GUYANA POLICE FORCE ACADEMY
ACCESS CONTROL POLICY

1. BACKGROUND

1.1. The Guyana Police Force Academy is committed to providing a safe and secure training environment for police recruits and staff. To support this goal, the Academy implemented an access control policy to regulate access to Academy buildings and facilities.

1.2. This policy aims to balance the need for campus security with the necessity of open access for recruits, staff, visitors, and the public. The Academy campus contains classrooms, dormitories, training facilities, administrative offices, and public areas. Different security standards are appropriate for areas with varying levels of sensitivity.

1.3. Access will be granted based on an individual's role and authorization. Police recruits will be granted broad access to most Academy facilities during training. Staff members will be granted access to areas required by their job duties. Visitors will receive limited access to public areas only.

1.4. Access control measures will include identification cards, security cameras, electronic access controls, and staff monitoring of access points. The Academy will maintain a centralized access control system to manage access permissions and keep records of entry/exit from secured areas.

1.5. This policy will be periodically reviewed to ensure it matches the Academy's evolving security needs. Any changes to access permissions or control measures must be approved by the Force Training Officer.

1.6. All Academy personnel are expected to comply with this policy and support the Academy's goals of transparency, safety, and security.

2. OBJECTIVES

2.1 To limit access to authorized personnel only and protect against unauthorized entry. Only recruits, staff, and authorized visitors will be allowed entry.

2.2 To provide appropriate access levels based on roles and responsibilities. For example, recruits will have broader access to training areas than visitors.

2.3 To track and monitor access to restricted areas through measures like identification badges, electronic access controls, and security cameras.

2.4 To safeguard sensitive locations with extra security protocols.

2.5 To enable rapid lockdowns of facilities in case of security threats or emergencies.

2.6. To regularly review access permissions and adjust to changes in roles, responsibilities, and separation of staff/recruits.

2.7. To comply with all applicable laws and regulations related to campus security, safety standards, and privacy.

2.8. To balance security with campus openness and avoid unnecessary barriers to entry/exit for the campus community.

2.9. To implement layered security, using multiple control mechanisms (identification cards, security officers, video surveillance, etc.) for critical areas.

By achieving these objectives, this control policy aims to create a secure, compliant, and efficient learning and operational environment for law enforcement personnel.

3. POLICY STATEMENT
3.1 This policy establishes procedures and requirements for controlling access to any Police Academy facilities and restricted areas. The goal is to maintain a safe and secure training environment by limiting access to authorized individuals only.

4. SCOPE
4.1 This access control policy applies to all recruits, staff members, contractors, visitors, and any other individuals seeking access to the Guyana Police Force Academy property and facilities. The policy covers all buildings, facilities, restricted areas, and land owned or controlled by the Guyana Police Force Academy, including but not limited to:

- Classrooms and teaching facilities
- Dormitories and living quarters
- Dining and food service areas
- Training facilities (e.g. Swimming pool, driving courses, gyms)
- Simulation centers and practice labs
- Administrative offices
- Conference rooms and auditoriums
- Armories and weapons storage areas
- Communications hubs and server rooms
- Security operations centers
- Perimeter fencing, access gates, and parking lots

4.2 This policy is applicable twenty-four (24) hours a day, seven (7) days a week to manage access during training hours, after-hours, weekends, and holidays.

4.3 The policy applies to anyone seeking temporary or permanent access to Academy facilities, including recruits, instructors, visiting law enforcement, contractors, delivery drivers, maintenance staff, volunteers, or any other visitors.

4.4 The scope covers all access control measures used at the Academy including identification cards, keycards, access credentials, biometric validation, video surveillance, security personnel monitoring, electronic access logs, alarm systems, and any other access control mechanisms put in place by the Academy.

4.5 **Access Levels:**
a. **Authorized Personnel**:

Police academy staff, faculty, and students with legitimate reasons for access. Contractors and vendors with official business and proper authorization.

b. **Restricted Areas**:
Access to sensitive areas such as offices, libraries, museums, and confidential records is restricted to authorized personnel only.

c. **Visitors**:
Visitors must register at the reception desk and be escorted by support staff. Access to specific areas is granted on an approval basis by the Force Training Officer.

d. Any member of the Force who is under suspension, or anyone who has been dismissed from the Force will not be permitted to enter any Police Academy Campuses except for bona fide Police business. (Police standing order # 17 Cap. 5)

e. If the President, Prime Minister, or any other Minister of the Government visits the Police Academy, all facilities must be granted to them, and all questions answered. (Police standing order # 17 Cap. 19)

f. All personnel entering the Academy compound must be appropriately dressed in keeping with the Academy dress code.

4.6 Access Control Measures:

a. Identification and Authentication: All personnel entering the Academy Compound must have unique identifiers (e.g., ID cards, badges) for access.

b. Identification details and personnel signature must be entered into the visitor's logbook by the compound sentry.

c. Hucksters, peddlers, and lunch vendors will not be permitted to enter Police Academy compounds to sell their haberdashery, toilets, and foodstuff. (Police standing order # 17 Cap. 10)

d. Persons failing to meet the requirements for entry will not be allowed access to the Police Academy.

e. Access Requests:
Access requests must be submitted through the registry and approved by the Force Training officer or Commandant. Temporary access will be granted for specific events or activities.

f. Role-Based Access Control (RBAC):
Access rights are assigned based on job roles and responsibilities.
Periodic reviews and updates of access rights are conducted to ensure alignment with current roles.

g. Access Revocation:
Access is promptly revoked upon termination of employment, completion of courses, or any other change in status. Lost or stolen access credentials must be reported immediately.

4.7 Physical Security:

a. Entry Points: All entry points are monitored by police ranks (Compound Century) and only authorized personnel are allowed access to the compound.

4.8 Compound Sentry Responsibilities:

a. Secure all entry points at the Police Academy

b. Subject all personnel entering the Academy compound to physical security checks for prohibited items such as weapons, knives, lighters, etc.

c. Caused all vehicles entering the academy compound to undergo security checks

d. Enter the name, contact number, and Identification card number of persons entering the compound into the Log Book.

e. Issue visitor identification badges to all visitors to the Academy

f. Direct all visitors entering the compound to the receptionist

4.9 Incident Response:

a. Reporting: Any security incidents, breaches, or suspicious activities must be reported immediately to the Commandant of the Academy or the Force Training Officer. Anonymous reporting mechanisms are provided to encourage reporting.

b. Investigation:
Security incidents are promptly investigated to determine the cause, impact, and necessary remediation measures.

4.10 Training and Awareness:

a. Security Awareness: Regular security awareness training is provided to all personnel to educate them on security policies and practices. Training includes guidance on recognizing and reporting security threats.

b. Testing and Drills:
Periodic testing and drills are conducted to ensure personnel are familiar with security procedures and emergency protocols.

5. COMPLIANCE AND ENFORCEMENT

5.1 The Force Training Officer and middle management 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 Access Control matters to the Quality Management Committee, Executive Leadership Team, and the Training Board.

7. EFFECTIVE DATE

7.1 This policy comes into effect on November 6, 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 January 2024.

10. APPROVAL OF POLICY

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