

Appointment of Related Person

Division of Child and Family Services (DCFS)
Juvenile Justice Services (JJS)
Statewide Policy

POLICY NUMBER:	DCFS/JJS 100.04
EFFECTIVE DATE:	April 29, 2022
APPROVED BY:	Dr. Domonique Rice, Deputy Administrator – DCFS
SUPERSEDES:	DCFS/JJS 100.04 effective February 23, 2015
APPROVED BY:	Dr. Cindy Pitlock, Administrator – DCFS 
DATE:	04/29/2022
REFERENCES:	NRS 281.210
ATTACHMENTS:	None

I. SUMMARY

The Division of Child and Family Services (DCFS) may appoint a person into classified service if upon their appointment, they will be in the direct line of authority of a family member or a person with whom they are in a dating relationship, in certain circumstances.

II. PURPOSE

To establish parameters of an appointment of a related person.

III. DEFINITIONS

As used in this document, the following definition shall apply:

A. Appointing Authority: Administrator of the Division or their designee.

IV. PROCEDURES

A. NRS 281.210 prohibits the appointment of a person to a position into classified service if upon their appointment, they will be in the direct line of authority of the following:

1. A spouse, child, parent, or sibling of the person
2. The aunt, uncle, niece, nephew, grandparent, grandchild, or first cousin of the person
3. A person with whom they are in a dating relationship

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- B. The following positions within DCFS rural areas are considered difficult to recruit:
 - 1. Nurse
 - 2. Vocational Teachers
 - 3. Career Technical Teachers
 - 4. Mental Health Counselor II
 - 5. Group Supervisor Classification
 - 6. Other positions on a case-by-case basis, as approved by the appointing authority
- C. All potential candidates shall disclose all relatives currently working for the Department of Health and Human Services in the Survey of Family Relationships-Employment Restriction which can be found under Human Resources forms.
- D. If the best selection for a position identified in Section IV.B is a related person to the supervisor/manager, the appointing authority shall be notified and shall make the final decision.
- E. Employees are responsible to report any changes in consanguinity or affinity relationship status or family relationship within 10 business days of occurrence as applies to this policy.

V. STANDARD OPERATING PROCEDURES

- A. Each facility and Youth Parole shall develop a Standard Operating Procedure consistent with this policy, to include:
 - 1. Enforcement measures and process for enforcement.
 - a. Enforcement may be progressive based on the violation and shall include requirements for reporting to Human Resources.
- B. This policy shall be reviewed annually.