

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

Position Code 1. DEPSPL2U45N
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POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information 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) Office of the Director
4. Civil Service Position Code Description Departmental Specialist-2	10. Division Transparency and Accountability Division
5. Working Title (What the agency calls the position) Lead Policy Writer	11. Section Planning, Research, and Accreditation Section
6. Name and Position Code Description of Direct Supervisor LUKCO, ALLISON P; STATE POLICE SPECIALIST LIEUTENANT 14	12. Unit Accreditation and Directives Unit
7. Name and Position Code Description of Second Level Supervisor DECKLER, CHELSEA A; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 7150 Harris Drive, Dimondale, MI 48821 / Monday - Friday 8 a.m. until 5 p.m.
14. General Summary of Function/Purpose of Position	
<p>The Planning, Research, and Accreditation Section is responsible for managing the department's Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) accreditation process, developing policies and procedures, and conducting research and special studies that support the mission and goals of the department. This position functions as the department's lead policy writer, responsible for producing and maintaining effective, high-quality written directives with a specialized focus on the department's Official Orders, which document all permanent department policies. This position is responsible for collaborating with department leadership, internal and external subject matter experts, and other stakeholders to ensure the department's Official Orders are aligned with current law and industry best practices with an ongoing focus on identifying efficiencies to ensure organizational effectiveness and compliance with law enforcement accreditation standards. The position will also conduct special studies, research projects, and program evaluations to determine department needs and to assist in department planning. The decisions and outcomes associated with this position play a critical role in the agency, particularly in supporting the department's accreditation compliance. This position functions in a bias free manner.</p>	

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:

Percentage: 60

Serves as the department's lead policy writer producing and maintaining effective, high-quality written directives with a specialized focus on the department's Official Orders, which document all permanent department policies.

Individual tasks related to the duty:

- Develop, review, and revise Official Orders to ensure alignment with current law and industry best practices with an ongoing focus on identifying efficiencies to ensure organizational effectiveness and compliance with law enforcement accreditation standards.
- Analyze Official Order revisions for completeness, accuracy, format, and consistency with other written directives.
- Facilitate collaboration with department leadership, internal and external subject matter experts, and other stakeholders to ensure appropriate input, approvals, and feedback is received during the written directive development or revision process.
- Collaborate with department leadership in developing new strategies and written directives to address and resolve a variety of issues of law enforcement issues.
- Interpret laws, policies, and procedures to develop comprehensive, concise, and clear written directives.
- Develop written products, including policy briefs, research memos, and presentations that concisely and clearly describe complex analysis and policy recommendations.
- Conduct thorough annual reviews of Official Orders to ensure continued relevance and accuracy.
- Assess the scope of impact on Office Orders resulting from the implementation of new or revised legislation. Identify and determine any connection between existing and proposed written directives.
- Respond to inquiries from department members, other law enforcement agencies, other state agencies, or members of the public regarding department written directives. The subject matter of inquiries vary widely but commonly involves concerns about laws and department policy and may require either research of statutes, policies, and AG opinions, or institutional knowledge.
- Research industry best practices and make recommendations for inclusion in department written directives.
- Maintain accurate records and comprehensive supporting documentation.
- Use the department's document management system to effectively manage the department's library of written directives, including corresponding training courses and comprehension tests.

Duty 2

General Summary:

Percentage: 20

Serves as the lead on the department's planning team.

Individual tasks related to the duty:

- Conduct special studies, research projects, and program evaluations to determine department needs and to assist in intermediate and long-term planning.
- Evaluate the effectiveness of departmental programs, projects, processes, and initiatives.
- Assist in identifying departmental efficiencies and best practices to ensure organizational effectiveness.
- Keep informed of current research, studies, and emerging issues in policing.
- Report findings to department leaders and others both orally and in writing using presentation tools.
- Monitor technological advances in the field of law enforcement, and act as a department liaison to vendors marketing items applicable to law enforcement operations.
- Work with other department work units to determine the suitability of new products through testing and evaluation.
- Research, develop, and recommend implementation strategies for new initiatives such as crime reduction strategies.
- Create written reports and articles for submission to law enforcement publications, academic journals, and the media.

Duty 3

General Summary:

Percentage: 10

Serve as a member of the department's accreditation team.

Individual tasks related to the duty:

- Interpret existing department written directives as they relate to law enforcement accreditation standards.
- Evaluate policies and procedures for adherence to law enforcement accreditation standards.
- Formulate procedures, policies, and guidelines for assigned departmental programs.
- Represent the department at various meetings and conferences for accreditation and participate in accreditation-related training.

Duty 4

General Summary:

Percentage: 10

Draft and publish required periodic reports, serve as a policy liaison, and other duties as assigned.

Individual tasks related to the duty:

- Serve as a liaison between the Michigan Department of State Police and the research and development units of other law enforcement agencies.
- Serve as a liaison between the Michigan Department of State Police and criminal justice research organizations such as the International Association of Chiefs of Police, the Police Executive Research Forum, and the National Institute of Justice.
- Respond to correspondence from all levels of government and private parties for the Director's, Governor's, or Chief of Staff's signature. The subject matter of the correspondence varies widely but commonly involves concerns about laws or department policy.
- Maintain records, prepare reports, and compose correspondence related to work assignments.
- Continuously improving work processes, products, and services.
- Stay abreast of current emerging practices, methodologies, and technology to enhance processes.
- Attend designated meetings, training sessions, workshops and conferences related to position responsibilities.
- Respond to other issues and tasks as they arise.

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

Using independent judgement, analysis, and familiarity with department policies, procedures, and operations, this position determines the scope or research, analysis and consultation required to conduct projects; consults with, advises, and coordinates with department members to write departmental policies, procedures, and plans.

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

Those occasions where sensitive department, interagency, or political issues are present and there is no previous precedent. Policies, procedures, data reports and other materials that will be released department-wide or externally. Significant data issues or inconsistencies that may impact department programs or initiatives. Requests for new projects and projects requiring additional funding or resources.

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

This position works in an office environment, primarily sitting or standing at a desk and using a computer.

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.

Additional Subordinates

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

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> 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?

This position serves as the department's lead policy writer and is responsible for producing and maintaining effective, high-quality written directives with a specialized focus on the department's Official Orders, which document all permanent department policies. This position is responsible for collaborating with department leadership, internal and external subject matter experts, and other stakeholders to ensure the department's Official Orders are aligned with current law and industry best practices with an ongoing focus on identifying efficiencies to ensure organizational effectiveness and compliance with law enforcement accreditation standards. The position will also conduct special studies, research projects, and program evaluations to determine department needs and to assist in department planning.

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

New position.

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

The PRA Section has dual responsibility for the department's CALEA accreditation efforts and concomitant executive support functions. This includes managing the department's written directive system comprised of Official Orders, Procedure Manuals, temporary department policies, and work unit policies and procedures maintained within the department's document management system, PowerDMS. Executive support further includes strategic planning, data reporting and analysis, survey administration and analysis, conducting special research studies and projects, and managing the department's library of Official Forms. This position supports staff and executive functions by developing and publishing written directives; assisting with developing long-range plans; and preparing periodic reports.

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

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Departmental Specialist 13 - 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

KNOWLEDGE, SKILLS, AND ABILITIES:

The employee must possess exceptional written and verbal communication skills, as well as a demonstrated ability to plan, coordinate, and direct a variety of projects and activities simultaneously. The employee must also possess sound research skills, an ability to use a variety of software applications, familiarity with the Internet, and effective interpersonal skills.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of 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

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

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

n/a

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

ASHLEY ALVARADO

9/15/2025

Appointing Authority

Date

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

Date