



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
DPS SERGEANT	43*	D	13.205
DPS OFFICER II	41*	D	13.206
DPS OFFICER I	40*	D	13.207
DPS OFFICER CADET	39*	D	13.208

SERIES CONCEPT

DPS Officers perform a variety of law enforcement and public safety functions within the Department of Public Safety (DPS). Assignments vary widely and incumbents are assigned to various divisions within the department including the Nevada Highway Patrol, State Fire Marshal's Office, Investigations, Parole & Probation, and Capitol Police. All positions in this series are trained peace officers in accordance with requirements established by the Nevada Commission on Peace Officer Standards and Training (P.O.S.T.). Allocation of positions to various levels within the series is based on the nature and complexity of the assignment; the depth of knowledge in specialized areas of law enforcement and public safety; supervisory responsibility; and level of independence.

Obtain and verify facts and statements regarding incidents; weigh facts impartially and accurately; conduct interviews and collect evidence and information as required in the course of law enforcement and administrative and regulatory activities; recognize, develop, and secure evidence for orderly presentation in a court of law and/or Parole Board; prepare cases for court and testify as required.

Obtain and serve legal documents such as subpoenas, affidavits, and arrest, search, and administrative warrants; perform extraditions as assigned; write routine and specialized reports; document work activities and maintain related records.

Operate and maintain a variety of public safety equipment including tools, weapons, protective gear, and vehicles applicable to the specific assignment.

Respond to emergency situations, accidents, incidents, and crime scenes; develop a logical course of action; identify hazards and provide assistance and protection as required and trained.

Conduct surveillance activities utilizing appropriate equipment and techniques applicable to the assignment.

Work cooperatively with staff in other public safety agencies, government officials, judicial system staff and the general public; refer victims and witnesses to community services and resources as appropriate; make presentations to community groups to provide information and raise awareness of public safety issues, problems, and services.

Provide guidance and informal training to peers and subordinate staff as needed; and provide input in the development of laws, regulations, and procedures.

Perform related duties as assigned.

*** Reflects a 3-grade special salary adjustment granted by the 2005 Legislature and a 2-grade special salary adjustment granted by the 2023 Legislature to improve recruitment and retention.**

DPS SERGEANT	43*	D	13.205
DPS OFFICER II	41*	D	13.206
DPS OFFICER I	40*	D	13.207
DPS OFFICER CADET	39*	D	13.208

Page 2 of 8

CLASS CONCEPTS

DPS Sergeant: Under general direction, incumbents typically supervise subordinate law enforcement officers in an assigned division within the department. Incumbents may also be assigned to administrative duties including, but not limited to, Pre-release, Interstate Compact, Fugitive Apprehension, Field Operations, Planning and Research, and Support Services. Supervisory duties include developing work performance standards; evaluating employee performance; identifying training needs and providing guidance; scheduling; work assignment and review; reviewing records, reports, and statistics for conformance to established policies, procedures, regulations, and formats; and initiating or implementing counseling and discipline as required. Assignments at this level vary widely, depending upon the division to which assigned, and include, but are not limited to, the following:

Capitol Police Division: Serve as a first-line supervisor in the Capitol Police Division. Incumbents supervise daily operations by planning, organizing, and monitoring field operations and assigning work schedules; review and approve or reject officers' written reports; assist management in developing and interpreting new or existing regulations, policies, and procedures; ensure officers receive proper training by identifying training needs; develop and present training classes; and prepare statistics and reports.

Complex & Special Investigations: Sergeant positions supervising DPS Officers performing complex investigations are granted a salary adjustment of +5% for supervising complex operations and investigative activities; establishing protocols, training, and guidelines for complex investigations and when inter-agency involvement exists; and auditing case files to determine accuracy and quality of investigations. These positions train, supervise and evaluate the performance of subordinate officers and are located within the State's Fusion Centers, Multi-Disciplinary Investigation and Reconstruction Team, Investigations Division and State Fire Marshal's Office.

Highway Patrol Division: Supervises sworn and civilian employees within the Nevada Highway Patrol division; assign work schedules, evaluate the performance of subordinate staff, complete employee development reports, and when appropriate, recommend disciplinary action or commendation. Administer training by determining specific needs, recommending curriculum, and presenting training classes. Collect traffic data to identify traffic problem areas and devise corrective plans or audit commercial carrier records and reports to ensure compliance with established laws and regulations. The supervisor, in addition to traffic or commercial duties, may supervise a specialty to include MIRT, ICE, commercial, administration, risk management or other positions based upon the current needs of the division.

