



# STAFF HANDBOOK

**Guyana Police Force Academy**

**Guyana Police Force**

Police Headquarters  
Eve Leary, Kingston

## TABLE OF CONTENTS

CORE VALUES .....	3
CODE OF CONDUCT .....	3
UNACCEPTABLE CONDUCT .....	4
DISCIPLINE.....	5
CHAIN OF COMMAND .....	5
REGISTRY .....	6
NIGHT DUTY .....	7
DAY DUTY .....	9
ADMINISTRATIVE DUTIES .....	10
ETHICS AND PROFESSIONALISM.....	12
MENTORSHIP .....	12
EQUAL EMPLOYMENT OPPORTUNITY .....	12
HARASSMENT AND DISCRIMINATION.....	13
SAFETY AND SECURITY .....	13
OFFICIAL COMMUNICATION.....	14
DRESS CODE / PERSONAL APPEARANCE .....	14
SAFE AND DRUG-FREE ENVIRONMENT .....	14
INSPECTION .....	15
JOB DESCRIPTIONS .....	15

## CORE VALUES

---

The staff of the Guyana Police Force Academy are dedicated to the following Core Values:

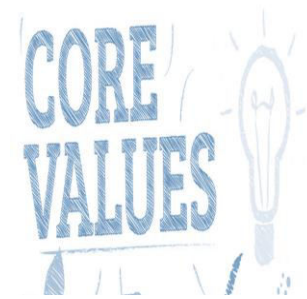
**Integrity:** We will act honestly and adhere to the highest moral and ethical principles. We will not engage in deceit, fraud, or any conduct that compromises our integrity.

**Professionalism:** We will maintain a professional demeanour in all interactions, showing respect for our colleagues, students, and the public we serve.

**Accountability:** We will take responsibility for our actions and decisions, understanding that our conduct reflects on the academy and law enforcement.

**Respect:** We will treat all individuals with respect, regardless of their background, beliefs, or status. We will promote a culture of inclusivity and diversity.

**Excellence:** We will strive for excellence in our work, continuously improving our knowledge and skills to provide the best possible training for our students.



## CODE OF CONDUCT

---

The **STAFF OF THE ACADEMY** are required to adhere to the following:

**Maintain Emotional Intelligence:** Restrict themselves from the use of indecent language especially towards recruits;

**Adhere to the Law:** Obey all local, state, and federal laws and regulations, both on and off duty.

**Maintain Confidentiality:** Respect and protect sensitive information and maintain

the confidentiality of all matters relating to the academy, its staff, and students.

**Treat All Individuals Fairly:** Treat all individuals with dignity and fairness, and refrain from discrimination or harassment based on race, gender, religion, sexual orientation, age, or any other characteristic.

**Exercise Restraint and Discretion:** Use force only when necessary and in accordance with established policies and

procedures. Display sound judgment and restraint in all actions.

**Avoid Conflicts of Interest:** Refrain from activities or relationships that could create a conflict of interest or compromise our professional responsibilities.

**Maintain Professional Relationships:** Maintain professional boundaries in relationships with students and colleagues, avoiding any form of favouritism, exploitation, or harassment.

**Report Misconduct:** Promptly report any misconduct or unethical behaviour by staff, students, or visitors to the appropriate authority within the academy.

**Dress and Appearance:** Comply with the academy's dress code and maintain a neat and professional appearance at all times.

**Communication:** Use respectful and courteous language in all communications. Avoid engaging in disrespectful or offensive speech or behaviour, especially on social media.

**Continuous Learning:** Engage in continuous learning and professional development to stay current with law enforcement practices and educational methodologies.

## UNACCEPTABLE CONDUCT

---

The following are considered as unacceptable conduct by Academy's Staff:

- ❖ Any type of inappropriate physical contact with a student or any other conduct that might be considered harassment – Prohibition of Harassment, Intimidation and Bullying and Sexual Harassment;
- ❖ Showing obscene materials to a student;
- ❖ Singling out a student or students for personal attention and friendship beyond the professional staff-student relationship;
- ❖ Socializing where students are consuming alcohol, drugs or tobacco;
- ❖ For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to refer the student to appropriate guidance/counselling staff;
- ❖ Sending students on personal errands unrelated to any educational purpose;

