



Republika e Kosovës
Republika Kosovo/ Republic of Kosovo
Këshilli Prokurorial i Kosovës/ Tužilački Savet Kosova/Kosovo Prosecutorial Council

Kosovo Prosecutorial Council, pursuant to Article 7, paragraph 1, subparagraph 1.31 of Law no. 06 / L-056 on the Kosovo Prosecutorial Council, issues this:

**ADMINISTRATIVE INSTRUCTION No. 01/2020 ON SECURITY, STORAGE,
ACCESS AND ORDER IN THE FACILITIES OF THE PROSECUTORIAL SYSTEM
OF THE REPUBLIC OF KOSOVO**

Article 1
Purpose

Administrative Instruction defines the right and the way of access, safeguarding and security of prosecutors and administrative staff, facilities, information and other material goods, security responsibilities and control procedures in order to raise the level of security and create a safe environment for all officials and non-officials who have access within the facilities of the prosecutorial system.

Article 2
Scope

This instruction shall apply to all objects of the prosecutorial system by officials and non-officials upon entry and exit, and during their stay in the premises of the prosecutorial system.

Article 3
Definitions

1. The expressions and abbreviations used in this Administrative Instruction have this meaning:
 - 1.1. **PSRK** - means the Prosecutorial System of the Republic of Kosovo, which includes the Kosovo Prosecutorial Council (Council) and the State Prosecutor;
 - 1.2. **Facility** - means any building of the Council and the State Prosecutor including the accompanying parts of the building;
 - 1.3. **Official persons** - mean employees in the PSRK and interns;

- 1.4. **Unofficial persons** - means private visitors, officials from other institutions, contractor workers providing relevant services, parties and participants in the proceedings;
- 1.5. **Senior management** - means the Chairman of the Council, the Chief State Prosecutor, the Deputy Chairman of the Council, the Deputy Chief State Prosecutor, the members of the Council, the Chief Prosecutors of Prosecutions, the General Director of the Secretariat and the Director of the Prosecution Performance Review Unit;
- 1.6. **The employee** – means any employee of the PSRK, including elected officials, prosecutors and administrative staff;
- 1.7. **Interns** - means persons who receive practical training in PSRK;
- 1.8. **Official Visitors** - means any person who visits the SPRK premises with official duties but who are not employed by the Council or the State Prosecutor's Office;
- 1.9. **Private Visitor** - means any person who visits the premises of the SPRK and requests meetings, services, information, receipt and submission of various documents, etc.;
- 1.10. **Contractor** - means the natural and legal person who provides services as per the requirements of the SPRK and the terms of the relevant contracts;
- 1.11. **Vulnerability Assessment** - means the measures and actions taken by the Kosovo Police to assess the level of risk for SPRK facilities;
- 1.12. **Weapon** - means any weapon as defined in the Law on Weapons;
- 1.13. **Emergency situation** – means the situation where there is a direct risk to life and property;
- 1.14. **Security Officers** - means security officers within the SPRK, police officers within the Kosovo Police and private physical security;
- 1.15. **Parties and Participants** - means the defendant, the injured party, the witness and the expert;

- 1.16. **Guidance** - means the instructions on how to perform any action in view of the implementation of this guidance and the relevant legislation in force;
- 1.17. **The Human Factor** - means all officials and informal persons on entry, exit and during their stay in the premises of the PSRK;
- 1.18. **Material benefits** - means non-financial assets as defined by the Administrative Instruction on the Management of Non-financial Assets of the Council.
- 1.19. **Physical security** - means the totality of physical and technical measures for the safety of persons while they are in the premises of the PSRK, information and other material goods, located within those premises. Physical security is a combination of physical and procedural measures designed to prevent, stop threats or attacks against people, information or other material goods located within these facilities and is intended to: identify, restrain, delay and respond to hazards threatening the human factor, SPRK facilities, information and other material goods located within those facilities in order to restore a normal security situation;
- 1.20. **Safeguarding** - means the safeguarding of all buildings of the PSRK, including other material goods, located within such facilities, as defined by the relevant legislation in force;
- 1.21. **ID** - means the identification document with pictures of the person.

Article 4

Responsible security authorities

1. Responsible for security and increase the level of the security are the head of the relevant unit in the Secretariat and the administrators in the respective prosecution offices.
2. Security staff monitors and reports regularly on the level of security at the facility.
3. Security policies and standards created through the security plan are implemented by administrators and staff responsible for security.
- 4.

