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Governor

JOSHUA F. TENORIO
Lieutenant Governor

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
within the Guam Police Department (GPD)**
July 03, 2025
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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 Direktor)

ADMINISTRATIVE ATTACHMENT

(Division Inadillanto yan Guinaha Para Taotao)
Telephone (Telifon): (671) 475-1101/1250 • Fax (Faks): (671) 477-3571



JORGE A. LEON GUERREPO
Governor (Maga'haga)
JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'lahi)

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

Bu'enas yan Ha'fa 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. ***Dangko na Agradesimiento!***



ROSEZETTE NT SANTOS

☒ APPROVED

☐ DISAPPROVED


TONY C. AGUON, PSA
Human Resources Division

Date:

Attachments

NATURE OF WORK IN THIS CLASS:

This is technical work involved in the forensic analysis of firearms, ammunition and related evidence in criminal investigations related to firearms and gun crimes.

Employees in this class perform criminal laboratory work under direct supervision in the application of scientific principles and advanced forensic techniques on a variety of assignments including examinations of firearms and ammunition to determine functionality, operability, identification and microscopic comparisons of bullets and cartridge cases recovered from crime scenes.

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 routine examinations of firearms, ammunition and related materials recovered from crimes scenes to identify the make, model and other characteristics of firearms and to assess their functionality.

Provides assistance at crime scenes to obtain and document evidence such as firearms or gunshot residue from victims and/or suspects, under the supervision of a senior examiner; may attend autopsies.

Utilizes forensic tools, such as comparison microscopes, to examine fired bullets and cartridge cases for firearm markings, analyze tool marks, scratches and other distinguishing firearm characteristics.

Microscopically compares known fired evidence samples to evidential samples for purpose of identification or elimination of specific firearms used in criminal activities or to connect evidence to crime scenes.

Analyzes ballistic evidence to link firearms to specific crimes or suspects.

Examines and collect trace evidence including fingerprints, tool marks, DNA and fibers associated with firearms and gun crimes.

Applies chemical reagents to perform serial number restorations under the supervision of a senior examiner.

Assists with firearm test firings, shot pattern examinations, gunshot residue examinations, trajectory analysis, distance determinations and crime scene reconstructions, under the supervision of a senior examiner.

Transport and handles investigative evidence according to established protocols to maintain chain of custody, prevent contamination and ensure integrity of evidence.

Prepare exhibits, photographs and evidence for trial and court hearings

Provides expert testimony in court regarding examination findings and methodology of analysis of firearms and ballistic evidence.

Prepares detailed written reports documenting examination findings and conclusions of firearms and ballistic evidence.

Collaborates with law enforcement officers, forensic experts, prosecutors and other interested parties to ensure timely and accurate analysis of firearms related evidence in criminal investigations.

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

Participate in ongoing training and development to advance technological knowledge and skills in firearms examination as required.

Perform related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of technical law enforcement terminology.

Knowledge of classification and identification of different types of firearms, ammunition components and firearm mechanisms.

Knowledge of the principles and techniques used in ballistic testing and analysis, including firearm markings on bullet and cartridge cases.

Knowledge of criminal law, evidence handling and investigative procedures related to firearms and ballistic evidence.

Knowledge of safety protocols, procedures and legal regulations for firearms analysis.

Ability to conduct thorough and accurate examinations of firearms, ammunition and ballistic materials.

**FIREARMS EXAMINER I
(PROPOSED)**

7.335

Ability to apply scientific methods and critical thinking to solve forensic issues related to firearms, firearms identification, ballistics and forensic analysis.

Ability to learn and develop skills related to making comparisons of known fired evidence samples to evidential samples for purpose of identification or elimination.

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

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

Ability to communicate effectively orally and in writing; and maintain records and prepare reports.

Ability to testify as an expert witness in court.

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 use of forensic laboratory tools and equipment, such as comparison microscopes, bullet traps, cameras and other ballistic testing devices.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

- A. One (1) year of experience in a forensic science laboratory performing firearm examinations and identifications, including the use of comparison microscopes and ballistic testing equipment and graduation from a recognized college or university with a bachelor's degree in forensic science, Criminal Justice, Physics, Chemistry, Biology, or closely related field; **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:

Must possess a valid Guam Driver's License.

**FIREARMS EXAMINER I
(PROPOSED)**

7.335

Must possess or be able to obtain a valid Guam firearm identification card within 30 days of employment.

Must submit to fingerprinting and pass a background investigation.

PREFERRED QUALIFICATIONS:

Completion of a recognized firearms examination and ballistics training programs (such as the National Firearms Examiners Academy (NFEA) or similar institutions) or specialized training or certification in firearms examination, ballistics analysis or forensic science is preferred.

ESTABLISHED: MAY 2026

PAYGRADE: L (GPP)

HAY EVALUATION:	KNOW-HOW:	E I 1	175
	PROBLEM SOLVING:	D 3 (33%)	57
	ACCOUNTABILITY:	D 1 C	66
	TOTAL POINTS:		298

LOURDES A. LEON GUERRERO
Governor of Guam

EDWARD M. BIRN, Director
Department of Administration

NATURE OF WORK IN THIS CLASS:

This is moderately complex technical work involved in the forensic analysis of firearms, ammunition and related evidence in criminal investigations related to firearms and gun crimes.

