



**Republika e Kosovës
Republika Kosova/Republic of Kosova
Qeveria/Vlada/Government**

Ministria e Punëve të Brendshme
Ministarstvo Unutrašnjih Poslova
Ministry of Internal Affairs
Policia e Kosovës/Policija Kosova/Kosovo Police

Drejtoria e Përgjithshme e Policisë
Generalna Direkcija Policije/General
Directorate of Police

Pursuant to the article 1, article 33 as well as article 37, paragraph 7 of the Law No. 04/L-76 on Police (Official Gazette, no. 04/19 March 2012), General Director of Police, issues:

**REGULATION
ON PERSONNEL AND ADMINISTRATION IN KOSOVO POLICE**

**FIRST PART
GENERAL PROVISIONS**

**CHAPTER I
GENERAL PROVISIONS**

**Article 1
Purpose**

The purpose of this Regulation is the summary and unification of sublegal normative acts of Police (regulations and principles), subject of which is not regulated by administrative instructions on force.

**Article 2
Scope**

The provisions of this Regulation are mandatory for all Police personnel and, regulate the scope regarding the rules of conduct, official oath, duties and responsibilities of personnel, trainings, wearing the uniform and standards of wearing civilian clothes, rights and obligations in the occasion of using technical/technological and communication technology, assessment of the Police property, donations, use of cash Money, cooperation with local and international institutions and other issues related to the functioning of administration and personnel in Kosovo Police.

CHAPTER II OFFICIAL OATH

Article 3 Official oath

1. Kosovo Police requires that all police officers to entirely understand the legal and moral responsibilities of their position, for performing their police duties and powers.
2. Any new police officer is obliged to make the official oath before taking the duties and responsibilities in law enforcement.

Article 4 Oath procedure

1. All new police officers, during the oath are obliged to raise up their right hand and repeat the oath text as following;

I, (the employee says his/her full name) swear that I will implement the Constitution of the Republic of Kosovo and Kosovo laws, will protect the sovereignty and territorial integrity of the Republic of Kosovo, I will obey the orders of my superiors, perform duties always displaying professionalism, responsibility and honesty, in the interest of all citizens of the Republic of Kosovo regardless their ethnicity, gender, religion or color.

2. The Department of Human Resources/Training Division is obliged to handle the text of official oath to the new police officer before the ceremony, for signing it.

Article 5 Administration

1. New police officers sign the given oath form which remains in their personal dossier.
2. The Department of Human Resources is obliged to draft a standard operation procedure (SOP) where the oath form is included as well.

Article 6 Failure to make the official oath

1. Failure to give the official oath and not signing the form without reason results in termination of the work relationship.
2. Exceptionally, from the foregoing paragraph, if the new police officer reasonably does not swear an oath and does not sign the form, he must do so immediately after the reasons for his or her oath cease.

CHAPTER III CODE OF CONDUCT

Article 7 Conduct Rules

Kosovo Police employee who while performing official duties and obligations does not meet minimal standards of integrity and conduct expected from Police employee, in accordance with law and legal acts, responsibilities of the position and rank in which he/she is appointed, is subject to disciplinary measures including reprimand, lowering the rank, suspension and termination of work relation.

Article 8 Standards of conduct and salute

1. Police officers have unique standard of conduct and mutual respect, conduct in front of some personalities of local and international institutions, conduct and respect done through saluting with raised hand and stand attention, and determines the minimal standard of individual conduct for all police employees while performing official duty, with or without uniform.
2. Civilian staff employed in performing supporting and administrative services, are obliged to conduct in accordance with Code of Conduct for civilian employee.

Article 9 Salute

1. Salute of police officers is done in the following ways:
 - 1.1. Saluting police officers with ranks when standing still (still);
 - 1.2. Saluting police officers with ranks when moving;
 - 1.3. Saluting police officers with ranks when the saluting police officer is with weapon and police equipment for operation (action);
 - 1.4. Saluting police officers with rank by the unit in line;
 - 1.5. Saluting of Police officers in the occasions of the ceremonies such as solemn ones, commemoration etc.
2. Rules and method of saluting determined above are part of the learning program at the Kosovo Center for Public Safety.

Article 10 Management and responsibility

1. Supervisor manages the work for the employees in his hierarchy and performs police tasks within police competencies and authorizations in order to achieve legal objectives of Police.
2. Supervisor has the responsibility, in case of exceeding the police competencies and authorizations, while performing the official duties.

Article 11
Informing police officers for laws and bylaws

Police employee should have the knowledge and implement precisely laws and bylaws, Code of Ethics of Kosovo Police, Code of conduct for civil servants and internal regulations of Police that impact in performing their duties.

Article 12
Long absence of employee in work

After the long absence from work, Police employee should be informed with all provisions, appendixes, orders as well as other instructions, issued while the employee was absent.

Article 13
Issuing Orders

1. Written or verbal orders given by supervisor towards his subordinates, should be clear, in clear language, civilized tone and information in benefit of performing Police duties, they should be in compliance with all legal provisions as well.
2. No employee may refuse implementation of instructions, orders of work, or rules related to their work, issued by the supervisor. In those occasions when the employee takes orders that are in contradiction with Police rules, it is the responsibility of the Employee to inform the superior for that contradiction. In this case, it is an obligation of supervisor to clarify that order for the employee.

Article 14
Disobeying

1. Disagreeing, or failure to immediately obey written or spoken legal orders or directives, causes disobey. Critique toward superior or his/her orders should not be done publicly, except if as an integral part of official investigation or in court.
2. Complaints against supervisor for misbehavior should be done through respective commanding hierarchy.

Article 15
Appearance on duty

1. While performing the official duty, the appearance of Police employee should be compliant to the Police Ethical Code, Code of conduct and dressing of civil servants in Kosovo and compliant to the instructions and regulations of Police.
2. Police employee should appear in working position in time and place, in duties previously appointed by schedule, or when immediate intervention is required.
3. Police employee may not abandon his working position, except:
 - 3.1. If they are called urgently in another duty;
 - 3.2. If authorized by the supervisor and

3.3. If any incident out of their region requires immediate police attention;

Article 16
Cooperation and fulfilling duties in Police

1. Police employee should coordinate works and tasks with other Police employees, in order that Police work be much effective and efficient for achieving objectives in Police. All employees are similarly tasked with responsibility in increasing and maintaining high rate of cooperation within Police.
2. The police employee should remain steadfast, in implementation of law, instructions and regulation of the Police during decision making.
3. Employees should perform their work in proper manner, with courtesy, efficacy, patience and should have right judgment while performing police duty.
4. Employees should help and assist each other by all their opportunities when needed and in accordance with Police ruled. They also should provide possible services to any citizen who requests information or help.
5. Employees should care for sick or injured individuals; offer them medical care by the relevant institutions.

Article 17
Conduct of the employee during the working hours

1. The Employee during the working hours should conduct conform the Code of ethics of Kosovo Police, Code of conduct for Kosovo civil servants, as well as respective rules and instructions in Police.
2. During the working hours, the employee should not sleep, hang around, gather in public places or join recreations or occasional games except if approved by the supervisor.
3. The Employee is not allowed to deal with any private business, private enterprise or pay attention to any association during the working hours.
4. The Employee during the working hours should not read newspaper, magazines or book while on duty. Materials belonging to police sphere can be read or studied in the occasions when the performance of appointed duties is not hindered.
5. Police Employee during the working hours should take meals in accordance with rules determined by administrative instructions in Police.
6. The employee while on duty should address to his supervisor based on the position title.

Article 18
Abuse of the office and identification card

1. The employee should not use or tend to abuse the office, ID card, or official documents for any personal gain.
2. Employee should not use the authority of the service to serve for the purpose and use of mainly private benefit or civil by its nature, excluding cases when it is required from them legally to use that impact or their authority, in the occasions when public peace and order is disturbed or when such thing seems unavoidable.
3. The Employee should not allow using their names and pictures by any commercial enterprise that alludes in their work in Police, without the permission of the General Director of Kosovo Police.
4. The Police employee should not use, spread or place any kind of procure, literature, pamphlet, membership card or advertisement in their work position or in Police vehicle.
5. The employee should not offer any kind of guarantee, bail nor testify for any person deprived from freedom, except by the approval of the General Director of Police. This prohibition should not be applied for employees bailing for their relatives.
6. The employee should not communicate any kind of information that may assist persons to escape of arrest as well as punishment or enable them hide or camouflage any evidence of contraband.

Article 19

Socializing with persons of bad behavior and malicious rumors

1. The Police employee while performing official duty, as well as in private life, should have good behavior and have a positive impact in the Police image.
2. The Police employee should not be accompanied or keep close relationships with persons who are under investigation or are found guilty of serious criminal offenses unless he is engaged in any official duty or is in a family relationship.
3. Employee in Police should not incite or repeat malicious rumors between colleagues.

Article 20

Sexual harassment

1. All Police Employees should have a safe working environment, where all types of discrimination of employees are excluded, including incidents of sexual harassment as well.
2. Sexual harassment is intentional behavior ore repetitive one of a sexual nature toward any employee to another employee, that are not welcomed and for which the remarks are given.
3. Sexual harassment should be reported in written immediately by the employee at the immediate supervisor.

Article 21

Spreading Police Information

1. Police employee should not spread police information in possession and should not enable any other person Access in this information, except in the occasions stipulated by law, or by the approval of official authority.
2. Employee shall not discuss with media or any other persons, regarding evidence represented as a result of investigation, except in the cases foreseen by law, or by the approval of the authorities.

Article 22
Speeches and statements

1. The employee shall not, for the issues related directly with the service, to address to mass in public gatherings represent in radio or television, to prepare any paper for press, lecture related to police issues, or give statements for daily newspapers or magazines, except if they are authorized for this.
2. Employee shall not criticize publicly or taunt the service or other employees verbally, in written, or other expresses which are rumoring, incorrect, profane, illegal, that impact in the efficacy of the service or hinder discipline.

Article 23
Gifts and compensation

1. Police employee cannot request or accept other gifts or favors for him, or family members, regarding the exercise of the official duties. Employee should inform in written his superior, if he was offered or given a gift without any warning and in specific circumstances.
2. Police employee may accept a breakfast, lunch or dinner or any other gift of a reasonable price or value from any association, sponsored religious organization, brotherhood organization or any other legal nonprofit organization.
3. Such meal or gift is offered to police officer in the quality of guest for that organization or in the sign of consideration for conducting special Works in the favor of all members of the above-mentioned organization or as an award for activity committed toward the interests of citizens of our society.
4. The police employee may accept collective gift on behalf of all employees provided that the gift should be of a low value such as a package with sweets, cakes or other things given with no bad intention. The acceptance of a collective gift should be accepted by the supervisor.

Article 24
Alcohol beverages and narcotic drugs

1. Police employee prohibited use or sell alcoholic beverages while on duty, except if allowed in written for conducting certain covert tasks.
2. Police employee prohibited show up on duty if he is under the influence of alcohol eight (8) hours before the shift (excluding cases when the officer is called urgently on duty).

3. The employee should not possess or use narcotics drugs if not prescribed and controlled, except when they are given for use by the physician. In the occasions when the physician prescribes use of narcotics drugs, Police employee should inform his supervisor.

Article 25

The rights and restrictions of the Police employee

The Police employee enjoys same civil and political rights just like other citizens, undergoing restrictions stipulated with Law on Police that are necessary for effective exercise of police tasks and powers in a democratic society.

Article 26

Damages caused by Police during police operations

1. Police, while performing the police duty in implementing law such as: keeping order and safety, prevention and detecting crime, arresting and control of suspects and various objects, lifesaving, prevention of persons injury, avoiding obstacles where police is encountered in the case of performing police duties in implementing the law such as other actions related to performing police duties may cause material damage of other persons (natural and legal persons) who were not subject or aim of police operations and are not guilty for the damage caused, which must be compensated (damage caused to third parties).

2. In the event of causing damage from the previous paragraph, the police officer involved in the case is obliged that through a written report to inform his direct supervisor as soon as practicable. In the report, apart from the description of the case in which the police officer is involved, details, damages, injuries and consequences incurred in the performance of the police duty should be described. The report should also be attached to the photos about the damage caused, as well as all other evidence related to the case. After reviewing the case, the supervisor must certify by signing that the damage caused is as a result of the performance of the official duty or the police operation and in accordance with the police rules and procedures. After signing, the report with its recommendations shall be sent to the commander of the Police Station or other relevant unit, depending on the organizational unit where the police officer who has caused the damage is working.

3. The station commander, after receiving the report with recommendation is obliged to forward it to the Director of the Regional Directorate, then he informs the Director of the Departments of Operations, while the report along with the completed file is forwarded to the Directorate of Internal Investigations (DII). Directorate of Internal Investigations after reviewing the case sends the report on findings to the Deputy General Director of Resources.

4. DSP, if during the investigation and review of the case finds that the actions of the police officer are contrary to the rules and procedures of Police and with the Conduct Code of Police, then the police officer shall be imposed the disciplinary measure based on the provisions of the

Administrative Instruction about offences, measures and disciplinary procedures against Kosovo Police employees not excluding the initiation of the criminal procedure.

5. The Deputy General Director of Resources, after receiving the report and recommendations of DII from the paragraph 3 of this article creates the Committee of assessment of the damage consisting of three members (the head and two committee members).

6. The committee after the review of the case and assessment of the caused damage, is obliged that in an optimal time to return the completed case to the Deputy General Director of Resources to decide regarding the compensation of the damage, based on the article 53 of the Law on Kosovo Police.

7. If regarding the case in which there has been caused the material damage during the police intervention, it is initiated the criminal procedure or offence, then the case is attached the completed file on the caused damage, in order that then the court decides on the compensation of the damage, if the case is submitted from the damaged party, which in these cases is in the capacity of the party in procedure.

Article 27

Standard Operational Procedures for compensation of the caused damage from Police while performing police duty

Department of Operations and Department of Supporting Services are obliged to draft a Standard Operational Procedure, with which there are described in details the procedures regarding the assessment of the caused damage while performing police duties as well as compensation of the damage of third parties.

CHAPTER IV

POLICE DUTIES AND POWERS OF THE POLICE OFFICERS

Article 28

General Duties and powers of the police officers

1. General Duties and powers of the police officers are determined by the Law on Police, Administrative Instruction for the Way of Carrying out Tasks and Police authorizations, as well as other normative acts.

2. Duties and powers of the police officers starting from rank of new police officers to the rank of colonel should be determined further in this Chapter.

Article 29

General Duties of the police officers

1. General duties of the police are to:
 - 1.1. protect life, property and provide security for all persons;
 - 1.2. protect fundamental rights and freedoms of all persons;
 - 1.3. prevent the risk against citizens and keep public order and safety;
 - 1.4. prevent and detect the criminal acts and their perpetrators;
 - 1.5. investigate criminal acts and their perpetrators;
 - 1.6. supervise and control traffic safety;
 - 1.7. manage and control state border
 - 1.8. provide assistance during natural disasters and other emergency cases; and
 - 1.9. perform other duties foreseen by the law in power

2. In the following are the Police authorizations but not limited:
 - 2.1. While performing police duties, the police officer has authorization to exercise reasonable control on people and property within his/her competencies and authorizations, give and implement legal orders and instructions for the society members in general, in order to achieve the legal objectives of police.
 - 2.2. Authorizations mentioned in this law determine authorizations in general and restrictions of the police officer in performing the duties regarding the prevention of risk and keeping the public order and safety. Authorizations and restrictions of the police officer during exercise of duties regarding the criminal investigations, in general are determined in other laws, including but not limited in Kosovo Criminal Procedure Code.
 - 2.3. While exercising their duties, police officers have the authorization to patrol the borders, control inter-border traffic, examine documents of the border crossing, enter in the private properties in the border area, with exception of private buildings, but they can enter in the railway stations, airports, trains and airplanes. Police has the right to know the owner of the property along the border, to have a path along the border line and gates in the fenced walls, to enable access for the police officers during the patrol.
 - 2.4. Police provides safety and protection for the places of cultural and religious heritages in the Republic of Kosovo.
 - 2.5. Police officer exercises police authorizations even out of the working hours in accordance with the law.

3. Police officers exercise their duties and responsibilities based on the job description for the position on which they are appointed.

Article 30

Duties and responsibilities of a Sergeant

1. Police officer with the rank of sergeant is the supervisor of the first line of management, and is responsible for managing, leading, supervision, training, advising and discipline of all the employees that are under his supervision.

2. Sergeant should have professional abilities and skills for performing all the duties expected to be performed by an employee under his supervision. Sergeant is responsible for planning, organizing and controlling, supervising, control, reporting for the work and activities performed by the personnel who are under his supervision, as well as to undertake all the necessary actions in order his staff to be as professional and efficient as possible in police works.

3. If it is not determined otherwise by any other internal act, the work of sergeant is supervised by the police officer with the rank of Lieutenant, or other supervising superior, as provided by the organizational structure of Police.

4. Duties of Sergeant are:

- 4.1. Perform all the works and police duties conform the Law on Police, bylaws, job description, rank and authorizations it has;
- 4.2. According to authorizations and needs, in accordance with the organizational structure, he leads and supervises the shifts, police patrols and other units within the police, as well as provides assistance and support for the police officers and civilian staff which are under his supervision/authority.
- 4.3. To draft the working hours for the personnel under his supervision;
- 4.4. Is responsible for drafting quick reports and other reports regarding the situation and events that have occurred during his shift;
- 4.5. To hold and lead daily meetings with the shift, respectively with the staff under his lead;
- 4.6. Is responsible for the calls dealing with the important issues, acts or criminal activities that occur within his responsibility area, as well as to undertake necessary measures and actions within the authorizations that he has;
- 4.7. Use the KPIS system (Kosovo Police Information System) according to the need by complying the procedures, find the necessary information, as well as to ask by the competent employees under his supervision to utilize this system by complying the procedures.

5. Sergeant is obliged to cooperate and coordinate the activities between the police units of local and central level through the commanding chain, as well as other institutions which are in law enforcement. This cooperation includes but is not limited only in:

- 5.1. Cooperation with the units within the police station where he works;
- 5.2. Cooperation with stations and other police units;
- 5.3. Cooperation with justice bodies (prosecution and court).
- 5.4. Cooperation with other institutions, within his competencies;

6. Sergeant takes care about the identification of needs for training the personnel under his supervision.

- 6.1. Sergeant takes care for receiving the complaints submitted by the citizens regarding the behaviors and actions of police officers, registering and treatment of these complaints.
- 6.2. While treating these complaints, the sergeant is obliged to initiate the initial investigations and give responses and recommendations regarding these complaints which then through the commanding chain makes a written report and according to the need, based on the Administration Instruction for discipline initiates disciplinary procedures.

Article 31

Duties and responsibilities of Lieutenant

1. Police officer with the rank of Lieutenant is supervisor of the middle management level, who is responsible for planning, organization and coordination, supervision, controlling and reporting for work and activities performed by the personnel under his/her lead and supervision, as well as undertakes all the necessary actions for his staff to be as professional and efficient as possible in police works. Lieutenant is responsible for managing, leading, supervision, training, advising and discipline of all employees under his supervision.

2. Lieutenant should have professional abilities and skills for performing all duties expected to be performed by an employee under his supervision. Lieutenant is responsible for planning, organization and coordination, supervision, controlling, reporting of the work and activities performed by the personnel under his lead and supervision, as well as to undertake all the necessary actions for his staff to be as professional and efficient as possible in police works. The work of lieutenant is supervised by the police Captain or any other superior who in the organizational structure has the same rank but higher position.

3. The main duties of police lieutenant are:

- 3.1. To perform duties of the shift leader, deputy commander, commander of the police station, supervisor of any operation or administration unit, as well as other duties determined with the organizational structure of Police.
- 3.2. To supervise the work of sergeant and other employees under his/her supervision and if necessary to give them advice and instructions regarding any issue;
- 3.3. To lead and supervise the personnel in fulfilling general duties in law enforcement.
- 3.4. To take care about the development of personnel under his/her supervision, to identify training needs, and coordinate the training with Police trainers;
- 3.5. Participate in the shift and leading meetings;
- 3.6. Perform the periodical evaluation of employees under his/her direct supervision;
- 3.7. Be advised with Captain or other higher supervisors regarding any important activity for any other critical case;
- 3.8. To implement the required disciplinary standards, based on the Law on Police and other internal acts of Police;
- 3.9. According to the need, takes part in the public gatherings in his responsibility area, by representing the Police in professional manner, in order to advance the philosophy and method of cooperation with communities.

Article 32

Duties and responsibilities of Captain

1. Police officer with the rank of Captain is supervisor of the mid-level management, and is responsible for planning, organization and coordination, supervision, controlling, reporting for the work and activities performed by the personnel who are under his lead and supervision, as well as undertakes all the necessary actions for his staff to be as professional and efficient as possible in the police works. Captain may be supervisor/leader of any operational, administrative police unit, or based on the organizational structure performs other duties too.

2. Captain supervises the work of police officers, starting from: police officer, sergeant, lieutenant and civilian staff under his/her lead/supervision. Captain, according to the need, provides assistance and support for the low and senior level management. He also takes care that all the operational and

administrative requests of the units under his lead/supervision be accomplished professionally and efficiently.

