

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

REGULATION (OPM) NO. 22/2024 ON INTERNAL ORGANIZATION AND SYSTEMATIZATION OF JOBS IN THE KOSOVO FORENSIC AGENCY¹

¹ Regulation (OPM) No.22/2024 on Internal Organization and Systematization of Jobs in the Kosovo Forensic Agency, has been approved by the Prime Minister, with Decision No. 200/2024, dated 26.12.2024.

The Prime Minister of the Republic of Kosovo,

In accordance with Article 93 (4) of the Constitution of the Republic of Kosovo, Article 28 (3) of Law No. 06/L-113 on the Organization and Functioning of the State Administration and Independent Agencies (Official Gazette No. 7, March 01, 2019), Article 12 of Law No. 04/L-064 for the Kosovo Agency on Forensic (Official Gazette No. 25, dated 14.11.2011) and Article 9 paragraph 7 of Regulation (GRK) No. 01/2020 on Internal Organization Standards, Systematization of Jobs and Cooperation in State Administration Institutions and Independent Agencies,

Issues:

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CHAPTER I DISPOZITAT E PËRGJITHSHME

Article 1 Purpose

This Regulation is intended to define the Internal Organization and Systematization of Jobs in the Kosovo Forensic Agency.

Article 2 Scope

1. This regulation is implemented by the Kosovo Forensics Agency.

2. The duties and responsibilities of the Agency are defined by the relevant law on the Kosovo Agency on Forensics and other relevant legislation in force.

Article 3 Definitions

1. Expressions, terms and abbreviations used in this regulation shall have the following meaning:

- 1.1. **KFA** means the Kosovo Forensic Agency;
- 1.2. **ILECU** means the International Law Enforcement Cooperation Unit;
- 1.3. **IBIS** means the Integrated Ballistic Identification System;
- 1.4. **EVOFINDER** means the Ballistic Identification System;

1.5. **AFIS** – means the Automated Fingerprint Identification System;

1.6. **LIMS** – means the Laboratory Information Management System;

1.7. CODIS – means the Database of DNA profiles of criminal cases;

1.8. **LIVE ID** – means the Direct identification system through the AFIS system;

1.9. **KEESING** – means the database with a description of security features/benchmark samples for comparison for documents and banknotes;

1.10. **C5A** - means the European Commission database for the classification of counterfeit euro coins;

1.11. **DNA** – means the Deoxyribonucleic acid.

2. Other expressions, terms and abbreviations used in this regulation shall have the same meaning as the expressions used in the law on the organization and operation of the state administration and the law on the Kosovo Agency on Forensic.

CHAPTER II INTERNAL ORGANIZATION OF THE KOSOVO FORENSIC AGENCY

Article 4 Mission of the Kosovo Forensic Agency

The mission of the Agency is to provide quality forensic services, in accordance with the legislation in force and international standards.

Article 5 Organizational structure of the Agency

- 1. The organizational structure of the Agency is as follows:
 - 1.1. Office of the Executive Director;
 - 1.2. Departments; and
 - 1.3. Divisions.
- 2. The number of employees in the Kosovo Forensic Agency is fifty-eight (58).

Article 6 Office of the Executive Director

- 1. Office of the Executive Director includes:
 - 1.1. The Executive Director;

- 1.2. Senior Executive Officer; and
- 1.3. Senior Human Resources Officer.

2. The duties and responsibilities of the executive director are determined by the relevant law on the organization and operation of the state administration and the relevant law on the Kosovo Agency on Forensics.

3. The duties and responsibilities of the civil servants of the Office of the Executive Director shall be determined by the legislation on public officials and other legislation in force.

