EDWARD M. BIRN
Director (Direktot)
EDITH C. PANGELINAN
Deputy Director (Sigundo Direktot)

DEPARTMENT OF ADMINISTRATION
DIPATTAMENTON ATMENESTRASION
DIRECTOR'S OFFICE
(Ufisinan Direktot)

Telephone (*Telifon*): (671) 475-1101/1250 • Fax (*Faks*): (671) 477-6788

LOURDES A. LEON GUERRERO
Governor (Maga'håga)
JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'låhi)

35GL-19-0895
Speaker Tina Rose Muña Barnes

HRD NO.: 18-136E August 13, 2019

AUG 13 2019
Time 4:08 ( )AM (X)PM
Received By: Mark

2019 AUG 13 PM 4:31 KC

Honorable Speaker Tina Muña Barnes
I Mina'trentai Singko Na Liheslaturan Guåhan
Guam Congress Building
163 Chalan Santo Papa
Hagatna, Guam 96910

RE: Creation of Positions: Police Records Clerk I, Police Records Clerk II, Police Records Clerk Supervisor

Dear Speaker Muña Barnes:

Buenas yan Håfa Adai! I Mina'trentai Singko Na Liheslaturan Guåhan is respectfully requested to file for record the creation of the Police Records Clerk Series positions which include Police Records Clerk I, Police Records Clerk II and the Police Records Clerk Supervisor, within the classified service pursuant to §6303, Title 4, Guam Code Annotated.

The Police Records Clerk series of positions will be located within the Guam Police Department, Records and ID Section. Pursuant to the Personnel Management Modernization Act of 2006, Public Law 28-112, all requirements for the creation of these positions have been fulfilled (attachments).

Should you have any questions or require additional information, please contact the Classification and Pay Branch, Human Resources Division at 475-1265/1201/1131. *Dångkolo na Agradesimiento!*

EDWARD M. BIRN, Director
Department of Administration

Attachments

Acknowledged By:
Secretary of the Legislature ***I Mina'trentai Singko Na Liheslaturan Guåhan*** **Date:**

0895

NATURE OF WORK IN THIS CLASS:

Employees in this class perform routine and repetitive general police clerical functions and duties related to the handling and processing of a variety of police records for the Guam Police Department under close supervision. Work involves the processing and keeping of varied police reports and records, review and intake, maintenance, dissemination and retrieval of documents for arrests, accidents, and criminal and non-criminal complaints.

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 routine technical and clerical law enforcement support duties related to collecting, recording, maintaining, processing, editing and distributing confidential law enforcement data and information to police officers, investigators, outside departments/ agencies and other interested parties, applying public records and privacy laws and policies in the release of information and documents.

Retrieves, receives, reviews, processes and maintains a high volume of police data reports and records of criminal investigations, arrests, accidents, complaints and incidents. Maintains logbooks, all police blotters and other permanent documents of the Guam Police Department and stores them in compliance with the Department of Administration's retention schedule and storage policy.

Reads, transcribes and disseminates information from a law enforcement computer database and other sources. Distributes and receives reports of investigative details to/from other public safety agencies.

Creates, enters and retrieves information and data such as non-criminal and criminal cases, and arrests from automated law enforcement records systems including the Law Enforcement Records Management System (LERMS) and the Virtual Computerized Criminal History (VCCH).

Process permit applications, collects fees, sets up files, enters information into computer system, receives and logs fingerprint cards.

Processes gun registration and sex/drug/arson registrants, issues/receives appropriate forms, check appropriate information and maintains accurate records. Maintains records of all firearm identification cards both concealed and non-concealed and registration of weapons.

Files, maintains, and searches criminal history files and furnishes authorized information to authorized persons. Conducts criminal history background checks and provides police clearances.

Provide copies of criminal abstracts and traffic reports for customers. Matches case files with police reports and ensures all supplemental reports are included. Provide copies of reports to other law enforcement agencies.

Assist police officers with obtaining case reports and records for court proceedings.

Collects scheduled fees for police clearances, police and traffic reports, firearms identification cards, and Guam identification cards. Acts as a Treasure Agent for the Treasurer of Guam; maintains appropriate ledgers, prepares and issues receipts for fees collected.

Provides support in collecting data, systematically or manually, for special requests/ projects needed for the Police Department's operational and/ or administrative needs.

Respond to inquiries, complaints and concerns from the general public, internal customers and other departments/ agencies.

