

FUNCTIONAL STATEMENT

I. DIRECTOR

The Director is appointed by, responsible and accountable to the Governor; responsible for administration and operation of the entire Department including program planning, organizing, staffing, delegation of duties and authority, coordination of programs and activities, reporting to the Governor and the Legislature on performance and use of resources, developing an adequate budget system, and establishing policies related to all aspects of management; he/she is the appointing authority for new hires and promotees and is responsible for overall discipline; he/she insures proper training; he/she serves as a member of the Governor's Cabinet.

A. Intelligence Unit

This unit is responsible and accountable to the Director for the collection, collation, and analysis of information to provide intelligence on specific criminal activity; the collection, collation and analysis of evidence and information concerning organized criminal activity or potential; responsibility for the preliminary and follow-up investigation of riots and routs; establishing and maintaining liaison with other state, local, and federal agencies as well as Guam agencies concerned with the same areas of intelligence collection and collation; identifying and recommending basic, refresher, and specialized training requirements necessary to maintain and/or upgrade personnel performance capabilities; preparing reports in accordance with departmental orders and procedures; inspecting all functions of the Intelligence Unit command to assure compliance with orders and directives; planning programs to meet the goals of the unit; developing unit goals and objectives annually; preparation of the budget program of the unit annually; updating procedures of the unit regularly.

B. Staff Inspection Unit

This unit is a consolidation of the Legal Affairs, Internal and Inspection functions.

1. Inspection

This unit is responsible for overall staff authority for functional supervision and control of personnel assigned to the Department; thorough awareness of all procedures, goals, and objectives of the Department; performing regular inspections concerning proper use of material resources, adherence to departmental procedures, and proper performance of personnel

to discover existing weaknesses; preparing and submitting to the Director daily reports concerning all inspections; preparation of performance evaluations on departmental functions and fitness of personnel based on supervisory input; promoting teamwork and morale; assisting in solving problems and recommending corrections of deficiencies; anticipating future needs; assisting in establishing priorities for improvement; assisting in the preparation of the budget by pointing out critical areas for program planning; preparing the budget program for the Inspector's Office annually; assisting in the planning of programs to meet the goals of the Department.

2. Legal Affairs

This unit is responsible for providing investigative case consultation with arresting officers; reviewing of affidavits in support of arrest warrants and search warrants in cooperation with the Attorney General; providing staff advisory assistance in operations when difficult legal problems can be anticipated; providing legal counsel for ad hoc projects, grant proposals, and special enforcement problems; developing and maintaining liaison with the Attorney General, United States Attorney, courts and local bar associations; participating in training to insure continuation of legal training at all levels within the Department; assisting in drafting procedural guides for the implementation of recent court decisions and newly-enacted legislation; planning programs to meet the goals of the unit; developing unit goals and objectives annually; preparing and submitting reports in accordance with departmental orders and procedures; preparation of the budget program of the unit annually; updating procedures of the unit regularly.

3. Internal

This unit is responsible for performing, as required by the Director, investigations of malfeasance, misfeasance, and non-feasance of personnel; identifying basic, refresher, and specialized training requirements necessary to maintain and/or upgrade personnel performance capabilities; planning of programs to meet the goals of the unit; developing goals and objectives annually; inspecting all functions of the unit command to assure compliance with orders and directives; preparing and submitting reports in accordance with departmental orders and procedures; updating procedures of the unit regularly; preparation of the budget program of the unit annually.

C. Personnel/Fiscal Affairs/Supply Unit

This unit is responsible for implementing personnel management policy and procedures; maintaining the Department's personnel records; providing management with necessary information for the effective utilization and development of its human resources as related to career development; coordinating with all concerned units, within and without the Department, on recruitments, transfers, terminations, promotions, and retirement; preparing personnel action statements for all Department of Public Safety personnel and providing each employee with a copy of each approved action; assuring personnel of all fringe benefits due, through coordination with the Department of Administration and applicable agencies./The preparation of all fiscal reports; preparing in final form the departmental fiscal year budget submission including federal program requests with complete justifications; receiving, formulating, and recommending for approval proposals for policies on accounting, auditing, forecasting economic matters and budgets; and administering functional supervision over such policies when approved; recording of transactions, maintaining records of expenses and financial conditions of the Department, providing a method of cost accountability and assuring the application of proper accounting methods and system to include department-wide internal reviews (auditing) of fiscal and management functions from January to June of each fiscal year; providing for a continuing system of accounting and review of all secret service funds; preparing claims and refunds and the discharge of appropriated funds; compiling the Department's timesheets for employee payroll; preparing and submitting reports in accordance with departmental orders and procedures./Requisitioning all supplies and equipment needed for the operation of the Department; arranging for receipt and delivery of government issued supplies, materials, and equipment for the Department of Public Safety; handling the issuing of supplies, materials, and equipment to the units and personnel of the Department; submission of annual inventory orders to ensure availability of storage space or other storage locations; preparation of the annual property report to satisfy the Director's reporting requirement to the Department of Administration; negotiating contracts for supplies, lease agreements, and other functional needs in coordination with the concerned unit.

