



GUYANA POLICE FORCE ACADEMY

PUBLIC RECORDS POLICY

1. BACKGROUND

- 1.1.** The Guyana Police Force Academy (GPFA) serves as a cornerstone in the development, training, and professionalization of law enforcement personnel in the Republic of Guyana. Established to meet the evolving challenges of policing in a dynamic society, the Academy has been a focal point for cultivating a highly skilled, disciplined, and community-oriented Police Force.
- 1.2.** Additionally, the Guyana Police Force Academy was founded to address the growing need for a comprehensive and specialized training institution for Police Officers. Its establishment reflects the commitment of the Guyana Police Force to continuous improvement and the adoption of modern policing techniques to enhance public safety and security.
- 1.3.** Further, the primary mission of the Guyana Police Force Academy is to provide world-class training to law enforcement professionals, equipping them with the knowledge, skills, and ethical foundation necessary to meet the diverse demands of contemporary policing. The Academy strives to impart a sense of Duty, Integrity, and Community Engagement among its Learners.

2. OBJECTIVES

- 2.1.** Ensure accessibility to public records by legal requirements.
- 2.2.** Safeguard the security and confidentiality of sensitive information.
- 2.3.** Implement consistent records management practices.
- 2.4.** Facilitate efficient retrieval and disposal of public records.

3. POLICY STATEMENT

3.1. This policy serves as a guiding framework to articulate our commitment to fostering a conducive learning environment, promoting ethical conduct, and ensuring the continuous improvement of our training programs.

4. SCOPE

4.1. The Public Records Policy for the Guyana Police Force Academy encompasses the entire lifecycle of public records, from creation to disposition. This policy applies to all employees, contractors, and personnel associated with the Guyana Police Force Academy who create, use, or manage public records, regardless of the format in which they exist.

4.2. Access To Information Act 2011

5. COMPLIANCE AND ENFORCEMENT

5.1 The Guyana Police Force Academy is committed to upholding the principles outlined in its Public Records Policy to ensure transparency, accountability, and lawful management of public records. Compliance with this policy is mandatory for all staff, officers, and entities associated with the Academy. The following measures will be enforced to promote adherence and accountability:

5.1.1. Training and Awareness

5.1.2. All staff members involved in the creation, maintenance, and access to public records will undergo regular training sessions to stay informed about the provisions of the Public Records Policy. This training will emphasize the importance of compliance and the proper handling of public records.

5.2.1. Internal Audits:

5.2.2. The Guyana Police Force Academy will conduct regular internal audits to assess compliance with the Public Records Policy. These audits will review recordkeeping practices, access procedures, and security measures. Identified non-compliance issues will be addressed promptly.

5.3.1. Designated Custodians:

5.3.2. Custodians responsible for specific categories of public records will be designated and held accountable for the proper management of records within

their purview. They will undergo specialized training and be regularly assessed to ensure their understanding and implementation of the policy.

5.4.1. Record Access Controls:

5.4.2. Strict access controls will be implemented for public records, limiting access only to authorized personnel. Unauthorized access attempts will be logged, and appropriate disciplinary action will be taken against individuals found in violation of access protocols.

5.5.1. Disciplinary Measures:

5.5.2. Non-compliance with the Public Records Policy may result in disciplinary action, including verbal or written warnings, suspension, or termination of employment. Disciplinary measures will be proportionate to the severity and recurrence of the non-compliance.

5.6.1. External Oversight:

5.6.2. The Guyana Police Force Academy recognizes the importance of external oversight to ensure the integrity of public records management. The Academy will cooperate with relevant oversight bodies and regulatory authorities, providing necessary information and access to records for audits and reviews.

5.7.1. Reporting Mechanism:

5.7.2. A reporting mechanism will be established to allow staff and stakeholders to report suspected breaches of the Public Records Policy. Whistleblower protections will be in place to encourage the reporting of violations without fear of reprisal.

5.8.1. Continuous Improvement:

5.8.2. The Guyana Police Force Academy is committed to a culture of continuous improvement. Feedback from audits, reviews, and staff input will be used to revise and enhance the Public Records Policy to ensure it remains effective and aligned with evolving best practices and legal requirements.

5.9.1. Legal Consequences:

5.9.2. Failure to comply with the Public Records Policy may result in legal consequences, including fines, penalties, and legal actions, by applicable laws and regulations.

5.10.1 Staff Access:

Policies, manuals, and reference materials will be made available electronically on a secure internal staff portal/intranet to ensure easy access and reference for all employees. Additionally, printed copies will be distributed to department heads and key personnel to ensure that critical information is readily available to those who may not have regular access to electronic resources.

Training, presentations, and workshops will be conducted regularly to continually orient staff to regulatory requirements, ensuring that they are aware of and understand their obligations. An open-door policy will exist to consult compliance officers for advice and clarification, providing staff with a direct line of communication to address any compliance-related concerns.

To keep staff informed and updated, staff policy/procedure updates and reminders will be issued periodically via the Guyana Police Force website, email, and meetings, ensuring that all members of staff are aware of any changes or updates to policies and procedures. Ensuring staff have ready access to compliance resources, training, and support will help cement robust and sustainable policy adherence, fostering a culture of compliance and accountability within the academy.

5.11.1 Public Access:

Regularly publish or distribute informational materials highlighting the academy's compliance efforts, commitment to statutory requirements, and adherence to regulations. This will keep stakeholders informed about the academy's dedication to upholding standards and regulations.

Clear channels will be established for public inquiries, feedback, and complaints regarding regulatory matters. This open communication will demonstrate the academy's transparency and willingness to address concerns from the public.

Proactively communicate significant regulatory issues, policy changes, or compliance initiatives to maintain transparency. Utilize media relations, social media, and public outreach efforts to continually build public awareness and trust regarding the academy's lawful operations. Any updated policies will be accessible through the Guyana Police Force website, ensuring transparency and accessibility for all stakeholders.

5.12.1 Student Access:

Access to academic policies, rules, regulations, and procedures is typically provided to students through several channels within the Academy.

Institutional Website: The Academy often maintains a dedicated section on their website where students can access academic policies, procedures, rules, and regulations. This may include downloadable documents, FAQs, and links to relevant resources.

Orientation Sessions: Orientation sessions are being conducted for new students where they are briefed on various academic policies, procedures, rules, and regulations. These sessions cover topics such as plagiarism, academic probation, course registration procedures, etc.

Meetings with Academic Advisors: Students usually have access to academic advisors who provide guidance on understanding and adhering to academic policies, procedures, rules, and regulations. Advisors help students navigate through complex policies, procedures, rules, and regulations and ensure they are on the right track academically.

Course Syllabi: Each course typically has a syllabus that outlines the course objectives, expectations, grading criteria, and other relevant information. This often includes details about how assignments will be graded, attendance policies, and academic integrity expectations.

Student Portals or Learning Management Systems (LMS): The Academy utilizes an online learning platform where students can access course

materials, submit assignments, and communicate with instructors. This platform often includes information about academic policies, procedures, rules, and regulations relevant to the courses students are enrolled in.

Email Communications: The Academy also sends out periodic emails to students regarding updates on policies, procedures, rules and regulations and reminders about important deadlines, and other relevant information.

6. REPORTING AND COMMUNICATION

6.1. THE FORCE TRAINING OFFICER (FTO) WILL REPORT TO:

6.1.1. Deputy Commissioner Administration

6.1.2. Commissioner of Police

7. EFFECTIVE DATE

7.1. This policy was approved and has come into effect as of October 17, 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 PERIOD

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

10. 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 in February 2024.