

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**STATE POLICE SPECIALIST**

**JOB DESCRIPTION**

Employees in this job participate in specialized law enforcement activities in the Forensic Science or Criminal Investigation Divisions of the Department of State Police, or perform traffic crash reconstruction activities at the State Police Headquarters or district office. Employees are empowered to enforce the general criminal laws of the state and may be used in other law enforcement areas in an emergency.

There are two classifications in this job.

**Position Code Title - State Police Specialist Tpr**

State Police Specialist (Trooper) 11

This is the entry level. The employee, under close supervision, works in a learning capacity in a specialized area. The employee is required to undergo a formal training program.

**Position Code Title - State Police Specialist Sgt**

State Police Specialist (Sergeant) 12

This is the experienced level. The employee performs a full range of activities in a specialized area. The work requires knowledge of a full range of tasks, methods, practices, procedures, and policies of the specialty area. The employees frequently oversee the work activities of less experienced or lower-level employees. Extensive independent judgment is used in carrying out the sergeant responsibilities.

**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.

Forensic Science Division:

Processes crime scenes for physical evidence.

Examines firearms evidence to determine distance, caliber, type and kind of powder; and compares fired bullets and shells with suspect firearms.

Compares tools with suspect tool markings.

Examines, handles, and disposes of explosive devices.

Dismantles explosive devices or old, unstable explosives.

Evacuates citizens from potentially dangerous areas.

Examines and identifies handwritten, printed, typed, altered, and obliterated documents to determine possible source.

Examines and identifies recordings of the human voice using identification techniques.

Processes evidence to develop, compare and identify latent prints; classifies latent prints, and identifies the dead by latent prints.

Performs serial number restorations.

Conducts polygraph examinations and interprets results of examinations.

Interviews investigating officers to determine case facts and subjects' suitability to take a polygraph examination.

Testifies in court as an expert witness in area of specialty (e.g., latent prints, firearms, narcotics, etc.).

May provide training and information in an area of specialty to various businesses, governmental agencies, colleges and universities, or local municipalities.

Participates in criminal investigations, effects arrests of suspected criminals, and responds to civil disorders.

Performs related work as assigned.

**Criminal Investigation Division:**

Investigates structure and vehicle fires and explosions for origin and cause.

Collects and preserves all evidence obtained at the scene; interviews witnesses, owners, occupants, and suspects in relation to these fires and explosions.

Prepares reports, sketches, detailed drawings, and photographs to present to prosecutors for trial purposes.

Testifies in court as an expert witness in fire scene investigations, hearings, and other fire safety concerns.

Trains new employees, departmental personnel, and local fire departments, as well as law enforcement personnel.

Develops and presents in-service training programs on arson investigation and building inspection in state and regional fire schools.

Conducts surveillance of suspects or suspected crime scene.

Performs related work as assigned.

**Traffic Crash Reconstruction:**

Conducts traffic crash reconstructions and interprets results based upon physical evidence, scientific principles, laws of physics, etc.

Operates a variety of traffic crash investigation and reconstruction equipment such as portable scales, transits, mechanical tools, measuring tapes, drag tire, detonator gun, calculator, camera, g-analyst.

Prepares scale diagrams and designs two- and three- dimensional computer animation using Computer Automated Drafting (CAD) and animation software.

Presents results of traffic crash investigations and reconstructions to local prosecuting attorneys for the determination of criminal charges.

Testifies in court as an expert witness in the reconstruction of the traffic crash, techniques used, scientific principles and procedures applied, and the results of the investigation.

Provides consultation regarding proper traffic crash investigation and reconstruction techniques, identification and interpretation of physical evidence, and the application of the principles of physics.

Trains new employees, departmental personnel, or local law enforcement agencies in traffic crash investigation and reconstruction.

Develops and presents in-service training for district post traffic crash investigators.

Assists the Attorney General's Office, Michigan Department of Transportation, county road commissions, and local departments of public works with defense in civil litigation regarding traffic crashes.

Performs related work as assigned.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

**NOTE:** Considerable knowledge is required at the 11 level and thorough knowledge is required at the 12 level.

Knowledge of departmental official orders, rules, regulations, and policies.

Knowledge of federal laws, rules, regulations, and of the general criminal laws of the state.

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

Knowledge of criminal justice procedures employed in the prosecution and adjudication of alleged law violations.

