



RECRUITS RULE BOOK

Guyana Police Force Academy

Guyana Police Force

Police Headquarters
Eve Leary, Kingston



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APPLICATION

This document contains the rules and regulations applicable to all trainees of the Guyana Police Force Academy. All students must be supplied with a copy of the Rule Book and the Student Handbook to guide their conduct at the Academy.

DISTRIBUTION AND MAINTENANCE

A copy of the rules and regulations shall be provided to the trainees. The trainees will be responsible for familiarizing themselves with the rules and regulations contained herein. Once provided to the trainee, all additions, revisions, and revocations will be the responsibility of the trainee to adhere to the same.

RECRUIT CONDUCT

At all times, the trainee's conduct shall be respectful, courteous, and consistent with the high standards of the Guyana Police Force Academy. The trainees will follow specific rules, regulations and conduct established in this document. The trainees will be responsible for any behaviour which impairs the discipline and good order of the academy. Trainees must adhere to the following:

Obedience to Rules and Regulations	Academy Recruits shall obey the Rules and Regulations of the Guyana Police Academy and any amendment or additions thereto. A violation of these Rules and Regulations, or any Academy policy, may be sufficient cause for disciplinary action. Ignorance of these Rules and Regulations shall not be considered a justification for any such violation.
Courtesy	Recruits shall at all times be courteous and respectful to members of the Academy staff, instructors, fellow recruits, and members of the public.
Conduct Unbecoming	Recruits shall conduct themselves at all times, both inside and outside of the Academy, in such a manner as to reflect most favourably on the Academy. Conduct unbecoming in a recruit shall include any conduct that brings or may bring the Academy into disrepute or reflects discredit upon the recruit or impairs the operation or efficiency of the Academy or the recruit. Any recruit who commits any act that can be considered conduct unbecoming a police professional while a member of the basic training class, inside or outside of the Academy, may be removed from the Academy. Where appropriate, recruits are also subject to applicable criminal and civil penalties

Moral Conduct	Recruits shall maintain a level of moral conduct in their personal and business affairs that is in keeping with the highest ethical standards of the law enforcement profession. Recruits shall not participate in any incident involving moral turpitude that impairs their ability to perform as Academy recruits or causes the Academy
Insubordination	Insubordination or disrespect towards superior authority at the Academy is strictly prohibited. Insubordination is defined as a failure to recognize the authority of any superior by disrespect or by disputing a superior's order.
Harassment and Discrimination	Recruits shall not engage in conduct which has the effect of discriminating or harassing other individuals because of race, ethnicity, sexual orientation, disability, religious belief, age, gender, gender identity, politics or similar personal characteristics

GENERAL CONDUCT:

- Cursing, profane or obscene language.
- Abusive language, ethnic slurs, sexually expressive statements, sexual harassment or display of personal animosities toward others.
- Fighting or tumultuous behavior.
- Theft or misappropriation of college property or another person's property.
- Horse-play, practical jokes or physical contact which might jeopardize a person's welfare or safety.
- Any action that disrupts the learning environment in the classroom or other part of a training facility.
- Any form of gambling.
- Eating in a classroom.
- Possession of, or reproduction of, an examination not issued by an instructor.
- Cheating on examinations or possession of unauthorized material(s) during a testing session.
- Insubordination toward an academy instructor, administrator or staff member.
- Any act which is a violation of criminal law and graded as a felony or misdemeanor crime.
- Supplying academy officials with any false information on any school application or document.
- Intentionally providing false or misleading information to an instructor, administrator or staff member making inquiry about an academy related matter.

DISCIPLINE

- All Recruits must confirm the Guyana Police Force Standing Orders. Force Orders and Academy's Policies. Recruits will be categorized as Officers of the Law therefore, their conduct must be pursuant to **the Police (Disciplinary) Act Chapter 17:01** and the **Police Act Chapter 16:01**.
- **Acts of Indiscipline** will not be tolerated and will be dealt with based on the seriousness of the breach.
- Persistent **Acts of Indiscipline** will result in appropriate action being taken followed by a **Conduct Report** with **Recommendations for Dismissal**.

Gratuities:

- No gratuities or gifts to any Subordinate Officer are permitted. Habitual treating at the Canteen is strongly discouraged. It is not permitted at any time between Recruits and Subordinate Officers.
- No Recruit will present any instructor or academy staff member with any gifts, sums of money or other consideration during the training program.
- Recruits will not accept any gifts, sums of money or other consideration from an instructor or academy staff member during the training program.

Offences for Immediate dismissal:

A Recruit may be discharged from the police academy for the following offenses:

- Personal actions and performance that suggest lack of adequate professional police qualities, including failing or refusing to conform to any Academy Rule or Regulation.
- Failing to meet academic requirements set forth in the Examinations and Grades section.
- Insubordination toward an academy instructor, administrator or staff member.

- Any act which is a violation of criminal law and graded as a felony or misdemeanor crime.
- Repeated violation of criminal law graded as a summary offense.
- Supplying academy officials with any false information on any school application or document.
- Intentionally providing false or misleading information to an instructor, administrator or staff member making inquiry about an academy related matter.
- Failure to adhere to the Academy's Student Code of Conduct.

