



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

**REGULATION (OPM) NO. 03/2025 FOR THE INTERNAL  
ORGANIZATION AND SYSTEMATIZATION OF WORKPLACES IN THE  
POLICE INSPECTORATE OF KOSOVO<sup>1</sup>**

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<sup>1</sup> Regulation (OPM) no. 03/2025 for the Internal Organization and Systematization of Workplaces in the Police Inspectorate of Kosovo, has been approved by the Prime Minister, with Decision No. 219/2025, dated 11.02.2025.

## **Prime Minister of the Republic of Kosovo,**

In support of Article 93 paragraph 4 and Article 94 paragraph 3 of the Constitution of the Republic of Kosovo and Article 28 paragraph 3 of Law no. 06/L-113, on the Organization and Functioning of the State Organization and Independent Agencies, as well as in accordance with Article 9 paragraphs 2 and 7 of Regulation (QRK) No. 01/2020 on internal organization standards, Systematization of Countries of Work and Cooperation in State Administration Institutions and Independent Agencies.

### **Adopts:**

## **REGULATION (OPM) NO. 03/2025 FOR THE INTERNAL ORGANIZATION AND SYSTEMATIZATION OF WORKPLACES IN THE POLICE INSPECTORATE OF KOSOVO**

### **CHAPTER I GENERAL PROVISIONS**

#### **Article 1 Purpose**

This Regulation aims to determine the internal organization, systematization and classification of jobs in the Police Inspectorate of Kosovo.

#### **Article 2 Scope**

- 1.This Regulation is implemented by the Police Inspectorate of Kosovo.
- 2.The duties and responsibilities of the Police Inspectorate of Kosovo are defined by Law for the Police Inspectorate of Kosovo and the by-laws originating from this Law.

#### **Article 3 Mission**

The mission of the Police Inspectorate of Kosovo is to provide a responsible, democratic and transparent police service, in accordance with the legislation in force and the required standards, through the exercise of its activity.

## **CHAPTER II ORGANIZATIONAL STRUCTURE**

### **Article 4 Organizational structure**

1. The organizational structure of the Police Inspectorate of Kosovo (hereinafter PIK) is as follows:

- 1.1. Office of the Chief Executive Officer;
- 1.2. Departments; and
- 1.3. Divisions.

2. The number of employees within PIK is one hundred and twenty (120).

### **Article 5 Office of the Chief Executive Officer**

3. The Office of the Chief Executive Officer consists of:

- 1.1. Chief Executive Officer;
- 1.2. Senior Executive Officer; and
- 1.3. Administrative Officer.

4. The duties and responsibilities of the Chief Executive Officer are defined by Law relevant to the PIK.

5. The duties and responsibilities of the support personnel within the Office of the Chief Executive Officer are defined in the relevant instruction for the procedures related to employment and working conditions for PIK employees.

6. The number of employees within the Office of the Chief Executive Officer is four (4).

### **Article 6 Departments and divisions**

1. The Departments and Divisions of PIK are:

- 1.1. Department of Investigation:

- 1.1.1. Central Division of General Crime Investigations;
  - 1.1.2. Western Division of General Crime Investigations;
  - 1.1.3. Northern Division of General Crime Investigations;
  - 1.1.4. Southern Division of General Crimes Investigations;
  - 1.1.5. Eastern Division of General Crimes Investigations;
  - 1.1.6. Division for Investigation of Serious Crimes Corruption and Integrity;
  - 1.1.7. Division for Intelligence and Analysis;
  - 1.1.8. Division for Investigations and Technical support.
- 1.2. Department for Management of Complaints:
- 1.2.1. Division for Treatment of Complaints;
  - 1.2.2. Division for Case Administration;
- 1.3. Inspection Department:
- 1.3.1. Division for Analysis, Planning and Quality;
  - 1.3.2. Inspection and Reporting Division;
- 1.4. Department for Planning, Cooperation, Legal Affairs and Information:
- 1.4.1. Division for Planning and Legal Affairs;
  - 1.4.2. Division for Cooperation and Information.
- 1.5. Department for Administration and General Services:
- 1.5.1. Division for Logistics and Document Administration, Archiving and Logistics;
  - 1.5.2. Division for Information Technology.
- 1.6. Human Resources Division;
- 1.7. Budget and Finance Division;

1.8. Public Procurement Division;

1.9. Internal Audit Division;

1.10. The certifier.

## **Article 7**

### **Department of Investigations**

1. The mission of the Department of Investigations is the investigation and referral of criminal cases to the competent prosecutors' offices against all employees of the Kosovo Police, as well as the investigation of all disciplinary cases against police employees provided for in the Law on the Police Inspectorate of Kosovo.

2. The duties and responsibilities of the Department of Investigations are:

1.1. Conducts criminal and disciplinary investigations against Police employees, based on the mandate provided by the legislation in force;

1.2. Implements covert investigative measures in function of the scope, authorized by the competent authority;

1.3. Apply legal methods or techniques to develop pro-active capacity in maintaining ethics and integrity, within the framework of high professional police standards;

1.4. Cooperates with the competent Prosecutor's Office in the field of investigations and uses legal sources of information for operational needs;

1.5. Issue reports on the course of the conducted investigations and criminal charges, depending on the outcome of the investigations;

1.6. Undertake necessary legal actions to secure and assess intelligent information;

1.7. Provides technical support in the function of investigations (uses technical equipment in the function of implementing special measures, provides and treats evidence from the scene);

1.8. Engages in the management of operational work during 24 hours according to needs.

3. The Director of the Investigations Department reports to the Chief Executive Officer of the PIK.

4. The following divisions are part of this department:

4.1. The Central Division of General Crime Investigations;

- 4.2. Western Division of General Crime Investigations;
  - 4.3. Northern Division of General Crime Investigations;
  - 4.4. Southern Division of General Crimes Investigations;
  - 4.5. Eastern Division of General Crimes Investigations;
  - 4.6. Division for the Investigation of Corruption, Serious Crimes and Integrity;
  - 4.7. Intelligence and Analysis Division;
  - 4.8. Division for Investigations and Technical Support.
5. The number of employees in the Department of Investigations is fifty-four (54).

