

Duffy, Daniel

FOI # 13940

From: carson.calvo@jjay.cuny.edu
Sent: Saturday, April 20, 2013 1:08 AM
To: Duffy, Daniel
Cc: Torres Rojas, Genara; Van Duyne, Sheree
Subject: Freedom of Information Online Request Form

Information:

First Name: Carson
Last Name: Calvo
Company: John Jay College of Criminal Justice
Mailing Address 1:
Mailing Address 2:
City:
State:
Zip Code:
Email Address: carson.calvo@jjay.cuny.edu

Phone:

Required copies of the records: No

List of specific record(s):

I respectfully request the Port Authority Police Academy Training Program syllabus. Specifically documents outlining: dayshours allocated to each training module, passing score requirements for exams and the overall academic, training, and fitness requirements for graduation from the academy. Thank you.

THE PORT AUTHORITY OF NY & NJ

FOI Administrator

August 11, 2014

Mr. Carson Calvo
John Jay College of Criminal Justice

Re: Freedom of Information Reference No. 13940

Dear Mr. Calvo:

This is in response to your April 20, 2013 request, which has been processed under the Port Authority's Freedom of Information Code (the "Code", copy attached) for copies of records related to "the Port Authority Police Academy Training Program syllabus. Specifically documents outlining: days/hours allocated to each training module, passing score requirements for exams and the overall academic, training, and fitness requirements for graduation from the academy."

Material responsive to your request and available under the Code can be found on the Port Authority's website at <http://www.panynj.gov/corporate-information/foi/13940-O.pdf>. Paper copies of the available records are available upon request.

Please refer to the above FOI reference number in any future correspondence relating to your request.

Sincerely,



Heavyn-Leigh American
FOI Officer

Attachment

225 Park Avenue South, 17th Floor
New York, NY 10003
T: 212 435 3642
F: 212 435 7555

ACADEMIC AND PERFORMANCE REQUIREMENTS

The Port Authority Police Academy's Basic Course for Police Officer is designed to meet the agency's goals of producing highly disciplined, motivated, competent, and service-oriented law enforcement professionals. To effectively serve as a Port Authority Police Officer, each Recruit's knowledge and skills, both intellectually and physically, will be tested to establish that they have met the standards determined by the Police Academy. The testing process is an integral, criterion-based tool used to evaluate performance and to determine a Recruit's ability to meet the Agency's standards.

Throughout your career as a Port Authority Police Officer, you will encounter various situations that challenge your intellectual and physical fortitudes. This is especially true during your training at the Police Academy, where your performance will be evaluated in four (4) major categories. Successful completion of the Police Academy Basic Course for Police Officer requires each Recruit to achieve a **score of 70%** in each of the following categories:

- I. Academics
- II. Performance Skills
- III. Supervisory Evaluations
- IV. Discipline and Attitude

The Academy Curriculum, "Basic Course for Police Officer training," is a **Condition of Employment**. Recruits are required to achieve and maintain a standard level of proficiency in all of the above major categories. If at any time during the Basic Course for Police Officer, a Recruit fails to achieve and maintain the required level of proficiency in the above stated categories, the Recruit Evaluation Board will submit a recommendation to the Superintendent of Police/Director of Public Safety for termination from the program.

ACADEMIC STANDARDS

1. **Notebooks** - Each Recruit must maintain a class notebook of all instruction given during the entire training program. The notebook should contain **complete and accurate** notes. Notebooks will be reviewed and graded.
2. **Quizzes** - Quizzes will be given on a regular basis during the training program and will cover a block of instruction just completed and/or any lesson, lecture or block of instruction previously completed. Quizzes constitute a percentage of your overall grade point average (GPA). A minimum passing score of 70 must be achieved on all quizzes. Failure of one (1) quiz will result in the issuance of a negative Student Training Activity Report (STAR) card. Failure of two (2) or more quizzes will result in the Recruit appearing before the Recruit Evaluation Board, which will determine what actions will be taken.
3. **Written Tests** - Academic performance of each Recruit will also be measured by a series of written tests that are more comprehensive in nature than quizzes. Written tests also constitute a percentage of your overall GPA. A minimum passing score of 70 must be achieved on all written tests, with the following exceptions: in the AHA CPR Exam, a minimum passing score of 84 must be achieved and in the Use of Force exam, a perfect score of 100 must be achieved.
4. **Written Comprehensive Examinations** - A midterm and final examination will be administered during the training program. These written comprehensive exams also constitute a percentage of your overall GPA. These exams are the most comprehensive in nature and will contain questions addressing all disciplines. A minimum passing score of 70 must be achieved on each examination.

A Recruit who is not present for any written exam due to an authorized excusal shall be permitted to take a make up exam similar to, but not identical to, the original exam. An authorized excusal is an absence for a legitimate reason that was approved by the Commanding Officer of the Police Academy.

5. **Failure of Tests** - If a Recruit fails a written test or is unable to achieve an acceptable level of proficiency on a performance test, the Commanding Officer of the Police Academy or his/her designee will:
 - meet with the Recruit and inform the Recruit of the failure;
 - review the test results with the Recruit and identify the cause(s) for the failure;
 - recommend ways to correct the performance and schedule a re-test with at least one full day for further study permitted;
 - prepare a written report summarizing the meeting, including his/her signature, the date, time, and location. The Recruit must also sign this report. If a designee meets with a

Recruit, all written records will be forwarded to the Commanding Officer of the Police Academy.

