



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

Policy: MPTC Instructor Code of Conduct	Policy No.: 1.01
Effective Date: April 21, 2021 Version: 1	Issuing Authority: Chief Robert J. Ferullo (ret.), Executive Director

As an instructor certified by the Municipal Police Training Committee (MPTC), I understand that I am obligated to uphold the laws of the Commonwealth of Massachusetts and the MPTC Instructor Policies and Procedures outlined below.

Good Standing:

Instructors who have been certified by the MPTC shall remain in good standing with their agency while employed as a law enforcement officer or other such position. In the event an instructor is retired or otherwise separated from service from their law enforcement agency, they must have retired or separated from service while in good standing and not while under investigation for any infraction that could have potentially resulted in significant discipline, termination or in decertification by the POST Commission.

For purposes of this MPTC Policy, "good standing" shall mean that the instructor has never:

- received a significant disciplinary sanction (resulting in the suspension for more than five (5) days without pay); or
- reduction in rank due to the imposition of a disciplinary sanction; or
- been subject to Brady motions and placed on a Brady List where they can not testify; or
- been subject to any suspension for the use of excessive force; or
- been subject to any suspension for a civil rights violation; or
- been the subject of a sustained domestic violence complaint; or
- been the subject of a sustained complaint for a criminal charge; or
- had certification revoked by the Police Officer Standards and Training Commission; or
- had certification suspended by the Police Officer Standards and Training Commission.

Instructors who are not in good standing are strictly prohibited from teaching. If it is discovered that an instructor no longer remains in good standing with their respective agency, the Director of Training for the MPTC shall revoke the instructor's certification forthwith and, if applicable, immediately terminate the state fiscal contract of that employee/vendor.

Pay:

Prior to teaching, instructors are responsible for ensuring that they have proper certification for the class that they are assigned to teach and, if applicable, have an active state contract to allow them to be paid. Instructors are strictly prohibited from being paid by two separate agencies for the same time period. This type of behavior has been commonly referred to as "double dipping" and is strictly prohibited. Officers that submit payment vouchers to the MPTC for hours that they are being compensated by another agency shall have their instructor certification revoked and state fiscal contract terminated immediately. All pay vouchers submitted to the MPTC are subject to a public records request under the Freedom of Information Act.

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Privacy:

Paper and electronic records containing personal information that can be readily used to identify a particular individual as defined in M.G.L. 93H and personal data that can be readily associated with a particular individual as defined under the Fair Information Practices Act (FIPA) must be secured by all maximum feasible measures. Instructors must ensure that all student officer personal information remains confidential and secure, including when they are on breaks or at lunch or step out of the classroom for periods of time. The security and care of this information applies to files, rosters, etc. that are removed from the training site by the instructor. Instructors are prohibited from disclosing personal information regarding a student's performance to anyone outside of the MPTC without the express approval of the MPTC Director of Training.

Attire:

To ensure the uniform and professional appearance of Instructors, the following dress code shall apply to all instructors, including contract and volunteer:

- a. Department uniform; or
- b. Business casual attire; or
- c. Attire appropriate to the practical skill.

Exceptions to these standards must be approved by the Academy Director, Program Coordinator or Program Administrator.

Instructor Attendance:

Instructors are expected to be in their respective classroom and prepared to begin teaching at least 5 minutes prior to the start time of their class and to start the class at the designated time unless otherwise directed.

All instructors are expected to cover all assigned material, making sure to completely cover all instructional objectives. Instructors will be paid for the actual time that they teach. If instructional objectives are completely covered more quickly than anticipated and all questions have been answered prior to the allotted time, instructors may dismiss the class earlier with approval by the Academy Director, Program Coordinator or Program Administrator. However, in such cases, the instructor's pay voucher is to reflect the actual hours of instruction, rather than the scheduled hours. No Academy Director, Program Coordinator or Program Administrator will approve a pay voucher that does not accurately reflect the instructor's work hours.

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If an instructor is unable to teach a scheduled class, that instructor must notify the Academy Director, Program Coordinator or Program Administrator as soon as possible with names of suggested replacements.

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If an instructor is running late to teach a class, they shall notify the Academy Director, Program Coordinator or Program Administrator as soon as possible by calling the training site where they are scheduled to teach. If the instructor is teaching with other instructors, they shall notify those instructors of their late arrival.

