

## **FAQ's Applicant Investigation Section**

### **Orientation**

1. What do I need to bring to orientation?

Answer: You will need to bring a black pen and your driver's license.

2. How should I dress for orientation?

Answer: You must wear appropriate professional business interview attire.

Business Attire for Men: a suit or slacks and sport coat/jacket with tie.

Business Attire for Women: pant suit or dress or combination of skirt and blouse.

Inappropriate attire and lateness will not be tolerated.

### **Temporary Declinations**

3. If I submit a Temporary Declination, am I permanently removed from consideration for a Police Officer position?

Answer: No, but you must notify Suffolk County civil service that you would like to be considered for any potential future openings and the open competitive list must still be active.

4. If I submit a Temporary Declination, do I lose my position on the eligible list?

Answer: No, you retain your score and any lottery position you were assigned for the duration of the open competitive list being active. Please remember, if you submit a Temporary Declination and want to be considered for future positions, you must notify Suffolk County civil service that you want that option.

5. Can I submit a Temporary Declination at any time during the background and testing process?

Answer: Maybe. In general, a candidate can submit a Temporary Declination at any time during the background and testing process, but there are some exceptions.

Candidates that have failed their initial agility test and are subject to an agility retest must pass the retest before they can submit a Temporary Declination. Also, candidates that are appealing any failed civil service test results (i.e.: Medical, Psychological, Etc.) or who is subject to a civil service hearing regarding their removal from the active list, must complete the appeal or hearing process before a Temporary Declination can be submitted.

## **DMV FOIL/Driving Records/Court Documents**

6. Where do I send the DMV FOIL request and \$10.00 fee to obtain my Lifetime Driving Abstract?

Answer: The DMV FOIL request and \$10.00 fee are mailed directly to the New York State DMV to the address indicated on the form. It is NOT mailed to the Applicant Investigations Section.

**Or**

Answer: You can also request your Lifetime Driving Abstract by setting up a MyDMV account with the NYS Department of Motor Vehicles. This will allow you to print and/or save a pdf copy of the Lifetime Driving Abstract for a \$7.00 fee.

<https://dmv.ny.gov/dmv-records/how-get-my-own-lifetime-driving-record>

7. Can I go to my local DMV office and obtain my lifetime driving abstract?

Answer: No, unfortunately you cannot. You must mail the request, in the form of a DMV FOIL request, to the DMV headquarters in Albany or a similar request to the DMV for any state(s) in which you held a driver's license.

8. Do I have to send a separate Lifetime Driving Abstract request to each state I held a driver's license or can I just send one request to my current state?

Answer: Unfortunately, you will have to send a separate request to each state you held a driver's license in.

9. When do I need to obtain court dispositions?

Answer: A candidate will need to obtain the court disposition for ALL prior criminal charges from the court that adjudicated those charges.

10. What do I need to provide to my investigator if I have been involved in a civil lawsuit?

Answer: A Candidate, who have sued someone or have been sued, must provide the summons and complaint that provides the details of the lawsuit, as well as the Stipulation of Discontinuance or Stipulation of Settlement, which is filed with the court and details how the lawsuit was resolved.

## **Applicant Questionnaire**

11. Is there a more efficient way to gather and organize all the necessary and required information needed on my online Applicant Questionnaire?

Answer: It is recommended that you print out a scratch copy of the Applicant Questionnaire to assist you with organizing all the information needed for the online Applicant Questionnaire. Blank or scratch copies of the "Applicant Questionnaire" can be found on the Applicant Investigations Section page of the SuffolkPD.org website. It is listed under "Common Documents"

12. When I'm completing the Applicant Questionnaire, what if I don't remember all the tickets or accidents I've received or been involved in?

Answer: Candidates should answer those questions, and any questions in the questionnaire, to the best of their recollection. They should include any and all details that they can recall. Candidates should try to not leave any questions blank.

13. I don't see all of the information entered on my online Applicant Questionnaire?

Answer: When entering your online Applicant Questionnaire, if you find the information you have previously entered is not saving, remember to click "Add", "Save" or "Submit" on each page as indicated.

14. I am having problems completing or submitting my online application, what should I do?

Answer: First, review your application and verify that you have entered all the required information in the proper format. If that doesn't resolve the issue, take a screen shot of the page with your information entered, and then take a screen shot of any error message that may appear when you try to submit a page. Email those screen shots with a description of the problem and your full name to [scpd-applicant@suffolkcountyny.gov](mailto:scpd-applicant@suffolkcountyny.gov) If you don't receive an email response after one business day, call 631-852-6203.

15. What is included in my Applicant Packet that I bring to my agility test?

- A. Your printed out original of your Online Applicant Questionnaire with all require pages signed and notarized.
- B. The photocopies (NOT ORIGINALS) of the required documents listed on the top half of the Applicant Questionnaire Checklist.
- C. Items from A and B are placed in a 10x13 manila envelope with the following placed in the top left corner:
  - Your Name (Last, First, Middle Initial)
  - Police Agency Name
  - Your test grade and lottery # (If applicable)

16. What if I don't have all the copies of required documents for my Applicant Package?

Answer: If you don't have all the copies of the required documents, as indicated on the top half of the Applicant Questionnaire Checklist, you should include the copies of any documents that you do have and include a note within the Applicant Package, detailing what documents were not included and the reason they were not included. Candidates will then bring those original documents and a copy to their interview with an A.I.S. Investigator.

### **Military**

17. I was given orders or I am currently on active duty, what do I need to do?

Answer: You will need to contact Suffolk County civil service at 631-853-5500 and also contact the SCPD Applicant Investigations Section at 631-852-6203. Both will instruct you on where to submit copies of your military orders. If you were notified to begin processing and cannot respond due to your military orders, you may be required to submit a Temporary Declination.

### **Agility Test**

18. What do I need to bring to the agility test?

Answer: You MUST bring the following:

- A- Medical Release form completed, signed and stamped by a Medical Doctor, Nurse Practitioner or Physician's Assistant.
- B- Accident Waiver form that is signed and notarized
- C- Completed Applicant package in a 10 x 13 clasped manila envelope, as explained on top half of the Applicant Questionnaire Checklist.
- D- Driver's license or other government issued photo I.D.
- E- Appropriate gym apparel and footwear for either indoor or outdoor running.
- F- Black pen

You Should bring the following:

- A- Water or sport drink to hydrate.
- B- Protein bar or small snack.