



WE ARE HIRING A **POLICE CAPTAIN**

Are you an experienced law enforcement leader looking to make a meaningful impact? The City of Cottage Grove is seeking a Police Captain to play a pivotal role in shaping and guiding our growing Police Department.

As a key member of the leadership team, the Police Captain reports directly to the Chief of Police and provides oversight and direction to police and dispatch personnel. This leadership position also provides the opportunity to work alongside officers in the field to support operations, mentor staff, and stay connected to the department's day-to-day activities. The Police Captain position is critical in ensuring the department operates with the highest ethical and professional standards while fostering a culture of integrity, accountability, and service to the community.



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 of 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 hours worked.
- 457 Deferred Compensation optional retirement contributions.
- Longevity benefits and life insurance.
- City provided take home vehicle.

HOW TO APPLY

Complete and submit City of Cottage Grove job application and cover letter to Human Resources (listed below). Position is open until filled.

Application and job posting is available at: <https://www.cottagegroveor.gov/jobs>.

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

For more information, please contact:

Mandy Biehler, Human Resources Manager
541-767-4114
hr@cottagegrove.org



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.
- Five 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 of 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 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 Chief of Police.

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