

City of Colfax Job Description

TITLE: POLICE CHIEF

DEPARTMENT: Police Department

REPORTS TO: City Administrator

GRADE: Four

MAJOR FUNCTION AND PURPOSE: Performs all administrative, managerial and supervisory work as the head of the police department. Plans, implements and directs programs and procedures in accordance with the policies established by the mayor and city council and in accordance with state and federal law. Conducts department functions, including but not limited to patrols, investigations, crime prevention, public education, animal control and parking ordinance enforcement.

SUPERVISION RECEIVED: The Chief of Police reports to the City Administrator.

SUPERVISION EXERCISED: Supervises the Assistant Police Chief and all full and part time law enforcement officers.

SPECIFIC DUTIES AND RESPONSIBILITIES: In addition to duties provided by statute, ordinance, resolution or otherwise, the Police Chief is responsible for the following:

1. Supervises and directs all activities of the Police Department and coordinates department activities with other city departments and other law enforcement agencies as necessary;
2. Evaluates departmental operations and methods and makes necessary adjustments through constant examination of policies, procedures and regulations;
3. Recommends persons for appointment to or promotions within the department;
4. Evaluates service of all personnel according to the city personnel manual;
5. Advises the Administrator and Mayor in all matters of concern regarding public peace and security and takes needed action to insure law and justice;
6. Insures that an appropriate level of training is maintained throughout all levels within the department;
7. Insures that all hiring, promotion, discipline or other personnel considerations conform to federal guidelines and are in accordance with state and local civil service rules;
8. Attends city council meetings and reports pertinent information on department activities and potential public safety problems;
9. Develops the annual department budget and exercises administrative control over department expenditures;

10. Maintains community relations and communication with a variety of civic, business and school organizations;
11. Maintains relations with the press and other media;
12. May represent the city on commissions, committees or boards concerned with public safety issues on the local, county or state level; and
13. Performs other related duties as required.

MINIMUM QUALIFICATIONS: All prerequisites set forth in RCW 41.12.070 and as determined by the Colfax Civil Service Commission. Must be able to function as a police officer including patrol in car or on foot, to communicate in person and on the telephone, and to have sufficient dexterity to operate a computer and other office equipment.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

WORK ENVIRONMENT: A private office in a moderately busy police station of limited space located in the City Hall. Shares a day room and dispatching with the Fire Department.