

# **NECC/Methuen Police Academy**



## **COURSE CATALOG**

**2021/2022**

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## Municipal Police Training Committee



The Municipal Police Training Committee (MPTC) is a state agency within the Executive Office of Public Safety and Security (EOPSS). The MPTC contributes to the safety and security of the Commonwealth's citizens by establishing training standards for and delivering training to more than 20,000 men and women who serve as police officers throughout the Commonwealth.

Operating five regional academies, the MPTC delivers training programs ranging from an intense Basic Training program for recruits, to mandatory In-Service professional development training for veteran officers. The MPTC also provides a variety of focused, specialized professional development training programs for veteran and reserve officers.

Additionally, the MPTC oversees municipal academies authorized to operate trainings.

### **MPTC Headquarters**

6 Adams St, Randolph MA 02368

Phone: 781-437-0300

Fax: 781-963-0235

### **Hours of operation**

Monday - Friday 8:00am to 4:30pm

## NECC/Methuen Police Academy



The NECC/Methuen Police Academy is a MPTC authorized full service academy offering Basic Recruit and Veteran Officer In-Service training programs. It accommodates police training to approximately seventy area police departments from cities and towns within Eastern Massachusetts.

The Academy is located on NECC's Haverhill Campus. The Basic Recruit Officer Course occupies five classrooms in the basement floor of Building E. The Veteran Officer In-Service training program occupies 2 classrooms in the HOW: Opportunity Works Building. The Academy also has the use of a gymnasium and showers located in Building D: Sports and Fitness Center.

### **NECC/Methuen Police Academy**

#### **Joshua Stokel, Director**

100 Elliott St, Haverhill MA 01830

Phone: 978-241-4729

#### **Hours of Operation**

Daytime programs 7:00am to 3:00pm

## NECC/Methuen Police Academy ROC Calendar & Key Dates 2020/2021

	Dec 2021	<b>Orientation</b>
Mon	Jan 3 <sup>rd</sup> 2022	<b>2022 ROC Commences</b>
	Apr 2022	<b>Graduation</b>

## **Becoming a Police Officer in Massachusetts**

The Recruit Officer Course (ROC) is an entry level training curriculum for new Police Officers. Successful completion of the ROC is required under M.G.L. Chapter 41 §96B to be a sworn municipal, University of Massachusetts, or Environmental Police Officer in the Commonwealth. (Refer to Attachment 1)

### **Course Outline, Core Principals & Learning Objectives: Recruit Officer Course**

#### **Core Principles**

The Recruit Officer Course (ROC) covers 21st Century Policing best practices with specific emphasis on the following core principles:

1. Ethical decision making
2. Fair and impartial policing
3. Procedural justice
4. Problem solving

#### **ROC Learning Objectives**

ROC learning objectives are organized by topic and volume. Lessons are organized into three (I-III) volumes that take 800 hours to deliver over 20+ weeks.

1. Volume I: Policing in Massachusetts. Volume I provides recruits with standards of conduct and core skills needed for every Commonwealth police officer. Volume I topics include, but are not limited to, the following:
  - a) Who We Are
  - b) Problem-solving
  - c) Communication Skills
  - d) Officer Wellness
  - e) First Aid & CPR
  - f) Report Writing
  - g) Constitutional Law
2. Volume II: Investigations. The ability to conduct a complete and thorough investigation is a critical job skill for police officers. Volume II provides recruits with foundational best practices for conducting investigations. Individual lessons and sub-topics include, but are not limited to, the following:
  - a) Interviews & Interrogations
  - b) Criminal Investigations

- Crime Scenes & Evidence
  - Criminal Law
  - Domestic Violence Investigations
  - Sexual Assault Investigations
  - Human / Sex Trafficking
  - Juvenile Investigations
- c) Missing Persons Motor Vehicle Investigations
- Motor Vehicle Laws
  - Traffic Control & Direction
  - Motor Vehicle Stops
  - O.U.I. Investigations
  - Crash Investigations
  - Speed Measurement & Detection
3. Volume III: Patrol Procedures. Volume III covers frequent duties and critical tasks performed by uniform patrol officers. Individual topics include, but are not limited to, the following:
- a) Emergency Vehicle Operations & Control (EVOC)
- b) Use of Force
- Handcuffing
  - Personal Defense
  - Weapons: OC & Baton
  - Weapons: Firearms
- c) Patrol Duties
- Officer Safety
  - Crime Prevention
  - Incident Command System
  - Hazardous Material Emergencies
  - Active Shooter
  - Crowd Management
  - Homeland Security

Please refer to Appendix A: 550 CMR 3.00 Massachusetts Police Recruit Training Requirements for additional information.

## Enrollment Requirements: Recruit Officer Course

1. **Minimum age** requirement is 21 years of age (See 550 CMR 3.06: Recruit Training Enrollment of the MPTC CMRs Regulating Training – Attachment 2)
2. **Employed or sponsored** by a municipal, Environmental, or University of Massachusetts police department.

- **Employed Candidates:** Each department will have a hiring process you will need to follow, which may include a psychometric test. Your department will provide you with more information.

Please note, some departments utilize the **Civil Service** List. To work for those departments, you need to take the Civil Service Exam first. Once the Civil Service List is published, departments who utilize it will select candidates from the list and commence the hiring process, leading up to attending the ROC. To take the Civil Service Exam, please contact

**Civilservice@mass.gov** or go to **<https://www.mass.gov/orgs/civil-service>**

- **Sponsored Candidates:** If you are not being hired by a department but still wish to undertake the ROC, you must be sponsored. Any municipal or University of Massachusetts Chief of Police or Colonel of the Environmental Police may sponsor an individual not hired by a police department to attend a full-time police academy.

The MPTC does not maintain a list of chiefs who are willing to sponsor students; however, the sponsoring chief does not need to be the chief of police from the municipality in which you reside.

It is generally understood that a sponsored candidate (often referred to as a self-sponsor) will be responsible for their own tuition and equipment costs. You should confirm this with your sponsor.

3. **Comprehensive Medical Exam** – You are required to undergo a comprehensive medical exam which cannot be conducted by your own Doctor or health care provider. Your hiring or sponsoring department's physician must be utilized. The medical exam must have been completed within 9 months of the commencement of the Academy.
4. **Physical Ability Test (PAT)** – this will be organized by your hiring or sponsoring department and costs \$150. The PAT expires after 9 months and must be current on day 1 of the ROC Academy.
5. You must pass the **Entry Level Fitness Standards** found in Attachment 3

6. **Full medical coverage** for the duration of the ROC.
7. **A driver's license.**
8. **Cruiser for one-week of Defensive Driving** - If your sponsoring department will not provide a cruiser, *you are required to have made arrangements previous to submitting your application.*
9. **Tuition** - Tuition is \$3,000 per student officer, due seven (7) days prior to the start of the ROC police academy. Tuition does not include equipment, gear, firearms or ammunition.

## Recruit Officer Course Enrollment Additional Information

### Recruit Officer Course Academy Dates

The MPTC will publish available dates for each ROC on its website including enrollment closing dates: <https://www.mass.gov/service-details/recruit-officer-courses>

### Physical Requirements

All student officers must know what to expect ahead of time and must prepare well in advance of the first day of the ROC. The most significant factors in this preparation are: weight control, aerobic capacity, muscular strength and endurance, and flexibility. Download the MPTC Health and Wellness Fitness Preparation Guide (Attachment 4) to assist with preparing to attend the police academy.

### Firearms

Each ROC includes firearms training in long arms and pistols. One of the following courses of action must be taken prior to the firearms segment of the ROC Basic Curriculum:

- The Student Officer must have a Class A License to Carry
- A person with a Class A License to Carry must transport the firearms to and from the range
- The sponsoring department must make arrangements for the transportation of their firearms to and from the range and place in the safekeeping of an instructor

Firearms and ammunition are not included in tuition. Your hiring or sponsoring department will provide you with further information on firearms requirements.

## Required Equipment

Tuition does not include required equipment and gear listed on the MPTC Standard Equipment List (Attachment 5).

## Dormitories

Police academies operate weekdays Monday through Friday and dormitories are not available. The State Police Municipal Academy (SMPA) in New Braintree is the only police academy with a dormitory option available to student officers when in session. Please contact Juliet Tondera, SPMA, with any questions via email: [Juliet.tondera@massmail.state.ma.us](mailto:Juliet.tondera@massmail.state.ma.us)

## How to Register

Registration requests for prospective student officers must be submitted by the Department Chief or Agency Point of Contact via the MPTC Acadis Portal.

For additional information regarding fitness level standards and equipment requirements, please see Appendix B.

## Out of State or Former Police Officers

A person who has been employed as a police officer in another state and is being hired in Massachusetts by a municipal, University of Massachusetts, or Environmental Police department can request an advisory letter to determine whether they might qualify to be exempted from undertaking the ROC.

A petition is made by the appointing authority to the Municipal Police Training Committee.

The employing department must provide to the Committee documentation of the officer's successful completion of training that is substantially equivalent to or greater than that of a Massachusetts police officer at a comparable level of experience plus two years of municipal policing experience.

The petition for exemption must be filed by the appointing authority of the employing department and include the following documentation:

- Current certification in CPR and First Aid
- Current qualification in use of firearms by an MPTC certified instructor
- Certificate of completion of Basic Recruit Training
- Current resume

For further information refer to <https://www.mass.gov/how-to/request-an-exemption-or-temporary-waiver>

## General Recruit Academy Information

### Duty Hours

Police Academy hours are generally 6:30 a.m. to 4:00 p.m., Monday through Friday. The Academy Director may modify the schedule upon giving prior notice.

In general, the daily ROC schedule will be as follows:

Time	Activity
7:00 - 8:30 am	Health & Fitness
8:30-9:00 am	Morning Break
9:00am – 3:00pm	Instruction in Classroom or other designated area

### Attendance

One-hundred percent (100%) attendance is required. Tardiness will not be tolerated. During duty hours, student officers may not leave the training location without prior approval from the Academy Director or staff instructor.

Any request to leave early or be absent must be approved in advance by the Academy Director using a “Missed Time Report.” If early leave or absence is granted, the student officer is still responsible for achieving required proficiency or skill level for missed training.

In some instances, student officers may be required to make up missed classes and class material because the missed class is statutorily mandated. If an emergency causes the student officer to be absent or tardy, he or she must notify the Academy Director or other designee as soon as possible.

### Academy Closings & Cancellations

The Academy Director will establish protocols for announcing academy closings, cancellations or delays (e.g., snow). Protocols for notification may vary, but will be posted.

### Fire Emergencies

In the event of a fire alarm during class, student officers will follow instructor directions or exit building immediately.

## Medical Emergencies

First aid kits and AED devices are available throughout the building.

The Academy Director may designate a student officer with an EMT or paramedic license to be the "Recruit Class EMT."

A medical bag and assigned AEDs will always be present at the training site and accessible.

At least one staff member will have a cell phone immediately available at all times for emergencies.

## Injuries

### On-Duty

- Any injury occurring on-duty must be reported to the delivering instructor, staff instructor or Academy Director as soon as possible. The injured student officer must submit an "Injury Report Form" within 24 hours of sustaining the injury.

### Off-Duty

- Any injury occurring off-duty or outside the training environment shall be reported immediately upon returning to the academy. The injured student officer must submit an "Injury Report Form" within 24 hours of sustaining the injury. If the off-duty injury prevents the student officer from attending the next scheduled training, he or she shall notify their sponsoring agency chain of command and Academy Director immediately.

## Lunches / Snacks

Unless otherwise instructed, student officers must pack and bring their own lunches/snacks every day in personal cooler.

## Recruit Training Performance Requirements

Every student officer shall successfully complete the requirements in each of the following 3 performance areas to ensure he or she has mastered the minimum competency level.

- academic
- skills; and
- health and wellness.

**Passing Score**

The minimum passing score on all written tests shall be seventy percent (70%), unless otherwise indicated in the Committee-approved curriculum. The required passing grade shall be announced before administering each test.

**Failed Performance Tests**

Any student officer who fails to attain a passing score on a test shall be promptly notified in writing by the academy director or program administrator through the issuance of an Action Notice.

**Re-tests**

Any student officer who fails to attain a passing score on a test shall be offered a re-test within 2 weeks. Attaining a passing score on a re-test will result in the recording of the minimal passing score (i.e., 70%) for grade averaging purposes.

**Dismissal for Performance Reasons**

Any student officer who fails to attain a passing score on a re-test, or any 3 tests, or who otherwise fails to successfully complete performance requirements prescribed by the Committee, shall be dismissed for non-disciplinary reasons.

**Missed Tests**

The academy director or program administrator will re-schedule any test missed as a result of an excused absence. If a student officer misses a performance test as a result of an unexcused absence, it shall be counted as a failed performance test, but the student officer shall be offered a re-test pursuant to 550 CMR 3.09(3)(b).

**Remedial Training**

Any student officer who fails to attain a passing score on a test shall be responsible for any remedial training on the student officer's own time and at the student officer's own or the employing/sponsoring Department's expense.

**Modified Health & Wellness**

A student officer must fully participate in the health and wellness curriculum seventy-percent (70%) of the time and can only be placed on a modified health and wellness plan for up to thirty-percent (30%) of the time before being dismissed for non-disciplinary reasons.

**Graduation**

Upon successful completion of the course you will be presented with a certificate from the MPTC confirming your successful completion of the ROC. The MPTC also recognizes students for exemplary testing or skills performance in the following:

- Academics
- Firearms
- Driving
- Physical Fitness
- Character

### **Requesting a Copy of Your Transcript**

You are able to request a copy of your transcript from the MPTC. You may require this for college, university or a potential employer. Information of how to request this can be found at:

<https://www.mass.gov/how-to/request-a-transcript-from-the-municipal-police-training-committee>

## **ROC Rules & Regulations**

The following are general rules and regulations for every academy. However, each individual academy may have other rules and regulations determined by Academy Director.

### **Code of Massachusetts Regulations (CMR)**

Section 550 CMR 3.00 (Attachment 6) outlines all municipal police officer training requirements.

3.01 Purpose and Scope

3.02 Definitions

3.03 Entry Level Training; Exemptions, Waivers, Expirations

3.04 Training Requirements After Interruption in Police Service

3.05 Recruit Training: Policies and Procedures

3.06 Recruit Training: Enrollment

3.07 Recruit Training: Separation

3.08 Recruit Training: Attendance

3.09 Recruit Training: Performance

3.10 Recruit Training: Personal Accountability/Discipline

3.11 Police Academy Offenses; Corrective Action and Dismissals

3.12 Reserve/Intermittent Training Program Offenses

Note: All 550 CMR 3.00 rules and regulations are in the Student Officer Guide. Recruits are responsible for reading all 550 CMR 3.00 rules and regulations prior to day 1

Please see Appendix C - MPTC Policies and Procedures for Police Academies & Reserve/Intermittent Programs for more information.

## Exiting the Program Early or Dismissal

### Exiting Early

Student officers may exit or separate from the program early for a variety of reasons.

