



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

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

JOB ANNOUNCEMENT

POSITION TITLE:	<u>Patrol Sergeant</u>	OPENING DATE:	<u>March 20, 2024</u>
CLASSIFICATION:	<u>Full-Time</u>	FILING DEADLINE:	<u>Until Filled</u>
STATUS:	<u>Non-Exempt</u>	DEPARTMENT:	<u>Tribal Ranger</u>
RATE OF PAY:	<u>DOE</u>	SUPERVISOR:	<u>Captain</u>

HIRING PREFERENCE POSITION CATEGORY:	C
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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 RESPONSIBILITIES:

- 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.
- Conduct scheduled inspections of Rangers equipment, uniforms and Department vehicles.

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.

- 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.

QUALIFICATIONS, EDUCATION AND 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.
- 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.

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- 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

BENEFITS:

The Pechanga Band offers a comprehensive and competitive benefit package for all full-time employees. Benefits include the following:

- **Paid Time Off** – Vacation, Sick and Holiday pay
- **Retirement** - 401(k) retirement plan with a generous employer match
- **Health & Wellness Coverage** - Medical, dental and vision coverage
- **Life and Long Term Disability** - \$25,000 employer paid life and Long Term Disability
- **Flexible Spending Accounts** – Healthcare and Dependent care reimbursement accounts
- **Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance**
- **Supplemental Coverage** – Disability, Accident, Cancer, Life, and Hospital Confinement
- **Legal Shield and Identity Shield**
- **Pet Insurance**
- **Education Reimbursement Opportunities** – For pre-approved specific, job related education
- **Employee Assistance Program (EAP)** – Face-to-face counseling, Legal assistance, Financial assistance, ID recovery, Tobacco cessation, Dependent care and Daily living resources, and Crisis consultation

COMPLETE JOB DESCRIPTION AND APPLICATIONS ARE AVAILABLE AT:
 PECHANGA GOVERNMENT CENTER
 12705 PECHANGA ROAD TEMECULA, CA 92592
WWW.PECHANGA-NSN.GOV

Send application and resume to:

Email: HR@PECHANGA-NSN.GOV

Fax: 951-587-2209

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