



# An Garda Síochána

## Policy Document

### Property & Exhibits Management System Part 2 (PEMS2)

---

<b>Effective Date</b>	<i>27th November 2019</i>
<b>Version No.</b>	<i>1.0</i>
<b>Approved by</b>	<i>Garda Executive</i>
<b>Introduced by</b>	<i>HQ.060.2019</i>
<b>Policy Owner</b>	<i>Assistant Commissioner, Special Crime Operations</i>

## 1. Purpose

Property & Exhibits Management System Part 2 (PEMS2) introduction is part of the Modernisation and Renewal Programme and involves the implementation of a single PEMS2 throughout the organisation and the maintenance of an electronic chain of custody, through a PULSE generated unique reference number barcode label system.

The PEMS2 software is to be used by all members of An Garda Síochána and Garda staff for the management of all property, exhibits and pertinent vehicles (Objects) that come into the custody of An Garda Síochána. The system will do this by cataloguing and tracking the flow of property with the use of barcode scanner technology.

PEMS2 electronic system provides transparency, accuracy and greater efficiency in the management of property and exhibits within An Garda Síochána.

PEMS2 will provide the following benefits:

- Search capability and unique identification of all items with Unique Reference Number Barcode Label
- More efficient administration and record keeping regarding property, exhibits and pertinent vehicles
- Improved accountability and ability to track the location and status of property, exhibits and pertinent vehicles
- Improved storage, retrieval and faster turnover of property
- Reduced time to process exhibits in relation to investigations which will be achieved through automatic and integrated updating with PULSE
- Determine the chain of custody of exhibits
- More effective management information reports for property, exhibits and pertinent vehicles
- Minimise risk of loss/misplaced property
- Improved ability to retrieve and dispose of property with ability to flag destruction/disposal dates and will optimise the space available to property store managers
- Consistency and standardisation for processing of all property, exhibits and pertinent vehicles

## 2. Scope

This Policy and all associated documentation apply to 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 Section 53, Garda Síochána Act 2005.

### 1. Policy Statement

The PEMS2 will allow for the management of all property, exhibits and pertinent vehicles that come into the possession of An Garda Síochána, as well as maintaining a full electronic chain of custody for all exhibits associated with a PULSE Incident.

An Garda Síochána has an obligation to safeguard property and where appropriate restore it to the rightful owner. A right and duty is placed on An Garda Síochána to seize, retain, record and produce evidential material when lawfully requested.

All property and exhibit management within An Garda Síochána will comply with the legal requirements for the seizure, storage, retention and disposal of property. Property taken into the custody of An Garda Síochána will be retained for the minimum amount of time necessary in accordance with legal requirements. All records related to property, exhibits and pertinent vehicles taken into the possession and disposed of or returned by An Garda Síochána will be accurately recorded and maintained.

An Garda Síochána has a duty to ensure that all property coming into its custody is in accordance with law being particularly cognisant of the General Data Protection Regulation (GDPR), Data Protection Acts 1988/2018, the Code of Ethics for An Garda Síochána and Garda Policy particularly the PEMS2 procedure document.

PEMS 2 is leveraging technology that incorporates an integrated approach to providing accurate property inventory records within An Garda Síochána. An Garda Síochána will ensure that all property, exhibits & pertinent vehicles that come into the custody of the organisation are recorded as objects on PULSE and from there the lifecycle including a full chain of custody is managed and maintained through the PEMS2 software. The outcomes include the following:

- Tracking the chain of exhibits through from crime scene to evidentiary processing to court
- Providing information on the specific location and status of each item of property, exhibits and pertinent vehicles
- Generating automated reminders for property disposal once a case is completed

#### **4. Compliance**

Compliance with this Policy and accompanying associated document(s) is mandatory for all members of An Garda Síochána and Garda staff.

#### **5. Related Documents**

1. Property & Exhibits Management System Part 2 (PEMS2) Procedures Document
2. Property & Exhibits Management System Part 2 (PEMS2) Training Materials

#### **6. General Data Protection Regulation & Data Protection Acts 1988-2018**

Personal data shall only be processed for the purposes specified in this policy, and within a clearly defined lawful basis under the (EU) General Data Protection Regulation (GDPR) ((EU)2016/679) and the Data Protection Acts 1988/2018. All necessary measures will be put in place to ensure personal data is kept safe and secure. 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.

#### **7. 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.

#### **8. 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.

#### **9. Policy Review**

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

#### **10. 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.