

## POLICE OFFICER I

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

This is entry level police work involving the protection of life and property through the enforcement of laws and ordinances.

Employees in this class receive advanced/specialized training in police work. Work is performed under the guidance of a Police Officer III or immediate supervision of a Police Sergeant I or a higher ranking officer, and is closely reviewed for compliance with established policies and procedures. Work performance and participation 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.)

Patrols assigned sectors or specific beats on foot, motorcycle, or patrol cruiser to observe, investigate and/or respond to unlawful activities.

Guides and controls pedestrian and vehicular traffic to ensure safe travel.

Conducts preliminary investigations at crime scenes in order to facilitate thorough investigation of criminal cases; locates and interviews witnesses.

Maintains order during public gatherings, demonstrations, and at emergency scenes.

Executes arrests for violations of local laws and ordinances; subdues suspects using handcuffs and other restraints; advises suspects of their constitutional rights.

Testifies on assigned cases brought before a court appointed grand jury on any legally appointed investigative board.

Responds to emergency situations and operates police radio/equipment, often while the warning siren is wailing and while traveling under a high rate of speed.

Trains continually on police work, rules, regulations, policies, procedures, and the law to maintain a high standard of officer performance and conduct.

Submits a written daily field activity report that describes arrests, incidents, security checks, and all relevant information gathered upon completion of the daily work tour.

Identifies, collects, and preserves physical evidence for future processing of evidence by crime lab technicians. Maintains accurate recording of chain of custody receipt, evidence log book, and evidence locker.

Performs related duties as required.

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

Knowledge of applicable local and federal law enforcement laws, rules, regulations, policies, and procedures.

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.

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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 to effectively respond to emergencies and/or execute arrests in the protection of life and property.

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

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

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 exert physical force.

Skill in the use and care of firearms.

Skill in the safe operation of motor vehicles.

Skill in administering first aid.

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

**MINIMUM EXPERIENCE AND TRAINING**

- A) Automatic upgrade from the Police Officer Trainee position upon successful completion of the required Guam Peace Officer Standards and Training (P.O.S.T) Commission approved law enforcement training program and completion of six (6) months of satisfactory on-the-job training; **OR**
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**NECESSARY SPECIAL QUALIFICATIONS:**

- a) Must possess a valid Guam P.O.S.T. Commission approved law enforcement program certificate.
- b) Must possess a valid Guam drivers license;
- c) Must possess a valid Guam firearm identification card; [Government of Guam law enforcement officers are exempted from providing proof, 10 GCA, Section 6.0101(a)];
- d) 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:**

- e) Must be a United States citizen or a resident who is legally authorized to work within the United States and its territories.

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- f) Must be fingerprinted;
  - g) 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 / *Maga'lahen Guáhan* regarding such conviction;
  - 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 have good moral character as determined by a background investigation.
  - j) Must be free of any physical, emotional or mental conditions, which might adversely affect his performance of duty as a peace officer;
  - k) Must pass an oral interview selection examination;
  - l) Must submit to and pass a drug screening test, including but not limited to a urinalysis test;
  - m) Must submit to psychological testing; and
  - n) Must submit to and pass a polygraph examination.

**Established:**                    January 1974  
    December 1979  
    July 1980  
    November 1982  
    July 1984  
    July 1989  
    August 1998  
    August 2002  
    January 2009  
    November 2009  
    May 2012

<b>HAY EVALUATION:</b>	<b>KNOW HOW:</b>	<b>DI2</b>	<b>132</b>
	<b>PROBLEM SOLVING:</b>	<b>C2(22%)</b>	<b>29</b>
	<b>ACCOUNTABILITY:</b>	<b>C1C</b>	<b><u>38</u></b>
	<b>TOTAL POINTS:</b>		<b>199</b>

**PAY GRADE:**                    IL

**STATUTE:**                      §77114, Title 10 Guam Code Annotated

This standard revises and supersedes the standard established January 1974 and amended in December 1979, July 1980, November 1982, July 1984, July 1989, August 1998, August 2002, January 2009 and November 2009.

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