

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 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.

1. Be a hired Police or Peace Officer, or

2. The following are requirements for Pre-Employment to apply:

- 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 a charge outside of N.Y. that constitutes a felony in N.Y.
- Must pass an interview and be approved by Institute 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 full-time 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.

Article 1: Academy Leadership

Academy leadership shall consist of the following people:

Board of Directors for Police Officers and Peace Officers:

- St. Lawrence County Sheriff
- Ogdensburg City Police Chief
- Potsdam Village Police Chief
- Massena Village Police Chief
- Canton Village Police Chief
- Gouverneur Village Police Chief
- SUNY Canton Chief of Police
- SUNY Potsdam Chief of Police
- SUNY Potsdam University Provost
- SUNY Potsdam Law Enforcement Training Institute Director

Board of Directors for Pre-Employment:

- Albert "Sonny" Duquette: SUNY Potsdam Law Enforcement Training Institute Director
- Shane Ashley: SUNY Potsdam University Police Chief and Assistant Academy Director
- Dr. David Bugg: SUNY Potsdam Criminal Justice Chair
- Jenica Rogers: SUNY Potsdam Loughheed Learning Commons Director

SUNY Potsdam Academic Requirements Curriculum Coordinator: Dr. David Bugg

1. Director Duquette is in direct charge of the training process at the police academy and represents the New York State police training component.
2. Dr. Bugg will oversee the academic requirements of the SUNY Potsdam College students and represents the college internship requirements for the college.
3. 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.
4. Cadets may be disciplined or dismissed by Director Duquette for violating any one OR any combination of these rules. 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 serious disciplinary or dismissal proceeding.

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, self-reliance and encourage respect for established authority.
- d. 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. Any cadet failing to follow an instructor's direction or orders any time during the academy will be immediately dismissed from the academy. Cadets will be prepared for scheduled lessons and will bring with them all necessary 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. Cadets will have their heads up and eyes open during class. A cadet experiencing fatigue shall stand in the rear of the classroom.
3. Cadets will not leave the classroom or any training facility without the permission of the instructors and/or director. 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.
4. Smoking, marijuana use of any type, chewing or use of any form of smokeless tobacco will not be permitted in the classroom or any portion of the training.
5. Chewing gum, consuming candy, or eating in the classroom is prohibited, unless on break. No food wrappers, utensils, plates, etc. will be in sight. Eating of snacks or any food will only be on breaks and will be done in the hall or the lounge area outside of the academy classroom(s). It shall be every cadet's responsibility to keep classrooms neat and orderly.
6. Drinking water, coffee or other non-alcoholic drinks in class is acceptable. Coffee thermoses and mugs are allowed. No cadet will report to the police academy while under the influence of alcohol, marijuana/cannabis, or any illegal or debilitating substance.

Article 2: Rules and Regulations *(continued)*

7. **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 or Instructor. Cell phones are not permitted to be on in the classroom to include during breaks. Cell phones may be turned on during breaks while in the hallway only.

8. Disruptive or distracting behavior to include any offensive, derogatory, or demeaning comment, gesture, or remark, or any form of harassment, cheating, lying, or other forms of dishonesty in the classroom or training facility will not be tolerated.

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

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

11. 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.

12. 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.

13. Any cadet who interacts with police must immediately call the Director. Pre-Employment cadets are not sworn police officers and should contact local law enforcement officers to handle incidences. The cadet may serve as a professional witness for the responding agency should they observe any incident. Being pulled over by, approached, or called by police is considered an interaction.

14. 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 and the cadet will NEVER remove their training weapons out of their holsters unless directed so by an instructor.**

15. Cadets **will not** be permitted to carry firearms, police batons, collapsible batons, tasers, pepper spray, knives, etc. on the SUNY Potsdam campus or upon any academy training facility unless directed to do so by the Academy Director. Leave weapons at your agency or at University Police.

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

17. Cadets will not post anything about the Academy through social networks (i.e. Facebook, Twitter, Instagram, Snapchat, etc.), while the academy is in session. Cadets may not bring guests or visitors to any training area.

Article 3: Absenteeism / Tardiness

Attendance at all academy's sponsored training is required by every cadet. 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 Director is approved to allow for very few absences as some components require 100% participation. Missing these components is an automatic course fail as mandated by New York State.

