

**THE CITY OF COTTAGE GROVE IS ACCEPTING APPLICATIONS  
FOR THE FOLLOWING POSITION:**

**POSITION:** **POLICE SERGEANT**

**SALARY:** \$5701 per month; fully paid PERS, competitive medical, dental, and vision plans; paid holidays and vacation

**CLOSING DATE:** November 1st, 2017 at 5:00pm

**GENERAL STATEMENT OF DUTIES:** Sergeants serve as a shift supervisor, supervising law enforcement and crime prevention work including patrol and investigation operations. Sergeants are represented employees. Duties may include: attending management meetings to review and discuss issues and policies; supervising assigned personnel; overseeing training, scheduling and coordinating shift changes; assigning and reviewing work; evaluating performance; taking and/or effectively recommending personnel actions, and resolving employee complaints.

Sergeants are responsible for setting shift priorities and making necessary adjustments as workload or staffing levels dictate. Additionally, Sergeants are expected to respond to calls for service and/or to monitor the performance of field officers. Other responsibilities include: reviewing, approving and maintaining written records and reports submitted by officers and overseeing activities for assigned special programs.

All employees are expected to perform their duties with professionalism, courtesy and compassion. Supervisors are expected to demonstrate superior skills, form community connections and develop interpersonal relationships with the people they serve. Creative, non-traditional approaches to basic police problems that get results and have community support are valued and encouraged. Candidates must be able to work nights, weekends and holidays.

**MINIMUM QUALIFICATIONS:** Sworn police officer in a municipal, county, state or tribal police agency. High school graduation or equivalent plus any satisfactory combination of experience, training, military service or public service which demonstrates the knowledge, skills and abilities to perform the duties of the position. Thorough knowledge of police practices and procedures including: federal, state and local laws; investigative methods and techniques; survival skills and safety precautions; principles of supervision and personnel practices.

**SPECIAL REQUIREMENTS/LICENSES:** Valid driver's license with acceptable driving record. Must attend DPSST Supervisory Course within one year of employment.

**DESIRABLE QUALIFICATIONS:** Previous supervisory experience in law enforcement or related field. Possession of DPSST Intermediate, Advanced and Supervisory Certificates or equivalent.

**MINIMUM QUALIFICATIONS**

United States citizen within one year of employment, high school graduate or equivalent, 21 years of age, possess or have the ability to obtain a valid Class C Oregon driver license, no felony convictions or misdemeanor convictions involving domestic violence, or subject to a domestic violence protective order.

**APPLICATION PROCEDURE**

The required application is available online at the City of Cottage Grove's web page, [http://www.cgpolice.org/city\\_application](http://www.cgpolice.org/city_application), and can also be picked up in person at Cottage Grove Police Department. Applications can be mailed to Cottage Grove Police Department, 400 E. Main Street, Cottage Grove, OR 97424, delivered in person, or emailed to [cgpdpd@cgpolice.org](mailto:cgpdpd@cgpolice.org). Completed applications must include a resume and must be received no later than the closing date and time. Incomplete applications will not be considered.

For questions, please contact Administrative Manager Janice Cramer at 541-942-9145 ext. 138, or by email at [cgpdpd@cgpolice.org](mailto:cgpdpd@cgpolice.org).

The City of Cottage Grove is an Equal Opportunity Employer