Classroom Decorum:

1. Instructors will always conduct themselves in a professional manner.
2. Instructors will teach the Municipal Police Training Committee approved material and lesson plans only. Although all instructors are encouraged to utilize their personal experiences to enhance the lesson plan, any changes (additions, deletions or additional handouts) an instructor would like to make to an MPTC approved lesson plan must be submitted to and approved by the MPTC Director of Training prior to it being presented in the classroom.
3. Instructors will always respect and ensure that students respect and care for the MPTC equipment and property.
4. Profanity should be avoided to the extent possible in the classroom.
5. Social media, which may include apps like Snapchat, Instagram, Facebook or another Internet networking applications should not be used during work hours except as it relates to business.
6. Cell phones of the instructors must be on vibrate when teaching in the classroom.
7. Under no circumstances will the MPTC tolerate a hostile, offensive, or harmful training environment. Instructors will conduct themselves in a manner that is respectful of diversity, equity and inclusion and does not include horseplay, bias, sexual innuendo, or harassment of any type.
8. Instructors will conduct themselves at all times in a manner consistent with the highest ethical standards. Dishonesty, untruthfulness, promoting personal business interests or discourtesy will not be tolerated.
9. Instructors are prohibited from aiding or assisting a student to cheat or change a grade.
10. Recognizing that police training is inherently risky, classes will be conducted with a high level of safety and instructors will, to the best of their ability, do all they can to prevent injury and avoid physical, mental or emotional harm to all student officers in their classroom.
11. Instructors are representatives of police agencies and the police profession and will conduct themselves in a manner that will bring credit to the profession. Standards of behavior will reflect courtesy, consideration and respect for the rights and privileges of fellow instructors, academy staff and guests, and student officers.

Fraternization:

Fraternization between an instructor and a student officer in an MPTC operated/authorized Academy is strictly prohibited. If discovered, after a sustained investigation, the MPTC shall revoke the instructor's certification forthwith and, if applicable, immediately terminate their state fiscal contract.

This shall include, but not be limited to:

- a. Any intended social contact with a student officer, in person or electronically, after hours or outside of the academy; or
- b. Sexual contact in or outside of the academy; or
- c. Sexting; or
- d. A romantic relationship; or
- e. Cohabitation.

Tobacco, Alcohol and Drug Use:

The use of tobacco products, alcohol, cannabis, or illegal drugs while instructing for the MPTC is strictly prohibited.

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If another instructor, Program Administrator, Program Coordinator or Academy Director has reasonable suspicion to believe that an instructor is under the influence of drugs and/or alcohol in the workplace, that person will immediately report the information to both the Academy Director, Program Coordinator or Program Administrator and the MPTC Director of Training. Reasonable suspicion may be based on objective symptoms such as the person's appearance, behavior, or speech. This does not apply to alcohol or drug consumption that is part of the MPTC authorized curriculum.

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Internet and Social Media:

Instructors are prohibited from creating or maintaining a social media account attributed to the MPTC.

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Instructors are expected to handle their personal social media accounts appropriately outside of the office. Instructors should always work to ensure that their personal accounts clearly state that their views do not represent the MPTC. Please see MPTC Social Media Policy 1.02 effective September 16, 2020.

Zero Tolerance for Workplace Violence:

Policy Statement:

Workplace violence undermines the integrity of the workplace and the personal safety and security of the individual employee.

Therefore, the Commonwealth of Massachusetts maintains a zero-tolerance policy for any type of workplace violence or threats of violence. All Commonwealth employees shall work in an environment that is free from any type of workplace violence, threats of violence, harassment (sexual or otherwise), and any specific acts or patterns of behavior that create a hostile work environment.

The Commonwealth's Zero Tolerance for Workplace Violence Policy can be found in its entirety at <https://www.mass.gov/guides/guide-to-workplace-conduct#-harassment->

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Appealing a Revocation of Instructor Certification:

There is no appeal process for an individual whose certification has been suspended or revoked by the Police Officer Standards and Training Commission. For any other instructor revocation, the individual may appeal the MPTC Director of Training's revocation of the instructor certification as follows:

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1. The Director of Training shall notify the individual in writing of the revocation of the instructor certification based on a violation of the MPTC's Code of Conduct. If the individual is employed by a law enforcement agency, a copy of the letter shall also be forwarded to the police chief or other hiring authority of the individual's agency.
2. The individual may file an appeal with the Director of Training within 10 days of receipt of the written notification of revocation of the instructor certification.
3. When an appeal is received, the Director of Training shall, within a reasonable period, call a meeting of the Police Standards Subcommittee, a subcommittee of the Municipal Police Training Committee, for the purpose of holding a hearing on the appeal. At least three members of the Police Standards Subcommittee must be present at the hearing.
4. Once a hearing date has been mutually scheduled, each party is permitted one request for a continuance due to exigent circumstances. If either party fails to show for a scheduled hearing, then a default judgment shall be awarded to the party in attendance.

