

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

STATE POLICE DETECTIVE LIEUTENANT

JOB DESCRIPTION

Employees in this job supervise State Police Detective positions, overseeing and performing investigations of alleged violations of the Michigan criminal laws. Employees may work in an undercover capacity to enforce the general criminal laws of the state and may be used in other law enforcement areas for emergencies. The work requires knowledge of investigative techniques and federal and state laws and knowledge of supervisory techniques and personnel policies and procedures.

There are two classifications in this job.

Position Code Title – State Police Detective Lieutenant

State Police Detective Lieutenant 14

The employee functions as a first-line supervisor of subordinate State Police Detective positions or other professional-equivalent subordinates.

Position Code Title – State Police Detective First Lieutenant

State Police Detective First Lieutenant 15

The employee functions either as a second-line supervisor of subordinate State Police Detective or other professional-equivalent positions, or as a first-line supervisor in a complex work area designated by the Department of State Police.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

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Maintains records, prepares reports, and composes correspondence relative to the work.

Supervises a team responsible for investigations in such areas as narcotics, organized crime, auto theft, criminal investigation, or criminal surveillance.

Directs investigations in a particular area such as narcotics, organized crime, auto theft, or criminal investigation or criminal surveillance.

Monitors and coordinates major criminal investigations within the district.

May direct police officers from other police agencies when assigned to a team or assisting on an investigation.

Ensures the promptness and accuracy of submitted investigation reports.

Participates in the examination and analysis of cases and evidence.

Provides training for developing level specialists in laboratory examinations reporting and testifying procedures.

Testifies in court as an expert witness.

Participates in criminal investigations and arrests suspected criminals as necessary.

Maintains liaison with local and federal governmental agencies.

Determines if a surveillance of known criminals would be productive; directs the surveillance in an attempt to arrest the suspect while engaging in criminal activity.

Directs a unit responsible for providing technical support to other investigative areas in the use of electronic and photographic equipment for evidence collection.

Supervises all detectives assigned to the district, including those assigned to posts and to district headquarters.

Leads and coordinates the crime scene team in conjunction with members and representatives of other enforcement agencies.

Develops training programs for all levels of police officers in evaluation and interpretation of physical evidence.

Adapts methods and procedures to deal effectively with unusual or unique situations at crime scenes.

Directs and coordinates fire safety survey of hospitals, nursing homes, extended care and county medical care, residential care, day care facilities and children's camps.

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Supervises arson investigations and develops arson prevention and investigation programs.

Develops research pertinent to laboratory analysis within his/her unit and participates in the more difficult work.

Develops information relative to hazardous materials and case supervisor's reports resulting from fire inspections of schools, explosives, flammable liquids, and gas installations and assemblages.

Responsible for writing and administration of federal grants essential for program operation. Assures appropriate spending and reporting procedures for federal grants.

Responsible for the preparation and management of the local budget.

Responsible for generating revenue yearly to insure ongoing operation of the unit.

Develops goals, objectives, policies, procedures, and training programs for the area.

Suggests courses of action to be pursued in investigations and prosecutions.

May be required to perform the full range of law enforcement officer duties as described in the composite position description for State Police Trooper 10/11.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the 14 level and thorough knowledge is required at the 15 level.

Knowledge of laws and law enforcement.

Knowledge of the principles, current methods, techniques and procedures of crime investigation in such areas as narcotics, organized crime, auto theft, and white-collar crimes.

Knowledge of illegal distribution of narcotics.

Knowledge of the practices of organized and syndicated crime.

Knowledge of current department official orders, rules, regulations, and directives.

Knowledge of the court system, court procedures, and appropriate court decisions.

Knowledge of supervisory methods and techniques.

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Knowledge of employee policies and procedures.

Knowledge of collective bargaining agreements and personnel directives.

Knowledge of equal employment practices.

Knowledge of equipment used and its care.

Knowledge of law enforcement communication systems.

Knowledge of the preparation, management and administration of federal grants, and local budgets.

Knowledge of personnel management and resource management techniques.

Knowledge of the chemistry of fire, analytical techniques, and equipment used in arson investigation and fire inspections.

Knowledge of laws, rules, and regulations governing at least one area of specialty within the scientific laboratories.

Knowledge of analytical techniques and equipment used in performing the job duties.

Knowledge of current methods and technical phases of criminal investigations.

Knowledge of rules of evidence and other standards governing the use of evidence in the criminal justice system.

Ability to conduct investigations and analyze findings in conjunction with applicable statutes.

Ability to interview witnesses, obtain evidence, and prepare detailed reports of findings.

Ability to perform laboratory procedures, tests and analyses required in the work and to interpret results obtained.

Ability to apply analytical and scientific techniques in the evaluation of evidence and in conducting investigations.

Ability to interpret and apply complex laws, procedures, rules, and regulations.

Ability to provide testimony in courts of law.

Ability to supervise, make decisions, and to gain the cooperation of others.

Ability to communicate explicit expectations and standards of performance to subordinates and to follow up and evaluate work performed.

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Ability to effectively plan and organize work activities and prioritize task completion to meet schedules and deadlines.

Ability to identify training needs and initiate appropriate training methods.

Ability to be tactful and courteous in dealing with others.

Ability to communicate information clearly and concisely.

Ability to operate a motor vehicle.

Working Conditions

Some jobs require an employee to be frequently exposed to hazardous conditions, various diseases, toxic substances, explosives, flammables, hazardous chemicals and hazardous environments.

Some jobs require an employee to be physically confined for extended periods when conducting surveillance.

Some jobs require an employee to work in a hostile environment.

Some jobs require an employee to work in adversarial situations.

Some jobs require an employee to be exposed to inclement weather conditions.

Employees may be required to work on a rotating shift.

Employees are required to be available for duty 24 hours a day, including holidays.

Employees may be subject to transfer on a temporary or permanent basis anywhere in the state.

Physical Requirements

The job duties require an employee to work under stressful conditions.

The job duties require an employee to be absent of any physical limitation which would impair effective performance in the Department of State Police.

Education

Possession of a high school diploma or GED Certificate and successful completion of the Michigan State Police Training Academy Recruit School.

Experience

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Two years of experience as a State Police Sergeant 12.

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State Police Detective First Lieutenant 15

Three years of experience as a State Police Sergeant 12 or one year as a State Police Lieutenant 14.

Special Requirements, Licenses, and Certifications

Possession of a valid Michigan driver's license.

Absence of a criminal record of felony convictions which would prohibit the applicant from receiving, possessing, and carrying a firearm.

Certain positions may require advanced education or training before appointment to the position.

Certain positions may require education or specialized training in the specialized area after appointment to the position.

Certain positions may be assigned subclass codes and individuals appointed must possess the required specialized experience.

Employees in the polygraph specialty must meet State licensure requirements.

Positions in the polygraph specialty require possession of a bachelor's degree in an area suitable to specialization as a polygraph examiner, as determined by the State Board of Forensic Polygraph examiners.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code
STPDETLT

Job Code Description
State Police Detective Lieutenant

Position Title
State Police Detective Lieutenant
State Police Detective First Lieutenant

<u>Position Code</u>	<u>Pay Schedule</u>
STPDLT	NERE-272
STPDFLT	NERE-273