



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
 - 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.
 - 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:

- 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
- 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.

1. Name _____
(Last) (First) (Middle) (Suffix)

2. Physical Address _____
House Number Street/Road Village/Town Zip Code

3. Mailing Address (if different from Physical Address):

Home Email: _____ College Email: _____

4. Telephone: (____) _____ P# _____

5. Social Security # _____ - ____ - _____

Major: _____ Minor: _____

Are you currently a Freshman, Sophomore, Junior or Senior? _____

Overall G.P.A.: _____ Class Year: _____ Advisor: _____

Number of credits completed to date (can find on Bear PAWS or Bear Den): _____

What Semester are you planning on taking the academy? _____
(Fall or Spring and the Year)

If not selected this semester, are you able to to complete the academy another semester? _____
(yes or no)

If Yes, what Semesters? _____ / _____
_____ / _____

6. Physical Characteristics
Height: _____ Weight Lbs.: _____ Sex: _____
Hair: _____ Eyes: _____ U.S. Citizen?: Yes or No _____

7. Date of Birth: _____

7. Do you possess a valid driver'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 for a crime or have any pending charges? Yes / No: _____

If yes, provide details (when, where, charge, what police agency, disposition):

9. Are you a Convicted Felon? Yes / No: _____

Charge: _____

Police Agency: _____

Disposition (fine, time served, probation, parole):

10. List your Current Employment 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: _____

Did you receive commendations, awards, or medals in connection with your military service? _____

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 institution that you attended? Yes / No: _____

If yes, give details: _____

13. Briefly state your reasons for desiring to attend the police academy: _____

14. If accepted into the academy, what address will you be residing / commuting from?

On Campus Yes / No: ____

Street: _____

Town: _____

15. Are there any issues or concerns that the Police Academy Director should know about?

16. Medical Emergency Contact Persons:

Name: _____ Number(s): _____ / _____

Address: _____

Email: _____ / _____

Name: _____ Number(s): _____ / _____

Address: _____

Email: _____ / _____

Name: _____ Number(s): _____ / _____

Address: _____

Email: _____ / _____

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



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**

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



SUNY POTSDAM LAW ENFORCEMENT TRAINING INSTITUTE

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 'DO NOT' 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.