

# A

# ***Recertification of Current Police Officers***

**Currently serving officers all received initial certification automatically on July 1, 2021.** Now officers with last names A through H must be considered individually by POST for recertification effective July 1, 2022.

## ***POST'S ONLINE PROCESS FOR RECERTIFICATION***

**For recertification, police chiefs must provide POST with an attestation of each officer's moral character and fitness to serve as a police officer.** The standards for this attestation are found in 6E, § 4(f)(1) and (f)(2). The chief fulfills the duty to attest to an officer's moral character and fitness to serve through (1) a review of each officer's hiring, training, and discipline records and (2) by means of an interview of each officer.

**If a chief declines to provide the attestation for an officer, the chief must notify POST of the reasons why.**

(The general instructions for the process are posted online here: <https://www.mass.gov/info-details/post-commission-officer-recertification-packet-outline-instructions> and the *Recertification Packet Part I: Attestation Document* may be downloaded here: <https://www.mass.gov/doc/agency-attestation-document/download> )

**The chief will send at least two documents to POST.** (This will be done not by email, but through the Jira web portal.):

- **Submission Template.** This spreadsheet will list all the department's officers, each in one (and only one) row. Some boxes are completed by filling in information, such as the officer's name and date of birth. Other boxes come with a drop-down menu to choose answers like "yes," "no," or "N/A." The last box, "Column Z," is where an agency explains answers to certain questions. For example, for a part-time officer an agency might write in explanation of an "no" answer to Question 2: "Q2: *The officer is currently enrolled in a Bridge Academy, scheduled to graduate on 06-02-2022, and will complete 2,400 hours of service on or before 06-30-2024.*" (Scroll down on this page to find the link to the *Submission Template*: <https://www.mass.gov/info-details/post-commission-officer-recertification-packet-outline-instructions> )
- **Attestation Signature Page.** The chief will sign one Attestation Signature Page to attest to the good character and fitness of *all of the officers* listed on the *Submission Template*, thus recommending those officers for recertification. The Attestation Signature Page is found in *Recertification Packet Part I*.

**If the chief declines to attest to any officer's character or fitness, additional documents go to POST.** When a chief declines to make an attestation for an officer, the agency should send:

- **A second Submission Template.** List on this separate *Submission Template* all of the officers for whom the chief declines to make the attestation of character and fitness.
- **Non-attestation Signature Page(s).** When the chief declines to attest for an officer's character and fitness, the chief will transmit one signed Non-attestation Signature Page for *each officer*. The form will include an explanation of the decision for the officer. The Non-attestation Signature Page is found in *Recertification Packet Part I*.

**The deadline for agencies to submit all documents to POST is June 15, 2022.**

## EVALUATION USING THE AGENCY ATTESTATION WORKSHEET

**POST provides an optional "Agency Attestation Worksheet" for evaluations.** The questions on this worksheet, found in the *Recertification Packet Part I*, key on the questions on the Submission Template. By looking at an officer's hiring, training, and discipline records, the department should be able to answer the questions on the worksheet and complete the officer's entry on the Submission Template. The worksheet does not go to POST!

**It is important to review "Appendix 2: Instructions for Attestation Questions."** POST has provided guidance on how to provide appropriate answers to these questions. This appendix starts at page 9 of the *Recertification Packet Part I*. The agency's records of hiring an officer and providing initial and in-service training are used in answering these questions. Agencies also must report for each officer on past sustained misconduct complaints and on pending misconduct investigations. One thing most departments have not done, but now must do, is check if an officer is listed on the National Decertification Index.<sup>1</sup>

**Indicating non-compliance for certain criteria or a failure to attest to certain criteria will not be an automatic cause for not recertifying an officer.** Non-compliance or non-attestation will prompt a review by POST and may lead to a conditional certification requiring follow up action or further review.

**Duties for non-attestation.** If a chief declines to attest to an officer's character and fitness, for each officer the chief must sign a Non-attestation Signature Page, provide the reasons for the decision, and inform the officer of the officer's right to submit a response to POST by June 30, 2022.

**If the agency head is a law enforcement officer, he or she should seek an appropriate appointing authority to attest to character and fitness.**

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<sup>1</sup> This is done through the International Association of Directors of Law Enforcement Standards and Training. Go to [IADLEST.org](http://IADLEST.org), choose "NDI" and "Request Access to NDI" to get agency access.

