



An Garda Síochána

Policy Document

Roster and Duty Management System

Effective Date	<i>19th February 2020</i>
Version No.	<i>1.0</i>
Approved by	<i>Garda Executive</i>
Introduced by	<i>HQ Directive 009 / 2020</i>
Policy Owner	<i>Executive Director, Human Resources and People Development</i>

Purpose

The complexity of modern day policing combined with advances in technology and process development requires the use of a robust systematic approach to duty planning and deployment of all resources to meet policing demands

The purpose of this policy is to set out the approach of An Garda Síochána to duty planning and deployment and to make the most effective use of its personnel through the implementation of a Roster and Duty Management System (RDMS).

Scope

This document and all associated documentation applies to all members of An Garda Síochána and Garda Staff. It also applies to Police Officers from the Police Service of Northern Ireland (PSNI) seconded to An Garda Síochána in accordance with chapter 53, Garda Síochána Act 2005.

Policy Statement

The primary rationale for the Roster and Duty Management System is to effectively manage the planned duties and allocation of Garda personnel to meet the demand for such policing services.

This approach supports An Garda Síochána in the achievement of its strategic objectives, in ensuring good governance and effective management.

RDMS will aim to:

- Govern the implementation of duty planning
- Govern the recording of time and attendance in respect of all Garda personnel.
- Provide the mechanism for governance and accountability regarding resource allocation and time and attendance
- Provide a tool to monitor and manage compliance with the Westmanstown Roster Working Time Agreement.

There will be an incremental rollout of RDMS to each Division, Bureau, Unit and Section within An Garda Síochána, during which time there will be a parallel operating environment with some personnel operating in the current practice and others implementing the new RDMS system where it is located.

Executive Director Human Resources and People Development is responsible for and will ensure implementation and compliance with RDMS Policy and its related Procedure document.

The Policy Owner may delegate certain functions to the RDMS Administrator.

Related Documents

1. Roster and Duty Management System - Procedure Document

Cancelled Documents

1. HQ Directive No: 003(L)2018 - Roster and Duty Management System



Legal and Human Rights Screening

This policy and its' supporting documentation have been reviewed from a legal and human rights perspective and screened in terms of the respective obligations placed on An Garda Síochána for the subject area concerned.

Ethical Standards and Commitments

Every person working in An Garda Síochána must observe and adhere to the standards and commitments set out in the Code of Ethics for An Garda Síochána and uphold and promote this Code throughout the organisation.

Data Protection

All Garda Personnel will process personal data for specified purposes only and within a clearly defined lawful basis under the General Data Protection Regulation ((EU) 2016/679) and Data Protection Acts 1988/2018. All necessary measures will be put in place to ensure the personal data is kept safe and secure and only authorised personnel shall have access to personal data. Only relevant personal data will be processed, and will not be retained for longer than is necessary. All personnel are required to ensure that individual's data protection rights are adhered to and to identify and mitigate against any suspected data breaches.

Compliance

Compliance with this Policy and related procedure document is mandatory for all Garda personnel.

Policy & Procedure Review

This policy and related procedure document will be reviewed prior to each phased rollout of the Roster and Duty Management System and when full rollout has been achieved the documents will be reviewed every three years thereafter.

Disclaimer

This document is not intended to, nor does it represent legal advice to be relied upon in respect of the subject matter contained herein. This document should not be used as a substitute for professional legal advice.

