

An Garda Síochána

Oifig Saorála Fáisnéise,
An Garda Síochána, Teach áth Luimnigh,
Lárionad Gnó Udáras Forbartha Tionscail,
Baile Sheáin, An Uaimh,
Contae na Mí.
C15 ND62



Freedom of Information Office,
An Garda Síochána, Athlumney House,
IDA Business Park,
Johnstown, Navan,
Co Meath.
C15 ND62

Teileafón/Tel: (046) 9036350



Láithreán Gréasain/Website:
www.garda.ie

Ríomh-phoist:/Email: foi@garda.ie

Re: Freedom of Information Request FOI-000417-2023 Request Granted

Dear

I refer to your request, dated and received on 29th November, 2023 which you have made under the Freedom of Information Act 2014 (FOI Act) for records held by An Garda Síochána.

Part 1(n) of Schedule 1 of the FOI Act states that An Garda Síochána is listed as a partially included agency "insofar as it relates to administrative records relating to human resources, or finance or procurement matters". Therefore, only administrative records that relate to human resources, finance or procurement shall be considered.

Your request sought:

I would be obliged if you can provide me with the procedure for reporting sick and unfit for duty in An Garda Síochána as per the Garda Síochána Code. I am unable to access it online

I wish to inform you that I have decided to grant your request on 5th December, 2023. The purpose of this letter is to explain my decision.

1. Findings, particulars and reasons for decision

Part 1(n) of Schedule 1 of the FOI Act states that An Garda Síochána is listed as a partially included agency "insofar as it relates to administrative records relating to human resources, or finance or procurement matters". Therefore, only administrative records that relate to human resources, finance or procurement shall be considered.

HR records refer to personal records of staff working within An Garda Síochána. They also relate to statistical information in respect of the organisation, e.g. sick leave, discipline, retirements, etc. Financial records relate to the financial expenditure of the organisation and

procurement records relate to the contracting of services and the tendering process associated with same.

I can advise that the procedure for reporting sick for duty is as follows:

Reporting Sick

- (1) A member when reporting non-effective will do so, or cause it to be so done, to a member of supervisory rank if such is available, otherwise the report will be to the Member-in-Charge of the Station/Section at the time. When a member reports non-effective, the cause of the illness shall be stated unless there is a genuine reason for not making known the complaint from which the member suffers, in which case the cause of the illness will be communicated directly to the Chief Medical Officer. The Member-in-Charge of the Station/Section will, if the report is received during office hours, immediately notify the District Officer/Superintendent. If the report is received outside office hours, the member will notify the Member-in-Charge of the District Headquarters Station or the Section as appropriate. Who will cause the message to be relayed to the District Office/Superintendent at the first available opportunity.

- (2) Members reporting non-effective who are attached to Stations not open on a "24 hour" basis will, if there is no member available at the Station to receive the illness report, cause the report to be made to the District Office/Superintendent or to the Member-in-Charge of the District Headquarters/Station/Section as appropriate. The Member-in-Charge will complete Form S 2 and forward it to the Superintendent. The original Form S 2 will be returned to the Member-in-Charge for rese and to update information about the member's illness or injury. The date the medical certificate expires or the date the member resumed duty should be noted on the form. When a member resumes duty, Form S 2 should be updated and forwarded by the Member-in-Charge to the Superintendent for processing.

2. Right of Appeal

In the event that you are not happy with this decision you may seek an Internal Review of the matter by writing to the address below and quoting reference number **FOI-000417-2023**.

Freedom of Information Office, An Garda Síochána, Athlumney House, IDA Business Park, Navan, Co. Meath, C15 ND62.

Please note that a fee applies. This fee has been set at €30 (€10 for a Medical Card holder). Payment should be made by way of bank draft, money order, postal order or personal cheque, and made payable to Accountant, Garda Finance Directorate, Garda Headquarters, Phoenix Park, Dublin 8.

Payment can be made by electronic means, using the following details:

Account Name: An Garda Síochána Imprest Account

Account Number: 30000302

Sort Code: 951599

IBAN: IE28DABA95159930000302

BIC: DABAIE2D

You must ensure that your FOI reference number FOI-000417-2023 is included in the payment details.

You should submit your request for an Internal Review within 4 weeks from the date of this notification. The review will involve a complete reconsideration of the matter by a more senior member of An Garda Síochána and the decision will be communicated to you within 3 weeks. The making of a late appeal may be permitted in appropriate circumstances.

Please be advised that An Garda Síochána replies under Freedom of Information may be released in to the public domain via our website at www.garda.ie

Personal details in respect of your request have, where applicable, been removed to protect confidentiality.

Should you have any questions or concerns regarding the above, please contact the FOI Office by telephone at (046) 9036350.

Yours sincerely,



ASSISTANT PRINCIPAL

PAUL BASSETT

FREEDOM OF INFORMATION OFFICER

5 DECEMBER, 2023.