The Academy Director is not required to excuse absences and **no time is allowed to be missed without the prior approval of the director. Cadets will notify Director Duquette prior to needing to miss any training due to sickness, court, military, law enforcement testing, interviews, procedures or family emergency situations.**

- a. Even having a family emergency or any of the above issues, does not guarantee the cadet will be allowed to pass the academy when time is missed. Many components have a state mandate of 100% attendance and Police Academy Directors are allowed no discretion in those specific areas.
- b. Cadets will call the Director at 315-261-8223 to request permission to miss class as missing just a small amount of class time could mandate immediate academy dismissal and a course fail. At no time will a cadet just not show up. Notification is mandatory.

Agencies contact the police academy director to obtain academy 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.

If weather or emergency conditions occur that necessitates the closing of SUNY Potsdam, the Director will send a group text officially cancelling class. Components scheduled for that canceled day must be made up. Therefore, lost time may have to be made up on a weekend. It is the cadet's responsibility to be available as all training hours must be taught.

Cadets should call the Director at 315-261-8223 anytime they are uncertain if class has been canceled or delayed due to weather or any other situation. This responsibility lies solely on the cadet. At no time will a cadet just not show up. Notification to the Director is mandatory.

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.
2. It is 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.
3. If the injury/illness requires medical attention, such injury may hinder the cadet from participating in mandated training and it is possible the cadet will not be able to successfully and properly complete any one of the academy training components, and therefore fail out.
4. Injury or illnesses may affect the DCJS/OPS attendance requirements leading to dismissal. Cadets should take every precaution both on and off duty during the academy session to stay injury free. Cadet's being injured in any capacity that hinders their "hands-on" training, may lead to a proficiency component fail. Which in turn, leads to an overall academy course fail.
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 either 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. Cadets MUST be able to participate in all hands-on proficiency training to pass this training.**

Article 5: Physical Training and Defensive Tactics

P.T. = Physical Training

D.T. = Defensive Tactics

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.

NYS DCJS/OPS

New York State Department of Criminal Justice Service / Office of Public Safety

1. P.T. and D.T. will be conducted throughout each week as the Director advises.
2. P.T. will reflect NYS DCJS/OPS Standards throughout the training program.
3. The P.T. Instructor(s) will test each cadet's progress in accordance with the NYS DCJS/OPS 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 NYS DCJS/OPS 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 NYS DCJS/OPS Standards.
6. All cadets must achieve the current minimum NYS DCJS/OPS P.T. and D.T. standards AND have satisfactorily participated in P.T. and D.T. training to be determined by the instructor or the Director.
7. Participation in P.T. and D.T. is mandatory by the Division of Criminal Justice Services regulations. D.T. passing proficiency is decided by the instructor(s) and subject to their opinion.
8. For those who successfully participated in the P.T. training but were unsuccessful in passing the minimum NYS DCJS/OPS Standards at his/her final NYS DCJS/OPS Standards physical agility test, the recruit will be allowed to re-test the agility exam prior to academy end.

Article 6: Uniforms, Textbooks, Instructional Materials, and Training Equipment

Once accepted into the training academy, the cadet will be issued a list of supplies the cadet will need to secure to train.

1. All cadets will be expected to wear and maintain a proper uniform. Cadets will always have with them their textbooks, instructional materials, and training equipment. Cadets are financially responsible for all academy issued gear.
2. Cadets will be responsible for purchasing parts of their academy uniform. However, two academy polo shirts, student manuals, PowerPoints, and other equipment will be issued.
3. Those cadets' who are employed by law enforcement agencies should discuss these items needed prior to purchasing themselves, as many agencies will pay for most of the items listed.
4. Failure to be prepared by not having the required training material may be grounds for a Basic Police Training Course fail or dismissal. Cadets' will give their due diligence in securing the items needed. Inspection of all supplies will be held on Day 1 by the Director.
5. Cadets' may want to arrive earlier to Maxcy Hall to find an empty locker in the Maxcy Hall locker-room, should you not reside either on campus or nearby. You will have about an hour each day to shower after P.T. (physical training) on Mondays, Wednesdays, & Fridays.
 - a. A personal lock should be brought with you to attach to the locker.
 - b. Only shower equipment and your uniform for the day should be locked in this locker. Your training equipment should remain locked in your vehicle, out of site from the public to discourage larcenies. Preferably locked in the trunk & not on a vehicle seat.
 - c. An old towel is recommended to be placed on the inside portion of the locker door to block the contents, discouraging the public from wanting to break into that locker. Cadets are financially responsible on any academy equipment stolen or lost.

