



Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920

908-766-2510 • www.bernards.org

JOB POSTING

POSTING DATE: 09/27/2023

APPLICATION DEADLINE: Until position is filled

POSITION: Special Law Enforcement Officer Class III (SLEO III)		DATE POSITION AVAILABLE: Immediately
DEPARTMENT: Police		REPORTS TO: Chief of Police
POSITION TYPE: Regular / Part-Time		OVERTIME STATUS: Non-Exempt (Eligible for Overtime)
HOOR/WEEK: Varies	SCHEDULE: Varies	SALARY: \$40.00/hour

PRINCIPAL DUTIES:

Under the direction of a Supervisor, SLEO Class III Officers are authorized to exercise full powers and duties similar to those of a permanent, regularly appointed full-time police officer, during their assignment on school property or when assigned to a school authorized event and/or activity.

JOB REQUIREMENTS:

- Patrol assigned school area to aid in preventing crime.
- Observe, report, & act upon conditions conducive to crime and danger, such as checking school buildings for security, assisting other officers, & checking suspicious persons and vehicles. Reports hazards and directs traffic flow when necessary.
- Determine the nature of a call, investigates the circumstances, and takes any necessary and prudent actions.
- Provide aid to the public in emergency and non-emergency situations. Administers first aid and requests medical assistance.
- Performs crisis intervention in sensitive situations and notifies the proper personnel to provide aid. Such as counselors, school staff/administration and a supervisor.
- Assists persons with complaints and inquiries or directs them to the appropriate authorities.
- Prepare a variety of records and reports, as they pertain to their duties and responsibilities.
- Appears in court and is available to testify in matters which the officer has knowledge of.
- Be the police liaison between Board of Education, school, and police Department.
- Assist school staff during arrival and dismissal.
- Knowledge of federal and state laws and Township ordinances
- Knowledge of content, intent, and the application of criminal law.
- Knowledge of adult and juvenile judicial procedures and criminal justice system.
- Knowledge of the laws of arrest, search, and seizure as well as civil and constitutional rights.
- Ability to maintain, carry, and utilize all equipment assigned by the department.
- Ability to maintain confidentiality, perform work independently and handle several situations simultaneously.
- Ability to deal with the public under stressful conditions and through stressful situations.
- Ability to maintain an assuring and calming attitude during periods of stress and emergency situations.
- Ability to analyze dangerous situations rapidly and accurately, and then adopt an effective course of action.
- Ability to determine appropriate level and scope of Police response.
- Performs other duties as assigned.

EDUCATION, EXPERIENCE & SPECIAL REQUIREMENTS:

Education: Any combination of education and experience equivalent to graduation from high school.

Special Requirements: Must be PTC certified as a SLEO III. Must have retired in good standing as a full-time, duly qualified law enforcement officer within the last 3 years. Must reside in New Jersey. Must be able to pass a psychological exam, physical exam and background check.

CONTACT: Send resume and cover letter to Sgt. Tracy Baldassare, TBaldassare@bernardspd.org. All resumes will be reviewed and only those applicants chosen to move forward in the hiring process will be contacted.

BERNARDS TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER

Effective 9/1/11, all employees of State and local government must reside in the State of NJ, unless exempted under law. If you already work for State or local government as of 9/1/11, and you do not live in NJ, you are not required to move to NJ if there is no more than a seven-day break in employment. However, if you begin your office, position or employment on 9/1/11 or later, you must reside in NJ. If you do not reside in NJ, you have one year after the date you take your office, position or employment to relocate your residence to NJ. If you do not do so, you are subject to removal from your office, position or employment.