



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

**REGULATION (OPM) NO. 03/2024 ON THE INTERNAL
ORGANIZATION AND SYSTEMATIZATION OF THE WORKPLACES
IN THE PROBATION SERVICE OF KOSOVO¹**

¹ Regulation (OPM) No.03/2024 on the Internal Organization and Systematization of the Workplaces in the Probation Service of Kosovo, was been approved by the Prime Minister, with Decision No. 017/2024, dated 14.02.2024.

The Prime Minister of the Republic of Kosovo,

Pursuant to Article 94 (10) of the Constitution of the Republic of Kosovo based on Article 28 (par 3) of Law no. 06/L-113 on Organization and Functioning of the State Administration and Independent Agencies of the Republic of Kosovo, in accordance with Article 9 (par 1, sub-par 1.11) of Law no. 08/L-117 on Government of the Republic of Kosovo, as well as in accordance with Article 8 and 9 of Regulation GRK-No. 01/2020 on standards of internal organization, the systematisation of jobs and cooperation in the institutions of the State Administration and Independent Agencies,

Issues:

REGULATION (OPM) NO. 03/2024 ON THE INTERNAL ORGANIZATION AND SYSTEMATIZATION OF THE WORKPLACES IN THE PROBATION SERVICE OF KOSOVO

**CHAPTER I
GENERAL PROVISIONS**

**Article 1
Purpose**

The purpose of this Regulation is to define the internal organization and systematization of workplaces in the Kosovo Probation Service (hereinafter: KPS).

**Article 2
Scope**

1.This Regulation applies to the KPS.

2.The scope of responsibility is defined in Law no. 08/L-129 on the Probation Service of Kosovo and the relevant legislation in force.

**Article 3
Mission**

The mission of the Probation Service of Kosovo is raising of social awareness by cooperating with all state authorities for humanizing the execution of alternative sentences, the reduction of crime, the reduction of the recidivism rate and the overall increase of security for our society.

CHAPTER II
INTERNAL ORGANIZATION AND FUNCTIONING

Article 4
Organizational Structure of the Kosovo Probation Service

- 1.The organizational structure of the Kosovo Probation Service is as follows:
 - 1.1. Office of the Executive Director;
 - 1.2. Departments;
 - 1.3. Divisions.
- 2.The number of employees in this executive agency is eighty-one (81).

Article 5
Office of the Executive Director

- 1.The office of the Executive Director of the Kosovo Probation Service is consisted of:
 - 1.1.Executive Director;
 - 1.2. Senior Certification Officer;
 - 1.3.One (1) senior executive officer;
 - 1.4.One (1) Administrative officer.
- 2.The duties and responsibilities of the Executive Director are defined by the Law on Probation Service No. 08/L-129 and the relevant legislation in force for public officials.
- 3.The duties and responsibilities of the Senior Certification Officer are defined by the relevant legislation in force for public officials.
- 4.The duties and responsibilities of the senior executive officer and the administrative officer are defined by the relevant legislation in force for public officials.
- 5.The number of employees in the Office of the Executive Director of the Probation Service of Kosovo is four (4).

Article 6
Departments and Divisions within the Kosovo Probation Service

1. Department for supervising the execution of measures and alternative sentences:
 - 1.1. Division for oversight of the execution of alternative measures and sentences for juveniles;
 - 1.2. Division for supervising the execution of alternative measures and sentences for adults.
2. Department for the supervision of persons released on parole, special supervision and programs:
 - 2.1. Division for the supervision of parolees;
 - 2.2. Division for special supervision and programs.
3. Department for General Services:
 - 3.1. Division for general services administration;
 - 3.2. Information technology and database Division.
4. Budget and Finance Division;
5. Human Resources Management Division.
6. Regional Division, Pristina.
7. Regional Division, Prizren.
8. Regional Division, Mitrovica.
9. Regional Division, Peja/Peć.
10. Regional Division, Gjilan/Gnjilane.
11. Regional Division, Ferizaj/Uroševac.
12. Regional Division, Gjakova/Đakovica.

Article 7

Department for the Supervision of the Execution of Alternative Measures and Sentences

1. The mission of the Department for the supervision of the execution of alternative measures and sentences is the supervision of the implementation of alternative measures and sentences, as well as the drafting and implementation of program policies and work standards for the execution of alternative measures and sentences.
2. The duties and responsibilities of the Department for the supervision of the execution of alternative measures and sentences are as follows:

