GUYANA POLICE FORCE ACADEMY
ACADEMIC HONESTY POLICY

1. BACKGROUND

1.1. The academic integrity and ethical conduct of our future law enforcement professionals are of paramount importance at the Guyana Police Force Academy. As an institution dedicated to cultivating the highest standards of professionalism, integrity, and competence, it is essential to establish a robust Academic Honesty Policy. This policy sets the foundation for a culture that values honesty, fairness, and ethical behaviour among members of the Force who are students.

Professionalism in Law Enforcement:
The members of the Force aspiring to become career law enforcement officials must embody the highest levels of professionalism and ethical conduct. Upholding academic honesty is a fundamental aspect of preparing individuals to serve with integrity in their future roles.

Building Trust and Credibility:
Trust is the cornerstone of effective law enforcement. By maintaining academic honesty, students must demonstrate their commitment to ethical behaviour and build trust with colleagues, superiors, and the communities they will serve.

Adherence to Departmental Standards:
Law enforcement agencies demand officers who adhere to stringent ethical standards. Our Academic Honesty Policy aligns with these expectations, instilling a sense of responsibility and accountability in students from the outset of their education.

Preparing for Real-World Challenges:
The challenges faced by law enforcement professionals often require quick decision-making based on accurate information. A foundation of academic honesty prepares students to navigate complex situations with integrity and credibility.

2. OBJECTIVES
2.1 The objective of this policy are as follows:

- **Promote a Culture of Integrity:** Instill a strong sense of integrity and ethical behaviour among students, fostering a culture where honesty is valued and upheld as a fundamental principle.

- **Educate Students on Academic Honesty:** Ensure that trainees understand the importance of academic honesty, the consequences of dishonesty, and the role it plays in their professional development.

- **Prevent Instances of Academic Dishonesty**: Implement proactive measures, including educational programs and preventive strategies, to minimize instances of cheating, plagiarism, and other forms of academic dishonesty.

- **Establish Clear Expectations:** Clearly communicate expectations regarding academic honesty, including definitions of dishonest behaviour, to provide trainees with a comprehensive understanding of what is considered unacceptable.

- **Create a Fair and Consistent Enforcement Process:** Establish transparent procedures for reporting and addressing academic dishonesty, ensuring fair and consistent enforcement of the policy for all trainees.

- **Encourage Ethical Decision-Making:** Develop the skills and mindset necessary for ethical decision-making, preparing trainees to face moral dilemmas with integrity both academically and in their future law enforcement roles.

- **Raise Awareness of Consequences:** Clearly outline the consequences of academic dishonesty, including potential disciplinary actions and the impact on future professional opportunities.

- **Foster Trust Among Stakeholders:** Build trust among stakeholders, including law enforcement agencies, by ensuring that graduates from the Guyana Police Force Academy are individuals of high moral character and ethical standing.

- **Align with Professional Standards**: Ensure that the Academic Honesty Policy aligns with professional standards expected in law enforcement, reflecting the values and principles upheld by reputable agencies.

- **Provide Resources for Academic Success**: Offer resources and support services to assist trainees in meeting academic expectations, reducing the likelihood of resorting to dishonest practices due to academic challenges.

- **Encourage Reporting of Violations:** Create an environment where individuals feel comfortable reporting instances of academic dishonesty, fostering a sense of shared responsibility for maintaining academic integrity.
- **Support Professional Development**: Equip students with the ethical foundation necessary for successful professional development, ensuring that they carry the values of academic honesty into their law enforcement careers.
- **Continuous Improvement of the Policy:** Regularly review and, if necessary, revise the Academic Honesty Policy to adapt to changing educational, ethical, and legal standards, ensuring its ongoing effectiveness.

- **Emphasize the Link Between Academic and Professional Integrity**: Emphasize the interconnectedness of academic and professional integrity, highlighting how ethical behaviour during training contributes to building trust and credibility in future law enforcement roles.

By achieving these objectives, the Guyana Police Force Academy aims to cultivate a community of law enforcement professionals who not only possess the requisite skills but also embody the highest standards of academic and professional integrity.

3. POLICY STATEMENT

3.1 The Guyana Police Force Academy is committed to fostering a culture of integrity, professionalism, and ethical conduct among our trainees. Our Academic Honesty Policy stands as a testament to our dedication to upholding the highest standards of honesty and fairness in all academic endeavours. This policy is rooted in the belief that academic integrity is foundational to the development of responsible and principled law enforcement professionals.

4. SCOPE

4.1 Student Responsibility
- All ranks are expected to maintain complete honesty and integrity in all academic work attempted while enrolled at the Guyana Police Force Academy.

- This standard of conduct includes reporting incidents of alleged violation of the honesty policy to the instructor involved or, if necessary, to the Force Training Officer. Each rank acknowledges, by the mere act of turning in work for a grade, that he or she has honored the Academic Honesty Code.

4.2 Lecture's Responsibility
- Instructors are responsible for helping ranks comply with the Academic Honesty Policy by inserting the Honesty Code on the class syllabus on the student Moodle portal.

- Instructors must help minimize student temptation to violate the code by enacting adequate security precautions in the preparation, handling, and administering of graded work.

- Instructors are responsible for discussing incidents of alleged violation of the Honesty Code with the student involved, outlining authorized penalties for violation of the Honesty Code, and notifying the Force Training Officer when a determination has been made that a student has violated the Honesty Code, regardless of which type of

academic sanction the instructor chooses to administer.

4.3 Honesty Code Violations:
- Any conduct or activity by a rank intended to earn or improve a grade or receive any form of credit by fraudulent or dishonest means is considered an Honesty Code violation.

