Joe Lombardo
Governor

Joy Grimmer
Director

Mandy Hagler
Deputy Director

Bachera Washington
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management

515 E. Musser Street, Suite 101 | Carson City, Nevada 89701
Phone: (775) 684-0150 | http://hr.nv.gov | Fax: (775) 687-9085

HUMAN RESOURCES COMMISSION

Meeting Notice

DATE: March 20, 2026

TIME: 9:00 a.m.

LOCATION:

Legislative Building
401 S. Carson Street
Room 3137
Carson City, NV

Legislative Hearing Rooms Building
7120 Amigo Street
Room 6
Las Vegas, NV

The sites will be connected by videoconference. The public is invited to attend at either location. As video conferencing gives the Commission, staff, and others flexibility to attend meetings in either Northern or Southern Nevada, handouts to the Commission on the day of the meeting may not be transmitted to distant locations.

Notice: The Human Resources Commission may address agenda items out of sequence to accommodate persons appearing before the Commission or to aid the efficiency or effectiveness of the meeting at the Chair's discretion. The Commission may combine two or more agenda items for consideration, and the Commission may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. Comments will be limited to three minutes per person and persons making comment will be asked to begin by stating their name for the record and to spell their last name. The Commission Chair may elect to allow additional public comment on a specific agenda item when the item is being considered.

Agenda

I. **Call To Order, Welcome, Roll Call, Announcements**

II. **Public Comment:** No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken.

FOR POSSIBLE ACTION

III. **Approval of Minutes of Previous Meetings:**

A. December 19, 2025

FOR POSSIBLE ACTION **IV. Discussion and Approval or Denial of Individual Classification Appeal**

Marie Ua-Silvestri, Supervisor, Communications Call Taker
Department of Business and Industry
Taxicab Authority

INFORMATIONAL ITEM **V. Report of Uncontested Classification Changes Not Requiring Human Resources Commission Approval per NRS 284.160**

The following items were listed as an informational item on the December 19, 2025, Human Resources Commission Agenda, Item V. The changes to these items were incorrectly identified as having automatically gone into effect. These items should have been identified as being reviewed and will become effective upon completion of the Job Classification Project.

Posting: #04-26
- 06.713 Manager, Hydrology
- 07.412 Right-of-Way Series
- 07.428 Staff Specialist, Right-of-Way Series

Posting: #05-26
- 02.131 Student Worker
- 02.300 Accounting Assistant Series
- 02.811 Supply Technician Series
- 06.809 Manager, Environmental Programs
- 07.422 Review Appraiser Series
- 09.410 Skilled Trades Apprentice
- 13.241 Criminal Investigator Series

The following items were posted for at least 20 working days and will become effective upon completion of the Job Classification Project.

Posting: #06-26
- 13.208 DPS Officer Series
- 13.203 DPS Captain
- 13.204 DPS Lieutenant
- 13.205 DPS Sergeant
- 13.234 Law Enforcement and Training Specialist

Posting: #09-26
- 1.114 Entomologist
- 1.132 Agricultural Inspector Series
- 1.510 Brand Inspector Series
- 2.422 AG Legal Secretary Series
- 7.612 Management Analyst Series

Posting: #10-26
- 4.106 Librarian Series
- 4.108 Library Archives Records Series
- 4.116 Library Technician Series
- 4.118 Library Assistant Series
- 4.204 Records Analyst Series

4.220 Archivist Series
5.181 Early Childhood Educator Series
7.101 Accountant Series
7.641 Manager, HAVA

Posting: #11-26

1.401 Weights Measures Inspector Series
2.225 Admissions and Records Assistant Series
3.520 Family Support Worker
7.670 Fleet Specialist Series
10.723 Pharmacy Technician Series

Posting: #12-26

7.307 Buyer Series
7.311 Purchasing Technician Series
7.332 Supervisor, Prison Industries Series
7.501 Payroll Specialist
7.502 Payroll Technician
7.605 Investment Analyst Series
7.620 Budget Analyst Series
7.634 Executive Branch Budget Analyst Series
7.636 Manager Executive Branch Budget Analyst
7.655 IT Business Analyst Series
7.659 NSHE Specialist Series
13.241 Criminal Investigator
13.246 Deputy Chief Investigator

Posting: #13-26

10.613 Therapeutic Recreation Specialist Series
10.615 Speech Pathologist
10.617 Athletics and Recreation Specialist Series
10.673 Activities Therapy Technician Series
10.707 Chemist Series
10.711 Microbiologist Series
10.726 Laboratory Technician Series
10.740 Radiology Technician
10.769 Staff Research Assistant Series

VI. Discussion of Dates for Upcoming Meetings

VII. Commission Comments

VIII. Public Comment: No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken.

IX. Adjournment

Supporting material for this meeting is available at the Division of Human Resource Management at 515 E. Musser Street, Suite 101, Carson City, Nevada, 89701; 7251 Amigo Street, Suite 120, Las Vegas, NV, 89119; or on our website: https://hr.nv.gov/Boards/PersonnelCommission/Human_Resources_Commission_-_Meetings/. To obtain a copy of the supporting material, you may contact Roxanne Hardy at (775) 684-0131 or roxannehardy@admin.nv.gov

Inquiries regarding the items scheduled for this Commission meeting may be made to Roxanne Hardy at (775) 684-0131 or roxannehardy@admin.nv.gov.

We are pleased to make reasonable accommodations for individuals who wish to attend this meeting. If special arrangements or audiovisual equipment are necessary, please notify the Division of Human Resource Management in writing at 515 E. Musser Street, Suite 101, Carson City, NV, 89701, no less than (5) working days before the meeting.

Persons who wish to receive notice of meetings must subscribe to the Division of Human resource Management LISTSERV HR Memorandums, which can be found on the following webpage: http://hr.nv.gov/Services/HRM_Email_Subscription_Management/. If you do not wish to subscribe to LISTSERV and wish to receive notice of meetings, you must request to receive meeting notices and renew the request every 6 months thereafter per NRS 241.020(3)(c), which states in part, "A request for notice lapses 6 months after it is made." Please contact Roxanne Hardy at (775) 684-0131 or roxannehardy@admin.nv.gov to make such requests.

Notice of this meeting has been posted at the following locations:

Carson City
515 East Musser Street, Suite 101
Nevada State Library and Archives Building, 100 North Stewart Street
Nevada State Capitol Building, 101 North Carson Street
Nevada State Legislature Building, 401 South Carson Street

Las Vegas
Eureka Building, 7251 Amigo Street

Websites:
Nevada Public Notice website: http://notice.nv.gov
Division of Human Resource Management: www.hr.nv.gov

Item III

STATE OF NEVADA

HUMAN RESOURCES COMMISSION

Held at the Nevada State Library and Archives Building, 100 N. Carson Street, Room 110, Carson City; and via video conference in Las Vegas at the Eureka Building, 7251 Amigo Street, Room 120.

MEETING MINUTES
December 19, 2025
(Subject to Commission Approval)

COMMISSIONERS PRESENT:	Mr. Mark Olson, Chairperson Ms. Angela Scurry, Commissioner Mr. Patricia Hurley, Commissioner Mr. Rick McCann, Commissioner Ms. Christine Santiago, Commissioner
STAFF PRESENT:	Ms. Bachera Washington, Administrator, DHRM Ms. Michelle Garton, Deputy Administrator, DHRM Ms. Keish Harris, Deputy Administrator, DHRM Mr. Dakota Peterson, Deputy Attorney General

DRAFT

I. CALL TO ORDER, WELCOME, ROLL CALL, ANNOUNCEMENTS

Chairperson Olson called the meeting to order and called roll. He welcomed the new Deputy Attorney General, Dakota Peterson. There were no announcements from members.

II. PUBLIC COMMENT

Chairperson Olson, asked for public comments. There were no public comments.

III. APPROVAL OF MINUTES OF PREVIOUS MEETINGS:
A. June 27, 2025

Chairperson Olson, asked for questions or comments on the June 27, 2025 minutes. There were no questions or comments from members.

MOTION:	Moved to approve the June 27, 2025 meeting minutes.
BY:	Commissioner McCann
SECOND:	Commissioner Scurry
VOTE:	The motion passed unanimously.

IV. DISCUSSION AND APPROVAL OR DENIAL OF PROPOSED PERMANENT REGULATION CHANGES TO NEVADA ADMINISTRATIVE CODE, CHAPTER 284

Heather Dapice introduced LCB File Number R010-25, which was a recommended change to NAC 284.126, section 1(e)(3), which removes the word preponderance, and replaces it with the rod, majority. Additionally, it recommends a change to sub-section 3 of NAC 284.126, to remove the phrase, Form NPT 19, replacing it with the phrase, the appropriate form.

Chairperson Olson asked if these were the changes done here earlier and that this is the final.

Heather Dapice indicated that this is correct.

Rick McCann wanted to indicate that, despite these changes, there is no change to employment or compensation or benefits to any people currently holding those positions.. He then asked for confirmation of his statement.

Bachera Washington confirmed that Mr. McCann's statement was correct.

Chairperson Olson did not hear any other questions or comments, and subsequently called for a motion.

MOTION:	Moved to approve Item 4, as read
BY:	Commissioner McCann
SECOND:	Commissioner Hurley
VOTE:	The motion passed unanimously.

V. DISCUSSION OF DATES FOR UPCOMING MEETINGS

Michele Garton proposed to dates for the next meeting, which were March 20, 2026, and March 27, 2026. She indicated Chair Olson is unavailable March 27, and proposed that March 20, 2026, be the next Commission meeting. All commissioners indicated that this date works for them. Ms. Garton then proposed a Commission meeting date for June 26, 2026, stating that Commissioner Hurley is unavailable, but Commissioner Aserian will be filling in for her, as her backup. She asked if the other commissioners were good for this date. All other commissioners indicated their availability for June 26, 2026.

DRAFT

VIII. COMMISSION COMMENTS

Chairperson Olson called for Commission comments. There were no commission comments, other than Chair Olson wished everyone a happy holiday season.

IX. PUBLIC COMMENT

Chairperson Olson asked for public comment. There were no public comments.

X. ADJOURNMENT

Chairperson Olson adjourned the meeting.

DRAFT

Item IV

HUMAN RESOURCE COMMISSION
INDIVIDUAL STUDY APPEAL

Marie Ua-Silvestri, Supervisor, Communications Call Taker, grade 31 (retained grade 33)
Appeal of the Division of Human Resource Management's reclassification from Public Safety Dispatcher IV, grade 33 to Supervisor, Communications Call Taker, grade 31

Human Resource Commission Meeting of March 20, 2026

Prepared by the Department of Administration
Division of Human Resource Management

APPEAL SUMMARY

Ms. Ua-Silvestri, an employee of the Department of Business and Industry, Taxicab Authority, is objecting to the Division of Human Resource Management's determination to downwardly reclassify her position from Public Safety Dispatcher IV, grade 33 to Supervisor, Communications Call Taker, grade 31. The Division of Human Resource Management determined, after a review of the duties and responsibilities of the position, that the appellants duties were more consistent with the Supervisor, Communications Call Taker, grade 31.

The appellant's pay will be maintained according to Nevada Administrative Code 284.290, Retained rates of pay.

BASIS FOR APPEAL

Ms. Ua-Silvestri's appeal is based on her belief that this reclassification misrepresents the scope and complexity of her duties, and this reclassification imposes severe financial and operational consequences for herself, her staff, and the Nevada Taxicab Authority. The appellant believes her duties and responsibilities are indicative of the Supervisor, Public Safety Dispatcher, grade 35 previously titled Public Safety Dispatcher IV, grade 33.

DIVISION OF HUMAN RESOURCE MANAGEMENT RECOMMENDATION

Following recent updates to the Public Safety Dispatcher series, the Division of Human Resource Management, per Nevada Administrative Code 284.130, conducted a comprehensive review of all applicable positions within the Taxicab Authority to include the appellant's position. As a result of this evaluation, it was determined that the scope, complexity, and breadth of responsibilities, of the appellant's position, did not meet the threshold required for the Supervisor, Public Safety Dispatcher (previously title Public Safety Dispatcher IV). It was concluded that the duties and responsibilities of the Taxicab Authority positions were more closely aligned with the Communications Call Taker series. A revision was made to the series to accommodate the duties and responsibilities of a supervisor.

As a result of this determination, the appellant's pay was retained, at grade 33 (Public Safety Dispatcher IV, grade 33), pursuant to Nevada Administrative Code 284.290.

HUMAN RESOURCE COMMISSION
INDIVIDUAL CLASSIFICATION APPEAL

Marie Ua-Silvestri, Supervisor, Communications Call Taker, grade 31 (retained grade 33) Appeal of the Division of Human Resource Management's reclassification from Public Safety Dispatcher IV, grade 33 to Supervisor, Communications Call Taker, grade 31

Human Resource Commission Meeting of March 20, 2026

Prepared by the Department of Administration
Division of Human Resource Management

DOCUMENT	EXHIBIT
Memorandum to the Human Resource Commission, through Bachera Washington, Administrator, Division of Human Resource Management, dated December 19, 2025, from Marie Ua-Silvestri, appealing the Administrator's affirmation of the original classification determination	1
Letter to Marie Ua-Silvestri from Administrator Bachera Washington, dated November 21, 2025, affirming the original classification determination	2
Memorandum to Administrator Bachera Washington from Marie Ua-Silvestri, dated September 17, 2025, appealing the determination to reclassify her position to Supervisor, Communications Call Taker	3
Letter to Kristopher Sanchez, Director, Department of Business and Industry, dated August 20, 2025, from Human Resource Analyst Jade Silva and Jennifer Trachet reclassifying the position	4
HR-19 Position Questionnaire for Marie Ua-Silvestri's position.	5
2025 Department of Business and Industry, Taxicab Authority Statistics	6
2025 Department of Public Safety Statistics	7
2025 Department of Wildlife Statistics	8
Department of Business and Industry, Taxicab Authority Procedural Manual	9
Department of Wildlife Training Manual	10
Email dated October 30, 2025 from the supervisor of the Department of Public Safety Dispatch Center detailing incoming call routing	11
Class Specification for Communication Call Taker series	12
Class Specification for Public Safety Dispatcher series	13

Exhibit 1

Appeal Packet – Executive Summary

Marie Ua-Silvestri
Supervisor, Public Safety Dispatch
Nevada Taxicab Authority
December 2025

This appeal packet is submitted in response to the reclassification of my position from Public Safety Dispatch Supervisor (Grade 35) to Supervisor, Communications Call Taker (Grade 31). The Nevada Taxicab Authority Board has approved funding to support the original classification and pay structure. This packet includes documentation supporting the restoration of:

- Supervisor classification at Grade 35
- Dispatcher classification at Grade 33

I respectfully request the Human Resources Commission to review the enclosed materials and restore the original classification and compensation.

Appeal to the Human Resources Commission
Marie Ua-Silvestri
Las Vegas, NV
December 19, 2025

To the Human Resources Commission:

I submit this appeal pursuant to NAC 284.152 in response to the November 21, 2025, decision by the Division of Human Resource Management (DHRM) denying my classification appeal. I respectfully disagree with the determination that my position should remain classified as Supervisor, Communications Call Taker (Grade 31) rather than Supervisor, Public Safety Dispatcher (Grade 35).

This reclassification misrepresents the scope and complexity of my duties and imposes severe financial and operational consequences for myself, my staff, and the Nevada Taxicab Authority.

Unique Role of the Nevada Taxicab Authority

The Nevada Taxicab Authority is a self-funded regulatory agency enforcing NRS Chapter 706 – Motor Carriers. We operate as a fully integrated entity with six sections, including Dispatch/Compliance Enforcement. Dispatch is not peripheral — it is the operational backbone of enforcement and public safety.

Financial Impact (Exhibit A)

The downgrade results in annual pay losses of $8,000–$14,000 per employee, despite no change in duties. These reductions are life-altering for experienced staff who continue to perform critical public safety functions.

Supervisor Duties (exhibit B)

My responsibilities extend far beyond call-taking:
- Leadership: Train, mentor, evaluate staff; cover shifts during shortages.
- Dispatch Operations: Prioritize emergencies, dispatch enforcement officers, coordinate multi-agency responses.
- Technology Oversight: Maintain CAD systems and radios; serve as Terminal Agency Coordinator ensuring CJIS compliance.
- Critical Incident Response: Support investigators during mass casualty events (e.g., October 1 Las Vegas shooting, UNLV shooting).
- Administrative & HR Liaison: Records, payroll, audits, complaints, and board representation.

These duties align squarely with the Public Safety Dispatcher series specifications, not the Call Taker series.

Real-World Examples of Critical Dispatch Functions

- October 1, 2017, Las Vegas Mass Shooting: Taxicab Authority investigators and dispatcher assisted Metro Police in real time, including family notifications and field coordination conducted with assistance from Our Chief of Investigations at the time..
- UNLV Shooting Incident: Our dispatchers coordinated investigator response and maintained communication with them.
- Daily Operations: Dispatchers handle assaults, illegal ride operations, traffic stops, and emergencies involving both taxi drivers and the public(like Investigators administering NICAN, rolling up on Domestics, Injury accident, fights not involving Cab Drivers, and Other non-Industry calls because they are patrolling.)
- These examples demonstrate that our dispatchers perform public safety functions equivalent to law enforcement dispatchers, not administrative call takers.

Comparative Standards Across Agencies

- Other Nevada enforcement agencies (DPS, Nevada Highway Patrol, UNLV Police) rely on dispatchers—not call takers—for field operations.
- The use of defined restrictions of our Agency and Investigators is irrelevant to the duties I or my Dispatchers perform. The Agency has Category 1 Peace Officers. They do not turn away from crime, they see it is their duty to intervene, assist and protect. Who do you think will assist them with this? We do the Dispatchers.
- No equivalent regulatory body in other jurisdictions relies solely on call takers for safety-critical coordination.
- The cited examples of "Police Communications Call Taker" in other states are not comparable, as those positions still manage two-way radio traffic and enforcement communications

Retention and Morale Concerns

- Reclassification undermines professional recognition and compensation, leading to attrition of experienced staff.
- The cost of turnover and diminished operational efficiency outweighs any nominal savings from downgrading the classification.
- This leaves the door open for shortness of suitable candidates to hire and maintain due to the workload/compensation ratio.
- The creation of the call talker series was merely created because of funding and a Leader in Business and Industry over stepping the Taxicab Authority Administrator as he was finding solutions to fund his Dispatchers

Funding Context and Board Action

On December 17, 2025, the Taxicab Authority Board approved a 25-cent increase to the technology fund. This increase specifically includes support for the new pay grades of Public Safety Dispatcher series. Funding is secured to properly classify and compensate dispatchers at the correct grade levels.

Board Meeting Links

https://youtu.be/TlFRb5Z1Py4?si=_SoL3Turt7y6O6Dj
https://youtu.be/YG8JyRjJ54s?si=Zx9m-9iPLMKhxqHL

(I included this because at our meeting with our Union Representative it was stated the reclass is based on a request by a Business and Industry Leader due to funding per the Administrator of Department of Administration at a meeting with the Union and Labors Relations Unit.)

Human Impact

At a time of historic cost-of-living increases, reducing pay for essential public safety staff is inequitable and destructive to morale and retention. Simply telling us we appreciate your service is a slap in the face. It comes across as arrogant, unapologetic, unemphatic by the Leaders/Departments who are doing this, it is appalling. We at the Taxicab Authority Public Safety Dispatchers and our duties are being discriminated against due to funding. The stress and hard ache this has put on me, and my staff is unbelievable with no help from Department or Government Leaders. The fear of not being financially stable, having to leave a career we have invested into, building a strong Dispatch center from the ground up to where it is, only to be displaced. We love yes, I said love our Agency, we enjoy, and love our Jobs, we respect and are dedicated to Administrator Todd Park, Deputy administrator Curtis Mell and Chief Dominic DelPadre. Through this whole process they did not stop supporting us. We are all the expert matters here, we all are the boots on the ground, we all know the difference between a Call taker and Public Safety Dispatcher. Our Agency requires Dispatchers and its pay grade not Communication Call Takers and that pay grade.

The Dispatcher and I never imagined that we would suffer this mental stress by the State of Nevada. The State we all serve with pride and dignity.

Request for Relief

I respectfully request that the Human Resources Commission overturn the DHRM decision and:

- Restore my position to Supervisor, Public Safety Dispatcher, Grade 35.
- Restore the Taxicab Authority Public Safety Dispatcher positions to Grade 33.

These classifications accurately reflect the scope, complexity, and public safety responsibilities of dispatch operations at the Taxicab Authority and align with the funding already approved by the Board.

Thank you for your consideration.

Sincerely,

Marie Ua-Silvestri

CC:

Todd Park, Administrator/Deputy Commissioner
Department of Business and Industry
Nevada Taxicab Authority/Nevada Transportation Authority
tapark@taxi.state.nv.us

Curtis Mell, Deputy Administrator
Department of Business and Industry
Taxicab Authority
cmell@taxi.state.nv.us

Dominic DelPadre, Chief of Enforcement
Department of Business and Industry
Nevada Taxicab Authority/Nevada Transportation Authority
d.delpadre@nta.nv.gov

Sheri Van Horsen
AFSCME International
SVanHorsen@afscme.org

Paul Cotsonis
AFSCME International
Paul@rrvlawyes.com

Exhibit A – Pay Breakdown

Emolyee	Current Title	Current Grade/Step	Currently Montly Pay	Curent Annual Pay	Reclass Title	Reclass Grade/Step	Reclass Monthly	Reclass Yearly	Notes
Marie Ua-Silvestri	Publice Safety Dispatch Supervisor	35/10	6826.02	81912.24	Supervisor, Call Taker	31/10	5714.16	68569.92	13 Years Taxicab Authority Dispatcher
Danielle Hufstetler	Public Safety Dispatcher	33/10	7370.64	88447.68	Senior Call Taker	29/10	6170.04	74040.48	10 Years Taxicab Authority Dispatcher
Linda Humphreys	Public Safety Dispatcher	33/09	7041.78	84501.36	Senior Call Taker	29/09	5916.0	70992.0	9 Years Taxicab Authority Dispatcher
Shelley Carrilo	Public Safety Dispatcher	33/02	4450.92	53411.04	Senior Call Taker	29/02	3763.62	45163.44	2 years Taxicab Authority Dispatcher/12 Years County Dispatcher

Exhibit B – Supervisor Duties

Public Safety Dispatch Supervisor at the **Taxicab Authority**

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Core Responsibilities

Supervision & Leadership

- Supervise and coordinate the activities of public safety dispatchers.
- Provide training, guidance, and performance evaluations for dispatch staff.
- Ensure compliance with Taxicab Authority policies, procedures, and state regulations.
- Hiring and Training New Dispatchers

Dispatch Operations

- Oversee the receipt and prioritization of emergency and non-emergency calls.
- Ensure timely and accurate dispatching of enforcement officers and resources.
- Monitor radio and communication systems for efficiency and effectiveness.
- Working Supervisor- Covers a Dispatch schedule due to staff shortage, Annual Leave and Sick Leave

Public Safety Coordination

- Coordinate with law enforcement, emergency services, and other agencies Cab Company Management as needed. (Violent Summary Reports/Any updates for Industry safe due to crime)
- Respond to incidents involving taxicab operations, including accidents, disputes, or violations.
- Maintain situational awareness and ensure appropriate response protocols are followed.

Administrative Duties

- Maintain records of calls, incidents, and enforcement actions.
- Prepare reports and documentation for internal use and regulatory compliance.
- Assist in developing and updating dispatch procedures and protocols.

Technology & Systems Oversight

- Ensure proper functioning of dispatch software, radio systems, Camera System and communication tools. We created a Cad system for our use with Acella.
- Troubleshoot technical issues and coordinate with IT or vendors for resolution.
- Request and assisted in creating accurate reports and CAD system in Acella

Customer Service & Public Interaction

- Handle complaints or inquiries from the public regarding taxicab services, Unauthorized Transportation, Staff complaints, and Agency Complaints before being sent to the Administrator.
- Provide information and support to drivers, companies, and passengers.
- Attends Board Meetings

TAC (Terminal Agency Coordinator)

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Compliance Oversight

- Ensure the agency complies with FBI CJIS Security Policy and Nevada state regulations.
- Serve as the liaison between the agency and the Nevada Department of Public Safety – CJIS Systems Agency (CSA).
- Prepare for and respond to **audits** conducted by state or federal authorities.

User Management

- Manage and maintain **user access** to NCIC, NCJIS, and related systems.
- Ensure all users are **trained and certified** before accessing criminal justice information.
- Monitor user activity to detect and prevent misuse or unauthorized access.

Training & Certification

- Provide or coordinate **initial and ongoing training** for all system users.
- Track and document **certification status** for each user.
- Ensure users are aware of **policy updates** and procedural changes.

Security & Incident Response

- Implement and enforce **security protocols** for data access and handling.
- Report **security incidents** or policy violations to the appropriate authorities.
- Work with IT and security teams to maintain **system integrity**.

Documentation & Recordkeeping

- Maintain accurate records of:
- User access and certifications
- Security incidents
- Audit findings and corrective actions
- Ensure documentation is **readily available** for audits or inspections.

Policy Development

- Develop and update **internal policies and procedures** for system use.
- Ensure policies align with CJIS Security Policy and Nevada CSA guidelines.
- Disseminate policy changes to all relevant personnel.

Human Resources (HR) Liaison

Communication & Coordination

- Act as the **primary point of contact** between the department and the central HR office.
- Communicate HR policies, procedures, and updates to department staff.
- Coordinate with HR specialists on matters such as recruitment, benefits, and employee relations.

Recruitment & Onboarding Support

- Assist with **job postings**, screening applications, and scheduling interviews.
- Facilitate the **onboarding process** for new hires, including orientation and paperwork.
- Ensure compliance with **state hiring practices** and equal employment opportunity (EEO) guidelines.

Employee Relations

- Provide guidance to supervisors and employees on **HR policies**, conflict resolution, and performance issues.
- Help address and document **employee concerns**, complaints, or disciplinary actions.
- Support investigations and ensure proper documentation is maintained.

Records & Documentation

- Maintain accurate and confidential **personnel records**.
- Ensure timely submission of HR-related forms (e.g., leave requests, evaluations, status changes).
- Track and report on HR metrics such as turnover, vacancies, and training compliance.

Benefits & Leave Administration

- Assist employees with **benefits enrollment**, changes, and questions.
- Coordinate **leave requests** (FMLA, sick leave, vacation) and ensure proper documentation.
- Liaise with central HR or payroll for benefits and compensation issues.

Training & Development

- Coordinate or deliver **training sessions** on HR topics (e.g., harassment prevention, ethics).
- Track employee **training requirements** and certifications.
- Promote professional development opportunities.

Compliance & Policy Enforcement

- Ensure department practices align with **Nevada state HR laws and regulations**.
- Monitor compliance with **workplace safety**, EEO, and labor laws.
- Assist in implementing new HR policies or procedural changes.

Payroll Liaison

Payroll Processing Support

- Collect, review, and submit **timekeeping records** (e.g., timesheets, leave slips) for accuracy and completeness.
- Ensure timely entry of **payroll data** into the state's payroll system (such as NEATS or Advantage).
- Verify that employees are paid correctly and on time.

Communication & Coordination

- Serve as the **point of contact** between the department and the central payroll office.
- Communicate payroll policies, deadlines, and updates to staff and supervisors.
- Coordinate with HR and accounting teams on payroll-related issues.

Leave & Attendance Management

- Track and report **leave balances**, usage, and accruals (e.g., sick leave, vacation, FMLA).
- Ensure proper documentation and coding of leave in the payroll system.
- Assist employees with questions about leave policies and balances.

Payroll Issue Resolution

- Investigate and resolve **payroll discrepancies**, such as overpayments, underpayments, or incorrect deductions.
- Coordinate with payroll specialists to correct errors and issue adjustments.
- Maintain documentation of payroll corrections and communications.

Compliance & Recordkeeping

- Ensure payroll practices comply with **Nevada state laws**, collective bargaining agreements, and agency policies.
- Maintain accurate and confidential **payroll records**.
- Assist with audits and provide requested payroll documentation.

Training & Support

- Train supervisors and employees on **timekeeping procedures** and payroll policies.
- Provide guidance on proper coding of hours, overtime, and special pay.

- Stay updated on changes to payroll systems and regulations.

Additional Duties to include:
Legal Secretary back up / Court
Front Office Duties when Lead/Supervisor are not here

Exhibit 2

Joe Lombardo
Governor

Joy Grimmer
Director

Mandy Hagler
Deputy Director

Bachera Washington
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management

209 E. Musser Street, Suite 101 | Carson City, Nevada 89701
Phone: (775) 684-0150 | http://hr.nv.gov | Fax: (775) 684-0122

November 21, 2025

Marie Ua-Silvestri
Mua@taxi.state.nv.us
5517 Carnation Meadows Street
Las Vegas, NV 89130

Dear Ms. Ua-Silvestri,

I have reviewed your appeal regarding the classification study conducted by the Division of Human Resource Management (DHRM), Classification and Compensation section that resulted in your position being downgraded from Public Safety Dispatcher IV, 11.120, grade 33 to a Supervisor, Communications Call Taker, 11.123, grade 31.

My responsibility in the classification appeal process is to review the classification decision for accuracy and proper methodology. I have determined that the original classification of the position as Supervisor, Communications Call Taker, is appropriate. Also, the initial determination was based on sound evidence and adherence to prescribed classification methodology.

I must consider the points you disagree with and your reasons for this disagreement. My review included all the information from the original classification determination, additional information gathered by my staff, applicable job specifications, and your appeal documents.

Here are my findings:

- **Dispatchers perform far more than intake of phone calls.**

  In your appeal letter, you indicate that call takers are limited to receiving and routing calls without authority or responsibility to manage live enforcement communication or field safety. You further indicate that dispatchers operate two-way radios in compliance with law enforcement communication standards, monitor and direct real-time operations, run National Crime Information Center (NCIC) and State criminal history queries, coordinate with other public safety and regulatory agencies when joint enforcement is required, and manage priority response to emergencies.

Communications Call Takers process incoming emergency and non-emergency information received through telecommunication and online systems, supply and input information into appropriate systems, and communicate the information to appropriate entities. In addition, they provide emergency and/or non-emergency dispatch support to federal, State, and other governmental agencies, respond to routine and life threatening telephone calls and extract pertinent information, coordinate communications between members of the public, law enforcement, government, and other authorized individuals, relay specialized and sensitive information, determine which information resources to access for expediency and situational relevance, interpret information received, and transmit and route to authorized individuals.

While there are similarities, Public Safety Dispatchers utilize a fully integrated computer aided dispatch system, in addition to two-way radios. This fully integrated system allows for cross jurisdictional, statewide monitoring, tracking, and control of unrestricted law enforcement functions. The Taxicab Authority is limited to taking emergency and non-emergency calls for the Taxicab Authority and their respective Compliance/Enforcement Investigators. Emergency responses handled by the Taxicab Authority are limited in their scope to incidents involving taxicab drivers and/or their passengers. Public Safety Dispatchers manage a wide range of emergency situations statewide, adhering to diverse procedural guidelines.

While positions at the Taxicab Authority may monitor and direct real-time enforcement operations, the monitoring is not consistent with or comparable in scope to other dispatch centers. In agencies such as the Department of Public Safety (DPS) and the Department of Wildlife (NDOW), Public Safety Dispatchers routinely support, monitor, and track unrestricted State law enforcement personnel, investigative units, the Nevada Attorney General's Office, and federal law enforcement agencies such as the United States (US) Department of Forestry and the US Fish and Wildlife Service during live enforcement actions, mass casualty events, field events, sting operations, warrant services, patrols, and other statewide law enforcement activities. This level of operational involvement is not evident in the Taxicab Authority's current practices.

Querying NCIC and State criminal histories is not a defining characteristic of either the Public Safety Dispatcher or Communications Call Taker series. There are jobs within the State performing the same duty, including Administrative Assistants. Public Safety Dispatchers have broader authority in the use of these systems, whereas positions within the Taxicab Authority are limited to taxi-related incidents only.

While Taxicab Authority coordinates with other agencies, this is narrowly focused on matters restricted to your agency. In contrast, dispatch centers within DPS and NDOW maintain direct contact with local Public Safety Answering Points (PSAP), more commonly known as 911, and can dispatch local calls during major incidents. The Public Safety Dispatchers at DPS and NDOW are secondary PSAP's that receive 911 calls when the primary PSAP is inundated. This level of integration and responsibility is not evident at Taxicab Authority's dispatch center.

- **Regulatory and Operational Requirements**

  In your appeal letter, you state that collective bargaining agreement (CBA) covering Compliance/Enforcement Investigators require that a dispatcher be on duty whenever investigators are in the field. Your position is not covered under CBA H, as such the CBA does not apply to you.

  You further state that the enforcement of Nevada's taxi laws depends on coordinated field operations and without dispatchers, investigators lose their operational lifeline which undermines the Taxicab Authority's statutory responsibility to enforce compliance. When classifying a position, we are required to look at the duties and responsibilities of a position, not its job title. Dispatch support is critical to enforcement operations, the duties detailed in the submitted HR-19s and information gathered during your desk audit, Taxicab Authority's dispatch center supports this critical role. The center responds to calls, relay and provide information, and coordinate communications for incidents involving taxicabs which fall within the guidelines of a Communications Call Taker. Additionally, these duties and responsibilities are comparable to Administrative Assistant positions within the Gaming Control Board that provide support to the Enforcement Division and its enforcement agents. The Gaming Enforcement Division is the law enforcement arm of the Gaming Control Board, maintains five statewide offices that operate 24/7, and has responsibilities that include conducting criminal and regulatory investigations, arbitrating disputes between patrons and gaming license holders, and gathering intelligence on organized criminal groups.

  You also state that unlike private sector call takers, Taxicab Authority dispatch must coordinate urgent responses in real time such as being the first to receive reports of illegal ride operations or assaults on drivers. Communications Call Takers are first to receive reports of dangerous, violent, threatening, and/or self-harm behaviors; gather information to determine the validity of the report and the severity of any threat; prepare detailed narratives and reports to appropriate State and local public safety agencies; and monitor and/or follow-up on reports and their outcomes.

- **Risk of Reclassification**

  Your appeal letter states that the risk of reclassification includes operational breakdowns due to investigators not being deployed effectively without dispatch coverage. In addition, you state that there would be an increased risk of liability because of the reclassification since delays in emergencies caused by a lack of professional dispatch capability could expose the State to liability claims. As previously stated, a position is classified based on its duties and responsibilities, not the job title or how its duties are phrased. The change in your classification is based on its duties and responsibilities, and the continued performance would not create operational inefficiencies as the duties and training of staff have not changed. While you utilize the phrase "professional dispatch capability", both the Public Safety Dispatcher and Communications Call Taker series are considered administrative support occupations as defined by the federal government; therefore, they

would not be considered professional level positions. Additionally, the Communications Call Taker can dispatch support units and coordinate responses.

You go on to write that there would be morale and retention risks as reclassification would reduce pay and professional recognition, leading to attrition of experienced staff and that the cost of turnover far outweighs any nominal savings. While we regret that employees have been impacted, we are required to classify positions based on their duties and responsibilities not on personal characteristics. You will maintain your current rate of pay pursuant to NAC 284.290 for at least two years, while in the position.

You also write that the reclassification was tied to avoiding an estimated $40,000.00 cost increase statewide and that shifting to call takers introduces hidden costs in outsourcing, CBA enforcement, and diminished operational efficiency. The reclassification of your position was a result of the review of the duties and responsibilities performed by your position and was triggered by both the creation of the Communications Call Taker series and the review of the Public Safety Dispatch series.

- **Comparative Analysis**

  Your appeal letter states that public safety and enforcement functions across Nevada (DPS, Nevada Highway Patrol, and University of Nevada, Las Vegas) rely on dispatchers, not call takers, to manage two-way radio traffic and field operations. With the advent of the Communications Call Taker series multiple positions within the State have been reclassified to this series, including positions within DPS. In addition, Administrative Assistants also provide a wide variety of dispatch support services, including those within the Gaming Control Board.

  You also write that agencies regulating commercial transportation in other jurisdictions maintain dispatcher functions for enforcement staff and that no equivalent regulatory body relies on call takers for safety-critical coordination. As previously stated, it is not the title of the position but the duties that dictate its classification. In addition, there are several jurisdictions that utilize varying titles such as, Police Communications Operator in Glendale, California and Phoenix, Arizona; 911 Call Taker in Austin, Texas; and Police Communications Call Taker in Buena Park, California to name a few.

After a thorough review of all duties and documentation, I have determined that the scope, complexity, and breadth of your responsibilities do not meet the threshold required for the Supervisor, Public Safety Dispatcher, that the original determination to reclassify your position was evaluated according to prescribed classification procedures and methodology, and Supervisor, Communications Call Taker remains the correct classification for your position.

We appreciate your years of service to the State and the contributions you have made to both the Department of Business and Industry and the Taxicab Authority. Unfortunately, your request for consideration is denied.

Pursuant to NAC 284.152, you may appeal this decision to the Human Resources Commission

within 30 days by notifying the Division of Human Resource Management in writing at class.comp@admin.nv.gov (cc: bachera@admin.nv.gov and kiharris@admin.nv.gov) or by mail at 515 East Musser Street, Room 101, Carson City, NV 89701. Your appeal should include the reason for your disagreement with this decision.

Sincerely,

Bachera Washington, Administrator
Department of Administration
Division of Human Resource Management
bachera@admin.nv.gov

cc: Kristopher Sanchez, Director
Department of Business & Industry
kristopher.sanchez@business.nv.gov

Todd Park, Administrator
Department of Business & Industry
Taxicab Authority
tapark@taxi.state.nv.us

Corrine Cosentino, Human Resource Officer III
Department of Administration
Division of Human Resource Management
ccosentino@admin.nv.gov

Exhibit 3

September 17th, 2025

Division Administrator Bachera Washington
Division of Human Resource Management
Eicon Building
515 East Musser Street, Suite 101
Carson City, Nevada 89701-4204

Re;: Appeal to reclassification study for Public Safety Dispatcher 3 and 4 with Nevada Taxicab Authority

The Nevada Taxicab Authority (TA) is responsible for ensuring the safety, accountability, and efficiency of taxicab operations in Clark County. Central to this mission are the agency's dispatchers, who serve as the direct communication link between field enforcement personnel, drivers, and the public. Recent efforts to reclassify these positions from *dispatchers* to *call takers* fail to reflect the essential scope of duties performed, the regulatory requirements governing the agency, and the operational risks posed by such a change.

This document provides justification for maintaining the *dispatcher* classification and outlines the significant negative impacts of reclassification.

Dispatchers perform far more than intake of phone calls. Their duties include:

- Operating two-way radios in compliance with law enforcement communication standards.
- Monitoring and directing real-time enforcement operations, ensuring that investigators are supported in the field.
- Running NCIC and state criminal history queries, where authorized, to support enforcement activity.
- Coordinating with other public safety and regulatory agencies when joint enforcement is required.
- Managing priority response to emergencies (accidents, assaults, illegal operations).

In contrast, **call takers** are limited to receiving and routing calls without authority or responsibility to manage live enforcement communications or field safety. Reclassification strips the position of its public safety role and fails to acknowledge that TA dispatchers engage in continuous operational oversight and decision-making.

Regulatory and Operational Requirements

1. **Compliance with Collective Bargaining Agreement (CBA):**
   The CBA covering Compliance Enforcement Investigators requires that a dispatcher be on duty whenever investigators are in the field. Reclassifying dispatchers as call takers jeopardizes compliance with this mandate and exposes the agency to grievances, work stoppages, or legal disputes.
2. **Support of Enforcement Authority (NRS/NAC 706):**
   Enforcement of Nevada's taxi laws depends on coordinated field operations. Without dispatchers, investigators lose their operational lifeline, undermining the TA's statutory responsibility to enforce compliance.
3. **Public Safety Obligations:**
   Unlike private-sector call centers, TA dispatch must coordinate urgent responses in real time. For example:
   - Dispatchers are often the first to receive reports of illegal ride operations or assaults on drivers.

They direct investigators and provide critical situational updates, safeguarding both employees and the public

Risk of Reclassification

- **Operational Breakdown:** Investigators cannot deploy effectively without dispatch coverage. Outsourcing to DPS or another agency would impose unsustainable costs and remove direct operational control from the TA.
- **Increased Liability:** In emergencies, delays caused by lack of professional dispatch capability could expose the state to liability claims.
- **Morale and Retention Risks:** Reclassification would reduce pay and professional recognition, leading to attrition of experienced staff. The cost of turnover—including training new staff—far outweighs any nominal savings.
- **Budgetary Impact:** While the reclassification was tied to avoiding an estimated $40,000 cost increase statewide, shifting to call takers introduces hidden costs in outsourcing, CBA enforcement, and diminished operational efficiency.

Comparative Analysis

- **Other Nevada Agencies:** Public safety and enforcement functions across Nevada (e.g., DPS, NHP, UNLV) rely on dispatchers, not call takers, to manage two-way radio traffic and field operations.
- **Industry Standards:** Agencies regulating commercial transportation in other jurisdictions (e.g., New York TLC) maintain dispatcher functions for enforcement staff. No equivalent regulatory body relies on call takers for safety-critical coordination.

The TA must preserve the *dispatcher* classification. Doing so:

- Ensures compliance with existing CBAs.
- Upholds operational effectiveness and public safety.
- Protects the agency from legal and financial risks associated with inadequate field support.
- Retains qualified staff, ensuring continuity of service and institutional knowledge.

Reclassifying dispatchers as call takers misrepresents the essential, safety-critical functions performed by these employees. The Taxicab Authority's mission, enforcement capacity, and compliance obligations depend on retaining the dispatcher classification. It is therefore strongly recommended that the State of Nevada maintain dispatchers in their status to protect both agency operations and public safety.

In closing The Dispatcher at the Nevada Taxicab authorities' duties did not change with this reclassification. The amount of work the Dispatchers and Dispatch Supervisor is responsible for does not equal the pay of the reclassification. It is diabolical to underpay staff that have that many responsibilities in an Agency. The Nevada Taxicab Authority Dispatchers are also paid by the Technology fee which had a reserve. The Agency was granted to use these funds to pay for other things now causing a budgeting problem for the Dispatchers. Reclassifying Dispatchers to Call takers when they actual Dispatch Investigators to actual calls for service makes no sense. The Agency also pays an Investigator on Administration leave and has been for the entire time I have worked for the agency for over ten years. Yet the section that is the heart of the Agency, the section that if someone calls out sick leave or goes on annual the shift needs to be covered, the section who currently does other sections jobs, The section that works alone at the Agency even when there are no Investigators on duty. Make that make sense. This decision was poorly made and only had the Agency best interest at hand. HR should help the employees but instead assisted in a reclassification because of budgeting. We deserve this raise and should never have been reclassified in the first place. The study was poorly done to cut the pay of dedicated State Employees at a time like this in our Country is just wrong and heartless. The cost of living is rising and you cut our pay and have us still doing all of the work we do again is diabolical.

Marie Ua-Silvestri

Marie Ua-Silvestri
5517 Carnation Meadow St
Las Vegas, Nevada 89130

Exhibit 4

Joe Lombardo
Governor

Joy Grimmer
Director

Mandy Hagler
Deputy Director

Bachera Washington
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
515 E. Musser Street, Suite 101 | Carson City, Nevada 89701
Phone: (775) 684-0150 | http://hr.nv.gov | Fax: (775) 684-0122

August 20, 2025

Kristopher Sanchez, Director
kristopher.sanchez@business.nv.gov
Department of Business and Industry
2300 W Sahara Ave
Las Vegas, NV 89102

Dear Mr. Sanchez,

Following recent updates to the Public Safety Dispatcher Series, the Division of Human Resource Management (DHRM), per NAC 284.130, conducted a comprehensive review of the duties associated with the Department of Business and Industry, Taxicab Authority position control numbers (PCNs) 0077, 0016, 0096, 0024, and 0081.

As a result of this evaluation, it was determined that the responsibilities of these positions are more closely aligned with the Communications Call Taker Series and a revision to the series was needed to include a supervisor level.

The duties outlined in the submitted HR-19s are indicative of a Communications Call Taker. The positions process incoming emergency and non-emergency information received through telecommunication and online systems, supply and input information into appropriate systems, and communicate the information to the appropriate entities. In summary the duties described in the HR-19s include, but are not limited to, the following:

- PCNs 0077, 0016, 0096, 0024
  - Receive, assign, and dispatch investigators to calls, including Vehicle Damage Reports (VDR); prepare and update events; events; answer incoming calls and document calls in database; transfer calls; communicate on two-way radio communications system; maintain officer's status; issue events and cases for investigators and Legal Secretary's for public records; contact fire, medical, police agencies, towing companies, cab companies, cab drivers, and inspectors for related department needs; code red radio for in progress officer safety; prepare files for court; respond to email complaints; obtain information for investigators; refer complaints to cab companies; assist customers with lost property; assist hotels and casinos with calls for service; transfer out of jurisdiction calls; receive non-emergency and emergency calls; assist the public with cab service,

drivers with licensing requirements, visitors to Las Vegas, law firms and other agencies connect; document sick calls and early outs in database and division calendar; escort cleaning crew throughout the department; Terminal Agency Coordinator and Assistant Terminal Agency Coordinator duties; and maintain staff and board members Nevada Civil and Criminal Information System and Nevada Criminal Justice Information System training and certification.

- PCN 0081
  - In addition to the duties listed above, the supervisor maintains the schedule for coverage of the Dispatch Center; creates, revises, and implements work performance standards, performance evaluations, dispatch desk manual, and essential functions; ensures dispatch equipment is working properly and maintained; creates and manages the dispatch database; implements directives from the Administrator; handles email complaints and complaints from the hotline; handles the main email for the division; maintains personnel records, yearly backgrounds on employees, record keeping, auditing, and staff training; oversee the use of eAgent, fingerprint returns, and required documentation; serves as payroll and human resources liaison; and handles recruitments, excluding Administrator, Deputy Administrator, and Hearings Officer.

A Communications Call taker provides emergency and/or non-emergency dispatch support to federal, State, and other governmental agencies; coordinates communications; relays specialized and sensitive information which impacts programs and activities; determines which information resource to access for expediency and situational relevance; interprets information received and transmits and routes to authorized individuals; enters, retrieves, and edits data; ensures accurate storage of the system's activities; provides reports to appropriate State or local public safety agencies; ensures program activities conform to established goals and policies; generates and prepares narrative and statistical reports related to activities and outcomes; disseminates information as required; provides courtroom testimony or deposition pursuant to information provided in a subpoena request; communicates with partnering State agencies to ensure consensus of resolution approval; communicates with partnering personnel for efficient transition of communication with callers and/or resource entities; implements standardized procedures for emergency and non-emergency tracking and monitoring the outcome of reports received; interprets and explains program policies, regulations, and requirements..

After a thorough review of the duties performed and analysis of relevant documentation, it has been determined that the duties and responsibilities for PCNs 0077, 0016, 0096, and 0024 align with the Senior Communications Call Taker, 11.125, grade 29. Also, the duties for PCN 0081 align with the Supervisor, Communications Call Taker, 11.123, grade 31. Therefore, these positions will be classified accordingly, effective August 27, 2025. These positions will retain their current rates of pay in accordance with NAC 284.290(2). The employee's base rate of pay remains unaffected for 2 years after the effective date of the downward reclassification, August 27, 2027 (refer to the regulation for additional guidance).

If you disagree with this determination, you may file a written appeal with the Division of Human Resource Management Administrator, Bachera Washington, within 30 days after the date of receipt of written notice of this determination. Complete details of the appeal process may be

found within NAC 284.152. Correspondence to Division Administrator Bachera Washington should be sent to her attention at:

Division of Human Resource Management
Eicon Building
515 East Musser Street, Suite 101
Carson City, Nevada 89701-4204
bachera@admin.nv.gov

In addition, please copy Deputy Administrator Keisha Harris (kiharris@admin.nv.gov) on the correspondence.

Please note that the revisions to the Communication Call Taker series and the changes to the Public Safety Dispatcher series will be established August 26, 2025.

If you have any questions concerning this matter, please contact us at class.comp@admin.nv.gov.

Respectfully,

Jade Silva and Jenn Trachet

Jade Silva and Jenn Trachet, Human Resources Analyst
Classification and Compensation Section

CC: Todd Park, Division Administrator
tapark@taxi.state.nv.us
Department of Business and Industry
Taxicab Authority

Corrie Cosentino, Deputy Administrator
ccosentino@admin.nv.gov
Department of Administration
Division of Human Resource Management
Human Resource Services

George Togliatti, Director
gtogliatti@dps.state.nv.us
Department of Public Safety
Erica Souza-Llamas, Division Administrator
esouza@dps.state.nv.us
Department of Public Safety
Division of Records, Communication, and Compliance

Allan Jenne, Director
ajenne@ndow.org
Department of Wildlife

Exhibit 5

STATE OF NEVADA
POSITION QUESTIONNAIRE

Initiated By
- [x] Department/Division
- [ ] Incumbent

Type of Budget Request
- [ ] Interim
- [ ] Budget Build Decision Unit

DHRM (date stamp)
RECEIVED
Department of Administration
October 13, 2025
Division of Human Resource Management
Classification & Compensation
Carson City, NV

Type of Classification Request
- [ ] New Position
- [ ] New Position - Short Form
- [x] Reclassify Filled Position
- [ ] Reclassify Vacant Position
- [ ] Legislative Review FY /

POSITION INFORMATION

DEPARTMENT / DIVISION / SECTION / UNIT Business and Industry Taxicab Authority Dispatch				
DEPT # (3 digits) 750	**DIVISION # (4 digits)** 4130	**BUDGET # (4 digits)**	**POSITION CONTROL (PCN) #** 0081	**# OF POSITIONS** 1
CURRENT JOB TITLE Dispatcher 4			**JOB CODE** 11.120	**GRADE** 33
REQUESTED JOB TITLE			**JOB CODE**	**GRADE**
INCUMBENT NAME Ua-Silvestri		**EMAIL** mua@taxi.state.nv.us		**PHONE#** 702-668-4005
SUPERVISOR NAME AND TITLE Todd Park Administrator		**EMAIL** tapark@taxi.state.nv.us		**PHONE#** 702-668-4005
APPOINTING AUTHORITY OR DESIGNEE NAME AND TITLE		**EMAIL**		**PHONE#**
HUMAN RESOURCE REPRESENTATIVE NAME AND TITLE		**EMAIL**		**PHONE#**

APPOINTING AUTHORITY/INCUMBENT CERTIFICATION

DEPARTMENT HUMAN RESOURCE OFFICE (date stamp)

I certify that I have read the HR-19 policy and that the statements provided in this HR-19 and the attached organizational charts are accurate and complete to the best of my knowledge.

Short Form Use Only: I further certify that the requested position(s) will perform essentially all of the duties and responsibilities described in the proposed job title and the requested job title is listed on the HR-19 Short Form Classifications list.

Position Duties or Changed Duties were/will be Effective	Date:
Appointing Authority or Designee Signature Todd Park	Date: 8/13/2025
Incumbent Signature	Date:
Is request being submitted with Dept/Div knowledge? [x] Yes [ ] No approval? [x] Yes [ ] No	

FOR COMPLETION BY BUDGET DIVISION ONLY

BUDGET DIVISION (date stamp)

[ ] Approved - Effective Date if Change is Approved by DHRM	Date:
[x] Approved - Date to be Determined and Change Approved by DHRM	
[ ] Disapproved	
Budget Representative Name VINCE YOUNG-BROWN	
Budget Representative Signature	Date: 08/20/25
Note	

FOR COMPLETION BY DHRM ONLY

INSTRUCTIONS TO APPOINTING AUTHORITY

Incumbent meets MQ's: [x] Yes [ ] No

- [ ] Use Hiring Process
- [ ] Preliminary Approval Pending FY ____/____ Budget approval and no changes to the duties
- [ ] Other

Effective after UCA posting expiration date 8/26/2025.

IFC and/or Legislative approval required? [ ] Yes, Date Approved [ ] No — Study#: 049-26

Dept. ID# 750	Div. ID #	Budget # 4130	Effective Date 8.27.2025
PCN # 0081	Job Code 11.123	Grade 31	Expiration Date
Job Title Supervisory, Communications Call Taker			
Analyst Signature Jennifer Trachet Jade Silva			Date 8.20.2025
Supervisor Signature			Date

***Retained rate 33 will revert back to 31 on 8/27/2027.

1. **What is the major purpose of this request?**

   Budget Concerns

2. **Are there positions in the department/division/section/unit with similar duties of this position to compare to?**

   Not in Business and Industry, but in other State of Nevada Departments

3. **What are the duties performed by this position?** ***Describe the duties in detail. Put an asterisk (*) next to each new duty or new function within an existing duty. Note:*** *Additional duties can be added by placing the curser in the desired row and right clicking. Next select "Insert", then either "Insert Rows Above" or "Insert Rows Below".*

DUTY NUMBER	DUTY STATEMENT
	Please see Attachment

4. **Does this position function as a lead worker? What is the job title and position control number of all positions that this position functions as a lead worker for. Describe, in detail, the extent of lead worker responsibility exercised by this position.**

   ☐ Yes ☑ No

   If yes, describe duties in detail:

   Check applicable boxes:

   ☐ Work Assignment ☐ Work Review ☐ Training ☐ Other (Specify):

5. **Does this position function as a supervisor? What is the job title and position control number of all positions that are supervised by this position? Describe, in detail, the extent of supervisory responsibilities exercised by this position.**

☑ Yes ☐ No

If yes, describe duties in detail: See Attachments For Dispatcher 3's and Dispatch Supervisor

Direct Supervision: All Dispatch 3's and 1 AA 3 position

Indirect Supervision:

Check applicable boxes:

☑ Performance Appraisal	☑ Work Performance Standards	☑ Scheduling
☑ Work Assignment	☑ Work Review	☑ Discipline
☐ Final Selection	☑ Training	☐ Other (Specify):

6. **What is the extent of supervision exercised over this position?**

Administrator over the agency is the Dispatch Supervisor direct report

7. **Are there any licenses, certificates, degrees, or credentials required by statute or required by the department/division/section/unit for this position?**

Yes, Certifications for NCIC/CJIS, TAC/ATAC, Nevada Post

8. **Which statutes, rules, procedures, or guidelines are used in performing the duties of this position?**

NRS 706 and NAC 706 as well as many criminal statutes regarding dispatchers taking calls for offenses

9. **Is there any additional information which may support this classification request?**

Supervision of the Dispatchers 3 includes a lot of confidential matters that need full attention as it deals with indiviuals personal lives

STATE OF NEVADA
HR-19 CHECKLIST

	PLEASE USE THIS CHECKLIST AS A REFERENCE TO ENSURE ALL REQUIRED DOCUMENTS ARE SUBMITTED
☑	Read HR-19 Policy
☑	Checked the box indicating whether the HR-19 was initiated by the department, division or incumbent
☐	Checked the appropriate box for Type of Classification Request
☑	Completed Position Information section
☑	Obtained appropriate signatures: i.e., incumbent, if applicable; appointing authority
☑	HR-19 form obtained from www.hr.nv.gov
	Attachments
☐	Salary Projection
☑	Current Black and White Organizational Chart
☐	Proposed Black and White Organizational Chart
☐	Applicable Legislation, Board/Commission Minutes, New Organization Plan, etc.
☑	Work Performance Standards
☐	DHS Checklist (for positions located within the Department of Health Services only)

Taxicab Authority Dispatch Supervisor

Outside of the PDS Job Element the Dispatch Supervisor also does the following job duties

Supervising:

1. Maintain schedule for coverage of the Dispatch Center
2. Create /Revise/implement Work Performance Standards, Evaluations, Dispatch Desk manual of Standard operations and essential functions
3. Yearly work performance standards of Dispatchers
4. Ensure Dispatch Equipment is working properly and maintained
5. Create and manage dispatch Database for all changes required
6. working Supervisor – cover any Dispatch Shift when needed
7. Implement and Directive from the Administrator
8. Complaints for the UPT Hotline
9. Handles Email complaints
10. Handles Agency's main email Taxi Auth

Administrative:

1. Terminal Agency Coordinator (TAC)
   Maintain Agency personnel records, yearly backgrounds on employees, record keeping, Auditing, staff training Overseeing use of eAgent, fingerprint returns, and all required documentation that's needed per Department of Public Safety and the FBI
2. Payroll Liaison
3. HR Liaison
4. Legal Secretary Back up
5. Handles Agency Recruitment excluding Administrator, Deputy Administrator, Hearings Officer.

Taxicab Authority Public Safety Dispatcher

Nevada Taxicab Authority Dispatch is considered a hybrid dispatch. Although it is very similar to a central dispatch it also performs other job elements that a central dispatch does not do. It's a unique dispatch as upon its creation it was widely publicized to the community, cab industry, Hotel/Casinos and Visitor attractions, other regulatory government and law enforcement agencies. The Dispatch operates seven days a week from 0600am -0000am excluding State Holidays. One Dispatcher works in the Dispatch on a 10-hour shift. There is a two hour overlap for shift change. Most of our calls are direct calls into our Dispatch as our number is posted in every cab and on every Drivers permit. We cannot get 911 calls, we are like LV Fire/Medical, our cab service the entire Clark County. If someone calls 911 for a Taxi incident it will have to be transferred to us by the LV Metro Dispatch. We get daily calls transferred by Metro and in some cases fire/medical and other Law Enforcement departments.

JOB ELEMENTS:

Dispatching (60%)

1. Assign cases to Investigator
2. Complete accident VDR
3. Dispatch Investigators to calls for service
4. Speak on the two-way radio communications system.
5. Understand policy and procedures for dispatching police officers.
6. Maintain officer's status
7. Update events to accurately reflect what is occurring
8. Work emergency incidents such as stolen cab, Unauthorized Passenger Transportation officer involved incidents use of force-Accidents, attempt suicides, fights, battery by drivers, battery on driver, fare disputes, Robbery, Carjacking, Injury accident, DUI accidents, Overdose, Citizen assist (sick or Injured person) per Investigators.
9. Issuing events/cases for Administrative Investigator and for Legal Secretary for Public records.
10. Providing all NCIC/Scope and Triple I to Investigators
11. Contacting other Agencies (Fire, Medical other Police Agencies) for response per Investigator or type of call
12. Contacting Towing companies for Tows
13. Contacting Cab Companies and cab drivers per Investigators, Inspectors
14. Assigning Vehicle Damage reports to all accidents to Inspectors
15. Code red radio for in progress Officer Safety
16. UPT file Preparation for court
17. Agency email complaints
    a. Respond too
    b. Assign case if needed
    c. Refer to cab company if need

d. Handled/resolved by Dispatch If able too
e. Document properly in database
f. Agency security Camera System

Call taking (30%)

1. Answer all Agencies incoming calls
2. Transfer any calls to Agency Staff as necessary
3. Obtain all required information from callers that require Investigator on scene
4. Obtain all required information to refer complaints to Cab Companies
5. Assist customers with lost property
6. Assist Hotel/casino with Calls for service
7. Transfer all calls to allied Agencies if out of jurisdiction
8. Prepare Events for assignments
9. Receive non-emergency and emergency transferred calls from LV Metro and LV Fire/Medical
10. Assist the riding Public with Cab service

Customer Service: (5%)

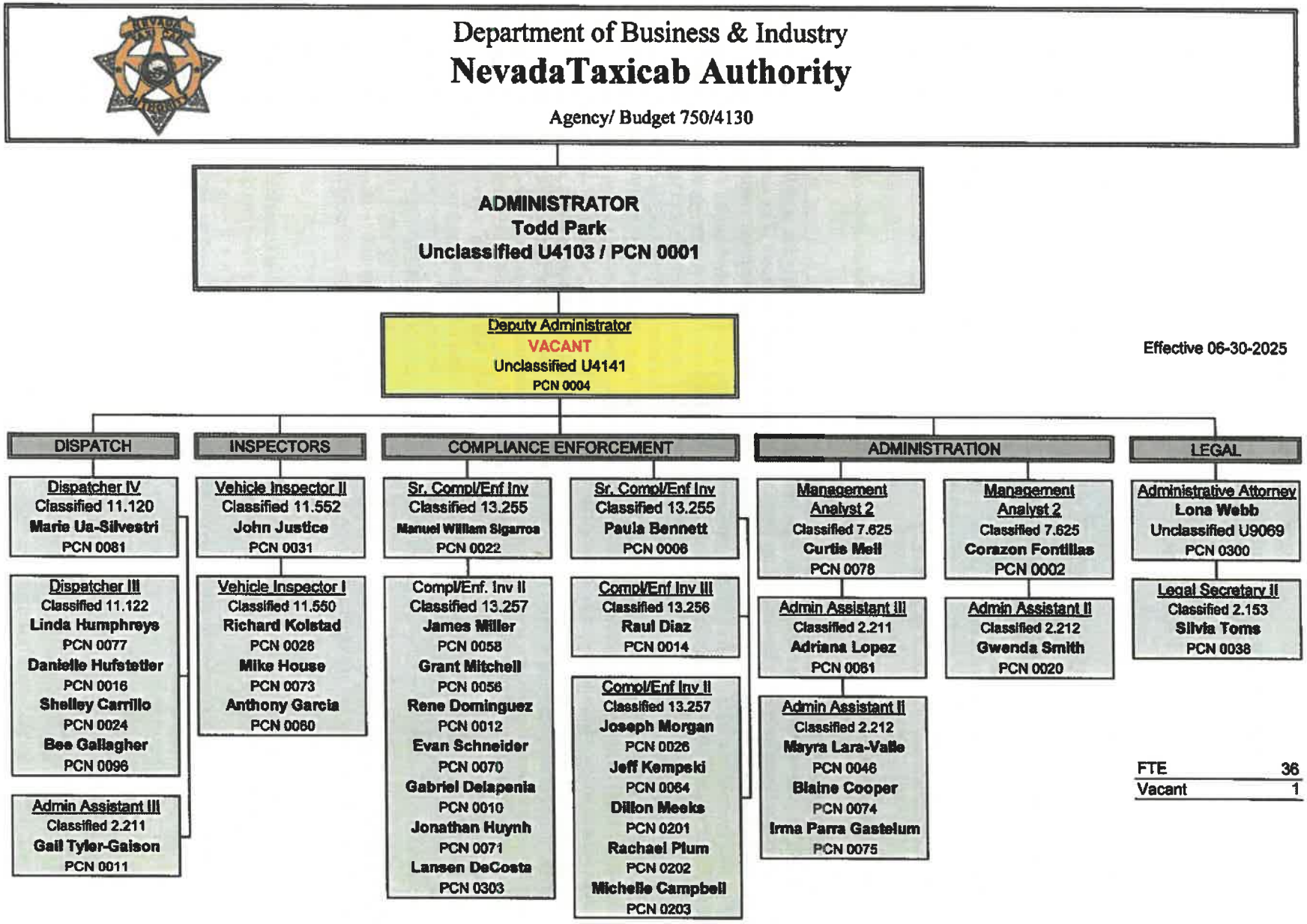
1. Assisting Drivers with Licensing requirements
   A. What documents are needed
   B. What are the proper steps to begin becoming a license Driver
2. Assisting Victors to Las Vegas
   A. trip planning regarding transportation,
   B. how they can obtain a cab, different types of cabs,
   C. explaining the different charges with cabs,
   D. flat rate
   E. fare calculations/ type of payments
   F. regulations of cabs (Child car seat requirements, ADA accessible and so forth)
3. Assisting Law firms and other agencies connect

Administrative: (5%)

1. Court
    A. assigning court for Investigators
    B. assigning court for Driver request Hearing
2. Document all agency sick calls/early outs in database and TA Calendar
3. Escort Cleaning crew Mon-Fri throughout the Agency
4. Making sure Agency is secured at end of Swing Shift
5. Back up to Court and Front office as needed
6. TAC/ATAC duties
7. Maintain all Staff and Board Members NCIC/NCJIS Training and Certification

Dispatcher Requirement:

Nevada Post certified
NCIC/CJIS Certified
TAC/ATAC Certified
Able to work all shifts, holidays, call back, and days off


Department of Business & Industry
NevadaTaxicab Authority
Agency/ Budget 750/4130
ADMINISTRATOR
Todd Park
Unclassified U4103 / PCN 0001
Deputy Administrator
VACANT
Unclassified U4141
PCN 0004
Effective 06-30-2025
DISPATCH
Dispatcher IV
Classified 11.120
Marie Ua-Silvestri
PCN 0081
Dispatcher III
Classified 11.122
Linda Humphreys
PCN 0077
Danielle Hufstetler
PCN 0016
Shelley Carrillo
PCN 0024
Bee Gallagher
PCN 0096
Admin Assistant III
Classified 2.211
Gail Tyler-Gaison
PCN 0011
INSPECTORS
Vehicle Inspector II
Classified 11.552
John Justice
PCN 0031
Vehicle Inspector I
Classified 11.550
Richard Kolstad
PCN 0028
Mike House
PCN 0073
Anthony Garcia
PCN 0080
COMPLIANCE ENFORCEMENT
Sr. Compl/Enf Inv
Classified 13.255
Manuel William Sigarroa
PCN 0022
Compl/Enf. Inv II
Classified 13.257
James Miller
PCN 0058
Grant Mitchell
PCN 0056
Rene Dominguez
PCN 0012
Evan Schneider
PCN 0070
Gabriel Delapenia
PCN 0010
Jonathan Huynh
PCN 0071
Lansen DeCosta
PCN 0303
Sr. Compl/Enf Inv
Classified 13.255
Paula Bennett
PCN 0006
Compl/Enf Inv III
Classified 13.256
Raul Diaz
PCN 0014
Compl/Enf Inv II
Classified 13.257
Joseph Morgan
PCN 0026
Jeff Kempski
PCN 0064
Dillon Meeks
PCN 0201
Rachael Plum
PCN 0202
Michelle Campbell
PCN 0203
ADMINISTRATION
Management Analyst 2
Classified 7.625
Curtis Mell
PCN 0078
Admin Assistant III
Classified 2.211
Adriana Lopez
PCN 0061
Admin Assistant II
Classified 2.212
Mayra Lara-Valle
PCN 0046
Blaine Cooper
PCN 0074
Irma Parra Gastelum
PCN 0075
Management Analyst 2
Classified 7.625
Corazon Fontillas
PCN 0002
Admin Assistant II
Classified 2.212
Gwenda Smith
PCN 0020
LEGAL
Administrative Attorney
Lona Webb
Unclassified U9069
PCN 0300
Legal Secretary II
Classified 2.153
Silvia Toms
PCN 0038
FTE 36
Vacant 1

STATE OF NEVADA
EMPLOYEE WORK PERFORMANCE STANDARDS FORM

Employee Last Name:	First Name:	Initial:
Class Title: PUBLIC SAFETY DISPATCH IV SUPERVISOR	Employee ID #:	
Dept/Div/Section: TAXICAB AUTHORITY / BUSNESS AND INDUSTRY	Date Standards Est/Rev:	
Agency # (3 digits): 750	Home Org # (4 digits): 4130	Position Control #: 0081

I have read and understand the work performance standards for this position. I understand these standards may be modified after discussion with my immediate supervisor and with the concurrence of the appointing authority.

Employee Signature:	Date:
Supervisor Title & Signature:	Date:
Reviewing Officer Title & Signature:	Date:
Appointing Authority Title & Signature:	Date:

JOB ELEMENTS: The following are defined as the "job elements" required for all classified positions pursuant to NAC 284.46 When creating work performance standards, consider the results or behavior, or both, expected of an employee when the job elemen are performed exceedingly well, satisfactorily or unsatisfactorily under current working conditions. Additional pages may be attached

QUALITY OF WORK: The Public Safety Dispatcher IV (PSDIV) demonstrates the ability to: ensure work quality in accordance to the Agency's mission and standards; ensures adherence to established goals, policies, and procedures; performs the more technical and complex tasks relative to the assigned area of responsibility; follow established procedures to address the security of social security numbers, employee ID's equipment, and building security. PSDIV shall be responsible for the following: knowledge and understanding of the geography of their respective region and surrounding area/states sufficient enough to independently dispatch and assist PSDI-III's; demonstrate the ability to receive and transmit routine and emergency radio traffic for all mobile units in a timely manner; maintain composure during times of emergency, high volume, and/or routine radio activity; demonstrate the ability to perform multiple tasks with varying ranges of workloads while maintaining acceptable levels of service; prepare written documentation of equipment problems and resolution in accordance with Agency procedures; prioritize tasks according to level of importance; process and document requests from field units in the Computer-Aided Dispatch (CAD) System in an accurate, efficient, and timely manner; monitor, coordinate, and update status information accurately regarding field units and incidents; answer incoming calls as soon as possible; obtain complete, accurate, and appropriate information from reporting parties, to include: the reporting party's name, telephone number, location, and issue, request, and/or complaint, at a minimum. PSDIVs demonstrate the ability to summarize, in written form, incidents, descriptions, and other information obtained from callers using clear, concise, and appropriate language in an organized, complete, and accurate manner; In completing this task, PSDIVs will adhere to Agency's operating procedures and always treats the caller courteously and professionally; create CAD incidents at the time the information is receive from reporting parties. PSDIV is able to appropriately utilize Agency-approved codes and abbreviated language, both verbal and in written form, to communicate vital appropriate information to authorized persons; take control of the call while maintaining professionalism and courtesy; elicit information necessary and appropriate from reporting parties in accordance to Agency procedures and training.

Exceeds Standards:

Seeks and develops opportunities to improve services and agency performance. Consistently models leadership skills. Looks for ways to enhance the radio and phone communication to keep public and Investigators safe. Examines processes and discusses possible changes in procedure with subordinates for a smooth transition to process changes. Develops training for new employees that is beneficial to the agency and the subordinates ability to complete their tasks. Is proactive by anticipating problems and recommending a range of solutions. Meets all deadlines as indicated by supervisor. Serves as a positive representative of the State of Nevada and the division to all co-workers, Agency, and allied agencies.

Meets Standards:

Follows applicable laws, regulations, Agency's policies, dispatch operating procedures, protocols, training manuals, and other directions giver by management. Performs supervisory functions accurately, efficiently, and timely. Errors, if they occur, do not have the potential to compromise officer or public safety or actually did not cause an officer or public safety issues. Exercised judgments do not adversely impact officer safety or public safety. Displays reliability and trustworthiness. Is cooperative about accepting work assignments. Follows through or assignments without frequent prodding. Uses all communications equipment and tools efficiently, accurately, and according to protocol.

Consistently exhibits professional behavior with coworkers, other State, City and County divisions, allied agencies, and the public. Understands and knows where to locate Agency Policies and Procedures.

Does not meet Standards:
Behavior results in a violation of laws, regulations, policies, procedures and/or directions given by a manager. Communications, both verbal and written, contain one or more errors that have the potential to compromise Agency integrity, officer or public safety or actually did cause an officer safety or public safety issue. Behavior can be characterized as unreliable. Is uncooperative about accepting work assignments. Ha difficulty-completing assignments within the prescribed periods and according to the directions given at the time of the assignment. Misuse information, equipment, and tools. Interactions with staff and/or external contacts lead to complaints and/or the deterioration of working relationships. Fails to delegate assignments or request assistance from co-workers when needed leading to possible adverse consequences f the Agency.

QUANTITY OF WORK: The PSDIV demonstrates the ability to: review statistical data, which outlines center and employee performance; prepare and complete analytical and statistical reports and memorandums as required; ensure there is sufficient 24/7 coverage in the Communications Center as required for operations by monitoring daily, weekly, and monthly staffing counts. As assigned, PSDIVs prepare monthly overtime requirements to meet required minimum staffing the Communications Center and maintain records of said overtime needs; track and monitor requested leave, training, or vacancies of the center. Handles and responds to all Email Complaints and Lost property reports that come into the Agency Via the Taxi complaint email and website. Answers all emails, along with forwards emails to the correct recipient from emails received through Taxi Authority Email and website. Directly reports to the Taxicab Authority Administrator. Administers the fingerprints/Criminal History/Backgrounds of applicants and employees. Liaison with Human Resources and payroll to solve issues within the agency. Works with Taxicab Companies on accidents, lost property, complaints, inspection issues and any other issues regarding Taxicabs and/or the companies.

Exceeds Standards:
Seeks and develops opportunities to improve services and agency performance. Consistently models leadership skills. Is proactive by anticipating problems and recommending a range of solutions. Handles email and telephone complaints and lost property calls while maintaining professional demeanor. Makes inquiries of all the cab companies to locate lost/stolen property by working with them to get the property returned in a timely manner. Communicates with Investigators, victims, cab companies and outside agencies to direct follow ups with victims ensuring everything is being done to solve or handle a situation. Meets all deadlines as indicated by the Administrator. Serves a a positive representative of the State of Nevada and the division to all co-workers, Agency, and allied agencies.

Meets Standards:
Follows applicable laws, regulations, department and division policies, dispatch operating procedures, protocols, training manuals, and other directions given by management. Performs managerial functions accurately, efficiently, and timely. Errors, if they occur, do not have the potential to compromise officer or public safety or did not cause an officer or public safety issues. Exercised judgments do not adversely impact officer safety or public safety. Displays reliability and trustworthiness. Is cooperative about accepting work assignments. Follows through on assignments without frequent prodding. Uses all communications equipment and tools efficiently, accurately, and according to protocol. Consistently exhibits professional behavior with coworkers, Agency, allied agencies, and the public. Understands and knows where to locate Agency Policies and Procedures.

Does not meet Standards:
Behavior results in a violation of laws, regulations, policies, procedures and/or directions given by The Administrator. Communications, both verbal and written, contain one or more errors that have the potential to compromise Agency integrity, officer or public safety or actually did cause an officer safety or public safety issue. Behavior can be characterized as unreliable. Is uncooperative about accepting work assignments. Has difficulty completing assignments within the prescribed time frames and according to the directions given at the time of th assignment. Misuses information, equipment, and tools. Interactions with staff and/or external contacts lead to complaints and/or the deterioration of working relationships. Fails to delegate assignments or request assistance from co-workers when needed leading to possible adverse consequences for the Agency.

Work Habits: PSDIVs maintain the strictest confidentiality of all conversations, telephone calls, mail, electronic mail, reports, records, data, and other information collected, received, prepared, or produced; keeping confidential any information gained because of their position or duties, including, but not limited to, information not yet released to the public, or otherwise indicated as confidential in nature; provide daily and routine equipment maintenance by troubleshooting problems and correcting/adjusting if possible; remain alert and cognizant of officer safety at all times by responding appropriately to ensure location and units status in accordance to Agency/Division/State policies and procedures; notify a Administrator, or highest-ranking sworn personnel on duty as appropriate of any incident where the PSDs question whether a unit should respond; adjust schedules (breaks/lunch) as necessary to achieve performance goals and successful Center operations summarize information for radio broadcasting using clear, concise, and appropriate radio language and 10-codes in and organized and accurate manner in accordance to Agency/Division/State policies and procedures, as well as in accordance to state, local, and/or federal law; communicate effectively with field units, verbally and in written form (e.g. broadcasting, receiving, and exchanging information); implement emergency radio procedures for critical situations as required per training and Agency/Division/State policy and procedure; conduct routine status checks to ensure officer safety as required; perform duties under extreme pressure immediately and efficiently; does not allow personal activities or calls interfere with job performance; properly refers administrative and/or non-dispatch calls for service; maintains composure during stress/non-stress conditions and emergencies and is able to successfully extract necessary information from reporting parties; elicit information from reporting parties necessary for responders' safety and effectiveness; avoids voice intonations and expressions that mock or belittle reporting parties or impede the gathering of information; utilizes effective techniques to calm angry, hostile, or hysterical callers; keeps callers on the line when necessary.

Exceeds Standards:
Seeks and develops opportunities to improve services and agency performance. Consistently models leadership skills. Understands the need to keep confidential information private from subordinates, co-workers and the public, and regards this information as a priority. The PSDIV instills this high level or confidentiality into the training program and reviews with the subordinates the importance of keeping information private throughout the year. They are proactive by anticipating problems and recommending a range of solutions. Meets all deadlines as indicated by supervisor. Serves as a positive representative of the State of Nevada and the Agency to all co-workers, divisions, and allied agencies.

Meets Standards:
Follows applicable laws, regulations, department and division policies, dispatch operating procedures, protocols, training manuals, and other directions given by management. Performs managerial functions accurately, efficiently, and timely. Errors, if they occur, do not have the potential to compromise officer or public safety or actually did not cause an officer or public safety issues. Exercised judgments do not adversely impact officer safety or public safety. Displays reliability and trustworthiness. Is cooperative about accepting work assignments. Follows through on assignments without frequent prodding. Uses all communications equipment and tools efficiently, accurately, and according to protocol. Consistently exhibits professional behavior with coworkers, Agency, allied agencies, and the public. Understands and knows where to locate Agency Policies and Procedures.

Does not meet Standards:
Behavior results in a violation of laws, regulations, policies, procedures and/or directions given by a Administrator. Communications, both verbal and written, contain one or more errors that have the potential to compromise Division integrity, officer or public safety or actually di cause an officer safety or public safety issue. Behavior can be characterized as unreliable. Is uncooperative about accepting work assignments. Has difficulty completing assignments within the prescribed time frames and according to the directions given at the time of th assignment. Misuses information, equipment and tools. Interactions with staff and/or external contacts lead to complaints and/or the deterioration of working relationships. Fails to delegate assignments or request assistance from co-workers when needed leading to possible adverse consequences for the Division.

RELATIONSHIPS WITH OTHER PERSONS: With minimal supervision, PSDIVs will be able to: exhibit professional conduct and harmonious relationships with agency personnel, Agency staff, the public, and other allied agency personnel, to include a positive work adjustment and adaptability, cooperativeness, sound judgment, attendance, dependability, and teamwork. In performing these tasks, PSDIVs will adhere to Agency policy and procedures. PSDIVs will demonstrate the ability to: effectively communicate with the public, subordinates, peers, and upper management; provide both verbal and written feedback involving the disciplinary process when prompted; provide operational and technical assistance to PSDs when required and/or requested; communicates operations and events that affect the Communications Center operations and events that affect the center to their immediate supervisor and/or upper management as required/requested.

Exceeds Standards:
Understands the need to create a work environment that is conducive to a happy and productive workplace. Understands the needs of the office and communicates with different personality types to bring forward the best in subordinates' behavior as well as other co-workers. Seeks and develops opportunities to improve services and agency performance. Consistently models leadership skills. Is proactive by anticipating problems and recommending a range of solutions. Meets all deadlines as indicated by supervisor. Serves as a positive representative of the State of Nevada and the division to all co-workers, Agency, and allied agencies.

Meets Standards:
Follows applicable laws, regulations, department and division policies, dispatch operating procedures, protocols, training manuals, and other directions given by management. Performs managerial functions accurately, efficiently, and timely. Errors, if they occur, do not have the potential to compromise officer or public safety or actually did not cause an officer or public safety issues. Exercised judgments do not adversely affect officer safety or public safety. Displays reliability and trustworthiness. Is cooperative about accepting work assignments. Follows through on assignments without frequent prodding. Uses all communications equipment and tools efficiently, accurately, and according to protocol. Consistently exhibits professional behavior with coworkers, Agency, allied agencies, and the public. Understands and knows where to locate Agency Policies and Procedures.

Does not meet Standards:
Behavior results in a violation of laws, regulations, policies, procedures and/or directions given by a manager. Communications, both verbal and written, contain one or more errors that have the potential to compromise Division integrity, officer or public safety or actually did cause an officer safety or public safety issue. Behavior can be characterized as unreliable. Is uncooperative about accepting work assignments. Ha difficulty-completing assignments within the prescribed periods and according to the directions given at the time of the assignment. Misuses information, equipment and tools. Interactions with staff and/or external contacts lead to complaints and/or the deterioration of working relationships. Fails to delegate assignments or request assistance from co-workers when needed leading to possible adverse consequences fc the Agency.

TAKING ACTION INDEPENDENTLY: PSDIVs demonstrate the ability to: interpret, explain, and answer operational and procedural questions, handle complaints from citizens, employees, and external customers, such as patrol & other law enforcement agencies; perform initial troubleshooting of issues and report appropriate failure to the correct person(s) of contact; take responsibility and accountability for all programs and activities in the Communications Center, including the efficiency and effectiveness of all; initiate commendations for PSDs where appropriate; perform emergency radio procedures events require, such as pursuits, felony stops, or other officer safety situations without prompt; oversee radio channel transfers and traffic coverage for the other Communications Centers when necessary with limited to no assistance; oversee Center shift changes during their shift to ensure PSDs are relieved on time and PSDs reporting for duty are prepared for duty at start of their shift; place calls for officials, tow truck companies, third parties, ambulances, private citizens, other law enforcement and criminal justice agencies, other state, county, and city agencies, district and city attorneys, and others; determine appropriate action, agency, or referral for complaints and requests; provide operational and technical assistance, as well as guidance, during critical incidents to PSDs as required or requested.

Exceeds Standards:
Seeks and develops opportunities to improve services and agency performance. Makes an action plan consistent with policy, procedure, regulations and laws to fix issues. Works with the Administrator and Deputy Administrator as well as other supervisors within the agency to recognize inefficiencies within the dispatch center and Taxicab Authority to make the agency a more efficient and professional workplace. Consistently models leadership skills. Is proactive by anticipating problems and recommending a range of solutions. Meets all deadlines as indicated by supervisor. Serves as a positive representative of the State of Nevada and the division to all co-workers, divisions, and allied agencies.

Meets Standards:
Follows applicable laws, regulations, Agency'a policies, dispatch operating procedures, protocols, training manuals, and other directions given by management. Performs managerial functions accurately, efficiently, and timely. Errors, if they occur, do not have the potential to compromise officer or public safety or actually did not cause an officer or public safety issues. Exercised judgments do not adversely impact officer safety or public safety. Displays reliability and trustworthiness. Is cooperative about accepting work assignments. Follows through or assignments without frequent prodding. Uses all communications equipment and tools efficiently, accurately, and according to protocol. Consistently exhibits professional behavior with coworkers, Agency, allied agencies, and the public. Understands and knows where to locate Agency's Policies and Procedures.

Does not meet Standard:
Behavior results in a violation of laws, regulations, policies, procedures and/or directions given by a manager. Communications, both verbal and written, contain one or more errors that have the potential to compromise Division integrity, officer or public safety or actually did cause an officer safety or public safety issue. Behavior can be characterized as unreliable. Is uncooperative about accepting work assignments. Ha difficulty completing assignments within the prescribed time frames and according to the directions given at the time of the assignment. Misuses information, equipment and tools. Interactions with staff and/or external contacts lead to complaints and/or the deterioration of working relationships. Fails to delegate assignments or request assistance from co-workers when needed leading to possible adverse consequences for the Agency.

MEETING WORK COMMITMENTS: PSDIVs demonstrate the following: understanding and daily application of Agency's policies and procedures; knowledge in the operation of Communications Center equipment, to include computers, telephones, radio equipment, and typical office machines; immediately report all identified hazards, accidents, and injuries to management and HR, to include completing and filing the C-1 Workers Accident Form; complete notifications to appropriate agency or person (public information officer, command staff, management, etc.); prepare copies of telephone and radio recordings as directed/required; remain current on job specific procedures through attending training courses in order to apply appropriate methodologies; perform miscellaneous job-related duties as assigned by the Center Manager; maintain control of incidents and perform appropriate incident command actions; make good decision-making skills; perform job duties effectively under adverse conditions (e.g. working under time pressures with high visibility and serious consequence of error, in crises, tragedies, and emergencies, handling simultaneous incidents, and working with frequent interruption); "bounces back" from negative situations; must pass CJIS Systems certification within six months of appointment and maintain biannual certification thereafter as a condition of continuing employment; as tasked Administrator, performs other duties as assigned; approve leave, special assignments, and training requests from PSDI-IIIs; review and approve bi-weekly timesheets for accuracy as requested and/or required; submit timesheets for overtime approval; adhere to mandatory training requirements as established in laws, regulations, Agency's policies and procedures, and ensure subordinate staff complies with the same.

Exceeds Standards:
Seeks and develops opportunities to improve services and agency performance. Consistently models leadership skills. Is proactive by anticipating problems and recommending a range of solutions. Meets all deadlines as indicated by supervisor. Serves as a positive representative of the State of Nevada and the Agency, to all co-workers, and allied agencies.

Meets Standards:
Follows applicable laws, regulations, Agency policies, dispatch operating procedures, protocols, training manuals, and other directions given by Administrator. Performs managerial functions accurately, efficiently, and timely. Errors, if they occur, do not have the potential to compromise officer or public safety or actually did not cause an officer or public safety issues. Exercised judgments do not adversely impact officer safety or public safety. Displays reliability and trustworthiness. Is cooperative about accepting work assignments. Follows through on assignments without frequent prodding. Uses all communications equipment and tools efficiently, accurately, and according to protocol. Consistently exhibits professional behavior with coworkers, allied agencies, and the public. Understands and knows where to locate Agency's Policies and Procedures.

Does not meet Standards:
Behavior results in a violation of laws, regulations, policies, procedures and/or directions given by a manager. Communications, both verbal and written, contain one or more errors that have the potential to compromise Agency integrity, officer or public safety or actually did cause an officer safety or public safety issue. Behavior can be characterized as unreliable. Is uncooperative about accepting work assignments. Ha difficulty completing assignments within the prescribed time frames and according to the directions given at the time of the assignment. Misuses information, equipment and tools. Interactions with staff and/or external contacts lead to complaints and/or the deterioration of working relationships. Fails to delegate assignments or request assistance from co-workers when needed leading to possible adverse consequences for the Agency.

ANALYZING SITUATIONS AND MATERIALS: PSDIVs demonstrate the ability to: consult manuals and administrative staff if vendor contacts, repair service, or service calls are required; monitor phone and radio traffic to ensure procedural compliance; review information entered in the computer system; operate and monitor communications systems, e.g. CAD, radio systems, and CJIS systems; instruct new and existing employees in the classroom regarding policy and procedure; be responsible for determining appropriate personnel and resources to handle incidents, both in the field and in the center; use appropriate automated databases and reference materials to obtain and/or accurately update information in accordance with Agency's policies and procedures as well as state, local, and federal laws and regulations; conduct audits and quality control checks regarding entry, modification, deletion, and validation of law enforcement records; investigate complaints and recommend a plan for resolution; participate in the development and implementation of the Agency's budget to meet the needs and maintain the communication systems; review, maintain, and oversee all accumulated and used leave (annual, sick, compensatory) of PSDs; assist in the development, implementation, update, interpretation, and enforcement of Communications Center procedures to ensure Agenc , state, federal and local laws and regulation compliance.

Exceeds Standards:
Works with payroll, HR and other state agencies to handle work related issues. Mentors subordinates and communicates with the Administrator and Deputy Administrator to find solutions to procedural matters. Seeks and develops opportunities to improve services and agency performance. Consistently models leadership skills. Is proactive by anticipating problems and recommending a range of solutions. Meets all deadlines as indicated by supervisor. Serves as a positive representative of the State of Nevada and the division to all co-workers, Agency, and allied agencies.

Meets Standards:
Follows applicable laws, regulations, Agency's policies, dispatch operating procedures, protocols, training manuals, and other directions giver by management. Performs managerial functions accurately, efficiently, and timely. Errors, if they occur, do not have the potential to compromise officer or public safety or actually did not cause an officer or public safety issues. Exercised judgments do not adversely impact officer safety or public safety. Displays reliability and trustworthiness. Is cooperative about accepting work assignments. Follows through or assignments without frequent prodding. Uses all communications equipment and tools efficiently, accurately, and according to protocol. Consistently exhibits professional behavior with coworkers, Agency divisions, allied agencies, and the public. Understands and knows where to locate Agency and Procedures.

Does not meet Standards:
Behavior results in a violation of laws, regulations, policies, procedures and/or directions given by a manager. Communications, both verbal and written, contain one or more errors that have the potential to compromise Agency integrity, officer or public safety or actually did cause an officer safety or public safety issue. Behavior can be characterized as unreliable. Is uncooperative about accepting work assignments. Ha difficulty completing assignments within the prescribed time frames and according to the directions given at the time of the assignment. Misuses information, equipment and tools. Interactions with staff and/or external contacts lead to complaints and/or the deterioration of working relationships. Fails to delegate assignments or request assistance from co-workers when needed leading to possible adverse consequences for the Agency.

Supervising the Work of Others: PSDIVs demonstrate the ability to: conduct quality assurance feedback and coaching sessions with assigned employees and at regular intervals; supervise, assign, and review the work of PSDI-IIIs that are responsible for processing emergency, non-emergency situations and incidents; assess and ensure subordinate compliance with Department/Agency/State policies and procedures and respond appropriately when such said policies and procedures are not being met; provide constructive criticism, recognition, and corrective action when necessary; deal effectively with negative situations and confrontation; capability to professionally and effectively diffuse negativ situations and correct them efficiently; provide operational and technical assistance to PSDs when required and requested; assess floor operations regularly and consistently to initiate commendations or coaching where appropriate; supervise, inspect, and review the work performance standards of PSDIs, PSDIIs, and PSDIIIs and provide feedback when necessary; ensure subordinates abide by assigned work performance standards; counsel subordinate employees in performance and/or personnel issues; assist other PSDIVs when needed with counseling or coaching subordinates, and provide guidance to their junior co-workers if the need arises; coordinate and implement all in-house training activities for PSDs; prepare yearly evaluations as required for subordinates under their direct supervision; maintain an effectiv presence in the Communications Center; be readily available during their course of work to assist subordinates in mitigating situations with Department/Agency/State personnel, the public, other law enforcement or allied agencies; effectively lead during critical incidents or crisis, making sound judgements to assist Communications Center personnel in completing tasks and managing field units, such as assigning tasks t PSDs not primarily working the incident, notifying allied agencies, notifying sworn personnel and upper management; addressing concerns, questions, or issues requiring immediate resolution in either Center when no other PSDIV is available; communicating effectively and clearly with fellow PSDIVs in both Communications Centers, to include: passing information from one shift to the next, notifying of any information, action, or incident that may affect other PSDIVs and/or their staff; briefing of on-going technical and/or equipment issues and its status.

Exceeds Standards:
Develops a Field Training program for Dispatchers and Investigators. Reviews policy and procedures as well as new regulations and statutes and passes the relevant information on to the subordinates. Completes evaluations of subordinates on time and reviews Work Performance Standards regularly to update job duties. Spends time with subordinates to learn what deficiencies can be corrected and works with the Administrator and Deputy Administrator with an action plan to correct them. Seeks and develops opportunities to improve services and agency performance. Consistently models leadership skills. Is proactive by anticipating problems and recommending a range of solutions. Meets all deadlines as indicated by their supervisor. Serves as a positive representative of the State of Nevada and the division to all co-workers, other Agency sections, and allied agencies.

Meets Standards:
Follows applicable laws, regulations, department and division policies, dispatch operating procedures, protocols, training manuals, and other directions given by management. Performs managerial functions accurately, efficiently, and timely. Errors, if they occur, do not have the potential to compromise officer or public safety or actually did not cause an officer or public safety issues. Exercised judgments do not adversely impact officer safety or public safety. Displays reliability and trustworthiness. Is cooperative about accepting work assignments. Follows through on assignments without frequent prodding. Uses all communications equipment and tools efficiently, accurately, and according to protocol. Consistently exhibits professional behavior with coworkers, other Agency divisions, allied agencies, and the public. Understands and knows where to locate Agency Policies and Procedures.

Does not meet Standards:
Behavior results in a violation of laws, regulations, policies, procedures and/or directions given by a manager. Communications, both verbal and written, contain one or more errors that have the potential to compromise Division integrity, officer or public safety or actually did cause an officer safety or public safety issue. Behavior can be characterized as unreliable. Is uncooperative about accepting work assignments. Ha difficulty completing assignments within the prescribed time frames and according to the directions given at the time of the assignment. Misuses information, equipment and tools. Interactions with staff and/or external contacts lead to complaints and/or the deterioration of working relationships. Fails to delegate assignments or request assistance from co-workers when needed leading to possible adverse consequences for the Agency.

Exhibit 6

DATE_OPENED: 1/1/2025
DATE_OPENED: 12/31/2025

Type of Call ▲	Count(Type of Call)	Actual Type of Call
ACCIDENT	4	
ACCIDENT	2,724	ACCIDENT
ACCIDENT	2	ASSAULT
ACCIDENT	1	ASSIST
ACCIDENT	1	AUTO BURGLARY
ACCIDENT	1	COMPLAINT
ACCIDENT	1	DUPLICATE CALL
ACCIDENT	1	FIGHT
ACCIDENT	1	FOUND DAMAGE TO CAB
ACCIDENT	1	INTENT. DAMAGE CAB
ADMINISTRATIVE	7	ADMINISTRATIVE
ADMINISTRATIVE	1	ASSIST
ADMINISTRATIVE	1	TRAFFIC STOP
ADMINISTRATIVE COMPLAINTS	1	ADMINISTRATIVE COMPLAINTS
ASSAULT	2	
ASSAULT	13	ASSAULT
ASSIST	2	ACCIDENT
ASSIST	2	ASSAULT
ASSIST	36	ASSIST
ASSIST	2	BATTERY
ASSIST	1	COMPLAINT
ASSIST	8	DEFRAUD
ASSIST	2	DISTURBANCE
ASSIST	1	DIVERSION
ASSIST	3	FARE DISPUTE
ASSIST	1	FIRE
ASSIST	1	INTENT. DAMAGE CAB
ASSIST	1	LOST PROPERTY
ASSIST	6	RECKLESS DRIVING
ASSIST	1	SEXUAL ASSAULT
ASSIST	1	THEFT
ASSIST	2	TRAFFIC PROBLEM
AUTO BURGLARY	7	AUTO BURGLARY
BATTERY	1	ACCIDENT
BATTERY	28	BATTERY
BATTERY	1	COMPLAINT
COMPLAINT	3	
COMPLAINT	7	ASSAULT
COMPLAINT	1	ASSIST
COMPLAINT	192	COMPLAINT
COMPLAINT	1	DEFRAUD
COMPLAINT	17	DISTURBANCE
COMPLAINT	22	FARE DISPUTE
COMPLAINT	2	FIGHT
COMPLAINT	2	FLAT RATE COMPLAINT
COMPLAINT	1	INFORMATION ONLY
COMPLAINT	2	INTENT. DAMAGE CAB
COMPLAINT	3	INTOXICATED

COMPLAINT	12	L.H.
COMPLAINT	32	LOADING / UNLOADING
COMPLAINT	2	LONG ROUTE
COMPLAINT	2	LOST PROPERTY
COMPLAINT	1	MOTORIST ASSIST
COMPLAINT	2	OTHER DISTURBANCE
COMPLAINT	16	POOR SERVICE
COMPLAINT	2	PUBLIC ASSIST
COMPLAINT	37	RECKLESS DRIVING
COMPLAINT	11	REFUSE TO TRANSPORT
COMPLAINT	1	STOLEN PROPERTY
COMPLAINT	1	THEFT
COMPLAINT	6	TRAFFIC PROBLEM
COMPLAINT	5	UPT CALLS
DEFRAUD	1	
DEFRAUD	1	ASSAULT
DEFRAUD	1	COMPLAINT
DEFRAUD	18	DEFRAUD
DENIAL	5	DENIAL
DENIAL PENDING	1	DENIAL
DENIAL PENDING	2	DENIAL PENDING
DISTURBANCE	1	COMPLAINT
DISTURBANCE	9	DISTURBANCE
DISTURBANCE	1	FLAT RATE COMPLAINT
DISTURBANCE	1	RECKLESS DRIVING
DUPLICATE CALL	1	
DUPLICATE CALL	4	DUPLICATE CALL
EDC RELATED	1	FARE DISPUTE
EDC RELATED	1	FLAT RATE COMPLAINT
EDC RELATED	2	TARGETED ENFORCEMENT
EDC RELATED	1	UPT CALLS
EDC SURCHARGE	1	EDC SURCHARGE
E-MAIL COMPLAINT	1	
E-MAIL COMPLAINT	8	ACCIDENT
E-MAIL COMPLAINT	1	ADMINISTRATIVE
E-MAIL COMPLAINT	2	ASSAULT
E-MAIL COMPLAINT	4	ASSIST
E-MAIL COMPLAINT	1	BATTERY
E-MAIL COMPLAINT	109	COMPLAINT
E-MAIL COMPLAINT	17	DISTURBANCE
E-MAIL COMPLAINT	3	DIVERSION
E-MAIL COMPLAINT	1	DUPLICATE CALL
E-MAIL COMPLAINT	33	E-MAIL COMPLAINT
E-MAIL COMPLAINT	23	FARE DISPUTE
E-MAIL COMPLAINT	18	FLAT RATE COMPLAINT
E-MAIL COMPLAINT	1	INFORMATION ONLY
E-MAIL COMPLAINT	31	L.H.
E-MAIL COMPLAINT	48	LOADING / UNLOADING
E-MAIL COMPLAINT	10	LONG ROUTE
E-MAIL COMPLAINT	425	LOST PROPERTY
E-MAIL COMPLAINT	37	POOR SERVICE
E-MAIL COMPLAINT	2	PUBLIC ASSIST
	4,079	

Dispatch Call Dispoistion

1/1/2025 through 10/27/2025

Total Events: 9,681

Status	Count	Percentage
ACCIDENT BUMPER TAP	650	6.71%
ADMINISTRATIVE DETAIL	14	0.14%
ADVISED	20	0.21%
ARREST	18	0.19%
ASSIGNED TO INVESTIGATOR	595	6.15%
ASSIST OTHER AGENCY	14	0.14%
CITATION ISSUED	884	9.13%
CLR SPEC ASSIGNMENT OTHER	6	0.06%
DENIAL	6	0.06%
DIRECTED ENFORCEMENT	1	0.01%
DISPATCH CANCELLED	6	0.06%
DISREGARD INCIDENT	9	0.09%
DUPLICATE CALL	27	0.28%
FOLLOWUP INVESTIGATION	11	0.11%
GONE ON ARRIVAL	8	0.08%
HANDLED BY DISPATCH	632	6.53%
HANDLED BY DISPATCH/RECOVERED	74	0.76%
HANDLED BY DISPATCH/REFERRED TO CAB COMPANY	1,590	16.42%
HANDLED BY DISPATCH/REFERRED TO OTHER AGENCY	99	1.02%
HANDLED BY OTHER AGENCY	34	0.35%
IMPOUND - EVIDENCE	1	0.01%
IMPOUND - UPT	52	0.54%
INSPECTED VEHICLE	1,824	18.84%
INVESTIGATIVE FOLLOW UP	60	0.62%
LACK OF EVIDENCE	4	0.04%
LOG NOTE ONLY	165	1.70%
MOTORIST ASSIST	10	0.10%
MRO	407	4.20%
NO ACTION	51	0.53%
NO RESPONSE	102	1.05%
Pending	1	0.01%
PUBLIC REQUEST	55	0.57%
RECOVERED	5	0.05%
REFER TO CAB COMPANY	7	0.07%
REFERRED TO OTHER AGENCY	6	0.06%
REPORT TAKEN	31	0.32%
SETTLED AT SCENE	63	0.65%
TARGETED ENFORCEMENT	1,170	12.09%
UNABLE TO LOCATE	4	0.04%
UNFOUNDED	13	0.13%
UPT TARGETED ENFORCEMENT	69	0.71%
VERBAL WARNING	883	9.12%

Dispatcher Event Status
1/1/2025 through 10/27/2025

Marie Ua	378
Total	**378**

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT250108-0005	NO RESPONSE	COMPLAINT	Marie Ua	01/08/2025
EVT250108-0007	NO RESPONSE	COMPLAINT	Marie Ua	01/08/2025
EVT250108-0009	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	01/08/2025
EVT250108-0010	INSPECTED VEHICLE	ACCIDENT	Marie Ua	01/08/2025
EVT250108-0011	HANDLED BY DISPATCH	COMPLAINT	Marie Ua	01/08/2025
EVT250108-0013	HANDLED BY DISPATCH	COMPLAINT	Marie Ua	01/08/2025
EVT250108-0014	HANDLED BY DISPATCH/REFERRED T	COMPLAINT	Marie Ua	01/08/2025
EVT250108-0015	INSPECTED VEHICLE	ACCIDENT	Marie Ua	01/08/2025
EVT250108-0017	INSPECTED VEHICLE	ACCIDENT	Marie Ua	01/08/2025
EVT250113-0004	VERBAL WARNING	TRAFFIC STOP	Marie Ua	01/13/2025
EVT250116-0008	CITATION ISSUED	TRAFFIC STOP	Marie Ua	01/16/2025
EVT250116-0009	MRO	TRAFFIC STOP	Marie Ua	01/16/2025
EVT250116-0011	IMPOUND - UPT	UPT	Marie Ua	01/16/2025
EVT250119-0019	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	01/21/2025
EVT250119-0020	INSPECTED VEHICLE	ACCIDENT	Marie Ua	01/21/2025
EVT250119-0021	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	01/21/2025
EVT250119-0022	INSPECTED VEHICLE	ACCIDENT	Marie Ua	01/21/2025
EVT250119-0023	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	01/21/2025
EVT250120-0001	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	01/21/2025
EVT250120-0002	LOG NOTE ONLY	LOST PROPERTY	Marie Ua	01/21/2025
EVT250120-0003	HANDLED BY DISPATCH/REFERRED T	POOR SERVICE	Marie Ua	01/21/2025
EVT250120-0004	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	01/21/2025
EVT250120-0005	REPORT TAKEN	COMPLAINT	Marie Ua	01/21/2025
EVT250120-0006	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	01/21/2025
EVT250120-0007	INSPECTED VEHICLE	ACCIDENT	Marie Ua	01/21/2025

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT250120-0008	INSPECTED VEHICLE	ACCIDENT	Marie Ua	01/21/2025
EVT250120-0009	LOG NOTE ONLY	LOST PROPERTY	Marie Ua	01/21/2025
EVT250120-0010	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	01/21/2025
EVT250120-0011	HANDLED BY DISPATCH/REFERRED T	COMPLAINT	Marie Ua	01/21/2025
EVT250120-0012	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	01/21/2025
EVT250120-0013	LOG NOTE ONLY	INTOXICATED	Marie Ua	01/21/2025
EVT250120-0014	INSPECTED VEHICLE	ACCIDENT	Marie Ua	01/21/2025
EVT250120-0015	HANDLED BY OTHER AGENCY	DEFRAUD	Marie Ua	01/21/2025
EVT250120-0016	INSPECTED VEHICLE	ACCIDENT	Marie Ua	01/21/2025
EVT250120-0017	INSPECTED VEHICLE	ACCIDENT	Marie Ua	01/21/2025
EVT250120-0018	INSPECTED VEHICLE	ACCIDENT	Marie Ua	01/21/2025
EVT250121-0001	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	01/21/2025
EVT250121-0002	LOG NOTE ONLY		Marie Ua	01/21/2025
EVT250127-0003	REPORT TAKEN	COMPLAINT	Marie Ua	01/27/2025
EVT250127-0005	NO RESPONSE	INFORMATION ONLY	Marie Ua	01/27/2025
EVT250127-0019	VERBAL WARNING	TRAFFIC STOP	Marie Ua	01/27/2025
EVT250128-0001	LOG NOTE ONLY	FARE DISPUTE	Marie Ua	01/28/2025
EVT250128-0002	INSPECTED VEHICLE	COMPLAINT	Marie Ua	01/28/2025
EVT250128-0003	REFER TO CAB COMPANY	COMPLAINT	Marie Ua	01/28/2025
EVT250203-0005	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	02/03/2025
EVT250203-0006	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	02/03/2025
EVT250203-0007	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	02/03/2025
EVT250203-0008	VERBAL WARNING	TRAFFIC STOP	Marie Ua	02/03/2025
EVT250203-0009	MRO	TRAFFIC STOP	Marie Ua	02/03/2025
EVT250203-0010	VERBAL WARNING	TRAFFIC STOP	Marie Ua	02/03/2025
EVT250203-0011	MRO	TRAFFIC STOP	Marie Ua	02/03/2025
EVT250203-0012	DISPATCH CANCELLED	DEFRAUD	Marie Ua	02/03/2025
EVT250203-0013	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	02/03/2025
EVT250203-0014	VERBAL WARNING	TRAFFIC STOP	Marie Ua	02/03/2025
EVT250203-0015	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	02/03/2025
EVT250203-0016	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	02/03/2025
EVT250204-0006	VERBAL WARNING	TRAFFIC STOP	Marie Ua	02/04/2025
EVT250204-0007	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	02/04/2025
EVT250204-0008	VERBAL WARNING	TRAFFIC STOP	Marie Ua	02/04/2025

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT250204-0009	CITATION ISSUED	TRAFFIC STOP	Marie Ua	02/04/2025
EVT250204-0010	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	02/04/2025
EVT250205-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/05/2025
EVT250205-0002	VERBAL WARNING	TRAFFIC STOP	Marie Ua	02/05/2025
EVT250205-0003	GONE ON ARRIVAL	REFUSE TO TRANSPORT	Marie Ua	02/05/2025
EVT250205-0004	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	02/05/2025
EVT250205-0005	VERBAL WARNING	TRAFFIC STOP	Marie Ua	02/05/2025
EVT250205-0006	UPT TARGETED ENFORCEMENT	UPT	Marie Ua	02/05/2025
EVT250205-0007	HANDLED BY OTHER AGENCY	ACCIDENT	Marie Ua	02/05/2025
EVT250205-0008	VERBAL WARNING	TRAFFIC STOP	Marie Ua	02/05/2025
EVT250205-0009	CITATION ISSUED	TRAFFIC STOP	Marie Ua	02/05/2025
EVT250205-0010	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	02/05/2025
EVT250206-0002	UPT TARGETED ENFORCEMENT	UPT	Marie Ua	02/06/2025
EVT250206-0003	UNFOUNDED	TRAFFIC STOP	Marie Ua	02/06/2025
EVT250206-0004	UPT TARGETED ENFORCEMENT	UPT	Marie Ua	02/06/2025
EVT250206-0005	CITATION ISSUED	TRAFFIC STOP	Marie Ua	02/06/2025
EVT250206-0006	CITATION ISSUED	TRAFFIC STOP	Marie Ua	02/06/2025
EVT250206-0008	UPT TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	02/06/2025
EVT250206-0010	CITATION ISSUED	TRAFFIC STOP	Marie Ua	02/06/2025
EVT250206-0012	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	02/06/2025
EVT250206-0013	CITATION ISSUED	TRAFFIC STOP	Marie Ua	02/06/2025
EVT250209-0017	ACCIDENT		Marie Ua	02/10/2025
EVT250209-0018	BUMPER TAP INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/10/2025
EVT250210-0001	ACCIDENT	ACCIDENT	Marie Ua	02/10/2025
EVT250210-0002	BUMPER TAP LOG NOTE ONLY		Marie Ua	02/10/2025
EVT250210-0003	REFER TO CAB COMPANY	POOR SERVICE	Marie Ua	02/10/2025
EVT250210-0004	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/10/2025
EVT250210-0005	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/10/2025
EVT250210-0006	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	02/10/2025
EVT250210-0007	TARGETED ENFORCEMENT		Marie Ua	02/10/2025
EVT250212-0001	LOG NOTE ONLY	SICK CALL	Marie Ua	02/12/2025
EVT250212-0002	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	02/12/2025
EVT250212-0003	LOG NOTE ONLY	SICK CALL	Marie Ua	02/12/2025
EVT250212-0004	PUBLIC REQUEST	PUBLIC REQUEST	Marie Ua	02/12/2025
EVT250212-0007	CITATION ISSUED	TRAFFIC PROBLEM	Marie Ua	02/12/2025
EVT250212-0008	PUBLIC REQUEST	PUBLIC REQUEST	Marie Ua	02/12/2025

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT250212-0020	ADMINISTRATIVE DETAIL	SPECIAL ASSIGNMENT	Marie Ua	02/12/2025
EVT250212-0025	INVESTIGATIVE FOLLOW UP	INVEST FOLLOW UP	Marie Ua	02/12/2025
EVT250213-0006	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	02/13/2025
EVT250213-0007	CITATION ISSUED	TRAFFIC STOP	Marie Ua	02/13/2025
EVT250218-0001	ASSIGNED TO INVESTIGATOR	COMPLAINT	Marie Ua	02/18/2025
EVT250218-0002	REPORT TAKEN	RECKLESS DRIVING	Marie Ua	02/18/2025
EVT250218-0003	NO RESPONSE	L.H.	Marie Ua	02/18/2025
EVT250218-0004	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	02/18/2025
EVT250218-0005	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	02/18/2025
EVT250218-0006	ASSIGNED TO INVESTIGATOR	UPT CALLS	Marie Ua	02/18/2025
EVT250223-0011	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/24/2025
EVT250224-0001	LOG NOTE ONLY		Marie Ua	02/24/2025
EVT250224-0002	LOG NOTE ONLY		Marie Ua	02/24/2025
EVT250224-0003	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/24/2025
EVT250224-0004	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/24/2025
EVT250224-0005	LOG NOTE ONLY		Marie Ua	02/24/2025
EVT250224-0006	ASSIGNED TO INVESTIGATOR	ASSIST	Marie Ua	02/24/2025
EVT250224-0007	REFERRED TO OTHER AGENCY	ASSIST	Marie Ua	02/24/2025
EVT250224-0008	ASSIGNED TO INVESTIGATOR	TRAFFIC PROBLEM	Marie Ua	02/24/2025
EVT250224-0009	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	02/24/2025
EVT250224-0010	LOG NOTE ONLY		Marie Ua	02/24/2025
EVT250224-0011	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/24/2025
EVT250224-0012	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	02/24/2025
EVT250224-0013	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/24/2025
EVT250224-0030	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/25/2025
EVT250225-0001	LOG NOTE ONLY	SICK CALL	Marie Ua	02/25/2025
EVT250225-0002	CITATION ISSUED	FARE DISPUTE	Marie Ua	02/25/2025
EVT250225-0003	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	02/25/2025
EVT250225-0004	LOG NOTE ONLY	SICK CALL	Marie Ua	02/25/2025
EVT250225-0005	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/25/2025
EVT250225-0006	LACK OF EVIDENCE	COMPLAINT	Marie Ua	02/25/2025
EVT250407-0005	LOG NOTE ONLY	COMPLAINT	Marie Ua	04/07/2025

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT250407-0006	ADVISED	ASSIST	Marie Ua	04/07/2025
EVT250412-0008	NO RESPONSE	FARE DISPUTE	Marie Ua	04/12/2025
EVT250412-0009	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	04/12/2025
EVT250412-0010	VERBAL WARNING	TRAFFIC STOP	Marie Ua	04/12/2025
EVT250412-0011	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	04/12/2025
EVT250412-0012	MRO	TRAFFIC STOP	Marie Ua	04/12/2025
EVT250412-0013	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	04/12/2025
EVT250412-0014	VERBAL WARNING	TRAFFIC STOP	Marie Ua	04/12/2025
EVT250412-0015	VERBAL WARNING	TRAFFIC STOP	Marie Ua	04/12/2025
EVT250412-0016	CITATION ISSUED	TRAFFIC STOP	Marie Ua	04/12/2025
EVT250412-0017	MRO	TRAFFIC STOP	Marie Ua	04/12/2025
EVT250412-0018	INSPECTED VEHICLE	ACCIDENT	Marie Ua	04/12/2025
EVT250412-0019	INSPECTED VEHICLE	ACCIDENT	Marie Ua	04/12/2025
EVT250412-0020	INSPECTED VEHICLE	ACCIDENT	Marie Ua	04/12/2025
EVT250412-0021	VERBAL WARNING	TRAFFIC STOP	Marie Ua	04/12/2025
EVT250412-0022	VERBAL WARNING	TRAFFIC STOP	Marie Ua	04/12/2025
EVT250412-0023	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	04/12/2025
EVT250412-0024	VERBAL WARNING	TRAFFIC STOP	Marie Ua	04/12/2025
EVT250412-0025	CITATION ISSUED	TRAFFIC STOP	Marie Ua	04/12/2025
EVT250412-0026	VERBAL WARNING	TRAFFIC STOP	Marie Ua	04/12/2025
EVT250412-0027	CITATION ISSUED	TRAFFIC STOP	Marie Ua	04/12/2025
EVT250412-0028	IMPOUND - UPT		Marie Ua	04/12/2025
EVT250412-0029	CITATION ISSUED	TRAFFIC STOP	Marie Ua	04/12/2025
EVT250412-0030	LOG NOTE ONLY	UPT CALLS	Marie Ua	04/12/2025
EVT250412-0031	LOG NOTE ONLY	UPT CALLS	Marie Ua	04/12/2025
EVT250412-0032	CITATION ISSUED	TRAFFIC STOP	Marie Ua	04/12/2025
EVT250412-0033	INSPECTED VEHICLE	ACCIDENT	Marie Ua	04/12/2025
EVT250413-0023	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	04/14/2025
EVT250413-0024	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	04/14/2025
EVT250414-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	04/14/2025
EVT250414-0002	INSPECTED VEHICLE	ACCIDENT	Marie Ua	04/14/2025
EVT250414-0035	INSPECTED VEHICLE	ACCIDENT	Marie Ua	04/15/2025
EVT250414-0036	Closed	DEFRAUD	Marie Ua	04/15/2025
EVT250428-0023	NO RESPONSE	UPT CALLS	Marie Ua	04/28/2025
EVT250428-0024	LACK OF EVIDENCE	FLAT RATE COMPLAINT	Marie Ua	04/28/2025
EVT250428-0027	NO RESPONSE	COMPLAINT	Marie Ua	04/28/2025
EVT250513-0006	ASSIGNED TO INVESTIGATOR	COMPLAINT	Marie Ua	05/13/2025
EVT250515-0002	NO RESPONSE	FARE DISPUTE	Marie Ua	05/15/2025
EVT250520-0004	Closed	POOR SERVICE	Marie Ua	05/20/2025
EVT250610-0001	ASSIGNED TO INVESTIGATOR	UPT CALLS	Marie Ua	06/10/2025
EVT250610-0009	MRO	TRAFFIC STOP	Marie Ua	06/10/2025

