

# **COMPETITION FOR SELECTION OF GARDA RESERVE**



## **NOTES FOR APPLICANTS AND CONDITIONS OF SERVICE**

*WITH THE COMPLIMENTS  
OF THE  
COMMISSIONER, AN GARDA SÍOCHÁNA*

## **INTRODUCTION**

Organised Policing commenced in Ireland in 1822 with the foundation of the Irish Constabulary. The title Royal Irish Constabulary was applied in 1867. In 1922 the Royal Irish Constabulary was disbanded with the foundation of the Irish State. An Garda Síochána was formed in February 1922. The Dublin Metropolitan Police, which had been founded in 1836, was amalgamated with An Garda Síochána in 1925.

### **1. Structure & Organisation**

The Headquarters of An Garda Síochána is based in the Phoenix Park, Dublin 8. The general direction and control of An Garda Síochána is the responsibility of the Garda Commissioner who is appointed by the Government. The Commissioner is responsible to the Minister for Justice and Equality who in turn is accountable to the Government for the security and policing of the State. The Commissioner is assisted by two Deputy Commissioners and a Chief Administrative Officer. In addition, there are a number of Assistant Commissioners in command of Regions with others who have responsibility for critical portfolios such as Security and Intelligence, Special Crime Operations, Roads, Policing and Major Event Management, Governance and Accountability, Executive Support and Corporate Services, Community Engagement and Public Safety. There are also a number of civilian Executive Directors with responsibility for Human Resource and People Development, Finance & Services and Information & Communication Technology.

An Garda Síochána is a community based organisation with over 15,200 Garda and Civilian employees. It has police officers located in every county in Ireland, listening to, acting and working with the community.

The ranks in descending order from Assistant Commissioner are as follows:

Chief Superintendent  
Superintendent  
Inspector  
Sergeant  
Garda  
Reserve Garda

For operational effectiveness the organisation is structured on a regional basis, of which there are six. Each Region is sub-divided into Divisions, each commanded by a Chief Superintendent. Each Division is sub-divided into Districts with a Superintendent in charge.

### **2. Role Description and Duties of a Garda Reserve**

The Garda Reserve consists of voluntary unpaid members, drawn from the community to assist the existing Service. Garda Reserve members have limited Garda powers while on duty. They perform policing duties as determined by the Commissioner under the supervision of, and accompanied by, full time Gardaí. The role of the Garda Reserve is to provide local patrols and participate in crime prevention initiatives targeted at specific local problem areas. Reserve Gardaí will be involved in policing major incidents and events, and in providing other operational support to full time Gardaí. The mission of the Garda Reserve is to provide an efficient response and a quality service at all times and to enhance partnership between the An Garda Síochána and the local community.

## **Community Engagement & Public Safety**

Working with and being a part of the community is one of An Garda Síochána's biggest strengths. We want every Reserve member to make a connection with their local community, to develop an understanding of its needs and how we, with our strategic partners, can make it better. We will ensure that every Reserve member will treat all members of society with respect and that the engagement is helpful and meaningful. The duties of a Garda Reserve will include:

- Community/Neighbourhood Policing.
- Foot patrol, accompanied by a member of the full-time Garda service.
- Station duty, other than the care and custody of prisoners
- Station orderly
- Communications room duty, to include monitoring CCTV.
- Duty at the outer cordon of major events such as festivals and major sporting events.

## **Confronting Crime**

Crime prevention is the main priority of An Garda Síochána. Operations are currently focused on high visibility patrolling, targeting criminals and preventing crime from happening. The duties of a Garda Reserve will include:

- Static security duty.
- Giving evidence in court.
- Serving Summonses.

## **Roads Policing**

Working in conjunction with other agencies and the public, road deaths and serious collisions are a priority for An Garda Síochána. The priority in this area is to ensure Ireland has the safest roads possible. The duties of a Garda Reserve will include:

- Road Traffic checkpoint duties, accompanied by a full time member.
- Issue of FCPS notices where offenses are detected.
- Assisting in the event of accidents, fires and major emergencies.

## **Garda Reserve Members and recruitment to Garda Trainee**

The Garda Síochána (Admissions and Appointments) Regulations 2013 provide that special recognition maybe given to Reserve Members in the context of the selection process as they have undergone training in many of the skills required to be an effective full-time member of An Garda Síochána and have gained experience in operational policing.