A Recruit who fails one initial written test will be brought before the Recruit Evaluation Board.

A Recruit who fails two initial written tests will be placed on academic probation for a specified period of time. The Recruit Evaluation Board will set the length of time for this probation.

A recruit who fails four initial written tests (excluding the Midterm and Final Exam) will be brought before the Recruit Evaluation Board who may recommend termination from the program.

6. **Re-test** - Recruits who fail any test will be given **ONE** additional opportunity to take a re-test. The re-test will be similar, but not identical, to the original test. A minimum passing score of **70** must be achieved on the re-test, with the following exceptions: in First Responder, a minimum passing score of **84** must be achieved, and in Use of Force, a perfect score of **100** must be achieved. If a Recruit successfully passes a re-test, he/she will still retain his/her initial test score, regardless of the higher score that may be obtained on the re-test. The final grade point average for each Recruit is based on initial test scores obtained.
7. **Failure of a Re-test** - If a Recruit fails to achieve a passing score on a re-test, he/she will appear before the Recruit Evaluation Board who may submit a recommendation to the Superintendent of Police/Director of Public Safety for termination from the program.
8. **Failure of a Written Comprehensive Examination** - Failure of either the Midterm or Final Examination will result in the immediate recommendation to the Superintendent of Police/Director of Public Safety for termination from the program.
9. **Test and Examination Appeal Process** - The following procedure must be followed if a Recruit wishes to appeal an examination question:

The examination appeal must be addressed to the Commanding Officer of the Police Academy and submitted on Port Authority Form 2265 (handwritten). This report will be dated and submitted within 48 hours, or within two business days, after the examination review has been held. The content of the examination appeal will be as follows:

- The examination question in its entirety
- The choices offered as possible answers
- The correct answer as offered by the Academy Staff
- The Recruit's answer and rationale for choosing his/her answer

Recruit explanations should focus on, but not be limited to, the following:

- Handouts
- Specific sections of law
- POI or PDI Manuals
- Classroom instructions, including any written study materials or aids provided by the Academy or one of its Instructors

The petitioning Recruit will be notified through the chain of command when a determination has been reached regarding a particular examination appeal.

10. Request for Remediation - Should a Recruit request remediation in any subject or skills area he/she shall submit a handwritten request (PA 2265) to the Commanding Officer of the Police Academy. The Recruit shall state the specific area and subject content where remediation is needed. All remediation will be provided on a voluntary basis, no overtime pay will be earned.

NOTE: The Academic portion of the Recruit Program represents **50%** of the overall grade point average. The written portion of the performance skills testing will be included in the performance skills area, which represents **40%** of the overall GPA. The remaining **10%** of the GPA is based on Supervisory Evaluation(s).

RECRUIT EVALUATION BOARD

1. The Recruit Evaluation Board will consist of the Commanding Officer of the Police Academy, two Lieutenants of the Police Academy and the Recruit Coordinator. If one of the above individuals is unavailable, a Police Academy Sergeant will serve as an alternate on this Board.
2. A Recruit will be required to appear before the Recruit Evaluation Board for any of the following reasons:
 - Failure of two (2) or more quizzes
 - Failure of a test
 - Failure of a re-test
 - Violations of Police Academy Rules and Regulations
 - Substandard performance in any area of a Recruit's skills training
3. Based on the evaluation of a Recruit's performance, the Recruit Evaluation Board will make specific oral and written recommendations to the Recruit. These recommendations are designed to assist the Recruit in his/her efforts to improve his/her performance and may include a prescribed course of remediation. The Board may also place the Recruit on academic probation for a period of time during which his/her performance will be closely monitored for improvement.
4. If a Recruit on probation fails to show signs of improvement in the areas defined under the Police Academy Training Standards or those set by the Board, the Recruit Evaluation Board will submit to the Superintendent of Police/Director of Public Safety a recommendation for termination from the program.
5. On the recommendation of either the Commanding Officer of the Police Academy or the Recruit Evaluation Board, with the concurrence of the Superintendent of Police/Director of Public Safety, the Police Academy may terminate a Recruit's employment for failure to meet any Training Standards or for violating the Rules and Regulations. If termination is the recommendation of the Recruit Evaluation Board, the board will submit to the Chief of Training who in turn will submit to the Superintendent of Police/Director of Public Safety a comprehensive written report of its findings and include therein a description of the efforts undertaken by the Academy to improve performance through remediation and counseling.

