

ACADEMIC AND PERFORMANCE REQUIREMENTS

The Port Authority Police Academy's Basic Course for Police Officers 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.

As a Port Authority Police Officer, individuals will encounter various situations that challenge their intellectual and physical fortitudes. This is especially true during training at the Police Academy, where performance will be evaluated in the following categories. Successful completion of the Police Academy Basic Course for Police Officers requires each Recruit to achieve a **score of 70%** in each of the following categories:

- Academics (50%)
- Performance Skills (40%)
- Supervisory Evaluations and Discipline/Attitude (10%)

The Police 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 Training, 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. **Quizzes** - Quizzes will be given on a regular basis during the training program and will cover blocks 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.
 - **Quiz Failures** - There is no retaking of quizzes. Failure of one (1) quiz will result in the issuance of one (1) negative Student Training Activity Report (STAR) card. If a Recruit fails multiple written quizzes the Recruit will appear before the Recruit Evaluation Board where the Commanding Officer of the Police Academy or their designee will identify deficiency(s), recommend ways to correct performance on future quizzes by reinforcing importance of comprehending materials covered on quizzes and schedule remedial training. A recruit who fails five (5) written quizzes will be brought before the Recruit Evaluation Board which will consider recommending termination from the program.

2. **Written Tests** - Academic performance of each Recruit will also be measured by 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: Emergency Medical Responder, a minimum passing score of **80%** must be achieved; AHA (American Heart Association) CPR, a minimum passing score of **84%** must be achieved; and Use of Force, a perfect score of **100%** must be achieved.
 - **Test Failures** –
 - A Recruit who fails one (1) initial written test will be brought before the Recruit Evaluation Board.
 - A Recruit who fails two (2) initial written tests will be placed on academic probation for a specified period of time, determined by the Recruit Evaluation Board.
 - A Recruit who fails three (3) initial written tests will be brought before the Recruit Evaluation Board which will make recommendations on a course of action.
 - A recruit who fails four (4) initial written tests will be brought before the Recruit Evaluation Board which will consider recommending termination from the program.
 - 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.
3. **Written Comprehensive Examinations (Quarterly)** – Four quarterly examinations will be administered during the training program. These exams also constitute a percentage of the overall GPA. The exams are comprehensive in nature and will contain questions addressing all disciplines. A minimum passing score of **70** must be achieved on each examination.
4. **Failure of a Written Comprehensive Examination (Quarterly)** - Failure of the First, Second, and/or Third Quarterly examinations will be treated similarly to the failure of an initial written test, with the same re-test policy. Failure of the Final Quarterly examination will result in the immediate recommendation to the Superintendent of Police/Director of Public Safety for termination from the program.

BASIC COURSE FOR POLICE OFFICER COURSE CURRICULUM

Overall Recruit training will consist of approximately 935.5 hours of instruction in the following areas listed on the next page:

I. ACADEMIC TRAINING

Administration Procedures

Recruits will be instructed in the following Administration Procedures topics:

Employee Code of Ethics and related policies

Human Resources Day

Police Patrol Guide

PAPD Rules & Regulations

Equipment Issuance

Technology Orientation

History, Structure and Regional &

Global Role of the Port Authority

Culmination Ceremonies

Drills and Ceremonies

Roll Call/Inspections

Academic Standards (Tests/Evaluations)

Professional Standards

Administration of Criminal Justice

Recruits will be instructed in the following Administration of Criminal Justice topic:

Moot Court

Basic Law

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

- Introduction to Law
- The US Constitution & Bill of Rights The Criminal Justice System
- The Court System/Standards of Proof Laws of Arrest
- Levels of Intrusion Street Encounters (SQF) Probable Cause
- Use of Force
- Use of Force Reporting
- Introduction to Unconsolidated Laws
- Interrogation and Confessions
- Eyewitness Identification Testimonial Evidence
- Domestic Violence
- Civil Liability
- Discretionary Powers
- Search & Seizure
- Law Enforcement Safety Act HR 218/18 USCA 926a Transporting a Firearm

Basic Law – New York

Recruits will be instructed in the following areas of Basic Law-NY:

- Intro to Penal Law Assault
- Homicide
- Sex Offenses & Prostitution
- Trespass and Burglary
- Auto Related Offenses
- Kidnapping, Unlawful Imprisonment, Labor Trafficking & Custodial Interference Youth Services Unit (YSU) Disorderly Conduct, Riot,
- Unlawful Assembly & Loitering Discretionary Powers
- Bribery & Unlawful Gratuities Weapons
- Drugs and Marihuana
- Quality of Life Offenses
- Criminal Mischief and Arson
- Obstructing Governmental Administration
- Escape, Resisting Arrest, Unlawful Fleeing
- Harassment, Reckless Endangerment,
- Stalking, Menacing & Luring a Child
- Larceny, Robbery, Criminal Possession of Stolen Property, Forgery, Theft of Services

