Lougheed Center for Applied Learning

EXPLORE EXPERIENCE REFLECT BECOME

SUNY Potsdam
Law Enforcement Training Institute

Police Academy
Rules & Regulations
Introduction

Every cadet who attends SUNY Potsdam’s Law Enforcement Training Institute must recognize that as a police officer or a prospective police officer, you will be held to a higher standard of conduct. In your cadet status while you attend this Police Academy, you will be the subject of close scrutiny by the general public, academy instructors and trainers, area law enforcement leaders, faculty and staff members at SUNY Potsdam, the student body at this campus and students enrolled in the Criminal Justice curriculum who are considering applying to be admitted to this academy.

Recognizing this unique position, you must conduct yourself in such a manner as to never bring reproach upon yourself, your sponsoring agency, the law enforcement profession, the police academy, or SUNY Potsdam. Recruits are expected to conduct themselves as professionals while enrolled in the academy.

Our function at this Police Academy is to train police recruits to meet the highest standards of police professionalism. The Basic Course for police officers is certified by the Division of Criminal Justice Services, Office of Public Safety. The Pre-Employment Police Basic Training Course is the first of the two-phase program that leads to a police officer obtaining a Basic Course for Police Officers certificate. Hired officers will attend both Phases. The course curriculum corresponds to the demands of police officers today. Throughout the course, police recruits will be tested and evaluated on academic performance, physical fitness, and skill proficiency. Your cumulative effort will be the determining factor in your success.
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 a legal resident within New York State
- Must be a high school graduate or possess a GED
- Cannot be a convicted felon or have been 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 GPA of 2.5 or higher
- Must have completed at least 12 credits at SUNY Potsdam
- Must have approval from Director of Experiential Education Toby White
- Must have a driver’s license
- Must successfully take the Coopers Standard 40 percentile P.T. Police entrance test
- 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 20 years of age as of the date of appointment, and not more than 35 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 35th birthday.

Seating Preference (as seats are limited to 30):
- Matriculated SUNY Potsdam criminal justice studies students (and hired SUNY Potsdam University Police) get first preference.
- Then, SUNY Potsdam students from all other majors are considered.
- Finally, if there are remaining seats, students from other universities and recently hired police officers may be considered on a case by case basis.

Note: SUNY Potsdam Students will gain priority seating over all others, including hired police officers.
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Article 1: Academy Leadership

Academy leadership shall consist of the following people:

Board of Directors:

- Jenica Rogers – SUNY Potsdam Dorf Endowed Director of Applied Learning
- Toby White – SUNY Potsdam Director of Experiential Education
- Timothy Ashley – SUNY Potsdam University Police Chief
- Albert “Sonny” Duquette: SUNY Potsdam Law Enforcement Training Institute Director

SUNY Potsdam Law Enforcement Training Institute Director and Academy Curriculum Coordinator:
Albert “Sonny” Duquette - SUNY Potsdam Law Enforcement Training Institute

SUNY Potsdam Academic Requirements Curriculum Coordinator:
Toby White - Director of Experiential Learning

1. Director Duquette is in direct charge of the training process at the police academy.
2. The Academic Curriculum Coordinator will oversee the academic requirements of the SUNY Potsdam College students.
3. Members of the Board of Directors may be called upon by the Academy Director to assist in the administration of the academy, including but not limited to, matters involving disciplinary / dismissal proceedings.
4. The Cadet/Recruit officer is responsible for complying with all Training Academy rules and regulations as stated herein. The Cadet/Recruit Officer reports directly to Director Duquette for all assignments, duties and clarification of these rules and regulations.
**Article 2: Rules and Regulations**

Purpose and objectives of the rules and regulations are:

a. To provide for effective and efficient operation of the training process.
b. To ensure compliance with standards as promulgated by the Division of Criminal Justice Services, Office of Public Safety.
c. To promote personal integrity and self-reliance.
d. To encourage respect for established authority.
e. To develop discipline in the cadet’s daily routine.

**Code of Conduct:**

Deviance from or violation of academy rules and regulations shall be deemed unacceptable and penalties shall be assessed in accordance with procedures defined in Article 10.

**Appropriate and Inappropriate Class Conduct:**

1. Cadets will be prepared for scheduled lessons and will bring with them all necessary books and materials.

2. Cadets shall remain alert and attentive during each lecture period and shall sit in an upright posture. Slouching, placing feet on tables or chairs, sitting on tables or sleeping during class/training will not be tolerated. A cadet experiencing fatigue shall stand in the rear of the classroom.

3. Cadets shall not be sleeping during breaks and will not be lying down.

4. Cadets will not leave the classroom or any training facility without the permission of the instructor and/or director.

5. Smoking/chewing and use of any form of smokeless tobacco will not be permitted in the classroom or any training facility.

