



# **GUYANA POLICE FORCE ACADEMY**

## **EQUIPMENT MANAGEMENT AND MAINTENANCE POLICY**

### **1. BACKGROUND**

- 1.1.** The Guyana Police Force Academy is an Accredited Training Institution. This Institution obtained its Accreditation from the National Accreditation Council of Guyana on August 24, 2023. This Accreditation enables the Academy to execute a range of professional law enforcement and academic development courses and programmes in-keeping with acceptable international standards.
- 1.2.** This Academy is a Unit of the Guyana Police Force and therefore will derive its operational mandate from the Police Act, Cap 16:01 that provides the Force with its statutory powers, and the Standing Orders which defines the operational and administrative guidelines within which the Force is legally mandated to operate.

### **2. OBJECTIVES**

**2.1** The objectives of this policy are:

- To ensure that in keeping with the Standing Orders that govern the management and maintenance of all physical resources of the Guyana Police Force, that all physical resources that are assigned to the Guyana Police Force Academy are constantly in good working order.
- To ensure that the Guyana Police Force Academy utilizes its physical resources in an efficient and effective manner to enable the realization of maximum lifespans.
- To ensure that the Guyana Police Force Academy utilizes its physical resources in an efficient and effective manner to minimize all costs that are likely to be associated with repairs and replacement.
- To ensure that mechanisms are instituted by the Guyana Police Force Academy to enable the realization of effective accountability for the use and care of all physical resources.

### 3. POLICY STATEMENT

**3.1** The Guyana Police Force Academy is committed to ensuring the delivery of a high level of quality service to all its stakeholders. To realize this mandate, this policy sees the availability of efficient physical resources as a crucial enabler, and therefore pays strict attention to the management and maintenance of those resources. In this regard, consideration is being given to a range of essential activities namely:

- Inventory management.
- The issuance of physical resources
- Purpose of use of resource
- Reporting and documentation.
- Preventive maintenance
- Corrective maintenance
- Recordkeeping

### 4. SCOPE

By virtue of being a Unit of the Guyana Police Force, the Guyana Police Force Academy is mandated to adhere to the Force's Standing Orders, Standard Operating Procedures, and other statutory instruments that govern the management and maintenance of all its physical resources. In this regard, this Policy embraces the above-mentioned activities in the following ways:

- **Inventory Management:** The Guyana Police Force Standing Order #39 mandates that all its physical resources must be inventoried. In this regard, this Policy dictates that the Guyana Police Force Academy must adhere to this requirement by ensuring that all its physical resources are inventoried.
- **The Issuance of Physical Resources:** The Guyana Police Force Standing Order #39 dictates that all physical resources must only be issued to authorized personnel based upon a written request. This request usually takes the form of a duplicate or triplicate document or a memorandum. This procedure allows a written record of each issuance to be maintained. Considering that the Guyana Police Force Academy is a Unit within the Guyana Police Force, this Equipment Management and Maintenance Policy dictates that the same requirements must be embraced.
- **Purpose of Use of Resource:** While there is no specific Standing Order that governs this activity, the Guyana Police Force's administrative and operational policies dictate that its physical resources must only be used for official purposes. Further, Officers are responsible for the care and safe use of all equipment issued to them. In this regard, this Equipment and Maintenance Policy dictates that the Guyana Police Force Academy must adhere to all the established protocols in the relation to the utilization of its physical resources.

- **Reporting and Documentation:** It is a requirement of this Policy that all damage, loss, or malfunction of equipment must be reported immediately to the supervisor. While the first step in this procedure may be a verbal report, this must be formalized by a written report.
- **Preventive Maintenance:** This Policy dictates that a Standard Operating Procedure, which encompasses an operational procedure, and a preventive maintenance schedule must be developed and implemented for all physical resources. This schedule must clearly outline the preventive maintenance protocols that must be observed, such as frequency of inspections and procedures to be followed. This approach to maintenance is necessary to prevent unexpected operational disruptions.
- **Corrective Maintenance:** While this Policy emphasizes the principle of Preventive Maintenance, it takes cognizance of unforeseen incidents that could affect the operation of equipment, and the lack of immediate availability of budgetary allocations to execute the desired repairs or replacement. In this regard, this Policy dictates that every effort must be made, to ensure that any equipment that is damaged or malfunctioning is repaired or replaced as soon as practicable.
- **Recordkeeping:** This Policy dictates that all maintenance activities must be thoroughly inspected, approved, and documented immediately after the maintenance exercise. The Policy further dictates that a record of the maintenance activity must be kept on file.

## **5. COMPLIANCE AND ENFORCEMENT**

**5.1** The Force Training Officer and all middle management personnel of the Academy will be responsible for ensuring that there is strict compliance with this Policy. The Quality Management Committee of the Academy will ensure that the directives of this Policy are implemented and enforced.

## **6. REPORTING AND COMMUNICATION**

**6.1** The Quality Management Committee will report on all quality assurance matters to the Force Training Officer. The Force Training Officer will thereafter inform the Training Board, and the Executive Leadership Team.

## **7. APPROVAL AND EFFECTIVE DATE**

**7.1** This policy was approved and has come into effect as of November 28, 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**

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