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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 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 convicted 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 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 20):
  • 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 and peace officers may be considered on a case-by-case basis.

Note: SUNY Potsdam Students will gain priority seating over all others, including hired police and peace officers.
Table of Contents

Article 1: Academy Leadership

Article 2: Rules and Regulations

Article 3: Absenteeism/Tardiness

Article 4: Personal Injury/Illness

Article 5: Physical Training

Article 6: Uniforms, Textbooks, Materials, Equipment

Article 7: Appearance/Grooming

Article 8: Notebooks

Article 9: Academic Grades/Testing

Article 10: Penalties

Article 11: Disciplinary Procedures

Article 12: Miscellaneous
Article 1: Academy Leadership

Academy leadership shall consist of the following people:

Board of Directors:

- Albert “Sonny” Duquette: SUNY Potsdam Law Enforcement Training Institute Director
- Jenica Rogers – SUNY Potsdam Dorf Endowed Director of Applied Learning
- Dr. David Bugg – SUNY Potsdam Criminal Justice Chair
- The current SUNY Potsdam University Police Chief

SUNY Potsdam Law Enforcement Training Institute Director and Academy Curriculum Coordinator:

Albert “Sonny” Duquette

1. Director Duquette is in direct charge of the training process at the police academy.
   a. Director Duquette represents the police training component out of Albany.

2. Dr. Bugg will oversee the academic requirements of the SUNY Potsdam College students. Dr. Bugg represents the college internship requirements for the college.

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. This is at the Director’s discretion, should he so desire.

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.

5. Cadets may be disciplined or dismissed by Director Duquette for violating any one OR any combination of these rules.
Article 2: Rules and Regulations

Purpose and objectives of the rules and regulations are:

a. To provide for 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 regulation 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 will not be sleeping, dozing, resting their eyes or praying with their eyes closed while class is in session. They will have their eyes open and alert.

4. Cadets shall not be lying down or sleeping in any way during breaks.

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

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

7. Chewing gum, consuming candy, or eating in the classroom is prohibited, unless on break. 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.
8. Eating your lunch is the classroom during the lunch hour is approved, should a cadet desire to do that. The eating area will be cleaned entirely upon class start.

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

10. A 10-minute break, when possible, will be provided by instructors every hour. It will be each cadet’s duty to return to the room promptly.

11. 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.

12. **No recording devices are permitted during any portion of the Police Academy.** Cadets are not permitted to have personal tablets, lap top computers or other electronic equipment in the academy unless authorized by the Academy Director. Cell phones are permitted, however, must be off during class.

13. Disruptive or distracting behavior to include cheating, lying, or other forms of dishonesty in the classroom or training facility will not be tolerated.

14. Cadets will raise their hand and wait to be called on prior to speaking.

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

16. 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.
17. 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.

18. Cadets may not bring guests or visitors to any training area.

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

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

21. 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.

22. No cadet will report to the police academy while under the influence of alcohol, marijuana, or any other illegal OR debilitating substance.

23. 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.

24. Any cadet who interacts with police must immediately call the director.
25. 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. The cadet will NEVER remove their training weapons out of their holsters unless directed so by an instructor.

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

27. 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.

28. Cadets **will not** be permitted to carry firearms, police batons, collapsible batons, tasers, pepper spray, 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 your agency or at University Police.

29. For training safety - **Pocket Knives MAY NOT** be carried on the cadet’s person.

30. 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. Ignorance of these rules is not a justification.

31. **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.**
Article 3: Absenteeism/Tardiness

1. Attendance at all academy’s sponsored training is required by every cadet.

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). The Academy Director has the authority, if he so chooses, to excuse no more than 10% of the total hours (exclusive of the 100% required training units where no missed time is allowed to be missed, i.e. Use of Force, Defensive Tactics, etc.).

3. 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.

4. Cadets will notify Director Duquette prior to needing to miss any training due to sickness, court, or emergency situations.

   a. Even having an emergency, does not guarantee the cadet will be allowed to pass the academy. Some components have a state mandate of 100% attendance and Directors are allowed no discretion in those specific areas.

5. 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, PT, DT, EVOC, RBT, DWI/SFST abilities and/or any other issues will be relayed to that inquiry.

6. If weather or emergency conditions occur, that necessitates the closing of SUNY Potsdam, closing information will be broadcast over local radio and television stations. A group text will be sent to the cadets by the Director canceling class, otherwise attendance is required. (Although yet to happen, you may be required to make up any lost time up on a weekend and it’s the cadet’s responsibility to be available as all training hours must be taught per state mandate).
Cadets should call the Director at (315) 261-8223 if 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.

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 and therefore fail out).*

3. Injury or illnesses may affect the DCJS/OPS attendance requirements leading to dismissal.

4. 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 - as long as they met the minimum standards of completing the state mandated 65 hours of P.T. If they pass the Remedial P.T. test on the morning of academy graduation AND have met the 65 hours minimum standards of P.T. participation, they will pass the P.T. portion of the academy.

5. 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 their training or that of another cadet, will be dismissed from the academy. **Every cadet must 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 policing standards.**
Article 5: Physical Training (P.T.) and Defensive Tactics (D.T.)

P.T. and D.T. are an integral part of the Basic Police Officer Course and Pre-Employment Police Basic Training Course. The following standards will apply to all cadets.

1. P.T. and D.T. will be conducted throughout each week as the Director advises.

2. P.T will reflect National Cooper standards throughout the training program.

3. The P.T. Instructor and/or his designee will test each cadet’s progress in accordance with the Cooper standards periodically during the training program.

4. 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 regarding the Cooper standards.

5. A mid-term fitness test will be administered so the cadet and instructor know the level the cadet is currently at regarding the Cooper standards.

