

# Lougheed

Center for Applied Learning

---

EXPLORE EXPERIENCE REFLECT BECOME  
*LAW ENFORCEMENT TRAINING INSTITUTE*

# **LAW ENFORCEMENT TRAINING ACADEMY AT SUNY POTSDAM**

**ACADEMY APPLICATION**

# REQUIREMENTS TO ENTER

➤ **The following are requirements 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.
- Must be a SUNY Potsdam Matriculated Student in their junior or senior year.
  - Past college graduates may also apply, but priority goes to Matriculated.
- Must have a valid driver's license.
- 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 for students. However, it should be noted that pursuant to section 58 of the Civil Service Law, a candidate seeking permanent appointment to a police officer title must be twenty years of age as of the date of appointment, and not more than thirty-five years of age as of the date when the application takes the written examination. Time spent on military duty or on terminal leave, not exceeding a total of six years, shall be subtracted from the age of any applicant who has passed his or her thirty-fifth birthday.*

## **INSTRUCTIONS ON FILLING OUT THE APPLICATION**

1. Print off the application. Answer all questions fully and truthfully. A false statement made on this application may result in academy dismissal and/or criminal charges.
2. Attach copies of:
  - a. The front and back of your driver's license.
  - b. College Course Summary (transcript) from your Bear PAWS Account.
3. Print off the **HEALTH CERTIFICATE** in this packet, have it signed by your Dr., PA (Physician's Assistant), or NP (Nurse Practitioner), then attach it to your application.
4. Slide your completed packet far under the door of Director Duquette's office at SUNY Potsdam's Merritt Hall, Room 101. Director Duquette has sole access to this office area.
5. Director Duquette will contact you for an hour-long interview after application review.

*NOTE: Questions, issues, or concerns should be sent to Director Duquette's email at [duquetar@potsgdam.edu](mailto:duquetar@potsgdam.edu) or cadets may call Director Duquette directly at 315-261-8223.*

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_ Last Name: \_\_\_\_\_

Local Physical Address (house number, street/road): \_\_\_\_\_

Town or Village: \_\_\_\_\_ Apartment #: \_\_\_\_\_

College Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Height: \_\_\_\_' \_\_\_\_" Weight: \_\_\_\_\_ lbs. Gender: \_\_\_\_\_

College Major: \_\_\_\_\_ / College Minor: \_\_\_\_\_

Expected College graduation month and year: \_\_\_\_\_

If accepted, would you be a college Junior or Senior while in this academy? \_\_\_\_\_

Are you a U.S. Citizen? \_\_\_\_\_ Are you legally residing in the U.S. ? \_\_\_\_\_

Driver's License State: \_\_\_\_\_ Driver's License ID #: \_\_\_\_\_

Do you need P.T. Credits? \_\_\_\_ If so, how many, 1 or 2? \_\_\_\_ Your college G.P.A.: \_\_\_\_\_

Were you ever the subject of any disciplinary action at an educational institution? \_\_\_\_\_

If yes, give details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever been arrested for any crime in any state or in any country? \_\_\_\_\_

If yes, provide date, location, charge, arresting agency, and final disposition \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you a convicted felon? \_\_\_\_ If yes, where? \_\_\_\_\_

Details: \_\_\_\_\_

\_\_\_\_\_

Have you ever served in the military? \_\_\_\_\_ Occupation: \_\_\_\_\_  
Branch and Highest Rank Achieved: \_\_\_\_\_  
Dates Served: \_\_\_\_\_  
Nature of discharge: \_\_\_\_\_

Briefly state your reasons for desiring to attend the Law Enforcement Training Institute:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If accepted into the academy, the address you will be residing at and commuting from:  
Street and House # \_\_\_\_\_ Village/Town \_\_\_\_\_

Are there are medical concerns that the Academy Director should be aware of such as  
asthma, injuries, disabilities, etc? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Right or Left-Handed? \_\_\_\_\_ Size Polo shirt (unisex) (xs, s, m, l, xl, xxl, xxxl): \_\_\_\_\_

**Medical Emergency Contact:**

NAME \_\_\_\_\_  
Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_

NAME \_\_\_\_\_  
Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_

# SUNY POTSDAM

## LAW ENFORCEMENT TRAINING INSTITUTE

Due to state law, I understand that there are components of New York’s Basic Police Training Course that I cannot be certified in until I am officially hired and that is: Firearms, Baton, Basic Observations & Suspicious Activity Recognition, Reality Based Training, Active Shooter, and 160 hours of Field Training Orientation. *(Although in this academy, the Director does train all his cadets in Baton, Basic Observations & Suspicious Activity Recognition, Reality Based Training, and Active Shooter. However, the state doesn’t recognize those components as being completed by Pre-Employment cadets, as the state’s prerequisite is only hired officers gain those certifications. This means, if hired by a N.Y. Municipal Police Agency, you would have to take these components again. But there is value in being overly trained in those certain safety tactics).* **I understand that about 95% of the training I will be receiving is referred to by New York State as Phase 1 and that the remaining components (about 5%), that is allowed only to hired Municipal Police Officers is referred to as Phase 2.**

I understand that there are hundreds of possible “specialty topic” courses like Sniper, DARE, Bike Patrol, Interrogation, Photography, etc. that are not mandated to be part of a Basic Police Training in New York and it is up to the hiring agencies to either send or not send their officers to any of these courses during their careers. Three of those such courses are Breathalyzer, Radar and Taser. I understand these are also considered “specialty topic” courses as mentioned above and are not part of a Phase 1 academy. I understand that any of these “specialty topic” courses may be added to any Phase 2 should any Police Academy Director opt to do so. *(This academy’s Director adds Radar and Taser and allows Pre-Employment to participate in the Taser training, however the state only allows the hired officers to be certified in Taser).*

**I understand that my Phase 1 Training is 100% valid for 2-years from the day I graduate from college,** at which point should I be hired by a Municipal Police Agency, I would only need to finish phase 2. I also understand that is each agencies option as to using a Phase 1 or opting to send their new hire back through their own full academy. I understand that should I be hired by a Municipal Police Agency wanting to use my police training 2 years after college graduation but before 10 years of college graduation, that I would have to take a police refresher course of about 100 hours to update my certification. (Phase 2 is generally all scheduled and paid for by the hiring agency and can be completed at any police academy in New York).

