



115th 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. Thoroughly read and follow all instructions you receive throughout this process. You are reminded that you must attend all scheduled phases of this assessment and provide all required documents, appropriate number of copies of documents, and information requested.

Candidates must also 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 for Event #1 (explained below) and a map can be found on the website. Directions for Event #2 (explained below) will be communicated to you if you pass Event #1.

Failure to appear at any of your scheduled events, or appear with incomplete documentation, will result in your being denied any further consideration for appointment.

EVENT #1 – Background Investigation Processing:

- Bring a valid government-issued photo ID with you to Event #1
- Complete, obtain, and bring with you to Event #1 the following required documents, and copies of required documents where indicated, separated into two packages accordingly:
 - Package #1
 - *Applicant Personal History Questionnaire* (downloadable form available on the website)
 - All required documentation, as identified on pages 5-7 of the *Applicant Personal History Questionnaire*
 - An official sealed copy of college transcript(s) demonstrating that you have achieved 60 college credits from an accredited college or university and/or proof of military service (member copy)
 - Package #2
 - Employment Application (downloadable form available on the website – you are allowed to sign and date this form in advance of Event #1)
 - An additional official sealed copy of college transcript(s) demonstrating that you have achieved 60 college credits from an accredited college or university and/or proof of military service (member copy) [Note: You are expected to bring two sets of these documents with you to Event #1, one for Package #1 and one for Package #2]
- The Human Resources Department and/or Applicant Investigation Unit may require you to submit other documents in addition to the ones outlined above
- **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 **will be fingerprinted** at Event #1, and 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.**
- All law enforcement personnel shall make their own arrangement to secure their weapon prior to entering the Port Authority Technical Center for Event #1
- Appointments have been scheduled as follows:

FRIDAY, JUNE 24, 2016 INVITATION

SATURDAY, JULY 23, 2016

- 7:00 a.m. for candidates with last names beginning with **A through CH**
- 1:00 p.m. for candidates with the last names beginning with **CI through GA**

SUNDAY, JULY 24, 2016

- 7:00 a.m. for candidates with last names beginning with **GE through LA**
- 1:00 p.m. for candidates with the last names beginning with **LE through OH**

SATURDAY, JULY 30, 2016

- 7:00 a.m. for candidates with last names beginning with **OK through SC**
- 1:00 p.m. for candidates with the last names beginning with **SE through Z**

FRIDAY, JULY 29, 2016 INVITATION

SATURDAY, AUGUST 27, 2016

- 7:00 a.m. for candidates with last names beginning with **A through DO**
- 1:00 p.m. for candidates with the last names beginning with **DR through LA**

SUNDAY, AUGUST 28, 2016

- 7:00 a.m. for candidates with last names beginning with **LE through RH**
- 1:00 p.m. for candidates with the last names beginning with **RI through Z**



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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 sent 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 the date of your respective date of invitation**. 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.

Event #2 will require your attendance on at least two separate occasions should you pass Event #1. 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 – Psychological/Medical Evaluation:

Candidates will be required to undergo a psychological examination, including written tests and interviews. Candidates who successfully complete the psychological evaluation will be invited to undergo a comprehensive medical examination, which includes laboratory and diagnostic testing. 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.

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.



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- **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.

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.

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 Service Delivery Center 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 specific psychological/medical issues or concerns, should you make it to Event #2, should be referred to the Office of Medical Services at (212) 435-2666. General questions regarding the medical and physical standards should be directed to the Human Resources Service Delivery Center at (212) 435-2870 (same number as above).