Provide courteous and expeditious customer service to police personnel, Government of Guam officials, other law enforcement personnel and the general public.

Perform related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of modern office practices, procedures and equipment

Knowledge of the record keeping and filing practice procedures both electronically and manual filing

Ability to learn and apply departmental policies, procedures, and regulations related to the maintenance, release and processing of police records, reports and information.

Ability to use and apply basic law enforcement terminology

Ability to understand law codes, regulations, policies and procedures

Ability to comprehend guidelines established by FBI UCR standards and classifies crime data accordingly

Ability to enter data and/ or retrieve information on a law enforcement database such as the Law Enforcement Management Systems (LERMS) and the Virtual Computerized Criminal History (VCCH)

Ability to type a wide variety of material documents and forms accurately and efficiently

Ability to maintain a high degree of confidentiality regarding law enforcement, arrest documents, investigations, dispositions, and all criminal history records

Ability to tactfully handle irate customers and maintain self-control

Ability to work effectively with the public and employees

Ability to communicate effectively both orally and in writing

NECESSARY SPECIAL QUALIFICATION

Successful completion of a background investigation

MINIMUM EXPERIENCE AND TRAINING:

(A) One year of general clerical experience including typing, data entry, public contact work; and graduation from high school or a General Equivalency Diploma (G.E.D.); or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills

ESTABLISHED: APRIL 2019
FLSA: NON-EXEMPT
PAYGRADE: H

HAY EVALUATION:	**KNOW-HOW:**	**C I 2**	**115**
	PROBLEM SOLVING:	**C 2 (19%)**	**22**
	ACCOUNTABILITY:	**C N II**	**33 (A3)**
	TOTAL POINTS:		**170**

LOURDES A. LEON GUERRERO
Governor of Guam

EDWARD M. BIRN, Director
Department of Administration

NATURE OF WORK IN THIS CLASS:

Employees in this class perform complex police clerical functions and duties related to the handling and processing of a variety of police records for the Guam Police Department under general supervision. Work involves the processing and keeping of varied police reports and records, review and intake, maintenance, dissemination and retrieval of documents for arrests, accidents, and criminal and non-criminal complaints.

Employees in this class are responsible for maintaining the confidentiality of highly sensitive information in strict compliance with established codes, rules and regulations.

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 technical and clerical law enforcement support duties related to collecting, recording, maintaining, processing, editing and distributing confidential law enforcement data and information to police officers, investigators, outside departments/ agencies and other interested parties, applying public records and privacy laws and policies in the release of information and documents.

Type correspondence, reports, forms and other confidential and specialized documents from drafts or brief instructions; composes letters and other documents as necessary.

Retrieves, receives, reviews, processes and maintains a high volume of police data reports and records of criminal investigations, arrests, accidents, complaints and incidents. Maintains logbooks, all police blotters and other permanent documents of the Guam Police Department and stores them in compliance with the Department of Administration's retention schedule and storage policy

Certifies and authenticates documents on behalf of the Chief of Police

Leads lower level police records clerk personnel in the performance of their duties; explains department policies and procedures; assists in providing training to employees and police officers assigned to the records section.

Reviews, transcribes and disseminates, enters, maintains, and retrieves data, reports, and information into and from a variety of automated law enforcement record systems including the Law Enforcement Records Management System (LERMS) and the Virtual Computerized Criminal History (VCCH).

Process permit applications, collects fees, sets up files, enters information into computer system, receives and logs fingerprint cards

Doc. No. 35GL-19-0895.

Collects scheduled fees for police clearances, police and traffic reports, firearms identification cards, and Guam identification cards. Acts as a Treasure Agent for the Treasurer of Guam; maintains appropriate ledgers, prepares and issues receipts for fees collected.

Establish fingerprint jackets of arrested individuals; establishes and maintains criminal history of all arrested individuals, which is transferred to the Attorney General's office, Superior Court and the Guam Police Department for further investigation and filing of civil or criminal charges.

Assist sworn field personnel by searching records and requesting information from other law enforcement agencies in conjunction with field investigators being conducted by department personnel.

Matches case files with police reports and ensures all supplemental reports are included. Provide copies of reports to other law enforcement agencies.

Respond to inquiries, complaints and concerns from the general public, internal customers and other departments/ agencies.

Provide courteous and expeditious customer service to police personnel, Government of Guam officials, other law enforcement personnel and the general public.