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

**Applicants Signature:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

# SUNY POTSDAM LAW ENFORCEMENT TRAINING INSTITUTE

## *Own-Hand Application Completion Certification*

I, \_\_\_\_\_, being duly sworn, depose and say, that I am the person whom the foregoing application concerns: that I completed the application in my own hand; and that the answers I have given to each, and every question therein are full, complete, and true and correct to the best of my knowledge.

**Applicants Signature:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

## *Rules and Regulations Acknowledgement*

**NOTE: 'DO NOT' hand in the Rules and Regulations with this application.**

I \_\_\_\_\_, hereby certify that I have received my personal copy of the SUNY POTSDAM LAW ENFORCEMENT TRAINING INSTITUTE rules and regulations (located on this academy's web site page and will have with me on the 1st day of the academy if accepted) and have read and fully understand the contents therein. I agree to abide by these rules and regulations if I am enrolled as a pre-employment student. I also understand that my failure to abide by the academy rules and regulations could lead to my termination from the SUNY POTSDAM LAW ENFORCEMENT TRAINING INSTITUTE.

**Applicants Signature:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

# SUNY POTSDAM LAW ENFORCEMENT TRAINING INSTITUTE

## ***AUTHORITY FOR RELEASE OF INFORMATION***

(Background check of individual Criminal and Mental Health records)

This Authority for Release of Information, or copy thereof, constitutes my consent and authorization to any person(s) duly accredited by, and representing the SUNY POTSDAM LAW ENFORCEMENT TRAINING ACADEMY to obtain any information in files which is relevant to my application for the police academy. With my consent and authorization, any person(s) or organization is directed to furnish such information upon request.

This Authority for Release of Information is executed with full knowledge and understanding that the information is for official use only by the SUNY POTSDAM LAW ENFORCEMENT TRAINING ACADEMY and that the information will be safeguarded against unauthorized disclosure to any agency or individual not having a legitimate need for it.

I hereby release any person(s) or organization, their employees, agents, and officials from all liability of whatever kind of nature on account of account compliance, or any attempts to comply, with this Authority for Release of Information.

**Applicants Signature:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

# SUNY POTSDAM LAW ENFORCEMENT TRAINING ACADEMY

## CONFIRMATION OF UNDERSTANDING MATRICULATED STUDENTS ONLY

*This form Does Not Apply to Non-Matriculated Students who are taking the Pre-Employment Basic Police Training Course as a Stand-Alone Program.*

I, \_\_\_\_\_, hereby certify that I understand that by taking the PRE-EMPLOYMENT BASIC POLICE TRAINING COURSE here at SUNY Potsdam that to get credit for this New York Basic Police Training Course, **I must graduate the Bachelorette Program.**

I understand that my PRE-EMPLOYMENT BASIC POLICE TRAINING is **good for Two (2) years starting from the date of my Bachelorette graduation.**

**I understand that if I was to withdraw from my Bachelorette Program after completing the PRE-EMPLOYMENT BASIC POLICE TRAINING COURSE that this will make such training Null and Void** and I would not receive credit for this Pre-Employment Basic Police Training course.

I also understand that if I complete the Academy program but have yet to graduate my Bachelorette program and am offered a position as a Municipal Police Officer prior to my Bachelorette Graduation, **that this police training course will not be credited to me until such college graduation.**

**Applicants Signature:** \_\_\_\_\_

**Dated:** \_\_\_\_\_



# **SUNY POTSDAM LAW ENFORCEMENT TRAINING ACADEMY**

**As listed on the student application packet posted and on the  
SUNY Potsdam Law Enforcement Training Academy  
website under ‘Program Costs’  
(<http://www.potsdam.edu/academics/appliedlearning/policeacademy/costs>)**

I acknowledge there is a separate \$600.00 Program fee that I must pay to attend this Law Enforcement training and such fee will be added to my overall tuition bill.

This fee pays to keep all training simulators, equipment, supplies, gear and material, up to date, repaired, replenished, and/or replaced.

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

**Applicants Signature:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**SUNY POTSDAM**  
**LAW ENFORCEMENT TRAINING INSTITUTE**

**“CERTIFICATE OF HEALTH”**

**NOTE:**

*This form must be printed off and given to applicant’s medical provider.*

**This form must be completed by a Doctor,  
Physician’s Assistant or a Nurse Practitioner ONLY.**

I have examined (Applicants Name) \_\_\_\_\_ and find that he/she is fit and capable of engaging in strenuous physical activity of the nature required in law enforcement training, which includes, but is not limited to daily physical training of long-distance running, pushups, sit-ups, and various exercises of at least an hour, five days a week for five months. Training also includes 4-hour wrestling days, high intensity, and high stress reality-based training drills of active shooter, running stairs, hallways, carrying training partners up and down stairs and other police and/or law enforcement activity.

\_\_\_\_\_  
Physician’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Physician’s License Number

*\* This Health Certificate does not have to be part of the cadet’s application at the time of submission, as medical appointments can be difficult to secure in a short amount of time. HOWEVER – if approved police academy admittance, this form must be submitted prior to Day 1, or it is an automatic dismissal. No exceptions.*