POLICE CONSTABLE SUPERVISOR – TOWN OF HIGHLAND

DISTINGUISHING FEATURES OF THE CLASS: This is responsible supervisory Peace Officer work involving the direction, coordination and oversight of municipal law enforcement and public safety operations performed by Police Constables - Town of Highland. 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. In addition to performing the duties of a Police Constable, incumbents exercise direct supervision over employees in the Police Constable - Town of Highland title and may be assigned responsibility for patrol supervision, daily field operations, scheduling, report review, training coordination, policy compliance, incident management, equipment accountability, administrative functions and other assigned operational responsibilities. The title "Police Constable Supervisor" identifies the supervisory and operational law enforcement function of the position. A Police Constable Supervisor 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 supervisory, administrative and operational duties assigned by the Town. Work is performed under the general and administrative direction of the Constable designated to head the Constabulary or other duly authorized administrative command personnel, in accordance with applicable law, Town authorization and departmental policies. Considerable independent judgment is exercised in directing personnel, prioritizing assignments, supervising field operations, reviewing enforcement activity, responding to significant incidents and ensuring safe and lawful performance. This position is distinguished from Police Constable by regular and continuing responsibility for supervising subordinate Police Constables and coordinating assigned operational or administrative functions. The position may encompass patrol supervision, operations coordination or administrative supervision when formally assigned. Coordination of court-related assignments does not establish an additional supervisory relationship over separately classified Court Security Constables. Investigative work remains limited to preliminary actions and limited follow-up permitted by Town policy and assignment. Matters exceeding Constabulary scope, training or resources are referred to the appropriate police or lead agency. This classification does not expand statutory authority or establish a full-service police department.

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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.*

Supervises employees in the Police Constable - Town of Highland title;

Assigns Police Constables to patrol areas, authorized court or municipal security details, special events, community assignments, emergency details and other operational duties;

Provides field supervision, direction, guidance and assistance to subordinate Police Constables during routine patrol operations, calls for service, authorized investigations, arrests, traffic incidents, emergencies and other law enforcement activities;

Reviews incident reports, arrest reports, investigative reports, traffic reports, assigned court or security reports, activity records and other documentation for accuracy, completeness, compliance with law and conformity with departmental procedures;

Ensures that subordinate Police Constables comply with applicable laws, departmental rules and regulations, operational procedures, training requirements, equipment requirements and authorized directives;

Coordinates daily or assigned law enforcement and public safety operations, including patrol coverage, calls for service, assigned municipal details, special events and emergency response;

Monitors staffing and operational needs and makes or recommends adjustments to assignments, schedules and deployment within delegated authority;

Responds to significant, unusual, complex or high-risk incidents and assumes or assists with operational coordination within delegated authority, requesting the appropriate police or lead agency when required;

Coordinates activities with Police Officers, Peace Officers, fire departments, emergency medical services, courts, governmental agencies and other public safety organizations;

Provides guidance to subordinate Police Constables concerning the interpretation and application of laws, departmental policies, enforcement procedures, officer safety practices and operational matters;

Assists with the investigation of complaints concerning departmental operations, incidents or employee conduct when assigned, and prepares or reviews related reports;

Provides or coordinates field training, orientation, remedial instruction, in-service training and other professional development for assigned Police Constables;

Monitors compliance with Peace Officer training, annual in-service training, firearms qualification, defensive tactics training and other mandated or departmental training requirements;

Evaluates or contributes to the evaluation of subordinate Police Constables and provides feedback and counseling concerning performance, training needs, conduct and operational effectiveness;

Maintains or oversees records concerning staffing, schedules, training, equipment, vehicles, activity, incidents and other assigned operational or administrative matters;

Assists in the development, implementation and revision of departmental policies, procedures, operational plans, training programs and administrative practices;

Assists with the planning and coordination of special events, emergency operations, mutual assistance, interagency activities and other assignments requiring organized deployment of personnel;

Monitors the condition, accountability, maintenance and proper use of departmental vehicles, firearms, communications equipment, body-worn cameras, computers, safety equipment and other municipal property;

