

COUNTY OF SUFFOLK
NEW YORK



POLICE DEPARTMENT

March, 2018

Dear Guidance Counselor or Criminal Justice Program Director:

As part of the Suffolk County Police Department's continuing effort to improve community relations, we will again be offering enrollment in our popular Youth Police Academy. This year's session will be held July 9th through July 13th, 2018 at the Suffolk County Police Academy which is located on the Suffolk Community College Brentwood Campus.

This free week-long program includes some of the same classroom and physical training the police recruits experience, so it is particularly well-suited for those with an interest in criminal justice. The curriculum, which is described in detail in the enclosed information packet, is designed to build trust between participants and law enforcement officers through communication and knowledge.

We need your assistance in choosing qualified applicants for the program. **Please review the selection and qualification criteria in the enclosed packet. Distribute to qualified students, and have applicants return the completed 3 part application by May 15th 2018.**

If you have any questions, please contact Police Officer Mitchell Savino via e-mail at mitch.savino@suffolkcountyny.gov.

Thank you, in advance, for your assistance which is essential to the continued success of the program.

Sincerely,

Mitchell Savino
Police Officer 3123
Suffolk County Police Department
Police Academy Bureau



ACCREDITED LAW ENFORCEMENT AGENCY
Visit us online at: www.suffolkpd.org
Crime Stoppers Confidential Tip Hotline: 1-800-220-TIPS
Non-Emergencies Requiring Police Response - Dial: (631) 852-COPS
30 Yaphank Avenue, Yaphank, New York 11980 – (631) 852-6000





The Suffolk County Police Department Youth Police Academy Application



H.S Youth Academy Application

SECTION 1 of 3 - To be completed by Student - Neatly Print all information in pen

Applicants Name: _____
(Last Name, First Name, Middle Initial)

Date of Birth: _____ Male _____ Female _____

Home Address: _____

Town: _____ Zip: _____

School Name: _____ Grade: _____

Home Phone: _____ Cell #: _____ E- mail: _____

Drivers License #: _____ or Learners Permit #: _____

Uniform Sizes – Use Men’s Sizing. Complete all spaces. This must be filled in.

T-Shirt Size: (circle) S M L XL XXL Gym Shorts Size: (circle) S M L XL XXL Pants: Waist _____ Length: _____
size size

What is your interest in law enforcement? _____

Do you have any previous learning experiences in this field? _____

Awards, Skills, Special Interest, Hobbies: (use additional paper if needed) _____

_____ (Use back if needed)

Parent/Guardian Information

Name: _____ Name: _____

Relationship: _____ Relationship: _____

Work #: _____ Work #: _____

Cell #: _____ Cell #: _____

Signature of Applicant: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____



The Suffolk County Police Department Youth Police Academy Application

HS Youth Academy



Teacher's Recommendation III

SECTION 2 of 3 - To be completed by Student's Teacher or Counselor

Student Name: _____ School: _____
(Please Print)

1. Is applicant a conscientious student?

YES NO

2. Does this student have an excellent disciplinary record?

YES NO

Excellent Attendance record?

YES NO

3. Does this student have a good to above average academic record?

YES NO Other _____

4. Would you recommend this student for the Youth Police Academy?

YES NO Conditionally _____

Briefly explain why this student should be considered for the Youth Academy.

May we contact you? Yes No Phone Number: _____ Best time to contact: _____

Teacher's Signature: _____ Date: _____

Teacher's Name: _____

(Please Print)



The Suffolk County Police Department

Youth Police Academy Application

HS Youth Academy



Additional Teacher, Principal OR A Guidance Counselor Endorsement III

SECTION 3 of 3- To be completed by Student's Principal, Teacher or Guidance Counselor

Student Name: _____ (Please Print) School: _____

Do you concur with the teacher and recommend this student for the Youth Citizens' Academy?

YES NO (please explain) _____

Comments, Explanations, or Recommendations: _____

Signature: _____ Date: _____

Name: _____ (Please Print) Phone: _____ Best time to contact: _____

ALL STUDENTS

Please return all 3 parts in a completed packages consisting of:

Section I – Youth Academy Application

Section II – Teacher's Recommendation

Section III – Additional Endorsement

Incomplete Applications will be rejected

BY MAIL FAX or E-MAIL TO:

Police Officer Mitchell Savino, 3123

Youth Academy Coordinator

Suffolk County Police Academy

502 Wicks Road

Brentwood, NY 11717

Phone: 631 853-7064 Fax 631 853-7019

mitch.savino@suffolkcountyny.gov

APPLICATIONS MUST BE RECEIVED BY MAY 15th, 2018

Do not call Academy

Students will be contacted in late June as to their acceptance and provided material regarding parental permission slips and other details.



SUFFOLK COUNTY YOUTH ACADEMY
Information/Selection Criteria/Application Procedure
 2018 HS YOUTH ACADEMY PROGRAM



PLEASE GIVE THIS TO CANDIDATE with APPLICATION

The Youth Academy is a 5 day program held at the Suffolk County Police Academy located on the Brentwood Campus of Suffolk County Community College, 502 Wicks Road, Brentwood, NY 11717.

INFORMATION- Please make copies and give to student along with 3 part student application.

