



## **GUYANA POLICE FORCE ACADEMY INFRASTRUCTURE MAINTENANCE PROCEDURE POLICY**

### **BACKGROUND**

Recognizing the pivotal role that its infrastructure plays in enabling impactful training, the Guyana Police Force Academy has implemented an Infrastructure Maintenance Procedure Policy, in accordance with both local and international standards for law enforcement officers and aligned with Guyana Police Force Standing Order No. 17. This comprehensive framework is strategically crafted to methodically sustain the maintenance of Academy facilities. At its core, the primary goal is to establish a secure, safe, and optimal training environment, fostering the growth of exceptional law enforcement professionals through proactive maintenance measures.

This policy also prioritizes maintaining key learning areas like classrooms and practical training grounds that facilitate effective recruit instruction. It focuses on ensuring safety compliance and addressing hazards to uphold security. Through timely repairs and upgrades, this policy seeks to safeguard valuable assets like technology and equipment that support training.

Additionally, this policy institutes procedures for routine inspections, preventive maintenance, prompt defect response, adequate budgeting, and documentation. By integrating sustainability and emergency protocols, it takes a holistic facility maintenance approach. This policy embodies the Academy's commitment to excellence, stewardship, and providing an optimal setting to develop future law enforcement leaders. It is a testament to the institution's strategic priority of sustaining infrastructure resilience.

## OBJECTIVES

Objectives of the Guyana Police Force Academy's Infrastructure Maintenance Procedure Policy:

- Preserve the functionality and integrity of classrooms, training facilities, and other learning spaces to enable impactful teaching and skill-building.
- Proactively identify and address structural defects, damages, and maintenance needs through regular inspections and preventive programs.
- Prioritize timely repairs and upgrades to mitigate deterioration of facilities and optimize the longevity of infrastructure.
- Implement emergency response protocols to swiftly address urgent facility issues and minimize disruption to the Academy's operation.
- Incorporate environmentally sustainable practices into maintenance procedures to reduce environmental footprint.
- Allocate sufficient budget for routine maintenance, repairs, and planned upgrades to support policy goals.
- Maintain detailed documentation and record-keeping for tracking, accountability, and informing future maintenance efforts.
- Ensure compliance with safety standards through continuous infrastructure improvements to safeguard all individuals.
- Protect valuable training equipment, technology, and other assets by keeping facilities in optimal operational condition.
- Promote operational efficiency throughout the Academy by minimizing infrastructure-related disruptions.

- Modernize infrastructure over time to stay at the forefront of law enforcement training facility standards.

## **POLICY STATEMENT**

The Guyana Police Force Academy, a pioneering institution in law enforcement education, remains unwavering in its commitment to upholding a premier training environment through its all-encompassing Infrastructure Maintenance Procedure Policy. This policy exemplifies the Academy's ethos of pursuing excellence, prioritizing safety, and continually raising the bar. By embedding infrastructure care into the very fabric of the institution, the Academy ensures its state-of-the-art facilities continue enabling the development of sophisticated law enforcement leaders. The policy stands as a testament to the Academy's vision of sustaining world-class infrastructure that cultivates the next generation of police professionals dedicated to serving and protecting.

### **KEY COMMITMENTS:**

- The Academy recognizes infrastructure maintenance as a top strategic priority to uphold its standards of excellence in law enforcement training.
- It is dedicated to proactively preserving, protecting, and enhancing its physical assets and facilities through robust maintenance programs.
- The Academy strives to integrate infrastructure care as a core component of its culture and operations.
- It commits to allocating sufficient financial resources and personnel focused solely on facility maintenance and improvements.
- There is a commitment to regular maintenance inspections, preventive programs, timely repairs, and documented upkeep.

- The Academy is devoted to infrastructure modernization through upgrades aligned with evolving training needs and safety standards.
- It upholds prompt emergency response protocols to address urgent facility issues.
- The Academy is committed to sustainable maintenance practices that minimize environmental impact.
- It strives for constant analysis and improvement of policy procedures and outcomes.
- The Academy is dedicated to providing staff with extensive training for effective policy implementation.
- There is an unwavering commitment to infrastructure maintenance as the bedrock of a secure, state-of-the-art training environment that enables education excellence.

The Guyana Police Force Academy's unwavering commitment to a Comprehensive Infrastructure Maintenance Procedure Policy is a testament to its dedication to pioneering excellence in law enforcement education. By upholding this policy, the Academy ensures that its infrastructure remains not only resilient but also reflective of the highest standards of safety, functionality, and technological advancement, embodying the ethos of a cutting-edge institution committed to producing exceptional law enforcement professionals.

## **SCOPE**

The Guyana Police Force Academy has implemented and sustained an impactful Infrastructure Maintenance Procedure Policy by committing itself to key procedures and guidelines. This will enable the Academy to safeguard the longevity, safety, and peak functionality of its facilities. Routine inspections, preventive upkeep protocols, timely repair response, and strategic upgrades according to established benchmarks and budgets are integral to policy success. Comprehensive documentation, stakeholder training, sustainability incorporation, and continuous improvement based on recorded infrastructure performance will further optimize maintenance outcomes. By dedicating itself to these standards, the

Academy will preserve infrastructure resilience and quality. This enables ongoing excellence across the institution's law enforcement training programs by providing an ideal learning environment for developing top-tier police professionals.

