

Joe Lombardo  
Governor



Jack Robb  
Director

Matthew Tuma  
Deputy Director

Mandee Bowsmith  
Administrator

**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***  
209 E. Musser Street, Suite 101 | Carson City, Nevada 89701  
Phone: (775) 684-0150 | <http://hr.nv.gov> | Fax: (775) 684-0122

**MEMORANDUM**  
**HR# 24-23**

April 13, 2023

**TO:** DHRM Listserv Recipients

**FROM:** Mandee Bowsmith, Administrator *Mandee Bowsmith*  
Division of Human Resource Management

**SUBJECT:** PROPOSED CLASSIFICATION CHANGES – DPS SERGEANT/OFFICER SERIES

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Attached are revised proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections regarding these changes, please send your written notification to Deputy Administrator Beverly Ghan at [bghan@admin.nv.gov](mailto:bghan@admin.nv.gov) no later than May 11, 2023.

If no written objections are received in this office by May 11, 2023, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

## NOTICE OF PROPOSED CLASSIFICATION CHANGES

**Number: Posting #15-23**  
**Posting Expires: May 11, 2023**

Per NRS 284.160, the Administrator may make a change in classification without the prior approval of the Commission. The following change(s) are proposed:

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
13.205	DPS Sergeant	41*	D	13.205	DPS Sergeant	41*	D
13.206	DPS Officer II	39*	D	13.206	DPS Officer II	39*	D
13.207	DPS Officer I	36*	D	13.207	DPS Officer I	38*	D
	<i>NEW</i>			13.208	DPS Officer Cadet	37*	D

### ***Basis for Recommendation***

As the result of an NPD-19 and at the request of the Department of Public Safety (DPS), the Division of Human Resource Management (DHRM) conducted a review of the DPS Officer Sergeant/Officer series. DPS Officers perform a variety of law enforcement and public safety functions within DPS.

It is recommended that the DPS Officer I class be amended to remove the option related to the Capitol Police Division as these positions were reclassified to the DPS Officer II class. The DPS Officer I class was further amended to reflect that this class is a trainee level within the division to which assigned and will progress from a probationary employee to a full-time permanent employee upon meeting minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority. It is also recommended that the grade of this class be increased from a grade 36 to a grade 38 to increase recruitment and retention of DPS Officers. This grade increase has no fiscal impact as all DPS Officer positions are classified at the journey level DPS Officer II.

It is further recommended that a DPS Officer Cadet class be added to the series.

- 1) *DPS Officer Cadet, 12.308, grade 37*: Incumbents at this level are initially assigned to the Nevada 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 and skills to function as a DPS Officer. The instruction and training are provided in a formal classroom setting and in practical field exercises where Academy staff will review and evaluate each cadet's class participation, coursework, assignments, and written performance examinations. Successful completion of the training academy is mandatory for continued employment as a DPS Officer I; therefore, incumbents progress to the next level in the series upon successful completion of the law enforcement academy, meeting minimum qualifications, satisfactory performance and with the recommendation of the appointing authority.

The DPS Officer Cadet will be allocated at a grade 37, a one-grade differential that is consistent with other series within the State. In addition, the EEO Administrator assigned an EEO-4 code of "D" Protective Service Workers which is consistent with other classes within this series.

In addition, it is recommended that changes be made to the DPS Sergeant and DPS Officer II class concepts to include the Benchmark Descriptions within each class.

It is also recommended that an Informational Note be added to the Minimum Qualifications to clarify that State employees who had transferred into this series from another State agency may have restoration rights as per NAC 284.458 or NAC 284.460 if they are unsuccessful in passing the Nevada P.O.S.T. academy or

are unsuccessful in passing their probationary period.

Lastly, it is recommended that minor changes be made to the Education & Experience section of the Minimum Qualifications for the DPS Sergeant and DPS Officer II to clarify language and to maintain consistency with verbiage, formatting, and structure.

Throughout the review management and staff within DPS and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the recommendation.

*Changes to the class specification are noted as follows: additions in blue and deletions in red.*

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 209 East Musser Street, Suite 101; in Las Vegas, go to 555 East Washington Avenue, Suite 1400. You may also view the recommendations and specifications online at [https://hr.nv.gov/Sections/Classification/Proposed\\_Classification\\_Changes/](https://hr.nv.gov/Sections/Classification/Proposed_Classification_Changes/) . For additional information call (775) 684-0137.

**Objections to the proposed new classification must be received in writing by May 11, 2023.** Objections should be addressed to Beverly Ghan, Deputy Administrator, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Suite 101, Carson City, Nevada 89701-4204.