Employees in this class perform the full range of moderately complex criminal laboratory work independently in the application of scientific principles and advanced forensic techniques on a variety of assignments including examinations of firearms and ammunition to determine functionality, operability, identification and microscopic comparisons of bullets and cartridge cases recovered from crime scenes. This position provides critical technical support in criminal justice proceedings on more complex and high-profile cases.

Employees may assist in leading the work and/or training of lower-level Firearms Examiners or other junior forensic staff.

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 moderately complex examinations of firearms, ammunition and related materials recovered from crimes scenes to identify the make, model, serial numbers and other characteristics of firearms; examines and analyzes firearms to determine functionality, operability and safety.

Provides assistance at crime scenes to assess, document, collect and preserve evidence.

Conducts moderately complex comparative analysis using forensic tools, such as comparison microscopes and 3D imaging, to examine fired bullets and cartridge cases for firearm markings, analyze tool marks, scratches and other distinguishing firearm characteristics.

Analyzes ballistic evidence; microscopically compares known fired evidence samples to evidential samples for purpose of identification or elimination of specific firearms used in criminal activities or to connect evidence to crime scenes.

Examines and collects trace evidence such as gunshot residue, fingerprints, tool marks, DNA and fibers associated with firearms and gun crimes; attends autopsies.

Applies chemical reagents to perform serial number restorations; performs scientific techniques used to conduct forensic laboratory testing of firearms, ammunition and related evidence.

Performs shot pattern examinations, gunshot residue examinations, trajectory analysis, distance determinations and crime scene reconstructions.

Transport and handles investigative evidence according to established protocols to maintain chain of custody, prevent contamination and ensure integrity of evidence.

Provides expert testimony in court regarding examination findings and methodology of analysis of firearms and ballistic evidence.

Prepares detailed written reports documenting examination findings and conclusions of firearms and ballistic evidence for law enforcement, prosecutors and defense attorneys.

Collaborates with law enforcement officers, forensic experts, prosecutors and other interested parties to ensure timely and accurate analysis of firearms related evidence in criminal investigations.

Utilizes the Automated Ballistic Identification Systems (ABIS) to electronically compare ballistic evidence and generate potential associations for further examination.

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

Assists in training and mentoring lower-level Firearms Examiners or other junior forensic staff to advance technological knowledge and skills in firearms examination.

Perform related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of technical law enforcement terminology.

Knowledge of classification and identification of different types of firearms, ammunition components and firearm mechanisms.

Knowledge of the principles and techniques used in ballistic testing and analysis, including firearm markings on bullet and cartridge cases.

Knowledge of the use of comparison microscopes and other forensic tools to link firearms to crimes.

Knowledge of criminal law, evidence handling and investigative procedures related to firearms and ballistic evidence.

Knowledge of safety protocols, procedures and legal regulations for firearms analysis.

Ability to identify different firearm types and mechanisms and conduct thorough and accurate examinations of firearms, ammunition and ballistic materials.

Ability to apply scientific methods and critical thinking to solve complex forensic issues related to firearms, firearms identification, ballistics and forensic analysis.

Ability to perform advanced forensic analysis independently, using specialized tools and techniques.

Ability to make comparisons of known fired evidence samples to evidential samples for purpose of identification or elimination.

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

Ability to present complex forensic findings as an expert witness in court.

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

Ability to communicate effectively orally and in writing; and maintain records and prepare detailed reports.

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 lead the work junior forensic staff.

Ability to assist in the training and mentoring of junior forensic staff to ensure proper application of forensic techniques.

Skill in the use and maintenance of forensic laboratory tools, apparatus and equipment, such as comparison microscopes, bullet traps, cameras and other ballistic testing devices.

Skill in the safe operation of a motor vehicle.

**FIREARMS EXAMINER II
(PROPOSED)**

7.336

MINIMUM EXPERIENCE AND TRAINING:

- A. Two (2) years of experience in forensic science laboratory performing firearms examination, identification and ballistics analysis and graduation from a recognized college or university with a bachelor's degree in forensic science, Criminal Justice, Physics, Chemistry, Biology, or closely related field; **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:

Must possess a valid Guam Driver's License.

Must possess or be able to obtain a valid Guam firearm identification card within 30 days of employment.

Must submit to fingerprinting and pass a background investigation.

PREFERRED QUALIFICATIONS:

Completion of specialized training in firearms examination and ballistics training programs (such as the National Firearms Examiners Academy (NFEA) or similar institutions) or advanced certification in firearms examination, ballistics analysis or forensic science is preferred.

Certification by the Association of Firearm and Tool Mark Examiners (AFTE) or similar professional certifying organization is preferred.

