

DEPARTMENT: TOWNS ONLY
CLASSIFICATION: NON-COMPETITIVE P/T ONLY
APPROVED: 05/28/85

CONSTABLE P/T

DISTINGUISHING FEATURES OF THE CLASS: Serves legal papers, performs peace officer duties. This is part-time peace officer enforcement work conducted on the Town and Village levels. Employees in this class assist in the investigation of violations of law and the apprehension of law-breakers. Executes legal processes as his/her major functions. Employees in this class are required to be available at irregular hours. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Serves or executes attachments, writes, processes, or orders of the courts;
2. Guards election polls;
3. Serves jury summonses;
4. Disposes of dead dogs or other animals;
5. Investigates suspicious activities and makes arrests for violations of less than felony grade of federal and state laws and local ordinances as a peace officer;
6. Escorts prisoners to jail and to court and has them booked on charges.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good social and general intelligence; ability to be courteous and yet firm with the public; ability to understand and carry out complex oral and written directions; good knowledge of first aid methods; good judgment; ability to drive an automobile; some skill in the use of firearms; good powers of observation; physical strength and agility; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a New York State equivalency diploma;

SPECIAL NOTES:

1. Constables appointed after September 01, 1980 must complete a police training course. The employer must advise the Municipal Training Council of the municipality's training program.
2. If the operation of a motor vehicle is required, possession of a valid New York State motor vehicle operator's license is required before appointment.
3. The duties and authority of this position are governed by the Criminal Procedure Law of New York State as last revised by Chapters 996 and 997 of the Laws of 1970, effective September 1, 1971.
4. **SPECIAL NOTE FOR CONSTABLES WHO ENFORCE BUILDING AND FIRE CODES:** It is required by Executive Law, Section 159-d that "Code Enforcement Personnel" charges with enforcement of building or fire codes must satisfactorily complete a certified code enforcement training course or equivalent course as accepted by the State Fire Administrator. Time required to satisfy training requirements:

Employee working less than 10 hours per week -- 36 months
Employee working 10-20 hours per week ----- 24 months
Employee working over 20 hours per week ----- 18 months.
(MSD-CL-13-84)