6. Chewing gum, consuming candy or eating in the classroom is prohibited, unless otherwise directed by the Director. Eating your lunch is the classroom during the lunch break is approved, should you desire to do that.

7. Academy training will begin with one hour of physical training (PT) each day beginning promptly at 6:30 AM, unless otherwise directed or scheduled. Cadets will have 55 minutes to shower and get into proper uniform. All cadets will be in the basketball gym, located across the hall from the academy classroom, standing at attention and prepared for inspection promptly at 8:25 am, unless otherwise directed or scheduled. Cadets’ break for lunch will be one hour depending on the course schedule. Cadets are to return to the classroom and be standing behind their designated seats prepared for the lesson promptly after lunch. Classes will normally be dismissed at 4:30 PM. (There may be exceptions to the schedule)

8. Proper respect will be given to all academy staff members, academy board members, instructors, and all guests. All such persons will be addressed in a proper manner. Civilian instructors or guests may be addressed as Sir or Ma’am. With the instructor or guest’s permission, they may be addressed as Mr. (Smith), Mrs. (Smith), Miss (Smith), or Ms. (Smith). Law enforcement
instructors/guests should be addressed by their appropriate title and their last name (e.g. Officer Smith, Deputy Smith, Trooper Smith, Sgt. Smith). Sir or Ma’am will always be considered a proper greeting.

9. All cadets shall come to ‘AT EASE’ when an instructor enters the classroom and shall remain at this position until otherwise directed. The cadet first noticing said instructor shall call the class to “AT EASE”. AT EASE means hands behind the back, look straight ahead and complete silence.

10. “AT EASE” will be called by a cadet prior to each class and after every break when the instructor walks back into the room, and cadets will remain standing behind their chairs at AT EASE and silent until told to take their seats by the instructor.

11. “ATTENTION” will immediately be called whenever the Academy Director walks into the room or any other area where cadets may be. Cadets will stand and come to ATTENTION with complete silence and not move until told to “carry on” by the director. If the director walks into a class while another instructor is in the act of giving a lesson just to observe that class, no order will be given, and class will go on as normal.

12. Cadets shall not enter or remain in any office in the Police Academy without permission of a member of the Police Academy staff. Cadets wishing to enter an Academy office may do so by knocking on the door and waiting for acknowledgement in the AT EASE position. Upon acknowledgement, the cadet shall enter, identify himself/herself and state his/her business, while standing AT EASE and starting their sentence with “SIR”.

Cadets will end each sentence with “sir”, “ma’am” or Title. Cadets will greet the director, any police officer and any known professor or staff member they meet in the hallway or on the grounds with “good morning sir/ma’am or by title” or “good afternoon sir/ma’am” or by title. I.E.: “Good Morning Director”.

13. A break may be provided by instructors after any 50-minute instructional period. He/she is not required to do so. In any case, when such breaks are given, they will be no more than ten minutes in length. It will be each cadet’s duty to return to the room promptly. Failure to do so will be considered class disruption and may be cause for disciplinary procedure.

14. Gambling (cards, sports bets, pools, lottery tickets) is strictly forbidden.

15. Newspapers, books, periodicals and similar matter not related to classroom instruction shall not be brought into the Police Academy.

16. No recording devices are permitted during any portion of the Police Academy.

17. Disruptive or distracting behavior in the classroom or training facility will not be tolerated and may be cause for disciplinary action.

18. Cadets will raise their hand and wait for the instructor to call on them prior to speaking.

19. Any cadet failing to follow an instructor’s direction or orders any time during the academy will be dismissed from the academy.

20. Cadets are not permitted to have personal tablets, cellular phones, lap top computers or other electronic equipment in the facility unless authorized by the Academy Director.

21. No cadet or groups of cadets shall make any offensive, derogatory, or demeaning comment, gesture, or remark, or any form of harassment, toward or about any other cadet, academy staff member, instructor, guest, visitor or student. Any such conduct will be grounds for disciplinary action and possible dismissed from the academy.

22. Cheating, lying, or other forms of dishonesty will not be tolerated and will be cause for disciplinary action.
23. Other than lunch break - There will be no eating in the classroom. No food wrappers, utensils, plates, etc. will be in sight at any time. It shall be every cadet’s responsibility to keep classrooms neat and orderly at all times.

24. Cadets shall keep the classroom facility clean at all times. At the end of each class day, all chairs, tables, and equipment will be returned to its proper place. The room will be “policed” prior to exiting and the room will be “squared away”.

25. Drinking water, juice, Gatorade, energy drinks and coffee is acceptable. Coffee thermoses are allowed.

26. Cadets will be dismissed daily only by the academy director. When an instructor finishes teaching, a cadet will come get the Director while the remaining cadets will stay quietly seated. The Director will resume command of the class and only he will dismiss the class.

