



Eastern Band of Cherokee Indians

SCHOOL RESOURCE OFFICER

Position Description

Program:	Cherokee Indian Police Department	Reports to:	Sergeant - Juvenile
Division:	EBCI Law Enforcement	Position Number:	910323252; 910323253; 910323254; 910323255; 910323256;
Classification:	Non - Exempt	Revision Date:	10/01/2022
Pay Level:	12	Safety Sensitive:	Yes

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

Performs varied duties in the prevention, detection, and investigation of: disturbances, crimes, traffic controls, apprehension of suspects, and general protection of persons and property for the EBCI on trust lands. Provides assistance to ensure the maintenance of law and order, safety of the public, and adherence to laws and ordinances for which the patrol officer is responsible to enforce. The SRO performs job duties, focusing on prevention, designed with special emphasis on school life, effective communication with students and teachers, the ability to provide classroom instruction, and on assisting the public in a prompt, responsive, and professional way.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- This position performs all responsibilities incumbent upon a sworn law enforcement officer.
- Adheres to guidelines and performs duties of Patrol Officer, as required.
- Abides by the School Board policies, and consults and coordinates activities through the School Principal while remaining responsive to the chain of command of law enforcement.
- Authority can only supersede school authority while officer is on school duty and in a well-established emergency.
- Attends necessary meetings of parents and faculty groups to explain and foster a better understanding of the School Resource Officer's function in the school system. Participates on various committees within the school system including Parents in Education Committee, Strategic Planning, etc.
- Refers students to appropriate community agencies for assistance, as requested or required. Works closely with school counselors and gives assistance as needed.
- Assists school officials in the planning, developing, and implementing of plans and strategies designed to prevent dangerous situations on or near school grounds or involving student at school related functions.
- Provides in-service training for school staff pertaining to safety of students and prevention of criminal activities on campus.
- Provides high profile visibility within the school for the purpose of interacting with students and providing a presence for general security, as deemed necessary. In-classroom and playground activities, when requested.
- Communicates with school officials regarding law enforcement actions taken while abiding by School Board policy.
- Serves as resource person for school officials and students in all matters that pertain to actual or potential statutory requirements.

Position Description

- Coordinates with school officials the need for additional security and law enforcement activities at extracurricular events; i.e. ballgames, elementary, high school and middle school activities.
- Plans, develops, and implements educational programs for the student population of assigned schools within the Tribal school system, i.e. law related education, focusing on prevention (safety, court procedures, etc.).
- Teaches, through visitation lessons, children in elementary, middle, and high school, how to recognize and resist use of alcohol, tobacco, and drugs, stressing the dangers involved with the use of these substances. Must have ability to teach and advise children in the school they are assigned to at their level of understanding.
- Teaches juveniles how to enhance their self-esteem through example (as a drug free role model) and educational programs in the schools and community.
- Compiles confidential information, prepares reports of activities, and maintains specified records, files, and logs pertaining to at-risk students, patrol activities and program education attendance..
- Participates in in-service, ongoing, and specialized training (40 hours per year), as required and made available; D.A.R.E. in-service, School Resource Officer training, and Gang Awareness training.
- Works closely with school administration in monitoring gang-related activities, and keeps documentation of same.
- Acts as liaison between responding law enforcement agency and school officials.
- Participates on strategic team to provide safe school environment for school staff and students.
- Serves on Multi-Disciplinary Team.
- Responsible for safety and security of students on school buses.
- Provides traffic control in parking areas, i.e. issuing citations, etc.
- Monitors, reports, and investigates all incidents including vandalism on school grounds and appear in court for cases involving incidents that occurred on school property.
- Assists with transport of juveniles as requested.
- Maintains assigned vehicle in clean and orderly condition; secures routine maintenance as required.
- Provides crowd and riot control when required.
- Will be required to work evenings, nights, weekends, and rotating on-call schedule to include being on-call 24/7.
- Performs all duties according to established safety guidelines and Tribal policies.