3. The work of Captain is directly supervised by the Major or any other superior who in the organizational structure has the same rank but higher position. The main duties of the Captain are:

- 3.1. To have knowledge and skills for performing duties of the Police Station commander, as well as of the commander or leader of any other police unit;
- 3.2. To lead and supervise the work of personnel under his supervision and if necessary gives them advices, instructions and suggestions for performing duties professionally and efficiently;
- 3.3. Takes care about fulfilling of general duties in the law enforcement, ensures that the investigations that are under the competency of the unit he leads are conducted in time and professionally;
- 3.4. Takes care for the development and advancing of the police officers and employees of the civilian staff, identifies the needs for their training, coordinates trainings for personnel that are under his supervision or command;
- 3.5. Takes care that the police officers under his supervision are systemized-deployed in workplaces with a high operational efficiency;
- 3.6. Conducts the periodic performance evaluations for the lieutenants who are under his supervision;
- 3.7. To have knowledge about his competencies;
- 3.8. To have regular contacts and be advised with Major or other higher leaders, takes instructions and suggestions regarding any issue (incident, accident or any important activity)
- 3.9. To implement the required disciplinary standards based on the internal acts of Police;
- 3.10. Takes part in the management meetings;
- 3.11. If necessary, takes part and represents professionally the Police in public gatherings, applies and advances the philosophy and cooperation manner with the communities of his responsibility area.

Article 33

Duties and responsibilities of Major

1. Major is superior of the high management level and leader of the commanding staff in Police, and is responsible for the planning, organization and coordination, supervision, controlling, reporting for the work and activities performed by the personnel which is under his supervision, as well as undertakes all the necessary measures for his staff to be as professional and efficient as possible the police works. Major may be leader of one or more police units (police stations, special units, etc.), who ensures that all operational and administrative requests be performed professionally and efficiently.

2. The work of Major is supervised directly by the Lieutenant-Colonel, or any other superior who in the organizational structure has the same rank, but higher position.

3. Main duties of the Major are:

- 3.1. To perform duties of the Police Station Commander, Regional Deputy Commander, Director of Directorate, as well as the duties and tasks foreseen by the organizational structure of Kosovo Police;
- 3.2. To lead and supervise the work of personnel under his supervision and if necessary gives them advices, instructions and suggestions for performing duties professionally and efficiently;
- 3.3. Takes care for the development and advancing of the police officers and employees of the civilian staff, identifies the needs for their training, coordinates trainings for personnel that are under his supervision or command;
- 3.4. Perform periodical evaluation of performancës of the employee under his supervision;
- 3.5. To have regular contacts and be advised with lieutenant Colonel or other higher leaders, takes instructions and suggestions regarding any issue (incident, accident or any important activity)
- 3.6. To implement the required disciplinary standards based on the internal acts of Police;
- 3.7. Participates in public meetings and if necessary informs the public regarding the police activities in the security sphere and efforts in increasing/advancing the cooperation with community;
- 3.8. Performs other duties conforms work position is in, and as needed performs other duties appointed by the superior of supervisor.

Article 34

Duties and responsibilities of Lieutenant-Colonel

1. Lieutenant-Colonel is superior of high management level and leader of commanding staff in level of Regional Directorate or any other unit within the General Directorate and is responsible for the planning, organization and coordination, supervision, controlling and reporting of the work and activities performed by the personnel which is under his supervision or lead, as well as undertakes all the necessary measures for his staff to be much more professional and efficient in police works.
2. Lieutenant-Colonel should provide leadership and management support for the stations commanders, other units within the Regional Directorates and units within the General Directorate, to ensure that all operational and administrative requests of the units led by him are performed efficiently and professionally.
3. The work of Lieutenant-Colonel is supervised directly by the Colonel, or any other superior who by the organizational structure has the same rank, but higher position.
4. General duties of Lieutenant-Colonel:
 - 4.1. Lieutenant-Colonel performs duties which are not limited only in performing the duty of: Regional Director and Deputy Director, Director of any Directorate, Division, Department or any other unit within the General Directorate;
 - 4.2. Lead, supervise and inspect the personnel under his supervision.
 - 4.3. Supervises and manages the operations and other activities under his/her supervision.
 - 4.4. Ensures that the units under his leadership have enough personnel, are supplied by logistics with necessary equipment for performing their police duties successfully;
 - 4.5. Consults with the supervisor for any important activity;

- 4.6. Participates in public meetings and if necessary informs the public for the police activities in the security fields and attempts to increase/advance cooperation with the community.
- 4.7. Analyzes and evaluates the activities and police operations of the units under his supervision.
- 4.8. Performs other duties conform work position and if necessary conducts other tasks assigned by his superior or supervisor.

Article 35
Duties and responsibilities of Colonel

1. Colonel is superior of the highest management level which is responsible for planning, organization and coordination, supervision, controlling, reporting of the activities and works performed by the personnel under his supervision and leadership, as well as undertakes all the necessary actions for his staff to be as professional and efficient as possible in police works. Colonel operates under the leadership and order of the General Director, Deputy General Director, Director of Department or Director of Division, who has leadership functions in fields of planning, operative tasks and general security issues, in creating standard operating procedures, rules, regulations, guidelines as well as other acts.

2. The main duties of colonel are:

- 2.1. To organize, lead and supervise the works of Directorates, Divisions, Departments or any other unit within the General Directorate of Police;
- 2.2. Provide executive and advisory assistance to the Director and Deputy Director of Police;
- 2.3. To assist the supervisors of lower level that are under his supervision, to advise them, instruct and give suggestions for conducting the tasks successfully, as well as takes care
for their training and advancing;
- 2.4. Gives advices regarding the recruitment, selection, training and advancing of police officers;
- 2.5. Cooperates with the Regional Directors of Police in order to develop an integrated and efficient approach for the service;
- 2.6. Gives advices and recommendations about the issues regarding the KP budget;
- 2.7. Supports and implements the philosophy and police practices oriented toward the cooperation with community;
- 2.8. Analyzes and evaluates police activities and operations of the units that are under his supervision.
- 2.9. By the request and authorization of the Director and Deputy General Director conducts functions and other leading and managing duties.

CHAPTER V
POLICE COOPERATION WITH OTHER INSTITUTIONS

Article 36
Police cooperation with local and international institutions

1. Police, in order to successfully and professionally perform duties and tasks in its scope cooperates with local and international institutions. This cooperation is done in various ways: direct cooperation, in written, through electronic means, as well as in other forms depending on case and situation. In many cases cooperation is done based on agreements and memorandum of understandings, where the rights, duties and obligations of each party are included in that agreement.
2. The competent authority for approving the cooperation at the local level between the Police and other subjects is the General Director of Police or his authorized.
3. Minister of Internal Affairs or his authorized person is the competent authority for approving agreements of cooperation at the international level in the police scope.

Article 37

The procedures of cooperation agreements

1. Any understanding and cooperation agreement is preceded by the negotiation phase, where the parties express the readiness for the cooperation in mutual interest.
2. Prior to any negotiation the approving authority must be notified, who depending on the field and subject, decides who will lead the negotiations process, and who is the competent authority signing and approving the agreements of understanding and cooperation, that will be signed after the negotiation process.
3. The cooperation and understanding agreement should be in written form, and contain the following data but not limited:
 - 3.1. The subjects/parties that enters into the cooperation agreement
 - 3.2. Legal basis and the object/subject of agreement;
 - 3.3. Agreement title;
 - 3.4. Purpose of agreement;
 - 3.5. The rights, duties and obligations of parties arising from the agreement;
 - 3.6. Coordination;
 - 3.7. Deadlines for implementation of agreement;
 - 3.8. Validity period of agreement;
 - 3.9. Specific criteria;
 - 3.10. Date and signing of agreement between the contracting parties
4. Sector for Legal duties in the Kosovo Police, is competent for compilation and interpretation of the understanding agreement.

Article 38

Obligations of the parties signing the agreements of understanding

1. The signing parties are obliged to respect the agreement. No modification or supplementation can be done without the consent of signing parties. If the signing parties agree to terminate the agreement with a mutual request, then the party who wishes to terminate the agreement must at least 6 months before terminating the agreement, notify the other party in written, except if otherwise is specified in the agreement.

2. The agreement of understanding enters into force immediately after the signature, except if by any provision of the agreement is determined any other period.
3. The cooperation agreement reached between two signing parties shall be drafted in official languages of the Republic of Kosovo, as well as in sufficient copies for the parties, stored in the archives of the signing authorities.
4. In case of any dispute or disagreement between the signing parties, the competent authority for solving this dispute is the competent court.

Article 39

Police cooperation with communities

1. Kosovo Police is obliged to cooperate with community in various fields, especially in the field of law enforcement. For the cooperation purposes and correct information the police continuously maintains contacts and joint meetings with the community, to be informed for the problems and concerns of the community in order to undertake necessary actions for their personal and property security, securing free movement and creation of a safer environment for the community.
2. The police during the communication and cooperation with community should be direct, effective and efficient toward the requests and questions asked from interested parties, should be sincere and correct in giving information and answers to questions made. If for any objective reasons the information requested cannot be given at the moment, then police is obliged to address/instruct the interest person at the information office for receiving the requested information.

Article 40

Police cooperation with media

1. The Police are obliged to cooperate with media, in order to inform the public regarding the events happening in the field of security and police activities in providing safety and order in the country.
2. When giving information and press releases for media, Police employee is obliged to respect provisions determined by this regulation and other internal acts.

Article 41

Informing public opinion through the media

1. Kosovo Police recognizes the right of public for information regarding the public peace and order and the activities of police in law enforcement, respecting restrictions determined by law and bylaws on power.
2. The Police, through the media continuously inform public for police activities in the interest of citizens, except when this information would:
 - 2.1. Violate any legal rights;
 - 2.2. Jeopardize the investigation process;
 - 2.3. If by the laws and by law acts the provision of such information is forbidden;

- 2.4. If the identity of the suspect who may be minor, sexually assaulted or raped victim could be revealed.

Article 42

Informing/releasing information

1. Interested persons, can receive information regarding the work and activities of police directly or in written. Submitted request should be treated as quick as possible, based on the principle first came first served, except cases when by provisions of this regulation and other internal acts are foreseen restrictions, in emergent cases as well and in the occasions when by the decision of the court is required that the request be suspended.
2. Release of information or press releases, when possible, should be done in the same time in to all interested Medias. Prior to publishing the information should be processed and analyzed properly.
3. The press release, mainly is released in written, because interested media receive that information at the same time, and this way of giving information disables manipulations, changes, misinterpretations of given information.
4. With the aim to avoid misinterpretations, police avoids giving or confirming information through telephone, except in the cases when it is necessary.
5. If the request for releasing information is done through telephone line or other electronic means, then competent persons at Police should insist that the interested party submit personally the request during the working hours, directly or in written.
6. Submitting the request in the method described in the previous paragraph tell the purpose, seriousness and correctness of the requesting party. Also it is evidence that for the submitted request and time of request by that interested party.

Article 43

Participation of Police in public media

1. In the aspect of cooperation of Police with media, police officers can participate in any show organized in radio, television or other information means if the show intends to inform the public regarding the police activities in law enforcement. Direct participation of police officers and use of equipment and property of Police in these shows is done with previous permission by the general director of Police, or his authorized person.
2. If the police participates in any show or Project, having to do with order and security in the e country, such as: awareness raising campaigns on security, documentary, film or something similar, where it is planned to use police symbols, equipment and property, necessary clarifications should be asked previously, as well as poses a copy on the subject and scenario planned for the implementation of this Project/program, in order to prove that the program intends to inform the public for the work and police activities, where the engagement, professionalism and commitment of police in law enforcement is displayed as well as the increase of the Police image, and not to misuse it for other intentions.

Article 44

Competencies for issuing information

1. General Director of Police is competent for issuing any information dealing with the Police. In lack of the General Director these information can be given by his deputy.
2. By the authorization of the General Director, directors of departments, regional directors, station commanders or other employees appointed by their supervisors, may give information for specific issues, which are in the competency of the units led by them.
3. The information regarding the any incident, arresting or investigation where are involved the persons who are believed to attract the opinion attention or raise interesting or publicity to them, possibly can be issued by the deputy Information Office so in these cases the representatives of media are guided to contact the deputy Officer of Information.. Upon publishing the information, from the previous paragraph, the officers of information must be coordinated with the section which develops the investigations, which are the main responsible for issuing that information.
4. Information Office upon issuing any information for media is obliged to send a copy to the general Director of Police and police unit (director of department, division, regional directorate or police station) if they are involved in the investigation of case for which the information is given or in other similar circumstances.
5. The office of information is obliged that a copy of the information given to media to store in the Police file, which will serve as evidence for its content and publishing, in order to avoid misinterpretations, various distortions or manipulations.

Article 45

Authorization for issuing the official information

1. All the information issued to media should be previously coordinated and authorized by the Office of Information and Public Relation which is responsible for keeping contacts with media. This office may authorize any Police employee for issuing any information in information media.
2. The supervisor, who authorizes the employee to issue any information to the media, should be previously consulted and ensure that the employee is informed about the case for which information should be released, that he is clear and sure about the information to be published.
3. If the police officer who is authorized to give media release is not present at the scene, then the police supervisor which is present on the scene issues a brief summary for media regarding the event or incident, while for further information he should instruct the media to contact the representative of the Information Office.

Article 46

Administrative restrictions during issuing the Information

1. Police employees are obliged to provide only true information, based on facts and given by the Police. Police in no case must issue or publish unconfirmed information or that information based on hearsay, prejudices or personal opinions.

2. In the occasion of issuing the information, police is obliged to continuously take care about the privacy rights, integrity and reputation of the individual or institution.
3. In order to facilitate the administration procedures, for certain issues, the access on required information can be restricted temporarily. In these cases, the submitter of the request should be informed about the time and place where the required information can be taken, but always bearing in mind the delays or restrictions, possibly to be as short in order that the delay for receiving the required information not to lose its value and become unimportant.
4. If the information cannot be issued, because it was submitted at late hours of the weekend, respectively at the end of the working hours of Friday, then the giving of information is postponed for the Monday or next working day.
5. Police employees in no case must not issue or publish any Information provided by the Police or any other institution, which are classified as confidential or secret, except is authorized by the police competent.

Article 47

Refusal to issue the information

1. If reasonably is believed that the request submitter aims to abuse the information) e.g. impede investigations, impact the witnesses, in the informatory safety or cooperative persons and other individuals, or aims to compromise the Police work), then the Police may refuse such request.
2. If due to objective reasons, the request for receiving information is refused, and then the Police competent are obliged to notify the request submitter regarding the refusal of request or impossibility of immediate provision of the required information. If the request is submitted in written, then the Police are obliged to respond in written.

Article 48

Participation of media at the scene

1. Police, in case of any incident or accident is obliged to enable and bring closer the scene the representatives of media together with their equipment, rather than the ordinary citizens, since even they are considered to be performing the duty, but they are not allowed to be become obstacle for performing the police duties and responsibilities.
2. Whenever possible, the scene must be surrounded with the warning tape, in order to disable/restrict the free movement of citizens. The responsible officers in the scene must always take care that if possible to set a reasonable place/area for the representatives of media, who usually are allowed to set the outside perimeter of the scene.

Article 49

Guidelines for issuing the information regarding the crime

1. Police provides information to the information media regarding any action or criminal issue, by adhering the following restrictions:

- 1.1. Publishing of full data about the personal identity of the suspects or the persons against whom the charge is filed. In these cases are published/provided only the initials of the suspect. Publishing of full data about the personal identity in arresting of the suspect are provided only if the competent authority considers that publishing of this information would help in arresting of the suspect, then if it aims to warn the opinion for the possible risk threatened from that person or in other similar circumstances.
- 1.2. Publishing of the data about the residence or domicile of the suspect, victim or witness;
- 1.3. Publishing of the data regarding the background, character, reputation of the suspect, victim or witness,
- 1.4. Publishing of the data about the juvenile if involved in case, as well as other data of the suspect which may impact the investigations process;
- 1.5. Circumstances on which the crime is committed, the charge is filed against the suspect and information that may impede or will impact in performing investigations successfully;
- 1.6. Circumstances dealing directly with the arresting of the suspect; such as:
 - 1.6.1. Imprisonment time;
 - 1.6.2. Has the arrested resisted and was there any arrest-warrant against him;
 - 1.6.3. Has the suspect used weapons or force, if so, what is the type of the used weapon;
 - 1.6.4. If suffered bodily injuries, the nature and description of the caused injuries;
 - 1.6.5. Description of proofs and material evidences seized when arresting the suspect.
- 1.7. Identity of the crime victim, if the victim is a victim of the attack, abused or raped. If we are dealing with the sexual abuses, except the age and gender of the victim, no other information should be published.
- 1.8. Any information on the official documentation on which the public did not had access;
- 1.9. Publishing of the statement or allegations of the suspect regarding the admission or non-admission of the criminal offence, guiltiness, or denial to give statement regarding the case for which he is being charged;
- 1.10. Publishing of the data regarding the validity, importance and value of evidences that police possesses;
- 1.11. Existence of the last message regarding the murder, suicide or names and information that would detect the identity of the persons involved in this case.

Article 50

Information of the public for serious-critical accidents

1. If we are dealing with serious incidents, major incidents, disaster or serious accidents, the representatives of public media will be instructed in the certain place and to the competent persons for giving the accurate information, in order to then inform the public about the incident or accident in question.
2. For the access or entrance of media representatives in the place where the serious incident happened, it should be decided by the incident commander, always respecting the restrictions determined by this regulation and other internal acts, which deals with the information media and crime scene examination

3. Information media must not be allowed to enter in the places/areas where the serious incident happened and when there are a great number of victims or mass graves.

Article 51

Issuance of the information of non-criminal nature

1. General Director of Police may authorize the issuance of the information of non-criminal nature, in the following cases:

- 1.1. The information regarding any organizational change in Police in Police, regarding the drafting, amendment or completion of the internal acts, provided that the Police employees are notified previously about such changes.
- 1.2. Information regarding the natural disasters, tragedies, accidents, disasters and other important incidents, for which the opinion has a great interest to be informed
- 1.3. Information of the opinion regarding the jams or blockages in traffic when we are dealing with any emergent situation, extraordinary situation, then in case of modification of traffic rules and other similar cases;
- 1.4. Publishing of any picture through media (being subject of legal restrictions) regarding any important event for media and public.

Article 52

Press conference

1. Police, in order to inform the public regarding any case or important investigation as well as in cases when there are request about the issuing of any information, for which the public has great interest, it may organize a press conference which previously should be approved by the General Director of Police or in his absence, the Deputy General Director or Director of Department, who may also assign an individual to represent the Police in a press conference. After the approval, there is assigned the person who will represent the Police in press conference.

2. The officer of Information office is responsible for keeping contacts with media, informing them about the press conference which is organized by the police. A written copy of the information to be published is given to the deputy. Before the beginning of conference, there should be made the identification of participants and their information about the topic in order for them to be prepared about the issue that has to be discussed, or about possible questions that will be submitted from media.

3. Upon the opening of the press conference, the officer of Information Office must initially welcome the representatives of media and other participants of this conference then present the representatives of Police which will issue the information. If in the press conference participate other institutions or organization then should be made their presentation and each of them will decide if they are going to give interview for media and if they are going to response the questions submitted by the media representatives submitted by the media representatives.

- 3.1. If any of the participants in the press conference has any question or comment regarding the case for which the conference is held, the Police officer that leads the

conference must present the person in question and give him the floor to make questions or comments on which the Police representatives should response.

- 3.2. If for reasonable causes any information cannot be issued, then all concerned should be informed about the causes for which the response cannot be given on the required information. After the submitted questions and given responses, the responsible officer finishes the press conference.
4. The office or space where the conference will be held should be possibly equipped with the sign and emblem of Police as well as other identification symbols. These symbols should be on the background of the Police representatives
5. In the absence of General Director of Police, his deputy, Director of Department, regional director or Police officer of information, may give improvised interviews to the media from their offices. After each interview or conference they should prepare a report in writing for the General directorate regarding the flow of the interview or press conference

Article 53

Giving credentials

1. Kosovo Police issues credentials for the media personnel, which is accredited according to the official request of the media competent or the request of executive media body. The request for issuing of credentials should be directed in written to the Office of Information, which then after the review follows that request to the Office of General Director of Police for approval.
2. The Information Office, after analyzing the request for accreditation, if concludes that any of the requests must be rejected, then notifies General Directorate in written, as well as gives the recommendations and justifications on which the recommendations are supported.
3. The Information Office must keep notes for all the credential papers that they issue. The credential letters should contain the personal data and a photo of the person, as well as the name of the agency (media) where the person to whom is given the credential letter works.
4. If any media representative is terminated the work relation in the agency that sponsors him then the credential of that person is invalid. In these cases, the executive body of media is responsible for return of credential letter for that person.

Article 54

Social media

1. Police, in order to inform the public opinion regarding the tasks and activities of police in law enforcement, uses the media or social networks as well. Through this communication means is done a very efficient information and exchange of information regarding any issue, then regarding solution of any problem, event, investigation of any case, prevention and combating of crime, as well as for other purposes dealing with security.
2. The communication through the social media is done between two or more persons. The Police employees during the use of social media are obliged to respect the rules and procedures dealing

with the media and information technology. This type of communication is done through a very efficient advanced technology, therefore it is being applied more and more.

3. On each website, there must be possibly included an introductory statement where the purpose, scope and presence of the institution or the agency is specified clearly, as well as sign out the website which is linked to the official website of Police.

Article 55 **The Approval procedure**

1. All the Police social sites should be approved by the General Director of Police or his/her authorized person, which are administered and maintained by the Office of Information and Public Relation in Police. The Directorate of Information Technology and Communication (DITC) have a technical and supportive role on using of this network.

2. The content of the data published in social networks are opened for the public, which is managed, preserved and published in accordance with the policies and Police acts and other normative acts.

3. In order the users have access on the social networks, they must have access accounts, which is a standard to use the social networks.

Article 56 **Use of social media**

1. The employee who through the social networks represents the Police, is obliged to respect the procedures determined with internal Police acts, which are not restricted only in the following actions:

- 1.1. To be presented as a representative of Kosovo Police, or representative of any police unit, by adhering the standards of conduct and code of ethics, as well as action procedures determined by this regulation and other normative acts, including the Order of the General Director of Police no. 01/1138 dated 17.09.2014;
- 1.2. To not declare about the guiltiness or innocence of the suspect or arrested, as well as not to give comments about the investigations in process;
- 1.3. To not detect the confidential data, including publishing of pictures or videos dealing with the actions, operations, trainings or other police activities, except if their publishing is authorized in written by the Police competent; and
- 1.4. To not perform private tasks or political activities.

