



City of Hamtramck

3401 Evaline Street Hamtramck, Michigan 48212
Telephone 313-800-5233

Police Officer – Part-Time

An Equal Opportunity Employer

Job Description Summary:

Police Officers perform general and specialized law enforcement duties in order to preserve public peace, to protect lives, property, and the rights of the public. Police Officers enforce statutory laws and municipal ordinances. A Police Officer may be assigned to vehicle patrol, foot patrol, and residential patrol. Police Officers maintain a public service approach towards the community and perform other job-related duties as assigned.

Essential Job Duties.

The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Duties of a patrol officer focus on protecting people and property.
- Prevention of crime being the most important object in view, the patrol officer's exertions must be constantly used to accomplish that end.
- Must examine and make themselves familiar with every part of their patrol area and vigilantly watch every description of person passing their way.
- Must be adequately trained in all aspects of police work, including but not limited to firearms, use of force, search and seizure, criminal and constitutional law.

Education and Experience:

Minimum 60 credits or Associates Degree equivalent.

Knowledge, Skills and Abilities:

All of the following functions, qualifications, knowledge, skills, abilities, and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

- Must have the abilities to perform all the duties of a Public Safety Officer, which includes both that of a Police Officer.
- Must satisfactorily pass oral interviews, physical exam with drug test, psychological exam, and thorough background investigation.
- Must possess a valid Michigan driver's license.
- Must be certified or certifiable as a Police Officer in the State of Michigan or currently enrolled in a fully accredited police academy.
- Since Hamtramck does not host a written exam, applicants are required to take the EMPCO test and select Hamtramck Police Department as a preference. More information on the written test can be found at www.empco.net.

Application Process: Download an application at <https://hamtramckcity.gov/wp-content/uploads/2025/02/Hamtramck-Application-Final-05072021-201.pdf>. Return completed application and resume via email to hr@hamtramckcity.com

This information is subject to change as the needs of the City and job requirements change.

The City of Hamtramck is an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, height, marital or veteran status or the presence of medical conditions or disability. Michigan and Federal laws require employers to make accommodations to persons with a disability if the disability can be accommodated within certain guidelines, and the individual can perform the essential job duties with or without such accommodation. Persons with a disability may request an accommodation of their disability by notifying the City of Hamtramck City Manager's office in writing of the need for accommodation.