Article 5

Access to facilities

1. The right of access to the PSRK's facilities during working hours, have:
 - 1.1 All employees of the PSRK;
 - 1.2 Official Visitors;
 - 1.3 Private visitors;
 - 1.4 Interns;
 - 1.5 International staff working at the PSRK facilities;
 - 1.6 Foreign State Delegations on an Official Visit to PSRK Facilities;
 - 1.7 Physical Security Officers;
 - 1.8 Contractor workers performing services at the PSRK facilities and
 - 1.9 Parties to criminal proceedings.
2. The Chairperson of the Council, the members of the Council, the Chief Prosecutors, the State Prosecutors, and the General Director of the Secretariat and the Director of the Prosecution Performance Review Unit shall be released at any time from the control of entry and exit.
3. Employees in the PSRK with the exception of those under paragraph 2 of this Article shall, while accessing the facility, keep their IDs (official cards) in a visible place.
4. All unofficial persons are required to present their IDs and other relevant documents and to undergo physical security checks of the facility under this instruction.

Article 6

Access to the facility after working hours

1. After working hours, weekends and official holidays, staff is only allowed to enter the premises with the written permission of the supervisor or prosecutor. They are recorded in the register of physical security personnel.
2. Due to the specifics of the work, the employee may have visitors at the facility even outside working hours, with the permission of the Chairperson of the Council, the Chief State Prosecutor and the Chief Prosecutors of the Prosecutor's Offices, while the

Director General of the Secretariat and the Prosecutors Administrators for the administrative staff.

3. Entry to the building for the purpose of works is permitted after working hours upon request and prior approval.
4. Facility security officers must identify all persons who enter the facility, after working hours.

Article 7

Regular inspection of the facility

1. Security personnel should control parties and items through scanners, except for PSRK officials and personalities who are exempted from such controls at the request of senior management.
2. Employees and their belongings are screened through scanners in case of suspicion by physical security personnel.
3. In the prosecution facilities, entry and exit are through moving barriers, through which the entry and exit of officials is recorded. For unofficial visitors entry and exit is through visitor cards.
4. Persons in possession of a firearm with a permit shall surrender their weapons at the location dedicated to the weapon until their departure from the PSRK premises.
5. Unofficial persons with the exception of persons released by senior management must register and submit an identification device upon access to premises.
6. Each party must abide by the rules for entry and exit of objects, otherwise access is not allowed.
7. The receptionist must be notified in advance of the scheduled meetings and of the unofficial persons who will be part of these meetings.

Article 8

Responsibilities of Physical Security Officers

1. Physical security officers are responsible for physical security, the maintenance of law and order, and the maintenance of:

- 1.1 Facilities of PSRK;
 - 1.2 Employees of the PSRK and other persons located in the facility and
 - 1.3 Other material goods, both inside and outside the facility.
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- 2. Physical security personnel in all facilities of the prosecutorial system will be ready for eventual intervention within the perimeter of the PSRK facilities.
 - 3. Physical security personnel should intervene to avoid uncontrolled actions and set the rule in cases of uncontrolled actions.
 - 4. Parking spaces should be managed in the most efficient way.
 - 5. Security personnel should be in touch and coordinate responsibly the work of each PSRK institution.

Article 9

Duties of physical security officers

- 1. In order to establish security and provide the right services, physical security officers are obliged at all times in their official duty to maintain access to the facility and to take the following measures and actions as follows:
 - 1.1. Visual inspection of vehicles with mirror and valid parking permit;
 - 1.2. Checking and identifying in-vehicle personnel and in-vehicle goods;
 - 1.3. Continuous inspection (on a patrol basis) of the facility and surrounding spaces;
 - 1.4. Checking - scanning luggage and goods entering and leaving the facility;
 - 1.5. Checking visitors through ID and detector;
 - 1.6. Monitoring the emptying of weapons, identification and placement of weapons in armory;
- 2. Must keep records of officials and visitors entering the facility after the working hours and weekends.
- 3. Security personnel should ensure that facilities are not left unattended and intervene as soon as possible, if necessary contact the relevant police station for further processing of the case.

4. Inspection of the facility should be regular; in which case any problems encountered should be reported to the officer responsible for the security.
5. After the working hours the main doors inside and outside the PSRK premises should be closed.
6. Laura should only be open when there are entrances - exits of vehicles permitted under this instruction.
7. The entry of unauthorized persons should be prevented.

