



Welcome to Guyana Police Force Academy



HANDBOOK FOR ORIENTATION

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HISTORY OF THE GUYANA POLICE FORCE ACADEMY

The Guyana Police Force Academy commenced operations during the year 1956. It was housed in a complex of buildings that once accommodated expatriate military personnel. Today the building complex serves as accommodation for transitioning civilians into members of the Guyana Police Force. The Academy comprises of Police Campuses Georgetown, Suddie, Essequibo, Adventure and Berbice.

The recruit's initial training is conducted over an average period of six months, and are taught various programs which includes human rights, anger management, communication, computer training, self-defense, English, Spanish, first aid, basic policing in the different stages such as musketry and drill, progress stage, junior stage, traffic stage, crime stage and fire arms. They are also required to attend the mortuary and court to witness cases and participate in a live firing exercise at the Timehri Rifle Range. At the completion of their training a gradation parade is kept for the ranks who are now equipped with basic knowledge to work in any department in the Guyana Police Force.

OVERVIEW OF THE GUYANA POLICE FORCE

The Guyana Police Force was established on July 01, 1839. The Force is headed by a Commissioner of Police and is divided into twelve (12) Region and a number of branches spanning Guyana. The branches include The Public Relations Office, the Criminal Investigation Department, The Mounted Branch, the Central Immigration and Passport Office, The Police Band, General Office, Finance Office, Traffic, Special Branch, and the canine unit. Each division and branch is commanded by a divisional or branch commander who reports to the Commissioner of Police.

The objectives of the Force are outlined in Section 3(2) of the Police Act, Chapter 16:01, and are as follows:

- The preservation of law and order;
- The preservation of peace;

- The repression of internal disturbances;
- The protection of property;
- The apprehension of offenders;
- The due enforcement of all laws and regulations which it is directly charged; and
- It shall perform Military duties within Guyana as may be required of it by or under the authority of the Minister.
- The prevention and detection of crime;

MISSION

To build capacity and capabilities through training and development to retain a diverse, high-potential, professional, accountable and motivated workforce.

VISION

To continuously equip rank and file their auxiliaries with law enforcement expertise and best practices to meet contemporary security demands.

CORE VALUES

Professionalism; to conduct oneself professionally and appropriately both at work and in their personal life.

Responsibility; to be responsible for their actions and their contribution to a positive class culture.

Accountability; to be responsible for taking ownership for their actions, both positive and

negative.

Integrity; to be responsible for being honest and truthful, realizing that the goal of each investigation is to discover truth rather than eliminating doubt.

Service; to be responsible for exemplifying one of the most effective forms of leadership. They must lead by example and willingly assist with the most marginalized of all populations.

Endurance; to be able to cope in physical and mentally challenging situations.

THE AIMS OF A GUYANA POLICE FORCE ACADEMY:

- **Training and Education:** Providing recruits with comprehensive training and education in law enforcement procedures, protocols, and relevant laws.
- **Skill Development:** Developing essential skills such as communication, conflict resolution, problem-solving, and decision-making, which are crucial for effective policing.
- **Physical Fitness:** Ensuring recruits meet certain physical fitness standards necessary for the demanding nature of police work, including strength, agility, and endurance.
- **Ethical Standards:** Instilling strong ethical values and integrity to uphold the principles of justice, fairness, and accountability in law enforcement.
- **Community Engagement:** Fostering positive relationships between law enforcement and the community through community policing initiatives, cultural sensitivity training, and understanding diverse perspectives.
- **Legal Knowledge:** Equipping recruits with a thorough understanding of constitutional

rights, legal procedures, and the limitations of law enforcement authority to ensure lawful and respectful interactions with the public.

- **Emergency Response:** Providing training in emergency response tactics, including how to handle critical incidents, de-escalate volatile situations, and ensure the safety of both officers and civilians.
- **Leadership Development:** Cultivating leadership skills among recruits to prepare them for supervisory roles within law enforcement agencies and to foster a culture of accountability and professionalism.
- **Continuous Improvement:** Promoting a culture of continuous learning and improvement through ongoing training, professional development opportunities, and staying updated on evolving best practices in law enforcement.
- **Crisis Management:** Equipping recruits with the skills and knowledge to effectively manage crises such as natural disasters, terrorist threats, and other emergencies that may require law enforcement intervention.

OBJECTIVES OF THE GUYANA POLICE FORCE ACADEMY

The objectives of the Guyana Police Force Academy revolve around preparing individuals for careers in law enforcement by providing comprehensive training that encompasses various aspects of policing. These objectives include:

- **Basic Law Enforcement Training:** To provide recruits with a solid understanding of

laws, regulations, and procedures relevant to law enforcement, including constitutional rights, criminal law, and the use of force.

- Physical Fitness and Defensive Tactics: To ensure recruits are physically fit and capable of performing the demanding tasks required of law enforcement officers, including defensive tactics, self-defense, and physical conditioning.
- Firearms Training: To instruct recruits on the safe and proper use of firearms, including marksmanship, weapons handling, and tactical shooting techniques.
- Community Policing and Interpersonal Skills: To develop recruits' abilities to interact effectively with diverse communities, communicate clearly and respectfully, de-escalate conflicts, and build positive relationships with the public.
- Emergency Response and Crisis Management: To prepare recruits to handle various emergency situations, including accidents, natural disasters, and acts of terrorism, by providing training in emergency response protocols and crisis management techniques.
- Legal and Ethical Standards: To instill in recruits a strong sense of ethics, integrity, and professional conduct, emphasizing the importance of upholding the law and respecting individual rights while carrying out their duties.
- Critical Thinking and Decision-Making: To cultivate recruits' analytical skills, judgment, and ability to make quick, sound decisions under pressure, often through scenario-based training exercises and simulations.
- Leadership and Teamwork: To foster leadership qualities and promote effective teamwork among recruits, emphasizing the importance of collaboration, communication, and mutual support in achieving common goals.
- Cultural Competence and Diversity Training: To promote an understanding of cultural

differences, diversity, and inclusion, equipping recruits with the knowledge and skills needed to serve diverse communities sensitively and effectively.