## THE OFFICER QUESTIONNAIRE

**6E, § 4(f)(1)(viii) requires POST to conduct an interview of each candidate for certification.**

POST asks agencies to assume this duty through a questionnaire the agency must administer to each officer as part of the application for recertification. (The questionnaire, titled *Recertification Packet Part II Officer Questionnaire*, is available for download here: <https://www.mass.gov/doc/officer-questionnaire-part-2final-4-5-2022/download> )

**The questionnaire must be personally administered by an officer of higher rank** than the officer questioned, and the officer's answers discussed as needed. There are questions about current tax compliance and about histories of firearms licensing, civil suits for violence, restraining orders, and suspensions from duty. The officer also is required to answer questions about bias in social media posts and within organizations of which the officer was or is a member. Finally, the officer is asked, "[t]hinking broadly," to assess whether there exists information relevant to eligibility or fitness for service as a law enforcement officer.<sup>2</sup> The instructions allow that an officer who acts in good faith may answer a question by stating they believe they have a "privilege, protection, or right recognized by law" not to answer one or more of the questions.

**The officer signs the questionnaire under the penalties of perjury.** This document does not go to POST, but must be kept in agency files!

Departments should provide each officer (and any labor organizations) with a copy of the questionnaire well in advance of the required interviews so that he or she may gather required information and seek any legal advice that may be desired.

## EVALUATORS AND INTERVIEWERS

The police chief may assign "evaluators" and "interviewers" to assist in completing the recertification process. Evaluators must be of a higher rank than those evaluated and, after gathering the information for the Submission Template, may recommend to the chief whether or not to attest to character and fitness. The chief alone is responsible for the final attestation decision. An interviewer conducts the in person interviews, and must be of a higher rank than the interviewee. An evaluator may also serve as an interviewer.

## POST'S VIEW OF THE BIG PICTURE

**POST has published a proposed plan for the recertification of officers.** (It may be downloaded here: <https://www.mass.gov/doc/proposed-plan-for-recertification-of-officers/download> ). POST lays out the statutes empowering and requiring POST to take these recertification actions. POST acknowledges competing goals set in Chapter 6E that POST balanced and harmonized in coming to this plan:

- **The development of appropriate and comprehensive standards** that will result in officers who are fit for duty.
- **Certification of a very large number of officers** in the short time provided by the police reform law.

<sup>2</sup> This question is actually neutral. An officer could supply positive information, not just negative.

- Achievement of consistent and uniform standards.
- Evaluation of officers on an individual basis.

**No current officer has an entitlement to recertification.** This is a consequence of a law that sets out minimum standards for certification. POST is allowed to add further standards.

**A decision by POST not to recertify an officer is not the same as decertification.** It is preferable that an officer receive assistance to achieve fitness for service so long as the officer's failure does not necessitate a removal from law enforcement.

**Officers received short notice regarding the new certification standards.** It would be unfair to give some officers until July 1, 2022 to achieve the fitness for duty while others have until July 1, 2024. This refers to the staggered three-year schedule, based upon alphabetical order, to recertify officers who were granted their initial certification by law on July 1, 2021.

## **Peace Officer Standards and Training Commission**

### **Recertification Packet: Part 1 Attestation Document**

#### **Agency Official's Attestation Regarding Law Enforcement Officer Recertification**

##### **General Instructions for Agency Head**

To be recertified as a law enforcement officer by the Peace Officer Standards and Training (POST) Commission in accordance with Chapter 6E of the Massachusetts General Laws, an officer must meet certain specified standards. The POST Commission thus asks that you provide this Recertification Packet to the individual(s) within your Agency who has been charged with evaluating the officer to ensure the criteria set forth in the statute have been met (the "Evaluator(s)"). The Evaluator(s) should ensure that the officer has answered certain questions on a written Questionnaire provided by the POST Commission (Part 2 of the Recertification Packet), review the answers and take other steps necessary to diligently complete a thorough examination of whether the officer satisfies all criteria for recertification, including possessing the requisite character and fitness for employment. The determination as to an officer's character and fitness for employment as a law enforcement officer should be based on the totality of the information obtained, including a review of the officer's personnel file and disciplinary records, if applicable. After completing the above steps, the Evaluator(s) should document the results in the Submission Template and execute the attestation below.