CHAIN OF COMMAND

- No student of the Academy will approach the Force Training Officer or any Officer or Inspector without first obtaining permission. The Student shall first indicate to the Duty Student that he or she wants an audience with the Force Training Officer or any Officer or Inspector. The Duty Student will then request permission from the Instructor/Supervisor. The Instructor/Supervisor will further the request for permission from the Campus Commandant who will then facilitate and coordinate the request. Students of the Academy will only be permitted to speak directly with the Force Training Officer or Officers and Inspectors in cases of emergencies or exigent circumstances.

Interviews:

- Applications for Interviews with the Officer-in-Charge will be made through the Second-in-Command. No reason need be stated if the matter is of a private nature.

Reports:

- When any recruit has any official matter to raise with an Officer other than the Officer-in-charge, he or she must submit a statement to the Officer-in-charge through his/her instructor and the Officer-in-Charge.

ADDRESS

- Students of the Academy must stand to attention when addressing or being addressed by superiors in rank and stand at ease only when ordered to do so;
- Students of the Academy when speaking to Officers and Inspectors must use the appellation “Sir” or “Ma’am”;
- Students of the Academy when speaking to Subordinate Officers must address them by their rank;
- Students of the Academy seeking an audience with their seniors will stand before attention and identify himself or herself by first stating their regulation number, rank and name and then await a response from the person for whom they seek an audience.

Example: “Sir” 22000 Constable Paul Jones, “Sir”

PAYING COMPLIMENTS

- **Persons entitled to SALUTE:**
Recruits are required to salute the following:
- **WHEN UNDER ARMS:**
 - i. His Excellency The President;
 - ii. The Honourable Prime Minister;
 - iii. All Ministers of the Government;
 - iv. The Commissioner of Police;
 - v. All Officers of the Police Force;
 - vi. All Officers of the Guyana Defence Force;
 - vii. The Mayor of Georgetown, New Amsterdam, Linden, Rose Hall, Corriverton, Anna Regina, Mahdia, Bartica, Lethem and Mabaruma;
 - viii. The Town Clerks of all Municipalities;
 - ix. The colours of the Guyana Defence Force;

x. All Officers of the Army, Navy or Air Force of a friendly foreign state.

• **WHEN NOT UNDER ARMS** – The persons mentioned above and in addition:

- i. His/Her Honour the Chancellor of the Judiciary;
- ii. His/Her Honour the Chief Justice;
- iii. Justices of the Court of Appeal;
- iv. The Judges of the High Court of the Supreme Court of Judicature;
- v. All Magistrates;
- vi. All Mayors;
- vii. When a funeral passes, the corpse shall be saluted.

ABSENCE/TARDINESS

- Students of the Academy are required to be in attendance at the Academy at all scheduled classroom hours and training exercises unless they are excused with valid reason by the Force Training Officer.
- A student of the Academy who knows he/she will be late reporting to the Academy must notify a member of the Academy staff. The recruit's present location and estimated time of arrival must be indicated.
- No Student of the Academy will leave any of the campuses without permission from his or her respective Commandant;
- All leave/absence requests are to be submitted in writing to the Academy by the Student and be authorized by his or her respective campus Commandant except in cases of illness/injury.
- Unauthorized absence(s) may result in dismissal. A student of the Academy may be deemed to have illegally withdrawn from the Force if he/she goes absent from the Academy for more than seventy-two (72) hours and a report on his/her absence shall be forwarded by the Force Training Officer to the Second –in- Command, Administration

for him/her to be dismissed. Any other form of absence shall result in disciplinary action to be taken against the defaulting rank in keeping with Force regulations and the **Police (Discipline) Act, Chapter 17:01**.

CAMPUS DEMEANOR

- All trainees are expected to be in their proper position in formation when the Instructor gives the command, “Fall In” or when the Instructor enters the classroom. All trainees fall in at the position of “**ATTENTION**”. All trainees are expected to be in their proper seats when required after class breaks.
- Trainees shall not congregate in halls or corridors of any part of the building unless instruction is given to do so.
- Trainees will immediately give the right of way to any person they may meet while using any of the doorways, hallways, or stairways, while in the building, and do so with a degree of dispatch, without being told.
- Trainees shall address one another as Recruit and their Last Name at all times.

ACCOMMODATION

Barrack Rooms:

- The barrack rooms are open for inspection from 07:00 hours in the morning to 17:00 hours in the evenings, therefore they shall be kept clean and tidy and in the prescribed manner:
 - ✓ Beds made up of sheets and blankets with pillows as follows:
 - One sheet spread over the mattress with the pillow at the head of the bed.
 - One sheet must be folded in the blanket and placed on top of the pillow.
 - ✓ Beds shall be labelled with rank number and name.

- ✓ Beds shall be aligned to show orderliness.
- ✓ Lockers shall be neatly packed.
- ✓ An extra pair of boots and shoes shall be placed in the bed space as though the person is standing at attention.
- ✓ Ranks shall keep barrack rooms in the foregoing manner from 07:00 hours to 17:00 hours (Monday to Friday), and 07:00 hours to 12:00 hours on Saturdays, except on Sundays and Holidays.

Meals:

- Meals shall be served in the Dining Hall at the following times:

Breakfast	-	07:00 hours	-	07:30 hours
Lunch	-	12:00 hours	-	12:30 hours
Dinner	-	16:45 hours	-	17:00 hours
Snack	-	21:15 hours	-	21:45 hours

- No rank shall have meals in the dining hall unless he is properly dressed.
- Any rank who intends to be absent from a meal or meals shall give 24 hours' notice to the Instructor. It shall be the responsibility of the Instructor to inform the Mess Subordinate Officer at a reasonable time of any absentee.
- Personal property such as jam pots, pepper bottles and other containers should not remain on the dining table after meals.
- Ranks shall be paraded for all meals except snacks and shall fall in on time to be marched to the Mess Hall.