**Article 8**  
**Central Division of General Crime Investigations**

1. The duties and responsibilities of the Central Division of General Crime Investigations are:

- 1.1. Treats cases that are alleged to implicate in criminal offenses, with special emphasis, of the nature of general crimes, police officers of the General Directorate of Police (including departments, directorates, divisions, sectors and units) and within the territory controlled by the Regional Directorate of Police -Prishtina and International Airport of Prishtina;
- 1.2. Conducts criminal and disciplinary investigations and implements secret investigative measures authorized by the competent authority;
- 1.3. Cooperates with the competent Prosecutor's Office in the field of investigations;
- 1.4. Provides and assesses intelligent information for operational needs;
- 1.5. Cooperates in providing appropriate technical support in the function of investigations;
- 1.6. Drafts reports on investigations and criminal charges, depending on the outcome of the investigations.

2. The head of the Central Division of General Crimes Investigations reports to the Director of the Department of Investigations.

3. The number of employees in the Central Division of General Crime Investigations is nine (9).

**Article 9**  
**Western Division of General Crime Investigations**

1. The duties and responsibilities of the Western Division of General Crime Investigations are:

- 1.1. Treats cases that are claimed to implicate in criminal offenses, with special emphasis, of the nature of general crimes, police officers within the territory controlled by the Regional Police Directorate of Peja and the Regional Directorate of Border Police West;
- 1.2. Conducts criminal and disciplinary investigations and implements secret investigative measures authorized by the competent authority;
- 1.3. Cooperates with the competent Prosecutor's Office in the field of investigations;
- 1.4. Provides and assesses intelligent information for operational needs;
- 1.5. Cooperates in providing appropriate technical support in the function of investigations;
- 1.6. Drafts reports on investigations and criminal charges, depending on the outcome of the investigations;
- 1.7. The Head of the Western Division of General Crimes Investigations reports to the Director of the Department of Investigations;

2. The number of employees in the Western Division of General Crime Investigations is five (5).

**Article 10**  
**Northern Division of General Crime Investigations**

1. The duties and responsibilities of the Northern Division of General Crime Investigations are:

- 1.1. Treats cases that are alleged to implicate in criminal offenses, with special emphasis, of the nature of general crimes, police officers within the territory controlled by the Regional Police Directorate of North Mitrovica, the Regional Police Directorate of South Mitrovica and the Regional Directorate of the Border Police North;
- 1.2. Conducts criminal and disciplinary investigations and implements secret investigative measures authorized by the competent authority;
- 1.3. Cooperates with the competent Prosecutor's Office in the field of investigations;

1.4. Provides and assesses intelligent information for operational needs;

1.5. Cooperates in providing appropriate technical support in the function of investigations;

1.6. Drafts reports on investigations and criminal charges, depending on the outcome of the investigations;

2. The head of the Northern Division of General Crimes Investigations reports to the Director of the Department of Investigations.

3. The number of employees in the Northern Division of General Crime Investigations is five (5).

### **Article 11**

#### **Southern Division of General Crime Investigations**

1. The duties and responsibilities of the Southern Division of General Crime Investigations are:

1.1. Treats cases that are alleged to implicate in criminal offenses, with special emphasis, of the nature of general crimes, police officers within the territory controlled by the Regional Police Directorate of Prizren and the Regional Police Directorate of Gjakova;

1.2. Conducts criminal and disciplinary investigations and implements secret investigative measures authorized by the competent authority;

1.3. Cooperates with the competent Prosecutor's Office in the field of investigations;

1.4. Provides and assesses intelligent information for operational needs;

1.5. Cooperates in providing appropriate technical support in the function of investigations;

1.6. Drafts reports on investigations and criminal charges, depending on the outcome of the investigations;

2. The leader of the Southern Division of General Crimes Investigations reports to the Director of the Department of Investigations.

3. The number of employees in the Southern Division of General Crime Investigations is five (5).

### **Article 12**

#### **Eastern Division of General Crime Investigations**

1. The duties and responsibilities of the Eastern Division of General Crime Investigations are:



- 1.1. Treats cases that are claimed to implicate in criminal offenses, with special emphasis, of the nature of general crimes, police officers within the territory controlled by the Regional Police Directorate of Gjilan, the Regional Police Directorate of Ferizaj and the Regional Directorate of Border Police Lindja or East;
  - 1.2. Conducts criminal and disciplinary investigations and implements secret investigative measures authorized by the competent authority;
  - 1.3 Cooperates with the competent Prosecutor's Office in the field of investigations;
  - 1.4. Provides and assesses intelligent information for operational needs;
  - 1.5. Cooperates in providing appropriate technical support in the function of investigations;
  - 1.6. Drafts reports on investigations and criminal charges, depending on the outcome of the investigations.
2. The leader of the Eastern Division of General Crime Investigations reports to the Director of the Department of Investigations.
  3. The number of employees in the Eastern Division of General Crime Investigations is five (5).

**Article 13**  
**Serious Crimes Corruption and Integrity Investigation Division**

- 1.The duties and responsibilities of the Organized Crime and Corruption Investigation Division are:
  - 1.1.Treats cases that are alleged to implicate in criminal offenses, with special emphasis, of the nature of organized crime and corruption, police officers within the entire police structure at the central and local level;
  - 1.2. Conducts criminal and disciplinary investigations and implements secret investigative measures authorized by the competent authority;
  - 1.3. It applies the integrity investigation as an investigative technique or method in order to discover the perpetrators of illegal acts;
  - 1.4. Cooperates with the competent Prosecutor's Office in the field of investigations;
  - 1.5. Provides and assesses intelligence information for operational needs;

1.6. Cooperates in providing appropriate technical support in the function of investigations;

1.7. Drafts reports on investigations and criminal charges, depending on the outcome of the investigations.

2. The Head of the Corruption, Serious Crimes and Integrity Investigation Division reports to the Director of the Investigations Department.

