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| **State of Michigan Civil Service Commission** | **Position Code**  PRSCOFREA03R |
| Capitol Commons Center, P.O. Box 30002 Lansing, MI 48909 |
| **POSITION DESCRIPTION** |  |

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| 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 Operations Bureau |
| **4. Civil Service Position Code Description** | **10. Division** |
| State Prop Security Ofr-E | Special Operations Division |
| **5. Working Title (What the agency calls the position)** | **11. Section** |
| State Properties Security Officer 7/E8 | State Security Operations Section |
| **6. Name and Position Code Description of Direct Supervisors** | **12. Unit** |
| Ross, John, Supervisor 10 Henriquez, Edwin, Supervisor 10 | Capitol Security |
| **7. Name and Position Code Description of Second Level Supervisor** | **13. Work Location (City and Address)/Hours of Work** |
| Qureshi, Fahad, State Police First Lieutenant 15 | 615 West Allegan Ave, Lansing MI 48933 |
| **14. General Summary of Function/Purpose of Position**  Employees in this job provide armed security coverage for state properties primarily in Ingham and Eaton counties. Employees may also provide armed security at state owned/leased properties throughout the State of Michigan. The officers are uniformed civilian members of the Michigan State Police authorized to exercise arrest powers on state properties while on duty and in uniform. | |

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| **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** |
| Independently patrol an assigned geographical area to detect and prevent violations of criminal laws, specific traffic violations (which occur on these aforementioned areas) and ensure the security of persons and property. | | |
| **Individual tasks related to the duty:** |  |  |
| * As an armed security officer, protects the State Capitol building, other state owned/leased buildings, the Governor's residence, installations, and contiguous areas against criminal activity such as trespass, theft or vandalism. * Patrols state buildings and grounds on foot, in a vehicle, or on a bicycle; checks doors, windows, locks, lights, and heating and cooling equipment; locks and unlocks buildings. * Controls access to state buildings by verifying the identity of persons entering or exiting in accordance with applicable requirements. * Maintains radio contact with State Security Operations Section/MSP Operations and shift supervisor. * Gives directions and other information to visitors; provides other assistance to state employees and visitors such as jump-starting vehicles. | | |
| **Duty 2** |  |  |
| **General Summary:** | **Percentage:** | **20** |
| Enforce all state criminal laws, select motor vehicle code, and the Michigan administrative rules. | | |
| **Individual tasks related to the duty:** |  |  |
| * Arrests individuals who have committed misdemeanor or felony crimes on state property; takes the into physical custody, subdues or restrains them, if necessary, searches them, explains the reason for arrest and advises them of their constitutional rights; transports them to the post or jail or transfers them into the custody of a police officer. * Provides armed escort service to protect persons or property during movement between buildings. * Prepares activity reports and other periodic and special reports. | | |
| **Duty 3** |  |  |
| **General Summary:** | **Percentage:** | **10** |
| Conduct criminal and non-criminal investigations. |  |  |
| **Individual tasks related to the duty:** |  |  |
| Conducts preliminary investigations of crimes committed on state property or complaints received. Gathers information and prepares report on the crime or complaint.  Works on state properties during incidents which include protests, rallies, other demonstrations/events. Physically monitors these events and keeps supervisors/MSP Operations briefed on status.  Conducts video surveillance of state owned/leased properties.  Refers cases as necessary to the post detective for further investigation. Appears in court as necessary to testify and provide evidence. | | |
| **Duty 4** |  |  |
| **General Summary:** | **Percentage:** | **10** |

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| Other duties as assigned.  **Individual tasks related to the duty:**  Renders first aid to employees and visitors and in cases of injury or illness.  Provide physical security at locations which include Licensing and Regulatory Affairs (LARA), Marijuana Regulatory Agency (MRA), Michigan State Police (MSP) Headquarters (HQ), MSP Training Academy (TA).  Other duties as assigned. |
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| **16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**  Officers must make independent decisions when evaluating enforcement situations. Officers analyze and evaluate situations quickly and decisively. Formulate plans and initiate action to resolve situations. Decisions are based on training, state law, departmental procedures, post policy, district policy, and the state police official orders. Decisions affect elected official, government employees and the people of the State of Michigan. |
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| **17. Describe the types of decisions that require the supervisor's review.**  Scheduling changes, operational decisions that affect the unit and/or the department as a whole. Investigation and arrest that reach beyond our jurisdictional boundaries.  Shift supervisors decide when and if special services are to be activate. |
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| **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.**  Officers are regularly exposed to every kind of weather condition, often working in extreme in climate conditions. Officers periodically traverse irregular terrain, up and down stairwells, through parking ramps, gravel parking lots, etc. Officers occasionally lift heavy items such as adult humans and are exposed to health hazards such as airborne pathogens, hazardous chemicals, smoke, fumes, and a variety of other contaminants. All officers may be called upon to perform the full range of law enforcement duties, in dark or light conditions throughout a 24-hour day. |
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| **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** |
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| **20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):** |

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| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | N | Review work. |
| N | Approve time and attendance. | N | Provide guidance on work methods. |
| N | Orally reprimand. | N | Train employees in the work. |

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| **22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?** |
| Yes. |

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| **23. What are the essential functions of this position?** |
| The essential duties of this position are to provide security coverage for state properties primarily in Ingham and Eaton counties but could include state owned/leased properties throughout Michigan. |

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| **24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.** |
| N/A |

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| **25. What is the function of the work area and how does this position fit into that function?** |
| The work site provides security and law enforcement services on state-owned and leased properties primarily in Eaton and Ingham counties but could also include state owned/leased properties throughout Michigan. |

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| **26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.** |
| **EDUCATION:** |
| Educational level typically acquired through completion of high school. |
| **EXPERIENCE:** |
| State Properties Security Officer 7  No specific type or amount is required.  State Properties Security Officer E8  One year of experience equivalent to a State Properties Security Officer.  State Properties Security Officer 9  Two years of experience equivalent to a State Properties Security Officer, including one year equivalent to a State  Properties Security Officer E8. |
| **KNOWLEDGE, SKILLS, AND ABILITIES:** |
| Good computer skills, oral and written communication skills, ability to apply knowledge of investigative skills, law and departmental rules and regulations; and the ability to remain calm during stressful situations. |
| **CERTIFICATES, LICENSES, REGISTRATIONS:** |
| Positions in this class are test-designated and subject to pre-appointment, random-selection, and post-accident drug and alcohol testing.  Absence of a criminal record of felony convictions which would prohibit the applicant from receiving, possessing, and carrying a firearm.  Possession of a valid driver's license and the ability to obtain a valid Michigan driver's license.  Willingness to submit to a thorough background investigation designed to measure the applicant's suitability to work as a state properties security officer.  Must be at least 18 years of age. |
| ***NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*** |

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| ***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

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| **Indicate any exceptions or additions to the statements of employee or supervisors.** |
| N/A |

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| ***I certify that the entries on these pages are accurate and complete.*** | | |
| **Appointing Authority** |  | **Date** |

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| ***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** |