

Position Code

1.

State of Michigan
Civil Service Commission
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909
POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete this form as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency
	State Police
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
	Field Services Bureau
4. Civil Service Position Code Description	10. Division
State Police Cadet	Seventh District
5. Working Title (What the agency calls the position)	11. Section
State Police Cadet	
6. Name and Position Code Description of Direct Supervisor	12. Unit
UTT, ANTHONY; State Police First Lieutenant	Alpena Post
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
BUSH, MICHAEL; State Administrative Manager	3283 W Washington Ave, Alpena, MI 49707

14. General Summary of Function/Purpose of Position

Employees in this classification will be assigned to various posts, district headquarters, divisions, or bureaus within the Michigan State Police (MSP). The primary objective of this position is to engage in activities programs, and duties to prepare the employee for entry into a recruit school for the roles of MSP Trooper, Motor Carrier Officer, or State Properties Security Officer; and provide administrative support at their assigned worksites, assisting with training administration and support for both recruit and department-wide training initiatives. Additionally, cadets will be expected to job shadow and provide support across various MSP divisions across the department. This position must function in a bias free manner.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1

% of Time 65

Engage in activities designed to prepare for successful entry into a Michigan State Police (MSP) Recruit School, as well as performing various operational and administrative tasks in support of daily worksite and departmental functions.

Individual tasks related to the duty.

- Sustain a level of fitness throughout the cadet program performing strenuous tasks requiring muscular strength and coordination and cardiovascular endurance, as demonstrated through continuous participation in the applicant preparation sessions.
- Attend legal and law enforcement related trainings to prepare for recruit training and develop foundational knowledge of police procedures and regulations.
- Engage in ride-alongs with sworn personnel and assist with daily operational functions at the assigned post or department location
- Perform administrative and operational support duties, including answering telephones, fingerprinting, operating the Law Enforcement Information Network (LEIN), and EAICS systems, processing sex offender verification and registration, and utilizing various databases.
- Assist with investigations under the supervision of sworn personnel by taking photographs, gathering pertinent information, and accurately recording observations.
- Organize, file, and maintain post records, documents, and equipment in accordance with departmental protocols.
- Complete required documentation and enter data in support of post operations and personnel activities.
- Support the implementations of recruit training, departmental training programs, and worksite administrative functions.
- Attend and successfully complete a mandatory week-long, residential cadet academy at the MSP Training Academy
- Participate in job-shadowing, and immersive experiences within various Michigan State Police (MSP) bureaus, divisions, and worksites to gain broader insight into departmental operations.
- Acquire general knowledge of post operations, including familiarity with court locations, prosecutor's offices, detention facilities, hospitals, and local address/roadway system.
- Process entries and payment submissions using official receipt documentation.
- Transport departmental vehicles and/or equipment to and from maintenance and repair facilities as needed.
- Provide assistance with Freedom of Information Act (FOIA) request processing and documentation.

Duty 2

General Summary of Duty 2

% of Time 30

Performed individual tasks assigned by the worksite supervisor in accordance with job duties and project requirements.

Individual tasks related to the duty.

- Assist with worksite and departmental recruiting initiatives and engagements.
- Assist as supporting actor/role player at MSP Training academy for recruit training.
- Assist with other department training initiatives as an actor/role player or support personnel.
- Participate in the annual Department First-Aid training
- Participate in post community engagement efforts and support post community service trooper (if applicable) with events and presentations.
- Assist with Explorer and Internship programs

Duty 3

General Summary of Duty 3

% of Time 5

Other duties as assigned.

Individual tasks related to the duty.

- Other duties and assignments as necessary assigned by worksite command

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Most of the work assignments are performed under close and direct supervision of an enlisted member.

17. Describe the types of decisions that require the supervisor's review.

Anything related to policy or criminal activity.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

May lift heavy boxes or other items, change vehicle tires, handle evidence, otherwise many duties are routine post activities.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

___ Complete and sign service ratings.

___ Assign work.

___ Provide formal written counseling.

___ Approve work.

___ Approve leave requests.

___ Review work.

___ Approve time and attendance.

___ Provide guidance on work methods.

___ Orally reprimand.

___ Train employees in the work.

22. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

The primary objective of this position is to engage in activities programs, and duties to prepare the employee for entry into a recruit school for the roles of MSP Trooper, Motor Carrier Officer, or State Properties Security Officer; and provide administrative support at their assigned worksites, assisting with training administration and support for both recruit and department-wide training initiatives. Additionally, cadets will be expected to job shadow and provide support across various MSP divisions across the department. This position must function in a bias free manner.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

Updating position description to more appropriately align with the duties and tasks of this classification. The updates also reflect recent modifications to the job specification.

25. What is the function of the work area and how does this position fit into that function?

The work site functions as a law enforcement unit, serving a designated region. The purpose is to actively recruit and prepare potential applicants for recruit school with the Michigan State Police. The cadet position supports department personnel in carrying out this mission. This position has a purpose to give employees exposure to the law enforcement field.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?

EDUCATION:

Possession of a high school diploma or GED Certificate.

EXPERIENCE:

No specific type or amount is required

KNOWLEDGE, SKILLS, AND ABILITIES:

Basic knowledge of law enforcement terminology and relevant subject matter. Proficiency in operating equipment used at the assigned post. Ability to effectively gather and analyze information. Ability to safely operate a motor vehicle. Strong teamwork skills and the ability to function as an effective team member. Effective verbal and written communication skills. Ability to read, comprehend, and apply laws and procedures. Alertness and keen observation skills, with the ability to detect details and environmental changes. Capability to perform the essential functions of a State Police Trooper as defined by the Department of State Police, Civil Service Commission, and the Michigan Commission on Law Enforcement Standards (M.C.O.L.E.S.).

CERTIFICATES, LICENSES, REGISTRATIONS:

As detailed on job specification.

NOTE: *Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.*

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

None

I certify that the entries on these pages are accurate and complete.

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee's Signature

Date

NOTE: Make a copy of this form for your records.