

School Police Detective

Position Details

Class Code: 0025

Job Family: Police Services

Classification: School Police Professional

Terms of Employment: [Pay Grade 32 on the School Police Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, coordinates and participates in comprehensive administrative and/or criminal investigations, assists with departmental background investigations, conducts interviews, and testifies at evidentiary, grievance, arbitration, and unemployment hearings on behalf of the Clark County School District under the direction and control of Clark County School District School Police Department (CCSDPD).

Essential Duties and Responsibilities

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

1. Conducts and coordinates the investigations of incidents related to criminal activity to include:
 - Complex administrative and criminal cases and disciplinary actions with the District's Office of the General Counsel.
 - Criminal cases involving employees with county attorneys, city attorneys, and federal agencies, as required.
 - Complex investigations, making case disposition based on relevant facts, and apprising supervisor and District personnel of case status and/or disposition.

- Coordinating the release of authorized information concerning confidential investigations and other major operations.
2. Maintains primary responsibility for designated crime scenes to include:
 - Conducting and providing leadership and oversight of in-depth law enforcement and administrative investigations involving police officer(s) and employee misconduct cases; and,
 - Developing and maintaining necessary documentation to support investigation processes and procedures.
 3. Performs internal investigations to include:
 - Detectives responding to complaints from citizens of possible policy violations, or violations of federal, state, or local laws by District employees;
 - Conducting administrative and criminal investigations of District employees other than school police personnel; and,
 - Coordinating with internal support departments (i.e., Employee Management Relations (EMR), Office of the General Counsel, etc.) in the development of additional evidence collection methods, technologies, and processes which support the need to detect and respond to unauthorized or unintentional activities.
 4. Issues citations and effects arrests, where appropriate.
 5. Maintains custody and control of all evidence.
 6. Communicates law enforcement information and coordinates activities with other law enforcement agencies.
 7. Testifies in court and administrative hearings.
 8. Assists District departments and administrators to ensure a safe and secure learning environment to include:
 - Making recommendations to implement internal controls and procedures in order to safeguard the District.
 9. Responds to emergencies on an on-call basis.
 10. Conforms to safety standards, as prescribed.
 11. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves coordinating and participating in comprehensive administrative and/or criminal investigations for the District.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of local, state, federal, and constitutional law, local criminal justice systems and processes, and District policies and regulations.
2. Knowledge of all District law enforcement policies, procedures, and practices.
3. Knowledge of investigative practices and procedures.
4. Knowledge of District Police General Orders.
5. Knowledge of principles, practices, and trends of modern law enforcement.
6. Knowledge of police equipment, firearms, and their uses.
7. Knowledge of federal, state, and local criminal, civil, juvenile, and traffic laws.
8. Must be willing to accept any assignment and work various hours and days.
9. Must be able to articulate well, verbally and in writing.
10. Must be able to complete extensive affidavits and search warrants.
11. Must be able to write comprehensive reports.
12. Must be willing to work extensive and in-depth surveillance and investigations.
13. Must be willing to carry and be contacted by department-issued cell phone to respond to callouts, as necessary.
14. Must be willing to serve as a Department Crime Scene Investigator.
15. Must be willing to provide periodic training to department members.
16. Must have a good working knowledge of computer systems such as National Crime Information Center (NCIC), Nevada Criminal Justice Information System (NCJIS) and Shared Computer Operation for Protection and Enforcement (SCOPE), and general computer skills proficiency.
17. Must have no outside employment, interests or personal commitments that would routinely interfere with assigned callout responsibilities.
18. Ability to carry out the essential tasks of the position including arrests and apprehension of suspects, when necessary.
19. Ability to work rapidly and accurately with names, codes, numbers, and symbols.
20. Ability to maintain security of confidential materials and information.
21. Ability to judge when to act independently and when to refer situations to a supervisor.
22. Ability to maintain minimum recertification requirements of Nevada Peace Officers Standards and Training (POST).
23. Ability to operate emergency equipment and required weapons.
24. Ability to work cooperatively with employees, students, parents/guardians, public, and other agencies.
25. Ability to recognize and report hazards and apply safe work methods.
26. Ability to investigate complaints of alleged employee misconduct.

27. Ability to equitably determine whether allegations are valid or invalid and to take appropriate action.
 28. Ability to establish goals, objectives, and programs relevant to the department mission.
 29. Ability to effectively interpret laws, rules, and regulations applicable to the District and the CCSDPD.
 30. Ability to prepare special and/or monthly, quarterly, and annual reports.
 31. Ability to work closely with EMR, Office of the General Counsel, district attorney, employee associations, and other law enforcement organizations.
 32. Ability to speak effectively in front of students, staff, and civic groups/organizations; ability to train department members on various topics.
 33. Ability to make appropriate judgments and decisions.
 34. 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 Educational Development (GED), foreign equivalency, etc.).
2. Must be at least 21 years of age.
3. Must have and maintain a safe driving record for the duration of the assignment.
4. Must be a United States (U.S.) citizen.
5. Minimum of five (5) years' consecutive sworn service in CCSDPD.

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. 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 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. Safe driving record must be maintained for the duration of the assignment.
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.

Examinations

Must successfully complete by date of hire:

1. Physical capabilities examination.
2. Written examination.
3. Psychological examination.
4. Verbal examination/interview.
5. Computer Voice Stress Analyzer (CVSA) examination.
6. Comprehensive medical examination.
7. Comprehensive background investigation/drug screening.

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. 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 Peace Officers Certification.
 6. Copy of valid Nevada Basic Category I POST Certification.
 7. Copy of valid Intermediate Nevada POST Certification.
 8. 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. 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: 05/11/23
- Created: 12/18/17