



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

Ministria e Drejtësisë –Ministarstvo Pravde –Ministry of Justice

ADMINISTRATIVE INSTRUCTION MOJ-NO. 07/2024
ON THE RANKS OF CORRECTIONAL OFFICERS¹

Minister of the Ministry of Justice,

¹ Administrative Instruction MD – No. 07/2024 on the Ranks of Correctional Officers, approved by the Minister of the Ministry of Justice dated: 18.07.2024, with decision No. 278/2024 dated 18.07.2024.

In support of article 53 (paragraph 2) of Law No. 08/L-131 for the Correctional Service of Kosovo, based on article 11 (paragraph 1, sub-paragraph 1.5) of Law No. 08/L-117 for the Government of the Republic of Kosovo as well as in accordance with Article 9 (paragraph 2) of the Regulation (GRK) - No.17/2024 on Rules of Procedure of the Government of The Republic of Kosovo (21.06.2024),

Issues:

**ADMINISTRATIVE INSTRUCTION MOJ-NO. 07/2024
ON THE RANKS OF CORRECTIONAL
OFFICERS**

**CHAPTER I
GENERAL PROVISIONS**

**Article 1
Purpose**

This Administrative Instruction defines the procedure and conditions for promotion of correctional officers.

**Article 2
Scope**

The provisions of this Administrative Instruction apply to all correctional officers in the Kosovo Correctional Service.

**CHAPTER II
GRADE OF CORRECTIONAL OFFICERS**

**Article 3
The Grading System**

1.The grading system for correctional officers is in accordance with the following grades:

- 1.1. Cadet for correctional officer;
- 1.2. Correctional officer;
- 1.3. Supervisor;
- 1.4. Senior supervisor;

1.5. Unit leader.

Article 4 **Identification and planning of vacancies**

1. The identification of vacancies for uniformed personnel is done by the correctional institutions and the request is forwarded to the Human Resources Unit of the Kosovo Correctional Service.
2. Short-term and long-term planning is done by the Human Resources Unit and approved by the General Director of the Kosovo Correctional Service (hereinafter: The General Director).

Article 5 **Correctional Officer Cadet**

The Cadet for Correctional Officer rank is obtained by the candidate who has successfully completed the recruitment procedures and signed the contract for the establishment of the employment relationship as a Cadet for Correctional Officer with the Correctional Service of Kosovo in accordance with the relevant legislation in force.

Article 6 **Correctional Officer**

The candidate who has successfully completed the basic training at the Kosovo Academy for Public Safety and has signed the Appointment Act for the establishment of a working relationship as a correctional officer with the Kosovo Correctional Service receives Grade I.

Article 7 **Competition for Grading**

1. Advancement for Grade II, III and IV is done through the internal competition in the Correctional Service of Kosovo.
2. The competition for advancement in the ranks from paragraph 1 of this article contains:
 - 2.1. the name of the institution;
 - 2.2. position and job description;
 - 2.3. rank coefficient;
 - 2.4. the necessary documentation for the application;
 - 2.5. the tests to which the candidate will undergo;
 - 2.6. the exact place and address where applications are received and submitted;

2.7. the deadline for acceptance- submission of applications.

Article 8
Criteria for the Supervisor Grade

1. Candidates who apply for Supervisor, respectively for promotion to Grade II, in addition to the general conditions provided by the legislation in force, must meet the following criteria:

- 1.1. to have at least three (3) years of work experience in Grade I;
- 1.2. to have university preparation;
- 1.3. the last two annual evaluations have been evaluated with at least reaching expectations;
- 1.4. not have an active disciplinary measure imposed;
- 1.5. evidence from the court that no criminal proceedings are underway against him.

Article 9
Criteria for the Senior Supervisor Grade

1. Candidates who apply for Senior Supervisor, respectively for advancement to grade III, in addition to the general conditions provided by the legislation in force, must meet the following criteria:

- 1.1. to have at least five (5) years of work experience in grade I, or three (3) years of work experience in grade II;
- 1.2. to have university preparation;
- 1.3. the last two annual evaluations have been evaluated with at least *reaching expectations*;
- 1.4. not have an active disciplinary measure imposed;
- 1.5. evidence from the Court that no criminal proceedings are being conducted against him.

