



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>
AGRICULTURAL POLICE OFFICER III	37*	D	13.101
AGRICULTURAL POLICE OFFICER II	35*	D	13.102
AGRICULTURAL POLICE OFFICER I	33*	D	13.103

SERIES CONCEPT

Agricultural Police Officers are sworn peace officers of the Department of Agriculture. Incumbents ensure compliance with all State agricultural laws and regulations in the protection of public health, safety, property, and commerce. Incumbents are trained Category I peace officers in accordance with requirements established by the Nevada Commission on Peace Officer Standards and Training (POST).

Inspect, regulate, and monitor agricultural products and livestock located within the State, entering the State, and traveling within the State through stopping commercial and private vehicles transporting agricultural commodities or livestock; inspect plant materials for the presence of agricultural pests and for compliance with plant quarantine regulations; and ensure compliance with animal health laws, quarantines and brand inspection regulations.

Determine violations of plant/pest regulations and issue citations as appropriate; perform preliminary identification of insects and identify diseased or contaminated plant material; collect, tag, secure, and deliver specimens to specialists for further identification; intercept, seize, and dispose of condemned plants and agricultural products; and perform inspections and ensure compliance of commercial feed rules and regulations.

Escort vehicles carrying non-compliant agricultural products, commodities, plants or livestock to the State border for return to point of origin, or escort vehicles carrying commodities to a specific destination for inspection or enforcement of animal/plant quarantine hold orders.

Investigate suspected violations of law in the performance of statutorily recognized authority; receive, respond, and investigate citizen complaints regarding possible crimes; observe and interview witnesses, suspects, and informants; serve warrants and subpoenas; document, collect and preserve physical evidence; perform necropsy procedures on animal remains; track violators and livestock; take photographs and impressions of tracks and/or footprints; document information for reference and intelligence files; coordinate efforts with local law enforcement agencies and prosecutors; prepare investigative reports and testify in court; ensure compliance with federal and State animal health and disease traceability requirements.

Respond to requests for the proposed sale, change of ownership, slaughter, or movement of livestock across brand inspection district boundaries or out of state; visually inspect and process livestock utilizing specialized handling equipment to observe and identify scars, marks, tattoos, brands, gender, or other identifying characteristics; record information on transportation documents or other regulatory forms.

Verify conformance and accuracy of animal Certificate of Veterinary Inspection and corresponding health records; operate electronic brands program software and computer systems; issue brand inspection clearance certificates; calculate and collect fees according to established rates and procedures.

Initiate, participate, and/or cooperate with other law enforcement agencies in response to emergency situations; assist federal, State, and local law enforcement agencies in investigating agricultural or livestock related crimes or other types of criminal activity as required.

*** Reflects a 3-grade, special salary adjustment granted by the 2007 Legislature to improve recruitment and retention.**

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SERIES CONCEPT (cont'd)

Oversee and monitor livestock auctions for conformance with federal and State rules and regulations pertaining to animal ownership, identification, entry requirements, and disease traceability.

Participate in training such as the use of firearms, specialized defensive weapons, defensive tactics, specialized equipment operation, and communication equipment; may provide training to include developing lesson plans and curriculum, coordinating facilities and equipment, and certifying competencies in areas such as the use of firearms, specialized defensive weapons, specialized equipment operation, and communication equipment to maintain established training standards.

Perform related duties as assigned.

CLASS CONCEPTS

Agricultural Police Officer III: Under general direction, incumbents organize and oversee agricultural law enforcement activities statewide, in addition to performing the full range of duties described in the series concept. Incumbents assist in the development of agricultural enforcement program policies and procedures as well as legislative recommendations; provide technical expertise regarding investigations, arrests, and the interpretation of applicable statutes and regulations; administer program budgets and approve expenditures according to established policies and procedures; evaluate the purchase of new equipment; and forecast and plan for personnel, equipment, vehicles, and project needs. Incumbents supervise lower-level Agricultural Police Officers to include performance appraisals, work performance standards, scheduling, work assignment and review, training, and discipline; and may supervise Brand Inspectors and other administrative or technical personnel as assigned.

Agricultural Police Officer II: Under limited supervision, incumbents perform the full range of duties outlined in the series concept, and in addition, may supervise Agricultural Police Officer I positions and other brand inspection staff as assigned to include performance appraisals, work performance standards, scheduling, work assignment and review, training and discipline.

Agricultural Police Officer I: Under close supervision, incumbents receive training in performing the duties described in the series concept. This is the trainee level in the series and incumbents progress to the next level in the series upon meeting minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Agricultural Police Officer II and III positions must possess and maintain Category I peace officer status approved by Nevada POST at the time of appointment and as a condition of continuing employment.
- * Pursuant to NRS 284.4066, positions in this series have been identified as affecting public safety. Persons offered employment in this series must submit to a pre-employment screening for controlled substances.
- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- * Applicants are required to undergo a background investigation prior to appointment.
- * Positions are subject to call-out or call-back.
- * Positions may require statewide travel.
- * Positions may require work on evenings, weekends, and/or holidays.

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MINIMUM QUALIFICATIONS (cont'd)

INFORMATIONAL NOTES:

- * Applicants must meet minimum standards for appointment as a peace officer as established in the Nevada Revised Statutes and Nevada Administrative Code.
- * Agricultural Police Officer I positions must obtain Category I peace officer status approved by Nevada POST within one year of appointment and as a condition of continuing employment.
- * Incumbents possessing a Class C driver's license must obtain and maintain a J endorsement within one year of appointment and as a condition of continuing employment.
- * Incumbents must pass the Nevada POST 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 the firearms qualifications/certification standard and proficiency requirements as established by agency policy as a condition of continuing employment.