Basic Law – New Jersey

Recruits will be instructed in the following areas of Basic Law-NJ:

- Intro to NJ Code of Criminal Justice Criminal Homicide
- Kidnapping and Related Offenses Arson and Property Destruction Bias Crimes
- Robbery and Carjacking
- Bribery and Corrupt Influence
- Public Indecency Offenses
- Controlled Dangerous Substance Offenses
- Riot, Disorderly Conduct and Related Offenses
- Firearms, Other Dangerous Weapons and Instruments
- Inchoate Crimes
- Assault and Assault Related Offenses Sexual Offenses
- Burglary and Other Intrusion Theft Offenses
- Forgery and Fraudulent Practices Misconduct or Abuse in Office
- Perjury and Other Falsification in Official Matters
- New Jersey Juvenile Law
- Obstruction, Governmental Operation, and Escape
- Offenses Against the Family Children and Incompetents

Counterterrorism Training

Recruits will be instructed in the following areas of Counterterrorism Training:

- Fraudulent Documents Personal Radiation Detector
- Confined Space Awareness/Hazmat Law Enforcement Protective Measures (LEPM)
- Advance Law Enforcement Rapid Response Training (ALERRT)
- Prevention of and Response to Suicide Bombing Incidents (PRSB)
- Incident Response to Terrorist Bombings (IRTB)
- Incident Command System (ICS)
- Riot Shield
- Civil Disturbances (Crowd Control)
- Law Enforcement Response Actions (LERA)
- Site Protection Through Observational Techniques (SPOT)
- Screening of Passengers Observational Techniques (SPOT)

Patrol Preliminary Investigations

Recruits will be instructed in the following Patrol Preliminary Investigations topics:

- Interview/Note Taking
- Hostage Awareness
- Medical Examination/Autopsy
- Physical Evidence
- Narcotics and Dangerous Drugs
- Common Criminal Investigation Techniques
- Organized Crime/Enterprise Corruption/
- Animal Abuse
- Injury and Death Cases
- National Transportation Safety Board (NTSB)
- Preliminary Investigations
- Missing Persons
- Human Trafficking
- Sex Crimes

Patrol Functions

Recruits will be instructed in the following Patrol Operations topics:

- Observations and Patrol Techniques Forms and Reports
- Suicide Awareness/Cell Block Detention Basic Fingerprinting (Live Scan)
- Arrest Processing – NY & NJ Arrest Scenarios
- Gang Awareness
- Vouchering/Inventories – NY & NJ Diplomatic Immunity
- Customer Service & Policing
- Report Writing
- Proper Handling/Safeguarding Prisoners
- Communication & Radios/8-Codes
- NJ Attorney General Mandated Racial Profiling
- (Video) Basic Spanish
- NYC C-Summons
- Unattended Bags/Suspicious Packages (K9)

Traffic Science

Recruits will be instructed in the following Traffic Science topics:

- Directing Traffic NJ Title 39
- Intro to Summons/McKinney's Law NJ Summonses
- NY Parking Violations Bureau Driving While Intoxicated VTL 1192
- Managing Accident Scenes/MVA Reports Motor Vehicle Stops
- Work Zone Safety Awareness Mobile Data Terminal (MDT)
- Traffic Enforcement & Police Image NY Vehicle and Traffic Law
- Traffic Summons (Practical) NY Universal Traffic Ticket PAPD TLC Complaint NJSA 39:4-50
- Drug Recognition Expert (DRE)
- Patrol Vehicle Operations & Maintenance Pursuit Driving and Policies
- Motor Vehicle Impounds

Behavioral Science

Recruits will be instructed in the following Behavioral Science topics:

- Verbal & Non-Verbal
- Communications Understanding
Human Behavior Mandated
Reporter/Child Abuse
- Victimology
- Alzheimer's/Safe Return
(Aged/Elderly) American Disabilities
Act/Special Needs
- Awareness of Emotional Reactions
- Perceptions & Attitudes
- Mental Illness
- Substance Abuse
- Autism
- Police Suicide Awareness
- Social Media

Police and the Community

Recruits will be instructed in the following Police & The Community topics:

- Orientation to Community Policing
Conflict Resolution/Problem Solving
Police Ethics
- De-Escalation Techniques
Bias Based Policing ICAT
- ABLE GOAL

II. PROFICIENCY AREAS/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/or evaluated in the following Proficiency Areas/Performance Skills:

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
- Personal Weapons
- Handcuffing (Compliant/Non-Compliant)
- Weapon Disarming
- Mental and Physical Preparation Combat Strikes
- Defense Against Chokes
- Search of Subject Control
- Holds
- Ground Self Defense
- Combat Stances
- Redirection of Force
- Weapon Retention
- Take Downs
- Movement Techniques
- Basic Boxing
- De-Escalation Techniques

In addition to the Defensive Tactics performance skills test, each Recruit must achieve a minimum passing **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.