Knowledge of the court systems, court procedures, and pertinent court decisions.

Knowledge of current methods and technical phases of criminal investigations.

Knowledge of equipment used and its care.

Knowledge of law enforcement communication systems.

Knowledge of public speaking techniques.

Knowledge of the state and federal regulatory agencies.

Considerable skill in communicating effectively.

Ability to recreate a crime scene.

Ability to retain factual information.

Ability to lead State Police uniform personnel.

Ability to make decisions, maintain composure, and take appropriate actions under pressure and in emergencies.

Ability to compose correspondence and reports.

Ability to meet the public and gain the cooperation of others.

Ability to apply analytical and scientific techniques in the evaluation of evidence and in the conducting of investigations.

### **Additional Knowledge, Skills, and Abilities**

#### **State Police Specialist (Sergeant) 12**

Criminal Investigation Division:

Considerable knowledge of state and federal fire laws, regulations, and operational policy.

Considerable knowledge of conducting arson, fire, and explosion investigations.

Considerable knowledge of the chemistry of fire.

Ability to determine burn patterns at the fire scene in order to determine if the fire was accidental or incendiary.

Forensic Science Division:

Considerable knowledge of analytical techniques and equipment used in at least one area of analysis within the Scientific Laboratories.

#### Traffic Crash Reconstruction:

Considerable knowledge of conducting traffic crash investigations and reconstructions.

Considerable knowledge of various mathematical formulas used in conducting traffic crash investigations and reconstructions.

Considerable knowledge of the use, care, and adjustment of traffic crash investigation and reconstruction equipment, including portable scales, transits, mechanical tools, measuring tapes, drag tire, detonator gun, calculator, camera, g-analyst, and various Computer Automated Drafting (CAD) and animation software.

Considerable knowledge of photography techniques used for traffic crash investigations and reconstructions including nighttime photograph using the flash, special lenses and equipment, as well as a technique called "painting with light."

Ability to apply principles of physics to traffic crash situations.

Ability to accurately measure a crash scene, including use of the transit for measuring grade, elevations, and distances, and convert the measurements into an accurate scale diagram representative of the crash scene.

Ability to provide effective expert testimony in court.

#### **Working Conditions**

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.

An employee may be assigned to work any day of the week or on any shift.

#### **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 Specialist (Trooper) 11**

One year of experience as a State Police Trooper E11.

## State Police Specialist (Sergeant) 12

Four years of experience as a State Police Trooper E11 and/or State Police Detective Specialist Trooper 11; or, two years of traffic crash reconstruction experience as a State Police Specialist Trooper 11 and successful completion of the Accreditation Commission for Traffic Accident Reconstruction (ACTAR) certification process or as a State Police Specialist Trooper 11 in the area of specialty.

### **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.

#### Chemical/Biological Specialty:

Positions in the State Police Laboratory chemical/biological area require possession of a bachelor's degree with a major in chemistry, biochemistry, forensic science, or a related pure or applied science field.

#### Firearms/Toolmarks Specialty:

Positions in the State Police Laboratory firearms and toolmarks area require possession of a bachelor's degree with a major in physical science, natural science, forensic science, criminal justice, industrial technology, or a related field.

#### Latent Prints and Questioned Documents Specialty:

Positions in the State Police Laboratory latent prints and questioned documents areas require possession of a bachelor's degree with a major in natural science, criminal justice, forensic science, or a related pure or applied science, with at least 8 semester credits in chemistry.

Employees not possessing the educational requirements at the time of appointment must attain 8 semester credits in chemistry with satisfactory grades by the end of the second year of assignment to the laboratory. Failure to earn the 8 semester credits within the specified timeframe may result in separation from the forensic sciences program.

#### Polygraph Specialty:

Positions in the State Police Laboratory polygraph area require possession of a bachelor's degree with a major suitable for specialization as a polygraph examiner, determined by the State Board of Forensic Polygraph Examiners.

#### Traffic and Crash Reconstruction Specialty:

Possession of a Traffic Accident Reconstruction Certificate.

**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**

STPSPL

#### **Job Code Description**

STATE POLICE SPECIALIST

#### **Position Title**

State Police Specialist Tpr

State Police Specialist Sgt

#### **Position Code**

STPSPTPR

STPSPSGT

#### **Pay Schedule**

T01-002

T01-003

07/30/2017