

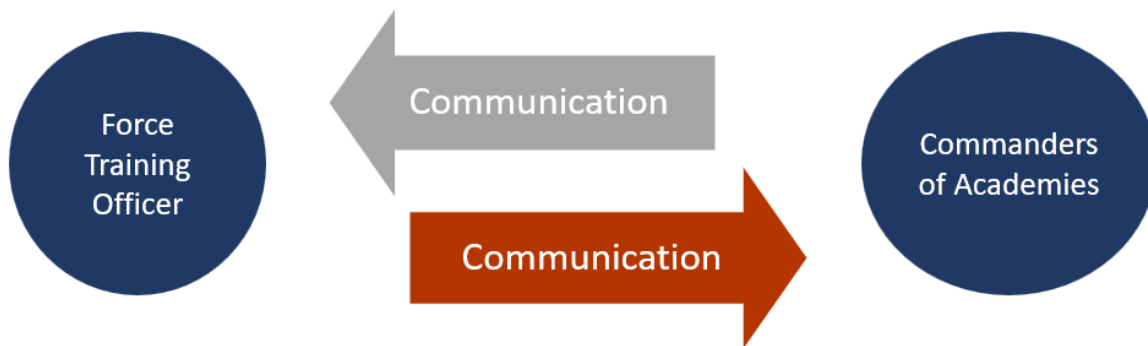


GUYANA POLICE FORCE ACADEMY INTERNAL COMMUNICATION POLICY

Preamble

Effective Internal Communication plays a pivotal role in the succession of any organization. It fosters effective collaboration, staff engagement and enhances overall productivity. In the modern, fast-paced world, the Guyana Police Force Academy has adapted effective internal communication methodologies that comply with contemporary policing. The Academy has built a culture of trust between members of the force, which has resulted in better morale, and improved overall performance. It has also enabled the Academy to keep its staff informed and updated with pertinent information, thus leading to the successful implementation of its policies and operations.

Reporting Structure:



Reporting Methodologies in place:

- 1) Commanders of each Academy must report to the Force Training Officer (FTO) every morning;
- 2) The WhatsApp Group in which all commanders and Force Training Officer (FTO) is a participant must be utilized for communication;

- 3) Formal Communication must be done through upward and downward letters between the Force Training Officer (FTO) and the commanders;
- 4) The Self Evaluation Forms must be utilized by all staff as required.

EVALUATION CHECKLIST OF STAFF FUNCTIONS AND GENERAL OUTPUT

Academic Advisor		
Functions	Achieved	Not Achieved
Provide guidance with academic planning and program review.		
Oversee the Curriculum development of the Guyana Police Force Academy.		
Provide guidance on the Guyana Police Force Academy standards.		
Liaise with other academic institutions.		
Provide guidance for maintaining academic standards and policies.		
Provide guidance on budget preparation for academic-related programs.		
Provide assistance and guidance on all academic matters.		
Advise the Training Board and the Executive Leadership Team on all academic matters.		

Force Training Officer

Functions		
Functions	Achieved	Not Achieved
Regularly liaising with existing staff to ascertain that job performance is consistent with job descriptions and related expectations.		
Facilitating the creation of an operational environment that is conducive for the realisation of operational efficiency.		
Drafting instructional manuals, materials, and other relevant documentation.		
Administering regular, detailed Force-wide needs assessments to identify skills deficits.		
Addressing skills deficits through tailored in-house training.		
Coordinating external training as the need arises.		
Monitoring staffs' performance by liaising with line managers and department heads.		
Upholding confidentiality, unless legally mandated to do otherwise.		

Deputy Force Training Officer		
Functions	Achieved	Not Achieved
Assist with the planning, coordinating overseeing and implementation of the programmes and services of the Guyana Police Force Academy.		
Assist with the planning, coordinating overseeing and implementation of the programmes and services of the Guyana Police Force Academy.		
Assist with the development of training plans and drafting of instructors' manual.		
Assist with the coordinating of external training as the need arises.		
Communicate regularly with all Head of Departments of the various schools to ensure that trainees, instructors and staff have all the necessary resources to carry out their functions efficiently and effectively.		
Assist the Force Training Officer to evaluate the effectiveness of training to ensure that is of a high standard.		
Strive to maintain the confidentiality of the Guyana Police Force Academy.		

