

Municipal Police Training Committee

Policies and Procedures for Police Academies

And Reserve/Intermittent Training Programs

These policies and procedures are authorized by the Municipal Police Training Committee (MPTC) and shall apply to all MPTC operated and MPTC approved recruit training beginning on or after October 1, 2012. Pursuant to 550 CMR 3.05(1), each student officer shall be provided with a copy of these policies and procedures at or before the beginning of the recruit training in which he or she is enrolled.

I. Definitions

As used in these policies and procedures, the following definitions shall apply:

Academy Director: A person tasked with overseeing and directing a police academy.

Committee: The Municipal Police Training Committee (MPTC) or its agency staff acting on its behalf, where applicable, or both.

Employed Candidate: A person who has applied to attend recruit training who is employed by any law enforcement agency, either fulltime or part-time, during their recruit training.

Employing Administrator: The head of the employing department.

Employing Department: Any law enforcement agency sending an employed candidate to recruit training.

Executive Director: The executive director of the Municipal Police Training Committee.

Full-time Police Officer: A person who receives an appointment to a permanent full-time position in which he will exercise police powers as a police officer, environmental law enforcement officer, or University of Massachusetts police officer.

Police Academy: An entry-level academy operated or approved by the Committee that has the prescribed course of study that a fulltime police officer must satisfactorily complete prior to exercising police powers in Massachusetts.

Program Administrator: A person tasked with overseeing and directing a reserve/intermittent training program.

Recruit Training: All entry-level police academies and reserve/intermittent training programs.

Reserve/Intermittent Police Officer: A person who receives an appointment to a part-time reserve/intermittent position in which he will exercise police powers as a police officer, environmental law enforcement officer, or University of Massachusetts police officer.

Reserve/Intermittent Training Program: An entry-level training program operated or approved by the Committee that has the prescribed course of study that a reserve/intermittent police officer must satisfactorily complete prior to exercising police powers in Massachusetts.

Sponsored Candidate: A person who has applied to attend recruit training who is not employed by a law enforcement agency, either fulltime or part-time, during their recruit training.

Sponsoring Administrator: For a police academy, the sponsoring administrator must be the chief of a municipal or University of Massachusetts police department or the colonel of the Massachusetts Environmental Police who sponsors a student officer to attend recruit training. For a reserve/intermittent training program, the sponsoring administrator is the head of any Commonwealth law enforcement agency who sponsors a student officer to attend a reserve/intermittent training program.

Sponsoring Department: A law enforcement agency sending a candidate to recruit training who is not employed either fulltime or part-time by the agency.

Student Officer: A person attending recruit training commencing on the first day of the training and continuing through graduation.

II. Recruit Training Enrollment

Policy: There shall be uniform application standards for the enrollment of student officers in recruit training operated and/or approved by the MPTC. All applications for enrollment must be signed by the employing or sponsoring administrator.

Procedures: Each applicant for enrollment in a recruit training operated and/or approved by the MPTC shall comply with the following enrollment procedures:

1. Each applicant, in conjunction with his or her employing or sponsoring department, must complete an *Application for Enrollment*. For MPTC operated recruit training, the original form must be submitted to MPTC Headquarters. For MPTC approved recruit training, applications and supporting documentation must be submitted according to the protocol established by that program.
2. For police academies, the *Application for Enrollment* must be accompanied by the following additional forms:
 - a. A copy of pages one and six of the Human Resource Division (HRD) *Medical Examination Form* executed within six months of the start date of the academy;
 - b. A copy of the *Official Result of HRD's Police Physical Ability Test* executed within six months prior to the start date of the academy;

Failure to comply with this process shall result in the applicant being denied enrollment in the police academy.

3. For reserve/intermittent training programs, the *Application for Enrollment* and an executed *MPTC Waiver and Release* form must be submitted.
4. For police academies, thirty days prior to the published start date of a recruit training, the roster shall be finalized and seats secured based upon the following Order of Precedence, which shall apply to all police academies, with the exception of the Transit Police Academy which may grant priority to its own officers.

