

**THE MICHIGAN CIVIL SERVICE COMMISSION IS ACCEPTING APPLICATIONS FOR  
STATE POLICE LIEUTENANTS EXAMINATION  
No. 2022**

**FROM STATE EMPLOYEES ONLY**

**-A Written Test is Required-**

This test will assess applicants for the following classifications.

**State Police Detective Lieutenant 14**

**State Police Lieutenant 14**

**State Police Specialist Lieutenant 14**

**State Police Detective First Lieutenant 15**

**State Police First Lieutenant 15**

**State Police Specialist First Lieutenant 15**

**MINIMUM QUALIFICATIONS**

**State Police Detective Lieutenant 14:**

**State Police Lieutenant 14:**

**State Police Specialist Lieutenant 14:**

Possession of a high school diploma or GED Certificate and successful completion of the Michigan State Police Training Academy Recruit School **and** two years of experience as a State Police Sergeant 12.

**State Police Detective First Lieutenant 15:**

**State Police First Lieutenant 15:**

**State Police Specialist First Lieutenant 15:**

Possession of a high school diploma or GED Certificate and successful completion of the Michigan State Police Training Academy Recruit School **and** three years of experience as a State Police Sergeant 12 or one year as a State Police Lieutenant 14.

**WRITTEN EXAMINATION**

The written examination is 2.5 hours and will test knowledge in the following areas:

Law Enforcement Administration  
Management and Supervision  
Field Operations  
Criminal Investigation

Community Policing and Customer Service  
Law  
Ethics

**SUGGESTED RESOURCE MATERIALS**

Michigan State Police, *Official Orders* 1, 2, 4, 10, 12, 31, 54, 57, 66, 68, 71, and 87; Michigan State Police Intranet.

Michigan State Police, *Incident Command Structure*, "Introduction to the Incident Command System," at <http://training.fema.gov/EMIWeb/IS/IS100LEb.asp> and "ICS for Single Resources and Initial Action Incidents" at <http://www.training.fema.gov/EMIWeb/IS/is200b.asp>.

Michigan State Police, *Criminal Law and Procedure (A Manual for Michigan Police Officers)*, 2009 Edition, at [http://mspweb.state.mi.us/division/training/Legal%20Updates/Criminal%20Manual\\_06.pdf](http://mspweb.state.mi.us/division/training/Legal%20Updates/Criminal%20Manual_06.pdf) (available July 2009).

Michigan State Police, *Maximizing Human Resources: What Every Supervisor Should Know* at [http://mspweb.state.mi.us/division/executive/manuals/MAXIMIZE\\_Intranet.pdf](http://mspweb.state.mi.us/division/executive/manuals/MAXIMIZE_Intranet.pdf).

Michigan State Police, *Exposure Procedures Plan*, Section 3.7, at [http://mspweb.state.mi.us/division/human\\_resources/Bloodborne%20Infectious%20Disease%20Program\\_5-10-06.doc](http://mspweb.state.mi.us/division/human_resources/Bloodborne%20Infectious%20Disease%20Program_5-10-06.doc).

Michigan Office of the State Employer, *Reasonable Suspicion Testing for Drugs and Alcohol, A Supervisor's Guide*, Chapters 5, 6, 8, 9, 11, and 12, at <http://connect.michigan.gov/portal/binary/com.epicentric.contentmanagement.servlet.ContentDeliveryServlet/OSE/Reasonable%20Suspicion%20Supervisory%20Training%20Materials/Reason%20Susp%20Trn%20for%20Supv-2000.pdf>.

*Core Concepts for Law Enforcement Management: Preparation Resource for Promotional Examinations*, Pearson Custom Publishing, ISBN: 978-0-558-04174-8. Exclude Chapters 11, 12, 17, 22, and 23. To order, go to the EMPCO, Inc. website at [www.empco.net/buy.html](http://www.empco.net/buy.html).

### **EXAMINATION SCHEDULING**

All applicants must submit the State Police Lieutenants Examination Application (CS-102\_2022) to the Michigan Civil Service Commission for examination scheduling. Applicants must possess the minimum qualifications for at least one of the classifications by the date of the test to be scheduled. Two to three weeks before the examination date, applicants will receive an Examination Admission Notice with the test date, time, and location. Applicants must be at the examination center at least 15 minutes before the examination time and bring: two pieces of identification with signatures, one must have a photo, and sharpened No. 2 pencils. Applicants unable to take the test on the scheduled date and location can telephone or email to be rescheduled. Contact the Michigan State Police, Office of Human Resources, for the department's policy on administrative leave to take Civil Service examinations.

