

SUNY POTSDAM Law Enforcement Training Institute

POLICE ACADEMY APPLICATION

REQUIREMENTS TO ENTER

The following are the NEW YORK STATE requirements to apply to the Academy

- Guidelines for all attendees including non-matriculated students
 - o Must be a U.S. Citizen OR legally residing within New York State
 - Must be a High School Graduate or possess a G.E.D.
 - $\circ~$ Cannot be a convicted felon
 - Or arrested for Any Charge outside of New York that constitutes a Felony in New York

The following are SUNY Potsdam's Added Requirements:

- o Must be a Matriculated Student in their Junior or Senior Year
- Must possess a G.P.A. of 2.5 or higher
- Must have completed at least 12 credits at SUNY Potsdam
- o Must have approval from Experiential Education Director Toby White
- Must pass an Interview with Academy Director Sonny Duquette

Note:

There are no minimum or maximum age requirements for students. However, it should be noted that pursuant to section 58 of the Civil Service Law, a candidate seeking permanent appointment to a police officer title must be twenty years of age as of the date of appointment, and not more than thirty-five years of age as of the date when the applicant takes the written examination. Time spent on military duty or on terminal leave, not exceeding a total of six years, shall be subtracted from the age of any applicant who has passed his or her thirty-fifth birthday.

SEATING PREFERENCE as seats are limited to 30:

- > Matriculated SUNY Potsdam CJ students (and Hired SUNY Potsdam Police) get 1st preference.
- > Other SUNY Potsdam Majors interested in applying for the Pre-Employment Police Academy
- If any remaining seats are available, this will be dealt with a case by case basis.
 - *SUNY Potsdam students will have priority seating over all others.

FIRST

MIDDLE INTITIAL LAST

INSTRUCTIONS FOR FILLING OUT APPLICATION:

- 1. If any question does not apply to you, please indicate so by N/A. If it is answerable by a Yes or No, please place a check mark in the proper response.
- 2. Be sure your name is placed in the space provided on each and every page in case the pages get separated so we can be sure your information stays in your file.
- 3. Use the printable PDF to complete. Be sure immediately RESAVE on your desktop as your first name as the title so you can print this upon completion.
- 4. Answer all questions fully and truthfully. A false statement made on this application will result in non-acceptance and could result in your dismissal from the Academy if it is discovered later during the academy.
- 5. If you need more space to answer a question, use a plain white sheet of paper and attach it to this application.
- 6. Candidates need to include photo copies of the following items with their application:
 - a) Birth Certificate
 - b) High school diploma and college transcripts
 - e) Driver's License
- 7. The last step of the application process is an interview by the Police Academy Director, Albert "Sonny" Duquette who will contact you for an interview date and time.
- 8. Director Duquette has the final say on who is accepted into the Police Academy and may turn away any applicant he feels may be unsuitable for such training. Reasons may be based on a large multiple scale to include but not limited to: Arrest Record, Disciplinary Record, Safety Concerns, or Grade Point Average, Poor Physical Fitness, Poor Hygiene and Safety Training Concerns for other participants.

9. Applications are to be dropped off at the APPLIED LEARNING CENTER at the CRUMB LIBRARY, Room 107 at SUNY POTSDAM.

(All information given in this application will be held confidential)

• NOTE: Please be advised that accepted students will be required to pay a \$600.00 program fee prior to the start of the academy to SUNY Potsdam (initial):

1. Name			
(Last)	(First)	(Middle)	(Sufffix)
2. Physical Address			
House Number	er Street/R	oad Village/To	wn Zip Code
3. Mailing Address (if different fr	rom Physical Address)		
Home Email:	Colleg	ge Email:	
4. Telephone: ()		P#	
5. Social Security #			
Major:	Mir	nor:	
Are you currently a Freshman, Sc	ophomore, Junior or Se	nior?	
Overall G.P.A.: Class	Year: Ac	lvisor:	
Number of credits completed to d	late (can find on Bear I	PAWS or Bear Den):	
What Semester are you planning	on taking the academy	?	
	•••• •••••••••••••••••••••••••••••••••	(Fall or Spring and	l the Year)
If not selected this semester, are y	you able to to complete	the academy another sen	nester?
			(yes or no
If Yes, what Semesters?		//	
		/	
6. Physical Characteristics Height:	Weight Lbs.:		Sex:
Hair:	Eyes:	U.S. Citizen?: Y	es or No
7. Date of Birth:			