Order of Precedence

- a. An applicant who has been deferred from enrollment in a prior recruit training, including medical deferments;
- b. An applicant who has received a temporary waiver from the MPTC;
- c. An applicant who is a full-time police officer subject to the basic training provisions of G.L. c. 41, s. 96B, employed by the police department of a city or town, a University of Massachusetts police department, or the environmental police, in which case, all such applicants shall be ranked in the order in which their completed application forms are received, until the maximum class size is attained;
- d. An applicant who is a part-time police officer employed by the police department of a city or town, a University of Massachusetts police department, or the environmental police, in which case, all such applicants shall be ranked in the order in which their completed application forms are received, until the maximum class size is attained;
- e. An applicant who is a full-time police officer employed by a department *not* subject to the provisions of G.L. c. 41, s. 96B, in which case, all such applicants shall be ranked in the order that his or her completed application forms are received, until the maximum class size is attained;
- f. An applicant who is a part-time police officer employed by a department *not* subject to the provisions of G.L. c. 41, s. 96B, in which case, all such applicants shall be ranked in the order that his or her completed application forms are received, until the maximum class size is attained;

- g. An applicant who is employed full-time in a law enforcement capacity in a personnel classification other than one of those listed above, in the order that his or her completed application forms are received, until the maximum class size is attained;
 - h. An applicant who is employed part-time in a law enforcement capacity in a personnel classification other than one of those listed above, in the order that his or her completed application forms are received, until the maximum class size is attained;
 - i. A sponsored applicant who is sponsored by a police department of any city or town, a University of Massachusetts police department, or the environmental police, in which case or, if authorized by the MPTC, some other law enforcement department, in the order that his or her completed application forms are received, until the maximum class size is attained.
4. For reserve/intermittent training programs, applications will be accepted and confirmed in the order in which they are received with no further order of preference.

II. Recruit Training Uniforms and Personal Appearance

Policy: Recruit training, like a police department, is a uniformed organization. The appearance of the uniform and the manner in which it is worn are significant indications of individual pride, unit discipline, professionalism, and esprit de corps. Student officers are expected to maintain their uniforms and personal appearances meticulously at all times and should be prepared for personal, uniform, and equipment inspections at any time during the academy. Compliance with this policy constitutes minimum uniform and personal inspection standards.

Procedures: **Uniforms: General**

The uniform is the student officer's normal attire while attending recruit training, except when specifically authorized otherwise by the academy director or program administrator. The uniform of the day will be prescribed by the academy director or program administrator.

1. Uniforms must be properly worn at all times. Uniforms must fit properly and be clean and properly pressed. Details of insignias shall not be removed or altered. Student officers and/or their employing or sponsoring departments are responsible for having uniforms altered or, if necessary, purchasing new ones if the uniforms do not fit properly, if the uniforms become noticeably worn, or if the uniforms or uniform parts become unserviceable. Student officer clothing or articles of uniform will not be torn or mutilated, must be clean and free from non-prescribed markings, may not bear unprofessional expressions or graffiti, and must be approved by the academy director or program administrator.
2. If patches are required, the patch shall be worn centered on the left sleeve of the khaki shirt, one-half inch below the shoulder seam, and centered above the visor of the blue baseball-type cap. The employing or sponsoring department patch shall be worn centered on the right sleeve of the khaki shirt, one-half inch below the shoulder seam, and as prescribed by the employing or sponsoring department, in addition to other insignia (e.g., employing or sponsoring department shields and collar insignia), on the patrol jacket and department uniform.
3. All accessories worn with or on student officer uniforms shall conform to the type, standard, and design prescribed by the academy director or program administrator.
4. An employing or sponsoring department-issue tie clip/clasp shall be worn when the black, four-in-hand tie is prescribed.
5. All boots shall be shined on a daily basis.

Personal Appearance: General

1. Student officers attending recruit training shall maintain high standards of appearance and personal hygiene.
2. Student officers shall not wear earrings, necklaces, chains, beads, facial piercings, or other visible body jewelry except as follows: medic-alert bracelets, wristwatches, religious

medallions (worn under clothing), and no more than two rings may be worn.

3. No items of jewelry, clothing or accessories shall interfere with or be worn in a manner that interferes with training.
4. In addition to the requirements listed below, hair highlights or coloring shall be natural in color and tone.
5. Fingernail length must not interfere with training or be a hazard to the student officer or others during training. Clear nail polish is the only authorized nail covering.

