

TITLE I

ADMINISTRATIVE PROVISIONS

CHAPTER 2

Officers, Employees and Departments

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1-2-1: Officers and Employees.

- A. Appointed officers of the Town shall include the Clerk, Municipal Judge, Treasurer and Town Attorney.
- B. All appointed officers shall serve for a term of two years commencing at the first regular meeting of the Board of Trustees following the regular election; provided that no appointment of any officer shall continue beyond one week after the qualifications of the members of the succeeding Board of Trustees.
- C. Officers may be removed in accordance with the requirements of State law.
- D. All employees of the Town shall serve at the pleasure of the Town and they may be summarily discharged at any time.
- E. All officers and employees shall perform duties provided by law and in addition any duties specified by the Board of Trustees or their supervisors. The Board of Trustees may adopt personnel regulations. (Ord. 3-1994)

1-2-2: Creation of Police Department.

There is hereby created a Police Department for the Town of Olathe, Colorado, which shall consist of a Chief of Police and such police officers as may be hired from time to time. All members of the Police Department shall be employees of the Town and not officers.

1-2-3: Chief of Police.

One member of the Police Department shall be designated as Chief of Police, who shall be responsible for the administration and supervision of all members of the Department. The Chief shall report directly to the Board of Trustees, or the Mayor, other members of the Board of Trustees, Town Manager or Town Administrator as the Board may direct from time to time. (Ord. 3-1994)

1-2-4: Town Attorney.

- A. The Board of Trustees shall appoint an individual or entity to the office of Town Attorney.
- B. The Town Attorney shall provide legal services to the Town of Olathe as an independent contractor pursuant to the terms of an agreement approved by the Board of Trustees. (Ord. 2013-12)

1-2-5: Oath of Office.

Before entering upon the duties of their respective offices, all persons elected or appointed to any Town office shall take and subscribe one of the following oaths:

“I, _____, do solemnly swear, by the ever living God that I will support the Constitution of the United States, the Constitution of the State of Colorado, and that I will well and faithfully perform the duties of the office of _____ of the Town of Olathe, to the best of my skill and ability.”

“I _____, do solemnly, sincerely, and truly declare and affirm, that I will support the Constitution of the United States, the Constitution of the State of Colorado, and that I will well and faithfully perform the duties of the office of _____ of the Town of Olathe, to the best of my skill and ability.” (Ord. 2010-08)

1-2-6: Records.

Every officer shall, when going out of office, deliver to his successor all moneys, books, papers and all other things appertaining to his office or belonging to the Town, and shall at all times when required, submit the books and papers of his office to the examination of the Mayor or any member of the Board of Trustees.

1-2-7: Municipal Judge

- A. The Municipal Judge shall be appointed as required by Colorado Revised Statute 13-10-105, at or following the first regular Board of Trustees meeting of January in odd numbered years for a two-year term commencing on February 28th of such year. Any vacancy in the office of the Municipal Judge shall be filled by appointment of the Board of Trustees for the remainder of the unexpired term. The Municipal Judge shall preside over Municipal Court.
- B. The Municipal Judge so appointed may be removed only for cause and the applicable causes shall be as prescribed by Colorado Revised Statute 13-10-105.
- C. In the case of the temporary absence sickness or other inability of the Municipal Judge to act, the Board of Trustees may appoint an acting Municipal Judge. The acting Municipal Judge will have the same qualifications as required by law for the Municipal Judge.
- D. No person shall be eligible for appointment as Municipal Judge unless he shall have graduated from a high school or has attained the equivalent of a high school education as indicated by the possession of a certificate of equivalency issued by the State Department of Education and based upon the record made on the general educational development test. The Municipal Judge shall have those qualifications provided by Colorado Revised Statute 13-10-106. (Ord. 2009-05)

1-2-8 Treasurer

- A. The Treasurer shall have and perform such duties as stated in Part 3, Article 20, Title 31, of the Colorado Revised Statutes, and as may be assigned from time to time by the Town Administrator and in the absence thereof by the Board of Trustees.
- B. The Treasurer shall receive compensation in the amount of One Dollar and No Cents (\$1.00) per year, payable on or before the thirty-first day of January each year, except if the person holding the office of Treasurer shall be employed full-time by the Town, then he or she shall not be entitled to any additional compensation.
- C. The Treasurer shall take an oath or affirmation, administered by the municipal judge, clerk, or other person who is designated by the governing body or who is

authorized by law to administer oaths, to support the constitution of the United States and the state constitution.

- D. The same person may hold the offices of Treasurer and Clerk. (Ord. 2010-06)