27. Cadets must ask for the instructor permission to leave the classroom by raising their hand and waiting to be called upon. No cadet will get up and leave the academy classroom without permission.

28. Cadets may not bring guests or visitors to the classroom or training facility. Cadets shall not lean against nor place their feet on the walls of any building.

29. Cadets will not have their hands in their pockets other than to momentarily retrieve an item.

30. Cadets will be responsible for timely completion of all assignments.

31. During the academy training, all cadets will be considered on-duty. During the training day, cadets are prohibited from entering taverns, bars, or other like premises licensed to serve alcoholic beverages, unless the premise is situated in such a manner so that the restaurant portion of the premise is separate and away from the place where the alcohol is served. Patronizing premises licensed to serve on premise alcoholic beverages or consumption of alcoholic beverages while attending the academy is not allowed.

32. No cadet will report to the police academy while under the influence of alcohol. Any cadet who attends class or training of any kind which is provided as a part of academy training under the influence of intoxicating beverage or illegal drugs, including marijuana, will be asked to leave the training academy and may be asked to submit to the appropriate testing procedures for such substance. Refusal to leave or submit to said testing will result in the cadet’s dismissal from the academy and any such incident stipulated above will result in the cadet’s dismissal from the academy.

33. Off-duty cadets are expected to conduct themselves in a professional manner. Cadets will behave in a manner that does not bring discredit to their department, academy or themselves. A cadet’s character and conduct while off duty must always be exemplary, thus maintaining a position of respect in the community in which he or she lives (including the residence halls) and serves. Each cadet’s personal behavior must be beyond reproach.

34. Any cadet who has interaction with police must immediately call the director.

35. Cadets will be issued pistol belts with a rubber training pistol to develop “muscle memory” with weapon retention. At no time will the training pistol exit the cadet’s holster without the Director’s permission. Immediate dismissal from the police academy will occur upon such violation. The training gun will ALWAYS be in the cadet’s holster.

Cadets will take their training gun belts out of their personal backpack/duffel bag before 8:20 am each academy class day, gear up, and will only wear the pistol belt while on the SUNY Potsdam campus. If
a cadet is to leave the campus for lunch, etc., the pistol belt will be re-secured inside their personal backpack/duffel bag and locked out of sight in a vehicle or building prior to leaving campus. At the end of class each day, the cadet will secure their pistol belt inside their personal backpack/duffel bag prior to leaving for the day. The cadet will NEVER remove their training weapons out of their holsters unless directed so by an instructor. Cadets will not leave campus with their pistol belt on them without the Academy Director’s approval or they will face academy dismissal.

36. Outside employment while attending the academy is acceptable. Off-duty employment cannot be unlawful or create a conflict of interest with academy training.

37. Pre-Employment cadets are not sworn police officers and should contact local law enforcement officers to handle incidences. The cadet should serve as a professional witness for the responding agency should they observe any incident.

38. Cadets will not be permitted to carry firearms, police batons, collapsible batons, etc. on the SUNY Potsdam campus or upon any academy training facility unless directed to do so by the Academy Director. Leave ALL weapons at University Police.

39. Pocket Knives MAY NOT be carried on the cadet’s person due to hands on training.

40. Any cadet who changes his/her address, telephone number, email or marital status shall report said change to the Academy Director promptly.

41. All cadets shall observe and obey all laws and ordinances, all rules and regulations of the academy, and rules and regulations of SUNY Potsdam and the State University of New York.

42. Cadets shall not discuss Academy business in the presence of non-members of the Academy.

43. Cadets will not post anything about the Academy through social networks (i.e. Facebook, Twitter, Instagram, Snapchat, etc., while a current member of the academy).

44. Cadets may wear hats inside buildings and will always have headgear available ANYTIME the class goes outside. Black ballcaps will be used during normal weather and can also be used during the winter, however black toques/beanies are acceptable during the winter, BUT ONLY IF you wear BLACK).

45. Cadets will not have a haircut that jeopardizes the integrity of the police academy (I.E. a pattern or design shaved into their hair, a thin line down the middle of their head, etc.)

46. Cadets will always walk to the extreme right of a hallway or walkway, never more than TWO abreast at any time – (side by side), so as not to clutter the hallways and walkways.

47. At the end of an instructor’s presentation (not to include the Director) applause will occur - the academy president will advise the academy director that the instruction is over. Should there not be a current class president, the cadet closest to the door will advise the academy director. Should the director not be immediately available; cadets will stay seated until the arrival of the academy director with the exception of restroom visits.
Article 3: Absenteeism/Tardiness

1. Attendance at all academy sponsored training is required by every cadet. Tardiness for class instruction is unacceptable conduct, and habitual absenteeism or tardiness will not be tolerated and may result in disciplinary action and/or dismissal.

