



# POLICE CHIEF

*\$9,854 to \$12,576 Monthly*



Cottage Grove, OR

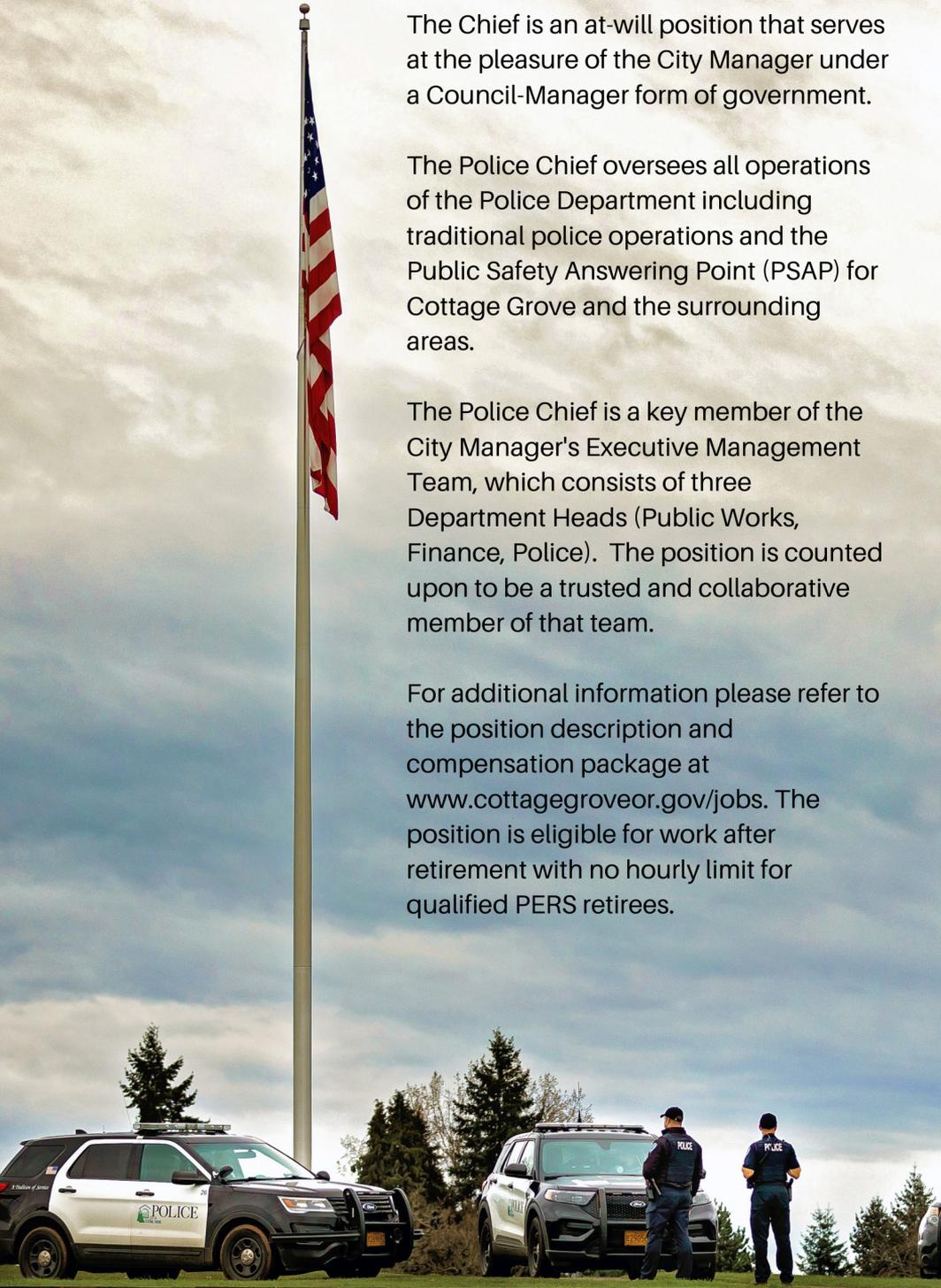
# Position Profile

The Chief is an at-will position that serves at the pleasure of the City Manager under a Council-Manager form of government.

