

# SCHOOL POLICE OFFICER/LATERAL

## Position Details

Class Code: 0021L

Job Family: Police Services

Classification: School Police

Terms of Employment: Pay Grade 31 on the School Police 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; and to prevent and respond to crimes against persons and Clark County School District property.

---

## Essential Duties and Responsibilities

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

1. Responsible for maintaining high visibility on school campus and District ancillary facilities in order to enforce and support laws, regulations and procedures; ensures the safety of students and personnel and safeguard 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 school 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, 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 crime, and issues citations.
  9. Ensures and promotes positive communications between District staff, students, parents, 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.
- 

## **Distinguishing Characteristics**

Involves on-site or vehicle patrol of schools and other District property 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 complete and 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 to effectively use 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 quickly 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 and attempt to resolve conflicts through persuasion rather than force.
  15. Ability to maintain composure and perform effectively in stressful situations; refrains 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; 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 and size up a situation quickly and take appropriate action.
  19. Ability to make independent, timely and good quality decisions; reasons out problems and relates them to what he/she was taught.
  20. Ability to judge when to act independently and when to refer situations to 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.
- 

## **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 be a U.S. citizen.
4. Safe driving record. Must be maintained 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. If not in possession at time of application, must obtain

- valid Class C Nevada 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 Vehicle, 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 United States Citizenship.
  4. Valid Nevada POST Basic Category I certification or Academy Certificate from a Category I Nevada Police Academy in possession at time of application.

## **Examinations**

Must successfully complete by date of hire:

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

## **Preferred Qualifications**

None Specified.

---

## **Document(s) Required at Time of Application**

1. High school graduation 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 United States Citizenship.
  3. 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 Department of Motor Vehicles.
  5. Copy of valid Nevada POST Basic Category I Certification or Academy Certificate from a Category I Nevada Police Academy.
  6. Specific documented evidence of training and experience to satisfy qualifications.
- 

## **Examples of Assigned Work Areas**

Extensive travel to and from Clark County School District facilities and other agencies.

---

## Work Environment

### Strength

Medium/Heavy - Exert force 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, climb over fences, through windows, onto roofs, jump high obstacles, across spaces. Maintain effective audio-visual discrimination 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, 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 and 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**

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

### **Job Revision Information**

- Revised: 03/02/21
- Created: 05/04/93