- ❖ Sharing obscene materials or vulgar jokes with students;
- ❖ Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- ❖ Addressing students or permitting students to address staff members with personalized terms of endearment, pet names, or otherwise in an overly familiar manner;
- ❖ Maintaining personal contact with a student outside of school by phone, email, WhatsApp, Messenger or Internet chat rooms, social networking Websites, or letters (beyond homework or other legitimate school work) without including the parent/guardian;
- ❖ Exchanging personal gifts, cards or letters with an individual student;
- ❖ Socializing or spending time with students (including but not limited to activities such as going out for beverages, meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events, except as participants in organized community activities; without the written consent of parents.
- ❖ Giving a student a ride alone or being alone in a vehicle in a non-emergency; and/or unnecessarily invading a student’s privacy (e.g., walking in on the student in the bathroom).

## DISCIPLINE

---

Violations by Staff may result in disciplinary actions, which can include counselling, retraining, suspension, or dismissal coherent to the Police Disciplinary Act Chapter 16:01. Staff members are encouraged to report violations and concerns to the Force Training Officer for further actions.

## CHAIN OF COMMAND

---

<b>Force Training Officer</b>	Responsible for the overall administration, leadership, and strategic direction of the academy.
<b>Deputy Force Training Officer</b>	Responsible for assisting the Force Training Officer in overseeing academy operations. He or she has specific areas of responsibility, such as curriculum development, budget management, or student affairs.
<b>Campus Commandants</b>	Responsible for coordinating and managing the day-to-day training activities. They work closely with instructors,

	ensuring that the training programs run smoothly and efficiently.
<b>Heads of School</b>	Responsible for coordinating and managing the day-to-day training activities related to their respective schools.
<b>Training Instructors</b>	Responsible for delivering the training curriculum to academy recruits and staff members.
<b>Academy Administrative Staff</b>	Responsible for handling the academy's administrative functions, including admissions, records, scheduling, and facility management.
<b>Academy Counselor</b>	Responsible for providing support and guidance to recruits and staff members, helping them with personal and professional challenges that may arise during training.
<b>Medical Staff</b>	Responsible for addressing the health and medical needs of academy recruits and staff.

## REGISTRY

---

The Subordinate Officer of the Registry must ensure the following:

- ❖ The campus is always in stock of stationery, detergents and toiletries.
- ❖ That action is taken in cases of sick leave or message received.
- ❖ This disciplinary action is taken against any trainee or staff who is late or absent from duty. A diary entry must be the first line of action.
- ❖ All rooms and offices are properly labelled around the Academy Campus.

**Note: These guidelines are expected to help you in the efficient and effective discharge of your duties. Any breach of these instructions will be dealt with condignly.**

### **Specimen**

#### **Late for Duty Entry**

S/O Report (Specimen)

10:00 hrs. Sgt. 20564 Thompson reported that Const. 25694 Duncan who is rostered to perform duty on (today's date) from 08:00 hrs. to 20:00 hrs. has not reported for the said duty. Checks were made in the toilet area, admin block and around the compound but he was not seen. Hence, his whereabouts is unknown. (Sign name in the next line and date in the other).

**Note: This entry will be replicated during the day until about one (1) or two (2) Hours before the shift has ended we can justify that he/she is absent.**

### **Absent from Duty Entry**

S/O Report (Specimen)

15:00 hrs. Sgt. 12564 Thompson reported that Const. 25694 Duncan who is rostered to perform duty on (today's date) from 08:00 hrs. to 20:00 hrs. is absent from the said duty. Checks were made in the toilet area, admin block and around the compound but he was not seen. Hence, his whereabouts are unknown (sign name in the next line and date in the other).

## **NIGHT DUTY**

---

All Subordinate Officers performing duty at night at the Academy Campus are responsible for managing the Academy and to ensure the following:

- ❖ All locations in which the Academy has the responsibility to provide sentry are adequately manned throughout your tour of duty.
- ❖ That trainees fall in for Guard Parades fifteen (15) minutes before the hour (18:45 hrs, 21:45 hrs and 01:45 hrs).
- ❖ All ranks on duty must be clean and tidy at all times in compliance with Standing Order 12 Paragraphs 2, 3 and 6.
- ❖ Checks are made to ensure that Trainees performing night duty do not have a cell phone in their possession. If they do, take possession of the same until the end of their tour of duty.
- ❖ The trainees are brief about their roles and responsibilities while on duty.