The Police Chief oversees all operations of the Police Department including traditional police operations and the Public Safety Answering Point (PSAP) for Cottage Grove and the surrounding areas.

The Police Chief is a key member of the City Manager's Executive Management Team, which consists of three Department Heads (Public Works, Finance, Police). The position is counted upon to be a trusted and collaborative member of that team.

For additional information please refer to the position description and compensation package at [www.cottagegroveor.gov/jobs](http://www.cottagegroveor.gov/jobs). The position is eligible for work after retirement with no hourly limit for qualified PERS retirees.



# The Community



The City of Cottage Grove (population 10,729), Incorporated in 1887, is located in the south end of the Willamette Valley and has rich history in goldmining and logging. Cottage Grove is home to two beautiful lakes, multiple swimming locations, miles of scenic bike trails, several campgrounds, hiking trails and two golf courses which provide the opportunity for a variety of recreational activities. The surrounding scenery is full of lush green trees with no shortage of hobbies or activities that provide opportunity to get outside and enjoy nature.



*Cottage Grove is the covered bridge capital of the west and has 6 covered bridges, which attract tourists from all over. The oldest bridge was constructed in 1920, named the Mosby Creek Bridge. The Chambers Bridge is the last remaining covered railroad bridge west of the Mississippi and was originally built in 1925 and fully restored in 2011.*



Cottage Grove has a robust historic downtown, featuring quaint shopping, dining and social events. If you are looking for additional shopping or entertainment experiences, it's a short 20-minute drive to Eugene or Springfield.

Cottage Grove is unique in its ability to offer the advantages of living in a small town yet be close to the big city offerings.

# The Department



The Cottage Grove Police Department has an authorized strength of nineteen (19) sworn members, six (6) dispatchers, two (2) records/evidence staff, one (1) administrative assistant and multiple part-time support staff.

The department is currently organized into three divisions; Administration, Patrol and Support. The Police Chief provides direct supervision for administration, while the other divisions are each supervised by a Police Captain.

Department structure currently includes:

- 1 Police Chief
- 2 Captains (1 position filled, 1 vacant)
- 3 Sergeants
- 13 Police Officers



*The Department has made a strong commitment to update equipment and facilities. The Interim Chief has purchased and implemented body cameras, reinitiated a vehicle replacement schedule and updated and relocated the Department's PSAP Center to a new up-to-date and efficient workspace. Other facilities have been improved and updated as well.*

# The Ideal Candidate



When asked about desired **personal** traits of the new chief, department members stated they were looking for someone who is *"kind, authentic, has integrity, is community minded, motivated, a strong communicator, friendly and understanding."*

When asked what **leadership** strengths they would like to see in their next chief, department members mentioned *"self-awareness, inspiration, open-mindedness, someone who leads firmly with compassion, and understanding, someone who leads more than manages, with the ability to think strategically, be adaptable and have vision."*

The next Cottage Grove Police Chief will be a proven, experienced leader with a visible track record of strong leadership, which includes ethical leadership, professional development, a strong moral compass and impeccable integrity. The new chief will be driven to lead, mentor and coach; they will be passionate about leadership.

The candidate must be an experienced Police Chief/Executive, a Deputy/Assistant Chief, or a high-level Command Officer looking for their next progressive leadership opportunity. In any scenario the competitive candidate must have significant experience running a police department, or a major component of a department. The City's standards are intentionally set high. Neither the City, the police department or the community can afford to take any risks with the next chief.

The new chief will be expected to set an example of professional and progressive police leadership and develop the police department into a model police agency. To accomplish this, the new chief will be expected to engage with outside resources and opportunities and to operate under a philosophy of constant development and improvement. The new chief will be expected to attain and retain accreditation through the Oregon Accreditation Alliance, as a benchmark of agency professionalism.

The new chief will be proficient at building relationships, have the ability to lead from the heart and support staff while maintaining a no-nonsense approach that sets high standards and expectations and holds employees accountable. They will be approachable, innovative and a team player.



