



**GUAM POLICE DEPARTMENT**  
**DIPATTAMENTON POLISIAN GUAHAN**  
 Government of Guam



FELIX P. CAMACHO  
 Governor of Guam

MICHAEL W. CRUZ, M.D.  
 Lieutenant Governor

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RICARDO M. LEON GUERRERO  
 Major  
 Acting Chief of Police

LEON R. RYAN, Major  
 Acting Police Commander

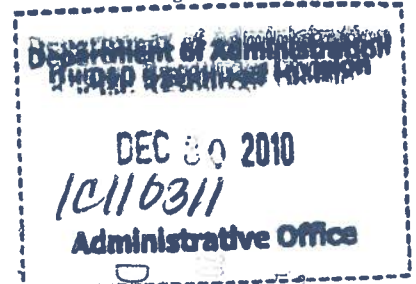
December 21, 2010

**MEMORANDUM**

To: Director, Department of Administration  
 Attn: Human Resources Manager

From: Acting Chief of Police

Subject: **Request for Creation of Position**  
**Re: Police Armorer**



RECEIVED  
 DEPT OF ADMIN  
 DEC 28 AM 10:24  
 DIRECTOR'S OFFICE

*Buenas yan Hafa Adai.* The Guam Police Department (GPD) requests for the long overdue creation of a Police Armorer position. To expedite the process, attached are the following supporting documents:

1. Proposed Job Specification
2. Position Description
3. Functional Chart
4. Organization Chart

The creation of a "Police Armorer" position is necessary to give recognition to these duties currently being performed in a genuine effort to meet the many needs of our personnel and more importantly, the needs of our great island community. The different positions within the Guam Police Department have worked collectively for many years, meeting the challenges of public service and sharing many successes. GPD has predominantly provided Armorer duties for the community of Guam, inspecting and ensuring compliance with laws governing the condition of firearms being legally owned and registered. Additional Armorer duties that are also being performed within the Guam Police Department are many. Reviewing the departments firearms use policies and procedures to ensure compliance with federal and local laws is one of the many duties levied on the department.

Some of the additional duties include, but are not limited to, providing recommendations to the Chief of Police on policy directly focused on the feasibility and use of the many makes and models of firearms in the department's arsenal. Firearms are inspected, diagnosed, repaired and serviced for both sworn and non-sworn law enforcement personnel; performs inventory controls on

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**Memorandum to the Director, DOA**  
**Subject: Request for Creation of Position**  
**Re: Police Armorer**  
**December 21, 2010**  
**Page 2 of 2**

all weapons; performs routine maintenance on police weapons and maintains accurate records; orders and maintains inventory and storage of weapons, ammunition, gun cleaning supplies, targets, range apparatus, and safety equipment, and many other duties which focus on the safety of department personnel and the community alike.

Your assistance is solicited in processing our request for the creation of Police Armorer position. Point of contact at GPD are Ms. Wowie Marques, Personnel Officer and Lt. Andrew B. Quitugua, Operations Chief, Support Division. They may be contacted by telephone at 475-8598 and 475-8421 respectively. *Si Yu'os Ma'ase.*



**RICARDO M. LEON GUERRERO, Major**  
**Acting Chief of Police**

ABQ/RMGM./12DEC10.Chron

cc: GPD Services Bureau Chief  
GPD Support Division Chief  
GPD HR Unit



**GOVERNMENT OF GUAM**  
HAGATNA, GUAM 96932

December 14, 2010

Memorandum

To: Division Chief, Administration/Support Division  
Attn: Operations Chief, Support  
From: OIC, Finance & HR Section  
Subject: **Creation of Police Armorer Position**

In our quest to facilitate the process for the creation of a Police Armorer, attached for your review and/or comments are the following documents:

1. Memo to Director, Department of Administration requesting Creation of Police Armorer
2. Proposed Job Specification for the Police Armorer
3. Proposed Position Description for the Police Armorer
4. GPD Organizational Chart
5. Rapid Equipment & Deployment (RED) Functional Chart

Upon review, should the above documents meet with your approval, please forward to GPD HR Unit for submission to DOA HRD.