### **Specimen of Briefing**

- You are required to perform four (4) hours of standing duty.
- You are to remain alert and observant on your post during your tour of duty.
- You must be armed with your baton and fully dressed in uniform at all times while on duty.
- In cases when emergency help is needed sound your whistle as loud as possible and help will come to you.

- ❖ All gates are locked at 19:00 hrs. every night (East, West and South Gates).
- ❖ That night S/O visit all sentries on duty every hour and an entry is made in the Academy and OTC station diary.
- ❖ Ensure the compound sentry visits all sentries in the Academy compound every half hour.
- ❖ The Guyana National Flag and the Guyana Police Force Flag are hoisted at 06:00 hrs. daily.
- ❖ Ensure that disciplinary action is taken against trainees or staff who are late or absent from any duty. A diary entry must be the first line of action.

### **Specimen**

#### **Late for Duty Entry**

##### **Specimen for the S/O**

10:00 hrs. Sgt. 12564 Thompson reported that Const. 25694 Duncan who is rostered to perform duty on (today's date) from 08:00 hrs. to 20:00 hrs. has not reported for the said duty. Checks were made in the toilet area, admin block and around the compound but he was not seen. Hence, his/her whereabouts are unknown (sign name in the next line and date in the other).

**Note: This entry will be replicated during the day until about one (1) or two (2) hours when we can justify that he/she is absent.**

#### **Absent from Duty Entry**

##### **S/O Report (Specimen)**

10:00 hrs. Sgt. 12564 Thompson reported that Const. 25694 Duncan who is rostered to perform duty on (today's date) from 08:00 hrs. to 20:00 hrs. is absent from the said duty. Checks were made in the toilet area, admin block and around the compound but he was not seen. Hence, his/her whereabouts are unknown (sign name in the next line and date in the other).



- ❖ Ensure muster parades are held in the Academy and entries are made in the station diary (weekdays twice before 00:00 hrs. and make manual checks in the barracks twice after 00:00 hrs.) weekends anytime you choose. In cases of absence make relevant entries.
- ❖ Ensure that all trainees are awakened and fall in for PT at 04:30 hrs.
- ❖ Ensure that fatigues are done every morning. Fatigue areas are:
  - Barracks
  - Garbage Area in front of the Mess
  - Behind the Western Barracks
  - Auditorium
  - Classrooms
  - Mess Hall
  - Waiting Area
  - Compound
- ❖ Ensure that the enquiries office is clean and tidy at all times and all books are properly drawn, written up, papered and presentable for inspection.

**Note: These guidelines are expected to help you in the efficient and effective discharge of your duties. Any breach of these instructions will be dealt with condignly.**

## DAY DUTY

---

All subordinate officers performing duty by day at the Academy Campus are responsible for managing the Academy and to ensure the following:

- ❖ The Guyana National Flag and the Guyana Police Force Flag are lowered at 08:00 hrs. daily.
- ❖ Trainee's cellular phones must be lodged in the morning period before the commencement of their formal training and returned to them after the completion of the said training daily.
- ❖ All trainees must double when they are traversing from one place to another within the campus compound.

- ❖ The duty board for ranks performing duty by night is completed by 12:00 hrs. daily and submitted to the Admin Sergeant.
- ❖ All trainees performing duty by night are informed of their duty by 13:00 hrs. on parade.
- ❖ Disciplinary action is taken against any trainee or staff who is late or absent from duty. A diary entry must be the first line of action.

### **Specimen**

#### **Late for Duty Entry**

##### **Specimen for S/O Report**

10:00 hrs. Sgt. 12564 Thompson reported that Const. 25694 Duncan who is rostered to perform duty on (today's date) from 08:00 hrs. to 20:00 hrs. has not reported for the said duty. Checks were made in the toilet area, admin block and around the compound but he was not seen. Hence, his/her whereabouts are unknown (sign name in the next line and date in the other).

**Note: This entry will be replicated during the day until about one (1) or two (2) hours before the shift has ended when we can justify that he/she is absent.**

#### **Absent from Duty Entry**

##### **Specimen for the S/O Report**

10:00 hrs. Sgt. 12564 Thompson reported that Const. 25694 Duncan who is rostered to perform duty on (today's date) from 08:00 hrs. to 20:00 hrs. is absent from the said duty. Checks were made in the toilet area, admin block and around the compound but he was not seen. Hence, his/her whereabouts are unknown (sign name in the next line and date in the other).

