



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	103-1600-001 103-1600-002 103-1600-003 103-1600-004 103-1600-005	Last Revised:	06/14/2013
Position Title:	Shift Sergeant	Department:	Cherokee Police
Reports to:	Lieutenant	Division:	Marshal Services

Primary Function: Supervises, trains, motivates, and instructs police officers on assigned watch. Patrols and enforces Tribal, State, and Federal laws, when applicable, for the protection of the enrolled members of the EBCI and property within Indian land. Maintains good police relations in the community by providing comprehensive quality service. Serves as fourth in command in the department chain-of-command. In the absence of the Lieutenant, the Sergeant is in command of the squad. Serves as the Field Training Officer.

- Job Duties and Responsibilities:**
- Conducts briefings and roll call at the beginning of watch, prepares and distributes assignments in accordance with established procedures.
 - Instructs, motivates, and supervises the work of police officers on assigned watch, to comply with Federal, State, and Tribal Law.
 - Conducts the evaluation and counseling of employees as well as implements disciplinary action.
 - Conducts individual officer evaluations as prescribed by Tribal policy; follows progress and educational/training endeavors.
 - Observes officers in performance of their duties, offers suggestions for improvement, and reports inefficiency or breach of duty to superior officer.
 - Maintains all shift logs; keeps according to departmental policies.
 - Assists Chief of Police in setting goals and objectives of the CPD by forwarding suggestions in writing to the Lieutenant. Implements changes as directed.
 - Ensures that vehicle assignments and requests for repairs are accomplished.
 - Ensures vehicle inspection and cleaning are accomplished as required by holding regular inspections, ensuring safety.
 - Ensures that officer uniforms meet requirements and regulations of the department by holding regular inspections.
 - Patrols assigned areas in police car or on foot, maintains surveillance and observation of assigned areas, checks window/doors, examines premises of unoccupied residence/buildings for any unusual circumstances, and maintains awareness for the sighting of stolen cars, missing persons, or suspects.
 - Responds to emergency calls and disturbances and provides public assistance. Must protect the scene in the event of an accident, call for further assistance, and administer first aid until EMS arrives. Protect evidence, i.e. homicides, suicides, fatality accidents.
 - Performs preliminary investigations of complaints and crimes, conducts searches and seizures, and gathers and preserves evidence.
 - Appears in Federal, State, and Tribal Court to present testimony or evidence as required. Operates with four different ticket books out of four different counties, including the Tribal and Federal jurisdictions.
 - Educates the public on laws and ordinances.

- Serves warrants, subpoenas, and summonses as required.
- Apprehends and arrests suspects and/or criminals using accepted policies and procedures to ensure rights of criminal and protection of the officer.
- Enforces motor vehicle and DWI laws through the administration of speed detection device and breathalyzer tests; pursues/apprehends violators.
- Investigates accident scenes and collects, analyzes, and interprets related data.
- Performs first aid and CPR as required.
- Provides assistance and security to stranded motorists, lost children, criminals, dignitaries, and special events including but not limited to: powwows, holidays, Harley Rallies, sporting events, Tribal Council sessions, Fall Festival, inauguration events, crime scenes, graduations, funerals, parades, and other special details.
- Operates two-way radio to give and receive instructions, or report actions and situations.
- Prepares activity and incident reports and supplemental documents as required, including narratives and detail reports, case files. Preparation of reports takes 2 to 3 hours downtime, and must be inclusive of all details of incidents, arrests.
- Maintains proficiency in use of assigned weapons, baton, cuffs, and patrol car in pursuit situations. Assigned weapons may include .223 caliber rifles, 12 GA shotguns, .357 semi-automatic pistols, etc.
- Performs all duties consistent with good community policing procedures, which include providing tours of department, explanation of department facilities and procedures.
- *Assists the Deputy Marshal and domestic violence shelters to plan, develop, and implement an effective protocol for the Cherokee Tribal Police Officers in responding to violent crimes against women.
- *Assists the Tribal Prosecutor with evidence collection for crimes scenes.
- *Assists the Tribal Prosecutor by coordinating police officer's testimony as needed in individual cases involving domestic violence.
- *Plans, develops, and implements events to heighten domestic violence awareness in two schools.
- Maintains current knowledge concerning changing laws relating to domestic violence and serves to provide information and education for officers of CPD concerning changes.
- **Supervises the day-to-day operation of the police sub-station located in the Snowbird region.
- **Ensures all office supplies and equipment are obtained for the Snowbird sub-station from the central supply at the CPD in Cherokee.
- **Serves on call seven days a week 24 hours a day in patrol area as required.
- Performs all job duties according to established safety guidelines and Tribal policies.
- Instructs officers in safety guidelines both operational and tactical, including searching of buildings, refine car stops, searching and cuffing of prisoners, domestic service, bank drops, manual procedures (these procedures are updated regularly).
- Will be required to train new recruits in policies, procedures and guidelines of the Cherokee Police Department.
- Performs other duties assigned by supervisor.

*Performs as trained and qualified as Domestic Violence Officer.

