
A Public Records Access request has been submitted.

Request By: Rachel Ring

Signature: Rachel Ring

Request date: 03/31/2017

Affiliation: Attorney, Outside Counsel for Massachusetts Bay Transportation Authority

Address: Greenberg Traurig, LLP | One International Place | Suite 2000 | Boston, MA
02110

Email: ringr@gtlaw.com

Phone number: 617-310-5229

Personal
Information Request: NO

To Whom It May Concern,

Please accept this email as my introduction to you. I am outside counsel for the Massachusetts Bay Transportation Authority (MBTA), and my firm represents the MBTA in matters relating to the Superior Officers, Sergeants, and Patrolmen of the MBTA Transit Police Department. Pursuant to the Freedom of Information Act, 5 U.S.C. § 552, et seq, can you please provide our office with copies of:

Records
seeking:

1. Any and all job descriptions and/or job specs for Port Authority police officers of any division, class or rank; and
2. A breakdown of the i) number and (ii) nature of service calls responded to by the Port Authority police since June 30, 2014; and
3. Of those calls, a breakdown of which rank responds to the call (i.e., Patrol officer, Sergeant or Lieutenant).

If there are any fees associated with this request my office will promptly send payment. Additionally, if you have any questions regarding this request, please contact me at the number above. Thank you.

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY
PUBLIC RECORD ACCESS FORM

PRA #17903

Action by (print / type name):

Danny Ng

, Freedom of Information Administrator

Signature:



Date:

11/17/2017

On behalf of the Secretary of the Port Authority, as Records Access Officer and Custodian of Government Records of the Port Authority.

- The requested records are being made available.
- Any responsive records that may exist are currently in storage or archived, and a diligent search is being conducted. The Port Authority will respond by:
- A diligent search has been conducted, and no records responsive to your request have been located.
- The requested records that have been located are not being made available, as they are exempt from disclosure for the following specific reasons:

- Some requested records that have been located are being made available. The remainder are exempt from disclosure for the following specific reasons:

- The request does not reasonably describe or identify specific records; therefore, the Port Authority is unable to search for and locate responsive records. Please consider submitting a new request that describes or identifies the specific records requested with particularity and detail.

- Other:

Material responsive to your request can be found on the Port Authority's website at <http://corpinfo.panynj.gov/documents/17903-O/>. Paper copies of the available records are available upon request. Exemptions applied for security.

This form is promulgated by the Port Authority pursuant to the Port Authority Public Records Access Policy and is intended to be construed consistent with the New York Freedom of Information Law and the New Jersey Open Public Records Act. It is intended to facilitate requests for Port Authority public records and does not constitute legal advice.

DOCUMENT A

Specification No. 2600
Revised, June, 2004

CLASSIFICATION: POLICE OFFICER

DEPARTMENT: Department of Public Safety
Port Authority Police Department

Under the immediate supervision of a Police Sergeant maintains law and order and protects life and property at or in the vicinity of Port Authority facilities. Normal duties are performed according to established rules and regulations but in emergencies sound judgment and initiative are required to adopt the best course of action. Work is subject to check through reports and inspections of supervisors (Individual positions may perform any combination of the following duties.)

TYPICAL DUTIES:

1. Patrols assigned posts or areas by foot or vehicle, either in uniform or plainclothes. Observes the flow of vehicular traffic and takes appropriate actions to prevent or clear stoppages and prevent and/or correct violations of traffic regulations. Patrols assigned areas to protect property, to prevent unlawful conduct and incidents, and to caution or apprehend violators.
2. Directs the movement of vehicular and pedestrian traffic at or in the vicinity of a facility. Controls and expedites traffic movement in accordance with established patterns of traffic flow and routing under normal conditions, but in unusual circumstances devises temporary traffic regulation methods.
3. Operates tractors and towing equipment and removes stalled vehicles from Staten Island Bridges and contiguous roadways. Operates emergency equipment and responds to alerts at airports. Fights fires, administers first aid and takes other related actions as needed in emergencies.
4. Enforces all laws and regulations as a Police Officer in the State of New Jersey and as a Police Officer in the State of New York. Issues summonses, makes arrests, and prefers charges against violators of municipal and state statutes, and gives testimony as required.

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5. May perform duties such as the following on specific assignments.
 - a. Checks the weight, size and cargo of vehicles to determine conformance to hazardous cargo and other regulations and eligibility for admittance to Port Authority facilities.
 - b. Acts as aid to supervising officer. Maintains records, prepares reports and work schedules, checks roll calls, and squad assignments and acts as custodian of police records, supplies and found property.
 - c. Staffs the police desk at a facility. Maintains police blotter and various logs and records. Receives complaints, and answers questions and performs miscellaneous clerical duties.
 - d. Performs plainclothes operations, including Tactical Patrol/anti-crime unit operations currently and heretofore performed by Police Officers. Assists in investigations.
 - e. Operates marine craft and takes other related actions as needed in emergencies.
 - f. As a member of a crew, utilizes surveillance equipment and other related equipment and duties during aircraft flights with the Aviation Services Unit.
 - g. Performs mechanized snow removal and mobility assignments.
 - h. May perform duties requiring specialized training.
6. Is responsible for the protection of life and property at a facility on an assigned tour. Supervises and participates in patrolling areas, observing

vehicular and pedestrian traffic, preventing crime, answering inquiries and performing related police duties.

