

Constabulary Training Coordinator

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the planning, conducting, scheduling, administering the training program, and ensuring compliance for the Town Constabulary. The incumbent is responsible for ensuring compliance with all required training services. Work is performed under the general supervision of the Town Constable, and in their absence, the Town Supervisor, with considerable leeway allowed in carrying out the details of the work assignments. Supervision is not a significant responsibility of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Plans, schedules, coordinates, and maintains the annual training program for the Constabulary, including required, recurring, remedial, and supplemental training for constabulary members;

Tracks training needs based on Town policy, member assignments, certification status, firearms status, court/security functions, patrol functions, and other authorized duties;

Serves as an instructor and training coordinator for approved Constabulary training blocks, which may include orientation, policy review, defensive tactics concepts, officer safety, report writing, communications, courtroom/security procedures, firearms-related training if properly certified, impaired motorist recognition, officer wellness, and other approved public safety training topics;

Prepares, or uses, approved lesson plans, instructional materials, practical exercises, and course evaluations;

Maintains training records, course rosters, sign-in sheets, certificates of completion, lesson plans, instructor credentials, attendance records, firearms training documentation, and related compliance records;

Ensures files are organized and available for internal review, audit, reporting, and compliance purposes;

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Coordinates with approved instructors, DCJS-related training resources, law enforcement agencies, municipal partners, public safety agencies, and other training providers to arrange instructional blocks, refresher training, firearms training, and specialized courses;

Maintains required DCJS training documentation, annual compliance records, and other State-required training documentation;

Assists with onboarding and training documentation for newly appointed constabulary members, including orientation, policy acknowledgments, required training checklists, and verification that members complete training before performing duties requiring certification or specialized authorization;

Prepares training notices, calendars, course completion documents, certificates, internal memoranda, training summaries, and compliance reports for review by Constabulary command staff, the Town Supervisor, the Town Board, or other authorized officials;

Assists in maintaining training-related equipment, instructional materials, safety equipment, course files, forms, and templates used by the Constabulary for training and certification documentation; and

Performs related administrative and clerical duties as assigned in support of the Constabulary's training, records, compliance, and personnel-readiness functions.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge on training program administration, instructional techniques, compliance tracking, recordkeeping, and program coordination; good knowledge of the provisions of Criminal Procedure Law, which authorize peace officers to make arrests; good knowledge of the provisions of Criminal Procedure Law, in general; good knowledge of State statutes authorizing Constables as the enforcing agent for the statutes; skill in the use of firearms; good knowledge of law enforcement practices, procedures, and State/Federal training compliance requirements; ability to keep records and prepare reports; ability to establish and

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maintain good working relationships; ability to plan and coordinate training programs; ability to operate a personal computer and utilize common office software programs; ability to communicate effectively, both orally and in writing; accuracy; orderliness; good judgment; and tact.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, and three (3) years of experience in law enforcement, peace officer service, public safety, emergency services, municipal training, firearms instruction, or a closely related field, including providing instruction, coordinating training, maintaining training records, preparing lesson plans, or tracking certification and compliance requirements.

Special Requirements for Appointment: *Possession of a NYS DCJS-recognized General Topics Instructor certification within one (1) year after appointment.*

NOTE: Additional instructor certifications may be obtained/required based upon the assigned training responsibilities and the operational needs of the Constabulary.

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Originated: 7/7/2026

Jurisdictional Class: Non-Competitive

Public Hearing:

NYS Civil Service Commission Approval:

Reviewed and placed in Classplan: 9/22/2026