- 2.1.Implements program policies and work standards for the execution of alternative measures, drafting of drafts social surveys and pre-punitive reports;
 - 2.2.Monitors the work of the Regional Divisions regarding the preparation of reports on the execution of alternative measures and sentences;
 - 2.3.Oversees the implementation of programs for the re-socialization and re-integration into society of persons convicted with alternative sentences;
 - 2.4.Provides advice and support to regional divisions for the execution of alternative measures, sentences, drafts social surveys and pre-punitive reports;
 - 2.5.Ensures the coordination of work programs for the execution of alternative measures and sentences with other relevant institutions;
 - 2.6.Provides support in designing training programs in order to increase the capacities of probation officers in the execution of alternative measures and sentences;
 - 2.7.Manages the electronic data register (database) of KPS;
 - 2.8.Drafts reports related to the implementation of the execution of alternative measures and sentences
 - 2.9.Drafts weekly, monthly, periodic and annual reports for the work of the departament;
 - 2.10.Promotes alternative measures and sentences.
- 3.The Director of the Department for the supervision of the execution of alternative measures and sentences reports to the Executive Director of Kosovo Probation Service.
 - 4.The following divisions are part of this Department:
 - 4.1.Division for supervising the execution of alternative measures and sentences for juvenilies.
 - 4.2.Division for supervising the execution of alternative measures and sentences for adults.
 - 5.The number of employees in the Department for supervising the execution of alternative measures and sentences is seven (7).

Article 8
Division for Oversight of the Execution of Alternative Measures and Sentences for Juveniles

- 1.The mission of the Division for the supervision of the execution of alternative measures and sentences for juveniles is the supervision of the implementation of alternative measures and sentences for juveniles, as well as the drafting and implementation of program policies and work standards for the execution of alternative measures and sentences for juveniles.

2.The duties and responsibilities of the Division for supervising the execution of alternative measures and sentences for juveniles are:

2.1.Implements program policies and work standards in the execution of alternative measures and sentences for juveniles, as well as takes care of them after their release from prison;

2.2.Monitors work in supervising the execution of alternative measures and sentences, drafting of social surveys and pre-punitive reports for juveniles;

2.3.Monitors the implementation of programs for the re-socialization and re-integration into society of juveniles with alternative measures and sentences;

2.4.Ensures coordination of work programs with other relevant institutions, for juveniles with alternative measures and sentences;

2.5.Provides support in designing the training programs in order to increase the capacities of probation officers in the execution of alternative measures and sentences for juveniles;

2.6.Manages the electronic data register (database) of the KPS and drafts reports on the execution of alternative measures and sentences for juveniles;

2.7.Drafts reports related to the work on the execution of alternative measures and sentences for juveniles as well as reports on the work of the Division for juveniles.

3.The head of the Division for the supervision of the execution of alternative measures and sentences for juveniles reports to the Director of the Department for the supervision of the execution of alternative measures and sentences.

4.The number of employees in the Division for supervising the execution of alternative measures and sentences for juveniles is three (3).

Article 9

Division for Supervision of the Execution of Alternative Measures and Sentences for Adults

1.The mission of the Division for the supervision of the execution of alternative measures and sentences for adults is the supervision of the implementation of alternative measures and sentences for adults, as well as the drafting and implementation of program policies and work standards for the execution of alternative measures and sentences for adults.

2.The duties and responsibilities of the Division for supervising the execution of alternative measures and sentences for adults are as follows:

2.1.Implements program policies and work standards in the execution of alternative measures and services for adults;

2.2.Conducts the supervision of the execution of alternative measures and sentences as well as the drafting of reports before the imposition of sentences for adults;

2.3.Follows the implementation of programs for resocialization and re-integration into society for adults convicted with alternative measures and sentences;

2.4.Ensures coordination of work programs with other relevant institutions, for adults convicted with alternative measures and sentences;

2.5.Drafts training programs in order to increase the capacities of probation officers, in the executing alternative measures and sentences for adults;

2.6.Manages the electronic data register of the KPS and drafts reports on the execution of alternative measures and sentences for adults;

2.7.Drafts reports on the execution of alternative measures and sentences for adults as well as other reports related to the work of the Division for adults.

3.The head of the Division for the supervision of the execution of alternative measures and sentences for adults reports to the Director of the Department for the supervision of the execution of alternative measures and sentences.

4.The number of employees in the Division for supervising the execution of alternative measures and sentences for adults is three (3).

Article 10

Department for Supervision of Parolees, Special Supervision and Programs

1.The mission of the Department for the supervision of parolees, special supervision and programs is the development, management and coordination of the policies of supervision, correction and re-integration into society of parolees from prison, those under special supervision, as well as the enforcement and implementation of adequate programs for certain persons.

2.The duties and responsibilities of the Department for the supervision of parolees, special supervision and programs are as follows:

2.1.Implements program policies and work standards for the supervision of parolees from prison and their re-integration into society, as well as persons under special supervision;

2.2.Monitors resocialization and reintegration programs of parolees from prison and persons under special supervision;

2.3.Monitors the work of the Regional Divisions in re-socializing the parolees from prison, as well as persons under special supervision;

2.4.Ensures coordination of work programs with other relevant institutions, of parolees from prison and persons under special supervision;

2.5.Drafts the training programs in order to increase the capacities of probation officers, in the supervision of parolees from prison, and persons under special supervision;

2.6.Enables the provision of adequate programs for the purpose of re-socialization and rehabilitation of parolees from prison, persons under special supervision;

2.7.Receives and reviews the requests of parolees in cooperation with the parole panel as well as the requests of persons related to acts of terrorism and radicalism in cooperation with the Executive Director of the Probation Service of Kosovo;

2.8.Conducts evaluation and verification of the needs of parolees and those under special supervision;

2.9.Cooperates and coordinates actions with the Parole Panel.