7. When assigned to Central Police Desk, is responsible for the assignment of central police pool personnel, proper notification of supervisors in cases of serious occurrences and the maintenance of records.

8. Performs other related duties as assigned.

EXPERIENCE: None

ABILITY: Understand and apply Port Authority Police methods and practices. Understand and follow oral and written instructions. Establish and maintain effective working relationships with employees and public. Observe situations analytically, objectively and make decisions in emergencies. Express self clearly and concisely, orally and in writing. Administer first-aid.

PHYSICAL EFFORT: Continual standing and/or walking at some assignments. Occasional running and/or physically demanding activities.

WORKING :
CONDITIONS: Works on continuous assignment of rotating shifts. Duties necessitate being outdoors in all types of weather. Subject to fume and noise in tunnels. Exposure to fire and smoke in emergencies.

MECHANICAL SKILLS: Use firearms skillfully.

SPECIAL
REQUIREMENTS: Possession of a valid New Jersey or New York driver's license

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DOCUMENT "A"

Specification No. 2601
Date Revised: 06/98

CLASSIFICATION: Detective Criminal-Investigations Bureau
DEPARTMENT: Public Safety Department

A. CHARACTERISTICS OF CLASS:

In the series of police classes, this class performs confidential investigatory functions for the purpose of maintaining internal security at Port Authority facilities and preventing unlawful conduct. Incumbents in the class normally work according to established rules and regulations, but in unusual circumstances are required to use initiative and sound judgement in adopting the best course of action.

Essential characteristics of positions in the class are:

Acts as a law enforcement officer of the States of New York and New Jersey for the Superintendent of Police with the specific responsibility of maintaining surveillance of activities at Port Authority facilities and conducting confidential security investigations.

B. RELATIONSHIP TO OTHER CLASSES:

As compared to the higher rated class of Detective Sergeant-Public Safety Department consisting of first level supervisors of Police Investigatory functions, the Detective works independently and normally has no supervisory responsibilities.

C. WORK RELATIONSHIPS:

A Detective normally works under the immediate supervision of a Detective Sergeant-Public Safety Department who oversees and directs his activities.

Has daily contact with public and other agencies on confidential security investigative duties.

D. MAJOR FUNCTIONS:

(The functions described below are indicative of the level and type of work performed in this classification. However, incumbents in this class may perform any combination of the listed functions or related work of comparable type and difficulty.)



1. Maintains internal security at Port Authority facilities by observing activities, collecting information on personnel, property and operations, establishing factual evidence of conduct in violation of Federal, State and Municipal laws and Port Authority Rules and Regulations, apprehending violators and giving testimony in the prosecution of violations and criminal offenses.
2. Maintains surveillance, conducts investigations and takes appropriate police action to prevent or apprehend perpetrators or theft, robberies, sex offenses, homicides and similar criminal activities in public and other areas at Port Authority facilities.
3. Investigates the loss of Port Authority funds and property as a result of theft, fraud and other unlawful acts involving revenues, use fees, equipment and fixtures, claims, etc
4. Investigates and takes appropriate police action in connection with reported incidences and conditions such as complaints against members of the Port Authority Police, narcotics use and traffic, soliciting, bomb threats, juvenile mischief, loitering, pickpockets, unlawful possession of weapons, telephone coin box thefts, stowaways and fugitives, burglaries and larcenies at Port Authority facilities.
5. Makes character investigations of new employees including Police Officer candidates and reports on their suitability for Port Authority employment, verifies and reports on the background of prospective tenants of Port Authority facilities. Participates in arranging and providing protection for well-known visitors to Port Authority facilities. Investigates and gathers evidence concerning serious vehicular accidents and aircraft emergencies.
6. Under the direction of a higher level supervisory officer, may participate in confidential internal investigations emanating from the office of the Superintendent of Police.
7. Performs directed patrol and other appropriate duties.
8. Performs other comparable related Police Officer duties.

E. SPECIFIC RESPONSIBILITIES:

1. Human Resources: None

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2. Public Relations: Constant contact with the public during their investigating duties with people from a variety of socio-economic backgrounds.
3. Physical and Financial Resources: None
4. Decisions: Must make own judgement on recommendations concerning facts gathered during investigations.
5. Planning: Must plan own time to make maximum use of resources available.
6. Knowledge and Ability: Possesses social skill to establish and maintain effective working relationship with public. Observe situations analytically and objectively. Use good judgement to make responsible sound recommendations and decisions. Express self clearly and concisely, both orally and written. Recall facts and incidents and present them both clearly and logically. Perform a good deal of outdoor work during surveillance and investigation duties. Skillfully use firearms. Irregular work hours. Must possess a valid New Jersey or New York Driver's License.

