

NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

TITLE: **SPECIAL LAW ENFORCEMENT OFFICER (SLEO)-
CLASS III**

QUALIFICATIONS:

1. Must be a retired police officer who previously served as a duly qualified, fully trained, full time officer
2. Must be retired in good standing
3. Must be less than 65 years of age
4. Must pass a psychological exam
5. Must pass medical exam and have medical staff complete medical certification form PTC 8A
6. Must pass a drug test pursuant to Attorney General's Law Enforcement Drug Testing Policy
7. Must have an updated background investigation
8. Must be able to successful be cleared through NJDOE requirements for staff with contact of students including fingerprinting
9. Must possess valid New Jersey Driver's license
10. Break in service must not exceed 3 years

REPORTS TO: Allendale Chief of Police and Northern Highlands Superintendent of Schools

POSITION GOAL:

To provide a liaison between the Allendale Police Department and Northern Highlands School District which will increase local security at the high school.

ESSENTIAL JOB FUNCTIONS:

Security monitoring, patrols and response to security problems

1. Patrols district buildings and grounds to protect against illegal entry, acts of violence, vandalism, illegal drug activity, arson, and theft.
2. Conducts regular inspections of windows, doors, and other points of entry to ensure that they are secure.
3. Patrols school grounds to observe unauthorized persons or vehicles, parking violations, and overall security of the outside area including exterior lighting and emergency access routes.
4. Detains unauthorized persons; calls for police assistance in accordance with the district's security plan/crisis management plan.
5. Participates in the district's/school's emergency and crisis management plan as assigned.

6. Notify administration and police, fire department, or other appropriate authority of any situation requiring immediate attention.
7. Utilize weapon as a last resort and only if necessary to ensure the safety of student's/staff.

Record-keeping and customary reporting

1. Records all observations and conditions, and reports unusual occurrences or property damage to superiors and documents rule violations.
2. Submits written reports of all incidents of vandalism, violence, illegal drug activity, and security violations.

SLEO III duties in the school

1. SLEO III personnel should not refuse any reasonable request by a school official if the duty is consistent with the department's general orders, rules and regulations.
2. SLEO III personnel shall contact the tour commander for guidance if a request appears to be in conflict with this directive and the mission of the police department.
3. SLEO III personnel are responsible for security in the school. SLEO III personnel shall work in cooperation with school officials and with the assigned school security supervisor/administrator.
4. SLEO III personnel shall provide security at school activities and functions including, but not limited to:
 1. School opening;
 2. Student assembly;
 3. Lunch;
 4. Recess (where applicable);
 5. School dismissal;
 6. After school activities, sports, and functions.
5. SLEO III personnel may be reassigned to different hours depending on the specific security needs of the school and its extra-curricular activity schedule.

Other

1. Performs related duties as assigned.
2. SLEO Class III (SLEO III) are authorized to exercise full powers and duties similar to those of a permanent, regularly appointed full-time police officer while providing security on the school premise during hours when the school is normally in session or when it is occupied by students or its teachers.

3. SLEO III personnel are authorized to carry a handgun and must qualify and demonstrate proficiency with the handgun and any other authorized firearms with the same frequency as a regular police officer, but must first comply with the requirements of N.J.S.A. 2C: 39-6 authorizing a retired law enforcement officer to carry a handgun.

4. SLEO III personnel are authorized to use batons, OC, handcuffs and other restraining devices consistent with this department's directives and only after demonstrating proficiency in the use of these devices with the same frequency as regular police officers.

5. SLEO III personnel are not eligible for health care benefits or enrollment in any state-administered retirement system.

**TERMS OF
EMPLOYMENT:**

Salary and work year to be determined by the Board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law, Allendale Police Department Policy on Observations and provisions of the board's policy on evaluations.

BOE APPROVED: March 11, 2019