7. Do you possess a valid drive	r's license? Yes or No	(mandatory you have one)
State of License:	Expiration of License:	
Class Type:	License Number:	
8. Have you ever been arrested If yes, provide details (when, w		
9. Are you a Convicted Felon		
Charge:		
Police Agency:		
Disposition (fine, time served, j	probation, parole):	
10. List your Current Employm	nent Status:	
Place of Employment:		
Location of Employment:		
Normal Hours of Employment:		

11. Educational Qualifications: List the requested information concerning all colleges, and universities which you have attended in chronological order.

1. From – To:	
Name of Educational Institution:	
Street Address: (City/Town/State):	
Grade Point Average:	
Collegiate Extra Curricular Activities:	
Grades Attended:	
Graduated: Yes / No: Type of Degree or Diploma:	
2. From – To:	
Name of Educational Institution:	
Street Address: (City/Town/State):	
Grade Average:	
Collegiate Extra Curricular Activities:	
Grades Attended:	
Graduated: Yes / No:	
Type of Degree or Diploma:	

12. Have you ever served in the Armed Forces of the United States: Yes/No:

If yes: From To:
Branch:
Type of Discharge:
What was your highest rank attained?
What was your last rank?
Are you now serving or have you ever served in any reserve or National Guard unit? Yes / No:
If yes, give details:
If yes, give details:
Were you ever subjected to any disciplinary proceedings while in military service? (Include court martial, summary proceedings, or Article 15 actions.) Yes / No:
If yes, give explanation (Date, Charge, Location, Disposition) :
What types of training or education did you complete while in the military service? (Do not include basic training.)

Were you ever the subject of any	disciplinary action	or proceeding at any	education in	nstitution	that
you attended? Yes / No:	_				

If yes, give details:

	ons for desiring to attend the police acade	
	ademy, what address will you be residing	
15. Are there any issues o	r concerns that the Police Academy Direc	ctor should know about?
16. Medical Emergency (Contact Persons:	
	Number(s):	
	//	
	Number(s):	
	/	
	Number(s):	
	/8	

New York State Division of Criminal Justice Services PRE-EMPLOYMENT POLICE BASIC TRAINING PROGRAM – STUDENT ADVISORY NOTICE

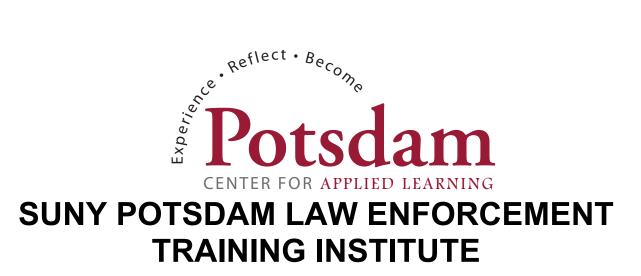
THIS FORM IS USED TO ENSURE STUDENTS ATTENDING A PRE-EMPLOYMENT POLICE BASIC TRAINING PROGRAM HAVE BEEN ADVISED OF THE PROGRAM REQUIREMENTS AND RULES AND REGULATIONS GOVERNING TRAINING AND APPOINTMENT AS A POLICE OFFICER. FORMS PRESENTED FOR FILING MUST CONTAIN ORIGINAL SIGNATURES. ALTHOUGH THE BLANK FORM MAY BE DUPLICATED, PHOTOCOPIES OF COMPLETED FORMS, OR FORMS WITH PHOTOCOPIED SIGNATURES WILL NOT BE ACCEPTED.

