

Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

Position Code: HUMRDEVAD68N

Civil Service Class and Level: HUMAN RESOURCES DEVELOPER-A

Working Title (What the agency calls the position): Agency Field Representative (West Michigan Region)

Name and Position Code Description of Direct Supervisor: ROSA, DANIEL J; DEPARTMENTAL MANAGER-3

Department/Agency: STATE POLICE

Bureau (Institution, Board, or Commission): Professional Development Bureau

Division: Michigan Commission on Law Enforcement Standards

Section: Standards Compliance Section

Unit: Regional Field Representation Unit

Work Location (City and Address)/Hours of Work: 927 Centennial Way, Lansing, MI 48917 / Monday-Friday 8 a.m. to 5 p.m.

General Summary of Function/Purpose of Position: This position is a recognized resource and the regional agency field representative for the West Michigan Region, established by Public Act 1 of 2023 (2023 PA 1), which provides for a continuing education training requirement for licensed law enforcement officers in Michigan. The primary responsibility of this position is the regional inspection, audit, and oversight of the law enforcement community, including law enforcement agencies, in-service training providers, and in-service training delivery sites, to confirm compliance with the act. This responsibility includes conducting inspections and audits of in-service training records, training topics, safety equipment, safety protocols, instructor qualifications, instructor performance reviews, testing and assessment protocols, evaluation of feedback regarding training effectiveness, and other matters related to the Commission's promulgated in-service training mandates as required by the act.

This position is also responsible for the Commission's ongoing regional inspection and auditing requirements of law enforcement agencies for 1) compliance with licensing standards per Public Act 203 of 1965, 2) financial accounting and expenditure reporting requirements of restricted funds (e.g., LED, TTL, MJTF grants, etc.) per 1965 PA 203 and 1982 PA 302, 3) background investigation, hiring and employment documentation per R 28.14502 et al, 4) Domestic Violence policy requirements per MCL 776.22, 5) Active Violence Response training records per 2018 PA 552, 6) Audiovisual recording equipment for custodial interrogations per 2012 PA 479, and 7) Private Security Police training records per 1968 PA 330. This position acts as a liaison and field resource to the law enforcement community to assist compliance with all relevant statutes, administrative rules, policies, and procedures. The Office of the Auditor General audits some of these inspections and creates biannual reports to explain and defend the inspection findings and corrective actions taken. This position must function in a bias free manner.

Assigned duties and tasks for each duty.

Duty 1: Conduct inspections and audits of the Michigan law enforcement community, including all law enforcement agencies, in-service training providers, and in-service training delivery sites, to ensure proper documentation and compliance with continuing education training requirements as prescribed by the Commission per Public Act 1 of 2023 (PA1).

