



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

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

JOB DESCRIPTION

POSITION: Patrol Sergeant
STATUS: Non-Exempt
CLASSIFICATION: Full-Time
DEPARTMENT: Tribal Ranger Department
REPORTS TO: Captain
POSITION CATEGORY: C
RATE OF PAY: DOE

Tribal Chairman:
Mark Macarro

Council Members:
Raymond J. Basquez, Jr.
Catalina R. Chacon
Marc Luker
Robert "R.J." Munoa
Joseph Murphy
Michael A. Vasquez

Tribal Secretary:
Louise Burke

Tribal Treasurer:
Amy Minniear

SUMMARY:

Under the direct supervision of the Captain, the Patrol Sergeant is responsible to provide both administrative support and primary patrol supervisory oversight. The Sergeant position is a mid-level supervisor in the departments' chain of command. The Sergeant makes judgment calls concerning field incidents and calls for service, to ensure that department policies and procedures are adhered to by Ranger Department staff as they are carrying out their assigned duties and responsibilities. Patrol Sergeants are also responsible for promoting a community-focused delivery of public safety services.

ESSENTIAL DUTIES AND REPSONSIBILITIES:

- Respond to major crimes, accident scenes, and emergencies; assume initial command if warranted due to circumstances, establish field command posts and implement the "Incident Command System"; shall act as incident commander until such time as a higher-ranking person assumes command.
- Provide full range of administrative support to management staff; including but not limited to, internal affairs investigations, citizen complaint investigations, etc.
- As patrol supervisor, the Sergeant will provide the following oversight:
 - a. Assess each situation as it occurs and determine if the situation is within the preview of Rangers duties and capabilities or if outside law enforcement assistance is required.
 - b. Determine if the incident or situation requires extensive investigative requirements; if the situation/incident requires the application of standard or specialized techniques to successfully complete or resolve the issue; or if the situation/incident is real or simulates a potential threat.
 - c. Assist subordinate employees in unusual situations which do not have clear precedents.
 - d. Provide specific instructions for new, difficult, or unusual assignments.
- Assist with the duties of the Administrative Sergeant as needed.
- Carry out the directives issued by department Command Staff.
- Exercise sound independent judgment that requires specialized advanced public safety skills, knowledge, training and expertise.

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.

- Conduct scheduled inspections of Rangers equipment, uniforms and Department vehicles.
- Assist in the training and evaluation of new Rangers as necessary as part of the departments' field training program.
- Complete annual evaluations for subordinate staff.
- Ensure patrol Rangers are conducting enforcement of Tribal Government ordinances.
- Provide direction, guidance, mentoring and oversight to subordinate line-level supervisors (Corporals and Dispatch Leads).
- The Sergeant may be assigned to train other staff as necessary
- Ensure subordinate staff's actions are consistent with Tribal Ranger department values and the values of the Pechanga Tribal Government.
- Assist in the planning and scheduling of patrol staff for special events, twenty-four/seven (24/7) operations and/or EOC incidents that occur.
- Participate in job-related training and courses to maintain skills, knowledge and abilities necessary to perform assigned duties.
- Recognize and mitigate situations that could result in civil exposure and potentially compromise the Band, the department or Ranger staff members.
- Coordinate and supervise activities of Ranger department personnel dealing with an emergency and/or hazardous situation.
- Must regularly interact with the public, while reflecting Tribal Ranger department values. Public interactions must be courteous, respectful, and practiced with patience and tact.
- Work irregular and on-call hours, including weekends, evenings, and on holidays as needed.
- Must adhere to all policies and procedures of the Pechanga Tribal Government and the Tribal Ranger Department.

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 & EXPERIENCE:

- High school diploma or GED equivalent, supplemented by additional college level course work from an accredited college and/or specialized training in law enforcement, criminal justice, police science, public administration, or a related field is required.
- Associates or Bachelor's degree is preferred.
- Minimum of 5 years' experience in municipal law enforcement, tribal law enforcement, or security related field required.
- Minimum of three years' experience as a working supervisor in a law enforcement or other public safety-related vocation as an emergency first responder required.
- Peace Officer Standard Training (POST) Academy Graduate Certificate, BIA Special Law Enforcement Commission Certificate (SLEC), or similar law enforcement training related certification preferred.
- Current P.C. 832 training certificate, both classroom and firearms through an accredited/recognized training facility required.
- Must 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.