Games Room:

- Amenities are provided in the games room for use by the students and shall be used in conjunction with the Games Room Orders, put up in the Games Room.
- Unless organized with the authority of the Officer in charge, games period, no cards will be played by Students of the Academy. Playing cards leads to gambling which is an offence against discipline.

Alcohol and Drug Policies:

- Recruits are usually prohibited from consuming alcohol or using illegal drugs while at the academy. Violations can lead to disciplinary action or dismissal.

Lights Out:

- All ranks shall be in their beds, and lights extinguished not later than **22:15** hours, except, on the occasion of organized evening outings or entertainment.
- Economizing shall be exercised in the use of light.

Liming:

- No liming by Students of the Academy is permitted in the training environment. Students must confine themselves to their barracks after 20:00 hours in the evening unless on duty or authorized by a supervisor.

Laundry:

- Each recruit will be responsible for his/her own laundry. Recruits are strongly advised to see their clothes marked.

Breakages and Damages:

- Breakages and damages of any campus equipment and infrastructure must be reported to the Duty Subordinate Officer at once, followed by a written report.

Valuables:

- Ranks are advised not to have in their possession large sums of money or valuables in their barrack room. Anyone wishing to place money or valuables in safe custody should consult his or her instructor.

Musical Instrument:

- No musical instrument of any description will be played in the dormitories without the permission of the Officer in Charge.

Newspaper:

- A limited number of newspapers and other periodicals are available and are paid out of the welfare fund. They are for the benefit of all ranks shall not be removed from the lounge.

- The duty subordinate officer shall collect papers from the Lounge at 10:00 hours each day and shall deliver them to the administrative officer the following morning.
- The rank in charge of the Administrative Office shall file the papers according to dates.

Out- of-Bounds-Limits:

- The Administrative offices, subordinate's officers' quarters, the canteen, kitchen and barbershop except for official purposes are out of bounds to all unauthorized personnel.
- In the case of emergency, recruit shall not use the Fire escapes of the dormitories, but shall use the main staircase.
- Males are prohibited from visiting the female barracks and vice versa. Males are also prohibited from liming in the vicinity of the female barracks.

Visitors:

- Recruits shall receive visitors daily between 16:30 hours and 18:00 hours in the lounge or recreation room.
- No accommodation or meals can be provided.
- Visitors are allowed in the lounge only.

Property Lost and Found:

- Property lost should be notified to the Administrative Office through the Instructor and a record shall be made in the Lost and Found Book. Property found in the precincts of the Barracks should be handed in at the Administrative Office forthwith and an entry shall be made in the Property Lost and Found Book.

Tidiness:

- Barrack rooms shall be kept tidy. The pasting of pictures, newspaper cuttings, etc., on wall is forbidden. All clothing shall be stored away out of sight in lockers.
- Suitcases and trunks shall be labelled and stored in the clothes room.
- Cigarette ends and tobacco ash shall not be thrown on the floor but put in the bins and trays provided. Evidence of this can result in penalties given they are considered as contrabands in the Academy.

- Coats and hats shall not be left lying about in the dormitories or classrooms, hats and overcoats or mackintoshes shall be removed when ranks are in the lounge and placed on hooks provided.
- Drink bottles shall not be taken into the barrack rooms or offices. All empty bottles shall be placed in the crates which are provided in the lounge -recreation room.

FITNESS FOR DUTY

Physical Fitness:

- Students of the Academy will be required to undergo periodic fitness assessments to determine their fitness levels.
- Students will be required to do Physical Training. PT will be run daily early in the morning and at midday as prescribed by the Commandant. Ranks that have a default may be subject to the **Midday Training**.
- Fitness Requirements include the following:

Cardiorespiratory Endurance	Muscular Strength	Flexibility Tests	Body Composition
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- Students of the Academy must perform three (3) segments of push-ups daily aggregating to 100.

Mental Fitness:

- Recruits while attending the police academy without posing a direct threat to their own health and safety, or that of others.
- Trainees who are aware of any reason why they are incapable of performing any essential or required functions without posing a direct threat to their own health and safety, or that of others, shall notify their Supervising Officer or respective Campus Commandant.

- The Academy, in turn, reserves the right to take appropriate action in such circumstances, which may include deeming the trainee unfit for duty to perform the essential functions required by the Guyana Police Force Academy.

INSPECTION

Appearance Inspection:

- Recruits' appearance will be inspected daily for the following by the Supervising Officer.
 - ✓ Shaving (see specific policy);
 - ✓ Hair grooming (see specific policy);
 - ✓ Shoes (shine, style, condition, etc.);
 - ✓ Uniform and equipment (cleanliness, pressed, fit condition, etc.);
 - ✓ Personal hygiene (Showers are mandatory every day after physical training and defensive tactics)

Kit and Dormitory Inspection:

- Kit and Dormitory Inspection shall be held at 09:00 hours on Wednesday of each week, except otherwise instructed by the Officer in Charge. Instructors shall report to and accompany the Inspecting Officer and make notes of deficiencies and /or comments.

In-classroom Inspection:

- Courses shall be reported by course number, strength, on parade, absent, sick and pass.

