



Eastern Band of Cherokee Indians

DETECTIVE

Position Description

Program:	Cherokee Indian Police Department	Reports to:	Sergeant – Detective
Division:	EBCI Law Enforcement	Position Number:	910323751; 910323752; 910323753; 910323754; 910323755; 910323756; 910323757; 910323758; 910323759
Classification:	Non - Exempt	Revision Date:	10/01/2022
Pay Level:	13	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

Gather and collect all information and/or evidence available from the commission of a crime and determine appropriate jurisdiction. Initiates or coordinates information to conduct covert/overt investigations of criminal and ongoing drug related crimes within Indian lands. Coordinates work with Federal, State, and Tribal law enforcement agencies and jurisdiction. Prepares and submits completed case files to the Tribal, State, and Federal Prosecutors as applicable. Maintains good police relations in the community by providing comprehensive quality service. Serves as in command in the department level of authority (chain-of-command).

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- This position performs all responsibilities incumbent upon a sworn law enforcement officer.
- Conducts through investigations and follow-up investigations for criminal major, general, and drug related crimes.
- Examines the crime scene to determine exact nature of law violations, interviews/interrogates suspects and witnesses, and ensuring the proper case file documentation.
- Ensures all duties at a crime scene are performed safely, efficiently, and according to internal procedures for officers and residents of the community.
- Ensures evidence is recorded, photographed, packaged, labeled, and secured per chain of custody. Compiles all needed data on investigations and activities from other officers and pertinent Public Safety officials, e.g. medical examiner, EMS, Fire Department, etc.
- Prepares and submits completed case files to Tribal, State, and Federal Prosecutors as applicable.
- Collects arrest warrant and/or applicable documents from Tribal, State, or Federal courts; apprehend criminal suspects: serve civil/criminal process on suspects, witnesses, officers, and other Public Safety Personnel.
- Ensures appropriate preparation for prosecution of cases in Tribal, State, and Federal Courts.
- Maintains assigned vehicle in clean and orderly condition; secures routine maintenance as required.
- Performs all duties according to applicable safety guidelines, Tribal Policy, and Police Department protocol.
- Will be lead investigator when called to a crime scene and will oversee and assigning duties to officers on scene.
- 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.

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- Performs investigations of violations, complaints, and crimes; conducts interviews with witness; and gathers and preserves evidence.
- Prepares detailed investigative reports on all types of crimes and incidents, including narratives, case files, and must be inclusive of all details, incidents, and arrests.
- Operates two-way radios, both mobile and hand-held units, to receive instructions and to report actions or situations to Central Dispatch office.
- Participates in in-service, on-going and specialized training, as required.
- Attains specialized certifications and licensing, SLEC (State and Federal), , as required.
- Maintains control of crowds at public gatherings and special events to maintain safety.
- Will be required to work evenings, nights, weekends, and rotating on-call schedule to include being on-call 24/7.

Scope of Supervision:

This position is not responsible for supervising others. Reports to Sergeant - Detective. In the absence of the Sergeant - Detective, reports to Lieutenant - Investigations. Latitude for independent thinking and initiative is given for the attainment of goals and objectives.

MINIMUM MANDATORY QUALIFICATIONS

Experience:	Five (5) years of experience as a sworn police officer is 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 psychosocial 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. Must be able to pass a background and be eligible to receive and maintain an adjudication by a certified adjudicator.

KNOWLEDGE, SKILLS, & ABILITIES

Key Job Knowledge:

- Must have a thorough knowledge of department policies, procedures, and organizational structure.
- Knowledge of internal procedures relating to criminal (major crimes, general crimes and drug related cases), civil, and crime activities is required.
- 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 Tribal, State, and Federal laws and criminal procedures. .
- 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.
- Requires the ability to plan, organize, and coordinate multiple activities
- Ability to maintain effective working relationships with co-workers, supervisors and other law enforcement agencies.
- Ability to review reports with a high attention to detail and accuracy.
- Knowledge of EBCI trust lands and surrounding counties' land and landmarks is required.
- Must have a working knowledge of computers and specified programs, including Microsoft Office.
- Requires the ability to conduct investigations, to gather and analyze facts and evidence, to prepare reports, and to formulate recommendations.
- Proficiency in the use of firearms and other supplied weapons is required.
- Continuing education required to the extent of 40 hours a year, minimum.
- Yearly physical fitness evaluations are made to ensure, officers remain qualified to perform duties.

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Safety/Accuracy Focus:

This position has been designated as safety-sensitive based upon position tasks, and required knowledge, skills, and abilities. Responsible for the accuracy and completeness of the case file, collection of evidence, chain-of-custody of evidence, etc. Paperwork must be reviewed and corrections will be recommended by the Sgt. Detective. 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 the dismissal of cases; and could cause dissolution of law and order and the loss of legal convictions.

Key Relationships:

Interact with public in a polite and professional manner. Contacts are made regularly with CIPD personnel, domestic violence shelter personnel, general public, and Tribal agencies. Contacts are frequently made with other agencies such as FBI, US Marshal Services, SBI, and Tribal Court Prosecutors; Cherokee Indian Health Authority; and Fire, Emergency Management, and EMS Departments. Assist US Marshal and FBI Agents in investigations, apprehension of individuals, and transportation of individuals. Other details as requested by US Marshal and FBI Agents.

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 memos, criminal records, Department of Motor Vehicle information, evidence, juvenile cases, NCIC/DCIN data, warrants, and a variety of sensitive internal information which is considered highly confidential. Ability to use complex criminal records databases and department-specific applications. Case files are considered highly confidential. Must adhere to all Tribal Confidentiality policy and procedures, as well as CIPD 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 judgement calls in certain situations. Critical thinking and the ability to scrutinize are required in performing assessments, evaluations, and determinations of appropriate or applicable investigative techniques. Errors in evidence collection or evidence chain-of-custody can result in mistrials or the dismissal of charges.

PREFERRED QUALIFICATIONS

No other preferred qualifications.

WORK ENVIRONMENT

Work Environment:

This position can involve exposure to various hazards in the work environment. Works in a business office where security locks on exterior doors are mandatory for office safety, and in adverse outside environments (crime scenes, etc.) 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.

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**Mental/Visual/
Physical Effort:**

Must be able to lift 50 pounds and carry 25 pounds on a repetitive basis. 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 chases, fights, and woodland searches. Must perform job duties in any condition, weather 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 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.

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.*