- ❖ That muster parades are held in the Academy and entries are made in the station diary.
- ❖ Every meal in the mess is taken in an orderly manner, supervised and all trainees use a knife and fork.
- ❖ That the enquiries office is clean and tidy at all times and all books are properly drawn, written up, papered and presentable for daily inspection.
- ❖ That trainees keep the mess clean.

**Note: These guidelines are expected to help you in the efficient and effective discharge of your duties. Any breach of these instructions will be dealt with condignly.**

## **ADMINISTRATIVE DUTIES**

---

The Administrative Sergeant is responsible for the supervision of all ranks working day and night and to ensure that their areas of responsibility are kept. He or She is responsible for managing the Academy and to ensure the following:

- ❖ The day duty S/O prepares the duty board for ranks performing duty by night and that it is completed by 13:00 hrs. daily.
- ❖ Ensure that all trainees performing duty by night are informed of their duty by 13:00 hrs. on parade.
- ❖ All trainees ' phones are lodged for safekeeping before entering the classroom and returned to them at 16:00 hrs.
- ❖ All trainees double in the Academy compound from 036:00 hrs. to 18:00 hrs. daily and if they are found walking a penalty of fifteen (15) laps must be awarded as punishment.
- ❖ Disciplinary action is taken against any trainee or staff who is late or absent from duty. A diary entry must be the first line of action.

### **Specimens**

#### **Late for Duty Entry**

#### **Specimen for S/O Report**

10:00 hrs. Sgt. 12564 Thompson reported that Const. 25694 Duncan who is rostered to perform duty on (today's date) from 08:00 hrs. to 20:00 hrs. has not reported for the said duty. Checks were made in the toilet area, admin block and around the compound but he was not seen. Hence, his/her whereabouts are unknown (sign name in the next line and date in the other).

**Note: This entry will be replicated during the day until about one (1) or two (2) Hours before the shift has ended we can justify that he/she is absent.**

#### **Absent from Duty Entry**

#### **Specimen for the S/O Report**

10:00 hrs. Sgt. 12564 Thompson reported that Const. 25694 Duncan who is rostered to perform duty on (today's date) from 08:00 hrs. to 20:00 hrs. is absent from the said duty.

Checks were made in the toilet area, admin block and around the compound but he was not seen. Hence, his/her whereabouts are unknown (sign name

- ❖ That muster parades are held in the Academy and entries are made in the station diary (day and night).
- ❖ That a S/O supervises every meal in the mess and all trainees use knife and fork.
- ❖ That course coordinator adhere to classroom rules and the class starts and concludes on time (starts 09:00hrs. – 12:00hrs. and 13:00hrs. – 16:00hrs.)
- ❖ That all classrooms are properly manned by coordinator and is clean and tidy at all times.
- ❖ That all course reports to their respective classroom at respective timing daily.
- ❖ That the trainees are neatly dressed and fall in at 07:15hrs. daily.
- ❖ That the enquiries office is clean and tidy at all times and that all books are properly drawn, written up, papered and presentable for inspection.
- ❖ That trainees keep the mess hall clean.
- ❖ That barracks and compound are clean and tidy as per inspection standard.
- ❖ That the Academy and the Officer training Centre Compound must be weed regularly, clean and well maintained for inspection.

**Note: These guidelines are expected to help you in the efficient and effective discharge of your duties. Any breach of these instructions will be dealt with condignly.**

## **ETHICS AND PROFESSIONALISM**

---

- ❖ The Supervising Officer is responsible for instilling the values of ethics, integrity, and professionalism in recruits, emphasizing the importance of community policing and building positive relationships with the community.

## **MENTORSHIP**

---

- ❖ The Supervising Officer must serve as a mentor to recruits, offering guidance, support, and advice as recruits navigate their training and early career stages.

## EQUAL EMPLOYMENT OPPORTUNITY

---

- ❖ Guyana Police Force Academy must be committed to an environment which values human diversity and respect for all individuals. Therefore, all staff of the Academy have a shared responsibility to uphold the practices of its Equal Employment Opportunity Policy, as they will be held accountable for its implementation and enforcement.
- ❖ Staff must be committed to eliminating all forms of discrimination in both education and employment on the basis of race, colour, national origin, ethnic background, gender, sexual orientation, age, creed, religion, disability, marital status or any other protected status under applicable laws.