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT250610-0010	CITATION ISSUED	TRAFFIC STOP	Marie Ua	06/10/2025
EVT250625-0002	ASSIGNED TO INVESTIGATOR	TRAFFIC PROBLEM	Marie Ua	06/25/2025
EVT250625-0023	TARGETED ENFORCEMENT		Marie Ua	06/25/2025
EVT250626-0006	REFER TO OTHER AGENCY	DIVERSION	Marie Ua	06/26/2025
EVT250626-0016	VERBAL WARNING	TRAFFIC STOP	Marie Ua	06/26/2025
EVT250701-0001	ASSIGNED TO INVESTIGATOR	UPT CALLS	Marie Ua	07/01/2025
EVT250701-0003	ASSIGNED TO INVESTIGATOR	UPT CALLS	Marie Ua	07/01/2025
EVT250707-0001	LOG NOTE ONLY		Marie Ua	07/07/2025
EVT250707-0002	LOG NOTE ONLY	COMPLAINT	Marie Ua	07/07/2025
EVT250707-0003	LOG NOTE ONLY		Marie Ua	07/07/2025
EVT250707-0004	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	07/07/2025
EVT250707-0005	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/07/2025
EVT250707-0006	DUPLICATE CALL	DUPLICATE CALL	Marie Ua	07/07/2025
EVT250707-0007	NO RESPONSE	COMPLAINT	Marie Ua	07/07/2025
EVT250707-0008	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	07/07/2025
EVT250708-0003	ASSIGNED TO INVESTIGATOR	UPT CALLS	Marie Ua	07/08/2025
EVT250710-0010	LACK OF EVIDENCE	L.H.	Marie Ua	07/10/2025
EVT250711-0001	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	07/11/2025
EVT250711-0002	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	07/11/2025
EVT250711-0003	INSPECTED VEHICLE	FOUND DAMAGE TO CAB	Marie Ua	07/11/2025
EVT250711-0004	CITATION ISSUED	TRAFFIC STOP	Marie Ua	07/11/2025
EVT250711-0005	CITATION ISSUED	TRAFFIC STOP	Marie Ua	07/11/2025
EVT250711-0006	CITATION ISSUED	TRAFFIC STOP	Marie Ua	07/11/2025
EVT250711-0007	UNFOUNDED	L.H.	Marie Ua	07/11/2025
EVT250711-0008	INSPECTED VEHICLE	FOUND DAMAGE TO CAB	Marie Ua	07/11/2025
EVT250712-0001	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	07/12/2025
EVT250712-0002	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/12/2025
EVT250712-0003	REFER TO CAB COMPANY	COMPLAINT	Marie Ua	07/12/2025
EVT250712-0004	HANDLED BY DISPATCH/REFERR ED T	LOST PROPERTY	Marie Ua	07/12/2025
EVT250712-0005	HANDLED BY DISPATCH/REFERR ED T	LOST PROPERTY	Marie Ua	07/12/2025
EVT250712-0006	INSPECTED VEHICLE	FOUND DAMAGE TO CAB	Marie Ua	07/12/2025
EVT250713-0001	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	07/13/2025
EVT250713-0002	TARGETED ENFORCEMENT		Marie Ua	07/13/2025

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT250713-0003	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/13/2025
EVT250713-0004	ACCIDENT BUMPER TAP		Marie Ua	07/13/2025
EVT250713-0005	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/13/2025
EVT250713-0006	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	07/13/2025
EVT250713-0007	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	07/13/2025
EVT250713-0008	DISPATCH CANCELLED	L.H.	Marie Ua	07/13/2025
EVT250713-0009	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/13/2025
EVT250714-0002	REPORT TAKEN	UPT CALLS	Marie Ua	07/14/2025
EVT250722-0023	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	07/22/2025
EVT250724-0002	HANDLED BY DISPATCH	COMPLAINT	Marie Ua	07/24/2025
EVT250728-0001	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	07/28/2025
EVT250728-0002	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	07/28/2025
EVT250728-0003	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	07/28/2025
EVT250728-0004	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	07/28/2025
EVT250728-0005	TARGETED ENFORCEMENT	UPT	Marie Ua	07/28/2025
EVT250728-0006	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/28/2025
EVT250728-0007	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	07/28/2025
EVT250728-0008	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	07/28/2025
EVT250728-0009	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	07/28/2025
EVT250728-0010	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/28/2025
EVT250728-0011	VERBAL WARNING	ASSAULT	Marie Ua	07/28/2025
EVT250728-0012	VERBAL WARNING	TRAFFIC STOP	Marie Ua	07/28/2025
EVT250728-0013	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	07/28/2025
EVT250730-0001	HANDLED BY DISPATCH	UPT	Marie Ua	07/30/2025
EVT250730-0003	HANDLED BY DISPATCH	UPT	Marie Ua	07/30/2025
EVT250730-0004	LACK OF EVIDENCE	UPT	Marie Ua	07/30/2025
EVT250730-0005	Open	UPT	Marie Ua	07/30/2025
EVT250730-0006	Open	UPT	Marie Ua	07/30/2025
EVT250730-0007	HANDLED BY DISPATCH	COMPLAINT	Marie Ua	07/30/2025
EVT250730-0009	HANDLED BY DISPATCH	UPT	Marie Ua	07/30/2025

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT250730-0010	LACK OF EVIDENCE	UPT	Marie Ua	07/30/2025
EVT250730-0011	LACK OF EVIDENCE	UPT	Marie Ua	07/30/2025
EVT250730-0012	LACK OF EVIDENCE	UPT	Marie Ua	07/30/2025
EVT250730-0013	REPORT TAKEN	UPT	Marie Ua	07/30/2025
EVT250731-0020	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/31/2025
EVT250731-0027	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/31/2025
EVT250804-0003	LACK OF EVIDENCE	UPT	Marie Ua	08/04/2025
EVT250804-0004	HANDLED BY DISPATCH/REFERRED T	LONG ROUTE	Marie Ua	08/04/2025
EVT250807-0005	DISREGARD INCIDENT	COMPLAINT	Marie Ua	08/07/2025
EVT250810-0023	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/10/2025
EVT250810-0024	Closed	COMPLAINT	Marie Ua	08/10/2025
EVT250812-0024	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/12/2025
EVT250813-0012	VERBAL WARNING	TRAFFIC STOP	Marie Ua	08/13/2025
EVT250813-0013	VERBAL WARNING	TRAFFIC STOP	Marie Ua	08/13/2025
EVT250813-0014	VERBAL WARNING	TRAFFIC STOP	Marie Ua	08/13/2025
EVT250813-0015	VERBAL WARNING	TRAFFIC STOP	Marie Ua	08/13/2025
EVT250814-0016	NO ACTION	UPT	Marie Ua	08/14/2025
EVT250902-0007	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	09/02/2025
EVT250902-0018	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/02/2025
EVT250902-0019	REPORT TAKEN	UPT	Marie Ua	09/02/2025
EVT250911-0027	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/11/2025
EVT250911-0028	REPORT TAKEN	UPT CALLS	Marie Ua	09/11/2025
EVT250911-0030	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/11/2025
EVT250911-0032	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/11/2025
EVT250911-0033	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/11/2025
EVT250912-0018	TARGETED ENFORCEMENT	UPT	Marie Ua	09/12/2025
EVT250912-0019	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/12/2025
EVT250912-0020	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/12/2025
EVT250912-0021	CITATION ISSUED	REFUSE TO TRANSPORT	Marie Ua	09/12/2025
EVT250912-0022	TARGETED ENFORCEMENT		Marie Ua	09/12/2025
EVT250912-0023	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	09/12/2025
EVT250912-0024	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	09/12/2025
EVT250912-0025	NO RESPONSE	COMPLAINT	Marie Ua	09/12/2025

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT250912-0026	ASSIGNED TO INVESTIGATOR	ASSIST	Marie Ua	09/12/2025
EVT250912-0027	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/12/2025
EVT250912-0028	MRO	TRAFFIC STOP	Marie Ua	09/12/2025
EVT250912-0029	TARGETED ENFORCEMENT	UPT	Marie Ua	09/12/2025
EVT250912-0030	IMPOUND - UPT	UPT	Marie Ua	09/12/2025
EVT250912-0031	CITATION ISSUED	TRAFFIC STOP	Marie Ua	09/12/2025
EVT250912-0032	CITATION ISSUED	TRAFFIC STOP	Marie Ua	09/12/2025
EVT250912-0033	VERBAL WARNING	TRAFFIC STOP	Marie Ua	09/12/2025
EVT250912-0034	CITATION ISSUED	TRAFFIC STOP	Marie Ua	09/12/2025
EVT250912-0035	CITATION ISSUED	TRAFFIC STOP	Marie Ua	09/12/2025
EVT250912-0036	TARGETED ENFORCEMENT	UPT	Marie Ua	09/12/2025
EVT250912-0037	IMPOUND - UPT	UPT	Marie Ua	09/12/2025
EVT250912-0038	UPT TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	09/12/2025
EVT250912-0039	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	09/12/2025
EVT250912-0040	INVESTIGATIVE FOLLOW UP	INVEST FOLLOW UP	Marie Ua	09/12/2025
EVT250912-0041	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/12/2025
EVT250912-0042	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/12/2025
EVT250929-0016	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	09/29/2025
EVT250929-0024	LOG NOTE ONLY	L.H.	Marie Ua	09/29/2025
EVT251013-0037	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	10/14/2025
EVT251014-0001	LOG NOTE ONLY		Marie Ua	10/14/2025
EVT251014-0005	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	10/14/2025
EVT251014-0007	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/14/2025
EVT251014-0012	VERBAL WARNING	TRAFFIC STOP	Marie Ua	10/14/2025
EVT251014-0013	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	10/14/2025
EVT251014-0014	CITATION ISSUED	TRAFFIC STOP	Marie Ua	10/14/2025
EVT251014-0016	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	10/14/2025
EVT251015-0009	HANDLED BY DISPATCH/REFERRED T	REFUSE TO TRANSPORT	Marie Ua	10/15/2025
EVT251016-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/16/2025
EVT251016-0002	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/16/2025
EVT251016-0003	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	10/16/2025
EVT251016-0004	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	10/16/2025
EVT251016-0005	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	10/16/2025
EVT251016-0006	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	10/16/2025

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT251016-0007	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	10/16/2025
EVT251016-0008	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	10/16/2025
EVT251016-0009	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/16/2025
EVT251016-0010	ASSIGNED TO INVESTIGATOR	REFUSE TO TRANSPORT	Marie Ua	10/16/2025
EVT251016-0011	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	10/16/2025
EVT251016-0012	CITATION ISSUED	TRAFFIC STOP	Marie Ua	10/16/2025
EVT251016-0013	ASSIGNED TO INVESTIGATOR	REFUSE TO TRANSPORT	Marie Ua	10/16/2025
EVT251016-0014	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	10/16/2025
EVT251016-0015	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/16/2025
EVT251016-0016	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/16/2025
EVT251016-0017	REPORT TAKEN		Marie Ua	10/16/2025
EVT251016-0018	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/16/2025
EVT251016-0019	HANDLED BY DISPATCH	COMPLAINT	Marie Ua	10/16/2025
EVT251016-0020	RECOVERED	LOST PROPERTY	Marie Ua	10/16/2025
EVT251016-0021	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	10/16/2025
EVT251016-0022	Open	PUBLIC REQUEST	Marie Ua	10/16/2025
EVT251016-0023	ASSIGNED TO INVESTIGATOR	COMPLAINT	Marie Ua	10/16/2025
EVT251017-0001	LOG NOTE ONLY	LOST PROPERTY	Marie Ua	10/17/2025
EVT251017-0002	HANDLED BY OTHER AGENCY	DEFRAUD	Marie Ua	10/17/2025
EVT251017-0003	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	10/17/2025
EVT251017-0004	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	10/17/2025
EVT251017-0005	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	10/17/2025
EVT251017-0006	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	10/17/2025
EVT251017-0007	HANDLED BY DISPATCH/RECOVERED	LOST PROPERTY	Marie Ua	10/17/2025
EVT251017-0008	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/17/2025
EVT251017-0009	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/17/2025
EVT251017-0010	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	10/17/2025
EVT251017-0011	ASSIGNED TO INVESTIGATOR	COMPLAINT	Marie Ua	10/17/2025
EVT251017-0012	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/17/2025

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT251017-0013	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	10/17/2025
EVT251017-0014	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	10/17/2025
EVT251017-0017	TARGETED ENFORCEMENT		Marie Ua	10/17/2025
EVT251017-0018	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	10/17/2025
EVT251017-0020	VERBAL WARNING	TRAFFIC STOP	Marie Ua	10/17/2025
EVT251017-0021	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	10/17/2025
EVT251020-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/20/2025
EVT251020-0002	LOG NOTE ONLY		Marie Ua	10/20/2025
EVT251020-0003	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/20/2025
EVT251020-0004	ASSIGNED TO INVESTIGATOR	POOR SERVICE	Marie Ua	10/20/2025
EVT251020-0005	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	10/20/2025
EVT251020-0006	VERBAL WARNING	TRAFFIC STOP	Marie Ua	10/20/2025
EVT251020-0007	INVESTIGATIVE FOLLOW UP	ADMINISTRATIVE	Marie Ua	10/20/2025
EVT251020-0008	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/20/2025
EVT251020-0009	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/20/2025
EVT251020-0010	HANDLED BY DISPATCH/REFERRED T	POOR SERVICE	Marie Ua	10/20/2025
EVT251020-0011	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	10/20/2025
EVT251020-0012	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/20/2025
EVT251020-0013	RECOVERED	LOST PROPERTY	Marie Ua	10/20/2025
EVT251020-0014	SETTLED AT SCENE		Marie Ua	10/20/2025
EVT251021-0001	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	10/21/2025
EVT251021-0002	HANDLED BY DISPATCH/REFERRED T	DEFRAUD	Marie Ua	10/21/2025
EVT251021-0003	LOG NOTE ONLY		Marie Ua	10/21/2025
EVT251021-0004	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	10/21/2025
EVT251021-0005	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	10/21/2025
EVT251021-0006	MRO	FIGHT	Marie Ua	10/21/2025
EVT251021-0007	CITATION ISSUED	TRAFFIC STOP	Marie Ua	10/21/2025
EVT251021-0008	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	10/21/2025
EVT251021-0009	CITATION ISSUED	TRAFFIC STOP	Marie Ua	10/21/2025
EVT251021-0010	CITATION ISSUED	TRAFFIC STOP	Marie Ua	10/21/2025

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT251021-0011	REFER TO CAB COMPANY	COMPLAINT	Marie Ua	10/21/2025
EVT251021-0012	TARGETED ENFORCEMENT		Marie Ua	10/21/2025
EVT251021-0013	VERBAL WARNING	TRAFFIC STOP	Marie Ua	10/21/2025
EVT251021-0014	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	10/21/2025
EVT251021-0015	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	10/21/2025
EVT251021-0016	CITATION ISSUED	TRAFFIC STOP	Marie Ua	10/21/2025
EVT251021-0018	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	10/21/2025
EVT251022-0001	HANDLED BY DISPATCH		Marie Ua	10/22/2025
EVT251022-0002	SETTLED AT SCENE	FARE DISPUTE	Marie Ua	10/22/2025
EVT251022-0003	HANDLED BY DISPATCH/REFERRED T	FARE DISPUTE	Marie Ua	10/22/2025
EVT251022-0004	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	10/22/2025
EVT251022-0005	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	10/22/2025
EVT251022-0006	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	10/22/2025
EVT251022-0007	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	10/22/2025
EVT251022-0008	CITATION ISSUED	TRAFFIC STOP	Marie Ua	10/22/2025
EVT251022-0009	VERBAL WARNING	TRAFFIC STOP	Marie Ua	10/22/2025
EVT251022-0010	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	10/22/2025
EVT251022-0011	MRO	ACCIDENT	Marie Ua	10/22/2025
EVT251022-0012	MRO	TRAFFIC STOP	Marie Ua	10/22/2025
EVT251022-0013	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	10/22/2025
EVT251022-0015	ASSIGNED TO INVESTIGATOR	L.H.	Marie Ua	10/22/2025

Exhibit 7

Nature of Call	Total Calls Received	% of Total
911 HANGUP	213	0.08
ABANDONDED VEHICLE PS	3802	1.47
Vehicle Vs Ped	82	0.03
TRAFFIC ACCIDENT W FATAL	96	0.04
HIT/RUN ACCIDENT WITH MEDICAL	393	0.15
HIT/RUN ACCIDENT NO MEDICAL	2198	0.85
TRAFFIC ACCIDENT WITH MEDICAL	7944	3.07
TRAFFIC ACCIDENT W NO MEDICAL	9729	3.76
TRAFFIC ACCIDENT OFFICE REPOR	663	0.26
AGENCY ASSISTANCE PS	4101	1.59
ALARM	114	0.04
AMBER ALERT	3	0.00
ANIMAL IN ROADWAY	1348	0.52
ASSAULT	131	0.05
ATTEMPT TO OVERTAKE VEHICLE	185	0.07
ATTEMPT TO LOCATE	2440	0.94
BACKGROUND INVESTIGATION	99	0.04
BATTERY	24	0.01
EMERGENCY BLOOD RUN	4	0.00
BRAND INSP PS	57	0.02
BURGLARY	8	0.00
BUSINESS CHECK PS	673	0.26
CELL PROVIDER REQUEST	2	0.00
COMM CHECK POINT OPERATIONS	876	0.34
CIVIL DISTURBANCE	22	0.01
CIVIL STANDBY	33	0.01
Commercial Admin Traffic Stop	2532	0.98
COMMUNITY SERVICE	133	0.05
COMPLIANCE REVIEW	1	0.00
CONTRACT SERVICE	1787	0.69
CONVOY OR ESCORT	7	0.00
COVERT AUDIT	1	0.00
CSA DUTIES	305	0.12
DEBRIS ON ROADWAY	6238	2.41
DEM AFTER HOURS CALL OUT	31	0.01
DIGNITARY PROTECTION DETAIL	6	0.00
DIRECT TRAFFIC	30	0.01
NATURAL DISASTER	3	0.00
DOMESTIC DISPUTE	301	0.12
DPS EMPLOYEE INVOLVED CALL	128	0.05
DUI ALCOHOL OR DRUGS PS	287	0.11
EMERGENCY LOCATOR TRANSMITTER	48	0.02
PNP OFFENDER EMPLOYMENT VERIF	159	0.06
FAILURE TO YIELD	101	0.04
OFFENDER FIELD CONTACT	163	0.06
FIGHT IN PROGRESS	95	0.04
FIRE / VEHICLE FIRE	493	0.19
FOLLOW UP	1205	0.47
FOUND PROPERTY PS	12	0.00
FUNERAL DETAIL	7	0.00
GAS SKIP	1	0.00
HARASSMENT	2	0.00
HAZARDOUS MATERIALS SPILL	3	0.00
PNP OFFENDER HOME CHECK	28557	11.04
HONOR GUARD	10	0.00

Nature of Call	Total Calls Received	% of Total
DEAD OR INJURED ANIMAL	549	0.21
INTOXICATED PED PASSENGER	42	0.02
INVESTIGATION	1983	0.77
JUVENILE PROBLEM	205	0.08
K-9 Highway Interdiction	9	0.00
K-9 REQUEST	33	0.01
LOJACK SIGNAL	48	0.02
MEDICAL EMERGENCY	709	0.27
MENTAL SUBJECT	48	0.02
MISCELLANEOUS CAD CALL RECORD	1831	0.71
MOTORCADE	7	0.00
MOTORIST ASSIST PS	19786	7.65
NAWAS ACTIVATION/TEST	9	0.00
PARKING PROBLEM	55	0.02
PC ARREST	2	0.00
PEDESTRIAN ON ROADWAY	6651	2.57
PERSON WITH A GUN BRANDISHING	281	0.11
AIRCRAFT ON/NEAR ROADWAY	5	0.00
REQUEST NDOT PLOW	35	0.01
PERSON STOP	347	0.13
PSYCHIATRIC	7	0.00
PSYCHIATIRC BEHAVORIAL	121	0.05
PUBLIC SERVICE	9	0.00
VEHICLE/FOOT PURSUIT	14	0.01
RADIO PROBLEMS	3	0.00
RADIO ACTIVE WASTE SHIPMNT NO	38	0.01
RECKLESS DRIVER	17382	6.72
REGULATORY INVESTIGATION	3	0.00
REGULATORY SPOT CHECK	27	0.01
REQUEST FOR ASSISTANCE	2	0.00
REST AREA CHECK	15	0.01
ROAD CLOSURE	27	0.01
ROAD CONDITIONS PS	125	0.05
HAZARD IN THE ROADWAY	3418	1.32
ROAD RAGE	1480	0.57
RUNAWAY	1	0.00
REQUEST SAND FROM NDOT	8	0.00
SFM INVESTIGATION REQUEST	15	0.01
OFFICER INVOLVED SHOOTING	2	0.00
SHOOTING NO OFFICER INVOLVED	28	0.01
SILVER ALERT	18	0.01
VEHICLE SLID OFF THE ROAD	151	0.06
SPECIAL ENFORCEMENT	27	0.01
STOLEN VEHICLE	41	0.02
STRUCTURE FIRE	48	0.02
ATTEMPTED SUICIDE	387	0.15
SURVEILLANCE	1215	0.47
SUSPICIOUS PERSON, CIRCUMSTNC	408	0.16
SYSTEM TEST/NAWAS/EAS/NDIP	9	0.00
TERMINAL INSPECTION	361	0.14
TEST	21	0.01
THEFT	4	0.00
TREATENING CALL	8	0.00
CITIZENS TRAFFIC COMPLAINT	581	0.22
TRAFFIC DEVICE NEEDS REPAIR	329	0.13

Nature of Call	Total Calls Received	% of Total
TRAFFIC STOP ON DIRECTED ENF	5	0.00
TRAFF VIOL REPORTED BY PUBLIC	4	0.00
TRAFFIC STOP	113864	44.02
TRANSCOM WIPP TRU WASTE SHIP	2	0.00
PRISONER TRANSPORT	2155	0.83
TRESPASSING	69	0.03
TROUBLE UNKNOWN	2275	0.88
VANDALISM	36	0.01
VEHICLE WEIGHING ACTIVITY	5	0.00
VIN SERIAL NMBR INSPECTION	571	0.22
WANTED PERSON STOLEN PROPERTY	69	0.03
WARRANT ARREST	18	0.01
WARRANT CONFIRMATION	1703	0.66
WARRANT ENTRY PS	158	0.06
WARRANT SERVICE/SEARCH WARRAN	16	0.01
WILDLAND FIRE	250	0.10
WRONG WAY DRIVER	581	0.22
Total Calls:	258635	

Report Includes:
All dates greater than `00:00:00 01/01/25`
All nature of incidents matching `*ps*`
All cities
All types
All priorities
All dispatchers
All agencies

*** End of Report /tmp/rpt1rjWt3-rpcdtccr.r1_3 ***

Exhibit 8

Nature of Call	Total Calls Received	% of Total
ABANDONED VESSEL	7	0.23
DOWL BOAT/VEH ACCIDENT	3	0.10
AGENCY ASSISTANCE	21	0.68
AGENCY ASSISTANCE WL	164	5.29
ANIMAL TRAPPING	1	0.03
BEAR PROBLEM	90	2.90
BLM PATROL	1	0.03
BLM VIOLATION	4	0.13
BOAT ACCIDENT W/INJURY	20	0.65
BOAT ACCIDENT W/ NO INJURY	33	1.06
BOAT ACCIDENT UNKNOWN INJURY	10	0.32
HUNTER FISHER CAMP CONTACT	761	24.55
COYOTE PROBLEM	10	0.32
DEAD ANIMAL	44	1.42
DOMESTIC DISTURBANCE	1	0.03
DRIVING UNDER THE INFLUENCE	1	0.03
FIRE	1	0.03
FIRE STANDBY	1	0.03
SURVEY FLIGHT	165	5.32
FOLLOW UP	23	0.74
HABITAT PROJECT WL	37	1.19
INJURED ANIMAL	79	2.55
INSPECTION MISC	8	0.26
INVESTIGATION	160	5.16
INVESTIGATION-FOLLOW UP	116	3.74
KNOCK TALK	17	0.55
LION PROBLEM	8	0.26
MEDICAL EMERGENCY	1	0.03
MOTORIST ASSIST	15	0.48
MOTORIST AST	26	0.84
ARREST OTHER THAN OUI/WARRANT	1	0.03
OPERATION GAME THIEF REPORT	12	0.39
OVERDUE PERSON HUNTER BOATER	6	0.19
RECKLESS DRIVING	1	0.03
RECKLESS OPERATION WL	5	0.16
RECOVER VESSEL	2	0.06
SPECIAL EVENT STANDBY	60	1.94
SEARCH AND RESCUE WL	53	1.71
TEST	2	0.06
TRAFFIC STOP	7	0.23
TRAFFIC STOP WL	43	1.39
Training Ec	3	0.10
TRAINING	7	0.23
WRNT XPORT WL	5	0.16
TRAPPED WILDLIFE	2	0.06
TRAPPING INVESTIGATION	19	0.61
TAXIDERMY INSPECTION/SEAL	1	0.03
UNOCCUPIED VEHICLE WL	162	5.23
URBAN WILDLIFE	72	2.32
US FOREST SERVICE VIOLATION	5	0.16
VESSEL ASSIST	88	2.84
VESSEL INSPECTION	6	0.19
VESSEL STOP	692	22.32
WARRANT ARREST	5	0.16
WARRANT SERVICE	5	0.16

Nature of Call	Total Calls Received	% of Total
WILDLIFE SURVEY	4	0.13
WILDLIFE ATTACK	4	0.13

Total Calls: 3100

Report Includes:
All dates between `00:00:00 01/01/25` and `23:59:59 10/15/25`
All nature of incidents
All cities
All types
All priorities
All dispatchers
All agencies matching `DOWL`

*** End of Report /tmp/rptL1kY45-rpcdtccr.r1_3 ***

Channel	Number Of Calls	Total Duration
CONSOLE 3 SELECT	61773	200:20:58
Angel Peak	47243	42:48:56
Virginia Peak	45119	41:18:10
CONSOLE 5 SELECT	44866	167:26:46
CONSOLE 4 SELECT	40152	146:45:21
Elko Mtn	34728	30:52:59
CONSOLE 2 SELECT	21470	83:25:19
Laughlin Zone	19854	107:13:53
7756881331	10251	248:45:20
Cave Mtn	7922	07:58:58
Winnemucca Mtn	7305	06:50:54
Montezuma Mtn	3868	14:03:33
7756881333	1488	31:19:57
7756881332	947	21:56:14
7756882327	681	24:01:25
7756881894	664	12:48:05
7756881334	105	03:00:14
7757860315	57	02:51:08
7757860318	32	00:09:26
CONSOLE 1 SELECT	4	00:00:05
	348529	1185:49:40

Total Phone Calls for 2025 (1/1/25 - 10/15/25):
14,285

Total radio transmissions for 2025 (1/1/25 - 10/15/25):
334,304

Exhibit 9

STATE OF NEVADA

JOE LOMBARDO
Governor

DR. KRISTOPHER SANCHEZ
Director

TODD PARK
Administrator

DEPARTMENT OF BUSINESS AND INDUSTRY
TAXICAB AUTHORITY

Public Safety Dispatch Supervisor at the **Taxicab Authority**

Core Responsibilities

1. **Supervision & Leadership**
    - Supervise and coordinate the activities of public safety dispatchers.
    - Provide training, guidance, and performance evaluations for dispatch staff.
    - Ensure compliance with Taxicab Authority policies, procedures, and state regulations.
    - Hiring and Training New Dispatchers
2. **Dispatch Operations**
    - Oversee the receipt and prioritization of emergency and non-emergency calls.
    - Ensure timely and accurate dispatching of enforcement officers and resources.
    - Monitor radio and communication systems for efficiency and effectiveness.
    - Working Supervisor- Covers a Dispatch schedule due to staff shortage, Annual Leave and Sick Leave
3. **Public Safety Coordination**
    - Coordinate with law enforcement, emergency services, and other agencies Cab Company Management as needed. (Violent Summury Reports/Any updates for Industry safe due to crime)
    - Respond to incidents involving taxicab operations, including accidents, disputes, or violations.
    - Maintain situational awareness and ensure appropriate response protocols are followed.
4. **Administrative Duties**
    - Maintain records of calls, incidents, and enforcement actions.

- Prepare reports and documentation for internal use and regulatory compliance.
- Assist in developing and updating dispatch procedures and protocols.

5. **Technology & Systems Oversight**
   - Ensure proper functioning of dispatch software, radio systems, Camera System and communication tools. We created a Cad system for our use with Acella.
   - Troubleshoot technical issues and coordinate with IT or vendors for resolution.
   - Request and create a accurate reports and CAD system in Acella
6. **Customer Service & Public Interaction**
   - Handle complaints or inquiries from the public regarding taxicab services, Unauthorized Transportation, Staff complaints, and Agency Complaints before being sent to the Administrator.
   - Provide information and support to drivers, companies, and passengers.
   - Attends Board Meetings

STATE OF NEVADA

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DEPARTMENT OF BUSINESS AND INDUSTRY
TAXICAB AUTHORITY

TAC (Terminal Agency Coordinator)

---

1. Compliance Oversight

- Ensure the agency complies with **FBI CJIS Security Policy** and **Nevada state regulations**.
- Serve as the **liaison** between the agency and the **Nevada Department of Public Safety – CJIS Systems Agency (CSA)**.
- Prepare for and respond to **audits** conducted by state or federal authorities.

2. User Management

- Manage and maintain **user access** to NCIC, NCJIS, and related systems.
- Ensure all users are **trained and certified** before accessing criminal justice information.
- Monitor user activity to detect and prevent misuse or unauthorized access.

3. Training & Certification

- Provide or coordinate **initial and ongoing training** for all system users.
- Track and document **certification status** for each user.
- Ensure users are aware of **policy updates** and procedural changes.

4. Security & Incident Response

- Implement and enforce **security protocols** for data access and handling.
- Report **security incidents** or policy violations to the appropriate authorities.
- Work with IT and security teams to maintain **system integrity**.

5. Documentation & Recordkeeping

- Maintain accurate records of:
  - User access and certifications
  - Security incidents
  - Audit findings and corrective actions
- Ensure documentation is **readily available** for audits or inspections.

6. Policy Development

- Develop and update **internal policies and procedures** for system use.
- Ensure policies align with **CJIS Security Policy** and **Nevada CSA guidelines**.
- Disseminate policy changes to all relevant personnel.

Human Resources (HR) Liaison

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1. Communication & Coordination

- Act as the **primary point of contact** between the department and the central HR office.
- Communicate HR policies, procedures, and updates to department staff.
- Coordinate with HR specialists on matters such as recruitment, benefits, and employee relations.

2. Recruitment & Onboarding Support

- Assist with **job postings**, screening applications, and scheduling interviews.

- Facilitate the **onboarding process** for new hires, including orientation and paperwork.
- Ensure compliance with **state hiring practices** and equal employment opportunity (EEO) guidelines.

3. Employee Relations

- Provide guidance to supervisors and employees on **HR policies**, conflict resolution, and performance issues.
- Help address and document **employee concerns**, complaints, or disciplinary actions.
- Support investigations and ensure proper documentation is maintained.

4. Records & Documentation

- Maintain accurate and confidential **personnel records**.
- Ensure timely submission of HR-related forms (e.g., leave requests, evaluations, status changes).
- Track and report on HR metrics such as turnover, vacancies, and training compliance.

5. Benefits & Leave Administration

- Assist employees with **benefits enrollment**, changes, and questions.
- Coordinate **leave requests** (FMLA, sick leave, vacation) and ensure proper documentation.
- Liaise with central HR or payroll for benefits and compensation issues.

6. Training & Development

-

- Coordinate or deliver **training sessions** on HR topics (e.g., harassment prevention, ethics).
- Track employee **training requirements** and certifications.
- Promote professional development opportunities.

7. Compliance & Policy Enforcement

- Ensure department practices align with **Nevada state HR laws and regulations**.
- Monitor compliance with **workplace safety**, EEO, and labor laws.
- Assist in implementing new HR policies or procedural changes.

Payroll Liaison

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1. Payroll Processing Support

- Collect, review, and submit **timekeeping records** (e.g., timesheets, leave slips) for accuracy and completeness.
- Ensure timely entry of **payroll data** into the state's payroll system (such as NEATS or Advantage).
- Verify that employees are paid correctly and on time.

2. Communication & Coordination

- Serve as the **point of contact** between the department and the central payroll office.
- Communicate payroll policies, deadlines, and updates to staff and supervisors.
- Coordinate with HR and accounting teams on payroll-related issues.

3. Leave & Attendance Management

- Track and report **leave balances**, usage, and accruals (e.g., sick leave, vacation, FMLA).
- Ensure proper documentation and coding of leave in the payroll system.
- Assist employees with questions about leave policies and balances.

4. Payroll Issue Resolution

- Investigate and resolve **payroll discrepancies**, such as overpayments, underpayments, or incorrect deductions.
- Coordinate with payroll specialists to correct errors and issue adjustments.
- Maintain documentation of payroll corrections and communications.

5. Compliance & Recordkeeping

- Ensure payroll practices comply with **Nevada state laws**, collective bargaining agreements, and agency policies.
- Maintain accurate and confidential **payroll records**.
- Assist with audits and provide requested payroll documentation.

6. Training & Support

- Train supervisors and employees on **timekeeping procedures** and payroll policies.
- Provide guidance on proper coding of hours, overtime, and special pay.
- Stay updated on changes to payroll systems and regulations.

STATE OF NEVADA

JOE LOMBARDO
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Director

TODD PARK
Administrator

DEPARTMENT OF BUSINESS AND INDUSTRY
TAXICAB AUTHORITY

Additional Duties to include:

Legal Secretary back up / Court

Front Office Duties when Lead/Supervisor is not here.

Taxicab Authority Public Safety Dispatcher

Nevada Taxicab Authority Dispatch is considered a hybrid dispatch. Although it is very similar to a central dispatch it also performs other job elements that a central dispatch does not do. It's a unique dispatch as upon its creation it was widely publicized to the community, cab industry, Hotel/Casinos and Visitor attractions, other regulatory government and law enforcement agencies. The Dispatch operates seven days a week from 0600am -0000am excluding State Holidays. One Dispatcher works in the Dispatch on a 10-hour shift. There is a two hour overlap for shift change. Most of our calls are direct calls into our Dispatch as our number is posted in every cab and on every Drivers permit. We cannot get 911 calls, we are like LV Fire/Medical, our cab service the entire Clark County. If someone calls 911 for a Taxi incident it will have to be transferred to us by the LV Metro Dispatch. We get daily calls transferred by Metro and in some cases fire/medical and other Law Enforcement departments.

JOB ELEMENTS:

Dispatching (60%)

1. Assign cases to Investigator
2. Complete accident VDR
3. Dispatch Investigators to calls for service
4. Speak on the two-way radio communications system.
5. Understand policy and procedures for dispatching police officers.
6. Maintain officer's status
7. Update events to accurately reflect what is occurring
8. Work emergency incidents such as stolen cab, Unauthorized Passenger Transportation officer involved incidents use of force-Accidents, attempt suicides, fights, battery by drivers, battery on driver, fare disputes, Robbery, Carjacking, Injury accident, DUI accidents, Overdose, Citizen assist (sick or Injured person) per Investigators.
9. Issuing events/cases for Administrative Investigator and for Legal Secretary for Public records.
10. Providing all NCIC/Scope and Triple I to Investigators
11. Contacting other Agencies (Fire, Medical other Police Agencies) for response per Investigator or type of call
12. Contacting Towing companies for Tows
13. Contacting Cab Companies and cab drivers per Investigators, Inspectors
14. Assigning Vehicle Damage reports to all accidents to Inspectors
15. Code red radio for in progress Officer Safety
16. UPT file Preparation for court
17. Agency email complaints
    a. Respond too
    b. Assign case if needed
    c. Refer to cab company if need

d. Handled/resolved by Dispatch If able too
e. Document properly in database
f. Agency security Camera System

Call taking (30%)

1. Answer all Agencies incoming calls
2. Transfer any calls to Agency Staff as necessary
3. Obtain all required information from callers that require Investigator on scene
4. Obtain all required information to refer complaints to Cab Companies
5. Assist customers with lost property
6. Assist Hotel/casino with Calls for service
7. Transfer all calls to allied Agencies if out of jurisdiction
8. Prepare Events for assignments
9. Receive non-emergency and emergency transferred calls from LV Metro and LV Fire/Medical
10. Assist the riding Public with Cab service

Customer Service: (5%)

1. Assisting Drivers with Licensing requirements
   A. What documents are needed
   B. What are the proper steps to begin becoming a license Driver
2. Assisting Victors to Las Vegas
   A. trip planning regarding transportation,
   B. how they can obtain a cab, different types of cabs,
   C. explaining the different charges with cabs,
   D. flat rate
   E. fare calculations/ type of payments
   F. regulations of cabs (Child car seat requirements, ADA accessible and so forth)
3. Assisting Law firms and other agencies connect

Administrative: (5%)

1. Court
   A. assigning court for Investigators
   B. assigning court for Driver request Hearing
2. Document all agency sick calls/early outs in database and TA Calendar
3. Escort Cleaning crew Mon-Fri throughout the Agency
4. Making sure Agency is secured at end of Swing Shift
5. Back up to Court and Front office as needed
6. TAC/ATAC duties

7. Maintain all Staff and Board Members NCIC/NCJIS Training and Certification

Dispatcher Requirement:

Nevada Post certified
NCIC/CJIS Certified
TAC/ATAC Certified
Able to work all shifts, holidays, call back, and days off

Duties:

Payroll Liaison

HR Liaison

Court Back up

Dispatch Schedule

Dispatcher- Dispatch Supervisor covers the Dispatch center when there's Staff shortage, Sick Leave, and annual Leave

Email Complaints

Agency Terminal Coordinator -

Dispatcher Evaluations

Staff Complaints

Training of Dispatch Staff/ Dispatch Administrative Assistant

Maintain the Integrity, accuracy of the Dispatch Cad system

Weekly Review of Events

Weekly Review of call recordings / Radio recording

Conduct Staff meetings

Maintain Office equipment and staff uniforms

Attend board meetings

Events ONLY

DATE_OPENED: 1/1/2025
DATE_OPENED: 12/31/2025

Type of Call ▲	Count(Type of Call)	Actual Type of Call
ACCIDENT	4	
ACCIDENT	2,724	ACCIDENT
ACCIDENT	2	ASSAULT
ACCIDENT	1	ASSIST
ACCIDENT	1	AUTO BURGLARY
ACCIDENT	1	COMPLAINT
ACCIDENT	1	DUPLICATE CALL
ACCIDENT	1	FIGHT
ACCIDENT	1	FOUND DAMAGE TO CAB
ACCIDENT	1	INTENT. DAMAGE CAB
ADMINISTRATIVE	7	ADMINISTRATIVE
ADMINISTRATIVE	1	ASSIST
ADMINISTRATIVE	1	TRAFFIC STOP
ADMINISTRATIVE COMPLAINTS	1	ADMINISTRATIVE COMPLAINTS
ASSAULT	2	
ASSAULT	13	ASSAULT
ASSIST	2	ACCIDENT
ASSIST	2	ASSAULT
ASSIST	36	ASSIST
ASSIST	2	BATTERY
ASSIST	1	COMPLAINT
ASSIST	8	DEFRAUD
ASSIST	2	DISTURBANCE
ASSIST	1	DIVERSION
ASSIST	3	FARE DISPUTE
ASSIST	1	FIRE
ASSIST	1	INTENT. DAMAGE CAB
ASSIST	1	LOST PROPERTY
ASSIST	6	RECKLESS DRIVING
ASSIST	1	SEXUAL ASSAULT
ASSIST	1	THEFT
ASSIST	2	TRAFFIC PROBLEM
AUTO BURGLARY	7	AUTO BURGLARY
BATTERY	1	ACCIDENT
BATTERY	28	BATTERY
BATTERY	1	COMPLAINT
COMPLAINT	3	
COMPLAINT	7	ASSAULT
COMPLAINT	1	ASSIST
COMPLAINT	192	COMPLAINT
COMPLAINT	1	DEFRAUD
COMPLAINT	17	DISTURBANCE
COMPLAINT	22	FARE DISPUTE
COMPLAINT	2	FIGHT
COMPLAINT	2	FLAT RATE COMPLAINT
COMPLAINT	1	INFORMATION ONLY
COMPLAINT	2	INTENT. DAMAGE CAB
COMPLAINT	3	INTOXICATED

COMPLAINT	12	L.H.
COMPLAINT	32	LOADING / UNLOADING
COMPLAINT	2	LONG ROUTE
COMPLAINT	2	LOST PROPERTY
COMPLAINT	1	MOTORIST ASSIST
COMPLAINT	2	OTHER DISTURBANCE
COMPLAINT	16	POOR SERVICE
COMPLAINT	2	PUBLIC ASSIST
COMPLAINT	37	RECKLESS DRIVING
COMPLAINT	11	REFUSE TO TRANSPORT
COMPLAINT	1	STOLEN PROPERTY
COMPLAINT	1	THEFT
COMPLAINT	6	TRAFFIC PROBLEM
COMPLAINT	5	UPT CALLS
DEFRAUD	1	
DEFRAUD	1	ASSAULT
DEFRAUD	1	COMPLAINT
DEFRAUD	18	DEFRAUD
DENIAL	5	DENIAL
DENIAL PENDING	1	DENIAL
DENIAL PENDING	2	DENIAL PENDING
DISTURBANCE	1	COMPLAINT
DISTURBANCE	9	DISTURBANCE
DISTURBANCE	1	FLAT RATE COMPLAINT
DISTURBANCE	1	RECKLESS DRIVING
DUPLICATE CALL	1	
DUPLICATE CALL	4	DUPLICATE CALL
EDC RELATED	1	FARE DISPUTE
EDC RELATED	1	FLAT RATE COMPLAINT
EDC RELATED	2	TARGETED ENFORCEMENT
EDC RELATED	1	UPT CALLS
EDC SURCHARGE	1	EDC SURCHARGE
E-MAIL COMPLAINT	1	
E-MAIL COMPLAINT	8	ACCIDENT
E-MAIL COMPLAINT	1	ADMINISTRATIVE
E-MAIL COMPLAINT	2	ASSAULT
E-MAIL COMPLAINT	4	ASSIST
E-MAIL COMPLAINT	1	BATTERY
E-MAIL COMPLAINT	109	COMPLAINT
E-MAIL COMPLAINT	17	DISTURBANCE
E-MAIL COMPLAINT	3	DIVERSION
E-MAIL COMPLAINT	1	DUPLICATE CALL
E-MAIL COMPLAINT	33	E-MAIL COMPLAINT
E-MAIL COMPLAINT	23	FARE DISPUTE
E-MAIL COMPLAINT	18	FLAT RATE COMPLAINT
E-MAIL COMPLAINT	1	INFORMATION ONLY
E-MAIL COMPLAINT	31	L.H.
E-MAIL COMPLAINT	48	LOADING / UNLOADING
E-MAIL COMPLAINT	10	LONG ROUTE
E-MAIL COMPLAINT	425	LOST PROPERTY
E-MAIL COMPLAINT	37	POOR SERVICE
E-MAIL COMPLAINT	2	PUBLIC ASSIST
	4,079	

DATE OPENED: 1/1/2024
DATE OPENED: 12/31/2024

Type of Call ▲	Count(Type of Call)	Actual Type of Call
	0	
ACCIDENT	11	
ACCIDENT	3,538	ACCIDENT
ACCIDENT	1	ASSIST
ACCIDENT	2	BATTERY
ACCIDENT	3	DISTURBANCE
ACCIDENT	1	DUPLICATE CALL
ACCIDENT	2	INFORMATION ONLY
ACCIDENT	1	PUBLIC ASSIST
ACCIDENT	1	UNKNOWN TROUBLE
ACCIDENT	2	VANDALISM
ACCIDENT	1	WELFARE CHECK
ADMINISTRATIVE	1	
ADMINISTRATIVE	16	ADMINISTRATIVE
ASSAULT	20	ASSAULT
ASSAULT	2	COMPLAINT
ASSAULT	1	DEFRAUD
ASSIST	1	
ASSIST	1	ACCIDENT
ASSIST	1	ASSAULT
ASSIST	70	ASSIST
ASSIST	1	BATTERY
ASSIST	2	COMPLAINT
ASSIST	4	DEFRAUD
ASSIST	1	EDC RELATED
ASSIST	1	L.H.
ASSIST	4	LOST PROPERTY
ASSIST	2	RECKLESS DRIVING
ASSIST	1	ROBBERY
ASSIST	1	THEFT
BATTERY	1	ACCIDENT
BATTERY	1	ASSIST
BATTERY	19	BATTERY
CAR JACKING	1	STOLEN CAB
CO.SUBMITTED COMPLAINT	47	CO.SUBMITTED COMPLAINT
CO.SUBMITTED COMPLAINT	6	COMPLAINT
CO.SUBMITTED COMPLAINT	2	RECKLESS DRIVING
COMPLAINT	1	
COMPLAINT	2	ACCIDENT
COMPLAINT	3	ASSAULT
COMPLAINT	3	BATTERY
COMPLAINT	284	COMPLAINT
COMPLAINT	1	DEFRAUD
COMPLAINT	13	DISTURBANCE
COMPLAINT	1	DIVERSION
COMPLAINT	1	E-MAIL COMPLAINT
COMPLAINT	6	FARE DISPUTE
COMPLAINT	2	FLAT RATE COMPLAINT

COMPLAINT	1	INTENT. DAMAGE CAB
COMPLAINT	2	INTOXICATED
COMPLAINT	16	L.H.
COMPLAINT	29	LOADING / UNLOADING
COMPLAINT	4	LOST PROPERTY
COMPLAINT	26	POOR SERVICE
COMPLAINT	25	RECKLESS DRIVING
COMPLAINT	4	REFUSE TO TRANSPORT
COMPLAINT	2	TRAFFIC PROBLEM
COMPLAINT	1	UPT CALLS
COMPLAINT	1	WELFARE CHECK
DEFRAUD	2	
DEFRAUD	1	ASSIST
DEFRAUD	1	BATTERY
DEFRAUD	2	COMPLAINT
DEFRAUD	32	DEFRAUD
DEFRAUD	1	F1 RELATED
DENIAL	5	DENIAL
DENIAL PENDING	3	DENIAL PENDING
DIRECTED PATROL ACT	4	DIRECTED PATROL ACT
DISTURBANCE	1	ACCIDENT
DISTURBANCE	1	BATTERY
DISTURBANCE	23	DISTURBANCE
DISTURBANCE	1	FARE DISPUTE
DISTURBANCE	1	MENTALLY ILL PERSON
DISTURBANCE	1	REFUSE TO TRANSPORT
DIVERSION	1	DIVERSION
DUPLICATE CALL	19	DUPLICATE CALL
EDC RELATED	2	COMPLAINT
EDC RELATED	1	DEFRAUD
EDC RELATED	2	EDC RELATED
EDC RELATED	1	INTENT. DAMAGE CAB
EDC RELATED	1	UPT CALLS
E-MAIL COMPLAINT	2	
E-MAIL COMPLAINT	5	ACCIDENT
E-MAIL COMPLAINT	2	ADMINISTRATIVE COMPLAINTS
E-MAIL COMPLAINT	4	ASSAULT
E-MAIL COMPLAINT	1	ASSIST
E-MAIL COMPLAINT	2	BATTERY
E-MAIL COMPLAINT	84	COMPLAINT
E-MAIL COMPLAINT	5	DISTURBANCE
E-MAIL COMPLAINT	2	DIVERSION
E-MAIL COMPLAINT	1	EDC RELATED
E-MAIL COMPLAINT	19	E-MAIL COMPLAINT
E-MAIL COMPLAINT	3	F1 RELATED
E-MAIL COMPLAINT	15	FARE DISPUTE
E-MAIL COMPLAINT	32	FLAT RATE COMPLAINT
E-MAIL COMPLAINT	7	INFORMATION ONLY
E-MAIL COMPLAINT	1	INTOXICATED
E-MAIL COMPLAINT	34	L.H.
E-MAIL COMPLAINT	20	LOADING / UNLOADING
E-MAIL COMPLAINT	2	LONG ROUTE
	4,545	

DATE OPENED: 1/1/2023
DATE OPENED: 12/31/2023

Type of Call	Count(Type of Call)	Actual Type of Call
	0	
ACCIDENT	9	
ACCIDENT	3,136	ACCIDENT
ACCIDENT	1	FARE DISPUTE
ACCIDENT	4	INTENT. DAMAGE CAB
ACCIDENT	2	MOTORIST ASSIST
ADMINISTRATIVE	15	ADMINISTRATIVE
ADMINISTRATIVE	1	UPT
ASSAULT	25	ASSAULT
ASSAULT	4	BATTERY
ASSIST	1	
ASSIST	52	ASSIST
ASSIST	6	DEFRAUD
ASSIST	1	DISTURBANCE
ASSIST	3	FARE DISPUTE
ASSIST	1	INFORMATION ONLY
ASSIST	1	OTHER DISTURBANCE
ASSIST	2	PERSON W/GUN
ASSIST	1	TRAFFIC STOP
BATTERY	2	
BATTERY	4	ASSAULT
BATTERY	24	BATTERY
BATTERY	2	COMPLAINT
BATTERY	1	OTHER DISTURBANCE
BATTERY	1	STOLEN CAB
CAR JACKING	1	ROBBERY
CO.SUBMITTED COMPLAINT	114	CO.SUBMITTED COMPLAINT
CO.SUBMITTED COMPLAINT	1	RECKLESS DRIVING
COMPLAINT	4	
COMPLAINT	1	ACCIDENT
COMPLAINT	1	ADMINISTRATIVE
COMPLAINT	3	ASSAULT
COMPLAINT	2	BATTERY
COMPLAINT	393	COMPLAINT

COMPLAINT	3	DISTURBANCE
COMPLAINT	3	DIVERSION
COMPLAINT	3	FARE DISPUTE
COMPLAINT	2	FLAT RATE COMPLAINT
COMPLAINT	7	L.H.
COMPLAINT	6	LOADING / UNLOADING
COMPLAINT	1	LONG ROUTE
COMPLAINT	2	LOST PROPERTY
COMPLAINT	17	POOR SERVICE
COMPLAINT	1	PUBLIC ASSIST
COMPLAINT	5	RECKLESS DRIVING
COMPLAINT	1	REFUSE TO TRANSPORT
COMPLAINT	3	SENIORS/HANDICAP
COMPLAINT	1	TRAFFIC PROBLEM
DEFRAUD	1	ASSIST
DEFRAUD	51	DEFRAUD
DEFRAUD	1	FARE DISPUTE
DENIAL	24	DENIAL
DENIAL PENDING	28	DENIAL PENDING
DIRECTED PATROL ACT	10	DIRECTED PATROL ACT
DISTURBANCE	1	COMPLAINT
DISTURBANCE	1	DEFRAUD
DISTURBANCE	15	DISTURBANCE
DISTURBANCE	3	FARE DISPUTE
DISTURBANCE	2	INTENT. DAMAGE CAB
DISTURBANCE	1	MENTALLY ILL PERSON
DUPLICATE CALL	13	DUPLICATE CALL
E-MAIL COMPLAINT	3	
E-MAIL COMPLAINT	15	ACCIDENT
E-MAIL COMPLAINT	3	ASSAULT
E-MAIL COMPLAINT	2	ASSIST
E-MAIL COMPLAINT	2	BATTERY
E-MAIL COMPLAINT	6	CO.SUBMITTED COMPLAINT
E-MAIL COMPLAINT	58	COMPLAINT
E-MAIL COMPLAINT	2	DISTURBANCE
E-MAIL COMPLAINT	1	DIVERSION
E-MAIL COMPLAINT	8	DUPLICATE CALL
E-MAIL COMPLAINT	22	E-MAIL COMPLAINT
E-MAIL COMPLAINT	1	F1 RELATED
E-MAIL COMPLAINT	24	FARE DISPUTE
E-MAIL COMPLAINT	28	FLAT RATE COMPLAINT
E-MAIL COMPLAINT	1	INFORMATION ONLY

E-MAIL COMPLAINT	54	L.H.
E-MAIL COMPLAINT	2	LOADING / UNLOADING
E-MAIL COMPLAINT	537	LOST PROPERTY
E-MAIL COMPLAINT	1	OTHER DISTURBANCE
E-MAIL COMPLAINT	32	POOR SERVICE
E-MAIL COMPLAINT	5	PUBLIC ASSIST
E-MAIL COMPLAINT	82	RECKLESS DRIVING
E-MAIL COMPLAINT	28	REFUSE TO TRANSPORT
E-MAIL COMPLAINT	1	SENIORS/HANDICAP
E-MAIL COMPLAINT	1	STOLEN PROPERTY
E-MAIL COMPLAINT	2	SUSPICIOUS PERSON
E-MAIL COMPLAINT	4	UPT
E-MAIL COMPLAINT	2	UPT CALLS
E-MAIL COMPLAINT	1	WELFARE CHECK
F1 RELATED	3	COMPLAINT
F1 RELATED	10	E-MAIL COMPLAINT
F1 RELATED	13	F1 RELATED
F1 RELATED	7	FARE DISPUTE
F1 RELATED	1	FLAT RATE COMPLAINT
F1 RELATED	2	SPECIAL ASSIGNMENT
FARE DISPUTE	1	
FARE DISPUTE	1	DEFRAUD
FARE DISPUTE	41	FARE DISPUTE
FIGHT	6	FIGHT
	5,038	

Dispatch Call Dispoistion

1/1/2025 through 10/27/2025

Total Events: 9,681

Status	Count	Percentage
ACCIDENT BUMPER TAP	650	6.71%
ADMINISTRATIVE DETAIL	14	0.14%
ADVISED	20	0.21%
ARREST	18	0.19%
ASSIGNED TO INVESTIGATOR	595	6.15%
ASSIST OTHER AGENCY	14	0.14%
CITATION ISSUED	884	9.13%
CLR SPEC ASSIGNMENT OTHER	6	0.06%
DENIAL	6	0.06%
DIRECTED ENFORCEMENT	1	0.01%
DISPATCH CANCELLED	6	0.06%
DISREGARD INCIDENT	9	0.09%
DUPLICATE CALL	27	0.28%
FOLLOWUP INVESTIGATION	11	0.11%
GONE ON ARRIVAL	8	0.08%
HANDLED BY DISPATCH	632	6.53%
HANDLED BY DISPATCH/RECOVERED	74	0.76%
HANDLED BY DISPATCH/REFERRED TO CAB COMPANY	1,590	16.42%
HANDLED BY DISPATCH/REFERRED TO OTHER AGENCY	99	1.02%
HANDLED BY OTHER AGENCY	34	0.35%
IMPOUND - EVIDENCE	1	0.01%
IMPOUND - UPT	52	0.54%
INSPECTED VEHICLE	1,824	18.84%
INVESTIGATIVE FOLLOW UP	60	0.62%
LACK OF EVIDENCE	4	0.04%
LOG NOTE ONLY	165	1.70%
MOTORIST ASSIST	10	0.10%
MRO	407	4.20%
NO ACTION	51	0.53%
NO RESPONSE	102	1.05%
Pending	1	0.01%
PUBLIC REQUEST	55	0.57%
RECOVERED	5	0.05%
REFER TO CAB COMPANY	7	0.07%
REFERRED TO OTHER AGENCY	6	0.06%
REPORT TAKEN	31	0.32%
SETTLED AT SCENE	63	0.65%
TARGETED ENFORCEMENT	1,170	12.09%
UNABLE TO LOCATE	4	0.04%
UNFOUNDED	13	0.13%
UPT TARGETED ENFORCEMENT	69	0.71%
VERBAL WARNING	883	9.12%

Dispatch Call Dispoistion

1/1/2024 through 12/31/2024

Total Events: 11,499

Status	Count	Percentage
ACCIDENT BUMPER TAP	1,125	9.78%
ADMINISTRATIVE DETAIL	16	0.14%
ADVISED	170	1.48%
ADVISED BY COMPANY	60	0.52%
ARREST	14	0.12%
ASSIGNED TO INVESTIGATOR	618	5.37%
ASSIST OTHER AGENCY	27	0.23%
CITATION ISSUED	852	7.41%
CLR SPEC ASSIGNMENT OTHER	1	0.01%
DENIAL	9	0.08%
DIRECTED ENFORCEMENT	6	0.05%
DIRECTED PATROL ACTIVITY	2	0.02%
DISPATCH CANCELLED	6	0.05%
DISREGARD INCIDENT	22	0.19%
DUPLICATE CALL	35	0.30%
FALSE ALARM	1	0.01%
FOLLOWUP INVESTIGATION	9	0.08%
GONE ON ARRIVAL	5	0.04%
HANDLED BY DISPATCH	942	8.19%
HANDLED BY DISPATCH/RECOVERED	25	0.22%
HANDLED BY DISPATCH/REFERRED TO CAB COMPANY	500	4.35%
HANDLED BY DISPATCH/REFERRED TO OTHER AGENCY	22	0.19%
HANDLED BY OTHER AGENCY	50	0.43%
IMPOUND - UPT	72	0.63%
INSPECTED VEHICLE	2,215	19.26%
INVESTIGATIVE FOLLOW UP	11	0.10%
LACK OF EVIDENCE	5	0.04%
LOG NOTE ONLY	392	3.41%
MOTORIST ASSIST	15	0.13%
MRO	400	3.48%
NO ACTION	71	0.62%
NO RESPONSE	287	2.50%
Pending	3	0.03%
PUBLIC REQUEST	49	0.43%
RECOVERED	74	0.64%
REFER TO CAB COMPANY	1,612	14.02%
REFERRED TO OTHER AGENCY	33	0.29%
REPORT TAKEN	23	0.20%
SETTLED AT SCENE	63	0.55%
TARGETED ENFORCEMENT	946	8.23%
UNABLE TO LOCATE	18	0.16%
UNFOUNDED	19	0.17%
UPT TARGETED ENFORCEMENT	33	0.29%
VERBAL WARNING	641	5.57%

Dispatch Call Dispoistion

1/1/2023 through 12/31/2023

Total Events: 9,236

Status	Count	Percentage
ACCIDENT BUMPER TAP	1,088	11.78%
ADMINISTRATIVE DETAIL	5	0.05%
ADVISED	159	1.72%
ADVISED BY COMPANY	121	1.31%
ARREST	20	0.22%
ASSIGNED TO INVESTIGATOR	581	6.29%
ASSIST OTHER AGENCY	34	0.37%
CITATION ISSUED	831	9.00%
CLR SPEC ASSIGNMENT OTHER	6	0.06%
DENIAL	66	0.71%
DIRECTED ENFORCEMENT	1	0.01%
DIRECTED PATROL ACTIVITY	7	0.08%
DISPATCH CANCELLED	5	0.05%
DISREGARD INCIDENT	4	0.04%
DUPLICATE CALL	26	0.28%
FALSE ALARM	2	0.02%
FOLLOWUP INVESTIGATION	6	0.06%
GONE ON ARRIVAL	13	0.14%
HANDLED BY DISPATCH	147	1.59%
HANDLED BY OTHER AGENCY	84	0.91%
IMPOUND - UPT	41	0.44%
INSPECTED VEHICLE	1,733	18.76%
INVESTIGATIVE FOLLOW UP	7	0.08%
LOG NOTE ONLY	491	5.32%
MOTORIST ASSIST	22	0.24%
MRO	401	4.34%
NO ACTION	76	0.82%
NO RESPONSE	111	1.20%
Pending	3	0.03%
PUBLIC REQUEST	56	0.61%
RECOVERED	89	0.96%
REFER TO CAB COMPANY	2,042	22.11%
REFERRED TO OTHER AGENCY	51	0.55%
REPORT TAKEN	12	0.13%
SETTLED AT SCENE	39	0.42%
TARGETED ENFORCEMENT	382	4.14%
UNABLE TO LOCATE	9	0.10%
UNFOUNDED	29	0.31%
VERBAL WARNING	436	4.72%

Dispatcher Event Status
1/1/2023 through 12/31/2023

Marie Ua	493
Total	**493**

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT0904-0006	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	09/05/2023
EVT23	LOG NOTE ONLY		Marie Ua	10/24/2023
EVT230108-0001	LOG NOTE ONLY	REFUSE TO TRANSPORT	Marie Ua	01/08/2023
EVT230108-0002	INSPECTED VEHICLE	ACCIDENT	Marie Ua	01/08/2023
EVT230108-0003	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	01/08/2023
EVT230108-0004	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	01/08/2023
EVT230110-0002	HANDLED BY OTHER AGENCY	ACCIDENT	Marie Ua	01/10/2023
EVT230118-0009	INSPECTED VEHICLE	ACCIDENT	Marie Ua	01/18/2023
EVT230118-0010	REFER TO CAB COMPANY	COMPLAINT	Marie Ua	01/18/2023
EVT230118-0011	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	01/18/2023
EVT230118-0012	INSPECTED VEHICLE	ACCIDENT	Marie Ua	01/18/2023
EVT230118-0013	REFER TO CAB COMPANY	COMPLAINT	Marie Ua	01/18/2023
EVT230125-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	01/25/2023
EVT230125-0002	VERBAL WARNING	TRAFFIC STOP	Marie Ua	01/25/2023
EVT230125-0003	Pending	DENIAL PENDING	Marie Ua	01/25/2023
EVT230125-0006	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	01/25/2023
EVT230127-0009	NO RESPONSE	COMPLAINT	Marie Ua	01/27/2023
EVT230127-0010	REFER TO CAB COMPANY	FARE DISPUTE	Marie Ua	01/27/2023
EVT230127-0011	REFER TO CAB COMPANY	COMPLAINT	Marie Ua	01/27/2023
EVT230127-0013	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	01/27/2023
EVT230127-0014	NO ACTION	L.H.	Marie Ua	01/27/2023
EVT230127-0015	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	01/27/2023
EVT230127-0016	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	01/27/2023
EVT230127-0017	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	01/27/2023
EVT230127-0018	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	01/27/2023
EVT230127-0019	NO ACTION	COMPLAINT	Marie Ua	01/27/2023
EVT230127-0020	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	01/27/2023
EVT230127-0021	NO RESPONSE	COMPLAINT	Marie Ua	01/27/2023
EVT230127-0022	NO RESPONSE	L.H.	Marie Ua	01/27/2023

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT230127-0023	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	01/27/2023
EVT230127-0024	Closed	COMPLAINT	Marie Ua	01/27/2023
EVT230127-0025	ADVISED BY COMPANY	CO.SUBMITTED COMPLAINT	Marie Ua	01/27/2023
EVT230127-0026	NO RESPONSE	COMPLAINT	Marie Ua	01/27/2023
EVT230127-0027	NO RESPONSE	COMPLAINT	Marie Ua	01/27/2023
EVT230127-0029	Closed	LOST PROPERTY	Marie Ua	01/27/2023
EVT230127-0030	ADVISED BY COMPANY	CO.SUBMITTED COMPLAINT	Marie Ua	01/27/2023
EVT230127-0031	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	01/27/2023
EVT230127-0033	Closed	RECKLESS DRIVING	Marie Ua	01/27/2023
EVT230130-0003	DENIAL	DENIAL PENDING	Marie Ua	01/30/2023
EVT230130-0016	NO ACTION	COMPLAINT	Marie Ua	01/30/2023
EVT230131-0003	LACK OF EVIDENCE	COMPLAINT	Marie Ua	01/31/2023
EVT230131-0008	NO ACTION	COMPLAINT	Marie Ua	01/31/2023
EVT230131-0009	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	01/31/2023
EVT230131-0010	ADVISED BY COMPANY	CO.SUBMITTED COMPLAINT	Marie Ua	01/31/2023
EVT230131-0011	NO ACTION	COMPLAINT	Marie Ua	01/31/2023
EVT230131-0012	NO RESPONSE	COMPLAINT	Marie Ua	01/31/2023
EVT230131-0014	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	01/31/2023
EVT230131-0015	ADVISED BY COMPANY	CO.SUBMITTED COMPLAINT	Marie Ua	01/31/2023
EVT230206-0004	ADVISED BY COMPANY	CO.SUBMITTED COMPLAINT	Marie Ua	02/06/2023
EVT230206-0005	NO RESPONSE	FARE DISPUTE	Marie Ua	02/06/2023
EVT230206-0006	NO RESPONSE	FARE DISPUTE	Marie Ua	02/06/2023
EVT230206-0007	NO RESPONSE	COMPLAINT	Marie Ua	02/06/2023
EVT230206-0008	NO RESPONSE	RECKLESS DRIVING	Marie Ua	02/06/2023
EVT230206-0009	NO RESPONSE	REFUSE TO TRANSPORT	Marie Ua	02/06/2023
EVT230206-0010	ADVISED BY COMPANY	CO.SUBMITTED COMPLAINT	Marie Ua	02/06/2023
EVT230206-0011	NO ACTION	COMPLAINT	Marie Ua	02/06/2023
EVT230206-0012	REFER TO CAB COMPANY	COMPLAINT	Marie Ua	02/06/2023
EVT230206-0013	ADVISED BY COMPANY	CO.SUBMITTED COMPLAINT	Marie Ua	02/06/2023
EVT230206-0014	REFER TO CAB COMPANY	FARE DISPUTE	Marie Ua	02/06/2023
EVT230214-0011	NO ACTION	COMPLAINT	Marie Ua	02/14/2023
EVT230215-0004	Closed	SENIORS/HANDICAP	Marie Ua	02/15/2023
EVT230314-0012	NO RESPONSE	REFUSE TO TRANSPORT	Marie Ua	03/14/2023
EVT230314-0013	Closed	LOST PROPERTY	Marie Ua	03/14/2023
EVT230315-0002	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	03/15/2023
EVT230315-0003	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	03/15/2023
EVT230315-0004	NO ACTION	FARE DISPUTE	Marie Ua	03/15/2023
EVT230315-0005	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	03/15/2023
EVT230315-0006	REPORT TAKEN	ACCIDENT	Marie Ua	03/15/2023
EVT230315-0007	NO ACTION	COMPLAINT	Marie Ua	03/15/2023

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT230323-0021	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	03/23/2023
EVT230323-0022	Closed	LOST PROPERTY	Marie Ua	03/23/2023
EVT230329-0009	REPORT TAKEN	DENIAL	Marie Ua	03/29/2023
EVT230403-0004	REFER TO CAB COMPANY	COMPLAINT	Marie Ua	04/03/2023
EVT230410-0003	INSPECTED VEHICLE	COMPLAINT	Marie Ua	04/10/2023
EVT230410-0004	REFER TO CAB COMPANY	COMPLAINT	Marie Ua	04/10/2023
EVT230410-0005	ADVISED BY COMPANY	CO.SUBMITTED COMPLAINT	Marie Ua	04/10/2023
EVT230410-0006	NO RESPONSE	COMPLAINT	Marie Ua	04/10/2023
EVT230410-0007	NO ACTION	WELFARE CHECK	Marie Ua	04/10/2023
EVT230410-0008	ASSIGNED TO INVESTIGATOR	COMPLAINT	Marie Ua	04/10/2023
EVT230410-0009	REFER TO CAB COMPANY	COMPLAINT	Marie Ua	04/10/2023
EVT230410-0010	REFER TO CAB COMPANY	POOR SERVICE	Marie Ua	04/10/2023
EVT230410-0011	REFER TO CAB COMPANY	CO.SUBMITTED COMPLAINT	Marie Ua	04/10/2023
EVT230410-0012	NO RESPONSE	COMPLAINT	Marie Ua	04/10/2023
EVT230417-0003	NO RESPONSE	COMPLAINT	Marie Ua	04/17/2023
EVT230417-0004	REFER TO CAB COMPANY	COMPLAINT	Marie Ua	04/17/2023
EVT230417-0005	REFER TO CAB COMPANY	ASSIST	Marie Ua	04/17/2023
EVT230417-0006	UNFOUNDED	COMPLAINT	Marie Ua	04/17/2023
EVT230417-0007	ASSIGNED TO INVESTIGATOR	ASSIST	Marie Ua	04/17/2023
EVT230418-0005	NO ACTION	COMPLAINT	Marie Ua	04/18/2023
EVT230418-0006	REFER TO CAB COMPANY	COMPLAINT	Marie Ua	04/18/2023
EVT230418-0007	REFER TO CAB COMPANY	FARE DISPUTE	Marie Ua	04/18/2023
EVT230418-0008	NO RESPONSE	COMPLAINT	Marie Ua	04/18/2023
EVT230418-0009	NO RESPONSE	REFUSE TO TRANSPORT	Marie Ua	04/18/2023
EVT230418-0010	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	04/18/2023
EVT230418-0011	Closed	COMPLAINT	Marie Ua	04/18/2023
EVT230418-0012	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	04/18/2023
EVT230418-0013	LACK OF EVIDENCE	FARE DISPUTE	Marie Ua	04/18/2023
EVT230418-0015	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	04/18/2023
EVT230418-0016	Closed	LOST PROPERTY	Marie Ua	04/18/2023
EVT230418-0017	Closed	FARE DISPUTE	Marie Ua	04/18/2023
EVT230418-0018	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	04/18/2023
EVT230418-0019	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	04/18/2023
EVT230418-0020	NO ACTION	FARE DISPUTE	Marie Ua	04/18/2023
EVT230418-0022	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	04/18/2023
EVT230418-0023	Closed	LOST PROPERTY	Marie Ua	04/18/2023

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT230425-0002	INSPECTED VEHICLE	ACCIDENT	Marie Ua	04/25/2023
EVT230425-0003	NO RESPONSE	FARE DISPUTE	Marie Ua	04/25/2023
EVT230506-0001	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	05/06/2023
EVT230506-0002	ASSIGNED TO INVESTIGATOR	UPT	Marie Ua	05/06/2023
EVT230506-0003	SETTLED AT SCENE	ASSAULT	Marie Ua	05/06/2023
EVT230506-0004	INSPECTED VEHICLE	ACCIDENT	Marie Ua	05/06/2023
EVT230506-0006	NO RESPONSE	COMPLAINT	Marie Ua	05/06/2023
EVT230506-0007	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	05/06/2023
EVT230506-0008	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	05/06/2023
EVT230506-0009	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	05/06/2023
EVT230508-0014	VERBAL WARNING	TRAFFIC STOP	Marie Ua	05/08/2023
EVT230519-0018	INSPECTED VEHICLE	ACCIDENT	Marie Ua	05/19/2023
EVT230519-0019	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	05/19/2023
EVT230519-0021	REFER TO CAB COMPANY	COMPLAINT	Marie Ua	05/19/2023
EVT230519-0022	INSPECTED VEHICLE	ACCIDENT	Marie Ua	05/19/2023
EVT230526-0001	CITATION ISSUED	TRAFFIC STOP	Marie Ua	05/26/2023
EVT230526-0002	INSPECTED VEHICLE	ACCIDENT	Marie Ua	05/26/2023
EVT230526-0003	Closed	TARGETED ENFORCEMENT	Marie Ua	05/26/2023
EVT230526-0004	VERBAL WARNING	TRAFFIC STOP	Marie Ua	05/26/2023
EVT230526-0005	DISPATCH CANCELLED	ACCIDENT	Marie Ua	05/26/2023
EVT230526-0006	NO ACTION	COMPLAINT	Marie Ua	05/26/2023
EVT230526-0007	INSPECTED VEHICLE	ACCIDENT	Marie Ua	05/26/2023
EVT230527-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	05/27/2023
EVT230527-0002	NO ACTION	TRAFFIC STOP	Marie Ua	05/27/2023
EVT230527-0003	CITATION ISSUED	TRAFFIC STOP	Marie Ua	05/27/2023
EVT230527-0004	INSPECTED VEHICLE	ACCIDENT	Marie Ua	05/27/2023
EVT230527-0005	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	05/27/2023
EVT230527-0006	CITATION ISSUED	COMPLAINT	Marie Ua	05/27/2023
EVT230527-0007	INSPECTED VEHICLE	ACCIDENT	Marie Ua	05/27/2023
EVT230527-0008	HANDLED BY OTHER AGENCY	ASSAULT	Marie Ua	05/27/2023
EVT230527-0009	VERBAL WARNING	COMPLAINT	Marie Ua	05/27/2023
EVT230527-0010	DISREGARD INCIDENT	ASSAULT	Marie Ua	05/27/2023
EVT230528-0015	INSPECTED VEHICLE	ACCIDENT	Marie Ua	05/28/2023
EVT230528-0016	INSPECTED VEHICLE	ACCIDENT	Marie Ua	05/28/2023

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT230531-0010	REFER TO CAB COMPANY	COMPLAINT	Marie Ua	05/31/2023
EVT230620-0010	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	06/20/2023
EVT230628-0001	LOG NOTE ONLY		Marie Ua	06/28/2023
EVT230628-0014	HANDLED BY DISPATCH	ASSIST	Marie Ua	06/28/2023
EVT230629-0012	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	06/29/2023
EVT230629-0013	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	06/29/2023
EVT230629-0014	INSPECTED VEHICLE	ACCIDENT	Marie Ua	06/29/2023
EVT230629-0015	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	06/29/2023
EVT230629-0016	INSPECTED VEHICLE	ACCIDENT	Marie Ua	06/29/2023
EVT230630-0008	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	06/30/2023
EVT230710-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/10/2023
EVT230710-0002	INSPECTED VEHICLE	FOUND DAMAGE TO CAB	Marie Ua	07/10/2023
EVT230710-0003	VERBAL WARNING	BATTERY	Marie Ua	07/10/2023
EVT230712-0001	LOG NOTE ONLY		Marie Ua	07/12/2023
EVT230712-0002	LOG NOTE ONLY		Marie Ua	07/12/2023
EVT230712-0003	DISREGARD INCIDENT		Marie Ua	07/12/2023
EVT230712-0004	TARGETED ENFORCEMENT		Marie Ua	07/12/2023
EVT230713-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/13/2023
EVT230713-0002	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	07/13/2023
EVT230713-0003	REFER TO CAB COMPANY	RECKLESS DRIVING	Marie Ua	07/13/2023
EVT230713-0004	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/13/2023
EVT230713-0005	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	07/13/2023
EVT230713-0006	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	07/13/2023
EVT230713-0007	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	07/13/2023
EVT230713-0008	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	07/13/2023
EVT230713-0009	HANDLED BY DISPATCH	L.H.	Marie Ua	07/13/2023
EVT230713-0010	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/13/2023
EVT230714-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/14/2023
EVT230714-0002	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/14/2023
EVT230714-0003	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	07/14/2023

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT230714-0004	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	07/14/2023
EVT230714-0005	MRO	ACCIDENT	Marie Ua	07/14/2023
EVT230714-0006	MRO		Marie Ua	07/14/2023
EVT230714-0007	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	07/14/2023
EVT230714-0008	MRO	TRAFFIC STOP	Marie Ua	07/14/2023
EVT230715-0001	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	07/15/2023
EVT230715-0002	RECOVERED	LOST PROPERTY	Marie Ua	07/15/2023
EVT230715-0003	UNABLE TO LOCATE	LOST PROPERTY	Marie Ua	07/15/2023
EVT230715-0004	Closed	ACCIDENT	Marie Ua	07/15/2023
EVT230715-0005	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	07/15/2023
EVT230715-0006	LOG NOTE ONLY	L.H.	Marie Ua	07/15/2023
EVT230715-0007	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	07/15/2023
EVT230715-0008	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	07/15/2023
EVT230715-0009	NO ACTION	ACCIDENT	Marie Ua	07/15/2023
EVT230716-0002	HANDLED BY DISPATCH	COMPLAINT	Marie Ua	07/16/2023
EVT230716-0003	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/16/2023
EVT230716-0004	REPORT TAKEN	UPT CALLS	Marie Ua	07/16/2023
EVT230716-0005	HANDLED BY DISPATCH	COMPLAINT	Marie Ua	07/16/2023
EVT230716-0006	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	07/16/2023
EVT230716-0007	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	07/16/2023
EVT230716-0008	VERBAL WARNING	TRAFFIC STOP	Marie Ua	07/16/2023
EVT230716-0009	HANDLED BY OTHER AGENCY	DEFRAUD	Marie Ua	07/16/2023
EVT230716-0010	REFER TO CAB COMPANY	POOR SERVICE	Marie Ua	07/16/2023
EVT230716-0011	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	07/16/2023
EVT230716-0012	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/16/2023
EVT230716-0013	INSPECTED VEHICLE	COMPLAINT	Marie Ua	07/16/2023
EVT230716-0014	MOTORIST ASSIST	MOTORIST ASSIST	Marie Ua	07/16/2023
EVT230716-0015	VERBAL WARNING	TRAFFIC STOP	Marie Ua	07/16/2023
EVT230716-0016	VERBAL WARNING	TRAFFIC STOP	Marie Ua	07/16/2023
EVT230716-0017	TARGETED ENFORCEMENT	FOOT PATROL	Marie Ua	07/16/2023
EVT230716-0018	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	07/16/2023
EVT230716-0019	VERBAL WARNING	COMPLAINT	Marie Ua	07/16/2023
EVT230717-0001	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	07/17/2023
EVT230717-0002	TARGETED ENFORCEMENT	FOOT PATROL	Marie Ua	07/17/2023
EVT230717-0003	UNFOUNDED	COMPLAINT	Marie Ua	07/17/2023
EVT230717-0004	CITATION ISSUED	TRAFFIC STOP	Marie Ua	07/17/2023

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT230717-0005	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/17/2023
EVT230717-0006	CITATION ISSUED	TRAFFIC STOP	Marie Ua	07/17/2023
EVT230717-0007	CITATION ISSUED	TRAFFIC STOP	Marie Ua	07/17/2023
EVT230718-0001	TARGETED ENFORCEMENT	FOOT PATROL	Marie Ua	07/18/2023
EVT230718-0002	REFER TO CAB COMPANY	COMPLAINT	Marie Ua	07/18/2023
EVT230718-0003	CITATION ISSUED	REFUSE TO TRANSPORT	Marie Ua	07/18/2023
EVT230718-0004	LOG NOTE ONLY	WELFARE CHECK	Marie Ua	07/18/2023
EVT230718-0005	MRO	ACCIDENT	Marie Ua	07/18/2023
EVT230718-0006	UNFOUNDED	TRAFFIC STOP	Marie Ua	07/18/2023
EVT230719-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/19/2023
EVT230719-0002	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	07/19/2023
EVT230719-0003	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/19/2023
EVT230719-0004	NO RESPONSE	LOST PROPERTY	Marie Ua	07/19/2023
EVT230719-0005	TARGETED ENFORCEMENT		Marie Ua	07/19/2023
EVT230719-0006	REPORT TAKEN	DENIAL	Marie Ua	07/19/2023
EVT230719-0007	CITATION ISSUED	TRAFFIC STOP	Marie Ua	07/19/2023
EVT230719-0008	CITATION ISSUED	TRAFFIC STOP	Marie Ua	07/19/2023
EVT230719-0009	CITATION ISSUED		Marie Ua	07/19/2023
EVT230719-0011	MRO		Marie Ua	07/19/2023
EVT230724-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/24/2023
EVT230724-0002	LOG NOTE ONLY		Marie Ua	07/24/2023
EVT230724-0003	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	07/24/2023
EVT230724-0004	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	07/24/2023
EVT230724-0005	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/24/2023
EVT230724-0006	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/24/2023
EVT230724-0007	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/24/2023
EVT230725-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/25/2023
EVT230725-0002	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	07/25/2023
EVT230725-0003	LOG NOTE ONLY		Marie Ua	07/25/2023
EVT230725-0004	HANDLED BY OTHER AGENCY	DEFRAUD	Marie Ua	07/25/2023
EVT230725-0005	TARGETED ENFORCEMENT	FOOT PATROL	Marie Ua	07/25/2023
EVT230731-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/31/2023
EVT230731-0002	HANDLED BY DISPATCH	INTENT. DAMAGE CAB	Marie Ua	07/31/2023
EVT230731-0003	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/31/2023
EVT230731-0004	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/31/2023

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT230731-0005	TARGETED ENFORCEMENT	FOOT PATROL	Marie Ua	07/31/2023
EVT230801-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/01/2023
EVT230801-0002	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	08/01/2023
EVT230801-0003	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/01/2023
EVT230801-0004	NO RESPONSE	POOR SERVICE	Marie Ua	08/01/2023
EVT230801-0005	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	08/01/2023
EVT230801-0006	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	08/01/2023
EVT230801-0007	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	08/01/2023
EVT230801-0008	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	08/01/2023
EVT230801-0009	TARGETED ENFORCEMENT	FOOT PATROL	Marie Ua	08/01/2023
EVT230801-0010	VERBAL WARNING	TRAFFIC STOP	Marie Ua	08/01/2023
EVT230802-0018	NO RESPONSE	LOST PROPERTY	Marie Ua	08/02/2023
EVT230814-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/14/2023
EVT230814-0002	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/14/2023
EVT230814-0003	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/14/2023
EVT230814-0004	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	08/14/2023
EVT230814-0005	NO ACTION	L.H.	Marie Ua	08/14/2023
EVT230814-0006	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/14/2023
EVT230814-0007	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	08/14/2023
EVT230815-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/15/2023
EVT230821-0001	LOG NOTE ONLY	LOST PROPERTY	Marie Ua	08/21/2023
EVT230821-0002	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/21/2023
EVT230821-0003	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/21/2023
EVT230821-0004	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/21/2023
EVT230821-0005	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	08/21/2023
EVT230821-0006	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/21/2023
EVT230821-0007	REPORT TAKEN	UPT CALLS	Marie Ua	08/21/2023
EVT230821-0008	REPORT TAKEN	UPT CALLS	Marie Ua	08/21/2023
EVT230821-0038	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/22/2023
EVT230821-0039	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/22/2023
EVT230821-0040	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	08/22/2023
EVT230822-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/22/2023

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT230822-0002	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/22/2023
EVT230823-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/23/2023
EVT230823-0002	CITATION ISSUED	COMPLAINT	Marie Ua	08/23/2023
EVT230823-0003	ACCIDENT	ACCIDENT	Marie Ua	08/23/2023
EVT230823-0004	BUMPER TAP TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	08/23/2023
EVT230823-0011	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/24/2023
EVT230824-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/24/2023
EVT230824-0002	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/24/2023
EVT230824-0003	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/24/2023
EVT230824-0004	LACK OF EVIDENCE	ACCIDENT	Marie Ua	08/24/2023
EVT230827-0022	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/28/2023
EVT230827-0023	ACCIDENT	ACCIDENT	Marie Ua	08/28/2023
EVT230827-0024	BUMPER TAP INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/28/2023
EVT230827-0025	NO ACTION	COMPLAINT	Marie Ua	08/28/2023
EVT230827-0026	LOG NOTE ONLY	DEFRAUD	Marie Ua	08/28/2023
EVT230827-0027	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	08/28/2023
EVT230828-0001	HANDLED BY DISPATCH	DEFRAUD	Marie Ua	08/28/2023
EVT230828-0002	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/28/2023
EVT230828-0003	Closed	COMPLAINT	Marie Ua	08/28/2023
EVT230828-0045	ACCIDENT	ACCIDENT	Marie Ua	08/29/2023
EVT230829-0001	BUMPER TAP LOG NOTE ONLY	SICK CALL	Marie Ua	08/29/2023
EVT230904-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/05/2023
EVT230904-0002	REFERRED TO OTHER AGENCY	ASSIST	Marie Ua	09/05/2023
EVT230904-0003	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/05/2023
EVT230904-0004	NO ACTION	COMPLAINT	Marie Ua	09/05/2023
EVT230904-0005	NO RESPONSE	LOST PROPERTY	Marie Ua	09/05/2023
EVT230904-0007	NO RESPONSE	LOST PROPERTY	Marie Ua	09/05/2023
EVT230904-0008	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/05/2023
EVT230904-0009	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/05/2023
EVT230905-0001	NO RESPONSE	COMPLAINT	Marie Ua	09/05/2023
EVT230905-0002	NO RESPONSE	COMPLAINT	Marie Ua	09/05/2023
EVT230905-0003	NO RESPONSE	COMPLAINT	Marie Ua	09/05/2023
EVT230905-0004	LOG NOTE ONLY	BATTERY	Marie Ua	09/05/2023
EVT230905-0005	LOG NOTE ONLY	SICK CALL	Marie Ua	09/05/2023
EVT230905-0006	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/05/2023

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT230911-0032	ACCIDENT	ACCIDENT	Marie Ua	09/12/2023
EVT230911-0033	BUMPER TAP INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/12/2023
EVT230912-0001	REFER TO CAB COMPANY	COMPLAINT	Marie Ua	09/12/2023
EVT230912-0002	LOG NOTE ONLY	ASSIST	Marie Ua	09/12/2023
EVT230912-0003	REPORT TAKEN	UPT CALLS	Marie Ua	09/12/2023
EVT230912-0004	REPORT TAKEN	UPT CALLS	Marie Ua	09/12/2023
EVT230917-0026	ACCIDENT	ACCIDENT	Marie Ua	09/18/2023
EVT230917-0027	BUMPER TAP INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/18/2023
EVT230917-0028	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/18/2023
EVT230918-0001	ACCIDENT	ACCIDENT	Marie Ua	09/18/2023
EVT230918-0002	BUMPER TAP INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/18/2023
EVT230918-0003	ACCIDENT	ACCIDENT	Marie Ua	09/18/2023
EVT230918-0004	BUMPER TAP ASSIGNED TO INVESTIGATOR	LOST PROPERTY	Marie Ua	09/18/2023
EVT230918-0005	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	09/18/2023
EVT230918-0006	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/18/2023
evt230918-0050	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/19/2023
EVT230918-0051	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/19/2023
EVT230918-0052	REFER TO CAB COMPANY	COMPLAINT	Marie Ua	09/19/2023
EVT230919-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/19/2023
EVT230924-0020	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/25/2023
EVT230924-0021	ACCIDENT	ACCIDENT	Marie Ua	09/25/2023
EVT230925-0001	BUMPER TAP INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/25/2023
EVT230925-0002	LOG NOTE ONLY		Marie Ua	09/25/2023
EVT230925-00020	Closed	DUPLICATE CALL	Marie Ua	09/25/2023
EVT230925-0003	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	09/25/2023
EVT230925-0023	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/25/2023
EVT230925-0024	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/25/2023
EVT230926-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/26/2023
EVT231001-0012	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/02/2023
evt231001-0013	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/02/2023
EVT231001-0014	ACCIDENT	ACCIDENT	Marie Ua	10/02/2023
	BUMPER TAP			

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT231001-0015	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/02/2023
EVT231001-0016	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/02/2023
EVT231001-0017	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/02/2023
EVT231002-0001	LOG NOTE ONLY	UPT CALLS	Marie Ua	10/02/2023
EVT231002-0002	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/02/2023
EVT231002-0003	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	10/02/2023
EVT231002-0055	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/03/2023
EVT231002-0056	Closed	DUPLICATE CALL	Marie Ua	10/03/2023
EVT231008-0027	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/09/2023
EVT231009-0001	NO RESPONSE	COMPLAINT	Marie Ua	10/09/2023
EVT231009-0002	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/09/2023
EVT231009-0003	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/09/2023
EVT231009-0004	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/09/2023
EVT231009-0005	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/09/2023
EVT231009-0006	LOG NOTE ONLY		Marie Ua	10/09/2023
EVT231009-0007	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/09/2023
EVT231015-0014	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/16/2023
EVT231015-0015	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/16/2023
EVT231015-0016	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	10/16/2023
EVT231016-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/16/2023
EVT231016-0002	REPORT TAKEN	UPT CALLS	Marie Ua	10/16/2023
EVT231016-0003	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	10/16/2023
EVT231016-0004	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/16/2023
EVT231016-0005	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/16/2023
EVT231016-0006	SETTLED AT SCENE	FARE DISPUTE	Marie Ua	10/16/2023
EVT231016-0008	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	10/16/2023
EVT231016-0043	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	10/17/2023
EVT231016-0044	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/17/2023
EVT231016-0045	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/17/2023
EVT231016-0046	REFER TO CAB COMPANY	LOADING / UNLOADING	Marie Ua	10/17/2023
EVT231016-0047	LOG NOTE ONLY	INFORMATION ONLY	Marie Ua	10/17/2023
EVT231017-0001	LOG NOTE ONLY	INFORMATION ONLY	Marie Ua	10/17/2023

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EVT231017-0002	ACCIDENT	ACCIDENT	Marie Ua	10/17/2023
EVT231017-0003	BUMPER TAP INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/17/2023
EVT231017-0004	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/17/2023
EVT231017-0005	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/17/2023
EVT231017-0010	Closed	ACCIDENT	Marie Ua	10/17/2023
EVT231017-0024	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/18/2023
EVT231017-0026	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	10/18/2023
EVT231018-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/18/2023
EVT231018-0002	LOG NOTE ONLY		Marie Ua	10/18/2023
EVT231018-0003	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	10/18/2023
EVT231022-0026	LOG NOTE ONLY	ACCIDENT	Marie Ua	10/23/2023
EVT231022-0027	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	10/23/2023
EVT231022-0028	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/23/2023
EVT231022-0029	UNFOUNDED	FARE DISPUTE	Marie Ua	10/23/2023
EVT231023-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/23/2023
EVT231023-0002	NO ACTION	L.H.	Marie Ua	10/23/2023
EVT231023-0003	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	10/23/2023
EVT231023-0004	INSPECTED VEHICLE	FOUND DAMAGE TO CAB	Marie Ua	10/23/2023
EVT231023-0005	INSPECTED VEHICLE	FOUND DAMAGE TO CAB	Marie Ua	10/23/2023
EVT231023-0006	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	10/23/2023
EVT231023-0007	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	10/23/2023
EVT231023-0028	NO RESPONSE	COMPLAINT	Marie Ua	10/24/2023
EVT231023-0029	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	10/24/2023
EVT231023-0030	REFER TO OTHER AGENCY	LOST PROPERTY	Marie Ua	10/24/2023
EVT231023-0031	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	10/24/2023
EVT231024-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/24/2023
EVT231024-0002	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/30/2023
EVT231029-0042	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/30/2023
EVT231029-0043	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/30/2023
EVT231029-0044	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/30/2023
EVT231030-0001	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	10/30/2023

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT231030-0002	HANDLED BY OTHER AGENCY	BATTERY	Marie Ua	10/30/2023
EVT231030-0003	NO ACTION	COMPLAINT	Marie Ua	10/30/2023
EVT231030-0004	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	10/30/2023
EVT231030-0005	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	10/30/2023
EVT231030-0006	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	10/30/2023
EVT231030-0007	CITATION ISSUED	TRAFFIC STOP	Marie Ua	10/30/2023
EVT231030-0037	LOG NOTE ONLY	ACCIDENT	Marie Ua	10/31/2023
EVT231031-0001	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	10/31/2023
EVT231031-0002	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/31/2023
EVT231106-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	11/06/2023
EVT231106-0002	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	11/06/2023
EVT231106-0003	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	11/06/2023
EVT231106-0004	MRO	TRAFFIC STOP	Marie Ua	11/06/2023
EVT231106-0005	NO RESPONSE	TRAFFIC PROBLEM	Marie Ua	11/06/2023
EVT231106-0029	NO RESPONSE	COMPLAINT	Marie Ua	11/07/2023
EVT231107-0001	CITATION ISSUED	L.H.	Marie Ua	11/07/2023
EVT231107-0013	REPORT TAKEN		Marie Ua	11/07/2023
EVT231112-0043	LOG NOTE ONLY	INFORMATION ONLY	Marie Ua	11/13/2023
EVT231112-0044	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	11/13/2023
EVT231113-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	11/13/2023
EVT231113-0002	INSPECTED VEHICLE	ACCIDENT	Marie Ua	11/13/2023
EVT231114-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	11/14/2023
EVT231114-0002	REFER TO CAB COMPANY	COMPLAINT	Marie Ua	11/14/2023
EVT231117-0002	REFER TO CAB COMPANY	FARE DISPUTE	Marie Ua	11/17/2023
EVT231119-0021	INSPECTED VEHICLE	ACCIDENT	Marie Ua	11/20/2023
EVT231119-0022	INSPECTED VEHICLE	ACCIDENT	Marie Ua	11/20/2023
EVT231119-0023	INSPECTED VEHICLE	ACCIDENT	Marie Ua	11/20/2023
EVT231119-0024	INSPECTED VEHICLE	ACCIDENT	Marie Ua	11/20/2023
EVT231120-0001	REFER TO CAB COMPANY	COMPLAINT	Marie Ua	11/20/2023
EVT231120-0002	HANDLED BY OTHER AGENCY	DEFRAUD	Marie Ua	11/20/2023
EVT231120-0003	INSPECTED VEHICLE	ACCIDENT	Marie Ua	11/20/2023
EVT231120-0004	ADVISED	COMPLAINT	Marie Ua	11/20/2023
EVT231120-0049	Closed	ACCIDENT	Marie Ua	11/21/2023
EVT231120-0050	HANDLED BY OTHER AGENCY	LOST PROPERTY	Marie Ua	11/21/2023

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT231121-0001	LOG NOTE ONLY		Marie Ua	11/21/2023
EVT231121-0002	CITATION ISSUED	BATTERY	Marie Ua	11/21/2023
EVT231126-0018	ACCIDENT	ACCIDENT	Marie Ua	11/27/2023
EVT231126-0019	BUMPER TAP INSPECTED VEHICLE	ACCIDENT	Marie Ua	11/27/2023
EVT231126-0020	ACCIDENT	ACCIDENT	Marie Ua	11/27/2023
EVT231126-0021	BUMPER TAP INSPECTED VEHICLE	ACCIDENT	Marie Ua	11/27/2023
EVT231126-0022	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	11/27/2023
EVT231127-0001	LACK OF EVIDENCE	UPT CALLS	Marie Ua	11/27/2023
EVT231127-0002	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	11/27/2023
EVT231127-0003	FOLLOWUP INVESTIGATION	ADMINISTRATIVE	Marie Ua	11/27/2023
EVT231127-0004	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	11/27/2023
EVT231127-0024	ACCIDENT	ACCIDENT	Marie Ua	11/28/2023
EVT231127-0025	BUMPER TAP INSPECTED VEHICLE	ACCIDENT	Marie Ua	11/28/2023
EVT231128-0001	LOG NOTE ONLY	SICK CALL	Marie Ua	11/28/2023
EVT231128-0002	INSPECTED VEHICLE	ACCIDENT	Marie Ua	11/28/2023
EVT231128-0003	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	11/28/2023
EVT231203-0019	ACCIDENT	ACCIDENT	Marie Ua	12/04/2023
EVT231204-0001	BUMPER TAP INSPECTED VEHICLE	ACCIDENT	Marie Ua	12/04/2023
EVT231204-0002	ACCIDENT	ACCIDENT	Marie Ua	12/04/2023
EVT231204-0003	BUMPER TAP INSPECTED VEHICLE	ACCIDENT	Marie Ua	12/04/2023
EVT231204-0016	INSPECTED VEHICLE	ACCIDENT	Marie Ua	12/05/2023
EVT231204-0017	INSPECTED VEHICLE	ACCIDENT	Marie Ua	12/05/2023
EVT231210-0012	MRO	TRAFFIC STOP	Marie Ua	12/11/2023
EVT231210-0013	REFER TO CAB COMPANY	DEFRAUD	Marie Ua	12/11/2023
EVT231210-0014	REFER TO CAB COMPANY	RECKLESS DRIVING	Marie Ua	12/11/2023
EVT231210-0015	ACCIDENT	ACCIDENT	Marie Ua	12/11/2023
EVT231210-0016	BUMPER TAP INSPECTED VEHICLE	ACCIDENT	Marie Ua	12/11/2023
EVT231210-0017	INSPECTED VEHICLE	ACCIDENT	Marie Ua	12/11/2023
EVT231210-0018	ACCIDENT	ACCIDENT	Marie Ua	12/11/2023
EVT231210-0019	BUMPER TAP REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	12/11/2023

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT231210-0020	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	12/11/2023
EVT231210-0021	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	12/11/2023
EVT231210-0022	REFER TO CAB COMPANY	ASSIST	Marie Ua	12/11/2023
EVT231210-0023	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	12/11/2023
EVT231210-0024	HANDLED BY OTHER AGENCY	ACCIDENT	Marie Ua	12/11/2023
EVT231210-0025	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	12/11/2023
EVT231210-0026	NO ACTION	UPT CALLS	Marie Ua	12/11/2023
EVT231210-0027	INSPECTED VEHICLE	ACCIDENT	Marie Ua	12/11/2023
EVT231210-0028	INSPECTED VEHICLE	ACCIDENT	Marie Ua	12/11/2023
EVT231211-0001	NO RESPONSE	COMPLAINT	Marie Ua	12/11/2023
EVT231211-0002	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	12/11/2023
EVT231211-0003	REPORT TAKEN	UPT CALLS	Marie Ua	12/11/2023
EVT231211-0004	REPORT TAKEN	UPT CALLS	Marie Ua	12/11/2023
EVT231211-0005	REFER TO CAB COMPANY	COMPLAINT	Marie Ua	12/11/2023
EVT231211-0037	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	12/12/2023
EVT231217-0018	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	12/18/2023
EVT231217-0019	INSPECTED VEHICLE	ACCIDENT	Marie Ua	12/18/2023
EVT231217-0020	INSPECTED VEHICLE	ACCIDENT	Marie Ua	12/18/2023
EVT231218-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	12/18/2023
EVT231218-0002	REFERRED TO OTHER AGENCY	BATTERY	Marie Ua	12/18/2023
EVT231218-0003	ASSIGNED TO INVESTIGATOR	FOUND DAMAGE TO CAB	Marie Ua	12/18/2023
EVT231218-0004	INSPECTED VEHICLE	ACCIDENT	Marie Ua	12/18/2023
EVT231218-0005	ACCIDENT BUMPER TAP	DEFRAUD	Marie Ua	12/18/2023
EVT231218-0006	UNABLE TO LOCATE	TRAFFIC STOP	Marie Ua	12/18/2023
EVT231218-0007	MRO	LOST PROPERTY	Marie Ua	12/19/2023
EVT231218-0036	REFER TO CAB COMPANY	ACCIDENT	Marie Ua	12/19/2023
EVT231218-0037	INSPECTED VEHICLE	FOUND DAMAGE TO CAB	Marie Ua	12/19/2023
EVT231218-0038	Closed			

Dispatcher Event Status
1/1/2024 through 12/31/2024

Marie Ua	1,218
Total	**1,218**

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT0929-0036	LOG NOTE ONLY		Marie Ua	09/30/2024
EVT210303-0026	Closed	LOST PROPERTY	Marie Ua	03/04/2024
EVT240107-0018	INSPECTED VEHICLE	ACCIDENT	Marie Ua	01/08/2024
EVT240107-0019	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	01/08/2024
EVT240107-0020	INSPECTED VEHICLE	ACCIDENT	Marie Ua	01/08/2024
EVT240108-0002	LOG NOTE ONLY		Marie Ua	01/08/2024
EVT240108-0024	INSPECTED VEHICLE	ACCIDENT	Marie Ua	01/09/2024
EVT240108-0025	INSPECTED VEHICLE	ACCIDENT	Marie Ua	01/09/2024
EVT240109-0001	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	01/09/2024
EVT240109-0002	REPORT TAKEN	UPT CALLS	Marie Ua	01/09/2024
EVT240109-0003	LOG NOTE ONLY		Marie Ua	01/09/2024
EVT240109-0004	INSPECTED VEHICLE	ACCIDENT	Marie Ua	01/09/2024
EVT240109-0011	INSPECTED VEHICLE	ACCIDENT	Marie Ua	01/10/2024
EVT240110-0001	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	01/10/2024
EVT240110-0002	LOG NOTE ONLY		Marie Ua	01/10/2024
EVT240111-0001	LACK OF EVIDENCE	COMPLAINT	Marie Ua	01/11/2024
EVT240111-0008	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	01/11/2024
EVT240114-0016	INSPECTED VEHICLE	ACCIDENT	Marie Ua	01/16/2024
EVT240114-0017	LACK OF EVIDENCE	RECKLESS DRIVING	Marie Ua	01/16/2024
EVT240115-0001	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	01/16/2024
EVT240115-0002	LOG NOTE ONLY	LOST PROPERTY	Marie Ua	01/16/2024
EVT240115-0003	LOG NOTE ONLY	LOST PROPERTY	Marie Ua	01/16/2024
EVT240115-0004	INSPECTED VEHICLE	ACCIDENT	Marie Ua	01/16/2024
EVT240115-0005	INSPECTED VEHICLE	ACCIDENT	Marie Ua	01/16/2024
EVT240115-0006	INSPECTED VEHICLE	ACCIDENT	Marie Ua	01/16/2024
EVT240115-0007	INSPECTED VEHICLE	ACCIDENT	Marie Ua	01/16/2024
EVT240115-0008	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	01/16/2024
EVT240116-0001	LOG NOTE ONLY	ACCIDENT	Marie Ua	01/16/2024
EVT240116-0002	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	01/16/2024

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT240116-0003	HANDLED BY DISPATCH	COMPLAINT	Marie Ua	01/16/2024
EVT240121-0019	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	01/22/2024
EVT240122-0001	LOG NOTE ONLY		Marie Ua	01/22/2024
EVT240122-0002	LOG NOTE ONLY		Marie Ua	01/22/2024
EVT240122-0003	MRO	ACCIDENT	Marie Ua	01/22/2024
EVT240122-0004	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	01/22/2024
EVT240122-0012	VERBAL WARNING	TRAFFIC STOP	Marie Ua	01/22/2024
EVT240123-0002	LOG NOTE ONLY		Marie Ua	01/23/2024
EVT240128-0013	INSPECTED VEHICLE	ACCIDENT	Marie Ua	01/29/2024
EVT240129-0001	LOG NOTE ONLY		Marie Ua	01/29/2024
EVT240129-0002	LOG NOTE ONLY		Marie Ua	01/29/2024
EVT240129-0027	INSPECTED VEHICLE	ACCIDENT	Marie Ua	01/30/2024
EVT240129-0028	INSPECTED VEHICLE	ACCIDENT	Marie Ua	01/30/2024
EVT240130-0001	LOG NOTE ONLY		Marie Ua	01/30/2024
EVT240130-0002	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	01/30/2024
EVT240130-0003	LOG NOTE ONLY		Marie Ua	01/30/2024
EVT240130-0004	LOG NOTE ONLY	SICK CALL	Marie Ua	01/30/2024
EVT240130-0005	REFER TO CAB COMPANY		Marie Ua	01/30/2024
EVT240130-0006	ADVISED BY COMPANY	CO.SUBMITTED COMPLAINT	Marie Ua	01/30/2024
EVT240130-0007	LOG NOTE ONLY		Marie Ua	01/30/2024
EVT240130-0008	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	01/30/2024
EVT240130-0009	ASSIGNED TO INVESTIGATOR	UPT CALLS	Marie Ua	01/30/2024
EVT240130-0010	REFER TO CAB COMPANY	TRAFFIC PROBLEM	Marie Ua	01/30/2024
EVT240130-0011	REFER TO CAB COMPANY	COMPLAINT	Marie Ua	01/30/2024
EVT240130-0012	REFER TO CAB COMPANY	POOR SERVICE	Marie Ua	01/30/2024
EVT240130-0013	UNFOUNDED	L.H.	Marie Ua	01/30/2024
EVT240130-0014	INVESTIGATIVE FOLLOW UP	INVEST FOLLOW UP	Marie Ua	01/30/2024
EVT240130-0015	NO RESPONSE	L.H.	Marie Ua	01/30/2024
EVT240130-0016	TARGETED ENFORCEMENT	UPT	Marie Ua	01/30/2024
EVT240201-0009	REPORT TAKEN	UPT CALLS	Marie Ua	02/01/2024
EVT240205-0016	VERBAL WARNING	TRAFFIC STOP	Marie Ua	02/05/2024
EVT240205-0023	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	02/05/2024
EVT240206-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/06/2024
EVT240206-0002	LOG NOTE ONLY		Marie Ua	02/06/2024
EVT240206-0003	ASSIGNED TO INVESTIGATOR	UPT CALLS	Marie Ua	02/06/2024
EVT240206-0004	ASSIGNED TO INVESTIGATOR		Marie Ua	02/06/2024

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT240206-0005	ASSIGNED TO INVESTIGATOR		Marie Ua	02/06/2024
EVT240206-0006	ASSIGNED TO INVESTIGATOR		Marie Ua	02/06/2024
EVT240206-0007	ASSIGNED TO INVESTIGATOR		Marie Ua	02/06/2024
EVT240206-0008	ASSIGNED TO INVESTIGATOR		Marie Ua	02/06/2024
EVT240206-0009	ASSIGNED TO INVESTIGATOR		Marie Ua	02/06/2024
EVT240206-0010	ASSIGNED TO INVESTIGATOR		Marie Ua	02/06/2024
EVT240206-0011	VERBAL WARNING	TRAFFIC STOP	Marie Ua	02/06/2024
EVT240206-0012	TARGETED ENFORCEMENT		Marie Ua	02/06/2024
EVT240206-0013	LOG NOTE ONLY		Marie Ua	02/06/2024
EVT240206-0014	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	02/06/2024
EVT240206-0015	VERBAL WARNING	TRAFFIC STOP	Marie Ua	02/06/2024
EVT240206-0016	MRO	TRAFFIC STOP	Marie Ua	02/06/2024
EVT240206-0017	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/06/2024
EVT240206-0018	MRO	TRAFFIC STOP	Marie Ua	02/06/2024
EVT240206-0019	MRO	TRAFFIC STOP	Marie Ua	02/06/2024
EVT240207-0011	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	02/07/2024
EVT240208-0002	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/08/2024
EVT240211-0011	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/11/2024
EVT240212-0054	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/13/2024
EVT240212-0055	NO ACTION	POOR SERVICE	Marie Ua	02/13/2024
EVT240213-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/13/2024
EVT240213-0002	PUBLIC REQUEST		Marie Ua	02/13/2024
EVT240218-0014	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/20/2024
EVT240218-0015	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/20/2024
EVT240218-0016	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/20/2024
EVT240218-0017	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/20/2024
EVT240218-0018	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/20/2024
EVT240219-0001	HANDLED BY OTHER AGENCY	COMPLAINT	Marie Ua	02/20/2024
EVT240219-0002	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/20/2024
EVT240219-0003	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/20/2024
EVT240219-0004	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/20/2024
EVT240219-0005	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/20/2024

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT240219-0006	ACCIDENT	ACCIDENT	Marie Ua	02/20/2024
EVT240219-0007	BUMPER TAP INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/20/2024
EVT240219-0008	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/20/2024
EVT240219-0009	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/20/2024
EVT240219-0010	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/20/2024
EVT240220-0001	ACCIDENT	ACCIDENT	Marie Ua	02/20/2024
EVT240220-0002	BUMPER TAP INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/20/2024
EVT240220-0003	REFER TO CAB COMPANY	COMPLAINT	Marie Ua	02/20/2024
EVT240221-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/21/2024
EVT240221-0002	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/21/2024
EVT240221-0003	ACCIDENT	ACCIDENT	Marie Ua	02/21/2024
EVT240221-0004	BUMPER TAP ASSIGNED TO INVESTIGATOR	UPT CALLS	Marie Ua	02/21/2024
EVT240221-0005	ADVISED BY COMPANY	CO.SUBMITTED COMPLAINT	Marie Ua	02/21/2024
EVT240221-0006	ADVISED BY COMPANY	CO.SUBMITTED COMPLAINT	Marie Ua	02/21/2024
EVT240221-0007	ADVISED BY COMPANY	CO.SUBMITTED COMPLAINT	Marie Ua	02/21/2024
EVT240221-0008	ACCIDENT	ACCIDENT	Marie Ua	02/21/2024
EVT240221-0009	BUMPER TAP VERBAL WARNING	TRAFFIC STOP	Marie Ua	02/21/2024
EVT240221-0027	ACCIDENT	ACCIDENT	Marie Ua	02/21/2024
EVT240222-0029	BUMPER TAP ACCIDENT	ACCIDENT	Marie Ua	02/23/2024
EVT240222-0030	BUMPER TAP INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/23/2024
EVT240222-0031	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/23/2024
EVT240223-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/23/2024
EVT240223-0002	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/23/2024
EVT240223-0003	VERBAL WARNING	RECKLESS DRIVING	Marie Ua	02/23/2024
EVT240223-0004	ACCIDENT	ACCIDENT	Marie Ua	02/23/2024
EVT240226-0029	BUMPER TAP ACCIDENT	ACCIDENT	Marie Ua	02/27/2024
EVT240226-0030	BUMPER TAP INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/27/2024
EVT240226-0031	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/27/2024
EVT240226-0032	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/27/2024
EVT240227-0001	PUBLIC REQUEST	PUBLIC REQUEST	Marie Ua	02/27/2024

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT240227-0002	ACCIDENT	ACCIDENT	Marie Ua	02/27/2024
EVT240227-0003	BUMPER TAP INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/27/2024
EVT240227-0023	HANDLED BY DISPATCH	INFORMATION ONLY	Marie Ua	02/27/2024
EVT240227-0024	REPORT TAKEN	UPT CALLS	Marie Ua	02/27/2024
EVT240227-0026	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/28/2024
EVT240227-0027	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	02/28/2024
EVT240227-0028	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	02/28/2024
EVT240227-0029	Closed	ACCIDENT	Marie Ua	02/28/2024
EVT240227-0030	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/28/2024
EVT240227-0031	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	02/28/2024
EVT240227-0032	ASSIGNED TO INVESTIGATOR	ACCIDENT	Marie Ua	02/28/2024
EVT240228-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/28/2024
EVT240228-0002	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	02/28/2024
EVT240228-0003	LOG NOTE ONLY	SICK CALL	Marie Ua	02/28/2024
EVT240228-0004	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	02/28/2024
EVT240228-0005	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	02/28/2024
EVT240228-0008	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/28/2024
EVT240303-0025	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	03/04/2024
EVT240304-0001	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	03/04/2024
EVT240304-0002	INSPECTED VEHICLE	ACCIDENT	Marie Ua	03/04/2024
EVT240304-0003	INSPECTED VEHICLE	ACCIDENT	Marie Ua	03/04/2024
EVT240304-0004	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	03/04/2024
EVT240304-0005	INSPECTED VEHICLE	ACCIDENT	Marie Ua	03/04/2024
EVT240304-0015	REFER TO CAB COMPANY	L.H.	Marie Ua	03/04/2024
EVT240304-0016	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	03/04/2024
EVT240304-0027	INSPECTED VEHICLE	ACCIDENT	Marie Ua	03/05/2024
EVT240305-0001	REFER TO CAB COMPANY	COMPLAINT	Marie Ua	03/05/2024
EVT240305-0002	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	03/05/2024
EVT240305-0003	REFER TO CAB COMPANY	RECKLESS DRIVING	Marie Ua	03/05/2024
EVT240305-0017	LOG NOTE ONLY	INFORMATION ONLY	Marie Ua	03/05/2024
EVT240305-0018	LOG NOTE ONLY		Marie Ua	03/05/2024