- **POLICY DEVELOPMENT AND COMMUNICATION**

- Establish a dedicated team responsible for developing and overseeing the Infrastructure Maintenance Procedure Policy.
- Clearly communicate the policy's objectives, guidelines, and procedures to all relevant stakeholders, including academy staff, maintenance personnel, and administrators.

- **REGULAR FACILITY INSPECTIONS**

- Schedule routine inspections of all academy facilities, including classrooms, dormitories, training areas, and administrative buildings.
- Designate qualified personnel to conduct thorough inspections, identifying maintenance needs and potential issues.

- **PREVENTIVE MAINTENANCE PROGRAMS**

- Develop and implement preventive maintenance programs for critical systems, including electrical, plumbing, HVAC, and structural components.
- Create a schedule for regular inspections, cleaning, and maintenance to address issues before they become critical.

- **EMERGENCY RESPONSE PROTOCOLS**

- Establish and communicate clear emergency response protocols for immediate action in the event of infrastructure-related emergencies.
- Train staff on emergency procedures, including reporting mechanisms and coordination with relevant authorities.

- **TIMELY REPAIRS AND RENOVATIONS**
  - Develop procedures for the prompt identification and rectification of structural defects, damages, or malfunctioning equipment.
  - Prioritize and allocate resources for timely repairs to prevent further deterioration.
  
- **INFRASTRUCTURE UPGRADE PLANNING**
  - Develop a comprehensive, long-term infrastructure upgrade plan that aligns with the Academy's evolving needs, technological advancements, and changing safety standards.
  - Include a timeline, budget estimates, and strategic priorities for upgrades.
  
- **BUDGET ALLOCATION FOR MAINTENANCE**
  - Allocate sufficient financial resources for infrastructure maintenance, ensuring that funds are available for routine maintenance, repairs, and planned upgrades.
  - Develop a transparent budgeting process that considers the priorities outlined in the maintenance policy.
  
- **TRAINING AND CAPACITY BUILDING**
  - Provide training for maintenance personnel on the latest techniques, technologies, and safety standards relevant to infrastructure maintenance.
  - Equip staff with the necessary skills to respond effectively to urgent maintenance needs.

- **SUSTAINABILITY INTEGRATION**
  - Integrate environmentally sustainable practices into maintenance procedures, emphasizing energy efficiency, waste reduction, and eco-friendly materials.
  - Establish guidelines for environmentally responsible infrastructure maintenance.
  
- **DOCUMENTATION AND RECORD-KEEPING**
  - Maintain detailed records of all maintenance activities, including inspection reports, repairs undertaken, and upgrades implemented.
  - Use a centralized system for documentation accessible to relevant personnel.
  
- **TRANSPARENT COMMUNICATION CHANNELS**
  - Establish clear communication channels for reporting maintenance issues, including a helpdesk or online system.
  - Encourage a culture of transparent communication among staff to promptly address concerns.
  
- **ACCOUNTABILITY PROCEDURES**
  - Implement accountability measures to ensure that maintenance tasks are assigned and completed in a timely manner.
  - Conduct regular reviews to assess the performance of maintenance activities and address any identified shortcomings.
  
- **PERIODIC POLICY REVIEWS**

- Conduct periodic reviews of the Infrastructure Maintenance Procedure Policy to assess its effectiveness.
- Solicit feedback from relevant stakeholders and use insights gained to update and improve the policy as needed.
- **COLLABORATION WITH EXTERNAL EXPERTS**
  - Collaborate with external experts, consultants, or industry professionals to gain insights into best practices for infrastructure maintenance.
  - Leverage external knowledge to enhance the Academy's maintenance strategies.
- **COMMUNITY ENGAGEMENT**
  - Engage with the local community to raise awareness about the Academy's commitment to infrastructure maintenance.
  - Seek community input and support for sustainability initiatives and long-term planning.

## **COMPLIANCE AND ENFORCEMENT**

The Guyana Police Force Academy is overseen by the Force Training Officer, Commandant, and Training Inspectors/Supervisors. Instructors are responsible for maintaining the correct instructor-to-student ratio in their classes and exercises. The Police Commissioner and senior administrators are responsible for ensuring the Force adheres to training standards, which may involve allocating resources for staffing and facilities.

## **REPORTING AND COMMUNICATION**

The Academy Commandant is responsible for communicating training regulations, including instructor-to-student ratios, to all personnel and stakeholders. Training Coordinators ensure proper student enrollment and report non-compliance. Instructors inform students about the



appropriate ratio for their program and report any concerns. Training Inspectors/Supervisors verify compliance during training sessions and communicate discrepancies. The force Training Officer will communicate policy updates or clarifications regarding training regulations through official channels.

### **EFFECTIVE DATE**

This policy came into effect on October 23, 2023.

### **REVIEW PERIOD**

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.

### **REVISION DATE**

Revised in January 2024.

### **APPROVAL OF POLICY**

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