THE CITY OF
BEAVERTON
MICHIGAN

Job Description: Police Officer

To protect lives and property of our residents and visitors, enforce laws, prevent crime, maintain public order, respond to emergencies, and serve the community with integrity and professionalism.

The Beaverton Police Department is a small family-oriented agency serving a population of approximately 1100 residents. We are seeking a self-motivated law enforcement professional for the position of full time Police Officer.

The candidate must be able to work closely with the other police officers and area law enforcement agencies. The position requires public communication skills, basic computer skills, and the willingness to enforce state and local laws. The candidate must be MCOLES certified or certifiable. The candidate must pass a physical exam, drug & alcohol testing, and criminal & personal background checks as required.

Starting pay will be $25/hour and benefits include health, vision, and dental insurance, life insurance, 13 paid holidays, Paid Time Off. Also, a defined contribution retirement plan by MERS 7.5% non-matching.

Typical Duties and Responsibilities

- Patrol assigned areas (foot, vehicle) to deter crime and enforce laws
- Respond to emergency and non-emergency calls for service
- Investigate crimes, incidents, traffic crashes
- Issue citations, warnings, or other enforcement actions
- Gather evidence, interview witnesses, take statements
- Arrest suspects when probable cause exists
- Answer service requests, address citizen concerns
- Write detailed incident reports and logs
- Testify in court
- Engage in community policing: build relationships with residents, businesses, community groups
- Provide medical assistance in emergencies until medical professionals arrive
- Operate patrol vehicles safely
- Maintain law enforcement equipment, weapons, uniforms, and supplies

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Skills and Abilities

- Good judgment, decision making especially under stress
- Oral and written communication skills
- Ability to de-escalate conflict; interpersonal skills
- Ability to work well in a team; follow orders, policies, and procedures
- Fairness, integrity, ethics

Applications can be found at

https://beavertonmi.org/job-openings/

https://www.michigan.gov/mcoles/

Please send an MCOLES Personal History Statement application, cover letter and resume to:

City Clerk, Janelle Keen-Burgoyne – jkeen@beavertonmi.org

Or by mail:

City of Beaverton
Attention: Janelle Keen-Burgoyne
128 Saginaw Street
Beaverton, MI 48612