# Challenges & Opportunities



The department is coming off a very challenging time of transition and rebuilding. A combination of leadership issues and complaints of misconduct led to a large, multi-phased personnel investigation conducted by an external investigator. The investigation resulted in the resignation of the previous Police Chief and Captain.

During the ongoing investigation the City retained an experienced, recently retired Oregon Police Chief to lead the department on an interim basis. The interim is not interested in the permanent position and there are no internal candidates.

## ***Some of the challenges being addressed include:***

- The Police Department is understaffed and in the midst of an aggressive hiring campaign.
- Local media published reports regarding the issues and as a result community trust needs to be rebuilt.
- The department had an extremely unhealthy culture that has been replaced with a growing healthy and professional agency culture. This process has begun but is not completed.
- The City Council, is satisfied with the progress and is in support of moving forward in a positive direction.
- We continue to update critical systems, processes and procedures that are outdated or non-existent.

The stage is set for the next police chief to be successful and make an immediate and long-term impact on the police department and community.

## ***Some of the opportunities include:***

- While some of the above challenges have been addressed to varying degrees, there remains significant opportunity for the new chief to impact the future direction of an agency that is open to and ready for change.
- The existing staff has demonstrated dedication and a desire to move in a positive direction.
- Outside observers have reported a positive morale in the department.
- There are many opportunities for strong, positive and impactful community engagement and the new chief will be able to leverage those opportunities to forge strong relationships between the police department and community.

# Qualifications

**To be considered for the position, applicants must meet the following minimum qualifications:**

- Must be a Certified Police Officer in the State of Oregon or must be a Certified Police Officer in another state, with the ability to become certified in Oregon by attending an abbreviated (2-week) academy.
- Must possess an Oregon Management Certificate or Must possess the transferrable equivalent from another state.
- Must be able to obtain an Oregon Executive Certificate within eighteen (18) months of appointment, as a condition of continued employment.
- Must be currently employed in a high-level Command position (such as Commander, Captain or Lieutenant) or higher position and must have served in that position, for a period of three years or more.
- Must have attended and completed some form of advanced police executive level training, such as:
  - Oregon Association Chiefs of Police Law Enforcement Executive Leadership Institute.
  - Oregon State Sheriff's Command College.
  - Oregon Executive Development Institute.
  - International Public Safety Leadership and Ethics Academy.

*Qualifications will be reviewed by a screening committee and any combination of the above may be deemed acceptable.*

The following **preferred qualifications** will make the candidate more competitive:

- Possession of an Oregon Executive Certificate.
- Possession of a Bachelor's Degree.
- Be a currently employed, or recently retired, Police Chief or Sheriff or Second-in-Command (such as Deputy Chief, Assistant Chief, Undersheriff, or Chief Deputy).
- Be an Active participant and served in the Oregon Association Chiefs of Police or the Oregon State Sheriff's Association.
- Have been involved with agency accreditation at their current agency, with preference given to the Oregon Accreditation Alliance.



# Application Process

**If you are interested in this exciting opportunity, please submit the following application materials:**

- City of Cottage Grove Application
- Cover Letter
- Resume

*(Applications without all required materials will not be considered for the position)*

## **Submit Application and materials to:**

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

or Email to: [hr@cottagegrove.org](mailto:hr@cottagegrove.org)  
Questions, contact HR (541) 767-4114

[Scan Here](#)



Full position description and  
additional information can be found at:  
[www.cottagegroveor.gov/jobs](http://www.cottagegroveor.gov/jobs)

**[Filing Deadline Extended to Friday, June 23, 2023 5:00 pm.](#)**

## **Recruitment Process:**

- After filing deadline, applications will be screened for minimum qualifications. Qualified applicants will be invited to complete supplemental questions.
- Supplemental Questions will be scored and top applicants will move to the first round of Interviews.
- Sub-finalist will move forward to a one-day assessment process, which will include interviews with various panels, a tour and luncheon.
- Finalist will be invited to a final interview with the City of Cottage Grove City Manager.
- The selected applicant must pass a full background process including medical and psychological evaluation.