



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
DPS OFFICER CADET	39	D	13.208
DPS OFFICER I	40	D	13.207
DPS OFFICER II	41	D	13.206

JOB SUMMARY

DPS Officers perform a variety of law enforcement and public safety functions within the Department of Public Safety (DPS).

JOB DUTIES

DPS OFFICER CADET

1. Cadets are assigned to the Nevada Commission on Peace Officer Standards and Training (P.O.S.T.) academy where they are trained to perform law enforcement duties as well as other course work and physical training intended to provide the knowledge, skills, and abilities to function as a DPS Officer.
2. Receive instruction and scenario-based training in a classroom setting and in practical field exercises.
3. Cadets are evaluated on class participation, coursework, assignments, and written performance examinations.
4. Perform related duties as assigned.

DPS OFFICER I

1. Upon successful graduation from a Nevada Commission on P.O.S.T. approved law enforcement academy will work under close supervision as a trainee within the agency to which assigned.
2. Receive field training in the job duties of a DPS Officer II.
3. Perform related duties as assigned.

DPS OFFICER II

1. Obtain and verify facts and statements regarding incidents and weigh facts impartially and accurately.
2. Conduct interviews and collect evidence and information.
3. Recognize, develop, and secure evidence for presentation in a court of law and/or Parole Board.
4. Prepare cases for court and testify as required.
5. Obtain and serve legal documents such as subpoenas, affidavits, warrants, and perform extraditions.
6. Write routine and specialized reports, document work activities, and maintain related records.
7. Operate and maintain a variety of public safety equipment and vehicles applicable to the specific assignment.
8. Respond to emergency situations, accidents, incidents, and crime scenes.
9. Develop a course of action, identify hazards, and provide protection and assistance.
10. Conduct surveillance activities utilizing appropriate equipment and techniques.
11. Work cooperatively with public safety agencies, government officials, judicial system staff, and the public.
12. Refer victims and witnesses to community services and resources.
13. Make presentations to provide information and raise awareness of public safety issues and services.
14. Provide guidance and informal training to peers and subordinate staff.

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15. Perform a variety of law enforcement duties in the Capitol Police, Highway Patrol, Parole and Probation, or other divisions.
16. Enforce laws, codes, regulations, ordinances, and standards applicable to the assignment.
17. Ensure enforcement activities are compliant.
18. Arrest criminal offenders and maintain appropriate use of force to subdue violators.
19. Provide law enforcement, intelligence, and safety services to occupants and visitors of the Governor's Mansion, Capitol Complex, and other State-owned facilities and properties.
20. Provide threat assessments, responses, and plans to protect facilities and critical infrastructure.
21. Conduct vulnerability assessments and identify the level of existing defenses against threats.
22. Develop strategic plans to prepare for insurrections and make recommendations on physical security layout.
23. Investigate accidents and criminal violations on public highways.
24. Assist in coordinating and directing initial emergency operations for hazardous materials accidents.
25. Conduct commercial vehicle inspection and enforcement of emission control laws and regulations.
26. Supervise parolees and probationers, provide assessments, establish supervision levels, develop case plans, and perform casework services.
27. Conduct restitution or other administrative investigations.
28. Make recommendations regarding sentencing, parole or probation, and stipulated conditions of agreement.
29. Collect restitution and supervision fees, conduct drug/alcohol testing, and perform unannounced visits.
30. Contact individuals and other law enforcement agencies to ensure parolee or probationer is compliant.
31. Work with employers to develop job training programs and refer clients to services or activities.
32. Investigate a wide variety of crimes.
33. Perform overt/covert activities, interact with suspects, collect intelligence, and manage confidential sources.
34. Conduct investigations involving structure, vehicle, and wildland fires and explosives, pyrotechnics, and environmental and regulatory issues.
35. Participate in a federal, State, or local team or task force to conduct enforcement and interdiction activities.
36. Investigate and reconstruct complex traffic collisions and develop and maintain appropriate databases.
37. Investigate and pursue offenders who commit crimes of violence.
38. Conduct interdiction of criminal offenses conducted on interstates, highways, and byways.
39. Investigate the manufacture, delivery, transportation, and sales of illegal drugs, narcotics, and weapons.
40. Pursue and investigate sex offenders and fugitives.
41. Coordinate with other law enforcement entities in response to domestic or international terrorism.
42. Seize for forfeiture the assets of violators of controlled substance laws or criminal enterprises.
43. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

DPS OFFICER CADET

Twenty-one (21) years of age or older and graduation from high school or equivalent education.

