feels that he or she is a target of hazing, is expected to immediately report said actions to the Academy Commandant and/or Group Liaison.

Although General Law Chapter 269, § 17, 18, and 19 does not apply to Academy training, see Perkins v. Commonwealth, Appeals Court (2001), the Massachusetts Trial Court does not tolerate or permit Academy personnel and/or Recruits to engage in hazing activities.

## **H. Class Conduct<sup>14</sup>**

Students shall conduct themselves with professionalism at all times. It is imperative that Court Officer Recruits work as a team to accomplish the goal of each training exercise. They shall treat

---

<sup>13</sup> CALEA 9.2.1e

<sup>14</sup> CALEA 9.2.1a

each other with dignity and respect and will not use any form of harassment or speech, public or otherwise, to bring humiliation, shame, or ridicule against a fellow recruit. Recruits will not engage in any speech containing obscene or sexually explicit language, or images, acts or behavior that would reasonably be considered reckless, irresponsible or unprofessional, regardless of the intent to malign, disparage, threaten harm or otherwise express bias against any race, any religion, or any protected class of an individual.

## **RESIGNATION FROM THE RECRUIT TRAINING PROGRAM**

### **Resignation from the Recruit Training Program**

When a recruit has made the decision to resign from the Recruit Training Program, he/she will approach any member of the Trial Court Academy staff and notify them of his/her decision. The recruit will be escorted to the MTC office, the Group Liaison will be contacted, and if not available, the Academy Director or the Academy Commandant. The Group Liaison will discuss the reason(s) why the recruit wishes to leave and will discuss options the recruit may have, if any. If following the discussion with the Group Liaison, the recruit still wishes to resign, he/she will proceed to the exit interview process.

Recruits who make a decision to resign during weekend leave are required to report to the Academy on Monday morning to complete the exit interview process. Recruits wishing to resign on Monday morning should contact the Academy Commandant or the Group Liaison via telephone by 0700 hours, expressing their desire to resign from the class.

### **Exit Interview Process**

All recruits who request to voluntarily resign from the Recruit Training Program will be directed through the exit interview process. The purpose of the exit interview is to gather information relative to the reason(s) the recruit has chosen to resign and to obtain specific information which might be useful to future Recruit Training Programs.

The Group Liaison conducting the exit interview will explain the reason for the exit interview process and will give the recruit the opportunity to discuss his/her reason(s) for resignation. The recruit will personally complete and sign the exit interview form provided by the Group Liaison. All exit interviews may be electronically recorded.

Following the exit interview, a Trial Court Academy staff member will escort the recruit to his/her home to retrieve personal belongings. All Massachusetts Trial Court issued equipment/property will be inventoried and accounted for prior to discharge of the recruit.

The Trial Court Academy staff member will escort the recruit to his/her vehicle or assist the recruit in arranging transportation. It is the responsibility of the Recruit to provide for his/her own transportation.

## **DISMISSAL FROM THE RECRUIT TRAINING PROGRAM<sup>15</sup>**

### **Dismissal from the Recruit Training Program**

The Trial Court Academy Commandant may recommend to the Academy Director that a Recruit be dismissed from the Recruit Training Program. The reasons supporting a recommendation for dismissal are included in his report for consideration. If at any time the Academy Commandant feels that a recruit threatens the life, safety, or well-being of any academy staff or fellow recruits, or commits a criminal act, he is authorized to immediately suspend a recruit from academy training. The Academy Director shall make a determination and may forward a Recruit's name for dismissal to the Director of Security or act independently on the recommendation of the Academy Commandant in exigent circumstances. Finalization of any decision to terminate a Recruit from Academy training is contingent on review and approval by the Director of Security.

## **CLASSROOM ETIQUETTE<sup>16</sup>**

### **Classroom Etiquette**

- ❑ Recruits will file into the classroom in an orderly manner, filling in the front rows from left to right and standing at the position of Attention behind the chairs. Once all recruits are present, a Drill Instructor will command, "Ground, Gear". Recruits will place notebooks and other items on the desk in front of them. If wearing a jacket, it will be secured on the back of the chair, and recruits will return to the position of Attention. The Drill Instructor will give the command, "Ready, Seats." Recruits will take their seats at the seated position of Attention and wait. When seated at the position of Attention, recruits will have both hands palms down on the desktop, feet placed flat with heels together at a 45 degree angle on the floor, head and eyes will be focused straight ahead.
- ❑ Whenever recruits enter a classroom and there is no Drill Instructor present, the recruits will fill in the rows in the same manner as outlined above. As a row is filled, the last recruit to enter the row will give the same instructional commands as a Drill Instructor. The recruit will give the command, "Ground, Gear", "Ready, Seats." The command, "At Ease," will then be given, and the recruits in that row may begin to prepare their books and paperwork for class. Recruits will utilize this time to fill their canteens and prepare for the class. In order to prepare for class, recruits will place their covers on the front right-hand corner of the desk, with visors facing forward. Recruits will center their name cards in front of them at the front edge of the desktop. Recruits will place their canteen or water bottle to the left-hand front side of the desk, with the name on their canteen or water bottle facing the instructor.
- ❑ The first recruit to observe an instructor enter the classroom will clearly announce,

---

<sup>15</sup> CALEA 9.2.2

<sup>16</sup> CALEA 9.1.1c, 9.2.2

Recruit Manual  
Massachusetts Trial Court Officer Academy

“Attention on deck.” Recruits will assume the position of Attention behind their chair. The instructor will give the command, “At ease.” Recruits will take their seats and remain quiet.

- ❑ Recruits will ensure there are no distractions or signs of disrespect exhibited towards the instructor. The disruptive sound of an hourly chirp from a wristwatch, the clicking of rings on a three-ring binder, or tapping of a pen/pencil, will not be tolerated. If a recruit has a cough or similar problem, the recruit will quietly walk to the back of the room and address the concern. If a recruit feels sleepy, then the recruit will stand at Parade Rest in the back of the room. Sleeping in class is a violation of the Academy Disciplinary Code.

**Outdoor Classroom**

- ❑ The class will fall into a formation at the designated location under the direction of a Drill Instructor or designee. Upon arrival of the academic instructor, the Drill Instructor will make the appropriate report to him/her and turn the class over at that time.

**Demeanor**

- ❑ When a recruit desires to speak or ask a question, the recruit will raise his/her right hand with fingers extended and joined. When acknowledged by the instructor, the recruit will remain seated and will identify him/herself by stating, “*Sir/Ma’am Recruit \_\_\_\_\_, Sir/Ma’am.*” This identification need only be done the first time the recruit asks a question of a specific instructor.
- ❑ When a recruit is called upon by an instructor to answer a question or give a recitation, the recruit will remain seated and precede his/her response with, “*Sir/Ma’am.*” The presentation will be delivered clearly, in a voice loud enough to be heard by all members of the class. The recruit will conclude his/her remarks with, “*Sir/Ma’am.*”
- ❑ Recruits will remain respectful of the instructor at all times. However, recruits should be engaged in the class by asking questions of the instructor and participating in class discussions and activities.
- ❑ If recruits are on break inside/outside the classroom and a staff member enters the classroom or approaches a recruit, the first recruit to observe the staff member will clearly announce, “*Attention on deck or greeting of the day, depending on the situation.*” Recruits will remain at the position of Attention, until directed otherwise by the staff member.

**Class Dismissal**

- ❑ The instructor will advise the class when the lesson is over. If there is a Drill Instructor present, he/she will give the order, “*On your feet.*” The entire class will then stand at the position of Attention behind their pushed in chairs.
- ❑ The Drill Instructor will give the command, “*Secure, Gear.*”

Recruit Manual  
Massachusetts Trial Court Officer Academy

- Recruits will retrieve notebooks and any other gear that is left on the desktops or chairs.
- The Drill Instructor will give the command, “*Ready, Face.*” → Recruits will face inboard towards the center aisle.
- The Drill Instructor will give the command, “*Step it off.*”  
→ Beginning with the left front desk, recruits will file out of the classroom in an orderly manner.

If no Drill Instructor is present, recruits will return to a seated position of attention and study their material/guides. Recruits may not use this time to socialize.

## NOTEBOOKS<sup>17</sup>

### Pocket Notebooks

- Each recruit will be required to maintain a pocket notebook. This pocket notebook will be carried in the recruit’s right rear trouser pocket with binder side up. Performance of this activity teaches the Recruit effective note taking that is necessary for the production of reports or the future recollection of details.
- A black ink pen will be carried in the recruit’s right front trouser pocket, clipped to the pocket, with the clip perpendicular to the deck.
- The recruit will maintain his/her pocket notebook in a manner consistent with a daily administrative journal. The recruit will make appropriate entries on the front side of the pocket notebook and paper and continue on the reverse side of the same sheet.
- All entries will be neatly handwritten in black ink only.
- The pocket notebook will be used as a reference to the day’s activities. The recruit will be required to keep the pocket notebook up-to-date within two hours.
- The pocket notebook may be inspected at any time.
- When a recruit’s pocket notebook is full, he/she will be issued a new one upon request.
- All completed pocket notebooks will be stowed topside.