- **Continuing Education and Professional Development:** To encourage lifelong learning and professional growth among law enforcement officers, providing opportunities for ongoing training, skill enhancement, and career advancement throughout their careers.

STUDENT SUPPORT POLICIES

The Guyana Police Force Academy aims to provide an innovative, personalized and supportive learning environment. In this regard, the following services are provided:

- **Library Services**

The Guyana Police Force Training Academy comprises of two (2) library sections which come under the name of The Ronald Weber Library. The first Library deals with referencing while the other circumnavigates circulation.

The library will be open for private study from 7:00 hours to 17:00 hours daily. Recruits using the library will ensure that they do not disturb other persons in the library. No reading materials will be removed from the library without the permission of the Librarian.

The Guyana Police Force provides subscriptions to online research hubs such as Emerald and Science Direct for access to academic information in the form of journals, and case studies among others.

Guyana Police Force through its MOA established with the University of Guyana on the 21st October 2021 provides for cases where a specific resource is not available in the Academy's library, interlibrary loan services are made available.

- **Accommodation**

The Training Academy has provided dorms to house their recruits or newly police officers. Such accommodation confines them within the training environment.

➤ **Messing Area**

An area designed by the Academy to allow police officers to eat and socialize with each other.

Meals shall be served in the Dining Hall at the following times:

Breakfast	-	06:00 hours	-	07:00 hours
Lunch	-	12:00 hours	-	12:45 hours
Dinner	-	18:00 hours	-	19:00 hours

- No rank shall have meals in the dining hall unless he is properly dressed.
- Any rank who intends to be absent from a meal or meals shall give 24 hours' notice to the Instructor. It shall be the responsibility of the Instructor to inform the Mess Subordinate Officer at a reasonable time of any absentee.
- Personal property such as jam pots, pepper bottles, and other containers should not remain on the dining table after meals.
- Ranks shall be paraded for all meals except snacks and shall fall in on time to be marched to the Mess Hall.

➤ **Canteen**

Being self-sufficient is important to this Academy. Such sufficiency is upheld by a canteen service.

➤ **Entertainment**

Film shows, Concert Dances, and other entertainments will be provided to recruits during their course of training with the Academy. Amenities are provided in the games room for use by the

students and shall be used in conjunction with the Games Room Orders, put up in the Games Room. Unless organized with the authority of the Officer in charge, no cards will be played by Students of the Academy. Playing cards leads to gambling which is an offence against discipline. NB: No musical instrument of any description will be played in the dormitories without the permission of the Officer in Charge.

➤ **Academic Support**

The Guyana Police Force Academy provides academic support services to help students succeed in their studies. This may include tutoring programs, study groups, academic advising, and workshops on study skills, time management, and exam preparation.

➤ **Counselling and Mental Health Services**

The Guyana Police Force Academy provides counseling services to support students' mental health and well-being. This may involve individual counseling sessions, group therapy, workshops on stress management and coping strategies, and referrals to external mental health professionals if needed. The Academy works in partnership with the Therapist Unit of the Guyana Police Force to provide such services. In addition, a therapist is permanently attached to the Academy and is primarily responsible for providing psychosocial evaluation and support to all students. This is completed on a monthly basis in Classroom 3.

➤ **Pastoral Support**

The Guyana Police Force Academy provides advice, support, and guidance to its students through the use of the Guyana Police Force “Force Chaplin”. The Force Chaplin conducts monthly visits to the Academy, providing encouraging words of motivation.

➤ **Disability Support**

The Guyana Police Force Academy aims to have an inclusive approach and students with learning difficulties and disabilities may apply for any course in the College if they meet the specified entry requirements.

➤ **Student Support Fund**

The Guyana Police Force Academy will provide financial and other support to present students who may find themselves in difficult circumstances. Student Support will be given in the following categories:

- Sponsorship
- Scholarship
- Financial Assistance

RULES OF RECRUIT'S CONDUCT

At all times, the trainee's conduct shall be respectful, courteous, and consistent with the high standards of the Guyana Police Force Academy. The trainees will follow specific rules, regulations, and conduct established in this document. The trainees will be responsible for any behavior which impairs the discipline and good order of the academy. Trainees must adhere to the following:

Obedience to Rules and Regulations

Academy Recruits shall obey the Rules and Regulations of the Guyana Police Academy and any amendment or additions thereto. A violation of these Rules and Regulations, or any Academy policy, may be sufficient cause for disciplinary action. Ignorance of these Rules and Regulations shall not be considered a justification for any such violation.

Courtesy

Recruits shall at all times be courteous and respectful to members of the Academy staff, instructors, fellow recruits, and members of the public.

Expectation of Conduct

Recruits shall conduct themselves at all times, both inside and outside of the Academy, in such a manner as to reflect most favorably on the Academy. Unbecoming conduct of a recruit shall

include any conduct that brings or may bring the Academy into disrepute or reflects discredit upon the recruit or impairs the operation or efficiency of the Academy or the recruit. Any recruit who commits any act that can be considered unbecoming of a police professional while a member of the basic training class, inside or outside of the Academy, may be removed from the Academy. Where appropriate, recruits are also subject to applicable criminal and civil penalties.

Moral Conduct

Recruits shall maintain a level of moral conduct in their personal and business affairs that is in keeping with the highest ethical standards of the law enforcement profession. Recruits shall not participate in any incident involving moral turpitude that impairs their ability to perform as Academy recruits.

Insubordination

Insubordination or disrespect towards superior authority at the Academy is strictly prohibited. It is defined as a failure to recognize the authority of any superior by disrespect or by disputing a superior's order.

Harassment and Discrimination

Recruits shall not engage in conduct that has the effect of discriminating or harassing other individuals because of race, ethnicity, sexual orientation, disability, religious belief, age, gender, gender identity, politics, or similar personal characteristics.

GENERAL CONDUCT:

- No cursing, profane, or obscene language.
- No abusive language, ethnic slurs, sexually expressive statements, sexual harassment, or display of personal animosities toward others.
- No smoking.
- No copulating or masturbating.
- No fighting or tumultuous behavior.
- Theft or misappropriation of college property or another person's property.
- Horse-play, practical jokes, or physical contact that might jeopardize a person's welfare

or safety.