I. ACADEMIC TRAINING

Administration/Orientation

Recruits will be instructed in the following Administration/Orientation topics:

Welcome by the Director of Public Safety	Port Authority Mission
Introduction of Police Academy Staff	Uniform Inspection
History of the Port Authority Police	Office of Inspector General
Equal Employment Opportunity	Excel Federal Credit Union
Employee Benefits and Retirement	Medical Services
Human Resources and ID Issuance	Evaluations and Interviews
Note Taking and Study Habits	Memo Books
Drills and Ceremonies (Police Protocol)	Recruit Equipment Issuance
Risk Management	Absence Control Unit
Civilian Complaint Unit	Deferred Compensation
PBA	Recruit Guidebook

Behavioral Science

Recruits will be instructed in the following areas of Behavioral Science:

Employee Assistance	Perception and Attitudes
Communication Skills (Verbal/Non-Verbal)	Victimology
Socialization – Personality Development	Suicide Awareness
Alcoholism and the Police Officer	Operation Alternative/EDP
Police and Special Needs Groups	Child Abuse
Awareness of Emotional Reactions	Understanding Human Behavior
Police Stress	Cultural Diversity
Role Playing (Non-Criminal Situations)	

Law

Recruits will be instructed in the following areas of the Law:

Introduction of Law	The Criminal Justice System
The U.S. Constitution and Bill of Rights	The Court System
Standards of Proof	Street Encounters
Probable Cause	Laws of Arrest
Search and Seizure	Eyewitness Identification
Interrogations and Confessions	Evidence
Civil Liability	Use of Force
Domestic Violence	New York State Penal Law
Elements of an Offense	Defenses
Offenses Against Public Administration	Bribery of Public Servants
New Jersey Code of Criminal Justice	Juvenile Law
Criminal Procedure Law	

Rules and Regulations

Recruits will be expected to learn and abide by all Port Authority Rules and Regulations. You will be tested in the following areas:

- Police Academy Rules and Regulations
- Port Authority Rules and Regulations
- Police Operations Instructions (POI)
- Police Division Instructions (PDI)
- Interim Orders

Anti - Terrorism Training

Recruits will be instructed in the following areas of Anti - Terrorism Training:

Terrorist Awareness	Vehicle Bourne IED's
Explosive Awareness	Suicide Bomber Interdiction/Prevention and Mitigation
Improvised Explosive Devices	Dispersion Devices
Weapons of Mass Destruction	Post Incident Mitigation
Chemical Warfare Agent Indicators	Patrol Response to an Active Shooter
Terrorist Surveillance	
Behavior Recognition/PATRIOT (Pro Active Terrorist Recognition, Interdictions, Operations and Tactics)	

Patrol Operations

Recruits will be instructed in the following Patrol Operations topics:

Crowd Control	Methods of Patrol
Blood Borne Pathogens	Proper Handling and Transporting of Prisoners/E.D.P.
Police Communications (Written/Verbal)	Telephone Communications
Police Radio Procedures	Arrest Forms and Reports (NY & NJ)
PA Forms and Reports	Court Orientation
Patrol Scenarios	Gangs
Courtroom Testimony Preparation	Police Ethics
Community Policing	Basic Report Writing
Incident Command Systems	Basic Fingerprinting
CAD Communications	SIMS
Spanish for Law Enforcement	Street Encounter Scenarios
OEM	
Alzheimer's Disease	
Missing Persons	
Cell Block Detention and Prisoner Suicide Awareness	
Basic Controlled Dangerous Substance (CDS) Identification	

Basic Investigative Response

Recruits will be instructed in the following Police Science topics:

Evidence and Crime Scene Preservation	Field Note Taking
Fingerprinting: Academic/Practical	Preliminary Interviews
Injury and Death Cases	Autopsy/Morgue
Hostage Awareness	Inventories
National Transportation Safety Board	Vouchering
Fraudulent Document Identification	

Traffic Science

Recruits will be instructed in the following Traffic Science topics:

Traffic Control – Directing Vehicular Traffic	Vehicle and Traffic Laws (NY& NJ)
Traffic Control – Directing Traffic at an Emergency Scene	Vehicle Stops - Practical
Traffic Control Techniques – Practical	Vehicle Pursuits – POI 5-8
Traffic Control – Signals and Gestures	Vehicle Pursuits – (NY & NJ Law)
	Accident Investigation
Traffic Accidents – Protecting and Managing the Scene/MVA Reports	Driving Under the Influence– NY and NJ
Vehicle Stops – High and Low Risk	SOD: ESU/K-9/CVI
	Mobile Data Terminals

Emergency Vehicle Operations Course
Defensive Driving (Classroom)

II. PERFORMANCE SKILLS

A Recruit's proficiency in several job-related skills areas will be evaluated by means of performance tests administered throughout the Police Academy training program. Recruits will be tested and evaluated in the following Performance Skills areas:

Defensive Tactics	Certified First Responder
Emergency Vehicle Operations	Firearms
Fire Fighting Operations	Monadnock Expandable Baton
Firearms Training System	Physical Fitness
Role Playing	OC Spray
Water Safety	

Defensive Tactics

To successfully complete the Defensive Tactics Course, each Recruit will have to properly demonstrate an acceptable level of proficiency and performance on the following techniques (as listed on the Defensive Tactics Proficiency Test Check Sheet):

Break Falls Movement Techniques	Ground Self Defense
Personal Weapons	Stances
Pressure Point Distraction Techniques	Redirection of Force
Weapon Retention	Handcuffing
Disarming	Take Downs
Mental and Physical Preparation	Basic Boxing

In addition to the Defensive Tactics performance skills test, each Recruit must achieve a **score of 70%** on the Defensive Tactics written test. Failure to demonstrate an acceptable level of proficiency and performance in the Defensive Tactics Course will result in a recommendation for termination from the program.

