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GUAM POLICE DEPARTMENT

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Chief of Police

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July 03, 2025

Mr. Edward M. Birn
Director
Department of Administration (DOA)
Suite 224 ITC Building
590 South Marine Corps Drive
Tamuning, Guam 96913

**Subject: Request for Initiation of Job Creation for Critical Positions
within the Guam Police Department (GPD)**

Dear Mr. Birn:

Buenas yan Hafa Adai! I hope this letter finds you safe and well.

I hereby formally request the creation of several critical civilian support positions within the Guam Police Department (GPD). These roles are strategically intended to enhance the Department's operational readiness, administrative integrity, and forensic capacity. More importantly, they align with GPD's mission to provide effective, efficient, and professional law enforcement services to the people of Guam.

Requested Positions

We are seeking approval to initiate the creation of the following positions under a proposed Police Series civilian classification:

1. Police Purchasing Officer
2. Police Inventory Management Officer
3. Firearms Examiner I
4. Firearms Examiner II
5. Firearms Examiner III
6. DNA Analyst
7. DNA Technical Leader

Purpose and Justification

The intent of these proposed job descriptions is to establish a dedicated technical support element within the GPD. These positions are distinct from existing Government of Guam roles due to the confidential, technical, and law enforcement-specific nature of the work. Each role directly supports critical public safety functions and the overarching departmental objectives of accountability, transparency, and operational effectiveness.

As part of this initiative, the GPD continues its effort to align its civilian positions with law enforcement operational needs, as was initiated and successfully implemented with the establishment of the Police Records Clerk Series in 2019. This ongoing approach ensures appropriate positioning and classification of roles based on the specialized duties inherent in civilian support for police administration and operations.

This request is also aligned with nationally-recognized standards and best practices from agencies and organizations that guide professional law enforcement operations and forensic services. These include:

- **The Federal Bureau of Investigation (FBI)**, which issues **Quality Assurance Standards for Forensic DNA Testing Laboratories**, requiring defined qualifications for DNA analysts and technical leaders, and rigorous validation protocols for forensic testing.
- **The National Institute of Justice (NIJ)**, which advocates for the integration of professional forensic and technical support roles in law enforcement to improve investigative outcomes and reduce reliance on external services.
- **The Association of Firearm and Tool Mark Examiners (AFTE)**, which provides standardized guidelines for the training, competency, and operational responsibilities of firearms examiners, forming the basis for the tiered Firearms Examiner I–III classification.
- **The former National Commission on Forensic Science (NCFS)**, which emphasized the need for scientific independence, credentialed personnel, and reliable forensic practices in criminal justice agencies.
- **The International Association of Chiefs of Police (IACP)**, which recommends the strategic deployment of qualified civilian personnel to support police operations in technical and specialized roles, such as procurement, inventory, and forensic science.

Together, these national frameworks support the professionalization and appropriate classification of civilian personnel in law enforcement agencies and reinforce the need for the proposed positions within the Guam Police Department.

Alignment with Departmental Goals

These proposed positions are designed to complement GPD's strategic goals by:

- Enhancing investigative capabilities through forensic science;
- Strengthening resource accountability through law enforcement-specific procurement and inventory management;
- Supporting sworn personnel by providing specialized civilian expertise in non-sworn but mission-critical functions; and
- Increasing the department's capacity to deliver timely and accurate investigative results.

This Police Series approach not only supports operational needs but also reflects our long-term objective to professionalize civilian roles within law enforcement in a manner consistent with national policing standards and accreditation requirements.

Police Purchasing Officer & Inventory Management Officer

These roles are critical to maintaining secure and compliant procurement and logistics functions, including the acquisition, storage, and distribution of law enforcement-specific equipment. Due to the sensitive nature of these materials—such as firearms, forensic tools, and surveillance equipment—these positions require:

- Confidentiality and secure handling of restricted-use items;
- Familiarity with law enforcement protocols and procurement regulations; and
- Responsibility for asset tracking and documentation critical to both internal audits and external reviews.

These duties are fundamentally different from general purchasing or warehouse roles within the broader government due to the high level of operational sensitivity and potential investigative impact.