2. Without the authorization of the General Police Director, or his authorized, it is prohibited that the Police employees to have access in the social networks on their computers.

Article 57 **Importance of Social Media**

1. Social media are valuable communication way, which serves for information, communication, research and search of evidences or information which are not restricted only on information regarding the:

- 1.1. Missing persons;
 - 1.2. Wanted persons;
 - 1.3. Participation in structured criminal groups;
 - 1.4. Crimes committed online (harassments, intimidations, threats, blackmail etc.); and
 - 1.5. Photos and videos of crimes published by participants or observers of the case.
2. Social Media are used to provide professional assistance in:
 - 2.1. Giving advices for prevention of crime;
 - 2.2. Giving or searching of advices about the unsolved crimes;
 - 2.3. Providing opportunities of online reporting;
 - 2.4. Division of map and data of the crime;
3. Social Media are used even to inform citizens and to exchange information regarding the:
 - 3.1. Occurred incidents and accidents;
 - 3.2. Difficulties and congestions on roads/traffic;
 - 3.3. Special events;
 - 3.4. Weather emergencies;
 - 3.5. Risked or missed persons, etc.

Article 58

Searches through social networks

1. Social are very efficient mechanism for various searches and researches, being not restricted only in: investigation, employment researches, recruitment or change of work place in Police.
2. Internet-based information and social networks possibly must be verified.
3. Upon the search and verification for employment or change of work place, there should be applied procedures and standard/unique techniques for all the candidates involved in this process.

Article 59

Restrictions on personal usage of social media

1. Police employees upon the usage of social media, except the provisions set by this regulation and work contract between the employee and Police, is obliged to refrain from actions or statements, through which there would not:
 - 1.1. Detected any confidential/secret information;
 - 1.2. Hamper investigations in progress, or any other police activity;
 - 1.3. Damaged, compromised or will be negatively affected in the Police image.
2. Police employees while on the duty or while performing duty, should be careful that his/her behaviors, appearances and speeches be in harmony with internal acts of Police, especially with the Code of Ethics and Conduct of Police.
3. Police employee when appearing in social and other information media, should be responsible and that his speeches and appearances not to be part of electronic media of the world, because such articles reflect the organization where the employee works.

Article 60

General Restrictions

1. The Police Officer, while performing official duties and behaviour in the private life, should protect, preserve and advance the Police authority. It must especially take care of strengthening the integrity of the Police as a whole.
2. The Police employee shall not be allowed to post photos, video with uniform and police equipment in and outside the workplace, which contravene police ethics and undermines the Police image.
3. The publication and use of equipment, uniforms, logos, signs, police symbols, including police operations activities and training methods of Police Members may be published only in accordance with applicable laws, administrative instructions, policies of the Police Management, or with the prior authorization of the General Director of Police.
4. It is not permissible for Kosovo Police officers to publish or use off-duty police equipment as follows:
 - 4.1. Official uniform with signs, logos, symbols and accessories in police activities;
 - 4.2. Exposure of training methods related to the Kosovo Police;
 - 4.3. Commenting or presenting operations on social networks etc.

Article 61

Data surveillance

The information or data created, transmitted, downloaded, posted, exchanged or discussed in public forums from the Police employee, through electronic media are not protected, therefore without warning, they may be surveyed/monitored by the Police competent at any time, respecting the provisions set by this Regulation and other normative acts.

Article 62

Responsibility for publishing the data

1. Against the Police employee will be initiated a disciplinary procedure, by not excluding the initiation of criminal procedure for publishing of information or data through social networks, official emails (intranet) and internet, which are not restricted only in:
 - 1.1. Publishing or posting of confidential information;
 - 1.2. The data which impede the investigations in process;
 - 1.3. Publishing of false information or prejudices which damage the reputation and image of Police and his employers, as well as other persons, groups, organizations and institutions;
 - 1.4. Publishing without the authorization of information, data and private or personal evidences in order to benefit or any other interest, which would offend, damage or affect negatively to any other person;

- 1.5. Publishing of creative work of any individual, any commercial symbol or confidential information of any business without the permission/authorization of the owner.

Article 63

Reporting of irregularities

1. Each police employee, who is aware for any posting or publishing in websites, that is in contrary with the provisions of this regulation and other internal acts, is obliged to as soon as possible notify his direct supervisor, in order then to be undertaken the necessary actions for reclamation of these irregularities.
2. Except the police employees, the alleged abuses through the social networks and any other abuse can be notified or reported even from citizens or institutions, including the information or reporting through the official address (e.g. info@kosovopolice.com)

Article 64

Implementation of other acts regarding the social media

1. If by this Regulation and other internal acts is not fully regulated any issue regarding the use of social media, then are applied other laws, acts and sub-legal acts which regulate this issue and which has to deal with social networks and other electronic communication media.
2. In order to implement the provisions of this Regulation and advancing of knowledge regarding the use of social media and other information and communication media, the Office of Information and Public Relation and ICT Directorate will draft special SOP-s regarding the use of social networks, intranet and internet, which then will be drafted by the General Director of Police.

CHAPTER VI

ARCHIVING, STORAGE AND ACCESS IN THE OFFICIAL DOCUMENTS

Article 65

Management and storage of official documents

1. Kosovo Police (hereinafter: Police) during its work create official documentation, which must be stored and be used as needed. In order to store and administrate this documentation, within the Police has been established the Central Archive Section in GDP (hereinafter: Central archive).
2. Besides submission, collection-gathering, placing and storage of archival material, in archive is also done the processing, preparing and creation of conditions for utilization and usage of archival materials for police needs, needs of the Ministry of Internal Affairs and other institutions of the security field, then for analytical, statistical, scientific, historical, administrative, private needs etc.

Article 66

Archive documentation

1. Documentation or archive material is an archived material, which consist of documents, files, manuscripts, contents that can be in a written, drawing, printed, photographed, animated,

photocopied form, stamps, audio-visual materials, electronic materials and all other documents created during exercise of police tasks, as well as all the documents and other files with different backgrounds, including the documentation from the international administration who has operated and operates in Kosovo, regardless time, the methods of creation and type of those documents.

2. The archived documentation up to two (2) years, respectively while is in circulation (move) is kept in the fund-creator units, while after this period, the document has to be sent in achieve record office of fund-creator, where is kept until the set deadline with internal acts. While the archival material in storage period of over 10 (ten) years, shall be sent for archiving to the central archive with a special procedure and record.

Article 67

Classification and selection of archival material

1. Police while performing the duties in its scope, constantly create various documents or archive files of various types. These documents constantly increase in amount and over time a great number of them lose the value and become unimportant for storing or archive, therefore there is the need to select and classify them.

2. The classification of materials, evidencing and archiving in done to:

- 2.1. store the files-documents in a specified time,
- 2.2. administration of files,
- 2.3. reduce and separate the worthless documentation,
- 2.4. increase the level and quality of archived documentation and
- 2.5. increase of efficiency and easier accessibility on them.

3. The selection procedure of Archive File and storage time is regulated with special acts, which are issued by the General Director of Police.

Article 68

Evaluation of official documents

1. With the evaluation procedure of documents for archiving is determined the value of documentation and the storage time. The evaluation is one of the most important and delicate processes of archive administration which is done with the aim that unnecessary material for use (worthless documentation) not to be stored but to be separated and disposed.

2. To successfully finish the evaluation process, it is necessary that the engaged personnel in this issue have knowledge and experience in organizing and managing archive files. Procedures for the evaluation of expertise for the value of storing documents are regulated with the laws and other sub-legal acts.

3. Determination of the material value for storage is done after a careful case analyzing and determination of the documentation value, always being counting on main criteria such as: type, importance, value, period of creation of documentation, importance degree of the creator of documentation, judicial power, originality, etc. For the previous evaluation of documents it is necessary to draft and approve the categorization list of archival documentation with the timeframe of storage.

Article 69
Archive book for evidencing the archived material

1. The Archive Book is the main or basic register, which represents an overall overview and which contains the evidence or references of all the police material placed in the Central Archive. Registration of materials in this book is done according to the calendar year, classification, marks, volume, amount, origine and short description of the documents content and the submission date.
2. In the Archive Book should be a special section for eventual remarks. The access on this book is not restricted, while the access in the archived material can be classified for unlimited and limited use.
3. Beside the book from previous paragraph, in order to register the archival materials, there are other additional registers that may be applied.

Article 70
File and its content

1. The file contains the entirety of the official documentation (reports, information, letters, requests, complaints, notifications etc.) that belong to a case. In file composition there can be summarized two or more files that deals with the same matter. Before delivering the file in the Central Archive, person who completes the case should make the selection, counting, and closure of the file. The file is listed according to numbers or alphabet. The file evidence is kept/led by the archive record office.
2. In the cover page of each file should be noted the data which are not limited only in the: name of institution, file number, date of data registration, classification level and the date of file completion.
3. Use, disposal or taking out the institution of the file without authorization is forbidden.

Article 71
Categorization of archive files

1. Documents or materials created during the police work don't have the same storing importance and value, therefore it is necessary to categorize and systemize them.
2. Categorization and systematization of the archive material is done depending on the value and importance of the document, which are categorized as a materials that:
 - 2.1. have operational timelines (active and semi-active);
 - 2.2. have value of evidencing for storage in the fixed term (temporary), and
 - 2.3. documents that have permanent term of storage

Article 72
Classification of official documents

1. The official documentation which is in use by the Police, should be properly classified and conform the rules determined by this regulation and other internal acts regulating this matter. The level of categorization and storage period should be noted at any document.
2. The classification list of the official documents is prepared by the commission, which is assigned by the General Director of Police. The commission consists from the representatives of Central Archive, representatives of departments and one legal officer. Classification should be done according to:
 - 2.1. year of creation (e.g. for 1999-2005);
 - 2.2. place of creation (e.g. section of finances, investigator, health, personnel, etc.);
 - 2.3. sensitivity level and
 - 2.4. Storage term.
3. Access and manner of use of the Archive Material, depends on the classification level and sensitivity of documentation. Documents or official information based on the sensitivity is classified in:
 - 3.1. Limited document,
 - 3.2. confidential,
 - 3.3. secret and
 - 3.4. Top secret.
4. The archived materials that contain classified information shall be kept separately from the other documentation, and must be placed in safe places, guaranteeing total security.
5. The documentation categorized as “top secret” is considered the documentation of high level of sensitivity, whose publication would risk and cause extremely serious damage of the interest of police and others, including the country. Over time, the official documents can change the classification level. The commission assigned by the General Director is the competent authority which determines the sensitivity level and classification of official document, as well as is entitled to modify the level of official documentation.

Article 73

Handover of archive material

1. The official documentation that is in circulation or process, should be kept in the sections or entities who created it (fund-creator), while after this process the documentation is sent to the editor’s office or to the Unit for administration of documents, where it is stored for a term as specified with internal acts.
2. The documents with storage term over 10 (ten) years, may be submitted to the Central Archive after their completion as a file and have passed two (2) years of storage to the fund-creator. Their submission is done after the classification and evidencing, then with record are submitted for archiving.
3. The documentation prepared for delivery in the Central Archive of Police must be sorted by date, cleansed from redundant copies, to have the date of completion of issue, signature of the implementer, as well as placing of signs “a/a” (act in archive). The responsible persons of the administration of regional directorates, departments and other units within the General Directorate

are responsible to submit the documentation for archiving, including registers of evidences, at the end of each calendar year and not later than 10th of January of the following year.

4. After submitting the request by the fund-creator for initiation of the procedure for submission of the documentation for archiving, the responsible of Central Archive is obliged to send its representative to visit the registers of fund-creator, in order to be informed with the amount and volume of the proposed file for archiving, and after evaluating the factual condition, instructions for completion and submission of the documentation in the Central Archive should be given.

5. To submit documents for archiving in the Central Archive, it should contain the following characteristics:

- 5.1. it should be classified and evidenced by the creating units,
- 5.2. it should be signed by the competent officer,
- 5.3. to have the protocol number and classification mark
- 5.4. to have a short description and the storage term.

Article 74

The record for handover of Archive Material

1. When handovering the documentation for archiving in the Central Archive, the record for handover of the archive material should be compiled, which must be signed by the archivist who delivers the material, and the representative of Central Archive of Police who admits the documentation for archiving?

2. The record should contain: the name-title of the material creator that delivers the material for archiving, headquarter and activity of the creator, place, date and names of the persons who have made the handover of the documentation for archiving, legal basis, material content, time of creation of material, numerical amount of material, terms of use, register of receiving the archiving material, and remarks.

3. Record is drafted into two copies, one is given to the material submitter, while the other for the Central Archive. On the occasion of handover, the file should be attached with the register-sheet of the official documentation for each file delivered in the Central Archive, in whose content should be noted:

- 3.1. Serial number and number of protocol,
- 3.2. Date of compiling the registry,
- 3.3. Archiving material and number of boxes,
- 3.4. Unit (department, directorate, section, region) and
- 3.5. Name and surname of the persons doing handover.

Article 75

Archiving material

1. Each archived material should be noted with a special mark, based on which is made classification, categorization, systemizing and archiving of that material

2. In the registers of archive units are noted the following data:

- 2.1. full title of the subject (institution),
 - 2.2. department, division, directorate, section, unit and office,
 - 2.3. type and year of creation of material,
 - 2.4. classification mark and
 - 2.5. serial number of the register which is noted in the archive book
3. The archived documentation is classified as “LIMITED”, “CONFIDENTIAL”, “SECRET” and “TOP SECRET” cannot be given for review or use without the permission from the General Director of Police.

Article 76

Location for storing documents

1. The location for storing or placing archiving documents is the Central Archive warehouse. The warehouse should be placed in an appropriate place, equipped with equipment and adequate technologies, equipment for protection from fire, sun lights, dust and other physical or biological pests.
2. The archived material in the Central Archive is placed in the form of files, which then are systemized in special shelves. In the area where the archived material is placed is not allowed to use the heaters, illumination of lights by which could be caused fire, and other similar items which could damage the archived material.
3. The personnel of archive is obliged to report any damage, weakness, loss of archived material or any other irregularity in archive to the supervisor which then undertakes the measures and necessary actions according to the Law of archives and other sub-legal acts for avoiding irregularities. At least once within 6 months control of Central Archive must be performed, and should be held the record about the control and ascertaining of the factual condition.

Article 77

Storing archive documents and the personnel

1. The archived documents in most of cases is in letter in various forms and formats of letters, whose storing is done up to the expiry of storage term, respectively the term of validity.
2. The management and organization of the tasks in archive should be in the right level, while the archive personnel should be well trained and organized. The archive personnel must have the appropriate work conditions which enable them to maintain and protect their health from hazardous factors such as: dust, humidity, mold, baceteria, acids, lack of natural lighting etc., as well as to carry out medical visits/controls in cases of causing professional disease at work, based on the internal acts of KP which deal with the issue of health problems (article 29/1 and 58/3 of AI for Work Relations and the SOP of the Health Services Diectorate nr. DP-1.01)
3. Fund-creator who has delivered the documents for archiving in the Central Archive, but is still under his supervision, is obliged to conduct the following actions:
 - 3.1. To provide sufficient location/area, equipment and other necessary means for storing and use of this documentation;

- 3.2. To classify and systemize the archived material and to continuously make selection or separation of the worthless documentation;
 - 3.3. To keep the archived material in regular condition and store it from the damage, until it is delivered in the Central Archive of Police;
 - 3.4. The identified material for archiving should be submitted to the competent officer of the Central Archive;
 - 3.5. The archived material should be submitted at the Central Archive after the expiry of specified term.
 - 3.6. To undertake the necessary measures for treating and protection of the archived documentation in case of war or any extraordinary situation.
4. All the materials to be archived should be in original copies.
 5. The personnel of Central Archive and other units dealing with the storage of the official documentation are obliged to keep the confidentiality, secret and the content of the archived documentation. It is not allowed in any case to reveal, publish, announce or give any statement through the media or any other way, except if they are authorized to do so. Confidentiality should continue even after the employees terminate the work relation in Police.
 6. It is the responsibility of any supervisor to undertake all the necessary measures of safety regarding the archive and archived material.

Article 78 **Storage term**

1. Any official document should have the storage term. This term is determined depending on the value and importance of the document. Based on the file value, the storage term is divided into:
 - 1.1. The files with temporary storage term, and
 - 1.2. Files with the permanent storage term.
2. In the categorization list of the archived file, the storage term is determined in years, in numerical order.
3. The archived file which has the permanent term of storage and which is older than 25 years old from the creation date, it should be delivered for archiving in the State Archive (State Agency Archive). The state archive is the last destination of the archived file.

Article 79 **Destruction procedure of documents**

1. The official document, of which the storage term has expired, should be destructed, acting according to the procedures determined in this regulation and other normative acts.
2. After evaluating and evidencing the proposed material for destruction by the creating unit, the lists with the description of material are submitted to the Central Archive, which then forwards it the Committee for destruction for review and approval. The General Director of Police issues the decision for assigning the members of committee who then prepare the procedures for destructing the useless material. The committee consists of representatives from each department, one legal

officer, and the representative of the Central Police Archive. In the case of destruction, the committee is obliged to keep records for this process and other documents (lists, proposals, approval etc) and then there is created a file which is stored to the Archive Section.

3. The destruction of official documents is done by burning or fully shredding them at the presence of the Commission or sub-committee for destruction which is established ad-hoc by the local and central level, RPD and police stations. The notification and records regarding the destruction of documents after completion of procedures is sent to the Central Archive Section.

4. With the Standard Operating Procedures (SOP) by which in more details are determined the rules and procedures dealing with the destruction of the official documents.

Article 80 **Access in the archived files**

1. Beside the authorized employees of the Police, other interested persons may have access in the archived files as well, if those files are not categorized as classified documents.

2. The archived document can be seen and photocopied if it is not classified on the sensitivity level, while if it is taken in temporal use then it should be registered in the reverse register.

Article 81 **The request for access in archive files**

1. Persons, who are not authorized to have access in the archived documentation but want to have access, are obliged to address the Central Archive in writing. The responsible of the Central Archive is obliged to treat the submitted request as soon as possible, but not later than 7 (seven) days from the date of receiving the request.

2. If the submitted request from the previous paragraph is approved, then in the presence of the archive personnel, all interested are allowed to have access in the archive file, where from him is required to fulfill the statement for keeping the data confidential.

Article 82 **Electronic archiving**

1. The whole archived material is stored in the physical and electronic form. The physical storage means the placement of the archived material in the archive warehouse, while the electronic storage is done in servers and other sophisticated equipment in high safety measures where the access should be restricted.

2. The whole archived material stored electronically, should have backup/copy which is stored physically separate from the database.

3. The electronic archive must have advanced technology equipment for digitalization of the archival fond and limited access in electronic documents, where there should be only assigned competent individuals working in Central Archive.

Neni 83
Unit for administering documents

1. Within the Central Archive Section operates the Unit for Administration of Documents, which manage all the letters for admission, entrance and exit, protocol, classification, unique arrangement and distribution, system, destination of letters in certain address and their photocopying by the provisions of the SOP no. 1.02.
2. All the letters (mail) received in this unit should be evidenced at the book of incoming protocol, should be signed by the submitter and be evidenced to the Unit's database. The admission of letters, acts and other deliveries can be done directly or via mail services. The admission of mail is done in a certain place, at the office of the Unit for Administration of documents by the authorized officer of this unit. Each document, letter, envelope, personal dossier etc., must contain the exact address and be evidenced to the protocol book according to the references and basic notes.
3. Protocol of letters (mail) the received letters and envelopes are checked by the responsible officers, which then are classified and ascertained whether they contain necessary notes and then are registered to the protocol book. The control of envelopes and their opening can also be done by the chief of Central Archive Section with the aim to clarify the address, content of the letter and the destination to be addressed.
4. The Central Archive Section applies at least four (4) protocol books:
 - 4.1 The book of incoming protocol;
 - 4.2 The book of outgoing protocol;
 - 4.3 The book of Internal Expeditions;
 - 4.4 The book of External Expeditions;
5. The protocol books are opened at the beginning of the calendar year on January, where there has to be counted the book sheets and the case letters are evidenced by the enumeration (1, 2, 3 etc) and are closed at the end of the year, respectively on December 31, where there has to be added the necessary notes and then is signed by the authorized person and stamped (if the section possess the stamp).
6. The chief of Archive Section or his authorized person, are responsible for closing the protocol book at the end of calendar year, which then is submitted to the Archive for storage.

Article 84
The access of employees in personal data

1. Police employees are entitled to see the whole file or only a part of his personal file, which are kept in the Section of Administration and Personnel of Police. To realize this right, the employee is obliged to previously submit the request in written. This right can be denied to the employee in cases determined with the provision of this regulation.
2. Within the personal file are also included the created data in case of hiring, advancing and transfer of the employee, then the medical data, impose of any disciplinary measure, suspension or dismissal from the work, etc.

3. After submission of the request by the employee, Police is obliged that in the term of 7 (seven) working days, from the date of submission the request, to enable the employee have access in his personal file.
4. Exceptionally, from the paragraph 1, 2 and 3 of this article, in the personal data is not allowed the access for the following data: reference letters for that employee, part of the testing documents, information given from the others regarding the character of the employee (background verification) and relevant notes for any unsolved disputes between the employee and Kosovo Police.
5. Exceptionally from the paragraph 1, 2 and 3 of this article, the access on the personal data may have the General Director or his authorized, Kosovo Police Inspectorate, Directorate Internal Investigations, Internal Audit Unit, Inspection Unit General Auditor and Prosecution. For investigation reasons, access in personal documents may also have other institutions of the Republic of Kosovo approved by the Director of department for Human Resources. Accesses on their personal file have all the employees in Kosovo Police twice according to their formal requests approved by the Director of personnel.
6. The personal files are not allowed to be taken outside the office where stored.

