



## CHIEF OF POLICE

Richard L. Killips  
224 W. Buffalo Street  
New Buffalo, MI 49117

### CITY OF NEW BUFFALO POLICE DEPARTMENT POLICE OFFICER (FULL-TIME)

Opening Date: July 10, 2025

Closing Date: September 11, 2025

#### ABOUT US:

The City of New Buffalo is in the southwest corner of Michigan and is approximately 60 miles from Chicago, making it the "Gateway of Michigan." New Buffalo's population swells in the summer months with second homeowners and visitors. The department is made up of 10 full-time officers, along with several part-time officers as well. We work 12-hour shifts with every other weekend off. We get 15 paid holidays, 48 hours of personal leave, and a maximum of 240 hours of vacation time. Our department is accepting applications for the position of full-time police officer.

#### SALARY/BENEFITS:

The starting wage is currently \$27.51 with 3% increases on July 1st of 2025, 2026, and 2027.

The City of New Buffalo uses MERS retirement (Act 88) with a 2.5% multiplier. The employee contribution is 5%, and you are vested at 10 years. We are union members of the POLC. We have BCBS insurance, dental, optical, life insurance, short-term and long-term disability.

#### DUTIES:

Patrol duties include enforcing laws and local ordinances, crime prevention, investigation, arrests, community policing, and beach patrol. Additional duties include, but are not limited to:

- Protecting citizens by preventing crime, enforcing laws, apprehending suspects, and monitoring traffic.
- Preventing crime by explaining and enforcing applicable federal, state, and local laws and ordinances, mediating disputes, patrolling assigned area, responding to notices of disturbances, conducting searches, and detaining suspects.
- Apprehending suspects, observing violations, and making arrests.
- Conducting criminal investigations by gathering evidence, interviewing victims and witnesses, and interrogating suspects.
- Documenting observations and actions by radioing information and completing reports.
- Reporting observations and actions by testifying in court.
- Fulfilling court orders by serving warrants and orders.
- Maintaining safe traffic conditions by monitoring and directing traffic, enforcing laws and ordinances, investigating accidents, providing escort, and reporting unsafe streets and facilities.

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## MINIMUM REQUIREMENTS

- U.S. Citizen
- 21 years of age or older
- Must meet Michigan Commission on Law Enforcement Standards (MCOLES) minimum standards
- High school diploma or equivalent
- Pass psychological exam, drug screening, and medical exam
- Must be MCOLES licensed or eligible for licensing as a police officer in Michigan
- Must possess a valid Michigan driver's license and have good driving record
- Must pass a thorough background investigation
- No prior convictions for any felony, misdemeanor punishable by one year or more, domestic violence, or similar conviction
- No drug use including marijuana/THC
- Must not have a Personal Protection Order or similar order issued against them

## HOW TO APPLY:

Please email your cover letter and resume by closing date to [mflick@cityofnewbuffalomi.gov](mailto:mflick@cityofnewbuffalomi.gov). For questions contact Chief Rich Killips ([rkillips@cityofnewbuffalomi.gov](mailto:rkillips@cityofnewbuffalomi.gov)) or Sgt. Russell Tillery ([rtillery@cityofnewbuffalomi.gov](mailto:rtillery@cityofnewbuffalomi.gov)) or by phone @ 269-469-1593.

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 (269) 469-1593    (269) 469-2110    <https://cityofnewbuffalomi.gov>