- Engaging in any conduct including the following which a reasonable person in the same or similar circumstances would recognizes as academic dishonesty is considered a violation.

4.4 Acquiring Information
- Acquiring information for any assigned work or examination from any source not authorized by the instructor.

- Working with another person or persons on any assignment or examination when not specifically permitted by the instructor.

- Copying the work of other students during any examination.

- Using, buying, selling, stealing, soliciting, copying, or possessing, in whole or part, the contents of an un-administered examination.

- Purchasing, or otherwise acquiring and submitting as one's own work any research paper or other writing assignment prepared by others.

4.5 Providing Information
- Providing answers for any assigned work or examination when not specifically authorized by the instructor to do so.

- Informing any person or persons of the contents of any examination prior to the time the examination is given.

4.6 Plagiarism
- Integrating the work or idea of another person into your work without acknowledging the source of that work or idea.

- Endeavoring to receive credit for work performed by another person, including papers obtained in whole or part from individuals or other sources.

- Copying copyrighted computer programs or data files belonging to someone else.

4.7 Conspiracy

- Colluding with one or more persons to commit any act of academic dishonesty.

4.8 Fabrication of Information

- Fabricating the results obtained from conducting research.

- Presenting results of research without the research having been performed.

- Substituting for another student to take an examination or to do any academic work.

- Changing answers or grades after an academic work has been returned to the student and claiming instructor error.

- Submitting work for credit or taking an examination and employing a technique specifically prohibited by the instructor in that course, even if the technique would be accepted in another course.

4.9 Abuse of Resource Materials

- Damaging, concealing, stealing, or altering any materials provided to assist ranks in the completion of academic work, including but not limited to library books, journals, computer files, microfilm and microfiche files, materials placed on reserve by the instructor, or any such materials as the instructor may provide or assign.

- Copying any data files or copyrighted computer program(s) for one's own personal use or the use of others.

- Copying without the permission of the owner, or damaging or destroying any copyrighted media, printed or electronic (for example, film, video, music, graphics, art, photography, or manuscript).

4.10. Failure to Reports

- Failing to report to the instructor any incident in which a student witnesses an alleged violation of the Academic Honesty Code.

4. 11 Academic Honesty Enforcement Procedures

- The faculty has primary responsibility and authority in the classroom. Since each instructor has the responsibility to inform ranks of the contents of the Honesty Code, encourage compliance and enforce the Honesty Code in the classroom, it is mandatory for the instructor to administer the Academic Honesty Policy in a fair and judicious manner in all instances of alleged academic dishonesty.

- When an instructor has evidenced that a violation of the Honesty Code may have occurred, whether through his or her personal witness or through a report made by

another person, the instructor should immediately investigate the alleged violation to determine the facts.

- If a rank or a member of the academy suspects that another student has committed an act of academic dishonesty that person shall notify the instructor of the course in question, and the instructor shall notify the rank of the allegation. When informing a rank that an alleged violation has occurred, the instructor will set a meeting date and time within seven (7) working days, with the student to discuss the alleged violation.

- The student may then present a defense on his or her own behalf. In the event a case of academic dishonesty is not resolved prior to the deadline for reporting final grades to the Force Training Officer, the student shall receive a grade of Incomplete ("I") until the appropriate grade can be determined.

- If the instructor determines that a violation has occurred, he or she must:

- Determine the sanction that will be imposed.

- Document the violation and sanction on the Honesty Code Violation Form, which must be signed by the rank and the instructor. The instructor and student will each retain a copy of the form. The original copy is forwarded to the Force Training Officer to be placed in the rank personal file.

- Impose a grade penalty of "F" or "zero" for the academic assignment or for the course.

- The rank shall not represent the Academy in any extracurricular activity or run for office in any college sponsored group or organization. Additional restrictions or conditions may be imposed.

- Permanent removal of the student from the Academy.

4.12 Other Appropriate Sanctions
- The Force Training Officer shall retain a copy of all Honesty Code Violation Forms. If the sanction imposed is a final grade penalty, suspension or expulsion, the registrar's office is notified, and a record of the notification is maintained in the registrar's office according to the prescribed operating procedures of that office.

- If the student is found in violation of the Honesty Code and the penalty is anything other than suspension or expulsion, the form does not become a part of the student's permanent record or transcript.

- If the person is found in violation of the Honesty Code and the penalty is suspension or expulsion, the record becomes part of the rank's permanent academic file and the notation of "Disciplinary Suspension" or "Disciplinary Expulsion" is placed on the transcript.

- In the case of suspension, the notation will be removed at the conclusion of the specified suspension period at the written request of the student. In the case of expulsion, the entry is noted permanently.

5. COMPLIANCE AND ENFORCEMENT

5.1 The Force Training Officer, Commandants, and Instructors will ensure strict compliance of this policy in accordance with the Police Standing Orders, Laws of Guyana, accreditation standards, and best practices. Further, enforcement and implementation of this policy shall be the responsibility of the Quality Management Committee

6. REPORTING AND COMMUNICATION

6.1 The Force Training Officer will report on all Academic Honesty matters to the Quality Management Committee, Training Board, and Executive Leadership Team.

EFFECTIVE DATE

7.1 This policy comes into effect as of October 12, 2023.

8. REVIEW PERIOD

8.1 A review of this policy will be conducted annually. The review will be conducted by the Training Board. The results of the review will be shared with the relevant stakeholders and necessary changes to the policy will be implemented based on the review.

9 REVISION DATE

9.1 Revised in February 2024.

10. APPROVAL OF POLICY

10.1 This Policy was approved by the Guyana Police Force Academy Training Board, and Guyana Police Force Executive Leadership Team.