Article 85
Improvements of the personal files

1. If the Police employee does not agree with the content of any document or information, which is stored in his personal file, then the improvement or removal of that information can be done based on the mutual agreement between the Police and employee.
2. If no agreement is reached from the previous paragraph, then the employee should submit a written statement on which are described the remarks and his opinion regarding the document or information which is contentious. Police is obliged to attach this statement with a personal file of the employee which will be considered as a part of his file and that this statement will always be taken into account any time that is given (the contentious part) the third person for review.

Article 86
Access on police data

1. Police employee may have access in the confidential data only for official needs. These data should no way be used, detected, published or distributed outside the police service, without the permission or authorization of the competent persons of Police.
2. No person is allowed to have access in the official documents of Police, without having the authorization from the competent authority, except the employees which according to the regular duty or workplace, are entitled, as well as other persons who with a special authorization perform any specific duty.

CHAPTER VII
HUMAN RIGHTS, DIVERSITY AND GENDER EQUALITY

Article 87

General principles

1. Everyone enjoys the right of equal legal protection and no one shall be discriminated on grounds of race, color, gender, language, religion, national or social origin, property, economic and social condition, sexual orientation, birth, disability or any other personal status.
2. Police must respect the human rights and basic freedoms of others, treating all equally according to the law.
3. Principles of equal legal protection do not prevent the necessary measures for protection and advance of individual and group rights that are in equal position. Such measures will be implemented only until achieving the aim for which they have been put.

Article 88

Scope of the human rights office

1. Implements, monitors and evaluates the internal legal provisions of Police, which deal with the human rights, gender equality, diversity and other issues that are within the human rights office.
2. Proposes initiatives of internal legal provisions, research and analyze the field of human rights, especially initiatives for drafting, modification and fulfilling of internal legal provisions, as well as undertakes programs, strategies, projects and addressing for implementation of International Conventions, primary and secondary legislation in the field of human rights, gender equality, diversity and other issues within the human rights office.
3. The Human Rights Officer, at the central level of Police, through regular reports provides information from this field for the General Director based on the foreseen planning and submitted requests.
4. Cooperates and consults with other officers for gender equality in local level, participates and coordinates the activities and duties regarding the preparation and compilation of programs for human rights, gender equality, diversity as well as other issues within the human rights office.
5. Participates and monitors the boards, committees and panels for admission of candidates in Police, admission of candidates in applied positions, promotion of officers, undertaking all the actions in protection and respecting the human rights, gender equality, diversity as well as other issues within the human rights office.
6. Represent the Police in working groups for planning, creation and implementation of the strategy of human rights, children rights, implementation plans arising from the central level toward the implementation of positive legislation and other relevant strategies, coordinating the activities about the human rights with the coordinators for human rights in the Prime minister office/OGG.
7. Cooperates with governmental and non-governmental institutions, other public institutions, associations and non-governmental organizations regarding the human rights, gender equality, diversity as well as other relevant issues.

8. The Human Rights Office cooperates with the Ombudsperson regarding the human rights, gender equality, diversity and other relevant issues, eventual violations of this nature. The information required by the ombudsperson, office of human rights sends them in time, while the Police is obliged to review and include the ombudsperson recommendations in the work report.

9. Undertake programs and projects that would improve and promote the human rights, gender equality, children rights, minority rights, disabled persons, programs and projects against discrimination, against trafficking with human beings, domestic violence, as well as other relevant fields with office duties addressed by KP.

10. To coordinate and plan the activities including: researches, analysis, recommendations and evaluations for the field covered by the human rights office.

11. To supervise, advise and when necessary guides and make recommendations to the decision makers within the KP regarding the protection and respecting Human Rights and Diversity.

Article 89

Protection of Human Rights

1. Police protects and guarantees the rights and basic freedoms of human, gender equality determined by the local legislation and universal statements for human rights, as well as all international conventions guaranteed by the Constitution of the Republic of Kosovo. No gender discrimination, whether direct or indirect is not allowed.

2. In order to provide and promote human rights, diversity and gender equality, within Kosovo Police is the Human Rights Office which within its scope also treats the issues of children rights, the rights of arrested persons, detained persons, disabled person, gender equality and other issues within the human rights, based on legal provisions in power and other normative acts.

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3. Police continuously promote and creates equal opportunities, determine policies based on human rights, gender equality, diversity and other issues within the human rights, by undertaking necessary measures and activities for creating equal opportunities for all individuals, regardless their race, gender, language, religion, national or social origin, connection with any community, property, economic and social condition, sexual orientation, birth or any other personal status.

Article 90

Standard Operating Procedures of Human Rights

The office of Human Rights pursuant to this Chapter, will draft SOP-s by which in more details will be determined the operating procedures for protection and treatment of human rights, diversity and gender equality.

CHAPTER VIII ON TRAININGS

Article 91

Trainings

1. This regulation determines the: ways, obligations and responsibilities in the training process of the Kosovo Police personnel, trainings, needs analysis for training, identification and finding of trainings inside the country and abroad, drafting of plans and programs, goals, manner and timing of trainings, evaluation method of knowledge, evidencing of documentation and expenses of professional trainings of the Police personnel.
2. For the training and promotion at work, the training of Police personnel is done continuously through the training types as follows:
 - 2.1. Basic training,
 - 2.2. Specialized and advanced training,
 - 2.3. Training for leaders (management),
 - 2.4. Field training,
 - 2.5. Recertification,
 - 2.6. Internal trainings,
 - 2.7. Other participation aspects in: Seminars, study visits, advices, professional-scientific meetings, etc.

Article 92 Responsibility

1. Responsible for realizing all training programs is the Human Resources Department/ Training Division.
2. Training division manages plans, organizes and realizes all training programs for the police personnel.
3. Training Division is responsible for researching and finding relevant programs for trainings, which are held inside and outside the country. Training division according to the needs, cooperate and proposes cooperation agreements with institutions/specialized centers and other local and international organizations for: organizing trainings, provision of professional assistance on implementation of trainings, engagement of experts and provision of means and specialized equipment with the aim to hold trainings.
4. Police personnel and all other organizational units within KP are obliged to forward all the training requests (including any form of request – written or electronic communication) to the Training Division for approval. This is for trainings, seminars, and study visits, advices, professional-scientific meetings for which the employees apply outside of KP, in any form of application, but which affect and are related to KP.
5. Training Division is responsible that after the approval to ensure that for each type of training to select the candidates according to the criteria determined for those trainings.
6. Based on the request, the Training Division, Departments, Divisions, Directorates and other units within Kosovo Police, sends the nominees to the Division according to criteria.

7. Training Division is competent to evaluate and review the list of candidates for training inside and outside the country, according to the criteria determined for those trainings. If the candidate does not meet training criteria, the Training Division requires explanation for the nomination done, or requires replace him with another candidate.
8. Competent for the approval of the candidates list for all trainings inside the country is the Director of Training Division.
9. After completion of selection process, the Training Division from paragraph 7 of this article, for the trainings, seminars, conferences, study visits etc., outside the country, through DHR recommends for approval to the General Director of KP.

Article 93
Duties and responsibilities of the Training Division

1. Training Division is responsible for all obligations arising from article 91 of this Regulation, as well as other fields related to trainings.
2. Training Division after analyzing and evaluating training needs, every year prepares and publishes the annual training plan, which is organized in central and local level.
3. All organizational units within KP are obliged that all proposals for attendance of the trainings foreseen in Annual Plan to submit to the Training Division.
4. All requests for trainings with other agencies shall be addressed to the General Director. The Training Division is responsible for reviews and recommendation of training requests.

Article 94
Determination of criteria

1. Training Division determines the criteria for participation in training inside and outside the country, which then in written form or through electronic post will require from the respective Departments or Directorates of Police the nomination for attendance of required training.
2. In the occasion of review and placing bids for training provided by the institutions and organizations, local and international, the Training Division is based on that, if the training is:
 - 2.1. necessary for Police employees;
 - 2.2. in accordance with the Police model;
 - 2.3. in accordance with training needs;
 - 2.4. can it be held inside the country and
 - 2.5. Is the overall expenses obstacle for conduction of the training in question
 - 2.6. Overall expenses are obstacle for the realization of the training in question.
3. For all the organized trainings, the Training Division is responsible for organization, including but not limited in: travelling, accommodation, food, duration of stay as well as provision of participants in these trainings.

Article 95
Selection process for training

1. Training Division is obliged to notify the organizational units about the training, training purpose, qualifications and necessary criteria for nomination of candidates and the date when the list with the data of nominees is sent.
2. For the trainings where the English language or other languages are required, the Training Division will organized some tests for the level of language knowledge, and then based on the shown results will make the nomination of candidates.
3. During nominations, all the organizational units within KP are obliged to have equal treatment taking into account the ethnic and gender equality in professional increase of the personnel, respecting the training criteria.
4. Kosovo Police personnel are obliged to continuously work in their personal/own training and advancing.

Article 96
Field training

1. In order to achieve this objective, Kosovo Police implements the Training field program for new police officers. All candidates who successfully perform the theatrical part of the Basic Training in Police will be subject of this program.
2. Training of field program for new police officers sets the defining frameworks on which this program functions, in order to facilitate the candidates to move from the education environment of theoretical learning into practical work in the field, such as direct application of knowledges and skills of candidates in the field of prevention, detection, investigation, reduce of criminal offences, minor offences, improper behaviors and actions of society, increase of road traffic safety and border security, increase of police integrity as well as liability and satisfaction of society in police work.
3. All the candidates who are subject of this field training program must previously be assigned/systemized to any police station, in order then to begin the training and practical work in terrain. During the period of training field, a trainer officer must have 3 (three) years police experience.
4. The trainer officer is obliged that during all the time to demonstrate proper knowledge, skills and abilities, attitude, judgment and fair action, to be a good example for the others as well as to support and train the candidates during this training, in order to then be independent during patrolling and performing other police work.
5. Field training program for the police officers is determined on the training program.

Article 97
Evaluation process of the candidates in the field training

1. The candidates who attend the first training level are evaluated based on their daily and two-week work in the field. This evaluation is done by the trainer officer in the Form on Evaluation Report.
 - 1.1. Daily evaluation is done by the trainer officer. This evaluation is done in the Form on daily evaluation report. The evaluation is filled and completed every day and that at the end of each shift. In the evaluation form should be noted behaviors, qualities, achievements and eventual remarks about the daily work.
 - 1.2. Two-week evaluation is done at the end of each two-week period. In this type of evaluation, the progress in gaining knowledge, abilities and skills of the candidate must be presented.
2. The candidate who attends the second training level must be evaluated once a month. In this type of evaluation there must be included knowledge and skills in professional work performance and basic duties of the candidate for the evaluation period.
3. The candidate who attends the third training level must be evaluated at the end of each three months period. In this report there must be included the work, achievements and the level of candidate's ability to be independent in performing police works.
4. After completing the training program in the field, the general evaluation report of the candidate must be done. In this report a general conclusion must be given on whether the candidate is able or not to successfully perform police works.
5. Monitoring of the training program of candidates in the field is done by the Human Resources Department.

Article 98
Conditions for qualification

1. Conditions for qualification of KP personnel during the training.
 - 1.1. In order to be qualified, the KP personnel in all types of trainings, for which conditions and passing criteria are determined for the theory and practical lessons, the minimum of 70%, must be achieved.
 - 1.2. Police cadets during the basic training for police officers who do not achieve or meet minimal passing criteria determined by the point 1 of this article even after retesting, shall be terminated the work contract from Kosovo police.
 - 1.3. KP personnel who do not meet the passing criteria according to the point 1 of this article shall not be certificated.
2. Conditions for qualification for the training on the use of fire weapons
 - 2.1. All police officers must be trained and skilled for keeping, using and maintaining the fire weapon.
 - 2.2. It is a responsibility of the Human Resources Department that through the training Division to develop, modify, amend and plan theoretical and practical training programs on the use of fire weapons;
 - 2.3. In order that cadets and police officers be qualified on use of fire weapons, the candidates must achieve minimum of 70%, of the result;

Article 99
Evaluation process

1. The training division is responsible to evaluate all trainings and participants developed and held by the Training Division. The Division is also responsible for evaluation of trainings held in cooperation with other organizations with the aim to increase the training quality.
2. The Training Division also evaluates instructors with the aim to increase their quality and performance.

Article 100
Internal trainings

1. Organizational Units within Police, Divisions, Directorates in the Department of Supporting Services, Regional Directorates are obliged to take care about having sufficient personnel for training of police officers. Directors of Divisions, Directorates in the Department of Supporting Services, Regional Directorates are responsible to provide proper space and equipment for learning and trainings.
2. Organizational Units within Police Divisions, Directorates in the Department of Supporting Services, Regional Directorates must take care that each police officer of the Directorate, within the time period of one (1) year attends at least 40 training hours. The Directors of Divisions, Directorates of the Department of Supporting Services, Regional Directorates, are obliged that every three (3) months to submit a report to the Director of Training Division, regarding the implementation of internal trainings, as well as to prepare training plan for the next three (3) months period.
3. Directors of Divisions, Directorates in the Department of Supporting Services, Regional Directorates must provide a sufficient number of police officers who attend trainings in certain fields.
4. Organizational Units within Police, Divisions, Directorates in the Department of Supporting Services, Regional Directorates in cooperation with the Training Division based on the needs analysis for training to draft annual plans for internal trainings.

Article 101
Drafting of training programs

The Training Division is responsible for drafting training programs based on the needs analysis identified. Certified trainers or trained officers in relevant fields may be engaged in the development of training programs according to assessments or hire external experts.

Article 102
Evaluation of trainings and issuance of certificates

The Training Division is competent for evaluation of trainings and issuance of certificates for the completed trainings for police officers participating in the trainings of the Organization or other agencies.

Article 103

Training needs analysis

The Training Division in cooperation with the Departments/Divisions and Directorates within the organization draft the document for training needs analysis annually.

Article 104

Cooperation with Local and International Organizations

The Training Division identifies institutions or organizations that may provide training based on the needs of Kosovo Police. The Training Division collaborates with other organizations or institutions that provide training, prepares cooperation agreements with a view to supporting the capacity building needs of police personnel. After drafting the agreements according to the applicable procedures, it sends them to the Office of the Director General for approval.

Article 105

Rules of behaving in training

The Training Division determine the rules for participation in training, which in details are regulated with SOP of the Training Division.

Article 106

Training, development and certification of trainers

1. The Training Division for the needs of the organization trains, develops and certifies trainers according to the identified areas. Only certified instructors will be engaged to hold training according to the needs of the organization, as well as experts of the respective field may be engaged.
2. The Training Division is competent for determining the rules and procedures for the re-certification of trainers.
3. Each trainer is obliged to spend at least two (2) hours of training within a year, regarding the issues of ethics, integrity (sexual harrasements).
4. The rules and internal procedures for trainer in more details shall be regulated with SOP.

Article 107

Engagement of KP trainers and experts in other orgnizations

By the request of other organizations and with the approval of the Training Division, the trainers and experts may be allowed to hold trainings or presentations for the needs of other organizations aimed at raising general safety awareness, if previously permitted by the Director General, or his authorized representative.

Article 108

Training with other organizations

1. Kosovo Police may hold and organize training for the needs of other organizations, whether local or international with which it has co-operation arrangements, or with organizations they have co-operation

but do not have co-operation arrangements, with a view to enhancing co-operation in the field of public safety.

2. All the requests for holding a training are assessed by the Training Division and approved by the General Director, in case there is no cooperation agreement.

Article 109

Researches for training needs

The Training Division with the aim of professional advance of police officers, makes researches in various fields to create or modify the training programs.

Article 110

Approval authority of training programs

All drafted programs by Kosovo Police are approved by the General Director of Police and are implemented by the Training Division.

Article 111

The rights and duties of the police officers in reporting

1. After the training, visit, conference, seminar etc, abroad, the participant is obliged to draft a report regarding training, this report should contain necessary information in order to conclude that the training was useful for the Police and it had a developmental character.
2. While the police officer is in training, Police is obliged to cover all the necessary expenses during the training, including expenses of food, accommodations and transport.
3. After specialized trainings and education, the police officers are obliged to work for a certain period in the specialized unit for which he has been trained and educated, respecting the contract on which the duties and obligations are determined between the contracting parties.
4. Kosovo Police will not sign contract for training/education according to the paragraph 3 of this article, with police officers having active discipline measures for serious disciplinary offences as well as when against the officer the initiated criminal procedure resulted with the charge or against the officer is being applied any of the depriving from freedom measures, by the decision of the competent body.

Article 112

Content of the contract for specialized trainings

1. The content of the contract for specialized trainings and education prepared by the Police, respectively Human Resources Department, and which must be signed by the police officer before attending the specialized training or education, are specifically stated the data which are not restricted only in:

- 1.1. Title of the specialized training and education;
- 1.2. Training and education cost;
- 1.3. Duration that the police officer after completing the training and education successfully, is obliged to work in the specialized unit.

- 1.4. The right of the Police to ask the police officer for compensation of the expended funds (money) proportionally, for non-fulfillment of obligations arising from the contract of the specialized training and education, if found that non-fulfillment of the obligations from the contract is for the police officer's fault.
- 1.5. The period of stay in Police, for the students who complete the Faculty of Public Safety, is six (6) years.

Article 113

Failure to meet the obligations arising from the contract

1. If, any police officer eventually does not meet or fails to meet the committed obligations in the contract signed before attending the training, such as: failure to complete the training successfully, disengagement for a certain time in the specialized unit, change of the workplace by his request, termination of the work relation in Police, before fulfilling the obligation under the contract, then he is obliged in a certain time, proportionally, to return/compensate the expenses of the Police made for the specialized training.
2. The police officer cannot be responsible for the training expenses if he/she leaves the specialized unit due to the injuries caused while performing the duty, for the best of service or by the decision of the General Director.
3. The training Division is obliged to send the original signed contract together with the additional letter at the file room within the Directorate of Personnel. The responsible for implementation of the contract in question will be the Directorate of Personnel, which is responsible for issuing the decisions, for resignation from the work or changing of position voluntarily.
4. The calculation of the funds which the police officer is obliged to return to the Police, for non-fulfillment of obligations from the paragraph 1 of this article, is done according to the training costs divided according to the periods mentioned in the contract.

Article 114

Police officers recertification

1. All the police officers, regardless the level and police rank, are obliged that within the period of each twelve (12) up to eighteen (18) months to attend the recertification training. Recertification aims to repeat and refresh their police knowledge and abilities through this process, in order to be much more efficient and professional in performing police duties.
2. Depending on the level and rank of the police officer, the certification is carried out as well. Within the recertification process are included the certifications which are not restricted only in:
 - 2.1. Use-shooting with fire weapons;
 - 2.2. Stopping and controlling of vehicles and other motor vehicles;
 - 2.3. Controlling of crowds;
 - 2.4. Defensive tactics;
 - 2.5. First aid;
 - 2.6. Code of conduct;
 - 2.7. Information with new normative acts;
 - 2.8. Training in communication;

- 2.9. Tactical and operational planning;
- 2.10. Management and leadership;
- 2.11. Management of stress, conflict, critical incident etc.;
- 2.12. Compiling the report;
- 2.13. Problem solving;
- 2.14. Decision making;
- 2.15. Advising and monitoring;
- 2.16. Policing in Community;
- 2.17. Report Police-media;
- 2.18. Evaluation of performance,

3. Recertification criteria for the police officers are determined by the standard operating procedures.

Article 115

Non-fulfillment of recertification standards

1. The police officer, who does not fulfill the minimum of training conditions for recertification, should be given two more chances to conduct the respective training.
2. If the police officer fails in the first training session, then within the period of fourteen (14) days, should attend the second training session, while if he fails again, then within fourteen (14) days should attend the third training session.
3. The police officer who fails to fulfill the minimal standards for using the fire weapon is obliged to surrender his/her weapon to the weapon instructor, until carrying out the certification training successfully. In these cases, the police officer should be assigned or systemized in administrative duties.
4. If the police officer fails to commit the additional training for the use of fire weapons, then should be acted according to the article 33 of the Administrative Instruction for Work Relation with Kosovo Police.

Article 116

Training database

1. The training Division is responsible for surveillance and maintaining data for all trainings, including recertification and internal trainings in Kosovo Police.
2. All organizational units of KP are obliged to record all the data for recertification as well as internal trainings of Police officers. Also, they are obliged to inform the training division regarding this process.
3. For the training which has been completed by the Kosovo Police employee, contrary to the article 93 of this Regulation, written reasoning is required in order to record it in the database for trainings and in the personal file.
4. For the trainings successfully completed, participants are given certificates by the training division. A copy of the certificate for the completed training is stored in the personnel file of the Kosovo Police officer. The certificates for the completed training not issued by the training division, before recording they must be verified, by the training division, then put in the personnel file of the Kosovo Police officer.

Article 117
Standard operating procedures for trainings

Human Resources Department, based on this regulation, must draft and update the Standard Operating Procedures SOP by which in more details is determined the rules and procedures dealing with the trainings.