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Date Issued: 6/98

CLASSIFICATION: Police Sergeant
DEPARTMENT: Public Safety Department

Under the immediate supervision of a Police Captain, Police Lieutenant or in some cases an administrative supervisor, is responsible for the activities of a group of Police Officers. Work is generally performed in accordance with established rules and regulations, but in emergencies or unusual circumstances, sound judgment and initiative are needed to take effective action. Work is subject to review through reports and inspections of supervisor. (Individual positions may perform any combination of the following duties.)

REGULAR DUTIES

1. Inspects the appearance and equipment of Police Officers at the beginning of tours and records absences. Assigns posts and specific duties to officers. Observes their work and, as needed, gives instructions in the performance of their assigned duties. Issues special instructions and assignments at the scene of unusual activities.
2. Reviews reports on daily activities and on unusual incidents submitted by officers. Makes special investigations of unusual happenings or conditions as directed.
3. Trains and instructs new Police Officers in specific facility assignments, procedures and practices, including detailed traffic control and routing techniques, equipment operation, communication procedures etc.
4. Supervises the placing of traffic barriers, and distribution of traffic. May examine vehicles and cargo to determine conformance to regulations for admittance to Port Authority facilities.
5. Is responsible for the activities of an emergency garage at a bridge or tunnel facility on an assigned tour. Supervises and instructs Police Officers in the use of tractors and towing equipment to remove stalled vehicles from traffic lanes. directs and participates in towing, fire fighting and first aid activities at the scene of emergencies.
6. Is responsible for fire fighting and crash equipment and crews at an airport facility on an assigned tour. Directs and participates in fire fighting and rescue work, and supervises and instructs Police officers in the operation and use of emergency equipment. Maintains facility police records and acts as custodian of found property until properly disposed of.
7. Is responsible for the protection of life and property at a facility on an assigned tour. Supervises and participates in patrolling areas, observing vehicular and pedestrian traffic, preventing crime, answering inquiries, etc.
8. When assigned to the Central Police Desk, is responsible for the assignment of central police pool personnel, for proper notification of supervisors in cases of serious occurrences and for the maintenance of records.

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Specification. No. 2605

9. Performs related duties as assigned.

TRAINING: Graduation from a standard or vocational high school

EXPERIENCE: 2 years experience as a Port Authority Police Officer

ABILITY: Understand and apply Port Authority traffic and police rules and regulations, the criminal and traffic laws of the States of New York and New Jersey and municipal traffic ordinances. Understand the duties and responsibilities of a law enforcement officer.
Apply the principles of first-aid and use skill in rendering same.
Understand and be able to direct Civil Defense activities at facilities.
Assign and supervise the work of Police Officers.
Give verbal and written instructions.
Establish and maintain effective work relationships with employees, general public and adjacent police and fire departments.
Learn the uses and operation of towing, fire fighting and related equipment.
Observe situations analytically and objectively, and make decisions in emergencies.

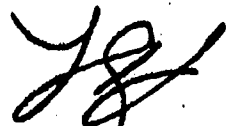
PHYSICAL EFFORT: Continual standing and/or walking on some assignments.

WORKING CONDITIONS: Duties necessitate being outdoors in all types of weather. Subject to fumes and noise in tunnels. Exposure to fire and smoke in emergencies.

MECHANICAL SKILLS: Use firearms skillfully.

SPECIAL REQUIREMENTS: Possession of drivers license as issued by the States of New York or New Jersey.

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CLASSIFICATION: Detective Sergeant – Criminal Investigations Bureau
DEPARTMENT: Public Safety Department

A. CHARACTERISTICS OF CLASS

In the series of Police Operations Classes, this class is responsible for the activities of detectives and plainclothesmen. Work is generally performed in accordance with standard practice and established rules and regulations; but in emergencies, sound judgment and initiatives are used in adopting the best course of action.

B. RELATIONSHIP TO OTHER CLASSES

As compared to higher rated classes such as Police Lieutenant, who is a second level supervisor of a group of Police Sergeants and Police Officers, the Police Detective Sergeant is the first level supervisor over a group of detectives and plainclothesmen.

C. WORK RELATIONSHIPS

Works under the direct supervision of the Commanding Officer, Criminal Investigation Bureau, or Detective Lieutenant who checks his work through reports and periodic inspection.

D. MAJOR FUNCTIONS

The functions described below are indicative of the level and type of work performed in this classification; however, incumbents in this class may perform any combination of the listed functions or related work of comparable types and difficulty.