Parole & Probation Division: Either manage a rural satellite office or act as a first-line supervisor for subordinate staff and conduct initial review of reports and case logs; monitor casework activities; ensure conformance with federal, State and division requirements, and endorse fair and equitable treatment to criminal defendants, offenders under supervision, and victims of crime; and secure or provide proper training and direction to staff. Establish internal controls of staff activities; implement training for assigned staff in the areas of supervision, enforcement techniques, report writing, policy and procedure, records management, classification, case management and related functions; and provide direction regarding referral services, educational programs, and job services so that parole and probation agreements and the needs of the offender are met.

This is the supervisory level in the series.

DPS Officer II: Incumbents at this level work under limited supervision and either:

- 1) Perform a variety of law enforcement duties in the Capitol Police, Highway Patrol, or Parole & Probation divisions. Incumbents enforce laws, codes, regulations, ordinances, and standards applicable to the assignment; read and interpret technical materials and documents to ensure enforcement activities are compliant with the law; arrest criminal offenders and maintain appropriate use of force to subdue violators in accordance with current Use of Force training standards described in department policy and P.O.S.T. requirements. Assignments at this level vary widely, depending upon the division to which they are

CLASS CONCEPTS (cont'd)

DPS Officer II: (cont'd)

- 1) (cont'd)
assigned, and include, but are not limited to, the following:

Capitol Police Division: Provide law enforcement, intelligence, and safety services to the occupants and visitors of the Governor's Mansion, Capitol Complex, Grant Sawyer Building, and other State owned facilities; provide complex threat assessment and response; plan for and protect facilities and critical infrastructure against terrorist attacks, natural disasters, and other threats; conduct vulnerability assessments and identify the level of existing defenses against complex threats; develop strategic plans to prepare for insurrections; make recommendations on physical security layout best practices; guard, protect, and secure the Governor's Mansion, Capitol Complex, and Grant Sawyer Building; patrol other State facilities and properties.

Highway Patrol Division: Enforce federal, State, and local laws and regulations on the public highways and on all property to which the public has access, with the primary focus on accident reduction programs. DPS Officers investigate accidents within the NHP's jurisdiction and criminal violations on public highways according to established procedures and assist other agencies as needed or requested. In addition, incumbents assist in coordinating and directing initial emergency operations at the scene of hazardous materials accidents and incidents using training, experience, and discretion to ensure the safety of the public. Some positions are assigned to commercial vehicle inspection and enforcement of emission control laws and regulations.

Parole & Probation Division: Supervise parolees and probationers who present varying degrees of individual needs and risk to the community, with the primary focus on protection of the community and successful compliance with the terms and conditions of parole or probation. Incumbents apply a risk-based classification system to assess and review offenders in accordance with the needs of the offender and the best interest of the community, establish supervision levels, develop case plans that address the needs of the offender, and perform casework services. Conduct restitution or other administrative investigations; research criminal and personal history of offender, facts and conditions surrounding the current and/or previous offenses, drug or alcohol treatment, counseling and/or community service, and make recommendations regarding sentencing, parole or probation, and stipulated conditions of agreements. Collect restitution and supervision fees; conduct drug/alcohol testing; conduct unannounced visits to offender's home, job site or various other locations; contact family, friends, employers, counselors, and other law enforcement agencies to ensure parolee or probationer is in compliance with rules of supervision; work with employers to develop job training programs; refer clients to services or activities to facilitate social adjustment and prevent further criminal acts or technical violations of conditions of parole or probation. OR

- 2) Conduct complex and special investigations in the Investigations Division, State Fire Marshal's Office, Multi-Disciplinary Investigation and Reconstruction Team, or the State's Fusion Centers. These positions are assigned complex investigative responsibilities that require additional experience and expertise and are granted a salary adjustment of 5% in addition to the established grade level for this class. Specific duties assigned to these positions include, but are not limited to, the following:

Investigations Division: Investigate complex crimes including, but not limited to, homicides, sexual assault, drug trafficking, drug diversion, clandestine laboratories, and unidentified deceased or missing persons. Incumbents perform overt/covert activities utilizing surveillance technology, have direct interaction with suspects, collect criminal intelligence, and manage confidential sources of information.