Agency Heads may delegate the due diligence and data input required to complete the attestation to an Evaluator(s), but the Agency Head's signature must still be provided on the Attestation Signature Form page in Part 1 of the Recertification Packet. An Agency Head or Evaluator's intentionally providing misleading or false information will be considered a complaint subject to investigation and possible sanction by the POST Commission.

## **Signature Page**

The Agency Head must submit a signature page separate from, and in addition to, the Submission Template, according to the instructions below. The Evaluator must read the instructions in this section but is not required to sign a document separate from the Submission Template.

Agencies may provide up to two submissions using the Submission Template:

### **Submission 1: Attestation Signature Page**

All officers for whom the Agency Head can attest to the good moral character and fitness for employment, with or without exceptions to other requirements. This signature page is not required to be filled out for each officer and may be submitted as one document for ALL officers that are attested to per Submission.

### **Submission 2: Non-attestation Signature Page**

Any officers for whom the Agency Head cannot attest to the good moral character and/or fitness for employment. If the Agency Head is unable to so attest, one page per officer is required.

For Submission 2, you must also complete the Justification Section for each such officer. Please note that the status as a Law Enforcement Officer of any individual without an attestation from the Agency Head may be categorized as "Pending/Not Certified" or "Conditionally Certified" and recertification of that individual officer will be delayed.

If information is provided in Submission 1 and Submission 2 for the same officer, Submission 2 will override any information from Submission 1.

Submission 1 and Submission 2 must account for all officers employed by your law enforcement agency with last names beginning with A-H who require recertification by the POST Commission by June 30, 2022.

## **Signature Instructions to Evaluator:**

The Evaluator, as detailed in the definitions section above, may be any officer of higher rank than the officer being reviewed. The Agency Head may choose to also be the Evaluator. The Evaluator should read the section below. If an Evaluator's name is listed on the Submission Template, this is notification to the POST Commission that the Evaluator has read and understood the below statement.

*I, the designated Evaluator, have reviewed the information collected relative to each officer evaluated by me. Such information includes the Questionnaire (Recertification Packet Part 2) completed by the Officer named on the Submission Template, as well as all records held by this Agency pertaining to the Officer, and hereby attest to the information provided. I have read this Recertification Packet and attest that the information provided herein is true and accurate to the best of my knowledge. Provision of my name on the Submission Template will serve as my attestation to the above for each officer evaluated by me.*

## A. Submission 1: Attestation Signature Page

### Attestation to Good Moral Character/Fitness for Employment

**Instructions:** The Agency Head cannot recommend the Officer for recertification without attesting to the Officer's good moral character and fitness for employment. The Agency Head should enter "yes" to attest to the Officer's good moral character and fitness for employment under Column X. The Agency Head will be required to list their name on the Submission Template in Column Y for the officers who they are providing the attestation for and provide a signature below with respect to ALL officers they are attesting to.

*I attest that, to the best of my knowledge, the Officers named on the Submission Template (that have not been listed in Submission 2 of this section) are of good moral character and fit for employment in law enforcement.*

Signature of Agency Head: \_\_\_\_\_  
(e-signature acceptable)

## **B. Submission 2: Non-attestation Signature Page**

### **NOT Attesting to Good Moral Character/Fitness for Employment**

**Instructions:** Submission 2 is to be used if the Agency Head will not attest to the Officer's good moral character and fitness for employment. The Agency Head should enter "no" to not attest to the Officer's good moral character and fitness for employment under Column X. The Agency Head will be required to also list their name on the Submission Template in Column Y as the authority who is unable to attest to such officers, and to provide their signature below, along with the justification.

If an Agency Head cannot attest to the good moral character and fitness for employment of a law enforcement officer, the POST Commission will require a report explaining the reason. Please provide this report in the "Justification" section below. The Agency must also provide a copy of this report to the Officer named and must inform the Officer that they have the right to submit a response to the POST Commission by June 30, 2022. Submit this Signature Page/Justification to the POST Commission along with the Submission Template.

