



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>
UNIVERSITY POLICE OFFICER II	38*	D	13.222
UNIVERSITY POLICE OFFICER I	34*	D	13.223

SERIES CONCEPT

University Police Officers perform law enforcement activities pertaining to the protection of Nevada System of Higher Education (NSHE) employees, students, and the general public; patrol and safeguard University owned and leased buildings and grounds and surrounding areas; and maintain law and order.

Patrol University property on foot, bicycle and/or motor vehicle during an assigned duty shift; take enforcement action when violations are observed by issuing verbal or written warnings; issue misdemeanor citations or parking citations; serve warrants or effect arrests and transport persons arrested to the appropriate detention facility; ensure the protection of individuals, control crowds during assemblies or disturbances, and ensure compliance with federal, State and county laws and ordinances and NSHE rules and regulations.

Respond to traffic accidents and assist victims; render first aid and request additional medical assistance when necessary; control the movement of traffic using emergency equipment, flares, lights, and hand signals ensure public safety and protect accident scenes; follow established police procedures in interviewing witnesses and victims and interrogating suspects; prepare accident reports, document all facts pertinent to accidents, and submit to supervisors for review.

Conduct criminal and non-criminal investigations utilizing established police procedures; identify and protect all pertinent information, victims, witnesses, evidence and possible suspects; divert minor offenders to the student judicial system or submit criminal complaints to the District Attorney.

Prepare for security and law enforcement activities surrounding special events held on university property as well as outside the university by attending pre-event briefings and instructions; set up traffic control and direct large volumes of vehicle traffic; ensure appropriate behavior and enforce applicable laws and regulations to provide for the safety of persons and property during special events.

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 NSHE properties; participate in SWAT team activities and 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.

Prepare for appearances in court when summoned by subpoena or when requested by the District Attorney; review documented facts surrounding the case to provide clear and complete testimony.

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 police agencies during routine and emergency situations.

Detect, locate and manage hazardous material spills by containing and protecting materials; evacuate buildings when necessary; implement crowd and traffic control; assist responsible agencies in removing, transporting and

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

SERIES CONCEPT (cont'd)

storing material in order to protect persons and property from possible adverse effects of contact with the hazardous material.

Perform maintenance on assigned equipment by regularly cleaning and performing maintenance checks on weapons, patrol vehicles, flares, and fire extinguishers to ensure the proper functioning of equipment.

Perform special assignments related to law enforcement and peace officer functions when requested; serve as special events coordinator, range master, reserve coordinator, or staff training coordinator when requested; prepare monthly statistics and reports as assigned.

Perform related duties as assigned.

CLASS CONCEPTS

University Police Officer II: Under general supervision of a University Sergeant, incumbents perform the full range of duties outlined in the series concept. This is the journey level in the series.

University Police Officer I: Under the direct supervision of a University Sergeant, incumbents receive training in performing all the duties outlined in the series concept. This is the entry level and provides for the semi-automatic progression to the University Police Officer II upon satisfactory completion of the training period, meeting minimum qualifications, and with the recommendation of the hiring authority.

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.

UNIVERSITY POLICE OFFICER II

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

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

Working knowledge of: applicable federal regulations, State statutes and local laws and ordinances pertaining to law enforcement; criminal law to include court procedures, laws of arrest, rules of evidence, search and seizure, confiscation of stolen property, and the legal rights of citizens; investigative procedures

MINIMUM QUALIFICATIONS (cont'd)

UNIVERSITY POLICE OFFICER II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)
and techniques; community policing methods used to provide assistance to students, faculty, staff and the public; appropriate use and care of equipment such as firearms, baton, handcuffs, radios, and patrol vehicles. **General knowledge of:** investigation procedures and techniques. **Ability to:** operate a personal computer; take appropriate enforcement action; conduct preliminary investigations and testify in court; administer first aid if required for emergency treatment of sick and injured persons; prepare required reports; assess potential problem situations and take appropriate action; maintain P.O.S.T. certification requirements to include continuing education and firearms qualifications. **Skill in:** use of firearms, equipment and operation of emergency motor vehicles; *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: NSHE and departmental rules, regulations, policies, procedures, instructions and operating manuals pertaining to the proper execution of duties; activities and problems inherent in a campus environment; community policing methods used to provide assistance to students, staff and the public. **Ability to:** operate computer equipment to compile statistics, identify crime trends and generate reports.

UNIVERSITY POLICE OFFICER I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience in public contact work which included application of rules, regulations or established procedures. *(See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Working knowledge of: proper grammar, punctuation and spelling necessary to complete required reports. **Ability to:** understand and follow oral and written instructions or directions necessary to carry out assignments; think clearly and logically to effect acceptable results; analyze situations correctly act quickly and appropriately in emergencies; establish and maintain effective working relationships with others; prepare concise and accurate written reports; vividly describe people and scenes so that others can visualize them; speak with people of various cultural, social, economic, and educational backgrounds; mediate between contending parties and groups; maintain integrity and confidentiality.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills, and Abilities for University Police Officer II.)

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:	1/1/61	6/7/71
REVISED:	7/1/69	
REVISED:	6/7/71	
REVISED:	1/5/73	1/5/73
REVISED:	2/26/76	2/26/76
REVISED:	5/28/76	5/28/76
REVISED:	8/24/77	8/24/77
REVISED:	8/15/78-3	8/15/78-3
REVISED:	8/6/87-3	8/6/87-3
REVISED:	2/15/91-3	2/15/91-3
REVISED:	10/19/90PC	10/19/90PC

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UNIVERSITY POLICE OFFICER I

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	11/15/91PC	11/15/91PC
REVISED:	7/1/97LG	7/1/97LG
REVISED:	3/29/01UC	3/29/01UC
REVISED:	7/1/04LG	7/1/04LG
REVISED:	7/1/05LG	7/1/05LG
REVISED:	10/1/07LG	10/1/07LG