Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy. The official position description for this position is available from the HR office for the agency.

Position Code: DPTLTCHEW92R

Civil Service Class and Level: DEPARTMENTAL TECHNICIAN-E

Working Title (What the agency calls the position): Departmental Technician-E

Name and Position Code Description of Direct Supervisor: SANCHEZ, RICHARD C; STATE POLICE DETECTIVE LT

Department/Agency: STATE POLICE

Work Area: Second District

Work Location/Hours of Work: 3050 W. Grand Blvd. Suite 1-700 Detroit, MI / Part time position: hours vary

General Summary of Function/Purpose of Position: The position manages the intake, processing, review, and outtake of digital media obtained as potential evidence by Special Investigation Section (SIS) detectives. The person in this position serves as the SIS point of contact for digital media collection, processing, and management, and provides training to other members. The position also assists with the day-to-day operation of the Second District Central Property Room. This person also reviews the work of others to ensure accuracy and compliance with department policy and relevant law; conduct research and makes policy recommendations; and serves as a liaison with internal and external stakeholders. This position functions in a bias free manner.

Assigned duties and tasks for each duty.

Duty 1 **Percentage: 55**

Assist in the review and processing of digital evidence because of criminal investigations conducted by SIS.

- Extract digital evidence from devices pertaining to SIS cases according to department policies and procedures.
- Analyze digital data as required and provide results to investigators in a timely manner.
- Package, store, and process evidence in support of SIS operations.
- Prepare written reports, including supplemental incident reports related to actions performed during processing.

Duty 2 **Percentage: 20**

Serve as the SIS point of contact in digital evidence collection and management.

- Assist with planning, developing, and conducting programs for staff development and training.
- Answer inquiries regarding the application of rules, regulations, and policies.
- Serve as a liaison between SIS personnel and prosecuting officials, laboratories, other law enforcement agencies, and the public relating to digital evidence.

Duty 3 **Percentage: 15**

Oversee the administrative aspects of SIS handling of digital evidence processes and assists with day to day operations of the Central Property Room as needed.

- Perform quality control reviews to ensure strict adherence to policy and procedure.
- Review written reports and other evidence-related documentation to ensure compliance with policy and local procedures.
- Assist command staff with determining work priorities.
- Assist with evidence collection from district worksites.
- Assist with tracking and accounting of evidence stored in the district property room.
- Assist with appropriate paperwork related to stored property.
- On occasion, transport evidence to and from district worksites using department vehicle.
- Stay apprised of department policies and procedures pertaining to property room operations.

Duty 4 **Percentage: 5**

Research and development of policy and procedure.

- Conduct special studies and surveys to improve efficiency of detectives.
- Conduct research in support of proposals for revisions in rules and procedures.
- Design procedure manuals and forms.
- Review and interpret changes in policy and its impact to operations; write and revise procedures to accommodate changes and to ensure consistency in form and format.
- Compile and monitor statistical and other programmatic data.
- Plan, develop, and conduct programs for staff development and training.

Duty 5 **Percentage: 5**

Provide general support to SIS operations and Second District operations.

- Assist with members of the section with FOI requests regarding digital evidence.
- Serve as a member of worksite inspection teams.
- Other tasks as assigned by the SIS commander or designee.

Types of decisions made independently and whom or what those decisions affect: Independently able to review and examine digital evidence for investigative purposes related to criminal activity and document the same. Notify/direct concerns to superior, arrange workload to meet deadlines, and accept an assignment not normally part of the job description that would impact the operations of the Special Investigation Section. Ability to know and understand policies and procedures pertaining to property room operations for proper handling of seized evidence.

Types of decisions that require the supervisor's review: Supervisor reviews decisions that may impact SIS investigations 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. Questionable processes/storage/containment for evidence transportation.

Physical effort used to perform this job and environmental conditions of this position: This position requires physical effort typical of office work, including sitting at a workstation, typing, kneeling, bending, for extended periods of time. The work requires lifting and carrying of computer hard drives, files, and boxes of up to 20 pounds. The person in this position may be required to respond with detectives to locations to assist with digital evidence extraction or seizure of items containing digital media from crime scenes of violent nature. This position requires operation of department vehicles.

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

Essential functions of this position: The essential duties of this position are to assist SIS with the intake, extraction, processing, and outtake of digital items related to SIS investigations. Conduct research, conduct qualitative reviews of work, ensure compliance with policy and procedure, and conduct training. The addition of day-to-day operational assistance for the central property room.

Function of the work area: The essential duties of this position are to assist SIS with the intake, extraction, processing, and outtake of digital items related to SIS investigations. Conduct research, conduct qualitative reviews of work, ensure compliance with policy and procedure, and conduct training. The addition of day-to-day operational assistance for the central property room.

Education, experience, and credentials typically needed to perform the position's essential functions [Equivalent combinations of education and experience can also be evaluated on an individual basis for applications providing sufficiently detailed descriptions of the other experience.]:

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:
This position requires the ability to use basic office-related software (e.g., Microsoft Word, Excel, Outlook); knowledge of MSP report writing systems, the Law Enforcement Information Network (LEIN), SNAP, and other MSP databases and programs including Cellbrite. Knowledge of department policies and procedures related to the handling of digital evidence and worksite inspections.

CERTIFICATES, LICENSES, REGISTRATIONS:
N/A