**POSTING DATE: April 13, 2023**



**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>
DPS SERGEANT	41*	D	13.205
DPS OFFICER II	39*	D	13.206
DPS OFFICER I	[36*]38	D	13.207
<i>DPS OFFICER CADET</i>	<i>37</i>	<i>D</i>	<i>13.208</i>

**SERIES CONCEPT**

DPS Officers perform a variety of law enforcement and public safety functions within the Department of Public Safety (DPS). Assignments vary widely and incumbents are assigned to various divisions within the department including the Nevada Highway Patrol, State Fire Marshal's Office, Investigations, Parole & Probation, and Capitol Police. All positions in this series are trained peace officers in accordance with requirements established by the *Nevada* Commission on Peace Officer Standards and Training (P.O.S.T.). Allocation of positions to various levels within the series is based on the nature and complexity of the assignment; the depth of knowledge in specialized areas of law enforcement and public safety; supervisory responsibility; and level of independence.

Obtain and verify facts and statements regarding incidents; weigh facts impartially and accurately; conduct interviews and collect evidence and information as required in the course of law enforcement and administrative and regulatory activities; recognize, develop, and secure evidence for orderly presentation in a court of law and/or Parole Board; prepare cases for court and testify as required.

Obtain and serve legal documents such as subpoenas, affidavits, and arrest, search, and administrative warrants; perform extraditions as assigned; write routine and specialized reports; document work activities and maintain related records.

Operate and maintain a variety of public safety equipment including tools, weapons, protective gear, and vehicles applicable to the specific assignment.

Respond to emergency situations, accidents, incidents, and crime scenes; develop a logical course of action; identify hazards and provide assistance and protection as required and trained.

Conduct surveillance activities utilizing appropriate equipment and techniques applicable to the assignment.

Work cooperatively with staff in other public safety agencies, government officials, judicial system staff and the general public; refer victims and witnesses to community services and resources as appropriate; make presentations to community groups to provide information and raise awareness of public safety issues, problems, and services.

Provide guidance and informal training to peers and subordinate staff as needed; and provide input in the development of laws, regulations, and procedures.

Perform related duties as assigned.

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

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DPS OFFICER II	39*	D	13.206
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## CLASS CONCEPTS

**DPS Sergeant:** Under general direction, incumbents typically supervise subordinate law enforcement officers in an assigned division within the department. Incumbents may also be assigned to administrative duties including, but not limited to, Pre-release, Interstate Compact, Fugitive Apprehension, Field Operations, Planning and Research, and Support Services. Supervisory duties include developing work performance standards; evaluating employee performance; identifying training needs and providing guidance; scheduling; ~~assigning and reviewing work;~~ *work assignment and review*; reviewing records, reports, and statistics for conformance to established policies, procedures, regulations, and formats; and initiating or implementing counseling and discipline as required. Assignments at this level vary widely, depending upon the division to which assigned, and *include, but are not limited to, the following:* ~~examples are provided in the Benchmark Descriptions.~~

*Capitol Police Division:* Serve as a first-line supervisor in the Capitol Police Division. Incumbents supervise daily operations by planning, organizing, and monitoring field operations and assigning work schedules; review and approve or reject officers' written reports; assist management in developing and interpreting new or existing regulations, policies, and procedures; ensure officers receive proper training by identifying training needs; develop and present training classes; and prepare statistics and reports.

*Complex & Special Investigations:* Sergeant positions supervising DPS Officers performing complex investigations are granted a salary adjustment of +5% for supervising complex operations and investigative activities; establishing protocols, training, and guidelines for complex investigations and when inter-agency involvement exists; and auditing case files to determine accuracy and quality of investigations. These positions train, supervise and evaluate the performance of subordinate officers and are located within the State's Fusion Centers, Multi-Disciplinary Investigation and Reconstruction Team, Investigations Division and State Fire Marshal's Office.

*Highway Patrol Division:* Supervises sworn and civilian employees within the Nevada Highway Patrol division; assign work schedules, evaluate the performance of subordinate staff, complete employee development reports, and when appropriate, recommend disciplinary action or commendation. Administer training by determining specific needs, recommending curriculum, and presenting training classes. Collect traffic data to identify traffic problem areas and devise corrective plans or audit commercial carrier records and reports to ensure compliance with established laws and regulations. The supervisor, in addition to traffic or commercial duties, may supervise a specialty to include MIRT, ICE, commercial, administration, risk management or other positions based upon the current needs of the division.

*Parole & Probation Division:* Either manage a rural satellite office or act as a first-line supervisor for subordinate staff and conduct initial review of reports and case logs; monitor casework activities; ensure conformance with federal, State and division requirements, and endorse fair and equitable treatment to criminal defendants, offenders under supervision, and victims of crime; and secure or provide proper training and direction to staff. Establish internal controls of staff activities; implement training for assigned staff in the areas of supervision, enforcement techniques, report writing, policy and procedure, records management, classification, case management and related functions; and provide direction regarding referral services, educational programs, and job services so that parole and probation agreements and the needs of the offender are met.

