

**DEPARTMENT:** TOWNS ONLY  
**CLASSIFICATION:** NON-COMPETITIVE P/T ONLY  
**APPROVED:** FEBRUARY 16, 2012

**CONSTABLE P/T**

**DISTINGUISHING FEATURES OF THE CLASS:** This is part-time peace officer enforcement work conducted on the Town level. Employees in this class participate in the detection and investigation of violations of law and the apprehension of law-breakers. This position is responsible for the enforcement of laws, ordinances and the protection of lives and property in an assigned area during a specific period of time. This work consists primarily of routine patrol tasks. There is considerable responsibility for the exercise of independent sound judgment in emergencies. Incumbents must be able to and must maintain the ability to carry a firearm. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Patrols an assigned area either on foot or in a patrol car and responds to calls for service within that area;
2. Enforces Vehicle and Traffic Law, ordinances and local laws according to the express power of enforcement granted by the Town Board;
3. Checks unoccupied business and residential property to ensure that doors and windows are closed and locked;
4. Investigates suspicious activities and makes arrests for violations of State Laws and local laws/ordinances;
5. Serves or executes attachments, writs, processes, orders of the courts or jury summonses;
6. Responds to complaints or calls for assistance;
7. Assists other emergency response agencies as may be required;
8. Escorts prisoners to jail and to court and has them booked on charges;
9. Watches for and makes investigations of wanted and missing persons, stolen cars and property;
10. Directs traffic and checks vehicles for moving and parking violations;
11. Maintains order in crowds;
12. When granted the authority by the Town Board, has the power to make warrantless arrests where constitutionally permissible or where allowed pursuant to Criminal Procedure Law;
13. Reports serious defects in streets and in related matters requiring attention of the public works department;
14. May broadcast radio messages and send teletype messages;
15. Records facts to prepare reports that document incidents and prepares daily reports;
16. Operates a patrol car;
17. May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
18. May dispose of dead dogs or other animals.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the geographic area of the municipality; working knowledge of civil and criminal law and procedure; working knowledge of the provisions of the New York State Vehicle and Traffic Law; working knowledge of first aid methods; skill in the use of firearms; good powers of observation and memory; ability to understand and carry out complex oral and written instructions; ability to express oneself clearly and concisely in writing and conversation; ability to operate an automobile; ability to qualify in the handling of firearms; ability to be courteous yet firm with the public; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use modern computer applications software and related peripherals at an acceptable rate of speed and accuracy; sound professional judgment; excellent moral character and habits; even temperament; high degree of courage; tact; dependability; integrity; willingness to work under adverse conditions and irregular hours; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

1. Graduation from high school or possession of an equivalency diploma;
2. Qualified, as required by New York State law, to hold the office of peace officer;
3. United States citizenship.

**SPECIAL REQUIREMENTS:**

Possession of a valid New York State driver's license at time of appointment and for the duration of employment;

**NOTE:** Constables are appointed in accordance with New York State Department of Criminal Justice guidelines and applicable sections of New York State Criminal Procedure Law. It is the responsibility of the appointing authority to adopt local laws that govern the specific duties that Constables are required and permitted to perform in that particular Town. It is the responsibility of the Town to ensure that all employees meet all requirements and complete all necessary training in accordance with Laws and rules.