



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

Policy: MPTC Instructor Code of Conduct	Policy No.: 1.01
Effective Date: April 21, 2021 Version: 1	Issuing Authority: Chief Robert J. Ferullo (ret.), Executive Director

As an instructor certified by the Municipal Police Training Committee (MPTC), I understand that I am obligated to uphold the laws of the Commonwealth of Massachusetts and the MPTC Instructor Policies and Procedures outlined below.

Good Standing:

Instructors who have been certified by the MPTC shall remain in good standing with their agency while employed as a law enforcement officer or other such position. In the event an instructor is retired or otherwise separated from service from their law enforcement agency, they must have retired or separated from service while in good standing and not while under investigation for any infraction that could have potentially resulted in significant discipline, termination or in decertification by the POST Commission.

For purposes of this MPTC Policy, “good standing” shall mean that the instructor has never:

- received a significant disciplinary sanction (resulting in the suspension for more than five (5) days without pay); or
- reduction in rank due to the imposition of a disciplinary sanction; or
- been subject to Brady motions and placed on a Brady List where they can not testify; or
- been subject to any suspension for the use of excessive force; or
- been subject to any suspension for a civil rights violation; or
- been the subject of a sustained domestic violence complaint; or
- been the subject of a sustained complaint for a criminal charge; or
- had certification revoked by the Police Officer Standards and Training Commission; or
- had certification suspended by the Police Officer Standards and Training Commission.

Instructors who are not in good standing are strictly prohibited from teaching. If it is discovered that an instructor no longer remains in good standing with their respective agency, the Director of Training for the MPTC shall revoke the instructor's certification forthwith and, if applicable, immediately terminate the state fiscal contract of that employee/vendor.

Pay:

Prior to teaching, instructors are responsible for ensuring that they have proper certification for the class that they are assigned to teach and, if applicable, have an active state contract to allow them to be paid. Instructors are strictly prohibited from being paid by two separate agencies for the same time period. This type of behavior has been commonly referred to as "*double dipping*" and is strictly prohibited. Officers that submit payment vouchers to the MPTC for hours that they are being compensated by another agency shall have their instructor certification revoked and state fiscal contract terminated immediately. All pay vouchers submitted to the MPTC are subject to a public records request under the Freedom of Information Act.

Privacy:

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

Attire:

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

- a. Department uniform; or
- b. Business casual attire; or
- c. Attire appropriate to the practical skill.

Exceptions to these standards must be approved by the Academy Director, Program Coordinator or Program Administrator.

Instructor Attendance:

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

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

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

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

Classroom Decorum:

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

Fraternization:

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

This shall include, but not be limited to:

- a. Any intended social contact with a student officer, in person or electronically, after hours or outside of the academy; or
- b. Sexual contact in or outside of the academy; or
- c. Sexting; or
- d. A romantic relationship; or
- e. Cohabitation.

Tobacco, Alcohol and Drug Use:

The use of tobacco products, alcohol, cannabis, or illegal drugs while instructing for the MPTC is strictly prohibited.

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

Internet and Social Media:

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

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

Zero Tolerance for Workplace Violence:

Policy Statement:

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

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

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

Appealing a Revocation of Instructor Certification:

There is no appeal process for an individual whose certification has been suspended or revoked by the Police Officer Standards and Training Commission. For any other instructor revocation, the individual may appeal the MPTC Director of Training's revocation of the instructor certification as follows:

1. The Director of Training shall notify the individual in writing of the revocation of the instructor certification based on a violation of the MPTC's Code of Conduct. If the individual is employed by a law enforcement agency, a copy of the letter shall also be forwarded to the police chief or other hiring authority of the individual's agency.
2. The individual may file an appeal with the Director of Training within 10 days of receipt of the written notification of revocation of the instructor certification.
3. When an appeal is received, the Director of Training shall, within a reasonable period, call a meeting of the Police Standards Subcommittee, a subcommittee of the Municipal Police Training Committee, for the purpose of holding a hearing on the appeal. At least three members of the Police Standards Subcommittee must be present at the hearing.
4. Once a hearing date has been mutually scheduled, each party is permitted one request for a continuance due to exigent circumstances. If either party fails to show for a scheduled hearing, then a default judgment shall be awarded to the party in attendance.

5. The hearing shall be conducted in accordance with G.L. c. 30A, ss.10-11, and the *Standard Judiciary Rules of Practice and Procedure, 801 CMR 1.02-1.03*.
6. The individual appealing is entitled to bring to the hearing any person(s) or material(s) that may help present the appeal.
7. The individual appealing has the right to be represented by counsel or other representative(s) at their own expense. If the individual appealing chooses to be represented, prior to the hearing the counsel or representative(s) must file a written notice of appearance stating name(s), addresses(s) and telephone number(s) with the Director of Training.
8. The Police Standards Subcommittee shall reach its decision by majority vote, with each member present having one vote to: 1) immediately reinstate the individual's instructor certification; 2) impose a suspension of the individual's instructor certification for any period of time up to a maximum of ten years, or; 3) uphold revocation of the individual's instructor certification and permanently bar the individual from instructing for the MPTC.
9. The Director of Training shall provide the individual appealing with a copy of the Police Standards Subcommittee's written decision within thirty working days of the hearing's conclusion. Any party aggrieved by this final decision of the MPTC has a right of appeal to the Superior Court, as set forth in G.L. c. 30A, § 14, within 30 days of receiving the final decision.
10. Throughout the period of all appeals, the individual's instructor certification shall remain revoked and the individual shall not serve as an instructor until a final decision has been rendered on the matter.

Municipal Police Training Committee

Code of Conduct Acknowledgement

MPTC Individual Copy



I acknowledge that the MPTC has the right and responsibility to amend instructor training standards, as necessary. I also acknowledge that I have read and understand the above Code of Conduct. I further understand that my failure to comply with all of the laws and regulations of the Commonwealth and the policies, procedures and code of conduct of the MPTC may be cause for disciplinary action resulting in the revocation of the instructor's certification and immediate termination of the state fiscal contract.

X _____

Name - Signature

Date

X _____

Name - Print