

Joe Lombardo
Governor



Joy Grimmer
Director

Mandy Hagler
Deputy Director

Bachera Washington
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management

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MEMORANDUM
HR# 42-25

November 4, 2025

TO: HRC Commissioners
HR Officers
DHRM Listserv Recipients
HR Managers
State of Nevada Public

FROM: Bachera Washington, Administrator *Bachera Washington*
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES – DPS CAPTAIN SERIES, DPS
LIEUTENANT SERIES, DPS SERGEANT SERIES, DPS OFFICER II
SERIES AND LAW ENFORCEMENT AND TRAINING SPECIALIST
SERIES

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 Keisha I. Harris at kiharris@admin.nv.gov no later than December 4, 2025.

If no written objections are received in this office by December 4, 2025, action will be taken to effect the changes, and a report will be made to the Human Resources Commission.

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #06-26
Posting Expires: December 4, 2025

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:

Basis for Recommendation

Subject Matter Experts from the Division of Human Resource Management (DHRM) are recommending revisions of the class (job) specification design, formatting, structure, language, and job title hierarchy. It is also recommended that the job duties be condensed.

DHRM worked to ensure the main duties and responsibilities of the job titles within the series remained consistent with the previous class specification and the job's intent. The grade levels have not changed; however, it is recommended that the trainee level be retitled as a cadet. Additionally, the minimum qualifications are revised pursuant to Assembly Bill 547 (2025), Nevada Revised Statute 284, removing the Bachelor degree requirement, unless required by statute or licensure. The assigned EEO-4 code has not changed.

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 515 East Musser Street, Suite 101 and in Las Vegas, go to 7251 Amigo Street, Suite 120. You may send a copy request to class.comp@admin.nv.gov. For additional information call (775) 684-0150.

Objections to the proposed classification changes must be received in writing through, mail (515 East Musser Street, Suite 101, Carson City, NV 89701-4298) or email (class.comp@admin.nv.gov) by December 4, 2025. Objections should be addressed to Keisha I. Harris, Deputy Administrator, Classification and Compensation Section of the Division of Human Resource Management.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
13.206	DPS Officer II	41	D	<i>13.206</i>	<i>DPS Officer II</i>	<i>41</i>	<i>D</i>
13.207	DPS Officer I	40	D	<i>13.207</i>	<i>DPS Officer I</i>	<i>40</i>	<i>D</i>
13.208	DPS Officer Cadet	39	D	<i>13.208</i>	<i>DPS Officer Cadet</i>	<i>39</i>	<i>D</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
13.203	DPS Captain	47	A	<i>13.203</i>	<i>DPS Captain</i>	<i>47</i>	<i>A</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
13.204	DPS Lieutenant	45	D	<i>13.204</i>	<i>DPS Lieutenant</i>	<i>45</i>	<i>D</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
13.205	DPS Sergeant	43	D	<i>13.205</i>	<i>DPS Sergeant</i>	<i>43</i>	<i>D</i>

CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
13.234	Law Enforcement and Training Specialist	40	D	<i>13.234</i>	<i>Law Enforcement and Training Specialist</i>	<i>40</i>	<i>D</i>

POSTING DATE: November 4, 2025



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.

DPS OFFICER CADET	39	D	13.208
DPS OFFICER I	40	D	13.207
DPS OFFICER II	41	D	13.206

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

DPS OFFICER CADET	39	D	13.208
DPS OFFICER I	40	D	13.207
DPS OFFICER II	41	D	13.206

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.

DPS OFFICER CADET	39	D	13.208
DPS OFFICER I	40	D	13.207
DPS OFFICER II	41	D	13.206

- 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

- A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
- Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
- Some positions may require pre-employment screening for controlled substances.
- 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)*

DPS OFFICER CADET	39	D	13.208
DPS OFFICER I	40	D	13.207
DPS OFFICER II	41	D	13.206

- | | |
|---|--|
| <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.



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 CAPTAIN	47	A	13.203

JOB SUMMARY

DPS Captains plan, coordinate, and direct the law enforcement activities and operations of a geographical region in a large division within the Department of Public Safety (DPS), serve as the deputy chief of a small to mid-sized division charged with responsibility for complex investigations, or serve as the chief of the records and identification bureau.

JOB DUTIES

1. Direct operations and review requests for assistance, staffing, and equipment.
2. Develop a variety of reports for management and assess work unit effectiveness.
3. Review and assign service requests and ensure proper staffing and resources.
4. Coordinate assignments based on priorities, equipment, resources, available staff, and budgetary constraints.
5. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
6. Review and analyze statistical data and records.
7. Aid in the development of goals, objectives, long-range plans, programs, budgets, policies, and procedures.
8. Analyze and propose legislative changes, draft amendments, and provide testimony
9. Oversee and maintain recordkeeping and reporting systems.
10. Maintain compliance in authorizing the release and dissemination of information.
11. Provide interpretation of policies and procedures to stakeholders.
12. Release information to the media concerning operations, arrests, seizures, and related incidents.
13. Conduct studies and review requests for services.
14. Make and submit recommendations for staffing levels and equipment needs.
15. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
16. Perform related duties as assigned

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Five or more years of applicable experience as described in the job duties with a minimum of two years supervisory experience preferred and Certification as a Category I Peace Officer from a Nevada Commission on Peace Officer Standards and Training approved law enforcement academy.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; current mission, functions, and practices of the assigned agency; internal affairs; recommendations for awards and commendations; methods of effective investigation; enforcement techniques; directing special project development and

funding; planning and research techniques.