Monadnock Expandable Baton

To successfully complete the Monadnock Expandable Baton Basic Course, each Recruit will have to properly demonstrate an acceptable level of proficiency on the following Monadnock

Expandable Baton techniques (as listed on the Monadnock Expandable Baton Basic Course Proficiency Test Check Sheet):

- | | |
|-------------------------------|-----------------------|
| Stance & Patterns of Movement | Baton Grips |
| Baton Methods of Carry | Baton Draws |
| Baton Two Handed Blocks | Baton Counter Strikes |
| Baton Retention | |

In addition to the Monadnock Expandable Baton performance skills test, each Recruit must achieve a **score of 70%** on the Monadnock Expandable Baton written test.

OC Spray

To successfully complete the OC Spray Course and to become certified to carry the Department's OC Spray on duty, each Recruit will have to properly demonstrate the lawful use of OC Spray. In addition, to learn the effectiveness of OC Spray, each Recruit will be sprayed with OC Spray by Academy Staff in a controlled setting.

In addition to the OC Spray practical skills test, each Recruit must achieve a **score of 70%** on the OC Spray written test.

Physical Fitness and Wellness

1. Initial Physical Fitness Assessment

During the first week of Academy training, all Recruits will be evaluated in each of the seven specified fitness standard areas to determine the Recruit's current level of fitness.

2. Fitness Standards

Each Recruit is required to participate in **at least 70%** of the Physical Fitness training component of the Academy's instruction, and must complete each component with reasonable effort and proper technique as taught by Academy Staff. In addition, Recruits are required to **meet and maintain** the minimum Physical Fitness standards listed below:

- | | |
|---|--|
| 1. Cardiovascular Endurance (1.5 Mile run) | 16 minutes 31 seconds |
| 2. Absolute Strength (1 repetition maximum Bench Press) OR
Dynamic Strength (Push-up) | .66 ratio (amount lifted divided by body weight)
20 repetitions |
| 3. Muscular Endurance (Sit-up) | 25 sit-ups in one minute |

4. 300 Meter Run	80 seconds
5. Vertical Jump OR (1) Repetition Maximum Leg Press	17.0 inches 1.45 ratio (amount lifted divided by body weight)

3. **Assessment**

There will be a total of four (4) assessments. Each assessment has been given a percentage value (Assessment #1 = 20%; Assessment #2 = 30%; Assessment #3 = 40%; and Assessment #4 = 10%). Failure to meet the minimum Physical Fitness standards in each of the above categories by the third assessment may **result in a recommendation for termination from the program.**

Water Safety

This area of instruction will provide information and skills to prevent, recognize, and respond to water rescues. To successfully complete the Water Safety skills area, each Recruit will have to demonstrate an acceptable level of proficiency in each of the following subjects of instruction:

- Rules, responsibilities, and practices
- Personal safety hazards
- Personal safety practices
- Rescues (Self, Non-Swimming, Swimming Assist, and Ice)
- Hypothermia
- Survival Swimming
- Emergency Care
- Victim Stabilization

Certified First Responder

To successfully complete the CPR and Certified First Responder skills area, each Recruit will have to properly demonstrate an acceptable level of proficiency in the following instruction:

- Adult, Child, and Infant CPR, conscious and unconscious airway obstruction and Defibrillation following the American Heart Association Basic Life Support for Healthcare Providers guidelines
- Safe assembly of an oxygen tank with a regulator
- Oxygen administration by means of a bag mask, non re-breather mask and nasal cannula
- Use of suctioning equipment
- Airway management using airway adjuncts
- Bleeding control/shock management
- Managing medical emergencies, emergency childbirth, soft tissue injuries, injury to muscle and bones, poisoning and substance abuse, behavioral emergencies and pediatric emergencies
- Auto Pulse

Recruits will be administered written tests during the Certified First Responder course and must achieve a **score of 70%** on all First Responder tests. The Practical Skills Evaluation tests must yield a PASS grade on all aspects of skills testing. In addition, the AHA CPR certification requires a **score of 84%** on the written exam and a PASS grade on all skills testing for CPR. Failure to demonstrate an acceptable level of proficiency in CFR will result in a recommendation for termination from the program.

Firearms

Service Pistol Requirement

To successfully complete the Firearms Service Pistol requirement, each Recruit will have to properly demonstrate an acceptable level of proficiency and a working knowledge of the Glock

Model 19. Service weapon proficiency will be measured with a written test and a performance test, as required by the New Jersey Division of Criminal Justice Police Training Commission Basic Firearms Course. The Qualification Course will consist of both daylight and diminished light courses. In daylight, the Recruit will achieve **an average** of no less than 80% of a possible perfect score (100%), after three consecutive firings of the handgun qualification course. Under diminished light conditions, the Recruit will achieve a score of no less than 80% of a possible perfect score (100%), for **one firing** of the handgun night qualification course.

In addition to the Firearms Service Pistol requirement, each Recruit must achieve a **score of 70%** on the service pistol written test.

Non-Qualification of Firearms Requirement

Daylight Course

To achieve a passing score of 80%, the participant, in three (3) consecutive firings of the Handgun Qualification Course must place a minimum of 144 shots within the border of the “Q” target silhouettes. If failure occurs, remediation then takes place. To achieve a passing score of 80% after an initial failure and remediation, the participant, in three (3) additional consecutive firings, must place a minimum of 144 shots within the border of the “Q” Target silhouettes.

