

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-000431-2023 Request Part-Granted

Dear

I refer to your request, dated and received on 11th December, 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 am seeking something for Garda that in other organizations is sometimes called a "roster of forms." This is basically a document that lists all the forms used by a policing organization, along with metadata that varies from one agency to another.

I wish to inform you that I have decided to part-grant your request on 10th January 2024. The purpose of this letter is to explain my decision.

1. Findings, particulars and reasons for decision

Details of your request were provided to the relevant sections of An Garda Síochána where a search was carried out to identify the records sought in your request.

Part 1(n) of Schedule 1 of the FOI Act provides that An Garda Síochána is not a public body for the purposes of the FOI Act other than in relation to administrative records relating to human resources, or finance or procurement matters.

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.

Please see attached herewith a list of forms used by An Garda Síochána in respect of finance, procurement, and human resource matters. I am refusing the release of any other forms used by An Garda Síochána in accordance with Part 1(n) of Schedule 1 of the FOI Act as such forms fall outside the scope of the FOI Act insofar as it pertains to An Garda Síochána.

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-000431-2023**.

Freedom of Information Office, An Garda Síochána, Athlumney House, IDA Business Park, Navan, Co. Meath. C15 DR90

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-000431-2023) 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 me by telephone at (046) 9036350.

Yours sincerely,



ASSISTANT PRINCIPAL

PAUL BASSETT

FREEDOM OF INFORMATION OFFICER

16 JANUARY, 2024.

Finance & Procurement Forms

A17 Claims for Gardaí Employed on other than Police Duty
A61 Route Sheet
A69 Particulars of Accounts received and Services rendered
A8 Expense Claim Form
A80 Witness Expenses
A85 Garda Record of Duty and Overtime Claim Form
A85 Interim Core Roster Claim Form
Accommodation Statement
Application to Use Private Vehicle – Method of Computing Travel Expenses
B.2 Receipt for Rent of Accommodation
Battery Order Form
Bunzl Catalogue 2023
Bunzl Order Form Nov 2023
CD DVD and Mouse Mats Order Form 2014
Civilian Overtime Claim Form
Courts Compensation Form
Doctor Payments Scheme Form
Envelope Order Form 2014
FMS1 Payment Authorisation Form
FMS11 Authorising Officer Changes Notification
FMS2 Garda Travel and Subsistence Claim Form
FMS7 Form
Form A Application for Advance of Subsistence Allowance
FT3 Financial Sanction for Internal Air and All Foreign Travel
Garda T S Change EFT Bank Account Details
GR9 Garda Reserve Annual Allowance Claim Template
Interpreters Addendum to Custody Sheet
JM2 Application for Toner for Photocopier
Loss of Allowance – Injury on Duty Form 4.65
Loss of Allowance – Injury on Duty Form 4.65 Functional Area
Loss of allowances due to Course Attendance
MB10 Maternity Benefit Form
Member Deduction Statement
Notification to Internal Travel Bureau (ITB) – Amendment/Cancellation of State Witness Accommodation
Notification to Internal Travel Bureau (ITB) – Request for State Witness Accommodation
Overtime Approval Form
Overtime Approval Form – Non Divisional
Paper Order Form 2015
PK1 Claiming Temporary Allowance Form
Printing Consumables Order Form 2012
R85 Record of Duty Performed Reserve Gardaí
Redundant Furniture Removal Request Form
Refund of Educational Course Fees Application Form
Report and Checklist for Completion – Permanent Transfers
Retrospective Certification of Vouched Expenses
SB1 Stopping and Starting Allowance
SD1 Application for Disposal and Replacement of Sharps Containers

SIVRE DVD R Order Form
SM15 Furniture Order Form
Stamp Order Form
Stationery Catalogue 2017
Stationery Order Form
TS1 Civilian Travel and Subsistence Claim Form
TS9 Form Add New or Amend Existing Employee Details