2. The New York State Division of Criminal Justice Services (DCJS), Office of Public Safety (OPS), requires that students attend all sessions of training according to the Compilation of Codes, Rules, and Regulations of the State of New York (NYCRR). That includes all hours that are included in the curriculum filed with DCJS. However, the Academy Director has the authority to excuse no more than 10% of the total hours (exclusive of the 100% required units). The Academy Director is not required to excuse the absences and in this academy no time is allowed to be missed without the prior approval of the director. DCJS/OPS require 100% attendance at Defensive Tactics/Arrest Techniques, Defense of Justification (Use of Force/Deadly Physical Force (Article 35) and Physical Agility Training (P.T.). Cadets missing any portion of these topics will not gain DCJS/OPS academy completion certification and will not receive “Pre-Employment Basic Police Course” on their college transcript which is used and recognized as the State Certification as completing a Phase One Police Academy.

3. All cadets will complete the following; First Responder/CPR training, Emergency Vehicle Operator Course (EVOC) training with at least a 90% attendance record and, like every other course in the academy, no time will be missed without prior permission by the Director. This director requires 100% attendance (unless approved due to an emergency).

4. All unforeseen absence/tardiness must be reported to the Academy Director before 6:30 a.m. on the day in question. Cadets reporting absence or tardiness must give his/her name and a brief explanation of the absence or tardiness, time expected to report for duty by calling the Director’s Cell phone: (315) 261-8223.

5. When a cadet knows in advance that he/she will be absent or tardy for an emergency reason, he or she will call the Director as soon as reasonably possible.

6. According to Title 9 NYCRR 6026.8 - (b) Attendance is required at all sessions of the pre-employment police basic training course except for valid reasons. The Academy Director is authorized to decide the validity of excuses and excuse absences of not more than ten (10) percent of the total hours of instruction as provided for in the curriculum of the course. Any absentee from any scheduled class session will make up such absence as required by the director. Excessive unexcused absence or tardiness will not be tolerated and may result in disciplinary action, including dismissal from the academy. In any case, more than 10% absence from core subject matter or other stand-alone course for which separate Certificates of Completion are issued by DCJS/OPS, will cause all such state-issued certificates to be withheld from the offending cadet(s) and may result in dismissal from the academy. This director requires 100% attendance (unless approved due to an emergency).

7. Excused absences/tardiness include illness of the cadet, serious illness or death of members of his/her immediate family, emergency police duty, and unavoidable court appearances. All tardiness and absences must be approved by the director prior. Failure to show for class without notice will result in immediate dismissal.

8. Accurate attendance records will be maintained by the academy. Comments regarding absences or tardiness will appear in the cadet’s training file and will be forwarded to an interested employer upon their request.

9. Routinely, interested agencies contact the police academy director to obtain academy attendance records. All information linked to tardiness, absenteeism, police academy grades, discipline, homework ability or any other issues will be relayed to that inquiry.

10. If severe inclement weather conditions occur, or an emergency situation necessitates the closing of the academy, closing information will be broadcast over local radio and television stations. If
the SUNY Potsdam campus is closed by reason of the above conditions, the academy will also be closed. A mass email (or group text) will be sent to the cadets by the Director canceling class, otherwise attendance is required.

Note: All Cadets should call the Director’s cell phone at (315) 261-8223 and speak directly with the Director on any occasion they are uncertain on whether the academy is in session or they are not showing up for the academy regardless of the situation occurring, as missing just a small amount of class time could mandate dismissal.
Article 4: Personal Injury/Illness

Accidents/illnesses must be reported to the academy in the following manner:

1. It is the responsibility of the cadet to notify the Academy Director, immediately in the event of an injury occurring during academy training. It is also the cadet’s responsibility to notify the Academy Director, as soon as practical, of any serious illness or change in health status which might affect the cadet’s ability to continue academy training. The Academy Director will report any such accident occurring during academy training to the University Police and to the Director of Experiential Learning.

2. If the injury/illness requires medical attention, the cadet will be required to submit a note/report from his/her physician. The note/report must state the nature of the injury/illness, restrictions, if any, from physical fitness training, and the duration of any such restrictions. (Such injury may hinder the cadet from participating in mandated training and it is possible the cadet will not be able to successfully complete the academy).

3. A medical note/report stating that the cadet may resume full physical fitness training must be given to the Academy Director before the cadet may resume physical fitness training.

4. If the injury/illness requires hospitalization, or convalescence, the academy must be notified as soon as possible.

5. The Academy Director will prepare an Incident Report for submission to the cadet’s training file.

6. Prolonged or numerous illnesses may affect the DCJS/OPS attendance requirements. If the cadet fails to maintain a 90% attendance record the Police Certification for hired officers and the Collegiate Transcript stamped “Pre-Employment Basic Police Course” for the college students cannot be issued and the cadet may be dismissed from the academy.

