



An Garda Síochána

Policy Document

Development, Implementation, Monitoring and Review of Policy

Effective Date	<i>22nd June 2018</i>
Version No.	<i>1.0</i>
Approved by	<i>Garda Executive</i>
Introduced by	<i>HQ Directive 036/2018</i>
Policy Owner	<i>Assistant Commissioner, Governance and Accountability</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 the development, implementation, monitoring and review of Policy¹ within An Garda Síochána.

This Policy defines the approach by which An Garda Síochána develops, implements, monitors and reviews its Policies and associated documents. This will aim to:

- Provide a functional, transparent and co-ordinated approach to the Policy Development Cycle
- Ensure that Policies are consistent with the vision, mission, values, ethics and overall strategic objectives of the organisation
- Deliver consistency and standardisation of Policies throughout the organisation
- Ensure that all Policies are appropriately approved and issued to the organisation
- Ensure that the most recent versions of Policies and associated documents are accessible
- Provide ease of access to An Garda Síochána's Policies, both internally and externally
- Promote best practice and risk mitigation across the organisation
- Ensure all Policies are legal and human rights screened

Scope

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

Policy Statement

All Policy in An Garda Síochána shall be:

- Developed and drafted in accordance with this 'Policy and the supporting Procedure for the Development, Implementation, Monitoring and Review of Policy'
- Completed in the approved format of the Policy and/or Procedure template
- Approved in accordance with this Policy and the supporting 'Procedure for the Development, Implementation, Monitoring and Review of Policy' document
- Reviewed and maintained in accordance with the review period set out in this Policy
- Clearly defined as a Policy and distinct from related documents such as Procedures, Processes, Protocols, Manuals and Guideline Notes/Documents

The principles and requirements set out in this Policy shall not apply to those Policies in existence prior to the approval of this Policy, until they are reviewed in accordance with the Policy Development Cycle.

Policy Development

An Garda Síochána's Policy will be developed in accordance with the principles and requirements set out in this Policy and the 'Procedures for the Development, Implementation, Monitoring and Review of Policy' document. All new or revised Policies will be legal and human rights screened.

Policy Format

All Policy and associated documents will be drafted in accordance with the format set out in the organisation's Policy and related templates. This will ensure a consistency of layout and corporate image for An Garda Síochána's Policy documents, which will be unrestricted public facing documents (except where otherwise stated) on both the Garda Website and Garda Portal.

¹ This Policy and associated procedure document, '[Procedure for the Development, Implementation, Monitoring and Review of Policy](#)', will apply, in terms of the development, implementation, monitoring and review, to the following Policy associated documents: procedures, processes, protocols, guidance material/notes, frameworks and any related material.

Policy Approval

All new and reviewed Policies will be considered by the Garda Executive for their approval. If approved by the Garda Executive, they shall be introduced by way of a HQ Directive.

Implementation

Implementation of Policies will be carried out in accordance with the requirements and principles set out in this Policy and in the 'Procedure for the Development, Implementation, Monitoring and Review of Policy' document. A key aspect of the implementation phase of any new or reviewed Policy is its effective communication. To ensure that all Policies are efficiently implemented, an implementation plan will accompany all Policies and associated documents on submission to the Garda Executive for approval.

Monitoring and Review

Policy documents will be continuously monitored by the Policy Owner (and other Senior Garda Management, as applicable) to ensure they remain effective and fit for purpose. The Policy documents will be reviewed after 12 months (new Policies) and every three years (existing Policies). A Policy Issues Log will be maintained by the Policy and Governance Coordination Unit to ensure feedback or highlighted risks and/or issues concerning a particular Policy area are recorded and forwarded to the Policy Owner for whatever action he/she deems necessary.

Categorisation of Policy Documents

An Garda Síochána has adopted a Policy Document Hierarchy, as set out in the 'Procedure for the Development, Implementation, Monitoring and Review of Policy' document, to support its governance and operational requirements. It illustrates how Policy documents are categorised into a number of document types. The categorisation of a document will depend on the intended nature and purpose of the proposed document.

Separation of Policies from other documents/related material

Each Policy will be clearly designated as a Policy on its front page. Other associated documents which assist in the understanding or implementation of a Policy will not be included within the Policy. Such material will be referred to in the 'Related Documents' section of the Policy.

Compliance

Compliance with this Policy and accompanying Procedure Document is mandatory for all members of An Garda Síochána and civilian staff.

Related Documents

- 1) [Procedure for the Development, Implementation, Monitoring and Review of Policy](#) – sets out the stages which must be followed in the development, implementation, monitoring and review of a new or revised Policy.
- 2) Policy/Procedure Templates – set out the prescribed format that an associated document should conform to when it is being developed.

Legal & Human Rights Screened

This Policy has been legal and Human Rights screened in terms of the respective obligations placed on An Garda Síochána for the subject area concerned.

Ethical Standards & 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.



Policy Review

This Policy will be reviewed 12 months from its date of effect and every three years thereafter or as appropriate.

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.

