



# Eastern Band of Cherokee Indians

## Job Description

<b>Position ID Number:</b>	103-1400-001	<b>Last Revised:</b>	06/14/2013
<b>Position Title:</b>	Chief of Police	<b>Department:</b>	Executive
<b>Reports to:</b>	Principal Chief	<b>Division:</b>	Marshal Services

**Primary Function:** The primary function of this position is the oversight and management of all activities within the Marshal Services Division, which includes Police Department programs. The incumbent's responsibilities include overseeing the law enforcement activities, planning, implementing, monitoring and evaluating the law enforcement program and other activities, supervising assigned personnel and assisting other law enforcement agencies. The incumbent is responsible for the overall operation of the assigned area including services, staffing, budgeting, and reporting. The incumbent is also responsible for compliance with applicable federal/state funding, or other agency requirements and regulations. The incumbent is responsible for ensuring all activities relating to the Executive Branch are accomplished in such a way that the goals, programs, and policies of the EBCI are implemented. This work is frequently done in consultation with the Tribal Executive Committee, Tribal Council, and Tribal Programs.

**Job Duties and Responsibilities:**

- Responsible for developing and maintaining the Marshal Services Divisions' one and five year strategic plan.
- Responsible for developing and maintaining a Drug Enforcement Program. Responsible for necessary emergency procedures and ensures public safety.
- Oversees a full range of law enforcement duties as a commissioned law enforcement officer, including the conduct of criminal investigations, arrest of criminal violators, application and execution of subpoena and search warrants and testimony before the Tribal, State, and Federal Court of competent jurisdiction.
- Provides technical assistance to administration on developing local Tribal, state, and federal law enforcement cooperative agreements.
- Investigates and studies modern trends in law enforcement techniques, such as crime prevention enforcement, investigative methods and procedures and administrative methods to adapt them to Tribal use.
- Performs research, reviews financial impact of programs and policies, reviews legal impacts of programs and policies with Principal Chief in conjunction with the In-house Legal department, and reviews operational impact of programs and policies with program directors/managers.
- Meets with the Tribal Executive Committee and Tribal Council seeking information, definition, objectives, and guidance on priorities, timetables, etc., of proposed projects.
- Makes work assignments to staff and program directors/managers when the EBCI implements changes or new programs.
- Performs research on and submits proposals relating to changes in policies, proposed solutions to problems and new program initiatives; reviews major activities of all departments and ensures that activities are consistent with the policies and objectives of the EBCI.
- Delegates authority to program directors/managers relating to purchasing, records, assessment, collections, and management information systems. Consults with the program directors/managers to create goals, timetables, reporting procedures, and resource allocation.
- Reviews changes in staffing, organization, planning, goals, and major acquisitions of equipment, new systems, etc., with program directors/managers.
- Conducts interviews, hires, supervises, trains, evaluates performance, applies progressive

discipline, and approves merit increases, vacation schedules, etc., of subordinate staff.

- Recommends capital improvement projects to the Principal Chief; identifies the need for capital improvements through observation and from information from program director/managers, Tribal members, or from elected officials, community, business and civic groups; consults with recognized experts for technical and funding advice and overall guidance; once project is agreed to and funded, progress is monitored and regular reports are made to the Principal Chief; problems are identified and corrective actions recommended.
- Reviews staffing performance in each respective program; keeps Principal Chief informed of all goals, progress, and problems ; meets with appropriate program director/manager to address problems and to develop plans of action; consults with Employment Manager prior to the implementation of goals and objectives; reviews goal attainment and required corrective action with the Employment Manager.
- Represents the EBCI Marshal Services Division (Police Department) in official matters.
- Responsible for narcotics logbook and narcotics fund.
- Oversees the coordination of the Drug Task Force.
- Maintains and assists with the narcotic information hot line located in the Police Department.
- Maintains and assists with the officer complaint log book.
- Supervises Lieutenants, Sergeants, and Patrol Officers, in the absence of the Captains.
- Responsible for making sure accurate timesheets are completed by all Divisions and Officers in the absence of the Captains.
- Maintains surveillance, security, and recording system for Police Department.
- Oversees all overtime activity encountered by Patrol Officers in the absence of the Captains.
- Other duties may be assigned.

