



“Ratinatanonha” Kahnawake Peace Keepers

P.O. Box 203
Kahnawake Mohawk Territory
J0L 1B0
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| Job Title: | PEACEKEEPER |
| Division: | KAHNAWAKE MOHAWK PEACEKEEPERS |
| Reports To: | CORPORAL |
| Name of Incumbent: | |
| Purpose: | To patrol the territory of Kahnawake while providing law enforcement services, aimed at ensuring the peace, order and security of Kahnawake through the application of Mohawk Law and adopted legislations. |
| Cultural Identity Attributes: | This individual possesses key competencies in problem solving, teamwork & interpersonal skills. Is reliable, expresses self-control & communicates well. Expresses empathy & compassion while remaining ethical and responsible. Desire to assist clients and develop self. |
| Roles & Responsibilities: | |
| To Maintain Safety of Self and Others | |
| <ul style="list-style-type: none"> • Adhere to Relevant Health and Safety Procedures and Legislation; • Report Location at all Times; • Factor in Safety of Others when Deciding Course of Action; • Comply With Use of Force Continuum and maintain physical control; • Follow arrest procedures; • Document actions & decisions. | |
| To Conduct General Patrol and Respond to Calls for Service | |
| <ul style="list-style-type: none"> • Prepare for & Conduct Patrols <ul style="list-style-type: none"> • Attend roll call; • Verify that all equipment is accounted for & in working order; • Recognize unusual activities while patrolling & determine the types of offences; • Determine appropriate courses of action; • Ensure continuous communication with dispatch. • Gather Information <ul style="list-style-type: none"> • On offences; • Confirm information; • Prepare & submit reports; • Prepare action plans to prevent potential crimes. | |

- **Analyze Calls for Service**
 - Perform initial assessment;
 - Collect information;
 - Perform continual risk assessment.
- **Apply Appropriate Procedure to Respond to Calls for Service**
 - Communicate with dispatch & supervisors;
 - Take control of situations;
 - Perform first response activities;
 - Determine appropriate course of action;
 - Coordinate response activities & if required, hand over control of the situation;
 - Complete officer notes.

To Assist Victims of Crime and Conduct Investigations

- **Deal With Victims Appropriately**
 - Tailor communications;
 - Identify indicators of abuse;
 - Explain roles of Peacekeepers and other professionals.
- **Provide Assistance to Victims**
 - Protect victim & provide reassurance;
 - Provide equitable treatment;
 - Explain next steps;
 - Inform victims of options and appropriate support resources.
- **Apply Investigative Procedures**
 - Control crime scenes & ensure scene preservation;
 - Collect evidence, document findings and prepare report;
 - Prepare for, conduct, monitor & evaluate interviews;
 - Discuss case files with Corporal & superiors, respond to directives, and prepare files.

To Prepare Policing Reports

- **Identify Pertinent Information**
 - Determine & document relevant information.
- **Prepare & Submit Reports to Appropriate Authorities**
 - Follow report writing procedures;
 - Proofread reports to ensure quality and accuracy;
 - Ensure report is entered into report management system;
 - Responds to routine requests for information on case files;
 - Keeps informed of the status of each case file.

To Use Police Equipment and Technology

- Operate computer equipment and software;
- Operate specialized policing equipment;
- Operate communications equipment;
- Operate general policing equipment;
- Operate various types of police transportation.

To Apply Detainee Management

- **Apply Individual Rights of In Custody Persons**
 - Requests assistance, if needed;
 - Places persons under arrest and read rights;
 - Complete relevant documentation such as: search, seizures, personal property;
 - Assign detainees to cells;
 - Maintain order and discipline;
 - Report incidents and potential hazards.
- **Transport Detainees**
- **Manage Challenging Behaviors**

To Deliver Court Testimony

- **Prepare for Court Appearances**
 - Review files & relevant documentation with witnesses;
 - Prepare exhibits;
 - Liaise with prosecuting authorities, if necessary.
- **Follow Courtroom Procedure and Etiquette**
- **Deliver Testimony**

To Apply Relevant Legislation, Policies and Procedures

- Maintain knowledge of legislation, policies and procedures;
- Maintain knowledge of common types of offences and associated fines;
- Comply with the requirements of federal, provincial and territorial legislations;
- Apply community by-laws when performing duties;
- Apply department policies and directives;
- Apply principles of bias-free policing.

