

## POLICE CAPTAIN

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

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 policies, and procedures. Work is reviewed through inspections, observations, conference, and analysis 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.)

Commands, plans, assigns, supervises, and directs the activities of a precinct and subordinate employees under his 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 his 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.

### **MINIMUM KNOWLEDGE, ABILITIES AND 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 principles, practices, techniques, and equipment employed in police work.

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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.

Ability to exert physical force as required to perform the job.

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.

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.

### **MINIMUM EXPERIENCE AND TRAINING**

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:**

- (a) Must possess a valid Guam driver's license;
- (b) 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)];
- (c) 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:**

- (d) Must be a United States citizen or a resident who is legally authorized to work within the United States and its territories;
- (e) Fingerprints on file;
- (f) 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 Guåhan regarding such conviction;

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- (g) 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.
- (h) Must have good moral character as determined by a background investigation;
- (i) Must be free of any physical, emotional or mental conditions, which might adversely affect the performance of duty as a peace officer;
- (j) An oral interview selection examination;
- (k) Must submit to and pass a drug screening test, including but not limited to a urinalysis test;
- (l) Psychological testing; and
- (m) Passage of a polygraph examination.

**ESTABLISHED:** January 1974

**AMENDED:** May 1978  
 November 1982  
 July 1984  
 May 1990  
 August 1991  
 August 2002  
 January 2009  
 November 2009  
 May 2012

**PAY GRADE:** OL

**STATUTE:** PUBLIC LAW 31-70 / §77114, Title 10 Guam Code Annotated

<b>HAY EVALUATION:</b>	<b>KNOW HOW:</b>	F 1 3	264
	<b>PROBLEM SOLVING:</b>	E 3 (38%)	100
	<b>ACCOUNTABILITY:</b>	E 1 P	<u>132</u>
			496

This standard was revised pursuant to PL 31-70 and supersedes the standard established January 1974 and amended May 1978, November 1982, July 1984, May 1990, August 1991, August 2002, January 2009 and November 2011.

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