

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

STATE POLICE FIRST LIEUTENANT

JOB DESCRIPTION

Employees in this job are commissioned, enlisted officers of the Michigan Department of State Police, fully empowered to enforce the general criminal laws of the state. Employees serve as administrative supervisors or specialists responsible for the enforcement of all traffic and criminal laws, the protection of life and property, and the provision of related services to the public. All ECP Group 4 positions must be designated as such by the Appointing Authority and approved by Civil Service.

There is one classification in this job.

Position Code Title - State Police First Lieutenant

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The employee functions either as a second-line supervisor of subordinate law enforcement officers, or subordinate detective positions or other professional-equivalent positions; as a first-line supervisor in a complex work area; as a specialist serving in a specialized area of law enforcement, reporting to an administrative official or higher level position; or serving as an administrative assistant to an administrative official.

NOTE: There are three concepts for the State Police First Lieutenant classification:

First Lieutenant: The employee functions as a second-line supervisor of subordinate law enforcement officers; or as a first-line supervisor of subordinate law enforcement officers in a complex work area.

Detective First Lieutenant: The employee functions as a second-line supervisor of subordinate detective positions or other professional-equivalent positions; or as a first-line supervisor of subordinate detective positions or other professional-equivalent positions in a complex work area.

Specialist First Lieutenant: The employee functions in a specialized area of law enforcement that has been recognized by the agency and accepted by Civil Service as highly complex in nature and having significant impact on the Department's mission, while reporting to an administrative official or higher level position; or serving as an administrative assistant to an administrative official.

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 promotions; identifies staff development needs and ensures that training is obtained; ensures that proper labor relations and conditions of employment are maintained.

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

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

Conducts staff meetings and conferences to discuss operating problems, organization, budgetary matters, personnel matters, technical problems, and the status of programs and projects.

Formulates and executes plans, procedures, and priorities designed to improve post operations and services within a geographical area.

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

Serves as the Department's principal liaison with all other law enforcement agencies in a geographic area assigned to the post; establishes and maintains cooperative working relationships with community agencies and organizations, courts, prosecutors, and news media in a geographic area assigned to the post on matters relating to law enforcement and traffic safety.

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.

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

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

Directs the development, coordination, and implementation of the following programs throughout the state: emergency preparedness programs for all levels of government; crime prevention programs; juvenile diversion; traffic safety programs; or training programs for employees in the law enforcement field.

Serves as a liaison with local and federal governmental agencies.

Coordinates statistical, licensure, and fee account programs, relating to law enforcement or traffic safety.

Monitors and coordinates major criminal investigations within a district; oversees the on-scene investigation of major crimes; and keeps district and bureau officials informed of any unusual occurrences or serious crimes within a geographical area of the post or district.

Supervises all detectives assigned to the geographical area in a district, including those assigned to posts and to district headquarters.

Supervises a team or directs investigations in such areas as narcotics, organized crime, auto theft, financial crimes, criminal investigation, or criminal surveillance.

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

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

Responsible for writing and administering federal grants essential for program operation, ensuring appropriate spending and reporting procedures are followed.

Administers programs of a specialized and highly technical nature, provides expert advice in a specialized area, conducts meetings and prepares written directives regarding the specialty area, and serves as the state's agent with other governmental entities and/or the public regarding the specialty.

Monitors departmental personnel activities to ensure compliance with policies and procedures; conducts investigations of the most sensitive nature on behalf of the State Police Director or other department executives. Intercedes in cases of deviance from policies, and provides guidance to other professional and officers-in-charge, regardless of rank.

Represents the Director and serves as the department's advocate on issues of employee discipline, counseling, or misconduct.

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

Develops budget recommendations for capital outlay, personnel services, equipment, and materials.

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

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

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Thorough knowledge of state and federal regulatory agencies, their laws, and enforcement.

Thorough knowledge of current department official orders, rules, regulations, directives, and functions of other bureaus and divisions in the department.

Thorough knowledge of the principles, methods, techniques and procedures used in the specialized area of work.

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

Thorough knowledge of law enforcement communication systems and law enforcement equipment.

Thorough knowledge of current methods and technical phases of criminal investigations and patrol and investigative techniques.

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

Thorough knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting, and reporting.

Thorough knowledge of staffing requirements as to type, number, and training necessary for the accomplishment of program goals.

Thorough knowledge of labor relations, collective bargaining agreements, personnel directives, equal employment opportunity policies and procedures.

Thorough knowledge of methods of planning, developing, and administering programs.

Thorough knowledge of fiscal planning and management.

Ability to instruct, direct, and evaluate employees.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature, where unknowns and numerous contingency factors are involved.

Ability to analyze and appraise facts and precedents in making administrative decisions.

Ability to formulate policies and procedures based on information of a conceptual nature from varied and complex sources.

Ability to establish and maintain effective relationships with local and federal governmental officials, other law enforcement agencies, community organizations, news media, and others.

Ability to communicate effectively.

Working Conditions

Employees may be required to work on a rotating shift.

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

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

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 work in a hostile environment.

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

Physical Requirements

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

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

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

Special Requirements, Licenses, and Certifications

Positions in this class are test-designated and subject to pre-appointment, random-selection, and post-accident drug and alcohol testing.

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

STAPOLFIR

Job Code Description

STATE POLICE FIRST LIEUTENANT

Position Title

State Police First Lieutenant

Position Code

STPOLFTL

Pay Schedule

NERE-060P

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07/30/2017