

DECISION
No. 112, dated 24.2.2025

ON THE APPROVAL OF THE STATE POLICE REGULATION

Based on Article 100 of the Constitution and Article 136 of Law no. 82/2024, “On the State Police”, upon the proposal of the Minister of Interior, the Council of Ministers

DECIDED:

1. Approval of the State Police regulation, according to the text attached to this decision.
2. The decisions of the Council of Ministers no. 750, dated 16.9.2015, “On the approval of the State Police regulation”, as amended, and no. 641, dated 16.10.2024, “On the approval of the regulation for the selection of the candidate for deputy general director, department director, local directorate director and commissariat chief in the State Police”, are repealed.
3. The minister responsible for order and public safety is charged with following the implementation of this decision.

This decision enters into force after publication in the Official Gazette.

PRIME MINISTER
Edi Rama

STATE POLICE REGULATION

PART ONE
GENERAL PROVISIONS

CHAPTER I
GENERAL PROVISIONS

Article 1
Purpose

The purpose of this regulation is the definition of rules for the organization and functioning of relations inside and outside the structures of the State Police, of principles, standards and norms that regulate the professional and ethical conduct of the Police employee, during and outside service, of career progression and human resource management, of performance evaluation of the State Police structures, as well as rules for discipline and procedures followed in case of disciplinary violations.

Article 2
Object

The object of this regulation is:

- a) the competencies of the State Police;
- b) procedures for admission and career progression;
- c) employment relations;
- ç) appointment of Police employees;
- d) rights and obligations of Police employees;
- dh) control and verification of identity;

- e) temporary police detention;
- ë) personal search;
- f) protective measures for minors;
- g) handling complaints against police actions;
- gj) cases and forms of use of force by the Police employee;
- h) conduct and ethics of the Police employee;
- i) performance evaluation and discipline;
- j) use of uniform and use of tools, mobile phones and other devices;
- k) inter-institutional cooperation;
- l) financial treatment of students for extension of study deadlines.

Article 3

Subjects

1. Subjects of this regulation are employees who exercise police functions, according to Article 68 of Law no. 82/2024, “On the State Police”.
2. The provisions of this regulation are applicable to civil servants, administrative employees and academic staff, insofar as they do not conflict with the provisions of the legislation on civil service, the Labor Code and the legislation on higher education.

Article 4

Definitions

Except when expressly defined differently in specific articles of this regulation, the following terms have these meanings:

- a) “Authorities”, the leaders of police structures, whose hierarchical position is defined by the function they perform and the competencies they exercise in fulfilling responsibilities;
- b) “Authorization”, the administrative act through which the employee exercises the competencies delegated by the superior, based on the Code of Administrative Procedures and this regulation;
- c) “Direct superior”, the Police employee at the hierarchical level who has the responsibility for leading, supervising and directing the State Police employee;
- ç) “Appeals commission”, the body that reviews complaints against disciplinary decisions for serious disciplinary violations and for obtaining rank;
- d) “Unauthorized disclosure of information”, the giving, spreading, transmission of information, intentionally or negligently, to third parties, in electronic, written or verbal form;
- dh) “Serious consequences”, consequences that occur when fundamental human rights and freedoms, procedural guarantees, property and the image of the Police are violated;
- e) “Disciplinary suspension”, the temporary interruption of the exercise of police authority and the performance of duties;
- ë) “Annual evaluation plan”, the administrative act in which the evaluation topics, order and time for the structures to be evaluated during a calendar year are planned;
- f) “Interview minutes”, the administrative act through which details given by employees who are related to or have knowledge of a specific issue, subject to evaluation carried out by employees of the Directorate of Professional Standards, are reflected;
- g) “Evaluation protocol”, the administrative act approved by the head of the responsible structure of professional standards, in which details are defined for the specific areas to be evaluated;

gj) “Evaluation report”, the administrative act prepared by the evaluation group regarding findings, recommendations and proposed measures during the performance evaluation;

h) “Immediate reaction”, a lawful action undertaken on the initiative of the Police employee as soon as the danger is understood;

i) “Local structure”, Police structures at the level of directorate, sector, commissariat, section, station and police post, operating in a specific territory under the central structure;

j) “Head of structure”, the leader of central and local structures in the Police, operating throughout the territory of the country or in a specific territory, depending on the central or local structure;

k) “Public attention”, the entirety of critical and appreciative comments, which can be heard or read by the public in verbal, written, electronic form or in media, regarding issues related to Police work;

l) “Performance evaluation”, the evaluation of the task execution of the State Police structures, for achieving goals in the most effective and efficient way, in compliance with legislation and required standards;

ll) “Regular evaluation”, the periodic evaluation of the performance of the Police employee;

m) “Special evaluation”, the evaluation of the performance of central or local Police structures and of the Police employee in cases of a situation, an event or a specific issue.

Article 5

Responsibilities for the implementation of rules

1. Internal rules are mandatory for all Police personnel, regardless of hierarchy, function or structure to which they belong.

2. Responsibilities for the implementation of internal rules follow this order of priorities:

a) Police employees, administrative employees and civil servants are individually responsible for the implementation of internal rules;

b) Heads of structures, according to hierarchy, are responsible for fulfilling responsibilities in issuing and implementing internal acts, for ensuring the implementation of procedures followed by respective structures and for the implementation of rules defined in this regulation.

CHAPTER II

SYMBOLS AND CEREMONIES

Article 6

Flag, anthem and national symbols

1. The national flag is a national symbol.

2. The national flag, in dimensions defined by law, is placed on a pole in the most visible place within the territory where police structures are located: the General Directorate of the State Police, local police directorates, border and migration directorates, police commissariats, stations and posts, and special structures.

3. The national flag in small dimensions and mounted on a pole is kept in the offices of Police employees and during meetings with representatives of foreign states.

4. In all ceremonial meetings, Police structures are obliged to place the national flag.

5. In police structures, in indoor environments, in museums, cabinets, classrooms, etc.,

the national flag may be displayed open on walls or tents.

6. The national flag placed on a pole, according to point 2 of this article, is honored every month.

7. The national anthem of the Republic of Albania is “Rreth flamurit të përbashkuar” (“United Around The Flag”).

8. The content of the national anthem is displayed at the entrance of the indoor environments of the State Police structures.

9. The national anthem is sung by Police employees in upright position in all cases of ceremonial flag raising.

10. The coat of arms of the Republic of Albania is a state symbol, which is held and used in the State Police according to the modalities defined in the applicable law.

11. The coat of arms of the Republic of Albania is placed at the main entrance of police structures, above their name, on seals, as an identifying element, and on acts issued by police structures.

Article 7

Flag, anthem and emblem of the State Police

1. The flag of the State Police is a distinctive flag, symbol of honor, bravery, glory, sacrifice in the name of law and spiritual unity of State Police employees of all generations.

2. The flag of the State Police is handed over to the General Director of the State Police by the minister responsible for public order and safety, upon his appointment to duty. The day of the flag handover to the State Police is recorded in the ceremony book, while its appearance and removal from formations is accompanied by honors from all present.

3. The flag of the State Police is placed on a cylindrical pole with a pointed silver-colored tip, displayed in the office of the General Director of the State Police and in the offices of department heads and local police directorates, and on it are placed all orders and medals with which the State Police or its structures have been decorated.

4. The Police has its own anthem, which is approved by order of the General Director of the State Police. The rules and occasions for singing the Police anthem are defined by the General Director of the State Police.

5. The coat of arms of the State Police is a configured symbol of the identity of the Police institution.

6. The coat of arms of the State Police is used only by its constituent structures.

7. The coat of arms of the State Police, stylized in medallions, is allowed to be used on Police employees’ uniforms, sportswear, stationery materials used in the State Police (pens, folders, calendars, invitations, announcements, seminars), or to be gifted to participants during official ceremonies.

Article 8

Identification document and medallions

1. The State Police employee is equipped with the official identification document and medallion.

2. The identification document of the State Police employee contains:

a) on the left side, the photo in police uniform of the employee or in official uniform for employees not treated with police uniform;

b) in the remaining background, the emblem of the State Police is placed;

c) at the top center, the inscription: “Republic of Albania; Ministry of Interior; General Directorate of the State Police”;

ç) on the right side: name, surname, identification number, rank and central or local structure where the State Police employee is on duty;
d) on the back side, the entire background contains the logo of the State Police and in its center the word “POLICIA”.

3. The dimensions of the identification document are 8.5 cm x 5.5 cm, with rounded corners.

4. The official identification medallion of the State Police employee contains:

a) the holder, made in wallet form with black leather material, rectangular in shape;

b) the State Police medallion, placed on one side of the inner part of the holder, made of metallic material, golden in color, in the shape of an eight-pointed radiant star, in the center of which is a red circular field with the design of the double-headed eagle with a golden helmet. Below the eagle is marked 1913, the year of the Police’s creation. The field is surrounded by a blue ribbon, with the inscription “POLICIA E SHTETIT” in gold at the top, and “ALBANIAN STATE POLICE” at the bottom, decorated on both sides with golden wheat ears. The other side of the wallet serves for placing the Police employee’s identification document. This side is made with leather material contour, while its central part is in mesh form;

c) the individual identification number of the Police employee, placed below the medallion and stamped in black on a golden metal plate;

ç) the dimensions of the official identification medallion: the extreme dimension of the star is 7 cm, and the dimension of the plate with the identification number is 6 cm.

The State Police employee is obliged to present the identification document and official medallion only during the performance of duty.

Article 9

Oath

1. The oath in the Police is a solemn act. It constitutes a marked event with moral and legal values in the lives of employees who begin work in the State Police. It is conducted with a special ceremony in front of the national flag and the State Police flag at the Security Academy.

2. The text of the oath is: “I swear that I will faithfully perform my duties, will implement the Constitution and the laws of the Republic of Albania with honesty and impartiality at all times. I swear!”

3. The time of the oath at the Security Academy is determined by order of the director of the Security Academy, no later than one month from the date of admission to the Security Academy.

4. The place where the oath ceremony will be held is decorated as on festive days with flags and banners, figurative means, etc.

5. At the oath ceremony are invited state personalities, Police authorities, representatives of local government, Police officials, veterans, family members of Police employees who are taking the oath, family members of Police martyrs, representatives of civil society, religious communities, foreign police missions attached in Albania, ordinary citizens.

6. Upon taking the oath, the student/trainee signs the oath declaration and the admission contract. The oath declaration is placed in the personal file of the Police employee.

7. When, for various justified reasons, the student/trainee does not participate in the planned oath activity, he/she takes the oath without ceremony on another day, determined by the director of the Academy, in his office, in front of the national flag and the State Police flag. Present, besides him, must be the direct superior of the person taking the oath, the personnel chief of the Security Academy administration, and the flag bearer. The oath act in

these circumstances is recorded in a special minutes and administered according to the rules of oath administration in general.

8. Refusal to take the oath or to sign the oath declaration and the admission contract results in the non-acceptance of the student/trainee in the State Police.

9. Violation of the oath constitutes a serious disciplinary violation.

10. The text of the Police oath, written on a placard or banner, is placed at the entrance of the internal premises of Police institutions.

11. Police employees of all ranks are obliged to learn the text of the oath.

Article 10

Oath of the General Director of the State Police

1. The General Director of the State Police takes the oath in front of the national flag and the State Police flag on the day of receiving the flag and the emblem of the State Police.

2. The State Police flag is handed over with ceremony to the General Director of the State Police by the minister responsible for public order and safety issues, on the occasion of appointment to duty.

3. The day of handing over the State Police flag is recorded in the book of ceremonies.

4. The handing over of the State Police flag is done in the presence and with the participation of uniformed Police employees, lined up according to structural affiliation. Structure heads line up on the right side of the personnel of the structure they lead.

5. On the right side of the personnel lineup are lined up the honor guard and the symbol bearers.

6. This ceremonial act ends with the drafting of a special minutes, which is administered in the secretariat of the General Directorate of the State Police.

Article 11

Ceremonies in the State Police

1. Ceremonies are activities carried out for various events, organized for:

a) raising the national flag;

b) performing the oath;

c) receiving the State Police flag and the oath of the General Director of the State Police;

ç) welcoming state personalities of the Albanian or foreign state;

d) decorations and promotions;

dh) appointment and presentation in duty of Police employees;

e) retirement of Police employees;

ë) various inaugurations;

f) Police Day;

g) other special activities.

2. In cases of conducting ceremonies and activities organized for the events defined in letters “b”, “ç”, “d”, “e”, “ë”, “f” of point 1 of this article, the heads of the respective structures also invite former employees of the State Police.

3. The procedures and rules for organizing ceremonies are defined by a standard operating procedure approved by order of the General Director of the State Police.

PART TWO

COMPETENCIES OF THE STATE POLICE

CHAPTER I PROCEDURES FOR THE IMPLEMENTATION OF THE COMPETENCIES OF THE STATE POLICE

Article 12

Procedure for Identifying the Person

The Police employee, during the actions for checking the identity of the person, correctly applies the requirements of the law, professional ethics, and the fundamental human rights and freedoms, according to the following procedures:

- a) the Police employee introduces himself to the person, showing the Police identification tool, the Police service he belongs to;
- b) the Police employee informs the person of the reasons for conducting the identity check and asks him to show the identification document;
- c) in cases when the person refuses to show the identification document, with or without reason, the measure of temporary Police detention is taken.

Article 13

Procedure for Checking the Identity of the Person

1. For checking the identity of the person, the following actions are carried out:
 - a) visual verification of the document with the person, to ensure authenticity;
 - b) electronic/biometric verification or control of the identification document, through identification tools, use of data administered from the State Police database or other state authorities;
 - c) conducting an interview with the person to collect additional data that help in his identification.
2. The Police, for identifying the person, cooperates and exchanges information with Police units or other law enforcement institutions.

Article 14

Identification through Publication of Images, Recordings or Description of the Person

1. In special cases, when identity verification of the person is not possible, according to Article 13 of this regulation, the respective Police structure makes public images, recordings or descriptions of the person, to enable his identification, by displaying them in written and audiovisual local or national media for as long as necessary.
2. In cases when identification of the citizen is required, for whom the Police only possesses video footage or description of the person, the Police structure performs:
 - a) administration of data obtained from third parties;
 - b) sending the administered data to local Police structures for review and possible identification of the person;
 - c) sending the necessary data, according to letters “a” and “b” of this point, to audiovisual and electronic media, to facilitate possible identification of the person.

Article 15

Procedure of Temporary Police Detention

1. The Police employee, during temporary police detention, performs the following actions:

- a) introduces himself to the person, showing the Police identification tool and the Police service he belongs to;
 - b) immediately informs in a language the person understands about the reasons for this detention and about his rights;
 - c) notifies the command center about the start of actions and the temporary detention of the person, providing preliminary identification data;
 - ç) requests from the citizen voluntary compliance with the detention and non-opposition to the officer's order, informing him that opposing the order worsens his position;
 - d) informs the person that, in case of refusal or opposition to the measure to be voluntarily implemented, the Police employee will carry out the temporary detention forcibly or by compulsion;
 - dh) the Police employee performs a superficial physical check of the person to be temporarily detained, to remove personal or illegal items that he may have with him, packaging and keeping them in plastic bags or other packaging. The check is done respecting the dignity and personal integrity of the person being checked. The check is performed by a person of the same gender, except in cases when this is not possible due to circumstances.
2. Police employees who are escorting the temporarily detained person do not engage in performing other duties.

In every case, all actions performed according to this article are documented by the Police employee.

Article 16

Ways of Implementing Temporary Police Detention

The ways of implementing temporary police detention include escorting:

- a) on foot, from the place where the person is detained to the respective Police structure;
- b) with the Police service vehicle or other means, taken or made available to the Police.

Article 17

Recording of Data for Persons during Temporary Police Detention

For recording data of temporarily detained persons, the following steps are followed:

- a) the action of temporary police detention is mandatorily recorded and documented in electronic systems, registers, books, forms, and minutes for this purpose;
- b) the procedures for recording the actions performed on the temporarily detained person are carried out by the Police employee who worked and clarified the issue, while the entry of data into the register and the respective electronic data system is performed by the Police employee of the information service in the Police unit;
- c) failure to fulfill the obligation to document the action of temporary police detention by responsible persons constitutes a serious disciplinary violation;
- ç) recording of data and actions performed with persons under temporary police detention is done manually and electronically.

Article 18

Manual Documentation of Data

The data defined in the register of temporarily detained persons are recorded by the Police employee immediately in the respective registers, at the moment of arrival and holding in the special premises of the State Police.

Article 19

Detention and Treatment of Temporarily Detained Persons

1. The detention and treatment of temporarily detained persons is carried out in special premises with conditions different from the rooms of security for detainees, in local Police directorates, commissariats, Police stations, as well as those of border and migration.
2. The special premises for holding and treating temporarily detained persons must meet the conditions of security and those of humane and dignified stay and treatment of persons.
3. The holding of the temporarily detained person in Police premises is done until the clarification of the issue that caused the detention, but in all cases, not more than 5 (five) hours.
4. The calculation of the time of temporary detention of 5 (five) hours begins from the moment of the person's detention.
5. Implementation of the measure of temporary police detention beyond the legal maximum limit of 5 (five) hours constitutes a serious disciplinary violation or a criminal offense based on the provisions of the Penal Code for arbitrary actions.
6. The State Police is responsible for guaranteeing the life and health of these persons during their holding and treatment in Police premises.
7. Temporarily detained persons are treated in a humane, dignified, and respectful manner without discrimination based on race, ethnicity, color, language, nationality, political, religious or philosophical beliefs, economic, educational or social status, gender, gender identity, sexual orientation, sex characteristics, living with HIV/AIDS, pregnancy, parental affiliation, parental responsibility, age, family or marital status, civil status, residence, health condition, genetic predispositions, appearance, disability, affiliation to a specific group or for any other reason.

Article 20

Rights of Temporarily Detained Persons

1. The temporarily detained person enjoys the following rights:
 - a) to be immediately informed in a language he understands about the causes and reasons for temporary police detention;
 - b) not to be obliged to make a statement;
 - c) to immediately communicate with a trusted person or his legal representative;
 - ç) to notify a family member/relative or other persons chosen by him regarding the fact of temporary police detention and location;
 - d) to be provided with a copy of the minutes of the actions performed.
2. In the case of a minor temporarily detained, the rights are as follows:
 - a) notification of family members, legal guardian or social care institution for minors is mandatory, even in cases where such notification is refused by the minor. This notification is carried out immediately;
 - b) to have continuous access, whenever needed, to fulfill personal needs, as well as access to drinking water;

c) to submit requests or complaints regarding the manner of escorting, holding, treatment and respect of rights by Police personnel during temporary police detention and holding in Police premises;

ç) to be provided with a copy of the minutes of the actions performed.

3. The norms and technical standards of the special premises for temporarily detained persons are approved by order of the General Director of the State Police.

Article 21

Procedures and Methods of Person Search by the Police Employee

1. The search procedure is carried out in every case respecting the dignity and physical and moral integrity of the person.

2. Physical search is performed through the use of senses, tools or technical devices, or the Police dog.

3. During the search, the Police employee must not open and search objects or items that are closed or secured without the presence of their owner or possessor, but may conduct a search in open parts of items or vehicles.

4. During the physical search, the Police employee asks the person being searched to open closed items or to empty and show the contents of pockets, clothes or inner layers of clothing.

5. The Police employee, during the search, must obligatorily apply the rules of Police ethics.

6. The search of a person must be carried out by a Police employee of the same gender, except in cases where urgent actions are needed to prevent or avoid the commission of a criminal offense or danger threatening order, public safety, life, property, etc.

7. The Police employee administers and documents all actions performed during the search of the person and a copy is provided to the searched person.

