



# Eastern Band of Cherokee Indians

## NATURAL RESOURCES ENFORCEMENT OFFICER

### *Position Description*

<b>Program:</b>	Natural Resources Enforcement	<b>Reports to:</b>	Sergeant - Natural Resources Enforcement
<b>Division:</b>	EBCI Law Enforcement	<b>Position Number:</b>	911337001; 911337002; 911337003; 911337004; 911337005; 911337007;
<b>Classification:</b>	Non - Exempt	<b>Revision Date:</b>	10/01/2022
<b>Pay Level:</b>	12	<b>Safety Sensitive:</b>	Yes
<b>PERFORMANCE EXPECTATIONS</b>			

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 and crimes; 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 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.

### **ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES**

- This position preforms all responsibilities incumbent upon a sworn law enforcement officer.
- 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.
- 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 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.

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- 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.
- Will be required to work evenings, nights, weekends, and rotating on-call schedule to include being on-call 24/7.
- Performs all job duties according to established safety guidelines, State, Federal, and Tribal policies.

### Scope of Supervision:

This position is not responsible for supervising others. Officer works under the supervision of the Sergeant - Natural Resources Enforcement.

### MINIMUM MANDATORY QUALIFICATIONS

<b>Experience:</b>	Three (3) years as a sworn patrol officer is required.
<b>Education:</b>	High School Diploma/GED equivalent is required.
<b>Licenses &amp; Certifications:</b>	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:

- 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.
- 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, Federal, local, and State laws and ordinances.
- 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.
- 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.
- Requires the ability to conduct investigations, to gather and analyze facts and evidence, to prepare reports, and to formulate recommendations.
- 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.
- Must have a working knowledge of computers and specified programs, including Microsoft Office.
- Must be able to establish and maintain working relationships with coworkers and counterparts.
- Upon hire, minimum 40 hours of continuing education per year is required.
- Yearly physical fitness evaluations are made to ensure, officers remain qualified to perform duties.
- Up on one (1) year on the job is required to become proficient in most phases of the job.

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### Safety/Accuracy Focus:

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.

### 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 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.

### 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 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.

### 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:** This position can involve exposure to various hazards in the work environment. Work 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. Following established safety guidelines and use of 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:** 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. 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

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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.

### 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 **Natural Resources Enforcement 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.

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*Employee (printed name)*

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*Employee (signature)*

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*Date*

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*Supervisor (printed name)*

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*Supervisor (signature)*

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*Date*