5. The hearing shall be conducted in accordance with G.L. c. 30A, ss.10-11, and the *Standard Judiciary Rules of Practice and Procedure, 801 CMR 1.02-1.03*.
6. The individual appealing is entitled to bring to the hearing any person(s) or material(s) that may help present the appeal.
7. The individual appealing has the right to be represented by counsel or other representative(s) at their own expense. If the individual appealing chooses to be represented, prior to the hearing the counsel or representative(s) must file a written notice of appearance stating name(s), address(es) and telephone number(s) with the Director of Training.
8. The Police Standards Subcommittee shall reach its decision by majority vote, with each member present having one vote to: 1) immediately reinstate the individual's instructor certification; 2) impose a suspension of the individual's instructor certification for any period of time up to a maximum of ten years, or; 3) uphold revocation of the individual's instructor certification and permanently bar the individual from instructing for the MPTC.
9. The Director of Training shall provide the individual appealing with a copy of the Police Standards Subcommittee's written decision within thirty working days of the hearing's conclusion. Any party aggrieved by this final decision of the MPTC has a right of appeal to the Superior Court, as set forth in G.L. c. 30A, § 14, within 30 days of receiving the final decision.
10. Throughout the period of all appeals, the individual's instructor certification shall remain revoked and the individual shall not serve as an instructor until a final decision has been rendered on the matter.

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Municipal Police Training Committee

Code of Conduct Acknowledgement

MPTC Individual Copy



I acknowledge that the MPTC has the right and responsibility to amend instructor training standards, as necessary. I also acknowledge that I have read and understand the above Code of Conduct. I further understand that my failure to comply with all of the laws and regulations of the Commonwealth and the policies, procedures and code of conduct of the MPTC may be cause for disciplinary action resulting in the revocation of the instructor's certification and immediate termination of the state fiscal contract.

X _____

Name - Signature

Date

X _____

Name - Print

Municipal Police Training Committee

Code of Conduct Acknowledgement

Copy for File



I acknowledge that the MPTC has the right and responsibility to amend instructor training standards, as necessary. I also acknowledge that I have read and understand the above Code of Conduct. I further understand that my failure to comply with all of the laws and regulations of the Commonwealth and the policies, procedures and code of conduct of the MPTC may be cause for disciplinary action resulting in the revocation of the instructor's certification and immediate termination of the state fiscal contract.

X _____

Name - Signature

Date

X _____

Name - Print

MPTC



Excellence Through Education

INSTRUCTOR CERTIFICATION AND DEVELOPMENT PROGRAM November 2021

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

We began rolling out our new Instructor Certification and Development Program on November 1, 2021 and will continue the process throughout the month of November. The first part of the program to be rolled out is the process for certifying new instructors. Under the umbrella of this program will be the following:

1. A new three (3) day Instructor Certification Course; and
2. A new three (3) day Patrol Tactics (PTAC) Instructor Certification Course; and
3. The six (6) day Instructor Development Course; and
4. An Instructor Observation and Development Team; and
5. A new streamlined certification process through ACADIS; and
6. New Instructor Leveling

Instructor Certification Course:

This is a three-day course required for all curriculum-based instructor certifications with the MPTC. This course will be led by Steve Taranto. This course is required for NEW instructors only. If an individual has already successfully completed the six-day Instructor Development Course, they will not be required to take the three-day course.

Patrol TACTics (PTAC) Instructor Certification Course:

Any instructor applying to teach in the following disciplines will be required to successfully complete the three-day Patrol Tactics Advisory Group Instructor Certification Course:

1. Applied Patrol Procedures
2. Bola Wrap
3. Critical Care
4. Defensive Tactics
5. Electronic Control Weapons (Taser)

6. Firearms
7. MILO Simulations

An individual applying to teach in the above seven (7) categories will NOT be required to also take the three-day (3) Instructor Certification Course.

Instructor Development Course:

The six-day (6) MPTC Instructor Development Course will remain in existence; however, it will not be a prerequisite for instructor certification with the agency. This is a valuable class that is open to any individual looking to enhance their teaching and presentation skills. Dori Ference will continue to lead the six-day (6) Instructor Development Course.

Instructor Observation and Development Team:

Every instructor will be observed annually by the Instructor Observation and Development Team as a requirement of instructor certification. The Instructor Team lead by Dori Ann Ference will observe each instructor teaching a curriculum block and provide feedback, answer questions, and assist the instructor in developing goals to strive for excellence.