8. In every case, the physical search of the person is carried out in accordance with the provisions of the Criminal Procedure Code.

Article 22

Superficial Search of Body Clothing in Public

1. Superficial search in public of a person's body clothing is carried out:

a) immediately when the person is caught in the act of committing a criminal offense;

b) when there are reasonable suspicions and data that the person hides or carries on his body traces and evidence of committing a criminal offense, and delays in conducting the search may lead to hiding, destruction or alteration of such evidence.

2. Superficial search of a person's body clothing may also be carried out in the premises of Police units, such as: office, room of the security room officer or other suitable premises.

3. Prior to the search, the person to be searched is voluntarily asked to remove from the body clothing or items that pose a risk to safety in these premises, such as: razors, knives, screwdrivers, metal pieces, mirrors, combs, banknotes, string, various documents, shoelaces, belt, zippers, necklaces, rings, keys, bracelets, mobile phones, lighters, plastic bags, medical drugs, narcotic substances, weapons, ammunition or any other item that may endanger life.

4. When the detainee or arrestee refuses to voluntarily hand over the items or materials he has in clothing and on his body, a search is conducted without his consent.

5. All items found during the superficial personal search are reflected in the minutes of

the personal search, which is drafted in 3 (three) copies and signed by the judicial Police officer, the security room officer or another Police employee, and the arrestee or detainee.

6. This minutes also reflects the monetary values that the detained or arrested person may have, listing them according to denominations and serial numbers.

7. A copy of this minutes is given to the arrested or detained person, the judicial Police officer, and the security room officer. The security room officer administers it in the personal file of the arrested or detained person.

Article 23 **Detailed Search**

1. Detailed search includes the removal of outer or inner clothing of the person, including shoes, socks, and other body garments.

2. The premises where the search is conducted must ensure appropriate lighting and temperature conditions, according to the season.

3. The detailed search is carried out by judicial Police service employees (who performed the detention or arrest), always by persons of the same gender.

4. The search in these cases is conducted taking into account the sensitivity and vulnerability of the person and making every reasonable effort to ensure cooperation and to minimize unfavorable situations or the use of force.

5. The person undergoing the detailed search is not asked to remove all body clothing at the same time.

6. When necessary, the person may be asked to raise their hands or keep their feet apart and bend forward, in order to perform a more complete search, without physical contact with any intimate part of their body.

7. If during the search items or material evidence of the suspected criminal offense are found, the person is asked to hand them over. If items are found in intimate parts of the body, except the mouth, and the person refuses to hand them over, their retrieval becomes mandatory.

8. The detailed search is carried out as quickly as possible and, after the procedure is completed, the searched person is allowed to get dressed.

9. If, during the detailed search, it becomes necessary to block or seize personal items or clothing of the person, the judicial Police officer documents this action according to the relevant procedures and informs the person being searched. In this case, the Police unit takes measures to provide other clothing to the detainee or arrestee, which may be provided by the family or, otherwise, by the Police directorate or commissariat.

Article 24 **Search of the Person with Technical Devices**

1. To identify the concealment of illegal items on the body, the Police employee also uses devices or technical tools for searching persons, such as scanners or detectors.

2. Conducting a search of the person with a handheld detector avoids physical contact by the Police employee and identifies illegal items hidden in clothing.

3. Cases of conducting searches with technical tools include:

- a) at border crossing points, during the process of entry and exit of persons;
- b) in cases of important activities with the participation of a large number of people;
- c) in premises/institutions where the Police is requested to perform such an action;
- ç) in cases of preventing a criminal act.

Article 25

Rules for the Use of Force by the Police Employee

1. The Police employee must warn that force will be used before its application, as well as warn about its escalation, except in cases where immediate use of force is necessary to prevent a real and imminent danger.
2. The Police employee selects the necessary level of force and applies it in a graduated manner, including: verbal persuasion, physical restraint, striking tools, neuromuscular agents, electric shock devices, Police dogs, and firearms.
3. Persons injured after the use of force are provided assistance, including medical aid, if necessary and possible.
4. Groups of people are warned as soon as possible that force will be used or that the forms and means of force to be used will change, so that participants are given time to leave.
5. The Police employee, in every case of using force, uses appropriate means in proportion to the risk and the objectives to be achieved, taking into account the guarantee of fundamental human rights and freedoms.
6. The Police employee is individually responsible for the exercise of force and is accountable before the law.

Article 26

Actions of the Police Employee for the Protection of the Minor

1. The Police employee who identifies a child in need of protection has the obligation to immediately notify the relevant Police structure, as well as the child protection unit, according to administrative units, for conducting verifications and referring the case for the protection of the minor.
2. The Police employee handling the case with the minor must take all measures so that the interview is conducted in child-friendly premises at the Local Police Directorate/Police commissariats, by timely notifying the parent, legal guardian or trusted person, according to the Juvenile Criminal Justice Code, the assisting psychologist, and, when necessary, the translator or sign language interpreter or the child protection unit employee (CPU).
3. If during the interview it is found that the minor has been physically abused or sexually abused by the parent or legal guardian, the child protection unit (CPU) is immediately notified and a protection order for the minor is completed or emergency measures are taken for the child's protection.
4. The Police employee refers the case to the child protection unit for an assessment of the minor's case.
5. The Police employee refers to the child protection unit all identified cases of children in need of protection.
6. In cases where the presence of the parent or legal guardian during the interview compromises the investigation process, by intimidating the minor during testimony, influencing the deviation of his statements or causing refusal to testify, the judicial Police officer removes their presence and calls for assistance from the child protection unit employees.
7. The Police employee performing actions for the protection of the minor must be part of the intersectoral technical group (ITG) for handling cases with minors.
8. The minor is sent to social care centers for minors when it is assessed that he/she has been mistreated or abandoned by the parent or guardian. Case management is done according to the individual protection plan and its financing.
9. In cases where it is found that the minor has been mistreated or abused by the parent

or legal guardian, the Police structure takes measures, in cooperation with child protection employees (CPE), for the removal of the minor from the residence and ensuring protection and shelter in social care centers for minors.

10. The Police employee supports and exchanges information in cases requested by field teams established near municipalities for identifying children in need of protection, who are economically exploited, including children in street situations.

11. The minor is held in Police premises for as long as necessary, but no more than 5 (five) hours and not later than 21:00. The conditions of holding the minor in Police premises must be in accordance with the needs of age, physical-psychological development level, and psychological condition of the minor. The interview is conducted in friendly, suitable, and accessible environments for minors.

12. Throughout the process of handling cases with minors, Police employees must consider the provisions of the principle of “the best interest of the child” at every step, according to the provisions of the Juvenile Criminal Justice Code.

13. Questioning of a minor in conflict with the law during the night from 22:00–08:00 is prohibited.

14. In all cases, the minor in conflict with the law, victim or witness, is informed of the rights to which he/she is entitled, by being introduced to the rights and obligations contained in the letter of rights and ensuring that it is understood by him/her, according to the physical-psychological development of the minor.

15. Police employees who carry out procedural actions with minors must be trained and specialized in juvenile criminal justice.

16. Questioning of minors, victims or witnesses, under the age of 14 (fourteen) is conducted only in the presence and with the consent of their legal or procedural representative and the psychologist. The legal or procedural representative has the right to express his opinion on the questions to be addressed to the minor.

17. During the questioning of the minor, victim and/or witness of sexual exploitation or sexual violence, video and audio recording is mandatory.

18. The Police employee avoids the publication of any personal or circumstantial data of minors or their close family members, including the child’s initials or residence, which may lead to full/indirect identification of the minor as victim, witness or in conflict with the law.

Article 27

Blocking of Roads

1. For public order and safety needs and law enforcement or in cases of natural disasters or accidents, the State Police employee blocks parts of roads or public spaces until the necessary legal actions are completed.

2. The Police employee, to ensure the facilitation or safety of traffic or the safety of certain objects, takes measures to:

- a) regulate the movement or speed of vehicles through appropriate signals and signs;
- b) completely block vehicle traffic or divert the direction of the vehicle;
- c) resolve difficult situations, even when this is contrary to existing signaling or road traffic norms.

3. The Police employee takes the necessary measures in every case deemed necessary or essential to ensure the flow or safety of moving vehicle traffic.

Article 28

Registration, Verification, Follow-up and Handling of Complaints

1. Police structures at every level have the responsibility to register, verify, follow up, handle, and respond to every complaint made against Police actions.
2. A complaint may be submitted by the citizen in any form—verbal, electronic, telephone, written—at any Police structure. The State Police structures also record and handle complaints about Police employees or structures that come from various government platforms, the Ministry of Interior, or the Police Oversight Agency.
3. Police structures also handle and initiate procedural actions in cases of reports about Police actions in media, portals, or other social media sources.
4. Immediately after the complaint is submitted, it is registered in the secretariat of the structure where it was addressed and passed to the head of the structure, who assigns a responsible employee to review and verify it.
5. If the administered complaint concerns the area of responsibility of another institution, it is forwarded by official letter to the responsible structure or institution, informing the complainant.
6. Verification of complaints is carried out through the use of the Police database, interviewing the parties, reviewing written or electronic documentation, field verification, and all forms and methods of investigation and evidence collection, as defined by the applicable legislation regulating administrative and criminal procedures.
7. After completing full verification of the complaint, the employee/structure that conducted the verification refers the findings and recommendations to the head of the structure. At the end, a response is given to the complainant.
8. The head of the structure where the complaint was addressed may decide not to handle a complaint when:
 - a) the reported actions and/or omissions clearly do not constitute violations of legal or sublegal acts governing the work of the State Police;
 - b) the complaint is repeated, addressing the same issue for which a response has already been given by the State Police structures. In this case, the complainant is also informed of the decision not to review the complaint.
9. The deadline for verifying and responding to complaints is within 10 (ten) days, taking into account the content of the complaint.
10. The employee who receives the complaint handles it and informs the superior of the employee involved for resolution of the case.
11. In every case where there are complaints from citizens, the complaint must be received at the location where the citizen is contacted and not require the citizen to appear at another premises or structure.
12. Every State Police structure records every citizen complaint in a special register.

PART THREE

INTERNAL RULES IN THE STATE POLICE, PROMOTION AND ADVANCEMENT OF POLICE EMPLOYEES

CHAPTER I

Rules and Procedures for the Selection of Police Authorities

Article 29

Selection Process

1. The State Police applies an objective, transparent, and inclusive evaluation process, based on the principle of meritocracy, equal opportunities, and non-discrimination.
2. The process aims to promote professional and leadership competition in the selection

of candidates who demonstrate high skills and results, moral and professional integrity for promotion and qualification of Police employees.

Article 30

Announcement of Vacant Positions

1. The General Director of the State Police announces vacant positions for the functions of Deputy General Director, Department Director, Local Directorate Director, and Commissariat Chief in the State Police, which remain open for 7 (seven) days.

2. In the order of the General Director, the following are specified:

- a) the function, number of positions;
- b) legal criteria that candidates must meet;
- c) time, place, and methods of application;
- ç) documentation that candidates must submit;
- d) stages that candidates must go through until the end of the process;
- dh) methods of communication with candidates at each stage of the process;
- e) electronic and physical address, as well as the phone number of the technical secretariat, which provides technical and administrative support;
- ë) form and content of application and evaluation forms.

3. The order for opening the competition process is published on the official website of the General Directorate of the State Police.

4. Each candidate must submit the required documentation to the technical secretariat of the Application Evaluation Commission (hereinafter “AEC”).

5. The call for expression of interest and the methodology for competition and evaluation of candidates is published on the official website of the General Directorate of the State Police.

Article 31

Expression of Interest by Candidates

1. Candidates complete and submit to the secretariat of the application evaluation commission a written request expressing their interest, along with supporting documentation to demonstrate their criteria and qualifications for the respective position.

2. Evaluation is made only based on the submitted documents.

3. The written request is accompanied by the following documents:

- a) an updated CV;
- b) copy of identification document;
- c) a personal platform of goals and objectives the candidate proposes to pursue. This document must be the candidate’s original work and must not exceed 15 (fifteen) pages;
- ç) self-declaration, according to the legislation in force for guaranteeing the integrity of persons elected, appointed, or holding public functions;
- d) criminal record certificate issued by the competent state authority, issued no earlier than 3 (three) months from the date of submission of the expression of interest;
- dh) appropriate certification/documentation proving the candidate’s work experience for the position being applied for;
- e) professional and ethical evaluations of the candidate in previous jobs, if any, or results achieved during their work experience related to the exercise of functions in the field of order and security;
- ë) appropriate documentation proving achievements during higher education and certified trainings and courses, inside and outside the country;

- f) appropriate documentation proving results achieved during postgraduate studies in the field of order or security;
 - g) copies of foreign language certificates, if any;
 - gj) copies of scientific degrees or academic titles, if any;
 - h) health document certifying the individual's ability to work, issued no earlier than 3 (three) months from the date of submission of the expression of interest;
 - i) self-declaration that the candidate is not in conflict of interest in exercising the duty;
 - j) self-declaration that the candidate has not previously been dismissed for disciplinary reasons and does not have an active disciplinary measure at the time of candidacy;
 - k) authorization allowing the application evaluation commission to conduct further verification regarding the submitted documentation.
4. The candidate for commissariat chief is exempt from the obligation to submit the platform mentioned in letter “c” of point 3 of this article.
5. The expression of interest and all required documents must be submitted to the address indicated in the call for expression of interest, against the protocol registration of the application file.
6. The candidate is responsible for the authenticity of every document submitted.
7. The form and content of the application form and the authorization mentioned in letter “k” of point 3 of this article are defined in the order of the General Director of the State Police.
8. After the 7-day deadline for submission of expressions of interest ends, the General Directorate of the State Police publishes the names of the candidates on its official website.

CHAPTER II

COMPOSITION AND FUNCTIONING OF THE APPLICATION EVALUATION AND COMPLAINT REVIEW COMMISSION

Article 32

Application Evaluation Commission

1. The commission for evaluating applications for the selection of candidates for Deputy General Director and Department Director in the State Police is composed of:
 - a) one representative from the State Police with the rank “First Leader”, chairperson, member;
 - b) one representative from the Security Academy with the rank “First Leader”, member;
 - c) one representative from the structures responsible for human resources in the State Police with the rank “Leader”, member.
2. The AEC (Application Evaluation Commission), for the selection of candidates for Local Directorate Director and Commissariat Chief in the State Police, is composed of 3 (three) representatives of the State Police, who hold a rank or function higher than the position being competed for.
3. In the order of the General Director for the establishment and functioning of the AEC, mentioned in points 1 and 2 of this article, the members are appointed within 24 (twenty-four) hours from the announcement of the call.
4. If a member of the AEC has legal impediments under the Administrative Procedures Code, or has a conflict of interest under the law on the prevention of conflicts of interest in the exercise of public functions, he/she is replaced by another member.
5. The AEC is assisted by the technical secretariat with representatives from the human resources structures in the State Police.

Article 33

Duties and Responsibilities of the Application Evaluation Commission

1. The Application Evaluation Commission is responsible for:
 - a) administration and review of candidate documentation;
 - b) verification of criteria fulfillment;
 - c) evaluation of applicants;
 - ç) communication with candidates, as well as collection of additional necessary information;
 - d) announcement of final results.
2. Members of the application evaluation commissions make independent evaluations, and the final result is the average of the evaluations of all commission members.

Article 34

Complaint Review Commission

1. The Complaint Review Commission (hereinafter “CRC”), for the selection of candidates for Deputy General Director, Department Director, Local Directorate Director, and Commissariat Chief in the State Police, is established by order of the Minister of Interior and is composed of:
 - a) one representative from the State Police, with the rank “First Leader”, chairperson;
 - b) one representative from the Security Academy, with the rank “First Leader”, member;
 - c) one representative from the Ministry of Interior, at mid or high managerial level, member.
2. The heads of the institutions mentioned in point 1 of this article appoint the members within 24 (twenty-four) hours from the date of approval of the Minister of Interior’s order.
3. If a member of the commission has legal impediments under Law No. 44/2015, “Administrative Procedures Code”, or has a conflict of interest under Law No. 9367, dated 7.4.2005, “On the prevention of conflicts of interest in the exercise of public functions”, he/she is replaced by another member.
4. The CRC is assisted by the technical secretariat defined in the order of point 1 of this article.

Article 35

Duties and Responsibilities of the Complaint Review Commission

1. The Complaint Review Commission reviews complaints from any candidate from the application phase until the announcement of final results.
2. The Complaint Review Commission is responsible for:
 - a) reviewing complaints from disqualified candidates for not meeting legal criteria and assessing their fulfillment;
 - b) reviewing complaints from candidates regarding alleged procedural violations during the evaluation process.
3. Decisions of the commission are made by majority vote and are implemented immediately.

CHAPTER III

PHASES AND PROCEDURES FOR THE EVALUATION OF CANDIDATES

Article 36
Preliminary Evaluation

1. Within 10 (ten) days from the end of the deadline for submission of expressions of interest, the AEC conducts a preliminary evaluation of applications, in order to verify the fulfillment of legal criteria.
2. If necessary, without exceeding the deadline provided in this point, the AEC requests further information from the candidate, public institutions, or the candidate's employer.
3. At the end of the preliminary evaluation, the AEC prepares a list of candidates who meet the legal criteria, which is published on the official website of the General Directorate of the State Police, as well as a list of candidates who do not meet these conditions, based on the documentation submitted by the candidate and additional documentation collected.
4. The AEC decides on the disqualification of candidates who do not meet the legal criteria and notifies the candidates in writing, individually, specifically, and with reasoning for the causes of disqualification.
5. Decisions for qualification or disqualification of applicants are made by majority vote.

Article 37
Candidate Interviewing

1. The AEC organizes interviews with candidates and notifies them at least 48 (forty-eight) hours in advance of the date and time of the interview.
2. Commission members ask questions to the candidate, in accordance with the evaluation criteria, as per this regulation.
3. The interview session for each candidate is held in the presence of all commission members.
4. After the interview, the AEC holds a closed session to evaluate each candidate. The commission reviews any necessary document for the candidate's evaluation.
5. At the beginning of the interview, the candidate is asked whether they wish the interview to be recorded, and if the candidate requests recording, the commission proceeds with it.
6. The Application Evaluation Commission must create the necessary conditions for recording the interview for candidates who wish to do so.

Article 38
Candidate Evaluation

Candidates who have passed the preliminary documentation assessment phase are evaluated based on:

- a) Professional skills and seniority in rank, accounting for 60% of the overall evaluation;
- b) Organizational and leadership skills, accounting for 20% of the overall evaluation;
- c) Moral integrity, accounting for 10% of the overall evaluation;
- ç) Additional evaluation elements, accounting for 10% of the overall evaluation.

Article 39

Evaluation of Professional Skills

The evaluation of each candidate's professional skills is based on the following criteria:

- a) The duration and relevance of work experience to the position being applied for;
- b) The results of professional or ethical evaluations in previous roles, if available, or the achievements during work experiences related to law enforcement or security functions;
- c) The results achieved during higher education and certified training courses in Albania and abroad;
- ç) The results achieved during postgraduate studies in the field of law enforcement or security;
- d) Academic work, scientific studies, professional writings and lectures, publications, participation in scientific activities (excluding those used to obtain a scientific degree), involvement in the drafting or consultation process of legislation, and any other professional engagement by the candidate in the last five (5) years in the field of law enforcement or security.

Article 40

Evaluation of Moral Integrity

1. The evaluation of each candidate regarding moral integrity is based on the following criteria:
 - a) The reputation the candidate enjoys in society and among colleagues, as a result of their professional activity, based on moral qualities such as: honesty, diligence in performing duties, fairness in decision-making, and accountability;
 - b) Activities carried out during periods when the candidate is not exercising their official function, based on moral qualities such as: trustworthiness, impartiality, dignity, and social or cultural engagement.
2. The evaluation of moral integrity is conducted based on documents submitted by the candidates, documents collected by the commission, data from hearing sessions, media reports, public records, or other reliable sources.