**Education  
/Experience:**

Must have a Bachelor's degree from a four-year college or university in Criminal Justice, Juris Doctorate, or any law enforcement, police management, government service or degrees in business or information systems; no substitutions. An additional five to seven years progressively responsible experience in a related field with at least three to five years supervisory capacity is required.

**Job Knowledge:**

The incumbent must have knowledge of the functions, responsibilities, policies, and goals of the Marshal Services Division and related programs. Must have thorough knowledge of rules and regulations of the Cherokee Indian Police Department, Tribal, federal, and state laws and codes pertaining to: apprehensions and arrests, search and seizures, admissibility and rules of evidence, prosecution and court procedures, legal liabilities, and legal rights of enrolled members of the EBCI. Must have knowledge of all policy terminology of modern methods, practices, and techniques of law enforcement administration is essential. Must be knowledgeable and skilled in the use of firearms, crime detection, and prevention. The position requires the ability to plan, organize, delegate, supervise, and coordinate multiple activities and personnel. The incumbent must be able to communicate effectively, in writing and verbally, and to present information to customs, and culture is required. Must be able to operate a motor vehicle for surveillance and pursuit functions in all types of weather. The position requires the ability to assess people and situations and execute judgment calls with speed and accuracy. The position requires the ability to maintain specified records, files, and logs; to compile data to needs. Knowledge of purchasing, records, assessment, collections, and management information systems to supervise the activities of the division and their policies, procedures, organization, and performance standards. Ability to read, analyzes, and interprets common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business and local communities. Ability to write reports, speeches and articles for publication that conform to prescribed style and format. The incumbent must have the ability to effectively present

information to Executive Committee, Tribal Council, public groups, and/or Board of Directors. The incumbent must have the ability to apply principles and logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with a variety of abstract and concrete variables.

**Complexity of Duties:**

This position requires a high level of knowledge and skills. Managerial and administrative skills are required due to the program work requirements to operate the program on a day-to-day continuum and provide interaction with other Tribal Programs and Federal and State agencies. Tribal and Federal Agencies regarding work progress and milestones require formal reports. People skills are required to effectively supervise staff members to achieve program goals. Annual and project oriented budgets with attendant justifications have to be compiled by the incumbent while communicating with a myriad of entities on a professional and technical level. The technical level of expertise required is beyond that required by most professional and Tribal Offices. A working knowledge of computer operating logic and specific software manipulation is used on a daily basis.

**Contact with Others:**

The incumbent must communicate on a daily basis with the Principal Chief and other pertinent Tribal divisions and programs. Contacts are made regularly with general public and Tribal Council. The Deputy is also in contact with other agencies such as the FBI, US Marshall Service, SBI, County Sheriffs, North Carolina Highway Patrol, and BIA personnel. Further contacts include federal, state, and Tribal Courts; federal, state, and Tribal probation; Department of Social Services; Cherokee Indian Health Services; Fire Department; Emergency Management; and Tribal EMS. Contacts also include surrounding counties, and all counties within the Qualla Boundary lines. This incumbent must be comfortable with both oral and visual presentations necessary to communicate program specific information to a wide variety of individuals and organizations. Incumbent must ensure fairness and equality when dealing with all levels of employees, vendors, and community members.

**Confidential Data:**

The incumbent is responsible for highly confidential material including personnel records, government reports, financial information, investigation files, evidence, warrants, juvenile information, criminal records, and more. The incumbent has access to all program memorandums, grant agreements, and other Tribal correspondence considered confidential. A high degree of discretion must be used when considering what information should be shared. Must adhere to Tribal confidentiality policies while performing job duties.

