



GUAM POLICE DEPARTMENT

DIPATTAMENTON POLISIAN GUAHAN

Government of Guam



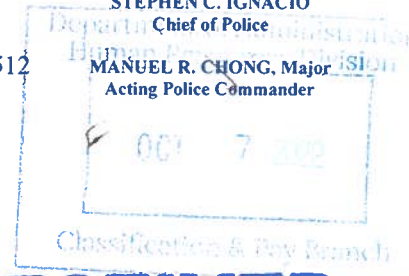
LOURDES A. LEON GUERRERO
Governor

JOSHUA F. TENORIO
Lieutenant Governor

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Telephone: (671) 475-8473 (Switchboard); (671) 475-8508 / 8509 / 8512
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STEPHEN C. IGNACIO
Chief of Police

MANUEL R. CHONG, Major
Acting Police Commander



September 19, 2022

RECEIVED

SEP 30 2022 10:25 AM

Department of Administration

Department of Administration
Director's Office
Human Resources Division

OCT - 5 2022

Administrative Branch

MEMORANDUM

To: Mr. Edward M. Birn
Director, Department of Administration (DOA)
Attn: Human Resources Manager

From: Chief of Police, Guam Police Department

Subject: **Request for Creation of Position**
Re: Police Sergeant Major

Buenas Yan Hafa Adai! The Guam Police Department (GPD) requests the long overdue creation of the Police Sergeant Major position. To assist in this process, attached are the following documents:

1. Proposed Job Specification
2. Position Description
3. Organizational Chart

The creation of the Police Sergeant Major position is necessary to give recognition provided by this position, which for over thirty (30) years have been the increased duties and responsibilities of a Police Sergeant II appointed by the Chief of Police. The GPD Police Sergeant Major has predominantly overseen the individual training requirements of Police Officers I through Police Sergeant I who are assigned to the line units of the Operations and Investigation Bureaus. As the Chairperson of the GPD Training Committee, the Police Sergeant Major has ensured that training needs for uniformed personnel, critical to their performance in the field, is identified and addressed in the most expeditious manner possible.

Additional duties of the Police Sergeant Major include, but are not limited to, providing recommendations to the Chief of Police, Police Commander, and Division Chiefs on matters pertaining to training, discipline, rank and file assignments and promotions, awards, and the police uniform. The Police Sergeant Major is required to personally brief every new police officer in the department. The briefing must cover the policies of the Department in detail, with emphasis on conduct and discipline.

MEMORANDUM to Mr. Edward M. Birn
Director, Department of Administration (DOA)
Subject: Request for Creation of Position
Re: Police Sergeant Major
September 19, 2022
Page 2 of 2

Thank you for your attention to this request for the creation of a Police Sergeant Major position in the Guam Police Department. If you have any questions or additional requirements, please contact Major Andrew B. Quitugua at: andrew.quitugua@gpd.guam.gov. *Si Yu'os Ma'ase*.


STEPHEN C. IGNACIO

Attachments
SCI:ABQ/scr



EDWARD M. BIRN
Director (Direktot)

ELIZABETH T. FISHER
Deputy Director (Sigundo Direktot)

**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION
(Dibision Inadilanto yan Guinaha Para Taotao)
Telephone (Telifon): (671) 475-1174/1201 • Fax (Faks): (671) 477-3671



LOURDES A. LEON GUERRERO
Governor (Maga'hága)

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

May 13, 2024

HRD No.: 22-516

MEMORANDUM

To: Personnel Services Administrator, Human Resources Division

From: Personnel Specialist III, Classification and Pay Branch

Subject: Notice of Proposed Creation of Position
RE: Police Sergeant Major

Buenas yan Hafa Adai! This is to request your approval to prepare the proposed creation of the Police Sergeant Major position at the request of the Chief of Police, Guam Police Department. The proposed position is intended to enhance managements command and control over the needs of uniformed personnel in areas critical to the department's operations such as officer training needs, performance management, discipline, rank and file assignments and promotions, awards, the police uniform and the overall morale and welfare of the men in blue.

