

POLICE SERGEANT I

NATURE OF WORK IN THIS CLASS

This is responsible supervisory police work involved in directing and supervising assigned groups of police officers engaged in the enforcement of laws and ordinances. Work entails on-the-scene supervisory responsibility for the protection of life and property during emergencies and insuring the proper performance of field police work during normal operations. Administrative and technical supervision and assistance received is only minimal while providing field supervision to police officers.

Work is performed in accordance with departmental policies and procedures but requires initiative and good judgment. Assignments are some times received in the form of written or oral instructions. However, the absence of superior officers in the normal course of his field duties requires the constant exercise of making judgments, decisions, and providing advice as well as overall leadership for police officers.

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.)

Assigns, guides, inspects, and supervises the work of assigned police officers involved in the maintenance of order, enforcement of laws and ordinances, prevention of crime, protection of life and property, and the apprehension of violators.

Conducts inspections and follows up on patrol units on call to review and assure proper performance of duties by police officers.

Advises on arrests for violations.

Instructs on police methods and techniques.

Keeps records and prepares work reports.

Performs related work as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the laws of Guam.

Knowledge of departmental operation procedures, rules and regulations.

Knowledge of the modern principles, practices, and methods of police administration and operations for the safe and efficient execution of assignments and response to emergency situations.

Knowledge of the technical phases of crime prevention, law enforcement, rules of evidence, and related functions such as investigation, patrol, traffic control and safety, record keeping, care and custody of persons, and police training.

Knowledge of the techniques and methods for preserving evidence for use in investigations and criminal justice proceedings.

Ability to supervise the work of police officers.

Ability to exercise sound discretion and initiative in the performance of duties.

Ability to act quickly and calmly in emergencies.

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Ability to testify in court.

Ability to work under hazardous conditions; to work long hours; and to work under inclement weather.

Ability to deal courteously with the public.

Ability to communicate effectively.

Ability to keep records and prepare reports.

Ability to exert physical force as required to perform the job (e.g. apprehend suspects).

Skill in administering first aid.

Skill in the investigation and the arrest of criminals, and to enforce laws and ordinances as necessary for the protection of life and property.

Skill in the use and care of firearms and other police equipment.

MINIMUM EXPERIENCE AND TRAINING

- A. Two (2) years of experience in the rank of Police Officer III or equivalent police work and forty-five (45) semester hours of college credits from a nationally accredited institution; **OR**
- B. Any equivalent combination of education, police training and experience which provides the minimum knowledge, abilities and skills.

(Note for Applicants: For career progression especially to the positions of Police Lieutenant, Captain, Major and Colonel, you are encouraged to complete college courses in the areas of Police Science, Criminal Justice Administration, Public Administration or closely related fields or disciplines, and review the minimum experience and training requirements.)

NECESSARY SPECIAL QUALIFICATIONS:

- (a) Must possess a valid Guam driver's license;
- (b) Must possess a valid Guam firearms identification card if not currently employed as a government of Guam law enforcement officer [10 GCA §6.0101(a)];
- (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:

- (a) Must be a United States citizen or a resident who is legally authorized to work within the United States and its territories;
- (d) Fingerprints on file;
- (e) 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'láhen Guåhan regarding such conviction;

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- (f) 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.
- (g) Must have good moral character as determined by a background investigation;
- (h) Must be free of any physical, emotional or mental conditions, which might adversely affect the performance of duty as a peace officer;
- (i) An oral interview selection examination;
- (j) Must submit to and pass a drug screening test, including but not limited to a urinalysis test;
- (k) Psychological testing; and
- (l) Passage of a polygraph examination.

ESTABLISHED: January 1974

AMENDED: November 1982
 July 1984
 May 1990
 August 1991
 August 2002
 January 2009
 November 2009
 May 2012

PAY GRADE: LL

STATUTE: §77114, Title 10 Guam Code Annotated

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| HAY EVALUATION: | KNOW HOW: | E 1 2 | 200 |
| | PROBLEM SOLVING: | D 3 (29%) | 57 |
| | ACCOUNTABILITY: | D 1 S | 76 |
| | | | <u>333</u> |

This standard revises and supersedes the standard established July 1974 and amended November 1982, July 1984, May 1990, August 1991, August 2002, January 2009, and November 2009.

Benita Manglona

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