Personal Appearance: Male

Male student officers shall conform to the following minimum standards:

1. In police academies, without reference to style, the hair on the top of the head will not be more than one-and-a-half (1½) inches long and will be groomed neatly. The sides will be tapered with the hair not touching the ear. The back will be tapered, not straight cut, and will not touch the collar. The neck will be clean shaven. In no case will the bulk or length of hair interfere with the proper wearing of any police headwear.
2. In reserve/intermittent training programs, the student officer's hair standards shall conform to the sponsoring department's hair standards for on-duty personnel.
3. Sideburns, if worn, will be trimmed neatly, will have a clean-shaven line at the base, will not extend beyond the lowest part of the inner ear opening, and will not flare.
4. Student officers will be clean shaven each morning. Any male who is afflicted with a medical condition precluding the student officer from shaving, upon submission of medical verification, may grow a neatly groomed beard, the hair of which shall not be more than one-quarter to one-half inch long.

Personal Appearance: Female

Female student officers shall conform to the following minimum standards:

1. In police academies, while in any uniform, hair will not extend below the edge of the collar. Hair that would naturally fall below the collar will be secured to the back of the head. Barrettes that are transparent or of a natural hair color may also be worn. No more than two ponytails or braids may be worn at any given time. If worn, ponytails or braids will be secured to the back of the head. Hair will not touch the collar. In no case will the length or bulk of hair interfere with the proper wearing of any police headwear.
2. In reserve/intermittent training programs, the student officer's hair standards shall conform to the sponsoring department's hair standards for on-duty personnel.
3. If worn, makeup will be of natural colors with no heavy eyeliner, eye-shadow, or lipstick.

III. Recruit Training Environment

Policy:

Recruit training is meant to be rigorous and demanding, but under no circumstances will the MPTC tolerate a hostile, harmful, or offensive training environment including sexual harassment or bias on account of sexual orientation, gender, gender identity, religion, race, ethnicity, nationality, or physical challenge (hereafter referred to as "prohibited harassment or bias"). Further, any retaliation against an individual who has reported allegations of harassment or bias, or cooperated with an investigation into such allegations, will not be tolerated.

This policy affords those who feel they have been subjected to or witnessed prohibited harassment or bias, or retaliation, with a procedure for making the MPTC aware of the problem and allowing it to attempt to remedy the situation. It is the policy of the MPTC to promptly investigate all complaints of harassment or bias, and any retaliation related thereto. When it is determined that prohibited harassment, bias or retaliation has occurred, the MPTC will act promptly to eliminate such conduct and impose any necessary corrective action, including disciplinary action.

In addition to the strict prohibitions against harassment, bias, and retaliation, a student officer shall not have any social contact, either on or off duty, with the recruit training staff for the duration of the recruit training in which the student officer is enrolled.

Procedures:

All student officers shall comply with the following procedures in order to prevent and eliminate prohibited harassment or bias, and any retaliation related thereto:

1. Persons Protected

The following persons are protected by this policy:

- a. Any person towards whom prohibited harassment or bias is directed;
- b. Any person affected by prohibited harassment or bias directed at another when the conduct creates an intimidating, hostile, humiliating or offensive training environment that unreasonably interferes with the student officer's performance. For example, the sexual harassment of one student officer may create an offensive environment that interferes with a fellow student officer's performance. The subjective belief that such interference has occurred must also be objectively reasonable;
- c. Any person who reports prohibited harassment or bias; and
- d. Any person who cooperates with an investigation into prohibited harassment or bias.

Prohibited harassment or bias is not limited to conduct by a male towards a female or by an instructor towards a student. Men and women may be the victims of prohibited harassment or bias, and a woman as well as a man may be the offender. The offender does not have to have a position of authority. The offender may also be a fellow student officer, or, in some circumstances, even a non-employee. The offender may, but need not, be the same gender or have the same sexual orientation as the victim, or be of the same religion, race, ethnicity, or nationality as the victim. Harassment, bias, and retaliation are always prohibited, regardless of the gender, gender identity, race, ethnicity, sexual orientation, religion, or age of the offender and victim.

2. Responsibilities of All Student Officers

Each student officer is personally responsible for:

- a. Ensuring that [s]he does not engage in prohibited harassment or bias against any other person, either during training, during training-related activities, or outside of training if it affects the training environment;
- b. Informing an offender that their words or actions are unwelcome and offensive, when any type of harassment or bias is encountered;
- c. Immediately reporting acts of harassment or bias, whether witnessed by them or reported to them;
- d. Cooperating in the investigation of reported harassment or bias by providing any and all information [s]he possesses concerning the matter being investigated; and
- e. Otherwise cooperating with the staff's efforts to prevent and eliminate prohibited harassment or bias and any retaliation related thereto in order to maintain a training environment free from such conduct.