<p><u>Hiring Preference:</u> 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. <u>At-Will Employment:</u> 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. <u>Drug Testing:</u> The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. <u>Background Investigation:</u> All candidates and employees may be subject to a background investigation.</p>
--

- Must be able to obtain a Concealed Weapons Permit for executive protection–related assignments within six months of employment.
- Must be in good physical and mental health to meet all the demands of the position.
- Must be able to meet the minimum age requirement of 21 years of age.
- Possession of a valid driver’s license and good driving record is required.
- Ability to understand and carry out oral and written instructions, prepare clear and comprehensive reports, and express oneself orally and in writing.
- 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 have a good comfort level working on other computer related programs).
- Ability to deal firmly and tactfully with higher ranked supervisors, peers, subordinate employees, and the public.
- Knowledge of FEMA approved Standardized Emergency Management principles (SEMS/NIMS) or ability to complete assigned training within six months of acceptance of position.
- Must have no record of felony arrests or convictions; misdemeanor conviction(s) involving domestic abuse or a sexual component; no DUI, alcohol or drug related offenses within the last year; or have a poor driving record.
- Must have the ability to provide proof of eligibility to work in the United States.
- Must be dependable and have the flexibility to work any shift and extended working hours beyond scheduled shift if called upon.
- Must be available to attend scheduled training to achieve and maintain department performance standards.
- 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.

ADDITIONAL REQUIREMENT:

This position requires the use of a firearm for law enforcement duties; therefore, to be eligible for appointment to a Ranger Sergeant position, candidates cannot have been convicted of a felony or misdemeanor domestic violence crime.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of modern law enforcement methods and procedures.
- Knowledge of intermediate and advanced supervisory methods.
- Knowledge of relevant policies, procedures and strategies to promote effective local, state or national security operations for the protection of people, data, property and institutions.
- Knowledge of applicable laws, legal codes, court procedures, precedents, Tribal Government ordinances and regulations, executive orders, agency rules and democratic political process.
- Must have good working knowledge of the Pechanga Reservation, roads, and residences.
- Must have good knowledge of community policing and principled policing strategies.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Ability to demonstrate trustworthiness and strong ethics by making the right decisions based on policy, training, and the spirit of the law.

<p><u>Hiring Preference:</u> 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. <u>At-Will Employment:</u> 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. <u>Drug Testing:</u> The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. <u>Background Investigation:</u> All candidates and employees may be subject to a background investigation.</p>
--

- Understanding of basic human behavior, and the ability to treat the public with respect, tact, and empathy while enforcing all ordinances and regulations of the Pechanga Tribal Government.
- Ability to give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Must be able to maintain objective approach to a problem under unpleasant/volatile circumstances, to enforce law, to reason and make sound decisions in emergency situations.
- Must demonstrate skill in the use of firearms and other applicable equipment and arrest and control techniques to prevent crime, enforce violations of Tribal Government ordinances, and apprehend resistant subjects.
- Must be reliable, responsible, and dependable and fulfill obligations and demonstrate a strong work ethic.
- Must be able to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Must be able to talk to others respectfully and convey information effectively.
- Ability to be forward thinking, recognizing potential problems before they arise and taking appropriate action to help resolve the issue.
- Ability to listen to and understand information and ideas presented through spoken words and sentences.
- Must have the ability to supervise, organize, schedule, evaluate, train and review work of assigned staff.
- Must have the ability to teach/train other staff.
- Must exercise authority in a positive, respectful manner while still maintaining adherence to department performance standards.

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. Must be able to pass a class one physical exam if requested (meet law enforcement standards of physical fitness). 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, talk and hear; is regularly 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, run 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 is required to wear ballistic vest and duty belt weighing approximately 15-25 pounds while on duty. Employee must be able to successfully manipulate various types of firearms and impact weapons. The candidate 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

<p><u>Hiring Preference:</u> 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. <u>At-Will Employment:</u> 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. <u>Drug Testing:</u> The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. <u>Background Investigation:</u> All candidates and employees may be subject to a background investigation.</p>
--

see the differences between colors, shades and brightness and be able to see details that are less than a few feet away.

Ranger Sergeants are required to wear a ballistic vest and a duty belt weighing approximately 15-25 pounds while on-duty.

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.