

School Police Officer – Part Time

Position Details

Class Code: 0022

Job Family: Police Services

Classification: School Police Professional

Terms of Employment: [Pay Grade 31H on the Police Officers Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, maintains high visibility on school property to ensure a safe, secure, and nurturing learning environment; prevents and responds to crimes against persons and Clark County School District property.

Essential Duties and Responsibilities

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

1. Responsible for maintaining high visibility on school campuses and District ancillary facilities in order to enforce and support laws, regulations, and procedures; ensures the safety of students and personnel and safeguards District property.
2. Conducts preliminary and follow-up investigations; develops personal contacts and informants for investigative purposes.
3. Adheres to General Orders and all applicable District regulations.
4. Investigates crime and other school related incidents (i.e., burglary, theft, arson, malicious mischief, vandalism, assault, etc.) and writes appropriate reports.
5. Interrogates, apprehends, cites, executes warrants and arrests, transports, books, and advises suspects of their constitutional rights.
6. Secures and impounds evidence for legal proceedings.
7. Testifies in court and at administrative hearings, as required.
8. Writes reports such as arrest, accident, incident, and crime; issues citations.
9. Ensures and promotes positive communications between District staff, students,

- parents/guardians, and the community.
10. Responds to alarm calls and fire alarm calls to determine cause and takes appropriate action.
 11. Calls emergency medical personnel, when necessary.
 12. Conducts educational and crime prevention programs, as needed.
 13. Conforms to safety standards, as prescribed.
 14. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves on-site or vehicle patrols of schools and other District properties to ensure a safe learning environment.

Knowledge, Skills, and Abilities (Position Expectations)

1. Ability to learn, implement, and enforce federal, state, county, and city laws, statutes, ordinances, and court decisions related to police activities and criminal investigations, principles, practices, and techniques.
2. Ability to maintain the Nevada Peace Officers Standards and Training (POST) Certification; learn approved POST training procedures and techniques to conduct POST certified training classes.
3. Ability to operate emergency equipment, weapons, silent alarm monitors, burglary alarm equipment, and motor vehicles.
4. Ability to make crime prevention and safety education presentations.
5. Ability to work rapidly and accurately with names, codes, and symbols, and effectively use a police radio.
6. Ability to prepare and maintain accurate written reports.
7. Ability to speak in a clear, understandable manner and comprehend various types of information (i.e., accounts of past events, directions, explanations, ideas, etc.).
8. Ability to communicate effectively with a diverse population in a variety of settings.
9. Ability to maintain security of confidential materials.
10. Ability to apply knowledge and reasoning to make prompt and effective decisions in both routine and non-routine (i.e., life and death) situations.
11. Ability to be sensitive to the feelings of others and resolve problems.
12. Ability to interact and deal effectively with people from varying social and cultural backgrounds.

13. Ability to be courteous and respectful.
 14. Ability to calm emotional people; attempt to resolve conflicts through persuasion rather than force.
 15. Ability to maintain composure and perform effectively in stressful situations; refrain from overreacting when subjected to physical or verbal abuse; exercise restraint and use the minimum amount of force necessary to handle a given situation.
 16. Ability to assert self when necessary to exert control over others, maintain crowd control, and keep the peace in disorderly civil situations.
 17. Ability to evaluate alternative courses of action and select the most acceptable alternative.
 18. Ability to make sound decisions in a timely manner, size-up situations quickly, and take appropriate action.
 19. Ability to make independent, timely, and prudent decisions; reasons out problems and relates them to prior training.
 20. Ability to judge when to act independently and when to refer situations to a supervisor.
 21. Ability to work flexible hours, shifts, holidays, etc.
 22. Ability to recognize and report hazards and apply safe work methods.
 23. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.).
2. Must be at least 21 years of age.
3. Must be a U.S. citizen.
4. Must have and maintain a safe driving record for the duration of the assignment.
5. Minimum of 10 years' current or former continuous, uninterrupted service with a law enforcement agency in the performance of duties related to Category I Nevada POST standards at the time of application.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. If not in possession at the time of application, must obtain a valid driver's license prior to the approval of final selection. Driver's

- license must be maintained for the duration of the assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) is required at time of application/Qualified Selection Pool (QSP) placement and at the time of interview, prior to final selection.
 3. Birth Certificate, U.S. Passport, Certificate of Naturalization, or Certificate of U.S. Citizenship.
 4. Applicant must possess a valid Nevada POST Basic Category I certificate at the time of application.

Examinations

Must successfully complete by date of hire:

1. Interview.
2. Psychological examination.
3. Computer Voice Stress Analyzer (CVSA) examination.
4. Comprehensive medical examination.
5. Comprehensive background investigation/drug screening.

Preferred Qualifications

Prior experience as a law enforcement officer with the Clark County School District Police Department (CCSDPD).

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
2. Proof of age (21 years or older). Birth Certificate, U.S. Passport, Certificate of Naturalization, or Certificate of U.S. Citizenship.
3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
4. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
5. Copy of valid Nevada POST Basic Category I Certificate.
6. Specific documented evidence of training and experience to satisfy qualifications.

***This is a temporary position and there are no employee benefits attached to this position.**

NOTE: Persons hired into this position will be permitted to work a maximum of 19.9 hours per week, not to exceed 719 hours per year in a 9-month assignment or

a maximum of 19.9 hours per week, not to exceed 1039 hours per year in a 12-month assignment.

Examples of Assigned Work Areas

Extensive travel to and from District facilities and other agencies.

Work Environment

Strength

Medium/heavy - exert force up to 20-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly. Negligible amount of force to walk, stand, push, pull, carry. Strength to subdue resistant persons, lift, drag, or carry persons or objects.

Physical Demand

Physical condition appropriate to run for extended periods of time after suspect(s), climb over fences, through windows, onto roofs, jump high obstacles, across spaces. Maintain effective audio-visual discernment and perception needed for making observations, distinguishing objects at night, communicating with others in-person, on radio or telephone, distinguishing voices in a crowd, reading and writing, and operating assigned equipment such as weapons.

Environmental Conditions

Climate-controlled office setting and exposure to weather with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to very loud for occasional to frequent time periods.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Department-issued weapon(s), District-issued vehicle, police radio, computers, etc.

Exclusionary Factors

CONVICTED FELONS OR PERSONS CONVICTED OF DOMESTIC VIOLENCE ARE NOT ELIGIBLE FOR HIRE AS PEACE OFFICERS IN THE STATE OF NEVADA, AS THEY MAY BE REQUIRED TO CARRY A CONCEALABLE WEAPON AS PART OF THEIR DUTIES. (NEVADA REVISED STATUTES (NRS) 202.360)

FAILURE TO HONESTLY AND COMPLETELY DISCLOSE ANY INFORMATION REQUESTED DURING THE APPLICATION/SCREENING PROCESS FOR EMPLOYMENT WILL RESULT IN IMMEDIATE DISMISSAL FROM THE SCHOOL DISTRICT.

MUST BE A CITIZEN OF THE UNITED STATES. (NRS-281.060) MUST PASS EXTENSIVE BACKGROUND INVESTIGATION.

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: 06/26/23
- Created: 02/10/21