



**Commonwealth of Massachusetts**  
**Municipal Police Training Committee**  
"Training for Today, Planning for the Future"

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**PROTOCOLS FOR HIRING AN OUT-OF-STATE OFFICER  
INTO A RESERVE/INTERMITTENT POSITION**

In June of 2016, the MPTC Committee voted to accept graduation from a fulltime police academy in another state as a prescribed course of study pursuant to Massachusetts General Law chapter 41 §96B, provided the officer has two years of law enforcement experience since completion of the entry-level police academy and also completes the MPTC's established orientation program. The following protocols must be followed in order for the officer to meet the training requirement and thereby be statutorily empowered to exercise police powers.

The chief of police of any department wishing to hire a fulltime officer into a capacity as a reserve/intermittent police officer shall first send the following documentation to the MPTC's Director of Training. These documents may be submitted electronically:

- A letter of intent to hire the officer, giving the name of the officer, the fulltime state-authorized academy from which the officer graduated, and the anticipated hiring date,
- A copy of the officer's certificate of graduation from a state-certified police academy for fulltime municipal police officers, and
- A copy of the officer's résumé.

The Director of Training will evaluate whether the officer meets the requisite minimum requirements and if so, will send a confirmation to the chief of police. At that point, the officer will have ninety (90) days in which to complete the MPTC's orientation program. Information regarding the orientation program will be forwarded at that time as well. Upon receipt of the confirmation, the officer may exercise police powers while participating in and completing the orientation program.

However, if the officer does not successfully complete the orientation program within the prescribed ninety (90) days from receipt of confirmation, the officer's ability to exercise police powers terminates until such time as the officer completes the training requirements.

For questions about the protocols or process, please contact the MPTC's Director of Training at (781) 437-0302.