Notebooks Inspection:

- Recruit will maintain a loose-leaf notebook that will contain written or typed notes of all areas of instruction, student handouts and other related materials.
- Notebooks will be periodically inspected by instructors who will review the contents and assign a status of “acceptable” or “not acceptable.” Any cadet who receives a status of “not acceptable” will be advised of the deficiency.

DRESS

Male Students:

- 1. Physical Training: White vests, white short pants with blue stripes, yachting shoes.
- 2. Fatigue Clothing: Old civilian clothes, boots or shoes.
- 3. Drill: Probationers: Cap/beret, cap badge, khaki shirt, khaki trousers, brown leather belt, socks, boots.
- 4. Passing Out Parade: As detailed by the Officer in Charge
- 5. Transfer: Cap, white cap cover, cap badge, blue shirt, blue trousers, socks, boots water bottle slung over left shoulder, haversack over right shoulder.

6. Preserving Officer

Initial:

Probationers: As for drill

All Others: Cap, white cap cover, cap badge, blue shirt, short baton, handcuffs, socks, boots.

GROOMING STANDARDS

Grooming Standards must be in accordance **with Standing Order 12 “Appearance and Conduct”**. Therefore, each recruit must have a copy of Standing Order 12 to guide their daily grooming. In addition, recruits must follow the Cosmetic Policy, Dental Policy and Eye Wear Policy of the Guyana Police Force

MALE STUDENTS	FEMALE STUDENTS	ALL STUDENTS
→ Clean-shaven, no beards or moustaches permitted.	→ Hair shall be worn in a bun or other style which keeps it secured above and off the collar.	→ Students shall not wear any jewelry other than a watch.
→ Hair shall be neatly trimmed above the ears, conservatively short, tapered in the back and maintained in a military	→ Hairpins, hairclips, barrettes, etc. will match the colour of the hair as	→ No additional body jewelry (i.e., pierced earrings, belly button rings, etc.)
		→ Personal hygiene practices shall be adhered to at all

manner.	closely as possible.	times while attending this Academy.
→ NO SIDEBURNS!	→ No ribbons, bows, or other types of decorative hair accessories are permitted.	→ Nails shall be trimmed to less than fingertip length
→ Shaving the head bald	→ No facial make-up.	
	→ No fingernail polish	

Arrangements are made for the Police barber to call the Academy each week (normally) each (Friday evening). Hair-cutting shall take place in the barbershop in the Dormitory. A barber's appointment book shall be kept by the Supervising Officer and the Second In Command shall submit to him or her by noon on Wednesday the names of all men requiring hair-cut that week. Recruit's hair shall be kept tidy and shall be kept short at the back and sides.

Tattoos

- **No Recruit will be accepted for training until the prohibited tattoo is professionally removed, or in the case of the top or back of the head, covered with hair.**
- **A recruit shall not obtain, acquire or self-inflict any new tattoo during academy training.**

PARADES

Meal Parades:

- Recruits must be paraded in columns of three under the supervision of the Duty Student or Subordinate Officer on duty for Breakfast, Lunch and Dinner.

Inspection Parade:

- All ranks shall parade at 07:45 hours on Saturdays for inspection by the Commissioner of Police and at 08:00 hours on Mondays to Fridays by the Officer in Charge, or any other rank deputizing for him or her.
- No parades shall be held on Sundays and Public Holidays.

Pay Parades:

- Pay parades shall normally be held on Pay Days at 13:00 hours outside the Inspector's Office unless otherwise notified. Any difficulties concerned with pay shall be taken up with the Instructor.

Passing Out Parade:

- During this parade, recruits are required to demonstrate their newly acquired skills and are usually inspected by senior officers. It is a moment of pride for recruits and their families.

Swearing-In Parade:

- Recruits must participate in a swearing-in ceremony or parade where the recruits take the oath of office, officially becoming sworn Law Enforcement Officers.

Sickness and Parade:

- Any rank who is unwell shall, unless in unavoidable circumstances, report to the Medical Duty Officer. The Medical Duty Officer shall be in charge of all sick parades. On receiving a report that a rank is unwell, the Medical Duty Officer shall provide a report of sickness form and his/her Medical History Book.
- Ranks shall join the sick parade, which is at 07:30 hours daily, there to be seen by the Inspector. The Inspector shall initial the form and arrange where necessary for them to go immediately to the Police Surgeon at Brickdam with a Medical History book.
- Those ranks who obviously require the immediate attention of a doctor shall be taken by ambulance or car to the P.H.G. at once with the Medical History Books.
- On returning from the Police Surgeon or Doctor, ranks shall show Medical History Books to the Instructor, Subordinate Officers who shall record all periods of leave etc. On the report of sickness form, in liaison with the Medical Duty Officer, and shall make the appropriate entry in the Medical Journal.

CAMPUS MAINTENANCE

Compound Cleanup:

- Students of the Academy must clean their respective campus compound twice daily.

CAMPUS CLEAN-UP SCHEDULE

5:00 Hours Daily

16:00 Hours Daily

Classroom Cleanup:

- Close all shades;
- Wipe down all tables and counter surfaces’
- Properly secure all texts, handouts, videos, films, carts, etc. Clean the dry ink boards;
- Return the dry ink markers, erasers, remote controls, and easel pads Replace all books and printed materials in the cabinets;
- Place the chairs under the tables;
- Sweep or mop classroom and break room floors.