CHAPTER IX
OFFICIAL TRAVELING

Article 118
Official travelling

1. Police officers travel within country and abroad for official purposes as follows: for the purpose of cooperation or training in the field of security. Official travels for the police officers are considered traveling serving for the police needs and mission, as well as in cases when police officers represent the country.
2. Official travelling are done for various purposes, not limited in participation of police representatives in the capacity of:
 - 2.1. Delegation members,
 - 2.2. Participants in any conference or seminar,
 - 2.3. Cooperation for signing any agreement and participation in various police organization;
 - 2.4. Development and advancement of knowledge in the field of security;
 - 2.5. Following the international achievements in the security field and police capacity increase;
 - 2.6. Extradition of persons;
 - 2.7. Trainings and specializations, and
 - 2.8. Participation in sport and cultural activities.
3. All expenses of the official travelling must be documented by the employee who was in the official travelling, in order that then those expenses are covered or compensated. When the participation is individual and if the participation have impact on the police image, then the participation should be authorized but not to cover expenses.

Article 119
Authorizations of official traveling

All official travellings abroad are previously approved by the General Director.

Article 120

Request for official travelling

1. Submitting the request for travelling abroad is done for all types of travelling, regardless period of time and type of travels.
2. The official request for official travelling within the country is done when the official visit will last more than 24 hours and that outside the workplace.
3. The request for traveling abroad should contain: place of visit, purpose of visit, duration of travel, details of visit, and ways of financing. Official invitation and approval from general director should be attached to the request for participation according to the invitation.
4. The request for covering expenses for official travelling must be submitted to the Supporting Services Department at least five (5) days before departure for official travelling, except on specific cases which should be justified.

Article 121

Travel cost

Travelling costs are necessary travel related costs created during travel. In these costs are included combined daily expenses such as: accommodation, food, transport expenses, diems, as well as other expenses occurring during the travel.

Article 122

Compensation of daily expenses

1. The compensation of daily expenses for official travels is based on calendar days, starting from the first day of travel to the last one. Travelling and returning days are considered as days of official travel, regardless time of departure and time of arrival.
2. If the host carries the expenses of accommodation, without inclusion of payment of per diems given to cover small expenses, then, based on the Administrative Instruction Nr. 2004/07, for Official Travels, the employee is entitled for 20% of the per diem payment in cash from the Police budget
3. In occasions when the organizer covers the expenses for the official traveling, the officer is entitled that prior to traveling take the per-diem in advance for this official travel. All the expenses during the official traveling such as accommodation, transport and other expenses that fall on the Police, for all cases they are covered based on the respective documents (receipt, ticket etc.)
4. If participants are provided with official accommodation, then employer is obliged to state it in the form for receiving traveling expenses, in order to compensate for covering other expenses.

Article 123

Transport expenses

Transport expenses are expenses occurring during travel to reach the destination. In case of the official traveling, transport can be done in various forms: land transport, air and sea.

Article 124

Use of the official vehicles for traveling abroad

1. In cases of official traveling abroad, official vehicles that do not have police plates, signs and symbols should be used.
2. Excluding, for the approved official travel abroad, and when the official travel is of a regional character, by the approval of the Deputy General Director for Resources, private vehicle may be used, based on the Administrative Instruction MShP, Nr. 2004/07 – on official travelling.

Article 125

Indirect or interrupted itinerary

In case of official traveling employee is responsible for every additional expense as a result of use of indirect route or in any stoppage for personal reason during travel. In these cases, compensation is limited to the amount that would have cost in planned route, with the lowest price for that route. Exceeding cost will not be compensated from the Budget of Police, but will be calculated for the employee in the account of personal incomes, while exceeding duration will be calculated in the annual leave of the employee.

Article 126

Payment procedures

In case of official travelling, necessary money should be given to the employee by the Directorate of Budget and Finances prior to travelling. If during travel, employee reasonably creates additional expenses, then Police based on presented evidence/fees is obliged to compensate these expenses, provided that these expenses be necessary and does not exceed the amount determined by legal acts that regulate this issue.

Article 127

Insurance for travelling abroad

In case of official travelling abroad, personal insurance of Police employees is done in accordance with laws and other sublegal acts regulating this field.

SECOND PART

DRESSING STANDARDS FOR POLICE PERSONNEL

CHAPTER I

UNIFORM AND DRESSING STANDARDS OF CIVILIAN STAFF

Article 128

Uniform

1. Creation of unique standards for the way of wearing the police uniform, personal appearance of police officers who are on duty and their supply with uniforms, with civilian clothes and dressing standards of the civilian staff.
2. The provisions of this Chapter are implemented for all police officers of the Police of the Republic of Kosovo.
3. The persons selected as reserve Police officers are provided with the uniform and authorized police equipment for performing police duties and authorizations as ordered by the General Director. But, reserve police officers, keep their uniform at home, and in case of their activation they wear it along with other authorized police equipment taken from the section of the Logistics of Police.

Article 129
General Conditions

1. Wearing the uniform and police equipment and dressing standards of civilian staff is mandatory for police officers who are appointed in their working positions where wearing the uniform is required. The way of wearing the uniform and police equipment, as well as their maintenance is determined by the provisions of this regulation and the design approved by the Government of Kosovo, under the decision no. 03/133, dated 05.06.2013.
2. Directorate of Logistics is authorized to deliver the uniforms and other additional equipment for all Police officers. Clothes or other additional equipment of the uniform, which are not determined by the provisions of this regulation or any internal act, are not allowed to be worn.
3. Police uniform must be worn during the regular working hours, while performing the authorized duties “out of normal working hours” or during the secondary job, while going or coming back from work, or if otherwise authorized by the Police superiors.

Article 130
Taking care about the uniform

1. The police officer is responsible to keep and maintain the uniform and other items given by the service in regular condition.
2. The loss or lack of uniform, its parts and the loss of equipment carried with the police uniform, must immediately be reported to the direct supervisor of the police officer, in accordance to the provisions determined by the Regulation of the Committee for evaluation of the Police property.

Article 131
Compensation

1. When the Commission for assessment of police property, after completing procedures, finds that the damage, the loss of any part of the official uniform or police equipment, is done on purpose or by negligence, those officials would necessarily compensate - pay damages caused to the Police, according to the procedures determined by the Regulation of the Commission for assessment of police property.

2. In case of termination of the work relation in Police, the police officer is obliged to bring the uniform and all police equipment back to the Section of Logistics of Police, where the evidence is made for all parts of uniform and other equipment given by Police.
3. After taking the uniform and other equipment back, according to the paragraph 2 of this article, the Section of Logistics, after depreciation by the committee of evaluation of property of police, is responsible for destruction of the uniform and other Police equipment.

Article 132
Additional conditions

1. The police officer, in no circumstances must combine/mix the police uniform with the civilian clothes, as well as must not make any deviation or modification in the Police uniform.
2. Description of uniforms for special ceremonies and tactical operations should be announced or approved by the General Director or his authorized officer.
3. Police officers, while on duty should wear a watch to measure the time.

Article 133
The items prohibited to be carried while performing official duty

1. The Police officer, while performing official duty has no right to carry:
 - 1.1. Jewelries, besides the hand watch that is suitable for carrying, as well as a ring, while female police officers are allowed to wear small earrings that are not very visible and do not obstruct the performance of police duties.
 - 1.2. No emblem, flag or symbol of any kind, regardless of the content,
 - 1.3. No symbol, emblem or any other marks that shows the membership or engagement in any special duty of a unit of Police, except if previously approved by the General Director or his authorized officer,
 - 1.4. No swaddlery, scarf or other cover while performing duty. This rule is applied to all police staff.
 - 1.5. Civilian staff employees must respect the same standards of dress, attitude and behavior required for the police officers. Civilian employees must wear appropriate clothes for work in order to present an image of professionalism (eg. wearing shorts, jeans, short blouses and those without sleeves or t-shirts are not allowed to be worn), unless due to the nature of work they perform are authorized by their supervisor to do so.

Article 134
Exemptions from wearing the uniform

Police officers who serve in respective units of Police or in other special and operational tactical duties, based on the decision of the General Director of Police, may perform their police works or duties in their scope in civilian clothes as well.

Article 135

Police Distinctive (badge)

1. The Police officer, while performing the duty is obliged to wear the official badge-distinctive of Police. The badge must be placed in the outer part of the uniform (respectively 1cm on the left pocket seam on the shoulder, as shown in the annex).
2. Police officers up to the sergeant rank must wear the silver colored badge, while from the rank lieutenant and higher they wear the gold colored badge.
3. The police officer while performing duty, whether on uniform or not, is obliged that besides the badge to wear also the official ID card. While after the working hours he/she is obliged to have the ID card, only if he carries the official weapon.
4. The loss of police badge must as soon as possible be reported according to the regulation of the committee for evaluation of Police property.
5. In case of termination of the work relation, the police officer must immediately bring the badge as well as the ID card back to police.

Article 136 The distinctive signs

1. Police officers, who work in specialized units, traffic units and other units, are authorized to wear distinctive badges in the uniform of the unit where they work (see annex). Distinctive badges of the respective units must be approved in advance by the Kosovo Police management. Distinctive signs, for all officers working in the abovementioned units, should be placed on the right arm, approximately two (2) cm under the flag, which is placed in uniform.
2. Police officers who work in the border crossing points and in patrolling units of the green line of Border Police, besides the badge, they are obliged to wear, also the distinctive mark of Police on the rank epaulette. The distinctive mark is a green stripe, where it is written in gold colors, in English "BORDER" (see annex).
3. Marks-the distinctive stripe from the paragraph 1 and 2 of this article are to be worn only by the active police officers in respective units. The competent supervisor of those units, after being supplied by the logistics, gives the distinctive marks to the police officers in case of assignment in those units. In case that a police officer leaves those units, the distinctive mark in question must be brought back to the competent direct supervisor.
4. The distinctive badge for police cadets consists of an epaulet with dark blue background with a yellow straight stripe, 5 mm thick.
 - 4.1. **Epaulette dimension** - the epaulette has a shape of regular trapeze with central length of 135 mm, length outside the edge 108 mm, edges in the length of 35 mm, width starting from the shoulder side 60 mm, part near neck 55 mm. Distance from the shoulder to placement of the straight stripe is 15 mm.

Article 137 Restrictions in using the uniform

1. The police officer while on the police uniform is not authorized to enter or use the services of a shop, bar or food company that sells alcohol or alcohol products, except while performing any official duty, responding to a call to perform any intervention-service or take any report.
2. The police officer, while on uniform, whether on duty or not, must not consume, order, buy, or pay any alcoholic drink.
3. The Police officer shall not participate in a private, fraternal, social, political meeting or other similar event while on uniform, wether performing the official duty or not.
4. The police officer must not use or misuse the uniform, badge, Police ID card or any other part of the uniform or official equipment, with the aim of personal benefit or to gain any privilege, which otherwise (in normal circumstances) cannot be gained by him/her.
5. The Police officer shall not support, recommend or in any other way support, positive endorsement for a product or commercial enterprise, while in uniform or when identified as a Police Officer

Article 138

Criteria, types of uniforms and color code

1. All official police uniforms must fulfill the foreseen criteria and be in accordance with the strict description of the uniform.
2. Each part of the uniform must be in accordance with the color code, as noted further on this Regulation.
3. In Kosovo Police, the uniforms according to their types are divided as following: the Uniform of the class “A”, Uniform of the Class “B”, the solemn uniform and the honor uniform, as determined by the approved design by the Government.

Article 139

The “A” Class Uniform

1. **The “A” Class Uniform-** is consisted and worn as follows:
 - 1.1. Long sleeves shirt with epaulettes, in blue color, the code of color: 17-3936 TCX. In the epaulette of the shirt it is placed the respective rank of the police officer, on the right sleeve (70 mm from the upper part of the sleeve) it is placed the logo of the Kosovo flag, with dimensions 80X50mm, with codes of colors: the yellow 16-0947 TCX, the blue 18-3949 TCX, the white 11-0601 TCX. While on the left sleeve of the shirt (70 mm from the upper part of the sleeve) it is placed the Emblem of Kosovo Police, with codes of colors: the yellow 16-0947 TCX, the white 11-0601 TCX, the blue 18-3949 TCX, the black 19-4203 TCX, grey13-4110 TPX. The shirt sleeves must never be rolled, while buttons must be done, except the first button of the shirt (the button near the throat).
 - 1.2. The dark blue colored tie (done), the code of color: 19-3934 TCX is part of the uniform, which must always be worn with the long sleeves shirt.
 - 1.3. The bar of the tie is of strong metal, which is worn by police officers. The silver colored bar of the tie is worn by police officers ranked in the rank of sergeant, while the gold colored bar

is worn by the officers with the rank of lieutenant and higher. The bar is placed in the police officers tie, parallel to the upper part of the pocket of the shirt.

- 1.4. Identification numbers of the police officer are yellow colored numbers, with the code of color: 16-0947 TCX, with the font (type) of numbers Arial, placed on the epaulette, which must be worn by all police officers who have no high ranks (police officers under the rank of sergeant). Those numbers are placed in the outer epaulette of the uniform, while in the epaulettes of the police officers of high ranks (from the rank sergeant and higher) the identification number is not placed, but the type of rank is placed.
- 1.5. Police uniform trousers are of two (2) models, for men and women as well as summer and winter. Both models are dark blue , color code: 19-3934 TCX which are with decorative ribbon of blue color, and the color code: 17-3936 TCX; Trousers, in no way must be modified, but must be worn as they were designed and given by police. Uniform pants must be held over the boots or shoes given by the police, with the exception of special units, who can hold/set them inside the boots.
- 1.6. Shoes and boots which are worn by the police officers must be flat, in black color and with laces. Wearing athlete shoes, shoes with big ribbons, with high heels or shoes which are not black colored are not allowed. The police officer while in uniform must wear clean and polished shoes.
- 1.7. White T-shirt with round collar, in the shape of the letter "T" –is worn under the shirt. No other color, except the white one, is not allowed to be worn with the uniform, except with a special approval and authorization by the General Police Director, in this case it is allowed to wear the T-shirts of another color for certain units. Black T-shirts for physical training, with the mark-symbol of Police are not allowed to be worn with the “A” Class uniform.
- 1.8. The bulletproof vest is used for the own safety of the police officers. It is used as an inner clothing under the shirt, respectively under the uniform, in order to not be exposed as outer clothing, but if the vest is designed to be worn as outer clothing, then it is worn on the police uniform.
- 1.9. Short or long socks with black or dark blue color;
- 1.10. The Official hat for the “A” class uniform is a part of the uniform, which is worn by police officers.

2. Based on the new design of the uniform, there are two (2) models of the official hats of the uniform, one for men and one for women. The mentioned models are shown in the annex.

Article 140

“B” Class Uniform

1. **“B” Class uniform** – is consisted and worn as following:
 - 1.1. “B” class uniform is of the same type and quality with the “A” class uniform, except the T-shirt which consists of short sleeves and is worn with or without tie. The short sleeve shirt is blue, the color code: 17-3936 TCX. In this uniform, the number of the police officer, ranks and the police mark/emblem must be worn in accordance to the provisions of this regulation.
 - 1.2. The official hat for the “B” Class uniform is of the same shape, color and code and is worn similar to the hat of the “A” class category. Exceptionally, the police officer is not obliged to wear the official hat in the following cases:
 - 1.2.1. While the police officer drives the vehicle;
 - 1.2.2. While staying in closed facilities;

1.2.3. For security reasons, with the approval of the competent police officers; it is determined that the hat or helmet must be worn with the uniform.

1.2. The white T-shirt with the round collar, in the shape of the letter “T”, is the inner part, which is worn under the uniform shirt. Besides the white T-shirt it is not allowed to wear T-shirts in other colors or designs.

1.4. The bulletproof vest in the “B” class uniform is worn similar to the “A” class uniform.

Article 141 **Summer uniform**

1. **Summer Uniform** – is worn from 15 April of every calendar year. This uniform is consisted of the parts of the “B” class uniform and, as necessary, one of the parts of the following uniform:

1.1. Sweater in the shape of the letter “V”, dark blue color with the code of color: 13934 TCX, which is worn with the shirt and the tie. The sweater must be put under the uniform trousers, respectively under the police belt, in order that the police officer has access in the equipment which are put in the police belt.

1.2. The summer jacket is of dark blue colour, with the color code: 19-3934 TCX, and is worn over the police official belt.

Article 142 **Winter Uniform**

1. **Winter uniform** – is worn starting from the date 15 October of every calendar year. This uniform is consisted of the “A” class uniform and of other following parts:

1.1. The dark blue sweater, with the color code: 19-3934, which when worn must be put under the belt of the uniform trousers, in order that the police officer has the proper access in the equipment placed in the official belt.

1.2. The dark blue jacket, with the color code: 19-3934.

1.3. Winter gloves- must be in black color and worn as necessary.

2. The winter uniform with the inner part consists of:

2.1. Winter Jacket with hood and with the inner thermo layer, which is worn when there are cold weather conditions. The thermo layer put under the winter jacket has a special isolation and warmth, which enables the police officer to perform duties in low temperatures.

Article 143 **Solemn uniform**

1. Solemn uniform is special uniform, which is declared by special order from the deputy General Director of Resources. Solemn Uniform is worn in special cases organized by Police or other institutions in the following cases: in cases of solemn oath, graduating police generations, promotion and advancement of police officers, in state celebrations days or other special ceremonies. White t-shirt with tie and solemt hat should be always worn with this uniform.

2. Police officers with the rank of Captain and higher are equipped with solemn police uniforms, male and female, as determined by uniform design.
3. Design, codes of color and other issues regarding the solemn uniform, are determined by the decision of General Director or his authorized officer and by the contract for supply with Uniform.

Article 144
Special uniforms

Special Uniforms – are worn by special units such as: Bicycle Patrolling Unit, Motorcyclists, Technical Operation Units or units of various operations. In order to successfully perform police duties these units wear modified uniforms and special equipments, if previously approved by the General Director or his authorized officer.

Article 145
Authorized Police equipment (uniform belt as well as other equipment which are placed on the belt)

1. Police Employees who have police authorizations, while on uniform and performing duty must wear the equipment for which they are authorized. Among those equipment there is the uniform belt and other equipment to be held or placed in this belt, such as:
 - 1.1. Revolver of the type Glock along with the sheath;
 - 1.2. Magazine of the type Glock for the ammunition of 15 bullets;
 - 1.3. Official rod with its sheath of the type ASP;
 - 1.4. Metallic Cuffs and their sheath.
 - 1.5. Chemical spray/irritant authorized and provided by the police, which should be worn in a special sheath. Chemical spray can be worn only after the police officer have successfully attended the adequate training and be provided with a certificate for the use of such chemicals;
 - 1.6. Four police belt holders, two of which must be located at the front and two at the back of the uniform belt. These holders are aimed to ensure or strengthen the police officers belt with the trousers belt;
 - 1.7. Flashing light and flashing light holder;
 - 1.8. Radio and Radio holder.
2. At the uniform belt it is not allowed to wear additional equipment from those mentioned above, eg Plastic handcuffs, ropes or similar devices, with the exception of specialized units, who are allowed to wear them with a specific authorization by police competents.

Article 146
Directorate of Logistics

1. The Logisitic Directorate of Police is authorized to make the distrubution of uniforms and other additional parts for the whole police.

2. Work rules determines that the Directorate of Logistics is responsible for logistics, organizationa manner, management and functioning of this Directorate, the way of administration of Police property and supplying the police officers with working equipment such as: supply with weapons, ammunititon, police unifroms, supply with transportation vehicles, inventory for offices, expandable material and other logistic items.

3.

Article 147

Planning and administration

1. The Directorate of Logistics is responsible for: administration of Police property, planning and supplying the police units with working equipment, management of transportation vehicles and their maintenance, supply with uniforms and other police equipment, as well as provision of other logistic services for Police needs. This Directorate is responsible that the police Property under its supervision be used rationally, efficiently and only for official purposes.

2. Supporting Services Department, based on this regulation must draft an SOP, whereby in more details are determined the rules and procedures dealing with the Directorate of Logistics.

Article 148

Police officers personal appearance

1. The police officer must keep short and clean hairs. Long braid and other similar styles of hairs are not allowed. Hairstyle and long hairs must not impact in wearing the official hat properly, while side beards are not allowed to be spread throughout the face and be longer than the middle of ear channel.

2. The female police officer may carry long hair in such a way that they do not hinder the performance of police tasks and duties. If the female police officer has long hair, then they are not allowed to be kept over the police uniform.

3. Police officers may wear wigs or artificial hair, in order to cover the natural falling of hair or any other physical deformity, provided that the wig be pursuant to the rules on hair syles from the previous paragraphs.

4. The police officer while on uniform and performing duty must be shaved. It is not allowed any beard or hair in the face except small moustaches, which must be short and well maintained. Moustaches must not be longer than the sides of the mouth.

5. The Police Officer must not have a visible tattoo (face, neck, hands).

6. Any exception from the rules mentioned in the previous pahagraph must previously be allowed or authorized in writing by the General Director or his authorized officer.

Neni 149

Wearing rank signs

1. Police members must have the rank of their proper level. The rank must be held in the central side of the uniform shoulder.

2. Ranks at the work uniforms, solemn and specialized units uniform must be put in the pallets above the shoulders. Ranks must always be clearly distinguished.

Article 150

Ranks and symbols

1. Ranks represent the position that the police officer has to the Police hierarchical structure, which reflects the level of management, supervision and performing duties as well as they show the responsibilities of that position for police officers in the Police organizational structure.

2. Based on the Law on Police, the promotion system for police officers, is in accordance with the following ranks:

- 2.1. New Police officer;
- 2.2. Police officer;
- 2.3. Senior police officer;
- 2.4. Sergeant ;
- 2.5. Lieutenant;
- 2.6. Captain;
- 2.7. Major;
- 2.8. Lieutenant Colonel.
- 2.9. Colonel.

3. Ranks defined by the promotion system, have the distinctive shape and logo which are determined by this principle. While the look of ranks and distinctive symbols are presented in the scheme of the ranks appearance attached to this regulation.

4. The Promotion system in Police is regulated in details by the Administrative Instruction Promotion Procedures in Police.

Article 151

Senior executive positions

1. Within Kosovo Police there are three (3) positions of the senior executive officers, such as: the General Director, General Deputy Directors as well as directors of departments.

