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 priority goes to current Matriculated
  - 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:

- 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 hired policed 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. 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
   c) College transcripts
   d) Driver’s License
   e) Armed Forces discharge papers (if applicable)

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)
NOTE: Please be advised that accepted students will be required to pay an additional $600.00 program fee to SUNY Potsdam which will be collected mid-semester. This fee is to pay for additional police instructors, equipment and material mandated for certain police related topics to be taught. This fee is non-refundable regardless of course dismissal, quitting or course failure. (INITIAL HERE): ________

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 # _______ - ____ - _______ Date of Birth: _____/_____/_______
   Major: ______________________________ Minor: _________________________________

   Are you currently Junior or Senior? ______________________________

   Overall G.P.A.: ________ Year and Semester you plan on graduating: _________________

   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 you residing legally in the U.S.?:

8. Place of birth (Town, State):

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: __________________________________ / ___________________________________
I understand that there may be hired police officers training along side of me in the SUNY Potsdam Police Academy. I understand that they are referred to as *Hired* and I would be referred to as *Pre-Employment*. I understand that Pre-Employment means I am taking the police academy prior to being hired in hopes that this will make me more marketable to potential hiring agencies. In addition, I understand that a Municipal Police agency can save money by hiring me once I’ve successfully completed this police training course as I already will have 93% of the required police training mandated for every Municipal Police Officer hired within New York State.

I understand that I acknowledge the difference between Federal Policing like Border Patrol and the State Police who both attend their own federal or state police academies. I understand that the SUNY Potsdam Police Academy is a State Certified *Municipal* Police Training Academy in which this training may be used by any SUNY Police agency, County Sheriff’s Department, City, Town or Village Police Department in New York State. And that any Municipal agency can choose to accept this training once hired or opt to send me back through another Municipal Police Academy should they so desire.

I understand that this training can or may be accepted anywhere in the country and the decision to accept all, nothing, or portions of this police training is on a state by state consideration basis. I understand that there are approximately 40 Municipal Police Academies in New York State. Out of those 40 academies, 11 are considered Pre-Employment. I understand that this means these specific police academies are approved by New York State to train both Hired *and* Pre-Employment. I understand that SUNY Potsdam is one of those 11 specific academies.

I understand that Pre-Employment cadets can get trained in 93% of the Certified Municipal Police Training in New York state and that upon successful completion I will gain a stamped College Transcript from SUNY Potsdam stating **PRE-EMPLOYMENT BASIC POLICE TRAINING COMPLETED**.

______________________________
(Sign Name)

______________________________
(Date)
Due to state law, I understand that there are 4 components I cannot be trained in until I am officially hired and that is: 1 week of Firearms, 4 hours of Baton, 7 hours of Basic Observations & Suspicious Activity Recognition, and 160 hours of Field Training Orientation (also known as hiring agency ride along). I understand that the 93% of the training I will be receiving is referred to by New York State as **Phase 1** and that the remaining 4 components (7%), allowed only to hired Municipal Police Officers is referred to as **Phase 2**.

I understand that there are hundreds of possible “specialty topic” courses like Sniper, DARE, Bike Patrol, Interrogation, Photography, etc. that are not mandated to be part of a New York State Basic Police Academy and it is up to the hiring agencies to either send or not send their officers to any of these courses during the course of their careers. Three of those such courses are **Breathalyzer, Radar and Taser**. I understand these are also considered “specialty topic” courses as mentioned above and are not part of a Phase 1 academy. I understand that any of these “specialty topic” courses may be added to any Phase 2 should any Police Academy Director opt to do so. I understand that the SUNY Potsdam Academy Director has opted to offer these 3 courses in his Phase 2 to the hired officers.

I understand that my **Phase 1 Training is 100% valid for 2-years from the day I graduate college**, at which point should I be hired by a Municipal Police Agency, I would only need to finish phase 2. I also understand that my Phase 1 training is approximately 80% valid for up to 10-years. I understand that should I be hired by a Municipal Police Agency wanting to use my police training past 2 years after college graduation but before 10 years of college graduation, that I would have to take a refresher course of about 84 hours to update my certification. (Phase 2 is generally all scheduled and paid for by the hiring agency and can be completed at any police academy in New York).

**I understand that only hired police officers who completed both Phase 1 and Phase 2 are awarded police certificates.** And should I successfully finish Phase 1, my stamped College Transcript is my New York State legal document attesting to that fact. Upon completion of a phase 2, in which I can take anywhere in New York State, I will then receive a Police Certificate from the New York State Division of Criminal Justice / Office of Public Safety.

______________________________
(Sign Name)
______________________________
(Date)
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.

YOU NEED TO INCLUDE ALL THE FOLLOWING FORMS COMPLETED IN FULL IN ADDITION TO COPIES OF YOUR:
1. DRIVER’S LICENSE
2. HIGH SCHOOL DIPLOMA
3. COLLEGE TRANSCRIPTS
4. BIRTH CERTIFICATE
5. ARMED FORCES DISCHARGE PAPERS (if applicable)

- The Criminal Justice Secretary for Dr. Bugg and Dr. Lewis here at SUNY Potsdam is a Notary and every Bank 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.
  - Hold on to your **Health Certificate Form** and hand it in once you obtained the checkup and signature from the Doctor or NP. The Director will collect that form from you on Day 1. 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 – INCOMPLETE PACKETS GO TO THE BOTTOM OF THE PILE AND PRIORITY SEATING IS NO LONGER ENTERTAINED.**
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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<tbody>
<tr>
<td>School Director Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>
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 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
SUNY POTSDAM POLICE ACADEMY

As listed on the student application packet posted and on the SUNY Potsdam Police Academy website under ‘Program Costs’

(http://www.potsdam.edu/academics/appliedlearning/policeacademy/costs)

I acknowledge there is a separate $600 fee I must pay to attend this Police training. The Director of the Academy will advise me of when that fee is due, and I fully understand that if I fail to immediately pay this fee, I will be dismissed from the police training and will not gain any credit for attending the academy.

_This fee is to be paid if accepted into the police training and is non-refundable regardless of course dismissal, failure or quitting._

I also understand that SUNY Potsdam will place a hold on all my academics, to include graduation, until this fee is paid.

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