



**GUAM PEACE OFFICER STANDARDS
& TRAINING COMMISSION (POST)**

(671) 735-5636 | P.O. Box 23069 GMF, Barrigada, Guam 96921

**POST COMMISSION MEETING MINUTES
Friday, January 26, 2024**

I. Called to Order. The P.O.S.T. (“POST”) Commission meeting of January 26, 2024, was called to order in the Guam Community College Learning Resource Center, Room 112, by the Guam Customs & Quarantine Agency, Chief Vince Perez, the POST Commission Chairman and assisted by the Vice Chairman, ARFF Chief Raymond Mantanona with Mr. John Q. Lizama, POST Executive Director. Due to some technical difficulties, the meeting commenced at 10:41 a.m.

Roll Call by Agency/Department:

Member-agencies/other agencies: Please refer to the sign-in sheet. Quorum was established. Present are representatives from the Guam Police Department; Guam Airport Police; Guam Customs & Quarantine Agency; Guam Department of Corrections; Div. of Aquatic & Wildlife Resources, Guam Department of Agriculture; Guam Office of the Attorney General; Unified Courts of Guam, Office of Probation; Unified Courts of Guam, Office of Marshals; Guam Fire Department; Aircraft Rescue & Fire Fighting (ARFF); Department of Youth Affairs; Dept. of Parks & Recreation Park Patrol.

Documents Received. Document(s)/Packet: January 26, 2024 Agenda with Attachment #1; Sept. 15, 2023 P.O.S.T. Minutes.

II. Review & Approval of Minutes - September 15, 2023.

MOTION

M/S/C: (DYA/AG) Motion was made to approve the Guam P.O.S.T. Commission Meeting Minutes of September 15, 2023, with corrections. Unanimously approved, motion adopted.

III. Chairman/Vice Chairman Remarks

The Chairman welcomed the members and wished everyone a “Happy New Year!” That it’s a new year to maintain each member’s resiliency and tackle issues that we seem to handle individually as different entities. That at least with the POST Commission issues can be presented and possible courses of action to resolve said issues could be done in moving forward. That in moving forward, Mr. John Lizama is present during today’s meeting and has finally been processed as the current Guam P.O.S.T. Commission Executive Director.

At this time the POST Executive Director was given an opportunity to address the POST Commission members.

- Thanked everyone for their vote of confidence in approving his appointment as the Executive Director.
- That there are several items that have been on the Agenda and has been working on those items for the last couple of months.
- Intent is to provide the Commission with an update on each of those items.
- In moving forward one of the things to take care of is the POST Certifications.
- That there is a requirement in ensuring everyone is certified and will discuss further Items under New Business on the Agenda.
- Thanked everyone again and mentioned he is happy to be on board to help the Commission.

The Chairman mentioned that the Executive Director has been working on closing some of the gaps of where the Commission is now and where it needs to be.

- That since Mr. Lizama has been on board he has been able to see results and is impressed with what he has done so far, which is what the Commission needs in moving forward.
- Knows that every member within the Commission has issues they would like addressed.
- Looking forward to moving projects that has been on hold to the next level.

The Vice Chairman greeted everyone.

IV. Old Business (Tabled Pending Additional Information/Update[s])

1. General Force Leadership Structure Tier – POST Chair (Pending). The Chairman provided an update:

The General Force Leadership Structure Tire has been adopted by the POST Commission but in moving forward there are things that would need to be done.

- The POST is at the stage where it has to develop the framework of what needs to happen.
- There are different responsibilities for the different entities.
- Have to develop position description questionnaires.
- Would have to work with the Department of Administration and the Civil Service Commission.
- Required to go through the Administrative Adjudication Act (AAA) process beginning with a public hearing.
- Other than this, the Chairman mentioned that the biggest milestone was the adoption of the General Force Leadership Structure Tier.
- The Chairman informed the Commission that every law enforcement entity should review this and see how it best fits their needs.
- Mentioned not all entities will be able to fit everything because of the size of their agency but for the law enforcement agencies but with the Guam Police Department, the Chairman explained that you can readily go from LEO 1 to LEO 15.
- That in some cases, your tier might stop at midlevel or midlevel supervisory and maybe just one member from the top tier.
- That in moving forward would have to work together with everybody as well as with DOA and the Civil Service Commission in creating a product that fits the needs of all the law enforcement entities.

