

POLICE OFFICER (TRAINEE)

NATURE OF WORK IN THIS CLASS

This is a trainee level position involving attending and satisfactorily completing a Guam Post Commission approved law enforcement program as well as on-the-job training involving clearly defined and routine police law enforcement work.

Employees in this class undergo classroom lectures, physical agility training and are monitored and evaluated academically through quiz and examination scores. In addition, employees in this class undergo extensive on-the-job training in law enforcement work. On-the-job training work is performed under the immediate supervision of a Senior Field Training Officer (FTO) and is closely reviewed for compliance with established policies and procedures. On-the-job training work performance is evaluated using on-the-scene observations, frequent inspections, examinations, discussions and submission of reports.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Attends the Guam Peace Officer Standards and Training (P.O.S.T) Commission approved, law enforcement training program that would lead to P.O.S.T Certification.

Performs the following on-the-job training duties:

Patrols a specific beat or district on foot, motorcycle, or patrol car; checks windows and doors of business establishments, and investigates any suspicious conditions.

Directs traffic during peak hours; writes tickets for illegal parking, speeding, and other traffic offenses.

Serves writs, warrants, and subpoenas; makes arrest for violations of laws and ordinances.

Receives complaints and reports; provides the public with information and directions upon request.

Assists in the investigation of traffic accidents, criminal offenses, and other investigations as assigned; reports on such findings.

Assists with interviewing witnesses, collects and preserves evidences and testifies in court.

Performs related work as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Ability to learn and adapt to regimented law enforcement academy training.

Ability to observe, assimilate and recall facts and details.

Ability to maintain effective audio-visual discrimination and perception (i.e. make observations, distinguish objects at night, recognize and distinguish sounds).

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Ability to learn, interpret and enforce applicable local and federal law, enforcement laws, rules, regulations, policies and procedures to appropriately guide and/or execute arrests in the protection of life and property.

Ability to understand and follow oral and written instructions.

Ability to act quickly and calmly in emergencies.

Ability to communicate effectively, orally and in writing.

Ability to learn how to safely operate motor vehicles in emergency and pursuit situations.

Ability to learn how to safely care for and use firearms.

Ability to learn and administer lifesaving and first aid methods and techniques.

Ability to exert physical force as needed and required in apprehending suspects.

Willingness to work evenings, weekends and holidays and during times of emergencies (i.e. typhoons, etc.).

MINIMUM EXPERIENCE AND TRAINING

Graduation from high school or attainment of a General Education Development (GED).

NECESSARY SPECIAL QUALIFICATIONS:

- a) Must possess a valid Guam drivers license;
- b) May be required to possess a valid Guam firearms identification card;
- c) Must be at least eighteen (18) years of age;

In addition to meeting the NSQs above, The following requirements must be verified upon job offer.

- d) Must be a United States citizen or a resident who is legally authorized to work within the United States and its territories;
- e) Must be fingerprinted;
- f) Must not have been convicted in any civilian or military court of a felony, a crime involving moral turpitude, a crime of domestic or family violence, regardless of being pardoned or commuted by I Maga'lahañ Guåhan regarding such conviction;

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- g) Must have good moral character as determined by a background investigation (verification of this NSQ will be required upon job offer);
- h) A police officer dismissed for cause shall be permanently ineligible for reappointment to any position in the Department. An officer who resigns for the sole purpose of negating or averting a pending or anticipated disciplinary action to dismiss the officer may be ineligible for reappointment.
- i) Must be free of any physical, emotional or mental conditions, which might adversely affect the performance of duty as a peace officer;
- j) Must pass an oral interview selection examination;
- k) Must submit to and pass a drug screening test, including but not limited to a urinalysis test;
- l) Must submit to psychological testing; and
- m) Must submit to and pass a polygraph examination.

Established: September 1996
Amended: June 1997
 November 1997
 August 2002
 January 2009
 November 2009
 May 2012

PAY GRADE: FL

STATUTE: §77114, Title 10 Guam Code Annotated

HAY EVALUATION:	KNOW-HOW:	C 1	100
	PROBLEM-SOLVING:	B 2 (16%)	16
	ACCOUNTABILITY:	B 1 A	<u>19</u>
	TOTAL POINTS:		135

This standard revises and supersedes the standard established September 1996, and amended in June 1997, November 1997, August 2002, January 2009 and November 2009.

Benita Manglona

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