



## 2025 QUICK REFERENCE GUIDE

<b>Last Name</b>	
<b>First Name</b>	
<b>Middle Initial</b>	
<b>Date of Birth</b>	
<b>MPTC User-ID</b>	
<b>Employing Agency Name</b>	
<b>Officer Type</b>	Select from choices: <ul style="list-style-type: none"> <li>• Full-time</li> <li>• Part-time</li> <li>• Details only</li> </ul>
<b>Employment Status</b>	Select from choices: <ul style="list-style-type: none"> <li>• Active</li> <li>• Out on Leave</li> <li>• Suspended by Agency</li> <li>• Inactive</li> </ul>
<b>Employment Sub-status</b>	Select from choices: <ul style="list-style-type: none"> <li>• Active             <ul style="list-style-type: none"> <li>○ Regular Duty</li> <li>○ Modified Duty/Admin Duty</li> <li>○ Details Only</li> </ul> </li> <li>• Out on Leave             <ul style="list-style-type: none"> <li>○ Administrative</li> <li>○ Medical/Injured- on Duty</li> <li>○ Chemotherapy/radiation</li> <li>○ Military</li> <li>○ Leave of Absence</li> <li>○ FMLA</li> <li>○ Parental leave</li> <li>○ Workers' compensation</li> </ul> </li> <li>• Inactive             <ul style="list-style-type: none"> <li>○ Terminated for cause</li> <li>○ Resigned in good standing</li> <li>○ Resigned in lieu of discipline/ during investigation</li> <li>○ Retired in good standing</li> </ul> </li> </ul>
<b>Work Email Address</b>	
<b>Personal Email Address</b>	
<b>Mailing Address</b>	
<b>Communication Preference</b>	Select from choices: <ul style="list-style-type: none"> <li>• Email</li> <li>• US Postal Mail service</li> </ul>

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RECERTIFICATION QUESTIONS	
<b>Evaluator's Name</b>	
<b>Has the officer completed the annual in-service training for FY25?</b>	Yes/No
<b>Does the officer possess current first aid and CPR certifications?</b>	Yes/No
<b>Has the officer ever been convicted of a felony by any Federal or state court?</b> <i>(Answer "Yes" to this question if the officer admitted to sufficient facts, received a Continuance Without a Finding (CWOFF) or equivalent disposition, or was sentenced to a term of probation for any felony offense, even if the matter was subsequently dismissed.)</i>	Yes/No
<b>Since the officer's last certification, has the agency submitted to the Commission all reports regarding the officer that were required under M.G.L. c. 6E, § 8 and 555 CMR 1.01?</b> <i>(this may require the agency to first provide the Commission with any information that it was required to report but neglected to provide previously.)</i>	Yes/No/Not Applicable
<b>Has the Agency Head/Designee/ Appointing Authority determined that the officer possesses good moral character and fitness for employment as a law enforcement officer?</b>	Yes/No/Not Applicable - Chief
<p><b>If you answered "no" to the previous question, please provide a brief summary explaining your reason.</b></p> <p>Please note the following:</p> <ol style="list-style-type: none"> <li>1. Upload into the portal the non-attestation form containing a more detailed report explaining your negative attestation or non-attestation</li> <li>2. Upload any supporting documentation</li> <li>3. Provide a copy of such report and documentation to the officer</li> </ol>	