



302 Redbud Trail North
Buchanan, MI 49107
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Buchanan City Police Department

Full-Time Patrol Officer (MCOLES Certified)

Opening Date: Immediate

Closing Date: Until Position is Filled

Contact: Chief Harvey Burnett

Phone: 269-695-5120

Website: www.cityofbuchanan.com

The City of Buchanan is accepting applications for a Full-Time MCOLES Certified Patrol Officer.

Under the supervision of a command officer, the sworn police officer provides comprehensive law enforcement services to the Buchanan community. The primary function of this position is the protection of life and property while ensuring the health, safety, and well-being of the public through a community-oriented, problem-solving approach to policing.

This position is classified as Non-Exempt (FLSA) and may require shift work, weekends, holidays, and call-outs. Law enforcement duties may involve exposure to hazardous or potentially dangerous situations.

Essential Duties and Responsibilities

Officers perform a wide range of law enforcement functions, including but not limited to:

- Patrol by foot or patrol vehicle to prevent and detect criminal activity
- Respond to emergency and non-emergency calls for service
- Enforce city ordinances and State of Michigan laws
- Conduct criminal and non-criminal investigations
- Make arrests and prepare detailed reports
- Investigate traffic crashes and provide traffic enforcement
- Collect and preserve evidence
- Provide court testimony
- Serve civil and criminal process

- Participate in crime prevention and community policing initiatives
 - Utilize department technology and records systems
 - Safely operate department vehicles, firearms, and issued equipment
 - Work cooperatively with other agencies and community partners
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Minimum Qualifications

Applicants must:

- Be at least 21 years of age
 - Be a United States Citizen
 - Be MCOLES Certified or certifiable through the Michigan Commission on Law Enforcement Standards
 - Have no felony convictions
 - Possess good moral character verified through a comprehensive background investigation
 - Possess and maintain a valid Michigan driver's license
 - Be a high school graduate or equivalent
 - Successfully pass a pre-employment drug and alcohol screen
 - Meet MCOLES vision and hearing standards
 - Successfully complete medical and psychological examinations
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Knowledge, Skills & Abilities

Ideal candidates will demonstrate:

- Strong written and verbal communication skills
 - Sound judgment and decision-making under stress
 - Physical ability to perform arrests and demanding patrol tasks
 - Ability to work rotating shifts, weekends, and holidays
 - Competence in report writing and record-keeping
 - Commitment to integrity, professionalism, and ethical policing
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- Ability to build positive community relationships

Bilingual (English/Spanish) candidates are highly desirable.

Application Process

Interested applicants must submit:

- Completed City of Buchanan employment application
- Current resume

Applications are available at:

<https://www.cityofbuchanan.com/city-clerk/page/city-buchanan-employment-application>

Submit completed application and resume to:

Chief Harvey Burnett

Email: hburnett@cityofbuchanan.com

The City of Buchanan is an Equal Opportunity Employer.