3. Reporting Procedures

- a. Any student officer who believes [s]he has been the victim of prohibited harassment or bias, or who believes [s]he has been affected by such harassment or bias, or who witnesses such harassment or bias (hereafter referred to as a "mandated reporter"), shall report this fact, orally and/or in writing, as soon as possible to recruit training staff. The staff member shall in turn report such information, through the chain of command, to the academy director or program administrator.

- b. If the mandated reporter believes that the nature of the conduct or the identity of the alleged offender is such that [s]he is not comfortable discussing the situation with someone at the recruit training level, the mandated reporter shall report the matter directly to the executive director of the MPTC.
- c. If the mandated reporter is not comfortable contacting the executive director of the MPTC, [s]he shall report the matter to the chairperson of the MPTC.

4. Investigations

- a. Any student officer subjected to alleged prohibited harassment or bias, or any retaliation related thereto, may institute a formal proceeding by filing a written complaint with the academy director, program coordinator or with a higher ranking supervisor in the chain of command.
- b. A thorough investigation will be conducted by the MPTC or its designee, which shall include attempting to obtain statements from the victim, alleged offender, and all other persons with knowledge of the alleged harassment, bias, and/or retaliation. The MPTC's goal is to resolve the matter within thirty business days of receipt of the complaint.
- c. The MPTC shall maintain records of all complaints, investigations, and actions taken.
- d. The MPTC or its designee shall handle complaints with confidentiality, sensitivity, and due concern for the dignity of all parties involved to the extent lawful and practical without handicapping the ability to perform an investigation.
- e. In a situation where the victim and the alleged offender will continue in the same general area or environment during or after the completion of the investigation, it may be necessary or appropriate for the MPTC to clearly define the terms of the continued professional interaction.

5. Criminal violations

If the alleged prohibited harassment or bias involves potential criminal conduct, the academy director or program administrator shall report the incident to the local Office of the District Attorney.

6. Other Legal Remedies

Following the procedures outlined above does not preclude a victim from seeking legal remedies outside this process. A complaint may be filed with one or both of the following:

United States Equal Employment Opportunity Commission (EEOC)

John F. Kennedy Federal Building
Government Center
Room 475
Boston, MA 02203
(617) 565-3200

Massachusetts Commission Against Discrimination (MCAD)

Boston Office:
One Ashburton Place, Rm 601
Boston, MA 02108
(617) 727-3990

Springfield Office:
State Office Building
436 Dwight St., Rm 220
Springfield, MA 01103
(413) 739-2145

Victims of prohibited harassment or bias are cautioned that following recruit training complaint procedures does not affect the 90-day statute of limitations for filing discrimination complaints with the MCAD or the 180-day statute of limitations for filing discrimination complaints with the EEOC.

IV. Recruit Training Performance Criteria

Policy: There shall be uniform performance criteria within recruit training.

Procedures: A student officer enrolled in recruit training shall be evaluated in three performance areas (academic, skills, and health and wellness) of the MPTC-approved curriculum to ensure he or she has mastered the minimum competency level.

1. The passing score on all tests shall be 70 percent, unless otherwise indicated in the Committee-approved curriculum. The required passing grade shall be announced before administering each test.
2. A student officer must fully participate in the health and wellness curriculum seventy percent of the time and can only be placed on a modified health and wellness plan for up to thirty percent of the time before being dismissed for non-disciplinary reasons.
3. Performance requirements shall be consistent with 550 CMR 3.09.

Variations from these policies and procedures may be requested, and must be approved by the MPTC.

V. Recruit Training Standards of Conduct - Abstract of Delinquencies

Policy: There shall be strict standards of conduct to which student officers must adhere. Violations of those standards may result in the imposition of disciplinary sanctions set forth in 550 CMR 3.10. Disciplinary action shall be consistent with, and appropriate for, the conduct that resulted in the sanction. Any disciplinary action shall carry with it the admonition that any future violations of standards of conduct may result in more severe sanctions up to and including dismissal from the academy. The academy disciplinary system for student officers shall:

Prepare them to function effectively within a system of policies, procedures, rules, and regulations;

Maintain order and discipline;

Instill and reinforce the importance of ethical conduct and ethical decision-making.

Ensure that they are prepared to accept full responsibility for their actions and/or inactions;

Provide practical applications of the personal accountability concept;

Motivate them to place a high sense of duty above self-interest; and

Develop the self-discipline needed to function effectively in a position of public trust.