3. The number of employees in the Corruption, Serious Crimes and Integrity Investigation Division is eleven (11).

#### **Article 14** **Division for Intelligence and Analysis**

1. The duties and responsibilities of the Intelligence and Analysis Division are:

1.1. Evidences cases or cases that are directed to the Department for treatment;

1.2. Analyzes information related to elements of criminal actions of police officers;

1.3. Creates intelligent reports for investigations;

1.4. Treats whistleblowers;

1.5. Undertake necessary actions in order to assess and gather information;

1.6. Exchange intelligence information with other law enforcement institutions;

2. The Head of the Intelligence and Analysis Division reports to the Director of the Investigations Department;

3. The number of employees in the Intelligent and Analysis Division is six (6).

#### **Article 15** **Division for Investigations and Technical Support**

1. The duties and responsibilities of the Division for Investigations and Technical Support are:

1.1. Maintains the operational equipment available and keeps the necessary evidence on them;

1.2. Conducts covert surveillance and deploys technical equipment as needed, once the relevant authorizations have been secured;

- 1.3. Collects evidence at the scene and treats it in accordance with the rules in force;
- 1.4 Cares for the receipt and treating of evidence in the room for their preservation.
2. The Head of the Investigations Division for Investigations and Technical Support reports to the Director of the Investigations Department.
3. The number of employees in the I Division for Investigations and Technical Support is seven (7).

**Article 16**  
**Department for Management of Complaints**

1. The mission of Department for Management of Complaints is to provide an effective, efficient and responsive complaints system that is independent, impartial and designed to ensure public and police confidence.
2. The duties and responsibilities of the Department for Management of Complaints are:
  - 2.1. Ensures the implementation of the organization's policies and procedures in the management of complaints and available information, on suspicions of the involvement of Police officers in illegal acts;
  - 2.2. Conducts pre-criminal investigations in cooperation with the competent Prosecutor's Office in the field of investigations;
  - 2.3. Ensures the keeping of records / registers for complaints and on their basis produces statistics with data for reporting;
  - 2.4. Ensures that the information available from the PIK is kept/saved according to the relevant laws;
  - 2.5. Ensures that complaints are treated based on the principles defined by Law;
  - 2.6. Provides support in Joint Investigative and Inspection Operational Plans;
  - 2.7. Engages in the management of operational work during 24 hours according to needs;
3. The Director of the Department Management of Complaints reports to the Chief Executive Officer of PIK.
4. The following divisions are part of this department:
  - 4.1. Division for Management of Complaints and

4.2. Division for Administration of Cases.

5. The number of employees in the Department for Management of Complaints is thirteen (13).

**Article 17**  
**Division for Management of Complaints**

1. The duties and responsibilities of the Division for Treatment of Complaints are:

1.1. Accepts complaints from all sources and all forms;

1.2. Examines and analyzes complaints;

1.3. Through the preliminary investigation related to complaints, verifies and collects information;

1.4. Classifies complaints;

1.5. Conducts pre-criminal investigations in cooperation with the competent Prosecutor's Office in the field of investigations;

1.6. Undertake investigative and inspection actions according to Operational Plans.

2. The Head of the Division for Treatment of Complaints reports to the Director of the Department for Management of Complaints.

3. The number of employees in the Division for Treatment of Complaints is eight (8)

**Article 18**  
**Division for Case Administration**

1. The duties and responsibilities of the Division for Case Administration are:

1.1. Records received complaints;

1.2. Forwards cases/cases to the relevant authorities for further treatment;

1.3. Maintains correspondence with the parties regarding the status of cases (complaints);

1.4. Keeps physical and electronic evidence related to complaints and information;

1.5. Extract statistics with relevant parameters or indicators for reporting needs;

- 1.6. Maintains a chronological order of case files and maintains achieving.
- 1.7. Undertake investigative and inspection actions according to Operational Plans.
2. The Head of the Division reports to the Director of the Department for Management of Complaints.
3. The number of employees in the Division for Administration of Cases is four (4).

## **Article 19**

### **Inspection Department**

1. The mission of the Inspection Department is to provide an honest, impartial and objective assessment of every field inspected in the Kosovo Police.
2. The duties and responsibilities of the Inspection Department are:
  - 2.2. Issue the Annual Inspection Plan in the areas of police management, defined by the Law;
  - 2.2. Performs inspections in the Kosovo Police, on its own initiative or by order of the Minister;
  - 2.3. Provides information from police management areas, through authorized methods of receiving and securing them;
  - 2.4. Analyzes and assesses the performance of tasks by the police structure;
  - 2.5. Drafts inspection reports based on reporting standards, including findings, conclusions and recommendations;
  - 2.6. Supports and organizes Joint Investigative and Inspection Operational Plans;
  - 2.7. Engages in the management of operational work during 24 hours according to needs;
3. The Director of the Inspection Department reports to the Chief Executive Officer of the PIK.
4. The following divisions are part of this department:
  - 4.1. Division for Analysis, Planning and Quality;
  - 4.2. Division for Inspection and Reporting;
5. The number of employees in the Inspection Department is fourteen (14).

**Article 20**  
**Division for Analysis, Planning and Quality**

1. The duties and responsibilities of the Division for Analysis, Planning and Quality are:
  - 1.1. Provides information for the needs of inspection plans, from sources determined by the Administrative Instruction for Inspections;
  - 1.2. Prepare the Annual Inspection Plan and Inspection Work Programs;
  - 1.3. Provides guidance to inspection teams on inspection objectives and tasks set by Work Programs;
  - 1.4. Cooperates with the inspection teams, to ensure the fulfillment of tasks in extracting the appropriate information;
  - 1.5. Organizes support meetings for the inspection teams, for coordination of activities in issuing the report, in accordance with the reporting standards;
  - 1.6. It is included in the initiated inspections, depending on the needs and volume of works;
  - 1.7. It helps in achieving the quality of reporting and fulfilling the planned objectives;
  - 1.8. Holds meetings with the police management, for the discussion of issues related to the results of the inspection.
  - 1.9. Undertake investigative actions according to Investigative Operational Plans.
2. The Head of the Division for Analysis, Planning and Quality reports to the Director of the Inspection Department.
3. The number of employees in the Division for Analysis, Planning and Quality is four (4).

