



Lourdes A. Leon Guerrero
Governor
Joshua F. Tenorio
Lieutenant Governor

Government of Guam
(Gubetnomention Guahan)
Department of Administration
(Dipattamenton Atmenestration)
HUMAN RESOURCES DIVISION
(Dibision Inadilanto yan Guinaha Para Taotao)
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Edward M. Birm
Director
Edith C. Pangellinan
Deputy Director

HRD NO.: 18-136B

JAN 16 2019

MEMORANDUM

To: Personnel Services Administrator, Human Resources Division

From: Personnel Specialist II, Classification and Pay Branch

Subject: Creation of Positions
RE: Police Records Clerk I
Police Records Clerk II
Police Records Clerk Supervisor

Buenas yan Häfa Adai! This memorandum is respectfully requesting approval to create the Police Records Clerk I, Police Records Clerk II and Police Records Clerk Supervisor positions into the classified service pursuant to §6303, Title 4, Guam Code Annotated. The request to create the Police Records Clerk series is based on a memorandum dated May 24, 2006 from the Chief of Police of the Guam Police Department. However, in accordance with HRD Memorandum No.: OG-09-0697 dated June 25, 2009, a moratorium for all position classification, compensation and benefits review was held and the request was placed on suspense. Due to the implementation of the Competitive Wage Act of 2014, our office was able to move forward with the request. A concurrence to proceed was received by the current Chief of Police in a memorandum dated May 2, 2018.

The Police Records Clerk series is being proposed in order to fulfill the needs of the Records and ID Section, which are unique in nature and specific to a law enforcement work environment that requires the knowledge of law enforcement procedures and terminology. The Records and ID Section is responsible for the organization, collection, recording, processing, maintenance and dissemination of all police reports and confidential law enforcement data to police officers, investigators, outside agencies and other interested parties. Personnel assigned to the section are also responsible for the input of statistics, fingerprinting, and maintaining files on sex, arson, gang and narcotic registrants. The data is stored and used for mandatory reporting requirements to the local and federal government and for crime prevention or investigative purposes.

The duties and responsibilities of the Police Records Clerk series encompass functions associated with Clerks, Clerk Typist, Data Entry Clerks, and Customer Service Representatives. However, in addition to routine clerical and data entry functions, the nature of work require incumbents to use and apply law enforcement terminology; enter data and/or retrieve information on a law enforcement database such as the Law Enforcement Management Systems (LERMS) and the Virtual Computerized Criminal History (VCCH); and maintain a high degree of confidentiality regarding arrest documents, investigations, dispositions and all criminal history records. Creating three (3) levels of the Police Record Clerk series will properly address the needs of the Records and ID Section of the Guam Police Department.

The following is our recommended Hay Evaluation for the proposed positions:

POSITION TITLE	KNOW-HOW	PROBLEM SOLVING	ACCOUNTABILITY	TOTAL POINTS	PAY GRADE
Police Records Clerk I	C I 2 115	C 2 (19%) 22	C N II 33	170 (A3)	H
Police Records Clerk II	C I 2 132	C 2 (22%) 29	C 1 C 43	204 (A3)	I
Police Records Clerk Supervisor	D I 3 175	C 3 (29%) 50	C 2 C 57	282 (A1)	K

This proposal will be posted on the DOA website for a period of 10 working days with a copy of the established specifications to be forwarded to the requesting department to be posted on their website. Upon approval, we will send approved notices to the media and different media companies. After the 10-day period has expired, the proposed job specification will be sent to the Director, Department of Administration and the Governor for final approval.

Your consideration of the above request is greatly appreciated. Should you have any questions, please do not hesitate to contact our Classification and Pay Branch at 475-1265/1131/1201 or 1265. *Dangkol na Agradesimiento!*



ROSEZETTE N.T. SANTOS



GUAM POLICE DEPARTMENT

DIPATTAMENTON POLISIAN GUAHAN
Government of Guam



EDDIE BAZA CALVO
Governor

RAY TENORIO
Lieutenant Governor

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JOSEPH I. CRUZ
Chief of Police

May 2, 2018

MEMORANDUM

To: Mr. Edward Birn, Director
Department of Administration (DOA)
Attn: Mr. Shane G.L. Ngata
Personnel Services Administrator
Human Resources Division (HRD)

From: Joseph I. Cruz, Chief of Police

Subject: Request for Creation of Positions
RE: Police Records Clerk I & II and Police Records Supervisor



DEPT OF ADMINISTRATION
DIRECTOR'S OFFICE

MAY - 4

Buenas yan Hafa Adai! We are pleased to have received your memorandum dated March 7, 2018, (DOA Document Reference: HRD NO.: OG-18-136) regarding the above subject.

