



GUYANA POLICE FORCE ACADEMY

SHARING EVALUATIONS POLICY

1. Preamble

1.1. The Guyana Police Force Academy strives to maintain the highest standards of excellence in training and developing our nation's law enforcement officers. We recognize that continuous improvement and professional growth are essential to upholding these standards and ensuring our instructional staff and training programs remain effective, relevant, and responsive to the evolving needs of modern policing.

1.2. Fostering a culture of accountability, transparency, and constructive feedback is critical to achieving our mission. While annual performance reviews provide a formal mechanism for evaluation and goal-setting, we believe that more frequent and diverse sources of feedback can greatly benefit our instructors' professional development and the overall quality of our training programs.

1.3. Therefore, the Guyana Police Force Academy is committed to implementing a comprehensive evaluation system that extends beyond the annual review process. This system will incorporate feedback from multiple stakeholders, including peers, trainees, subject matter experts, and supervisors, throughout the academic year. By embracing a culture of continuous feedback and improvement, we aim to empower our instructional staff, enhance their teaching effectiveness, and ultimately contribute to the development of highly skilled and professional law enforcement officers.

2. Objective

2.1. The Guyana Police Force Academy is committed to fostering a culture of continuous improvement, accountability, and professional development among its staff and instructors. This policy aims to promote transparency and facilitate

constructive feedback by sharing evaluations beyond the annual performance review process.

3. **Policy Statement:**

3.1. In addition to the formal annual performance reviews, the Academy will implement a system for sharing evaluations of staff and instructors throughout the academic year. This will include feedback from supervisors, peers, and trainees, as well as observations from external evaluators or subject matter experts.

4. **Procedures:**

4.1. **Peer Evaluations:** a. All instructional staff will participate in peer evaluations at least once per semester. b. Peer evaluations will involve classroom observations, review of lesson plans and materials, and constructive feedback. c. Peer evaluation forms will be completed and shared with the evaluated instructor within 10 working days.

4.2. **Trainee Evaluations:** a. At the end of each training module or course, trainees will be given the opportunity to provide anonymous evaluations of instructors and course content. b. Trainee evaluation forms will be collected and compiled by the Academy's Quality Assurance Office. c. Compiled trainee evaluations will be shared with instructors within 15 working days of the course completion.

4.3. **External Evaluations:** a. The Academy may periodically invite subject matter experts or external evaluators to observe and assess instructional staff, training programs, and facilities. b. External evaluators will provide written reports and recommendations to the Academy's leadership. c. Relevant feedback from external evaluations will be shared with instructional staff within 20 working days of the evaluation.

4.4. **Supervisory Observations:** a. Supervisors will conduct regular observations of instructional staff and provide feedback on performance, classroom management, and instructional techniques. b. Supervisory observation reports will be shared with instructors within 5 working days of the observation.

4.5. **Feedback and Follow-up:** a. Instructors will have the opportunity to discuss and respond to evaluations with their supervisors or designated personnel. b. Professional development plans or corrective actions may be implemented based

on evaluation feedback. c. Evaluations may be considered during promotion, assignment, or disciplinary processes.

5. Confidentiality and Recordkeeping:

5.1. All evaluations will be treated as confidential personnel records and handled in accordance with applicable privacy laws and regulations. Evaluations will be maintained in secure personnel files and accessed only by authorized individuals.

5.2. This policy aims to promote a culture of continuous feedback, accountability, and professional growth within the Guyana Police Force Academy. By sharing evaluations from various sources throughout the year, instructional staff can receive timely feedback, identify areas for improvement, and enhance their teaching effectiveness.

6. EFFECTIVE DATE

6.1. This policy was approved and has come into effect as of October 30, 2022.

7. REVIEW PERIOD

7.1. 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.

8. REVISION PERIOD

8.1. This Policy was revised by the Training Board in February 2024.

9. APPROVAL OF POLICY

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