D. Public Information Officer and Community Relations Unit

This unit is responsible for maintaining contact with the press and other media; preparing news releases and publicity items; arranging press conferences and ceremonies for promotions, graduations, and special events; administering the issuance of official credentials for the press and other authorized persons; conducting campaigns to promote harmonious police-community relations; maintaining liaison with various civic organizations and business associations; providing answers to questions about the Department to members of the news

media, government officials, and the general public either by personal interviews or through correspondence; maintaining an up-to-date resource file on all publicity programs generated by this office; staging special events for the public, and arranging tours, speeches, and receptions; developing goals and objectives for the unit annually; reviewing and updating unit procedures regularly; planning unit programs to meet the goals of the Department; preparing and submitting reports in accordance with departmental orders and procedures.

E. Chaplain

The Chaplain is responsible for the counseling referrals of all employees of the Department as may be requested; hospital calls in case of serious illness and house calls in case of long confinement; home visits to offer counsel and comfort to relatives in case of death or serious injury; cultivation of good relations between the police department and the general community and opening chances of communications with other agencies; development of relationships with officers and staff which may enable chaplains to foresee personal problems in the making and to deal with them before they advance to critical stages; participation in recruit orientation.

F. Administrative Operations

This unit is responsible for the administration, coordination, and operation of the Management Services Bureau, Support Services Bureau and Technical Services Bureau; preparing and assuring that reports are submitted in accordance with departmental orders and procedures; making long and short range plans involving all administrative elements; planning for and preparing an annual budget program for administrative operations; establishing an adequate performance measurement system for all divisions under his control to be enforced with an inspection system to assure adherence to established procedures and policies; assuring that goals and objectives are developed by all units under his command to be used in budget preparation each fiscal year; providing internal leadership training; identifying chain-of-command and departmental responsibilities.

1. Management Services Bureau

This unit is responsible for the staff administration and operation of Planning and Research Division, the Training/Staff Development Division, and the Records and I.D. Division; assisting in the preparation of the annual departmental budget program including developing Bureau goals and objectives; inspecting all Bureau functions to assure compliance with orders and directives; planning programs to meet the goals of the

Bureau and the Department; assuring that reports are submitted in accordance with departmental orders and procedures; planning for and implementing training programs to improve capabilities of Bureau personnel; continuous review of Bureau procedures for updating and improvement.

a. Planning and Research Division

This unit is responsible for preparing in coordination with various command staff and individual unit supervisors the departmental goals and objectives for the yearly budget; preparation of fiscal year budget program request submission for the Division and the Department; performing long range studies for management as requested involving such items as organization, feasibility studies concerning new equipment, procedures and other related matters; providing appropriate statistical reports with analysis required for the operation and administration of the Department of Public Safety; developing statistical means of crime prediction including selective enforcement directions for enforcement of traffic laws; reviewing and updating all departmental internal procedures; design of reports, records, and forms to satisfy management information needs and to supply day-to-day data needed for the continuous operation of the Department of Public Safety; improvement of paperwork and management techniques and procedures; preparing and submitting reports in accordance with departmental orders and procedures; planning programs to meet the goals of the Bureau; identifying training requirements of the personnel of the Division and providing the Bureau Chief with the information; updating procedures of the Division regularly; developing goals and objectives annually for the Division; inspecting all functions of the divisional command to assure compliance with orders and directives.

b. Training/Staff Development Division

This unit is responsible for preparing a yearly training program schedule for basic, refresher, and specialized training; providing training required; coordinating with other units of the Department to determine training requirements; developing or identifying improved methods of instruction; developing and maintaining a cadre of qualified instructors for teaching classes at the Academy; coordinating education programs of the Department; operating and maintaining department physical conditioning equipment and facilities; preparing the fiscal year budget request for the entire Division including the development of divisional goals and objectives annually; planning divisional programs to meet the goals of the Bureau; inspecting all functions of the Division to assure compliance

with orders and directives; preparing and submitting reports in accordance with departmental orders and procedures; updating procedures of the Division regularly.