Students in the Pre-Employment Police Basic Training Course must be advised of several conditions of this training program that will affect them during and after attending the program. Schools are required to advise the student of these conditions by the policy established for this program by Division of Criminal Justice Services.

- 1. Completion of this program is not a guarantee of employment as a police officer.
- 2. To complete this pre-employment training program, a student must participate in physical fitness training and successfully complete a physical fitness examination.
- 3. To complete this pre-employment training program, a student must comply with mandated New York State regulations that include: strict attendance requirements; maintaining a notebook; and passing written examination/s.
- 4. This is a two-phase program. The first phase is conducted pre-employment and the second phase is conducted after appointment as a police officer. Each individual phase of this training program must be completed as a single and cohesive unit. This means that students must complete the phase of the program at one institution. The following phase may be conducted at a separate institution.
- 5. Before being appointed as a police officer, a person must complete New York State Civil Service requirements and appointing agency hiring standards (including minimum and maximum age and residency requirements) by taking a written examination and scoring high enough on the eligibility list to be considered for appointment.
- 6. Before being appointed as a police officer, a person must take and successfully complete a physical fitness examination.
- 7. Before being appointed as a police officer, a person must submit to a medical examination, which may include drug screening.
- 8. Before being appointed as a police officer, a person may be required to submit to a psychological examination.
- 9. Before being appointed as a police officer, a person with criminal conviction or with a felony conviction may be disqualified from employment.
- 10. Before being appointed as a police officer, a person may be required to submit to a background investigation.
- 11. Upon appointment as a police officer, a person will be required to successfully complete additional training. Failure to complete this training will result in denial of certification by the New York State Municipal Police Training Council. This certification is required by § 209-q of the General Municipal Law for police officers to remain in their positions.
- 12. Pre-employment training will be valid for two years after completion of this program. If a person is not appointed before two years has elapsed, they will be required to attend a Police Refresher Course. After ten years from the date of completion records on the transcript, the training will no longer be valid (this is consistent with the provision of §209-q of the General Municipal Law pertaining to police officers).

ATTESTATION *Applicant Attestation*: I hereby attest that I have read and understand the above policies regarding the Pre-Employment Police Basic Training Program. I understand that the information in this section s part of a written statement that will be presented to the Division of Criminal Justice Services for filing, and I certify that it is true to the best of my knowledge and belief.

Student Signature	Date
School Director Signature	Date



- NOTE: This Form Must Be Notarized Prior to Submitting the Application
- Notarized = sign in the presence of a Notary

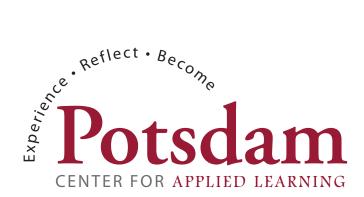
I, ______, being duly sworn, depose and say, that I am the person whom the foregoing application concerns; that I completed the application in my own hand; and that the answers I have given to each and every question therein are full, complete, and true and correct to the best of my knowledge.

Dated:

Applicants Signature (in front of Notary): _____

Sworn to before me, this _____ day of _____20__

Notary Signature



SUNY POTSDAM LAW ENFORCEMENT TRAINING INSTITUTE

- NOTE: This Form Must Be Notarized Prior to Submitting the Application
- Notarized = sign in the presence of a Notary

AUTHORITY FOR RELEASE OF INFORMATION

(Background check of individual Criminal and Mental Health records)

This Authority for Release of Information, or copy thereof, constitutes my consent and authorization to any person(s) duly accredited by, and representing the **SUNY POTSDAM POLICE ACADEMY** to obtain any information in files which is relevant to my application for the police academy. With my consent and authorization, any person(s) or organization is directed to furnish such information upon request.