Article 41

Evaluation from the Structured Oral Interview

1. The evaluation of each candidate during the structured oral interview is based on the following criteria:
 - a) The vision presented by the candidate for the State Police institution and specific related issues;
 - b) The articulation of solutions to challenges and problems faced by the State Police;
 - c) Communication skills;
 - ç) The ability to represent in public.

2. The commission evaluates the fulfillment of the criteria listed in point 1 of this article based on documents submitted by the candidate, those administered by the Commission, as well as those collected during the hearing session with the candidate.

Article 42 **Seniority in Rank**

The evaluation of each candidate for the duration of time spent in rank is based on the ranking system according to hierarchy, role, level, and seniority in rank.

Article 43 **Additional Evaluation Elements**

1. In addition to the criteria defined in this regulation, candidates are also evaluated based on the following elements:
 - a) Degrees from the first and second cycle of higher education from various institutions inside and outside the country, excluding police higher education and that in the field of public security;
 - b) Holding academic degrees and titles;
 - c) Long-term studies and training conducted abroad, lasting no less than two weeks, in the field of law enforcement or security, as well as in leadership and managerial fields;
 - ç) Proficiency in foreign language(s), verified by appropriate documentation from licensed institutions.
 2. The candidate is responsible for the authenticity of every document submitted.
-

Article 44 **Evaluation Procedure**

1. The Evaluation Commission (KVA) assesses the documentation submitted by the candidate, the documentation administered by the commission itself, and the information provided during the interview to complete the evaluation.
2. Each member of the commission evaluates the candidates with points, according to the categories defined in the evaluation form.
3. The evaluation is individual and independent, and the candidate's result is the average of the evaluations from all commission members.
4. In cases where there is a 30% point difference between the evaluations of commission members for a candidate, this evaluation must be justified in writing.

Article 45 **Announcement of Preliminary Results**

1. Within 48 (forty-eight) hours from the completion of the evaluation process, and no later than 5 (five) days from the candidate competition process, the Commission shall announce the list of preliminary results of the candidates, in descending order.
2. In cases where candidates have equal scores, the candidate who received a higher evaluation in the phase with the highest specific weight, as defined in Article 38 of this regulation, shall be ranked first. If, after re-evaluation, the candidates still have equal

scores, they will be ranked based on seniority in function and professional experience.

Article 46

Appeal Procedure

1. The decision regarding the evaluation or disqualification of a candidate may be appealed by the candidate to the Appeals Review Commission (KSHA) within 2 (two) working days from the moment of receiving the notification.
2. The KSHA shall decide within 5 (five) working days from the submission of the appeal and shall notify both the Evaluation Commission (KVA) and the candidate of its decision.
3. The method of re-evaluation by the KSHA shall follow the same rules as those prescribed for the KVA in this regulation.
4. In cases where the KSHA's decisions favor the appellant, by adding points in specific components, the KVA shall recalculate the score and reposition the candidate in the final ranking list.

CHAPTER IV

ANNOUNCEMENT OF RESULTS AND APPOINTMENT TO DUTY

Article 47

Announcement of Final Results

1. At the conclusion of the appeal process, the Evaluation Commission (KVA), no later than the day following the decision on the last appeal review, shall publish on the official website of the State Police the list of candidates ranked in descending order based on the results achieved. The final result is calculated with two decimal places.
2. In cases where candidates have equal scores, the candidate who received a higher score in the phase with the highest specific weight, as defined in Article 38 of this regulation, shall be ranked first. If, after re-evaluation, the candidates still have equal scores, they will be ranked based on seniority in function and professional experience.

Article 48

Proposal and Appointment to Duty

1. After the completion of the competition process for the positions of "Deputy General Director" and "Department Director", the General Director of the State Police shall propose to the Minister responsible for public order and safety the three (3) candidates with the highest scores from the final list.
2. Upon completion of the competition process for the position of "Local Police Directorate Director" or "Police Station Chief", the KVA shall provide the General Director of the State Police with the final results list.
3. In all cases defined in points 1 and 2 of this article, no candidate may be appointed to the position unless they have been evaluated with at least 70% of the total score.

4. The authorities defined in points 1 and 2 of this article shall appoint the winning candidate to the respective position within 5 (five) days from the submission of the proposal. The documentation of the winning candidate, as well as the evaluation forms, shall become part of their personnel file.

Article 49

Confidentiality, Data Protection, and Classification

The procedures outlined in this regulation shall be carried out in accordance with the applicable legislation on personal data protection and classified information. Documents must be redacted prior to publication if they contain personal information about candidates or information regarding other individuals.

PART FOUR

CAREER PROGRESSION IN RANK FOR STATE POLICE EMPLOYEES

CHAPTER I

RANKS

Article 50

Rank System

1. The rank system defines the hierarchy, role, and management level in fulfilling the responsibilities of the State Police.
2. The rank system, its presentation, form, titles, and wearing are exclusively the right of the State Police.

Article 51

Rank Titles

1. Ranks in the State Police, according to ascending hierarchical order, are divided into levels of the implementing role into the first-level leadership role, the mid-level leadership role, and the senior leadership role.
2. The rank for employees in the operational role is Inspector.
3. Ranks for employees in the first-level leadership role are:
 - a) Vice Commissar
 - b) Commissar
 - c) Chief Commissar
4. Ranks for employees in the mid-level leadership role are:
 - a) Leader
 - b) First Leader

5. Ranks for employees in the senior-level leadership role are:
 - a) Senior Leader
 - b) Executive Leader
6. Advancement from one rank to another is done sequentially, according to their hierarchy, only after the police employee has successfully passed a competitive process and completed the required training program for the next rank.

Article 52

Evaluation Commission for Police Ranks

1. For each phase of the admission process, from the announcement of the application phase to the completion of the process, a Rank Evaluation Commission is established by order of the General Director.
2. The Rank Evaluation Commission is assisted by a technical secretariat composed of human resources officers.
3. The Rank Evaluation Commission is independent and decision-making.
4. Decisions of the Rank Evaluation Commission are made by majority vote of all members. A member with a dissenting opinion must justify the facts and reasons for voting against.
5. Evaluation forms and documentation used during the competitive process are defined by an act of the General Director of the State Police.

Article 53

Composition of the Rank Evaluation Commission

1. The Rank Evaluation Commission is composed of 3 members.
2. Members of the commission must hold a rank equal to or higher than the rank being competed for.
3. Members of the commission or other employees involved in the rank competition process must be trained prior to the start of the process.

CHAPTER II

PROCEDURE FOR CAREER PROGRESSION IN RANK

Article 54

Application

1. The General Director of the State Police, depending on the needs of the State Police, issues an order regarding the quotas for upcoming promotions and the deadlines for this process within the State Police.
2. The start of the promotion process is announced on the official website of the General Directorate of the State Police and is officially sent to all its structures to enable interested personnel to apply, no later than 30 (thirty) days before the competition date. Other forms of public communication may also be used for this purpose.
3. An employee who wishes to participate in the competitive process for rank promotion must apply to the Human Resources structure where they are currently appointed, within the specified deadline.

4. The local Human Resources structure verifies the documentation to ensure each applicant meets the criteria. For applicants who meet the criteria for rank promotion, a nominal list along with the relevant application documentation is prepared and sent to the Human Resources Directorate at the General Directorate of the State Police. Applicants who do not meet the criteria are notified of the reasons for the rejection of their application.
5. The Human Resources Directorate, after re-verifying the applicants' documentation, prepares the final nominal list of applicants who meet the criteria for rank promotion, assigns each applicant an identification code, and sends the list to the Security Academy to proceed with the competition procedures.
6. An applicant who, after re-verification, does not meet the criteria is disqualified and officially notified of the reasons for the rejection of their application.
7. A disqualified applicant has the right to appeal, according to the provisions of Article 61 of this regulation.
8. The Security Academy notifies the selected applicants of the date, time, and location for the first phase of the testing process for rank promotion.

Article 55

Competition Phases

1. A police employee seeking rank promotion undergoes the competitive process through the following phases:
 - a) Application
 - b) Verification and review of documentation
 - c) Written test
 - ç) Evaluation exercises
 - d) Oral interview
2. For promotion to ranks from Chief Commissar to First Leader, every police employee who meets the legal criteria must undergo the phases of written testing, evaluation exercises, and oral interview.
3. For promotion to ranks of Vice Commissar and Commissar, the police employee undergoes the phases of written testing and oral interview.
4. The preparation of written test questions, oral interview questions, and evaluation exercises is carried out by commissions appointed by order of the General Director of the State Police and previously administered in the question bank.
5. The minimum passing threshold for each test phase must not be lower than 70% of the total score for that phase.
6. Applicants may proceed from one phase to the next only after successfully passing each of the phases defined in this article.

Article 56

Legal Impediment

1. Members of the evaluation commission must withdraw from the review process in cases where any of the legal impediments outlined in Law No. 9367/2014, "*On the Prevention of Conflict of Interest in the Exercise of Public Functions*," as amended, apply.

2. The member must notify the chairperson of their withdrawal from the review within 2 (two) days from the date they become aware of the legal impediment. Upon receiving the withdrawal notice, the evaluation commission continues the review by replacing the member with one designated during the application announcement phase.

Article 57

Written Test

1. The written test is designed to assess the professional knowledge of the employee, according to the level of competition.
2. The written test for each rank must be conducted with at least one day of separation between sessions.
3. If the number of applicants exceeds the capacity of the available facilities, the test is conducted on the following day.
4. The written test is electronically graded on the same day, and the results are posted in the testing venue.
5. Applicants who achieve the required score to pass the written test proceed to the next phases, while disqualified applicants are removed from the competition process.

Article 58

Evaluation Exercises

1. Evaluation exercises are conducted with applicants competing for promotion to ranks from Chief Commissar to First Leader.
2. The evaluation process includes exercises in daily problem management, planning, role-playing, interviews, group discussions, tactical planning, and assessments of leadership, orientation, and guidance skills.

Article 59

Oral Interview

1. The oral interview is conducted with applicants competing for promotion to ranks from Vice Commissar to Commissar, as well as those applying for ranks from Chief Commissar to First Leader, who have passed the written test.
2. The oral interview is a process to assess communication and management skills, decision-making, knowledge and professional experience, judgment abilities, personal motivation, legal knowledge, and ability to manage change.

Article 60

The Questions bank for Written Test and Interview

1. A question bank for the written test, oral interview, and evaluation exercises is established at the General Directorate of the State Police.
2. The method for creating the question bank, selecting questions for testing, and conducting the written test and interview is defined by a standard procedure approved by order of the General Director of the State Police.

Article 61

Appeal

1. A police employee has the right to appeal to the Appeals Commission at any phase of the rank promotion process.
2. The appeal must be submitted in writing to the Appeals Commission within 5 (five) working days from the moment of disqualification or announcement of test results.
3. The Appeals Commission reviews the appeals and makes a decision within 5 (five) working days from the end of the appeal submission deadline.
4. If the commission finds the appeal justified, the applicant is notified no later than two days before the start of the next testing phase.
5. Exercising the right to appeal within the timeframe specified in the Police Regulation suspends the issuance of the order by the General Director of the State Police and the effects of the evaluation commission's decision being appealed.
6. During the appeal process, the police employee is guaranteed the right to be informed, heard, and defended, in accordance with the principles of the Administrative Procedures Code.

Article 62

Local Appeals Commission for Rank Promotion

1. The **Local Appeals Commission** for rank promotion is established at the local level within the structure where the application is submitted. It consists of the **Deputy Head of the local structure**, the **Head/Specialist of Human Resources**, and the **Legal Representative** of the structure.
2. Local commissions review cases of **disqualification during the application phase** and **documentation review**.
3. Decisions are made by **simple majority vote** and must be **reasoned in all cases**.

Article 63

Appeals Commission for Rank Promotion

1. The Appeals Commission is established at the General Directorate of the State Police and is chaired by the Deputy General Director of the State Police. It consists of the Director of Human Resources, the Director of Professional Standards, and two other officers holding the rank of First Leader.
2. The Appeals Commission reviews all appeals related to rank promotion at any phase of the process, from the announcement of applications to the publication of results and the awarding of police ranks, except for appeals related to evaluations during the application and documentation review phase, which are handled by the Local Appeals Commission as defined in Article 62 of this regulation.
3. Decisions of the Appeals Commission are final. Appeals against them may be submitted to the competent court.
4. Members of the Appeals Commission must:

- a) Possess high ethical standards and the ability to make impartial decisions;
 - b) Be capable of maintaining high standards of confidentiality;
 - c) Not have any unresolved disciplinary measures and must not be under disciplinary or criminal investigation.
5. An employee may not be part of the Appeals Commission in the following cases:
- a) If they were part of the promotion evaluation commission;
 - b) If they are a direct superior or subordinate of the employee who has filed the appeal.
6. The decision of the Appeals Commission must be reasoned and based on written evidence and facts. It is made by majority vote and without the presence of other individuals.
7. The Commission is assisted by a technical secretariat, which provides administrative and technical support. The composition of the secretariat is determined by order of the General Director of the State Police.
8. The Appeals Commission communicates its decision to the police employee in writing, as soon as possible, but no later than 5 (five) working days from the date the decision is made.
9. The Appeals Commission must complete the review of the appeal and make a decision within 5 (five) working days from the end of the appeal submission period.
10. The decision of the Appeals Commission is immediately enforceable.

Article 64

Announcement of Results and Notification

1. The Evaluation Commission announces the results and notifies applicants on the day of testing. During the oral interview and evaluation exercises, the applicant is notified in person with a signature, while for the written test and other phases related to the application and documentation verification process, the applicant is notified via the official website of the State Police or through the email address provided in the application form.
2. In all cases, the competition process from one phase to the next begins only after the appeal process is completed and the Appeals Commission has made a decision for the respective phase.
3. At the end of all testing phases, the Evaluation Commission completes the evaluation form, which records the results of each phase and prepares the decision for the announcement of final results, ranking applicants in descending order.
4. Only candidates who are ranked within the quota limits announced for the respective rank and who have received a score of no less than 70% of the total test points are declared successful in the rank promotion competition.
5. The number of successful applicants is equal to the number of available positions announced for competition.
6. At the end of the competition process, the Human Resources Directorate includes in the employee's personal file:

- a) The application form and submitted documentation;
 - b) The evaluation form for rank promotion.
7. The application and evaluation forms are defined by a standard procedure approved by the General Director of the State Police.

Article 65

Acquisition and Awarding of Rank

1. The rank of “Inspector” is awarded to a State Police employee by the General Director of the State Police upon completion of basic police training, at the moment of appointment to duty.
2. The rank of “Vice Commissar” is awarded by the General Director of the State Police upon completion of the relevant training program.
3. Ranks from “Commissar” to “First Leader” are awarded by the General Director of the State Police after the candidate is declared successful in the competitive process and completes the relevant training program at the Security Academy.
4. Rank acquisition through competition is achieved by participating in a process of application, verification, competitive evaluation, and successful completion of the relevant training program.
5. The ranks of “Senior Leader” and “Executive Leader” are awarded at the moment the employee is appointed to functions corresponding to those ranks.
6. Each year, the needs for each rank for the following year are identified. The General Director of the State Police, depending on needs and priorities, approves the order to begin the application phase for the respective rank.
7. Rank acquisition is carried out only to fill vacant positions for each rank and only for the next rank in sequence.
8. All State Police employees who meet the criteria defined in Article 86 of Law No. 82/2024, “On the State Police,” have the right to participate in the competitive process.
9. The rank of “Senior Leader” is awarded by the Minister.
10. The rank of “Executive Leader” is awarded by decision of the Council of Ministers.

Article 66

Final Announcement of Results

1. At the conclusion of the appeal process, the evaluation commissions, according to the admission category, announce the list of successful applicants. The final result is calculated with two decimal places.
2. Only applicants who have received a score of no less than 70% of the total test points are declared successful.
3. If there are applicants with equal scores, the one with the highest score in the test phase with the greatest specific weight in relation to the overall result is ranked higher. If the result remains equal, the ranking continues based on the next test phase, in descending order of specific weight.

Article 67

Training for Relevant Formation

1. At the conclusion of the appeal process, the evaluation commissions announce the list of successful applicants by admission category, who must attend the relevant training at the Security Academy.
2. At the start of the relevant training process, as defined in point 1 of this article, the trainee signs a contract with the head of the Security Academy, which outlines the rights and obligations of the trainees or students during the mandatory training process.

Article 68

Education and Qualifications for Obtaining Rank

The mandatory courses for obtaining the respective rank are as follows:

- a) For the rank of “Commissar,” the individual must have completed the training course for Commissar;
- b) For the rank of “Chief Commissar,” the individual must have completed the training course for Chief Commissar;
- c) For the rank of “Leader,” the individual must have completed at least the second cycle of studies in a “Master’s” program, either domestically or abroad, in the field of law or public order and security;
- ç) For the rank of “First Leader,” the individual must have completed the training course for “First Leader.”

PART FIVE

Admission, Training, Career Progression

CHAPTER I

Admission Procedures to the Security Academy

Article 69

General Principles

Admission to the Security Academy is based on the principles of equal opportunity, merit, non-discrimination, and is conducted through a fair, impartial, and transparent selection process.

Article 70

Admission to Police Roles

1. Admission to police roles is made at the first implementing role and the first leadership role.
2. In the implementing role, citizens and employees from other security institutions who have completed upper secondary education are admitted. This category includes

professional soldiers and vice officers of the Armed Forces, basic-level employees of the Guard of the Republic, and basic-level employees of the Prison Police.

3. In the first leadership role, the following are admitted:

- a) State Police employees from the implementing role through competition;
- b) Citizens who have completed upper secondary education;
- c) Employees from other security institutions who have completed higher education, such as: officers with lower ranks in the Armed Forces, mid-level employees of the Guard of the Republic, and mid-level employees of the Prison Police;
- ç) Police employees from the implementing role with higher education through competition;
- d) Citizens who have completed the second cycle of higher education studies in fields such as: natural sciences, social and legal sciences, technological and formal sciences, computer and information sciences, applied sciences.

Article 71

Procedure for Extension of Study Completion Deadline and Financial Treatment

1. Students attending the basic training program have the right to request an extension of the study completion deadline for objective reasons, as follows:
 - a) Health reasons, verified with documentation issued by competent health authorities;
 - b) Engagement in mandatory services;
 - c) Engagement in important state duties;
 - ç) Family reasons where their presence is required;
 - d) Reasons related to special training connected to police activities.
2. The Security Academy takes all necessary measures for the continuation and completion of academic studies.
3. The extension of the deadline will last until the objective reason is fulfilled, but no longer than 2 (two) years.
4. Financial treatment is suspended upon approval of the student's request and resumes upon their return to the Security Academy.

Article 72

Admission to Special Functions

Special functions are those that require specific knowledge, which is not acquired at the Security Academy and fulfill the needs of the Police.

Article 73

Types of Special Functions

1. Special functions in the State Police are those roles or job positions that require education, certification, or specific knowledge and skills verified by competent licensed or accredited authorities, which are not acquired through training, specialization, or qualification programs at the Security Academy.
2. Individuals who have completed studies in the following fields may be admitted to special functions:
 - a) Social and human sciences (law, international relations, political science, and psychology);
 - b) Economic sciences (economics, finance, accounting);
 - c) Natural and engineering sciences (biology, chemistry, physics, mathematics, mechanical/electrical/construction/computer engineering);
 - ç) Technology and informatics (computer science, artificial intelligence, cybersecurity, and software programming and development);
3. d) Medicine and healthcare (general/specialist medicine, nursing, veterinary medicine).

