An Roinn Dlí agus Cirt
Department of Justice

Data Catalogue for key Criminal Justice System Datasets

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Overview

The Criminal Justice Sectoral Strategy 2022 – 2024 highlights the importance of data as a driver. Specifically, it highlights the importance of data in order to identify new and emerging trends as well as inform the development of evidenced based policy. Across the Criminal Justice System there is a significant volume of information held that could be used to drive such insights and policy formation. Indeed, one of the challenges is to actually be fully aware of the breadth of information that is captured on system spanning An Garda Síochána, the Office of the Director of Public Prosecutions, the Courts Service, the Irish Prison Service and the Probation Service. This document provides a high level data catalogue of key Criminal Justice data bases through a data catalogue.

Data Catalogue

A data catalogue can essentially be thought of as an inventory of all data assets held in an organisation. It is designed in such a ways so that it can (i) help individuals better understand the data held by the organisation (ii) allow them identify relevant data to help answer policy and operation questions. Considering the breadth of the organisations covered in the Criminal Justice System (CJS), and the detail of the information that they capture, having a data catalogue is an important step in building the knowledge of data across the CJS, opening up the potential to lever it to drive cross CJS analysis.

A data catalogue usually identifies a range of factors by which to catalogue and describe the data. This document captures several high level descriptors of the databases held across the CJS. These are:

- Organisation: the name of the organisation that holds the data.

- Data systems: The application/IT system that the data is held on.

- Data system description: A high level description of the data system (for example, PULSE data records incidents of crime and detections).

- Data system collection: How is the data captured and recorded on the systems (this is another aspect of the description of the system to help individuals understand what is covered).

- Data system primary population: What is the 'counting unit' of the data (see section below for more details).

- Population variables: What key characteristics does the system capture (for example, age, gender, ethnicity and nationality)?

- Time Period: for what years/time period is the data available.

- Area coverage: In terms of geography, how granular is the data (for example, can crime data be reported at a station, district and divisional level as well as nationally).

- Access: Is the data available publically? If so, is micro data available?

The organisations from who data is captured in this catalogue are:

- An Garda Síochána covering PULSE data, the crime incident recording system.

- Office of the Director of Public Prosecutions, covering their Case Management System, which is used to manage the day to day business of the DPP.

- The Courts Service, setting out the Criminal Case Tracking System and the Integrated Case Management System, which, like the DPP system, is used to manage the day to day business of the District and Higher Courts respectively.

- Forensic Science Ireland, covering the Laboratory Information Management System (LIMS). This records the full life cycle of case exhibits and associated communications (exhibit submission, test assignment, test reports, exhibit return, AGS communications).

- The Irish Prison Service, covering the Prison Information Management System.

- Probation Service, covering the Case Tracking System.

- The Legal Aid Board, covering the Criminal Legal Aid- CAB Scheme Database, the Criminal Legal Aid- Custody Issues Scheme Database and the Criminal Legal Aid- Garda Station Revised Scheme Database

Different counting units across the CJS

As noted above, there are several high level descriptors for the data bases held by CJS organisations. One of these is the 'counting unit'. It is important to highlight that what databases count can vary across the CJS. So:

- An Garda Síochána count crime incidents. Here it is important to note that for any one particular incident there maybe multiple crimes. For example, an incident can involve public order and a minor assault. While both crimes are recorded on PULSE, only the most serious crime is counted for statistical purposes. This is noted as the primary offence. This follows agreed crime counting rules[1].

- Courts count the number of offences. When an individual is prosecuted in front of the Courts, it is not for the primary offence but for all offences in the incident. So, following on our example above, while there may be one crime incident recorded for statistical purposes, there are two offences being dealt with by the court system.

- The ODPP count the number of suspects per file. Again, this is on the basis than an individual can be prosecuted on multiple offences that were recorded in the initial incident.

- Both prisons and probation service count the number of individuals. The Probation Service also counts the number of cases (either referrals or orders). An individual can receive multiple referrals and multiple orders.

- The Legal Aid Board counts claims for costs from legal practitioners. A single claim may comprise several individual costs, each associated with a different visit/ application as part of a legal process.

This variation is due to the fact that they systems are built in order to support the business requirements of the various agencies. Since their roles vary, what they count will also vary. This is an important difference to note when looking at statistics across the CJS.