- Any action that disrupts the learning environment in the classroom or other parts of a training facility.
- No form of gambling.
- No eating in classroom.
- Possession of, or reproduction of, an examination not issued by an instructor.
- No cheating on examinations or possession of unauthorized material(s) during a testing session.
- Distributing examination answers to another current or future Westmoreland police cadet is prohibited.
- Insubordination towards an academy instructor, administrator, or staff member is not allowed.
- Any act which is a violation of criminal law and graded as a felony or misdemeanor crime will not be accepted.
- Supplying academy officials with any false information on any school application or document is prohibited.
- Intentionally providing false or misleading information to an instructor, administrator, or staff member inquiring about an academy-related matter is not allowed.

Discipline

- All Recruits must confirm by the Guyana Police Force Standing Orders, Force Orders and Academy's Policies. Recruits will be categorized as Officers of the Law therefore, their conduct must be under the Police (Disciplinary) Act Chapter 17:01 and the Police Act Chapter 16:01.
- Acts of Indiscipline will not be tolerated and will be dealt with based on the seriousness of the breach.
- Persistent Acts of Indiscipline will result in appropriate action being taken followed by a Conduct Report with Recommendations for Dismissal.

Gratuities:

- No gratuities or gifts to any Subordinate Officer are permitted. Habitual treatment at the Canteen is strongly discouraged. It is not permitted at any time between Recruits and

Subordinate Officers.

- No Recruit will present any instructor or academy staff member with any gifts, sums of money, or other considerations during the training program.
- Recruits will not accept any gifts, sums of money, or other consideration from an instructor or academy staff member during the training program.

OFFENSES FOR IMMEDIATE DISMISSAL

A Recruit may be discharged from the police academy for the following offenses:

- Personal actions and performance that suggest a lack of adequate professional police qualities, including failing or refusing to conform to any Academy Rule or Regulation.
- Failing to meet academic requirements outlined in the Examinations and Grades section.
- Insubordination toward an academy instructor, administrator, or staff member.
- Any act which is a violation of criminal law and graded as a felony or misdemeanor crime.
- Repeated violation of criminal law graded as a summary offense
- Supplying academy officials with any false information on any school application or document.
- Intentionally providing false or misleading information to an instructor, administrator, or staff member inquiring about an academy-related matter.
- Failure to adhere to the Academy's Student Code of Conduct.

CHAIN OF COMMAND

No student of the Academy will approach the Force Training Officer or any Officer or Inspector without first obtaining permission. The Student shall first indicate to the Duty Student that he or

she wants an audience with the Force Training Officer or any Officer or Inspector. The Duty Student will then request permission from the Instructor/ Supervisor. The Instructor/Supervisor will further the request for permission from the Campus Commandant who will then facilitate and coordinate the request. Students of the Academy will only be permitted to speak directly with the Force Training Officer or Officers and Inspectors in cases of emergencies or exigent circumstances.

ADDRESSING SUPERIORS

- Students of the Academy must stand to attention when addressing or being addressed by superiors in rank and stand at ease only when ordered to do so;
- Students of the Academy when speaking to Officers and Inspectors must use the appellation “Sir” or “Ma’am”;
- Students of the Academy when speaking to Subordinate Officers must address them by their rank;
- Students of the Academy seeking an audience with their seniors will stand before attention and identify himself or herself by first stating their regulation number, rank, and name and then await a response from the person for whom they seek an audience.

Example: “Sir” 22000 Constable Paul Jones, “Sir”

PAYING COMPLIMENTS

- Persons entitled to SALUTE:

Recruits are required to salute the following:

- **WHEN UNDER ARMS:**

✓ His Excellency The President;

- ✓ The Honorable Prime Minister;
- ✓ All Ministers of the Government;
- ✓ The Commissioner of Police;
- ✓ All Officers of the Police Force;
- ✓ All Officers of the Guyana Defence Force;
- ✓ The Mayor of Georgetown, New Amsterdam, Linden, Rose Hall, Corriverton, Anna Regina, Mahdia, Bartica, Lethem and Mabaruma;
- ✓ The Town Clerks of all Municipalities;
- ✓ All Officers of the Army, Navy, or Air Force of a friendly foreign state.

• **WHEN NOT UNDER ARMS** – The persons mentioned above and in addition: Example:
 “Sir” 22000 Constable Paul Jones, “Sir”

- ✓ His/her Honour the Chancellor of the Judiciary;
- ✓ His/her Honour the Chief Justice;
- ✓ Justices of the Court of Appeal;
- ✓ The Judges of the High Court of the Supreme Court of Judicature;
- ✓ All Magistrates;
- ✓ All Mayors;
- ✓ When a funeral passes, the corpse shall be saluted.

INTERVIEWS

Applications for Interviews with the Officer-in-Charge will be made through the Second in-Command. No reason needs to be stated if the matter is private.

REPORTS

When any recruit has any official matter to raise with an Officer other than the Officer-in charge, he or she must submit a statement to the Officer-in-charge through his/her instructor and the

Officer-in-Charge.

ABSENCE/TARDINESS

- Students of the Academy are required to be in attendance at the Academy at all scheduled classroom hours and training exercises unless they are excused with valid reason by the Force Training Officer.
- A student of the Academy who knows he/she will be late reporting to the Academy must notify a member of the Academy staff. The recruit's present location and estimated time of arrival must be indicated.
- No Student of the Academy will leave any of the campuses without permission from his or her respective Commandant;
- All leave/absence requests are to be submitted in writing to the Academy by the Student and be authorized by his or her respective campus Commandant except in cases of illness/injury.
- Unauthorized absence(s) may result in dismissal. A student of the Academy may be deemed to have illegally withdrawn from the Force if he/she goes absent from the Academy for more than seventy-two (72) hours and a report on his/her absence shall be forwarded by the Force Training Officer to the Second –in- Command, Administration for him/her to be dismissed. Any other form of absence shall result in disciplinary action to be taken against the defaulting rank in keeping with Force regulations and the Police (Discipline) Act, Chapter 17:01.