Perform related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of modern office practices, procedures and equipment

Knowledge of the record keeping and filing practice procedures both electronically and manual filing

Knowledge of data processing methods and criminal database systems

Knowledge of rules, regulations and laws relating to the receipt, storage, security and release of police reports, records and pertinent information

Ability to learn, interpret, apply and explain law codes, regulations, policies and procedures

Ability to enter data into a law Enforcement Database and type a variety of documents and forms accurately and efficiently

Doc. No. 35GL-19-0895.

Ability to maintain a high degree of confidentiality regarding law enforcement, arrest documents, investigations, dispositions, and all criminal history records

Ability to comprehend guidelines established by FBI UCR standards and classifies crime data accordingly

Ability to work effectively with the public and employees

Ability to communicate effectively both orally and in writing

Skill in the use of computer operations

NECESSARY SPECIAL QUALIFICATION

Successful completion of a background investigation

MINIMUM EXPERIENCE AND TRAINING:

(A) Two years of specialized police clerical experience involving public contact work and the operation of computerized criminal law enforcement data systems, including one year of general clerical experience including typing and data entry; and graduation from high school or a General Equivalency Diploma (G.E.D.); or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills related to general clerical work in the operation of criminal database systems

ESTABLISHED: APRIL 2019
FLSA: NON-EXEMPT
PAYGRADE: I

HAY EVALUATION:	**KNOW-HOW:**	**C I 2**	**132**
	PROBLEM SOLVING:	**C 2 (22%)**	**29**
	ACCOUNTABILITY:	**C 1 C**	**43 (A3)**
	TOTAL POINTS:		**204**

LOURDES A. LEON GUERRERO
Governor of Guam

EDWARD M. BIRN, Director
Department of Administration

NATURE OF WORK IN THIS CLASS:

This is supervisory level work over non-sworn police services classes assigned to the Records and Identification Section.

Employees in this class perform specialized police clerical functions and duties related to the handling and processing of a variety of police records for the Guam Police Department. Work involves processing and maintaining police documents, correspondence and statistics in accordance with law enforcement practices; ensures police records are prepared, filed, maintained, distributed and purged according to policies, procedures and regulations of the Guam Police Department and in strict compliance with established codes, rules, and local and federal mandates; and maintains the confidentiality of highly sensitive information in strict compliance with established codes, rules and regulations.

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.)

Supervises, coordinates, plans and reviews the activities of the Records and Identification Section; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods and procedural activities of police records/ information.

Supervises and coordinates the preparation, processing, collection, indexing, storage, retrieval, dissemination and disposition of official police documents and information in accordance with federal and local laws and departmental general orders.

Supervises and evaluates subordinate personnel within the Records and Identification Section. Schedules and trains staff in work procedures to ensure that work is completed within legal and procedural requirements.

Coordinates the dissemination of law enforcement data and information to department staff, police officers, investigators, attorneys, outside departments/ agencies and other interested parties, and the general public, in compliance with laws, regulations, guidelines and procedures.

Develop, revises, and implements policies, procedures and guidelines of various police records management programs to ensure compliance with statutes affecting police department records functions, confidentiality, releasing of records and criminal history information.

Doc. No. 35GL-19-0895.

Serves as the custodian of non-personnel records for the Guam Police Department; accepts and responds to subpoenas for the release of records, establishes schedules and methods for records maintenance, directs the destruction of police records in accordance with departmental policy and local and federal mandates; establishes procedures for security access to police records

Ensures training to assigned personnel on computer database systems such as Computer Aided Dispatching (CAD), Merging Field Reports, Law Enforcement Records Management Systems (LERMS), and the Virtual Computerized Criminal History (VCCH); records management and importing information into a repository for the Guam Police Department.

Supervises the overall operation of police and public service counters providing services by the department such as copies of pending criminal reports, arrest reports, police clearances, Guam and Firearms ID, copies of traffic accident reports, and abstracts of criminal reports, etc. adhering to legal guidelines; responds to requests for background information from other agencies for employees and applicants

Ensure courteous and expeditious customer service to internal staff, police personnel, Government of Guam officials, other law enforcement personnel and the general public

Maintains effective work procedures in the records section; establishes schedules and procedures for providing and improving police records services; identifies resource needs and allocates resources accordingly with appropriate management staff; analyze, designs and implements changes and decisions as necessary; coordinates with other sections within and outside the Guam Police Department.

Interprets, applies and enforces all laws, regulations and procedures governing the security and processing of police records

Testifies in court as custodian of records or as otherwise required.

