



GUYANA POLICE FORCE ACADEMY PHYSICAL RESOURCE POLICY

1. BACKGROUND

1.1 The Guyana Police Force Academy commenced a modernization exercise which is done by upgrading training materials, incorporating advanced technology and equipment into its operations. This is deemed an ongoing process in keeping with international standards and the physical resources needed to effectively support training and service delivery at the Academy.

1.2 The physical resources of the Academy include but are not limited to the following: the facilities, equipment, land, and other assets, that support student learning programs and services that will improve institution's effectiveness.

2. OBJECTIVE

2.1 The objective of this policy is to provide guidelines on the acquisition and management of physical resources at the Guyana Police Force Academy.

3. POLICY STATEMENT

3.1 The Guyana Police Force Academy is committed to the responsible and efficient management of physical resources to support the mission and strategic goals.

3.2 Key Principles:

- **Responsible Stewardship:** The Academy believe in being responsible stewards of physical resources, maximizing their value and minimizing waste.
- **Efficiency and Productivity:** The aim is to utilize physical resources efficiently and effectively to optimize productivity and performance.
- **Sustainability:** The Guyana Police Force Academy is committed to making sustainable choices in resource management, minimizing environmental impact and fostering long-term value.
- **Transparency and Accountability:** There is transparency in resource management decisions and accountability for outcomes.

4. SCOPE

4.1 This policy provides guidelines to manage and utilize the physical assets and facilities owned by the Academy.

4.2 The following are assets owned by the Academy: equipment, technology, facilities, vehicles, and furniture.

4.3 Physical Assets:

- **Buildings and Facilities:** Academic buildings, classrooms, laboratories, libraries, dormitories, administrative offices, sports facilities, auditoriums, and more.
- **Equipment:** Computers, projectors, laboratory equipment, audiovisual equipment, furniture, vehicles, and maintenance tools.
- **Grounds and Land:** Campus grounds, outdoor spaces, sports fields, and landscaped areas.

4.5 Technology Assets:

- **Computers and Devices:** Desktop computers, laptops, tablets, smartphones, and other devices used for teaching, research, and administrative tasks.
- **Software:** Academic software, research tools, administrative software, and learning management systems.
- **Network Infrastructure:** Servers, routers, switches, and other networking equipment that supports connectivity across the campus.

4.6 Academic Assets:

- **Research Laboratories:** Specialized equipment, instrumentation, and materials used for scientific research and experiments.
- **Library Collections:** Physical and digital collections of books, journals, databases, and other educational resources.
- **Art and Artifacts:** Artwork, sculptures, historical artifacts, and cultural items owned by the university.

4.7 Intellectual Property:

- **Research Output:** Patents, copyrights, trademarks, and other forms of intellectual property resulting from research and innovation.
- **Educational Materials:** Course content, textbooks, educational software, and online resources developed by faculty.
- **Faculty and Staff:** The knowledge, expertise, and skills of professors, researchers, administrators, and other university employees.

4.8 Student Resources:

- **Scholarship and Grant Funds:** Financial aid resources provided to students for their education.
- **Student Organizations:** Clubs, societies, and student-led groups that contribute to campus culture and student engagement.

4.9 Maintenance and Repairs:

- **Repairs and Maintenance of Buildings:** For any minor repairs (current projects) to the infrastructure of the Academy, the Force Training Officer will liaise with the Construction Department of the Guyana Police Force. For construction activities that fall under capital projects, a proposal will be sent to the administration of the Guyana Police Force. The administration will then send the proposal to the subject Ministry which will follow the procurement procedures as outlined in the Procurement Act Chapter 73:05.
- **Repairs and Maintenance of Vehicles:** The Transport Workshop of the Guyana Police Force will maintain and repair all vehicles of the Academy.
- **Repairs of ICT Equipment:** The Information Technology Department of the Guyana Police Force will provide repair and maintenance services to the Academy for all ICT equipment.
- **Acquisition of Equipment, Furnishing and Other Physical Assets:** The Academy will ensure requisitions are written and submitted to the Quartermaster Stores for new assets and replacement thereof.

Facilities Management:

The Academy has a section that is responsible for the following:

- Overseeing the maintenance, repair, and cleaning of buildings, classrooms, laboratories, and other physical spaces.

- Managing infrastructure-related assets such as electrical systems, and plumbing.

Risk Management:

The Academy has a section that is responsible for the following:

- Ensuring that asset-related activities align with legal regulations, industry standards, and safety protocols.
- Identifying and mitigating potential risks associated with asset management.

Health and Safety:

- The Occupation Health and Safety Section of the Academy provides and ensures safety protocols are properly implemented according to the 1999 Occupational Safety and Health Act, Police Standing Order No.20, and the Guyana Public Service Rules.

5. COMPLIANCE AND ENFORCEMENT

5.1 The Force Training Officer and middle management will ensure strict compliance of this policy in accordance with the Police Standing Order, Laws of Guyana, local and international accreditation standards, and best practices. Further, and the Quality Management Committee will ensure this policy is enforced.

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 December 12, 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.

9.0 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.