3.The Director of the Department for the supervision of parolees, special supervision and programs reports to the Executive Director of the Probation Service of Kosovo.

4.This Department is consisted of:

4.1.The Division for the supervision of parolees;

4.2.The Division for special supervision and programs.

5.The number of employees in the Department for the supervision of parolees, special supervision and sentences is seven (7).

Article 11

Division for the Supervision of Parolees

1.The mission of the Division for the Supervision of Parolees is to implement policies for the supervision of parolees from prison regarding their re-socialization and re-integration into society.

2.The duties and responsibilities of the Division for the supervision of parolees are as follows:

2.1.Follows the implementation of program policies and work standards for the supervision of parolees from prison;

2.2.Supervises the implementation of programs for the re-socialization and re-integration into society of parolees;

2.3.Assesses the training needs for Probation Service officials, as well as for persons under the supervision of the Probation Service;

2.4.Drafts reports on the supervision of parolees from prison for the needs of the Probation Service;

2.5.Cooperates, accepts and addresses the requests of parolees from all regional divisions to the parole panel;

3.The Head of the Division for the Supervision of Parolees reports to the Director of the Department for the Supervision of Parolees, Special Supervision and Programs

4.The number of employees in the Division for the supervision of parolees is three (3).

Article 12

Division for Special Oversight and Programs

1.The mission of the Division for Special Oversight and Programs is the oversight and coordination of the work in the Division for Special Oversight and Programs in the resocialization and reintegration of parolees for special oversight as well as the cooperation and coordination of the Regional Divisions, the Parole Panel, the KCS, with the line Ministers as well as with the NGOs from the relevant field.

2.The duties and responsibilities of the Division for special oversight and programs are:

2.1.Executes decisions and requests of judicial bodies for persons under special supervision;

2.2.Organizes and coordinates the supervisory process of persons under special supervision;

2.3.Supports the re-integration and re-socialization of persons under special supervision;

2.4. Coordinates work with relevant stakeholders as well as judicial bodies regarding the implementation of special supervision;

2.5.Provides professional support to probation officers regarding the realization of their requests for re-socialization and re-integration into society of parolees with special supervision;

2.6.Drafts evaluation reports for persons under special supervision;

2.7.Implements the policies of the departament as well as the Parole Panel regarding the treatment of parolees under special supervision;

2.8.Offers programs and projects that will influence the professionalism of probation officers by cooperating closely with all regional divisions as well as other relevant institutions;

2.9.Drafts and supervises the implementation of the individual supervision plan taking into consideration the risk of repetition of the offense of the persons under special supervision;

2.10. Drafts reports related to the activity of the division.

3.The Head of the Division for Special Oversight and Programs reports to the Director of the Department for the Supervision of Parolees, Special Supervision and Programs.

4.The number of employees in the Division for special oversight and programs is three (3).

Article 13

Department for General Services

1.The mission of the Department for general services is the provision of professional services and the provision of other necessary services for administrative and logistical support, transport, information technology, archives and cooperates with all institutions of the KPS always based on the laws and regulations in power over the registration of property and assets.

2.The duties and responsibilities of the General Services Department are:

2.1.Manages and maintains inventory and warehouse information, as well as provides administrative and logistics support;

2.2.Implements the procedures for managing all the vehicles that KPS has, their maintenance and servicing, in accordance with the legislation in force;

2.3.Manages the archive system and internal documents of KPS;

2.4.Makes supplies of all necessary logistics items, such as supply of various material for staff needs;

2.5.Provides support in the field of information technology, maintain information technology equipment and provides information technology services;

2.6.Administers the database for KPS and takes care of updating and advancing the database system;

2.7.Plans and conducts the registration, organization and distribution of all assets;

2.8.The Director of the General Services Department reports to the Executive Director of the Probation Service of Kosovo.

2.9.The following divisions are part of this Department:

2.10.Division for the administration of general services;

3.Division for Information Technology (IT) and Database.

4.The number of employees in the Department for general services is seven (7).

Article 14

General Services Administration Division

1.The mission of the Division for the administration of general services is the provision of professional services and the provision of other necessary services for administrative and logistical support, transport management, archive of the Kosovo Probation Service.

2.The duties and responsibilities of the Division for the administration of general services are:

2.1.Provides and maintains inventory and warehouse information, as well as provides administrative and logistics support;

- 2.2.Implements the procedures for the management of all the available KPS vehicles, their maintenance and servicing, in accordance with the legislation in force;
 - 2.3.Maintains and takes care of the archive system and internal documents of KPS;
 - 2.4.Manages and makes preparations for supplies with all necessary logistics items, such as supply of various materials for staff needs;
 - 2.5.Plans, Ensures and performs the registration, organization and distribution of all assets;
- 3.The Head of the General Services Administration Division reports to the Director of the General Services Department.
 - 4.The number of employees in the General Services Administration Division is three (3).

