

Municipal Police Training Committee

Monthly Meeting Minutes

Randolph

January 21, 2015

Call to Order

At 9:36 AM, Chief Hicks called the monthly meeting of the Municipal Police Training Committee to order and greeted all present.

Attendees

Chairman James Hicks
Chief Michael Botieri, Southeastern MA
Lt. Mike Chapman, BPD
Chief Scott Livingstone, Western MA
Captain Robert McGrath, MSP
Jim O'Brien, Attorney General's Office
Joseph Vieira, MPA
Deputy Chief Gloria Andrews Ward, Transit Police

MPTC Staff

Dori Ann Ference, Dan May, Curt McKenzie, Marylou Powers, Lara Thomas, Dan Zivkovich and Sheila Gallagher

Guests

Dr. Laurent Benedetti, Harvard University
Dr. Stefanos Kales, Harvard University
LTC Sharon Costine, MSP
Sgt. Mark LeBlanc, Lowell PD
Jerry Lynch, Parole
Captain Jack Ryder, Worcester, PD
Chief Peter Roddy (ret.), MPI
Chief Fred Ryan, Arlington

Introductions

Executive Director Dan Zivkovich introduced Lara Thomas, who was hired as the new academy director for Randolph. Lara comes to the MPTC from the Southeastern Regional Services Group (SERSG) – a 501(c)(4) organization - where she spent eleven years as the Regional Administrator and provided administrative services to a consortium of 20 Municipalities, performing such duties as conducting cooperative

procurements, planning and implementing joint training opportunities, and providing contract management for over 150 contracts. Prior to that she spent 16 years at Northeastern University School of Education where she served four years as Administrative Officer for the School of Education, three years as acting director and Director of their Community Partnerships program, four years as the Program Administrator for their Office of Educational Opportunities Programs, and five years as the Administrative Assistant to the president. She also spent 2 years as Safe Neighborhood Initiative Coordinator with the Attorney General's Office. Lara has a Master's in Public Administration degree from Northeastern University and a Bachelor of Science in English with Writing Concentration (*summa cum laude*) from Northeastern University. She is also a published author, having written several articles on a variety of topics.

Executive Director Zivkovich reported that the candidate for the distance learning coordinator position declined to join the MPTC because her current employer, Staples, offered her a tremendous opportunity to remain in her position. Since there is a hiring freeze, ED Zivkovich is not sure when the distance learning position will be filled. However, he is hoping the MPTC will be given an exemption to fill this position.

Review/Approval of Minutes

Chief Hicks made one update to the minutes before taking a vote. The date for SPMA's graduation was changed to February 13, 2015. A motion was made to approve the minutes from the December 17, 2014, meeting. The motion passed by unanimous voice with two absentions.

Police Standards and Training

Marylou Powers reported that all of the requests for temporary waivers considered by the Committee are forwarded with a favorable recommendation:

Temporary Waivers:

Adam Brown

Rehoboth PD

Patrick DeRoo

Halifax PD

Before a motion was made, Chief Hicks asked whether the title auxiliary is interchangeable with reserve. Chief Hicks mentioned that some auxiliaries have no powers of arrest and would be missing the key requirement of law enforcement experience. Marylou Powers added that Mr. DeRoo has experience with Halifax Police Department in addition to his auxiliary experience with Randolph Police. Mr. DeRoo's

experience in its entirety satisfies the required standards for temporary waivers. A motion to accept was made and seconded. A motion passed by unanimous voice with one abstention.

Permanent Exemptions:

Shaun Kelly

Somerset PD

A motion was made to approve the permanent exemption and passed by unanimous voice vote. There were no abstentions.

Disciplinary Hearings

There was one dismissal from the Western Mass Academy for a firearms safety violation. The disciplinary hearing was held on December 17, 2014, at MPTC Headquarters in Randolph. Joseph Vieira reported that the reason for the dismissal involved a Springfield recruit failing to follow instructions while on the firearms range. Director McKenzie added that the recruit was likeable but not mentally prepared to be in the academy. The recruit had past issues and the final straw involved the failure to follow safety instructions while loading a firearm at a live range. Since Director McKenzie was concerned that someone may get shot, he removed him from the range and the recruit was dismissed for a Class 1 violation. After the hearing, the Committee voted to reduce the Class 1 violation to a Class 2 offense. Consequently, the recruit is not barred from reentry into an academy.