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[1] See: https://www.cso.ie/en/media/csoie/methods/recordedcrime/Crime_Counting_Rules.pdf

An Garda Síochána

PULSE

Descriptor	
Data system description	- PULSE records data on crime incidents – key fields include: - Occurred date/time. - Reported date/time. - Created date/time. - Location of the Incident. - Persons associated with a Crime incident (assigned where applicable) - Injured party, Suspect/Suspected Offender, Witnesses, Reported By, Garda Reporting Member, Investigating Member, Assisting Garda Member, Investigating Supervisor, Senior Investigating Officer, Family Liaison Officer, Questioned In Relation To, Forensic Collision Investigator, Scene of Crime examination Garda, Garda Injured Party, Garda Witness, Family Victim, Sought in connection with, Presumptive Drug Tester, Garda Diversity Officer, Incident Room Coordinator, Negotiator, Operational Commander . - Items Associated with the Incident: - Vehicles – Connected with, Damaged, Observed, Seized, Stolen, Unauthorised Taking, Pedal Cycle Used. - Objects – Damaged, Discharged, Seized, Stolen, Used In. - PULSE also records data on non-crime incidents – key fields include: - Occurred date/time. - Reported date/time. - Created date/time. - Location of the Incident.

	- o Persons associated with non-crime incident (assigned where applicable) – Reported By, Witnesses, Garda Reporting Member, Assisting Garda Member, Garda Witness, Missing Person, RTC Drivers/Passengers/Pedestrians/Motorcyclists/Pedal cyclist/Witnesses, Searched . - Prisoner/Custody Logs (Person details, date/time of arrest, arrest location, arresting Member, arrest reason, e.g. public order offences, detection type, e.g. for own protection, date/time of release. - Summonses/Charges (Person details, offence codes, offence wordings, Court details, etc.). - Search Warrants (Person details, Offence code, warrant information details). - Youth Referrals (Person details, offence details, GYDO recommendations, caution details, etc.).
Data system collection description	- Manual input via Garda Information Service Centre Garda staff. - Manual input by Garda Members. - Electronic transfer/creation from FCPS (Summonses for non-payment of fines).
Key 'counting' unit	PULSE primarily collects data on crime incidents. Crime Incidents are counted in line with the Crime Counting Rules.

Population variables	- Person Tab
	  - o Person Role, e.g. Reported By, Injured Party
	  - o Name
	  - o Address
	  - o Date of birth
	  - o Nationality
	  - o Sex
	  - o Contact Numbers
	  - o Whether a Tourist or not
	  - o Committed while on Bail

	• Vehicle Tab
	    ○ Vehicle Role, e.g. Damaged, Connected with
	    ○ Registration Number
	    ○ Make/Model/Type
	    ○ Colour
	    ○ Chassis Serial Number
	    ○ Engine Type/Engine Number/Engine Size
	    ○ Damage/Value of damage

Time coverage	1999 – Present.
Area coverage	• Station. • District. • Division. • Region. • Functional Area. • National.
Access	CSO publish crime data from PULSE quarterly and annually. Data also published on Garda.ie.

Courts System

Criminal Case Tracking System

Descriptor	
Data system description	This dataset provides for the management and daily operation of criminal cases, court lists, outcomes and related records associated with the criminal case type in District Court Offices nationwide. It includes the following details: • Defendant's Details. • Prosecutor Details. • Case Details. • Fines. • Bail Details. • Legal Aid applications. • Case Hearings, Case Appeal Hearing, Enforcement Hearing Details etc. • Appeals (District Court Appeal Details etc.). • Warrants. • Court Results such as Court Orders etc. • Judicial Reviews. • Sentencing Information including Defendants Pleas.
Data system collection description	• Charge Sheet and Station Bail records (from An Garda Síochána's 'PULSE IT System 'are imported electronically into the Courts System CCTS). • Courts Service receives Summons, Reissues relating to criminal court cases from An Garda Síochána's 'PULSE IT System electronically. • Summons received from An Post and 3 County Councils are received electronically into the system. • All other information is recorded by staff manually through the life cycle of case.

Key 'counting' unit	Offence.
Population variables	• Gender of the defendant. • Date of birth of the defendant.
Time coverage	From 1999 onwards.
Area coverage	District Court area and nationally.
Access	Yes, aggregate information from CCTS is published annually via the corporate annual report on the Courts Service website. No, microdata is not available.

Courts System

Integrated Case Management System

Descriptor	
Data system description	This dataset manages details of Criminal Case and Appeal Details including offence records, bail details, legal aid details, Court outcomes for all jurisdictions except for the District Court jurisdiction. It includes: • Case Details. • Defendant's Details. • Offence Details. • Bail Details. • Legal Aid Details. • Court Details. • Court Results including Court Order Details. • Arraignment Details.
Data system collection description	Court Staff input the data into the system manually using the book of evidence.
Key 'counting' unit	Offence.