4. The number of employees in the Office of the Executive Director is three (3).

Article 7 Departments and divisions of the Agency

- 1. The departments and divisions of the Kosovo Forensic Agency are as follows:
 - 1.1. Department of Comparative Forensics, with the following divisions:
 - 1.1.1. Division for Expertise of Documents, Manuscripts and Money;
 - 1.1.2. Division for Expertise of Fingerprints;
 - 1.1.3. Division of Ballistic Expertise;
 - 1.1.4. Division for Expertise of Traceology Traces;
 - 1.1.5. Division of Financial Expertise.
 - 1.2. Department of Analytical Forensics, with the following divisions:
 - 1.2.1. Division for Serology and DNA Expertise;
 - 1.2.2. Division for Narcotics Expertise;
 - 1.2.3. Division for Expertise of Explosives, Gunpowder Particles and Arson.
 - 1.3. Department of Information Technology Forensics, with the following divisions:
 - 1.3.1. Division for Digital Forensic Expertise;
 - 1.3.2. Division for Multimedia Forensic Expertise.
 - 1.4. Department for General Administration, with the following divisions:
 - 1.4.1. Division for Administration of Forensic Documents and Evidence;
 - 1.4.2. Division for Logistics and Information Technology.

Article 8 Department of Comparative Forensics

1. The mission of the Department of Comparative Forensics is to carry out forensic expertise from the ballistic, traceology, dactyloscopic, and financial fields, scientific examination of documents, graphic examination of manuscripts and so forth.

2. The duties and responsibilities of the Department of Comparative Forensics are as follows:

2.1. conduct ballistic, dactyloscopic, traceology, and financial expertise, expertise of documents, manuscripts, coins and banknotes, reconstructions and similar;

2.2. implement court orders, decisions of prosecutor's offices and responses to the requests of other law enforcement institutions;

2.3. register, compare data of cases brought for examination in AFIS, IBIS, EVOFINDER, LIMS systems and other documents;

2.4. take care of preserving the integrity of the evidence during the expertise process;

2.5. assist in the investigation of the scene at the request of the state prosecutor or the Kosovo Police;

2.6. draw up standard general operating procedures and recommend to the executive director for approval;

2.7. approve the scientific and technical work procedures of the department's divisions.

2.8. any other task as provided by law.

3. The Department of Comparative Forensics includes the following divisions:

3.1. Division for Expertise of Documents, Manuscripts and Money;

3.2. Division for Expertise of Fingerprints;

3.3. Division of Ballistic Expertise;

3.4. Division for Expertise of Traceology Traces;

3.5. Division of Financial Expertise;

4. The Director of the Department reports to the Executive Director of the Agency.

5. The number of employees in the Department of Comparative Forensics is twenty-six (26).

Article 9 Division for Expertise of Documents, Manuscripts and Money

1. The duties and responsibilities of the Division for Expertise of Documents, Manuscripts and Money are as follows:

1.1. expertise of all types of domestic and international documents, stamps, dry and colour seals, typewriters, typewriter printed documents, pen ink/colour, toner and inkjet printed documents, non-destructive examination of paper, manuscripts, signatures, deep or latent traces of writing, modifications to documents, copied letters and the like;

1.2. decipher text content in documents, including damaged documents;

1.3. authenticate historical documents to determine the authenticity of historical documents important for culture and heritage;

1.4. collect and store standard samples of documents, banknotes and coins from different countries, as well as compare with the "KESSING" database;

1.5. collect counterfeit coins and classify counterfeit types according to the C5A database of the European Commission;

1.6. keep registers of officials authorized to sign vehicle registration certificates (VRC) and sample stamps for sealing VRCs in vehicle registration centers in the Republic of Kosovo;

1.7. keep samples of Kosovo Police stamps at the border crossing points of Kosovo;

1.8. verify and control security features of document samples from the Civil Registration Agency, the Kosovo Medicines Agency and from other institutions and agencies;

1.9. draft technical scientific work procedures and recommend them for approval to the Director of the Department.

2. The head of the division reports to the Director of the Department.

3. The number of employees in the Division for Expertise of Documents, Manuscripts and Money is five (5).

Article 10 Division for Expertise of Fingerprints

- 1. The duties and responsibilities of the Division for Expertise of Fingerprints are as follows:
 - 1.1. examine fingerprints, palm prints and soles of the feet;
 - 1.2. administer the latent fingerprint card and standard fingerprint cards;
 - 1.3. record and store data of fingerprints and palm prints in the AFIS system;

1.4. administer the AFIS national fingerprint data system;

1.5. maintain the AFIS system terminals in all regional directorates of the Kosovo Police and the central level, as well as the LIVE ID subsystem at the border crossing points of Kosovo;

1.6. verify, compare and search for traces and persons in the AFIS system at the request of the Kosovo Police, namely the ILECU Directorate, the FBI and other law enforcement agencies;

1.7. prepare fingerprints in the appropriate format to be sent for checking and verification to EUROPOL, INTERPOL and requesting countries;

1.8. draft technical scientific work procedures and recommend them for approval to the Director of the Department.

