



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>DPS CAPTAIN</b>	<b>46*</b>	<b>A</b>	<b>13.203</b>

Under administrative direction, plan, coordinate and direct the law enforcement activities and operations of a geographical region in a large division within the Department of Public Safety (DPS); serve as the deputy chief of a small to mid-sized division charged with responsibility for complex investigations; or serve as the chief of the records and identification bureau.

Direct operations and review requests for assistance, staffing and equipment; develop financial status and other reports and submit to management; determine the effectiveness of work units in meeting the goals and objectives of the department and division.

Review requests for services and assign to appropriate section ensuring proper staffing and resources are available; coordinate assignments based on changes in priorities, equipment and resources in relation to current assignments and activities, available personnel, and budgetary constraints.

Develop and maintain cooperative relationships with State and federal law enforcement agencies, community organizations, the judicial system and other state agencies by responding to inquiries or requests for services and questions regarding policy and procedure; establish agreements regarding joint operations, staffing levels, and investigative operations.

Train, supervise and evaluate the performance of subordinate staff; review recommendations and/or take appropriate disciplinary action in situations where employees fail to meet standards or comply with agency policies and regulations; participate in the applicant screening process and recommend the hiring of staff; assess staff development and training needs and counsel staff in work-related activities, professional growth, and career development.

Review and analyze statistical data and records regarding division activities; participate in the development of department and division goals and objectives, long-range plans and programs, budgets, department and division policy and procedure, and legislation and its implementation.

Oversee and maintain recordkeeping and reporting systems by developing and ensuring proper policy and procedure are utilized; track and maintain information; develop security policy and procedure and review requests for information; authorize the release and dissemination of material in accordance with legal requirements and division policy.

Provide interpretation of department and division policies and procedures to the general public and news media, public officials, or on a statewide basis, to other agencies as directed; release information to the local media concerning division operations, arrests, seizures and related incidents as appropriate.

Conduct studies pertinent to assignments and review requests for services throughout the State; make recommendations regarding new or expanded programs, future goals and objectives, staffing levels and equipment needs, and submit recommendations and proposals for review.

Perform peace officer and other related duties as assigned.

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**\* Reflects special salary adjustments of 3 grades granted by the Legislature to improve recruitment and retention**

## MINIMUM QUALIFICATIONS

### SPECIAL REQUIREMENTS:

- \* A valid Nevada Class C driver's license is required at time of appointment and as a condition of continuing employment.
- \* Pursuant to NRS 284.4066, all positions in this class have been identified as affecting public safety. Persons offered employment in this class must submit to a pre-employment screening for controlled substances.
- \* Some positions are subject to call-out or call-back.
- \* Some positions require statewide travel.
- \* Some positions require work on evenings, weekends, and/or holidays.

### INFORMATIONAL NOTES:

- \* Applicants must meet minimum standards for appointment as a peace officer as established in the Nevada Revised Statutes and Nevada Administrative Code.
- \* Incumbents must pass the Peace Officer Standards & Training (P.O.S.T.) fitness test and possess the physical and mental abilities to perform the essential functions of the position as a condition of continuing employment.
- \* Incumbents must meet firearms qualification/certification standards and proficiency requirements as established by agency policy.
- \* As a condition of continuing employment with the State Fire Marshal's Office, incumbents must successfully complete the National Fire Academy's Arson Investigation course (R205) or an approved equivalent course within one year of appointment.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business or public administration, criminal justice or related field and two years of management experience which included supervision of law enforcement personnel, budget preparation and monitoring, and participation in the development of policy and procedures; **OR** two years of experience as a DPS Lieutenant in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirements and Informational Notes*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** supervisory principles and practices as applied to supervising commissioned and civilian personnel; personnel principles and practices needed to oversee staff activities to include reviewing employee development reports, disciplinary action, internal affairs, and recommendations for awards and commendations; management principles and practices needed to develop operating procedures and assist in the development of regional or divisional goals, objectives and policies; methods of effective investigation and enforcement techniques; general budgeting principles and practices; the division mission as needed to assist in the development of regional goals and objectives and to direct special project development and funding; planning and research techniques. **Ability to:** communicate orally and in writing to disseminate information; prepare a variety of reports and correspondence regarding law enforcement, support and special program/project activities; establish a system of accountability and evaluation for staff responsibilities; analyze data to formulate program goals and budgetary needs; conduct research, collect data, prepare reports, and develop and implement specialized criminal investigation programs; develop regional or divisional budgetary requests and justifications; develop community resources and available programs; interpret and apply various laws and regulations; develop division/district policy and procedure and proposed legislation; coordinate staff assignments and prioritize tasks; analyze existing or potential emergency situations and prepare contingency plans; establish and maintain cooperative relationships with the public, other law enforcement agencies, members of the judicial system, and other State and federal agency personnel; *and all knowledge, skills and abilities required at the lower DPS management level.*

**MINIMUM QUALIFICATIONS** (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** current functions and practices of the assigned division; agency policies related to assigned law enforcement functions and activities. **Ability to:** manage a variety of diverse programs on an ongoing basis.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

13.203

ESTABLISHED: 6/29/73  
REVISED: 5/28/76  
REVISED: 8/15/78-3  
REVISED: 10/24/80  
REVISED: 3/25/81-3  
REVISED: 5/7/82-3  
REVISED: 11/10/83R  
12/7/84PC  
REVISED: 4/11/86-3  
REVISED: 7/18/86  
REVISED: 1/30/87-3  
REVISED: 8/6/87-3  
REVISED: 8/19/88-3  
REVISED: 6/9/89-3  
REVISED: 7/1/89LG  
REVISED: 7/1/91P  
10/19/90PC  
REVISED: 11/15/91PC  
REVISED: 7/1/95LG  
REVISED: 3/29/01UC  
REVISED: 7/1/01LG  
REVISED: 7/1/05P  
3/25/05PC  
REVISED: 7/1/05LG  
REVISED: 9/29/06UC  
REVISED: 10/1/07LG