Commandants		
Functions	Achieved	Not Achieved
Responsible for the development of the training curriculums and implementation of those curriculums when they are approved by the Training Board.		
Regularly liaising with existing staff to ascertain that job performance is consistent with job descriptions and related expectations.		
Facilitating the creation of an operational environment that is conducive for the realisation of operational efficiency.		
Drafting recommendations for the production of instructional manuals, materials, and other relevant documentation by the Force Training Officer.		
Facilitating the execution of in-house skills development training.		
Assist with the identification of external training institutions to execute training programmes.		
Assist with the monitoring and control of staffs' performance and the general operations of the Academy.		
Upholding confidentiality, unless legally mandated to do otherwise		
Head of Language School		
Functions	Achieved	Not Achieved
Liaising with existing staff members, managers, supervisors, and clients in order to achieve set goals.		
Analysing, and offering suggestions on current operations.		
Scheduling meetings and training sessions with staff and other stakeholders.		
Assisting with recruitment, and training.		
Establishing professional relationships with clients, staff, and other stakeholders.		
Ensuring all health and safety, as well as Academy regulations are followed by staff at all times.		
Liaising with staff and organising teambuilding events.		
Conducting research, writing up reports, and presenting findings to staff and other stakeholders.		
Attending workshops, lectures, and training sessions wherever possible.		

Head of Traffic School		
Functions	Achieved	Not Achieved
Liaising with existing staff members, managers, supervisors, and clients in order to achieve set goals.		
Analysing, and offering suggestions on current operations.		
Scheduling meetings and training sessions with staff and other stakeholders.		
Assisting with recruitment, and training.		
Establishing professional relationships with clients, staff, and other stakeholders.		
Ensuring all health and safety, as well as Academy regulations are followed by staff at all times.		
Liaising with staff and organising teambuilding events.		
Conducting research, writing up reports, and presenting findings to staff and other stakeholders.		
Attending workshops, lectures, and training sessions wherever possible.		

Head of ICT School		
Functions	Achieved	Not Achieved
Liaising with existing staff members, managers, supervisors, and clients in order to achieve set goals.		
Analysing, and offering suggestions on current operations.		
Scheduling meetings and training sessions with staff and other stakeholders.		
Assisting with recruitment, and training.		
Establishing professional relationships with clients, staff, and other stakeholders.		
Ensuring all health and safety, as well as Academy regulations are followed by staff at all times.		
Liaising with staff and organising teambuilding events.		
Conducting research, writing up reports, and presenting findings to staff and other stakeholders.		
Attending workshops, lectures, and training sessions wherever possible.		

Head of Marine School		
Functions	Achieved	Not Achieved
Liaising with existing staff members, managers, supervisors, and clients in order to achieve set goals.		
Analysing, and offering suggestions on current operations.		
Scheduling meetings and training sessions with staff and other stakeholders.		
Assisting with recruitment, and training.		
Establishing professional relationships with clients, staff, and other stakeholders.		
Ensuring all health and safety, as well as Academy regulations are followed by staff at all times.		
Liaising with staff and organising teambuilding events.		
Conducting research, writing up reports, and presenting findings to staff and other stakeholders.		
Attending workshops, lectures, and training sessions wherever possible.		

Head of Music School		
Functions	Achieved	Not Achieved
Liaising with existing staff members, managers, supervisors, and clients in order to achieve set goals.		
Analysing, and offering suggestions on current operations.		
Scheduling meetings and training sessions with staff and other stakeholders.		
Assisting with recruitment, and training.		
Establishing professional relationships with clients, staff, and other stakeholders.		
Ensuring all health and safety, as well as Academy regulations are followed by staff at all times.		
Liaising with staff and organising teambuilding events.		
Conducting research, writing up reports, and presenting findings to staff and other stakeholders.		

