

POSITION DESCRIPTION

CLASS TITLE: Special Law Enforcement Officer III
DEPARTMENT: Bernardsville Police Department

GENERAL PURPOSE:

SLEO III personnel are part time employees of the Department that are subordinate to the Chief of Police and his/her designees. Under the direction of the Chief of Police the SLEO III conducts safety and security duties within schools located in the Borough of Bernardsville.

GENERAL DUTIES AND RESPONSIBILITIES:

1. Exercise full powers and duties similar to those of a permanent, regularly appointed full-time police officer while providing security in schools or on school premises during hours when the school is normally in session, or when it is occupied by students and their teachers while on duty in Bernardsville.
2. SLEO III personnel are not school employees and are subject to the chain of command established within the Police Department. . SLEO III officers may communicate directly with school officials and shall carry out their duties in cooperation with school officials and with the school system's security supervisor/administrator.
3. Conduct activities to provide general security and safety on school campus.
4. Respond and coordinate required assistance to emergencies that occur on school grounds.
5. Maintain order during school hours and at public gatherings on school premises in compliance with departmental procedures.
6. Regulate and control pedestrian and vehicular traffic to assure safe and efficient movement on school grounds and at entrances and exits to school facilities.
7. Prepare and submit reports required in accordance with Department procedures regarding activities and incidents that occur while on duty on school grounds.
8. Attend required training and maintain required certifications required for the position or as directed by the Chief of Police or his/her designee.
9. The use of a firearm by SLEO III Officers may be authorized only after the officer has been fully certified as successfully completing training as prescribed by the Police Training Commission and the Bernardsville Police Department.

POSITION DESCRIPTION

DESIRED MINIMUM QUALIFICATIONS:

- Be a resident of the State of New Jersey during his or her term of appointment to this position.
- Be able to read, write, and speak the English language with reasonable proficiency and possess a High School diploma or equivalent.
- Be sound in body and of good health, and be able to successfully pass medical testing certified by a physician licensed to practice in the State of New Jersey and psychological testing required for employment with the Bernardsville Police Department.
- Be of good moral character and must not have been convicted of any offense involving dishonesty as would make the applicant unfit to perform his or her duties.
- The applicant must be a retired law enforcement officer less than 65 years of age who served as a duly-qualified, fully-trained, full-time police officer in any municipality or county of this state, or as a member of the State Police, and was separated from that prior service in good standing within five years of appointment to this position.
- The applicant must be physically capable of performing the functions of the position in accordance with the Police Training Commission (PTC).
- The applicant must possess a NJ Police Training Commission Basic Police Officer Certification or NJ State Police Academy Certification.
- The applicant must possess a valid New Jersey Driver's License.
- The applicant must successfully pass a background investigation
- Meet all qualifications of N.J.S.A. 40A: 14-146 et seq.
- Possess the necessary knowledge, skills, and ability to perform the prescribed duties

Job Type: Part-time

Experience: Prior Law Enforcement Experience required within three years of date of appointment.

Education: High School Diploma or equivalent (Required)

Licenses or Certifications:

- Ability to possess a firearm in the State of New Jersey to achieve required Police Training Commission and BPD firearm certifications (Required)
- Valid driver's license (Required)
- Must possess or have the ability to obtain SLEO III Certification from PTC required for employment

Language:

- English (Required)