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT240305-0019	INSPECTED VEHICLE	ACCIDENT	Marie Ua	03/06/2024
EVT240305-0020	LOG NOTE ONLY	INFORMATION ONLY	Marie Ua	03/06/2024
EVT240306-0001	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	03/06/2024
EVT240306-0002	INSPECTED VEHICLE	ACCIDENT	Marie Ua	03/06/2024
EVT240306-0003	INSPECTED VEHICLE	ACCIDENT	Marie Ua	03/06/2024
EVT240306-0004	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	03/06/2024
EVT240310-0017	Closed	ACCIDENT	Marie Ua	03/11/2024
EVT240310-0018	INSPECTED VEHICLE	ACCIDENT	Marie Ua	03/11/2024
EVT240311-0001	LOG NOTE ONLY	RECKLESS DRIVING	Marie Ua	03/11/2024
EVT240311-0002	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	03/11/2024
EVT240311-0003	LOG NOTE ONLY	SICK CALL	Marie Ua	03/11/2024
EVT240311-0004	REFER TO CAB COMPANY	POOR SERVICE	Marie Ua	03/11/2024
EVT240311-0005	INSPECTED VEHICLE	ACCIDENT	Marie Ua	03/11/2024
EVT240311-0006	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	03/11/2024
EVT240311-0008	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	03/11/2024
EVT240311-0011	REFER TO CAB COMPANY	RECKLESS DRIVING	Marie Ua	03/11/2024
EVT240311-0012	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	03/11/2024
EVT240311-0013	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	03/11/2024
EVT240311-0014	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	03/11/2024
EVT240311-0015	REFER TO CAB COMPANY	RECKLESS DRIVING	Marie Ua	03/11/2024
EVT240311-0016	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	03/11/2024
EVT240311-0017	ADVISED BY COMPANY	CO.SUBMITTED COMPLAINT	Marie Ua	03/11/2024
EVT240311-0018	ADVISED BY COMPANY	CO.SUBMITTED COMPLAINT	Marie Ua	03/11/2024
EVT240311-0019	ADVISED BY COMPANY	CO.SUBMITTED COMPLAINT	Marie Ua	03/11/2024
EVT240311-0022	REFER TO CAB COMPANY	COMPLAINT	Marie Ua	03/11/2024
EVT240311-0024	REFER TO CAB COMPANY	POOR SERVICE	Marie Ua	03/11/2024
EVT240311-0025	REFER TO CAB COMPANY	POOR SERVICE	Marie Ua	03/11/2024
EVT240311-0030	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	03/12/2024
EVT240312-0001	LOG NOTE ONLY	COMPLAINT	Marie Ua	03/12/2024
EVT240312-0002	NO RESPONSE	L.H.	Marie Ua	03/12/2024
EVT240312-0003	ADVISED BY COMPANY	CO.SUBMITTED COMPLAINT	Marie Ua	03/12/2024

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT240312-0004	ADVISED BY COMPANY	CO.SUBMITTED COMPLAINT	Marie Ua	03/12/2024
EVT240312-0005	LOG NOTE ONLY		Marie Ua	03/12/2024
EVT240312-0006	LOG NOTE ONLY		Marie Ua	03/12/2024
EVT240312-0007	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	03/12/2024
EVT240312-0017	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	03/13/2024
EVT240313-0001	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	03/13/2024
EVT240313-0002	INSPECTED VEHICLE	ACCIDENT	Marie Ua	03/13/2024
EVT240313-0003	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	03/13/2024
EVT240313-0004	LOG NOTE ONLY		Marie Ua	03/13/2024
EVT240313-0005	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	03/13/2024
EVT240313-0006	INSPECTED VEHICLE		Marie Ua	03/13/2024
EVT240313-0007	INSPECTED VEHICLE	ACCIDENT	Marie Ua	03/13/2024
EVT240313-0008	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	03/13/2024
EVT240313-0009	NO ACTION	POOR SERVICE	Marie Ua	03/13/2024
EVT240313-0010	REFER TO CAB COMPANY	COMPLAINT	Marie Ua	03/13/2024
EVT240314-0023	REFER TO CAB COMPANY	ACCIDENT	Marie Ua	03/14/2024
EVT240317-0012	INSPECTED VEHICLE	ACCIDENT	Marie Ua	03/18/2024
EVT240317-0013	INSPECTED VEHICLE	ACCIDENT	Marie Ua	03/18/2024
EVT240318-0001	LOG NOTE ONLY		Marie Ua	03/18/2024
EVT240318-0003	SETTLED AT SCENE		Marie Ua	03/18/2024
EVT240318-0004	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	03/18/2024
EVT240318-0005	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	03/18/2024
EVT240318-0006	VERBAL WARNING	TRAFFIC STOP	Marie Ua	03/18/2024
EVT240318-0007	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	03/18/2024
EVT240318-0008	PUBLIC REQUEST	PUBLIC REQUEST	Marie Ua	03/18/2024
EVT240318-0009	LOG NOTE ONLY	TARGETED ENFORCEMENT	Marie Ua	03/18/2024
EVT240318-0016	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	03/19/2024
EVT240318-0017	INSPECTED VEHICLE	ACCIDENT	Marie Ua	03/19/2024
EVT240318-0018	INSPECTED VEHICLE	ACCIDENT	Marie Ua	03/19/2024
EVT240318-0019	INSPECTED VEHICLE	ACCIDENT	Marie Ua	03/19/2024
EVT240319-0001	LOG NOTE ONLY	SICK CALL	Marie Ua	03/19/2024
EVT240319-0002	NO RESPONSE	COMPLAINT	Marie Ua	03/19/2024
EVT240319-0003	Closed	PUBLIC REQUEST	Marie Ua	03/19/2024
EVT240319-0004	INSPECTED VEHICLE	ACCIDENT	Marie Ua	03/19/2024

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT240319-0005	HANDLED BY DISPATCH	LOST PROPERTY	Marie Ua	03/19/2024
EVT240319-0014	INSPECTED VEHICLE	ACCIDENT	Marie Ua	03/20/2024
EVT240324-0019	INSPECTED VEHICLE	ACCIDENT	Marie Ua	03/25/2024
EVT240324-0020	INSPECTED VEHICLE	ACCIDENT	Marie Ua	03/25/2024
EVT240324-0021	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	03/25/2024
EVT240324-0064	INSPECTED VEHICLE	ACCIDENT	Marie Ua	03/26/2024
EVT240325-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	03/25/2024
EVT240325-0002	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	03/25/2024
EVT240325-0003	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	03/25/2024
EVT240325-0004	LOG NOTE ONLY		Marie Ua	03/25/2024
EVT240325-0005	NO RESPONSE	COMPLAINT	Marie Ua	03/25/2024
EVT240325-0008	HANDLED BY DISPATCH	MARCH MADNESS RELATED	Marie Ua	03/25/2024
EVT240325-0012	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	03/25/2024
EVT240325-0032	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	03/25/2024
EVT240325-0033	SETTLED AT SCENE	FARE DISPUTE	Marie Ua	03/25/2024
EVT240325-0043	HANDLED BY DISPATCH	MARCH MADNESS RELATED	Marie Ua	03/25/2024
EVT240325-0044	HANDLED BY DISPATCH	MARCH MADNESS RELATED	Marie Ua	03/25/2024
EVT240325-0045	LOG NOTE ONLY	ACCIDENT	Marie Ua	03/25/2024
EVT240326-0001	LOG NOTE ONLY		Marie Ua	03/26/2024
EVT240326-0002	REFER TO CAB COMPANY	COMPLAINT	Marie Ua	03/26/2024
EVT240326-0005	INSPECTED VEHICLE	ACCIDENT	Marie Ua	03/26/2024
EVT240326-0030	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	03/26/2024
EVT240327-0001	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	03/27/2024
EVT240327-0003	Closed		Marie Ua	03/27/2024
EVT240327-0004	Closed	ACCIDENT	Marie Ua	03/27/2024
EVT240327-0005	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	03/27/2024
EVT240327-0006	NO ACTION	DUPLICATE CALL	Marie Ua	03/27/2024
EVT240331-0016	LOG NOTE ONLY	SICK CALL	Marie Ua	04/01/2024
EVT240331-0017	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	04/01/2024
EVT240331-0018	INSPECTED VEHICLE	ACCIDENT	Marie Ua	04/01/2024
EVT240401-0001	LOG NOTE ONLY	SICK CALL	Marie Ua	04/01/2024
EVT240401-0002	LOG NOTE ONLY	MARCH MADNESS RELATED	Marie Ua	04/01/2024
EVT240401-0003	REFER TO CAB COMPANY	POOR SERVICE	Marie Ua	04/01/2024

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT240401-0004	REFER TO CAB COMPANY	RECKLESS DRIVING	Marie Ua	04/01/2024
EVT240401-0005	MOTORIST ASSIST	FIRE	Marie Ua	04/01/2024
EVT240401-0006	INSPECTED VEHICLE	ACCIDENT	Marie Ua	04/01/2024
EVT240401-0007	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	04/01/2024
EVT240401-0008	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	04/01/2024
EVT240401-0025	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	04/02/2024
EVT240402-0004	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	04/02/2024
EVT240402-0009	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	04/02/2024
EVT240402-0013	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	04/02/2024
EVT240402-0017	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	04/02/2024
EVT240402-0019	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	04/02/2024
EVT240402-0020	UNABLE TO LOCATE	UPT	Marie Ua	04/02/2024
EVT240402-0021	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	04/02/2024
EVT240402-0022	CITATION ISSUED	ACCIDENT	Marie Ua	04/02/2024
EVT240402-0023	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	04/02/2024
EVT240402-0024	INSPECTED VEHICLE	ACCIDENT	Marie Ua	04/02/2024
EVT240402-0025	LOG NOTE ONLY	SICK CALL	Marie Ua	04/02/2024
EVT240402-0026	LACK OF EVIDENCE	COMPLAINT	Marie Ua	04/02/2024
EVT240408-0002	INSPECTED VEHICLE	ACCIDENT	Marie Ua	04/08/2024
EVT240408-0003	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	04/08/2024
EVT240408-0004	CITATION ISSUED	POOR SERVICE	Marie Ua	04/08/2024
EVT240408-0005	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	04/08/2024
EVT240409-0003	CITATION ISSUED	TRAFFIC STOP	Marie Ua	04/09/2024
EVT240409-0025	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	04/10/2024
EVT240410-0001	LOG NOTE ONLY		Marie Ua	04/10/2024
EVT240415-0003	Closed	TARGETED ENFORCEMENT	Marie Ua	04/15/2024
EVT240415-0004	VERBAL WARNING	TRAFFIC STOP	Marie Ua	04/15/2024
EVT240415-0005	VERBAL WARNING	TRAFFIC STOP	Marie Ua	04/15/2024
EVT240415-0006	CITATION ISSUED	TRAFFIC STOP	Marie Ua	04/15/2024
EVT240415-0008	VERBAL WARNING	TRAFFIC STOP	Marie Ua	04/15/2024
EVT240415-0009	VERBAL WARNING	TRAFFIC STOP	Marie Ua	04/15/2024
EVT240415-0010	VERBAL WARNING	TRAFFIC STOP	Marie Ua	04/15/2024
EVT240415-0011	VERBAL WARNING	TRAFFIC STOP	Marie Ua	04/15/2024
EVT240415-0013	VERBAL WARNING	TRAFFIC STOP	Marie Ua	04/15/2024
EVT240415-0015	VERBAL WARNING	TRAFFIC STOP	Marie Ua	04/15/2024
EVT240415-0016	CITATION ISSUED	TRAFFIC STOP	Marie Ua	04/15/2024
EVT240417-0022	CITATION ISSUED	TRAFFIC STOP	Marie Ua	04/17/2024

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT240418-0028	ACCIDENT	ACCIDENT	Marie Ua	04/19/2024
EVT240418-0029	BUMPER TAP INSPECTED VEHICLE	ACCIDENT	Marie Ua	04/19/2024
EVT240418-0030	INSPECTED VEHICLE	ACCIDENT	Marie Ua	04/19/2024
EVT240419-0001	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	04/19/2024
EVT240419-0002	REFER TO CAB COMPANY	RECKLESS DRIVING	Marie Ua	04/19/2024
EVT240419-0003	NO RESPONSE	FARE DISPUTE	Marie Ua	04/19/2024
EVT240419-0004	CITATION ISSUED	TRAFFIC STOP	Marie Ua	04/19/2024
EVT240419-0005	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	04/19/2024
EVT240419-0006	Closed	ACCIDENT	Marie Ua	04/19/2024
EVT240419-0007	RECOVERED	LOST PROPERTY	Marie Ua	04/19/2024
EVT240419-0008	VERBAL WARNING	TRAFFIC STOP	Marie Ua	04/19/2024
EVT240419-0009	CITATION ISSUED	TRAFFIC STOP	Marie Ua	04/19/2024
EVT240419-0022	ACCIDENT	ACCIDENT	Marie Ua	04/20/2024
EVT240419-0023	BUMPER TAP ACCIDENT	ACCIDENT	Marie Ua	04/20/2024
EVT240419-0024	BUMPER TAP INSPECTED VEHICLE	ACCIDENT	Marie Ua	04/20/2024
EVT240420-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	04/20/2024
EVT240420-0002	INSPECTED VEHICLE	RECOVERED STOLEN CAB	Marie Ua	04/20/2024
EVT240420-0003	ACCIDENT	ACCIDENT	Marie Ua	04/20/2024
EVT240420-0004	BUMPER TAP ACCIDENT	ACCIDENT	Marie Ua	04/20/2024
EVT240420-0005	BUMPER TAP ACCIDENT	ACCIDENT	Marie Ua	04/20/2024
EVT240420-0006	BUMPER TAP ACCIDENT	ACCIDENT	Marie Ua	04/20/2024
EVT240420-0007	BUMPER TAP UNFOUNDED	COMPLAINT	Marie Ua	04/20/2024
EVT240420-0008	DISREGARD	COMPLAINT	Marie Ua	04/20/2024
EVT240420-0009	INCIDENT TARGETED ENFORCEMENT		Marie Ua	04/20/2024
EVT240420-0010	VERBAL WARNING	TRAFFIC STOP	Marie Ua	04/20/2024
EVT240420-0011	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	04/20/2024
EVT240420-0012	CITATION ISSUED	TRAFFIC STOP	Marie Ua	04/20/2024
EVT240420-0013	ACCIDENT	ACCIDENT	Marie Ua	04/20/2024
EVT240420-0027	BUMPER TAP INSPECTED VEHICLE	ACCIDENT	Marie Ua	04/21/2024
EVT240420-0028	ACCIDENT	ACCIDENT	Marie Ua	04/21/2024
EVT240421-0001	BUMPER TAP INSPECTED VEHICLE	ACCIDENT	Marie Ua	04/21/2024
EVT240421-0002	ACCIDENT	ACCIDENT	Marie Ua	04/21/2024
EVT240421-0003	BUMPER TAP ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	04/21/2024

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT240421-0004	INSPECTED VEHICLE	ACCIDENT	Marie Ua	04/21/2024
EVT240421-0005	INSPECTED VEHICLE	ACCIDENT	Marie Ua	04/21/2024
EVT240421-0006	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	04/21/2024
EVT240421-0007	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	04/21/2024
EVT240421-0008	LOG NOTE ONLY	VEHICLE MAINTENANCE	Marie Ua	04/21/2024
EVT240421-0009	ARREST	UPT	Marie Ua	04/21/2024
EVT240421-0010	VERBAL WARNING	TRAFFIC STOP	Marie Ua	04/21/2024
EVT240421-0011	MRO	TRAFFIC STOP	Marie Ua	04/21/2024
EVT240421-0012	INSPECTED VEHICLE	ACCIDENT	Marie Ua	04/21/2024
EVT240421-0013	CITATION ISSUED	COMPLAINT	Marie Ua	04/21/2024
EVT240421-0014	INSPECTED VEHICLE	ACCIDENT	Marie Ua	04/21/2024
EVT240421-0015	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	04/21/2024
EVT240429-0001	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	04/29/2024
EVT240429-0002	INSPECTED VEHICLE	ACCIDENT	Marie Ua	04/29/2024
EVT240429-0003	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	04/29/2024
EVT240429-0004	LOG NOTE ONLY	SICK CALL	Marie Ua	04/29/2024
EVT240429-0005	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	04/29/2024
EVT240429-0023	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	04/30/2024
EVT240430-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	04/30/2024
EVT240502-0001	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	05/02/2024
EVT240512-0027	INSPECTED VEHICLE	ACCIDENT	Marie Ua	05/13/2024
EVT240512-0028	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	05/13/2024
EVT240512-0029	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	05/13/2024
EVT240512-0030	INSPECTED VEHICLE	ACCIDENT	Marie Ua	05/13/2024
EVT240513-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	05/13/2024
EVT240513-0002	INSPECTED VEHICLE	ACCIDENT	Marie Ua	05/13/2024
EVT240513-0003	NO RESPONSE	COMPLAINT	Marie Ua	05/13/2024
EVT240513-0004	INSPECTED VEHICLE	ACCIDENT	Marie Ua	05/13/2024
EVT240513-0005	INSPECTED VEHICLE	ACCIDENT	Marie Ua	05/13/2024
EVT240513-0006	LOG NOTE ONLY		Marie Ua	05/13/2024
EVT240513-0007	INSPECTED VEHICLE	ACCIDENT	Marie Ua	05/13/2024
EVT240513-0008	REFER TO CAB COMPANY	COMPLAINT	Marie Ua	05/13/2024

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT240513-0009	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	05/13/2024
EVT240513-0010	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	05/13/2024
EVT240513-0011	CITATION ISSUED	TRAFFIC STOP	Marie Ua	05/13/2024
EVT240513-0012	MRO	TRAFFIC STOP	Marie Ua	05/13/2024
EVT240513-0014	CITATION ISSUED	TRAFFIC STOP	Marie Ua	05/13/2024
EVT240513-0021	NO RESPONSE	COMPLAINT	Marie Ua	05/14/2024
EVT240513-0022	REFER TO CAB COMPANY	COMPLAINT	Marie Ua	05/14/2024
EVT240514-0001	CITATION ISSUED	COMPLAINT	Marie Ua	05/14/2024
EVT240514-0002	VERBAL WARNING	TRAFFIC STOP	Marie Ua	05/14/2024
EVT240514-0003	CITATION ISSUED	BATTERY	Marie Ua	05/14/2024
EVT240514-0011	CITATION ISSUED	TRAFFIC STOP	Marie Ua	05/14/2024
EVT240514-0012	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	05/14/2024
EVT240514-0013	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	05/14/2024
EVT240514-0014	INVESTIGATIVE FOLLOW UP	INVEST FOLLOW UP	Marie Ua	05/14/2024
EVT240517-0020	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	05/17/2024
EVT240517-0021	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	05/17/2024
EVT240517-0022	VERBAL WARNING	TRAFFIC STOP	Marie Ua	05/17/2024
EVT240517-0027	INSPECTED VEHICLE		Marie Ua	05/17/2024
EVT240517-0028	ASSIGNED TO INVESTIGATOR	UPT CALLS	Marie Ua	05/17/2024
EVT240517-0030	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	05/17/2024
EVT240517-0032	INSPECTED VEHICLE	ACCIDENT	Marie Ua	05/17/2024
EVT240517-0033	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	05/17/2024
EVT240517-0034	INSPECTED VEHICLE	ACCIDENT	Marie Ua	05/17/2024
EVT240517-0038	INSPECTED VEHICLE	ACCIDENT	Marie Ua	05/17/2024
EVT240517-0039	INSPECTED VEHICLE	ACCIDENT	Marie Ua	05/17/2024
EVT240517-0040	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	05/17/2024
EVT240517-0043	INSPECTED VEHICLE	ACCIDENT	Marie Ua	05/17/2024
EVT240517-0044	REFER TO CAB COMPANY	FARE DISPUTE	Marie Ua	05/17/2024
EVT240517-0045	INSPECTED VEHICLE	ACCIDENT	Marie Ua	05/17/2024
EVT240518-0027	NO ACTION	EDC RELATED	Marie Ua	05/18/2024
EVT240518-0030	INSPECTED VEHICLE	DEFRAUD	Marie Ua	05/18/2024
EVT240518-0031	INSPECTED VEHICLE	RECKLESS DRIVING	Marie Ua	05/18/2024
EVT240518-0032	REFER TO CAB COMPANY	EDC RELATED	Marie Ua	05/18/2024

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT240519-0003	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	05/19/2024
EVT240519-0004	REFER TO CAB COMPANY	POOR SERVICE	Marie Ua	05/19/2024
EVT240519-0016	INSPECTED VEHICLE	ACCIDENT	Marie Ua	05/19/2024
EVT240519-0020	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	05/19/2024
EVT240519-0021	NO RESPONSE	RECKLESS DRIVING	Marie Ua	05/19/2024
EVT240519-0027	REFER TO CAB COMPANY	COMPLAINT	Marie Ua	05/19/2024
EVT240520-0021	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	05/20/2024
EVT240520-0022	VERBAL WARNING	TRAFFIC STOP	Marie Ua	05/20/2024
EVT240520-0024	VERBAL WARNING	TRAFFIC STOP	Marie Ua	05/20/2024
EVT240520-0027	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	05/20/2024
EVT240520-0030	LOG NOTE ONLY		Marie Ua	05/21/2024
EVT240520-0031	INSPECTED VEHICLE	ACCIDENT	Marie Ua	05/21/2024
EVT240521-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	05/21/2024
EVT240521-0002	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	05/21/2024
EVT240521-0003	ADVISED BY COMPANY	INTOXICATED	Marie Ua	05/21/2024
EVT240521-0004	HANDLED BY OTHER AGENCY	RECKLESS DRIVING	Marie Ua	05/21/2024
EVT240521-0005	Closed	ACCIDENT	Marie Ua	05/21/2024
EVT240521-0006	INSPECTED VEHICLE	ACCIDENT	Marie Ua	05/21/2024
EVT240521-0015	VERBAL WARNING	TRAFFIC STOP	Marie Ua	05/21/2024
EVT240521-0018	INSPECTED VEHICLE	ACCIDENT	Marie Ua	05/21/2024
EVT240521-0020	INSPECTED VEHICLE	ACCIDENT	Marie Ua	05/21/2024
EVT240521-0021	CITATION ISSUED	TRAFFIC STOP	Marie Ua	05/21/2024
EVT240521-0022	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	05/21/2024
EVT240521-0023	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	05/21/2024
EVT240521-0024	VERBAL WARNING	TRAFFIC STOP	Marie Ua	05/21/2024
EVT240521-0026	INSPECTED VEHICLE	ACCIDENT	Marie Ua	05/21/2024
EVT240521-0034	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	05/22/2024
EVT240521-0035	INSPECTED VEHICLE	ACCIDENT	Marie Ua	05/22/2024
EVT240521-0036	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	05/22/2024
EVT240521-0037	INSPECTED VEHICLE	ACCIDENT	Marie Ua	05/22/2024
EVT240521-0038	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	05/22/2024
EVT240522-0001	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	05/22/2024
EVT240522-0002	VERBAL WARNING	TRAFFIC STOP	Marie Ua	05/22/2024

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT240522-0003	MRO	TRAFFIC STOP	Marie Ua	05/22/2024
EVT240522-0004	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	05/22/2024
EVT240522-0005	CITATION ISSUED	TRAFFIC STOP	Marie Ua	05/22/2024
EVT240522-0007	VERBAL WARNING	TRAFFIC STOP	Marie Ua	05/22/2024
EVT240522-0008	CITATION ISSUED	TRAFFIC STOP	Marie Ua	05/22/2024
EVT240522-0009	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	05/22/2024
EVT240522-0010	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	05/22/2024
EVT240522-0011	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	05/22/2024
EVT240522-0012	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	05/22/2024
EVT240522-0019	LOG NOTE ONLY	ACCIDENT	Marie Ua	05/23/2024
EVT240522-0020	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	05/23/2024
EVT240522-0021	INSPECTED VEHICLE	COMPLAINT	Marie Ua	05/23/2024
EVT240523-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	05/23/2024
EVT240523-0002	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	05/23/2024
EVT240523-0003	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	05/23/2024
EVT240523-0004	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	05/23/2024
EVT240523-0005	LOG NOTE ONLY	INFORMATION ONLY	Marie Ua	05/23/2024
EVT240602-0018	LOG NOTE ONLY		Marie Ua	06/03/2024
EVT240602-0019	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	06/03/2024
EVT240602-0020	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	06/03/2024
EVT240602-0021	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	06/03/2024
EVT240603-0001	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	06/03/2024
EVT240603-0002	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	06/03/2024
EVT240603-0003	LOG NOTE ONLY		Marie Ua	06/03/2024
EVT240603-0004	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	06/03/2024
EVT240603-0005	MOTORIST ASSIST	MOTORIST ASSIST	Marie Ua	06/03/2024
EVT240603-0006	CITATION ISSUED	TRAFFIC STOP	Marie Ua	06/03/2024
EVT240603-0007	INSPECTED VEHICLE	ACCIDENT	Marie Ua	06/03/2024
EVT240603-0008	RECOVERED	LOST PROPERTY	Marie Ua	06/03/2024
EVT240603-0014	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	06/03/2024
EVT240604-0001	NO ACTION	L.H.	Marie Ua	06/04/2024
EVT240604-0002	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	06/04/2024
EVT240604-0003	REFER TO CAB COMPANY	POOR SERVICE	Marie Ua	06/04/2024
EVT240604-0004	VERBAL WARNING	TRAFFIC STOP	Marie Ua	06/04/2024
EVT240604-0005	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	06/04/2024

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT240604-0006	VERBAL WARNING	TRAFFIC STOP	Marie Ua	06/04/2024
EVT240604-0007	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	06/04/2024
EVT240604-0008	LOG NOTE ONLY		Marie Ua	06/04/2024
EVT240604-0009	VERBAL WARNING	TRAFFIC STOP	Marie Ua	06/04/2024
EVT240604-0010	MRO	TRAFFIC STOP	Marie Ua	06/04/2024
EVT240606-0001	NO RESPONSE	COMPLAINT	Marie Ua	06/06/2024
EVT240606-0002	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	06/06/2024
EVT240606-0003	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	06/06/2024
EVT240606-0004	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	06/06/2024
EVT240606-0005	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	06/06/2024
EVT240606-0006	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	06/06/2024
EVT240606-0007	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	06/06/2024
EVT240606-0008	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	06/06/2024
EVT240606-0009	LOG NOTE ONLY	LOST PROPERTY	Marie Ua	06/06/2024
EVT240606-0010	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	06/06/2024
EVT240606-0011	MRO	TRAFFIC STOP	Marie Ua	06/06/2024
EVT240606-0012	VERBAL WARNING	TRAFFIC STOP	Marie Ua	06/06/2024
EVT240606-0013	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	06/06/2024
EVT240607-0001	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	06/07/2024
EVT240607-0002	INSPECTED VEHICLE	ACCIDENT	Marie Ua	06/07/2024
EVT240607-0003	INSPECTED VEHICLE	ACCIDENT	Marie Ua	06/07/2024
EVT240607-0004	NO RESPONSE	COMPLAINT	Marie Ua	06/07/2024
EVT240607-0005	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	06/07/2024
EVT240607-0006	CITATION ISSUED	TRAFFIC STOP	Marie Ua	06/07/2024
EVT240607-0007	VERBAL WARNING	TRAFFIC STOP	Marie Ua	06/07/2024
EVT240607-0008	VERBAL WARNING	TRAFFIC STOP	Marie Ua	06/07/2024
EVT240607-0009	MRO	TRAFFIC STOP	Marie Ua	06/07/2024
EVT240607-0010	ASSIGNED TO INVESTIGATOR	UPT CALLS	Marie Ua	06/07/2024
EVT240607-0011	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	06/07/2024
EVT240607-0012	NO RESPONSE	POOR SERVICE	Marie Ua	06/07/2024
EVT240610-0001	LOG NOTE ONLY	ADMINISTRATIVE COMPLAINTS	Marie Ua	06/10/2024
EVT240610-0002	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	06/10/2024
EVT240610-0003	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	06/10/2024
EVT240610-0004	INSPECTED VEHICLE	COMPLAINT	Marie Ua	06/10/2024
EVT240610-0005	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	06/10/2024
EVT240610-0006	ADVISED BY COMPANY	CO.SUBMITTED COMPLAINT	Marie Ua	06/10/2024

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT240610-0007	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	06/10/2024
EVT240610-0008	NO RESPONSE	COMPLAINT	Marie Ua	06/10/2024
EVT240610-0009	REFER TO CAB COMPANY	RECKLESS DRIVING	Marie Ua	06/10/2024
EVT240610-0010	LOG NOTE ONLY	ADMINISTRATIVE COMPLAINTS	Marie Ua	06/10/2024
EVT240610-0011	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	06/10/2024
EVT240610-0012	REFER TO CAB COMPANY	POOR SERVICE	Marie Ua	06/10/2024
EVT240610-0013	NO RESPONSE	FARE DISPUTE	Marie Ua	06/10/2024
EVT240610-0014	LOG NOTE ONLY	COMPLAINT	Marie Ua	06/10/2024
EVT240610-0015	Closed	RECKLESS DRIVING	Marie Ua	06/10/2024
EVT240610-0016	CITATION ISSUED	TRAFFIC STOP	Marie Ua	06/10/2024
EVT240610-0017	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	06/10/2024
EVT240610-0018	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	06/10/2024
EVT240610-0019	NO ACTION	COMPLAINT	Marie Ua	06/10/2024
EVT240610-0020	VERBAL WARNING	TRAFFIC STOP	Marie Ua	06/10/2024
EVT240610-0021	VERBAL WARNING	TRAFFIC STOP	Marie Ua	06/10/2024
EVT240610-0023	VERBAL WARNING	TRAFFIC STOP	Marie Ua	06/10/2024
EVT240610-0024	REPORT TAKEN	COMPLAINT	Marie Ua	06/10/2024
EVT240612-0001	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	06/12/2024
EVT240612-0002	INSPECTED VEHICLE	ACCIDENT	Marie Ua	06/12/2024
EVT240612-0003	RECOVERED	LOST PROPERTY	Marie Ua	06/12/2024
EVT240612-0004	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	06/12/2024
EVT240612-0005	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	06/12/2024
EVT240612-0006	REFER TO CAB COMPANY	COMPLAINT	Marie Ua	06/12/2024
EVT240612-0007	INSPECTED VEHICLE	FOUND DAMAGE TO CAB	Marie Ua	06/12/2024
EVT240612-0008	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	06/12/2024
EVT240612-0009	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	06/12/2024
EVT240612-0010	NO ACTION	ASSIST	Marie Ua	06/12/2024
EVT240612-0011	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	06/12/2024
EVT240612-0012	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	06/12/2024
EVT240612-0013	IMPOUND - UPT	UPT	Marie Ua	06/12/2024
EVT240612-0014	CITATION ISSUED	TRAFFIC STOP	Marie Ua	06/12/2024
EVT240612-0015	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	06/12/2024
EVT240612-0016	REFER TO CAB COMPANY	COMPLAINT	Marie Ua	06/12/2024
EVT240612-0017	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	06/12/2024
EVT240612-0018	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	06/12/2024
EVT240612-0019	MRO		Marie Ua	06/12/2024

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT240612-0020	REFER TO CAB COMPANY	COMPLAINT	Marie Ua	06/12/2024
EVT240612-0021	LOG NOTE ONLY	COMPLAINT	Marie Ua	06/12/2024
EVT240613-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	06/13/2024
EVT240613-0002	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	06/13/2024
EVT240613-0003	REPORT TAKEN	L.H.	Marie Ua	06/13/2024
EVT240613-0004	INSPECTED VEHICLE	FOUND DAMAGE TO CAB	Marie Ua	06/13/2024
EVT240613-0005	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	06/13/2024
EVT240613-0006	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	06/13/2024
EVT240613-0007	CITATION ISSUED	TRAFFIC STOP	Marie Ua	06/13/2024
EVT240613-0008	CITATION ISSUED	TRAFFIC STOP	Marie Ua	06/13/2024
EVT240614-0001	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	06/14/2024
EVT240614-0002	INSPECTED VEHICLE	ACCIDENT	Marie Ua	06/14/2024
EVT240614-0003	INSPECTED VEHICLE	ACCIDENT	Marie Ua	06/14/2024
EVT240614-0004	INSPECTED VEHICLE	ACCIDENT	Marie Ua	06/14/2024
EVT240617-0001	INSPECTED VEHICLE	FOUND DAMAGE TO CAB	Marie Ua	06/17/2024
EVT240617-0002	CITATION ISSUED	TRAFFIC STOP	Marie Ua	06/17/2024
EVT240617-0003	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	06/17/2024
EVT240617-0004	MRO	TRAFFIC STOP	Marie Ua	06/17/2024
EVT240617-0005	INSPECTED VEHICLE	FOUND DAMAGE TO CAB	Marie Ua	06/17/2024
EVT240617-0006	VERBAL WARNING		Marie Ua	06/17/2024
EVT240617-0008	INSPECTED VEHICLE	ACCIDENT	Marie Ua	06/17/2024
EVT240618-0001	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	06/18/2024
EVT240618-0002	NO ACTION	COMPLAINT	Marie Ua	06/18/2024
EVT240618-0003	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	06/18/2024
EVT240618-0004	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	06/18/2024
EVT240618-0005	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	06/18/2024
EVT240618-0006	NO RESPONSE	REFUSE TO TRANSPORT	Marie Ua	06/18/2024
EVT240618-0007	CITATION ISSUED	FARE DISPUTE	Marie Ua	06/18/2024
EVT240618-0008	LACK OF EVIDENCE	COMPLAINT	Marie Ua	06/18/2024
EVT240618-0009	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	06/18/2024
EVT240618-0010	LACK OF EVIDENCE	L.H.	Marie Ua	06/18/2024
EVT240618-0011	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	06/18/2024
EVT240618-0012	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	06/18/2024

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT240618-0016	ASSIGNED TO INVESTIGATOR	UPT CALLS	Marie Ua	06/18/2024
EVT240619-0001	NO ACTION	COMPLAINT	Marie Ua	06/20/2024
EVT240619-0002	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	06/20/2024
EVT240619-0003	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	06/20/2024
EVT240619-0004	INSPECTED VEHICLE	ACCIDENT	Marie Ua	06/20/2024
EVT240619-0005	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	06/20/2024
EVT240619-0006	NO ACTION	UPT CALLS	Marie Ua	06/20/2024
EVT240619-0007	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	06/20/2024
EVT240619-0008	NO RESPONSE	COMPLAINT	Marie Ua	06/20/2024
EVT240619-0009	NO ACTION	COMPLAINT	Marie Ua	06/20/2024
EVT240619-0010	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	06/20/2024
EVT240619-0011	INSPECTED VEHICLE	ACCIDENT	Marie Ua	06/20/2024
EVT240619-0012	INSPECTED VEHICLE	ACCIDENT	Marie Ua	06/20/2024
EVT240619-0013	NO RESPONSE	RECKLESS DRIVING	Marie Ua	06/20/2024
EVT240619-0014	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	06/20/2024
EVT240619-0015	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	06/20/2024
EVT240619-0016	INSPECTED VEHICLE	ACCIDENT	Marie Ua	06/20/2024
EVT240619-0017	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	06/20/2024
EVT240619-0018	INSPECTED VEHICLE	ACCIDENT	Marie Ua	06/20/2024
EVT240620-0001	LOG NOTE ONLY	SICK CALL	Marie Ua	06/20/2024
EVT240620-0002	LOG NOTE ONLY	SICK CALL	Marie Ua	06/20/2024
EVT240620-0003	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	06/20/2024
EVT240620-0004	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	06/20/2024
EVT240620-0005	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	06/20/2024
EVT240620-0006	NO RESPONSE	L.H.	Marie Ua	06/20/2024
EVT240620-0007	REFER TO CAB COMPANY	L.H.	Marie Ua	06/20/2024
EVT240620-0008	CITATION ISSUED	L.H.	Marie Ua	06/20/2024
EVT240620-0009	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	06/20/2024
EVT240620-0010	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	06/20/2024
EVT240621-0001	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	06/21/2024
EVT240621-0002	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	06/21/2024
EVT240621-0003	REFER TO CAB COMPANY	COMPLAINT	Marie Ua	06/21/2024
EVT240624-0001	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	06/24/2024

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT240624-0002	REFER TO CAB COMPANY	REFUSE TO TRANSPORT	Marie Ua	06/24/2024
EVT240624-0003	REPORT TAKEN	UPT CALLS	Marie Ua	06/24/2024
EVT240624-0004	INSPECTED VEHICLE	ACCIDENT	Marie Ua	06/24/2024
EVT240624-0005	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	06/24/2024
EVT240624-0006	CITATION ISSUED	TRAFFIC STOP	Marie Ua	06/24/2024
EVT240624-0007	VERBAL WARNING	TRAFFIC STOP	Marie Ua	06/24/2024
EVT240624-0008	CITATION ISSUED	TRAFFIC STOP	Marie Ua	06/24/2024
EVT240625-0001	MOTORIST ASSIST	COMPLAINT	Marie Ua	06/25/2024
EVT240630-0025	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	07/01/2024
EVT240630-0026	ASSIST OTHER AGENCY	ASSAULT	Marie Ua	07/01/2024
EVT240630-0027	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	07/01/2024
EVT240630-0028	LOG NOTE ONLY		Marie Ua	07/01/2024
EVT240630-0029	INSPECTED VEHICLE	FOUND DAMAGE TO CAB	Marie Ua	07/01/2024
EVT240701-0001	NO ACTION	REFUSE TO TRANSPORT	Marie Ua	07/01/2024
EVT240701-0002	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	07/01/2024
EVT240701-0003	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	07/01/2024
EVT240701-0004	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	07/01/2024
EVT240701-0005	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	07/01/2024
EVT240701-0006	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	07/01/2024
EVT240701-0007	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	07/01/2024
EVT240701-0008	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	07/01/2024
EVT240701-0009	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	07/01/2024
EVT240701-0010	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	07/01/2024
EVT240701-0011	ADVISED	L.H.	Marie Ua	07/01/2024
EVT240701-0012	ADVISED	COMPLAINT	Marie Ua	07/01/2024
EVT240701-0013	ADVISED	COMPLAINT	Marie Ua	07/01/2024
EVT240701-0014	ADVISED	COMPLAINT	Marie Ua	07/01/2024
EVT240701-0015	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	07/01/2024
EVT240701-0016	REPORT TAKEN	COMPLAINT	Marie Ua	07/01/2024
EVT240701-0017	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/01/2024
EVT240701-0018	VERBAL WARNING	TRAFFIC STOP	Marie Ua	07/01/2024
EVT240701-0019	MRO	TRAFFIC STOP	Marie Ua	07/01/2024
EVT240701-0020	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/01/2024
EVT240701-0021	VERBAL WARNING	TRAFFIC STOP	Marie Ua	07/01/2024
EVT240701-0022	VERBAL WARNING	TRAFFIC STOP	Marie Ua	07/01/2024
EVT240701-0023	SETTLED AT SCENE	ASSIST	Marie Ua	07/01/2024
EVT240701-0024	CITATION ISSUED	TRAFFIC STOP	Marie Ua	07/01/2024

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT240701-0025	CITATION ISSUED	TRAFFIC STOP	Marie Ua	07/01/2024
EVT240701-0026	CITATION ISSUED	TRAFFIC STOP	Marie Ua	07/01/2024
EVT240701-0027	CITATION ISSUED	TRAFFIC STOP	Marie Ua	07/01/2024
EVT240701-0028	VERBAL WARNING	TRAFFIC STOP	Marie Ua	07/01/2024
EVT240701-0029	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	07/01/2024
EVT240701-0030	VERBAL WARNING	TRAFFIC STOP	Marie Ua	07/01/2024
EVT240701-0031	TARGETED ENFORCEMENT		Marie Ua	07/01/2024
EVT240701-0032	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	07/01/2024
EVT240701-0033	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	07/01/2024
EVT240701-0034	DIRECTED ENFORCEMENT		Marie Ua	07/01/2024
EVT240701-0035	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/02/2024
EVT240701-0036	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/02/2024
EVT240701-0037	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	07/02/2024
EVT240701-0038	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/02/2024
EVT240702-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/02/2024
EVT240702-0002	NO RESPONSE	COMPLAINT	Marie Ua	07/02/2024
EVT240702-0018	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	07/03/2024
EVT240702-0019	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	07/03/2024
EVT240703-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/03/2024
EVT240703-0002	CITATION ISSUED	COMPLAINT	Marie Ua	07/03/2024
EVT240703-0003	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	07/03/2024
EVT240703-0004	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	07/03/2024
EVT240703-0005	VERBAL WARNING	TRAFFIC STOP	Marie Ua	07/03/2024
EVT240703-0014	CITATION ISSUED	REFUSE TO TRANSPORT	Marie Ua	07/03/2024
EVT240707-0023	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/08/2024
EVT240707-0024	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	07/08/2024
EVT240707-0025	INSPECTED VEHICLE	FOUND DAMAGE TO CAB	Marie Ua	07/08/2024
EVT240707-0026	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/08/2024
EVT240707-0027	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/08/2024
EVT240707-0028	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	07/08/2024
EVT240708-0001	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	07/08/2024
EVT240708-0002	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/08/2024
EVT240708-0003	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	07/08/2024

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT240708-0004	ACCIDENT	FOUND DAMAGE TO CAB	Marie Ua	07/08/2024
EVT240708-0005	BUMPER TAP ACCIDENT	ACCIDENT	Marie Ua	07/08/2024
EVT240708-0006	BUMPER TAP TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	07/08/2024
EVT240708-0007	VERBAL WARNING	TRAFFIC STOP	Marie Ua	07/08/2024
EVT240708-0008	VERBAL WARNING	TRAFFIC STOP	Marie Ua	07/08/2024
EVT240708-0009	ACCIDENT	ACCIDENT	Marie Ua	07/08/2024
EVT240708-0010	BUMPER TAP VERBAL WARNING	TRAFFIC STOP	Marie Ua	07/08/2024
EVT240708-0011	ACCIDENT	ACCIDENT	Marie Ua	07/08/2024
EVT240708-0012	BUMPER TAP CITATION ISSUED	TRAFFIC STOP	Marie Ua	07/08/2024
EVT240708-0013	CITATION ISSUED	ACCIDENT	Marie Ua	07/08/2024
EVT240708-0014	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	07/08/2024
EVT240708-0015	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/08/2024
EVT240708-0016	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	07/08/2024
EVT240708-0017	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	07/08/2024
EVT240708-0018	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/08/2024
EVT240708-0019	HANDLED BY OTHER AGENCY	FARE DISPUTE	Marie Ua	07/08/2024
EVT240708-0020	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/08/2024
EVT240708-0021	REFER TO CAB COMPANY	COMPLAINT	Marie Ua	07/09/2024
evt240708-0022	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	07/09/2024
evt240709-0001	REFER TO CAB COMPANY	COMPLAINT	Marie Ua	07/09/2024
EVT240709-0002	LOG NOTE ONLY		Marie Ua	07/09/2024
EVT240709-0003	CITATION ISSUED	TRAFFIC STOP	Marie Ua	07/09/2024
EVT240709-0039	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/10/2024
EVT240710-0001	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	07/10/2024
EVT240710-0002	INSPECTED VEHICLE	FOUND DAMAGE TO CAB	Marie Ua	07/10/2024
EVT240714-0025	NO RESPONSE	ASSIST	Marie Ua	07/15/2024
EVT240714-0026	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/15/2024
EVT240714-0027	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/15/2024
EVT240714-0028	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/15/2024
EVT240714-0029	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/15/2024
EVT240715-0001	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	07/15/2024
EVT240715-0002	NO ACTION	COMPLAINT	Marie Ua	07/15/2024
EVT240715-0003	INSPECTED VEHICLE	FOUND DAMAGE TO CAB	Marie Ua	07/15/2024

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT240715-0004	ASSIST OTHER AGENCY	ASSIST	Marie Ua	07/15/2024
EVT240715-0005	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	07/15/2024
EVT240715-0006	SETTLED AT SCENE	FIGHT	Marie Ua	07/15/2024
EVT240715-0007	CITATION ISSUED	UPT	Marie Ua	07/15/2024
EVT240715-0008	VERBAL WARNING	TRAFFIC STOP	Marie Ua	07/15/2024
EVT240715-0009	CITATION ISSUED	TRAFFIC STOP	Marie Ua	07/15/2024
EVT240715-0010	TARGETED ENFORCEMENT		Marie Ua	07/15/2024
EVT240715-0011	MRO	TRAFFIC STOP	Marie Ua	07/15/2024
EVT240715-0012	VERBAL WARNING	TRAFFIC STOP	Marie Ua	07/15/2024
EVT240715-0013	UNFOUNDED	ACCIDENT	Marie Ua	07/15/2024
EVT240715-0014	CITATION ISSUED	COMPLAINT	Marie Ua	07/15/2024
EVT240715-0015	REFER TO CAB COMPANY	FARE DISPUTE	Marie Ua	07/15/2024
EVT240715-0016	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/15/2024
EVT240715-0017	CITATION ISSUED	TRAFFIC STOP	Marie Ua	07/15/2024
EVT240715-0018	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	07/15/2024
EVT240715-0019	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/15/2024
EVT240716-0001	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	07/16/2024
EVT240716-0002	NO ACTION	FARE DISPUTE	Marie Ua	07/16/2024
EVT240716-0003	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	07/16/2024
EVT240716-0004	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	07/16/2024
EVT240716-0005	LACK OF EVIDENCE	COMPLAINT	Marie Ua	07/16/2024
EVT240716-0006	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/16/2024
EVT240716-0007	NO ACTION	FARE DISPUTE	Marie Ua	07/16/2024
EVT240716-0008	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	07/16/2024
EVT240716-0027	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/17/2024
EVT240717-0001	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	07/17/2024
EVT240718-0001	NO ACTION	NO SHOW	Marie Ua	07/18/2024
EVT240718-0002	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	07/18/2024
EVT240718-0003	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/18/2024
EVT240718-0004	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/18/2024
EVT240718-0005	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/18/2024
EVT240719-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/19/2024
EVT240719-0002	UNFOUNDED	COMPLAINT	Marie Ua	07/19/2024
EVT240719-0003	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	07/19/2024

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT240719-0004	ACCIDENT	ACCIDENT	Marie Ua	07/19/2024
EVT240719-0005	BUMPER TAP NO ACTION	COMPLAINT	Marie Ua	07/19/2024
EVT240719-0006	HANDLED BY DISPATCH	COMPLAINT	Marie Ua	07/19/2024
EVT240719-0007	HANDLED BY DISPATCH	LOST PROPERTY	Marie Ua	07/19/2024
EVT240719-0008	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	07/19/2024
EVT240719-0009	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	07/19/2024
EVT240719-0010	LOG NOTE ONLY	LOST PROPERTY	Marie Ua	07/19/2024
EVT240719-0011	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/19/2024
EVT240719-0012	ACCIDENT	ACCIDENT	Marie Ua	07/19/2024
EVT240721-0015	BUMPER TAP INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/22/2024
EVT240721-0016	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/22/2024
EVT240721-0017	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/22/2024
EVT240721-0018	ACCIDENT	ACCIDENT	Marie Ua	07/22/2024
EVT240722-0001	BUMPER TAP ACCIDENT	ACCIDENT	Marie Ua	07/22/2024
EVT240722-0002	BUMPER TAP REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	07/22/2024
EVT240722-0003	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/22/2024
EVT240722-0004	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	07/22/2024
EVT240722-0005	ASSIGNED TO INVESTIGATOR	COMPLAINT	Marie Ua	07/22/2024
EVT240722-0006	UNFOUNDED	COMPLAINT	Marie Ua	07/22/2024
EVT240722-0007	VERBAL WARNING	TRAFFIC STOP	Marie Ua	07/22/2024
EVT240722-0008	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	07/22/2024
EVT240722-0009	LACK OF EVIDENCE	COMPLAINT	Marie Ua	07/22/2024
EVT240722-0010	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	07/22/2024
EVT240722-0011	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	07/22/2024
EVT240722-0012	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	07/22/2024
EVT240722-0013	INSPECTED VEHICLE	FOUND DAMAGE TO CAB	Marie Ua	07/23/2024
EVT240722-0014	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/23/2024
EVT240722-0015	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/23/2024
EVT240722-0016	LOG NOTE ONLY	COMPLAINT	Marie Ua	07/23/2024
EVT240723-0002	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	07/23/2024
EVT240723-0003	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	07/23/2024

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT240723-0023	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/24/2024
EVT240724-0001	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	07/24/2024
EVT240724-0002	INSPECTED VEHICLE	FOUND DAMAGE TO CAB	Marie Ua	07/24/2024
EVT240724-0003	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/24/2024
EVT240724-0004	LOG NOTE ONLY		Marie Ua	07/24/2024
EVT240728-0027	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/29/2024
EVT240728-0028	INSPECTED VEHICLE	FOUND DAMAGE TO CAB	Marie Ua	07/29/2024
EVT240728-0029	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	07/29/2024
EVT240729-0001	REFER TO CAB COMPANY	RECKLESS DRIVING	Marie Ua	07/29/2024
EVT240729-0002	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	07/29/2024
EVT240729-0003	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	07/29/2024
EVT240729-0004	NO RESPONSE	COMPLAINT	Marie Ua	07/29/2024
EVT240729-0005	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	07/29/2024
EVT240729-0023	MRO	TRAFFIC STOP	Marie Ua	07/29/2024
EVT240729-0028	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	07/30/2024
EVT240729-0029	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/30/2024
EVT240730-0001	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	07/30/2024
EVT240730-0002	MRO	TRAFFIC STOP	Marie Ua	07/30/2024
EVT240730-0014	VERBAL WARNING	TRAFFIC STOP	Marie Ua	07/30/2024
EVT240730-0015	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/30/2024
EVT240730-0016	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/30/2024
EVT240730-0017	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/31/2024
EVT240731-0007	INSPECTED VEHICLE	FOUND DAMAGE TO CAB	Marie Ua	07/31/2024
EVT240804-0025	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/05/2024
EVT240804-0026	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	08/05/2024
EVT240804-0027	LACK OF EVIDENCE	COMPLAINT	Marie Ua	08/05/2024
EVT240804-0028	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/05/2024
EVT240804-0029	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	08/05/2024
EVT240804-0030	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	08/05/2024
EVT240804-0031	ACCIDENT BUMPER TAP	COMPLAINT	Marie Ua	08/05/2024
EVT240804-0032	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	08/05/2024

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT240804-0033	INSPECTED VEHICLE	FOUND DAMAGE TO CAB	Marie Ua	08/05/2024
EVT240805-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/05/2024
EVT240805-0002	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	08/05/2024
EVT240805-0020	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/06/2024
EVT240805-0021	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	08/06/2024
EVT240805-0022	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/06/2024
EVT240806-0027	ACCIDENT BUMPER TAP	PUBLIC REQUEST	Marie Ua	08/06/2024
EVT240806-0032	PUBLIC REQUEST	LOST PROPERTY	Marie Ua	08/06/2024
EVT240807-0001	REFER TO CAB COMPANY		Marie Ua	08/07/2024
EVT240807-0002	LOG NOTE ONLY	ACCIDENT	Marie Ua	08/07/2024
EVT240807-0003	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/07/2024
EVT240807-0004	ACCIDENT BUMPER TAP	FOUND DAMAGE TO CAB	Marie Ua	08/07/2024
EVT240807-0005	INSPECTED VEHICLE	TARGETED ENFORCEMENT	Marie Ua	08/07/2024
EVT240807-0010	TARGETED ENFORCEMENT	TRAFFIC PROBLEM	Marie Ua	08/06/2024
EVT240809-0013	REPORT TAKEN	ACCIDENT	Marie Ua	08/09/2024
EVT240809-0014	INSPECTED VEHICLE		Marie Ua	08/09/2024
EVT240809-0015	CITATION ISSUED		Marie Ua	08/09/2024
EVT240809-0016	SETTLED AT SCENE	TRAFFIC STOP	Marie Ua	08/09/2024
EVT240809-0017	VERBAL WARNING	BATTERY	Marie Ua	08/09/2024
EVT240809-0018	LACK OF EVIDENCE	ACCIDENT	Marie Ua	08/09/2024
EVT240809-0019	ACCIDENT BUMPER TAP	E-MAIL COMPLAINT	Marie Ua	08/09/2024
EVT240809-0020	HANDLED BY DISPATCH	LOST PROPERTY	Marie Ua	08/09/2024
EVT240809-0021	REFER TO CAB COMPANY	COMPLAINT	Marie Ua	08/09/2024
EVT240809-0022	HANDLED BY DISPATCH	ACCIDENT	Marie Ua	08/09/2024
EVT240809-0023	MRO	ACCIDENT	Marie Ua	08/09/2024
EVT240809-0024	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	08/09/2024
EVT240809-0025	INSPECTED VEHICLE	TRAFFIC STOP	Marie Ua	08/09/2024
EVT240809-0026	VERBAL WARNING	TRAFFIC STOP	Marie Ua	08/09/2024
EVT240809-0027	CITATION ISSUED	SICK CALL	Marie Ua	08/09/2024
EVT240809-0028	NO ACTION	TRAFFIC STOP	Marie Ua	08/09/2024
EVT240809-0029	VERBAL WARNING	TRAFFIC STOP	Marie Ua	08/09/2024
EVT240809-0030	CITATION ISSUED	L.H.	Marie Ua	08/09/2024
EVT240809-0031	REFER TO CAB COMPANY	ACCIDENT	Marie Ua	08/09/2024
EVT240811-0020	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/11/2024
	ACCIDENT BUMPER TAP			

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT240811-0021	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	08/12/2024
EVT240811-0022	Closed	DEFRAUD	Marie Ua	08/12/2024
EVT240811-0023	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	08/12/2024
EVT240811-0024	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	08/12/2024
EVT240812-0001	LOG NOTE ONLY		Marie Ua	08/12/2024
EVT240812-0002	LOG NOTE ONLY		Marie Ua	08/12/2024
EVT240812-0003	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	08/12/2024
EVT240812-0004	Closed	COMPLAINT	Marie Ua	08/12/2024
EVT240812-0005	REFERRED TO OTHER AGENCY	UPT CALLS	Marie Ua	08/12/2024
EVT240812-0006	MRO	ACCIDENT	Marie Ua	08/12/2024
EVT240812-0007	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/12/2024
EVT240812-0027	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	08/13/2024
EVT240812-0028	HANDLED BY DISPATCH	LOST PROPERTY	Marie Ua	08/13/2024
EVT240812-0029	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/13/2024
EVT240813-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/13/2024
EVT240813-0002	HANDLED BY DISPATCH	LOST PROPERTY	Marie Ua	08/13/2024
EVT240813-0003	NO RESPONSE	LOST PROPERTY	Marie Ua	08/13/2024
EVT240813-0004	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/13/2024
EVT240813-0005	RECOVERED	LOST PROPERTY	Marie Ua	08/13/2024
EVT240813-0006	HANDLED BY DISPATCH	LOST PROPERTY	Marie Ua	08/13/2024
EVT240813-0017	MRO	TRAFFIC STOP	Marie Ua	08/13/2024
EVT240813-0031	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	08/14/2024
EVT240813-0032	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	08/14/2024
EVT240814-0001	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	08/14/2024
EVT240814-0002	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/14/2024
EVT240814-0003	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	08/14/2024
EVT240814-0004	CITATION ISSUED	TRAFFIC STOP	Marie Ua	08/14/2024
EVT240814-0005	CITATION ISSUED	TRAFFIC STOP	Marie Ua	08/14/2024
EVT240818-0024	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/19/2024
EVT240818-0025	INSPECTED VEHICLE	INTENT. DAMAGE CAB	Marie Ua	08/19/2024
EVT240818-0026	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/19/2024
EVT240819-0001	LOG NOTE ONLY		Marie Ua	08/19/2024
EVT240819-0002	HANDLED BY DISPATCH	LOST PROPERTY	Marie Ua	08/19/2024
EVT240819-0003	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	08/19/2024

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT240819-0004	HANDLED BY DISPATCH	VEHICLE MAINTENANCE	Marie Ua	08/19/2024
EVT240819-0006	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	08/19/2024
EVT240819-0021	ACCIDENT	ACCIDENT	Marie Ua	08/20/2024
EVT240819-0022	BUMPER TAP	ACCIDENT	Marie Ua	08/20/2024
EVT240819-0023	NO ACTION	ACCIDENT	Marie Ua	08/20/2024
EVT240820-0001	ACCIDENT	ACCIDENT	Marie Ua	08/20/2024
EVT240820-0002	BUMPER TAP INSPECTED VEHICLE	RANGE	Marie Ua	08/20/2024
EVT240820-0003	ADMINISTRATIVE DETAIL	DUPLICATE CALL	Marie Ua	08/20/2024
EVT240820-0032	Closed	ACCIDENT	Marie Ua	08/21/2024
EVT240825-0030	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/26/2024
EVT240825-0031	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/26/2024
EVT240825-0032	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/26/2024
EVT240826-0001	ACCIDENT		Marie Ua	08/26/2024
EVT240826-0002	BUMPER TAP	SICK CALL	Marie Ua	08/26/2024
EVT240826-0003	LOG NOTE ONLY	TRAFFIC STOP	Marie Ua	08/26/2024
EVT240826-0029	CITATION ISSUED	ACCIDENT	Marie Ua	08/27/2024
EVT240826-0030	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/27/2024
EVT240826-0031	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/27/2024
EVT240826-0032	INSPECTED VEHICLE	COMPLAINT	Marie Ua	08/27/2024
EVT240827-0001	NO RESPONSE	SICK CALL	Marie Ua	08/27/2024
EVT240827-0002	LOG NOTE ONLY	ACCIDENT	Marie Ua	08/27/2024
EVT240827-0003	INSPECTED VEHICLE	DENIAL	Marie Ua	08/27/2024
EVT240827-0004	REPORT TAKEN	ACCIDENT	Marie Ua	08/27/2024
EVT240827-0005	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/27/2024
EVT240827-0006	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/27/2024
EVT240827-0007	CITATION ISSUED	TRAFFIC STOP	Marie Ua	08/27/2024
EVT240827-0008	TARGETED ENFORCEMENT		Marie Ua	08/27/2024
EVT240827-0009	VERBAL WARNING		Marie Ua	08/27/2024
EVT240827-0010	CITATION ISSUED	TRAFFIC STOP	Marie Ua	08/27/2024
EVT240827-0011	CITATION ISSUED	TRAFFIC STOP	Marie Ua	08/27/2024
EVT240827-0012	CITATION ISSUED	TRAFFIC STOP	Marie Ua	08/27/2024
EVT240827-0013	CITATION ISSUED		Marie Ua	08/27/2024
EVT240827-0014	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	08/27/2024
EVT240827-0015	CITATION ISSUED	TRAFFIC STOP	Marie Ua	08/27/2024
EVT240827-0016	CITATION ISSUED	TRAFFIC STOP	Marie Ua	08/27/2024
EVT240827-0017	CITATION ISSUED	TRAFFIC STOP	Marie Ua	08/27/2024
EVT240827-0018	CITATION ISSUED		Marie Ua	08/27/2024

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT240827-0019	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	08/27/2024
EVT240827-0020	MRO	TRAFFIC STOP	Marie Ua	08/27/2024
EVT240827-0021	HANDLED BY DISPATCH	COMPLAINT	Marie Ua	08/27/2024
EVT240827-0022	FOLLOWUP INVESTIGATION	ADMINISTRATIVE	Marie Ua	08/27/2024
EVT240827-0023	LOG NOTE ONLY	SICK CALL	Marie Ua	08/27/2024
EVT240827-0024	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/27/2024
EVT240830-0017	HANDLED BY DISPATCH	COMPLAINT	Marie Ua	08/30/2024
EVT240830-0019	DIRECTED ENFORCEMENT	SPECIAL ASSIGNMENT	Marie Ua	08/30/2024
EVT240830-0021	NO ACTION	TRAFFIC STOP	Marie Ua	08/30/2024
EVT240830-0022	MRO	TRAFFIC STOP	Marie Ua	08/30/2024
EVT240830-0023	MRO	TRAFFIC STOP	Marie Ua	08/30/2024
EVT240830-0024	INSPECTED VEHICLE	FOUND DAMAGE TO CAB	Marie Ua	08/30/2024
EVT240830-0025	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/30/2024
EVT240830-0026	LOG NOTE ONLY	UPT CALLS	Marie Ua	08/30/2024
EVT240830-0027	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/30/2024
EVT240830-0028	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	08/30/2024
EVT240830-0030	ARREST	NARCOTICS	Marie Ua	08/30/2024
EVT240830-0031	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	08/30/2024
EVT240903-0013	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	09/03/2024
EVT240903-0014	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	09/03/2024
EVT240915-0026	HANDLED BY DISPATCH	LOST PROPERTY	Marie Ua	09/16/2024
EVT240915-0027	HANDLED BY DISPATCH	LOST PROPERTY	Marie Ua	09/16/2024
EVT240915-0028	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	09/16/2024
EVT240915-0029	HANDLED BY DISPATCH	LOST PROPERTY	Marie Ua	09/16/2024
EVT240916-0001	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	09/16/2024
EVT240916-0002	HANDLED BY OTHER AGENCY	DEFRAUD	Marie Ua	09/16/2024
EVT240916-0003	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/16/2024
EVT240916-0004	FOLLOWUP INVESTIGATION	ADMINISTRATIVE	Marie Ua	09/16/2024
EVT240916-0005	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	09/16/2024
EVT240916-0023	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/17/2024
EVT240916-0024	HANDLED BY DISPATCH		Marie Ua	09/17/2024
EVT240916-0025	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/17/2024

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT240916-0026	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	09/17/2024
EVT240917-0001	REPORT TAKEN	UPT	Marie Ua	09/17/2024
EVT240917-0002	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	09/17/2024
EVT240917-0003	UNFOUNDED	RECKLESS DRIVING	Marie Ua	09/17/2024
EVT240917-0004	REPORT TAKEN	UPT CALLS	Marie Ua	09/17/2024
EVT240917-0005	HANDLED BY DISPATCH	LOST PROPERTY	Marie Ua	09/17/2024
EVT240917-0006	CITATION ISSUED	COMPLAINT	Marie Ua	09/17/2024
EVT240917-0007	HANDLED BY DISPATCH	LOST PROPERTY	Marie Ua	09/17/2024
EVT240917-0041	LOG NOTE ONLY		Marie Ua	09/18/2024
EVT240917-0042	HANDLED BY DISPATCH	LOST PROPERTY	Marie Ua	09/18/2024
EVT240917-0043	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/18/2024
EVT240917-0044	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/18/2024
EVT240918-0001	HANDLED BY DISPATCH	LOST PROPERTY	Marie Ua	09/18/2024
EVT240918-0002	NO RESPONSE	FARE DISPUTE	Marie Ua	09/18/2024
EVT240918-0003	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	09/18/2024
EVT240924-0001	LOG NOTE ONLY		Marie Ua	09/24/2024
EVT240924-0002	LACK OF EVIDENCE	COMPLAINT	Marie Ua	09/24/2024
EVT240924-0003	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/24/2024
EVT240924-0004	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/24/2024
EVT240924-0005	ASSIGNED TO INVESTIGATOR	ACCIDENT	Marie Ua	09/24/2024
EVT240924-0006	LOG NOTE ONLY		Marie Ua	09/24/2024
EVT240924-0007	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	09/24/2024
EVT240924-0008	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	09/24/2024
EVT240924-0009	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/24/2024
EVT240925-0001	LOG NOTE ONLY	SICK CALL	Marie Ua	09/25/2024
EVT240925-0002	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	09/25/2024
EVT240925-0003	MRO		Marie Ua	09/25/2024
EVT240925-0004	TARGETED ENFORCEMENT		Marie Ua	09/25/2024
EVT240925-0007	MRO	TRAFFIC STOP	Marie Ua	09/25/2024
EVT240925-0008	MRO	TRAFFIC STOP	Marie Ua	09/25/2024
EVT240925-0009	MRO	TRAFFIC STOP	Marie Ua	09/25/2024
EVT240925-0010	HANDLED BY DISPATCH	LOST PROPERTY	Marie Ua	09/25/2024
EVT240926-0024	CITATION ISSUED	DISTURBANCE	Marie Ua	09/26/2024
EVT240926-0025	HANDLED BY DISPATCH	LOST PROPERTY	Marie Ua	09/26/2024
EVT240926-0026	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/26/2024

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT240926-0027	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/26/2024
EVT240928-0001	NO RESPONSE	COMPLAINT	Marie Ua	09/27/2024
EVT240928-0016	HANDLED BY DISPATCH	LOST PROPERTY	Marie Ua	09/28/2024
EVT240928-0022	UNFOUNDED	COMPLAINT	Marie Ua	09/28/2024
EVT240928-0023	ADVISED	UPT CALLS	Marie Ua	09/28/2024
EVT240929-0028	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/30/2024
EVT240929-0029	HANDLED BY DISPATCH	LOST PROPERTY	Marie Ua	09/30/2024
EVT240929-0030	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/30/2024
EVT240929-0031	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/30/2024
EVT240929-0032	NO ACTION	COMPLAINT	Marie Ua	09/30/2024
EVT240929-0033	HANDLED BY DISPATCH	LOST PROPERTY	Marie Ua	09/30/2024
EVT240929-0034	UNFOUNDED	ASSIST	Marie Ua	09/30/2024
EVT240929-0035	INSPECTED VEHICLE	COMPLAINT	Marie Ua	09/30/2024
EVT240930-0001	LOG NOTE ONLY		Marie Ua	09/30/2024
EVT240930-0002	ASSIST OTHER AGENCY	ASSIST	Marie Ua	09/30/2024
EVT240930-0003	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/30/2024
EVT240930-0004	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	09/30/2024
EVT240930-0005	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	09/30/2024
EVT240930-0006	VERBAL WARNING	TRAFFIC STOP	Marie Ua	09/30/2024
EVT240930-0007	MRO	TRAFFIC STOP	Marie Ua	09/30/2024
EVT240930-0010	MRO	TRAFFIC STOP	Marie Ua	09/30/2024
EVT240930-0030	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	10/01/2024
EVT240930-0031	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	10/01/2024
EVT240930-0032	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	10/01/2024
EVT240930-0033	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/01/2024
EVT240930-0034	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/01/2024
EVT241001-0001	HANDLED BY DISPATCH	LOST PROPERTY	Marie Ua	10/01/2024
EVT241001-0002	HANDLED BY DISPATCH	RECKLESS DRIVING	Marie Ua	10/01/2024
EVT241001-0003	HANDLED BY DISPATCH	LOST PROPERTY	Marie Ua	10/01/2024
EVT241001-0004	HANDLED BY DISPATCH	RECKLESS DRIVING	Marie Ua	10/01/2024
EVT241001-0005	HANDLED BY DISPATCH	LOST PROPERTY	Marie Ua	10/01/2024
EVT241001-0006	HANDLED BY DISPATCH	LOST PROPERTY	Marie Ua	10/01/2024
EVT241001-0007	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/01/2024

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT241001-0008	ACCIDENT	ACCIDENT	Marie Ua	10/01/2024
EVT241001-0009	BUMPER TAP INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/01/2024
EVT241001-0024	ASSIGNED TO INVESTIGATOR	DIVERSION	Marie Ua	10/02/2024
EVT241001-0025	LOG NOTE ONLY	SICK CALL	Marie Ua	10/02/2024
EVT241001-0026	ACCIDENT	ACCIDENT	Marie Ua	10/02/2024
EVT241001-0027	BUMPER TAP INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/02/2024
EVT241002-0002	RECOVERED	LOST PROPERTY	Marie Ua	10/02/2024
EVT241002-0018	REPORT TAKEN	STOLEN PROPERTY	Marie Ua	10/02/2024
EVT241006-0035	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/07/2024
EVT241006-0036	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/07/2024
EVT241006-0037	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/07/2024
EVT241006-0038	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/07/2024
EVT241007-0001	ACCIDENT	ACCIDENT	Marie Ua	10/07/2024
EVT241007-0002	BUMPER TAP TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	10/07/2024
EVT241007-0003	REPORT TAKEN	ACCIDENT	Marie Ua	10/07/2024
EVT241007-0030	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/08/2024
EVT241007-0031	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/08/2024
EVT241007-0032	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/08/2024
EVT241008-0001	HANDLED BY DISPATCH	LOST PROPERTY	Marie Ua	10/08/2024
EVT241008-0032	ACCIDENT	ACCIDENT	Marie Ua	10/09/2024
EVT241008-0033	BUMPER TAP NO RESPONSE	COMPLAINT	Marie Ua	10/09/2024
EVT241009-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/09/2024
EVT241009-0002	CITATION ISSUED	TRAFFIC STOP	Marie Ua	10/09/2024
EVT241009-0003	ADVISED	TRAFFIC STOP	Marie Ua	10/09/2024
EVT241013-0018	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/14/2024
EVT241013-0019	NO ACTION	L.H.	Marie Ua	10/14/2024
EVT241013-0020	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/14/2024
EVT241014-0001	ASSIGNED TO INVESTIGATOR	FARE DISPUTE	Marie Ua	10/14/2024
EVT241014-0002	LOG NOTE ONLY		Marie Ua	10/14/2024
EVT241014-0003	HANDLED BY DISPATCH	LOST PROPERTY	Marie Ua	10/14/2024
EVT241014-0004	ACCIDENT	ACCIDENT	Marie Ua	10/14/2024
EVT241014-0005	BUMPER TAP INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/14/2024
EVT241014-0006	HANDLED BY DISPATCH	LOST PROPERTY	Marie Ua	10/14/2024

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT241014-0007	LOG NOTE ONLY	SICK CALL	Marie Ua	10/14/2024
EVT241014-0013	HANDLED BY DISPATCH	LOST PROPERTY	Marie Ua	10/14/2024
EVT241014-0032	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/15/2024
EVT241015-0001	LOG NOTE ONLY	SICK CALL	Marie Ua	10/15/2024
EVT241015-0002	LOG NOTE ONLY	SICK CALL	Marie Ua	10/15/2024
EVT241015-0003	INSPECTED VEHICLE	COMPLAINT	Marie Ua	10/15/2024
EVT241015-0004	REPORT TAKEN	DENIAL PENDING	Marie Ua	10/15/2024
EVT241015-0005	MRO	TRAFFIC STOP	Marie Ua	10/15/2024
EVT241015-0015	NO ACTION	COMPLAINT	Marie Ua	10/15/2024
EVT241015-0016	ASSIGNED TO INVESTIGATOR	COMPLAINT	Marie Ua	10/15/2024
EVT241015-0018	HANDLED BY DISPATCH	LOST PROPERTY	Marie Ua	10/15/2024
EVT241015-0019	HANDLED BY DISPATCH	LOST PROPERTY	Marie Ua	10/15/2024
EVT241015-0020	HANDLED BY DISPATCH	LOST PROPERTY	Marie Ua	10/15/2024
EVT241015-0021	HANDLED BY DISPATCH	LOST PROPERTY	Marie Ua	10/15/2024
EVT241015-0022	HANDLED BY DISPATCH	LOST PROPERTY	Marie Ua	10/15/2024
EVT241015-0023	HANDLED BY DISPATCH	LOST PROPERTY	Marie Ua	10/15/2024
EVT241015-0024	NO RESPONSE	FARE DISPUTE	Marie Ua	10/15/2024
EVT241015-0025	HANDLED BY DISPATCH	RECKLESS DRIVING	Marie Ua	10/15/2024
EVT241015-0027	HANDLED BY DISPATCH	LOST PROPERTY	Marie Ua	10/15/2024
EVT241015-0035	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/16/2024
EVT241016-0001	HANDLED BY OTHER AGENCY	DEFRAUD	Marie Ua	10/16/2024
EVT241016-0002	HANDLED BY DISPATCH	LOST PROPERTY	Marie Ua	10/16/2024
EVT241016-0003	HANDLED BY DISPATCH	LOST PROPERTY	Marie Ua	10/16/2024
EVT241016-0004	CITATION ISSUED	COMPLAINT	Marie Ua	10/16/2024
EVT241020-0022	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/21/2024
EVT241020-0023	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	10/21/2024
EVT241020-0024	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	10/21/2024
EVT241021-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/21/2024
EVT241021-0002	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	10/21/2024
EVT241021-0003	HANDLED BY OTHER AGENCY	DEFRAUD	Marie Ua	10/21/2024
EVT241021-0004	REFER TO CAB COMPANY	ACCIDENT	Marie Ua	10/21/2024

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT241021-0005	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	10/21/2024
EVT241021-0006	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	10/21/2024
EVT241021-0007	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	10/21/2024
EVT241021-0015	INSPECTED VEHICLE	COMPLAINT	Marie Ua	10/21/2024
EVT241021-0016	NO ACTION	COMPLAINT	Marie Ua	10/21/2024
EVT241021-0017	LACK OF EVIDENCE	POOR SERVICE	Marie Ua	10/21/2024
EVT241021-0018	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	10/21/2024
EVT241021-0019	NO RESPONSE	REFUSE TO TRANSPORT	Marie Ua	10/21/2024
EVT241021-0020	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	10/21/2024
EVT241021-0021	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	10/21/2024
EVT241021-0022	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	10/21/2024
EVT241021-0023	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	10/21/2024
EVT241021-0024	HANDLED BY DISPATCH/RECOVERED	COMPLAINT	Marie Ua	10/21/2024
EVT241021-0027	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/22/2024
EVT241022-0001	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	10/22/2024
EVT241022-0002	LACK OF EVIDENCE	UPT CALLS	Marie Ua	10/22/2024
EVT241022-0003	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	10/22/2024
EVT241022-0004	REPORT TAKEN	DENIAL PENDING	Marie Ua	10/22/2024
EVT241022-0005	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/22/2024
EVT241027-0022	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/28/2024
EVT241027-0023	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/28/2024
EVT241027-0024	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/28/2024
EVT241027-0025	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/28/2024
EVT241028-0001	HANDLED BY DISPATCH/REFERRED T	RECKLESS DRIVING	Marie Ua	10/28/2024

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT241028-0002	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	10/28/2024
EVT241028-0003	LACK OF EVIDENCE	L.H.	Marie Ua	10/28/2024
EVT241028-0004	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	10/28/2024
EVT241028-0005	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	10/28/2024
EVT241028-0006	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	10/28/2024
EVT241028-0007	HANDLED BY DISPATCH/REFERRED T	DEFRAUD	Marie Ua	10/28/2024
EVT241028-0031	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/29/2024
EVT241028-0032	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/29/2024
EVT241028-0033	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	10/29/2024
EVT241028-0034	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	10/29/2024
EVT241028-0035	DUPLICATE CALL	DUPLICATE CALL	Marie Ua	10/29/2024
EVT241028-0036	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/29/2024
EVT241029-0001	REFER TO CAB COMPANY	COMPLAINT	Marie Ua	10/29/2024
EVT241029-0002	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	10/29/2024
EVT241029-0003	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/29/2024
EVT241029-0004	REFERRED TO OTHER AGENCY	LOST PROPERTY	Marie Ua	10/29/2024
EVT241103-0024	INSPECTED VEHICLE	ACCIDENT	Marie Ua	11/04/2024
EVT241103-0025	INSPECTED VEHICLE	ACCIDENT	Marie Ua	11/04/2024
EVT241103-0026	INSPECTED VEHICLE	ACCIDENT	Marie Ua	11/04/2024
EVT241103-0027	INSPECTED VEHICLE	ACCIDENT	Marie Ua	11/04/2024
EVT241103-0028	INSPECTED VEHICLE	ACCIDENT	Marie Ua	11/04/2024
EVT241103-0029	INSPECTED VEHICLE	ACCIDENT	Marie Ua	11/04/2024
EVT241103-0030	HANDLED BY DISPATCH	TRAFFIC PROBLEM	Marie Ua	11/04/2024
EVT241103-0031	INSPECTED VEHICLE	ACCIDENT	Marie Ua	11/04/2024
EVT241104-0001	LOG NOTE ONLY	SICK CALL	Marie Ua	11/04/2024
EVT241104-0002	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	11/04/2024

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT241104-0023	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	11/05/2024
EVT241104-0024	INSPECTED VEHICLE	ACCIDENT	Marie Ua	11/05/2024
EVT241104-0025	INSPECTED VEHICLE	ACCIDENT	Marie Ua	11/05/2024
EVT241104-0026	HANDLED BY DISPATCH/REFERRED T	COMPLAINT	Marie Ua	11/05/2024
EVT241105-0001	LACK OF EVIDENCE	COMPLAINT	Marie Ua	11/05/2024
EVT241105-0002	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	11/05/2024
EVT241105-0003	VERBAL WARNING	TRAFFIC STOP	Marie Ua	11/05/2024
EVT241110-0027	INSPECTED VEHICLE	ACCIDENT	Marie Ua	11/12/2024
EVT241110-0028	INSPECTED VEHICLE	ACCIDENT	Marie Ua	11/12/2024
EVT241110-0029	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	11/12/2024
EVT241110-0030	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	11/12/2024
EVT241111-0001	NO ACTION	ACCIDENT	Marie Ua	11/12/2024
EVT241111-0002	Closed	LOST PROPERTY	Marie Ua	11/12/2024
EVT241111-0003	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	11/12/2024
EVT241111-0004	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	11/12/2024
EVT241111-0005	INSPECTED VEHICLE	ACCIDENT	Marie Ua	11/12/2024
EVT241111-0006	INSPECTED VEHICLE	ACCIDENT	Marie Ua	11/12/2024
EVT241111-0007	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	11/12/2024
EVT241111-0008	INSPECTED VEHICLE	ACCIDENT	Marie Ua	11/12/2024
EVT241111-0009	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	11/12/2024
EVT241111-0010	HANDLED BY DISPATCH	FARE DISPUTE	Marie Ua	11/12/2024
EVT241111-0011	Closed	LOST PROPERTY	Marie Ua	11/12/2024
EVT241111-0012	INSPECTED VEHICLE	ACCIDENT	Marie Ua	11/12/2024
EVT241111-0013	INSPECTED VEHICLE	ACCIDENT	Marie Ua	11/12/2024
EVT241111-0014	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	11/12/2024
EVT241111-0015	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	11/12/2024

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT241111-0016	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	11/12/2024
EVT241112-0001	LOG NOTE ONLY	SICK CALL	Marie Ua	11/12/2024
EVT241112-0002	INSPECTED VEHICLE	FOUND DAMAGE TO CAB	Marie Ua	11/12/2024
EVT241112-0003	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	11/12/2024
EVT241118-0024	INSPECTED VEHICLE	ACCIDENT	Marie Ua	11/19/2024
EVT241119-0002	NO ACTION	COMPLAINT	Marie Ua	11/19/2024
EVT241121-0001	HANDLED BY DISPATCH	F1 RELATED	Marie Ua	11/21/2024
EVT241121-0002	HANDLED BY DISPATCH	REFUSE TO TRANSPORT	Marie Ua	11/21/2024
EVT241121-0003	FOLLOWUP INVESTIGATION	ADMINISTRATIVE	Marie Ua	11/21/2024
EVT241121-0005	LOG NOTE ONLY	VEHICLE MAINTENANCE	Marie Ua	11/21/2024
EVT241121-0006	NO ACTION	DEFRAUD	Marie Ua	11/21/2024
EVT241121-0007	SETTLED AT SCENE	F1 RELATED	Marie Ua	11/21/2024
EVT241121-0008	HANDLED BY DISPATCH	F1 RELATED	Marie Ua	11/21/2024
EVT241121-0009	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	11/21/2024
EVT241121-0010	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	11/21/2024
EVT241122-0003	NO ACTION	LARCENY BY DRIVER	Marie Ua	11/22/2024
EVT241122-0004	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	11/22/2024
EVT241122-0005	HANDLED BY OTHER AGENCY	FARE DISPUTE	Marie Ua	11/22/2024
EVT241122-0006	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	11/22/2024
EVT241122-0007	HANDLED BY DISPATCH	F1 RELATED	Marie Ua	11/22/2024
EVT241122-0008	HANDLED BY DISPATCH	F1 RELATED	Marie Ua	11/22/2024
EVT241122-0009	LOG NOTE ONLY	SICK CALL	Marie Ua	11/22/2024
EVT241122-0010	HANDLED BY DISPATCH	F1 RELATED	Marie Ua	11/22/2024
EVT241122-0011	HANDLED BY DISPATCH	COMPLAINT	Marie Ua	11/22/2024
EVT241122-0012	INSPECTED VEHICLE	ACCIDENT	Marie Ua	11/22/2024
EVT241122-0013	HANDLED BY DISPATCH/REFERRED T	COMPLAINT	Marie Ua	11/22/2024
EVT241122-0014	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	11/22/2024
EVT241122-0015	HANDLED BY DISPATCH	F1 RELATED	Marie Ua	11/22/2024
EVT241122-0016	LOG NOTE ONLY		Marie Ua	11/22/2024
EVT241122-0017	INSPECTED VEHICLE	ACCIDENT	Marie Ua	11/22/2024

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT241122-0018	UPT TARGETED ENFORCEMENT	UPT	Marie Ua	11/22/2024
EVT241122-0019	TARGETED ENFORCEMENT	FOOT PATROL	Marie Ua	11/22/2024
EVT241122-0020	HANDLED BY DISPATCH	F1 RELATED	Marie Ua	11/22/2024
EVT241124-0028	HANDLED BY OTHER AGENCY	ASSIST	Marie Ua	11/25/2024
EVT241124-0029	INSPECTED VEHICLE	ACCIDENT	Marie Ua	11/25/2024
EVT241124-0030	INSPECTED VEHICLE	ACCIDENT	Marie Ua	11/25/2024
EVT241125-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	11/25/2024
EVT241125-0002	HANDLED BY OTHER AGENCY	ASSIST	Marie Ua	11/25/2024
EVT241125-0003	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	11/25/2024
EVT241125-0004	REFERRED TO OTHER AGENCY	STOLEN CAB	Marie Ua	11/25/2024
EVT241125-0025	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	11/26/2024
EVT241125-0026	REFER TO CAB COMPANY	FARE DISPUTE	Marie Ua	11/26/2024
EVT241125-0027	INSPECTED VEHICLE	ACCIDENT	Marie Ua	11/26/2024
EVT241125-0028	INSPECTED VEHICLE	ACCIDENT	Marie Ua	11/26/2024
EVT241125-0029	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	11/26/2024
EVT241126-0001	HANDLED BY OTHER AGENCY	DEFRAUD	Marie Ua	11/26/2024
EVT241126-0003	NO RESPONSE	STOLEN CAB	Marie Ua	11/26/2024
EVT241126-0007	INSPECTED VEHICLE	ACCIDENT	Marie Ua	11/26/2024
EVT241126-0009	INSPECTED VEHICLE	ACCIDENT	Marie Ua	11/26/2024
EVT241126-0010	Closed	LOST PROPERTY	Marie Ua	11/26/2024
EVT241126-0014	INSPECTED VEHICLE	ACCIDENT	Marie Ua	11/26/2024
EVT241203-0004	SETTLED AT SCENE	COMPLAINT	Marie Ua	12/03/2024
EVT241204-0002	NO RESPONSE	COMPLAINT	Marie Ua	12/04/2024
EVT241204-0008	REPORT TAKEN	COMPLAINT	Marie Ua	12/04/2024
EVT241204-0009	ACCIDENT	ACCIDENT	Marie Ua	12/04/2024
EVT241204-0013	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	12/04/2024
EVT241208-0019	LOG NOTE ONLY	LOST PROPERTY	Marie Ua	12/09/2024
EVT241208-0020	ACCIDENT	ACCIDENT	Marie Ua	12/09/2024
EVT241209-0001	HANDLED BY DISPATCH/REFERRED T	RECKLESS DRIVING	Marie Ua	12/09/2024
EVT241209-0004	INSPECTED VEHICLE	ACCIDENT	Marie Ua	12/09/2024

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT241209-0005	INSPECTED VEHICLE	ACCIDENT	Marie Ua	12/09/2024
EVT241209-0008	NO RESPONSE	COMPLAINT	Marie Ua	12/09/2024
EVT241209-0009	HANDLED BY DISPATCH	INFORMATION ONLY	Marie Ua	12/09/2024
EVT241210-0017	NO ACTION	L.H.	Marie Ua	12/10/2024
EVT241211-0011	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	12/11/2024
EVT241217-0001	LOG NOTE ONLY	SICK CALL	Marie Ua	12/17/2024
EVT241217-0018	INSPECTED VEHICLE	ACCIDENT	Marie Ua	12/18/2024
EVT241217-0019	INSPECTED VEHICLE	ACCIDENT	Marie Ua	12/18/2024
EVT241218-0001	LOG NOTE ONLY	SICK CALL	Marie Ua	12/18/2024
EVT241218-0002	LOG NOTE ONLY	LOST PROPERTY	Marie Ua	12/18/2024
EVT241219-0001	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	12/19/2024
EVT241219-0002	PUBLIC REQUEST	PUBLIC REQUEST	Marie Ua	12/19/2024
EVT241219-0003	UPT TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	12/19/2024
EVT241219-0004	TARGETED ENFORCEMENT	FOOT PATROL	Marie Ua	12/19/2024
EVT241219-0005	INSPECTED VEHICLE	ACCIDENT	Marie Ua	12/19/2024
EVT241219-0006	DISPATCH CANCELLED	ACCIDENT	Marie Ua	12/19/2024
EVT241219-0007	INSPECTED VEHICLE	ACCIDENT	Marie Ua	12/19/2024

Dispatcher Event Status
1/1/2025 through 10/27/2025

Marie Ua	378
Total	**378**

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT250108-0005	NO RESPONSE	COMPLAINT	Marie Ua	01/08/2025
EVT250108-0007	NO RESPONSE	COMPLAINT	Marie Ua	01/08/2025
EVT250108-0009	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	01/08/2025
EVT250108-0010	INSPECTED VEHICLE	ACCIDENT	Marie Ua	01/08/2025
EVT250108-0011	HANDLED BY DISPATCH	COMPLAINT	Marie Ua	01/08/2025
EVT250108-0013	HANDLED BY DISPATCH	COMPLAINT	Marie Ua	01/08/2025
EVT250108-0014	HANDLED BY DISPATCH/REFERRED T	COMPLAINT	Marie Ua	01/08/2025
EVT250108-0015	INSPECTED VEHICLE	ACCIDENT	Marie Ua	01/08/2025
EVT250108-0017	INSPECTED VEHICLE	ACCIDENT	Marie Ua	01/08/2025
EVT250113-0004	VERBAL WARNING	TRAFFIC STOP	Marie Ua	01/13/2025
EVT250116-0008	CITATION ISSUED	TRAFFIC STOP	Marie Ua	01/16/2025
EVT250116-0009	MRO	TRAFFIC STOP	Marie Ua	01/16/2025
EVT250116-0011	IMPOUND - UPT	UPT	Marie Ua	01/16/2025
EVT250119-0019	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	01/21/2025
EVT250119-0020	INSPECTED VEHICLE	ACCIDENT	Marie Ua	01/21/2025
EVT250119-0021	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	01/21/2025
EVT250119-0022	INSPECTED VEHICLE	ACCIDENT	Marie Ua	01/21/2025
EVT250119-0023	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	01/21/2025
EVT250120-0001	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	01/21/2025
EVT250120-0002	LOG NOTE ONLY	LOST PROPERTY	Marie Ua	01/21/2025
EVT250120-0003	HANDLED BY DISPATCH/REFERRED T	POOR SERVICE	Marie Ua	01/21/2025
EVT250120-0004	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	01/21/2025
EVT250120-0005	REPORT TAKEN	COMPLAINT	Marie Ua	01/21/2025
EVT250120-0006	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	01/21/2025
EVT250120-0007	INSPECTED VEHICLE	ACCIDENT	Marie Ua	01/21/2025

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT250120-0008	INSPECTED VEHICLE	ACCIDENT	Marie Ua	01/21/2025
EVT250120-0009	LOG NOTE ONLY	LOST PROPERTY	Marie Ua	01/21/2025
EVT250120-0010	ACCIDENT	ACCIDENT	Marie Ua	01/21/2025
EVT250120-0011	BUMPER TAP HANDLED BY DISPATCH/REFERR ED T	COMPLAINT	Marie Ua	01/21/2025
EVT250120-0012	HANDLED BY DISPATCH/REFERR ED T	LOST PROPERTY	Marie Ua	01/21/2025
EVT250120-0013	LOG NOTE ONLY	INTOXICATED	Marie Ua	01/21/2025
EVT250120-0014	INSPECTED VEHICLE	ACCIDENT	Marie Ua	01/21/2025
EVT250120-0015	HANDLED BY OTHER AGENCY	DEFRAUD	Marie Ua	01/21/2025
EVT250120-0016	INSPECTED VEHICLE	ACCIDENT	Marie Ua	01/21/2025
EVT250120-0017	INSPECTED VEHICLE	ACCIDENT	Marie Ua	01/21/2025
EVT250120-0018	INSPECTED VEHICLE	ACCIDENT	Marie Ua	01/21/2025
EVT250121-0001	HANDLED BY DISPATCH/REFERR ED T	LOST PROPERTY	Marie Ua	01/21/2025
EVT250121-0002	LOG NOTE ONLY		Marie Ua	01/21/2025
EVT250127-0003	REPORT TAKEN	COMPLAINT	Marie Ua	01/27/2025
EVT250127-0005	NO RESPONSE	INFORMATION ONLY	Marie Ua	01/27/2025
EVT250127-0019	VERBAL WARNING	TRAFFIC STOP	Marie Ua	01/27/2025
EVT250128-0001	LOG NOTE ONLY	FARE DISPUTE	Marie Ua	01/28/2025
EVT250128-0002	INSPECTED VEHICLE	COMPLAINT	Marie Ua	01/28/2025
EVT250128-0003	REFER TO CAB COMPANY	COMPLAINT	Marie Ua	01/28/2025
EVT250203-0005	ACCIDENT	ACCIDENT	Marie Ua	02/03/2025
EVT250203-0006	BUMPER TAP TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	02/03/2025
EVT250203-0007	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	02/03/2025
EVT250203-0008	VERBAL WARNING	TRAFFIC STOP	Marie Ua	02/03/2025
EVT250203-0009	MRO	TRAFFIC STOP	Marie Ua	02/03/2025
EVT250203-0010	VERBAL WARNING	TRAFFIC STOP	Marie Ua	02/03/2025
EVT250203-0011	MRO	TRAFFIC STOP	Marie Ua	02/03/2025
EVT250203-0012	DISPATCH CANCELLED	DEFRAUD	Marie Ua	02/03/2025
EVT250203-0013	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	02/03/2025
EVT250203-0014	VERBAL WARNING	TRAFFIC STOP	Marie Ua	02/03/2025
EVT250203-0015	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	02/03/2025
EVT250203-0016	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	02/03/2025
EVT250204-0006	VERBAL WARNING	TRAFFIC STOP	Marie Ua	02/04/2025
EVT250204-0007	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	02/04/2025
EVT250204-0008	VERBAL WARNING	TRAFFIC STOP	Marie Ua	02/04/2025

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT250204-0009	CITATION ISSUED	TRAFFIC STOP	Marie Ua	02/04/2025
EVT250204-0010	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	02/04/2025
EVT250205-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/05/2025
EVT250205-0002	VERBAL WARNING	TRAFFIC STOP	Marie Ua	02/05/2025
EVT250205-0003	GONE ON ARRIVAL	REFUSE TO TRANSPORT	Marie Ua	02/05/2025
EVT250205-0004	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	02/05/2025
EVT250205-0005	VERBAL WARNING	TRAFFIC STOP	Marie Ua	02/05/2025
EVT250205-0006	UPT TARGETED ENFORCEMENT	UPT	Marie Ua	02/05/2025
EVT250205-0007	HANDLED BY OTHER AGENCY	ACCIDENT	Marie Ua	02/05/2025
EVT250205-0008	VERBAL WARNING	TRAFFIC STOP	Marie Ua	02/05/2025
EVT250205-0009	CITATION ISSUED	TRAFFIC STOP	Marie Ua	02/05/2025
EVT250205-0010	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	02/05/2025
EVT250206-0002	UPT TARGETED ENFORCEMENT	UPT	Marie Ua	02/06/2025
EVT250206-0003	UNFOUNDED	TRAFFIC STOP	Marie Ua	02/06/2025
EVT250206-0004	UPT TARGETED ENFORCEMENT	UPT	Marie Ua	02/06/2025
EVT250206-0005	CITATION ISSUED	TRAFFIC STOP	Marie Ua	02/06/2025
EVT250206-0006	CITATION ISSUED	TRAFFIC STOP	Marie Ua	02/06/2025
EVT250206-0008	UPT TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	02/06/2025
EVT250206-0010	CITATION ISSUED	TRAFFIC STOP	Marie Ua	02/06/2025
EVT250206-0012	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	02/06/2025
EVT250206-0013	CITATION ISSUED	TRAFFIC STOP	Marie Ua	02/06/2025
EVT250209-0017	ACCIDENT		Marie Ua	02/10/2025
EVT250209-0018	BUMPER TAP INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/10/2025
EVT250210-0001	ACCIDENT	ACCIDENT	Marie Ua	02/10/2025
EVT250210-0002	BUMPER TAP LOG NOTE ONLY		Marie Ua	02/10/2025
EVT250210-0003	REFER TO CAB COMPANY	POOR SERVICE	Marie Ua	02/10/2025
EVT250210-0004	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/10/2025
EVT250210-0005	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/10/2025
EVT250210-0006	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	02/10/2025
EVT250210-0007	TARGETED ENFORCEMENT		Marie Ua	02/10/2025
EVT250212-0001	LOG NOTE ONLY	SICK CALL	Marie Ua	02/12/2025
EVT250212-0002	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	02/12/2025
EVT250212-0003	LOG NOTE ONLY	SICK CALL	Marie Ua	02/12/2025
EVT250212-0004	PUBLIC REQUEST	PUBLIC REQUEST	Marie Ua	02/12/2025
EVT250212-0007	CITATION ISSUED	TRAFFIC PROBLEM	Marie Ua	02/12/2025
EVT250212-0008	PUBLIC REQUEST	PUBLIC REQUEST	Marie Ua	02/12/2025

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT250212-0020	ADMINISTRATIVE DETAIL	SPECIAL ASSIGNMENT	Marie Ua	02/12/2025
EVT250212-0025	INVESTIGATIVE FOLLOW UP	INVEST FOLLOW UP	Marie Ua	02/12/2025
EVT250213-0006	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	02/13/2025
EVT250213-0007	CITATION ISSUED	TRAFFIC STOP	Marie Ua	02/13/2025
EVT250218-0001	ASSIGNED TO INVESTIGATOR	COMPLAINT	Marie Ua	02/18/2025
EVT250218-0002	REPORT TAKEN	RECKLESS DRIVING	Marie Ua	02/18/2025
EVT250218-0003	NO RESPONSE	L.H.	Marie Ua	02/18/2025
EVT250218-0004	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	02/18/2025
EVT250218-0005	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	02/18/2025
EVT250218-0006	ASSIGNED TO INVESTIGATOR	UPT CALLS	Marie Ua	02/18/2025
EVT250223-0011	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/24/2025
EVT250224-0001	LOG NOTE ONLY		Marie Ua	02/24/2025
EVT250224-0002	LOG NOTE ONLY		Marie Ua	02/24/2025
EVT250224-0003	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/24/2025
EVT250224-0004	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/24/2025
EVT250224-0005	LOG NOTE ONLY		Marie Ua	02/24/2025
EVT250224-0006	ASSIGNED TO INVESTIGATOR	ASSIST	Marie Ua	02/24/2025
EVT250224-0007	REFERRED TO OTHER AGENCY	ASSIST	Marie Ua	02/24/2025
EVT250224-0008	ASSIGNED TO INVESTIGATOR	TRAFFIC PROBLEM	Marie Ua	02/24/2025
EVT250224-0009	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	02/24/2025
EVT250224-0010	LOG NOTE ONLY		Marie Ua	02/24/2025
EVT250224-0011	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/24/2025
EVT250224-0012	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	02/24/2025
EVT250224-0013	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/24/2025
EVT250224-0030	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/25/2025
EVT250225-0001	LOG NOTE ONLY	SICK CALL	Marie Ua	02/25/2025
EVT250225-0002	CITATION ISSUED	FARE DISPUTE	Marie Ua	02/25/2025
EVT250225-0003	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	02/25/2025
EVT250225-0004	LOG NOTE ONLY	SICK CALL	Marie Ua	02/25/2025
EVT250225-0005	INSPECTED VEHICLE	ACCIDENT	Marie Ua	02/25/2025
EVT250225-0006	LACK OF EVIDENCE	COMPLAINT	Marie Ua	02/25/2025
EVT250407-0005	LOG NOTE ONLY	COMPLAINT	Marie Ua	04/07/2025

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT250407-0006	ADVISED	ASSIST	Marie Ua	04/07/2025
EVT250412-0008	NO RESPONSE	FARE DISPUTE	Marie Ua	04/12/2025
EVT250412-0009	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	04/12/2025
EVT250412-0010	VERBAL WARNING	TRAFFIC STOP	Marie Ua	04/12/2025
EVT250412-0011	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	04/12/2025
EVT250412-0012	MRO	TRAFFIC STOP	Marie Ua	04/12/2025
EVT250412-0013	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	04/12/2025
EVT250412-0014	VERBAL WARNING	TRAFFIC STOP	Marie Ua	04/12/2025
EVT250412-0015	VERBAL WARNING	TRAFFIC STOP	Marie Ua	04/12/2025
EVT250412-0016	CITATION ISSUED	TRAFFIC STOP	Marie Ua	04/12/2025
EVT250412-0017	MRO	TRAFFIC STOP	Marie Ua	04/12/2025
EVT250412-0018	INSPECTED VEHICLE	ACCIDENT	Marie Ua	04/12/2025
EVT250412-0019	INSPECTED VEHICLE	ACCIDENT	Marie Ua	04/12/2025
EVT250412-0020	INSPECTED VEHICLE	ACCIDENT	Marie Ua	04/12/2025
EVT250412-0021	VERBAL WARNING	TRAFFIC STOP	Marie Ua	04/12/2025
EVT250412-0022	VERBAL WARNING	TRAFFIC STOP	Marie Ua	04/12/2025
EVT250412-0023	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	04/12/2025
EVT250412-0024	VERBAL WARNING	TRAFFIC STOP	Marie Ua	04/12/2025
EVT250412-0025	CITATION ISSUED	TRAFFIC STOP	Marie Ua	04/12/2025
EVT250412-0026	VERBAL WARNING	TRAFFIC STOP	Marie Ua	04/12/2025
EVT250412-0027	CITATION ISSUED	TRAFFIC STOP	Marie Ua	04/12/2025
EVT250412-0028	IMPOUND - UPT		Marie Ua	04/12/2025
EVT250412-0029	CITATION ISSUED	TRAFFIC STOP	Marie Ua	04/12/2025
EVT250412-0030	LOG NOTE ONLY	UPT CALLS	Marie Ua	04/12/2025
EVT250412-0031	LOG NOTE ONLY	UPT CALLS	Marie Ua	04/12/2025
EVT250412-0032	CITATION ISSUED	TRAFFIC STOP	Marie Ua	04/12/2025
EVT250412-0033	INSPECTED VEHICLE	ACCIDENT	Marie Ua	04/12/2025
EVT250413-0023	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	04/14/2025
EVT250413-0024	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	04/14/2025
EVT250414-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	04/14/2025
EVT250414-0002	INSPECTED VEHICLE	ACCIDENT	Marie Ua	04/14/2025
EVT250414-0035	INSPECTED VEHICLE	ACCIDENT	Marie Ua	04/15/2025
EVT250414-0036	Closed	DEFRAUD	Marie Ua	04/15/2025
EVT250428-0023	NO RESPONSE	UPT CALLS	Marie Ua	04/28/2025
EVT250428-0024	LACK OF EVIDENCE	FLAT RATE COMPLAINT	Marie Ua	04/28/2025
EVT250428-0027	NO RESPONSE	COMPLAINT	Marie Ua	04/28/2025
EVT250513-0006	ASSIGNED TO INVESTIGATOR	COMPLAINT	Marie Ua	05/13/2025
EVT250515-0002	NO RESPONSE	FARE DISPUTE	Marie Ua	05/15/2025
EVT250520-0004	Closed	POOR SERVICE	Marie Ua	05/20/2025
EVT250610-0001	ASSIGNED TO INVESTIGATOR	UPT CALLS	Marie Ua	06/10/2025
EVT250610-0009	MRO	TRAFFIC STOP	Marie Ua	06/10/2025

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EVT250610-0010	CITATION ISSUED	TRAFFIC STOP	Marie Ua	06/10/2025
EVT250625-0002	ASSIGNED TO INVESTIGATOR	TRAFFIC PROBLEM	Marie Ua	06/25/2025
EVT250625-0023	TARGETED ENFORCEMENT		Marie Ua	06/25/2025
EVT250626-0006	REFER TO OTHER AGENCY	DIVERSION	Marie Ua	06/26/2025
EVT250626-0016	VERBAL WARNING	TRAFFIC STOP	Marie Ua	06/26/2025
EVT250701-0001	ASSIGNED TO INVESTIGATOR	UPT CALLS	Marie Ua	07/01/2025
EVT250701-0003	ASSIGNED TO INVESTIGATOR	UPT CALLS	Marie Ua	07/01/2025
EVT250707-0001	LOG NOTE ONLY		Marie Ua	07/07/2025
EVT250707-0002	LOG NOTE ONLY	COMPLAINT	Marie Ua	07/07/2025
EVT250707-0003	LOG NOTE ONLY		Marie Ua	07/07/2025
EVT250707-0004	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	07/07/2025
EVT250707-0005	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/07/2025
EVT250707-0006	DUPLICATE CALL	DUPLICATE CALL	Marie Ua	07/07/2025
EVT250707-0007	NO RESPONSE	COMPLAINT	Marie Ua	07/07/2025
EVT250707-0008	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	07/07/2025
EVT250708-0003	ASSIGNED TO INVESTIGATOR	UPT CALLS	Marie Ua	07/08/2025
EVT250710-0010	LACK OF EVIDENCE	L.H.	Marie Ua	07/10/2025
EVT250711-0001	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	07/11/2025
EVT250711-0002	REFER TO CAB COMPANY	LOST PROPERTY	Marie Ua	07/11/2025
EVT250711-0003	INSPECTED VEHICLE	FOUND DAMAGE TO CAB	Marie Ua	07/11/2025
EVT250711-0004	CITATION ISSUED	TRAFFIC STOP	Marie Ua	07/11/2025
EVT250711-0005	CITATION ISSUED	TRAFFIC STOP	Marie Ua	07/11/2025
EVT250711-0006	CITATION ISSUED	TRAFFIC STOP	Marie Ua	07/11/2025
EVT250711-0007	UNFOUNDED	L.H.	Marie Ua	07/11/2025
EVT250711-0008	INSPECTED VEHICLE	FOUND DAMAGE TO CAB	Marie Ua	07/11/2025
EVT250712-0001	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	07/12/2025
EVT250712-0002	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/12/2025
EVT250712-0003	REFER TO CAB COMPANY	COMPLAINT	Marie Ua	07/12/2025
EVT250712-0004	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	07/12/2025
EVT250712-0005	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	07/12/2025
EVT250712-0006	INSPECTED VEHICLE	FOUND DAMAGE TO CAB	Marie Ua	07/12/2025
EVT250713-0001	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	07/13/2025
EVT250713-0002	TARGETED ENFORCEMENT		Marie Ua	07/13/2025

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EVT250713-0003	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/13/2025
EVT250713-0004	ACCIDENT BUMPER TAP		Marie Ua	07/13/2025
EVT250713-0005	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/13/2025
EVT250713-0006	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	07/13/2025
EVT250713-0007	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	07/13/2025
EVT250713-0008	DISPATCH CANCELLED	L.H.	Marie Ua	07/13/2025
EVT250713-0009	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/13/2025
EVT250714-0002	REPORT TAKEN	UPT CALLS	Marie Ua	07/14/2025
EVT250722-0023	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	07/22/2025
EVT250724-0002	HANDLED BY DISPATCH	COMPLAINT	Marie Ua	07/24/2025
EVT250728-0001	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	07/28/2025
EVT250728-0002	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	07/28/2025
EVT250728-0003	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	07/28/2025
EVT250728-0004	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	07/28/2025
EVT250728-0005	TARGETED ENFORCEMENT	UPT	Marie Ua	07/28/2025
EVT250728-0006	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/28/2025
EVT250728-0007	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	07/28/2025
EVT250728-0008	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	07/28/2025
EVT250728-0009	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	07/28/2025
EVT250728-0010	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/28/2025
EVT250728-0011	VERBAL WARNING	ASSAULT	Marie Ua	07/28/2025
EVT250728-0012	VERBAL WARNING	TRAFFIC STOP	Marie Ua	07/28/2025
EVT250728-0013	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	07/28/2025
EVT250730-0001	HANDLED BY DISPATCH	UPT	Marie Ua	07/30/2025
EVT250730-0003	HANDLED BY DISPATCH	UPT	Marie Ua	07/30/2025
EVT250730-0004	LACK OF EVIDENCE	UPT	Marie Ua	07/30/2025
EVT250730-0005	Open	UPT	Marie Ua	07/30/2025
EVT250730-0006	Open	UPT	Marie Ua	07/30/2025
EVT250730-0007	HANDLED BY DISPATCH	COMPLAINT	Marie Ua	07/30/2025
EVT250730-0009	HANDLED BY DISPATCH	UPT	Marie Ua	07/30/2025

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EVT250730-0010	LACK OF EVIDENCE	UPT	Marie Ua	07/30/2025
EVT250730-0011	LACK OF EVIDENCE	UPT	Marie Ua	07/30/2025
EVT250730-0012	LACK OF EVIDENCE	UPT	Marie Ua	07/30/2025
EVT250730-0013	REPORT TAKEN	UPT	Marie Ua	07/30/2025
EVT250731-0020	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/31/2025
EVT250731-0027	INSPECTED VEHICLE	ACCIDENT	Marie Ua	07/31/2025
EVT250804-0003	LACK OF EVIDENCE	UPT	Marie Ua	08/04/2025
EVT250804-0004	HANDLED BY DISPATCH/REFERRED T	LONG ROUTE	Marie Ua	08/04/2025
EVT250807-0005	DISREGARD INCIDENT	COMPLAINT	Marie Ua	08/07/2025
EVT250810-0023	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/10/2025
EVT250810-0024	Closed	COMPLAINT	Marie Ua	08/10/2025
EVT250812-0024	INSPECTED VEHICLE	ACCIDENT	Marie Ua	08/12/2025
EVT250813-0012	VERBAL WARNING	TRAFFIC STOP	Marie Ua	08/13/2025
EVT250813-0013	VERBAL WARNING	TRAFFIC STOP	Marie Ua	08/13/2025
EVT250813-0014	VERBAL WARNING	TRAFFIC STOP	Marie Ua	08/13/2025
EVT250813-0015	VERBAL WARNING	TRAFFIC STOP	Marie Ua	08/13/2025
EVT250814-0016	NO ACTION	UPT	Marie Ua	08/14/2025
EVT250902-0007	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	09/02/2025
EVT250902-0018	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/02/2025
EVT250902-0019	REPORT TAKEN	UPT	Marie Ua	09/02/2025
EVT250911-0027	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/11/2025
EVT250911-0028	REPORT TAKEN	UPT CALLS	Marie Ua	09/11/2025
EVT250911-0030	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/11/2025
EVT250911-0032	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/11/2025
EVT250911-0033	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/11/2025
EVT250912-0018	TARGETED ENFORCEMENT	UPT	Marie Ua	09/12/2025
EVT250912-0019	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/12/2025
EVT250912-0020	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/12/2025
EVT250912-0021	CITATION ISSUED	REFUSE TO TRANSPORT	Marie Ua	09/12/2025
EVT250912-0022	TARGETED ENFORCEMENT		Marie Ua	09/12/2025
EVT250912-0023	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	09/12/2025
EVT250912-0024	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	09/12/2025
EVT250912-0025	NO RESPONSE	COMPLAINT	Marie Ua	09/12/2025

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EVT250912-0026	ASSIGNED TO INVESTIGATOR	ASSIST	Marie Ua	09/12/2025
EVT250912-0027	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/12/2025
EVT250912-0028	MRO	TRAFFIC STOP	Marie Ua	09/12/2025
EVT250912-0029	TARGETED ENFORCEMENT	UPT	Marie Ua	09/12/2025
EVT250912-0030	IMPOUND - UPT	UPT	Marie Ua	09/12/2025
EVT250912-0031	CITATION ISSUED	TRAFFIC STOP	Marie Ua	09/12/2025
EVT250912-0032	CITATION ISSUED	TRAFFIC STOP	Marie Ua	09/12/2025
EVT250912-0033	VERBAL WARNING	TRAFFIC STOP	Marie Ua	09/12/2025
EVT250912-0034	CITATION ISSUED	TRAFFIC STOP	Marie Ua	09/12/2025
EVT250912-0035	CITATION ISSUED	TRAFFIC STOP	Marie Ua	09/12/2025
EVT250912-0036	TARGETED ENFORCEMENT	UPT	Marie Ua	09/12/2025
EVT250912-0037	IMPOUND - UPT	UPT	Marie Ua	09/12/2025
EVT250912-0038	UPT TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	09/12/2025
EVT250912-0039	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	09/12/2025
EVT250912-0040	INVESTIGATIVE FOLLOW UP	INVEST FOLLOW UP	Marie Ua	09/12/2025
EVT250912-0041	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/12/2025
EVT250912-0042	INSPECTED VEHICLE	ACCIDENT	Marie Ua	09/12/2025
EVT250929-0016	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	09/29/2025
EVT250929-0024	LOG NOTE ONLY	L.H.	Marie Ua	09/29/2025
EVT251013-0037	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	10/14/2025
EVT251014-0001	LOG NOTE ONLY		Marie Ua	10/14/2025
EVT251014-0005	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	10/14/2025
EVT251014-0007	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/14/2025
EVT251014-0012	VERBAL WARNING	TRAFFIC STOP	Marie Ua	10/14/2025
EVT251014-0013	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	10/14/2025
EVT251014-0014	CITATION ISSUED	TRAFFIC STOP	Marie Ua	10/14/2025
EVT251014-0016	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	10/14/2025
EVT251015-0009	HANDLED BY DISPATCH/REFERRED T	REFUSE TO TRANSPORT	Marie Ua	10/15/2025
EVT251016-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/16/2025
EVT251016-0002	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/16/2025
EVT251016-0003	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	10/16/2025
EVT251016-0004	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	10/16/2025
EVT251016-0005	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	10/16/2025
EVT251016-0006	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	10/16/2025

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT251016-0007	ACCIDENT	ACCIDENT	Marie Ua	10/16/2025
EVT251016-0008	BUMPER TAP TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	10/16/2025
EVT251016-0009	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/16/2025
EVT251016-0010	ASSIGNED TO INVESTIGATOR	REFUSE TO TRANSPORT	Marie Ua	10/16/2025
EVT251016-0011	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	10/16/2025
EVT251016-0012	CITATION ISSUED	TRAFFIC STOP	Marie Ua	10/16/2025
EVT251016-0013	ASSIGNED TO INVESTIGATOR	REFUSE TO TRANSPORT	Marie Ua	10/16/2025
EVT251016-0014	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	10/16/2025
EVT251016-0015	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/16/2025
EVT251016-0016	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/16/2025
EVT251016-0017	REPORT TAKEN		Marie Ua	10/16/2025
EVT251016-0018	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/16/2025
EVT251016-0019	HANDLED BY DISPATCH	COMPLAINT	Marie Ua	10/16/2025
EVT251016-0020	RECOVERED	LOST PROPERTY	Marie Ua	10/16/2025
EVT251016-0021	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	10/16/2025
EVT251016-0022	Open	PUBLIC REQUEST	Marie Ua	10/16/2025
EVT251016-0023	ASSIGNED TO INVESTIGATOR	COMPLAINT	Marie Ua	10/16/2025
EVT251017-0001	LOG NOTE ONLY	LOST PROPERTY	Marie Ua	10/17/2025
EVT251017-0002	HANDLED BY OTHER AGENCY	DEFRAUD	Marie Ua	10/17/2025
EVT251017-0003	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	10/17/2025
EVT251017-0004	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	10/17/2025
EVT251017-0005	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	10/17/2025
EVT251017-0006	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	10/17/2025
EVT251017-0007	HANDLED BY DISPATCH/RECOVERED	LOST PROPERTY	Marie Ua	10/17/2025
EVT251017-0008	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/17/2025
EVT251017-0009	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/17/2025
EVT251017-0010	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	10/17/2025
EVT251017-0011	ASSIGNED TO INVESTIGATOR	COMPLAINT	Marie Ua	10/17/2025
EVT251017-0012	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/17/2025

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT251017-0013	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	10/17/2025
EVT251017-0014	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	10/17/2025
EVT251017-0017	TARGETED ENFORCEMENT		Marie Ua	10/17/2025
EVT251017-0018	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	10/17/2025
EVT251017-0020	VERBAL WARNING	TRAFFIC STOP	Marie Ua	10/17/2025
EVT251017-0021	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	10/17/2025
EVT251020-0001	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/20/2025
EVT251020-0002	LOG NOTE ONLY		Marie Ua	10/20/2025
EVT251020-0003	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/20/2025
EVT251020-0004	ASSIGNED TO INVESTIGATOR	POOR SERVICE	Marie Ua	10/20/2025
EVT251020-0005	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	10/20/2025
EVT251020-0006	VERBAL WARNING	TRAFFIC STOP	Marie Ua	10/20/2025
EVT251020-0007	INVESTIGATIVE FOLLOW UP	ADMINISTRATIVE	Marie Ua	10/20/2025
EVT251020-0008	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/20/2025
EVT251020-0009	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/20/2025
EVT251020-0010	HANDLED BY DISPATCH/REFERRED T	POOR SERVICE	Marie Ua	10/20/2025
EVT251020-0011	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	10/20/2025
EVT251020-0012	INSPECTED VEHICLE	ACCIDENT	Marie Ua	10/20/2025
EVT251020-0013	RECOVERED	LOST PROPERTY	Marie Ua	10/20/2025
EVT251020-0014	SETTLED AT SCENE		Marie Ua	10/20/2025
EVT251021-0001	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	10/21/2025
EVT251021-0002	HANDLED BY DISPATCH/REFERRED T	DEFRAUD	Marie Ua	10/21/2025
EVT251021-0003	LOG NOTE ONLY		Marie Ua	10/21/2025
EVT251021-0004	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	10/21/2025
EVT251021-0005	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	10/21/2025
EVT251021-0006	MRO	FIGHT	Marie Ua	10/21/2025
EVT251021-0007	CITATION ISSUED	TRAFFIC STOP	Marie Ua	10/21/2025
EVT251021-0008	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	10/21/2025
EVT251021-0009	CITATION ISSUED	TRAFFIC STOP	Marie Ua	10/21/2025
EVT251021-0010	CITATION ISSUED	TRAFFIC STOP	Marie Ua	10/21/2025

Event Number	Disposition	Actual Call	Created By	Opened Date
EVT251021-0011	REFER TO CAB COMPANY	COMPLAINT	Marie Ua	10/21/2025
EVT251021-0012	TARGETED ENFORCEMENT		Marie Ua	10/21/2025
EVT251021-0013	VERBAL WARNING	TRAFFIC STOP	Marie Ua	10/21/2025
EVT251021-0014	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	10/21/2025
EVT251021-0015	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	10/21/2025
EVT251021-0016	CITATION ISSUED	TRAFFIC STOP	Marie Ua	10/21/2025
EVT251021-0018	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	10/21/2025
EVT251022-0001	HANDLED BY DISPATCH		Marie Ua	10/22/2025
EVT251022-0002	SETTLED AT SCENE	FARE DISPUTE	Marie Ua	10/22/2025
EVT251022-0003	HANDLED BY DISPATCH/REFERRED T	FARE DISPUTE	Marie Ua	10/22/2025
EVT251022-0004	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	10/22/2025
EVT251022-0005	ACCIDENT BUMPER TAP	ACCIDENT	Marie Ua	10/22/2025
EVT251022-0006	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	10/22/2025
EVT251022-0007	HANDLED BY DISPATCH/REFERRED T	LOST PROPERTY	Marie Ua	10/22/2025
EVT251022-0008	CITATION ISSUED	TRAFFIC STOP	Marie Ua	10/22/2025
EVT251022-0009	VERBAL WARNING	TRAFFIC STOP	Marie Ua	10/22/2025
EVT251022-0010	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	10/22/2025
EVT251022-0011	MRO	ACCIDENT	Marie Ua	10/22/2025
EVT251022-0012	MRO	TRAFFIC STOP	Marie Ua	10/22/2025
EVT251022-0013	TARGETED ENFORCEMENT	TARGETED ENFORCEMENT	Marie Ua	10/22/2025
EVT251022-0015	ASSIGNED TO INVESTIGATOR	L.H.	Marie Ua	10/22/2025

Find... 1 of 1 100%

Group Tree

- Adam Teti
- AJ Scott
- Anthony Garcia
- Bee Gallagher
- Danielle Hufstetler
- DeeAnn Shapiro-Landman
- Dillon Meeks
- Evan Schneider
- Frank Kempski
- Gabriel Delapenia
- Grant Mitchell
- James Miller
- John Justice
- Jonathan Huynh
- Josie Martin
- Lansen DeCosta
- Linda Humphreys
- Manuel Sigarroa
- Marie Ua
- Michelle Campbell
- Mike House
- Paula Bennett
- Rachael Plum
- Raul Diaz
- Rene Dominguez
- Richard Kolstad
- Shelley Carrillo

Main Report

Employee Report

1/1/2024 through 12/31/2024

Employee	OSN Issued	24HR Issued	Annual Accident	Annual Inspection	Annual Complaint	Cleared 24	Cleared OSN	Meter Seal	New Cab	Other	Scene Inspection	Site Inspection
Adam Teti	0	1	0	0	0	0	0	0	0	0	1	0
AJ Scott	1	0	1	0	0	0	0	0	0	0	0	0
Anthony Garcia	440	437	516	710	9	881	416	81	130	0	4	34
Bee Gallagher	0	0	1	0	0	0	0	0	0	0	0	0
Danielle Hufstetler	0	0	290	0	1	0	0	0	0	0	0	0
DeeAnn Shapiro-Landman	0	0	183	0	0	0	0	0	0	0	0	0
Dillon Meeks	8	11	15	0	0	2	0	0	0	0	10	0
Evan Schneider	4	1	6	0	0	0	0	0	0	0	3	0
Frank Kempski	17	72	11	0	0	0	0	0	0	0	80	0
Gabriel Delapenia	14	16	11	0	0	0	0	0	0	0	23	0
Grant Mitchell	7	5	10	0	0	0	0	0	0	0	4	0
James Miller	44	5	18	0	1	0	0	0	0	0	33	0
John Justice	594	677	660	1,015	5	655	772	72	172	0	101	88
Jonathan Huynh	7	9	13	0	0	0	2	0	0	0	10	0
Josie Martin	0	0	20	0	0	0	0	0	0	0	0	0
Lansen DeCosta	12	13	17	0	0	0	0	0	0	0	14	0
Linda Humphreys	0	1	270	0	0	0	0	0	0	0	1	0
Manuel Sigarroa	1	28	1	0	0	0	0	0	0	0	29	0
Marie Ua	0	1	212	0	1	0	0	0	0	0	0	0
Michelle Campbell	2	1	4	0	0	0	0	0	0	0	0	0
Mike House	495	620	488	914	5	395	356	64	229	0	23	56
Paula Bennett	8	16	8	0	0	2	1	0	0	0	20	0
Rachael Plum	6	5	9	0	1	0	1	0	0	0	6	0
Raul Diaz	31	23	3	0	0	0	0	0	0	0	55	0
Rene Dominguez	4	3	10	0	1	0	0	0	0	0	2	0
Richard Kolstad	441	50	470	682	10	215	461	57	138	0	5	4
Shelley Carrillo	0	0	100	0	0	0	0	0	0	0	0	0
Total:	**2,136**	**1,995**	**3,347**	**3,321**	**34**	**2,150**	**2,009**	**274**	**669**	**0**	**424**	**182**

Monday, October 27, 2025

Find... 1 of 1 100%

Group Tree

Anthony Garcia
Bee Gallagher
Danielle Hufstetler
Dillon Meeks
Evan Schneider
Frank Kempski
Gabriel Delapenia
Grant Mitchell
James Miller
John Justice
Jonathan Huynh
Lansen DeCosta
Linda Humphreys
Manuel Sigarroa
Marie Ua
Michelle Campbell
Mike House
Paula Bennett
Rachael Plum
Raul Diaz
Rene Dominguez
Richard Kolstad
Shelley Carrillo

Main Report

Employee Report

1/1/2025 through 12/31/2025

Employee	OSN Issued	24HR Issued	Annual Accident	Annual Inspection	Annual Complaint	Cleared 24	Cleared OSN	Meter Seal	New Cab	Other	Scene Inspection	Site Inspection
Anthony Garcia	415	400	458	1,091	2	463	505	107	152	0	1	19
Bee Gallagher	0	0	152	0	0	0	0	0	0	0	0	0
Danielle Hufstetler	0	0	328	0	1	0	0	0	0	0	0	0
Dillon Meeks	14	30	11	0	1	0	2	0	0	0	38	0
Evan Schneider	2	1	4	0	0	0	0	0	0	0	1	0
Frank Kempski	17	58	10	0	0	0	2	0	0	0	69	0
Gabriel Delapenia	4	6	1	0	0	0	0	0	0	0	10	0
Grant Mitchell	0	0	2	0	0	0	0	0	0	0	0	0
James Miller	19	1	7	0	1	0	0	0	0	0	14	0
John Justice	459	389	653	902	3	500	631	84	326	0	44	39
Jonathan Huynh	5	10	5	0	0	0	0	0	0	0	12	0
Lansen DeCosta	6	11	5	0	0	0	0	0	0	0	14	0
Linda Humphreys	0	0	120	0	0	0	0	0	0	0	0	0
Manuel Sigarroa	0	27	0	0	0	0	0	0	0	0	26	0
Marie Ua	0	1	33	0	0	0	0	0	0	0	0	0
Michelle Campbell	22	39	16	0	0	0	1	0	0	0	55	0
Mike House	450	582	486	940	2	453	252	53	215	0	12	22
Paula Bennett	4	8	3	0	0	1	0	0	0	0	10	0
Rachael Plum	20	60	12	0	1	0	2	0	0	0	70	0
Raul Diaz	22	33	2	0	0	0	0	0	0	0	53	0
Rene Dominguez	6	0	4	0	1	0	0	0	0	0	4	0
Richard Kolstad	136	21	271	41	2	82	79	1	1	0	2	0
Shelley Carrillo	0	1	230	0	0	0	0	0	0	0	0	0
Total:	**1,601**	**1,678**	**2,813**	**2,974**	**14**	**1,499**	**1,474**	**245**	**694**	**0**	**435**	**80**

Monday, October 27, 2025

JOE LOMBARDO
Governor

STATE OF NEVADA

DR. KRISTOPHER SANCHEZ
Director

TODD PARK
Interim Administrator

DEPARTMENT OF BUSINESS AND INDUSTRY
TAXICAB AUTHORITY

MEMORANDOM

DISPATCH TRAINING PHASES

Phase One:
HR Orientation
Ride-along Investigator
Ride-along Vehicle Inspector
Sit-along Front Office
Sit-along Court
Sit-along Board Meeting
Office tour and Staff Introduction
Introduction to Industry

Phase Two:
NCIC/NCJIS
Post Dispatch Training

Phase Three:
Call taking

Phase Four:
Dispatching Radio
NCIC/NCJIS (Hands on)

Phase Five:

Observed by Supervisor (1-2 Weeks)

Las Vegas: 2090 E. Flamingo Road, Suite 200 Las Vegas, Nevada 89119 - Telephone (702) 668-4000 - Fax (702) 668-4009
http://taxi.state.nv.us

UPT File Prep

1. Open Accela and click on Record
2. Search for UPT record
3. Go to Violations-Court Details to add hearing date and time
    a. Court Dates
    b. + to add
    c. Hearing, date, time
    d. Click DAG Required box
    e. Click Save
4. Open Master impound log: S:\Legal Secretary\IMPOUNDS\MASTER IMPOUND LIST - USE THIS ONE.xlsx
    a. Add impound to list, following sequential order of impounds, save this document
5. Create impound file: S:\Legal Secretary\IMPOUNDS
    a. Name the file: Impound # Last name, First name
6. Click on 1st Hearing letters file (at the top)
    a. Click on TA156 ImpHrng (10-17v2) – NO CITATION
        i. Fill out the following: **RESPONDENT | HEARING DATE AND TIME | PERMIT # | EVENT # | NOV # |** NRS will always be **706.88395**
        ii. FINE AMOUNT, CASHIER and RECEIPT # will be left blank
    b. Save the hearing form you just created under the newly created impound file > Print this form on the color printer (2 copies).
7. Click on Tow yard release letters > Find the tow company used for the impound and open that file > Fill out the **highlighted** information on the sample below:

(March 6, 2020)

(Quality Towing)
(2024 Losee Road)
(North Las Vegas, NV 89030)

RE: Impound # (160816-014) Citation # (8-00051903)

Dear Sir/Madam:

This letter affirms that you may release to (registered owner's name or his/her representative), the (YEAR Color Make Model), VIN # (Enter VIN), (State) License # (License Plate #). This vehicle was impounded on (impound date), under Stock No. (#######), at the request of the Nevada Taxicab Authority.