Procedures: The following offenses included within this *Abstract of Delinquencies* shall be administered in accordance with the provisions of 550 CMR 3.10:

1. Police Academy Offenses

(a) Class I Offenses are those that involve unethical conduct, safety, and professional conduct

Absence, unexcused: Any student officer absence not authorized by the academy director pursuant to 550 CMR 3.08 shall be an unexcused absence.

Alcohol, use or possession: A student officer shall not possess, consume, or be under the influence of any alcoholic beverage while on academy property or during training.

Bias: A student officer shall not directly or indirectly engage in, or in any way encourage or approve of, activity or behavior that involves the use of degrading language or actions with regard to sexual orientation, gender, religion, race, ethnicity, nationality, or physical challenge, except as otherwise provided in the Committee-approved curriculum as a role-playing tool.

Cheating: A student officer shall not give or receive unauthorized assistance in any written examination, quiz, skills test, health and wellness, or any other training exercise.

Conduct, unbecoming: A student officer shall not engage in activity or behavior that reflects discredit on the student officer, his or her class, the police academy, or the employing or sponsoring department.

Contact, improper physical: A student officer shall not engage in improper touching of another person or his or her clothing.

Controlled substances, use or possession: A student officer shall not possess, consume, or be under the influence of any controlled substance, except as medically prescribed, while on academy property or during training.

Criminal Conduct: A student officer shall not be convicted of any felony or misdemeanor criminal charge pursuant to federal or state law, municipal ordinance, or town bylaw. The admission or discovery of sufficient facts that would warrant a finding of guilt shall carry the same weight as a conviction.

Dishonesty: A student officer, when asked a question, shall respond in a forthright and honest manner and shall answer with the truth, the whole truth, and nothing but the truth. Dishonesty includes lying, deception, attempts to mislead, and omitting information.

Firearms, unauthorized possession: A student officer shall not be in possession of, or have under his or her control, a firearm while attending the academy, except as authorized and directed by the academy director.

Hazing: A student officer shall not engage in harassment by the imposition of unreasonable punishment or personal requirement whereby a person may suffer any cruelty, injury, humiliation or the deprivation of a right, privilege or advantage to which he or she is entitled.

Insubordination: A student officer shall not intentionally disobey any lawful order, including an order relayed by another student officer.

Internet, misuse: A student officer shall not use the internet in any way that reflects discredit on the student officer, his or her class, the police academy, or the employing or sponsoring department.

Plagiarism: A student officer shall not use the words or work product of others without proper acknowledgement.

Reports, untruthful or inaccurate: A student officer shall not knowingly enter, or cause to be entered, any untruthful or inaccurate information (including intentional omissions) in any oral or written report.

Retaliation: A student officer shall not retaliate against any person(s) regarding any reported incident or investigation into misconduct set forth in this *Abstract of Delinquencies*.

Safety, disregard for: A student officer shall not engage in any activity or behavior or knowingly fail to take action that places or may place his or her safety or the safety of another person at risk.

Sexual harassment: A student officer shall not engage in any behavior that is in violation of federal and state sexual harassment laws.

Smoking Tobacco Products, use: A student officer shall not at any time smoke tobacco products on academy property or during academy training.

b. Class II Offenses are those that significantly interfere with the training environment:

Absence, failure to properly notify, court/civic/military duty: A student officer shall promptly notify the academy director and the employing or sponsoring department of any absence due to court, civic, or military duty, and shall provide both with a copy of such notice.

Absence, failure to properly notify, illness/injury: A student officer shall, prior to the start of the academy day, notify the academy director and the employing or sponsoring department of any illness or injury that results in an absence from the academy.

Conduct, improper: A student officer shall not engage in activity or behavior that impairs the operation or efficiency of the academy, including but not limited to disorderly conduct and the use of vulgar, obscene, humiliating, or profane language or behavior.

Illness/injury, failure to properly notify: A student officer shall promptly notify the academy director and the employing or sponsoring department of any illness or injury that occurs during academy training, or that affects the ability of the officer to participate in academy training, in accordance with 550 CMR 3.08(1)(a).

Medical condition, failure to properly notify: A student officer shall promptly notify the academy director, in writing, of any medical condition, or any change in medical condition, to include a diagnosis and prognosis from a medical doctor.