- Inspects and audits agency in-service training records, training topics, safety equipment, safety protocols, instructor qualifications, instructor performance reviews, testing and assessment protocols, evaluation of feedback regarding training effectiveness, and other matters related to the Commission's in-service training mandates as required by 2023 PA 1.
- Inspects and audits in-service training providers and training sites delivering state mandated in-service training, to include training topics, safety equipment, safety protocols, instructor qualifications, instructor performance reviews, testing and assessment protocols, evaluation of feedback regarding training effectiveness, and other matters related to the Commission's in-service training mandates as required by 2023 PA 1.
- Analyzes and approves in-service training, in-service instructors, delivery sites, and safety equipment for compliance with 1965 PA 203 and 2023 PA 1 and all related Administrative Rules.
- Provides oversight and guidance to the law enforcement community regarding mandatory and advisory in-service training standards required per 2023 PA 1.
- In consultation with the Commission's Career Development staff, analyzes and approves the training delivery methods proposed to determine compliance with the Commission's mandated in-service training specifications, Commission Policy and Procedure requirements, and state and national law enforcement training delivery best practices.
- Takes corrective action when in-service training requirements are not properly implemented, up to and including the cancelling of a training session or recommending the Commission suspend or terminate the site as a training provider.
- In consultation with Commission's Career Development staff, identifies areas of weakness in in-service training programs and provides written and technical guidance to the training provider and instructional cadre to correct issues and meet statutory mandates.
- Provides technical assistance to the in-service training provider and staff on any training, administrative and/or operational problems.
- Makes recommendations based on the observation of the practical application of training mandates to the executive section for new and/or revised policies, procedures, and rules.
- Makes recommendations based on the observation of the practical application of training mandates to the Commission's Career Development section for new and/or revised training standards, training topics, safety equipment, instructor qualifications, testing assessment protocols, student evaluations, policies, procedures, and rules.
- Conducts announced and unannounced on-site inspections of training operations at agencies and approved in-service training delivery sites and documents findings that has the potential for training site approval, suspension, or termination.
- Enters all inspections into the Commission's MCOLES Information and Tracking Network (MITN), IA Pro, or other systems prescribed by the Commission to document issues and establish a baseline for further monitoring.
- Writes a detailed report at the end of each agency and in-service provider session inspection which could result in termination or suspension of the training provider, training site, or individual instructor.
- Conducts follow-up meetings with the agency personnel, in-service training staff, college personnel, and/or training providers to review and address all findings from the audit.
- Presents information on Commission standards, in-service training, and licensing requirements at meetings of law enforcement administrators and training consortium advisory boards.

Duty 2: Conduct inspections and audits of the law enforcement community to ensure proper documentation and compliance with 1965 PA 203, 1968 PA 330, 1982 PA 302, 2012 PA 479, 2018 PA 552, MCL 776.22, and associated administrative rules. This involves conducting inspections and audits of licensing standards; private security police agencies; financial accounting and expenditure reporting requirements of state restricted funds; domestic violence policy requirements; active violence response training requirements; and audiovisual recording equipment specifications.

- Conducts standards compliance inspections at randomly selected and targeted law enforcement agencies that have screened, trained, employed, and licensed a law enforcement officer candidate in the past five years per 1965 PA 203.
- Conducts standards compliance inspections at randomly selected and targeted law enforcement agencies that have removed the law enforcement authority from or terminated a licensed law enforcement officer or law enforcement officer candidate in the past five years per 1965 PA203 and associated administrative rules.
- Conducts standards compliance inspections at targeted law enforcement agencies that have had previous or are having on-going standards compliance issues per 1965 PA 203.
- Complete written reports of all inspection findings, corrective actions completed, and corrective actions needing to be completed for compliance.
- Creates MCOLES Information and Tracking Network (MITN) inspection reports to document issues and establish a baseline for further monitoring.
- Reviews inspection findings with the Licensing and Administrative Services Section manager and the Standards Compliance Section manager for further follow-up.
- Reviews findings with the agency inspected to establish a correction plan or to verify all needed corrective action was taken.
- Provides agency administrators with needed information and training regarding identified deficiencies.
- Conducts fiscal record inspections on randomly selected and targeted law enforcement agencies receiving Law Enforcement Distribution (LED) funds per 1982 PA 302.
- Analyzes fiscal records to determine compliance with the use of state restricted Michigan Justice Training Funds per 1982 PA 302.
- Analyzes fiscal records on randomly selected law enforcement agencies receiving Training to Locals (TTL) funds for the basic training of their employed recruits per MCL 257.629e(2).
- Writes reports of all inspection findings, corrective actions taken and corrective actions needing to be completed for compliance which will be reviewed by the Michigan Office of the Auditor General during mandatory bi-annual audits.
- Creates MCOLES Information and Tracking Network (MITN) inspection reports to document issues and establish a baseline for further monitoring.
- Conducts inspections and audits of the law enforcement community for compliance with 1965 PA 203 and all related Administrative Rules,
- Reviews inspection findings with the Licensing and Administrative Services Section manager, Standards Compliance Section manager, and Career Development Section manager for further follow-up.
- Reviews inspection findings with pertinent members of the law enforcement community to establish a correction plan or to verify needed corrective action has been taken.
- Provides agency administrators with needed information and training regarding identified deficiencies.
- Inspect Private Security Police agencies for compliance with 1968 PA 330.
- File necessary annual and quarterly reports as required.

