

# Chief of School Police

## Position Details

Job Code: U7111

Reference Code: A371

Division: Police Services

Classification: Police Officer

Terms of Employment: At-Will, [Equivalent to Step 48 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position serves under administrative direction to command, direct, and coordinate all school police operations, activities, and programs and exercise all powers and authorities vested by law to carry out the mission of the Clark County School District and the Police Services Department. This position is directly responsible to the Superintendent of Schools and serves as the Clark County School District's Chief of School Police as authorized by Nevada Revised Statutes (NRS) 391.100 and NRS 391.275.

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Plans, organizes, and directs the District's School Police Services Program in compliance with all Nevada Police Officer Standards and Training (POST) standards and regulations; Nevada state and federal laws; and District policies, regulations, and procedures.
2. Develops and revises procedures and operational methods to protect District personnel, students, and property; coordinate departmental functions with the District's division and school-based administrative staff and other law enforcement agencies in compliance with federal and state laws.

3. Serves as a liaison outside the School Police Department.
4. Cooperates with District administrators, school personnel, and local law enforcement agencies to prevent and resolve potential and actual problems that may jeopardize the safety and well-being of District staff, students, and property.
5. Responds appropriately to citizen complaints directed toward the Police Services Department.
6. Directs and supervises the preparation of budgetary requests for the Police Services Department and implements the allocation of police personnel throughout the District. Explores all possible sources (local, state, and federal) of funding for financial assistance. Monitors and evaluates salary expenditures and overtime expense for efficiency and cost-effectiveness.
7. Directs and reviews all assigned personnel (commissioned officers and civilian staff) transactions (within the scope of existing Human Resources procedures, applicable state and federal laws, etc.) including, but not limited to: selection of staff, assignments (regular shift and special events), transfers, disciplinary actions, leave requests, etc. Performs all related functions consistent with the equal employment, nondiscrimination, anti-harassment policies, and regulations of the District and state and federal law.
8. Coordinates the internal investigation of members of the Police Services Department for alleged wrongdoing, utilizing Employee Management Relations (EMR) as necessary, and keeping the Superintendent of Schools apprised of such investigations, as appropriate.
9. Initiates and reviews statistical reports for analysis of security issues, disposition of criminal and non-criminal cases, and their impact on the District.
10. Inspects school buildings and properties to improve security controls. Confers with administrative staff at school buildings and properties to enhance departmental working relationships.
11. Participates in meetings, serves on committees, and makes presentations in the private and public sector (including law enforcement agencies), and exchanges ideas and information necessary to develop comprehensive security programs and methods to benefit the District and its programs, personnel, students, and facilities. Initiates innovative crime prevention and security enhancement programs.
12. Directs the training of departmental personnel (commissioned officers and civilian staff) in accordance with applicable laws, rules, regulations, procedures, tactics, etc.
13. Assists General Counsel in cases, as requested.
14. Directs the maintenance of records and compilation of reports as they pertain to the department's operations.

15. Directs special investigative and protective work related to the safety and security of District personnel, students, and property.
  16. Reviews existing and pending legislation affecting school police services operations and recommend origination, modification, and/or support of legislative measures.
  17. Serves as a peace officer of the State of Nevada as authorized by NRS 289.190.
  18. Performs other duties related to the general administrative responsibilities, as assigned by the Superintendent of Schools.
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## Position Expectations

1. Knowledge of the modern methods and practices of law enforcement agencies.
2. Knowledge of criminal law, particularly with reference to apprehension, arrests, prosecution of persons, and the admissibility of evidence and how those laws may be applied in a school environment.
3. Knowledge and understanding of the public school system and laws, policies, and regulations (i.e., attendance, jurisdiction, pursuit, public relations, etc.) that may interplay between the interests of a school police department and the public.
4. Knowledge of regulatory requirements associated with a school police department and the principles, processes, and techniques of budget preparation and control.
5. Ability to use tact, discretion, self-control, initiative, and independent judgment within established guidelines.
6. Ability to research, compile, and summarize a variety of information and statistical data and materials.
7. Ability to assign, direct, motivate, review, counsel, advise, discipline, and evaluate the work of staff.
8. Ability to prepare clear and concise reports, correspondence, and other written materials.
9. Ability to use office equipment, computer hardware and software, police radio, assigned weapons, and other equipment appropriate to a police officer.
10. Ability to enforce laws firmly, tactfully, and with respect for others.
11. Ability to organize, coordinate, prioritize, schedule, delegate, and direct the work of others in assigned areas.
12. Ability to analyze complex situations and take effective meaningful action.
13. Ability to read and interpret documents (i.e., safety rules, laws, policies, regulations, operation and maintenance instructions, reports, etc.).
14. Ability to communicate orally with diverse audiences (i.e., students, staff, administrators, parents/guardians, etc.).

