




PORT OF GUAM
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Lourdes A. Leon Guerrero
Governor of Guam
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Lieutenant Governor

POLICY MEMORANDUM NO. 2024-GM07

To: Port Police Employees Division Heads	Subject: Guidance on Issuance of Uniform Clothing and Basic Gear or Uniform Allowance
Effective Date: October 1, 2024	Revision Date:
Approved by:  RORY J. RESPICIO, General Manager	

- I. REFERENCE:** Public Law 37-125, Chapter XIII, Section 9, Uniform Allowances, was enacted on September 11, 2024.

Mandate: The above reference law requires all law enforcement and public safety uniformed personnel, as defined by Title 4 GCA, Chapter 8, §8104(p), shall receive uniform allowance of not less than \$150 per year no later than December 31st of the Fiscal Year.

Title 4 GCA, Chapter 8, §8104(p) identifies Jose D. Leon Guerrero Commercial Port Security personnel as "uniformed personnel".

- II. GENERAL POLICY:** It is the general policy of the Port that uniforms be provided to the Port Police Division law enforcement and security personnel within the timeline stipulated by law. However, if the Port is unable to meet the timeline as mandated by law, allowance shall be issued to Port Police personnel to purchase their uniforms.

- III. PURPOSE:** To establish a policy to provide uniforms to those employees occupying Security Guard (Armed) and Port Police positions whose nature of their work require that these clothing be worn in the performance of their work assignments and/or allowance in the event the Port is unable to issue such uniforms by December 31st of the fiscal year. Additionally, the policy is to identify and furnish the basic gears needed for such employees to effectively carry out their duties and responsibilities.

- IV. COVERAGE:** Only those employees occupying positions titles of Security Guard (Armed), Port Police I, Port Police II, Port Police Supervisor, Assistant Port Police Chief and Port Police Chief.

V. PROCEDURE ON THE ISSUANCE OF UNIFORMS AND BASIC GEAR:

- A. For initial employment, employees occupying positions listed in Section IV. Coverage will be issued the following clothing and numbers:

1. Class A uniform- 1 set each, consisting of:
 - a. Black; long sleeve shirt with emblem patch and ranking insignia
 - b. Black; trouser
 - c. Black; leather belt, basket weave type
 - d. White; web belt
 - e. White; gloves
 - f. White; eight pointer hat
 - g. Black; tie clip on
 - h. Hat shield (badge type) (silver or gold)
 - i. Expansion straps for duty caps
 - j. Metal Badge Pin (silver or gold)**
 - k. Name tag pin (black background/white lettering)**

*** Badge and name tag is to also be used with Class B uniform.*

2. Class B uniform - 1 set each, consisting of:
 - a. Black; short sleeve shirt with emblem patch and ranking insignia
 - b. Black; trouser
 - c. 1 set of:
 - Black; leather belt, basket weave type
 - Black; ball cap with "Police" or "Security", silver or gold
3. Class C uniform - 4 sets each, consisting of:
 - a. Black; polo type shirt with emblem, badge (silver or gold) and ranking patch and insignia
 - b. Black; 6-pocket cargo type pants
 - c. 1 each:
 - Black, web belt

B. The basic gear to be issued to the new employee is as follows:

1. Universal Radio Pouch – for Motorola radio
2. Double Latex Glove Pouch
3. LED OR 3-4 "D" Cell Flashlight with Holder and Traffic Wand Cone
4. Expandable Straight Baton (21 to 26 inches) with Baton Holder
5. Handcuffs with Single Handcuff Case
6. Double Magazine Pouch
7. 3/4 inch belt keepers (set of 4)
8. Weapon Holster, double retention (This is dependent of type of Firearm: 9mm or .40 calibers)
9. Duty Belt
10. OC Mace with Mace Pouch (MK4)

C. The safety gear to be issued to new employees is as follows:

1. Safety vest
2. Universal gun cleaning kit box containing solvent, lubricating oil, patches, pistol rod, knob and slotted ends and brush; bore brushes

3. Flexible restraints
4. Restraint cutter
5. Whistle

D. On an annual basis, thereafter, employees will be issued one (1) set of Class B uniform and two (2) Class C uniforms (shirts/pants + 1 leather basket weave + 1 web belt).

VI. PROCEDURE ON ISSUANCE OF UNIFORM ALLOWANCE:

A. The uniform allowance mandated by Public Law 37-125 will be issued as follows:

1. For initial employment, the Port Police Chief shall provide a memorandum to the Chief Financial Officer requesting that uniform allowance be issued to the new employee under the Port Police Division.
2. At the beginning of each fiscal year, the Port Police Chief shall provide a memorandum to the Chief Financial Officer with a list of employees authorized to receive uniform allowance.

Note: Both memoranda should include the approval signatories of the Chief Financial Officer and General Manager.

3. The Finance Division shall issue individual checks to employees in the amount of \$500.00.
4. The employee will acknowledge receipt of the check which shall be used for the purpose of purchasing items listed in Section V, where applicable.

VII. PROHIBITION OF TRADE OR EXCHANGE OF UNIFORM & GEAR:

A. All uniform items, service patches and law enforcement patches and badges are Government property.

B. Employees:

1. May not give, trade, or sell the items to anyone who is not authorized to wear the uniform or gears.
2. Must return uniform and gear items to the Port Police Chief when they separate from the Port.
3. Must return worn or unserviceable uniform and/or gear items with service patches or cloth badges to the Port Police Chief, who shall forward such items to the Property Control Officer for disposal.
4. Must return their badge and credentials to the Port Police Chief after separation, termination or retirement.

VIII. RESPONSIBILITIES:

- A. Employees shall abide by the Policy Memorandum and are expected to wear their uniforms while on duty.
- B. It shall be the responsibility of the Port Police Chief to request on a timely basis the issuance of uniforms and/or allowance to management for approval.
- C. It shall be the responsibility of the Chief Financial Officer to prepare and distribute the uniform allowance checks to the Port Police personnel in a timely manner.

IX. EMPLOYEE SEPARATION:

- A. All clothing and basic gear purchased for the employees remains the property of the Port. Therefore, upon the employee's separation or transfer to another division within the Authority or Government of Guam department/agency, all clothing and gear must be turned into the Port Police Chief, who shall forward such items to Supply Section for inventory purposes or Property Control Officer for disposal.
- B. The employee may at his own option purchase the used clothing-provided the uniform insignia and badges are removed, consistent with the rates established by the Finance Division.

X. MISUSE OF FUNDS:

Any misuse of funds issued under this policy may be subject to disciplinary action in accordance with the Port's Personnel Rules and Regulations and/or the laws of Guam.

XI. ENTIRE POLICY:

All prior policies or memoranda in conflict with this policy is hereby rescinded.