DPS OFFICER I

Certification as a Category I Peace Officer from a Nevada Commission on P.O.S.T. approved law enforcement academy.

DPS OFFICER II

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One or more years of applicable experience as described in the job duties and Certification as a Category I Peace Officer from a Nevada Commission on P.O.S.T approved law enforcement academy.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

DPS OFFICER CADET

Knowledge of:

- Proper grammar, punctuation, and spelling; operation of computer equipment sufficient to enter, retrieve, and access information.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Calculate solutions to arithmetic and algebra problems for successful completion of the accident investigation course; analyze information, problems, and objectives; think clearly and logically and apply to problem situations; diagnose situations correctly, think and act quickly, and adopt an effective course of action.
- Understand and follow verbal and written instructions and directions; establish and maintain effective relationships with classmates, instructors, and academy staff.

DPS OFFICER I

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Traffic and public safety laws and practices.

Skill in:

- Use of firearms and defensive tactics.

Ability to:

- Communicate effectively with individuals of various social, cultural, economic, and educational backgrounds; establish and maintain positive and effective working relationships with others; coordinate activities with other law enforcement agencies; conduct interviews; organize information and data; make presentations.

DPS OFFICER II

Knowledge, skills, and abilities required at the previous levels, AND:

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; criminal law to include court procedures, laws of arrest, drug enforcement, rules of evidence, search and seizure, the rights of citizens, appropriate enforcement actions, and testifying in court; functions and practices of various law enforcement and criminal justice agencies; Appropriate use and care of equipment.

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- Investigative and interviewing principles and techniques required; basic psychology, human relations and interactions, and body language to assess and select appropriate communication methods when dealing with deviant, emotional, or aggressive behavior; effects and detection of substance abuse; community service organizations and resources.

Ability to:

- Conduct surveillance activities using appropriate equipment and techniques; research complex technical matters; assist in the development of agency goals, objectives, and operating policies and procedures.
- Maintain familiarity with assigned geographical areas; stay informed and aware of individuals and places suspected of illegal activity and/or potential problems; analyze routine and emergency situations and develop a logical course of action; operate a motor vehicle under normal and adverse road, weather, and traffic conditions.
- Secure facts by personal contact, observation, and checking records; identify and carry out appropriate enforcement action; coordinate activities with other law enforcement agencies; conduct interviews to obtain information; organize information and data; provide in-service training to staff.
- Enforce laws, investigate accidents/incidents/crimes, prepare detailed forms, reports, and diagrams, obtain subpoenas and warrants, and testify in court; read and interpret laws, regulations, and procedures; read blueprints, maps, diagrams, and schematics.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:
(Check all that apply)*

- | | | | | |
|---|--|--|--|--|
| <input checked="" type="checkbox"/> standing | <input checked="" type="checkbox"/> running | <input checked="" type="checkbox"/> lifting, 50 lbs | <input checked="" type="checkbox"/> observing | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 50 lbs | <input type="checkbox"/> tasting | <input checked="" type="checkbox"/> throwing |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting | <input checked="" type="checkbox"/> pushing, 50 lbs | <input checked="" type="checkbox"/> kneeling | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing | <input checked="" type="checkbox"/> reaching | <input checked="" type="checkbox"/> pulling, 50 lbs | <input checked="" type="checkbox"/> stretching | <input checked="" type="checkbox"/> smelling |

*Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)*

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|---|--|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing) | <input checked="" type="checkbox"/> Ability to understand technical manuals |
| <input checked="" type="checkbox"/> Ability to speak | <input checked="" type="checkbox"/> Ability to work amicably with co-workers |
| <input checked="" type="checkbox"/> Ability to write legibly in English | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English | <input checked="" type="checkbox"/> Ability to follow supervisor's instructions |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions | <input checked="" type="checkbox"/> Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings |

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.