Prepares periodic statistical and narrative reports for internal use and submission to various law enforcement agencies

Assists in the development of the police records budget; keeps and prepares bi-weekly time sheets of employees in respective units; maintains an inventory of departmental supplies and equipment; coordinates the maintenance and repair of equipment.

Perform related duties as required.

Doc. No. 35GL-19-0895.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of modern and complex principles and practices of police records management and property administration

Knowledge of principles and practices of computer systems and procedural analysis and design

Knowledge of record keeping and filing procedures both manual and electronic in accordance with local and federal mandates

Knowledge of data processing methods and criminal database systems

Knowledge of rules, regulations and laws relating to the receipt, storage, maintenance, security, release and disposition of police reports, records and other pertinent information

Knowledge of criminal classification and codes used in the application of basic law enforcement terminology

Knowledge of modern office practices, procedures and operation of standard office equipment

Ability to develop work systems and procedures to ensure optimal efficiency and appropriate customer service orientation

Ability to supervise, train and evaluate subordinates; plan and schedule work assignments; and set priorities of assigned staff

Ability to keep abreast of updated laws, regulations and policies governing law enforcement records and custody of property

Ability to enter data into a Law Enforcement Database and type a variety of correspondence, reports, documents, forms and other materials accurately and efficiently

Ability to maintain a high degree of confidentiality regarding law enforcement records, arrest documents, investigations, dispositions, and all criminal and non-criminal history records

Ability to tactfully handle irate customers and maintain self-control

Ability to work effectively with the public and employees

Ability to communicate effectively both orally and in writing

Skill in the use of computer operations

NECESSARY SPECIAL QUALIFICATION

Successful completion of a background investigation

MINIMUM EXPERIENCE AND TRAINING:

(A) Five years of specialized police clerical experience involving management of manual and computer-based records systems in a law enforcement agency, including two years of general clerical experience including typing and data entry; and graduation from high school or a General Equivalency Diploma (G.E.D.); or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills related to law enforcement clerical work in the records management and the operation of criminal database systems

