



# SUPERIOR COURT OF GUAM

OFFICE OF THE ADMINISTRATIVE DIRECTOR

GUAM JUDICIAL CENTER  
120 WEST O'BRIEN DRIVE  
AGANA, GUAM 96910



**ANTHONY P. SANCHEZ**  
ADMINISTRATIVE DIRECTOR

TELEPHONE: (671) 475-3544  
FACSIMILE: (671) 477-3184

November 04, 1999

## Memorandum

To: All Superior Court Employees  
From: Administrative Director  
Subject: Drug Free Workplace Policy Manual

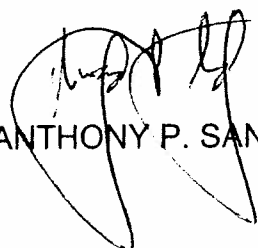
With the adoption of the revised Drug Free Workplace Policy by the Guam Judicial Council, the Human Resources Division has prepared the policy in a condensed booklet for your convenience. All employees will be required to acknowledge receipt having been provided a copy of the policy manual which is attached. **Division Heads will be responsible for having their respective staff acknowledge and return the attached division sheet to my office no later than Wednesday, November 10, 1999.**

You are reminded as an employee that you are responsible for taking the time to read the provisions and standard operating procedures in order to familiarize yourselves with the policy requirements set forth.

Be advised that the Human Resources Administrator will be informing your respective Division Heads via memorandum of upcoming scheduled orientations which will require your mandatory attendance. Employees who fail to attend a scheduled session will be subject to disciplinary action. Attendance of the orientations is imperative as it will provide you with the opportunity to address any questions or concerns you may have relative to the policy.

As Court employees, we each have a responsibility to ourselves, our families and the community we serve to protect and join in the fight against the horrible effects of alcohol and drug abuse. We are held to a higher standard and must lead by example in continuing to foster and maintain a drug and alcohol free work environment.

As always, your cooperation and adherence is greatly appreciated. Thank you and si Yu'us ma'ase.

  
ANTHONY P. SANCHEZ

cc: Presiding Judge  
Judges



# SUPERIOR COURT OF GUAM

OFFICE OF THE ADMINISTRATIVE DIRECTOR

GUAM JUDICIAL CENTER  
120 WEST O'BRIEN DRIVE  
AGANA, GUAM 96910

*HRA Copy*



**ANTHONY P. SANCHEZ**  
ADMINISTRATIVE DIRECTOR

July 9, 1999

TELEPHONE: (671) 475-3544  
FACSIMILE: (671) 477-3184

## MEMORANDUM

TO: All Superior Court Employees

FROM: Administrative Director

SUBJECT: **DRUG FREE WORKPLACE POLICY AND IMPLEMENTATION OF DRUG/ALCOHOL TESTING NOTICE**

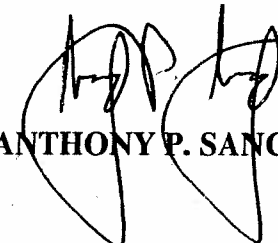
In accordance with the **Superior Court Drug Free Workplace Policy** and in line with the **Drug Free Workplace Act of 1988**, a Federal law, drug/alcohol **initial implementation testing** for testing designated positions and other personnel within the Superior Court will commence after 30 days from today. (see attached list of **"testing designated positions"**). Thereafter, random drug/alcohol testing will commence. All division heads and members of management will be tested as well. This is part of the Superior Court's effort to ensure that the court maintains a safe, healthy and drug/alcohol free environment.

Employees who wish to claim **"safe harbor"** must identify themselves to their division head/supervisor prior to being officially informed of an impending drug/alcohol test. All division heads and supervisors are required to report the employee's claim to the Human Resources Administrator or myself. All information relative to the employee will remain confidential.

Employees who are not in a **"testing designated position"** will be subjected to drug/alcohol testing through Reasonable Suspicion or Critical Incident procedures. Division heads and supervisors are responsible for documenting objective facts of alleged suspicious behavior.

The Human Resources Administrator will notify your division head via memorandum of the scheduled orientations on the Drug Free Workplace Policy. A copy of the revised policy is available with your division head, Human Resources division and my office for your review and perusal. All employees will be required to acknowledge receipt of the policy which will be provided at the orientation.

As court employees, we must be cognizant of our role in society and set standard for ourselves that is above reproach. Your adherence to this policy and these standards will be expected.