## HARASSMENT AND DISCRIMINATION

---

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**. Supervising Officers are responsible for:

- ❖ Implementing the zero-tolerance policy on sexual harassment;
- ❖ Setting a good example by their own behaviour;
- ❖ Ensuring that there is a proactive and supportive working environment;
- ❖ Making sure that staff know the standards of behaviour that are expected of them;
- ❖ Intervening to stop bullying and harassment; and
- ❖ Dealing promptly with any complaints of harassment or any incidents of harassment

All forms of harassment and discrimination are strictly prohibited at the Guyana Police Force Academy:

- ❖ **Sexual Harassment:** Unwanted sexual advances, requests for sexual favours, or other inappropriate conduct of a sexual nature.

- ❖ **Racial or Ethnic Harassment:** Offensive comments, slurs, or actions based on a person's race, colour, or ethnicity.
- ❖ **Age Harassment:** Negative actions or comments directed at someone due to their age.
- ❖ **Religious Harassment:** Derogatory comments or discriminatory treatment based on religious beliefs or practices.
- ❖ **Disability Harassment:** Mockery, insults, or exclusion of individuals with disabilities.

## SAFETY AND SECURITY

---

- ❖ The OHS Section must conduct regular drills and training for staff and recruits to ensure they know how to respond to emergencies.
- ❖ Commandants must ensure that sentries are posted at all entries and exist on campuses.
- ❖ Commandants must ensure access control policies are implemented at their respective campuses by staff, recruits, and visitors. This may involve issuing identification badges, verifying credentials, and monitoring entry points.

## OFFICIAL COMMUNICATION

---

- ❖ **E-mail:** Please check your work email once a day to ensure you stay updated.
- ❖ **WhatsApp:** Please be on WhatsApp so you don't miss any official information circulated in case of emergencies.
- ❖ **Daily Staff Update:** This is the main form of communication for aspects of school life and activities. This reduces the need to send lots of emails in the week at unexpected times. Commandants must report to the Force Training Officer daily via telephone, WhatsApp group or in person on all activities, issues, and concerns they may have as it relate to their respective campuses.
- ❖ **Workplans:** This must be a monthly work plan that outlines all routine events/topical events. All staff needs to ensure they adhere to the deadlines outlined in the plan and all subject heads and level monitors are responsible for ensuring staff do so.
- ❖ **Staff Meeting:** Commandants must hold fortnightly staff meetings.

## DRESS CODE / PERSONAL APPEARANCE

---

- ❖ Staff must adhere to the dress code of the Academy. Ranks who are Staff of the Academy must be attired and groomed according to their respective rank's uniform as prescribed by Standing Order #9 "Dress"

## SAFE AND DRUG-FREE ENVIRONMENT

---

- ❖ Reporting to work under the influence of alcohol, illegal chemical substances or drugs.
- ❖ Using, possessing, or transmitting alcohol, illegal chemical substances (including anabolic steroids) or drugs in any amount or in any manner on school property at any time. Any staff member convicted of the use, possession, or sale of illegal chemical substances or drugs will be subject to disciplinary action, including immediate termination coherent to the **Police Standing Orders** and the **Police (Disciplinary) Act Chapter 16:01**.
- ❖ Using the Academy's property or the staff member's position within the school to make or traffic alcohol, illegal chemical substances or drugs.
- ❖ Usage of tobacco products and delivery devices include, but are not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapour devices and vapour products, non-prescribed inhalers, nicotine delivery devices, or chemicals that are not approved to help people quit using tobacco, devices that produce the same flavour or physical effect of nicotine substances and any other smoking equipment device, material or innovation. Any use of such products and delivery devices by staff, students, visitors or community members will be prohibited on all campuses and facilities of GPF Academy. Possession by or distribution of tobacco products to minors is prohibited.