Open Discussion

Chief Livingstone asked whether the MPTC would provide departments with training certificates. ED Zivkovich responded that the MPTC is not going to provide annual training reports to the departments because the MPTC is not utilizing the old database. Chief Livingstone stated that some Chiefs in Western Mass were concerned that officers were not attending the trainings. Director May from Reading stated that Larry Norman sends emails to the Chiefs regarding who attended the classes. Chief Hicks asked whether the Western Mass Academy could explore circulating reports similar to what Reading distributes. Chief Livingstone clarified that was the type of report that was desired: a weekly report, rather than annual reports. With the clarification, the Western Mass Academy will implement a system for sending weekly rosters to departments whose officers attend training during that week.

Executive Director's Report

ED Zivkovich mentioned that one of MPTC's employees, Marie Conlin, is wrestling with some serious health issues. Since Marie will be out for awhile, any requests for transcripts should be forwarded to Melixza Esenyie or Howard.

ED Zivkovich relayed that the review of MPI online classes is almost complete.

The course regarding interacting with people with mental illness has been reviewed and approved. Currently, the courses for legal updates and human trafficking are being reviewed.

Additionally, ED Zivkovich mentioned that James McGinn has been appointed the new colonel of the Environmental Police. ED Zivkovich added the Sheriffs Association is discussing the expansion of its work with the MPTC on training issues.

Harvard Study Regarding Recruit Fitness Standards

Dr. Laurent Bendetti and Dr. Stefanos Kales from Harvard were present to report their findings with regard to recommended physical fitness standards for recruits within the academy. ED Zivkovich explained that the purpose for retaining the doctors to study five years of data was to establish how fitness levels of recruits who enter the academy can serve as a good predictor of which recruits will succeed in graduating from the academy. Drs. Bendetti and Kales presented a PowerPoint with regard to their objectives at the start of this study: (1) Discuss the impact of entry-level aerobic physical fitness on Police Academy activities, (2) Analyze relationships between entry aerobic physical fitness level and Police Academy outcomes, and (3) Determine minimum physical fitness levels for successful completion of Police Academy training

After analyzing all the data, the doctors commented some needed data was missing from some academy records, such as the height of the recruit, which prevented Body Mass Index calculations from being made. Additionally, the doctors also found that the number of pushups a recruit can complete is a good measure in determining the likelihood of recruit success in the academy. However, Dr. Kales recommended that a validation study be conducted to confirm and strengthen the quality of the data gathered and analyzed to date.

After the presentation, ED Zivkovich proposed to the Committee that a validation study be conducted in the coming year. Although the cost of the study is 40K, ED Zivkovich emphasized the far reaching implications this study would have. The Committee members agreed that a validation study would be critical. Some other discussion followed and no vote was taken at this time.

Recruit Officer Training Updates

Boston: 67 recruits remain in week 7 of the academy that began on December 8, 2014.

Boylston: graduated at Mechanics Hall and the next class scheduled for January 26 is full.

Lowell: Target date for next class is May 18 or June 1.

MBTA: 33 recruits remain; one left to join Woburn Fire Department; graduation February 19, 2015; and the next class is expected to begin on February 23, 2015.

Reading: 44 recruits remain in week 20, and graduation is expected on February 5, 2015. Next class of 48 is scheduled to begin February 9, 2015.

Plymouth: 57 in session and expected to graduate on February 6, 2015. The next class is scheduled for March 23, 2015, and is full.

SPMA: 50 recruits remain, and graduation is expected on February 13, 2015.

Springfield: There is no scheduled academy at this time.

Worcester: in 2nd week of bridge program with the National Guard. Day 1 was comparable to day one of most academies.

Western Mass: 42 will graduate on January 23, 2015, at Springfield High School, and the next academy is expected to start on February 3, 2015.