CAMPUS DEMEANOR

- All trainees are expected to be in their proper position in formation when the Instructor gives the command, "Fall In" or when the Instructor enters the classroom. All trainees fall in the

position of “ATTENTION”. All trainees are expected to be in their proper seats when required after class breaks.

- Trainees shall not congregate in halls or corridors of any part of the building unless instruction is given to do so.
- Trainees will immediately give the right of way to any person they may meet while using any of the doorways, hallways, or stairways, while in the building, and do so with a degree of dispatch, without being told.
- Trainees shall address one another as Recruit and their Last Name at all times.

NB: Doubling (slow Jog) is required from 6am to 6 pm.

INSPECTION OF ACCOMMODATION

The barrack rooms are open for inspection from 07:00 hours in the morning to 17:00 hours in the evenings, therefore they shall be kept clean and tidy and in the prescribed manner:

✓ Beds made up of sheets and blankets with pillows as follows:

- One sheet spread over the mattress with the pillow at the head of the bed.
- One sheet must be folded in the blanket and placed on top of the pillow.

✓ Beds shall be labeled with rank number and name.

✓ Beds shall be aligned to show orderliness.

✓ Lockers shall be neatly packed.

✓ An extra pair of boots and shoes shall be placed in the bed space as though the person is standing at attention.

✓ Ranks shall keep barrack rooms in the foregoing manner from 07:00 hours to 17:00 hours (Monday to Friday), and 07:00 hours to 12:00 hours on Saturdays, except on Sundays and Holidays.

Tidiness

- Barrack rooms shall be kept tidy. The pasting of pictures, newspaper cuttings, etc., on the wall is forbidden. All clothing shall be stored away out of sight in lockers.
- Suitcases and trunks shall be labeled and stored in the clothes room
- Coats and hats shall not be left lying about in the dormitories or classrooms, hats and overcoats or mackintoshes shall be removed when ranks are in the lounge and placed on hooks provided.
- Drink bottles shall not be taken into the barrack rooms or offices. All empty bottles shall be placed in the crates which are provided in the lounge -recreation room.

INSPECTION OF APPEARANCE

- Recruits' appearance will be inspected daily for the following by the Supervising Officer.
 - ✓ Shaving;
 - ✓ Hair grooming;
 - ✓ Shoes (shine, style, condition, etc.);
 - ✓ Uniform and equipment (cleanliness, pressed, fit condition, etc.);
 - ✓ Personal hygiene (Showers are mandatory every day after physical training and defensive tactics)

INSPECTION OF KIT

Kit Inspection shall be held at 09:00 hours on Wednesday of each week, except otherwise instructed by the Officer in Charge. Instructors shall report to and accompany the Inspecting Officer and make notes of deficiencies and /or comments.

INSPECTION OF NOTEBOOKS

- Recruit will maintain a loose-leaf notebook that will contain written or typed notes of all areas of instruction, student handouts, and other related materials.
- Notebooks will be periodically inspected by instructors who will review the contents and assign a status of “acceptable” or “not acceptable.” Any cadet who receives a status of “not acceptable” will be advised of the deficiency.

ALCOHOL AND DRUG POLICIES

The Academy has a Zero Tolerance Policy as it relates to tobacco, alcohol, and drug usage. Consumption of alcohol by a recruit will constitute a dismissal with immediate effect. Alcohol consumption by any in-service recruit that contributes to inappropriate behavior will not be tolerated.

- Recruits will not bring alcoholic beverages of any kind onto the Academy property.
- Inappropriate behavior could be grounds for a BAC test, but a test is not mandatory for disciplinary actions.
- Recruits are prohibited from possessing and/or using nonprescription drugs while at the Academy except for legal “over-the-counter” medications.

LIGHTS OUT

All ranks shall be in their beds, and lights extinguished not later than 22:15 hours, except, on the occasion of organized evening outings or entertainment.

Economizing shall be exercised in the use of light.

LIMING

No liming by Students of the Academy is permitted in the training environment. Students must confine themselves to their barracks after 20:00 hours in the evening unless on duty or authorized by a supervisor.

LAUNDRY

Each recruit will be responsible for his/her laundry. Recruits are strongly advised to have their clothes marked.

BREAKAGES AND DAMAGES

Breakages and damages of any campus equipment and infrastructure must be reported to the Duty Subordinate Officer at once, followed by a written report.

VALUABLES

Ranks are advised not to have in their possession large sums of money or valuables in their barrack room. Anyone wishing to place money or valuables in safe custody should consult his or her instructor.

The Administrative Office through the Instructor should be notified of lost property, and a record shall be made in the Lost and Found Book. Property found in the precincts of the Barracks should be handed in at the Administrative Office forthwith and an entry shall be made in the Property Lost and Found Book.

RESTRICTED AREAS

- The Administrative offices, subordinate officers' quarters, the canteen, kitchen, and barbershop except for official purposes are out of bounds to all unauthorized personnel.
- In the case of emergency, the recruit shall not use the Fire escapes of the dormitories but shall use the main staircase.
- Males are prohibited from visiting the female barracks and vice versa. Males are also prohibited from liming in the vicinity of the female barracks.

VISITORS

- Recruits shall receive visitors daily between 16:30 hours and 18:00 hours.
- No accommodation or meals will be provided.
- Visitors are allowed in the lounge only.

PHYSICAL FITNESS

- Students of the Academy will be required to undergo periodic fitness assessments to determine their fitness levels.
- Students will be required to do Physical Training. PT will be run daily early in the morning and at midday as prescribed by the Commandant. Ranks that have a default may be subject to the Midday Training.
- Fitness Requirements include the following:

Cardiorespiratory Endurance	Muscular Strength	Flexibility Tests	Body Composition
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- Students of the Academy must perform three (3) segments of push-ups daily aggregating to 100.

