Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy. The official position description for this position is available from the HR office for the agency.

Position Code: DPTLTCHA

Civil Service Class and Level: Departmental Technician-A

Working Title (What the agency calls the position): HIDTA TECHNICIAN

Name and Position Code Description of Direct Supervisor: VACANT; STATE POLICE LIEUTENANT

Department/Agency: STATE POLICE

Work Area: Intelligence Operations Division

Work Location/Hours of Work: 7150 Harris Drive, Dimondale, MI 48821 / Monday through Friday, 8 a.m. to 5 p.m.

General Summary of Function/Purpose of Position: The HIDTA Technician serves as the Michigan State Police (MSP) recognized resource and primary point-of-contact for the High Intensity Drug Trafficking Area (HIDTA) intelligence-sharing, investigative support, and deconfliction activities. This position coordinates the exchange of criminal intelligence among federal, state, and local law enforcement agencies; conducts deconfliction activities to identify and resolve investigative conflicts; and facilitates information sharing to support officer safety, investigative integrity, and criminal investigations. The position exercises independent judgment in evaluating investigative information, coordinating interagency communication, and determining appropriate dissemination of intelligence. Additionally, the position provides guidance and training regarding HIDTA resources and procedures and supports criminal intelligence, homeland security, and investigative operations through information collection, analysis, reporting, and coordination.

Assigned duties and tasks for each duty.

Duty 1 **Percentage: 45**

Serve as the MSP-HIDTA liaison and point-of-contact for intelligence sharing, investigative coordination, and criminal intelligence collection among law enforcement partners.

- Monitors MSP-HIDTA communications and responds to inquiries.
- Determines the appropriate collection, dissemination, and routing of criminal intelligence information to relevant investigative stakeholders.
- Serves as a recognized point of contact between MSP, HIDTA, fusion centers, and participating law enforcement agencies for criminal intelligence sharing and investigative coordination.
- Creates and maintains a network of contacts from other law enforcement and intelligence agencies.
- Acts as the liaison with law enforcement intelligence agencies and private-sector partners across the state.
- Represents HIDTA and supports MSP presence at local, state, and national meetings and events.

Duty 2 **Percentage: 40**

Receive, analyze, and deconflict investigative requests by identifying conflicts, coordinating information sharing, and resolving issues impacting officer safety and criminal investigations.

- Receives investigative information through telephone contacts, electronic submissions, and formal law enforcement request forms and enters data into the HIDTA Case Explorer system, and routes the information according to established procedures.
- Reviews records containing personally identifying information, addresses, and case-related intelligence to determine potential investigative conflicts and overlaps.
- Conducts deconfliction analysis by comparing current requests against existing investigative records to identify overlapping operations, surveillance activities, search warrants, and related investigations.
- Independently contacts investigators and agency representatives to resolve conflicts, verify information, and facilitate investigative coordination.
- Assesses potential risks to officer safety and investigative integrity when determining whether investigative activities should be coordinated among involved agencies.
- Coordinates information sharing among multiple agencies to prevent duplication of effort, operational conflicts, and inadvertent compromise of ongoing investigations.

Duty 3 **Percentage: 5**

Provide investigative support, deconfliction guidance, and intelligence-sharing assistance to MSP personnel and partner law enforcement agencies.

- Provides guidance to investigators regarding HIDTA deconfliction procedures, investigative support resources, and intelligence-sharing opportunities.
- Assists agencies in identifying investigative connections between persons, locations, and criminal activities through database research and information analysis.
- Facilitates communication between investigative units when deconfliction analysis identifies related cases or operational conflicts.
- Provides training and technical assistance to MSP personnel and partner agencies regarding HIDTA resources and deconfliction procedures.

Duty 4 **Percentage: 5**

Maintain records, operational data, and reporting requirements related to investigative requests, deconfliction activities, intelligence support services, and program operations.

- Maintains documentation of deconfliction requests, investigative contacts, conflict resolutions, and intelligence-sharing activities.
- Reviews and summarizes operational information for command staff regarding emerging investigative trends, intelligence concerns, and homeland security-related activity.
- Tracks workload metrics and prepares reports used to evaluate investigative support services and operational effectiveness.

Duty 5 **Percentage: 5**

Perform administrative, training, reporting, and process improvement activities in support of HIDTA and MSP operational objectives as assigned.

