



114th 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 Port Authority 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.

Candidates must appear promptly for all events and on the date and time, which corresponds with your last name, which is indicated in the schedule below. Directions and a map can be found in the links below:

- Directions to the Port Authority Technical Center in Jersey City, NJ:
 - <http://www.panynj.gov/careers/pdf/114-police-academy/PATC-directions-port-authority-technical-center.pdf>
- A map of the Port Authority Technical Center in Jersey City, NJ:
 - <http://www.panynj.gov/careers/pdf/114-police-academy/PATC-map-directions-port-authority-technical-center.pdf>

Failure to appear at any of your scheduled events may result in your being denied any further consideration for appointment.

EVENT #1 – Background Investigation Processing:

- Candidates should read the *Important Dates and Requirements* document found on the website prior to Event #1 and **bring the original and one (1) physical copy** the following items with them to their appointment. The documents below **must** be completed **PRIOR** to your appointment:
 - Completed but **unsigned** *Applicant Personal History Booklet* (<http://www.panynj.gov/careers/pdf/114-police-academy/personal-history-booklet.pdf>). The booklet **must** be completed in ink but **unsigned** prior to Event#1.
 - All required documents, identified on page 5 of the *Applicant Personal History Booklet*, titled *Required Documents Checklist*
 - Please note that these documents may be in addition to any documents required and requested by the Human Resources Department
 - A valid government-issued photo ID
 - If you have questions regarding these documents or the investigation process, please email your inquiry to papdaiu@panynj.gov.
- **No on-site parking will be provided** at this location for your appointment. Candidates are responsible for finding their own street parking or travel arrangements for their appointment.



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- Candidate photographing and orientation will take place during this event. Candidates are **required** to wear **professional, business attire**.
- Candidates who do **not** reside in New York or New Jersey **will be fingerprinted** at Event #1. Those candidates from **outside** New York and New Jersey 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 to Event #1**.
- Candidates who reside **within** New York or New Jersey will be **fingerprinted at a later date**.
- We ask that candidates who are presently employed as a Police Officer bring their shield and Department ID with them to their appointment.
- Appointments have been scheduled as follows:

SATURDAY, January 2, 2016

7:00 am for candidates with last names beginning with **A thru CI**

1:00 pm for candidates with last names beginning with **CL thru GI**

SUNDAY, January 3, 2016

7:00 am for candidates with last names beginning with **GO thru LU**

1:00 pm for candidates with last names beginning with **MA thru PE**

SATURDAY, January 9, 2016

7:00 am for candidates with last names beginning with **PF thru SO**

1:00 pm for candidates with last names beginning with **ST thru Z**

Applicants should plan to arrive no later than 15 minutes before their scheduled appointment. Please pay particular attention to the **first letter(s)** of your last name to ensure you attend your appointments on **your scheduled day**.

If a candidate is unable to make their scheduled appointment due to extraordinary circumstances such as a funeral of a family member, a non-refundable airline ticket, or they are getting married on that day, documented proof must be send to policerecruitment@panynj.gov for consideration and a decision will be made regarding a make-up date. Human Resources requires both proof of airline tickets and proof of payment.

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 January 15, 2016**. This specifically refers to Items IV and VIII in the *Applicant Personal History Booklet*. Failure to do so will result in your elimination from the police officer evaluation process.



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Events # 2 thru # 4 will require your attendance on at least three separate occasions, between February and May. Dates for these events will be communicated separately to all candidates later in the process. Please note you will be required to be present on each of those dates, as requested.

EVENT # 2 - Written Psychological Testing

EVENT # 3 - Individual Psychological Interviews

EVENT # 4 – Medical Evaluations

Police recruits are required to meet the following medical and physical standards established by The Port Authority of New York & New Jersey, to ensure the safe and effective performance of the essential functions of the position:

- **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 undergo 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 or fail to be truthful and honest 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.



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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.

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, may result in your being denied any further consideration for 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.

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. All questions regarding medical/psychological issues or concerns should be referred to the Office of Medical Service at (212) 435-2666.