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GOVERNMENT OF GUÅHAN
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DEPARTMENT OF ADMINISTRATION
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Christine W. Baleto
Director

OCT 31 2016

HRD NO.: OG-17-037

MEMORANDUM

To: Director, Department of Agriculture
Acting Director, Department of Corrections,
Acting Director, Department of Parks and Recreation
Director, Department of Youth Affairs
Director, Guam Customs and Quarantine Agency
Fire Chief, Guam Fire Department
Executive Manager, Guam International Airport Authority
Chief of Police, Guam Police Department
Attorney General, Office of Attorney General of Guam
General Manager, Port Authority of Guam
Chief Justice, Unified Judiciary of Guam

From: Director, Department of Administration

Subject: Guam Peace Officers Standards and Training Commission
RE: Reading and Writing Proficiency Requirements

Buenas yan Håfa Adai! With the enactment of Public Law 32-232, the Guam Peace Officers Standards and Training (P.O.S.T.) Commission adopted their Administrative Rules and Regulations which establishes the pre-employment requirements for applicants, specifically the law established §3004 (f) Reading and Writing Proficiency requirements. The requirement stated the following:

"All applicants must provide proof of satisfactorily passing an exam or course evidencing proficiency in reading and writing in English administered by an institution recognized or sanctioned by the P.O.S.T. Commission."

We understood §3004 (f) to be vague and requested guidance from the P.O.S.T. Commission. On April 15, 2016, we wrote to the P.O.S.T. Commission explaining that we conduct recruitment related services to peace officer department and agencies, such as your department, and in order to adhere to the various laws pertaining to peace officers we requested clarification on the following questions:

1. Is proof of reading and writing proficiency required at the entry level peace officer position (e.g. Trainee) or is it required at the next higher level, which is Officer I position?
2. At what stage of the applicant process must the proficiency level be provided?
3. What form of proof is acceptable (e.g. college level English course or English Placement Test), and if there is a fee, who pays for it?
4. Will the P.O.S.T. Commission provide a list of institutions which are recognized and sanctioned

by the Commission?

In late September, the P.O.S.T. Commission provided responses to our questions for review and dissemination. Please see attached the P.O.S.T. Commission's memorandum dated September 21, 2016 for your reference. Based on the P.O.S.T. Commission's response, the Department of Administration will implement the P.O.S.T.'s Reading and Writing Proficiency requirement as follows:

"An official transcript from an accredited college or university (i.e. University of Guam or Guam Community College) that reflects passing grades for the required courses or the passing results of an English Reading or Writing Placement Test administered by an accredited college or university. All associated fees are the responsibility of the applicant taking the required courses or placement tests."

The abovementioned passage from the P.O.S.T. Commission will be included in all job announcements for entry level peace officer positions and that proof of meeting the requirement is required upon submission of job applications; applicants that do not have proof attached will not be accepted.

Should you have any questions regarding this memorandum, please contact the Human Resources Division at 475-1174. *Dangkolo na Agradesimiento!*

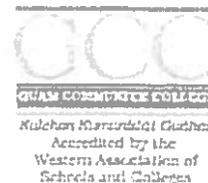


CHRISTINE W. BALETO

Attached



PEACE OFFICER STANDARDS & TRAINING COMMISSION
P.O. Box 23069 GMF, Barrigada, Guam 96921
1 Sesame Street, Mangilao, Guam



Ms. Christine W. Baleto, Director
Department of Administration
P.O. Box 884
Hagatna, Guam 96932

September 21, 2016

Buenas yan Hafa Adai Ms. Baleto,

My name is Dennis Santo Tomas and I am the Executive Director for the Guam P.O.S.T. (Peace Officer Standards & Training) Commission. I would like to first apologize for the delay in responding to your April 15, 2016 letter regarding the P.O.S.T. English Reading & Writing Proficiency Requirements.

After reviewing your questions regarding the Guam P.O.S.T. Commission English Reading and Writing Proficiency Requirements, the following responses are provided for your review and dissemination:

1. Is proof of reading and writing proficiency required at the entry level peace officer position (e.g. Trainee) or is it required at the next higher level which is Officer I position?
 - Guam Public Law 32-232, §3004 Pre-Employment Requirements, paragraph (f) states "Reading and Writing Proficiency. All applicants must provide proof of satisfactorily passing an exam or course evidencing proficiency in reading and writing in English administered by an institution recognized or sanctioned by the P.O.S.T. Commission. Based on this verbiage, proof of reading and writing proficiency is required at the entry level peace officer position level."
2. At what state of the applicant process must the proficiency level be provided?
 - The response would be the same as question #1, that is, proof of reading and writing proficiency is required at the entry level peace officer position level.

3. What form of proof is acceptable (e.g. college level English course or English Placement Test) and if there is a fee, who pays for it?

- An official transcript from an accredited college or university (i.e. University of Guam or Guam Community College) that reflects passing grades for the required courses or the passing results of an English Reading or Writing Placement Test administered by an accredited college or university. All associated fees are the responsibility of the applicant taking the required courses or placement tests.

4. Will the P.O.S.T. Commission provide a list of institutions which are recognized and sanctioned by the Commission?

- University of Guam, Guam Community College or any accredited college or university.

Should you have any further questions regarding this letter, I can be reached at 735.5638 or by e-mail at dennis_santotomas@guamcc.edu. Thank you again for your patience and I look forward to meeting you in person when the opportunity presents itself.

Respectfully,


DENNIS J. SANTO TOMAS
Executive Director, Guam P.O.S.T. Commission