Article 74

Application for Competition in Special Functions

1. The Director of the State Police, based on needs, announces the application period, job description, required documentation, competition phases, and admission quotas.
2. The applicant is provided with a standard application form and all other necessary information.

Article 75

Documentation for Competition in Special Functions

The applicant competing for admission to special functions must submit to the Directorate of Human Resources the documentation specified by order of the General Director of the State Police at the time of application.

Article 76

Verification of Applicants for Special Functions

1. Before the testing phase begins, the applicant undergoes a verification process to ensure they meet the admission criteria.
2. Verification is conducted according to procedures established for trustworthiness checks.

Article 77

Assessment Phases for Special Functions

Applicants who, after verification, meet the criteria for admission to special functions undergo the following assessment phases:

- a) Candidate's resume (evaluated with 80 points);
- b) Oral interview (evaluated with 20 points).

Article 78

Evaluation of Applicants for Special Functions

1. The applicant's resume includes the evaluation of education, training related to the applied field, and references from previous employers.
2. The oral interview assesses knowledge, communication skills, professional experience in the relevant field, and personal motivation.
3. The applicant is evaluated by an assessment commission composed of the Director of the Directorate of Human Resources (chair), the head of the structure for the competitive function (member), and an expert in the relevant field within the State Police (member).
4. At the end of the assessment phases, the commission prepares a ranked list of results.
5. The number of successful applicants is equal to the number of available positions announced at the beginning of the competition process.
6. If none of the candidates score at least 60% of the points, the assessment commission decides to conclude the competition without selecting any winners.
7. In the case of no successful candidates, the Director of the State Police decides to reopen the competition procedure.
8. The Directorate of Human Resources publishes the list of successful applicants on the State Police website.
9. The successful applicant undergoes a specific training, specialization, or qualification program at the Security Academy and, upon completion, is admitted to the State Police, awarded the corresponding rank for the special function competed for, and appointed to the position by the Director of the State Police.

Article 79

Procedure for Transfer to Special Functions

1. Transfer may be requested by the employee themselves or proposed by their superiors, or initiated by the General Director of the State Police after the completion of a 6-year period in the special function.
2. The Directorate of Human Resources reviews each request or proposal based on needs and defined criteria and forwards it to the special evaluation commission.
3. A special evaluation commission is established at the General Directorate of the State Police for transfers to special functions. It consists of representatives from the Directorate of Human Resources and the relevant functional directorate to which the transfer will be made.
4. The commission evaluates the candidate's qualifications, experience, and test results.
5. The candidate who meets the required criteria is transferred by order of the General Director of the State Police.
6. Police employees transferred to special functions have the right and obligation to attend periodic specialized training organized by domestic and international institutions.

7. The State Police ensures opportunities for continuous certification and experience exchange with partner agencies and international organizations.
8. The employee transferred to special functions may have a special work regime, in accordance with the specific nature of the duty.

CHAPTER II

Appointment Councils

Article 80

Organization and Functioning of Appointment Councils

1. Proposals for the appointment of Police employees are made by the appointment council and approved by the designated authorities, according to this regulation.
2. The appointment council is permanent and operates at two levels: central and local. At the central level, the High Appointment Council operates; at the local level, the Local Appointment Council operates.
3. The High Appointment Council proposes to the General Director of the State Police the appointment of Police employees with the rank of “Commissar” up to “First Leader.” The General Director reviews the proposal and decides on the approval or rejection of the appointment act.
4. The Local Appointment Council proposes to the head of the local structure or autonomous structure the appointment of Police employees with the rank of “Inspector” up to “Vice Commissar”
5. Appointment of Police employees is carried out in accordance with the criteria and procedures defined in this regulation and with the approval of the authorities designated by the law on the State Police.
6. The High Appointment Council reviews and proposes to the authority responsible for the appointment of Police employees.

Article 81

Composition and Functioning of the High Appointment Council

1. The High Appointment Council is chaired by the Deputy General Director of the State Police and consists of:
 - a) Director of the Department of Operational Dependency;
 - b) Director of the Directorate of Human Resources;
 - c) Director of the Directorate of Professional Standards;
 - ç) Director of the Legal Directorate.

Article 82

Composition and Functioning of the Local Appointment Council

1. The Local Appointment Council is chaired by the Deputy Director of Local Police or the Deputy Commander of the unit or the Deputy Chief of the station or post, and consists of:

- a) Head of the sector where the employee has sectoral dependency;
 - b) Head of the sector where the employee will be transferred;
 - c) Head of the sector or section responsible for human resources;
 - ç) Legal officer of the local directorate.
2. When the employee is moved and appointed within the same sector, only the sector head with current dependency participates in the Local Appointment Council.
 3. The Local Appointment Council has the right to propose to the head of the autonomous local structure the appointment of Police employees with the rank of “Inspector” up to “Vice Commissar.”
 4. The authority responsible for the appointment reviews the proposal and decides on the approval or rejection of the appointment act.

Article 83

Decision-Making in Appointment Councils

1. Decisions of the Appointment Councils are made by a simple majority of the votes of the members present, where more than half of the members must be present.
2. In the case of a tie vote, the candidate voted for by the chairperson of the appointment council is proposed.
3. Police employees who are being considered for appointment to a position may not participate in the appointment councils.
4. Appointment councils convene whenever there are vacant organizational positions and at any time for extraordinary cases.
5. Relevant documents, such as: personal files, work evaluations, proposals made, decisions of evaluation commissions, and other data, are presented to the councils by the responsible directorate or sector for human resources, which also maintains the minutes of meetings and decisions of the appointment councils.
6. Appointment councils review and propose to the authority responsible for the appointment of Police employees at least two candidates whenever possible. If there are more than two candidates or alternatives, they are proposed based on a ranking.

Article 84

Evaluation Criteria for Appointment of Police Employees

For a merit-based, transparent, and objective evaluation process for the appointment of Police employees, the appointment council relies on the following criteria:

- a) Professional and academic, such as: level of education, professional experience, certifications, and training;
- b) Skills and competencies, such as: technical knowledge, analytical and problem-solving skills, communication and collaboration abilities, and technological knowledge relevant to the job position;
- c) Integrity and ethics, such as: alignment with public service values and principles, impartiality and objectivity in decision-making, compliance with laws and ethical norms;
- ç) Performance in the selection process, such as: performance in written tests (if applicable), performance in interviews, recommendations from previous superiors, and individual work evaluations.

CHAPTER III

Rules and Procedures for Trustworthiness Verification

Article 85

General Rules for Trustworthiness Verification

1. The Trustworthiness Certificate is a document that verifies the data of a student or former Police employee in cases where they apply for admission or reinstatement to the State Police.
2. The responsible police structure, according to official rules for document administration, must respect the following during the trustworthiness verification process:
 - a) the dignity of the individual being verified;
 - b) the principles of legality, objectivity, and data protection;
 - c) confidentiality, balance of interests, and impartiality.

Article 86

Procedure for Obtaining the Trustworthiness Certificate

1. The request for issuing a trustworthiness certificate for a citizen is submitted by the responsible police structure, according to official rules for document administration.
2. The Trustworthiness Certificate includes:
 - a) identifying data and full personal details of the citizen, including any changes (name, surname, father's name, mother's name, date of birth, place of birth, and residence);
 - b) data regarding the citizen's economic activity and profession;
 - c) data recorded by the State Police regarding the citizen's involvement in criminal activity;
 - ç) data on whether the citizen has had conflicts in the family, school, society, or workplace;
 - d) data recorded by the State Police regarding criminal involvement of family members, including children, spouse, cohabitant, parents of the person and of the spouse/cohabitant, and other individuals living in the same household;
 - dh) data recorded by the State Police regarding criminal involvement of friends or social acquaintances;
 - e) a written opinion from the document's authors on whether the trustworthiness criteria are met, according to legal provisions governing the trustworthiness process.
3. The request for the Trustworthiness Certificate is submitted by the responsible police structure, following the relevant procedures for document administration.
4. The certificate is prepared by the crime specialist and reviewed by their direct superior at the Police station with jurisdiction over the citizen's residence.
5. The crime specialist uses all lawful sources of information, the criminal archive, electronic systems used by the Police, and verifies the citizen's data against physical and electronic records of all state institutions.

6. The crime specialist officially requests:
 - a) from the Criminal Archive Section at the Local Police Directorate, whether the citizen, their family members, or social connections are recorded for criminal activity or are wanted persons, and checks the civil registry for changes in personal details;
 - b) from the Interpol Directorate in the Department for International Relations at the General Directorate of Police, whether the citizen or their family members are involved in registered cases with counterpart offices or are internationally wanted.
7. The crime specialist requests a written opinion from the Community Policing Assistant (SPZ) regarding the person's character, temperament, family and social relationships, conflicts, and any other relevant data concerning the person's trustworthiness.
8. If the citizen has had less than 5 years of residence in the jurisdiction of the Police station where the application is made, the crime specialist contacts the Police station where the person previously resided.
9. Trustworthiness verification covers a period of no less than the last 10 years. If this period is insufficient, verification extends from age 18 to the current age.
10. After analyzing the collected data, the certificate authors make a final assessment of whether the citizen meets the criteria or has legal obstacles to performing the requested activity.
11. The Trustworthiness Certificate is prepared in two copies and classified as "Restricted," with a retention period of 10 years. One copy, along with supporting materials used during the verification process, is kept in the institution's secretariat, while the other is attached to the citizen's application file.
12. The certificate is issued with a validity period, as defined by legal and sublegal acts governing the trustworthiness process.
13. The certificate is prepared within 15 working days from the date the official request is received by the Police station.
14. The format of the Trustworthiness Certificate is approved by the General Director of the State Police.

Article 87

Rules for DNA Collection

1. DNA samples from State Police employees are collected while ensuring bodily integrity and health protection.
2. For all State Police employees, a DNA sample is taken using a sterile swab, which is sealed in a special envelope where the employee's relevant data is recorded.
3. For employees of local police directorates, police stations, and posts, the DNA sample collection is carried out by forensic experts of the Scientific Police in those structures. For central or special structures, it is carried out by forensic experts of the Institute of Scientific Police.
4. Human resources managers for each police officer collaborate with laboratory heads of the Scientific Police to organize the DNA sample collection process.
5. Protocols for collecting, transporting, and storing DNA samples follow the standards set by health institutions or the manufacturers/distributors of medical equipment.
6. Genetic profiling is performed in the DNA laboratory by a designated structure.
7. Genetic profiles of State Police employees are stored in a registry with barcodes, separate from profiles of detained or arrested individuals.
8. These profiles, with their respective barcodes, are entered into the CODIS database and retained for as long as the individual remains employed by the State Police.

9. Upon official notification of termination of employment, the employee's genetic profile is physically destroyed and deleted from the CODIS database.
10. All documentation from the DNA sample request to the destruction records is managed by specialized biological structures.
11. These rules also apply to applicants for the Security Academy, who, after successfully completing the testing process, will have their DNA sample collected by Scientific Police personnel under the same procedures.

Article 88

Rules for Fingerprint Collection

1. State Police employees have their fingerprints and palm prints taken using the "Fingerprint Collection Form for Police Employees Only," by Scientific Police personnel at the start of their employment.
2. For local police structures, fingerprinting is done by Scientific Police specialists in those structures.
3. For central and special structures, fingerprinting is done by specialists from the Directorate of Scientific Police.
4. Fingerprints are taken using black fingerprint ink on the designated form, signed by the employee.
5. Fingerprint cards are stored in the dactyloscopic registry at the Institute of Scientific Police.
6. After registration, the fingerprint cards are entered into the AFIS/APIS Papillon identification system database.
7. When an employee leaves the State Police, their fingerprint card is removed from the registry and destroyed, and the electronic copy is deleted from the AFIS/APIS Papillon system.
8. If an employee is dismissed due to involvement in illegal activities, the fingerprint card is retained until it is reprocessed as a convicted individual.
9. These procedures also apply to applicants who successfully complete the testing process for admission to police education institutions.

Article 89

General Procedures for Ballistics Profile Collection

1. State Police employees who possess firearms must have ballistic samples (casings) collected and stored.
2. The process is carried out by Scientific Police specialists, armament specialists, and human resources specialists.
3. Human resources structures send the list of active police employees to the responsible laboratory of the Scientific Police for ballistic sample collection.
4. Armament specialists send the list of active police employees, along with firearm type, model, caliber, and serial number, to the regional laboratory of the Scientific Police.
5. The responsible laboratory organizes the collection process, including firing and casing administration for each weapon.
6. Three casings are collected per firearm, clearly showing the marks from the weapon's firing mechanism.
7. The casings are packaged in bags following standard safety procedures.

8. Each set of three casings is accompanied by a standard card filled out by the forensic expert, including: quantity, markings, weapon type, serial number, stamping location, employee's name and signature. This card is visibly placed with the packaged casings.
9. The packaged casings, along with their respective cards, are sent to the Institute of Scientific Police for administration.

Article 90

Procedure for the Handing Over, Replacement of Firearms, and Destruction of Ballistic Data When an Employee Terminates Employment

1. In cases where a Police employee is released, retires, or is dismissed from the State Police, the responsible human resources structures and the armament specialist ensure that the employee hands over the firearm to the armament sector. The Police employee is required to immediately surrender the firearm in their possession.
2. The responsible human resources structures where the Police employee was active, along with the armament specialist, perform updates in the relevant registry where the ballistic samples from the firearm are recorded, for any changes.
3. If the Police employee's firearm is damaged or repaired (parts replaced), the armament sector updates the records regarding the changes made to the firearm and takes measures to collect new ballistic samples from the repaired weapon.
4. If the Police employee's firearm is lost, the armament sector officially notifies the Scientific Police structure to inform them about the lost firearm.
5. The Scientific Police structures and armament specialists conduct periodic inspections of service weapons to verify the recorded data and ensure consistency.
6. Ballistic data may only be destroyed in cases where the firearm is decommissioned (destroyed, deregistered, or rendered non-functional) or when specific legislation provides for such action.
7. The destruction of ballistic data is carried out by the responsible structure at the Institute of Scientific Police, upon proposal by the head of the Institute and by order of the General Director of the State Police.
8. Before destruction, all necessary verifications are conducted to ensure the firearm is not linked to any criminal or administrative investigations.
9. The destruction process is officially documented in writing and electronically in the relevant registries, and the deleted data is recorded in a report to preserve the historical record.
10. Procedures for the collection, administration, and destruction of ballistic and DNA data are detailed in standard operating procedures issued by order of the General Director of the State Police.

CHAPTER IV

TRANSFER, TERMINATION OF EMPLOYMENT RELATIONSHIP, AND REINSTATEMENT OF POLICE EMPLOYEES

Article 91

General Rules for the Transfer of Police Employees

1. A Police employee may be transferred from one position to another within the same rank.
2. During the 1-year probation period, a Police employee cannot be transferred, except in cases of closure or restructuring of the unit to which the employee belongs.
3. A Police employee cannot be transferred unless they have completed a minimum of 2 (two) years in the current position, except in special cases approved by the General Director of the State Police, such as:
 - a) promotion in rank;
 - b) reduction of the organizational function;
 - c) health and family reasons;
 - ç) when there is a real and dangerous situation threatening the life and family of the Police employee;
 - d) change in the status of the function;
- dh) when the Police employee fails to meet the required performance level in their current role.
4. In all cases, the transfer of a Police employee is made by a justified order, based on the evaluation of individual work performance, and is communicated to the transferred person.
5. Transfers are made to improve performance indicators within the State Police structures, while also considering the rights and interests of the Police employee.
6. Transfers are based on defined criteria, which must align with the rank, qualifications, individual work evaluations, time spent in the role, and the job description for the position.
7. In cases of structural changes or the announcement of vacant positions for rank promotion, the transfer process is suspended, except in special cases approved by the General Director of the State Police.
8. In transfer cases, the Human Resources structures must submit the following documentation to the competent authority:
 - a) the transfer proposal, including justification;
 - b) evaluation of individual work performance;
 - c) opinion of the head of the structure where the employee works;
 - ç) the employee's request, if the transfer is self-initiated;
 - d) career progression (resume).
9. Transfer and appointment of Police employees assigned to diplomatic missions of the Republic of Albania or international police organizations, under joint agreements, are made by order of the Minister, following a proposal from the General Director of the State Police.
10. Transfer of Police employees with the rank of "Commissar" up to "First Leader," and those with the rank of "Inspector" and "Vice Commissar," from one local structure to another, is made by order of the General Director of the State Police, following a proposal from the head of the structure with administrative or operational authority over the employee.

11. When the transfer proposal is made by heads of local or special structures, the documentation is first reviewed by the Directorate of Human Resources at the General Directorate of the State Police.
12. Transfer of Police employees with the rank of “Inspector” and “Vice Commissar” to functions of the same rank, within the same jurisdiction and service, is made by order of the local Police Director or head of the special structure, based on a proposal from the administrative supervisor. If the transfer involves a change in service, the employee must be certified in the relevant field, and a written opinion must be obtained from the Director of Human Resources at the General Directorate of the State Police.
13. If a transfer is necessary for operational needs and involves assigning an employee to a position with a lower rank than the corresponding function, the transfer is made by order of the General Director of the State Police. In such cases, the transfer must be justified and only to functions corresponding to one rank higher.

Article 92

Cases of Transfer of Police Employees

1. A Police employee may be transferred and appointed to any structure of the State Police, in accordance with their rank.
2. Transfer may occur in the following cases:
 - a) at the request of the Police employee;
 - b) for work-related needs;
 - c) for rank advancement;
 - ç) when the organizational function is reduced, as part of the overall reduction of the Police’s organizational limit;
 - d) due to structural changes, according to the function performed;
 - dh) when there is a real and dangerous situation threatening the life and family of the Police employee;
 - e) when the Police employee fails to meet the required performance level for their current function;
 - ë) due to a change in the status of the function;
 - f) for health and family reasons.

Article 93

Cases of Temporary Transfer

1. A Police employee may be temporarily transferred to another position for work-related needs, in cases of replacing another Police employee who:
 - a) is on extended medical leave;
 - b) is on maternity leave;
 - c) is undergoing education/training or participating in international police missions;
 - ç) is on unpaid leave.

2. A Police employee may be temporarily transferred to another position to fill an organizational function:
 - a) when Police employees are released or dismissed;
 - b) when the Police's organizational limit is increased or a new police structure is created;
 - c) to manage work dynamics resulting from unpredicted situations, such as:
 - i. civil emergency situations;
 - ii. serious criminal situations;
 - iii. during the tourist season;
 - iv. at border crossing points;
 - v. during cultural or sports events.
3. The duration of a temporary transfer may not exceed 6 (six) months.
4. During the temporary transfer, the Police employee's original position is retained, and financial treatment is provided by the structure where they are appointed.
5. Temporarily transferred Police employees receive all financial benefits for deprivation.
6. After the temporary transfer period ends, the employee returns to their previous position.

Article 94

Rules and Procedures for Transfer of Employees to Other State Institutions

1. A Police employee may be transferred to structures of the ministry responsible for public order and safety, institutions of the justice system, other state administration institutions with similar operational fields to the State Police, and international organizations not covered by Law No. 82/2024 "On the State Police."
2. Transfer is not permitted for Police employees holding positions with a limited mandate.
3. A Police employee may be transferred to different functions in other state structures only with their consent.
4. Heads of requesting institutions interested in appointing State Police employees to non-civil service positions must submit a written request to the General Director of the State Police, specifying the criteria and requirements for the position.
5. For cases defined in point 4, the General Director of the State Police, within 10 calendar days of receiving the request, selects a candidate who meets the criteria and forwards the nomination along with supporting documentation to the requesting institution.
6. The requesting institution, within 5 calendar days of receiving the nomination, expresses agreement or disagreement with the proposed candidate.
7. Upon receiving agreement, the General Director of the State Police issues a suspension order for the Police employee. The order is sent to the requesting institution, which proceeds with the appointment procedure.
8. For temporarily vacant civil service positions, human resources units of requesting institutions submit a written request to the Department of Public Administration, specifying the criteria for the Police employee to fulfill the functional duties.
9. The Department of Public Administration, within 5 calendar days of receiving the request, forwards it to the General Director of the State Police to send a suitable candidate.