**Article 21**  
**Division for Inspection and Reporting**

1. The Head of the Division for Analysis, Planning and Quality reports to the Director of the Inspection Department.
  - 1.1. Provides the necessary human resources, ensuring that their technical and professional capacities successfully fulfill the tasks;

- 1.2. Conducts inspections in the Kosovo Police, based on the inspection work programs and the authorizations given by the management;
  - 1.3. Provides physical and material evidence, documentary evidence, testimony, analytical evidence, through authorized methods;
  - 1.4. Drafts inspection reports with findings, conclusions and recommendations;
  - 1.5. Coordinates activities with the Division for Analysis, Planning and Quality, in providing evidence that enables the achievement of inspection objectives;
  - 1.6. Reflects inspection results in organized internal hearings;
  - 1.7. It is represented in the meetings organized with the police representatives, in the discussion of the results of the inspection;
  - 1.8. Undertake investigative actions according to Operational Plans;
2. The Head of the Division for Inspection and Reporting reports to the Director of the Inspection Department.
  3. The number of employees in the Division for Inspection and Reporting is nine (9).

**Article 22**  
**Department for Planning**  
**Cooperation, Legal Affairs and Information**

1. The mission of the Department for Planning, Cooperation, Legal Affairs and Information is to ensure that the tasks and responsibilities of the Agency are exercised in accordance with the legislation in force during their planning and implementation. To ensure an effective and efficient cooperation for the Agency, increasing the transparency of the work through open communication with the public, objective and impartial, clear, responsible and timely, inclusive that ensures active participation of the public in the implementation of the duties and responsibilities of Agency.
2. The duties and responsibilities of the Department for Planning, Cooperation, Legal Affairs and Information are:
  - 2.1. Leads the activities in issuing strategic plans, based on the strategic objectives of the Ministry, as well as assesses the implementation of plans for the fulfillment of strategic objectives;
  - 2.2. Provides legal/ advisory services to ensure effective management of legal and contractual risks;

- 2.3 Leads the activities for issuing, revising or supplementing the instructions, regulations and SOPs, related to the functions of the PIK;
  - 2.4. Leads the activities in the development and advancement of cooperation and inter-institutional partnership, inside and outside the country;
  - 2.5. Leads the activities of the organization in providing professional services in the field of communication and public information;
  - 2.6. Leads the activities to ensure the implementation of policies in the promotion of values, with the aim of raising confidence and strengthening the supervisory role of PIK;
  - 2.7. Supports and Organizes Investigative and Inspection Operational Plans;
  - 2.8. Legal Assessment of Investigative Operational Plans;
  - 2.9. Engages in the management of operational work during 24 hours according to needs;
3. The Director of the Department for Planning, Cooperation, Legal Affairs and Information reports to the Chief Executive Officer of PIK
- 3.1. The following divisions are part of this department:
  - 3.2. Division for Planning and Legal Affairs;
  - 3.3 Division for Cooperation and Information.
- 4.The number of employees in the Department for Planning, Cooperation, Legal Affairs and Information is eight (8).

### **Article 23**

#### **Division for Planning and Legal Affairs**

1. The duties and responsibilities of the Planning and Legal Affairs Division are:
  - 1.1. Initiates the issuance of the PIK Strategic Plan, collaborates/coordinates the work with units and working groups for setting priorities and issuing the Strategic and Action Plan;
  - 1.2. Monitors the fulfillment of tasks, identifies bottlenecks/problems that challenge the realization of the Plan, as well as holds meetings to support departments in harmonizing their work plans;
  - 1.3. Organizes activities in the issuance/revision of by-laws of SOPs, their harmonization with the legislation in force;



- 1.4. Provides advisory services on matters requiring interpretation and represents PIK in legal affairs.
  - 1.5. Assists the Chief Executive Officer in issuing official outgoing letters, standardizes the forms of the letters and monitors their proper use;
  - 1.6. Participates in meetings and working groups for the issuance of draft laws, when the representation of the PIK is needed;
  - 1.7. Undertake investigative actions according to Investigative Operative Plans;
2. The Head of division for Planning and Legal Affairs reports to the Director of the Department for Planning, Cooperation, Legal Affairs and Information.
  3. The number of employees in the Division for Planning and Legal Affairs is three (3).

**Article 24**  
**Division for Cooperation and Information**

1. The duties and responsibilities of the Division for Cooperation and Information are:
  - 1.1. Organizes sensitization and promotional campaigns, with the aim of bringing citizens closer together in the common challenge of strengthening the rule of law and strengthening integrity in KP;
  - 1.2. Produces annual work reports with data from the operational activity of PIK;
  - 1.3. Analyzing data provided by PIK Departments, identifying and addressing trends and unethical behaviors of police officers by addressing findings in relevant PIK departments.
  - 1.4. Cares for the establishment, development and advancement of partnership with internal and external partners, in the field of strengthening the rule of law;
  - 1.5. Follows the trend of media information related to PIK and KP. Organizes and participates in press conferences, creates and maintains contacts with journalists, provides data on topics of interest and updates information on the official website of PIK;
  - 1.6. Organizes and participates in meetings and conferences aimed at promoting/institutional development and policy coordination with partners in the field of law;
  - 1.7. Serves as the point of contact regarding all activities of the Regional Forum of regional oversight agencies;

- 1.8. Undertake investigative actions according to Investigative Operative Plans;
2. The Head of the Division for Cooperation and Information reports to the Director of the Department for Planning, Cooperation, Legal Affairs and Information;
3. The number of employees in the Division for Cooperation and Information is four (4).

