



GUYANA POLICE FORCE ACADEMY

REGULAR INSPECTION OF FACILITIES POLICY

1. BACKGROUND

1.1. The Police Academy serves as a vital institution in the development and training of law enforcement personnel. The facility plays a crucial role in shaping the skills, knowledge, and professionalism of police officers. To ensure the optimal functioning of the Police Academy, it is imperative to establish a robust and systematic inspection policy. This policy aims to create a framework for carrying out regular inspections of the Academy's facilities to determine hazards, upgrades and promote safe operations

- **Safety and Well-being:** The nature of law enforcement training involves various physical activities, simulations, and the use of equipment. Regular inspections are necessary to identify and address potential safety hazards promptly, ensuring the well-being of both trainees and staff.
- **Compliance with Regulations:** The Guyana Police Force Academy facilities must adhere to local regulations. Regular inspections are essential to verify compliance with these regulations and to address any discrepancies or emerging requirements.
- **Optimal Training Environment:**
A well-maintained and organized training facility contributes to an optimal learning environment. Inspections will assess the condition of classrooms, training areas, equipment, and other facilities to ensure they meet the standards necessary for effective training.
- **Equipment Functionality:**
The Guyana Police Force Academy relies on specialized equipment. Regular inspections will ascertain the functionality and condition of equipment, addressing any issues that may hinder training effectiveness.
- **Emergency Preparedness:**
Police officers must be prepared for various emergency situations. Inspections will focus on evaluating emergency exits, fire safety measures, and other aspects of the facility to ensure readiness for unforeseen events.

- **Continuous Improvement:**
Regular inspections provide an opportunity for continuous improvement. Identifying areas for enhancement and addressing them promptly ensures that the Guyana Police Force Academy remains at the forefront of law enforcement training.

By adopting and adhering to this Regular Inspection Policy, the Guyana Police Force Academy aims to provide a secure, compliant, and high-quality training environment, fostering the development of skilled and professional law enforcement officers.

2. OBJECTIVES

2.1 The objective of the Guyana Police Force Regular Inspection Policy is to establish a structured framework for routine inspections of our training facilities. These inspections are designed to identify and rectify potential safety hazards, ensure compliance with applicable regulations, and maintain the highest standards in training infrastructure. Through regular assessments, we aim to optimize learning spaces, enhance emergency preparedness, and cultivate a culture of continuous improvement as follows:

- **Safety and Well-being:**
Identify and mitigate potential safety hazards to create a secure environment for both trainees and staff during all training activities.
- **Verify Compliance with Regulations:**
Regularly assess and ensure compliance with local laws and accreditation bodies
- **Maintain Optimal Training Environment:**
Assess and maintain the condition of classrooms, training areas, and facilities to provide an optimal learning environment for trainees.
- **Ensure Functionality of Equipment:**
Evaluate and address any issues related to the functionality and condition of specialized training equipment to enhance training effectiveness.
- **Enhance Emergency Preparedness:**
Evaluate emergency exits, fire safety measures, and other aspects of the facility to ensure preparedness for unforeseen events and emergencies.
- **Facilitate Continuous Improvement:**
Identify areas for improvement through inspections and implement corrective actions, fostering a culture of continuous enhancement in training facilities.
- **Promote Accountability and Responsibility:** Assign clear responsibilities for inspection tasks, corrective actions, and follow-up, promoting accountability among personnel involved in facility management.
- **Preserve Reputation and Accreditation:**
Uphold the reputation of the Guyana Police Force Academy by ensuring that all facilities and operations meet or exceed accreditation standards.