The last entry in the pocket notebook will read: 2130 Taps, End of the day journal closed. Any remaining space left at the end of the page will have a diagonal line drawn through it, starting at the upper left-hand corner and continuing down to the lower right-hand corner. The following is an example of the pocket notebook format:

0700            Arrive at Academy: topside preparing for first formation.

---

<sup>17</sup> CALEA 9.1.1c

Recruit Manual  
Massachusetts Trial Court Officer Academy

- 0740 Morning formation: DI Present, Officer Galvin. Wellness check conducted. Uniform inspection for Platoon One.
- 0750 Formation in gym: DI Present, Officer Weller. Drill and ceremony. Learned facing movements.
- 0900 Classroom: Courtroom Decorum with Officer Benton.. Learned about the principles of officer decorum.
- 0950 Head call and water break.
- 1000 Classroom: Courtroom Decorum resumed. Learned about the “no fly zone.”
- 1150 Troop formation: DI(s) present Senior DI Kulas, Officers Weller, Galvin, Toczek, Little, and Addy.
- 1200 Chow hall: Noontime meal: grilled chicken, mixed vegetables, milk, salad. Assisted with scullery duties.

### Academic Notebooks

Recruits are required to maintain an academic notebook. Academic notebooks will include notes from all academic classes taken during the Recruit Training Program. Academic notebooks will be inspected periodically for format and content. All class notes taken during the week will be placed in the academic notebook, and ready for inspection prior to the first formation on the following Monday. Academic notebooks may be in outline form.

## COURTESIES<sup>18</sup>

### Addressing Personnel

Recruits will preface and conclude all verbal interactions with Trial Court Academy staff, academic instructors and all other personnel associated with the Academy with “*Sir*” or “*Ma’am*.” If a recruit recognizes a commissioned officer that is not in uniform, the recruit will come to the position of Attention and render the appropriate greeting of the day. If a recruit recognizes administrative personnel, including Regional Director(s) of Security or Manager (s), the recruit will come to the position of Attention and render the appropriate greeting of the day. (i.e., “*Sir/Ma’am, good morning, Sir/Ma’am*.”) (“*Director, good morning, Director*.”) Use titles appropriately.

If a recruit desires to speak with any member of the Trial Court Academy staff outside of the classroom, the recruit will approach the staff member, come to the position of Attention and state, “*Sir/Ma’am, Recruit \_\_\_\_\_ requests permission to speak to \_\_\_\_\_, Sir/Ma’am*.”

---

<sup>18</sup> CALEA 9.1.1b,c



Recruit Manual  
Massachusetts Trial Court Officer Academy

If a recruit is outside of the classroom and is addressed by a Trial Court Academy staff member, academic instructor or any other personnel associated with the Trial Court Academy: The recruit will stop whatever he/she is doing and will snap to the position of Attention.

- The Recruit will respond, “*Sir/Ma’am, yes, Sir/Ma’am.*”
- The recruit will remain at the position of Attention, until issued an alternative command or dismissed by the staff member.

Recruits will not initiate or engage in conversation with any persons not associated with the Trial Court Academy staff or Recruit Training Program. This includes uniformed military personnel and officers who are attending other training programs at the Academy. If a person whom they do not recognize as associated with the Trial Court Academy staff or the Recruit Training Program approaches a recruit, he/she will come to the position of Attention and answer the question posed to them. If the non-staff person persists in conversation with the recruit, the recruit should politely state that they are prohibited from engaging in conversation with non-Academy personnel. The Recruit will write a To/From letter and explain what happened and give it to his/her Drill Instructor.

**Courtesies to Trial Court Academy Staff, Law Enforcement Agencies and the Armed Forces.**

The greeting of the day shall be given at the position of Attention. Greetings of the day are time sensitive. Morning is 0000 hours to 1200 hours. Afternoon is 1200 hours to 1800 hours. Evening is 1800 hours to 0000.

- Whenever a recruit comes within six paces of a Trial Court Academy staff member while walking or double-timing the recruit will stop and render the greeting of the day, “*Sir / Ma’am, Good Morning/Afternoon/Evening, Sir / Ma’am.*”
- If recruits are moving in a file, the file will stop six paces and come to the position of Attention. Only the first recruit will render the greeting of the day. Once acknowledged, all recruits in the file will carry on. If the recruit is not acknowledged, the file will carry on once the staff member is six paces from the first recruit.
- Whenever a recruit, while walking or double-timing, approaches within six paces of a staff member whose back is to the approaching recruit, the recruit will stop and render “*Sir/Ma’am, by your leave, Sir/Ma’am.*”
- If a staff member is entering an area where recruits are blocking that area, the first recruit to observe the staff member will clearly state in a loud tone, “*Make a hole.*” Recruits will then step out of the path of the staff member.
- When a recruit is standing in a stationary position (i.e., filling canteen at the water cooler or holding a hatch), the recruit will give the greeting of the day to the staff member that approaches or is passing by.

Recruit Manual  
Massachusetts Trial Court Officer Academy

- Whenever a Trial Court Academy staff member enters an indoor area where recruits are congregated:
  - The first recruit to observe the staff member will clearly announce, “*Attention on deck.*”
  - All recruits in the area will come to the position of Attention and await instructions.
  - While topside, all recruits will turn off room lights and fall outside of their holes and stand on either side of the hatch at the position of Attention.
  - Recruits that are in the head/shower area will finish their business prior to falling out. The entering staff member may address the recruits or may render the command, “*carry on,*” at which time, the recruits may go about their duties. If a staff member is already in the area and a second staff member enters, recruits need not announce the presence of the second staff member, unless he/she is senior in rank to the first staff member.
  - “*Attention on deck*” will not be announced, at any time, between the command, “*Ready, sleep,*” and Reveille.

### **Salutes**

General: Salutes, rendered by hand, are courtesies expressed by uniformed personnel. They are used as a greeting between uniformed personnel, as a gesture of respect between subordinate and superior. Salutes are rendered by the subordinate approximately six paces from the senior officer and are held until acknowledged. A salute is acknowledged when the senior officer renders and drops their salute. Recruits will salute only outdoors, in uniform and covered, unless instructed otherwise.

Saluting Commissioned Officers: All recruits shall salute all uniformed commissioned officers. The salute will be promptly acknowledged by the commissioned officer. Those holding the rank of Chief or are considered Commissioned Officers. Salutes are rendered to senior staff, including the Court Administrator, Director of Security, Deputy Director of Security, and Academy Director. Salutes are also rendered to the President of the United States, Vice President of the United States, and the Governor of the Commonwealth. Additionally, this policy applies when meeting with Commissioned Officers of other police agencies and the Armed Forces.

Saluting Non-Commissioned Officers: Salutes will be exchanged between non-commissioned officers during formations when attendance reports are rendered. When a recruit Squad Leader renders an attendance report, he/she will turn his/her head toward the staff member receiving the report and salute while communicating the attendance report (i.e., “*Sir/Ma’am, First Squad all present, Sir/Ma’am.*”)

Saluting Outdoors: Salutes are exchanged outdoors between personnel when both are in uniform and covered. If a recruit recognizes a commissioned officer that is not in uniform, the recruit will come to the position of Attention and render the appropriate greeting of the day. If a

Recruit Manual  
Massachusetts Trial Court Officer Academy

recruit recognizes administrative personnel, including Regional Director(s) of Security or Manager (s), the recruit will come to the position of Attention and render the appropriate greeting of the day. (i.e., “*Sir/Ma’am, good morning, Sir/Ma’am.*”) (“Director, good morning, Director.”) Use titles appropriately.

**Saluting Indoors:** Salutes are exchanged indoors between personnel engaged in Ceremony.

**Honor to the Nation:** Personnel in uniform will salute to pay Honor to the Nation:

- During Reveille and retreat ceremonies
- During times when personnel are on duty and in uniform, either indoors or outdoors, at an athletic event or other such gathering while the National Anthem is played.

When the National Anthem is played, personnel not in formation will stand and face the National Colors. When the flag is not present, personnel will face the direction of the music. Personnel who are not in uniform will come to the position of Attention and place their right hand over their heart. Personnel who are not in uniform and covered will uncover with their right hand, holding their cover at their left shoulder with their right hand over their heart. Those personnel in uniform and covered will render a hand salute. Those in formation will follow the orders of the person in charge of the formation. The person in charge will give the command, “Present, Arms,” to the formation and then render the salute him/herself. The person in charge will give the command, “Order, Arms,” at the conclusion of the National Anthem. Recruits will remain in the position of Attention until the person in charge dismisses the formation, or places the formation at Parade Rest.