1. Medical Deferment – if granted, the deferment lasts for one year
2. Voluntary Resignation - student officers who voluntarily resign will still be eligible to attend subsequent programs but will need to undertake hiring and eligibility requirements anew.
3. Withdrawal by Employing/Sponsoring Department – a student officer's agency or sponsor may decide to initiate a withdrawal from the program. The student officer will still be eligible to attend subsequent programs but will need to undertake hiring and eligibility requirements anew.

### Dismissal for Non-disciplinary Reasons

Only an Academy Director or Program Coordinator may initiate this type of dismissal. Reasons for such a dismissal include, but are not limited to:

- a. Non Payment of Fees
- b. Excessive Absences – more than 5% of the prescribed course of study
- c. Performance Deficiencies

The student officer will still be eligible to attend subsequent programs but will need to undertake hiring and eligibility requirements anew.

### Dismissal for Disciplinary Reasons

Only an Academy Director or Program Coordinator may initiate this type of dismissal.

Student officers dismissed from the program for disciplinary reasons are ineligible to enroll in any subsequent program for a period of not less than 2 years and not more than 20 years.

An appeals process is available for student officers dismissed from the program for disciplinary reasons.

Reasons for such a dismissal include:

- a. Commission of a Class I offense (outlined below)
- b. After receiving a written disciplinary warning, commission of a Class II offense (outlined below)
- c. After receiving a written disciplinary warning, commission of any three additional Class III offenses (outlined below) or commission of any two additional Class III offenses that are the same

## **Refund of Tuition for Early Exit or Dismissal**

Students who exit the program may be eligible for a reimbursement of a portion of the tuition based upon when they exit the program

- If a recruit withdraws from the program before the start of week 2, seventy five percent (75%) of the payment shall be refunded
- If a recruit withdraws from the program after the start of week 2 but before the start of week 3, fifty percent (50%) of the fee shall be refunded
- If a recruit withdraws from the program after the start of week 3 but before the start of week 4, twenty five percent (25%) of the fee shall be refunded
- If a recruit withdraws after the start of week 4, the fee shall not be refunded

Please note that the hiring agency may require students to repay the difference between the fee reimbursed and the amount forfeited by the municipality according to the schedule.

Refer to Attachment 8 further information.

## **Academy Conduct and Offenses**

There are 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.

Refer to the MPTC Policies and Procedures for Police Academies & Reserve/ Intermittent Programs at Attachment 7 for detailed information, including the appeals process and document retention information.

There are three classes of offenses within Police Academies:

1. Class I Offenses involve unethical conduct, unprofessional conduct and safety and result in dismissal from the Academy for disciplinary reasons
  - Absence, unexcused
  - Alcohol, use or possession during training or while on Academy property
  - Bias
  - Cheating
  - Conduct, unbecoming
  - Contact, improper physical
  - Controlled substances, use or possession while on academy property or during training unless medically prescribed
  - Criminal Conduct

- Dishonesty
  - Firearms, unauthorized possession
  - Hazing
  - Insubordination
  - Internet, misuse
  - Plagiarism
  - Reports, untruthful or inaccurate
  - Retaliation
  - Safety, disregard for
  - Sexual harassment
2. Class II Offenses significantly interfere with the training environment and shall, at a minimum, result in the issuance of a written disciplinary warning.
- Absence, failure to properly notify, court/civic/military duty
  - Absence, failure to properly notify, illness/injury
  - Conduct, improper
  - Illness/injury, failure to properly notify
  - Medical condition, failure to properly notify
  - Medication, failure to properly notify
  - Tobacco Products, use on academy property or during academy training
3. Class III less-significantly interfere with the training environment and shall, at a minimum, result in the student preparing a "To-From" memorandum acknowledging the breach and relating the breach to police service.
- Areas, off limits:
  - Assigned duty, failure to properly complete
  - Chain of command, failure to adhere
  - Change of address, failure to notify
  - Courtesy, failure to render proper
  - Electronic devices, use without authority
  - Inspection, failure to be prepared
  - Late to class, field exercise, or formation
  - Reports, incomplete or untimely submission
  - Visitors, receiving unauthorized

## Appendix A

### 550 CMR: MUNICIPAL POLICE TRAINING COMMITTEE

#### 550 CMR 3.00: MASSACHUSETTS POLICE RECRUIT TRAINING REQUIREMENTS Section

3.01: Purpose and Scope

3.02: Definitions

3.03: Entry Level Training for Police Officers/Exemptions/Waivers/Expirations

3.04: Training Requirements Following an Interruption in Police Service

3.05: Recruit Training- Policies and Procedures

3.06: Recruit Training- Enrollment

3.07: Recruit Training- Separation

3.08: Recruit Training- Attendance

3.09: Recruit Training - Performance

3.10: Recruit Training- Personal Accountability/Discipline

3.11: Police Academy Offenses, Corrective Action and Dismissals

3.12: Reserve/Intermittent Training Program Offenses, Corrective Action and Dismissals

#### 3.01: Purpose and Scope

(1) Purpose. In accordance with the provisions of M.G.L. c. 30A, the Municipal Police Training Committee promulgates 550 CMR 3.00 in furtherance of the M.L. c. 6, § 116 and M.G.L. c. 41, § 96B requirements that full-time and part -time reserve/intermittent police officers, environmental law enforcement officers, and University of Massachusetts police officers be assigned to and satisfactorily complete a course of study prescribed by the Municipal Police Training Committee before exercising police powers.

(2) Scope. 550 CMR 3.00 shall apply to all recruit training programs operated or approved by the Committee pursuant to M.G.L. c. 6, § 118.

#### 3.02: Definitions

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.

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 Municipal Police Training Committee that has the prescribed course of study that a full-time 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 or she 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 Municipal Police Training 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 student officer who is not employed by a law enforcement agency, either full-time or part-time, during his recruit training.

### 3.03: Entry Level Training for Police Officers/Exemptions/Waivers/Expirations

(1) Full-time Police Officers. Unless specifically exempted or temporarily waived by majority vote of the Committee, every person appointed as a full-time police officer shall, prior to exercising police powers, be assigned to and satisfactorily complete a police academy. In keeping with M.G.L. c. 41, § 96B, no person appointed as a fulltime officer for whom an exemption has been requested shall exercise police powers until such time as the exemption is granted.

(a) Exemption from the Police Academy Training Requirement. Upon petition to the Committee by an officer's employing department, a person appointed to serve as a full-time police officer in Massachusetts may be granted an exemption from the police academy training requirement in certain limited circumstances. Said exemption must be requested and granted prior to the fulltime officer exercising police powers. To qualify for such an exemption, the employing department shall provide to the Committee documentation of the officer's successful completion of training that is substantially equivalent to or greater than that of a Massachusetts police officer at a comparable level of experience, including a record of the entry-level police academy the officer attended and the curriculum at the time of attendance; all in-service, specialized and other training courses completed by the officer; and documentation that the officer has obtained a minimum of two years of full-time law enforcement experience since completion of the entry-level police academy. Any person granted an exemption pursuant to this subsection must thereafter successfully complete the Massachusetts Police Officer Orientation Training Program approved by the Committee. The officer shall complete such orientation program within 90 days after the exemption is granted. Failure to complete such orientation within 90 days will void the exemption and the fulltime officer's ability to exercise police powers until such time as the officer meets training requirements or otherwise is granted an exemption from entry-level training requirements. In the event of a voided exemption, the employing department may reapply for an exemption, which must be requested and granted prior to the fulltime officer exercising police powers.

(b) Temporary Waiver from the Police Academy Training Requirement. In the event of a documented public safety emergency or other exigent circumstance, a person appointed to serve as a full-time police officer in Massachusetts may be granted a temporary training waiver for a period not to exceed 270 days. Said waiver must be requested and granted prior to the officer exercising police powers in a fulltime capacity. To qualify for such a waiver, the employing department shall provide documentation of the officer's current certification in first-aid and cardiopulmonary resuscitation (CPR) pursuant to M.G.L. c. 111, § 201; current qualification in the use of firearms as certified by a Committee-approved firearms instructor; successful completion of the reserve/intermittent training program, and documentation that the officer has obtained a minimum of one year of law enforcement experience since completion of the reserve/intermittent training program. During the 270-day waiver period, the officer must become enrolled in and commence attendance at a police academy.

(c) Petitions for Exemptions and Waivers. Employing departments shall forward letters of request and applicable documentation, as determined by the Committee, to the Committee, or its designee, for approval. Employing departments will be notified, in writing, within 30 days following the Committee's decision.

(2) Reserve/Intermittent Police Officers. Each person appointed as a reserve/intermittent police officer in a city or town shall, prior to exercising police powers, satisfactorily complete a reserve/intermittent training program prescribed by the Committee. M.G.L. c. 41, § 96B does not authorize any exemptions or waivers from this training requirement.

(3) Upon graduation from a police academy or a reserve/intermittent training program, any student officer who does not become employed as a police officer within two years must re-attend the applicable police academy or reserve/intermittent training program prior to exercising police powers. A student officer who does not become employed within the two-year requirement due to a military activation may apply to the Committee to waive this requirement, subject to the training requirements in 550 CMR 3 .04.

(4) As stated in M.G.L. c. 41, § 96B, failure of a person appointed as a police officer to comply with the provisions of 550 CMR 3 .03( 4) to his or her exercising police powers, shall result in the appointed person's removal by the appointing authority, provided said person has not been exempted therefrom by the Committee as provided in 550 CMR 3.03(4). Failure of an appointed person to satisfactorily complete the prescribed course of study may result in his removal by the appointing authority.

### 3.04: Training Requirements Following an Interruption in Police Service

Officers Exercising Police Powers After an Interruption in Service. Any full-time police officer or reserve/intermittent police officer who has undergone an interruption in police service of one or more years during which the officer has not exercised police powers substantially equivalent with those of a Massachusetts police officer at a comparable level of experience shall conform to the following training standards prior to once again exercising police powers:

(1) Interruptions of One to Two Years.

- (a) Compliance with M.G.L. c. 111, § 201 (first-aid and CPR);
- (b) Qualification in firearms by a Committee-approved firearms instructor; and
- (c) Completion within 90 days after the interruption in service ends, shall of the current annual in-service training approved by the Committee.

(2) Interruptions of More Than Two Years and Less Than Five Years.

- (a) Compliance with 550 CMR 3.04(1)(a) through (c);
- (b) Completion within 90 days after the interruption in service ends, of all MPTC in-service legal update classes and exams not taken and passed during the period of interruption; and
- (c) Completion of any additional training required by the employing/sponsoring department, including but not limited to field training programs.

(3) Interruptions of Five or More Years. Completion of a police academy for full-time police officers, or a reserve/intermittent training program for reserve/intermittent police officers, subject to employment and compliance with admission requirements, or, in the discretion of the Committee, completion of alternative training requirements set forth by the Committee.

3.05: Recruit Training- Policies and Procedures

(1) Sub-regulatory Policies and Procedures. The Committee may establish sub-regulatory policies and procedures provided they do not contravene 550 CMR 3.00. Police academies and reserve/intermittent training programs have the authority to establish such sub-regulatory policies and procedures as are deemed necessary for the effective and efficient operation of the recruit training, provided they do not contravene 550 CMR 3.00 or applicable sub-regulatory policies, procedures, rules and regulations established by the Committee. Sub-regulatory policies and procedures must be approved in writing by the executive director or his or her designee prior to the start of recruit training.

(2) Concurrent Authority. A student officer is subject to the policies, procedures, rules and regulations of the employing/sponsoring department, the Committee, and the recruit training in which the student officer is enrolled. When determining the applicability of one set of policies, procedures, rules or regulations versus another, the stricter standard shall always apply.

(3) Dissemination. Each student officer shall be provided with a copy of 550 CMR 3.00, applicable Committee sub-regulatory policies, procedures, rules and regulations, and any other applicable recruit training sub-regulatory policies and procedures established pursuant to 550 CMR 3.05(1). A properly executed Statement of Compliance, signed by both the student officer and the chief executive officer of the employing/sponsoring department, must be submitted as part of the enrollment process.

3.06: Recruit Training- Enrollment

Police Academy Enrollment. Candidates accepted into a police academy must be a minimum of 21 years old and employed or sponsored by a municipal, environmental, or University of Massachusetts police department or, if authorized by the Committee, some other law enforcement department. All candidates must successfully complete the Massachusetts Human Resource

Division's Physical Ability Test (PAT) and medical examinations within six months prior to the start of a police academy and any other standards established by the Committee. All issues of civil liability shall be determined in accordance with M. G.L. c. 258 and other applicable law. Sponsored candidates shall also sign and comply with the terms of the academy's Waiver and Release form.

Reserve/Intermittent Training Program Enrollment. Candidates accepted into a reserve/intermittent training program must be a minimum of 18 years old and employed or sponsored by a municipal, environmental, or University of Massachusetts police department or, if authorized by the Committee, some other law enforcement department. All issues of civil liability shall be determined in accordance with M.G.L. c. 258 and other applicable law. Sponsored candidates shall also sign and comply with the terms of the training program Waiver and Release form.

### 3.07: Recruit Training- Separation

(l) Categories of Separation. A student officer may become separated from recruit training after beginning but before completing the prescribed course of study. A Separation Notice shall be completed by the academy director or program administrator, respectively, and distributed in accordance with the directions on the form. For purposes of 550 CMR 3.00, the categories of separation from recruit training are defined as follows:

(a) Medical Deferment. A student officer who sustains an injury while participating in recruit training may be granted a Medical Deferment separation. To qualify, the student officer must be under the care of a medical physician who determines the student officer is unable to return to the academy or unable to participate in the physical requirements of the curricula for a period of time that causes the student officer to exceed the allowable maximum Modified Health and Wellness Program absences, as described in the *Health and Wellness Guide* portion of the curriculum.

1. If granted, the Medical Deferment begins the date the Separation Notice is issued and expires one year from that date.

2. Prior to being accepted for readmission, the student officer must furnish a statement from a medical physician confirming that the student officer's injury has healed completely and stating that the student officer is physically able to fully participate in training without restrictions.

3. If the student officer has not re-entered a recruit training prior to the expiration of the Medical Deferment, all application, admission, and tuition requirements shall apply and must be met if the student reapplies to attend recruit training.

(b) Voluntary Resignation. A student officer may initiate a voluntary resignation if, without coercion and for personal reasons, the student officer chooses to withdraw from recruit training. The student officer shall make the request to withdraw in writing to the academy director or program administrator, who shall notify the chief of the employing/sponsoring department. Student officers separated under the provisions of 550 CMR 3.07(1)(b) shall be eligible for enrollment in a subsequent recruit training, subject to appropriate employment/sponsorship and compliance with applicable enrollment requirements.

(c) Withdrawal by Employing/Sponsoring Department. A student officer's employing/sponsoring department may initiate the withdrawal of a student officer from recruit training. Student officers separated under the provisions of 550 CMR 3.07(1)(c) shall be eligible for enrollment in a subsequent recruit training, subject to appropriate employment/sponsorship and compliance with applicable enrollment requirements.

(d) Dismissal for Non-disciplinary Reasons. A student officer may be dismissed from recruit training for non-disciplinary reasons, including but not limited to, non-payment of required fees, excessive absences, or performance deficiency. Dismissal for non-disciplinary reasons may only be initiated by the academy director or program administrator. Student officers separated under the provisions of 550 CMR 3.07(1)(d) shall be eligible for enrollment in subsequent recruit training, subject to appropriate employment/sponsorship and compliance with applicable enrollment requirements.