In response thereto, we wish to advise your office that it is still GPD's final decision to proceed in the creation of these long-awaited warranted positions and, therefore, hereby request your assistance in this matter.

Accordingly, enclosed are the following:

- Proposed POLICE RECORDS CLERK I Updated Position Description and Job Description
- Proposed POLICE RECORDS CLERK II Updated Position Description and Job Description
- Proposed POLICE RECORDS SUPERVISOR Updated Position Description and Job Description

Your prompt attention to this matter would be very much appreciated. *Dangkulo na si Yu'os ma'ase!*

JOSEPH I. CRUZ

Enclosures
JIC:scr



Eddie Baza Calvo
Governor
Ray Tenorio
Lieutenant Governor

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Edward M. Blm
Acting Director
Vincent P. Arriola
Deputy Director

HRD NO.: OG-18-136

MAR 7 2018

MEMORANDUM

To: Chief of Police, Guam Police Department

From: Personnel Services Administrator, Human Resources Division

Subject: Creation of Position
RE: Police Records Clerk I & II
Police Records Supervisor

Buenas yan Håfa Adai! This is in reference to your memorandum dated May 24, 2006, requesting our office to create the above referenced positions within the classified service. In accordance with HRD Memorandum No.: OG-09-0697 dated June 25, 2009, a moratorium for all position classification, compensation and benefits review was held and the request was placed on suspense. Due to the implementation of the Competitive Wage Act of 2014, our office is able to move forward with the request.

However, since the request was made in May 2006 by a previous Chief of Police, we are forwarding the request for your review to ascertain whether this is a position that is still warranted or if there are any changes you wish to make. Should your department decide to proceed please submit a new request along with updated supporting documents.

If you have any questions, please contact our Classification and Pay Branch at 475-1265/1201/1131/1219. *Dångkolo na Agradesimiento!*


SHANE G.L. NGATA

Attachments

R-3/19/2018

GPD-5464



GUAM POLICE DEPARTMENT



FELIX P. CAMACHO
Governor of Guam

Government of Guam
Bldg. No. 233 Central Avenue, Tiyan, Guam-96913
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FRANKIE T. ISITZAKI
Chief of Police

KALEO S. MOYLAN
Lieutenant Governor

May 24, 2006

Memorandum

To: Director of Administration
Attn: Human Resources Manager
From: Chief of Police
Subject: Request for Creation of Positions
Re: Police Records Supervisor and Police Records Clerk I & II

Administrative Office
JUN 02 2006
Department of Administration
Human Resources Division
JUN 02 2006
Classification & Pay Branch

Buenas! The Guam Police Department (GPD) requests for the long overdue creation of a Police Records Supervisor position to include a Police Records Clerk I & II series.

GPD's Records & Identification Section is responsible for the organization, maintenance and dissemination of all police reports. It is also responsible for the input of statistics, fingerprinting, and maintains files on sex, arson, gang and narcotic registrants. The data is subsequently stored and used for mandatory reporting requirements to the local and federal governments and for crime prevention or investigation purposes. The Section processes requests for police reports or crime data from a wide variety of requesters. This includes the law enforcement-legal community, insurance companies, crime victims, the press, and members of the public with a legal right to the information.

From the onset, personnel assigned to Records & Identification Section job tasks were and are unique in nature. Their distinguishing characteristics do not appear to be described in positions in the classification listing under Civil Service Commission. Their responsibilities are geared toward a law enforcement work environment which requires knowledge of law enforcement procedures and terminology.

Because of this, the proper classification of positions assigned to Records & Identification Section will not be realized until this issue is addressed.

Memorandum to Director of Administration

May 24, 2006

Page 2 cont.

Subject: Request for Creation of Positions

Re: Police Records Clerk I, II, and Police Records Supervisor

Your assistance is solicited in processing our requests for the Police Records Supervisor position and Police Records Clerk I & II series. GPD will provide the supporting documents deemed necessary by your agency. Our point of contact is Ms. Wowee Marques, Personnel Officer at 475-8598. *Si Yuus Ma'ase.*


FRANKIE T. ISHIZAKI

cc: GPD Personnel Unit

/RMGM 24MAY06 CHRON

**POLICE RECORDS CLERK I****NATURE OF WORK IN THIS CLASS:**

Employees in this class perform routine and repetitive general police clerical functions and duties related to the handling and processing of a variety of police records for the Guam Police Department under close supervision. Work involves the processing and keeping of varied police reports and records, review and intake, maintenance, dissemination and retrieval of documents for arrests, accidents, and criminal and non-criminal complaints.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Performs routine technical and clerical law enforcement support duties related to collecting, recording, maintaining, processing, editing and distributing confidential law enforcement data and information to police officers, investigators, outside departments/agencies and other interested parties, applying public records and privacy laws and policies in the release of information and documents.