- 2. The head of the division reports to the Director of the Department.
- 3. The number of employees in the Division for Expertise of Fingerprints is seven (7).

Article 11 Division of Ballistic Expertise

1. The duties and responsibilities of the Division of Ballistic Expertise are as follows:

1.1. expertise of firearms and their parts, ammunition and their components, cartridges, bullets, silencers of weapons, mechanization of firearms;

1.2. determine trajectories of shots and shooting reconstruction;

1.3. interpret the results of the analysis of gunpowder particles and the way of creating their disposal;

1.4. determine the shooting distance by chemical methods;

1.5. disable firearms;

1.6. maintain collections of firearms and ammunition for division purposes and for reference;

1.7. register and store data on criminal cases, tested weapons and those registered in the IBIS and EVOFINDER systems;

1.8. administer the national weapons ballistic data systems IBIS and EVOFINDER;

1.9. draft technical scientific work procedures and recommend them for approval to the Director of the Department.

2. The head of the division reports to the Director of the Department.

3. The number of employees in the Division of Ballistic Expertise is seven (7).

Article 12 Division for Expertise of Traceology Traces

1. The duties and responsibilities of the Division for Expertise of Traceology Traces are as follows:

1.1. expertise of tools and tool tracks, shoes and shoe tracks, tires and tire tracks, physical matching of broken and torn items and the like;

1.2. expertise of vehicle bodywork numbers, restoration of damaged serial numbers on firearms and the like;

1.3. expertise of bite marks and the like;

1.4. draft technical scientific work procedures and recommend them for approval to the Director of the Department

- 2. The head of the division reports to the Director of the Department.
- 3. The number of employees in the Division for Expertise of Traceology Traces is three (3).

Article 13 Division of Financial Expertise

1. The duties and responsibilities of the Division of Financial Expertise are as follows:

1.1. conduct financial expertise;

1.2. analyse statements, contracts, financial reports, accounting and audit reports, financial controls and the like;

1.3. analyse cost accounting techniques, tax avoidance and fiscal evasion;

1.4. analyse the concepts and practices of forensic and security auditing;

1.5. assess and support accounting and auditing concepts related to the cause of economic crime.

1.6. draft technical scientific work procedures and recommend them for approval to the Director of the Department.

- 2. The head of the division reports to the Director of the Department.
- 3. The number of employees in the Division of Financial Expertise is three (3).

Article 14 Department of Analytical Forensics

1. The mission of the Department of Analytical Forensics is to perform forensic expertise in the field of serology, DNA analysis, narcotics, arson, explosives, gunpowder particles and so forth;

2. The duties and responsibilities of the Department of Analytical Forensics are as follows:

2.1. conduct expertise and analyses in the field of serology, DNA analysis, narcotics, arson, explosives, gunpowder particles and so forth

2.2. register and compare data of cases brought for examination in the CODIS system;

2.3. implement court orders, decisions of prosecutor's offices and respond to the requests of other law enforcement institutions;

2.4. take care of preserving the integrity of the evidence during the expertise process;

2.5. assist in the investigation of the scene at the request of the State Prosecutor or the Kosovo Police;

2.6. draw up standard general operating procedures and recommend to the executive director for approval;

- 2.7. approve the scientific and technical work procedures of the department's divisions.
- 2.8. any other task as provided by law.
- 3. The Department of Analytical Forensics includes the following divisions:
 - 3.1. Division for Serology and DNA Expertise;
 - 3.2. Division for Narcotics Expertise; and
 - 3.3. Division for Expertise of Explosives, Gunpowder Particles and Arson.
- 4. The Director of the Department reports to the Executive Director of the Agency.
- 5. The number of employees in the Department of Analytical Forensics is thirteen (13).