Observes the appearance and equipment of detectives or plainclothesmen assigned to him and records absences. Assigns investigations, follow-ups, surveillances and other related specific duties to detectives and assigned plainclothesmen. Observes their work and, as needed, gives instructions and assignments at the scene of unusual activities.

Reviews reports or daily activities and unusual incidents submitted by officers. Conducts special investigations of unusual happenings or conditions as directed. May, at the direction of a higher supervisory officer, engage in confidential investigations emanating from the office of the Superintendent of Police.

Trains and instructs new plainclothes personnel in specific unit assignments, procedures and practices including established investigative techniques, equipment operation, communication procedures, etc.

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D. MAJOR FUNCTIONS (Cont'd)

Evaluates detectives and plainclothes personnel performance submitting recommendations for advancement, assignment and merit salary increases.

Responsible for the completion and maintenance of records and communications relating to investigative activities.

Plans and supervises the policing of public tenant and Port Authority areas for security purposes. Enforces Port Authority rules and regulations and public laws:

May perform other comparable related Police duties.

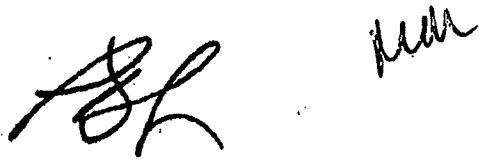
E. SPECIFIC RESPONSIBILITIES

1. Human Resources: Supervises a small group of detectives and plainclothesmen and develops their abilities.
2. Public Relations: During the course of investigations is involved with the public, Port Authority tenants, other Port Authority Units, or other police or civilian organizations often in situations that require the use of tact and good judgement.
3. Physical and Financial Resources: Indirectly responsible for physical resources of areas assigned for protection of property.
4. Decisions: May be called on to perform on the spot emergency duties such as the protection of lives, aiding the injured, and protection of property.
5. Planning: Plans the proper utilization of manpower assigned so that maximum utilization will result.
6. Knowledge and Ability Requirements:

1. Knowledge: Understand and apply Port Authority rules and regulations especially where they apply to employees of the Port Authority who may be the subject of an investigation. Understand and advise such an employee of his rights as outlined.

Understand the duties and responsibilities of law enforcement officer.
Express self clearly and concisely, both orally and in writing.
Observe situations analytically and objectively and make proper decisions in emergencies.

Be knowledgeable in laws and ordinances of New York and New Jersey.

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6. Knowledge and Ability Requirements: (Cont'd)

2. Physical Effort: Continual standing and/or walking on some assignments.
3. Mechanical Skills: Use firearms skillfully.
4. Working Conditions: Work often requires protracted tours of duty and extended work schedule.
5. Special Requirements: Possession of a driver's license as issued by the states of New York and New Jersey.

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CLASSIFICATION: Police Lieutenant
DEPARTMENT: Public Safety Department

Under the direct supervision of a Police Captain plans and supervises the activities of Police Sergeants and Officers at a large Port Authority facility; or under the supervision of the Superintendent of Police, engages in responsible police planning and research studies and supervises Central Police Desk activities. Work is normally performed with some independence within established policies and precedents, but prompt and decisive action is required in emergencies. Work is subject to review through reports, conferences and results achieved.

REGULAR DUTIES:

Plans and prepares specific work schedules and designates work assignments. Observes the work of Police personnel supervised and instructs them in the performance of their duties. Issues notices and local regulations, and at the scene of unusual occurrences directs police activities.

Inspects the equipment and quarters assigned to police personnel, gives directions on its operation or use, and makes arrangements for its repair and maintenance.

Makes investigations of unusual occurrences and other traffic and security matters, prepares reports of findings for superior, and takes or recommends corrective measures.

Is responsible for the completion and maintenance of a variety of records on traffic and security activities, police personnel and toll collection activities.

Supervises the direction and control of vehicular traffic in accordance with established traffic flow and routing patterns, and the enforcement of traffic regulations. Directs the removal of stalled vehicles from bridge, tunnel and other roadways and checks on the use, operation and maintenance of towing equipment. Issues instructions on the closing of traffic lanes for maintenance activities in an emergency situation. Oversees the collection and accounting of tolls in accordance with established procedures.

Plans and supervises the policing of public, tenant and Port Authority areas for security purposes. Enforces the Port Authority rules and regulations and public laws. Investigates unusual acts and occurrences, and takes corrective action or makes recommendations to superior.

Supervises the training of emergency crews; directs the operation, use and care of emergency equipment; and supervises fire fighting, towing and rescue activities.

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Is responsible for fire fighting and crash equipment and crews at an airport facility. Directs and participates in fire fighting and rescue work and supervises and instructs Police Officers and Sergeants in the operation and use of emergency equipment.

Inspects buildings, roadways, open areas and facility activities for fire and accident hazards and insures enforcement of fire, traffic, safety regulations.

Maintains liaison and cooperates with police personnel of municipalities adjoining Port Authority facilities and with representatives of other law enforcement agencies.