**Reporting to a Staff Member’s Office**

Whenever a recruit is directed to report to a Trial Court Academy staff member’s office:

The recruit will remain outside the office.

The recruit will knock three times (loudly) on the hatch or the hatch frame, if it is open.

The recruit will clearly state, “*Sir/Ma’am, Recruit \_\_\_\_\_ reporting as ordered, Sir/Ma’am.*”

The recruit will remain at the position of Attention outside the doorway, until directed to enter.

**Moving About the Academy Complex**

- Recruits will move about the WAFB in a military manner, adhering to the military standards set forth in this manual.
- Whenever moving indoors, recruits will walk to the right side of the hallway, ensuring that all corners are “squared” in a military manner.
- There will be no talking while walking, standing, or waiting to enter a classroom or head area. The only talking allowed will be the greeting of the day.

Recruit Manual  
Massachusetts Trial Court Officer Academy

Recruits will double-time whenever moving outdoors, with the following exceptions:

- Immediately following meals
- When instructed not to do so
- When on medical restriction prohibiting double-timing

Recruits will walk or double-time, as appropriate, 1-foot off of the curb closest to the Academy buildings.

Recruits will travel in a single file line, maintaining a 40-inch interval with the recruit in front of them. Talking is forbidden. Handrails will be utilized at all times while on ladder wells.

## **PERSONAL APPEARANCE<sup>19</sup>**

### **Personal Appearance**

Recruits will be prepared for inspection at all times and will conform to the following personal appearance standards while at the Academy:

- Shower following scheduled physical training and prior to Taps each evening.
- Maintain proper oral hygiene.
- Maintain proper body hygiene.
- Ensure fingernails and toenails are clean and trimmed.
- False eyelashes will not be worn.
- Makeup or cosmetics will not be worn/allowed.
- Scented fragrances are prohibited.
- Nail polish is prohibited.
- Hair will be groomed and maintained.

### **Jewelry**

Jewelry, pins, necklaces and/or bracelets will not be worn, with the exception of:

- Conservative wristwatches (smart watches are prohibited)
- Medical alert bracelets
- Wedding rings (no large protruding stones; only bands permitted)
- Religious necklaces and medals worn beneath the shirt and out of view. (One (1) medallion is authorized for wear and must be concealed underneath clothing for safety reasons during training. The necklace/chain must not be so thick or of a material that would not break if caught or pulled)

---

<sup>19</sup> CALEA 9.1.1b,c

Recruit Manual  
Massachusetts Trial Court Officer Academy

**Personal Appearance Commuting**

While commuting to and from the Academy complex, all issued uniforms and equipment will be kept out of public view. Recruits will commute in business attire.

**Uniforms**

Uniforms will be clean, freshly pressed, and will present a professional appearance.

The recruit uniform consists of the following items:

- Black baseball-type cover
- Short or long sleeve button down shirt w/ field scarf (season specific)
- Trousers (two front pockets, two rear pockets)
- Boots (boots will be selected by recruits and must be law enforcement type boots that carry a shine; acceptable styles of boots are listed on a uniform clothing list that will be provided or made available)
- Black belt with gold buckle
- Name bar
- Field scarf retaining clip
- Jacket
- Canteen (Black)

**Cover:**

- Blocked and creased (when directed by the Senior Drill Instructor)
- Brim curled (when directed by the Senior Drill Instructor)
- Inner brim of cover worn two fingers from bridge of nose
- Worn while outdoors
- When indoors, the back of the cover will be tucked to the front, stowed in the small of the back with the brim facing down and top facing outboard.

**Shirt:**

Short sleeve: Top button remains open with white t-shirt worn under. White t-shirt sleeves will not be visible.

Long Sleeve: All buttons secured, field scarf affixed.

**Trousers:**

- All buttons and zippers secured
- Hemmed in order to provide a small crease/fold in the bottom of the pant leg when the bottom of the pant touches the top of the boot.
- The trousers will not be cut when hemmed. Extra length will be rolled inboard and included in the hem.

Recruit Manual  
Massachusetts Trial Court Officer Academy

**Boots:**

- Highly polished and free of dirt/dust
- Laced left over right
- Laces will be tied and tucked inside the top of the boot
- When not being worn, will be stored under rack, according to Standard Operating Procedure

**Belt/Buckle:**

- Worn through each belt loop on trainee trousers, with tab facing to the right
- End of tab dressed on edge of buckle
- Buckle and tab highly polished

**Field Scarf Retaining Clip:**

- Will be worn on the field scarf, clipped to the shirt horizontally even with the name bar

**Jackets:**

- All buttons and zippers secured on patrol jacket
- Canteen exposed at all times
- Collars on the jacket will be neat and down, unless authorized by an instructor

**Canteen:**

- Canteen will always be with recruits.
- Canteen will be topped off at every available opportunity

**Hair:**

Males: Recruits' hair will be neatly cut, groomed, and maintained to present a professional public safety image. Hair may not be worn in a manner that creates a training hazard.

Females: Hair must be pulled back, neatly into a bun, off the collar, or cut short enough not to touch the collar. Hair will be tied back so it does not, at any time, cover the recruits face.

Hair color will not be unnatural or cut in a manner that would prove to be a distraction to the training program.

Barrettes, headbands, hair clips, etc., are not to be worn in hair. Bobbi pins or hair ties are permissible in order to keep hair in place.

**Additional Terminology:**

**Gig Line:** Right edge of shirt, right edge of belt buckle, and right edge of zipper will be aligned, at all times.

**Military Creases:** Recruits will be authorized by the Senior Drill Instructor during Phase II of the Recruit Training Program to iron military creases on their duty uniform shirts and pants.

**Blousing:** Drill instructors will advise and demonstrate the correct manner in which the recruits will blouse their duty uniform shirts.

## **HOLE REGULATIONS<sup>20</sup>**

**Hole Regulations**

Recruits are responsible for the maintenance and upkeep of their assigned holes and common areas. All issued and personal gear will be stowed in accordance with Standard Operating Procedure.

Racks will be made each morning prior to the first formation. No person will sit or lie on a rack prior to the sounding of Taps, unless directed otherwise. Recruits will sleep under the covers of their assigned racks following Taps.

Hatches and window shades will remain open, except when in a state of undress. It is mandatory that the hatch and shades be closed whenever a recruit is changing or is in a state of partial dress. At no time will a recruit exit their head or hole in a state of partial dress.

Recruits will be fully clothed whenever moving between their assigned hole and the shower area. Fully clothed is defined as wearing footwear, undergarments, pants/shorts, and shirt/t-shirt.

All deck hatchways leading to foyers, ladder wells, and the like must be closed during hygiene routine. Appropriate signage must be adhered to the hatch indicating to outsiders that hygiene routine is in progress. This will be a standing order throughout the duration of the Academy unless otherwise directed by Academy staff.

While conducting hygiene, only one recruit is allowed in the designated hole.

---

<sup>20</sup> CALEA 9.1.1b,c,d

Recruit Manual  
Massachusetts Trial Court Officer Academy

The last recruit to leave their assigned hole is responsible for ensuring that the hatch and shades are open and all lights are off. All drawers will be closed, chairs will be pushed in, and there will be no dust or debris present in the hole.

**Hole Name Display**

Hole cards shall be issued to each recruit and shall accompany the recruit to his/her new hole, if/when a new hole assignment is designated.

Every hole will display a 3x5 index card containing the name of a residing recruit and his/her respective squad/platoon.

Index cards will be affixed to the hatch, centered and uniform.

When a hole card becomes damaged, bent, or otherwise unserviceable, the recruit shall request to be issued a replacement via a To/from Letter to his/her drill instructor.

**Linens**

On the first day of training, each recruit will be issued a set of linens, which is comprised of the following;

- Two (2) white sheets.
- One (1) blanket.
- One (1) pillowcase.

Recruits will use one set of the linens each week to make their rack. Racks will be made each morning immediately following Reveille. Each Friday morning following Reveille all recruits will remove their used linens. Linens will be placed inside the pillowcase. This will be stored on the deck in front of the foot of the rack.

Blankets will not leave the Academy complex, unless recruits are instructed otherwise. Blankets will be neatly folded to exactly the same size. Blanket will be placed at the foot of the rack, centered and flushed with the edge.

Racks will be made prior to the first formation on Monday morning

**Racks**

One white sheet will be placed on the mattress with one end even with the foot portion of the mattress, with the excess pulled over the head portion. The head corners will be made with hospital corners. Corners will be crisp and tight. The sheet will be pulled, pressed and tucked right to the mattress to eliminate all wrinkles.



