

DISTRICT COURT  
CLARK COUNTY, NEVADA

FILED

2014 JUL 31 P 2:13

*Debra L. Johnson*  
CLERK OF THE COURT

IN THE ADMINISTRATIVE MATTER )  
of Establishing District Court Policy No. )  
2014-01 for Judicial Marshal )  
Appointment and Reassignment )

Administrative Order: 14-03

**WHEREAS**, NRS 3.310(1) allows for a district court judge to appoint a deputy marshal to perform critical and essential judicial functions in order to ensure the safety and security of judicial officers, court employees, and the public; and,

**WHEREAS**, NRS 289.470(1) and NRS 3.310(10) require judicial deputy marshals to be certified peace officers who satisfy physical, medical, and other testing requirements before and after being appointed; and,

**WHEREAS**, the Eighth Judicial District Court stands committed to ensuring that all deputy marshals meet the minimum requirements established by the Nevada Commission on State Peace Officers' Standards and Training and the hiring standards established by the Eighth Judicial District Court Human Resources Division; and,

**WHEREAS**, the Chief Judge recognizes these higher standards and believes that Judicial Marshals should have an automatic right in certain circumstances to reassignment from a judicial department to court administration; and,

**WHEREAS**, Rule 1.30 of the Eighth Judicial District Court Rules ("EDCR") charges the Chief Judge with various responsibilities, such as supervising the administrative business of the court, ensuring the quality and continuity of its services, and otherwise facilitating the business of the court; and,

**WHEREAS**, NRS 3.025(2)(c) further states that the Chief Judge shall "[a]dopt such other rules or regulations as are necessary for the orderly conduct of court business;"

**IT IS THEREFORE ORDERED**, that effective July 31, 2014, the Eighth Judicial District Court shall implement the Judicial Marshal Appointment and Reassignment Administrative Directive as detailed herein.

Entered this 31<sup>st</sup> day of July, 2014.

By: Jennifer P. Togliatti  
JENNIFER P. TOGLIATTI  
Chief Judge  
Eighth Judicial District Court

**EIGHTH JUDICIAL DISTRICT COURT  
ADMINISTRATIVE DIRECTIVE**

**FILED**

2014 JUL 31 P 2:13

JENNIFER P. TOGLIATTI  
Chief Judge, District Court

DISTRICT COURT POLICY NO. 2014-01  
CLERK OF COURT

STEVEN D. GRIERSON  
Court Executive Officer

EFFECTIVE DATE: July 31, 2014

**SUBJECT: JUDICIAL MARSHAL APPOINTMENT AND REASSIGNMENT  
PROCEDURE FOR THE EIGHTH JUDICIAL DISTRICT COURT**

**I. PURPOSE**

The purpose of this policy is to ensure that only qualified candidates with the competence and integrity to be employed by the Eighth Judicial District Court as a Deputy Marshal are considered for appointment to a department by the judges. This policy will promote public safety and security by ensuring that only suitably trained and certified peace officers are selected. Further, this policy will allow judicial marshals, under certain circumstances, the automatic right to reassignment from a judicial department to court administration.

**II. ORGANIZATION AFFECTED**

Eighth Judicial District Court

**III. PROCEDURE**

**A. Judicial Appointment**

1. To be a qualified candidate for appointment as a Judicial Marshal the candidate must:
  - i. Meet all certification requirements that are required by state law;
  - ii. Meet all standards as set forth by the Nevada Commission on Peace Officers' Standards and Training (POST);
  - iii. Meet all hiring standards as established by the Eighth Judicial District Court Human Resources Division.
2. An applicant for any Judicial Marshal position must be interviewed and selected by the judge.

3. Once a Judge has selected a qualified Deputy Marshal:

- i. The Judge must notify the Eighth Judicial District Court Human Resources Division of their selection for processing; and,
- ii. The selected Deputy Marshal must sign a Judicial Appointment Memorandum.

B. Judicial Marshal Rights and Conditions

1. A Judicial Marshal will be eligible for automatic reassignment to court administration if the Judge in the department where the marshal is appointed:
  - i. Is removed or retired from judicial office by the Commission on Judicial Discipline;
  - ii. Voluntarily retires or resigns from judicial office;
  - iii. Fails to win re-election;
  - iv. Becomes ineligible to remain in office.
2. At any time, a Judicial Marshal may be reassigned to court administration upon agreement with their respective Judge and the Court Executive Officer.
3. Upon any reassignment from a judicial department pursuant to this policy, court administration retains the right to discipline the Deputy Marshal for any sustained misconduct for which the Judge took no action.
4. A Judicial Marshal appointed by a department is employed at the pleasure of the judge pursuant to NRS 3.310(1).

7/31/14  
Date

  
Jennifer P. Togliatti, Chief District Court Judge