



# An Garda Síochána

## Policy Document

### Investigation Management System (IMS)

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| <b>Effective Date</b> | <i>03/November/2020</i>                                    |
| <b>Version No.</b>    | <i>1.0</i>   |
| <b>Approved by</b>    | <i>Garda Executive</i>                                     |
| <b>Introduced by</b>  | <i>HQ Directive 060/2020</i>                               |
| <b>Policy Owner</b>   | <i>Assistant Commissioner, Organised and Serious Crime</i> |

## Purpose

This Policy and associated procedure document will support the Investigation Management System (IMS), which is an electronic solution designed to regulate and support the administration and controlling of an investigation and specified operations conducted by An Garda Síochána arising from a PULSE incident.

The IMS will augment the management of all investigative assignments, allocation of roles and documentation relating to the conduct of an investigation and operation. The IMS will track a full history of the chain of events relating to an investigation or operation and information and evidence gathered in the course of the investigation or operation.

## Scope

This Policy document and associated document(s) apply to all personnel within An Garda Síochána. It also applies to members of the Police Service of Northern Ireland (PSNI) seconded to An Garda Síochána in accordance with section 53, Garda Síochána Act 2005.

## Policy Statement

The IMS is designed to facilitate a consistent and appropriate level of investigation in respect of all reported incidents of crime. The system will enhance the capacity of all personnel within An Garda Síochána to fulfil the statutory function, set out at section 7, Garda Síochána Act, 2005, (as amended), to provide policing and security services for the State with the objective of bringing criminals to justice, including by detecting and investigating crime, while also complying with other relevant legislative requirements and ethical responsibilities placed upon.

Relevant members of An Garda Síochána will ensure that all electronic data gathered in the course of an investigation is centrally and securely stored on IMS. The IMS will provide a standardised electronic file management system within the organisation.

### The Investigation Management System will:

- standardise the management of an investigations and operation from the reporting and recording of an incident on PULSE, to the conclusion of the related investigation;
- assist in allocating roles within an investigation or operation;
- assist in ensuring that all jobs arising from an incident are properly completed;
- track documentation generated pertaining to an investigation or operation;
- maintain a full history of the chain of events relating to an investigation or operation;
- provide a secure platform for the storage of electronic case files and any associated electronic file sharing;
- provide enhanced file search capabilities and
- provide a facility for full audit, inspection and review trails and version control of electronic case files.

## Compliance

Compliance with this Policy and accompanying associated document(s) is mandatory for all personnel within the Garda Síochána.

## Related Documents.

- Investigation Management System (IMS) Procedure Document.

## Legal & Human Rights Screening

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

All personnel within An Garda Síochána must observe, adhere to, uphold and promote the standards and commitments set out in the Code of Ethics for An Garda Síochána and uphold and promote the Code throughout the organisation.

## Policy & Procedure Review

This Policy and associated procedure document will be reviewed twelve (12) months from its date of effect and every three (3) years thereafter or as appropriate.

## Disclaimer

This document is not intended to and does not represent legal advice to be relied on by members of the public on the subject matter contained herein. This document should not be used as a substitute for independent professional legal advice.