POLICE ACADEMY
AT
SUNY POTSDAM

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 possesses 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
    - Non-Matriculated may also apply, but seat priority goes to SUNY Potsdam Matriculated Students
  - 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 Experimental 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/per Spring semester)

- Matriculated SUNY Potsdam CJ students (and Hired SUNY Potsdam Police) get 1st preference.
- Then other SUNY Potsdam Majors interested in applying for the Pre-Employment Police Academy
- Then Non-Matriculated students and other recently hired area police officers - if seats are available.

*SUNY Potsdam students will have priority seating over all others.
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. Print the application to complete.

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) College transcripts
   - c) Armed Forces discharge papers
   - 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 Lougheed LIBRARY, Room 107 at SUNY POTSDAM.**

   *(All information given in this application will be held confidential and will be secured under lock & key for future audits by the New York State Office of Public Safety - Albany.)*
1. Name

(Last) ____________________________ (First) ____________________________ (Middle) ____________________________ (Sufffix) ____________________________

2. Physical Address

________________________________________________________________________________________

House Number ____________________________ Street/Road ____________________________ Village/Town ____________________________ Zip Code ____________________________

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

________________________________________________________________________________________

Home Email: ____________________________ College Email: ____________________________

4. Cell phone: (_____) ____________________________ P# ____________________________

5. Social Security # _______ - _______ - _______. Date of Birth: _______/_____/_______

Major: ____________________________ Minor: ____________________________

Are you currently a 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? ____________________________

(Spring of what year?)

If not selected this semester, are you able to complete the academy next year in your senior year?

Yes or no _______ Reason: ____________________________

6. Physical Characteristics

Height: _______. Weight Lbs.: _______. Sex: _______.

Hair: _______. Eyes: _______. U.S. Citizen: Yes or No _______.

If not a U.S. Citizen, are your residing legally in the U.S.?: ____________________________
8. Place of birth (Town, State and Hospital): _____________________________________________
_________________________________________________________________________________

11. 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: ________________

12. Have you ever been ticketed/convicted of any violation of the Vehicle & Traffic Law? If yes, list below:

Date: ______________________ Charge: _________________________________________________

Police Agency Issuing: _______________________

Court Disposition (what happened? Paid Fine? Time served, etc.)____________________________
_________________________________________________________________________________

Date: ______________________ Charge: _________________________________________________

Police Agency Issuing: _______________________

Court Disposition (what happened? Paid Fine? Time served, etc.)____________________________
_________________________________________________________________________________

Date: ______________________ Charge: _________________________________________________

Police Agency Issuing: _______________________

Court Disposition (what happened? Paid Fine? Time served, etc.)____________________________
_________________________________________________________________________________
13. Have you received any traffic offenses for which you cannot remember the date, charge, or location - Yes or No? : ________

If yes, explain: __________________________________________________________
______________________________

14. Do you own a motor vehicle? Yes / No: ________

Make: ___________________ Model: ___________________ Year of Vehicle: ________

Registration Number (License Plate Number): ________________

15. 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):
________________________________________________________________________

16. Are you a Convicted Felon? Yes / No: ____

Charge: ________________________________________________________________

Police Agency: __________________________________________________________

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

17. List your Current Employment Status:

Place of Employment: ______________________________________________________

Location of Employment: __________________________________________________

Normal Hours of Employment: ___________________________
18. Educational Qualifications: List the requested information concerning all schools, colleges, and universities which you have attended in chronological order, with the last institution attended listed first and your High School last.

   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: __________________________________________________
3. 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: ______________________________________________________

4. 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: ______________________________________________________
19. 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: ______________________________

_______________________________________________________________________________________

_______________________________________________________________________________________
20. Briefly state your reasons for desiring to attend the police academy: ____________________________________________________________
_________________________________________________________________________________
____________________________________________________________________________
_________________________________________________________________________________

21. If accepted into the academy, what address will you be residing / commuting from?
   On Campus Yes / No: ___
   Street: _________________________
   Town: _________________________

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

23. Medical Emergency Contact Persons:

   Name: ___________________________ Number(s): ___________________ / ______________________
   Address: _______________________________________________________________
   Email: __________________________________________ / _______________________________

   Name: ___________________________ Number(s): ___________________ / ______________________
   Address: _______________________________________________________________
   Email: __________________________________________ / _______________________________
ATTENTION!

- In addition to handing in the above pages, you ALSO need to fill out the following forms in full - and on certain forms have them notarized - PRIOR to turning in this packet.

- BE CERTAIN: That all forms requiring your signature have your signature on them. DO NOT WAIT to sign them in front of the Director.

- BE CERTAIN: To sign in front of a Notary if that form requires that.

YOU NEED TO INCLUDE ALL THE FOLLOWING FORMS COMPLETED IN FULL.
IN ADDITION TO COPIES OF YOUR:
1. DRIVERS LICENSE
2. COLLEGE TRANSCRIPTS
3. BIRTH CERTIFICATE
4. ARMED FORCES DISCHARGE PAPERS IF APPLICABLE

- The Criminal Justice / Sociology Secretary Lynn Durant - here at SUNY Potsdam - is a Notary. And every bank throughout the state also has a notary.

- It is acceptable to hand in your packet while you are awaiting your Health Appointment with your family doctor. But be advised – if I do not have that HEALTH CERTIFICATE form in my hand prior to OR on the very first day of the academy – you are automatically dismissed.

  - If you cannot get in to your family doctors office for a checkup within a reasonable amount of time then hold on to your Health Certificate Form and hand it in once you obtained the checkup and signature from the Doctor, PA or NP. The Academy Director will collect that form from you on Day 1. However - if you are able to schedule your appointment and get in fairly quick, then hand in that signed form with the rest of your packet.

  FAILURE TO FOLLOW THESE RULES COULD ULTIMATELY LEAD TO YOU LOSING YOUR SEAT.

BE CERTAIN THE ENTIRE PACKET IS HANDED IN (Health Certificate info above withstanding). INCOMPLETE PACKETS GO TO THE BOTTOM OF THE PILE AND PRIORITY SEATING IS NO LONGER ENTERTAINED.
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 is 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.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
</tr>
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</table>

<table>
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<tr>
<th>School Director Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
SUNY POTSDAM POLICE ACADEMY

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

I, ________________________________, being duly sworn, deponent 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 POLICE ACADEMY

- 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 POLICE ACADEMY

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 a 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
I, ____________________________, hereby certify that I have received my personal copy of the SUNY POTSDAM POLICE ACADEMY rules and regulations (located on this web 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 ACADEMY

➢ To be Notarized

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 Lougheed Library.

Be certain to have ALL REQUIRED DOCUMENTATION (this entire packet in addition to your Driver’s License, Birth Certificate, College Transcripts, Military Separation Papers). Be certain the Application is filled out in its entirety as incomplete packets will be placed at the bottom of the pile for filling seats & any priority seating may be forfeited.

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 want to attach them to your academy notebook if approved entrance into the SUNY Potsdam Police Academy.