



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

Ministria e Drejtësisë -Ministarstvo Pravde -Ministry of Justice

ADMINISTRATIVE INSTRUCTION MoJ-NR. 19/2023¹
ON THE FUNCTIONING OF THE UNIT FOR ESCORTING
PRISONERS

¹ Administrative Instruction MoJ-No.19/2023 on the functioning of the unit for escorting prisoners, signed by the Minister of Justice on 26.12.2023

Minister of the Ministry of Justice,

In support of Article 19 (paragraph 5) 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 in accordance with Regulation QRK-No. 14/2023 for the areas of administrative responsibility of the Prime Minister's Office and ministries annex 1 (point 3), as well as in accordance with Article 38 (paragraph 6) of the Government Work Regulation No. 09/2011 of the Republic of Kosovo,

Issues:

**ADMINISTRATIVE INSTRUCTION MoJ-Nr. 19/2023
ON THE FUNCTIONING OF THE UNIT FOR ESCORTING PRISONERS**

**CHAPTER I
GENERAL PROVISIONS**

**Article 1
Purpose**

The purpose of this Administrative Instruction is the operation of the Unit for Escorting Prisoners during transport outside correctional institutions.

**Article 2
Scope**

This Administrative Instruction is implemented by the Unit for Escorting Prisoners, Correctional Institutions as well as other institutions authorized by law which order the transportation of prisoners.

**CHAPTER II
FUNCTIONING OF THE UNIT FOR ESCORTING PRISONERS**

**Article 3
Status of the Detainee Escort Unit**

Prisoners Escort Unit is a special unit within the Department for Security, Operation and Transport of Prisoners in the General Directorate of the Kosovo Correctional Service.

Article 4
Powers of the Prisoner Escort Unit

1. The Prisoner Escort Unit is responsible for implementing the orders and requirements of the competent bodies for escorting and escorting prisoners outside the correctional institution as in:

- 1.1. Court;
- 1.2. Prosecutor;
- 1.3. Hospitals;
- 1.4. Viewing the scene;
- 1.5. Transfers between Correctional Institutions;
- 1.6. Humanitarian escort;
- 1.7. Other escorts as needed.

2. The Correctional Officers assigned to the Prisoners Escort Unit are responsible for the security of the prisoners during their escort outside the Correctional Institutions.

3. Correctional officers assigned to the Prisoners Escort Unit while escorting prisoners are authorized to carry the official weapon and other security equipment according to the legislation in force.

Article 5
Role of the prisoner Escort Unit

The role of the Prisoners Escort Unit is to enable escorting prisoners outside of the Correctional institutions, in accordance with the order and requests of competent institutions, ensuring professional and efficient manner for the security and safety of the prisoners.

Article 6
Responsibilities of the Prisoner Escort Unit

1. The Prisoner Escort Unit is responsible for:
 - 1.1. planning, organizing and escorting prisoners outside of correctional institutions;
 - 1.2. implementation of the Unit's procedures and objectives;
 - 1.3. undertake the required actions to provide a humane and safe escort for prisoners during the escort of prisoners;

- 1.4. the safety of the vehicles with which it is planned to conduct the escort the prisoners, so that they are in good technical condition and suitable with lighting, ventilation, heating, for the categories of prisoners and other specific needs.
2. During the escort, the prisoner is provided with drinking water and food by the Prisoners Escort Unit.
3. Prisoners Escort Unit cooperates with Correctional Institutions, Kosovo Police, Courts, Prosecutor's Offices and other relevant institutions regarding the escorting of prisoners out of Correctional Institutions.
4. The assessment of the prisoner's risk level before their escort outside the Correctional Institution is conducted according to the PEU internal regulations and work procedures issued by the General Director of the Kosovo Correctional Unit.
5. The unit provides effective supervision and manages emergency situations during escorting of prisoners.

Article 7 **Planning of prisoner's escort**

Prisoner's escort Unit, after receiving the orders or requests for escort from the competent institutions, conducts the review, analysis and plans the arrangement of the escort authorizing the officers responsible for escort to the relevant Correctional Institution.

Article 8 **Assignment of Correctional Officers to the Prisoners Escort Unit**

1. The correctional officers of the respective Correctional Institutions may be assigned to the work and tasks of escorting prisoners in accordance with the internal regulation and procedures of the Kosovo Correctional Service.
2. The unit organizes adequate training for officials assigned to perform duties and tasks for escorting prisoners.
3. The correctional officers who are assigned to carry out the work and tasks for escorting prisoners must initially pass the physical tests organized by the Security Department within the Kosovo Correctional Service.
4. Officers assigned to escort prisoners are assessed at certain periods for their physical condition through relevant tests.
5. The officers who does not pass the test from paragraph 4 of this article shall be relieved from the work and tasks for escorting prisoners and returned to the previous work and tasks in the relevant correctional institution.

Article 9
Prisoners Escort Unit Teams in Correctional Institutions

1. In order to implement the plan for escorting the prisoners, the correctional officers assigned to escort the prisoners form the team of the respective Correctional Institution.
2. Teams of prisoners' escort are placed in;
 - 2.1. Dubrava Correctional Center;
 - 2.2. Prishtina Detention Center;
 - 2.3. Gjilan Detention Center;
 - 2.4. Prizren Detention Center;
 - 2.5. Peja Detention Center;
 - 2.6. Mitrovica Detention Center;
 - 2.7. High Security Prison;
 - 2.8. Lipjan Correctional Center;
 - 2.9. Lipjan Correctional Center for females;
 - 2.10. Smrekonica Correctional Center.

Article 10
Security equipment

1. The officers of the Prisoner Escort Unit are authorized to carry the official weapon and other security equipment during the escort of the prisoner according to the legislation in force.
2. The officers of the Unit, in accordance with the relevant authorization, carry the official weapons according to the legislation in force and the security equipment as follows:
 - 2.1. tactical vest;
 - 2.2. bulletproof vest;
 - 2.3. restraining equipment (including cuffs for high risk) and plastic fasteners;
 - 2.4. OC spray;
 - 2.5. batton;
 - 2.6. radio;
 - 2.7. other security equipment authorized for use.

Article 11
Vehicles for Transporting Prisoners

1. Prisoners Escort Unit, in order to carry out the escorting of prisoners outside the Correctional Institutions, uses the official vehicles of the KCS assigned for escorting.
2. In special cases, the Unit may also use other official vehicles of the Kosovo Correctional Service

Article 12
Guidelines

Kosovo Correctional Service in order to implement this Administrative Instruction and to regulate in detail the procedures for the escorting of prisoners, issues special guidelines for the escorting of prisoners.

Article 13
Entry into force

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

Albulena Haxhiu

Minister of Justice

26/12/2023