c. Records and I.D. Division

This unit is responsible for maintaining and operating an event report file appropriately cross referenced; maintaining and operating an identification records system; providing report processing services for the elements of the Department under the command of the Chief of Police Operations; controlling the distribution of police reports of events both for official and non-official use; ensuring that release of police records information follows the provisions of the Privacy Act; providing public services required and related to police records and identifications; microfilming police investigative records for permanent storage; administering and operating on behalf of the Director the firearms permit and registration laws; providing and updating required information for the computer information system; administering and operating the Government of Guam voluntary identification card system; acting as agents for the Treasurer of Guam in the collection of fees for firearm registration; providing reproduction services of typed and printed material for the Department; updating procedures of the division regularly; developing divisional goals and objectives annually; development of the fiscal year budget request submission for the Division; planning programs to meet the goals of the Bureau; inspecting all functions of the unit to assure compliance with orders and directives; preparing and submitting reports in accordance with departmental orders and procedures.

2. Support Services Bureau

This unit is responsible for the staff administration and operation of the Evidential Property Division, Detention Division and Armory Division; assisting in the preparation of the annual departmental budget program including developing Bureau goals and objectives; inspecting all Bureau functions to assure compliance with orders and directives; planning programs to meet the goals of the Bureau and the Department; assuring that reports are submitted in accordance with departmental orders and procedures; planning for and implementing training programs to improve capabilities of Bureau personnel; continuous review of Bureau procedures for updating and improvement.

a. Evidential Property Division

This unit is responsible for securing and accounting for all property and evidence coming into the custody of the Department except for government property acquired by the Department and maintaining chain of custody on all property which is evidential in nature; returning, whenever possible, found property to the owner, and evidential property to the owner once no longer needed; arranging for disposal of all unclaimed property periodically, according to proper procedures and laws; identifying training requirements of the Division's personnel and providing the Bureau Chief with the information; updating procedures of the Division regularly; developing divisional goals and objectives annually; developing the fiscal year budget request submission for the Division; planning programs to meet the goals of the Bureau; inspecting all functions of the divisional command to assure compliance with orders and directives; preparing and submitting reports in accordance with departmental orders and procedures.

b. Detention Division

This unit is responsible for performing admission procedures for detainees including searching, fingerprinting, photographing, storing detainee's personal property, and assignment to a cell; performing all duties outlined in departmental orders concerning segregation, security, health and hygiene sanitation, discipline, religion, privileges, and discharge of detainees; identifying training requirements of the Division's personnel and providing the Bureau Chief with the information; updating procedures of the Division regularly; developing goals and objectives annually; preparing the fiscal year budget request submission for the Division annually; planning programs to meet the goals of the Bureau; inspecting all functions of the divisional command to assure compliance with orders and directives; preparing and submitting reports in accordance with departmental orders and procedures; assuring that prisoners are secured against escape.

c. Armory Division

This unit is responsible for providing secure storage for weapons and related equipment and supplies, and issuing such equipment as required; maintaining and repairing all department-owned weapons; providing reload ammunition for practice firing; instructing on use and care of firearms; maintaining appropriate records to assure that a running inventory of arms supplies is maintained, making an

itemized inventory of all departmental weapons and related equipment, and preparing a quarterly inventory report; identifying training requirements of the Division's personnel and providing the Bureau Chief with the information; updating procedures of the Division regularly; developing the fiscal year budget request submission for the Division; planning programs to meet the goals of the Bureau; inspecting all functions of the divisional command to assure compliance with orders and directives; preparing and submitting reports in accordance with departmental orders and procedures.