(e) Dismissal for Disciplinary Reasons. A student officer may be dismissed from recruit training for disciplinary reasons. Dismissal for disciplinary reasons may only be initiated by the academy director or program administrator, respectively. Student officers separated under the provisions of 550 CMR 3.07(1)(e) shall be ineligible for enrollment in any subsequent recruit training for a period of not less than two years or more than 20 years.

(2) Appeals. The Committee shall establish sub-regulatory policies and procedures for appeals from a dismissal for disciplinary reasons.

### 3.08: Recruit Training- Attendance

(1) Attendance. Student officers are expected to attend punctually and participate fully in all scheduled classes, assignments, field exercises, and formations, except in cases of the following excused absences: bereavement; illness or injury; required court appearance as a witness or juror; required civic duty; military duty; emergency; or authorized absence by the academy director or program administrator or the student's employing/sponsoring chief. All other absences shall be considered unexcused. Student officers must attend all statutorily mandated classes.

(a) Illness/Injury. A student officer who has an illness or injury that results in an absence from recruit training or that happens during training, or that affects the student officer's ability to participate in training, shall promptly notify the academy director or program administrator and the student officer's employing/sponsoring department as specified by Committee and recruit training policies and procedures.

(b) Court/Civic/Military Duty: A student officer who is required to fulfill any court, civic, or military duty shall promptly notify the academy director or program administrator and the officer's employing/sponsoring department and shall provide both with a copy of such notice.

(2) Dismissal for Excessive Absences. Any student officer who misses more than five percent of the prescribed course of study, whether excused or unexcused, may be dismissed for non-disciplinary reasons. In determining whether to dismiss a student who has missed more than five percent of the prescribed course of study, the academy director or program administrator shall consider remedial training options and the student officer's performance, department, and disciplinary record during recruit training. If dismissal is not warranted, then an Action Notice shall still issue. Any student officer who misses more than 10% of the prescribed course of study shall be dismissed for non-disciplinary reasons.

### 3.09: Recruit Training- Performance

- (1) Performance Requirements. Every student officer shall successfully complete the requirements prescribed by the Committee in each of three performance areas:
  - (a) academic;
  - (b) skills; and
  - (c) health and wellness.
  
- (2) Missed Performance Tests. The academy director or program administrator will re-schedule any test missed as a result of an excused absence. If a student officer misses a performance test as a result of an unexcused absence, it shall be counted as a failed performance test, but the student officer shall be offered a re-test pursuant to 550 CMR 3.09(3)(b).
  
- (3) Failed Performance Tests. Any student officer who fails to attain a passing score on a test shall be promptly notified in writing by the academy director or program administrator through the issuance of an Action Notice.
  - (a) Remedial Training. Any student officer who fails to attain a passing score on a test shall be responsible for any remedial training on the student officer's own time and at the student officer's own or the employing/sponsoring Department's expense.
  - (b) Re-tests. Any student officer who fails to attain a passing score on a test shall be offered a re-test within two weeks. Attaining a passing score on a re-test will result in the recording of the minimal passing score for record averaging purposes.
  
- (4) Dismissal for Performance Reasons. Any student officer who fails to attain a passing score on a re-test, or any three tests, or who otherwise fails to successfully complete performance requirements prescribed by the Committee, shall be dismissed for non-disciplinary reasons.

### 3.10: Recruit Training - Personal Accountability/Discipline

- (1) Standards of Conduct. Recruit training is a structured training environment requiring the highest standards of conduct and respect for authority. Recognition of the authority of superiors is expected at all times. A student officer is expected to show respect for, and obey the lawful orders of, the academy director, program administrator, staff instructors, non-staff instructors, and any other officials or staff of the academy, training program or the Committee, including administrative and support personnel. Failure to do so may result in disciplinary sanctions, up to and including dismissal for disciplinary reasons.
  
- (2) Purpose. The primary purpose of the disciplinary system is to maintain order and discipline among student officers. It prepares student officers to work within a system of policies, procedures, rules and regulations, thus helping to develop the self-discipline necessary to function effectively as a police officer in a position of public trust. It is a surrogate for the progressive disciplinary systems found in police departments, but is designed to be instructional and corrective. Its application teaches personal accountability, encouraging student officers to place a high sense of duty above self-interest, and to accept full responsibility for actions or inactions.

### 3.11: Police Academy Offenses, Corrective Action and Dismissals

(1) Classes of Offenses for Police Academies. Academy offenses are set forth in the Abstract of Delinquencies section of the Committee's sub-regulatory policies and procedures, and may be supplemented by academy-specific sub-regulatory policies, procedures, rules and regulations approved pursuant to 550 CMR 3.05(1). Academy offenses have been categorized into three classes, determined by the seriousness of the offense, as follows:

- (a) Class I. Commission of a Class I offense shall result in dismissal from the academy for disciplinary reasons, pursuant to 550 CMR 3.11(3)(c).
- (b) Class II. Commission of a Class II offense shall, at a minimum, result in the issuance of a written disciplinary warning to the student officer.
- (c) Class III. Commission of a Class III offense shall, at a minimum, result in a student officer preparing a "To-from" memorandum to the academy director or a staff instructor in which the student acknowledges the breach and relates the subject of the breach to police service.

(2) Police Academy Levels of Corrective Action. In keeping with the concept of progressive discipline, corrective action shall be consistent with, and appropriate for, the student officer's conduct that resulted in the breach, and any other history of misconduct while at the academy.

The following levels of escalating corrective action shall be utilized:

- (a) To-from Memoranda. The student officer shall write a To-from Memorandum for all offenses. This level of corrective action, by itself, shall not be considered disciplinary.
- (b) Admonishment and Counseling. Commission of any Class III offense for which there is no reasonable explanation, in the discretion of the academy director or a staff instructor, shall result in admonishment and counseling. An Action Notice setting forth the offense(s) violated, the action taken, and the potential consequences of additional violations shall be completed by the academy director or applicable staff instructor and distributed in accordance with the directions on the form.
- (c) Oral Disciplinary Warning. Commission of any Class III offense after admonishment and counseling shall result in an oral disciplinary warning being issued to the student officer by the academy director or a staff instructor. An Action Notice setting forth the offense(s) violated, the action taken, and the potential consequences of additional violations shall be completed by the academy director or applicable staff instructor and distributed in accordance with the directions on the form.
- (d) Written Disciplinary Warning. Commission of any Class II offense, or commission of any Class III offense after an oral disciplinary warning, shall result in a written disciplinary warning being issued to the student officer. Only the academy director may issue a written disciplinary warning. An Action Notice setting forth the offense(s) violated, the action taken, and the potential consequences of additional violations shall be completed by the academy director and distributed in accordance with the directions on the form.

(3) Police Academy Dismissal for Disciplinary Reasons. A student officer who commits any of the following shall, if the circumstances warrant, be dismissed for disciplinary reasons:

- (a) Commission of a Class I offense; or
- (b) After receiving a written disciplinary warning, commission of a Class II offense; or
- (c) After receiving a written disciplinary warning, commission of any three additional Class III offenses, or commission of any two additional Class III offenses that are the same.

If the academy director determines that the circumstances do not warrant dismissal, then a written disciplinary warning must issue. An Action Notice setting forth the offense(s) violated, the action taken, and the potential consequences of additional violations shall be completed by the academy director and distributed in accordance with the directions on the form.

### 3.12: Reserve/Intermittent Training Program Offenses, Corrective Action and Dismissals

(1) Classes of Offenses for Reserve/Intermittent Training Programs. Offenses are set forth in the Abstract of Delinquencies section of the Committee's sub-regulatory policies and procedures, and may be supplemented by training program sub-regulatory policies, procedures, rules and regulations approved pursuant to 550 CMR 3.05(1). Training program offenses have been categorized into two classes, determined by the seriousness of the offense, as follows:

- (a) Class I. Commission of a Class I offense shall result in dismissal from the training program for disciplinary reasons, pursuant to 550 CMR 3.10(4)(c).
- (b) Class II. Commission of a Class II offense shall, at a minimum, result in the student officer preparing a "To-from" memorandum to the program administrator or staff instructor by the accused student officer and upon a finding the offense occurred, the issuance of an oral disciplinary warning to the student officer.

(2) Reserve/Intermittent Training Program Levels of Corrective Action. In keeping with the concept of progressive discipline, corrective action shall be consistent with, and appropriate for, the student officer's conduct that resulted in the breach, and any other history of misconduct while at the training program. The following levels of escalating corrective action shall be utilized:

- (a) To-from Memorandum. The student officer shall write a To-from Memorandum for all offenses. This level of corrective action, by itself, shall not be considered disciplinary.
- (b) Admonishment and Oral Disciplinary Warning. Commission of any Class II offense for which there is no reasonable explanation, in the discretion of the program administrator, shall result in admonishment and an oral disciplinary warning. An Action Notice setting forth the offense(s) violated, the action taken, and the potential consequences of additional violations shall be completed by the program administrator and distributed in accordance with the directions on the form, with a copy being forwarded to the employing/sponsoring department.
- (c) Written Disciplinary Warning. Commission of any Class II offense after an oral disciplinary warning, shall result in a written disciplinary warning being issued to the student officer. Only the program administrator may issue a written disciplinary warning. An Action Notice setting forth the offense(s) violated, the action taken, and the potential consequences of additional violations shall be completed by the program administrator and distributed in accordance with the directions on the form.

(3) Reserve/Intermittent Training Program Dismissal for Disciplinary Reasons. A student officer who commits any of the following shall, if the circumstances warrant, be dismissed for disciplinary reasons:

- (a) Commission of a Class I offense; or
- (b) After receiving a written disciplinary warning, commission of any two additional Class II offenses or another Class II offense the same as the one generating the written disciplinary warning.

If the program administrator determines that the circumstances do not warrant dismissal, then a written disciplinary warning must issue. An Action Notice setting forth the offense(s) violated, the action taken, and the potential consequences of additional violations shall be completed by the program administrator and distributed in accordance with the directions on the form.

REGULATORY AUTHORITY: 550 CMR 3.00: M.G.L. c. 6, § 116.

<b>Part I</b>	ADMINISTRATION OF THE GOVERNMENT
<b>Title VII</b>	CITIES, TOWNS AND DISTRICTS
<b>Chapter 41</b>	OFFICERS AND EMPLOYEES OF CITIES, TOWNS AND DISTRICTS
<b>Section 96B</b>	POLICE TRAINING SCHOOLS; SUPERVISORY TRAINING; ATTENDANCE BY PERSONS EXERCISING POLICE POWERS; WAGES AND EXPENSES; EXCEPTIONS; REMOVAL FOR FAILURE TO ATTEND

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Section 96B. Every person who receives an appointment to a position on a full-time basis in which he will exercise police powers in the police department of any city or town, shall, prior to exercising police powers, be assigned to and satisfactorily complete a prescribed course of study approved by the municipal police training committee. The provisions of chapter thirty-one and any collective bargaining agreement notwithstanding, any person so attending such a school shall be deemed to be a student officer and shall be exempted from the provisions of chapter thirty-one and any collective bargaining agreement for that period during which he is assigned to a municipal police training school, provided that such person shall be paid the regular wages provided for the position to which he was appointed and such reasonable expenses as may be determined by the appointing authority and be subject to the provisions of chapter one hundred and fifty-two.

Every police officer on a full-time basis in any such municipal police department, shall be assigned to and shall attend a prescribed course of study approved by the municipal police training committee for in-service officers training at such intervals and for such periods as said department may determine. Any such police officer who receives an appointment to a position of higher rank shall, in addition, complete such other courses of supervisory training as said committee may determine. While attending such school or completing such courses, such persons shall be paid his regular wages as a police officer and shall receive such reasonable expenses as may be determined by the appointing authority.

Each person appointed as a reserve, or intermittent police officer, in a city or town shall, prior to exercising police powers, satisfactorily complete a course of study prescribed by said committee.

Upon petition to the department of criminal justice training by the appointing authority, a person appointed to a position on a full-time basis in which he will exercise police powers in the police department of any city or town may be exempted by said committee, in whole or in part, from the provisions of this section prior to his exercising police powers. The requirement that training be completed prior to exercising any police powers may be waived by said committee.

Failure of an appointed person to comply with the provisions of this section prior to his exercising police powers, shall result in the appointed person's removal by the appointing authority, provided said person has not been exempted therefrom by said committee as herein provided. Failure of an appointed person to satisfactorily complete the prescribed course of study may result in his removal by the appointing authority.

## Appendix B



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

6 Adams Street  
 Randolph, MA 02368  
 Phone: (781) 437-0300  
 Fax: (781) 963-0235



### Recruit Academy (ROC) Entry-Level Fitness Standards

Effective July 1, 2019, all students entering any MPTC-authorized or hosted fulltime recruit academy will be required to pass an MPTC fitness test comprised of four (4) events. **No** concurrent exit standard is being implemented.

**The four events and their standards** (40<sup>th</sup> percentile of the Cooper Aerobics Institute’s norms, including age and gender norming):

1. One-minute pushups (dynamic strength):

AGE:	20-29	30-39	40-49	50-59	60+
Females*:	23	19	13	12	5
Males:	29	24	18	13	10

\* modified position is permitted

2. One-minute sit-ups (dynamic strength):

AGE:	20-29	30-39	40-49	50-59	60+
Females:	32	25	20	14	6
Males:	38	35	29	24	19

3. 1.5-mile walk/run (cardiorespiratory fitness):

AGE:	20-29	30-39	40-49	50-59	60-69
Females:	14:50	15:38	16:21	18:07	20:06
Males:	12:38	13:04	13:49	15:03	16:46

4. 300-meter run (anaerobic power – measured in seconds):

AGE:	20-29	30-39	40-49	50-59	60+
Females:	71	79	94	no data**	no data**
Males:	59	59	72	84	no data**

\*\*must complete the event, but no time standard has been established

# Recruit Officer Course



Commonwealth of Massachusetts  
Municipal Police Training Committee

## Health & Wellness Preparation Guide

Version: D2019

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The Municipal Police Training Committee (MPTC), an agency of the Executive Office of Public Safety and Security (EOPSS), serves the Commonwealth by establishing training standards, oversight and policy guidance for policing professionals.

### I. Introduction

**Note:** This “Preparation Guide” must be issued to each student officer candidate as required reading. It is also a supplement to the Volume I: [Officer Wellness](#) lesson.

The definition of physical fitness is *“the ability to carry out daily tasks with vigor and alertness, without undue fatigue and with ample energy to engage in leisure time pursuits and to meet the above average physical stresses encountered in emergency situations.”*

To graduate from the academy, student officers must demonstrate the ability to *“meet above average physical stresses encountered in emergency situations,”* especially those relevant to law enforcement as measured by participation in physical training activities and by successful completion of all skills training and practical exercises.

The academy health and wellness training program has three primary objectives.

- A. Provide student officers with needed levels of strength and endurance to participate in specific academy training programs.
- B. Ensure student officers graduate with needed levels of strength and endurance to perform essential police officer job tasks.
- C. Promote lifestyle habits to enhance the student officer’s long-term health throughout his or her law enforcement career.

