



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

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>UNIVERSITY POLICE DETECTIVE</b>	<b>40*</b>	<b>D</b>	<b>13.217</b>

Under general supervision, University Police Detectives conduct investigations to include gathering, organizing and presenting evidence for prosecution of crimes against the University, its community, and surrounding areas; enforce federal, State and county laws and University rules and regulations to ensure a safe environment for the public by taking the appropriate law enforcement action such as issuing citations, arresting violators and submitting complaints and affidavits for warrants.

Oversee the department's investigative function to ensure that procedures are completed in an efficient and professional manner by reviewing the investigative assignments of departmental personnel for accuracy and completeness of information/facts.

Investigate crimes occurring on and around Nevada System of Higher Education (NSHE) property; gather, organize and analyze evidence to determine the nature and extent of the crime and the probability of successful prosecution; preserve and review physical evidence such as photographs, fingerprints, interviews, surveillance information, teletype and other information according to established laws, regulations and policies.

Prepare and submit the completed reports to the appropriate supervisor and upon approval, submit the case to the District Attorney for prosecution.

Train, supervise and evaluate the performance of assigned personnel on a temporary or ongoing basis.

Manage the writing, application, submission and service of all search and seizure warrants generated by activities of the University Police Department as authorized by the Chief of Police or his designee.

Manage the investigative process at major crime scenes to ensure the proper supervision of police personnel, equipment and investigative procedures; ensure the thorough preservation, documentation and collection of evidence during initial and follow-up investigations; review major case activities to ensure adherence to laws, rules, policies and procedures; take photographs and draw diagrams; collect latent fingerprints and trace evidence; conduct interviews; make verbal and/or written progress reports; coordinate and critique reports with other investigative personnel; and communicate with the District Attorney's office and other organizations involved in the prosecution process.

May review incident reports completed by police officers for completeness and to determine if a crime was actually committed; evaluate and prioritize investigations; review reports in relation to departmental policies and procedures, the rules of evidence and the law.

Represent the department to the District Attorney's office and other organizations involved in criminal prosecution processes; review departmental submissions for criminal prosecution to ensure clarity, legal satisfaction of crime elements, laws of arrest and rules of search and seizure.

Maintain departmental records on case submissions and dispositions to determine efficiency; identify potential problem areas and provide statistical data; formulate policies and procedures based on the coordination of departmental and District Attorney's needs; communicate with various representatives of the District Attorney's office, the courts and other organizations for the exchange of information, feedback and developing cooperation. May receive and tag department evidence to maintain security and establish the chain of custody; record evidence received and send to court, the crime lab, the owner, or for disposal as ordered by the District Attorney's office;

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

determine which evidence needs to go to the crime lab for analysis and provide for transportation of evidence to the lab; maintain the evidence locker according to departmental policies and procedures.

Gather police intelligence information within the NSHE jurisdiction to facilitate effective crime prevention programs targeting high crime rate areas; conduct surveillance and relay crime information and prevention procedures/suggestions to patrol supervisors and individuals working/living in the area.

Work cooperatively with local law enforcement agencies in accordance with interlocal agreements; participate in regional street crime prevention activities; perform community policing functions including areas around university properties; participate in SWAT team activities; serve as a member of task forces and other work groups.

Participate in dormitory liaison activities based on the community-policing model; meet regularly with residence managers, staff and dormitory residents; provide crime prevention training; respond to reports of domestic violence, burglary, substance abuse and other violations.

Operate radio, surveillance cameras, computers and other modern communications and protective devices commonly used by law enforcement officers; communicate with other University officers and external police agencies during routine and emergency situations.

Organize and manage, as assigned, special events involving large crowds to ensure the safety of persons and property; arrange staffing and tactical deployment of police and security personnel; provide pre-event briefing and instructions to personnel regarding special requirements for events; and monitor activities and police action during the event.

Perform related duties as assigned.

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**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.
- \* A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- \* Applicants may be subjected to psychological testing which may include polygraph testing.

**INFORMATIONAL NOTE:**

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

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and two years of journey level law enforcement experience; **OR** an Associate of Arts degree or equivalent coursework from an accredited university or college in criminal justice, psychology, police science or a closely related field and one year of journey level law enforcement experience; **OR** two years of experience as a University Police Officer II in Nevada State service. (See *Special Requirements and Informational Note*)

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

**Working knowledge of:** laws of arrest, rules of evidence, rights of citizens, search and seizure, confiscation of stolen property, court procedures and general law enforcement; federal, State and local laws and ordinances applicable to the protection of lives and property; community policing and providing assistance to students, staff and the public; the appropriate use and care of equipment such as handguns, shotguns, baton, handcuffs, radios, teletypes and other modern protective and communication devices. **General knowledge of:** investigative

**MINIMUM QUALIFICATIONS (cont'd)**

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)  
techniques as needed to perform criminal investigations; recordkeeping procedures to maintain case records.  
**Ability to:** execute and serve warrants pursuant to department authorization; communicate verbally and in writing as needed to investigate crimes, prepare clear and concise reports on investigations, conduct surveillance and obtain criminal complaints; remain objective until all facts are known to clearly substantiate a finding; maintain the integrity and confidentiality of criminal records and investigations; access databases, prepare reports and enter information in automated equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):  
**Working knowledge of:** Nevada Revised Statutes, local county ordinances and NSHE rules and regulations to correctly assess charges, initiate follow-up investigations, ensure proper investigative procedures are utilized and prepare for prosecution testimony; general principles to effectively plan, coordinate and control investigations; investigative techniques as needed to conduct criminal investigations. **Ability to:** organize criminal investigations as needed to successfully develop a case for prosecution; develop crime prevention measures as needed to reduce crime in high risk areas as assigned; operate photographic equipment and utilize standard crime scene equipment; work under general supervision with primarily unstructured assignments to achieve overall goals; review investigation reports to determine the soundness and accuracy of techniques employed as assigned; coordinate various resources in criminal investigations.

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

13.217

ESTABLISHED: 9/1/83R  
1/24/84PC  
REVISED: 8/6/87-3  
REVISED: 7/1/91P  
10/19/90PC  
REVISED: 7/1/97LG  
REVISED: 3/29/01UC  
REVISED: 7/1/04LG  
REVISED: 7/1/05LG  
REVISED: 10/1/07LG