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GUAM POLICE DEPARTMENT

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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. BORJA
Director (Direktor)
RENA K. BORJA
Deputy Director (Sigundo Direktot)

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JOSÉ A. LEÓN GUERRERO
Governor (Maga'håga)
JOSHUA F. TENORIO
Lt. 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 Håfa Adai! 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 1 1 175	D 3 33% 57	D 1 C 66	298	L
Firearms Examiner II	E 1 1 200	E 3 33% 66	D 1 C 76	342	M
Firearms Examiner III	E 1 2 230	E 3 38% 87	E 1 C 100	417	N
DNA Analyst I	E 1 2 230	E 3 33% 76	E 1 C 87	393	N
DNA Analyst II	E 1 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 moderately complex technical and professional work involved in the examination of biological evidence with the use of scientific principles and laboratory techniques for criminal investigations.

Employees in this class perform moderately complex duties involving forensic examination of biological evidence through DNA analysis in support of law enforcement and criminal investigations. Incumbents perform independent analysis, interpret results, communicates findings both in technical and legal contexts, and provides expert witness testimony while adhering to accepted forensic science standards and accrediting body requirements.

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.)

Conducts forensic DNA analysis including screening, extraction, quantification, amplification, separation and profile interpretation from crime scene and reference samples using various chemicals and reagents.

Analyzes forensic biological evidence using accepted DNA methodologies, including but not limited to STR, Y-STR and mitochondrial DNA analysis.

Operates and maintains complex laboratory equipment used in DNA analysis.

Maintains chain of custody procedures according to established protocols and ensures evidence integrity in handling, analysis and preservation of evidence and/or reference samples.

Documents all analytical procedures in case files.

Evaluates, interprets and compares DNA profiles, complex DNA mixtures; performs statistical calculations related to DNA match probabilities and/or likelihood ratios using approved methods and software.

Interprets data and prepares written technical reports on findings and conclusions of DNA evidence for law enforcement and prosecuting authorities

Participate in internal and external audits, proficiency testing, method validations and accreditation activities.

Provides expert witness testimony in court regarding examination findings, conclusions and methodology of DNA analysis.

Assists in the training of new analysts and in the development of laboratory procedures.

Assists in the training and mentoring of laboratory personnel, law enforcement personnel and students on forensic DNA topics.

Complies with all federal, state and local regulations and the Guam Police Department's policies and procedures.

Adheres to standard operating procedures and safety protocols during evidence collection, examinations and laboratory analysis.

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 DNA testing and analysis as required.

Perform related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

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

Knowledge of molecular biology, human genetics and population genetics.

Knowledge of scientific principles and analytical techniques in a crime laboratory setting to support criminal investigations.

Knowledge of laboratory software programs such as GeneMapper, STRmix, CODIS, and LIMS for DNA 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 meet and maintain the Federal Bureau of Investigations (FBI) Quality Assurance Standards (QAS).

Ability to apply scientific methods and critical thinking to solve forensic issues related to forensic DNA analysis.

Ability to apply statistical methods to calculate match probabilities or likelihood ratios.

Ability to apply the methods and procedures of evidence collection and preservation.

Ability to follow oral and written technical instructions, standard operating procedures, make accurate observations and work in a safe and prudent manner.

Ability to pass periodic proficiency tests in forensic DNA 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 read, understand and follow departmental policies, rules, instructions, laws and ordinances, including the Guam Police Department's General Orders, Special Orders and Unit Directives.

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 DNA analysis.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

- A. Two (2) years of experience in a forensic DNA laboratory performing forensic human DNA analysis and graduation from a recognized college or university with a bachelor's degree in Forensic Science, Chemistry, Biology, or closely related field, with at least nine (9) semester hours in biology or chemistry related areas that provide an understanding of the foundation of DNA analysis, and three (3) semester hours in statistics or population genetics; **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 submit to fingerprinting and pass a background investigation

ESTABLISHED: MAY 2026

PAYGRADE: N (GPP)

HAY EVALUATION:	KNOW-HOW:	E I 2	230
	PROBLEM SOLVING:	E 3 (33%)	76
	ACCOUNTABILITY:	E 1 C	87
	TOTAL POINTS:		393

LOURDES A. LEON GUERRERO
Governor of Guam

EDWARD M. BIRN, Director
Department of Administration

NATURE OF WORK IN THIS CLASS:

This is complex technical and professional work involved in providing leadership, expertise and technical oversight for all DNA-related forensic casework performed within the Guam Police Department's Forensic Science Division.

Employees in this class oversee aspects of forensic DNA analysis and highly specialized forensic evaluations, including screening, evidence handling, data interpretation, scientific validity, case reporting and expert testimony while maintaining regulatory compliance and quality assurance.

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.)

May serve as DNA Technical Leader. Provides technical oversight and leads forensic DNA analysts in the application of accepted DNA methodologies, including but not limited to STR, Y-STR, mitochondrial DNA, probabilistic genotyping and next-generation sequencing (NGS).