The recommended job evaluation for the Police Sergeant Major is as follows:

POSITION TITLE	KNOW-HOW	PROBLEM-SOLVING	ACCT	TOTAL POINTS	PAY GRADE
Police Sergeant Major	E II 2 230	E 3 (33%) 76	E 2 C 100	406	N (GPP)

Upon approval of this request, the Classification Branch will post the proposed job specification on the Department of Administration's website for a period of ten (10) work days pursuant to 4 GCA §6303(c)(2) for comments. Additionally, electronic copies will be provided to the various local media outlets.

Should you have any questions or require further information, please do not hesitate to call on me or the Classification and Pay staff. *Si Yu'os Ma'ase!*

ROSEZETTE SANTOS

Attachments

<input checked="" type="checkbox"/> APPROVED <hr/> SHANE G.L. NGATA, PSA Human Resources Division Date: 05/14/24

**POLICE SERGEANT MAJOR
(Proposed Creation)**

04.416

DRAFT as of 04/29/24

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 normal 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.

**POLICE SERGEANT MAJOR
(Proposed Creation)**

04.416

DRAFT as of 04/29/24

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.

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:

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

ESTABLISHED:

PAYGRADE: N (LEPP)

STATUTE: Section 77114, 10GCA

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

EDWARD M. BIRN, Director
Department of Administration

LOURDES A. LEON GUERRERO
Governor of Guam

DEPARTMENT OF ADMINISTRATION POSITION DESCRIPTION QUESTIONNAIRE

I. IDENTIFICATION

Official Position Title: <u>(Proposed) Police Sergeant Major</u>	Official Position No.: _____
Job Location: <u>Guam Police Department</u> <u>Office of the Chief of Police</u>	
(Department/Agency)	(Division) (Section/Unit)
Name: <u>Vacant</u>	
Last	First Middle Initial
Pay Grade: _____ <input type="checkbox"/> Classified	<input type="checkbox"/> Unclassified <input type="checkbox"/> Position Vacant
Supervisor: <u>Stephen C. Ignacio</u>	<u>Chief of Police</u>
(Name of Direct Supervisor)	Title of Supervisor

II. DESCRIPTION OF DUTIES

Duty NO. or % of Time	<p>ESSENTIAL FUNCTIONS: Organize and list duties and responsibilities that MUST be performed. List duties in one of the formats below.</p> <p style="margin-left: 40px;">(1) The daily work assignments, beginning with the first duty and ending with the last duty for the day.</p> <p style="margin-left: 40px;">(2) Percentage of time and show % for each (total % equals 100%).</p> <p style="margin-left: 40px;">(3) Order of importance, beginning with the most important.</p> <p>Mark (✓ or X) one format only: <input type="checkbox"/> (1), <input type="checkbox"/> (2), <input type="checkbox"/> (3)</p>
1.	Manage the individual training requirements of Police Officers' I through Police Sergeants' I, in the Guam Police Department.
2.	Ensure that GPD Operations Sergeants appropriately manage the compliance of General Orders, Special Orders, Unit Directives, and department personnel rules and regulations, by rank and file personnel
3.	Ensures that every newly recruited GPD Police Officer is received and briefed on GPD policies in detail, with emphasis on professional conduct and discipline
4.	Advises the Chief of Police and the Police Commander on matters pertaining to training, discipline, rank and file assignments and promotions, awards, and the police uniform.
5.	Advises the Chief of Police of systemic concerns affecting the rank and file for resolution
	NON-ESSENTIAL OR ADDITIONAL FUNCTIONS: List duties and responsibilities not listed above that may be performed, as assigned.
1.	Serves as the Chairperson of the GPD Training Committee
2.	Attends meetings and conferences with agencies and organizations, representing GPD's rank and file capability through training and discipline
3.	Advises individuals and groups to explore and assists them in determining options to help resolve conflicts, Problematic issues, or concerns.