### **3. Conditions for Entry to the Garda Reserve**

Members of the Garda Reserve will serve on a voluntary unpaid basis and not as employees.

Entry to the Garda Reserve is governed by the Garda Síochána (Reserve Members) Regulations, 2006. (click <http://www.irishstatutebook.ie/eli/2006/si/413/made/en/print>)

An overview of the eligibility criteria is outlined below, however, please refer to the Regulations for detailed requirements.

To be eligible for selection as a Garda Reserve, an applicant must:

- (i) Be of good character;
- (ii) For the purposes of paragraph (iii), supply to a registered medical practitioner nominated by the Garda Commissioner, a medical certificate, in such form as that practitioner may determine, detailing the person's medical history for the previous 5 years;
- (iii) Be certified by that registered medical practitioner to be in good health, of sound constitution and fitted physically and mentally to perform the duties of a Reserve member;
- (iv) Be 18 years of age but not yet 60 years of age when commencing the prescribed training;
- (v)
  - (a) Be a national of a European Union Member State, **or**
  - (b) Be a national of a European Economic Area State or the Swiss Confederation; **or**
  - (c) Be a Refugee under the Refugee Act, 1996; **or**
  - (d) Have had a period of one year's continuous residence in the State on the closing date of the advertisement for the competition for the vacancy to which the admission relates, and during the eight years immediately preceding that period, has had a total residence in the State amounting to four years;
  - (e) Has been granted subsidiary protection, or is a family member of such a person, in compliance with the Garda Síochána (Reserve Members) Regulations, 2006.
- (vi) Have before the date of application to be accepted as a Reserve trainee obtained:
  - (a) in the Irish Established Leaving Certificate Examination or Irish Leaving Certificate Vocational Programme:
    - (i) A grade not lower than B3 at Foundation Level or D3 at another level in Mathematics, and
    - (ii) A qualifying grade in two languages, one of which must be English or Irish, as follows :
      - Irish: a grade not lower than C3 at Foundation Level or D3 at another level,
      - English or another language: a grade not lower than D3 at Ordinary Level, and

(iii) A grade not lower than D3 at Ordinary Level, in not less than two other subjects.

*or*

(b) The Merit Grade in the Applied Leaving Certificate,

*or*

(c) Grades in at least five subjects (including mathematics and two languages at least one of which must be either Irish or English) in another examination of a kind that is, in the Minister's opinion, of a standard not lower than the standard of either of the examinations referred to above.

Among the qualifications, which are considered as acceptable alternatives to the Leaving Certificate Examination, are the following:

Matriculation of a recognised university;  
A General Certificate of Education (Advanced Level);  
NCEA / HETAC National Certificate;  
NCEA / HETAC National Diploma

Applicants with these qualifications must have the required standard in Mathematics, two languages, one of which must be English or Irish, and at least two other subjects.

A former member of An Garda Síochána who, on retirement, received an 'exemplary', 'very good' or 'good' discharge from the Garda Síochána is deemed to meet the requirements of paragraphs (i) and (v) and is exempt from meeting the requirements of paragraph (vi).

(vii) The Garda Commissioner may exempt a person from meeting the requirements of paragraph (vi) if satisfied that the person has personal attributes which otherwise render him or her suitable to be admitted as a Reserve trainee.

#### **4. Recruitment of Reserve trainees - restrictions on admission to training.**

(i) Notwithstanding that the requirements of Regulation 4 (Section 3 above) are met, a person may not be recruited for admission as a Reserve trainee if the person-

(a) holds a designated certificate, licence or permit, (which is issued by the District Court, Circuit Court, Garda Síochána or Revenue Commissioners and that involves gain to the holder, including any such certificate, licence or permit issued pursuant to – (i) the Licensing Acts 1833 to 2004, (ii) the Betting Acts 1931 and 1994, or (iii) any laws regulating places of public entertainment),