State Fire Marshal's Office: Conduct complex investigations involving structure, vehicle, and wildland fires; explosives, pyrotechnics, environmental and regulatory issues; participate on a local, State, or

DPS SERGEANT	43*	D	13.205
DPS OFFICER II	41*	D	13.206
DPS OFFICER I	40*	D	13.207
DPS OFFICER CADET	39*	D	13.208

Page 4 of 8

CLASS CONCEPTS (cont'd)

DPS Officer II: (cont'd)

State Fire Marshal's Office: (cont'd)

federal team or task force to conduct enforcement and interdiction activities involving commercial trucking, environmental crimes, hazardous materials, explosives and pyrotechnics or controlled substances as specified by the State Fire Marshal. Incumbents perform overt/covert activities utilizing surveillance technology, collect criminal intelligence, manage confidential sources of information, and serve as field training officers as assigned.

Multi-Disciplinary Investigation and Reconstruction Team: Investigate/reconstruct complex traffic collisions resulting in fatality and/or serious injury with the potential for prosecution, and collisions determined to be high profile, to the extent and detail necessary to determine causation, contributing factors, and provide for successful prosecution as necessary. Incumbents maintain investigative/reconstruction expertise through training and certification requirements; follow investigative protocols or memorandums of understanding as guidelines for investigating collisions when inter-agency involvement exists; and develop and maintain a division-wide database of statistical information related to collisions.

State Fusion Centers: Investigate and pursue offenders who commit crimes of violence; conduct interdiction of criminal offenses conducted on the interstates, highways and byways; investigate the manufacture, delivery, transportation, and sales of illegal drugs, narcotics and weapons; pursue and investigate sex offenders and fugitives; work in conjunction with other law enforcement entities in response to domestic or international terrorism; and seize for forfeiture the assets of violators of controlled substance laws or criminal enterprises. Incumbents are assigned to the All Threats/All Crimes Task Force (ATAC) in the Highway Patrol Division and provide investigatory response to the Fusion and Intelligence Centers in Nevada, nationally and internationally.

This is the journey level in the series.

DPS Officer I: Upon successful graduation from a Nevada P.O.S.T approved law enforcement academy incumbents work under close supervision as a trainee within the division to which assigned. Incumbents receive training in the duties described in the series concept and will progress to the next level in the series upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority. This is the continuing trainee level in the series and upon successful completion the incumbent will progress from a probationary employee to a full-time permanent employee.

DPS Officer Cadet: Incumbents at this level are initially assigned to the Nevada 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 and skills to function as a DPS Officer. The instruction and training are provided in a formal classroom setting and in practical field exercises where Academy staff will review and evaluate each cadet's class participation, coursework, assignments, and written performance examinations. Successful completion of the training academy is mandatory for continued employment as a DPS Officer I; therefore, incumbents progress to the next level in the series upon successful completion of the law enforcement academy, meeting minimum qualifications, satisfactory performance and with the recommendation of the appointing authority.

Upon successful graduation from the training academy, the incumbent progresses to the DPS Officer I as a probationary employee and is assigned to a division within DPS, and under close supervision, begins to function as a DPS Officer.

DPS SERGEANT
DPS OFFICER II
DPS OFFICER I
DPS OFFICER CADET

43*	D	13.205
41*	D	13.206
40*	D	13.207
39*	D	13.208

Page 5 of 8

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid Nevada Class C driver's license is required at the time of appointment and as a condition of continuing employment.
- * Pursuant to NRS 284.4066, all positions in this series have been identified as affecting public safety. Persons offered employment must submit to a pre-employment screening for controlled substances.
- * Some positions are subject to call-out or call-back.
- * Some positions require statewide travel.
- * Some positions require work on evenings, weekends, and/or holidays.
- * Applicants for DPS Sergeant, Pilot must possess: 1) a valid FAA commercial pilot's license with single-engine land and instrument ratings; 2) a valid FAA second-class medical certificate; 3) a current Cardiopulmonary Resuscitation Certificate; 4) a minimum of 1000 flight hours logged (100 logged within the last twelve calendar months) as pilot-in-command of a single-engine, fixed winged, land aircraft.

INFORMATIONAL NOTES:

- * Applicants must meet minimum standards for appointment as a peace officer as established in the Nevada Revised Statutes and Nevada Administrative Code.
- * Incumbents must pass the Peace Officer Standards & Training (P.O.S.T.) fitness test and possess the physical and mental abilities to perform the essential functions of the position as a condition of continuing employment.
- * Incumbents must meet firearms qualification/certification standards and proficiency requirements as established by agency policy.
- * DPS Sergeants and DPS Officer II's, as a condition of continuing employment with the State Fire Marshal's Office, must successfully complete the National Fire Academy's Arson Investigation course (R205) or an approved equivalent course within one year of appointment.
- * Some DPS Officer II and DPS Sergeant positions are granted a salary adjustment of 5% for complex investigative responsibilities or the supervision of DPS Officer II's performing complex investigations that require additional experience and expertise. These positions will be identified at the time of recruitment and are assigned to the Investigations Division, State Fire Marshal's Office, Major Accident Investigation Team, and the State's Fusion Centers.
- * DPS Officer Cadets and DPS Officer I's who either are unsuccessful in passing the Nevada P.O.S.T. academy or are unsuccessful in passing their probationary period, and had transferred from another State agency, may have restoration rights as per NAC 284.458 or NAC 284.460.