Population variables	• Gender of defendant. • Date of birth of defendant.
Time coverage	Majority of cases are from 2007.
Area coverage	Data can be reported at an Admin Office level and nationally.
Access	Yes, aggregate information from ICMS is published <u>annually</u> via the corporate annual report available on the Courts Service website. No, microdata is not available.

Forensic Science Ireland

Laboratory Information Management System

Descriptor	
Data system description	Full life cycle of case exhibits and associated communications are tracked in LIMS (exhibit submission, test assignment, test reports, exhibit return, AGS communications).
Data system collection description	• Prior to physical exhibit submission by AGS, exhibit details are electronically transferred to FSI LIMS from AGS PEMS (Property & Exhibit Management system). • Any relevant supplementary information is manually entered into LIMS on the date of exhibit submission. • Any post-submission case updates (e.g. court dates, requests) are communicated by email/phonecall and manually entered on LIMS.
Key 'counting' unit	The LIMS counting unit is 'Investigations'. A typical 'case' can be made up of multiple investigations carried out in different departments e.g. a cocaine seizure requiring DNA analysis will be assigned a drug investigation and a DNA investigation.
Population variables	Date of birth.
Time coverage	2017 – present.

Area coverage	• AGS station. • AGS District. • AGS Division. • Specific incident location recorded.
Access	Subsets of LIMS data routinely shared with various stakeholders e.g. breakdown of cases investigations received and reported, annual trends, annual report content etc.

Legal Aid Board

Criminal Legal Aid- Criminal Assets Bureau (CAB) Scheme Database

Descriptor	Lotus Notes
Data system description	Records claims for costs arising from legal practitioners involved in the CAB Scheme. Key fields identified for reporting purposes: • Court (e.g. High Court, Court of Appeal) • Court Record No. • Application Type (e.g. CAB proceeds of crime; Judicial Review) • State Representative (e.g. CAB, CSSO) • Payee Type (e.g. Senior Counsel, Junior Counsel) • Item Claimed (e.g. Brief Fee) • Forensic Accountant Engaged (options are Yes/ No) • Total Gross Fees Claimed (item level, not case level) • Total Gross Fees Authorised (item level, not case level) • Sent to Financial Shared Services (indicative closed date)
Data system collection description	All data are entered manually by the Criminal Legal Aid Unit, located within the Corporate Services and Criminal Legal Aid Directorate of the Legal Aid Board. Criminal Legal Aid Unit staff create the file on the system, populating it with those data set out on claim forms submitted to the Board by solicitors.
Key 'counting' unit	The general 'counting unit' is legal practitioner (e.g. barrister) costs claimed.

Population variables	No characteristics of the client or the legal representative are captured.
Time coverage	This scheme was transferred to the Legal Aid Board in 2014. However, changes to fields mean data back to 2014 only should be drawn upon.
Area coverage	There are no data fitting this heading
Access	The data are not publicly available in any format. Micro data are also not available.

Legal Aid Board

Criminal Legal Aid- Custody Issues Scheme Database

Descriptor	Lotus Notes
Data system description	Records claims for costs arising from legal practitioners involved in the Custody Issues Scheme. Key fields identified for reporting purposes: • Court • Court Record No. • Application Type (e.g. Habeas Corpus (Article 40), Judicial Review) • State Representative (CSSO Asylum & Immigration Section, DPP, HSE) • Payee Type (Senior Counsel, Junior Counsel) • Item Claimed (e.g. affidavit) • Total Gross Fees Claimed (this is the total cost, not individual item cost) • Date First Received (this is case level, not item level) • Sent to FSS (this is case level, not item level)
Data system collection description	All data are entered manually by the Criminal Legal Aid Unit, located within the Corporate Services and Criminal Legal Aid Directorate of the Legal Aid Board. Criminal Legal Aid Unit staff create the file on the system, populating it with those data set out on claim forms submitted to the Board by solicitors.
Key 'counting' unit	The general 'counting unit' is legal practitioner (e.g. solicitor) costs claimed.
Population variables	No characteristics of the client or the legal representative are captured.

Time coverage	This scheme was transferred to the Legal Aid Board in 2012. However, changes to fields mean data back to 2014 only should be drawn upon.
Area coverage	There are no data fitting this heading
Access	The data are not publicly available in any format. Micro data are also not available.