(b) is a member of the Defence Forces,

(c) is an officer of court,

(d) is an officer of the probation and welfare service,

(e) is a bailiff,

(f) is a prison officer,

(g) is a practising barrister or a practising solicitor,

(h) for reward or personal gain, manages or conducts, or assists in the management or conducting of, a concern or premises which is required by law to be operated under a licence, permit or certificate, the grant of which may be opposed by the Garda Síochána,

- (i) provides a security service within the meaning of the Private Security Services Act 2004,
  - (j) serves summonses as a spare time activity, or
  - (k) is employed in any occupation or holds any appointment or position which, in the opinion of the Garda Commissioner, may cause a conflict of interest with the proper discharge of the duties of a Reserve member.
- (ii) Notwithstanding any other provision of these Regulations, the Garda Commissioner may not recruit a person for admission as a Reserve trainee if it appears to the Commissioner that the person is generally unsuitable for such admission.

## 5. The Application Process

### Practical Matters

- The Public Appointments Service will manage the application process and the initial selection stages of the campaign on behalf of the Garda Commissioner.
- Applications should be made online to the Public Appointments Service through their website [www.publicjobs.ie](http://www.publicjobs.ie). It is recommended that applicants do not use a tablet / iPad or mobile device to apply.
- To apply, candidates must have a “User Account” on [www.publicjobs.ie](http://www.publicjobs.ie). If you have not already done so, you must register as a ‘*New User*’ to create your Profile (register a New Account).
- If you cannot remember your profile details from before, please do not create a second profile as this could invalidate your application.
- Persons who do not meet the conditions set out for this competition, should not apply, as it will put them to unnecessary trouble and expense.

## 6. How to Apply

- Candidates should not confuse registering (Creating a Profile) with submitting an application. Once you have created a Profile you must then access the application form, complete and submit it.
- Candidates must use **their own** valid email address. Email addresses from third parties will **not** be accepted and may invalidate your application. The Public Appointments Service will only communicate application information with the candidate and not with any third party.

## Username / Password issues

### ***Forgotten your username or password?***

If so, click on the following link:

<https://www.publicjobs.ie/candidateportal/home/forgottenDetails.do>

### ***How to contact Public Appointments Service?***

If you continue to have 'User Name' or 'Password' difficulties please email Public Appointments Service at [garda.reserve@publicjobs.ie](mailto:garda.reserve@publicjobs.ie) outlining your issue and giving your name and contact details, including a telephone number, where you can be reached.

Candidates should note that support will only be available during office hours until the closing date.

- ***Username and Password***  
It is important that you keep note of your username and password as you will need this information to access your Publicjobs Messageboard.
- Should you change your email address or mobile phone number in the course of this recruitment campaign, you should login to your publicjobs folder and update your profile as soon as possible. If it becomes necessary to send an email/text message notification to you, this will be sent to the email address/telephone number on your profile.
- ***Publicjobs Messageboard***  
Interaction by PAS with candidates during the selection process will primarily be conducted online. Public Appointments Service will send most communication through your Publicjobs Messageboard. Check your Messageboard on a regular basis as email notifications of updates/tests issued to your Messageboard may sometimes be filtered into your Junk/Spam email folders (or 'Promotions' in the case of gmail). You are also advised to check all these folders regularly.
- If invited to tests and/or interview, the onus is on each applicant to make themselves available on the date(s) specified by the Public Appointments Service.
- The Public Appointments Service accepts no responsibility for communication not accessed or received by an applicant. They must ensure that they regularly check their Messageboard and access all communications from the Public Appointments Service.
- Access the job posting by clicking on the 'Garda Reserve' link on the home page of [www.publicjobs.ie](http://www.publicjobs.ie). This document, *Notes for Applicants and Conditions of Service*, is also available with the job posting while the competition is advertised.
- Click on the button 'Apply now' to access the application form. This button is located at the end of the job posting page. You must complete the application form in full and click the submit button.
- Once you have submitted your application form you should return to your publicjobs account and confirm that it has been successfully submitted via '***My Applications***'. At this point you should consider adding [www.publicjobs.ie](http://www.publicjobs.ie) to your safe senders or

contact list within your email account to avoid not receiving emails because a *publicjobs* email has been blocked.

