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|  | Gasóga na hÉireann/Scouting Ireland | | | |
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| | TOR-SUB14 | 1 st December 2019 | 11 th January 2020 | January 2023 |
| | Category: Sub-committees and Appointments | | | |
| Investigation Officer – Terms of Reference | | | | |

| Related Documents |
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| SID-CCD01 - Scouting Ireland's Grievance and Disputes Process |
| SID-CCD02 - Scouting Ireland's Conflict Resolution Policy and Guidelines |
| SID-CCD03 - Scouting Ireland's Disputes Policy (Youth Members) |
| SID-CCD04 - Scouting Ireland's Disciplinary Process |
| TOR-SUB04 – Disputes Resolution and Appeals Panel - Terms of Reference |
| TOR-SUB13 – Disciplinary Panel - Terms of Reference |

| Revision Schedule | | |
|--------------------------|-------------|--|
| Revision | Date | Description |
| A | 11/01/2020 | Amended to include guidelines for Investigation Officers |
| # | 01/12/2019 | Document Issued |
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Investigation Officer

An Investigation Officer (IO) shall be responsible for conducting all fact finding and evidence gathering on disciplinary cases that are raised with Scouting Ireland and that are referred to them.

It is not necessary for an IO to be a member of Scouting Ireland.

Terms of Office

An IO shall be appointed to that role by the Board of Directors of Scouting Ireland (Board) on the recommendation of the Disputes Resolution and Appeals Panel (DRAP).

The Board shall decide the appropriate manner by which to seek nominations to fill the role of IO. The nomination process and the recommendation of the individuals to the Board will be overseen by the DRAP.

An IO shall hold their position for a period of three years and at the end of the three year period the DRAP may recommend an individual's re-appoint to the Board on an annual basis.

The DRAP may recommend to the Board that, at any time, an individual be removed as an IO.

Purpose

The purpose of the IO is to carry out a full and comprehensive fact finding investigation of all disciplinary matters that are referred to them by Scouting Ireland's Disciplinary Panel (DP).

The DP will set the specific Terms of Reference for each IO to work to, for each individual case that an IO is assigned to, and will fully brief the IO in advance of an investigation commencing.

Reporting to

Following an investigation, the IO will present the DP with a full and comprehensive report to include all written documents generated by them as well as all documents handed over to them during the course of the investigation.

Key areas of responsibility

1. To discharge the duties of the role as specified in Scouting Ireland's policy document SID-CCD04 - Disciplinary Process.
2. To carry out full and comprehensive fact finding investigations of all disciplinary matters that are referred to them by the DP.
3. To provide a comprehensive written report of the facts in all cases that are assigned to them.

Guidelines For Investigation Officers

In conducting an investigation the Investigation Officer (IO) must adopt a neutral approach at all times.

Therefore it is not for the IO to pass judgement on any case or person, their role is to present the facts as they find them and thereby assist all parties to the investigation by providing the Disciplinary Panel with the tools to make an informed and unbiased decision based on the facts and the policy provisions as provided for within SID-CCD04.

So put simply, the IO must act as an independent and non-partisan advisor to the Disciplinary Panel and their job is to ensure that the integrity of the process is maintained at all times.

In order to allow the IO to discharge the duty of their role it is therefore essential that in advance of any investigation the Disciplinary Panel must be specific in their instructions to the IO as to what it is they wish to be investigated.

This is essential to enable the IO to only investigate the pertinent points of the matter and thereby present the relevant findings of fact at the conclusion of the investigation.

All interviews conducted by the IO should be done by means of an audio recording, however, upon request, an investigation interview may be conducted by means of a written transcript.

A final written report must be presented to the Disciplinary Panel at the conclusion of the investigation and all documents written or acquired by the IO must also be provided to the Disciplinary Panel with this final written report.