

CLARK COUNTY SCHOOL DISTRICT
Human Resources Division

POLICE LIEUTENANT

Reference Code: A356

Division: Police Services

Classification: Police Officer

Terms of Employment: Range 41 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position, under administrative direction, is responsible to supervise all school police activities and exercise all powers and authorities vested by law to carry out the mission of Police Services for the Clark County School District. This position is directly responsible to the Chief of School Police.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Develop and implement operating policies, procedures, plans, goals, and objectives of the department to comply with state and federal laws and ensure that the department's mission of law enforcement is defined and achieved.
2. Ensure that all personnel are properly selected, appropriately trained, adequately equipped, and well-motivated to perform their assigned duties.
3. Cooperate with administrators, principals, school personnel, and local law enforcement agencies to resolve problems.
4. Work in conjunction with site administrators and principals regarding scheduled and unscheduled evaluations of campus-based police officers.
5. Implement and maintain crime prevention programs for the District's students and personnel.
6. Implement reporting procedures and maintain records relating to crimes occurring on District property.
7. Conform to safety standards, as prescribed.
8. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

1. Knowledge of school police department organization, management, structure, and standards.
2. Knowledge of Nevada Law Enforcement 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 and Clark County.
4. Knowledge of the Clark County School District's rules, regulations, and police personnel management procedures and standards.
5. Knowledge of firearms and their use.
6. Ability to apply the principles of personnel management and to supervise subordinates effectively and efficiently.
7. Ability to work effectively with administrators and representatives of other agencies.
8. Ability to establish goals, objectives, and programs relevant to the department's mission.
9. Ability to effectively interpret laws, rules, and regulations applicable to Police Services.
10. Ability to speak effectively in front of civic groups and organizations.
11. Ability to prepare special and/or monthly, quarterly, and annual reports.
12. Ability to make appropriate judgments and decisions.
13. Ability to work rapidly and accurately with names, codes, and symbols.
14. Ability to recognize hazards and to apply safe work methods

POSITION REQUIREMENTS:

Education and Training:

An earned bachelor's degree from an accredited college or university in criminal justice, public administration, business administration, or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications:

1. Nevada Law Enforcement Academy Intermediate Certificate.
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:

Satisfactory service in corresponding or related position, or (5) years of successful supervisory experience in law enforcement related to the administrative position.

Preferred Qualifications:

Three (3) years of continuous service as a police sergeant with the Clark County School District Police Services.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Equal Employment Opportunity – Affirmative Action

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.