



Unadilla Township Police Department

126 Webb St. • P.O. Box 264 • Gregory, MI 48137-0264
(734) 498-2325, Office • (734) 498-3021, Fax • (517) 546-9111, Central Dispatch
police@unadillapolice.org, Email • www.unadillapolice.org, Website
William S. Cook, Chief of Police • David S. Russell, Sergeant • Jan A. Helmboldt, Secretary



Dear Police Department Applicant:

Thank you for applying for a position with the Unadilla Township Police Department. Your first step is to complete an application for employment. Please complete the application in its entirety. If you submit a resume, please submit it when you turn in your job application. All peace officer applicants are required to have a high school diploma or GED, the equivalency of a two-year college degree and be State of Michigan Peace Officer (MCOLES) certified or certifiable at time of appointment. All reserve officer applicants are required to have a high school diploma or GED. Prior reserve officer training academy certification is preferred.

An applicant must be of good moral character and not have any criminal arrest record. Applicants must have a valid driver license and pass an extensive background investigation prior to appointment. Applicants may be asked to submit to drug testing and may be asked to pass a physical examination prior to appointment.

Applicants should have strong communication skills including the abilities to speak and write clearly. Much of police work involves written reports and communicating with the public. As part of the application process, you will be given a series of events and then asked to write a report that sufficiently details the incident. You will also be asked to write a one-page essay as to why you would like to enter the law enforcement profession and the qualities that you believe you bring to Unadilla PD.

Applications may be obtained at the Unadilla Township Hall (not including holidays) Tuesday and Thursdays between 9:00 A.M. and 4:00 P.M., Wednesdays between 9:00 A.M. and 12:00 Noon, or Saturdays between 9:00 A.M. and 12:00 Noon; or from the Unadilla Police Department (not including holidays) Monday through Friday between 9:00 A.M. and 3:00 P.M. The Unadilla Township Police Department is located at 126 Webb St. (one block east of Main St.) in Gregory.

The Unadilla Township Police Department is an equal opportunity employer and does not discriminate on the basis of age, sex, race, or religion. For additional information on employment opportunities, please telephone the Unadilla Police Department Monday through Friday between 9:00 A.M. and 3:00 P.M. or visit our website at: www.unadillapolice.org. The Unadilla Township Police Department has the following positions: (1) Full-time Police Officer, (2) Part-time Police Officer, (3) Reserve Police Officer.

Before considering a position within the law enforcement field, the applicant should consider all commitments required of the law enforcement profession. Our police department embraces the concept of community oriented policing. We treat our residents and the public with whom we encounter with a deep sense of respect, courtesy and service attitude. We encourage every effort be made to assist the public whenever possible. All police department activity is considered to be of a strictly confidential nature and never released by an employee to any one. Modern day police work is a helping profession where courtesy and friendliness come first. There are frequent schedule changes and rotations for a new police employee which places demands on family and social relationships. If after careful consideration you have selected law enforcement as your new career, we wish you the best of luck.

Respectfully,

William S. Cook
Chief of Police

7/29/06