  
**OVITA A. NAUTA**

Attachments

/RMGM.14DEC10.CHRON

cc: GPD HR Unit

## (PROPOSED) POLICE ARMORER

### NATURE OF WORK IN THIS CLASS:

The Police Armorer works under general supervision and performs a full range of duties with little or no instruction or assistance in the maintenance of all firearms/weapons for the police department including personally owned firearms authorized for use on duty. Performs maintenance on range facilities and assists the departments Chief Firearms Instructor in the instructions in the use of and safe handling of firearms to department personnel.

**ILLUSTRATIVE EXAMPLES OF WORK:** (This position may not include all the duties listed, nor do the examples cover all which may be performed.)

Reviews department policies and procedures to ensure compliance to federal and local laws and makes recommendations to the Chief of Police via his/her chain of command. Inspects, maintains, diagnoses, repairs, and services weapons for sworn/non sworn police personnel; performs inventory controls on all weapons; performs routine maintenance on police weapons and maintains accurate records; orders and maintains inventory and storage of weapons, ammunition, gun cleaning supplies, targets, range apparatus, and safety equipment; develops systems for checking weapons in and out; monitors check-in and check-out of police weapons and maintains appropriate records; conducts follow-up measures on weapons checked out to sworn officer; prepares and submits reports; attends training assignments and oversees all weapons qualifications; receives certification on a wide range of weapon types from a variety of weapons manufacturers; attends educational programs and seminars related to weapon maintenance and training; stays abreast with current and with new trends in training and armory functions; performs other related duties as assigned or required.

### MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of laws and directives governing the use of firearms; safety methods, proper firing and operating techniques of various firearms; principles and procedures of record keeping; purchasing policies; ability to communicate effectively, orally and in writing; ability to work effectively with the public and employees; ability to perform physical counts of inventory and prepare technical reports.

### MINIMUM EXPERIENCE AND TRAINING:

- (A) Graduation from high school or attainment of a general equivalency diploma (G.E.D.)
- (B) (4) years of experience working with weapons such as experience as an armorer, range master, or Law Enforcement Officer.
- (C) Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

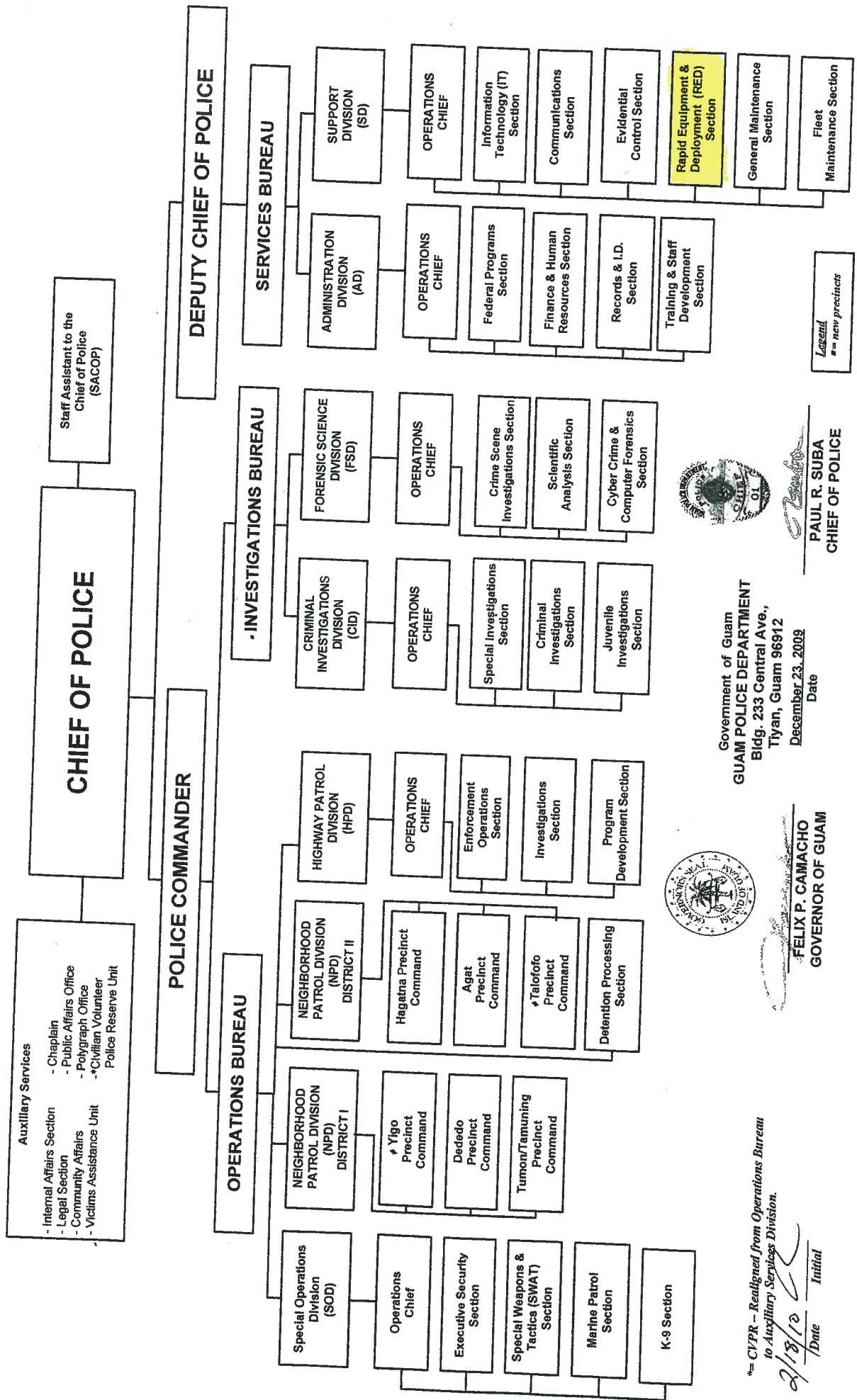
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DIRECTORS OFFICE