Retrieves, receives, reviews, processes and maintains a high volume of police data reports and records of criminal investigations, arrests, accidents, complaints and incidents. Maintains logbooks, all police blotters and other permanent documents of the Guam Police Department and stores them in compliance with the Department of Administration's retention schedule and storage policy.

Reads, transcribes and disseminates information from a law enforcement computer database and other sources. Distributes and receives reports of investigative details to/from other public safety agencies.

Creates, enters and retrieves information and data such as non-criminal and criminal cases, and arrests from automated law enforcement records systems including the Law Enforcement Records Management System (LERMS) and the Virtual Computerized Criminal History (VCCH).

Process permit applications, collects fees, sets up files, enters information into computer system, receives and logs fingerprint cards.

Processes gun registration and sex/drug/arson registrants, issues/receives appropriate forms, check appropriate information and maintains accurate records. Maintains records of all firearm identification cards both concealed and non-concealed and registration of weapons.

Files, maintains, and searches criminal history files and furnishes authorized information to authorized persons. Conducts criminal history background checks and provides police clearances.

**POLICE RECORDS CLERK I**

Provide copies of criminal abstracts and traffic reports for customers. Matches case files with police reports and ensures all supplemental reports are included. Provide copies of reports to other law enforcement agencies.

Assist police officers with obtaining case reports and records for court proceedings.

Collects scheduled fees for police clearances, police and traffic reports, firearms identification cards, and Guam identification cards. Acts as a Treasure Agent for the Treasurer of Guam; maintains appropriate ledgers, prepares and issues receipts for fees collected.

Provides support in collecting data, systematically or manually, for special requests/projects needed for the Police Department's operational and/ or administrative needs.

Respond to inquiries, complaints and concerns from the general public, internal customers and other departments/ agencies.

Provide courteous and expeditious customer service to police personnel, Government of Guam officials, other law enforcement personnel and the general public.

Perform related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of modern office practices, procedures and equipment

Knowledge of the record keeping and filing practice procedures both electronically and manual filing

Ability to learn and apply departmental policies, procedures, and regulations related to the maintenance, release and processing of police records, reports and information.

Ability to use and apply basic law enforcement terminology

Ability to understand law codes, regulations, policies and procedures

Ability to comprehend guidelines established by FBI UCR standards and classifies crime data accordingly

Ability to enter data and/ or retrieve information on a law enforcement database such as the Law Enforcement Management Systems (LERMS) and the Virtual Computerized Criminal History (VCCH)

Ability to type a wide variety of material documents and forms accurately and efficiently



POLICE RECORDS CLERK I

Ability to maintain a high degree of confidentiality regarding law enforcement, arrest documents, investigations, dispositions, and all criminal history records

Ability to tactfully handle irate customers and maintain self-control

Ability to work effectively with the public and employees

Ability to communicate effectively both orally and in writing

NECESSARY SPECIAL QUALIFICATION

Successful completion of a background investigation

MINIMUM EXPERIENCE AND TRAINING:

- (A) One year of general clerical experience including typing, data entry, public contact work; and graduation from high school or a General Equivalency Diploma (G.E.D.); or
- (B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills

ESTABLISHED: JANUARY 2019
FLSA: NON-EXEMPT
PAYGRADE: H

HAY EVALUATION:	KNOW-HOW:	C I 2	115
	PROBLEM SOLVING:	C 2 (19%)	22
	ACCOUNTABILITY:	C N II	33 (A3)
	TOTAL POINTS:		170

LOURDES A. LEON GUERRERO
Governor of Guam

EDWARD M. BIRN, Director
Department of Administration

**POLICE RECORDS CLERK II****NATURE OF WORK IN THIS CLASS:**

Employees in this class perform complex police clerical functions and duties related to the handling and processing of a variety of police records for the Guam Police Department under general supervision. Work involves the processing and keeping of varied police reports and records, review and intake, maintenance, dissemination and retrieval of documents for arrests, accidents, and criminal and non-criminal complaints.