### **HOW TO APPLY**

Each year, the examination will be administered in March and September, during the weekday, in Detroit, Ironwood, Lansing, Marquette, and Sault Sainte Marie. You may apply by completing the State Police Lieutenants Examination Application that is attached to this announcement or complete it on the Michigan Civil Service Commission website, at [www.michigan.gov/mdcs](http://www.michigan.gov/mdcs), clicking on "Employment Information," "Examinations," and "State Police Lieutenants Exam #2022." Applications may be mailed, faxed, or emailed to the following address by February 1<sup>st</sup> for the March testing dates and August 1<sup>st</sup> for the September testing dates.

Michigan Civil Service Commission  
Applicant Assessment Section  
P. O. Box 30002  
Lansing, Michigan 48909  
(517) 241-5051 - Fax  
[mcsc-bhrs@michigan.gov](mailto:mcsc-bhrs@michigan.gov) - Email

Please direct questions to any of the following Civil Service telephone numbers: (517) 373-3030, TYY (517) 335-0191, or (800) 788-1766.

### **ADDING HIGHER-LEVEL CLASSIFICATIONS**

After passing the test, the applicant can submit the "Adding Names to Applicant Pools for Examinations Already Taken and Passed" (CS-1706) form once the applicant is qualified for the higher-level classifications assessed by this test.

## STATE POLICE LIEUTENANTS EXAMINATION APPLICATION

All persons offered employment in the classified service are required to submit to and pass a preemployment drug test as a condition of employment. An applicant who refuses to submit to or fails a preemployment drug test, interferes with a test procedure, or tampers with a test sample will be removed from all applicant pools and will be disqualified from state employment for a period of three years. The state of Michigan is an equal opportunity employer, and government policy requires that consideration be given to all applicants without regard to race, color, religion, national origin, ancestry, disability, partisan consideration, age, or sex.

### BIOGRAPHICAL DATA

**EMPLOYEE ID NUMBER**

(Leave blank if you do not know your ID number)

**AREA CODE/PHONE NO.**

(Between 8 a.m. and 5 p.m.)

**EMPLOYEE'S NAME (LAST, FIRST, M.I.)**

**STREET ADDRESS**

**CITY**

**STATE**

**ZIP CODE**

**E-MAIL ADDRESS**

**CERTIFICATION: Complete the application and read carefully before submitting.**

*By submitting this application and any attachments, the applicant named above certifies to the Civil Service Commission that all information provided is true and accurate and contains no willful falsifications or misrepresentations. Falsifications or misrepresentations may disqualify applicants from consideration for employment with the state of Michigan; or if hired, may be grounds for termination at a later date. Previous employers may be contacted for verification.*

**TEST LOCATIONS — Select one site where you would like to take the written examination, if necessary:**

10. Detroit     
  30. Lansing     
  70. Ironwood     
  80. Marquette     
  90. Sault St. Marie

**RACE/ETHNIC/GENDER INFORMATION**

Optional—for reporting purposes only

	M	F
<b>WHITE</b>	1 <input type="checkbox"/>	<input type="checkbox"/>
<b>BLACK (AFRICAN AMERICAN)</b>	2 <input type="checkbox"/>	<input type="checkbox"/>
<b>AMERICAN INDIAN/ALASKAN NATIVE</b>	3 <input type="checkbox"/>	<input type="checkbox"/>
<b>HISPANIC</b>	4 <input type="checkbox"/>	<input type="checkbox"/>
<b>ASIAN/PACIFIC ISLANDER</b>	5 <input type="checkbox"/>	<input type="checkbox"/>
<b>MULTIRACIAL</b>	6 <input type="checkbox"/>	<input type="checkbox"/>

**ACCOMMODATIONS**

**Information provided on an individual's disability is confidential, not subject to the Freedom of Information Act, and cannot be shared without the permission of the applicant.**

Individuals who meet the federal eligibility requirements may be designated as a person with a disability and need accommodations in completing the application, taking the examination, or participating in the referral process; and in certain instances, in a trial appointment program.

Check this box, if you believe you are eligible and want to participate voluntarily.

### QUALIFICATIONS

I possess the required experience for one or more of the classifications covered by this exam.

You do not need to attach anything. We will review your state employment history to verify your qualifications.