10. The General Director of the State Police, within 10 calendar days of receiving the request, forwards the selected candidate to the Department of Public Administration.
11. The Department of Public Administration, within 5 calendar days, verifies whether the criteria for temporary transfer are met and:
 - a) if met, issues the temporary appointment act and sends a copy to the General Director of the State Police;
 - b) if not met, notifies the General Director of the State Police of the non-fulfillment.
12. The transfer period may not exceed 5 years. After the transfer period, the Police employee must serve at least 5 years in the Police before being eligible for another transfer.
13. When transferred to public administration, the Police employee is appointed to a position equivalent to their Police rank.
14. The equivalence of Police ranks with public administration function categories is based on the current equivalence act.
15. While serving in positions outside the State Police structure, the employee does not retain attributes related to Judicial Police status, except where special legislation grants such attributes or where the transfer requires them.
16. The transferred Police employee undergoes performance evaluation according to the criteria and procedures applicable to other employees of the institution, unless otherwise provided by law.
17. The transferred Police employee is subject to disciplinary responsibility under the same criteria and procedures as other employees of the institution. If the institution proposes dismissal from the Police as a disciplinary measure, the proposal is reviewed in accordance with Law No. 82/2024 "On the State Police."
18. When transferred to public administration, the Police employee is appointed to a position equivalent to their Police rank.

Article 95

Equivalence of Ranks

The equivalence of ranks in the State Police with the categories of functions in the state administration is carried out according to the current act that regulates the equivalence of police ranks with the categories of functions in the state administration.

Article 96

Termination of Employment

1. A police employee terminates the employment relationship when they are released or dismissed from the Police.
2. The release from the Police occurs in the following cases:
 - a) Reaching retirement age;
 - b) Declared unfit for work by the competent medical commission;
 - c) Submission of resignation;
 - ç) Function is abolished due to reduction of the overall organizational limit of the Police and no vacant position is available according to the respective rank;
 - d) Invalidity of the administrative act of admission is confirmed;
 - dh) Death or final court decision declaring disappearance or death;
 - e) Loss of Albanian citizenship;
 - ë) Final court decision restricting or removing legal capacity to act;
 - f) Failure to obtain a personnel security certificate after two consecutive applications;
 - g) Two consecutive annual performance evaluations rated as "unsatisfactory";
 - gj) Failure to pass the

mandatory in-sera training program, even after repetition; h) Continuous conflict of interest situation declared by the employee, and failure to take measures to avoid it within the defined timeframe, or if transfer to another position does not eliminate the conflict.

3. A police employee is **dismissed** from the Police in the following cases: a) Final court conviction for committing a criminal offense; b) Disciplinary measure of dismissal from the Police; c) Declaration of false information in self-declaration forms for police activity purposes.
4. A police employee is **suspended** from the Police in the following cases: a) Criminal proceedings initiated for an intentional crime and a security measure of “arrest in prison” or “house arrest” is imposed; b) The employee is declared a defendant for an intentional crime.

Article 97

Procedure for Release and Dismissal from the Police

1. In cases of release, the human resources structure prepares documentation that includes:
a) Proposal for the release of the employee, with justification for the release; b) Documentation verifying the reason for release as defined in point 2 of this article.
2. A police employee who resigns must notify the human resources structure **15 (fifteen) days in advance**.
3. Dismissal of a police employee holding the rank from “Inspector” to “First Leader” is carried out by order of the General Director of the State Police, after completion of disciplinary investigation procedures or immediately, based on a final court decision.
4. An employee who is released or dismissed from the Police has **5 (five) working days** to return documentation, equipment, and work tools listed in inventory.
5. In special cases, with approval from the direct superior, this deadline may be extended by **another 5 (five) days**.

CHAPTER V

PERFORMANCE EVALUATION

Article 98

Components for Evaluating Work Results

1. To improve and develop professional standards, creative skills, and work quality, raise awareness of respecting deadlines, and establish measurable work standards, an individual performance evaluation is conducted at the end of each calendar year for every employee of the State Police.
2. The components of the evaluation form are as follows: a) Fulfillment of duties and productivity; b) Professional conduct and ethics; c) Communication and collaboration; ç) Professional development and adaptability in duty; d) Results/contributions; dh) Managerial ability – applicable only to leadership roles.

Article 99

Procedures for Evaluating Work Results

1. During the second half of December, the direct supervisor assigns each employee the main work objectives and corresponding professional behaviors that enable the realization of the work plan, achievement of objectives, and mission.
2. The direct supervisor ensures that each employee is familiar with the evaluation components and process, and guarantees that the performance evaluation process is professional, fair, and development-oriented.
3. In cases of transfer, promotion, probation period, upon the employee's request, or when disciplinary investigation begins, an interim evaluation of individual work results is conducted.
4. The evaluation of individual work results is signed by three evaluating authorities (direct supervisor, supervisor of the direct supervisor, and the head of the structure) after analyzing the realization of the evaluation components, indicating the evaluation level and corresponding points for each component.
5. The evaluation is documented in the individual evaluation form, which includes: a) Personal data of the employee; b) Type of evaluation; c) Evaluation period; ç) Evaluation levels; d) Main duties related to the job position; dh) Main evaluation components; e) Evaluation for each component and corresponding points; ë) Final total and evaluation level; f) Re-evaluation by the head of the structure.
6. The human resources sector distributes the individual evaluation forms electronically and ensures they are returned completed according to the standard.
7. No later than 15 (fifteen) days from the completion of the performance evaluation process, the human resources sector of police structures files a physical copy of the evaluation form in each employee's personal file, with a retention period of 5 years.
8. The percentage weight, point system per level, evaluation levels in percentage, procedure for calculating component points, and documentation of the evaluation process are regulated by a standard procedure approved by the General Director of the State Police.
9. The percentage weight, point system per level, evaluation levels in percentage, procedure for calculating component points, and documentation of the evaluation process are regulated by a standard procedure approved by the General Director of the State Police.

Article 100

General Rules for Granting Incentives

he General Director of the State Police awards medals for merit in the performance of duties, for years of service, as well as certificates, which are accompanied by identifying symbols/pins that are placed on the uniform or clothing of the police employee.

Article 101

Personnel File in the State Police

1. A personnel file is created for each employee appointed to the structures of the State Police, and it is administered by the human resources structures.
2. The personnel file contains technical and professional data, disciplinary measures, data on periodic evaluations of individual work performance, and career progression.

3. The personnel file is confidential. The individuals authorized to access the file are:
 - a) The head of the institution, and other institutions authorized by law;
 - b) The direct superior;
 - c) The human resources specialist responsible for maintaining and administering the file;
 - ç) The employee to whom the file belongs;
 - d) The Civil Service Commissioner;
 - dh) The Department of Public Administration (DAP).
4. Personnel files are created for police employees, civil servants, and administrative staff.
5. Upon the granting of rank and appointment to duty, the human resources structure where the police employee is appointed creates the personnel file based on the admission documentation.
6. The personnel file of the police employee contains:
 - a) The inventory sheet listing the documentation contained in the file;
 - b) The introductory sheet of the file, the format of which may vary and includes:
 - i. The employee's individual identification number (RMIS);
 - ii. First name, father's name, surname;
 - iii. National identification number, citizenship;
 - iv. Gender;
 - v. Date of birth;
 - vi. Marital status;
 - vii. Family composition;
 - viii. Permanent residence address;
 - ix. Temporary residence address;
 - x. Education, diploma;
 - xi. Qualifications (types);
 - xii. Scientific degree (title);
 - xiii. Foreign language proficiency;
 - xiv. Date of commencement of work in the respective position;
 - xv. Career description;
 - xvi. Work evaluations;
 - xvii. Penalties (disciplinary, judicial) and accompanying reports;
 - xviii. Work unit;
 - xix. Position;
 - xx. Incentives and rewards.
7. The data contained in the file is accompanied by the relevant documentation that verifies the stated information:
 - a) Application for admission or reinstatement in the Police structures;
 - b) Certification from the court;
 - c) Certification from the prosecutor's office;
 - ç) Criminal record certificate;
 - d) Reliability certificate;
 - dh) Copy of the identity card;
 - e) Family status certificate;
 - ë) High school diploma, university diploma, transcript of grades;
 - f) Qualification or specialization diploma or certificate;
 - g) Proof of foreign language proficiency;
 - gj) Document certifying the award of an academic degree;
 - h) Health status certificate;

- i) Driver's license for category "B" vehicles;
 - j) Oath declaration;
 - k) Individual employment contract;
 - l) Court decision or prosecutor's decision.
8. The personnel file is updated with other documents related to promotion in rank, transfer, release, dismissal, evaluation of individual work skills, qualifications, trainings, and disciplinary measures.
 9. The relevant structures within the State Police also deposit in the personnel file of police employees the personnel security certificate or a certified copy, for organic functions that, due to the nature of the duty, require access to classified information.
 10. The creation and administration of the personnel file for employees with civil servant status is carried out in accordance with the legislation governing civil service employment relations.
 11. In addition to the documentation defined in the civil service legislation, the reliability certificate shall also be part of the personnel file.
 12. The personnel file of administrative employees in the State Police contains the following documentation:
 - a) Employment application;
 - b) Copy of high school diploma/university diploma, accompanied by transcript of grades;
 - c) Copy of identity card;
 - ç) Family status certificate;
 - d) Health status certificate;
 - dh) Copies of certificates and qualifications obtained;
 - e) References from previous employers, if any;
 - ë) Reliability certificate;
 - f) Individual employment contract.
 13. The documents specified in this article must be original or notarized copies.

Article 102

Administration of Personnel Files

1. When an employee's employment relationship is terminated, their personnel file is administered by the human resources structure, in accordance with the rules and procedures defined in the law on archives.
2. Data on Police personnel and former Police personnel, in addition to being stored in the human resources registry, are also preserved in the data storage system.
3. The human resources structures create, store, and administer:
 - a) The foundational register;
 - b) The archive register;
 - c) The re-admission register;
 - ç) The alphabetical index register;
 - d) The register for receiving and sending personal files;
 - dh) The register for temporary entry and exit of files from the registry;
 - e) The register for recording police identification documents;
 - ë) The employment booklet register;
 - f) The register of departures from the Police;
 - g) The register of disciplinary measures;
 - gj) The register of civil employees in the State Police;
 - h) The register of permits for secondary employment activities;
 - i) The register for recording incentives and rewards;

- j) The register for recording police employees subject to transitional evaluation.
- 4. Written procedures related to career progression are standardized. They are prepared by the Directorate of Human Resources and the Security Academy and approved by the General Director of the State Police.
- 5. The Police employee enjoys the rights of a data subject, as provided by the applicable legislation on personal data protection.

Article 103

Drafting of Draft Acts

1. The right to propose the preparation of a draft act belongs to the central structures of the General Directorate of the State Police, according to their respective areas of responsibility, and to other structures directly subordinate to the General Director of the State Police. The draft act is prepared by these structures following the approval of the General Director of the State Police.
2. For the preparation of draft acts of significant importance—especially when they regulate the activity of two or more structures, or when the draft acts fall under the competence of the Council of Ministers or the Assembly—working groups are established by order of the General Director of the State Police. These groups consist of field specialists and include a representative from the Legal Directorate of the General Directorate of the State Police.
3. During the drafting of draft acts, compliance with the Constitution and current legislation is ensured, legislative drafting techniques are applied, and unified legal and professional terminology is used. The draft act is always accompanied by an explanatory report, which, among other things, specifies the financial cost associated with its entry into force.
4. After drafting, the draft act and the explanatory report are sent for review by the relevant structure to the interested central structures, which must provide written feedback on its content within ten days from the date the documentation is sent.
5. For important draft acts related to organizational guidelines for personnel, police activities, strategy approvals, cooperation, financial plans, international agreements, decisions of the Council of Ministers, laws, etc., these draft acts must also be reviewed by the State Police Council.
6. Legal experts and the Director of the Legal Directorate at the General Directorate of the State Police actively participate in the drafting of the draft acts and sign them.

Article 104

Types of Administrative Acts

1. Administrative acts are drafted in accordance with the principles, rules, and requirements set out in the Code of Administrative Procedures, as well as in the legal and sublegal acts governing the State Police.
2. The State Police issues the following administrative acts: orders, internal regulations, official letters, circulars, certifications, permits, licenses, authorizations, certificates, diplomas, decisions, minutes, and any other written document that produces legal obligations.

Article 105

Rules and Competencies for Issuing Administrative Acts

1. The administrative act must be in written form. It should be clear, specific, and understandable, in accordance with legislation, legislative drafting techniques, and the orthographic rules of the Albanian language.
2. The right to issue administrative acts, as defined in point 2 of Article 103 of this regulation, is held by all heads of State Police structures, according to their jurisdiction and competence, as follows:
 - a) The General Director of the State Police, in the course of his institutional activity for fulfilling legally assigned duties, issues orders, internal regulations, official letters or circulars, certifications, licenses, permits;
 - b) The heads of all central and local structures have the authority to issue administrative acts, which are valid only for the structures under their territorial and material jurisdiction;
 - c) The heads of State Police structures who, under the law, have the right to organize and conduct courses, trainings, and educational programs, issue diplomas, certificates, and attestations for police employees who participate in them.

Article 106

Elements of the Administrative Act and Access to Acts

The procedures for accessing administrative acts and the elements of an administrative act are in accordance with the provisions of the Code of Administrative Procedure.

Article 107

Sending and Receiving Correspondence

1. Official correspondence issued by the structures of the State Police to other structures or institutions is delivered either by police officers assigned to this task or through postal services, according to agreements signed by the General Director of the State Police.
2. Official correspondence to be distributed within the Police structures, depending on the importance of the issue and the time required for action by Police services, is classified into:
 - a) **Urgent**, when it must be sent to the relevant structure within 24 hours;
 - b) **Priority**, when it must be sent to the relevant structure within three days;
 - c) **Normal**, when it must be sent to the relevant structure within seven days.
3. Official correspondence brought by various subjects or individuals during official working hours is received by the secretarial service of the police structure. In these cases, after external inspection, the correspondence is recorded and distributed according to its appropriate destination.
4. Outside official working hours, correspondence is received by the security service staff at the entrance of the Police institution, except for correspondence from the Directorate of Information Technology and highly secret and urgent correspondence, which is administered by the operations and emergency room service of the State Police structure. In such cases, at the start of official working hours, the correspondence is handed over to the secretarial service of the police structure.
5. The production, administration, and circulation of classified information within police structures are carried out in accordance with the provisions of the applicable legal and sublegal acts on “state secret” classified information and the instructions of the minister responsible for public order and safety.

Article 108

Rules for Maintaining Service Confidentiality

1. Maintaining service confidentiality is a permanent duty of every employee of the State Police.
2. Every State Police employee is required to be familiar with the rules for maintaining service confidentiality and the relevant documents.
3. A State Police employee is prohibited from discussing confidential matters in the presence of individuals who are not authorized to be informed of their content.

Article 109

Handling and Retention of Documentation

1. Documentation within the structures of the State Police is deposited and stored in the secretariat-archive sector/sections, in accordance with the applicable legislation.
2. All official letters, correspondence from various institutions, requests, complaints, information, and messages addressed to and entering the institution—regardless of the method of delivery—are submitted for registration in the secretariat-archive sector/section. The latter stamps the incoming documents, indicating the protocol number, date, and time.
3. Registered and protocolled correspondence is forwarded to the head of the institution for instructions on how each case should be handled. Even when a document is not directly addressed to the head, the correspondence follows the same administrative path.
4. Based on the instructions provided by the head of the institution, the correspondence is sent to the designated official for handling, through the secretariat-archive sector/section.
5. After the material is processed by the relevant specialist, in addition to signing one copy, the material must also be signed by the head of the section/sector in sequence, according to the organizational chart, and then submitted to the head of the institution for signature. If the material exceeds one page, the officer who drafted it must initial each page in the bottom right corner.
6. The institution's stamp is placed only above the signature of its head. An exception is made only in cases where authority is delegated to the deputy, in which case the note "In absence and with authorization" is added.
7. The maximum time for handling a document is 30 (thirty) days, during which the relevant structure or interested person must be informed of its processing. If the issue cannot be resolved within this timeframe, the assigned employee continues working on it until completion, while notifying the relevant structure or person of the reasons for the delay.
8. Official documents marked as processed or completed are archived in the secretariat-archive with the note "AA" and the signature of the head of the relevant structure.
9. For the security of information in electronic networks, the level of access, classification level, and method of storing information are governed by applicable legal and sublegal acts, as well as the instructions of the minister responsible for public order and public safety and the General Director of the State Police.

Chapter VIII

Working and Service Conditions:

Article 110

Use of the State Police Uniform

1. The use of the uniform represents the public image of the State Police.
2. Only State Police employees who hold a police rank have the right to wear and use the State Police uniform.
3. Proper use of the uniform is a duty of all State Police employees. The rules for wearing and using the uniform are defined in standard operating procedures.
4. Directors of central directorates, directors of local police directorates, directors of local border and migration structures, chiefs of police commissariats, commanders of special units, station chiefs, police post commanders, and police employees who replace the aforementioned positions must wear the police uniform during working and service hours.
5. If employees of central and local crime investigation structures perform duties in public without wearing the police uniform, they are required to identify themselves as State Police employees, according to the rules established for this purpose.
6. Police employees are prohibited from: a) Wearing police uniforms from other countries; b) Removing symbols, emblems, ranks, insignia according to police services, or distinguishing marks from the uniforms in use; c) Modifying parts of the police uniform; ç) Using symbols, emblems, ranks, insignia, or distinguishing marks not approved for police uniforms

Article 111

Use of Clothing by Civilian Employees

1. The attire of civil servants must be formal and appropriate to their function and hierarchy. For positions of director and above, the attire must include a suit (trousers or skirt) and a shirt.
2. Male civil servants must wear formal clothing, including trousers, a shirt, and a tie.
3. Female civil servants must wear formal clothing, avoiding short skirts, low-cut shirts or blouses, jeans, or leggings.
4. Casual clothing is allowed, but not sportswear, only on Fridays.

Article 112

Rules for Taking Over and Handing Over Duties

1. A newly appointed Police employee is introduced to their colleagues by the head of the Police structure where they are appointed, based on the duties and procedures for taking over and handing over responsibilities.
2. The handover and takeover of duties is carried out in the presence of the incoming employee, the outgoing employee, and the direct superior. At the end of the process, a handover report is prepared in two copies, detailing the procedures and documents handed over. The report is signed by the incoming and outgoing employees and their immediate superior and submitted to the head of the institution. The document is registered and stored in the secretariat. The Police employee also hands over all weapons, ammunition, vehicles, equipment, and other items provided by the Police structure or held due to their previous function.
3. The employee handing over the duty presents the responsibilities and tasks of the Police structure. They must hand over, within the deadlines, all documents in their possession

and under their follow-up, as well as the work computer with all data, information, and programs installed during their duty. Failure to hand over or damage these materials, programs, or information will be considered a disciplinary violation. A corresponding handover report is prepared.