HRM Forms

ADM3A Educational Qualifications Increment Application Form Degree Level
ADM3B Educational Qualifications Increment Application Form Leaving Certificate Level
Alternative Working Arrangement
Appendix B Bank Holiday Claims
Application Form Overseas Duty with UN-EU Garda
Application Form Overseas Duty with UN-EU Inspector
Application Form Overseas Duty with UN-EU Sergeant
ASC12 Application for Refund – Additional Superannuation Contributions
B33 Order of Appointment of Investigation Officer Under Regulation 8
B33A Garda Síochána Discipline Regulations 1989
B34 Garda Síochána Discipline Regulations 1989 – Sworn Inquiry – Witness Notification
B47 Application to Serve With The United Nations OSCE and EU on Overseas Duty
Bank Details Sworn Members
Carer's Leave Application Form
CIP Critical Illness Sick Leave Provisions
Confirmation of Public Sector Service
CP6 Spouses and Children's Pension Scheme
CPSA Review Form
CR1 Counselling Record Student Probationer Garda
D11 Notification of Marriage
D15 Sick Report
D19 Application for Transfer to Another Division
D27 Duty Detail
D5 Record of Absence from Duty
D6 Personal Record Sheet
D9 Leave Application Form
Deputy Commissioner Application Form and Self-Assessment Guide 2013
Educational Qualification Recognition of a Foreign Qualification
EPW Commendation Example Certificates
EPW1 Commendation for Excellent Police Work
EPW2 Commendation for Excellent Police Work Appeal
EPW3 Commendation for Excellent Police Work Report Sheet
ERB1 Dispute Resolution Form
Extra Attendance Claim Form
FM1 Force Majeure Leave
Garda Reserve Applicants Confidential Report
Garda Reserve Exit Interview Questionnaire Form
Garda Trainee Applicant Confidential Report Form 2014
GR1 Garda Reserve
GR6 Garda Reserve Certification of Completion of Training
GR8 Garda Reserve Record of Hepatitis Vaccinations
IA Continuation Sheet
IA1 Informal Resolution of Minor Breaches Regulation 10 Garda Síochána (Discipline) Regulations, 2007
IA11 Appointment of Deciding Officer Regulation 14 Garda Síochána (Discipline) Regulations, 2007
IA12 Notice of Interview Regulation 15 Garda Síochána (Discipline) Regulations, 2007
IA13 Report of Interview Regulation 18 Garda Síochána (Discipline) Regulations, 2007

IA14 Report of Appointing Officer to Member Concerned Regulation 19 Garda Síochána (Discipline) Regulations, 2007
IA15 Application for Review of Decision of Deciding/Designated Officer Regulation 19/45 Garda Síochána (Discipline) Regulations, 2007
IA16 Result of Review Regulation 20(5) Garda Síochána (Discipline) Regulations, 2007
IA17 Decision of Deciding Officer to Revoke Regulation 16 Regulation 16(5) Garda Síochána (Discipline) Regulations, 2007
IA18 Substitution of Deciding Officer Garda Síochána (Discipline) Regulations, 2007
IA19 Decision of Designated Officer Regulation 45 Garda Síochána (Discipline) Regulations, 2007
IA31 Appointment of Investigating Officer Regulation 23 Garda Síochána (Discipline) Regulations, 2007
IA32 Notice of Investigation Regulation 24 Garda Síochána (Discipline) Regulations, 2007
IA51 Notice of Appeal. Regulation 33 Garda Síochána (Discipline) Regulations 2007
IA71 Suspension of a Member of AGS From Duty
ICB1 Career Break Application Form
Inspector Application and Assessment Form 2013
Inspector Application and Assessment Form 2014
MN1 Unpaid Maternity Leave Notification
Notification of Formal Variations to Shifts
Occupational Health Service Referral
Parental Leave Job Sharing Roster
Parents Leave Application Form
Paternity Leave Application Form
Patten Exchange Evaluation Report PSNI2011
Patten Exchange Program Application Form Garda and Sergeant Ranks 2012
Patten Exchange Program Application Form Inspector Rank 2012
Pensions Declaration Form
PG4 Progress Report on Probationer Garda Week 60-92
PG4R Progress Report on Reserve Probationer Garda
PG5 Phase IV Module 1 Probationer Assessment Criteria Meeting
PG6 Phase IV Module 2 Probationer Assessment Criteria Meeting
PL1 Parental Leave Application Form
Record of Working Time Performed Outside of An Garda Síochána
Retired Members Reference
Return to Work Report – Appendix B of HQ-139-2010
S2 Sickness Absence Form
Sergeant Application Form and Assessment Form
Sickness Absence Contact/Visit – Appendix A of HQ-139-2010
Sponsored Course Application Form 2011/2012
SPSPS Refund of Member Pension Contributions
SR1 Sick Absence Report Form
TCO Request Form
VDU Eye Test Report Form