- Principles and practices of management, supervision, and training; general budgeting principles and practices; development of policies, procedures, goals, and objectives.

Skill in:

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

Ability to:

- Manage a variety of diverse programs; disseminate information; establish a system of accountability and evaluation for staff responsibilities; conduct research, collect and analyze data, prepare reports and correspondence, and develop and implement specialized criminal investigation programs.
- Develop budgetary requests and justifications; develop community resources and available programs; interpret and apply various laws and regulations; develop policies and procedures; analyze existing or potential emergency situations and prepare contingency plans; establish and maintain cooperative relationships with others.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.
- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.

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, 20 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, 20 lbs | <input type="checkbox"/> tasting | <input type="checkbox"/> throwing |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting | <input checked="" type="checkbox"/> pushing, 20 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, 20 lbs | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling |

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

- | | |
|---|--|
| <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.



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 LIEUTENANT	45	D	13.204

JOB SUMMARY

DPS Lieutenants are responsible for the operations and administrative functions of an assigned work unit to include overseeing law enforcement activities, services, and programs within an assigned division of the Department of Public Safety (DPS).

JOB DUTIES

1. Plan, coordinate, and control operations and determine needs for equipment, staffing, and training.
2. Approve training requests within budgetary limits and ensure consistency and proper delivery of training.
3. Provide direction on law enforcement practices.
4. Identify and formulate measurable and verifiable objectives and advise and assist in preparing work plans.
5. Compile data and submit analytical, narrative, and statistical reports on activities.
6. Review, observe, and approve reports, investigations, and field work.
7. Participate in the development of policies and procedures.
8. Coordinate with leadership and staff to exchange ideas and information.
9. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests
10. Manage special programs and develop and implement recordkeeping reporting systems.
11. Determine, administer, and monitor the budget, review expenditures, and identify problem areas.
12. Participate in the comprehensive law enforcement effort, interface with allied agencies, and determine joint information, techniques, capabilities, and goals.
13. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
14. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Four or more years of applicable experience as described in the job duties with a minimum of two years supervisory experience preferred and Certification as a Category I Peace Officer from a Nevada Commission on Peace Officer Standards and Training (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.)

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; principles and practices of management, supervision, and training; fiscal management and budgeting; principles and practices of effective program planning, development, implementation, and evaluation; evidence, crimes, traffic, citizens' rights, court procedures, and general law enforcement.
- Psychological testing methods, terminology, and diagnosis for making classification and sentencing

recommendations; the agency's classification system; methods used, and problems involved, with the supervision and programming of parolees and probationers; casework techniques and programming opportunities of offenders.

- Modern technology advancements that support the agency's mission; methods and procedures used in internal affairs investigations; Nevada Commission on P.O.S.T. guidelines related to the use of force.

Skill in:

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

Ability to:

- Develop and implement recordkeeping and reporting systems; plan, organize, and direct activities of a law enforcement organization; analyze problems and situations to monitor casework and supervise parolee's effectively; interpret and evaluate legal reports and forms, criminal histories, and parole and probation agreements.
- Manage a complex criminal investigation which may involve multiple jurisdictions; serve as technical resource for the most difficult code enforcement and investigation activities related to the cause, origin, and circumstances of fires and unauthorized releases of hazardous materials.
- Oversee and participate in the investigation of officer shootings, alleged misconduct, and complaints of excessive use of force; confer with, and make recommendations to, leadership concerning internal affairs investigations.
- Establish and maintain cooperative working relationships with others; analyze, evaluate, and present data, statistics, and reports related to activities; assist in establishing program goals and objectives; interpret and apply laws and regulations to administer assigned program areas; administer the unit's budget; develop, interpret, and disseminate agency policies and procedures; take appropriate action in emergency situations to ensure safety.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

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)*

- | | |
|---|--|
| <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 |

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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 SERGEANT	43	D	13.205

JOB SUMMARY

DPS Sergeants in the Department of Public Safety (DPS) supervise DPS officers and/or civilian employees engaged in the performance or support of Capitol Police, Highway Patrol, Complex and Special Investigations, Parole and Probation, or other related police operations.