*This is the supervisory level in the series.*

**DPS Officer II:** Incumbents at this level work under limited supervision and either:

- 1) Perform a variety of law enforcement duties in the *Capitol Police*, Highway Patrol, or Parole & Probation divisions. Incumbents enforce laws, codes, regulations, ordinances, and standards applicable to the assignment; read and interpret technical materials and documents to ensure enforcement activities are ~~in~~ *compliance* *compliant* with the law; arrest criminal offenders and maintain appropriate use of force to

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### CLASS CONCEPTS (cont'd)

#### DPS Officer II: (cont'd)

1) (cont'd)

subdue violators in accordance with current Use of Force training standards described in department policy and P.O.S.T. requirements. *Assignments at this level vary widely, depending upon the division to which they are assigned, and include, but are not limited to, the following:* [~~This is the journey level for positions assigned within Divisions of Highway Patrol or Parole & Probation; or~~]

*Capitol Police Division: Provide law enforcement, intelligence, and safety services to the occupants and visitors of the Governor's Mansion, Capitol Complex, Grant Sawyer Building, and other State owned facilities; provide complex threat assessment and response; plan for and protect facilities and critical infrastructure against terrorist attacks, natural disasters, and other threats; conduct vulnerability assessments and identify the level of existing defenses against complex threats; develop strategic plans to prepare for insurrections; make recommendations on physical security layout best practices; guard, protect, and secure the Governor's Mansion, Capitol Complex, and Grant Sawyer Building; patrol other State facilities and properties.*

*Highway Patrol Division: Enforce federal, State, and local laws and regulations on the public highways and on all property to which the public has access, with the primary focus on accident reduction programs. DPS Officers investigate accidents within the NHP's jurisdiction and criminal violations on public highways according to established procedures and assist other agencies as needed or requested. In addition, incumbents assist in coordinating and directing initial emergency operations at the scene of hazardous materials accidents and incidents using training, experience, and discretion to ensure the safety of the public. Some positions are assigned to commercial vehicle inspection and enforcement of emission control laws and regulations.*

*Parole & Probation Division: Supervise parolees and probationers who present varying degrees of individual needs and risk to the community, with the primary focus on protection of the community and successful compliance with the terms and conditions of parole or probation. Incumbents apply a risk-based classification system to assess and review offenders in accordance with the needs of the offender and the best interest of the community, establish supervision levels, develop case plans that address the needs of the offender, and perform casework services. Conduct restitution or other administrative investigations; research criminal and personal history of offender, facts and conditions surrounding the current and/or previous offenses, drug or alcohol treatment, counseling and/or community service, and make recommendations regarding sentencing, parole or probation, and stipulated conditions of agreements. Collect restitution and supervision fees; conduct drug/alcohol testing; conduct unannounced visits to offender's home, job site or various other locations; contact family, friends, employers, counselors, and other law enforcement agencies to ensure parolee or probationer is in compliance with rules of supervision; work with employers to develop job training programs; refer clients to services or activities to facilitate social adjustment and prevent further criminal acts or technical violations of conditions of parole or probation. OR*

~~[2) Serve as a first line supervisor in the Capitol Police Division and perform foot and vehicular patrol of State properties. Incumbents supervise daily operations by planning, organizing and monitoring field operations and assigning work schedules; evaluate employee performance; review and approve or reject officers' written reports; assist management in developing and interpreting new or existing regulations, policies, and procedures; ensure officers receive proper training by identifying training needs; develop and present training classes; and prepare statistics and reports. This is the supervisory level for the Capitol Police Division; or]~~

2) Conduct complex and special investigations in the Investigations Division, State Fire Marshal's Office, [~~Major Accident Investigation~~] *Multi-Disciplinary Investigation and Reconstruction* Team, or the



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### CLASS CONCEPTS (cont'd)

#### DPS Officer II: (cont'd)

1) (cont'd)

State's Fusion Centers. These positions are assigned complex investigative responsibilities that require additional experience and expertise and ~~[warrant]~~ *are granted* a salary adjustment of 5% in addition to the established grade level for this class. Specific duties assigned to these positions *include, but are not limited to, the following:* ~~[are described in the Benchmark Descriptions.]~~

*Investigations Division: Investigate complex crimes including, but not limited to, homicides, sexual assault, drug trafficking, drug diversion, clandestine laboratories, and unidentified deceased or missing persons. Incumbents perform overt/covert activities utilizing surveillance technology, have direct interaction with suspects, collect criminal intelligence, and manage confidential sources of information.*