Scope of Supervision:

This position is not responsible for supervising others. Works under the general supervision of the Sergeant - Juvenile and the School Principal.

MINIMUM MANDATORY QUALIFICATIONS

Experience:	One (1) year of law enforcement experience required.
Education:	High School Diploma or GED Equivalent required.
Licenses & Certifications:	Valid, insurable NC Driver's License required. 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:

- Successful completion of Field Training is required upon hire to remain employed in this position.
- Must have a 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 enrolled members of the EBCI with special emphasis on children.
- Must have knowledge of departmental functions, policies, and procedures of the Cherokee Central School System, Kituawh Academy and Qualla Boundary Headstart and Early Headstart.
- Must have a thorough knowledge of departmental policies, procedures, and organizational structure.

Position Description

- Requires knowledge of Tribal, Federal, and State laws and ordinances.
- Must have knowledge of all police terminology and ten codes.
- Proficiency in the use of firearms and other supplied weapons is required.
- Requires the ability to plan, organize, and coordinate multiple activities.
- Requires the ability to conduct investigations, to gather and analyze facts and evidence, to prepare reports, and to formulate recommendations.
- 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 EBCI trust lands, surrounding counties and landmarks is required.
- Ability to operate a vehicle in pursuit situation, to physically restrain subjects and to make arrests is required.
- Requires the ability to assess people and situations and execute judgment calls with speed and accuracy.
- Ability to maintain effective working relationships with co-workers, supervisors and other law enforcement agencies.
- Must have organizational and administrative skills to maintain specified records, files, and logs and to compile data to generate reports/documents.
- Must have a working knowledge of computers and specified programs, including Microsoft Office.
- Must be knowledgeable of D.A.R.E. Program policies, procedures, and guidelines as outlined in the North Carolina D.A.R.E. Board of Directors' policies.
- Must complete a two-week training session as required by the NC D.A.R.E. Board of Directors.
- Must complete School Resource Officer and Advanced School Resource Officer training.
- Upon hire, minimum 40 hours of continuing education per year is required.
- Must maintain CPR/First Aid Certification.
- Yearly physical fitness evaluations are made to ensure officers remain qualified to perform job duties.
- Up to three (3) months of experience in the position would be necessary to become proficient in most phases of the job.

Safety/Accuracy Focus:

This position has been designated as safety-sensitive based upon position tasks, and required knowledge, skills, and abilities. 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 school personnel, students, CIPD 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.

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, courtesy, and professional decorum 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.

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 all CIPD memos, warrants, juvenile information, and criminal records; all of which are considered confidential. Must adhere to all Tribal confidentiality policies and procedures.

Complexity of Duties:

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

SCHOOL RESOURCE OFFICER

Position Description

PREFERRED QUALIFICATIONS

Law enforcement officer experience required.

WORK ENVIRONMENT

Work Environment: This position can involve exposure to various hazards in the 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. 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. The School Resource Officer is normally only one officer in a population of anywhere from 400 to 800 students and staff, working in a confined area. This position is often in an area of the school buildings where radio transmissions cannot be heard by the Dispatch office.

**Mental/Visual/
Physical Effort:** Must be able to lift 50 pounds and carry 25 pounds on a repetitive basis. Close mental concentration and attention to detail are required along with general observation necessary, depending on the tasks at hand. Job duties require physical efforts of walking, running, climbing, bending, reaching with arms and hands, crawling, kneeling, crouching, good eye/hand/foot coordination, manual dexterity, and visual acuity. 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. Concentration is required while handling multiple projects. Subject to frequent interruptions which 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 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 may voluntarily participate in incident stress debriefings after hazardous and life-threatening situations inherent in the job. Must deliver death notifications.

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.

SCHOOL RESOURCE OFFICER

Position Description

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.*

SCHOOL RESOURCE OFFICER

Position Description

ACKNOWLEDGMENT

I have reviewed the content of the **School Resource/Dare 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