Employees in this class are responsible for maintaining the confidentiality of highly sensitive information in strict compliance with established codes, rules and regulations.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Performs technical and clerical law enforcement support duties related to collecting, recording, maintaining, processing, editing and distributing confidential law enforcement data and information to police officers, investigators, outside departments/ agencies and other interested parties, applying public records and privacy laws and policies in the release of information and documents.

Type correspondence, reports, forms and other confidential and specialized documents from drafts or brief instructions; composes letters and other documents as necessary.

Retrieves, receives, reviews, processes and maintains a high volume of police data reports and records of criminal investigations, arrests, accidents, complaints and incidents. Maintains logbooks, all police blotters and other permanent documents of the Guam Police Department and stores them in compliance with the Department of Administration's retention schedule and storage policy

Certifies and authenticates documents on behalf of the Chief of Police

Leads lower level police records clerk personnel in the performance of their duties; explains department policies and procedures; assists in providing training to employees and police officers assigned to the records section.

Reviews, transcribes and disseminates, enters, maintains, and retrieves data, reports, and information into and from a variety of automated law enforcement record systems including the Law Enforcement Records Management System (LERMS) and the Virtual Computerized Criminal History (VCCH).

Process permit applications, collects fees, sets up files, enters information into computer system, receives and logs fingerprint cards



POLICE RECORDS CLERK II

Collects scheduled fees for police clearances, police and traffic reports, firearms identification cards, and Guam identification cards. Acts as a Treasure Agent for the Treasurer of Guam; maintains appropriate ledgers, prepares and issues receipts for fees collected.

Establish fingerprint jackets of arrested individuals; establishes and maintains criminal history of all arrested individuals, which is transferred to the Attorney General's office, Superior Court and the Guam Police Department for further investigation and filing of civil or criminal charges.

Assist sworn field personnel by searching records and requesting information from other law enforcement agencies in conjunction with field investigations being conducted by department personnel.

Matches case files with police reports and ensures all supplemental reports are included. Provide copies of reports to other law enforcement agencies.

Respond to inquiries, complaints and concerns from the general public, internal customers and other departments/ agencies.

Provide courteous and expeditious customer service to police personnel, Government of Guam officials, other law enforcement personnel and the general public.

Perform related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of modern office practices, procedures and equipment

Knowledge of the record keeping and filing practice procedures both electronically and manual filing

Knowledge of data processing methods and criminal database systems

Knowledge of rules, regulations and laws relating to the receipt, storage, security and release of police reports, records and pertinent information

Ability to learn, interpret, apply and explain law codes, regulations, policies and procedures

Ability to enter data into a law Enforcement Database and type a variety of documents and forms accurately and efficiently

Ability to maintain a high degree of confidentiality regarding law enforcement, arrest documents, investigations, dispositions, and all criminal history records



POLICE RECORDS CLERK II

Ability to comprehend guidelines established by FBI UCR standards and classifies crime data accordingly

Ability to work effectively with the public and employees

Ability to communicate effectively both orally and in writing

Skill in the use of computer operations

NECESSARY SPECIAL QUALIFICATION

Successful completion of a background investigation

MINIMUM EXPERIENCE AND TRAINING:

- (A) Two years of specialized police clerical experience involving public contact work and the operation of computerized criminal law enforcement data systems, including one year at the level of a Police Records Clerk I; and graduation from high school or a General Equivalency Diploma (G.E.D.); or
- (B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills related to general clerical work in the operation of criminal database systems

ESTABLISHED: JANUARY 2019
FLSA: NON-EXEMPT
PAYGRADE: I

HAY EVALUATION:	KNOW-HOW:	C 1 2	132
	PROBLEM SOLVING:	C 2 (22%)	29
	ACCOUNTABILITY:	C 1 C	<u>43 (A3)</u>
	TOTAL POINTS:		204

LOURDES A. LEON GUERRERO
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EDWARD M. BIRN, Director
 Department of Administration



POLICE RECORDS CLERK SUPERVISOR

NATURE OF WORK IN THIS CLASS:

This is supervisory level work over non-sworn police services classes assigned to the Records and Identification Section.

Employees in this class perform specialized police clerical functions and duties related to the handling and processing of a variety of police records for the Guam Police Department. Work involves processing and maintaining police documents, correspondence and statistics in accordance with law enforcement practices; ensures police records are prepared, filed, maintained, distributed and purged according to policies, procedures and regulations of the Guam Police Department and in strict compliance with established codes, rules, and local and federal mandates; and maintains the confidentiality of highly sensitive information in strict compliance with established codes, rules and regulations.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Supervises, coordinates, plans and reviews the activities of the Records and Identification Section; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods and procedural activities of police records/information.