*State Fire Marshal's Office: Conduct complex investigations involving structure, vehicle, and wildland fires; explosives, pyrotechnics, environmental and regulatory issues; participate on a local, State, or federal team or task force to conduct enforcement and interdiction activities involving commercial trucking, environmental crimes, hazardous materials, explosives and pyrotechnics or controlled substances as specified by the State Fire Marshal. Incumbents perform overt/covert activities utilizing surveillance technology, collect criminal intelligence, manage confidential sources of information, and serve as field training officers as assigned.*

*Multi-Disciplinary Investigation and Reconstruction Team: Investigate/reconstruct complex traffic collisions resulting in fatality and/or serious injury with the potential for prosecution, and collisions determined to be high profile, to the extent and detail necessary to determine causation, contributing factors, and provide for successful prosecution as necessary. Incumbents maintain investigative/reconstruction expertise through training and certification requirements; follow investigative protocols or memorandums of understanding as guidelines for investigating collisions when inter-agency involvement exists; and develop and maintain a division-wide database of statistical information related to collisions.*

*State Fusion Centers: Investigate and pursue offenders who commit crimes of violence; conduct interdiction of criminal offenses conducted on the interstates, highways and byways; investigate the manufacture, delivery, transportation, and sales of illegal drugs, narcotics and weapons; pursue and investigate sex offenders and fugitives; work in conjunction with other law enforcement entities in response to domestic or international terrorism; and seize for forfeiture the assets of violators of controlled substance laws or criminal enterprises. Incumbents are assigned to the All Threats/All Crimes Task Force (ATAC) in the Highway Patrol Division and provide investigatory response to the Fusion and Intelligence Centers in Nevada, nationally and internationally.*

*This is the journey level in the series.*

**DPS Officer I:** ~~[Incumbents at this level are trained to perform law enforcement duties in a law enforcement academy. The instruction and training are provided in a formal classroom setting and in practical field exercises. Academy staff review and evaluate each cadet's class participation, coursework, assignments, and written performance examinations.]~~ Upon successful graduation from ~~[the]~~ *a Nevada P.O.S.T approved law enforcement academy* incumbents ~~[either:]~~ *work under close supervision as a trainee within the division to which assigned. Incumbents receive training in the duties described in the series concept and will progress to the next level in the series upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority. This is the continuing trainee level in the series and upon successful completion the incumbent will progress from a probationary employee to a full-time permanent employee.*

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### CLASS CONCEPTS (cont'd)

#### DPS Officer I: (cont'd)

- 1) ~~[Work under supervision as a trainee within the Divisions of Highway Patrol, Parole & Probation, Investigations, or the State Fire Marshal's Office. Incumbents receive training in the duties described in the series concept and may progress to the next level upon meeting minimum qualifications and with approval of the appointing authority; or~~
- 2) ~~Work under general supervision in the Capitol Police Division at the journey level. Incumbents perform foot and vehicular patrol of State owned and leased property; check for unsecured doors and windows, vandalism, water leaks, and safety hazards; administer first aid in emergencies and/or call emergency personnel; patrol the Governor's Mansion and adjacent grounds and investigate suspicious circumstances or persons in the area. Additionally, some positions are assigned to a 24-hour desk operation where they receive and relay information to on-duty officers; maintain a daily incident log; operate a two-way radio base station; answer incoming calls to the Governor's Mansion and screen for threatening, obscene or harassing callers; and provide the public with general information and assistance in locating public buildings. For positions assigned to the Capital Police Division, there is no automatic progression to DPS Officer II.]~~

*DPS Officer Cadet: Incumbents at this level are initially assigned to the Nevada 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 and skills to function as a DPS Officer. The instruction and training are provided in a formal classroom setting and in practical field exercises where Academy staff will review and evaluate each cadet's class participation, coursework, assignments, and written performance examinations. Successful completion of the training academy is mandatory for continued employment as a DPS Officer I; therefore, incumbents progress to the next level in the series upon successful completion of the law enforcement academy, meeting minimum qualifications, satisfactory performance and with the recommendation of the appointing authority.*

*Upon successful graduation from the training academy, the incumbent progresses to the DPS Officer I as a probationary employee and is assigned to a division within DPS, and under close supervision, begins to function as a DPS Officer.*

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### MINIMUM QUALIFICATIONS

#### SPECIAL REQUIREMENTS:

- \* A valid Nevada Class C driver's license is required at the time of appointment and as a condition of continuing employment.
- \* Pursuant to NRS 284.4066, all positions in this series have been identified as affecting public safety. Persons offered employment must submit to a pre-employment screening for controlled substances.
- \* Some positions are subject to call-out or call-back.
- \* Some positions require statewide travel.
- \* Some positions require work on evenings, weekends, and/or holidays.
- \* Applicants for DPS Sergeant, Pilot must possess: 1) a valid FAA commercial pilot's license with single-engine land and instrument ratings; 2) a valid FAA second-class medical certificate; 3) a current Cardiopulmonary Resuscitation Certificate; 4) a minimum of 1000 flight hours logged (100 logged within the last twelve calendar months) as pilot-in-command of a single-engine, fixed winged, land aircraft.