Duty 3: Other duties as assigned for the functioning of the Commission.

- Work on special projects and committees as assigned.
- Assist academy field representatives as needed.
- Assist with investigations as needed.
- Attend state and law enforcement functions.

Types of decisions made independently and whom or what those decisions affect: Daily decisions are made based on statutes, administrative rules, and policies and procedures governing the in-service training requirements and the operation of in-service training delivery sites. These decisions include exceptions and variations, which are allowed within the parameters of the law. Training delivery and appropriateness is evaluated based on law enforcement and training experience and changes and corrections are made that will impact all law enforcement agencies and officers.

Fiscal review findings and corrective actions are also decisions made independently based on statutes, administrative rules and guidelines governing the use of training funds and grants.

Types of decisions that require the supervisor's review: Decisions that would be an exception that could set a precedent or could result in an investigation and/or sanctions would be reviewed with the Standards Compliance Section Manager, and/or Executive Section. In addition, decisions impacting legislation or organizational finances may be reviewed.

Physical effort used to perform this job and environmental conditions of this position: Physical efforts to perform duties are normal for field positions, but there is an environmental condition with lead exposure when operating on a firearms range for inspections and qualifications. There are also hazards associated with emergency vehicle operations inspections when vehicles are in motion. Additionally, there is highway travel from site to site in all weather conditions to cover assigned areas of the state and to conduct follow-up investigations that does pose some risk

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

The essential functions of this position: The primary responsibility of this position is the supervision of Commission approved law enforcement agencies and in-service training delivery sites to ensure the proper operating procedures and delivery of in-service training in compliance with 2023 PA 1, and the inspection and auditing of law enforcement agencies for standards compliance with 1965 PA 203, 1982 PA 302, all promulgated Administrative Rules governing the selection, training, employment and retention of licensed law enforcement officers in Michigan, and the use and reporting of expenditures of state restricted funding distributed to agencies for these purposes.

The function of the position's work area and how it fits into that function: The main function of the Standards Compliance Section is to ensure the law enforcement community, including law enforcement agencies, academies, and training providers, comply with the MCOLES Act, including all other relevant statutes, administrative rules, policies, and procedures. The function of this position is specifically the inspection, audit, and oversight of mandatory in-service training standards for law enforcement officers to ensure compliance with 2023 PA 1. The regional agency field representation position is critical to the proper functioning of the section, since it is the point of contact with the law enforcement and criminal justice community governed by the Commission.

Minimum education, experience, and credentials typically needed to perform the position's essential functions:

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Human Resources Developer 12

Three years of professional experience in planning, developing, conducting, or evaluating staff development, training, or other programs equivalent to a Human Resources Developer, including one year equivalent to a Human Resources Developer P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

This position requires self-motivation and the ability to make independent judgments and decisions. Problem analysis and problem resolution skills are critical along with the ability to effectively communicate both verbally and in writing. This individual must have good time management and organizational skills, be able to work under pressure, and be able to submit organized, well written and detailed reports that are time sensitive and critical to decisions made by others in the organization. This person must be able to demonstrate a current knowledge of fundamental law enforcement and criminal justice training and employment skills and issues. To succeed this individual must have clear, concise verbal presentation skills and excellent interpersonal skills, as well as inspection and auditing of law enforcement training knowledge, skills, and abilities. This position requires driving around the state to various law enforcement agencies, in-service training providers, and in-service training sites to conduct on-site inspections and audits of in-service training, employment records, financial expenditures, and inspection duties related to other official Commission oversight responsibilities.

CERTIFICATES, LICENSES, REGISTRATIONS:

A minimum of five (5) years of experience as a fully empowered law enforcement officer in Michigan or another state as documented by a state license or certification is preferred.