



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	910315002	Last Revised:	05/16/2018
Position Title:	Patrol Captain	Department:	Police Department
Reports to:	Chief of Police	Division:	Public Safety

Primary Function:

Assists the Chief of Police in all areas of CPD operations, activities, and personnel within trust properties in accordance with established guidelines. Strives to provide good police relations and reduce crime through education and community support.

Job Duties and Responsibilities:

- Interact with internal and external customers / clients in a polite and professional manner.
- Assists with the planning, staffing, coordination, and direction of Patrol, patrol officers, patrol services, traffic division, and juvenile division on training and maintaining the policies and procedures, within the department. Ensures efficient, cost effective, and comprehensive quality service.
- Assists in developing and implementing bomb threat response policies and oversees law enforcement response.
- Assists in the development and administration of departmental policies and procedures, and carries out details as given per Chief of Police when required.
- Serves as Chief of Police as requested or in the absence of the Chief of Police and the Investigations Captain by assuming the powers and responsibilities of the Chief of Police as required.
- Conducts individual officer evaluations as prescribed by Tribal policy. Works as a liaison of the Drug Task Force when necessary.
- Supervises Lieutenants.
- Supervise and administrate FTO program.
- Responsible for making sure accurate timesheets are completed by appropriate Divisions and Officers.
- Oversees all overtime activity encountered by Officers under their supervision.
- Attends professional meetings and seminars and promotes the same for subordinates, as requested by the Chief of Police.
- Stays abreast of rapidly changing law enforcement technologies and assists with determination of what future changes should be incorporated into the CPD.
- Assists in ensuring departmental compliance with all Tribal, State and Federal laws.
- Assists in ensuring all departmental personnel abide by the Law Enforcement Code of Ethics.
- Assists Chief of Police, Lieutenants and Sergeants in maintaining the levels of organizations authority.
- Assists Chief of Police in writing new policies and procedures for the CPD.
- Ensures daily activity reports and weekly reports are forwarded to the Chief of Police.
- Ensures every Officer gets a physical fitness evaluation once every twelve months.
- Assists Chief of Police in administering disciplinary actions as prescribed by the CPD Manual and

Personnel Policy.

- Assists Chief of Police, Lieutenants, and Sergeants in maintaining an up-to-date inventory of all departmental equipment such as vehicles, weapons, supplies, ballistic vests, etc.
- Provides oversight to all subordinate supervisors to ensure that officers are properly equipped and trained to complete the tasks assigned.
- Oversees subordinate supervisors to ensure the workloads being assigned to Officers are manageable and complete.
- Performs all duties according to established safety guidelines and Tribal policy, along with CPD policies and procedure.
- Performs other duties as assigned by supervisor.

**Education
/Experience:**

- Associate's Degree in Criminal Justice or related field required.
- NC Basic Law Enforcement Training Certification required.
- Minimum of eight years of work experience as a law enforcement officer required.
- Three years supervisory experience as a law enforcement officer is required.
- Valid NC Driver's License required.

Upon hire, minimum 40 hours of continuing education per year is required. Maintaining annual re-certification is required in firearms, self-defense, 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, Explosive Ordinance, Investigation, SWAT, ASP Baton, Hand-to-Hand Combat, etc. These are renewed continuously. Six to nine month in the position will be required to become proficient in most phases of the position.

Job Knowledge: Must have thorough knowledge of rules and regulations of the CPD, 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 police terminology and ten codes. Must be first aid and CPR certified. Must be knowledgeable of specialized search techniques used for drugs. Knowledge 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. A minimum firearm score of 90 percent is required for CPD, as opposed to the State's minimum firearm score of 70 percent. Requires the ability to plan, organize, delegate, supervise, and coordinate multiple activities and personnel. Must be able to communicate effectively, in writing and verbally, and to present information to groups of individuals. Knowledge of Boundary geography, Cherokee customs, and culture is required. Must be able to operate a motor vehicle for surveillance and pursuit functions in all types of weather. Requires the ability to assess people and situations and to execute judgment calls with speed and accuracy. Requires the ability to maintain specific records, files, and logs; to compile data to generate reports/documents; and to forecast staffing and equipment needs. Must have management and administrative skills. Must be able to establish and maintain working relationships with co-workers, subordinates, counterparts, and Federal, State and other EBCI divisions and agencies. Must possess a valid North Carolina driver's license.

Complexity of Duties: The majority of duties require the application of administrative judgment and problem solving skills in order to be effective. Tasks are varied and often require resourcefulness and initiative to be successful.

Contact with Others: Contacts are made regularly with CPD personnel, general public, Chief of Police, and program personnel. The Captain is also in contact with other agencies such as the FBI, US Marshall Service, SBI, County Sheriffs, NC 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.

Confidential Data:	Has access to all CPD files, memos, budget information, personnel files and records, leave data, disciplinary actions, investigation files, evidence, warrants, juvenile information, and criminal records; all of which are considered confidential. Must adhere to all Tribal confidentiality policies and procedures while performing job duties, as well as CPD policies and procedures. Extremely sensitive and confidential information includes undercover operations, pending raids, victim information, crime scene data, and juvenile names.
Mental /Visual /Physical Effort:	Concentration varies depending on the task at hand. Concentration is 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 hand/eye/foot coordination. High levels of stress can be encountered while performing job duties i.e. use of deadly force and physical force for purpose 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 terms effects of extreme stress, including but not limited to death from medical conditions, car wrecks, suicides, and murders. Must main professional composure to effectively fulfill duties at crime scenes for extended lengths of time. Captain 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. Must be able to lift 50 pounds and carry 25 pounds on a repetitive basis.
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 Chief of Police, officers, and citizens. In bomb threat incidents, 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, urinates and defecate on officers or departmental property. Autopsies must be attended. Following established safety guidelines and use of appropriate protective gear will minimize the likelihood of injuries; however, due to rapidly changing hazardous situation 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.
Scope of Supervision:	Directly supervises all Patrol Lieutenants and assists the Chief of Police with supervision of Police Department support staff.
Supervision Received:	Works under the general direction of the Chief of Police. Work is performed independently in accordance with Tribal guidelines, with only unusual or non-routine situations being referred to the Chief of Police. Latitude for independent thinking is given in the attainment of departmental goals and objections. Works under the general direction of the Chief of Police.
Responsibility for Accuracy:	Responsible for the work performed and the accuracy of work performed by subordinates. Failure to perform job tasks accurately could impact the safety of the CPD personnel, Tribal populations, or general public; could result in lawsuits against the department or Tribe; and could cause dissolution of law and order and the loss of legal convictions. Paperwork must be timely submitted and 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 subjects to individuals. Ensures reports are

submitted to proper agencies as required. Must make rapid assessments of situations and immediate decisions that could have minor or major impact if an error occurs. Ensure subordinates follow proper procedure for evidence submission.