(Registered owner's name or his/her representative) will pay (Tow Co. Name) the accrued tow and storage charges.

Sincerely,

Patty Walsh
Deputy Attorney General

Distribution: Agency Read File
Master File
Investigator

8. Please make sure to customize the letter for the appropriate **DAG** that will be hearing the case > Save the tow yard release letter you just created under the newly created impound file > **Print** 1 copy in color
    a. If the DAG is appearing telephonically, you will email this completed form to them so they may sign it and return it to you prior to the hearing.
9. In Accela, click on  ALL PAGES > Click on Report 1 under REPORTS
    a. Click on Court > Click on Daily Court Calendar > Enter the **date** of the hearing >Click enter
    b. This will pull up the court calendar for the hearing(s). Print two copies of the calendar. Hand-write the respondents name next to **Name:** on both sheets and assigned **TA#**.
    c. Give one copy of the calendar to the Hearing Officer

10. Create a calendar invite on the Court Calendar in your Outlook Calendar
    a. Look under Other Calendars > Make sure **TA Hearings** box is clicked
    b. Click on correct date
    c. Add the following information under Title making sure to customize with the correct information: **IMPOUND: SGT. CASERES / R/O: KHERA, BARKAT / EVT#210311-0013 / UPT21-00011**
    d. Click on **start time** and add correct start time. *Allow 90 minutes* for each UPT hearing. > **Location** will be TA Courtroom
    e. Click on Invite Attendees > Add the following as Required:
        i. Hearing Officer | DAG | Lead Investigator| Yourself
        ii. Add the following as Optional: Secondary Investigators > Click Send
11. Create the file folder
    a. On the court file folder, next to **T.A. Permit #**: add the permit # that was assigned to the UPT using a black Sharpie, following by the **EVT #** and the registered owners **(R/O) name**:
        i. EXAMPLE: ***TA #00267 UPT 21-00014 Last name, First name***
    b. Outside file - On the first line, you will enter the Hearing date and time, the Investigators name and the UPT # in the following colors: **Hearing 03/15/2021 @ 3:00pm Caseres NOV 21-00014**
12. On the inside left cover write the TA # in black Sharpie, Add the **Event #, UPT#** and **Date of Violation** in green, The NRS/NAC will always be **706.88395** with the word **Impound** in the box below it, in green.
13. Write the Permit # that was assigned to the UPT on the front and back of the tab of the folder in black.
14. Place the two letters (Notice of fine & Release letter) you have created for the hearing in the folder.
15. Once you receive the report, ensure that it is the original report and that it is signed by both he Investigator and the Chief Investigator.
16. **Scan** this document in and **send** it to your email.
    a. Attach REPORT to UPT record in Accela under - **DOCUMENTS**
    b. Once you receive this in your email, please save it as the UPT number and then **email it to the DAG only**.
        i. If the DAG is appearing telephonically, please include the tow yard release letter in your email. The DAG will sign this copy of the letter and return it to you. You will then need to print it in color and place it in the file.
        ii. The DAG may also have you print a second copy of the last page of the report (NOTICE OF HEARING REGARDING IMPOUNDING VEHICLE) to admit as evidence during the hearing. Please have a separate copy of this in the file as well.
17. Print 3 color copies of the report. Stamp the original and the 3 copies as such.
    a. Place all 4 copies in the file.
18. Place any documents the Investigator gives you behind the documents you provided in the file. There will most likely be the original **drivers registration** and **insurance information**. This information will **ALWAYS** be returned to the driver after the hearing, no matter the outcome, and even if the fine has NOT been paid.

ANY DOCUMENTATION IN THE FILE THAT HAS TO DO WITH CRIMINAL BACKGROUND HISTORY IS RETURNED TO THE INVESTIGATOR AFTER THE HEARING AND NEVER SCANNED IN OR KEPT IN THE FILE.

Vdr Bumper Taps

Search cab number

Find you inspection

Click on your inspection

Go into inspection details

Status – no Visual Damage

Current Department-Dispatch

Current User- Your name

Result Comments- bumper tap no damage

Hit save

Go to checklist

Click on Vehicle Inspection checklist

Department-Dispatch

Inspector Current User-Your Name

At bottom click on Vehicle Check List

Make sure Event number and TA is there?

Check box Visual Inspection Only

Go all the way down to attachments.

Click on it

File upload.

Select TA DISPATCH

Select BUMPER TAP

Document name – EMAILED PHOTOS

Click on ADD

Find you photo in the S-Drive

Use the Ctrl key to highlight only the photos.

Once Highlighted click open.

Once there hit save (this window will close)

Hit save again on the checklist page.

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Click on ADD

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Once there hit save (this window will close)

Hit save again on the checklist page.

Accela Basics

PRODUCTION - https://av.accela.com

SUPPORT - https://av.supp.accela.com (testing only)

Login – Your agency is always NVGOV

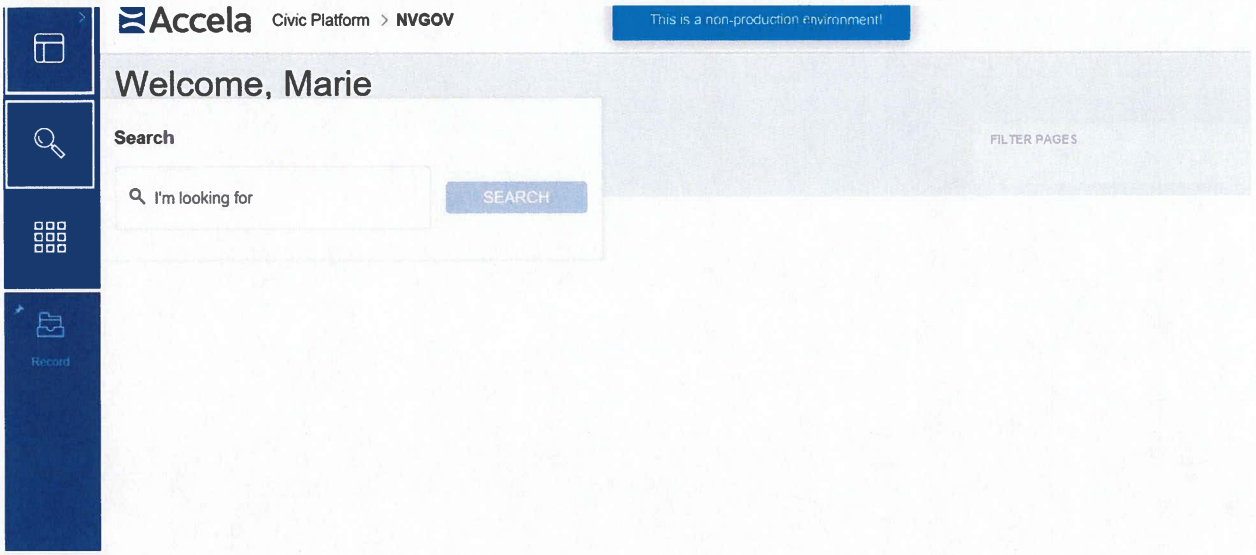
Username is NOT case sensitive

Password is case sensitive

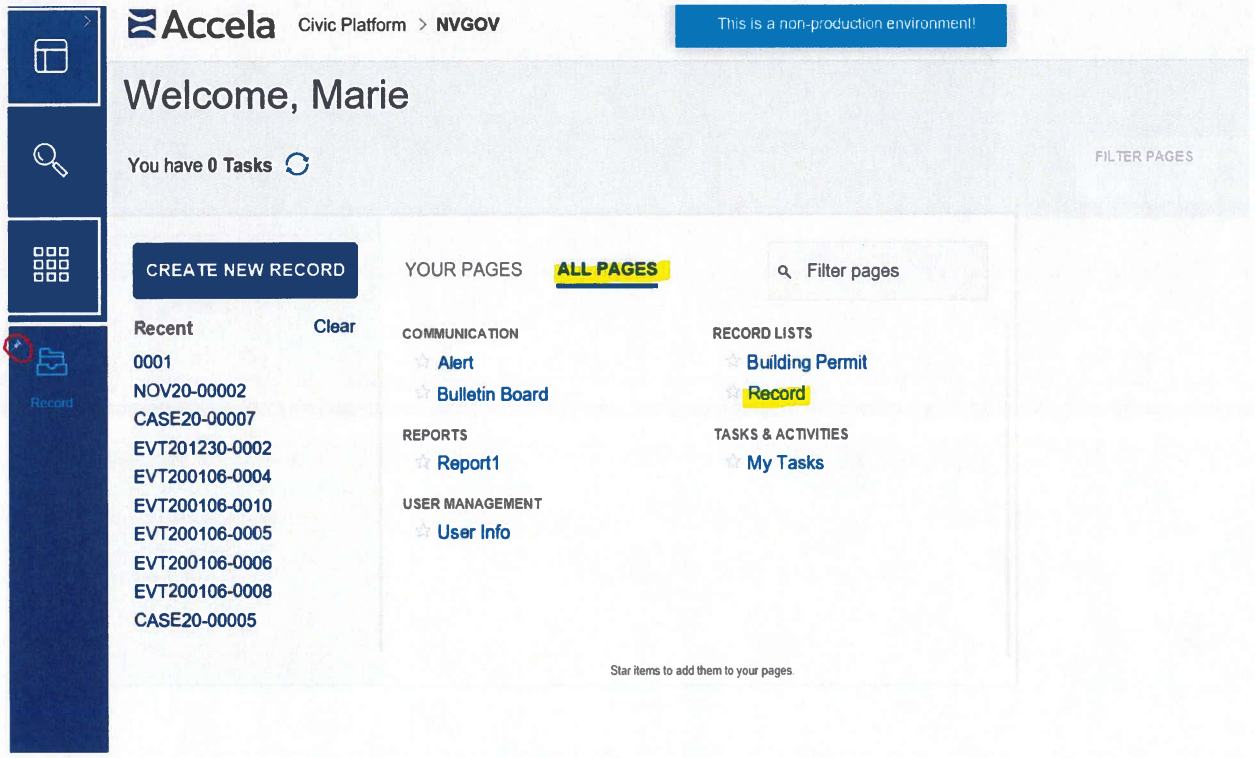


HOME PAGE – PLEASE NOTE: If you are in Support you will see a message 'This is a non-production environment!' at the top.

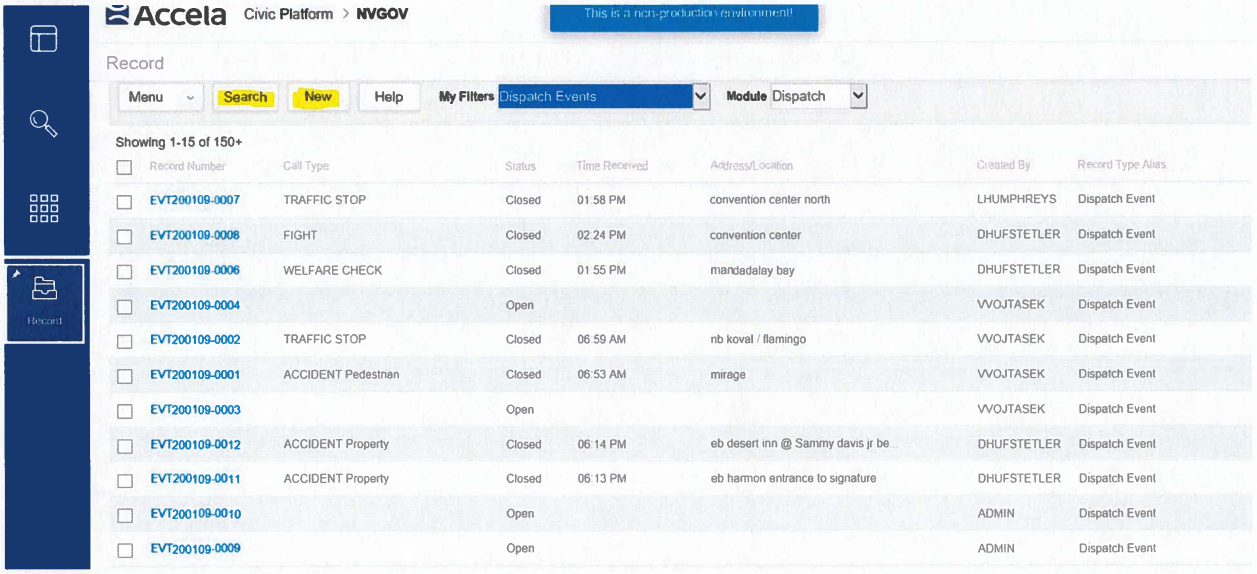
GLOBAL SEARCH – magnifying glass – Searches ALL records based on your entry (no filters)



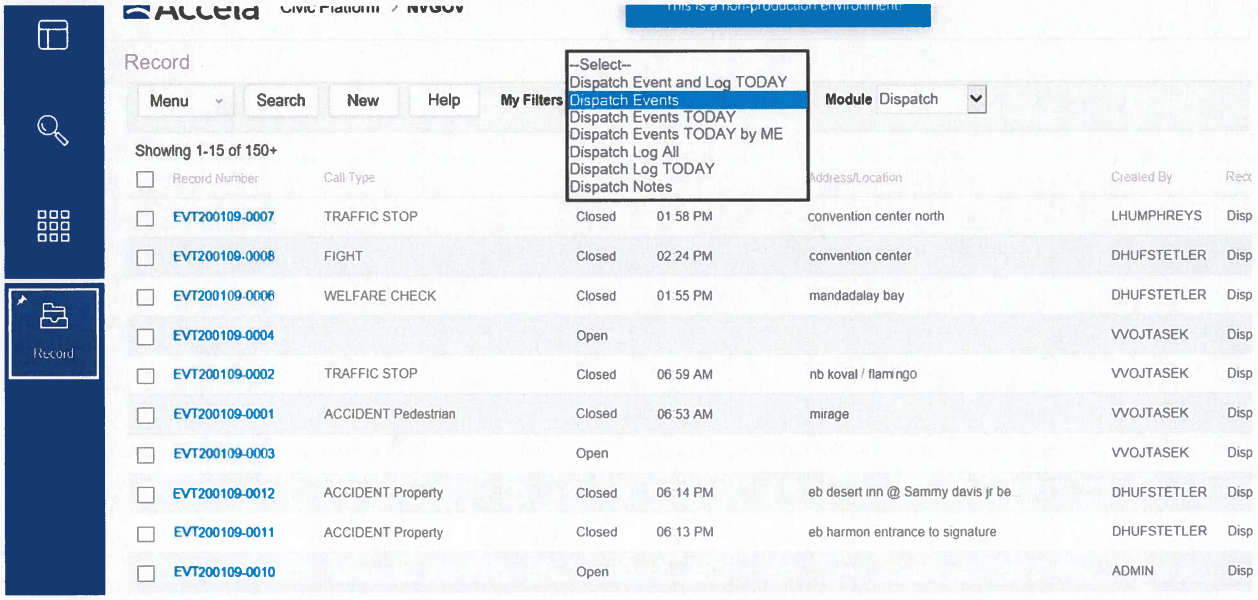
PAGES – Record and Report1 pages – If you are missing any pages you can add by clicking on the page and it will be added to your page bar on the left side. You can also click on the thumbtack icon in the top left to pin/unpin that page to the bar.



RECORD PAGE- This is your main work area. Creating NEW records and SEARCHING for records



RECORD FILTERS – These are basically saved searches. Quick way to filter the record list

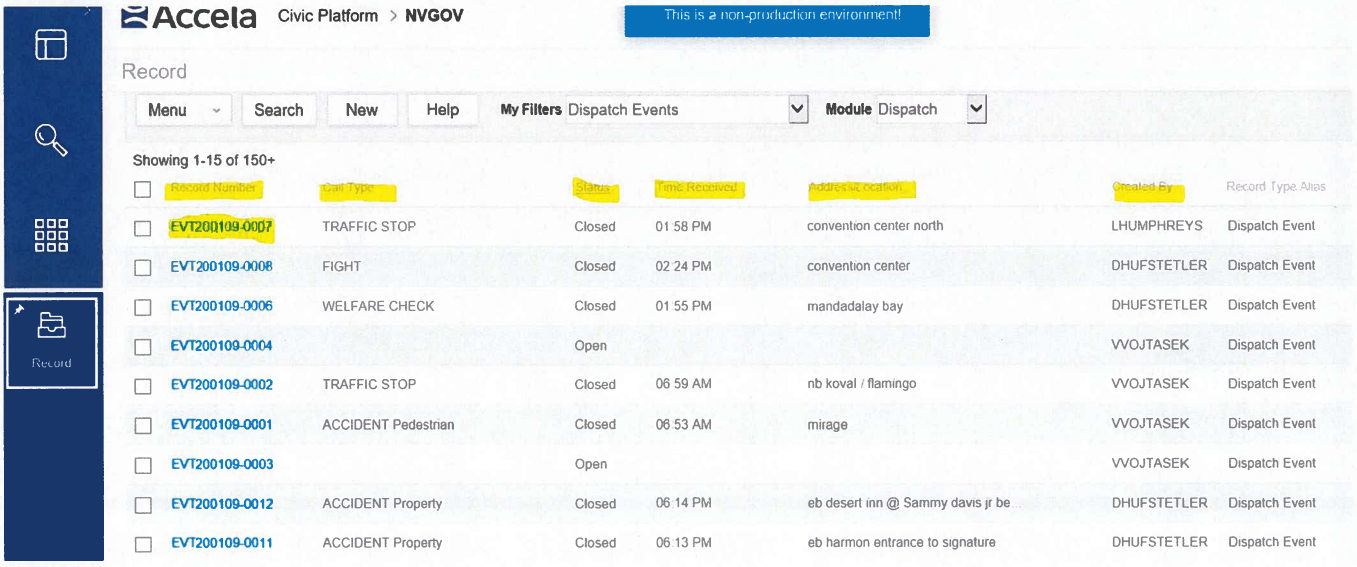


MODULE FILTER – IF you have permissions for other modules, you can filter the records by module



RECORD LIST SORT and SELECT – You can sort by hovering over the column heading (when you see the mouse arrow turn into a hand). Click once it will sort A-Z, if you click it twice it will sort Z-A.

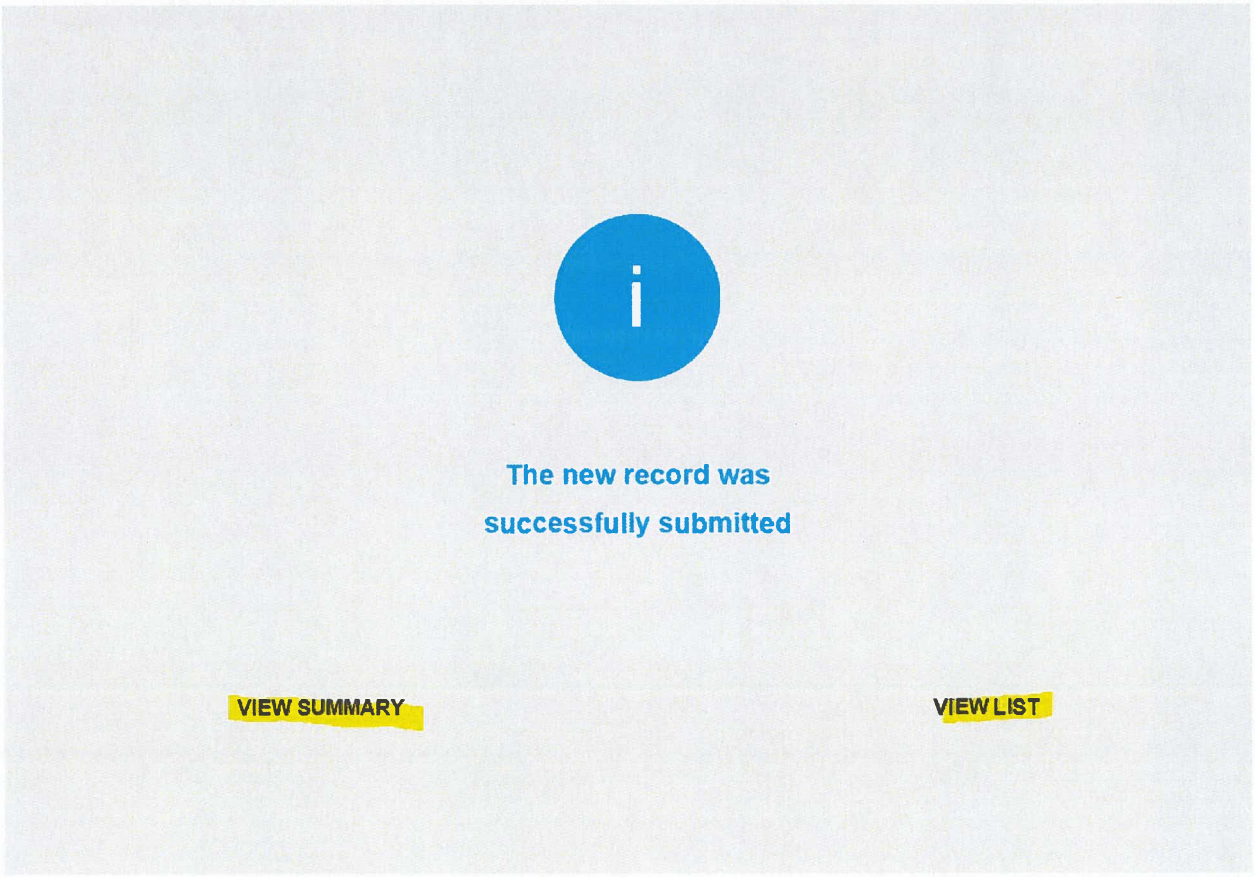
If you want to select a record, click on the RecordID



SUBMIT NEW RECORD – After you submit a new record, you will receive this pop-up.

If you click on VIEW SUMMARY – this will open the Record you just created

If you click on VIEW LIST – this will take you to the Record List/Event List



Accela Basics

PRODUCTION - https://av.accela.com

SUPPORT - https://av.supp.accela.com (testing only)

Login – Your agency is always NVGOV

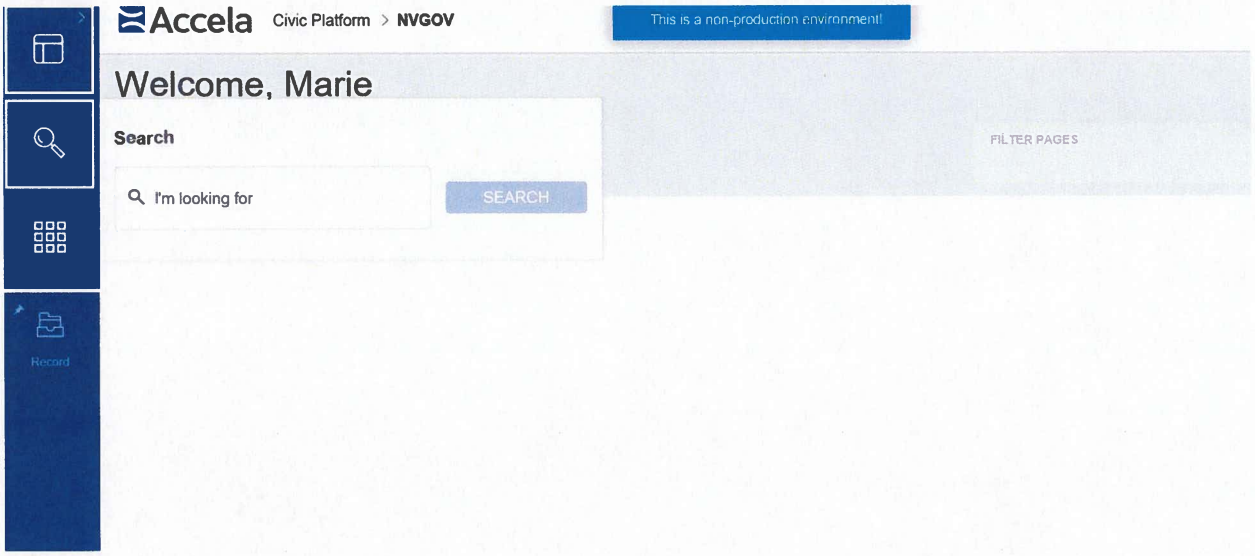
Username is NOT case sensitive

Password is case sensitive

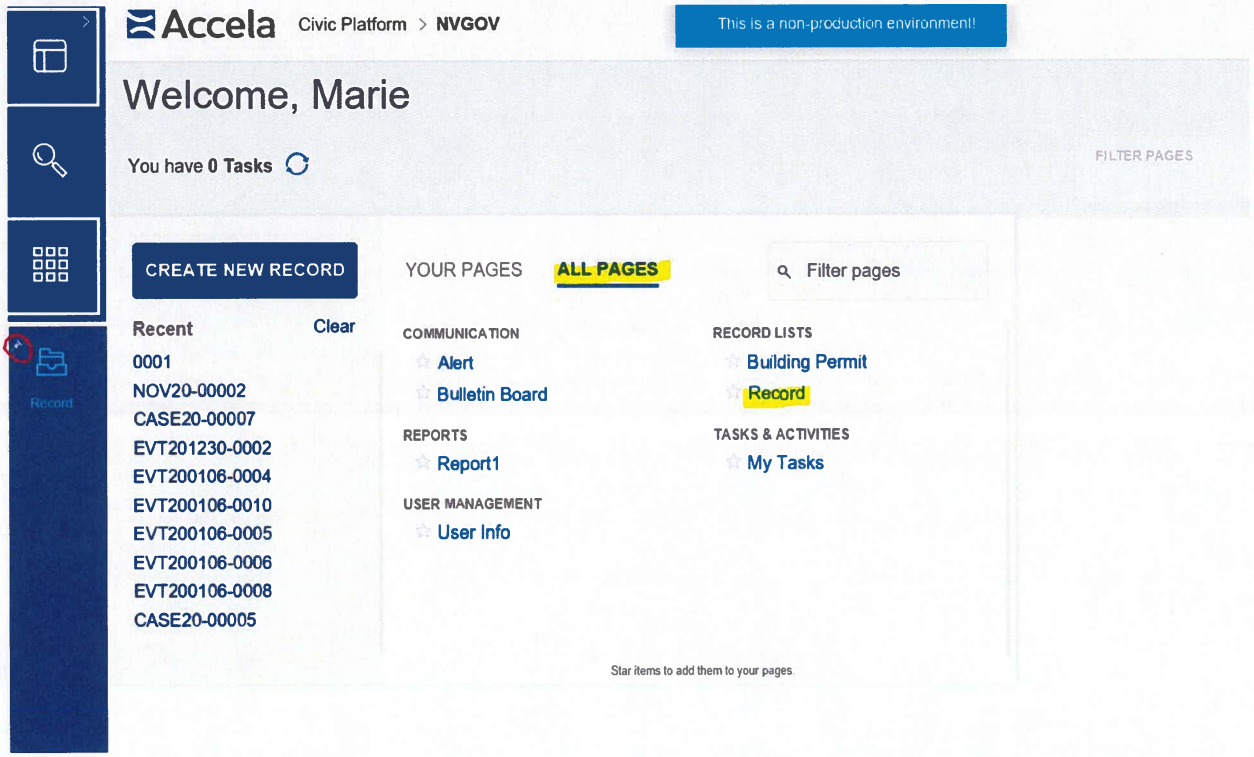


HOME PAGE – PLEASE NOTE: If you are in Support you will see a message 'This is a non-production environment!' at the top.

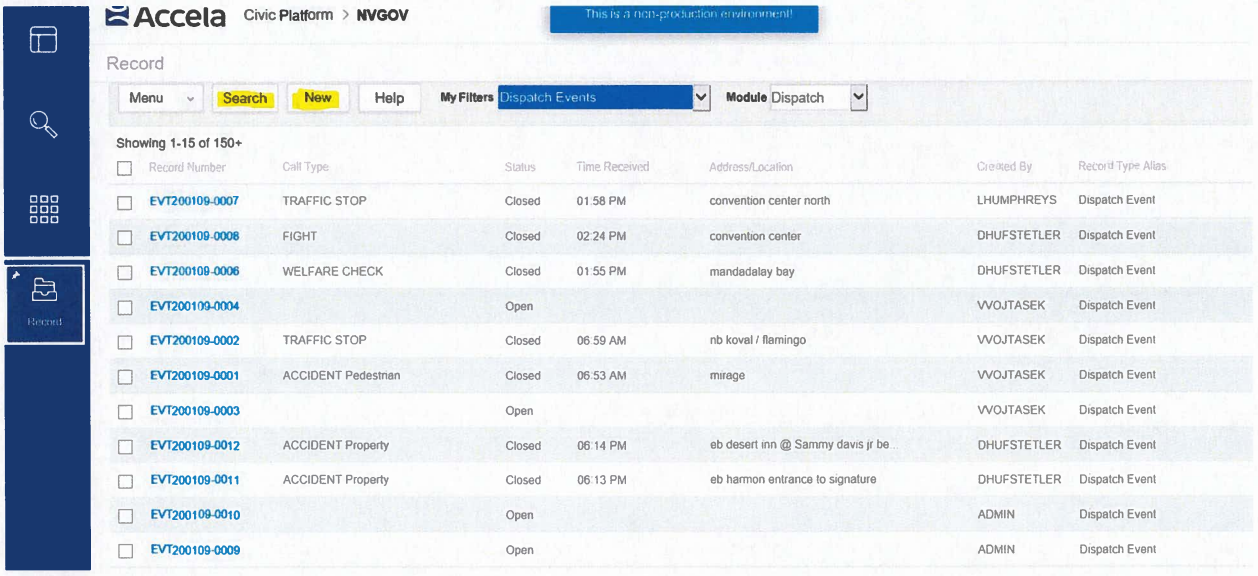
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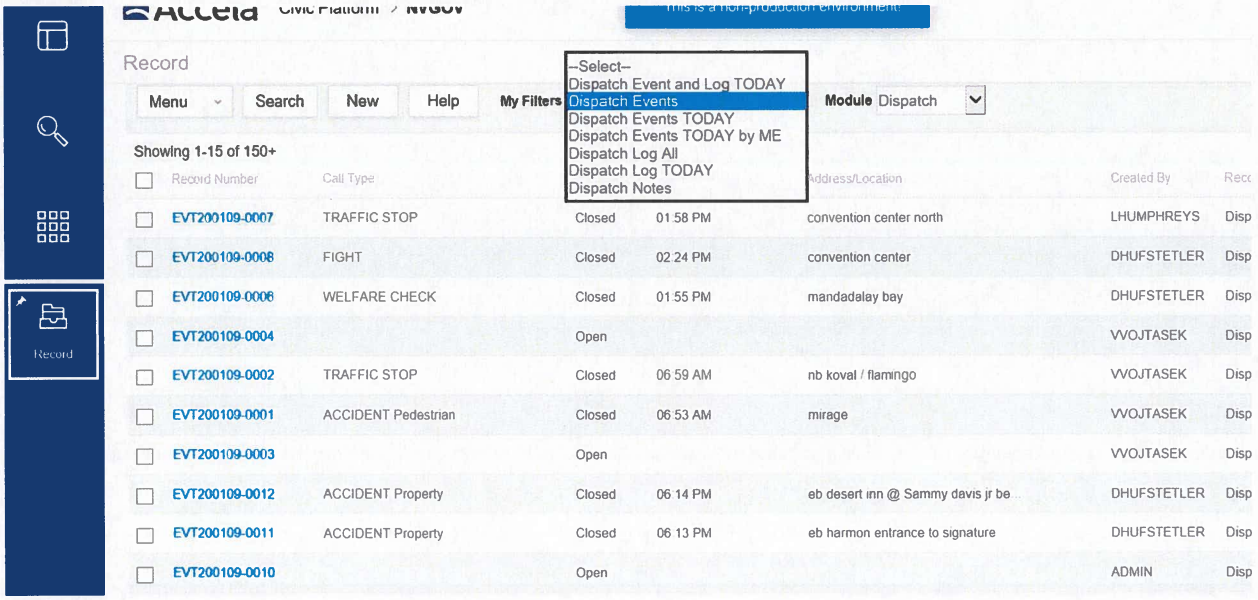
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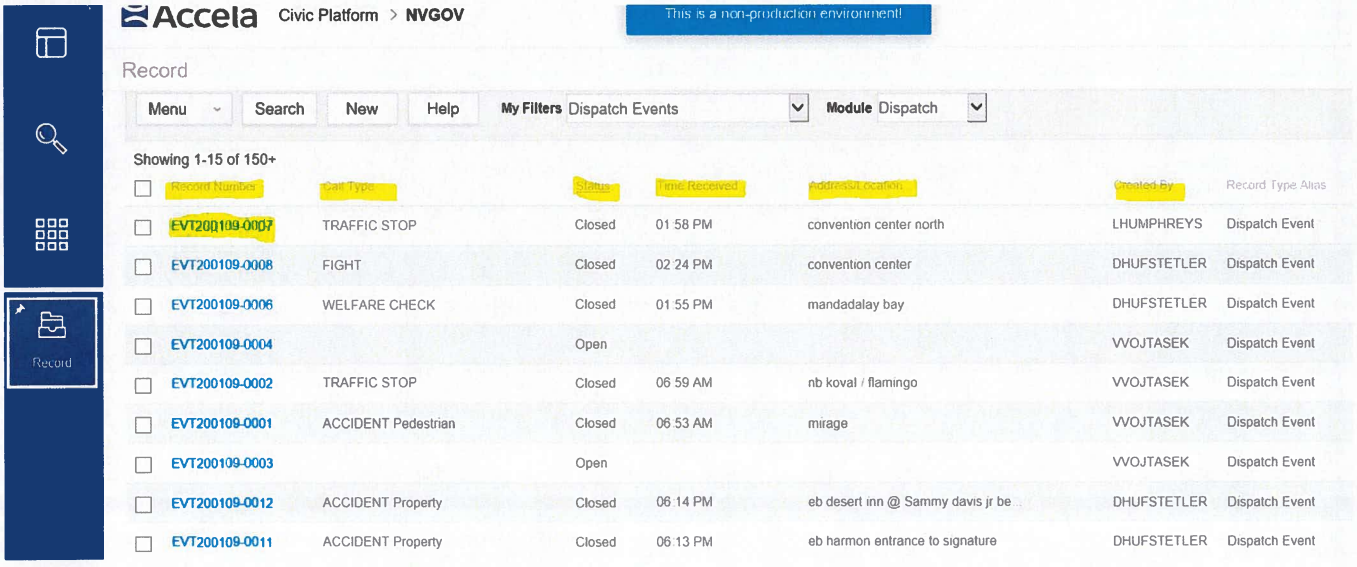


MODULE FILTER – IF you have permissions for other modules, you can filter the records by module



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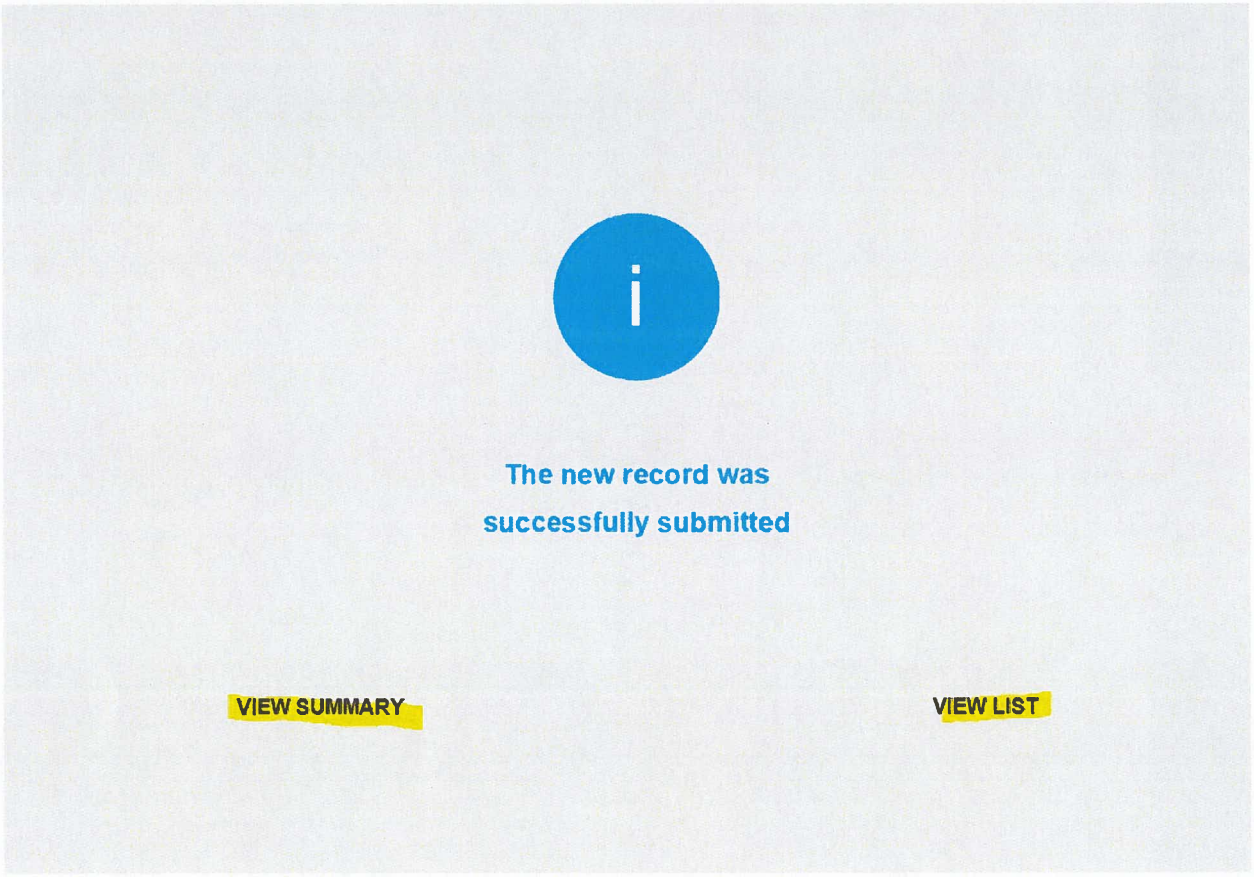
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Section:		Effective:	
Procedure:	Accident Bumper Tap	Revised:	
		Written By:	

WORKFLOW DISPATCH VDR

1. When a cab company calls in an accident, ask where it happened.
2. Open a new event from the Accela main records page, fill in location.
3. Mark the time in the Accela event.
4. Mark accident as call type on Accela event.
5. Mark Unknown as subcategory.
6. Ask the cab number note in the Accela event.
7. Ask for the driver's TA permit number, note in the Accela event.
8. Ask if there are any injuries, if yes, ask if medical has been called.
9. Ask if both cars are still on scene.
10. Ask for any information about secondary car and note in the call details in the Accela event.
11. Note in the Accela event the name of person calling in the accident.
12. Give the caller the Accela event number.
13. Submit event.
14. When cab company Supervisor calls and states there is no visible damages, ask if they are sending photos.
15. When photos arrive via email, check that there are no damages, if you feel comfortable there is no damage, email Supervisor the cab is cleared, no VDR necessary.
16. Save photos on the S drive in Dispatch, Taxicab Accident Pictures, monthly folder, then create new folder labeled the event number, save photos there.
17. In the Accela event on the Vehicle Information line click Inspection required, accident is the type, assigned to dispatch is the reason, assign the inspection to yourself, fill in TA permit number.
18. Fill in actual call type as accident, subcategory bumper tap.
19. Close event.
20. Save the event.
21. Check the call details area to confirm "Inspection Scheduled via Script" is there.
22. Go to workflow in the event select Accident Bumper tap as Event Disposition.
23. Submit disposition.
24. Close the event.
25. Refresh Accela main records page, making sure event is closed and the disposition is updated correctly.
26. On the search page in Accela, type in cab number and submit.
27. Open cab details.
28. Go to Inspections and find the Inspection assigned to you.
29. Open the Inspection in the Status space fill in No Visual Damage and update.
30. Click on the checklist, open the Vehicle Inspection Checklist.
31. In Current Department fill in Dispatch, then your name.
32. Click on Vehicle Checklist at bottom under Checklist Items.

33. Click Visual Inspection Only.
34. Scroll down to attachment(s), click on paperclip.
35. Fill in Dispatch, bumpertaps, and email photos.
36. Click on add and upload saved photos from folder in Taxicab Accident Photos on the S drive.
37. Once all photos are uploaded hit save.
38. Scroll to the top of the page and click save.
39. Close the cab details tab.

Section:		Effective:	
Procedure:	Accident	Revised:	
		Written By:	

1. When a cab company calls in an accident, ask where it happened.
2. Open new event from the Accela main records page, fill in location.
3. Mark the time in the Accela event.
4. Mark accident as call type on Accela event.
5. Fill in subcategory as appropriate.
6. Ask the cab number note in the Accela event.
7. Ask for the driver's TA permit number, note in the Accela event.
8. Ask if there are any injuries, if yes, ask if medical has been called.
9. Ask if both cars are still on scene.
10. Ask for any information about secondary car and note in the call details in the Accela event.
11. Note in the Accela event the name of person calling in the accident.
12. Give the caller the Accela event number.
13. Submit event.
14. If another agency calls in the accident, Metro, NHP, CCFD, Marshall, ask if they are reporting injury, if yes ask if medical has been called, and note in Accela event details,
15. Ask for the agency's event number and note in the Accela event.
16. Save event.

Section:		Effective:	
Procedure:	Accident Unreported	Revised:	
		Written By:	

1. When a cab company calls in an accident, ask where it happened.
2. Open a new event from the Accela main records page, fill in location.
3. Mark the time in the Accela event.
4. Mark accident as call type on Accela event.
5. Mark Unreported as subcategory.
6. Ask the cab number note in the Accela event.
7. Ask for the driver's TA permit number, note in the Accela event.
8. Ask if there are any injuries, if yes, ask if medical has been called.
9. Note in Accela event name of person calling in the accident.
10. Ask for TA permit number of driver.
11. Give the caller the Accela event number.
12. Submit event.
13. If driver left the scene, or the camera was the reason the accident was brought to the Supervisor's attention, assign an Investigator.
14. When cab company Supervisor calls with damages, in the Vehicle Information line check Inspection Required.
15. For Type of Inspection chose accident.
16. For Reason for Inspection fill in the damage details, such as left front bumper, rear hatch, unknown
17. Assign to the Inspectors.
18. Fill in TA number if necessary.
19. Fill in Actual call type accident and subcategory in Accela event.
20. Select closed as event status.
21. Save the Accela event.
22. Check the call details area to confirm "Inspection Scheduled via Script" is there.
23. Go to workflow in event select Inspected Vehicle as Event Disposition.
24. Submit disposition.
25. Close the event.
26. Refresh the Accela main records page, making sure event is closed and the disposition is updated correctly.

Section:		Effective:	
Procedure:	Accident Unknown	Revised:	
		Written By:	

1. When a cab company calls in an accident, ask where it happened.
2. Open a new event from the Accela main records page, fill in location.
3. Mark the time in the Accela event.
4. Mark accident as call type on Accela event.
5. Mark Unknown as subcategory.
6. Ask the cab number note in the Accela event.
7. Ask for the driver's TA permit number, note in the Accela event.
8. Ask if there are any injuries, if yes, ask if medical has been called.
9. Ask if both cars are still on scene.
10. Ask for any information about secondary car and note in the call details in the Accela event.
11. Note in the Accela event the name of person calling in the accident.
12. Give the caller the Accela event number.
13. Submit event.
14. When cab company Supervisor calls with damages, in the Vehicle Information line check Inspection Required.
15. For Type of Inspection chose accident.
16. For Reason for Inspection fill in the damage details, such as left front bumper, rear hatch, unknown
17. Assign to the Inspectors.
18. Fill in TA number if necessary.
19. Fill in Actual call type accident and subcategory in Accela event.
20. Select closed as event status.
21. Save the Accela event.
22. Check the call details area to confirm "Inspection Scheduled via Script" is there.
23. Go to workflow in event select Inspected Vehicle as Event Disposition.
24. Submit disposition.
25. Close the event.
26. Refresh the Accela main records page, making sure event is closed and the disposition is updated correctly.

Section:		Effective:	
Procedure:	Administrative	Revised:	
		Written By:	

1. Open a new Accela event from the main page.
2. Place all the information the call details.
3. In workflow close as Administrative Detail

Section:		Effective:	
Procedure:	Administrative Complaints	Revised:	
		Written By:	

1. Open a new event from Accela main page.
2. Put all information in event details.
3. In workflow close as Administrative Details.

Section:		Effective:	
Procedure:	Assault	Revised:	
		Written By:	

1. Open a new event from Accela main page.
2. In Contacts place reporting party name, phone number, and or email.
3. Get location, date, and time.
4. Put all information about event in call details.
5. Get cab number, and or TA permit number put in event.
6. Assign event to an Investigator.
7. In workflow close as assigned to Investigator.

Section:		Effective:	
Procedure:	No Show	Revised:	
		Written By:	

1. Open a new event from the Accela main page.
2. Note the location.
3. Note the time.
4. Check no show as call type and actual call type.
5. In contact note name, phone and or email of reporting party.
6. In call details note all information given by reporting party.
7. Advise reporting party they are welcome to go to the next Board Meeting, or phone into meeting to voice concerns about no cabs available.
8. Advise they can also send a letter to our agency, and we will present to the Board Meeting.
9. Note end time.
10. In workflow close as log note only.

Section:		Effective:	
Procedure:	Poor Service	Revised:	
		Written By:	

1. Open a new event from Accela main page.
2. Note location.
3. Note start time.
4. Check poor service as call type, and actual call type.
5. In contact note, name, phone, and or email of reporting party.
6. Note cab number.
7. Advise reporting party, we will contact cab company to report.
8. Email information to cab company.
9. In workflow close as referred to cab company.

Section:		Effective:	
Procedure:	Public Assist	Revised:	
		Written By:	

1. Open a new event from Acclea main page.
2. Public Assist can be used when a person calls and has questions about cabs, needs information about fares, and other miscellaneous questions.
3. Note the location, could use Las Vegas, and or Station if no specific is related.
4. Note the time.
5. In contact note name, phone and or email of reporting party.
6. In call details note whatever reporting party had a need of.
7. Note end time.
8. In workflow close call as public assist.

Section:		Effective:	
Procedure:	Public Request	Revised:	
		Written By:	

1. Open a new event from Accela main page.
2. In call details place all the information provided by Legal Secretary.
3. Provide event number to Legal Secretary,
4. In workflow close as Public Request.

Section:		Effective:	
Procedure:	Range	Revised:	
		Written By:	

1. Open a new event from Accela main page.
2. Mark range location in box.
3. Check all Investigators going to range, use call details box if more than 2.
4. Note start time, when they arrive to range, and end time.
5. In workflow close as log note only.

Section:		Effective:	
Procedure:	Recover Stolen Cab	Revised:	
		Written By:	

1. Open a new event from Accela main page.
2. Note start time.
3. Get location of recovered cab.
4. In contact note name, phone, and or email of reporting party.
5. Update call details as needed.
6. Assign an inspection to Inspectors.
7. Note end time.
8. In workflow close as Inspected Vehicle.

Section:		Effective:	
Procedure:	Reckless Driving	Revised:	
		Written By:	

1. Open a new event from Accela main page.
2. Note location.
3. Note start time.
4. Check reckless driving as call type, and actual call type.
5. In contact note, name, phone, and or email of reporting party.
6. Note cab number.
7. Advise reporting party, we can contact cab company to report, or assign to Investigator.
8. If reporting to company email information to them
9. If assigning to Investigator give event number to reporting party, and advise if they have not heard from Investigator in 1-1/2 week call back and reference event number.
10. In workflow close as either refer to company, or assigned to Investigator.

Section:		Effective:	
Procedure:	Seniors/Handicap	Revised:	
		Written By:	

1. Open a new event from the Accela main page.
2. Note the location.
3. Note the time.
4. Check Senior/Handicap as call type and actual call type.
5. In contact note name, phone and or email of reporting party.
6. In call details note all information given by reporting party.
7. Advise reporting party they are welcome to go to the next Board Meeting, or phone into meeting to voice concerns about no cabs available.
8. Advise they can also send a letter to our agency, and we will present to the Board Meeting.
9. Note end time.
10. In workflow close as log note only.

Section:		Effective:	
Procedure:	Sick Calls	Revised:	
		Written By:	

1. Open a new event from Accela main page.
2. Mark location as station.
3. Check sick call for call type, in subtype select employee's name.
4. Mark the time of sick call, received and cleared as the same time.
5. Actual call type will be sick call.
6. Email all Supervisor's the date, time and name of sick call.
7. Close event as log note only.

Section:		Effective:	
Procedure:	Stolen Cab	Revised:	
		Written By:	

1. Open a new event from Accela main page.
2. Get the location of incident.
3. In contact place reporting party name, phone number and or email.
4. If there is another agency involved place this information in event.
5. Update call details as they come into agency.
6. Get the cab number and permit of driver and, description of persons involved.
7. Assign to an Investigator.
8. In workflow close as assigned to Investigator.
9. If cab is recovered note in call details and create cab inspection.
10. In workflow close as inspected vehicle.

*OFFICER Safety
Keep Broadcasting
info to investigators
til CAB recovered

Section:		Effective:	
Procedure:	Superbowl Related	Revised:	
		Written By:	

1. Open a new event from Accela main page.
2. Get pick up location.
3. Record what the complaint is about.
4. Explain the special circumstances regarding Surcharge, if related.
5. In contacts place reporting party name, phone, and or email.
6. In workflow close event as log note only.

Section:		Effective:	
Procedure:	Surcharge Complaint	Revised:	
		Written By:	

1. Open a new event from Accela main page.
2. Get pick up location.
3. Explain the special circumstances regarding Surcharge.
4. In contacts place reporting party name, phone, and or email.
5. In workflow close event as log note only.

Section:		Effective:	
Procedure:	Targeted Enforcement	Revised:	
		Written By:	

1. Open a new event on the Accela main page.
2. Place the location in the proper box.
3. Check Target enforcement as call type, and actual call type.
4. Check the Investigator's name.
5. Note the start time.
6. When finished note the end time.
7. In workflow close as targeted enforcement.

Section:		Effective:	
Procedure:	Traffic Problem	Revised:	
		Written By:	

1. Open new event from Accela main page.
2. Note the location.
3. Note the start time.
4. Check the Investigator reporting.
5. Check traffic problem as call type, and actual call type.
6. In call details note all information given by Investigator.
7. If given a plate number run in NCIC for Officer safety.
8. Update call details as given by Investigator.
9. Note the end time.
10. In workflow close as log note only.

Section:		Effective:	
Procedure:	Traffic Stop	Revised:	
		Written By:	

1. Open a new event from Accela main page.
2. Note location as given by Investigator.
3. Check all Investigators on Traffic Stop.
4. Enter cab number and driver TA permit number.
5. If Investigator asks for history only, from Accela main page open Report 1, Dispatch, then event driver history.
6. Page Investigator, example 501 your history.
7. Read all verbal warnings and citations for the past 12 months, if none state no verbal's/cites last 12.
8. When Investigator goes 10-24 mark time.
9. Note any verbal warnings, and or citations in violations portion of event.
10. If an inspection was created, note what kins, example 24 hour notice, and what it was given for.
11. Close the event.
12. In workflow chose most weighted disposition, example Citation, over verbal warning.

Section:		Effective:	
Procedure:	Training	Revised:	
		Written By:	

1. Open new event from Accela main page.
2. Note the location of training.
3. Note start time.
4. Note who is going to training in call details, check Investigator's name if needed.
5. Note arrival time to training.
6. Note the end time of the training.
7. Close in workflow as log note only.

Section:		Effective:	
Procedure:	UPT	Revised:	
		Written By:	

1. Open new event from Accela main page.
2. Note location.
3. Note start time, if given UPT information before contact made, note arrived time when contact made with UPT.
4. Check all Investigators on event, using call details if more than 2.
5. Note in call details any information given, example occupied X2.
6. When given the plate number run car in NCIC.
7. Advise Investigator of return for vehicle.
8. When given driver information run in NCIC and run triple III for officer safety.
9. When asked provide court date and time to Investigator. Court must be scheduled within 2 business days.
10. When asked by Investigator call the next company in line from the tow log, call and order tow, asking for ETA. If wait is longer than 30 mins note in call details and call the next company.
11. Fill out tow log with all the information needed.
12. In hearings calendar create a new meeting note UPT court, event number, UPT number, Lead Investigator name, registered owner name last name first.
13. In calendar event invite the required invites, Hearing Attorney, Legal Secretary, all DAGS, Lead Investigator, Senior Investigator, Marie.
14. Check the chosen date and time and block 1 hour for the hearing and send calendar invites.
15. In call details note hearing date, time and the stock number of tow company given by Investigator from tow truck driver.
16. On the S drive in the Legal Secretary folder open the impounds folder, then open the Master Impound List-USE THIS ONE, Fill in the details and save.
17. Before closing Mater Impound list check driver's name to see if we have had contact with them prior to day, also check driver's name in Accela to see if they are a former driver. Make note in call details if they are on either list, if you find a TA number note in driver information box in the call.
18. Note end time
19. In workflow close as Impound-UPT.

Section:		Effective:	
Procedure:	UPT Calls	Revised:	
		Written By:	

1. Open new event from Accela main page.
2. Note the location of sighted UPT.
3. Note UPT calls as call type and actual call type.
4. Note the time.
5. In contacts note name, phone, and or email of reporting party.
6. In call details provided all car information available.
7. Note all other information in call details.
8. Assign event to a Senior Investigator.
9. Close in workflow as assigned to Investigator.

Section:		Effective:	
Procedure:	Vehicle Maintenance	Revised:	
		Written By:	

1. Open a new event on the Accela main page.
2. Place the location in the proper box.
3. Check the Investigator's name.
4. Note the start time.
5. When finished note the end time.
6. In workflow close as log note only.

Section:		Effective:	
Procedure:	Warrant	Revised:	
		Written By:	

1. Open a new event from Accela main page.
2. Mark the location as station.
3. Check the Investigator reporting.
4. In call details place all information given by Investigator reporting.
5. In workflow close by action taken as advised by Investigator.

Section:	Chapter 4 – Enforcement Division	Effective: August 21, 2018	
Procedure: 4-001	**TAXICAB ACCIDENT REPORTING PROCEDURES**	Revised:	N/A
		Approved by:	S. Whittemore Administrator

STEP ONE

1. Upon receiving a call reporting a taxicab has been involved in an accident, the Taxicab Authority Public Safety Dispatcher ("TA Dispatcher") must inquire if there are any injuries at the accident scene.

   a. The TA Dispatcher shall immediately contact police and emergency medical services if person(s) have been injured as result of the vehicle accident;

2. If there is suspicion that the accident was the result of a DUI incident, the TA Dispatcher shall immediately call the appropriate law enforcement jurisdiction to investigate the matter.

STEP TWO

1. The TA Dispatcher shall obtain information regarding the damage(s) to the taxicab vehicle.

   a. The TA Dispatcher shall make an assessment based on the information provided by the taxicab company representative who is at the scene of the incident.

   b. In some instances, a Taxicab Authority investigator or vehicle inspector may be at the scene of the incident and shall make a visual assessment.

   c. Based on the information received, the TA Dispatcher and/or a member of the Taxicab Authority will determine the following:

      1. Operable/Inoperable or other;

      2. Major damage;

The Taxicab Authority at its option, may change, delete, suspend or discontinue parts or the policy or procedure in its entirety, at any time without prior notice. In the event of a policy or procedure change, employees will be notified. Any such action shall apply to existing as well as to future employees.

3. Minor damage – "Bumper Tap"; and

4. Other (Vehicle fire, brake failure, flat tire cracked/chip windshield, etc.)

STEP THREE

1. Taxicab companies are responsible for the following:

   a. Make all assessments as described in steps 1 and 2;

   b. Immediately contact the Taxicab Authority Dispatch Center;

   c. Advise the TA Dispatcher whether the vehicle has major/minor damage;

      1. Major damage, inoperable or other – call for a tow and have the vehicle brought back to the company yard.

      2. Minor damage and operable (Bumper Tap) – ***See Step Four***.

STEP FOUR

1. The taxicab company must report the following information to the TA Dispatcher at the time of the vehicle accident including but not limited to the following:

   - Any fluid leaks
   - Any and all major damage(s) to the body of the vehicle
   - Any visible damage under the vehicle (hanging tail pipe, muffler, other mechanical equipment)
   - Safety equipment not working properly (headlamps, tail lights, brake lights, turn signals, windshield wipers and horn)
   - Flat tire(s) or damage to the wheels/rims

   If any of the above conditions exist, the vehicle must be towed back to the company yard.

2. If the taxicab company road supervisor represents that they have not found any of the above issues; and the vehicle was involved in a "Bumper Tap" only the taxicab company road supervisor shall provide the following to the TA Dispatcher while at the scene of the accident:

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a. Name of taxicab company supervisor;

b. Name and TA permit number of person driving vehicle;

c. Taxicab vehicle number;

d. Location of accident;

e. Present location of vehicle;

f. Description of any and all visible damage to vehicle and/or suspected damage; and

g. Photograph(s) of damage to vehicle; and vehicle number.

1. The supervisor must send photographs capturing the taxicab number and the damaged area;

3. The taxicab company road supervisor shall immediately e-mail the photograph(s) to accidents@taxi.state.nv.us for review. Upon receipt of the photograph(s) the TA Dispatcher shall make a determination whether the damage is only a "Bumper Tap".

4. If the TA Dispatcher determines the damage is a "Bumper Tap" he or she shall notify the taxicab company road supervisor via e-mail and release the vehicle back to duty. The taxicab road supervisor shall e-mail the dispatcher confirming receipt of the release.

   The TA Dispatcher shall make record of the incident and in the log summary report the vehicle accident resulted in a "Bumper Tap, released back to duty, and no Vehicle Damage Report (VDR) required".

5. If the TA Dispatcher cannot make a determination after reviewing the photograph(s) as to the extent of the damage, operable/inoperable or safety of the vehicle, he or she shall notify the taxicab company road supervisor via e-mail and have the vehicle sent back to the company yard. The taxicab road supervisor shall e-mail the TA Dispatcher confirming receipt of the directive and advising that the vehicle is being sent back to the yard.

6. Anytime a taxicab is sent back to the company yard due to having major damage, inoperable and/or unsafe to drive the TA Dispatcher shall make record of the incident and in the log summary report "Ordered back to the yard and

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Vehicle Damage Report (VDR) required". TA Dispatcher shall send all relevant information to the TA Vehicle Inspection Unit for follow-up.

STEP FIVE

1. The TA Vehicle Inspection Unit shall inspect all vehicles that are sent back to the yard. Such inspection will occur as soon as practicable but not more than forty-eight (48) hours after the vehicle accident.

2. The TA Vehicle Inspector shall prepare and process a Vehicle Damage Report (VDR) pursuant to TA directives, policy and procedure, and/or NRS/NAC 706 state motor carrier laws.

3. Vehicles involved in ANY accident, crash, or "bumper tap" showing any visible damage must be repaired as soon as possible. Failure to do so may result in the vehicle being taken out of service in accordance with NRS/NAC 706 state motor carrier laws.

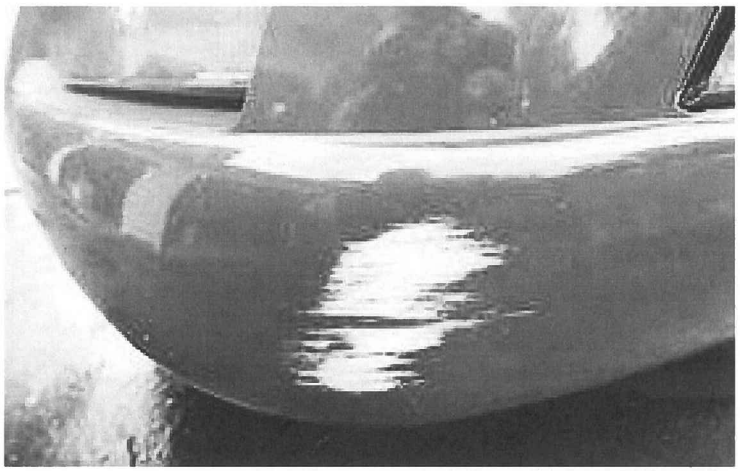
4. Taxicab companies are required to fully comply and follow these accident reporting protocols.

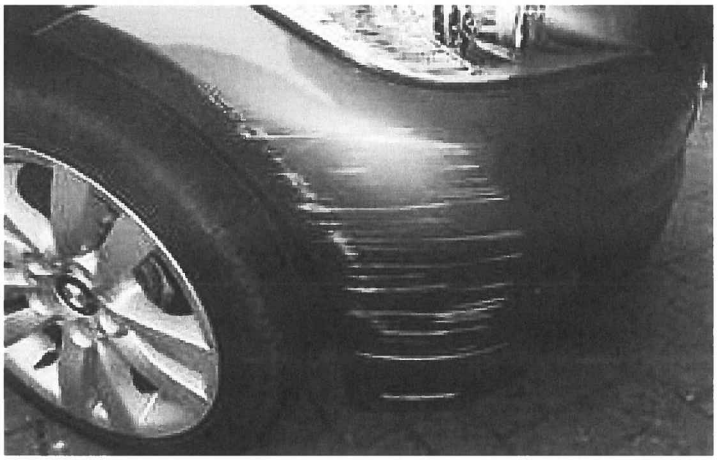
5. The Taxicab Authority Administrator reserves the right to change, modify or discontinue this reporting protocol for the safety, comfort and convenience of the riding public.

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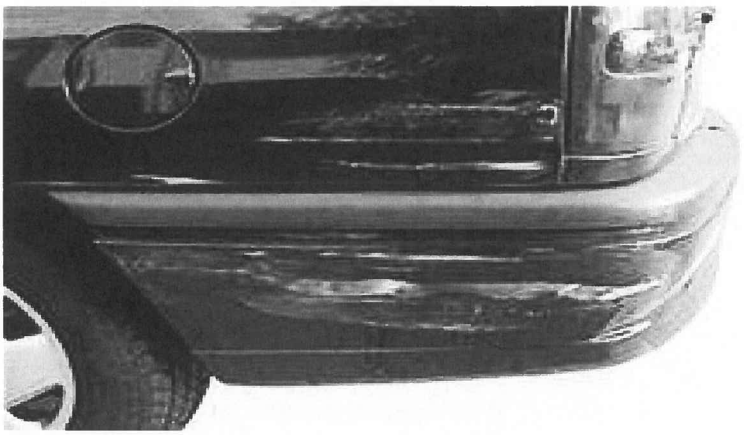
Examples of "BUMPER TAPS"

1. Paint Scuffs



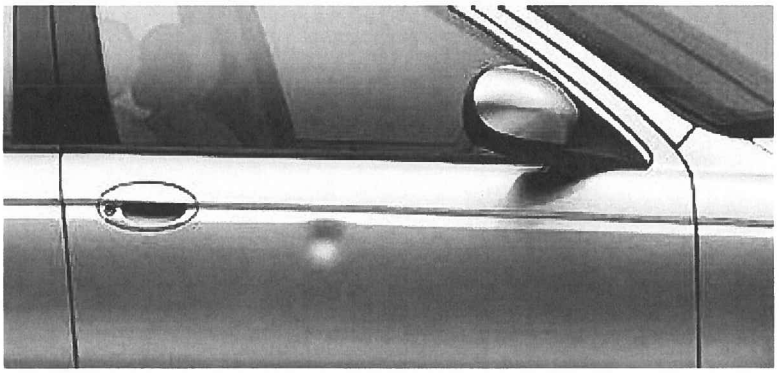


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2. Door or Bumper dings





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Door or Bumper dings (continued)

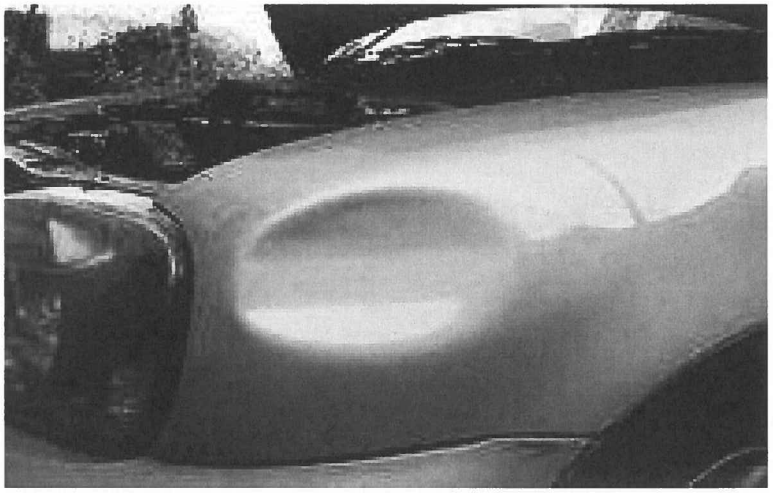


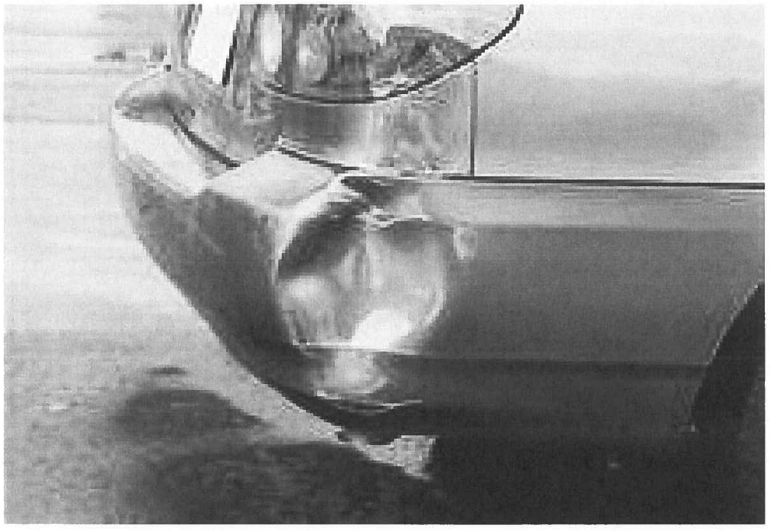
Examples of NOT "BUMPER TAPS"



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Examples of NOT "BUMPER TAPS"





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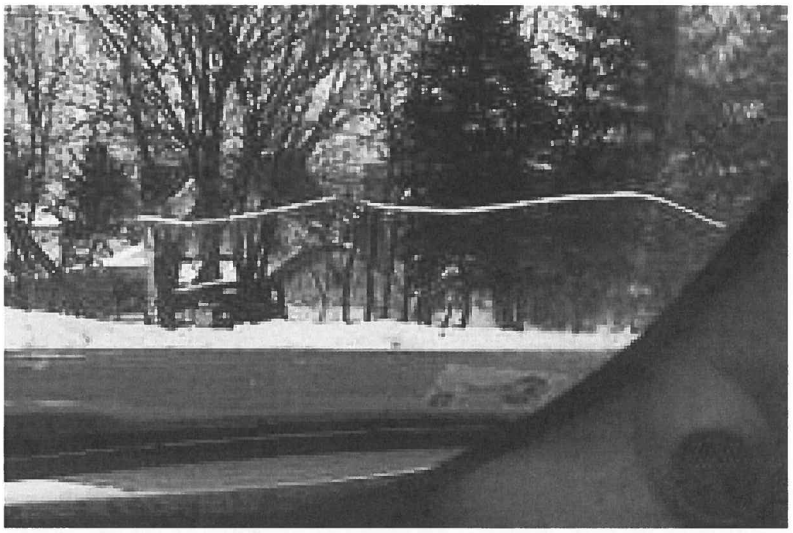
Examples of "DAMAGE" requiring vehicle be returned to the yard, completing VDR and inspected by TA Vehicle Inspector

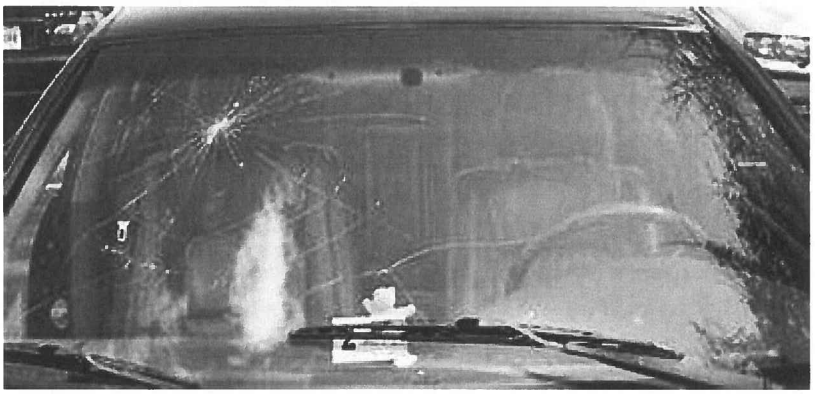




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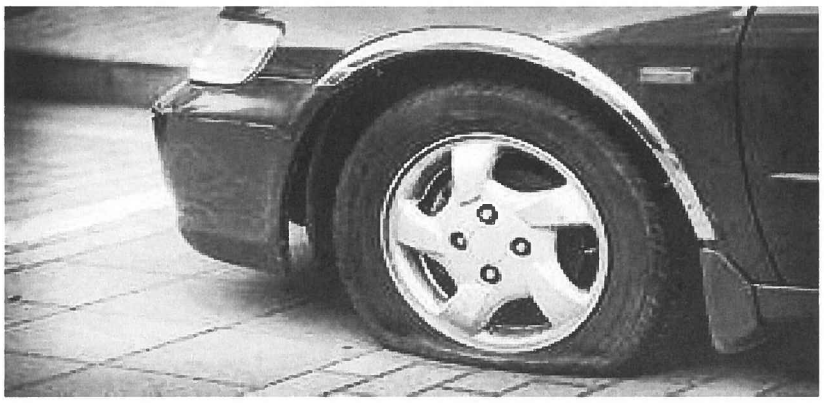
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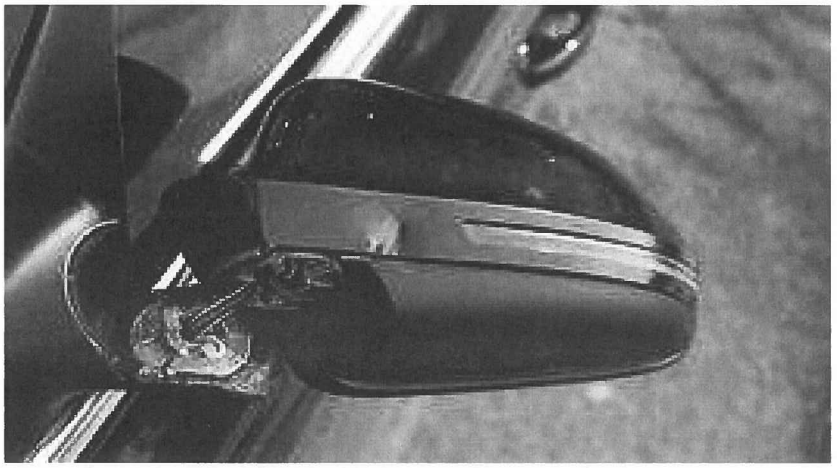
Examples of "DAMAGE" requiring vehicle be returned to the yard, completing VDR and inspected by TA Vehicle Inspector





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Examples of "DAMAGE" requiring vehicle be returned to the yard, completing VDR and inspected by TA Vehicle Inspector





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Examples of "DAMAGE" requiring vehicle be returned to the yard, completing VDR and inspected by TA Vehicle Inspector



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State of Nevada

Taxicab Authority

Violent Crime Summary

(NAC 706.481)

Date of Incident: 09/27/2025	Time of Incident: 4:00pm- 4:30pm
T.A. Event #: 250927-0016	Other Agency/Event #: LVMPD
Driver/Victim(s) Name: AERON POELLNITZ	TA Permit #: 114506 Injured: Yes ◉ No ○
Cab Co.: YCS/New Cab Cab #: 3557	Taxi Stolen: Yes ○ No ◉ Recovered: Yes ○ No ◉
Cab Camera Equipped? Yes ◉ No ○	Digital Images Available? Yes ◉ No ○
Location(s) of Incident: 8805 Jeffreys St., Unit 1104, Las Vegas, NV 89123	
Crime(s): Battery on a taxicab driver	
Suspect 1: Sex: M Race BLK Height: 6'2"	Weight: 180 Eyes: BRO Hair: BRO Age: 40-50
Facial Hair: BRO/GRAY GOATEE	Scars/Tattoos etc.: UNK
Weapon(s): N/A	Clothing: GRAY HOODIE/GRAY PANTS
Last Seen/Direction of Travel: FLED FROM 8805 JEFFREYS ST ON FOOT	
Suspect 2: Sex: Race: Height	Weight: Eyes Hair: Age:
Facial Hair:	Scars/Marks/Tattoos:
Weapons:	Clothing:
Last Seen/Direction of Travel:	

SUMMARY/SYNOPSIS:

On the above noted date and time, Driver Poellnitz transported offender from South Point Casino to 8805 Jeffreys St. Passenger told driver he would pay wih card but it was at the destination. Once at the destination, passenger exited cab and walked to apartment #1104. Stood in doorway talking to someone, then returned to cab and told driver "She lost my credit card". Driver advised offender he would have to pick-up his cell phone at the YCS office after payment was received.

At that time, the offender jumped through the left rear window of the cab in attempt to get his phone back. He was sucessful and also grabbed the drivers cell phone as well. Driver then followed offender to apartment #1104 and demanded payment for the ride. At that time the offender struck the driver in the side and back of the head multiple times, causing the driver to fall to the ground. The offender proceeded to kick the driver in the rib/back area. 911 was called by an unknown individual. The offender left the scene on foot prior to LVMPD arriving and no contact was made with the individuals in apartment #1104.

Driver Poellnits sustained fairly significant injuries to his head, abdomen and knees and was transported to the hospital for evaluation.

INVESTIGATOR: R. PLUM P#512

Exhibit 10

NEVADA DEPARTMENT OF WILDLIFE

Public Safety Dispatcher Training Manual

Revised August 2025

DEPT. OF WILDLIFE DISPATCH OVERVIEW

Public Safety Dispatchers function as Call Takers and Dispatchers, answering telephone calls for wildlife and public safety-related matters. Upon receipt of a call, a Dispatcher questions the caller to determine the validity, nature, and priority of the call. In some cases information is entered into the Computer Aided Dispatch (CAD) system. The Dispatcher may be tasked with gathering information from a multitude of resources while processing these calls which may include assistance from other NDOW personnel or agencies.

Dispatchers are responsible for prompt and effective transmission of calls as well as the coordination of unit to unit communications. The Dispatcher uses the CAD system for dispatching calls, monitoring the status of units, and processing requests for information from local and statewide databases. The job of the Public Safety Dispatcher requires considerable initiative and independent judgment in determining priorities, coordinating a variety of simultaneous activities, and may also require the processing of critical field requests from other NDOW divisions or outside agencies.

This manual has been written as a guide to ensure new employees are trained in the same manner, in the same tasks, and in the same subjects. As a trainee, you will use the manual as a reference for each phase of the program. Your notes and training materials shall be maintained in the manual as you will refer to them often.

AGENCIES WE PROVIDE DISPATCH SERVICES FOR

NDOW GAME WARDENS
NDOW BIOLOGISTS/PERSONNEL
NDOW AIRCRAFT – 2 HELICOPTERS AND CREW
BLM RANGERS
US FOREST SERVICE OFFICERS
US FISH AND WILDLIFE OFFICERS

Agencies that may come up on our radios and request information:
NPS – NATIONAL PARK SERVICE
STATE PARK RANGERS

DISPATCH TRAINING PROGRAM

Structure of the NDOW Dispatch Training Program (DTP)

The normal duration of the Dispatch Training Program (DTP) will vary depending on the progress of the trainee and the training opportunities. The DTP may be lengthened for the many reasons: staffing issues, remedial training, etc. the time of the year can have a significant impact on available training opportunities; the Dispatch Training Program schedule may be modified as necessary to take advantage of training opportunities. In an effort to not necessarily prolong the DTP, scenario-based training will be substituted to provide sufficient exposure to the task. It may occur that the trainee will not be sufficiently exposed to each task in the Training Task Checklist. For example, he may not experience a 'warden needs help' incident. For that reason, Civilian Training Officers (Public Safety Dispatcher III or above) will use drills and/or quizzes to test knowledge and/or skills.

The Dispatch Training Program will require that each trainee receive the same instruction; however, each Civilian Training Officer (CTO) will likely have a slightly different style or approach to the same situation. The trainee may be assigned to work with different civilian training officers throughout the program as staffing and workload allows. Rotation is important so the trainee can observe and be exposed to different approaches and methods exhibited by different CTOs. The rotation will enhance the trainee's experience and learning process.

The Dispatch Training Program (DPT) consists of Five Phases. These phases are:

FIRST PHASE: The first phase is the general orientation. The trainee will be assigned to a Civilian Training Officer. The trainee will be introduced to the expectations of the DTP, including: forms, documentation and paperwork required; personnel, administration, issued log-ins & passwords to the various computer systems and data bases; issued keys and alarm codes to the buildings; review the basic policies & procedures of NDOW and the State of Nevada: dress code, sick leave, annual leave, comp time, disciplinary process, death leave, and NEATS; Dispatch Security. This phase should last no longer than one week. A Weekly Observation Report (WOR) and the appropriate skills sheet sections shall be completed by the trainer at the end of each week.

SECOND PHASE: Training on phones will encompass the second phase of training. Trainee will learn how to answer the various phones lines; how to take calls for service for all types of wildlife; how to forward calls to the Urban Wildlife Division. Customer service and phone etiquette will be explained. This phase can last from 4-6 weeks, depending on the Trainees level of prior experience. This phase may be combined with Phase 3.

THIRD PHASE: In the third phase of the program, the trainee will receive Spillman Computer-Aided Dispatch (CAD) training and the introduction to call-taking. The primary focus will be to learn the Spillman CAD software and to get comfortable navigating through the system. The trainee shall learn how to enter data in the CAD files, search for previous events and units. This may be escalated depending upon the trainee's prior CAD experience, and familiarity with Spillman CAD. Weekly Observation Reports (WOR) will be completed, and appropriate skills sheets will be signed off as sections are reviewed and demonstrated.
The trainee will also learn the other systems used in the Dispatch center. Emphasis will be placed on the main systems Dispatch uses on a daily basis, including Kalkomey, NCCIS, InReach, Spidertracks, Urban Wildlife Log, TLO, VQuest, and the statewide court systems.

This phase may be split between two CTOs to give the trainee different experience on another shift for specific duties. For example: the trainee will be able to have the opportunity to 'open' or 'close' a shift, work with a different Dispatcher to learn basic call entry and how to navigate through the CAD system.
The trainee will be assigned a reading list of the above systems. All data bases and systems will be reviewed and signed off. The TAC will review all materials with the trainee prior to the trainee working a radio channel or running inquiries for a field unit. This phase can last from one to two months, depending upon the Trainee's level of prior experience.

FOURTH PHASE: In the fourth phase, the trainee may be assigned to a different Civilian Training Officer. During this phase, the trainee will work Western and or Eastern radio channels. The trainee will continue the call-taking phase, going over NDOW policies & procedures. Techniques learned in phase one will augment this phase. The Civilian Training Officer (CTO) will allow the trainee to run inquiries, complete stolen boat paperwork, enter warrants and citations, request off-line boat requests from GTO, and perform III checks. Each of these skills will be gained independently and in a systematic approach. While in this phase, the trainee will function with the constant assistance and guidance of the CTO. The Civilian Training Officer will allow the trainee to handle as many contacts and varied experiences as possible. Weekly Observation Reports (WOR) will be completed, and appropriate skills sheets sections will be signed off. The dispatch trainee will continue to read, and review assigned materials for CJIS/NCJIS as assigned by Terminal Agency Coordinator (TAC) and/or Assistant Terminal Agency Coordinator (ATAC). The fourth phase should go from three to four weeks depending upon the Dispatch Trainee's progress.

FIFTH PHASE: In the final phase, The Civilian Training Officer (CTO) can assist the trainee, when necessary, but in this format, the CTO's function is mainly to observe the trainee and offer suggestions and guidance when needed. This phase is defined by the advancement in training. The trainee should be able to display the skills and knowledge necessary to perform as an independent Dispatcher. Most of the Training Task Skills Checklist should be completed by this phase. If necessary, any remedial training will be completed and evaluated. During this phase, the trainee will function in a "solo" capacity with the Trainer "shadowing" the Trainee. If the trainee encounters a difficult situation, the CTO will be close by and be in a position to respond quickly to provide assistance. The CTO will only intervene should the Dispatch Trainee run into a new situation that requires assistance or should an event escalate and require the Civilian Training Officer's assistance for Officer or Public Safety. A final evaluation will be written by the CTO and sent to the Dispatch Supervisor. ***The NCIC/NCJIS certification shall be completed by this time. All certification courses (CJIS Online and online Dispatcher certification class) shall also be completed by this phase. This phase shall take two to three weeks.***

TRAINING PROGRAM

GOALS AND OBJECTIVES

The goal of the Dispatcher Training Program (DTP) is to prepare the Public Safety Dispatcher trainee to perform the duties and responsibilities of a Public Safety Dispatcher with confidence and competence in a solo capacity. Through the program, the trainee will gain valuable knowledge and skills, to enable him/her to work as a solo unit. Before being released from the in-house training program, the trainee must successfully complete the In-House Dispatcher Training Program and receive a recommendation from the assigned Civilian Training Officer (Public Safety Dispatcher III) and the Dispatch Supervisor.
The goal of the In-House DTP will be attained by adherence to and implementation of the following:

1. Validity:
   - Assignments and tasks will be job related
2. Consistency:
   - Each full-time dispatch trainee will complete the In-House Dispatcher Training Program (DTP).
3. Reliability:
   - Each trainer will teach the same material.
   - Each trainer will use the Public Safety Dispatcher manual (includes training task checklist and Weekly Observation Reports)
   - All trainees will learn/complete the same required tasks.
4. Standardization:
   - Standardization will come from the structure and uniform application of the In-House Training Program.

The Nevada Department of Wildlife Public Safety Dispatcher Training Program is an integration of the Game Warden and other police department's Dispatcher academy programs. This combination of the two methods will emphasize the teaching principles of problem-based learning (where the trainee will be encouraged to approach each problem and situation with flexibility and creativity). Problem-based learning is a method of teaching that presents trainees with a real-life problems and solutions. The trainee will be encouraged to ask questions, hypothesize, research, and then solve the problem. Since each person has individual styles and experiences, trainees will have the opportunity to handle the problem in his or her own way, while under the supervision of a training officer or senior dispatcher. In this method of teaching, the trainee will discover both positive solutions to problems, and the unsuccessful solutions to the problem or situation. The trainee will be allowed to make non-critical mistakes which will help the trainee to find out what does or does not work in any given situation. The trainee will be monitored and supervised by the training officer, thus ensuring that the trainee will not be allowed to risk officer safety or be allowed to make a critical mistake.

Objectives of the Dispatcher Training Program (DTP):

The Nevada Department of Wildlife's Dispatcher Training Program has been designed to provide job-related training and evaluation through a standardized and systematic approach. The specific objectives of the DTP are as follows:

- To provide standardized training to all newly hired Public Safety Dispatcher trainees and to provide remedial training in those areas where deficiencies are identified.
- To encourage and foster the trainee's learning through a series of real-life problem solving activities and situations.
- To develop a growing independence from the civilian training officer (Public Safety Dispatcher) over the course of the program.
- To establish an appraisal system which is valid and job-related, utilizing a standardized method of documentation of the trainee's performance.
- To solicit honest feedback from both the trainee, dispatch co-workers, and field staff to improve the training experience of the trainee.
- To produce graduates of the Dispatch Training Program who are objective, honest, motivated, highly trained, and capable of providing responsible and professional service to both the Nevada Department of Wildlife and the community.

DISPATCH TRAINER RESPONSIBILITIES

- Public Safety Dispatcher must be off probation.
- Must be familiar with all policies and procedures.
- Responsible for the general overseeing of the Dispatcher Training Program and make regular reports to the Dispatch Supervisor.
- Will prepare all training materials for new dispatch hire ahead of time.
- Will work with Dispatch Supervisor to get keys, ID#s and passwords for new dispatch hire in anticipation of first day.
- Will have training binder set up for new dispatch hire ready for new dispatch hire on first day.
- Will monitor the progress of the trainee throughout his or her training period.
- Will monitor and evaluate the training provided by the trainer to the dispatcher trainee.

- Will monitor the overall training and progress of the trainee.
- Will review the weekly reports and end-of-phase evaluation reports and test results of trainee.
- Will schedule other PSDs as trainers as availability allows for dispatch trainees.
- Will coordinate ride-along with Region Lieutenant for trainee.
- Ensures all weekly reports and skills sheets are completed.
- Works with ATAC/TAC for necessary NCJIS/NCIC certification for trainee.
- Understands that the extra duties are part of PSD III job description.
- Provides one-on-one training to new Dispatchers.
- First line supervisor to trainee.
- Evaluator of trainee.
- Positive role model for trainee.
- Knowledgeable in most tasks and normal Public Safety Dispatcher duties.
- Will provide a positive learning environment for the trainee.
- Will assist and coach the trainee during his or her training.
- Will evaluate the trainee's skill level and approach to problems and situations in the field.
- Will remain objective and confidential with regards to the trainee's performance problems.
- Will inspect and review all the trainee's paperwork.
- Will maintain a daily journal and complete a weekly report and end-of-phase evaluation report.
- Will report any concerns or issues involving the trainee to the Training Coordinator.

DISPATCH TRAINEE RESPONSIBILITIES

- Report to work on time.
- Be dressed appropriately according to current NDOW dress code.
- Be prepared mentally and physically for work for the day's assignments or duties.
  Has all materials and equipment for the shift (binder, headset, keys, maps, etc.)
- Eager to learn and demonstrate a positive interest/attitude in the day's assignment.
- Respects and follows the directions given by the CTO and Training Coordinator.
- Is courteous and professional with the public.
- Accepts responsibility for his or her learning.
- Accepts constructive criticism from CTO, Training Coordinator, or Supervising Public Safety Dispatcher.
- Does not dishonor, disgrace or mar NDOW's image by his or her actions or words.
- Takes responsibility for his or her actions.
- Takes initiative in the learning process and in solving problems and situations.
- Will participate in self-evaluation. (Self-evaluation will ensure that learning transfers from theory to practice, which is vital in the trainee's development.)

I, _____(print name) have read and discussed the roles and responsibilities with my Civilian Training Officer. I understand that by signing this form, I am acknowledging I can discuss these items at any time during my training but that I am responsible for my section. I will be provided a copy of this section after signing.

Trainee _____Date:_____
Civilian Training Officer_____Date:_____

DISPATCH WEEKLY OBSERVATION REPORT

The Dispatch Trainer will complete the Weekly Observation Report. The Trainer will rate the Trainee on performance. The Trainer and Trainee will have a comments section they can fill out to go into more detail. Trainer should review any training scenarios, quizzes, and assignments given to the Trainee. Ex: What was the score on the tests? Were the assignments completed in the time frame given? Did the Trainee go on any ride-a-longs? Did Trainee handle any unusual calls? Is there a need for any remedial training?

The Dispatch Trainer will use the Standard Evaluation Guidelines when evaluating the performance of the Dispatcher Trainee. The Standard Evaluation Guidelines are rated from 1-5:

- **1**---Unable to complete task without assistance
- **2**--- Able to start task-still needs assistance
- **3**--- Able to start task and get through parts without assistance
- **4**--- Able to complete most of task without assistance
- **5**---Able to complete task on their own

A narrative will be completed weekly by both Trainer and Trainee. Be objective and constructive in your assessment. Reports will be turned in to the Dispatch Supervisor.
Rating selected should be rated from 1 to 5. A comment should accompany any unacceptable or superior ratings with examples cited (include CAD printouts) on the separate narrative page.
DISPATCH TRAINER WEEKLY OBSERVATION REPORT FOR THE WEEK OF _____

Training Officer: Evaluation Criteria	Rating	Comments

1. Punctuality		
2. Attendance		
3. Acceptance of Criticism		
4. Attitude toward Public Safety Personnel		
5. Attitude toward Citizens		
6. Policies & Procedures		
7. Common Sense & Good Judgment		
8. Equipment and Data Systems		
9. Geography		
10. Self-Confidence		
11. Teamwork		
12. Verbal Communications		
13. Performance under non-stress		
14. Performance under stress		
15. Ability to Correlate Information		
16. Concern for Officer Safety		
17. Call-Taking Skills		
18. Multi-tasking		
19. Other		

Ratings
1---Unable to complete task without assistance
2--- Able to start task-still needs assistance
3--- Able to start task and get through parts without assistance
4--- Able to complete most of task without assistance
5---Able to complete task on their own

Civilian Training Officer Comments:

_____

Civilian Training Officer Signature /Date

Dispatch Trainee Comments:

Dispatch Trainee Signature / Date

CALL TAKING BASICS

ANSWERING THE PHONE

All routine incoming calls to Dispatch will be answered "Department of Wildlife, this is XXXX" (or "Operator number 420"). The specialty phone lines will be answered as follows:

Operation Game Thief Line - "Operation Game Thief, this XXXX, how can I help you?"

Bear Hotline – "Bear Hotline, this is XXXX, how can I help you?"

NDOW DISPATCH PHONE NUMBERS	
Out 1	**Out 2**
775-786-0315 RECORDED	**775-786-0318** RECORDED
Incoming Dispatch	**OGT Line**
775-688-1331 RECORDED	**800-992-3030** ATT LINE 775-688-1894 RECORDED
Incoming Dispatch	**Bear Hotline**
775-688-1332 RECORDED	**775-688-2327** RECORDED
Incoming Dispatch	**Dispatch Supervisor**
775-688-1333 RECORDED	**775-688-1334** RECORDED
Failover 1	**Failover 2**
775-688-1055 line should work if internet down	775-688-1056 line should work if internet down
Hard Wired Line - Near Copier	**Dispatch Emergency Cell Phone**
775-688-1959 NOT RECORDED	**775-531-6504** passcode 112233
Lines beep every 20 seconds- lag of 5 seconds	
Dispatch Center email is NDOWDispatchCenter@ndow.org	

Public Safety Dispatchers are often the first person the public has contact with, therefore it is important you sound professional, clear and interested; creating a favorable impression of the Department. In the interest of professionalism and efficiency, tell the caller immediately who you are.

ANSWERING QUICKLY

No one likes to be kept waiting. Any incoming calls could be a life or death emergency where seconds count. Be prepared for any type of call at all times.

ACTIVE LISTENING

It is imperative that you remain alert, focused, and engaged with the caller. You must employ active listening skills, be aware, and listen to what the caller is reporting. Callers may have only a brief opportunity to report an event, due to being out hunting, boating, etc. You may be the lifeline receiving this information. Be present in each phone call, even "routine" calls may become more than originally perceived. Improve your active listening skills by capturing information as it comes. Doing so will lessen the instances of asking for information that has already been given.

PERSONAL CONDUCT

You must be careful to never do or say anything that may be construed as critical or disparaging of any race, creed, or class of people. If the caller is making disparaging remarks about an ethnic group, ignore it. Never become argumentative or defensive, even if you are personally offended.

TELEPHONE COURTESY

Most people hesitate to call a Law Enforcement Agency. When they do, they may be panicky, angry, or confused. Learning to deal effectively with people under stress is one of the most important parts of the job. In order to succeed, you must learn how to remain calm and courteous when confronted by an irate caller who is venting anger and frustration at you.

Panicky callers often ramble and provide information that may not be pertinent to a Public Safety Dispatcher. Your job is to control the conversation, directing it to relevant specifics, without appearing to hurry or criticize a caller. Obtain the information needed to handle the call but remember to be courteous at all times. As a Public Safety Dispatcher, you have the responsibility and latitude to guide callers however, this is never authorization to raise your voice, demonstrate anger or frustration, or use a tone that belittles or chastises a caller.

When placing calls on "hold" you must inform the caller of your intentions. Do not simply say, "hold on" and push the hold button. The caller may think the line was disconnected or that you hung up. Phrases such as, "Can you hold a moment?" or, "I am going to place you on hold and will be back in a moment" will let the caller know your intentions. At this time the Dispatch phone system cannot transfer calls.

CUSTOMER SERVICE

In all cases, it is imperative that at the conclusion of the call, the caller has a clear understanding of what type of assistance they can expect. The caller must be informed.

Callers should not be given an estimated time of arrival unless they specifically request one or there's going to be an extended delay. Callers should not be told wardens are "on the way" unless units have in fact been dispatched and you can ensure a higher priority incident will not take priority. This is what is known as building a "special relationship" between caller and Dispatcher. Callers can develop a false sense of security if they believe help is "on the way."

The Dispatcher should keep the caller's safety paramount in their mind and instruct the caller not to put themselves in harm's way. Callers should only be instructed to follow the Dispatcher's instructions if the caller can do so safely.

TELEPHONE CONVERSATIONS

Dispatchers should be aware that all telephones in the Dispatch Center are recorded. These recordings are discoverable by both Defense and Prosecution attorneys and additionally are subject to review by members of the Department. Dispatchers should keep this in mind during all telephone conversations conducted in the Dispatch Center. Your reputation as well as the department's reputation could suffer irreparable damage by a single careless remark.

REFERRING CALLS

After a time, you will become proficient in answering many questions, however, will likely never be able to answer every question. Before referring a caller, be sure you understand the type of assistance they need. Make sure to tell the caller why you are referring them to someone else. If you cannot answer a question, call upon your CTO. There may be instances when you utilize the assistance of the Dispatch Supervisor, Lieutenant, Game Warden, or Biologist. Never provide information unless you are certain.

KEY POINTS OF CALL TAKING

Your primary function as a Public Safety Dispatcher is to communicate. It is imperative that you develop an effective skillset by incorporating some of the following key points:

- Communicate in a manner that is effective with each individual.
- Take control of conversations and extract as much information as possible.
- Treat hostility with courtesy. Callers may use profanity, do not take it personal.
- Be empathetic and show interest in callers.
- Try to calm hysterical callers. It is the only way you can get the information you need.
- If there is a language barrier, make a concerted effort to obtain information. When necessary, obtain a translator.
- Treat calls from children seriously. Do not assume they are "playing with the telephone."
- Treat elderly or confused callers with empathy and respect. Guide the conversation without appearing impatient, or frustrated.
- Direct the flow of conversation away from superfluous information. If necessary, interrupt and continue with direct questions.
- Repeat important points for clarification and confirmation.
- **Verify all addresses and telephone numbers. Never rely solely on caller ID information.**
- Terminate calls on a positive and courteous note. Before hanging up, the caller should know exactly what action will be taken: (1)Wardens will be dispatched or (2) Wardens will not be responding and reasons why.
- If it is extremely busy and incidents are backing up, advise callers that there may be an extended delay and see if other arrangements can be made.
- Make sure callers are never left with the impression that nothing was gained by their call. When appropriate, refer the caller to another agency or resource that can assist.

REGULAR CALLS FOR SERVICE

Where? What? When? Who? Still on Scene? Weapons? Supplemental Information?

1. Where did it happen? Determine quickly whether the call is in our jurisdiction. Since we border several states, confirm location. If not in Nevada, or not something NDOW handles, refer caller to the appropriate agency by providing the caller with the correct telephone number.
2. What happened? Determine the nature of the call immediately for proper prioritization. Incoming calls must be handled by priority and importance. Calls for service take precedence over calls for information and advice.
3. When did it happen? The timeframe is imperative for proper prioritization.

4. Who is involved? Obtain the number of persons or suspects involved, descriptions, and names if known. If you don't ask, the caller may not know to tell you.
5. For certain calls you will want to ask the caller if the person/s is still on scene.
6. Any other information pertinent to the call.

DESCRIPTIONS

Descriptions of the animal, person, or location involved in the report are important. The order to follow is:
Physical - SEX/RACE/AGE/HEIGHT/WEIGHT/HAIR/EYES/CLOTHING FROM TOP TO BOTTOM/OUTSIDE CLOTHES FIRST (ex. blue jean jacket, red t-shirt).
Location - Since we receive calls for the entire State of Nevada, and most calls involve rural locations, it is important to get specific location information. GPS coordinates, street addresses, and hunt units are all acceptable. Due to Nevada's rural nature, you may receive calls that only give you landmarks, like "front gate of the ABC Ranch, off HWY 93", or 3 miles north to the red barn and make a right turn". Try to have the caller be as specific as possible, especially if they are not going to be waiting on scene.