MENTAL FITNESS

- While attending the police academy, recruits should not pose a direct threat to their health and safety, or that of others.
- Trainees who are aware of any reason why they are incapable of performing any essential or required functions without posing a direct threat to their health and safety, or that of others, shall notify their Supervising Officer or respective Campus Commandant.
- The Academy, in turn, reserves the right to take appropriate action in such circumstances, which may include deeming the trainee unfit for duty to perform the essential functions required by the Guyana Police Force Academy.

DRESS CODE

Male Students

No Slippers in the Academy Compound (unless ordered by a doctor), Civilian Caps, Short Civilian Pants, and, Armless Tops.

Activity	Dress Code
Physical Training	White vests, white short pants with blue stripes, yachting shoes.
Fatigue Clothing	Old civilian clothes, boots, or shoes.
Drill: Probationers	Cap/beret, cap badge, khaki shirt, khaki trousers, brown leather belt, socks, boots.
Passing Out Parade	As detailed by the Officer in Charge
Transfer	Cap, white cap cover, cap badge, blue shirt, blue trousers, socks, boots water bottle slung over the left shoulder, haversack over the right shoulder.
All Others	Cap, white cap cover, cap badge, blue shirt, short baton, handcuffs, socks, boots.

Female Students

No Slippers in the Academy Compound (unless ordered by a doctor), Civilian Caps, Short Civilian Pants, Armless Tops, Revealing Clothing, Earrings.

Activity	Dress Code
Physical Training	White vests, white short pants with blue stripes, yachting shoes.
Fatigue Clothing	Old civilian clothes, boots, or shoes.
Drill: Probationers	Cap/beret, cap badge, khaki shirt, khaki trousers, brown leather belt, socks, boots.
Passing Out Parade	As detailed by the Officer in Charge
Transfer	Cap white cap cover, cap badge, blue shirt, blue trousers or skirt, socks, shoes water bottle slung over left shoulder, haversack over right shoulder.

GROOMING

Grooming Standards must be in accordance with Standing Order 12 “Appearance and Conduct”. Therefore, each recruit must have a copy of Standing Order 12 to guide their daily grooming. In addition, recruits must follow the Cosmetic Policy, Dental Policy, and Eye Wear Policy of the Guyana Police Force.

MALE STUDENTS	FEMALE STUDENTS	ALL STUDENTS
→ Clean-shaven, no beards or mustaches permitted.	→ Hair shall be worn in a bun or other style that keeps it secured above and off the collar.	→ Students shall not wear any jewelry other than a watch.
→ Hair shall be neatly trimmed above the ears, conservatively short, tapered in the back, and maintained militarily.	→ Hairpins, hairclips, barrettes, etc. will match the color of the hair as closely as possible.	→ No additional body jewelry (i.e., pierced earrings, belly button rings, etc.)
→ NO SIDEBURNS!	→ No ribbons, bows, or other types of decorative hair accessories are permitted.	→ Personal hygiene practices shall be adhered to at all times while attending this Academy.
→ Shaving the head bald	→ No facial make-up.	→ Nails shall be trimmed to less than fingertip length
	→ No fingernail polish	

Arrangements are made for the Police barber to call the Academy each week (normally) each (Friday evening). Hair-cutting shall take place in the barbershop in the Dormitory. A barber's appointment book shall be kept by the Supervising Officer and the Second in Command shall submit to him or her by noon on Wednesday the names of all men requiring hair-cut that week. Recruit's hair shall be kept tidy and shall be kept short at the back and sides.

Tattoos

- No Recruit will be accepted for training until the prohibited tattoo is professionally removed, or in the case of the top or back of the head, covered with hair.
- A recruit shall not obtain, acquire, or self-inflict any new tattoo during academy training.

PARADES POLICIES

Recruits must be paraded in columns of three under the supervision of the Duty Student or Subordinate Officer on duty for Breakfast, Lunch, and Dinner.

Inspection Parade

- All ranks shall parade at 07:45 hours on Saturdays for inspection by the Commissioner of Police and at 08:00 hours on Mondays to Fridays by the Officer in Charge, or any other rank deputizing for him or her.
- No parades shall be held on Sundays and Public Holidays.

Pay Parades

Pay parades shall normally be held on Pay Days at 13:00 hours outside the Inspector's Office unless otherwise notified. Any difficulties relating to pay shall be taken up with the instructor.

Passing out Parade

During this parade, recruits are required to demonstrate their newly acquired skills and are usually inspected by senior officers. It is a moment of pride for recruits and their families.

Swearing-In Parade

Recruits must participate in a swearing-in ceremony or parade where the recruits take the oath of office, officially becoming sworn Law Enforcement Officers.

Sickness and Parade

- Any rank who is unwell shall, unless in unavoidable circumstances, report to the Medical Duty Officer. The Medical Duty Officer shall be in charge of all sick parades. On receiving a report that a rank is unwell, the Medical Duty Officer shall provide a report of sickness form and his/her Medical History Book.
- Ranks shall join the sick parade, which is at 07:30 hours daily, there to be seen by the Inspector. The Inspector shall initial the form and arrange where necessary for them to go immediately to the Police Surgeon at Brickdam with a Medical History book.
- Those ranks who require the immediate attention of a doctor shall be taken by ambulance or car to the P.H.G. at once with the Medical History Books.
- On returning from the Police Surgeon or Doctor, ranks shall show Medical History Books to the Instructor, Subordinate Officers who shall record all periods of leave, etc. On the report of sickness form, in liaison with the Medical Duty Officer, and shall make the appropriate entry in the Medical Journal.

CAMPUS MAINTENANCE

- Students of the Academy must clean their respective campus compound twice daily.

CAMPUS CLEAN-UP SCHEDULE	
5:00 Hours Daily	17:00 Hours Daily

CLASSROOM CLEANUP

- Close all shades;
- Wipe down all tables and counter surfaces;
- Properly secure all texts, handouts, videos, films, carts, etc.
- Clean the dry ink boards;
- Return the dry ink markers, erasers, remote controls, and easel pads;
- Replace all books and printed materials in the cabinets;
- Place the chairs under the tables;
- Sweep/mop classroom and break room floors.