However, the ultimate goal is to provide the Commonwealth’s citizens with police officers who are more efficient, effective and less likely to be injured on the job and who are better prepared for providing service and protection to their communities.

**Continued on next page**

### II. Entry Level Fitness Assessment

Fitness assessment tests are administered at the beginning, middle and end of every academy (Phases 1, 2 & 3). This section contains general instructions for completing common academy fitness assessment events.

#### A. Preparation

To ensure optimal performance, student officers should do the following when preparing for a fitness assessment test:

1. Get at least 8 hours of uninterrupted sleep the night before.
2. Do not drink caffeine or use tobacco products 3 hours prior to test.
3. Do not eat a large meal or foods high in sugar or fat 3 hours prior to test.
4. Wear clothes that are comfortable, flexible, and appropriate for weather conditions.
5. Between events, drink enough water to remain hydrated.
6. Between events, keep muscles warm by walking, stretching, and moving.

#### B. Sit-Ups

A sit-up test is used to measure abdominal muscle endurance. The test will count the number of correct sit-ups completed in 1-minute.

1. To start the test, lie on the ground facing up with knees bent and feet flat on the floor. Heels need to be 12-18" from buttocks. Cross both arms over chest with fingers remaining in contact with the opposite side clavicles. The neck should remain in a neutral position throughout test.
2. A test administrator or partner will hold test taker's feet on the floor using only his or her hands.

## Health & Wellness Preparation Guide

3. The up position is achieved when taker's elbows touch the knees. The down position is achieved when the taker's shoulder blades touch the floor.
4. If it is necessary to rest during the test, only do so in the "up position" with arms remaining across the chest and fingers in contact with opposite side clavicles.
5. Breathing during the test should remain as normal as possible by exhaling when sitting up, and inhaling when going back down. Do not hold your breath at any time during the test.
6. A correct sit-up will be counted each time the up position is achieved while maintaining proper form.
7. If form described above is broken at any time by raising the buttocks, fingers losing contact with the clavicles, hands pulling on the shirt, elbows not touching knees, shoulder blades not touching the floor, or any other item outside of the form described previously, then the incorrect sit-up(s) will not be counted. If the continual incorrect form is deemed unsafe, terminate the test.
8. The table below lists the minimum sit-up norms for each phase of training.

PHASE	AGE	MEN	WOMEN
<b>1 Entry</b>	<b>20-29</b>	<b>35</b>	<b>30</b>
	<b>30-39</b>	<b>32</b>	<b>22</b>
	<b>40-49</b>	<b>27</b>	<b>17</b>
	<b>50-59</b>	<b>21</b>	<b>12</b>
	<b>60+</b>	<b>17</b>	<b>4</b>
<b>2</b>	<b>20-29</b>	<b>38</b>	<b>32</b>
	<b>30-39</b>	<b>35</b>	<b>25</b>
	<b>40-49</b>	<b>29</b>	<b>20</b>
	<b>50-59</b>	<b>24</b>	<b>14</b>
	<b>60+</b>	<b>19</b>	<b>6</b>
<b>3</b>	<b>20-29</b>	<b>38</b>	<b>32</b>
	<b>30-39</b>	<b>35</b>	<b>25</b>
	<b>40-49</b>	<b>29</b>	<b>20</b>
	<b>50-59</b>	<b>24</b>	<b>14</b>
	<b>60+</b>	<b>19</b>	<b>6</b>

### C. Push-Ups

A push-up test is used to measure upper body muscular endurance, specifically the anterior deltoid, pectoralis major, and triceps. The test counts the number of correct push-ups completed in 1-minute.

1. For *full-body* push ups, lie face down on the ground with hands slightly wider than shoulder width apart, and fingers pointed forward and feet together. Feet cannot be braced against a wall. The body must form a straight line from ankles through the knees, hips, back and shoulders to the head.

Begin *full-body* push-up test in the up planked position where the body forms a straight line from the head to the ankles. Head must be in a neutral position with feet together.

Taker must keep back straight at all times and lower the body to the floor until chest is approximately 3” from the floor, then return to the up position. This is 1 repetition. A test administrator or partner will place his or her fist under the taker’s chest in the middle of the sternum to verify down position was achieved.

2. The *modified* push-up is performed on the hands and knees with the back straight and hands slightly in front of the shoulders in the up position.

Begin *modified* push-up test in the up position. Head must be in a neutral position with feet together. Taker must keep back straight at all times and lower upper body to the floor until chest is approximately 3” from the floor, then return to the up position. This is 1 repetition. A test administrator or partner will place a fist under taker’s chest in the middle of the sternum to verify down position was achieved. For female takers, a 3-inch high sponge will be used in lieu of fist when a male is administering / counting.

3. Resting for *full-body* and *modified* push-ups must be done in the up position. Both hands must remain in contact with the floor at all times. No piking or arching is allowed at any time; the back must be kept straight.

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4. Breathing during the test should remain as normal as possible by exhaling when pushing up, and inhaling when going down. Do not hold your breath at any time during the test.
5. If at any time the form described above is broken by raising or piking the buttocks, sagging the body's midsection, arching the back, lifting a hand or foot, not going all the way down or up, lifting the neck or any other item outside of proper form, then the incorrect push-up(s) will not be counted. If the continual incorrect form is deemed unsafe, terminate the test
6. The total number of correct push-ups in 1-minute is recorded as the score. The table below lists the minimum push-up standards for each phase of basic training.

PHASE	AGE	MEN	WOMEN (modified)
<b>1</b> Entry	<b>20-29</b>	<b>26</b>	<b>13 (20)</b>
	<b>30-39</b>	<b>20</b>	<b>9 (15)</b>
	<b>40-49</b>	<b>15</b>	<b>7 (10)</b>
	<b>50-59</b>	<b>10</b>	<b>NA (9)</b>
	<b>60+</b>	<b>8</b>	<b>NA (3)</b>
<b>2</b>	<b>20-29</b>	<b>29</b>	<b>15 (23)</b>
	<b>30-39</b>	<b>24</b>	<b>11 (19)</b>
	<b>40-49</b>	<b>18</b>	<b>9 (13)</b>
	<b>50-59</b>	<b>13</b>	<b>NA (12)</b>
	<b>60+</b>	<b>10</b>	<b>NA (5)</b>
<b>3</b>	<b>20-29</b>	<b>29</b>	<b>15 (23)</b>
	<b>30-39</b>	<b>24</b>	<b>11 (19)</b>
	<b>40-49</b>	<b>18</b>	<b>9 (13)</b>
	<b>50-59</b>	<b>13</b>	<b>NA (12)</b>
	<b>60+</b>	<b>10</b>	<b>NA (5)</b>

### D. 300 Meter Run

The 300 meter run measures aerobic power, which is the ability to perform at a maximum effort for limited duration.

1. Prior to the test, warm-up for at least 5-minutes per normal training regimen.
2. Begin test at designated start line and run as fast as possible until the 300 meter finish line is crossed.
3. Pacing devices, external assistance, or instruments that impair takers from hearing instructions are prohibited during test.
4. A test administrator or partner will record taker's time in minutes and seconds using a stop watch.
5. After finishing the 300 meter run, cool down for 3-5 minutes by walking or continuously moving.
6. If distress is felt at any time during the test, do not continue.
7. The table below lists the minimum 300 meter run times for each phase of training.

PHASE	AGE	MEN	WOMEN
<b>1 Entry</b>	<b>20-29</b>	<b>1:02.1</b>	<b>1:15</b>
	<b>30-39</b>	<b>1:03</b>	<b>1:22</b>
	<b>40-49</b>	<b>1:17</b>	<b>1:46.7</b>
	<b>50-59</b>	<b>1:27</b>	<b>NA</b>
	<b>60+</b>	<b>NA</b>	<b>NA</b>
<b>2</b>	<b>20-29</b>	<b>0:59</b>	<b>1:11</b>
	<b>30-39</b>	<b>0:58.9</b>	<b>1:19</b>
	<b>40-49</b>	<b>1:12</b>	<b>1:34</b>
	<b>50-59</b>	<b>1:23.2</b>	<b>NA</b>
	<b>60+</b>	<b>NA</b>	<b>NA</b>
<b>3</b>	<b>20-29</b>	<b>0:59</b>	<b>1:11</b>
	<b>30-39</b>	<b>0:58.9</b>	<b>1:19</b>
	<b>40-49</b>	<b>1:12</b>	<b>1:34</b>
	<b>50-59</b>	<b>1:23.2</b>	<b>NA</b>
	<b>60+</b>	<b>NA</b>	<b>NA</b>

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### E. 1.5 Mile Run

The 1.5 mile run measures aerobic endurance, which is the ability to perform at a continuous effort for extended durations.

1. Prior to the test, warm-up for at least 5 minutes per normal training regimen.
2. Begin test at the start line and run as fast as possible until the 1.5 mile finish line is crossed (or total number of laps are completed).
3. A test administrator or partner will record taker's time in minutes and seconds using a stop watch.
4. After finishing the 1.5 mile run, cool down for 3-5 minutes by walking or continuously moving.
5. If distress is felt at any time during the test, do not continue.
6. The table below lists the minimum 1.5 mile run times for each phase of training.

PHASE	AGE	MEN	WOMEN
<b>1 Entry</b>	<b>20-29</b>	<b>13:16</b>	<b>15:52</b>
	<b>30-39</b>	<b>13:46</b>	<b>16:38</b>
	<b>40-49</b>	<b>14:34</b>	<b>17:22</b>
	<b>50-59</b>	<b>15:58</b>	<b>18:59</b>
	<b>60+</b>	<b>17:38</b>	<b>21:20</b>
<b>2</b>	<b>20-29</b>	<b>12:38</b>	<b>14:50</b>
	<b>30-39</b>	<b>13:04</b>	<b>15:38</b>
	<b>40-49</b>	<b>13:49</b>	<b>16:21</b>
	<b>50-59</b>	<b>15:03</b>	<b>18:07</b>
	<b>60+</b>	<b>16:46</b>	<b>20:06</b>
<b>3</b>	<b>20-29</b>	<b>12:38</b>	<b>14:50</b>
	<b>30-39</b>	<b>13:04</b>	<b>15:38</b>
	<b>40-49</b>	<b>13:49</b>	<b>16:21</b>
	<b>50-59</b>	<b>15:03</b>	<b>18:07</b>
	<b>60+</b>	<b>16:46</b>	<b>20:06</b>

### III. Full Participation

Every student officer must fully participate in 70% of scheduled assessments and physical training (PT) sessions. A student officer will be dismissed if “non-participation” occurs in more than 30% of scheduled assessments and PT sessions. The 30% rule is based on the total number of assessments and PT sessions, which can vary by academy.

Each MPTC academy determines the number of days that constitute 30% of their assessment and PT sessions. The number of days that meets the 30% threshold for non-participation will be announced to student officers during orientation.

Non-participation days cannot be made up.

### IV. Modified Health and Wellness Plan

For any day a student officer cannot fully participate in the scheduled assessment or PT activity, the student officer will be assigned a Modified Health and Wellness (MHW) day. As stated above, a student officer can only be placed on MHW for up to 30% of scheduled assessments and PT sessions before dismissal.

All student officer non-participation must be documented on a MHW form to include date and reason. The MHW form must be signed by both student officer and lead instructor and forwarded to the Academy Director for review. In addition, the student officer must prepare a To/From memorandum listing the reason for receiving the MHW and providing the student officer’s plan for addressing the deficiency.

Student officers who disagree with MHW designation may appeal to the Academy Director in writing within 24 hours.

On every 9<sup>th</sup> day of a MHW designation, the Academy Director will notify the department representative regarding the student officer’s status. In addition, the student officer must present a completed MHW form to his or her sponsoring police department chief (or designee) to sign. Student officer failure to obtain sponsoring police department chief or designee signature following 9 MHW days is grounds for disciplinary action, including dismissal from the academy.

Examples of MHW (non-participation) designation include, but are not limited to the following:

1. Excused or un-excused absences.
2. Missing any portion of a scheduled assessment or PT session.
3. Injuries or illnesses that occur on-duty or off-duty that prevent the student officer from participating in all assessment or PT events.
4. Student officer is absent from the academy for any reason.
5. Student officer is assigned to alternate exercise due to illness or injury.
6. Student officer cannot maintain a minimum pace for entire run distance.
7. Student officer cannot participate in fitness assessment testing for any reason.
8. Student officer suffers a hamstring injury during week 4 of academy and can only participate in upper body training. MWH designation applies for each day the student officer cannot fully participate in all PT events.
9. Student officer has the flu, reports to the academy on time, but cannot perform daily PT session requirements.
10. During fitness assessments
  - a) Student officer does not participate in or complete all assessment events.
  - b) Student officer does not meet the minimum pace and distance for the run.
  - c) Student officer does not perform the minimum number of repetitions for the 1-minute pushups OR 1-minute situps.

The initial assessment shall utilize Phase I participation requirements; the midterm assessment shall utilize the Phase II criteria; and the final assessment shall be based upon the Phase III standards.

Only one MHW can be assigned per day. For example, if the student officer fails to meet the minimum participation standard for the 1.5-mile run, 1-minute pushups, AND 1-minute situps during an assessment, even though the student officer missed the requirement for three activities, it is still a single MHW.

### V. Preparing for the Academy

**Disclaimer:** This “Guide” provides general information to help student officers prepare for academy physical fitness training. Consult with a health care professional before beginning any physical exercise program.

A lack of preparation is one reason why student officers do not successfully complete the academy’s health and wellness program and ultimately graduate.

#### A. Physical Activity Readiness Questionnaire (PAR-Q)

Effective fitness programs are safe and meet individual needs. The PAR-Q is a basic health screening questionnaire used to identify risk factors that may need medical clearance prior to participating in an exercise program.

Consult with a health care professional if you answer YES to any question below and before beginning any exercise program.

PAR-Q Questions	Yes
1. Have you ever had chest pains or difficulty breathing during or after exercise?	
2. Do you have hypertension (high blood pressure)?	
3. Do you have an illness or condition that is aggravated by exercise/activity?	
4. Do you have now, or ever had any difficulty with physical exercise?	
5. Have you ever had surgery? If yes, for what?	
6. Have you given birth in the last 3 months? Could you be pregnant now?	
7. Do you have seasonal allergies or asthma?	
8. Do you have existing injuries that may be aggravated by physical activity?	
9. Do you have now or ever had Diabetes or a Thyroid condition?	
10. Did you ever or do you now smoke cigarettes?	
11. Were you ever or are you now considered overweight?	

## Health & Wellness Preparation Guide

12. Do you have now or ever had increased blood cholesterol?	
13. Do you have now or ever had a Hernia?	
14. Do you have any physical pain or discomfort now? If yes, where?	
15. Are you on any medications (Rx or over-the-counter).	

**Note:** Prior to the academy, every student officer must be examined by a licensed physician. Copies of all regulations and required forms are available at: [www.mass.gov/civilservice](http://www.mass.gov/civilservice).

Signs, symptoms, risk factors, and known conditions outlined below may prevent physical exercise. When unsure, consult with a health care professional before beginning any exercise program.

### 1. Signs or Symptoms

The following signs and symptoms may indicate heart, lung or metabolic disease.

