



EDWARD M. BIRN  
Director (Direktor)

# DEPARTMENT OF ADMINISTRATION

DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION  
(Dibision Inadilanto yan Guinaha Para Taotao)  
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LOURDES A. LEON GUERRERO  
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Lt. Governor (Sigundo Maga'åhi)

## DEPARTMENTAL COMPETITIVE EXAMINATION

To establish a list for the position of  
**POLICE CAPTAIN**  
Announcement Number: DOA 23-21

Area of Consideration: GUAM POLICE DEPARTMENT

Open: February 18, 2021 Close: March 4, 2021

**PUBLIC SAFETY & LAW ENFORCEMENT PAY SCALE**  
OPEN: OL04-01; \$47,335.40 P/A – OL04-10; \$71,003.80 P/A  
PROMOTION: OL04-01; \$47,335.40 P/A – OL04-20; \$100,157.40 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 and 457), 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](http://www.ggrf.com). For other inquires please visit Department of Administration website [www.hr.doa.guam.gov](http://www.hr.doa.guam.gov)

### COVID-19 Application Submission

OUR OFFICE WILL BE ACCEPTING APPLICATIONS ELECTRONICALLY. EMPLOYMENT APPLICATION FORMS ARE ACCESSIBLE TO DOWNLOAD ON THE DEPARTMENT OF ADMINISTRATION'S WEBSITE AT [WWW.HR.DOA.GUAM.GOV](http://WWW.HR.DOA.GUAM.GOV). PLEASE EMAIL YOUR APPLICATION(S) TO: [DOAJOB@DOA.GUAM.GOV](mailto:DOAJOB@DOA.GUAM.GOV).

### Who Can Apply

Only permanent, government of Guam employees from the department or agency as identified in the area of consideration above can apply. The appointing authority for the above department/ agency has identified this position as a career development opportunity for his/her employees pursuant to rule 4.101.A1.

### Qualification Requirements

Graduation with a Bachelor's degree in Police Science, Criminal Justice Administration, Public Administration, or closely related field of discipline from an accredited institution recognized by the Council for Higher Education Accreditation (CHEA) or its successor; AND must have at least two (2) years of experience in the rank of Police Lieutenant or equivalent law enforcement experience in administration or management level.

### Necessary Special Qualifications

Must possess a valid Guam driver's license;

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)];

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:**

Must be a United States citizen or a resident who is legally authorized to work within the United States and its territories; Fingerprints on file; 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'lahen Guåhan regarding such conviction; 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; Must have good moral character as determined by a background investigation; Must be free of any physical, emotional or mental conditions, which might adversely affect the performance of duty as a peace officer; An oral interview selection examination; Must submit to and pass a drug screening test, including but not limited to a urinalysis test; Psychological testing; and Passage of a polygraph examination.

### Nature of work

This is complex management work involved in commanding, directing, administering and supervising police operations of a particular unit or specialized police functions. Work involves administering the enforcement of laws and the protection of life and property; including coordinating as well as supervising police training activities, duty assignments, and performing other similar functions of police management. Employees in this class work with considerable latitude in the exercise of independent judgment and actions but in accordance with laws, rules, regulations, departmental police, and procedures. Work is reviewed through inspections, observations, conference, and analysis of reports.

### Illustrative Examples of Work

Commands, plans, assigns, supervises, and directs the activities of a precinct and subordinate employees under this command in law enforcement and other related activities. Develops methods and procedures independently or in conference with subordinate officers to meet operating needs and service demands; analyzes records and reports to ascertain present conditions and to obtain information upon which to base bureau and divisional programs. Reviews, operating and performance records of subordinates to determine the efficiency and effectiveness in performing their work; orders and reviews the preparation of specialized training programs for police officers. Prescribes, promulgates, and enforces departmental rules and regulations. Prepares and justifies annual budget report for this respective command. Reviews personnel disciplinary problems and takes action deemed appropriate. Interviews prospective employees and officers and makes recommendations for selection or advancement. Confers with other law enforcement officials with respect to police problems and activities. Makes periodic inspections to insure the maintenance of high level police efficiency. Performs related work as required.

# POLICE CAPTAIN

## DEPARTMENTAL COMPETITIVE EXAMINATION

### **Knowledge, Abilities & Skills**

Knowledge of the laws of Guam. Knowledge of the working procedures, rules and regulations of the Guam Police Department. Knowledge of the modern principles, practices, and methods of police administration, organization and operations. 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. Ability to make sound management decisions. Ability to react quickly and calmly in emergencies. Ability to maintain records and prepare reports. Ability to communicate effectively. Skill in supervising and managing the implementation of police operations, programs and activities. Skill in the use and care of firearms and other police equipment.

### **Minimum Educational Requirements**

All new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of a certification program, from a recognized, accredited or certified vocational technical institution, in a specialized field required for the job, pursuant to Public Law 29-113.

### **Documentation Requirements**

To validate credentials you may claim, (e.g., High School Diploma, College Transcript, DD-214, etc.), an original or certified copy of the document(s) must accompany each employment application you are applying for with your legal signature. Applicants shall be responsible to provide all required documents for each employment application submitted and failure to provide proof may result in disqualification. For more information, please contact the Recruitment Branch at 475-1141/1120/1174.

### **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**

Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

### **Interviewing Procedures**

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his 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 Test Designated Positions (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.

### **Where to Apply**

Submit job applications at the Department of Administration, Human Resources Division 2<sup>nd</sup> 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 accommodation should contact this office prior to any scheduled examinations or interviews. OUR OFFICE WILL BE ACCEPTING APPLICATIONS ELECTRONICALLY. PLEASE EMAIL YOUR APPLICATION(S) TO: [DOAJOBS@DOA.GUAM.GOV](mailto:DOAJOBS@DOA.GUAM.GOV)

### **For More Information**

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1128. In addition, job announcements and employment application forms are accessible to download at Department of Administration's website at [www.hr.doa.guam.gov](http://www.hr.doa.guam.gov). For further information, you may email [doajobs@doa.guam.gov](mailto:doajobs@doa.guam.gov).



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

**WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.**