



**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>LAW ENFORCEMENT &amp; TRAINING SPECIALIST (COMMISSIONED)</b>	<b>38</b>	<b>D</b>	<b>13.234</b>

The Law Enforcement & Training Specialist manages and coordinates training for commissioned (Peace Officer) and non-commissioned State Park Staff, with an emphasis on law enforcement training; enforces laws and regulations, protects visitors and property, investigates crimes and accidents, develops enforcement and security plans and procedures, and maintains statistics and records within the State Parks Division.

Manage and coordinate training for commissioned and non-commissioned State Parks staff; identify funding sources; evaluate staff training needs in relation to division standards and P.O.S.T. requirements, analyze results, make recommendations and design and implement employee development programs as directed by agency management; prepare lesson plans; coordinate instructors and/or conduct training; keep abreast of latest law enforcement procedural techniques; maintain and update personnel training files; and track commissioned staff training to ensure compliance with P.O.S.T. requirements.

Enforce State, and local laws and regulations; protect park visitors and resources; may issue warnings and citations; may make arrests; investigate or supervise the investigation of criminal activities and accidents; conduct internal investigations; respond to emergency calls; monitor status of agency warrants, serve warrants and arrange for prisoner transport; assist motorists, boaters, and visitors in distress; organize and implement incident command security procedures for disasters or major events on State Parks managed property; prepare required reports and documentation; review all field incident reports for compliance with Division standards; coordinate efforts with District Attorneys, local law enforcement officials and the courts; and testify in court as required.

Plan and formulate enforcement and security functions for State Parks; identify potentially critical situations, practices, and procedures; research and recommend alternative methodology; assess park security programs and recommend corrective action; recommend movement controls for motor vehicles and boats; review and comment on facility plans and specifications, in order to prevent resource and facility damage and promote visitor safety; and review, update and maintain the State Parks Division Law Enforcement manual.

Compile and analyze crime statistics for all parks; collect data, records and reports; maintain files and records with respect to district law enforcement activities; identify recurring problems and causes; propose alternative solutions; and prepare quarterly and annual law enforcement reports, in order to develop a more efficient security and enforcement program.

Conduct or coordinate background investigations of State Parks commissioned and non-commissioned staff by obtaining a National Crime Information Center (NCIC) check with a fingerprint chart forwarded to the Federal Bureau of Investigations, a work/background history, a psychological profile examination/polygraph test, a state criminal record check and a report of current physical examination in order to comply with P.O.S.T. requirements.

Coordinate the review and analysis of the Nevada Administrative Code, Nevada Revised Statutes and local county codes as they pertain to the Division of State Parks by preparing systematic updates, developing new codes when indicated and preparing appropriate language for codes in order to prevent duplication or conflict. This function is subject to final review by the Administrator.

Research, recommend, select, order and distribute appropriate equipment utilized by commissioned staff (e.g., firearms, protective vests, handcuffs, law enforcement leather, flashlights, binoculars, batons, etc.); maintain inventory records of assigned and unassigned equipment; ensure proper storage, and security of, equipment.

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 pre-employment criminal history check and fingerprinting are required. The cost of the fingerprinting is covered by the applicant.
- \* As part of the selection process, the Division of State Parks requires: a) Physical agility exam; b) Comprehensive background investigations which will include a urinalysis, polygraph and psychological examination; c) Physical examination. This cost will be covered by the hiring agency.
- \* A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- \* Positions are subject to call back and must work various hours and/or shifts.
- \* Positions require Statewide travel.
- \* Positions are required to work on evenings, weekends, and/or holidays.

### INFORMATIONAL NOTES:

- \* Applicants must meet minimum standards for appointment as a peace officer as established in the Nevada Revised Statutes and Nevada Administrative Code.
- \* The physical agility exam consists of: a) 1.5 mile run/walk in 15 minutes and 20 seconds; b) 100 yard swim in 5 minutes; c) successfully completing Field Sobriety Test (FST); d) lift and carry a 70-90 pound bag of cement/sand from the ground and carry 10 feet to the bed of a standard pick-up truck and return, repeated three times; e) handgun stability, hold and dry fire a handgun while holding the barrel within a 4 inch cut out, repeated six times with each hand; f) drag or carry a 150-175 pound rescue dummy a distance of 50 feet.

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in law enforcement, criminal justice, park management, resource management or a closely related field and three years of professional law enforcement experience in a park or resource management setting to include planning, programming, coordinating and conducting adult training; **OR** graduation from high school or equivalent education and five years of experience as described above; **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:** State Parks law enforcement philosophy; the State Park system; State, county and local enforcement agencies; legislation affecting law enforcement procedures; recreation area management; division policy and law enforcement manuals; NRS, NAC chapter 407 and applicable county ordinances; State purchasing practices and procedures; principles and practices of adult training; firearms and range safety; arrest and citation procedures; elements required to constitute a criminal act; criminal investigation techniques and procedures; police patrol techniques; medical emergency response techniques; accident investigation methodology. **Ability to:** prioritize agency law enforcement and equipment needs; organize meetings and prepare agendas; write new procedures; draft proposed laws and regulations; coordinate the efforts of division law enforcement personnel; recognize special problems at various State Parks and propose solutions; establish and maintain a central filing system; develop training and law enforcement goals and objectives; make sound judgments in highly stressful situations; interview; prepare concise and accurate written reports; maintain an unbiased attitude; inspect grounds, and equipment, and recommend corrective action; lead and motivate people; use firearms, batons, traffic radar, and restraining devices; prepare detailed crime scene and traffic accident diagrams; determine from field testing the degree of intoxication of a subject; vividly describe people and scenes so that others can visualize them; determine cause and effect relationships; speak with people of various cultural, social, economic, and educational

**MINIMUM QUALIFICATIONS (cont'd)**

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)  
backgrounds; mediate between contending parties and groups; establish cooperative working relationships with co-workers; interact diplomatically with the public in a high volume, continuous public contact setting; work independently; maintain the integrity and confidentiality of criminal records.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):  
**Detailed knowledge of:** equipment auditing procedures; Statewide law enforcement problems and needs; management techniques. **Ability to:** design new forms to accommodate specific needs; develop justifications for equipment purchase; review investigative reports to determine the soundness and accuracy of techniques employed; prepare and justify annual budget requests; operate a four wheel drive vehicle and marine equipment; coordinate various resources in criminal investigations; identify potential and existing hazards to visitor safety; establish and maintain cooperative working relationships with various related agencies; modify training to fit staff needs.

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.

13.234

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