Attending workshops, lectures, and training sessions wherever possible.		
---	--	--

Head of Tactical School		
Functions	Achieved	Not Achieved
Liaising with existing staff members, managers, supervisors, and clients in order to achieve set goals.		
Analysing, and offering suggestions on current operations.		
Scheduling meetings and training sessions with staff and other stakeholders.		
Assisting with recruitment, and training.		
Establishing professional relationships with clients, staff, and other stakeholders.		
Ensuring all health and safety, as well as Academy regulations are followed by staff at all times.		
Liaising with staff and organising teambuilding events.		
Conducting research, writing up reports, and presenting findings to staff and other stakeholders.		
Attending workshops, lectures, and training sessions wherever possible.		

Head of General Policing School		
Functions	Achieved	Not Achieved
Liaising with existing staff members, managers, supervisors, and clients in order to achieve set goals.		
Analysing, and offering suggestions on current operations.		
Scheduling meetings and training sessions with staff and other stakeholders.		
Assisting with recruitment, and training.		
Establishing professional relationships with clients, staff, and other		

stakeholders.		
Ensuring all health and safety, as well as Academy regulations are followed by staff at all times.		
Liaising with staff and organising teambuilding events.		
Conducting research, writing up reports, and presenting findings to staff and other stakeholders.		
Attending workshops, lectures, and training sessions wherever possible.		

Head of Psychology & Soft Skills School		
Functions	Achieved	Not Achieved
Liaising with existing staff members, managers, supervisors, and clients in order to achieve set goals.		
Analysing, and offering suggestions on current operations.		
Scheduling meetings and training sessions with staff and other stakeholders.		
Assisting with recruitment, and training.		
Establishing professional relationships with clients, staff, and other stakeholders.		
Ensuring all health and safety, as well as Academy regulations are followed by staff at all times.		
Liaising with staff and organising teambuilding events.		
Conducting research, writing up reports, and presenting findings to staff and other stakeholders.		
Attending workshops, lectures, and training sessions wherever possible.		

Head of Criminal Investigation School		
Functions	Achieved	Not Achieved
Liaising with existing staff members, managers, supervisors, and clients in order to achieve set goals.		
Analysing, and offering suggestions on current operations.		

Scheduling meetings and training sessions with staff and other stakeholders.		
Assisting with recruitment, and training.		
Establishing professional relationships with clients, staff, and other stakeholders.		
Ensuring all health and safety, as well as Academy regulations are followed by staff at all times.		
Liaising with staff and organising teambuilding events.		
Conducting research, writing up reports, and presenting findings to staff and other stakeholders.		
Attending workshops, lectures, and training sessions wherever possible.		

Officer in Charge Security		
Functions	Achieved	Not Achieved
Provides overall security and ensure the safety of staff and the general administration of the Guyana Police Force Academy.		
Responsible for the planning of security arrangement of the Guyana Police Force Academy.		
Ensure law and order is being maintained at all times at the Academy.		
Investigate any law and order problems that occur and provide management with an immediate update if warrants further intervention.		
Assist the administration to ensure smooth functioning of the Academy by ensuring no unauthorized persons visited the premise.		
Ensure all security procedures are being adhered to.		

Head of Medical Centre		
Functions	Achieved	Not Achieved
Responsible to perform continuous oversight to ensure medical services are of a high quality and delivered efficiently.		
Assist with the recruitment, hiring and training of staff under his/her section.		

He/ She will guide and advise the Quality Management Committee as it relates to quality assurance of safety and medical care.		
Oversees the performance of medical staff.		
Provide advise to management on establishing and the implementation of staff wellness programs.		
Collaborate and coordinate with relevant agencies to provide training to staff to equip them with the necessary knowledge to deliver high quality patient care.		
Assist with the planning of the budget for operation of the Medical Centre		

Gym Administrator		
Functions	Achieved	Not Achieved
Responsible for the day-to-day operations of the Gym and facilities.		
Monitor daily safety checks on all equipment and ensure the maintenance schedule prepared is carried out as planned to ensure the equipment are functioning and maintained to a high standard.		
Coordinate with the officer responsible for procuring items when there is need for procuring any equipment parts that needs to be replaced or the purchasing of any equipment.		
Ensure that staff is well trained to meet the goal of the Gym.		
Oversee the enrolling of members and maintaining accurate records.		
Assist in the recruitment and training of the Gym Instructor.		
Ensure all health and safety legislation are being complied with.		
Manage the inventory to ensure the smooth functioning of the Gym.		
Ensure customer service are being maintained at a high standard.		
Course Coordinator		
Functions	Achieved	Not Achieved
Organise and conduct orientation meetings with instructors at the start of each academic year.		