Firearms Examiner I, II, and III

These forensic roles are vital to processing firearm-related evidence in criminal investigations. Each level in this classification builds on the previous in terms of case complexity, training, and legal responsibility. Required qualifications include:

- Completion of a structured forensic firearm training program (2–3 years);
- Use of comparison microscopy and ballistic databases such as NIBIN;
- Adherence to standards established by the Association of Firearm and Tool Mark Examiners (AFTE); and
- Experience in courtroom testimony and chain-of-custody documentation,

These positions will establish internal forensic capabilities, improve turn-around times for firearm analysis, and support criminal prosecutions with reliable, expert evidence.

DNA Analyst & DNA Technical Leader

These positions support the forensic processing of biological evidence in a controlled, accredited environment. These roles are essential for compliance with federal and national standards, including:

- FBI Quality Assurance Standards for Forensic DNA Testing;
- Proficiency testing and documentation protocols; and
- Oversight of laboratory validation, quality assurance, and technical staff (for the DNA Technical Leader).

Given the critical role of DNA evidence in modern law enforcement, these positions will dramatically improve the GPD's investigative capabilities and reduce reliance on external forensic service providers.

Salary Benchmarking and Comparability

<u>Position Title</u>	<u>Proposed Salary Range</u>	<u>Comparable Federal Range (GS)</u>
Police Purchasing Officer	\$45,000 – \$60,000	GS-7 to GS-9 (\$55,000 – \$ 65,000)
Police Inventory Mgmt Officer	\$50,000 – \$65,000	GS-7 to GS-9 (\$60,000 – \$ 70,000)
Firearms Examiner I	\$55,000 – \$65,000	GS-7 to GS-9 (\$60,000 – \$ 75,000)
Firearms Examiner II	\$65,000 – \$75,000	GS-9 to GS-11 (\$75,000 – \$ 85,000)
Firearms Examiner III	\$75,000 – \$85,000	GS-11 to GS-12 (\$85,000 – \$ 95,000)
DNA Analyst	\$60,000 – \$80,000	GS-9 to GS-11 (\$70,000 – \$ 85,000)
DNA Technical Leader	\$75,000 – \$95,000	GS-12 to GS-13 (\$90,000 – \$100,000)

Salary proposals are informed by Region 9 comparability data and aligned with federal standards to ensure competitiveness in recruitment and retention.

Coordination with Human Resources

We recognize the need for thorough classification and compliance with Government of Guam Human Resources protocols. GPD is fully committed to working collaboratively with your team throughout this process. To streamline this effort, we propose submitting the requests in phased groups, beginning with the positions most critical to current operational needs.

Letter to Mr. Edward M. Birn, Director
Department of Administration (DOA)

**Subject: Request for Initiation of Job Creation for Critical Positions
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Attachments

- Draft Position Descriptions (PDQs)
- Proposed Job Classifications
- Excerpts from GPD General Order 120-06
(Organizational Structure and Functional Statement, pp. 25–33)

These proposed Police Series positions represent a strategic investment in the department's technical capacity and long-term service excellence. They will directly support the GPD's mission to uphold public safety through innovation, accountability, and professional standards.

Thank you for your time and consideration. I look forward to your support and to collaborating with your office to move forward with this important initiative.

Sincerely,



STEPHEN C. IGNACIO
Chief of Police

Attachments

SCI:CNC/scr



EDWARD M. BARRA
Director (Direktor)
RENA K. BORJA
Deputy Director (Sigundo Direktot)

ADMINISTRATIVE DEPARTMENT

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JORDES A. LEÓN GUERREIRO
Governor (Maga'håga)
JOSHUA F. TENORIO
1st. Governor (Sigundo Maga'håhi)

June 16, 2026

HRD NO.: 25-259

MEMORANDUM

To: Personnel Services Administrator, Human Resources Division

From: Personnel Specialist IV, Human Resources Division

Subject: Creation and Amendment of Positions
RE: Firearms Examiner I, II and III
DNA Analyst I and II
Chief Criminalist
Police Inventory Management Officer
Police Purchasing Officer

Buenas yan Háfa Adái! This memorandum is respectfully requesting approval to create and amend classification specifications for the above-mentioned positions, at the request of the Chief of Police, Guam Police Department (GPD).