DPS SERGEANT

EDUCATION AND EXPERIENCE: Certification as a Category I Peace Officer from a Nevada P.O.S.T. approved law enforcement academy and two years of law enforcement experience as a Category I Peace Officer, two years which were equivalent to a DPS Officer II in Nevada State service; **OR** two years of experience as a DPS Officer II in Nevada State service. (*See Special Requirements and Informational Notes*)

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

Working knowledge of: constitutional laws related to search and seizure, arrest, and legal rights of citizens; investigative techniques and rules of evidence needed to investigate criminal/civil cases; the judicial records system to obtain needed documents. **General knowledge of:** basic practices of supervision. **Ability to:** read, understand, interpret, implement, and explain State laws pertaining to department and division policies, procedures, and regulations; review reports and forms to detect discrepancies and ensure compliance with policy and procedure; coordinate staff assignments and prioritize tasks; clearly communicate to give direction, provide instruction, and take command in emergency situations; *and all knowledge, skills, and abilities required at the lower levels.*

DPS SERGEANT	43*	D	13.205
DPS OFFICER II	41*	D	13.206
DPS OFFICER I	40*	D	13.207
DPS OFFICER CADET	39*	D	13.208

Page 6 of 8

MINIMUM QUALIFICATIONS (cont'd)

DPS SERGEANT (cont'd)

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

Working knowledge of: supervisory techniques such as planning, organizing, directing, and scheduling work; statistical record keeping and reporting methods; the warrant application process; departmental policy and procedure applicable to law enforcement activities; computer software and applications commonly used in the department. **Ability to:** train, supervise and evaluate the performance of subordinates according to established principles and practices of personnel management; compile and evaluate statistical data regarding unit activities and services; plan, organize, schedule, and coordinate work unit activities.

DPS OFFICER II

EDUCATION AND EXPERIENCE: Certification as a Category I Peace Officer from a Nevada P.O.S.T. approved law enforcement academy and one year of law enforcement experience as a Category I Peace Officer; **OR** one year of experience as a DPS Officer I in Nevada State service. (*See Special Requirements and Informational Notes*)

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

Working knowledge of: criminal law to include court procedures, laws of arrest, drug enforcement, rules of evidence, search and seizure, and the rights of citizens as required to take appropriate enforcement action, conduct investigations and testify in court; proper English grammar, punctuation, spelling and vocabulary sufficient to complete reports, forms, and other written materials; appropriate use and care of equipment such as firearms, baton, handcuffs, radios, and motor vehicles; investigative principles and techniques required to gather facts and information; basic psychology, human relations/interactions, and body language to assess and select appropriate communication methods when dealing with deviant, emotional, or aggressive behavior; operation of a personal computer and associated business software. **General knowledge of:** interviewing techniques; functions and practices of various law enforcement and criminal justice agencies; effects and detection of substance abuse; community service organizations and resources. **Skill in:** the use of firearms and defensive tactics to meet qualification/certification standards and proficiency requirements established by agency policies. **Ability to:** maintain familiarity with assigned geographical area including highways, landmarks, buildings and topography; keep informed and aware of persons and places suspected of illegal activity and/or potential problems; communicate verbally and in writing sufficient to enforce laws, investigate accidents/incidents/crimes, prepare detailed forms, reports and diagrams, obtain subpoenas and warrants, and testify in court; 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 and observation and checking records; read and interpret laws, regulations and procedures; read blueprints, maps, diagrams and schematics; identify and carry out appropriate enforcement action; communicate effectively with individuals of various social, cultural, economic, and educational backgrounds; coordinate activities with other law enforcement agencies; conduct interviews both in person and by phone to obtain information; organize information and data; work independently and as a part of a team; operate a personal computer to prepare reports and obtain information; provide in-service training to subordinate staff; make public presentations; *and all knowledge, skills, and abilities required at the lower level.*

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

Working knowledge of: interviewing and investigative techniques. **Ability to:** independently conduct surveillance activities using appropriate equipment and techniques; research complex technical matters; assist in the development of agency goals, objectives, and operating policy and procedures.

