

# Police Lieutenant

## Position Details

Job Code: U7113

Reference Code: A528

Division/Unit: Police Services

Classification: Police Officer

Terms of Employment: [Step 44 of the Police Officers and Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position serves under administrative direction to provide highly responsible administrative police oversight; represent the Chief of School Police in various functions; collaborate on projects; and aid in the execution of the mission, visions, goals, and objectives of the department and in the overall supervision and management of the School Police Department. This position is directly responsible to a Police Captain, Police Services, Clark County School District.

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## Essential Duties and Responsibilities

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

1. Manages the assigned bureau or command (operational unit) to include personnel, resources, administrative decision-making, bureau/command production/services (levels and quality), and mission for the functional unit.
2. Responds to crime scenes, calls for service, and crimes in progress.
3. Oversees and coordinates the department's response to emergency events.
4. Supervises assigned units and personnel.
5. Develops, plans, reviews, and executes goals and objectives for the unit.
6. Oversees and coordinate all training for the department including new hire, in service, and professional learning.

7. Manages, supervises, and coordinates all department special events including scheduling and supervision.
  8. Assists and coordinates with other functional commanders regarding operational response of the department including investigations, communications, patrol, and other additional issues.
  9. 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 the school police department, school safety, community-oriented policing, community education, crime prevention, and the mission and role of the department in the community or schools.
  10. Assists with the department's internal investigation process and progressive discipline system, as assigned.
  11. Manages, supervises, and coordinates the various department programs to include equipment, property, vehicles, and uniforms.
  12. Maintains proficiency and Peace Officer Standards and Training (POST) certification and requirements.
  13. Serves as the liaison to District administrative staff (including site, regions and central), local law enforcement agencies, and local government or community organizations.
  14. Evaluates and monitors department sergeants and those employees within bureau structure.
  15. Attends and participates in police memorial services.
  16. Attends and participates in law enforcement graduations.
  17. Participates in employee interview board (both internally and for other law enforcement agencies).
  18. Attends and assists local community action organization and committee meetings.
  19. Oversees and coordinates new programs and sustain current programs regarding the School Police role.
  20. Attends and participates in Clark County School District Board of Trustees meetings.
  21. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Assist with the management, supervision, and application of the testing, background interview, selection, and orientation process for all department applicants and recruits.

2. Knowledge of school police department organization, management, structure, and standards.
  3. Knowledge of Nevada Law Enforcement Academy hiring, training, and continuing education standards.
  4. Knowledge of all laws pertaining to the criminal justice system, which includes arrests, evidence, legal rights of citizens, and court procedures appropriate to Nevada and Clark County.
  5. Knowledge of the District rules, regulations, and police personnel management procedures and standards.
  6. Knowledge of firearms and their uses.
  7. Knowledge of principles, practices, and trends of modern law enforcement and law enforcement administration, supervision, and management techniques.
  8. Knowledge of federal, state, and local criminal, juvenile, and traffic laws.
  9. Knowledge of patrol resource allocation theories, methods, and procedures.
  10. Knowledge of court policy and procedures of search and seizure, and laws and procedures of evidence and arrest.
  11. Knowledge of budgeting and personnel rules and procedures.
  12. Knowledge of crime prevention and criminal investigation theories, methods, and procedures.
  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 work effectively with administrators and representatives of other agencies.
  18. Ability to establish goals, objectives, and programs relevant to the department's mission.
  19. Ability to effectively interpret laws, rules, and regulations applicable to the school police department.
  20. Ability to speak effectively in front of civic groups and organizations.
  21. Ability to prepare special and/or monthly, quarterly, and annual reports.
  22. Ability to make appropriate judgments and decisions.
  23. Ability to work rapidly and accurately with names, codes, and symbols.
  24. Ability to recognize hazards and to apply safe work methods.
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# Position Requirements

## Education, Training, and Experience

1. Associate's degree from an accredited college or university in criminal justice, police administration, political science, or related field.
2. Minimum of five (5) years progressively more responsible law enforcement experience, which must include a minimum of three (3) years in a supervisory position equivalent to a police sergeant.

**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 supervision equivalent to a police sergeant.

## Licenses and Certifications

1. Must possess or be certifiable for Nevada POST Category I Certification 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.
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 Management 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: 07/21/23
- Created: 12/01/08