2. The senior officer who is appointed or who exercises duty in those positions hold the respective symbols in the uniform epaulette, from the moment of appointment in position up to the end of the mandate.

3. The look of the symbols for the senior officers is presented in the look scheme of those symbols.

Article 152

The look of ranks

1. Rank symbols of police officers are carried on the epaulette of the uniform, so that they are placed on the uniform, in the sewed part of the shoulder, with the edge pointed upward.

2. Ranks carried on the official uniform in accordance with the foreseen procedures for the look and in accordance with rules set in this Regulation.

Article 153 **Composition and dimensions**

1. **The rank New Police officer** - this rank consists of a dark blue epaulette, color code 19-3934, the identification number and one (1) empty six pointed star rounded in yellow color, color code 16-0947 TCX;

1.1. **Dimensions of the epaulette** – epaulette is in a form of regular trapeze with central length of 135 mm, length outside the edge 108 mm, edges in the length of 35 mm, width starting from the shoulder part 60 mm, part near neck 55 mm, the distance from the shoulder to the number placement 15 mm, the width area from ID number to the star 20 mm, six pointed star circle 18 mm, while the star itself 17 mm, ID numbers 17 mm.

2. **The rank Police officer** – this rank consists of a dark blue epaulette, identification number, a straight stripe at the bottom in yellow and one (1) empty six edged star rounded in yellow color; with the colour codes determined for these colors.

2.1. **Dimensions of the epaulette** – epaulette is in a shape of regular trapeze with central length of 135 mm, length outside the edge 108 mm, edges in the length of 35 mm, width starting from the shoulder side 60 mm, part near neck 55 mm, the distance from the shoulder to the number placement 15 mm, the width area from ID number to the star 8 mm, one (1) stripe of 8 mm thickness, distance from stripe to star 8 mm, the six pointed star circle is 18 mm, while the star itself is 17 mm, identification numbers 17 mm.

3. **The rank Senior police officer** – this rank consists of a dark blue epaulette, an identification number with two straight stripes at the bottom in yellow and one (1) empty six edged star rounded in yellow color. With the colour codes determined for these colors.

3.1. **Dimensions of the epaulette** – epaulette is in a form of regular trapeze with central length of 135 mm, length outside the edge 108 mm, edges in the length of 35 mm, width starting from the shoulder part 60 mm, part near neck 55 mm, the distance from the shoulder to the number placement 15 mm, id numbers 17 mm, the width area from id number to the star 8 mm, two (2) stripe of 8 mm thickness, distanced from each other 8 mm, distance from stripe to star 8 mm, the six pointed star circle is 18 mm, while the star itself is 17 mm.

4. **The rank Sergeant** – this rank consists of a dark blue epaulette, three straight stripes at the bottom in yellow color and of one (1) empty six edged star rounded in yellow color. With the colour codes determined for these colors.

4.1. **Dimensions of the epaulette** – epaulette is in a form of regular trapeze with central length of 135 mm, length outside the edge 108 mm, edges in the length of 35 mm, width starting from the shoulder part 60 mm, part near neck 55 mm, the distance from the shoulder to the stripe placement 15 mm, three (3) stripes of 8 mm thickness, distanced from each other 8 mm, the distance from id number to the star 8 mm, the six pointed star circle is 18 mm, while the star itself is 17 mm.

5. **The rank Lieutenant** – this rank consists of a dark blue epaulette rounded by a yellow stripe and two (2) empty six edged stars rounded in yellow color. With the colour codes determined for these colors.

5.1. **Dimensions of the epaulette** – epaulette is in a form of regular trapeze with central length of 135 mm, rounded with yellow stripe of a 4 mm thickness, length outside the edge 108 mm, edges in the length of 35 mm, width starting from the shoulder part 60 mm, part near neck 55 mm, the distance from the internal line of stripe to the first star placement 12 mm, the same distance should be between two (2) stars, the six pointed star circle is 18 mm, while the star itself is 17 mm

6. **The rank Captain** – this rank consists of a dark blue epaulette rounded by a yellow stripe and three (3) empty six edged stars rounded in yellow color. With the colour codes determined for these colors.

6.1. **Dimensions of the epaulette** – epaulette is in a form of regular trapeze with central length of 135 mm, rounded with yellow stripe of a 4 mm thickness, length outside the edge 108 mm, edges in the length of 35 mm, width starting from the shoulder part 60 mm, part near neck 55 mm, the distance from the internal line of stripe to the first star placement 12 mm, the same distance should be between three (3) stars, the six pointed star circle is 18 mm, while the star itself is 17 mm

7. **The rank Major** – this rank consists of a dark blue epaulette rounded by a golden colored stripe, and one (1) six edged golden colored star.

7.1. **Dimensions of the epaulette** – epaulette is in a form of regular trapeze with central length of 135 mm, rounded with yellow stripe of a 4 mm thickness, length outside the edge 108 mm, edges in the length of 35 mm, width starting from the shoulder part 60 mm, part near neck 55 mm, the distance from the internal line of stripe to the first star placement 12 mm, while the six pointed star itself is 17 mm.

8. **The rank Lieutenant Colonel** – this rank is consisted of a dark blue epaulette rounded by a golden colored stripe, of two (2) six edged golden colored stars.

8.1. **Dimensions of the epaulette** – epaulette is in a form of regular trapeze with central length of 135 mm, rounded with yellow stripe of a 4 mm thickness, length outside the edge 108 mm, edges in the length of 35 mm, width starting from the shoulder part 60 mm, part near neck 55 mm, the distance from the internal line of stripe to the first star placement 12 mm, the same distance should be between two (2) stars, the six pointed star is 17 mm.

9. **The rank Colonel** – this rank is consisted of a dark blue epaulette rounded by a golden colored stripe, of three (3) six edged golden colored stars. With the codes for these colors.

9.1. **Dimensions of the epaulette** – epaulette is in a form of regular trapeze with central length of 135 mm, rounded with yellow stripe of a 4 mm thickness, length outside the edge 108 mm, edges in the length of 35 mm, width starting from the shoulder part 60 mm, part near neck 55 mm, the distance from the internal line of stripe to the first star placement 12 mm, the same distance should be between three (3) stars, and the six pointed stars are 17 mm.

10. **Epaulets for ranks:** Captain, Major, Lieutenant Colonel and Colonel, the thickness of the rounded stripe will be 4 mm, while for the same rank, for the solemn uniforms, rounding stripe thickness will be 8 mm, where the stripe for the rank Captain must have yellow color, whereas for the ranks Major, Lieutenant Colonel and Colonel must have golden color.

Article 154

Look of senior officers symbols

For senior executive officers, symbols in the solemn uniform are as follows:

1. **The General Director** – in the solemn uniform will hold symbols placed in a dark blue epaulette rounded by a golden colored stripe, the map of Kosovo rounded with two laurel branches and three (3) six edged golden colored stars.

1.1. **Dimensions of the epaulette** – epaulette is in a form of regular trapeze with central length of 135 mm, rounded with yellow stripe of a 8 mm thickness, length outside the edge 108 mm, edges in the length of 35 mm, width starting from the shoulder part 60 mm, part near neck 55 mm. The distance from the internal line of stripe to the placement of the Kosovo map rounded by two laurel branches 4 mm, Kosovo map rounded by laurel branches with the length of 34 mm, laurel branches with width of 39 mm, this distance from the map and the one between three stars should be 4 mm, and the six pointed stars of 17 mm.

2. **Deputy General Director** – in the solemn uniform will hold symbols placed in the epaulette in dark blue color rounded by a golden colored stripe, the map of Kosovo rounded by two laurel branches and two (2) six edged golden colored stars.

2.1. **Dimensions of the epaulette** – epaulette is in a form of regular trapeze with central length of 135 mm, rounded with yellow stripe of a 8 mm thickness, length outside the edge 108 mm, edges in the length of 35 mm, width starting from the shoulder part 60 mm, part near neck 55 mm. The distance from the internal line of stripe to the placement of the Kosovo map rounded by two laurel branches 4 mm, Kosovo map rounded by two laurel branches with the length of 34 mm, laurel branches with width of 39 mm, this distance from the map and the one between two (2) stars should be 4 mm, and the six pointed stars of 17 mm.

3. **Director of the Department** – in the solemn uniform will hold symbols placed in a dark blue epaulette rounded by a golden colored stripe, map of Kosovo rounded with two laurel branches and one (1) six edged golden colored star.

3.1. **Dimensions of the epaulette** – epaulette is in a form of regular trapeze with central length of 135 mm, rounded with yellow stripe of a 8 mm thickness, length outside the edge 108 mm, edges in the length of 35 mm, width starting from the shoulder part 60 mm, part near neck 55 mm. The distance from the internal line of stripe to the placement of the Kosovo map rounded by two laurel branches 4 mm, Kosovo map rounded by two laurel branches with the length of 34 mm, laurel branches with width of 39 mm, this distance from the map and the one between one (1) star should be 4 mm, and the six pointed star 17 mm.

Article 155

Standards for supplying with Police uniforms – record of issuance

Uniforms of police officers must be provided and replaced by the Directorate of Logistics of Police, according to the time records which is an appendix of this regulation.

Article 156

Wearing civil clothes

1. Police officers of the certain organizational units of Police who in accordance with the decision of the General Director No. 196/DP/2010 dated 10 March 2010, operate in civilian clothes, with this regulation it is determined wearing the uniform by police officers of those units in certain cases, according to the authorization of the responsible superior.
2. The Department of Supporting Services is obliged to determine the most proper way to provide police officers with civil clothes, deployed in certain units in the abovementioned decision.

Article 157
Status and legitimacy

1. While exercising general duties and authorizations of Police in civilian clothes, the status of the police officer does not change, so they are submitted to the provisions that determine the rights and authorizations for all police officers. Excluding the longest period of equipping with uniform and other police equipment.
2. The police officer who based in this Chapter, exercises his official duties and authorizations in civil clothes, has no right to simultaneously use the official uniform. The police officer may use his uniform when engaged in specific official duties or in implementation of the operational plans as determined by the paragraph 1 of this article.
3. Exercising duties and authorizations in civil clothes must be done in accordance to the Law on Police, the Administrative Instruction about the way of performing official duties and exercising police powers, administrative instructions of Police, as well as in accordance to the decision of the General Director No. 196/DP/2010 dated 10 March 2010.

Article 158
Transfer

When a police officer is transferred in any other organizational unit of Police, regardless the way of transfer, must be aligned with the unit he is transferred, as for exercising duties and powers of Police for that position, respectively to perform official duties as regulated by this chapter on functioning of the unit he is transferred.

Article 159
Supplying time and engagement

1. Police officers who exercise the general duties and powers of police in civil clothes, have no right to be supplied with the Police uniform up to 5 (five) years. Exceptionally, if the design of the uniform is changed in the future then they must be supplied with the new uniform. Also, with underwear (pajamas), the deadline for handing, is same as for uniformed police officers.
2. In case that the unit where he is deployed, plans to implement any operational plan or any special official duty, where wearing the uniform is necessary, he must be aligned to that duty or plan and be ready to perform duties in uniform. But, the uniform must be used only for the period the special duty lasts or up to the fulfillment of the operational plan.

Article 160

Performing official duties in civil clothes according to the authorization

Police officers deployed in the units which are included in the decision of the General Director, may exercise general duties and powers of Police in civil clothes, according to the written authorization of the General Director, deputy General Director, Director of the Respective Department or regional Director in accordance to the rules of this Chapter and completion of the form.

Article 161

Compliance with the provisions on clothing and appearance

1. Police officers of the abovementioned units, respectively when exercising powers and performing police duties in civil clothes, must necessarily be in compliance with the rules of clothing and appearance of police officers.
2. Police officers must necessarily and always have the clothes and appearance in accordance to the Administrative Instruction No. 04/2008 – MPS about clothing and appearance of the civil employees.
3. Exceptionally, for the official needs and effectiveness on duty, with the approval of the supervisor, other clothing and appearance, which does not correspond to the administrative instruction referred to in the paragraph 2 of this article, may be tolerated.

CHAPTER XI

USE OF POLICE VEHICLES

Article 162

Police vehicles

1. Kosovo Police is obliged to use the police vehicle efficiently and economically, and only for the police purposes, complying the rules and provisions determined by this regulation and other normative acts.
2. Police vehicle means every vehicle that is in the ownership or possession of the Police and which is used by the Police employees for the operational and administrative purposes.
3. Police vehicles must have the sign/symbol “Police” and emergency equipment. Beside the vehicles with police marks, Police has civilian vehicles as well, that do not have police signs/symbols.
4. Police vehicles should be used only for the official purposes. Beside during the regular working hours, the police vehicles can be used even overtime, if such thing is required for operational needs.

Article 163

Authorization for driving the official vehicle

1. Police officers, with the previous permission and authorization, have the right to drive the Police vehicles.

2. Civilian employees, who are assigned in the administrative duties of the Police, are authorized to drive the Police vehicles, only if they possess the license for driving and are certified by the Training Division.
3. Except the persons from paragraph 1 and 2 of this article, no other person is authorized to drive the Police vehicles; only if by the decision of the General Director or any other act in power this issue is regulated otherwise.

Article 164 **Deployment of vehicles**

1. Allocation of Police vehicles is done according to the decision of the General Director, based on the needs and operational requests and possibilities of implementation of these requests. Changing allocation and utilization of the police vehicles can be done only with the authorization of the general director.
2. Police vehicle is not assigned to the police officer or any individual, but for the police stations and other police units, based on the operational needs. Any exception to this rule should be authorized in written by the General Director.
3. All police vehicles should stay in the assigned Responsibility area, except otherwise allowed by any special authorization by the approving authority.

Article 165 **Equipping police vehicles with symbols and signalization**

All the police vehicles should be equipped with the police signs, including official logo of the Police, police plates, signalization blue light and horn, except the vehicles which are used by various investigation units, administration and for other purposes.

Article 166 **Responsibilities of the driver**

1. The driver who drives the Police vehicle is obliged to respect all the traffic rules. In cases of any intervention or fast reaction, the driver of the police vehicle should follow the provisions specified in this regulation and other legal acts.
2. When driving the official vehicle, the driver is obliged to put the safety belt and keep the vehicle lights on. While driving, the safety belt may not be used if: carrying any prisoner or any injured person and in case of any emergency intervention by the special units.
3. In case of driving the police vehicle, it is the responsibility of any driver to be relaxed and able for the duty, not to be under the influence of alcohol, medicines or other narcotic substances;
4. After driving, the driver is obliged to return the vehicle in a good operational condition, and when handovering it, if the vehicle has any defect or any new damage, it should be noted in the report.

5. In case of any defect from the previous paragraph, it is the responsibility of the station commander or any other police station and/or of the transportation officer to send the vehicle for repair as soon as practicable.

Article 167

Driving outside the responsibility area

If eventually the vehicle leaves the responsibility area, the driver should notify his/her supervisor about the reason and purpose. To drive the police vehicle outside the responsibility area, it is required a written permission from the supervisor. In the travel form should be noted the full data about the planned journey with the official vehicle.

Article 168

Restriction on the use of official vehicle

1. No one who is not Police employee should not be carried with the Police vehicle, except cases when dealing with the police duties (e.g. arrested persons, witnesses to be sent in the police station, emergency cases when providing medical assistance).
2. Employees of the Transport Unit are authorized to drive the vehicle with the police symbols only when the vehicle should be carried from the police station or any other Police unit up to the place where the vehicle needs to be repaired or maintained. The civilian employee is obliged prior driving the vehicle that is in the process of maintenance/repairing to put the sign on which is noted that the vehicle is **“OUT OF SERVICE”**.

Article 169

Vehicle management

1. If the police vehicle is erased from the property list, it can be replaced only when the Regional Directorate, respective Department or General Directorate of Police has the opportunity to change it or replace with any other vehicle, always based on the operational needs.
2. The management with police vehicles and eventual alienation should be done in accordance with the provisions of the Regulation of the Ministry of Finances No. 02/2013 – Management of non-financial wealth in the budgetary organizations.

Article 170

Safety in using vehicles

1. The personnel using Police vehicles must take care for the safety of all persons at any time, regardless the existing circumstances. No intervention with vehicle at any emergency situation is justified if endangering the public safety. The determined procedures of safety, must necessarily be followed when using the Police vehicle in emergency situations and chasing.
2. The police officers responding the intervention call or chasing, must respect those procedures. No task should be given priority and especially the safety principles be put in the second place.

3. Performing the official duty by using Police vehicle require to use vehicles safely, in fully accordance with the rules and laws of traffic road. Police officers must show correct behavior and habit during the use of Police vehicles.

4. Disregard of traffic rules under certain conditions, does not release the driver or Police and its organizational unit from responsibility for non-rational behaviors or negligence shown during driving.

Article 171
Inventorying vehicles

1. Inventorying vehicles is an official measure of Police and is about inventorying the occupied vehicles only in accordance with respective procedures in order to protect vehicles and their content while on police care; to protect from complaints on loss, steel and damaging property; as well as to protect Police officers and citizen from injuries or property damage, because of the hazardeous materials or substances that may be found inside vehicle.

2. Inventorying should be done at the location where the vehicle was taken, except if the inventorying can not be realized in that location because of the security issues. Inventorying vehicles can include all parts of the vehicles, where it may happen to be personal property or hazardeous material, including, but not limited, only in the travelers seats, bagage or glove compartment.

3. Inventorying shall be done in respective form intended for this thing.

Article 172
Standard Operating Procedures for Services Department

1. The supporting Services Department based in this regulation, must draft the SOP, by which in more details are determined the rules and procedures dealing with the maintenance, servicing, reporting, parking, accidents, first aid equipment, insurance and inspection.

2. Also, with an SOP in more details will be determined the rules of use of vehicles in emergency cases, in case of chasing any suspect, responsibilities of the Operational Communication and Coordination Centre and supervisors according to the hirearchy, the way of stopping vehicles for escorting and issues related this field.

CHAPTER XII
COMPENSATION OF DAMAGE CAUSED IN POLICE VEHICLE

Article 173
Compensation of damage

Police determines the norms, actions and instructions regarding the reporting of Police vehicles which has been damaged while performing the police duties. Regulates the manner for ascertaining and evaluation of the damage, determination of the responsibility and compensation of the caused damage in order to increase the commitment level for preservation and maintenance of Police vehicle.

Article 174
Responsibility

Police employee when using the official vehicles is responsible for the proper and safe use of the vehicle. For any omission, negligence or misuse that results in damage of vehicle or accident, should be reported in time in order to investigate, evaluate, repair and then to address the completed case to the Commission for evaluation of the accident and if we are dealing with any misuse or excess of authorization, the case will be forwarded to the Directorate for Internal Investigations.

Article 175
Reporting

When the Police vehicle is involved in any traffic accident, it is obligatory to send the completed report regarding the accident to the Director of Logistics.

Article 176
Repairing

The damaged Police vehicle must not be sent for repair without prior permit of the Logistics Director.

Article 177
Administrative procedure

1. If any Police vehicle is not in proper condition for use, then the driver or his/her supervisor should implement the following procedures.
 - 1.1. The damaged vehicle should be transported with the transportation Police vehicle to the assigned facility for maintenance of vehicles.
 - 1.2. When the administrative procedures about the vehicle insurance are done, the authorization for repair by the Logistics Directorate should be taken.

Article 178
Compensation of damage

If the Police employee while performing the duty, intentionally, by negligence or misuse of authorization, causes any damage to the Police, he is obliged to compensate the caused damage, based on the provisions of this regulation and other normative acts.

Article 179
Commission for assessment of accident

1. The commission for evaluation of accident is competent to assess the damage caused in the official vehicle and to determine the amount/sum of the damage.
2. The commission for evaluation of the accident is an interim body, which is established by the Director of Supporting Services Department. The commission consists of three (3) or five (5) members and one of them heads the commission.
3. The Operative fleet is obliged to present the completed report of the accident in writing, for each case, to the Commission for Evaluation of Accidents in order to review and decide about the case.

Article 180

Procedure of repaying the damage

1. After completing the evaluation procedures of the damage from the previous article, the Commission for repayment of the damage shall initiate the procedure of repaying the damage.
2. The procedures for repaying the damage are initiated in the following cases:
 - 2.1. When we are dealing with the vehicles insured with Casco;
 - 2.2. When the damage is caused due to the unpredictable road conditions;
 - 2.3. When the loss or damage has happened in extraordinary circumstances;
 - 2.4. When the equipment has been stolen from the locked and parked vehicle in a safe place;
 - 2.5. When the locked and parked vehicle has been stolen in a safe place.
 - 2.6. Other cases when the Commission for repayment of the damage finds out that there is a base to repay the damage.

Article 181

Compensation of the damage by the employee

1. If the commission for evaluation of property, based on the Operative Fleet report decide not to repay the damage caused in the Police vehicle or of the equipment, then the responsible person shall made the compensation of the damage.
 - 1.1. The commission for evaluation of property determines the sum to be compensated for the caused damage. This sum should be 20% of the loss or damage, and the monthly salary deduction must not exceed 30% of the base salary, and must not exceed the overall period of six (6) months.
 - 1.2. Once deciding that the Police driver involved in the traffic accident is responsible, as a result of misuse of police vehicle, except the procedure for the offense in traffic road, against the driver will be initiated the disciplinary procedure as well.
 - 1.3. Police employee who causes the offense in traffic as a consequence of carelessness and repeats such a thing within a year, then except the penalty of offense from the competent court, the supervisor shall prohibit the employee to drive the official vehicle in a period from two (2) up to six (6) months, while in cases when the disciplinary procedure is initiated then this measure will be imposed by the Internal Disciplinary Commission.
 - 1.4. If for a traffic accident the Asset Evaluation Committee has cleansed the damage caused by the police officer, then the case that is in the disciplinary procedure should be closed at any stage of the disciplinary procedure.