Article 10
Criteria for Leadership Rank

1. Candidates who apply for Leader, namely for advancement to grade IV, in addition to the general conditions provided by the legislation in force, must meet the following criteria:

- 1.1. to have at least seven (7) years of work experience in grade I - Correctional Officer or at least five (5) years of work experience in grade II - Supervisor, or at least three (3) years of work experience in grade III - Senior Supervisor;

- 1.2. to have university preparation;
- 1.3. the last two annual evaluations have been evaluated with at least *reaching expectations*;
- 1.4. not to have a measure pronounced active disciplinary;
- 1.5. evidence from the court that no criminal proceedings are underway against him.

Article 11
Commission for the promotion process

1. The Commission is established by the decision of the General Director.
2. The Commission consists of three (3) members from Correctional Service officials.
3. The chairman and one member of the commission must have at least one (1) rank higher than the rank for which the recruitment procedure is being conducted. The third member of the committee must be from the Human Resources Unit.
4. The commission for the promotion process examines and evaluates the applications accepted for promotion.
5. The Human Resources Unit supports the work of the promotion committee.

Article 12
Information about holding tests

1. Candidates are informed about each phase of the test by the Human Resources unit, at least five (5) days before the test.
2. The list of candidates will be published on the official website of the Correctional Service of Kosovo and on the bulletin board of the directorates of the respective correctional institutions.

Article 13
Test procedure

1. Candidates who meet the criteria defined for the respective rank will be subject to testing procedures.
2. The testing procedure is carried out in the following order:
 - 2.1. written test;
 - 2.2. oral interview.

Article 14
Written test

1. The written test is compiled in the official languages and consists of fifty (50) questions. Each correct answer is worth two (2) points.
2. The test is designed to test knowledge in the field of criminal legislation, the execution of criminal sanctions, correctional institutions and supervision and management skills.
3. The minimum score required to successfully pass the test is seventy (70) test points.
4. The test time lasts one (1) hour and thirty (30) minutes.

Article 15
Oral interview

In the interview, candidates will be asked standardized questions including communication skills, leadership, decision-making and professional knowledge.

Article 16
The final result

The successful candidate is considered the candidate who, in the written test and the oral interview, has achieved the most points, but not less than sixty (60) of the one hundred (100) assigned points.

Article 17
Announcement of results

1. The Human Resources Unit is responsible for announcing the results of each phase of testing on the official website of the Correctional Service as well as on the bulletin board in the Correctional Institutions. The announcement contains the data of the candidates as well as the points earned during the selection procedure.
2. The results are published within seven (7) days after the end of the recruitment procedure of successful candidates.
3. The act of appointment with the promoted official is signed ten (10) days before the start of the training.

Article 18
Complaint

After the publication of the final list of successful candidates, within thirty (30) days, the dissatisfied candidate has the right to submit a complaint to the competent body.

CHAPTER III PERIOD EVIDENCE

Article 19 Granting of rank and appointment to duty

1. After the successful completion of the training for the relevant rank, the official is appointed to the duty in accordance with the earned rank.
2. The promoted official is subject to a probationary period that lasts six (6) months from the date of signing the act of appointment by both parties.
3. During the probationary period, the promoted official performs the tasks under the supervision of the direct supervisor.

Article 20 Degradation

1. In case of identification of shortcomings of the official promoted by the direct leader in the fulfillment of duties and responsibilities, the Director of the Institution is notified in writing. The director of the institution after evaluating the report can give an additional deadline for the fulfillment of duties and responsibilities.
2. In cases of non-fulfillment of duties and responsibilities even after the deadline set by the director of the institution, the relevant official is demoted.
3. The reduction in rank is done in the rank that the official had before the promotion.
4. Against the Decision on reduction in rank, the official can appeal to the Independent Supervisory Council for the Civil Service of the Republic of Kosovo within 30 days from the date of acceptance of the decision.

Article 21 Appointment of Substitute

1. When the needs of the service require the filling of a vacancy, then by decision of the General Director, a substitute is temporarily appointed.
2. The substitute must fulfill the criteria of the position for which he is appointed and enjoy all the rights and benefits that have been granted to the official who was previously in that position. The substitute cannot be appointed for a period longer than one (1) year.

Article 22 Certificate of criminal status

The human resources unit for each candidate subject to the promotion procedure provides the

candidate's criminal status certificate from the competent bodies, which proves the candidate's criminal past.

Article 23
Withdrawal

With the entry into force of this Administrative Instruction, the Administrative Instruction MoJ-No. 02/2021 for the ranks of Correctional Officers, background checks, probationary periods and promotion.

Article 24
Entry into force

This Administrative Instruction enters into force seven (7) days after publication in the Official Gazette.

Albulena Haxhiu

Minister of Justice

18.07/2024