A Recruit who fails to achieve an average **score of 80%** or higher for record, after three consecutive firings of the Handgun Qualification Course, shall receive additional training. This remedial training must be given before the Recruit is again allowed to attempt qualification. The time allocated and the method of remedial instruction shall be determined by the Range Master. The remediation record runs may not be fired on the same day as the initial record runs. The three remediation record runs scores shall be three separate scores with no influence on the initial record run scores.

Remediation Ammunition (Handgun Qualification Course)

- A maximum of 300 additional rounds may be expended
- Of these additional rounds, **180** rounds are reserved for the second attempt at qualification
- The remaining 120 rounds are to be used for Remedial Training Exercises

Diminished Light Course

To achieve a passing score of 80%, the participant, in one (1) firing of the Handgun Diminished Light Qualification Course must place a minimum of 32 shots within the border of the “Q” target silhouette. If a failure occurs, remediation then takes place. To achieve a passing score of 80% after an initial failure and remediation, the participant must place a minimum of 32 shots within

the borders of the “Q” Target silhouette in one (1) of two (2) additional firings of the Handgun Diminished Light Qualification Course.

A trainee who fails to achieve a **score of 80%** or higher for record, after one firing of the Handgun Night Qualification Course, shall receive additional training. This remedial training must be given before the trainee is again allowed to re-attempt qualification. The time allocated and the method of remedial instruction shall be determined by the Range Master.

Remediation Ammunition (Handgun Diminished Light Qualification Course)

- A maximum of 150 additional rounds may be expended
- Of these additional rounds, 80 rounds are reserved for a second and third attempt at qualification
- The remaining 70 rounds are to be used for Remedial Training Exercises

A Recruit who fails to achieve the minimum passing standard for the service pistol requirement, will appear before the Recruit Evaluation Board who will submit a recommendation to the Superintendent of Police/Director of Public Safety for termination from the program. At his sole discretion the Superintendent of Police may grant up to two additional attempts at qualification after reviewing the Recruit’s Academy record and the recommendation from the Recruit Evaluation Board.

Police Shotgun Training

To successfully complete the Firearms Shotgun Training course, each Recruit will have to properly demonstrate an acceptable level of proficiency and a working knowledge of the Remington 870 shotgun. The qualification course used is the New Jersey Shotgun Qualification Course. This qualification course will consist of both daylight and diminished light courses, and will be administered three times during the Recruit training program. A brief outline of the course is presented below. Each Recruit will be required to obtain a **score of 80%** or better on two out of a maximum of three attempts at each course.

New Jersey Shotgun Qualification Course

Daylight/Diminished Light

25 Yards

20 Yards

10 Yards

Failure of Shotgun Training

If a Recruit cannot successfully achieve the minimum passing standard for the Shotgun Training, he/she will not be qualified to carry or use the shotgun.

Recruit Fire Fighting

To successfully complete the Basic Fire Fighting Course, each Recruit will have to properly demonstrate an acceptable level of proficiency in the following areas:

- Fire Behavior and Classes of Fire
- Thermal balance concepts
- Use of Self Contained Breathing Apparatus (SCBA)
- Nozzles, adapters, reducers, and Scott Air-Pak 4.5
- Identify and use of fire extinguishers on live fires
- Primary & secondary search techniques using SCBA
- Fire attack, direct and indirect on a live fire
- Vehicle fire fighting techniques
- Proper use of protective clothing
- Confined Space Awareness

In addition to the Basic Fire Fighting skills assessment, each Recruit must achieve a **score of 70%** on the Basic Fire Fighting written test.

Failure of Fire Fighting Course

If a Recruit fails to achieve the minimum passing standard for the Fire Fighting practical, the Recruit will be provided appropriate additional training as determined by the Police Academy. The Recruit will then be given one final opportunity to obtain at least the minimum passing score on the practical. Failure to demonstrate an acceptable level of proficiency in the Fire Fighting Course will result in a recommendation for termination from the program.

Traffic Science/Driver Training

To successfully complete the Traffic Science/Driver Training Course, each Recruit will have to properly demonstrate a minimum acceptable level of proficiency in the areas described below.

Each Recruit must achieve a minimum passing **score of 70%** on the Defensive Driving Course written test, as determined by the National Safety Council. The test will evaluate a Recruit's

knowledge of recommended basic driving methodology to ensure maximum safety while operating an emergency response vehicle during routine patrol or when responding to an emergency call.

Each Recruit must demonstrate a minimum acceptable level of proficiency in proper driving techniques and protocols during the practical driving evaluation portion of the course. Specific areas where a Recruit will be evaluated include: proper hand placement upon the steering wheel; proper positioning of seat, rear and side mirror.

Each Recruit must demonstrate a minimum acceptable level of proficiency in proper driving techniques during the practical driving evaluation portion of this course. Specific areas where a Recruit will be evaluated include: reaction time for emergency lane changes, ability to recognize the dynamic limitations of the vehicle and the driver, ability to make quick and safe “U” and “K” turns, ability to drive in reverse through an obstacle course and maintain control of the vehicle, and emergency braking (the proper use of ABS brakes during a panic stop).