Ensures that evidence and property are handled, documented, safeguarded and transferred in accordance with applicable law and departmental procedures;

Communicates operational concerns, personnel matters, equipment needs, training issues, significant incidents and other matters requiring attention to administrative command personnel;

May prepare schedules, staffing plans, operational reports, statistical summaries, memoranda, correspondence and other administrative documents;

May serve as the officer-in-charge of an assigned shift, detail, operation or departmental function within delegated authority;

May represent the Constabulary at meetings, training sessions, interagency conferences, court proceedings, municipal functions or other official activities when assigned;

Patrols the Town of Highland to preserve public safety, prevent and detect crime and offenses, enforce applicable laws and ordinances, and provide a visible law enforcement presence;

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

Conducts or assists with preliminary investigation and limited follow-up of crimes, offenses, violations, complaints and other matters when permitted by Town policy and assignment;

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, and enforces applicable Town local laws, ordinances, rules and regulations;

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

Prepares and maintains reports and records associated with supervisory, administrative, authorized investigative, enforcement and public safety duties;

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

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

Provides corrective guidance within delegated authority and recommends additional personnel action when appropriate; this title does not independently confer authority to appoint, remove or impose discipline beyond Town authorization; and

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

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the powers, authority and limitations of Peace Officers; thorough knowledge of modern law enforcement practices and procedures; good knowledge of the provisions of the Criminal Procedure Law applicable to Peace Officers; good knowledge of patrol supervision, criminal investigations, traffic enforcement, emergency response, incident management, officer safety practices and report review procedures; good knowledge of principles and practices of supervision; good knowledge of departmental administration, scheduling, personnel deployment, training coordination and operational planning; 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, property control and records management procedures; ability to plan, assign, supervise and review the work of subordinate personnel; ability to exercise leadership and maintain effective discipline within delegated authority; ability to make sound decisions under routine, stressful, emergency and rapidly changing conditions; ability to evaluate complex situations and determine an appropriate lawful operational response; ability to recognize deficiencies in reports, authorized investigations, enforcement activity, training or performance and take or recommend appropriate corrective action; ability to communicate clearly and effectively both orally and in writing; ability to prepare and review detailed reports, records, schedules, memoranda and other administrative documents; ability to interpret and communicate departmental policies, procedures, laws and directives; ability to establish and maintain effective working relationships with subordinate personnel, Police Officers, Peace Officers, emergency services personnel, judges, court personnel, government

officials and members of the public; ability to deal firmly, tactfully, impartially and professionally with individuals under stressful or adversarial conditions; ability to maintain confidentiality concerning personnel, investigative, court and administrative matters; skill in the safe use of firearms, defensive equipment and restraint techniques when authorized; leadership; integrity; dependability; initiative; emotional maturity; professionalism; sound judgment; and physical condition commensurate with the demands of the position.

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 1: 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 toward the five-year law enforcement experience requirement.

Note 2: Service as a Police Constable may be considered as additional qualifying experience for appointment or promotion only where the candidate previously satisfied the five-year prior police-service requirement as a Police Officer, State Trooper, or Deputy Sheriff. Police Constable service alone shall not substitute for that prior police-service foundation.

Note 3: Prior supervisory, field training, officer-in-charge, or operational leadership experience is desirable but is not required for appointment.

SPECIAL REQUIREMENTS FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

1. *Must be eligible for appointment as a Constable or 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 candidate's prior training and service shall be subject to verification by DCJS, including determination of any applicable Peace Office 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;*

5. *An incumbent appointed to the position of Police Constable Supervisor shall successfully complete the New York State Municipal Police Training Council-approved Course in Police Supervision within twelve (12) months of appointment to the position, unless the incumbent has previously satisfactorily completed the course; and*

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

Note: *For a current Police Constable – Town of Highland being promoted or reclassified into this title, the police basic training requirement above is satisfied where the qualifying prior police-service background and training were verified at original appointment or reclassification and the incumbent remains in current compliance with all applicable Peace Officer and Town training requirements. Continued validity of the original Police Officer basic training certificate is not independently required unless otherwise required by law or DCJS.*