Government of Guam
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Department of Administration
(Dipattamenton Atmenestration)
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Eddie Baza Calvo
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Edward M. Birn
Acting Director
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Deputy Director

FEB 13 2018

GL#34-18-1550
Speaker Benjamin J.F. Cruz

FEB 17 2018
Time: 10:49 [ ]AM [ ] PM File No. 34-1556
Received By:

HRD NO.: OG-15-380-C

Senator Regine Biscoe Lee
Legislative Secretary
Guam Congress Building
163 Chalan Santo Papa
Hagatna, Guam 96932

Subject: Creation of Position
RE: Police Armorer

Buenas yan Håfa Adai! We respectfully request to file for record the creation of the Police Armorer position within the classified service in accordance with §6303, Title 4, Guam Code Annotated. The creation of this position is a result of a request dated July 9, 2015, by the Guam Police Department. This position will be located within the Armory Section of the Guam Police Department. Attached is a copy of the class specification for the Police Armorer position.

Should you have any questions or require additional information, please do not hesitate to contact our Classification and Pay Branch at 475-1265/1201/1131. *Dångkolo na Agradesimiento!*

EDWARD M. BIRN, Acting Director
Department of Administration

2018 FEB 20 AM 11:15

Attachments

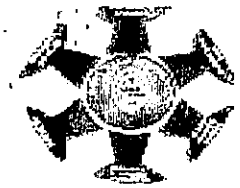
Acknowledged By:

Legislative Secretary
Mina' Trenta Quatro Na Liheslaturan Guahan

Date: 2/20/18

Office of Senator Regine Lee
Legislative Secretary
Date/Time:
Initials:

1550



POLICE ARMORER 4.100

NATURE OF WORK IN THIS CLASS:

Performs a full range of duties in the maintenance of all firearms/ weapons for the police department including personally owned firearms authorized for use on duty.

Employees in this class are under general supervision and provide assistance to the Chief Firearms Instructor with the instruction in the use of safe handling of firearms to department personnel. Work involves the inspection of all weapons to ensure proper operating condition and the maintenance of range facilities and other equipment or supplies within the armory.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples are general and may not be all inclusive; and are not intended to be restrictive.)

Reviews department policies and procedures to ensure compliance with federal and local laws and also makes recommendations for any updates or amendments to the Chief of Police via chain of command.

Inspects, maintains, diagnoses, repairs, and services weapons for sworn/non-sworn police personnel.

Performs inventory controls on all weapons.

Performs routine maintenance on police weapons and maintains accurate records.

Orders and maintains inventory and storage of weapons, ammunition, gun cleaning supplies, targets, range apparatus, and safety equipment.

Develops procedures for checking weapons in and out.

Monitors check-in and check-out of police weapons and maintains appropriate records.

Conducts follow up checks on weapons issued to sworn officers.

Prepares and submits reports related to all operations at the Armory.

Attends training assignments and oversees all weapons qualification

Attains certification on a wide range of weapon types from a variety of weapons manufacturers.

Attends education programs and seminars related to weapon maintenance and training.

Stays abreast with current and new trends in firearms training and armory functions.

Performs other related duties as assigned or required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of laws and directives governing the use of firearms

Knowledge of safety methods, proper firing and operating techniques of various firearms

Knowledge of principles and procedures of record keeping

Knowledge of purchasing policies

Ability to communicate effectively, orally and in writing

Ability to work effectively with the public and employees

Ability to perform physical counts of inventory and prepare technical reports

MINIMUM EXPERIENCE AND TRAINING:

Four (4) years of experience working with weapons as an armorer, range master or Law Enforcement Officer and Graduation from high school or attainment of a general equivalency diploma (GED)

NECESSARY SPECIAL QUALIFICATIONS:

(A) Possession of a Valid Law Enforcement Armorers certification from the American Gunsmithing Institute (AGI) or certification from one or more firearms manufacturers, but not limited to:

Remington LE Armorer program
H & K LE Armorer program
Springfield Armory LE armorer
Sig Sauer Armorer certification
TASER Armorer certification
Sniper Rifle Armorer/ Gunsmith certification
Glock
Colt

(B) Possession of a valid Guam Firearm Identification card

(C) Possession of a valid Guam Driver's license

ESTABLISHED: MAY 2017
FLSA: NON-EXEMPT
PAYGRADE: J

HAY EVALUATION:			
	KNOW-HOW:	D I 2	132
	PROBLEM SOLVING:	D 3 (29%)	38
	ACCOUNTABILITY:	C N IV	57
	TOTAL POINTS:		227

EDDIE BAZA CALVO
Governor of Guam

CHRISTINE W. BALETO, Director
Department of Administration