**Article 25**  
**Department for Administration and General Services**

1. The Department for Administration and General Services is a unit in within the Agency, whose mission is to provide administrative support and general services to other organizational units, to ensure the regular functioning of the Agency.
2. The duties and responsibilities of the Department of Administration and General Services are:
  - 2.1. Management, coordination and provision of administrative services, including information technology for all units and bodies within the agency;
  - 2.2. Providing common services to all PIK staff.
  - 2.3. Ensuring the operation of logistics, transport, warehouses, office materials, documentation and infrastructure of the agency;
3. The Director of the Department of Administration and General Services reports to the Chief Executive Officer of PIK.
  - 3.1. The following divisions are part of this department:
  - 3.2. Division for Document Administration, Archiving and Logistics; AND
  - 3.3. Division for Information Technology;
4. The number of employees in the Department of Administration and General Services is thirteen (13).

**Article 26**  
**Division for Administration of Documents Archiving and Logistics**

1. The Division for Administration of Documents, Archiving and Logistics has the following duties and responsibilities:
  - 1.1. Providing logistic services for PIK;

- 1.2. Management with PIKs inventory and warehouses;
  - 1.3. Preparation and supply, according to the needs of office goods and equipment for work;
  - 1.4. Maintenance and protection of offices, installations and equipment of PIK;
  - 1.5. Providing transportation and maintenance services for PIK vehicles;
  - 1.6. Maintenance and administration of the PIK archive system;
  - 1.7. Maintenance and administration of all incoming and outgoing PIK documents;
  - 1.8. Ensures that archival units are marked with the signs defined according to the rules;
  - 1.9. Taking care of the filing deadlines of the cases, as well as preparing the cases with a permanent deadline for submission to the Archive of the Republic of Kosovo, according to the legal provisions;
  - 1.10. Monitors the archive system, systematizes archival materials, helps other units in document classification;
  - 1.11. Performs the disposal of archival materials according to the requirements of the units that send the materials with deadlines passed according to the laws in force;
  - 1.12. Performs work on the basis of special books that are determined by the competent authority for recording and circulation of documents;
  - 1.13. Stores documentation in separate safes according to the standards defined by legislation in force, as well as
  - 1.14. Develops and implements rules for the internal distribution of documents.
2. The Head of the Division for Administration of Documents, Archiving and Logistics reports to the Director of the Department for Administration and General Services.
  3. The number of employees in the Division for Administration of Documents, Archiving and Logistics is nine (9).

**Article 27**  
**Division for Information Technology**

1. The Division for Information Technology has the following duties and responsibilities:

- 1.1. Implements policies for support in the field of information technology of PIK officials;
  - 1.2. Management, administration and development of PIK databases and other software;
  - 1.3. Determination of rules and methods for recording data for all applicable measures;
  - 1.4. Management of Information Technology and Communication projects;
  - 1.5. Training of officials on the use of PIK software and equipment;
  - 1.6. Preparation of guides for the use of PIK software and equipment;
  - 1.7. End-user support, communication management and supervision of external contractors;
  - 1.8. Organization of security management information system;
  - 1.9. Monitors and analyses the security incidents and similar problems;
  - 1.10. Prepares the safety control reports;
  - 1.11. Assists officials in performing their duties through the use of information technology equipment;
  - 1.12. Maintenance of information technology equipment;
  - 1.13. Performs the installation of various application and system software on the computers of PIK officials;
  - 1.14. Performs the management, administration and maintenance of PIK's domain and servers;
  - 1.15. Takes care of the operation of the network infrastructure and cooperates with the divisions others for solving problems.
2. The Head of the Information Technology Division reports to the Director of the Department for Administration and General Services.
  3. The number of employees in the Division for Information Technology is three (3).

**Article 28**  
**Division for Budget and Finance**

1. The Division Budget and Finance (DBF) is an organizational unit within PIK, whose mission is to plan, manage, coordinate and execute the budget in accordance with the relevant law on the management of public finances and other legislation in force.
2. The Division for Budget and Finance has the following duties and responsibilities:
  - 2.1. Planning and preparation of the annual draft budget of the PIK in accordance with the strategic planning documents as well as in accordance with the requirements presented by other organizational units of the PIK;
  - 2.2. Preparation of the Medium Term Expenditure Framework (Cash), in harmony with the Strategic Development Plan and the requirements presented by other organizational units of the PIK;
  - 2.3. Coordination of work with the Department for Budgets and Finances of the Ministry of Internal Affairs and the relevant Departments of the Ministry of Finance regarding the review and transfer of budget funds from one economic category to another according to the laws in force;
  - 2.4. Preparation of budget analyzes as well as periodical reports on budget spending and monitoring the implementation of projects that are related to the PIK budget;
  - 2.5. Ensures that financial expenses are made in accordance with financial legal rules and procedures, as well as their registration is made according to accounting standards;
  - 2.6. Manages cash reserves and ensures that internal financial control is based on accountability principles;
  - 2.7. Compilation of periodic reports on the obligations and financial obligations of PIK;
  - 2.8. Analyzes and assesses internal processes and procedures and recommends changes in order to increase work efficiency;
3. The Head of the Division for Budget and Finance reports to the PIKs Chief Executive Officer.
4. The number of employees in the Division for Budget and Finance is five (5).

**Article 29**  
**Human Resources Division**

1. The Human Resources Division is an organizational unit within the framework

of PIK, whose mission is to ensure the effective management of human resources through the development of procedures, programs and services that contribute to the distribution of tasks and responsibilities in a balanced way for the institution's employees.

2. The Human Resources Division has the following duties and responsibilities:

2.1. Supporting and providing advice to the Chief Executive Officer as well as PIK Units for human resource management;

2.2. Ensuring and exercising powers in accordance with the authorizations and responsibilities in function of the implementation of legislation, documents, requirements, procedures and standards for the institution in the field of human resources;

2.3. Administration of PIK employee files;

2.4. Preparation of the annual plan and the medium-term personnel plan, in accordance with the budget planning process of the institution;

2.5. Providing assistance to relevant units in the preparation of job descriptions, job classification and job systematization;

2.6. Development of procedures for movement within the category and promotion for employees until the workplace is filled based on the legislation in force;

2.7. In coordination with the head of the units, periodically identifying and assessing the needs for training of the institution's employees as well as the development of professional capacities through training for career development and promotion;

2.8. Monitoring of the implementation of the PIK employee training plan;

2.9. Management of processes related to appointments, dismissals, transfers, suspensions, retirements in PIK and other categories according to PIK law and other accompanying legislation;

2.10. Ensuring the implementation of procedures for assessing work performance as well as work attendance;

2.11. Management of disciplinary procedures and complaints and disputes procedures for PIK Employees;

2.12. Drafting of the annual report and work plan for human resources management.

3. The Head of the Human Resources Division reports to the Chief Executive Officer of the PIK.

4. The number of employees in the Human Resources Division is three (3).

**Article 30**  
**Public Procurement Division**

1. The Public Procurement Division is an organizational unit within the Agency, which has for the mission of carrying out all public procurement procedures for the needs of the Agency, in an efficient and transparent manner, ensuring the fair use of public funds, public resources as well as all other funds and resources of the Agency, adhering to the criteria and rules of the legislation in force.

