



POLADA
Polska Agencja Antydopingowa

**POLICY ON CONDUCTING INVESTIGATIONS BY POLADA ANALYTICAL AND INVESTIGATION
SECTION**

Warsaw, July 2020

1. INTRODUCTION

This Policy lays down the manner of carrying out activities and investigations by the POLADA Analytical and Investigation Section. This pertains to all measures connected with intelligence collection and investigative measures taken by the Section.

This Policy shall be subject to regular reviews, evaluation and updating.

2. ANALYTICAL AND INVESTIGATION SECTION

The Analytical and Investigation Section is composed of the Manager assisted by investigators and analysts.

The task of the Manager is to investigate potential anti-doping rule violations or non-compliance with the World Anti-Doping Programme, to deal with and manage informants and whistle blowers as well as to cooperate, if necessary, with other institutions, anti-doping organizations and law enforcement agencies.

The Manager organizes appropriately the work in the Section.

3. THE INVESTIGATION PROCESS

All aspects of informants and whistle blowers and the related investigations are discussed in the *Witness Protection Policy [Polityka ochrony świadków]*, available in section REGULACJE on the Polish Anti-Doping Agency website (<https://www.antydoping.pl/regulacje/>).

4. RULES FOR CONDUCTING INVESTIGATIONS

While conducting an investigation, the POLADA Analytical and Investigation Section complies with the World Anti-Doping Code and international standards as well as best practices and investigative and legal rules, recognized worldwide. It should carry out its work in an honest, ethical and professional way.

5. INDEPENDENCE

The POLADA Analytical and Investigation Section acts independently of the remaining Agency units and reports directly to the Agency Director. It may conduct any investigations it deems appropriate in accordance with this policy.

6. FINANCE

The POLADA Analytical and Investigation Section may conduct any investigation it deems appropriate within its budget. If additional funds are needed, the request shall be made to the Director of the Polish Anti-Doping Agency POLADA.

7. LEGAL ASSISTANCE

If in the course of the investigation any legal issue is raised, the POLADA Analytical and Investigation Section shall request legal advice from the POLADA attorney.

8. STORAGE OF DATA AND MATERIAL EVIDENCE

a- Electronic Data

Operational data of the Analytical and Investigation Section, i.e. data used to support the ongoing investigation, including personal data, shall be stored in a secure and encrypted environment at POLADA, but completely separate from all other POLADA Departments or other POLADA databases.

Any additional information in this respect is laid down in the Policy on Anti-Doping Data Collection.

b-Material evidence

All pieces of physical evidence, including inter alia documents, photographs, videos, products and/or related packaging, medical devices thrown away, etc. will be described, assessed and registered. All pieces of physical evidence are kept in the security container to which access is limited.

9. COMMUNICATION

The exchange of intelligence with persons or organizations outside POLADA (e.g. law enforcement agencies) shall take place using encrypted means (if justified in practice) and shall meet the highest security standards.

10. CONFIDENTIALITY

Throughout its whole duration, the investigation process shall remain confidential until it is completed and the final report is submitted to the POLADA Director.

During the investigation the Analytical and Investigation Section may cooperate with other POLADA Departments in order to obtain advice and information.

Any disclosure of information by the POLADA Analytical and Investigation Section to any other POLADA Department takes place on the basis of limited access and any persons who receive such information shall maintain strict confidentiality.

11. Completion of investigation

After the investigation is completed, the POLADA Analytical and Investigation Section shall inform the POLADA Director about the completion of the investigation, providing all the crucial details. The POLADA Analytical and Investigation Section shall also submit to the POLADA Director the report containing recommendations and references.

All crucial information that has been the basis for the investigation shall be then transferred to the competent organization/institution in order to bring prosecution and settle the case.

Should the case concern the non-compliance with the World Anti-Doping Code, the relevant information shall be transferred to the Intelligence and Investigations of the World Anti-Doping Agency.

In certain circumstances POLADA may refer the case to the law enforcement agencies, disciplinary bodies competent for a particular profession and other relevant organizations and institutions.