One white sheet will be placed on the mattress with one end even with the head portion of the mattress and the excess pulled over the foot portion. The foot corners will be made with hospital corners. Corners will be crisp and tight. The sheet will be pulled, pressed and tucked tight to the mattress to eliminate all wrinkles.

One blanket will be placed on top of the sheets having one end even with the head portion of the mattress and the excess pulled over the foot portion. The foot corners of the blanket will be made with hospital corners. Corners will be crisp and right. At the head, the blanket and top sheet will be folded back toward the foot to form a 6-inch fold exposing the sheet. The blanket will be pulled, pressed and tucked right to eliminate all wrinkles. If the blanket has the stripe stitching in the middle, the stripe will be placed running up the middle of the mattress.

Pillowcase will be put on the pillow and the excess pulled and tucked under the pillow. The pillow will be centered at the head of the bed at the position of Attention.

Unless authorized, no items will be placed, kept or stored on the rack.

### **Hole Changes**

Throughout the Recruit Training Program, recruits may be assigned to new holes and hole mates. A hole change prevents recruits from becoming complacent. As with public safety type work, recruit training reflects an element of uncertainty, requiring a person to remain constantly vigilant. The hole change exposes recruits to situations requiring that they follow specific orders within given time constraints. It is critical the recruits work together during hole change, in order to meet the objectives within the time allotted.

Hole changes shall be formal or administrative in nature. The Drill Instructor or his designee will provide appropriate instruction to recruits, prior to the commencement of a hole change.

## **INSPECTIONS<sup>21</sup>**

Recruits are subject to inspections of their persons and both personal and issued equipment at all times while at the academy. The purpose of this inspection is to ensure a state of readiness and instill the importance of attention to detail. Inspections may be announced or unannounced.

### **Announced**

The Drill Instructor or designee will advise the Recruit Training Class of a formal inspection. The Drill Instructor will determine the time and scope of the inspection. Recruits will ensure their uniforms, issued equipment, personal items, holes and common areas are prepared for inspection.

---

<sup>21</sup> CALEA 9.1.1b,c

Recruit Manual  
Massachusetts Trial Court Officer Academy

At the designated time, the senior Trial Court Academy staff member of the inspecting party will enter the area to be inspected, followed by the assisting Trial Court Academy staff member(s). The first recruit to observe the entrance of the inspecting party will announce, "Attention on deck." All recruits will exit their hole and assume the position of Attention on the immediate left or right side of their hatch.

When the inspection team is prepared to inspect a recruit and his/her quarters, the senior staff member will stop and face the recruit to be inspected. The recruit will identify him/herself by stating, "*Sir/Ma'am, my name is Recruit \_\_\_\_\_, Sir/Ma'am.*"

The staff member will visually inspect the uniform of the recruit and may check any gear carried by the recruit. The staff member may question the recruit to test knowledge. While the recruit is being inspected, the assisting staff will inspect the assigned hole of the recruit. The assisting staff will record any deficiencies noted during the inspection.

Recruits will be advised of any deficiencies and what correct, disciplinary, or remedial action will be taken.

**Unannounced**

Recruits and their gear are subject to inspection at any time. A supervisory staff member or Drill Instructor may call a recruit aside whenever it is deemed appropriate to conduct an inspection. The inspection may include the recruit's person, uniform, gig card, pocket notebook, assigned equipment, or an inquiry into a recruit's knowledge of pertinent information. The recruit will be advised of any deficiencies and what corrective, disciplinary, or remedial action will be taken.

## **SUBJECT TO SEARCH POLICY**

**Armed Forces Buildings**

All areas of the Armed Forces Buildings remain under direct control of the Armed Forces and are subject to search when authorized by the Armed Forces General.

Usage of academy equipment and the academy facility is subject to a "No Right to Privacy" policy. While present on academy grounds, personally owned vehicles, personnel, living quarters, and personal belongings are subject to search as deemed necessary by the Academy Director or Armed Forces.

## **RESTRICTED AREAS<sup>22</sup>**

The following areas are restricted:

---

<sup>22</sup> CALEA 7.4.1.b, 9.1.1d

Recruit Manual  
Massachusetts Trial Court Officer Academy

- ❑ *Trial Court Academy Staff Offices* – All Trial Court Academy staff offices are restricted, unless a recruit has business with a particular staff member and is specifically directed to that office.
- ❑ *Vending Machines* – Recruits are restricted from use of all vending machines, unless directed otherwise.
- ❑ *Supply Section* – Recruits are restricted from all supply areas, unless accompanied by a Trial Court Academy staff member.
- ❑ *Living Quarters (Vacant holes)* – Recruits may only enter vacant holes that are not assigned to another recruit, for the purposes of cleaning and making racks.
- ❑ *Living Quarters (Occupied holes)* – Recruits will not enter the hole of another recruit without authorization. Recruits will sleep only in their assigned hole and rack.
- ❑ *Living Quarters (Decks occupied by recruits of the opposite gender)* – Recruits will not enter decks occupied by recruits of the opposite gender, without specific prior approval by a member of the Trial Court Academy staff.
- ❑ *Televisions* – Televisions located in the common areas shall be utilized only at the direction of Trial Court Academy staff.
- ❑ *Kitchen* – Recruits will not enter the kitchen area of the chow hall except for designated meals and assigned work details, unless directed otherwise by a member of the Trial Court Academy staff.

## **FOOD AND BEVERAGE(S) / CHOW HALL<sup>23</sup>**

### **Food and Beverage(s)**

Successfully completing the Recruit Training Program is contingent upon a well-balanced nutritional program. Recruits will not possess or consume any food or beverage that is not provided by the Academy, unless directed otherwise by the Group Liaison.

### **Chow Hall Protocol**

Trial Court Recruits will comply with the traditions and procedures followed at the WAFB dining facility. Prior to chow, recruits will assemble in a Troop formation in the area designated by the Drill Staff. Members of the Trial Court Academy staff, Drill Instructors, or designated recruit leaders, depending on the current phase of the training, will conduct roll call to ensure accountability and to pass on any necessary information to the Recruit Training Class.

During times of inclement weather, recruits will be advised to report directly to the chow hall. Recruits will file into the chow hall in an orderly manner. Chow hall decorum will reflect the current phase of training and will be established by the Senior Drill Instructor.

---

<sup>23</sup> CALEA 9.1.1b,c,d, 9.1.5

Recruit Manual  
Massachusetts Trial Court Officer Academy

**Chow Hall Procedures**

- ❑ Whenever recruits are in the chow line, they will remain at Parade Rest, maintaining a 40-inch interval from the recruit in front of him/her.
- ❑ Whenever the recruit in front of him/her moves ahead, the recruit will assume the position of Attention and march forward, again, maintaining a 40-inch interval from the recruit in front of him/her.
- ❑ When the interval has been met, the recruit will remain at the position of attention.
- ❑ Early on in the Recruit Training Program, the recruits are required to study the Recruit Manual, which will be held in front of his/her face with the left hand. Only one page of the manual will be visible to the recruit. The recruit's right hand will remain in the position of Attention. When the recruit must move forward, the recruit is authorized to carry the manual in his/her left hand. Later in the Recruit Training Program, the Recruit Operations Manual is replaced with 3x5 index cards used for studying. When the index cards are not in use, they will be carried in the recruit's right breast pocket.
- ❑ Recruits will face the recruit chow servers, sidestep through the line and slide their trays along the tray rails.
- ❑ Once the meal has been placed on the tray, the recruit will thank the server; exit the serving area and walk counter-clockwise around the chow hall. The recruit will move around the chow hall according to directions provided by Drill Instructors.
- ❑ When instructed, recruits will be directed to a designated table. Recruits will fill the table as directed by Drill Instructors. Once behind a chair, recruits will hold chow trays approximately 6" off the table or arms at 90°, all trays are dressed and covered, and the recruits are at the modified position of Attention.
- ❑ The Drill Instructor will give the command, "*Ready, Trays.*" All recruits, in unison, will place their trays on the table and resume the position of Attention.
- ❑ The Drill Instructor will give the command, "*Ready, Seats.*" All recruits will smartly take their seats and assume the seated position of Attention.
- ❑ The Drill Instructor will give the command, "*Ready, Bow.*" All recruits will bow their heads and observe a moment of silence. Recruits may use this moment of silence in any way they see fit.
- ❑ The Drill Instructor will give the command, "*Ready, Eat.*" Upon the preparatory command of "*Ready,*" all recruits will snap their heads back up to the position of Attention. Upon the command of execution "*Eat*", all recruits will begin to eat. Talking and looking around is prohibited. Recruits may walk counterclockwise to the water/drink and food stations as needed, walking on the outboard aisles of the chow hall. Recruits will maintain at the seated position of Attention at all times.
- ❑ When a recruit is done eating, the recruit will remain seated and begin to study.

