

School Police Sergeant

Position Details

Class Code: 0023

Job Family: Police Services

Classification: School Police Professional

Terms of Employment: [Pay Grade 33 on the School Police Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under direction, supervises school police officers in law enforcement activities and patrols school properties to prevent and control crimes against Clark County School District property, students, and personnel. Under direction, may supervise other non-sworn and/or security-related personnel under the direction and control of Clark County School District Police Services.

Essential Duties and Responsibilities

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

1. Coordinates law enforcement activities and supervises assigned school police officers.
2. Coordinates non-law enforcement activities and supervises assigned non-sworn personnel.
3. Provides input into the evaluation of assigned staff.
4. Works in conjunction with Police Services and Employee Management Relations (EMR) administrators on the initial phase of progressive discipline of School Police Officers and/or non-sworn positions.
5. Responsible for ensuring each member under his/her supervision is properly trained.
6. Inspects subordinates for personal appearance, maintenance of equipment, driving habits, and General Order compliance.

7. Recommends changes in procedures and practices to improve operations.
 8. Testifies in court, as required.
 9. Performs, participates in, and coordinates internal investigations, Supervisor Concern Report investigations, and Early Warning System (EWS) interventions.
 10. Conducts briefings and makes assignments.
 11. Supervises the investigation of such incidents as burglary, theft, arson, malicious mischief, vandalism, assault, and disturbances to determine action to be taken.
 12. Interrogates, apprehends, cites, executes warrants and arrests, transports, books, and advises suspects of their constitutional rights.
 13. Inspects schools and other District properties in order to maintain security.
 14. Writes reports such as arrest, burglary, vandalism, theft, private property, and accident reports; issues appropriate citations.
 15. Reviews and approves the reports of subordinates for accuracy and clarity and provides substantive recommendations.
 16. Impounds and secures evidence for legal proceedings.
 17. Responds to alarm calls and fire alarm calls to determine cause and takes appropriate action.
 18. Calls emergency medical personnel, when necessary.
 19. Conforms to safety standards, as prescribed.
 20. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves supervision of school police officers, non-sworn/security related personnel, and patrols of District properties.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of all District law enforcement procedures relevant to the position.
2. Ability to carry out the essential tasks of the position, including arrests and apprehension of suspects, when necessary.
3. Communicates and collaborates across the organization with the intent of building trust, developing relationships, involving others in decision making, sharing information, and fostering teamwork.
4. Anticipates problems and conflicts and uses them as opportunities to initiate thoughtful action and innovation.

5. Promotes an environment for excellence that models honesty and integrity, fosters self-motivated and self-renewing behavior, and helps others perform at their best.
 6. Ability to maintain security of confidential materials and information.
 7. Exhibits high personal motivation, energy, and enthusiasm; sets high performance standards of self and others.
 8. Motivates others and designs activities to assist others in meeting organizational goals; demonstrates skills in facilitation of groups to accomplish tasks and make decisions.
 9. Be receptive to new ideas and change; commits to personal and professional development.
 10. Fosters an environment that focuses on quality results while motivating, developing, and supporting a diverse staff, encouraging continuous improvement, and working effectively as a member of a diverse team.
 11. Demonstrates effective planning, scheduling, and resource allocation, reaching logical conclusions and making prudent decisions using appropriate decision making processes; accepts responsibility for actions and consequences.
 12. Effectively represents the Department in the community through business partnerships and activities.
 13. Ability to operate emergency equipment, weapons, and vehicles.
 14. 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. Five (5) years' experience as a police officer, including a minimum of three (3) years with Clark County School District Police Services.
3. Currently employed as a Clark County School District School Police Officer.
4. Must have and maintain a safe driving record for the duration of the assignment.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. Driver's license and safe driving record 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 Department of Motor Vehicles (DMV).
3. Valid Nevada Peace Officers Certification. Certification must be maintained for the duration of the assignment.
4. Valid Nevada Basic Category I POST Certification must be maintained for the duration of the assignment.
5. Valid Intermediate Nevada POST Certification. Certification must be maintained for the duration of the assignment.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

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

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stopping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and

maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

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 vehicles, police radio, computers, etc.

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: 02/08/91