TOBACCO, ALCOHOL AND DRUG USAGE

The Academy has a Zero Tolerance Policy as it relates to tobacco, alcohol and drug usage. Consumption of alcohol by a recruit will constitute a dismissal with immediate effect. Alcohol consumption by any in-service recruit that contributes to inappropriate behavior will not be tolerated.

- Recruits will not bring alcoholic beverages of any kind onto the Academy property. Spirituous liquor shall not be taken into the dormitories, classrooms or library. All such liquor shall be consumed in bar/ recreation rooms.
- Recruits will not consume alcoholic beverages during the nights of residence at the Academy. Inappropriate behavior could be grounds for a BAC test, but a test is not mandatory for disciplinary actions.
- Recruits are prohibited from possessing and/or using nonprescription drugs while at the Academy except for legal “over-the-counter” medications. Recruits are not allowed to smoke in the classrooms or barrack room are not allowed. Smoking is strictly prohibited in the library and in Dining Rooms.

ELECTRONIC DEVICES AND APPLIANCES

- Recruits are required to lodge all electronic devices including cell phones. Tablets, Smart Watches, earphones among others at 6:00 am daily with the Subordinate Officer on Duty. The Recruits will be allowed to collect such devices at 18:00 hrs daily.
- Electric razors and radios will not be used in the dormitories;
- Electric irons will be replaced after use on the stands on the table.
- Electric light bulbs will not be removed from the sockets except when changed by or on the instruction of a Subordinate Officer.
- Recruits may not use any regular college telephone for personal calls.
- A recruit will not be summoned from class for personal calls except in an emergency.
- No photos or video may be taken without instructor's permission.

SEXUAL HARASSMENT

- The Guyana Police Force Academy is committed to providing all employees and students with a safe, secure and protected environment in all facilities coherent with the **Sexual Offences Act Chapter 08:03** and the **Prevention of Discrimination Act Chapter 99:08**. If a recruit feels that he/she has been the victim of a sexually harassing act, or other harassing or discriminatory act, or violence at the Academy, he/she shall immediately report sexual harassment to their Supervising Officer. However, where individuals do not feel comfortable doing this, they can also report sexual harassment, or witness sexual harassment, to their Campus Commandant or the Force Training Officer for further actions.

EXAMINATION AND GRADING SYSTEM

Orientation and Training:

- New employees will undergo onboarding and orientation to become familiar with the academy's policies, procedures, and culture.
- Training and coursework requirements will be provided and monitored.

Examination Rules:

- Students shall arrive at the examination room at least 10 minutes before the scheduled time.
- Students who have not satisfied the attendance requirements of a course shall not be permitted to write the final examination.
- No cell phones or electronic devices would be allowed in the examination room.
- No reading materials related to the course would be allowed in the examination room.
- Silence shall be maintained in the examination room at all times. If a student has any kind of query he/she shall raise his/her hand and await a response from the invigilator.

In the case of Late Arrival:

- Recruits will only be allowed entry into the examination room with the approval of his/her Supervising Officer, the decision to allow entry will be based on a strong for lateness by the rank. In such case, the Invigilators will be alerted of the arrival of the recruit, he or she will collect the recruit and escort him or her to the exam venue. The Invigilator will provide instructions to the recruit and provide him or her with the examination resources to commence the exam.

In the case of absence:

- The Invigilators will identify missing recruits at the start of each examination using a student list unless contact has been made by the recruit to the Academy through his or her Supervising Officer to inform his or her absence due to illness or other circumstances.

Class Attendance:

- Recruits are required to attend all classes and shall be seated fifteen (15) minutes before the commencement of each class session. If a Recruit is absent from class, he or she must provide a written reason. In some cases, where a recruit is absent from class due to sickness or injury a medical certificate or sick leave must also be provided.
- Recruits are required to have no less than seventy percent (70%) class attendance to be qualified to write any examinations for respective courses.

Exams Format:

- Exam Format: Exams can take various formats, including written tests, practical assessments, or oral exams, depending on the subject matter being tested.

Progression Requirements:

- Successful completion of academy exams is often required to progress through the training program. Failure to pass certain exams may result in dismissal from the academy.

Grading System and Quality Points:

- Students shall be graded on a standard A-C scale, including pluses and minuses. Each letter grade is assigned quality points according to the following table.

A+	95% and above
A-	90% -94.9%
B+	85%-89.9%
B-	80%-84.9%
C+	75%-79.9%
C-	70%-74.9%

- Any grade below seventy percent (70%) is considered to be a failed grade.

Syllabus- Time Table:

- Recruits will be provided with a syllabus and a timetable for the period of Training. The timetable will also be posted on the Notice Board in the Barrack Rooms.

Study Materials:

- Recruits are often provided with study materials, textbooks, or study guides to help them prepare for exams.

Revisions:

- Revisions sessions will be arranged by the Instructor or the Officer-in-Charge. Additionally, Recruits are encouraged to constantly revise on their own.

Academic Integrity:

- Recruits are generally required to adhere to a strict code of academic integrity, which prohibits cheating, plagiarism, or any other form of academic dishonesty. Failure to adhere to codes of academic integrity may result in dismissal.
- Academic integrity violations include the following:
 - ➔ **Plagiarism.** Plagiarism is defined as use of intellectual material produced by another person without acknowledging its source.
 - ➔ **Cheating.** Cheating is defined as fraud, deceit, or dishonesty in an academic assignment or examination. It includes using or attempting to use materials, or assisting others in using material, that are prohibited or inappropriate in the context of the academic assignment or examinations.
 - ➔ **Providing False Information.** For example; Fabricating or altering information or data and presenting it as legitimate; and/or providing false or misleading information to an instructor or any other training school staff member.

