



GUYANA POLICE FORCE ACADEMY

WITHDRAWAL POLICY

BACKGROUND

Assuming a pivotal role in molding the prospective law enforcement officers, the Guyana Police Force Academy recognizes the imperative of implementing thorough policies to govern diverse facets of the training process. Among these crucial policies is the withdrawal policy, delineating the conditions and procedures governing the potential separation of members from the Academy. This policy holds utmost significance in upholding discipline, upholding the highest standards of professionalism, and safeguarding the integrity of the Guyana Police Force, in accordance with local and international standards for Law Enforcement officers.

The need for a withdrawal policy arises from the diverse challenges and expectations associated with training members of the Academy. The Guyana Police Force Academy, like any reputable law enforcement training institution, recognizes the importance of identifying and addressing issues that may hinder the successful development of future police officers. These issues may range from academic struggles and behavioral concerns to physical fitness limitations. A withdrawal policy provides a structured framework to assess, manage, and resolve such challenges while maintaining the overall integrity of the recruitment process.

The establishment of a withdrawal policy for members at the Guyana Police Force Academy is a proactive step towards creating a disciplined, professional, and highly skilled law enforcement cadre. By addressing academic, behavioral, and physical challenges systematically, the academy aims to produce officers who embody the values of integrity,

accountability, and service to the community, ultimately contributing to the safety and security of Guyana.

OBJECTIVES

- **MAINTAINING DISCIPLINE AND PROFESSIONALISM**
 - A withdrawal policy sets clear expectations for members of the Academy regarding behavior, ethics, and professional conduct. It serves as a deterrent to misconduct and reinforces the values and standards upheld by the Guyana Police Force.

- **ENSURING ACADEMIC EXCELLENCE**
 - The Academy is committed to producing highly skilled and knowledgeable law enforcement officers. The withdrawal policy addresses academic challenges, ensuring that members meet the required standards in various subjects essential for effective policing.

- **PHYSICAL FITNESS AND WELLNESS**
 - Policing is physically demanding, and members must meet certain fitness standards. The withdrawal policy establishes criteria for physical fitness assessments and provides a mechanism for addressing concerns related to members' health and well-being.

- **ADDRESSING BEHAVIORAL CONCERNS**
 - The policy addresses behavioral issues that may arise during training, such as insubordination, lack of teamwork, or ethical violations. It outlines procedures for counseling, corrective action, and, if necessary, withdrawal from the program.

- **REVIEW AND CONTINUOUS IMPROVEMENT**

- The withdrawal policy facilitates a structured review process to evaluate its effectiveness periodically. This ensures that the policy remains relevant and adaptable to the evolving needs and challenges faced by the Guyana Police Force Academy.

POLICY STATEMENT

The Guyana Police Force Academy is steadfast in its commitment to maintaining the highest standards of professionalism, discipline, and excellence among its members. Central to this commitment is the institution's withdrawal policy, a comprehensive framework designed to address various challenges and ensure that members meet the stringent criteria required to serve in the esteemed Guyana Police Force.

KEY COMMITMENTS:

- **Fair and Transparent Process:** - The Academy aims to implement the withdrawal policy in a fair and transparent manner. Members are given clear guidelines, and the decision to withdraw someone is based on a thorough and unbiased assessment of their performance, conduct, and adherence to Academy standards. Members who are withdrawing from the Academy must provide a written report explaining their reason for withdrawal and participate in an exit interview with the Training Officer. After the withdrawing member submits their explanation and participates in the interview, the Training Officer will submit report to the Guyana Police Force Academy Training Board and the Executive Leadership Team. The Training Board and Executive Leadership Team will review the Training Officer's report and make the final decision on whether to approve the member's withdrawal from the Academy.
- **Regular Training and Orientation:** - To minimize the likelihood of withdrawals, the Academy invests in comprehensive training and orientation programs. Members are

equipped with the necessary skills, knowledge, and understanding of the expectations placed upon them, fostering an environment conducive to success.

- **Support and Guidance:** - Recognizing that challenges may arise during the rigorous training process; the Academy is committed to providing continuous support and guidance to members. Mentorship programs, counseling services, and academic assistance are available to address concerns and mitigate issues before they escalate.
- **Consistent Enforcement of Standards:** - The withdrawal policy is consistently enforced to uphold the highest standards set by the Guyana Police Force. Whether related to academic performance, physical fitness, or behavioral issues, the Academy ensures that every member is held to the same stringent standards, fostering a culture of accountability and excellence.
- **Review and Improvement:** - The Academy is committed to a continuous review of its withdrawal policy to identify areas for improvement. This commitment to ongoing evaluation ensures that the policy remains relevant, responsive to emerging challenges, and aligned with the evolving needs of law enforcement in Guyana.
- **Respect for Members' Well-being:** - The Academy acknowledges the physical and emotional toll of police training. The withdrawal policy is implemented with due consideration for the well-being of members, with a focus on fostering a supportive environment that encourages personal and professional growth.
- **Stakeholder Engagement:** - In its commitment to transparency and public trust, the Academy engages with stakeholders to communicate the importance of the withdrawal policy. This engagement fosters understanding and support for the measures taken to ensure the Guyana Police Force maintains the highest standards of service.

