



GUYANA POLICE FORCE ACADEMY

PERIODIC REFRESHER TRAINING POLICY

Background

The dynamic nature of law enforcement and the changing difficulties confronted by modern policing requires the creation of a robust refresher training policy inside the Guyana Police Force (GPF). Officers must always be well-versed in the most recent methods, techniques, and best practices due to shifting societal norms, technological breakthroughs, crime trends, and legislative changes. The Refresher Training Policy is designed to address these needs by establishing clear guidelines and procedures for the periodic training of GPF members.

The Guyana Police Force's commitment to excellence in law enforcement via ongoing education, professional growth, and the pursuit of operational excellence is reflected in the Guyana Police Force Academy Refresher Training Policy. The GPF seeks to promote community trust, protect the rule of law, and improve public safety throughout Guyana by investing in the training and development of the Police Ranks.

Objective

The objective of this policy is to guarantee that, through regular refresher training, Guyana Police Force personnel maintain and improve their skill, knowledge, and competency levels. By maintaining the highest standards of professionalism, ethics, and performance within the GPF, this policy seeks to improve public safety and trust.

All Guyana Police Force ranks, including officers, detectives and members of specialized units, are covered by this policy.

Scope:

➤ Frequency of Refresher Training

- As required by the Guyana Police Force Academy (GPFA), all ranks of the Guyana Police Force are required to participate in periodic refresher training.
- Refresher training session's frequency and substance will be decided by taking into account the changing demands of law enforcement, legislative modifications, new crime patterns, and best practices in policing.

➤ Training Needs Assessment

- To determine the training requirements of GPF members, the Academy will regularly perform evaluations in coordination with department heads and specialized units.
- The evaluation of training needs must take into account several aspects, including emerging technology, methods of investigation, and modifications to the law, community police tactics, and insights gained from practical experience.

➤ Training Plan Development

- The Academy will create a yearly training plan detailing the goals, subject matter, modes of delivery, and dates for refresher training sessions based on the evaluation of training needs.
- The training plan, which outlines the objectives and requirements for participation, will be distributed to all GPF members via official channels.

➤ Resource Allocation

- Adequate resources, including budgetary allocations, training facilities, equipment, and qualified trainers, shall be allocated to facilitate effective refresher training programs.
- The Academy shall work closely with the Administration and Finance Department to ensure sufficient support for training initiatives.

➤ **Delivery Methods**

- Refresher training sessions will be delivered through various methods, including classroom lectures, practical exercises, scenario-based simulations, field training, and online courses.
- When choosing a distribution method, the type of information, the resources at hand, and the requirement for practical experience and skill development will be taken into consideration.

➤ **Documentation and Tracking**

- The Training Department shall maintain accurate records of GPF members' participation in refresher training sessions, including attendance, completion of assignments, and assessment results.
- Department Heads and Regional Commanders shall monitor and track the progress of their personnel in completing their refresher training requirements and provide necessary support and guidance.

➤ **Evaluation and Feedback**

- Evaluations of scenarios, assessments, participant comments, and practical demonstrations will be used to determine how successful are refresher training programs.
- To enhance upcoming training programs, input from GPF members about the applicability, quality, and relevance of training sessions will be requested and considered.

➤ **Compliance**

- Compliance with this policy is mandatory for all ranks of the Guyana Police Force, and non-compliance may result in disciplinary action in accordance with the Police Standing Orders and Regulations. *Police (Discipline) Act Chapter 17:01*

- Department Heads, Regional Commanders, and Training Coordinators are responsible for ensuring adherence to this policy and addressing any issues or concerns related to refresher training.

➤ **Compliance and Enforcement**

The Force Training Officer and middle management will ensure strict compliance of this policy in accordance with the Police Standing Orders, Laws of Guyana, accreditation standards, and best practices. Further, enforcement and implementation of this policy shall be the responsibility of the Quality Management Committee.

➤ **Reporting and communication**

The Force Training Officer will report on all Access Control matters to the Quality Management Committee, Executive Leadership Team, and the Training Board.

➤ **Effective Date**

This policy comes into effect on November 6, 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.