

**State of Michigan  
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

Position Code

1. STPDTPRS

## 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 Detective Trooper Specialist 11	<b>10. Division</b> Special Investigation Division
<b>5. Working Title (What the agency calls the position)</b> Detective Trooper Specialist	<b>11. Section</b> Marihuana and Tobacco Investigation Section
<b>6. Name and Position Code Description of Direct Supervisor</b> D/Lt. Frank Mraz State Police Detective Lieutenant 14	<b>12. Unit</b> Northwest Unit - Sixth District
<b>7. Name and Position Code Description of Second Level Supervisor</b> D/F/Lt. Christopher Hawkins, Section Commander State Police First Lieutenant 15	<b>13. Work Location (City and Address)/Hours of Work</b> 345 Northland Dr., NE, Rockford, MI / Various

**14. General Summary of Function/Purpose of Position**

This position serves as an investigator for violations of the Tobacco Products Tax Act (TPTA), the Medical Marihuana Facilities Licensing Act (MMFLA), and related laws. This position will investigate all acts of tax evasion as it relates to the TPTA, the procurement and use of counterfeit tobacco stamps, and smuggling of tobacco products into the State of Michigan. The position will conduct background investigations and pre-licensure inspections of individuals and facilities seeking to be licensed under the MMFLA; conduct administrative and regulatory inspections of licensed facilities; and conduct criminal investigations of licensed and unlicensed individuals and facilities that are suspected of violating the MMFLA or related laws. The position will also engage in enforcement of other criminal violations discovered during the course of these investigations.

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**

Engage in investigations of businesses and persons to ensure compliance with the TPTA and related laws.

**Individual tasks related to the duty:**

- Must develop and maintain a proficient working knowledge with the laws of the Michigan Tobacco Product Tax Act.
- Conduct administrative and regulatory inspections at retail businesses and wholesale companies.
- Identify and investigate criminal figures and retailers through the inspection process, which include examining tobacco products, financial transactions and invoices.
- Follow up with inspections and on tips received from the Department of Treasury hotline.
- Conduct pre-license inspections for the Department of Treasury Tobacco Tax Section.
- Enforce the Youth Tobacco Act by identifying businesses which sell single stick cigarettes.
- Enforce the Youth Tobacco Act by identifying retailers that lack signage for age requirement on purchasing cigarettes.
- Contact local or state law enforcement officials with regards to information gained on the sale of tobacco to minors. Conduct interviews and interrogations on witnesses and suspects.
- Conduct surveillance on known surveillance targets.
- Conduct analysis of invoices and other financial transactions of individuals and businesses.
- Analyze tobacco stamps to determine legitimacy.
- Seize contraband tobacco products, which at times can mean lifting and loading heavy boxes of tobacco.
- Must collect and preserve evidence. Must properly mark and record evidence and preserve the evidence and the chain for court proceedings.
- Assist team members with conducting investigations.
- Assist federal, state and local law enforcement agencies on complaints related to theft of cigarettes and all tobacco smuggling.
- Use outside resources for investigations, i.e. surveillance teams, concept teams, other investigative law enforcement officials, technical services unit, department of treasury, and uniform officers.
- Prepare and maintain complete investigative records of each case being investigated and reduce all intelligence to written form.
- Must obtain arrest warrants and search warrants.
- Conduct operations in the capacity of an undercover officer to infiltrate a criminal operation.
- Develop and maintain contact with confidential sources, which could be directly connected to criminal enterprises.

**Duty 2****General Summary:****Percentage: 35**

Engage in investigations of businesses and persons to ensure compliance with the MMFLA and related laws.

**Individual tasks related to the duty:**

- Maintain familiarity with requirements for licensure under the MMFLA.
- Conduct background investigations of individuals seeking to be licensed under the MMFLA.
- Utilize all available resources (local law enforcement, law enforcement records management systems, etc....) to obtain relevant information regarding applicants for licensure.
- Interview applicant's family, friends, associates, etc.... as necessary.
- Conduct thorough inspections of existing licensed facilities and facilities seeking to be licensed.
- Identify indicators of potential criminal activity and determine whether criminal investigation is warranted.
- Complete appropriate forms/reports detailing findings of background investigations/pre-licensure inspections.
- Present findings to the Medical Marijuana Licensing Board as needed.
- Respond to, and ensure, follow up is conducted on investigative leads.
- Conduct interviews of witnesses and interrogations of suspects.
- Coordinate operations with other SID sections to maximize division resources for case resolution.
- Prepare and participate in search warrant executions.
- Prepare and serve arrest warrants including search warrant returns.
- Conduct investigations and share intelligence with other units and agencies.
- Establish working relationships and work jointly with LARA, Department of Treasury, other law enforcement partners, and private stakeholders that will aid in investigations.
- Assist in formulation and implementation of unit/investigative strategies.
- Forward information regarding criminal activity outside of mission to the appropriate Multi-Jurisdictional Task Force, MSP worksite, or federal agency.