7. Cadets who are injured and cannot pass the Physical Training Final P.T. Test, will be given a fail for the academy but will be afforded a remedial P.T. Test exam and if the cadet fails to pass the remedial P.T. exam in those 3 or 4 weeks the Collegiate Transcript stamped “Pre Employment Basic Police Course” cannot be issued and the cadet will gain no credit for the academy. However, under agreement with the college, they may still achieve Internship Credit.

8. Any cadet who suffers an injury where the Director believes that the Cadet cannot appropriately continue to train in the academy in a manner that hinders there training or that of another cadet, will be dismissed from the academy. Every cadet will be able to physically do every component in the academy and will do so in a manner that the Director feels passes the minimum state standards.
Article 5: Physical Training (P.T.)

1. Physical training is an integral part of the Basic Police Officer Course and Pre-Employment Police Basic Training Course. The following standards will apply to all cadets at the Academy.

2. Physical training will be conducted at one-hour intervals each school day beginning at 6:30 am unless otherwise scheduled or directed by the Academy Director.

3. Physical training will reflect Cooper standards throughout the training program.

4. The Physical Training Instructor and/or his designee will test each cadet’s progress in accordance with the Cooper standards periodically during the training program.

5. A fitness test will be administered on the first day of the academy, so the cadet and instructor knows the level the cadet is currently at in regards to the Cooper standards.

6. A mid-term fitness test will be administered so the cadet and instructor know the level the cadet is currently at in regards to the Cooper standards.

7. All cadets must achieve a minimum of 50th percentile at his/her final Cooper physical agility test AND have satisfactorily participated in daily training to be determined by the Instructor and/or the Director.

8. Participation in physical training is mandatory by the Division of Criminal Justice Services, Office of Public Safety regulations. Each cadet must complete at least 65 hours of physical fitness training.

9. Every cadet will present a physician’s release form to the Academy Director no later than the opening day of academy training. The form must be signed by a licensed physician attesting to the cadet’s ability to participate in and perform strenuous physical activities. This form is part of the Application Packet and should be turned in with the Packet.

10. Remedial training will be available for those who are unsuccessful in passing the minimum 50th percentile at his/her final Cooper Standards physical agility test. After the final agility test is administered, the recruit will be allowed to re-test the agility exam after three(3) to four (4) weeks of remediation.
Article 6: Uniforms, Textbooks, Instructional Materials, and Training Equipment

1. All cadets will be expected to wear and maintain a proper uniform, purchase and have with him/her all required textbooks, instructional materials and training equipment at all times.
2. Cadets will be responsible for purchasing their own Academy Uniforms and equipment.

Self-Purchased Uniforms, books & training equipment - Will consist of the following:

<table>
<thead>
<tr>
<th>Mandatory books to be bought online by Cadets</th>
<th>Prices are approximate</th>
</tr>
</thead>
</table>

Other Mandatory Items Needed by Cadets
You may already possess much of this but if not, all items below can be found at Walmart – the approximate cost is added to the item.

Uniforms for Classroom, Physical Training (P.T.), & Defensive Tactics (D.T.) Logos are Fine!

**Classroom:**
- Solid Black Baseball Ball Cap, no markings: $8.00
- Solid Black Short Sleeved T-Shirt used daily under issued Polo - no markings: $3.49
- Solid Black BDU Pants (BDU’s are known as cargo pants): $19.88
- Solid Black Trouser Belt: $4.50
- Solid Black Jacket – no markings: $23.52
- Solid Black Boots, (black boots are preferred but sneakers are cheaper and will be allowed): $31.99
- Solid Black or White Socks: $5.27
- Backpack or Duffel Bag (to secure issued pistol belt to and from classroom & DT), any color: $9.88

**Physical Training (P.T.) and Defensive Tactics Training (D.T.):**

Clothing & sneakers of choice to comfortably work out in:

It is recommended that an old t-shirt is used while doing defensive tactics and it is also recommended that the student keeps an extra t-shirt available in case of the shirt being torn.
Classroom Supplies

- White 3 ring binder (large 3 inch) $3.96
- 8½” x 11” three-hole punched table paper $3.42
- A set of index tabs for a 3-ring binder $4.43
- Black ink ballpoint pens $1.97
- Mouthpiece for defensive tactics $1.99
- Jockstrap with cup for defensive tactics (males) $9.72

Books, Supplies, Personal Expenses Total: $199.92

Approximate Costs

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$3,435</td>
</tr>
<tr>
<td>Student Fees</td>
<td>$796</td>
</tr>
<tr>
<td>Parking</td>
<td>$110</td>
</tr>
<tr>
<td>Diploma Fee</td>
<td>$3</td>
</tr>
<tr>
<td>Program Fee*</td>
<td>$600</td>
</tr>
</tbody>
</table>

*This will be collected during the academy – all cadets will have it available within 1 week upon request. This Fee covers outside instructors that need to be brought in as well as updating training equipment. Outside Instructors are kept at the minimum standard in order to keep your fee low. Other Academies use a plethora of instructors thus making their fees much more (Plattsburgh - $4,000 and Watertown - $4,800).