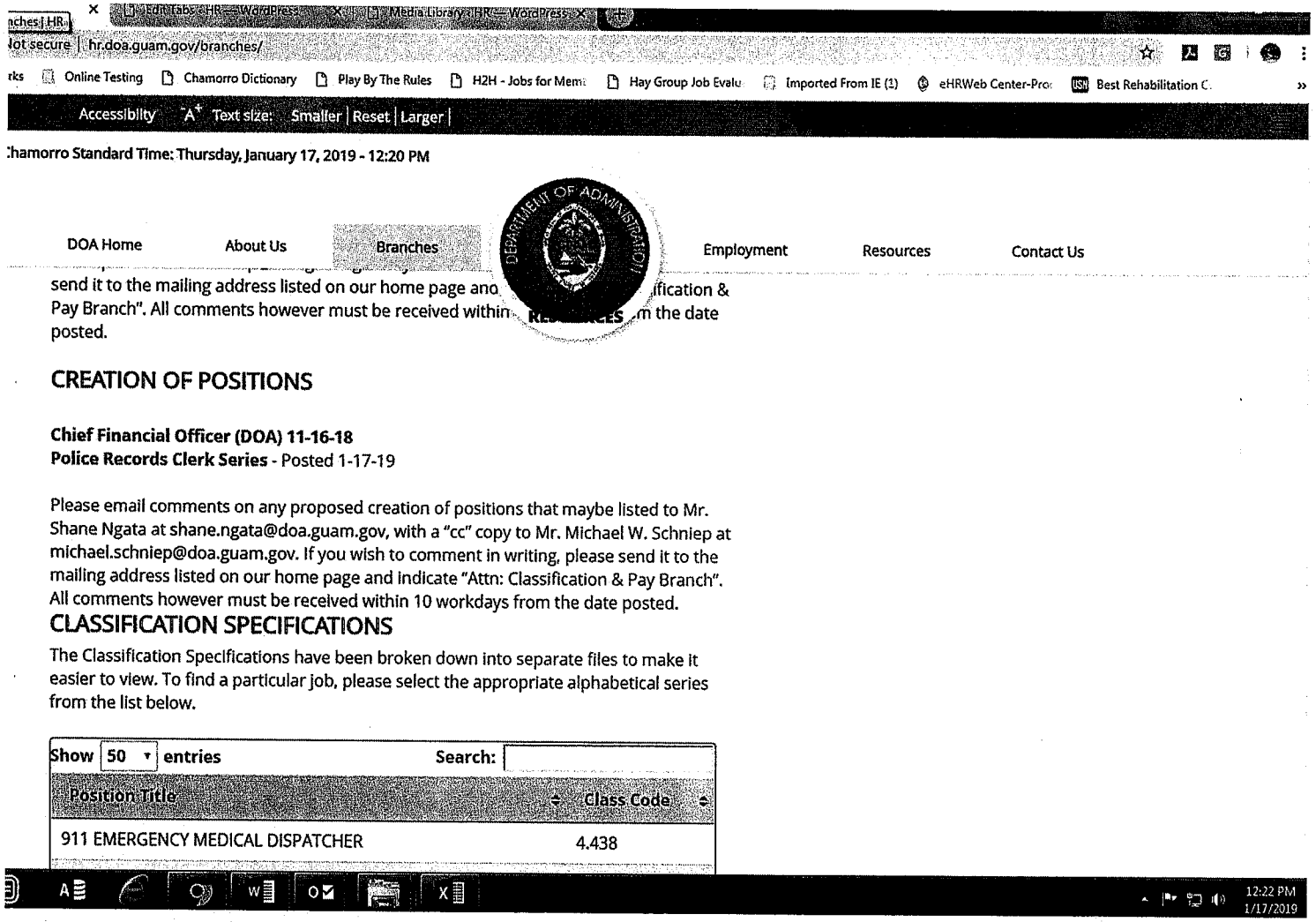
ESTABLISHED: APRIL 2019
FLSA: NON-EXEMPT
PAYGRADE: K

HAY EVALUATION:	**KNOW-HOW:**	**D I 3**	**175**
	PROBLEM SOLVING:	**C 3 (29%)**	**50**
	ACCOUNTABILITY:	**C 2 C**	**57 (A1)**
	TOTAL POINTS:		**282**

LOURDES A. LEON GUERRERO
Governor of Guam

EDWARD M. BIRN, Director
Department of Administration

Proof of posting Police Records Clerk Series Creation on 1-17-19



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lot secure | hr.doa.guam.gov/branches/

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send it to the mailing address listed on our home page ano ...ification & Pay Branch". All comments however must be received within ...m the date posted.

CREATION OF POSITIONS

Chief Financial Officer (DOA) 11-16-18
Police Records Clerk Series - Posted 1-17-19

Please email comments on any proposed creation of positions that maybe listed to Mr. Shane Ngata at shane.ngata@doa.guam.gov, with a "cc" copy to Mr. Michael W. Schniep at michael.schniep@doa.guam.gov. If you wish to comment in writing, please send it to the mailing address listed on our home page and indicate "Attn: Classification & Pay Branch". All comments however must be received within 10 workdays from the date posted.

CLASSIFICATION SPECIFICATIONS

The Classification Specifications have been broken down into separate files to make it easier to view. To find a particular job, please select the appropriate alphabetical series from the list below.

Show 50 entries Search:

Position Title	Class Code
911 EMERGENCY MEDICAL DISPATCHER	4.438

12:22 PM 1/17/2019

CIVILIAN CAREERS

REQUEST FOR PROPOSALS

INTERNAL AFFAIRS CASE

Civilian Careers

Police Records Series Creation (http://gpd.guam.gov/wp-gpd-content/uploads/2019/03/Police-Records-Series-Creation.pdf)
Fingerprint Examiner series - Amendment (http://gpd.guam.gov/wp-gpd-content/uploads/2019/03/Fingerprint-Examiner-series-Amendment.pdf)

This position is announce for ten (10) calendar days beginning, please email questions at human.resources@gpd.guam.gov

CONTACT US

THE GUAM POLICE DEPARTMENT

For Emergencies

Tel: 911

Office of the Chief of Police:

Tel: (671) 475-8508/8509

Agat Precinct (South):

Tel: (671) 475-8642

Hagatna Precinct (Central):

Tel: (671) 475-8537/8541

Tumon/Tamuning Precinct (Hotel Row):

Rosezette NT. Santos

From: Rosezette NT. Santos
Sent: Wednesday, May 08, 2019 2:32 PM
To: 'mindy@postguam.com'; 'editor@postguam.com'; 'newsdirector@kuam.com'; 'guamnewsroom@guam.gannett.com'; 'news@sorensenmediagroup.com'; 'sabrina@kuam.com'
Cc: Shane G Ngata
Subject: Notice of Proposed Creation and Amendment of Positions
Attachments: Fingerprint Examiner series - Amendment.pdf; Police Records Series Creation.pdf

Hafa Adai,

In accordance with 4 GCA §6303.1(a), the attached Notice of Proposed Creation of Position for the Police Records Clerk series and the Proposed Amendment of Position for the Fingerprint Examiner series is provided.

