

**112th PORT AUTHORITY POLICE ACADEMY**  
**POLICE OFFICER SELECTION**  
**SCHEDULE OF EVENTS**



Dear Port Authority of NY & NJ Police Officer Candidate:

Enclosed is an outline of upcoming activities required for the continued processing of your candidacy for appointment to the Police Academy. You are reminded that you must attend all scheduled phases of this assessment, and provide all required documents or information requested. You must make every attempt to acquire and/or facilitate the acquisition of all documents and other information listed on the inside cover of the Candidate Personal History Booklet.

**Note: Any document listed in the Candidate Personal History Booklet that provides verification of your level of education or military substitution as it relates to your eligibility for this position must be received no later than Event #1 (see below for applicable date). THESE ELIGIBILITY REQUIREMENTS MUST HAVE BEEN ATTAINED ON OR PRIOR TO MARCH 8, 2013. THIS SPECIFICALLY REFERS TO ITEMS IV and IX IN THE BOOKLET. FAILURE TO DO SO WILL RESULT IN YOUR ELIMINATION FROM THE POLICE OFFICER EVALUATION PROCESS.**

**IMPORTANT NOTE: APPOINTMENTS HAVE BEEN SCHEDULED FOR SATURDAY, MARCH 23, SUNDAY, MARCH 24, SATURDAY, APRIL 6, AND SUNDAY, APRIL 7. FAILURE TO APPEAR AT ANY OF YOUR SCHEDULED EVENTS WILL RESULT IN YOUR BEING DENIED ANY FURTHER CONSIDERATION FOR APPOINTMENT.**

**PLEASE READ THIS SCHEDULE CAREFULLY WITH PARTICULAR ATTENTION TO THE FIRST LETTER(S) OF YOUR LAST NAME TO ENSURE YOU ATTEND YOUR APPOINTMENTS ON YOUR SCHEDULED DAYS.**

**EVENT #1 – Background Investigation Processing**

Candidate fingerprinting, photographing and interviews will take place during this event (**PROPER BUSINESS ATTIRE IS REQUIRED**). If you are presently a Police Officer, please bring your shield and Department ID with you to your appointment. Candidates must appear promptly at the following location (directions can be found in the link provided) and on the date and time which corresponds to your last name, please refer to the schedule below:

**112th PORT AUTHORITY POLICE ACADEMY**  
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**Port Authority Police Department**  
**241 Erie Street**  
**Jersey City, NJ 07310**

**\* Please note parking is not available at this location. Please refer to the direction sheet for information about local parking.**

**Note:** Remember that you must **COMPLETE THE CANDIDATE PERSONAL HISTORY BOOKLET** included in the link provided. This completed document, along with the items listed on the inside cover of the booklet, and other documents that you may have to obtain, must be finalized (**and notarized**) and brought with you on your **first** scheduled appointment either (**Saturday, March 23, or Sunday, March 24**).

If you have questions regarding these documents or the investigation process, please contact Detective Michael DeMello at (201) 239-3729. **You must also bring your social security card, driver's license, photo ID, birth certificate or naturalization papers, (no copies) with you on this date.**

**EVENT #1 (continued) – Background Investigation Processing**

**SATURDAY, MARCH 23**

6:30 am for candidates with last names beginning with **A thru B**  
10:00 am for candidates with last names beginning with **C thru E**  
1:00 pm for candidates with last names beginning with **F thru H**  
4:00 pm for candidates with last names beginning with **I thru K**  
6:00 pm for candidates with last names beginning with **L thru M**

**(Applicants should plan to arrive about 15 minutes before their scheduled appointment.)**

**SUNDAY, MARCH 24**

6:30 am for candidates with last names beginning with **N thru P**  
10:00 am for candidates with last names beginning with **Q thru S**  
1:00 pm for candidates with last names beginning with **T thru U**  
4:00 pm for candidates with last names beginning with **V thru W**  
6:00 pm for candidates with last names beginning with **X thru Z**

**112th PORT AUTHORITY POLICE ACADEMY**  
**POLICE OFFICER SELECTION**  
**SCHEDULE OF EVENTS**



**You must also bring your social security card, driver's license, photo ID, birth certificate or naturalization papers, (no copies) with you on this date and the Candidate Personal History Booklet must be NOTARIZED.**

All questions regarding the pre-selection activities, responsibilities or requirements should be referred to the Human Resources Department at (212) 435-2870. All questions regarding background investigations should be referred to the Public Safety Department Applicant Investigation Unit at (201) 239-3729.