2. The duties and responsibilities of the procurement manager are as follows:

2.1. Preparation, coordination and implementation of PIKs annual plan in the field of public procurement;

2.2. Development and implementation of procurement procedures for goods, works and services;

2.3. Ensuring that all requests are prepared and procurement procedures are developed in accordance with the legal provisions in force;

2.4. Providing advice and assisting the Chief Executive Officer and other units in making decisions regarding procurement procedures, and

2.5. Preparation of procurement reports according to the legislation in force.

3. The Head of the Procurement Division reports to the Chief Executive Officer of PIK.

4. The number of employees in the Public Procurement Division is three (3).

**Article 31**  
**Internal Audit Division**

1. The Internal Audit Division is an organizational unit within the Agency, whose mission is to contribute to the improvement of financial management and internal control of public finances in order to improve governance and protect the interests of taxpayers.

2. The duties and responsibilities of the Internal Audit Division are as follows:

2.1. Leads the general work and helps the supervisor in setting objectives and drafting the work plan for the fulfillment of these objectives;

2.2. Ensures the preparation and timely delivery of the plans provided for in Article 5.2 of the Law on Internal Audit;

2.3. Prepares the audit report for the organizational unit being audited, including recommendations for the unit;

2.4. Monitors the implementation of recommendations by the institution and organizational units and initiates corrective actions where necessary;

2.5. Prepares and submits quarterly, six-monthly and annual reports for all audit activities to the Chief Executive Officer of PIK.

3. The Head of the Internal Audit Division reports to the Chief Executive Officer of the PIK.

4. The number of employees in the Internal Audit Division is three (3).

### **Article 32**

#### **The certifier**

1. The duties and responsibilities of the certifying officer are as follows:

1.1. In agreement with the supervisor, drafts work plans for the implementation of the tasks determined on the basis of the objectives of the division and gives recommendations related to the objectives of the unit.

1.2. Organizes work on the certification and approval of payments and certifies subjects that are in harmony with the Law on Procurement and other legal procedures for spending the budget;

1.3. It ensures that the requests for budget expenditures are in accordance with the rules of internal financial control and are respected during the initiation and realization of the procurement activity and the expenditure process;

1.4. Guides budget spenders regarding the completion of forms and procedures for completing payment documentation;

1.5. Ensures that the conditions of applicability of a public contract have been met before making / authorizing payments under the contract;

1.6. It ensures that the expenditure of public money according to a public contract is done in accordance with the Rules of the KMF, and that the procurement is in accordance with the Law on public procurement;



1.7. Ensures that the terms of the contract are met before the payment is made, and that the request for payment is coded in the appropriate expense item and the invoice is regular;

1.8. Performs such other duties in accordance with laws and regulations as may be reasonably required from time to time by the supervisor.

2. The certifier reports to the Chief Executive Officer of PIK.

## **CHAPTER III FINAL PROVISIONS**

### **Article 33 Transitional Provision**

1. The functionalization of this internal organization shall be realized within seven days from the entry into force of this Regulation and Administrative Instruction, procedure related to employment and work conditions for PIK employees.

2. The employee of the agency who is currently placed in a class and does not possess the level and type of education determined for that class, according to this Regulation, continues to hold the position if at least in the last three years he has a positive assessment of the results at work. The same can apply for movement within the category and promotion, only when he meets the criterion of the level and the relevant type of education defined by this Regulation.

### **Article 34 Final provisions**

1. An integral part of this Regulation is Appendix I, which contains the general Organogram with the total number of all employees in PIK and the special number for each unit, and Appendix II, which contains the visual organogram.

2. Regardless of the work divisions according to the description of duties for the divisions, the director of the department, after the approval of the Chief Executive Officer, in case of overloading with work of one division, may distribute the duties to other divisions within the department.

3. The mobility of personnel in accordance with the Administrative Instruction on procedures related to employment and working conditions for employees within the class and group of any position of professional categories of the PIK within the institution is allowed, if it is considered necessary for progress and increase work performance.

4. The increase or decrease in the number of personnel in accordance with the annual budget law does not create a need to amend this Regulation, except in cases where organizational structures are created and/or extinguished.

5. In accordance with paragraph 2 of this article, the provisions of the annual budget law are an integral part of this Regulation

### **Article 35**

#### **Repeal**

With the entry into force of this Regulation, it is repealed the Regulation (MIA)No. 01/2017 for Internal Organization and Systematization of Workplaces in PIK.

### **Article 36**

#### **Entry into force**

This Regulation enters into force on the day of its publication in the Official Gazette of the Republic of Kosovo.

