



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

Post Office Box 1477 • Temecula, CA 92593
Telephone (951) 770-6000 Fax (951) 695-1778

Tribal Chairman:
Mark Macarro

Council Members:
Raymond J. Basquez Jr.
Louise Burke
Catalina R. Chacon
Marc Luker
Joseph Murphy
Michael A. Vasquez

Tribal Secretary:
(Vacant)

Tribal Treasurer:
Amy Minniear

JOB DESCRIPTION

POSITION: PTR Investigator/MMIP Coordinator
STATUS: Non-Exempt
CLASSIFICATION: Full-Time
DEPARTMENT: Tribal Ranger Department
SUPERVISOR: Sergeant
POSITION CATEGORY: B
RATE OF PAY: DOE

SUMMARY:

The PTR Investigator/MMIP (Missing or Murdered Indigenous Persons) Coordinator will be expected to respond to all missing persons/runaway juvenile incidents on the reservation; perform preliminary and follow-up investigations on missing persons and juvenile-related incidents; ensure missing persons are reported to the appropriate law enforcement agency and entered into missing persons justice information systems; liaise between law enforcement and family, and with Pechanga Child and Family Services (PCFS) when appropriate; ensure timely and accurate bi-directional flow of pertinent information; request appropriate missing persons alerts; build rapport and trust with victims' families; build relationships with colleagues from local, state and federal law enforcement agencies in an effort to promote effective coordination with such agencies.

Additionally, the Investigator/MMIP Coordinator will attend investigative trainings, conferences and roundtable discussions that promote current and best-practice solutions to mitigating the MMIP crisis; be expected to update the PTR missing persons response protocols; and in concert with PCFS, coordinate with Pechanga's school and youth programs on culturally and age-appropriate prevention strategies and training.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conduct preliminary and follow-up investigations on missing persons, juvenile-related incidents and other crime-related incidents when requested
- Respond to the scene of missing persons, juvenile abuse and other major crimes
- Interview all persons connected with all aspects of investigations
- Develop contacts and information sources concerning missing persons and juvenile-related cases
- Refer cases involving juveniles to PCFS in a timely manner and cooperate with representatives of PCFS
- Identify, collect, preserve and process all physical evidence, including taking detailed photographs and latent prints
- Prepare comprehensive written incident/crime reports

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. **At-Will Employment:** Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. **Drug Testing:** The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. **Background Investigation:** All candidates and employees may be subject to a background investigation.

- Coordinate and cooperate with members of local, state, and federal law enforcement agencies, acting as the PTR point-of-contact for such agencies
- In concert with PCFS, provide community outreach, including the development and presentation of prevention strategies
- Assist with other PTR investigations which could have a nexus to community members going missing or being abused, and/or juveniles running away from home
- Be capable of being on-call and flexing hours of work to meet the demands of the position
- Assist with Ranger Patrol responsibilities as needed and attend required department-training
- Must adhere to all policies and procedures of the Pechanga Tribal Government.

The list of duties and responsibilities above is not an exhaustive list. In addition to the duties and responsibilities listed above, the employee will be required to perform other job-related duties, as assigned, that are consistent with the employee's job position and qualifications.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- High school graduate or GED equivalent required
- Must be 21 years of age
- Minimum of five years' experience in a law enforcement or security related field required
OR
- A combination of previous law enforcement experience and three years working as a PTR Ranger required
- Minimum of three full-time years' experience conducting criminal investigations required
- Training in missing persons, human trafficking and other criminal investigations preferred
- Must be willing and able to complete a state or federal investigator training program with one year of date of hire required
- Must possess a valid driver's license and good driving record is required
- Current P.C. 832 training, both classroom and firearms through an accredited/recognized training facility required
- Must be in good physical condition and must be able to meet all the physical demands of the position
- Must have or obtain a guard card and firearms permit from the state of California as an armed security officer from the Bureau of Security and Investigative Services prior to employment or promotion
- Must have a good understanding of and the ability to use computers and supporting applications. Must be proficient with Microsoft (i.e. Word, Excel, and feel comfortable with working on other computer related programs)
- Knowledge of FEMA approved Standardized Emergency Management principles (SEMS/NIMS) or ability to obtain within one year of appointment
- Must have no record of felony arrests or convictions. No DUI, alcohol or drug related offenses within the last year
- Must have the ability to provide proof of eligibility to work in the United States
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing, post-accident or injury, and random testing
- Must successfully pass a pre-employment background investigation

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. At-Will Employment: Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. Drug Testing: The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. Background Investigation: All candidates and employees may be subject to a background investigation.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must have considerable knowledge of modern investigative techniques, principles, procedures and practices
- Must have considerable knowledge of applicable Pechanga Tribal, state and federal laws, with an emphasis of crimes against children and juvenile law; laws of arrest, and search and seizure; US Civil Rights Laws and the Indian Civil Rights Act
- Must have good working knowledge of department operations, policies, procedures, and practices.
- Must have good working knowledge of the Pechanga reservation, roads, and residences.
- Must have good understanding of basic supervisory principles and practices
- Must have good knowledge of community policing
- Knowledge of modern law enforcement trends and practices
- Proficient in the use of department-approved firearms and less-lethal weapons
- Must have considerable knowledge of collection and preservation techniques associated with obtaining evidence at a crime scene, processing methods and available equipment and technology
- Skillset in effectively interviewing victims, witnesses, and suspects
- Knowledge of the application of available information technology, including public safety information systems
- Ability to independently perform investigative assignments, apply sound investigative principles to complex cases and to communicate the results of investigative efforts
- Ability to work calmly under high-stress situations, and physical and emotional fatigue
- Ability to prepare clear, concise, and comprehensive investigative reports
- Ability to utilize social media outlets and other sources of open-information
- Ability to establish and maintain effective working relationships with colleagues of other law enforcement agencies, supervisors, co-workers and other PTG employees, along with victims and their families

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee must be able to operate a motor vehicle under normal and emergency conditions; is frequently required to stand, sit, walk and talk or hear; is often required to use hands to finger, handle, feel or grasp objects; is frequently required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl; may be required to carry, drag or restrain individuals from 50-300 pounds; and must occasionally lift and/or move more than 100 pounds. Employee must be able to successfully manipulate various types of firearms and impact weapons. They must be able to speak the English language, speak clearly so listeners can understand and understand the speech of another person.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is required to be able to see the differences between colors, shades and brightness and be able to see details that are less than a few feet away.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. **At-Will Employment:** Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. **Drug Testing:** The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. **Background Investigation:** All candidates and employees may be subject to a background investigation.

The PTR Investigator/MMIP Coordinator is required to wear a ballistic vest and a duty belt weighing approximately 15-25 pounds while working in a patrol uniform.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, there may be conditions of high stress and threat to personal safety during periods of seizure and arrest. The employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to high precarious places; fumes or airborne particles and risk of electric shock. The noise level in the work environment is usually moderately loud.

Employee's acknowledgement: I acknowledge by my signature below, that the duties listed on this job description represent those tasks falling within my immediate responsibility. I understand that the Pechanga Tribal Council has the right to change this job description at any time with or without prior notice. I further understand and agree that my employment relationship with the Pechanga Tribal Government is a consensual commercial relationship taking place on tribal land within the Pechanga Indian Reservation and, as such, is subject to the jurisdiction and sovereign laws of the Pechanga Band of Indians.

Signature of Employee

Date

Print name of employee

Signature of Employee's Manager

Date

Print name of employee's manager

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. At-Will Employment: Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. Drug Testing: The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. Background Investigation: All candidates and employees may be subject to a background investigation.