Facilitate professional development sessions for Instructors at least three times during a semester.		
Facilitate reviews of new available information related to the course that is being coordinated.		
Facilitate the creation and maintenance of a library of new available course related research information.		
Coordinate the mentoring of new course instructors.		
Coordinate all tasks that are associated with the holding of examinations.		
Hold regular meetings with all faculty who are involved in teaching the course, to ensure the maintenance of consistence in the quality of course delivery.		
Coordinate all activities that are associated with the execution of the course.		
To carry out routine course administration		
To ensure that the course is delivered effectively.		
To plan and implement the design and development of the course syllabus and materials.		
To administer ongoing quality assurance.		

Gym Instructor		
Functions	Achieved	Not Achieved
Provide oversight of the Gym operations.		
Responsible to prepare and deliver Gym Induction sessions to all users.		
Effectively demonstrate and evaluate users to ensure they have a fair operational knowledge of the usgae of the equipment.		
Enforce all policies and safety standards are being met.		
Conduct fitness testing and lead instructional classes.		
Assist with ensuring the equipment are properly maintained and placed in the right position.		
Ensure that health and safety regulations are complied with during exercises to prevent injuries caused by incorrect use of equipment.		

Advise users on Gym procedures and policies and ensure it is being adhered to by the users.		
Report any accidents that occur during class and prepare accident reports if required.		

Visiting Subordinate Officers		
Functions	Achieved	Not Achieved
Responsible to make physical checks to ensure the sentries are alert and encountered no challenges as it relates to the security of the facility.		
Check in with the sentries regarding their well -being and are fit for duty.		
Provide assistance to the Sentries in the event an emergency arises.		

Medical Practitioner		
Functions	Achieved	Not Achieved
Must be in compliance with all legislations that are applicable to medicine.		
Responsible for conducting physical examinations, tests or other medical procedures to further diagnose patient's symptoms.		
Maintaining accurate and complete records of patients.		
Provide detailed explanation of test results to patients.		
Prescribing medications and treatment for patients and schedule follow - up visits.		
Consult with other Doctors about specialized needs of a patient if required.		

Guidance Counsellor		
Functions	Achieved	Not Achieved

Conducting individual and group counselling sessions to advise and assist students with academic and vocational development.		
Evaluating the attributes of students and assisting them in realising their academic and vocational objectives.		
Developing and implementing counselling strategies, and utilising contemporary methods of mentoring.		
Identifying behavioural problems and acting appropriately to remedy the situation.		
Paying attention to societal and cultural differences in addressing all student matters.		
Assessing the development of students and highlighting their sense of accomplishment.		
Executing constant evaluations, the analysis of results, and the provision of purposeful feedback.		
Developing and maintaining excellent rapport with parents, academic staff, and external partners.		
Engaging in the constant arrangement and scheduling orientation programs and internships for students.		

Librarian		
Functions	Achieved	Not Achieved
To have overall responsibility for the management of the Library of the Academy.		
Sensitise trainees/officers on how to search for information using the library databases.		
To index, catalogue and classify learning resources in a reliable library resource centre and develop and maintain accurate and reliable catalogue and lending systems.		
To collaborate with teaching staff in the planning, development, delivery and evaluation of relevant learning and study skills programmes in the library resource centre.		
To manage, develop and organise the Academy library resource centre to ensure access to an effective learning resource and information service which supports learning and teaching.		
To assist in developing, implementing and maintaining a policy for the management and use of the library resource centre.		
To provide guidance, where appropriate, in the use of Information Communication Technology applications.		
To work under the instruction and guidance of the leadership team to enable the delivery of effective and efficient library services.		

Conducting continuous research on text books and other reading materials, to ensure that the library is always stocked with current reading materials.		
To effectively supervise the utilisation of all library resources.		