- May perform related essential functions appropriate to the classification and other non-essential functions as required.
- Participates in process improvement and testing initiatives to improve operational effectiveness.
- Develops, updates, and maintains operational procedures, guidelines, and reference materials.
- Cross-trains with staff and provides assistance to support work unit operations.
- Attends and participates in meetings, training activities, and work groups as assigned.
- Provides customer service and administrative support related to HIDTA operations and investigative support functions.
- Other duties as may be assigned.

Types of decisions made independently and whom or what those decisions affect: Determines the urgency and priority of investigative requests and deconfliction matters, including the appropriate actions necessary to resolve investigative conflicts and support officer safety.

Evaluates investigative information and determines appropriate coordination, notification, and information-sharing actions among participating law enforcement agencies.

Makes decisions regarding the dissemination and routing of criminal intelligence information to appropriate stakeholders based on investigative needs and established intelligence-sharing protocols.

Determines appropriate follow-up actions when investigative conflicts, operational overlaps, or officer-safety concerns are identified through deconfliction activities.

Decisions may affect officer safety, investigative integrity, interagency coordination, and the successful outcome of ongoing criminal investigations.

Determines the urgency and priority of investigative requests, the appropriate course of action for resolving investigative conflicts, and the dissemination of intelligence information to support investigative and officer-safety needs.

Types of decisions that require the supervisor's review: Jurisdictional issues.
Issues of significant concern involving officer safety; matters involving policy interpretation, legal concerns, or sensitive interagency disputes and unusual situations that may significantly impact MSP operations or criminal investigations.

Physical effort used to perform this job and environmental conditions of this position: This position may require the employee to drive an automobile and operate common office and audio-visual equipment.

Employee will be standing, sitting, kneeling, stooping, lifting, walking, carrying, and bending.

Names and classes and levels of employees whom this position immediately supervises:

Essential functions of this position: The HIDTA Technician serves as the recognized MSP resource and point-of-contact for HIDTA intelligence-sharing and deconfliction activities. Responsibilities include coordinating the exchange of criminal intelligence, processing and analyzing investigative requests, conducting deconfliction activities, facilitating interagency communication and investigative coordination, providing guidance and training to users, maintaining program records and reports, and supporting criminal and homeland security investigations through intelligence collection, analysis, and dissemination.

Function of the work area: The function of MSP Operations is to serve as the department's primary intelligence intake, coordination, and dissemination center, supporting criminal investigations, homeland security initiatives, and tactical and strategic intelligence activities. The work area facilitates the collection, analysis, exchange, and distribution of criminal intelligence and investigative information among federal, state, and local law enforcement agencies.
This position supports that function by serving as the MSP-HIDTA recognized resource and primary point of contact for intelligence-sharing, investigative coordination, and deconfliction activities. The position independently evaluates and processes investigative requests, analyzes information involving persons, locations, and criminal investigations, identifies and resolves investigative conflicts, and coordinates the exchange of criminal intelligence among federal, state, and local law enforcement agencies. The position exercises independent judgment in facilitating information sharing, addressing issues affecting officer safety and investigative integrity, maintaining the HIDTA Case Explorer system, and providing technical guidance and training to users. Through these activities, the position supports criminal intelligence, investigative coordination, and interagency collaboration.

Education, experience, and credentials typically needed to perform the position's essential functions [Equivalent combinations of education and experience can also be evaluated on an individual basis for applications providing sufficiently detailed descriptions of the other experience.]:

EDUCATION:
Education typically acquired through completion of high school.

EXPERIENCE:

Departmental Technician 10
Two years of experience as a supervisor of administrative support activities equivalent to the 9-level in state service.

OR

Two years of experience performing administrative support activities equivalent to the 9-level in state service.

OR

Three years of experience as a technician or paraprofessional, including one year of experience equivalent to the experienced level in state service.

Alternate Education and Experience

Departmental Technician 10
Possession of a Bachelor’s degree and one year of professional experience may be substituted for the experience requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:
- Computer skills in the areas of Microsoft Word, Excel, and Access are required.
- Strong organizational and time management skills.
- Keen attention to detail.
- Strong written and verbal communication skills.

CERTIFICATES, LICENSES, REGISTRATIONS:
A valid driver's license is required.

May need to obtain a Secret-level Federal Security Clearance. Must be able to successfully complete training in 28 CFR Part 23.