

# Recruit Officer Course



Commonwealth of Massachusetts  
Municipal Police Training Committee

## Orientation

**Version:** C2019

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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.

# ACADEMY DIRECTOR

## Agenda

- I. Welcome
- II. Academy Overview
- III. Academy Rules & Regulations
- IV. Physical Training
- V. Panel of Recent Graduates for Q & A
- VI. Required Equipment
- VII. Day 1
- VIII. Administrative Documents
- IX. Assignments
- X. Final Questions and Answers



### I. Welcome

## II. Academy Overview

The Municipal Police Training Committee (MPTC) is the state agency statutorily tasked with implementing training standards for and delivering training to the Commonwealth's municipal, University of Massachusetts, and environmental police officers. This includes the basic Recruit Officer Course (ROC).

### A. Core Principles

The ROC covers 21<sup>st</sup> 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

### B. 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
  - o Crime Scenes & Evidence
  - o Criminal Law
  - o Domestic Violence Investigations
  - o Sexual Assault Investigations
  - o Human / Sex Trafficking
  - o Juvenile Investigations
  - o Missing Persons
- c) Motor Vehicle Investigations
  - o Motor Vehicle Laws
  - o Traffic Control & Direction
  - o Motor Vehicle Stops
  - o O.U.I. Investigations
  - o Crash Investigations
  - o 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
  - o Handcuffing
  - o Personal Defense
  - o Weapons: OC & Baton
  - o Weapons: Firearms
- c) Patrol Duties
  - o Officer Safety
  - o Crime Prevention
  - o Incident Command System
  - o Hazardous Material Emergencies
  - o Active Shooter
  - o Crowd Management
  - o Homeland Security

**Note:** ROC lessons are available at [www.mptctraining.com](http://www.mptctraining.com). A password is needed to view and download lessons. Contact your Academy Director for password.

### III. Academy 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.

A. Code of Massachusetts Regulations (CMR)

Section [550 CMR 3.00](#) 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.

B. 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
6:30 a.m.	Health & Fitness
8:30 a.m.	Formation; posting of colors; inspection
9:00 a.m. to 12:00 p.m.	Instruction in classroom or other designated area
12:00 to 12:30 p.m.	Lunch
12:30 to 4:00 p.m.	Instruction in classroom or other designated area

### C. 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.

### D. Academy Closings & Cancellations

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

### E. Fire Emergencies

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

### F. Medical Emergencies

1. Student officers will familiarize themselves with locations of fire extinguishers, first aid kits, and AED devices throughout the building or training site.
2. The Academy Director may designate a student officer with an EMT or paramedic license to be the "Recruit Class EMT."
3. A medical bag and assigned AEDs will always be present at the training site and accessible.

4. At least one staff member will have a cell phone immediately available at all times for emergencies.
5. Contact the Academy Director as soon as practical.

G. Chain of Command

Student officers will adhere to Chain of Command identified by Academy Director.

H. Written Correspondence

All written correspondence from student officers to academy staff must use “To-From” memo format. The memo must be typed on designated letterhead provided, proper grammar and submission protocols determined by the Academy Director.

I. Etiquette

Student officers must follow specific protocols when communicating or interacting with academy staff members and instructors. The following are general etiquette rules for student officers. However, each academy may have others as determined by Academy Director.

1. When communicating with any academy staff member, guest speaker or visitor, student officers must include the word “Sir” or “Ma’am” in the question or response.

Student officers will greet all Academy staff members, guest speakers or visitors with an appropriate greeting (e.g., “Good morning, Sir”; “Good afternoon, Ma’am”, etc.).

2. Whenever academy staff enters the classroom, the first student officer seeing this person must call the class to attention by saying:

*“Director present!” or “Instructor Present!”*

After hearing the announcement, every student officer in the room will come to attention and remain at attention until



directed otherwise. This requirement does not apply when class instruction is in progress.

3. While on Academy grounds, student officers will keep to the right side of the hallway or passageway at all times.

#### J. Injuries

##### 1. 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.

##### 2. 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.

#### K. Parking

Student officers must park in designated areas at the academy and off-site locations. Student vehicles must be properly registered, licensed, inspected, and secured.

#### L. Restricted Areas

Student officers may not be permitted to enter or use specific areas of the academy as determined by the Director. Restricted areas may include, but are not limited to administrative offices and other classrooms not designated for use by recruit class.

M. Lunches / Snacks

Unless otherwise instructed by staff, student officers must pack and bring their own lunches/snacks every day in personal cooler (see Equipment List). Lunches/snacks may only be eaten in areas designated by staff during lunch or break times.

**Note:** Student officers cannot chew gum or use tobacco products of any kind while on-duty.

N. Cell Phones

Student officers are not authorized to carry on their person any cell phone or other mobile communication device while on-duty. All emergency communications must be sent to the Academy Director, who will promptly notify the student officer.

During unusual circumstances (e.g., expectant birth of a child; family illness; etc.), a student officer may submit a "To/From" memo to the Academy Director seeking permission to carry a cell phone for a specific period of time.

O. Jewelry

Student officers may wear a watch, wedding/engagement rings, medical alert bracelets and religious medals while on-duty. Religious medals must be small and worn inside the T-shirt. All other jewelry is prohibited.

P. Visitors

Visitors are not permitted to meet with student officers on-duty without prior approval from the Academy Director.

#### IV. Physical Training

Every student officer must fully participate in 70% of physical fitness training sessions. Non-participation in more than 30% of physical training sessions may result in dismissal. The following 4 events from the Cooper Institute are used to determine recruit suitability.

- **Push-ups (1 minute)**
- **Sit-ups (1 minute)**
- **1.5 Mile Run / Walk**
- **300 Meter Run**

**Note:** Passing the Physical Ability Test (PAT) **does not** mean you are physically prepared for the demands of academy training. Review the [Health & Wellness Preparation Guide](#) for information on how to improve your fitness before day 1 of the academy.

Some academies may conduct a preliminary fitness assessment during orientation. To ensure optimal performance, do the following in preparation for fitness assessment testing:

- A. Get 8 hours of uninterrupted sleep the night before.
- B. Drink plenty of water and remain hydrated. Do not drink caffeine or use tobacco products 3 hours prior to testing.
- C. Do not eat a large meal or foods high in sugar or fat 3 hours prior.
- D. Complete Physical Activity Readiness Questionnaire (PAR-Q) form and provide to instructor before testing begins.
- E. Wear clothes that are comfortable, flexible, and appropriate for weather conditions.
- F. Warm-up with activities that get blood flow moving to muscles needed for activity (e.g., walking, jumping jacks; etc.).

#### **V. Panel of 10<sup>th</sup> ROC Graduates for Q & A**

#### **VI. Required Equipment**

Specific clothing and equipment items are required to participate in the ROC. **Refer to the Equipment List for all required items.**

**VII. Day #1**

Be prepared and on time.

Time	Activity
6:30 a.m.	Be on time
6:30 a.m. to 12:00 p.m.	Be prepared
12:00 to 12:30 p.m.	Lunch
12:30 to 4:00 p.m.	Be prepared

**VIII. Administrative Documents**

Recruits will hand in their Personal Data Form and Image Release Form completed at home and fill out a white card which will be provided on site.

**IX. Assignments**

Academy Directors may issue individual assignments for student officers to complete prior, or after day one. Assignments include, but are not limited to the following:

- A. Personal biography to include reasons for choosing career in law enforcement.
- B. Completion of on-line training outside of regular classroom instruction.
- C. Reading assignments with follow-up written assignments.

**X. Final Questions & Answers**