



# “Ratinatanonha” Kahnawake Peace Keepers

P.O. Box 203  
Kahnawake Mohawk Territory  
J0L 1B0  
Tel: (450)632-6505 Fax: (450)632-4763

<b>Job Title:</b>	PEACEKEEPER
<b>Division:</b>	KAHNAWAKE MOHAWK PEACEKEEPERS
<b>Reports To:</b>	CORPORAL
<b>Name of Incumbent:</b>	
<b>Purpose:</b>	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.
<b>Cultural Identity Attributes:</b>	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.
<b>Roles &amp; Responsibilities:</b>	
<b>To Maintain Safety of Self and Others</b>	<ul style="list-style-type: none"> <li>• Adhere to Relevant Health and Safety Procedures and Legislation;</li> <li>• Report Location at all Times;</li> <li>• Factor in Safety of Others when Deciding Course of Action;</li> <li>• Comply With Use of Force Continuum and maintain physical control;</li> <li>• Follow arrest procedures;</li> <li>• Document actions &amp; decisions.</li> </ul>
<b>To Conduct General Patrol and Respond to Calls for Service</b>	<ul style="list-style-type: none"> <li>• <b>Prepare for &amp; Conduct Patrols</b> <ul style="list-style-type: none"> <li>• Attend roll call;</li> <li>• Verify that all equipment is accounted for &amp; in working order;</li> <li>• Recognize unusual activities while patrolling &amp; determine the types of offences;</li> <li>• Determine appropriate courses of action;</li> <li>• Ensure continuous communication with dispatch.</li> </ul> </li> <li>• <b>Gather Information</b> <ul style="list-style-type: none"> <li>• On offences;</li> <li>• Confirm information;</li> <li>• Prepare &amp; submit reports;</li> <li>• Prepare action plans to prevent potential crimes.</li> </ul> </li> </ul>

- **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**

<b>Self – Control &amp; Composure</b>	<b>Initiative</b>	<b>Time Management</b>	<b>Conflict Management</b>	<b>Communication</b>	<b>Teamwork</b>
Intermediate	Intermediate	Intermediate	Intermediate	Intermediate	Core
<b>Adaptability</b>	<b>Stress Tolerance</b>	<b>Leadership</b>	<b>Risk Management</b>	<b>Problem Solving</b>	<b>Community Relations</b>
Intermediate	Intermediate	Intermediate	Intermediate	Intermediate	Intermediate
<b>Ethical Accountability</b>					
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: \_\_\_\_\_