Recruit Manual  
Massachusetts Trial Court Officer Academy

**Dismissing Recruits**

- ❑ Once the Drill Instructor is satisfied that the recruits at a particular table have completed their meals, the Drill Instructor will command, “*You’re done. Stow your gear.*”
- ❑ The Drill Instructor will give the command, “*On your feet.*” All recruits will stand, push their seats under the table, and assume the position of Attention behind their chairs.
- ❑ The Drill Instructor will give the command, “*Ready, Trays.*” All recruits in unison will pick up their trays and hold them approximately 6”, dressed, and covered.
- ❑ The Drill Instructor will give the command, “*Ready, Face.*” All recruits will execute the proper facing movement to prepare to move counter-clockwise around their table.
- ❑ The Drill Instructor will give the command, “*Step it off.*” All recruits will move counterclockwise around the chow hall to the scullery. Once at the scullery, all dishes will be scraped, and all items will be stacked neatly.
- ❑ Recruits are expected to maintain a clean and orderly area. This would require recruits to complete tasks including but not limited to; sweeping and mopping the chow hall deck, wiping down tables and chairs, washing dishes and utensils, disposing of trash, and any other tasks deemed appropriate by Academy staff.

**Fruit Call**

Every platoon will have a recruit assigned by the Drill Instructor to be responsible for retrieving a fruit (meal supplement) basket from the chow hall and bringing it to the designated location at a specified time set by the drill instructor.

Once the recruit has reached the designated location and passes through the hatch, they will announce loudly, “Recruits, fruit call”.

The recruit will then place the basket at a common location, unless instructed otherwise by the Drill Instructor. Each recruit will take a meal supplement from the basket. The meal supplement will be consumed prior to the conclusion of that block of time, and all waste will be properly disposed of. Recruits will not save any portion of their snack for later consumption.

The recruit assigned to fruit call will ensure the fruit basket is returned to the chow hall if necessary.

**Water Coolers**

It is the responsibility of the Recruit Training Class to keep the Academy water coolers functional. Every water cooler will have a water jug feeding the cooler with water at all times. Every water cooler at the Academy will have a minimum of two (2) full water jugs next to the cooler at all times, preferable side-by-side, if space allows.

Once the water jug on top of a cooler is empty, it will be removed and replaced with a full water jug from the deck. The empty water jug will immediately be brought to the nearest water supply

closet and exchanged for a full jug. The full jug will be brought back to the water station and placed next to the cooler on the deck. A water jug will be carried, whether it be full or empty, by two recruits at all times.

The water cooler tray and area will be kept clean and free of any standing water.

If the water jug runs empty during the hours of 2130 – 0530 hours, the recruit who empties the jug will replace the empty jug with a full jug from the floor and take the empty jug to his/her hole, placing it outside their hatch. After Reveille has sounded and the Drill Instructor(s) have released the recruits to prepare for formation, that recruit will immediately go to the nearest water supply closet and replace the empty jug with a full jug and put it next to the water cooler, accordingly.

If there is a brand name decal on the water jug, the decals on all the water jugs at the water cooler will be facing outboard and centered.

There are water coolers or fountains located throughout the facility. It is the recruit's responsibility to keep hydrated and their water canteen full. Recruits are never permitted to allow the top of their canteen to come into contact with the water cooler or fountain spicket.

## **SOCIAL MEDIA / NETWORKING <sup>24</sup>**

### **Policy**

The personal use of social media can have bearing on departmental personnel in their official capacity. As such, this policy provides information of a precautionary nature as well as prohibitions on the use of social media by Massachusetts Court Officers.

When using social media/networking, Recruits (sworn and civilian) should be mindful that their speech becomes part of the worldwide electronic domain.

### **Definitions**

These definitions are evolving as social media, networking, and internet usage and capabilities evolve as well.

**Social Media and Networking:** Are categories of internet-based resources that integrate user-generated content and user participation. They are online platforms where users can create profiles, share information, and socialize with others professionally, personally, or informally. The interface is conducted through posts or speech via a range of technologies such as computers, cellular phones, and tablets to name a few.

**Social Media:** A form of electronic communication through which users create online communicated to share information that may include, but are not limited to: personal messages, videos, phone and video sharing sites, blogs, micro blogging sites, Facebook, MySpace, Twitter, YouTube, Pinterest, Instagram, and Snapchat.

---

<sup>24</sup> CALEA 9.1.1b,c,d

Networking: An exchange of information or services among individuals, groups, or institutions that may include, but are not limited to: the cultivation of productive relationships for employment or business, networking sites, podcasts, as well as comments posted on a site, message or discussion boards, LinkedIn, Plaxo, Jobster, Craigslist and My Workster.

Post: Contents an individual shares on a social media/network site or the act of publishing the contents on a site.

Speech: Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.

## **RESPONSIBILITIES OF RECRUITS<sup>25</sup>**

Recruits using social media/networking applications shall:

- Use appropriate discretion in their reference to the Department and not discredit themselves or the Department;
- Be aware that speech and/or related activities on social media/networking sites may reflect upon them in their official capacities and/or upon the Department, and act accordingly;
- Be cautioned that speech, on or off-duty, may form the basis for disciplinary action;
- Be aware that privacy settings and social media/networking sites are constantly in flux, and they should never assume that personal information posted on such sites is protected;
- Expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the Department at any time without prior notice;
- Not divulge information gained due to their authority; and
- Not make any statements, speeches, appearance, and endorsements or publish materials that could reasonably be considered to represent the views or positions of this Department without express authorization.

Recruits should use common sense in all communications, particularly on any social media/networking site. An examination of the facts could potentially result in an internal personnel investigation. Employees are responsible for anything you write or present online. Some examples of prohibited action may include, but not be limited to:

- Speech containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule regardless of the intent to malign, disparage,

---

<sup>25</sup> CALEA 9.1.1b,c,d

Recruit Manual  
Massachusetts Trial Court Officer Academy

threaten harm or otherwise express bias against any race, any religion, or any protected class of individuals; and

- Speech involving themselves or other Department personnel reflecting behavior that would reasonably be considered reckless, irresponsible or unprofessional.

Recruits should exercise care if they choose to post personal information on the internet. Some activities in an employees' personal life may impact job performance, the performance of other employees, and/or interests of the Department. Once information is posted, it is accessible by anyone, indefinitely, and such information may result in unintended consequences, such as:

- Limiting future career opportunities;
- Being viewed, altered, printed and redistributed by other internet users including criminal organizations; and
- Manipulation by persons intent on undermining or impeaching an employee's credibility or integrity.

Recruits, who choose to identify themselves as an employee of the Massachusetts Trial Court whether explicitly, implicitly, or visually, shall:

- Be considered to be publicly representing the agency in a professional manner from that period forward while still employed by the agency; and
- Be responsible for all content published on their individual social media site(s).

## **CREATION OF MEDIA APPLICATION<sup>26</sup>**

The Director of Security shall approve in writing before the creation of any:

- Website, page, fan group or other application of social media using the Department as the basis of such application. Examples may include, but are not limited to:
  - Creating a website or fan group dedicated to the Massachusetts Trial Court; and
  - Creating an identity using a username such as Massachusetts Trial Court, or any term associated with the Department.

Recruits shall:

- Not publish Commonwealth or Departmental images of intellectual property using social media without prior approval from the Director of Security
- Not create an identity, website, page, fan group or other application of social media using the Massachusetts Trial Court as the basis of such a creation without prior approval from the Director of Security.

### **Violations**

Recruits shall notify their immediate supervisor when they become aware of:

---

<sup>26</sup> CALEA 9.1.1b,c,d



Recruit Manual  
Massachusetts Trial Court Officer Academy

- Any personal identifying information of themselves on the internet in violation of this policy; or
- Have knowledge of a posting and/or website in violation of the provisions of this policy

Any sites deemed inappropriate, bringing discredit to the Department and or employees, and promoting misconduct whether on or off duty shall be:

- Investigated either through a criminal or administrative investigation.

**Recruit Responsibility**

Court Officer Recruits shall:

- Consider all aspects of the training process and law enforcement information ascertained while attending the Academy as confidential information;
- Not divulge through any social media site any training procedures or confidential information acquired while attending the Academy;
- Not post any pictures, videos, etc. of academy grounds, equipment, personnel, other recruits, etc., and
- Not publicly criticize or ridicule, directly or indirectly, any official action of the Massachusetts Trial Court or any member, which would be detrimental to the Department's mission and its functions.