- If you do not receive an acknowledgement of receipt of your application within two working days of applying, please email [garda.reserve@publicjobs.ie](mailto:garda.reserve@publicjobs.ie). Candidates should note that support will be available during office hours until the closing date.
- Only fully completed and submitted applications will be accepted into the campaign. The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that the Public Appointments Service or the Garda Commissioner is satisfied that such a person fulfils the requirements.
- **Only one application per person is permitted. Remember, you must include your PPS number when applying.**

### Location Choice

When completing the application form candidates should select one county only as their preferred choice to be allocated to if successful at all stages of the process. While your preferred choice will be noted, allocations will be done strictly on the operational requirements of An Garda Síochána and you may be assigned to a neighbouring county/location.

- The allocation of any member of An Garda Síochána is at the discretion of the Garda Commissioner.
- Once you have submitted your county choice, changes are not permitted.

COUNTY SELECTION 1 choice only			
1	Carlow	14	Longford
2	Cavan	15	Louth
3	Clare	16	Mayo
4	Cork	17	Meath
5	Donegal	18	Monaghan
6	Dublin	19	Offaly
7	Galway	20	Roscommon
8	Kerry	21	Sligo
9	Kildare	22	Tipperary
10	Kilkenny	23	Waterford
11	Laois	24	Westmeath
12	Leitrim	25	Wexford
13	Limerick	26	Wicklow

### Equality Monitoring

The Public Appointments Service and An Garda Síochána are committed to an equal opportunities policy. In order to ensure that the policy is effective the Public Appointments Service monitors its selection processes. To do this, a number of equality monitoring questions is included at the application stage. While completion of this form is completely voluntary, we would encourage applicants to assist in equality proofing our processes by completing it. Any responses given will have no bearing on the way in which your application is considered.

**Closing Date for receipt of applications is:**

**3pm Thursday 13<sup>th</sup> April, 2017**

It is suggested that you apply well in advance of the closing date  
in case you experience any difficulties.

## **7. The Selection Process**

### **Overview**

The selection process to become a Garda Reserve is comprehensive, with candidates required to undertake a range of relevant assessment tests and exercises over a number of selection stages. The tests and exercises are designed to identify candidates suitable to be a Garda Reserve. The numbers called forward to each stage of selection will be determined from time to time having regard to the location and number of vacancies to be filled.

The Public Appointments Service will conduct the initial selection stages (i.e. Stage 1 & Stage 2) on behalf of the Garda Commissioner. Names and details of candidates who are successful and are placed highest on the order of merit following the selection stages conducted by the Public Appointments Service will be forwarded to An Garda Síochána for further consideration (i.e. Stage 3).

Neither An Garda Síochána nor the Public Appointments Service will be responsible for refunding any expenses incurred by candidates in relation to the selection process.

### **Selection Methods**

Candidates will be required to take a number of tests which are designed to identify their potential to become a Garda Reserve. More detailed information in relation to the selection methods e.g. tests, exercises, etc., and confirmed dates will be made available to candidates as they progress through the process.

The methods used to select the successful candidates for this role may include:

- Assessment questionnaire(s)
- Job simulation exercises
- Report writing exercises
- Interview(s)
- Medical Examination
- Any other assessment tests/exercises deemed appropriate

## Key Dates

Date	Stage	
13 <sup>th</sup> April at 3pm		Closing Date for receipt of applications
21 <sup>st</sup> to 27 <sup>th</sup> April	Stage 1	On-line Assessment Questionnaire
Commencing mid May	Stage 2	Interviews and other assessments. <i>Candidates will be invited to Stage 2 based on their performance at Stage 1. The initial group will be invited to attend Stage 2 commencing mid-May. Further groups will be invited from time to time as the need arises.</i>
	Stage 3	Vetting, Medical, etc will be conducted by An Garda Síochána

### STAGE 1

#### On-Line Assessment Questionnaire

To facilitate candidates' availability and circumstances, Stage 1 of the process will be conducted on-line, with later stages requiring candidates to attend in person e.g. Interview, medical etc. Detailed information on each stage will be made available at the appropriate time to candidates being invited to that particular stage of the process.

The initial on-line assessment will be unsupervised and candidates may take it in a venue of their choice, anywhere in the world, wherever they have access to a computer and a reliable internet connection. It is advised to take the tests on a PC or Laptop. Candidates should not attempt to take the test on a smart phone, mobile or tablet device.