ELECTRONIC DEVICES

- Recruits are required to lodge all electronic devices including cell phones. Tablets, Smart Watches, earphones among others at 6:00 am daily with the Subordinate Officer on Duty. The Recruits will be allowed to collect such devices at 18:00hrs daily.
- Electric razors and radios will not be used in the dormitories.
- Electric irons will be replaced after use on the stands on the table.
- Electric light bulbs will not be removed from the sockets except when changed by or on the instruction of a Subordinate Officer.
- Recruits may not use any regular college telephone for personal calls.
- A recruit will not be summoned from class for personal calls except in an emergency.
- No photos or video may be taken without the instructor's permission.

EXAMINATION AND GRADING POLICIES

Orientation and Training

- New employees will undergo onboarding and orientation to become familiar with the academy's policies, procedures, and culture.
- Training and coursework requirements will be provided and monitored.

Examination Rules

- Students shall arrive at the examination room at least 10 minutes before the scheduled time.
- Students who have not satisfied the attendance requirements of a course shall not be permitted to write the final examination.
- No cell phones or electronic devices would be allowed in the examination room.
- No reading materials related to the course would be allowed in the examination room.
- Silence shall be maintained in the examination room at all times. If a student has any kind of query he/she shall raise his/her hand and await a response from the invigilator.

Late Arrival

Recruits will only be allowed entry into the examination room with the approval of his/her Supervising Officer, the decision to allow entry will be based on a strong for lateness by the rank. In such case, the Invigilators will be alerted of the arrival of the recruit, he or she will collect the recruit and escort him or her to the exam venue. The Invigilator will provide instructions to the recruit and provide him or her with the examination resources to commence the exam.

Absence from Examination

The Invigilators will identify missing recruits at the start of each examination using a student list unless contact has been made by the recruit to the Academy through his or her Supervising

Officer to inform his or her absence due to illness or other circumstances.

Class Attendance

- Recruits are required to attend all classes and shall be seated fifteen (15) minutes before the commencement of each class session. If a Recruit is absent from class, he or she must provide a written reason. In some cases, where a recruit is absent from class due to sickness or injury a medical certificate or sick leave must also be provided.
- Recruits are required to have no less than seventy percent (70%) class attendance to be qualified to write any examinations for respective courses.

Examination Format

Exams can take various formats, including written tests, practical assessments, or oral exams, depending on the subject matter being tested.

Progression Requirements

Successful completion of academy examinations is often required to progress through the training program. Failure to pass certain exams may result in dismissal from the academy.

Grading System and Quality Points

- Students shall be graded on a standard A-C scale, including pluses and minuses. Each letter grade is assigned quality points according to the following table.

A+	95% and above
A-	90% -94.9%
B+	85%-89.9%
B-	80%-84.9%
C+	75%-79.9%
C-	70%-74.9%

- Any grade below seventy percent (70%) is considered to be a failed.

Syllabus- Time Table

Recruits will be provided with a syllabus and a timetable for the period of Training. The timetable will also be posted on the Notice Board in the Barrack Rooms.

Study Materials

Recruits are often provided with study materials, textbooks, or study guides to help them prepare for exams.

Revisions

Sessions for revision will be arranged by the Instructor or the Officer-in-Charge. Additionally, recruits are encouraged to constantly revise on their own.

Academic Integrity

- Recruits are generally required to adhere to a strict code of academic integrity, which prohibits cheating, plagiarism, or any other form of academic dishonesty. Failure to adhere to codes of academic integrity may result in dismissal.

- Academic integrity violations include the following:

- Plagiarism- is defined as the use of intellectual material produced by another person without acknowledging its source.

- Cheating-is defined as fraud, deceit, or dishonesty in an academic assignment or examination. It includes using or attempting to use materials, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment or examinations.

- Providing False Information- For example; Fabricating or altering information or data and presenting it as legitimate; and/or providing false or misleading information to an instructor or any other training school staff member.

- Misrepresentation of Credentials- Documents supplied by ranks/ students to the Guyana Police Force Training School must be complete and accurate.

→ Theft or Damage of Property- Sabotaging or stealing another person's assignment, paper, or project and obtaining a copy of an assignment or exam before its approved release by the instructor.

→ Alteration of Guyana Police Force Training School Documents-For example; forging an instructor's or training school officer's signature on any document; Altering a previously graded exam or assignment for purposes of a grade appeal or for gaining points.

Failure

- If a rank fails one of the courses for the final examination he/she may be granted permission from the Force Training Officer to do a supplemental examination.
- Supplemental examinations are only offered to students who have failed no more than two courses.
- Ranks who failed more than two courses are required to repeat the training program.

Procedure for Appeals

If a recruit believes an examination result is unfair or erroneous, there may be an appeal process in place for addressing such concerns.

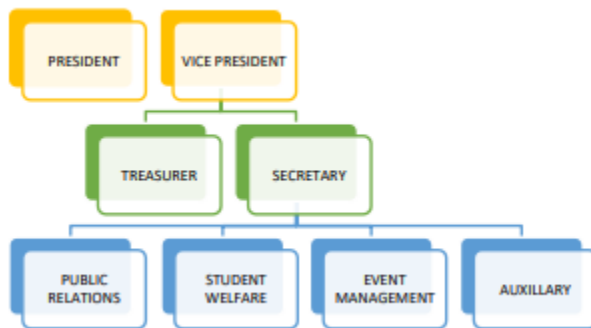
Student Committee

The Student Committee acts as a representative body and liaises with other students, staff, and the Training Board on matters of importance to students within the Academy. The objectives of establishing a student committee are as follows:

- To make representation on behalf of each student.
- To voice the concerns of students.

- To unify the student body through social activities and community opportunities
- To promote civic responsibility, leadership, scholarship, and human relations within the student body.
- To act as liaison to the Academy's administration when it becomes necessary for student issues to be addressed at this level.
- To provide aid to the students, the school, and the community.
- To host school functions and events.
- To sponsor several community service activities in a manner that brings the School and community closer together as a whole.
- To create an atmosphere that promotes students' involvement in the council, different clubs, and other activities.
- To develop a healthy environment in the Academy by coordinating in Morning Assembly, during breaks, house meetings, PTMs, and other school events.