Article 15 Division for Serology and DNA Expertise

1. The duties and responsibilities of the Division for Serology and DNA Expertise are as follows:

- 1.1. conduct expertise and serological analyses;
- 1.2. conduct expertise and DNA analysis;

1.3. analyse and generate DNA profiles from mortal remains and compare them with reference samples in order to identify missing persons;

1.4. analyse and generate DNA profiles and compare them to determine paternity and maternity;

1.5. analyse and generate DNA profiles and compare them in order to create a genealogical tree;

1.6. register and store DNA profiles of criminal cases in the CODIS system;

1.7. draft technical scientific work procedures and recommend them for approval to the Director of the Department.

2. The head of the division reports to the Director of the Department.

3. The number of employees in the Division for Serology and DNA Expertise is six (6).

Article 16 Division for Narcotics Expertise

1. The duties and responsibilities of the Division for Narcotics Expertise are as follows:

1.1. conduct expertise and chemical analysis of plant samples such as cannabis, mushrooms, and the like;

1.2. conduct expertise and chemical analysis of various substances in the form of powder, solid, tablets, capsules, and the like;

1.3. conduct expertise and chemical analysis of substances in a liquid, viscous, synthetic and similar state;

1.4. maintain and update the narcotics database;

1.5. draft technical scientific work procedures and recommend them for approval to the Director of the Department.

- 2. The head of the division reports to the Director of the Department.
- 3. The number of employees in the Division for Narcotics Expertise is three (3).

Article 17 Division for Expertise of Explosives, Gunpowder Particles and Arson

1. The duties and responsibilities of the Division for Expertise of Explosives, Gunpowder Particles and Arson are as follows:

1.1. carry out expertise and chemical analysis of explosion residues and samples of explosives, gunpowder particles, particles from the ignition capsule of ammunition;

- 1.2. conduct expertise and chemical analysis of arson from samples of suspected fires;
- 1.3. maintain and update the explosives and arson database;

1.4. draft technical scientific work procedures and recommend them for approval to the Director of the Department.

2. The head of the division reports to the Director of the Department.

3. The number of employees in the Division for Expertise of Explosives, Gunpowder Particles and Arson is three (3).

Article 18 Department of Information Technology Forensics

1. The mission of the Department of Information Technology Forensics is to conduct forensic expertise in the field of Information Technology, information systems, mobile phone devices, other media containing data, video recordings, audio recordings and the like.

2. The duties and responsibilities of the Department of Information Technology Forensics are as follows:

2.1. conduct expertise in the field of digital forensics and multimedia forensics;

2.2. maintain information systems to ensure the operational integrity of digital and multimedia expertise processes in the divisions;

2.3. implement court orders, decisions of prosecutor's offices and respond to the requests of other law enforcement institutions;

2.4. take care of preserving the integrity of the evidence during the expertise process;

2.5. assist in the investigation of the scene at the request of the State Prosecutor or the Kosovo Police;

2.6. draw up standard general operating procedures and recommend to the executive director for approval;

2.7. approve the scientific technical work procedures of the Department's divisions;

2.8. any other task as provided by law.

3. The Department for Forensics of Information Technology includes the following divisions:

- 3.1. Division for Digital Forensic Expertise; and
- 3.2. Division for Multimedia Forensic Expertise.

4. The Director of the Department reports to the Executive Director of the Agency.

5. The number of employees in the Department of Information Technology Forensics is eight (8) civil servants.

Article 19 Division for Digital Forensic Expertise

1. The duties and responsibilities of the Division for Digital Forensic Expertise are as follows:

1.1. conduct forensic expertise in the field of IT, technology-dependent cybercrimes and technology-enabled cybercrimes, information systems including computer systems, servers, routers and the like.

1.2. analyse and extract digital evidence from information systems, mobile phone devices, mobile phone cloud systems, sim cards, memory cards, navigation devices, car navigation systems, databases, computer systems that are active, devices such as drones and their peripheral parts that contain information;

1.3. maintain information systems and update them to ensure the operational integrity of digital examination processes;

1.4. draft technical scientific work procedures and recommend them for approval to the Director of the Department.