#### Online Test Taking Environment

Please be aware that taking the Assessment Questionnaire within a secure IT network e.g. a network such as your work or college which may have firewalls or other security technology in place may cause you technical difficulties. You should consider taking the test in your home or other environment where access to the internet is not restricted to the same level. The onus is on you to ensure that you have full internet access to complete the Questionnaire. Candidates should ensure that they can complete the test in a quiet environment where they can concentrate without being disturbed.

#### Link to the on-line Stage 1 Assessment Questionnaire

A link to the actual on-line Assessment Questionnaire will be sent to candidates' Message Boards in advance of the test-taking window. It is anticipated that candidates will receive a link to their Stage 1 on-line Assessment Questionnaire by the 21<sup>st</sup> April and will have until the 27<sup>th</sup> April to complete and submit it.

#### Preparing yourself for the selection process

Familiarisation material will be made available in advance of each assessment stage. Please note that the assessments require no other special preparation and past papers are not available.

Following the closing date and before Stage 1 commences, candidates will receive instructions and a link to the on-line Assessment Questionnaire. Information on when you can expect to receive the link will be forwarded to you in advance.

Candidates will be ranked based on their responses to the Questionnaire. Those ranked highest will be invited to undertake the next stage of the selection process. The numbers called forward to each stage of selection will be determined from time to time having regard to the location and number of vacancies to be filled.

## **STAGE 2**

Applicants invited to attend for Stage 2 will be required to complete a supplementary application form and to provide identification and documentary evidence of age and educational qualifications

## **STAGE 3**

Applicants who progress to the final stage of the selection (stage 3) will be subject to a comprehensive screening by the Garda Authorities. This will include vetting, medical exam etc.

### **8. Medical Examination**

Subject to undergoing a comprehensive screening process by the Public Appointments Service to establish their general suitability, successful applicants shall also be required to undergo a detailed medical examination by a Registered Medical Practitioner nominated by the Commissioner of An Garda Síochána.

#### **General requirements are as follows:**

- A good standard of general mental and physical health (full disclosure of medical history is necessary and shall be reviewed as part of the medical examination)
- Weight within normal (non-obese) limits; in general body mass index (BMI) should be less than 30 considered with other measurements to exclude significant obesity
- Eyesight - good levels of vision (minimum distance vision of 6/18 on both eyes that can be corrected to 6/9 and 6/12 with glasses or contact lenses if necessary)
- Hearing - good level of hearing without a hearing aid
- Applicants are expected to be aerobically fit in order to safely undergo training and to subsequently carry out the duties assigned to them

Where candidates are aware of suffering from any current or pre-existing health condition(s), it would be NECESSARY to have available relevant clinical reports from your treating doctor(s) on the day. This shall facilitate the medical assessment and hence your application.

#### **The following tests shall also be carried out on the day:**

- Eyesight test – An unaided eyesight test will be carried out on the day (glasses/lenses to be removed one hour prior to testing)
- Hearing test – air conduction audiogram (unaided i.e. testing without hearing aid)
- Urine testing for routine clinical screen
- Manual peak flow chart

**No blood tests will be taken on the day.**

Current, pre-existing and previous medical and mental health conditions may be a bar to passing the medical examination but this shall be assessed on a case-by-case basis by the examining doctor; this may require provision of additional reports or clarifications from the treating doctors.

## **9. Eligibility**

The onus is on all applicants to make themselves available on the dates specified by the Public Appointments Service/An Garda Síochána and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the address specified on their application.

In accordance with the provision of An Garda Síochána (Reserve Members) Regulations 2006, and notwithstanding any other provision of these Regulations, the Commissioner shall not admit a person for training as a member of the Garda Síochána (Reserves) with a view to his or her subsequent appointment and enrolment as a member unless it appears to the Commissioner that the person is generally suitable for such admission.

Success at all stages of the recruitment process does not guarantee an offer to commence training. Failure to fully declare information as requested at various stages in the selection process will render an applicant ineligible to commence training.

## **10. Training of Reserve Members**

Applicants who are successful through all stages of the selection process will be required to undertake training as outlined by the Commissioner. For indicative purposes, in the past this training has taken place over 5 phases amounting to 134 hours.