4. In cases of issues or disagreements during the handover process, the direct superior takes measures to assist, supervise, or conduct a factual inspection of material and financial values. The inspection is carried out in accordance with the rules defined for such cases.
5. The newly appointed employee takes over the duties, the documents handed over with the report, and the work computer with data, information, and programs. Due to their function, the Police employee also takes into use weapons, ammunition, vehicles, equipment, and other items.
6. If the Police employee is transferred, appointed to a position in another institution, or released, actions are taken in accordance with the rules defined for such cases.

Article 113 **Internal Security**

1. Internal security aims to ensure the enforcement of internal regulations by employees working within police facilities, as well as by other individuals entering them. It also aims to create normal working conditions for employees.
2. To fulfill their duties, the Police employee assigned to internal security may be equipped with and use auxiliary tools.
3. All employees are responsible for the internal security of State Police premises. For this purpose, they must fulfill the following obligations, among others: a) At the end of official working hours, before leaving the workplace, employees must secure their workspaces, close windows and doors, and comply with fire safety regulations. b) Before the start of official working hours, employees must check the security of their workspaces. If they notice any external interference or changes, they must stop all activity and immediately notify the head of the institution. c) Employees working in office environments must secure documentation, computers, and equipment whenever they leave their workplace. ç) In cases of detected interference or breach of security in any room or office, the person who makes the observation must immediately notify the command service, which informs the head of the institution. The area is secured until the responsible person arrives to manage the situation. d) After official working hours, the institution's security service periodically checks internal areas such as office doors, the secretariat-archive, registry (intelligence units), cipher room, etc.
4. Storage areas for various Police tools and equipment are secured according to the provisions of relevant regulations and standards.
5. All acts, official documents, audiovisual recordings, computer files, and any other material categorized as "classified information" are classified, collected, processed, and administered according to the procedures defined by applicable legislation.

Article 114 **Entry and Exit of Persons in Police Premises**

The rules and procedures for the entry and exit of persons who are not employees of the State Police into the buildings and premises of the State Police are approved by order of the General Director of the State Police.

Article 115
Health Service Rules

1. Every police employee undergoes a periodic health check-up at least once a year. Employees of operational and special structures undergo the check-up every six months.
2. Periodic health check-ups for Police employees are conducted at their respective police units.
3. The types of check-ups, medical examinations, personnel categories by police service, and the rules and procedures for conducting them are defined by a standard procedure approved by the General Director of the State Police.
4. The implementation of medical check-ups and examinations is carried out based on an agreement between the State Police and the Compulsory Health Care Insurance Fund.
5. All State Police employees are registered in the health record system. The health records are completed and administered by the prophylaxis and treatment service, which is the responsible structure for managing the health service process within the State Police.
6. The prophylaxis and treatment service, after completing periodic check-ups and in other special cases, informs the Director of Human Resources about any issues and the health condition of Police employees.
7. For Police employees who are found to be medically unfit, the Directorate of Human Resources proposes to the General Director of the State Police their release from duty and the procedures for further treatment.

Article 116
Gradual Annual Leave for Police Employees

1. Annual leave for Police employees ranges from 30 to 40 calendar days and is granted progressively, based on seniority and rank.
2. A Police employee is entitled to paid annual leave as follows:
 - a) 40 calendar days for employees holding the rank of “Leader” up to “Senior Leader”;
 - b) 35 calendar days for employees holding the ranks of “Deputy Commissar,” “Commissar,” and “Chief Commissar”;
 - c) 30 calendar days for employees holding the rank of “Inspector.”
3. Annual leave may be granted in separate calendar days, with the approval of the head of the structure, during the working year or by the end of the first quarter of the following year.
4. All superiors are obliged to ensure conditions for the execution of annual leave for their subordinate employees.
5. The planning and timing of annual leave is approved by the head of the respective structure, after consultation with the employee, without affecting the continuity of work, within the month of February each year.

Article 117
Financial Assistance Equivalent to One Monthly Salary in Cases of Family Tragedies

1. The family of a Police employee who lived with the officer at the time of death due to duty-related causes shall receive financial assistance equivalent to one reference monthly salary on the officer’s memorial day.

2. The reference monthly salary of the Police employee consists of the rank salary, seniority bonus for each year of service, and the special nature of work bonus, which is considered as the monthly salary at the time the payment is made.
3. The granting of financial assistance is approved by the General Director of the State Police and is covered by the approved budget of the respective spending units within the State Police.

CHAPTER IX WEAPONS AND EQUIPMENT

Article 118 General Rules

1. Police employees are equipped with weapons, ammunition, and equipment necessary for carrying out assigned duties, according to their official function and in compliance with the law "On Weapons."
 2. Special Forces and Rapid Intervention Forces have a dedicated inventory of weapons and special equipment.
 3. Weapons and equipment of Police employees are classified as:
 - a) weapons and equipment for individual use;
 - b) weapons and equipment managed at the unit level.
 4. For duty fulfillment, Police employees, in addition to short firearms, may be equipped with long firearms based on service requirements. The responsibility for assessing the need, equipping, and managing long firearms lies with the head of the respective unit.
 5. The pistol is a personal weapon and must be carried during and outside working hours.
 6. Long firearms are issued for:
 - a) operational duties and services;
 - b) duties and services related to guarding facilities and territorial control.
 7. Responsibility for the safekeeping, maintenance, use, and administration of issued weapons is individual.
 8. Civilian employees integrated into Police structures are not equipped with firearms.
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Article 119 Special Weapons

1. Special weapons are issued by order, only for police operations.
 2. The responsibility for equipping personnel with special weapons and their management lies with the head of the unit that possesses them or the leader of the police operation.
 3. Special weapons and their ammunition may not be issued to Police employees in the following cases:
 - a) they are not part of the police structure authorized to use them;
 - b) they are not included in the operation plan, even if they belong to a unit authorized to use them;
 - c) they lack proper qualification and have not passed the required testing for their use.
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Article 120 Withdrawal of Weapons

1. A Police employee's individual firearm may be temporarily withdrawn in the following cases:
 - a) violation of rules for weapon management and use;
 - b) initiation of criminal proceedings against the employee and the weapon is deemed a risk;

- c) circumstances suggest the weapon may be used as a tool for committing a crime;
 - ç) failure to pass the firearm knowledge and usage test.
2. The head of the unit where the Police employee is equipped with the weapon is responsible for assessing the reasons for temporary withdrawal and its return.

Article 121

Weapon Surrender

A Police employee is required to immediately surrender their individual firearm in the following cases:

- a) temporary separation from duty (leave, hospitalization, travel abroad, etc.) and cannot ensure the weapon's safekeeping outside the unit that issued it;
- b) release or dismissal from the Police.

Article 122

Responsibility of the Police Employee

A Police employee who carries a firearm is responsible for taking measures to prevent:

- a) damage to the weapon, its loss, and use by unauthorized persons;
- b) modification of the weapon and ammunition;
- c) accidental discharges;
- ç) unnecessary and threatening displays.

Article 123

Rules for Carrying and Using Firearms

1. Carrying a firearm during work situations requires compliance with the following rules:
 - a) The pistol must be worn on the belt, on the right or left side depending on ease of use, placed in a holster, secured to prevent accidental removal, without a round in the chamber, and with the safety on;
 - b) Long and special firearms must always be carried on the shoulder, as recommended in the instruction/manual, without a round in the chamber, and with the safety on.
2. In work situations where the Police employee is not wearing a uniform, they must exercise maximum care to avoid exposing the individual weapon.
3. Police employees are prohibited from entering places of worship, detention facilities, diplomatic offices, and high-level state administration offices with firearms.
4. Responsibilities for implementing firearm carrying and usage rules are classified as:
 - a) **Individual responsibility**, meaning administrative accountability when the Police employee uses the weapon contrary to regulations;
 - b) **Command responsibility**, meaning administrative accountability of the commanding officer when powers are misused or exceeded.

Article 124

Rules for Storage, Maintenance, and Administration

1. Weapons and special equipment managed at the unit level are stored in armories, in secure warehouses. These are placed in separate rooms within the facility, secured with armored doors and iron-barred windows, away from main entrances and heat/fire sources, in suitable positions for easy control and distribution. Armories are guarded 24 hours a day.
2. Reserve weapons are stored sealed in their packaging or in appropriate containers, locked and sealed.

3. In every police structure, long firearms are placed in armories according to the personnel's organizational lineup, from left to right, with a label next to each weapon indicating the weapon number and the name and surname of the assigned person.
4. Weapons are placed in the armory only after cleaning and technical inspection.
5. It is prohibited to store weapons in armories with loaded magazines or ammunition belts.
6. It is prohibited to remove weapons for cleaning by unauthorized individuals without an order and without proper organization.
7. Weapons stored in depots must be cleaned and oiled at least once a month, in an organized manner and in a designated area approved by the head of the structure.
8. Only the warehouse manager and the relevant service specialist are authorized to enter the armory and ammunition depots. If the warehouse manager is absent and access is necessary, entry is allowed by written order from the institution's head, with a record signed by no fewer than three designated individuals.
9. Inventory of weapons, ammunition, and other equipment is maintained only in approved books, documents, and cards. The responsible structure within the State Police maintains a central register for weapons and ammunition, kept both electronically and in a dedicated physical book.
10. The armament service inventory is kept separate from other material service inventories. It is monitored by the head of the structure, the relevant specialist, and the central structure.
11. All movements of weapons, ammunition, and other equipment of this service (entries, exits, discharges) must be documented properly and recorded within the same day.
12. Ammunition for shooting practice is issued with an exit form, according to the ammunition expenditure plan approved by the head of the structure. The accounting for the ammunition used in shooting is settled immediately after the practice, based on shooting lists completed in two copies, one of which is submitted for accounting.
13. Inventory of weapons, ammunition, and other armament service equipment is conducted at least once a year, by order of the head of the structure and in the presence of the person materially responsible.

CHAPTER X PLANNING AND ANALYSIS

Article 125 Types of Planning

Activity planning within the State Police is carried out through:

- a) short-term, medium-term, and long-term strategies;
- b) annual work programs;
- c) action and operational plans;
- ç) measure plans;
- d) monthly work plans;
- dh) daily plans;
- e) control plans;
- ë) inspection plans;
- f) special plans.

Monitoring and analysis of the implementation of obligations defined in strategies,
programs,

and work plans within the State Police is conducted through:

- a) monthly reports and analyses;
- b) quarterly reports and analyses;
- c) semi-annual reports and analyses;
- ç) nine-month reports and analyses;
- d) annual reports and analyses (State Police Annual Report);
- dh) other reports and analyses.

Procedures for drafting, component elements, deadlines, and responsible structures for the preparation and implementation of programs, plans, analyses, and reports are defined by order of the General Director of the State Police.

Article 126

Responsibilities for Drafting Strategies

The General Directorate of the State Police drafts sectoral and intersectoral strategies for the development of the institution and for specific areas of its responsibilities, while the local police directorate drafts annual strategies for the territory under its jurisdiction. Strategies, based on subject matter jurisdiction or specific issues, within the General Directorate of the State Police, are drafted and followed by the respective central structures.

Strategies of the State Police, including the Community Policing Strategy, are drafted in accordance with the provisions of point 1 of this article. Draft strategies are discussed in advance in the State Police Council before their approval. The annual draft strategy is proposed for approval by December 15 of the preceding year and is approved within January of the year of its implementation.

Article 127

Component Elements of the Strategy

The component elements of the strategy, including the Community Policing Strategy, are:

- a) situation analysis (environmental scanning, analysis of internal and external institutional factors);
- b) definition of vision and mission;
- c) strategic priorities, goals, and objectives;
- ç) action plan;
- d) monitoring, evaluation, and implementation.

For each strategic objective, the actions/measures for its achievement, the timeline for implementation, the responsible structures and individuals, monitoring indicators, and the budget are defined.

CHAPTER XI COMMUNICATION AND COOPERATION

Article 128

General Rules

1. Internal cooperation and coordination relationships are established between parallel Police structures or those that do not have hierarchical dependency on one another.
2. Cooperation and coordination of Police structures' activities, in addition to daily dynamic communication, are also carried out through joint plans for long-term cooperation or for important matters, or through other administrative acts.

3. Planning of activities that are not the sole responsibility of one structure is done by working groups established full-time or part-time by order of senior officials, with designated contact points or representatives. Upon completion of the task, these employees report to their superiors regarding its fulfillment.
4. Cooperative activities are carried out while respecting jurisdiction and competencies.

Article 129

Communication, Methods and Forms

1. Communication between Police structures within the organizational unit, between different Police units, or between Police employees and law enforcement agencies, is conducted verbally, through written correspondence, email, etc.
2. During communication, Police employees must respect the hierarchy, demonstrate good behavior, moral and professional ethics, and mutual respect.
3. Internal communication refers to communication between superiors and their subordinate structures and employees, for the purpose of assigning tasks, receiving information, familiarization and presentation of normative acts, recruitment, training, applications, updates within the Police institution, summaries, disciplinary measures, various incentives, etc.
4. External communication refers to communication between Police structures and other public administration bodies, media, civil society, law enforcement agencies and organizations inside and outside the country, and the public. The General Directorate of the State Police and its central and local structures inform the public through meetings and joint activities with the community, via print and electronic media, the internet, brochures on the security situation and law violations.
5. The principles and rules of communication between State Police structures and the media and public are defined by instruction of the minister responsible for public order and safety.

Article 130

Internal Communication via Electronic Network

1. Internal and external communication between the structures of the State Police at central and local levels is also carried out through the electronic network.
2. The IT network of the State Police, through which classified information labeled “state secret” and “secret” circulates, must be certified with a security certificate by the structures of the National Authority for Classified Information Security.
3. All computer systems owned by the State Police are used solely for work purposes.
4. Email is the property of the State Police and must be used only for work-related purposes.
5. Rules and standard procedures for their use are determined by order of the General Director of the State Police.

Article 131

Rules of Cooperation

1. Relationships among police officers are based on hierarchy and function. Within their area of responsibility, police officers are categorized as superiors, subordinates, and colleagues.

2. The foundations of work relationships within police structures are the obligation to perform functional duties, mutual respect, support and assistance, building sincere and understanding relationships, and respecting others' trust.

CHAPTER XII COMMUNITY POLICING

Article 132

Community Policing Action Plans

1. Local police directorates draft short-term action plans (three to six months) for each locality, area, or neighborhood.
2. The action plan includes objectives, measurable and expected results, and activities defined within timeframes, human, logistical, and financial resources from the responsible structures.
3. The structures of the local police directorates identify community issues by determining:
 - a) concrete actions;
 - b) community policing methods;
 - c) problem addressing;
 - ç) private and institutional partners for cooperation;
 - d) identified security issues, causes, or factors leading to criminality.

CHAPTER XIII INTERNAL AND EXTERNAL MONITORING

Article 133

Performance Evaluation of State Police Structures

1. For evaluating the performance of State Police structures, the responsible structure for professional standards evaluation within the General Directorate of the State Police or the heads of police structures at all structural levels conduct:
 - a) regular evaluations;
 - b) special evaluations.
2. Performance evaluation is conducted periodically according to the annual plan approved by the General Director of the State Police and is carried out through:
 - a) on-site evaluations;
 - b) analysis of work reports, reviews, information, and other data.
3. Regular evaluations for all police structures are planned at the end of each calendar year for the following year by the responsible structure for professional standards evaluation and approved by the General Director of the State Police.
4. Regular evaluations at the department or directorate level and for special structures are planned and approved by the heads of these structures at the end of each calendar year for the following year.
5. The head of the structure responsible for professional standards evaluation approves the protocols used by officers conducting performance evaluations. These protocols include the following areas of duty fulfillment:
 - a) Human resource management;
 - b) Management of firearms, ammunition, equipment, and other weapons;
 - c) Management of escorting, detention, and arrest;

- ç) Management of traffic patrols and road safety;
 - d) Management of crime detection and investigation;
 - dh) Management of border control and migration;
 - e) Management of complaints against the police and investigation of disciplinary violations;
 - ë) Management of local policing plans, community safety, and community policing initiatives;
 - f) Management of personal data processing and compliance with personal data protection legislation;
 - g) Management of computer systems, databases, and equipment owned by the State Police.
6. The annual performance evaluation plan includes:
- a) assessment of the current situation and issues identified during the previous year's evaluations;
 - b) evaluation goals;
 - c) the basis of the plan;
 - ç) priorities and objectives to be achieved through the plan;
 - d) evaluation topics;
 - dh) police structures to be evaluated;
 - e) timing of evaluations.
7. The head of the structure responsible for professional standards evaluation may change the scheduled evaluation time due to evaluation dynamics or emerging situations, as foreseen in the annual evaluation plan.
8. The annual plan for regular evaluations is sent to all central and local structures of the State Police within January of each year.

Article 134

Special Evaluations

1. Special evaluations by the structure responsible for assessing professional standards are conducted with the approval of the General Director of the State Police to evaluate the performance of central or local police structures in cases of specific situations, events, or issues.
2. Any department head, local directorate, or special structure may order and conduct a special evaluation for their subordinate structures.
3. Special evaluations are carried out according to the rules defined for regular evaluations.

Article 135

Evaluation Procedures

1. The head or official of the structure responsible for evaluating professional standards, according to the annual evaluation plan, notifies the relevant structure to be evaluated five (5) days before the start of the evaluation, to allow preparation of the necessary infrastructure.
2. Employees conducting the performance evaluation communicate institutionally with the heads of the structures being evaluated, who ensure optimal conditions for the evaluation process.
3. During the evaluation, the evaluator has the right to enter, inspect, and obtain documents, records, and information, in written or electronic form, from all offices, secretariats, registries, archives, and premises of police structures.
4. When documentation is managed according to rules for the use of information sources, the evaluator must comply with the relevant guidelines.

5. Within the scope and purpose of the evaluation, the evaluator has the right to: a) take photographs, videos, or photocopies using technical means for matters related to the subject's activity; b) conduct verbal or written interviews with employees of the evaluated structure or others related to the evaluation topic; c) inspect and assess any document or record necessary to verify legal compliance, including those stored or created electronically; ç) collect any other evidence according to the Administrative Procedures Code.
6. At the end of the evaluation, the evaluator presents a summary of preliminary findings to the head of the structure or an authorized employee. The evaluated employees are informed of the preliminary performance findings.

Article 136

Preparation of the Evaluation Report

1. The preliminary evaluation report is prepared by the evaluators and sent to the relevant structures. These structures may submit comments within ten (10) working days of receiving the report.
2. After receiving comments, the evaluation group finalizes the report and sends it to the head of the structure responsible for performance evaluation, who may provide additional tasks or comments.
3. The final report is approved by the head of the responsible structure and sent to the evaluated structure, which must implement the recommendations.
4. The head of the structure responsible for professional standards informs the General Director of the State Police about the findings, conclusions, evaluations, and recommendations.
5. If disciplinary violations are found during the evaluation, disciplinary proceedings may be recommended depending on the nature of the violation.

Article 137

Implementation of Recommendations

1. Heads of evaluated structures take measures to implement and improve their performance based on the evaluation report and recommendations.
2. Within one month, they must inform in writing the structure responsible for professional standards about the implementation of recommendations and actions taken.
3. The responsible structure continuously verifies the implementation of recommendations through on-site evaluations or communication via email or phone.
4. In cases where failures are identified without objective reasons, the initiation of disciplinary proceedings is recommended against the responsible employees.

Article 138

Acts Prepared During Performance Evaluation

The acts prepared and the specific rules for evaluating the performance of police structures are defined in the standard operating procedures approved by the General Director of the State Police.