- a) Ankle swelling
- b) Consistent leg pain
- c) Difficult or painful breathing
- d) Heart palpitations
- e) Shortness of breath with mild exertion
- f) Discomfort, or numbness in chest, arm, jaw, neck, or back
- g) Systolic blood pressure  $\geq 160$  mmHg or diastolic blood pressure  $\geq 90$  mmHg (measured on two separate occasions)
- h) Serum cholesterol  $\geq 240$  mg/dl
- i) Family history (parents, siblings) of heart disease or stroke prior to age 55

### 2. Diabetes

Exercise risks can increase for diabetics who (a) take insulin; (b) have had diabetes for more than 15 years; or (c) do not take insulin, but are over 35 years old.

### 3. Age

Exercise risks can increase for men over 40-years old and women over 50-years old.

### 4. Smoking

In addition to being a risk factor for heart disease, smoking impacts ability to perform critical police job tasks. To maximize potential, student officer applicants who smoke are urged to quit as soon as possible.

**By law, municipal or MBTA police officers must be non-smokers.**

### 5. Other habits and conditions

Other habits and health conditions that may increase risk during exercise include, but are not limited to the following:

- a) Obesity
- b) Pulmonary disorder (e.g., asthma)
- c) Drug or alcohol use
- d) Pregnancy

### B. Stretching

*Flexibility* is a key component of fitness training and defined as *the range of possible motion within a given joint*. Flexibility also applies to the range of motion for muscles and soft tissue surrounding a joint.

In general, the more flexible a joint or muscle, the less likely it will sustain injury during physical exertion.

### 1. Benefits of stretching

Stretching helps improve flexibility by elongating muscles and soft tissue around a joint. Benefits of stretching include the following:

- a) Reduces injury (e.g., lower back, muscle tears, sprains)
- b) Increases muscular strength
- c) Promotes muscle relaxation
- d) Improves circulation
- e) Improves job performance
- f) Improves body awareness
- g) reduces muscle soreness after exercise

### 2. Types of stretches

- a) *Dynamic stretches* are full motion movements of large muscle groups. Examples of dynamic stretches include, but are not limited to jumping jacks, arm circles, and torso rotations.
- b) *Static stretches* are gradual and move through a joint's full range of motion. Static stretches are held at the point where mild resistance is felt.

### 3. Best practices for stretching

- a) Use slow, smooth and controlled movements.
- b) Do not bounce.
- c) Stop the stretch at the first sign of pain.

- d) Begin exercise routine with low intensity *dynamic* and *static* stretches for 5-10 minutes.
- e) End exercise routine with 10-15 minutes of *static* stretching.
- f) Hold stretches for 10-60 seconds at the point of mild resistance.
- g) Relax and do not hold your breath when stretching.
- h) Do not stretch in the following circumstances:
  - Within 24-72 hours of muscle or ligament trauma
  - When joints or muscles are infected or inflamed
  - After a recent bone fracture
  - When sharp pain is felt in the joint or muscle
  - If osteoporosis exists or is suspected

#### 4. Stretching programs at the academy

Each academy PT session will begin and end with stretching to increase flexibility, reduce risk of injury, and enhance performance.

### C. Aerobic Exercise

Aerobic (i.e., cardiovascular) exercise uses large amounts of oxygen and large muscle groups in a continuous and rhythmic manner for a sustained period of time. Common aerobic activities include, but are not limited to walking, running, swimming, and cross-country skiing.

1. Benefits of aerobic exercise
  - a) Decreases blood pressure
  - b) Decreases body fat
  - c) Reduces risk of heart disease
  - d) Increases bone density

- e) Improves job performance
2. Best practices for aerobic exercise
- a) Use **F**requency, **I**ntensity & **T**ime (F.I.T.)
    - (1) Frequency is the number of aerobic activities per week. In general, 3-5 days of aerobic exercise is needed to improve cardio levels.
    - (2) Intensity refers to exercise difficulty. Aerobic intensity is determined by individual health and fitness levels. For example, walking may be vigorous for someone who is overweight or unaccustomed to physical activity. For aerobic exercise, a “moderate” intensity is more effective and enjoyable.

Calculating aerobic intensity can be done using talk test, perceived exertion, or training heart rate.

- (a) Talk Test

During aerobic exercise, you should be able to comfortably talk or carry on a conversation.

- (b) Perceived Exertion

Use a sliding number scale to determine intensity according to individual perception.

Rate	Perceived Exertion
1	None (sitting)
2-3	Light (e.g. walking)
4-5	Moderate (e.g. light jog)
6-7	High (e.g., timed run)
8-9	Vigorous (e.g., sprinting)
10	Unsustainable

(c) Training Heart Rate (THR)

Training heart rates (THR) are an effective way to calculate and monitor aerobic intensity.

Follows steps 1-2 below to calculate a THR.

**STEP 1:**  $220 - [\text{age}] = Y$

**STEP 2:**  $Y \times .60 = \text{Light intensity THR}$   
 $Y \times .70 = \text{Moderate Intensity THR}$   
 $Y \times .80 = \text{High Intensity THR}$

For example, Kate is 26 years old.

**STEP 1:**  $220 - 26 = 194$

**STEP 2:**  $194 \times .60 = 116$  (light THR)  
 $194 \times .70 = 135$  (moderate THR)  
 $194 \times .80 = 155$  (high THR)

**Note:** Heart Rate Monitors and fitness bands offer an effective way to monitor and maintain THR during exercise.

To receive the maximum benefits from aerobic exercise, maintain THR for entire activity duration.

- (3) Time refers to aerobic exercise duration. Exercise time will depend on individual conditioning and goals.

To improve aerobic fitness levels, maintain a consistent THR for at least 30 minutes during the main activity.

To lose weight, reduce intensity and increase main activity duration to 45-60 minutes.

- b) Gradually increase frequency, intensity or time.
- c) Use a variety of aerobic activities. The key is to find aerobic activities that are enjoyable.
- d) Include *dynamic* and *static* stretches to warm-up and cool-down before and after aerobic exercise.

### 3. Aerobic exercise at the academy

Endurance runs begin at 1.5 miles and increase incrementally to more than 5 miles. Endurance runs become progressively more challenging in pace and distance throughout the academy.

## D. Resistance Training

Resistance or weight training is used to improve muscular strength and muscular endurance.

Muscular strength: Maximum force muscles can exert in a single effort. For example, the maximum weight you can bench press once.

Muscular endurance: Maximum ability to sustain, or repeat muscular activity, over time. For example, the maximum number of push-ups you can do in 1 minute.

### 1. Benefits of resistance training

- a) Decreases body fat
- b) Increases bone density
- c) Improves job performance

### 2. Definitions

- a) Load is the weight or number of pounds lifted.
- b) Repetitions are the number of consecutive times an exercise is done without interruption or rest (i.e., “reps”).

- c) Set is one group of consecutive *repetitions* performed for one exercise. For example, a resistance training program may use 3 sets of 10 reps for one exercise.

### 3. Best practices for resistance training

Common resistance training activities include, but are not limited to calisthenics and lifting weights.

#### a) Use **F**requency, **I**ntensity & **T**ime (F.I.T.)

- (1) Frequency is the number of resistance training activities per week. Generally speaking, 2-3 days per week is enough to improve strength levels. The frequency of resistance training should increase with age.

- (2) Intensity refers to activity difficulty. For resistance training, increased load or repetitions must be imposed on the muscle.

**STEP 1:** Maximum weight moved one time/repetition for any exercise = Z

**STEP 2:** Z x .50 to .70 = muscular endurance intensity; Z x .80 to .90 = muscular strength intensity  
Consider the following example:

**STEP 1:** Alex's maximum bench press is 210 pounds

**STEP 2:** 210 x .5 to .7 = 105 & 147 lbs. (endurance)  
210 x .8 to .9 = 168 & 189 lbs. (strength)

**Note:** See Time section below for more information about Alex.

- (3) Time is the number of repetitions per muscle exercise. For muscular endurance, do 8-12 repetitions for 3 sets per exercise. For muscular strength, do 3-5 repetitions for 3 sets per exercise.

For example, if Alex wants to improve his *muscular endurance*, he would gradually increase his bench press weight from 105 to 147 lbs. over 3 sets and do 8-12 repetitions per set.

To improve *muscular strength*, Alex would need to gradually increase his bench press weight from 168 to 189 lbs. over 3 sets and do 3-5 repetitions per set.

The chart below lists an average number of exercises per muscle group:

Muscles	Exercises
Chest	3-4
Back	3-4
Legs	4-5
Biceps	2-3
Triceps	2-3
Shoulders	2-3
Abdominal	1-2

- b) Develop a full-body routine.
  - c) Work larger muscle groups before smaller muscle groups.
  - d) Do multi-joint movements (e.g., bench press) before single joint movements (e.g., bicep curls).
  - e) Begin resistance training program using lighter weights and focus on muscular endurance.
4. Resistance training at the academy

A diverse range of calisthenics and weight training programs are used to build needed strength for the ROC physical abilities test.

### E. Adaptation

Repeated exercise produces changes in the body so it can respond better to the demands of physical work and stress. Adaptation occurs when extra demands imposed by physical training yield the following changes:

1. Heart function and circulation are improved.
2. Blood pressure and cholesterol levels are improved.
3. Muscle strength and muscular endurance are improved.
4. Muscle mass increases.
5. Fat mass decreases.

### F. Specificity

The body adapts specifically to the type of training it receives. For example, aerobic exercise will yield different body adaptations than resistance training. Thus, weight training to improve muscular strength has little value for improving cardiovascular endurance. Conversely, long distance running is not useful for developing muscular strength.

Adaptations are also specific to muscle groups trained. For example, to improve shoulder flexibility, the shoulder joint and surrounding muscles must be stretched.

### G. Rate of Improvement

Calisthenics, weight training, stretching, and aerobic exercise can yield improvement. Every individual responds differently to any given training program. Factors include, but are not limited to heredity, age, nutrition, lifestyle habits, sleep, motivation, and injury.

However, the rate and amount of improvement is directly related to the following:

1. Frequency of activity (how often you exercise each week?)

2. Intensity level (how hard you train?)
3. Time (how long you train each day?)
4. Initial fitness level (how fit were you when training began?)

### H. Overtraining

Physical training places stress on the body. The body needs adequate time to adapt and recover. Common signs of overtraining include, but are not limited to the following:

- Loss of appetite
- Difficulty sleeping
- Cold or flu like symptoms
- Sudden and extreme weight loss
- Constant joint or muscle soreness
- Changes in mood, depression or irritability

The the following strategies can reduce overtraining and help the body recover:

1. Use a wide variety of activities, intensity levels, and rest intervals.
2. Gradually increase intensity levels over weeks and months.
3. Maintain a regular sleep schedule.
4. Eat healthy foods and drink mostly water.

### I. Training Logs

Use training logs to monitor daily, weekly and monthly performance. Logs can be used to record the following exercise activity details:

1. Activity type
2. Dates and times

3. Training Heart Rates (THR)
4. Number of repetitions and load
5. Specific exercises and muscle groups
6. Amount of rest and recovery between workouts

### J. Body Composition

Body composition can be used to determine a person's overall health, fitness level and risk of certain diseases. However, body composition alone is not an automatic indicator of good fitness or health.

Three common methods used to determine body composition are:

- Body Fat Percent
- Waist to Hip Ratio
- Body Mass Index (BMI)

#### 1. Body Fat Percent<sup>1</sup>

Reliable methods used to determine body fat percent include calipers and hydrostatic weighing. The table below provides maximum body fat levels by age and gender.

Men		Women	
Age	%	Age	%
< 24	15%	< 20	17%
25 - 27	17%	20 - 22	18%
28 - 29	18%	23 - 25	19%
30 - 32	19%	26 - 29	20%
33 - 39	20%	> 30	22%
> 40	22%		

<sup>1</sup> Durnin et al 1985, Katch & McArdle 1973, Durnin & Rahaman 1967, Royal College of Physicians 1983.

### 2. Body Mass Index (BMI)

BMI measures individual "mass" and does not account for the total percentage of body fat, bone density, or other genetic variations.

BMI is calculated using a body weight and height ratio. Use the following calculation to determine BMI:

$$\text{Weight} / (\text{Height in inches} \times \text{Height in inches}) \times 703 = \text{BMI}$$

For example, Jack weighs 185 and is 69" tall.

$$185 / (69 \times 69 = 4761) \times 703 = 27.3 \text{ BMI}$$

A BMI  $\geq 30$  indicates a potential risk factor for chronic diseases such as high blood pressure, heart disease and diabetes. In general, any sum between 25-29 is considered overweight and 30 or above is considered obese.

### 3. Waist to Hip Ratio<sup>2</sup>

Fat accumulation on the body in specific areas can be a risk factor for diabetes and heart disease. To calculate waist to hip ratio, measure the narrowest point of the waist and the widest point of the hips.

Healthy waist to hip ratios for men and women are less than .8 and .9, respectively.

### K. Weight Control

In addition to reduced performance, excess weight or body fat increases muscle and heart workloads. For example, when an overweight person walks up stairs, his or her leg muscles have to lift more weight and their heart has to pump more blood to those muscles. Hence, overweight people have increased risks of injury and heart disease.

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<sup>2</sup> Pentz, Jane, Nutrition for professionals, 5th ed. MA: LMA Publishing, 1999; p. 99

In an effort to promote safety and optimal health, overweight student officer applicants should lose weight before the academy begins, **but should do so responsibly**. Effective weight reduction programs contain both nutrition and exercise components.

### 1. Reduce Food Intake

Successful weight loss programs include eating plans with the right amount of vitamins, minerals, and calories. There are 3500 calories in a pound of body weight. However, it takes approximately 15 calories to maintain 1 pound of body weight. Therefore, to determine daily calorie needs, multiply your current body weight by 15.

To lose weight, food intake should be reduced 500-1000 calories per day. For example, reducing food intake by 500 calories per day equals 1 pound of body weight loss per week. ( $500 \times 7 = 3500$ ). In general, a 2-3 pound loss per week is healthy and reduces the chance of regaining the weight back. **Moreover, losing weight too quickly can create health risks.**

**Note:** Use a log to keep track of daily calorie intake.

### 2. Make Healthy Food Choices

Food choices are directly related to number of calories consumed. For example, a candy bar has more calories than an apple. Moreover, calories from the candy bar are less healthy than the apple.

- a) Eat a variety of foods with emphasis on fruits, vegetables, and whole grain products.
- b) Eat the majority of complex carbohydrates (e.g., bread, pasta, etc.) at breakfast and lunch. Carbohydrates empty from the stomach first and provide more immediate energy.
- c) Eat protein rich foods like beef, fish, chicken, eggs and milk. Fat from protein empties the stomach last and helps you feel full longer.

- d) Drink water. The minimum recommendation is 13 cups (3 liters) for men and 9 cups (2.2 liters) for women. Avoid sugar beverages.
- e) Eat 5-6 smaller meals (or “graze”) throughout the day.
- f) Avoid or limit foods that are high in salt, processed sugar, and saturated fats. This includes, but is not limited to the following:
  - “fast” food
  - fried foods
  - sugar and fat desserts
  - microwaveable meals
  - processed cereals and snacks
  - high glycemic index carbohydrates
  - processed meats containing MSG & nitrites
- g) Plan and prepare meals that contain carbohydrate, protein, and fat.
- h) True or False?