Legal Aid Board

Criminal Legal Aid- Garda Station Revised Scheme Database

Descriptor	Lotus Notes
Data system description	Records claims for costs arising from legal practitioners involved in the Garda Station Revised Scheme. Key fields identified for reporting purposes: • Detainee Reference No. • Detention Date • Claim No. • Detainee Income details (e.g. social welfare, employed) • Legislation detained under • Legal firm ID • Nature of consultation (e.g. day, night, phone consultation) • Number of consultations given by type • Rates claimed per consultation type • Total Rates Claimed • Fee Authorised • Date of Authorisation (case level, not item level)
Data system collection description	All data are entered manually by the Criminal Legal Aid Unit, located within the Corporate Services and Criminal Legal Aid Directorate of the Legal Aid Board. Criminal Legal Aid Unit staff create the file on the system, populating it with those data set out on claim forms submitted to the Board by solicitors.
Key 'counting' unit	The general 'counting unit' is legal practitioner (solicitor) costs claimed.

Population variables	• Detainee Title (proxy for gender) • DOB (proxy for age when mapped against detention date)
Time coverage	This scheme was transferred to the Legal Aid Board in 2011. However, changes to fields mean data back to 2014 only should be drawn upon.
Area coverage	• Detainee address • Garda Station of detention • County of detention
Access	The data are not publicly available in any format. Micro data are also not available.

Office of the Director of Public Prosecutions

ODPP Case Management System

Descriptor	
Data system description	Data is held on the following: • Direction files as submitted by investigatory agencies (mainly An Garda Síochána (AGS). • Directions issued (including court to be prosecuted in (if applicable)) and any charges to be preferred. • Representation files (Dublin only) – files submitted for court representation by AGS where no direction made (i.e. dealt with under the delegation to AGS). • Personal details on suspects, injured parties and other file stakeholders. • High Court Bail Applications. • Judicial Reviews (where the Director is a party). • District Court Appeals. • Data relating to the management of prosecutions on indictment (including preliminary trial applications, applications for special measures, court dates). • Asset seizing applications. • Appeals to the Court of Appeal and Supreme Court. • European Arrest Warrants / Extradition requests / Trade and Cooperation Agreement (UK) applications, requests for mutual legal assistance. • Requests for Reasons (where no prosecution directed) and Case Reviews. • Subject Access Requests (Data Protection). • Costs applications (both for and against the Director). • Books of Evidence (for matters prosecuted on indictment) and any notices of additional evidence issued subsequently. • Disclosure in criminal trials. • Requests for legal advice from the Gardaí and State Solicitors. • Data relating to the briefing of counsel and any fees paid to them. • Outcome details for matters prosecuted on indictment.

Data system collection description	All data is entered manually by a variety of users. Administration staff create the original file on the system using the file opening data submitted by the investigatory body; this is complemented over time by additional data which is recorded through system workflow by both the legal and administration staff.
Key 'counting' unit	The general 'counting unit' is 'suspect per file' as each suspect on a file can have specific directions and specific charges preferred against them.
Population variables	• Date of Birth of suspect (this can be combined with the incident date to derive a suspect's age at the date of the alleged offence). • Title, if applicable, of prosecutor (e.g. rank of Garda or type or type of barrister BL/SC). • Nationality of suspect in certain cases (e.g. where mutual legal assistance is sought).
Time coverage	Data exists for all files since the creation of the Office of the DPP (e.g. from 1975 onwards) However, there is limited data for files prior to 2000 when computer systems first began to be used for tracking and managing caseload.
Area coverage	• The county of Offence is recorded as well as free-text field storing the specific location of the offence (if applicable). • The Garda District Office which submitted the file is recorded, or if the case files submitted by an External Agency (e.g. Revenue Commissioners or Health & Safety Authority), the name of that agency.
Access	No. However, general summary statistics from the dataset are published annually in the Office's Annual Report.