Article 15
Division for Information Technology (IT) and Database

- 1.The mission of the Information Technology (IT) and Database Division is to provide professional information technology support services for the Probation Service, as well as database administration.
- 2.The duties and responsibilities of the Information Technology (IT) and Database Division are:
 - 2.1.Offers professional and quality services from the field of information technology in KPS, including network connection, Internet access, e-mail, etc;
 - 2.2.Drafts various specifications for supplies and servicing for information technology equipment, including servers;
 - 2.3.Manages the maintenance of computers and software in KPS, the telephone system and undertakes measures for the eventual problems or complaints of the users in time;
 - 2.4.Manages the database for KPS and conducts updating and advancing of the database system;
 - 2.5.Maintains and undertakes measures related to the problems that appear or the complaints that are addressed by the users in the database system in the KPS.
- 3.The Head of the Information Technology (IT) and Database Division reports to the Director of the General Services Department.
- 4.The number of employees in the Information Technology (IT) and Database Division is 3 three (3).

Article 16
Budget and Finance Division

1.The mission of the Budget and Finance Division is performance of professional work in the field of expenses of all economic categories, as well as provision of other necessary services related to work in the Budget and Finance.

2.The duties and responsibilities of the Budget and Finance Division are:

2.1.Supervises the implementation of standard policies and procedures, laws in force and regulations related to the field of budget and finances of KPS and makes sure that audit recommendations in the area of finances become priority;

2.2.Prepare the Medium-Term Expenditure Framework, budgetary planning for the KPS Agency in the preparation of the MTEF, and budgetary requirements (budgetary planning);

2.3.Takes Care for the revision of the budget based on the requirements of the organizational structure of the KPS for reallocation of funds from one economic category to another according to the laws in force;

2.4.Monitors and reports on budget execution, ensures that financial expenditures are made in accordance with budgetary rules and procedures;

2.5.Manages cash reserves and ensures that internal financial control is based on accountability principles;

2.6.Analyzes and evaluates internal budget processes and procedures.

3.The head of the Budget and Finance Division reports to the Executive Director of the Kosovo Probation Service.

4.The number of employees in the Budget and Finance Division is three (3).

Article 17
Human Resource Management Division

1.The Human Resources Management Division (HRMD) is an organizational unit within the KPS, 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 duties and responsibilities in a balanced way for employees of the institution.

2. The duties and responsibilities of the Human Resources Management Division are:

- 2.1. Analyzes employment needs and develops staffing plans;
 - 2.2. Manages, plans, supervises and coordinates the work of organizational units in all activities of the human resources unit and ensures efficient operation;
 - 2.3. Organizes and manages all trainings provided by the Public Safety Academy, the Kosovo Institute for Public Administration and other local and international organizations;
 - 2.4. Drafts training plan and monitors its implementation based on the needs determined by other organizational units;
 - 2.5. Exercises powers in accordance with authorizations and responsibilities in the function of implementing legislation, documents, requirements, procedures, standards for the institution in the field of human resources;
 - 2.6. Drafts the annual plan and the mid-term staff plan, in accordance with the budget planning process of the institution;
 - 2.7. Implements the recruitment procedure and provides professional and administrative support to the selection committee based on the legislation in force;
 - 2.8. Assists relevant units in preparing job descriptions, job classification and job systematization;
 - 2.9. Ensures the implementation of procedures for evaluating results at work, leaves, trainings, work attendance, disciplinary procedures, suspension of the employment relationship, termination of the employment relationship – dismissal from civil service, early retirement, certifications, employee statistics based on the legal acts in force.
3. The head of the Human Resources Management Division reports to the Executive Director of the Kosovo Probation Service.
 4. The number of employees in the Human Resources Management Division is three (3).

Article 18

Regional Division Prishtina

1. The mission of the Regional Division of Pristina is the management and coordination of the work in the regional division of the Probation Service. Sentence planning for the correction, re-socialization and social re-education of persons who have come in conflict with the law and are sanctioned with alternative measures and penalties. Likewise, the supervision and re-integration into society of parolees from prison.
2. The duties and responsibilities of the Regional Division Prishtina are:
 - 2.1. Executes the decisions of judicial bodies;
 - 2.2. Organizes the coordination of the supervision process of persons under supervision;