Instructors		
Functions	Achieved	Not Achieved
Provide supervision and mentorship to all recruits and training participants.		
Ensure all the modules are taught in an effective and meaningful way.		
Treat all learners equitably and with the highest degree of respect consistent with the Force Equal Opportunities Policy.		
Conform to Police Academy Intellectual Property Regulations by appropriately attributing quoted material and graphics.		
Honor commitments to teaching the classes on the dates and times scheduled.		
Develop program content that is consistent with the Guyana Police Force Training Curriculum.		
Use established tools and techniques of professional training;		
Provide the standard evaluation form to learners for each program offered, collect them at the end of the class, and return completed forms and sign-in sheets to the Course Coordinator at the end of each programme.		
To demonstrate a high-level of professionalism in teaching, creative thinking, speaking, and learning practices.		
To design, expand and develop training programmes based on the needs of the Force.		
To provide training materials on all subject areas to all Trainee/Officer in attendance.		
To have content knowledge and coordinate tutorial practice to meet the different needs of all Trainee/Officer.		
To monitor, evaluate and produce progress reports in key learning areas being taught.		
To highlight areas of weaknesses and strengths where they may arise and implement corrective measures.		

To help Trainee/Officer achieve the best possible grade in all subject areas being administered.		
To implement strategies to achieve targets related to Trainee/Officer learning outcome.		
To supervise a range of activities and training programmes for Trainee/Officer.		
To correct inappropriate behavior of Trainee/Officer.		
To maintain daily records of attendance for all Trainee/Officer;		
To show empathy, respect and have understanding towards each Trainee/Officer at all times.		

Sentries		
Functions	Achieved	Not Achieved
He/ She will be responsible to provide protection of the students, staff and faculty.		
Ensure that no unauthorized persons are being admitted to the Guyana Police Force Academy.		
Patrol the Academy after classes concluded to ensure the windows, doors and entrances are properly locked.		
Assist in directing the visitors to the different offices of the Academy.		

Nursing Assistants		
Functions	Achieved	Not Achieved
Responsible to provide overall patient care.		
Perform several procedures such as dressing, administering medication and assist patients to the washroom.		
Serve meals to the patients and assist in feeding patient if they are unable to do so.		
Prepare patient beds and trays for procedures and also Intravenous (IV) stands if required.		
Administering of vaccines and collecting blood samples for testing.		
Perform personal hygiene of patients.		

Prepare patients for physical examination by Medical Practitioner.		
--	--	--

Maintenance		
Functions	Achieved	Not Achieved
Responsible for the general maintenance of the facilities and the equipment.		
Carry out routine maintenance of the Gym equipment and ensure they are safe to use at all times.		
If any equipment needs major repairs it must be reported to the Gym Administrator to make the necessary arrangement for the repairs to be carried out in a timely manner.		
Prepare a maintenance schedule for all Gym equipment and execute servicing of the equipment weekly, monthly and annual as required.		
Carry out frequent inspection of the Gym facility, including the washroom facilities are in working condition at all times.		
Perform other related duties.		

Evaluation Form for Recruits

Course Name: _____

Reg. Div./ Branch: _____

Date: _____

Please answer the following question by ticking the option that best represents your response.

The objective of this Evaluation is to measure the strengths and opportunities for improvement of the training service, so that based on your applications we can optimize it. We appreciate your contribution by filling out the following:

1. Course Content & Structure					
		Strongly Agree	Agree	Strongly Disagree	Disagree
	Course learning outcomes were stated clearly				
	I understood the content of the training session				
	Sufficient time was given for each topic				
	The course content prepared me well for work				
	The training had a good mixture of theory and practical				

2. Delivery Methods					
		Strongly Agree	Agree	Strongly Disagree	Disagree
	The electronic media used in presentation assisted to better my learning and understanding				
	The delivery methods were suitable for the content				
	The delivery methods assisted my learning and understanding				

3. Training Activities					
		Strongly Agree	Agree	Strongly Disagree	Disagree
	The group activities encourage my participation				
	The activities increased my learning				
	There were sufficient activities in the session				
	The method of assessment was a fair test of my skills and knowledge				

4. Instructor/ Facilitator					
		Strongly Agree	Agree	Strongly Disagree	Disagree
	The instructor's enthusiasm about the subject kept my interest during the course				
	The instructor presented the content clearly and was easy to understand				
	The instructor effectively used the training materials to assist in learning.				
	The instructor identified relevance that assisted in the execution of my duties				

Additional Comments (Improvements, thoughts):

Student Performance Evaluation

NAME:.....

