

MENDHAM BOROUGH SCHOOL DISTRICT

Business/Plant Operations

C-6
NONCERTIFIED

TITLE: CLASS III SPECIAL OFFICER

QUALIFICATIONS:

1. The applicant must be a retired law enforcement officer less than 65 years of age, who served as a duly qualified, full-trained, full-time 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 three years of appointment to this position.
2. Applicant must be physically capable of performing the functions of the position, determined in accordance with the Police Training Commission.
3. Applicant must possess a NJ Police Training Commission Basic Police Officer Certification or NJ State Police Academy Certification.
4. Applicant must possess a valid New Jersey Driver License.
5. Applicant must successfully pass a background investigation.

REPORTS TO: Superintendent of Schools or designee

PERFORMANCE RESPONSIBILITIES:

1. The Mendham Borough Police Department's Class III Special Officer will coordinate his schedule with the Mendham Borough Superintendent of Schools or designee.
2. It will be the responsibility of the Chief of Police or his designee to monitor the program and meet with the Superintendent of Schools, or their designee, on a regular basis to determine the job performance of the assigned Class III Special Officer.
3. The officer shall provide traffic assistance, security and surveillance of the areas assigned, note and report irregularities, dangerous practices, and conditions, accidents, fires and other acts or circumstances, requiring police or other action, which affect the health and welfare of the students and school personnel.
4. The officer will abide by school board policies and shall consult with and coordinate activities through the school principal but shall remain fully responsive to the chain of command of the Mendham Borough Police Department in all matters relating to employment and supervision.
5. The officer will refrain completely from functioning as a school disciplinarian. The Class III Special Officer is not to be involved in the enforcement of disciplinary infractions that do not constitute violations of the law.
6. The officer shall take necessary actions as to trespassers, suspicious persons and conditions and report significant acts, occurrences and conditions.
7. The officer shall conduct investigations of criminal or delinquent activity according to established police department policy and procedures, and enforce the laws of the State of New Jersey when necessary.
8. The officer may be assigned to investigate by his immediate supervisors and with the knowledge of the school principal, offense occurring off of school property, provided such investigations related to students attending the school in which the officer is assigned.
9. The officer shall warn, detain, cite and/or take into custody violators of the law when necessary.
10. The officer shall enforce traffic and parking laws and regulations on school property.

CLASS III SPECIAL OFFICER (continued)

11. The officer will develop pro-active programs and make recommendations to protect school and personal property from damage and theft.
12. The officer will assist with organizing emergency procedures for lock downs, fire drills, bomb scares and all other school evacuations.
13. The officer may assist in truancy investigations. Such investigations that require police assistance off school property will not generally be handled by the Class III Special Officer. The patrol division shall conduct the preliminary investigation in those instances.
14. The officer shall advise the principal on matter dealing with enforcement of custody orders or Domestic Violence Restraining Orders.
15. The officer shall coordinate the sharing of delinquency information between the schools and the police department pursuant to N.J.S.A. 2A:4A60.
16. The officer shall coordinate his activities with the Superintendent of Schools or their designee.
17. Upon request the officer will attend faculty meetings.
18. Upon request the officer shall attend conferences between the school personnel and parents regarding either individual students or general security concerns.
19. The officer will at all times serve as a role model to students by demonstrating appropriate attitudes, behavior and respect.
20. The officer will be a liaison between students and social agencies which provide needed services.

TERMS OF**EMPLOYMENT:**

The Class III Special Officer will work a schedule of up to 35 hours weekly when school is in session.

ANNUAL**EVALUATION:**

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

Approved by:

Mendham Borough Board of Education

Date:

August 20, 2018