## **POLICE ARMORER**

**Page 2 of 2**

### **NECESSARY SPECIAL QUALIFICATIONS:**

- (1) Valid Law Enforcement armorer certification in departmentally authorized handguns, rifles, or shotguns.
- (2) Possession of a valid Guam firearm identification card.
- (3) Possession of a valid Guam driver's license.



- Auxiliary Services**
- Internal Affairs Section
  - Legal Section
  - Community Affairs
  - Victims Assistance Unit
  - Chaplain
  - Public Affairs Office
  - Polygraph Office
  - \*Civilian Volunteer
  - Police Reserve Unit

Government of Guam  
**GUAM POLICE DEPARTMENT**  
 Bldg. 233 Central Ave.,  
 Tiyau, Guam 96912  
 Date: December 23, 2009



**FELIX P. CAMACHO**  
 GOVERNOR OF GUAM

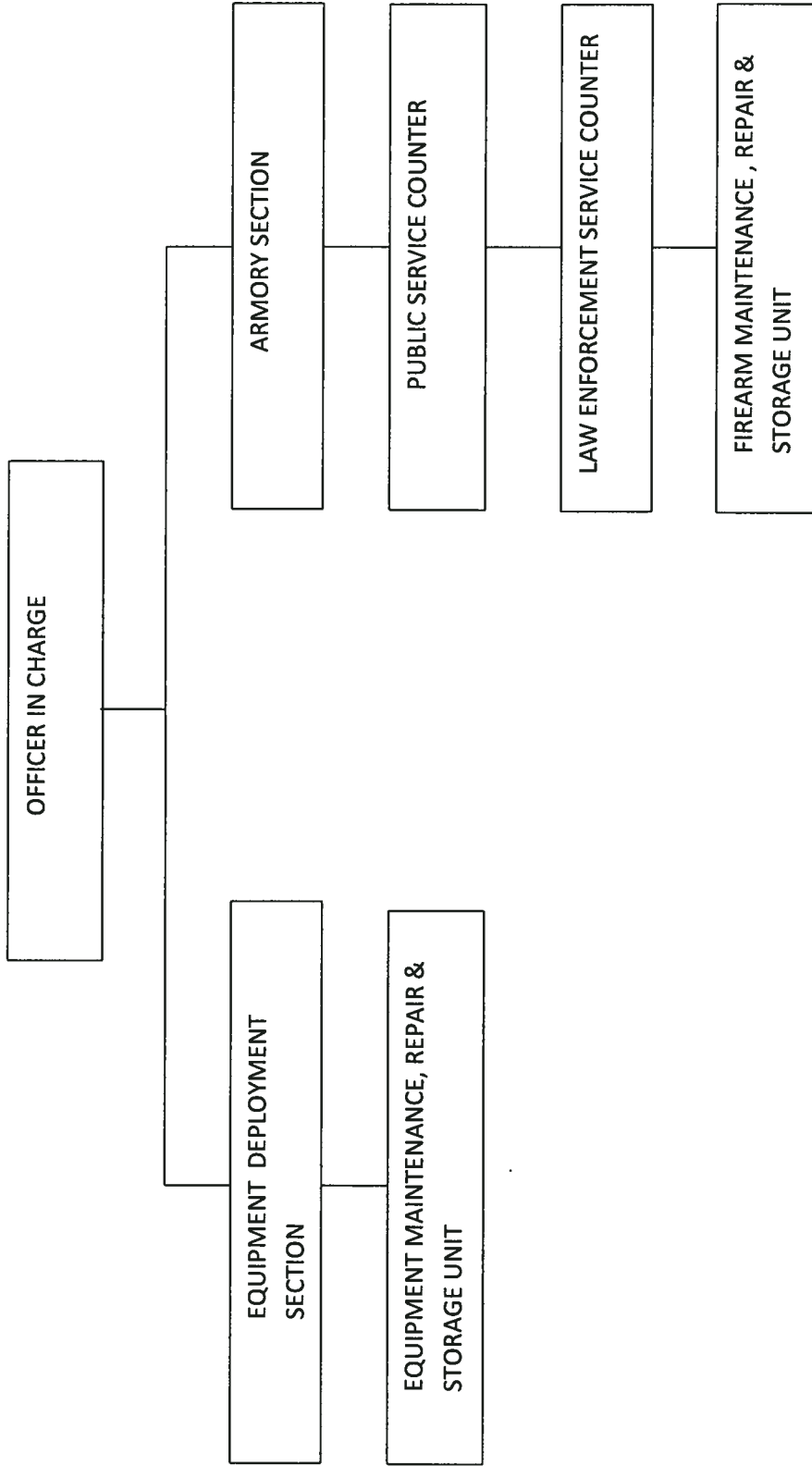
\*= CYPR - Reassigned from Operations Bureau to Auxiliary Services Division.  
 2/18/12 /Date Initial

