

## HOW DO I APPLY FOR A LAW ENFORCEMENT POSITION WITH THE DEPARTMENT OF PUBLIC SAFETY?

If the recruitment is posted, you may apply on line at: [www.dps.nv.gov](http://www.dps.nv.gov) and select:

1. Careers With DPS Home
2. DPS Employment/Current Open Recruitments
3. DPS Officer I (entry level) or DPS Officer II (lateral position with POST equivalent certification and law enforcement experience)
4. Apply

All information is communicated by email. You must provide an updated email address and check your status periodically.

## WHAT HAPPENS IF I MAKE A FALSE STATEMENT ON THE DEPARTMENT OF PERSONNEL APPLICATION FORM?

Any false statement of any material fact (including educational and employment record) or any deception or fraud in any part of the selection or appointment process will be grounds for disqualification and possible legal action.

## WHAT IS INVOLVED IN THE HIRING PROCESS?

Our hiring process is highly selective and includes the following steps:

I. On line application. You can call the NEATS help desk at 866-686-3287 if you have problems using the on-line application system.

### II. Application screening

Due to the volume of applications we receive, applications are reviewed in the order they are received and you can typically expect a response within 4-8 weeks of receipt. Human Resources representatives review applications to ensure job prerequisites are met (verified). Please review the job announcement to make sure you meet the minimum qualifications. Incomplete or missing applications will be withdrawn and delay your screening opportunity. Also, unqualified applicants are sent an email by Human Resources that eliminate them from the process.

III. Physical Fitness Test (DPS Officer I and II). You will be sent an e-mail scheduling you for the test. The physical fitness test consists of:

Vertical jump of 14 inches

30 sit-ups in 1 minute

23 push-ups (not timed),

300 meter-run in 68 seconds

Agility Run in 19.5 seconds

1.5 mile run/walk in 16 minutes and 57 seconds

If you don't pass the physical fitness exam you must wait up to 60 days (if you don't pass written exam) before requesting to be rescheduled, and you do not need to reapply.

However, if you don't pass the physical but pass the written exam you just have to wait 30 days before requesting to be rescheduled (subject to availability).

IV. Written Test (DPS Officer I only). You will be sent an e-mail scheduling you for the test.

The following are the number of questions and the areas on the test:

52-Logic, Planning and Reasoning

15-Reading Comprehension

30-Interpersonal Relations and Ethical Behavior

### 53-English, Written and Oral Communication

You need to get 102 correct answers (out of 150 questions) to pass. **If you don't pass** the written exam, you must wait 60 days before requesting to be rescheduled for this exam (subject to availability). All rescheduling requests must be e-mailed to the address of the recruiter posted on the job announcement. Furthermore, you must pass the physical agility exam again.

Civil Service exam booklets may be helpful in preparing for this test and are found at the Public Library by referencing the books that cover the above areas.

### V. Job Interview

DPS Officer I candidates need to pass both the physical fitness and written exam before proceeding to the job interview. DPS Officer II (lateral) candidates must pass the physical fitness exam before proceeding to the job interview. You will be sent an e-mail after successful completion of examination(s) scheduling you for the job interview. Generally, the job interview panel is composed of 2 to 3 professional police personnel.

### VI. Background Process

You will receive an e-mail instructing where to download the Background Questionnaire to complete and return. Upon successful completion, and based on availability of positions, you will receive communication from the hiring division regarding open vacancies, hiring timelines, and a conditional offer.

### VII. Conditional Hire Offer

You will be e-mailed a letter outlining your conditional offer based on successful completion of Phase I of the background process.

### VIII. Scheduling of Phase II

Upon Successful completion of Phase I of Backgrounds, you will be scheduled for the Phase II testing which consist of: medical tests including drug testing; polygraph test; psychological test.

### IX. Final Hire

You will receive a letter of congratulation with specifics of where and when to report for duty; welcome aboard!

## HOW LONG DOES THE PROCESS TAKE?

Expect the entire hiring process, from the date of your written and/or physical agility test to Academy appointment, to last a minimum of 6 months. This is a general timeline and individual cases may vary considerably depending on the timeframe of the next academy.