- ➔ **Misrepresentation of Credentials.** Documents supplied by ranks/ students to the Guyana Police Force Training School must be complete and accurate.
- ➔ **Theft or Damage of Property.** Sabotaging or stealing another person's assignment, paper or project and obtaining a copy of an assignment or exam prior to its approved release by the instructor.
- ➔ **Alteration of Guyana Police Force Training School Documents.** For example; forging an instructor's or training school officer's signature on any document; Altering a previously graded exam or assignment for purposes of a grade appeal or for gaining points.

Failure:

- If a rank fails one of the courses for the final examination he/she may be granted permission from the Force Training Officer to do a supplemental an examination.
- Supplemental examinations are only offered to students who have failed no more than two courses.
- Ranks who failed more than two courses are required to repeat the training programme.

Appeals Process:

- If a recruit believes an examination result is unfair or erroneous, there may be an appeals process in place for addressing such concerns.

STUDENT SUPPORT SERVICES

Recruits must equip themselves with the Academy's student policy. The following are student support services provided to Recruits:

Student Support Fund:

- The Guyana Police Force Academy will provide financial and other support to present students who may find themselves in difficult circumstances. Student Support will be given in the following categories:

- ✓ Sponsorship;
- ✓ Scholarship;
- ✓ Financial Assistance.

Entertainment:

- Film shows, Concert Dances and other entertainments will be provided to recruits during their course of training with the Academy.

Fatigues:

- Fatigues will be conducted by ranks supervised by the Subordinate Officers.

Academic Support:

- The Guyana Police Force Academy provides academic support services to help students succeed in their studies. This may include tutoring programs, study groups, academic advising, and workshops on study skills, time management, and exam preparation.

Counselling and Mental Health Services:

- The Guyana Police Force Academy provides counselling services to support students' mental health and well-being. This may involve individual counselling sessions, group therapy, workshops on stress management and coping strategies, and referrals to external mental health professionals if needed. The Academy works in partnership with the Therapist Unit of the Guyana Police Force to provide such services. In addition, a therapist is permanently attached to the Academy and is primarily responsible for providing psychosocial evaluation and support to all students. This is completed on a monthly basis in Classroom 3.

Pastoral Support:

- The Guyana Police Force Academy provides advice, support and guidance to its students through the use of the Guyana Police Force “Force Chaplin”. The Force Chaplin conducts monthly visits to the Academy, providing encouraging words of motivation.
- Recruits will be expected to attend Divine Workshop on Friday’s morning or any other day as prescribed by the Force Training Officer;

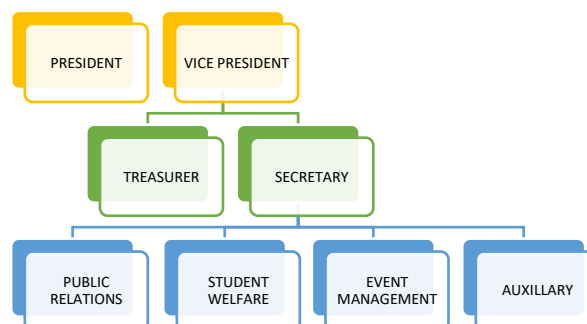
Disability Support:

- The Guyana Police Force Academy aims to have an inclusive approach and students with learning difficulties and disabilities may apply for any course in the College if they meet the specified entry requirements.

Student Committee:

- The Student Committee act as a representative body and liaise with other students, staff and the Training Board on matters of importance to students within the Academy. The objectives of establishing a student committee are as follows:
 - ➔ To make representation on behalf of each student.
 - ➔ To voice the concerns of students.
 - ➔ To unify the student body through social activities and community opportunities
 - ➔ To promote civic responsibility, leadership, scholarship and human relations within the student body.
 - ➔ To act as liaison to the Academy's administration when it becomes necessary for student issues to be addressed at this level.
 - ➔ To provide aid to the students, the school and the community.
 - ➔ To host school functions and events.
 - ➔ To sponsor a number of community service activities in a manner that brings the School and community closer together as a whole.
 - ➔ To create an atmosphere that promotes students' involvement in the council, different clubs and other activities.
 - ➔ To develop a healthy environment in the Academy by coordinating in Morning Assembly, during breaks, house meetings, PTMs and other school events.

Organization Structure



Health and Wellness Services:

- The Guyana Police Force Academy have a medical bay that provides a facility on campus that provides medical care and health services to students. The Academy also have an Occupation Health and Safety that provides surveillance of the OHS practices of the Academy and ensures strict adherence to OHS Standards. Students are also provided with life and health Insurance through the Academy. Given that the Academy is under the Guyana Police Force, students (recruits) are also provided with a salary less than that of a constable.

Student Anti-Discrimination, Harassment and Equality:

- The Guyana Police Force Academy aims to provide an environment where students and others are treated fairly and with respect, and are free from unlawful discrimination, harassment and vilification as detailed in the Sexual Harassment Policy.

