



GUYANA POLICE FORCE ACADEMY ADMISSION POLICY

1. BACKGROUND

1.1. This policy is governed by the Police Standing Order No.29. The Guyana Police Force Recruitment and Selection Policy applies to all applicants of the Guyana Police Force Academy Campuses in Georgetown, Essequibo, and Berbice. It is used as a guide to maintain the required standards of the Academy.

2. OBJECTIVE

- 2.1. To foster an inclusive environment, ensuring that the Guyana Police Force Academy admits candidates from diverse backgrounds, regardless of gender, ethnicity, religion, or socioeconomic status.
- 2.2. To implement a merit-based admission process that assesses candidates on their qualifications, skills, and capabilities, ensuring that those with the highest potential to excel in policing are admitted.
- 2.3. To uphold transparency and fairness in the admission process, providing clear guidelines and criteria for selection, and ensuring that all applicants are treated equitably throughout the process.
- 2.4. To prioritize academic excellence by admitting candidates with a strong educational background, ensuring that they possess the intellectual capacity required for the academic rigor of the Guyana Police Force Academy programs.
- 2.5. To assess and prioritize candidates with good physical and mental fitness, ensuring that prospective police officers can meet the demanding physical and psychological requirements of the profession.
- 2.6. To evaluate the character and integrity of applicants, emphasizing the importance of honesty, ethical behavior, and a commitment to upholding the law and serving the community.

- 2.7. To prioritize the safety and security of all applicants during the admission process, creating an environment that is free from discrimination, harassment, or any form of bias.
- 2.8. To ensure strict adherence to national laws and regulations governing the admission process for law enforcement agencies, guaranteeing that all aspects of the process align with legal requirements.
- 2.9. To provide opportunities for the professional development of admitted candidates, ensuring that they receive comprehensive training and education that prepares them for the challenges of modern policing.
- 2.10. To collaborate with relevant stakeholders, including educational institutions, community organizations, and law enforcement agencies, to identify and attract suitable candidates to join the Guyana Police Force Academy.

3. SCOPE

- 3.1. The Admission Policy applies to all training programs offered by the Guyana Police Force Academy, including but not limited to basic recruit training, specialized training courses, and professional development programs.

4. POLICY STATEMENT

- 4.1. The Guyana Police Force Academy is dedicated to maintaining the highest standards in recruiting and admitting individuals who possess the qualities, skills, and commitment required to serve with integrity, professionalism, and dedication in law enforcement. This Admission Policy outlines the criteria and procedures for the selection of candidates for the Guyana Police Force Academy.

5. ADMISSION REQUIREMENTS

CATEGORY	CRITERIA
Force Applicants	<ul style="list-style-type: none"> 1. Two (2) Subjects Caribbean Secondary Education Certificate at a general proficiency level, Grades 1-3, Mathematics and English included or, 2. Equivalent qualifications from any recognized learning institution; and,

	<ol style="list-style-type: none"> 3. Police Entrance Examinations. 4. Applicants who do not satisfy Serial 1&2 must write the Police Assessment
<p style="text-align: center;">Police Standard Cadets</p>	<ol style="list-style-type: none"> 1. Applicants must be between 18-25 years. 2. Five (5) Subjects Caribbean Secondary Education Certificate at a general proficiency level, Grades 1 or 2 in Mathematics and English; or, 3. Equivalent qualifications from any recognized learning institution. 4. Applicants must be successful at the Police Officer Cadet Assessment which includes: <ol style="list-style-type: none"> (i) Academic Test; (ii) Physical Assessment; (iii) Medical; (iv) Recruitment and Selection Committee Interview; (v) Character Assessment inclusive of Special Branch and Criminal Investigation Department for background searches and results.
<p style="text-align: center;">Police Matured Cadets</p>	<ol style="list-style-type: none"> 1. Applicants must be between 25-30 years. 2. Applicants must have at least 5 years' experience as a member of the Force. 3. Five (5) Subjects Caribbean Secondary Education Certificate at a general proficiency level, Grades 1 -3 inclusive of Mathematics and English; or, 4. Equivalent qualifications from a recognized Learning Institution; or

5. completed Junior Leader I and II.

6. Applicants must be successful at the Police Officer Cadet Assessment.

5.1. ONLINE POLICE EXAMINATION

5.1.1. Conducted Monday-Fridays

5.1.2. Location- Zara Computer Centers.

5.2. MEDICAL ASSESSMENT

5.2.1. Force Applicants are sent to the Public/Private medical institutions.

5.3. BACKGROUND CHECKS:

5.3.1. Criminal Investigation Department/ Special Branch

5.4. SELECTION AND INTERVIEWS

5.5. Force applicants who completed the online police entrance examination, medical assessment, and background checks will be required to undergo an interview by the Selection Board.