The Guyana Police Force Academy's unwavering commitment to its withdrawal policy is a testament to its dedication to producing exceptional law enforcement officers. By prioritizing fairness, support, and continuous improvement, the Academy aims to mold members who

embody the values of integrity, discipline, and service, contributing to the safety and security of Guyana.

SCOPE

Adherence to the following procedures and guidelines will contribute to the fair, transparent, and effective implementation of the withdrawal policy at the Guyana Police Force Academy, ensuring that members are held to the highest standards while being supported in their journey to become exemplary law enforcement officers.

- **CLEAR COMMUNICATION**
 - Clearly outline the expectations and standards for members in the academy.
 - Communicate the withdrawal policy at the beginning of the training program, ensuring members are aware of the consequences of non-compliance.

- **ACADEMIC PERFORMANCE**
 - Establish minimum academic standards for members and communicate with them clearly.
 - Implement regular academic assessments and provide support mechanisms for those struggling.
 - Set clear procedures for academic counseling and remediation before considering withdrawal.

- **BEHAVIORAL STANDARDS**
 - Define expected behavioral standards, emphasizing discipline, teamwork, and ethical conduct.
 - Establish a system for reporting and documenting behavioral issues.
 - Implement a progressive disciplinary approach, including counseling and corrective action before withdrawal is considered.

- **PHYSICAL FITNESS ASSESSMENTS**

- Set and communicate specific physical fitness standards that members must meet.
- Conduct regular physical fitness assessments, allowing for reasonable accommodation when necessary.
- Provide additional training and support for members facing challenges in meeting fitness standards.

- **HEALTH AND WELLNESS**

- Establish procedures for monitoring and addressing the health and wellness of members of the Academy.
- Implement regular health check-ups and provide appropriate medical support.
- Consider medical assessments and accommodation before deciding on withdrawal due to health-related issues.

- **COUNSELING AND MENTORSHIP**

- Develop a robust counseling system to address personal and professional challenges.
- Assign mentors to recruits to provide guidance and support.
- Encourage an open-door policy for members to discuss concerns with academy staff.

- **APPEALS PROCESS**

- Establish a fair and transparent appeals process for members facing withdrawal.

- Members of the Academy withdrawing must submit a report explaining their reason for withdrawal.
- Members must participate in an exit interview with the Force's Training Officer.
- A report will be submitted to the Guyana Police Force Training Board.
- A report will also be submitted to the Executive Leadership Team.
- The Training Board and Executive Leadership Team must give final approval for the withdrawal.

- **CONTINUOUS MONITORING AND EVALUATION**

- Implement regular reviews of the withdrawal policy to identify areas for improvement.
- Monitor the effectiveness of the policy in achieving its objectives.
- Solicit feedback from members, staff, and stakeholders to inform policy enhancements.

- **DOCUMENTATION AND RECORD-KEEPING**

- Maintain comprehensive records of each member's performance, assessments, and any interventions.
- Document all counseling sessions, disciplinary actions, and appeals processes.
- Ensure that records are secure and accessible only to authorized personnel.

- **STAKEHOLDER ENGAGEMENT**

- Engage with the stakeholders to promote understanding of the withdrawal policy.
- Foster partnerships with local organizations to provide additional support for members of the Academy.
- Communicate regularly with families to keep them informed of the progress and challenges faced by members of the Academy.

- **TRAINING BOARD**
 - Establish a Training Board consisting of senior academy staff to assess withdrawal cases.
 - Ensure the Training Board includes members from different disciplines to provide a comprehensive evaluation.
 - Document the rationale behind each withdrawal decision made by the Training Board.

- **TRAINING FOR STAFF**
 - Provide ongoing training for Academy staff on the withdrawal policy and its implementation.
 - Train staff in conflict resolution, effective counseling techniques, and culturally sensitive communication.
 - Foster a culture among staff that emphasizes the importance of fair and supportive treatment of members of the Academy.

COMPLIANCE AND ENFORCEMENT

The Guyana Police Force Academy is overseen by the Force Training Officer, Commandant, and Training Inspectors/Supervisors. Instructors are responsible for maintaining the correct instructor-to-student ratio in their classes and exercises. The Police Commissioner and senior administrators are responsible for ensuring the Force adheres to training standards, which may involve allocating resources for staffing and facilities.

REPORTING AND COMMUNICATION

The Academy Commandant is responsible for communicating training regulations, including instructor-to-student ratios, to all personnel and stakeholders. Training Coordinators ensure proper student enrollment and report non-compliance. Instructors inform students about the appropriate ratio for their program and report any concerns. Training Inspectors/Supervisors verify compliance during training sessions and communicate discrepancies. The force

Training Officer will communicate policy updates or clarifications regarding training regulations through official channels.

EFFECTIVE DATE

This policy came into effect on September 26, 2023.

REVIEW PERIOD

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.

REVISION DATE

Revised in January 2024.

APPROVAL OF POLICY

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