TYPES OF CALLS

CAD CALL NATURES

ABANDON VES WL	FOLLOW UP WL	TRAINING WL
ACC DOWL INV WL	GATHER WL	TRANSPORT WL
AGENCY ASST WL	GUZZLER WORK WL	TRAPPED WL
AIS WL	HABITAT	TRPINV WL
BATTERY WL	INJURED ANIM WL	TXDRM INSPC WL
BEAR PROBLEM WL	INSPCTN MISC WL	UNLAWFUL KILL
BHN INSPECT WL	INVESTIG WL	UNOCCPD VEH WL
BLMV WL	KNOCK WL	URBAN WILDLF WL
BOAT ACC FTL WL	LION PROBLEM WL	USFSV WL
BOAT ACC INJ WL	MEDICAL WL	USFW WL

BOAT ACC NINJWL	MOTORIST AST WL	VANDALISM WL
BOAT ACC WL	NRS ARREST WL	VESSEL AST WL
CONTACT WL	OGT WL	VESSEL FIRE WL
COYOTE PROB WL	OUI CHECK WL	VESSEL INSP WL
DEAD ANIMAL WL	OUI WL	VESSEL STOP WL
DOCK WALK WL	OVERDUE WL	WARR ARREST WL
DOWL INJURY WL	PURSUIT WL	WARRANT WL
DROWNING WL	RECKLESS WL	WILD FIRE WL
DUI WL	RECOVER VES WL	WILDLIFE SRV WL
EXOTIC WILDLIFE	RECOVERY WL	WL OFC
FIRE STANDBY WL	RON WL	WLDLFE ATTCK WL
FIREINV WL	SPECIAL EVENTWL	
FLIGHT WL	SQUATTER WL	

URBAN WILDLIFE CALLS

Urban Wildlife Response Matrix
MAMMALS

ANIMAL/ SITUATION	RESPONSE
Bats	● ***Injured bat*** – advise to leave the bat alone. Remove pets from the area to prevent bites. ● ***Dead bat*** – do not attempt to pick up or throw away unless certain it is dead and gloves are worn, or tool used to pick it up. ● If pet or human is bitten – refer to appropriate Animal Control Agency ○ Contact NDOW to collect specimen ● Note any unusual behavior ● **Bat on house-** inform that bat is resting and will vacate the area in a few days
Beaver	● Beaver can be legally trapped and killed within the season October 1st- April 30th but a trapping permit must be obtained. ● If causing issues outside of trapping season you may apply for a depredation permit
Bobcat	● Clear property of brush and other ground cover that can provide a habitat for prey species and also provide cover for bobcats ● Do not feed birds

	• Try to keep livestock secured (adequate fencing) • Use of lights, sounds, or large dogs may scare bobcats off • Obtain a permit through NDOW: Dec 1 – Feb 21
Coyotes	• Report location and general info about the sighting. • Educate on removing/limiting attractants at night (pets, pet food, trash, rodents) • Coyotes are in the area because they are being fed either directly or indirectly. They have established a food/water source within the area. • Per **NAC 441A.445**, coyotes shall not be fed on private property. • Deterrence methods should be used to scare away coyotes, such as yelling, banging on objects, air horns. • Keep bushes trimmed and clear yard of debris that can provide habitat for prey animals • We will not relocate or care for injured coyotes. They will only be euthanized. • Wildlife removal services available at cost. • If threatening to pets or livestock refer to **USDA Wildlife Services** • If there is an immediate threat to a human, contact **NDOW dispatch** • *The only time a response is required is when aggressive behavior towards humans occur.*
Deer	• For frequent deer in yard inform of options to deter deer such as exclusion fences and approved repellants • Dead- Refer to NDOT if on state roadway or appropriate county animal control if on county roadway
Fox	• Not much can be done. The rapidly growing city displaces wildlife. • Foxes are in the area because they are being fed either directly or indirectly. They have established a food/water source within the area. • Per **NAC 441A.445**, foxes shall not be fed on private property. • Deterrence methods should be used to scare away foxes (yelling, banging on objects, air horns). • Relocation will not happen (rabies vectors). Any removed foxes will be euthanized.
Ground Squirrel	• Injured or orphaned – it's unfortunate, but nothing we can do • Nuisance – provide info and advice for excluding animals from damaging shrubs and plants (fencing, approved repellents like moth balls or Ro-Pel) • Damage is reported to Nevada Department of Agriculture
Mountain Lion	• For Lion sightings refer directly to dispatch due to the public safety concern and inform the supervising Biologist • If person suspects a lion to be stalking pets or livestock, or animals have been killed or missing, attempt to confirm that the offender is a lion and not a bobcat or coyote. Lion prints are 3-4" in diameter. Ask them to place a bucket over prints for NDOW to confirm • If lion is on premises, find warden and biologist trained to respond.
Rabbits	• Refer suspected cases of Hemorrhagic Disease (RHDV2) in domestic or wild rabbits to NV Dept of Agriculture. • Rabbit living under a deck/shed/other structure: install an exclusion barrier - steel mesh around the perimeter, and at least 12" underground, with bottom of mesh sloping outward. • Protect garden with fence 1ft underground & 1 ft above ground • Coyote/fox urine = mildly effective repellant
Raccoons, Skunks, Badgers	• Inform resident on reducing pest attractants such as pet food and accessible garbage • Close any entrances to your home such as dog doors and keep pets and children inside as raccoons can be very vicious • If left alone, in most cases raccoon will leave on its own • Refer to an approved pest control company listed below
Sheep	• Contact Game biologists

BIRDS

ANIMAL/ SITUATION	RESPONSE
Bird (baby)	• It's natural that a percentage of baby birds not survive (why multiple eggs are laid) • Ask them to place the bird back in the nest if the location is known and not too high. (Myth: babies will not be cared for if handled by humans) • Can't find the nest? – ask them to place the bird in a safe place above the ground in the hopes that it will still be cared for.
Bird (injured)	• Try to determine the type of bird and refer to the appropriate agency *If unknown*, follow these steps: • NDOW manages populations and habitats, not individuals. Time and resources are not available or practical to save every bird. • There are no government supported rehab centers in southern Nevada. One volunteer rehab (only birds of prey) • *First Option* – Place bird in a shady location above the ground, safe from cats and other predators in the hopes that it can recover on its own. • *Second Option* – They can contact a vet service or sanctuary. May have to pay costs themselves; we will not pay or transport bird • *Third Option* – Let nature takes its course. Let them know that rehabilitated birds rarely survive in the wild and that if injuries are severe enough, the bird would be euthanized. • ***Birds often stand on one leg. This does not mean they're hurt!*** **Dead** – If human interference is suspected, inform Law Enforcement
Bird (pigeon)	• Be brief. Pigeons are not considered wildlife and are an invasive species that spread disease. Many pest control companies deal in pigeon removal. We cannot help with injured pigeons and the best option is to leave it alone. • If the pigeon has a band they can be referred to the American Racing Pigeon Union • Per Clark County ordinance **10.36.035** it is illegal to feed pigeons on public or residential property
Birds (Woodpeckers, Flickers, Sapsuckers)	• Damage/nuisance usually caused by feeding, nesting, or drumming. Many species rhythmically drum on resonating objects to advertise territory. • Nesting and drumming may be seasonal activities. • Scare device are usually quite effective and can include hanging wind chimes, streamers, balloons, and aluminum pie pans that twist in the wind and reflect light. Shouting, banging on a pot, but persistence is needed.
Ducks	• Do not let ducks nest in yard. Scare away before nesting begins and be persistent! • Once eggs are laid, ducks and eggs must be left alone until hatched and chicks are mobile. • Keep pool covered • Do not feed in any way
Divebombing birds (mockingbirds, hawks & Grackles)	• Mockingbirds: Grayish bird with conspicuous white patches on wings & tail in flight. • Grackles: Glossy black birds with longs tails • Frequently reported attacks/dive bombing on people and pets during the spring and early summer while nesting activities are taking place. • Assure them that the aggressive activity is seasonal and should only last a couple weeks. Suggest avoiding the nest area as much as possible during that time. • Umbrellas can be used to protect themselves while passing by. • Contact USFWS when persistent threat to safety poses concern, and a depredation permit is desired - https://www.fws.gov/forms/3-200-13.pdf
Owls	• Leave alone – will most likely fly away within a day if not injured • If an injured owl is found contact NDOW personnel to transport to a rehab facility. Approved rehabbers listed on last page

	• Poorwills are commonly confused with owls or baby owls. Poorwills have whisker-like feathers around a very small beak and black eyes. They are insectivorous and nocturnal. During the day they can be found resting on the ground and may be easily approached and picked up. • Leave poorwills where they are found. If picked up, it can be released anytime or wait until night
Raptors	• **Injured** - Contact Urban Wildlife personnel to retrieve raptor and take to a rehab facility • If safe to do so, ask caller to take photo of front, top, and side of bird to confirm ID • Advise resident to leave raptor alone as they can be very dangerous. Keep pets & children clear • **Dead** - If raptor is a hawk, inform them to properly dispose of it. For eagles refer to US Fish and Wildlife Service

REPTILES

ANIMAL/ SITUATION	RESPONSE
Desert Tortoise	• Do not pick up • Tortoises found within city limits could be a neighbor's pet that got loose – recommend posting to social media and Tortoise Group lost & found page.
Lizard (native)	• Have person describe the size and color. Gila Monsters are 1-1.5 feet long, bead-like skin, varied coloration (usually patterns of pinkish-orange and black). • Report Gila sightings to Jason Jones – ext. 3718 (location & photo)
Lizard (exotic)	• For exotic venomous/dangerous reptiles (pit vipers, constrictors, crocodilian)
Snakes	• If there is an ***immediate threat*** to human safety or the situation is likely to cause a human safety problem, **respond in person** • If there is no immediate threat, determine if it's a rattlesnake. Rattlesnakes have triangular heads and rattles/buttons on their tail. • If person is reporting a rattlesnake, but it's not in the area, advise them to be cautious and leave it alone if it returns. They may kill it if they feel the need to do so • If **NOT** a rattlesnake and less than 4 ft. long, likely a non-venomous native snake that will do no harm. Provide advice to help prevent future occurrences (reduce brush/rock piles, trim vegetation). • For exotic venomous/dangerous reptiles (pit vipers, constrictors, crocodilian) contact Jason Jones – ext. 3718

DISPATCH RADIO

MONITORING RADIO CHANNELS

NDOW Dispatch has 35 radio channels we monitor. They are not all busy at the same time, but it can be very busy if you are working by yourself. The channels are divided by regions.

WESTERN REGION		
RENO ZONE	*WINNEMUCCA ZONE*	*SAT RAD*
VIRGINIA	*WINNEMUCCA*	*USED BY BLM*
COREY	*MAGGIE*	
FOX/YELLOW	*STAR*	
OXBOW		
SNOW VALLEY		
TOPAZ		
EASTERN REGION		
ELKO ZONE	*ELY ZONE*	
ELKO	*CAVE*	
AUSTIN	*CURRENT*	
DEER	*KINGTOP*	
DELANO	*KIRCH*	
JACKS	*PROSPECT*	
KNOLL		
LEWIS		
MIDAS		
ROCKY		
SPRUCE		
SOUTHERN REGION		
LAS VEGAS ZONE	*TONOPAH ZONE*	*LAUGHLIN ZONE*
ANGEL	*MONTEZUMA*	*DRI*
HATCHERY	*ROUND*	*PERKINS*
HIGHLAND		

KEY		
VIRGINIA		
WILSON		

BASIC RADIO INFORMATION

Radio Transmissions

- Statewide radio coverage for NDOW employees and other authorized users.
- Reno dispatches to the law enforcement officers (NDOW Wardens, BLM and USFS Rangers, US Fish & Wildlife Officers) and NDOW aircraft.
- Majority of the transmissions are plain speak.

Talking on the Radio:

- NDOW Dispatch center is referred to as "Reno" on the radio.
- When calling a unit on the radio you use their call sign, followed by your call sign and indicate which repeater you are calling them on.
- This is 'to-from' when speaking on a radio. Key the mike and *wait 2-3 seconds* before speaking, to prevent cutting off the first part of your comments.
- Long transmissions should be broken up by speaking part and then saying 'break' and letting go of the mike for a moment, then continuing.
- Anyone calling the NDOW Dispatch Center on the radio will begin with the handle "Reno" followed by their call sign and finally indicating which repeater they are using.

  Example: "Reno, 1421 on Virginia." **(Game Warden is calling Reno)**

  "Reno, 1421, 10-41, 76 to Carson

  Example: "1421, Reno on Virginia" **(Dispatch is calling Game Warden)**
- **In case of emergency, contact Dispatch on the radio:**

  Example#1: "Reno, 1421 on Virginia, Emergency Traffic"

  Example#2: "Reno, 1421 on Virginia, **Code RED**
  - Give the type of emergency and location:

  ("Reno, I have a medical aid, subject with a broken leg on the trail, 100 yards from the entrance to Oxbow Nature Site on Dickerson Rd.") Try to be specific about your location, so help can get there quickly.
- Dispatch will call each field unit *hourly* to make sure they are code 4:

  Example: "1421, Reno on Virginia, status check"
- Response to Dispatch from field unit should be:

  Example: "Reno, 1421 on Virginia, code 4"

Emergency/Alert Tones:

- Alert tones/Channel Markers are placed "on" during an emergency event that indicates to the field that the channel is "closed"
- Field units will hear an audible "beep" every 8-10 seconds while the marker is on

- Once the situation has resolved itself, the channel is "opened" and the marker removed or turned off
- This is used to get the field personnel's attention prior to dispatch making the emergency announcement

AVIATION PROCEDURES

NORMAL COMMUNICATION PROCEDURES:
Communications during aviation flight tracking shall be maintained at all times for department aircraft. The primary method shall be through the NDOW Public Safety Dispatch Center (Dispatch) using the state's radio repeater system and the GPS satellite tracking system accessed via the Spidertracks website. Positive communication will be attempted at all times for NDOW flights.

A. PRIOR TO DEPARTURE-INITIAL FLIGHT OF THE DAY:
The pilot or lead biologist will contact Dispatch via cell or radio advising crew on board, fuel amount, initial route of flight, support truck driver's call sign and cell phone number. Dispatch shall initiate and maintain GPS satellite aircraft tracking via the Spidertracks Website at https://app.spidertracks.io/login.

B. SIGNING ON WITH DISPATCH OUTSIDE OF NORMAL OPERATION HOURS FOR RADIO MONITORING:
In the event that an aircraft starts a survey or travel at a time when Dispatch is not on the air, the pilot or survey crew leader should call Dispatch on their closest repeater. They should announce that they are signing on "in the blind", how many people are aboard, their call signs, and who is operating the fuel truck, when applicable. Also included should be the unit number or destination of the aircraft and how much fuel is onboard. As soon as a dispatcher comes in and hears the recorded call from the aircraft, they will immediately contact the crew lead and let them know that their call was received. They will log into Spidertracks and begin their one-hour status checks from that point. Under no circumstances should a blind sign on be the only flight monitoring used (flights that are not monitored by Dispatch must be monitored by personnel on the ground until such a time Dispatch takes over. When a mission initiates in the blind, personnel on the ground must follow the flight via radio communications until Dispatch accepts that responsibility by responding to the aircraft). Flights that are not monitored by dispatch, nor have a fuel truck following, must ensure there is communication with someone outside of the flight crew.

C. DEPARTURE COMMUNICATIONS:
Upon departure, the pilot shall contact Dispatch by radio to establish communications and confirm flight tracking as well to verify the type of flight, flight crew (by call sign), flight location, and fuel duration as well as any other pertinent data as required. The Pilot has primary responsibility but may delegate this communication to the lead biologist on board.

D. POSITION REPORTS AND CHECK-INS:
Position reports and check-ins will be conducted, at a minimum, every hour (one hour from the time of the previous positive contact) or more frequently as necessary. The pilot or designee is responsible for initiating position reports with Dispatch. Should a contact fail to be made at the designated time, the dispatcher should initiate contact for a confirmation of normal operations. Regular communication with

the support truck driver should also occur to determine the status of the flight crew or needs for a potential re-fueling situation.

Department aircraft frequently fly below the line-of-sight radio capability of the repeater system. Spidertracks will transmit five-minute position reports automatically to maintain flight monitoring and aircraft status. The hourly radio check-ins are needed for the enhancement of safety and satellite tracking confirmation. It is mandatory for the flight crew to check-in at least every hour. Delayed check-in, due to problem communications, should not exceed one hour and fifteen minutes. If one hour and fifteen minutes expires with no communications, Dispatch will check the status of the aircraft on Spidertracks (see Emergency Flight Procedures Below) before initiating primary notifications using the Emergency Contact Checklist.

E. DISPATCH MONITORING OF SPIDERTRACKS:

Any Spidertracks satellite tracking deviation, such as extended stationary position or loss of reporting signal, requires immediate attention and action by the dispatcher. Attempt to contact the flight crew via the radio system or via cell phone to assess the situation. It cannot just be assumed by the dispatcher that the aircraft has landed for refuel or a break, as a hard landing or unexpected incident may have occurred before a distress call could be made. If contact is not made in the allotted time, start the Emergency Contact Checklist to initiate search and rescue.

If Spidertracks satellite tracking becomes inoperable or not able to be monitored by a dispatcher for any reason, the pilot must be notified, and the pilot and crew will make the decision of whether or not to discontinue the flight. If operations will continue, contact will be made using other methods of communication.

F. STOPPING FOR FUEL:

The pilot or crew leader must notify Dispatch when the helicopter is heading to fuel, the fuel location, how long they anticipate being on the ground, and when they land. After fueling, contact Dispatch and provide any changes to crew or flight plans before resuming the flight and resuming standard one hour status checks. If communications are unavailable, after pilot or crew leader notifies Dispatch of the pending fuel stop, Dispatch will monitor Spidertracks to determine when and where landings occurred. This will be logged into the CAD. Once the flight resumes, if contact cannot be made within the time limits, immediately begin initiating the Emergency Contact Checklist, while continuing attempts to contact.

G. CLOSEURE OF FLIGHT PLAN:

Dispatch must be informed by the pilot or flight crew member whenever the aircraft lands. If the aircraft is shown on the ground in normal status (aircraft powered down and no altitude or airspeed showing), but the pilot or flight crew did not close their flight plan with Dispatch, contact the pilot or any member of the flight crew by cell phone or radio. Dispatch cannot close out the call until contact is made and a safe landing is confirmed. If no confirmation is received, immediately begin initiating the Emergency Contact Checklist, while continuing attempts to contact.

USE OF CONTRACTED/EXTERNAL AVIATION SERVICES:

It is preferred that Department aircraft and pilots be used for all Department aviation needs. However, circumstance may necessitate the need to seek contracted support, whether those circumstances are aircraft/pilot availability or specialty flight requirements. All independent contracts for aviation services will be initiated by the requesting Division Administrators in consultation with the Director's Office, Game Division Administrator, and Chief Pilot. All contracted aircraft are required to be equipped with NDOW radio frequencies to allow for radio communication with either NDOW Dispatch or ground crews.

EMERGENCY FLIGHT PROCEDURES

A. SAFETY COMMUNICATION PROCEDURES UPON FAILURE OF CHECK-IN:

1. In the event the aircraft fails to make contact with Dispatch (radio or cell phone) at the prescribed one-hour timeframe and there is a stationary aircraft position being reported by Spidertracks, Dispatch shall continue to attempt radio or cell phone contact with the flight crew for the next 15 minutes. During this timeframe, dispatch should also attempt radio or cell phone communication with the support truck driver to help determine status of the flight crew. After this timeframe, if there is no contact with the aircraft and Spidertracks continues to indicate the aircraft position is stationary, initiate search and rescue using the Emergency Contact Checklist.

2. If there is no radio or cell phone contact made with the aircraft beyond the one hour and fifteen-minute timeframe and Spidertracks is reporting normal flight operations of the aircraft which indicates positive reporting (acceptable altitude and air speed), the aircraft shall be considered "in operations-normal mode, but temporarily out of radio communications." A log entry should be made, indicating no contact but code 4 (no assistance needed) on Spidertracks. It is the Pilot's responsibility to get to an area where contact can be established.

B. MAYDAY:

If there is a mayday signal from the aircraft (aircraft shows red on screen and audible alarm sounds) without any crash confirmation, Dispatch will investigate further by attempting to contact the support truck driver and Pilot by radio or phone. Immediately initiate the Emergency Contact Checklist for search and rescue if Spidertracks is reporting a stationary signal accompanied by a mayday signal (visual and auditory alarm on the screen) and no effective contact is made with Pilot.

C. EMERGENCY LANDING:

The course of action following a precautionary landing event is based on the judgment of the pilot. The unscheduled landing is generally mechanical or inclement weather related. Actions taken will be for the general welfare of the flight crew, followed by working through issues and dictated by the pilot based on the circumstances. If time, circumstance, and safety allow, the pilot will notify Dispatch of any such problems in advance of landing the aircraft. No notifications to higher authority will be necessary unless requested by the pilot.

D. ACTIVATING A COMMAND CENTER:

Depending on the emergency event, the Director of NDOW will determine if a command center needs to be established. The command center may be established in the Dispatch Center or the place designated by the Director. The Dispatch Supervisor will be contacted again and will act as liaison

between the dispatch center and the Director's Office and will ensure sufficient coverage in the dispatch center, so that a primary dispatcher will maintain control of aircraft incident communications.

NOTIFICATION SYSTEM

The dispatch center will follow all the actions outlined in the Emergency Contact Checklist as part of the primary notifications function. After step 6, secondary notifications will be made according to another checklist and involves the Director's Office, where some actions may be delegated. Dispatch will not make any further notifications beyond those of the primary notifications outlined in the Emergency Contact Checklist unless instructed by higher authority. No information will be released to Next of Kin, media, or anyone not in the chain of command by the dispatchers. Refer all calls for information to the Public Information Officer, or in the event of family, friends, or co-workers to their respective Division Administrator or Deputy Director.

As the incident progresses, the dispatcher will keep those listed on the primary checklist updated as changes occur until the conclusion of the incident and will handle all calls from within the chain of command relating to the aircraft incident. A second dispatcher or dispatch supervisor will be called in to handle other normal communications on radios and phones.

A copy of the Emergency Contact Checklist can be found in the red binder in the file cabinet on the main floor of dispatch.

MILITARY TIME

0000 HRS = 12:00 AM (MIDNIGHT)
0100 HRS = 1:00 AM
0200 HRS = 2:00 AM
0300 HRS = 3:00 AM
0400 HRS = 4:00 AM
0500 HRS = 5:00 AM
0600 HRS = 6:00 AM
0700 HRS = 7:00 AM

0800 HRS = 8:00 AM
0900 HRS = 9:00 AM
1000 HRS = 10:00 AM
1100 HRS = 11:00 AM
1200 HRS = 12:00 PM
1300 HRS = 1:00 PM
1400 HRS = 2:00 PM
1500 HRS = 3:00 PM
1600 HRS = 4:00 PM
1700 HRS = 5:00 PM
1800 HRS = 6:00 PM
1900 HRS = 7:00 PM
2000 HRS = 8:00 PM
2100 HRS = 9:00 PM
2200 HRS = 10:00 PM
2300 HRS = 11:00 PM

PHONETIC ALPHABET

A	**A**dam
B	**B**oy
C	**C**harles
D	**D**avid
E	**E**dward
F	**F**rank
G	**G**eorge
H	**H**enry
I	**I**da

J	**J**ohn
K	**K**ing
L	**L**incoln
M	**M**ary
N	**N**ora
O	**O**cean
P	**P**aul
Q	**Q**ueen
R	**R**obert
S	**S**am
T	**T**om
U	**U**nion
V	**V**ictor
W	**W**illiam
X	**X**-ray
Y	**Y**ellow
Z	**Z**ebra

RADIO CODES

10 CODES

10-4 Acknowledge Message
10-6 Busy/Standby
10-7 Out of Service/Available
10-8 In Service/Clear Last Call
10-9 Repeat Transmission
10-20 Location
10-21 Call by Telephone
10-22 Disregard
10-23 Arrived On Scene
10-24 Assignment Completed
10-26 III Request
10-27 Request DL Information
10-28 Request Boat/Vehicle Info.
10-29 Check for Wants
10-41 Begin Tour of Duty
10-42 End Tour of Duty
10-43 Information
10-46 Motorist Assist

10-61 Clear for Confidential Information

Adam…Assault/Battery History
Boy…Burglary/Larceny History
Charles…CCW Permit
David…DONS Notification P&P
Edward…Embezzlement/Check Fraud
Henry…Homicide/Manslaughter History
Ida…Victim/Suspect ID Theft
Nora…Narcotics History
Ocean…Obstructing/Resisting History
Paul…Protection Order on File
Robert/**S**am…Reg. Sex Offender
Sam…Sex Offense History
Tom…TSC hit/gang file (1,2,3,4)
Union…OUI/DUI History
Victor…Violent Offender
William…Weapons Offense History
X-Ray…Ex-Felon Registration

10-50 Vessel/Vehicle Accident
10-55 Intoxicated Operator
10-76 Enroute
10-95 Arrest
10-96 Mental Subject
10-99 Records Show Wanted/Stolen

M/Mary - Misdemeanor
F/Frank - Felony

STATUS CODES
Code 2 Silent Run – No Lights/Sirens
Code 3 Urgent – Use Lights/Sirens
Code 4 Situation Under Control/No Problems
Code 5 Combative/Hostile Situation; Stat Ck 5 Minutes
Code 6 On Special Assignment – Advance Notice Given
Code 9 Possible Misdemeanor Warrant
Code 10 Possible Felony Warrant
Code 50 Dead Body
CODE RED Officer Needs Immediate Help

CLEARANCE CODES - ** Highlighted Clearance Codes Denote Workflow Generated in Spillman

ACW Accident Report Taken
ANW Animal in Roadway
ARW Cleared by Arrest
AVW Abandoned Vehicle/Vessel
CIW Citation Issued
HBW Handled by Other Agency
MAW Motorist Assist
ONW Other – No Report Generated
ORW Other – Report Generated
ULW Unable to Locate
VWW Verbal Warning
WWW Written Warning

STATE ABBREVIATIONS

State	Abbreviation
Alabama	**AL**
Alaska	**AK**
Arizona	**AZ**
Arkansas	**AR**
California	**CA**
Canal Zone	**CZ**
Colorado	**CO**
Connecticut	**CT**
Delaware	**DE**
District of Columbia	**DC**
Florida	**FL**
Georgia	**GA**
Guam	**GU**
Hawaii	**HI**

State	Abbreviation
New Hampshire	**NH**
New Jersey	**NJ**
New Mexico	**NM**
New York	**NY**
North Carolina	**NC**
North Dakota	**ND**
Ohio	**OH**
Oklahoma	**OK**
Oregon	**OR**
Pennsylvania	**PA**
Puerto Rico	**PR**
Rhode Island	**RI**
South Carolina	**SC**
South Dakota	**SD**

Idaho	**ID**
Illinois	**IL**
Indiana	**IN**
Iowa	**IA**
Kansas	**KS**
Kentucky	**KY**
Louisiana	**LA**
Maine	**ME**
Maryland	**MD**
Massachusetts	**MA**
Michigan	**MI**
Minnesota	**MN**
Mississippi	**MS**
Missouri	**MO**
Montana	**MT**
Nebraska	**NE**
Nevada	**NV**

Tennessee	**TN**
Texas	**TX**
Utah	**UT**
Vermont	**VT**
Virgin Islands	**VI**
Virginia	**VA**
Washington	**WA**
West Virginia	**WV**
Wisconsin	**WI**
Wyoming	**WY**
Virgin Islands	**VI**
Virginia	**VA**
Washington	**WA**
West Virginia	**WV**
Wisconsin	**WI**
Wyoming	**WY**
US Government	**US**

COMMON ABBREVIATIONS

ABBREVIATION	MEANING
AKA	ALSO KNOWN AS
ATL	ATTEMPTING TO LOCATE
ATV	ALL TERRAIN VEHICLE
BOLO	BE ON THE LOOKOUT
DL	DRIVERS LICENSE
DOB	DATE OF BIRTH
DUI	DRIVING UNDER THE INFLUENCE
EB	EASTBOUND
EDP	EMOTIONALLY DISTRESSED PERSON
ENRT	ENROUTE
ETR	ESTIMATED TIME OF RETURN
ETA	ESTIMATED TIME OF ARRIVAL
FI	FIELD INTERVIEW
FST	FIELD SOBRIETY TEST
FTA	FAILURE TO APPEAR
FTO	FIELD TRAINING OFFICER
GOA	GONE ON ARRIVAL
HIN	HULL IDENTIFICATION NUMBER
LKA	LAST KNOWN ADDRESS

LT	LIEUTENANT
NB	NORTHBOUND
OAN	OWNER APPLIED NUMBER
OHV	OFF HIGHWAY VEHICLE
OIS	OFFICER INVOLVED SHOOTING
ORI	ORIGINATING AGENCY IDENTIFIER
RO	REGISTERED OWNER
RP	REPORTING PARTY
SB	SOUTHBOUND
TRO	TEMPORARY RESTRAINING ORDER
USCG	UNITES STATES COAST GUARD
UTL	UNABLE TO LOCATE
VEH	VEHICLE
WB	WESTBOUND
WMA	WILDLIFE MANAGEMENT AREA

FOREIGN ABBREVIATIONS

Canadian Province	Abbreviation
Alberta	**AB**
British Columbia	**BC**
Manitoba	**MB**
New Brunswick	**NB**
Newfoundland	**NF**
Nova Scotia	**NS**
Ontario	**ON**
Prince Edward	**PE**
Quebec	**QC**
Saskatchewan	**SN**

SPILLMAN BASIC ORIENTATION

Spillman Computer-Aided Dispatch – Basic Orientation
Nevada Dept. of Wildlife documents all calls for service and field unit status via the Spillman Computer-Aided Dispatch (CAD) software. Spillman is a shared user system and therefore utilizes some functions and codes not specific to any one agency, unlike a CAD system purchased by and tailored to an individual department.

System Access and Set-up
Spillman CAD is accessed from your Windows desktop. Your username is your NEATS ID # and your temporary password assigned by the Supervisor, which is to be changed upon your first log-in. CAD is set-up from the ***Command Line,*** which is also heavily used in the day-to-day operations by the dispatcher. There are three basic windows used to track activity: the ***Undispatched Calls****, the* ***Dispatched Calls****, and the* ***Unit Status*** screens. Each of those windows can be changed according to the individual dispatcher's preference by deciding which columns shall display in the Windows environment. In addition, the dispatcher can configure the screen colors and some display features.

From the File menu, the dispatcher can see tabbed options. These sections allow you to make some changes in how Spillman displays once you log in. For example, select File > Configure > **Connection** tab, type 'CAD' in the Auto Login Command field and your log-in process is shortened. The **Appearance** tab lets you change colors to the screen. The **CAD Sort Order** tab can be used to pullout specific items in order of how you want them to be displayed for certain windows. For each tab, click on 'Save' once you have made your choices. If you make a mistake and want to revert to the original Spillman or your previous settings, click on those buttons.

The "Tree Menu" allows the dispatcher to customize their command line with buttons for quick access to frequently used screens. It is recommended that each user set-up a few icons on the command line. To do this, click on 'View' then 'Tree Menu'. When the Tree Menu Window displays; click on the 'Cad Commands' which will allow a drop-down list of available CAD functions: one can then drag & drop the selected icons to the blue bar just above the Command Line. Clicking on the + (plus) symbol next to the **HUB** selection will open up many search choices, including the NAMES table, WANTED PERSOSN table, and NAME HISTORY search. This is an option in addition to setting up the icon on your menu bar. To close the Hub, click on the plus symbol.

The **CAD COMMAND** section lists the various CAD commands available in Spillman. This is where you can drag and drop the CAD icons to your command line bar from. The **LAW ENFORCEMENT RECORD MENU** will allow the dispatcher to research reports and field interviews (FIs).

Call-Entry

Calls for service are tracked by entering the data to a blank call-entry screen. To get to a blank entry screen, one can either type '**AC**' on the command line or click on your icon on the blue bar. Two items are mandatory to get a call activated in CAD: the location and the *Nature.* A nature can be selected from a drop-down list or partially typed to get a list. The type and priority are filled in according to a predetermined set of values, as are the zones. Go to the Contact (also known as a Reporting Party, or RP). *The name, phone number (with area code) and address go here UNLESS it is an OGT case, in which case ONLY the CI case number is recorded.* Add basic call comments in the "Info" section. To expand the "Info" section, double click in the grey area. Once your call is created, click "Accept" on the top of the screen.

A call for service can also be entered by using the command line. The dispatcher still must have two mandatory fields to enter a call for service on the command line (location and nature). To enter a call for service that is imitated by the Warden or Unit on duty using the command line, type out the following command:

OSC WL1400 CONTACT LAHONTAN RESERVOIR; BEACH 7. Hit enter and the call will populate in your Dispatched Calls screen. If the address does not validate, you will have to force the call in.

To enter a call for service and leave it pending (no Warden or Unit on duty to dispatch to the call, or to create a call for service to be handled a later date/time), type out the following command:

AC BEAR 1100 VALLEY RD

This will place the call in your Undispatched Calls window and you can dispatch a unit to the call at a later date/time.

Any supplemental information, such as suspect or vehicle descriptions, can be added via the comments section of the call. To access the call comments section; right click on the call and select "call comments". You can also add call comments via the command line. To add call comments from a specific unit assigned to the call, enter CCU followed by the unit number on the command line. All comments entered into a call for service are date and time stamped and are permanent. The call comments are to be considered a legal document.

Once a call for service is created, it will receive its own unique call ID. NDOW events begin with the two-digit year, then WL and are followed by a five-digit number (25WL00012). A case number is issued upon request of the Warden. To get a case number from the command line, type **GIU (Get Incident for Unit), unit ID#.** This assigns the next case number to the primary Warden. If there are multiple units on a call for service and a warden is requesting a case number, do not forget to make that warden the responsible unit for the call. (SEE RU COMMAND). To assign a case number to just the Call ID, and not a specific unit, type in GI then the Call ID in the command line.

Dispatching Calls

There are a couple of methods to dispatch field units to calls for service. The first way is to use the **Dispatch Unit (DU)** command. With many of the Spillman commands, you have the option of strictly utilizing the command line, using a mixture of the command line & a window, drag and drop a unit to a call, or doing the right-click/select from drop down method. Whichever method you chose is a personal preference. You can dispatch a single or multiple units. To update a unit from enroute to on-scene (23wl), you can use the **Update Unit (UU)** command or right-click on the field ID# and select the correct status. To update all units at the same time, use the **Update Call (UC)** command.

When clearing a single unit, while other units are still on the call, use the UU command or right-click to make the status change. Using the UC command will CLEAR ALL units from the incident.

Game Wardens are responsible for providing a disposition when they close out their calls. We will add the disposition as calls for service are closed. There are only 12 clearance codes that the Wardens use. Only three of them will generate reports for the Wardens in Spillman.

When more than one field unit is attached at an event, the first unit shown on the list of units is considered the primary, or responsible unit. This person is in charge of the incident and is responsible for writing the report, if one is required. For flights, the responsible unit is who we call for status checks. To change which unit displays as the primary field unit, use the **Responsible Unit (RU)** command: RU call ID# new responsible unit ID.

Unit Status

Unit activity is tracked on the **Unit Status Screen.** As with the calls windows, the choice of information displayed is up to the individual dispatcher. Spillman has pre-set times for various statuses (stops, contacts, dispatch times, busy) for a reason.

You can add a note to any unit using the command line. Notes are used for adding brief descriptions to a unit (has ride along w/ them, lat/long of last InReach message). Notes will then display when dispatch right-clicks and selects the radio log for the field unit.

Researching Information

To go back and look for calls assigned to a unit, or activity, use the **RA (main radio log screen)** command. Enter a call-sign in the unit field (wl3402, wus492, etc.) and click on “list”. Then you just need to scroll down through the pages until you find what you are searching for.

To look for previous calls, start with the address command **ADDR** from the command line. This will bring up a window. Type in the location (exact address, common place name, cross streets, or GPS) and click on <submit>. You can search using a partial address**.** A list of candidates will display. Click on the correct location and click on <select>. A list of calls will then display with the long-term call ID#. Clicking on the long-term call ID# will bring up the incident.

To look-up **NAMES,** use the NAMES Table. With Spillman, less is more. Enter the last name and first name, using the tab key or click on the blank fields and click on <Accept>. After the last letter of the last name, add an * to search for the name. Any matches will appear as a list below or a message stating 'No matching records found; add a new record (Y/N)?'

To **PRINT** reports, type in either the active call number in the field or the long term call ID# in the appropriate space and click on print in the CALLS screen and <Accept>. Click on <Print> and select <OK>.You will need to select the type of print (with or without State returns). To save the CAD event as a PDF, instead of selecting print, select *ADVANCED***.** Another window will display, select "*Print to local file and select <Browse*>. Any saved file must end with a '.txt' (dot.txt). A case number for a boat accident might be names dr45boatacccallville.txt or bearinhouse234rose.txt for example.

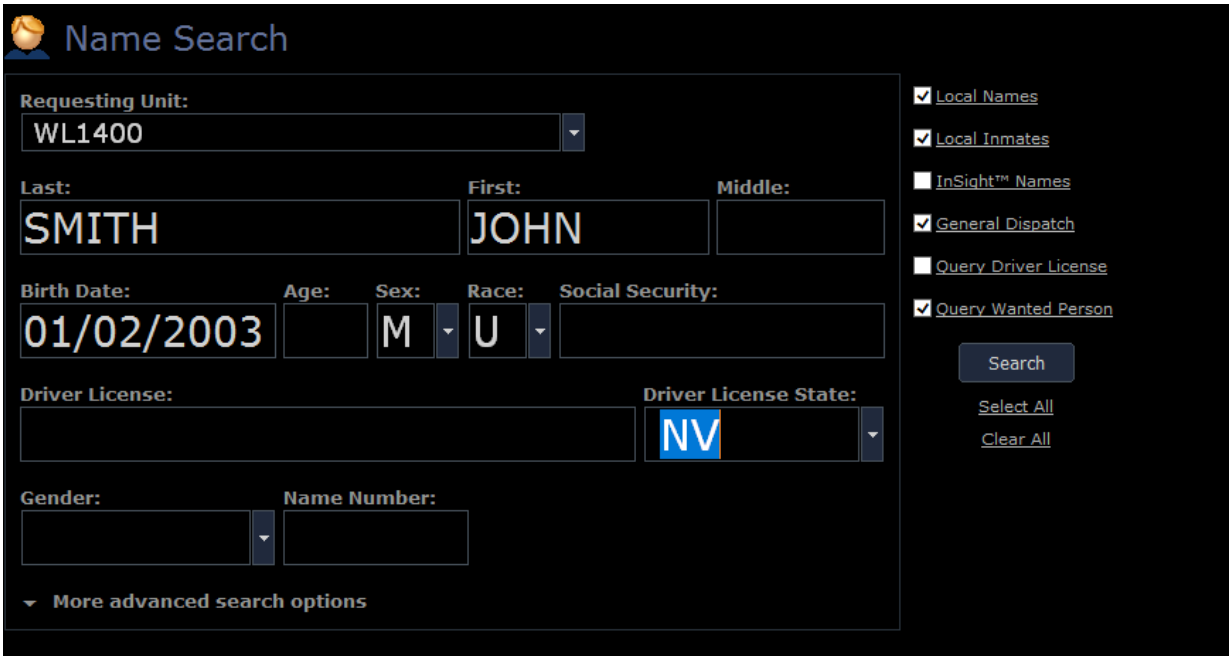
QUICK REFERENCE CAD CODES/COMMANDS

PLACE UNIT ON DUTY	WL1421_41WL
PLACE UNIT OFF DUTY	WL1421_42WL
TRAFFIC STOP	OSC_WL1421_TSWL_US80/USA PARKWAY
VESSEL STOP	OSC_WL3402_VSWL_GOVERNMENT WASH
UNIT NNITIATED CALL	OSC_WL1421_CONTACT_SPARKS MARINA
PLACE UNIT 10-8	WL1421_8WL_UNIT 192_SNOW
UNIT ENROUTE TO A LOCATION	WL1421_76WL_RANGE
UNIT AT TRAINING	WL1421_TRAIN_CARSON SHOOTING RANGE
CLEARING A CALL	UU_WL1421_24WL (Clearance code)
ANOTHER WAY TO ENTER STOPS	OSC_WL1419_TSWL_MOONROCKS; JUSTOFF WINN RD
	anything after semi colon is just information you want to stand out on CAD board
ADD CALL COMMENTS TO SPECIFIC UNIT	CCU_WL3422_3 SOULS ON BOARD
ADD CALL COMMENTS	CC_CALL NUMBER_COMMENTS
PLACE UNIT C4 AFTER STATUS CHECK	WL1421_SC_C4
IF CAD DOES NOT RECOGNIZE UNIT #	WL1228_8WL
SWITCH RESPONSIBLE UNIT ON A CALL	RU_CALL#_WL1419
PUT MULTIPLE UNITS OUT AT SAME CALL	WL0410,WL1421,WL1402_7WL_MOONROCKS
DOUBLING UNITS	WL3416_DBL W/3422
TO RE OPEN A CALL	CALLS ICON / LONG TERM CALL ID# / ACCEPT
ADDING NOTES TO UNIT	WL3422_NOTE_NEG STATUS CONTACT ON SNOW
PULL UP ANOTHER CAD SCREEN	CAD
PULL UP ALL STATE AGENCY CAD ACTIVITY	DR_R_ALL
RETURN TO NDOW CAD ACTIVITY SCREEN	DR_R_DOWL
PULL A CASE NUMBER FOR A CALL	GI_(call ID #) --------TO ISSUE CASE # TO A UNIT – GU_WL1421
TIMER RESET FOR UNIT OR CALL	TI_U (for unit) C (for call) WL1402_enter duration
PLACING UNIT ON SCENE OF A DISPATCHED CALL	UU_WL1402_23WL
PLACE UNIT 10-7 @ OFFICE	WL3411_WLOFC (location)
PLACE UNIT 10-7	WL3411_7WL (location)
LOGGING ON AIRCRAFT	WL0217_ 8WL
PLACING A TRAP IN SERVICE	AC_BEAR_(address)(ACCEPT) Dispatch call (WLTRP3)_(CHANGE STATUS TO TRPST)
ADDING A CALL TO UNDISPATCHED SECTION	AC_TRAIN_(LOCATION)

SPILLMAN CAD 27/29
DRIVERS LICENSE QUERY SCREEN AND RESPONSE

When you are requested to run a 10-27/10-29, you are checking multiple systems to verify the person has a valid driver's license and does not have any active warrants. The systems checked are:

- Department of Motor Vehicles
- Nevada state warrant system
- NCIC national wanted system
- Sex Offender Registry
- Restraining Order system
- Parol and Probation system
- Terrorist Watch List
- BE SURE AND CHECK THE **LOCAL** TAB ON THE LEFT- THERE CAN BE OFFICER SAFETY INFORMATION IN THE LOCAL FILE



EXAMPLE OF DRIVERS LICENSE RETURN IN SPILLMAN:

ORIG: DOWL160804 dowl0434 CJIS:DSPT 01/29/2025-16:16:28
RESP: DMVI (NV00517) DMVI:SDQ 01/29/2025-16:16:28
FOLLOWING IS THE NEVADA DMV RESPONSE FOR YOUR QUERY ON:
OLN: 1701000000
*** **DRIVER INFORMATION** ***

NAME: SMITH, JOHN
RECORD STATUS: CURRENT
SOC: XXXXXXXXX DOB: 01022003
SEX: M HGT: 600 WGT: 200 HAI: BRO EYE: GRN
MAILING ADDRESS:PO BOX 65XXX
CITY/STATE/ZIP: HENDERSON, NV 890742921
PHYSICAL ADDRESS: 123 ANYSTREET DR
CITY/STATE/ZIP: HENDERSON, NV 890741411
*** **DRIVER LICENSE INFORMATION** ***
OLN: 1701000000 DUPLICATE: N
RECORD STATUS: CURRENT LAST TRANSACTION: 05032004
MEDICAL CERTIFICATE STATUS CODE: NOT APPLICABLE
NON-COMMERCIAL LICENSE
CLASS: C TYPE: NORMAL STATUS: EXPIRED
EXPIRES: 05062008
RESTRICTIONS: Corrective lenses
NON-COMMERCIAL LICENSE
CLASS: M TYPE: NORMAL STATUS: EXPIRED
EXPIRES: 05062008
RESTRICTIONS: Corrective lenses
*** **SUPPLEMENTAL INFORMATION** ***
ADB: ASN: OLN: 1701000000 OLS: NV
*** **VEHICLE INFORMATION** ***
LICENSE PLATE: XXXXXX TYPE: STANDARD YEAR: 2002
VEHICLE MAKE: OLDSMOBILE STYLE: VEH-SEDAN 4 DR YEAR: 1999

LICENSE PLATE: ZZZZZZ TYPE: STANDARD YEAR: 2000
VEHICLE MAKE: FORD STYLE: TRU-PICKUP YEAR: 1997

LICENSE PLATE:ABABAB TYPE: STANDARD YEAR: 2001
VEHICLE MAKE: COLEMAN CAMPING STYLE: TRL-TWO WHEEL YEAR: 1998
*** **INSURANCE INFORMATION** ***
VEHICLE INSURANCE
VIN: 3VWSK6
ESURANCE INSURANCE COMPANY POLICY NUMBER: 111111
EFFECTIVE DATE: 03032007 EXP DATE: 11302007 ISS DATE:
COVERAGE TYPE: VEHICLE SPECIFIC INS
*** **DRIVER HISTORY SUMMARY** ***
TOTAL ACTIVE POINTS: 000
TOTAL COUNT OF:

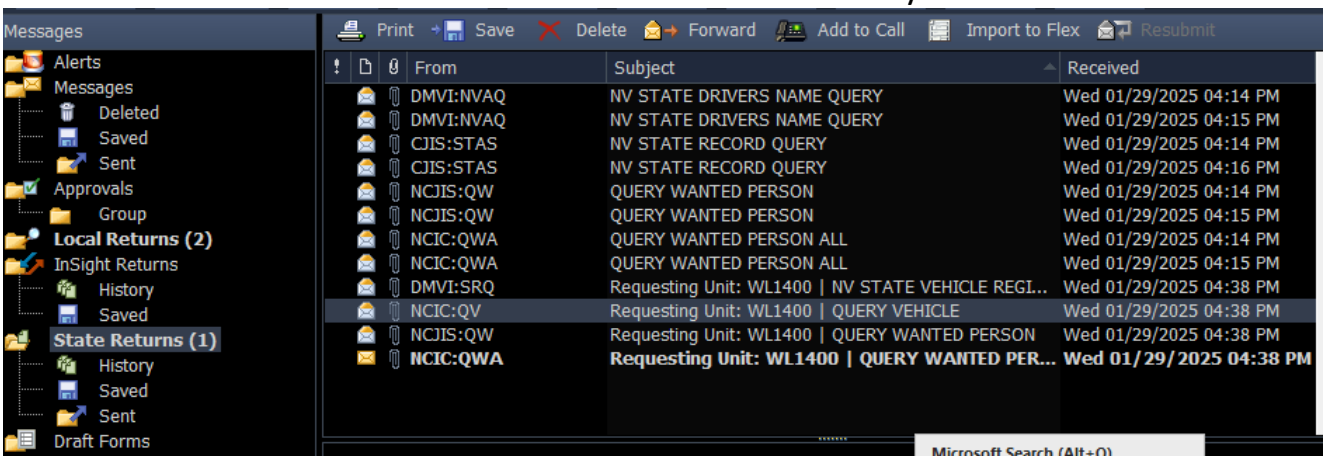
CONVICTIONS: 001 WITHDRAWLS: 000 SCHOOLS: 001 ACCIDENTS: 000
*** **DETAILED CONVICTION INFORMATION** ***
DATE: 02152002 CITATION: 202222222 COURT: LAS VEGAS JUSTICE COURT
COMMERCIAL VEHICLE: N HAZARDOUS MATERIALS: N
CONVICTED: 04012002 STATE: NV
VIOLATION: 452 FAILURE TO OBEY TRAFFIC SIGN

OFFENSE TYPE: FAILURE TO OBEY TRAFFIC SIGN
*** **DETAILED SCHOOL INFORMATION** ***

SCHOOL TYPE	DMV LETTER DATE	COMPLETION DATE	FOR CREDIT
TRAFFIC SAFETY SCHOOL	05212002		

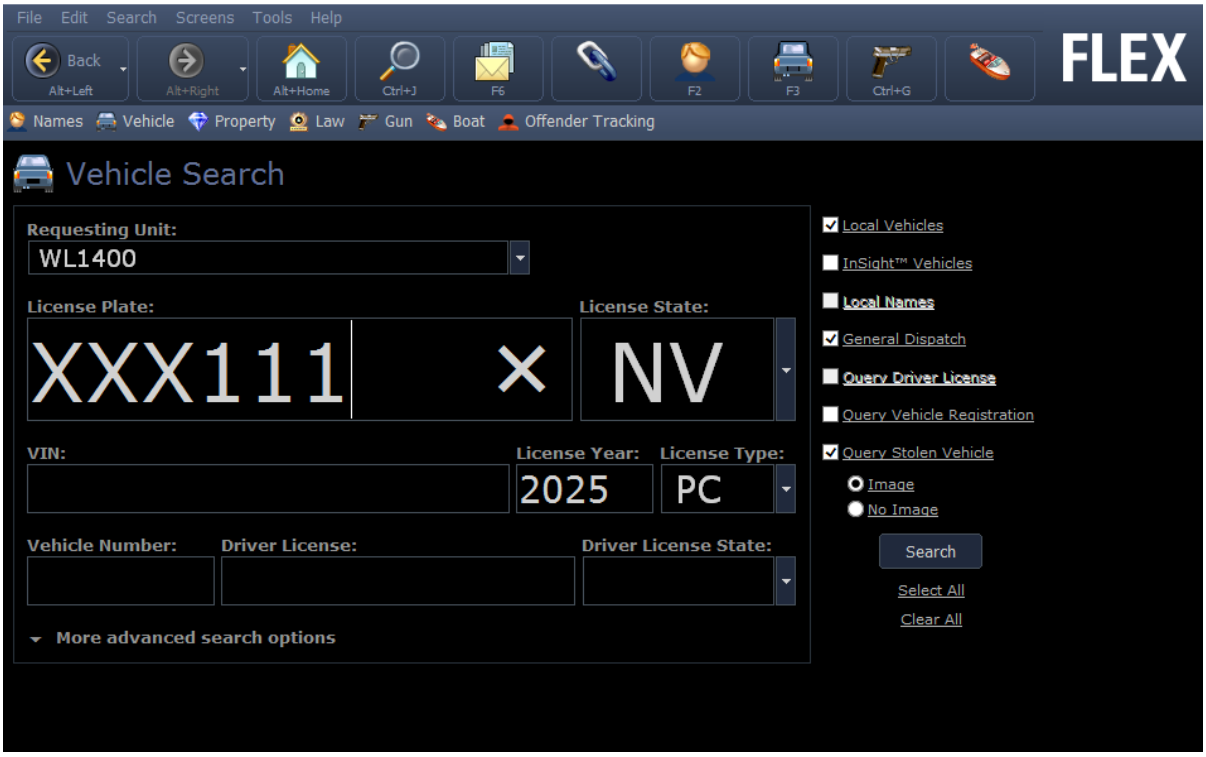
ORIGINAL DOCUMENT ON FILE AT
NEVADA DEPARTMENT OF MOTOR VEHICLES PER NRS 52.205(3)

This is an example of the local system showing there is history for the person. Click on the local tab and view the information to check for officer safety information:

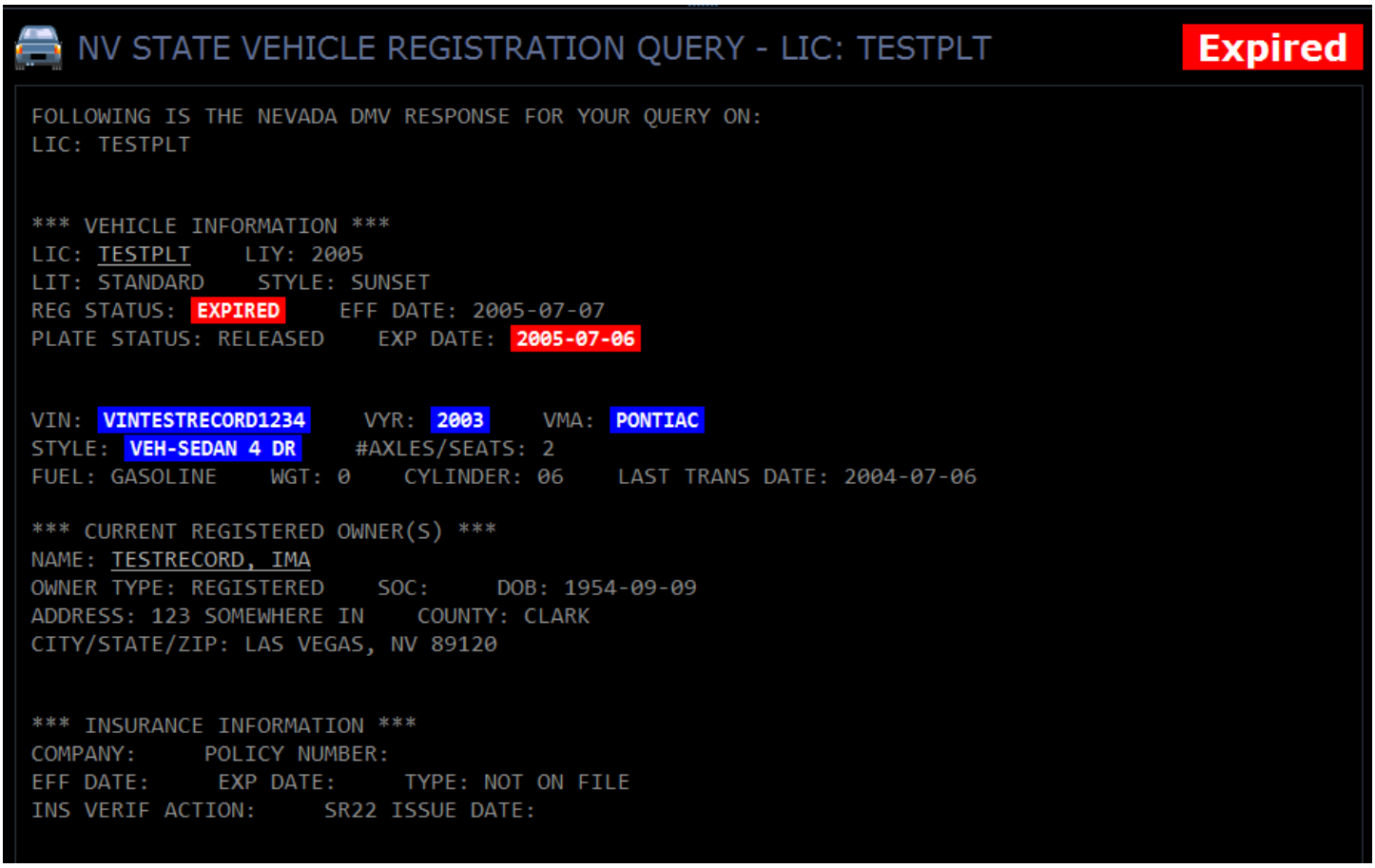


SPILLMAN 28/29
VEHICLE LICENSE PLATE QUERY SCREEN AND RESPONSE

This is an example of what to enter to run a vehicle in the state and national system:



EXAMPLE OF VEHICLE LICENSE PLATE RETURN IN SPILLMAN:



CITATION ENTRY IN SPILLMAN

Dispatch enters into CAD all the citations Game Warden write. We also track the citations in the court systems and assign demerits and civil penalties when the cases are closed.

How to enter and Update Citations in Spillman

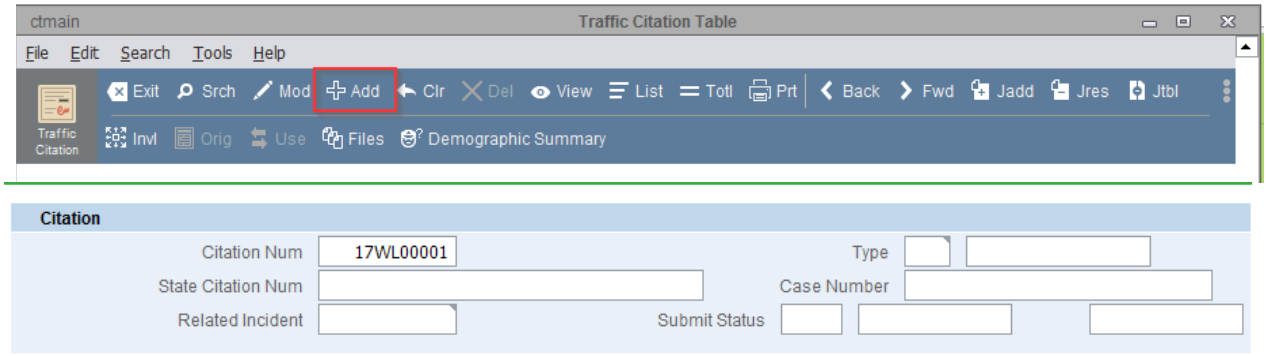
Look over the citation(s). See if any have already been entered or cleared out by the Game Warden or an AA (it is possible). This would be indicated by a Spillman record number, a date, and initials on the front and a dated disposition on the back. If you find citations with this information, place in the basket for filing.

Before entering, look at the violation. Any citations with 9- or 12-point demerits, or those written for NRS 503.165 or 503.175 should be placed in the Supervisor's in box for processing. If none meet any of the above exceptions, you are ready to start the entry process.

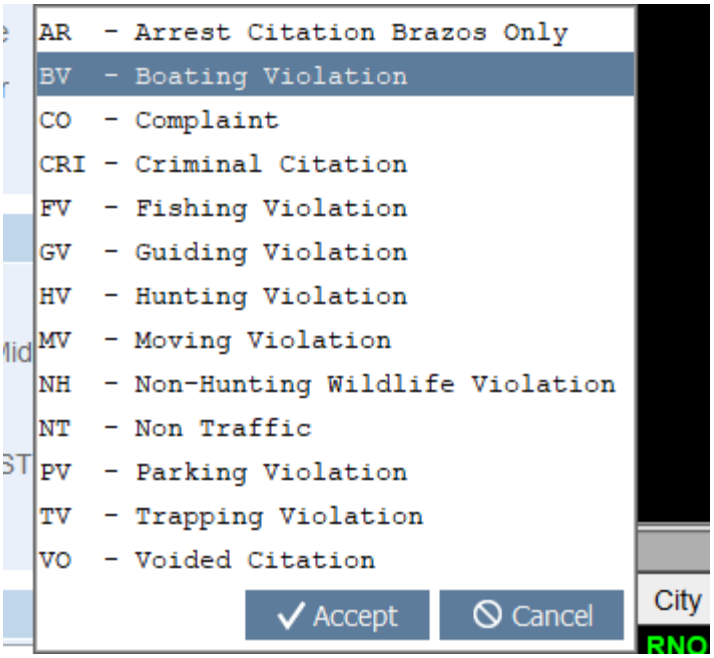
Starting the Process

If you have already saved the citation table on your Command Line toolbar, click on the icon to open the table. If not, type citation to open the window. You can click and drag the citation icon to your "blue" command bar to save it for the future.

Select [Add] from the toolbar. A "Citation Number" will be generated automatically. Write this "WL" number (25WL00001) on the bottom of the citation with the date of entry as well as your initials.

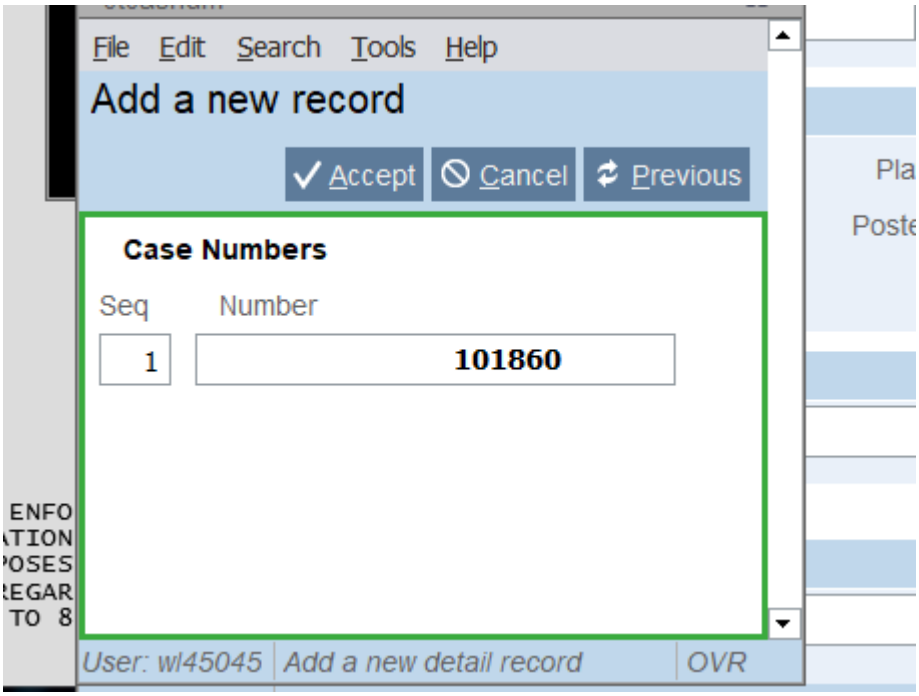


Tab over to the "Type" field. Choose from the Drop Down (see below). Select the correct type that matches what you have (fishing, hunting, boating, etc.) and click on "Accept".



Related Incident: Spillman Case Number (if applicable). If a report was taken, this is where you would enter the case number associated with the citation. For tracking citations, there should be a case number on the citation. Be sure to include the case number in the "Related Incident" field when entering tracking citations.

Case Number: This is the citation number (entered exactly as seen on the citation). In the CASE NUMBER field , click on the detail drop down – a window will open. Click ADD and type in the citation number (exactly as on the cite) in the number field and then click on "Accept". If there are two consecutive citations, you can add another cite here. EXIT out after entering the citation number.



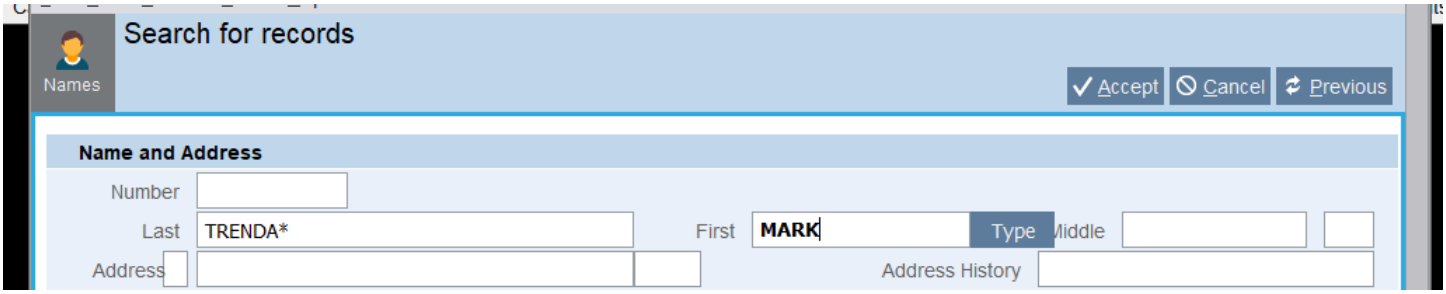
Entering the defendant information:

Number: Double click in the "NUMBR" field to bring up the Names Table. (Prior to entering the name, we need to see if the subject has a profile in Spillman.)

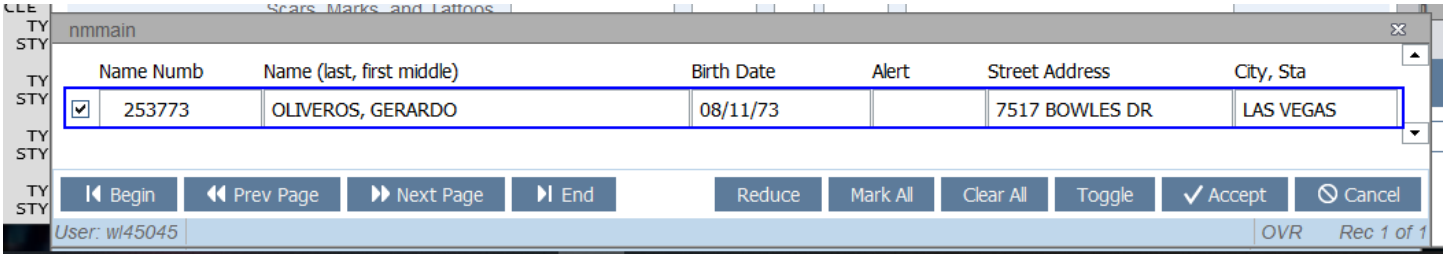


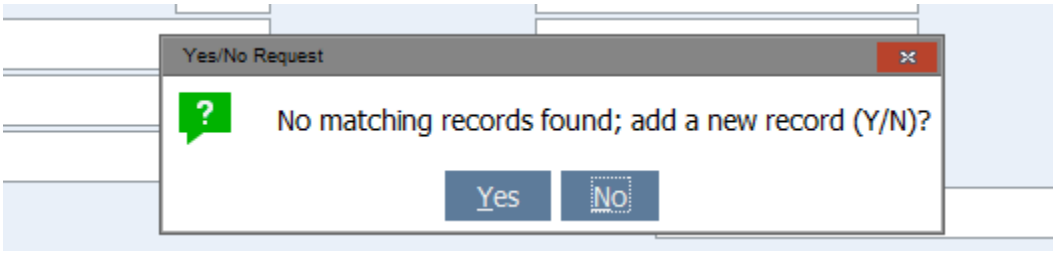
This will bring up the Names Table. Type in the last name, followed by an asterisk (add the asterisk after the last name so Spillman will search for similar) and first name **as shown on the citation.** If you cannot read the Warden's handwriting, run the subject in eAgent to get the name off their driver's license return. Search for the Defendant. If no results populate, you will be prompted to add the record. If a record populates but does not match the subject you queried, click on "total" then "list" to bring up a candidate list for all people in the Spillman database with that name (or similar). If you find the subject you're looking for, click on Use. This will populate their information into the defendant section. **If the person's name displays, and you confirm the hit IS your subject** but the address, phone, etc. is not the same as listed on the citation, make any changes (or add any missing information). A window will display advising of the changes. Click on "OK". Spillman will pop-up with a note that the history was updated. Click on "OK" again then "Use".

** For hyphenated last names, try running the query multiple ways (GONZALEZ-HERNANDEZ*, GONZALEZHERNANDEZ*, OR GONZALEZ HERNANDEZ). It could've been entered one of those three ways.**



If there is no match, a box will display asking if you want to add a new record. Answer "yes



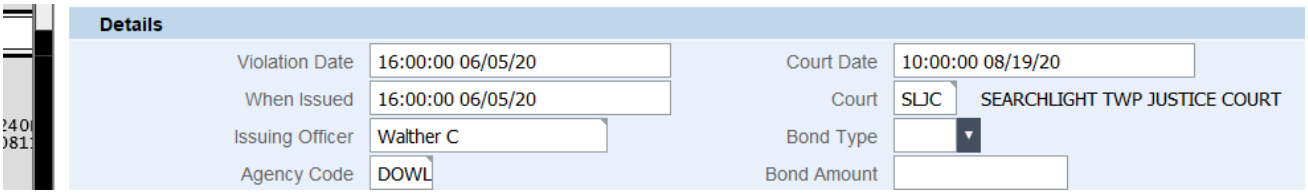


Fill in the following fields when adding a name in Spillman:

- Last Name, First Name, Middle Initial (if you have it)
- Address (including City, State, and ZIP)
- Name Type will be INDIV
- DL Number and state DL is issued out of
- Primary Telephone Number (should be listed on the citation)
- DOB
- Race
- Sex
- Height
- Weight
- Eye Color
- Hair Color

Once you have entered all pertinent information on your subject into the Names Table, click on the "use" button at the top and it will auto populate their file into your citation.

Details Section



Violation Date: Obtain from the citation

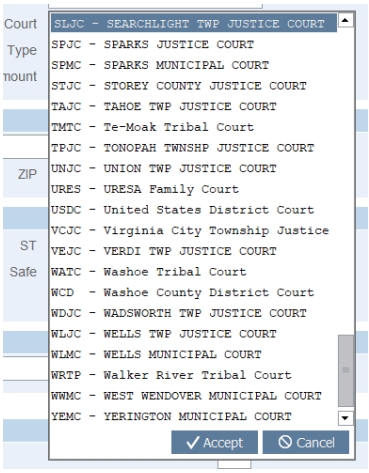
When Issued: Time/Date of Citation

Issuing Officer: Enter the first three letters of the Warden's last name and the list of Wardens will populate. If the citation is issued by a Warden no longer with the department, use the area Lieutenant in this section.

Agency Code: DOWL (auto-fills when officer is selected)

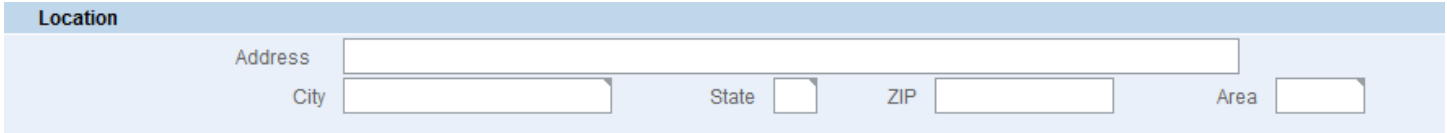
Court Date: Time/Date of Court Appearance – use the date and time on the citation

Court: Select from the drop down as shown below. You can type a partial name. For example, Henderson Justice Court is HEJC, so start with HE to bring up Henderson. Select the court and click on "Accept."



Location

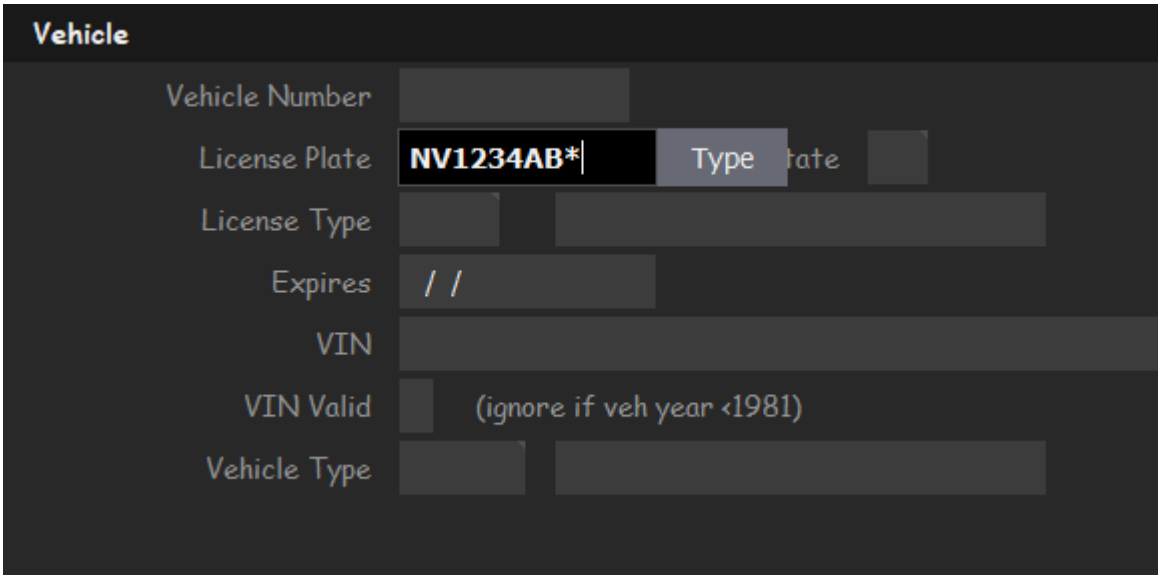
The place the citation was issued (will Geo-Validate) completing the other fields. If location does not validate, the City, State, Zip, and Area fields will need to be completed. To add an apartment number, enter a semi-colon and then the apartment number or enter in the area box. For example, 1100 Valley Rd; Apt 123



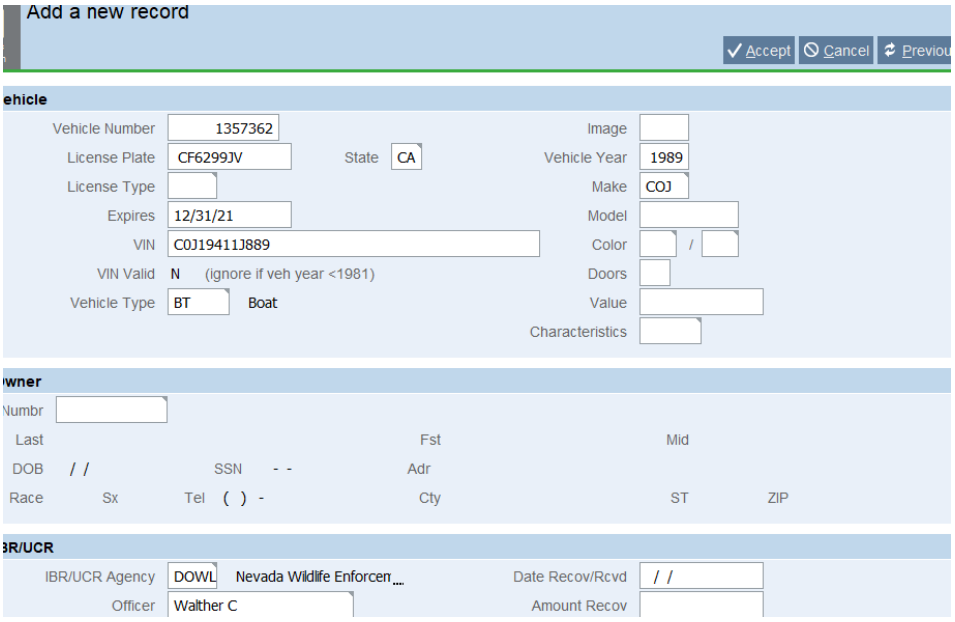
Vehicles and Boats

You can query and enter vehicles and boats when you double click on the "No" field under the Vehicle seciton. To query a vehicle or boat, enter the license plate of the vehicle or the registration number from the boat

followed by an asterisk. If a list displays, check records against the one on the citation (click on total and list). If not, add the record and fill in fields as you can.

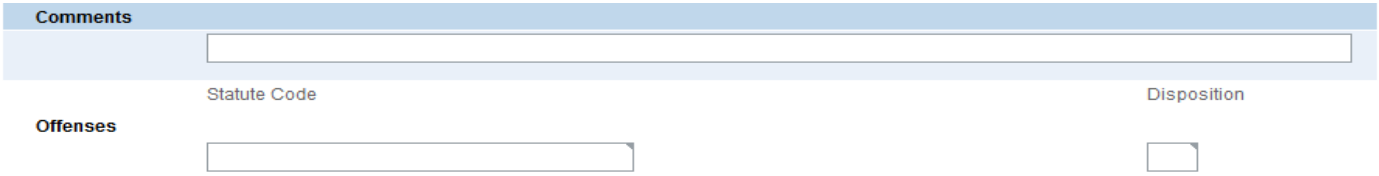


When entering a boat into the vehicle files, you MUST include the Vehicle Type of BT to make the boat searchable. To find correct boat make codes, the current NCIC boat make codes are includes on the I-Drive in the NCIC folder. Typically, the boat make is the first three or four characters of the HIN (YDV or YAMA for example). Once you have completed the fields, click on "Accept" and then on "use". This process adds history to the individual boat as well as making it searchable by both HIN and registration or license plate.

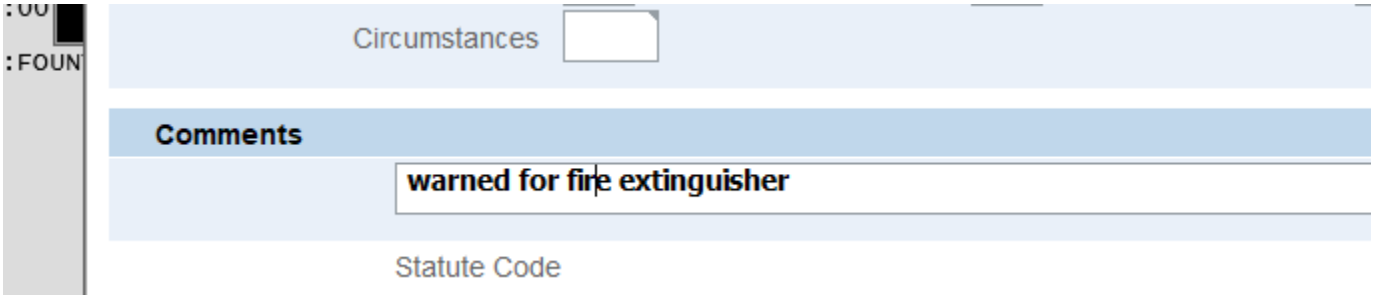


Circumstances: This is where demerits are tracked during the disposition process. Open the field by selecting the down carrot and select the demerit value that applies and click Accept.

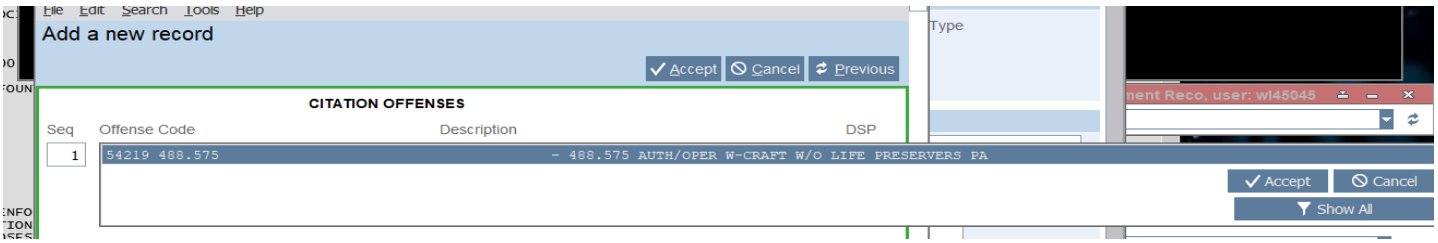
*Add demerits for the highest charge only! * For example, if there are two charges on the citation, and one is worth 3 demerits and the other is 6 demerits, you will select 6 DM from the list.
Once demerits are added, select [Exit].



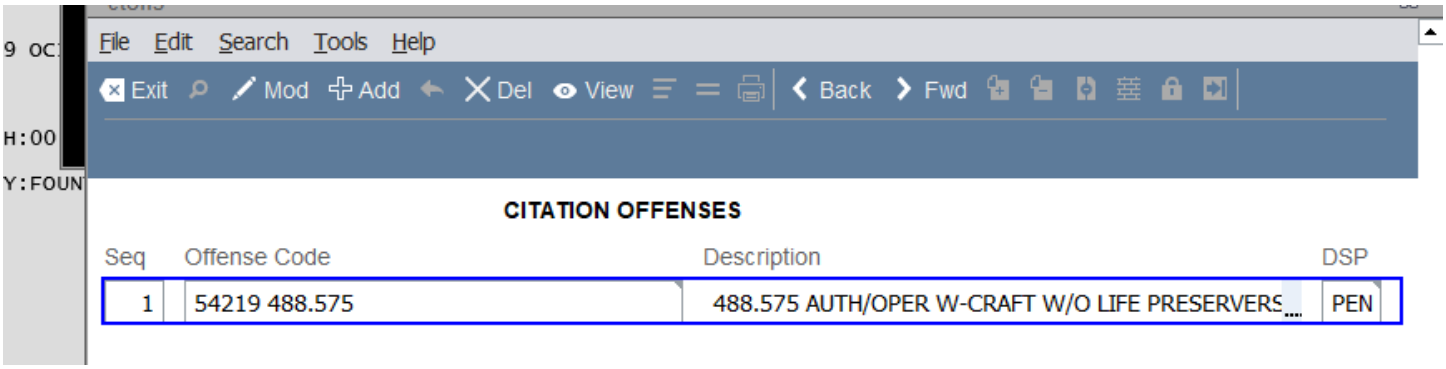
Comments: Free text field – Enter the description of the charge on the citation as well as any warnings listed on the citation. We also use this field when the citation is in disposition status and for cites that have gone to warrant. Anything that is written on the citation goes in this field. When checking on the disposition of the citation, document any notes in this field. If the court has any information on the citation, put it in this field and write it on the back of the citation as well. Put the newest comments on top in this field with the date and your initials. ***If an evidence sheet accompanies the citation, SCAN the sheet, and attach as a file. NOTE "Evidence" on back of the citation and in the comments. When the citation is closed, the Warden issuing the citation will need to be notified in order to dispose of the evidence.***



Offenses: All offenses from the citation; (Do not include warnings in this section, only NRS' and NOCs that the subject is being charged with.) You can enter the NRS by typing in the following *501.549* and it will populate a list of NRS'. If the NOC code is listed on the citation, you can enter that too (52701). If there is more than one charge on the citation, open the detail table by clicking on the Detail button and then selecting Add.



Change the DSP to "PEND" and "Accept". If the citation is in disposition status, and it has gone to warrant, change the DSP to FTA and then select accept. Repeat the steps to add each offense charged. Once all offenses are added, select [Exit]



The citation is now in the system and will display as a local 'hit' anytime a Spillman agency runs a 27/29 inquiry via the Spillman system.

Once the citation has been entered into Spillman, you must now scan and add it as a file to the citation. Scan the file to your email and save it in a folder by the citation number. If there is an evidence sheet or any other supporting documentation attached to the citation, scan and attach that as well. To attach a citation or other file; click on FILES then Import Files. From there you will browse your computer for the citation or other supporting documentation. If you're adding just the citation, click on the pencil once you have it attached and change the file type to Citation. If you're adding supporting documentation such as an evidence sheet, change the file type to Other and type in Evidence Sheet. Click on Import Selected, then Yes you want to import the file. Spillman will upload the scanned cite to the cite entry.

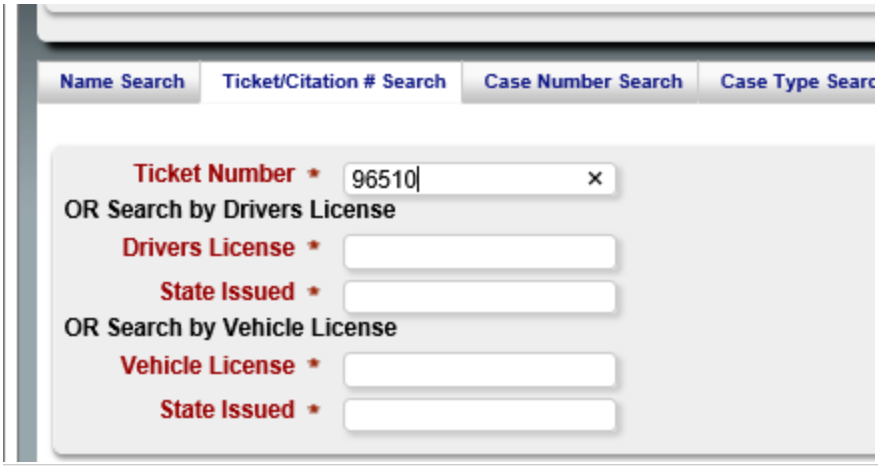
File the citation in the brown filing cabinet ONE WEEK AFTER the listed court date, in alphabetical order for weekly disposition follow-up.

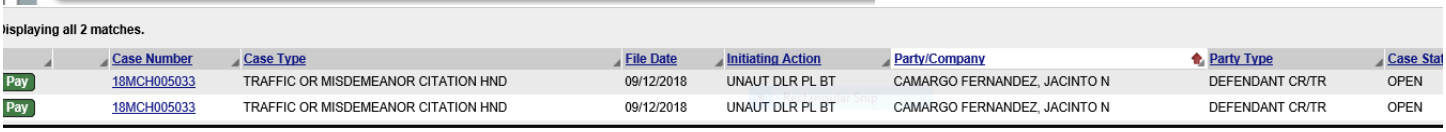
Updating Citations (Disposition Status)
Some of the courts are on-line (Clark County, Reno, Incline, Sparks) but most are not. For those online, we look up the dispositions and the rest are contacted via telephone. A list of phone numbers for each court is located on the I drive (COURT INFO folder > All Court Phone Numbers & Addresses spreadsheet).

When looking up citations, here are a few pointers. Clark County Courts allow you to use partial spelling of a defendants' name. To look up a citation by number for Laughlin, you MUST add a "D" and make certain there are six digits (add a zero after the 'D' if necessary). For Searchlight, add a "D" and our citation number as shown on citation.

Example of Courtview search for Clark County:

Type in a citation number and <enter> or click on search





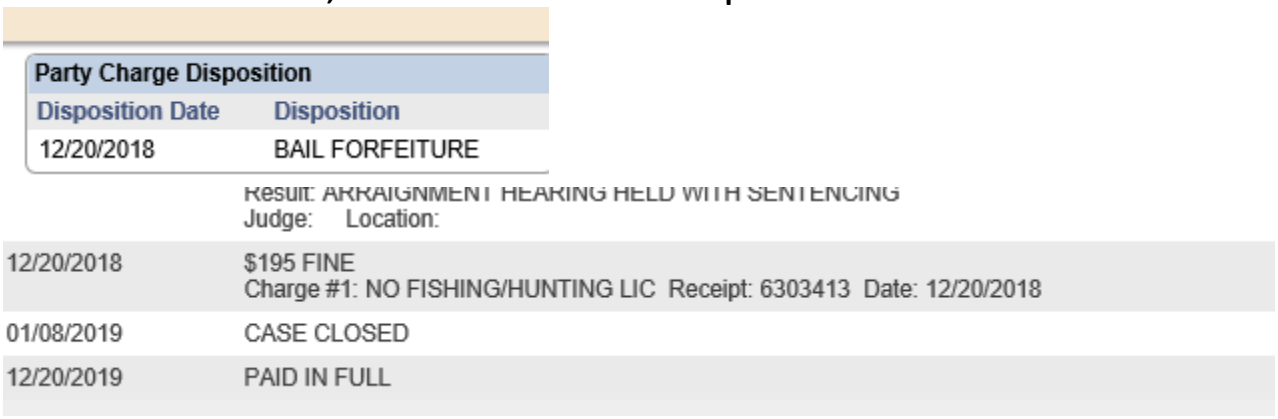
If the case has not been closed, it will show as open as above.



If the case has been closed, it will note closed.

Either case, click on the blue case number hyperlink to see the case details.

For dispositions, we want to document the date the case was closed, the amount paid, any civil penalties or if cite was dismissed. The amount usually corresponds to the citation front information. Civil penalties are not listed for Henderson, so we must call to confirm if paid or not.



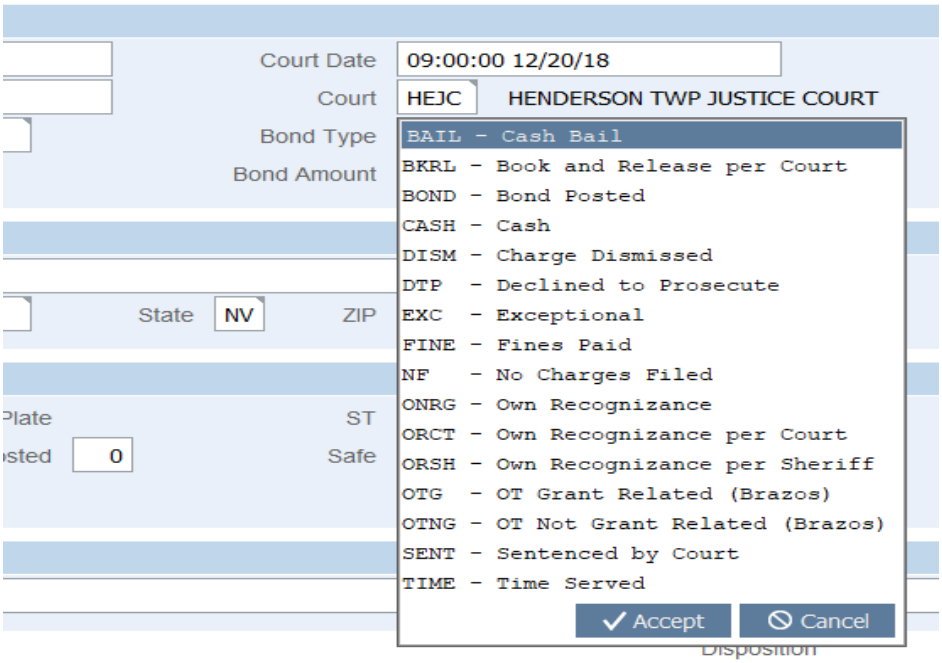
To search out a citation in Spillman to enter a disposition

- **Open the Citation Table**
- **In the Case Number field, type the citation number and click on "ACCEPT"**

Confirm the information displayed is the correct citation for the one you are trying to update.

Go to the “Court Date Field” and click to correct the date to show that of the disposition. To do this, click in the field and backspace to change the date.

In the “Bond Type” field choose the type of disposition (fine, dism) – see example of the drop-down field below. Select the appropriate disposition. You can also type a partial description to get the appropriate one you are looking for to show. “Select” and “Accept” the disposition.

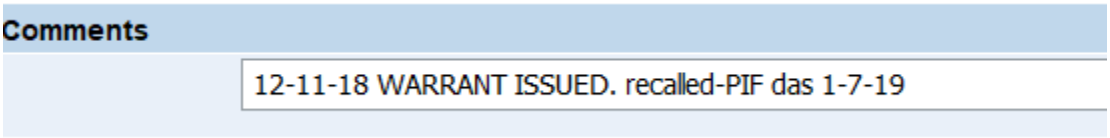


In the “Bond Amount” field, enter the actual fine or BFS PLUS any civil penalty paid MINUS the court fees. For example, a code of 5021 generally has a total 245. But the actual BFS is 100 plus a 50 civil penalty. You would enter 150 in the Bond Field.

Look on the front of the citation. IF there are demerits, you will need to add these, along with the notation of the civil penalty (if awarded). **See Circumstances section above**

If any civil penalties were awarded, make a note in the “Comment field (i.e. amount includes $50 civil penalty). We also document when cites go to warrant, or if conditions are mandated by courts in this area.





Go to the Disposition field and click on the “Detail” to change it from “Pending” to the appropriate closed status and click on “Accept” as shown below. You are done with the disposition update in Spillman, but you still have a few more record keeping items to finish.



Initial the citation and place in the basket for filing.

If the citation has an evidence sheet attached, email the Regional Evidence Game Warden, the Regional Lieutenant and the Game Warden that issued the citation and let them know the case has closed out.

Western Region Evidence Warden: James Mortimore
Eastern Region Evidence Warden: Thomas Hamblin
Southern Region Evidence Warden: Victor Jordan

Note on back of the citation the date of disposition and any fines/Civil Penalties paid.

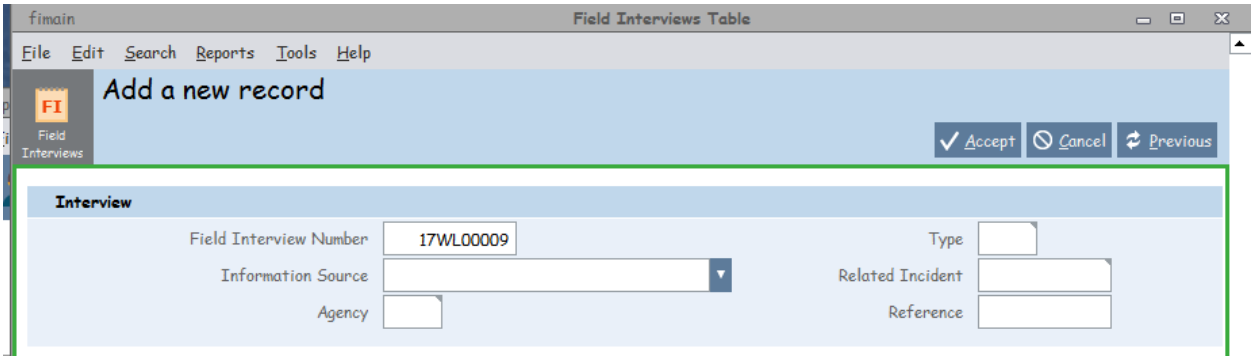
For any citations with civil penalties, email Jen Miller at Headquarters. Provide her with data filled in on a Civil Penalty chart. You will receive a blank spreadsheet with this format.

FI ENTRY IN SPILLMAN

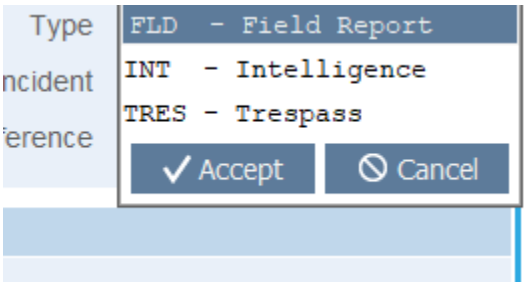
Dispatch enters into CAD all the FI's (Field Interview paperwork) Game Wardens write up in the field.

- Click on the "fldint" icon on your CAD Command Toolbar – if you do not have this icon saved, follow these steps above (see tree menu) to get the icon.
- Select [Add] from the toolbar and write down the new FI number on your FI with the date entered followed by your initials – this FI number will be similar to an NDOW citation number (25WL00001).

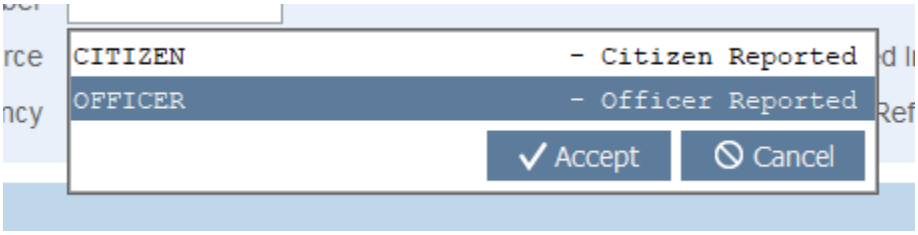
It will then take you to this screen:



Type: Choose FLD from Drop Down



Information Source: Choose Officer



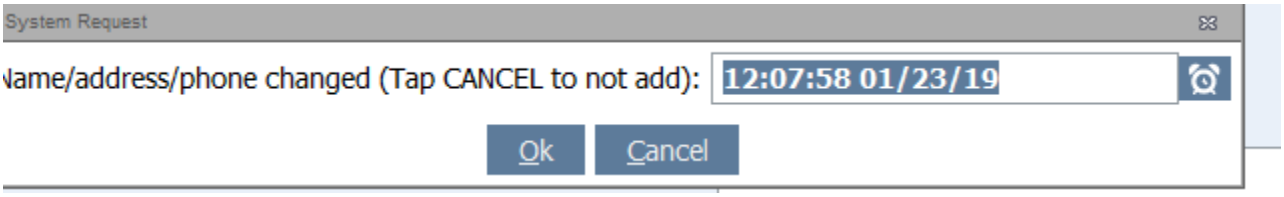
Agency: Choose DOWL



Next, you need to search out your contact.

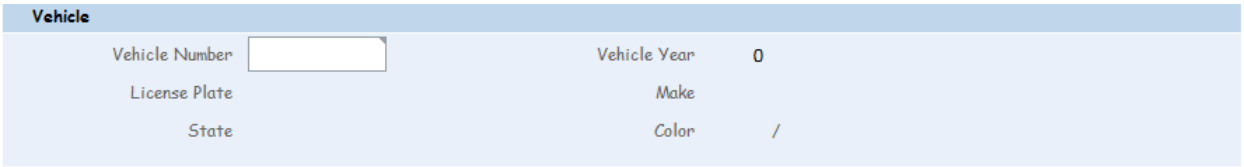
This step is the same process as above in the Citation section, when querying a name in the Numbr section. Just like above for the citation, if the subject does not have a Spillman Name Profile, you will have to add all their information. If there is a return when you search the name, make sure to click on total and list to get a full candidate list and select the correct person.

If you get a match and everything is correct, click on "use". If you need to update any of the data, click on the specific field and type in the corrected information. Click on "Accept. Spillman will return with a window noting data has been updated (see below). Click on "ok" and also click "OK" for the History File updated window and then click on "Accept" and "Use".



Enter in the location listed on the Field Interview. If you cannot get the location to validate, force the entry.

Next you will add a vehicle or boat, if appropriate. The same basic steps are used.



Vehicle Number:

Enter in the vehicle or boat that is listed on the Field Interview. If none listed, skip this section and move on. Follow the steps to enter a vehicle or boat that are listed in the Citation entry section, if you have to add the vehicle or boat to Spillman.

The Date, Time, and Location are next



Date: Enter Date from Field Interview form

Time: Enter the time of contact that's listed on the Field Interview

Officer: Enter the first three letters of the Warden's last name and select the correct Warden

Area: Enter the Hunt Unit listed on the Field Interview form (WL192). The WL must be in front of the numbers to get the location to validate.

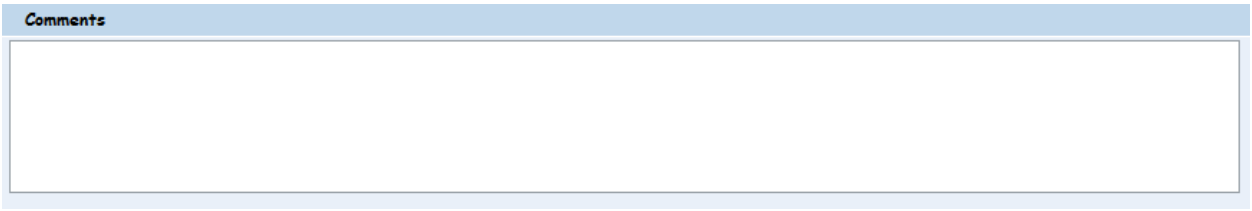
Address: Enter Location from Field Interview. If the exact location does not validate, you will have to force it in.

City & State: City and State should auto populate, but if it does not, enter what's listed on the Field Interview

Zip: Type in Zip Code

The reason for the for FI is the last step

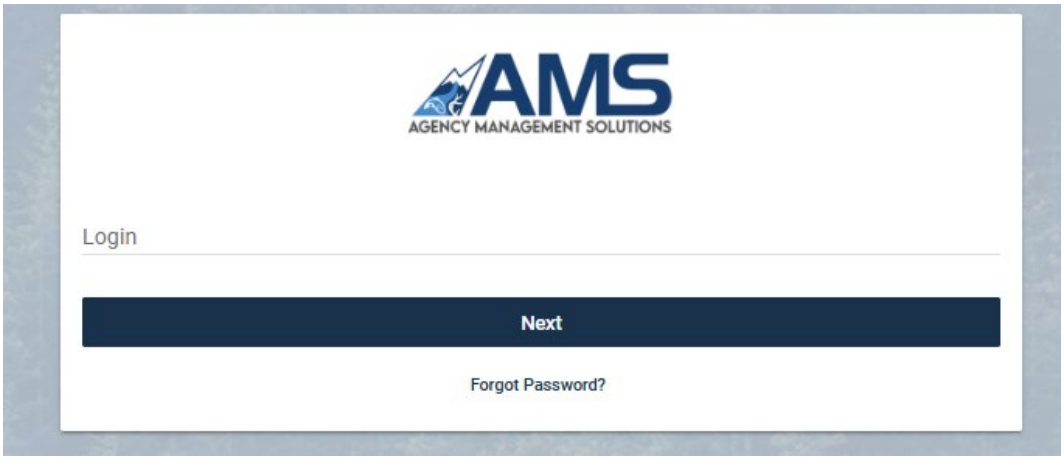
Comments: Enter any information from the Field Interview that did not go in the above fields (ex. Reason for Interview, Demeanor, Violation Code, Disposition, etc.). Double click in the comments box to open it all the way and type out your information. Be sure to include whether the subject was cooperative or not. It will either be circled on the Field Interview or written in by the Warden.



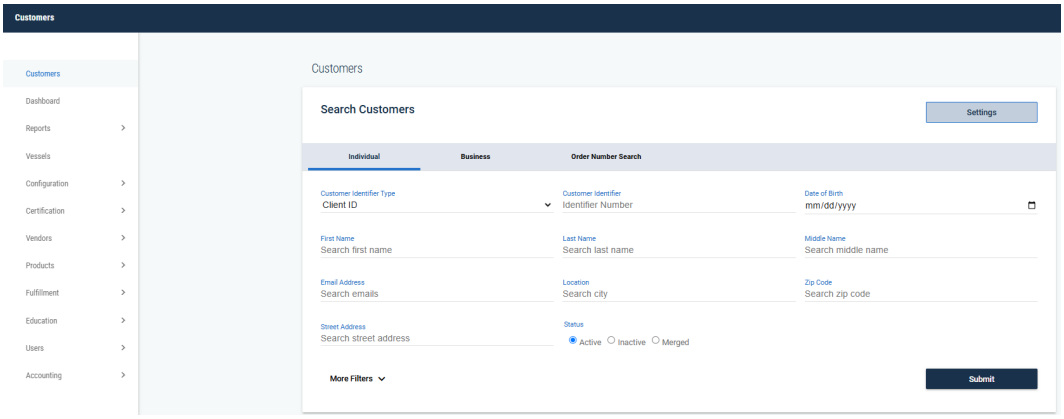
"Select" to save the comments.

AMS (Kalkomey)

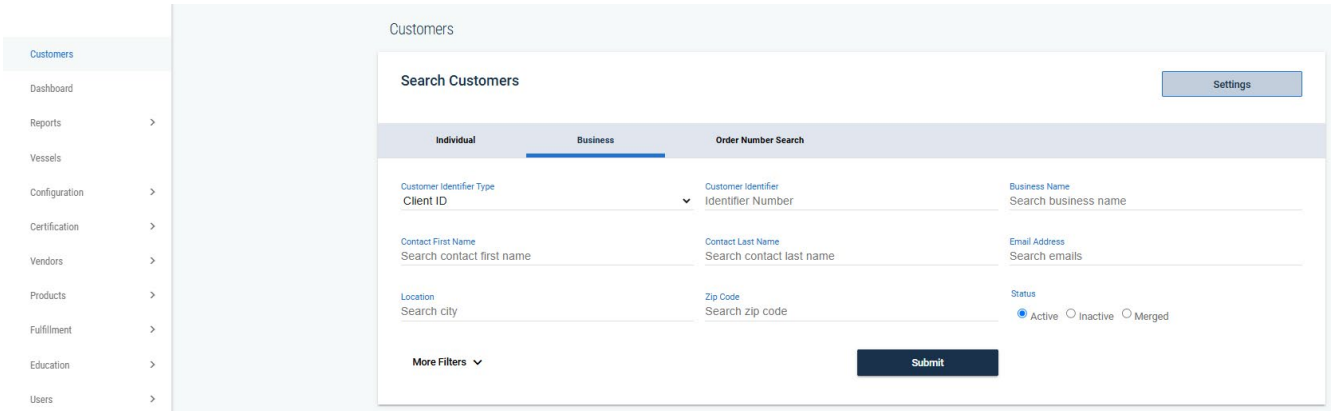
LOGGING INTO AMS :



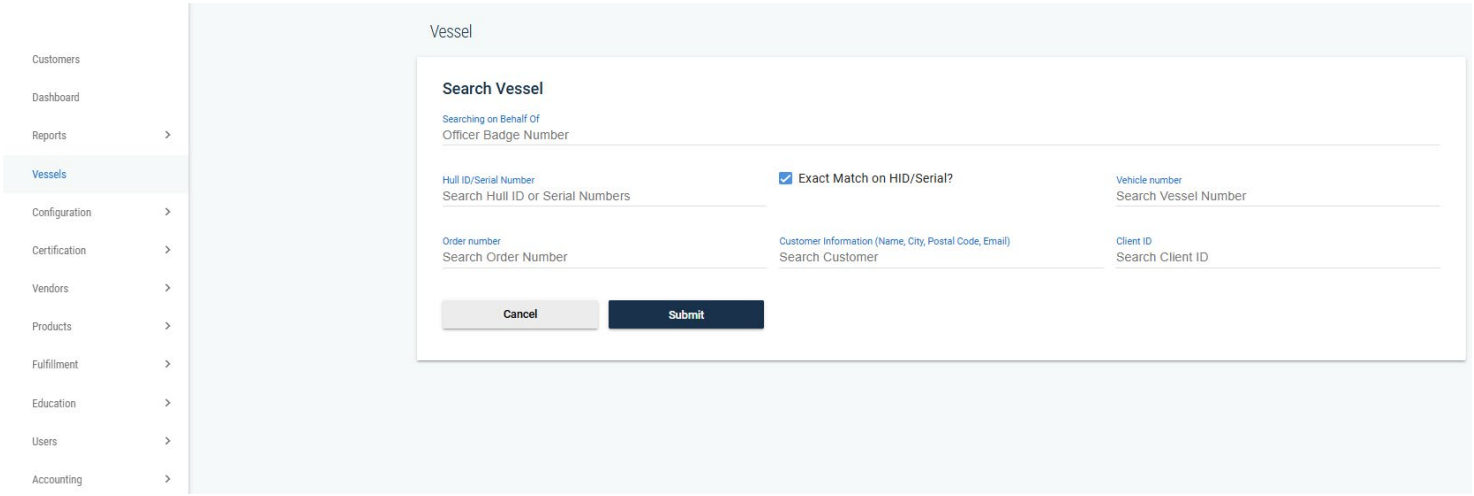
AMS HOMEPAGE



- Customers can be searched using any combination of identifier (First Name, Last Name, Date of Birth, Client ID, Social Security Number, etc.). When searching by name, you must NOT enter a space after the last letter of the name. You will not get any search results.
- You can also search by Business or by Order, by selecting the appropriate option at the top of the search page.

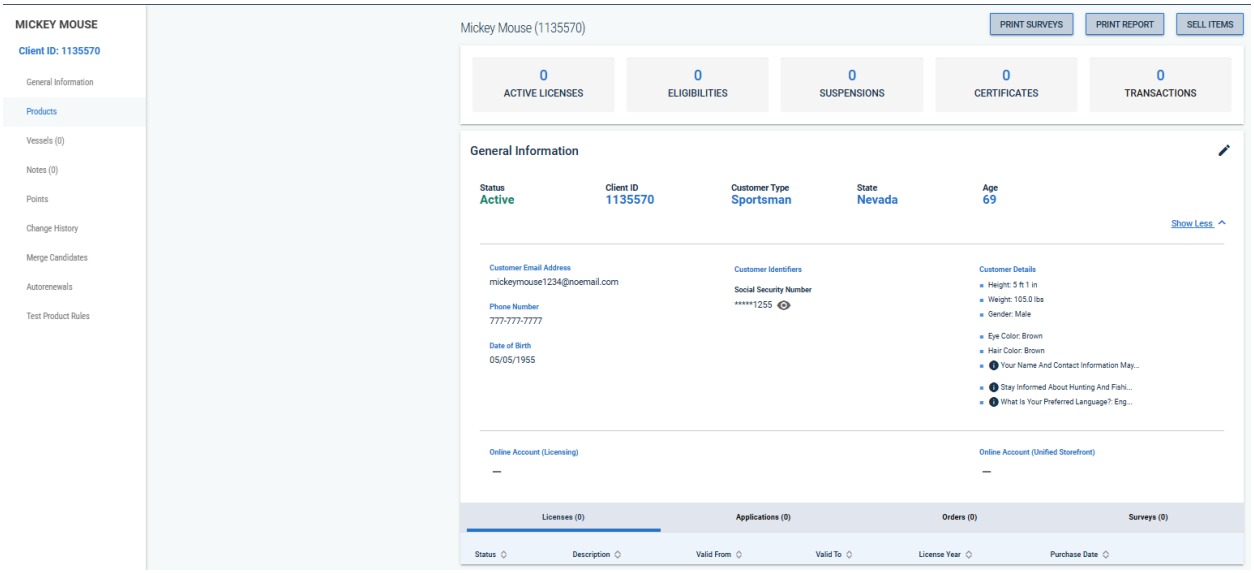


If you are looking to search for a Vessel, choose “Vessels” to the left of the page. Here you can search by Hull ID (HIN) or Vessel Number (NV1234AB).

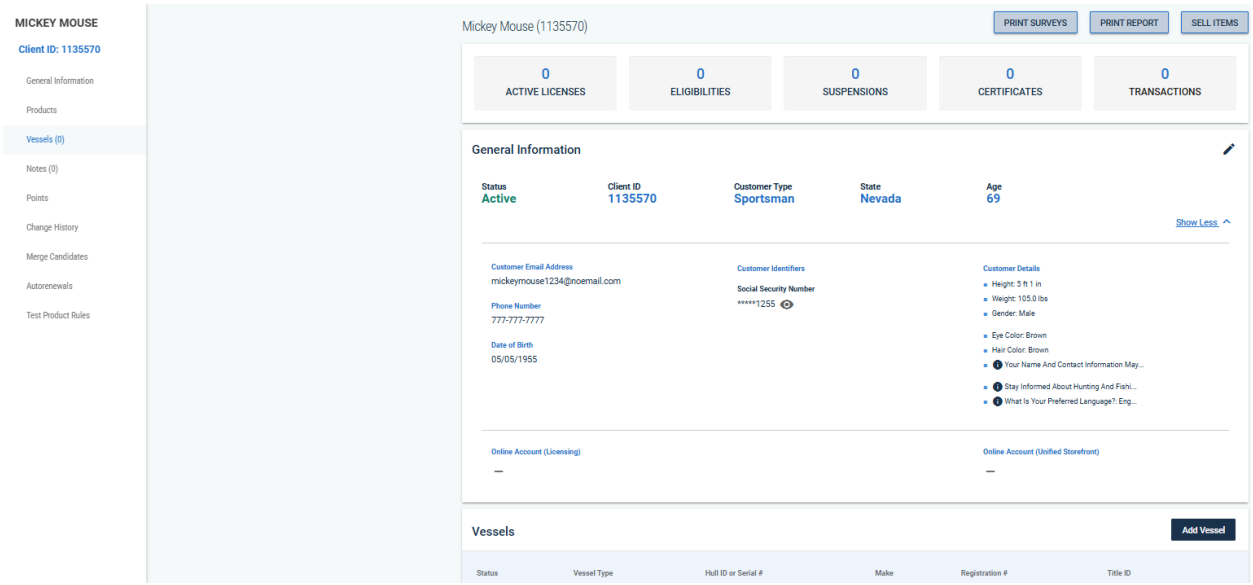


AMS/Kalkomey is only used to search for vessels registered out of Nevada. If you need to search for an out of state vessel, you must use either Spillman or eAgent. AMS/Kalkomey is also the program that dispatch uses to record stolen vessels.

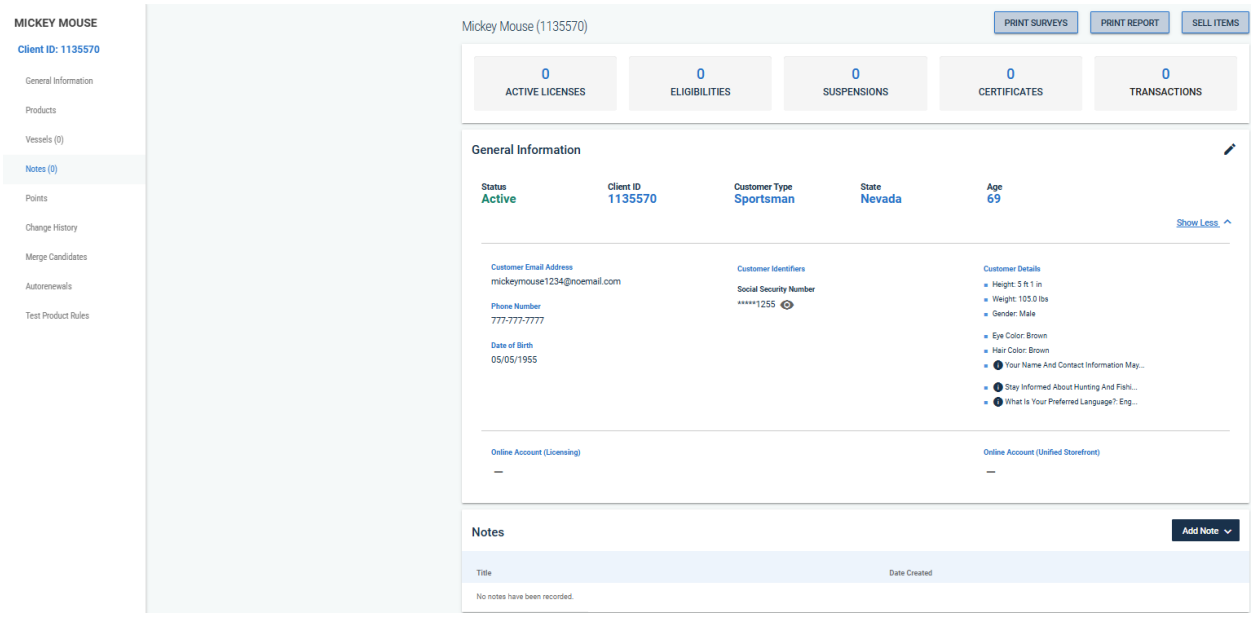
Under the “Products” tab, you will be able to view licenses, applications, orders/receipts, and surveys that have been added to accounts by choosing the appropriate option at the bottom of the page.