At the end of the Garda Reserve Training and Development Programme, members of the Garda Reserve will be able to:

- Fully comprehend their role and responsibilities within An Garda Síochána and the roles and responsibilities of the various other ranks within the force.
- Display a commitment to maintain the same professional standards as expected of all members of An Garda Síochána.
- Demonstrate a comprehensive knowledge of the legislative powers available to members of the Garda Reserve.
- Assist Garda members whilst on Beat duty and on duty in the Public Office.
- Master basic self defence skills to help protect themselves whilst on duty.
- Gather, detail and document accurate information in their official notebooks relating to instances encountered whilst on duty.
- Effectively use relevant Garda equipment from information and communication systems to handcuffs and batons etc.

- Competently assist Garda members in specified areas: foot patrol; traffic check points; in instances of accidents / emergencies and at other major events e.g. festivals or sporting events.
- Give evidence in court when required.
- Recognise when to take initiative and exercise discretion where appropriate.
- Possess communication skills necessary to effectively engage, in a pleasant and professional manner, with members of both the community and An Garda Síochána itself.
- Demonstrate an ability to work as part of a team.
- Exercise an awareness of human rights issues and a respect for diversity at all times.

**NOTE: Where a Reserve trainee does not complete the prescribed training within a reasonable timeframe, he/she will be discharged from the Training Programme.**

### **Principal Conditions of Service (Service or Contract)**

#### **11. Rank**

A person appointed as a Reserve member holds the rank of Reserve Garda.

#### **12. Probation**

A person appointed by the Garda Commissioner as a Reserve member shall be on probation for a period of 2 years from the date of his or her attestation/graduation.

If, in the opinion of the Garda Commissioner, the period of probation of a Reserve member was interrupted by a significant period of absence from duty the Commissioner may before, or upon, the expiration of the period of 2 Years extend that member's period of probation for such further period, as the Commissioner, having regard to the circumstances of the case, determines.

In each year of a Reserve member's probation, the relevant Superintendent shall carry out an assessment of that member.

#### **13. Cessation of service as a Reserve member**

A Reserve member's service shall end when he or she reaches the age of 65.

A Reserve member may end his or her service by giving 30 days notice in writing to the Garda Commissioner, or such shorter period as may be accepted by the Commissioner, and that service shall end on the expiration of the notice concerned.

The Garda Commissioner may at any time dispense with the services of a Reserve member if he or she considers that member is:

- (a) no longer suited, physically or mentally, to performing the functions of a Reserve member, or

- (b) no longer likely to perform the functions of a Reserve member efficiently or otherwise to conduct himself or herself in a manner befitting a Reserve member.

The Garda Commissioner shall dispense with the services of a Reserve member if the Commissioner becomes aware of any changes in that member's circumstances that would have made him or her ineligible for appointment.

**14. Duty to carry out lawful orders**

A Reserve member shall obey all lawful orders and shall at all times punctually and promptly perform all duties assigned to him or her.

A Reserve member shall not give or purport to give any order to a member of any other rank.

**15. Annual allowance**

Service in the Garda Reserve is voluntary and unpaid. An allowance is payable by the Garda Commissioner to Garda Reserve members who complete a minimum of 208 hours duty annually as a contribution towards expenses incurred in performing their duties. The allowance is set at €1,000 per annum however, this may be subject to change.

**Note:** The reckonable date for claiming this allowance is from first date of entry to the Garda College.

**16. Expenses relating to court appearances**

(i) The Garda Commissioner may reimburse a Reserve member for any expenses necessarily incurred by him or her in attending, in connection with that Reserve member's service and outside that member's assigned hour's of duty, a court, tribunal or other body established by law.

(ii) The rate of expenses to be paid under this Regulation shall equal but not exceed the rates sanctioned from time to time by the Minister for Finance in respect of lay witnesses who give evidence on behalf of the State in criminal cases.

**17. Uniform and equipment**

(i) A Reserve member shall be provided with a uniform free of charge.

(ii) A Reserve member shall only use the uniform and any equipment issued to him or her for the purposes of his or her duty as a Reserve member.

(iii) A Reserve member shall immediately return to the relevant Superintendent all Garda property (including notebooks, uniform and equipment) in the event of the termination of that member's service.

