



MUNICIPAL HEARINGS OFFICER TRAINING

February 11, 2025

Activity Number:
L03

Location:
Virtual Classroom

Time:
0930-1145 a.m.

Course Fee:
Free

Deadline to Register:
February 11, 2025

Former Assistant Attorney General Robert Ritchie and Attorney James Lampke, Executive Director, Massachusetts Municipal Lawyers Association are teaching this course.

As part of the Massachusetts Fire Safety Act of 2004, the Legislature enacted M.G.L. c. 148A which allowed for the issuance of citations for certain violations of the State Building and Fire Code by state and local code enforcement officers. In order to participate in the citation process, cities/towns must appoint a certified hearings officer. This training provides an opportunity for those communities who did not initially participate or who need to appoint new or additional hearings officers. If you wish to participate in the citation process, you should urge your appointing authority to designate a hearings officer and send them to this training.

Citations written by local code enforcement officers, which are appealed, are heard before a municipal hearings officer. The municipal hearings officer is appointed by his or her municipality to conduct such hearings.

Highlights of the training include:

- Source of authority and rules for conducting municipal hearings
- Burden of proof, conduct of hearings, and admission of evidence
- Creating, documenting and preserving the record for appeal

Training is open to those individuals designated by their appointing authority to serve as Municipal Hearings Officer, as well as those individuals who will be issuing tickets on behalf of the Fire and Building Departments. (Current members of a building/fire department **may not serve** as hearings officers for violations issued by their own department.)

PLEASE NOTE: This is a virtual classroom course to be held using Microsoft Teams. After Registering through LMS, you will receive an e-mail confirmation with the Microsoft Teams meeting link. Course handouts will be provided by e-mail in advance of the course.

Questions on LMS Registration can be directed to:

Registration.DFS-TM-Academy@mass.gov

Any other questions on the course can be directed to:

MaryElizabeth.Lynch@mass.gov.

Registration

Register **online** at [DFS Learning Management System](#).