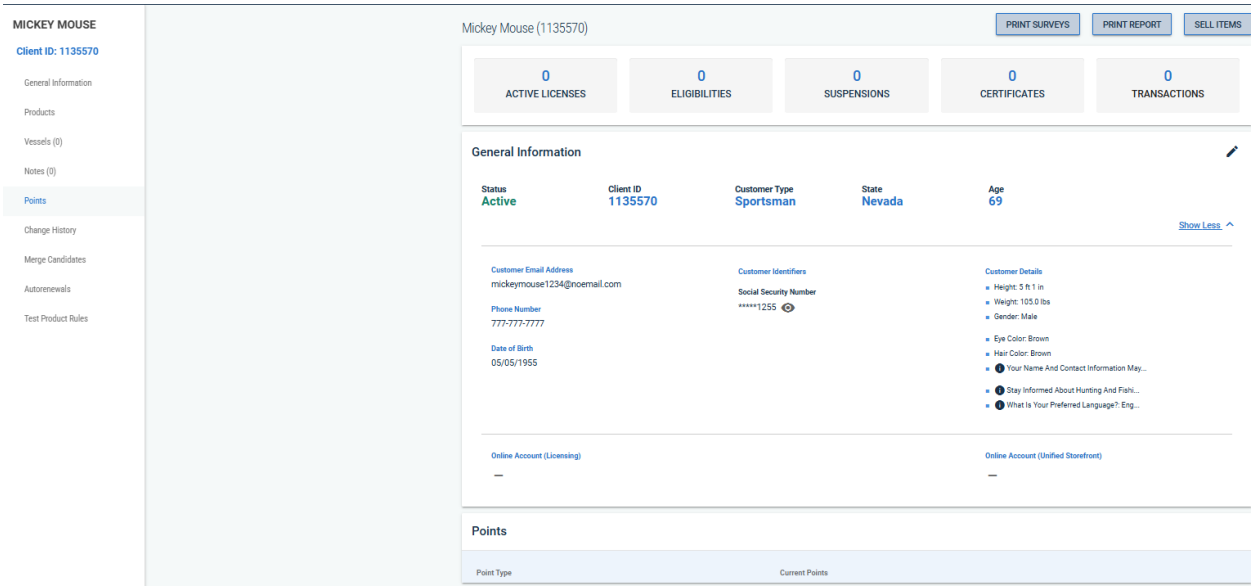
Under the “Vessels” tab, you will be able to view any vessels currently titled to your customer.



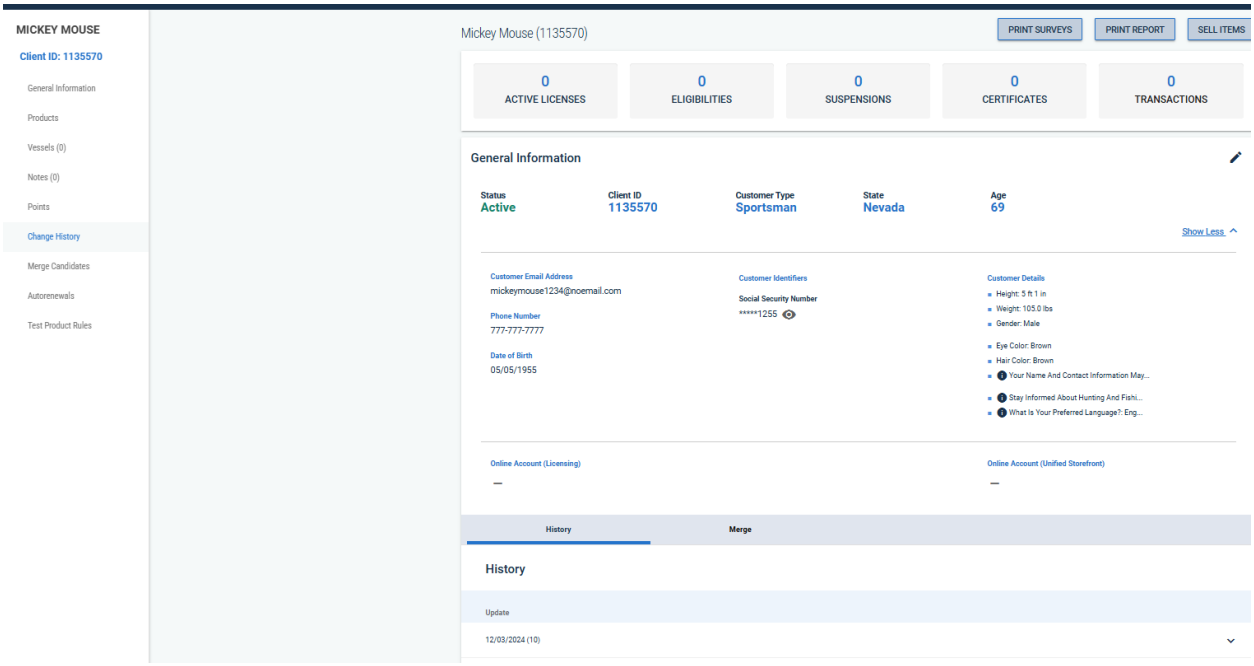
Under the “Notes” tab, you can view/add notes that are relevant to your customer.



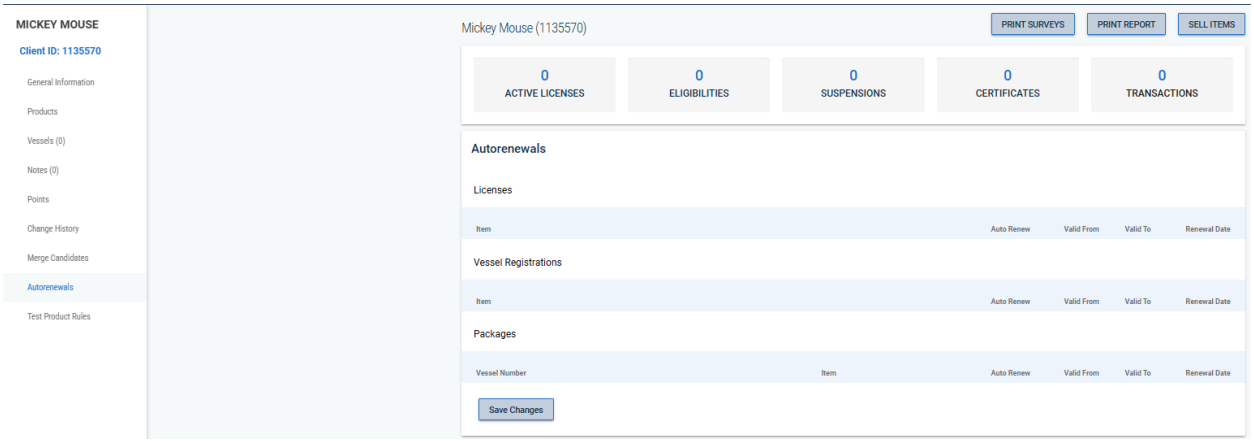
Under the "Points" tab, you can view a customer's current Big Game point balance.



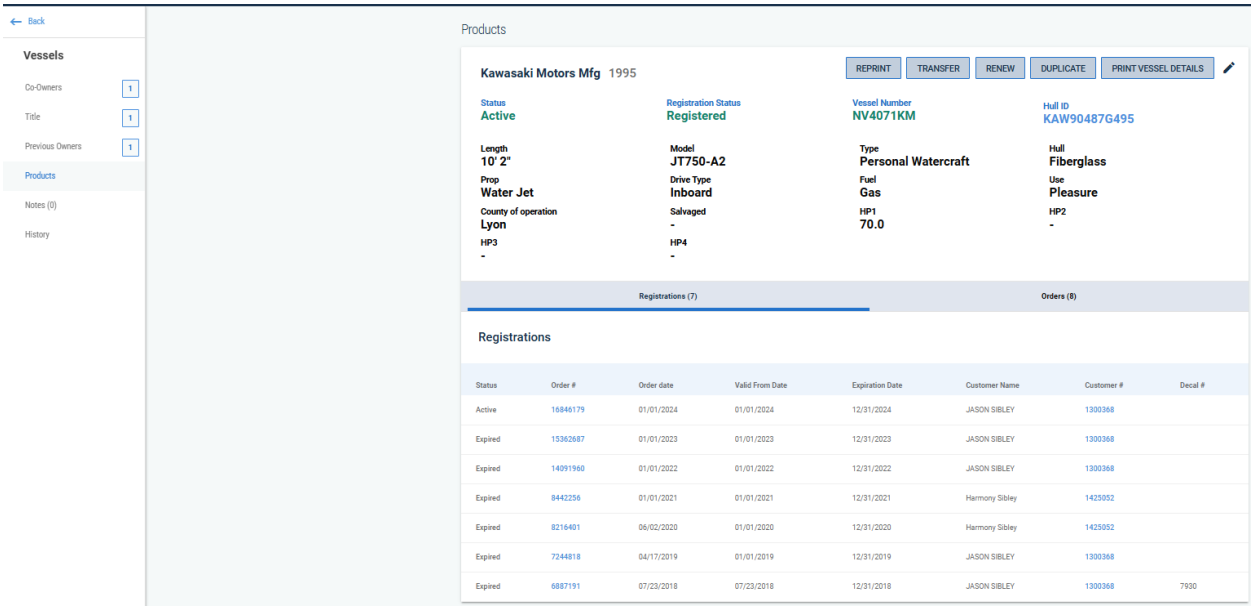
Under the "Change History" tab, you can view any changes made to the account.



Under the "Autorenewals" tab, you can view any licenses/vessel registrations that have the autorenewal turned on.



VESSEL ACCOUNT:



After selecting a vessel, you will be brought to this page where you can view the current status of the vessel, all identifying vessel information, co-owners, titles issued, previous owner, notes, and history.

STOLEN BOAT ENTRY INTO CAD/AMS

NDOW registers all boats in the state of Nevada. When a vessel registered in Nevada is stolen, the agency taking the report will enter the boat into NCIC, then send us an EB (enter boat). Dispatch will enter the boat as stolen in Spillman and in AMS. To enter the vessel as stolen in Spillman and AMS, you must do the following:

- Query the vessel or NIC number in eAgent to get all detailed information from the hit
- Print or save the hit to a PDF on your computer by saving it as the Registration number (NV1234AB EB)
- If there are any errors on the hit, send an AM message to the entering agency to have them fix the errors prior to our entry into Spillman and AMS
- Open up the “Vehicle” table in Spillman
- Run a query on the registration by entering it in the “license plate” field (ex: NV1234AB*)
- If there are no matches, enter the vessel information as a new file in Spillman – entries must include the registration, HIN, Vehicle Type (BT), Vehicle Year, and Make. Under the IBR/UCR fields, enter DOWL for the Agency, IBR/UCR status is SNR, Local Status is STO, Status Date is the day you enter the vessel, Local ID is NIC followed by the NIC number from the hit. Under the Comments Section, type out the RO (RO is Smith, John or RO is Kabul)
- Tab out of the comments field and your vessel will be saved.
- Add the EB as a file to the vessel entry in Spillman. Scan the printed EB or add it if you’ve saved it as a PDF.
- Notate the Vehicle Number to send to the Southern Region Lieutenant

Next you must update the vessel in AMS/Kalkomey by doing the following:

- Query the vessel by entering the registration (1234AB) – you do not need to put NV in the front of the registration since the only vessels listed in AMS are out of Nevada
- On the Products page of the vessel return, select the Pencil on the top right of the page
- Change the status Name from Active to Stolen
- Scroll down and enter the Agency ORI of the entering agency, the date the vessel was stolen, the abbreviation of the agency that entered the vessel, and their case number. All of this information is on the stolen vessel hit.
- Scroll to the bottom of the page and click on save
- On the left side of the screen, select Notes then select Add Note
- The title will be Stolen Vessel
- In the gray box beneath the title, enter the following: Vessel stolen out of LVMPD on 08/14/2022 – OCA/251065406 – NIC/B5624688 - *any other information on the hit (vessel stolen with trailer)
- Click the Alert box
- Add the EB file that you've saved by clicking on Choose Files
- Click on Save
- Run the vessel in AMS and make sure that the alert pops up and that your note has saved. Sometimes it will not save either and you must repeat the steps to ensure it saves

Once the vessel has been entered as stolen in Spillman and AMS, send an email to the following people with the following information:

- TO: Harmony Sibley, Chrissie Rose, Chris Walther
- Subject: Stolen Vessel
- Body: the following vessel has been entered as stolen out of LVMPD: NV1234AB, NIC/B1234981, Case Number: 254098840, Spillman Vehicle Number: 1814521, RO Client ID: 21657. Spillman and Kalkomey have been updated.

Once a vessel has been recovered, dispatch must remove the stolen status from Spillman and AMS. To remove the vessel as stolen from Spillman you must do the following:

- Dispatch will receive a CB in eAgent. Print or save the CB as a PDF
- Search for the vessel in the Spillman Vehicle Table (NV1234AB*)
- Delete the IBR/URC and Local Status
- Change the status date to the date you received the CB
- In the comments section, add that the vessel has been recovered

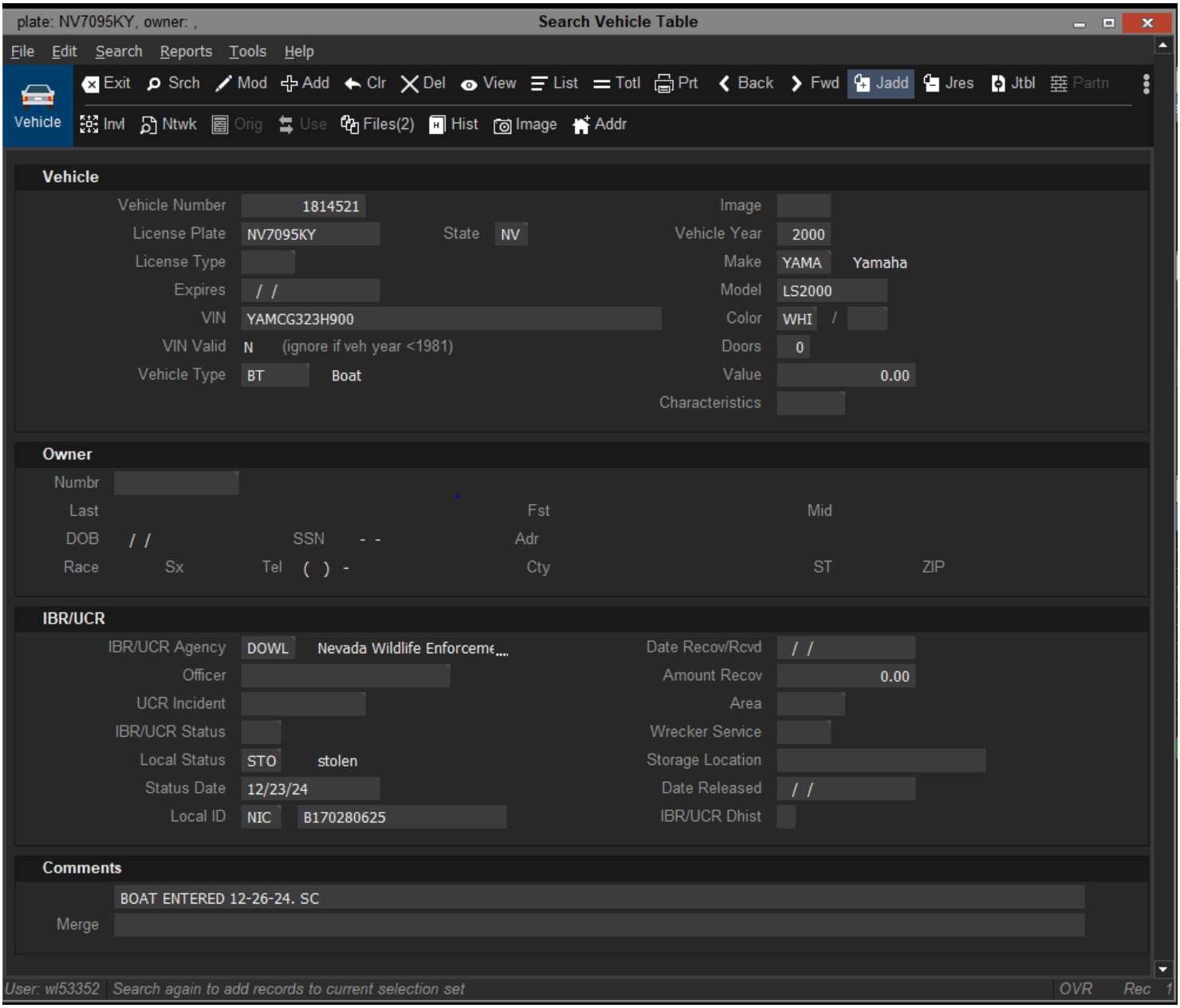
To remove the vessel as stolen in AMS you must do the following:

- Enter the vessel registration and once the products page populates, click on the pencil on the top right of the page
- Change the Status Name to Active from Stolen
- Click on Save
- Go back to the main Vessel products page and click on Add Note
- Add a new note with the Title of Recovered Vessel
- In the gray section below, enter that the vessel has been recovered and attach the CB that you received in eAgent

- Click on Save
- Go back to the original note that was entered as Stolen Vessel and remove the alert by unchecking the alert box
- Send an email to Harmony Sibley, Chrissie Rose and Chris Walther indicating that the vessel has been recovered. The same information that was sent in the stolen vessel email will be sent again, only the body will state that the vessel was recovered.

Dispatch does not do anything with out of state vessels that have been entered as stolen. Below are a few screenshots of stolen vessel entries in both Spillman and AMS:

SPILLMAN ENTRY – EXAMPLE



AMS STOLEN BOAT ENTRY - EXAMPLE

Status Name
Stolen

Status Reason
See Notes

Agency ORI Number*
NV0020201

Stolen Date(MM/DD/YYYY)*
08/12/2025

Law Enforcement Agency*
NLVPD

Case Number*
2508130015160

Notes

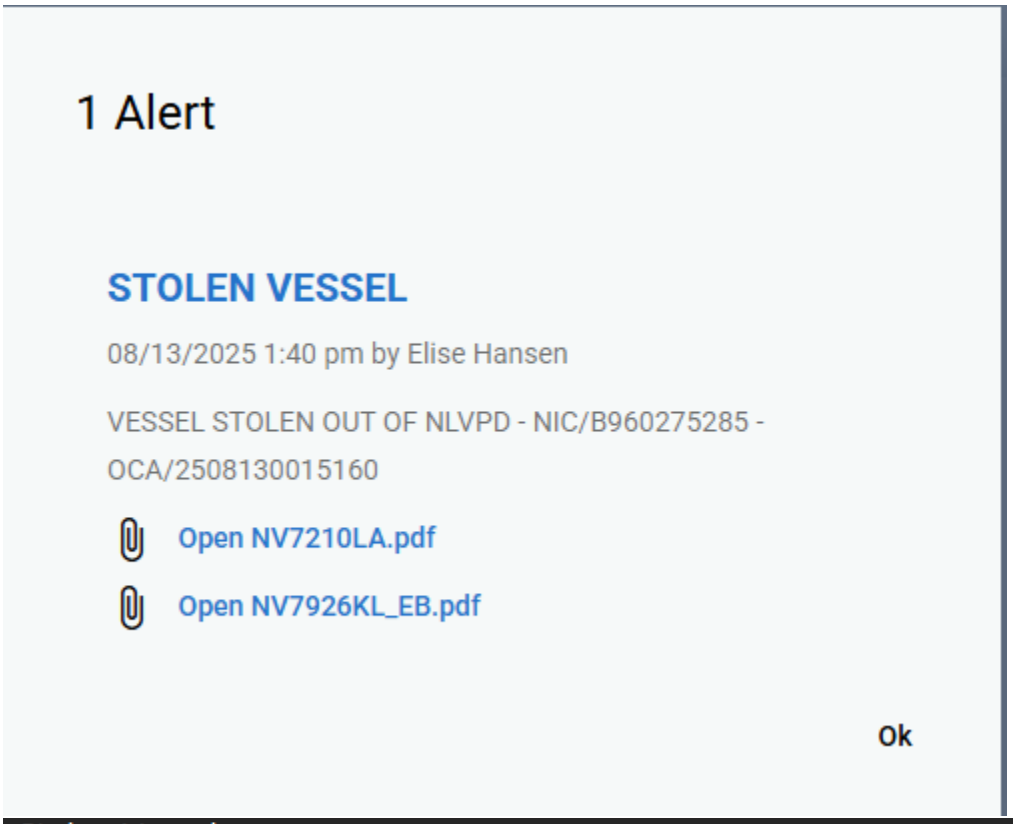
Title	Date Created
STOLEN VESSEL	08/13/2025 1:40PM PDT by Elise Hansen

STOLEN VESSEL

VESSEL STOLEN OUT OF NLVPD - NIC/B960275285 - OCA/2508130015160

NV7210LA.pdf

NV7926KL_EB.pdf





WARRANT ENTRY PROCESS: SPILLMAN

- Once a citation is issued and the suspect does not pay or FTA's on the citation, the court will issue a warrant for their arrest.
- This can be months or years after the initial citation was issued (Reno and Washoe County are taking 3-5 years to issue a warrant if they even decide to issue one).
- Dispatch or the LE AA will receive the warrant via mail, fax, or email.
- The warrant is printed, citation pulled from the drawer, and a packet is created with the following:
    - Citation
    - Warrant from the court
    - eAgent Warrant once entered
    - 27/29 printout
    - Criminal history if there is one
    - Warrant entry cover sheet
    - Any supporting documentation that was attached to the citation.
- The citation is updated in Spillman to show that the status is now "FTA", comments are made that a warrant was issued, and the warrant is scanned and attached as a file.
- The warrant is then added to Spillman under the "Wants Table".
    - Dispatcher selects "Add" – a new warrant number is created 25WL000XX. This number needs to be written on the top of the warrant in red.
    - The citation number is entered in the "Docket Number" field.
    - The court case number is entered in the "Court Number" field.
    - The date the warrant was issued is entered in the "Date Issued" field.
    - The date that dispatch received the warrant is entered in the "Date Received" field.
    - FTA is entered in the "Wanted For" field.
    - BWA is entered in the "Process Type Field" – BWA = Bench Warrant of Arrest
    - M is entered in the "Crime Class" if it is a Misdemeanor, F is entered if it is a Felony.
    - "Disposition" is ACT for active.
- Double click in the "Numbr" field and that will take you to the Names File of Spillman. Once there, enter the last name of the subject the warrant is being issued to followed by an *. Enter the subject's first name and click "Accept".
- This will bring up a candidate list. If there is more than one person listed with the same name, select "Total" then "List" to bring up the full list. Once you've found your subject, click on their name and click accept. This will populate their information on the screen in front of you. Click on the "Use" button to add their name file to the warrant.
- You will then be directed back to the Warrant Entry Screen.
- Under the "Details" section you will enter the following:
    - The issuing court – abbreviations are listed by clicking the carrot.
    - Judge who issued the warrant – some signatures are not legible, it is not a mandatory field, but if you can read it on the warrant, type the judge's name in.

- Agency is DOWL for Department of Wildlife.
- Officer will be the officer who issued the citation. If the officer is no longer with the department, select the lieutenant for the region the citation was issued out of.
- Bail amount is listed on the warrant and entered exactly as shown on the warrant (ex. 238.60)
- Cash Only is Y or N. This is also listed on the warrant.
- Night Service is Y or N and listed on the warrant.
- Extradition is listed on the warrant. You can only enter 13 characters in this field. Enter R1 if it's extraditable out of Clark, Esmeralda, Lincoln or Nye Counties. Enter R2 if it's extraditable out of Carson City, Churchill, Douglas, Humboldt, Lyon, Mineral, Pershing, Storey, or Washoe Counties. Enter R3 if it's extraditable out of Elko, Eureka, Lander, or White Pine Counties. If the extradition area will take up more than is allotted, type in "See remarks".
- The NOC code listed on the warrant or citation will go in the "Offenses" field. If there is more than one charge on the warrant, click on the "Detail" button and add additional NOCs.
- In the "Remarks" field add anything that you have not added above, ex; Warrant to be served between the hours of 9 am and 7 pm, extraditable Washoe County and 10 miles into surrounding counties. All of this information can be found on the warrant.

- Once everything is entered, click on "Accept" and the warrant will be entered into Spillman.
- The warrant will need to be attached as a file to the warrant record. Scan it and save it on your computer and click on "Files". From there find your warrant that you have saved on your computer and import it. Change the "type" from "other" to "warrant".

WARRANT RECALL PROCESS: SPILLMAN

- A warrant recall can be faxed or mailed into dispatch or to the LE AA. If the subject is cleared by arrest, that also will count as a warrant recall.
- The warrant recall is printed (if emailed), warrant is then pulled from the drawer and all items removed from the jacket.
- Update the citation in Spillman by doing the following:
  - Enter the citation number in the Case Number section and click on Accept.
  - Court Date is changed to the day the warrant was recalled or served.

- Bond Type is changed to FINE for fines paid.
- Bond amount that was paid to the court, including any civil penalties is entered in the Bond Amount.
- If there are demerits, enter them in the Circumstances field.
- In the Comments section, type out the following: "Warrant recalled on XX/XX/XXXX. Fines paid in full. Case closed" followed by your initials.
- Change the "FTA" in the Offense section to FPD for fines paid or DIS if the charges were dismissed.

- Click on Accept at the top and it will update your record.
- The RED Bench Warrant of Arrest will not go away until you update the Warrant tab in Spillman.
- Scan the warrant recall to your email and save and add it as a File in the citation.
- The warrant is then recalled in Spillman under the "Wants Table".
  - Enter the citation number in the Docket Number section and click on Accept.
  - Change the Disposition from ACT to RNR for Recalled, Not yet Returned.
  - Disp Date is the day the warrant was recalled, not the day dispatch received it.
  - Remove the original warrant that's signed by the judge and put it in the mail back to the court that issued the warrant.

WARRANT ENTRY PROCESS: eAgent

- Enter EW in the "Find a Form" bar on the top left or if you have favorites marked, select EW.
- Enter the subject's name in the "Name" field.
- If there are any cautions for the subject, click the three dots (…) next to the "Caution/Medical" field and select the caution.
- Enter the subject's race in the "Race" field.
- Enter the subject's sex in the "Sex" field.
- Enter the subject's date of birth in the "Date of Birth" field.
- Enter the subject's height, weight, hair, and eye color in their respective fields.
- Enter the subject's social security number (without dashes) in the "Social Sec. No." field.
- If the subject has a criminal history, add their FBI or State ID number in their respective fields.

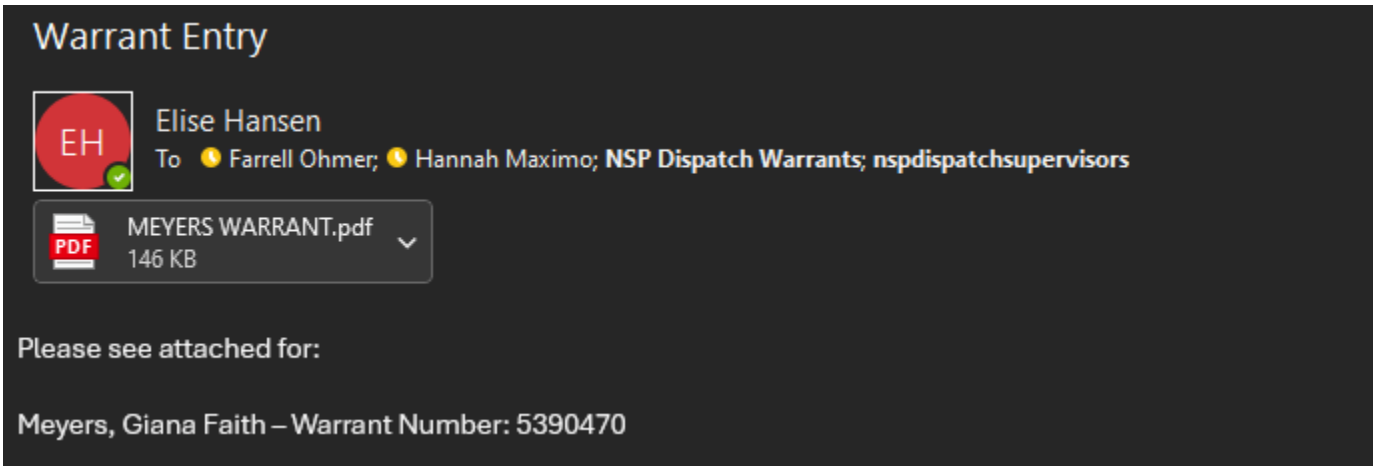
- Enter the subject's driver's license number in the "Operator Lic. No." field.
- Enter the state their driver's license was issued in the "State" field.
- Enter the year their driver's license expires in the "Year Expires" field.
- In the "Miscellaneous" field, enter the following:
    - For afterhours confirmation 1900-0700 contact DPS dispatch 775-687-0400
    - If the warrant is cash bail only, enter Cash Bail Only
    - If there are any miscellaneous remarks (odd extradition regions, can only be served certain times of day, ect) enter those notes here as well.
    - **DO NOT PLACE ANY PERIODS IN THIS FIELD. IT WILL REJECT YOUR ENTRY WHEN YOU SUBMIT IT** Your miscellaneous notes should look like this: For afterhours confirmation 1900-0700 contact DPS dispatch 775-687-0400 Warrant to be served between the hours of 0900 and 1900 Cash Bail Only
- In the "Warrant Date" field, enter the date that the warrant was issued (this information is on the warrant).
- Enter the NDOW citation number in the "Orig. Case No." field
- Enter the issuing court ORI in the "Court ORI" field.
- The court case number is found on the warrant and will be entered in the "Court Case Number" field.
- Select the three dots (…) next to the "Failure to appear flag" and select "A" from the menu.
- The "Day Service Only" field is Y or N, this information is found on the warrant.
- Enter the cash bail amount in the "Cash Bail" section. Enter it exactly as is on the warrant (538.50).
- Select the three dots (…) next to the "Transportation" field. Choose the extradition area from the list. If it is not listed, select "See Miscellaneous Field".
- Enter the NOC code from the warrant in the "NOC" field. If there are multiple charges/NOCs, you will have to add them from the EN screen in eAgent.
- Enter NDOW's ORI in the "Requesting ORI and Confirming ORI" fields.
- Click on "Submit" and you will receive a message in your eAgent inbox indicating that the warrant has been successfully entered. If there are any errors, you will receive an error message telling you what needs to be fixed.
- A Warrant Record Number (WRN) will then be generated by eAgent. Write this number in red on the top of the warrant and on the warrant cover sheet.

FELONY WARRANT ENTRY IN eAgent

- If a felony warrant is received, enter everything listed above, and then scroll down to the "NCIC Warrant Information" section.
- Select Y in the "Enter into NCIC" field.
- Choose an option for extradition in the "Extradition Lim." field.

- Choose an option that is closest to the NOC charge in the “Orig. Offense” field.
- Click on “Submit” and you will receive a message in your eAgent inbox indicating that the warrant has been successfully entered. If there are any errors, you will receive an error message telling you what needs to be fixed.

Once the warrant has been entered into Spillman and eAgent, you must send an email to NHP so that they have a copy of the warrant since they are our after hours confirming agency. NHP needs a copy of the warrant that’s signed by the judge to add to their files. Warrants are to be emailed to the following recipients: Farrell Ohmer, Hannah Maximo, NSP Dispatch Warrants, NSP Dispatch Supervisors, and the NDOW Dispatch Supervisor. Attach a copy of the signed warrant followed by the subject it was issued to and the warrant record number (WRN). The dispatcher will also have to enter the warrant onto the Active Warrants Spreadsheet that can be found on the I Drive. To ensure that the warrant has been entered correctly, a second set of eyes will look over the warrant and initial and date the day it was checked. If the warrant is complete and there are no errors, the warrant will be filed in the active warrant drawers on the dispatch floor. If there are any errors or modifications to be made, make the changes and then add the warrant to the active warrant’s drawer.



eAgent/NCCIS:

One of the systems that dispatch uses regularly is eAgent/NCCIS. eAgent is used to perform simple queries such as driver's license queries, license plate queries, and query warrants and complex queries such as criminal history requests, background checks, DONS requests, warrant entry and removal and many other functions. There is a separate eAgent/NCCIS training manual that your CTO will show you that breaks down our most common eAgent requests.

Exhibit 11

From:	El Dorshae Hendrix
To:	Jade N. Silva; Andrea Lara
Cc:	Mary Gordon; Rachel Baker
Subject:	Re: Public Safety Dispatching processes
Date:	Thursday, October 30, 2025 3:55:05 PM
Attachments:	image003.png image004.png image005.png CAD.pdf Outlook-A picture .png

Hi there,

Andrea referred questions from the sit-along to me, apologies on the delay in getting them back to you.

• Summary/Reports of Statistical Performance:
At this time, we do not have formal statistical performance reports readily available. However, I've attached a CAD report that outlines the number of first-time call types or events created between 01/01/2025 and today. Please note that this data is limited and may not reflect the full scope of our call volume, as it does not include administrative calls, duplicate reports of the same incident, or calls that do not generate a CAD event.

• Procedure Desk Manuals:
We do not currently have official desk procedure manuals. The closest reference would be our training manual, which I'd be happy to provide if needed.

• Call Statistics:
Our ability to track call statistics is limited due to current technological constraints. The attached CAD report provides a partial view, but for a more accurate count, we would need to manually review call recordings. Unfortunately, our recording system is not fully reliable and has known issues. Additionally, our phone system does not accurately track incoming call volume. For precise data, a request would need to be submitted to OCIO. We have previously requested a quarterly call evaluation but have not yet received confirmation on its feasibility.

• Types of Calls Received:
The types of calls we receive vary widely and are not comprehensively categorized in our current system. The CAD report provides some insight into the types of first-time events logged, but again, this does not capture the full picture.

• Agencies We Dispatch For:
We currently dispatch for the following agencies:

- Nevada Highway Patrol
- Parole and Probation
- Capitol Police
- Juvenile Parole and Probation
- Federal Parole and Probation
- Cannabis Compliance
- Attorney General
- Brand Inspectors
- Code Enforcement / DMV Compliance
- Nevada Transportation Authority
- Nevada Department of Investigations

• Incident Reporting – Taxicab-Related Calls:
If an incident occurs in a taxicab on a highway, we do not transfer the call to the Taxicab Authority. Instead, we process the call based on the nature of the incident (e.g., accident, disturbance, vehicle blocking roadway, etc.) and notify the Taxicab Authority if a taxi is involved. We do not

directly transfer calls to them.

Please let me know if there is anything else I could provide.

Thank you,

El Dorshae Hendrix
Carson City Communications Center Manager
Nevada State Police | Dispatch
2478 Fairview Drive Carson City, Nevada 89701
O. 775-687-0472 | **C.** 775-434-3402 | **F.** 775-687-0487
She | Her | Hers
Find Careers at www.NevadaStatePolice.com

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From: Jade N. Silva <jade.silva@admin.nv.gov>
Sent: Wednesday, October 29, 2025 2:28 PM
To: Andrea Lara <alara@dps.state.nv.us>
Cc: Mary Gordon <mgordon@dps.state.nv.us>; Rachel Baker <rbaker@admin.nv.gov>; El Dorshae Hendrix <ehendrix@dps.state.nv.us>
Subject: RE: Public Safety Dispatching processes

Hi there,

I hope you are well! I wanted to follow up to see if you were able to obtain any statistics maintained regarding the number and types of calls received, either on a monthly or yearly basis.

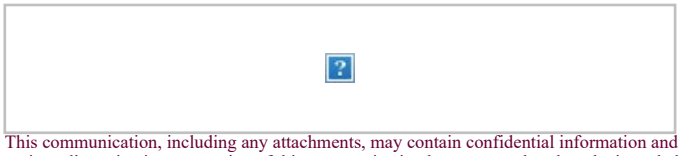
Additionally, I had a quick follow up question regarding incident reporting. In the event that something occurs in a taxicab, would that matter be directed to the Taxicab Authority? If so, could you please clarify how those calls are typically routed? And what types of incidents would be routed or not routed to them.

Thank you in advance for your time and assistance!

Thank You,

Jade Silva

Human Resource Analyst
Department of Administration
Division of Human Resource Management
Classification and Compensation



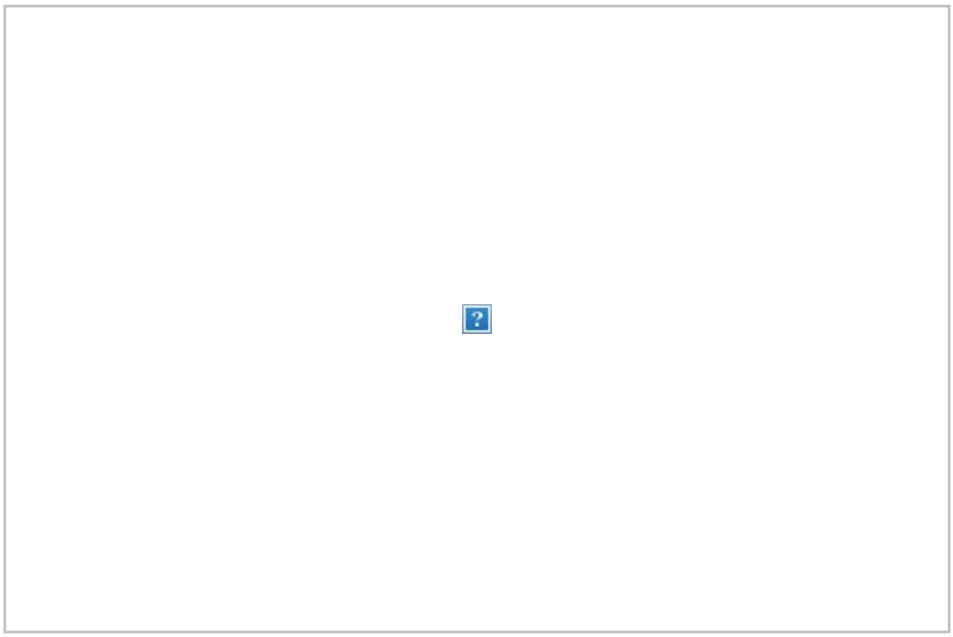
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From: Andrea Lara <alara@dps.state.nv.us>
Sent: Tuesday, October 14, 2025 9:13 AM
To: Jade N. Silva <jade.silva@admin.nv.gov>
Cc: Mary Gordon <mgordon@dps.state.nv.us>; Rachel Baker <rbaker@admin.nv.gov>; El Dorshae Hendrix <ehendrix@dps.state.nv.us>
Subject: Re: Public Safety Dispatching processes

Hello,
10 am works. I do not have a direct phone line currently but if you dial our dispatch center and tell them you are here to see me in Carson, they will relay the message over to me and I can come get you.
Ph 775-687-0400

We are located at 2478 Fairview Dr, Carson City. You will need to bring current valid identification (Real ID or Passport) to enter the facility. At the guard gate let them know you are here to see State Police (AKA NHP) dispatch. It will be the first building on your right as you enter the facility. We have attached a map that highlights the guard gate in yellow and where you can park in green.

Please let me know if there is anything I can have ready for you to better prepare for this desk audit.



Thank you,

Andrea Lara
Carson City Supervisor
Peer Support Member
Nevada State Police | Communications Bureau
2478 Fairview Drive, Carson City, NV 89701
Sunday - Wednesday | 0600 - 1800
O. 775-687-0474 | F. 775-687-0487
Find Careers at www.NevadaStatePolice.com

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From: Jade N. Silva <jade.silva@admin.nv.gov>
Sent: Tuesday, October 14, 2025 8:43 AM
To: Andrea Lara <alara@dps.state.nv.us>
Cc: Mary Gordon <mgordon@dps.state.nv.us>; Rachel Baker <rbaker@admin.nv.gov>
Subject: RE: Public Safety Dispatching processes

Good morning,

Would 10 am tomorrow, October 15th, work for you? If so, could you please provide your office address, direct phone number, and advise if there are any special requirements or procedures, we should be aware of to conduct the desk audit?

Thank You,

Jade Silva

Human Resource Analyst
Department of Administration
Division of Human Resource Management
Classification and Compensation

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From: Andrea Lara <alara@dps.state.nv.us>
Sent: Sunday, October 12, 2025 8:21 AM
To: Rachel Baker <rbaker@admin.nv.gov>
Cc: Jade N. Silva <jade.silva@admin.nv.gov>; Mary Gordon <mgordon@dps.state.nv.us>
Subject: Re: Public Safety Dispatching processes

Hello,
I work a 0600-1800 shift Sunday to Wednesday. Please let me know what day works for you, I will be in the office either way!

Thank you,

Andrea Lara
Carson City Supervisor
Peer Support Member
Nevada State Police | Communications Bureau
2478 Fairview Drive, Carson City, NV 89701
Sunday - Wednesday | 0600 - 1800
O. 775-687-0474 | F. 775-687-0487
Find Careers at www.NevadaStatePolice.com

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From: Rachel Baker <rbaker@admin.nv.gov>
Sent: Thursday, October 9, 2025 4:02 PM
To: Andrea Lara <alara@dps.state.nv.us>
Cc: Jade N. Silva <jade.silva@admin.nv.gov>; Mary Gordon <mgordon@dps.state.nv.us>
Subject: Public Safety Dispatching processes

Hi Andrea,

My name is Rachel Baker, and I am one of two analysts who will be gathering information related to your public safety dispatching processes. Will you please provide us with a date next week or the following week that would be best for you to meet with us? We appreciate your assistance.

Thank you,

Rachel Baker, Human Resource Analyst
State of Nevada, Department of Administration
Division of Human Resource Management
Compensation and Classification
Phone: 775-684-0144

Exhibit 12

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

TITLE	GRADE	EEO-4	CODE
SUPERVISOR, COMMUNICATIONS CALL TAKER	**31**	**F**	**11.123**
SENIOR COMMUNICATIONS CALL TAKER	**29**	**F**	**11.125**
COMMUNICATIONS CALL TAKER	**27**	**F**	**11.127**

SERIES CONCEPT

Communications Call Takers process incoming emergency and non-emergency information received through telecommunication and online systems, supply and input information into appropriate systems, and communicate the information to the appropriate entities.

Provide emergency and/or non-emergency dispatch support to federal, State and other governmental agencies; respond to routine and life threating telephone calls and extract pertinent information; coordinate communications with youth, K-12 students, members of the public, law enforcement, government and school officials, community groups and other authorized individuals, and the general public; relay specialized and sensitive information which impacts programs and activities; defuse irate callers; determine which information resource to access for expediency and situational relevance; interpret information received and transmit and route to authorized individuals; enter, retrieve, and edit data; ensure accurate storage of the system's activities.

Receive anonymous reports about dangerous, violent, or unlawful activities, or the threat of such activities, conducted on school property, at an activity sponsored by a public school, on a school bus of a public school or by a pupil enrolled at a public school; provide reports to appropriate State or local public safety agencies and to school administrators about dangerous, violent or unlawful activities, or the threat of such activities, conducted on school property, at an activity sponsored by a public school, on a school bus of a public school or by a pupil enrolled at a public school; ensure program activities conform to established goals and policies; ensure the confidentiality of any record or information associated with anonymous reports.

Gather information necessary to determine the validity of a report and the severity of any threat; generate and prepare accurate detailed narratives based on caller's report; monitor electronic messages and notifications from criminal justice agencies; determine the validity and eligibility of requests; forward information to appropriate authorities; provide rejection notices to the requesting agencies as required; assess appropriate information resources.

Determine which persons and organizations in the community, including, without limitation, a provider of mental health services which is operated by a state or local agency, that could be made available to assist pupils and staff in recovering from a crisis, emergency or suicide.

Review warrant documents to determine eligibility to be placed into federal and State systems; determine if cautions are valid and necessary by researching criminal history; validate warrants; research identified changes and make conforming changes to the warrant record as needed; investigate and resolve warrant related issues.

Respond to public records requests and subpoenas; determine if request meets federal and State laws, regulations and policy; disseminate information as required; provide courtroom testimony or deposition pursuant to information provided in a subpoena request.

Generate and prepare narrative and statistical reports related to activities and outcomes; identify anomalies and

SERIES CONCEPT (cont'd)

provide recommendations to resolve problems; communicate directly with partnering State agencies to ensure consensus of resolution approval; communicate with partnering personnel for efficient transition of communication with callers and/or resource entities; maintain confidentiality of conversations and communications.

Implement standardized procedures for emergency and non-emergency tracking and monitoring the outcome of reports received; interpret and explain program policies, regulations, and requirements.

Perform related duties as assigned.

****

CLASS CONCEPT

Supervisor, Communications Call Taker: Under general supervision, incumbents perform the full range of the duties and responsibilities described in the series concept and supervise Communications Call Taker positions to include performance evaluations, work performance standards, work assignment and review, scheduling, training, and discipline. Incumbents develop standardized procedures for tracking and monitoring the outcome of emergency and/or nonemergency reports received; oversee supply and inventory control; and assist management in developing, reviewing, and implementing policies for the work unit.

Senior Communications Call Taker: Under general supervision, incumbents perform the full range of the duties and responsibilities described in the series concept and may function as a lead worker over Communications Call Taker positions by assigning and reviewing work and providing training. Incumbents research, develop and deliver analytical, narrative and statistical reports to management; assist in the development of procedures for tracking and monitoring the outcome of emergency and/or nonemergency reports received; oversee file maintenance; and may assist management in reviewing and implementing policies.

Communications Call Taker: Under limited supervision, incumbents perform all or part of the duties and responsibilities described in the series concept.

****

MINIMUM QUALIFICATIONS

***SPECIAL REQUIREMENTS*:**

* Pursuant to NRS 284.4066, positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.
* Some positions require a State of Nevada/FBI background check.
* Some positions require a pre-employment criminal history check and fingerprinting.
* Some applicants must meet the minimum typing speed established by the agency at the time of recruitment.

***INFORMATIONAL NOTES*:**

* Pursuant to NRS 432.100, some positions may require a State of Nevada, Division of Child & Family Services Child Abuse & Neglect Central Registry Check.
* Some positions may require working a swing and/or graveyard shift, weekends, and/or holidays.

MINIMUM QUALIFICATIONS (cont'd)

SUPERVISOR, COMMUNICATIONS CALL TAKER

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of experience providing emergency and/or nonemergency dispatch support; OR one year of experience as a Senior Communications Call Taker in Nevada State service; OR an equivalent combination of education and experience as described above.

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Knowledge of: federal and State laws and regulations; functions and communications procedures of other entities served by the communications center. Skill in: overseeing a high-volume call center. Ability to: efficiently and accurately respond to telephone calls and online communications; recognize life safety situations and take appropriate action; and all knowledge, skills, and abilities required at the lower level.

SENIOR COMMUNICATIONS CALL TAKER

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience providing emergency and/or nonemergency dispatch support as described in the series concept; **OR** one year of experience as a Communications Call Taker in Nevada State service; **OR** an equivalent combination of education and experience as described above.

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Knowledge of: agency policies, procedures, and programs; common office procedures for reports and records; criminal justice information systems; security, confidentiality, and privacy regulations; functions and communications procedures of other entities served by the communications center. **Skill in:** a high volume of telecommunication calls and online communications; responding appropriately to emergencies. **Ability to:** establish and maintain effective working relationships; handle a large volume of telephone and online communications; work independently and follow through on assignments with minimal direction; recognize life safety situations and take appropriate action; and *all knowledge, skills, and abilities required at the lower level*.

COMMUNICATIONS CALL TAKER

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education.

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Knowledge of: standard office practices and procedures; arithmetic to produce accurate information; telephone etiquette. **Skill in:** working with individuals with mental health and/or substance use disorders. **Ability to:** perform routine dispatch and communications activities; interact efficiently and tactfully with the public, school officials, and law enforcement; read and interpret maps; respond to a variety of information requests; understand and carry out verbal and written instructions; maintain files and records; receive and transmit information precisely and promptly; work as part of a team; establish and maintain effective working relationships with employees, other agencies, and the general public; speak clearly and distinctly using correct English, both verbal and written; communicate and engage effectively with individuals of varied backgrounds, trauma experiences, cultures, education level to include youth, and socio-economic status; work with frequent interruptions and distractions; remain calm, professional, and clear headed during escalated situations; make decisions, think critically, and problem solve; operate computers and related software.

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.

SUPERVISOR, COMMUNICATIONS CALL TAKER	**31**	**F**	**11.123**
SENIOR COMMUNICATIONS CALL TAKER	**29**	**F**	**11.125**
COMMUNICATIONS CALL TAKER	**27**	**F**	**11.127**

	11.123	11.125	11.127
ESTABLISHED:	08/26/25UC	11/26/24UC	11/26/24UC
REVISED:		03/28/25HRC	03/28/25HRC
REVISED:		08/26/25UC	08/26/25UC

CLASS SPECIFICATION

TITLE	GRADE	EEO-4	CODE
SENIOR COMMUNICATIONS CALL TAKER	**29**	**F**	**11.125**
COMMUNICATIONS CALL TAKER	**27**	**F**	**11.127**

SERIES CONCEPT

Communications Call Takers process incoming emergency and non-emergency information received through telecommunication and online systems, supply and input information into appropriate systems, and communicate the information to the appropriate entities.

Provide emergency and/or non-emergency dispatch support to federal, State and other governmental agencies; respond to routine and life threating telephone calls and extract pertinent information; coordinate communications with youth, K-12 students, members of the public, law enforcement, government and school officials, community groups and other authorized individuals, and the general public; relay specialized and sensitive information which impacts programs and activities; defuse irate callers; determine which information resource to access for expediency and situational relevance; interpret information received and transmit and route to authorized individuals; enter, retrieve, and edit data; ensure accurate storage of the system's activities.

Receive anonymous reports about dangerous, violent, or unlawful activities, or the threat of such activities, conducted on school property, at an activity sponsored by a public school, on a school bus of a public school or by a pupil enrolled at a public school; provide reports to appropriate State or local public safety agencies and to school administrators about dangerous, violent or unlawful activities, or the threat of such activities, conducted on school property, at an activity sponsored by a public school, on a school bus of a public school or by a pupil enrolled at a public school; ensure program activities conform to established goals and policies; ensure the confidentiality of any record or information associated with anonymous reports.

Gather information necessary to determine the validity of a report and the severity of any threat; generate and prepare accurate detailed narratives based on caller's report; monitor electronic messages and notifications from criminal justice agencies; determine the validity and eligibility of requests; forward information to appropriate authorities; provide rejection notices to the requesting agencies as required; assess appropriate information resources.

Determine which persons and organizations in the community, including, without limitation, a provider of mental health services which is operated by a state or local agency, that could be made available to assist pupils and staff in recovering from a crisis, emergency or suicide.

Review warrant documents to determine eligibility to be placed into federal and State systems; determine if cautions are valid and necessary by researching criminal history; validate warrants; research identified changes and make conforming changes to the warrant record as needed; investigate and resolve warrant related issues.

Respond to public records requests and subpoenas; determine if request meets federal and State laws, regulations and policy; disseminate information as required; provide courtroom testimony or deposition pursuant to information provided in a subpoena request.

Generate and prepare narrative and statistical reports related to activities and outcomes; identify anomalies and provide recommendations to resolve problems; communicate directly with partnering State agencies to ensure

SERIES CONCEPT (cont'd)

consensus of resolution approval; communicate with partnering personnel for efficient transition of communication with callers and/or resource entities; maintain confidentiality of conversations and communications.

Implement standardized procedures for emergency and non-emergency tracking and monitoring the outcome of reports received; interpret and explain program policies, regulations, and requirements.

Perform related duties as assigned.

****

CLASS CONCEPT

Senior Communications Call Taker: Under general supervision, incumbents perform the full range of the duties and responsibilities described in the series concept and may function as a lead worker over Communications Call Taker positions by assigning and reviewing work and providing training or may function as a supervisor to include performance evaluations, work performance standards, work assignment and review, scheduling, training, and discipline.

Incumbents research, develop and deliver analytical, narrative and statistical reports to management; develop and implement standardized procedures for tracking and monitoring the outcome of emergency and/or nonemergency reports received; oversee file maintenance, supply and inventory control; and may assist management in developing, reviewing, and implementing policies for the work unit.

Communications Call Taker: Under limited supervision, incumbents perform all or part of the duties and responsibilities described in the series concept.

****

MINIMUM QUALIFICATIONS

***SPECIAL REQUIREMENTS*:**

- Some positions require a State of Nevada/FBI background check.
- Some positions require a pre-employment criminal history check and fingerprinting.
- Some applicants must meet the minimum typing speed established by the agency at the time of recruitment.

***INFORMATIONAL NOTES*:**

- Pursuant to NRS 432.100, some positions may require a State of Nevada, Division of Child & Family Services Child Abuse & Neglect Central Registry Check.
- Some positions may require working a swing and/or graveyard shift, weekends, and/or holidays.

SENIOR COMMUNICATIONS CALL TAKER

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience providing emergency and/or nonemergency dispatch support as described in the series concept; **OR** one year of experience as a Communications Call Taker in Nevada State service; **OR** an equivalent combination of education and experience as described above.

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Working knowledge of: security, confidentiality, and privacy regulations; functions and communications procedures of other entities served by the communications center. **General knowledge of:** agency policies,

MINIMUM QUALIFICATIONS (cont'd)

SENIOR COMMUNICATIONS CALL TAKER (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd) procedures, and programs; common office procedures for reports and records; criminal justice information systems. **Skill in:** managing a high volume of telecommunication calls and online communications; responding appropriately to emergencies. **Ability to:** establish and maintain effective working relationships; handle a large volume of telephone and online communications; work independently and follow through on assignments with minimal direction; efficiently and accurately respond to telephone calls and online communications; recognize life safety situations and take appropriate action; and all knowledge, skills, and abilities required at the lower level.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job): **General knowledge of:** agency mission, functions, programs, activities, and operating policies; policy and procedure development. Ability to: assign and review work; provide training.

COMMUNICATIONS CALL TAKER

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education.

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): **General knowledge of:** standard office practices and procedures; arithmetic to produce accurate information; telephone etiquette. **Skill in:** working with individuals with mental health and/or substance use disorders. **Ability to:** perform routine dispatch and communications activities; interact efficiently and tactfully with the public, school officials, and law enforcement; read and interpret maps; respond to a variety of information requests; understand and carry out verbal and written instructions; maintain files and records; receive and transmit information precisely and promptly; work as part of a team; establish and maintain effective working relationships with employees, other agencies, and the general public; speak clearly and distinctly using correct English, both verbal and written; communicate and engage effectively with individuals of varied backgrounds, trauma experiences, cultures, education level to include youth, and socio-economic status; work with frequent interruptions and distractions; remain calm, professional, and clear headed during escalated situations; make decisions, think critically, and problem solve; operate computers and related software.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job): *(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Senior Communications Call Taker.)*

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.

	11.125	11.127
ESTABLISHED:	11/26/24UC	11/26/24UC

Exhibit 13

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

TITLE	GRADE	EEO-4	CODE
MANAGER, PUBLIC SAFETY DISPATCHER	**37**	**F**	**11.118**
SUPERVISOR, PUBLIC SAFETY DISPATCHER	**35**	**F**	**11.120**
PUBLIC SAFETY DISPATCHER	**33**	**F**	**11.122**

SERIES CONCEPT

Public Safety Dispatchers perform communications work in the operation of a district, central, or statewide communications center including but not limited to: providing assistance to law enforcement units in both routine and emergency situations; dispatching enforcement units and other emergency mobile units from a computer-aided system; accessing various criminal justice information systems and transmitting the required information; placing telephone calls for officials and registered vehicle owners at accident scenes; providing assistance to other law enforcement agencies as requested; maintaining a variety of logs, recordings, and records; preparing performance and statistical summaries on center activities; preparing reports; conducting data analysis; and providing reports, records, and other various information upon request and within legal authority.

Operate dispatch equipment proficiently; determine which information resource to access and what should be transmitted for expediency and situational relevance; enter, retrieve, and edit data; ensure accurate storage of the system's activities; destroy records in accordance with federal and State laws, regulations, policies, and procedures governing various criminal justice information systems; interpret information received and transmitted; access information resources and/or databases; and dispatch specialized emergency support units when appropriate.

Provide dispatch support to various law enforcement entities and/or peace officers outside of the agency, following each entity's procedural guidelines and ensuring contracted services are performed; ensure adherence to the laws, regulations, policies, and procedures governing various criminal justice information systems.

Respond to routine and emergency telephone calls from citizens and law enforcement/criminal justice entities; take control of the conversation and extract pertinent information; determine whether the caller is authorized to receive the requested information; assess appropriate information resources; answer off-hour calls for other entities as assigned.

Enter, modify, confirm, query, clear, and delete warrants by accessing various criminal justice information systems; produce warrant abstracts upon requests by law enforcement/criminal justice agencies as assigned.

Provide daily and routine equipment maintenance by troubleshooting problems and correcting/adjusting if possible; consult manuals and vendor contracts; contact vendor or repair service for service call; and prepare written documentation of equipment problem and resolution.

Assist in training new employees and provide orientation in accordance with communications center policies and procedures; observe and coach on dispatch work at the computerized consoles; and provide instruction regarding policies, procedures, and functionality of the various criminal justice systems.

Perform related duties as assigned.

****

CLASS CONCEPTS

Manager, Public Safety Dispatcher: Under general administrative direction incumbents plan, organize, coordinate, and oversee a variety of functions related to the management of dispatch operations and serve as the department's representative in coordinating access to dispatch services by various agencies and other authorized federal, State, local, and civil entities. In addition, incumbents directly supervise Supervisor**,** Public Safety Dispatcher positions to include performance appraisals, work performance standards, work assignment and review, scheduling, training, and discipline; and may supervise other professional, technical, and administrative staff as assigned.

Incumbents develop, review, update, and implement policies, procedures, goals, objectives, and quality standards; analyze, draft, and submit new and proposed legislation, amendments, and regulations; analyze reports, resolve issues, and ensure compliance with laws, regulations, and policies; develop, administer, maintain, and provide mandated training and certification standards; initiate and oversee audits; participate in the development, implementation, monitoring, and approval of expenditures of budgets for assigned center operations; coordinate with other law enforcement communications centers; respond to information requests from the media according to department policy; and testify at court and administrative proceedings regarding evidentiary communications records as needed; represent the department at various state and national events including meetings, seminars, hearings, and training.

Incumbents participate in the design, development, implementation, and maintenance of computer aided dispatch consoles and various automated records management and reporting systems; participate in the development of requests for proposals and communicate multiple system needs; evaluate and recommend bids for service and equipment contracts.

Supervisor, Public Safety Dispatcher: Under general direction, incumbents perform the full range of duties described in the series concept and supervise Public Safety Dispatcher positions to include performance evaluations, work performance standards, work assignment and review, scheduling, training, and discipline. Incumbents assist in developing, reviewing, updating, and implementing center policies and procedures to ensure compliance with applicable federal, State, and local laws, regulations, and policies; assist in budget preparation by assessing equipment, training, travel, and staffing needs, and preparing cost projections; assist with implementing and providing training for staff and administer examinations to demonstrate proficiency; analyze legislation and regulations as requested.

Collect, organize, and maintain materials from entities serviced such as policies, procedures, functions, and updates; prepare statistical reports for submission to management; conduct audits and quality control checks regarding the entry, modification, deletion, confirmation, and validation of law enforcement records (i.e., warrants, criminal history); perform audits of criminal history requests.

Public Safety Dispatcher: Under limited supervision, incumbents perform the full range of duties described in the series concept.

****

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- Pursuant to NRS 284.4066, all positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.
- Positions require work on evenings, weekends, and/or holidays.
- Positions require a State of Nevada/FBI background check.
- Positions require a pre-employment criminal history check and fingerprinting.

MINIMUM QUALIFICATIONS (cont'd)

INFORMATIONAL NOTES:

* Incumbents must pass the NCIC certification examination within six months of appointment and recertify every two years thereafter as a condition of continuing employment.

MANAGER, PUBLIC SAFETY DISPATCHER

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of experience in law enforcement communications including control of ten or more units and the use of State and national criminal justice information systems, one year which was in a supervisory capacity; **OR** one year of experience as a Supervisor, Public Safety Dispatcher in Nevada State service. *(See Special Requirements and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Detailed knowledge of: theories, principles, techniques, and practices of public safety dispatch and communications; regulations, policies and procedures governing the operations and activities of a law enforcement communication center as applied to directing, advising, and coordinating operations. **Working knowledge of:** organizational structure and programs administered by the agency; monitoring and tracking dispatch center operating and supply budgets; supervisory techniques including disciplinary processes, employee evaluation, and the development of work performance standards. **General knowledge of:** State budgeting process. Skill in: mathematical calculations to prepare reports and analyze data; designing, researching, and interpreting study results; recommending courses of action based upon study outcomes and results; organizing, developing, and making verbal presentations; coordinating and implementing work plans. **Ability to:** develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties; motivate others and encourage effective action; evaluate activities and applied practices using various techniques and principles to determine operations and performance compliance with system requirements; plan, manage others, analyze, carry-out projects, consult, and offer advice; write clear and concise policies, procedures, reports, and justifications using correct English grammar, vocabulary, spelling, and punctuation; read, interpret and apply rules, regulations, and statutes to determine and ensure compliance and provide direction to management and staff; instruct, advise, or persuade management, staff, and others regarding budget requests, policy interpretation, and business operations; research, organize, and analyze data related to business operations; identify and resolve operating problems; analyze data and formulate logical conclusions and recommendations; read and interpret technical reports, governmental publications, and federal directives; identify specific non-compliance areas or problems and initiate and prepare individual training courses on a variety of topics; supervise subordinate supervisors and staff including organizing work flow to accomplish established objectives, delegating responsibility, training, evaluating work effectiveness and proficiency, and administering necessary discipline; *and all knowledge, skills, and abilities required at the lower levels*.

SUPERVISOR, PUBLIC SAFETY DISPATCHER

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of experience in law enforcement communications including control of ten or more units and the use of State and national criminal justice information systems; **OR** one year of experience as a Public Safety Dispatcher in Nevada State service. *(See Special Requirements and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Working knowledge of: the agency's operating policies and procedures; various types and jurisdictions of law enforcement and criminal justice agencies; types of available public safety organizations that support law enforcement activities; effective training or coaching techniques used in training others; warrant system procedures for entering, deleting, editing, validating and confirming information; public relations principles and practices; personnel rules and regulations. **General knowledge of:** supervisory techniques and practices

MINIMUM QUALIFICATIONS (cont'd)

SUPERVISOR, PUBLIC SAFETY DISPATCHER (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd) which involved coordinating, directing, and scheduling dispatchers. **Ability to:** compose and maintain a variety of correspondence and reports using correct English grammar, vocabulary, spelling and punctuation; interact with supervisors, peers and subordinates tactfully and effectively; adjust priorities quickly as circumstances dictate; assist in drafting communication center procedures; assess situations and make comparisons to judge whether they are similar to or different from prescribed standards; make presentations in front of large groups of people; *and all knowledge, skills, and abilities required at the lower levels*.

PUBLIC SAFETY DISPATCHER

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of work experience; **OR** certification as a Public Safety Dispatcher; **OR** one year of experience as a Senior Communications Call Taker in Nevada State service. *(See Special Requirements and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): **Detailed knowledge of:** capabilities and screen formats of criminal justice information systems; communications center functions and capabilities to train others. **Working knowledge of:** security, confidentiality and privacy regulations; maintenance contracts for resolution of equipment malfunctions; location of law enforcement units assigned geographically throughout the responsible area of the assigned Communications Center; agency procedures, policies, and programs; functions and communications procedures of other entities serviced; law enforcement terminology as applied to operating a computerized dispatch console; geography of Nevada and its major highways. **Ability to:** handle a large volume of radio, telephone and telecommunication traffic; work independently and follow through on assignments with minimal direction; law enforcement terminology as applied to operating a computerized law enforcement dispatch console; efficiently and accurately respond to requests for information using criminal justice information systems; recognize emergency situations and take appropriate action; *and all knowledge, skills, and abilities required at the lower levels.*

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.

	11.117	11.118	11.120	11.122	11.124	11.126
ESTABLISHED:	7/1/13R	6/12/95R	8/2/91R	8/2/91R	8/2/91R	8/2/91R
	3/27/14UC	11/26/96UC	4/3/92UC	4/3/92UC	4/3/92UC	4/3/92U
REVISED:			7/1/93P	7/1/93P	7/1/93P	7/1/93P
			8/31/92PC	8/31/92PC	8/31/92PC	8/31/92PC
REVISED:			9/24/93PC	9/24/93PC	9/24/93PC	9/24/93PC
REVISED:			6/12/95R			
			11/26/96UC			
REVISED:		10/1/97UC	10/1/97UC	10/1/97UC	10/1/97UC	10/1/97UC
REVISED:		12/18/00UC				
REVISED:		6/29/01UC	6/29/01UC	6/29/01UC	6/29/01UC	6/29/01UC
REVISED:		7/1/05LG	7/1/05LG	7/1/05LG	7/1/05LG	7/1/05LG
REVISED:		7/1/13R	7/1/13R	7/1/13R	7/1/13R	7/1/13R
REVISED:		3/27/14UC	3/27/14UC	3/27/14UC	3/27/14UC	3/27/14UC
REVISED:	11/18/22UC	11/18/22UC	11/18/22UC	11/18/22UC	11/18/22UC	11/18/22UC
REVISED:	10/26/23UC	10/26/23UC	10/26/23UC	10/26/23UC	10/26/23UC	10/26/23UC
REVISED:		8/27/25UC	8/27/25UC	8/27/25UC		

MANAGER, PUBLIC SAFETY DISPATCHER	**37**	**F**	**11.118**
SUPERVISOR, PUBLIC SAFETY DISPATCHER	**35**	**F**	**11.120**
PUBLIC SAFETY DISPATCHER	**33**	**F**	**11.122**

	11.117	11.118	11.120	11.122	11.124	11.126
ABOLISHED:	8/27/25UC				8/27/25UC	8/27/25UC

Item V

Posting #04-26

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #04-26
Posting Expires: November 18, 2025

Per NRS 284.160, the Administrator may make a change in classification without the prior approval of the Commission. The following change(s) are proposed:

Basis for Recommendation

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.412	Right-of-Way Supervisor	39	A	***7.412***	***Supervisor, Right-of-Way***	***39***	***A***
7.436	Right-of-Way Agent III	36	B	***7.437***	***Senior Right-of-Way Agent***	***36***	***B***
7.437	Right-of-Way Agent II	34	B	***7.436***	***Right-of-Way Agent II***	***34***	***B***
7.443	Right-of-Way Agent I	32	B	***7.443***	***Right-of-Way Agent I***	***32***	***B***

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
6.713	Chief, Hydrology Section	44	A	***6.713***	***Manager, Hydrology***	***44***	***A***

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.428	Staff Specialist, Right-of-Way	37	B	***7.428***	***Right-of-Way Specialist***	***37***	***B***

Subject Matter Experts from the Division of Human Resource Management (DHRM) are recommending revisions of the class (job) specification design, formatting, structure, language, and job title hierarchy. It is also recommended that the job duties be condensed.

The DHRM worked with management and subject matter experts to ensure the main duties and responsibilities of the job titles within the series remain consistent with the job's intent. The grade levels have not changed; however, it is recommended that the trainee level be removed as positions are not classified at the trainee level. Additionally, the minimum qualifications are revised pursuant to Assembly Bill 547 (2025), Nevada Revised Statute 284, removing the Bachelor degree requirement, unless required by statute or licensure. The assigned EEO-4 code has not changed.

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 515 East Musser Street, Suite 101 and in Las Vegas, go to 7251 Amigo Street, Suite 120. You may send a copy request to class.comp@admin.nv.gov. For additional information call (775) 684-0150.

Objections to the proposed classification changes must be received in writing through, mail (515 East Musser Street, Suite 101, Carson City, NV 89701-4298) or email (class.comp@admin.nv.gov) by November 18, 2025. Objections should be addressed to Keisha I. Harris, Deputy Administrator, Classification and Compensation Section of the Division of Human Resource Management

POSTING DATE: October 17, 2025

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
RIGHT-OF-WAY AGENT I	**32**	**B**	**7.443**
RIGHT-OF-WAY AGENT II	**34**	**B**	**7.437**
SENIOR RIGHT-OF-WAY AGENT	**36**	**B**	**7.436**
SUPERVISOR, RIGHT-OF-WAY	**39**	**A**	**7.412**

JOB SUMMARY

Right-of-Way Specialists appraise, acquire, relocate, clear, and manage real property for the State and as requested, its political subdivisions.

JOB DUTIES

RIGHT-OF-WAY AGENT I

1. Set the economic rent for leases, licenses and rental properties.
2. Negotiate agreements with property owners to acquire various interests in real property.
3. Review data accuracy and prepare necessary documents.
4. Engage with property owners and other members of the public to address program related issues.
5. Participate in eminent domain actions.
6. Provide relocation assistance and services to individuals, businesses, farms, public agencies, and non-profit organizations.
7. Manage acquired properties, inspect and verify inventories, compute values, arrange for maintenance and repairs, and write rental agreements, leases, licenses, and process evictions.
8. Participate in the disposal activities of excess properties.
9. Conduct research in a variety of areas, gather and compile information into reports, and respond to inquiries from property owners, attorneys, and others.
10. Coordinate the relocation and adjustment of affected utilities and railroads.
11. Review and interpret contracts and plans, identify utility types and locations, and ensure inclusion in construction plans.
12. Verify ownership, and research and determine prior rights and access rights to right-of-way.
13. Verify cost estimates, coordinate relocation agreements, ensure construction plans and work are completed on schedule, verify billings, and process invoices for payment.
14. Participate in the control of outdoor advertising and junkyards along designated highways.
15. Perform related duties as assigned.

RIGHT-OF-WAY AGENT II

1. Duties performed at the previous level, AND:
2. Assist and provide guidance to less experienced agents, other department staff, and public and private entities for various projects.
3. Perform related duties as assigned.

RIGHT-OF-WAY AGENT I	**32**	**B**	**7.443**
RIGHT-OF-WAY AGENT II	**34**	**B**	**7.437**
SENIOR RIGHT-OF-WAY AGENT	**36**	**B**	**7.436**
SUPERVISOR, RIGHT-OF-WAY	**39**	**B**	**7.412**

SENIOR RIGHT-OF-WAY AGENT

1. Duties performed at the previous levels, AND:
2. Serve as a project manager.
3. Participate in consultant contract administration.
4. Recommend issuance or denial of outdoor advertising and junkyard permits.
5. Review proposed legislation and assess potential impacts on right-of-way operations.
6. Perform related duties as assigned.

SUPERVISOR, RIGHT-OF-WAY

1. Duties performed at the previous levels, AND:
2. Prepare and publish narrative appraisal reports on properties, in both the before and after condition.
3. Assign and review projects and ensure work is performed according to established standards.
4. Provide technical expertise and guidance regarding sensitive issues and problems.
5. Prepare and manage section budgets and expenditures.
6. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
7. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

RIGHT-OF-WAY AGENT I

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

RIGHT-OF-WAY AGENT II

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR RIGHT-OF-WAY AGENT

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, RIGHT-OF-WAY

Four or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

RIGHT-OF-WAY AGENT I	**32**	**B**	**7.443**
RIGHT-OF-WAY AGENT II	**34**	**B**	**7.437**
SENIOR RIGHT-OF-WAY AGENT	**36**	**B**	**7.436**
SUPERVISOR, RIGHT-OF-WAY	**39**	**B**	**7.412**

RIGHT-OF-WAY AGENT I

Knowledge of:

- Real estate and public utility services.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Analyze a variety of information and take or recommend appropriate action.
- Compose correspondence; develop graphs and charts; prepare documents and reports.
- Establish and maintain positive and cooperative working relationships with others; negotiate contracts.
- Conduct field inspections.

RIGHT-OF-WAY AGENT II

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; applicable technical and legal terminology, documents, and descriptions; property rights and transfer of property.
- Applicable engineering principles and practices; appraisal and/or property management methods, principles, and practices; real property negotiation techniques; title search practices; land use planning and zoning; highway construction techniques regarding soil conditions and terrain.
- Estimating relocation costs; various types of materials used in the utilities industry; railroad operations and safety issues regarding signal locations and crossings.
- Acquisition principles as related to eminent domain.

Ability to:

- Plot and locate parcels; make presentations; conduct negotiations with groups or individuals.
- Gather and analyze market data; read and interpret plans, maps, and drawings; read, interpret, and explain engineering, construction, and utility design plans, profiles, cross sections, and other technical data.
- Conduct title searches; identify and locate various types of public and private utilities and railroad installations.

SENIOR RIGHT-OF-WAY AGENT

Knowledge, skills, and abilities required at the previous levels, AND:

Knowledge of:

- Railroads and utilities related to departmental projects.
- Methods, principles and practices pertinent to the appraisal, acquisition, relocation, clearance, and management of land and the disposal of property.
- Highway Beautification Act.

Ability to:

RIGHT-OF-WAY AGENT I	**32**	**B**	**7.443**
RIGHT-OF-WAY AGENT II	**34**	**B**	**7.437**
SENIOR RIGHT-OF-WAY AGENT	**36**	**B**	**7.436**
SUPERVISOR, RIGHT-OF-WAY	**39**	**B**	**7.412**

- Lead a team to attain departmental goals; gather facts and reach conclusions and resolutions.

SUPERVISOR, RIGHT-OF-WAY

Knowledge, skills, and abilities required at the previous levels, AND:

Knowledge of:

- Uniform Standards of Professional Appraisal Practice

Ability to:

- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	20 lbs	☒ stretching	☒ smelling

Indicate any other requirements which are essential to the successful performance of this job:

RIGHT-OF-WAY AGENT I	**32**	**B**	**7.443**
RIGHT-OF-WAY AGENT II	**34**	**B**	**7.437**
SENIOR RIGHT-OF-WAY AGENT	**36**	**B**	**7.436**
SUPERVISOR, RIGHT-OF-WAY	**39**	**B**	**7.412**

(Check all that apply)

- ☒ Ability to communicate on the telephone (hearing)
- ☒ Ability to speak
- ☒ Ability to write legibly in English
- ☒ Ability to read instructions and numbers in English
- ☒ Ability to complete tasks with numerous interruptions
- ☒ Ability to understand technical manuals
- ☒ Ability to work amicably with co-workers
- ☒ Ability to learn tasks in a reasonable amount of time
- ☒ Ability to follow supervisor's instructions
- ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
MANAGER, HYDROLOGY	**44**	**A**	**6.713**

JOB SUMMARY

Manager, Hydrology provides hydrologic and hydrogeologic expertise.

JOB DUTIES

1. Oversee division hydrologic programs and studies and make recommendations on hydrologic factors in managing Nevada's water resources.
2. Establish, review, and coordinate policies and procedures regarding hydrologic investigations, review current investigations, and make recommendations for long term plans, directives, and future investigations.
3. Research, review, and prepare rulings, reports, and research results to approve or deny water right submittals and applications.
4. Resolve disputes and evaluate the impact of proposed water right applications on existing water rights.
5. Prepare, oversee, and monitor the budget, prepare requests for enhancements and justifications, prepare purchase requests, and monitor and approve expenditures.
6. Provide expertise and advice to management and staff on matters relating to mining, geothermal, surface water and ground water interaction, aquifer storage and recovery, and other matters that affect Nevada's water resources.
7. Review and develop ground and surface water models and evaluate applications and permits for their impact on water resources.
8. Determine magnitude, extent, and time of impacts of applications on prior appropriators, surface water flows, ground water levels, subsurface inter-basin flows, and overall water resources.
9. Evaluate hydrologic aspects and implications from development of waters resources to include basic and applied research on water and water resources.
10. Forecast water supply and water flows and develop new, improved, or more economical methods, techniques, and instruments used in forecasting.
11. Oversee and monitor regional monitoring plans, hydrologic studies, and reports required for permits.
12. Coordinate with applicants to design and implement monitoring programs and studies that provide information used in determining the impact of water development.
13. Represent the division at various hearings, meetings, mediation processes, and conferences.
14. Coordinate and consult with non-partisan research organizations in conducting regional water-related studies to revise, refine, and supplement existing knowledge of water resources.
15. Conduct, implement, and optimize scientific reviews for the statewide ground water monitoring network and optimize data collection.
16. Monitor and report changes to the State's ground water resources that affect existing rights and future applications for appropriation.
17. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
18. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Five or more years of applicable experience as described in the job duties with a minimum of two years supervisory/managerial experience and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; applicable case law.
- Hydrogeology principles, processes, and numerical ground water flow modeling; computer modeling techniques.
- Surface water hydraulics; hydrologic processes and modeling; geology; current technology for determining hydrologic properties, ground water recharge estimation, and evapotranspiration; data processing and Geographic Information Systems.
- Principles and practices of management and supervision; budgeting; techniques for providing information to the public.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Organize and manage complex programs and hydrologic studies; make comprehensive recommendations on hydrologic problems; respond to unanticipated changes to reach desired goals and objectives.
- Establish and maintain effective working relationships; present information, explain procedures, and persuade others; interact with the public in a competent manner in adversarial situations.
- Write clear and concise reports; analyze information, technical data, problems, situations, practices, or procedures to define the problem or objective.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.
- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	40 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	40 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	40 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	40 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
RIGHT-OF-WAY SPECIALIST	**37**	**B**	**7.428**

JOB SUMMARY

Right-of-Way Specialists participate in developing, formulating, and coordinating statewide programs, policies, and procedures related to areas such as acquisition, relocation assistance, appraisal, property management and property disposals, utilities/railroad relocation, and permits

JOB DUTIES

1. Research, evaluate, and interpret federal and State laws and regulations.
2. Develop, recommend, and implement policies and procedures to ensure compliance.
3. Update and maintain policies and procedures in program manuals.
4. Develop, review, and/or revise forms, legal documents, and brochures.
5. Act as a liaison with departmental divisions and other federal, State, and local public agencies regarding program activities.
6. Conduct studies, audits, and research and prepare reports.
7. Review and audit various right-of-way transactions and work products to ensure compliance.
8. Assess consultant contract provisions, successes, and the need for future modifications.
9. Review, evaluate, and oversee program operations and assess program quality and results.
10. May serve as a member on committees and review boards, to develop recommendations for action.
11. Develop, arrange, and conduct applicable training for agency staff and other public agencies.
12. Participate as needed in right-of-way activities.
13. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, acts, and agency policies and procedures; applicable industry standards; technical and legal terminology, documents, and descriptions related to real estate.
- Contract or agreement development, negotiation, and oversight.

Skill in:

- Planning, researching, evaluating, and revising policies and procedures.
- Operational components associated with rights-of-way and property
- Interpersonal and communication, both verbal and written.

- Use and operation of office and job-related equipment and software.
- Conduct training sessions.

Ability to:

- Prepare correspondence, graphs, charts, and other materials; prepare reports and documentation; develop and review draft legislation; analyze problems and develop and recommend effective solutions; coordinate and implement training programs; negotiate contracts and agreements; interpret and explain technical documents.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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Posting #05-26

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #05-26
Posting Expires: November 19, 2025

Per NRS 284.160, the Administrator may make a change in classification without the prior approval of the Commission. The following change(s) are proposed:

Basis for Recommendation

Subject Matter Experts from the Division of Human Resource Management (DHRM) are recommending revisions of the class (job) specification design, formatting, structure, language, and job title hierarchy. It is also recommended that the job duties be condensed.

The DHRM worked with management and subject matter experts to ensure the main duties and responsibilities of the job titles within the series remain consistent with the job's intent. The grade levels have not changed; however, it is recommended that the trainee level be removed as positions are not classified at the trainee level. Additionally, the minimum qualifications are revised pursuant to Assembly Bill 547 (2025), Nevada Revised Statute 284, removing the Bachelor degree requirement, unless required by statute or licensure. The assigned EEO-4 code has not changed.

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 515 East Musser Street, Suite 101 and in Las Vegas, go to 7251 Amigo Street, Suite 120. You may send a copy request to class.comp@admin.nv.gov. For additional information call (775) 684-0150.

Objections to the proposed classification changes must be received in writing through, mail (515 East Musser Street, Suite 101, Carson City, NV 89701-4298) or email (class.comp@admin.nv.gov) by November 19, 2025. Objections should be addressed to Keisha I. Harris, Deputy Administrator, Classification and Compensation Section of the Division of Human Resource Management.

CURRENT				PROPOSED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
9.326	Equipment Mechanic-In-Training IV	29	H		***Abolish***		
9.328	Equipment Mechanic-In-Training III	28	H		***Abolish***		
9.330	Equipment Mechanic-In-Training II	27	H		***Abolish***		
9.332	Equipment Mechanic-In-Training I	25	H		***Abolish***		
9.465	Craft Worker-In-Training IV	29	H		***Abolish***		
9.466	Craft Worker-In-Training III	28	H		***Abolish***		
9.467	Craft Worker-In-Training II	27	H		***Abolish***		
9.468	Craft Worker-In-Training I	25	H		***Abolish***		
	New			***9.410***	***Skilled Trades Apprentice***	***29***	***H***

CURRENT				PROPOSED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
2.811	Supply Technician IV	31	F	***2.811***	***Supervisor II, Supply Technician***	***31***	***F***
2.819	Supply Technician III	29	F	***2.819***	***Supervisor I, Supply Technician***	***29***	***F***

2.824	Supply Technician II	27	F	***2.824***	***Supply Technician II***	***27***	***F***
2.836	Supply Technician I	25	F	***2.836***	***Supply Technician I***	***25***	***F***
2.827	Supply Assistant	23	F	***2.827***	***Supply Assistant***	***23***	***F***

CURRENT				PROPOSED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
13.241	Supervisory Criminal Investigator II	43	D		***Abolish***		
13.242	Supervisory Criminal Investigator I	43	D	***13.242***	***Supervisor, Criminal Investigator***	***43***	***D***
13.243	Criminal Investigator III	41	D	***13.243***	***Criminal Investigator***	***41***	***D***
13.244	Criminal Investigator II	39	D		***Abolish***		
13.245	Criminal Investigator I	37	D		***Abolish***		

CURRENT				PROPOSED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
2.300	Accounting Assistant IV	29	F	***2.300***	***Supervisor, Accounting Assistant***	***29***	***F***
2.301	Accounting Assistant III	27	F	***2.301***	***Senior Accounting Assistant***	***27***	***F***
2.303	Accounting Assistant II	25	F	***2.303***	***Accounting Assistant II***	***25***	***F***
2.306	Accounting Assistant I	23	F	***2.306***	***Accounting Assistant I***	***23***	***F***

CURRENT				PROPOSED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
7.422	Review Appraiser	37	B	***7.422***	***Review Appraiser***	***37***	***B***
7.421	Review Appraiser Intern II	35	B		***Abolish***		
7.423	Review Appraiser Intern I	33	B		***Abolish***		
7.424	Review Appraiser Trainee	31	B		***Abolish***		

CURRENT				PROPOSED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
2.131	Student Worker	10	F	***2.131***	***Student Worker***	***10***	***F***

CURRENT				PROPOSED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
6.809	Chief, Environmental Programs	44	A	***6.809***	***Manager, Environmental Programs***	***44***	***A***

POSTING DATE: October 20, 2025

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
SKILLED TRADES APPRENTICE	**29**	**H**	**9.410**

JOB SUMMARY

Skilled Trades Apprentices receive training and complete a variety of assignments directly related to a job title in the skilled trades.

JOB DUTIES

1. Receive on-the-job training in both a classroom setting and in practical field exercises.
2. Participate in classes, complete coursework and assignments, and take written examinations.
3. Service, repair, and maintain assigned trades equipment.
4. Serve as an assistant to the skilled trades staff and complete instructional assignments.
5. Perform duties applicable to the occupation.
6. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

No experience or education required.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Proper grammar, punctuation, and spelling; operation of computer equipment for entering, retrieving, and accessing information; mathematical computation.
- Relevant tools and equipment; applicable health and safety regulations; manual labor.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Read, understand, implement, and explain federal and State laws, regulations, and agency policies and procedures; read and understand equipment manuals, applicable codes, blueprints, and diagrams; work cooperatively with others; follow verbal and written instructions.
- Evaluate information, problems, and goals; think clearly and rationally; diagnose situations correctly and act quickly; understand and follow verbal and written instructions and directions.
- Safely operate and maintain hand and power tools, materials, and equipment; perform work relevant to assigned trades.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	50 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	50 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	50 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	50 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
SUPPLY ASSISTANT	**23**	**F**	**2.827**
SUPPLY TECHNICIAN I	**25**	**F**	**2.836**
SUPPLY TECHNICIAN II	**27**	**F**	**2.824**
SUPERVISOR I, SUPPLY TECHNICIAN	**29**	**F**	**2.819**
SUPERVISOR II, SUPPLY TECHNICIAN	**31**	**F**	**2.811**

JOB SUMMARY

Supply Technicians participate in the procurement, receipt, storage, issuing, shipment, property control, inventory, and recordkeeping for a wide variety of assets.

JOB DUTIES

SUPPLY ASSISTANT

1. Receive, inspect, store, issue and fill orders, ship, inventory, and maintain records of wide variety of supplies, services, food, forms, materials, parts, equipment, property, or expendable stores and supplies.
2. Procure items up to pre-established monetary limits and specifically delegated purchasing authority
3. Pack and return damaged goods and incorrect items and notify vendor of return status.
4. Reorder stocked items and conduct limited item or service specific procurement under supervisory review.
5. Deliver or pick up property, equipment, expendable stores, and supplies.
6. Prepare and process purchase orders and requisitions.
7. Utilize a credit card to obtain a limited variety of well-defined repair services or items.
8. Contact vendors to determine availability and price and follow up with vendors when problems occur.
9. Operate materials handling and/or safety equipment such as a forklift, pallet jack, and/or dolly.
10. Input, update, and retrieve data and produce reports.
11. May repair equipment, perform regular maintenance, or send to outside vendor for repair or maintenance.
12. Dispose of obsolete and excess items by following applicable processes.
13. May set up and dismantle special equipment.
14. Procurement work is reviewed by the supervisor before a purchase is made.
15. Guidelines and manuals are explicit and directly applicable to the work.
16. Problems that are new or complex in nature are forwarded to the supervisor.
17. Perform related duties as assigned.

SUPPLY TECHNICIAN I

1. Duties performed at the previous level, AND:
2. Focus of the work is complex item specific purchasing for a range of supplies, equipment, materials, forms, parts, and services on a regular basis.
3. Coordinate with requesting party to clarify and develop item specifications.
4. Locate specific items, evaluate terms of warranties, and identify acceptable substitutions.
5. Initiate informal bid process, negotiate price, terms, and delivery, and make final determination.
6. Originate purchases using a credit card, purchase order, or requisition within standard purchasing authority.
7. Maintain property inventory records, affix identification tags, record property movement or disposition, and

SUPPLY ASSISTANT	**23**	**F**	**2.827**
SUPPLY TECHNICIAN I	**25**	**F**	**2.836**
SUPPLY TECHNICIAN II	**27**	**F**	**2.824**
SUPERVISOR I, SUPPLY TECHNICIAN	**29**	**F**	**2.819**
SUPERVISOR II, SUPPLY TECHNICIAN	**31**	**F**	**2.811**

conduct periodic physical inventory
8. Frequently encounter problems in locating supply sources and must search beyond the local area for items.
9. Purchases are based on requests received from authorized agency staff or through the review of stock.
10. Procurement duties vary and include different or unrelated processes and methods.
11. Perform related duties as assigned.

SUPPLY TECHNICIAN II

1. Duties performed at the previous levels, AND:
2. Interpret and federal and State laws, regulations, rules and agency policies and procedures.
3. Ensure compliance with fire, safety, health, or security standards.
4. Perform the most complex purchasing duties and make final decisions regarding the purchase of items.
5. Exercise a significantly higher level of direct purchase authority than Supply Technician I positions.
6. Function as either a supervisor and oversee a single warehouse or on an ongoing basis purchase a wide variety of items.
7. May train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
8. Oversee a single warehouse which serves several institutions for a State agency.
9. Make changes in procedures which will improve the quality of work and better meet the needs of the agency.
10. Establish appropriate inventory and reorder levels and establish delivery schedules and priorities.
11. Purchase a wide variety of items such as chemicals, heavy and light duty equipment, parts, tools, safety equipment, highway maintenance and construction supplies, furniture, equipment, clothing, surplus property, and fuel.
12. Perform related duties as assigned.

SUPERVISOR I, SUPPLY TECHNICIAN

1. Duties performed at the previous levels, AND:
2. Responsible for the operation of a regional warehouse which serves several divisions with diverse needs.
3. Oversee and participate in the most complex purchasing activities.
4. Draft and recommend operating policies and procedures.
5. Initiate the purchase of equipment and services as budgeted for the warehouse.
6. Prepare and monitor the operational budget and recommend non-recurring expenditures.
7. Interpret and apply information to specific problems for which there may be no clear-cut precedent.
8. Perform research, factual comparisons, and examination of detailed information to resolve problems.
9. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
10. Perform related duties as assigned.

SUPERVISOR II, SUPPLY TECHNICIAN

1. Duties performed at the previous levels, AND:
2. Responsible for the operation of a central warehouse facility that supplies an agency's regional warehouses statewide.
3. Manage, monitor, maintain, and train staff to use computerized perpetual inventory systems.
4. Establish stocking levels and reorder points for supplies purchased, stored, and distributed.
5. Assist in the audit of regional warehouses, report findings, and recommend improvements.

SUPPLY ASSISTANT	**23**	**F**	**2.827**
SUPPLY TECHNICIAN I	**25**	**F**	**2.836**
SUPPLY TECHNICIAN II	**27**	**F**	**2.824**
SUPERVISOR I, SUPPLY TECHNICIAN	**29**	**F**	**2.819**
SUPERVISOR II, SUPPLY TECHNICIAN	**31**	**F**	**2.811**

6. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

SUPPLY ASSISTANT

Six or more months of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPPLY TECHNICIAN I

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPPLY TECHNICIAN II

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR I, SUPPLY TECHNICIAN

Three or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and graduation from high school or equivalent education.

SUPERVISOR II, SUPPLY TECHNICIAN

Four or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

SUPPLY ASSISTANT

Knowledge of:

- Basic calculator functions; storekeeping methods and procedures; methods and costs of available shipping; basic computer functions and keyboarding techniques; recordkeeping related to storekeeping; storekeeping equipment such as forklift, pallet jack, and dolly; inventory methods.

Skill in:

- Packaging a variety of supplies and materials for shipment.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

SUPPLY ASSISTANT	**23**	**F**	**2.827**
SUPPLY TECHNICIAN I	**25**	**F**	**2.836**
SUPPLY TECHNICIAN II	**27**	**F**	**2.824**
SUPERVISOR I, SUPPLY TECHNICIAN	**29**	**F**	**2.819**
SUPERVISOR II, SUPPLY TECHNICIAN	**31**	**F**	**2.811**

- Systematically arrange similar kinds of stock and/or property into groups or categories according to established criteria; perform mathematical calculations.
- Establish and maintain cooperative working relationships with others; read and understand catalogs, instructions, forms, and other materials commonly used in a supply/procurement environment; complete standard forms; lift and move heavy objects.

SUPPLY TECHNICIAN I

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Purchasing regulations, policies, and procedures; physical inventory procedures, records, and controls; proper handling, storage, and shipment of hazardous materials; data entry techniques; customer service techniques; researching and developing specifications for technical equipment and supplies.

Ability to:

- Order inventory utilizing State and/or vendor computerized systems; use technical reference manuals, guides, and other informational resource materials related to supply/procurement work; maintain records and write correspondence relating to procurement; perform minor repairs to furniture and equipment.
- Prepare general item-specific specifications; communicate with vendors and requestors regarding the price, availability, terms, and delivery of supplies and materials; read, interpret, and disseminate information regarding fire and safety laws and regulations applicable to materials stocked and purchased; follow-up on orders to ensure timely delivery of materials and supplies purchased.

SUPPLY TECHNICIAN II

Knowledge, skills, and abilities required at the previous levels, AND:

Knowledge of:

- Market value of a variety of items; recordkeeping related to inventory control; fire and safety laws and regulations; laws and regulations applicable to materials stocked and purchased; principles of effective supervision and training.

Ability to:

- Analyze technical computer data related to purchasing and stores operations; negotiate with vendors regarding desired quality, warranty, price, and delivery date of supplies and materials; review inventories and identify and research discrepancies; prepare purchasing specifications for equipment and supplies.
- Train and provide work direction to others.

SUPERVISOR I, SUPPLY TECHNICIAN

Knowledge, skills, and abilities required at the previous levels, AND:

Knowledge of:

- Warehouse operations and postal regulations; applicable regulations, polices, and procedures; budget preparation and maintenance.

SUPPLY ASSISTANT	**23**	**F**	**2.827**
SUPPLY TECHNICIAN I	**25**	**F**	**2.836**
SUPPLY TECHNICIAN II	**27**	**F**	**2.824**
SUPERVISOR I, SUPPLY TECHNICIAN	**29**	**F**	**2.819**
SUPERVISOR II, SUPPLY TECHNICIAN	**31**	**F**	**2.811**

Ability to:

- Analyze personnel, equipment, operating, and travel needs and expenses for budget preparation; assist the supervisor in compiling data for budget preparation.
- Coordinate, review, and recommend improvements in storeroom operations; evaluate product data and make buy-rent and stock-purchase recommendations; draft and recommend storeroom operating policies and procedures.
- Perform general research, make factual comparisons, examine detailed information, and reach logical conclusions and decisions.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SUPERVISOR II, SUPPLY TECHNICIAN

Knowledge, skills, and abilities required at the previous levels, AND:

Knowledge of:

- Computerized perpetual inventory systems; methods and techniques used to perform inventory and procedural audits; distribution methods used to transport materials and equipment to regional warehouses throughout the State.

Ability to:

- Develop and write processes, procedures, and training for a computerized perpetual inventory system; communicate and demonstrate new processes and techniques in a group setting.
- Organize and write procedural and inventory audit findings; recommend procedure/process improvement based on audit findings; determine appropriate inventory and reorder levels to maximize the availability of equipment and materials purchased and stored at a central location; develop and assign delivery schedules.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the

SUPPLY ASSISTANT	**23**	**F**	**2.827**
SUPPLY TECHNICIAN I	**25**	**F**	**2.836**
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SUPERVISOR II, SUPPLY TECHNICIAN	**31**	**F**	**2.811**

possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	50 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	50 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	50 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	50 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
CRIMINAL INVESTIGATOR	**41**	**D**	**13.243**
SUPERVISOR, CRIMINAL INVESTIGATOR	**43**	**D**	**13.242**

JOB SUMMARY

Criminal Investigators conduct criminal, administrative, and intelligence investigations and analysis of suspected criminal violations of federal and/or State laws.

JOB DUTIES

CRIMINAL INVESTIGATOR

1. Perform research, search crime scenes, take photographs and fingerprints, sketch diagrams, take videos, and document investigative activities.
2. Perform covert activities, participate in undercover operations, conduct surveillance.
3. Transport, secure, prepare, preserve, and analyze evidence.
4. Develop and maintain case files, logs, and reports.
5. Gather evidence, formulate facts and leads, conduct interviews, establish patterns, trends, and probable cause, determine motives, and support enforcement actions.
6. Develop final case reports for criminal prosecution.
7. Prepare, obtain, and execute affidavits, search and arrest warrants, subpoenas, and other legal documents.
8. Outline and summarize violations, document evidence, statements, and submit reports.
9. Provide testimony in a court of law and administrative hearings.
10. Conduct training on agency services, functions, and programs for a variety of groups.
11. Develop and establish relationships with other law enforcement agencies for the purpose of sharing intelligence information.
12. Perform special security assignments such as dignitary protection, high risk prisoner transport, extraditions, and other escorts.
13. May perform investigate tasks on a federal, State, and/or local task force.
14. Perform related duties as assigned.

SUPERVISOR, CRIMINAL INVESTIGATOR

1. Duties required at the previous level, AND:
2. Review requests for investigative services from a variety of law enforcement or criminal justice agencies and make determinations to accept or deny requests.
3. Review information for possible criminal activity, employee misconduct, validity of information, and jurisdiction.
4. Determine if requests are criminal, administrative, or preliminary inquiry based on research, applicable law, and policy.
5. Review investigative reports, forms, case assignments, and activities.
6. Oversee and/or perform specialized investigations dealing with sensitive, high profile, or difficult cases.
7. Develop, implement, and interpret policies, procedures, goals, and objectives.
8. Maintain the case management system and compile and prepare agency and federal task force reports.

9. Serve as a liaison with local law enforcement agencies, the judicial system, and the surrounding community.
10. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
11. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

CRIMINAL INVESTIGATOR

Three or more years of applicable experience as described in the job duties and based on the assigned agency, Certification as a Category I, II, or III Peace Officer from a Nevada Commission on Peace Officer Standards and Training approved law enforcement academy.

SUPERVISOR, CRIMINAL INVESTIGATOR

Four or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and based on the assigned agency, Certification as a Category I, II, or III Peace Officer from a Nevada Commission on Peace Officer Standards and Training approved law enforcement academy.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

CRIMINAL INVESTIGATOR

Knowledge of:

- Applicable federal, State, and local laws, regulations, rules, codes, ordinances, collective bargaining agreements and agency policies and procedures; operation, structure, function, and practices of various law enforcement and criminal justice agencies; laws of arrest, rules of evidence, searches and seizures, confiscation of stolen property, legal rights of citizens, and court procedures; where to obtain needed information or documents required to substantiate or negate suspected criminal violations.
- Methods, principles, standards, and techniques applicable to criminal and civil investigations; interviewing and interrogation techniques; specialized terminology within the assigned area; general law enforcement principles and practices; investigative principles, practices, and techniques
- General office procedures, methods and equipment; use of force; the appropriate use and care of equipment such as firearms, handcuffs, radios, and surveillance equipment

Skill in:

- Writing complex investigative reports, search warrants, arrest warrants and other reports.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Conduct surveillance activities utilizing appropriate equipment and techniques; perform a variety of investigative functions; recognize emergencies or dangerous situations and take appropriate action; gain the confidence of others, reason persuasively, and take corrective action; provide in-service training to other staff; assist in the development of agency policies, procedures, goals, and objectives.
- Establish and maintain effective working relationships with others; secure facts by personal contact, observation, and checking of records; obtain and serve legal documents, arrest warrants, subpoenas, and affidavits; read and interpret court orders, legal documents, complaints, or judgments.

- Recognize and develop evidence for presentation in a court of law; testify effectively in court; analyze situations and take effective action; maintain composure in the face of resistance, indifference, or hostility; discuss and explain agency policies and procedures to individuals of various backgrounds.
- Conduct interviews to obtain needed information; obtain and verify facts, statements, and incidents; weigh facts impartially and accurately; interpret and apply various laws, policies, and procedures.
- Perform research; efficiently and effectively organize information and data; select, prepare, and maintain needed and required records or documents; present information and findings in a clear and concise manner.
- Write concise, logical, and grammatically correct reports; speak on a one-to-one basis using appropriate vocabulary and grammar; record information quickly and accurately.

SUPERVISOR, CRIMINAL INVESTIGATOR

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Principles and practices of supervision, mentoring, and training; recordkeeping.

Ability to:

- Maintain good working relationships with other law enforcement agencies, government officials, the judicial system, and the public; provide in-service training to staff.
- Develop, interpret, and implement policies, procedures, and laws; assist in the development of program goals, objectives, plans, and budgets; communicate program goals, policies, and procedures to staff, law enforcement agencies, the judicial system, and the public; collect, organize, verify, and analyze investigative data.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Brief executive level staff, legislative officials, or other policy making officials on investigative operations, conflicts of policy, issues with investigative practices, as to assist with the making of laws, policies, or regulations.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☒ running	☒ lifting,	20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☒ throwing
☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	20 lbs	☒ stretching	☒ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
ACCOUNTING ASSISTANT I	**23**	**F**	**2.306**
ACCOUNTING ASSISTANT II	**25**	**F**	**2.303**
SENIOR ACCOUNTING ASSISTANT	**27**	**F**	**2.301**
SUPERVISOR, ACCOUNTING ASSISTANT	**29**	**F**	**2.300**

JOB SUMMARY

Accounting Assistants supervise and participate in the performance of clerical accounting work in the maintenance of accounts and accounting records for State agencies.

JOB DUTIES

ACCOUNTING ASSISTANT I

1. Receive, review, verify, and process accounts payable and receivable documents.
2. Receive payments, match payment to receivable due, and prepare receipts.
3. Review timesheets for completeness, authorized signatures, correct calculation of hours, adequate leave balances, and attachment of required documentation.
4. Verify charges and bill the appropriate account, apprise debtor of their liability, and assist in collection of past due accounts.
5. Balance account information, verify totals with back-up data, identify discrepancies, and identify and refer adjustments and/or correct records.
6. Develop spreadsheets for tracking, organizing, and reporting account related data.
7. Perform data input and record, organize, track, report, and verify financial information.
8. Reconcile bank statements, identify exceptions, and resolve routine problems.
9. Compose correspondence and provide financial, accounting data, and other information.

ACCOUNTING ASSISTANT II

1. Duties described at the previous level, AND:
2. Process budget and accounting documents by encoding accounting distribution data.
3. Verify budget authority for expenditures, accuracy of billing claims, and authorized signatures.
4. Transfer accounting data to appropriate accounts, journals, or ledgers to summarize agency and/or program financial accounting information.
5. Assign a budgetary account code and post to revenue and receivable accounts.
6. Maintain and monitor revenue and expenditure accounts and notify management when revenues fall below projected levels.
7. Prepare and make daily deposits and balance monies, journals, and deposit forms.
8. Reconcile internal accounting records and reports to Controller's reports and balance and prepare documents to make reconciliation.
9. Serve as liaison with central pay center staff, investigate and correct errors, prepare time adjustment sheets, enter payroll data, and maintain related records.
10. Access account information to respond to inquiries from clients or vendors.
11. Perform related duties as assigned.

ACCOUNTING ASSISTANT I	**23**	**F**	**2.306**
ACCOUNTING ASSISTANT II	**25**	**F**	**2.303**
SENIOR ACCOUNTING ASSISTANT	**27**	**F**	**2.301**
SUPERVISOR, ACCOUNTING ASSISTANT	**29**	**F**	**2.300**

SENIOR ACCOUNTING ASSISTANT

1. Duties described at the previous level, AND:
2. Extract and gather information from a variety of internal and external sources and select which sources to use when information is conflicting.
3. Provide detailed supporting documentation for grant reports, work programs, and budget preparation.
4. Compile, organize, display, and summarize data to facilitate analyses and identify interrelationships.
5. Calculate, verify, and prepare documentation for overtime, call-back, shift differential, standby pay, requests for hand typed checks, and special pay.
6. Interpret and explain regulations, policies, procedures, and guidelines.
7. Review, resolve, and reconcile work done by others and provide technical assistance to staff to resolve problems.
8. Authorize payments within designated authority.
9. Act as a lead worker by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
10. Assist in developing procedures to implement or improve work processes.
11. Perform related duties as assigned.

SUPERVISOR, ACCOUNTING ASSISTANT

1. Duties described at the previous levels, AND:
2. Plan, organize, and coordinate work unit activities.
3. Determine priorities to meet deadlines and reporting requirements.
4. Respond to and resolve the most difficult clerical accounting questions and confer with accounting personnel regarding significant problems.
5. Research and evaluate the applicability of past practices and precedents to current circumstances.
6. Compile and organize data used in budget preparation, revenues and expenditures, and purchases and assist in budget maintenance.
7. Identify and correct errors and discrepancies in the work products of subordinate staff, research questionable or inconsistent data, and assess errors made in relation to established procedures.
8. Develop and implement procedural changes and/or additional training to eliminate or minimize errors.
9. Ensure proper recording, coding, and reporting of clerical accounting information.
10. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
11. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

ACCOUNTING ASSISTANT I

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

ACCOUNTING ASSISTANT II

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

ACCOUNTING ASSISTANT I	**23**	**F**	**2.306**
ACCOUNTING ASSISTANT II	**25**	**F**	**2.303**
SENIOR ACCOUNTING ASSISTANT	**27**	**F**	**2.301**
SUPERVISOR, ACCOUNTING ASSISTANT	**29**	**F**	**2.300**

SENIOR ACCOUNTING ASSISTANT

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, ACCOUNTING ASSISTANT

Four or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

ACCOUNTING ASSISTANT I

Knowledge of:

- Standard processes, procedures and methods used to reconcile accounts; spreadsheets used for bookkeeping and accounts maintenance.
- Sources of information within an organization; tracking, organizing, and reporting data.
- Writing standard memoranda, letters, and report narratives.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Recognize problems or discrepancies in accounts and research a problem or question.
- Perform math calculations; review numerical data and documents to ensure accuracy and completeness.
- Retrieve account information from a computer or manual bookkeeping system; compose routine memoranda, letters and reports; format a computer spreadsheet following instructions.
- Use courtesy, tact and diplomacy when working with co-workers, outside agencies, vendors, and the public.

ACCOUNTING ASSISTANT II

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; accounts payable and receivable procedures.
- Clerical accounting and financial recordkeeping; applicable accounting codes.
- Payroll practices and procedures; tracking, organizing, and reporting accounting related data.

Ability to:

- Identify and apply established budgetary and financial recordkeeping requirements for the maintenance of accounts.
- Compile and summarize data for agency reports; distribute expenditures to subordinate accounts.
- Use established formulas to complete accounting documents and develop spreadsheets; prepare and

ACCOUNTING ASSISTANT I	**23**	**F**	**2.306**
ACCOUNTING ASSISTANT II	**25**	**F**	**2.303**
SENIOR ACCOUNTING ASSISTANT	**27**	**F**	**2.301**
SUPERVISOR, ACCOUNTING ASSISTANT	**29**	**F**	**2.300**

process travel arrangements and claims.
- Recognize problems or discrepancies in payroll, accounts payable or accounts receivable data, and payroll coding, and resolve and make corrections.

SENIOR, ACCOUNTING ASSISTANT

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:
- Processing agency accounting documents; budgeting and funding; recording, tracking, organizing, and reporting data.
- Bookkeeping methods and procedures related to monitoring contracts and grant spending.

Ability to:
- Compile and interpret data, prepare reports and recommendations; understand legal contracts and grants.
- Plan, implement, and monitor clerical accounting methods and procedures; explain guidelines, policies, and procedures.
- Review accounts documents prepared by others; reconcile accounts using automated systems.

SUPERVISOR, ACCOUNTING ASSISTANT

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:
- Principles and practices of supervision and training; budget preparation and monitoring; automated systems and applications typically used to support financial recordkeeping and reporting.

Ability to:
- Develop financial and statistical reports in conjunction with agency budget requests; resolve problems and data discrepancies; determine work priorities and adjust assignments to meet demanding timelines.
- Develop procedures to implement requirements, regulations, or other changes in work processes.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.

ACCOUNTING ASSISTANT I	**23**	**F**	**2.306**
ACCOUNTING ASSISTANT II	**25**	**F**	**2.303**
SENIOR ACCOUNTING ASSISTANT	**27**	**F**	**2.301**
SUPERVISOR, ACCOUNTING ASSISTANT	**29**	**F**	**2.300**

3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
REVIEW APPRAISER	**37**	**B**	**7.422**

JOB SUMMARY

Review Appraisers prepare and review appraisals for transportation projects, appraise residential, commercial, industrial, or other special purpose property, and assist with establishing values for property management functions.

JOB DUTIES

1. Appraise the fair market value of real property including commercial, industrial, residential, and other types of property.
2. Review appraisals conducted by others to establish just compensation and ensure compliance with federal and State laws and regulations, agency policies and procedures, and industry standards.
3. Select the appropriate approach for appraisals, research and document the approach used, and reach conclusions regarding the value of properties.
4. Prepare determinations of just compensation for the acquisition of rights-of-way or disposal of excess properties.
5. Prepare acquisition cost and market rent estimates.
6. Consult and advise department staff, affected parties, and others concerning property valuations.
7. Respond to technical questions, provide information, and make presentations.
8. Prepare and maintain records, working files, required forms, and other documentation related to the appraisal process.
9. Participate in court proceedings for condemnation actions.
10. Participate in meetings regarding proposed projects.
11. Interpret legal and engineering documents, highway construction plans, and other property related documents for preparing or reviewing real property appraisals.
12. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three or more years of applicable experience as described in the job duties and Licensure as a Certified General Appraiser issued by the Nevada State Real Estate Division.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws and regulations, agency policies and procedures, and industry standards; real estate and title law, various construction types, materials, and building methods used throughout the State to determine building class and quality.
- Real estate and real estate transactions, analysis and appraisal of properties including definitions and

principles, foundations of appraisal, the three approaches to value, the nature of value, and the valuation process, real property ownership interests, methods of extracting pertinent information from sources for use in the valuation process, and real estate economics including the impact of market conditions on property values.
- Applicable eminent domain principles, practices, and considerations including damages and/or special benefits; city and neighborhood trends, inspection techniques of improved properties, adequate review and understanding of legal descriptions and title encumbrances.
- Data collection on a macro- and micro-economic level; data collection techniques for land and improved properties, reconciling data of appraisal of larger parcels, appraisal of excess property for purposes of establishing market value and market rent estimates, review concepts including administration and professional standards.

Skill in:
- Application of professional appraisal approaches and techniques.
- Drawing final value conclusions and justifying and documenting those conclusions for negotiation or condemnation.
- Conducting field inspections of subject properties.
- Preparing accurate field reports, cost estimates, and market rent studies for acquisition, disposal, or property management.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:
- Analyze data and prepare reports and other documents.
- Read and interpret legal and engineering documents applicable to preparing or reviewing real property appraisals.
- Communicate effectively in explaining ideas, proposals, recommendations, and findings; analyze problems and develop logical solutions; establish and maintain positive and effective working relationships with others; interact cooperatively with property owners, consultants, co-workers, and others using tact, courtesy, and diplomacy.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*

(Check all that apply)

☒ standing	☐ running	☒ lifting,	50 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	50 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	50 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	50 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
STUDENT WORKER	**10**	**F**	**2.131**

JOB SUMMARY

Student Workers perform a variety of routine and repetitive duties which require basic skills and can be learned in a short time.

JOB DUTIES

1. Answer telephone calls and route non-routine calls to appropriate individuals.
2. Type routine correspondence and other materials.
3. Process mail by opening and distributing to appropriate sections or individuals.
4. Check documents for completeness.
5. Inventory, categorize, label, code, batch, scan, and file various materials.
6. Operate standard office machines.
7. Assist with miscellaneous projects.
8. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

No experience required and enrollment in high school or equivalent educational program.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Basic English and math.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Read, write, and understand simple written materials; interact with others using common courtesy; follow verbal and written instructions; learn the practices and procedures of the employing agency; work cooperatively with others.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a

condition of continuing employment.

3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
MANAGER, ENVIRONMENTAL PROGRAMS	**44**	**A**	**6.809**

JOB SUMMARY

Managers, Environmental Programs coordinate, plan, direct, and manage environmental activities related to air quality, environmental or drinking water quality, mining regulation and reclamation, management of waste, chemical hazards and sustainable materials, environmental planning and/or environmental remediation.