**18. Hours of Duty**

A Reserve member may not be required to serve more than 208 hours of duty in any twelve month period.

## **19. Assignment of Duties**

A Reserve member may only be assigned duties by, or on behalf of, the relevant Superintendent.

When assigning duties to a Reserve member, the relevant Superintendent, or a member authorised in that behalf by that officer, shall take into account –

- (a) the policing requirements of the District under his or her control
- (b) the employment obligations and availability of that Reserve member
- (c) the location of the Reserve member's home, and
- (d) the general policy of not assigning a Reserve member duties in his or her own immediate neighbourhood.

A Reserve member shall inform the relevant Superintendent if a relative of that member holds a designated certificate, licence or permit for a premises situated in the Garda Síochána District to which the Reserve member is normally allocated.

For this purpose “relative” means a spouse/partner, parent, child, sibling and aunt/uncle.

## **20. General Information**

### **Admission to a competition**

The admission of a person to a competition or an invitation to any stage of the process is not to be taken as an indication that the Garda Commissioner or the Public Appointments Service are satisfied that such person fulfils the essential entry requirements of the competition or is not disqualified by law from holding the position. It should not be taken as a guarantee that your application will receive further consideration.

### **Specific candidate criteria**

In addition to fulfilling the eligibility criteria set out, candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned;
- Be suitable on the grounds of health & character;
- Be suitable in all other relevant respects for appointment to the post concerned;
- If successful, they will not be appointed to the post unless they:
  - Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be performed; and
  - Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

### **Deeming of candidature to be withdrawn**

Candidates who do not attend for interview or other test/examination when and where required by the Public Appointments Service and/or An Garda Síochána, or who do not, when requested, furnish such evidence as required in regard to any matter relevant to their candidature, will have no further claim to consideration.

Candidates are expected to provide all requested documentation to PAS and An Garda Síochána, including all forms issued for completion, within the specified number of days. Failure to do so will result in the candidate being deemed to have withdrawn from the competition and their candidature will receive no further consideration.

### **Confidentiality**

Subject to the provisions of the Freedom of Information Acts 1997 and 2003, the Data Protection Acts 1988 and 2003, and any security clearance and/or enquiries, all aspects of the

proceedings, to the extent that they are managed by the Public Appointments Service or employing organisation, are treated in strict confidence and are not disclosed to anyone outside those directly involved in the selection process.

### **Quality Customer Service**

The Public Appointments Service aims to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it.

## **21. Review Procedures**

This competition is being held under the CPSA Code of Practice – Appointments to positions where the Garda Commissioner has statutory responsibility. The Code of Practice sets out the procedures to address candidates' requests for review and candidates' complaints in relation to an appointment process. Issues relating to Stages 1&2 of the process should be addressed to the CEO, Public Appointments Service and issues relating to Stage 3 should be addressed to the Garda Commissioner.

### **Section 7**

The procedures for review as set out in Section 7 apply in cases where a candidate wishes to have an action or decision made in relation to their candidature reviewed by the Chief Executive Officer of the Public Appointments Service in respect of those aspects of the recruitment and selection processes delegated by the Garda Commissioner to the Public Appointments Service.

The Codes of Practice are available on the website of the Commission for Public Service Appointments, [www.cpsa.ie](http://www.cpsa.ie).

#### **Informal process**

- The candidate can avail of the Informal Review within 5 working days of notification of the initial decision, and should normally take place between the candidate and the person who communicated the decision (or relevant person).  
Where the decision being conveyed relates to an interim stage of a selection process, the request for Informal review must be received within 2 working days of the date of receipt of the decision.  
Where a candidate remains dissatisfied following any such informal discussion, he/she may adopt the formal procedures set out below.
- If the candidate wishes the matter to be dealt with by way of a formal review, he/she must do so within 2 working days of the notification of the outcome of the informal review.
- A request for review must be refused if the candidate cannot support request.

#### **Formal process**

- The candidate must address his/her concerns in relation to the process in writing to the Chief Executive, Public Appointments Service setting out those aspects of the action or decision in relation to his/her candidature that he/she wishes to have reviewed.
- A request for review must be made within 10 working days of the notification of the initial decision. Where the decision relates to an interim stage of a selection process, the request for review must be received within 4 working days.
- Any extension of these time limits will only be granted in the most exceptional of circumstances and will be at the sole discretion of the Chief Executive.

