



## 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>○ Military</li> <li>○ Leave of Absence</li> <li>○ FMLA</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> <li>○ Retired in lieu of discipline/during investigation</li> <li>○ Deceased</li> </ul> </li> </ul>
<b>Work Email Address (Required)</b>	
<b>Personal Email Address OR</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 TY26?</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> For purposes of this question: <ul style="list-style-type: none"> <li>• A conviction includes an admission to sufficient facts, a continuance without a finding (CWOFF) or equivalent disposition, or a sentence to a term of probation for any felony offense, even if the matter was subsequently dismissed, except as provided below.</li> <li>• A conviction does not include a disposition in:                             <ul style="list-style-type: none"> <li>○ Any case that has been sealed or expunged pursuant to Chapter 276 of the Massachusetts General Laws; or</li> <li>○ Any case of delinquency or as a child in need of services which did not result in a complaint transferred to the Massachusetts Superior Court for criminal prosecution.</li> </ul> </li> </ul>	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> <ul style="list-style-type: none"> <li>• Answer <b>"YES"</b> to this question if the officer had a reportable matter and the LEA submitted the required reports already.</li> <li>• Answer <b>"NO"</b> to this question if the officer had a reportable matter, but the LEA <b>did not</b> yet submit the required reports, and submit the required reports as soon as possible.</li> <li>• Answer <b>"NOTHING TO REPORT"</b> if the officer did not have any reportable matters.</li> </ul>	Yes/No/Nothing to Report
<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> <ul style="list-style-type: none"> <li>• Only answer "Not Applicable – Chief" if you are completing the form for a Chief and/or Agency Head. Attestations for Chiefs and/or Agency Heads must be submitted by the Appointing Authority.</li> </ul>	Yes/No/ N/A - Chief

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**If you answered "NO" to the previous question, please provide a brief summary explaining your reason.**

Please email the following documentation to POSTC Certifications team ([POSTCCertification@mass.gov](mailto:POSTCCertification@mass.gov)):

1. The [non-attestation form](#) containing a more detailed report explaining your negative attestation or non-attestation,
2. The questionnaire, and
3. Any supporting documentation.

**You must provide a copy of such report and documentation to the officer and the head of the officer's collective bargaining unit.**