## I LIVE OUT OF STATE. HOW MANY TRIPS CAN I EXPECT TO MAKE TO NEVADA?

Initially we will need you in Nevada to take the test in either Las Vegas or Carson City. Within 3 weeks of passing the test, you will be scheduled for the departmental hiring interview. We do telephone interviews when requested. You would only need to be back in Nevada after you receive a conditional hire offer to complete Phase II of your employment process which could be several months after the interview.

## WHERE WILL I BE ASSIGNED?

Assignments within each division are based on the location of the vacancies which can be in any of our 37 statewide duty locations. You will be notified where you will be assigned when you receive your conditional hire offer which is after passing Phase I of Backgrounds.

### DOES THE DEPARTMENT OF PUBLIC SAFETY ACCEPT LATERALS?

Yes. The Nevada Commission on Peace Officers Standards and Training has reciprocity with all states except Oklahoma, South Carolina and Louisiana. If you have an equivalent Category I Basic Certificate from one of the qualifying states, and a minimum of 1 year of law enforcement experience, you will qualify for our in-lieu academy.

### HOW SHOULD I PREPARE PHYSICALLY FOR THE ACADEMY?

You will be required to pass the Nevada POST physical agility test to qualify for a position and also before you graduate from the basic academy. The physical agility test consists of the following: 1) A vertical jump of 14"; 2) 30 sit-ups in 1 minute; 3) 23 push-ups (not timed); 4) a 300 meter sprint in 68 seconds; 5) 300 meter run in 68 seconds; 6) a 1.5 mile run/walk in 16 minutes and 57 seconds. You need to stay in continuous physical conditioning after you pass the initial test since it may be months before you start the academy.

### WHERE IS THE ACADEMY LOCATED?

The academy is located in Carson City.

### WHEN IS THE NEXT TEST?

You will be scheduled via e-mail for the next available examination in the area you specify on your application. A list of testing dates can be found on:  
<http://dps.nv.gov/Recruitment.shtml> The written and physical agility tests are conducted in one day.

### WHERE CAN I FIND INFORMATION ON SALARY AND BENEFITS?

The starting annual salary for a cadet (DPS Officer I) is \$47,606 and this includes your training time. The starting annual salary for a lateral candidate (DPS Officer II) is \$54,204 with a *possible* (depending on budget status) accelerated salary up to 20% depending on years of experience. Read about benefit information here:  
<http://dps.nv.gov/Employment/Salary.shtml>

### WHAT ARE THE MINIMUM QUALIFICATIONS TO BECOME AN OFFICER?

To qualify for a DPS Officer I: 1) Graduation from high school or equivalent education and two years of military service or public contact experience (i.e. sales, customer service) which included problem solving and applying policies to specific situations; OR 2) Associates of Arts degree from an accredited college or university and one year of experience as described above; OR 3) Bachelors degree from an accredited college or university. Please see above Lateral information to qualify for a DPS Officer II. Read about other law enforcement officer criteria here: <http://dps.nv.gov/Recruitment.shtml>

### WHAT IF I RECENTLY GOT A SPEEDING TICKET, USED DRUGS OR HAVE BEEN CONVICTED OF A MISDEMEANOR?

All violations are considered with regard to severity, recency, and frequency. View the following for a list of the background automatic rejection criteria:  
<http://dps.nv.gov/Employment/Criteria.shtml>

### IS THERE A MAXIMUM AGE REQUIREMENT?

There is no age ceiling after a minimum of age 21.

### HOW LONG IS THE POLICE ACADEMY? WILL I HAVE TO LIVE AT THE ACADEMY? DO I GET PAID TO GO TO THE ACADEMY?

The police academy is 6-7 months in duration but much less for lateral transfers (job specific training). You have an option to live at the academy (minimal costs) or find your own living accommodations (at your cost). However you will be paid while you attend.

### CAN I GO ON A RIDE ALONG?

Ride-a-longs are granted on a case-by-case basis and are at the discretion of the hiring division. Ride-a-longs are usually only offered to those who are in the hiring process to become an officer. \*To see if a ride along is possible, inquire at the time the division representative contacts you regarding a conditional offer.

