

STRENGTH

PEACE

UNITY

Mohawk Council of Kahnawake



P.O. Box 720
Kahnawake Mohawk Territory J0L 1B0

Tsi Níkaio 'tenhiseró:tens Ne Onkweshón:'a Rotiió'tens

HUMAN RESOURCES UNIT

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Job Description

GENERAL INFORMATION	
Job Title:	Investigator
Division:	Justice Services, Kahnawá:ke Mohawk Peacekeepers
Date of Job Description:	October 2008
Terms:	Indeterminate
Job Reports to:	Assistant Chief Peacekeeper

THE INCUMBENT	
Name of Incumbent:	
Date of Hiring:	
Name of Supervisor:	Jody Diabo

GENERAL JOB DESCRIPTION
Under the direction of the Assistant Chief, plans, manages and controls criminal investigations in the Territory of Kahnawá:ke working closely with internal and external Court systems in all aspects of investigations.

RESPONSIBILITIES	TASKS
To conduct criminal investigation and handle all investigative requirements.	<ul style="list-style-type: none">➤ Conducts and/or supervises all investigations.➤ Develops and implements procedures for the handling of investigations at the Peacekeeper level.➤ Researches and recommends acceptable crime solution rates for the community.➤ Conducts undercover investigations when necessary, as approved by the Assistant Chief.➤ Coordinates searches and surveillances, as approved by the Assistant Chief.➤ Accumulates and oversees all evidence at major crime scenes and verifies it is properly tagged and stored in the exhibit room.➤ Ensures scene is well protected in accordance with standard procedures.➤ Reviews all evidence from crime scenes according to chain of possession.

	<ul style="list-style-type: none"> ➤ Coordinates the services of external technical specialists, i.e. ballistics experts, crime scene technicians, coroners, doctors, arson/fraud squads, when investigation concerns major crimes such as murder, robbery, arson, etc. ➤ Conducts and/or supervises historical research studies on criminal background of individuals in conjunction with CRPQ/Telex Operator. ➤ Acts as key resource for information on investigations. ➤ Responds to all correspondence pertaining to present and past investigations from various internal and external sources. ➤ Maintains contact with the investigative departments of external police forces to keep abreast of and/or cooperate on investigations impacting the community of Kahnawake, and shares within chain of command. ➤ Documents investigative status on shared intelligence system, as appropriate within database.
To work closely with internal and external court systems in all aspects of investigations.	<ul style="list-style-type: none"> ➤ Determines investigation requirements for individual cases. ➤ Lays criminal charges and prepares judicial proceedings. ➤ In conjunction with Staff Sergeant, ensures the timely completion of investigation reports for submission to Crown Prosecutor for ruling. ➤ Coordinates the gathering of exhibits for court for all major crimes. ➤ Attends all court hearings as required, ensuring witnesses are informed for larger files. ➤ Reviews each file for the prosecution to ensure the file is complete and all evidence, statements and exhibits are presented to court for assigned files. ➤ Reviews and reports on the status of investigations on a regular basis. ➤ Provides facts and background information to Crown Prosecutor and discusses investigation requirements and results of investigations. ➤ Provides and/or obtains information on cases of mutual interest with investigators from other police forces and exchanges information on investigation techniques.
<ul style="list-style-type: none"> ➤ To perform other related duties as assigned by immediate supervisor 	

ACCOUNTABILITY	
	<ul style="list-style-type: none"> ➤ To determine and ensure the level and quality of services to be provided; ➤ To determine and implement proper methods and procedures for conducting investigations; ➤ Through Staff Sergeant, to ensure peacekeepers play an active role in the investigative process and are up-to-date on the status of their files; ➤ To ensure that the crime solution rate meets acceptable community standards. ➤ To discuss and provide information on the status of ongoing investigations. ➤ To deal with internal and external clients in a tactful, discrete and courteous manner; ➤ To maintain confidentiality; ➤ To adhere to the MCK Administration Manual-Personnel Policy and Kanien'keha language initiatives.

QUALIFICATIONS	
Education and Experience Required	<ul style="list-style-type: none"> ➤ Bachelor's Degree in Criminology, plus three (3) years relevant experience, with a graduate degree from a recognized Police Academy. <p>OR</p> <ul style="list-style-type: none"> ➤ DEC in Law Enforcement, plus a graduate degree from a recognized Police Academy and five (5) years field experience.
Skills Requirements	<ul style="list-style-type: none"> ➤ The Incumbent must meet all eligibility criteria subject to Section 33 of the Kahnawá:ke Peacekeeper Law, as well as the following requirements: <ul style="list-style-type: none"> ▪ The incumbent must also complete a written exam for Corporal prior to hiring; ▪ Undergo periodic psychological examinations; ▪ Semiannual medical exam; ▪ Physical fitness standards testing; ▪ Random drug testing. ➤ Extensive knowledge and training in the application of law enforcement functions, including criminal investigation techniques, crime prevention strategies and interrogation and interviewing practices and the application of the Mohawk Law and customary laws. ➤ Sound supervisory, organizational and communication skills. ➤ Must not have been convicted of an indictable offense, except when a full pardon has been granted. ➤ Ability to converse in the Kanienkeha and French languages is an asset. ➤ The willingness to learn both languages is required.

THE IMMEDIATE SUPERVISOR

THE INCUMBENT

DIRECTOR OF HUMAN RESOURCES