*Legend*  
 \*\* = new precincts

**PAUL R. SUBA**  
 CHIEF OF POLICE

**GUAM POLICE DEPARTMENT**

**RAPID EQUIPMENT DEPLOYMENT TEAM ORGANIZATION CHART**



## DEPARTMENT OF ADMINISTRATION POSITION DESCRIPTION QUESTIONNAIRE

### I IDENTIFICATION

Official Position Title: <u>(PROPOSED) POLICE ARMORER</u>	Official Position No.: _____
Job Location: <u>GUAM POLICE DEPARTMENT</u> (Department/Agency)	<u>Support Div. - Rapid Equip. &amp; Deploy Team</u> (Division) (Section/Unit)
Name: <u>VACANT</u> Last First Middle Initial	
Pay Grade: _____ <input checked="" type="checkbox"/> Classified	<input type="checkbox"/> Unclassified <input type="checkbox"/> Position Vacant
Supervisor: <u>ERIC A. TOVES</u> (Name of Direct Supervisor)	<u>Police Sergeant I</u> Title of Supervisor

### II. DESCRIPTION OF DUTIES

Duty NO. or % of Time	ESSENTIAL FUNCTIONS: Organize and list duties and responsibilities that <b>MUST</b> be performed. List duties in one of the formats below.  (1) The daily work assignments, beginning with the first duty and ending with the last duty for the day. (2) Percentage of time and show % for each (total % equals 100%). (3) Order of importance, beginning with the most important.  Mark <input checked="" type="checkbox"/> or X one format only: <input type="checkbox"/> (1), <input type="checkbox"/> (2), <input type="checkbox"/> (3)
	Conduct firearms inspections for safety, functionality, & modifications; confiscate firearms for safekeeping; confiscate firearm for disposal; produce preliminary & supplemental reports on confiscated firearms; maintain running logs of firearms stored in the armory for safekeeping; ensure the security of firearms stored in the armory for safekeeping; ensure the security of dept. firearms stored in armory; order & maintain adequate firearms & ammunition for the department; maintain an inventory of all dept. firearms; coordinate w/appropriate agencies for the use of their respective facilities for training and qualifications; take in & issue dept. firearms as necessary; issue ammunition for qualifications duty & training; perform maintenance & cleaning of all dept. firearms; conduct semi-annual firearms qualifications for all authorized personnel in the dept.; keep running logs of scores for each authorized personnel qualified; clean & maintain range facilities used during qualification; order parts necessary to repair damaged dept. firearms; repair all damaged dept. owned weapons; test fire repaired weapons to ensure proper functionality; coordinate w/the proper authorities (GSA, AGs, BATF & Dept. of State) & outside entities (outside law enforcement agencies) for the transfer of weapons to & from the dept.; qualify authorized personnel on personally owned weapons authorized for duty use; maintain running logs of personnel authorized to use personally owned weapons.
	<b>NON-ESSENTIAL OR ADDITIONAL FUNCTIONS:</b> List duties and responsibilities not listed above that may be performed, as assigned.  Inspect firearm holsters to ensure, at least, Level II compliance; inspect firearms storage facilities at the precincts & specialized units to ensure dept. compliance; inspect firearms storage in vehicles to ensure dept. compliance; upkeep all armory's tools & equipment; conduct routine inspections of firearms assigned to authorized personnel; contact factories for advice on firearm repairs & maintenance; evaluate new firearms, existing firearms upgrades, & ballistics; evaluate & bring up to dept. specifications firearms turned over for dept. use; order & maintain an adequate amount of range apparatus, targets, & target stands for training & qualifications; order & maintain an adequate amount of ear & eye protective equipment for training & qualifications; order office supplies, tools & equipment for the Armory Unit.