- 2.3.Supports and re-integrates persons under supervision and coordinates work with relevant institutions and judicial bodies;
 - 2.4.Drafts evaluation reports for persons under supervision and reports to judicial bodies and other relevant institutions, as well as oversees the manner of implementation of the individual supervision plan based on the risk and needs of the persons under supervision;
 - 2.5.Drafts regular reports on the activity of the Regional Division Prishtina for the needs of KPS;
 - 2.6.Prepare social surveys, pre-punitive report and represents court hearings according to invitations received by the Court;
 - 2.7.Implements diversity measures, educational measures, alternative sentences for juveniles and parolees based on the Juvenile Justice Code;
 - 2.8.Drafts the individual supervision plan;
 - 2.9.Coordinates activities with the relevant institutions for the after-release care program;
 - 2.10.Cooperates with institutions in the community for the execution of decisions of judicial bodies;
 - 2.11.Drafting of various reports for the prosecutor's office, the court, the parole panel, etc.
 - 2.12.Prepare the report before the imposition of the sentence for the adults based on the requests from the judicial bodies;
 - 2.13.Implements alternative measures and sentences based on the legislation in force and applies different programs in working with those convicted with alternative measures and sentences;
 - 2.14.Implements the procedures for signing the promissory note for convicts who apply for parole and executes the decisions of the Parole Panel.
- 3.The head of the Regional Division Prishtina reports to the Executive Director of the Kosovo Probation Service.
 - 4.The number of employees in the Prishtina Regional Division is thirteen (13).

Article 19

Regional Division Prizren

1.The mission of the Regional Division Prizren is the management and coordination of work in the regional division of the Probation Service. Sentence planning for correction, resocialization and social re-education of persons who have come in conflict with the law and are sanctioned with alternative measures and sentences. Likewise, the supervision and re-integration into society of parolees from prison.

2.The duties and responsibilities of the Regional Division in Prizren are:

2.1.Executes the decisions of judicial bodies;

2.2.Organizes the coordination of the oversight process of persons under supervision;

2.3.Supports and re-integrates persons under supervision and coordinates work with relevant institutions and judicial bodies;

2.4.Drafts evaluation reports for persons under supervision and reports to judicial bodies and other relevant institutions, as well as oversees the implementation of the individual supervision plan based on the risk and needs of the persons under supervision

2.5.Drafts regular reports on the activity of the Regional Division Prizren for the needs of KPS;

2.6.Prepare social surveys, pre-punitive report and represents court hearings according to invitations received by the Court;

2.7.Implements diversity measures, educational measures, alternative sentences for juveniles and parolees based on the Juvenile Justice Code;

2.8.Draws up the individual oversight plan;

2.9.Coordinates activities with relevant institutions for the care program after release from prison;

2.10.Cooperates with institutions in the community for the execution of decisions of judicial bodies;

2.11.Drafting of various reports for the prosecutor's office, the court, the parole panel, etc.

2.12.Prepare the report before the imposition of the sentence for the adults based on the requests from the judicial bodies;

2.13.Implements alternative measures and sentences based on the legislation in force and applies different programs in working with those convicted with alternative measures and sentences;

2.14.Performs the procedures for signing the promissory note for convicts who apply for parole and executes the decisions of the Parole Panel.

3.The leader of the Regional Division Prizren reports to the Executive Director of the Kosovo Probation Service.

4.The number of employees in the Regional Division Prizren is seven (7).

Article 20

Regional Division Mitrovica

1. The mission of the Regional Division Mitrovica is the management and coordination of work in the regional division of the Probation Service. Sentence planning for correction, resocialization and social re-education of persons who have come in conflict with the law and are sanctioned with alternative measures and sentences. Likewise, the supervision and re-integration into society of parolees from prison.

2. The duties and responsibilities of the Regional Division in Mitrovica are:

2.1. Executes the decisions of judicial bodies;

2.2. Organizes the coordination of the oversight process of persons under supervision;

2.3. Supports and re-integrates persons under supervision and coordinates work with relevant institutions and judicial bodies;

2.4. Drafts evaluation reports for persons under supervision and reports to judicial bodies and other relevant institutions, as well as oversees the implementation of the individual supervision plan based on the risk and needs of the persons under supervision

2.5. Drafts regular reports on the activity of the Regional Division Mitrovica for the needs of KPS;

2.6. Prepares social surveys, pre-punitive report and represents court hearings according to invitations received by the Court;

2.7. Implements diversity measures, educational measures, alternative sentences for juveniles and parolees based on the Juvenile Justice Code;

2.8. Draws up the individual supervision plan;

2.9. Coordinates activities with relevant institutions for the care program after release from prison;

2.10. Cooperates with institutions in the community for the execution of decisions of judicial bodies;

2.11. Drafting of various reports for the prosecutor's office, the court, the parole panel, etc.

2.12. Prepares the report before the imposition of the sentence for the adults according to the requests from the judicial bodies;

2.13. Implements alternative measures and sentences based on the legislation in force and applies different programs in working with convicts with alternative measures and sentences;

2.14. Performs the procedures for signing the promissory note for convicts who apply for parole and executes the decisions of the Parole Panel;

3. The head of the Mitrovica Regional Division reports to the Executive Director of the Kosovo Probation Service.

4.The number of employees in the Regional Division in Mitrovica is six (6).

