

**NATURE OF WORK IN THIS CLASS:**

This is responsible advisory and administrative police work involved in overseeing the operational readiness of assigned groups of police officers engaged in the enforcement of laws and ordinances. Work entails responsibility for the protection of life and property during emergencies and ensuring the proper performance of overall police work by the rank and file through capacity building, discipline, and professional conduct.

The employee in this class is responsible for inspecting the rank and file and enforcing departmental policies and procedures, advising police command on the overall status of the Department's police force readiness, and researching and implementing projects and activities to improve readiness and to maintain/improve the general welfare and morale of officers. Administrative and technical supervision and assistance received is only at a nominal level from superior officers.

**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.)

Advises the Chief of Police of systemic concerns affecting the rank and file for resolution.

Advises individuals and groups to explore and assist them in determining options to help resolve conflicts, problematic issues or concerns.

Advises on mission essential police training; instructs on police methods and techniques.

Plans, researches, develops and/or implements special projects or activities to enhance mission efficiency and effectiveness involving the maintenance of order, enforcement of laws and ordinances, prevention of crime, protection of life and property, and the apprehension of violators.

Follows law enforcement trends and best practices; implements projects or activities that enhance communications and learning throughout the Department with the goal of improving and maintaining officer recruitment and retention, camaraderie, and overall officer morale and welfare.

Keeps records and prepares administrative reports.

Performs other related duties as assigned.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of the laws of Guam.

Knowledge of departmental operations and procedures, policies, rules and regulations.

Knowledge of modern principles, practices, methods, and trends 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 communicate clearly and concisely and with empathy, both orally and in writing.

Ability to work effectively with the rank and file, the public, and community stakeholders.

Ability to implement projects and activities to improve/enhance operational efficiency and effectiveness.

Ability to maintain records and prepare reports.

Skill in providing counsel and in executing or supervising all phases of police operations, programs and activities.

Skill in the use and care of firearms and other police equipment.

**MINIMUM EXPERIENCE AND TRAINING:**

- A. Two (2) years of experience in the rank of Police Sergeant II or four (4) years of experience in the rank of Police Sergeant I, or equivalent law enforcement supervisory experience, and an Associate's degree or sixty (60) semester hours of college credits from a nationally accredited institution; OR
- B. Any equivalent combination of experience and training beyond the Associate's degree which provides the minimum knowledge, abilities and skills.

**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 meet or maintain all current POST Commission certification requirements to serve or continue to serve as a Guam Police Officer.

**ESTABLISHED:** August 2024

**PAYGRADE:** NL25 (GPD)

**STATUTE:** Section 77114, 10GCA


**HAY EVALUATION:**

<b>KNOW-HOW:</b>	E II 2	230
<b>PROBLEM SOLVING:</b>	E 3 33%	76
<b>ACCOUNTABILITY:</b>	E 2 C	<u>100</u>
<b>TOTAL POINTS</b>		<b>406</b>

Edward M Birn  
Date: 2024-08-08  
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EDWARD M. BIRN  
Director of Administration



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LOURDES A. LEON GUERRERO  
Governor of Guam