- The outcome must generally be notified to the candidate within 25 working days of receipt of the complaint or request for review. The candidate will receive the outcome of the review by means of a written report.
- A request for review must be refused if the candidate cannot support request.

### **Section 8**

Section 8 states the precise manner in which a request for a review of a decision taken in relation to those aspects of the appointment process conducted by the Garda Commissioner is to be managed. Section 8 review procedures apply in cases where a candidate is unhappy with an action or decision taken by the Garda Commissioner in relation to his/her candidature for appointment and wishes to have that decision reviewed. A section 8 review is carried out by, or on behalf of, the Garda Commissioner. The Commission has no role in a review process conducted under this section.

### **Section 9**

Where a candidate believes that an aspect of the process breached the CPSA's Code of Practice, he/she can have it investigated under **Section 9** of the code.

### **Requests for Feedback/Test Rechecks**

Feedback in relation to the selection process is available on request. There are no specific timeframes set for the provision of feedback or for carrying out rechecks.

Please note that the Review Process as set out in the Code of Practice is a separate process with specified timeframes that must be observed. It is not necessary for a candidate to compile a detailed case prior to invoking the appeals mechanism. The timeframe set out in the CPSA Code cannot be extended for any reason including the provision of feedback and/or the outcome of rechecks.

### **Candidates' Obligations:**

Candidates must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- interfere with or compromise the process in any way

A third party must not impersonate a candidate at any stage of the process.

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is committing an offence. Such a person who is found guilty of an offence is liable to a fine/or imprisonment.

Applicants should note that under Section 5 of the Code of Practice anyone engaging in Personation is liable on summary conviction to a fine and/or imprisonment. Any attempt, direct or indirect by an Applicant to use influence by way of canvassing in connection with his/her application will cause him/her to be disqualified from the competition.

## **22. Confidentiality of Information and Materials**

It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection process e.g. through social media or any other means, may result in you being disqualified from the competition.

Please note that all assessment and test materials are subject to copyright and all rights are reserved. No part of the test material (including passages of information, questions or

answer options), associated materials or interview related information may be reproduced or transmitted in any form or by any means including electronic, mechanical, photocopying, photographing, recording, written or otherwise, at any stage. To do so is an offence and may result in you being excluded from the selection process. Any person who contravenes this provision, or who assists another person(s) in contravening this provision, is liable to prosecution and/or civil suit for loss of copyright and intellectual property.

### **23. Use of Recording Equipment**

PAS does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.

Any person wishing to use such equipment for any of these purposes must seek written permission in advance. This policy is in place to protect the privacy of staff and customers and the integrity of our assessment material and assessment processes.

Unsanctioned use of recording equipment by any person is a breach of this policy. Any candidate involved in such a breach could be disqualified from the competition and could be subject to prosecution under section 55 of the Public Service Management (Recruitment & Appointments) Act, 2004.

### **24. Data Protection Acts 1988 & 2003**

When your application is received, the Public Appointments Service creates a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature and, should you be successful certain information you provide will be forwarded to An Garda Síochána. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data. Elements of the selection process may be undertaken by other parties. In such circumstances it will be necessary for your information to be shared between Public Appointments Service and these parties in order for your application to be processed. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2003.

To make a request under the Data Protection Acts 1988 & 2003, please submit your request in writing to:

In the case of the Public Appointments Service:

The Data Protection Co-Ordinator,  
Public Appointments Service,  
Chapter House, 26-30 Abbey Street Upper,  
Dublin 1

In the case of An Garda Síochána:

The Data Protection Co-Ordinator  
National Vetting Bureau,  
Racecourse Road,  
Thurles,  
Co Tipperary

Ensure that you describe the records you seek in the greatest possible detail to enable identification of the relevant record(s).

A fee of €6.35 should accompany your request. Payment should be made by way of bank draft, money order, or personal cheque, made payable to the "Public Appointments Service" or "An

Garda Síochána. Certain items of information, not specific to any individual, are extracted from records for general statistical purposes.