3. Technical Services Bureau

This unit is responsible for the staff administration and operation of the Communications Division, Fleet/Communication Maintenance Division, and the Physical Plant Division; assisting in the preparation of the annual departmental budget program including developing Bureau goals and objectives; inspecting all Bureau functions to assure compliance with orders and directives; planning programs to meet the goals of the Bureau and the Department; assuring that reports are submitted in accordance with departmental orders and procedures; planning for and implementing training programs to improve capabilities of Bureau personnel; continuous review of Bureau procedures for updating and improvement.

a. Communications Division

This unit is responsible for the following operations: Radio Dispatchers to operate the Department of Public Safety and other emergency radio networks and handling of all radio communications equipment; the dispatching of police vehicles to all areas requiring such service; receipt of called-for-services by phone or on a walk-in basis, public reception; preparation of Event Cards and assignment of officers to handle calls for services, preparation of the Daily Bulletin, and performance of other recording and reporting requirements assigned; installation and maintenance of all electrical or electronic equipment related to the communications system; monitoring the burglary and robbery alarm system located in the Communications Center; monitoring and operating the tape recorder connected to communications equipment; security and accountability of all evidence or property left in the temporary custody of the police until turned over to the Evidential Property Division; reporting and recording requirements of the Federal Communications Commission; temporary vehicle passes for newly-imported vehicles; identifying training requirements necessary to maintain or upgrade the performance capabilities of the

unit personnel and providing the Bureau Chief with the information; updating procedures of the unit regularly; developing goals and objectives annually for the unit; preparation of the budget program annually for the unit; planning programs to meet the goals of the unit; inspecting all functions of the unit command to assure compliance with orders and directives; preparing and submitting reports in accordance with departmental orders and procedures.

b. Fleet/Communication Maintenance Division

This unit is responsible for providing transportation capability to all elements of the Department, including Fire Operations, twenty-four hours a day, seven days a week; providing immediate response on any mobile unit requiring repair if such unit is inoperable and not in an area where minimum protection of the equipment is available; ensuring maintenance, either actual or through contract, of all departmental vehicles, and provision for essential parts and equipment to ensure operating efficiency; requisitioning all supplies and equipment needed for the operation of the Department; providing for the installation and maintenance of police communication equipment; identifying training requirements necessary to maintain or upgrade the performance capabilities of the unit personnel and providing the Bureau Chief with the information; updating procedures of the Division regularly; developing goals and objectives annually for the Division; preparation of the budget program annually for the Division; planning programs to meet the goals of the Division; inspecting all functions of the divisional command to assure compliance with orders and directives; preparing and submitting reports in accordance with departmental orders and procedures.

c. Physical Plant Division

This unit is responsible for ensuring efficient housekeeping operations, repairs, cleaning, and general upkeep of all the Department of Public Safety buildings and grounds; identifying training requirements necessary to maintain or upgrade the performance capabilities of the unit personnel and providing the Bureau Chief with the information; updating procedures of the unit regularly; developing goals and objectives annually for the unit; preparation of the budget program annually for the unit; planning programs to meet the goals of the unit; inspecting all functions of the unit command to assure compliance with orders and directives; preparing and submitting reports in accordance with departmental orders and procedures.

II. DEPUTY POLICE CHIEF

The Deputy Police Chief is responsible to the Director for the effective administration and operation of Police Operations; for serving as the Director in the absence of the Director or a vacancy in the position of Director; for advising the Director on technical and administrative matters and assisting him/her in formulating policies and procedures; for planning and implementing new programs; for representing the Director in conferences with other law enforcement agencies, civic groups, or legislative hearings; for establishing an adequate line and administrative inspection system and initiating corrective action, if necessary; for establishing procedures designed to achieve the Department's goal of safety and protection for the citizens of Guam; for the preparation of the annual budget plan for all line operations; for coordinating integrated training requirements of line operations.

A. Watch Commander

This unit is responsible for coordinating all police operations during tour of duty to ensure that the Department's mission is adequately performed; notifying the Director and other concerned key officials in the event of an emergency or serious incidents; periodically inspecting the platoons to check on personnel demeanor, uniforms, weapons, etc., to ensure conformance to policy, procedures, and to make on-the-spot corrections for any discrepancies; receiving and/or investigating all complaints or infractions against any DPS officer and immediately notifying concerned personnel; monitoring the roll-call or briefing of platoons to ensure that personnel are accounted for and that supervisor(s) properly brief their subordinates on operational procedures; ensuring that all entries in the Police Bulletin are thoroughly reviewed for accuracy and completeness.

B. Government House Security

This unit is responsible for providing security and protection for the Governor, the Lieutenant Governor, and their immediate families; inspecting all functions of the unit command to assure compliance with orders and directives; developing unit goals and objectives annually; preparation of the unit budget program annually; preparing and submitting reports in accordance with departmental orders and procedures; identifying the training needs of the unit for improvement of personnel capabilities; updating procedures of the unit regularly; planning programs to meet the goals of the unit.

