

1 JUSTICE COURT, LAS VEGAS TOWNSHIP  
2 CLARK COUNTY, NEVADA

FILED  
2022 MAY 12 A 5:52

3 IN THE ADMINISTRATIVE MATTER OF  
4 ESTABLISHING JUSTICE COURT  
5 POLICY NO. 22-01 FOR JUDICIAL  
6 MARSHAL APPOINTMENT AND  
7 REASSIGNMENT

ADMINISTRATIVE ORDER # 22-05  
JUSTICE COURT  
LAS VEGAS, NEVADA

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9 WHEREAS, NRS 4.350(1) allows for a Las Vegas Justice Court Judge to appoint a  
10 Deputy Marshal to perform critical and essential judicial functions in order to ensure the safety  
11 and security of judicial officers, court employees, and the public;

12 WHEREAS, NRS 289.470(1) and NRS 4.353(10) require judicial Deputy Marshals to be  
13 certified peace officers who satisfy physical, medical, and other testing requirements before and  
14 after being appointed;

15 WHEREAS, Las Vegas Justice Court stands committed to ensuring that all Deputy  
16 Marshals meet the minimum requirements established by the Nevada Commission on State  
17 Peace Officers' Standards and Training and the hiring standards established by the Las Vegas  
18 Justice Court Human Resources Division;

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

22 WHEREAS, JCRLV Rule 6.5 charges the Chief Judge with various responsibilities, such  
23 as supervising the administrative business of the court, ensuring the quality and continuity of its  
24 services, and otherwise facilitating the business of the court; and

25 WHEREAS, NRS 4.157(2)(c) further states that the Chief Judge shall "[a]dopt such  
26 other rules or regulations as are necessary for the orderly conduct of court business;"

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**LAS VEGAS JUSTICE COURT  
ADMINISTRATIVE DIRECTIVE**

MELISSA SARAGOSA  
Chief Judge, Las Vegas Justice Court

JUSTICE COURT POLICY NUMBER: 22-01

JESSICA GURLEY  
Justice Court Administrator/Deputy Clerk

EFFECTIVE DATE: May 11, 2022

**SUBJECT: JUDICIAL MARSHAL APPOINTMENT AND REASSIGNMENT  
PROCEDURE FOR THE LAS VEGAS JUSTICE 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 Las Vegas Justice 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 eligibility for automatic reassignment from a judicial department to court administration.

**II. ORGANIZATION AFFECTED**

Las Vegas Justice Court

**III. PROCEDURE**

A. Judicial Appointment

1. To be a qualified candidate for appointment as Judicial Marshal the candidate must:
  - i. Meet all certification requirements that are required by state law;
  - ii. Meet all standards as set for by the Nevada Commission on Peace Officers' Standards and Training (POST) not later than 18 months after appointment;
  - iii. Meet all hiring standards including polygraph and psychological evaluation.
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 Las Vegas Justice Court Human Resources Division of their selection for processing; and,

**LAS VEGAS JUSTICE COURT  
ADMINISTRATIVE DIRECTIVE**

- ii. The selected Deputy Marshal must sign a Judicial Appointment Memorandum.

**B. Judicial Marshal Rights and Conditions**

1. A Judicial Marshal may be eligible for reassignment to court administration, at the discretion of the Court Administrator, if there is an open Administrative Marshal position and the Judge in the department where the marshal is appointed:
  - i. Retires or resigns from judicial office;
  - ii. Becomes ineligible to remain in office;
  - iii. Fails to win re-election; or
  - iv. Is removed from judicial office by the Commission on Judicial Discipline.
2. If there is an open Administrative Marshal position, a Judicial Marshal may be reassigned to court administration upon agreement between their respective Judge and the Court Administrator.
3. Upon any reassignment from a Judicial Marshal position to an Administrative Marshal position 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 Judge is employed at the pleasure of the judge pursuant to NRS 3.310(1).

May 11, 2022  
Date

Melissa A Sarago  
Melissa Saragosa, Chief Justice of the Peace