## INSPECTION

---

Inspections shall be conducted subsequent to morning Physical Training in the Academy break room. Particular attention shall be dedicated to:

- ❖ 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)

## JOB DESCRIPTIONS

---

---

FORCE TRAINING  
OFFICER

- Regularly liaising with existing staff to ascertain that job performance is consistent with job descriptions and related expectations.
- Facilitating the creation of an operational environment that is conducive to the realisation of operational efficiency.
- Drafting instructional manuals, materials, and other relevant documentation.
- Administering regular, detailed Force-wide needs assessments to identify skills deficits.
- Addressing skills deficits through tailored in-house training.
- Coordinating external training as the need arises.
- Monitoring staff performance by liaising with line managers and department heads.
- Upholding confidentiality, unless legally mandated to do otherwise.

COMMANDANT

- Regularly liaising with existing staff to ascertain that job performance is consistent with job descriptions and related expectations.
- Facilitating the creation of an operational environment that is conducive to the realisation of operational efficiency.
- Drafting recommendations for the production of instructional manuals, materials, and other relevant documentation by the Force Training Officer.
- Facilitating the execution of in-house skills development training.
- Assist with the identification of external training institutions to execute training programmes.
- Assist with the monitoring and control of staff performance and the general operations of the Academy.
- Upholding confidentiality, unless legally mandated to do otherwise

HEAD OF SCHOOL

- Liaising with existing staff members, managers, supervisors, and clients in order to achieve set goals.
  - Analysing, and offering suggestions on current operations.
  - Scheduling meetings and training sessions with staff and other stakeholders.
  - Assisting with recruitment, and training.
  - Establishing professional relationships with clients, staff, and
-



---

other stakeholders.

- Ensuring all health and safety, as well as Academy regulations are followed by staff at all times.
- Liaising with staff and organising teambuilding events.
- Conducting research, writing up reports, and presenting findings to staff and other stakeholders.
- Attending workshops, lectures, and training sessions wherever possible.

**COURSE  
COORDINATOR**

- Organise and conduct orientation meetings with instructors at the start of each academic year.
- Organise and conduct observation sessions of new faculty during their first year of employment at the Academy.
- Facilitate professional development sessions for instructors at least three times during a semester.
- Facilitate reviews of newly available information related to the course that is being coordinated.
- Facilitate the creation and maintenance of a library of new available course-related research information.
- Coordinate the mentoring of new course instructors.
- Coordinate all tasks that are associated with the holding of examinations.
- Hold regular meetings with all faculty who are involved in teaching the course, to ensure the maintenance of consistence in the quality of course delivery.
- Coordinate all activities that are associated with the execution of the course.
- To carry out routine course administration.
- To ensure that the course is delivered effectively.
- To plan and implement the design and development of the course syllabus and materials.
- To administer ongoing quality assurance.

**LIBERIANS**

- To have overall responsibility for the management of the Library of the Academy.
- To select, acquire, purchase, organise, advise on, and promote learning resources in all formats, in consultation with the management of the Academy and other teaching staff, which support the curriculum, learning, and teaching.

- 
- To index, catalogue and classify learning resources in a reliable library resource centre and develop and maintain accurate and reliable catalogue and lending systems.
  - To collaborate with teaching staff in the planning, development, delivery and evaluation of relevant learning and study skills programmes in the library resource centre.
  - To manage, develop and organise the Academy library resource centre to ensure access to an effective learning resource and information service which supports learning and teaching.
  - To assist in developing, implementing and maintaining a policy for the management and use of the library resource centre.
  - To contribute to the development and promotion of the use of relevant Information Communication Technology applications to support learning and teaching in the Academy.
  - To provide guidance, where appropriate, in the use of Information Communication Technology applications.

**SECRETARY – FORCE  
TRAINING OFFICER**

- Answer phone calls and either address queries or redirect them when necessary.
- Manage the daily, weekly, and monthly activities of the Force Training Officer, which include appointments and arranging of meetings.
- Prepare and disseminate all forms correspondence.
- File and update all information related to training.
- Support and facilitate the completion of reports.
- Develop and maintain a filing system.
- Make travel arrangements.
- Undertake occasional receptionist duties.

**SECRETARY –  
COMMANDANT**

- Answer phone calls and either address queries or redirect them when necessary.
  - Manage the daily, weekly, and monthly activities of the Commandant, which include appointments and arranging of meetings.
  - Prepare and disseminate all forms of correspondence.
  - File and update all information related to training.
  - Support and facilitate the completion of reports.
-

- 
- Develop and maintain a filing system.
  - Make travel arrangements.
  - Undertake occasional receptionist duties.

