



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	911337006 911337007 911337008 911337009 911337010 911337011 911337012 911337013 911337014	Last Revised:	01/13/2017
Position Title:	Natural Resources Enforcement Officer	Department:	Natural Resources Enforcement
Reports to:	Sergeant-NRE	Division:	Public Safety

Primary Function: Performs varied duties in the prevention, detection, and investigation of disturbances and crimes; apprehension of suspects, and general protection of persons and property for the EBCI on Indian land, including the Qualla Boundary, Graham and Cherokee counties. Provides assistance to ensure the maintenance of law and order, safety of the public, and adherence to laws and ordinances for which the resource officer is responsible to enforce. Educates the general public if they have questions relating to laws and ordinances passed by the EBCI pertaining to hunting, fishing, natural resources, back country trails, etc.

Job Duties and Responsibilities:

- Receives daily assignments, instructions, and forwards daily reports to the Sergeant for review.
- Patrols assigned areas in truck, ORV, or on foot. Maintains surveillance and observation of the area; continual awareness for the sighting of hunters and baiting out of season, fishing without a permit, collection or possession of any natural resource gathered illegally from EBCI-controlled lands, any bird of prey feathers/parts, alive or dead, illegal operation of ORVs, stolen cars, missing persons, and persons needing assistance of various natures. Citations or arrests of violators will be followed through court until the completion of case using accepted policies and procedures to ensure rights of criminal and the protection of the officer.
- Responds to emergency calls for service or assistance to other agencies upon request. Must protect the scene in the event of an accident, call for further assistance, and administer first aid until EMS arrives.
- Maintains proficiency in use of weapons/tools issued to him/her in the performance of his/her duties and patrol vehicle/ORV in pursuit situations. Assigned weapons may include 12 GA 308 rifles shotguns, .357 semi-automatic pistols, .45ACP semi-automatic pistol, etc.
- Responds to public requests for assistance in situations ranging from serious to simple, including life-threatening details.
- Performs preliminary investigations of violations, complaints, and crimes; conducts interviews with witnesses; and gathers and preserves evidence, such as weapons, carcasses, natural resources, etc.
- Prepares detailed investigative reports on all types of crimes and incidents, including narratives, case files. Preparation of reports may take 1 to 3 hours downtime, and must be inclusive of all details, incidents, and arrests.
- Manages crime scenes for the purpose of preserving evidence, solving crimes, and identifying suspects.
- Makes court appearances as required to present evidence and provide testimony in Federal, State, and Tribal Courts.
- Operates within the Tribal, State, and Federal jurisdictions. Issues citations to violators. Serves warrants and other legal documents (i.e. orders for arrest, contempt orders, subpoenas, etc.), as required.

- Regulates and directs vehicular and pedestrian traffic control at accident scenes. Maintains control of crowds at public gatherings and special events to maintain safety.
- Operates two-way radios, both mobile and hand held units, to receive instructions and to report actions or situations to Central Dispatch office.
- Compiles information and prepares reports of activities and maintains specified records, files, and logs in support of patrol activities.
- Maintains assigned vehicle in clean and orderly condition; secures maintenance as required.
- Participates in in-service, on-going and specialized training, as required and made available.
- Attains specified certifications and licensing, DSO (State and Federal), driver's license, as required.
- Performs all job duties according to established safety guidelines, State, Federal, and Tribal policies.
- Performs other duties as assigned.

**Education
/Experience:**

A high school diploma or GED, plus the North Carolina Basic Law Enforcement Training certification are the minimum educational requirements for the job. Continuing education in specialized classroom and field training of yearly minimum, are required to expand job knowledge and skills. Periodically, must satisfactorily complete firearms proficiency training and qualification. In addition, annual re-certification is required in firearms (32 hrs.), self defense, Intoxilyzer, CPR and First Aid, etc. Up to one year on the job is required to become proficient in most phases of the job.

Job Knowledge:

The officer must have a thorough knowledge of departmental policies, procedures, and organizational structure. The officer must have knowledge of Resource Enforcement terminology and ten codes. The officer must have working knowledge of laws and ordinances pertaining to apprehension and arrest, search and seizures, admissibility and rules of evidence, criminal activities, collection and preservation of evidence, prosecution and courtroom procedures, legal liabilities, and the 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 situation, to physically restrain subjects and to make arrests is required. Proficiency in the use of firearms and other supplies weapons is required. A minimum score of 90 percent is required for Resource Enforcement Department, opposed to the State's minimum firearms score of 70 percent. 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 of reservation land and landmarks is required. Knowledge of 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. Must have ability to handle multiple projects and work independently. Must have organizational and administrative skills to maintain specified records, files, and logs and to compile data to generate reports/documents. Must be CPR and first aid certified. 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.

**Contact with
Others:**

Contacts are made regularly with co-workers, the general public and CPD employees. Other contacts include Federal, State, and County law enforcement agencies; Federal, State, and Tribal Courts; Fire Department and Tribal EMS. A high degree of tact, courtesy, and professional decorum are required to maintain good public relations and to prevent accusations or legal action against the Resource Enforcement department.

Confidential Data: Has access to information on investigations and Resource Enforcement activities that are highly confidential and would be detrimental if disclosed. Must discern which information is required to be a part of public record while adhering to all Tribal confidentiality policies and procedures.

Mental /Visual /Physical Effort: Close mental concentration and attention to detail are required along with general observation necessary, depending on the tasks at hand. Must have visual acuity, manual dexterity, and good eye/hand/foot coordination. Physical effort requires sitting, walking, running, climbing, bending, reaching with arms and hands, pushing, lifting heavy objects, crawling, kneeling, crouching, and driving a motorized vehicle. Must speak, hear, and occasionally smell. Could occasionally be required to use self-defense techniques while performing job duties. 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. Must maintain professional composure to effectively fulfill duties after a crime has been committed at 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.

Environment: Most work is performed outdoors, with exposure to all types of inclement weather with a wide range of temperatures. Exposure to traffic hazards, altercations, firearms use, arrests, and other high stress activities. 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. Daily environment includes voluntary 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.

Supervision Received: Officer works under the supervision of the Sergeant.

Responsibility for Accuracy: Must make rapid assessments of situations and immediate decisions that could have minor or major impact if an error occurred. Reporting and review procedures would detect most administrative errors. However, many job duties require on-the-spot decisions without time for review by others. Paperwork must be reviewed and corrected by the incumbent 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.