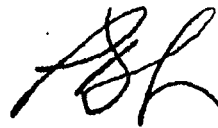
Supervises the operation of the Central Police Desk including the assignment of traffic personnel to facilities from the reserve pool and recording of significant facility police occurrences (acting in a staff capacity.)

May engage in responsible police planning and research studies and act as secretary of the Board of Inquiry and Recommendations (acting in a staff capacity.)

Performs related duties as assigned.

TRAINING: Graduation from a standard high school.

EXPERIENCE: At least 2 years experience as a Port Authority Police Sergeant.

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CLASSIFICATION: Detective Lieutenant – Criminal Investigation Bureau
DEPARTMENT: Public Safety Department

A. CHARACTERISTICS OF CLASS

In the series of Police Operations classes, the incumbent in this class is responsible for planning and supervising the activities of Detective Sergeants and Detectives.

B. RELATIONSHIP TO OTHER CLASSES

The Detective Lieutenant, Criminal Investigation Bureau, works under the general supervision of the Commanding Officer, Criminal Investigation Bureau. This class, however, is the responsible supervisor for subordinate Criminal Investigation Bureau personnel and performs a variety of administrative duties associated with the management of the Criminal Investigation Bureau.

C. WORK RELATIONSHIPS

Receives general supervision and specific assignments from a Commanding Officer, Criminal Investigation Bureau, who reviews his activities through reports, conferences and results achieved.

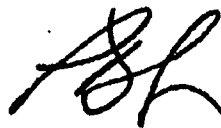
D. MAJOR FUNCTIONS

Plans and prepares specific work schedules and designates work assignments. observes the work of personnel in the Criminal Investigation Bureau and instructs them in the performance of their duties. Issues notices and local regulations; and at the scene of a crime or other unusual occurrence assumes control of the investigation.

Inspects the equipment and quarters assigned to detective personnel, gives direction on its operation or use, and makes arrangements for its repair and maintenance.

Conducts investigations of unusual occurrence and other security related matters, prepares reports of findings for superiors and initiates or recommends corrective measures.

Responsible for the maintenance and completion of records on investigative and security activities.



Plans and supervises the policing of public, tenant, and Port Authority areas for security purposes. Enforces the Port Authority rules and regulations and public laws.

Maintains liaison with airlines and police agencies.

Evaluates new investigative techniques and recommends adoption of those most suitable to Port Authority requirements.

Develops overall plans for security measures at Port Authority facilities.

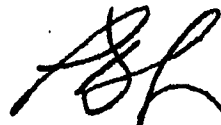
May perform a variety of related administrative and police duties as required.

E. SPECIFIC RESPONSIBILITIES

1. Human Resources - Supervises Detective Sergeants and Detectives in the Criminal Investigation bureau and develops the abilities of subordinate personnel.
2. Public Relations - Maintains considerable contact with the Port Authority tenants and other police and governmental agencies.
3. Physical and Financial Resources - Provides advice and assistance in recommending the most effective and economical security coverage of Port Authority facilities.
4. Decisions - Work is normally with some independence within established policies, but prompt and decisive action is required in emergencies.
5. Planning - Develops short and long-range plans to effectively utilize personnel and resources available.

F. KNOWLEDGE AND ABILITY REQUIREMENTS

1. Knowledge - Should be familiar with supervisory techniques and procedures regarding undercover investigations, the Criminal Codes of New York and New Jersey and PAIs, PDIs and Port Authority Rules and Regulations.



2. Physical Effort – May require extensive standing, walking, or running in some situations.
3. Mechanical Skills – Not applicable.
4. Working Conditions – Both office and field environments, including exposure to elements on occasion and the possibility of personal risk.
5. Special Requirements – Proficiency with handgun; valid New York or New Jersey driver's license.

G. QUALIFICATIONS

1. Education – Graduation from high school required; college level degree highly desirable.
2. Experience – Minimum of six months experience as a Port Authority Police Lieutenant immediately prior to appointment to the Criminal Investigation Bureau. Broad based supervisory, investigative and general administrative experience desirable.

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POLICE INSPECTOR

Under the supervision of the Superintendent of Police, performs responsible administrative duties in developing police security standards and programs and maintaining standards in the field. Work is performed within established policies and general directions, but independence is used in the normal execution of duties. Work is subject to review of superior through conferences, reports and appraisal of results achieved