Each Recruit must demonstrate a minimum acceptable level of proficiency by successfully completing a cumulative driving course designed to test all components mentioned in the preceding paragraph with lights and sirens to simulate an actual emergency response situation. Each recruit must complete the cumulative driving course with no cone knockdowns and within the predetermined time limit (depending on weather and road conditions).

In addition to the Defensive Driving Course requirement, each Recruit must achieve a cumulative course time of thirty (30) seconds or less to qualify. One (1) second will be added to their score (time) when a cone is knocked down. There are one hundred and sixty (160) cones included in the cumulative course. Example: Complete the course in twenty-seven (27) seconds and knock down four (4) cones. This equates to thirty-one (31) seconds. This score is unacceptable. Failure to demonstrate an acceptable level of proficiency in the Driver Training Course will result in a recommendation for termination from the program.

Directing Vehicular Traffic

To successfully complete the Traffic Science portion of this course dedicated to directing vehicular traffic, each Recruit will have to properly demonstrate a minimum acceptable level of proficiency in each of the following areas:

- Use of emphatic directing techniques
- Monitor pedestrians

- Monitor responding emergency vehicles
- Ensure all lanes are stopped
- Positioning within the intersection
- Avoiding gridlock
- Coordinating traffic with adjacent intersections
- Monitoring area for hazards

Each Recruit must achieve a minimum **score of 70%** on the Directing Vehicular Traffic evaluation. This evaluation is based on each Recruit's ability to direct traffic in an actual setting. Each Recruit starts with a perfect score (100), and will have points deducted for incidents of poor performance recorded during their evaluation.

Vehicular Stop Scenarios

To successfully complete the Traffic Science portion of this course dedicated to Vehicular Stop Scenarios, each Recruit will have to properly demonstrate a minimum acceptable level of proficiency in each of the following areas:

- Visual assessments
- Vehicle positioning
- Verbal control of suspects
- Radio communications
- Communication with partner
- Tactics employed
- Monitoring area for hazards, dangerous conditions, etc.
- Handcuffing tactics
- Felony vehicle stops

Each Recruit must achieve a minimum **score of 70%** on the Vehicular Stop Scenarios evaluation. This evaluation is based on each Recruit's ability to perform these functions in a simulated setting. Each Recruit starts with a perfect score (100), and will have points deducted for incidents of poor performance recorded during their evaluation.

III. SUPERVISORY EVALUATIONS

Conduct

Recruits are required to maintain the highest level of ethical standards during their time at the Police Academy, as well as throughout their entire career. Therefore, it is critically important that each Recruit strictly adhere to all the rules and regulations with respect to conduct both on and off duty. If a Recruit's conduct fails to meet the standards set forth by the Police Academy, the Recruit will be issued a negative STAR card **and** may be subject to a recommendation for termination of employment.

Supervisory Evaluations

A comprehensive evaluation process will be conducted throughout the program to determine each Recruit's level of performance in relation to the training standards presented in this guidebook. Each Recruit will be advised of his/her performance both verbally, by Instructors conducting the training, and through written evaluations. During the training program, each Recruit will receive Supervisory Evaluations. These evaluations will measure a number of observable behavioral and performance factors in the categories of Classroom Training, Physical Fitness Training, Professional Conduct and Field Training (i.e. Crowd Control, Defensive Driving, Defensive Tactics, Firearms Training, Basic Fire Fighting, First Responder Training, Monadnock Expandable Baton, OC Spray, and Water Safety). During your training course, the Academy will review the factors to be considered in evaluating you as an outstanding, acceptable, or unacceptable Recruit. The Supervisory Evaluations will be factored into a Recruit's overall class standing. Failure to achieve and maintain acceptable Supervisory Evaluation ratings may result in a recommendation for termination from the program.

Final Grade Point Average (GPA)

Recruits must achieve a final grade point average of **70%**. Each Recruit's GPA is calculated each time a test is administered in order to determine each Recruit's GPA status throughout the duration of the training program. Recruits who have a GPA that falls below the minimum requirement and are mathematically deemed unable to achieve a final GPA of **70%** will be recommended for **immediate termination**. The final GPA for each Recruit will be calculated on the three major content areas presented below:

- I. Academics 50%
- II. Performance Skills 40%
- III. Supervisory Evaluations 10%

Recruits who have failed to achieve a final grade point average (GPA) of 70% **WILL** be recommended for **termination from the program**.

ACADEMY RULES AND REGULATIONS

EVERY RECRUIT WILL BE RESPONSIBLE FOR READING AND COMPLYING WITH THE PORT AUTHORITY POLICE ACADEMY RULES AND REGULATIONS PRESENTED BELOW.

