

CITY OF DEWITT
CLINTON COUNTY
DEWITT, MICHIGAN

CITY OF DEWITT
JOB DESCRIPTION: POLICE SERGEANT

Summary of Duties: Under the direct supervision of the Chief of Police the Sergeant is responsible for supervising all sworn subordinates in road patrol and all daily duties.

Typical Duties:

1. Enforces State laws and City ordinances and regulations.
2. Serves as shift commander, assures that orders, directives and communications, etc., of the Police chief are carried out, be relaying or assigning them to personnel.
3. Briefs in-coming shift officers on assignments and events from the previous shift as well as any new Departmental orders/policies or law enforcement procedures/information from other agencies.
4. Reviews and assures that all assignments are completed satisfactorily as well as reviewing officer daily logs.
5. Oversees liquor inspections of local establishments to ensure compliance to liquor laws.
6. Provides advice and assistance to road patrol officers in a variety of law enforcement oriented situations. Assumes command at major accidents, crime scenes and other situations requiring law enforcement assistance in the absence of the Police Chief.
7. Investigates citizen complaints against officers at the direction of the Police Chief.
8. Coordinates/conducts training and maintains department training records for all department members.
9. Supervises/maintain the department property room.
10. Maintains department equipment and vehicles.
11. Maintains inventory of department equipment and uniforms.
12. Supervises the department FTO program.
13. Supervise/maintains the department video systems (Video Administrator).
14. Conducts background investigations on new department employees.
15. Supervise/maintains the department schedule including the scheduling of all special events.
16. Acts as the department's primary Security Awareness Officer.
17. Acts as the department's secondary LEIN TAC.
18. Maintains key control for City Hall and Police Department along with managing all door codes for City personnel.
19. Assumes routine road patrol functions as requires and provides assistance to officers on serious calls.
20. Other related duties as assigned by the Police Chief.

Minimum qualifications, education and experience: This position requires the candidate to possess an Associate Degree in Criminal Justice (Bachelor's Degree preferred), a Michigan Commission on Law Enforcement Standards Certificate (MCOLES) and a valid Michigan Operators License, three to five years' experience as a patrol officer, criminal investigations, public relations, and supervision of subordinates is necessary; a good working knowledge of criminal law; police protocol, and organizational skills is desirable; or an equivalent combination of education and experience.

The duties and responsibilities which are set forth in this document are described to meet the general requirements of the position and are not an all-inclusive list. Therefore, additional related duties may be assigned as needed. The City of DeWitt is an equal opportunity employer which does not discriminate on the basis of race, age, sex, religion, physical attributes, disability or national origin.