



**118th 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.

**Failure to appear at any of the scheduled events, as well as failure to appear in a timely fashion, may result in you being denied any further consideration for appointment.**

**EVENT #1 – General Information:**

Event #1 is scheduled for September 8 & 9, 2018. Those who qualify on the physical performance test (PPT) will receive an email with their specific date and time. Please continue to monitor your email for updates.

Event #1 will take place at the Port Authority Technical Center (PATC) located at:

**241 Erie Street  
Jersey City, NJ 07310**

- Candidate photographing and orientation will take place during this event.
- Candidates are required to wear professional, business attire.
  - **Appropriate:**
    - Business suit
    - Slacks
    - Dress shirt
    - Business dresses or skirts
    - Blazers and cardigans
    - Tie
    - Closed-toe shoes
  - **Inappropriate:**
    - Strapless, halter or spaghetti strap tops/dresses
    - T-shirts
    - Flip flops
    - Sneakers
- **Candidates will be fingerprinted at Event #1, and are required to pay a \$40.00 fee when registering online for this event, if not previously paid. All candidates must register and pay the fee (if not previously paid) prior to their scheduled date/time to be granted entry into 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.
- **Backpacks and duffel bags are not permitted.**



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- 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.
- Directions for Event #1 can be found on the website.

**EVENT #1 – BACKGROUND INVESTIGATION PROCESSING:**

- You are required to 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*
    - Required education and/or military service documentation
      - A. If you have completed a college degree: Please bring an official sealed transcript from the accredited college or university that awarded you your degree.
      - B. If you did not complete a college degree: Please bring official transcripts from **all** of the colleges/universities that you attended that demonstrate that you have earned at least 60 college credits.

**and/or**  
Proof of military service (member copy). Note, you are required to have an honorable discharge from the United States Military after serving a minimum of two full years of continuous active duty to obtain a substitute for the 60 college credits.
  - **Package #2**
    - Additional package - education and/or military service documentation
      - A. If you have completed a college degree: Please bring an official sealed transcript from the accredited college or university that awarded you your degree.
      - B. If you did not complete a college degree: Please bring official transcripts from **all** of the colleges/universities that you attended that demonstrate that you have earned at least 60 college credits.

**and/or**  
Proof of military service (member copy). Note, you are required to have an honorable discharge from the United States Military after serving a minimum of two full years of continuous active duty to obtain a substitute for the 60 college credits.

**Please note, that the education and/or military substitution as it relates to your eligibility for this position must have been attained on or prior to August 29, 2018. This specifically refers to Items IV and VIII in the Applicant Personal History Questionnaire. Failure to do so will result in your elimination from the police officer evaluation process.**

The Human Resources Department and/or Applicant Investigation Unit may require you to submit other documents in addition to the ones outlined above.



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If a candidate is unable to make their scheduled appointment due to extraordinary circumstances documented proof must be sent to [policerecruitment@panynj.gov](mailto:policerecruitment@panynj.gov) for consideration, and a decision will be made regarding a make-up date once the Human Resources Department verifies the documentation.

**EVENT # 2 – Psychological/Medical Evaluation:**

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.

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, which are subject to change, 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:** Hearing acuity will be tested from 500 Hz to 6000 Hz using a calibrated digital audiometer that meets or exceeds American National Standard Institute Specification (ANSI) requirements. The candidate must have an average hearing loss of less than or equal to 25dB at 500Hz, 1000Hz or 2000Hz. The difference in hearing between the better and poorer ear shall not be greater than 15dB at 500Hz, 1000Hz or 2000Hz. The use of hearing aids is disqualifying.
- **VISION:**
  - Visual acuity will be measured using an industry standard vision screener to assess near /far vision, and visual fields. All candidates must have vision better than or equal to 20/30 in each eye and 20/30 in both eyes. If the candidate must use corrective lenses (glasses or contacts) in order to satisfy the 20/30 vision standard, then the candidate's uncorrected vision should be no worse than 20/100 in each eye. If the vision test is deemed unacceptable, the candidate will be sent for further evaluation to an ophthalmologist chosen by the Office of Medical Services.
  - Field of Vision shall be no less than 70 degrees in the horizontal meridian in each eye.
  - Depth perception shall be sufficient to demonstrate normal stereo depth perception to the correctable standard of 100 ARC seconds.
  - For color perception, the Farnsworth D-15 color test will be performed. Moderate and severe Protan, Deuteran and Tritan color deficiencies are regarded as deficient. If the candidate's color perception test is deemed unacceptable, the candidate will be sent for further evaluation to an ophthalmologist chosen by the Office of Medical Services.



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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.

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:**

The Applicant Investigation Unit (AIU), the Office of Medical Services, and/or The Human Resources Department may require follow-up appointments and/or meetings 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 you 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 from [policerecruitment@panynj.gov](mailto:policerecruitment@panynj.gov).

All questions regarding the pre-selection activities, responsibilities, requirements or general questions regarding the medical and physical standards should be directed to the Human Resources Service Delivery Center at (212) 435-2870.

All questions regarding background investigations should be emailed to the Public Safety Department's Applicant Investigation Unit at [papdaiu@panynj.gov](mailto: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.

June 2018