Conducts technical and administrative review of DNA casework reports; provides guidance and assistance on discrepancies and errors identified; approves DNA casework reports for submission to law enforcement agencies for further investigations.

May supervise the work of lower-level analysts.

Provides expert witness testimony in court regarding examination findings, conclusions and methodology of DNA analysis.

Operates and maintains complex laboratory equipment used in DNA analysis.

Conducts internal and external audits, proficiency testing and method validation to ensure laboratory compliance with FBI Quality Assurance Standards and other applicable accreditation guidelines.

Monitors, reports, and resolve potential quality assurance issues with forensic testing; recommends preventive measures to maintain sample integrity and reduce the risk of sample contamination.

Maintains chain of custody procedures according to established protocols and ensures evidence integrity in handling, analysis and preservation of evidence and/or reference samples.

Documents all analytical procedures in case files.

Participates in the development and implementation of laboratory training programs; evaluates new technologies and conducts validation studies; tracks effectiveness of program and provides recommendations for improvement.

Evaluates, interprets and compares DNA profiles, complex DNA mixtures; performs statistical calculations related to DNA match probabilities and/or likelihood ratios using approved methods and software.

Interprets data and prepares written technical reports on findings and conclusions of DNA evidence for law enforcement and prosecuting authorities

Complies with all federal, state and local regulations and the Guam Police Department's policies and procedures.

Adheres to standard operating procedures and safety protocols during evidence collection, examinations and laboratory analysis.

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

Evaluates competency and annual proficiency testing of lower-level analysts in accordance with the QAS requirements.

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

Perform related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of advanced techniques in forensic DNA analysis, including but not limited to STR, Y-STR, mtDNA, probabilistic genotyping and next-generation sequencing (NGS).

Knowledge of regulatory and accreditation standards and applicable accreditation guidelines set by recognized accreditation bodies.

Knowledge of molecular biology, human genetics and population genetics.

Knowledge of laboratory software programs such as GeneMapper, STRmix, CODIS, and LIMS for DNA data analysis, documentation and case tracking.

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

Knowledge of chain-of-custody requirements, evidence handling, court testimony procedures and the legal implications of forensic DNA results.

Ability to supervise and oversee a team of forensic scientists, ensuring high-quality work and adherence to deadlines and safety protocols.

Ability to analyze and interpret complex data.

Ability to meet and maintain the Federal Bureau of Investigations (FBI) Quality Assurance Standards (QAS).

Ability to apply scientific methods and critical thinking to solve forensic issues related to forensic DNA analysis based on complex forensic evidence and the application of advanced statistical tools and DNA profiling techniques.

Ability to ensure quality control by enforcing quality assurance and control measures.

Ability to multitask and manage multiple cases simultaneously in high-stress situations without compromising quality of work

Ability to pass periodic proficiency tests and keep abreast of advances in forensic DNA technologies; ability to implement new methods and procedures.

Ability to testify as an expert witness in court.; ability to maintain confidentiality and professional ethics in handling sensitive case information.

Ability to read, understand and follow departmental policies, rules, instructions, laws and ordinances, including the Guam Police Department's General Orders, Special Orders and Unit Directives.

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

Ability to create training programs and mentor junior staff.

Skill in the operation, maintenance and troubleshooting of forensic laboratory instruments, tools and equipment used in DNA analysis.

Skill in conducting complex DNA tests, interpreting results and drawing conclusions based on statistical analysis.

**DNA ANALYST II
(PROPOSED)**

7.322

Skill in communicating effectively orally and in writing; maintaining records and preparing comprehensive forensic reports and presenting scientific findings to scientific experts and non-technical stakeholders.

Skill in creating training programs and mentoring junior staff

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

- A. Three (3) years of professional experience in a forensic science laboratory, including the use of laboratory tools and equipment, with a focus on DNA analysis, with at least one (1) year in a supervisory role, and graduation from a recognized college or university with a master's degree in Forensic Science, Biology, Chemistry, or closely related field, with at least 9 (nine) semester hours from a combination of undergraduate and graduate course work in biology or chemistry related areas that provide an understanding of the foundation of DNA analysis and three (3) semester hours in statistics or population genetics; **or**
- B. Any equivalent combination of experience and training beyond a master's degree which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATIONS

- a. Must possess a valid Guam Driver's License.
- b. Must submit to fingerprinting and pass a background investigation
- c. Must meet and maintain the applicable requirements of the Federal Bureau of Investigation (FBI) Quality Assurance Standards (QAS).

ESTABLISHED: MAY 2026

PAYGRADE: O (GPP)

HAY EVALUATION:	KNOW-HOW:	E I 3	264
	PROBLEM SOLVING:	E 3 (38%)	100
	ACCOUNTABILITY:	E 2 C	115
	TOTAL POINTS:		479

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