

## POLICE LIEUTENANT

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### NATURE OF WORK IN THIS CLASS

This is responsible command work which involves directing and supervising police operations in the performance of highly specialized police functions.

Employees in this class work with considerable latitude in the exercise of independent judgment in commanding a section engaged in law enforcement related specialized activities. Work is performed in accordance with established departmental policies and procedures. Work is reviewed for compliance with applicable laws, rules, regulations, policies, and procedures through conferences, inspections, 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.)

Commands, plans, assigns, supervises, and directs the activities of the division and subordinate employees under his command in law enforcement and other related activities.

Supervises complex misdemeanor and/or felony criminal investigation cases to include juvenile and traffic cases.

Advises and/or instructs personnel on methods, techniques, and procedures to be employed; analyzes current procedures and prepares reports and recommendations.

Serves as an advisor in his field of specialization.

Conducts studies regarding operating procedures, methods, and problems and submits recommendations for improvements.

Prepares and/or supervises the operation and submission of a variety of reports.

Insures the preparation of work schedules and daily assignments of personnel under his command.

Inspects personnel and equipment to insure their conformance to standards and their proper proficiency and readiness.

Insures proper appearance and conduct of subordinates who testify in court as government witnesses.

Performs related work as required.

### **MINIMUM KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of the laws of Guam.

Knowledge of the modern principles, practices, and methods of police supervision, administration, organization and operations.

Knowledge of principles, practices, techniques, and equipment employed in police work.

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

Ability to establish and maintain effective working relationships with allied agencies, fellow employees, and the public.

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Ability to react quickly and calmly in emergencies.

Ability to maintain records and prepare reports.

Ability to communicate effectively.

Ability to exert physical force as required to perform the job.

Skill in one or more specialized areas of police law enforcement work to provide advice and instruction as needed.

Skill in supervising the implementation of police operations, programs and activities.

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

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.

### **MINIMUM EXPERIENCE AND TRAINING**

Graduation with an Associate's degree in Police Science, Criminal Justice Administration, Public Administration, or closely related field or discipline from an accredited institution recognized by the Council for Higher Education Accreditation (CHEA) or its successors; or successful completion of *not less than* seventy-five (75) college credits, seventy-five percent (75%) of which are in the field of Law Enforcement, Public Safety, or closely related field of discipline from an accredited institution recognized by the Council for Higher Education Accreditation (CHEA) or its successors; and must have at least two (2) years of experience in the rank of Police Sergeant II, or equivalent law enforcement supervisory experience, or must have at least four (4) years of experience in the rank of Police Sergeant I, or equivalent law enforcement supervisory experience.

(Note for Applicants: For career progression especially to the positions of Police Captain, Major and Colonel, you are encouraged to complete your Bachelor's degree 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:**

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

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

**ESTABLISHED:** January 1974

**AMENDED:** May 1978  
 November 1982  
 July 1984  
 May 1990  
 August 1991  
 August 2002  
 January 2009  
 November 2009  
 March 2012

**PAY GRADE:** NL

**STATUTE :** PUBLIC LAW 31-70 / §77114, Title 10 Guam Code Annotated

**HAY EVALUATION:**

|                         |           |            |
|-------------------------|-----------|------------|
| <b>KNOW HOW:</b>        | E 1 3     | 230        |
| <b>PROBLEM SOLVING:</b> | E 3 (38%) | 87         |
| <b>ACCOUNTABILITY:</b>  | D 1 P     | <u>115</u> |
|                         |           | 432        |

This standard was revised pursuant to PL 31-70 and supersedes the standard established January 1974 and amended May 1978, November 1982, July 1984, May 1990, August 1991, August 2002, January 2009 and November 2009.

  
**BENITA A. MANGLONA**, Director  
 Department of Administration