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Director (Direktot)

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Deputy Director (Sigundo Direktot)

**DEPARTMENT OF  
ADMINISTRATION**  
DIPATTAMENTON ATMENESTRASION  
HUMAN RESOURCES DIVISION

(Dibision Inadilanto yan Guinaha Para Taotao)  
Telephone (Telifon): (671) 475-1288/1103 • Fax (Faks): (671) 477-3671



LOURDES A. LEON GUERRERO  
Governor (Maga'håga)

JOSHUA F. TENORIO  
Lt. Governor (Sigundo Maga'ldhi)

**AMENDMENT OF JOB ANNOUNCEMENT**

**November 8, 2022**

**THE POLICE SERGEANT II (DOA215-22) JOB ANNOUNCEMENT IS AMENDED TO READ AS FOLLOWS:**

**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 in accordance with Public Law 32-232.

**Examination Requirements**

Passage of a written test administered by the Department of Administration is required. Applicants will be rated and ranked according to their experience, education and examination results. Additional information regarding the test and test schedule will be provided with the Notice to report for Examination which will be distributed or mailed out prior to the date of the written test.

**POLICE SERGEANT II WRITTEN TEST REFERENCES**

For non-entry level positions which require testing, rather than a study guide, references are provided. To help prepare you for the written test, you may wish to refer to the following sources and seek out information and materials related to the following:

- U.S Constitution and its Amendments
- Basic and Advanced Supervision
- Report Writing and Oral Communications
- Government of Guam Personnel Rules and Regulations
- Guam Code Annotated, which may include, but are not limited to the following:
  - Title 8 – Criminal Procedures
  - Title 9 – Crimes and Corrections
  - Title 10 – Health and Safety: Chapter 77 – Guam Police Department
  - Title 16 – Vehicles
- Guam Police Department General Orders and other Directives, which may include, but are not limited to the following:
  - Use of Force
  - Police Supervisor – Duties and Responsibilities
  - Responding to Emergency, Urgent and Routine Calls
  - Handling and Processing of Persons in Custody
  - Juvenile Procedures
  - Evidence and Property Manual
  - Unity of Command

**For further information, please call (671) 475-1141/1128.**

  
**SHANE G.L. NGATA**

Personnel Services Administrator  
Human Resources Division

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, MARITAL STATUS, POLITICAL AFFILIATION OR DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATIONS.**



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## DEPARTMENTAL COMPETITIVE EXAMINATION

To establish a list for the position of  
**POLICE SERGEANT II**  
Announcement Number: DOA 215-22

Area of Consideration: **GUAM POLICE DEPARTMENT**

Open: October 31, 2022 Close: November 15, 2022

**PUBLIC SAFETY & LAW ENFORCEMENT PAY:**  
OPEN: ML21-01; \$47,376 P/A – ML21-10; \$71,066 P/A  
PROMOTION: ML21-01; \$47,376 P/A – ML21-20; \$100,245 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)

### 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

Two (2) years of experience in the rank of Police Sergeant I or equivalent police work and an Associate's Degree or sixty (60) semester hours of college credits from a nationally accredited institution; OR

Any equivalent combination of education, police training and experience which provides the minimum knowledge, abilities and skills.

(Note for Applicants: For career progression especially to the positions of Police Captain, Major and Commander, 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

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 the age of eighteen (18) years old;

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

Must be a United States citizen and a resident of the territory of Guam 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'låhen Guahan 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 responsible supervisor and administrative police work involved in directing and supervising assigned groups of police officers engages in enforcement of laws and ordinances. Work entails supervisory responsibility for the protection of life and property during emergencies and insuring the proper performance of overall police work during normal operations. Administrative and technical supervision and assistance received is only at a normal level from superior officers. Work is performed in accordance with departmental policies and procedures but requires initiative and good judgement. Assignments are sometimes received in the form of written or oral instructions. However, the absence of superior officers in the normal channel of command requires the constant exercise of making judgments, decisions, and providing overall leadership.

### Illustrative Examples of Work

Assigns, directs, inspects and supervises the work of assigned sergeants involved in the maintenance of order, enforcement of laws and ordinances, prevention of crime, protection of life and property and the apprehension of violators. Advises on arrests for violations. Instructs on police methods and techniques. Keeps records and prepares work reports. Performs related work as required.

### Knowledge, Abilities & Skills

Knowledge of the laws of Guam. Knowledge of departmental operations procedures, rules and regulations. Knowledge of the modern principles, practices, and methods of police supervision, administration, organization and operations. 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. Ability to deal courteously with the public Ability to communicate effectively. Ability to keep records and prepare reports. Ability to exert physical force as required to perform the job. 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.

1. Name: \_\_\_\_\_  
2. Address: \_\_\_\_\_  
3. City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
4. Telephone: \_\_\_\_\_  
5. Date of Birth: \_\_\_\_\_  
6. Sex: \_\_\_\_\_  
7. Marital Status: \_\_\_\_\_  
8. Education: \_\_\_\_\_  
9. Previous Employment: \_\_\_\_\_  
10. References: \_\_\_\_\_  
11. Signature: \_\_\_\_\_  
12. Date: \_\_\_\_\_

[www.hr.doa.guam.gov](http://www.hr.doa.guam.gov)