## **CAMERA & VIDEO POLICY<sup>27</sup>**

**Recording**

No audio, video or photographic recording of any type shall be allowed by recruits at any time, unless specifically authorized by the Trial Court Academy Commandant or Academy Director. This includes, but is not limited to, all facilities, grounds, buildings, and personnel. This includes all training exercises taking place at any facility. If recruits wish to Facetime, Skype, etc., it must be done in the privacy of their home at hours permissible by the training program.

**Media Documentation**

Recruits attending the Massachusetts Trial Court Officer Academy will be photographed and video recorded for documentation and training purposes. This may include audio recording, video recording and still photography.

---

<sup>27</sup> CALEA 9.1.1b,c,d

## **FRATERNIZATION<sup>28</sup>**

Recruits are prohibited from having social contact, either on or off-duty, including social media, with members of the Trial Court Academy staff and/or adjunct instructors. Any exceptions to this fraternization rule must receive prior approval from the Academy Director and if it does occur, must be reported via to the Group Liaison immediately and a To/From written

Recruits are prohibited from any conduct that could be construed as unprofessional with other recruits. Recruits are expected to maintain a professional relationship with other recruits while engaged in the training program. Recruits and/or staff becoming aware of any unprofessional conduct have a duty and are required to report this to the Academy Commandant immediately.

## **ALCOHOL / CONTROLLED SUBSTANCES / TOBACCO<sup>29</sup>**

### **Alcoholic Beverages**

Recruits will not possess, consume, store, or bring any alcoholic beverage onto the Academy complex.

Recruits will not be under the influence of an alcoholic beverage, nor have an odor of any alcoholic beverage on his/her breath while on Academy grounds or at any Recruit Training Program training site.

Recruits are strongly encouraged to limit the consumption of alcoholic beverages while on weekend leave.

### **Controlled Substances / Over the Counter Medications / Supplements**

#### **Prescription Medication**

Recruits will not possess or use any controlled substance(s). Recruits will maintain prescription medications on their person or in a locked receptacle in their assigned hole. Recruits are required, to advise the EMT of any medical condition, which requires the administration of prescribed medicine. Failure to do so may result in dismissal from the academy.

#### **Supplements**

The consumption of performance-enhancing supplements, protein powders, amino acids, plant extracts, herbal supplements, and other non-food substances is perhaps the trendiest area of sports nutrition. Athletes and laypersons believe that these supplements will give them a competitive edge when, in fact, they may be harmful to both health and performance. The types of supplements used by athletes are continuously changing. There is a wide range of substances used. Substances are often marketed without any supportive scientific data to indicate the potential benefits or possible harmful side effects. Food and performance

---

<sup>28</sup> CALEA 9.1.1d, 9.2.1b

<sup>29</sup> CALEA 9.1.1d, 9.2.1i

Recruit Manual  
Massachusetts Trial Court Officer Academy

supplements are NOT regulated by the Federal Food and Drug Administration as many people believe. In fact, there is no independent or federally sanctioned agency that regulates the purity and safety of food supplements. Therefore, the use of any performance enhancing supplements is not recommended, endorsed, or encouraged and is prohibited at the Academy unless prescribed by a licensed medical practitioner (Physician, Nurse Practitioner, or a Physician's Assistant).

**Narcotics**

Due to the nature of the training program and for safety reason, narcotic medication is strictly prohibited. Recruits must be alert at all times and not under the influence of any drug or narcotic medication at any time during the training program.

**Over the Counter Medication/Vitamins**

It is recommended that you obtain the advice of a physician before taking any type of medication. Vitamins, pain relievers, over the counter medications, etc. are prohibited from the Academy unless prescribed by a licensed practitioner (Physician, Nurse Practitioner, or a Physician's Assistant) or authorized by an academy staff EMT.

**Athletic Supports/Braces**

Athletic supports/braces are permitted during academy training as long as they are prescribed by a licensed medical practitioner (Physician, Nurse Practitioner, or a Physician's Assistant).

**Use of Tobacco**

Recruits will not smoke, use or possess any tobacco product while at the Massachusetts Trial Court Academy.

**Weapons <sup>30</sup>**

Recruits are not permitted to introduce, carry, or possess weapons of any type on Academy property.

## **FIRE REGULATIONS<sup>31</sup>**

Recruits are responsible for observing fire safety rules. Fire extinguishers are located in strategic locations throughout the Academy complex. Recruits will familiarize themselves with the locations and operating instructions of fire suppression equipment. In the event of a fire alarm while in class, recruits will follow the directions of the instructor. In the absence of an instructor, recruits will report in an orderly manner to the predetermined muster site and assemble in Troop formation.

---

<sup>30</sup> CALEA 7.4.1a

<sup>31</sup> CALEA 8.1.8b, 9.1.1f

In the event of a fire alarm sounds while in the residential or other areas of the Academy complex, recruits will proceed by the safest and most direct route to the predetermined muster site and will assemble into a Troop formation. Squad leaders will take accountability and report the name(s) of missing recruits to Trial Court Academy staff. Recruits that become aware of an actual fire will activate one of the alarm boxes located throughout the Academy complex. If it is safe to do so, the recruit will alert all occupants of the building and contact a member of the Trial Court Academy staff.

Fire drills may be conducted at various times during the training as determined by the Trial Court Academy Commandant.

### **ARREST POWERS <sup>32</sup>**

Recruits have no powers of arrest during the Recruit Training Program.

### **OUTSIDE EMPLOYMENT<sup>33</sup>**

Recruits are restricted from any employment outside that of the Massachusetts Trial Court during the period of recruit training without prior written authorization from the Director of Security.

### **PROFANITY<sup>34</sup>**

The use of vulgar, obscene or profane language used by recruits is strictly prohibited with the exception of role-playing.

### **HARASSMENT AND DISCRIMINATION <sup>35</sup>**

The Trial Court Officer Academy promotes and maintains a training environment free from harassment, sexual harassment and discrimination.

Discrimination is defined as the unequal and unlawful treatment of persons in employment related decisions because of race, color, religious creed, national origin, sex, sexual orientation, ancestry, age, handicap or other such category protected under the law.

---

<sup>32</sup> CALEA 9.1.1b,c,d

<sup>33</sup> CALEA 9.1.1b,c,d

<sup>34</sup> CALEA 9.1.1b,c,d

<sup>35</sup> CALEA 9.1.1b,c,d, 9.2.1d

Recruit Manual  
Massachusetts Trial Court Officer Academy

Harassment is defined as any conduct that denigrates or shows hostility towards an individual or individuals because of his/her race, color, religious creed, national origin, sex, sexual orientation, ancestry, age, handicap or other such category protected under the law that has the purpose or effect of creating an intimidating, humiliating, hostile or offensive work environment; or has the purpose or effect of unreasonably interfering with an individual's work performance.

Sexual harassment is defined as unwelcome sexual conduct such as sexual advances, requests for sexual favors, and other conduct of a sexual nature when such actions are explicitly or implicitly made terms of employment or the basis for employment decisions; have the purpose or effect of interfering with work performance; or have the purpose or effect of creating an intimidating, hostile, humiliating or sexually offensive work environment.

Any recruit who feels that they are the subject of harassment, sexual harassment, discrimination, or any type of harassment, shall immediately notify the Senior Drill Instructor or Group Liaison who will contact the Academy Commandant and Academy Director, immediately.

Violating this policy is a serious offense and can be grounds for immediate dismissal from academy training.

