



Nevada Department of
Public Safety
DEDICATION PRIDE SERVICE

Frequently Asked Questions

Email careers@dps.state.nv.us

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: <https://dps.nv.gov/jobs/> and select:

1. DPS Officer I (entry level) or DPS Officer II (lateral position with POST equivalent certification and law enforcement experience). DPS II reciprocity on <http://post.nv.gov/> for reciprocity information.

2. Apply (select details)

All information is communicated by email. You must provide an updated email address and check your status periodically. Please check SPAM or JUNK email too.

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 using the ICIMS platform. You can email the ICIMS help desk at <https://care.icims.com/s/contactsupport> have problems using the on-line application system. Please make sure you fill out your ICIMS application with at least 2 years of works experience. Keep adding tabs to include more work experience and add a resume (optional) but you must fill out the ICIMS application.

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 1-2 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applications will be withdrawn and delay your screening opportunity.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 or pre-screening disqualified candidates will be 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:

*Pre-Screening physical exam

Vertical jump of 11.5 inches

Agility Run in 23.4

24 sit-ups in 1 minute

18 push-ups (not timed)

300 meter-run in 82 seconds

1.5 mile run/walk in 20 minutes and 20 seconds

If you do not pass the physical fitness exam you must wait 30 days before requesting to be rescheduled. If the posting is still open, you do not need to reapply. However, if the posting has closed you must wait for it to reopen and reapply.

*If you are hired as a DPS Officer when you get to the academy you need to pass at POST Category 1 physical agility test which consists of:

Vertical jump of 14 inches

Agility run in 19.5 seconds

30 sit up in 1 minute

23 push-ups (not timed)

300 meter-run in 68 seconds

1.5 minute in 16 and 57 seconds.

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:

32-Logic, Planning and Reasoning

15- Reading Comprehension

21-Interpersonal Relations and Ethical Behavior

32-English, Written and Oral Communication

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 5-6 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 (week long) 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. Research at POST.NV.GOV for more information.

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) Illinois Agility Run in 19.5 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 and Las Vegas.

WHEN IS THE NEXT TEST?

We typically do testing once or twice a month. Contact a recruiter for dates.
careers@dps.state.nv.us

WHERE CAN I FIND INFORMATION ON SALARY AND BENEFITS?

The starting annual salary for a cadet (DPS Officer I) is \$53,598.96 and this includes your training time. The starting annual salary for a lateral candidate (DPS Officer II) is \$61,011.36. Read about benefit information here: http://dps.nv.gov/hr/All/salary_benefits/Benefits/

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) Bachelor's 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://post.nv.gov>

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 Sworn background packet for a list of the background automatic (page 4) rejection criteria:

http://inet.intra.nv.gov/Divisions/HR/Forms/Background_Investigation/

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 DPS Basic Academy is 16 to 17 weeks followed by 10-12 weeks for the Advance Academy specific to your division of interest (NHP OR NPP).

Please note for lateral transfers (job specific training) they will only attend the Advance Academy. You have an option to live at the academy in the Carson City Academy only (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?

Yes. Please email or call (NHP or NPP) in your local area. For a listing please go to <https://dps.nv.gov/divisions/>

Also, you may email the Recruiter at careers@dps.state.nv.us for these documents.

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 you will be scheduled for an 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://inet.intra.nv.gov/uploadedFiles/inet.nv.gov/content/Divisions/HR/Home/Full%20Sworn%20Background%20Packet%20REVISED%2010-07-19.pdf>

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, and a drug screen.

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

- You will get a link to ESOPH account to fill out an online packet. Read instructions carefully. Before filling out the PHS, collect all necessary information and documents. Use the required document list as a “checklist”.
- Enter information as the instructions state.
- Ensure the NVDPS and LVMPD waivers are notarized. Even if you have not applied with LVMPD, the waiver must be included. Keep originals but upload all this information.
- 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 or 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 cannot 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 (online) and date all pages that have a signature line. This is critical for 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 2 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 or review your ESOPH link with contact information.

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

It 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 (Carson City only). Not available in Las Vegas.
- Meals are not provided for the Cadets
- Dress code of business attire until uniforms are received