APPLICATION:

PORT AUTHORITY OF NEW YORK AND NEW JERSEY

POLICE ACADEMY

B. Welcome by Director of Public Safety and Commanding Officer	3 Hours
C. Policy Structure	2 Hours
1. Policy and Procedures	6.5 Hours
○ POI/PDI	
○ Interim Orders	
2. Rules and Regulations	4.5 Hours
D. Professional Standards (SIU/CCIU, Absence Control, Off Duty Conduct)	2 Hours
1. Uniforms, Equipment Issuance, Inspection, Memo Books	8 Hours
2. Note Taking and Study Habits	1 Hour
E. Academic Standards – All Tests and Evaluations	57 Hours
F. Culmination Ceremonies	20.5 Hours
G. Drills and Ceremonies	20 Hours
H. Roll Call/Inspections	24.00 Hours
Total	156.50 Hours

Part II. Administration of Criminal Justice

1. Moot Court – Practical	4 Hours
Total	4 Hours

Part III. Basic Law New York

1. Introduction to Law	3 Hour
2. The US Constitution and Bill of Rights	2 Hours
3. The Criminal Justice System	3 Hours

4. The Court System	2 Hours
5. Standards of Proof/Probable Cause	5 Hours
6. Stop/Question/Frisk	5 Hours
7. Juvenile Law	2 Hours
8. Laws of Arrest	4 Hours
9. Search and Seizure	8.5 Hours
10. Interrogation and Confessions	3 Hours
11. Eyewitness Identification	3 Hours
12. Evidence	2 Hours
13. Civil Liability	2 Hours
14. Use of Force	6 Hours
15. Domestic Violence	8 Hours
16. Introduction to Penal Law	1 Hour
17. Defenses	1 Hour
18. Penal Law – Offenses Against Persons	3.5 Hours
19. Penal Law – Offenses Against Property	3 Hours
20. Penal Law – Offenses Involving Larceny/Robbery	3 Hours
21. Penal Law – Offenses Involving Fraud	0.5 Hour
22. Penal Law – Offenses Against Public Administration	0.5 Hour
23. Penal Law – Bribery Involving Public Servants	1 Hour
24. Custody Offenses	1.5 Hours
25. Offenses Involving Controlled Substances	2.5 Hours
26. Offenses Involving Marijuana	2 Hours
27. Prostitution Offenses	1 Hour
28. Offenses Against Public Order	2 Hours
29. Offenses Against Public Safety	2 Hours

Part IV. Basic Law New Jersey

1. Introduction to New Jersey Code of Criminal Justice	3 Hours
2. Offenses Against Persons	8 Hours
3. Offenses Against Property	6 Hours

4. Offenses Against Public Administration	2 Hours
5. Offenses Against Public Order	6 Hours
6. Fundamentals of New Jersey Law	2 Hours
7. Introduction to Title 2C	2 Hours
8. Inchoate Crimes	2 Hours
9. Criminal Homicide	2 Hours
10. Assault and Assault Related Offenses	3 Hours
11. Kidnapping and Related Offenses	2 Hours
12. Sexual Offenses	2 Hours
13. Arson and Property Destruction	2 Hours
14. Burglary and Other Intrusion	2 Hours
15. Robbery and Carjacking	2 Hours
16. Theft Offenses	1 Hour
17. Forgery and Fraudulent Practices	1 Hour
18. Offenses Against the Family, Children, and Incompetents	1 Hour
19. Bribery and Corrupt Influence	1 Hour
20. Perjury and Other Falsification in Official Manners	1 Hour
21. Obstruction Governmental Operation and Escape	1 Hour
22. Misconduct or Abuse in Office	1 Hour
23. Riot, Disorderly Conduct, and Related Offenses	1 Hour
24. Public Indecency Offenses	1 Hour
25. Firearms, Other Dangerous Weapons, and Instruments	2 Hours
26. Bias Crimes	1 Hour
27. New Jersey Juvenile Law	2 Hours
28. Law Enforcement Officer Safety Act HR 218	1 Hour
29. 18 USCA 926a Transporting a Firearm	1 Hour
Total Law	145 Hours

Anti-Terrorism Training

1. Patriot	13 Hours
○ Terrorist Awareness	
○ Terrorist Recognition	

<ul style="list-style-type: none"> ○ Interdiction of Terrorism ○ Operations ○ Tactics 	
2. Suicide Bomber Interdiction	8 Hours
<ul style="list-style-type: none"> ○ Interdiction ○ Prevention ○ Mitigation 	
3. Weapons of Mass Destruction	19.5 Hours
<ul style="list-style-type: none"> ○ Chemical ○ Biological ○ Radiological ○ Nuclear ○ Explosives 	
4. IED'S	3 Hours
5. Police Response to Active Shooter	8 Hours
Total	51.5 Hours

Part V. Procedures

	<u>Patrol Functions</u>	
1. Patrol Methods and Techniques		5 Hours
<ul style="list-style-type: none"> ○ Bike Patrol ○ Foot Patrol ○ Helicopter Patrol 		

○ Patrol Car Operator	
○ Plain Clothes	
○ Train Patrol	
2. Communication Systems (Police Radio)	2 Hours
○ Explain CAD Function	
3. Note Taking, Forms, and Reports	25 Hours
4. Suicide Awareness/Cell Block Detention	4 Hours
5. Missing Persons	1 Hour
6. Proper Handling and Safe Transportation of Prisoners	1 Hour
7. Basic Fingerprinting	3 Hours
8. Basic Controlled Dangerous Substance (CDS) Identification	2 Hours
9. Arrest Processing (3 Hours for NY and 3 Hours for NJ)	6 Hours
10. Racial Profiling	*4 Hours
Total	49 Hours