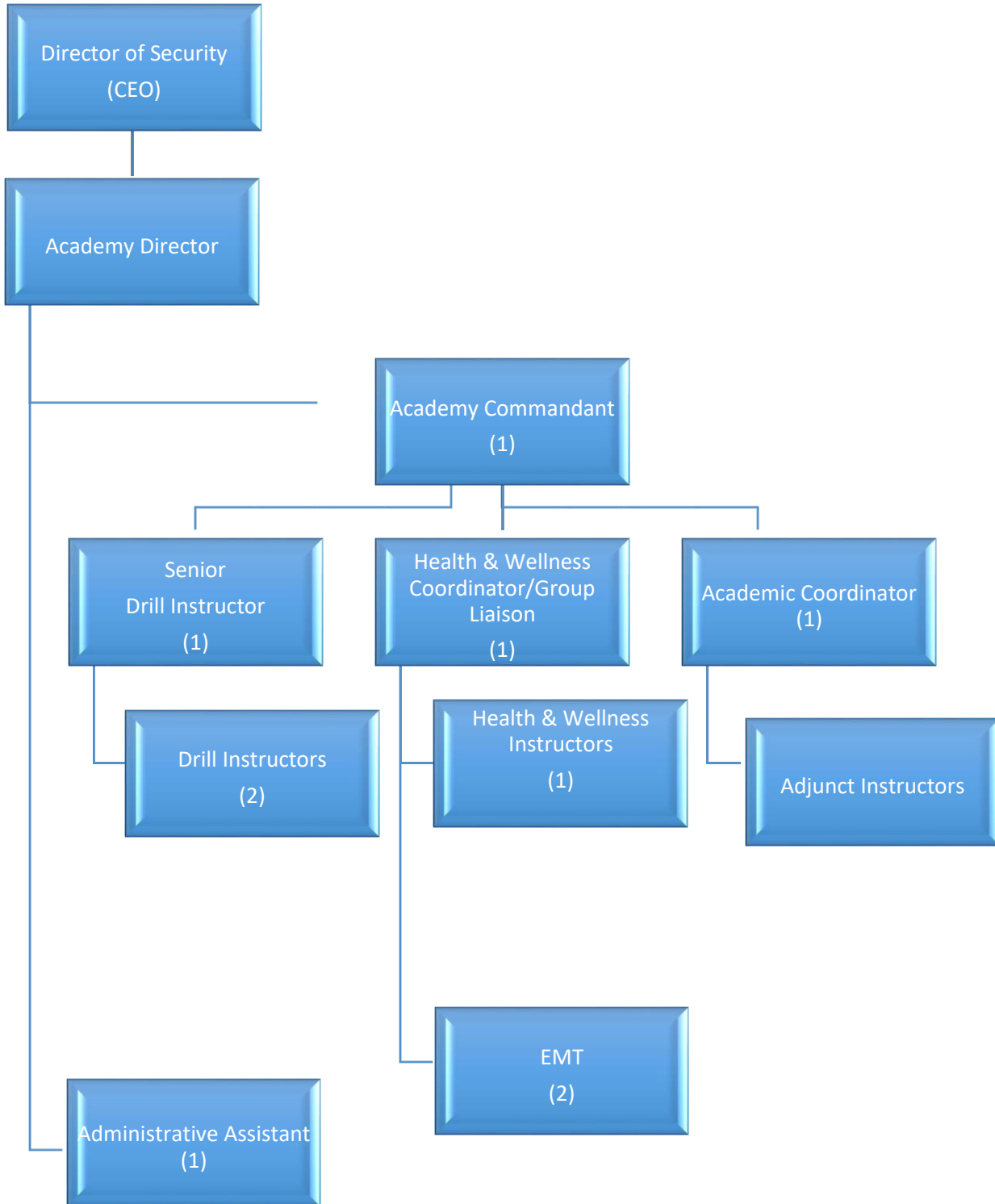
### **EMERGENCIES<sup>36</sup>**

- If at any time an emergency arises and a Trial Court Academy staff member is not present, recruits will immediately call 911 or contact the WAFB dispatch at (413)557-1117.
  
- Notify Academy Staff by calling the Academy cell phone (617)620-2673.

---

<sup>36</sup> CALEA 8.1.8a-e, 9.1.1f, 9.1.2, 9.1.5

**ORGANIZATIONAL CHART<sup>37</sup>**



<sup>37</sup> CALEA 2.1.1, 2.1.2

## **ACADEMY ROLES<sup>38</sup>**

1. Academy Chief Executive Officer (CEO) – the Director of Security for the MTC Security Department. The Director is responsible for the overall direction of the Security Department and reports to the Court Administrator.
2. Academy Director – The Academy Director is the Assistant Director of Standards & Training and reports to the CEO. The Academy Director is responsible for the overall immediate operation of the academy as well as the dismissal of recruits from academy training. All CALEA matters are reported to the academy CEO.
3. Academy Commandant – The Academy Commandant is a Chief Court Officer and reports directly to the Academy Director. The Academy Commandant is responsible for daily academy operations and supervision of academy employees as well as the recruit class.
4. Senior Drill Instructor – reports directly to the academy Commandant and is responsible for the implementation of structure and overall management of the recruit class.<sup>39</sup>
5. Drill Instructor(s) - reports directly to the Senior Drill Instructor and is responsible for carrying out the orders of the Senior Drill Instructor as well as assisting in the management of the recruit class.
6. Academic Coordinator – reports directly to the Academy Commandant and is responsible for but not limited to, organizing the training schedule, assigning instructors, testing, remedial testing, instructing and is assigned to execute duties associated with accreditation for CALEA.
7. Health & Wellness Coordinator/Group Liaison – reports directly to the Academy Commandant and is responsible for implementing a health and wellness program for the recruit class. The Health & Wellness Coordinator may also serve as the Group Liaison.
8. Group Liaison – This role may be assigned to the Health & Wellness Coordinator or an adjunct instructor; reports directly to the Academy Commandant and is responsible for student welfare. The Group Liaison is assigned duties associated with academy training and based on his/her certifications as an instructor to instruct in given disciplines.<sup>40</sup>
9. Health & Wellness Instructor(s) - reports directly to the Health & Wellness Coordinator and assists in implementation of the health and wellness program.

---

<sup>38</sup> CALEA 2.1.3

<sup>39</sup> CALEA 9.1.1e

<sup>40</sup> CALEA 9.1.3

Recruit Manual  
Massachusetts Trial Court Officer Academy

10. Emergency Medical Technician – the EMT reports directly to the Health & Wellness Coordinator and manages medical issues/concerns of the recruit class.
11. Adjunct Instructor – Reports directly to the Academic Coordinator and teaches classes as coordinated by the Academic Coordinator in conjunction with the First Responder Coordinator and/or Defensive Tactics Coordinator as needed.
12. Administrative Assistant (AA) – The Administrative Assistant works under the supervision of the Academy Director. The AA handles administrative matters as directed by the Academy Director and tasks associated with CALEA accreditation.

## **WEATHER REGULATIONS<sup>41</sup>**

The Trial Court Academy recognizes that training may be affected by weather conditions. The high temperatures and humidity of the summer or the extreme cold during winter months may create a reason to modify the amount of time that outdoor training is conducted. For this reason, a system of weather advisory placards will be displayed.

### **A. WEATHER PLACARD SYSTEM**

Color-coded placards are used as a placard warning system to help prevent heat and cold related injuries. These placards will be prominently displayed in the classroom by a member of Health & Wellness. The remaining placards will be securely stored in the Health & Fitness Unit. The standard measuring conditions for temperature are two meters above the ground, and shielded from direct sunlight. Wet Bulb Globe Temperature (WBGT) will be taken and the Warm Weather Placard System will be used, when the WBGT reading is 82 degrees or above to reduce Heat stress injuries. Otherwise, the Ambient air temperature in F degrees + plus Wind velocity will be taken and the Cold Weather Placard System will be used to reduce Cold stress. Temperature readings will be taken hourly by a member of the Health & Wellness staff or someone designated by a member of the Health & Fitness Unit.

### **B. WARM WEATHER PLACARD SYSTEM: Green – Black Placards**

Heat conditions are determined by the Wet Bulb Globe Temperature (WBGT). WBGT uses heat conditions to determine required water intake and work/rest cycles. The WBGT takes into account air temperature, relative humidity, and solar radiation by measuring three temperatures:

- Air temperature is measured by a standard dry bulb (DB) thermometer.
- Relative humidity is measured with a wet bulb (WB) thermometer.
- Solar radiation is indicated by the globe (G) temperature, which is measured with a thermometer positioned inside a black metal sphere. The heat stress index is calculated as  $WGBT = (0.1 \times DB \text{ temperature}) + (0.7 \times WB \text{ temperature}) + (0.2 \times G \text{ temperature}).$ "

---

<sup>41</sup> CALEA 8.1.8c, 9.1.5



Recruit Manual  
Massachusetts Trial Court Officer Academy

When the WBGT index reaches the temperature indicated, the corresponding placard will be raised. For example, a WBGT index reading of 86 degrees F requires that a yellow placard be raised. Note if wearing body armor add 5 degrees F to WBGT in humid conditions.

**i. GREEN PLACARD – Low Risk**

WBGT index of 82 degrees F to 84.9 degrees F

All activities will proceed as usual; however, instructors will monitor recruits and students as to their physical conditions. Heavy exercises for trainees will be conducted with caution and under constant supervision. Heat cramps and heat exhaustion are possible with continued exposure.

Drink 1 quart of cool water per hour.

Use 75% work and 25% rest for outdoor work (Example, 45 minutes work and 15 minutes rest).

**ii. YELLOW PLACARD – Medium Risk**

WBGT index of 85 degrees F to 87.9 degrees F

Intense physical activities such as endurance running (1/2 mile or longer), intense callisthenic conditioning, aerobic conditioning, fitness testing, and similar activities are to be modified to reduce sun exposure and should be strictly supervised. Heat cramps are likely. Heat stroke and heat exhaustion are also possible with continued exposure. Outdoor classes in the sun are to be avoided.