Si Yu'us Ma'ase.

Rosezette N.T. Santos

Classification & Pay Branch
Department of Administration
Human Resources Division
Email: rosezette.santos@doa.guam.gov
Tel # 475-1265
Fax #: 477-7100/3671
website: www.hr.doa.guam.gov

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Shane G Ngata	Delivered: 5/8/2019 2:32 PM

GUAM POLICE DEPARTMENT

RECORDS AND IDENTIFICATION SECTION

ORGANIZATIONAL CHART

Services Bureau
(Bureau Chief)

Administration Division
(Division Chief)

Records & Identification Section
(Operations Chief)

Records & Identification Section
(Officer -in- Charge)

Front Office - Public Services:
Police Records Clerk Supervisor **(VACANT)**

- Cashier **(VACANT)**
- Police Records Clerk II: Firearms ID Processing **(VACANT)**
- Data Control Clerk I - Firearms ID Processing
- Police Records Clerk I - Police Clearances **(VACANT)**
- Police Records Clerk I - Police Clearances **(VACANT)**
- Police Records Clerk I - Police Clearances **(VACANT)**
- Clerk I - Police Clearances
- Police Records Clerk I - Police Abstracts **(VACANT)**
- Clerk I - Police Abstract
- Police Records Clerk I - Fingerprinting **(VACANT)**
- Clerk I - Fingerprinting

Rear Office - Public Services:
Police Records Clerk Supervisor **(VACANT)**

- Police Records Clerk II: Rapsheet **(VACANT)**
- Police Records Clerk I: Rapsheet **(VACANT)**
- Clerk I - Rapsheet
- Police Records Clerk II: Background Checks **(VACANT)**
- Police Records Clerk II - Police Reporting Processing **(VACANT)**
- Police Records Clerk I - Police Reporting Processing **(VACANT)**
- Data Control Clerk I - Police Reporting Processing
- Data Control Clerk I - Data Input / Public Blotter
- Data Control Clerk I - Data Input / Arrest Blotter
- Data Control Clerk I - Data Input / Court, Etc.

ACKNOWLEDGE and APPROVED BY:

for VIOLETA CAMACHO 7/25/19

Sgt. Aida R. Pierce, Officer-in-Charge, RIDS, AD, SB

Department of Administration
Human Resources Division
JUL 25 2019
Classification & Pay Branch

The Officer-In-Charge, Personnel and Payroll Section shall be a civilian Personnel Officer or as designated by the Chief of Police.

Records and Identification Section (RIDS)

The Officer-In-Charge, Records and Identification Section, is responsible and accountable for, and has authority over, the Department's records function and reports directly to the Operations Chief, AD.

The Officer-In-Charge, Records and Identification Section, is responsible for report review, ensuring that field reports are completed in compliance with directives and that a record is made for each service; report control; records maintenance; records retrieval; receiving, recording and accounting for warrants received from the Superior Court Marshal's Office; maintaining and operating an identification records system; providing report processing services; controlling the distribution of police reports of events; ensuring that release of police records information follow the provisions of the Privacy Act; providing public services required and relate to police records and identification; ***electronic storing of*** police investigative records; administering the firearms permit and registration laws; providing and updating required information for the computer information system; acting as agents for the Treasurer of Guam in the collection of fees for firearms registrations, police clearances, firearms identification cards, traffic accident reports, annual gun dealer / shooting gallery / manufacturer / wholesaler / retailer and repairer registrations, copies of police blotters, filing of private security officers training records, approval for certified trainers for firearms, and special use permit for highways.

The Officer-In-Charge, Records and Identification Section, shall assess current operations and submit recommendations for implementation. He/She shall maintain and ensure compliance with all general orders, special orders, personnel orders, directives of superiors, and the Personnel Rules and Regulations, and shall make copies of these policies available for Section personnel.

The Officer-In-Charge of Records and Identification Section shall be a civilian Records Management Officer (RMO) or as designated by the Chief of Police.

Planning, Research and Development Section (PRD)

The Officer-In-Charge, Planning, Research and Development Section is responsible and accountable for, and has authority over the Department's planning and research and crime analysis functions and reports directly to the Operations Chief, AD.