



# GUYANA POLICE FORCE ACADEMY HUMAN RESOURCE POLICY

## 1. BACKGROUND

1.1 The Guyana Police Force Academy is protected by the **Public Service Rules (2004)** in the relevant context. To effectively support the human resource of the Academy, it is vital to have a records management system to store all records of students and staff in a system that enables easy retrieval.

1.2 The Academy plays a crucial role in shaping the future of law enforcement in the country. Its Human Resource (HR) policies are essential for attracting, retaining, and developing a high-caliber workforce that is capable of upholding the values and standards of the Guyana Police Force.

## 2. OBJECTIVE

2.1 The objective of this policy is to provide guidelines to attract, retain, and develop a high-caliber workforce and students that upholds the values and standards of the Guyana Police Force.

## 3. POLICY STATEMENT

3.1 The Guyana Police Force Academy is dedicated to building a high-caliber workforce grounded in professionalism, integrity, and a deep-seated commitment to serving the Guyanese people. Our Human Resource Policy reflects this pledge by fostering a fair, equitable, and supportive environment where all members, including staff and students, can thrive and contribute to the Academy's mission.

## 4. SCOPE

4.1 The Human Resource Policy will therefore govern the performance of staff, and students in relation to the following:

1. Sick Leave.
2. Annual Leave.
3. Leave of Absence for students.
4. Grievances.
5. Other Benefits.

#### **4.3 Key Principles:**

- **Meritocracy:** Recruitment, selection, and advancement will be based on qualifications, skills, and demonstrated performance.
- **Diversity and Inclusion:** The Guyana Police Force Academy embraces diversity and strive to create an inclusive environment where individuals of all backgrounds feel valued and respected.
- **Training and Development:** The Academy invest in the continuous learning and growth of our staff and students, equipping them with the necessary skills and knowledge to excel in their roles.
- **Well-being and Safety:** Priority is given to physical and mental well-being of all members to uphold the highest workplace safety and health standards in keeping with the Laws of Guyana, Police Act, Chapter 16:01, Police Standing Order No.20, the Public Service Rules and Occupation Safety and Health (OSH) Standards.
- **Compensation and Benefits:** Competitive salary packages, comprehensive benefits, and recognition programs to attract and retain qualified persons.
- **Performance Management:** Objective and transparent systems for performance evaluation and providing constructive feedback.
- **Disciplinary Procedures:** Fair and consistent procedures for addressing misconduct and ensuring accountability.
- **Grievance Procedures:** Accessible and confidential mechanisms for addressing concerns and seeking resolutions.
- **Employee Relations:** Open and respectful communication between management and staff, fostering positive and productive working relationships.

#### **4.4 Responsibility of the Human Resource Personnel:**

1. To promote a safe and healthy working environment by working closely with the Occupational Health and Safety Officer, which will support the well-being of staff, recruits, and trainees of the Guyana Police Force;
2. To provide the type of training and professional development that would enhance the current and future performance of ranks within the Guyana Police Force;

3. To manage and develop the kind of interpersonal relations among ranks that influence positive behaviours and high-quality work performance within each training school under the Guyana Police Force.
4. The Human Resource Officer must ensure that the policy is executed in a fair and equal manner by:
  - i. Providing equal employment opportunity, training, and treatment regardless of race, religion, color, sex, age, or disability.
  - ii. Respecting everyone's rights and treating all staff and students with courtesy, dignity, and consideration.

#### **4.5 Performance Management:**

- Establish clear performance expectations and provide regular feedback for continuous improvement.
- Foster a culture of professional development and career growth opportunities for all staff and students.

#### **4.6 Professionalism and Ethics:**

- Instill and uphold the highest standards of ethical conduct, integrity, and accountability among all members of the Academy.
- Provide training and resources to equip staff and students with the knowledge and skills to navigate complex ethical situations.

#### **4.7 Continuous Improvement:**

- Regularly review and update the HR Policy to adapt to changing needs and best practices.
- Encourage feedback from all stakeholders to ensure the policy remains relevant and effective.

**4.8** Major Human Resource problems that the Academy cannot handle will then be forwarded to the Force Headquarters or the Deputy Commissioner of Administration for the necessary actions.

### **5. COMPLIANCE AND ENFORCEMENT**

**5.1** The Force Training Officer, Commandants, Quality Management Committee, and Instructors will ensure strict compliance of this policy in accordance with the Police Standing Orders, Laws of Guyana, local and international accreditation standards, and best practices.

### **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. EFFECTIVE DATE**

**7.1** This policy came into effect on November 29, 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 on January 2024.

## **10.0 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.