Students will be required to participate in all scheduled activities such as fitness training, military drills, rendering first aid, field trips, etc. The Youth Academy is not a “boot camp” for troubled youth. It is designed for those interested in law enforcement and is operated like an actual police academy. Students should be prepared for a hands-on experience spanning a wide variety of law enforcement techniques and training. *Students must attend all 5 sessions.*

- **Currently one class is scheduled for July 9 through July 13, 2018.**
- **The sessions meet daily from 9:00 AM to approximately 3:00 PM, Monday through Friday.**

ATTENTION

- **Upon acceptance, a student and/ guardian or parent must be available to pick up uniforms at an Academy orientation session which will be held June 28, 2018 from 2:00-4:00 PM at the Police Academy. Orientation is approx. 2 Hours.**
- **Following a normal day of classes, students will take part in a formal Youth Academy Graduation Ceremony on Friday, July 13, 2018 at 5:30 p.m. in the Police Academy. Your family and friends are all welcome and encouraged to attend. Each student will receive a class photo and certificate of completion.**

SELECTION / QUALIFICATIONS CRITERA

Students must have successfully completed their **junior year** of High School (11th grade) and have satisfied the requirements to enter their senior year (12th grade) in 2018. Space permitting qualified seniors may also be considered. There is no age requirement.

- This program is open to all youths regardless of gender or background. Provided FREE OF CHARGE
- Students must have a good academic and discipline record.
- Students must be able to participate in a structured, well disciplined program and be able to participate in rigorous physical fitness activities.

APPLICATION PROCEDURE- This is a competitive process based on your application.

- All application forms must be filled out completely & **neatly** in pen or by computer generated copy.
- Applicant must have 2 recommendations from a teacher and/or guidance counselor an endorsement from their school principal, teacher or guidance counselor. You may attach any additional endorsements, awards.
- Completed application package (3 pages) must be returned prior to the deadline for consideration. Mail or Email completed package to:

Suffolk County Police Academy
 502 Wicks Road, Brentwood NY 11717
 Att: P.O. Mitchell Savino, 3123, Youth Academy Coordinator
 E-mail: mitch.savino@suffolkcountyny.gov
 Tel. No. (631) 853-7064

Class size is limited-Applications Packets must be Received by:
DEADLINE FOR RECEIPT OF APPLICATION PACKET IS MAY 15, 2018.

All completed applications will be reviewed to ensure that each applicant meets the requirements. The selection is a competitive process & consists of accepting the best qualified applicants, with consideration given to accommodating as many schools as possible. Upon acceptance, students will be contacted prior to the start of the program regarding parental permission slips, the mandatory parent/child orientation session and other program related details.

***Upon receipt of your acceptance notification, you must confirm your attendance with the Academy by email to: mitch.savino@suffolkcountyny.gov OR by (631) 853-7064 or 853-7000. (you may leave voice mail)**
YOU WILL BE NOTIFIED IN EARLY JUNE VIA U.S. MAIL OF ACCEPTANCE.

SUFFOLK COUNTY YOUTH ACADEMY
STUDENT RESPONSIBILITIES / PERSONAL GROOMING

STUDENT RESPONSIBILITIES

1. Student must arrange for transportation to and from the Academy. A department bus will provide transportation for any scheduled field trips.
2. Students will be required to participate in all phases of the training and will have exposure to military drill, role play, fitness training and daily formations.
3. Each day will begin with a formation at 0900 hours promptly. Students are expected to arrive prior to that time. Dismissal time is approximately 1500 hours. Students are not permitted to leave the Academy at any time during class hours. Students will enter & exit the Academy via the north side of complex "Student Entrance".
4. Use of cell phones is not permitted. Cell phones will be stored in locker during class hours.
5. Students should bring lunch, healthy snacks and beverages (preferably in a small cooler/insulated bag) each day of the course. Bottled water, or refillable water bottle or sports drinks is recommended.
6. Each student will receive one Suffolk County Police Youth Academy blue crew neck t-shirt, 1 cap, 1 pair of gym shorts and 1 pair of gray uniform pants. Students must supply a black belt, 2 white crew neck t-shirts, black colored sneakers, socks and a combination lock, and gym bag.
7. Students will be provided with paper and pens, as well as any related course material necessary to complete the program. A three ring binder is recommended. There will be a written examination at the end of the course. A passing grade of 75 percent must be achieved to graduate the course with the class.
8. Students are required to wear the issued blue crew neck t-shirt and gray uniform pants with black belt, black/dark colored sneakers, issued name tag and cap. Students will be required to wear and maintain any issued uniform clothing in a neat, clean and pressed condition. Only the gray uniform pants must be returned upon graduation.
9. Students will be expected to behave in a manner appropriate for the Academy and locations toured. Specific expectations will be discussed during the course overview.
10. Students must attend all scheduled sessions unless excused by a member of the Academy staff.
11. Parental/guardian permission forms must be completed and returned at orientation prior to the start of the first session.

PERSONAL GROOMING REQUIREMENTS- ALL APPLICABLE STANDARDS MUST BE ADHERED TO.

1. Hair shall be neatly trimmed and short off collar, combed or brushed. (#1 cut on sides & #2 Top is acceptable for men). The length, bulk or appearance of natural hair shall not be excessive, ragged or unkempt. Women's hair shall be put up or worn in a bun off the collar. An unnatural color (purple, blue etc.) is not permitted. Hair coloring, if used, must be of a natural color.
2. Males shall be properly shaven at all times. Sideburns neatly trimmed.
3. No ribbons or ornaments shall be worn in the hair, except for neat inconspicuous bobby pins or conservative barrettes which blend in with hair color. Fingernails shall be clean and trimmed, clear polish only is permitted.
4. Women shall wear brassieres that provide adequate support. Eye make up is not permitted.
5. No flip flops, slides, sandals or open-toed shoes. Only black/dark colored sneakers shall be worn.
6. Jewelry which detracts from the professional appearance and/or constitutes a safety hazard is not permitted. All visible piercings must be removed. Visible tattoos must be covered.
7. Students will be required to wear the issued blue uniform t-shirt, gray uniform pants (with a black belt), cap, name tag and black/dark colored sneakers each day. Uniforms shall be neat, cleaned and pressed by the student.

Violation of the Academy Rules & Procedures may jeopardize the student's successful completion