C. Police Operations

This unit is responsible for the line administration and operation of the Patrol Operations Bureau, Investigative Operations Bureau, and the Field Support Bureau; providing security for the Governor, Lieutenant Governor, and their families; overseeing the Watch Commanders; preparing and assuring that reports are submitted in accordance with departmental orders and procedures; making long and short range plans involving all line and field operations; planning for and preparing an annual line operations budget program; establishing an adequate performance measurement system for all divisions under his control to be enforced with inspection program to assure adherence to established procedures and policies; assuring that goals and objectives are developed by all line units under his command for each fiscal year to be used in budget preparations and for the preparation of all line budget programs annually; initiating all necessary training to assure capability and competence of all line personnel.

1. Patrol Operations Bureau

This unit is responsible for the administration and operation of the Northern, Central and Southern Precincts, Neighborhood and Tactical Unit; the preparation of the annual budget program including developing Bureau goals and objectives; inspecting all Bureau functions to assure compliance with orders and directives; planning programs to meet the goals of the Bureau and the Department; assuring that reports are submitted in accordance with departmental orders and procedures; identifying and initiating all training necessary to assure capability and competence of all Bureau personnel; continuous review of Bureau procedures for updating and improving.

a. Northern Precinct/Neighborhood/Tactical Unit

This unit is responsible for the administration and coordination of personnel, equipment and other resources assigned to the precinct; investigation of incidents; maintaining records of the precinct's daily activities; identifying problems and coordinating with the Chief, Patrol Operations Bureau, in developing solutions and plans of action; responding to all calls for service and performs preliminary investigation on all cases within that precinct jurisdiction; providing a twenty-four hour a day, seven days a week, traffic and criminal preventive patrol within the precinct's jurisdictions./Providing specialized village police officers on motorcycles to support the Commissioners and their law enforcement functions; conducting preliminary investigations of most offenses arising in neighborhood areas that are assigned to the division; giving demonstrations and lectures

concerning community crime prevention programs, and including distribution of crime prevention pamphlets; providing support for general departmental police services; promoting community anti-crime activity support./Providing specialized police service relating to land rescue, special tactics and weapons, riot and crowd control, and specialized crime suppression; identifying training needs of the Division and providing information to the Bureau Chief; updating procedures of the Division regularly; developing goals and objectives for the division annually; submitting a divisional budget program annually; establishing planned programs designed to meet the goals of the Bureau; inspecting all functions of the Division to assure adherence to departmental orders and directives; providing that reports are submitted in accordance with departmental orders and procedures.

b. Central Precinct/Neighborhood/Tactical Unit

This unit is responsible for the administration and coordination of personnel, equipment and other resources assigned to the precinct; investigation of incidents; maintaining records of the precinct's daily activities; identifying problems and coordinating with the Chief, Patrol Operations Bureau, in developing solutions and plans of action; responding to all calls for service and performs preliminary investigation on all cases within that precinct jurisdiction; providing a twenty-four hour a day, seven days a week, traffic and criminal preventive patrol within the precinct's jurisdictions./Providing specialized village police officers on motorcycles to support the Commissioners and their law enforcement functions; conducting preliminary investigations of most offenses arising in neighborhood areas that are assigned to the division; giving demonstrations and lectures concerning community crime prevention programs, and including distribution of crime prevention pamphlets; providing support for general departmental police services; promoting community anti-crime activity support./Providing specialized police service relating to land rescue, special tactics and weapons, riot and crowd control, and specialized crime suppression; identifying training needs of the Division and providing information to the Bureau Chief; updating procedures of the Division regularly; developing goals and objectives for the division annually; submitting a divisional budget program annually; establishing planned programs designed to meet the goals of the Bureau; inspecting all functions of the Division to assure adherence to departmental orders and directives; providing that reports are submitted in accordance with departmental orders and procedures.