III. CONTACTS: Departments, agencies and individuals you deal with during the course of your daily activities.

A.	Within your department / agency. Mark (X or ✓) one box:
	<input type="checkbox"/> None <input type="checkbox"/> Up to 15% of total working hours
	<input type="checkbox"/> 15 – 50% of total working hours <input checked="" type="checkbox"/> Over 50%
B.	Outside your department / agency. Mark (X or ✓)
	<input type="checkbox"/> None <input type="checkbox"/> Up to 15% of total working hours
	<input checked="" type="checkbox"/> 15 – 50% of total working hours <input type="checkbox"/> Over 50%

provides the minimum knowledge, abilities, and skills.
Supervisor / Management:

If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.

2. FORMAL EDUCATION OR TRAINING:
Mark (✓ or X) the **most** applicable education level required.

- a. Below High School – Show Number of Years
- b. High School Graduation / GED
- c. Vocational / Technical School

Show specific training that is required by this position.

- d. Some College

Show number of Semester Hours 60 or Quarter Hours _____.

Show specific courses required by the essential functions of this job.

Criminal Justice Administration, Public Administration

- e. College Degree (Show major area of study required.)

Associate's : Criminal Justice and other related science courses

Bachelor's: _____

Master's: _____

Beyond Masters: _____

3. CRITICAL SKILLS / EXPERTISE: List specialized skills or specialization needed to perform essential functions.

4. LICENSE, REGISTRATION OR CERTIFICATION:

List possession of required license, professional registration/certification needed to perform essential functions.

B. MENTAL / VISUAL, PHYSICAL, AND ENVIRONMENTAL JOB REQUIREMENTS:

1. Mark (✓ or X) the most appropriate physical requirement(s) for the job.

- Sitting** The job requires the employee to sit in a comfortable position most of the time. The employee can move about.
- Sitting** Employee is required to sit for extended periods or time without being able to leave the work area.
- Sitting/Standing/Walking** The employee is required to sit, stand, walk most of the time.
- Climbing** Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.
- Lifting** Employee is required to raise or lower objects from one level to another regularly.
- Pulling and/or Pushing** The job requires exerting force up to _____ pounds on a regular basis to move the object to or away from the employee.
- Carrying** The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).
- Reaching** The employee is regularly required to use the hands and arms to reach for objects.
- Stooping and Crouching** The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.
- Crawling** Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.
- Speaking** The job requires expressing ideas by the spoken word.
- Listening** The job requires the perception of speech or the nature of sounds in the air.
- Other** Describe the requirement.

2. Mark (✓ or X) the most appropriate mental / visual requirement for the job.

- General Intelligence** (typical requirement for machine operators, office staff, etc.)
- Motor Coordination Skills** (typical for automotive mechanic, painter, etc.)
- Coordination of Eyes, Hands, and Feet** (typical for tractor trailer driver, fire fighter, line electrician, etc.)
- Verbal Intelligence** (typical for counselors, customer service representatives, etc.)
- Numerical Intelligence** (typical for an accounting clerk, cargo checker, etc.)
- Other:**

3. The job's most appropriate work environment and the weather exposure.

Show what percent of a typical workday is spent.
(Select one response only)

- 90 % Indoors in a comfortable temperature-controlled environment (for instance, in an office).
- % Indoors in a non-temperature-controlled environment (such as an open garage, storerooms and warehouses, etc.)
- 10 % Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)
- % Outdoors but in an enclosed vehicle protected from extreme weather conditions.

4. Other physical working conditions

[X] Mark (X or √) if none of the following is applicable.