Article 21
Regional Division Peja

1.The mission of the Regional Division Peja is the management and coordination of work in the regional division of the Probation Service. Sentence planning for correction, resocialization and social re-education of persons who have come in conflict with the law and are sanctioned with alternative measures and sentences. Likewise, the supervision and re-integration into society of parolees from prison.

2.The duties and responsibilities of the Regional Division in Peja are:

2.1.Executes the decisions of judicial bodies;

2.2.Organizes the coordination of the oversight process of persons under supervision;

2.3.Supports and re-integrates persons under supervision and coordinates work with relevant institutions and judicial bodies;

2.4.Drafts evaluation reports for persons under supervision and reports to judicial bodies and other relevant institutions, as well as oversees the implementation of the individual supervision plan based on the risk and needs of the persons under supervision;

2.5.Drafts regular reports on the activity of the Regional Division Peja for the needs of KPS;

2.6.Prepare social surveys, pre-punitive report and represents court hearings according to invitations received by the Court;

2.7.Implements diversity measures, educational measures, alternative sentences for juveniles and parolees based on the Juvenile Justice Code;

2.8.Draws up the individual supervision plan;

2.9.Coordinates activities with relevant institutions for the care program after release from prison;

2.10.Cooperates with institutions in the community for the execution of decisions of judicial bodies;

2.11.Drafting of various reports for the prosecutor's office, the court, the parole panel, etc.

2.12.Prepare the report before the imposition of the sentence for the adults according to the requests from the judicial bodies;

2.13.Implements alternative measures and sentences based on the legislation in force and applies different programs in working with convicts with alternative measures and sentences;

2.14. Performs the procedures for signing the promissory note for convicts who apply for parole and executes the decisions of the Parole Panel;

3. The head of the Mitrovica Regional Division reports to the Executive Director of the Kosovo Probation Service.

4. The number of employees in the Regional Division in Peja is 6 (six).

Article 22

Regional Division Gjilan

1. The mission of the Regional Division Gjilan is the management and coordination of work in the regional division of the Probation Service. Sentence planning for correction, resocialization and social re-education of persons who have come in conflict with the law and are sanctioned with alternative measures and sentences. Likewise, the supervision and re-integration into society of parolees from prison.

2. The duties and responsibilities of the Regional Division in Gjilan are:

2.1. Executes the decisions of judicial bodies;

2.2. Organizes the coordination of the oversight process of persons under supervision;

2.3. Supports and re-integrates persons under supervision and coordinates work with relevant institutions and judicial bodies;

2.4. Drafts evaluation reports for persons under supervision and reports to judicial bodies and other relevant institutions, as well as oversees the implementation of the individual supervision plan based on the risk and needs of the persons under supervision;

2.5. Drafts regular reports on the activity of the Regional Division Gjilan for the needs of KPS;

2.6. Prepares social surveys, pre-punitive report and represents court hearings according to invitations received by the Court;

2.7. Implements diversity measures, educational measures, alternative sentences for juveniles and parolees based on the Juvenile Justice Code;

2.8. Draws up the individual supervision plan;

2.9. Coordinates activities with relevant institutions for the care program after release from prison;

2.10. Cooperates with institutions in the community for the execution of decisions of judicial bodies;

2.11. Drafting of various reports for the prosecutor's office, the court, the parole panel, etc.

- 2.12. Prepares the report before the imposition of the sentence for the adults according to the requests from the judicial bodies;
 - 2.13. Implements alternative measures and sentences based on the legislation in force and applies different programs in working with convicts with alternative measures and sentences;
 - 2.14. Performs the procedures for signing the promissory note for convicts who apply for parole and executes the decisions of the Parole Panel.
3. The head of the Regional Division in Gjilan reports to the Executive Director of the Kosovo Probation Service.
 4. The number of employees in the Regional Division Gjilan is 6 (six).

Article 23 **Regional Division Ferizaj**

1. The mission of the Regional Division Ferizaj is the management and coordination of work in the regional division of the Probation Service. Sentence planning for correction, resocialization and social re-education of persons who have come in conflict with the law and are sanctioned with alternative measures and sentences. Likewise, the supervision and re-integration into society of parolees from prison.
2. The duties and responsibilities of the Regional Division in Ferizaj are:
 - 2.1. Executes the decisions of judicial bodies;
 - 2.2. Organizes the coordination of the oversight process of persons under supervision;
 - 2.3. Supports and re-integrates persons under supervision and coordinates work with relevant institutions and judicial bodies;
 - 2.4. Drafts evaluation reports for persons under supervision and reports to judicial bodies and other relevant institutions, as well as oversees the implementation of the individual supervision plan based on the risk and needs of the persons under supervision;
 - 2.5. Drafts regular reports on the activity of the Regional Division Ferizaj for the needs of KPS;
 - 2.6. Prepares social surveys, pre-punitive report and represents court hearings according to invitations received by the Court;
 - 2.7. Implements diversity measures, educational measures, alternative sentences for juveniles and parolees based on the Juvenile Justice Code;
 - 2.8. Draws up the individual supervision plan;
 - 2.9. Coordinates activities with relevant institutions for the care program after release from prison;

2.10.Cooperates with institutions in the community for the execution of decisions of judicial bodies;

2.11.Drafting of various reports for the prosecutor's office, the court, the parole panel, etc.