c. Southern Precinct/Neighborhood/Tactical Unit

This unit is responsible for the administration and coordination of personnel, equipment and other resources assigned to the precinct; investigation of incidents; maintaining records of the precinct's daily activities; identifying problems and coordinating with the Chief, Patrol Operations Bureau, in developing solutions and plans of action; responding to all calls for service and performs preliminary investigation on all cases within that precinct jurisdiction; providing a twenty-four hour a day, seven days a week, traffic and criminal preventive patrol within the precinct's jurisdictions./Providing specialized village police officers on motorcycles to support the Commissioners and their law enforcement functions; conducting preliminary investigations of most offenses arising in neighborhood areas that are assigned to the division; giving demonstrations and lectures concerning community crime prevention programs, and including distribution of crime prevention pamphlets; providing support for general departmental police services; promoting community anti-crime activity support./Providing specialized police service relating to land rescue, special tactics and weapons, riot and crowd control, and specialized crime suppression; identifying training needs of the Division and providing information to the Bureau Chief; updating procedures of the Division regularly; developing goals and objectives for the division annually; submitting a divisional budget program annually; establishing planned programs designed to meet the goals of the Bureau; inspecting all functions of the Division to assure adherence to departmental orders and directives; providing that reports are submitted in accordance with departmental orders and procedures.

2. Investigative Operations Bureau

This unit is responsible for the administration and operation of the Detective Division, the Youth Division, and the Narcotics/Vice Division; preparation of the annual budget program including developing Bureau goals and objectives; inspecting all Bureau functions to assure compliance with orders and directives; planning programs to meet the goals of the Bureau and the Department; assuring that reports are submitted in accordance with departmental orders and procedures; identifying and initiating all training necessary to assure capability and competence of all Bureau personnel; continuous review of Bureau procedures for updating and improving.

a. Detective Division

This unit is responsible for providing for the preliminary and follow-up investigation of all crimes not the responsibility of other elements of the Department; assuring that follow-up investigations and other actions required by the Attorney General on connection with a police investigation and prosecution are fully accomplished; assuring investigations are directed not only to the apprehension of alleged responsables but also the recovery and return of stolen property to the owner; maintaining liaison with local, state, and federal agencies concerned with crime investigation; identifying basic, refresher, and specialized training requirements necessary to maintain and/or upgrade the performance capabilities of personnel assigned to the Division and providing the information to the Bureau Chief; updating procedures of the Division regularly; developing divisional goals and objectives annually; preparation of the fiscal year budget request submission for the Division; planning programs to meet the goals of the Bureau; inspecting all functions of the divisional command to assure compliance with orders and directives; preparing and submitting reports in accordance with departmental orders and procedures.

b. Youth Division

This unit is responsible for providing for the investigation of all crimes involving minors and making referrals to public or non-public agencies where they can be helped; assuring that all investigations made are directed toward the identification, apprehension, and presentation to the courts for rehabilitative action; assuring that actions recommended in the investigation of alleged responsables are directed toward the best interest of the minor; providing for specialized investigation, preventative patrol, and school liaison relating to juvenile involvement in anti-social behavior; maintaining liaison with the Juvenile Court, Juvenile Justice System, Youth Welfare Services of the Department of Public Health and Welfare, and other public and non-public agencies that deal with youth problems; identifying basic, refresher, and specialized training requirements necessary to maintain or upgrade the performance capabilities of Division personnel and providing the information to the Bureau Chief; updating procedures of the Division regularly; developing divisional goals and objectives annually; preparation of the Division's fiscal year budget request submission; planning programs to meet the goals of the Bureau; inspecting all functions of the divisional

command to assure compliance with orders and directives; preparing and submitting reports in accordance with departmental orders and procedures.

c. Narcotics/Vice Division

This unit is responsible for initiating investigations to detect violations of narcotics and dangerous drug laws, gambling laws, prostitution and commercialized vice and pornographic laws; performing follow-up investigations on violations of narcotic drug laws, gambling laws, prostitution and commercialized vice laws, pornographic laws, and liquor laws, and as required by the Attorney General; coordinating, cooperating, and exchanging information with the head of the Intelligence Unit; establishing and maintaining liaison with other state, local, and federal agencies concerned with the same areas of detection and investigation; identifying basic, refresher, and specialized training requirements necessary to maintain and/or upgrade the performance capabilities of personnel assigned to the Division and providing the information to the Bureau Chief; updating procedures of the Division regularly; preparation of the fiscal year budget request submission for the Narcotics/Vice Division; planning programs to meet the goals of the Division; inspecting all functions of the Division command to assure compliance with orders and directives; preparing and submitting reports in accordance with departmental orders and procedures; developing goals and objectives for the Division annually.