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III. **CONTACTS:** Departments, agencies and individuals you deal with during the course of your daily activities.

A. Within your department / agency. Mark (X or ) one box:

None       Up to 15% of total working hours  
 15 - 50% of total working hours       Over 50%

B. Outside your department / agency. Mark (X or )

None       Up to 15% of total working hours  
 15 -50% of total working hours       Over 50%

IV. **SUPERVISION RECEIVED:** How closely is the employee's/jobholder's work reviewed by the direct supervisors?  
 Mark (X or ) one correct response.

Detailed and specific instructions / procedures received or followed for each assignment.

General Supervision - Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.

Direction - Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, supervisors and managers.)

General Direction - Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)

V. **SUPERVISION EXERCISED:** The employee/job holder supervises other employees. List the number of employees supervised, their position titles, and a brief description of their responsibilities.

Number Supervised	Position Title	Description of Responsibilities
0		

VI. **EQUIPMENT:** List the equipment (pickup truck, welder, crane, etc.), office machines (word processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

TOOLS / EQUIPMENT	PERCENT (%) OF TIME FOR EACH
Hand tools	40%
Pneumatic Tools	10%
Firearm Speciality Tools	25%
Power Tools	10%
Computers	10%
Heavy Equipment	5%

Vii. **JOB REQUIREMENTS**

Mark ( or X) here if jobholder is unable to complete this section. The direct supervisor will then complete this section for the jobholder.

A. **MINIMUM QUALIFICATION REQUIREMENTS:** List the minimum experience and training a qualified applicant must have before employment.

**1. WORK EXPERIENCE:** List the general, specialized and/or supervisory / management work experience needed and how much (in months and/or years). If none, mark ( or X) "No work experience required."

<input type="checkbox"/> No work experience is required.	
General:	
Specialized: Armorer, gunsmith or law enforcement officer	4 yrs.
Supervisor / Management:	
If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.	

**2. FORMAL EDUCATION OR TRAINING:**  
Mark ( or X) the most applicable education level required.

- a.  Below High School - Show Number of Years
- b.  High School Graduation / GED

c. Vocational / Technical School

Show specific training that is required by this position.

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- d.  Some College

Show number of  Semester Hours \_\_\_\_\_ or  Quarter Hours \_\_\_\_\_

Show specific courses required by the essential functions of this job.

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e. College Degree (Show major area of study required.)

- Associate's: \_\_\_\_\_
- Bachelor's: \_\_\_\_\_
- Master's: \_\_\_\_\_
- Beyond Masters: \_\_\_\_\_

**3. CRITICAL SKILLS / EXPERTISE: List specialized skills or specialization needed to perform essential functions.**

Able to assess problems with firearm functionality and perform proper repairs or modifications in order to ensure proper Firearm function

**4. LICENSE, REGISTRATION OR CERTIFICATION:**

List possession of required license, professional registration/certification needed to perform essential functions.

Valid Law Enforcement armorer certification in a minimum of two (2) departmentally authorized handguns, rifles or shotguns.