Instructor Certification and Contract in ACADIS:

Our goal is to simplify and clarify the instructor certification process and to create a transparent process based on objective standards. The entire application and contract (if teaching for the MPTC) is done online through ACADIS. Please check the website mass.gov/mptc for all requirements in a specific certification area. Below is the step-by-step process:

Step One: Law enforcement applicants request Chief's permission to apply for instructor certification. The Chief is no longer required to initiate the process. The process requires the applicant to provide the name of the individual giving permission to apply and an email will be sent to that person notifying them once the application has been filed.

Step Two: The individual files an application through ACADIS.

Step Three: MPTC certification manager reviews the application to assure applicant meets minimum requirements.

If minimum requirements are not met, applicant is given an opportunity to supplement the application.

Denied applications – notice sent to applicant and Chief (for law enforcement applicants). Applicant given opportunity to appeal the denial to the Instructor Review Board. The Instructor Review Board is a three (3) person board consisting of the Director of Training, Director of Programs and Standards, Statewide coordinator for applicable subject matter, or other MPTC personnel designated by the Director of Training.

Step Four: Certification Issued and applicant is certified as an Instructor.

Leveling of Instructors:

Instructor levels I, II, III and IV have been eliminated and replaced with the following:

Instructor

Lead Instructor

Instructor Trainer

An individual must be an MPTC certified instructor to teach MPTC curriculum, no matter where they will teach the curriculum. An instructor who does not intent to teach at MPTC academies will not be required to fill out a state contract with the MPTC.

Instructor – This will be the largest category of instructors and includes anyone certified to teach the MPTC curriculum in specified subject matter of a classroom course. Classroom course is defined as a class that can be taught in a traditional classroom setting.

Instructor Lead – This will be a limited group as these instructors will serve as the primary instructor for practical skills course. A practical skills course is defined as a class that includes training in skills not conducive to a classroom setting. These classes require multiple instructors per class. In order to become an Lead Instructor in an academy, the instructor must be certified and teaching in that discipline for at least two (2) years AND recommended as a lead instructor by either an Academy Director or a Statewide Coordinator.

Instructor Trainer – This will be a small number of instructors who are responsible for training and qualifying instructors. This will be a limited group selected by the MPTC and statewide coordinators.

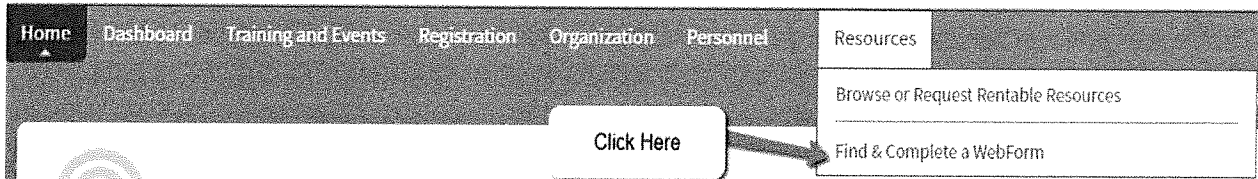
Recertification:

We are in the process of finalizing a streamlined process for recertification of current instructors. During this process, instructors may notice their level being changed from a number to the new system outlined above: Instructor, Instructor Lead, Instructor Trainer. More information on recertification will be provided in the coming weeks.

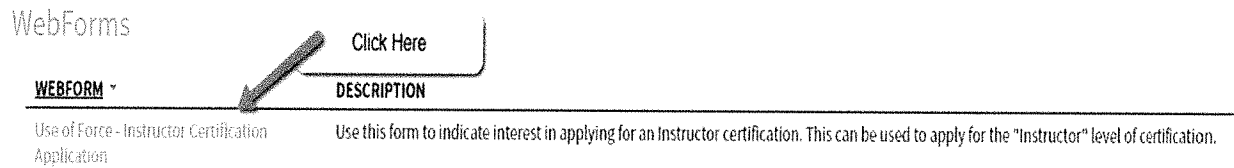
Instructor Certification Application – Web Form

Anyone looking to apply for an instructor certification should utilize this WebForm via the [MPTC Acadis Portal](#)

- **Step 1:** On your MPTC Acadis Portal homepage, move your cursor over the “Resources” heading and click on “Find & Complete a WebForm”



- **Step 2:** Select the webform pertaining to whatever discipline you are interested in applying for



- **Step 3:** Complete/fill in the required information and click “Submit”

INSTRUCTIONAL/TEACHING EXPERIENCE: Briefly describe your experience with instructing and/or teaching adult students. List the venue, the title of the class, the number of hours instructed, and the dates. If none, please enter "None."

