

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

### **Pre-employment process steps:**

- Orientation
- Physical fitness screening (agility test)
- Medical examination
- Psychological Evaluation (written and oral)
- Spanish List only- Spanish speaking proficiency test
- Background Investigation and Polygraph test

### **Orientation**

What do I need to bring to orientation?

Answer: You **MUST** bring the following:

- Driver's license or other government issued photo I.D. and a black pen

### **Physical fitness screening (agility test)**

What do I need to bring to the agility test?

Answer: You **MUST** bring the following:

- Medical Release form completed, signed and stamped by a Medical Doctor, Nurse Practitioner or Physician's Assistant
- Accident Waiver form that is signed and notarized
- Physical fitness screening appointment letter
- Driver's license or other government issued photo I.D.
- Appropriate gym apparel and footwear for either indoor or outdoor running
- Black pen

You **Should** bring the following:

- Water or sport drink to hydrate
- Protein bar or small snack

Is there a dress code for the agility test?

Answer: Yes, t shirt (torso must be covered), conservative shorts, sweatpants, leggings, sweatshirt, and running sneakers. No clothing with profanity, slogans, pictures or any organizational logos will be permitted.

What happens if I fail the agility test?

Answer: You will be scheduled for a retest approximately 4 weeks after you fail. If you fail to appear or fail the retest you will be removed from the eligibility list.

## **Physical fitness screening (agility test) continued**

What happens when I pass my agility test?

Answer: You may be given a date to appear for your medical examination and written psychological.

## **Military**

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 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.

## **Temporary Declinations**

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

Answer: No, if the open competitive list has not expired, then you will automatically be invited back into the selection process once the list is recertified.

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

Answer: No, you retain your test grade and lottery position you were assigned for the duration of the open competitive list being active.

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.

## Applicant Questionnaire :

When and where shall I return my Applicant Questionnaire Packet?

Answer:

- You will return your packet to the front desk at Suffolk County Police Headquarters located at 30 Yaphank Ave. Yaphank
- You will be given a date to hand in your packet at orientation.

What must be included in my Applicant Packet?

- The Applicant Packet must be typed and printed in PDF format (No Google Docs)
- Your completed Applicant Questionnaire with all require pages signed and notarized
- Photocopies (NOT ORIGINALS) of the required documents listed on the top half of the Applicant Questionnaire Checklist. (see common document list)
- The items listed above 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)

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.

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

## Online Application Questionnaire:

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.

I don't see all 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.

## DMV FOIL/Driving Records/Court Documents

How do I 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.

**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>

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: Yes, send a separate request to each state you held a driver's license.

Do I need to obtain court dispositions?

Answer: Yes, for ALL prior criminal charges from the court that adjudicated those charges.

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

Answer: A Candidate, who has sued someone or has 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.