- 1.5. The measures from the previous sub -paragraph are not considered as disciplinary measures and that could not have any negative effect in the performance, career and promotion of the employee.

Article 182
The right to appeal

1. The Police employee who is responsible for the damage caused in the police vehicle and to whom is imposed any measure, then within fifteen (15) days, from the date when he is notified in written about the decision for the imposed measure, has the right to submit appeal in written in the Commission for Appeals.
2. Once reviewing the submitted appeal, the Commission takes the final decision in the non-hearing session.

Article 183
Deletion from the evidence and non-usage of official vehicles.

After ascertaining the condition of the damaged vehicle which cannot be repaired or the cost of repair is higher than the value of the vehicle, the Commission for evaluation of property deletes or removes these vehicles from the Police evidence.

Article 184
Standard Operating Procedures for Compensation of the damage

The Department of Supporting Services based on this regulation must draft an SOP, by which in more details will subscribe the procedures dealing with the case treated in this Chapter.

CHAPTER XIII
COMMISSION FOR EVALUATION OF POLICE PROPERTY

Article 185
Evaluation of police property

1. Police property which is lost, damaged or destroyed, must as soon as possible be reported and through the commanding chain be sent to the Directorate of Logistics, in order to initiate the procedures for evaluation of the caused damage.
2. If the value of the caused damage in the Police property does not exceed the amount of five hundred (500) euro, then based on the circumstances and provided evidences, the Director of Logistics Directorate, is obliged to make repayment of the caused damage.
3. If the value of the caused damage exceeds the amount of five hundred (500) euro, then the Director of Logistics is responsible to ensure that the completed case be sent to the Commission for Evaluation of Police property.

4. If it is found that the damage is caused as a result of negligence, or any misuse of the property or authorization, the Director of Logistics upon completing the case, sends it for review to the Commission for property evaluation of Police.

Article 186

Establishment and competencies of the Commission for evaluation of property

1. The commission for evaluation of the property is an interim body, which is established by the Director of Supporting Services Department. Depending on the treated case, the commission consists of three (3) or five (5) members and one of them leads the commission.
2. To assist the work of Committee, the Director of Supporting Services Department assigns the secretary from the previous paragraph which deals with the technical-administrative works.
3. The commission for evaluation of Police property, beside the damages caused in the road traffic accidents, is also competent for:
 - 3.1. Evaluation of damaged property;
 - 3.2. Evaluation of the requests for alienation of property;
 - 3.3. Presentation of the evidences for the property evaluation;
 - 3.4. Alienation/disposal and repayment of the caused damage, and
 - 3.5. Damage or loss of the Police property, as a result of incidents, accidents or other circumstances.

Article 187

Commission decisions

1. The commission for evaluation of property, based on the evidences and provided proofs, if it finds that the damage is caused as a result of negligence or any misuse, then the report about the evaluation of damage with recommendation will be sent to the Director of Supporting Services Department regarding the measures and further actions against the employee who is responsible for the caused damage and compensation of it.
2. The commission for evaluation of property, upon reviewing the case which is dealing with the damage of the police property is competent to ascertain with a decision:
 - 2.1. Innocence of the employee who has caused the damage of the police property, based on the evidences or provided proofs and stored in the file, based on which concludes that the employee in normal circumstances could not avoid the caused damage in the Police property.
 - 2.2. Negligence of the employees when using police property and as a result caused damage to the Police property.
 - 2.3. Intentional negligence of the employee, that means the conscious action of the employee for the damage which can be caused as a result of the action or omission, but recklessly thinks that the damage will not be caused or that it will avoid the damage.

Article 188
Duties and responsibilities of the Supporting Services Department

1. Based on the report or decision of Commission for evaluation of property, the Director of Supporting Services Department, if considers that the employees actions are in contradiction with the Police rules or Police Code of Conduct, then the police will be proceed the case to the Directorate for Internal Investigations.
2. If there is any negligence and is recommended by the Commission, then the Director of Department is responsible to decide if the responsible person should compensates the caused damage, where a written decision for compensation of damage is issued.

Article 189
Appeal

Police employee who is unsatisfied with the decision of financial compensation for the caused damage in Police property, then within eight (8) days, from the date of decision has the right to appeal. The commission is headed by the Commission for Appeals and Awards.

Article 190
Standard Operating Procedures for evaluation of property

The Department of Supporting Services, based on this regulation must draft an SOP by which in more details will subscribe the procedures dealing with the trated case in thie Part.

CHAPTER XIV
COMMITTEE FOR TECHNICAL EQUIPMENT

Article 191
Committee

Within the Kosovo Police (hereinafter: Police) is established the committee for Technical Equipment, which based on the Law for Security in Road Traffic and other normative acts dealing with the Road Traffic, aims to determine the type of technical equipment, criteria and the using manner of these equipment, as well as proposes or gives recommendation for application of rules, methods and other equipment which affect in advancing of police works.

Article 192
Composition of the Committee for Technical Equipment

1. The committee for Technical Equipment consists of five (5) members and its representatives from:
 - 1.1. Department of Operations,
 - 1.2. Road Traffic Division,
 - 1.3. Directorate of Logistics,

- 1.4. Directorate for Strategic Planning and Legal Issues and
- 1.5. Ministry of Transport.

2. The committee for technical equipment, upon analyzing the situation in Road Traffic, recommends the Director of Operations Department using of technical equipment, which are necessary to perform the police work and which are dealing with the raise of safety in the Road Traffic.

Article 193

Types of necessary equipment

1. Police officers while performing police duties, except police equipment determined by the Administrative Instruction for the use of force, emergency and communication equipment in the Police vehicles, are obliged to use other additional means, which are not restricted only in:
 - 1.1. Speed meter (radar);
 - 1.2. Digital camera;
 - 1.3. Photo camera;
 - 1.4. Alcohol test;
 - 1.5. Traffic cones;
 - 1.6. Various twinkling/lighting sings;
 - 1.7. Reflectors;
 - 1.8. Numeric cones which can be placed in the evidences and testimonies found in the scene,
 - 1.9. Expendable material (gloves, chalk and the tape to surround the scene); and
 - 1.10. Other necessary equipment to examine the scene where the accident or incident happened.

Article 194

Standard Operating Procedures Technical Equipment

Based on this Chapter, the Department of Operations is obliged to draft an SOP, by which in more details will describe the procedures dealing with the case treated in this Chapter.

THIRD PART

INFORMATION TECHNOLOGY

CHAPTER XV

ACCEPTABLE USE OF INFORMATION AND COMMUNICATION TECHNOLOGY

Article 195

Communication technology

1. All police employees, contractors, consultants, third-party vendors are obliged to adhere the provisions determined by this regulation. The regulation also supports all ITC that are property or has been rented by the Police.
2. Installations, monitorings, relocation and maintenance of ITC equipment, is the responsibility of DICT or authorized contractor.

3. In order to raise the awareness of Police personnel, the Directorate of Information Technology and Communication (hereinafter: DITC) must develop a program for awareness of the whole Police personnel about the importance of training for securing the data in Police. These provisions ensure that all the system users have a satisfactory level (sufficient) of training for the tasks and responsibilities for securing the data.

Article 196

Officers responsibilities and restrictions

1. Security is the responsibility of all the employees in Kosovo Police.
2. It is responsibility of the employees to preserve and protect all passwords, identification information, security equipment (security tokens) and other similar equipment used for identification and authorization. It is strictly forbidden to exchange these equipment or information with the others.
3. The violation of copyrights is also forbidden including, but not restraining only the copying or illegal transmitting of pictures, video, music, intellectual assets or applications.
4. End users must not use and install software application in official equipment, without prior approval by the ICT Directorate.
5. No person is allowed to research and monitor the Police network through his computer or any other equipment. Users are not allowed to download, install and execute applications such as: password hackers, traffic monitors, port scanners, etc.
6. Violation of this regulation may result in disciplinary measures, as determined in the Administrative Instruction for violations, measures and disciplinary procedures in Kosovo Police, contractors may result in termination of contract, in cases of contractors and consultants. ICT Directorate is responsible to assign the persons which will continuously control if the DICT is implementing the principles. Any employee may report the security incidents of ICT, in the email info.siguria@kosovopolice.com. The reporter must not be identified and should be kept secret.

Article 197

Monitoring of the system/network

1. ICT Directorate is competent and has the right for security reasons of the system at any time to make the control of network, in order to ensure if this regulation is being respected. The control and monitoring can be done for maintenance purposes of the network security and includes the controlling of equipment, system and traffic.
2. Establishment, modification or deactivation of the account, as well as modification of privileges for access, can be done only through the signed form by the ICT Directorate.
3. The email system is a Police asset and the Institution is entitled to monitor this system.
4. The placement of access points which are not authorized by DICT are forbidden.
5. The external network (Wi-Fi) is allowed only in GPD facilities.

Article 198
Password protection

1. All the initial passwords must be changed before the user starts to use the system.
2. Due to the security of system, it is recommended not to use the personal information in passwords, such as: name, date of birth, name of spouse or children, telephone number or similar.
3. Any new password should be different from the three (3) last passwords.
4. Passwords should always be kept secret and must not be shown to anyone else, including relatives or colleagues or administrative assistants. All passwords should be treated as sensitive data, therefore it must not be put in unsafe places such as, tables in monitor, keyboard or working table.
5. No person shall leave the computer without being disconnected from the system or without protecting the monitor with password.

Article 199
Use of internet

1. To get access in the internet there should be fulfilled the relevant electronic form that can be found in intranet, the fulfilled form should be approved by the DICT Directorate, which enables the basic access of the system user.
2. No one is allowed to access in the intranet through the private modems for unlimited internet access in the Police equipment.
3. The use of internet will be enabled only for those who are employed and who need to perform the duties and responsibilities during the work.
4. During the use of internet, no one should abuse, insult, praise, harass or threat another person, or violate the guidelines of using internet.
5. The official email of Police is used only for the official purpose. The email address that is given to the employee must not be misused.
6. It is not allowed to open emails that are not in SPAM dossier.
7. The official email of the Police must not be used to overrun other users with (spam) emails, regardless if they are inside or outside the Police.
8. No person is allowed to subscribe the official email of Police in any other website that continuously send emails, and make it as an automatic communication tool of those messages at your contacts.
9. No person is allowed to publish personal advertisements or publish any product or service using Police sources.

10. Browsing of the websites that are not related with job duties is not allowed.
11. Each file downloaded by the internet should be scanned by the anti-virus before using it.
12. If the user during browsing the website encounters in any website that contains pornographic, insulting or suspicious contents must report it in DICT.
13. No person except the administrator of the system (DICT) is allowed to send notifications, announcements, remarks or information for the whole Police staff from the official email.

Article 200
Prohibition of publishing Police resources

1. No one is allowed to publish or share in internet any inappropriate, obscene, slander content or illegal materials during the use of Police resources.
2. No person is allowed to publish personal advertisements or publish any other product or service using Police resources.
3. Browsing of the websites that are not related with job duties is not allowed.
4. Anything taken from the internet should be scanned with anti-virus before using it.
5. If the user encounter in any uncategorized website containing pornographic, insulting or suspicious contents during the browse at any website, should report it to the ICT Directorate.

Article 201
Use of telephone lines

1. Use of telephone lines from the Police phone network with analogue, digital numbers or IP telephones should be done based on the Regulation of Police for possession and use of (fixed and mobile telephony) only for official needs.
2. Telephone lines are given in use, based on the request and reasonability of the Police employee, justified by his/her supervisor/chief/ and approval by the ICT Directorate.

Article 202
FAX and Direct lines

1. FAX lines are given in use through the telephone centrals of Police, for which the access and approval is required in fix lines, according to the procedures foreseen in the access.
2. Direct telephone lines are given in use for the General Directorate of Police and Senior Management of Police, regardless the needs that the General Directorate foresees and which are brought in function, in cooperation of ICT Directorate and Kosovo Post-telecom (KPT).

3. Free direct lines and anonymous 0800 19999 for the citizens are in use without costs by the Police, from the “VALA” and “IPKO” operator, with valid contracts and license from the Regulatory Authority of Electronic and Post Telecommunication (RAEPT).

Article 203

Managing of users accounts

Creation, modification or deactivation of the users account is made based on the decisions of the Human Resources Department and Regional Directorates (in cases of admission in work relation, assigning in position, retirement, resignation, termination of work relation or in cases of death).

Article 204

Use of database

1. To access in the database there should be fulfilled an electronic form that can be found in intranet. The filled form should be approved by the Director of the respective department and be implemented by DICT, depending on the access level of the user.
2. Use of database will be enabled only for the employees who need it for performing duties and official responsibilities.
3. No one is allowed to get access in the database using VPN (Virtual Private Network) through the internet.
4. During the use of database, no one is allowed to abuse the information that the Kosovo Police database contains or to violate the guidelines of using database.

Article 205

Use of radio communication

1. The communication of the Police personnel that is done through the radio should be done only for the official issues and the sent messages should be as short as possible in order not to hinder others during transmission.
2. Police personnel is not allowed to call in names or IDs during the communication in radio, but based on the call except when a police officer is out of duty and reports any engagement in any case.
3. Insults, humor or various non-professional jargons are not allowed during the communication with radio.
4. The interference in hardware and software of any kind of modification in communication equipment is not allowed, except with the DICT approval.
5. The use of radio in suspect areas for explosives (50 meters perimeter) is not allowed.
6. Causing of any kind of obstructions in the communication channels from the Police personnel is prohibited.

7. Radio users are not allowed to erase the information that the radio or any other communication equipment contains, such as barcode and serial number.
8. Radio users are not allowed to repair or control it at any other institution or private company without prior approval by DICT.
9. Setting of passwords in the installed programs in the radio should be made only by the authorized unit within the DICT.

Article 206
Special authorization for using radios

Giving the radio or other communication equipment outside the organization can be done only with prior approval of the General Director of Police.

Article 207
Standard Operating Procedures for Communication Technology

The Directorate of Information Technology and Communication, based on this regulation is obliged to draft SOPs for awareness of securing data, database, monitoring/administration of cameras, system, radio communication, telephony and network.

CHAPTER XVI
POSSESSION AND USE OF TELEPHONY (LAND LINE AND MOBILE)

Article 208
Use of telephony

The rules and procedures for access and communication via phone line, should be unique and applied for the Police personnel. The procedure also defines the criteria for possession and use of phone line (landline and mobile – ceellular) for performing official tasks and duties as well as the way of use of phone services.

Article 209
Access on telephony

1. Kosovo Police in its work pays special attention to communication as well, respectively to the Police equipment and use of telecommunication services (landline and mobile telephony)
2. This ensures permanent telecommunication access for the Police employees, in the open and closed environments.

3. The Directorate of Information and Communication Technology (hereinafter: DICT) respectively the Telephone Unit within the Police, is responsible for maintenance, design and configuration of the infrastructure and Telephone System in Kosovo Police.

Article 210 **Procedure for equipping with telephone**

Kosovo Police personnel who officially needs landline telephone, respectively access for conversation in landline or mobile phones, (which is justified with the work and work position they perform), for supply, initially must fill the form: “Request for supply with telephone device”, (which is published in the internal network of Police – Intranet). The request must be approved and signed by the direct supervisor, and then the request is sent for approval to the Directorate of Information and Communication Technology.

Article 211 **Submitting request**

1. The form “Request for access and possession of official phone” published in the Intranet, is directed to the Director of Department or Director of the Regional Directorate and after the reasoning by the direct supervisor through the commanding chain of the Regional Directorate, it is sent to the Director of Supporting Services Department within the General Directorate of Police for approval (hereinafter: GDP).

2. Depending on the official approval for calls in landline, mobile phones or international calls for performing official duties, the unit of Telephony within the Directorate of Information and Communication Technology does the technical work of the request.

Article 212 **General Police Directorate**

1. The Police personnel who perform the duties in the General Directorate of Police are entitled to possess and use the access in mobile and landline telephony as following:

- 1.1. General Police Director
- 1.2. Deputy General Director
- 1.3. Director of Department
- 1.4. Director of Division, and
- 1.5. Director of the Directorate.

2. All other phone connections will be only landline internal connections of Police (4-digit extensions), without access in mobile phones but only for telephone calls in the whole internal network in all Kosovo police stations;

3. In case of special need for the access within the department, respectively of the respective division or directorate, a special request should be made and be reasoned by the director of department, respectively of the division or directorate.

Article 213 **Regional Police Directorates**

1. Police personnel, performing duties in the Regional Directorate of Police, are entitled to possess and use the mobile-landline telephony as follows:
 - 1.1. On each Regional Police Directorate will be installed direct telephone connections as needed:
 - 1.2. Director of the Regional Directorate of Police will have in use the landline phone and access in the mobile phone.
 - 1.3. Another landline phone connection with access in mobile line will be used by the Regional Directorate of Operation and the Operational Center of the respective Region
2. All other telephone connections will be distributed as internal incoming and outgoing connections through the telephone Centrals and will be installed at each police station.
3. The Chief of Regional Section for Operation, Chief of Regional Section for Resources and Chief of Regional Section of Investigation, will have access in mobile and landline telephony, through the internal telephony (4 digit extensions).
4. In particular cases of the need for communication and telephone connection within the Regional Directorate of Police, respectively of the organizational units of Regional Directorate, a special request is needed to be done, reasoned by the Director of Regional Directorate and the same must be submitted to the Director of Supporting Services Department.

Article 214
Police Stations

1. The distribution of telephone lines will be done depending on the category of police station as follows:
 - 1.1. Police Station Category “A” will be equipped with five (5) direct telephone lines, from the Post and Telecommunication of Kosovo (PTK);
 - 1.2. Police Station Category “B” will be equipped with four (4) direct telephone lines, from the Post and Telecommunication of Kosovo (PTK);
 - 1.3. Police Station Category “C” will be equipped with three (3) direct telephone lines, from the Post and Telecommunication of Kosovo (PTK);
 - 1.4. Police substation will be equipped with one (1) direct telephone lines, from the Post and Telecommunication of Kosovo (PTK);
2. At the above mentioned police stations, the station commander will have direct access in the landline and mobile telephony. The Operational and Investigation Unit within the Station, through the internal telephone line (4 digit extensions), will have the access for conversation in landline and mobile telephony.
3. While other communication needs, access in landline or mobile telephony will be done through the internal lines (4 digit extensions) using Telephone Centrals.
4. When the internal telephone system of Police is usable in a police station or region, the direct communication should be made through the internal telephony network of Police.

Article 215

Authorized restrictions (limitations) on the expenses of landline telephony

1. In order to control and manage the budget and finances efficiently it is required from the departments/regions, to report and justify in a special report when exceeding unreasonable expenditures in phones usage, aiming to reduce costs and rational expenses on using landline phones.
2. Telephone expenses (calling reports) in case of any abuse by the employee, will be requested from the competent persons working with bills through the stations, Regional Directorates or GDP in PTK if fix lines are direct, while for numbers with 4-digits reports are taken from DTIC.
3. With new telephone system, it is possible to have limited access even for office phones (ext), where the access can be limited in various levels, depending as allowed with special decision. This access will be centralized by the servers in GDP-Prishtinë where even the expenses invoice will be common for all these IP ext in Kosovo Police in order to manage them better and to fully report in GDP-Prishtina.
4. General reports for numbers with access whether in landline or mobile phones by classifying them in stations, regions may be required in the Telephony Unit within the Directorate of Information and Communication Technology in order to know the statement of holders of the access of mobile and landline telephony.

Article 216

Responsibilities

1. The official phones (landline and mobile) are property of Police and will be used only for performing official duties and the users must use the official phones efficiently and responsibly taking into account expenses.
2. Telephones cannot be used for private conversations. Exceptionally, this can be done only in extraordinary cases, when the Police employee is not able or doesn't have other forms of communication-information, since the communication nature is emergent it will be allowed by the supervisor.
3. The supervision of rational use of official phones in the Unit, respectively the Departments using them in accordance with this Principle, will be done by the competent supervisor of the Division/Directorate or Department.
4. All telephone users are responsible for rational and careful use of phone and expenses, depending on the position and nature of works they perform.

Article 217

Misuse

1. Misuse, respectively the use of phones out of rules provided in this Principle, will be subject of material and disciplinary responsibilities.

2. Any damage of the equipment for telecommunication (telephone, fax device) must be reported with a signed report by the supervisor and should be attached with the request for the change or supply with new device.

Article 218
Standard operating procedures for telephony

The directorate of Information Technology will draft the Standard Operating Procedure, by which in more details will be determined the rules and procedure regarding possession and use of telephony.

PART FOUR
LIBRARY, DONATIONS AND USE OF CASH

CHAPTER XVII
POLICE LIBRARY

Article 219
Police Library

1. Police in order to increase professionally and efficiently in police works, enable the employees to use the literature available in the Police library.
2. Besides the professional increase and efficiency at work, the literature available in the Police library fund helps also in:
 - 2.1. General knowledge acquisition in the security field
 - 2.2. Studies and various researches from the security field; and
 - 2.3. Development and advance of Police and its employees.

Article 220
Literature stored in the library

In the Library fund are included: publishings of editions and printed graphic materials, such as books and other texts, brochures, official magazines and gazettes, educational and information publishing, collections in the police field and creativity, in the physical and electronic form.

Article 221
Library Management

1. Human Resources Department manages the work of Police library, while for the material stored in the library is assigned an officer (librarian).
2. Officer (librarian) is responsible for:
 - 2.1. Better organization, coordination, supervision and functionalization of the library;
 - 2.2. Presentation of the work report in the library, performance of services and use of the budget.

3. The library should keep the evidence in written and electronic form, on which should be registered all the data regarding to: equipment of library with necessary materials, regarding the acceptance of the material and its temporary submission.