5.6. Shortlisting of Force Applicants to select fit and proper candidates for training once the board is satisfied that applicants meet all criteria for employment with the Guyana Police Force.

6. TRAINING

6.1. Training will be administered at the Georgetown, Berbice, and Essequibo Campuses focused on having a diversified Police Force that can relate to and represent all communities in Guyana.

6.2. Entry requirements for the following Core Training Programs of the Academy

6.2.1. ELEMENTARY GENERAL POLICING STUDIES

6.2.1.1. Must be 18 to 30 Years.

6.2.1.2. Two (2) Subjects Caribbean Secondary Education Certificate at a general proficiency level, Grades 1-3, Mathematics and English included or,

6.2.1.3. Equivalent qualifications from any recognized learning institution; and

6.2.1.4. Police Entrance Examinations.

6.2.1.5. Applicants who do not satisfy Serials 1&2 must write the Police Assessment.

6.2.3. PROBATIONERS' FINAL TRAINING (APPLICABLE ONLY FOR CONSTABLES)

6.2.3.1. Must complete Elementary General Policing Studies

6.2.4. JUNIOR LEADERS COURSE 1 (APPLICABLE ONLY FOR LANCE CORPORALS)

6.2.4.1. Must complete Probationers' Final Training.

6.2.5. JUNIOR LEADERS COURSE 11 (APPLICABLE ONLY FOR CORPORALS)

6.2.5.1. Must complete Junior Leaders Course 1

6.2.6. STATION SERGEANT COURSE (APPLICABLE FOR ONLY SERGEANTS)

6.2.6.1. must complete Junior Leaders Course 11

6.2.7. SENIOR LEADERS COURSE 1 (APPLICABLE FOR ONLY INSPECTORS AND CHIEF INSPECTORS)

6.2.7.1. Must complete Station Sergeant Course.

6.2.8. JUNIOR OFFICERS' COURSE (APPLICABLE FOR ONLY CADETS OFFICERS AND ASSISTANT SUPERINTENDENTS)

6.2.8.1. Must Complete Senior Leaders Course 1.

6.2.9. SENIOR OFFICERS' COURSE 1 (APPLICABLE FOR ONLY DEPUTY SUPERINTENDENTS)

6.2.9.1. Must complete Junior Officers Course.

6.2.10. SENIOR OFFICERS' COURSE 11 (APPLICABLE FOR ONLY SUPERINTENDENTS AND SENIOR SUPERINTENDENTS)

6.2.10.1. Must complete Senior Officers' Course 1.

6.2.11. SENIOR OFFICERS' COURSE 11I (APPLICABLE FOR ONLY ASSISTANT COMMISSIONERS)

6.2.11.1. Must complete Senior Offices' Course 11.

7. CLASS ATTENDANCE

7.2. Ranks are required to attend all classes and must be seated fifteen (15) minutes before the commencement of each class session.

8. LEAVE OF ABSENCE

8.2. Recruits are not entitled to leave of absence.

8.3. Ranks/persons who are on sponsored training programmes by external agencies and being facilitated by the training academies are entitled to leave of absences.

8.4. Ranks/persons who are desirous of taking a leave of absence from a program offered by the Police Academy, must write a statement to the Force Training Officer stating explicitly the reason(s) for the request for a leave of absence, including when they are likely to return along with any other relevant information.

8.5. A medical certificate from a registered medical practitioner must be submitted, in cases where a leave of absence is requested for medical reasons.

9. WITHDRAWAL FROM POLICE ACADEMY

9.2. Ranks desirous of withdrawing from the Academy after starting their initial training may do so by submitting a statement to the Force Training Officer clearly outlining the reasons for the decision to withdraw.

10. WITHDRAWAL OF ADMISSION OFFER

10.2. The Guyana Police Force reserves the right to withdraw an offer and cancel the enlistment of any applicant if an offer is based on incomplete or inaccurate information supplied by the applicant or certifying authority.

10.3. A rank may be expelled from the Academy at any time if found to have committed any infractions of the law.

11. REPORTING AND COMMUNICATION

11.2. THE FORCE TRAINING OFFICER (FTO) WILL REPORT ALL ADMISSION MATTERS TO:

11.3. Commissioner of Police

11.4. Deputy Commissioner Administration

11.5. Training Board

12. APPROVAL AND EFFECTIVE DATE

12.1. This policy was approved and has come into effect as of October 18, 2023.

13. REVISION DATE

13.1. Revised in January 2024.

14. REVIEW PERIOD

14.1. 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.