The proposed creation of the Firearms Examiner I, II and III and the DNA Analyst I and II positions are in response to the need to establish technical positions which directly support critical public safety functions and the objectives of the Forensic Laboratory. The qualification requirements are aligned with nationally recognized standards and best practices from agencies and organizations that guide professional law enforcement operations and forensic services.

The following is our recommended Hay Evaluation for the proposed creations.

PROPOSED POSITION TITLE	KNOW-HOW	PROBLEM SOLVING	ACCOUNTABILITY	TOTAL POINTS	PAY GRADE
Firearms Examiner I	E I 1 175	D 3 33% 57	D 1 C 66	298	L
Firearms Examiner II	E I 1 200	E 3 33% 66	D 1 C 76	342	M
Firearms Examiner III	E I 2 230	E 3 38% 87	E 1 C 100	417	N
DNA Analyst I	E I 2 230	E 3 33% 76	E 1 C 87	393	N
DNA Analyst II	E I 3 264	E 3 38% 100	E 2 C 115	479	O

To appropriately align the duties and responsibilities of the Forensic Science Division structurally and organizationally, and to reflect updates that align with current compliance requirements programmatic needs, and leadership responsibilities of the forensic laboratory, we propose to

amend the current classification specification of the Chief Criminalist position to effectively carry out the mission and goals of GPD.

The following is our recommended Hay Evaluation for the proposed amendment.

POSITION TITLE	KNOW-HOW	PROBLEM SOLVING	ACC	TOTAL POINTS	PAY GRADE
Chief Criminalist	E II 3 304	E 3 38% 115	E 2 C 132	551	P

In addition to the proposed creation of positions within the forensic laboratory, GPD is requesting to create a Police Inventory Management Officer and a Police Purchasing Officer position. A cross section of positions was analyzed throughout the classification position listing and found similar positions to the Police Inventory Management Officer, such as the Inventory Management Officer and the Property Control Officer positions, that would be able to perform the required functions listed in the request. The Inventory Management Officer position would encompass all the duties and responsibilities associated with the operation and administration of programs related to supply inventory activities.

The essential function of the Police Purchasing Officer position is to manage the procurement of essential police equipment, materials and supplies to support the operational needs of GPD. However, the General Services Agency (GSA) is responsible for providing and administering centralized procurement activities of the government of Guam, in accordance with the Guam Procurement Law: 5 GCA, Ch. 5, §5110. GSA coordinates and confers with department heads and employees government-wide regarding general and specific supply and services needed. Therefore, the request to create the Police Inventory Management Officer and Police Purchasing Officer positions are not recommended.

Should you have any questions, please do not hesitate to contact our Classification and Pay Branch at 475-1174/1201. ***Dangkolo na Agradesimiento!***



ROSEZETTE NT SANTOS

☒ APPROVED

☐ DISAPPROVED


TONY C. AGUON, PSA
Human Resources Division

Date:

Attachments

NATURE OF WORK IN THIS CLASS:

This is professional and administrative forensic investigation work directing and managing forensic sciences involving the scientific examination of physical evidence with the use of scientific principles and laboratory techniques in support of criminal investigations.

The employee oversees the Forensic Science Division, which includes the Drug Analysis Unit, Latent Fingerprint Analysis Unit, Firearms/Toolmark Analysis Unit and the Biology/ DNA Unit.

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.)

Administers the programs and activities of the Forensic Science Division; executes more complex procedures in criminal investigation and identification; ensures timely and quality forensic services in compliance applicable accreditation standards, quality assurance requirements, federal, state and local regulations and the Guam Police Department's policies and procedures.

Supervises the maintenance and flow of laboratory records and reports; evaluates laboratory methods and procedures; standardizes new methods.

Oversees the Quality Management System, including internal and external audits, corrective and preventative actions, document control, management reviews and accreditation readiness.

Develops laboratory policies, standard operating procedures and strategic goals aligned with accreditation standards and agency needs; determines the implementation of new developments and processes for greater efficiency and accuracy.

Performs independent and complex research in connection with problems relating to laboratory procedures and techniques; represents Forensic Science Division at scientific meetings and conferences.

Supervises and participates in very complex field investigations at scenes of crimes and other pertinent locations.