Oleoresin Capsicum (OC) Spray

To successfully complete the Oleoresin Capsicum (OC) Spray Course and to become certified to carry the Port Authority Police 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 minimum passing **score of 70%** on the OC Spray written test.

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
- Methods of Carry
- Baton Two Handed
- Blocks
- Baton Retention
- Baton Grips
- Baton Draws
- Baton Counter Strikes

In addition to the Monadnock Expandable Baton performance skills test, each Recruit must achieve a minimum passing **score of 70%** on the Monadnock Expandable Baton written test. Failure to demonstrate an acceptable level of proficiency with the Monadnock Expandable Baton will result in a recommendation for termination from the program.

Basic 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 areas of instruction:

- Rules, Responsibilities & Practices Personal
- Safety Hazards
- Personal Safety Practices Rescues (Self, Non-Swimming, and Swimming Assist)
- Hypothermia
- Victim Stabilization
- Survival Swimming
- Emergency Care

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 three (3) specified fitness standard areas to determine the Recruit's current level of fitness.

2. Fitness Standards

Each Recruit is required to participate in the Physical Fitness training component of the Academy's instruction and must complete each component with reasonable effort and proper technique as taught and observed by Academy staff. Failure to demonstrate an acceptable level of proficiency in Physical Fitness and Wellness will result in a recommendation for termination from the program. Recruits are required to **meet and maintain** the minimum Physical Fitness standards listed below:

Exercise	Duration/Repetitions
1. Cardiovascular Endurance (1.5 mile run)	14 minutes & 24 seconds
2. Dynamic Strength (Push-ups)	25 repetitions
3. 300 Meter Run (328 yards)	68 seconds

*** Additionally, Recruits will be assessed on other areas of physical fitness that will be calculated towards their overall grade.

3. Assessment

There will be a total of three (3) Physical Fitness Assessments. Recruits are expected to meet or exceed the above minimum standards during each assessment. Scores will be calculated during each assessment and will be included in the final grade point average.

Emergency Medical Responder (EMR) Course

To successfully complete the Emergency Medical Responder skills area, each Recruit will have to properly demonstrate an acceptable level of proficiency in the following areas of instruction:

- Adult, Child, and Infant cardiopulmonary resuscitation (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 EMR course and must achieve a minimum passing **score of 80%** on all EMR 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 minimum passing **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 EMR will result in a recommendation for termination from the program.

Firearms Training System

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 45. 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 must achieve **an average** of no less than 80% of a possible perfect score (100%), after **three (3) consecutive** firings of the handgun qualification course. Under diminished light conditions, the Recruit must achieve a score of no less than 80% of a possible perfect score (100%), for **one (1) firing** of the handgun night qualification course.

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

Firearms Requirements

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 minimum 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 (3) consecutive firings of the Handgun Qualification Course, will 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 will not be fired on the same day as the initial record runs. The three remediation record runs scores shall be three (3) 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 each additional 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.

A trainee who fails to achieve a minimum passing **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 provided 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 each additional attempt at qualification
- The remaining 70 rounds are to be used for Remedial Training Exercises

A Recruit will have a maximum of four (4) opportunities to achieve a passing score on the firearms qualification requirement. A Recruit who fails to achieve a passing score after four (4) attempts will be brought before the Recruit Evaluation Board and will be recommended for termination.

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 the course to be qualified to carry or use a shotgun on patrol.

New Jersey Shotgun Qualification Course:

Course of Fire	Ammunition	Distance	Distance
Daylight	Buckshot	20 yards/60 feet	10 yards/30 feet
Diminished Light	Slug	20 yards/60 feet	10 yards/30 feet

Failure of Shotgun Training

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

Tactical Vehicle Stop Scenarios

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

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

Emergency Vehicle Operations Course (EVOC)

To successfully complete the Emergency Vehicle Operations Course, each Recruit will have to properly demonstrate a minimum acceptable level of proficiency in the areas described below.

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” 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 within the predetermined time limit (depending on weather and road conditions).

In addition to the proficiency 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. In addition to the cumulative course assessment, each Recruit must achieve a minimum passing **score of 70%** on the EVOC Practical Skills Evaluation test.

Recruit Fire Fighting Procedures Course

To successfully complete the Recruit Fire Fighting Procedures 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
- Identification and use of fire extinguishers on live fires
- Primary and secondary search techniques using SCBA
- Direct and indirect fire attack on a live fire
- Vehicle firefighting techniques
- Proper use of protective clothing

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

Failure of Fire Fighting Procedures 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.