Supervises and coordinates the preparation, processing, collection, indexing, storage, retrieval, dissemination and disposition of official police documents and information in accordance with federal and local laws and departmental general orders.

Supervises and evaluates subordinate personnel within the Records and Identification Section. Schedules and trains staff in work procedures to ensure that work is completed within legal and procedural requirements.

Coordinates the dissemination of law enforcement data and information to department staff, police officers, investigators, attorneys, outside departments/ agencies and other interested parties, and the general public, in compliance with laws, regulations, guidelines and procedures.

Develop, revises, and implements policies, procedures and guidelines of various police records management programs to ensure compliance with statutes affecting police department records functions, confidentiality, releasing of records and criminal history information.

Serves as the custodian of non-personnel records for the Guam Police Department; accepts and responds to subpoenas for the release of records, establishes schedules and methods for records maintenance, directs the destruction of police records in



POLICE RECORDS CLERK SUPERVISOR

accordance with departmental policy and local and federal mandates; establishes procedures for security access to police records

Ensures training to assigned personnel on computer database systems such as Computer Aided Dispatching (CAD), Merging Field Reports, Law Enforcement Records Management Systems (LERMS), and the Virtual Computerized Criminal History (VCCH); records management and importing information into a repository for the Guam Police Department.

Supervises the overall operation of police and public service counters providing services by the department such as copies of pending criminal reports, arrest reports, police clearances, Guam and Firearms ID, copies of traffic accident reports, and abstracts of criminal reports, etc. adhering to legal guidelines; responds to requests for background information from other agencies for employees and applicants

Ensure courteous and expeditious customer service to internal staff, police personnel, Government of Guam officials, other law enforcement personnel and the general public

Maintains effective work procedures in the records section; establishes schedules and procedures for providing and improving police records services; identifies resource needs and allocates resources accordingly with appropriate management staff; analyze, designs and implements changes and decisions as necessary; coordinates with other sections within and outside the Guam Police Department.

Interprets, applies and enforces all laws, regulations and procedures governing the security and processing of police records

Testifies in court as custodian of records or as otherwise required.

Prepares periodic statistical and narrative reports for internal use and submission to various law enforcement agencies

Assists in the development of the police records budget; keeps and prepares bi-weekly time sheets of employees in respective units; maintains an inventory of departmental supplies and equipment; coordinates the maintenance and repair of equipment.

Perform related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of modern and complex principles and practices of police records management and property administration

**POLICE RECORDS CLERK SUPERVISOR**

Knowledge of principles and practices of computer systems and procedural analysis and design

Knowledge of record keeping and filing procedures both manual and electronic in accordance with local and federal mandates

Knowledge of data processing methods and criminal database systems

Knowledge of rules, regulations and laws relating to the receipt, storage, maintenance, security, release and disposition of police reports, records and other pertinent information

Knowledge of criminal classification and codes used in the application of basic law enforcement terminology

Knowledge of modern office practices, procedures and operation of standard office equipment

Ability to develop work systems and procedures to ensure optimal efficiency and appropriate customer service orientation

Ability to supervise, train and evaluate subordinates; plan and schedule work assignments; and set priorities of assigned staff

Ability to keep abreast of updated laws, regulations and policies governing law enforcement records and custody of property

Ability to enter data into a Law Enforcement Database and type a variety of correspondence, reports, documents, forms and other materials accurately and efficiently

Ability to maintain a high degree of confidentiality regarding law enforcement records, arrest documents, investigations, dispositions, and all criminal and non-criminal history records

Ability to tactfully handle irate customers and maintain self-control

Ability to work effectively with the public and employees

Ability to communicate effectively both orally and in writing

Skill in the use of computer operations



POLICE RECORDS CLERK SUPERVISOR

NECESSARY SPECIAL QUALIFICATION

Successful completion of a background investigation

MINIMUM EXPERIENCE AND TRAINING:

- (A) Five years of specialized police clerical experience involving management of manual and computer-based records systems in a law enforcement agency, including one year at the level of a Police Records Clerk II; and graduation from high school or a General Equivalency Diploma (G.E.D.); or
- (B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills related to law enforcement clerical work in the records management and the operation of criminal database systems

ESTABLISHED: JANUARY 2019
FLSA: NON-EXEMPT
PAYGRADE: K

HAY EVALUATION:	KNOW-HOW:	D I 3	175
	PROBLEM SOLVING:	C 3 (29%)	50
	ACCOUNTABILITY:	C 2 C	<u>57 (A1)</u>
	TOTAL POINTS:		282

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