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

7. Participation in P.T. and D.T. is mandatory by the Division of Criminal Justice Services regulations.

8. For those who are unsuccessful in passing the minimum 50th percentile at his/her final P.T. Cooper Standards physical agility test, the recruit will be allowed to re-test the agility exam on the morning of academy graduation, as long as the 65 hours of PT participation has been satisfactorily met.
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 the textbooks, instructional materials, and training equipment always.

2. Cadets will be responsible for purchasing parts of their Academy Uniform, however two academy polo shirts, manuals, PowerPoints, gear belts and equipment will be issued.

   **Self-Purchased Uniforms, books & training equipment:**
   Once accepted into the academy by Director Duquette, the cadet will be issued a list of supplies needed for training by the Director.

   The material will consist of purchasing items such as 2 books as well as proper classroom supplies and proper attire.

   **The 2 Books are about $59.95 apiece – where to purchase info will be issued if accepted**
   New York Vehicle & Traffic Law, New York State Penal / Criminal Procedure Law

   **Classroom supplies will look consistent to but possibly not limited to:**
   - White binder
   - 3-hole punch notebook paper or notepad to fit into your white binder
   - Pens

   **Attire needed will look consistent to but possibly not limited to:**
   - Black ballcap
   - Black cold weather coat or hoody
   - Black winter gloves
   - Black cargo pants (recommend 2)
   - Black t-shirt to wear under issued academy polo shirt
   - Black trouser belt (for the cargo pants belt loops)
   - Black Military Boots (located online or at the footwear section at any Walmart)
   - ANY COLOR backpack or duffle bag to carry your issued gear belt and books.
Note: Failure to follow be prepared may be grounds for Basic Police Training Course failure.

Attention: You may want to arrive earlier to find a locker in the locker room, should you not live on campus. You will have about an hour each day to shower after P.T or D.T. training.

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. Uniforms will be clean, ironed, neat and properly fitting.

3. Hair will be neatly combed or brushed and/or neatly styled.

4. No colored hair or colored streaks are allowed.

5. No designs, patterns, etc. shaved into the hair. No thin lines of hair on the head or any style of hair deemed the Director deems as inappropriate to academy integrity.

6. No jewelry is allowed other than a wedding band. (Weddings rings are recommended to be removed during D.T., but not mandated).

7. No make-up can be worn.

8. No colored fingernail polishes can be worn.

9. **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 head gear. In no event shall ponytails or loose braids be permitted.
10. Male 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.

11. Male cadets: Hair will be neatly groomed and no more than 2”, 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.

12. Hair ornaments or ribbons will not be worn.

13. Items used to hold hair in place should blend and not draw attention to the cadet.

14. Earrings, body piercings and bracelets will not be worn at any time – safety issue.

15. Personal hygiene must be always satisfactory.

16. Poor Personal grooming and hygiene will not be tolerated.

17. Showering after daily P.T. and D.T. is mandated.

18. The Academy Director will conduct uniform and grooming inspections daily.
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 and possible dismissal by DCJS on any surprise audit out of Albany.

4. Notebooks will be subject to examination by the Academy Director periodically during the training period. All Notebooks must be always present for inspection.

5. Notebooks will be examined and graded at the Director’s discretion

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 taking the Pre-Employment Police Basic Training course must score an overall 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 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: Pre-Employment Basic Police Training Course 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.
   - Homework / Classroom Assignments: 10%
   - Mid-Term Exam: 30%
   - Final Exam: 40%
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 failure 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 if the EMS instructor decides to administer an exam. A written exam in EMS is not mandated by DCJS, however proficiency is.

   c) A minimum physical training score of (50 percentile) in accordance with Cooper standards will be considered satisfactory for P.T. in addition to 65 hours of 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.

   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, if requested, one re-test so that he/she may demonstrate at least the minimal level of proficiency. To 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 an academy overall minimum score of 70, is a course fail. Meaning – it is possible to fail the Mid-Term and or Final but still pass the academy with an overall score of at least 70%.
8. There are no retests for quiz failures, just the Mid-Term and Final.

9. The responsibility to request a retest for a failing grade on the Mid-Term and /or Final, lies with the student.

10. In addition to the Mid-Term and 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 by Director Duquette. Director Duquette will determine punishment of violations that will result in any of the following penalties:

   - Pushups, Sit-ups, Flutter kicks, etc.
   - Cleaning duties assigned to the police academy area.
   - A written reprimand to be filed in the cadet’s training file.
   - Any other discipline the Director feels appropriate considering the circumstances.
   - Suspension from the academy.
   - 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 and Dismissals. The Director, pending the circumstances, does not have to, but may also determine to handle issues 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 may 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 therefore the above procedure will be null and void.
Article 12: Miscellaneous Requirements

1. 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.

2. 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.

3. At the conclusion of this Phase 1 AND graduating college with their degree: Pre-Employment cadets will receive a stamped college transcript with the entry of “Pre-Employment Basic Police Course”, as Pre-Employment do not receive certificates.

4. Only Hired Officers receive certificates. Certificates to police officers are issued on ACADIS at DCJS about 2 months after the FTO (field training orientation) portion is successfully completed. This is available to your administrators only.

5. Pre-Employment 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 OR the day you graduated college. Whichever is later.

   A. Those taking this as a stand-alone program are those who have already earned their degree and came back to take the Phase 1 training.

6. Cadets taking the Pre-Employment Basic Police Training Course must complete their degree for their Police Training to be recognized by New York State. Meaning, should a cadet complete the police training course then quit college prior to graduation, their police training is null and void.

7. Every Municipal Police Agency in New York ultimately has the option to recognize your training or opt to put you back through another academy. It is their choice.

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.