Article 10
Duties and responsibilities of the receptionist

1. 1. All non-official persons must first report to the receptionist of the relevant institution.
2. The receptionist guides unofficial persons according to instructions set forth in this instruction.
3. The receptionist notifies the competent officer, who must come to the entrance to receive the party (visitor) and the official must convey the party (visitor) to the receptionist when the party exits the facility.
4. The receptionist should provide the visitors with visitor ID cards and register in the relevant register.
5. The duties and responsibilities of the receptionist are defined by the job description act.

Article 11
Coordination for Security

1. In order to ensure security at the PSRK facilities, the Security Officer of the Council Secretariat coordinates with the designated security officers in each prosecution office.
2. The Security Officer responsible for each prosecution office supervises and coordinates the work with security personnel including the Kosovo Police in the relevant prosecution offices.

Article 12

Vehicle Inspection

1. Vehicles entering PSRK facilities must be controlled.
2. Checking shall be done in the luggage, at the engine and with the help of mirrors at the bottom of the vehicles.
3. If there is a grounded suspicion that an explosive device or suspicious, prohibited items is found in the vehicle, the vehicle shall be stopped and the responsible security officers immediately notified. .
4. The driver of the vehicle entering the PSRK facilities is obliged to observe all rules, traffic signs and instructions given by the security officer.

Article 13

Parking of vehicles

1. Vehicle parking lots at the PSRK facilities includes outdoor and indoor parking lots.
2. Parking lots of the facilities are supervised and organized by responsible security officers in coordination with the respective prosecution administrators, while the parking lot of the Institution of Chief of State Prosecutor /Council, the head of the transport is also responsible.

Article 14

Access during working hours in the parking lot of the vehicles and their control

1. Access to parking lots during working hours is allowed to official vehicles of the PSRK, vehicles of economic operators, official vehicles of institutions of the Republic of Kosovo and international delegations.
2. Official vehicles, private vehicles of officials and official vehicles of PSRK contractors (if the contract is longer than two years) are permitted only if they are provided with a parking permit.
3. Parking permits for the right of access to prosecution facilities are provided by administrators, while in the premises of the Office of the Chief State Prosecutor / Council is provided by the Head of Transport with the approval of the General Director of the Secretariat.

4. Official vehicles of other state institutions of the Republic of Kosovo and economic operators shall be allowed access to the parking lot only as long as the officials of the relevant institution or officials of the economic operator are officially staying in the premises of the PSRK.
5. In the parking lots of the PSRK facilities, permanent parking for senior management vehicles and emergency services should be booked and marked.
6. After working hours, access to the parking lots specified in paragraphs 1 and 4 of this Article shall be allowed as required.
7. Drivers of official or private vehicles who are allowed access to the parking lot must present the parking permit to the security officers together with the ID card.

Article 15

Security Plans

1. In accordance with this Administrative Instruction, an annual security plan and an emergency security plan shall be prepared.
2. The plans must be prepared by the responsible unit of the Secretariat and approved by the Council.
3. The annual security plan is based on a detailed assessment of the current situation, the risk of external and internal factors, the setting of objectives for raising the level of security and the action plan.
4. Emergency security plan must contain:
 - 4.1. Evacuation plan and procedures for different threat cases;
 - 4.2. Signs / diagrams for each prosecution office orienting emergency exits;
 - 4.3. Incident reporting procedures;
 - 4.4. Supervision and control of emergency stairs;
 - 4.5. Cameras and various security alarms systems.
 - 4.6. Precautions in case of warning of threats and other concerns identified from inside and outside PSRK facilities etc.

Article 16

Specific measures

1. Officers responsible for security along with police officers, emergency services and in close co-operation with other Kosovo Police units should respond to incidents as follows:
 - 1.1. Civic concern: riots, uprisings, protests;
 - 1.2. Crime: personal and property crimes;
 - 1.3. Workplace violence: assault, harassment, retaliatory attacks, etc.
2. In emergencies, such as: fire, earthquakes, bomb threat, explosion, etc., where evacuation of personnel from the facility is required, personnel at the facility shall act as required and instructions of the responsible security officers and other persons authorized for this matter.
3. If necessary and to the extent possible, specific information will be communicated to relevant employees and institutions in advance.

Article 17

Communication signals in case of incidents

1. In case of direct danger the following alarm signals will be used:
 - 1.1. Preparation for evacuation: signaling (siren), sound three times ten (10) seconds duration with five (5) seconds interval;
 - 1.2. Evacuation: signaling (siren), sound three times ten (15) seconds duration with five (5) seconds interval.