**Performs as assigned to the Snowbird Sub-Station.

**Education
/Experience:**

A high school diploma or equivalent GED and certification of completion of the North Carolina Basic Law Enforcement training course are required along with three years experience as a sworn patrol officer. Six to nine months in the position would be required to become proficient

in most phases of the job. Continuing education required to the extent of 40 hours a year, minimum. In addition, annual re-certification is required in firearms, self defense, radar Intoxilyzer®, CPR and First Aid, etc. Other mandatory courses include Homicide Investigation, Front Line Supervision, Domestic Violence Enforcement, Emergency Vehicle Operation, Hazardous Materials Response, Emergency Incident Command, ASP Baton, Hand-to-hand Combat, etc. These are renewed continuously. Field training is required.

Job Knowledge:

Must have a thorough knowledge of departmental policies, procedures, and organizational structure. *A thorough knowledge of laws relating to domestic violence is required. Working knowledge of laws pertaining to: apprehension and arrest, search and seizures, admissibility and rules of evidence, criminal activities, collection and preservation of evidence, prosecution and courtroom procedures, accident investigation, legal liabilities, and rights of Indians and non-Indians on Indian land. Must be able to apply and interpret motor vehicle codes, civil, and criminal laws. Requires knowledge of Tribal, Federal, local, and State laws. Ability to operate a vehicle in pursuit situations, physically restrain subjects, and make arrests is required. Must have knowledge of police terminology and ten codes. Proficiency in the use of firearms and other supplied weapons is required. A minimum score of 90 percent is required for Cherokee Police Department. Ability to communicate effectively, in writing and verbally, and to present information to groups of people in a clear and concise fashion is essential. Knowledge or reservation land and landmarks is required. **Knowledge of Reservation land and landmarks in Graham and Cherokee counties is required. Requires the ability to conduct investigations, to gather and analyze facts and evidence, to prepare reports, and to formulate recommendations. Ability to handle multiple projects and work independently is necessary. Must have organizational and administrative skills to maintain specified records, files, and logs; and to compile data to generate reports/documents. Requires the ability to supervise, train, motivate, and coordinate assigned personnel. Must possess a valid North Carolina driver's license.

Complexity of Duties:

Follows well-defined guidelines and procedures, however, may be required to make split-second judgment calls in certain situations. Creativity and initiative are used to develop training programs that educate and motivate patrol officers to perform at optimum ability. Critical thinking and the ability to scrutinize are required in performing evaluations.

Contact with Others:

Contacts are made regularly with CPD personnel, domestic violence shelter personnel, general public, and Tribal agencies. Contacts are frequently made with other agencies such as FBI, US Marshall Service, SBI, County Sheriffs, North Carolina Highway Patrol, and BIA personnel. Further contacts include: Federal, State, and Tribal Courts; Cherokee Indian Health Services; and Fire, Emergency Management, and EMS Departments.

Confidential Data:

Has access to all memos, evidence, and warrants, all of which are considered confidential. Must adhere to all Tribal confidentiality policies and procedures, as well as CPD policies and procedures. Has access to budget information, personnel records, leave data, disciplinary actions. Extreme sensitive and confidential information includes undercover operations, pending raids, victim information, crime scene data, juvenile names, and hospital records.

Mental /Visual /Physical Effort:

Concentration varies depending on the tasks at hand. High levels of stress can be encountered while performing job duties, i.e. use of deadly force and physical force for purposes of restraint. Concentration is required while handling multiple projects. 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. 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, suicides, and murders. Must maintain

professional composure to effectively fulfill duties at crime scenes for extended lengths of time. Officer must pass mandatory psychological screening and participate in incident stress debriefings after hazardous and life threatening situations inherent in the job. 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 both officer 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 evidence while performing job duties. Regularly deal with adverse health conditions, i.e. subjects who vomit, spit, urinate, and defecate on officers or department property. 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:

Assigns daily details to subordinates. Determines work assignments and priorities of subordinates. Recommends disciplinary actions and promotions of subordinates to the Lieutenant. Instructs officers in department policy and informs subordinates of policy changes. Must motivate subordinates by maintaining morale and providing a professional example. Trains squad in officer safety tactics and job skills. Counsels subordinates when requested in times of crisis. Manages manpower within the squad to ensure proper coverage of the Reservation. Must also investigate and respond to citizen complaints against officers under his/her command. Ensures proper field training of new officers in all aspects of professional law enforcement. Must determine the need for SWAT Team intervention and forwards these requests up the chain-of-command.

Scope of Supervision:

Directly supervises the work of at least three Patrol Officers on watch, and hospital details. Also, directly supervises in the capacity of Field Training Officer, the orientation of all new "rookie" officers assigned. Maintains all training and field orientations throughout the probationary period until trainee receives proper Federal and State certifications. Gives preliminary approval for release to full field duty, and forwards this to proper officials for final approval.

Supervision Received:

Co-supervised by the Patrol Lieutenant and the Patrol Captain. Typically only unusual or non-routine situations will be referred to the supervisor. Latitude for independent thinking and initiative is given in the attainment of goals and objectives.

Responsibility for Accuracy:

Responsible for the accuracy of the work performed by subordinates. Paperwork must be reviewed and corrected if needed to insure the accuracy of content including the specific events, grammar, and spelling. Paperwork must include detailed description of events, including threats made by subjects to individuals. Must make rapid assessments of situations and immediate decisions, which could have minor or major impact if an error occurred. Failure to perform job tasks accurately could impact the safety of CPD personnel, Tribal population, and general public; could result in lawsuits against the department and the Tribe; and could cause dissolution of law and order and the loss of legal convictions.