Executive Director Lizama mentioned that upon his request to the Chairman and Vice Chairman, items under Old Business have been placed as pending due to meetings the Exe. Dir. has lined up with the different agencies to include the Department of Administration (DOA).

-The Exe. Dir. further explained that at this point he felt that it is important to provide the Commission members with information up front as much as possible.

-He will work on these items and report out to the Commission something that would be more tangible, something that you can look at.

-That he is currently working with DOA and when he reports out to the Commission, the members will be able to view it together as a presentation.

-Everybody will then be able to view where they are at, where they are placed, what are requirements for those positions and how are they going to be able to progress forward when the new force structure is implemented with the LEO ranks and file.

-The Exe. Dir. recommended that the items in today's Agenda under Old Business be tabled until the next POST Commission meeting.

-Anticipate presenting something to the Commission by that time.

MOTION

M/S/C: (GPD/DOC): Motion was made to table Items 2 through Items 5 in today's Agenda under the Old Business. Unanimously approved, motion adopted.

2. POST Commission Regulations. Peace Officer Certification of Departments/Agency's (Pending). *This item was tabled.*
3. Discussion on how to Incentivize the Physical Fitness Test (Pending). *This item was tabled.*
4. Discussion on Implementation of INTERIM RECRUITMENT PROCESS to provide sworn LEO's more expediently to LE Agencies (Pending). *This item was tabled.*
5. Medical Program/Medical Profiles/POST Decertification (Pending). *This item was tabled.*
 - i. Medical Profiles – Further discussion on how to deal with extended medical profiles moving forward. Plan of action to address these concerns moving forward. *This item was tabled.*
 - ii. POST Standard on Comprehensive Occupational Medical Program (Refer to presentation by POST Vice-Chair). *This item was tabled.*
 - iii. POST Development of Rules and Process for Peace Officer Decertification (Formalize a committee to establish plan of action to be developed moving forward.) POST Vice-Chair. *This item was tabled.*

V. New Business

1. Executive Director's Report

i. Administrative.

The Executive Director informed the Commission that there is a budget for the POST Commission.

- The budget is for personnel, equipment, building rental and contractual services.
- The current budget is a total of \$657,000 which will be used for what is currently needed.
- The initial budget for this year was actually short under contractual services for the PoliceOne subscription.
- The Exe.Dir. submitted a budget modification and this year's subscription won't have to come out of the individual agency's budget but is covered under the POST Commission budget.
- All accounts have been set up with DOA and GSA.
- Will inform the Commission when payment has been made.
- Still in the process of getting space, personnel, procuring items and other things needed to set up an office but is still moving forward.
- The PoliceOne subscription is for one year from March 1, 2024 through March 1, 2025.
- The vendor has been accommodating and will allow an extension in the event payment is not received by March 1, 2024, and as long as evidence can be provided to show payment is being processed.
- So, this is one less thing to worry about as in past meetings, members were concerned about obtaining funding to renew the subscription.

The Chairman mentioned that past POST Commission budgets did not cover PoliceOne.

- Past budgets only covered a few items such as the salary for the Executive Director, and for some supplies.
- That having the PoliceOne subscription covered under the POST Commission budget is another milestone for the Commission.

The Executive Director assured the Commission that the PoliceOne will continue to be covered under the POST Commission budget as long as there is a budget.

Another administrative report the Executive Director provided is that he reviewed the requirements listed on the POST Certification application.

