

Constable

Contact Information: Mr. Roy Britz
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Job Summary:

This is an elected office within Township government. The State Attorney General has determined that Constables are peace officers under Michigan law. Constables are required to serve all warrants, notices and process lawfully directed to them by the Township Board, the Township Clerk or any other officer and shall perform other duties as required by law. Constables are ministerial officers of district courts and must attend sessions of circuit court for the respective county when notified by the County Sheriff. Before assuming official duties, and within the time prescribed by law for filing an official oath, an elected constable must execute a bond of sufficient sureties. This bond must be approved by the Township Board to cover the sums that any person may be entitled to as a result of any neglect or default of the constable in service or return of any process or non account of any malfeasance of the constable in the discharge of or failure to discharge the duties of his or her office. The Township may pay the premium for the bond, but it is not required to do so.

The Constable is housed in the Offices of the Houghton County Sheriffs Department.

Job Experience and Education:

Before a constable can lawfully make arrests, he or she must comply with the minimum employment standards for police officers in Michigan as established by the Michigan Commission on Law Enforcement Standards. These requirements include a minimum of 562 formal instructional hours of schooling. The cost of complying with these standards must be borne by the Township and not the Constable.

Job Duties and Responsibilities:

- >> Enforces all the laws and ordinances within Portage Township.
- >> Performs liquor control inspections under the Township's liquor control ordinance approved by the Michigan Liquor Control Commission to enable the Township to receive its share of the state liquor license fees.
- >> Can serve as the Sergeant-at-arms if needed at monthly Township Board meetings.
- >> Can be called to handle public disturbances within the Township.
- >> Writes parking tickets as needed.