Approximate Basic Academy Costs: $4,831 + books & supplies listed above

The following expenses may be added IF needed*:

- Transportation: $500
- Housing: $3,385
- Mean Plan: $2,325

Estimated Incidental Expenses: $7,173
Estimated Semester Expenses: $11,716

* The information above describes the anticipated fees that a student would encounter to participate in this program. This includes tuition, traditional student fees, the academy fee, and estimated living expenses. The specific costs will vary by student, depending on individual circumstances. The program fee would be paid directly to the division of Graduate & Continuing Education, and tuition would be facilitated through the student accounts office, similar to traditional course enrollment

Academy Uniform on Day 1

- Black Ball Cap
- Black T-Shirt
- Black Jacket or Hoodie
- Black BDU / Cargo Pants
• Black Trouser Belt
• Black or White socks only
• Black Sneakers / Shoes or Boots (boots are preferred, not mandated)

Attention:
• The first day of the academy, there is a P.T. test in (pushups, sit ups, 1.5-mile run)
• The first day of the academy you will report to the Field House for P.T., dressed and ready to go no later than 7:20 am.
• The 1st day is for the P.T. instructors to test you out to see where all cadets are physically. While you are not required to pass, you are expected to be close.
• P.T. will start at 7:30 am sharp! If you are early, then you are on time. If you are on time – then you are late! Dress accordingly for P.T. and have a towel for showers.
• You will want to arrive earlier to find a locker in the locker room, should you not live on campus. I suggest reaching out to Jennifer Sullivan at 315-267-3484 or email her at sullivja@potsdam.edu. Jen can issue you a locker & combination as most lockers have college locks on them. Do this - weeks prior to academy start.

During Day #1 P.T. test in day - You will want to lock up your classroom day dress uniform – at the end of P.T. you will have 55 minutes to go shower, change and be back for class.
• You will be in Maxey Hall classroom 220, standing behind your assigned seat for 8:25 am.

Backpack or Duffel Bag, Both Books and your 2 NIMS Certificates are TO BE BROUGHT for the first day of the Academy FOR INSPECTION & ADMITTANCE.

You will place all objects neatly on your deck for inspection. Your uniform will be clean and wrinkle free.

Lack of Backpack, Uniform or Books may bar admittance. Call Director Duquette at (315) 261-8223 with issues prior to Academy start.

If you are found not to be having the above required items on the day of the academy or at any point during the academy, you may be dismissed.
Article 7: Appearance/Grooming

It is essential that all cadets maintain high standards with respect to appearance and grooming; and in that regard, the following rules and regulations apply:

1. Only the authorized uniform of this academy will be worn by cadets unless otherwise instructed by the academy staff or instructors.
2. The authorized uniform is listed above under **items needed:** UNIFORM
3. Uniforms will be clean, ironed, neat and properly fitting.
4. Hair will be neatly combed or brushed and/or neatly styled. No colored streaks are allowed. No designs, patterns, etc. shaved into the hair. No thin lines of hair on the head or any style of hair deemed by the Director as inappropriate to the integrity of a police academy.
5. Male cadets: Hair will be neatly groomed, clean and tapered so it does not fall over eyebrows, ears, or touch the shirt collar. Sideburns will be neatly trimmed with a base that may not exceed below the lowest part of one’s ears. No colored hair, (i.e.: blue, green, purple, orange, etc.).
6. Cadets shall be clean-shaven daily; no beards or goatees will be worn. Mustaches will be neatly trimmed and may not extend beyond the corners of the mouth or below the centerline of the lip. No jewelry is allowed other than a wedding band. No colored fingernail polishes.
7. Female cadets: Hair must be neatly groomed and clean. Hair may not extend below the top of the shirt. Hair below shoulder length will be in a bun located at the BACK OF THE HEAD (not top). The bulk or length of hair must not interfere with the wearing of uniform and emergency head gear. In no event shall ponytails or braids be permitted. Make-up and colored fingernail polish shall not be worn. No jewelry is allowed other than a wedding ring. Removal of such rings during defensive tactics is recommended but not mandated. Colored hair is not allowed (i.e.: blue, green, purple, orange, etc.), to include streaks.
8. **Hair ornaments or ribbons will not be worn. Items used to hold hair in place should blend and not draw attention to the cadet.**
9. **Earrings, body piercings and bracelets will not be worn at any time – safety issue.**
10. Personal hygiene must be satisfactory at all times. Showering after daily P.T. is mandated.
11. The Academy Director will conduct uniform and grooming inspections every morning.
12. Poor Personal grooming and hygiene will not be tolerated.
13. Cadets will receive a pass/fail score for their hygiene. A failing score may result in disciplinary action.
Article 8: Notebooks