- For the Commission to be aware of, the Exe. Dir. is in contact with the Guam Behavioral Health & Wellness Center and will be getting an update regarding Mental Health First Aid classes they will be offering.
- With the Guam Developmental Disabilities Council (GDDC), they will be offering a Disability Sensitivity training.
- The Exe. Dir. has reviewed the curriculum and talked to GDDC and this will cover the requirement in dealing with physically challenged individuals.
- The Dept. of Public Health & Social Services offers a Cultural Sensitivity Training which is an eight (8) hour class.

-Spoke with the DYA Director and Deputy Director and they will be developing a curriculum for the Juvenile Justice Reform Act.

The Exe. Dir. informed the Commission that when conducting a training cycle, it needs to meet the POST Certification requirements.

-Classes for these requirements could be included towards the tail end of the cycle consisting of at least a three (3) day block of instructions.

-The following is the number of hours needed for said trainings:

Mental First Aid, 8 hrs.; Cultural Sensitivity, 8 hrs.; Disability Sensitivity, 3-4 hrs.; Juvenile Justice Act, 4 hrs.

-A cycle consisting of thirty (30) can be divided by ten (10) going to different classes/training each day: 10 to Mental Health; 10 to Cultural Sensitivity; and 10 can take both the Disability Sensitivity/Juvenile Justice Act the same day; and then rotate until everyone in the cycle completes all the courses and getting this portion of the requirements done for POST Certification.

-That this is a way moving forward because this is mandated by law to take these classes with subject matter experts from those specific areas that can actually instruct them.

-Instructors usually want at least 10 and no more than 15 in a class.

-The Exe. Dir. further mentioned that we should take advantage of this because it is out there.

-That he has reviewed the curriculum and can obtain the PowerPoint just for viewing.

-It is proprietary and we are unable to use/teach it but just to view to see what it covers.

-The Exe. Dir. is willing to go to each member's office to show it.

ii. PoliceOne Update (See Attachment)

The Executive Director explained that to date, the Commission has been using the PoliceOne subscription for a year now.

-That as the Exe. Dir. for the Guam POST Commission, his intent is to ensure that everybody is POST certified.

-Advised at this point the best thing to do is to maximize the use of this learning management system.

-There have been POST certifications approved by previous Exe. Directors from Chief Stephen Ignacio, the late Chief Bob Camacho and from Mr. Dennis Santo Tomas.

-That the Exe. Dir. does not have all copies but has most of them and asked for every agency to load their members on to PoliceOne and he will make sure that each individual's POST credential, which is the POST approved application, is loaded under your officer's credentials.

-It will not matter whether they are Category 1, 2 or 3 as approved by the previous Exe. Directors.

The Exe. Dir. mentioned that what he has done within the last three months in the PoliceOne under POST Commission is create a Pre-Employment Group for those that are not employed.

-This is a list of those that are walk-ins applying for POST certification that are now certified but are not employed.

-This list will allow the Exe. Dir. to refer individuals to agencies but will be Category I Peace Officers.

-Wants to continue pushing to upload everyone to PoliceOne.

The Exe. Dir. requested for all agencies to send a list of names who are no longer with the agency who have resigned, retired or moved on.

-This is needed because the Commission has to maintain those names and certifications for up to three (3) years according to the GAR.

-For instance, a person that has resigned with the date of resignation, who did not move to another agency, will be placed under inactive status.

-Should this individual return in three (3) years, at least we'll have their certification, credentials and don't have to worry about reapplying.

-Wants to also ensure that all active members are in PoliceOne.

-Is willing to help and come to each agency to assist on how to upload to PoliceOne.

GFD Chief Joey Manibusan informed the Exe. Director that a couple years ago, the Governor designated Forestry Arson Investigators as Peace Officers and asked if they have been included in PoliceOne.

The Exe. Dir. explained they will be. If not currently in the 17 GCA, legislation would have to be amended; or if proposed under 27 GAR, then the Commission itself will do that.

-He then requested Chief Manibusan to provide him with the information and he will look into this and the statutes to find out if they are included.

For information, there is a Bill being introduced into the 37th Guam Legislature to include Rev & Tax and DPR as part of the POST Commission. The Exe. Dir. will be looking out for this.