EVALUATION PERIOD: FROM:.....

TO:.....

On a scale of 1 to 5, with 1 being the lowest rating and 5 the highest, please conduct an evaluation of the rank in the identified categories.

EVALUATION CATEGORY	EVALUATION CRITERIA	1	2	3	4	5
PUNCTUALITY/TIME MANAGEMENT	1. How well has the Rank been able to keep appointments and submit paperwork on time?					
	2. How well has the Rank been able to report punctually for duty?					
	3. How well has the Rank been able to manage time in the performance of all aspects of his/her duties?					
PRIDE IN APPEARANCE	1. How well has the Rank been able to demonstrate a keen interest in his/her appearance?					
	2. How well has the Rank been able to demonstrate a keen interest in his/her personal hygiene?					
RELIABILITY	1. How well has the Rank been able to demonstrate the ability to work with a minimum level of supervision?					
	2. How well has the Rank demonstrated the ability to complete tasks and act in a responsible manner					

	without supervision?					
	3. How well has the Rank been able to contribute to efficient and effective costs management in the execution of a work related task?					
	4. How well has the Rank been able to demonstrate lone-term excellence in the delivery of service to the Force?					
	5. How well has the Rank been able to make an outstanding contribution in the execution of a major task or assignment?					
EVALUATION CATEGORY	EVALUATION CRITERIA	1	2	3	4	5
MORALLY AND PHYSICALLY COURAGEOUS	1. How well has the Rank demonstrated a readiness or willingness to partake in incidents that involve elements of potential physical danger?					
	2. How well has the Rank demonstrated that he/she has principles and is always prepared to adhere to principles?					
	3. How well has the Rank responded to a highly unusual event in which he/she was involved, where death or injury to a third party was prevented?					
	4. How well has the Rank been able to respond to any highly unusual event that occurred under adverse conditions, and involved some degree of hazard to life or limb?					
CREATIVITY	1. How well has the Rank been able to demonstrate imagination, and the ability to formulate and suggest new ideas?					
	2. How well has the Rank been able to demonstrate the ability to think outside of the box?					
	3. How well has the Rank been able to demonstrate that he/she is an independent thinker?					
	4. How well has the Rank been able to demonstrate the capacity to make administrative or operational recommendations, which when implemented contributed to improvement in the efficiency of the Force?					
SELF MOTIVATION	1. How well has the Rank demonstrated that he/she is alert in character, and is always willing to seek information and become involved in activities that are taking place?					
	2. How well has the Rank been able to combine his/her interest in police work and an interest in other wider social activities?					
ATTITUDE TOWARDS OTHERS	1. How well has the Rank been able to demonstrate a willingness to render assistance to others?					
	2. How well has the Rank been able to demonstrate politeness and consideration for others, during his/her engagements with peers and superiors?					
	3. How well has the Rank been able to exercise					

