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Government of Guam
Department of Administration
Human Resources Division
Job Announcement



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OPEN COMPETITIVE EXAMINATION

To establish a list for the position of
POLICE OFFICER TRAINEE

Announcement Number: DOA43-19

Open: APRIL 10, 2019

Close: CONTINUOUS

Pay Grade:

OPEN: : FL04 -01; \$24,689.00 P/A - FL04 -10; \$37,034.20 P/A

PROMOTION: FL04 - 01; \$24,689.00 P/A - FL04 - 20; \$52,241.00 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement plan, health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit www.ggrf.com . For other inquires please visit Department of Administration website www.doa.guam.gov .

Who Can Apply

Open to government of Guam Employees and the public.

Qualification Requirements

Graduation from high school or attainment of a general equivalency diploma (GED).

Necessary Special Qualifications

Must possess a valid Guam driver's license;
May be required to possess a valid Guam firearms identification card;
Must be over the age of eighteen (18) years old.

In addition to meeting the NSQs above, the following requirements must be verified upon job offer:

Must be a United States citizen or a resident who is legally authorized to work within the United States and its territories; Must be fingerprinted; 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'lahaen Guahan regarding such conviction; Must never have been dismissed for cause as a police officer or resigned for the sole purpose of negating or averting a pending or anticipated disciplinary action; Must have good moral character as determined by a background investigation (verification of this NSQ will be required upon job offer); Must be free of any physical, emotional or mental conditions, which might adversely affect the performance of duty as a peace officer; Must pass an oral interview selection examination; Must submit to and pass a drug screening test, including but not limited to a urinalysis test; Must submit to psychological testing; and Must submit to and pass a polygraph examination.

Nature of work

This is a trainee level position involving attending and satisfactorily completing a Guam Post Commission approved law enforcement program as well as on-the-job training involving clearly defined and routine police law enforcement work. Employees in this class undergo classroom lectures, physical agility training and are monitored and evaluated academically through quiz and examination scores. In addition, employees in this class undergo extensive on-the-job training in law enforcement work. On-the-job training work performance is evaluated using on-the-scene observations, frequent inspections, examinations, discussions and submission of reports.

Illustrative Examples of Work

Attends the Guam Peace Officer Standards and Training (P.O.S.T) Commission approved, law enforcement training program that would lead to P.O.S.T Certification. Performs the following on-the-job train duties: Patrols a specific beat or district on foot, motorcycle, or patrol car; checks windows and doors of business establishments, and investigates any suspicious conditions. Directs traffic during peak hours; writes tickets for illegal parking, speeding, and other traffic offenses. Serves writs, warrants, and subpoenas; makes arrest for violations of laws and ordinances. Receives complaints and reports; provides the public with information and directions upon request. Assists in the investigation of traffic accidents, criminal offenses, and other investigations as assigned; reports on such findings. Assists with interviewing witnesses, collects and preserves evidences and testifies in court. Performs related work as assigned.

Knowledge, Abilities & Skills

Ability to learn and adapt to regimented law enforcement academy training. Ability to observe, assimilate and recall facts and details. Ability to maintain effective audio-visual discrimination and perception (i.e. make observations, distinguish objects at night, recognize and distinguish sounds). Ability to learn, interpret and enforce applicable local and federal law, enforcement laws, rules, regulations, policies and procedures to appropriately guide and/or execute arrests in the protection of life and property. 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 testify in court. Ability to learn how to safely operate motor vehicles in emergency and pursuit situations. Ability to learn how to safely care for and use firearms; to operate emergency vehicles, and police communication and technological equipment such as speed radar detection, alcohol level detection devices, narcotics identification testing kits, and other investigative tools and/or equipment. Ability to learn and administer first aid. Ability to learn how to conduct investigations to obtain evidence and identify witnesses. Ability to exert physical force as required to perform the job (e.g. apprehend suspects).

Minimum Educational Requirements

All new employees (meaning not a current government of Guam employee to include reemployment/re-appointment eligibles), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position, with the exception of those positions listed on the list approved by the DOA Human Resource Manager.

Documentation Requirements

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency. This applies to all new employment after October 1, 2008 pursuant to Public Law 29-113. If you wish to claim for any preference points, please read the employment application General Instruction page for additional information. If you have any questions, please contact the Testing Branch at 475-1120/1271.

Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability form if anything occurred that warrants updating your responses on your Suitability Form after you have submitted your application.

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam.

Examination Requirements

Passage of the Department of Administration's Police Officer (Trainee) Examination (consists of a written test and physical abilities test) is required. Applicants will be rated and ranked according to the qualification requirements and exam results. Applicants who are qualified for the exam will be notified of the exam, date, time, and location by mail, phone or in-office and/or website posting. A study guide for the written test is available on the DOA HR webpage at www.hr.doa.guam.gov.

Physical Fitness Qualification Test (PFQT)

For informational purposes, Each agency employing Category 1 and Category 2 peace officers shall be responsible for the administration of the Physical Fitness Qualification Test (PFQT) shall meet a uniform minimum physical fitness standard in order to obtain and maintain their certificates from the P.O.S.T Commission.

Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his or her designee for all eligibles referred via certification.

Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Tested Designated Position (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

Police & Court Clearances Requirements

If selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

POLICE OFFICER TRAINEE DOA43-19

Where to Apply

Submit job applications at the Department of Administration, Human Resources Division 2nd floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1120/1271. In addition, job announcements and job application forms are accessible through the Department of Administration's website at www.hr.doa.guam.gov. Also, job applications can be downloaded from www.govguamdocs.com or you can email to doajobs@doa.guam.gov for additional information.



For: SHANE G. L. NGATA
PERSONNEL SERVICES ADMINISTRATOR
HUMAN RESOURCES DIVISION