

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

<b>Position Code</b> 1. STPOLFTLA41N
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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.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> STATE POLICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Field Services Bureau
<b>4. Civil Service Position Code Description</b> STATE POLICE FIRST LIEUTENANT	<b>10. Division</b> Special Operations Division
<b>5. Working Title (What the agency calls the position)</b> Commander, Executive Protection Detail	<b>11. Section</b> Executive Protection Detail
<b>6. Name and Position Code Description of Direct Supervisor</b> VACANT; Senior Policy Executive	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> SOSINSKI, DAVID M; Senior Deputy Director	<b>13. Work Location (City and Address)/Hours of Work</b> 111. S Capitol Ave., Lansing / Varies
<b>14. General Summary of Function/Purpose of Position</b> Provide for and supervise the safety, security and privacy of the Governor, his/her family and, at times, the Lieutenant Governor and other VIP's. Provide for their safe transportation. This position is the administrator and supervisor of this section which would include developing and updating policies as well as the necessary budget requirements. Incumbent shall evaluate operations, making judgments as to their efficiency and effectiveness, while identifying "best practices" and ensuring that strategic plans, performance management plans, and the department's vision are in alignment. Incumbent shall provide training, mentoring, and act as a resource to the field in the area of strategic planning and organizational development.	

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: 35**

This position is responsible for the safety, security, and privacy of the Governor at all times.

**Individual tasks related to the duty:**

- This includes security measures taken while he/she is in his/her office, while he/she is traveling around the state and out of state.
- Security for the state-owned Governor's residences in Lansing and on Mackinac Island.
- Security is provided for the Governor's family.
- Security is provided for the Lieutenant Governor upon request.
- Security is provided for visiting Governors and other dignitaries.

**Duty 2**

**General Summary:** **Percentage: 20**

Transportation of the Governor and First family.

**Individual tasks related to the duty:**

- Provides transportation for the Governor.
- Includes driving the Governor's state-owned vehicle and making other travel arrangements, such as the use of state-owned aircraft and commercial air travel.
- Transportation is also provided for the Governor's spouse and children, when needed.
- Transportation may be provided for the Lieutenant Governor.
- Transportation may also be provided for visiting Governors and other dignitaries.

**Duty 3**

**General Summary:** **Percentage: 35**

Supervision.

**Individual tasks related to the duty:**

- Provides supervision of the entire Executive Protection Detail and Residence Security Officers.
- Provides scheduling of the Executive Protection Detail members and Residence Security Officers.
- Provides general supervision of and administers the entire Executive Protection Detail operation.

**Duty 4**

**General Summary:** **Percentage: 5**

Vehicle and Equipment Maintenance.

**Individual tasks related to the duty:**

- Provides general care and maintenance of the vehicles assigned to this section.
- Provide for the care and maintenance of section equipment, radios, AED's, GPS system etc.
- Provides general care and maintenance of the electronic and other security equipment at the Governor's residences.

**Duty 5**

**General Summary:** **Percentage: 5**

Investigative duties for the Governor's security.

**Individual tasks related to the duty:**

- Coordinate and/or conduct investigations connected with the security of the Governor and First Family.
- Coordinate with MIOC.

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

- Scheduling for Executive Protection Detail members, Governor, First Family, staff, other dignitaries.
- Manpower allocations for all assignments associated with the section responsibilities.
- Travel arrangements for Executive Protection Detail members, Governor & First Family, other dignitaries.
- Equipment purchases and use.
- Investigations.

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

- High dollar equipment purchases.
- Personnel increases or decreases.
- Investigations of extremely sensitive nature and incidents with potential for extensive public/media exposure.

**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.**

The physical effort can range from sitting or standing, for long periods, to extreme exertion should a threat materialize. It can include walking, biking, skiing, running up to five miles as well as making your way through large enthusiastic crowds. This can occur indoors or outdoors, during the day or at night. When and how long these conditions occur is strictly up to the protectee's schedule.

**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.**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
	STATE POLICE SERGEANT		
	STATE POLICE DETECTIVE TPR SPL		
	STATE POLICE TROOPER-E E11		

**Additional Subordinates**

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

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

Provide for and supervise the safety, security and privacy of the Governor, his/her family and, at times, the Lieutenant Governor and other VIP's. Provide for their safe transportation. This position is the administrator and supervisor of this section which would include developing and updating policies as well as the necessary budget requirements.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.  
The update includes the re-ordering of duties from most important to least important and updates to the section name.

25. What is the function of the work area and how does this position fit into that function?  
The function of the work area is to provide security for the Governor and First Family. This position is the commander of the work area.

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 and successful completion of the Michigan State Police Training Academy Recruit School.

**EXPERIENCE:**  
Three years of experience as a State Police Sergeant 12 or one year as a State Police Lieutenant 14.

**KNOWLEDGE, SKILLS, AND ABILITIES:**  
The person in this position must possess strong interpersonal and advanced communication skills and be able to exercise considerable independent judgment. Ability to manage long work hours with varied schedules, frequent travel, and multiple priorities under high stress conditions and situations. Must have the ability to interact positively and discreetly with a wide variety of groups of individuals within the MSP, as well as with external agencies, legislators, foreign governments, etc.

**CERTIFICATES, LICENSES, REGISTRATIONS:**  
None

*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.*

\_\_\_\_\_  
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