The Exe. Dir. reiterated for all agencies to get everyone uploaded into PoliceOne.

-Requested to submit to him the name, official title, badge number, official email address and date of birth.

-They would have to first accept the invitation into PoliceOne.

-Once the invitation is accepted, then the Exe. Dir. can go in and can add.

-In his opinion, the approved application is considered a credential so this will go in to PoliceOne as credentials.

-He also created a list of credentials such as if you completed a CJ, Fire, or GPD cycle, etc., then that's your basic training; an advanced or specialized training then it will be listed in PoliceOne.

-If there is a recommendation to add another credential to the list, the Exe. Dir. is open to considering it after review and how it affects the credential portion of PoliceOne.

- That his goal is to upload everybody's credentials in PoliceOne, which will allow you to see who is certified.
- The Exe. Dir. brought up the issue of the Physical Fitness Tests and said this is included as part of the PoliceOne, including Firearms qualifications.
- All these listed is a way for the Administrator within your agency assigned to PoliceOne can actually track who's qualified or not.
- One of the simplest credentials is the Firearms ID and Guam Driver's License. If you are uploaded in PoliceOne, you will receive an email notifying you that within ninety (90) days your Firearms ID or Guam Driver's License expires and has to be renewed.
- The individual receives this and so does the Administrator within your agency, excluding the department heads or directors, unless they want to be included.
- This subscription is \$71,000 going on its second year and should be maximized.
- When a PoliceOne report is generated, it will show who is certified or not, who has attended certain classes.
- It makes it easier for each agency to operate and easier for the Exe. Dir.
- That as a Commission, if his goal is to help each agency then it is to also help your instructors such as bringing in somebody to do an instructor training.
- This includes finding funding to get what is needed and the Exe. Director mentioned this is something he will do.
- That he is currently talking to the Guam State Clearinghouse to seek funding.
- One of his goal is to prepare as a Commission such as acquiring equipment that can be used by everybody instead of waiting in line for another agency to lend what is needed but rather procure what is needed.
- The Executive Director's email address is john.lizama@guam.gov.
- He is willing to visit your agency should you need to meet with him.

The Executive Director further mentioned that for now, the focus is the PoliceOne membership and for the remainder of the fiscal year will be those items under the Old Business in the Agenda that are pending, which the Executive Director informed the Commission are issues he will handle.

- Anticipates that by the next POST meeting, he will provide updates for each of those items.
- Will schedule meetings with those he has to see such as DOA, Civil Service, the Attorney General, etc., if required before presenting to the Commission.

2. POST Certification. The Executive Director requested that before starting a training cycle, to provide him with the curriculum, syllabus and the instructor certification.

- One of the things that will be uploaded in PoliceOne is who are all of our instructors and if they are certified.
- This will be requested also from GCC.
- This is one way to establish a standard course for each of the POST certification requirements, which has to be done, which is the basic requirements.

VI. Open Discussion/Announcements.

As a friendly reminder, members who have not submitted their designation letter of those authorized to vote on behalf of their agency, other than the director/department head of said agency, kindly submit said designation letter to the POST Executive Director.

Also, please note that all those attending POST Commission meetings are reminded that only voting members and those authorized in the conference room will be allowed to be seated with the Commission members. Kindly note that seating is available for those not authorized in the overflow area, which is in the LRC computer lab behind the glass walls. We appreciate everyone's cooperation.

GFD announced that anyone interested in CPR training can contact GFD and it can be scheduled. The Courts, Marshals and Probation are currently being trained and is going well so far. This is a collaborative effort in exchange for court clearances.

Another training program offered by GFD is Fire Investigation for First Responders and again can be scheduled upon request. Training for this is done two to three times a year at Andersen Air Force Base per request by the military.

Chief Manibusan further mentioned that he has shared with DYA that there are programs with the National Fire Academy that are not necessarily just for Fire Fighters but also for all law enforcement concerning public safety.

- As an example, a program addressing juvenile fire setters and other courses that are available to public safety.

