



JOB DESCRIPTION

RETIRED POLICE OFFICER JOB DESCRIPTION

- I. **TITLE:** Retired Police Officer (RPO)
- II. **QUALIFICATIONS:**
 1. Minimum of 20 years' experience in municipal, county, state or federal law enforcement and in good standing.
 2. Demonstrate good interpersonal skills to relate with students, staff, administration, parents, and community.
 3. Have excellent integrity and demonstrate good moral character and initiative.
 4. Possession of current New Jersey Security Officer Registration Act (SORA) certification preferred.
 5. Holds current retired law enforcement permit to carry a handgun.
 6. Required criminal history background check.
 7. CPR Certification and Epi-Pen training are preferred.
- III. **PRIMARY SUPERVISOR:** School Safety Specialist and Business Administrator
- IV. **NATURE AND SCOPE OF JOB:** The Retired Police Officer (RPO) promotes student responsibility, assists the professional staff with the safety of students and staff, and maintains the security of the schools.
- V. **JOB FUNCTIONS AND RESPONSIBILITIES:**
 1. Establish and maintain a professional relationship with school officials and the public.
 2. Patrol and monitor hallways, stairwells, toilet facilities, outside facilities, parking lots, and other public and unsupervised places of the school to ensure the safety and well-being of students and staff and overall security of the district campus.
 3. Assist the professional staff, police, fire, and emergency personnel in handling emergencies or disruptive situations.
 4. Assist visitors with directions and to secure proper identification. Challenge unauthorized visitors and escort them to exits.
 5. Report any discipline infractions, unauthorized visitors, and acts of vandalism to the respective building principal. Notify the school administration, police, and/or appropriate emergency personnel of any emergency and/or potentially dangerous or unusual situations.

6. Document and investigate all offenses and criminal acts that take place on school property.
7. Assist school officials with school safety, including drills and relevant training
8. Assist with the removal of disruptive students from classes when needed.
9. Attend school and district functions on an as-needed basis.
10. Assist with traffic before school arrival and at dismissal.
11. Assist in handling trespassers, including unauthorized vehicles in staff parking lots.
12. Participate in relevant committees including, but not limited to, crisis teams, school security, and school safety team.
13. Work in concert with the Upper Saddle River District Administrators, Upper Saddle River Police as well as Bergen County Prosecutor's Office regarding bias incidents, abuse, assault, and any other serious offense that affects the district.
14. Assist school officials in investigating parents or guardians who may be sending non-resident children to school in the district.
15. Assist in lunch/playground supervision.
16. Make recommendations to district administration to enhance security and safety on school grounds.
17. Adhere to federal statutes and regulations, New Jersey school law, State Board of Education rules and regulations, and Upper Saddle River Board of Education policies and regulations.
18. Perform any duties and responsibilities as assigned by the supervisor.

The Upper Saddle River Board of Education prohibits the possession, use, or exchange of any weapon in any school building, on school grounds, at any school-sponsored event, and on school sanctioned transportation except as the possession and use of a weapon is authorized by law and required in the performance of the possessor's duty. The Retired Police Officer (RPO) will be permitted to Open Carry a firearm on school property while school is in session and at any school sponsored events that are conducted on school grounds. At all times, the Retired Police Officer (RPO) must wear the appropriate district issued shirt and the district issued photo identification.

VI. Terms of Employment:

1. Work year: Includes all teacher-present days (186) plus any special meetings as called by the Superintendent and two days for training.
2. 10-month position. Hours: 7:30 a.m. – 3:30 p.m. (Monday – Friday when teachers are present.) Overtime paid for security detail that commences after 3:30pm.

VII. Compensation and Benefits:

1. Annual salary determined by the Board of Education.
2. Available leaves annually for full time, 10 month employees:
 - i. Sick days: 10 (cumulative)
 - ii. Personal days: Allowed 2 per year with prior approval from supervisor. As much advance notice as possible of the request to take personal time will be given. Any unused personal days will be converted to sick days and carried over into the next year.

- iii. Family illness days: 3
 - Immediate family consists of husband, wife, son, daughter, mother, father, sister, brother, state-certificated domestic partner and all corresponding in-laws, grandchild, and any member of the household in which the employee lives.
- iv. Death in Immediate Family: 5
 - Death in the immediate family, limit five (5) working days absence within the five-day period immediately following the day of death without loss of pay. Immediate family, for purposes of this section, includes employee's spouse, child, parent, brother, sister, grandparents, aunt, uncle, cousin, state-certificated domestic partner, grandchild, all corresponding in-laws, and any other member of his/her immediate household.

VII. Evaluation: Annually by primary supervisors as designated by law, policy and contract.