Article 18

Carrying weapons

1. All persons permitted to enter the SPRK shall be prohibited from carrying weapons with a carry permit by the competent authorities within the premises of the PSRK, unless they are in official duty. They will report their weapons to the reception desk after leaving the gun at the holding location.
2. Weapons and ammunition will be kept separately and stored in the gun vault near the reception desk, where the handover and registration of the weapon takes place.

3. The Kosovo Police Close Protection Unit, police officers assigned with the operational plan, and close protection for persons to whom close protection is provided by law may carry their empty weapons with them, unless the risk is high.

Article 19 **Documents security**

1. For the purpose of preservation and security of documentation, separate spaces and equipment should be created for the relevant documents. Documents must be disposed of through the appropriate equipment.
2. Data and documents must be kept by all employees and the administration of their workspaces is the responsibility of the officer himself. No document should be kept open on the desktop, so after the job is done the computer is shut down via the screen saver.

Article 20 **Security of classified documents**

The security of classified documents shall be implemented in accordance with the applicable laws and regulations.

Article 21 **Mail security**

1. All mail must be checked in at the reception.
2. Identification of suspicious packages and envelopes by features include the following:
 - 2.1. Inappropriate or unusual labeling:
 - 2.1.1. Incorrect titles or anonymous titles;
 - 2.1.2. Not addressees to a particular person;
 - 2.1.3. Note with restrictions such as: "Do not enter the scanner";
 - 2.1.4. Note with any threatening vocabulary;
 - 2.1.5. Postage stamps from a city or state that does not match the return address;

2.2. Appearance:

- 2.2.1. Powdered substance felt through the envelope or displayed in a package or envelope;
- 2.2.2. Oil stains, loss of color, or fragrance;
- 2.2.3. Unilateral or uneven envelope;
- 2.2.4. Excessive packaging materials, such as masking tape, wire, etc.

2.3. Other suspicious signs:

- 2.3.1. Excess weight;
- 2.3.2. Repeated sound and
- 2.3.3. Protruding wires or aluminum foil;

- 3. The package or envelope that looks suspicious should not be opened and should be handled separately.

Article 22 **Preservation of official seals**

- 1. The Office of the Chairperson of the Council, the Office of the General Director of the Secretariat, Chief Prosecutors, Administrators, Archives and register offices shall appoint the official stamp keeper.
- 2. Official stamps will never be left without a guardian and in cases where the guardian is absent, they should be locked in a safe or a new temporary guardian will be appointed, depending on the needs.

Article 23 **Preservation of official building and vehicle keys**

- 1. All backups of keys to office spaces and official vehicles must be stored on separate reception equipment.
- 2. Receiving and handing over keys in special cases is done in the presence of security officers and the person requesting the copy of the key. Getting and using the keys is evidenced in the special book.

Article 24
List of needed numbers

1. The Personnel Unit should prepare the list of all employees in the PSRK, including their office phone numbers and positions, update the said list continuously and send it to the reception desk.
2. Staff numbers should not be distributed without the permission from the appropriate official, despite requests from unofficial persons.
3. The receptionist must provide emergency service numbers for emergency needs.

Article 25
IT security

Drafting and implementation of information technology (IT) policy is regulated by separate acts.

Article 26
Relevant safety equipment

1. All necessary equipment for the purpose of raising the level of security should be included in the annual budget planning.
2. For each facility, the following must be provided: person scanners, bags and things scanners, hand scanners for person control, cameras, and mirror for vehicle control, security cabins, laurels and fences of the facility, as well as other systems and equipment of security.

Article 27
Implementation

Responsible for the implementation of this Administrative Instruction is the head of the relevant security unit within the Council Secretariat.

Article 28
Issue of supplementary instructions

For the purpose of implementing this instruction, the General Director of the Council Secretariat may, in consultation with the Chairperson of the Council and the Chief Prosecutors of the respective prosecution offices, issue such additional acts as may be necessary.

Article 29
Entry into force

1. Upon entry into force of this Administrative Instruction, Administrative Instruction No. 08/2013 on Prosecutors and Prosecution Staff Security is repealed.
2. This Instruction shall enter into force on the day of its adoption by the Kosovo Prosecutorial Council.

Pristina, on _____ 20____

Bahri Hyseni

Chairman
Kosovo Prosecutorial Council