



# Eastern Band of Cherokee Indians

## JUVENILE OFFICER

### *Position Description*

<b>Program:</b>	Cherokee Indian Police Department	<b>Reports to:</b>	Sergeant - Juvenile
<b>Division:</b>	EBCI Law Enforcement	<b>Position Number:</b>	910323251
<b>Classification:</b>	Non - Exempt	<b>Revision Date:</b>	10/01/2022
<b>Pay Level:</b>	12	<b>Safety Sensitive:</b>	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 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 the law. The Juvenile Officer (JO) performs job duties designed to reduce juvenile crime through highly visible patrols and communication with schools, parents, and juveniles; and to assist the public in a prompt, responsive, and professional way.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- This position preforms all responsibilities incumbent upon a sworn law enforcement officer.
- Adheres to guidelines and performs duties of a Patrol Officer, as required.
- Performs investigations and implements action to resolve incidents found on patrol such as: drinking under age, assaults, vandalism, truancy, runaway, curfew violators, and delinquent juveniles.
- Takes initiative and/or action to warn, restrain, detain, or arrest violators or suspects who are below age 16, following all required protocols and procedures.
- Participates in training sessions for officers in specialized areas relative to juvenile such as drinking under age, assaults, vandalism, truancy, runaway, curfew violators, and delinquent juveniles.
- Assists with planning, developing, and implementing educational presentations for schools, community organizations, and other agencies to deter juveniles from entering into the Juvenile Justice System.
- Follows well defined procedures when investigating, interrogating, placing juvenile in custody, or releasing juveniles as prescribed in the Cherokee Juvenile Code.
- Performs complete, systematic, and thorough investigation on reported juvenile complaints, child abuse, neglect, and dependency reports.
- Provides information regarding application of traffic laws and investigation of traffic accidents involving children as defendant or victim.
- Maintains records, files, and logs of investigative activities and prepares reports, recaps, and summaries of it on juveniles and gang related crime.
- Appears in Federal, State, and Tribal court, to present testimony or evidence as required.
- Operates with different ticket books out different counties, not including the Tribal and Federal jurisdictions.
- Serves warrants, subpoenas, and summons as required.

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- 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.
- Maintains and carries departmentally owned phone for the purpose of serving 24 hour call, as required.
- Maintains proficiency in use of assigned weapons, baton, cuffs and patrol vehicle.
- Attends all home basketball and football games to promote community awareness of CIPD and its function relating to juveniles as requested.
- Investigates gang-related activities on trust lands. Assists School Resource Officers, as required.
- 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. Works under general supervision of the Sergeant – Juvenile.

### MINIMUM MANDATORY QUALIFICATIONS

<b>Experience:</b>	One (1) year of experience as a sworn law enforcement officer is required.
<b>Education:</b>	High School Diploma or GED Equivalent 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:

- Successful completion of Field Training is required upon hire to remain employed in this position.
- 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.
- Must have knowledge of all police terminology and ten codes.
- Must have thorough knowledge of Cherokee Juvenile Code.
- Requires knowledge of Tribal, Federal, and State laws and ordinances.
- Proficiency in the use of firearms and other supplied weapons is required.
- Requires the ability to plan, organize, and coordinate multiple activities.
- Must have a thorough knowledge of departmental policies, procedures, and organizational structure.
- Must be able to communicate effectively, in writing and verbally, and to present information to groups of individuals.
- Knowledge of EBCI trust lands and surrounding counties land 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 to execute judgment calls with speed and accuracy.
- Requires the ability to conduct investigations, to gather and analyze facts and evidence, to prepare reports, and to formulate recommendations.
- 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.
- Must have good communication skills to interact effectively with juveniles.
- Six (6) to nine (9) months 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. Reporting and review procedures would detect most administrative errors. However, many job duties require on-the-spot

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decisions without time for review by others. Paperwork must be reviewed and corrected by the incumbent 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. Failure to perform job tasks accurately could impact the safety of school personnel, students, CIPD personnel, Tribal population, general public; could result in civil liability and 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 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 all CIPD memos, evidence, warrants, juvenile information, and criminal records, all of which are considered confidentiality policies and procedures while performing job duties.

### 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

Law enforcement officer experience is required.

## 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. 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 activity, 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, 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

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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. Employee is on call 24 hours a day seven days a week to respond to crimes, as required. 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.

***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 **Juvenile 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*