



Republika e Kosovës
Republika Kosova – Republic of Kosovo
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 Policijska Direkcija/General Police Directorate

Pursuant the article 33 of the Law on Police and article 12 paragraph 3 of the Law on General Administrative Procedure, the General Director of Police issues the:

REGULATION
No. 03/2019
FOR THE PROVISION OF SERVICES AND SETTING FEES

Article 1
Purpose

1. With the regulation are determined the types of services and fees for the provided services and payment methods for special services provided by Kosovo Police.
2. The payment method of expenses and their amount for provided services is set in accordance with the provisions of the article 8 and 9 of this Regulation, as well as the decision of the General Director of Kosovo Police, which shall be attached to this regulation.

Article 2
Implementation Field

The types and methods of providing special services by the Police, the amount of fees and payment method for such services and administrative procedures.

Article 3
Definitions

1. The expressions used in this regulation have the following meaning:

Ministry – means the Ministry of Internal Affairs of the Republic of Kosovo;

Police – means the Police of the Republic of Kosovo;

Tax – is a contribution to be paid by each individual, who directly benefits for the provided services by the Police;

Submission – means the legal request submitted to the Police for provision of special services, as determined by this regulation.

Party – the physical person/or the representative of judicial entity that submits the submission/request

Police escort - the engagement of at least one police vehicle and two police officers

Hazardous materials - are all the materials divided into categories from 1 to 9 ADR, international convention whose definition is provided in the Law No.2004/6, article 1 and 2 of the Law No. 04/1-183 for land transport of hazardous goods.

2. The most important categories for the police are: 1 Explosive and 7 Radioactive materials where the above mentioned International convention and the Laws of the Republic of Kosovo needs the police or military escort.

Article 4 **Procedures for providing services**

1. For the provision of special services, the stakeholders are obliged to submit a written request to the respective Units within the Police. For the provision of several services, the party is obliged to submit the request within the time set in this regulation.

2. The Support Services Department with the Standard Operating Procedure shall regulate in more details the method of submitting the request, payment forms by the respective codes.

Article 5 **The Criteria for Setting Fees**

1. The fee for provided services by the Police are set based on:

- 1.1. The number of the engaged police personnel ;
 - 1.2. Profile of the police unit being engaged;
 - 1.3. Duration of engagement;
 - 1.4. Equipment/tools to be used;
 - 1.5. Hazardous level/degree;
 - 1.6. The type of service to be provided / required (administrative, secure of facility, escort and assistance);
- and
- 1.7. Time – schedule of providing services as in the paragraph 2 of article 6 of this Regulation.

2. Based on the type of the service or assistance, Police may also take into consideration other criteria for setting the fee amount.

Article 6

The way of providing special services

1. Kosovo Police provides special services by signing contractual agreements for the provision of special services, relied on the cooperation memorandums as well as secondary work.
2. The Services mentioned in the paragraph 1 of this article are provided during the regular working hours, out of regular working hours, on holidays and weekends.

Article 7

Types of Special Services

The party has the right to submit a request to the Police (police station, Regional Directorate, respective Department) for the provision of special services regarding a personal right or other services foreseen by this Regulation, which are but not limited only on:

- The issuance of certificate on the loss of personal documents, motor vehicles plates, etc.
- Certificate of criminal background;
- Request for the issuance of weapon permit; (as MIA decides to discuss for the KP services for receiving and submitting the documents for permit.
- Physical security of facilities of the institutions and State and public agencies in central and local level. Assistance to the banks and other institutions money transport as well as other items of great monetary and artistic value.
- Assistance in providing security in case of gatherings or various cultural, sport manifests and similar activities;
- Assistance / security for the Private Enforcement officer;
- Assistance in providing security for the escorting the hazardous materials or motor vehicles out of normal dimensions.
- Assistance in providing security to the enterprises/public companies and other insitutions of local and central power, including independent institutions and agencies;
- Assistance in providing the security in case of sport activities.
- Review of complaints in the road traffic field

Article 8

Setting the tax amount

1. The amount of expenses/administrative taxes should be paid at the time of submission delivery. The amount is set based on the service value, respectively the type of submission, based on the Fee for the administrative expenses/tax amount, foreseen by this regulation.
2. If the above mentioned services are required / provided during the official holidays and weekend, to the regular fee is added 50% of the amount, while for the night shift to the regular fee is added 30% of the amount according to the law on Labor.