2. The head of the division reports to the Director of the Department.

3. The number of employees in the Department of Information Technology Forensics is four (4).

Article 20 Division for Multimedia Forensic Expertise

1. The duties and responsibilities of the Division for Multimedia Forensic Expertise are as follows:

1.1. conduct forensic expertise in the field of IT, technology-dependent cybercrimes and technology-enabled cybercrimes in the field of Audio-Visual recordings;

1.2. analyse and extract audio recordings from information systems;

- 1.3. analyse and extract video recordings and digital images from information systems;
- 1.4. create and maintain the database for audio recordings;

1.5. maintain information systems and update them to ensure the operational integrity of digital examination processes;

1.6. draft technical scientific work procedures and recommend them for approval to the Director of the Department.

- 2. The head of the division reports to the Director of the Department.
- 3. The number of employees in the Division for Multimedia Forensic Expertise is three (3).

Article 21 Department for General Administration

1. The mission of the Department for General Administration is to administer forensic evidence and provide administrative, logistical support and IT services to ensure the regular functioning of KFA.

2. The duties and responsibilities of the Department for General Administration are as follows:

2.1. administer and register forensic evidence and accompanying documentation brought for examination;

2.2. provide shared logistics and IT services for all KFA personnel;

2.3. ensure the management of documents and maintenance of the archive;

2.4. draft general standard work procedures and recommend them for approval to the Executive Director of the Agency.

- 2.5. any other task as provided by law.
- 3. The Department for General Administration includes the following divisions:
 - 3.1. Division for Administration of Forensic Documents and Evidence; and
 - 3.2. Division for Logistics and Information Technology.

4. The Director of the Department for General Administration reports to the Executive Director of the Agency.

5. The number of employees in the Department for General Administration is eight (8).

Article 22 Division for Administration of Forensic Documents and Evidence

1. The duties and responsibilities of the Division for Administration of Forensic Documents and Evidence are as follows:

1.1. develop and implement rules for the distribution of forensic documents and evidence;

1.2. take care of preserving the integrity of the evidence;

1.3. register and administer documents, evidence and data in the information management system;

1.4. prepare and control documents and forensic evidence for cases that are sent for examination/analysis abroad;

1.5. systematize, store and maintain the archive of examined subjects in KFA;

1.6. control, maintain and make an inventory of the evidence room.

2. The head of the division reports to the Director of the Department.

3. The number of employees in the Division for Administration of Forensic Documents and Evidence is four (4).

Article 23 Division for Logistics and Information Technology

1. The duties and responsibilities of the Division for Logistics and Information Technology are as follows:

- 1.1. provide logistics services;
- 1.2. provide transportation and maintenance services for KFA vehicles;
- 1.3. maintain information technology equipment, network and software;

1.4. coordinate activities related to the operation of the division's projects for logistics and information technology, prepare technical specifications, supervise of works;

1.5. prepare documentation for projects, including drawings, conceptual engineering designs and details, technical specifications, bill of quantities, technical descriptions by complying with the accepted local and international standards in the field of architecture/machinery and planning;

1.6. implement the instructions of the State Information Agency on how to use the unique governmental communication and information networks;

1.7. plan and prepare requests for supply of IT equipment and services.

2. The head of the division reports to the Director of the Department.

3. The number of employees in the Division for Logistics and Information Technology is three (3).

Article 24 Internal support functions

Internal audit, finance, procurement and legal services are covered by the relevant units of the Ministry of Internal Affairs.

CHAPTER III FINAL PROVISIONS

Article 25 Final Provisions

1. Personnel mobility in accordance with the legislation on civil service within the institution shall be allowed, if it is considered necessary for the smooth running of the work.

2. The increase or decrease in the number of personnel in accordance with the Law on Annual Budget does not create a need to supplement/amend this Regulation, except in cases where organizational structures are created and/or dissolved.

Article 26 Repeal

Upon the entry into force of this Regulation, Regulation (MIA) No. 02/2015 for Internal Organization and Systematization of Jobs of the Kosovo Agency on Forensics shall be repealed.

Article 27 Entry into force

This regulation shall enter into force seven (7) days after its publication in the Official Gazette of the Republic of Kosovo.

