



# Eastern Band of Cherokee Indians

## Job Description

<b>Position ID Number:</b>	910315003	<b>Last Revised:</b>	03/13/2019
<b>Position Title:</b>	Investigations Lieutenant	<b>Department:</b>	Cherokee Police
<b>Reports to:</b>	Captain	<b>Division:</b>	Public Safety

**Primary Function:** The Investigations Lieutenant provides leadership and supervision for Detectives, assures the efficiency and effectiveness of personnel, and assures that the personnel maintain currency in required certification and attend scheduled training. Investigations Lieutenant makes job assignments, communicates pertinent information such as changes in policy and procedure, communicates information from the shift going off-duty, and briefs oncoming shift personnel regarding information relevant to the current shift. Investigations Lieutenant maintains attendance records and checks time sheets, coordinates field training for newly assigned Detectives and responds to emergency medical calls, natural emergencies, and security alarms. Investigations Lieutenant performs administrative and technical work of a difficult nature including planning, organizing, develops, supervising, and managing all aspects of work of the Cherokee Police Department's Investigation Division in accordance with overall tribal objectives while complying with tribal, state, and federal regulations.

**Job Duties and Responsibilities:**

- Interact with internal and external customers/ clients in a polite and professional manner.
- Promotes and assists in the development of the Police Department's long-range goals and objectives.
- Participates in the more difficult police and investigative problems, develops tactical plans of action, and instructs officers and supervisors on the methods to be followed.
- Conducts briefings and roll call at the beginning of watch, prepares and distributes assignments in accordance with applicable guidelines and procedures (e.g. overtime, leave, etc.).
- Instructs, motivates, coordinates training & development, and supervises the work of police officers and other pertinent staff on assigned watch.
- Assists in the evaluation and counseling of employees as well as makes recommendations regarding corrective actions.
- Maintains access to FBI- NCIC/SBI-DCIN, as agency TAC Officer, and a yearly Audit of same.
- Responsible for employee background investigations.
- Utilizes the Performance Management Process pursuant to tribal policy to assist in evaluating direct reports annually, assist in setting goals and objectives, professional and personal development, and ensure compliance with appropriate certifications and licensures.
- Monitors and maintains all CPD standard forms, including but not limited to daily/monthly reports, and/or log books, according to departmental policy.
- Ensures that all CPD property, assigned vehicles, and equipment are cleaned and maintained in a safe and efficient manner through periodic inspections: Creates and maintains vehicle maintenance log to ensure proper working order as needed.
- Assists with daily operations of the CPD, including but not limited to, prioritizing calls, answering and investigating calls to service as needed or other applicable activities.
- Ensures officer uniforms meet requirements and regulations of the department.
- Presents stats for community meetings/events to heighten community awareness of crime trends within each community watch program.
- Monitors and updates each case in the Unit's data collection system to ensure each investigation is properly conducted. Each case monitored must indicate the following

information including but not limited to, who took the first report and date of first report, the officer assigned to the case and date of assignment, each officer that the case is transferred to and date of such transfer, each and every incident report and written summaries of interviews, all evidence collected and date evidence was logged in, what charges were brought if any and the date charges brought, date of trial and final disposition of case.

- Prepares and/or ensures the accuracy of incident reports, and supplemental documents. Schedules time to ensure officer accuracy, completeness, and efficiency of pertinent documents.
- Ensures officers are scheduled and notified of court appearances in tribal, state and federal cases.
- Maintain records on equipment, supplies, and activities of the division, and prepare recommendations on personnel, supplies, and equipment needs for the budget;
- Inspect police vehicles and other equipment for proper working order and direct correction of deficiencies;
- Instructs officers in safety guidelines both operational and tactical, including but not limited to, searching of buildings, refine car stops, searching and cuffing of prisoners, domestic service, bank drops, serving high risk warrants, and manual procedures.
- Performs all duties according to applicable safety guidelines, tribal policy, and police department protocol.
- Directs coordinates and controls law enforcement activities for 24/7 operation.
- May work shifts of various lengths including, but not limited to, 8 hours, 10 hours, 12 hours or more, depending on the assignment and operational needs of the Department.
- May also work at any time during a 24-hour period, including shifts during the day, afternoon, or overnight. Performs related work as required.
- Maintain current knowledge of Federal, State, and Tribal laws related to property/evidence management.
- Review reports with a high attention to detail and accuracy.
- Supervises the operation and maintenance of authorized evidence and property storage facilities.
- Maintains integrity, security, custody and control over all property and evidence seized until a disposition through the criminal justice system has been reached.
- Oversees the internal audits for the property and evidence facilities, to ensure agency protocols are being followed.
- Apply research/ analytical skills to identify problem area and make recommendations for program improvement.
- Maybe be asked to Investigate Internal Affairs, Administrative Investigations, and Citizen Complaints
- Communicates with the general public, coworkers, subordinates, or others to provide direction and training, explains departmental policies and procedures, laws, ordinances, codes, etc., resolves complaints and personnel matters, and gathers and disseminates information.
- Performs other duties as delegated by the Deputy Marshal or appropriate Captain.