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### MINIMUM QUALIFICATIONS (cont'd)

#### INFORMATIONAL NOTES:

- \* Applicants must meet minimum standards for appointment as a peace officer as established in the Nevada Revised Statutes and Nevada Administrative Code.
- \* Incumbents must pass the Peace Officer Standards & Training (P.O.S.T.) fitness test and possess the physical and mental abilities to perform the essential functions of the position as a condition of continuing employment.
- \* Incumbents must meet firearms qualification/certification standards and proficiency requirements as established by agency policy.
- \* DPS Sergeants and DPS Officer II's, as a condition of continuing employment with the State Fire Marshal's Office, must successfully complete the National Fire Academy's Arson Investigation course (R205) or an approved equivalent course within one year of appointment.
- \* Some DPS Officer II and DPS Sergeant positions are granted a salary adjustment of 5% for complex investigative responsibilities or the supervision of DPS Officer II's performing complex investigations that require additional experience and expertise. These positions will be identified at the time of recruitment and are assigned to the Investigations Division, State Fire Marshal's Office, Major Accident Investigation Team, and the State's Fusion Centers. [~~Specific duties assigned to DPS Officer II positions are described in the Benchmark Descriptions.~~]
- \* *DPS Officer Cadets and DPS Officer I's who either are unsuccessful in passing the Nevada P.O.S.T. academy or are unsuccessful in passing their probationary period, and had transferred from another State agency, may have restoration rights as per NAC 284.458 or NAC 284.460.*

#### DPS SERGEANT

EDUCATION AND EXPERIENCE: [~~Graduation~~]*Certification* [~~of~~]*as* a Category I Peace Officer *from a Nevada P.O.S.T. approved law enforcement academy and [three] two* years of law enforcement experience *as a Category I Peace Officer*, two years [~~of~~] which were [~~at the journey level~~] *equivalent to a DPS Officer II in Nevada State service*; **OR** two years of experience as a DPS Officer II in Nevada State service. [~~;~~ **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):

**Working knowledge of:** constitutional laws related to search and seizure, arrest, and legal rights of citizens; investigative techniques and rules of evidence needed to investigate criminal/civil cases; the judicial records system to obtain needed documents. **General knowledge of:** basic practices of supervision. **Ability to:** read, understand, interpret, implement, and explain State laws pertaining to department and division policies, procedures, and regulations; review reports and forms to detect discrepancies and ensure compliance with policy and procedure; coordinate staff assignments and prioritize tasks; clearly communicate to give direction, provide instruction, and take command in emergency situations; *and all knowledge, skills, and abilities required at the lower levels.*

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

**Working knowledge of:** supervisory techniques such as planning, organizing, directing, and scheduling work; statistical record keeping and reporting methods; the warrant application process; departmental policy and procedure applicable to law enforcement activities; computer software and applications commonly used in the department. **Ability to:** train, supervise and evaluate the performance of subordinates according to established principles and practices of personnel management; compile and evaluate statistical data regarding unit activities and services; plan, organize, schedule, and coordinate work unit activities.

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### MINIMUM QUALIFICATIONS (cont'd)

#### DPS OFFICER II

EDUCATION AND EXPERIENCE: [~~Graduation~~] *Certification* as a Category I Peace Officer from a Nevada P.O.S.T. approved law enforcement academy and one year of law enforcement [~~or~~] experience [~~in a police or fire agency~~] *as a Category I Peace Officer*; **OR** one year of experience as a DPS Officer I in Nevada State service. [~~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):

**Working knowledge of:** criminal law to include court procedures, laws of arrest, drug enforcement, rules of evidence, search and seizure, and the rights of citizens as required to take appropriate enforcement action, conduct investigations and testify in court; proper English grammar, punctuation, spelling and vocabulary sufficient to complete reports, forms, and other written materials; appropriate use and care of equipment such as firearms, baton, handcuffs, radios, and motor vehicles; investigative principles and techniques required to gather facts and information; basic psychology, human relations/interactions, and body language to assess and select appropriate communication methods when dealing with deviant, emotional, or aggressive behavior; operation of a personal computer and associated business software. **General knowledge of:** interviewing techniques; functions and practices of various law enforcement and criminal justice agencies; effects and detection of substance abuse; community service organizations and resources. **Skill in:** the use of firearms and defensive tactics to meet qualification/certification standards and proficiency requirements established by agency policies. **Ability to:** maintain familiarity with assigned geographical area including highways, landmarks, buildings and topography; keep informed and aware of persons and places suspected of illegal activity and/or potential problems; communicate [~~orally~~] *verbally* and in writing sufficient to enforce laws, investigate accidents/incidents/crimes, prepare detailed forms, reports and diagrams, obtain subpoenas and warrants, and testify in court; 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 and observation and checking records; read and interpret laws, regulations and procedures; read blueprints, maps, diagrams and schematics; identify and carry out appropriate enforcement action; 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 both in person and by phone to obtain information; organize information and data; work independently and as a part of a team; operate a personal computer to prepare reports and obtain information; provide in-service training to subordinate staff; make public presentations; *and all knowledge, skills, and abilities required at the lower level.* [~~\*See benchmark descriptions for additional knowledge, skills, and abilities for specialized assignments.~~]

