

POLICE MAJOR

NATURE OF WORK IN THIS CLASS

Commands police operations, administration, support or criminal investigation activities of the Guam Police Department.

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.)

Administers the programs and activities of assigned command area.

Monitors productivity; prepares reports in accordance with departmental orders and procedures.

Prepares long and short range plans involving all police operations to include administrative, support, and criminal investigation activity elements.

Prepares and submits an annual budget request; supervises the budget program.

Establishes an adequate performance measurement system for all assigned command areas; implements an inspection system to ensure adherence to established rules and regulations, policies and procedures.

Develops and administers policies for personnel, training and safety.

Attends meetings and public gatherings to explain the activities and functions of the police department; maintains liaison with other law enforcement agencies.

Performs related work as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the working procedures, rules and regulations of the Guam Police Department.

Knowledge of the modern principles and practices of police administration.

Knowledge of the laws and ordinances of the Territory of Guam subject to enforcement by the Guam Police Department.

Knowledge of the jurisdiction and functions of Territorial and Federal law enforcement agencies.

Ability to administer the activities of the operation, administration, support or criminal investigation areas of the department.

Ability to interpret and apply pertinent law, regulations, policies and other appropriate guidelines.

Ability to evaluate operational effectiveness and recommend and implement changes in police operations, administration, support or criminal investigation activities to improve effectiveness.

Ability to work effectively with the public and fellow employees.

Ability to make sound management decisions.

Ability to maintain records and prepare reports.

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Ability to communicate effectively.

Ability to exert physical force as required to perform the job.

Skill in administering the work of a large force of police officers.

Skill in the use and care of firearms and other police equipment.

Skill in administering first aid.

Skill in the investigation and the arrest of criminals, and to enforce laws and ordinances as necessary for the protection of life and property.

MINIMUM EXPERIENCE AND TRAINING

Graduation with a Bachelor's degree in Police Science, Criminal Justice Administration, Public Administration, or closely related field of discipline from an accredited institution recognized by the Council for Higher Education Accreditation (CHEA) or its successor; AND must have at least two (2) years of experience in the rank of Police Captain or equivalent law enforcement experience in administration or management level.

NECESSARY SPECIAL QUALIFICATIONS:

- (a) Must possess a valid Guam driver's license;
- (b) Must possess a valid Guam firearms identification card if not currently employed as a government of Guam law enforcement officer [10 GCA §6.0101(a)];
- (c) Must be at least eighteen (18) years of age;

In addition to meeting the NSQs above, the following requirements must be verified upon job offer:

- (d) Must be a United States citizen or a resident who is legally authorized to work within the United States and its territories;
- (e) Fingerprints on file;
- (f) Must not have been convicted in any civilian or military court of a felony, a crime involving moral turpitude, a crime of domestic or family violence, regardless of being pardoned or commuted by I Maga'lāhen Guåhan regarding such conviction;
- (g) A police officer dismissed for cause shall be permanently ineligible for reappointment to any position in the Department. An officer who resigns for the sole purpose of negating or averting a pending or anticipated disciplinary action to dismiss the officer may be ineligible for reappointment;
- (h) Must have good moral character as determined by a background investigation;
- (i) Must be free of any physical, emotional or mental conditions, which might adversely affect the performance of duty as a peace officer;
- (j) An oral interview selection examination;

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- (k) Must submit to and pass a drug screening test, including but not limited to a urinalysis test;
- (l) Psychological testing; and
- (m) Passage of a polygraph examination.

ESTABLISHED: July 1978

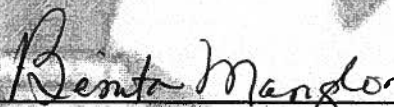
AMENDED: November 1982
 July 1984
 May 1990
 August 1991
 August 2002
 January 2009
 November 2009
 May 2012

PAY GRADE: QL

STATUTE: PUBLIC LAW 31-70 / §77114, Title 10 Guam Code Annotated

HAY EVALUATION:	KNOW HOW:	F 1 3	304
	PROBLEM SOLVING:	E 4 (43%)	132
	ACCOUNTABILITY:	E 1 P	<u>175</u>
			611

This standard was revised pursuant to PL 31-70 and supersedes the standard established July 1978 and amended November 1982, July 1984, May 1990, August 1991, August 2002, January 2009 and November 2009.



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 Department of Administration