**Albin KURTI**

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Prime Minister of the Republic of Kosovo

11 February 2025

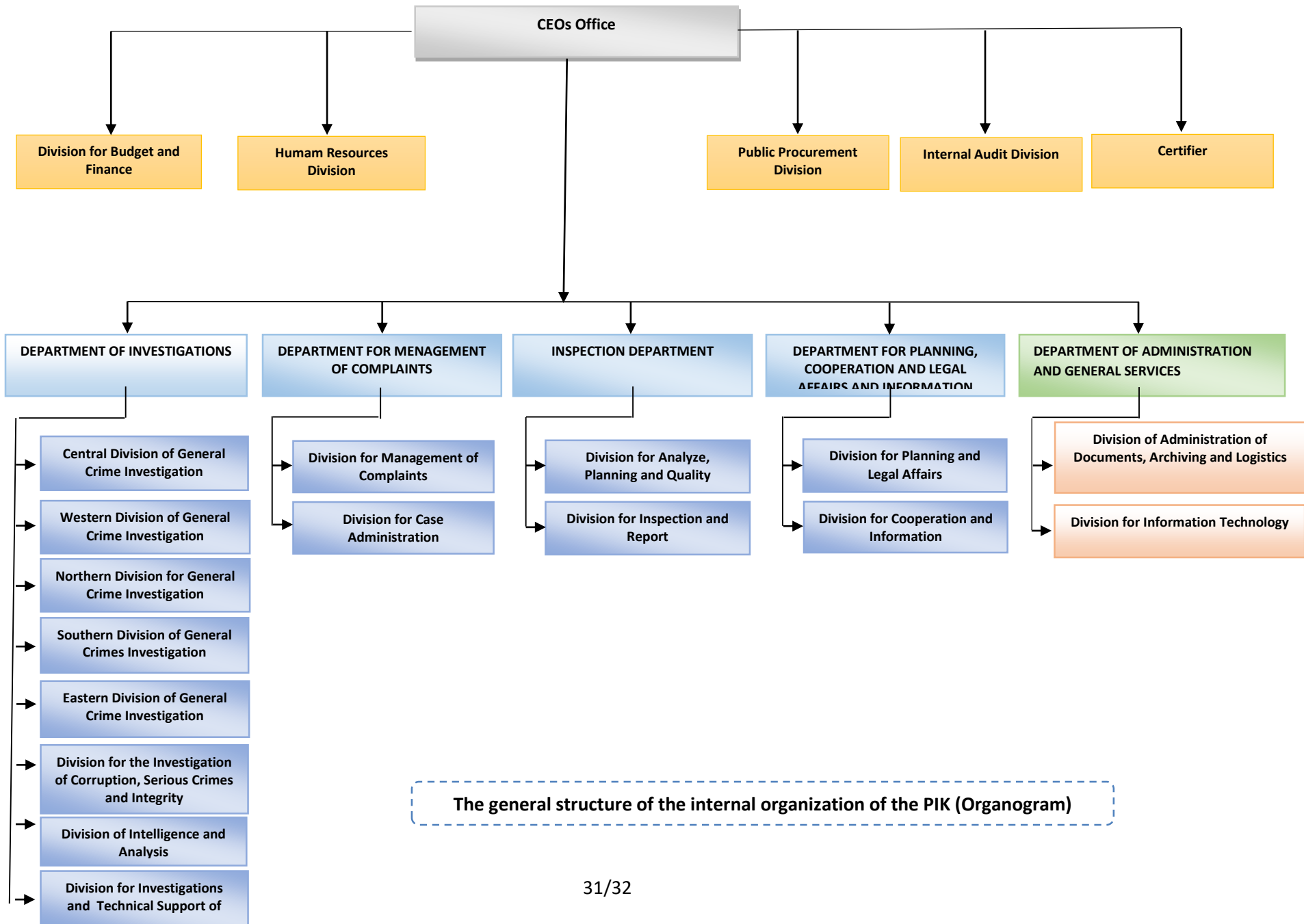
**Appendix No.1:**

<b>ORGANIZATION CHART OF THE POLICE INSPECTORATE OF KOSOVO</b>			
<b>STRUCTURE</b>	<b>Class</b>	<b>Group (general or specific)</b>	<b>Number 120</b>
<b>1. CHIEF EXECUTIVE OFFICE</b> ➤ Cheif Executive Officer ➤ Senior Executive Officer ➤ Certifier ➤ Administrative Officer	➤ Senior manager ➤ Professional 1 ➤ Lower manager ➤ Professional 3	N/A <b>8.</b> Gr. of General Administration N/A <b>9.</b> Gr. of General Administration	<b>Total 4</b> <b>1</b> <b>1</b> <b>1</b> <b>1</b>
<b>2. DEPARTMENT OF INVESTIGATIONS</b> ➤ Director	Middle manager	N/A	<b>Total 54</b> <b>1</b>
<b>2.1. Central Division for General Crime Investigation</b> ➤ Head of Division ➤ Investigator	Lower manager Investigator	N/A <b>1.</b> Investigator / Inspector	<b>Total 9</b> <b>1</b> <b>8</b>
<b>2.2. Western Division for General Crime Investigation</b> ➤ Head of Division ➤ Investigator	Lower manager Investigator	N/A <b>1.</b> Investigator / Inspector	<b>Total 5</b> <b>1</b> <b>4</b>
<b>2.3. Northern Division for General Crime Investigation</b> ➤ Head of Division ➤ Investigator	Lower manager Investigator	N/A <b>1.</b> Investigator / Inspector	<b>Total 5</b> <b>1</b> <b>4</b>
<b>2.4. Southern Division of General Crime Investigation</b> ➤ Head of Division ➤ Investigator	Lower manager Investigator	N/A <b>1.</b> Investigator / Inspector	<b>Total 5</b> <b>1</b> <b>4</b>

<b>2.5. Eastern Division of General Crime Investigation</b> ➤ Head of Division ➤ Investigator	Lower manager Investigator	N/A 1. Investigator / Inspector	<b>Total</b> 5 1 4
<b>2.6. Division for Investigation of Serious Crimes Corruption and Integrity</b> ➤ Head of Division ➤ Investigator	Lower manager Investigator	N/A 1. Investigator / Inspector	<b>Total</b> 11 1 10
<b>2.7. Division of Intelligence and Analysis</b> ➤ Head of Division ➤ Analysis and Information Specialist	Lower manager Investigator	N/A 1. Investigator / Inspector	<b>Total</b> 6 1 5
<b>2.8. Division of Investigations and Technical Support</b> ➤ Head of Division ➤ Specialist for the Implementation of Covert Measures	Lower manager Investigator	N/A 1. Investigator / Inspector	<b>Total</b> 7 1 6
<b>3. DEPARTMENT FOR MANAGEMENT OF COMPLAINTS</b> ➤ Director	Middle manager	N/A	<b>Total</b> 13 1
<b>3.1. Division for Treatment of Complaints</b> ➤ Head of Division ➤ Investigator	Lower manager Investigator	N/A 1. Investigator / Inspector	<b>Total</b> 8 1 7
➤ <b>Division for Case Administration</b> ➤ Head of Division ➤ Case Administration Specialist	Lower manager Investigator	N/A 1. Investigator / Inspector	<b>Total</b> 4 1 3
<b>4. INSPECTION DEPARTMENT</b> ➤ Director	Middle manager	N/A	<b>Total</b> 14 1