JOB DUTIES

1. Plan, organize, and direct environmental programs related to natural or physical science, environmental science or studies, engineering, water infrastructure, or other closely related fields.
2. Establish and review goals, objectives, schedules, policies, procedures, work plans, budgets, and applications for federal grants.
3. Establish organizational structures, provide programmatic direction and guidance, and develop and implement long term strategies.
4. Formulate programmatic regulations to meet statutory authorities, or regulations to generate fees.
5. Evaluate fee revenues to ensure their adequacy to support environmental regulatory programs.
6. Establish and monitor program policies for accurate processing of bills, contract payments, travel claims, other expenditures, and for the management of consultant contracts and agreements.
7. Represent the agency at various hearings, meetings, conferences, public news media interviews, and city and county council meetings to provide information and answer questions.
8. Coordinate communications with stakeholders to coordinate activities, solve problems, and negotiate solutions.
9. Communicate with the public on program inquiries or complaints.
10. Provide programmatic and technical assistance to staff and various committees.
11. Evaluate laws, regulations, studies, reports, scientific or engineering principles, technical data, or other sources of information to apply judgement, draw conclusions to provide direction to staff and/or make recommendations to department leaders.
12. Direct the application of federal and State laws and regulations to accurately conduct compliance and enforcement actions.
13. Serve as an expert witness in lawsuits and other court matters.
14. Identify needed statutory amendments, assist in the preparation of bill draft requests and fiscal notes.
15. Review, monitor, and research applicable bills that impact the agency, inform management of possible implications, and recommend a course of action.
16. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
17. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Five or more years of applicable experience as described in the job duties with a minimum of three years supervisory/managerial experience and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies, procedures, goals, and objectives; federal, State, and local agencies involved in environmental protection; legal procedures as applied to the enforcement of pollution control; industry standards.
- Environmental terminology; environmental assessment; program development and implementation; scientific principles and practices and current technology of the assigned program area; various scientific disciplines for the review of written technical data and presentations, including those by expert witnesses at hearings.
- Environmental impact associated with the release of toxic chemicals and biological agents; principles of economics to analyze impacts of decisions on the regulated community; applied principles of ecological mitigation techniques in the natural and/or social science disciplines.
- Principles and practices of management, supervision, and training; collective bargaining agreements; budget preparation, monitoring, revenue projections, and the approval of expenditures; data processing.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Make decisions and establish priorities; interpret and enforce agency policies and rules; assess statutes and regulations and prepare and justify proposed amendments; identify relevant concerns, factors, patterns of operation, tendencies and relationships; respond to anticipated and unanticipated changes to reach organizational goals and objectives.
- Write accurate analytical, narrative, statistical, and/or technical reports and correspondence; estimate project costs; prepare and administer budgets; estimate revenues derived from State appropriated funds, federal grants, permit fees, and penalties.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, regulated community, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.

- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.
- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	20 lbs	☒ stretching	☒ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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Posting #06-26

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #06-26
Posting Expires: December 4, 2025

Per NRS 284.160, the Administrator may make a change in classification without the prior approval of the Commission. The following change(s) are proposed:

Basis for Recommendation

Subject Matter Experts from the Division of Human Resource Management (DHRM) are recommending revisions of the class (job) specification design, formatting, structure, language, and job title hierarchy. It is also recommended that the job duties be condensed.

DHRM worked to ensure the main duties and responsibilities of the job titles within the series remained consistent with the previous class specification and the job's intent. The grade levels have not changed; however, it is recommended that the trainee level be retitled as a cadet. Additionally, the minimum qualifications are revised pursuant to Assembly Bill 547 (2025), Nevada Revised Statute 284, removing the Bachelor degree requirement, unless required by statute or licensure. The assigned EEO-4 code has not changed.

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 515 East Musser Street, Suite 101 and in Las Vegas, go to 7251 Amigo Street, Suite 120. You may send a copy request to class.comp@admin.nv.gov. For additional information call (775) 684-0150.

Objections to the proposed classification changes must be received in writing through, mail (515 East Musser Street, Suite 101, Carson City, NV 89701-4298) or email (class.comp@admin.nv.gov) by December 4, 2025. Objections should be addressed to Keisha I. Harris, Deputy Administrator, Classification and Compensation Section of the Division of Human Resource Management.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
13.206	DPS Officer II	41	D	***13.206***	***DPS Officer II***	***41***	***D***
13.207	DPS Officer I	40	D	***13.207***	***DPS Officer I***	***40***	***D***
13.208	DPS Officer Cadet	39	D	***13.208***	***DPS Officer Cadet***	***39***	***D***

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
13.203	DPS Captain	47	A	***13.203***	***DPS Captain***	***47***	***A***

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
13.204	DPS Lieutenant	45	D	***13.204***	***DPS Lieutenant***	***45***	***D***

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
13.205	DPS Sergeant	43	D	***13.205***	***DPS Sergeant***	***43***	***D***

CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
13.234	Law Enforcement and Training Specialist	40	D	***13.234***	***Law Enforcement and Training Specialist***	***40***	***D***

POSTING DATE: November 4, 2025

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
DPS OFFICER CADET	**39**	**D**	**13.208**
DPS OFFICER I	**40**	**D**	**13.207**
DPS OFFICER II	**41**	**D**	**13.206**

JOB SUMMARY

DPS Officers perform a variety of law enforcement and public safety functions within the Department of Public Safety (DPS).

JOB DUTIES

DPS OFFICER CADET

1. Cadets are assigned to the Nevada Commission on Peace Officer Standards and Training (P.O.S.T.) academy where they are trained to perform law enforcement duties as well as other course work and physical training intended to provide the knowledge, skills, and abilities to function as a DPS Officer.
2. Receive instruction and scenario-based training in a classroom setting and in practical field exercises.
3. Cadets are evaluated on class participation, coursework, assignments, and written performance examinations.
4. Perform related duties as assigned

DPS OFFICER I

1. Upon successful graduation from a Nevada Commission on P.O.S.T. approved law enforcement academy will work under close supervision as a trainee within the agency to which assigned.
2. Receive field training in the job duties of a DPS Officer II.
3. Perform related duties as assigned.

DPS OFFICER II

1. Obtain and verify facts and statements regarding incidents and weigh facts impartially and accurately.
2. Conduct interviews and collect evidence and information.
3. Recognize, develop, and secure evidence for presentation in a court of law and/or Parole Board.
4. Prepare cases for court and testify as required.
5. Obtain and serve legal documents such as subpoenas, affidavits, warrants, and perform extraditions.
6. Write routine and specialized reports, document work activities, and maintain related records.
7. Operate and maintain a variety of public safety equipment and vehicles applicable to the specific assignment.
8. Respond to emergency situations, accidents, incidents, and crime scenes.
9. Develop a course of action, identify hazards, and provide protection and assistance.
10. Conduct surveillance activities utilizing appropriate equipment and techniques.
11. Work cooperatively with public safety agencies, government officials, judicial system staff, and the public.
12. Refer victims and witnesses to community services and resources.
13. Make presentations to provide information and raise awareness of public safety issues and services.
14. Provide guidance and informal training to peers and subordinate staff.

DPS OFFICER CADET	**39**	**D**	**13.208**
DPS OFFICER I	**40**	**D**	**13.207**
DPS OFFICER II	**41**	**D**	**13.206**

15. Perform a variety of law enforcement duties in the Capitol Police, Highway Patrol, Parole and Probation, or other divisions.
16. Enforce laws, codes, regulations, ordinances, and standards applicable to the assignment.
17. Ensure enforcement activities are compliant.
18. Arrest criminal offenders and maintain appropriate use of force to subdue violators.
19. Provide law enforcement, intelligence, and safety services to occupants and visitors of the Governor's Mansion, Capitol Complex, and other State-owned facilities and properties.
20. Provide threat assessments, responses, and plans to protect facilities and critical infrastructure.
21. Conduct vulnerability assessments and identify the level of existing defenses against threats.
22. Develop strategic plans to prepare for insurrections and make recommendations on physical security layout.
23. Investigate accidents and criminal violations on public highways.
24. Assist in coordinating and directing initial emergency operations for hazardous materials accidents.
25. Conduct commercial vehicle inspection and enforcement of emission control laws and regulations.
26. Supervise parolees and probationers, provide assessments, establish supervision levels, develop case plans, and perform casework services.
27. Conduct restitution or other administrative investigations.
28. Make recommendations regarding sentencing, parole or probation, and stipulated conditions of agreement.
29. Collect restitution and supervision fees, conduct drug/alcohol testing, and perform unannounced visits.
30. Contact individuals and other law enforcement agencies to ensure parolee or probationer is compliant.
31. Work with employers to develop job training programs and refer clients to services or activities.
32. Investigate a wide variety of crimes.
33. Perform overt/covert activities, interact with suspects, collect intelligence, and manage confidential sources.
34. Conduct investigations involving structure, vehicle, and wildland fires and explosives, pyrotechnics, and environmental and regulatory issues.
35. Participate in a federal, State, or local team or task force to conduct enforcement and interdiction activities.
36. Investigate and reconstruct complex traffic collisions and develop and maintain appropriate databases.
37. Investigate and pursue offenders who commit crimes of violence.
38. Conduct interdiction of criminal offenses conducted on interstates, highways, and byways.
39. Investigate the manufacture, delivery, transportation, and sales of illegal drugs, narcotics, and weapons.
40. Pursue and investigate sex offenders and fugitives.
41. Coordinate with other law enforcement entities in response to domestic or international terrorism.
42. Seize for forfeiture the assets of violators of controlled substance laws or criminal enterprises.
43. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

DPS OFFICER CADET

Twenty-one (21) years of age or older and graduation from high school or equivalent education.

DPS OFFICER I

Certification as a Category I Peace Officer from a Nevada Commission on P.O.S.T. approved law enforcement academy.

DPS OFFICER II

DPS OFFICER CADET	**39**	**D**	**13.208**
DPS OFFICER I	**40**	**D**	**13.207**
DPS OFFICER II	**41**	**D**	**13.206**

One or more years of applicable experience as described in the job duties and Certification as a Category I Peace Officer from a Nevada Commission on P.O.S.T approved law enforcement academy.

KNOWLEDGE, SKILLS, AND ABILITIES
(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

DPS OFFICER CADET

Knowledge of:

- Proper grammar, punctuation, and spelling; operation of computer equipment sufficient to enter, retrieve, and access information.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Calculate solutions to arithmetic and algebra problems for successful completion of the accident investigation course; analyze information, problems, and objectives; think clearly and logically and apply to problem situations; diagnose situations correctly, think and act quickly, and adopt an effective course of action.
- Understand and follow verbal and written instructions and directions; establish and maintain effective relationships with classmates, instructors, and academy staff.

DPS OFFICER I

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Traffic and public safety laws and practices.

Skill in:

- Use of firearms and defensive tactics.

Ability to:

- Communicate effectively with individuals of various social, cultural, economic, and educational backgrounds; establish and maintain positive and effective working relationships with others; coordinate activities with other law enforcement agencies; conduct interviews; organize information and data; make presentations.

DPS OFFICER II

Knowledge, skills, and abilities required at the previous levels, AND:

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; criminal law to include court procedures, laws of arrest, drug enforcement, rules of evidence, search and seizure, the rights of citizens, appropriate enforcement actions, and testifying in court; functions and practices of various law enforcement and criminal justice agencies; Appropriate use and care of equipment.

DPS OFFICER CADET	**39**	**D**	**13.208**
DPS OFFICER I	**40**	**D**	**13.207**
DPS OFFICER II	**41**	**D**	**13.206**

- Investigative and interviewing principles and techniques required; basic psychology, human relations and interactions, and body language to assess and select appropriate communication methods when dealing with deviant, emotional, or aggressive behavior; effects and detection of substance abuse; community service organizations and resources.

Ability to:

- Conduct surveillance activities using appropriate equipment and techniques; research complex technical matters; assist in the development of agency goals, objectives, and operating policies and procedures.
- Maintain familiarity with assigned geographical areas; stay informed and aware of individuals and places suspected of illegal activity and/or potential problems; analyze routine and emergency situations and develop a logical course of action; operate a motor vehicle under normal and adverse road, weather, and traffic conditions.
- Secure facts by personal contact, observation, and checking records; identify and carry out appropriate enforcement action; coordinate activities with other law enforcement agencies; conduct interviews to obtain information; organize information and data; provide in-service training to staff.
- Enforce laws, investigate accidents/incidents/crimes, prepare detailed forms, reports, and diagrams, obtain subpoenas and warrants, and testify in court; read and interpret laws, regulations, and procedures; read blueprints, maps, diagrams, and schematics.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☒ running	☒ lifting,	50 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	50 lbs	☐ tasting	☒ throwing
☒ balancing	☒ sitting	☒ pushing,	50 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	50 lbs	☒ stretching	☒ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

DPS OFFICER CADET	**39**	**D**	**13.208**
DPS OFFICER I	**40**	**D**	**13.207**
DPS OFFICER II	**41**	**D**	**13.206**

- ☒ Ability to communicate on the telephone (hearing)
- ☒ Ability to speak
- ☒ Ability to write legibly in English
- ☒ Ability to read instructions and numbers in English
- ☒ Ability to complete tasks with numerous interruptions
- ☒ Ability to understand technical manuals
- ☒ Ability to work amicably with co-workers
- ☒ Ability to learn tasks in a reasonable amount of time
- ☒ Ability to follow supervisor's instructions
- ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
DPS CAPTAIN	**47**	**A**	**13.203**

JOB SUMMARY

DPS Captains 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.

JOB DUTIES

1. Direct operations and review requests for assistance, staffing, and equipment.
2. Develop a variety of reports for management and assess work unit effectiveness.
3. Review and assign service requests and ensure proper staffing and resources.
4. Coordinate assignments based on priorities, equipment, resources, available staff, and budgetary constraints.
5. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
6. Review and analyze statistical data and records.
7. Aid in the development of goals, objectives, long-range plans, programs, budgets, policies, and procedures.
8. Analyze and propose legislative changes, draft amendments, and provide testimony
9. Oversee and maintain recordkeeping and reporting systems.
10. Maintain compliance in authorizing the release and dissemination of information.
11. Provide interpretation of policies and procedures to stakeholders.
12. Release information to the media concerning operations, arrests, seizures, and related incidents.
13. Conduct studies and review requests for services.
14. Make and submit recommendations for staffing levels and equipment needs.
15. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
16. Perform related duties as assigned

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Five or more years of applicable experience as described in the job duties with a minimum of two years supervisory experience preferred and Certification as a Category I Peace Officer from a Nevada Commission on Peace Officer Standards and Training approved law enforcement academy.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; current mission, functions, and practices of the assigned agency; internal affairs; recommendations for awards and commendations; methods of effective investigation; enforcement techniques; directing special project development and

funding; planning and research techniques.
- Principles and practices of management, supervision, and training; general budgeting principles and practices; development of policies, procedures, goals, and objectives.

Skill in:
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:
- Manage a variety of diverse programs; disseminate information; establish a system of accountability and evaluation for staff responsibilities; conduct research, collect and analyze data, prepare reports and correspondence, and develop and implement specialized criminal investigation programs.
- Develop budgetary requests and justifications; develop community resources and available programs; interpret and apply various laws and regulations; develop policies and procedures; analyze existing or potential emergency situations and prepare contingency plans; establish and maintain cooperative relationships with others.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.
- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☒ running	☒ lifting,	20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
DPS LIEUTENANT	**45**	**D**	**13.204**

JOB SUMMARY

DPS Lieutenants are responsible for the operations and administrative functions of an assigned work unit to include overseeing law enforcement activities, services, and programs within an assigned division of the Department of Public Safety (DPS).

JOB DUTIES

1. Plan, coordinate, and control operations and determine needs for equipment, staffing, and training.
2. Approve training requests within budgetary limits and ensure consistency and proper delivery of training.
3. Provide direction on law enforcement practices.
4. Identify and formulate measurable and verifiable objectives and advise and assist in preparing work plans.
5. Compile data and submit analytical, narrative, and statistical reports on activities.
6. Review, observe, and approve reports, investigations, and field work.
7. Participate in the development of policies and procedures.
8. Coordinate with leadership and staff to exchange ideas and information.
9. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests
10. Manage special programs and develop and implement recordkeeping reporting systems.
11. Determine, administer, and monitor the budget, review expenditures, and identify problem areas.
12. Participate in the comprehensive law enforcement effort, interface with allied agencies, and determine joint information, techniques, capabilities, and goals.
13. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
14. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Four or more years of applicable experience as described in the job duties with a minimum of two years supervisory experience preferred and Certification as a Category I Peace Officer from a Nevada Commission on Peace Officer Standards and Training (P.O.S.T.) approved law enforcement academy.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; principles and practices of management, supervision, and training; fiscal management and budgeting; principles and practices of effective program planning, development, implementation, and evaluation; evidence, crimes, traffic, citizens' rights, court procedures, and general law enforcement.
- Psychological testing methods, terminology, and diagnosis for making classification and sentencing

recommendations; the agency's classification system; methods used, and problems involved, with the supervision and programming of parolees and probationers; casework techniques and programming opportunities of offenders.
- Modern technology advancements that support the agency's mission; methods and procedures used in internal affairs investigations; Nevada Commission on P.O.S.T. guidelines related to the use of force.

Skill in:
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:
- Develop and implement recordkeeping and reporting systems; plan, organize, and direct activities of a law enforcement organization; analyze problems and situations to monitor casework and supervise parolee's effectively; interpret and evaluate legal reports and forms, criminal histories, and parole and probation agreements.
- Manage a complex criminal investigation which may involve multiple jurisdictions; serve as technical resource for the most difficult code enforcement and investigation activities related to the cause, origin, and circumstances of fires and unauthorized releases of hazardous materials.
- Oversee and participate in the investigation of officer shootings, alleged misconduct, and complaints of excessive use of force; confer with, and make recommendations to, leadership concerning internal affairs investigations.
- Establish and maintain cooperative working relationships with others; analyze, evaluate, and present data, statistics, and reports related to activities; assist in establishing program goals and objectives; interpret and apply laws and regulations to administer assigned program areas; administer the unit's budget; develop, interpret, and disseminate agency policies and procedures; take appropriate action in emergency situations to ensure safety.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☒ running	☒ lifting,	50 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	50 lbs	☐ tasting	☒ throwing
☒ balancing	☒ sitting	☒ pushing,	50 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	50 lbs	☒ stretching	☒ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

- ☒ Ability to communicate on the telephone (hearing)
- ☒ Ability to speak
- ☒ Ability to write legibly in English
- ☒ Ability to read instructions and numbers in English
- ☒ Ability to complete tasks with numerous interruptions
- ☒ Ability to understand technical manuals
- ☒ Ability to work amicably with co-workers
- ☒ Ability to learn tasks in a reasonable amount of time
- ☒ Ability to follow supervisor's instructions
- ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
DPS SERGEANT	**43**	**D**	**13.205**

JOB SUMMARY

DPS Sergeants in the Department of Public Safety (DPS) supervise DPS officers and/or civilian employees engaged in the performance or support of Capitol Police, Highway Patrol, Complex and Special Investigations, Parole and Probation, or other related police operations.

JOB DUTIES

1. Duties required at the DPS Officer level, AND:
2. Review and prepare a variety of records, reports, and statistics.
3. Plan, organize, and monitor field operations and assign work schedules.
4. Review and approve or reject officers' written reports.
5. Assist management in developing and interpreting regulations, policies, procedures, and internal controls.
6. Ensure officers receive proper training, identify training needs, and develop and present training classes.
7. Supervise complex operations and investigative activities.
8. Establish protocols, training, and guidelines for complex investigations and for inter-agency involvement.
9. Audit case files to ensure accuracy and quality of investigations.
10. Collect traffic data to identify problem areas and devise corrective plans.
11. Utilize traffic data to audit commercial carrier records and reports to ensure compliance.
12. Conduct initial reviews of reports and case logs and monitor casework activities.
13. Endorse fair and equitable treatment to defendants, offenders under supervision, and victims of crime.
14. Implement training in the areas of enforcement techniques, report writing, records management, classification, case management, and related functions.
15. Provide guidance on referral services, educational programs, and job services so parole and probation agreements and the needs of the offender are met.
16. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
17. Perform related duties as assigned

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and Certification as a Category I Peace Officer from a Nevada Commission on Peace Officer Standards and Training approved law enforcement academy.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge, skills, and abilities required at the DPS Officer level, AND:

Knowledge of:

- Constitutional laws related to search and seizure, arrest, and legal rights of citizens; investigative techniques and rules of evidence; judicial records system.
- Principles and practices of supervision and training; statistical recordkeeping and reporting methods; warrant application process, computer software and applications commonly used in the agency.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Read, understand, interpret, develop, implement, and explain federal and State laws, regulations, and agency policies and procedures; give direction, provide instruction, and take command in emergency situations.
- Review reports and forms to detect discrepancies and ensure compliance; compile and evaluate statistical data; plan, organize, schedule, and coordinate work unit activities; monitor casework and audit case files; implement training programs.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☒ running	☒ lifting,	50 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	50 lbs	☐ tasting	☒ throwing

☒ balancing	☒ sitting	☒ pushing,	50 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	50 lbs	☒ stretching	☒ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

- ☒ Ability to communicate on the telephone (hearing)
- ☒ Ability to speak
- ☒ Ability to write legibly in English
- ☒ Ability to read instructions and numbers in English
- ☒ Ability to complete tasks with numerous interruptions
- ☒ Ability to understand technical manuals
- ☒ Ability to work amicably with co-workers
- ☒ Ability to learn tasks in a reasonable amount of time
- ☒ Ability to follow supervisor's instructions
- ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
LAW ENFORCEMENT AND TRAINING SPECIALIST	**40**	**D**	**13.234**

JOB SUMMARY

Law Enforcement and Training Specialists manage and coordinate training for commissioned (Peace Officer) and non-commissioned staff, with an emphasis on law enforcement training.

JOB DUTIES

1. Manage and coordinate training for commissioned and non-commissioned staff.
2. Identify funding sources, evaluate training needs, analyze results, and make recommendations.
3. Design and implement employee development programs.
4. Prepare lesson plans, coordinate instructors, and/or conduct training.
5. Maintain, update, and track training for compliance with Nevada Commission on Peace Officer Standards and Training (P.O.S.T.) requirements.
6. Enforce federal, State, and local laws and regulations.
7. Protect park visitors and resources and issue warnings, citations, and make arrests.
8. Investigate or supervise the investigation of criminal activities, accidents, and internal investigations.
9. Respond to emergency calls.
10. Monitor status of agency warrants, serve warrants, and arrange for prisoner transport.
11. Assist motorists, boaters, and visitors in distress.
12. Organize and implement incident command security procedures for disasters or major events.
13. Review all field incident reports for compliance.
14. Coordinate efforts with District Attorneys, local law enforcement officials, and the courts and testify in court.
15. Plan and formulate enforcement and security functions and review facility plans and specifications.
16. Identify potentially critical situations, practices, and procedures, and research and recommend alternatives.
17. Assess park security programs and recommend corrective action.
18. Recommend movement controls for motor vehicles and boats.
19. Collect, maintain and analyze files, data, and records.
20. Prepare analytical, narrative, and statistical reports on activities.
21. Identify recurring problems and causes and propose alternative solutions for program development.
22. Conduct or coordinate background investigations of staff.
23. Coordinate the review, analysis, and development of applicable State and local laws, regulations, and codes.
24. Research, recommend, select, order, and distribute equipment utilized by commissioned staff.
25. Maintain inventory records of assigned and unassigned equipment and ensure proper storage and security.
26. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three or more years of applicable experience as described in the job duties and Certification as a Category I Peace Officer from a Nevada Commission on P.O.S.T. approved law enforcement academy.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal, State, and local laws, regulations, rules, ordinances, and agency policies and procedures; State Parks law enforcement philosophy and systems; federal, State, county, and local enforcement agencies; legislation affecting law enforcement procedures; recreation area management.
- State purchasing practices and procedures; principles and practices of adult training; firearms and range safety; arrest and citation procedures; elements required to constitute a criminal act; criminal investigation techniques and procedures; police patrol and medical emergency response techniques; accident investigation methodology; equipment auditing procedures; Statewide law enforcement issues and needs.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Review investigative reports to determine the soundness and accuracy of techniques employed; prepare and justify budget requests; operate a four-wheel drive vehicle and marine equipment; coordinate various resources in criminal investigations; identify potential and existing hazards to visitor safety.
- Prioritize agency law enforcement and equipment needs; organize meetings and prepare agendas; write new procedures; draft proposed laws and regulations; coordinate the efforts of agency law enforcement personnel; recognize special problems at various State Parks and propose solutions; develop training and law enforcement goals and objectives; conduct interviews; prepare concise and accurate written reports.
- Inspect grounds and equipment and recommend corrective action; use firearms, batons, traffic radar, and restraining devices; prepare a detailed crime scene and/or traffic accident diagram; determine from field testing the degree of intoxication of a subject; vividly describe people and scenes so that others can visualize them; determine cause and effect relationships.
- Communicate with individuals of various cultural, social, economic, and educational backgrounds; mediate between contending parties and groups; establish and maintain cooperative working relationships with others; interact diplomatically with the public; maintain the integrity and confidentiality of criminal records; modify training to fit staff needs; design new forms to accommodate specific requirements; develop justifications for purchases; establish and maintain a central filing system.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without

accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.

Posting #09-26

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #09-26
Posting Expires: December 19, 2025

Per NRS 284.160, the Administrator may make a change in classification without the prior approval of the Commission. The following change(s) are proposed:

Basis for Recommendation

Subject Matter Experts from the Division of Human Resource Management (DHRM) are recommending revisions of the class (job) specification design, formatting, structure, language, and job title hierarchy. It is also recommended that the job duties be condensed.

DHRM worked with management and subject matter experts to ensure the main duties and responsibilities of the job titles within the series remain consistent with the job's intent. The grade levels have not changed; however, it is recommended that the trainee level be removed as positions are not classified at the trainee level. Additionally, the minimum qualifications are revised pursuant to Assembly Bill 547 (2025), Nevada Revised Statute 284, removing the Bachelor degree requirement, unless required by statute or licensure. The assigned EEO-4 code has not changed.

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 515 East Musser Street, Suite 101 and in Las Vegas, go to 7251 Amigo Street, Suite 120. You may send a copy request to class.comp@admin.nv.gov. For additional information call (775) 684-0150.

Objections to the proposed classification changes must be received in writing through, mail (515 East Musser Street, Suite 101, Carson City, NV 89701-4298) or email (class.comp@admin.nv.gov) by December 19, 2025. Objections should be addressed to Keisha I. Harris, Deputy Administrator, Classification and Compensation Section of the Division of Human Resource Management.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
1.135	Agricultural Inspector I	21	C		***Abolish***		
1.139	Agricultural Inspector II	23	C	***1.139***	***Agricultural Inspector***	***23***	***C***
1.134	Agricultural Inspector III	25	C	***1.134***	***Senior Agricultural Inspector***	***25***	***C***
1.132	Agricultural Inspector IV	27	C	***1.132***	***Supervisor, Agricultural Inspector***	***27***	***C***

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.637	Management Analyst I	33	B	***7.637***	***Management Analyst I***	***33***	***B***
7.625	Management Analyst II	35	B	***7.625***	***Management Analyst II***	***35***	***B***
7.624	Management Analyst III	37	B	***7.624***	***Senior Management Analyst***	***37***	***B***
7.612	Management Analyst IV	39	B	***7.612***	***Supervisor, Management Analyst***	***39***	***B***

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
1.514	Brand Inspector I	23	C	***1.514***	***Brand Inspector***	***23***	***C***
1.512	Brand Inspector II	25	C	***1.512***	***Supervisor I, Brand Inspector***	***25***	***C***

1.510	Brand Inspector III	27	C	***1.510***	***Supervisor II, Brand Inspector***	***27***	***C***

CURRENT				**PROPOSED**			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
2.424	AG Legal Secretary Trainee	30	F		***Abolish***		
2.423	AG Legal Secretary	32	F	***2.423***	***AG Legal Secretary***	***32***	***F***
2.422	AG Supervising Legal Secretary	34	F	***2.422***	***Supervisor, AG Legal Secretary***	***34***	***F***

CURRENT				**PROPOSED**			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
1.114	Entomologist	36	B	***1.114***	***Entomologist***	***36***	***B***

POSTING DATE: November 20, 2025

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
AGRICULTURAL INSPECTOR	**23**	**C**	**1.139**
SENIOR AGRICULTURAL INSPECTOR	**25**	**C**	**1.134**
SUPERVISOR, AGRICULTURAL INSPECTOR	**27**	**C**	**1.132**

JOB SUMMARY

Agricultural Inspectors perform sampling and inspection of agricultural products at shipping point inspection facilities and participate in pest control and noxious weed eradication.

JOB DUTIES

AGRICULTURAL INSPECTOR

1. Perform shipping point inspections.
2. Participate in noxious weed eradication and pest control programs.
3. Supervise or prepare spray formulations, spray infestations, and complete daily report forms.
4. Conduct international flight arrival inspections at airports and military bases.
5. Inspect garlic seed samples, hay, poultry, and other agricultural commodities.
6. Participate in relaxing, pinning, labeling, and sorting field-collected insects into collection cases.
7. Conduct insect surveys and complete insect distribution maps, distribution, and host cards.
8. Collect plant and soil samples, conduct laboratory preparation work, isolate plant pathogens from samples, extract nematodes from products, and enter survey and diagnostic data.
9. Perform related duties as assigned.

SENIOR AGRICULTURAL INSPECTOR

1. Duties required at the previous level; AND:
2. Coordinate field inspections, track inspection status of each registered agricultural field.
3. Perform related duties as assigned.

SUPERVISOR, AGRICULTURAL INSPECTOR

1. Duties required at the previous level; AND:
2. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
3. Conduct vehicle and equipment safety inspections, maintain maintenance and inventory records.
4. Maintain survey data collected by inspectors, write annual and semi-annual survey reports.
5. Assist in the development of work plans and survey project budgets.
6. Perform related duties as assigned.

AGRICULTURAL INSPECTOR	**23**	**C**	**1.139**
SENIOR AGRICULTURAL INSPECTOR	**25**	**C**	**1.134**
SUPERVISOR, AGRICULTURAL INSPECTOR	**27**	**C**	**1.132**

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

AGRICULTURAL INSPECTOR

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR AGRICULTURAL INSPECTOR

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, AGRICULTURAL INSPECTOR

Three or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

AGRICULTURAL INSPECTOR

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; basic mathematics.
- Agricultural produce; noxious weeds; pesticides and herbicides; insect specimen preservation and mounting techniques.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Follow established procedures; read, interpret, and understand maps, instructions, correspondence, pesticide labels, policy manuals, and other materials; maintain accurate records.
- Inspect agricultural produce visually; write inspection reports and work summaries; operate and repair motorized spray equipment.

SENIOR AGRICULTURAL INSPECTOR

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- United States Department of Agriculture policies and procedures related to the grading and shipping of potatoes; potato and/or plant diseases; shell egg grading; inspection methods, packing, storing, marketing, and shipping practices of commodities.

Ability to:

- Candle eggs.

AGRICULTURAL INSPECTOR	**23**	**C**	**1.139**
SENIOR AGRICULTURAL INSPECTOR	**25**	**C**	**1.134**
SUPERVISOR, AGRICULTURAL INSPECTOR	**27**	**C**	**1.132**

SUPERVISOR, AGRICULTURAL INSPECTOR

Knowledge, skills, and abilities required at the previous levels; AND

Knowledge of:

- Agricultural commodities and their defects.
- Supervisory techniques and practices.

Ability to:

- Interpret and apply provisions of applicable laws and regulations; inspect agricultural commodities and detect violations; prepare clear and concise reports.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	20 lbs	☒ stretching	☐ smelling

AGRICULTURAL INSPECTOR	**23**	**C**	**1.139**
SENIOR AGRICULTURAL INSPECTOR	**25**	**C**	**1.134**
SUPERVISOR, AGRICULTURAL INSPECTOR	**27**	**C**	**1.132**

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

- ☒ Ability to communicate on the telephone (hearing)
- ☒ Ability to speak
- ☒ Ability to write legibly in English
- ☒ Ability to read instructions and numbers in English
- ☒ Ability to complete tasks with numerous interruptions
- ☒ Ability to understand technical manuals
- ☒ Ability to work amicably with co-workers
- ☒ Ability to learn tasks in a reasonable amount of time
- ☒ Ability to follow supervisor's instructions
- ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job specification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
MANAGEMENT ANALYST I	**33**	**B**	**7.637**
MANAGEMENT ANALYST II	**35**	**B**	**7.625**
SENIOR MANAGEMENT ANALYST	**37**	**B**	**7.624**
SUPERVISOR, MANAGEMENT ANALYST	**39**	**B**	**7.612**

JOB SUMMARY

Management Analysts conduct studies, research, and examination of management and administrative areas such as agency operations, forms, policies and procedures, workflow, legislative analysis, management research, and statistical and informational analysis.

JOB DUTIES

MANAGEMENT ANALYST I

1. Conduct research and analyze legislative implications.
2. Determine software application program needs or requirements.
3. Review and monitor contracts.
4. Make recommendations on policy and procedure improvements.
5. Provide recommendations to management regarding programs and/or work unit activities.
6. Prepare reports and correspondence.
7. Perform related duties as assigned.

MANAGEMENT ANALYST II

1. Duties performed at the previous level, AND:
2. Review, write, revise, and recommend administrative policies or procedures for the work unit and/or assigned programs.
3. Conduct statistical or investigative studies, compile and analyze data, and prepare and present reports summarizing study results and conclusions.
4. Develop, manage, review, and make recommendations on contracts and the contracting process.
5. Review, monitor, and research bills submitted to the Legislature impacting the work unit, inform management of possible implications, and recommend an appropriate course of action.
6. Perform related duties as assigned.

SENIOR MANAGEMENT ANALYST

1. Duties performed at the previous levels, AND:
2. Propose and draft legislation for the agency, provide testimony before legislative committees, and develop regulations from approved legislation.
3. Plan, organize, and coordinate the development and implementation of new or revised policies, procedures and/or work methods.
4. Analyze workflow, space allocation, staffing, and other factors to improve effectiveness and efficiency of operations.

MANAGEMENT ANALYST I	**33**	**B**	**7.637**
MANAGEMENT ANALYST II	**35**	**B**	**7.625**
SENIOR MANAGEMENT ANALYST	**37**	**B**	**7.624**
SUPERVISOR, MANAGEMENT ANALYST	**39**	**B**	**7.612**

5. Coordinate the development of new forms, work methods, and automated systems.
6. Design and conduct analytical, investigative, informational, statistical, and research studies related to various aspects of the agency's operations.
7. Make recommendations regarding the agency's position on issues, future courses of action, and the development of new programs or services based upon study findings.
8. Perform statistical and informational analysis and prepare analytical, narrative, and statistical reports.
9. Function as the singular expert in their program or discipline area.
10. Perform related duties as assigned.

SUPERVISOR, MANAGEMENT ANALYST

1. Duties performed at the previous levels, AND:
2. Issue oral and written directives in the form of policy statements and manuals.
3. Provide leadership with research, analysis, or operational recommendations on department issues.
4. Oversee long-range, broad-based planning and program and/or policy development.
5. Oversee diverse and complex program areas.
6. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
7. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

MANAGEMENT ANALYST I

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

MANAGEMENT ANALYST II

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR MANAGEMENT ANALYST

Three or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and graduation from high school or equivalent education.

SUPERVISOR, MANAGEMENT ANALYST

Four or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

MANAGEMENT ANALYST I

Knowledge of:

- Research and analysis techniques and methodologies; management and administration concepts,

MANAGEMENT ANALYST I	**33**	**B**	**7.637**
MANAGEMENT ANALYST II	**35**	**B**	**7.625**
SENIOR MANAGEMENT ANALYST	**37**	**B**	**7.624**
SUPERVISOR, MANAGEMENT ANALYST	**39**	**B**	**7.612**

principles, and practices; evaluating, developing, and recommending administrative and/or operational policies and procedures.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Compose business correspondence and reports; analyze information, problems, or practices to identify relevant concerns, identify patterns, tendencies, and relationships, and formulate logical conclusions.

MANAGEMENT ANALYST II

Knowledge, skills, and abilities required at the previous level, AND

Knowledge of:

- Statistical and research methodology; contract development and oversight.

Skill in:

- Organizing, planning, implementing, and overseeing multiple programs or areas of responsibility.

Ability to:

- Analyze organizational and administrative programs, policies, and procedures, prepare plans for revision, and make recommendations; perform statistical computations such as correlation studies, variance analysis, averages, and trends; analyze user needs and develop appropriate solutions and requirements; organize materials, information, and resources systematically to optimize efficiency; organize, plan, implement, and oversee multiple programs.
- Establish and maintain effective working relationships with coworkers, other agencies, and the public; negotiate and exchange ideas, information, and opinions with others to formulate policies, programs, and reach consensus; define problems, identify trends, analyze issues, solve problems, and communicate solutions; produce clear, concise and valid operational manuals, reports, and other presentation materials.

SENIOR MANAGEMENT ANALYST

Knowledge, skills, and abilities required at the previous levels, AND

Knowledge of:

- Techniques of statistical analysis including data collection, evaluation, analysis, and manipulation; legislative proceedings and processes; government agencies, resources, and functions to locate and obtain needed information and/or resources; accepted practices and methods used in designing program reviews and audits.

Skill in:

- Developing computer generated reports.
- Organizing, developing, and making presentations.
- Mathematical and statistical computation and research and analysis techniques.

MANAGEMENT ANALYST I	**33**	**B**	**7.637**
MANAGEMENT ANALYST II	**35**	**B**	**7.625**
SENIOR MANAGEMENT ANALYST	**37**	**B**	**7.624**
SUPERVISOR, MANAGEMENT ANALYST	**39**	**B**	**7.612**

- Designing analytical research studies and identifying research needs and problems.
- Coordinating and implementing diverse work plans.

Ability to:

- Read and interpret technical reports, governmental publications, and federal directives; write comprehensive analytical, narrative, and statistical reports, recommendations, and legislative proposals.

SUPERVISOR, MANAGEMENT ANALYST

Knowledge, skills, and abilities required at the previous levels, AND

Knowledge of:

- Recognizing and assessing the impact of legislative actions; goals and objectives of the department; organizational structure and resources; long-range, broad-based planning and program and/or policy development.
- Supervisory principles and practices.

Skill in:

- Designing, researching, and interpreting study results and recommending courses of action.
- Motivating others and encouraging effective action.
- Organizing, planning, implementing, and overseeing multiple programs or areas of responsibility where little precedent exists in resolving complex problems.

Ability to:

- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

MANAGEMENT ANALYST I	**33**	**B**	**7.637**
MANAGEMENT ANALYST II	**35**	**B**	**7.625**
SENIOR MANAGEMENT ANALYST	**37**	**B**	**7.624**
SUPERVISOR, MANAGEMENT ANALYST	**39**	**B**	**7.612**

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
BRAND INSPECTOR	**23**	**C**	**1.514**
SUPERVISOR I, BRAND INSPECTOR	**25**	**C**	**1.512**
SUPERVISOR II, BRAND INSPECTOR	**27**	**C**	**1.510**

JOB SUMMARY

Brand Inspectors receive and respond to requests for brand inspections for the change of ownership, slaughter, transportation, or to determine proof of ownership of livestock.

JOB DUTIES

BRAND INSPECTOR

1. Visually inspect livestock for brands, identification marks, colors, gender, tattoos, and other identifiers.
2. Clip or shave animals to clearly observe identifiers to determine legal ownership and lawful transfer.
3. Record identifiers, number of animals, locations of inspection, destination, and other required information for the legal sale, lawful transportation, slaughter, and issuance of brand inspection clearance certificates.
4. Verify animal health documents required for transportation purposes.
5. Complete documentation, forms, logs, and mandatory security and equipment safety training.
6. Confirm requestor is current with applicable fees, assessments, and licensing.
7. Calculate, collect, and remit inspection fees and required documentation.
8. Inspect animals prior to sale at livestock auctions to determine legal ownership.
9. Perform related duties as assigned.

SUPERVISOR I, BRAND INSPECTOR

1. Duties required at the previous levels, AND:
2. Oversee the day-to-day supervision of an assigned unit.
3. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
4. Perform related duties as assigned.

SUPERVISOR II, BRAND INSPECTOR

1. Duties required at the previous levels, AND:
2. Plan, organize, and oversee activities and operations.
3. Assist in the development, review, revision, and implementation of policies and procedures.
4. Ensure adherence to agency policies and procedures.
5. Prepare narrative and statistical reports on activities.
6. Assist with budget development and monitor and maintain assigned budget.
7. Perform related duties as assigned.

BRAND INSPECTOR	**23**	**C**	**1.514**
SUPERVISOR I, BRAND INSPECTOR	**25**	**C**	**1.512**
SUPERVISOR II, BRAND INSPECTOR	**27**	**C**	**1.510**

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

BRAND INSPECTOR

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR I, BRAND INSPECTOR

Two or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and graduation from high school or equivalent education.

SUPERVISOR II, BRAND INSPECTOR

Three or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

BRAND INSPECTOR

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Addition, subtraction, division, and multiplication.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Work around and handle livestock; work outdoors in inclement weather.
- Read, identify, and distinguish brands; read and interpret forms and documents; write clearly and complete required forms; navigate, search, input, edit, save, and print information.

SUPERVISOR I, BRAND INSPECTOR

Knowledge, skills, and abilities required at the previous levels, AND:

Knowledge of:

- Brand identification, animal breeds, gender identification, and other types of identification; brands and marks recorded within the State; animal health laws and regulations pertaining to livestock.
- Principles and practices of supervision and training.

Ability to:

- Maintain effective working relationships.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.

BRAND INSPECTOR	**23**	**C**	**1.514**
SUPERVISOR I, BRAND INSPECTOR	**25**	**C**	**1.512**
SUPERVISOR II, BRAND INSPECTOR	**27**	**C**	**1.510**

- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SUPERVISOR II, BRAND INSPECTOR

Knowledge, skills, and abilities required at the previous levels, AND:

Knowledge of:
- State budgeting.
- Determination and identification of estray/stray animals.

Ability to:
- Monitor and maintain assigned budgets; establish and maintain effective working relationships with coworkers, other agencies, livestock owners, and the public.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

BRAND INSPECTOR	**23**	**C**	**1.514**
SUPERVISOR I, BRAND INSPECTOR	**25**	**C**	**1.512**
SUPERVISOR II, BRAND INSPECTOR	**27**	**C**	**1.510**

- ☒ Ability to communicate on the telephone (hearing)
- ☒ Ability to speak
- ☒ Ability to write legibly in English
- ☒ Ability to read instructions and numbers in English
- ☒ Ability to complete tasks with numerous interruptions
- ☒ Ability to understand technical manuals
- ☒ Ability to work amicably with co-workers
- ☒ Ability to learn tasks in a reasonable amount of time
- ☒ Ability to follow supervisor's instructions
- ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
AG LEGAL SECRETARY	**32**	**F**	**2.423**
SUPERVISOR, AG LEGAL SECRETARY	**34**	**F**	**2.422**

JOB SUMMARY

AG Legal Secretaries perform specialized and complex project and case management duties for the Attorney General (AG), attorneys, executive team, and other staff.

JOB DUTIES

AG LEGAL SECRETARY

1. Provide specialized legal secretarial project and case management duties for the AG, boards, commissions, and agencies within the State.
2. Respond to inquiries on a variety of matters.
3. Research, draft, format, and prepare legal and general documents, pleadings, and published materials.
4. Proofread and verify the accuracy of citations and quotations by checking legal sources.
5. Process and file documents, pleadings, and published materials with appropriate courts, quasi-judicial bodies, and other entities.
6. Track responses and receipts due upon or after submittals/filings and dates for other subsequent actions.
7. Gather, compile, organize, and prepare relevant materials for use in legal and general proceedings.
8. Review project, case, and reference files and locate and verify specific and abstract information.
9. Establish and maintain legal and general correspondence filing and cross-filing systems.
10. Record case inventory information for record-keeping and retrieval.
11. Prepare files for archiving and storage in compliance with established retention schedules.
12. Research and maintain technical applications and related information of portals, dashboards, systems, and programs.
13. Provide information to State and local governments, attorneys, court personnel, the public, and others.
14. Gather and research a variety of information and determine information to provide or refer to others.
15. Serve as liaison between professional legal staff, agency personnel, and the public.
16. Open, review, route, and distribute incoming mail and process outgoing mail.
17. Maintain multiple calendars, schedule meetings and training, make travel arrangements, and prepare payment and travel claims.
18. Prepare and type requisitions and purchase orders.
19. Perform related duties as assigned.

SUPERVISOR, AG LEGAL SECRETARY

1. Duties required at the previous level, AND:
2. Coordinate and assign staff, delegate work for appropriate and efficient use of resources.
3. Oversee the flow of work and provide technical assistance in document preparation.
4. Liaise between various stakeholders to coordinate activities and resolve issues.

AG LEGAL SECRETARY	**32**	**F**	**2.423**
SUPERVISOR, AG LEGAL SECRETARY	**34**	**F**	**2.422**

5. Conduct research, factual comparisons, and the examination of detailed information.
6. Compile statistics and prepare final reports.
7. Monitor and order office supplies.
8. Arrange for the archival and storage of legal documents.
9. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
10. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

AG LEGAL SECRETARY

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, AG LEGAL SECRETARY

Three or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

AG LEGAL SECRETARY

Knowledge of:

- Applicable federal, State, and local laws, regulations, rules, codes, ordinances, and agency policies and procedures.
- Case and project management; legal practices and processes for various courts and judicial districts; administrative, civil, and criminal law and the differences between them.
- Legal practices and procedures for various courts and judicial districts; legal terminology; requirements for preparing, typing, and formatting a variety of complex legal documents, pleadings, published materials, or other related materials.
- Procedures for processing and filing documents, pleadings, and published materials with courts, boards, and/or commissions and/or other entities; researching and ensuring accuracy of legal citations; legal office procedures; business English.
- Standard office procedures such as filing, typing, formatting, duplicating materials, answering telephones, and distributing mail; data entry techniques; telephone etiquette; correct English usage, grammar, and punctuation; proper spelling of commonly used words; operation of computers and other modern office equipment; manual and computerized filing methods; basic math.

Skill in:

- Customer service.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Differentiate between public, privileged, and confidential information and ensure privacy and

confidentiality; act as a liaison with other entities.

- Receive inquiries and resolve complaints from staff, clientele, and the public; establish, organize, and maintain complex filing systems including indexed and cross-referenced materials.
- Research information from a variety of sources; compile and update information and prepare reports related to specific and general activities; transcribe recordings.
- Interpret and apply information to specific situations and problems for which there may be no clear-cut procedures, guidelines, or precedent; find solutions to problems through independent research, critical thinking, logical reasoning, factual comparisons, and examination of detailed information.
- Accurately prepare, type, format, process, review, and file a variety of complex documents, pleadings, and published materials.
- Maintain accurate calendaring of deadlines; compose general documents and published materials; read and comprehend laws, regulations, court rules, policies, and procedures; maintain accurate time records for various projects and case management; set up, maintain, and manage project and case files.
- Read and understand manuals and other detailed written instructions; understand and follow verbal and written directions; communicate and work cooperatively with others; perform mathematical calculations; schedule meetings and appointments; perform reception duties.

SUPERVISOR, AG LEGAL SECRETARY

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Variety of alternative recordkeeping and filing systems; document archiving techniques and requirements; principles and practices of supervision and training.
- Principles and practices of supervision; State human resources regulations; and principles and practices of State budgeting and purchasing.

Ability to:

- Manage assigned areas to achieve performance objectives.
- Organize office workflow and adjust assignments of staff as required to meet schedules and timelines; compose announcements, training materials, and statistical reports.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.

AG LEGAL SECRETARY	**32**	**F**	**2.423**
SUPERVISOR, AG LEGAL SECRETARY	**34**	**F**	**2.422**

4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
ENTOMOLOGIST	**36**	**B**	**1.114**

JOB SUMMARY

Entomologists conduct identification, survey, detection, exclusion, control and eradication of insects, and other arthropods, for the protection of the State's agriculture and natural resources.

JOB DUTIES

1. Plan, organize, conduct, and evaluate insect and mite pests' surveys and detection programs.
2. Determine the presence and distribution of insect and mite pests of regulatory significance to the State.
3. Identify insects, other arthropods, and mollusks.
4. Collect and/or receive specimens and prepare for identification.
5. Consult with specialists, determine the characteristics and potential for destruction, and control techniques and concerns regarding special insect identification problems.
6. Collect and maintain a classified insect and plant reference collection, associated databases, and reference literature.
7. Perform field investigations.
8. Coordinate pest survey programs and control efforts.
9. Review, evaluate and update State quarantines.
10. Provide mitigation, safeguarding, and enforcement recommendations.
11. Write projects, formulate budgets, and prepare reports.
12. Provide technical information on insect life histories, habits, distribution, hosts, and control methods to employees, the public, and interested stakeholders.
13. Provide pesticide recommendations.
14. Prepare and/or update entomological questions for use on commercial pest control operator tests.
15. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
16. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three or more years of applicable experience as described in the job duties and a Bachelor's degree in a field of study applicable to the job duties.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, and department policies and procedures.
- Insect classification systems; insect life histories, habits and hosts; distribution of major economic insects; federal grant requirements, and Geographic Information Systems (GIS).

- Insect taxonomy; entomology laboratory equipment; techniques used in preparing and mounting insect specimens.
- Survey procedures and methods; current trends in the field of entomology; pesticides and other means of insect control.
- Agricultural programs; crops, plants, and geography of the state.

Skill in:

- Close-up photography of insects.
- Strong interpersonal and communication skills, both verbal and written.
- The use and operation of office, laboratory, and job-related equipment and software.

Ability to:

- Manage a laboratory; establish and maintain a library and specimen collection.
- Use both compound and binocular microscopes and their accessories; identify insects and their characteristics.
- Plan and organize an entomology program; prepare comprehensive reports; discuss and explain findings and problems; analyze problems and formulate practical solutions.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various, social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

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3. Some positions may require pre-employment screening for controlled substances.
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PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

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(Check all that apply)

☒ standing	☐ running	☒ lifting,	20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☐ throwing

☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	20 lbs	☒ stretching	☐ smelling

*Indicate any **other requirements** which are essential to the successful performance of this job:*
(Check all that apply)

- ☒ Ability to communicate on the telephone (hearing)
- ☒ Ability to speak
- ☒ Ability to write legibly in English
- ☒ Ability to read instructions and numbers in English
- ☒ Ability to complete tasks with numerous interruptions
- ☒ Ability to understand technical manuals
- ☒ Ability to work amicably with co-workers
- ☒ Ability to learn tasks in a reasonable amount of time
- ☒ Ability to follow supervisor's instructions
- ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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Posting #10-26

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #10-26
Posting Expires: January 27, 2026

Per NRS 284.160, the Administrator may make a change in classification without the prior approval of the Commission. The following change(s) are proposed:

Basis for Recommendation

Subject Matter Experts from the Division of Human Resource Management (DHRM) are recommending revisions of the class (job) specification design, formatting, structure, language, and job title hierarchy. It is also recommended that the job duties be condensed.

DHRM worked with management and subject matter experts to ensure the main duties and responsibilities of the job titles within the series remain consistent with the job's intent. The grade levels have not changed; however, it is recommended that the entry level be removed as positions are not classified at the trainee level. Additionally, the minimum qualifications are revised pursuant to Assembly Bill 547 (2025), Nevada Revised Statute 284, removing the Bachelor degree requirement, unless required by statute or licensure. The assigned EEO-4 code has not changed.

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 515 East Musser Street, Suite 101 and in Las Vegas, go to 7251 Amigo Street, Suite 120. You may send a copy request to class.comp@admin.nv.gov. For additional information call (775) 684-0150.

Objections to the proposed classification changes must be received in writing through, mail (515 East Musser Street, Suite 101, Carson City, NV 89701-4298) or email (class.comp@admin.nv.gov) by January 27, 2026. Objections should be addressed to Keisha I. Harris, Deputy Administrator, Classification and Compensation Section of the Division of Human Resource Management.

CURRENT				PROPOSED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
4.115	Librarian I	31	B		***Abolish***		
4.112	Librarian II	33	B	***4.112***	***Librarian***	***33***	***B***
4.109	Librarian III	35	B	***4.109***	***Senior Librarian***	***35***	***B***
4.106	Librarian IV	37	B	***4.106***	***Supervisor, Librarian***	***37***	***B***

CURRENT				PROPOSED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
5.184	Early Childhood Educator I	27	B		***Abolish***		
5.183	Early Childhood Educator II	29	B	***5.183***	***Early Childhood Educator***	***29***	***E***
5.182	Early Childhood Educator III	31	E	***5.182***	***Senior Early Childhood Educator***	***31***	***E***
5.181	Early Childhood Educator IV	33	E	***5.181***	***Supervisor, Early Childhood Educator***	***33***	***B***

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
4.116	Library Technician I	27	E	***4.116***	***Library Technician***	***27***	***E***
4.117	Library Technician II	29	E	***4.117***	***Senior Library Technician***	***29***	***E***
4.122	Library Technician III	31	E	***4.122***	***Supervisor, Library Technician***	***31***	***E***

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
4.120	Library Assistant I	21	E		***Abolish***		
4.119	Library Assistant II	23	E	***4.119***	***Library Assistant***	***23***	***E***
4.118	Library Assistant III	25	E	***4.118***	***Senior Library Assistant***	***25***	***E***

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
4.212	Records Analyst I	31	B		***Abolish***		
4.210	Records Analyst II	33	B	***4.210***	***Records Analyst***	***33***	***B***
4.204	State Records Manager	37	A	***4.212***	***Supervisor, Records Analyst***	***37***	***A***

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
4.230	Archivist I	31	B		***Abolish***		
4.225	Archivist II	33	B	***4.225***	***Archivist***	***33***	***B***
4.220	State Archives Manager	37	A	***4.220***	***Supervisor, Archivist***	***37***	***A***

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
4.201	Assistant Administrator, Archives and Records	41	A		***Abolish***		
4.108	Assistant Administrator, Library and Archives Development	41	A	***4.108***	***Manager, Library, Archives, and Public Records***	***41***	***A***

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.101	Accountant I – (ACFR)	40	B	***7.101***	***Accountant (ACFR)***	***40***	***B***
7.100	Accountant II – (ACFR)	43	B	***7.100***	***Senior Accountant (ACFR)***	***43***	***B***

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.641	HAVA Administrator	41	B	***7.641***	***Manager, HAVA***	***41***	***B***

POSTING DATE: December 11, 2025

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
LIBRARIAN	**33**	**B**	**4.112**
SENIOR LIBRARIAN	**35**	**B**	**4.109**
SUPERVISOR, LIBRARIAN	**37**	**B**	**4.106**

JOB SUMMARY

Librarians perform duties in support of a library that manages and provides access to information resources in a variety of formats.

JOB DUTIES

LIBRARIAN

1. Administer, plan, coordinate, and direct activities in acquisitions, cataloging, metadata, reference, circulation, collection maintenance, serials, document delivery/interlibrary loans, government documents, library services for the blind and physically disabled, and/or statewide library development.
2. Assess informational needs, develop collections, stay current on review sources and formats, and develop and implement collection policies.
3. Participate in developing policy recommendations regarding the organization, access, and delivery of information.
4. Plan for emerging technologies and electronic resources to accommodate growing and/or changing library collections and environments.
5. Monitor and evaluate changing information needs and trends for continuous service improvements.
6. Respond to information requests, assist patrons, manage resource use, and refer requests to a subject specialist as appropriate.
7. Promote information services and notify users of available materials and services.
8. Perform original cataloging, advanced copy cataloging, and metadata to maintain the online library catalog.
9. Establish, develop, and maintain statewide resource sharing agreements and establish and participate in regional, national, and international information sharing.
10. Provide consultation, advice, and technical assistance to other libraries, agencies of the State, political subdivisions, planning groups, and other entities and organizations.
11. Design and develop the library's website and ensure electronic access to the library collection by patrons and other libraries.
12. Perform related duties as assigned.

SENIOR LIBRARIAN

1. Duties described at the previous level, AND:
2. Manage special library services to meet specific needs, contracts or State programs.
3. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
4. Perform related duties as assigned.

LIBRARIAN	**33**	**B**	**4.112**
SENIOR LIBRARIAN	**35**	**B**	**4.109**
SUPERVISOR, LIBRARIAN	**37**	**B**	**4.106**

SUPERVISOR, LIBRARIAN

1. Duties described at the previous level, AND:
2. Oversee a library unit, staff, and budgets.
3. Assist in the development and revision of policies and procedures for new and existing programs.
4. Conduct continuing studies and analyses of challenges facing libraries.
5. Plan and conduct institutes and workshops.
6. Research, coordinate, write, and manage federal and State grants.
7. Review and monitor programs, services, and building programs.
8. Train, supervise, schedule, and evaluate the performance of employees and other supervisory duties as appropriate for managing people.
9. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

LIBRARIAN

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR LIBRARIAN

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, LIBRARIAN

Four or more years of applicable experience as described in the job duties with a minimum of one-year of supervisory experience preferred and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

LIBRARIAN

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Library role, mission, principles and practices, organization and classification of materials; copyright and intellectual freedom issues; legal and regulatory environments of libraries.
- Review sources and collection development principles and practices; established cataloging rules and formats; national, regional, and State system for interlibrary loans.
- Reference interview methods.
- Computer hardware and software applications for library functions and services.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment.

LIBRARIAN	**33**	**B**	**4.112**
SENIOR LIBRARIAN	**35**	**B**	**4.109**
SUPERVISOR, LIBRARIAN	**37**	**B**	**4.106**

Ability to:

- Read and evaluate instructional materials; research, plan, and implement new programs and services.
- Participate in agency, department, and statewide planning; apply evaluation criteria to select appropriate research sources; function as an information librarian to market and promote library services and information.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Use library technologies; assess and satisfy user information needs.

SENIOR LIBRARIAN

Knowledge, skills and abilities required at the previous level, AND:

Knowledge of:

- Principles and practices used in providing specialized services and developing specialized collections.
- Resources and services available through professional associations.
- Legal and regulatory environments of libraries.

Ability to:

- Participate in library policy determination.
- Respond to trends in society regarding information services, librarians, and the library profession.
- Develop and maintain a specialized library collection.
- Develop and implement organizing and classification schemes.
- Plan for advancements in technology.
- Write grant applications.
- Monitor and respond to trends in society regarding information services, librarians, and the library profession; design appropriate library programs and information services based on community use and needs studies.

SUPERVISOR, LIBRARIAN

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Agency goals and criteria related to the assigned functional area of the library.
- Principles and practices of supervision; budget preparation and administration; accounting; purchasing; contracts; grants application, management, and reporting; and library building plans and programs.

Ability to:

- Negotiate licensing agreements and contracts.
- Lead and motivate staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

LIBRARIAN	**33**	**B**	**4.112**
SENIOR LIBRARIAN	**35**	**B**	**4.109**
SUPERVISOR, LIBRARIAN	**37**	**B**	**4.106**

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	35 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	35 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	35 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	35 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
EARLY CHILDHOOD EDUCATOR	**29**	**E**	**5.183**
SENIOR EARLY CHILDHOOD EDUCATOR	**31**	**E**	**5.182**
SUPERVISOR, EARLY CHILDHOOD EDUCATOR	**33**	**B**	**5.181**

JOB SUMMARY

Early Childhood Educators design, organize, implement, and deliver developmentally appropriate early childhood education programs which promote children's social, emotional, cognitive, creative, and physical development and support a diverse and inclusive environment.

JOB DUTIES

EARLY CHILDHOOD EDUCATOR

1. Identify and implement strategies appropriate to the developmental levels and learning styles of each child.
2. Research, design, obtain resources, and implement lesson plans, emerging trends, and best practices.
3. Contribute to the development of the curriculum, themes, and goals and coordinate the classroom setting.
4. Instruct, observe, and guide children's performance, behavior, social development, and physical health.
5. Develop and provide unique responses to individual child needs.
6. Observe and monitor the instruction and response of assigned staff.
7. Administer, write, and compile individual assessments of each child's development and communicate results.
8. Implement intervention strategies.
9. Identify and collaborate with special educators and other allied education and health professionals.
10. Assist in the development of academic practicum students in a lab setting, provide guidance, observe, and communicate with their academic instructions.
11. May oversee academic practicum and field experience students in the lab environment.
12. Coordinate with academic faculty to enhance the teaching/learning laboratory environment.
13. Review, implement, monitor, and participate in emergencies, fire and life safety activities, and drills.
14. Perform basic first aid, CPR, and other health and safety functions.
15. Ensure first-aid kits are stocked and up to date.
16. Recognize signs and symptoms of neglect and abuse and report accordingly.
17. Ensure compliance with applicable federal and State laws, regulations, and agency policies and procedures.
18. Perform related duties as assigned.

SENIOR EARLY CHILDHOOD EDUCATOR

1. Duties performed at the previous level, AND:
2. Act as a lead worker by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
3. Assist in curriculum design and development and in the performance of administrative functions.
4. Perform related duties as assigned.

EARLY CHILDHOOD EDUCATOR	**29**	**E**	**5.183**
SENIOR EARLY CHILDHOOD EDUCATOR	**31**	**E**	**5.182**
SUPERVISOR, EARLY CHILDHOOD EDUCATOR	**33**	**B**	**5.181**

SUPERVISOR, EARLY CHILDHOOD EDUCATOR

1. Duties performed at the previous levels, AND:
2. Assist in budget development and monitoring and grant writing.
3. Coordinate and perform accreditation and licensing activities.
4. Assist in policy, procedure, and emergency plan development and quality improvement activities.
5. Develop and disseminate communications on agency activities.
6. Participate and contribute to programs concerned with improvements in the field of early childhood education.
7. May oversee students, interns, and volunteers.
8. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
9. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

EARLY CHILDHOOD EDUCATOR

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR EARLY CHILDHOOD EDUCATOR

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, EARLY CHILDHOOD EDUCATOR

Four or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

EARLY CHILDHOOD EDUCATOR

Knowledge of:

- Applicable federal and State laws, regulations, guidelines, and agency policies and procedures.
- How children learn in each developmental domain (physical, social, emotional, cognitive, linguistic, and general learning competencies); application of teaching strategies that address all domains in early childhood; family relationships in early childhood education settings.
- Design of learning centers to encourage play-based learning; observation and assessment tools used to assist in the collection of information; emergency protocols; ethics requirements and how they affect the daily work; effective, developmentally appropriate, and stimulating indoor/outdoor learning environments.
- Instructional methods and techniques used in early learning classrooms; curriculum planning and development; the process and purpose of observation and assessment in an academic practicum setting; Early Learning Guidelines and Pre-Kindergarten Standards.
- Play-based learning, creative spaces, and subjects of learning in early childhood education.

Skill in:

EARLY CHILDHOOD EDUCATOR	**29**	**E**	**5.183**
SENIOR EARLY CHILDHOOD EDUCATOR	**31**	**E**	**5.182**
SUPERVISOR, EARLY CHILDHOOD EDUCATOR	**33**	**B**	**5.181**

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Plan activities and contribute to curriculum planning and selection to address children's learning across developmental domains; recognize and positively respond to children's behavior, developmental, and/or emotional distress; identify and participate in appropriate guidance approaches; assist in the design of the learning center; set-up the learning environment and implement schedules to promote competencies in all developmental domains.
- Collaborate in communicating with families regarding issues of concern; participate in parent-teacher conferences to review assessment data; adhere to plans for children with disabilities or special needs.
- Practice emergency drills with children; implement a safe and effective environment for learning; work with children and families of diverse backgrounds and convey inclusion and belonging.
- Provide appropriate instruction to children; recognize individual needs and differences; treat children with fairness and consistency; provide emotional and physical support; support aspects of diversity as strengths.
- Observe, record, and report daily activities to families; uphold the safety of the learning environment; understand and carry out verbal and written instructions; perform first aid, CPR, and other health and safety functions; recognize signs and symptoms of neglect and abuse and report accordingly.

SENIOR EARLY CHILDHOOD EDUCATOR

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Administering assessments validly and reliably; how assessments inform curricular planning; integration of creative expressions, diversity, and respect through curriculum.
- Accreditation and licensing requirements; instructional practices and pedagogical approaches that abide by principles of developmentally appropriate practice; administrative and center operations.

Skill in:

- Observation and assessment tools used in early childhood education.
- Identifying appropriate and engaging classroom environments by age range.
- Data collection.

Ability to:

- Understand that children learn through multiple avenues and contexts; identify and recommend community resources and suggest referrals; perform child assessments and discuss assessments with families; organize the child's work to present a full and accurate picture.
- Recognize developmental delays; use screening tools appropriately and adapt curriculum to address individual needs and differences; create an environment that promotes respect for all individuals; provide opportunities for children to develop friendships and social skills.
- Collaborate with families to address children's learning, behavioral, and social needs and the resources available; monitor compliance for regulatory requirements; plan, implement, and modify the learning environment and schedule according to individual and group needs; promote developmental domains; adapt curriculum and individual plans for children with disabilities.

SUPERVISOR, EARLY CHILDHOOD EDUCATOR

EARLY CHILDHOOD EDUCATOR	**29**	**E**	**5.183**
SENIOR EARLY CHILDHOOD EDUCATOR	**31**	**E**	**5.182**
SUPERVISOR, EARLY CHILDHOOD EDUCATOR	**33**	**B**	**5.181**

Knowledge, skills, and abilities required at the previous levels, AND:

Knowledge of:

- Principles and practices of supervision; State budget and grant administration.
- Early childcare and education; pedagogy, developmental psychology, and child development; developmentally appropriate teaching strategies; data and metric analysis to evaluate success and identify trends.
- Emerging research trends in the profession and necessary program modification; mentoring practices; emergency management plans.
- Administrative duties and center operations; theories and research across all developmental domains, individuation of practice, and developmentally appropriate practices; program development related to accreditation and State licensing standards.

Skill in:

- Classroom assignments and staffing schedules.
- Annual data assessment tools for early childhood.

Ability to:

- Gauge children's development across all domains; oversee completion of administrative duties; analyze and summarize data; analyze administrative programs; work directly with regulatory agencies, community experts, and faculty on practicum student academic experiences; advocate for early childhood education.
- Collaborate in program center planning activities; research, analyze, and provide input regarding emerging trends and best practices in the field; evaluate academic practicum student performance; implement practices for inclusivity of all children, families, and staff members.
- Collaborate with community partners and families regarding unit center activities; assist in the evaluation and implementation of accommodations needed to fully serve children with disabilities and/or special needs; assist in the design and development of safety protocols and procedures.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

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possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

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(Check all that apply)

☒ standing	☐ running	☒ lifting,	40 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	40 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	40 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	40 lbs	☒ stretching	☐ smelling

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
LIBRARY TECHNICIAN	**27**	**E**	**4.122**
SENIOR LIBRARY TECHNICIAN	**29**	**E**	**4.117**
SUPERVISOR, LIBRARY TECHNICIAN	**31**	**E**	**4.116**

JOB SUMMARY

Library Technicians perform duties in support of the operation of libraries that house and provide access to a variety of materials in a variety of formats.

JOB DUTIES

LIBRARY TECHNICIAN

1. Create catalog records or other metadata to facilitate discovery and access to materials by establishing access points following national standards.
2. Provide reference services, respond to requests for information, and instruct patrons in the use of library resources.
3. Establish and maintain primary bibliographic and check-in records for all types of serials.
4. Develop and maintain web pages or websites and monitor web statistics.
5. Maintain library services platform, records for patrons, circulation, and acquisitions, and collection management.
6. Acquire federal documents, claim missing items, assess retention policies, and instruct patrons in the use of materials.
7. Maintain government document policies and track changes in government document numbers.
8. Research and procure materials, books, multimedia, electronic resources, databases, and other resources from vendors, donors, and publishers.
9. Receive orders, troubleshoot issues, and verify and process invoices for payment approval.
10. Process and receive library print materials, oversee print serials management, including predictive check-in, receiving, claiming, and troubleshooting.
11. Oversee in-house book and paper repair and conservation operations.
12. Coordinate binding activities with an external binding vendor.
13. Provide digital services such as converting analog materials to digital format and describing the materials to enable retrieval and access.
14. Perform related duties as assigned.

SENIOR LIBRARY TECHNICIAN

1. Duties required at the previous level, AND:
2. Oversee circulation, stacks management, federal document depositories, reference, cataloging, digital services, electronic resource management, interlibrary loans, and/or acquisitions.
3. Recommend and implement unit procedures and policies.
4. Manage and test e-resource access and holdings in the knowledge base and link resolver.
5. Review, strategize, and develop improvements in subscription management.
6. Maintain and troubleshoot web service links and other discovery services.

LIBRARY TECHNICIAN	**27**	**E**	**4.122**
SENIOR LIBRARY TECHNICIAN	**29**	**E**	**4.117**
SUPERVISOR, LIBRARY TECHNICIAN	**31**	**E**	**4.116**

7. Perform related duties as assigned.

SUPERVISOR, LIBRARY TECHNICIAN

1. Duties required at the previous level, AND:
2. Manage operations and activities of a computerized acquisitions system.
3. Manage materials budget tracking, funds, structure, allocation, and donor-funds allocation.
4. Coordinate requisitions and prepare financial and valuation reports.
5. Oversee donor-funded acquisitions and approve processed and posted invoices.
6. Justify budgets and conduct materials budget meetings.
7. Provide financial reports.
8. Manage fiscal-year end closing processes.
9. Lead a specialized imaging, cataloging or metadata subunit, provide training, create workflows and documentation, and ensure quality control and assurance processes.
10. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
11. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

LIBRARY TECHNICIAN

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR LIBRARY TECHNICIAN

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, LIBRARY TECHNICIAN

Four or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

LIBRARY TECHNICIAN

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; methods and techniques pertinent to a specialized functional area of the library; procedural operations of the major areas of a library.

LIBRARY TECHNICIAN	**27**	**E**	**4.122**
SENIOR LIBRARY TECHNICIAN	**29**	**E**	**4.117**
SUPERVISOR, LIBRARY TECHNICIAN	**31**	**E**	**4.116**

Ability to:

- Perform technical duties in an assigned functional area; train and oversee the work of others; establish work schedules and priorities.
- Perform copy cataloging according to national standards and local practice; recognize and evaluate indexes, publications or databases; assist library staff and patrons in resolving computer hardware and software related problems.

SENIOR LIBRARY TECHNICIAN

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Applicable library services, systems, policies and procedures; national standards pertaining to library pertaining to a specific library area or function; and the relationship of the library with other divisions, institutions, and State agencies.

Ability to:

- Represent the unit/section in meetings and communicate the requirements and recommendations; plan, organize and supervise projects; explain policies and procedures to dissatisfied patrons.
- Lead and train staff; assign and review work, establish work schedules and priorities.

SUPERVISOR, LIBRARY TECHNICIAN

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Supervisory techniques and practices; purchasing and procurement; budgetary processes.
- Purpose, capabilities, and functions of library services, systems, policies, procedures, and department penalties and prohibitions.
- Configuration, processes, hardware, and software including familiarity with national standards pertaining to library operations.

Ability to:

- Develop, analyze, justify, and administer the section budget; organize and manage the provision of information resources to a diverse clientele; develop and implement space and facility management plans.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Analyze and evaluate established unit/section policies and procedures in order to recommend and implement change; establish long- and short-term goals and objectives for a section and/or and set projected dates of attainment.

LIBRARY TECHNICIAN	**27**	**E**	**4.122**
SENIOR LIBRARY TECHNICIAN	**29**	**E**	**4.117**
SUPERVISOR, LIBRARY TECHNICIAN	**31**	**E**	**4.116**

- Analyze and evaluate section policies and procedures in order to implement additions or revisions as required; justify budget and personnel requirements.
- Interact with various levels of management on a library-wide basis to resolve problems and/or make policy and expenditure recommendations; analyze and interpret financial and statistical data; compile data into comprehensive reports.

SPECIAL REQUIREMENTS

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3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	40 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	40 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	40 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	40 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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LIBRARY TECHNICIAN	**27**	**E**	**4.122**
SENIOR LIBRARY TECHNICIAN	**29**	**E**	**4.117**
SUPERVISOR, LIBRARY TECHNICIAN	**31**	**E**	**4.116**

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
LIBRARY ASSISTANT	**23**	**E**	**4.119**
SENIOR LIBRARY ASSISTANT	**25**	**E**	**4.118**

JOB SUMMARY

Library Assistants perform clerical duties in support of the operation of libraries that house and provide access to a variety of materials in a variety of formats.

JOB DUTIES

LIBRARY ASSISTANT

1. Perform clerical duties, account maintenance, compile information, data entry, process and deliver mail, and file maintenance.
2. Shelve library material, including books, periodicals, and microfilm.
3. Issue library cards and input customer data.
4. Check out and document the return of materials.
5. Verify journal details, check in serials, and update the serials control database.
6. Route selected journals to designated personnel and assist in shelving.
7. Provide customer assistance by directing them to relevant resources and explaining unit policies and procedures.
8. Perform related duties as assigned.

SENIOR LIBRARY ASSISTANT

1. Duties required at the previous level, AND:
2. Perform specialized duties in bibliographic searching, reference, cataloging/metadata, interlibrary loan, course reserves, media, digital, technology services, and/or circulation.
3. Verify accuracy and completeness of information and make required corrections and additions.
4. Conduct copy cataloging to provide electronic access to bibliographic records.
5. Evaluate information needs of customers, instruct, and assist in resource utilization.
6. Prepare materials for shelving.
7. Bind and maintain collection order.
8. Order and receive routine materials, verify orders, submit invoices, and maintain information.
9. Process materials for print or electronic reserves, assess fines, issue notices, and update databases.
10. Process routine interlibrary loan requests, monitor orders, and resolve problems.
11. Maintain library equipment, troubleshoot malfunctions, and perform minor repairs.
12. Collect, maintain, and report statistics.
13. Perform related duties as assigned.

LIBRARY ASSISTANT	**23**	**E**	**4.119**
SENIOR LIBRARY ASSISTANT	**25**	**E**	**4.118**

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

LIBRARY ASSISTANT
Graduation from high school or equivalent education.

SENIOR LIBRARY ASSISTANT
One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

LIBRARY ASSISTANT

Knowledge of:

- Customer service skills; telephone etiquette; operation of a computer and other office equipment; standard office procedures; answering telephones and taking/sending written or electronic-mail messages; distributing mail; internet browsers; manual and computerized recordkeeping methods.
- Data entry techniques.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Read and understand information and materials related to the assignment; understand patron information requests and determine needs.
- Establish and maintain alphanumeric files; file or retrieve records; compare two sources of text and recognize discrepancies.
- Enter data, process records and resolve discrepancies according to clearly established procedures.
- Apply and explain rules, regulations, policies, and procedures.
- Provide clerical support to library staff.

SENIOR LIBRARY ASSISTANT

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Resources, services, organization and functions of various sections and/or branches of a library; search criteria and retrieval methods used with common databases.
- Acquisitions, circulation, cataloging, and interlibrary loan; nationally recognized classification systems; standard word processing, spreadsheet, and presentation software.
- Scope and content of the library collections; established cataloging rules and formats and their interrelationships**.**

Ability to:

- Import and edit cataloging records from a national bibliographic utility using national cataloging standards; establish and maintain effective working relationships with library users and staff.
- Perform routine equipment maintenance.

SPECIAL REQUIREMENTS

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☒ balancing	☒ sitting	☒ pushing,	40 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	40 lbs	☒ stretching	☐ smelling

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(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
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☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative

LIBRARY ASSISTANT	**23**	**E**	**4.119**
SENIOR LIBRARY ASSISTANT	**25**	**E**	**4.118**

work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
RECORDS ANALYST	**33**	**B**	**4.210**
SUPERVISOR, RECORDS ANALYST	**37**	**A**	**4.212**

JOB SUMMARY

Records Analysts perform a broad range of duties in support of the maintenance, use, retention, and disposition of government records.

JOB DUTIES

RECORDS ANALYST

1. Review record series and schedules to determine the administrative, fiscal, and legal value of records.
2. Make recommendations concerning the archival research value of records.
3. Research applicable laws, regulations, policies, and procedures.
4. Establish, review, and update records retention schedules to ensure proper retention and disposition in compliance with legal requirements.
5. Provide records management recommendations to agencies, administrators, or committees.
6. Assist in the establishment of efficient and cost-effective records management programs.
7. Respond to inquiries, prepare training materials, and conduct workshops.
8. Provide expertise and assistance in records management.
9. Provide appropriate access to stored records and ensure proper destruction of obsolete records.
10. Utilize technologies to track box locations, retrieve boxes, and return boxes.
11. Promote awareness of records management programs, deliver presentations, and participate in professional organizations.
12. Perform related duties as assigned.

SUPERVISOR, RECORDS ANALYST

1. Duties performed at the previous level, AND:
2. Direct the operation of a records center.
3. Develop procedures for accepting and accessing materials in the records center and instruct others as to what materials constitute records.
4. Supervise the destruction of obsolete records.
5. Produce documentation and authorize transfer and archival of materials determined to have historical value.
6. Develop policy and procedure recommendations pertaining to the management of State and local government records.
7. Identify the needs and responsibilities of State and local government entities and evaluate the ability to fulfill their requirements.
8. Review applicable federal and State laws and professional standards and principles to develop regulations, and draft and submit proposals for new or revised legislation.
9. Seek funding for special projects, justify the need for the project, summarize objectives and project plans, estimate expenses, and develop timelines.

10. Participate in the development and administration of grants and budgets.
11. Represent the program at professional meetings by presenting information and serving on committees.
12. Write articles for professional journals, newsletters, and online publications.
13. Provide legislative testimony at the request of administrators.
14. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
15. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

RECORDS ANALYST

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, RECORDS ANALYST

Four or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

RECORDS ANALYST

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Records management principles and practices; creating, maintaining, handling, storage, and disposition of records; services, roles, and responsibilities of records repositories.
- Systems and technologies that support responsible records management, security, and access throughout the records lifecycle.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Determine the administrative, fiscal, legal, informational, or historic value of records, manuscripts, and other materials; compare and inspect records storage facilities, equipment, and systems and determine whether they meet prescribed federal and State minimum requirements.
- Plan, organize, and manage projects; write correspondence, procedures, and reports.
- Prepare and deliver presentations.
- Identify a record series and complete an inventory by describing the title, content, uses, arrangement, administrative life, volume, and types of duplication; assess the administrative, fiscal, legal, informational or historic value of records.
- Perform mathematical computations to measure records and calculate storage space requirements.
- Assist in operating a records center through application of procedures and techniques for accessioning, referencing, disposition, transferring, microfilming, and preserving records; enter and retrieve information

from an automated database system.
- Interview patrons to determine their needs and respond with the appropriate information; establish and maintain cooperative working relationships.

SUPERVISOR, RECORDS ANALYST

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:
- Principles and practices of supervision.
- State budgeting, accounting, purchasing, and grants procedures and regulations.

Ability to:
- Plan and organize the activities, services, and operations of a comprehensive records program; manage multiple programs, projects, and activities.
- Develop and implement policies and procedures; provide technical expertise and advice; use records management principles, standards, equipment, procedures and methods for the administration of records.
- Analyze data and recommend procedures; represent the agency and provide testimony before legislative and local government committees.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or departments; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

RECORDS ANALYST	**33**	**B**	**4.210**
SUPERVISOR, RECORDS ANALYST	**37**	**A**	**4.212**

☒ standing	☐ running	☒ lifting,	50 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	50 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	50 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	50 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
ARCHIVIST	**33**	**B**	**4.225**
SUPERVISOR, ARCHIVIST	**37**	**A**	**4.220**

JOB SUMMARY

Archivists appraise, accession, describe, catalog, and make archival materials available to agencies and the public.

JOB DUTIES

ARCHIVIST

1. Appraise archival materials of all formats to assess the evidential, informational, and research value.
2. Build collections or solicit transfers by collaborating, developing relationships, and communicating with potential sources.
3. Generate archival collections, such as oral histories, and seek out documentation of significant topics.
4. Acquire and accession archival materials, secure the transfer of legal title and associated intellectual and/or physical property rights, and receive materials.
5. Evaluate materials for potential restrictions and sensitivities in compliance with laws, policies, agreements, or cultural protocols.
6. Support broad access to materials available in the archives, describe collections, provide reference services, and create finding aids or other discovery tools.
7. Provide reproductions from holdings, direct patrons to other repositories for additional information, and prepare materials for use.
8. Perform conservation treatments, preserve and protect archival materials, maintain appropriate environmental and pest controls, and implement policies and procedures to protect archives from damage or loss.
9. Seek funding for special projects by preparing grant applications, justify the need for the project, summarize the objectives and project plans, estimate associated expenses, and develop timelines.
10. Conduct original research and report findings.
11. Promote public awareness of the archives' activities, services and collections, make presentations, author articles for publication, participate in professional organizations, provide instructions, or perform other outreach activities.
12. Develop and maintain assessment programs that gather and analyze data to identify trends, properly allocate resources, and strategically manage the archives.
13. Utilize technologies to manage collections and promote them online.
14. Appraise, ingest, and perform actions to preserve born-digital archival records to ensure their continued access and use.
15. Perform related duties as assigned.

SUPERVISOR, ARCHIVIST

1. Duties required at the previous level, AND:
2. Oversee the Archives Program.

ARCHIVIST	**33**	**B**	**4.225**
SUPERVISOR, ARCHIVIST	**37**	**A**	**4.220**

3. Develop policies and procedures related to the accessioning, arrangement, description of government records that have archival value, preparation of finding aids, access to materials, and use of the research room.
4. Plan and coordinate archival programs, review program needs, evaluate requests, and determine priorities and methodologies.
5. Draft and submit proposals for new or revised legislation.
6. Monitor approved grant projects, review and authorize expenditures, and prepare fiscal forms and summary reports.
7. Assist in the development of the biannual budget recommendation, determine budget priorities, and monitor approved budgets.
8. Consult and provide expertise and assistance to librarians, archivists, curators, agencies and the public.
9. Represent the archives programs at meetings, present papers, serve on committees, and write articles for professional journals, newsletters, and online publications.
10. Provide legislative testimony at the request of administrators.
11. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
12. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

ARCHIVIST

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, ARCHIVIST

Four or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

ARCHIVIST

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; privacy rights which govern access to archives and archival materials.
- Professional archival principles, practices, and concepts related to the operation of archival records programs, services, roles, and responsibilities of archives and historical records repositories.
- Knowledge of best practices for born-digital archives management, descriptive metadata, and supporting technologies.
- Archival conservation and preservation methods; ways archival materials may be used in research; tools, systems, equipment and materials used in preservation and conservation of archival materials.
- Grant application processes and procedures.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

ARCHIVIST	**33**	**B**	**4.225**
SUPERVISOR, ARCHIVIST	**37**	**A**	**4.220**

Ability to:

- Assess the administrative, fiscal, legal, informational, or historic value of archival materials; process materials according to accepted archival standards; use preservation tools, systems, and materials; create collection descriptions, and/or finding aids; maintain awareness of changes in technology, standards, and emerging developments in the archival field.
- Develop and maintain cultural competency to collaborate with diverse populations and communities; establish and maintain cooperative working relationships; interview patrons to determine their needs.
- Determine the administrative, fiscal, legal, informational, or historic value of archival materials; write analytical reports to provide results of research, and articles suitable for publication in professional journals.
- Organize and coordinate archives management projects; prepare and deliver presentations.
- Develop and implement methods to compile statistics regarding the use of archives collections; create collection descriptions and manage collections using archival software.

SUPERVISOR, ARCHIVIST

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Principles and practices of supervision; grant application, management and reporting procedures; budget preparation and administration.
- Accessioning, arrangement, and description of government records having archival value.

Ability to:

- Analyze information and interpret findings from the perspective of Nevada history and institutions; apply appropriate cataloging rules and enter and retrieve information from automated database systems.
- Formulate and administer a project budget with multiple funding sources; plan, organize, and manage the activities, services, and operations of the program and its projects.
- Develop and implement policies and procedures; provide technical expertise and advice to subordinate staff and others; represent the agency and provide testimony before legislative and local government committees.
- Lead and motivate a staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.

ARCHIVIST	**33**	**B**	**4.225**
SUPERVISOR, ARCHIVIST	**37**	**A**	**4.220**

4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	50 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	50 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	50 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	50 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
MANAGER, LIBRARY, ARCHIVES, AND PUBLIC RECORDS	**41**	**A**	**4.108**

JOB SUMMARY

Managers, Library, Archives, and Public Records plan, develop, organize, coordinate, direct, and evaluate their applicable section programs and functions.

JOB DUTIES

1. Direct the development of management programs and associated policies and procedures.
2. Develop, implement, and oversee policies, procedures, goals, and objectives to meet agency mandates.
3. Appoint agency staff to work on statewide library, archives, or records-related projects and committees.
4. Serve as a consultant to other libraries, archives, and agencies.
5. Analyze and propose legislative changes for program management, draft amendments and provide testimony.
6. Oversee and participate in the development, presentation, and financial management of grant applications and funding proposals.
7. Administer, negotiate, and oversee licensing agreements and contracts and hire contract staff.
8. Provide advice on technologies that support library, archives, and information management procedures and services.
9. Report on statewide development needs to leadership.
10. Provide advice and assistance to coordinate library, archives, repository services, and building projects.
11. Facilitate the planning and construction phases of library, archives, and repository building projects.
12. Monitor progress of projects and submit interim and final project reports.
13. Coordinate and develop the section budget, determine priorities, and present, justify, and answer questions related to the section budget and special appropriations.
14. Represent the agency to the media and coordinate public relations.
15. Participate in professional organizations, seminars, and conferences and contribute to professional literature.
16. Oversee the development of training, promotional materials, exhibits, and presentations to stakeholders.
17. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
18. Analyze and propose legislative changes, draft amendments, and provide testimony.
19. Prepare analytical, narrative, and statistical reports.
20. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
21. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Five or more years of applicable experience as described in the job duties with a minimum of three years supervisory/managerial experience and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; the political and social context in which Nevada libraries, archives, records or information center function; State executive and legislative processes; creation, function, and operation of State constitutional offices, agencies, boards and commissions.
- Professional library, records, or archival principles, practices, methods, materials and equipment; principles of management and supervision; current issues in information services including planning, administration, public, and technical services; current technologies.
- Available reference and research resources; preservation and conservation techniques.
- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Accomplish long and short-term goals and objectives of the agency; evaluate and adjust priorities in response to changing directives and organizational and client needs.
- Analyze, interpret, and apply statistical information; analyze data and situations in a variety of fields, consider relevant options, and make sound decisions or recommendations; modify processes and practices in response to changing demand or technologies.
- Read, interpret, and explain legal, technical and professional documents.
- Develop, analyze, justify and administer the section budget; organize and manage the provision of information resources to a diverse clientele; develop and implement space and facility management plans.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds; establish and maintain cooperative working relationships with others; represent the agency to the media, statewide committees, elected officials, the business community, and the public.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.
- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.

2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	25 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	25 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	25 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	25 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
ACCOUNTANT (ACFR)	**40**	**B**	**7.101**
SENIOR ACCOUNTANT (ACFR)	**43**	**B**	**7.100**

JOB SUMMARY

Accountants (ACFR) assist agencies with accounting issues, document processing, approval of journal vouchers and work programs, and provide training to agencies on the State's financial system and produce the State's Annual Comprehensive Financial Report (ACFR) in accordance with Generally Accepted Accounting Principles (GAAP), the Governmental Accounting Standards Board (GASB), and the Government Finance Officers Association (GFOA).

JOB DUTIES

ACCOUNTANT (ACFR)

1. Prepare the State's ACFR.
2. Analyze and report calculation and allocation of pooled cash and investments, unrealized gains and losses, securities lending, accrued interest, and compensated absences.
3. Provide guidance and expertise on GAAP and GASB reporting requirements, use of the State's automated financial system and chart of accounts, and set-up and maintenance of budget accounts and general ledgers.
4. Determine and verify the integrity of the financial system.
5. Consult with agencies on external reporting systems and software.
6. Calculate arbitrage and prepare arbitrage tax returns.
7. Provide final approval of journal vouchers and work programs.
8. Interpret, enforce, train, and provide guidance on the State's accounting policies and procedures.
9. Determine compliance with GAAP, GASB, and GFOA reporting requirements, and applicable State laws and regulations.
10. Prepare recording of financial transactions (e.g cash and investments, receivables, inventories, prepaid expenses, capital assets (including leases and subscription-based information technology arrangements) and the related deprecation or amortization, payables and accrued liabilities, long-term debt, unearned and unavailable revenues, deferred inflows and outflows, interagency transfers, federal grants, pass through receipts, disbursements, and classification of net position/fund balance.
11. Plan, organize, and conduct reviews of agencies' programs and activities.
12. Assist agencies with accounting issues, document processing, develop performance measures, and evaluate operations.
13. Perform related duties as assigned.

SENIOR ACCOUNTANT (ACFR)

1. Duties performed at the previous level, AND:
2. Ensure timely preparation and dissemination of the State's ACFR.
3. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
4. Perform related duties as assigned.

ACCOUNTANT (ACFR)	**40**	**B**	**7.101**
SENIOR ACCOUNTANT (ACFR)	**43**	**B**	**7.100**

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

ACCOUNTANT (ACFR)

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR ACCOUNTANT (ACFR)

Four or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

ACCOUNTANT (ACFR)

Knowledge of:

- Applicable federal and State laws and regulations, and agency policies and procedures; principles and practices of performance management; GAAP, GASB, GFOA, and other related publications; current accounting theory, practices, and law.
- Preparation of the State's ACFR.
- Agency revenue sources, assets, liabilities, and typical expenditures; State governmental legislative processes and accounting system.
- Principles, concepts, practices, methods, and techniques of government accounting, audit methodologies, internal control structures, accountability, fiscal management, and financial reporting standards; accounting for governmental activities, business-type activities, governmental funds, proprietary funds, fiduciary funds, and discretely presented component units.
- Fiscal accountability in the public sector; automated and manual management reporting systems to create output formats and obtain accurate and complete financial information.
- Techniques required to maintain accounting records through automated accounting systems; basis of accounting and measurement focus for all fund types; GAAP, GASB, GFOA; spreadsheet development and statistical sampling techniques.

Skill in:

- Analysis and interpretation of financial data.
- Documenting recommendations for modifications, improvements, or enhancements to the automated financial system.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Analyze and interpret financial data; convey fiscal issues; negotiate budgets and contracts; write clear and concise technical material; and prepare and analyze financial statements.
- Interpret and implement GASB pronouncements.

ACCOUNTANT (ACFR)	**40**	**B**	**7.101**
SENIOR ACCOUNTANT (ACFR)	**43**	**B**	**7.100**

SENIOR ACCOUNTANT (ACFR)

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Training principles and practices.

Ability to:

- Coordinate various accounting projects; use logic and reason to solve difficult problems; communicate with outside auditors and agency administrators.
- Read, understand, interpret and implement GASB, GAAP, GFOA, manuals, policies, procedures, statutes, administrative codes and regulations; establish and maintain internal controls; perform complex reconciliations to determine accuracy of account balances; analyze and interpret financial reports and technical fiscal data.
- Execute complex accounting assignments with precision, applying advance knowledge of financial principles to ensure accuracy, compliance, and efficiency.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☐ throwing

☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
MANAGER, HAVA	**41**	**B**	**7.641**

JOB SUMMARY

Managers, HAVA provide leadership, operation, planning, and management of the State's federal elections pursuant to the Help America Vote Act (HAVA) and related federal and State voting rights laws.

JOB DUTIES

1. Provide services in either the support of improvements in the administration of elections and/or in the support of county election officials.
2. Develop long-range and annual plans for the administration of the State's elections.
3. Analyze, interpret, and review federal and State laws related to elections administration.
4. Draft language and propose State regulations.
5. Develop, review, and recommend administrative policies.
6. Issue verbal and written directives in the form of policy statements and manuals.
7. Coordinate and provide guidance to local election officials, information technology staff, and election-related vendors to administer technical aspects of the election process.
8. Review and recommend technological advancements.
9. Develop and review business requirements to deliver accessible voting systems and voter information.
10. Evaluate hardware and database advancements and make purchase recommendations.
11. Oversee voting equipment, exam and approve equipment for use in the State and manage state voting equipment training resources.
12. Prepare and monitor program and biennial budget plans and develop cost estimates and justifications.
13. Draft work programs for budget augmentation and present the budget to the legislature.
14. Coordinate public outreach and advocacy on voting procedures, voting rights, and voting technology.
15. Create and deliver training and presentations to stakeholders to provide information and explain elections-related program activities, requirements, and policies.
16. Represent the agency at conferences, legislative hearings, board meetings, and community groups.
17. Coordinate and manage grants as well as the grant process.
18. Collect and analyze data and prepare and submit analytical, financial, narrative, and statistical reports.
19. Oversee the work and performance of supervisory employees.
20. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
21. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Five or more years of applicable experience as described in the job duties with a minimum of three years supervisory/managerial experience and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; agency goals, systems, and programs related to the assigned program area; goals, objectives, and federal guidelines for voter registration, accessibility, voting rights, and voting systems; computer capabilities and programming logic; data processing and operational systems for HAVA.
- Principles and practices of supervision and training; grant management techniques and requirements: program and data analysis methods used to develop recommendations and reports; principles, theories, techniques, and trends in public administration including budgeting, financial management, and governmental programs; quality control methods used to direct program policy and procedure reviews; modern computer capabilities and technology.

Skill in:

- Making group presentations to provide information and explain policies and procedures.
- Managing space, equipment and material resources.
- Interacting with complainants with tact and diplomacy.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Read, interpret, and apply technical documents, complex federal guidelines, and legal documents for new and revised policies and regulations.
- Establish and maintain positive and cooperative working relationships with staff, representatives of other agencies and organizations, government officials, employers, and professionals in the community.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.
- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.

3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

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Posting #11-26

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #11-26
Posting Expires: January 27, 2026

Per NRS 284.160, the Administrator may make a change in classification without the prior approval of the Commission. The following change(s) are proposed:

Basis for Recommendation

Subject Matter Experts from the Division of Human Resource Management (DHRM) are recommending revisions of the class (job) specification design, formatting, structure, language, and job title hierarchy. It is also recommended that the job duties be condensed.

DHRM worked with management and subject matter experts to ensure the main duties and responsibilities of the job titles within the series remain consistent with the job's intent. The grade levels have not changed; however, it is recommended that the entry level be removed as positions are not classified at the trainee level. Additionally, the minimum qualifications are revised pursuant to Assembly Bill 547 (2025), Nevada Revised Statute 284, removing the Bachelor degree requirement, unless required by statute or licensure. The assigned EEO-4 code has not changed.

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 515 East Musser Street, Suite 101 and in Las Vegas, go to 7251 Amigo Street, Suite 120. You may send a copy request to class.comp@admin.nv.gov. For additional information call (775) 684-0150.

Objections to the proposed classification changes must be received in writing through, mail (515 East Musser Street, Suite 101, Carson City, NV 89701-4298) or email (class.comp@admin.nv.gov) by January 27, 2026. Objections should be addressed to Keisha I. Harris, Deputy Administrator, Classification and Compensation Section of the Division of Human Resource Management.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
1.401	Weights and Measures Inspector I	29	C		***Abolish***		
1.407	Weights and Measures Inspector II	31	C	***1.407***	***Weights and Measures Inspector***	***31***	***C***
1.404	Weights and Measures Inspector III	33	C	***1.404***	***Supervisor I, Weights and Measures Inspector***	***33***	***C***
1.401	Weights and Measures Inspector IV	36	C	***1.401***	***Supervisor II, Weights and Measures Inspector***	***36***	***C***

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
2.228	Admissions and Records Assistant I	23	F	***2.228***	***Admissions and Records Assistant I***	***23***	***F***
2.227	Admissions and Records Assistant II	25	F	***2.227***	***Admissions and Records Assistant II***	***25***	***F***
2.226	Admissions and Records Assistant III	27	F	***2.226***	***Senior Admissions and Records Assistant***	***27***	***F***
2.225	Admissions and Records Assistant IV	29	F	***2.225***	***Supervisor, Admissions and Records Assistant***	***29***	***F***

CURRENT				PROPOSED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
3.524	Family Support Worker I	20	E		***Abolish***		
3.521	Family Support Worker II	22	E		***Abolish***		
3.520	Family Support Worker III	24	E	***3.520***	***Family Support Worker***	***24***	***E***

CURRENT				PROPOSED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
3.540	Transportation and Safety Attendant I	24	H		***Abolish***		
3.535	Transportation and Safety Attendant II	26	H	***3.535***	***Transportation and Safety Attendant***	***26***	***H***
3.530	Transportation and Safety Attendant III	28	H	***3.530***	***Supervisor, Transportation and Safety Attendant***	***28***	***H***

CURRENT				PROPOSED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
7.671	Fleet Specialist I	31	E	***7.671***	***Fleet Specialist***	***31***	***E***
7.670	Fleet Specialist II	33	B	***7.670***	***Senior Fleet Specialist***	***33***	***B***

CURRENT				PROPOSED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
10.728	Pharmacy Technician I	25	C		***Abolish***		
10.723	Pharmacy Technician II	27	C	***10.723***	***Pharmacy Technician***	***27***	***C***

POSTING DATE: December 11, 2025

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
WEIGHTS AND MEASURES INSPECTOR	**31**	**C**	**1.407**
SUPERVISOR I, WEIGHTS AND MEASURES INSPECTOR	**33**	**C**	**1.404**
SUPERVISOR II, WEIGHTS AND MEASURES INSPECTOR	**36**	**C**	**1.401**

JOB SUMMARY

Weights and Measures Inspectors inspect and enforce applicable regulations that ensure all weights and measures in commercial services within the state are suitable for their intended use, properly installed, accurate, and properly maintained.

JOB DUTIES

WEIGHTS AND MEASURES INSPECTOR

1. Test and inspect all commercial fuel dispensers, linear measuring devices, metering devices, and small and large capacity scales.
2. Ensure weighing and measuring devices are licensed, accurate, and suitable for their intended use.
3. Check equipment and devices for wear, malfunctions, or other problems.
4. Verify weighing or measuring accuracy with certified weights, and/or measuring standards.
5. Record information on report form, calculate allowable tolerances, and ensure devices are within compliance.
6. Remove devices from service when devices indicate inaccurate scales and measuring.
7. Perform petroleum inspections and check for correct and non-deceptive advertising and labeling.
8. Obtain samples for laboratory analysis and verify brands are properly registered.
9. Promote fair competition within industry and protect the environment from pollution.
10. Investigate violations and consumer complaints, complete consumer interviews, collect, preserve, and safeguard evidence, prepare reports, and recommend corrective actions.
11. Maintain testing equipment and standards and perform preventive and minor maintenance.
12. Maintain records of equipment servicing and test against State standards for accuracy and proper calibration.
13. Audit Public Weighmasters and review certificates of weights to verify that transactions are accurately reported, and records are properly maintained.
14. Verify advertised prices in retail establishments and ensure commodity prices reflect the point-of-sale system price.
15. Prepare and maintain files, records, and reports.
16. Submit work activity reports and maintain a list of businesses with weighing and measuring devices.
17. Develop an annual inspection schedule to document the completed work, account for fees assessed, and plan future activities.
18. Perform related duties as assigned.

SUPERVISOR I, WEIGHTS AND MEASURES INSPECTOR

1. Duties required at the previous level, AND:
2. Oversee inspections and inspectors in a geographic area.
3. Train, supervise, schedule, and evaluate the performance of employees and other supervisory duties as appropriate for managing people.

WEIGHTS AND MEASURES INSPECTOR	**31**	**C**	**1.407**
SUPERVISOR I, WEIGHTS AND MEASURES INSPECTOR	**33**	**C**	**1.404**
SUPERVISOR II, WEIGHTS AND MEASURES INSPECTOR	**36**	**C**	**1.401**

4. Perform related duties as assigned.

SUPERVISOR II, WEIGHTS AND MEASURES INSPECTOR

1. Duties required at the previous level, AND:
2. Oversee a regional weights and measures inspection program.
3. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

WEIGHTS AND MEASURES INSPECTOR

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education

SUPERVISOR I, WEIGHTS AND MEASURES INSPECTOR

Two or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and graduation from high school or equivalent education

SUPERVISOR II, WEIGHTS AND MEASURES INSPECTOR

Three or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

WEIGHTS AND MEASURES INSPECTOR

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Math, physics, and electronics as applied to weights and measures; weight categories and conversions.
- National Institute of Standards and Technology (NIST) handbooks 44,130 & 133.
- Safety procedures when working with hazardous chemicals, flammable liquids, and handling mass weights.
- Basic mechanical principles.
- Safe and defensive driving techniques.
- Laws and regulations covering the operation of multiple axle vehicles and trailers.

Skill in:

- Interpersonal communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Prepare reports and explain policies and procedures.
- Handle monies assessed and received; explain applicable policies and procedures.

WEIGHTS AND MEASURES INSPECTOR	**31**	**C**	**1.407**
SUPERVISOR I, WEIGHTS AND MEASURES INSPECTOR	**33**	**C**	**1.404**
SUPERVISOR II, WEIGHTS AND MEASURES INSPECTOR	**36**	**C**	**1.401**

- Explain applicable policies and procedures.
- Plan, schedule and budget time.
- Enforce weights and measures regulations and procedures; make independent decisions in the field; interpret laws, rules, and procedures; independently investigate and resolve consumer complaints.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Perform measurement operations involving customary weights and measures.
- Use metric measurements and make conversions to customary equivalents.

SUPERVISOR I, WEIGHTS AND MEASURES INSPECTOR

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Scale and petroleum systems to enable correct analysis of their operation.
- Weighing and measuring devices, including their proper function and operational principles.
- National Institute of Standards and Technology (NIST) handbook 133.
- Package labeling requirements and inspection regulations, including applicable standards and compliance procedures.
- Principles and practices of supervising and training others.

Ability to:

- Enforce weights and measures regulations and procedures; make independent decisions in the field; interpret laws, rules, and procedures; independently investigate and resolve consumer complaints.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts through effective mediation and negotiation; facilitate constructive exchange of ideas, information, and perspectives with employees, customers, and external agencies; and de-escalate tense or hostile situations with diplomacy, respect, and tact and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review others work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SUPERVISOR II, WEIGHTS AND MEASURES INSPECTOR

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- State purchasing policies and procedures; hearing procedures.
- Businesses which use weighing and measuring devices; adopted National Institute of Standards and Technology Handbook 44.

WEIGHTS AND MEASURES INSPECTOR	**31**	**C**	**1.407**
SUPERVISOR I, WEIGHTS AND MEASURES INSPECTOR	**33**	**C**	**1.404**
SUPERVISOR II, WEIGHTS AND MEASURES INSPECTOR	**36**	**C**	**1.401**

Ability to:

- Read and interpret technical manuals and adopted handbooks officially used in the examination of weighing and measuring devices.
- Develop procedures and correspond with regulated industries and governmental agencies conducting activities involving weights, measures, and petroleum products.
- Perform measurement operations involving customary weights and measures; use metric measurements and make conversions to customary equivalents.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. All positions require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	50 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	50 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	50 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	50 lbs	☒ stretching	☒ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak English
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

WEIGHTS AND MEASURES INSPECTOR	**31**	**C**	**1.407**
SUPERVISOR I, WEIGHTS AND MEASURES INSPECTOR	**33**	**C**	**1.404**
SUPERVISOR II, WEIGHTS AND MEASURES INSPECTOR	**36**	**C**	**1.401**

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
ADMISSIONS AND RECORDS ASSISTANT I	**23**	**F**	**2.228**
ADMISSIONS AND RECORDS ASSISTANT II	**25**	**F**	**2.227**
SENIOR ADMISSIONS AND RECORDS ASSISTANT	**27**	**F**	**2.226**
SUPERVISOR, ADMISSIONS AND RECORDS ASSISTANT	**29**	**F**	**2.225**

JOB SUMMARY

Admissions and Records Assistants perform various functions related to students' academic record, including enrollment, reviewing academic requirements for graduation, and making changes to student demographic information and maintaining records for students who are admitted.

JOB DUTIES

ADMISSIONS AND RECORDS ASSISTANT I

1. Assist students and applicants at a counter or over the telephone.
2. Hand out applications for admission and other forms.
3. Review forms and applications submitted and answer questions.
4. Process requests for transcripts.
5. Enter data into computer equipment and image documents for storage.
6. Perform related duties as assigned.

ADMISSIONS AND RECORDS ASSISTANT II

1. Duties performed at the previous level, AND:
2. Receive and review applications for admission, contact applicants to obtain missing information and resolve inconsistencies, and explain admission requirements.
3. Review immunization records, make residency determinations according to NSHE policy, and ensure entrance requirements are met.
4. Obtain and evaluate official transcripts, determine accreditation of previous schools, determine acceptability of transfer credits and course equivalencies, identify duplicate courses, calculate grade point average, and evaluate documented scores on various standardized tests.
5. Notify applicants of admissions acceptance or denial.
6. Communicate, provide, obtain, and exchange information with staff, faculty, administrators, students, other educational institutions, and the public.
7. Apply, explain, and clarify policies and procedures of the applicable institution.
8. Establish and maintain computerized and manual records and enter and update all applicable information.
9. Facilitate the development of an academic schedule including training staff on building classes, assigning classes to locations, cleaning up class details and location data, and publishing class information.
10. Enter substitutions, waivers, and changes for degree requirements.
11. Review, collect, compile, compute, and maintain student data and operational documentation and reports.
12. Extract data from a variety of files, manuals, reports, and external sources.
13. Perform general office support duties and assist in preparations for graduation ceremonies.
14. Perform related duties as assigned.

ADMISSIONS AND RECORDS ASSISTANT I	**23**	**F**	**2.228**
ADMISSIONS AND RECORDS ASSISTANT II	**25**	**F**	**2.227**
SENIOR ADMISSIONS AND RECORDS ASSISTANT	**27**	**F**	**2.226**
SUPERVISOR, ADMISSIONS AND RECORDS ASSISTANT	**29**	**F**	**2.225**

SENIOR ADMISSIONS AND RECORDS ASSISTANT

1. Duties performed at the previous levels, AND:
2. Evaluate international requests for student admission, visas and immigration status, and foreign transcripts.
3. Prepare the master class schedule and assign classroom and instructional space.
4. Coordinate and prepare graduation ceremonies.
5. Propose potential articulation agreements to leadership.
6. Provide support to staff that maintain student records and review degree audit reports.
7. Encode information from college catalogs and interpret degree requirements.
8. Review reports reflecting specific course work completed, credits earned, and grade point average to determine conformance with graduation requirements.
9. Perform related duties as assigned.

SUPERVISOR, ADMISSIONS AND RECORDS ASSISTANT

1. Duties performed at the previous levels, AND:
2. Oversee the day-to-day operations of a major component within an admissions and/or records office.
3. Serve as a liaison between students, staff, faculty, and administration.
4. Resolve problems and make appropriate determinations and evaluations.
5. Coordinate input and output from automated information systems and edit and audit computer reports.
6. Implement system enhancements and recommend operational improvements.
7. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
8. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

ADMISSIONS AND RECORDS ASSISTANT I

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

ADMISSIONS AND RECORDS ASSISTANT II

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR ADMISSIONS AND RECORDS ASSISTANT

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, ADMISSIONS AND RECORDS ASSISTANT

Four or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and graduation from high school or equivalent education.

ADMISSIONS AND RECORDS ASSISTANT I	**23**	**F**	**2.228**
ADMISSIONS AND RECORDS ASSISTANT II	**25**	**F**	**2.227**
SENIOR ADMISSIONS AND RECORDS ASSISTANT	**27**	**F**	**2.226**
SUPERVISOR, ADMISSIONS AND RECORDS ASSISTANT	**29**	**F**	**2.225**

KNOWLEDGE, SKILLS, AND ABILITIES
(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

ADMISSIONS AND RECORDS ASSISTANT I

Knowledge of:

- Standard office practices, procedures, and methods; data entry techniques; recordkeeping techniques; telephone etiquette; business English; customer service; clerical accounting procedures.

Ability to:

- Apply and explain applicable rules, regulations, policies, and procedures; read and understand manuals and other detailed written instructions; review applications and other documents for completeness and conformance to established procedures and requirements; maintain records including manual and electronic files.
- Perform basic math calculations; enter data in computer equipment and resolve data discrepancies; type proficiently at an acceptable rate of speed; type, format, and produce correspondence; perform administrative support duties; compose routine business correspondence.

ADMISSIONS AND RECORDS ASSISTANT II

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Manual and electronic recordkeeping techniques; residency requirements for college entrance.

Skill in:

- Customer service.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Research and verify the level, content, unit value, and grading system for courses at other institutions to determine appropriate course equivalencies.
- Provide information on rules, regulations, policies, and procedures related to admissions and/or records operations; review and update maintain records including manual and electronic files; maintain and retrieve data.
- Interact with applicants, students, faculty, and representatives of other institutions to exchange information and make appropriate determinations; compile, organize, and summarize data for inclusion in reports.

SENIOR ADMISSIONS AND RECORDS ASSISTANT

Knowledge, skills, and abilities required at the previous levels, AND:

Knowledge of:

- Functions, operations, practices, and procedures of a college/university admissions and/or records office; student information systems and degree audit reporting systems.

ADMISSIONS AND RECORDS ASSISTANT I	**23**	**F**	**2.228**
ADMISSIONS AND RECORDS ASSISTANT II	**25**	**F**	**2.227**
SENIOR ADMISSIONS AND RECORDS ASSISTANT	**27**	**F**	**2.226**
SUPERVISOR, ADMISSIONS AND RECORDS ASSISTANT	**29**	**F**	**2.225**

- International residency requirements for college entrance; immigration standards related to student visas and required documentation; foreign transcript evaluation procedures.
- Reciprocal articulation agreements.

Ability to:
- Interpret and apply international admissions and/or records regulations, rules, policies, and procedures to individual applicant/student situations; convey information to individuals with limited English language skills and cultural differences.
- Coordinate communications between work groups both within admissions and/or records and the college/university; receive inquiries and resolve problems for staff and students/applicants.
- Research information from a variety of institutional and external sources; compile and update information and prepare reports.

SUPERVISOR, ADMISSIONS AND RECORDS ASSISTANT

Knowledge, skills, and abilities required at the previous levels, AND:

Knowledge of:
- Principles and practices of supervision and training.

Ability to:
- Oversee day-to-day operations and activities; coordinate input and output from computerized student information and degree audit report systems; audit and edit computer reports; implement system enhancements and make recommendations for improvement.
- Resolve issues regarding residency, transfer credits, course equivalencies, eligibility for graduation, and other admissions/records questions; evaluate requests and petitions for waivers and exceptions; research and investigate questions and issues requiring the review and consideration of historical data, current developments, and probable outcomes.
- Compile and analyze records, numerical, and descriptive information; compose effective correspondence, announcements, training materials, narrative summaries and reports, proposals and recommendations, and other written materials.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a

ADMISSIONS AND RECORDS ASSISTANT I	**23**	**F**	**2.228**
ADMISSIONS AND RECORDS ASSISTANT II	**25**	**F**	**2.227**
SENIOR ADMISSIONS AND RECORDS ASSISTANT	**27**	**F**	**2.226**
SUPERVISOR, ADMISSIONS AND RECORDS ASSISTANT	**29**	**F**	**2.225**

condition of continuing employment.

3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
FAMILY SUPPORT WORKER	**24**	**E**	**3.520**

JOB SUMMARY

Family Support Workers provide in-home assistance and instruction to clients and their families regarding homemaking skills, the preparation of healthy and nutritious meals, and basic personal care and hygiene.

JOB DUTIES

1. Provide regular physical care to clients including bathing, dressing, and feeding.
2. Assist in establishing healthy eating habits and personal hygiene.
3. Perform residential cleaning tasks, laundry, and mending clothes.
4. Shop for food and essential supplies, pay bills, balance check book, and assist with budgeting.
5. Plan and prepare nutritious meals consistent with the clients' cultural and economic standards.
6. Assist in planning daily routines for family members to establish a responsible, balanced, and orderly family living environment.
7. Provide intensive in-home assistance services for elderly clients placed in a protective setting resulting from abuse, neglect, exploitation, or isolation.
8. Observe, identify, and report abnormal behavior and evidence of abuse, neglect, exploitation, and/or isolation within the family unit.
9. Monitor client behavior and environment and identify deterioration or improvement in the client's lifestyle.
10. Teach basic parenting skills to clients to enable them to provide proper and necessary care to their children.
11. Instruct and apply behavior modification and related techniques to elicit appropriate behavior from children and adolescents.
12. Explain welfare policies and procedures, food supplement programs and eligibility procedures, and related social programs.
13. Collaborate with social service personnel in referring clients to appropriate agencies for assistance and complete necessary referral forms for services.
14. Prepare and maintain records and reports of time worked, mileage and services provided.
15. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

One year of applicable experience as described in the job duties and graduation for high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; federal and State

social service programs; social service organizations and community resources.
- Homemaking skills such as cleaning, washing laundry, and grocery shopping; child and adult nutrition as applied to menu preparation; family budgeting skills.