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

**Working knowledge of:** interviewing and investigative techniques. **Ability to:** independently conduct surveillance activities using appropriate equipment and techniques; research complex technical matters; assist in the development of agency goals, objectives, and operating policy and procedures.

#### DPS OFFICER I

**EDUCATION AND EXPERIENCE:** *Certification as a Category I Peace Officer from a Nevada P.O.S.T. approved law enforcement academy.* (*See Special Requirements and Informational Notes*)

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

*General knowledge of: traffic/public safety laws and practices. Skill in: the use of firearms and defensive tactics to meet qualification/certification standards and proficiency requirements established by Nevada P.O.S.T. and by agency policies. 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 in*

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**MINIMUM QUALIFICATIONS (cont'd)**

**DPS OFFICER I** (cont'd)

***ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)*** person, by telephone, or through other electronic means; organize information and data; work independently and as part of a team; operate a personal computer to prepare reports and obtain information; make presentations; and all knowledge, skills, and abilities required at the lower level.

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

**DPS OFFICER CADET**

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of military service or public contact experience which included problem solving and applying policies to specific situations; **OR** Associate's [~~of Arts~~] degree from an accredited college or university in criminal justice, psychology, social work, fire science, or related field and one year of experience as described above; **OR** Bachelor's degree from an accredited college or university in criminal justice, psychology, sociology, social work, public administration, or related field; **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:** [~~traffic/public safety laws and practices;~~] proper grammar, punctuation and spelling sufficient to complete written examinations and assignments in the Academy and prepare reports and written communication required after assignment; operation of computer equipment sufficient to enter, retrieve, and access information. **Ability to:** calculate solutions to arithmetic and algebra problems as required 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 [~~oral~~] **verbal** and written instructions/directions; establish and maintain effective interpersonal relations with classmates, instructors, and academy staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job): (These are identical to the Entry Level Knowledge, Skills, and Abilities required for DPS Officer I[~~F~~].)

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**BENCHMARK DESCRIPTIONS**

~~The following benchmark descriptions are representative examples of specialized assignments in several user agencies, but they are not intended to be all-inclusive. Allocation of new or existing positions not described below must be determined by a review of the nature and complexity of work performed; the knowledge, skills and abilities required; independence/supervision received; scope of responsibility/consequence of error; authority to take action/decision-making; and personal contacts necessary to complete work.~~

**DPS SERGEANT**

- ~~1) **Parole & Probation Division:** Either manage a rural satellite office or act as a first line supervisor for subordinate staff and conduct initial review of reports and case logs; monitor casework activities; ensure conformance with federal, State and division requirements, and endorse fair and equitable treatment to criminal defendants, offenders under supervision, and victims of crime; and secure or provide proper training and direction to staff. Establish internal controls of staff activities; implement training for assigned staff in the areas of supervision, enforcement techniques, report writing, policy and procedure;~~

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~~records management, classification, case management and related functions; and provide direction regarding referral services, educational programs, and job services so that parole and probation agreements and the needs of the offender are met.~~

## ~~2) Highway Patrol Division:~~

~~**Pilot**—Coordinate and administer the division’s air enforcement and safety program for the northern or southern region; pilot single-engine fixed-winged aircraft for enforcement of the federally mandated National Maximum Speed Limit (NMSL) and coordinate the selection of speed monitoring sites; formulate detailed objectives for the air operation program; prepare the regional aircraft operating budget for submission to the Federal Projects Coordinator; perform pre-flight and post-flight inspections of division aircraft pursuant to Federal Aviation Administration (FAA) regulations; establish and direct a comprehensive public information program regarding the NHP air enforcement and public safety programs; develop course outlines, lesson plans, and minimum training standards for certification and re-certification of officers designated as airborne traffic observers, and provide classroom and on-the-job instruction and training; supervise and evaluate the performance of staff as assigned.~~

~~[**Traffic or Commercial Operations**—Supervise traffic or hazardous materials enforcement activities;] assign work schedules, evaluate the performance of subordinate staff, complete employee development reports, and when appropriate, recommend disciplinary action or commendation. Administer training needs by determining specific needs, recommending curriculum, and presenting training classes. Collect traffic data to identify traffic problem areas and devise corrective plans or audit commercial carrier records and reports to ensure compliance with established laws and regulations.]~~

