



The Commonwealth of Massachusetts Department of State Police

APPROVED

MAR - 2 2012

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MASS STATE POLICE

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March 2, 2012

TO: Facilities Employing Special State Police Officers
FROM: Department of State Police, Division of Standards and Training, Certification Unit
RE: Massachusetts State Police Certification Unit Standard Operating Procedures
Concerning Equivalent Training Guidelines - Special State Police Officer (SSPO)
Applications

The following are guidelines for the evaluation of equivalent training and academic credentials submitted for SSPO Applicants. Please submit the appropriate completed application, fee, one 1" x 1" color photo and one (1) blue applicant fingerprint card. The requirements listed below are in lieu of applicant graduating from the Massachusetts State Police Academy or a full time Municipal Police Academy administered by the Municipal Police Training Committee.

Permanent Exemptions from attending a Municipal Police Academy or Special State Police Officer Academy may be considered for highly qualified applicants, based upon documented training, experience, and credentials relevant to the position held by the applicant (i. e. Chief, Public Safety Director, Patrol Officer, etc.). Minimum eligibility for a Permanent Exemption includes the following:

The candidate must be a United States Citizen, at least 19 years old, **and** have:

- Completed entry-level training that is equivalent to the number of hours and curriculum featured at the SSPO Academy

Within 90 days after the exemption is granted, successfully completed **either**:

- An approved Massachusetts State Police Orientation Training Program; **or** a course of instruction prescribed by the Colonel/Superintendent or designee.

Petitions for Permanent Exemptions must be filed by appointing authority of the employing agency and must include the following documentation:

- Current Resume' of applicant.
- Current certification in CPR and First Aid
- Current qualification in Use of Firearms by an MPTC or MSP certified instructor, if applicable.
- Copy of the Basic Recruit Curriculum of academy attended including a breakdown of course titles and hours, and copy of graduation certificate.
- A letter from the applicant's prior agency confirming the applicant's law enforcement service and time served with respective agency.

For those applicants not meeting the preceding requirements, a completion of the Municipal Police Training Committee's 242 hour Reserve/Intermittent Academy is mandatory. Applicants are also required to have successfully completed one (1) of the following requirements:

- Employed as an Auxiliary/Seasonal police officer by a Massachusetts Municipal Police Department with a minimum of two years work experience (include letter from Chief of Police verifying applicant's employment and certifying powers of arrest).
- Graduate of an accredited University/College, granted an Associates Degree or higher in Criminal Justice or Policing (include copy of University/College Diploma & transcript of grades).
- A Temporary Waiver from the Certification Unit of the Massachusetts State Police. The waiver shall last for 270 days for the purpose of allowing the applicant to obtain an Associates Degree (or higher) in Criminal Justice or enroll at a Municipal Police Academy or Special State Police Officer Academy.

Petitions for Temporary Waivers must be filed by the appointing authority of the employing agency and must include the following documentation:

- Reason for requesting a Temporary Waiver (cite nature of public safety emergency or other exigent circumstance.)
- Current Resume' of applicant.

- Current certification in CPR and First Aid
- Current qualification in Use of Firearms by an MPTC or MSP certified instructor, if applicable.
- Copy of the Basic Recruit Curriculum of any academy attended including a breakdown of course titles and hours, and copy of graduation certificate.
- Copies of certificates for any other police training attended.
- College or university program applicant is currently enrolled in.

Temporary Waivers **may** be extended, for good cause, at the discretion of the Colonel/Superintendent or designee.

Petitions for Permanent Exemptions, Temporary Waivers and Extensions will be considered on a case by case basis and approved or denied at the discretion of the Colonel/Superintendent or designee.

Any Warranted SSPO returning from any Leave or break in service that exceeds three years must meet all requirements for reentry.