15. Ability to analyze and solve practical problems and deal with a variety of concrete variables in situations where only limited standardization may exist.
  16. Ability to define problems, collect data, establish facts, draw valid conclusions, and take appropriate decisive action.
  17. Ability to interpret a variety of technical instructions with abstract and/or concrete variables.
  18. Ability to understand and apply concepts such as fractions, percentages, ratios, and proportions.
  19. Ability to listen and obtain information.
  20. Ability to stay apprised of current events and practices for law enforcement agencies and school-based security and police departments both inside and outside the District.
  21. Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities that include, but may not be limited to:
    - Walking, standing, or sitting for extended periods
    - Operating assigned equipment and vehicles
    - Firing handguns
    - Working in diverse and often times extreme weather conditions
  22. Ability to maintain audio-visual perception and discernment needed for:
    - Making observations
    - Communicating with others in person and over the telephone
    - Speaking in a clear and comprehensible manner
    - Reading and writing (sometimes under adverse conditions)
    - Operating assigned equipment and vehicles
    - Hearing and responding as required by a public official in a variety of situations
  23. Ability to maintain the mental capacity that supports:
    - Making sound decisions
    - Demonstrating intellectual capabilities
  24. Ability to work flexible hours or shifts.
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## **Position Requirements**

### **Education, Training, and Experience**

1. Bachelor's degree from an accredited college or university in criminal justice, police administration, political science, or related field.

2. Eight (8) years of progressively more responsible law enforcement experience which must include a minimum of five (5) years in a management position. Supervisory experience of law enforcement personnel is essential.

Special Qualifications – Must have previously demonstrated successful proficiency and expertise in:

- Developing policies, regulations, and procedures related to security and/or police operations
- Utilizing technology in the implementation of a comprehensive security program
- Establishing and maintaining effective liaison with law enforcement agencies
- Handling emergency law enforcement situations
- Communicating effectively with others on security matters
- Juvenile-related law, investigations, narcotics, and gang-related police work

Certifiable for Nevada Police Officer Standards and Training (POST) Commission - Category I - certification required at the time of hire or be eligible for in-lieu POST certification. Failure to obtain and maintain Nevada POST certification within four (4) months of hire, will lead to termination of the current term of employment.

**(OR)**

1. Associate's degree from an accredited college or university in criminal justice, police administration, political science, or related field: studies must include a minimum of six (6) college-level courses (eighteen (18) semester hours) in security procedures, police science, and/ or law enforcement studies.
2. Ten (10) years of progressively more responsible law enforcement experience, which must include five (5) years in a management position. Supervisory experience of law enforcement personnel is essential.

Special Qualifications – Must have previously demonstrated successful proficiency and expertise in:

- Developing policies, regulations, and procedures related to security and/or police operations
- Utilizing technology in the implementation of a comprehensive security program

- Establishing and maintaining effective liaison with law enforcement agencies
- Handling emergency law enforcement situations
- Communicating effectively with others on security matters
- Juvenile-related law, investigations, narcotics, and gang-related police work

Certifiable for Nevada Police Officer Standards and Training Commission - Category I - certification required at the time of hire or be eligible for in-lieu POST certification. Failure to obtain and maintain Nevada POST certification within four (4) months of hire, will lead to termination of the current term of employment.

## **Licenses and Certifications**

1. Certifiable for Nevada POST - Category I - certification required at time of hire or eligible for in-lieu Nevada POST certification.
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada (driver's history required at time of application).
3. Safe driving record.
4. Birth certificate, U.S. Passport, Certificate of Naturalization, or Certificate of United States Citizenship.

## **ADDITIONAL REQUIREMENTS:**

**\* Convicted felons or persons convicted of domestic violence are not eligible for hire as a peace officer in the State of Nevada, as they are required to carry a concealable weapon as part of their duties (NRS 202.360)**

## **Preferred Qualifications**

None specified.

**When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County

School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

### **Job Revision Information**

- Revised: 04/12/22
- Created: 12/02/08