AGRICULTURAL POLICE OFFICER III

EDUCATION AND EXPERIENCE: Graduation from a Category I peace officer academy approved by the Nevada Commission on Peace Officers' Standards and Training; Bachelor's degree from an accredited college or university in agriculture, biology, conservation, criminal justice, wildlife management, or closely related field; and two years of professional experience enforcing and investigating suspected violations of agriculture, wildlife or criminal laws and receiving and responding to citizen complaints; **OR** graduation from a Category I peace officer academy approved by the Nevada Commission on Peace Officers' Standards and Training; graduation from high school or equivalent education, and four years of professional experience as described above; **OR** one year of experience as an Agricultural Police Officer II in Nevada State service; **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):

Working knowledge of: investigative procedures and case law applicable to interstate/intrastate agriculture and criminal investigations; applicable plant and livestock identification programs, animal health programs, and agricultural enforcement programs. **Ability to:** organize special enforcement operations; develop and present training programs to staff; delegate assignments to Agricultural Police Officers, Brand Inspectors and support staff; develop and write policies and procedures applicable to agency enforcement program; *and all knowledge, skills and abilities required at the lower levels.*

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

Detailed knowledge of: federal, State and agency policies, procedures, rules, and regulations pertaining to interstate/intrastate shipment of livestock, plants, and agricultural products. **Working knowledge of:** State personnel, budgeting, and purchasing rules, regulations, policies, and procedures; knowledge, skills, and abilities of assigned personnel. **General knowledge of:** purchasing principles and practices; budgeting principles and practices. **Ability to:** identify problems, develop solutions, and implement changes; interact professionally with the public and partnership agencies; train, supervise, and evaluate the performance of assigned staff; organize programs and allocate personnel, equipment, and financial resources effectively; teach and demonstrate the proper use, care, and maintenance of specialized equipment and tools; develop and implement work performance standards for assigned personnel.

AGRICULTURAL POLICE OFFICER II

EDUCATION AND EXPERIENCE: Graduation from a Category I peace officer academy approved by the Nevada Commission on Peace Officers' Standards and Training; Bachelor's degree from an accredited college or university in agriculture, biology, conservation, criminal justice, wildlife management, or closely related field; and one year of professional experience enforcing and investigating suspected violations of agriculture, wildlife or criminal laws, and receiving and responding to citizen complaints; **OR** graduation from a Category I peace officer academy approved by the Nevada Commission on Peace Officers' Standards and Training;

MINIMUM QUALIFICATIONS (cont'd)

AGRICULTURAL POLICE OFFICER II (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

graduation from high school or equivalent education and three years of professional experience as described above; **OR** one year of experience as an Agricultural Police Officer I in Nevada State service; **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):

Working knowledge of: criminal investigative techniques, methods and procedures used in conducting investigations; collection, preservation, and processing of evidence; laws of search, seizure, and arrest; legal procedures for filing criminal complaints; laws, policies and practices related to agricultural/animal products and livestock. **General knowledge of:** Nevada law enforcement agencies. **Ability to:** identify livestock, brands or other identifying marks; identify plants and plant diseases; recognize common pests, noxious weeds and chemicals used in agriculture; write clear, concise, accurate and effective investigative reports; recognize emergency and/or dangerous situations affecting public safety and respond appropriately; provide testimony in court proceedings; accurately complete required forms and documents; work effectively and cooperatively with resource agencies; interact with the public in a professional and courteous manner; enforce laws and regulations and perform law enforcement duties as required by the assignment; respond appropriately to situations involving argumentative and/or combative individuals; provide supervision and training to assigned staff; *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 Agricultural Police Officer III.)

AGRICULTURAL POLICE OFFICER I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in agriculture, biology, conservation, criminal justice, wildlife management, or closely related field; **OR** graduation from high school or equivalent education and two years of professional experience enforcing and investigating suspected violations of agriculture, wildlife or criminal laws and receiving and responding to citizen complaints; **OR** graduation from high school or equivalent education and two years of experience in any of the following: animal/agriculture industry; working with and/or caring for large livestock on a ranch/farm or similar setting; agronomy; checking/reviewing health records of animals on a ranch/farm or similar setting; and/or issuing brand inspection certifications; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Note)*

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

General knowledge of: principles of criminal justice, public safety laws, and/or agriculture/livestock management, agronomy, livestock physiology and identification, and characteristics which differentiate between species, gender, age, and legal identification. **Ability to:** gather, analyze, and evaluate information, problems and objectives to reach logical, rational, and correct conclusions; think clearly, quickly, and logically to adopt an effective course of action for different situations; understand and follow oral and written instructions/directions; write clear, accurate, and concise reports, business correspondence, and recommendations; read and understand policies and regulations; prioritize workload and meet deadlines; effectively utilize computers and other electronic equipment to include database, spreadsheet and word processing software programs; and establish and maintain effective interpersonal and working relationships with others.

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

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

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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.

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ESTABLISHED:	8/8/01R	8/8/01R	8/8/01R
	7/5/02UC	7/5/02UC	7/5/02UC
REVISED:	7/1/07LG	7/1/07LG	7/1/07LG
REVISED:	10/1/07LG	10/1/07LG	10/1/07LG
REVISED:	1/22/14UC	1/22/14UC	1/22/14UC
REVISED:	10/15/21UC	10/15/21UC	10/15/21UC