Prison Service

Prison Information Management System

Descriptor	
Data system description	• Prisoner details (i.e. unique identifier and demographic details such as sex, age, educational attainment, occupation status, marital status, number of children etc.). • Committal details (e.g. committal date, committal prison, confirmation Governor Committal Interview completed). • Warrants (i.e. scanned copies of warrant holding prisoner). • Sentences (i.e. sentence length). • Offences (i.e. Offence code, offence. ICCS offence group). • Release dates (i.e. earliest date of liberation taking into account sentence calculation, Temporary Release Dates). • Security information (i.e. security flags where relevant). • Disciplinary information (i.e. P19s information). • Completed prisoner movements (e.g. committals, releases, escorted movements to courts, hospitals, inter-prison transfers etc.). • Prisoner applications and decisions (e.g. applications for temporary release, transfer production order, hospital order). • Sentence management details (e.g. details of integrated sentence management plan).
Data system collection description	• Prisoner Demographic Information is self-reported on committal. • Warrants, offence and sentence details are recorded based on manual input of information on the warrant issued by courts. • All other information is recorded by various prison based staff through a persons time in custody.
Key 'counting' unit	Individuals who receive custodial sentences under the supervision of the IPS.

Population variable	Prisoners information is recorded in terms of: • Age. • Gender. • Ethnicity. • Nationality. • Marital status. • Occupational status. • Educational attainment. • Age left school.
Time coverage	2000 - present
Area coverage	By establishment (covering prisons and open establishments).
Access	Yes, information from PIMS is published monthly and annually; no, microdata is not available.

Probation Service

Case tracking system

Descriptor	
Data system description	- Service User details (i.e. unique person identifier, case reference number and demographic details such as sex, date of birth, address, ethnicity, nationality, JARC involvement). - Referral details (e.g. first date of court, date of hearing, direct supervision orders made, report requested details, court venue, court type, referring Judge). - Order details (e.g. adjournment dates, date of decision, type of order made, sex offender status). - Length of order (i.e. number of months of probation, number of hours of community service). - Offences (i.e. offence code, offence detail). - Case closure details (i.e. date case closed, reason for closure). - Risk assessments (i.e. date of publication, screening/ full assessment details). - Contact in Prison details (e.g. referral reason, sentence length, prison name, NFA). - Supervision post release from custody (i.e. estimated release date, reason for referral, type of supervision, most serious offence details, duration of supervision post release, NFA).
Data system collection description	- Service user Demographic Information is self-reported on commencement of supervision. - Referral information, offence and sentence details are recorded based on information obtained from Court. - All other information is recorded by probation officers through their contact with the service user during the course of their order.
Key 'counting' unit	Individuals referred to the Probation Service from the Courts. However, individuals are not always the key counting unit. The number of cases (either referrals or orders) is also counted. An individual can receive multiple referrals and multiple orders.

Population variables	Those individuals on probation have the following variables recorded: • Age. • Gender. • Ethnicity. • Nationality.
Time coverage	System went live in 2003 for Dublin only, followed by a phased rollout around the country. The first full year of operation was 2006.
Area coverage	By geographical location of team managing the persons.
Access	Data is available partially to public, information from CTS is published <u>monthly</u> and <u>annually</u>; no, microdata is not available.

Probation Service

Community Based Organisation Database

Descriptor	
Data system description	- Probation Client Personal details (i.e. Name, Gender, Date of Birth, Date of referrals, Completion date/ Status). - Probation Client European Social Fund ESF Projects: Personal details (i.e. Name, Gender, Date of Birth, Date of referrals, Completion date/ Status, unique identifier educational attainment, employment status). - Non Probation Client Personal details. This captures individuals no longer on a probation order but who continue with the community organisation to complete a course. Information is aanonymised and covers gender, date of birth, date of referrals, completion date/ status). - Referral Details (when individuals are referred to the Probation Service). - Database includes information regarding Funding process e.g. Application, assessment and Funding Agreements. - Database also holds financial information regarding the CBO. - Database holds information or Performance and Progress (Bi-Annual) and Regional Manager Assessment (Annual). - Contact details for the CBOs. - Data regarding Board Members. - Data regarding employee's (anonymised – included salary).
Data system collection description	- Probation Officers can input data on Case Tracking System (CTS) and make a referral on CTS to a particular CBO. - CBOs can input data when a referral is made CBO's database. - CBOs update the data on a monthly basis on as CBOs database. - CBOs update financial data quarterly. - Probation Service updates data regarding performance/ assessments/ funding agreements etc.

Key 'counting' unit	Clients engaged with the CBO (including Probation Clients and other clients).
Population variables	Those engaged with CBO have the following variables recorded: • Age. • Gender. • Disadvantage (ESF Only). • Nationality. • Employment status (ESF only). • Educational attainment, (ESF only). • Age at referral. • Addiction status. • Counselling Status.
Time coverage	2012 - present
Area coverage	By community organisation (although some organisations also have a national scope).
Access	Yes, Published in Statistical Report for Annual Report.