



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>
UNIVERSITY POLICE LIEUTENANT	42*	D	13.215

Under general supervision, supervise staff engaged in the 24-hour field operations at the University Police Department, which includes patrol, traffic, criminal investigations, dispatch and records; plan, organize, schedule and assign work; answer technical questions and provide instruction in special techniques; review work for technical accuracy and conformance with law and established policies and procedures; identify training needs; appraise individual performance and provide guidance on improvement.

Supervise the recruitment, training and scheduling of regular and reserve University Police Officers to ensure police functions of the department are carried out in compliance with established policies and procedures.

Assist the Chief with development of the department's operating rules, policies and procedures and with budget development in the areas of equipment, personnel and training; exercise command of police activities at major crime scenes to ensure the field activities are carried out as appropriate.

Oversee the planning and organization of law enforcement activities surrounding special events involving large crowds; meet with event sponsors to determine if special permits are required; determine the number of officers needed for police and security coverage; maintain special event records including the occurrences and attendance of each event; conduct background investigations on performers, promoters and agents of the event.

Participate as part of comprehensive law enforcement efforts in the local area by interfacing with allied agencies; and identify joint information, techniques, and capabilities to obtain optimum use of staff and equipment.

Direct dormitory liaison activities based on the community policing model and provide crime prevention training.

Work cooperatively with local law enforcement agencies in accordance with interlocal agreements as required and serve as a member of task forces, committees, boards and other groups; maintain contact with other law enforcement agencies to ensure the department is current on criminal justice matters and that information is shared as appropriate.

Maintain records related to field activities, special investigations, personnel, and prepare periodic activity reports and statistics for the FBI in accordance with departmental policies and procedures.

Maintain and monitor the use of the National Crime Information Center, California Law Enforcement Telecommunication System, Shared Computer Operations for Protection and Enforcement System and dispatch equipment to ensure access to law enforcement information; ensure equipment is in working order and disseminate information regarding existing or new techniques, policies and procedures.

Perform journey level police officer duties as required to meet protection and security responsibilities; patrol University facilities, enforcing University regulations and State and city laws and regulations; assist subordinates on dangerous calls and respond to station calls of a serious nature; appear in court as a witness in the prosecution of cases.

Perform related duties as assigned.

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

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, positions in this class have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.
- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- * Applicants may be subjected to psychological testing which may include polygraph testing.

INFORMATIONAL NOTE:

- * Applicants must meet minimum standards for appointment as a peace officer as established in the Nevada Revised Statutes and Nevada Administrative Code.

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of experience comparable to the University Police Sergeant which included supervising police personnel, scheduling and assigning work, and appraising work performance of police personnel; **OR** an Associate of Arts degree or equivalent coursework from an accredited university or college in criminal justice, police science, psychology, or closely related field, and one year of experience as described above. (*See Special Requirements and Informational Note*)

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

Working knowledge of: supervisory principles and practices; appropriate use and care of specialized equipment such as handguns, shotguns, baton, handcuffs, radios, teletypes and other modern protective and communications devices; federal and State laws applicable to arrest, evidence, crimes, traffic, citizen's rights, court proceedings and general law enforcement; University rules, regulations, policies and procedures related to law enforcement; community policing and providing assistance to students, staff and the public; city laws and ordinances pertaining to motor vehicles and criminal/civil offenses needed to supervise the police activities of the department; first aid as needed to perform police activities or act as back-up to police officers involving incidents that require first responder medical attention. **Ability to:** communicate verbally and in writing as needed, prepare clear and concise reports, and work with University students, faculty, staff and the general public; understand student attitudes and problems inherent in a campus environment; train, supervise and evaluate the performance of assigned staff; maintain records as needed to provide the department with information and tracking of police activities.

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

Detailed knowledge of: federal and State laws, county ordinances and University rules and regulations applicable to law enforcement activities within the University's jurisdiction. **Working knowledge of:** investigative techniques and the rules of evidence as needed to supervise the investigation of criminal and civil offenses occurring within the University's jurisdiction. **Ability to:** identify training needs; work cooperatively with other law enforcement agencies; participate in the development of departmental operating rules, policies and procedures as needed to ensure a smooth running department; participate in budget development to plan future departmental needs in the areas of personnel, equipment and training.

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.

13.215

ESTABLISHED: 1/24/84
REVISED: 8/6/87-3
REVISED: 7/1/91P
10/19/90PC
REVISED: 11/15/91PC
REVISED: 7/1/97LG
REVISED: 3/29/01UC
REVISED: 7/1/04LG
REVISED: 7/1/05LG
REVISED: 10/1/07LG