3. Field Support Bureau

This unit is responsible for the administration and operation of the Traffic Division, Police Reserve Unit, Crime Lab Division, and Harbor/G.I.A.T.; preparation of the annual budget program including developing Bureau goals and objectives; inspecting all Bureau functions to assure compliance with orders and directives; planning programs to meet the goals of the Bureau and the Department; assuring that reports are submitted in accordance with departmental orders and procedures; identifying and initiating all training necessary to assure capability and competence of all Bureau personnel; continuous review of Bureau procedures for updating and improving.

a. Traffic Division

This unit is responsible for developing a continuous enforcement program directed towards decreasing violations of traffic laws that are identified as accident causative factors; providing the investigative capability necessary

for the investigation of all traffic fatalities, injuries, and accidents involving government vehicles and/or property; assuring appropriate follow-up investigation of all accidents except hit-and-run felony cases when responsibility is not identified; development of procedures to assure selective enforcement and assignment of personnel commensurate with the magnitude of traffic problems; initiating the development of operations plans for anticipated emergencies or unusual occurrences such as typhoon, flooding, earthquake, major fires, bank robbery, celebrated holidays (Liberation Day, Christmas, New Year, etc.) and elections; identifying basic, refresher, and specialized training requirements necessary to maintain and/or update the performance capabilities of personnel assigned to the Division and providing the Bureau Chief with the information; reviewing and updating operational procedures of the Division with the concurrence of the Bureau Chief, and in coordination with Planning and Research Division; developing divisional goals and objectives annually; preparation of the annual budget program of the Division; assisting in the preparation of federally funded budget programs related to traffic functions and providing complete justification; planning traffic programs to meet the goals of the Bureau; inspecting all functions of the divisional command to assure compliance with orders and directives; preparing and submitting reports in accordance with departmental orders and procedures.

b. Police Reserve Unit

This unit is responsible for augmenting the regular police force and performing duties and functions assigned by the Field Support Bureau.

c. Crime Lab Division

This unit is responsible for assuring a means of providing a physical evidence analysis capability; assuring a means of providing photographic taking and processing capability; providing classroom instructions, and practical applications at the Police Academy on protecting, recording, searching, collecting, preserving, marking, and identifying of all physical evidence at crime scenes; maintaining liaison with local and off-island laboratories and other agencies; identifying training requirements necessary to maintain or upgrade the performance capabilities of the Division personnel and providing the information to the Bureau Chief; reviewing and updating the Division's operational procedures with the concurrence of the Bureau Chief and Planning and Research Division; developing divisional goals

and objectives annually; preparation of the budget program for the Division annually; planning programs to meet the goals of the Bureau; inspecting all functions of the divisional command to assure compliance with orders and directives; preparing and submitting reports in accordance with departmental orders and procedures.

d. Harbor/G.I.A.T.

This unit is responsible for providing specialized police service relating to safe-boating, sea rescue, registration of boats, safety inspections, education of boat users; assisting in the preparation of federal progress reports related to the Safe Boating Act and LEAA projects; uphold laws and functions related to the Guam International Air Terminal; prevent the flight of known fugitives, and to prevent illegal entry of undesirables; continue maintaining security and the preventing of unauthorized personnel into restricted areas; prevent damage or destruction to all terminal areas; continue the enforcement of vehicular traffic laws at the Air Terminal; provide surveillance of Terminal parking facilities and vehicular routes; expedite loading and unloading of passenger's baggage in traffic areas at the Terminal; assuring that appropriate in-service training is provided to personnel of the Division in order that specialized capabilities are maintained and improved; reviewing and updating of all operational procedures of the Division; developing divisional goals and objectives annually; preparation of the Division's fiscal year budget submission including federal program requests with complete justification; planning and preparation of programs to update divisional efficiency and to meet the goals of the Bureau; inspecting all functions of the divisional command to assure compliance with orders and directives; assuring that reports are submitted in accordance with departmental orders and procedures.

III. DEPUTY FIRE CHIEF

The Deputy Fire Chief is responsible to the Director for the effective administration and operation of Fire Operations; for advising the Director on technical and administrative matters and assisting him/her in formulating policies and procedures; for planning and implementing new programs; for representing the Director in conferences with other fire enforcement agencies, civic groups, or legislative hearings; for establishing an adequate line and administrative inspection system and initiating corrective action, if necessary; for establishing procedures designed to achieve the Department's goal of safety and protection for the citizens of Guam; for the preparation of the annual budget plan for all fire operations; for coordinating integrated training requirements of fire operations.

A. Chief, Fire Operations

This unit is responsible for providing executive assistance to the Deputy Fire Chief in the administration of the affairs of the Fire Services in accordance with the statutory provisions of the Territory; provides other administrative services by participating in departmental budget development, review and control; effects liaison with other government services and private organizations; prepares regular and special reports; plans, directs, and coordinates departmental activities affecting fire prevention and suppression and emergency medical services.