<b>4.1. Division for Analysis, Planning and Quality</b> ➤ Head of Division ➤ Inspector	Lower manager Inspector	N/A <b>1.</b> Investigator / Inspector	<b>Total</b> <b>4</b> <b>1</b> <b>3</b>
<b>4.2. Division of Inspection and Reporting</b> ➤ Head of Division ➤ Inspektor	Lower manager Inspector	N/A <b>1.</b> Investigator / Inspector	<b>Total</b> <b>9</b> <b>1</b> <b>8</b>
<b>5. DEPARTMENT FOR PLANNING, LEGAL COOPERATION AND INFORMATION</b> ➤ Director	Middle manager	N/A	<b>Total</b> <b>8</b> <b>1</b>
➤ <b>5.1. Division for Planning and Legal Matters</b> ➤ Head of Division ➤ Legal Specialist	Lower manager Investigator	N/A <b>1.</b> Investigator / Inspector	<b>Total</b> <b>3</b> <b>1</b> <b>2</b>
<b>5.2. Division for Cooperation and Information</b> ➤ Head of Division ➤ Cooperation and Information Specialist	Lower manager Investigator	N/A <b>1.</b> Investigator / Inspector	<b>Total</b> <b>4</b> <b>1</b> <b>3</b>
<b>6. DEPARTMENT FOR ADMINISTRATION AND GENERAL SERVICES</b> ➤ Director	Middle manager	N/A	<b>Total</b> <b>13</b> <b>1</b>
<b>6.1 Division for Document Administration, Archiving and Logistics</b> ➤ Head of the Division ➤ Senior Transport Officer ➤ Senior Official for Document Administration and Archiving ➤ Senior Logistics Officer ➤ Logistics Officer	Lower manager Professional 1 Professional 1 Professional 1 Professional 2 Professional 1	N/A <b>8.</b> Gr. of General Administration <b>4.</b> Gr. of the Archive-Documentation <b>8.</b> Gr. of General Administration <b>9.</b> Gr. of General Administration <b>7.</b> Gr. of translation and interpretation	<b>Total</b> <b>9</b> <b>1</b> <b>1</b> <b>1</b> <b>2</b> <b>1</b>

<ul style="list-style-type: none"> <li>➤ Senior Translation Officer</li> <li>➤ Technical Clerk</li> </ul>	<p>Technical Clerk</p>	<p>9. Gr. of General Administration</p>	<p>1</p> <p>2</p>
<p><b>6.2. Division for Information Technology</b></p> <ul style="list-style-type: none"> <li>➤ Head of Division</li> <li>➤ Senior IT Administrator for systems</li> <li>➤ Senior Information Technology Officer</li> </ul>	<p>Lower manager</p> <ul style="list-style-type: none"> <li>➤ Professional</li> </ul> <p>1</p> <ul style="list-style-type: none"> <li>➤ Professional</li> </ul> <p>1</p>	<p>N/A</p> <p>6. Gr. of information technology</p> <p>5. Gr. of databases</p>	<p><b>Total</b></p> <p>3</p> <p>1</p> <p>1</p> <p>1</p>
<p><b>7. Human Resources Division</b></p> <ul style="list-style-type: none"> <li>➤ Head of Division</li> <li>➤ Senior Personnel Officer</li> </ul>	<p>Lower manager</p> <ul style="list-style-type: none"> <li>➤ Professional</li> </ul> <p>1</p>	<p>N/A</p> <p>3. Gr. Human Resources Specialist</p>	<p><b>Total</b></p> <p>3</p> <p>1</p> <p>2</p>
<p><b>8.Division for Budget and Finance</b></p> <ul style="list-style-type: none"> <li>➤ Head of Division</li> <li>➤ Senior Finance and Accounting Officer</li> <li>➤ Senior Budget and Finance Officer</li> </ul>	<p>Lower manager</p> <ul style="list-style-type: none"> <li>➤ Professional</li> </ul> <p>1</p> <ul style="list-style-type: none"> <li>➤ Professional</li> </ul> <p>1</p>	<p>N/A</p> <p>2. Financial and budget Gr</p> <p>2. Gr. financiar dhe i buxhetit</p>	<p><b>Total</b></p> <p>5</p> <p>1</p> <p>2</p> <p>2</p>
<p><b>9. Internal Audit Division</b></p> <ul style="list-style-type: none"> <li>➤ Head of the Internal Audit Unit</li> <li>➤ Internal Auditor</li> </ul>	<p>Lower manager</p> <ul style="list-style-type: none"> <li>➤ Professional</li> </ul> <p>1</p>	<p>N/A</p> <p>10. Gr. of Internal Audit</p>	<p><b>Total</b></p> <p>3</p> <p>1</p> <p>2</p>
<p><b>10. Division of Public Procurement</b></p> <ul style="list-style-type: none"> <li>➤ Head of Division</li> <li>➤ Senior Procurement Officer</li> <li>➤ Public Procurement Officer</li> </ul>	<p>Lower manager</p> <ul style="list-style-type: none"> <li>➤ Professional</li> </ul> <p>1</p> <ul style="list-style-type: none"> <li>➤ Professional</li> </ul> <p>2</p>	<p>N/A</p> <p>11. Gr. of public procurement</p> <p>11. Gr. of public procurement</p>	<p><b>Total</b></p> <p>3</p> <p>1</p> <p>1</p> <p>1</p>



The general structure of the internal organization of the PIK (Organogram)