



Town of Bayfield Chief of Police

Employment Classification: Full Time

FLSA Status: Exempt

Salary Range: \$116,000 - \$130,000

Application Materials: Resume & Cover letter

References: Three professional, one personal

Pre-Hire Requirements: Requires successful passing of a criminal background check, psychological evaluation and drug test.

Deadline: Applications will be accepted through **Tuesday, February 17, 2026**. *Candidate reviews will occur on a rolling basis every few weeks and will continue until the position is filled.*

Contact: mkehm@bayfieldgov.org

Why Work in Bayfield, Colorado:

Bayfield is a vibrant, close-knit community where public service truly makes a difference. Located in the heart of Southwest Colorado, the town offers a rare balance of professional opportunity and exceptional quality of life. Staff enjoy supportive leadership, collaborative teamwork, and a community that values integrity, accountability, and genuine connection. With stunning mountain landscapes, year-round outdoor recreation, and a welcoming small-town atmosphere, Bayfield is a place where you can build a meaningful career while enjoying the lifestyle that comes with living in one of Colorado's most beautiful regions.

Job Summary:

To serve as the top administrative officer of the Bayfield Police Department. Is responsible to plan, direct, manage and oversee the activities and operations of the Bayfield Police Department including field operations and patrol, criminal investigations, training programs, management services and records management; to coordinate assigned activities with other Town departments and outside agencies; and to provide highly responsible and complex administrative support to the Town Manager.

Essential Duties and Responsibilities:

- Assume full management responsibility for all department services and activities including patrol, maintenance of law and order, protection of life and property, regulation of traffic, apprehension, arrest and detention of law violators, and maintenance of police records; formulate, develop and administer policies and procedures.
- Manage the development and implementation of department goals, objectives, policies, and priorities for each assigned service area.
- Establish, within Town policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.

- Plan, direct and coordinate, through subordinate level managers, the department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
- Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- Select, train, motivate and evaluate department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Oversee and participate in the development and administration of the department budget; direct the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as necessary.
- Explain, justify and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
- Represent the department to other Town departments, elected officials and outside agencies; coordinate department activities with those of other departments and outside agencies.
- Provide staff assistance to the Town Manager and Town Board; prepare and present staff reports and other necessary correspondence.
- Provide staff support to assigned boards and commissions.
- Conducts and oversees code enforcement activities, including investigating potential violations, issuing notices, coordinating compliance efforts, and working with residents and businesses to ensure adherence to municipal codes and ordinances.
- Confer with citizens and Town officials on law enforcement problems and assist in the development of innovative municipal law enforcement policies.
- Ensure responsive, appropriate service delivery by conferring with civic, professional, service, fraternal and other community groups.
- Initiate internal investigations when appropriate and provide corrective action as needed.
- Review and analyze reports, legislation, court cases, and related matters; prepare the initial responses for legal actions.
- Provide truthful, unreserved, and credible testimony in all judicial proceedings.
- Maintain an updated policy in compliance with Federal/State Laws pertaining to the inventory and control of all evidence and recovered property.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- May act as the Town Manager in the Manager's absence, and as assigned.

Supervisory Responsibilities: This position directly supervises the Administrative Assistant, supervisors, and has supervisory authority over all Department members. Is directly responsible for the administration of Department Policy.

Minimum Job Experience Qualifications:

- A bachelor's degree in police science, law enforcement, criminal justice, police or public administration or a related field from a nationally accredited college or university.
- At least ten (10) years of progressively responsible experience in police administration as a sworn police officer, with at least five (5) years of experience in supervisor/management role(s) with substantial public interaction.
- Successful completion of the FBI National Academy, the National Command and Staff College, PERF-SMIP, Northwestern School of Police Staff & Command or a similar nationally recognized police management/administration leadership program is strongly desired.
- Executive Certification through the Colorado Association of Chiefs of Police is a plus.
- Colorado POST-certified or eligible to obtain POST certification within six (6) months of hire.
- Must possess or have ability to obtain an appropriate, valid state driver's license.
- Any equivalent combination of training, education, and experience, which provides the individual with the required knowledge, skills and abilities to perform the job may be considered.

JOB QUALIFICATIONS

Knowledge of:

- Strong understanding of modern policing practices, investigations, and police administration
- Knowledge of state, federal, and local laws, including use-of-force standards and criminal procedures
- Ability to manage budgets, develop policies, and oversee department operations
- Familiarity with crime prevention strategies, community policing, and public relations
- Experience with evidence handling, report writing, and courtroom procedures
- Comfortable using law enforcement technology, software, and modern police equipment
- Ability to supervise, train, and evaluate staff
- Understanding of ICS/NIMS and emergency management principles

Mental and Physical Abilities

- Strong communication skills with the ability to work effectively with staff, community members, and partner agencies
- Ability to stay calm, make sound decisions, and lead during emergencies or rapidly changing situations
- Skilled in conflict resolution, mediation, and community engagement
- Ability to prepare reports, present information, and speak confidently in public settings
- Capable of performing the physical duties associated with police work, including responding to incidents, pursuing suspects, and assisting in emergency situations
- Ability to maintain professionalism, composure, and good judgment under stress

Working Conditions

- Work may involve outdoor environments, varying weather, and high-stress or emergency situations
- Occasional exposure to hazardous conditions or individuals in crisis
- Irregular hours, on-call responsibilities, and holiday or weekend work may be required
- Combination of office work, community engagement, and field response

Physical Activities

- Ability to perform essential police functions, including responding to emergencies, navigating obstacles, and assisting individuals in distress
- Ability to lift, move, or carry equipment or individuals when necessary
- Regular use of standard office equipment and technology

BENEFIT PACKAGE

- Retirement Plan – Fire & Police Pension Association (FPPA) Statewide Defined Benefit Plan – Employee contribution: 12% of salary
- Death & Disability Plan – FPPA – Employee contribution: 0.2% of salary
- Medical, dental, and vision insurance (Employer and employee share a percentage of coverage costs)
- 8 hours PTO accrued every two weeks
- 13.5 paid holidays
- \$20,000 employer-paid life insurance
- Employee Assistance Program (EAP)
- \$480 annual wellness reimbursement
- Cell phone allowance/stipend

- Voluntary supplemental life and other insurance through CEBT and AFLAC

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as established to meet the ongoing needs of the organization.