2.12.Prepare the report before the imposition of the sentence for the adults according to the requests from the judicial bodies;

2.13.Implements alternative measures and sentences based on the legislation in force and applies different programs in working with convicts with alternative measures and sentences;

2.14.Performs the procedures for signing the promissory note for convicts who apply for parole and executes the decisions of the Parole Panel.

3.The head of the Regional Division in Ferizaj reports to the Executive Director of the Kosovo Probation Service.

4.The number of employees in the Regional Division in Ferizaj is 6 (six).

Article 24 Regional Division Gjakova

1.The mission of the Regional Division Gjakova is the management and coordination of work in the regional division of the Probation Service. Sentence planning for correction, resocialization and social re-education of persons who have come in conflict with the law and are sanctioned with alternative measures and sentences. Likewise, the supervision and re-integration into society of parolees from prison.

2.The duties and responsibilities of the Regional Division in Gjakova are:

2.1.Executes the decisions of judicial bodies;

2.2.Organizes the coordination of the oversight process of persons under supervision;

2.3.Supports and re-integrates persons under supervision and coordinates work with relevant institutions and judicial bodies;

2.4.Drafts evaluation reports for persons under supervision and reports to judicial bodies and other relevant institutions, as well as oversees the implementation of the individual supervision plan based on the risk and needs of the persons under supervision;

2.5.Drafts regular reports on the activity of the Regional Division Gjakova for the needs of KPS;

2.6.Prepare social surveys, pre-punitive report and represents court hearings according to invitations received by the Court;

2.7.Implements diversity measures, educational measures, alternative sentences for juveniles and parolees based on the Juvenile Justice Code;

- 2.8. Draws up the individual supervision plan;
 - 2.9. Coordinates activities with relevant institutions for the care program after release from prison;
 - 2.10. Cooperates with institutions in the community for the execution of decisions of judicial bodies;
 - 2.11. Drafting of various reports for the prosecutor's office, the court, the parole panel, etc.
 - 2.12. Prepares the report before the imposition of the sentence for the adults according to the requests from the judicial bodies;
 - 2.13. Implements alternative measures and sentences based on the legislation in force and applies different programs in working with convicts with alternative measures and sentences;
 - 2.14. Performs the procedures for signing the promissory note for convicts who apply for parole and executes the decisions of the Parole Panel;
3. The head of the Regional Division in Gjakovë reports to the Executive Director of the Kosovo Probation Service.
 4. The number of employees in the Regional Division in Gjakova is six (6).

CHAPTER III TRANSITIONAL AND FINAL PROVISIONS

Article 25 Transitional provisions

1. New managing positions within the KPS are recruited in accordance with the provisions of the relevant legislation in force.
2. Transfer (mobility) of personnel in accordance with the legislation in force within the KPS is allowed, if it is considered necessary for the smooth running of the work.

Article 26 Annexes

An integral part of this Regulation is Appendix 1, which contains the designation, class and group of positions as well as the total number of employees.

Article 27
Entry into force

This Regulation enters into force seven (7) days after publication in the Official Gazette of the Republic of Kosovo.

Albin Kurti

Prime Minister of the Republic of Kosovo

Datum: 14 February 2024

Annex No. 1 ORGANIZATIONAL CHART OF KOSOVO PROBATION SERVICE

Position/Structure	Level	Group (general or specific)	Number
1. Office of the Executive Director			Total: 4
Executive Director of the Kosovo Probation Service	Senior Manager 2	N/A	1
- Senior Certification Officer	Professional 1	4. Gr. Economy Specialist	1
- Senior Executive Officer	Professional 1	1. Gr. Legal Specialist	1
- Administrative Officer	Professional 3	58. Gr. General Administration Specialist	1
2. Department for Execution of Measures and Alternative Punishments			Total: 7
- Director of the Department for Execution of Measures and Alternative Punishments	Middle-Level Manager	N/A	1
2.1. Division for Execution of Measures and Alternative Punishments for Juveniles			Total: 3
- Head of the Division for Execution of Measures and Alternative Punishments for Juveniles	Middle-Level Manager	N/A	1
- Senior Juvenile Officer	Professional 1	14. Gr. Social Science Specialist	1
- Juvenile Officer	Professional 2	14. Gr. Social Science Specialist	1
2.2. Division for Execution of Measures and Alternative Punishments for Adults			Total: 3
- Head of the Division for Execution of Measures and Alternative Punishments for Adults	Junior Manager	N/A	1