Library Services:

- The Guyana Police Force Library serves as a Resource Centre for information, providing students, faculty, and staff access to academic resources. The library exists at two (2) physical library locations which come under the name of the **Ronald Weber Library** and will be open to recruits. **(Please see Library Policy)**
- The library will be open for the purpose of private study from 7:00 hours to 17:00 hours daily. Recruits using the library will ensure that they do not disturb other persons in the library. No reading materials will be removed from the library without the permission of the Librarian.
- The Guyana Police Force provides subscriptions to online research hubs such as Emerald and ScienceDirect for access to academic information in the form of journals, and case studies among others.
- Guyana Police Force through its MOA established with the University of Guyana on the 21st October 2021 provides for cases where a specific resource is not available in the Academy's library, interlibrary loan services are made available.

SICK/INJURY

- The following guidelines will be used for all related on/off campus sicknesses, injuries, illnesses, and emergency responses.
 - ➔ Sickness, illness, or injury, which may impede your active participation in the Academy, shall be reported to your Supervising Officer immediately or as soon as possible. It shall be the responsibility of the Campus Commandant to notify the Academy Director immediately after stabilizing any emergency or injury.
 - ➔ It will be the responsibility of the Force Training Officer to make any other notification after that point.
 - ➔ Any medication that causes impairment or altered state, such as pain medications, taken while you are a member of the Academy must be reported to the Academy Staff.
 - ➔ Instructors and students can use the telephone in the academy classroom or cell phone to request 911 emergency response (ambulance, police, or fire). In case of a medical emergency, arrangements can be made for transportation to Medical Facilities for treatment or further actions.

ACADEMIC WITHDRAWAL AND DISMISSAL

Termination of Enrollment:

- Students may have difficulty adapting to or maintaining the Force Academy's policies.
- Every effort is made to manage behaviour with proactive guidance that embraces service behaviour management, quality management policies, and procedures. The staff of the Police Force Academies works closely with family members and students to implement plans to correct unacceptable behaviour.

- If the student's behaviour remains destructive and harmful, the Force reserve the right to request the student withdrawal from service to ensure the safety of other students and staff.

Withdrawal from the Police Force Academy:

- Students who want to withdraw are required to submit a written letter to the Force Training Officer who shall then take the necessary actions;
- Students and any member who fails to adhere to any policy governing the Academy shall be given three warnings – on the fourth offence, he or she shall be asked to withdraw from the Academy.

Dismissal:

- Students who fail to satisfy the educational development requirements and who fail to attain the minimal academic requirements shall be dismissed from the institution.
- Students who are dismissed shall be informed of their dismissal through the Force Training Officer. The letter shall clearly outline the grounds for the dismissal.

Withdrawal for Training:

- Ranks desirous of leaving the Academy after starting their initial training may do so by submitting a statement, listing their reasons, to the Force Training Officer to be processed along with all relevant documents.
- The Force Training Officer shall submit a report along with the rank statement to the Second in Command of Administration for further action.

Withdrawal of Admission Offer:

- The Guyana Police Force reserves the right to withdraw an offer and cancel the enlistment of any applicant where an offer was made on the basis of incomplete or inaccurate information supplied by the applicant or a certifying authority.
- A rank may be expelled from the Police Force Academy at any time if found to have committed any infractions with the law.

Administrative withdrawal:

- In extraordinary circumstances, the Guyana Police Force Academy reserves the right to request or require a rank to withdraw from the Academy.
- In this event, if the rank declines to voluntarily withdraw, the Force may determine that it is in the best interest of the rank and/or of the Police Force Academy that the rank be administratively withdrawn.

Pregnancy:

- Female Recruits shall not get pregnant during training or within the first year of service. Should a female become pregnant during the mentioned period, her service will be terminated.

LEAVE AND PASS

- Pass shall take the following forms:
 - Short pass (Emergency)
 - Section pass (Weekend)

N.B. Defaulters shall not be permitted to go on pass.

- Trainees shall submit a written application by 12:00 hours on Thursday of every week to their Course Instructor who shall minute same to the Admin Officer with comments on the rank eligibility or his/her disagreement of the pass being granted. The Admin Officer shall decide on the way forward. In the absence of the Admin Officer, the rank deputized by the Commandant shall address the issue of pass.
- The hours for leaving the Unit when on pass shall be as follows:-

Monday to Friday	17:30 hours
Saturday	12:30 hours
Sundays and Holidays	07:30 hours

Weekends

Saturday	07:30 hours
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- Ranks on pass shall return by 23:30 hours

- Ranks going on leave or pass shall report their departure and return to the Diary Constable on duty. They shall give the Constable information as to where they shall be found. Should ranks leave that place it shall be their duty to inform some person of their new destination.

OFF-DUTY CONDUCT

- Trainees, while off duty, shall conduct themselves in such a manner so as not to discredit either this Academy, their departments or themselves.

HAZING OR BULLYING

- Hazing and bullying are considered serious offences and any recruit found guilty of being involved in the hazing or bullying of another recruit will be subject to immediate suspension, mandated counselling or dismissal. Hazing and bullying is any unauthorized assumption of authority by a cadet that causes another cadet to suffer any cruelty, indignity, or humiliation
- Leaders of character do not resort to demeaning and degrading acts or excessive physical punishment to conduct training or maintain standards within the corps.
- Under no circumstances can a Recruit authorize another Recruit to haze or bully a Recruit. No Recruit can request or give permission to be hazed.
- Any recruit who observes or suspects any type of hazing or bullying must take immediate action to stop the abuse and report it to the Supervising Officer. The Commandant or a member of his or her staff will be informed immediately of the activity. If a recruit fails to do so, he will be subject to disciplinary action up to and including dismissal.