Officer Name: \_\_\_\_\_ DOB: \_\_\_\_\_

*Based on the information considered, and the requirements of the statute, I believe the Officer named above and identified on the Submission Template as not attested to, does not possess the required good moral character and/or is not fit for employment as a law enforcement officer.*

Signature of Agency Head/Designee or Appointing Authority: \_\_\_\_\_  
(e-signature acceptable)

### **Justification for Not Attesting to Good Moral Character and/or Fitness for Employment**

**Explanation:**



## Appendix 1. Agency Attestation Worksheet

This worksheet has fillable fields to facilitate your data collection process; however, you are not required to complete this worksheet. DO NOT submit this worksheet to the POST Commission.

### **Officer and Evaluator Information**

The following information must be provided on the spreadsheet (Submission Template provided by the POST Commission).

The Evaluator may be any officer of higher rank than the officer being reviewed and may conduct the review and provide the Questionnaire to the Officer, as determined by the Agency Head.

Officer Name: \_\_\_\_\_  
Last First

Date of Birth: \_\_\_\_\_ ID #: \_\_\_\_\_

Officer Email: \_\_\_\_\_

Agency: \_\_\_\_\_

Evaluator Name: \_\_\_\_\_

### **Agency Attestation Questions**

Instructions: Please read the following questions and answer "Yes" or "No" in the corresponding column on the provided Submission Template (spreadsheet) or select the appropriate item on the dropdown menu under that question number. Indicating non-compliance with certain criteria or failure to attest to criteria will not automatically be cause for not recertifying the Officer but will prompt further review by the POST Commission. In some cases, this may result in a conditional certification requiring action within a specified time period by the Officer or allowing the Commission to conduct further review. (Refer to Appendix 2 for detailed instructions relative to each question, if needed.)

1. Has the Officer obtained a high school education or the equivalent?

Yes

No

2. Has the Officer: successfully completed a basic training program approved by the Municipal Police Training Committee (MPTC); **OR** received an exemption from the MPTC; **OR** successfully completed the MPTC Bridge Academy **AND** met the 2,400-hour work experience requirement?

Yes

No

3. Has the Officer passed an exam during basic training (to include exams administered by the MPTC or MPTC-authorized academies, the Massachusetts State Police, and the Boston Police Department)?

Yes

No

4. Is the Officer current with the last fiscal year (FY 2022) annual in-service training requirements to include 24 hours of specified training by the MPTC and 16 hours of elective training courses?

Yes

No

5. Has the Officer successfully completed, at any time prior to being hired by this Agency or at any time during employment by this Agency, and in connection with seeking or holding employment as a law enforcement officer, a physical fitness or medical evaluation?

Yes

No

6. Has the Officer successfully completed, at any time prior to being hired by this Agency or at any time during employment by this Agency, and in connection with seeking or holding employment as a law enforcement officer, a psychological evaluation by a licensed professional?

Yes

No

7. Has the Officer successfully completed, either prior to being hired by this Agency or during employment by this Agency, and in connection with seeking or holding employment as a law enforcement officer, a state and national background check,

including, but not limited to, fingerprinting and a full employment history check, and if previously employed in law enforcement, an evaluation of complaints and disciplinary records?

Yes

No

8. Is the Officer in possession of current first aid and cardiopulmonary resuscitation certificates or the equivalent?

Yes

No

9. Has the Officer ever been convicted of a felony in any jurisdiction?

Yes

No

10. Is the Officer listed on the National Decertification Index (NDI)?

Yes

No

11. Does the Officer have any disciplinary records on file with your Agency, or to your knowledge, any disciplinary records on file from prior employment as a police officer, in which a finding of misconduct was sustained?

Yes

No

12. If the answer to Question 11 is “yes,” have those records been submitted to the POST Commission? (If the answer to Question 12 is “no,” answer N/A on the Submission Template for this Question 12.)

Yes

No

13. Is the Officer currently the subject of an open complaint or internal investigation that meets the criteria for submission to the POST Commission?

Yes

No

14. If the answer to Question 13 is “yes,” has the complaint or investigation notification been submitted to the POST Commission? (If the answer to Question 14 is “no,” answer “N/A” on the Submission Template for this Question 14.)

Yes

No

15. Please provide the Officer with the Questionnaire (Recertification Packet Part 2) and review the responses. Are there exceptions (a term explained in the Instructions below) to the answers provided?