- **Optimize Training Resources:** Ensure that resources, including classrooms, equipment, and support facilities, are used efficiently and effectively to maximize training outcomes.
- **Demonstrate Commitment to Excellence:** Use regular inspections as a means to demonstrate the institution's commitment to excellence in law enforcement training and uphold high standards.
- **Minimize Disruptions to Training Schedule:** Conduct inspections in a manner that minimizes disruptions to the regular training schedule, ensuring that inspections do not compromise the overall training program.
- **Encourage Proactive Maintenance:** Instill a proactive approach to maintenance by identifying and addressing potential issues before they escalate, reducing the likelihood of major disruptions.
- **Provide Data for Strategic Planning:** Use inspection findings to inform strategic planning, allowing the Guyana Police Force Academy to allocate resources effectively and plan for long-term improvements.
- **Sustain Accreditation Standards:** Sustain and improve upon accreditation standards through regular inspections, ensuring that the Guyana Police Force Academy remains a recognized and respected training institution.

3. POLICY STATEMENT

3.1 At the Guyana Police Force Academy, our commitment to excellence in law enforcement training extends beyond the instructional curriculum to encompass the safety, functionality, and overall quality of our training facilities. This Regular Inspection Policy underscores our dedication to maintaining a secure and conducive environment for learning, aligning with industry standards, and fostering continuous improvement in all aspects of our operations.

4. SCOPE

4.1 Responsibilities

- **Commandant:** Appoint a designated facility manager responsible for coordinating and overseeing inspections. Ensure that inspections are conducted regularly and documented.
- **Inspection Team:** The inspection team comprising qualified personnel with expertise in safety, security, and facility management. The team include representatives from training staff, and maintenance.

4.2 Inspection Procedures:

- **Pre-Inspection Preparation:** Notify Commandant of the upcoming inspection. Gather necessary inspection tools and checklists. Review previous inspection reports and corrective actions.

- **Inspection Checklist:** A comprehensive inspection checklist covering the following areas: Facility Cleanliness and Organization, Fire Safety Measures and Equipment Condition and Functionality.

Areas	compliant	non-compliant
Facility cleanliness and organization		
Classroom are clean and free from hazards		
Fire safety measures		
Evacuation Map is Mounted		
Smoke Detectors for each room		
Adequate Ventilation		
Emergency exits and signage are visible		
Equipment condition and functionality		
Water Dispenser		
Computers		
Printers		
Backup Batteries		
Door locks		
Classrooms		
Chairs		
Desk		
Projectors		
Whiteboards		
Flipcharts		
No Broken Windows		
Air Conditioning Units		
Cool Storage		
Refrigerator		
Freezer		
Clean Cooking and Preparation Area		
Serving Supplies		
Food Processors		

4.3 Documentation:

The Inspection Team must document findings during inspections, including photographs when applicable. Clearly identify any hazards, deficiencies, or areas of.

4.4 Reporting:

The Inspection Team must prepare a detailed inspection report summarizing findings. Prioritize and categorize issues based on severity. Submit the report to the Command and copy same to the Force Training Officer.

4.5 Corrective Actions:

- **Immediate Actions:**

The Inspection Team will address any immediate safety concerns or hazards identified during the inspection promptly.

- **Corrective Action Plan:**

The Commandant will develop a corrective action plan to address non-compliance or deficiencies. Assign responsibility for each corrective action, and set deadlines for corrective actions to be implemented.

4.6 Follow-Up:

Follow-Up Inspections:

The Inspection Team will conduct follow-up inspections to verify the implementation of corrective actions. Update the inspection report with the status of each corrective action.

4.7 Continuous Improvement:

The Commandant will use inspection findings and feedback to implement continuous improvement measures for the facility.

4.8 Training and Awareness:

The Commandant will conduct training sessions and awareness programs for facility personnel on safety protocols, emergency procedures, and the importance of maintaining a secure and organized training environment.

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 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

6. REPORTING AND COMMUNICATION

6.1 The Force Training Officer will report on all Regular Inspection on Facilities matters to the Quality Management Committee, Executive Leadership Team, and the Training Board.

7. EFFECTIVE DATE

7.1 This policy comes into effect as of September 15, 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 DATE

9.1 Revised in January 2024.

10. APPROVAL OF POLICY

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