



## **VILLAGE OF QUINCY POLICE DEPARTMENT JOB POSTING *POLICE OFFICER***

**Village of Quincy Police Department**  
**Full-Time Police Officer**  
**Opening Date: 09/17/2024**  
**Closing Date: Until Filled**

**Contact Person: Chief Dalton Turmell**  
**Phone Number: 517-639-2527**  
**Email: [dturmell@quincy-mi.org](mailto:dturmell@quincy-mi.org)**  
**Website: [www.quincy-mi.org](http://www.quincy-mi.org)**

### **Position Opening**

The Village of Quincy Police Department is now accepting resumes and cover letters for a full-time police officer position. This position includes working alternating shifts including nights and weekends.

### **Essential Duties and Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function sufficiently.

1. Patrols streets within the Village of Quincy observing for traffic violations, wanted vehicles, stranded motorists and other irregularities. Issues traffic citations, makes arrests along with booking and transporting prisoners. In addition, serves as a deterrent to criminal actions by presence in the area.
2. Responds to a variety of citizen's civil and criminal complaints, including domestic assaults, robberies, break-ins, assaults and acts of vandalism. Assists complainants and initiates investigations, collecting evidence, interviewing involved parties and witnesses, along with protecting the crime scene.
3. Reports to accident scenes, rendering emergency medical treatment as needed to the injured persons and/or routes traffic around scene and investigates the course of the accident. May take photographs, make measurements, obtain statements, and gather other evidence to determine the party at fault.



4. Follows up and completes investigations of various crimes or complaints and may assist in the investigation of serious crimes.
5. Prepares detailed reports of complaints, accidents, arrests and other incidents, forwarding to the Chief of Police for review.
6. Checks business establishments and other buildings after hours to ensure that proper security measures have been taken. Also checks liquor establishments for conformance to law and license requirements.
7. Cooperates with other law enforcement agencies, exchanging information, and assisting with criminal investigations.
8. Appears in court to give evidence on cases.
9. May perform a variety of other tasks within the department such as juvenile activities, police escorts, serving civil processes, transporting inmates and other related duties.
10. Performs various other duties as assigned.

#### **Minimum Qualifications:**

The requirements listed below are representative of the minimum qualifications necessary to perform the essential functions of the position.

- Possession of a high school diploma or its equivalent.
- Completion of an approved MCOLES police academy.
- Be at least 18 years of age.
- No prior felony convictions.
- Must be MCOLES certified or MCOLES certifiable.
- Must pass interview process and background investigation.
- Must possess a valid driver's license.

#### **Application Process:**

Applications can be located at the Village of Quincy Office. Cover letters, resumes, and completed applications shall be turned into the Village of Quincy Office.

*Village of Quincy Office  
47 Cole St  
Quincy, MI 49082*