**GUIDANCE  
COUNSELLOR**

- Conducting individual and group counselling sessions to advise and assist students with academic and vocational development.
- Evaluating the attributes of students and assisting them in realising their academic and vocational objectives.
- Developing and implementing counselling strategies, and utilising contemporary methods of mentoring.
- Identifying behavioural problems and acting appropriately to remedy the situation.
- Paying attention to societal and cultural differences in addressing all student matters.
- Assessing the development of students and highlighting their sense of accomplishment.
- Executing constant evaluations, the analysis of results, and the provision of purposeful feedback.
- Developing and maintaining excellent rapport with parents, academic staff, and external partners.
- Engaging in the constant arrangement and scheduling of orientation programs and internships for students.

**QUALITY  
ASSURANCE OFFICER**

- Ensures the development and implementation of Quality Assurance policies and procedures that are suitable for the intended purpose and monitors the implementation and effectiveness of same.
- Coordinate and oversee the process for learner complaints, and academic impropriety, among others, and ensure correct processes are implemented in this regard.
- Act as desk reviewer for all programme validations and reviews.
- Manage the process of ensuring the accuracy of information received and the communication of same after the completion of the validation and review process.
- Ensure the Academic Systems Manager is notified of new programme validations or changes to validated programmes for setting up the programmes on the Student Management System.

- 
- Undertake an annual audit and reconciliation of active programmes.
  - Establish, monitor and maintain a central library of documentation.
  - Provide guidance in the development, implementation, monitoring and review of all Quality Assurance procedures.
  - Keep an accurate record of all approved Programme Schedules and dates on which they are due for their next review.
  - Assist with graduation and student registration.

**POLICE INSTRUCTOR**

- To demonstrate a high level of professionalism in teaching, creative thinking, speaking, and learning practices;
- To design, expand and develop training programmes based on the needs of the Force;
- To provide training materials on all subject areas to all Trainee/Officer in attendance;
- To have content knowledge and coordinate tutorial practice to meet the different needs of all Trainee/Officer;
- To monitor, evaluate and produce progress reports in key learning areas being taught;
- To highlight areas of weaknesses and strengths where they may arise and implement corrective measures;
- To help Trainee/Officer achieve the best possible grade in all subject areas being administered;
- To implement strategies to achieve targets related to Trainee/Officer learning outcomes;
- To supervise a range of activities and training programmes for Trainee/Officer;
- To correct inappropriate behavior of Trainee/Officer;
- To maintain daily records of attendance for all Trainee/Officers;
- To show empathy, respect, and understanding towards each Trainee/Officer at all times.

**DATA ENTRY CLERK**

- Maintains database by entering new and updated information.
  - Prepares source data for computer entry by compiling and sorting information.
  - Establishes entry priorities.
-

- Processes source documents by reviewing data for deficiencies.
- Resolves deficiencies by using standard procedures or returning incomplete documents to the Officer-in-Charge for resolution.
- Enters data by inputting alphabetic and numeric information on a keyboard or optical scanner according to screen format.
- Maintains data entry requirements by following data program techniques and procedures.
- Verify entered data by reviewing, correcting, deleting, or reentering data.
- Combines data from both systems when account information is incomplete.
- Purges files to eliminate duplication of data.
- Tests system changes and upgrades by inputting new data.
- Secures information by completing database backup.
- Maintains operations by following policies and procedures and reporting needed changes.
- Maintains confidence and protects operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.

#### CLERK/ TYPIST

- Produces and proofreads various documents including, but not limited to: reports, letters, correspondence, order forms, and presentations.
- Transcribes hand-written notes and voice recordings, as needed.
- Prepares documents for requested forms of delivery, which may include digital methods (e-mail, cloud upload) and physical methods (printing, copying, hand delivery, mail, etc.)
- Answers phones and greets clients as needed; routes calls to appropriate Department and/or takes and delivers messages.
- Maintain files and records as requested and according to departmental policies and procedures.
- May be required to complete specialized forms and labels.

## COMPOUND SENTRY

- Performs other related duties as assigned.
- Secure all entry points at the Police Academy
- Subject all personnel entering the Academy compound to physical security checks for prohibited items such as weapons, knives, lighters, etc.
- Enter the name, contact number and Identification card number of persons entering the compound into the Log Book.
- Direct all visitors entering the compound to the receptionist

---

: