



# WE ARE HIRING

## A POLICE CAPTAIN

**Salary Range: \$94,632.00 to \$120,768.00**

The City of Cottage Grove, Oregon, is actively recruiting for a Police Captain to join our team. If you are looking for an opportunity to help shape and guide a growing Police Department and have high level Police Leadership experience, this is your opportunity to make a difference. The City of Cottage Grove Police Department is the ideal place for highly motivated individuals to continue their careers in law enforcement.

The Police Captain is a vital member of the leadership team, reporting to the Police Chief. The Police Captain is directly responsible for Dispatch 911 Center, Professional Standards, Training, Records, and Property & Evidence, providing oversight and strong leadership to the Department. The Police Captain will be expected to model the highest ethical and professional standards to the Police Department.

# WHAT WE OFFER

- Salary commensurate with experience (within scale) up to \$120,768.00.
- Paid Vacation=Up to 4 Weeks Per Year. Accrual rate commensurate with years of Law Enforcement experience.
- Paid Sick Leave= 96 Hours Per Year.
- 11 Paid Holidays, Including 4 Floating Holidays.
- Low Cost, Low Deductible Medical Plan with Excellent Coverage.
- Two options for Dental Insurance/with excellent Orthodontia Coverage.
- Up to \$190.00 Per Month Employer Paid HRA Contributions.
- PERS Retirement.
- PERS Retirees able to work back, with no annual max for hrs. worked.
- 457 Deferred Compensation Optional Retirement Contributions.
- Longevity Benefits & Life Insurance.
- City Provided Take Home Vehicle.

# TO APPLY

Complete and Submit City of Cottage Grove Job Application and Cover Letter to Human Resources (listed below).

Application and Job Posting available at: <https://www.cottagegroveor.gov/jobs>. No Resumes will be accepted or reviewed during initial application process. Position is open until filled.

*Mail or Drop off Applications to:*

City of Cottage Grove  
Attn: Human Resources  
400 E Main Street  
Cottage Grove, OR 97424

*Email Applications to:*

[hr@cottagegrove.org](mailto:hr@cottagegrove.org)

***For more information, please contact:***

Mandy Biehler, Human Resources  
541-767-4114

The City of Cottage Grove is an Equal Opportunity Employer

# MINIMUM QUALIFICATIONS

## **Certifications:**

- Current Oregon Department of Public Safety Standards and Training (DPSST) Police Supervisory Certification or equivalent out of State Police Supervisory Certification or the ability to obtain certification within 12 months of employment.

## **Education & Experience:**

- High School Diploma or Equivalent.
- Ten years progressively responsible experience in law enforcement to include a minimum of (2) years of formal supervisory experience (Sergeant or higher rank).

# SELECTION PROCESS

**Step 1:** Complete City of Cottage Grove Application and Cover Letter . Turn all materials into Human Resources.

**Step 2:** The Police Chief and Human Resources will perform an in depth evaluation of education, experience and training taken from your application materials.

**Step 3:** Schedule Oral Board interviews with candidates that successfully pass initial review. The Oral Board panel will consist of internal staff members as well as local community stakeholders and agency personnel.

**Step 4:** Top finalist will go through to the second portion of our interview process and participate in a situational exercise/test, including the possibility of a presentation.

\*Steps 3 & 4 may be combined.

**Step 5:** The top candidate (s) will move to an Interview with the Police Chief.

**Step 6:** If selected for the position, the finalist will be given a conditional offer of employment and moved to a thorough background investigation and psychological exam.

For Questions regarding the Recruitment Process, Contact Human Resources at: (541) 767-4114 or by email at [hr@cottagegrove.org](mailto:hr@cottagegrove.org).