

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

Position Code
1. DPTLTCHHZ70R

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) Field Services Bureau
4. Civil Service Position Code Description Departmental Technician-E	10. Division Second District
5. Working Title (What the agency calls the position) LEIN/NCIC Field Technician	11. Section Metro South Post
6. Name and Position Code Description of Direct Supervisor Coy, Mandy; State Police Lieutenant	12. Unit
7. Name and Position Code Description of Second Level Supervisor COUTURIER, LANCE R; STATE POLICE FIRST LIEUTENANT	13. Work Location (City and Address)/Hours of Work 12111 Telegraph Rd., Taylor, MI 48180 / Monday – Friday, 8 AM – 5 PM

14. General Summary of Function/Purpose of Position

This position is responsible for assisting the department's enforcement members and post locations with the entering, maintaining, and updating of Criminal Justice Information (CJI) and other related data as it pertains to the Law Enforcement Information Network (LEIN), criminal history records, eApplications, National Instant Criminal Background Check System (NICS), and other systems supported by the Criminal Justice Information Center (CJIC) and the Federal Bureau of Investigation's Criminal Justice Information Services (CJIS) Division. This position will ensure timely and accurate entry of information, understand applicable laws, policies, Official Orders and procedures and develop and maintain procedures as needed. This position will also have a working knowledge of CJIC as well specific post operations.

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: 50

Enter necessary information into the LEIN, serve as a LEIN Terminal Agency Coordinator (TAC); primarily prepare in-custody and out-of-custody warrant requests.

Individual tasks related to the duty:

- Prepare out-of-custody warrant requests, including looking up original report in the electronic Automated Incident Capture System (eAICS), gathering all pertinent data, inputting into proper court forms to generate warrant request packet to submit to appropriate court. The use of available State systems will be required to find appropriate data, including phone numbers and addresses.
- Prepare in-custody warrant requests, including working with arresting officer to gather all data, inputting into proper court forms to generate warrant request packet to submit to appropriate court system.
- Impounded vehicles – add and remove from LEIN, update eAICS with new information.
- Abandoned vehicle – enter in LEIN, communicate with tow companies on status of vehicles, follow the SOS TR-52 process for abandoned vehicles, update and close eAICS incident reports.
- Assist with LEIN validation, ensuring criminal history is documented properly, stolen vehicles and weapons are correctly entered, and checking case status.
- Serve as primary liaison with LEIN Field Services staff.
- Ensure system integrity with regard to security, access and dissemination of LEIN/NCIC information.
- Coordinate training and operator proficiency testing to ensure compliance with NCIC standards.
- Maintain and update the LEIN and NCIC Operations and Code Manuals.
- Ensure compliance with monthly LEIN/NCIC record validation.
- Coordinate the LEIN/CJIS Security audit with LEIN Field Services and/or the Audit Unit.
- Establish communications channels with courts, prosecutors, and other criminal justice agencies.
- Attend all applicable LEIN/NCIC training, i.e., TAC schools, etc.

Duty 2

General Summary:

Percentage: 25

Update records and add supplemental reports within the eDaily and eAICS modules of the eApplications.

Individual tasks related to the duty:

- Prepare and complete reports regarding incoming toxicology results.
- Monitor shared email boxes for lab and toxicology reports.
- Make copies of lab and toxicology reports as necessary. Distribute reports to proper personnel and file the original with the master file.
- Make journal entries in eAICS for investigations.
- Update records within eAICS when notification of conviction set asides or expungements are received.
- Entering respective supplemental reports into the eAICS.
- Assist with semi-annual inactive case review, including creating case journal entries to update case status.
- Update reports when conviction set-aside information is received from CJIC or the courts.

Duty 3

General Summary:

Percentage: 15

Perform Under 21 enhanced background checks as required by the FBI NICS.

Individual tasks related to the duty:

- Monitoring shared email mailboxes for Under 21 Enhanced Background Checks
- Provide response within the federally required timeframe to FBI NICS.
- Utilize LEIN, eAICS, Lexis Nexis, and other records systems to check names for federal disqualifiers.
- Work with MSP cadets assigned to the post to ensure that checks are completed in a timely fashion and responses are sent to FBI NICS within the statutorily required timeframe.

Duty 4

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Perform entry or review of any additional data requirement that supports a CJIS/CJIC system.
- Attend CJIC and FBI trainings/webinars as necessary.
- Review pertinent FBI and department policy.
- Assist in the creation of department policy.
- Develop metrics and provide report outs to leadership within CJIC and the district.

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

This position reviews prepares in-custody and out-of-custody warrant requests and makes decisions regarding the validity of warrant and order cancelation requests. This position will make decisions to provide information to the FBI NICS for firearms disqualifications. These decisions affect the residents of the State of Michigan.

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

Supervisor reviews decisions that may impact another department or deviate from established unit/section policies/procedures. Consult with supervisor regarding resources that are outside of the unit/section or those that may require legal assistance and/or result in legal action.

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 is an office job consisting of sitting; standing; computer work; communicating with persons on the telephone, in person, and over e-mail; and attending meetings. Some travel may be required for meetings.

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"/> N	Complete and sign service ratings.	<input type="checkbox"/> N	Assign work.
<input type="checkbox"/> N	Provide formal written counseling.	<input type="checkbox"/> N	Approve work.
<input type="checkbox"/> N	Approve leave requests.	<input type="checkbox"/> N	Review work.

N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	N	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 is responsible for assisting the department's enforcement members and post locations with the entering, maintaining, and updating of Criminal Justice Information (CJI) and other related data as it pertains to the Law Enforcement Information Network (LEIN), criminal history records, eApplications, National Instant Criminal Background Check System (NICS), and other systems supported by the Criminal Justice Information Center (CJIC) and the Federal Bureau of Investigation's Criminal Justice Information Services (CJIS) Division e.g., LEIN warrant requests, U21 background checks, and eApplications supplemental reports.

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 Michigan State Police Posts are fast-paced multifaceted work areas responsible for ensuring the safety of residents and visitors of the State of Michigan. This position will support the Michigan State Police troopers with administrative functions warrant requests, updating toxicology reports, and completing U21 background checks. This position will allow troopers to have more time to serve the residents of our state as well as streamline and improve processes throughout the overall criminal justice system.

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

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Departmental Technician 7

One year of experience performing administrative support activities equivalent to the 7-level in state service.

Departmental Technician 8

One year of experience performing administrative support activities equivalent to the 8-level in state service.

OR

One year of experience as a technician or paraprofessional equivalent to the entry level in state service.

Departmental Technician E9

One year of experience as a supervisor of administrative support activities equivalent to the 9-level in state service.

OR

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

OR

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

Alternate Education and Experience

Departmental Technician 7

Completion of two years of college (60 semester or 90 term credits) may be substituted for the experience requirement.

Departmental Technician 8

Possession of a Bachelor's degree may be substituted for the experience requirement.

Departmental Technician E9

Possession of a Bachelor's degree and one year of job-related experience may be substituted for the experience requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Excellent organization skills and ability to prioritize work. Ability to initiate action, follow through with results, and determine appropriate solutions.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Must successfully pass the LEIN certification test within six months of hire and re-certification every two years.

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.

None

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

TAMERA BACHMAN

3/1/2024

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