Article 9

Administration and payment method of taxes

1. Taxes are calculated and paid in Euro.
2. The taxes for services are paid at any commercial bank of Kosovo as well as in other Institutions that provide this type of service, in the bank account of Kosovo Police.
3. The party, once paying the tax is obliged to present the payment slip to the Department/Directorate, as evidence for its payment.
4. The taxes paid in Police, shall be deposited by the Section of finances in the budget of the Republic of Kosovo.

Article 10

Release from payment of expenses/taxes

1. From the tax payment are released the persons who submits the request for the certification of criminal background regarding the work relation, and;
2. The persons who benefit by the Law for the status and the rights of martyrs, invalids, veterans, members of the Kosovo Liberation Army, civilian victims and their family members.

Article 11

Police escort

1. The procedures for compensation of police tax for issuing permissions and the engagement of police escort is regulated by the Law and Administrative Instruction of the Ministry of Internal Affairs and the Ministry of Infrastructure.
2. For the purpose of this regulation, we emphasize that the procedure for a legal entity to submit a request for escorting hazardous materials (explosives, weapons, ammunition,

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radioactive materials and similar) is done in the Department for Public Order within the Ministry of Internal Affairs, at least 72 hours earlier for allowing the police escort of the transport apo import of Hazardous Materials.

3. The Department for Public Order of the Ministry of Internal Affairs once allowing the transport or import of hazardous materials at least 48 hours earlier, it forwards the request to Kosovo Police for police escort, respectively to the Directorate for Operational Planning and Evaluation, which approves the police escort.

4. Police escort of hazardous materials is organized by the Directorate for Road Traffic Safety and Supervision through the Specilized Unit for Escort of Hazardous materials.

Article 12 Overload

1. The procedure for a legal or physical entity to submit a request for escorting overload vehicles, is firstly addressed to the Department for Managing the Road of the Ministry of infrastructure.

2. The legal entity once the approval-permission by the Department for Road Management submits the request to the Directorate for Operational Planning and Evaluation.

3. The police escort of overload vehicles is organized and implemented by the Road Traffic Police Unit assigned by the Directorate for Operational Planning and Evaluation.

Article 13 Compensation for escort and other services

The compensation for official escort for Institutions, Organizations, Associations, overload vehicles, Transportation of Hazardous Materials, Explosives, Weapons, Ammunition and other judicial or physical entities is:

- 1.1 For each engagement of the police officer of public order, ----- 5, euro /1 hour.
- 1.2 For each engagement of the police officers of Special Units-----10,00 euro/1 hour.
- 1.3 For the use of official motorcycle -----2,00 euro/1km.
- 1.4 For the use of official vehicle for passengers-----2,20 euro//1km.
- 1.5 For the use of field official vehicle - SUV-----3,50 euro//1km.
- 1.6 For the use of the official combi bus -----3,00 euro/1km.
- 1.7 For using an official truck without a trailer -----3,50 euro/1km.
- 1.8 For the use of official truck with a trailer-----4,00 euro/1km.
- 1.9 For the use of official bus-----4,00 euro/1km.
- 1.10 For the use of external motor boats up to 50KF-----15 euro/1orë

Article14
Payment deadline for provided services

1. The payment deadline for provided services of police escript is 8 days from the date of the receipt of financial obligation legal Entity, to whom the service is provided by the Kosovo Police.