1. Every cadet will be required to maintain a notebook(s) which will reflect his/her notes on all phases of training per New York State Municipal Police Training Council rules (executive law).
2. Notebooks are to be an individual effort.
3. Failure to maintain an adequate and up-to-date notebook may result in disciplinary action.
4. Notebooks will be subject to examination by the Academy Director periodically during the training period. All Notebooks must be present for inspection at all times.
5. Notebooks will be examined in the following:
   - Sufficiency, of course content: 40%
   - Organization of notes: 30%
   - Indexing of notes (Neatness/Appearance/Structure): 20%
   - Overall content of notes and presentation: 10%

The full academic value of the cadet’s notebook will equal 10% of his/her final grade.
Article 9: Academic Grading and Testing

1. Final grading will be scored in percentages with 100% being a perfect score.

2. Every cadet must score a minimum of 70% to successfully pass the Basic Police Officer Course and successfully complete all proficiency training to receive his/her Division of Criminal Justice Services, Office of Public Safety diplomas and certificates. Every cadet taking the Pre-Employment Police Basic Training course must also score a minimum of 70% to successfully pass and complete all proficiency training indicating completion of the entire program on your college transcript.

3. Cadets must pass Every Component (56 for Pre-Employment and 63 for the Hired Officers) of the academy. Failing just one component is an academy fail. You must pass every single block (component) of instruction.

   Note: Only Hired police officers receive NYS DCJS/OPS Police Certificates upon the completion of both a Phase 1 and a Phase 2 course. Pre-Employment students completing a Phase 1 course receive a stamped college transcript marked: Basic Course For Police Completed. This transcript is recognized throughout New York State and by NYS DCJS/OPS.

4. The final score will reflect the cadet’s scores in the following areas:
   - Notebook(s): 10%
   - Quizzes: 10%
     Quizzes will be given upon completion of blocks of training at the discretion of the Academy Director.
   - Nightly Assignments: 30%
   - Mid-Term Exam: 25%
   - Final Exam: 25%

5. Proficiency training for all blocks consisting of but not limited to: Defensive Tactics training, First Responder/CPR training, P.T. Emergency Vehicle Operation Course (EVOC), Active Shooter, Reality Based Training, etc. will be based on an instructors’ pass/fail for each cadet. If an instructor or the Director feels the cadet is insufficient in any component, or the cadet failed to participate appropriately, a fail will be given.

6. Proficiency Training for will be scored as follows:
   a) A Hands-on Training will be administrated to all cadets by the instructor(s) and each cadet will receive either a satisfactory or unsatisfactory score.
   b) A score of 75% or more in First Responder/CPR training will be considered satisfactory.
   c) A minimum physical training score of (50 percentile) in accordance with Cooper standards will be considered satisfactory for P.T. in addition to proper participation.
   d) An Emergency Vehicle Operation Course (EVOC) driving practicum will be conducted by the EVOC Instructors and each cadet will receive either a satisfactory or unsatisfactory score based on the instructors’ guidelines. Qualification(s) will be determined and explained to all cadets including remedial training, which may require outside agencies at the expense of the cadet.
e) All other Proficiencies will be based on cadet participation AND the cadets’ ability to understand and successfully complete the component. This will be rated by the assigned specific component instructor and/or Director.

7. Any cadet who fails the mid-term or final examination will be given one re-test so that he/she may demonstrate at least the minimal level of proficiency. For the purpose of figuring a unit exam grade when a retest is involved, the two grades (initial exam and retest) will be averaged to calculate the recorded grade. Failure to successfully obtain a minimum score of 70% on the mid-term and final is a direct dismissal from the academy. There are no retests for quiz failures.

8. In addition to the Final Exam remedial being offered – a P.T. Remedial will also be offered.
Article 10: Penalties

1. All cadets will be held strictly accountable for compliance with all academy rules and regulations. Violations will result in the following penalties:

   • Extra physical training outside of ordinary training hours

   • A written report on a subject matter selected by the Academy Director completed and returned to the director at his direction.

   • A written assignment or presentation as determined by the Academy Director. Cleaning duties assigned to the police academy area.

   • A written reprimand to be filed in the cadet’s training file.

   • Suspension from the academy.

   • Any other discipline the Director feels appropriate considering the circumstances.