Traffic Science

1. Directing Traffic	4 Hours
○ Classroom (1 Hour)	
○ Traffic Field Scenarios (3 Hours)	
2. Traffic Enforcement	1.5 Hours
3. Driving While Intoxicated	1 Hour

4. PA, NY, NYC, and NJ Vehicle and Traffic Laws and Regulations	14 Hours
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New Jersey

New York

Title 39: 3 Hours

VTL: 3 Hours

39:50: 2 Hours

PVB, TLC, ECB Summonses: 2 Hours

NJ/PA Summonses: 2 Hours

VTL 1192: 2 Hours

5. Protecting and Managing Accident Scenes/MVA Reports	2 Hours
6. Mobile Data Terminals (MDT)	6 Hours

7. Patrol Vehicle Operations	1 Hour
o Inspection and Vehicle Maintenance	1 Hour
o Pursuit Driving	3 Hours
8. Tactical Vehicle Stops (Classroom)	3.5 Hours
9. Work Zone Safety Awareness	2 Hours
10. Port Authority Police Specialized Units	3 Hours
o Emergency Services Unit (1 Hour)	
o Commercial Vehicle Inspection (Truck Checks) (1 Hour)	
o K-9 (1 Hour)	
Total	42 Hours

Basic Investigative Response

1. Crime Scene Responsibilities	1 Hour
2. Interview/Note Taking (Suspects, Witnesses, and Victims)	1 Hour
3. Preservation/Safeguarding of Evidence	1 Hour
4. Evidence Identification	1 Hour
5. Vouchering/Inventories	2 Hours
o Marking and Packing	
o Personal Property	
o Found Property	
o Motor Vehicle Impounds	
6. Injury and Death Cases	1 Hour
7. National Transportation Safety Board (NTSB)	2 Hours
8. Autopsy/Morgue	3 Hours
9. Hostage Awareness	1 Hour
Total	13 Hours

Part VI. Proficiency Areas

1. Firearms Training	39 Hours (48)
2. Range Tactics	*8 Hours

3. Basic Shotgun	*16 Hours
4. Basic Tactics	13 Hours (16)
5. EVOG	19.5 Hours (24)
6. Tactical Vehicle Stops	13 Hours (16)
7. Introduction to Defensive Tactics	(7-13 equals 26 Hours) (32)
8. Principles of Self-Defense	
o Balance	
o Redirection of Force	
o Body Movement	
o Position of Advantage	
o Retaliatory Strike	
9. Personal Weapons	
10. Vulnerable Areas	
11. Weapons Retention	
12. Control of Subject	
o Hand Cuffing	
o Come – Alongs	
o Take Downs	
13. Mental/Physical Preparation	
14. Oleoresin Capsicum (OC) Spray	6.5 Hours (8)
15. Expandable Baton	6.5 Hours (8)
16. First Responder Training With Defibrillator	32.5 Hours (40)
o Controlling Exposure to Bloodborne Pathogens (HIV/HBV)	
17. Incident Command System (ICS)	13 Hours (16)
o Evacuations	
18. Fire Fighting Procedures	26 Hours (32)
o Vehicular	
o Structural	
o Confined Space Awareness	
19. Civil Disturbances	6.5 Hours (8)

○ Crowd Control	
20. Basic Water Safety	6.5 Hours (8)
Total	208 Hours

* **Not included in total number.**

Part VII. Behavioral Science

1. Understanding Human Behavior	1 Hour
2. Perceptions and Attitudes	1 Hour
3. Socialization	1 Hour
4. Awareness of Emotional Reactions	1 Hour
5. Verbal and Non-Verbal Communication	1 Hour
6. Child Abuse	1 Hour
7. Victimology	1 Hour
8. Special Needs Group	4 Hours
○ Mental Illness	
○ American Disabilities Act (ADA)	
○ Aged/Elderly	
○ Homeless	
○ Substance Abuse	
9. Stress Management	5 Hours
○ Alcoholism	
○ Controlled Dangerous Substance (CDS)	
○ Suicide Awareness	
10. Employee Assistance	1 Hour
11. Cultural Diversity	8 Hours
12. Role Playing (Non-Criminal)	4 Hours
Total	29 Hours

VIII. Police and the Community

1. Orientation to Community Policing	2 Hours
2. Conflict Resolution/Problem Solving	3 Hours
3. Ethical Issues	2 Hours
4. Alzheimer's Disease	1.5 Hours
Total	8.5 Hours

IX. Physical Fitness and Wellness

1. Fitness and Wellness	72 Hours
2. Personal Fitness Program/Diet and Nutrition	1 Hour
Total	73 Hours

X. Additional Instruction

1. Spanish	12 Hours
2. Gangs	4 Hours
3. PBA	2 Hours
4. Deferred Compensation	2 Hours
5. State Information Management System	1 Hour
6. Office of Emergency Management	1 Hour
7. Inspector General's Office	1 Hour
8. Blood Borne Pathogens	2 Hours
9. EXCEL Credit Union	2 Hours
10. Patrol/Arrest Scenarios	13 Hours
11. Alcohol Tobacco and Firearms	2 Hours
12. Command Address	1 Hour
13. Introduction to CFR	4 Hours
Total	47 Hours

Grand Total

826.50