

# **Colfax Police Department**



400 N Mill St PO Box 229  
Colfax, WA 99111  
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[www.colfaxwa.org/application-process](http://www.colfaxwa.org/application-process)  
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## **CHIEF OF POLICE**

Salary:  
\$5382 - \$8,400 DOE

### **QUALIFICATIONS:**

- a. Same qualifications as Police Officer.
- b. Be of sound physical condition (adopted 2/22/12)
- c. Five years of law enforcement experience with two years of college; or ten years of law enforcement experience without college.
- d. Have successfully completed Washington State Basic Law Enforcement Academy.
- e. Ability to deal with public and employees.
- f. Knowledge of office management.
- g. Any qualifications mandated by Civil Service Commission.
- h. One (1) year probation.
- i. Two (2) years supervisory position (adopted 5/1/2006).
- j. Ability to complete all state mandated supervisory training (adopted 2/22/12).
- k. Ability to work within City Policy Procedures and Rules (adopted 5/1/2006).
- l. Currently employed in Law Enforcement or retired within six (6) months. (adopted 2/22/12)

### **DUTIES:**

- a. All duties required of Police Officer.
- b. Full responsibility for work accomplished by the Police Department.
- c. Independent plan, schedule and direct all regular work of department.
- d. Enforce all City Ordinances.
- e. Manage department manpower and budget.
- f. Establish all Department Policy and Procedure.
- g. Review employee job performances.
- h. Maintain good public relations with the community.
- i. Report to City Administrator, Mayor and City Council on matters related to public safety.
- j. Establish and maintain yearly budget allocations.
- k. Responsible for official Law Enforcement records.
- l. Liaison between department and other departments and public.
- m. Traffic Safety Engineer.
- n. Comply with Colfax City Personnel Manual.