Skill in:
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:
- Develop sound relationships involving trust and respect with clients; identify signs of abuse, neglect and abnormal behavior and report to supervisor; detect negative behavior patterns and take appropriate action; use and teach acceptable child behavior modification techniques.
- Provide intensive in-home assistance services for the aged and elderly who are placed in a protective setting; teach adults proper methods of child care, personal hygiene, and household maintenance.
- Observe client behavior and report improvement or deterioration to the supervisor.
- Perform basic mathematical calculations; keep records and write simple reports.
- Relate to individuals from a variety of socio-ethnic backgrounds with diverse personalities.
- Safely operate an automobile to drive to a client's residence and various locations necessary to carry out tasks.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

- ☒ Ability to communicate on the telephone (hearing)
- ☒ Ability to speak
- ☒ Ability to write legibly in English
- ☒ Ability to read instructions and numbers in English
- ☒ Ability to complete tasks with numerous interruptions
- ☒ Ability to understand technical manuals
- ☒ Ability to work amicably with co-workers
- ☒ Ability to learn tasks in a reasonable amount of time
- ☒ Ability to follow supervisor's instructions
- ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
TRANSPORTATION AND SAFETY ATTENDANT	**26**	**H**	**3.535**
SUPERVISOR, TRANSPORATION AND SAFETY ATTENDANT	**28**	**H**	**3.530**

JOB SUMMARY

Transportation and Safety Attendants operate various types of motor vehicles such as shuttle buses, automobiles, vans, light trucks, or golf carts and conduct both interior and exterior fire and life safety patrols.

JOB DUTIES

TRANSPORATION AND SAFETY ATTENDANT

1. Transport residents to and from medical appointments, events, leisure, and recreational activities.
2. Assist residents with physical, intellectual, and/or cognitive disabilities get in and out of the vehicle.
3. Safely load and secure wheelchairs, walkers, and equipment.
4. Ensure appropriate travel documentation is completed by agency staff and physician's office.
5. Provide courier services by picking up and/or delivering materials.
6. Conduct pre- and post-trip vehicle inspections and clean the exterior and interior of assigned vehicles.
7. Inspect oxygen tanks within the vehicle to ensure proper operation.
8. Perform vehicle maintenance, check oil, gas, radiator coolant, windshield cleaning chemicals, and tire pressure and report vehicle malfunctions and needed repairs.
9. Complete logs and maintain pre- and post-trip vehicle inspections, mileage, passengers transported records.
10. Perform interior and exterior facility fire and life safety patrols.
11. Assist with disaster and fire drills and ensure disaster kits are stocked and up to date.
12. Verify fire extinguishers are pressurized to the correct level, inspect and clean fire sprinklers and smoke detectors, inspect fire-rated doors for functionality, and inspect Automated External Defibrillators to ensure proper function.
13. Monitor the physical condition of the facilities and report failures and deficiencies.
14. Monitor life and safety panels, respond to panel alarms, and report incidents to appropriate staff.
15. Monitor and observe individuals accessing the property and retrieve camera surveillance footage.
16. Maintain proper use, control, accountability, and issuance of keys, electronic access and identification cards, lockers, and lost and found.
17. Provide emergency response and/or assistance regarding safety matters, relay emergency communications, and administer first aid as required.
18. Conduct initial incident reviews and coordinate with agency staff and State and/or local law enforcement agencies for additional investigation.
19. Provide administrative support.
20. Complete and maintain required documentation.
21. Perform related duties as assigned.

SUPERVISOR, TRANSPORTATION AND SAFETY ATTENDANT

1. Duties performed at the previous level, AND:

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SUPERVISOR, TRANSPORATION AND SAFETY ATTENDANT	**28**	**H**	**3.530**

2. Coordinate and oversee transportation activities.
3. Develop, implement, and maintain a preventative vehicle maintenance schedule.
4. Assist in the development, review, and implementation of transportation policies and procedures.
5. Coordinate with management in the development of the transportation budget.
6. Develop and submit analytical, narrative, and statistical reports.
7. Assist facility management with safety compliance activities.
8. Monitor the issuance of badges and keys.
9. Ensure logs and forms are properly completed and maintained.
10. Train, supervise, schedule, and evaluate the performance of employees, inmates, and/or students and other supervisory duties as appropriate for managing people.
11. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

TRANSPORATION AND SAFETY ATTENDANT

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, TRANSPORTATION AND SAFETY ATTENDANT

Three or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

TRANSPORATION AND SAFETY ATTENDANT

Knowledge of:

- Applicable federal and State laws and regulations and agency policies and procedures.
- Defensive driving techniques; State of Nevada traffic laws and rules of the road; safe and proper operation of a motor vehicle.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Conduct fire and life safety patrols; read, understand, and implement fire and life safety rules and regulations.
- Write business correspondence and reports; work cooperatively with others including co-workers, program clientele, and the public.
- Operate motor vehicles to include shuttle buses, automobiles, vans, light trucks, or golf carts.
- Complete and maintain forms, logs, and records; perform basic vehicle maintenance; read, understand, and follow city, county, and State maps or navigational systems; understand and follow verbal and written directions.

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- Interact effectively and in a caring and professional manner with individuals who have a myriad of physical, psychological, intellectual and/or cognitive disabilities.

SUPERVISOR, TRANSPORTATION AND SAFETY ATTENDANT

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Transportation scheduling; motor vehicle preventative maintenance; control and accountability of keys and/or electronic access.

Ability to:

- Create and implement forms, logs and reports; effectively and efficiently coordinate, implement, and manage transportation scheduling; develop policies and procedures for the assigned program area; assist in the development of the transportation budget; identify problems and make effective recommendations to resolve problems.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	75 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	75 lbs	☐ tasting	☐ throwing

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☒ balancing	☒ sitting	☒ pushing,	75 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	75 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

- ☒ Ability to communicate on the telephone (hearing)
- ☒ Ability to speak
- ☒ Ability to write legibly in English
- ☒ Ability to read instructions and numbers in English
- ☒ Ability to complete tasks with numerous interruptions
- ☒ Ability to understand technical manuals
- ☒ Ability to work amicably with co-workers
- ☒ Ability to learn tasks in a reasonable amount of time
- ☒ Ability to follow supervisor's instructions
- ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

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STATE OF NEVADA
Department of Administration
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JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
FLEET SPECIALIST	**31**	**E**	**7.671**
SENIOR FLEET SPECIALIST	**33**	**B**	**7.670**

JOB SUMMARY

Fleet Specialists facilitate fleet operations including vehicle and equipment acquisition, utilization, maintenance, and disposal.

JOB DUTIES

FLEET SPECIALIST

1. Assist in composing, reviewing, and updating referenced technical specifications.
2. Facilitate registration, payment, and insurance processes.
3. Input, update, retrieve, maintain, and ensure the integrity of data in either electronic or paper records.
4. Manage the agency's fleet fuel card program and processes.
5. Perform related duties as assigned.

SENIOR FLEET SPECIALIST

1. Participate in the research and development of bid specifications for vehicles, equipment, supplies and materials.
2. Analyze new vehicle contracts, pricing, specifications, and availability and monitor contract deliverables.
3. Research, compile, and analyze fleet data to assist in the lifecycle of fleet assets.
4. Coordinate and monitor fleet inventory.
5. Ensure accurate and timely acquisition, deployment, and payment of fleet goods and services.
6. Ensure vehicles and equipment are procured, maintained, and repaired according to requirements.
7. Plan, coordinate, and conduct training related to fleet information systems.
8. Participate in the preparation, monitoring, and maintenance of the fleet operations budget.
9. Monitor and facilitate compliance requirements of the internal fuel centers.
10. Facilitate the acquisition of estimates and coordinate collision repairs.
11. Coordinate subrogation of claims in conjunction with State Risk Management and/or private insurance companies and the Attorney General's office.
12. Assist with the development of narrative and financial reports for presentation to management.
13. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
14. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

FLEET SPECIALIST

One or more years of applicable experience as described in the job duties and graduation from high school or

FLEET SPECIALIST	**31**	**E**	**7.671**
SENIOR FLEET SPECIALIST	**33**	**B**	**7.670**

equivalent education.

SENIOR FLEET SPECIALIST

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES
(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

FLEET SPECIALIST

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Business practices applicable to fleet management; vehicle and equipment acquisition and disposition; data processing systems and procedures.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Establish and maintain effective and cooperative working relationships; process, format, and generate computer data for reports; organize information and resources systematically.

SENIOR FLEET SPECIALIST

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- State purchasing; budget development and maintenance; contract and/or bid specification processes and oversight.

Ability to:

- Plan and implement short- and long-range goals; oversee and coordinate internal and external programs; negotiate with vendors regarding delivery dates of goods and services; facilitate, implement, and coordinate repair, servicing, and maintenance of vehicles and equipment; analyze, interpret, and compile financial and statistical data for comprehensive reports.
- Assign and review work for classified staff, provide training, and give input to performance evaluations and discipline.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the

possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
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JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
PHARMACY TECHNICIAN	**27**	**C**	**10.723**

JOB SUMMARY

Pharmacy Technicians process prescriptions and practitioners' orders and provide support services to pharmacists.

JOB DUTIES

1. Obtain and prepare prescription orders and review for errors or incomplete information.
2. Transcribe orders and record data in patient profiles to meet legal requirements.
3. Sort, stock, and label medications and monitor inventory.
4. Fill medications including floor stock orders.
5. Complete billing forms and record transactions to collect payment.
6. Monitor and inspect drug storage areas.
7. Conduct pharmacy medication room.
8. Maintain and procure inventory and confirm delivery of a variety of items.
9. Ensure activities comply with applicable federal and State laws, regulations, and standards.
10. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

One or more years of applicable experience as described in the job duties and current licensure as a Pharmaceutical Technician issued by the Nevada State Board of Pharmacy.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; medical terminology; pharmaceutical products; pharmaceutical computer systems; requirements of accreditation agencies.
- Metric system of measurement; algebra, biology, and chemistry; drug indications, side effects, and dosage; chemical formulas and terminology.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Maintain a variety of records and files; type prescription labels in proper format; transcribe practitioners' instructions; perform pharmaceutical and mathematical calculations; take inventory of supply and prepare related records; follow verbal and written instructions.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing
☐ climbing	☒ reaching	☒ pulling,	20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.

Posting #12-26

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #12-26
Posting Expires: February 18, 2026 - Revised Posting Expires: March 11, 2026

Per NRS 284.160, the Administrator may make a change in classification without the prior approval of the Commission. The following change(s) are proposed:

Basis for Recommendation

Subject Matter Experts from the Division of Human Resource Management (DHRM) are recommending revisions of the class (job) specification design, formatting, structure, language, and job title hierarchy. It is also recommended that the job duties be condensed.

DHRM worked with management and subject matter experts to ensure the main duties and responsibilities of the job titles within the series remain consistent with the job's intent. The grade levels have not changed; however, it is recommended that the trainee level be removed as positions are not classified at the trainee level. Additionally, the minimum qualifications are revised pursuant to Assembly Bill 547 (2025), Nevada Revised Statute 284, removing the Bachelor degree requirement, unless required by statute or licensure. The assigned EEO-4 code has not changed.

NOTE to posting: Combining previously posted Criminal Investigator Series, 13.241 (UCA 05-26) with AG Criminal Investigator Series, 13.246 with minor changes, and agreed upon by agencies; therefore, additional comment period is required.

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 515 East Musser Street, Suite 101 and in Las Vegas, go to 7251 Amigo Street, Suite 120. You may send a copy request to class.comp@admin.nv.gov. For additional information call (775) 684-0150.

Revised posting has been updated to include the Job Specification for 7.311, Purchasing Technician Series which was omitted from original posting.

Objections to the proposed classification changes must be received in writing through, mail (515 East Musser Street, Suite 101, Carson City, NV 89701-4298) or email (class.comp@admin.nv.gov) by ~~February 18, 2026~~ Extension date March 11, 2026. Objections should be addressed to Keisha I. Harris, Deputy Administrator, Classification and Compensation Section of the Division of Human Resource Management.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.318	Buyer I	30	B	-	*Abolish*		
7.310	Buyer II	32	B	*7.310*	***Buyer***	***32***	***B***
7.308	Buyer III	34	B	*7.308*	***Senior Buyer***	***34***	***B***
7.307	Buyer IV	36	B	*7.307*	***Supervisor, Buyer***	***36***	***B***

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.320	Purchasing Technician I	25	F	-	*Abolish*		
7.319	Purchasing Technician II	27	F	*7.319*	***Purchasing Technician***	***27***	***F***
7.311	Senior Purchasing Technician	29	F	*7.311*	***Senior Purchasing Technician***	***29***	***F***

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.333	Prison Industries Supervisor I	33	G	***7.333***	***Supervisor I, Prison Industries***	***33***	***G***
7.332	Prison Industries Supervisor II	35	G	***7.332***	***Supervisor II, Prison Industries***	***35***	***G***

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
				7.501	***NEW Payroll Specialist***		***F***

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
				7.502	***NEW Payroll Technician***		***F***

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.603	Investment Analyst I	39	B	***7.603***	***Investment Analyst***	***39***	***B***
7.604	Investment Analyst II	41	B	***7.604***	***Senior Investment Analyst***	***41***	***B***
7.605	Investment Analyst III	43	B	***7.605***	***Supervisor, Investment Analyst***	***43***	***B***

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.627	Budget Analyst I	34	B	***7.627***	***Budget Analyst***	***34***	***B***
7.621	Budget Analyst II	36	B	***7.621***	***Senior Budget Analyst***	***36***	***B***
7.620	Budget Analyst III	38	B	***7.620***	***Supervisor, Budget Analyst***	***38***	***B***

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.632	Executive Branch Budget Officer I	41	B	***7.632***	***Executive Branch Budget Analyst***	***41***	***B***
7.634	Executive Branch Budget Officer II	43	B	***7.634***	***Supervisor, Executive Branch Budget Analyst***	***43***	***B***

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.636	Executive Branch Budget Officer III	45	B	***7.636***	***Manager, Executive Branch Budget***	***45***	***B***

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.657	Business Process Analyst I	34	B	***7.657***	***IT Business Analyst***	***34***	***B***
7.656	Business Process Analyst II	36	B	***7.656***	***Senior IT Business Analyst***	***36***	***B***
7.655	Business Process Analyst III	38	B	***7.655***	***Supervisor, IT Business Analyst***	***38***	***B***

CURRENT				PROPOSED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
7.661	NSHE Specialist I	31	B	***7.661***	***NSHE Specialist***	***31***	***B***
7.660	NSHE Specialist II	33	B	***7.661***	***Senior NSHE Specialist***	***33***	***B***
7.659	NSHE Specialist III	35	B	***7.659***	***Supervisor, NSHE Specialist***	***35***	***B***

CURRENT				PROPOSED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
13.246	AG Deputy Chief Investigator	44	D	***13.246***	***Deputy Chief Investigator***	***44***	***D***

CURRENT				PROPOSED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
13.241	Supervisory Criminal Investigator II	43	D	***-***	***Abolish***		
13.242	Supervisory Criminal Investigator I	43	D	***13.242***	***Supervisor, Criminal Investigator***	***43***	***D***
13.243	Criminal Investigator III	41	D	***13.243***	***Criminal Investigator***	***41***	***D***
12.244	Criminal Investigator II	39	D	***-***	***Abolish***		
12.245	Criminal Investigator I	37	D	***-***	***Abolish***		
13.247	AG Criminal Investigator, Supervisor	43	D	***-***	***Abolish***		
13.248	AG Criminal Investigator II	41	D	***-***	***Abolish***		
13.249	AG Criminal Investigator I	39	D	***-***	***Abolish***		

POSTING DATE: January 5, 2026, Revised Posting Date: January 27, 2026

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
BUYER	**32**	**B**	**7.310**
SENIOR BUYER	**34**	**B**	**7.308**
SUPERVISOR, BUYER	**36**	**B**	**7.307**

JOB SUMMARY

Buyers complete and oversee and provide services for the purchase of goods, products, financing, and services required by State agencies and political subdivisions.

JOB DUTIES

BUYER

1. Formulate bid specifications and develop bid evaluation criteria.
2. Solicit written bids, proposals, and competitive quotations.
3. Schedule bid openings, forecast delivery lead times, and evaluate response on a cost/benefit or cost/performance basis.
4. Negotiate, award, and administer contracts to ensure compliance with terms and conditions.
5. Expedite purchase orders.
6. Communicate with agencies to discuss needs or problems with items purchased and to provide product information.
7. Monitor vendor performance and the quality of goods and services purchased.
8. Negotiate freight claims and work with vendors to remedy discrepancies and/or modify or cancel contracts.
9. Review literature and work with vendor representatives and others to discuss products and/or services.
10. Provide information regarding applicable procurement policies and requirements.
11. Study market trends and product performance to follow technological developments and changes in business practices, product features, and capabilities.
12. Maintain reference library and attend tradeshows and product demonstrations.
13. Maintain records and prepare reports and correspondence.
14. Perform related duties as assigned.

SENIOR BUYER

1. Duties performed at the previous level, AND:
2. Procure large equipment and specialized services.
3. Function as a lead worker by assigning and reviewing work, training, and providing input regarding performance evaluations and discipline.
4. Perform related duties as assigned.

SUPERVISOR, BUYER

1. Duties performed at the previous levels, AND:
2. Develop and manage purchasing contracts.
3. Review and approve sole source purchases to ensure compliance.

BUYER	**32**	**B**	**7.310**
SENIOR BUYER	**34**	**B**	**7.308**
SUPERVISOR, BUYER	**36**	**B**	**7.307**

4. Provide expert testimony to the legislature.
5. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
6. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

BUYER

One or more years of applicable experience as described in the job duties and graduation for high school or equivalent education.

SENIOR BUYER

Three or more years of applicable experience as described in the job duties and graduation for high school or equivalent education.

SUPERVISOR, BUYER

Four or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred, graduation from high school or equivalent education and graduation for high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

BUYER

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; fund accounting methods, monthly and annual reports, and vendor financial reports.
- State of Nevada purchasing system and procedures; contract development procedures and practices; service agreements and leases.
- Determining needs and selecting items; technical specifications; qualifying vendors; market conditions, price trends, and priority practices.
- Rules, regulations, and guidelines pertaining to governmental procurement; sources of supply, market conditions, price trends, and priority practices; principles, practices, and procedures of purchasing including competitive bidding and specification writing.
- Office methods and procedures; purchasing methods and procedures; types, characteristics, and supply sources of commodities and services.

Skill in:

- Mathematical computations to calculate rates and cycle times.
- Analyzing and comparing specifications, bid documents, and bid amounts.
- Negotiating to arrange terms and conditions, pricing, and scheduling.
- Making presentations to provide information or explain purchasing policies and procedures.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

BUYER	**32**	**B**	**7.310**
SENIOR BUYER	**34**	**B**	**7.308**
SUPERVISOR, BUYER	**36**	**B**	**7.307**

Ability to:

- Purchase a variety of materials, supplies, and equipment according to State policies and applicable laws; receive requisitions and analyze items for quantity, specifications, and delivery requirements.
- Develop and investigate sources of supply; issue requests for quotations, proposals, or bids for items not covered by an existing purchase arrangement; correspond with vendors to discuss problems regarding quality, cost, terms, delivery, discounts, or transportation of ordered materials; evaluate quality and price elements; prepare specifications and maintain records and files.
- Obtain verbal and written quotes; apply proper descriptive terminology and established specifications to requisitions for commodities and services.

SENIOR BUYER

Knowledge, skills, and abilities required at the previous level, AND:

Ability to:

- Establish and maintain cooperative and effective working relationships; read and interpret blueprint specifications, property descriptions, requisitions, purchase orders, invoices, and delivery reports; prepare clear, detailed, and accurate specifications; ensure vendor compliance with accepted purchasing standards.

SUPERVISOR, BUYER

Knowledge, skills, and abilities required at the previous levels, AND:

Knowledge of:

- Supervisory principles, practices, and techniques; principles of finance and statistics; present value, risk management, and cash flow management.

Skill in:

- Formulating and presenting recommendations.

Ability to:

- Review, verify, and process requisitions and purchase orders.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a

BUYER	**32**	**B**	**7.310**
SENIOR BUYER	**34**	**B**	**7.308**
SUPERVISOR, BUYER	**36**	**B**	**7.307**

condition of continuing employment.

3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
PURCHASING TECHNICIAN	**27**	**F**	**7.319**
SENIOR PURCHASING TECHNICIAN	**29**	**F**	**7.311**

JOB SUMMARY

Purchasing Technicians prepare and process documents for the purchase, issuance, and transfer of goods.

JOB DUTIES

PURCHASING TECHNICIAN

1. Purchase property, equipment, services, forms, food, parts, and supplies.
2. Determine the best price and availability of items.
3. Issue and modify purchase orders via an open-term contract or informal quote.
4. Verify the accuracy of coding and vendor information and resolve inconsistency or error problems.
5. Maintain and monitor computerized record systems and distribute documentation to appropriate parties.
6. Ensure compliance with State laws, regulations, and agency policies and procedures.
7. Prepare for bid and request for proposal openings, complete legal advertisements, arrange and verify publications, maintain bid and records, and issue and post notification of awards.
8. Contact vendors to resolve problems and arrange for delivery or return of items.
9. Answer questions regarding applicable laws, regulations, policies, and procedures.
10. Maintain department or statewide fixed asset control records and issue identification tags.
11. Record property movement or disposition and issue reports for inventory verification and control purposes.
12. Perform related duties as assigned.

SENIOR PURCHASING TECHNICIAN

1. Duties performed at the previous level, AND:
2. Develop and present training programs.
3. Develop reports.
4. Recommend changes to policies and procedures.
5. Evaluate information and make recommendations to administration regarding purchases or supplies.
6. Function as a lead worker by assigning and reviewing work, training, and providing input regarding performance evaluations and discipline.
7. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

PURCHASING TECHNICIAN

One or more years of applicable experience as described in the job duties, graduation from high school or equivalent education.

PURCHASING TECHNICIAN	**27**	**F**	**7.319**
SENIOR PURCHASING TECHNICIAN	**29**	**F**	**7.311**

SENIOR PURCHASING TECHNICIAN

Three or more years of applicable experience as described in the job duties, graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES
(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

PURCHASING TECHNICIAN

Knowledge of:

- Principles, practices, policies, and procedures used in the procurement of a variety of goods and services; computerized recordkeeping systems related to procurement, contract maintenance, and purchase order tracking; terminology pertaining to the procurement of goods and services.
- Use and processing of requisitions, purchase orders, invoices, and related documents; market value of a variety of items.
- Customer service techniques; recordkeeping techniques and methods; basic math.

Skill in:

- Mathematical computations.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Use reference manuals, catalogs, guides, and other resource materials; interpret and apply regulations, policies, and procedures to specific problems and situations.
- Read and understand documents and instructions.
- Establish and maintain cooperative working relationships with others; communicate with vendors and others regarding the price, availability, terms, and delivery of goods and services.
- Enter and retrieve data; maintain purchasing records; research contract and purchase information.

SENIOR PURCHASING TECHNICIAN

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Applicable State laws, regulations, and agency policies and procedures.
- Automated purchasing systems and processing programs used to correct and verify purchasing transactions.

Skill in:

- Evaluating problems, making decisions, and resolving conflicts.

Ability to:

- Research information from a variety of internal and external sources and prepare specifications for the purchase of a variety of goods and services.
- Read and understand purchasing contracts, Certificates of Insurance, and business licenses; receive and respond to inquiries related to purchasing issues such as technical specifications, contract terms, and

insurance requirements.

- Interpret budgets and procurement reports and data; identify inconsistencies, errors, and/or problems; interpret, apply, and explain laws, requirements, restrictions, and standards.
- Review and evaluate purchasing contracts; negotiate with vendors regarding desired quality, warranty, price, and delivery date of goods and services.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology

PURCHASING TECHNICIAN	**27**	**F**	**7.319**
SENIOR PURCHASING TECHNICIAN	**29**	**F**	**7.311**

dictate.

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
SUPERVISOR I, PRISON INDUSTRIES	**33**	**G**	**7.333**
SUPERVISOR II, PRISON INDUSTRIES	**35**	**G**	**7.332**

JOB SUMMARY

Supervisors, Prison Industries manage, plan, organize, and supervise operation(s) of Prison Industries' program(s) and ensure profitable operation.

JOB DUTIES

SUPERVISOR I, PRISON INDUSTRIES

1. Supervise the performance of inmates in manufacturing goods or providing services.
2. Maintain adequate levels of raw materials.
3. Review and interpret operational financial statements, develop and maintain shipping strategies, and determine and prepare product cost and price estimates.
4. Participate in planning and designing products and services, develop and participate in product marketing strategies, and ensure profitable and efficient program operations.
5. Provide technical expertise regarding cost, efficient material usage, quality standards, and production capabilities.
6. Review technical blueprints and specifications to determine component requirements.
7. Explain and market services and goods available.
8. Assist in the preparation of marketing materials.
9. Investigate, review, and submit bid opportunities.
10. Establish and monitor work safety and security procedures.
11. Prepare and maintain accounting records and reports.
12. Monitor cost accounting records and monitor and collect past due receivables.
13. Plan and monitor the manufacturing of goods, develop production schedules, arrange materials, and ensure proper staffing levels.
14. Inspect work in progress and finished goods to ensure products are manufactured according to production schedules and quality standards.
15. Perform related duties as assigned.

SUPERVISOR II, PRISON INDUSTRIES

1. Duties performed at the previous level, AND:
2. Manage a major production center or multiple production centers.
3. Develop operating budgets, sales forecasts, production reports and goals, and project costs.
4. Track expenditures and review inventory, costs, and production.
5. Resolve customer complaints.
6. Prepare status reports on production and resolve operational and production issues.
7. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
8. Perform related duties as assigned.

SUPERVISOR I, PRISON INDUSTRIES	**33**	**G**	**7.333**
SUPERVISOR II, PRISON INDUSTRIES	**35**	**G**	**7.332**

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

SUPERVISOR I, PRISON INDUSTRIES

Three or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and graduation for high school or equivalent education.

SUPERVISOR II, PRISON INDUSTRIES

Four or more years of applicable experience as described in the job duties with a minimum of two-year's supervisory experience and graduation for high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

SUPERVISOR I, PRISON INDUSTRIES

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; State purchasing procedures and guidelines; American Correctional Association Standards applicable to the assigned service or manufacturing industry.
- Tools, equipment, and work processes applicable to the assigned industry; operation and maintenance of specialized shop or factory equipment; applicable health and safety regulations.
- Business principles, practices, and operations such as scheduling and planning production activities; estimating quantities of raw materials, operating supplies, and equipment requirements.

Skill in:

- Mathematical computation to perform payroll and shop calculations.
- Motivating others to effective action.
- Recordkeeping techniques to prepare journal entries and production records.
- Written English to compose routine business correspondence and reports.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Review and interpret financial statements to include profit/loss statements, balance sheets, and cash flow; supervise the activities of inmates in a factory, shop, or service environment.

SUPERVISOR II, PRISON INDUSTRIES

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Business management; fiscal accountability, budget, and cost accounting; quality assurance procedures.

Ability to:

- Develop and implement cost-effective production schedules and quality assurance programs applicable to the cost center; analyze problems, provide recommendations, and initiate effective courses of action.

- Establish and maintain effective and cooperative working relationships with a variety of individuals and groups; prepare and present verbal and written reports; determine training needs and develop or coordinate training programs; ensure compliance with established standards of quality, production schedules, and special customer requests.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team

interruptions	members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
NEW PAYROLL SPECIALIST	**F**		**7.501**

JOB SUMMARY

Payroll Specialists perform payroll and fiscal functions related to payroll processing for the State.

JOB DUTIES

1. Prepare and transmit payroll contributions and reports to federal and/or State agencies
2. Review and approve employee personnel transactions.
3. Input employee W-4 tax elections and annually update tax tables.
4. Prepare and distribute W-2s to employees.
5. Make updates to the pay plan.
6. Perform monthly, quarterly, fiscal year end and calendar year end payroll procedures.
7. Prepare requested documents and files for annual external financial and workers compensation audits.
8. Respond to inquiries from banks and other financial institutions,
9. Check all benefit monthly billing and deferred compensation and reconcile against payroll accruals.
10. Set-up various garnishments pursuant to legal documents.
11. Submit check request for employees' voluntary donation and deductions.
12. Review and reconcile various payroll reports and activities.
13. Audit, investigate, and resolve payroll discrepancies.
14. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Principles and techniques involved in payroll preparation, monitoring and control, including tax withholding, voluntary deductions and wage garnishments; applicable laws, rules and regulations regarding payroll such as IRS; interpretation and application of bargaining unit contracts; correct English usage, grammar, spelling and vocabulary; report formats and terminology.

Skill in:

- Preparing and maintaining payroll records, deductions, and withholding reports.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.
- Mathematical computations.

Ability to:

- Interpret, apply, and explain policies, procedures, regulations, and requirements and pertinent laws, rules and regulations to payroll, leaves, claims, and voluntary deductions
- Calculate, adjust, process and reconcile payroll data; prepare and maintain accurate payroll records; meet demanding schedules and timelines; research and analyze payroll data and prepare reports; respond to inquiries from employees, lending institutions, State agencies and others regarding payroll issues; make mathematical calculations.
- Verify documents and forms for accuracy and completeness; prepare payroll reports; prepare forms, reports, correspondence, and financial statements.
- Assist with the interpretation and application of collective bargaining agreements; perform research, data compilation, analysis and evaluation, taking corrective action; identify, evaluate, and resolve payroll issues.
- Prepare clear and concise reports; maintain accurate records and files; communicate with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the

State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
NEW PAYROLL TECHNICIAN	**F**		**7.502**

JOB SUMMARY

Payroll Technicians prepare, process, and reconcile employee timesheets, payroll and related records.

JOB DUTIES

1. Enter employee data and generate pay calculations.
2. Perform pay and benefit adjustments.
3. Perform payroll reconciliations.
4. Process, calculate, and audit payroll transactions for new hires, promotions, resignations, retirements and other related payroll accounting duties.
5. Process and enter timesheet, additional pay, adjustments and employee deductions.
6. Calculate and prepare adjustments.
7. Audit and verify incoming payroll data.
8. Assist and provide guidance with applicable forms and processes.
9. Maintain payroll accounting spreadsheets.
10. Review data processing for accuracy, spot-check deductions, and incorporate any changes.
11. Research and responds to inquiries regarding employee time and pay.
12. Coordinate with department liaisons, Records and Human Resources personnel in the performance and completion of daily workload.
13. Create filing systems and maintain records and files.
14. Process employee status changes in the payroll system.
15. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Principles and techniques involved in payroll preparation, monitoring and control, including tax withholding, voluntary deductions and wage garnishments; applicable laws, rules and regulations regarding payroll such as IRS; interpretation and application of bargaining unit contracts; correct English usage, grammar, spelling and vocabulary; report formats and terminology.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Interpret, apply, and explain policies, procedures, regulations, and requirements and pertinent laws, rules and regulations to payroll, leaves, claims, and voluntary deductions
- Calculate, adjust, process and reconcile payroll data; prepare and maintain accurate payroll records; meet demanding schedules and timelines; research and analyze payroll data and prepare reports; respond to inquiries from employees, lending institutions, State agencies and others regarding payroll issues; make mathematical calculations.
- Follow and understand directions; develop and maintain financial and statistical records.
- Assist with the interpretation and application of collective bargaining agreements; perform research, data compilation, analysis and evaluation, taking corrective action; identify, evaluate, and resolve payroll issues.
- Prepare clear and concise reports; maintain accurate records and files; communicate with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the

State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
INVESTMENT ANALYST	**39**	**B**	**7.603**
SENIOR INVESTMENT ANALYST	**41**	**B**	**7.604**
SUPERVISOR, INVESTMENT ANALYST	**43**	**B**	**7.605**

JOB SUMMARY

Investment Analysts assist with executing and managing the State's investment portfolio, including the investment of funds over short- and long-term periods.

JOB DUTIES

INVESTMENT ANALYST

1. Perform some of the duties described at the Senior Investment Analyst in a limited manner.
2. Participate in the investment of the State's monies held in portfolios, trusts, pools, funds, and other accounts.
3. Collect and analyze bank accounts, deposits, and withdrawals for calculation of the investable monies.
4. Analyze cash flow needs and economic and financial market conditions to determine what portion of the yield curve will be used to purchase securities.
5. Communicate with the broker and/or dealer community for analysis of their security selections and purchase appropriate securities.
6. Provide account reconciliations and ensure portfolios are reconciled to records of the applicable accounting system, review for accuracy, and make corrections.
7. Analyze economic and financial market conditions and investment activity to determine the potential impact on State investments.
8. Prepare and present reports reflecting investment performance, issues of the marketplace, and other pertinent information.
9. Evaluate and report on external investment managers.
10. Analyze and monitor cash flow, cash allocation, and asset distribution.
11. Communicate with securities and lending managers and banks regarding assets, returns, and investments.
12. Respond to questions from legislators, elected officials, board members, attorneys, federal authorities, the media, and the public.
13. Perform related duties as assigned.

SENIOR INVESTMENT ANALYST

1. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
2. Prepare and evaluate requests for proposals for investment-related products, services, and final implementation of services.
3. Recommend asset allocation policies and changes.
4. Perform related duties as assigned.

INVESTMENT ANALYST	**39**	**B**	**7.603**
SENIOR INVESTMENT ANALYST	**41**	**B**	**7.604**
SUPERVISOR, INVESTMENT ANALYST	**43**	**B**	**7.605**

SUPERVISOR, INVESTMENT ANALYST

1. Duties described at the previous level, AND:
2. Develop and maintain a centralized records system on investment accounting, activity, cash flow/cash allocation data, and fund assets.
3. Ensure investment timelines are met to maximize earnings and comply with statutory and policy requirements.
4. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people
5. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

INVESTMENT ANALYST

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR INVESTMENT ANALYST

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, INVESTMENT ANALYST

Four or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

INVESTMENT ANALYST

Knowledge of:

- Applicable federal and State laws, regulations, policies, and procedures.
- Investment principles and practices; accounting principles and practices; accounting and financial recordkeeping principles and practices.
- Automated and manual management reporting systems to create and obtain accurate and complete financial information.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Develop complex financial and statistical models; prepare financial reports; analyze and interpret financial reports and complex technical fiscal data and formulate logical conclusions and recommendations.

INVESTMENT ANALYST	**39**	**B**	**7.603**
SENIOR INVESTMENT ANALYST	**41**	**B**	**7.604**
SUPERVISOR, INVESTMENT ANALYST	**43**	**B**	**7.605**

- Read and interpret financial documents; read, interpret, and apply laws and regulations to determine and ensure compliance; write clear and concise analytical, narrative, and statistical reports using correct grammar, vocabulary, spelling, and punctuation.
- Instruct, advise, and persuade management; establish and maintain cooperative and effective working relationships.
- Advise and direct management regarding fiscal and investment activities.
- Present reports, defend the agency's investment strategies, and provide information and justifications to management and the legislature.

SENIOR INVESTMENT ANALYST

Knowledge, skills, and abilities required at the previous level, AND:

Ability to:
- Establish short- and long-range goals consistent with the mission and business needs of the agency.

SUPERVISOR, INVESTMENT ANALYST

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:
- Fixed income market; securities pricing; asset classes; cash management systems; equity markets; real-time financial market information systems.
- Investment accounting on both a cash and accrual basis.

Ability to:
- Perform complex investment work involving independent analysis, judgment, and decision-making related to information concerning the State's investments; implement and monitor total return investment; perform analysis of securities, cash flow requirements, and economic market conditions so that investments reflect the most advantageous risk analysis, pricing, and security selection; analyze and monitor cash flow data and report variances against cash flow projections; analyze accounting data for accuracy.
- Establish and maintain positive working relationships with the investment community, public officials, and others; explain complex investment functions in understandable terms to a variety of audiences; maintain detailed records related to the investment of public funds.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

INVESTMENT ANALYST	**39**	**B**	**7.603**
SENIOR INVESTMENT ANALYST	**41**	**B**	**7.604**
SUPERVISOR, INVESTMENT ANALYST	**43**	**B**	**7.605**

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
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3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
BUDGET ANALYST	**34**	**B**	**7.627**
SENIOR BUDGET ANALYST	**36**	**B**	**7.621**
SUPERVISOR, BUDGET ANALYST	**38**	**B**	**7.620**

JOB SUMMARY

Budget Analysts prepare and implement budgets and create biennial spending plans for a program or agency.

JOB DUTIES

BUDGET ANALYST

1. Prepare and control budgets for an assigned agency or major program.
2. Monitor budgets through review of audit reports, verification of compliance, and review of agency internal controls and performance levels.
3. Review and analyze budgets.
4. Analyze expenditures, monitor fiscal transactions, track expenditures and revenue, and monitor performance indicators.
5. Develop expenditure projections, narrative justification of programs, and detailed biennial spending plans.
6. Assist agencies in developing budget requests and long and short-range objectives, navigate the strategic planning process, and provide fiscal guidance.
7. Analyze budget requests and make recommendations regarding additions, deletions, and/or reductions.
8. Conduct statistical analysis and prepare written justification and summary statements for budget requests.
9. Allocate agency and/or program budget resources.
10. Control and oversee budgets and determine the necessity of work program adjustments.
11. Analyze, organize, and balance requests and review and make recommendations on work program changes.
12. Develop and maintain spreadsheets, databases, and tables and design and generate reports, charts, graphs, and related materials.
13. Project revenue and expenditures using trend analysis and statistical models and tools.
14. Review payroll allocations, work programs, and cash balances and analyze funding availability for proposed expenditures and staffing.
15. Ensure compliance with budgetary regulations, directives, policies, and limitations.
16. Perform related duties as assigned.

SENIOR BUDGET ANALYST

1. Present budgets at meetings and to leadership, provide testimony, and consult with legislative fiscal staff.
2. Prepare periodic budget analysis for management.
3. Prepare and analyze legislative bill drafts, comments to fiscal notes, and estimate revenue impact of legislative proposals.
4. Design, develop, maintain, and enhance automated budgetary systems.
5. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
6. Perform related duties as assigned.

BUDGET ANALYST	**34**	**B**	**7.627**
SENIOR BUDGET ANALYST	**36**	**B**	**7.621**
SUPERVISOR, BUDGET ANALYST	**38**	**B**	**7.620**

SUPERVISOR, BUDGET ANALYST

1. Duties required at the previous level, AND:
2. Plan, organize, and oversee an agency's budget activities.
3. Formulate, develop, and monitor various agencies and/or program budgets and/or contracts.
4. Prepare and present justification for budget proposals.
5. Develop, implement, and revise policies and procedures related to the collection and disbursement of funds.
7. Manage budgets, contracts, and project functions and prepare reports.
8. Plan and conduct budget and/or financial compliance training.
9. Oversee the maintenance of informational and/or budget records.
10. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
10. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

BUDGET ANALYST

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR BUDGET ANALYST

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, BUDGET ANALYST

Four or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

BUDGET ANALYST

Knowledge of:

- Basic principles of organization and management; modern methods and principles of planning; and principles and techniques of data collection, analysis, and evaluation.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Summarize data and present recommendations clearly; collect, analyze, and organize information and develop sound and concise recommendations; write logical, grammatically correct reports and business

BUDGET ANALYST	**34**	**B**	**7.627**
SENIOR BUDGET ANALYST	**36**	**B**	**7.621**
SUPERVISOR, BUDGET ANALYST	**38**	**B**	**7.620**

correspondence; make presentations and answer questions regarding budget issues and expenditures; establish and maintain cooperative working relationships.

SENIOR BUDGET ANALYST

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Applicable federal and State laws, regulations, rules, and agency policies and procedures; State Controller's policies and procedures; organization and operation of State departments.
- Management concepts and practices as applied to public administration; program budgeting and cost/benefit analysis; principles and practices of governmental accounting; principles and techniques of data collection, analysis, and evaluation.

Ability to:

- Identify, analyze, and resolve budget issues and problems; prepare and monitor budgets with multiple funding sources and mandated expenditure restrictions; analyze programs for duplication and overlapping services; forecast agency revenues and expenditures; work with large amounts of detailed information; organize, plan, implement, and oversee multiple tasks; analyze requested changes to budgets and determine appropriateness of request.
- Prepare and present budget reports and recommendations to management; present and defend budgets at agency meetings and to the Governor's Finance Office; create spreadsheets and databases.

SUPERVISOR, BUDGET ANALYST

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Governmental accounting and budgeting; statistical methodology; supervisory principles and practices; internal control procedure development and implementation; strategic planning process; management concepts and practices of public administration.

Ability to:

- Prepare comprehensive written justifications and recommendations related to expenditure requests, work program adjustments, and fiscal transactions; develop, monitor, and analyze budgets with a variety of funding sources and expenditure restrictions; analyze requested changes to budgets and determine appropriateness of request.
- Communicate the importance of adhering to policies, regulations, and legal requirements; develop budget recommendations for inclusion in the Executive Budget; prepare and analyze fiscal notes; make presentations to the legislature in defense and justification of the Governor's recommended budget.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations,

BUDGET ANALYST	**34**	**B**	**7.627**
SENIOR BUDGET ANALYST	**36**	**B**	**7.621**
SUPERVISOR, BUDGET ANALYST	**38**	**B**	**7.620**

practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

BUDGET ANALYST	**34**	**B**	**7.627**
SENIOR BUDGET ANALYST	**36**	**B**	**7.621**
SUPERVISOR, BUDGET ANALYST	**38**	**B**	**7.620**

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
EXECUTIVE BRANCH BUDGET ANALYST	**41**	**B**	**7.632**
SUPERVISOR, EXECUTIVE BRANCH BUDGET ANALYST	**43**	**B**	**7.634**

JOB SUMMARY

Executive Branch Budget Analysts prepare, analyze, and manage State budgets and are assigned to various departments for the management of their department budget.

JOB DUTIES

EXECUTIVE BRANCH BUDGET ANALYST

1. Develop and prepare the State's annual budget, including revenue and expenditure projections.
2. Review and manage budgets within an assigned group of agencies.
3. Present and defend the Governor's budget before legislative money committees.
4. Prepare Executive budget documents, review agency budget requests, prepare Governor's recommendations, review and prepare bill draft requests, and prepare the final legislative approved biennial budget.
5. Evaluate budget requests, monitor agency expenditures, and provide financial analysis.
3. Analyze budget requests and ensure budgets are aligned with the Governor's priorities and fiscal policies.
4. Assist departments in identifying cost-saving measures and improving financial management practices.
5. Prepare budget-related testimony and presentations for legislative hearings.
6. Analyze proposed legislation for its fiscal impact on the State budget.
7. Conduct special studies and research on budgetary and fiscal issues.
8. Conduct cost-benefit analyses, program evaluations, and evaluate the financial impact of proposed programs, policies, and legislative initiatives.
9. Ensure compliance with federal and State budgetary laws, regulations, and guidelines.
10. Monitor State expenditures and revenues and identify variances and potential issues.
11. Prepare financial reports, summaries, and presentations.
12. Provide recommendations for improving budgetary processes, resource allocation, and program performance.
13. Provide budgetary and financial information to legislative committees, the Governor's Office, and other stakeholders.
14. Review and analyze agency budget proposals, expenditure plans, and financial reports.
15. Maintain position control.
16. Perform related duties as assigned.

SUPERVISOR, EXECUTIVE BRANCH BUDGET ANALYST

1. Duties described at the previous level, AND:
2. Present and defend the Governor's budget before legislative money committees.
3. Critically review agency programs to identify duplication or overlap of efforts, legal mandates to provide services, and opportunities to improve efficiency.
4. Review modifications to approved work programs.
5. Review, analyze, and prepare agenda items for the Board of Examiners and the Interim Finance Committee.

EXECUTIVE BRANCH BUDGET ANALYST	**41**	**B**	**7.632**
SUPERVISOR, EXECUTIVE BRANCH BUDGET ANALYST	**43**	**B**	**7.634**

6. Reconcile budgets at the end of each fiscal year.
7. Develop position control procedures.
8. Review contracts.
9. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

EXECUTIVE BRANCH BUDGET ANALYST

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, EXECUTIVE BRANCH BUDGET ANALYST

Four or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

EXECUTIVE BRANCH BUDGET ANALYST

Knowledge of:

- Applicable federal and State laws, regulations, and rules; governmental accounting and budgeting; statistical methods.
- Government administrative processes including internal control procedures, policy development, planning, and management analysis.
- Accounting, budgeting, contractual, and inter-local requirements; management of federal grants and the federal payment management system; strategic planning process.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Perform financial administration, analysis, budget preparation, and fiscal resource development; provide technical expertise and guidance to agency fiscal staff regarding the appropriateness and legal restrictions applicable to expenditures.
- Negotiate with agency management to arrive at solutions to complex funding issues and problems; prepare, analyze, and monitor budgets with a variety of funding sources including general, internal service, enterprise, and fiduciary funds; analyze financial and statistical data; approve or reject budgets and requested changes to work programs.
- Analyze and project State revenues; provide input in the determination of priorities for the expenditure of tax dollars as applied to the strategic planning process.
- Establish and maintain positive working relationships with legislative staff, agency management, and agency fiscal staff; develop and follow up on corrective action plans consistent with audit recommendations, applicable agency policies, legal requirements, and legislative directives.

EXECUTIVE BRANCH BUDGET ANALYST	**41**	**B**	**7.632**
SUPERVISOR, EXECUTIVE BRANCH BUDGET ANALYST	**43**	**B**	**7.634**

SUPERVISOR, EXECUTIVE BRANCH BUDGET ANALYST

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Potential funding sources and alternate revenue streams; Governor's overall administrative plan and fiscal priorities for State government; legislative processes; internal control procedure development and implementation; fiscal and organizational management principles and practices.
- Functions and scope of agencies within the executive branch of State government; fiscal forecasting techniques; sources of information and research techniques.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Review, analyze, approve or reject budget requests and adjustments; ensure compliance with budgetary directives, legislative intent, regulations, policies, and limitations; analyze data and make short- and long -range fiscal projections.
- Control and oversee budgets to ensure compliance with authorized spending limitations; determine the necessity of work program adjustments; monitor budgets through review of audit reports, verification of compliance, and review of agency internal controls and performance levels.
- Present and defend budgets at agency meetings, before the legislature, and to administrators; make presentations and respond to budget related questions; prepare and analyze legislative bill drafts and comments to fiscal notes; estimate revenue impact of legislative proposals; analyze expenditures and monitor fiscal transactions for assigned budget accounts.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

EXECUTIVE BRANCH BUDGET ANALYST	**41**	**B**	**7.632**
SUPERVISOR, EXECUTIVE BRANCH BUDGET ANALYST	**43**	**B**	**7.634**

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
MANAGER, EXECUTIVE BRANCH BUDGET	**45**	**A**	**7.636**

JOB SUMMARY

Managers, Executive Branch Budget oversee, coordinate, and manage activities in the development and analyses of the biennial budgets and expenditures for all executive budgets.

JOB DUTIES

1. Provide fiscal oversight services to customer agencies and vendors to ensure funds are spent in compliance with federal and State laws, regulations, rules, policies, procedures, and grant reporting.
2. Act as the liaison between assigned State departments, the Governor's Finance Office, Governor's Office, and the Legislature on major program issues, policies, and procedures.
3. Provide testimony at legislative and interim hearings.
4. Review and approve work programs, contracts, and expenditures.
5. Prepare analytical, narrative, and statistical reports.
6. Responsible for final approval of Interim Finance Committee and Board of Examiners agenda items.
7. Assist in the development and implementation of a statewide training program to ensure agencies are properly trained in State of Nevada governmental budgeting principles and practices and conduct training as required.
8. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
9. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Five or more years of applicable experience as described in the job duties with a minimum of three years supervisory/managerial experience and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge, skills, and abilities required at the Supervisor, Executive Branch Budget Analyst level, AND:

Knowledge of:

- Applicable federal and State laws, regulations, and rules; governmental accounting and budgeting; statistical methods.
- Government administrative processes including internal control procedures, policy development, planning, and management analysis.
- Accounting, budgeting, contractual, and inter-local requirements; management of federal grants and the federal payment management system; strategic planning process.
- Pupil Centered Funding Plan, K-12 Education programs, and/or Health and Human Services programs to

include Medicaid funding, related programs, and other federal grant funding.
- Principles and practices of management and supervision.

Ability to:
- Develop, implement, and conduct training programs; coordinate various budget related projects; interpret and apply federal and State laws, regulations, rules, and agency policies and procedures.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.
- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations,

which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
IT BUSINESS ANALYST	**34**	**B**	**7.657**
SENIOR IT BUSINESS ANALYST	**36**	**B**	**7.656**
SUPERVISOR, IT BUSINESS ANALYST	**38**	**B**	**7.655**

JOB SUMMARY

Information Technology (IT) Business Analysts document, analyze, and recommend technical solutions to problems and participate in implementing, supporting, and documenting changes that lead to an improved operating environment.

JOB DUTIES

IT BUSINESS ANALYST

1. Apply recognized data processing concepts to business process plans and analyses.
2. Develop work and/or data flow diagrams that illustrate and describe functional processes of the system.
3. Document business and functional requirements for proposed projects.
4. Review and document test results to assess the accuracy and completeness of application code.
5. Monitor quality assurance.
6. Research and evaluate computer hardware and software needs.
7. Analyze business processes, propose improvements, and identify work processes that may be automated.
8. Define potential benefits of proposed systems or deficiencies to be corrected in the existing system.
9. Define and document data definitions and relationships to be used in the foundation of systems development.
10. Develop procedural alternatives in the absence of properly operating software.
11. Consult with stakeholders to determine business function and end-user requirements.
12. Conduct alternative analyses and develop written requirements for proposed systems and applications.
13. Train individuals in the use of the system and system software.
14. Test systems functionality by preparing test plans and participating in quality assurance.
15. Initiate system work requests.
16. Develop bridging specifications to program areas that interact with processes and output.
17. Consult with programmers regarding the technical requirements, logic, and deficiencies of programs.
18. Perform related duties as assigned.

SENIOR IT BUSINESS ANALYST

1. Duties performed at the previous level, AND:
2. Participate in recommending and justifying resource allocations and expenditure decisions.
3. Assist in procedure development, evaluation, preparation, and modification.
4. Develop transition plans.
5. Participate in training development and presentation.
6. Review, analyze, and interpret the effects of federal and State laws, regulations, and agency policies.
7. Write technical requirements for grant proposals.
8. Prepare documentation for the computer system manual.
9. Perform related duties as assigned.

IT BUSINESS ANALYST	**34**	**B**	**7.657**
SENIOR IT BUSINESS ANALYST	**36**	**B**	**7.656**
SUPERVISOR, IT BUSINESS ANALYST	**38**	**B**	**7.655**

SUPERVISOR, IT BUSINESS ANALYST

1. Duties performed at the previous levels, AND:
2. Serve as project leaders and define and manage project scope and objectives.
3. Prepare project justifications, timelines, status reports, and implementation plans.
4. Implement projects.
5. Assist in budget preparation, make purchase requests, and track and record expenditures and costs.
6. Manage project funding and resource allocation.
7. Provide technical guidance to contractors and staff.
8. Responsible for long-range, broad-based planning for a variety of automated programs.
9. Develop policies and procedures.
10. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
11. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

IT BUSINESS ANALYST

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR IT BUSINESS ANALYST

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, IT BUSINESS ANALYST

Three or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

IT BUSINESS ANALYST

Knowledge of:

- Modern computer hardware and software; principles, practices, and procedures required for designing and implementing information system-based solutions; a variety of end-user tools and applications; sources of information and research techniques; problem-solving methods.

Skill in:

- Testing and implementing computer systems changes.
- Analyzing information, problems, or practices to identify relevant concerns, patterns, tendencies, and relationships, and formulate logical conclusions.
- Writing concise, logical, grammatically correct analytical reports.
- Obtaining information, explaining policies and procedures, and persuading others to accept or adopt a specific opinion or action.

IT BUSINESS ANALYST	**34**	**B**	**7.657**
SENIOR IT BUSINESS ANALYST	**36**	**B**	**7.656**
SUPERVISOR, IT BUSINESS ANALYST	**38**	**B**	**7.655**

- Negotiating and exchanging ideas, information, and opinions with others to formulate policies and procedures and reach consensus.
- Organizing materials, information, and resources to optimize efficiency.
- Developing, analyzing, and interpreting program requirements.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Analyze problems of limited complexity; analyze data and reach logical conclusions.
- Maintain effective working relationships with others; write business correspondence; read and understand technical information.
- Perceive and define cause and effect relationships in business processes and automated systems; troubleshoot computer operating problems; analyze organizational and administrative programs, policies, and procedures and prepare plans for revision; apply program regulations, policies, and procedures and select alternative methods that affect the manner and speed with which program activities occur.
- Interpret and apply broad and ambiguous laws and regulations; compute ratios, rates, and percentages; decompose problems into constituent parts.
- Interview users to identify needs; make decisions on appropriate actions after reviewing alternatives.

SENIOR IT BUSINESS ANALYST

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Agency policies and procedures related to the program area; automated systems logic; data processing concepts including general database, system security, data communication, and multiple platform strengths and weaknesses; accepted practices and methods used in designing program reviews and evaluations; formal systems design methodologies.

Ability to:

- Coordinate the exchange of information and opinions with others to formulate policy and procedures.

SUPERVISOR, IT BUSINESS ANALYST

Knowledge, skills, and abilities required at the previous levels, AND:

Knowledge of:

- System documentation principles; business process planning and analysis; project team dynamics; project control techniques, including cost estimating and resource scheduling; program budgeting.
- Supervisory principles and practices; State purchasing; basic principles and practices of training and providing procedural direction to others.

Skill in:

- Researching, writing, and presenting program plans, statistical and narrative reports, and requests for proposals.
- Interpreting and applying broad statutes and regulations to specific situations.
- Establishing and maintaining project priorities, timelines, and completion dates.

IT BUSINESS ANALYST	**34**	**B**	**7.657**
SENIOR IT BUSINESS ANALYST	**36**	**B**	**7.656**
SUPERVISOR, IT BUSINESS ANALYST	**38**	**B**	**7.655**

- Providing technical and professional guidance to staff.

Ability to:

- Plan, implement, and maintain information systems on an agency-wide basis; perform feasibility studies/cost benefit analysis for information systems; set priorities that accurately reflect the relative importance of agency goals and objectives; logically analyze problems of considerable complexity.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers

IT BUSINESS ANALYST	**34**	**B**	**7.657**
SENIOR IT BUSINESS ANALYST	**36**	**B**	**7.656**
SUPERVISOR, IT BUSINESS ANALYST	**38**	**B**	**7.655**

☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
NSHE SPECIALIST	**31**	**B**	**7.661**
SENIOR NSHE SPECIALIST	**33**	**B**	**7.660**
SUPERVISOR, NSHE SPECIALIST	**35**	**B**	**7.659**

JOB SUMMARY

NSHE Specialists perform college and university activities in the Nevada System of Higher Education (NSHE).

JOB DUTIES

NSHE SPECIALIST

1. Advise students and plan, organize, and coordinate the degree application process.
2. Facilitate grant proposals and coordinate grant activities.
3. Conduct transfer credit evaluation and articulation.
4. Review, evaluate, and maintain transfer articulation agreements, rules, and unevaluated coursework from external universities and colleges.
5. Track and monitor student progress toward degree attainment, develop alternative courses of action, and determine eligibility for graduation.
6. Develop, adapt, test, integrate, and update applications and information systems.
7. Research, organize, and coordinate the development and/or implementation of graduate and undergraduate instruction and activities.
8. Expand program activities and services, plan, organize, coordinate, and publicize services, opportunities, and activities.
9. Participate in accreditation and licensing activities.
10. Build relationships in the local community to integrate and promote positive NSHE public relations.
11. Maintain program records and submit applicable reports.
12. Research and analyze information, compile statistics, evaluate data, and write narrative reports and recommendations.
13. Work with faculty and management to coordinate activities, accomplish common objectives, and ensure compliance with established regulations and policies.
14. Serve as a liaison to other federal, state, and local agencies and to the community at large.
15. Perform related duties as assigned.

SENIOR NSHE SPECIALIST

1. Duties performed at the previous level, AND:
2. Evaluate broad or non-specific parameters and/or regulations.
3. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
4. Perform related duties as assigned.

NSHE SPECIALIST	**31**	**B**	**7.661**
SENIOR NSHE SPECIALIST	**33**	**B**	**7.660**
SUPERVISOR, NSHE SPECIALIST	**35**	**B**	**7.659**

SUPERVISOR, NSHE SPECIALIST

1. Duties performed at the previous levels, AND:
2. Determine work methods, operations, activities, and processes.
3. Oversee academic and/or services goals and objectives.
4. Oversee the operations of an academic department, enterprise, clinic, or service center.
5. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
6. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

NSHE SPECIALIST

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR NSHE SPECIALIST

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, NSHE SPECIALIST

Three or more years of applicable experience as described in the job duties with a minimum of one year of supervisory experience preferred and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

NSHE SPECIALIST

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Purpose and scope of institutions of higher education; correct grammar, punctuation, and spelling sufficient to compose reports, business correspondence, and other written materials; mathematics sufficient to maintain financial records and statistics.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Interpret, apply, and explain policies, procedures, regulations, and requirements; perform technical and administrative duties requiring independent judgment, decision-making, and problem solving within the assigned scope of authority; participate in the development and implementation of goals and objectives of the work unit; enter, maintain, and retrieve comprehensive records and prepare reports.

NSHE SPECIALIST	**31**	**B**	**7.661**
SENIOR NSHE SPECIALIST	**33**	**B**	**7.660**
SUPERVISOR, NSHE SPECIALIST	**35**	**B**	**7.659**

- Establish and maintain cooperative working relationships with faculty, staff, students, and co-workers; participate in development of programs and services to enhance the academic, social, and cultural environments for students on campus.

SENIOR NSHE SPECIALIST

Knowledge, skills, and abilities required at the previous level, AND"

Knowledge of:

- Basic training practices; goals and objectives of higher education including teaching, research, and public service.

Ability to:

- Plan, develop, and implement activities and services to enhance the academic, social, and cultural experience of students; develop and disseminate promotional materials to publicize services and programs; prepare comprehensive narrative and statistical reports.
- Work cooperatively and coordinate activities with other entities on campus and in the community; develop rapport and relate effectively with students in a college or university setting; make presentations to students and other groups on and off campus; oversee and train student workers.
-

SUPERVISOR, NSHE SPECIALIST

Knowledge, skills, and abilities required at the previous level, AND"

Knowledge of:

- Strategic planning techniques.
- Policies and priorities of NSHE; goals and objectives of the assigned organization.
- Services and programs pertinent to the work unit; principles, practices, and techniques of supervision and training; academic, social, and cultural needs of students in the academic environment.

Ability to:

- Effectively manage human and financial resources; make decisions that directly affect the nature and level of services and activities provided; conduct needs assessments and evaluate the success and improvement of programs, activities, and services; research and analyze information.
- Work collaboratively with faculty and other professional staff to achieve common objectives; analyze changes in legislation, funding or program direction and take appropriate action; consider alternative courses of action.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

NSHE SPECIALIST	**31**	**B**	**7.661**
SENIOR NSHE SPECIALIST	**33**	**B**	**7.660**
SUPERVISOR, NSHE SPECIALIST	**35**	**B**	**7.659**

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
CRIMINAL INVESTIGATOR	**41**	**D**	**13.243**
SUPERVISOR, CRIMINAL INVESTIGATOR	**43**	**D**	**13.242**

JOB SUMMARY

Criminal Investigators conduct criminal, civil, administrative, and intelligence investigations and analysis of suspected violations of federal, State, and/or local laws.

JOB DUTIES

CRIMINAL INVESTIGATOR

1. Perform research, search crime scenes, take photographs and fingerprints, sketch diagrams, take videos, and document investigative activities.
2. Perform covert activities, participate in undercover operations, conduct field surveillance.
3. Transport, secure, prepare, preserve, and analyze evidence.
4. Develop and maintain case files, logs, and reports.
5. Conduct interviews with witnesses, victims, and suspects.
6. Gather evidence, formulate facts and leads, establish patterns, trends, and probable cause, determine motives, and support enforcement actions.
7. Develop final case reports for criminal prosecution.
8. Prepare, obtain, and execute affidavits, search and arrest warrants, subpoenas, and other legal documents.
9. Outline and summarize violations, document evidence, statements, and submit reports.
10. Provide testimony in a court of law, administrative hearings, or other similar proceedings.
11. Conduct training on agency services, functions, and programs for a variety of groups.
12. Develop and establish relationships with other law enforcement agencies for the purpose of sharing intelligence information, conducting joint investigations, and carrying out necessary operations.
13. May perform investigative tasks for a federal, State, and/or local task force.
14. Perform related duties as assigned.

SUPERVISOR, CRIMINAL INVESTIGATOR

1. Duties required at the previous level, AND:
2. Review requests for investigative services from a variety of law enforcement or criminal justice agencies and make determinations to accept or deny requests.
3. Review information for possible criminal activity, employee misconduct, validity of information, and jurisdiction.
4. Determine if requests are criminal, administrative, or preliminary inquiry based on research, applicable law, and policy.
5. Review investigative reports, forms, case assignments, and activities.
6. Oversee and/or perform specialized investigations dealing with sensitive, high profile, or difficult cases.
7. Develop, implement, and interpret policies, procedures, goals, and objectives.
8. Maintain the case management system and compile and prepare agency and federal task force reports.
9. Serve as a liaison with local law enforcement agencies, the judicial system, and the surrounding community.

CRIMINAL INVESTIGATOR	**41**	**D**	**13.243**
SUPERVISOR, CRIMINAL INVESTIGATOR	**43**	**D**	**13.242**

10. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
11. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

CRIMINAL INVESTIGATOR

Three or more years of applicable experience as described in the job duties and based on the assigned agency, Certification as a Category I, II, or III Peace Officer from a Nevada Commission on Peace Officer Standards and Training approved law enforcement academy.

SUPERVISOR, CRIMINAL INVESTIGATOR

Four or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and based on the assigned agency, Certification as a Category I, II, or III Peace Officer from a Nevada Commission on Peace Officer Standards and Training approved law enforcement academy.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

CRIMINAL INVESTIGATOR

Knowledge of:

- Applicable federal, State, and local laws, regulations, rules, codes, ordinances, collective bargaining agreements and agency policies and procedures; operation, structure, function, and practices of various law enforcement and criminal justice agencies; laws of arrest, rules of evidence, searches and seizures, confiscation of stolen property, legal rights of citizens, and court procedures; where to obtain needed information or documents required to substantiate or negate suspected criminal violations.
- Methods, principles, standards, and techniques applicable to criminal, civil, and administrative investigations; criminal enforcement procedures; rules of evidence; criminal records; interviewing and interrogation techniques; specialized terminology within the assigned area; general law enforcement principles and practices; investigative principles, practices, and techniques
- General office procedures, methods and equipment; use of force; the appropriate use and care of equipment such as firearms, handcuffs, radios, and surveillance equipment

Skill in:

- Writing complex investigative reports, search warrants, arrest warrants and other reports.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Use sound judgment under stress.
- Use initiative and independent judgement within established legal or procedural guidelines.
- Operate a police car, police radio, firearms, and other weapons and equipment as required.
- Conduct surveillance activities utilizing appropriate equipment and techniques; perform a variety of investigative functions; recognize emergencies or dangerous situations and take appropriate action; gain

the confidence of others, reason persuasively, and take corrective action; provide in-service training to other staff; assist in the development of agency policies, procedures, goals, and objectives.
- Establish and maintain effective working relationships with others; secure facts by personal contact, observation, and review of records; obtain and serve legal documents, arrest warrants, subpoenas, and affidavits; read and interpret court orders, legal documents, complaints, or judgments.
- Recognize and develop evidence for presentation in a court of law; testify effectively in court; analyze situations and take effective action; maintain composure in the face of resistance, indifference, or hostility; discuss and explain agency policies and procedures to individuals of various backgrounds.
- Conduct interviews to obtain needed information; obtain and verify facts, statements, and incidents; weigh facts impartially and accurately; interpret and apply various laws, policies, and procedures.
- Perform research; efficiently and effectively organize information and data; select, prepare, and maintain needed and required records or documents; present information and findings in a clear and concise manner.
- Write concise, logical, and grammatically correct reports; speak on a one-to-one basis using appropriate vocabulary and grammar; record information quickly and accurately.
- Work as part of a team and communicate and work cooperatively with others including co-workers, clientele, and the public.

SUPERVISOR, CRIMINAL INVESTIGATOR

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:
- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision and human resources.
- Principles of officer safety, public safety, and risk mitigation and management.

Ability to:
- Maintain good working relationships with other law enforcement agencies, government officials, the judicial system, and the public; provide in-service training to staff.
- Develop, interpret, and implement policies, procedures, and laws; assist in the development of program goals, objectives, plans, and budgets; communicate program goals, policies, and procedures to staff, law enforcement agencies, the judicial system, and the public; collect, organize, verify, and analyze investigative data.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Brief executive level staff, legislative officials, or other policy making officials on investigative operations, conflicts of policy, issues with investigative practices, as to assist with the making of laws, policies, or regulations.

CRIMINAL INVESTIGATOR	**41**	**D**	**13.243**
SUPERVISOR, CRIMINAL INVESTIGATOR	**43**	**D**	**13.242**

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. This position requires pre-employment screening for controlled substances.
4. The State of Nevada requires applicants to consent to a background check, which includes a review of criminal and employment history, and other personal history information including references, education records, neighborhood and credit checks, and a truthfulness examination with either a polygraph or computer voice stress analyzer (CVSA). This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☒ running	☒ lifting,	20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☒ throwing
☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	20 lbs	☒ stretching	☒ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
DEPUTY CHIEF INVESTIGATOR	**44**	**D**	**13.246**

***This job title will be moved to unclassified next session.**

JOB SUMMARY

Deputy Chief Investigators plan, develop, organize, coordinate, direct, and evaluate the day-to-day operations, and provide administrative direction to a multi-disciplinary or large investigative unit.

JOB DUTIES

1. Plan, coordinate, and control operations and coordinate the investigation process.
2. Oversee daily operations, review and recommend improvements in policies, procedures, work methods, techniques, systems, and equipment for division improvement and efficient operations.
3. Develop goals and objectives and plan and organize staffing and other resources to meet the needs of new or changed programs and services.
4. Evaluate and recommend the purchase of equipment.
5. Provide direction and coordinate investigations with representatives of law enforcement and other agencies.
6. Develop, implement, and oversee policies, procedures, goals, objectives, and strategic planning to meet agency mandates, including program design, statutory compliance, and goal achievement.
7. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
8. Analyze and propose legislative changes, draft amendments, and provide testimony.
9. Prepare, submit, and monitor the budget, review and recommend expenditures, and forecast and justify program needs.
10. Monitor the preparation of evidence and investigative reports for court cases.
11. Direct and/or conduct sensitive or high-profile criminal, civil, grand jury and other investigations.
12. Testify in court regarding investigative actions, involvement, observations, and information obtained.
13. Compile data and prepare and submit analytical, narrative, and statistical reports on activities.
14. Oversee the budget development process; identify and forecast staffing needs, equipment, materials and supply requirements; administer the approved budget and approve program adjustments.
15. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
16. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Five or more years of applicable experience as described in the job duties with a minimum of three years supervisory/managerial experience and Certification as a Category I or II Peace Officer from a Nevada Commission on Peace Officer Standards and Training approved law enforcement academy.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal, State, and local laws, regulations, rules, codes, ordinances, and agency policies and procedures; operation, structure, function, and practices of various law enforcement and criminal justice agencies; where to obtain needed information or documents required to substantiate or negate suspected criminal violations.
- Methods, principles, standards, and techniques applicable to investigations; interviewing and interrogation techniques; rules of evidence; criminal procedure; criminal records; specialized terminology within the assigned area; investigative principles, practices, and techniques.
- Principles and practices of management, supervision, and training; State human resources regulations; principles and practices of management; State budgeting and purchasing principles and practices; and development of policies, procedures, goals, and objectives.
- Principles of officer safety, public safety, and risk mitigation and management.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Use initiative and independent judgement within established legal or procedural guidelines.
- Operate a police car, police radio, firearms, and other weapons and equipment.
- Manage program areas relevant to the assigned area to achieve performance indicators, goals, and objectives; develop, implement and review the investigative process and outcomes; direct investigative operations appropriate to the assigned area; prepare and submit reports on activities.
- Plan, coordinate, and expedite investigations; coordinate, set priorities, and assign work; motivate others to perform effectively; perform administrative duties appropriate to the assigned area.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.
- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.
- Establish and maintain cooperative working relationships with others; analyze, evaluate, and present data, statistics, and reports related to activities; assist in establishing program goals and objectives; interpret and apply laws and regulations to administer assigned program areas; administer a budget; develop, interpret, and disseminate agency policies and procedures; take appropriate action in emergency situations to ensure safety.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. This position requires pre-employment screening for controlled substances.
4. The State of Nevada requires applicants to consent to a background check, which includes a review of criminal and employment history, and other personal history information including references, education records, neighborhood and credit checks, and a truthfulness examination with either a polygraph or computer voice stress analyzer (CVSA). This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☒ running	☒ lifting,	20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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Posting #13-26

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #13-26
Posting Expires: February 23, 2026

Per NRS 284.160, the Administrator may make a change in classification without the prior approval of the Commission. The following change(s) are proposed:

Basis for Recommendation

Subject Matter Experts from the Division of Human Resource Management (DHRM) are recommending revisions of the class (job) specification design, formatting, structure, language, and job title hierarchy. It is also recommended that the job duties be condensed.

DHRM worked with management and subject matter experts to ensure the main duties and responsibilities of the job titles within the series remain consistent with the job's intent. The grade levels have not changed; however, it is recommended that the trainee level be removed as positions are not classified at the trainee level. Additionally, the minimum qualifications are revised pursuant to Assembly Bill 547 (2025), Nevada Revised Statute 284, removing the Bachelor degree requirement, unless required by statute or licensure. The assigned EEO-4 code has not changed.

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 515 East Musser Street, Suite 101 and in Las Vegas, go to 7251 Amigo Street, Suite 120. You may send a copy request to class.comp@admin.nv.gov. For additional information call (775) 684-0150.

Objections to the proposed classification changes must be received in writing through, mail (515 East Musser Street, Suite 101, Carson City, NV 89701-4298) or email (class.comp@admin.nv.gov) by February 23, 2026. Objections should be addressed to Keisha I. Harris, Deputy Administrator, Classification and Compensation Section of the Division of Human Resource Management.

CURRENT				PROPOSED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
10.621	Therapeutic Recreation Specialist I	32	B	***10.621***	***Therapeutic Recreation Specialist***	***32***	***B***
10.614	Therapeutic Recreation Specialist II	34	B	***10.614***	***Senior Therapeutic Recreation Specialist***	***34***	***B***
10.613	Therapeutic Recreation Specialist III	36	B	***10.613***	***Supervisor, Therapeutic Recreation Specialist***	***36***	***B***

CURRENT				PROPOSED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
10.619	Speech Pathologist I	33	B	-	***Abolish***		
10.615	Speech Pathologist II	35	B	***10.615***	***Speech Pathologist***	***35***	***B***

				PROPOSED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
10.616	Athletic and Recreation Specialist I	32	B	***10.616***	***Athletics and Recreation Specialist***	***32***	***B***
10.617	Athletic and Recreation Specialist II	34	B	***10.617***	***Abolish***		

CURRENT				PROPOSED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
10.683	Activities Therapy Technician I	25	E	***10.683***	***Activities Therapy Technician***	***25***	***E***
10.673	Activities Therapy Technician II	27	E	***10.673***	***Senior Activities Therapy Technician***	***27***	***E***

CURRENT				PROPOSED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
10.724	Chemist I	30	B	***-***	***Abolish***		
10.713	Chemist II	32	B	***-***	***Abolish***		
10.712	Chemist III	34	B	***10.712***	***Chemist***	***34***	***B***
10.708	Chemist IV	36	B	***10.708***	***Senior Chemist***	***36***	***B***
10.707	Chemist V	38	B	***10.707***	***Supervisor, Chemist***	***38***	***A***

CURRENT				PROPOSED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
10.721	Microbiologist 1	30	B	***-***	***Abolish***		
10.717	Microbiologist II	32	B	***-***	***Abolish***		
10.715	Microbiologist III	34	B	***10.715***	***Microbiologist***	***34***	***B***
10.711	Microbiologist IV	36	B	***10.711***	***Senior Microbiologist***	***36***	***B***
10.710	Microbiologist V	38	B	***-***	***Abolish***		

CURRENT				PROPOSED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
10.733	Laboratory Technician I	25	C	***10.733***	***Laboratory Technician***	***25***	***C***
10.726	Laboratory Technician II	27	C	***10.726***	***Senior Laboratory Technician***	***27***	***C***

CURRENT				PROPOSED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
10.740	Radiological Technologist	29	C	***10.740***	***Radiology Technician***	***29***	***C***

CURRENT				PROPOSED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
10.772	Staff Research Assistant I	29	B	***10.772***	***Staff Research Assistant I***	***29***	***B***
10.771	Staff Research Assistant II	31	B	***10.771***	***Staff Research Assistant II***	***31***	***B***
10.770	Staff Research Assistant III	33	B	***10.771***	***Staff Research Assistant III***	***33***	***B***
10.769	Staff Research Assistant IV	35	B	***10.769***	***Senior Staff Research Assistant***	***35***	***B***

POSTING DATE: January 8, 2026

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
THERAPEUTIC RECREATION SPECIALIST	**32**	**B**	**10.621**
SENIOR THERAPEUTIC RECREATION SPECIALIST	**34**	**B**	**10.614**
SUPERVISOR, THERAPEUTIC RECREATION SPECIALIST	**36**	**B**	**10.613**

JOB SUMMARY

Therapeutic Recreation Specialists perform assessments, treatment planning, and therapeutic services to assist individuals in improving their mental and physical health and/or social functioning.

JOB DUTIES

THERAPEUTIC RECREATION SPECIALIST

1. Conduct interviews, assess recreational interests, and evaluate physical, mental, and emotional limitations.
2. Review medical records and confer with staff on physical disabilities, injuries, or other medical conditions.
3. Prepare treatment plans and document prescribed therapeutic activities within applied constraints.
4. Plan, organize, schedule, coordinate, and conduct therapeutic activities.
5. Modify, adapt, and fabricate equipment to accommodate special needs.
6. Schedule and conduct individual and group therapy sessions.
7. Monitor individuals during activities, evaluate progress towards treatment goals, and adjust activities.
8. Document special problems, incidents, achievements, and developments.
9. Evaluate and revise treatment goals and objectives, modalities, and frequency.
10. Assess and document progress, record notes, and participate in interdisciplinary team meetings.
11. Aid in developing recreation and leisure activity resources.
12. Prepare and monitor the recreation budget.
13. Purchase supplies and materials and repair or arrange for repair of equipment.
14. Provide training in treatment modalities.
15. Demonstrate and participate in the maintenance, repair, set-up, and storage of recreation equipment.
16. Assist individuals in pursing leisure activities.
17. Adhere to health and safety procedures.
18. Perform related duties as assigned.

SENIOR THERAPEUTIC RECREATION SPECIALIST

1. Duties performed at the previous level, AND:
2. Plan, organize, and direct therapeutic activities programs for inpatients and/or outpatients.
3. Implement recreational activities for individuals with disabilities.
4. Locate resources, negotiate contracts for outings, and solicit donations for leisure opportunities for clients.
5. Develop tailored program protocols, goals, and objectives.
6. Contribute to facility committees, budgeting, and needs assessments and evaluations.
7. Participate in accrediting processes and quality review programs.
8. Plan and supervise community outings and residential leisure activities applicable to the client population and coordinate transportation.
9. Instruct clients regarding appropriate behavior and foster the independence and confidence of participants.

THERAPEUTIC RECREATION SPECIALIST	**32**	**B**	**10.621**
SENIOR THERAPEUTIC RECREATION SPECIALIST	**34**	**B**	**10.614**
SUPERVISOR, THERAPEUTIC RECREATION SPECIALIST	**36**	**B**	**10.613**

10. Act as a lead worker by assigning and reviewing work, training, and providing input to performance evaluations and work performance standards.
11. Perform related duties as assigned.

SUPERVISOR, THERAPEUTIC RECREATION SPECIALIST

1. Duties performed at the previous levels, AND:
2. Plan, organize, and direct therapeutic and occupational activity programs for both residential mental health and correctional facilities.
3. Develop, implement, analyze, and monitor a broad-based performance improvement plan.
4. Complete corrective action plans to meet regulatory compliance and improve quality of care outcomes.
5. Research, analyze, and develop best practices and develop program protocols, goals and objectives.
6. Participate in the development of service delivery needs assessments, evaluations, policies, and procedures.
7. Collaborate with clinical staff on delivery of care and services.
8. Assist in budget preparation and monitor expenditures and inventories.
9. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
10. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

THERAPEUTIC RECREATION SPECIALIST

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR THERAPEUTIC RECREATION SPECIALIST

Four or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, THERAPEUTIC RECREATION SPECIALIST

Four or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

THERAPEUTIC RECREATION SPECIALIST

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Theories and practices of recreational therapy and leisure activities; human anatomy, physiology, psychology, and visual motor and psychomotor functioning; developmental and learning disabilities; characteristics and symptoms of mental illness, intellectual disabilities, and related disorders; psychosocial and behavioral treatment models and group dynamics; basic math skills.

THERAPEUTIC RECREATION SPECIALIST	**32**	**B**	**10.621**
SENIOR THERAPEUTIC RECREATION SPECIALIST	**34**	**B**	**10.614**
SUPERVISOR, THERAPEUTIC RECREATION SPECIALIST	**36**	**B**	**10.613**

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Assess mental, emotional, and physical capabilities and limitations; participate in interdisciplinary team meetings to develop and revise treatment plans, goals, and objectives; review diagnostic findings and conceptualize treatment strategies; plan, organize, schedule, and conduct appropriate therapeutic recreation activities; adapt, create, and design recreational activities and equipment; move and set up athletic equipment and recreation supplies for planned activities.
- Coordinate services with other therapeutic disciplines; provide therapeutic recreation therapy in potentially hostile environments where clients and/or patients may be uncooperative or combative; counsel, train, and motivate clients and/or patients.
- Establish and maintain positive working relationships with clients, patients, and others involved in the treatment program; apply teaching methods and techniques; administer first aid in emergency situations; operate a van, bus, or automobile to transport clients and/or patients as required.

SENIOR THERAPEUTIC RECREATION SPECIALIST

Knowledge, skills, and abilities required at the previous levels, AND:

Knowledge of:

- Therapeutic recreation equipment maintenance and repair; programming requirements in recreation therapy; security issues and accreditation standards applicable to the facility to which assigned.
- Theories and techniques of counseling, guidance, and group dynamics; community resources for recreational therapy activities; commonly used psychotropic medications.

Ability to:

- Plan, organize, coordinate, schedule, and conduct appropriate therapeutic recreation activities for individuals with mental, physical, or emotional disabilities; prepare a budget based on projections and needs; organize and conduct individual and group therapy sessions in relaxation techniques, stress management, self-esteem, and other areas.
- Communicate effectively with representatives of community resources and facilities to develop recreational programs and activities; develop, prepare, and negotiate contracts for services and recreation activities.

SUPERVISOR, THERAPEUTIC RECREATION SPECIALIST

Knowledge, skills, and abilities required at the previous levels, AND:

Knowledge of:

- Safety and security protocols; available community resources for comprehensive rehabilitative care; federal program requirements and facility accreditation standards for therapeutic recreation; interdisciplinary team treatment and case management principles and practices.
- Principles and practices of supervision; State budgeting, contracts, purchasing, and inventory management; principles and practices of occupational therapy.

THERAPEUTIC RECREATION SPECIALIST	**32**	**B**	**10.621**
SENIOR THERAPEUTIC RECREATION SPECIALIST	**34**	**B**	**10.614**
SUPERVISOR, THERAPEUTIC RECREATION SPECIALIST	**36**	**B**	**10.613**

Ability to:

- Develop and communicate effective and efficient service delivery outcomes; develop and implement measurable program evaluation indicators and performance improvement, corrective action, and short- and long-range plans.
- Research, analyze, develop and implement best practices; develop priorities in conjunction with programming requirements and client/patient needs; create clear, concise, and grammatically correct analytical, statistical and narrative reports.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	50 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	50 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	50 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	50 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers

THERAPEUTIC RECREATION SPECIALIST	**32**	**B**	**10.621**
SENIOR THERAPEUTIC RECREATION SPECIALIST	**34**	**B**	**10.614**
SUPERVISOR, THERAPEUTIC RECREATION SPECIALIST	**36**	**B**	**10.613**

- ☒ Ability to write legibly in English
- ☒ Ability to read instructions and numbers in English
- ☒ Ability to complete tasks with numerous interruptions
- ☒ Ability to learn tasks in a reasonable amount of time
- ☒ Ability to follow supervisor's instructions
- ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
SPEECH PATHOLOGIST	**35**	**B**	**10.615**

JOB SUMMARY

Speech Pathologists provide specialized therapeutic services involving the measurement, testing, identification, diagnosis, prediction, treatment, case management, counseling, coaching, and supporting of individuals with communication needs and disorders, deficiencies in sensory, perceptual, motor, cognitive, and social skills necessary for communication, and sensorimotor dysfunctions of the mouth, pharynx, and larynx.

JOB DUTIES

1. Develop and implement speech pathology goals and objectives to meet the needs of the population served.
2. Participate in the development of service delivery needs assessments, evaluations, policies, and procedures.
3. Participate in accrediting and quality review programs.
4. Evaluate clients' speech, language, and swallowing skills and conduct interviews to obtain information.
5. Utilize questionnaires and child development inventories to obtain developmental histories.
6. Review findings of physicians and other professionals and administer and interpret test results.
7. Analyze data to formulate diagnosis and prepare an evaluation and treatment plan.
8. Conduct therapy sessions and provide support to caregivers to enhance clients' progress.
9. Collaborate in interdisciplinary team meetings to coordinate treatment efforts.
10. Maintain accurate records of client progress and associated data and write comprehensive reports.
11. Foster professional relationships with external agencies and stakeholders to optimize treatment outcomes.
12. Oversee direct care personnel, technical staff, and/or student interns who assist in diagnostic testing and implementation of individual and group therapy.
13. Provide training sessions on various speech and language issues and to improve outcomes.
14. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Certification of Clinical Competency from the American Speech-Language-Hearing Association including completion of the Clinical Fellowship Year.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, Acts, and agency policies and procedures; diagnostic, medical, and mental disorder and procedural service codes.
- Normal and abnormal communication development; oral peripheral examination techniques; communication equipment and assistive devices for individuals with speech, language, communication, and swallowing impairments; speech therapy assessment and intervention techniques; identification, evaluation and diagnosis of communication disorders; treatment modalities for communication disorders.

- Operation, use, and care of equipment used in speech and language therapy; dysphagia management techniques; prosthetic devices and their application; teaching resource materials and activities that remediate speech and language problems; basic counseling skills; community resources available for treatment; funding sources for augmentative devices; related therapies such as physical and occupational therapy.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Provide therapeutic services specific to the population served; counsel, coach, and support patients and/or clients, parents, and caretakers in specific techniques and activities; maintain current knowledge of developments in the field including innovative therapeutic methods, equipment, and assessment tools; provide work direction to support staff and others as assigned.
- Select and administer appropriate assessment instruments; interpret test and assessment instruments; develop a treatment plan; prepare written reports related to evaluation, treatment, progress, strengths, and needs; obtain accurate information through interviewing; structure therapy activities to develop and maintain speech, swallowing, and communication skills; develop, assign, and communicate intervention strategies for parents or caretakers through the use of specific behavioral and therapeutic approaches.
- Assess progress through subjective and objective means; instruct other staff in speech pathology concepts, techniques, and objectives; determine the need for referral to others for related services; maintain and document information in the case file.
- Make presentations to interdisciplinary team members and other health care professionals; counsel, coach, and support parents and guardians regarding patient's and/or client's developmental skill needs and level of functioning.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☐ throwing

☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

- ☒ Ability to communicate on the telephone (hearing)
- ☒ Ability to speak
- ☒ Ability to write legibly in English
- ☒ Ability to read instructions and numbers in English
- ☒ Ability to complete tasks with numerous interruptions
- ☒ Ability to understand technical manuals
- ☒ Ability to work amicably with co-workers
- ☒ Ability to learn tasks in a reasonable amount of time
- ☒ Ability to follow supervisor's instructions
- ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
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JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
ATHLETICS AND RECREATION SPECIALIST	**32**	**B**	**10.616**

JOB SUMMARY

Athletics and Recreation Specialists plan, organize, and oversee athletic and recreational activities to ensure appropriate use of leisure time, develop and/or maintain fitness, and relieve emotional stress.

JOB DUTIES

1. Evaluate athletic and recreational activities and assess benefits and population interest.
2. Adapt activities to diverse population needs and facility resources.
3. Offer a variety of athletic and recreational programs, recruit and schedule participants, and prepare rosters.
4. Provide instruction on activities, explain rules, obtain and set up equipment, and ensure safety and security.
5. Engage in activities, observe skills and limitations, provide guidance and counseling, and initiate discussions to diffuse potentially volatile situations.
6. Establish recognition awards and promote fairness, good sportsmanship, and active participation.
7. Maintain records, track program progress, and contribute to budgeting and expenditure tracking.
8. Select, supervise, and train assistants from the assigned population, evaluate performance, and calculate payroll and/or work credit information.
9. Prepare and maintain records and reports on activities.
10. Assist in the development of program budgets and track expenditures.
11. Secure, store, and maintain equipment and facilities.
12. Request equipment purchases or replacements for improved opportunities.
13. Collaborate with others to ensure appropriate security and supervision during activities.
14. Perform related duties as assigned

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- A variety of athletic and recreational activities; equipment required for sports and recreational activities; athletic equipment care, cleaning, and maintenance; sports rules and techniques including methods used for improving performance and officiating athletic events; training regimens.
- Physiological and psychological benefits of recreation and physical activity; human anatomy and muscle functions; nutrition as related to physical fitness; cultural diversity and composition of factions within a variety of ethnic groups; basic math, reading, and writing.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Organize, plan, and direct a comprehensive athletic and recreational program in an assigned facility; evaluate athletic and recreational activities and determine program needs; determine equipment necessary for activities; schedule activities, leagues, and tournaments; assign and review the work of participant assistants; objectively officiate events; coach and motivate individuals in sports and recreation programs; actively participate in a variety of sports and recreational activities.
- Effectively communicate and instruct others in rules and strategies of physical education and recreation activities; defuse potentially volatile situations; prepare written reports and records; perform mathematical calculations required to prepare inmate payroll and/or work credit records.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team

interruptions	members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
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JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
ACTIVITIES THERAPY TECHNICIAN	**25**	**E**	**10.683**
SENIOR ACTIVITIES THERAPY TECHNICIAN	**27**	**E**	**10.673**

JOB SUMMARY

Activity Therapy Technicians support the evaluation, therapeutic programming, clinical treatment, and assessment of patients receiving the services of a therapist.

JOB DUTIES

ACTIVITIES THERAPY TECHNICIAN

1. Assist in the implementation of the treatment plan according to therapist specifications.
2. Assist patients with physical, mental, and cognitive disabilities in therapeutic activities.
3. Instruct and guide patients in the completion of activities or exercises.
4. Observe patient behavior, physical condition, and use of correct body mechanics.
5. Monitor patient progress and provide information on participation, attendance, activity tolerance, effort and attitude, memory and concentration, interaction with others, and response to supervision.
6. Provide vital sign monitoring and first aid and/or CPR as needed.
7. Orient patients to clinic area and provide instruction on use and care of clinic tools and equipment.
8. Develop positive rapport with patients and staff and provide direction and encouragement to patients.
9. Inspect, clean, and provide routine maintenance to equipment.
10. Clean areas to ensure a safe and therapeutic environment.
11. Perform related duties as assigned.

SENIOR ACTIVITIES THERAPY TECHNICIAN

1. Oversee inventory and procure necessary materials.
2. Maintain documentation and records and report and document incidents and accidents.
3. Schedule patient treatments, arrange transportation for outings, and assist in adaptive equipment construction.
4. Act as a lead worker by assigning and reviewing work, training, and providing input to performance evaluations and work performance standards.
5. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

ACTIVITIES THERAPY TECHNICIAN

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR ACTIVITIES THERAPY TECHNICIAN

Two or more years of applicable experience as described in the job duties and graduation from high school or

ACTIVITIES THERAPY TECHNICIAN	**25**	**E**	**10.683**
SENIOR ACTIVITIES THERAPY TECHNICIAN	**27**	**E**	**10.673**

equivalent education, or a combination of experience and education.

KNOWLEDGE, SKILLS, AND ABILITIES
(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

ACTIVITIES THERAPY TECHNICIAN

Knowledge of:

- Mental, physical, emotional, and/or cognitive disabilities; human behavior and behavior modification techniques; anatomy and physiology; rehabilitation therapy services and overall treatment goals; basic medical terminology.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Assist therapists in providing physical, occupational, industrial, recreational, or other specified types of therapy; supervise and direct a group of patients during therapeutic activities in a mental health, intellectual disabilities, or rehabilitation setting
- Maintain the cleanliness and sanitation of therapy areas and equipment; observe and document patient behavior; perform mathematical computations as needed to prepare purchase orders and inventory supplies; perform CPR and first aid procedures as required.
- Follow verbal and written directions; read and understand patient records; deal effectively with patients and/or clients who may be hostile and combative; maintain positive working relationships with patients, therapists, peers, referral sources, and other individuals involved in the treatment plan; promote a positive public image for the agency.

SENIOR ACTIVITIES THERAPY TECHNICIAN

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Methods, modalities, and techniques used in the designated therapy; safety and health standards related to the provision of therapy services; general patient and/or client care; confidentiality, rights, and code of ethics; purchasing procedures; durable medical equipment and assistive devices used in the designated type of therapy.

Ability to:

- Demonstrate and teach therapy modality techniques and procedures as allowed in the therapy area and within licensing requirements; explain and demonstrate correct body mechanics; prepare records and documents related to billing, attendance, inventory, and accident reports; inventory and maintain supplies.
- Recognize safety hazards and take appropriate corrective measures; take vital signs as indicated using appropriate methods.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.

ACTIVITIES THERAPY TECHNICIAN	**25**	**E**	**10.683**
SENIOR ACTIVITIES THERAPY TECHNICIAN	**27**	**E**	**10.673**

2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	50 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	50 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	50 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	50 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
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JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
CHEMIST	**34**	**B**	**10.712**
SENIOR CHEMIST	**36**	**B**	**10.708**
SUPERVISOR, CHEMIST	**38**	**A**	**10.707**

JOB SUMMARY

Chemists analyze air, water, tissue, milk, petroleum products, antifreeze, soil, cement, paint, construction materials, pesticide residue, and other samples.

JOB DUTIES

CHEMIST

1. Analyze samples and identify and document sample contents and contaminants.
2. Ensure adherence to federal and State laws, regulations, standards, procedures, and agency policies and procedures.
3. Operate laboratory instrumentation.
4. Conduct chemical testing of highway construction materials and ensure appropriateness for projects.
5. Assist engineers in solving construction problems related to chemical and physical properties of materials.
6. Analyze construction materials and samples and determine and document contents and contaminants.
7. Evaluate, maintain, update, and write specifications for construction materials, products, equipment, and specifications.
8. Provide testimony to lawmakers, boards, and industry representatives.
9. Assist in resolving conflicts and problems in sample testing.
10. Evaluate and incorporate new technology into laboratory procedures.
11. Analyze motor fuels and motor oil samples for physical characteristics and air quality impact.
12. Determine compliance of antifreeze samples by measuring certain properties and testing for foaming tendencies.
13. Analyze ground water, surface water, vegetation, soil, and tissue for pesticide residues, identify presence, and calculate concentration of herbicides and pesticides.
14. Analyze water samples for gross alpha, gross beta, and additional radiochemistry.
15. Analyze fertilizer samples for nitrogen, phosphorus, potassium, and other nutrients and non-nutrients.
16. Maintain sample integrity and chain of custody and complete data calculations and worksheets.
17. Record processes and results, prepare and submit reports, enter findings, and maintain quality assurance.
18. Manage laboratory equipment, perform maintenance, and request supplies, chemicals, and equipment.
19. Perform related duties as assigned.

SENIOR CHEMIST

1. Duties performed at the previous level, AND:
2. Oversee and coordinate activities in an assigned laboratory and implement quality assurance procedures.
3. Participate in budget preparation and monitoring and order supplies and equipment.
4. Act as a lead worker by assigning and reviewing work, training, and providing input to performance evaluations and work performance standards.

CHEMIST	**34**	**B**	**10.712**
SENIOR CHEMIST	**36**	**B**	**10.708**
SUPERVISOR, CHEMIST	**38**	**A**	**10.707**

5. Perform related duties as assigned.

SUPERVISOR, CHEMIST

1. Duties performed at the previous levels; AND:
2. Plan, organize, coordinate, and oversee laboratory operations testing various materials for compliance.
3. Establish laboratory policies and procedures.
4. Develop and maintain quality control and quality assurance procedures.
5. Ensure safety compliance and the proper handling, storage, use, and disposal of hazardous materials.
6. Participate in long-range planning, budgeting processes, and stay current on technological advancements.
7. May direct the registration of pesticides, fertilizers, and petroleum products.
8. Issue special need registrations and crisis exemptions.
9. Oversee the collection of fees and the licensing of restricted pesticide dealers.
10. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
11. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

CHEMIST

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR CHEMIST

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, CHEMIST

Four or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

CHEMIST

Knowledge of:

- Applicable federal and State laws, regulations, standards, procedures, and agency policies and procedures.
- Organic and inorganic chemistry; qualitative and quantitative methods of analysis; health and safety precautions applicable to working with volatile chemicals and other hazardous materials; laboratory equipment used in analysis of water, motor fuel, antifreeze, oil, and other samples; computer hardware and software used in a chemistry laboratory.

Skill in:

- Performing laboratory techniques and procedures.
- Interpersonal and communication, both verbal and written.

CHEMIST	**34**	**B**	**10.712**
SENIOR CHEMIST	**36**	**B**	**10.708**
SUPERVISOR, CHEMIST	**38**	**A**	**10.707**

- Use and operation of office and job-related equipment and software.

Ability to:

- Compare analytical results with reference standards and form logical conclusions; systematically arrange information, test results, data, and reports into appropriate categories; determine laboratory instruments' reliability and make necessary adjustments; analyze information, methods, and procedures to determine the best method for analysis; perform several different procedures simultaneously using a variety of equipment.
- Read and understand technical laboratory literature; accurately measure, record, and report scientific data; establish and maintain effective and cooperative working relationships with others; perform testing procedures using modern laboratory equipment and techniques.

SENIOR CHEMIST

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Analytical computer systems and applications used in a laboratory setting.

Ability to:

- Write technical and scientific reports; initiate and develop testing policies and procedures; read and interpret scientific literature and reports; abstract and summarize technical procedures and complex data; oversee assigned staff.

SUPERVISOR, CHEMIST

Knowledge, skills, and abilities required at the previous levels, AND:

Knowledge of:

- Principles and practices of supervision and training; State purchasing and budgeting processes.
- Various scientific literature related to a specified field of chemistry; providers of chemistry equipment and supplies.

Ability to:

- Determine methodology to be applied and equipment to be utilized in conducting various tests and analysis; analyze a variety of materials to determine chemical content and composition; perform complex chemical analysis.
- Plan, organize, and oversee laboratory operations; prepare and monitor budgets; read and interpret scientific literature and reports; evaluate and determine equipment, materials, and supplies needed in a laboratory.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.

CHEMIST	**34**	**B**	**10.712**
SENIOR CHEMIST	**36**	**B**	**10.708**
SUPERVISOR, CHEMIST	**38**	**A**	**10.707**

- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

CHEMIST	**34**	**B**	**10.712**
SENIOR CHEMIST	**36**	**B**	**10.708**
SUPERVISOR, CHEMIST	**38**	**A**	**10.707**

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
MICROBIOLOGIST	**34**	**B**	**10.715**
SENIOR MICROBIOLOGIST	**36**	**B**	**10.711**

JOB SUMMARY

Microbiologists perform pre-analytical, analytical and post-analytical microbiological, serological, parasitological, immunological, molecular, and clinical laboratory tests and procedures to detect, isolate, and identify microorganisms in milk, blood, urine, feces, tissue, and other samples.

JOB DUTIES

MICROBIOLOGIST

1. Process samples, label and record data, select testing methods, and perform quality control testing to determine validity of tests.
2. Prepare samples for testing and analysis, mix solutions, prepare culture media, and incubate specimens.
3. Section and stain tissue for microscopic examination, inspect cultures, and record observations.
4. Performs a variety of laboratory procedures requiring independent judgment using both manual and automated methods, analyzes results and reports test results.
5. Obtain specimens for analysis in a variety of ways using aseptic techniques and protocols.
6. Performs equipment and environmental monitoring, general lab cleaning, as well as operate, calibrate, and performs minor equipment repair and maintenance.
7. Identify microorganisms to genus and species level, research literature, consult sources, and report findings.
8. Conduct antimicrobial susceptibility testing and interpret test results to facilitate proper treatment.
9. Collaborate with human and animal health providers, veterinarians, and others on pathogen identification.
10. Communicate with patients, animal owners, and others to provide and obtain information.
11. Prepare and maintain documentation of test results and record and analyze data.
12. Ensure data is maintained, stored, disseminated, and/or electronically transmitted and ensure confidentiality.
13. Follows the laboratory's established quality control policies and procedures documenting all corrective actions taken when test systems deviate from the laboratory's established performance expectations.
14. Manage supplies and equipment, maintain glassware, and provide training.
15. Ensure adherence to applicable laws, regulations, policies, procedures, protocols, hygiene, and quality control measures.
16. Perform related duties as assigned.

SENIOR MICROBIOLOGIST

1. Duties performed at the previous level; AND:
2. Oversee and coordinate an assigned laboratory.
3. Implement a quality control and quality assurance system.
4. Assists in the development and maintenance of laboratory forms, policies and standard operating procedures.
5. Participate in budget preparation and monitoring.
6. Procure equipment and supplies and recommend the purchase of new equipment and instrumentation.
7. Act as a lead worker by assigning and reviewing work, training, and providing input to performance

evaluations and work performance standards.
8. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

MICROBIOLOGIST

Three or more years of applicable experience as described in the job duties and an applicable Bachelor's degree or above.

SENIOR MICROBIOLOGIST

Four or more years of applicable experience as described in the job duties and an applicable Bachelor's degree or above.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

MICROBIOLOGIST

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; reference materials used to research information related to identification of antibiotic sensitivity, quality assurance, and quality control.
- Theories and principles of microbiology, molecular methods, and immunology; aseptic techniques; safety precautions required with biological and etiological samples, chemicals, and potentially hazardous materials; health and safety regulations applicable to a laboratory environment; computer equipment and applications used in a microbiology laboratory.

Skill in:

- Staining and making slides.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Read, record, compare, contrast, analyze, and interpret test results and/or statistical data, and formulate conclusions; perform specialized test procedures and adapt to new testing formats; implement quality assurance procedures and requirements.
- Perform a variety of laboratory procedures; interpret and explain test results and laboratory procedures; follow standard laboratory testing methodology to ensure accuracy of results; distinguish colors, turbidity, shapes, and sizes to interpret test results and findings.

SENIOR MICROBIOLOGIST

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Reference materials used to research information related to identification of organisms, interpretation of test results, antibiotic sensitivity, quality assurance, and quality control; alternate methodologies in testing;

providers of equipment and supplies; repair agencies; State purchasing policies and procedures.
- Knowledge of laboratory hazards and proper safety precautions and procedures.
- Standard operating procedure development.

Ability to:
- Ensure compliance with established protocols and maintain required proficiency standards; coordinate laboratory activities with other agencies; oversee lab operations, budgets, policies, equipment, workflow, and data records.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions

MICROBIOLOGIST	**34**	**B**	**10.715**
SENIOR MICROBIOLOGIST	**36**	**B**	**10.711**

may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
LABORATORY TECHNICIAN	**25**	**C**	**10.733**
SENIOR LABORATORY TECHNICIAN	**27**	**C**	**10.726**

JOB SUMMARY

Laboratory Technicians perform standardized technical laboratory procedures requiring knowledge of life and physical sciences.

JOB DUTIES

LABORATORY TECHNICIAN

1. Perform routine laboratory tests.
2. Prepare a variety of standard culture media and stain and label specimens.
3. Obtain blood, other fluids, and/or tissue samples from animal and/or human subjects.
4. Perform routine chemistry analyses, review data, and ensure quality control.
5. Mix and prepare a variety of reagents, buffers, chemicals, and solutions.
6. Monitor stock levels to ensure products are available and ready to use.
7. Maintain and store laboratory equipment, supplies, and inventories and initiate purchases.
8. Receive, catalog, organize, store, issue, and maintain a wide variety of items.
9. Ensure the safe handling, storage, and disposal of chemicals, solutions, hazardous materials, and/or supplies.
10. Perform sterile procedures and calibrate instruments.
11. Maintain instrumentation, furniture, floors, and research areas.
12. Clean, sterilize, decontaminate, adjust, and perform minor repairs to equipment, instruments, apparatus, and surfaces.
13. Establish and maintain files and records, enter data, and generate reports.
14. Observe and record test results and label, mount, and file specimens.
15. Perform related duties as assigned.

SENIOR LABORATORY TECHNICIAN

1. Duties performed at the previous level, AND:
2. Perform duties in a designated field of specialization.
3. Conduct complex technical functions requiring specialized knowledge in a specific scientific discipline.
4. Identify and select laboratory techniques that vary with laboratory circumstances and analytical testing required.
5. Oversee volunteers and/or students.
6. Coordinate daily operations in a laboratory, inventory supplies, remove hazardous waste, and/or animal care.
7. Search literature for research topics or collect, organize, store, and report research information.
8. Perform related duties as assigned.

LABORATORY TECHNICIAN	**25**	**C**	**10.733**
SENIOR LABORATORY TECHNICIAN	**27**	**C**	**10.726**

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

LABORATORY TECHNICIAN

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR LABORATORY TECHNICIAN

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

LABORATORY TECHNICIAN

Knowledge of:

- Scientific theories and principles in the field of specialization; universal precautions used in testing bodily fluids and potentially infectious tissue samples; laboratory health and safety procedures; proper handling and storage of hazardous materials; technical experimental procedures in a specialized area.
- Metric system weights and measures; math and algebra sufficient to perform calculations and take precise measurements.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Understand and follow basic technical procedures and laboratory protocols; draw blood and collect tissue samples from animal and human subjects; receive, label, and process samples and specimens for analysis and testing; use laboratory instruments and equipment requiring manual dexterity and mechanical applications.

SENIOR LABORATORY TECHNICIAN

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Specialized laboratory techniques and procedures used in a specific scientific field; materials, supplies, and equipment used in a laboratory; scientific literature and references needed to research information in the designated scientific discipline.
- Agency policies and procedures related to laboratory operation and tests performed; analytical equipment or instrumentation used in a research, teaching, or scientific laboratory; data analysis; advanced mathematical concepts and calculations.

Ability to:

- Perform complex laboratory tests and procedures requiring specialized knowledge and skills; perform standardized and recurring technical laboratory procedures in the biological sciences, physical sciences,

social sciences, agriculture, or natural resource areas in a teaching, research, or public health laboratory; prepare charts, graphs, or models to graphically present experimental data; operate and maintain sophisticated laboratory equipment and instruments; conduct and modify laboratory procedures based on test results.

- Perform duties requiring greater understanding of scientific protocols and application of corresponding scientific principles.
- Coordinate operations and oversee others as assigned; order, distribute, and maintain laboratory equipment and supplies; comprehend and apply science pertaining to a specific research project.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

LABORATORY TECHNICIAN	**25**	**C**	**10.733**
SENIOR LABORATORY TECHNICIAN	**27**	**C**	**10.726**

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
RADIOLOGY TECHNICIAN	**29**	**C**	**10.740**

JOB SUMMARY

Radiology Technicians operate x-ray equipment to produce radiographs of anatomical parts as prescribed by a physician.

JOB DUTIES

1. Take and secure radiographs of patients in accordance with procedures.
2. Ensure patient injury is not aggravated.
3. Adjust radiation equipment at the required angle and height and focus on the appropriate area.
4. Measure section to be x-rayed and set machine controls to produce radiographs of the correct density, detail, and contrast.
5. Place the proper size and type of x-ray film or digital cassette.
6. Check developed film or digital images to determine need for additional views.
7. Place proper identification on film and place into processing unit for developing, fixing, washing, and drying.
8. Ensure proper identification of each digital image and maintain databases.
9. Prepare files of films and digital images for protection, storage, and retrieval.
10. Route files to physician for examination and interpretation.
11. Order radiological supplies and equipment.
12. Maintain equipment and make minor adjustments and repairs.
13. Record information, compile and analyze data, prepare summaries, submit statistical reports, and maintain records.
14. Perform patient care duties, take vital signs, draw blood, and prepare patients for surgical procedures.
15. Give instructions to patients and prepare patients for testing.
16. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

One or more years of applicable experience as described in the series and applicable current licensure issued by the American Registry of Radiologic Technologists.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; Handbook of Rules and Regulations for Radiation Control issued by the Nevada State Board of Health; techniques and procedures used in the operation of radiological equipment; safety and protective measures required to minimize exposure to radiation.
- Current and advanced x-ray techniques and procedures involving operation of x-ray equipment; views and

positions required for x-ray examination; x-ray equipment maintenance; radiographic contrast medias; fluoroscopy, sterile, radiographic, emergency medical, and preparation of patients for surgical procedures and practices; human anatomy and physiology.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Explain x-ray procedures to patients; follow radiologist standards for views, quality control, and radiation prevention methods; properly position patients to secure radiographs of diagnostic quality according to a physician's prescription; understand medical terminology and technical instructions pertinent to radiographs; maintain records and files.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team

interruptions	members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
STAFF RESEARCH ASSISTANT I	**29**	**B**	**10.772**
STAFF RESEARCH ASSISTANT II	**31**	**B**	**10.771**
STAFF RESEARCH ASSISTANT III	**33**	**B**	**10.770**
SENIOR STAFF RESEARCH ASSISTANT	**35**	**B**	**10.769**

JOB SUMMARY

Staff Research Assistants perform or oversee the performance of laboratory and/or field experimental procedures in support of academically supervised research and teaching in the natural, physical, or social sciences.

JOB DUTIES

STAFF RESEARCH ASSISTANT I

1. Plan, design, and conduct scientific experiments, testing and analysis.
2. Interpret project objectives and plan, design, document, execute, and troubleshoot experiment protocols.
3. Evaluate protocols for compliance, relevance, and provide recommendations.
4. Utilize analytical laboratory techniques for a variety of chemical and biological analyses.
5. Conduct literary research, abstract data, review theories and methodologies, and compile or analyze data.
6. Record, document, analyze, summarize, collect, and maintain experiment results and data.
7. Prepare reports and collaborate with principal investigator to evaluate and interpret findings.
8. Assist with and/or co-author publications for peer-reviewed journals.
9. Translate the lesson plan and design relevant experiments.
10. Formulate and prepare solutions, compounds, reagents, tissue samples, and other items and set-up apparatus.
11. Explain experiments, monitor students, and provide feedback, consultation, and troubleshooting.
12. Conduct tours of facilities and field habitats to explain purpose, services, or research objectives of a project.
13. Manage daily activities, safety, and environmental conditions of a laboratory.
14. Demonstrate, explain, and train others on equipment operation, scientific procedures, and laboratory protocol.
15. Prepare and maintain stock of solutions, compounds, reagents, tissue cultures, serums, viruses, and media.
16. Handle, store, and dispose of radioactive reagents and wastes, controlled substances, and hazardous biologicals and chemicals.
17. Operate, maintain, and calibrate scientific instrumentation.
18. Perform related duties as assigned.

STAFF RESEARCH ASSISTANT II

1. Duties performed at the previous level, AND:
2. Perform instructional, laboratory, and/or field experimental procedures in more than one area of specialization and spend a majority of time on scientific experimentation.
3. Perform laboratory and/or field experimental procedures in one field or specialty.
4. Order and maintain inventory of supplies, chemicals, reagents, apparatus, and other items.
5. Develop original protocols of a narrow nature.
6. Perform related duties as assigned.

STAFF RESEARCH ASSISTANT I	**29**	**B**	**10.772**
STAFF RESEARCH ASSISTANT II	**31**	**B**	**10.771**
STAFF RESEARCH ASSISTANT III	**33**	**B**	**10.770**
SENIOR STAFF RESEARCH ASSISTANT	**35**	**B**	**10.769**

STAFF RESEARCH ASSISTANT III

1. Duties performed at the previous levels, AND:
2. Perform duties in more than one area of specialization.
3. Design and conduct experiments in support of scientific research, service, or instruction.
4. Interpret findings and form conclusions on relevance of data sets and experimental procedures.
5. Consult on the plan of approach to research problems.
6. Read and abstract scientific articles pertaining to examination and exploration of research problems.
7. Contribute to the execution of laboratory and/or field phases of research.
8. Prepare written reports of laboratory and/or field experimentation and participate in manuscript preparation.
9. Develop new instructional methodologies for the teaching environment.
10. Coordinate research activities.
11. Perform related duties as assigned.

SENIOR STAFF RESEARCH ASSISTANT

1. Duties performed at the previous levels, AND:
2. Perform or oversee the daily operations, instructional obligations, and/or investigations of the laboratory.
3. Collaborate with academic supervisors.
4. Contribute to instructional, laboratory, and/or field experimental procedures.
5. Design approaches in scientific or other methodologies.
6. Research, develop, compose, and edit protocols, operating procedures, progress reports, manuscripts, grant applications, or other similar documents.
7. Act as a lead worker by assigning and reviewing work, training, and providing input to performance evaluations and work performance standards.
8. Oversee students, volunteers, and/or visiting scientists.
9. Organize and resolve experimental protocols.
10. Oversee the execution of laboratory phases of research projects.
11. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

STAFF RESEARCH ASSISTANT I

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

STAFF RESEARCH ASSISTANT II

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

STAFF RESEARCH ASSISTANT III

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

STAFF RESEARCH ASSISTANT I	**29**	**B**	**10.772**
STAFF RESEARCH ASSISTANT II	**31**	**B**	**10.771**
STAFF RESEARCH ASSISTANT III	**33**	**B**	**10.770**
SENIOR STAFF RESEARCH ASSISTANT	**35**	**B**	**10.769**

SENIOR STAFF RESEARCH ASSISTANT

Four or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES
(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

STAFF RESEARCH ASSISTANT I

Knowledge of:

- Theories and principles in the area of specialization.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Understand and follow verbal and written instructions; make appropriate analyses based on test data; make general decisions related to the operation of a laboratory; perform library research in scientific disciplines; compile and record data accurately.

STAFF RESEARCH ASSISTANT II

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Theories, principles, practices, and techniques in the field of specialization; research and investigative procedures in a laboratory setting; research techniques and methodology in the required area of specialization; research project goals and objectives; agency policies and procedures; literature and other resources of information in the field of specialization.

Ability to:

- Participate in original research and analysis for specific projects; apply research techniques to research projects; teach and train professional laboratory personnel and students; understand and follow complex instructions; implement new techniques and procedures; manage the resources of a laboratory, field station, or other work site; operate and maintain sophisticated scientific instruments and equipment.

STAFF RESEARCH ASSISTANT III

Knowledge, skills, and abilities required at the previous levels, AND:

Ability to:

- Manage a project and design experimental protocols; present research data and findings; perform scientific analysis; evaluate and modify established research protocols to accomplish testing needs.

SENIOR STAFF RESEARCH ASSISTANT

Knowledge, skills, and abilities required at the previous levels, AND:

STAFF RESEARCH ASSISTANT I	**29**	**B**	**10.772**
STAFF RESEARCH ASSISTANT II	**31**	**B**	**10.771**
STAFF RESEARCH ASSISTANT III	**33**	**B**	**10.770**
SENIOR STAFF RESEARCH ASSISTANT	**35**	**B**	**10.769**

Knowledge of:

- New developments and research innovations in the area of specialization.

Ability to:

- Formulate and develop complex instructions; create and implement techniques and procedures; plan and organize techniques involved in conducting research.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

STAFF RESEARCH ASSISTANT I	**29**	**B**	**10.772**
STAFF RESEARCH ASSISTANT II	**31**	**B**	**10.771**
STAFF RESEARCH ASSISTANT III	**33**	**B**	**10.770**
SENIOR STAFF RESEARCH ASSISTANT	**35**	**B**	**10.769**

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.