CHAPTER XIV – DONATIONS

Article 139

Donations

1. The State Police evaluates and accepts donations only from entities that meet the legal criteria according to Article 139 of Law No. 82/2024 “On the State Police” and the applicable legislation on conflict of interest.
2. To limit risks of corruption and potential conflicts of interest between the donor and the beneficiary, the donation must include: a) a written declaration from the donor stating that no form of conflict of interest exists; b) a written declaration from the beneficiary unit (spending unit), confirming to the responsible structure for donations within the General Directorate of the State Police the donor’s credibility, the legality of the donor’s income, and the integrity of the donor.
3. Before submitting the donation documentation for approval to the General Director of the State Police, the structure responsible for donations requests an assessment from the economic crime unit within the General Directorate of the State Police regarding the donating entity.
4. The economic crime unit verifies the security and credibility conditions of the donor using police database systems.

Article 140

Procedure for Acceptance and Administration of Donations

1. The General Director of the State Police is informed of all donations. He authorizes the responsible structure for donations to coordinate and follow procedures until completion.
2. After notification and authorization, the donation agreement or act is signed by the State Police (as the recipient) and the donating entity (as the donor), along with all supporting documents.
3. The donor must submit the donation agreement or official letter specifying the assets or services to be donated, technical specifications, intended use, and beneficiary (if identified), along with a notarized copy of the registration document from the General Directorate of Taxes.
4. Donation documents must be in Albanian and English. If translation is not available, it is done by the relevant sector within ten (10) days.
5. Donations are administered according to the authorization of the General Director, with appropriate notification and documentation from the responsible structure.
6. The beneficiary unit establishes a commission for receiving and verifying the goods, preparing a report for each step.
7. For items without a price, a valuation is made by a commission of the spending unit and documented with a report approved by the head of the unit.
8. The responsible structure for donations maintains a donation register, assigns a unique code to each project or donation, updates it periodically, and reports progress at least every three months to the Ministry of Interior.
9. Beneficiary spending units must, within one month of receiving the donation, send information to the responsible structure about the operational use and progress of the donated item.
10. For equipment subject to VAT, entries are made including the VAT value.
11. Detailed rules and definitions regarding the acceptance and administration of donations are approved by order of the General Director of the State Police.

PART SIX

RIGHTS, DUTIES AND ETHICS OF THE POLICE OFFICER

CHAPTER I GENERAL PRINCIPLES

Article 141 Principles and General Rules

1. In the exercise of their duties, the State Police officer shall be guided by the principles of legality, respect for fundamental human rights and freedoms, equality and non-discrimination, professionalism, integrity and accountability in public service, hierarchy and accountability in the exercise of functions, transparency and trustworthiness, impartiality, responsibility, lawful exercise of discretion, legitimacy, appropriateness, and proportionality.
2. The ethics of the State Police comprise the principles and norms that regulate the conduct, attitude, fulfillment of duties, and communication of the Police officer, in order to act in accordance with the law, with the highest professional standards, fairly, impartially, and with respect for human dignity and fundamental human rights and freedoms.
3. The Police officer is obliged to respect the rules of conduct and ethics both within and outside the scope of duty.
4. In the treatment of its employees, the State Police shall be guided by the principles of integrity, objectivity, merit, transparency, the guarantee of professional career development, and non-discrimination.

Article 142 Ethics of Conduct

The Police officer, during and outside duty, shall behave appropriately and correctly, respecting the dignity of every individual. In all cases, the Police officer shall address the citizen using courteous language.

Article 143 Authority and Respect

1. The Police officer shall act guided by self-control and tolerance, treating the public and colleagues with respect and courtesy. Responsibilities shall be exercised proportionally to the situation, in accordance with the law and respecting human rights.
2. The Police officer shall ensure that their behavior and language are not perceived as abusive, offensive, harassing, mocking, or victimizing toward colleagues or the public.

Article 144 Procedures for Issuing, Transmitting, and Administering Orders

1. Orders, for the purpose of exercising responsibilities and fulfilling legal obligations, shall be given verbally or in writing. Verbal orders are delivered directly or through communication means. Written orders are transmitted via the secretariat service of the structure to which the officers belong. The administration of orders shall be carried out in accordance with the rules defined in legal and sub-legal acts.

2. If the secretariat service of the police structure cannot be used, the Police officer shall request the order to be given verbally through the command center. In such cases, the command center is obliged to administer the history of the order's issuance and its implementation.
 3. If a Police officer, even after following the procedures defined in the law on the State Police, continues to have doubts about the legality of the order, they shall:
 - a) Refuse the order, except in cases where another person's life is at risk;
 - b) Immediately inform a Police officer in a higher function than the superior who issued the order, who has the competence to approve or cancel the order.
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Article 145

Procedures for Opposing the Implementation of an Order Considered Unlawful

1. The Police officer is obliged to implement all lawful orders given by a superior in function or rank.
 2. If the Police officer has reason to suspect that a verbal order is unlawful, they must:
 - a) Take measures and immediately inform the direct superior of the officer who gave the order;
 - b) Request in writing for the order to be issued in writing;
 - c) In every case where a written order is requested, the superior is obliged to issue it in writing.
 3. If the superior cannot issue the order in writing, the Police officer shall request that the order be given verbally or through other means such as telephone/radio. In this case, the command-and-control center is obliged to administer the history of the order's issuance and its implementation.
 4. The Police officer is obliged to implement the allegedly unlawful order in every case where a person's life is at risk.
 5. If the Police officer, even after following the procedures defined in this article, continues to have reasons to suspect the order is unlawful, they shall:
 - a) Refuse the order, except in cases provided in point 6 of this article;
 - b) Immediately inform the Police officer who is directly in a higher function than the superior who gave the order (the superior of the superior), as well as the measures taken in accordance with this article.
 6. These procedures also apply to orders or instructions from superiors that conflict with ethical rules.
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Article 146

Obligation to Report Unlawfulness

1. The Police officer is obliged to report any act of unlawfulness when they observe or have knowledge of actions or practices that violate the law, ethical norms, or administrative rules, such as:
 - a) Abuse of power;

- b) Corruption, misuse of public funds, or favoritism in tenders or other administrative procedures;
 - c) Serious violations of legal procedures by colleagues, superiors, or third parties working with the institution;
 - ç) Situations that threaten health, the environment, or citizens' rights;
 - d) Unjust favoritism of individuals or groups;
 - dh) Conflicts of interest affecting administrative decision-making;
 - e) Misuse of public resources;
 - ë) Appropriation or unlawful use of public property or assets.
2. Reporting shall be made to direct superiors, the relevant internal audit unit, or other structures established for this purpose within the institution.
 3. If internal reporting is unsafe, the officer may address other institutions such as the State Supreme Audit, the Police Oversight Agency, or the Prosecutor's Office.
 4. In every case of reporting unlawfulness, the anonymity and protection of the whistleblower from retaliation, such as dismissal, demotion, or discrimination, shall be preserved.
 5. Failure to report unlawfulness by an officer who has knowledge of it may be considered a legal or ethical violation and may result in disciplinary or legal consequences for the officer.

Article 147

Preservation of Professional Secrecy

1. The Police officer remains loyal to the State and the Police institution. They perform duties faithfully and in accordance with the law, orders, and instructions of superiors.
2. The Police officer, during and outside duty, ensures the preservation of their own reputation and that of the State Police institution.
3. The Police officer shall preserve and not use information obtained during or because of duty.
4. During the exercise of their function, the Police officer must:
 - a) Ensure protection and prevent unauthorized disclosure to third parties of information obtained due to duty, a duty that continues even after termination of employment;
 - b) Not use information obtained due to duty for purposes other than those defined by law;
 - c) Ensure protection and non-disclosure of personal data protected by law, which they become aware of during duty.

Article 148

Confidentiality in the Use of Social Media

1. The Police officer shall exercise caution in the use of social media. They use social media in a limited and responsible manner, ensuring that posts are not perceived by colleagues or the public as offensive, discriminatory, victimizing, or contrary to ethical principles sanctioned in this regulation.

2. The Police officer shall not express any political stance on sensitive public issues being addressed by the State Police.
3. During the use of social media, the Police officer shall not provide direct or indirect information related to Police work. They are obliged to maintain confidentiality during and after the end of their function/duty.
4. The Police officer shall ensure not to publish materials or data that harm the individual image or that of the Police institution.

Article 149

Types of Other Private Activities That May Be Exercised by the Police Officer

1. The Police officer has the right to engage in private or secondary activities outside their official duty/function, which are not directly related to Police activity and are in accordance with the law on conflict of interest and the integrity of the institution.
 2. Types of private activities may include:
 - a) Teaching activities unrelated to Police work;
 - b) Courses or training unrelated to Police work;
 - c) Artistic, cultural, creative events, painting, photography;
 - ç) Handicraft, agricultural activities;
 - d) Production of goods;
 - dh) Participation in sports, cultural activities, and competitions;
 - e) Operation of private gyms or sports centers for the community;
 - ë) Development of apps, websites, programming, design;
 - f) Consultancy in technology, project management outside Police activity;
 - g) Real estate investments, property rental, sale, and purchase;
 - gj) Opening and managing various businesses that do not conflict with Police regulations.
 3. In no case shall private or secondary activities interfere with the performance of duties, working hours, or Police activity.
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Article 150

Approval Procedure for Allowing Private Activity by the Police Officer

1. To engage in private or secondary activity, the Police officer is obliged to inform and submit to the responsible structure for human resources and professional standards a document/work contract proving the activity.

2. The responsible human resources structures shall register declared private or secondary activities in a special register.
3. The professional standards structure, in cooperation with the human resources structure, shall verify the compliance of the declared activity with the provisions of this regulation. Any undeclared private activity or one in conflict with the law and Police regulations constitutes grounds for disciplinary proceedings.

Article 151

Psychophysical Condition

1. The Police officer shall self-declare their psychophysical suitability for duty.
2. If there are reasonable doubts about their psychological suitability, the Police officer is obliged to undergo psychological examination.
3. If the psychological examination finds the Police officer unfit to work in the State Police, they shall be released from duty and subject to further treatment according to applicable legislation.

Article 152

Special Methods

For the detection, prevention, and combating of criminal activity, the Police shall use special methods, in accordance with the law and ethical norms.

CHAPTER II

CONDUCT NORMS

Article 153

Conduct Norms During Duty or Service

1. During duty and service, the Police officer shall fulfill the following obligations:
 - a) Perform and implement tasks in accordance with the principles, procedures, and rules on which the Police operates;
 - b) Use working time effectively only for tasks related to the exercise of their function;
 - c) Use the uniform, insignia, and symbols of the Police only during duty or in ceremonial events representing the State Police, and dress appropriately when not required to wear the uniform;
 - ç) In accordance with the order of their superior, the Police officer may perform duties without wearing the uniform;
 - d) Present their Police identification document when in civilian clothing or when asked to

verify their Police authority;

dh) Through actions and inactions, contribute to maintaining and strengthening public trust in the State Police, preserving the dignity of the function;

e) Provide all possible services to any person seeking information or assistance, in accordance with Police principles, rules, and procedures;

ë) Ensure medical care is provided to sick or injured persons;

f) Assist citizens, children, the elderly, and persons with disabilities;

g) Respect the Constitution and applicable legislation;

gj) Bear individual responsibility for the legality of every action or inaction during duty;

h) Act professionally and impartially, respecting the dignity, integrity, rights, and freedoms of every individual, in accordance with the principle of equality and non-discrimination;

i) Respect the dignity and integrity of every other Police officer;

j) Assist another Police officer during duty when they assess that help is needed, except when such help is refused, while always prioritizing the execution of duty;

k) Improve professional and physical skills through professional training;

l) Properly manage public property entrusted for the exercise of their functions and use it only for purposes defined by law or Police regulations;

ll) Report to the relevant superior or, in their absence, to the superior's superior, any complaint received regarding the behavior of another Police officer and any violation they reasonably suspect has occurred, regardless of whether they learned of it during duty or otherwise;

m) Seek medical assistance and take applicable measures to protect the life and health of a person under their custody or harmed during a duty-related action;

n) Immediately inform their superior upon becoming aware that they are subject to investigative procedures by competent authorities;

nj) Process personal data during their activity using secure and authorized means;

o) Avoid inappropriate contacts and take all measures to remain uninfluenced by them;

p) Take measures to prevent the escape of a person in cases of temporary Police detention, arrest, or enforcement of detention orders and personal security measures.

2. During duty and service, the Police officer shall adhere to the following conduct norms:

a) Shall not consume alcohol under any circumstances while on duty;

b) Shall not use narcotic substances under any circumstances;

c) Smoking is prohibited during service;

ç) Gambling or games of chance are prohibited during service;

d) Sexual harassment of citizens, colleagues, superiors, or subordinates is strictly prohibited in any form, manner, or means.

Article 154

Conduct Norms Outside Duty/Service

The State Police officer, outside duty or service, shall adhere to the following conduct norms:

a) Maintain good and dignified behavior in private life, so as not to harm the image of the Police;

b) Shall not wear the uniform in public places unrelated to their duty;

- c) Shall not use or display Police equipment and insignia, nor make them available to others;
- ç) Shall not use the uniform, other Police equipment, or Police authority for purposes unrelated to duty or service, or for personal or third-party gain or privileges;
- d) Is prohibited from consuming alcoholic beverages in a manner that harms the officer's image in public places;
- dh) Is prohibited from frequenting places publicly known or known through information to be frequented by individuals with criminal records;
- e) Is prohibited from being a member of a political party or organization, or supporting the campaign of a party, political organization, member of a political party, or independent candidate, through participation or physical/financial contribution;
- ë) Is prohibited from attending meetings or rallies of parties, associations, or political organizations while in uniform, even if off duty;
- f) Has no right to run for or be elected to political office without first resigning from duty;
- g) Has no right to engage in any political activity, whether in cooperation with a political party or not, that creates a conflict of interest or gives the impression that the Police officer is biased or influenced;
- gj) Is prohibited from carrying weapons or using Police tools and equipment in activities related to unions;
- h) Is prohibited from participating in strikes, protests, or demonstrations of any kind.

PART SEVEN

DISCIPLINARY RULES

CHAPTER I

DISCIPLINE

Article 155

Subjects of Disciplinary Proceedings

1. The subjects of disciplinary procedures under this regulation are the employees of the State Police.
2. Citizens undergoing education at the Security Academy who have not yet been admitted to the Police are subject to disciplinary procedures as defined in the individual or collective contract, or in the Academy's manual approved by the General Director of the State Police.
3. Civil servants are responsible for violations of obligations under the legislation governing civil service. Disciplinary proceedings for civil servants are conducted according to the provisions of the civil service legislation.

4. Administrative employees are responsible for violations of employee obligations defined in the collective and individual employment contracts, in accordance with the Labor Code and this regulation.

Article 156

Competencies for Disciplinary and Preventive Measures

1. The direct superior has the authority to impose the following disciplinary measures:
 - a) “Warning”;
 - b) “Warning with notice”.
2. The disciplinary commission has the authority to impose the following disciplinary measures:
 - a) Temporary reduction of salary by up to 40% for a period not exceeding one (1) year;
 - b) Postponement of promotion for up to five (5) years;
 - c) Demotion by one rank for a period of up to five (5) years;
 - ç) Suspension from duty for a period ranging from three (3) months to two (2) years, with the right to receive the minimum wage, according to the decision of the Council of Ministers;
 - d) Dismissal from the Police.
3. Every Police officer, starting from the first leadership role, has the right to issue preventive measures as provided in Article 122 of Law No. 82/2024 “On the State Police,” namely “Counseling” and “Attention Warning,” for the officers under their supervision.

CHAPTER II

IDENTIFICATION AND REPORTING OF DISCIPLINARY VIOLATIONS

Article 157

Reporting of Disciplinary Violations

A disciplinary violation suspected to have been committed by a Police officer may be reported by:

- a) Any Police officer;
- b) Any Albanian citizen, foreign national, or stateless person;
- c) A representative of non-public legal entities;
- ç) Institutions of public administration.

Article 158

Identification of Disciplinary Violations Reported or Observed by Police Officers or Structures

1. All Police officers are obliged to report to their superiors any cases of disciplinary violations or criminal offenses involving Police officers, whether observed directly or reported by others.

2. The officer who observes a disciplinary violation must report it in writing to their direct superior. If the superior has the authority to review the disciplinary violation, they shall carry out procedural actions to verify and examine the alleged violation; otherwise, they shall immediately forward the information to the head of the structure.
3. If the officer who committed the violation does not belong to the same structure, the violation shall be immediately forwarded to the head of the structure where the officer serves.
4. In all cases, the transmission of information regarding the violation shall be done through the institution's secretariat or via email. If sent by email, a printed copy must be registered in the secretariat of the structure where the officer who committed the violation serves.
5. If the violation is reported to the central structures of the Police, it shall be forwarded for handling to the structure responsible for professional standards.

Article 159

Identification of Disciplinary Violations Reported by Citizens or Structures Outside the State Police

1. Any citizen or institution outside the Police structures has the right to report to the Police structures any alleged disciplinary violations committed by Police officers. Reporting may be submitted, without limitation, in one of the following forms:
 - a) In person or through a legal representative;
 - b) By telephone;
 - c) By mail;
 - ç) Electronically;
 - d) Anonymously.
2. The Police structure receiving the report/complaint shall register it in the secretariat and forward it to the head of the structure where the officer alleged to have committed the violation serves. After preliminary verification, if the violation is substantiated, procedures for initiating disciplinary investigation shall be applied, and materials forwarded to the responsible authorities.
3. In all cases of citizen reports/complaints, the report/complaint must be received at the location where the citizen is contacted, and not require them to appear at another location or structure. The officer receiving the report/complaint must immediately forward it officially to the structure responsible for handling the issue.
4. In all cases, the responsible structure conducting the verification of the report/complaint shall respond to the citizen or institution that submitted it, within the deadlines specified in this regulation and the Code of Administrative Procedures.

CHAPTER III

DISCIPLINARY INVESTIGATION PROCESS

Article 160

Definition and General Criteria

1. A disciplinary investigation refers to the entire activity carried out from the moment the employee is notified in writing of the alleged violation until a decision is made regarding disciplinary punishment or non-punishment.
2. The disciplinary investigation must be fair, objective, and transparent.
3. Before initiating a disciplinary investigation, the employee suspected of committing the violation undergoes a preliminary verification to determine whether a disciplinary violation has occurred. If the preliminary verification concludes that no violation occurred, the verifying officer prepares a brief report attached to the verification file. Otherwise, the disciplinary investigation begins with official notification to the employee. The preliminary verification must be completed within three (3) working days.
4. During the disciplinary investigation, the time, place, and circumstances of the violation, the employee's previous disciplinary or service record, and any mitigating or aggravating circumstances are taken into account.
5. A disciplinary investigation cannot begin or must be terminated if the employee has already:
 - a) Been disciplined for the same violation;
 - b) Undergone a disciplinary investigation for the same violation and was not punished.

Article 161

Responsibility for Investigating Disciplinary Violations

1. Disciplinary violations under the authority of the direct superior are investigated by the superior of the employee suspected of the violation or by an authorized officer, who must hold at least the Police rank of "Vice Commissar".
2. Disciplinary violations under the authority of the Disciplinary Commission are investigated by the structure responsible for professional standards.
3. Investigations under point 1 of this article must be completed within thirty (30) working days from the start of the disciplinary investigation. Investigations under point 2 must be completed within sixty (60) working days, except when the employee under investigation is suspended. In such cases, the investigation must be completed within thirty (30) working days.

Article 162

Rights, Duties, and Protection of the Employee During Disciplinary Investigation

During the disciplinary investigation process, the Police officer has the following rights:

- a) The right to be informed in writing about the alleged violation and the evidence supporting such claims;
- b) The right to express themselves in writing regarding the violation;

- c) The right to legal defense, either by a Police employee within the structure or by an external legal representative;
- ç) The right to consult with the confidential council of the structure to which the officer belongs, a legal advisor, or another person of their choice throughout the investigation process;
- d) The right to cooperate in the investigation process;
- dh) The right to appeal disciplinary decisions.