	restraint, and consider the feelings of others before making insensitive comments?					
	4. How well has the Rank displayed an instance of outstanding performance in the execution of a task that would have contributed to the enhancement of social harmony within the work environment?					
	5. How well has the Rank been able to make an exceptional contribution to team related work activities?					
FITNESS/HEALTH	1. How well has the Rank been able to maintain the required standard of fitness?					
	2. How well has the Rank been able to demonstrate an understanding of the importance of maintaining a healthy lifestyle?					
EVALUATION CATEGORY	EVALUATION CRITERIA	1	2	3	4	5
STRESS	1. How well has the Rank been able to demonstrate an understanding of the impacts/effects of stress related conditions on the performance of his/her duties, and on his/her interaction with others?					
	2. How well has the Rank been able to relate to individuals who may be experiencing a period of stress?					
PROFESSIONAL & PERSONAL RESPONSIBILITY	1. How well has the Rank been able to display integrity and loyalty in his/her relationship with colleagues and the Force?					
	2. How well has the Rank been able to display ethics and honesty in his/her conduct?					
	3. How well has the Rank demonstrated a desire to improve himself/herself professionally?					
	4. How well has the Rank demonstrated a willing desire to learn?					
	5. How well has the Rank demonstrated a willingness to follow instructions?					
	6. How well has the Rank displayed exceptional service or performance beyond the normal call of duty?					
	7. How well has the Rank displayed outstanding performance in areas of activity that are non-related to main stream work?					
LEARNING FROM EXPERIENCE	1. How well has the Rank been able to utilise past experiences in his/her execution of tasks?					
	2. How well has the Rank been able to demonstrate an understanding of the importance of learning from experience?					
COMMUNICATION	1. How well has the Rank been able to demonstrate the ability to speak clearly in order that he/she could be understood?					
	2. How well has the Rank been able to demonstrate the ability to present evidence in a clear and concise manner?					

	3. How well has the Rank been able to produce accurate, complete and neat written reports?					
EFFECTIVE LISTENING	1. How well has the Rank been able to consistently demonstrate good listening skills, as illustrated by the accurate execution of tasks in-keeping with instructions?					
	2. How well has the Rank been able to prevent emotional and other distractions from disrupting his/her ability to listen?					
SELF CONTROL	1. How well has the Rank been able to prevent personal feelings from disrupting the way he/she relates to others?					
	2. How well has the Rank been able to exercise tolerance towards the behaviour and views of others?					
	3. How well has the Rank been able to exercise fairness and impartiality when dealing with others?					
EVALUATION CATEGORY	EVALUATION CRITERIA	1	2	3	4	5
ENFORCEMENT CONTACT	1. How well has the Rank been able to demonstrate knowledge of traffic and criminal laws?					
	2. How well has the Rank been able to demonstrate knowledge of, and take appropriate action on, issues related to domestic violence and trafficking in persons?					
	3. How well has the Rank been able to demonstrate knowledge of pertinent policies and procedures of the Force?					
	4. How well has the Rank been able to exercise judgement in the issuing of tickets for traffic offences, warnings for offences committed, and effecting arrests?					
	5. How well has the Rank been able to demonstrate ability in detecting, pursuing and apprehending violators of the law?					
	6. How well has the Rank been able to exercise his/her skill in applying established methods and tactics during enforcement contacts?					
PUBLIC CONTACT	1. How well has the Rank been able to demonstrate acceptable attitude, conduct, and language while in public places?					
	2. How well has the Rank been able to refrain from discussing police activities and other police related business in public?					
	3. How well does the Rank present himself/herself in the public in terms of appearance and conduct?					
RELATIONSHIP WITH OFFICIAL AGENCIES	1. How well does the Rank get along with representatives of other law enforcement agencies?					

ACCIDENT INVESTIGATION	1. How well does the Rank understand and practice recommended accident investigation procedures?					
PATROL OPERATIONS	1. How well does the Rank understand and practice proper patrol techniques?					
	2. How well has the Rank been able to identify, and is familiar with high crime and traffic incident areas?					
	3. How well has the Rank been able to demonstrate thorough knowledge of, and familiarity with, the various patrol routes?					
EMERGENCY SITUATIONS	1. How well has the Rank been able to demonstrate his/her capability to make proper decisions under pressure?					
	2. How well has the Rank been able to recognise and evaluate true emergency situations?					
	3. How well has the Rank been able to utilise approved first aid techniques?					

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 Order, Laws of Guyana, local and international accreditation standards, and best practices. Further, and the Quality Management Committee will ensure this policy is enforced.

6. REPORTING AND COMMUNICATION

6.1 The Force Training Officer will report to the Quality Management Committee, Training Board, and the Executive Leadership Team.

7. APPROVAL AND EFFECTIVE DATE

7.1 This policy was approved and came into effect as of December 12, 2023.

8. REVISION DATE

8.1. Revised in February 2024.

9. REVIEW PERIOD

9.1 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.