* Instructional/Teaching Experience

QUALIFICATIONS: Briefly explain your qualifications for and motivation for teaching this topic.

* Qualifications

more ▾

* Required Information

Back | Finish Later | **Submit**

Step 4: At this point you will need to wait for the Instructor Certification Manager to review your application. If/once the application is approved, please follow the following steps for uploading your instructor payment documents.

- **Step 5:** Once approved, you will receive an email from the address: MPTC [no-reply-MPTC@acadisonline.com] letting you know that you will now need to review and fill out the instructor payment forms. Click link in the email to bring to you the website with all the forms. The link has also been attached here (<https://www.mass.gov/how-to/receive-payment-for-instructional-services-instructor-contract>)

Your workflow task Review and fill out the attached instructor payment forms is ready to begin

MPTC Admin <mptc-test@acadisonline.com>
To: Walsh, Christopher A. (CJT)

CAUTION: This email originated from a sender outside of the Commonwealth. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Click here to go to link that contains instructor payment forms

Workflow task is ready to be processed
Workflow Task Review and fill out the attached instructor payment forms
Description Go to the link here (<https://www.mass.gov/how-to/receive-payment-for-instructional-services-instructor-contract>) to fill out the required forms. Once completed, please submit via e-mail to Kris Gottlander-Gentile and Rose Sauvageau at Kris.gottlander@mass.gov and Rose.Sauvageau@mass.gov
Workflow Instructor Document Submissions (2) (3)
Person Subject Christopher Walsh
Due Date 12/08/2021

To see this and other workflow tasks, [view workflow monitor](#) (sign-in required)

- Or you can get to the link with the payment forms by clicking on “Dashboard” in your Acadis portal then “view all” in the box that states Next 5 Workflow Tasks. Or you can select on the “Instructor Applicant Document Submissions” task itself

Home Dashboard Training and Events Registration Organization Personnel Workflow Resources

1. Click here

2. Click here to view all workflow tasks

3. Or click here

Next 5 Workflow Tasks

- Instructor Document Submissions (2) (2) - Review and fill out the attached instructor payment forms Christopher Walsh 12/04/2021
- Instructor Document Submissions (2) (2) - Submission Confirmation (Only submit when all documents have been uploaded/acknowledged) 12/04/2021

- From there it will bring you to the screen pictured below, where if you click on the symbol under the Resources column will bring you to the website

Workflow Monitor

Current Tasks

Incomplete tasks assigned to you or your workflow roles are displayed for current workflows only.

Status	Tasks	Context	Assignment	Resources	Due Date	
●	Review and fill out the attached instructor payment forms Instructor Document Submissions (2) (2)	⊕ Christopher Walsh Person	Walsh, Christopher Subject of Person Workflow (assigned in context)	🔗	12/04/2021	Mark Complete

Click here for the link to the website with all the instructor payment forms

Once all the forms are filled out and submitted, please mark the task as complete to inform the instructor certification manager

- **Step 6:** Complete all of the instructor payment forms and submit them via e-mail to Kris Gottlander-Gentile and Rose Sauvageau at Kris.gottlander@mass.gov and Rose.Sauvageau@mass.gov. Once the forms have been submitted, please click “Mark Complete” to inform the instructor certification that you have finished your paperwork

Home Dashboard Training and Events Registration Organization Personnel Workflow Resources

1. Click here

View Concluded Online Training

2. Click here to view all workflow tasks

View All

Training In Progress

Assigned tests and online content will appear when available and remain until completed or hidden.

No tests or online content are currently available.

3. Or click here

Next 5 Workflow Tasks

- Instructor Document Submissions (2) (2) - 12/04/2021
Review and fill out the attached instructor payment forms
Christopher Walsh
- Instructor Document Submissions (2) (2) - 12/04/2021
Submission Confirmation (Only submit when all documents have been uploaded/acknowledged)

Workflow
Workflow Monitor

Current Tasks

Incomplete tasks assigned to you or your workflow roles are displayed for current workflows only.

Click here for the link to the website with all the instructor payment forms

Once all the forms are filled out and submitted, please mark the task as complete to inform the instructor certification manager

Status	Tasks	Context	Assignment	Resources	Due Date	
●	Review and fill out the attached instructor payment forms Instructor Document Submissions (2) (2)	Christopher Walsh Person	Walsh, Christopher Subject of Person Workflow (assigned in context)		12/04/2021	Mark Complete

- **Step7:** Once marked complete, the instructor certification manager will get notified. She will then check her email for the paperwork you submitted and review upon receipt. If accepted, the certification will be issued, and your agency head will be notified