

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**STATE POLICE TROOPER**

**JOB DESCRIPTION**

Employees in this job are police officers, 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.

There are two classifications in this job.

**Position Code Title - State Police Trooper-E**

**State Police Trooper 10**

This is the entry level. The employee is initially assigned to the State Police Training Academy Recruit School where one completes the required law enforcement officer training program, as well as other course work and physical training intended to provide the knowledge and skills required to function as a State Police Trooper. Upon graduation from recruit school, the probationary trooper is assigned to a State Police post and under close supervision, begins to function as a police officer. Successful completion of recruit school is mandatory for continued employment. In the company of an experienced State Police Trooper, the employee patrols an area to detect or prevent traffic law violations, investigates complaints of law violations, and provides a variety of related services to the general public. The employee must satisfactorily complete an 18-month probationary period in this classification. Successful completion of the probationary period is mandatory for continued employment.

**State Police Trooper E11**

This is the experienced level. The State Police Trooper performs a full range of law enforcement assignments. The employee typically works out of a State Police post and patrols the roads of an assigned geographical area to prevent or detect traffic law violations, conducts investigations of law violations, and provides a variety of related services to the public. The employee may also be assigned to the central or district office or work in a particular branch of law enforcement such as vehicle safety inspection, dog handling, or underwater search and recovery. Typically, work is performed under the direction of a State Police Sergeant or Lieutenant. The employee must routinely exercise extensive independent judgment in making decisions that may include taking immediate actions with limited opportunity to consider various alternatives.

**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.

Patrols highways of assigned area in a patrol car in order to enforce traffic laws, prevent law violations, observe and inspect persons and property for possible illegal or hazardous activity or conditions and to respond to complaints, situations or requests from persons requiring assistance:

Drives patrol car in all weather conditions while performing road patrol duties.

Observes the operation and condition of vehicles to ascertain compliance with laws and takes appropriate enforcement action in cases of law violation, including the issuing of warnings or citations, or the effecting of an arrest.

Assists stranded, distressed, or injured motorists by helping them make minor vehicle repairs, calling a wrecker, dispensing gasoline, giving directions or advice, administering first aid, or otherwise responding to their needs.

Appears on the scenes of accidents, disturbances or unusual events to direct traffic flow, restrain spectators, collect and preserve evidence, and remove road hazards.

Observes traffic, persons, buildings and surrounding areas to detect unusual conditions, suspicious persons and activities, and to identify situations requiring further investigation and action.

Operates various items of equipment used in road patrol work such as radar speed measuring devices, weapons, breath testing equipment, radios, cameras, tools, lighting equipment, fire extinguishers, tow chains, and jumper cables.

Positions patrol vehicle at assigned roadblock locations in order to apprehend criminal suspects.

Conducts investigations of alleged or suspected criminal activity in response to complaints received or information developed in the course of road patrol activities:

Interviews complainants, witnesses, suspects, and others who may have knowledge of a crime in order to obtain facts and information.

Observes and inspects crime scenes to evaluate the crime (e.g., methods of entry and exit of a suspected criminal, damage to property, theft of property, extent of injury to persons); collects and preserves physical evidence; and makes an initial determination of investigative actions to take.

Searches persons, vehicles and properties to locate and collect evidence of a crime; marks, packages and preserves evidence collected.

Effects lawful arrests of suspected criminals by taking them into physical custody, subduing or restraining them if necessary, searching them, explaining the reason for arrest and advising them of their constitutional rights, and transporting them to the post or jail for further processing.

Composes and types reports of activity, complaints investigated and their findings, and other periodic and special reports and correspondence.

Appears in court to give evidence and testimony as to the facts surrounding cases being tried.

Provides assistance, information, and advice to other law enforcement agency officers on request.

Advises citizens of their rights and responsibilities under the law.

Confers with prosecutors and explains circumstances of crimes, evidence, facts and conclusions in order to obtain needed warrants.

Responds to civil disorders and riots and uses physical force in personal confrontations as required to effect an arrest, disarm or render an antagonist ineffective, or otherwise quell the disturbance.

Provides public relations and educational services to groups of interested public in areas such as traffic safety, fire prevention, drugs and narcotics, and State Police programs and policies.

Performs related work as assigned.

### **Additional Job Duties**

#### **State Police Trooper E11**

Trains and guides the work of probationary State Police Troopers.

Oversees the work of entry-level State Police Troopers assigned to assist in road patrol, investigations or other activity.

May be assigned to or volunteer for assignments such as vehicle safety inspection, dog-handling, underwater search and recovery, or post emergency services.

May perform duties in conjunction with the post community relations program.

Coordinates crime prevention activities in cooperation with local police departments to reduce crime in businesses, communities, and schools.

Coordinates post youth services activities by providing assistance in juvenile crime investigations, liaison between courts and local law enforcement agencies, and assistance in diversionary programs for youthful offenders.

Performs duties normally assigned to a shift sergeant when working at the post desk.

## **JOB QUALIFICATIONS**

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

**NOTE:** Some knowledge in the area listed is required at the entry level and considerable knowledge is required at the experienced level.

Knowledge of state laws and their enforcement.

Knowledge of departmental official orders, rules, regulations and policies related to the work.

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 lifesaving and first aid methods and techniques.

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

Knowledge of self-defense techniques.

Knowledge of the rules and regulations of other regulatory agencies whose laws are being enforced.

Knowledge of federal laws and their enforcement.

Skill in the use of firearms and fire fighting equipment.

Ability to operate equipment used in the work and to perform strenuous tasks requiring muscular strength and coordination and cardiovascular endurance.

Ability to gather information under difficult circumstances, apply tests of law, and make independent determinations of legality.

Ability to operate a motor vehicle.

Ability to function as a member of a team.

Ability to communicate effectively.

Ability to read and apply complex written laws and procedures.

Ability to compile and remember a large quantity of written and non written information.

Ability to maintain composure during stressful situations.

Ability to comply with laws, rules, regulations, policies, procedures, and orders of superior officers.

Ability to make and carry out decisions quickly.

Ability to make accurate and objective observations and recall these observations as needed.

Ability to remain alert and perceive details and changes in surroundings.

Ability to stand for long periods.

Ability to independently make decisions and take actions without the availability of supervision.

Ability to subdue and restrain individuals.

Ability to provide leadership to others.

Ability to interview and interrogate suspects.

Ability to operate a police vehicle at high rates of speed in a pursuit situation.

Ability to provide effective testimony in court.

### **Working Conditions**

Jobs are located in the Department of State Police.

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**

State Police Trooper 10:

Possession of a high school diploma or GED Certificate.

State Police Trooper E11:

Possession of a high school diploma or GED Certificate and successful completion of the Michigan State Police Training Academy Recruit School and the Field Training Officer Program.

### **Experience**

State Police Trooper 10

No specific type or amount is required.

State Police Trooper E11

Eighteen months of experience as a State Police Trooper 10.

### **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.

Willingness to submit a thorough background investigation designed to measure the applicant's suitability for police work.

Must be a United States citizen.

Must be a resident of the State of Michigan before graduation from the Academy.

Must be at least 21 years of age before graduation from the Academy.

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

Possession of a valid driver's license and the ability to obtain a valid Michigan driver's license.

Must possess a satisfactory driving record.

Some positions within this class series are assigned job duties that may require possession of the Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

**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**

STTPR

**Job Code Description**

STATE POLICE TROOPER

**Position Title**

State Police Trooper-E

**Position Code**

STTPRE

**Pay Schedule**

T01-001

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07/30/2017