**EVENT #2 – Additional Background Investigation Processing at:**

Port Authority Police Department  
241 Erie Street  
Jersey City, NJ 07310

**SATURDAY, APRIL 6TH**

6:30 am for candidates with last names beginning with A thru B  
10:00 am for candidates with last names beginning with C thru E  
1:00 pm for candidates with last names beginning with F thru H  
4:00 pm for candidates with last names beginning with I thru K  
6:00 pm for candidates with last names beginning with L thru M

**(Applicants should plan to arrive about 15 minutes before their scheduled appointment.)**

**SUNDAY, APRIL 7TH**

6:30 am for candidates with last names beginning with N thru P  
10:00 am for candidates with last names beginning with Q thru S  
1:00 pm for candidates with last names beginning with T thru U  
4:00 pm for candidates with last names beginning with V thru W  
6:00 pm for candidates with last names beginning with X thru Z

Your appointments could last a full day. You must also bring your social security card, driver's license, photo ID, birth certificate or naturalization papers (no copies) and any other items listed on the inside cover of the Candidate Personal History Book with you on the date of your appointment.

**112th PORT AUTHORITY POLICE ACADEMY**  
**POLICE OFFICER SELECTION**  
**SCHEDULE OF EVENTS**



All questions regarding the pre-selection activities, responsibilities or requirements should be referred to the Human Resources Department at (212) 435-2870. All questions regarding background investigations should be referred to the Public Safety Department Applicant Investigation Unit at (201) 239-3729.

Events # 3 thru # 5 will require your attendance on three to four separate occasions between May 27, 2013 and August 2, 2013. Please note you will be required to be present on any of those dates between that timeframe, as requested.

**EVENT # 3 - Written Psychological Testing**

**EVENT # 4 - Individual Psychological Interviews**

**EVENT # 5 – Medical Evaluations**

Police recruits are required to meet the medical and physical standards established by The Port Authority of New York & New Jersey which include the following:

- **BODY MASS INDEX (BMI):** Candidates with a BMI of 30 or greater will be referred for further testing to evaluate cardiovascular endurance necessary to participate in the Police Academy and perform the essential functions of a Port Authority Police Officer. A BMI of 30 or greater is considered a health risk factor.
- **HEARING:** Candidates must not have an average hearing loss in the better ear greater than 40 decibels at 500 Hz, 1,000 Hz, and 2,000 Hz without a hearing aid for effective audio surveillance and communication.
- **VISION:** Candidates must have uncorrected vision, of no less than 20/100 in each eye with corrected vision of no less than 20/40 in each eye for effective visual surveillance and correct identification of surrounding environment. Candidates must not have moderate or strong impairment of depth or color perception.

Candidates will be required to pass a comprehensive medical examination, which includes laboratory and diagnostic testing and a psychological evaluation (including written tests and interviews). Candidates will be required to disclose their complete medical history and other appropriate information. Those who fail to do so may be disqualified.

**112th PORT AUTHORITY POLICE ACADEMY**  
**POLICE OFFICER SELECTION**  
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The medical evaluation will be conducted to determine the candidate's ability to perform the essential job functions of the position unassisted, and at a pace and level of performance consistent with the actual job performance requirements.

Any medical condition will be evaluated on a case-by-case basis to determine if it will interfere with the candidate's ability to perform the essential functions of a Port Authority Police Officer.

**OTHER EVENTS AS REQUIRED**

Follow up appointments and/or meetings: Applicant Investigation, the Office of Medical Services, and/or Human Resources staff may require evaluations not described in this document. **YOU MUST ATTEND EACH APPOINTMENT AS SCHEDULED. FAILURE TO APPEAR AT ANY OF THE SCHEDULED EVENTS, AS WELL AS FAILURE TO APPEAR IN A TIMELY FASHION, WILL RESULT IN YOUR BEING DENIED ANY FURTHER CONSIDERATION FOR APPOINTMENT.**

All questions regarding the pre-selection activities, responsibilities or requirements should be referred to the Human Resources Department at (212) 435-2870. All questions regarding background investigations should be referred to the Public Safety Department Applicant Investigation Unit at (201) 239-3729. All questions regarding medical/psychological issues or concerns should be referred to the Office of Medical Service at (212) 435-2666. **You must also bring your social security card, driver's license, photo ID, birth certificate or naturalization papers, (no copies) with you on the date of your appointments.**