To Prevent Crime Through Community Policing

- **Establish Partnerships with Community Stakeholders**
 - Identification of community characteristics & maintain awareness of community issues;
 - Address issues and complaints;
 - Document issues;
 - Work with stakeholders to identify community issues, prioritize issues, determine course of action and formulate strategies to prevent offences;
 - Review relevant data, reports and statistics.
- **Promote Public Awareness**
 - Educate and engage the community;
 - Provide the community with information on Peacekeeper activities;
 - Work with media to access hard to engage groups;
 - Implement & deliver community crime prevention programs.

The statements herein reflect general details to describe the principle functions for this job, and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.

Decision Making Authority

- To determine the most appropriate course of action to utilize when dealing with suspected criminal activity based on learned skills and department directives.
- To determine the need to use weapons, equipment and use of force.
- To determine when to utilize Community Policing.

Accountability

- To ensure the peace, order, safety and security of Kahnawake.
- To ensure safety and security when handling person(s) and to ensure accepted procedures are properly utilized.
- To ensure patrolling services are carried out effectively.
- To ensure a presence in the community of Kahnawake is exhibited.
- To ensure required equipment is available at the beginning of each shift.
- To ensure all policies, procedure and directives of the KMPK are followed.
- To maintain confidentiality.
- To adhere to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language initiatives.

Education & Experience

- **Certified Police Officer;**
OR
- **DEC in Law Enforcement, plus graduation from a recognized Police Academy;**
OR
- **High School Diploma, plus two (2) years of stable work experience.**

Additional Requirements:

- Must be 21 years of age;
- Must possess a valid Quebec drivers license and acquire a Class 4A license;
- Must not have been convicted of a criminal offence, unless a pardon has been received;
- Must take and pass a physical fitness test;
- Must take and pass periodic psychological examinations;
- Must take and pass a drug test.

Working Environment

- Shift Work: 12 hour rotating shifts;
- Moderate stress and productivity pressure associated with the position;
- Overtime may be required.

Knowledge, Skills, Abilities and Other Attributes

- Formal knowledge & training in the application of law enforcement functions, including Mohawk Law;
- Sound knowledge of the Kahnawake territorial boundaries & geographical particularities;
- Knowledge of mentalities and behavior patterns of both permanent residents and surrounding communities;
- Must meet all eligibility criteria subject to Section 13 of the Kahnawake Peacekeeper Law;
- Comprehensive knowledge of department directives and their application;
- Ability to work independently;
- Strong oral and written communication skills’;
- Attention to detail and accuracy;
- Ability to take initiative;
- Ability to use basic office equipment;
- Sound knowledge of Microsoft Office, internal email server, and the Internet;
- Comprehensive knowledge of local government in relation to regulatory and legislative requirements;
- Ability to communicate in the Kanien’kéha and French languages is an asset;
- The willingness to learn the Kanien’kéha language is required.

Competencies

| Self – Control & Composure | Initiative | Time Management | Conflict Management | Communication | Teamwork |
|---------------------------------------|-------------------------|------------------------|----------------------------|------------------------|----------------------------|
| Intermediate | Intermediate | Intermediate | Intermediate | Intermediate | Core |
| Adaptability | Stress Tolerance | Leadership | Risk Management | Problem Solving | Community Relations |
| Intermediate | Intermediate | Intermediate | Intermediate | Intermediate | Intermediate |
| Ethical Accountability | | | | | |
| Mastery | | | | | |

Commitment Statement:

I will uphold the rights of all persons and defend those rights if threatened. I commit to have a thorough knowledge of applicable laws, be aware of the limits of my authority, and be responsible for my duties.

Signatures:

Employee’s Signature: _____

Supervisor’s Signature: _____

Training & Human Resources Coordinator: _____