

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**STATE POLICE LIEUTENANT**

**JOB DESCRIPTION**

Employees in this job function as supervisors responsible for the enforcement of all traffic and criminal laws of the state, the protection of life and property, and the provision of related services to the public. Employees have the authority 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 federal and state laws and their enforcement; methods, practices, procedures and policies of a specialty area, and supervisory techniques, personnel policies, and procedures.

There are two classifications in this job.

**Position Code Title – State Police Lieutenant**

State Police Lieutenant 14

The employee functions as a first-line supervisor of law enforcement officers.

**Position Code Title – State Police First Lieutenant**

State Police First Lieutenant 15

The employee functions either as a second-line supervisor of subordinate law enforcement officers 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.

## **STATE POLICE LIEUTENANT**

### **PAGE No. 2**

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

Serves as the Department's principal liaison with all other law enforcement agencies in the geographical area.

Represents the Michigan Department of State Police in law enforcement and traffic safety matters at civic club meetings, schools, conferences, and to other law enforcement agencies, community organizations, and the news media.

Directs all investigative and general police services in an assigned geographical area.

Directs the development and implementation of an emergency preparedness training and education program for all levels of government throughout the state.

Directs the planning, development, and conducting of training programs for employees in the law enforcement field.

Directs the development and evaluation of programs in the areas of juvenile diversion and crime prevention.

Directs the development and coordination of traffic safety programs such as selective enforcement, accident reconstruction's, C.A.R.E., or M.A.L.I.

Directs the activities of emergency services district coordinators on a statewide basis.

Directs traffic safety programs such as vehicle/school bus inspections, alcohol testing, and selective enforcement in a district of the state.

Establishes and maintains cooperative working relationships with other law enforcement agencies, courts, prosecutors, and community agencies and organizations in the post area.

Formulates and executes plans, procedures, and priorities designed to improve post operations and services.

Reviews complaint files, arrest records, and other records of post activity in order to assess performance of personnel and ascertain if problems exist in the area of post operations.

Conducts post staff meetings and prepares written directives to inform subordinate personnel of new or revised policies, procedures, laws, court decisions, and other information which may affect the performance of law enforcement duties in the post area.

## **STATE POLICE LIEUTENANT**

**PAGE No. 3**

Keeps district and central headquarters informed of any unusual occurrences or serious crimes within the post area.

Directs and supervises the use and maintenance of cars, equipment, and buildings and grounds; contracts with local businesses to provide needed services and supplies, or requisition it from headquarters.

Prepares daily and monthly reports of post activity for submission to headquarters.

Oversees the on-scene investigation of major crimes.

Works the post desk, answers telephone calls from the general public, operates radios to direct patrol units, and runs file checks on the LEIN terminal when regular desk personnel are unavailable.

Coordinates emergency response personnel from other departments at scenes of hazardous emergencies.

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

Participates in criminal investigations, effects arrests of suspected criminals, and responds to civil disorders requiring personal confrontation and use of physical force, as required.

Coordinates statistical, licensure, and fee account programs.

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.

### **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 state and federal regulatory agencies, their laws, and their enforcement.

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

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

Knowledge of post desk procedures.

Knowledge of patrol and investigative techniques.

**STATE POLICE LIEUTENANT**

**PAGE NO. 4**

Knowledge of disaster planning and control.

Knowledge of the functions and procedures of other divisions and bureaus.

Knowledge of law enforcement communication systems.

Knowledge of equipment used and its care.

Knowledge of personnel management and resource management techniques.

Knowledge of employee policies and procedures.

Knowledge of collective bargaining agreements and personnel directives.

Knowledge of equal employment practices.

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.

Knowledge of the court system, court procedures, and appropriate court decisions of state and federal laws.

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

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to make appropriate decisions by consistently applying department policies, standards, values, and sound management practices to specific situations.

Ability to favorably present and promote department priorities, services, and actions internally and externally.

Ability to provide effective guidance and motivational support to subordinates in the resolution of operational problems and the achievement of objectives.

Ability to apply policies and procedures to persons in a uniform manner without favoritism.

Ability to be tactful and courteous in dealing with others.

Ability to communicate information clearly and concisely.

## **STATE POLICE LIEUTENANT**

**PAGE No. 5**

Ability to identify training needs and initiate appropriate training methods.

Ability to recognize conditions not requiring personal attention and delegate assignments to the most appropriate subordinate.

Ability to control emotions and maintain consistent performance under pressure, uncertainty, or opposition.

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

Ability to confront problems in a timely manner and develop and initiate appropriate solutions.

Ability to manage information, organize, analyze, and disseminate appropriate information, and draw sound and logical conclusions.

Ability to understand, prepare, manage, and administer a financial budget.

### **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 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.

**STATE POLICE LIEUTENANT**

**PAGE No. 6**

**Experience**

**State Police Lieutenant 14**

Two years of experience as a State Police Sergeant 12.

**State Police 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.

**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**

STPLT

**Job Code Description**

State Police First Lieutenant

**Position Title**

State Police Lieutenant

State Police First Lieutenant

**Position Code**

STPLT

STPFLT

**Pay Schedule**

NERE-272

NERE-273

ECP Group 3  
Revised 7/1/06  
EF