Yes

No

### **Narrative/Notes**

Please use the space below for the Agency Evaluators to provide explanations for answers. This form will NOT be submitted to the POST Commission and is provided for Agency use only to aid in data collection. The information in this “Narrative/Notes” section should be written into the “Notes” section on the Submission Template in plain text format with NO bullets, etc.

DO NOT CREATE NEW ROWS – USE ONE ROW PER OFFICER. If multiple rows are created, the Submission Template will be returned to the Agency.

The following are examples of information an Agency may include in this section.

*If answering “no” to Question 2 because a reserve officer has not completed the Bridge Academy or met the work experience requirement, provide an explanation with the anticipated date of completion of academy or hours worked.*

*If answering “no” to Question 4 because an officer is on leave (personal, medical, military, etc.) and is unable to fulfill annual in-service training requirements, describe the circumstances and anticipated date of return, if known.*

*If an officer has never had any type of physical or medical fitness evaluation for any employment as a police officer or psychological evaluation for any position as a police officer, at any time, please explain here.*

## Appendix 2. Instructions for Attestation Questions

The following is intended to be used as a guide in answering the attestation questions listed in Appendix 1.

### **Question 1: High School Education or the Equivalent**

No submission of proof is required at this time by the POST Commission, but documentation should be maintained on file with the Agency. Enter “yes” to indicate verification that the Officer has obtained a high school degree or the equivalent.

### **Question 2: Basic Training, Bridge Academy, or Exemption**

Enter “yes” if the Officer has successfully completed an MPTC-approved (or Criminal Justice Training Council-approved) full-time police academy or the equivalent.

Enter “yes” if the Officer has completed an MPTC-approved Bridge Academy AND has completed the 2,400 hours of law enforcement work experience.

Enter “yes” if the Officer has received an exemption from any requirement above by the MPTC.

*Enter “no” if the Officer has completed the Bridge Academy but has not completed the work experience hours. Enter an explanation of circumstances under Notes (Column Z) on the Submission Template. The Officer must remain working in a part-time “reserve officer” capacity until completion. Upon completion, a “new hire” POST Commission Certification Packet available on the POST Commission website under “Certification Documents” should be filed with the Commission for full certification.*

### **Question 3: Exam**

Enter “yes” to indicate that the Officer has passed an exam “approved” by the POST Commission. For purposes of this recertification, this refers to any exam passed as a requirement to successfully complete basic training (full-time or Bridge Academy training).

### **Question 4: Annual In-Service Training**

Enter “yes” to indicate that the Officer has successfully completed the fiscal year 2022 annual training to include 24 hours of MPTC-mandated training and 16 hours of training selected by the agency or officer. If not, enter “no” and indicate the reason and anticipated date of completion in the Notes column in the Submission Template.

*The POST Commission may audit law enforcement agencies to verify annual in-service training compliance of any officer, not only those with last names beginning with A-H. Law enforcement agencies are required to ensure all officers fulfill annual requirements prior to the end of each fiscal year, not only upon recertification.*

### **Question 5: Physical Fitness**

Enter “yes” if the Officer completed a physical fitness or medical fitness evaluation at any time in the past in relation to employment at any police agency or completion of any law enforcement training.

*If an officer had a medical fitness evaluation as part of the hiring process, regardless of how many years ago, this satisfies the criterion for the purposes of this recertification. The same applies to psychological evaluations (Question 6).*

**Question 6: Psychological Evaluation**

Enter “yes” if the Officer at any time in the past completed a psychological evaluation by your Agency or if you have verified completion of such evaluation through the hiring or employment process of another department.

**Question 7: State and National Background Check**

Enter “yes” if the Officer has successfully completed a background check by your Agency, including state and national checks, fingerprinting, employment history, and a review of any disciplinary records if previously employed by another law enforcement agency.

**Question 8: Current CPR and First Aid**

Enter “yes” if the Officer is up to date with CPR and first aid training/certificates (copies to be maintained on file with the Agency).

**Question 9: Felony**

Enter “no” to indicate the Officer has never been convicted of a felony.

**Question 10: NDI**

Enter “no” to indicate the Officer is not listed on the National Decertification Index.