### **Exercise increases appetite.**

True. Research has shown exercise can have a stimulating effect on the two primary appetite hormones, Ghrelin and Peptide YY, with cardiovascular exercise affecting both, while weightlifting has a greater effect on Ghrelin only. Due to an increase in body temperature during the workout, exercise can actually act as an acute appetite suppressant. Once the body temperature restores back to normal, appetite may then increase. Exercise can also serve to stimulate metabolic rate, or the rate at which you burn calories, for a period of time after the exercise is over.

**Some extra weight is "water-weight" that can be lost by sweating or drinking less fluid.**

False. Exercising in rubber suits, saunas, or steam rooms will only increase your loss of body water and dehydrate you, giving you a "false sense" of weight loss. Dehydration is not an effective way to lose weight. Since the body is made up of roughly 70% water, it makes sense to drink plenty of fluids each day to maintain proper fluid balance. We lose body fluids without really knowing it through our skin as well as through sweating. Weighing yourself after exercise and seeing a decrease in body weight is not an appropriate way to assess true weight loss. You need to drink fluids to replace lost water. In fact, you should drink a little more water than what quenches your thirst to fully prevent dehydration.

**Diets that eliminate or focus on specific food groups are effective in the long term.**

False. Fad diets can have both an acute and long-term effect on your hormones. Altered testosterone, thyroid, and satiety hormone production have been found in individuals who partake in these caloric restriction diets.

**Dieting is a short-term way to lose weight.**

True. The concept of "diet" typically implies some form of eating plan that you'll follow for a short period of time. Consequently, losing weight by changing eating habits must be continued to maintain lost weight. By "going off the diet" you will inevitably gain the lost weight back. For better, longer lasting results concentrate on changing bad habits slowly and permanently and include exercise.

**Quick-reducing diets are effective.**

False. Diets that promise rapid weight loss are typically short-term programs. When you lose more than 2-3 pounds per week, you are not only losing fat, but also muscle mass and water. As soon as the low-calorie diet and/or quick

weight loss scheme wears you down, you may revert back to your old habits of eating and gain all the lost weight back, and potentially, more.

### **You can spot-reduce fat in specific areas of body through diet.**

False. While certain hormones do play a role in body fat distribution patterns, you cannot effectively "spot-reduce" through dietary and training means alone. In other words, by cutting back on your calories or changing your macronutrient content, you cannot specify where the changes in body fat reduction will occur. By exercising specific body parts, you can effectively strengthen and hypertrophy certain muscle groups to give you a leaner, stronger look, but fat does not selectively disappear from those areas.

### 3. Exercise

Like reduced food intake, exercise helps with weight loss because calories are "burned" during physical activity. For example, burning 500 calories per day in exercise equals 1 pound of body weight loss per week. ( $500 \times 7 = 3500$ ).

Exercise intensity and time determines how many calories are burned. Consider the following ways to burn 500 calories:

<b>Ways to Burn 500 Calories</b>
Walk 5 miles (1.5 hours)
Jog 5 miles (1 hour)
Cycle for 60 minutes
Climb stairs for 80 minutes

## VI. Training Programs

Physical training programs include warm-up, activity, cool-down, and stretching phases.

### A. Warm-up

Begin every exercise session with a 5-10-minute warm-up. Effective warm-ups use slow, low intensity movements that increase blood flow to muscle groups needed for pending activity.

#### 1. Benefits of Warming Up

- a) Decrease risk of injury.
- b) Mentally prepare for exercise.
- c) Increase body temperature slowly.
- d) Increase heart rate and breathing gradually.

#### 2. Warm-Up Stretching Exercises

- a) “Side-to-Side & Down Look”

**Stretches neck muscles.** Look forward and slowly turn head left, back to center and right. Look forward and slowly lower chin down, then back up. Do not pin against chest.

- b) “Standing Cat Stretch”

**Stretches lower back muscles.** Stand with feet slightly beyond shoulder width and knees bent. Hinge forward at hips and place hands just above knees. Do not bend at the waist. Begin with back straight and flat, arch back up pulling in with abdominals and curl chin towards chest. Return to flat back position. Do not arch back down past the flat back position.



c) "Squat Turn"

**Stretches lower back muscles.** Stand with feet slightly beyond shoulder width and knees bent. Hinge forward at hips and place hands just above knees. Do not bend at the waist. With back straight and flat, gently press left shoulder downward and bring right shoulder upward with a smooth twisting motion. Repeat on both sides.



d) "Side Reach"

**Stretches trunk, arm and shoulder muscles.** Stand with feet shoulder width apart and knees slightly bent. Put left hand on the right outer thigh and extend the right arm overhead with the thumb pointing backward. Reach straight up with the right hand as you slide the left hand down your thigh towards your knee until you feel a stretch up your side. Do not allow the right foot to rise from the floor. Reposition the arms and do the same on the other side.



e) "Chest Stretch"

**Stretches chest and shoulder muscles.** Stand next to wall 8-12 inches away. Extend arm back placing palm of hand on wall below shoulder level. Thumb faces the ceiling. Slowly rotate body away from wall. Repeat on other side.



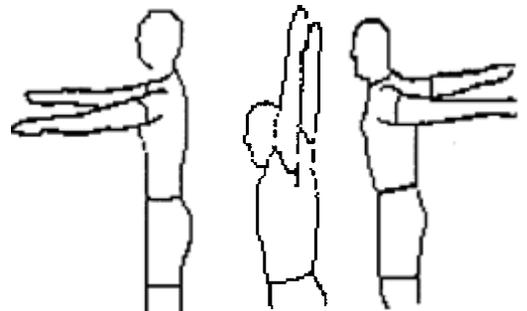
f) "Shoulder Pull"

**Stretches shoulder and arm muscles.** Stand up straight with feet shoulder width apart and knees slightly bent. Reach left hand across body to right shoulder. Use right hand to hold arm. Place right hand on back of left arm just above the elbow. Gently press the left arm with the right hand, but do not rotate torso. Repeat on both sides.



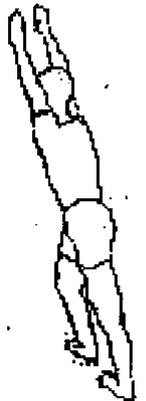
g) "Arm Circles"

**Stretches shoulder and arm muscles.** Stand with feet shoulder width apart and knees slightly bent. Slowly do full arm circles backward 5 to 10 times, then forward the same number of times. The thumb-side of the hand should always lead and the arms should brush past the ears and the sides of the trunk.



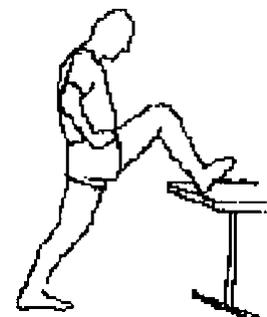
h) "Wall Lean"

**Stretches lower leg muscles.** Stand arm's distance away from wall with feet slightly apart. Put both hands on the wall. Keep the heel on the floor, toe slightly turned in and the leg straight, slide one foot back until a stretch is felt in the calf. Repeat on the other side.



i) "Side Stretch"

**Stretches leg muscles.** Stand facing sturdy bench approximately 2-3 feet high. Keeping hips and shoulders straight forward, place one foot flat on top of bench. Maintain erect posture while pushing hips forward until you feel the stretch in the front of the hip. Do not allow

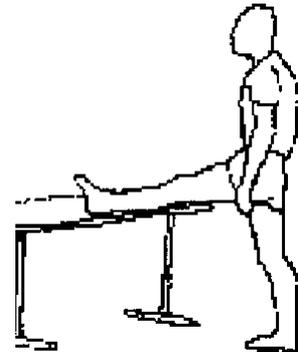


the front knee to go beyond the mid-foot. Repeat on the other side.

j) “Hamstring Stretch”

**Stretches hamstring leg muscles.**

Stand facing sturdy bench approximately 2-3 feet high. Keeping hips and shoulders straight forward, place one heel on top of bench. Maintain a flat back while hinging slightly forward at the hips until you feel the stretch. Do not bend at the waist.



k) “Groin Stretch”

**Stretches groin muscles.** Sit with your back flat against the wall. Bring the soles of your feet together and allow your knees to drop to the floor. Gently press the knees toward floor with hands.



l) “Knee to Chest”

**Stretches lower back and rear thigh muscles.** Lie on the floor on your back. Pull one knee toward chest with hands clasped behind your bent knee. Repeat with other leg. Finally, pull both knees toward chest.

m) “Supine Leg Stretch”

**Stretches back and thigh muscles.** Lie on the floor on your back with one leg bent and foot flat on the floor and the other leg extended in the air. Wrap a towel behind the extended knee. Slowly pull the leg back toward your head. Repeat on the other side.

### B. Activity

“Activity” refers to the primary method of exercise. This includes, but is not limited to aerobic and resistance training. Stop immediately and begin the cool down phase if any of the following happens:

- dizziness
- numbness
- difficulty breathing
- pain or tightness in chest
- sudden loss of coordination
- sharp pain in any muscle or joint

#### 1. Calisthenics

Calisthenics use body weight as the resistance. They can be performed without equipment or while using hand or ankle weights. Calisthenics are effective for developing muscular strength, muscular endurance, and flexibility.

When starting a fitness program, do each Callisthenic exercise as many times as possible. The goal is to increase the number of repetitions each week. Use a training log to record performance.

The following calisthenics are used frequently in the academy. Callisthenic routines can be performed 3-4 times per week.

- a) Push-Ups (see Fitness Assessment Testing section)
- b) Sit-Ups (see Fitness Assessment Testing section)
- c) Crunches

#### **Crunches target abdomen**

**muscles.** Lie face up on the floor with legs bent and heels approximately 8 –12 inches from buttocks. Using abdominal muscles, tilt hips towards ribcage as you raise head and shoulders off of floor pressing lower back towards floor. Eyes stay focused over knees. Hands and arms may be supporting head, crossed over chest,



sliding up legs or resting on floor. Increase by 2 repetitions per week.

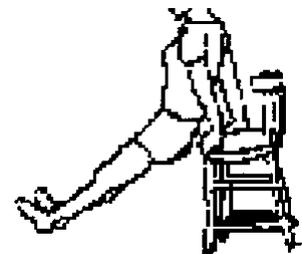
d) Chin-Ups

**Chin ups target shoulder and arm muscles.** Grasp bar with palms facing you and hands shoulder width apart. Hang from the bar with arms fully extended. Keep head neutral or looking up slightly, pull upward pull by retracting shoulder blades toward each other, then begin to pull your chest toward the bar until your chin is over the bar. Lower slowly back to the arms full extended start position. Increase by 1 repetition per week.



e) Dips

**Dips target arm, shoulder and chest muscles.** Grasp the sides of a chair and let your feet slide forward while supporting your weight on your arms. Lower your body by bending the elbows to about 60 degrees and then push up to the starting position. Keep body close to the chair. Increase by 1 repetition per week.



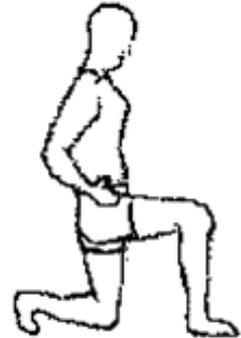
f) Chair Squats

**Chair squats target leg muscles.** Stand about 6 inches in front of a chair facing away from the chair. With feet slightly wider than shoulder-width, move hips back as you squat until the thighs are almost parallel to the ground, without sitting down on the chair. The kneecaps should be aligned towards the second toe. Hold for 1-2 seconds. Return to the standing position. Increase by 1 repetition per week with a maximum of 25 reps.



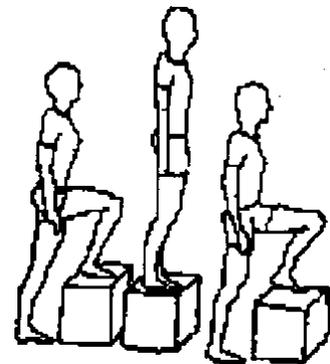
g) Lunges

**Lunges target leg muscles.** Stand with feet hip-width apart in a stride position and hands on hips. Lower the body directly between the feet by bending the knees to until hamstring touches calf or any discomfort or pain is felt as the flexion angle of the knee decreases. Maintaining the front leg heel down, torso perpendicular to ground and pushing through the ball of the foot, press back up to starting position. Perform the same number of lunges on the other side. Return to the standing position. Increase by 2 repetitions per week with a maximum of 25 reps.



h) Bench Steps

**Bench steps target leg muscles.** Step up onto a bench that is 8-12" high, bringing up both feet and then down again, one at a time, for 30 seconds (up-up-down-down). Switch the lead foot and repeat for 30 seconds. Increase time for each lead foot by 10 seconds per week, up to a maximum of 60 seconds.



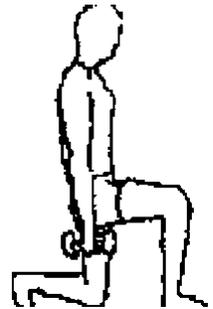
i) Standing Side-Leg Lifts

**Standing side-leg lifts target hip and thigh muscles.** Stand with feet shoulder-width apart and hands on hips. Transfer body weight completely to the left leg. Lift a straight right leg directly to the side. Lower right leg just short of resting foot on the floor then lift again. Maintain erect posture. Perform the same number of lifts on the other side. Return to the standing position. Increase by 2 repetitions per week with a maximum of 25 reps per side.



j) Opposite Arm & Leg Lifts

**Opposite arm and leg lifts target leg, shoulder and lower back muscles.** Lie face down on the floor with forehead resting on a towel. Arms are stretched overhead with hands shoulder-width apart. Raise the left arm and the right leg approximately 4-8 inches from the floor. Lower to starting position. Repeat on other side. Return to the standing position. Increase by 1 repetition per week with a maximum of 15 reps per side.



k) Hand-Grip

**Hand-grip targets forearm muscles.** Use a rubber ball or any commercially available spring-loaded hand grip device. Grip and squeeze the ball with one hand 8 times and then alternate to the other hand and grip and squeeze 8 times. Repeat the sequence 4 times for each hand. Increase the number of contractions per hand by 2 each week while keeping the number of repeats for each hand at 4.

2. Weight Training

Weight (resistance) training includes exercises that involve moving weight that is external to the body. Weight training can be used to develop muscular strength and muscular endurance.

For [muscular endurance](#), weight should allow for 3 sets of 8-12 repetitions per exercise. For [muscular strength](#), weight should allow for 3 sets of 3-5 repetitions per exercise. The goal is to increase weight or number of repetitions. Use a training log to record performance.

Resistance training routines can be performed 2-3 times per week using free weights, “machines” or a combination. Use caution when using free weights (e.g., barbells). Improper form, grip and movement can cause injury.