**Education  
/Experience:**

- Associate degree in management, administration, criminal justice, or other related field required. The equivalent combination of education, work experience, training, two-three (2-3) years may be accepted in lieu of degree requirement.
- Must possess certification in NC Basic Law Enforcement.
- Must possess Five years supervisory work experience in law enforcement (experience as a Detective Sgt. Only is not applicable).
- Must possess Ten years work experience in Investigations/Detective Division.
- Must possess Fifteen years work experience as a sworn Law Enforcement officer.

<b>Job Knowledge:</b>	<p>Must be knowledgeable of the Evidence Division's policies, procedures and capable of providing guidance to detectives of said policies and procedures. Must have Experience case review and assignment procedures. Must have experience in completing employee evaluations, corrective actions, and complaint procedures. Must have a thorough knowledge of departmental policies, procedures, and organizational structure. Thorough knowledge of dual and cross-jurisdictional issues as it relates to investigations and prosecutions. Must possess the ability to analyze and apply common investigative and scientific techniques. Knowledge of laws relating to criminal investigations 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, legal liabilities. Must have general knowledge of the use and application of the Division of Criminal Information Network and National Crime Information Center databases. Must be able to apply and interpret motor vehicle, civil, and criminal laws. Requires knowledge of tribal, federal, local, and state laws. Ability to operate a motor vehicle in pursuit situations, physically restrain subjects, and make arrests is required. Must have knowledge of police terminology and ten codes. 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 Qualla Boundary is required. Requires the ability to gather and analyze facts and evidence, to prepare reports, and to formulate recommendations. Must possess a valid NC Driver's License. Applicable certifications and annual re-certifications are required. Continuing education required to the extent of 40 hours a year, minimum.</p>
<b>Complexity of Duties:</b>	<p>Must be able to manage multiple tasks while meeting all necessary work objectives. Ability to distinguish between critical and non-critical concerns and prioritize tasks accordingly. Ability to apply investigative principles, logical or scientific thinking to a wide range of applications to deal with abstract and concrete variables. Errors in evidence collection or evidence chain of custody can result in mistrials or the dismissal of charges. 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.</p>
<b>Contact with Others:</b>	<p>Contacts are made regularly with CPD personnel, EBCI Public Safety, general public and Tribal agencies. Contacts are frequently made with other agencies such as FBI, US Marshal Service, SBI, County Sheriffs, NC Highway Patrol, National Park Service (NPS), North Carolina Wildlife officers, and BIA personnel. Further contacts include: Federal, State, and Tribal Courts; Cherokee Indian Health Authority; and Fire, Emergency Management, and EMS Departments. Assists US Marshal and FBI Agents in investigations, apprehension of individuals, and transportation of individuals. Other details as requested by US Marshal, FBI Agents, and other applicable law enforcement agencies.</p>
<b>Confidential Data:</b>	<p>Requires higher than average discretion due to the amount and nature of information. Has access to all memos, evidence, criminal records, warrants, Department Motor Vehicle information, juvenile cases, NCIC/DCIN data, and a variety of sensitive internal information which is considered highly confidential and should only be disclosed to authorized personnel. Must adhere to all Tribal Confidentiality/ non- disclosure agreement as well as the policies of external agencies to access external databases, as well as CPD policies and procedures. Has limited access to budget information, leave data, disciplinary actions, and other pertinent data.</p>
<b>Mental /Visual /Physical Effort:</b>	<p>High levels of concentration are required to handle multiple cases, projects, and other demands. High levels of stress can be encountered while performing job duties, i.e. use of deadly force and physical force for purposes of restraint. Subject to frequent interruptions which require varied</p>

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 or 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 periods of time. Officer must pass mandatory psychological screening and participate in incident stress debriefings after hazardous and life-threatening situations inherent in the job.

<b>Environment:</b>	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. While performing outside, has exposure to all types of inclement weather with a wide range of temperatures, strong unpleasant odors, dust, pollens, chemical irritants, and other toxic substances which can cause death. 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. Work with human remains and/or other biological materials. Routinely handle hypodermic syringes, guns, and explosives. 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 deployed in time. Safety guidelines may also be impeded due to on-site situations.
<b>Extent of Supervision:</b>	Assigns daily duties to subordinates. Determines work assignments and priorities of subordinates. Recommends disciplinary actions and promotions of subordinates to the Deputy Marshal. Instructs officers in department policy and informs subordinates of policy changes. Must motivate subordinates by maintaining morale and providing a professional example. Trains the investigations section in officer safety tactics and job skills. 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. Must determine the need for SWAT Team intervention and forwards these requests up the levels of authority (chain-of-command).
<b>Scope of Supervision:</b>	Directly supervises the work of at least 7-10 officers on duty. Maintains all training and field orientations until trainee receives proper federal and state certifications. Supervises Evidence Section including two employees.
<b>Supervision Received:</b>	Reports to assigned Captain. In absence of assigned Captain, reports to alternate 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.
<b>Responsibility for Accuracy:</b>	Responsible for the accuracy of the work performed by subordinates. Ensures the collection of evidence and the evidence chain of custody are appropriately performed and documented to successfully prosecute criminal cases and increase the conviction rate. Paperwork must be reviewed and corrected as needed. Must make rapid assessments of situations and immediate decisions, which could have 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. Consequences of error would likely result in high risk of injury or death to self, other employees, or the public, and/ or major damage to communities.