



*The Commonwealth of Massachusetts*  
*Department of State Police*

*Division of Standards and Training*

*Certification Unit*

*485 Maple Street*

*Danvers, Massachusetts 01923*

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To: Facilities Employing Special State Police Officers

From: Department of State Police, Division of Standards & Training, Certification Unit

Re: **Standard Operating Procedures Concerning Training Guidelines – Special State Police Officer (SSPO) Applications**

In order to be considered for appointment as a Special State Police Officer (SSPO) under G.L. c. 22C, §51-69 and qualified to provide public safety services at universities, colleges, and health care institutions throughout the Commonwealth, candidates must complete one of the following five (5) minimum eligibility and training requirements:

**I. Attend a Special State Police Officer (SSPO) Academy**

- The candidate must be a U.S. citizen and at least 19 years old on the day the training academy begins.
- The candidate must possess a high school diploma or have passed the High School Equivalency Testing Program (HiSET), formally known as the GED.
- The candidate must successfully complete an entry-level academy operated by or approved by the Massachusetts State Police.

**II. Attend Municipal Police Academy**

- The candidate must be a U.S. citizen and at least 19 years old on the day the training academy begins.
- The candidate must possess a high school diploma or have passed the High School Equivalency Testing Program (HiSET), formally known as the GED.
- The candidate must successfully complete an entry-level Municipal Police academy operated by or approved by the Municipal Police Training Committee (MPTC).

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### **III. Equivalency Reserve/Intermittent Academy Training**

Candidates who do not meet the preceding requirements may obtain a Warrant of Appointment with proof they successfully completed the current Reserve/Intermittent Training Program operated by or approved by the Municipal Police Training Committee, (which is currently a minimum of 372.5 hours of training, including the 56-hour M.P.T.C. firearms training program), or having completed a lower hour Reserve/Intermittent Training Program for an exceptional candidate who can document continued law enforcement powers, service, and any additional training to enhance his/her standing.

- The candidate must be a U.S. citizen and at least 19 years old on the day the training academy begins.
- The candidate must also have fulfilled one (1) of the following three (3) requirements:
  - A. The candidate is/was employed as a part-time police officer by a municipal police department with a minimum of 2,000 hours of cumulative work experience (the candidate must provide certification from the Chief of Police verifying the applicant's employment, certifying that the candidate had arrest powers, and describing their core functions within the department i.e. patrol, investigation, etc.); or
  - B. The candidate has attained an advanced educational degree of:
    - Associate's Degree in Criminal Justice or related field of study from an accredited University or College (the candidate must submit a copy of University/College diploma and a transcript of grades)
    - Bachelor Degree in any subject matter from an accredited University or College (the candidate must submit a copy of University/College diploma and a transcript of grades)
  - C. The candidate has been granted a Temporary Waiver from the Massachusetts State Police Certification Unit. See Section V. Petition for Temporary Waiver, listed below.

### **IV. Petition for Permanent Exemption**

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

- The candidate must be a U.S. citizen and at least 19 years old on the day the exemption petition is submitted and possess a High School diploma or proof of a G.E.D./HiSET.
- The candidate must have completed entry-level training that is substantially equivalent to (in terms of number of hours and curriculum) or greater than the SSPO

Academy. This would include a comparison of the candidate's full time academy hours and any additional training received during their career that was applicable to equate to the number of hours the SSPO Academy during the same year. (i.e., Candidate graduated an out of state academy in 2013, and his/her hours would be compared with that of an SSPO graduate during the same year.)

- The candidate must successfully pass a Special State Police Officer exemption exam within 90 days of exemption approval.

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

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

No candidate for this exemption will be considered if they have previously attended a Police Academy and separated from said Academy for academic, attendance, or disciplinary reasons. Should a candidate separate from a Police Academy for academic or attendance reasons, the candidate will be deemed ineligible to receive Special State Police Authority for one (1) year from the date of separation. Should a candidate separate from a Police Academy for any disciplinary reason(s), the candidate will be deemed ineligible to receive Special State Police Authority for two (2) years from the date of separation.

#### **V. Petition for Temporary Waiver**

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

- Reason for requesting a Temporary Waiver (cite nature of public safety emergency or other exigent circumstance.)
- Current resume of applicant.
- Current certification in CPR and First Aid.
- Current qualification in Use of Firearms by an MPTC or MSP certified instructor, if applicable.
- Copy of the curriculum for the entry-level training program attended, including a breakdown of course titles and hours and copy of graduation certificate.
- Copies of certificates for any other police training attended.
- College or university program applicant is currently enrolled in.

A Temporary Waiver shall last for 365 days; for the purpose of allowing the applicant to obtain an Associate's Degree from an accredited University or College or enroll in a Municipal Police Academy or Special State Police Officer Academy. Temporary Waivers can be extended,

based on the lack of available Academy training during the waiver period, due to a required Military Call Up or due to an injury that precluded the candidate from fulfilling his Academy or Degree commitment.

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

If a candidate is denied a Permanent Exemption, Temporary Waiver, or Extension, the candidate's agency chief or director may submit an appeal to the Division Commander of the Division of Standards and Training. Appeals must be submitted within 45 days of receipt of the denial notification.

Any Warranted SSPO returning from any leave or break in service that exceeds three (3) years must meet all requirements for reentry.