



**113th 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 required documents checklist.

The Candidate Personal History Booklet contained in the link provided, must be completed entirely, along with the Authorization for Release of Information and the Pedigree Sheet. Please type your responses on each of these documents, then print to include a handwritten signature. The Candidate Personal History Booklet and Authorization for Release of Information documents must be **notarized** and either mailed or hand delivered, along with the Pedigree Sheet to:

**Port Authority of NY & NJ**  
**Applicant Investigation Unit (AIU)**  
**241 Erie Street**  
**Jersey City, NJ 07310**

All three documents, the Candidate Personal History Booklet, Affirmation and Authorization to Release and the Pedigree form, **must be received by 5 p.m. on August 7, 2013** for you to remain an eligible candidate in the police officer evaluation process.

Please note, the education and/or military substitution as it relates to your eligibility for this position must have been attained on or prior to July 31, 2013. This specifically refers to items IV and IX in the Candidate Personal History Booklet. Failure to do so will result in your elimination from the police officer evaluation process.

**IMPORTANT NOTE:** Appointments have been scheduled as follows:

**SATURDAY, AUGUST 17, 2013**  
**SUNDAY, AUGUST 18, 2013**  
**SATURDAY, AUGUST 24, 2013**  
**SUNDAY, AUGUST 25, 2013**  
**SATURDAY, AUGUST 31, 2013**

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.**



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**EVENT #1 – Background Investigation Processing:**

**Newark Liberty International Airport- Building # 157**  
**Conrad Road**  
**Newark, NJ 07114**

**\*Please note parking is not available at this location. Please refer to the direction sheet for parking and shuttle bus information.**

Candidate photographing and orientation will take place during this event (**PROPER BUSINESS ATTIRE IS REQUIRED**). **Fingerprinting will be scheduled by appointment. Please note that at the time of your appointment you are required to bring a certified check or money order payable to: The Port Authority of NY & NJ in the amount of the \$35.00 for the fingerprinting fee.** If you are presently a Police Officer, please bring your shield and Department ID with you to your appointment.

Candidates must appear promptly for all events (directions can be found in the link provided) and on the date and time, which corresponds with your last name, which is indicated in the schedule below:

**SATURDAY, AUGUST 17TH**

6:30 am for candidates with last names beginning with **A thru D**  
1:00 pm for candidates with last names beginning with **E thru K**

**SUNDAY, AUGUST 18TH**

6:30 am for candidates with last names beginning with **L thru Q**  
1:00 pm for candidates with last names beginning with **R thru Z**

**(Applicants should plan to arrive no later than 15 minutes before their scheduled appointment.)**

**Note:** Remember that prior to Event #1 you must **COMPLETE THE CANDIDATE PERSONAL HISTORY BOOKLET** included in the link provided. This completed document, and other documents that you may have to complete that were mentioned above, must be finalized (**and notarized**) and received by **Applicant Investigation Unit no later than AUGUST 7, 2013 at 5pm** either via mail or hand delivery.

If you have questions regarding these documents or the investigation process, please email your inquiry to [papdaiu@panynj.gov](mailto:papdaiu@panynj.gov). **You must also bring your original social security card, a valid motor vehicle driver's license, photo ID, birth certificate or naturalization papers, (no copies) with you on this date. Your appointment could last a full day.**



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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 emailed to the Public Safety Department Applicant Investigation Unit at [papdaiu@panynj.gov](mailto:papdaiu@panynj.gov).

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

Port Authority of NY & NJ  
PATC  
241 Erie Street  
Jersey City, NJ 07310

**SATURDAY, AUGUST 24TH**

6:30 am for candidates with last names beginning with **Aba thru Ba**  
10:00 am for candidates with last names beginning with **Be thru Cass**  
1:00 pm for candidates with last names beginning with **Cast thru Cus**  
4:00 pm for candidates with last names beginning with **D thru Esc**  
6:00 pm for candidates with last names beginning with **Esd thru Gar**

**SUNDAY, AUGUST 25TH**

6:30 am for candidates with last names beginning with **Gas thru Hern**  
10:00 am for candidates with last names beginning with **Hers thru Kil**  
1:00 pm for candidates with last names beginning with **Kim thru Luc**  
4:00 pm for candidates with last names beginning with **Luk thru Mild**  
6:00 pm for candidates with last names beginning with **Mill thru Oro**

**SATURDAY, AUGUST 31ST**

6:30 am for candidates with last names beginning with **Ort thru Q**  
10:00 am for candidates with last names beginning with **R thru Sale**  
1:00 pm for candidates with last names beginning with **Salto thru Stol**  
4:00 pm for candidates with last names beginning with **Ston thru V**  
6:00 pm for candidates with last names beginning with **W thru Z**

**Applicants should plan to arrive no later than 15 minutes before their scheduled appointment.**

**Times and dates are subject to change; in the event of a change, an email will be sent to your email of record with the Port Authority.**

Events # 3 thru # 5 will require your attendance on three separate occasions, between November and December. Please note you will be required to be present on any of those dates, as requested.



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**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.

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.

**The Port Authority of New York & New Jersey is a drug free workplace, and as such, does not authorize medical marijuana as a valid explanation for a candidate's positive drug test result.**



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**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 emailed to the Public Safety Department Applicant Investigation Unit at [papdaiu@panynj.gov](mailto:papdaiu@panynj.gov). All questions regarding medical/psychological issues or concerns should be referred to the Office of Medical Service at (212) 435-2666.