Albin KURTI

Prime Minister of the Republic of Kosovo

26 December 2024

| ORGANIZATIONAL CHART OF THE KOSOVO FORENSIC AGENCY (KFA) | | | | |
|---|-------------------|------------------------------|-----------|--|
| Position/Structure | Class | Group (general or specific) | Number | |
| 1. The office of the executive director in KFA | | | Total:3 | |
| Executive director | Senior management | N/A | 1 | |
| Senior executive officer | Professional 1 | General administration group | 1 | |
| Senior Human Resources Officer | Professional 1 | Human resources group | 1 | |
| 2. Department of Comparative Forensics | | | Total: 26 | |
| Head of Department of Comparative Forensics | Middle management | N/A | 1 | |
| 2.1. Division for Expertise of Documents, Manuscripts and Money | | | Total: 5 | |
| Head of Division for Expertise of Documents, Manuscripts and Money | Lower management | N/A | 1 | |
| Forensic expert for Documents, Manuscripts and Money | Professional 1 | General administration group | 4 | |
| 2.2. Division for Expertise of Fingerprints | | | Total: 7 | |
| Head of Division for Expertise of Fingerprints | Lower management | N/A | 1 | |
| Forensic expert for Fingerprints | Professional 1 | Security group | 6 | |
| 2.3. Division of Ballistic Expertise | | | Total: 7 | |
| Head of Division of Ballistic Expertise | Lower management | N/A | 1 | |
| Forensic expert for Ballistic | Professional 1 | General administration group | 6 | |

| 2.4. Division for Expertise of Traceology Traces | | | Total: 3 |
|--|-------------------|------------------------------|-----------|
| Head of Division for Expertise of Traceology Traces | Lower management | N/A | 1 |
| Forensic expert for Traceology Traces | Professional 1 | General administration group | 2 |
| 2.5. Division of Financial Expertise | | | Total: 3 |
| Head of Division of Financial Expertise | Lower management | N/A | 1 |
| Forensic expert for financial expertise | Professional 1 | Budget and finance group | 2 |
| 3. Department of Analytical Forensics | | | Total: 13 |
| Head of Department of Analytical Forensics | Middle management | N/A | 1 |
| 3.1. Division for Serology and DNA Expertise | | | Total: 6 |
| Head of Division for Serology and DNA Expertise | Lower management | N/A | 1 |
| Forensic expert for Serology and DNA | Professional 1 | Group of natural sciences | 5 |
| 3.2. Division for Narcotics Expertise | | | Total: 3 |
| Head of Division for Narcotics Expertise | Lower management | N/A | 1 |
| Forensic expert for narcotics | Professional 1 | Group of natural sciences | 2 |
| 3.3 Division for Expertise of Explosives, Gunpowder Particles and Arson | | | Total: 3 |

| Head of Division for Expertise of Explosives, Gunpowder Particles and Arson | Lower management | N/A | 1 |
|--|-------------------|---------------------------|----------|
| Forensic expert for explosives, gunpowder particles and arson | Professional 1 | Group of natural sciences | 2 |
| 4. Department of Information Technology Forensics | | | Total: 8 |
| Head of Department of Information Technology Forensics | Middle management | N/A | 1 |
| 4.1. Division for Digital Forensic Expertise | | | Total:4 |
| Head of Division for Digital Forensic Expertise | Lower management | N/A | 1 |
| Digital IT Forensic Expert | Professional 1 | Data technology group | 3 |
| 4.2. Division for Multimedia Forensic Expertise | | | Total: 3 |
| Head of Division for Multimedia Forensic Expertise | Lower management | N/A | 1 |
| Multimedia IT Forensic Expert | Professional 1 | Data technology group | 2 |
| 5. Department for General Administration | | | Total: 8 |
| Head of Department for General Administration | Middle management | N/A | 1 |
| 5.1. Division for Administration of Forensic Documents and Evidence | | | Total: 4 |
| Head of Division for Administration of Forensic Documents and Evidence | Lower management | N/A | 1 |

| Senior officer for the administration of forensic documents and evidence | Professional 1 | General administration group | 3 |
|--|------------------|------------------------------|-----------|
| 5.2 Division for Logistics and Information Technology | | | Total: 3 |
| Head of Division for Logistics and Information Technology | Lower management | N/A | 1 |
| Senior Information Technology Officer | Professional 1 | Information technology group | 1 |
| Logistics Officer | Professional 2 | General administration group | 1 |
| The total number of employees in KFA: | | | Total: 58 |