### DO I HAVE TO POSSESS A VALID DRIVERS LICENSE IF APPOINTED TO A POSITION?

Yes, candidates will be required to possess a driver's license valid in Nevada at the time of appointment, and maintain same as a condition of continued employment. It is necessary to perform essential duties of the position. For some positions, appointees will be required to possess a valid Commercial Driver's License (CDL) and applicable endorsements for the class and type of vehicle being operated. NOTE: The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate on the job, rests with the Nevada Department of Public Safety.

### WHAT INFORMATION WILL I NEED FOR MY BACKGROUND INVESTIGATION?

After successfully passing the tests and interview you will be e-mailed the information to download the background packet for completion. You can view the Background Application Forms for Sworn Candidates on the following link: <http://dps.nv.gov/Recruitment.shtml> After you pass the first phase of background, you will receive a conditional hire offer based on passing Phase II which consists of medical tests, psychology and polygraph tests.

### WHAT IS INVOLVED IN FILLING OUT THE BACKGROUND QUESTIONNAIRE (PHS)?

- Read instructions carefully. Before filling out the PHS, collect all necessary information and documents. Use the required document list as a "checklist".
- Print legibly in blue ink as the instructions state. No typed PHS's will be accepted. Illegible print will not be accepted.
- Ensure the NVDPS and LVMPD waivers are notarized. Even if you have not applied with LVMPD, the waiver must be included.
- Credit reports will only be accepted from Experian, Transunion or Equifax. You can obtain a free credit report once annually. It must include your full history and not just the credit score.
- You must provide all bankruptcy documents.
- Fill in all sections of the PHS. If it does not apply to you, put "N/A". Avoid "Unknown of UNK", as that will raise questions. Make every effort to gather information.
- You must write your driving history on the PHS versus stating "See DMV Printout".
- If you have ever been arrested, involved in traffic accidents or served with a temporary protection order, you must provide a copy of the report, documents, etc. Do not claim a lack of knowledge of a temporary protection order. If you can not get reports or documents on your own, provide details of the incident to include dates, law enforcement departments and courts involved. YOU MUST

#### MAKE AN EFFORT.

- Former active duty military personnel should provide as much documentation as possible. Provide phone numbers of previous commanding officers or Adjunct. If you received a Captain's Mast, or Court Martial, provide the Parent Command contact information.
- If you have been divorced, you must provide a copy of the divorce decree. If there are multiple marriages, a decree must be provided for each divorce. This applies also to all marriage certificates and licenses. Be sure to include all contact information for ex-spouses. **DON'T CLAIM YOU DON'T KNOW.** Somebody somewhere knows how to get in contact with them.
- Be sure to sign and date all pages that have a signature line. This is critical for Page 25 entailing the Drug Use Questionnaire.
- Disclose all information that is asked for. Do not omit or purposely leave out anything. Even if you think a co-worker, supervisor, ex-spouse, etc. is going to make derogatory comments, you will get the opportunity to tell your side of the story. Any hint of hiding something will possibly be cause for rejection.
- Make sure the PHS is turned in within 4 weeks of receiving.
- Your PHS is a direct reflection of your ability to follow instructions and your integrity.
- If you have any questions, or you need to report changes in addresses, phone numbers, job status, etc. contact the Backgrounds Unit at:  
[backgrounds@dps.state.nv.us](mailto:backgrounds@dps.state.nv.us)

#### HOW LONG WILL IT TAKE MY BACKGROUND INVESTIGATOR TO CONTACT ME?

Depends. You may be contacted within weeks of turning in your Personal History Statement (PHS) or it may take longer. The Background Unit has a caseload, as do individual Background Investigators. The bottom line is you need to be patient. You will be contacted and your case will be worked, it just may take some time. Contacting us to find out your status will only delay the process.

#### WHAT CAN I EXPECT WHEN I AM IN THE ACADEMY?

- An atmosphere of structured training and discipline – mentally and physically challenged and tested.
- An 8-5 schedule Monday through Friday (night and weekend classes on occasions)
- Classroom and practical training along with scenario based learning
- Physical Fitness Training, three times a week
- Dormitory accommodations are available for those in need of housing
- Meals are not provided for the Cadets
- Dress code of business attire until uniforms are received