This Authority for Release of Information is executed with full knowledge and understanding that the information is for official use only by the **SUNY POTSDAM POLICE ACADEMY** and that the information will be safeguarded against unauthorized disclosure to any agency or individual not having a legitimate need for it.

I hereby release any person(s) or organization, their employees, agents and officials from any and all liability of whatever kind of nature on account of account compliance, or any attempts to comply, with this Authority for Release of Information.

Dated: _____

Applicants Signature (in front of Notary): _____

Sworn to before me, this _____ day of _____20__

Notary Signature



SUNY POTSDAM LAW ENFORCEMENT TRAINING INSTITUTE

CERTIFICATE OF HEALTH

NOTE:

Exam must be completed by a Doctor, Physician's Assistant or a Nurse Practitioner ONLY.

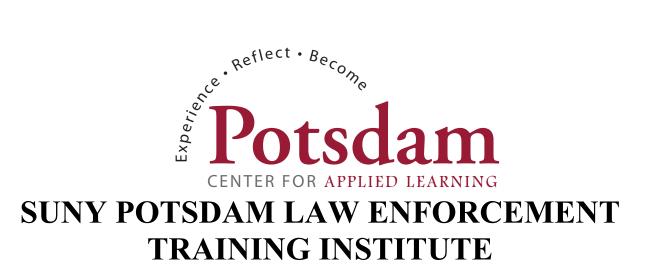
Physician report concerning the fitness of the above named applicant who is an applicant of the SUNY Potsdam Police Academy.

I have examined (Applicants Name) ______ and find that he/she is fit and capable of engaging in strenuous physical activity of the nature required in law enforcement training.

Physician's Signature

Date

Physician's License Number



Rules and Regulations Pre-Employment Cadets Certification/Waiver Form

I, ______, hereby certify that I have received my personal copy of the SUNY POTSDAM POLICE ACADEMY rules and regulations (located on this academy web page and will have with me on the 1st day of the academy if accepted) and have read and fully understand the contents therein. I agree to abide by these rules and regulations as long as I am enrolled as a pre-employment student. I also understand that my failure to abide by the academy rules and regulations could lead to my termination from the SUNY POTSDAM POLICE ACADEMY.

(Print Name)

(Sign Name)

(Date)



SUNY POTSDAM POLICE TRAINING INSTITUTE

CONFIRMATION OF UNDERSTANDING

• MATRICULATED STUDENTS ONLY

This form Does Not Apply to Non-Matriculated Students who are taking the Pre-Employment Basic Police Training Course as a Stand Alone Program.

I, ________, hereby certify that I understand that by taking the PRE-EMPLOYMENT BASIC POLICE TRAINING Course here at SUNY Potsdam that to get credit for this course I must graduate the Bachelorette Program. I understand that my PRE-EMPLOYMENT BASIC POLICE TRAINING is good for Two (2) years starting from the date of my Bachelorette Graduation and I also understand that if I was to withdraw from my Bachelorette Program after completing the PRE-EMPLOYMENT BASIC POLICE TRAINING Course that this will make such training Null and Void and I would not receive credit for this Pre-Employment Basic Police Training course. I also understand that if I complete the Academy program but have yet to graduate my Bachelorette program and am offered a position as a Municipal Police Officer prior to my Bachelorette Graduation, that the academy will not be credited to me until such college graduation.

Dated: _____

Applicants Signature (in front of Notary): _____

Sworn to before me, this _____ day of _____20__

Notary Signature

Drop off this Application IN FULL to The Applied Learning Center located at Office 107 located inside the Crumb Library.

Be certain to have ALL REQUIRED DOCUMENTATION and the Application filled out in its entirety as incomplete packets will be placed at the bottom of the list for filling limited seats.

You <u>'DO NOT'</u> hand in the Rules and Regulations located on the academy website.

However:

The Rules and Regulations must be printed off, read and are for you to keep, study and follow and you eventually will need to attach them to your academy notebook if approved entrance into the SUNY Potsdam Law Enforcement Training Institute Police Academy.