POLICE CONSTABLE – TOWN OF HIGHLAND

DISTINGUISHING FEATURES OF THE CLASS: This is responsible Peace Officer work involving the performance of organized municipal law enforcement and public safety duties in the Highland Town Constabulary. Incumbents are appointed as Constables of the Town of Highland and are Peace Officers pursuant to Section 2.10(1) of the Criminal Procedure Law. The work involves regular patrol, response to calls for service, enforcement of applicable State and local laws, preliminary investigation and authorized limited follow-up, traffic enforcement, emergency response, community policing, court security when assigned, and other related law enforcement and public safety duties assigned by the Town. The title "Police Constable" identifies the patrol-oriented and general law enforcement function of the position and distinguishes it from Constable positions whose duties are primarily limited to court security, service of process, local ordinance enforcement, or other specialized or traditional constable functions. A Police Constable is a Peace Officer and is not a "Police Officer" as defined by Section 1.20(34) of the Criminal Procedure Law. Incumbents exercise only those Peace Officer powers authorized by law and those lawful duties assigned by the Town. The work is performed in accordance with applicable laws, Town authorization, departmental policies and procedures, and the direction of supervisory personnel. Direct field supervision is provided by a Police Constable Supervisor - Town of Highland, when assigned. Considerable independent judgment is exercised in responding to calls for service, determining appropriate enforcement action, conducting authorized investigative activities, and addressing routine and emergency public safety situations. This position does not involve supervision of subordinate personnel. Investigative work remains within Town-authorized scope; matters exceeding that scope, training or resources are referred to the appropriate police or lead agency. The classification does not expand statutory authority or establish a full-service police department.

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.*

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Patrols the geographic area of the Town of Highland for the purpose of preserving public safety, preventing and detecting crime and offenses, enforcing applicable laws and ordinances, and providing a visible law enforcement presence;

Responds to dispatched and self-initiated calls for service, complaints, disturbances, suspicious conditions, emergencies, and other incidents within the scope of the incumbent's lawful authority, authorized duty status and assigned duties;

Conducts preliminary investigations and limited follow-up of crimes, offenses, violations, complaints and other matters when permitted by Town policy and assignment; refers matters exceeding Constabulary scope to the appropriate police or lead agency;

Makes warrantless arrests when authorized pursuant to Section 140.25 of the Criminal Procedure Law and other applicable provisions of law;

Exercises Peace Officer powers authorized pursuant to Section 2.20 of the Criminal Procedure Law and other applicable law while acting pursuant to the incumbent's special duties;

Enforces applicable provisions of the New York State Vehicle and Traffic Law when authorized and assigned, including traffic enforcement, traffic direction, issuance of simplified traffic informations, and collision response, investigation and reporting within Town-authorized scope;

Issues appearance tickets, summonses, simplified informations and other process when authorized by law;

Enforces applicable Town local laws, ordinances, rules and regulations within lawful authority and assignment;

Protects persons and property, preserves the peace, responds to immediate threats to public safety, and takes appropriate lawful action;

Provides assistance during emergency incidents and coordinates as necessary with police agencies, fire departments, emergency medical services, and other public safety or governmental agencies; Assists Police Officers, Peace Officers and other law enforcement agencies when authorized and consistent with the duties of the position;

Provides security and law enforcement services at municipal buildings, the Town Justice Court, public meetings, community events, special events and other municipal facilities or functions when assigned;

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May serve summonses, subpoenas, notices and other legal process when authorized and assigned; Conducts community policing and public outreach activities and provides information and assistance to residents, businesses, visitors and other members of the public;

Collects, safeguards, documents and transfers evidence and property in accordance with applicable law, Town policy, training and assignment;

Prepares and maintains incident reports, arrest reports, investigative reports, traffic reports, activity records, court documentation and other records associated with assigned duties;

Operates patrol vehicles, law enforcement communications equipment, computer-aided dispatch and records management systems, body-worn cameras, mobile data equipment and other authorized public safety equipment;

Appears in court and provides testimony concerning arrests, authorized investigations, enforcement actions and other official activities when required;

Participates in required Peace Officer training, departmental training, annual in-service training, firearms qualification when authorized, and other training necessary to maintain qualifications for assigned duties; and

Performs other law enforcement, public safety, emergency response and municipal duties assigned through the authorized chain of command, provided such duties are consistent with applicable law, Town policy and the Peace Officer status of the position.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the provisions of the Criminal Procedure Law applicable to Peace Officers; good knowledge of the powers, authority and limitations of Peace Officers; good knowledge of law enforcement practices and procedures; good knowledge of patrol practices, criminal investigation procedures, traffic enforcement and emergency response procedures; working knowledge of applicable provisions of the Penal Law, Vehicle and Traffic Law, and municipal local laws and ordinances; working knowledge of constitutional limitations applicable to law enforcement activity; working knowledge of evidence preservation and report preparation procedures; working knowledge of basic first aid; ability to exercise sound judgment and common sense in routine and stressful situations; ability to observe details, remember facts

and information, and evaluate situations; ability to recognize criminal activity, public safety hazards and circumstances requiring law enforcement intervention; ability to communicate clearly and effectively both orally and in writing; ability to prepare accurate reports and maintain records; ability to understand and carry out oral and written instructions; ability to operate law enforcement communications, computer and public safety equipment; ability to establish and maintain effective working relationships with Police Officers, Peace Officers, emergency services personnel, government officials, court personnel and members of the public; ability to deal firmly, tactfully, impartially and professionally with individuals under stressful or adversarial conditions; skill in the safe use of firearms, defensive equipment, and restraint techniques when authorized; integrity; dependability; emotional maturity; professionalism; and good judgment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time paid experience, or its part-time equivalent, as a Police Officer, State Trooper, or Deputy Sheriff, with substantial experience performing general patrol, response to calls for service, criminal investigations, arrests, traffic enforcement, and related field law enforcement duties.

NOTE: Qualifying law enforcement experience must include substantial responsibility for field patrol and general law enforcement duties. Experience limited primarily to corrections, probation, court security, institutional security, private security, civil process, or other non-patrol functions shall not qualify.

SPECIAL REQUIREMENTS FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

1. *Must be eligible for appointment as a Police Constable and designation as a New York State Peace Officer pursuant to Section 2.10(1) of the Criminal Procedure Law;*

2. *At the time of original appointment to the Highland Town Constabulary, the candidate must have successfully completed a New York State Municipal Police Training Council-approved Basic Course for Police Officers, or other police basic training determined by the New York State Division of Criminal Justice Services to be equivalent or otherwise acceptable. The*

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candidate's prior training and service shall be subject to verification by DCJS, including determination of any applicable Peace Officer basic training waiver, credit, or additional training required before the candidate may independently perform assigned duties.

3. Must successfully complete and maintain all Peace Officer training and certification required by Section 2.30 of the Criminal Procedure Law, the Municipal Police Training Council, the Division of Criminal Justice Services, and the appointing authority within the time required by law and prior to independently performing duties for which such training is required;

4. Where the incumbent is authorized to carry or use a firearm or other weapon in the performance of official duties, successful completion and continued maintenance of all training and qualification required by law and the appointing authority is required; and

5. Possession and maintenance of a valid New York State driver's license appropriate to the duties of the position.

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Originated: 9/22/2026
Jurisdictional Class: Non-Competitive
Public Hearing:
NYS Civil Service Commission Approval:

Reviewed and placed in Classplan: 10/29/2026