## ~~DPS SERGEANT – COMPLEX & SPECIAL INVESTIGATIONS~~

~~Sergeant positions supervising DPS Officers performing complex investigations are granted a salary adjustment of +5% for supervising complex operations and investigative activities; establishing protocols, training, and guidelines for complex investigations and when inter-agency involvement exists; and auditing case files to determine accuracy and quality of investigations. These positions train, supervise and evaluate the performance of subordinate officers and are located in the State’s Fusion Centers, Major Accident Investigation Team, Investigations Division and State Fire Marshal’s Office.~~

## ~~DPS OFFICER II~~

~~1) **Parole & Probation Division:** Supervise parolees and probationers who present varying degrees of individual needs and risk to the community, with the primary focus on protection of the community and successful compliance with the terms and conditions of parole or probation. Incumbents apply a risk-based classification system to assess and review offenders in accordance with the needs of the offender and the best interest of the community, establish supervision levels, develop case plans that address the needs of the offender, and perform casework services.~~

~~Conduct restitution or other administrative investigations; research criminal and personal history of offender, facts and conditions surrounding the current and/or previous offenses, drug or alcohol treatment, counseling and/or community service, and make recommendations regarding sentencing, parole or probation, and stipulated conditions of agreements.~~

~~Collect restitution and supervision fees; conduct drug/alcohol testing; conduct unannounced visits to offender’s home, job site or various other locations; contact family, friends, employers, counselors, and other law enforcement agencies to ensure parolee or probationer is in compliance with rules of supervision; work with employers to develop job training programs; refer clients to services or activities to facilitate social adjustment and prevent further criminal acts or technical violations of conditions of parole or probation.~~

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

~~**Ability to:** conduct all aspects of casework services for an assigned caseload of offenders; coordinate and carry out enforcement activities; work independently; organize, prioritize/re-prioritize tasks and assignments, often on short notice in both formal and informal environments and potentially hazardous situations; use word processing software proficiently to prepare detailed reports; research State statutes concerning criminal offenses.~~

- ~~2) **Highway Patrol Division:** Enforce federal, State, and local laws and regulations on the public highways and on all property to which the general public has access, with the primary focus on accident reduction programs. DPS Officers investigate accidents within the NHP's jurisdiction and criminal violations on public highways according to established procedures and assist other agencies as needed or requested. In addition, incumbents assist in coordinating and directing initial emergency operations at the scene of hazardous materials accidents and incidents using training, experience, and discretion to ensure the safety of the general public. Some positions are assigned to commercial vehicle inspection and enforcement of emission control laws and regulations.~~

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

~~**Working knowledge of:** federal, State, and local laws governing traffic enforcement, motor vehicle registration, hazardous material licensing and commercial vehicles; patrol methods and procedures necessary for the prevention or reduction of traffic accidents. **Ability to:** patrol the public highways of the State, investigate accidents/incidents, and take appropriate enforcement action; follow traffic enforcement procedures such as pre-stop observation, violator contact, violator safety and use of force with combative persons, to initiate traffic stops and make arrests.~~

- ~~3) **Capitol Police**—Serve as first-line supervisor in the Capitol Police Division and perform foot and vehicular patrol of State properties. Incumbents supervise daily operations by planning, organizing and monitoring daily field operations and assigning work schedules; review and approve or reject officers' written reports; assist management in developing and interpreting new or existing regulations, policies and procedures; ensure officers receive proper training by identifying training needs; develop and present training classes; and prepare statistics and reports.~~

~~**DPS OFFICER II – COMPLEX & SPECIAL INVESTIGATIONS:** *(See Special Requirements and Informational Notes)*~~

- ~~1) **Investigations Division:** Investigate complex crimes including, but not limited to, homicides, sexual assault, drug trafficking, drug diversion, clandestine laboratories, and unidentified deceased or missing persons. Incumbents perform overt/covert activities utilizing surveillance technology, have direct interaction with suspects, collect criminal intelligence, and manage confidential sources of information.~~
- ~~2) **State Fire Marshal's Office:** Conduct complex investigations involving structure, vehicle, and wildland fire; explosives, pyrotechnics, environmental and regulatory issues; participate on a local, State, or federal team or task force to conduct enforcement and interdiction activities involving commercial trucking, environmental crimes, hazardous materials, explosives and pyrotechnics or controlled substances as specified by the State Fire Marshal. Incumbents perform overt/covert activities utilizing surveillance technology, collect criminal intelligence, manage confidential sources of information, and serve as field training officer as assigned.~~

