



Eastern Band of Cherokee Indians

SERGEANT - PATROL

Position Description

Program:	Cherokee Indian Police Department	Reports to:	Lieutenant - Patrol
Division:	EBCI Law Enforcement	Position Number:	910316002; 910316003; 910316004; 910316005; 910316033; 910316036
Classification:	Non - Exempt	Revision Date:	8/25/2024
Pay Level:	15	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

Supervises, trains, motivates, and instructs police officers on assigned watch. Patrols and enforces Tribal, State, and Federal laws, when applicable, for the protection of the general public and property within trust land. Maintains good police relations in the community by providing comprehensive quality service. Serves as fourth in command in the department chain-of-command. In the absence of the Lieutenant, the Sergeant is in command of the squad. Serves as the Field Training Officer.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- This position performs all responsibilities incumbent upon a sworn law enforcement officer.
- Conducts briefings and roll call at the beginning of watch, prepares and distributes assignments in accordance with established procedures.
- Instructs, motivates, and supervises the work of police officers on assigned watch, to comply with Federal, State, and Tribal Laws.
- Conducts the evaluation and counseling of employees as well as implements disciplinary action.
- Observes officers in performance of their duties, offers suggestions for improvement, and reports inefficiency or breach of duty to superior officer.
- Must also investigate and respond to citizen complaints against officers under his/her command.
- Ensures proper field training of new officers in all aspects of professional law enforcement.
- Maintains all shift logs; keeps according to departmental policies.
- Ensures that assigned vehicles are inspected, maintained, repaired and cleaned regularly.
- Ensures that officer uniforms meet requirements and regulations of the department by holding regular inspections.
- Patrols assigned areas in police vehicle or on foot, maintains surveillance and observation of assigned areas, checks window/doors, examines premises of unoccupied residence/buildings for any unusual circumstances, and maintains awareness for the sighting of stolen cars, missing persons, or suspects.
- Performs preliminary investigations of complaints and crimes, conducts searches and seizures, and gathers and preserves evidence.
- Appears in Federal, State, and Tribal Court to present testimony or evidence as required.
- Operates with different ticket books out of different counties, including the Tribal and Federal jurisdictions.
- Educates the public on laws and ordinances as requested. Serves warrants, subpoenas, and summonses as required.

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- Apprehends and arrests suspects and/or criminals using accepted policies and procedures to ensure rights of criminal and protection of the officer.
- Contributes to public safety by enforcing motor vehicle traffic laws, 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.
- Responds to emergency calls and disturbances and provides public assistance. Must protect and secure the scene in the event of an accident, and/or administer first aid and/or CPR, Narcan or until EMS arrives, protect, process, and log in evidence, photographs, drawings, video footage, etc., take charges out based on investigation findings related deaths, injury, and/or property damage.
- Operates two-way radios, both mobile and hand held units, to receive instructions and to report actions or situations..
- Prepares activity and incident reports and supplemental documents as required, including narratives and detail reports, case files Must be inclusive of all details, incidents and arrests.
- Maintains proficiency in use of assigned weapons, baton, cuffs, and patrol vehicle.
- Maintains current knowledge concerning changing laws and serves to provide information and education for officers..
- Performs as assigned to the Snowbird Sub-Station.
- Ensures all office supplies and equipment are obtained for the Snowbird sub-station from the central supply at the CIPD in Cherokee.
- Provides crowd and riot control when required.
- Performs all job duties according to established safety guidelines and Tribal policies.
- Instructs officers in safety guidelines both operational and tactical, including searching of buildings, refine car stops, searching and cuffing of prisoners, domestic service, bank drops, manual procedures.
- Serves as a Field Training Officer as required.
- 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:

Instructs, motivates, trains, counsels, and determines work assignments and priorities of subordinates. Recommends disciplinary actions and promotions of subordinates to the Lieutenant. Instructs officers in department policy and informs subordinates of policy changes. Must motivate subordinates by maintaining morale and providing a professional example. Trains squad in officer safety tactics and job skills. Counsels subordinates when requested in times of crisis. Manages manpower within the squad to ensure proper coverage of EBCI trust lands.. Must determine the need for SWAT Team intervention and forwards these requests to Lieutenant. Directly supervises the work of assigned personnel on watch. Maintains all training and field orientations throughout the probationary period until trainee receives proper Federal and State certifications. Gives preliminary approval for release to full field duty, and forwards this to proper officials for final approval. Work is performed independently in accordance with Tribal guidelines, with only unusual or non-routine situations will be referred to the supervisor. Latitude for independent thinking and initiative is given in the attainment of goals and objectives.

MINIMUM MANDATORY QUALIFICATIONS

Experience:	Three (3) years as a sworn officer is required.
Education:	Associate's Degree in related field required. Equivalent combination of education and experience may be in lieu of degree, with required related experience of an additional 3 years with a High School Diploma/GED equivalent.
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

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Key Job Knowledge:

- Must have a thorough knowledge of departmental policies, procedures, and organizational structure.
- Must have knowledge of police 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.
- Requires the ability to conduct investigations, to gather and analyze facts and evidence, to prepare reports, and to formulate recommendations.
- Ability to operate a vehicle in pursuit situation, to physically restrain subjects and to make arrests 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.
- Must have a working knowledge of computers and specified programs, including Microsoft Office.
- 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.
- Upon hire, minimum 40 hours of continuing education per year is required.
- Proficiency in the use of firearms and other supplied weapons is required.
- Yearly physical fitness evaluations are made to ensure, officers remain qualified to perform duties.

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 of the work performed by subordinates. Paperwork must be reviewed and corrected 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. Must make rapid assessments of situations and immediate decisions, which 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. Failure to perform job tasks accurately could impact the safety of the general public and CIPD personnel; 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 memos, evidence, and warrants, all of which are considered confidential. Must adhere to all Tribal confidentiality policies and procedures, as well as CIPD policies and procedures. Has access to budget information, personnel records, leave data, disciplinary actions.

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. Creativity and initiative are used to develop training

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programs that educate and motivate patrol officers to perform at optimum ability. Critical thinking and the ability to scrutinize are required in performing evaluations.

PREFERRED QUALIFICATIONS

No other preferred qualifications.

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. In bomb threat incidents, sergeant must conduct search for explosive device with minimum time lapse. 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.

**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 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

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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 **Sergeant - Patrol** 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