  
ANTHONY P. SANCHEZ

cc: **Judicial Council Members**  
**Division Heads**

**Attachment**

# **Superior Court of Guam Employees in Testing Designated Positions**

- **Employees involved in jobs that pose a special threat to public safety:**

**Chief Marshal**

**Deputy Chief Marshal**

**Deputy Marshal Supervisor**

**Deputy Marshal I, II & III**

**Deputy Marshal Recruit**

**Chief Probation Officer**

**Deputy Chief Probation Officer**

**Probation Officer Supervisor**

**Senior Probation Officer**

**Probation Officer I & II**

**Facilities Maintenance Superintendent**

**Facilities Maintenance Supervisor**

**Facilities Maintenance Worker**

**Maintenance Leader (Electrician, Mechanic, Plumber)**

**Official Vehicles Officer**

BEFORE  
THE JUDICIAL COUNCIL OF GUAM

FILED  
8:00 a M.  
DATE: 7/8/99  
JUDICIAL COUNCIL, GUAM  
Secretary

RESOLUTION NO. 04-99

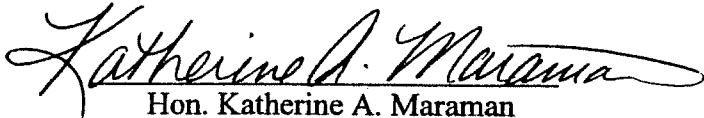
WHEREAS, the Judicial Council, in Resolution No. 5A-96, having previously determined that it is in the best interest to implement a Drug-Free Workplace Policy, and;

WHEREAS, the Superior Court of Guam; submitted a Revised Drug Free Workplace Policy to the Judicial Council at the June 24, 1999.

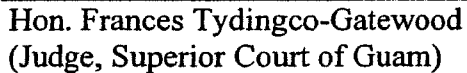
NOW THEREFORE BE IT RESOLVED, the Judicial Council hereby adopts the revisions as suggested by the Superior Court. Therefore be it known that the Revised Drug-Free Workplace Policy shall take immediate effect and shall be enforced forthwith.

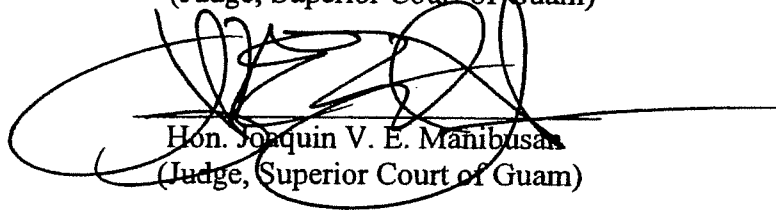
DULY ADOPTED ON THIS DAY 24TH OF JUNE, 1999.


  
Hon. Alberto C. Lamorena III  
(Presiding Judge, Chairman)

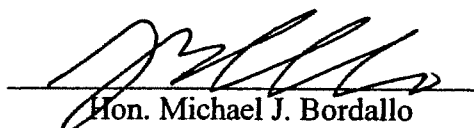
  
Hon. Katherine A. Maraman  
(Judge, Superior Court of Guam)

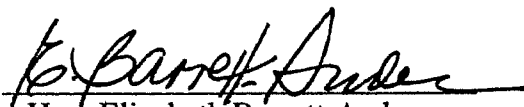
(OFF-ISLAND)

  
Hon. Frances Tydingco-Gatewood  
(Judge, Superior Court of Guam)

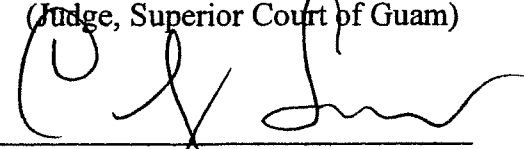
  
Hon. Joaquin V. E. Manibusan  
(Judge, Superior Court of Guam)

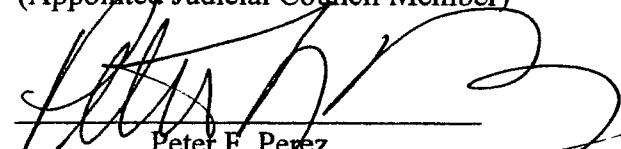
  
Hon. Steven S. Unpingco  
(Judge, Superior Court of Guam)

  
Hon. Michael J. Bordallo  
(Judge, Superior Court of Guam)

  
Hon. Elizabeth Barrett-Anderson  
(Judge, Superior Court of Guam)

  
RayRay Isabelo  
(Appointed Judicial Council Member)

  
Carlyn Torres  
(Appointed Judicial Council Member)

  
Peter F. Perez  
(Appointed Judicial Council Member)