



Borough of Waldwick  
Office of the Borough Administrator  
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Waldwick, NJ 07463  
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[www.WaldwickNJ.gov/Jobs](http://www.WaldwickNJ.gov/Jobs)

## **JOB OPPORTUNITY**

**TITLE:** SLEO Class III Police Officer

**LOCATION:** Waldwick Public Schools

**RESPONSIBLE TO:** Waldwick Police Chief

**TITLE CODE:** 06895 (Unclassified)

**ISSUE DATE:** 6/9/2025 **CLOSING DATE:** 7/11/2025

**SALARY:** \$45 per Hour

**WORKWEEK:** 35 Hours per Week

**# POSITIONS:** 2

**DESCRIPTION:** The Waldwick Police Department is currently seeking two (2) SLEO Class III Police Officers to provide security monitoring, patrol and response to security problems for the Waldwick Public School District. Under the direction of a supervisory law enforcement officer, performs public safety and security functions on behalf of a local unit within the conditions and limitations set forth in the Special Law Enforcement Officers' Act; does other related duties as required.

Special Law Enforcement Officers (SLEOs) are duly qualified, fully- trained officers employed by a local law enforcement agency on a temporary or interim basis to assist during peak demand periods or with unusual or emergency circumstances. Appointees to positions in this class shall not replace or substitute for full-time, regular police officers or in any way diminish the number of full-time officers employed by the local unit. Officers are appointed for a fixed term not to exceed one year. Reappointment upon expiration of the term is permitted but not guaranteed.

**Class III** - Officers of this class shall be authorized to exercise full powers and duties similar to those of a permanent, regularly appointed full-time police officer while providing security at a

public or nonpublic school or a county college on the school or college premises during hours when the public or nonpublic school or county college is normally in session or when it is occupied by public or nonpublic school or county college students or their teachers or professors. While on duty in the jurisdiction of employment, an officer may respond to offenses or emergencies off school or college grounds if they occur in the officer's presence while traveling to a school facility or county college, but an officer shall not otherwise be dispatched or dedicated to any assignment off school or college property.

#### **JOB 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 officer in charge (OIC) 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:
  - a. School opening;
  - b. Student assembly;
  - c. Lunch;
  - d. Recess (where applicable);
  - e. School dismissal;
  - f. 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.

*\*Please note the examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.*

#### **REQUIRED KNOWLEDGE/SKILLS/ABILITIES:**

##### **EDUCATION:**

Possession of a high school diploma or equivalent.

**NOTE:** Pursuant to N.J.S.A. 40A:14-146.10, a person shall not be appointed as a special law enforcement officer unless the following conditions are met:

- (1) Is a resident of New Jersey during the term of appointment;
- (2) Is able to read, write and speak the English language with reasonable proficiency;

- (3) Is sound in body and of good health;
- (4) Is of good moral character;
- (5) Has not been convicted of any offense involving dishonesty or which would make him/her unfit to perform the duties of his/her office;
- (6) Has successfully undergone the same psychological testing that is required of all full-time police officers in the municipality or county or, with regard to a special law enforcement officer hired for a seasonal period by a resort municipality which requires psychological testing of its full-time police officers, has successfully undergone a program of psychological testing approved by the commission.

In addition to the qualifications identified above, a person shall not be appointed as a Class III special law enforcement officer unless the person:

- (1) is a retired law enforcement officer who is less than 65 years of age; for the purposes of this paragraph, a law enforcement officer shall not be considered retired if the officer's return to employment violates any federal or State law or regulation which would deem the officer's retirement as not being bona fide;
- (2) had served as a duly qualified, fully-trained, full-time officer in any law enforcement position eligible for participating in the PFRS or in any federal or bi-state law enforcement agency or as a member of the State Police and was separated from that prior service in good standing;
- (3) is physically capable of performing the functions of the position, determined in accordance with Police Training Commission guidelines;
- (4) possesses a New Jersey Police Training Commission Basic Police Officer Certification, New Jersey State Police Academy Certification, or other proof of basic police training approved by the Police Training Commission;
- (5) has completed the training course for safe schools resource officers developed pursuant to subsection a. of section 2 of P.L.2005, c.276 (C.52:17B-71.8); and
- (6) is hired in a part-time capacity.

## **SPECIAL QUALIFICATIONS & CERTIFICATIONS:**

Must possess valid Police Training Commission certification applicable to the position.

**NOTE:** For SLEO III positions, Police Training Commission firearm certification may be required. Appointees required to carry a firearm must requalify annually in the use of firearms.

**NOTE:** Appointees will be required to attend other mandatory training made necessary by their assignment or duties. These topics may include, but are not limited to, ethics training; unlawful harassment in the workplace; pursuit guidelines (if vehicle operation is required); hazardous material awareness; use of force refresher (if authorized to use force); weapons proficiency (if authorized to use weapons); other topics mandated by the Chief of Police or his/her designee.

**APPLY:** Interested candidates can review a complete job listing and obtain a Waldwick employment application at <https://www.waldwicknj.gov/jobs>. A cover letter, resume and employment application can be sent to Steven Neale, Borough Administrator via email at [sneale@waldwicknj.gov](mailto:sneale@waldwicknj.gov) no later than 4:00 p.m. on the closing date listed above. The Borough reserves the right to make a job offer prior to closing date.