ESTABLISHED: MAY 2026

PAYGRADE: M (GPP)

HAY EVALUATION:	KNOW-HOW:	E I 1	200
	PROBLEM SOLVING:	E 3 (33%)	66
	ACCOUNTABILITY:	D 1 C	76
	TOTAL POINTS:		342

LOURDES A. LEON GUERRERO
Governor of Guam

EDWARD M. BIRN, Director
Department of Administration

NATURE OF WORK IN THIS CLASS:

This is complex technical work involved in conducting independent, advanced examinations of firearms, ammunition and related evidence in criminal investigations related to firearms and gun crimes.

Employees in this class perform the full range of criminal laboratory work independently in the application of scientific principles and methods to investigate and analyze firearms related evidence to support criminal investigations. This position requires collaboration with other law enforcement and legal authorities and provides critical technical support in criminal justice proceedings on more complex and high-profile cases.

Employees may lead the work and/or training of lower-level Firearms Examiners or other junior forensic staff.

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 complex examinations of firearms, ammunition and related materials recovered from crimes scenes to identify the make, model, serial numbers and other characteristics of firearms and to assess their functionality, operability and safety.

Provides assistance at crime scenes to assess documents, collect and preserve evidence.

Conducts complex comparative analysis using forensic tools, such as comparison microscopes and 3D imaging, to examine fired bullets and cartridge cases for firearm markings, analyze tool marks, scratches and other distinguishing firearm characteristics.

Analyzes ballistic evidence; microscopically compares known fired evidence samples to evidential samples for purpose of identification or elimination of specific firearms used in criminal activities or to connect evidence to crime scenes.

Examines and collects trace evidence; attends autopsies.

Applies chemical reagents to perform serial number restorations.

Performs shot pattern examinations, gunshot residue examinations, trajectory analysis, distance determinations and crime scene reconstructions.

Transport and handles investigative evidence according to established protocols to maintain chain of custody, prevent contamination and ensure integrity of evidence.

Provides expert testimony in court regarding examination findings and methodology of analysis of firearms and ballistic evidence.

Prepares detailed written reports documenting examination findings and conclusions of firearms and ballistic evidence for law enforcement, prosecutors and defense attorneys.

Collaborates with law enforcement officers, forensic experts, prosecutors and other interested parties to ensure timely and accurate analysis of firearms related evidence in criminal investigations.

Utilizes the Automated Ballistic Identification Systems (ABIS) to electronically compare ballistic evidence and generate potential associations for further examination.

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

Provides training and mentors lower-level Firearms Examiners or other junior forensic staff to advance technological knowledge and skills in firearms examination.

Perform related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of technical law enforcement terminology.

Knowledge of classification and identification of different types of firearms, ammunition components and firearm mechanisms.

Knowledge of the principles and techniques used in ballistic testing and analysis, including firearm markings on bullet and cartridge cases.

Knowledge of the use of comparison microscopes and other forensic tools to link firearms to crimes.

Knowledge of criminal law, evidence handling and investigative procedures related to firearms and ballistic evidence.

Knowledge of safety protocols, procedures and legal regulations for firearms analysis.

Ability to identify different firearm types and mechanisms and conduct thorough and accurate examinations of firearms, ammunition and ballistic materials.

Ability to apply scientific methods and critical thinking to solve complex forensic issues related to firearms, firearms identification, ballistics and forensic analysis.

Ability to perform advanced forensic analysis independently, using specialized tools and techniques.

Ability to make comparisons of known fired evidence samples to evidential samples for purpose of identification or elimination.

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

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

Ability to communicate effectively orally and in writing; and maintain records and prepare detailed reports.

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 supervise the work of junior forensic staff

Ability to train and mentor junior forensic staff to ensure proper application of forensic techniques.

Ability to present complex forensic findings as an expert witness in court.

Skill in the use and maintenance of forensic laboratory tools, apparatus and equipment, such as comparison microscopes, bullet traps, cameras and other ballistic testing devices.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

- A. Three (3) years of experience in a forensic science laboratory, with at least two (2) years of experience performing firearms examination, identification and ballistics analysis and graduation from a recognized college or university with a bachelor's degree in forensic science, Criminal Justice, Physics, Chemistry, Biology, or closely related field; **or**

**FIREARMS EXAMINER III
(PROPOSED)**

7.337

- B. Any equivalent combination of experience and training beyond a bachelor's degree which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATIONS

Must possess a valid Guam Driver's License.

Must possess or be able to obtain a valid Guam firearm identification card within 30 days of employment.

Must submit to fingerprinting and pass a background investigation.

PREFERRED QUALIFICATIONS:

Completion of specialized training in firearms examination and ballistics training programs (such as the National Firearms Examiners Academy (NFEA) or similar institutions) or advanced certification in firearms examination, ballistics analysis or forensic science is preferred.

Certification by the Association of Firearm and Tool Mark Examiners (AFTE) or similar professional certifying organization is preferred.

ESTABLISHED: MAY 2026

PAYGRADE: N (GPP)

HAY EVALUATION:	KNOW-HOW:	E I 2	230
	PROBLEM SOLVING:	E 3 (38%)	87
	ACCOUNTABILITY:	E 1 C	<u>100</u>
	TOTAL POINTS:		417

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EDWARD M. BIRN, Director
Department of Administration