Drink 1-2 quarts of cool water per hour.

Use 50% work and 50% rest. (Example, 30 minutes work 30 minutes rest).

**iii. RED PLACARD – High Risk**

WBGT index of 88 degrees F to 89.9 degrees F

All heavy outdoor physical training will be halted. Moderate outdoor physical activity will be limited to 15 minutes of activity per hour. The intense physical activities as noted under the YELLOW PLACARD are to be conducted inside, or reduced in intensity and constantly supervised. Heat cramps are likely. Heat stroke and heat exhaustion are also possible with continued exposure.

Outdoor classes in the sun are to be avoided. Use a buddy system and have teams monitor each other's condition. Drink 2 quarts of cool water per hour.

Use 25% work and 75% rest. (Example, 15 minutes work with 45 minutes rest).

**iv. BLACK PLACARD – Danger**

WBGT index of 90 degrees F and above

All outdoor physical training will be halted for all trainees. All physical training activities will be conducted indoors. All training already occurring will immediately move indoors except for Drivers Training and Firearms, in which the frequency for rest and fluid replacement will increase. All Outdoor work is to be limited to critical missions only. Use a buddy system and have platoons monitor each other's condition. Heat stroke is likely with continued exposure at higher temperatures.

Drink at least 2 quarts of cool water per hour.

Use 20% work and 80% rest. (Example, 10 minutes work and 50 minutes rest).

## **C. COLD WEATHER PLACARD SYSTEM: Yellow – Black Placards**

Four factors contribute to cold stress:

- Cold air temperatures
- High velocity air movement
- Dampness of the air
- Contact with cold water or surfaces. A cold environment forces the body to work harder to maintain its temperature. Cold air, water, snow, and excessive body sweating all draw heat from the body. Wind chill is the combination of air temperature and wind speed. For example, when the air temperature is 40°F, and the wind speed is 35 mph, your exposed skin receives conditions equivalent to the air temperature being 11° F.

While it is obvious that below freezing conditions combined with inadequate clothing could bring about cold stress, it is also important to understand that it can also be brought about by temperatures in the 50's coupled with some rain and wind.

When the Wet Bulb Globe Temperature reading is 81.9 degrees or below the Cold Weather Placard System will be used. To determine, recommended exposure times, the proper placard for the Cold Weather Placard System will be determined by the Ambient air temperature + (plus) Wind velocity.

### **i. YELLOW PLACARD – Medium Risk**

45 degrees F to 81.9 degrees F

All activities will proceed as usual; however, instructors will monitor recruits and students as to their physical conditions. Heavy exercises for trainees will be conducted with caution and under constant supervision. Caution will be taken.

Drink 1 quart of cool water per hour.

Use 100% work and 0% rest for outdoor work (Example 60 minutes work and 0 minutes rest).

### **ii. RED PLACARD – High Risk**

32 degrees F to 44.9 degrees F

Clothing will be moderate dress to include winter coat, gloves and hat. Exposure time will be limited to no longer than two hours, weather permitting. Instructors will monitor recruits and students as to their physical conditions. Heavy exercises for trainees will be conducted with caution and under constant supervision. Frostbite is possible with continued exposure at cooler temps.

Drink 1 quart of water per hour.

Use 100% work and 0% rest for outdoor work (Example 60 minutes work and 0 minutes rest).

### **iii. BLACK PLACARD – Danger**

31.9 degrees F and below

All outdoor physical training will be halted for all trainees. All physical training activities will be conducted indoors. All training already occurring will immediately move indoors. All Outdoor work is to be limited to critical missions only. If critical missions exist clothing will include thermal underwear, winter coat, boots, thermal socks, wool cap, and gloves. Use a buddy system and have platoons monitor each other's condition. Frostbite is likely with continued exposure at cooler temps.

## **Plagiarism & Copyright<sup>42</sup>**

The Academy defines **Copyright/Copyright infringement** as the use of works that are protected by copyright law without permission. This may include reproduction, distribution, display, or performance of such work. Those found to be in violation of committing plagiarism will be subject to academy discipline which may include recommendation for immediate dismissal.

The Academy defines **Plagiarism** as the practice of taking someone else's work or ideas and passing them off as their own. Those found to be in violation of committing plagiarism will be subject to academy discipline which may include recommendation for immediate dismissal.

## **Cheating**

The Academy defines **Cheating** as acting dishonestly or unfairly to gain an advantage. Those found in violation of cheating on a written, open book or oral exam, skills proficiency, or any other assignment will be subject to academy discipline which may include recommendation for immediate dismissal.

## **Academy Contact Information<sup>43</sup>**

Massachusetts Trial Court Academy Cell Phone (617) 620-2673

Massachusetts Trial Court Academy Commandant, Nicholas DeAngelis - (617) 777-3359

Massachusetts Trial Court Academy Director, Heather Brouillette - (617) 894-4391

Massachusetts Trial Court Academy Academic Coordinator, Katrina Benton - 617-777-3846

## **No Right to Privacy Policy**

Usage of academy equipment and the academy facility is subject to a "No Right to Privacy" policy. While present on academy grounds, personally owned vehicles, personnel, living quarters, and personal belongings are subject to search as deemed necessary by the Academy Director or Armed Forces..

---

<sup>42</sup> CALEA 9.1.1b,c,d, 9.2.1h

<sup>43</sup> CALEA 7.1.4

Recruit Manual  
Massachusetts Trial Court Officer Academy



Massachusetts Trial Court Security Department  
Standards and Training - Academy  
Emergency Action Plan S.O.P. <sup>44</sup>



Date: 13 August 2019

Location: WAFB, 57 Patriot Ave., Chicopee, MA

MTCSD Academy Commandant: Nicholas DeAngelis – (617) 777-3359

Primary & Alternate communication	Academy Cell Phone, Two -Way Radios, Staff Personal Devices
Academy Phone numbers	MTCSD Academy Cell Phone- (617) 620-2673 WAFB Dispatch- (413) 557-1117
Radio channels	Channel 1
Call signs	N/A
Emergency response personnel	MTCSD EMT's, Safety Officer(s) present with class, and MTCSD Instructors
Emergency response equipment	EMT bags and Response bags present with class
Equipment shutdown procedures	N/A
Muster site	Rear Parking Lot
Supervisor in Command	Ranking Academy Staff
Non-affected personnel	Situations that pose an eventual risk, all academy employees shall receive notification.
Notification	MTCSD Command staff must be notified for all emergency occurrences.
<b>Additional Emergency procedure</b>	
Weather Emergency	Shelter in Place
Violent/Dangerous Ace	Activate A.L.I.C.E. Protocols
Multiple casualty, injury	MTCSD Staff, WAFB Personnel, Fire, and EMS, Chicopee Police, Fire, and EMS.
<b>Emergency Number</b>	<b>911</b>

Approved by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

<sup>44</sup> CALEA 8.1.8a-e, 9.1.1f, 9.1.5

Recruit Manual  
Massachusetts Trial Court Officer Academy



Massachusetts Trial Court Security Department  
Standards and Training - Academy  
Emergency Action Plan S.O.P.  
Severe Weather Emergencies<sup>45</sup>



Date: 13 August 2019

Location: WAFB Academy, 57 Patriot Ave, Chicopee MA

MTC Academy Commandant: Nicholas DeAngelis – (617) 777-3359

Primary & Alternate communication	Academy Cell Phone, Two Way Radios, Staff Personal Devices
Academy Phone numbers	Academy Cell Phone- (617) 620-2673 WAFB Dispatch- 413-557-1117
Radio channels	Channel 1
Call signs	N/A
Emergency response personnel	MTCSD EMT's, Safety Officer(s) present with class, and MTCSD Instructors
Emergency response equipment	EMT bags and Response bags present with class
Equipment shutdown procedures	N/A
Muster site	Shelter indoors
Supervisor in Command	Ranking Academy Staff
Non-affected personnel	Situations that pose an eventual risk, all academy employees shall receive notification.
Notification	MTCSD Command staff must be notified for all emergency occurrences.
<b>Additional Emergency procedure</b>	
Severe Wind and or Tornado Watch/Warning	Shelter in place in the inner most part of building, move food and water to shelter site, restrict outside activities and movement. Have student roster, staff sign in sheet, and emergency phone numbers available.
Sleet, snow, freezing rain and high winds	Shelter indoors and restrict outside activities and movement.
Multiple casualty, injury	MTCSD Staff, WAFB Personnel and Fire, Chicopee Police, Fire, and EMS
<b>Emergency Number</b>	<b>911</b>

Approved by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

<sup>45</sup> CALEA 8.1.8a-e, 9.1.1f, 9.1.5