The following weight training exercises are listed in recommended order of performance.

a) Lunges

**Lunges target leg muscles.** Suggested initial weight is 25% of body weight. Stand with feet hip-width apart in a stride position. Hold dumbbells next to body or rest bar on your shoulders behind your neck with palms forward hands spread far apart on the bar. Lower the body directly between the feet by bending the knees to until hamstring touches calf or any discomfort or pain is felt as the flexion angle of the knee decreases. Maintaining the front leg heel down, torso perpendicular to ground and pushing through the ball of the foot, press back up to starting position. Press back up to the starting position. Perform the same number of lunges on the other side.

b) Toe Raises

**Toe raises target lower leg muscles.**

Suggested initial weight is 10% of body weight. Stand on a platform at least 4 inches high on right leg and hold a dumbbell in right hand. Balance yourself with the left hand. Keeping the right knee straight, raise upward on the ball of the right foot as high as possible then slowly lower the heel towards the floor. Do not stretch down as far as possible. Repeat on other side.



c) Side Leg Raises

**Side-leg raises target hip and thigh muscles.** Suggested initial weight is 25% of body weight. Standing with your side to the pulley at a pulley station and holding it with one hand, hook the ankle of the outside leg to the pulley. With the knee slightly bent, move your leg to the side, as far as possible, and then return to the starting position. After completing a set, hook the ankle of the inside leg to the pulley. With the knee straight, move your leg in front of the other as far to the

side as possible and complete a set. Turn around and repeat the exercises with the opposite legs.

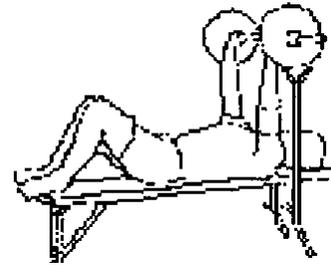
d) Bench Step

**Bench step targets leg muscles.** Step up onto a bench 8-12" high, bringing up both feet and then down again, one at a time, for 30 seconds (Up-up-down-down"). Increase the time for each lead foot by 10 seconds per week, up to a maximum of 60 seconds of stepping up and down with each lead foot.

e) Bench Press

**Bench press targets chest, shoulder and arm muscles.**

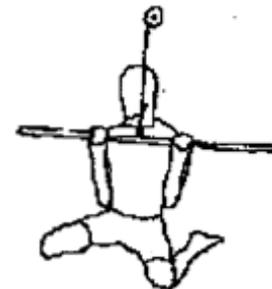
Suggested initial weight is 30% of body weight. Lie on your back on a bench with your feet on the bench. Hold the bar above the chest with an overhand grip, hands slightly wider than shoulder width, and elbows straight. Lower the bar to approximately 1 inch above the chest or touching the chest, maintaining upper arms at a 45-degree angle or less relative to your torso, and then return to starting position.



f) Lat Pull-Down

**Lat pull-down targets upper and middle back muscles.**

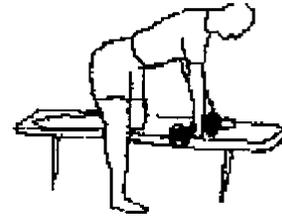
Suggested initial weight is 30% of body weight. Grip the bar with palms facing toward or away from you. neutral grip slightly wider than shoulder-width apart or wider. From a sitting position or kneeling position, with arms stretched overhead, lean your torso back slightly and pull the bar towards the chest. It is not necessary to touch the chest. Return to the starting position.



g) Bent Over Row

**Bent over row targets upper and middle back muscles.**

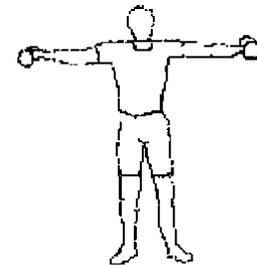
Suggested initial weight is 30% of body weight. Stand next to bench with right hand and right knee on top of bench. Maintain flat back position with head neutral. Grasp dumbbell in left hand. Pull left elbow towards ceiling brushing left forearm by ribcage. Slowly return to starting position. Repeat on the other side.



h) Lateral Raise

**Lateral raise targets shoulder muscles.**

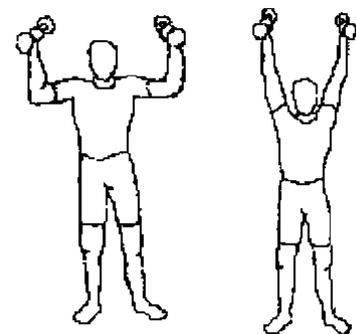
Suggested initial weight is 20% of body weight. Stand erect with feet shoulder width apart and knees slightly bent. Hold dumbbells slightly forward of thighs. Maintain a slight bend in the elbow as you raise the arms to shoulder level. Hands should remain in peripheral vision. Slowly return to starting position.



i) Overhead Press

**Overhead press targets shoulder muscles.**

Suggested initial weight is 25% of body weight. Sit or stand erect with feet shoulder-width apart in a slightly staggered position. Hold dumbbells with palms facing ears, hands positioned directly over the elbows. Push the dumbbells straight up to an overhead position until the arms are straight, trying to shrug the shoulders upwards to the ears, and then lower it in a controlled manner to the starting position. Do not arch your back.



j) Arm Curls

**Arm curls target bicep and forearm muscles.** Suggested initial weight is 10% of body weight. Standing with the elbows straight and in front of the thighs, hold the bar with an underhand grip, hands shoulder-width apart. Keeping the elbows close to your sides, bend your elbows and raise the bar to your chest, then slowly lower the bar to the starting position. Do not lean backward while raising the bar or forward when lowering it.

k) Triceps Push-Down

**Triceps push-downs target triceps muscles.** Suggested initial weight is 10% of body weight. Attach bar to the top pulley at pulley station. Stand with feet shoulder-width apart one foot forward of the other and knees slightly bent. Grasp bar with palms forward and shoulder-width apart. Pull bar down so that the elbows are next to but not touching ribcage. Straighten your elbows pressing the bar down towards thighs and then return to the starting position.

3. Aerobic Training

Aerobic training is any large muscle group activity that allows you to maintain a THR for at least 20 minutes. This includes, but is not limited to jogging, walking, bicycling, stair climbing, swimming, rowing, and in-line skating.

C. Cool-Down

The cool-down phase is a 5-10-minute transition from high to low intensity exertion. A gradual reduction in heart rate and blood circulation following exertion is critical for injury prevention. The cool-down also helps reduce muscle soreness.

**Note:** Abruptly stopping an intense activity without cooling down can cause dizziness and even fainting.

### D. Stretching

After the cool-down phase, *static* stretch for 10 minutes to improve joint flexibility. The following stretches are effective for improving flexibility in each muscle group. Same stretches used for warm-up phase can be used.

**\*End of Document\***

# Physical Activity Readiness Questionnaire (PARQ)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Academy: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_

Sponsoring Department: \_\_\_\_\_

Answer questions below and use space on reverse side to explain "Yes" answers. Submit completed form to instructor prior to fitness assessment testing.

Questions	Yes	No
1. Have you ever had chest pains or difficulty breathing during or after exercise?		
2. Do you have hypertension (high blood pressure)?		
3. Do you have an illness or condition that is aggravated by exercise/activity?		
4. Do you have now, or ever had any difficulty with physical exercise?		
5. Have you ever had surgery? If yes, for what?		
6. Have you given birth in the last 3 months? Are or could you be pregnant now?		
7. Do you have seasonal allergies or asthma?		
8. Do you have existing injuries that may be aggravated by physical activity?		
9. Do you have now or ever had Diabetes or a Thyroid condition?		
10. Did you ever or do you now smoke cigarettes? Did you smoke today?		
11. Were you ever or are you now considered overweight?		
12. Do you have now or ever had increased blood cholesterol?		
13. Do you have now or ever had a Hernia?		
15. Do you have any physical pain or discomfort now? If yes, where?		
16. Did you get at least 8 hours of sleep last night?		
17. Did you drink any caffeine or eat a large meal < 3 hours ago?		
18. Are you on any medications (Rx or over-the-counter).		

**SOURCE:** American Council on Exercise & The Cooper Institute of Aerobics Research

I affirm that information is accurate, complete and true.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Fitness Self-Assessment

Page 1 of 2

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Academy: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_

Blood Type: \_\_\_\_\_ Rx Eyewear: Glasses / Contacts / NA

Sponsoring Department: \_\_\_\_\_

**Section I: Please answer the following questions by circling the correct response. Explain any "YES" answer using space provided or on reverse side.**

1. Pursuant to the MPTC policy and abstract of delinquencies in 550 CMR §3.04 (1) (a), have there been any changes in your medical or physical fitness conditions since your HRD medical examination and Physical Ability Test, to include any new medications or changes in existing medications. **YES / NO**
2. Have you had any significant musculoskeletal injury in your life time? **YES / NO**
3. Do you have any chronic medical/physical condition which could impair your full participation in any Academy activity? **YES / NO**
4. Have you experienced dizziness, faintness, chest pain or shortness of breath recently during exertion. **YES / NO**
5. Do you have any allergies to medication, animals, foods or insect bites? **YES / NO**
6. Are you currently taking any prescription or non-prescription medications which could impair your full participation, or, to assist you in full participation in any Academy activity?. **YES / NO**



# Fitness Self-Assessment

Page 2 of 2

**Section II: Please select ONE answer per question. Use reverse side if necessary to explain.**

1. How would you rate your current health status?  
 Excellent       Good       Fair       Poor
2. How often do you exercise on a weekly basis?  
 Every day       Sometimes       Rarely       Never
3. How often do you perform cardiovascular exercises?  
 Every day       Sometimes       Rarely       Never
4. How often do you perform weight training?  
 Every day       Sometimes       Rarely       Never
5. How often do you drink water when exercising?  
 Always       Sometimes       Rarely       Never
6. How often do you stretch before exercising?  
 Every day       Sometimes       Rarely       Never
7. How many 8-oz. (1 cup) glasses of water do you drink on a daily basis?  
 0-3       3-5       greater than 5
8. How would you describe your eating habits (nutrition)?  
 Good       Needs improvement       Could be better
9. Which of the following best describes the activity level of your lifestyle?  
 Active       Average       Sedentary
10. Before your appointment as a recruit officer, what job did you hold?
11. Which of the following fitness categories would you place yourself in?  
 Excellent       Good       Needs Improvement
12. Please list your favorite exercise/athletic activities:
13. What do you hope to accomplish regarding health, wellness and physical fitness while in the Academy?

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Recruit Officer Course



Commonwealth of Massachusetts  
Municipal Police Training Committee

# Standard Equipment List

**Version: D2019**

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The Municipal Police Training Committee (MPTC), an agency of the Executive Office of Public Safety and Security (EOPSS), serves the Commonwealth by establishing training standards, oversight and policy guidance for law enforcement professionals.

## Standard Equipment List

This document contains all Recruit Officer Course (ROC) equipment requirements.

### I. Clothing & Accessories

Amt.	Item	Color	Other Details
2	baseball cap	black	
2	wool/knit cap	black	“skull cap”
2	long sleeve shirt; full button down with collar	khaki	2 breast pockets w/ buttons & flaps
2	short sleeve shirt; full button down with collar	khaki	2 breast pockets w/ buttons & flaps
2	short sleeve t-shirt	white	crew neck (worn under khaki shirts)
4	short sleeve t-shirt	gray	PT
2	long sleeve sweatshirt	gray	PT; crew neck; no hood
2	pants; straight leg; no pleats	khaki	back pocket buttons; no flaps
2	pants; BDU or tactical	black	
2	sweatpants	gray	PT
2	shorts	gray	PT; loose fitting
1	swimming shorts	black	men only; loose fitting
1	one-piece bathing suit	black	women only
1	compression shorts	black	for under gray PT shorts
1	athletic supporter w/ cup	-	men only
1	athletic brassiere	-	women only
3	socks	white	crew length; no stripes
1	leather belt	black	silver buckle
1	leather boots	black	no zippers, mesh or patent leather
1	running shoes	-	details provided at orientation
1	shower shoes (flip-flops)	black	no clogs or “Crocs”
1	tie	black	clip on tie with silver tie bar
1	leather gloves	black	
2	wool gloves	black	
1	rain coat & gloves	black	or as issued by agency
1	jacket	black	appropriate for season / weather
1	reflective safety belt	yellow	
1	eyeglass band	-	if Rx eyeglasses are worn
2	bath towel	white	
2	coat hangers	-	strong metal, no wire
1	sling carrier for water bottle	-	details provided at orientation
1	32 oz. Nalgene water bottle	-	details provided at orientation
2	name tag (2.5” x 5”)	silver	all capital letters in black; last name only
1	duffel bag	black	see description below
1	small insulated hand-carry cooler	-	for personal lunches/snacks
1	jump rope (vinyl speed rope)	-	details provided at orientation
1	toiletry kit	-	for showering & personal hygiene
1	any medications	-	prescribed by Doctor; must have To/From memo on file with Academy Director

## Standard Equipment List

### A. Colors

1. Unless indicated, all clothing items must be a solid color and void of logos, insignias, markings or apparel branding.
2. All Physical Training (PT) clothing must be “ash gray.” PT sweatshirt, t-shirts, sweat pants and shorts must be of the same shade of gray.
3. Khaki color for shirts and pants must match. Creases can be sewn into shirts if desired.

### B. PT Clothing

All PT t-shirts and sweatshirts must be marked permanently and professionally on the front and back with the recruit’s last name. Name letters may be stenciled, ironed on or silk screened, but must use the following standards.

- letters must be 3” high with .5” thick lines
- letters must be block style and uppercase
- Top letter edge must be 6” inches from the lowest point of neck seam

### C. Patches

1. Sponsoring police department patch must be sewn on upper right sleeve of short and long sleeve khaki shirts.
2. MPTC patch must be sewn on upper left sleeve of short and long sleeve khaki shirts. MPTC patches will be provided during Orientation.
3. Department and MPTC patch locations are centered and .5” below top shoulder seam.

### D. Duffel Bag

Duffel bag must be large enough to fit all clothing, accessories and other equipment in sections I, II, and III herein and brought to academy on day 1 and every day thereafter unless directed otherwise by staff.

## Standard Equipment List

Duffel bag must have a shoulder strap. A waterproof bottom is recommended. Duffel bag sold by Galls (# BG186 LG BLK) is an option, but not required.

Recruit's last name must be affixed to duffel bag in 3" white letters (1) across one long side; and (2) the top of bag. Embroidered or silk screen letters are recommended.

### II. Classroom materials

Amt.	Item	Color	Other Details
3	pen (black ink)	-	click or twist to use
4	pocket notebook	-	small enough for shirt / pant pockets
1	3" inch; 3-ring binders	black	with front cover sleeve and spine
1	Book: Emotional Survival for Law Enforcement by Kevin Gilmartin, Ph.D.		
1	Mobile tablet with the following features <ul style="list-style-type: none"> <li>• Wi-Fi</li> <li>• Cellular plan or "hotspot" for internet access</li> <li>• Adobe Reader software</li> <li>• Camera with still image and video capabilities</li> <li>• Word processing software to allow editing of MS Word documents</li> </ul>		

### III. Duty Gear

The following duty gear must meet department specifications, be clearly marked and fit inside the duffel bag brought to the academy on day 1. Strategies for marking duty gear will be provided during Orientation.