2. In case of non-compliance of the foreseen deadline of 8 days, against the judicial entity to whom the service is provided will be calculated the penalty interest, by the percentage assigned by the Central Bank of the Republic of Kosovo for every day of delay.

Article 15
Entry into Force

This Regulation enters into force upon the signature by the General Director of Police.

Mr. Rashit Qalaj

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Pursuant the Law on Police, article 33, paragraph 2 sub-par. 6, General Director of Police issues:

DECISION FOR FEES

I. With this decision is set the fee that has to be paid for the provision of services by Kosovo Police.

II. The fees set in the point 1 of this decision are as follows:

| No. | Service | Fee | |
|-----|---|--------|-------------------------|
| | | Price | Unit |
| 1 | Issuance of the certificate on the loss of personal documents, vehicle registration tables, etc. | 1 € | |
| 2 | Issuance of the certificate for criminal background | 1 € | |
| 3 | Verification of the background for traffic offences – accidents, tickets, negative points, protective measures | 1€ | |
| 4 | Various statistics regarding the road traffic accidents (<i>analysis, scientific researches, similar scientific advancements</i>) | 2€ | |
| 5 | Reports of traffic accidents, tickets, especially when the accident photographs are required, reports for the second time, copies of various documents...etc. | 5€ | |
| 6 | Reconstruction of the scene for the traffic accident | 50€ | |
| 7 | Request for the weapon permission | 5 € | |
| 8 | Assisting/provision of the security, private enforcement officer | | According to article 13 |
| 9 | Review of complaints by the road traffic field. | 5 € | |
| 10 | Assistance in escorting transportation vehicles with hazardous materials or motor vehicles out of dimensions. | | According to article 13 |
| 11 | Physical security of institutions, state and public agencies. | 3 € | 1 hour |
| 12 | Assistance to the institutions of the local and central level as well as public enterprises/companies while performing official duty. | 4 € | 1 hour |
| 13 | Assistance during the sport and cultural activities. | 5 € | 1 hour |
| 14 | Various assistances in blocking roads in certain time during mining activities. | | According to article 13 |
| 15 | Assistance to the banks and other institutions while transporting money or other items of great monetary or artistic values. | 2000 € | One escort |
| 16 | Escort of personalities (local and international) during private activities, c | | According |

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|----|---|------|----------------------|
| | of official duty. | | article 13 |
| 17 | Compensation for official police engagement, police equipment (handcuffs, baton, uniform, etc), special equipment (barriers, police barriers, personal defence equipment, police defence equipment etc, <i>equipment that may be used for filming, in theatre, etc</i>). | | According article 13 |
| 18 | Compensation for floating vessels, equipment and various devices. | | According article 13 |
| 19 | Borrow of shooting ranges | 50€ | |
| 20 | Organization of various trainings, emergency driving, etc | | According article 13 |
| 21 | Compensation for official dogs | | According article 13 |
| 22 | Compensation for police sport facilities (where possible) | 30 € | |
| | | | |

| Compensation for escort | | | |
|-------------------------|--|-------|------|
| No. | Service | Fee | |
| | | Price | Unit |
| | For each engagement of police officer | 5 | |
| | For each engagement of police officer from the specialized units | 10 | |
| | For the use of official motorcycle | 2 | |
| | For the use of official vehicle of travellers | 2.2 | |
| | For the use of field official vehicle - SUV | 3.5 | |
| | For the use of official van | 3 | |
| | For the use of official truck without trailer | 3.5 | |
| | For the use of official truck with trailer | 4 | |
| | For the use of official bus | 4 | |
| | For the use of external motor boats up to 50KF | 15 | |

III. KOSOVO Police has the right to modify and supplement these fees

IV. This decision enters into effect upon signing by the General Director and begins to implement on 20.03.2019

Mr.Rashit Qalaj
General Director of Kosovo Police

Prishtinë:
07.03.2019