- Senior Adult Officer	Professional 1	14. Gr. Social Science Specialist	1
- Adult Officer	Professional 2	14. Gr. Social Science Specialist	1
3. Department for the Supervision of Conditionally Released Persons, Special Supervision and Programs.			Total: 7
- Director of the Department for the Supervision of Conditionally Released Persons, Special Supervision and	Middle-Level Manager	N/A	1
3.1. Division for Supervision of Conditionally Released Persons			Total: 3
- Head of the Division for Supervision of Conditionally Released Persons	Junior Manager	N/A	1
- Senior Conditional Release Officer	Professional 1	14. Gr. Social Science Specialist	1
- Conditional Release Officer	Professional 2	14. Gr. Social Science Specialist	1
3.2. Division for Special Supervision and Programs			Total: 3
- Head of the Division for Special Supervision and Programs	Junior Manager	N/A	1
- Senior Special Supervision Officer	Professional 1	14. Gr. Social Science Specialist	1
- Program Officer	Professional 2	14. Gr. Social Science Specialist	1
4. Department of General Services			Total: 7
- Director of the Department of General Services	Middle-Level Manager	N/A	1

4.1 Division for Administration of General Services			Total: 3
- Head of the Division for Administration of General Services	Junior Manager	N/A	1
- Transport Officer	Professional 2	58. Gr. General Administration Specialist	1
- Archive Officer	Professional 2	58. Gr. General Administration Specialist	1
4.2 Information Technology and Database Division			Total: 3
- Head of the Information Technology and Database Division	Junior Manager	N/A	1
- Senior IT and Support Officer	Professional 1	19. Gr. Information Technology Specialist	1
- Database Officer	Professional 2	51. Gr. Database Specialist	1
5. Human Resources Management Division			Total: 3
- Head of the Human Resources Management Division	Junior Manager	N/A	1
- Senior Personnel Officer	Professional 1	7. Gr. Human Resources Specialist	1
- Personnel Officer	Professional 2	7. Gr. Human Resources Specialist	1
6. Budget and Finance Division			Total: 3
- Head of the Budget and Finance Division/CFO	Junior Manager	N/A	1
- Budget and Finance Officer	Professional 2	2. Gr Financial Specialist	1
- Expenditure, Property and Asset Officer	Professional 2	2. Gr Financial Specialist	1
7. Prishtina Regional Division			Total: 13

- Head of Prishtina Regional Division	Junior Manager	N/A	1
- Senior Probation Officer	Professional 1	14. Gr. Social Science Specialist	7
- Probation Officer	Professional 2	14. Gr. Social Science Specialist	4
- Administrative Officer	Professional 3	64. Gr. General Administration Specialist	1
8. Prizren Regional Division			Total: 7
- Head of Prizren Regional Division	Junior Manager	N/A	1
- Senior Probation Officer	Professional 1	14. Gr. Social Science Specialist	2
- Probation Officer	Professional 2	14. Gr. Social Science Specialist	1
- Administrative Officer	Professional 3	64. Gr. General Administration Specialist	3
9. Mitrovica Regional Division			Total: 6
- Head of Mitrovica Regional Division	Junior Manager	N/A	1
- Senior Probation Officer	Professional 1	14. Gr. Social Science Specialist	3
- Probation Officer	Professional 2	14. Gr. Social Science Specialist	1
- Administrative Officer	Professional 3	64. Gr. General Administration Specialist	1
10. Peja Regional Division			Total: 6
- Head of Peja Regional Division	Junior Manager	N/A	1
- Senior Probation Officer	Professional 1	14. Gr. Social Science Specialist	2
- Probation Officer	Professional 2	14. Gr. Social Science Specialist	1
- Administrative Officer	Professional 3	64. Gr. General Administration Specialist	2

11. Gjilan Regional Division			Total: 6
- Head of Gjilan Regional Division	Junior Manager	N/A	1
- Senior Probation Officer	Professional 1	14. Gr. Social Science Specialist	2
- Probation Officer	Professional 2	14. Gr. Social Science Specialist	1
- Administrative Officer	Professional 3	64. Gr. General Administration Specialist	2
12. Ferizaj Regional Division			Total: 6
- Head of Ferizaj Regional Division	Junior Manager	N/A	1
- Senior Probation Officer	Professional 1	14. Gr. Social Science Specialist	2
- Probation Officer	Professional 2	14. Gr. Social Science Specialist	1
- Administrative Officer	Professional 3	64. Gr. General Administration Specialist	2
13. Gjakova Regional Division			Total: 6
- Head of Gjakova Regional Division	Junior Manager	N/A	1
- Senior Probation Officer	Professional 1	14. Gr. Social Science Specialist	3
- Probation Officer	Professional 2	14. Gr. Social Science Specialist	1
- Administrative Officer	Professional 3	64. Gr. General Administration Specialist	1
Grand total number:			81

Annex No. 2 ORGANIZATIONAL CHART OF KOSOVO PROBATION SERVICE