REGULAR DUTIES

1. Directs inspections to insure maintenance of established police and security standards including uniforms of police personnel; adequacy of conduct rules and regulations; traffic control; law enforcement and accident investigation policies and standards; and the condition of police quarters, equipment and supplies. Discusses unsatisfactory conditions with superior officers or managers of facilities and recommends corrective measures.
2. Makes personal observations to ascertain the fidelity with which established procedures are followed, appraise the morale and attention to duty of police personnel, evaluate public reactions to the police and determine working conditions of assigned personnel. Prepares reports to superior on the results of inspections and observations.
3. Directs the police-training program for all ranks by providing information needed in the performance of duty or in meeting responsibilities, developing ability to perform duties and developing ability to exercise sound judgment in the performance of duties.
4. Develops and establishes standards for the control and issuance of uniforms, insignia, firearms and other personal equipment. Recommends general regulations to superior for the maintenance of police discipline.
5. Studies and makes recommendations on the training, operating procedures and equipment of police personnel assigned to firefighting and emergency services.
6. Screens requests for illustrative and technical data on Port Authority facilities from unfamiliar sources. Reviews and comments on suggestions, plans and specifications submitted to the division.
7. Develops emergency and civil defense plans for the Port Authority and integrates the local plans of each facility into the program. Arranges for employee training, conducts tests and makes recommendations on equipment, supplies and other preparation needed for the program. Coordinates the Port Authority program with the procedures of governmental civil defense organizations.
8. Assists other departments in arranging and conducting inspection trips, ceremonies and other events requiring the use of police personnel.

9. Contacts various law enforcement and firefighting organizations to coordinate Port Authority Police programs with their activities in times of emergency and to obtain data on new innovations.
10. Performs related duties as assigned.

POLICE CAPTAIN

Under the supervisory of a facility manager, plans, coordinates and' supervises traffic and police activities at a major Port Authority facility. Work is normally performed within established policies and regulations, sound judgment and decisive action are required in emergencies and in meeting work problems. Work is subject to review through reports, conferences and effectiveness of traffic and police measures taken.

Individual Police Captain positions may require the performance of any combination of the following duties:

REGULAR DUTIES

1. Plans traffic and police activities at a major Port Authority Facility.
 - a. Makes recommendations on the need for police coverage at specific areas/locations.
 - b. Supervises the preparation of police work schedules and assignments.
2. Supervises the preparation of the facility police budget.
3. Is responsible for emergency equipment/crews at an airport facility.
 - a. Supervises fire-fighting and rescue operations.
 - b. Supervises the instruction of subordinates in the operation and use of airport emergency equipment.
4. Is responsible for emergency equipment/crews at a tunnel or facility.
 - a. Supervises fire-fighting and rescue operations.
 - b. Supervises the instruction of subordinates in the operation and use of emergency equipment.
5. Conducts facility inspection for fire and other hazards and implements corrective measures when warranted.
6. Supervises Police Lieutenants and through them, their subordinates, to assure:
 - a. Proper operation of emergency equipment.
 - b. Enforcement of Port Authority Rules and Regulations.
 - c. Enforcement of traffic and criminal statues.
 - d. Compliance of Police Division and facility instruction.
7. Inspects equipment and quarters assigned to facility police and implements corrective measures when warranted.
8. Makes recommendations on the need for new or additional police equipment.

9. Reviews reports of criminal activity, accidents, unusual occurrences and other police activities and initiates corrective measures when warranted.
10. Investigates all complaints involving facility police personnel or police operations.
 - a. Notifies the Inspector of Police of the nature of the complaint.
 - b. The results of the investigation, with recommendations, are forwarded to the Deputy Inspector who is responsible for the activities of the affected facility.
11. Confers with representatives of other Criminal Justice Agencies on matters of mutual concern.
12. Inspects other than assigned facility on an unscheduled basis.
 - a. To observe police activities.
 - b. Appraise the effectiveness of the police operation and its conformance to established procedure and standards.
 - c. Submits a report of the unscheduled inspection to the Deputy Inspector of Police who is responsible for the activities of the inspected facility.
13. Performs related duties as assigned.

POLICE LIEUTENANT

Under the direct supervision of a Police Captain or an Administrative Superior, plans and supervises the activities of Police Officers and Police Sergeants at a large Port, Authority facility. Work is generally performed in accordance with established rules and regulations, but in emergencies or unusual circumstances sound judgment and initiative are needed to take effective action. Work is subject to review through reports and inspections of superior.

Individual Police Lieutenants may perform any combination of the following duties:

REGULAR DUTIES:

1. Plans and prepares specific work schedules and makes work assignments. Observes the work of police personnel under his supervision and instructs them in the performance of their duties. Issues notices and local regulations, and at the scene of unusual occurrences, directs police activities.
2. Inspects the equipment and quarters assigned to police personnel, gives directions on its operation or use, and makes arrangements for its repair and maintenance.
3. Makes investigations of unusual occurrences and other traffic and police matters, prepares reports of findings for superior, and takes or requirements corrective measures.
4. Is responsible for the completion and maintenance of a variety of police records.
5. Supervises the direction and control of vehicular traffic in accordance with established traffic flow and routing patterns, and the enforcement of traffic regulations. Directs the removal of stalled vehicles from bridge, tunnel and other roadways and checks on the use, operation and maintenance of towing equipment.
6. Plans and supervises the policing of public, tenant and Port Authority area for security purposes. Enforces Port Authority rules and regulation and public laws. Investigates unusual acts and occurrences, and takes corrective action or makes recommendations to superior.
7. Supervises the training of emergency crews; directs the operation, use and care of emergency equipment; and supervises fire fighting, towing and rescue activities.
8. Inspects buildings, roadways, open areas and facility activities for accident hazards and insures enforcement of fine, traffic safety and.
9. Maintains liaison and cooperates with police personnel of Criminal Justice Agencies adjoining Port Authority facilities and with representatives of other law enforcement agencies.
10. Performs related duties as assigned.