Performs very complex laboratory examinations in chemical, microscopic, spectrographic, x-ray diffraction, photographic, photomicrographic, tissue and related analysis and procedures.

Testifies in court as an expert witness; presents scientific findings.

Qualifies and quantifies unknown substances by means of chemical, physical and instrumental analysis such as gas chromatography and chemical microscopy by chemical, spectrographic or microscopic examination.

Maintains training programs for laboratory personnel, University interns, Contract Scientists or trainees from other agencies.

Manages grants awarded to the Forensic laboratory; oversees grant planning, deliverables, procurement and performance rating.

Collaborates with law enforcement officers, prosecutors, forensic experts and other interested parties on forensic issues, evidence coordination and crime scene strategy.

Represents laboratory at command staff meetings, stakeholder briefings, legislative hearings and interagency discussions.

Keeps abreast with current developments in forensic science, laws and best practices through continuing education.

Participates in ongoing training and development to advance technological knowledge and skills in forensic testing and analysis as required.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, methods, materials, equipment and techniques of criminalistics and investigations.

Knowledge of the principles of chemical, biochemical, physical and analytical methodologies used in forensic analysis.

Knowledge of the rules of evidence, scientific principles and analytical techniques as they relate to the analysis of criminal evidence in support of criminal investigations.

Knowledge of the handling and analysis of corrosive agents, chemical reagents, explosives, contaminated and diseased evidence.

Knowledge of investigative techniques including ballistics, toxicology, serology, comparative micrography, forensic chemistry, photomicrography, spectroscopy, diffractometry and stoichiometry.

Knowledge of laboratory software programs such as Automated Ballistic Identification Systems (ABIS), Automated Fingerprint Identification System (AFIS), GeneMapper, STRmix, CODIS, and LIMS for data analysis, documentation and case tracking.

Knowledge of safety practices including the handling and disposal of hazardous chemicals and potentially infectious biological samples.

Ability to administer the programs and activities of the forensic laboratory division.

Ability to apply scientific methods and critical thinking to solve forensic issues related to forensic analysis, evidence collection and preservation.

Ability to supervise and train subordinates and others in the performance of laboratory analysis work.

Ability to ensure compliance with applicable accreditation, regulatory and quality assurance requirements including the Federal Bureau of Investigations (FBI) Quality Assurance Standards (QAS), which govern forensic laboratory operations.

Ability to pass periodic proficiency tests in forensic analysis as required.

Ability to communicate effectively orally and in writing; and maintain records and prepare comprehensive forensic reports and present scientific findings.

Ability to testify as an expert witness in court.

Ability to maintain confidentiality and professional ethics in handling sensitive case information.

Ability to establish and maintain effective working relationships with coworkers, police personnel, other forensic laboratories or law enforcement agencies, and the general public.

Skill in the operation of forensic laboratory tools and equipment used in forensic analysis.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

- A. Eight (8) years of experience performing chemical or physical analytical laboratory work in a forensic science laboratory, including three (3) years of supervisory work directing a forensic discipline and graduation from a recognized

**CHIEF CRIMINALIST
(PROPOSED AMENDMENT)**

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college or university with a bachelor's degree in physics, chemistry, biology, forensic science, criminalistics or other natural science; **or**

- B. Any equivalent combination of experience and training beyond a bachelor'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 and maintain membership in at least one relevant established professional organization recognized within the forensic community. Organization includes but are not limited to the following:
1. AAFS: American Academy of Forensic Sciences
 2. SWAFS: Southwestern Association of Forensic Scientists
 3. AFTE: Association of Firearms and Toolmark Examiners
 4. IAI: International Association for Identification
 5. ASCLD: The American Society of Crime Laboratory Directors

AMENDED: JUNE 2026

ESTABLISHED: JULY 1980

PAYGRADE: P (GPP)

HAY EVALUATION:	KNOW-HOW:	E II 3	304
	PROBLEM SOLVING:	E 3 (38%)	115
	ACCOUNTABILITY:	E 2 C	132
	TOTAL POINTS:		551

This standard revises and supersedes the standard established in July 1980.

LOURDES A. LEON GUERRERO
Governor of Guam

EDWARD M. BIRN, Director
Department of Administration