Article 222

The rights and responsibilities of the library users

1. Users of the library material have the following rights and responsibilities:
 - 1.1. They have the right of access and use of material in the library;
 - 1.2. The right to give information through the electronic means for the library materials;
 - 1.3. The right to provide help for search and choice of material and information for which they need;
 - 1.4. Using the library material and if necessary to borrow the temporary use outside the library in a period time of 14 days;
2. Use of the library material is responsible for:
 - 2.1. The user of the material is obliged to comply with the provisions set by this regulation and other internal acts that regulate the issue of the use of library service. Disregard of these rules may result in disciplinary responsibilities;
 - 2.2. The library material should be used carefully, not to be misused, damaged, alienated or disposed;
 - 2.3. The user who damages the library material is obliged to compensate it, not excluding the possibility of initiating disciplinary proceedings.

CHAPTER XVIII

DONATIONS IN KOSOVO POLICE

Article 223

Donations

Police creates a judicial basis and set rules for receiving donations, in accordance with the Police activity.

Article 224

The right of property

1. Any donation received in accordance with this regulation is considered as Police property/asset/equipment.
2. General Director of Police or his authorized person is decision-making authority for receiving donations with international elements and donations given by the central levels Institutions of Kosovo.
3. For the donations given by the Kosovo institutions or various organizations of local or municipal level, the decision-making authority is the Director of Supporting Services Department, after consent of the General Director of Police.

Article 225
Acceptance and administration of donation

1. It is essential that the donations be without conditions and that could compromise the Police as an Institution, neutrality and impartiality, honesty and responsibility.
2. The donor presents the official proposal of the donor institution, where the type of donation, technical specifications, the aim of use and beneficiary are determined, in cases when the donor is identified.
3. Department of Supporting Services is responsible for coordination of all activities regarding the donation.

Article 226
Direct donations

With the authorization of the General Director of Police, the donated donations may come directly from the donor to beneficiary, but all the procedures foreseen in this regulation should be implemented.

Article 227
Informing the Ministry

Department for Supporting Services drafts a comprehensive report for the General Director of Police, which prepares the information for the minister of the Ministry of internal Affairs.

Article 228
Register/evidencing

Department of Supporting Services keeps the donations register, where every project or donation is identified with a number (code), prepares its periodic update and annual report.

Article 229
Standard Operating Procedures for Donations

Department of Supporting Services based on this regulation, must draft the SOP by which will be determined the rules and procedures dealing with the receiving and administration of donations.

CHAPTER XIX
THE USE OF CASH

Article 230
Petty cash

Cash or petty cash are small amounts of money used to cover the unforeseen small expenses

and purchases.

2. In order to use those funds, it is necessary to previously have the approval by the authorized officer (budget holder) and then the commitment officer processes it to the Information System of the Financial Management in Kosovo (ISFMK).

Article 231 **The responsible officer**

1. The financial officer for the cash is the official officer appointed in the Directorate of Finances who is responsible to secure the fund, on processing the payments from this fund, for reconciliation with the treasure and for replenishment of the fund.

2. The authorizing officer (budget holder) is a person who is responsible to authorize the proposal to spend the funds of Police budget. Director of the Department for Supporting Services, delegates in writing the right of competency for the authorizing officer within the regional directorates and programs or sub-programs within the General Police Directorate.

3. The approving officer for cash, is responsible to approve the proposal for expenses of the fund from the Police budget. The Director of the Department of Supporting Services is authorized to delegate the competency of the approving officer within the Regional Directorates to the regional directors, while within the level of the General Directorate for the director for Budget and Finances.

4. The approving officer within the Regional Directorate (regional director or according to his authorization to the officer of logistics) may appoint the officer for cash.

5. The name of the authorizing officer and approving officer for spending the cash is done in writing in the form "PC-3", which is to be signed by the director of the Department of Supporting Services or his authorized person.

6. The financial officer for cash is the responsible person appointed to certify the bill, according to which the money for use can be given.

Article 232 **Use of cash**

1. The maximum amount/fund of cash for the General Directorate of Police (GPD) is five thousand (5000) euro, while the regional directorates may have available the amount of two thousand and five hundred (2500) euro. The maximum amount of any transaction may be done in the amount under 100 euros, unrepeatably for the same item.

2. Creation and filling of the cash funds in the level of regional directorates is done by the request of the approving officer (*regional director, director of budget and finances or the responsible person of the programs within the General Director*), through presentation of the Calculating Table of the Working Fund for the Cash (CTWFC). The request for completion of this fund is initiated after the existing funds are spent, while the monitoring of this fund is done by the financial officer of cash.

3. CTWFC is a form which poses the collection of cash expenses for the user of this fund (Appendix “PC-2”). This form should be fulfilled entirely and there should be included all the bills/receipts in original, which then are sent for approval and review.

4. The approving officer supervises the new daily data in CTWFC, in order to ensure that those data are based in the notes with the proof of cash and cash in hand.

4.1 The approval officer is obliged at latest in weekly basis to review the reconciliation made by the Officer of Cash for the bills/receipts and cash in hand, to sign and prove in CTWFC;

4.2. The officers of cash of the regional directorates are obliged that in the period of each 30 days to present the form of CTWFC to the financial officer of cash in the Section of Budget and Finances, including all the bills/receipts in original. This documentation is reviewed periodically by the departments or police directories and the officer of Budget and Finances.

Article 233 **Controlling of cash**

1. The financial controlling and fund condition of cash should be performed by the director of Supporting Services Department.

2. Any disagreement, modification or omission related the funds of cash should be presented to the director of Budget and Finances. In no way, the employee is not allowed to make any improvement or irregularity regarding these funds.

3. The whole documentation about the utilization of cash, including the bills/receipts should be stored and kept in a safer place, in order to be available in case of any audit or financial control.

Article 234 **User of cash**

1. Fund user of cash is authorized to expend the funds from the cash funds after the approval of the proofs of cash by the approval officer.

2. The authorization and approval for the utilization of cash, for each case separately is made by the competent officer, who is authorized for this issue (regional director, director of department and director of budget and finances or the responsible person of programs within the General Directorate).

3. If any required information is not included in the proof of cash money, then before getting cash payment it is necessary to notify the approval officer.

4. After spending the cash, the employee or the unit of expenses should as soon as practicable initiate the procedures of completion the fund for cash. Refilling of the fund for cash cannot be done if previously is not made the reasoning of expenses. The user is obliged to provide the evidence/bill of purchase or payment for each case.

Article 235
Advance for cash

If, making any purchase with cash, it is required the fund advance as well, then the request for help can be attached the authorization of expenses. Any lack of money or exceed of funds should be equalized at the moment when the evidences/bills are documented in proof of cash.

Article 236
Standard Operating Procedures of patty cash

The Supporting Services Department based on this regulation, must draft the SOP, by which in more details are determined the rules and procedures dealing with the cash as well as to draft the forms which are consisted part of this regulation.

CHAPTER XX
POLICE OFFICER'S DEATH

Article 237
Police officer's death

1. The death of police officer means the police officer fallen on duty and death in the line of duty.
 - 1.1. **Death on duty** – means the death of police officer who has established work relations in Kosovo Police regardless is he/she is in the working place;
 - 1.2. **Death in the line of duty** – means the death of police officer while performing police duties (death from a criminal act, in police operations or accidents while performing their duties and police authorizations while on duty or out;
2. Regional Director of Police is responsible for coordination and general implementation of provisions regarding the police officer's death while in the duty or performing the duty, based on the Law on Police and other sub-legal acts.

Article 238
Informing family for the police officer's death

1. Kosovo Police after ascertaining for the death of police officer by the medical personnel, is obliged to inform the family of the police officer who has fallen on duty or while performing the duty.
2. Police must at first inform the family of the dead police officer. Informing the close family members should be done as soon as possible, complying the provisions set on the SOP-5. 10, dated on 26.01.2016 and other internal acts that regulates this issue.
3. After informing the family members, Police is obliged during all the time to provide support in organizing, participation and progress of the burial ceremony with high state honors.

Article 239

Informing the management personnel for the police officer's death

Upon the police officer's death, as soon as possible and through the commanding hierarchy and depending on the working place and organizational level, there should be informed the Director of Human Resources Department, who then informs the management police personnel in the whole organization (Police)

Article 240

The establishment of the Committee for categorization of the police officer's death

1. General Director of Police is competent to establish a committee for the determination of the category of police officer's death in the line of duty or on duty.
2. The committee from the previous paragraph consists of three (3) members; Director of Crime Investigation Division, who is Chairman of this committee and other members, while other members are: Director of the Public Safety Division and from the Legal KP office.
3. In case of a reasonable absence of the Head or any other member of the Committee from the previous paragraph, then their duties and responsibilities are carried to their deputies.
4. The committee for categorization of the police officer's death based on the collected facts, evaluates and ascertains the circumstances on which the police officer has died. After this, the committee makes the categorization of death and issues a decision if the police officer has lost his life while on the duty or while performing the duty, which decision is then forwarded to the Human Resources Department, then they forward it for execution to the Department of Supporting Services.
5. After informing and categorization of the police officer's death, the Operations Department is obliged to engage the Honour Unit to participate in the burial ceremony.
6. The Directorate of Personnel is obliged that during all the time provide support and serve as a secretary of the Committee for categorization of the death.

Article 241

Commemorative meeting

In honour of the police officer fallen on duty or in the line of duty, for the death of police officer on retirement, or former police officer who during his career in Police has performed the functioning of executive management in Police, the General Police Director is competent to decide for the commemorative meeting.

Article 242

Organization of the burial ceremony

1. The burial of the police officer fallen in the duty or while performing the duty is done with high state honours. Besides the active police officers, with a special decision of the General Director, the burial ceremony with high honours can be done even for the retired police officers who have been in work relations in Kosovo Police and have contributed for the Organization (Police) in the security field.

2. The burial ceremony with state honours and the place where the police officer is buried, is done in accordance with the police officer's family.
3. Responsible for organization and progress of the burial ceremony in local level is the Director or Regional Deputy Director of Police, who in accordance with the family assign the responsible police officer, while for the central level, depending on the work place where the police officer worked, responsible is the highest leader in hierarchy (Director of Department/Division or Directorate)

Article 243
Escorting the funeral

1. For burial of the Kosovo Police officer who loses life on duty or in the line of duty, according to the regulation, participate:
 - 1.1. police honor unit;
 - 1.2. escort of honor;
 - 1.3. vehicle for carrying the coffin;
 - 1.4. certain number of members – officers for carrying decorations, crowns as well as the sign on the grave;
 - 1.5. funeral music.
2. In the escorting ceremony and burial with high state honours, participate the employees of the unit/section on which the police officer worked, as well as representatives of other Police units.

Article 244
Farewell speech

On behalf of Police with the farewell speech, from the deceased, the last one who appears is the police officer appointed by the Police.

Article 245
Honor Unit

1. The honour unit is within the Police, which is engaged on organization of the burial ceremony of the police officers fallen on the duty or while performing the duty.
2. The honour unit besides the burial ceremony is also engaged on holidays, solemn celebrations and events organized by the Police such as: International and state holidays, day of Police, graduation of generation, then in solemn oath, promotion and advance of police officers, inauguration of police facilities, sport competitions, etc.

Article 246
Role of the Honour Unit on the occasion of funeral procession departure

1. In the occasion of carrying the coffin from his building/house to the burial place, the Honor unit and funeral music performers shall be aligned in front of the entrance of the building or house where the coffin is placed. Meanwhile, the burial vehicle is parked in front of the entrance of the house of the deceased.

2. In the occasion of placing the coffin in the vehicle, the Commander – Head of the Honour Unit gives the ‘honour’ command after which members of this unit make the honour conform the provisions determined with the SOP-5.10, dated 26.01.2016- The notification for the death and organization of the ceremonial burial of the police officer fallen on duty or while performing the duty, while the funeral music performers intonates the funeral music.

3. On the occasion of the departure of the coffin to the burial place, members of the Honour Unit, consisted of four (4) to ten (10) police officers, proportionally aligned, in a sign of honour stay in two sides of the vehicle carrying the coffin. During this time these members are equipped with long rifles and bayonets on the barrel, holding them on the shoulders.

Article 247 **Cortege alignment**

1. The alignment of the procession is as follows:

- 1.1. sign on the grave
- 1.2. crowns
- 1.3. funeral music performers
- 1.4. commander of the Honor Unit
- 1.5. first part (half of the Honour police Unit),
- 1.6. persons that carry decorations,
- 1.7. burial vehicle with the coffin,
- 1.8. second part (half of the Honour police Unit), on both sides of the vehicle,
- 1.9. family and relatives of the defunct;
- 1.10. police officers of the Police, participants in funeral,
- 1.11. other participants of the funeral procession.

2. If by the burial ceremonial protocol is determined that in the place from where the coffin departures, a memorial speech is held, then funeral procession is established. During the procession way to the burial place, the Honour Unit moves with slow steps, while the funeral music performers intonate the funeral march.

Article 248 **Actions of the Honour Unit during the burial ceremony**

1. When the procession funeral arrives at the burial place, the Police honor Unit and funeral music intonators, are aligned in front of the grave. If the place around the grave is inadequate for movement and lining, the Honor Unit can align in an adequate area, not far from the grave.

2. If during the burial process a speech is foreseen the speech should be held before the coffin is put down in the grave, while after putting the coffin down in the grave the Honor Unit by the superiors command, fires three (3) times in the air with monouvering ammunition, conform procedures determined by the provisions of SOP-5.10, while the funeral music performers in a sign of honour intonate the funeral music.

3. After the procedure of the Honour ceremony, from the Honour Unit and after the intonation of the funeral music, the burial ceremony ends.

Article 249

Mortuary activities on two locations

If the deceased police officer is not buried in the place where he served, but in another place, then the funeral honours are done partially in two places (in the place where he served and the place where he is buried). If for reasonable grounds, the Honour fires cannot be done on the occasion of putting the coffin down in the grave, then they may be done at the moment when the coffin is placed on the transportation vehicle.

Article 250

Restrictions of the burial ceremony with official mortuary honours

1. With the official mortuary honours, will not be buried the police officer who:
 - 1.1. during the life has wished to not be buried with state honours, but to be buried otherwise;
 - 1.2. made suicide;
 - 1.3. lost life during committing criminal act;
 - 1.4. acted contrary to the code of ethics.

Article 251

Benefits of the deceased police officer

1. After the death of the police officer, pursuant to the Law on Police and the administrative Instruction no.04/2013 of the Government of the Republic of Kosovo, his close family has the following benefits:

- 1.1. Family pension in the amount not higher than 80% of the gross salary-to the close family members of the police officer (wife and children to the age of eighteen (18) years old), who is dead while performing duty, regardless the age of the police officer, duration of the service in Police and work experience in general, while if the police officer is dead on duty, his close family members enjoy the family pension in the amount of 60% of the gross salary.
- 1.2. The close family members of the police officer who is dead on the duty or while performing the duty, enjoy the immediate financial support in the amount which is equal to the gross monthly salary, multiplied with six (total six salaries of the police officer).
- 1.3. Pursuant to the provisions of the article 98 of the AI on the Work Relation in Kosovo Police, police is obliged to pay the burial expenses to the family of the deceased.

2. The immediate financial support from the point 1.2 of the previous paragraph is done by the budget of the police. The general Director of Human Resources is obliged to take care about creating the fund for the immediate financial support for close family members of the police officer fallen on duty or while performing the duty.

3. In case of police officer's death, his direct supervisor is obliged that through the commanding structure to initiate the procedure for realizing the death benefits. The death benefits are of the emergency and compensatory nature and as such they should be treated with priority.

CHAPTER XXI
STANDARD OPERATING PROCEDURES

Neni 252
Standard Operating Procedures

1. Standard Operating Procedures (SOP) are internal acts drafted for needs of Police, respectively police units starting from Departments, Divisions, Directorates and other organizational Units within the Police.
2. Unlike administrative instructions and regulations of Police, with SOP Police Units in details are determined rules and procedures regarding a certain field / subject. These rules and procedures are not limited on: work rules, scope, description of work positions, competencies, rights, duties, powers, organizational way, action way and other technical issues.
3. Police employees, SOP-s serve as facilitation to successfully, professionally and efficiently perform works from their scope.
4. Competent officers are obliged to continuously follow any change or amendment of internal acts of the central level of police (administrative instructions, regulations, orders, etc), amendment of laws and sub-legal acts in Governmental level, in order to then harmonize and amend the SOP-s in accordance to the amendments made in those normative acts.

Article 253
Content of the Standard Operating Procedures

1. Standard Operating Procedures must contain the data which are restricted only in:
 - 1.1. Title of Department/division/directorate which drafted the SOP;
 - 1.2. Ordinal number;
 - 1.3. Approval date;
 - 1.4. Approving authority;
 - 1.5. Content of SOP-s, according to specifics;
 - 1.6. Categorization of SOP confidentiality; and
 - 1.7. Naming of authority taking care of it.

Article 254
Approving Authority

1. For the SOP-s drafted within any Directorate, Division or Department, the approving authority is the Director of the Directorate/Division/Department, depending on which the organizational Unit is drafted and for which Unit it is.

2. In all cases when the SOP is dedicated to two or more departments, then the approval authority is the General Director of KP.
3. In all cases when the SOP is dedicated to two or more directorates or other organizational units which are under the authority of deputy director, then the approval authority is the deputy General Director.
4. In all cases where SOPs are dedicated to two or more divisions or other organizational units within the department, the approval authority is the Director of the Department.
5. In all cases where SOPs are dedicated to two or more directorates or other organizational units within the directorate, the approval authority is the Director of the Division.
6. All Police SOP-s are compiled in official languages, applicable in the Republic of Kosovo.

CHAPTER XXII ABROGATION OF PROVISIONS

Article 255 Abrogation of Regulations

By entering into force of this regulation, the Regulation of Personnel and Administration in Kosovo Police dated 03. 04. 2019 is abrogated.

Article 256 Appendixes

1. Consisting part of this regulation shall be the appendixes for uniform such as:
 - 1.1. The time schedule on the delivery and replace of the uniform;
 - 1.2. Rank scheme in Kosovo Police as well as distinguishing symbols for senior executive officers;
 - 1.3. Dimensions of the epaulette;
 - 1.4. Distinctive signs and emblems.

Article 257 Interpretation

The version in the Albanian, Serbian and English language are authentic. In case of conflict the version in Albanian shall prevail.

Article 258
Entry into Force

This regulation enters into force immediately after signing by the General Director.

Z. Rashit Qalaj

General Director of Police

Data: 25/09/2019

No.	Uniformed personnel assigned in Patrolling, Investigations (who work in uniform), Traffic, Facility securing, Border Crossing Points and administration.	Amount	Period of use in years
1	Hats	1	2
2	Epaulettes	2	1
3	Winter jackets	1	4
4	Summer jackets	1	4
5	Long sleeve shirts	2	1
6	Short sleeve shirts	2	1
7	Ties	2	1
8	Sweater	1	2
9	Work (duty) belt	1	2
10	Administrative belt	1	1
11	Winter trousers	1	1
12	Summer trousers	1	1
13	Work boots	1	4
14	Shoes	2	1
15	Pyjamas	1	1
16	Gloves	1	2
17	Earmuffs	1	2
18	Summer socks	2	1
19	Winter socks	2	1
20	White t-shirt with rounded collar	2	1

No.	Uniformed personnel assigned in Special Units, Fast Reaction Unit and patrolling platoons in Border Police.	Amount	Period of use in years
1	Berets	1	1
2	Tactical hat (<i>it has not been in Regulation, but it has been approved by the General Deputy Director of resources and it is used only by SUD</i>)	1	1
3	Epaulettes	2	1
4	Winter jackets	1	4
5	Winter shirt with long sleeves	2	1
6	Summer shirt with short sleeves	2	1
7	Polo tactical shirt with short sleeves (<i>it has not been in Regulation, but it has been approved by the General Deputy Director of resources and it is used only by SUD</i>).	2	1
8	Work (duty) belt	1	2
9	Winter trousers	1	1
10	Summer trousers	1	1
11	Work boots	1	2
12	Pyjamas	1	1
13	Gloves	1	2

14	Earmuffs	1	2
15	Summer socks	2	1
16	Winter socks	2	1
17	Dark blue t-shirt with rounded collar	2	1

No.	Police officers who work in civilian clothes Items:	Amount	Period of use in years
1	Suits-of civilian clothes	2	1
2	T-shirts	2	1
3	Ties	2	1
4	Shoes	2	1
5	Pyjamas	1	1
6	Summer socks	2	1
7	Winter socks	2	1

In the Regulation on Personnel ad Administion neither design nor the time record book for supplying motorcycle and bicycle unit with uniforms has not been determined.

















Republika e Kosovës
 Republika Kosova – Republic of Kosovo
 Qeveria – Vlada – Government

Ministria e Punëve të Brendshme - Ministarstvo Unutrašnjih Poslova
 Ministry of Internal Affairs
 Drejtoria e Përgjithshme e Policisë/
 Generalna Policijska Direkcija/General Police Directorate



Shema e gradave dhe shënjave dalluese të Policisë së Kosovës

			
Drejtori i Përgjithshëm i Policisë Generalni Direktor Policije General Director of the Police		Kapiten/ Kapetan/ Captain	
	Zëvendësdrejtor i Përgjithshëm i Policisë Zamenik Generalnog Direktora Deputy General Director		Toger/ Poručnik / Lieutenant
	Drejtor i Departamentit/ Direktor Uprave/ Director of Department		Reshter/ Vodnik/ Sergeant
	Kolonel / Pukovnik/ Colonel		Polic i lartë/ Vësi Policajac / Senior police officer
	Nënkolonel/ Potpukovnik / Lieutenant Colonel		Polic / Policajac / Police officer
	Major/ Major/ Major		Polic i ri/ Mladji policajac/ Junior Police officer