



**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 SERGEANT</b>	<b>40*</b>	<b>D</b>	<b>13.221</b>

Under general supervision, University Police Sergeants supervise police officers on an assigned shift at the Nevada System of Higher Education (NSHE); oversee and perform law enforcement duties to ensure the protection of University employees, students, and the general public as well as buildings, grounds and facilities.

Supervise a work shift by assigning daily work duties; review daily case reports for completeness and accuracy; interpret and clarify departmental policies, rules and regulations; evaluate personnel by observing performance when accompanying officers on patrol assignments and by utilizing the formal performance evaluation process; train new employees in policies and procedures and performance expectations; and provide additional coaching and training when necessary to ensure law enforcement and support activities of a shift are performed efficiently and effectively.

Investigate accidents/incidents occurring within and around NSHE property in cases where additional expertise is required by utilizing various established investigation techniques and organizing collected evidence to determine appropriate enforcement action; assign follow-up investigations to police officers when circumstances warrant further data collection and investigation.

Prepare written reports utilizing standard formats and procedures in order to document accidents, incidents, investigations and other activities on and around NSHE property and track occurrences and trends.

Compile quarterly and annual reports of all work activity within the shift or section; receive, analyze, and categorize daily reports to enable the University to identify training needs, staffing, other expense needs, and trends and developments that impact future planning.

Work cooperatively with local law enforcement agencies in accordance with interlocal agreements such as regional street crime prevention activities and in SWAT team activities; serve as a member of task forces and other work groups as assigned.

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

Organize and manage special events; schedule and assign police officers and security personnel; coordinate responses to calls for assistance; direct the flow of traffic; and restrict access to areas when necessary to ensure the safety of the public.

Administer training needs of personnel by identifying and determining specific needs; make recommendations for training modules; present training as needed; ensure compliance with P.O.S.T. requirements and encourage and enhance each officer's abilities to perform at the optimum level.

Perform journey level police officer duties as required; patrol NSHE property; enforce State and local laws and ordinances and University rules and regulations; appear in court to provide testimony when required; provide information and instructions to others utilizing the central police dispatch, police radios and computers; and provide citizens with directions, information and instructions when requested or required.

Operate radio, surveillance cameras, computers and other modern communications and protective devices commonly used by law enforcement officers; communicate with other University Police Officers and external

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

police agencies during routine and emergency situations.

Perform related duties as assigned.

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**MINIMUM QUALIFICATIONS**

**SPECIAL REQUIREMENTS:**

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

**INFORMATIONAL NOTE:**

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

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and two years of journey level law enforcement experience; **OR** an Associate of Arts Degree or equivalent coursework in criminal justice, psychology, police science or 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:** the appropriate use and care of police equipment as needed to train law enforcement personnel in their use; the appropriate federal, State and local laws pertaining to criminal and civil offenses needed to supervise the law enforcement activities of the department; preliminary investigative techniques and the rules of evidence as needed to supervise and perform the investigation of criminal and civil offenses occurring within the NSHE jurisdiction; first aid as needed to perform law enforcement activities involving incidents that require immediate, first responder medical attention; community policing methods used to provide assistance to students, faculty, staff and the public. **Ability to:** communicate verbally and in writing as needed to perform liaison tasks; prepare clear and concise reports; take appropriate enforcement action; conduct preliminary investigations and testify in court; work cooperatively with police administrators, NSHE officials, students, employees and the public; maintain records as needed to provide the department with information and tracking of law enforcement activities; identify potential and existing safety hazards to students, faculty and visitors operate computer equipment to compile statistics, identify crime trends and generate reports.

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

**Working knowledge of:** NSHE rules and regulations regarding employment and police authority as needed to supervise the department’s law enforcement activities; supervisory principles and practices; law enforcement problems inherent in a campus environment. **Ability to:** manage training programs and identify training needs; train law enforcement personnel; set priorities, organize staffing levels, and prepare work schedules for assigned staff.

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.

13.221

ESTABLISHED: 6/7/71  
REVISED: 8/24/77

13.221

REVISED: 8/15/78-3  
REVISED: 8/6/87-3  
REVISED: 7/1/91P  
10/19/90PC  
REVISED: 11/15/91PC  
REVISED: 7/1/97LG  
REVISED: 3/29/01UC  
REVISED: 7/1/05LG  
REVISED: 10/1/07LG