DPS OFFICER I

EDUCATION AND EXPERIENCE: Certification as a Category I Peace Officer from a Nevada P.O.S.T. approved law enforcement academy. (*See Special Requirements and Informational Notes*)

DPS SERGEANT
DPS OFFICER II
DPS OFFICER I
DPS OFFICER CADET

43*	D	13.205
41*	D	13.206
40*	D	13.207
39*	D	13.208

Page 7 of 8

MINIMUM QUALIFICATIONS (cont'd)

DPS OFFICER I (cont'd)

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

General knowledge of: traffic/public safety laws and practices. **Skill in:** the use of firearms and defensive tactics to meet qualification/certification standards and proficiency requirements established by Nevada P.O.S.T. and by agency policies. **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 in

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

person, by telephone, or through other electronic means; organize information and data; work independently and as part of a team; operate a personal computer to prepare reports and obtain information; make presentations; and all knowledge, skills, and abilities required at the lower level.

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

(These are identical to the Entry Level Knowledge, Skills, and Abilities required for DPS Officer II.)

DPS OFFICER CADET

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of military service or public contact experience which included problem solving and applying policies to specific situations; **OR** Associate's degree from an accredited college or university in criminal justice, psychology, social work, fire science, or related field and one year of experience as described above; **OR** Bachelor's degree from an accredited college or university in criminal justice, psychology, sociology, social work, public administration, or related field; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Notes)*

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

General knowledge of: proper grammar, punctuation and spelling sufficient to complete written examinations and assignments in the Academy and prepare reports and written communication required after assignment; operation of computer equipment sufficient to enter, retrieve, and access information. **Ability to:** calculate solutions to arithmetic and algebra problems as required 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/directions; establish and maintain effective interpersonal relations with classmates, instructors, and academy staff.

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

(These are identical to the Entry Level Knowledge, Skills, and Abilities required for DPS Officer I.)

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 series.

	<u>13.205</u>	<u>13.206</u>	<u>13.207</u>	<u>13.208</u>
ESTABLISHED:	1/1/61	1/1/61	7/1/91P 10/19/90PC	5/12/23UC
REVISED:		4/1/69		
REVISED:	4/1/70			
REVISED:	6/29/73			
REVISED:		7/1/75		

DPS SERGEANT
DPS OFFICER II
DPS OFFICER I
DPS OFFICER CADET

43*	D	13.205
41*	D	13.206
40*	D	13.207
39*	D	13.208

Page 8 of 8

	<u>13.205</u>	<u>13.206</u>	<u>13.207</u>	<u>13.208</u>
REVISED:	10/16/75			
REVISED:		2/26/76		
REVISED:		5/28/76		
REVISED:		6/29/78-3		
REVISED:	8/15/78-3	8/15/78-3		
REVISED:		10/11/79-3		
REVISED:	10/24/80			
REVISED:	3/25/81-3			
REVISED:	5/7/82-3			
REVISED:	7/1/82P	7/1/82P		
	6/11/82PC	6/11/82PC		
REVISED:		12/7/84		
REVISED:	7/18/86-3	7/18/86-3		
REVISED:	1/30/87-3			
REVISED:	4/14/87-3			
REVISED:	8/6/87-3	8/6/87-3		
REVISED:	6/9/89PC	6/9/89PC		
REVISED:	7/1/89LG	7/1/89LG		
REVISED:	7/1/91P	7/1/91P		
	10/19/90PC	10/19/90PC		
REVISED:		8/23/91-3		
REVISED:	11/15/91PC	11/15/91PC	11/15/91PC	
REVISED:		7/13/94UC	7/13/94UC	
REVISED:	7/1/95LG	7/1/95LG	7/1/95LG	
REVISED:		12/4/95UC	12/4/95UC	
REVISED:		10/19/00UC	10/19/00UC	
REVISED:	3/29/01UC			
REVISED:	7/1/01LG	7/1/01LG	7/1/01LG	
REVISED:	7/1/05P	7/1/05P	7/1/05P	
	3/25/05PC	3/25/05PC	3/25/05PC	
REVISED:	7/1/05LG			
REVISED:	9/29/06UC	9/29/06UC	9/29/06UC	
REVISED:	10/1/07LG	10/1/07LG	10/1/07LG	
REVISED:	3/5/09R	3/5/09R		
	6/4/09UC	6/4/09UC		
REVISED:	5/12/23UC	5/12/23UC	5/12/23UC	
REVISED:	7/1/23LG	7/1/23LG	7/1/23LG	