



Eastern Band of Cherokee Indians

CORRECTIONAL OFFICER

Position Description

Program:	Police Department - Corrections	Reports to:	Sergeant - Corrections
Division:	EBCI Law Enforcement	Position Number:	910923501; 910923502; 910923503; 910923504; 910923505; 910923506; 910923507; 910923508; 910923509; 910923510; 910923511; 910923512; 910923513; 910923514; 910923515; 910923516; 910923517; 910923518; 910923519; 910923520;
Classification:	Non - Exempt	Revision Date:	8/25/2024
Pay Level:	11	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

Reports to and receives assignments, instructions, and directions from Sergeants, Jail Administrator, Captain, and Chief of Police. Reads pass-on information from logs and other pertinent information received during briefing prior to the beginning of shift. Observes and monitors jail inmates for compliance with the rules and regulations of the facility in compliance with all State, Federal, and Tribal laws, rules and regulations. Take appropriate action to deter and report any behavior that is in violation of the policies and procedures. During the supervision of inmates in their cell, work assignment, meals, recreation or any other supervision of inmates the officer will maintain control in a professional and consistent manner in compliance all policies and rules as established. Officers will be required to book offenders, prepare logs, maintain records of jail activities, operate control room, and complete other duties as assigned.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Complete intake of inmates into the Jail facility: duties include but are not limited to obtaining, verifying and input information in a record keeping data base, search of inmates for contraband, fingerprinting and photographing inmates, and advising the inmate of jail rules and policies, and preparing related documentation of these actions.
- Monitor and operate facility control room and all surveillance equipment, electronic doors, and other equipment.
- Observe and monitor inmates for compliance issues, adjustment difficulties, mental health or other management problems.
- Supervise inmates to ensure appropriate behavior during meals, recreation, in their cells, or other areas of the jail premises.
- Enter into cells for searches for contraband, tampering or destruction of the cell and inspect for sanitation and safety issues.
- Monitor and control jail visitation; to include verification of visitors, and purpose of visit.

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- Prepare inmates for transfer, transport, or release from the facility. The officer is to conduct a search of all offenders being released from the facility.
- Complete all booking and release records for inmates.
- Will be required to work varied hours and shifts including but not limited to days, evenings, nights, weekends, holidays and rotating on-call schedule to include being on call 24/7.

Scope of Supervision:

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

MINIMUM MANDATORY QUALIFICATIONS

Experience:	One (1) year of related experience preferred.
Education:	High School Diploma or GED Equivalent required.
Licenses & Certifications:	Valid, insurable NC Driver's License required. Must be at least 20 years of age. Must possess or obtain North Carolina Detention Officer Certification from Southwestern Community College or the Bureau of Indian Affairs Detention Officer Certification and CPR/First Aid Certification within first year of employment. 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:

- Have the ability to develop knowledge of the policies and standard operating procedures as directed by Cherokee Tribal Detention Center.
- Have the ability to work in a jail environment in a professional and pro-social manner when dealing with staff, inmates, and the general public.
- Specialized classroom and field training of 40 hours per year are deemed necessary to expand job knowledge and skills.
- Yearly physical fitness evaluations are made to ensure officers remain qualified to perform job duties.
- One (1) year 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. Complete entry of all information in an accurate and timely manner. Responsible for monitoring the use of all equipment within the facility to ensure all safety precautions and training for the operation of the equipment are provided to the user. Be able to define policies and procedures for the safe use of equipment for staff and inmate in compliance with all State, Federal, and Tribal laws, rules and regulations.

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. 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

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misusing such information. Have access to inmate personal data to complete intake and to review other information as needed for the safety and security of inmates, staff, and the general public.

Complexity of Duties:

This position includes completing tasks of varying complexity levels. Complete entry of all information in an accurate and timely manner.

PREFERRED QUALIFICATIONS

No other preferred qualifications.

WORK ENVIRONMENT

Work Environment: This position can involve exposure to various hazards in the work environment. Must be able to work in a jail facility, working various shifts and schedules as needed, and complete initial Detention Officer and on-going training.

**Mental/Visual/
Physical Effort:** Must be able to lift 50 pounds and carry 25 pounds on a repetitive basis. The duties require the ability to read, and understand information. Officers cannot work with mental health issues that would endanger inmates, other staff, the officer, or general public. The officer must have the physical ability to stand, walk, sit, kneel, crouch, reach, and lift.

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 **Correctional 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