- Chief Manibusan may be contacted 9:00 a.m. to 4:00 p.m., Monday through Friday.

- GPD asked if the CPR included the AED and confirmed it did as well as the American Heart Association standard for CPR.

- There are two types of programs, one of which is the awareness program, which is basically free but would have to obtain your certification from the American Heart Association and would have to pay for your digital book and the card.

- If unable to pay for those, there is still the awareness training.

- In the event this is a mandatory requirement for your agency all the tools needed would have to be provided at the workplace.

- There were some discussions regarding AEDs.

Chief Manibusan will provide further details plus the costs if agencies are interested. Just need to contact him for this.

- Some details provided for the awareness course being a few hours or less than half a day; the course with the CPR card require doing some work on your own such as academics and practical, which will probably be 1 day or 1-1/2 days to do the skills work; a test is required with passing at least with 70%; the card is valid anywhere; other than volunteering, should a department make this mandatory for employees, then it becomes part of the job requirement and the trauma kits, AEDs, etc., has to be provided by the employer.

The Exe. Dir. mentioned that we would have to be cautious because the statute requires First Aid and CPR certification.

- That because this is required and you would have to put this in your budget for recertification, which certification is good for two (2) years.

- This is one of the requirements and will be put into PoliceOne as part of the credentials to be tracked.

Chief Manibusan mentioned that if seeking recertification, it is a refresher and the training is shorter at less than a day.

-Trainings are upon availability and GMH is another place to get training by contacting Ms. Cassandra Castro at GMH who runs the First Aid/CPR on Guam.

-GPD also provides a three (3) hour awareness version but you don't receive an American Heart certificate with this.

The Exe. Dir. will do some research and mentioned that it is important for agencies to check if it does have funding for this within their budget because it is required according to 27 GAR for First Aid/CPR.

VII. Next Meeting: The next meeting was tentatively scheduled for Thursday, March 28, 2024, 10:30 a.m. but subject to change, consideration will be given to GPD for future meetings to be held on Thursdays.

VIII. Adjournment

MOTION

M/S/C: (Airport/GFD): A motion was made to adjourn the meeting of January 26, 2024. Unanimously approved.

There being no further discussions, the meeting was adjourned at approximately 11:40 a.m.

/s/

Dated this 5th day of April 2024.

Bertha M. Guerrero
Recording Secretary

**GUAM PEACE OFFICER STANDARDS
& TRAINING COMMISSION (POST)**
(671) 735-5636 | P.O. Box 23069 GMF, Barrigada, Guam 96921

ATTACHMENT #1
JANUARY 26, 2024 POST COMMISSION MEETING

V. New Business

1. Executive Directors Report

ii. PoliceOne Update

1. Agency Page/Window **PHASE I**
 - All Agencies are established in PoliceOne
 - i. Agency Logo, Mission and Vision Statement (Email to Executive Director)
2. Membership
 - i. Verify all members are in PoliceOne
 - ii. Create New Member Profiles (Email to Executive Director)
 1. Name (Last, First, Middle Initial)
 2. Official Title
 3. Badge Number
 4. Official Email address
 5. Date of Birth
 - iii. New Groups in PoliceOne under POST Commission
 1. Pre-Employment (Approved by not currently employed)
 2. Retired or Resigned
 3. Temporary
 4. Instructors
 - iv. Remove or Transfer members (Email to Executive Director)
 1. Retired or resigned members to be moved to POST Commission
3. Input New Credentials / Data Points (PoliceOne Admin or POST) **PHASE II**
 1. Physical Fitness (Pass, Fail, Excused, Score)
 2. Firearms Qualification (Pass, Fail, Excused, Score)
 3. Education
 4. Driver's License
 5. Firearms ID
 6. Specialized Training (SWAT, SET)
 7. Instructor
4. POST Approved Application are being uploaded to PoliceOne
 1. POST Category (1,2,3)
 - a. Approved Application from 2019
 - b. Email all others to Executive Director
5. POST Email: john.lizama@guam.gov or postexecdiretor@guamcc.edu