Amt.	Item	Color	Other Details
1	duty belt	black	
4	keepers	black	For duty belt
1	handgun holster	black	For duty belt
1	training handgun	red	or blue
1	magazine pouch (holds 2)	black	For duty belt;
1	collapsible baton w/ holder	black	For duty belt
1	OC ( <b>INERT</b> ) w/ holder	-	For duty belt
1	handcuffs + long key w/ holder	-	For duty belt
1	flashlight w/ holder	black	For duty belt
1	soft body armor	-	Before firearms training
1	reflective traffic vest		
1	combination lock		
1	laederal CPR pocket mask		One way valve

## Standard Equipment List

### IV. Firearms

**DO NOT** bring any firearm, ammunition or related equipment to the academy on day 1. The Academy Director will provide specific dates for when firearms are needed.

All firearms, ammunition, and knives are prohibited on academy property - including storage inside personal or patrol vehicles.

Do not bring any firearm, ammunition or related training equipment onto academy property until instructed by staff. All firearms are subject to inspection and approval by MPTC.

**Note:** Recruit is required to have a valid license to carry a firearm when transporting weapons to and from the academy and firing range.

Amt.	Item	Other Details
1	duty gear & soft body armor	See table on page 3
1	2" wide tape	
1	permanent black marker	

Amt.	Pistol	Other Details
1	department issued	
3	magazines	
1	carrying box/case with locking device	Used to transport
1500	training ammunition (duty equivalent)	No reloads
25	inert plastic ammunition (orange / yellow)	metal cartridge preferred
100	9mm "Simunitions" ammunition	MPTC will supply 9mm weapons.

Amt.	Rifle	Other Details
1	AR; H&K, Mini-14 or equivalent	with sling; iron sights ( <b>no optics*</b> )
1	carrying case	soft or hard
1	trigger or magazine lock	
1	chamber flag	orange or yellow
3	Magazines	30 round capacity
1	chamber flag	orange or yellow
1500	training ammunition (duty equivalent)	equivalent to duty ammunition
250	pistol training ammunition	for transition drills
20	inert plastic ammunition (orange / yellow)	brass casing required

**\* If pool/cruiser rifles, iron sights will be set to mechanical zero, adjusted for student officer, then reset back to mechanical zero. Does not apply to H&K G36 systems**

## Standard Equipment List

Amt.	Cleaning Equipment	Other Details
1	bore brushes (correct caliber)	for pistol & rifle
1	loop patch holder or jag	for pistol & rifle
1	cleaning rod or pull cable	for pistol & rifle
1	universal nylon cleaning brush	toothbrush
2	bottles of cleaning solvent	
200	cleaning patches	
4	cleaning rags	
1	bottle of lubricant	
1	box of latex gloves	
2	packs of hand cleaning wet wipes	50-100 count
2	plastic trash bags	13+ gallon

Amt.	Protective Equipment	Other Details
1	eye protection (impact resistant)	ANSI rated
1	ear protection (overhead muffs)	minimum NRR 18DB
6	chem sticks	green or yellow
1	Sunscreen	
1	insect repellent	

### V. Patrol Vehicles

MPTC does not provide vehicles for ROC training. Marked patrol cars are required for skill development exercises to include EVOG, motor vehicle stops and patrol duties. The Academy Director will provide specific dates for when patrol cars are needed.

One (1) marked vehicle is required for every two (2) recruits. Departments sponsoring more than two (2) officers must still meet this ratio.

Each marked patrol vehicle must meet the following standards for ROC training:

Patrol Car Standards
engine in good running condition
4 tires with ample tread and no defects
working head, tail and turn signal lights
working emergency lights and siren
full spare tire with jack & lug wrench (secured in trunk)
all other items must be removed from trunk

## Standard Equipment List

### VI. Uniform

Full department uniform will be needed for graduation.

### VII. Day 1

The following equipment and clothing requirements are for Day 1 of the Academy.

#### 1. Clothing

Each recruit officer must wear the following into the academy on day 1.

- a) black baseball cap
- b) solid white t-shirt (under khaki shirt)
- c) long sleeve with tie (Fall / Winter) khaki shirt; or short sleeve without tie (Spring / Summer) khaki shirt with department and MPTC patches properly affixed
- d) silver name tag centered above right shirt pocket
- e) black clip on tie with silver bar (long sleeve only)
- f) khaki pants
- g) black leather belt with silver buckle
- h) white socks
- i) black leather boots
- j) 1 black ink pen in upper right shirt pocket
- k) 1 pocket notebook in upper left shirt pocket or right rear pant pocket
- l) 32 oz. Nalgene water bottle in sling carrier; Last name must be written on side of water bottle

## Standard Equipment List

### 2. Duffel Bag

Each recruit officer must bring the black duffel bag with his or her name in white letters. The duffel bag must contain all remaining equipment items listed in the following sections:

- I. Clothing & Accessories
- II. Classroom Materials
- III. Duty Gear

All items inside the duffel bag must be clearly marked with the recruit's last name. Strategies for marking duty gear will be provided during Orientation.

### 3. Firearms

**DO NOT** bring any firearm, ammunition or related equipment to the academy on day 1. All firearms, ammunition, and knives are prohibited on academy property (including storage inside personal vehicles).

**\*End of Document\***

# Municipal Police Training Committee



Commonwealth of Massachusetts

## **Policies & Procedures FOR Police Academies & Reserve/Intermittent Programs**

**Version: A2019**

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The Municipal Police Training Committee (MPTC), an agency of the Executive Office of Public Safety and Security (EOPSS), serves the Commonwealth by establishing training standards, oversight and policy guidance for policing professionals.

## Policies & Procedures

These policies and procedures are authorized by the Municipal Police Training Committee (MPTC) and a supplement to [550 CMR 3.00](#). These policies and procedures shall apply to all MPTC operated and approved recruit training. Each student officer shall be provided with a copy of 550 CMR 3.00 and these policies and procedures **before** the recruit training class in which he or she is enrolled begins.

### Table of Contents

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### I. Recruit Training Enrollment

#### A. Policy

There shall be uniform application standards for the enrollment of all 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.

#### B. 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 forms:
  - a) A copy of pages 1 and 6 of the Human Resource Division (HRD) *Medical Examination Form* executed within 6-months of the start date of the academy; and
  - b) A copy of the *Official Result of HRD's Police Physical Ability Test* executed within 6-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.

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4. For police academies, 30-days prior to the published start date of a recruit training class, the [starting roster](#) shall be finalized and seats secured based upon the following **Order of Precedence**. The **Order of Precedence** shall apply to all MPTC 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 M.G.L. 41 §96B and 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 M.G.L. 41 §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 M.G.L. 41 §96B, in which case, all such applicants shall be ranked in the

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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.
5. Applications for reserve/intermittent training programs will be accepted and confirmed in the order in which they are received with no further order of preference.

## II. Recruit Training Uniforms & Personal Appearance

### A. Policy

Recruit training, like a police department, is a uniformed organization. The appearance of the uniform and the manner 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.

### B. Procedures

#### 1. 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.

- a) 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 un-serviceable. 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 ex-pressions or graffiti, and must be approved by the academy director or program administrator.
- b) 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.
- c) 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.

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- d) An employing or sponsoring department-issue tie clip/clasp shall be worn when the black, four-in-hand tie is prescribed.
- e) All boots shall be shined on a daily basis.

### 2. Personal Appearance

#### a) 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.

#### b) Men

Men 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

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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 (0.25") to one-half (0.5") inch long.

### c) Women

Women 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 2 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.

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- (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. 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.

### III. Recruit Training Environment

#### A. 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.

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### B. 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, 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,

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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 re-port 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.

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- 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.

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### 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:

#### **U. S. 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, Room #601  
Boston, MA 02108  
617.727.3990

#### **Massachusetts Commission Against Discrimination (MCAD)**

Springfield Office  
State Office Building  
36 Dwight Street; Room # 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 Requirements

#### A. Policy

There shall be uniform performance criteria within recruit training. Performance requirements shall be consistent with 550 CMR 3.09.

#### B. Procedures

Every student officer shall successfully complete the requirements prescribed by the Committee in each of the following 3 performance areas to ensure he or she has mastered the minimum competency level.

- academic
  - skills; and
  - health and wellness.
1. Passing Score: The minimum passing score on all written tests shall be seventy percent (70%), unless otherwise indicated in the Committee-approved curriculum. The required passing grade shall be announced before administering each test.
  2. Failed Performance Tests. Any student officer who fails to attain a passing score on a test shall be promptly notified in writing by the academy director or program administrator through the issuance of an Action Notice.
  3. Re-tests. Any student officer who fails to attain a passing score on a test shall be offered a re-test within 2 weeks. Attaining a passing score on a re-test will result in the recording of the minimal passing score (i.e., 70%) for grade averaging purposes.
  4. Dismissal for Performance Reasons. Any student officer who fails to attain a passing score on a re-test, or any 3 tests, or who otherwise fails to successfully complete performance requirements prescribed by the Committee, shall be dismissed for non-disciplinary reasons.

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5. Missed Tests: The academy director or program administrator will re-schedule any test missed as a result of an excused absence. If a student officer misses a performance test as a result of an unexcused absence, it shall be counted as a failed performance test, but the student officer shall be offered a re-test pursuant to 550 CMR 3.09(3)(b).
6. Remedial Training. Any student officer who fails to attain a passing score on a test shall be responsible for any remedial training on the student officer's own time and at the student officer's own or the employing/sponsoring Department's expense.
7. Modified Health & Wellness: A student officer must fully participate in the health and wellness curriculum seventy-percent (70%) of the time and can only be placed on a modified health and wellness plan for up to thirty-percent (30%) of the time before being dismissed for non-disciplinary reasons.

### V. Recruit Training Standards of Conduct

#### A. 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:

1. Prepare them to function effectively within a system of policies, procedures, rules, and regulations;
2. Maintain order and discipline;
3. Instill and reinforce the importance of ethical conduct and ethical decision-making;

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4. Ensure that they are prepared to accept full responsibility for their actions and/or inactions;
5. Provide practical applications of the personal accountability concept;
6. Motivate student officers to place a high sense of duty above self-interest; and
7. Develop self-discipline needed to function effectively in a position of public trust.

### B. 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 involve unethical conduct, unprofessional conduct and safety.**

- (1) Absence, unexcused: Any student officer absence not authorized by the academy director pursuant to 550 CMR 3.08 shall be an unexcused absence.
- (2) 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.
- (3) 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.

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- (4) Cheating: A student officer shall not give or receive unauthorized assistance in any writ-ten examination, quiz, skills test, health and wellness, or any other training exercise.
- (5) 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.
- (6) Contact, improper physical: A student officer shall not engage in improper touching of an-other person or his or her clothing.
- (7) 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.
- (8) 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.
- (9) 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.

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- (10) 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.
- (11) 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.
- (12) Insubordination: A student officer shall not intentionally disobey any lawful order, including an order relayed by another student officer.
- (13) 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.
- (14) Plagiarism: A student officer shall not use the words or work product of others without proper acknowledgement.
- (15) 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.
- (16) Retaliation: A student officer shall not retaliate against any person(s) regarding any re-ported incident or investigation into misconduct set forth in this Abstract of Delinquencies.
- (17) 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.

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

b) **Class II Offenses significantly interfere with the training environment.**

(1) 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.

(2) 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.

(3) 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.

(4) 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(l)(a).

(5) 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.

- (6) 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.
  - (7) Tobacco Products, use: A student officer shall not at any time use tobacco products on academy property or during academy training.
- c) **Class III Offenses less-significantly interfere with the training environment.**
- (1) Areas, off limits: A student officer shall not enter areas designated "off limits" by the academy director or staff.
  - (2) 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.
  - (3) Chain of command, failure to adhere: A student officer shall adhere to the chain of command as established by the academy director.
  - (4) 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.

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- (5) 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.
- (6) 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.
- (7) 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.
- (8) 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.
- (9) Reports, incomplete or untimely submission: A student officer shall submit completed reports on time.
- (10) 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 involve unethical conduct, unprofessional conduct and safety.**

- (1) Absence, unexcused: Any student officer absence not authorized by the academy director pursuant to 550 CMR 3.08 shall be an unexcused absence.
- (2) 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.

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- (3) 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.
- (4) Cheating: A student officer shall not give or receive unauthorized assistance in any writ-ten examination, quiz, skills test, health and wellness, or any other training exercise.
- (5) 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.
- (6) Contact, improper physical: A student officer shall not engage in improper touching of an-other person or his or her clothing.
- (7) 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.
- (8) 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.

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- (9) 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.
- (10) 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.
- (11) 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.
- (12) Insubordination: A student officer shall not intentionally disobey any lawful order, including an order relayed by another student officer.
- (13) 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.
- (14) Plagiarism: A student officer shall not use the words or work product of others without proper acknowledgement.
- (15) 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.

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- (16) Retaliation: A student officer shall not retaliate against any person(s) regarding any re-reported incident or investigation into misconduct set forth in this Abstract of Delinquencies.
  - (17) 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.
  - (18) Sexual harassment: A student officer shall not engage in any behavior that is in violation of federal and state sexual harassment laws.
- b) **Class II Offenses significantly interfere with the training environment.**
- (1) 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.
  - (2) 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.
  - (3) Areas off limits: A student officer shall not enter areas designated "off limits" by the program administrator or staff.
  - (4) 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.

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- (5) Chain of command, failure to adhere: A student officer shall adhere to the chain of command as established by the program administrator.
- (6) 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.
- (7) 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.
- (8) 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.
- (9) 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(l)(a).
- (10) 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.
- (11) 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.

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- (12) 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.
- (13) 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.
- (14) Reports, incomplete or untimely submission: A student officer shall submit completed reports on time.
- (15) Visitors, receiving unauthorized: A student officer shall not receive visitors during the academy unless authorized by the program administrator or coordinator.
- (16) Smoking Tobacco Products, use: A student officer shall not at any time smoke tobacco products on academy property or during academy training.

### VI. Police Academy Dismissals & Appeals

#### A. 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.

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### B. 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(l)(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 24-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 5 working days of the student officer's dismissal from the academy.
6. The MPTC director of training shall notify the academy director of the academy from which the student officer was dismissed of the appeal request.

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7. 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 (3) members of the Police Standards Committee must be present at the hearing.
8. 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 de-fault judgment shall be awarded to the party in attendance.
9. The hearing shall be conducted in accordance with M.G.L. 30A §10-11, and the Standard Judicatory Rules of Practice and Procedure, 801 CMR 1.02-1.03.
10. The student officer is entitled to bring to the hearing any person(s) or material(s) that may help present the appeal.
11. 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).
12. 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.
13. 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

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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

#### A. 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.

#### B. 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)(c) and (d) 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.
4. The request must be received within five working days of the student officer's dismissal from the academy.

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5. 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.
6. When such a request is received, the executive director of the MPTC shall, within a reasonable period, schedule a timely hearing on the appeal.
7. The student officer is entitled to bring to the hearing any person(s) or material(s) that may help present the appeal.
8. 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).
9. 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.
10. 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 for a minimum of two years. Upon an unsuccessful appeal of a non-disciplinary dismissal, the student officer shall be eligible for enrollment in a subsequent police academy, subject to employment or sponsorship, compliance with MPTC application requirements, and payment of the full academy tuition.

**\*End of Document\***