DETECTIVE LIEUTENANT

The Detective Lieutenant works under the general supervision of the Commanding Officer, Investigative Unit. He is the responsible supervisor for subordinate Investigative Unit personnel and performs a variety of administrative duties associated with the management of the Investigative Unit. Work is subject to review through reports, conferences and results achieved.

REGULAR DUTIES

1. Plans and prepares specific works schedules and designates work assignments. Observes the work of personnel in the Investigative Unit and instructs them in the performance of their duties. Issues notices and local regulations; and at the scene of a crime or other unusual occurrence, assumes control of the investigation.
2. Inspects the equipment and quarters assigned to detective personnel; give direction on its operation or use; makes arrangements for its repair and maintenance.
3. Conducts investigations of unusual occurrences and other security related matters; prepares reports of findings for superiors and initiates or recommends corrective measures.
4. Responsible for the maintenance and completion of records on investigative and security activities.
5. Plans and supervises the policing of public, tenant, and Port Authority areas for security purposes. Enforces Port Authority rules and regulations and public laws. .
6. Maintains liaison with airlines and other police agencies.
7. Evaluates new investigative techniques and recommends adoption of those most suitable to Port Authority requirements.
8. Develops overall plans for security measures at Port Authority facilities.
9. Performs the duties of the Commanding Officer, Investigative Unit, in his absence.
10. May perform a variety of related administrative

POLICE SERGEANT

Under the immediate supervision of a Police Captain, Police Lieutenant or, in some Cases, of an administrative superior, is responsible for the activities of a group of Police Officers. Work is generally performed in accordance with established rules and regulations, but in emergencies or unusual circumstances sound judgment and initiative are needed to take effective action. Work is subject to review through reports and inspections of superiors.

Individual Police Sergeant positions may require the performance of any combination of the following duties:

REGULAR DUTIES

1. Inspects the appearance and equipment of Police Officers at the beginning of tours and records absences. Assigns posts and specific duties to officers. Observes their work, and as needed, gives instructions in the performance of their assigned duties. Issues special instructions and assignments at the scene of unusual activities.
2. Reviews reports on daily activities and on unusual incidents submitted by officers. Makes special investigations of unusual happenings or conditions as directed.
3. Trains and instructs new Police Officers in specific facility assignments, procedures and practices, including detailed traffic control and routing techniques, equipment operation, communication procedures, etc.
4. Supervises the placing of traffic barriers, and distribution of traffic. May examine vehicles and cargo to determine conformance to regulations for admittance to Port Authority facilities.
5. Is responsible for the activities of an emergency garage at a bridge or tunnel facility on an assigned tour. Supervises and instructs Police Officers in the use of tractors and towing equipment to remove stalled vehicles from traffic lanes. Directs and participates in towing, firefighting and first aid activities at the scene of emergencies.
6. Is responsible for firefighting and crash equipment and crews at an airport facility on an assigned tour. Directs and participates in firefighting and rescue work, and supervises and instructs Police Officers in the operation and use of emergency equipment. Maintains facility police records and acts as custodian of found property until properly disposed of.
7. Is responsible for the protection of life and property at a facility on an assigned tour. Supervises and participates in patrolling areas, observing vehicular and pedestrian traffic, preventing crime, answering inquiries, etc.
8. When assigned to the Central Police Desk, is responsible for the assignment of Central Police Pool personnel, for proper notification of superiors in cases of serious occurrences and for the maintenance of records.
9. Performs related duties as assigned.

DETECTIVE SERGEANT

Under the direct supervision of the Commanding Officer, Criminal Investigation Bureau, or Detective Lieutenant who checks his work through reports and periodic inspection, is responsible for the activities of a group of detectives and plainclothesmen. Work is generally performed with standard practice and established rules and regulations, but in emergencies, sound judgment and initiative are used in adopting the best course of action. He may be required to perform any combination of the following duties:

REGULAR DUTIES

1. Observes the appearance and equipment of detectives or plainclothesmen assigned to him and records absences. Assigns investigations, follow-ups, surveillances and other related specific duties to personnel. Observes their work and as needed, gives instructions in the performance of their assigned duties. Issues special instructions and assignments at the scene of unusual activities.
2. Reviews reports on daily activities and unusual incidents submitted by _officers. Conducts special investigations of unusual happenings or conditions as directed. May, at the direction of higher-level supervisory officer, engage in confidential investigations emanating from the office of the Superintendent of Police.
3. Trains and instructs new plainclothes personnel in specific unit assignments, procedures and practices including established investigative techniques, equipment operation, communications procedures, etc.
4. Evaluates detectives and plainclothes personnel performance, submitting recommendations for advancement, assignment and merit salary increases.
5. Has responsibility for the completion and maintenance of records and communications relating to investigative activities.
6. Plans and supervises the policing of public tenant and Port Authority areas for security purposes. Enforces Port Authority rules and regulations and public laws.
7. May perform other comparable related police duties.