*If you do not have a member conducting checks through the NDI, application for access may be made through IADLEST.org. Select “NDI” and “Request Access to the NDI”.*

**Question 11: Investigation with finding of misconduct sustained**

Enter “yes” if the Officer has been the subject of any internal investigation, whether prompted by an external/public complaint or initiated by the Agency, with a finding of misconduct sustained.

**Question 12: Disciplinary records submitted**

If the answer to Question 11 is “yes,” confirm that such records have been submitted to the POST Commission and enter “yes” to this Question 12 in the Submission Template. If the answer to Question 11 is “yes,” but such records have not been submitted to the POST Commission, file the reports following the instructions on the [POST Commission website](#). If the answer to Question 11 is “no,” then enter “N/A” for not applicable on the Submission Template.

**Question 13: Open complaint or investigation**

Enter “yes” if the Officer has an open complaint or open internal investigation. Types of complaints required to be filed with the POST Commission are detailed on the [POST Commission website](#) under Complaints and Incident Reports.

**Question 14: Complaint/investigation submitted**

If the answer to Question 13 is “yes,” confirm the information was submitted to the POST Commission and enter “yes” in the column on the Submission Template. If the answer to Question 13 is “yes,” but the complaint record was not forwarded to the POST Commission within 48 hours of receipt, then file the Misconduct Complaint Form following the instructions on the [POST Commission website](#). If the answer to Question 13 is “no,” enter “N/A” for not applicable on the Submission Template.

**Question 15: Oral Interview and Questionnaire**

Pursuant to M.G.L. c. 6E, § 4(f)(1)(viii), the Officer must successfully complete an “oral interview administered by the commission.” The provision of the Questionnaire (provided in Part 2 of the Recertification Packet) and discussion of the responses satisfies this requirement. Question 15 confirms that the Questionnaire was provided to the Officer, the Agency reviewed the responses, and they were discussed with the Officer. Exceptions are any answers that require following up such as the Officer’s indication that they are not current with tax payments or had a license to carry suspended for any reason. The answers to the questions must be reviewed and discussed if there are any exceptions. All Questionnaires must be maintained on file with the Agency. **DO NOT SUBMIT QUESTIONNAIRES TO THE POST COMMISSION UNLESS REQUESTED TO DO SO.**

- Enter “Yes,” with “No Exceptions” in the dropdown menu if the Questionnaire has been provided to the Officer and reviewed by the Agency, and no exceptions are identified.
- Enter “Yes,” with “Exceptions” if there are exceptions indicated. The POST Commission may request the Questionnaire from your Agency at a later time.
- Enter “Not Conducted” if the Questionnaire was not provided to the Officer or if the Officer was unable to fill out the Questionnaire for any reason (medical leave, military leave, etc.).

**Peace Officer Standards and Training Commission**

**Recertification Packet: Part 2 Officer Questionnaire**

**Questionnaire for  
Law Enforcement Officer Recertification**

**I. Instructions**

**A. Instructions for the Agency Head or Designee**

To be recertified as a Law Enforcement Officer by the Peace Officer Standards and Training (POST) Commission in accordance with Chapter 6E of the Massachusetts General Laws, an Officer must meet certain specified standards.

The POST Commission thus asks that you provide this form to an individual (the “Interviewer”) within your Agency who will be charged with providing this questionnaire to the Officer seeking recertification. The Interviewer may be any officer designated by the Agency Head of higher rank than the Officer being reviewed. An Agency Head or the designated Evaluator of Part 1 may also serve as the Interviewer. You should direct the Interviewer to do the following: provide the questionnaire below to the Officer; ensure that the Officer answers the questions listed; review the Officer’s responses; and orally discuss the responses with the Officer. As discussed in other materials provided by the POST Commission, the Officer’s answers and oral comments should be considered when evaluating whether the Officer satisfies the requirement to be of good moral character and fit for employment as a law enforcement officer, but any ultimate determination of character and fitness should be based on the totality of the information obtained. Also, no form of information that is provided by the Officer will automatically lead to a denial of recertification, but certain responses may prompt further review by the POST Commission. All the Officer’s answers, and all notes from any discussion with the Officer concerning those answers, must be retained by the Agency. DO NOT submit this questionnaire to the POST Commission unless requested to do so.