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

~~**Detailed knowledge of:** fire prevention principles; fire investigation and arson detection principles and techniques; National Fire Protection Association codes and standards; International Fire Code; International Building Code; federal and State regulations related to fire and life safety, building construction and materials. **Working knowledge of:** civil and criminal court procedures. **General knowledge of:** criminal laboratory procedures and capabilities. **Ability to:** independently investigate~~



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~~small fires; perform standard mathematical computations to include basic algebra and geometry; research complex technical matters, analyze information and identify key patterns, problems, and objectives; communicate effectively under demanding conditions.~~

~~FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):  
**Ability to:** effectively manage investigations of large and/or complex fires resulting in criminal charges.~~

- ~~3) **Major Accident Investigation Team:** Investigate/reconstruct complex traffic collisions resulting in fatality and/or serious injury with the potential for prosecution, and collisions determined to be high profile, to the extent and detail necessary to determine causation, contributing factors, and provide for successful prosecution as necessary. Incumbents maintain investigative/reconstruction expertise through training and certification requirements; follow investigative protocols or memorandums of understanding as guidelines for investigating collisions when inter-agency involvement exists; and develop and maintain a division-wide database of statistical information related to collisions.~~

~~ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):  
**Working knowledge of:** recognized investigative principles and practices; interviewing and interrogation techniques; illicit and prescription-controlled substance drug enforcement; crime scene processing, documentation, and preservation; evidence management including identification, collection, and preservation. **Ability to:** develop evidence for orderly presentation in a court of law; testify effectively in court; maintain equanimity in the face of resistance, indifference or hostility; research and obtain needed information or documents required to substantiate or negate suspected criminal violations; independently conduct surveillance activities utilizing appropriate equipment and techniques, within the confines of case law and federal and State law; independently conduct a variety of investigative functions and follow through with minimal direction; prioritize assignments with changing workloads and deadlines.~~

~~FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):  
**Working knowledge of:** agency policy and procedure related to the mission of the department, including identifying, establishing, and articulating elements of a crime necessary for prosecution; advanced or specialized analytical investigative techniques to perform complex or difficult case assignments with minimal supervision or direction; criminal laboratory procedures, capabilities, and limitations. **Ability to:** work in a covert manner to gain the confidence of others, reason persuasively, and take appropriate action; draw, utilize and account for divisional monies (cash) with regard to purchasing/attainment of evidence through "undercover buys," informant rewards and investigative expenses; identify and minimize safety hazards in regard to crime scenes.~~

- ~~3) **State Fusion Centers:** Investigate and pursue offenders who commit crimes of violence; conduct interdiction of criminal offenses conducted on the interstates, highways and byways; investigate the manufacture, delivery, transportation, and sales of illegal drugs, narcotics and weapons; pursue and investigate sex offenders and fugitives; work in conjunction with other law enforcement entities in response to domestic or international terrorism; and seize for forfeiture the assets of violators of controlled substance laws or criminal enterprises. Incumbents are assigned to the All Threats/All Crimes Task Force (ATAC) in the Highway Patrol Division and provide investigatory response to the Fusion and Intelligence Centers in Nevada, nationally and internationally.]~~

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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REVISED:	6/29/73			
REVISED:		7/1/75		
REVISED:	10/16/75			
REVISED:		2/26/76		
REVISED:		5/28/76		
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REVISED:		10/11/79-3		
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REVISED:	3/25/81-3			
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REVISED:	7/1/82P	7/1/82P		
	6/11/82PC	6/11/82PC		
REVISED:		12/7/84		
REVISED:	7/18/86-3	7/18/86-3		
REVISED:	1/30/87-3			
REVISED:	4/14/87-3			
REVISED:	8/6/87-3	8/6/87-3		
REVISED:	6/9/89PC	6/9/89PC		
REVISED:	7/1/89LG	7/1/89LG		
REVISED:	7/1/91P	7/1/91P		
	10/19/90PC	10/19/90PC		
REVISED:		8/23/91-3		
REVISED:	11/15/91PC	11/15/91PC	11/15/91PC	
REVISED:		7/13/94UC	7/13/94UC	
REVISED:	7/1/95LG	7/1/95LG	7/1/95LG	
REVISED:		12/4/95UC	12/4/95UC	
REVISED:		10/19/00UC	10/19/00UC	
REVISED:	3/29/01UC			
REVISED:	7/1/01LG	7/1/01LG	7/1/01LG	
REVISED:	7/1/05P	7/1/05P	7/1/05P	
	3/25/05PC	3/25/05PC	3/25/05PC	
REVISED:	7/1/05LG			
REVISED:	9/29/06UC	9/29/06UC	9/29/06UC	
REVISED:	10/1/07LG	10/1/07LG	10/1/07LG	
REVISED:	3/5/09R	3/5/09R		
	6/4/09UC	6/4/09UC		
<i>REVISED:</i>	<i>X/XXXUC</i>	<i>X/XXXUC</i>	<i>X/XXXUC</i>	