Medication, failure to properly notify: A student officer shall promptly notify the academy director, in writing, of any medication, or change in medication, and the necessity for said medication. If applicable, the notification shall include, for a prescription medication, a copy of the prescription indicating the name of the medication, the medication's strength and dosage, and the prescribing physician; for a nonprescription or an over-the-counter medication, the notification shall include, if applicable, the name of the medication and the medication's strength and dosage.

Tobacco Products, use: A student officer shall not at any time use tobacco products on academy property or during academy training.

Class III Offenses are those that less-significantly interfere with the training environment:

Areas, off limits: A student officer shall not enter areas designated "off limits" by the academy director or staff.

Assigned duty, failure to properly complete: A student officer shall complete any and all assignments as directed by academy staff or subject matter instructor in a thorough and timely manner and as prescribed by said staff or instructor.

Chain of command, failure to adhere: A student officer shall adhere to the chain of command as established by the academy director.

Change of address, failure to notify: A student officer shall notify the academy director of a present residential address and telephone number, and any change of residential address or telephone number, while attending the academy.

Courtesy, failure to render proper: A student officer shall be courteous and respectful at all times. All persons shall be addressed as "Sir" or "Ma'am" or by rank or title.

Electronic devices, use without authority: A student officer shall not use communication, music, video, recording or other electronic devices without authorization from the academy director.

Inspection, failure to be prepared: A student officer shall be prepared for inspection of his or her personal appearance, uniform, and equipment at all times while attending the academy.

Late to class, field exercise, or formation: A student officer shall not arrive after the designated start time of any class, field exercise, or formation.

Reports, incomplete or untimely submission: A student officer shall submit completed reports on time.

Visitors, receiving unauthorized: A student officer shall not receive visitors during the academy unless authorized by the academy director.

2. Reserve/Intermittent Training Program Offenses

(a) Class I Offenses are those that involve unethical conduct, safety, and professional conduct:

Absence, unexcused: Any student officer absence not authorized by the program administrator pursuant to 550 CMR 3.08 shall be an unexcused absence.

Alcohol, use or possession: A student officer shall not possess, consume, or be under the influence of any alcoholic beverage while on academy property or during training.

Bias: A student officer shall not directly or indirectly engage in, or in any way encourage or approve of, activity or behavior that involves the use of degrading language or actions with regard to sexual orientation, gender, religion, race, ethnicity, nationality, or physical challenge, except as otherwise provided in the Committee-approved curriculum as a role-playing tool.

Cheating: A student officer shall not give or receive unauthorized assistance in any written examination, quiz, skills test, health and wellness, or any other training exercise.

Conduct, unbecoming: A student officer shall not engage in activity or behavior that reflects discredit on the student officer, his or her class, the training program, or the employing or sponsoring department.

Contact, improper physical: A student officer shall not engage in improper touching of another person or his or her clothing.

Controlled substances, use or possession: A student officer shall not possess, consume, or be under the influence of any controlled substance, except as medically prescribed, while on academy property or during training.

Criminal Conduct: A student officer shall not be convicted of any felony or misdemeanor criminal charge pursuant to federal or state law, municipal ordinance, or town bylaw. The admission or discovery of sufficient facts that would warrant a finding of guilt shall carry the same weight as a conviction.

Dishonesty: A student officer, when asked a question, shall respond in a forthright and honest manner and shall answer with the truth, the whole truth, and nothing but the truth. Dishonesty includes lying, deception, attempts to mislead, and omitting information.

Firearms, unauthorized possession: A student officer shall not be in possession of, or have under his or her control, a firearm while attending the academy, except as authorized and directed by the program administrator or coordinator.

Hazing: A student officer shall not engage in harassment by the imposition of unreasonable punishment or personal requirement whereby a person may suffer any cruelty, injury, humiliation or the deprivation of a right, privilege or advantage to which he or she is entitled.

Insubordination: A student officer shall not intentionally disobey any lawful order, including an order relayed by another student officer.

Internet, misuse: A student officer shall not use the internet in any way that reflects discredit on the student officer, his or her class, the training program, or the employing or sponsoring department.

Plagiarism: A student officer shall not use the words or work product of others without proper acknowledgement.

Reports, untruthful or inaccurate: A student officer shall not knowingly enter, or cause to be entered, any untruthful or inaccurate information (including intentional omissions) in any oral or written report.

Retaliation: A student officer shall not retaliate against any person(s) regarding any reported incident or investigation into misconduct set forth in this *Abstract of Delinquencies*.