**B. Instructions for the Interviewer**

Please provide this questionnaire to the Officer, ensure that the Officer answers the questions listed, and review the Officer’s responses. Responses must be orally discussed with the Officer. If any written or oral responses by the Officer raise concerns in your mind, bring them to the attention of your Agency Head or their Designee. Follow any other instructions provided by your Agency Head. All the Officer’s answers, and all notes from any discussion with the Officer concerning those answers, must be retained by the Agency.

**C. Instructions for the Officer Seeking Recertification**

To facilitate a thorough evaluation process for Law Enforcement Officer recertification in the Commonwealth, the POST Commission asks that each Officer answer the questions below and then participate in any related discussions required by a superior officer. If you have a good faith belief that you cannot answer a question completely and accurately without waiving a privilege,



protection, or right recognized by law, you may state that belief in lieu of answering. Any answer that you do provide must be complete and accurate. If you intentionally make any false statements, or intentionally omit any pertinent information other than as provided above, your application for recertification will be disqualified, reported to the POST Commission, and considered a complaint subject to investigation and possible sanction by the Commission. No form of information that is provided will automatically lead to a denial of certification, but certain responses may prompt further review by the POST Commission.

## **II. Identification of the Officer and Interviewer**

Please provide the following information.

Officer Name: \_\_\_\_\_  
Last First MI

Date of Birth: \_\_\_\_\_ ID #: \_\_\_\_\_

Agency: \_\_\_\_\_

Interviewer Name: \_\_\_\_\_

## **III. Questions**

Please type or print clearly. Attach additional pages if necessary and number answers accordingly.

1. Are you current in all tax payments? This includes federal and state taxes as well as property and excise taxes. (Note: if you are subject to and in compliance with a payment plan established by the federal or state government, you may answer "yes" to this question.) If no, please explain. Yes No
2. Have you ever received a license or permit to possess or carry a firearm, of any type? If so, for each such license or permit, please indicate the issuing jurisdiction or official; indicate whether any such license or permit has ever been revoked or suspended; and if it has been revoked or suspended, provide details. Yes No

3. Have you ever been a defendant in a civil suit in which it was alleged that you acted violently or abusively, or utilized excessive force, towards another person? If so, please provide details as to each such suit. Yes No
4. Have you ever been the subject of a restraining order or any other court order that restricted, or imposed consequences based on, your conduct? Have you ever been found in violation of either? If so, please give the details regarding each order, including the time frame in which it was issued and the identity of the court that issued it. Yes No
5. Have you ever been subjected to disciplinary action, consisting of a suspension of more than 5 days with or without pay, or where bias or excessive force was found by investigation, in connection with any employment, including employment by your current law enforcement agency? If yes, please give details as to each such incident and the nature of the disciplinary action taken.
- No, not the subject of any suspensions more than 5 days
- Yes, suspended for more than 5 days
6. In the last five years, have you ever sent or displayed a public communication on social media that you believe could be perceived as biased against anyone based on their actual or perceived race, ethnicity, sex, gender identity, sexual orientation, religion, mental or physical disability, immigration status, or socioeconomic or professional level, provided you were at least 18 years old at the time? If yes, please provide each such public communication, and details. For these purposes, “communications” include, without limitation, posts, comments, and messages; and “public”

communications are those that were made available to three or more people other than you.                      Yes                      No

7. Do you currently belong, or have you ever belonged, to any organization that, at the time you belonged, unlawfully discriminated (including by limiting membership) on the basis of actual or perceived race, ethnicity, sex, gender identity, sexual orientation, religion, mental or physical disability, immigration status, age or socioeconomic or professional level? If so, please provide details regarding each such organization.  
Yes                      No

8. Thinking broadly, do you have any knowledge or information, in addition to that specifically addressed in the preceding questions, which may be relevant, directly or indirectly, to your eligibility or fitness to be recertified as a law enforcement officer with this law enforcement agency? This would include, but is not limited to, knowledge or information concerning your character, temperament, habits, employment, education, criminal records, traffic violations, residence, or otherwise. If so, please provide details.                      Yes                      No

#### **IV. Officer Affirmation**

I hereby swear or affirm under penalties of perjury that the information provided herein is true and complete.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Initials:** \_\_\_\_\_

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**Additional space to answer questions, if needed** (Please number accordingly)