



Eastern Band of Cherokee Indians

COMMUNITY RESPONSE OFFICER

Position Description

Program:	Cherokee Indian Police Department	Reports to:	Sergeant - Detective
Division:	EBCI Law Enforcement	Position Number:	910323070; 910323071; 910323072
Classification:	Non - Exempt	Revision Date:	10/01/2022
Pay Level:	12	Safety Sensitive:	No

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Tribal Government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Embody respect and understanding of EBCI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

POSITION PURPOSE

The Community Response Unit (CRU) is an element of the Patrol Division. The CRU is tasked with addressing community concerns and providing community education. Since the CRU functions within the Patrol Division, the member officers continue to answer calls for service and perform patrol duties in addition to their CRU duties and responsibilities.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- This position performs all responsibilities incumbent upon a sworn law enforcement officer.
- Identify and address the concerns of community.
- Works with Narcotics Team to combat drug abuse issues.
- Maintains statistical data on all DWIs caught and motor vehicle crashes on EBCI trust lands.
- Provides enhanced prevention and enforcement of DWI laws by investigating complaints, irregularities, and unusual or suspicious circumstances pertaining to accidents or reports of DWIs.
- Contributes to public safety by enforcing motor vehicle traffic, through the administration of speed detection devices; making high-risk traffic stops at high-risk times, to reduce crime on highways, and public roads/streets.
- Performs checkpoint monitoring for DWIs, drugs, driver's license, and vehicle inspection violations.
- 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.
- Effectively work surveillance, covert and undercover operations with little supervision and with other agencies when appropriate, as cases demand.
- Manages responses to public requests, emergency calls and disturbances, ranging from simple to life threatening details, to provide public assistance and enforcement of applicable laws, in a manner where high-speed driving skills are/maybe needed to respond quickly and safely.
- Maintains all files, logs, and reports required by departmental policies and guidelines.
- Appears in court to present testimony or evidence, as required regarding traffic homicides, traffic-related deaths, and any other violation of NC, Federal, and Tribal laws.
- Makes high-risk traffic stops at high-risk times, i.e. night time stops, etc.
- Serves warrants and other legal documents (i.e. orders for arrest, contempt orders, subpoenas, criminal summons, etc.), as required on a Tribal, State, and Federal level.

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- Apprehends and arrests suspects and/or criminals using accepted policies and procedures to ensure rights of criminal and protection of the officer.

Scope of Supervision:

This position is supervised by program leadership. This position is not responsible for supervising others.

MINIMUM MANDATORY QUALIFICATIONS

Experience:	Three (3) years experience as a sworn law enforcement officer is required.
Education:	A high school diploma or GED required.
Licenses & Certifications:	Valid insurable NC driver's license. Must be at least 21 years of age. Must possess a NC Basic Law Enforcement Training Certification and CPR/First Aid Certification. Must pass the firearms qualification with a score of 90 or above. Must pass a physical examination and psychological evaluation within 30 days of hire. Must be in good standing and remain certifiable with the North Carolina Law Enforcement Justice Education and Training Standards Commission.

KNOWLEDGE, SKILLS, & ABILITIES

Key Job Knowledge:

- Must have a thorough knowledge of departmental policies, procedures, and organizational structure.
- Must have knowledge of police terminology and ten codes.
- Must have thorough knowledge of rules and regulations of the CIPD, 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 general public and enrolled members of the EBCI. Requires knowledge of laws for multiple districts/jurisdictions under Tribal, Federal, local, and State legislation.
- Ability to operate a vehicle in pursuit situation, to physically restrain subjects and to make arrests is required.
- Ability to communicate effectively, in writing and verbally, and to present information to groups of people in a clear and concise fashion is essential.
- Requires the ability to conduct investigations, to gather and analyze facts and evidence, to prepare reports, and to formulate recommendations.
- Knowledge of trust lands, surrounding counties and landmarks is required.
- Must have clerical and computer skills and be able to use a variety of office equipment.
- Requires the ability to plan, organize, and coordinate multiple activities Must have organizational and administrative skills to maintain specified records, files, and logs and to compile data to generate reports/documents.
- Upon hire, minimum 40 hours of continuing education per year is required.
- Proficiency in the use of firearms and other supplied weapons is required.
- Yearly physical fitness evaluations are made to ensure, officers remain qualified to perform duties.

Safety/Accuracy Focus:

Must make rapid assessments of situations and immediate decisions that 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, or 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. 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.

Key Relationships:

Contacts are made regularly with co-workers, the general public and CIPD 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,

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courtesy, and professionalism are required to maintain good public relations and to prevent accusations or legal action against the department.

Resourcefulness & Initiative:

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes. Follows well defined policies, procedures, and established guidelines. Requires the ability to plan, coordinate activities, solve problems, assess situations, and develop appropriate case management. Must use judgment and initiative to maintain accuracy of work. Must be resourceful when responding to changing circumstances.

Discretion – Confidential Data:

Access to confidential and proprietary data and information which is not known by the public may occur during employment. Exercise excellent professional discretion regarding confidential and proprietary data and information, never disclosing or misusing such information. Has access to information on investigations and police activities and juvenile information that is 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.

Complexity of Duties:

This position includes completing tasks of varying complexity levels. Follows well defined guidelines and procedures; however, may be required to make split-second judgment calls in certain situations.

PREFERRED QUALIFICATIONS

No other preferred qualifications.

WORK ENVIRONMENT

Work 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. While performing outside, has exposure to all types of inclement weather with a wide range of temperatures. Could have 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. 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.

**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 purpose of restraint. 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 eye/hand/foot coordination. Must maintain lengthy physical activities such as foot chases, fights, and woodland chases. 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.

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OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination.

Background Investigation: All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act."

Drug Screening: All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.

***Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

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ACKNOWLEDGMENT

I have reviewed the content of the **Community Response Officer** position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date