

# Police Captain

## Position Details

Job Code: U7112

Reference Code: A527

Division/Unit: Clark County School District Police Department

Classification: Police Services

Terms of Employment: [Step 46 of the Police Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position serves under the direction of the Chief of Police, the person selected for this position will provide highly responsible administrative police oversight providing department-wide leadership and direction and management of major organizational units within the department. The Captain is assigned as the commanding officer of major organizational components such as the Administrative Division or the Operations Division. The Captain is tasked with providing responsible administrative management oversight in directing the activities of his/her assigned areas of responsibility. The Captain is responsible for ensuring compliance with department policies and procedures by personnel under his/her command. The Captain maintains contact with Region Superintendents, school leaders, civic leaders, and community leaders to promote the mission of the Clark County School District and the department. In addition to carrying out specific division duties, the Captain may assume the duties of the Chief of School Police in his/her absence and perform related functions in that capacity. This position is directly responsible to the Chief of School Police, Clark County School District Police Department (CCSDPD).

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## Essential Duties and Responsibilities

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

1. Leads the assigned organizational component to include personnel, resources, administrative decision-making, division production/services (levels and quality), and mission for the functional unit.
2. Maintains proficiency and Peace Officer Standards and Training (POST) Certification and requirements.
3. Provides oversight control of department accountability standards.
4. Supervises assigned organizational units and members.
5. Researches, develops, reviews, and executes department-wide goals and objectives.
6. Assists the Chief's office with the development and execution of the budget.
7. Oversees and coordinates the organizational units' activities in accordance with law enforcement and department standards.
8. Manages, supervises, and coordinates all assigned units' organizational goals and objectives.
9. Leads and coordinates, with other functional commanders, the operational response of the department to include emergencies, investigations, communications, patrol, and other issues.
10. Represents the department in various activities, functions, and meetings with individuals and groups of public and private organizations, with respect to issues specifically related to CCSDPD, school safety, community-oriented policing, community education, crime prevention, department mission, and the department's role in the community or schools.
11. Assists the department's internal investigation process and progressive discipline system.
12. Manages and oversees the department's equipment, property, vehicle, and uniform programs.
13. Responds and assists in emergency situations such as crimes in progress and crime scenes, calls for service, and unique police service calls.
14. Coordinates response with District administrative staff (including site, region, and central), local law enforcement agencies, and local government or community organizations.
15. Evaluates and monitors department Lieutenants and all other employees within their scope of responsibility.
16. Facilitates routine administrative duties, as assigned.
17. Assists in the development and revision of department general orders.
18. Provides advice and counsel to the Chief on potential problems and liability concerns.
19. Performs special assignments for the Chief, as required such as critical/confidential investigations, research, and completing surveys.

20. Attends and participates in police memorial services.
  21. Attends and participates in law enforcement administrators' meetings and committees.
  22. Participates in employee promotional interview board(s), both internally and for other law enforcement agencies.
  23. Attends and assists in local community action organization and committee meetings.
  24. Oversees and coordinates the department's response to emergency events.
  25. Oversees and coordinates new programs and sustains current programs regarding the School Resource Officer (SRO) role.
  26. Assists with the management, supervision, and application of the testing, background checks, interview, selection, and orientation process for all department applicants and recruits.
  27. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Knowledge of school-based law enforcement leadership principles, organization, management, structure, and standards.
2. Knowledge of Nevada POST regulations regarding academy hiring, training, and continuing education standards.
3. Knowledge of all laws pertaining to the criminal justice system, which includes arrests, evidence, legal rights of citizens, and court procedures appropriate to Nevada, Clark County, and Federal law.
4. Knowledge of District rules, regulations, and police personnel management procedures and standards.
5. Knowledge of firearms and their use.
6. Knowledge of principles, practices, and trends of modern law enforcement and law enforcement administration, supervision, and management techniques.
7. Knowledge of federal, state, and local criminal, juvenile, and traffic laws.
8. Knowledge of patrol resource allocation theories, methods, and procedures.
9. Knowledge of court policy and procedures of search and seizure, and laws and procedures of evidence and arrest.
10. Knowledge of budgeting and personnel rules and procedures.
11. Knowledge of crime prevention and criminal investigation theories, methods, and procedures.
12. Knowledge of collective bargaining processes.
13. Knowledge of county geography.

14. Knowledge of the behavioral sciences including how to maintain and develop relations between the police, the community, the courts, other law enforcement agencies, and other District departments.
  15. Knowledge of the constitutional limits on police power and the administrative processes of law enforcement.
  16. Ability to apply the principles of personnel management and to supervise subordinates effectively and efficiently.
  17. Ability to assign, direct, motivate, review, counsel, advise, discipline, and evaluate the work of subordinates.
  18. Ability to work effectively with administrators and representatives of other agencies.
  19. Ability to establish goals, objectives, and programs relevant to the department's mission.
  20. Ability to effectively interpret laws, rules, and regulations applicable to CCSDPD.
  21. Ability to speak effectively in front of civic groups and organizations.
  22. Ability to prepare special and/or monthly, quarterly, and annual reports.
  23. Ability to make appropriate judgments and decisions.
  24. Ability to work rapidly and accurately with names, codes, and symbols.
  25. Ability to recognize hazards and to apply safe work methods.
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## **Position Requirements**

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

1. Bachelor's degree in criminal justice, police administration, political science, or related field.
2. Minimum of eight (8) years progressively more responsible law enforcement experience which must include a minimum of four (4) years in police management and supervision equivalent to a police lieutenant.

**(OR)**

1. Associate's degree (or 60 college credits) in criminal justice, police administration, political science, or related field.
2. Minimum of 10 years progressively more responsible law enforcement experience which must include a minimum of four (4) years in police management and supervision equivalent to a police lieutenant.

**(OR)**

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.).
2. Minimum of 15 years progressively more responsible law enforcement experience which must include a minimum of 10 years in police management equivalent to a police lieutenant.

## **Licenses and Certifications**

1. Must possess or be certifiable for Nevada POST Category I Certification or, if from out of state, be eligible for in-lieu POST Certification. Failure to obtain and maintain Nevada POST Certification within 12 months of hire will lead to termination of the current term of employment.
2. Nevada POST Certification – required by state; annual recertification required based on training hours and subject matter. [Required under Nevada Administrative Code (NAC) 289]
3. 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).

## **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**

Currently hold Nevada POST Advanced Certification.

**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: 05/11/23
- Created: 12/01/08