JOB DUTIES

1. Duties required at the DPS Officer level, AND:
2. Review and prepare a variety of records, reports, and statistics.
3. Plan, organize, and monitor field operations and assign work schedules.
4. Review and approve or reject officers' written reports.
5. Assist management in developing and interpreting regulations, policies, procedures, and internal controls.
6. Ensure officers receive proper training, identify training needs, and develop and present training classes.
7. Supervise complex operations and investigative activities.
8. Establish protocols, training, and guidelines for complex investigations and for inter-agency involvement.
9. Audit case files to ensure accuracy and quality of investigations.
10. Collect traffic data to identify problem areas and devise corrective plans.
11. Utilize traffic data to audit commercial carrier records and reports to ensure compliance.
12. Conduct initial reviews of reports and case logs and monitor casework activities.
13. Endorse fair and equitable treatment to defendants, offenders under supervision, and victims of crime.
14. Implement training in the areas of enforcement techniques, report writing, records management, classification, case management, and related functions.
15. Provide guidance on referral services, educational programs, and job services so parole and probation agreements and the needs of the offender are met.
16. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
17. Perform related duties as assigned

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and Certification as a Category I Peace Officer from a Nevada Commission on Peace Officer Standards and Training approved law enforcement academy.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge, skills, and abilities required at the DPS Officer level, AND:

Knowledge of:

- Constitutional laws related to search and seizure, arrest, and legal rights of citizens; investigative techniques and rules of evidence; judicial records system.
- Principles and practices of supervision and training; statistical recordkeeping and reporting methods; warrant application process, computer software and applications commonly used in the agency.

Skill in:

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

Ability to:

- Read, understand, interpret, develop, implement, and explain federal and State laws, regulations, and agency policies and procedures; give direction, provide instruction, and take command in emergency situations.
- Review reports and forms to detect discrepancies and ensure compliance; compile and evaluate statistical data; plan, organize, schedule, and coordinate work unit activities; monitor casework and audit case files; implement training programs.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

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)*

- | | |
|---|--|
| <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 |

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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>
LAW ENFORCEMENT AND TRAINING SPECIALIST	40	D	13.234

JOB SUMMARY

Law Enforcement and Training Specialists manage and coordinate training for commissioned (Peace Officer) and non-commissioned staff, with an emphasis on law enforcement training.

JOB DUTIES

1. Manage and coordinate training for commissioned and non-commissioned staff.
2. Identify funding sources, evaluate training needs, analyze results, and make recommendations.
3. Design and implement employee development programs.
4. Prepare lesson plans, coordinate instructors, and/or conduct training.
5. Maintain, update, and track training for compliance with Nevada Commission on Peace Officer Standards and Training (P.O.S.T.) requirements.
6. Enforce federal, State, and local laws and regulations.
7. Protect park visitors and resources and issue warnings, citations, and make arrests.
8. Investigate or supervise the investigation of criminal activities, accidents, and internal investigations.
9. Respond to emergency calls.
10. Monitor status of agency warrants, serve warrants, and arrange for prisoner transport.
11. Assist motorists, boaters, and visitors in distress.
12. Organize and implement incident command security procedures for disasters or major events.
13. Review all field incident reports for compliance.
14. Coordinate efforts with District Attorneys, local law enforcement officials, and the courts and testify in court.
15. Plan and formulate enforcement and security functions and review facility plans and specifications.
16. Identify potentially critical situations, practices, and procedures, and research and recommend alternatives.
17. Assess park security programs and recommend corrective action.
18. Recommend movement controls for motor vehicles and boats.
19. Collect, maintain and analyze files, data, and records.
20. Prepare analytical, narrative, and statistical reports on activities.
21. Identify recurring problems and causes and propose alternative solutions for program development.
22. Conduct or coordinate background investigations of staff.
23. Coordinate the review, analysis, and development of applicable State and local laws, regulations, and codes.
24. Research, recommend, select, order, and distribute equipment utilized by commissioned staff.
25. Maintain inventory records of assigned and unassigned equipment and ensure proper storage and security.
26. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three 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.)

Knowledge of:

- Applicable federal, State, and local laws, regulations, rules, ordinances, and agency policies and procedures; State Parks law enforcement philosophy and systems; federal, State, county, and local enforcement agencies; legislation affecting law enforcement procedures; recreation area management.
- 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 and medical emergency response techniques; accident investigation methodology; equipment auditing procedures; Statewide law enforcement issues and needs.

Skill in:

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

Ability to:

- Review investigative reports to determine the soundness and accuracy of techniques employed; prepare and justify 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.
- Prioritize agency law enforcement and equipment needs; organize meetings and prepare agendas; write new procedures; draft proposed laws and regulations; coordinate the efforts of agency law enforcement personnel; recognize special problems at various State Parks and propose solutions; develop training and law enforcement goals and objectives; conduct interviews; prepare concise and accurate written reports.
- Inspect grounds and equipment and recommend corrective action; use firearms, batons, traffic radar, and restraining devices; prepare a detailed crime scene and/or traffic accident diagram; 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.
- Communicate with individuals of various cultural, social, economic, and educational backgrounds; mediate between contending parties and groups; establish and maintain cooperative working relationships with others; interact diplomatically with the public; maintain the integrity and confidentiality of criminal records; modify training to fit staff needs; design new forms to accommodate specific requirements; develop justifications for purchases; establish and maintain a central filing system.

SPECIAL REQUIREMENTS

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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 type="checkbox"/> running | <input checked="" type="checkbox"/> lifting, 20 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, 20 lbs | <input type="checkbox"/> tasting | <input type="checkbox"/> throwing |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting | <input checked="" type="checkbox"/> pushing, 20 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, 20 lbs | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling |

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

- | | |
|---|--|
| <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 |
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