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DEPARTMENT OF ADMINISTRATION

DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION

(Dibision Inadilanto yan Guinaha Para Taotao)

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LOURDES A. LEON GUERRERO
Governor (Maga'hága)

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

OPEN COMPETITIVE EXAMINATION

To establish a list for the position of
POLICE LIEUTENANT
Announcement Number: DOA186-22

Open: AUGUST 11 2022 Close: AUGUST 24, 2022

LAW ENFORCEMENT PAY PLAN 2021 (LEPP) 2021

OPEN: NL21-01; \$51,318.00 P/A – NL21-10; \$76,977.00 P/A

PROMOTION: NL21-01; \$51,318.00 P/A – NL21-20; 108,583.00 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. For other inquires please visit Department of Administration website www.hr.doa.guam.gov

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

Graduation with an Associate's degree in Police Science, Criminal Justice Administration, Public Administration, or closely related field or discipline from an accredited institution recognized by the Council for Higher Education Accreditation (CHEA) or its successors, or successful completion of not less than seventy-five (75) college credits, seventy-five percent (75%) of which are in the field of Law Enforcement, Public Safety, 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 Sergeant II, or equivalent law enforcement supervisor experience, or must have at least four (4) years of experience in the rank of Police Sergeant I, or equivalent law enforcement supervisory experience.

(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 over 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'hága 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; 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 command work which involves directing and supervising police operations in the performance of highly specialized police functions. Employees in this class work with considerable latitude in the exercise of independent judgment in commanding a section engaged in law enforcement related specialized activities. Work is performed in accordance with established departmental policies and procedures. Work is reviewed for compliance with applicable laws, rules, regulations, policies, and procedures through conferences, inspections, and submission of reports.

Illustrative Examples of Work

Commands, plans, assigns, supervises, and directs the activities of the division and subordinate employees under his command in law enforcement and other related activities. Supervises complex misdemeanor and/or felony criminal investigation cases to include juvenile and traffic cases. Advises and/or instructs personnel on methods, techniques, and procedures to be employed; analyzes current procedures and prepares reports and recommendations. Serves as an advisor in his field of specialization. Conducts studies regarding operating procedures, methods, and problems and submits recommendations for improvements. Prepares and/or supervises the operation and submission of a variety of reports. Insures the preparation of work schedules and daily assignments of personnel under his command. Inspects personnel and equipment to insure their conformance to standards and their proper proficiency and readiness. Ensures proper appearance and conduct of subordinates who testify in court as government witnesses. Performs related work as required.

Knowledge, Abilities & Skills

Knowledge of laws of Guam. Knowledge of the modern principles, practices, and methods of police supervision, administration, organization and operations. Knowledge of principles, practices, techniques, and equipment employed in police work. 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 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 one or more specialized areas of police law enforcement work to provide advice and instruction as needed. Skill in supervising the implementation of police operations, programs and activities. Skill in the use and care of firearms and

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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 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.

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 mailed out prior to the date of the written test.

POLICE LIEUTENANT 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 and Management
- Report Writing and Oral Communications
- First Aid and CPR
- Government of Guam Personnel Rules and Regulations
- Guam Code Annotated, which may include, but not limited to the following:
 - Title 10 – Health and Safety: Chapter 77 – Guam Police Department
- Guam Police Department General Orders and other Directives, which may include, but 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
 - Preliminary and Follow-up Investigations

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.

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.

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

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.

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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

APPLICATION FORMS CAN BE DOWNLOADED ON THE DEPARTMENT OF ADMINISTRATION'S WEBSITE AT www.hr.doa.guam.gov AND CLICK ON THE EMPLOYMENT TAB.

IN-OFFICE APPLICATIONS AND COPIES OF SUPPORTING DOCUMENTS MAY BE SUBMITTED TO THE DEPARTMENT OF ADMINISTRATION HUMAN RESOURCES DIVISION LOCATED ON THE 2ND Floor, ITC BUILDING, TAMUNING, GUAM MONDAY TO FRIDAY, 9:00 a.m. to 4:00 p.m. except Holidays.

APPLICATIONS & SUPPORTING DOCUMENTS MAY ALSO BE SUBMITTED ELECTRONICALLY BY CLICKING ON THE [SUBMIT APPLICATION](#) LINK ASSOCIATED WITH THE **POLICE LIEUTENANT JOB ANNOUNCEMENT LISTED ON OUR WEBSITE AND ATTACHING APPLICATION AND SUPPORTING DOCUMENTS AS PDF FILE FORMAT. NO PICTURES OR JPEG FILES ARE ALLOWED.**

COMPLETED APPLICATIONS WITH SUPPORTING DOCUMENTS MUST BE RECEIVED IN OFFICE; BY 4:00 PM AUGUST 24, 2022, OR ELECTRONICALLY: BY 5:00 PM, AUGUST 24, 2022.

For More Information

Call or visit us at the Department of Administration, Human Resources Division Testing Branch (671)475-1271/1219/1132. In addition, job announcements and employment application forms are accessible to download at Department of Administration's website at www.hr.doa.guam.gov, or email Angie Diaz at DOA HR Testing Branch at angelica.diaz@doa.guam.gov.



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