

CLARK COUNTY SCHOOL DISTRICT

Human Resources Division

POLICE CAPTAIN

Reference Code: A527

Division: Police Services

Classification: Professional-Technical

Terms of Employment: Range 43 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position serves to provide, under administrative direction, highly responsible administrative police oversight promoting department-wide leadership and direction and management of major organizational units within the department. The Captain is assigned as the commanding officer of major organizational components such as the Administrative Division or the Operations Division. The Captain is tasked with providing responsible management oversight in directing the activities of his/her assigned areas of responsibility. In addition to carrying out specific division duties, the Captain may assume the duties of the Chief of School Police in his/her absence and perform related functions in that capacity. This position is directly responsible to the Chief of School Police, Clark County School District.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Lead the assigned organizational component to include personnel, resources, administrative decision-making, bureau production/services (levels and quality), and mission for the functional unit.
2. Provide oversight control of department accountability standards.
3. Supervise assigned organizational units and members.
4. Research, develop, review, and execute department-wide goals and objectives.
5. Assist the Chief of School Police office with the development and execution of the budget.
6. Oversee and coordinate the organizational units' activities in accordance with law enforcement and department standards.
7. Manage, supervise, and coordinate all assigned units' organizational goals and objectives.
8. Lead and coordinate, with other functional commanders, the operational response of the department to include emergencies, investigations, communications, patrol, and other issues.
9. Represent the department in various activities, functions, and meetings with individuals and groups of public and private organizations (especially with respect to police services, school safety, community-oriented policing, community education, crime prevention, department mission, and the department's role in the community or school).
10. Assist and oversee the department's internal investigation process and the department's progressive discipline system.
11. Manage and oversee the department's equipment, property, vehicle, and uniform programs.
12. Respond and assist in emergency situations such as crimes in progress and crime scenes, calls for service, and unique police service calls.
13. Coordinate response with District administrative staff (including site, area, and central), local law enforcement agencies, and local government or community organizations.
14. Evaluate and monitor department lieutenants and all other employees within their scope of responsibility.
15. Facilitate routine administrative duties, as assigned.
16. Develop and revise department general orders.
17. Provide advice and counsel to the Chief on potential problems and liability concerns.
18. Perform special assignments for the Chief, as required, such as investigations, research, and completing surveys.
19. Attend and participate in police memorial services.
20. Attend and participate in law enforcement administrators' meetings and councils.
21. Participate in employee interview board (both internally and for other law enforcement agencies).
22. Attend and assist in local community action organization and committee meetings.
23. Oversee and coordinate the department's response to emergency events.

24. Oversee and coordinate new programs and sustain current programs regarding School Resource Officer role.
25. Assist with the management, supervision, and application of the testing, background checks, interview, selection, and orientation process for all department applicants and recruits.
26. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

1. Knowledge of school-based law enforcement leadership principles, 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 District's rules, regulations, and police personnel management procedures and standards.
5. Knowledge of firearms and their use.
6. Knowledge of principles, practices, and trends of modern law enforcement and law enforcement administration, supervision, and management techniques.
7. Knowledge of federal, state, and local criminal, juvenile, and traffic laws.
8. Knowledge of patrol resource allocation theories, methods, and procedures.
9. Knowledge of court policy and procedures of search and seizure, and of laws and procedures of evidence and arrest.
10. Knowledge of budgeting, and personnel rules and procedures.
11. Knowledge of crime prevention and criminal investigation theories, methods, and procedures.
12. Knowledge of collective bargaining processes.
13. Knowledge of the behavioral sciences including how to maintain and develop relations between the police, the community, the courts, other law enforcement agencies, and other District departments.
14. Knowledge of the constitutional limits on police power and the administrative processes of law enforcement.
15. Ability to apply the principles of personnel management and to supervise subordinates effectively and efficiently.
16. Ability to work effectively with administrators and representatives of other agencies.
17. Ability to establish goals, objectives, and programs relevant to the department's mission.
18. Ability to effectively interpret laws, rules, and regulations applicable to the school police department.
19. Ability to speak effectively in front of civic groups and organizations.
20. Ability to prepare special and/or monthly, quarterly, and annual reports.
21. Ability to make appropriate judgments and decisions.
22. Ability to work rapidly and accurately with names, codes, and symbols.
23. 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, police administration, political science, or related field.

Licenses and Certifications:

1. Must possess or be certifiable for Nevada Peace Officers Standard Training (POST) - Category I certification or be eligible for in-lieu POST certification. Failure to obtain and maintain Nevada POST certification, within twelve (12) months of hire will lead to termination of the current term of employment.
2. Nevada POST certification – required by state, annual recertification required based on training hours and subject matter. [Required under Nevada Administrative Code 289]
3. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:

1. Minimum eight (8) years progressively more responsible law enforcement experience, which must include a minimum of two (2) years in a management position, or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Education and training may be substituted for experience, as determined relevant by the District.
2. Satisfactory service in a corresponding or related position or have previously demonstrated at least five (5) years of successful supervisory experience related to the position.

OR

Education and Training:

An earned associate's degree from an accredited college or university (or equivalency in credits) in criminal justice, police administration, political science, or related field.

Licenses and Certifications:

1. Must possess or be certifiable for Nevada POST- Category I certification or be eligible for in-lieu POST certification. Failure to obtain and maintain Nevada POST certification, within twelve (12) months of hire, will lead to termination of the current term of employment.
2. Nevada POST certification – required by state, annual recertification required based on training hours and subject matter. (Required under Nevada Administrative Code 289)
3. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:

1. Minimum ten (10) years progressively more responsible law enforcement experience, which must include a minimum of three (3) years in a management position.
2. Satisfactory service in a corresponding or related position or have previously demonstrated at least five (5) years of successful supervisory experience related to the position.

Preferred Qualifications:

Currently holding Nevada POST management certification.

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.