Show what percent of a typical workday this position is exposed to:

- ____ % Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odors).
- ____ % Vibration (i.e., operating jackhammer, impact wrench).
- ____ % Noise (Exposure at a level enough to cause hearing loss or fatigue).
- ____ % An improperly illuminated or awkward and confining work space.
- ____ % Working above ground level where the chance of falling exists (i.e., on ladders, rooftops, bucket trucks, scaffolding).
- ____ % Lifting or carrying items or objects. Describe item/object and weight:

- ____ % Heat. Describe source and degree of high temperature.

- ____ % Cold. Describe source and degree of cold temperature:

- 10 % Other hazards. Describe:
Armed criminals, decomposed bodies, airborne toxins, and harmful viruses

5. Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.

[X] Mark (X or √) if not applicable.

CONDITION	FREQUENCY OF EXPOSURE

C. Work Schedule/Hours – Mark (√ or X) the most appropriate work schedule/hours for the job.

- [] Regular – Standard Eight (8) hours daily, Monday – Friday
- [] Irregular – Shift work – A 24-hour work operation.
- [✓] Regular / Irregular – Overtime hours with overtime pay entitlement
State Purpose and Total Hours required per pay period:
Assist in crime scene management and supervise on an as needed basis

- [] Regular / Irregular – Overtime hours without overtime pay entitlement
State Purpose and Total Hours required per pay period:

<hr/> <hr/>

The information given on this position is complete and correct.

Signature of Employee

Date

VIII. SUPERVISOR'S REVIEW

IMPORTANT: This Block To Be Filled Out Only By The Direct Supervisor

a.	<p>(1) Has the employee correctly stated his or her official payroll position title? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(2) If not, what is the correct title? _____</p>								
b.	<p>(1) Are the employee's statements about the duties of his/her position and the supplementary information complete and accurate? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(2) If not, what additions, deletions or corrections should be made? (Refer to block and page)</p> <p>_____</p> <p>_____</p> <p>_____</p>								
c.	<p>What positions under your supervision perform the same essential functions Give name and title:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%; text-align: center;">Name</th> <th style="width: 40%; text-align: center;">Title</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	Name	Title	_____	_____	_____	_____	_____	_____
Name	Title								
_____	_____								
_____	_____								
_____	_____								
d.	<p>Does this position require (mark one)</p> <p><input type="checkbox"/> Immediate supervision on a regular basis, <input type="checkbox"/> Immediate supervision only for new/complex tasks, or <input type="checkbox"/> Little immediate supervision.</p>								
e.	<p>Does the employee participate in (mark those appropriate) the</p> <p><input type="checkbox"/> Formulation, <input type="checkbox"/> Interpretation, and/or <input type="checkbox"/> Application of Agency/Department policy. Give examples:</p> <p>_____</p> <p>_____</p> <p>_____</p>								
f.	<p>The employee (mark one)</p> <p><input type="checkbox"/> Performs routine, well-defined tasks, <input type="checkbox"/> Performs moderately complex tasks requiring moderate knowledge of Agency's/Department's work; or <input type="checkbox"/> Performs complex tasks requiring extensive knowledge of Agency's/Department's work.</p>								

I certify to the accuracy of the description of duties, responsibilities and organizational relationships provided herein; further, that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes on the use of public funds. The false or misleading statement may constitute violations of such statutes or their implementing regulations.



 Signature of Immediate Supervisor



 Date



 Signature of Department/Agency Head



 Date

IX.

Human Resources Office Review:

Date: _____

Reviewed by: _____
Position Title

Name

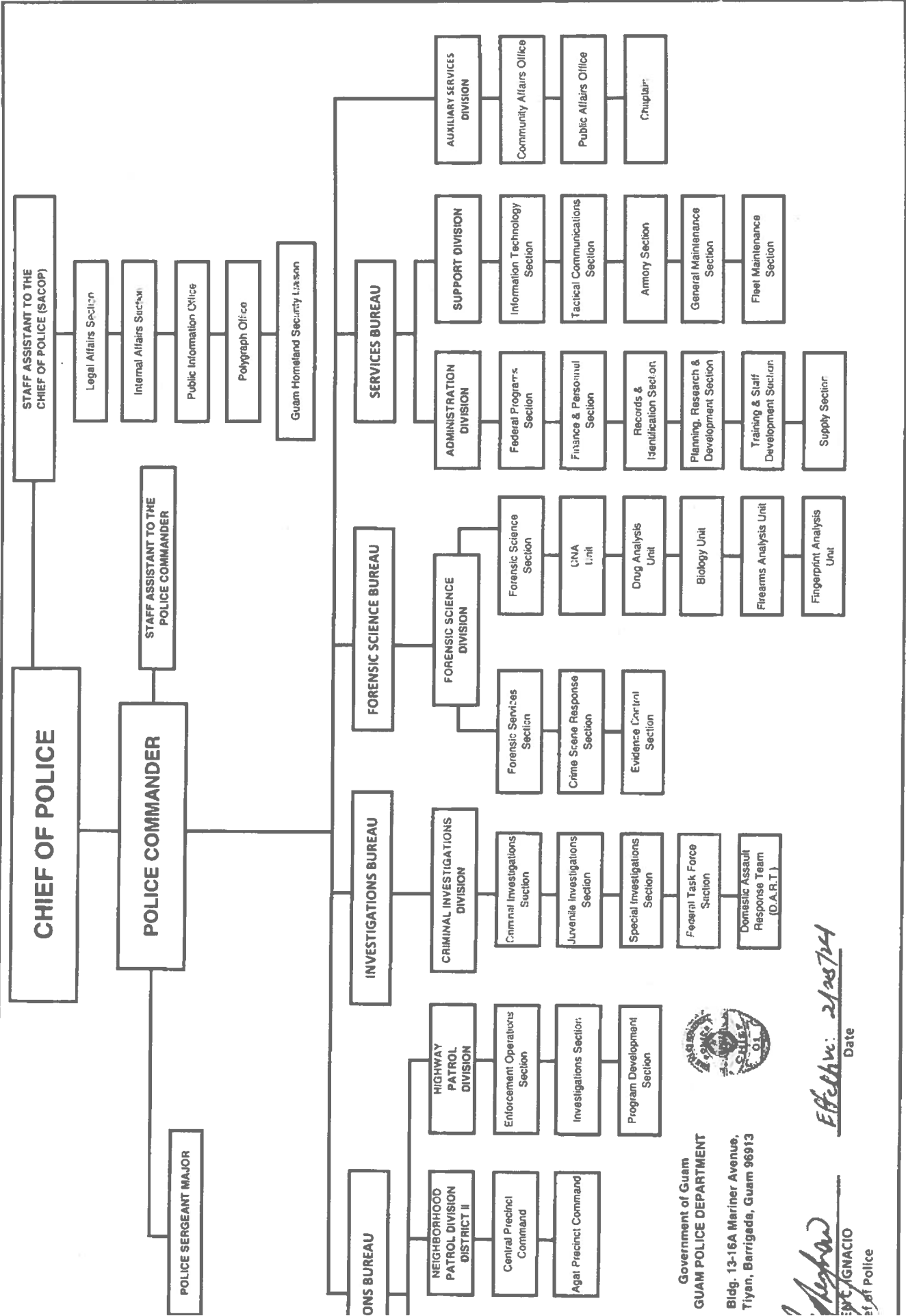
Classification Correct: [] Yes [] No

If not, corrective action taken: (Attach copy of review made)

Approved by: _____
Human Resources Manager

Date

GUAM POLICE DEPARTMENT ORGANIZATIONAL STRUCTURE



Government of Guam
 GUAM POLICE DEPARTMENT
 Bldg. 13-16A Mariner Avenue,
 Tiyan, Barrigada, Guam 96913

Alphar
 Effective: 2/15/14
 Date

Alphar
 IGNACIO
 Chief of Police