Guam Firearms ID

Guam Drivers License

**B. MENTAL / VISUAL, PHYSICAL, AND ENVIRONMENTAL JOB REQUIREMENTS:**

**1. Mark (  or X ) the most appropriate physical requirement(s) for the job.**

- Sitting      The job requires the employee to sit in a comfortable position most of the time. The employee can move about.
- Sitting      Employee is required to sit for extended periods or time without being able to leave the work area.
- Sitting/Standing/Walking      The employee is required to sit, stand, walk most of the time.
- Climbing      Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.
- Lifting      Employee is required to raise or lower objects from one level to another regularly.
- Pulling and/or Pushing      The job requires exerting force up to 50 pounds on a regular basis to move the object to or away from the employee.
- Carrying      The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).
- Reaching      The employee is regularly required to use the hands and arms to reach for objects.
- Stooping and Crouching      The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.
- Crawling      Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.
- Speaking      The job requires expressing ideas by the spoken word.
- Listening      The job requires the perception of speech or the nature of sounds in the air.
- Other      Describe the requirement.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Mark (  or X ) the most appropriate mental / visual requirement for the job.**

- General Intelligence (typical requirement for machine operators, office staff, etc.)
- Motor Coordination Skills (typical for automotive mechanic, painter, etc.)
- Coordination of Eyes, Hands, and Feet (typical for tractor trailer driver, fire fighter, line electrician, etc.)
- Verbal Intelligence (typical for counselors, customer service representatives, etc.)
- Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.)

Other:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. The job's most appropriate work environment and the weather exposure.**

Show what percent of a typical workday is spent.  
(Select one response only)

- 40 % Indoors in a comfortable temperature controlled environment (for instance, in an office).  
15 % Indoors in a non-temperature controlled environment (such as an open garage, storerooms and warehouses, etc.)  
25 % Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)  
20 % Outdoors but in an enclosed vehicle protected from extreme weather conditions.

**4. Other physical working conditions**

[ ] Mark (X or ) if none of the following is applicable.

Show what percent of a typical workday this position is exposed to:

- 35 % Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odors).  
10 % Vibration (i.e., operating jackhammer, impact wrench).  
30 % Noise (Exposure at a level enough to cause hearing loss or fatigue).  
\_\_\_\_% An improperly illuminated or awkward and confining work space.  
\_\_\_\_% Working above ground level where the chance of falling exists (i.e., on ladders, rooftops, bucket trucks, scaffolding).  
5 % Lifting or carrying items or objects. Describe item/object and weight:  
\_\_\_\_\_  
\_\_\_\_\_  
15 % Heat. Describe source and degree of high temperature.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_% Cold. Describe source and degree of cold temperature:  
\_\_\_\_\_  
\_\_\_\_\_  
5 % Other hazards. Describe:  
\_\_\_\_\_  
\_\_\_\_\_

**5. Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.**

Mark (X or ) if not applicable.

CONDITION	FREQUENCY OF EXPOSURE

C: **Work Schedule/Hours** - Mark (  or X) the most appropriate work schedule/hours for the job.

<input checked="" type="checkbox"/> Regular - Standard Eight (8) hours daily, Monday - Friday
<input type="checkbox"/> Irregular - Shift work - A 24-hour work operation.
<input type="checkbox"/> Regular / Irregular - Overtime hours with overtime pay entitlement State Purpose and Total Hours required per pay period: _____ _____
<input type="checkbox"/> Regular / Irregular - Overtime hours without overtime pay entitlement State Purpose and Total Hours required per pay period: _____ _____

The information given on this position is complete and correct.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

