



# Eastern Band of Cherokee Indians

## PATROL OFFICER

### Position Description

<b>Program:</b>	Cherokee Indian Police Department	<b>Reports to:</b>	Sergeant – Patrol
<b>Division:</b>	EBCI Law Enforcement	<b>Position Number:</b>	910323001; 910323002; 910323003; 910323004; 910323007; 910323008; 910323009; 910323018; 910323020; 910323023; 910323027; 910323028; 910323031; 910323034; 910323035; 910323040; 910323048; 910323051; 910323052; 910323053; 910323054; 910323055; 910323056; 910323057; 910323058; 910323073; 910323074; 910323075; 910323076; 910323077; 910323078; 910323079; 910323080; 910323081; 910323082
<b>Classification:</b>	Non - Exempt	<b>Revision Date:</b>	8/25/2024
<b>Pay Level:</b>	14	<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

Oversees varied duties in the prevention, reduction, detection, enforcement, and investigation of: civil unrest, disturbances, violent crimes, traffic laws (motor vehicle laws), traffic crashes/accidents-including but not limited to severe injury or property, domestic disturbances, property crimes, pursuit and/or apprehension of suspects; including but not limited to fleeing, probation and parole absconders, and violent offenders, and general protection of persons and property. Will govern and enforce the jurisdictional responsibilities upon EBCI trust lands by enforcing all; State, Federal, and Tribal laws and ordinances. Directs assistance to ensure the maintenance of law and order, safety of the; public, school, juveniles, while effectively and professionally maintaining comprehensive quality of communication, education, instruction, assistance, and prompt responsiveness relating to various matters, personal safety, and community well-being.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- This position performs all responsibilities incumbent upon a sworn law enforcement officer.
- Oversees designated areas within EBCI trust lands by police car, bike, or on foot, maintains high visibility, surveillance, or observation within/of the area, examines premises of unoccupied residences/buildings for any unusual circumstances, provides general presence as deemed necessary and when instructed in lieu of a request; stranded motorists, lost children, dignitaries, special events, school sporting events, etc., and maintains awareness for the sighting of stolen cars, missing persons, persons needing assistance of various natures, traffic violators, crimes in progress, or suspects.

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- Manages responses to public requests, emergency calls and disturbances, ranging from simple to life threatening details, to provide public assistance and enforcement of applicable laws, in a manner where high-speed driving skills are/maybe needed to respond quickly and safely.
- Performs preliminary investigations; including but not limited to homicides, overdoses, aggravated assaults, sexual assaults adults/children, etc.; for the purpose of preserving the scene and/or to conducts interviews with witnesses/suspects/victims, per protocol; gather, preserve, and login evidence-such as weapons, blood, bodily fluids, etc., photograph related elements of the crime; scene, victim, location, offender, etc. and/or solving crimes.
- 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.
- Educates and provides information regarding application of traffic laws and investigation of traffic accidents involving children as defendant/victim.
- 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.
- Participates in checkpoint monitoring for DWIs, drugs, driver's license, and vehicle inspection violations.
- Strategically gathers information on reported juvenile complaints of child abuse, neglect, and dependency reports, by using established policies and procedures and further reporting of findings for prosecutorial purposes.
- Maintains and prepares investigative, incident reports, or file logs on all types of crimes and calls for service, including but not limited to narratives, investigative activities, officer activities, recaps, summairi.es, arrests, etc.
- Plans, develops, implements, and/or teaches education programs pertaining to public safety and law enforcement.
- Makes court appearances as required to present evidence and provide testimony including but not limited to State and Federal, and Tribal Courts.
- Transports inmates to and from jail facilities.
- Assist Tribal, State and Federal probation officers regarding probation, parole, or absconders, and US Marshal Officers regarding offenders wanted by the Federal system under warrants.
- Must be able to frequently interact with moderately volatile offenders, with a significant portion being highly volatile and physically assaultive. Maintain a professional demeanor and emotional self-control when subject to verbal and mental abuse by offenders and others during unexpected crises, emergencies, and highly emotional confrontations.
- Plan, coordinate activities, solve problems, assess situations, and develop appropriate case management.
- Operates with different ticket books, regarding the different counties, Tribal, and Federal jurisdictions, and issues citations for violations of traffic and parking regulations.
- Serves warrants and other legal documents (i.e. orders for arrest, contempt orders, subpoenas, criminal summons, etc.), as required on a Tribal, State, and Federal level.
- Regulates and directs vehicular and pedestrian traffic at school crossings, street intersections, and accident scenes.
- Operates two-way radios, both mobile and hand held units, to receive instructions and to report actions or situations to Central Dispatch office.
- Maintains proficiency in use of assigned weapons, baton, cuffs, and patrol vehicle.
- Provides crowd and riot control when required.
- Maintains assigned vehicle in clean and orderly condition; schedules routine maintenance as required.
- Performs all job duties according to established safety guidelines and Tribal policies.
- 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 not responsible for supervising others. Works under the general supervision of the Sergeant.

### **MINIMUM MANDATORY QUALIFICATIONS**

**Experience:** One (1) year of related experience preferred.

**Education:** High School Diploma or GED Equivalent required.

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**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**

#### **Key Job Knowledge:**

- There is a one (1) year probationary period upon receipt of the State Certification from the North Carolina Law Enforcement Justice Education and Training Standards Commission. Good standing must be maintained to remain employed in this position.
- Successful completion of Field Training is required upon hire to remain employed in this position.
- 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 laws for multiple districts/jurisdictions under Tribal, Federal, local, and State legislation.
- 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.
- Requires the ability to conduct investigations, to gather and analyze facts and evidence, to prepare reports, and to formulate recommendations.
- Knowledge of EBCI trust lands, surrounding counties and landmarks is required.
- Must have a working knowledge of computers and specified programs, including Microsoft Office.
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- 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. 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 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. Follows well defined policies, procedures, and established guidelines. Requires the ability to plan,

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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 misusing such information. Has access to information on investigations and police activities and juvenile information that is 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. 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. 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 such as foot 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 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

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**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 **Patrol 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*