

**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.

Position Code Title - State Police Lieutenant

State Police Lieutenant 14

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

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.

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

Serves as the Department's principal liaison with other law enforcement agencies in a 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 coordination of traffic safety initiatives.

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 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.

Keeps command informed of any unusual occurrences or serious crimes within the post area.

Assists with the preparation and management of budgets.

Assists with writing and administering federal grants essential for law enforcement operations, ensuring appropriate spending and reporting procedures are followed.

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.

Oversees the preparation and ensures the completion of post activity reports for submission.

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.

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.

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.

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

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.

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

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.

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.

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

State Police Lieutenant 14

Two years of experience as a State Police Sergeant 12.

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.

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

Possession of a Michigan driver's license.

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 LIEUTENANT

Position Title

State Police Lieutenant

Position Code

STPLT

Pay Schedule

NERE-272

JZ

07/30/2017