



# JUDICIARY OF GUAM

Administrative Office of the Courts  
Human Resources Office

Guam Judicial Center • 120 West OBrien Dr • Hagatna Gu 96910  
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Robert J. Torres  
Chief Justice

Alberto C. Lamorena III  
Presiding Judge

Joshua F. Tenorio  
Administrator of the Courts

Barbara Jean T. Perez  
Human Resources Administrator

August 3, 2015

## MEMORANDUM

TO: **Judiciary Employees**

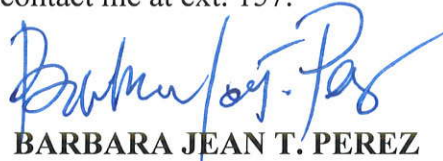
FROM: HR Administrator

SUBJECT: **Amendment to Part 6 of the Judiciary's Drug Free Workplace Policy Testing Designated Position Listing, JC Resolution No. JC15-017**

Be advised that the Judicial Council has amended the list of Testing Designated Positions under the Judiciary's Drug Free Workplace Policy, Part 6. Attached is a copy of the Judicial Council Resolution JC15-17 adopted on July 30, 2015.

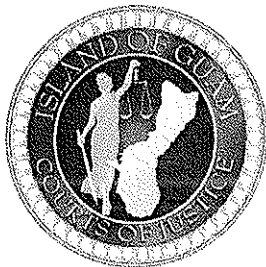
Please ensure all employees within your division are notified of this amendment. For employees assigned to a Testing Designated Position, please have them sign the attached acknowledgement form and submit to HR by Friday, August 14, 2015.

Should you have any questions or concerns, please contact me at ext. 157.

  
BARBARA JEAN T. PEREZ

### Attachment

cc: **Chief Justice & Associate Justices**  
**Presiding Judge & Judges**  
**Administrator of the Courts**  
**Drug Free Workplace Policy File**



**BEFORE THE 2015 JUDICIAL COUNCIL OF GUAM**

**RESOLUTION NO. JC15-017**

**RELATIVE TO ADDING TO THE LIST OF TESTING DESIGNATED POSITIONS  
UNDER THE JUDICIARY'S DRUG FREE WORK PLACE POLICY**

**WHEREAS**, the Judiciary of Guam's Drug Free Work Place Policy ("Drug Free Policy") was first adopted in 1996 in Judicial Council Resolution No. 5A-96 and later amended in 1999 in Judicial Council Resolution No. 04-99; and

**WHEREAS**, pursuant to the Drug Free Policy, several positions which have direct effect on public safety or which require a high degree of trust and confidence, are "testing designated positions" and thus subject to random drug testing; and

**WHEREAS**, the Judiciary has, over the years since the Drug Free Policy was adopted, created several other positions that have a direct effect on public safety and/or require a high degree of trust and confidence, and

**WHEREAS**, the Judicial Council, pursuant to 7 GCA § 5102(e) and the Drug Free Policy, is authorized to adopt policy to govern personnel and make amendments to the list of testing designated positions; and

**WHEREAS**, pursuant to 7 GCA §7103(c) and the Drug Free Policy, the Administrator of the Courts is responsible for administering the personnel rules and regulations of the Judiciary and its drug free workplace program; and

**WHEREAS**, from time to time it may be appropriate to add other positions within the Judiciary to the list of testing designated positions.

**NOW, THEREFORE, IT IS RESOLVED** that the Judicial Council hereby adopts the amended list of testing designated positions as attached as an Exhibit hereto, which shall replace the list of testing designated positions contained in the Judiciary's Drug Free Policy.

**BE IT FURTHER RESOLVED** that the Administrator of the Courts is hereby vested with the authority to add to the list of testing designated positions as appropriate, provided, however, that no fewer than thirty (30) days prior to any such addition, the Administrator of the Courts shall provide notice to the Judicial Council of his or her intent to do the same.

Judicial Council of Guam

Resolution No. JC15-017

**Re: to Adding to the List of Testing Designated Positions Under the Judiciary's Drug Free Work Place Policy**

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**DULY ADOPTED** this 23<sup>rd</sup> day of July, 2015 at a duly noticed meeting of the Judicial Council of Guam.



ROBERT J. TORRES, Chairman

Dated: 7-30-15

ATTEST:



JOANNA S. McDONALD, Secretary

Dated: 07/30/15

# EXHIBIT

## Judiciary of Guam's Drug Free Workplace Policy List of Testing Designated Positions 2015

1. Building Project Coordinator (*added July 2015*)
2. Chief Probation Officer
3. Deputy Chief Marshal
4. Deputy Chief Probation Officer
5. Deputy Marshal I, II & III
6. Deputy Marshal Recruit
7. Deputy Marshal Reserve (*added July 2015*)
8. Deputy Marshal Supervisor
9. Facilities Maintenance Superintendent
10. Facilities Maintenance Supervisor
11. Facilities Maintenance Worker
12. Judicial Armorer (*added July 2015*)
13. Maintenance Leader (Electrician, Mechanic, Plumber)
14. Marshal of the Courts
15. Official Vehicles Officer
16. Probation Officer Supervisor
17. Probation Officer I & II
18. Probation Services Assistant (*added July 2015*)
19. School Probation Officer (*added July 2015*)
20. Senior Probation Officer