

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

STATE POLICE DETECTIVE

JOB DESCRIPTION

Employees in this job oversee and perform investigations of alleged violations of the criminal laws of the State of Michigan. The employee may perform in one of three areas. The employee may be assigned independently to a State Police Post, District Headquarters; as a member of a criminal investigation team responsible for a particular investigative area such as narcotics, organized crime, auto theft, or gaming; or, the employee may be assigned as a detective in a specialized unit such as technical services or intelligence. Employees in this job may work in an undercover capacity.

There are two classifications in this job.

Position Code Title – State Police Detective Trooper Specialist

State Police Detective Trooper Specialist 11

This is the first level. A detective at this level may serve as a member of an investigative team such as narcotics or criminal surveillance. The detective normally works in an undercover capacity, surveils suspected criminals, or provides backup cover for other officers. A detective at this level may conduct criminal investigations individually or participate in criminal investigations as part of a team or unit. Work is performed under the direction of a team leader or assistant team leader.

This is the entry level for detectives in a specialized unit such as technical services or intelligence units. At this level, the detective learns specialized methods and techniques in these fields under close supervision of the unit supervisor. After two years of satisfactory experience in one of these units, the detective is reclassified to the State Police Detective (Sergeant) 12 classification. Only positions functioning in a specialized unit may be reclassified to the sergeant level. All other positions require appointment to the sergeant level.

Position Code Title – State Police Detective Sergeant

State Police Detective Sergeant 12

The detective at this level functions as an experienced investigator, an assistant team leader, an administrative assistant to a multi jurisdictional task force commander or section commander, or an expert in a specialized area. The detective conducts complex criminal investigations, frequently makes decisions without consulting a supervisor, exercises extensive independent judgment, and takes action with limited opportunity to consider alternatives. The detective may be assigned to a State Police Post or District Headquarters to independently conduct complex criminal investigations. At this level, detectives assigned to an investigative team in such areas as narcotics, criminal surveillance, organized crime, or gaming typically function as assistant team

STATE POLICE DETECTIVE

PAGE No. 2

leaders. Assistant team leaders serve as shift commanders directing the investigative activities of State Police Detective Trooper Specialist 11 and other officers assigned to the teams. As an expert, the detective may be assigned to a specialized unit such as technical services or intelligence. The detective serves as an expert in these specialized areas and provides assistance to other investigative areas.

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.

Assumes the identity of a buyer of stolen property or controlled substances; makes the purchase; arrests the seller of the illegal item.

Conducts surveillance of known or suspected criminals or provides backup for other undercover officers who are making purchases of illegal items.

Develops sources of information; locates and interviews confidential informants.

Visits locations frequented by criminals to determine criminal habits, associates, characteristics, aliases, and other relevant information.

Appears in court to give testimony pertaining to the facts and evidence of cases being prosecuted.

Obtains and executes search and arrest warrants needed to collect additional evidence and to arrest suspects.

Operates a surveillance vehicle and electronic and photographic surveillance equipment.

Prepares and maintains complete records of the history of each case being investigated.

Keeps superiors informed of activities and findings.

Performs related work as assigned.

Additional Job Duties

State Police Detective Sergeant 12

Conducts complex criminal investigations in order to prevent crimes or solve criminal cases.

STATE POLICE DETECTIVE

PAGE NO. 3

Interviews witnesses to criminal acts, suspects, victims, informants, and others in order to obtain relevant information.

Searches for evidence in a systematic manner in order to obtain sufficient legally admissible evidence to prosecute and convicts the violator of criminal laws.

Examines crime scenes to gather physical evidence and other information relevant to the identification and prosecution of violators of criminal laws.

Maintains liaison with other law enforcement agencies that are assisting in investigations and/or providing staff to a cooperative team.

As an assistant team leader (shift commander), directs the activities of Trooper Specialists and other officers who are assigned criminal investigations; provides training and instruction to these officers in the methods and techniques of criminal investigations; and prepares administrative documentation necessary to the work function.

Conducts appraisals of work performance of State Police Detective Trooper Specialists 11.

Arrests persons believed to have violated criminal laws.

Maintains liaison with prosecutors' offices and assists prosecutors in preparing cases for court.

Testifies in legal proceedings regarding evidence of violation(s) of criminal law(s) and other matters.

In the technical services area: provides technical support to other investigative areas in the application of electronic and photographic equipment to criminal investigations.

In the intelligence area: collects, evaluates, analyzes, and disseminates criminal intelligence information.

In the gaming area: establishes and adjusts shift schedules, maintains records of time and attendance, and authorizes necessary overtime for State Police Detective Trooper Specialist 11 on the shift.

Prepares investigative and activity reports, maintains records, and responds to correspondence.

Provides public relations activities such as contacts with the media regarding major cases being investigated.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge is required at the 11 level and considerable knowledge is required at the 12 level.

Knowledge of state laws and their enforcement.

Knowledge of departmental rules, regulations, and policies related to the work.

Knowledge of law enforcement methods, procedures, and policies and the laws governing and prescribing the powers and authorities of a law enforcement officer.

Knowledge of lifesaving and first aid methods and techniques.

Knowledge of controlled substances and the laws regarding them.

Knowledge of the methods and techniques of criminal investigations.

Skill in communicating with and gaining the cooperation of others.

Ability to operate equipment used in the work.

Ability to use the senses and reasoning to gather information under difficult circumstances, apply tests of law, and make independent determinations of legality.

Ability to function as a member of a team.

Ability to communicate effectively.

Ability to read and apply complex written laws and procedures.

Ability to remember a large quantity of written and non-written information.

Ability to maintain composure during stressful situations.

Ability to operate electronic and photographic surveillance equipment.

Ability to assume the identity of an individual involved in criminal activity and to work in an undercover capacity.

Additional Knowledge, Skills, and Abilities

State Police Detective Sergeant 12

Knowledge of the methods and techniques of criminal investigations.

STATE POLICE DETECTIVE

PAGE No. 5

Knowledge of personnel management and resource management techniques.

Knowledge of employee policies and procedures.

Ability to lead and oversee the work of other police officers.

Ability to provide guidance and motivational support to subordinates in achieving objectives.

Ability to gather evidence from a variety of sources, to organize and analyze the evidence, and to draw conclusions from it.

Working Conditions

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 hazardous work environments.

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

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

Ability to perform strenuous tasks requiring muscular strength, coordination, and cardiovascular endurance.

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.

STATE POLICE DETECTIVE

PAGE No. 6

Experience

State Police Detective Trooper Specialist 11

One year of experience as a State Police Trooper E11.

State Police Detective Sergeant 12

Three years and six months of experience as a State Police Trooper E11; or, two years and six months of experience as a State Police Detective Trooper Specialist 11 or a State Police Trooper Specialist 11.

Special Requirements, Licenses, and Certifications

None.

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

STPDET

Job Code Description

State Police Detective

Position Title

State Police Detective Trooper Specialist
State Police Detective Sergeant

Position Code

STPDTPRS
STPDSGT

Pay Schedule

T01-002
T01-003

ECP Group 1
Revised 6/12/09
NN