

Town of Middletown

19 W. Green Street, Middletown, DE 19709
(302) 378-2711

Job Title: Constable

Department: General Administration

Reports To: Mayor and Council, Town Manager

FLSA Status: Non-Exempt

Summary

The Constable performs responsible public safety and security work to protect Town Hall employees and visitors, monitoring facility access, responding to emergencies, de-escalating conflicts, and assisting the Middletown Police Department when necessary. The Constable serves as the primary security presence within Town Hall and is expected to exercise sound judgment, professionalism, and excellent customer service while preserving peace and order.

Essential Duties and Responsibilities

- Maintain the safety and security for the Town Hall building, elected officials, employees, residents, visitors, and Town property.
- Control building access, monitor ingress and egress points, and operate the designated security checkpoint.
- Observe, investigate, and report suspicious activity, unauthorized visitors, disturbances, and potential criminal activity.
- Respond as the first on-scene security officer during emergencies within Town Hall.
- Assess potentially dangerous situations and utilize appropriate de-escalation techniques.
- Restore and maintain order during disruptive incidents.
- Detain individuals when authorized by law until Middletown Police officers arrive.
- Assist Middletown Police with incidents occurring within Town Hall.
- Coordinate with the Middletown Police and emergency responders when necessary.
- Attend ongoing training to maintain skills and safety practices.
- Check visitors in through a designated security check point.
- Assist with security for Town Council meetings, public hearings, elections, community events, and other Town functions at Town Hall.
- Conduct routine security inspections of the Town Hall building.
- Prepare incident reports and maintain accurate records of security-related activities.
- Maintain all required certifications and training
- Perform other duties as assigned.

Minimum Qualifications

- High school diploma or GED required.
- Prior experience in law enforcement, corrections, military police, security, public safety, emergency services, or a related field preferred.
- Possession of a current Delaware Constable Commission.
- Ability to exercise sound judgment and remain calm under pressure.
- Strong communication and conflict-resolution skills.
- Demonstrated professionalism and customer service skills.
- Ability to work independently with minimal supervision.
- Ability to prepare reports and maintain records.

Requirements

- Valid driver's license.
- Successful completion of a criminal background investigation.
- Successful completion of a pre-employment medical examination and drug screening.
- Ability to stand and walk for extended periods.
- Ability to work evenings, weekends, holidays, and special events as assigned.
- Ability to obtain and maintain First Aid, CPR, and AED certifications.
- Successfully maintain a Delaware Constable Commission.
- Successfully obtain and maintain all required Delaware Constable certifications and training.
- Successfully obtain and maintain authorization to carry a firearm as required by Delaware law and Town policy.
- Successfully complete all annual firearms qualifications and continuing education requirements.
- Complete any additional training required by the Town or the State of Delaware.

Knowledge, Skills, and Abilities

- Knowledge of security procedures, public safety practices, and emergency response protocols.
- Ability to identify and respond appropriately to safety and security threats.
- Ability to de-escalate difficult situations using sound judgment and professionalism.
- Ability to communicate effectively with employees, elected officials, residents, visitors, and law enforcement personnel.
- Ability to maintain confidentiality and exercise discretion.
- Ability to establish and maintain effective working relationships with diverse groups of people.

Working Conditions

Work is performed both indoors. The position requires frequent standing, walking, climbing stairs, and occasional physical intervention during emergencies or security incidents, possible lifting.

The Town of Middletown Offers

- Competitive salary
- Comprehensive benefits package
- County Municipal General Pension participation
- Paid holidays, vacation, and sick leave
- Professional development and training opportunities
- A collaborative and service-oriented work environment

The Town of Middletown is an Equal Opportunity Employer.