POLICE OFFICER

Under the immediate supervision of a Police Sergeant maintains law and order and protects life and property at or in the vicinity of Port Authority facilities. Normal duties are performed according to established rules and regulations but in emergencies sound judgment and initiative are required to adopt the best course of action. Work is subject to check through reports and frequent inspections by superiors.

Individual Police Officer positions may require the performance of any combination of the following duties:

REGULAR DUTIES

1. Directs the movement of vehicular and pedestrian traffic at or in the vicinity of a facility. Controls and expedites traffic movement in accordance with established patterns of traffic flow and routing under normal conditions, but in unusual circumstances devises temporary traffic regulation methods.
2. Patrols assigned posts or areas by foot or automobile. Observes the flow of vehicular traffic and takes appropriate actions to prevent or clear stoppages and prevent violations of traffic regulations. Patrols assigned areas to protect property, to prevent unlawful conduct and incidents, and to caution or to apprehend violators.
3. Operates tractors and towing equipment and removes stalled vehicles from tunnel, bridge and contiguous roadways. Operates emergency equipment and responds to alerts at airports. Fights fires, administers first aid and takes other related actions as needed in emergencies.
4. Enforces traffic regulations as a peace officer. Issues summons, and prefer charges against violators of municipal and state statutes, and gives testimony as required.
5. May perform duties such as the following on specific assignments:
 - a. Checks the weight, size and cargo of vehicles to determine conformance to hazardous cargo and other regulations and eligibility for admittance to Port Authority facilities.
 - b. Acts as aide to superior officer. Maintains records, prepares reports and work schedules, checks roll calls and squad assignments and acts as custodian of police records, supplies and found property.
 - c. Mans police desk at a facility. Maintains police blotter and various logs and records. Receives complaints, and answers questions and performs miscellaneous clerical duty.

6. Is responsible for the protection of life and property at a facility on an assigned tour. Supervises and participates in patrolling areas, observing vehicular and pedestrian traffic, preventing crime, answering inquiries and performing related police duties.
7. When assigned to the Central Police Desk, is responsible for the assignment of Central Police Pool personnel, proper notification of superiors in cases of serious occurrences and the maintenance of records.
8. Performs other related duties as assigned.

DETECTIVE

Under the direct supervision of the Commanding Officer of the Investigative Unit, a Detective Lieutenant and a Detective Sergeant, performs confidential investigatory functions for the purpose of maintaining internal security at Port Authority facilities and preventing unlawful conduct. Detectives normally work according to established rules and regulations, but in unusual circumstances are required to use initiative and sound judgment in adopting the best course of action. In accomplishing this responsibility, he may be required to perform any combination of the following duties:

REGULAR DUTIES

1. Maintains internal security at Port Authority facilities by observing activities, collecting information on personnel, property and operations, establishing factual evidence of conduct in violation of Federal, State and Municipal laws and Port Authority Rules and Regulations, apprehending violators and giving testimony in the prosecution of violations and criminal offenses.
2. Maintains surveillance, conducts investigations and takes appropriate police action to prevent or apprehend perpetrators of theft, robberies, sex offenses, homicides and similar criminal activities in public and other areas at Port Authority facilities.
3. Investigates the loss of Port Authority funds and property as a result of theft, fraud and other unlawful acts involving revenues, use fees, equipment and fixtures, claims, etc.
4. Investigates and takes appropriate police action in connection with report incidences and conditions such as complaints against members of the Port Authority Police, narcotics use and traffic, soliciting, bomb threats, juvenile mischief, loitering, pickpockets, unlawful possession of weapons, telephone coin box thefts, stowaways and fugitives, burglaries and larcenies at Port Authority facilities.
5. Makes character investigations of new employees including Police Officer candidates and report on their suitability for Port Authority employment, verifies and report on the background of prospective tenants of Port Authority facilities. Participates in arranging and providing protection for well-known visitors to Port Authority facilities. Investigates and gathers evidence concerning serious motor vehicle accidents and aircraft emergencies.
6. Under the direction of the Internal Affairs Division Commanding Officer, and while assigned to Internal Affairs Division, may participate in confidential internal investigations emanating from the office of the Superintendent of Police.
7. Performs other comparable related duties as assigned.