**Duty 3****General Summary:****Percentage: 10**

Initiate and conduct the proper handling of complaints, arrests, evidence and preparation of criminal cases for court.

**Individual tasks related to the duty:**

- Collect and preserve evidence in accordance with Official Orders.
- Prepare AICS incident reports relating to investigative activities.
- Testify professionally and accurately in court when subpoenaed.
- Prepare graphics, visual aids and other demonstrative evidence for use by prosecution in court.
- Arraign arrested in district court as necessary.

**Duty 4****General Summary:****Percentage: 5**

Compile and submit accurate information necessary to initiate forfeiture proceedings when appropriate.

**Individual tasks related to the duty:**

- Ensure probable cause exists before initiating forfeiture actions.
- Be familiar with forfeiture guidelines, processes and exceptions.
- Serve CIS forms (12-15) as necessary.
- Monitor forfeiture proceedings as directed.

**Duty 5**

**General Summary:**

**Percentage: 5**

Maintain a working relationship with courts, prosecutors and other enforcement agencies at federal, state and local levels.

**Individual tasks related to the duty:**

- Work closely with regulatory agents and officers within the Department Of Licensing and Regulatory Affairs (LARA) Bureau of Medical Marijuana Regulation
- Maintain constant communication with Department of Treasury and Department of Attorney General officials.
- Must present cases in civil hearings at the Department of Treasury building in Lansing, Michigan.
- Initiate positive interaction with court personnel, federal, county and state prosecutors.
- Educate courts and prosecutors in the nuances of crimes associated with the TPTA, MMFLA, and related laws.
- Solicit feedback from prosecutors regarding court testimony.
- Act and testify as a subject matter expert when necessary.

**Duty 6**

**General Summary:**

**Percentage: 5**

Assist the team leader, unit, and section commander with recommendations for departmental position on pending legislation and assist in formulation and implementation of unit strategies, training and policies.

**Individual tasks related to the duty:**

- Assist in compiling information for legislative proposals associated with the TPTA, MMFLA, and related laws.
- Attend training programs.
- Instruct others in investigative techniques associated with the TPTA, MMFLA, and related laws.
- Assist team leader in reviewing, critiquing, and development of unit and section policies.

**Duty 7**

**General Summary:**

**Percentage: 5**

All other duties as assigned

**Individual tasks related to the duty:**

Various

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

- When to initiate a complaint investigation.
- Determine when and where to effect arrests of suspects.
- May determine case investigative strategy.
- Determine when to request specialized equipment.

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

- Leave requests.
- Case assignments and case adoption.
- Specialized equipment requests.
- Requests across regional lines.
- Payments to informants and utilization of official funds to purchase evidence.

**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 position may be required to perform the duties and responsibilities of a State Police Trooper 11 as outlined in the position description on file at Civil Service. Required to carry a firearm. Must be able to handle multiple tasks simultaneously.

**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.                      |
| <input type="checkbox"/> N | Approve time and attendance.       | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand.                  | <input type="checkbox"/> 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 serves as an investigator for violations of the Tobacco Products Tax Act (TPTA), the Medical Marihuana Facilities Licensing Act (MMFLA), and related laws. This position will investigate all acts of tax evasion as it relates to the TPTA, the procurement and use of counterfeit tobacco stamps, and smuggling of tobacco products into the State of Michigan. The position will conduct background investigations and pre-licensure inspections of individuals and facilities seeking to be licensed under the MMFLA; conduct administrative and regulatory inspections of licensed facilities; and conduct criminal investigations of licensed and unlicensed individuals and facilities that are suspected of violating the MMFLA or related laws. The position will also engage in enforcement of other criminal violations discovered during the course of these investigations.

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

New position - N/A

**25. What is the function of the work area and how does this position fit into that function?**

The Special Investigation Division (SID) is responsible for providing specialized, statewide investigative resources. The Medical Marihuana Facilities Licensing Act (MMFLA), Public Act 281 of 2016, and related laws created new responsibilities for the Michigan State Police with regards to statewide investigation and enforcement of medical marihuana laws. The Tobacco Tax Enforcement initiative is a partnership with the Attorney General and Michigan Department of Treasury designed to impact the amount of revenue lost to the state due to tobacco products tax evasion and fraud by bolstering criminal investigations and encouraging compliance by wholesalers, distributors and retailers necessitating. The position serves as the investigator of violations of the TPTA, MMFLA, and related laws.

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

**EDUCATION:**

High School diploma or equivalent and successful completion of the Michigan State Police Training Academy Recruit School.

**EXPERIENCE:**

**State Police Detective (Trooper Specialist) 11**  
One year of experience as a State Police Trooper E11.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Strong investigative background and experience.

Strong interpersonal and communication skills.

Strong knowledge of the Tobacco Products Tax Act, Medical Marihuana Licensing Act, and related laws.

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

MCOLES certification.

*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.*

\_\_\_\_\_  
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**

---