**Mental /Visual /Physical Effort:**

Concentration varies depending on the task at hand. High levels of concentration are required while handling multiple projects. Is subject to frequent interruptions that require varied responses. While performing job duties, one is required to sit, stand, walk, run, jump, push, and lift heavy objects. Must have visual acuity, manual dexterity, and good eye/hand/foot coordination. High levels of stress can be encountered while performing job duties i.e. use of deadly force and physical force for purposes of restraint. Must maintain lengthy physical activities such as foot chases, fights, and woodland searches. Must perform job duties in any condition, whether it is inclement weather, physical exhaustion. Must endure long term effects of extreme stress, including but not limited to death from medical conditions, car wrecks, suicide s, and murders. Must maintain professional composure to effectively fulfill duties at crime scenes for extended lengths of time. Deputy must pass mandatory psychological screening and participate in incident stress debriefings. Must deliver death notifications.

**Environment:**

Works in an abnormal business office where security locks on exterior doors are mandatory for office safety, and adverse outside environment (crime scenes, etc.). Daily environment includes mandatory use of ballistic vest due to threats (i.e. gunfire, knives, sticks, and other blunt trauma) that may be encountered while on the job. Handgun is mandatory for protection of Deputy, officers, and citizens. In bomb threat incidents, Sergeant must conduct search for explosive

device with minimum time lapse. While performing outside, has exposure to all types of inclement weather with a wide range of temperatures. Exposure to traffic hazards, physical violence, and biohazards in the form of human fluids and adverse health conditions, i.e. subjects who vomit, spit, urinate, and defecate on officers or department property. Autopsies must be attended. Following established safety guidelines and use of appropriate protective gear would minimize the likelihood of injuries; however, due to rapidly changing hazardous situations occurring in split seconds, protective gear may or may not be employed in time. Safety guidelines may also be impeded due to on-site situations.

**Extent of Supervision:**

Supervision consists of duties including budget, personnel issues, program goals and objectives, and more. The incumbent establishes guidelines by translating the goals and strategies of a project into meaningful work assignments for all aspects of project development. The incumbent is considered a professional employee with judgment skills and knowledge necessary to apply established guidelines in the most effective and efficient manner benefiting the project circumstances. The incumbent may change guidelines with new project assignment to insure the most effective procedures for accomplishing objectives; this change may include staff assignments, outside work relationships with agencies and individuals, and resource allocation and utilization.

**Scope of Supervision:**

The Deputy is responsible for the direct supervision of all Marshal Services Directors/Managers. The Deputy is responsible for the indirect supervision of all additional Cherokee Police Department programs, i.e. DARE, Traffic Enforcement, etc. The incumbent may recommend to the Principal Chief the employment, promotion, demotion, transfer, and discharge of all positions within this division.

**Supervision Received:**

The incumbent is accountable to the Principal Chief. The incumbent provides the Principal Chief with information and communication to keep the Chief well informed. The incumbent will be evaluated/reviewed by the Principal Chief based on established performance objectives, performance standards, and by evaluating performance on a periodic basis. The Deputy has wide latitude for the daily operation of the Cherokee Indian Police Department and the Deputy's opinions in this area are considered to be authoritative.

**Responsibility for Accuracy:**

Responsible for the work performed by subordinates. Responsible for expenditures of funds, grants, and programs where accuracy is paramount. Failure to perform job tasks accurately could impact the safety of Cherokee Indian Police Department and the EBCI, and could cause dissolution of law and order and the loss of legal convictions. Paperwork must be reviewed by incumbent and corrected if needed to ensure the accuracy of content including the specific events, grammar, and spelling. Paperwork must include detailed description of events, including threats made by subject to individuals. Must make rapid assessments of situations and make immediate decisions that could have minor or major impact if an error occurred. Incorrect procedures could have significant implications with more serious failures compromising resource integrity, grant awards and in some cases, employee safety.