Article 7: Appearance/Grooming

It is essential that all cadets maintain high standards with respect to appearance and grooming. 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. Uniforms will be clean, ironed, neat and properly fitting.
2. Hair will be neatly combed or brushed and/or neatly styled. No colored hair or 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 the Director deems as inappropriate to academy integrity.
3. No jewelry is allowed other than a wedding band. (Weddings rings are recommended to be removed during D.T., but not mandated).
4. No make-up can be worn. No colored fingernail polishes can be worn.
5. **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. Hair ornaments or ribbons will not be worn.
6. **Male cadets:** Shall be clean shaven daily. Mustaches will be neatly trimmed in a professional manner. Hair will be neatly groomed and no more than 2" long and will be clean and tapered so it does not fall over the 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 unless part of a neatly groomed beard.
7. Earrings, body piercing, bracelets, necklaces, etc. will not be worn at any time – safety issue.
8. Personal hygiene must be always satisfactory. Poor grooming / hygiene will not be tolerated.
9. Showering after daily P.T. is mandated. Cadets may shower in the Maxcy Hall locker room or if they reside close enough, may go home to shower. D.T. is scheduled at the end of the day on Tuesdays and Thursdays where cadets will leave the academy and shower at their residences.
10. The Academy Director will conduct uniform and grooming inspections daily. Daily inspection will include verifying that no unauthorized live weapons are present within the training area.

Article 8: Notebooks

Once accepted into the training academy, the cadet will be issued a list of supplies the cadet will need to secure to train.

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. 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.
3. Notebooks will be subject to examination by the Academy Director periodically during the training period. All Notebooks must be always present for inspection by the Director or an audit by New York State DCJS/OPS.
 - a. The notebook will be a **White** 3, 4 or 5", 3- Ring Notebook Binder with a front cover and side binder design made by each cadet that is not handwritten.
 - b. The cadet will have **Notebook Binder Tabs** labeling each week of the academy, i.e: Week 1, Week 2, Week 3, Week 4, Week 5, Week 6, Week 7, Week 8, Week 9, etc.
 - c. Notebooks will be examined and graded at the Director's discretion.
4. Notebooks will be explained in depth for clarification by the Director on Day 1.

Article 9: Academic Grading and Testing

1. Final grading will be scored in percentages with 100% being a perfect score. An **overall minimum of 70%** is needed to successfully pass as well as complete all proficiency training.
2. **Cadets must pass every proficiency component of the academy.** Failing just one proficiency component is an academy fail. 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, Crisis Intervention, etc. will be based on an instructor's 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.
3. **Proficiency Training will be scored as follows:**
 - a. A Hands-on Training will be administered to all cadets by the instructor(s) and each cadet will receive either a satisfactory or unsatisfactory score.
 - b. 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' test-out 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.

Article 9: Academic Grading and Testing *(continued)*

4. The final overall score will reflect the cadet's scores in the following areas:

**Homework / Classroom Assignments
and Notebook Inspections: 20%**

**Quizzes, DWI, Fugitive from Justice,
and Search Warrant Application
Homework Packets: 30%**

Mid-Term and Final Exam combined: 50%

- a. 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%.
- b. The responsibility to request a retest for a failing grade on the Mid-Term and /or Final, lies with the student.
- c. There are no retests for quiz failures, just the written Mid-Term and written Final.
- d. In addition to the written Mid-Term and Final Exams remedial being offered, if requested by the student, a P.T. Remedial will also be offered, if requested by the student.

Article 10: Penalties

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 one or any combination thereof, 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:

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 seriousness of the circumstances, may also determine to handle issues in the following manner:
 - a. A disciplinary review team consisting of the available Academy Board of Directors may discuss the issue.
 - b. The director or his designee may 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.
 - d. The cadet may 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, if used, shall be final.

The Director will exercise discretion in determining the appropriate response based on the specific circumstances, severity of the violation, and where deemed appropriate by the Director, the individual's past conduct, with the goal of maintaining the integrity and standards of the academy.

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

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.
2. Pre-Employment 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. Unmarked police cars and/or hired officers will be issued a parking pass by the Director on Day 1.
3. Only Hired Officers receive state 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.
4. **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.
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.
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.
 - 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.
7. Every Municipal Police Agency in New York State ultimately has the option to recognize your training or opt to put you back through their academy with their own instructors or any other academy. It is their choice.

Do Not hand in these Rules and Regulations with your Application Packet.

Keep them - know them. Consider placing them in your Notebook Binder.