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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)

### MERIT OPPORTUNITY JOB ANNOUNCEMENT DEPARTMENTAL COMPETITIVE EXAMINATION

To establish a list for the position of  
**POLICE SERGEANT I**  
Announcement Number: DOA185-22

**AREA OF CONSIDERATION: GUAM POLICE DEPARTMENT**

**Open: AUGUST 11, 2022 Close: AUGUST 24, 2022**

**LAW ENFORCEMENT PAY PLAN 2021 (LEPP) 2021**

**OPEN: LL21-01; \$43,811.00 P/A – LL21-10; \$65,717.00 P/A**

**PROMOTION: LL21-01; \$43,811.00 P/A – LL21-20; \$92,700.00 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](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 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 officer III or equivalent police work and forty-five (45) 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 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 supervisory police work involved in directing and supervising assigned groups of police officers engaged in the enforcement of laws and ordinances. Work entails on-the-scene supervisory responsibility for the protection of life and property during emergencies and insuring the proper performance of field police work during normal operations. Administrative and technical supervision and assistance received is only minimal while providing field supervision to police officers. Work is performed in accordance with departmental policies and procedures but requires initiative and good judgment. Assignments are sometimes received in the form of written or oral instructions. However, the absence of superior officers in the normal course of his field duties requires the constant exercise of making judgments, decisions, and providing advice as well as overall leadership for police officers.

#### **Illustrative Examples of Work**

Assigns, guides, inspects, and supervises the work of assigned police officers involved in the maintenance of order, enforcement of laws and ordinances, prevention of crime, protection of life and property, and the apprehension of violators. Conducts inspections and follows up on patrol units on call to review and assure proper performance of duties by police officers. 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 laws of Guam. Knowledge of departmental operation procedures, rules and regulations. Knowledge of the modern principles, practices, and methods of police administration, and operations for the safe and efficient execution of assignments and response to emergency situations. Knowledge of technical phases of crime prevention, law enforcement, rules of evidence and related functions such as investigations, patrol, traffic control and safety, record keeping care and custody of persons, and police training. Knowledge of the techniques and methods for preserving evidence for use in investigations and criminal justice proceedings. Ability to supervise the work of police officers. Ability to exercise sound discretion an initiative in the performance of duties. Ability to act quickly and calmly in emergencies. Ability to testify in court. Ability to work under hazardous conditions; to work long hours; and to work under inclement weather. Ability to deal courteously with the public. Effective to communicate effectively. Ability to keep records and repair reports. Ability to exert physical force as required to perform the job (e.g., apprehend suspects). Skill in

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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. 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.

**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.

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**POLICE SERGEANT I 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:

- United States Constitution and its Amendments
- Supervision
- Report Writing and Oral Communications
- Government of Guam Personnel Rules and Regulations
- Guam Code Annotated:
  - Title 6 – Guam Rules of Evidence
  - 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

**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.

**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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**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**

**APPLICATION FORMS CAN BE DOWNLOADED ON THE DEPARTMENT OF ADMINISTRATION'S WEBSITE AT [www.hr.doa.guam.gov](http://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 2<sup>ND</sup> 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 SERGEANT I 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](http://www.hr.doa.guam.gov), or email Angie Diaz at DOA HR Testing Branch at [angelica.diaz@doa.guam.gov](mailto:angelica.diaz@doa.guam.gov).



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