Randolph: expected to start an academy in late April or early May. There are 4 potential staff instructors that Director Thomas is considering.

Northern Essex Community College: NECC is planning to run a class scheduled to begin on February 2, 2015 class with 42 recruits. At this time, it is still unclear who the academy director is.

Funding

ED Zivkovich reported on the estimated State budget shortfall of \$756 million. Currently, there is a contract and hiring freeze. With regard to the contract freeze, the MPTC cannot hire any new instructors but must work with the set of instructors already approved. ED Zivkovich stated that the MPTC can expect to have about \$100K cut from its budget.

Old Business

The lesson plans for police stress and emotional survival will be combined. For the next meeting, the Committee will review Disk 13, Water Safety.

Staff Instructor Minimum Requirements: (See attached document)

ED Zivkovich distributed the recommendations for staff instructor requirements. There were various items that were discussed and voted on by the Committee. These items included the following: definitions, type of department, use of campaign cover, form of address, prerequisites including education

requirements, selection process, instructor development course requirements, physical fitness test for instructor certification, shadowing/mentoring, and rank. The attached document reflects the Committee's unanimous votes on each item included.

New Business

For the next meeting, the Committee agreed to discuss topics for in-service.

Next Meeting

The next meeting is scheduled for Wednesday, February 18, 2015 @ MPTC Headquarters in Randolph, MA.

Adjournment

The motion to adjourn was made, seconded and passed by unanimous voice at 1:00 PM.

Minimum Standards for MPTC Recruit Officer Course Staff Instructors

(MGL chapter 6 §116: “The committee shall set policies and standards for the training of municipal police officers, candidates for appointment as municipal police officers, environmental law enforcement officers and the University of Massachusetts police officers...”)

- Definition of Staff Instructor: A uniformed officer acting under the authority of the academy director who is empowered to enforce MPTC standards, policies, and regulations.
- A minimum of five (5) years of experience as a Massachusetts police officer (military experience cannot be substituted)
- Graduation from a fulltime police academy required
- While the rank of sergeant or above is preferred, the staff instructor may be the rank of patrol/line officer in unique cases.
- Staff instructors may be officers with any police agency and do not need to be solely selected from municipal, UMass, or environmental police departments.
- Campaign covers are permitted, but not required. However, specific training regarding their proper use is required for staff instructors in academies utilizing them.
- Form of address: either “Ma’am, yes, ma’am” or “yes, ma’am” is permitted; however, a transition to “yes, ma’am” and “yes, sir” should occur during the third phase of training.
- Education: An associate’s degree or higher or in lieu of an associate’s degree, a minimum of ten (10) years or more of combined police and military experience, is preferred (but not required)
- Attendance at Staff Instructor Development course is required prior to serving as a staff instructor
 - Enrollment into the class must be initiated by a letter from the department’s administration.

- Staff Instructor selection process shall include the following:
 - Submission of a letter of interest with a résumé
 - Written letter of support from the department's administration
 - A check of the prospective staff instructor's reputation, disciplinary record, work ethic, demeanor, and comportment
 - An interview (or interviews) conducted by the academy director, at least one of the current academy staff instructors, and a police chief, either conducted as an interview panel or as a series of separate interviews

- A modified instructor development class shall be incorporated into the Staff Instructor Development class focusing on adult learning and shaping behavior but eliminating portions not needed by staff instructors (e.g. lesson plan development, PowerPoint, et cetera).

- No classroom instructional experience is required.

- PT instructor certification is required, which:
 - Includes attendance at the two-day PT Instructor Certification class;
 - Includes submission of the instructor certification application to obtain PT instructor certification; but
 - Does *not* include a performance component (e.g. meeting a minimum fitness requirement).

- Upon graduation from the Staff Instructor Development course, in order to become certified, the prospective staff instructor must serve as an assistant staff instructor during a recruit officer course and shall only be certified upon written notification from the academy director (based upon personal observation and feedback from other academy staff instructors) attesting to the prospective staff instructor's readiness to assume full staff instructor certification and responsibilities.

- These standards apply to all academies training municipal, University of Massachusetts, and/or environmental police officers.