   • Dismissal from the academy.
Article 11: Disciplinary Procedures

The following procedures will be utilized for violations of the academy Rules and Regulations as follows:

1. Violations will be handled by the Academy Director. The director will advise the Cadet of the nature of the violation in a private setting and allow him/her an opportunity to be heard with respect to the violation. In all such situations, the director’s decision will result in a penalty as described in Article 10.

2. Serious or repeated minor violations may result in suspension or dismissal from the academy. The Director will handle all Suspensions. Dismissals will be handled in the following manner:

   a) A disciplinary review team consisting of the available Academy Board of Directors will assemble.
   b) The director or his designee will conduct an appropriate investigation of the circumstances surrounding the violation(s) and file his report with the team as promptly as possible.
   c) A hearing will be conducted by the disciplinary team within seven (7) calendar days of written notice to the cadet(s). Said notice will be served personally upon the cadet(s) by the Academy Director.
   d) The cadet(s) will have the opportunity to be heard regarding the alleged violation(s) and may bring witnesses and submit evidence in his/her behalf.
   e) The decision of the disciplinary team shall be final.

Hired officers may be fired outright or asked to resign by their hiring agency depending on the nature of their violation and therefor the above procedure will be null and void.
**Article 12: Miscellaneous Requirements**

1. Prior to the end of the first training quarter, a class president must be selected.

2. Each cadet present on the day of election will submit his/her choice for class president in writing (folded so as not to reveal his/her choice to other cadets) to the class.

3. The cadet receiving the most ballots will become class president. The cadet finishing second will become class Vice President.

   a) These positions can be terminated at the discretion of the academy director at any time for any reason.

4. The class president will represent the class on any issues. Issues will be presented to the Academy Director by the class president. No authority comes with this title. The class Vice President will assist the class President. The class president and vice president will give a speech at graduation and will accompany the Director for an hour on two Saturday mornings from 11:45 am – 12:45 am at the colleges Open House in the Field House to promote the police academy.

5. The daily class schedule does not allow time for personal phone calls. Family members or departments who need to make an emergency call to cadets should contact the academy Directors Cell Phone (315) 261-8223 or University Police at (315) 267-2222. Academy business phone shall not be used for personal calls.

6. Cadets are expected to purchase a student parking permit for the semester at the University Police Department. Parking in any other area is prohibited and subjected to tickets and/or towing fee. Marked Police Cars are exempt.

7. At the conclusion of this Phase 1: Pre-Employment cadets will receive via U.S. Mail, stamped on their college transcript the entry of “Pre-Employment Basic Police Course” as Pre-Employment do not receive certificates. Only Hired Officers receive certificates. Certificates to police officers are issued about 2 months after the FTO (field training orientation) portion is successfully completed.

8. Your College Stamped Transcript is recognized uniformly throughout New York State and is 100% certified for 2 years starting at the date stamped on the transcript which will be the last day of the academy if taken as a “stand-alone” program. If hired beyond the 2 years and up to 10 years of the last day of the academy, the cadet would have to attend a Refresher Course which at the Potsdam Academy equals to 84 hours. However, if the cadet is able to test out on the EVOC Driving Course and pass the Academy Final Exam, then the cadet would only need to sit in a 7-hour class of Use of Force and a 4-hour class of Off Duty confrontations to re-obtain full requirements. After 10 years the course’s certification expires in full and should the cadet be hired as a Municipal Police Officer beyond that, they would have to take the academy over in full.

9. If the college student is taking the Pre-Employment Basic Police Course as part of their Bachelor Program, then that student’s certification for the Pre-Employment Police Academy will be good for 2 years starting at the date of their college graduation. If hired beyond the 2 years and up to 10 years of their college graduation, then the cadet would
have to attend a Refresher Course which at the Potsdam Academy equals to 84 hours. However, if the cadet is able to test out on the EVOC Driving Course and pass the Academy Final Exam, then the cadet would only need to sit in a 7-hour class of Use of Force and a 4-hour class of Off Duty confrontations to re-obtain full requirements. After 10 years the course’s certification expires in full and should the cadet be hired as a Municipal Police Officer beyond that, they would have to take the academy over in full.

a. Credit for the Pre-Employment Basic Police Course is contingent on the fact that the student must graduate their College Course in which the Basic Police course was made part of. Which is to say that if a college student taking the Pre-Employment Basic Police Course as part of their Bachelor program should complete the Pre-Employment Basic Police Course and then not graduate the Bachelor Program, the Pre-Employment Basic Police Course is Null and Void and No Credit will be given in regards to the Pre-Employment Basic Police Course

b. If the cadet successfully completes the Pre-Employment Basic Police Course as part of their Bachelor program and then is offered employment with an agency prior to their college graduation, the training cannot be credited for use as the cadet needs to graduate the Bachelor program for the training to become valid.

Do Not Hand In These Rules and Regulations With Your Application Packet.

Keep them and study them should you be accepted into our police academy.