

## Firearms Instructor Levels

### Level I (Basic)

The Basic Firearms Instructor Program (**Level I**) will allow the recertification of law enforcement personnel in his/her department or neighboring departments.

#### **Requirement:**

1. Any person authorized to carry a firearm under Massachusetts General Law in the Commonwealth in the performance of their duties as a peace officer can apply to the Municipal Police Training Committee Basic Firearms Instructor School. Exceptions must be presented to the Municipal Police Training Committee Firearms Coordinator for approval.
2. Any person from the above paragraph, who is retired as a Basic Firearms Instructor, can maintain their certification.
3. Must have at minimum of 1 year of experience in paragraphs 1, 2.
4. Must attend a MPTC 11 Day Basic Firearms Instructor Program and successfully complete it or;
5. Must attend one of the following;
  - a. S&W Basic Firearms Instructor Course
  - b. SigArms Basic Firearms Instructor Course
  - c. NRA Law Enforcement Firearms Instructor Course
  - d. MLEFI&AA Firearms Instructor Course
  - e. All Firearms Instructor Certification programs must have approval from the Municipal Police Training Committee Firearms Coordinator

#### **Note:**

After submitting one of the following from group a-e, when approved, must attend a one day Municipal Police Training Committee Recertification Course. If the programs above do not include Law Enforcement Patrol Rifle and Shot Gun Instructor certifications then addition long arm instructor courses must be taken prior to entering the MPTC Rectification Course.

#### **Certification:**

Successfully complete the above description and requirements set for a **MPTC Level I Instructor description**

#### **Re-Certification:**

Re-certification is every three (3) years expiring on Dec 31 of the third year from there date of certification.

#### **Note:**

If instructor has not recertified by the forth (4<sup>th</sup>) year, Instructor must resubmit to MPTC for approval to attend an 11 day basic course.

### Level II (MPTC Basic)

**Level II** Instructors are authorized to teach any firearms Level I program and Basic Reserve Intermittent Firearms Program. The **Level II** may assist at a Recruit Academy Firearms Programs or at a Firearms Recertification's with **Level III** Instructors.

#### **Requirements:**

1. Must be a **Level I** Instructor
2. Shall have a minimum documented 4 years experience with a minimum of Sixteen (16) hrs per year actively teaching.
  - a. Documents shall include hours and dates taught.
  - b. Documents shall be signed by OIC of firearms or equivalent
  - c. Document shall be presented to MPTC Firearms Coordinator
  - d. Shall attend Instructor course specific Instructor Development.
  - e. Shall attend one (1) day Reserve / Recruit firearms familiarization course.

#### **Note:**

If assisting with recruit level firearms or Firearms Recertification Program they must submit a resume to MPTC for approval.

#### **Certification:**

Successfully complete the above description and requirements that has been outlined for a **MPTC Level II Instructor description**

#### **Re-Certification:**

1. Re-certification is every year expiring on Dec 31 of the year of expiration.
2. Document Sixteen (16) hrs of instruction each year and submit documentation to MPTC Firearms Coordinator
3. Attend a professional development course each year related to Use of Force or Firearms.
4. Certificate of completion must be submitted to MPTC Firearms Coordinator

#### **Note:**

If instructor misses the expiration they will still fall under Level I requirements. If Instructor is expired more than 3 years they must repeat the above requirements

## Level III (MPTC Lead)

**Level III** Firearms Instructors are authorized to teach any MPTC Firearms subject under Level I & II. **Level III** Firearms Instructors are Lead Firearms Instructors for MPTC. They are authorized to teach MPTC Recruit Firearms Curriculum and recertify MPTC Level I & II Firearms Instructors. When authorized by the Firearms Coordinator Level III may teach an Eleven (11) Day Basic Firearms Course. The **Level III** Instructors are in charge of their classes and have the responsibility to ensure MPTC Firearms Curriculum is taught as designed and all proper paperwork is completed. They are also tasked with mentoring and evaluating process of Level II Firearms instructors as they assist with programs.

### **Requirements:**

1. Must complete all Level I & II requirements including an **Approved Resume from the MPTC**.
2. Required to be a Level II Firearms Instructor for ~~four~~ (2) years and completed the hours attached to Level II requirements each year.
3. Completed twenty four (24) hrs each as an assistant with Level III Instructor during MPTC Recruit Firearms Programs and MPTC Firearms Recertification Programs.
4. Required to complete a twenty four (24) hr **MPTC Instructor Development Program** designed at mentoring, coaching to include leadership skills
5. Required to complete **MPTC Use of Force Instructor Program**
6. Shall be required to attend Firearms Program update.
7. Required to submit resume, hours, and completion of above requirement to MPTC Firearms Coordinator. After Proper paperwork has been submitted, it will then be submitted to Director for approval.

### **Certification:**

Must successfully completed Level I II & III requirements and has been approved by the director.

### **Recertification:**

1. Re-certification is every year expiring on Dec 31 of that year of expiration.
2. Document sixteen (16) hrs of Lead Instruction each year and submit documentation to MPTC Firearms Coordinator at least 8 hours must be monitored by the Master Level Instructor
3. Attend a professional development course each year related to Use of Force or Firearms. Certificate of completion must be submitted to MPTC Firearms Coordinator
4. Attend firearms update each year

### **Note:**

If instructor misses the expiration they will still fall under Level I requirements. If Instructor is expired more than 3 years they must repeat the above requirements

## Level IV (Master)

**Level IV** Master Firearms Instructors are authorized to teach all MPTC firearms programs. Their roles are to oversee, monitor, and mentor assigned programs by the MPTC Firearms Coordinator. They will submit monthly progress reports to the Assistant Firearms Coordinators as to the progress and observations they make monitoring programs assigned. Assistant Firearms Coordinators will keep the Firearms Coordinator up to date as to the progresses and issues that arise. Level IV Instructors will schedule meetings in there assigned areas to develop, design, and update curriculums.

### **Requirements:**

1. Must complete all Level I, II, & III requirements
2. Required to be a Level III Firearms Instructor for four (4) years and document Sixteen (16) hrs as Lead Instructor each year.
3. Completed a twenty four (24) hr Master Firearms Instructor Certification Course designed to deliver the goals and objectives of the MPTC.
4. Required to submit resume, hours, and completion of above requirement to MPTC Firearms Coordinator. After Proper paperwork has been submitted, it will then be submitted to MPTC Director for approval.
5. Paper work will then be submitted to Level IV Instructor committee for approval.

### **Note:**

Level IV Master Instructors will be approved only as needed.

### **Certification:**

Must successfully completed Level I II & III requirements and has completed the approval process.

### **Recertification:**

1. Level IV is required to be an active member of the Firearms Steering Committee and attend the majority of meeting.
2. Must continue to submit monthly progress reports.