HATE SPEECH

- Under no circumstance can a cadet use abusive, contemptuous or threatening speech or writing that expresses prejudice against a particular individual or group, especially on the basis of race, religion or sexual orientation.

LEADERSHIP OPPORTUNITIES

Class Leader:

- The Class leaders will give assistance to the class instructor.
- He/she will be responsible for ensuring that his/her classroom is tidy and that electricity is not wasted.
- He\She will report to the class instructor each day after the last session to receive instructions for the following day.
- He \She will ensure that his or her class is in the correct place at the right time for each period. For the practical test, the whole class must be dressed in a uniform manner. Pocket books etc. will be carried.
- Where there is a lecturer for the whole school, he\she will ensure that all members of his\her class are seated in the classroom in order of seniority (seniors in front) in good time. He should then be ready to inform the instructor-in-charge whether or not all members of his/her class are present.
- He\She will ensure that the blackboard is clean and prepared for the following period.
- His\Her personal appearance and behaviour should at all times be an example to his colleagues, and any matter concerning his or her class should be reported to the class instructor, who will at times assist him\her in his duties.
- He\She will report absentees to the class instructors and reasons for their absence from class.

Dormitories Captain:

Dormitory Captain will be appointed from among trainees occupying dormitories at the Guyana Police Force Academy, in accordance with the standing orders of the Academy.

They will be appointed by the Subordinate Officer under whose responsibility the dormitories fall and will perform duties on a weekly basis.

The duty of the dormitories captain will be:

- Ensuring that the dormitories he\she occupies is properly cleaned and prepared for daily and weekly inspections (Monday to Friday, 07:00 hours to 17:30 hours)

- He\She will ensure that trainees in his\her dormitory attend the meals and all other parades on time.
- He\She will bring to the attention of the Subordinate Officer in Charge of his\her dormitory of misconduct pertaining to the cleanliness and the upkeep of the dormitory.
- He\She will make sure that all the electric lights are turned off in his\her dormitory at the prescribed time (22:00hrs) at night and at the same time report promptly any damage or fault to the building or any installation, etc. therein to the first available Subordinate Officer or Inspector.

POSTAL ARRANGEMENTS

- Incoming letters will be placed in the letter racks and will be collected therefrom. Ordinary outgoing letters will be posted in the letterbox situated under the letter rack.

CRITICAL INCIDENT

- The Academy classified critical incidents as any unplanned and unexpected event that poses a significant threat to the safety and well-being of personnel, trainees, or others during training activities. This includes but is not limited to accidents, injuries, medical emergencies, use of force incidents, and other high-risk situations.

Immediate Response

In the event of a critical incident, the Supervising Officer present will assume the role of the Incident Commander (IC). The IC is responsible for immediately securing the scene, ensuring the safety of all individuals' involved, and rendering aid when necessary. The IC will request medical assistance for injured parties if required and ensure that the scene is stabilized.

Medical Response

The academy will maintain a first aid kit on-site. All campus personnel will receive training in basic first aid and CPR. Trained medical personnel, if available, will provide immediate

medical assistance to injured parties.

WEAPONS

- No weapon will be carried onto school property except upon the direct order of an instructor. The term weapon includes: firearms, shotguns, blackjacks, night sticks, chemical mace/OC pepper spray, stun guns or any other device which may cause bodily harm or injury to another person.

SOCIAL MEDIA

- The posting of a photo, video, audio or other electronic communication which would subject a Recruit, GPF Academy, Guyana Police Force or any academy staff or instructor to public ridicule or otherwise potentially damage the good reputation of any person or entity described above is prohibited.

OCCUPATION HEALTH AND SAFETY (OHS)

Emergency Response:

- Emergency response procedures will be established, communicated, and practiced regularly. Emergency drills will be conducted to prepare for fire, medical emergencies, and other critical situations.

Incident Reporting and Investigation:

- All incidents, accidents, and near misses must be reported immediately. Investigations will determine root causes and corrective actions.

Health Promotion:

- Programs promoting physical and mental health will be encouraged among staff and trainees.

OHS Training:

- Recruits will benefit from Basic OHS Training and will be responsible for fostering a culture that promotes OHS at their respective campuses.

EMERGENCIES AND FIRES

Emergencies:

In the event of an emergency, the alarm will be given by a series of SINGLE strokes on the gong in quick succession. All ranks will immediately fall in the compound and await further orders.

Fire:

In the event of a Fire, the alarm will be given by a series of double strokes on the gong in quick succession. All recruits will immediately take actions as prescribed in the Emergency Evacuation Procedure.

Fire Drills:

- Regular fire drills should be conducted periodically.

Fire Training:

- Recruits should receive comprehensive FIRE SAFETY TRAINING, which includes information on fire prevention, fire extinguisher use, evacuation procedures, and the location of emergency exits and fire alarms within the academy.

INFORMATION SECURITY

Information Classification and Handling:

- Sensitive information will be classified into categories based on its sensitivity and confidentiality level. Access to sensitive information will be granted on a need-to-know basis.

Access Control:

- Access to information systems and data will be controlled and restricted using appropriate authentication and authorization mechanisms.

Data Protection:

- Data encryption and other appropriate security measures will be implemented to protect sensitive data in transit and at rest.