VIII. SUPERVISOR'S REVIEW

**IMPORTANT: This Block To Be Filled Out Only By The Direct Supervisor**

a.	(1) Has the employee correctly stated his or her official payroll position title? <input type="checkbox"/> Yes <input type="checkbox"/> No								
	(2) If not, what is the correct title? _____								
b.	(1) Are the employee's statements about the duties of his/her position and the supplementary information complete and accurate? <input type="checkbox"/> Yes <input type="checkbox"/> No								
	(2) If not, what additions, deletions or corrections should be made? (Refer to block and page) _____ _____ _____								
c.	What positions under your supervision perform the same essential functions Give name and title: <table border="0" style="width: 100%;"><thead><tr><th style="text-align: center;">Name</th><th style="text-align: center;">Title</th></tr></thead><tbody><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr></tbody></table>	Name	Title	_____	_____	_____	_____	_____	_____
Name	Title								
_____	_____								
_____	_____								
_____	_____								
d.	Does this position require (mark one) <input type="checkbox"/> Immediate supervision on a regular basis, <input type="checkbox"/> Immediate supervision only for new/complex tasks, or <input type="checkbox"/> Little immediate supervision.								
e.	Does the employee participate in (mark those appropriate) the <input type="checkbox"/> Formulation, <input type="checkbox"/> Interpretation, and/or <input type="checkbox"/> Application of Agency/Department policy. Give examples: _____ _____ _____								
f.	The employee (mark one) <input type="checkbox"/> Performs routine, well-defined tasks, <input type="checkbox"/> Performs moderately complex tasks requiring moderate knowledge of Agency's/Department's work; or <input type="checkbox"/> Performs complex tasks requiring extensive knowledge of Agency's/Department's work.								

I certify to the accuracy of the description of duties, responsibilities and organizational relationships provided herein; further, that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes on the use of public funds. The false or misleading statement may constitute violations of such statutes or their implementing regulations.

\_\_\_\_\_  
Signature of Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department/Agency Head

\_\_\_\_\_  
Date

IX.

Human Resources Office Review:

Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_  
Position Title

\_\_\_\_\_  
Name

Classification Correct: [ ] Yes [ ] No

If not, corrective action taken: (Attach copy of review made)

\_\_\_\_\_  
\_\_\_\_\_

Approved by: \_\_\_\_\_  
Human Resources Manager

\_\_\_\_\_  
Date



## Police Armorer (Proposed)

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### **NATURE OF WORK IN THIS CLASS:**

Performs a full range of duties in the maintenance of all firearms/ weapons for the police department including personally owned firearms authorized for use on duty.

Employees in this class are under general supervision and provide assistance to the Chief Firearms Instructor with the instruction in the use of safe handling of firearms to department personnel. Work involves the inspection of all weapons to ensure proper operating condition and the maintenance of range facilities and other equipment or supplies within the armory.

### **ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)**

Reviews department policies and procedures to ensure compliance to federal and local laws and makes recommendations to the Chief of Police via chain of command

Inspects, maintains, diagnoses, repairs, and services weapons for sworn/non-sworn police personnel

Performs inventory controls on all weapons

Performs routine maintenance on police weapons and maintains accurate records

Orders and maintains inventory and storage of weapons, ammunition, gun cleaning supplies, targets, range apparatus, and safety equipment

Develops systems for checking weapons in and out

Monitors check-in and check-out of police weapons and maintains appropriate records

Conducts follow up measures on weapons checked out to sworn officers

Prepares and submits reports

Attends training assignments and oversees all weapons qualification

Receives certification on a wide range of weapon types from a variety of weapons manufacturers

Attends education programs and seminars related to weapon maintenance and training





## Police Armorer (Proposed)

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Stays abreast with current and new trends in training and armory functions

Performs other related duties as assigned or required

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

Knowledge of laws and directives governing the use of firearms

Knowledge of safety methods, proper firing and operating techniques of various firearms

Knowledge of principles and procedures of record keeping

Knowledge of purchasing policies

Ability to communicate effectively, orally and in writing

Ability to work effectively with the public and employees

Ability to perform physical counts of inventory and prepare technical reports

### **MINIMUM EXPERIENCE AND TRAINING:**

Four (4) years of experience working with weapons as an armorer, range master or Law Enforcement Officer and Graduation from high school or attainment of a general equivalency diploma (GED)

### **NECESSARY SPECIAL QUALIFICATIONS:**

- (A) Valid Law Enforcement Armorer certification in departmentally authorized handguns, rifles or shotguns
- (B) Possession of a valid Guam Firearm Identification card
- (C) Possession of a valid Guam Driver's license



## Police Armorer (Proposed)

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**ESTABLISHED:** NOVEMBER 2016  
**FLSA:** NON-EXEMPT  
**PAYGRADE:** J

<b>HAY EVALUATION:</b>	<b>KNOW-HOW:</b>	D I 2	132
	<b>PROBLEM SOLVING:</b>	D 3 (29%)	38
	<b>ACCOUNTABILITY:</b>	C N IV	<u>57</u>
	<b>TOTAL POINTS:</b>		227

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**EDDIE BAZA CALVO**  
Governor of Guam

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**CHRISTINE W. BALETO, Director**  
Department of Administration