1. Fire Prevention Bureau

This unit is responsible for the administration and operation of the Inspection and Code Enforcement Division, the Fire Investigation Division and the Public Safety and Education Division; enforcing fire laws and regulations; inspecting and abating existing and potential fire hazards; developing plans, reviewing, evaluating and administering fire prevention programs; checking and reviewing building plans for compliance with fire rules and regulations; investigating fires to determine cause and recommending corrective measures; developing plans, reviewing, evaluating and administering fire and life safety programs; providing training and research services on matters such as safety equipment, specification of apparatus and fire equipment, testing and evaluating new equipment; providing fire and life safety information services.

a. Inspection and Code Enforcement

This unit is responsible for enforcing fire regulations, inspecting and abating existing potential fire hazards; provides training for company fire inspection programs; reviews and approves building plans and specifications

pursuant to territorial law relative to fire protection; reviews, inspects and approves permits for public assembly, industrial, and other occupancies; reviews, inspects and approves permits for all open burnings, and other hazardous occupancies such as storage of explosives and transporting of same; checks and reviews building plans for cluster and other requirements for compliance with the Fire Code and statutory provisions.

b. Fire Investigation

This unit is responsible for conducting and supervising fire investigation; investigates referral of fire incidences due to suspicious or incendiary nature from the various engine companies within Fire Operations and other agencies within the public and private sector; coordinates all suspicious or incendiary incidences with all other investigative agencies within the public or private sector; investigates and answers all fire hazards or safety complaints with other agencies within the public or private sector; provides training for fire investigation to all fire companies within Fire Operations.

c. Public Safety and Education

This unit is responsible for developing and executing public educational and informational programs to promote fire and life safety; develops escape plans and assists private and public agencies in the formation of fire brigades; administers programs aimed at preventing fires and/or life safety incidences to children and other civic and social interest groups; provides instructional services in the use of portable firefighting appliances by conducting fire lectures and demonstrations to government, private and other interest groups.

2. Fire Operations Bureau

This unit is responsible for the administration and operation of the Northern and Southern Firefighting Districts and the Ambulance Operations Division; providing fire suppression, rescue and emergency services to the Territory of Guam; conducting dwelling inspections; preparing commercial and industrial pre-fire plans; conducting drills and keeping abreast of fire prevention programs and firefighting techniques; sources and adequacy of water supply, maintaining grounds, buildings, apparatus and equipment; identifying basic, refresher and specialized training requirements; updating procedures regularly; developing goals and objectives annually; preparing fiscal year budget submission; planning programs to meet the goals of the Bureau; inspecting all functions to assure compliance.

a. Northern Firefighting District

This unit is responsible for providing fire suppression, rescue and emergency services to the northern half of Guam; conducting dwelling inspections; preparing commercial and industrial pre-fire plans; conducting drills and keeping abreast of fire prevention programs and firefighting techniques; sources and adequacy of water supply; maintaining grounds, buildings, apparatus and equipment; identifying basic, refresher, and specialized training requirements; updating procedures regularly; developing goals and objectives annually; preparing fiscal year budget submission; planning programs to meet the goals of the Bureau; inspecting all functions to assure compliance with orders and directives and submission of reports.

b. Southern Firefighting District

This unit is responsible for providing fire suppression, rescue and emergency services to the southern half of Guam; conducting dwelling inspections; preparing commercial and industrial pre-fire plans; conducting drills and keeping abreast of fire prevention programs and firefighting techniques; source and adequacy of water supply; maintaining grounds, buildings, apparatus and equipment; identifying basic, refresher, and specialized training requirements; updating procedures regularly; developing goals and objectives annually; preparing fiscal year budget submission; planning programs to meet the goals of the Bureau; inspecting all functions to assure compliance with orders and directives and submission of reports.

c. Ambulance Operations Division

This unit is responsible for the administration and direction of the emergency medical services (ambulance) throughout the Territory of Guam; formulates, develops, and implements policies and procedures governing operation of emergency medical units operated by Fire Operations; plans and coordinates the Rescue, EMT-A and other advance training programs involving this operation; provide and maintain liaison between the Emergency Medical Services Commission, hospital and other agencies involved with health care delivery under direction; develops and maintains an accurate reporting system for rescue, medical and operational evaluation of personnel and programs.