Organization Structure



HEALTH AND WELLNESS SERVICES/ OCCUPATIONAL HEALTH AND SAFETY POLICIES

The Guyana Police Force Academy has a medical bay that provides a facility on campus that

provides medical care and health services to students. The Academy also has an Occupational Health and Safety that provides surveillance of the OHS practices of the Academy and ensures strict adherence to OHS Standards. Students are also provided with life and health Insurance through the Academy. Given that the Academy is under the Guyana Police Force, students (recruits) are also provided with a salary less than that of a constable.

Emergency Response

Emergency response procedures will be established, communicated, and practiced regularly. Emergency drills will be conducted to prepare for fire, medical emergencies, and other critical situations.

Incident Reporting and Investigation

All incidents, accidents, and near misses must be reported immediately. Investigations will determine root causes and corrective actions.

Health Promotion

Programs promoting physical and mental health will be encouraged among staff and trainees.

Occupational Health and Safety Training

Recruits will benefit from Basic OHS Training and will be responsible for fostering a culture that promotes OHS at their respective campuses.

Recruits should receive comprehensive fire safety training, which includes information on fire prevention, fire extinguisher use, evacuation procedures, and the location of emergency exits and fire alarms within the academy.

Critical Incidents Policy

The Academy classified critical incidents as any unplanned and unexpected event that poses a significant threat to the safety and well-being of personnel, trainees, or others during training activities. This includes but is not limited to accidents, injuries, medical emergencies, use of force incidents, and other high-risk situations.

The intention of this policy is to manage critical incidents, sudden or unexpected incidents such as assault, suicide or murder and accidents that cause harm to the body resulting in long term trauma for students.

The Critical Incident Management Team (CIMT) must be contacted in the event of any critical incident in order to provide the necessary emergency services for the victim(s).

The types of incidents may include but is not limited to:

1. Death of a student or staff
2. Outbreak of disease or major illness
3. Serious injury as a result of violence
4. Damages to school building.

✓ **Immediate Response**

In the event of a critical incident, the Supervising Officer present will assume the role of the Incident Commander (IC). The IC is responsible for immediately securing the scene, ensuring the safety of all individuals' involved, and rendering aid when necessary. The IC will request medical assistance for injured parties if required and ensure that the scene is stabilized.

✓ **Medical Response**

The academy will maintain a first aid kit on-site. All campus personnel will receive training in basic first aid and CPR. Trained medical personnel, if available, will provide immediate medical assistance to injured parties.

Fires and Emergencies

In the event of an emergency, the alarm will be given by a series of SINGLE strokes on the going in quick succession. All ranks will immediately fall in the compound and await further

instructions.

In the event of a fire, the alarm will be given by a series of double strokes on the gong in quick succession. All recruits will immediately take action as prescribed in the Emergency Evacuation Procedure.

✓ **Fire Drills**

Regular fire drills should be conducted periodically.

SICKNESS/INJURY

The following guidelines will be used for all related on/off campus sicknesses, injuries, illnesses, and emergency responses.

→ Sickness, illness, or injury, that may impede your active participation in the Academy, shall be reported to your Supervising Officer immediately or as soon as possible. It shall be the responsibility of the Campus Commandant to notify the Academy Director immediately after stabilizing any emergency or injury.

→ It will be the responsibility of the Force Training Officer to make any other notification after that point.

→ Any medication that causes impairment or altered state, such as pain medications, taken while you are a member of the Academy must be reported to the Academy Staff.

→ Instructors and students can use the telephone in the academy classroom or cell phone to request 911 emergency response (ambulance, police, or fire). In case of a medical emergency, arrangements can be made for transportation to Medical facilities for treatment or further actions.

ACADEMIC WITHDRAWAL AND DISMISSAL POLICIES

Termination of Enrollment

- Students may have difficulty adapting to or maintaining the Force Academy's policies.
- Every effort is made to manage behavior with proactive guidance that embraces service behavior management, quality management policies, and procedures. The staff of the Police Force Academies works closely with family members and students to implement plans to correct unacceptable behavior.
- If the student's behavior remains destructive and harmful, the Force reserves the right to request the student's withdrawal from service to ensure the safety of other students and staff.

Withdrawal from the Police Force Academy

- Students who want to withdraw are required to submit a written letter to the Force Training Officer who shall then take the necessary actions.
- Students and any member who fails to adhere to any policy governing the Academy shall be given three warnings – on the fourth offense, he or she shall be asked to withdraw from the Academy.

Dismissal

- Students who fail to satisfy the educational development requirements and who fail to attain the minimal academic requirements shall be dismissed from the institution.
- Students who are dismissed shall be informed of their dismissal through the Force Training

Officer. The letter shall clearly outline the grounds for the dismissal.

Withdrawal from Training

- Ranks desirous of leaving the Academy after starting their initial training may do so by submitting a statement, listing their reasons, to the Force Training Officer to be processed along with all relevant documents.
- The Force Training Officer shall submit a report along with the rank statement to the Second Command of Administration for further action.

Withdrawal of Admission Offer

- The Guyana Police Force reserves the right to withdraw an offer and cancel the enlistment of any applicant where an offer was made based on incomplete or inaccurate information supplied by the applicant or a certifying authority.
- A rank may be expelled from the Police Force Academy at any time if found to have committed any infractions with the law.

Administrative withdrawal

- In extraordinary circumstances, the Guyana Police Force Academy reserves the right to request or require a rank to withdraw from the Academy.
- In this event, if the rank declines to voluntarily withdraw, the Force may determine that it is in the best interest of the rank and/or of the Police Force Academy that the rank be administratively withdrawn.

Pregnancy

Female Recruits shall not get pregnant during training or within the first year of service. Should a female become pregnant during the mentioned period, her service will be terminated.

Leave / Pass

- Pass shall take the following forms:
 - ✓ Short pass (Emergency)
 - ✓ Section pass (Weekend)

N.B. Defaulters shall not be permitted to go on pass.

