

**Certification and Warrant Process for
Special State Police Officers falling under Peace Officer Standards and Training Commission:
Academy Trained New Hires**

Special State Police Officers (SSPOs) who have completed requisite academy training:

- I. The hiring law enforcement agency will adhere to the POST-C agency head instructions. The hiring agency will need to have obtained a “Facility Account” in the Massachusetts State Police Certification Unit automated licensing system. The hiring agency will:
 1. Obtain the POST Commission Certification instructions which can be found at:
<https://www.mass.gov/certification-unit>
 2. Log-in to their Massachusetts State Police Certification Unit Facility Account and perform the following actions
 - a) Complete the Original Application for Appointment as a Special State Police Officer application within the MSP Certification automated licensing system
 - b) Upload the following documents within the automated licensing system
 - i. POST-C Certification or Conditional Certification
 - ii. Provide AFIS-R results printout or a set of fingerprint cards to the Certification Unit for submission to AFIS.
- II. Supply payment to the MSP Certification Unit. The MSP Certification Unit will issue the SSPO warrant of appointment and send the warrant to the SSPO facility.
- III. Maintain the original background file to include three references pursuant to 515 CMR 5.04(3) for inspection.

The MSP Certification Unit will review, confirm, and/or verify the above information that was uploaded and verify the state and national background check information pursuant to M.G.L. c. 6E, § 4(f)(1)(v), (ix), (f)(2)(i)-(iii).