Safety, disregard for: A student officer shall not engage in any activity or behavior or knowingly fail to take action that places or may place his or her safety or the safety of another person at risk.

Sexual harassment: A student officer shall not engage in any behavior that is in violation of federal and state sexual harassment laws.

Tobacco Products, use: A student officer shall not at any time smoke or use tobacco products on academy property or during academy training.

b. Class II Offenses are those that otherwise interfere with the training environment:

Absence, failure to properly notify, court/civic/military duty: A student officer shall promptly notify the program administrator and the employing or sponsoring department of any absence due to court, civic, or military duty, and shall provide both with a copy of such notice.

Absence, failure to properly notify, illness/injury: A student officer shall, prior to the start of the academy day, notify the program administrator and the employing or sponsoring department of any illness or injury that results in an absence from the training program.

Areas, off limits: A student officer shall not enter areas designated “off limits” by the program administrator or staff.

Assigned duty, failure to properly complete: A student officer shall complete any and all assignments as directed by academy staff or subject matter instructor in a thorough and timely manner and as prescribed by said staff or instructor.

Chain of command, failure to adhere: A student officer shall adhere to the chain of command as established by the program administrator.

Change of address, failure to notify: A student officer shall notify the program administrator of a present residential address and telephone number, and any change of residential address or telephone number, while attending the training.

Conduct, improper: A student officer shall not engage in activity or behavior that impairs the operation or efficiency of the training program, including but not limited to disorderly conduct and the use of vulgar, obscene, humiliating, or profane language or behavior.

Courtesy, failure to render proper: A student officer shall be courteous and respectful at all times. All persons shall be addressed as “Sir” or “Ma’am” or by rank or title.

Electronic devices, use without authority: A student officer shall not use communication, music, video, recording or other electronic devices without authorization from the program administrator.

Illness/injury, failure to properly notify: A student officer shall promptly notify the program administrator and the employing or sponsoring department of any illness or injury that occurs during training, or that affects the ability of the officer to participate in training, in accordance with 550 CMR 3.08(l)(a).

Inspection, failure to be prepared: A student officer shall be prepared for inspection of his or her personal appearance, uniform, and equipment at all times while attending training.

Late to class, field exercise, or formation: A student officer shall not arrive after the designated start time of any class, field exercise, or formation.

Medical condition, failure to properly notify: A student officer shall promptly notify the program administrator, in writing, of any medical condition, or any change in medical condition, to include a diagnosis and prognosis from a medical doctor.

Medication, failure to properly notify: A student officer shall promptly notify the program administrator, in writing, of any medication, or change in medication, and the necessity for said medication. If applicable, the notification shall include, for a prescription medication, a copy of the prescription indicating the name of the medication, the medication’s strength and dosage, and the prescribing physician; for a nonprescription or an over-the-counter medication, the

notification shall include, if applicable, the name of the medication and the medication's strength and dosage.

Reports, incomplete or untimely submission: A student officer shall submit completed reports on time.

Visitors, receiving unauthorized: A student officer shall not receive visitors during the academy unless authorized by the program administrator or coordinator.

VI. Police Academy Dismissal and Appeals

Policy: The police academy appeal procedure shall provide due process to a student officer who has been recommended for disciplinary or non-disciplinary dismissal from a police academy.

Procedures: Any student officer who is aggrieved by an academy director's recommendation for dismissal may appeal as follows:

1. An academy director who determines that a student officer should be dismissed for disciplinary or non-disciplinary reasons in accordance with the provisions of 550 CMR 3.07(1)(d) or (e) shall complete a *Separation Notice*.
2. The academy director shall meet with the student officer to inform the student officer of the pending dismissal action and the reasons for such action. The student officer shall be given an opportunity to respond to the charges and if requested, shall be given twenty-four hours to prepare a written statement and response.
3. If the academy director decides dismissal is not warranted, the student officer shall retain his or her standing in the academy session. A copy of the academy director's written findings and disposition and a copy of the student officer's written presentation of the appeal shall be filed in the student officer's academy file. A copy of the documentation shall also be forwarded to the police chief of the student officer's employing or sponsoring department.
4. If the academy director feels the dismissal action is still warranted, the academy director shall provide the student officer and the employing or sponsoring department with a copy of the *Separation Notice*. The student officer shall sign an acknowledgement of receipt of the *Separation Notice*.
5. If the academy director invokes the dismissal action, the student officer may file an appeal with the MPTC director of training if the dismissal was for disciplinary reasons. The student officer's sponsoring department may assist with the appeal. The request must be received from the student within five working days of the student officer's dismissal from the academy.
6. Non-disciplinary dismissals are not appealable; however the student officer is permitted to enroll in a subsequent recruit training, subject to employment or sponsorship, compliance with MPTC application requirements, and payment of the full academy tuition.
7. The MPTC director of training shall notify the academy director of the academy from which the student officer was dismissed of the appeal request.
8. When such a request is received, the MPTC director of training shall, within a reasonable period, call a meeting of the Police Standards Committee, a sub-committee of the MPTC, for the purpose of holding a hearing on the appeal. At least three members of the Police Standards Committee must be present at the hearing.
9. Once a hearing date has been mutually scheduled, each party (the student officer and the MPTC Police Standards Committee) 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.
10. The hearing shall be conducted in accordance with G.L. c. 30A, ss. 10-11, and the *Standard Judicatory Rules of Practice and Procedure*, 801 CMR 1.02-1.03.

11. The student officer is entitled to bring to the hearing any person(s) or material(s) that may help present the appeal.
12. The student officer has the right to be represented by counsel or other representative(s) at his or her expense, or the expense of his or her employing or sponsoring department. If the student officer chooses to be represented, prior to the hearing his or her counsel or representative(s) must file with the MPTC director of training a written appearance stating name(s), address(es), and telephone number(s).
13. The Police Standards Committee shall reach its decision by majority vote, with each member present having one vote. The student officer shall be notified in writing of the decision of the Police Standards Committee within thirty working days of the hearing.
14. If an appeal is successful, the Police Standards Committee shall designate the appropriate academy to which the student officer shall be eligible for enrollment at no additional cost to the student officer or department, subject to employment or sponsorship and compliance with MPTC application requirements. Upon an unsuccessful appeal of a disciplinary dismissal, the student officer shall be ineligible for enrollment in a subsequent police academy or reserve/intermittent training program for a minimum of two years but not more than twenty years, as determined and set by the MPTC Police Standards Committee.

VII. Reserve/Intermittent Training Program Dismissal and Appeals

Policy: The reserve/intermittent training program appeal procedure shall provide due process to a student officer who has been recommended for disciplinary or non-disciplinary dismissal from a reserve/intermittent training program.

Procedures: Any student officer who is aggrieved by a program administrator's recommendation for dismissal may appeal as follows:

1. After investigating the incident(s), a program administrator who determines that a student officer should be dismissed for disciplinary or non-disciplinary reasons in accordance with the provisions of 550 CMR 3.07(l)(d) and (e) shall complete a *Separation Notice*.
2. The program administrator shall meet with the student officer to inform him or her of the pending dismissal action and the reasons for such action and shall give the student officer an opportunity to respond verbally. The program administrator shall then provide the student officer and the employing or sponsoring department with a copy of the *Separation Notice*. The student officer shall acknowledge receipt of the *Separation Notice*.
3. The student officer, or the student officer jointly with his or her employing or sponsoring department, may file with the executive director of the MPTC a written request to appeal the ruling for a disciplinary dismissal.
4. The request must be received within five working days of the student officer's dismissal from the academy.
5. Non-disciplinary dismissals are not appealable; however the student officer is permitted to enroll in a subsequent recruit training, subject to employment or sponsorship, compliance with MPTC application requirements, and payment of the full academy tuition.
6. The executive director of the MPTC shall notify the program administrator of the academy from which the student officer was dismissed of the appeal request.
7. When such a request is received, the executive director of the MPTC shall, within a reasonable period, schedule a timely hearing on the appeal.
8. The student officer is entitled to bring to the hearing any person(s) or material(s) that may help present the appeal.
9. The student officer has the right to be represented by counsel or other representative(s) at his or her expense, or the expense of his or her employing or sponsoring department. If the student officer chooses to be represented, prior to the hearing his or her counsel or representative(s) must file with the executive director of the MPTC a written notice of appearance stating name(s), address(es), and telephone number(s).
10. The executive director's decision shall be final and binding. The student officer shall be notified in writing of the decision within ten (10) working days of the hearing.

11. If an appeal is successful, the student shall be entitled to return to training. Upon an unsuccessful appeal of a disciplinary dismissal, the student officer shall be ineligible for enrollment in a subsequent police academy or reserve/intermittent training program for a minimum of two years.