• Trainees shall submit a written application by 12:00 hours on Thursday of every week to their Course Instructor who shall minute same to the Admin Officer with comments on the rank eligibility or his/her disagreement of the pass being granted. The Admin Officer shall decide on the way forward. In the absence of the Admin Officer, the rank deputized by the Commandant shall address the issue of pass.

- The hours for leaving the Unit when on pass shall be as follows:

Monday- Friday	17:30 Hours
Saturday	12:30 Hours
Sunday & Holidays	7:30 Hours

• Ranks on pass shall return by 23:30 hours • Ranks going on leave or pass shall report their departure and return to the Diary Constable on duty. They shall give the Constable information as to where they shall be found. Should ranks leave that place it shall be their duty to inform some person of their new destination.

STUDENT ANTI-DISCRIMINATION, HARASSMENT AND EQUALITY POLICY

The Guyana Police Force Academy aims to provide an environment where students and others

are treated fairly and with respect, and are free from unlawful discrimination, harassment, and vilification as detailed in the Sexual Harassment Policy.

Sexual Harassment

The Guyana Police Force Academy is committed to providing all employees and students with a safe, secure, and protected environment in all facilities coherent with the Sexual Offences Act Chapter 08:03 and the Prevention of Discrimination Act Chapter 99:08. If a recruit feels that he/she has been the victim of a sexually harassing act, or other harassing or discriminatory act, or violence at the Academy, he/she shall immediately report sexual harassment to their Supervising Officer. However, where individuals do not feel comfortable doing this, they can also report sexual harassment, or witness sexual harassment, to their Campus Commandant or the Force Training Officer for further actions.

Hazing and Bullying

- Hazing and bullying are considered serious offenses and any recruit found guilty of being involved in the hazing or bullying of another recruit will be subject to immediate suspension, mandated counseling, or dismissal. Hazing and bullying is any unauthorized assumption of authority by a cadet that causes another cadet to suffer any cruelty, indignity, or humiliation
- Leaders of character do not resort to demeaning and degrading acts or excessive physical punishment to conduct training or maintain standards within the corps.
- Under no circumstances can a Recruit authorize another Recruit to haze or bully a Recruit. No Recruit can request or give permission to be hazed.
- Any recruit who observes or suspects any type of hazing or bullying must take immediate action to stop the abuse and report it to the Supervising Officer. The Commandant or a member of his or her staff will be informed immediately of the activity. If a recruit fails to do so, he will be subject to disciplinary action up to and including dismissal.

Hate Speech

- Under no circumstance can a cadet use abusive, contemptuous, or threatening speech or writing that expresses prejudice against a particular individual or group, especially based on race, religion, or sexual orientation.

LEADERSHIP OPPORTUNITIES

✓ **Class Leader**

- The Class leaders will assist the class instructor.
- He/she will be responsible for ensuring that his\her classroom is tidy and that electricity is not wasted.
- He\She will report to the class instructor each day after the last session to receive instructions for the following day.
- He \She will ensure that his or her class is in the correct place at the right time for each period. For the practical test, the whole class must be dressed uniformly. Pocket books etc. will be carried.
- Where there is a lecturer for the whole school, he\she will ensure that all members of his\her class are seated in the classroom in order of seniority (seniors in front) in good time. He should then be ready to inform the instructor-in-charge whether or not all members of his/her class are present.
- He\She will ensure that the blackboard is clean and prepared for the following period.
- His\Her appearance and behavior should at all times be an example to his colleagues, and any matter concerning his or her class should be reported to the class instructor, who

will at times assist him/her in his duties.

- He\She will report absentees to the class instructors and reasons for their absence from class.

✓ **Dormitories Captain**

Dormitory Captain will be appointed from among trainees occupying dormitories at the Guyana Police Force Academy, in accordance with the standing orders of the Academy. They will be appointed by the Subordinate Officer under whose responsibility the dormitories fall and will perform duties every week.

The duty of the dormitories captain will be:

- Ensuring that the dormitories he\she occupies are properly cleaned and prepared for daily and weekly inspections (Monday to Friday, 07:00 hours to 17:30 hours)
- He\She will ensure that trainees in his\her dormitory attend the meals and all other parades on time.
- He\She will bring to the attention of the Subordinate Officer in Charge of his\her dormitory misconduct regarding the cleanliness and the upkeep of the dormitory.
- He\She will make sure that all the electric lights are turned off in his\her dormitory at the prescribed time (22:00hrs) at night and at the same time report promptly any damage or fault to the building or any installation, etc. therein to the first available Subordinate Officer or Inspector.

WEAPONS

No weapon will be carried onto school property except upon the direct order of an instructor. The term weapon includes firearms, shotguns, blackjacks, night sticks, chemical mace/OC pepper spray, stun guns, or any other device that may cause bodily harm or injury to another person.

SOCIAL MEDIA

The posting of a photo, video, audio, or other electronic communication that would subject a Recruit, GPF Academy, Guyana Police Force, or any academy staff or instructor to public ridicule or otherwise potentially damage the good reputation of any person or entity described above is prohibited.

POSTAL ARRANGEMENTS

Incoming letters will be placed in the letter racks and will be collected from that place. Ordinary outgoing letters will be posted in the letterbox situated under the letter rack.

DATA CONFIDENTIALITY, INTEGRITY AND SECURITY POLICY

- ✓ Information Classification and Handling: Sensitive information will be classified based on its sensitivity and confidentiality level. Access to sensitive information will be granted on a need-to-know basis.

- ✓ **Access Control**

Access to information systems and data will be controlled and restricted using appropriate authentication and authorization mechanisms.

✓ **Data Protection**

Data encryption and other appropriate security measures will be implemented to protect sensitive data in transit and/or at rest.

SIGNATURE PAGE

Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I understand that this handbook is neither a contract of employment nor a legally-binding employment agreement. I have had an opportunity to read the handbook, and I understand that I may ask my supervisor any questions I might have concerning the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it.

I further agree that any modifications to the handbook, I hereby accept and agree to such changes.

Signature

Date

Printed Name