

**CITY OF DEWITT
CLINTON COUNTY
DEWITT, MICHIGAN**

CITY OF DEWITT
TITLE: Police Officer

Summary of Duties: Under the direct supervision of the Police Sergeant and Police Chief, is responsible for enforcing Federal, State, and City laws and ordinances and protecting the lives and property of City residents.

Typical Duties:

1. Patrols and observes all streets, buildings, lands, and residences within the City limits.
2. Answers and responds to calls or complaints by the dispatcher and City residents.
 - A. Issues citations or warnings and conducts traffic crash investigations.
 - B. Serves subpoenas and delivers council mail.
 - C. Files charges and prepares warrants.
 - D. Testifies in court when necessary.
 - E. Traffic enforcement.
3. Assists other Police Departments and the Sheriff's Department when necessary.
4. Reviews all police reports daily and daily activity from previous shifts.
5. Investigates and follow up on criminal incidents and crash investigations as assigned by a Sergeant or Police Chief.
6. Attends seminars, classes, meetings, and any other events as assigned by a Sergeant or Police Chief.
7. Conducts lectures and gives presentations to various organizations and groups.
8. Provides business and residential security checks while on patrol.
9. Other related duties as assigned by the Sergeant and the Police Chief.

Minimum qualifications, education, and experience: This position requires the candidate to be certified by Michigan Commission On Law Enforcement Standards (MCOLES), possess a current valid Michigan operator's license; an Associate Degree in Criminal Justice is desirable; a good working knowledge of criminal and traffic law; criminal investigations, public relations, city streets, and police protocol 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, color, age, sex, religion, physical attributes, disability or national origin.