Article 163

Disciplinary Suspension

A State Police officer may be suspended from duty for disciplinary reasons to prevent further violations, consequences, or interference with the disciplinary investigation.

Disciplinary suspension does not constitute a disciplinary punishment.

An officer may be suspended in the following cases:

- a) Serious disciplinary violations;
- b) Initiation of criminal proceedings against the officer;
- c) Judicial decision removing the right to exercise public functions;
- ç) Arrest or detention.

In the case defined in point 3(a), the direct superior may impose a one-day suspension. The officer is immediately notified verbally of the reason. The head of the structure may extend the suspension up to three additional working days. If further suspension is necessary, and conditions are met, the local structure must send the following documents electronically within 48 hours and by mail to the Directorate of Professional Standards:

- a) Notification of the initiation of disciplinary investigation;
- b) Information on the violation, justifying that the officer's presence hinders the investigation or harms the Police's image;
- c) Preliminary suspension decision issued by the head of the local structure;
- ç) Report from the officer's personal file regarding their disciplinary history.

In cases under point 3(a) and (b), the suspension may last until the disciplinary investigation is completed. During this time, the officer receives financial compensation. The suspension is decided by the Director of the Directorate of Professional Standards.

In cases under point 3(c) and (ç), the suspension lasts until the officer's status changes by judicial decision. In these cases, the suspension is decided by the Deputy General Director of the State Police, and the officer does not receive financial compensation during the suspension.

If the disciplinary measure "Dismissal from the Police" is issued, the suspension may continue or resume if previously interrupted. It lasts until the Appeals Commission issues a decision, but no longer than 30 working days. The extension or resumption is communicated in writing by the Directorate of Professional Standards.

A suspended officer may face restrictions such as: prohibition from entering Police premises unaccompanied, carrying work equipment (weapons, ID, radio, etc.). The officer must appear when summoned but does not perform any Police duties. The type of restriction must be specified in the suspension decision.

Every suspension decision is immediately sent to the Directorate of Human Resources, the Directorate of Professional Standards, and the structure where the officer serves. In cases of suspension due to criminal proceedings, the Police Oversight Agency is notified.

Upon expiration of the suspension period, the officer returns to duty, regardless of whether the disciplinary investigation is ongoing.

The suspension may be terminated by the authorities defined in points 5 and 6 if the reasons for suspension no longer apply.

Article 164

Suspension of Investigations

Disciplinary investigation, for disciplinary violations under the competence of the disciplinary commission, may be suspended by the head of the structure responsible for professional standards in the following cases:

- a) when the same matter is under review/judgment by another law enforcement body;
- b) due to the serious illness of the employee;
- c) treatment abroad;
- ç) training abroad.

The disciplinary investigation resumes upon the cessation of the above circumstances.

CHAPTER IV

Procedures for Disciplinary Investigation

Article 165

Notification of the Start of Disciplinary Investigation

The employee must be notified of the disciplinary investigation before being interviewed.

The notification must be in writing and include the general nature of the investigation, for which there is reasonable suspicion. It must include the suspected disciplinary violation, a brief description of the circumstances of the case, documents, and materials that served as the basis for initiating the disciplinary investigation (complaints, information, evidence or statements taken upon receipt of the complaint or later, inspection reports, recommendations, etc.).

The notification must be signed by the employee under investigation, the employee who ordered the initiation of the disciplinary investigation, and the employee delivering the notification. A copy of the notification is given to the employee under investigation.

The signature of the employee who committed the violation does not imply admission of the violation, but only acknowledgment of the initiation of the disciplinary investigation.

If the employee alleged to have committed the violation refuses to sign, then in the presence of another employee, the note "Refuses to sign" is recorded. The present employee also signs the disciplinary investigation notification form.

For employees under security measures, if notification is not possible, the notification is signed by a union representative, who is obliged to inform the employee under disciplinary investigation.

When the employee who committed the violation is not located or found within the territory of the Republic of Albania, the notification is signed by a union representative.

Article 166

Competence for Initiating Disciplinary Investigation

1. Disciplinary investigation begins against an employee suspected of committing a disciplinary violation.

2. The right to initiate a disciplinary investigation is held by the following employees who identify disciplinary violations:
 - a) any superior of the employee, starting from the direct superior with the police rank of “Vice Commissar” or higher;
 - b) employees of the central structures of the State Police, for employees under their material subordination in all local police structures;
 - c) employees of the structures responsible for professional standards, when disciplinary violations are identified during performance evaluations of police structures or during the conduct of disciplinary investigations.
3. In all cases, the official notification must be registered in the secretariat of the structure where the employee who committed the violation works or in the secretariat of the structure where the employee initiating the disciplinary investigation works.
4. All suspected violations must first be addressed and preliminarily verified at the level of the structure where the employee works to ascertain the suspected violation and, after evaluation, depending on the competence for reviewing and investigating the violation, action is taken as follows:
 - a) if the disciplinary violations fall under the category of violations within the competence of the direct superior, investigations begin and end within the structure where the employee works;
 - b) if any of the disciplinary violations fall under the category of violations within the competence of the disciplinary commission, the documentation is forwarded to the structure responsible for professional standards at the General Directorate of the State Police, which continues the investigation;
 - c) if disciplinary violations are committed by employees of the structure responsible for professional standards, the disciplinary investigation is conducted by a commission established by order of the General Director of the State Police, according to the rules defined in this regulation. The commission consists of 3 (three) police officers, with a rank of at least “Chief Commissar” and is chaired by a police officer with the rank of “First Leader.”
5. In cases where the violation contains elements of a criminal offense, the matter is also referred for review to the structures responsible for police oversight at the Ministry of Interior.
6. For disciplinary violations that contain elements of a criminal offense, a disciplinary investigation is conducted alongside the criminal investigation.
7. When a police officer is detained or arrested, the structure responsible for police oversight at the Ministry of Interior notifies the General Director of the State Police, as well as the police structure where the employee works.

Article 167

General Rules for Disciplinary Investigation

The police officer conducting the disciplinary investigation must ensure that the procedure is always based on the principles of impartiality and moral and professional integrity. They must:

- a) interview the employee under investigation and anyone else who may have knowledge of facts and

- circumstances related to the violation under investigation;
- b) if the employee or witness refuses to be interviewed, sign the statement, or denies a previously given statement, this must be noted in the final report prepared by the police officer conducting the disciplinary investigation;
- c) examine all data related to the behavior concerning the alleged disciplinary violation;
- ç) collect and manage all facts and evidence in the interest of the disciplinary investigation.

Article 168

Verification and Review

1. Upon initiation of the disciplinary investigation and written notification of the individual, the following actions are carried out:
 - a) verification of whether the employee is familiar with:
 - i. normative acts and any amendments thereto;
 - ii. the job description;
 - iii. the consequences of violations.
 - b) verification of facts related to:
 - i. questioning or taking statements from witnesses, keeping notes, and verifying contradictory facts;
 - ii. reviewing relevant documentation for inconsistencies, missing facts, removed dates or signatures;
 - iii. reviewing the employee's file;
 - iv. interviewing the employee to understand their version of events or the issue;
 - v. re-examining documents or verifying with other witnesses who may have direct knowledge, in case of discrepancies between the employee's and witnesses' versions or interpretations of facts;
 - vi. ensuring compliance with obligations for a fair and transparent process according to applicable legislation.
 - c) verification of previous disciplinary procedures, such as:
 - i. disciplinary measures given to other employees for the same violations;
 - ii. previous cases of non-punishment due to lack of awareness of the violated rule;
 - iii. presence of aggravating factors or circumstances for issuing the disciplinary measure, and the possibility of fulfilling obligations to understand the rule;
 - iv. employee reactions to previously issued measures for the same type of violation.
 - ç) ensuring necessary information on whether:
 - i. advice and instructions given are in accordance with established procedures and criteria;
 - ii. all documentation is completed according to the requirements for disciplinary proceedings.
2. Before issuing a disciplinary measure, the following are also reviewed:
 - a) work/service results based on job description, the employee's willingness to perform duties and improve results, the type and level of deficiencies identified (if any), and the support provided for improvement;
 - b) identified behaviors and circumstances that need to be proven in such cases.
3. If during the disciplinary investigation the employee commits another disciplinary violation, the documentation is attached to the ongoing investigation file, and the employee is notified of the additional violation.

4. Police structures are obliged to provide data requested by the employee/structure conducting the disciplinary investigation.
 5. Non-cooperation with the employee/structure conducting the disciplinary investigation, without legitimate reason, constitutes grounds for initiating a disciplinary investigation.
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Article 169

Disciplinary Investigation for Police Officers Under Security Measures

For police officers subject to security measures such as “house arrest,” “arrest in prison,” or “temporary hospitalization in a psychiatric hospital,” disciplinary investigation procedures remain the same, except when the presence of the subject under investigation is required. In such cases, verification and review of the violation are conducted with the participation of a representative appointed by the Police Union.

Article 170

Conducting the Interview: Rights and Obligations

During the interview of the employee, the following standards must be followed:

- a) the interview must be conducted at a reasonable time and while the employee is on duty, unless circumstances require otherwise;
- b) the interview must take place only in police premises. Exceptionally, in special cases, it may be conducted in public administration offices or other suitable locations for the interviewee (home, hospital, or other necessary but essential environments);
- c) the employee must be informed at the beginning of the interview of the name, rank, and function of the police officer conducting the interview;
- ç) during the interview, all questions must be asked only by the police officer conducting the disciplinary investigation, and the employee must be informed of the nature and scope of the investigation before being interviewed;
- d) the interview must have a reasonable duration, generally not exceeding 2 (two) hours per session and no more than 6 (six) hours in one day;
- dh) threats, harassment, or promises by the police officer conducting the disciplinary investigation are not allowed;
- e) the police officer conducting the disciplinary investigation must maintain the confidentiality of all data obtained during the investigation;
- ë) the employee under investigation has the right to consult confidential advisors or another person of their choice throughout the investigation process. The advisor is not allowed to respond on behalf of the employee being interviewed.

Article 171

Conclusion of the Disciplinary Investigation

1. At the conclusion of the disciplinary investigation, the employee or the structure responsible for professional standards that conducted the investigation prepares the final report and sends it to the authority competent to impose the disciplinary measure, which, after review:
 - a) if it is verified that the employee committed a disciplinary violation, imposes one of the disciplinary measures provided by law;
 - b) if it is found that the employee did not commit a disciplinary violation, the disciplinary investigation is concluded and the employee is officially notified.
2. The final report includes:
 - a) the employee or structure that conducted the investigation of the alleged violation;
 - b) identification of the employee alleged to have committed the violation;
 - c) verifications carried out and documents or facts administered;
 - ç) reasoning and explanation of facts or evidence;
 - d) violations committed;
 - dh) normative or administrative acts violated, along with relevant provisions;
 - e) circumstances of the violation;
 - ë) conclusions;
 - f) recommended disciplinary measure to be imposed on the employee who committed the violation.
3. In cases of reporting disciplinary violations that fall under the competence of the disciplinary commission, when the alleged violation was made with bias by a superior or for reasons unrelated to duty performance and implementation of normative acts, upon request of the affected employee, the structure responsible for professional standards initiates the disciplinary investigation.

Article 172

Administration of the Disciplinary File

1. For each employee subject to disciplinary investigation, a file is created containing all documentation used and generated during the process.
2. Disciplinary files are administered in the secretariat of the structure to which the employee conducting the investigation belongs.
3. Data retention periods are determined in accordance with legislation under which the data subject exercises the right to appeal, and are applied based on letter “d”, point 1, of Article 5 of Law No. 9887, dated 10.3.2008, “On the Protection of Personal Data”, as amended.

Article 173

Disciplinary Commission

1. The disciplinary commission is permanently established at the General Directorate of the State Police, within the structure responsible for professional standards, with the following

composition:

- a) the director of the structure responsible for professional standards, as chairperson;
 - b) two employees with the rank of director from the structure responsible for professional standards, as members.
2. Members of the disciplinary commission are appointed annually by order of the General Director of the State Police.
 3. The disciplinary commission reviews the acts, materials/evidence/documents collected during the disciplinary investigation and imposes disciplinary measures as provided in Law No. 82/2024, “On the State Police”.
 4. The chairperson convenes and organizes the commission whenever necessary.
 5. Decisions made by the disciplinary commission may be appealed to the appeals commission.
 6. Members of the disciplinary commission must:
 - a) have high ethical standards and the ability to make impartial decisions;
 - b) be capable of maintaining high standards of confidentiality;
 - c) not have any unresolved disciplinary measures and not be under disciplinary or criminal investigation.
 7. An employee may not be part of the disciplinary commission in the following cases:
 - a) if they are the subject of a disciplinary investigation;
 - b) if they have been interviewed as a witness.
 8. In cases of incapacity or legal impediments, the General Director of the State Police replaces commission members with other employees, preferably of the same rank or function.

Article 174

Procedures for Violations Committed by Employees with the Rank “Senior Leader”

1. When a police officer with the rank of “Senior Leader” commits a disciplinary violation, the disciplinary investigation and imposition of the disciplinary measure are carried out by a special ad hoc disciplinary commission, established by order of the General Director of the State Police, composed of three members with at least the rank of “First Leader”.
2. The Special Disciplinary Commission is assisted during the investigation by the structure responsible for professional standards, which conducts the necessary investigations and verifications, as well as any other task assigned by the commission.
3. The Minister is notified of the initiation of the disciplinary investigation and the measure taken against the employee with the rank of “Senior Leader”.

Article 175

Procedures for Imposing and Communicating Disciplinary Measures

1. After the conclusion of the disciplinary investigation, if it is verified that the employee committed a disciplinary violation, the relevant authorities decide on the imposition of the disciplinary measure.
2. The decision must be communicated in writing within 3 (three) working days from the date of arrival at the secretariat of the structure where the employee works. This communication is made by the direct superior or a person authorized by the head of the institution. For employees of local police structures, the communication is made by human resources staff.
3. If the police officer is on medical leave, on vacation abroad, or on annual leave, communication is made within 3 (three) working days from the day the employee returns to duty. For liaison officers and those on service abroad, communication is made electronically.
4. The decision is signed by the sanctioned employee and the employee delivering the notification.
5. If the sanctioned employee refuses to sign, the note "Refuses to sign" is recorded in the presence of another employee, who also signs the decision form.
6. The sanctioned police officer is given an original copy of the decision, as well as a copy of the final report or other supporting documents, if not previously provided.
7. A signed copy of the disciplinary decision is administered by the relevant human resources structure, which, after the appeal deadline or completion of appeal procedures, places it in the employee's personal file. If the measure is annulled after appeal procedures, the related documentation is archived.
8. Local human resources structures must officially notify, via official letter or email, the central human resources structures and the structure responsible for professional standards about the employee sanctioned with a disciplinary measure, the type of measure, and whether the measure is final or has been appealed.
9. Notification must be made immediately, but no later than 3 (three) working days from the moment of appeal or when the disciplinary measure becomes final.
10. For disciplinary measures imposed by the authorities defined in this regulation, a copy of the measure must be sent immediately, but no later than 3 (three) working days, to the central human resources structure and the structure responsible for professional standards.

CHAPTER V

APPEALS

Article 176

Right to Appeal

1. An employee subject to a disciplinary measure has the right to appeal the imposed measure.
2. In all cases, the appeal must be submitted in writing to the secretariat of the structure where the employee works.

3. Appeals that do not comply with the requirements of this article or are submitted outside the legal time limits result in the loss of the right to appeal.
 4. In cases where the appeal is not reviewed, and the reasons for non-review, the employee who submitted the appeal must be officially notified.
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Article 177

Appeal for “Warning” and “Warning with Notice” Measures

1. An employee subject to the disciplinary measures “warning” or “warning with notice” has the right to appeal to the superior of the employee who issued the measure within 30 (thirty) days from the date of written notification of the disciplinary measure.
 2. The superior, for the review of the appeal, is assisted by the human resources and relevant structures, or in their absence, by an appointed employee who prepares and manages the documentation.
 3. The appeal must be submitted in writing to the secretariat of the structure where the employee is appointed. The secretariat staff registers and immediately forwards the appeal to the competent authority for review.
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Article 178

Appeal for Measures More Severe than “Warning with Notice”

1. An employee subject to disciplinary measures under the competence of the disciplinary commission has the right to appeal to the appeals commission within 30 (thirty) days from the date of written notification of the disciplinary measure.
 2. The appeals commission, for the review of appeals, is assisted by the structure responsible for professional standards, which prepares and manages the documentation.
 3. The appeal must be submitted in writing to the secretariat of the structure where the employee is appointed. The secretariat staff registers and immediately forwards the appeal to the responsible human resources structures, which prepare the case and send it immediately to the appeals commission.
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Article 179

Appeals Commission

1. The appeals commission is established at the General Directorate of the State Police and consists of 5 (five) members as follows:
 - a) the Deputy General Director, as the chairperson of the commission;
 - b) four police officers, each with at least the rank of “First Leader,” as members.

2. Members of the appeals commission, except for the chairperson, are appointed annually by order of the General Director of the State Police. This commission reviews all appeals for disciplinary measures more severe than “warning with notice,” as well as appeals related to dismissal from duty with the justification “due to reduction of the organizational function” or “invalidity of the administrative act of appointment.”
3. Upon completion of the appeal review, the appeals commission decides on:
 - a) upholding or modifying the disciplinary measure;
 - b) upholding or revoking the administrative act of dismissal from duty, based on the justification “due to reduction of the organizational function” or “invalidity of the administrative act of appointment.”
4. Decisions of the appeals commission are final, and further appeals may only be made in court.
5. Members of the appeals commission must:
 - a) have high ethical standards and the ability to make impartial decisions;
 - b) be capable of maintaining high standards of confidentiality;
 - c) not have any unresolved disciplinary measures and not be under disciplinary or criminal investigation.
6. An employee may not be part of the appeals commission in the following cases:
 - a) if they are the subject of the appeal review;
 - b) if they are a direct subordinate or superior of the employee who submitted the appeal;
 - c) if they were interviewed as a witness.
7. The employee submitting the appeal has the right to request a change of commission members only once.
8. In the cases defined in point 2 of this article, the General Director of the State Police replaces commission members with other employees, preferably of the same rank or function.

Article 180

Procedure for Reviewing Appeals

1. Upon receiving the employee’s appeal, the Appeals Commission officially requests written evidence and facts from the Disciplinary Commission that served as the basis for the disciplinary measure.
2. When deemed necessary, the Appeals Commission appoints a police officer with a higher rank than the appellant to conduct verifications related to the case under review.
3. The chairperson of the Appeals Commission sets the location, date, and time of the appeal hearing, which is communicated to the employee at least 3 (three) working days before the hearing.
4. The employee has the right to be present and to be defended by another police officer of equal or higher rank chosen by them, or by a legal representative outside the police structure. If assisted by a legal representative, the related expenses are covered by the employee or the police union. Heads of relevant structures must allow the chosen defenders to participate in the appeal hearings.

5. During the appeal review, the Appeals Commission may request the presence of other employees who have knowledge of the incident or the alleged violation.
6. Appeal hearings are open to police employees, except in cases where the matter under review is classified as “secret.” If the disciplinary measure was issued following a complaint from citizens or institutions, the Appeals Commission may decide to open the hearings to the media and public, provided the matter is not classified as “secret.”
7. The appeal hearing is documented in the official minutes of the Appeals Commission.
8. The decision of the Appeals Commission must be reasoned and based on evidence, written facts, and applicable normative acts. It is made by majority vote and without the presence of other individuals.
9. The Appeals Commission communicates the decision in writing to the employee as soon as possible, but no later than 10 (ten) working days from the date of the decision, providing a copy of the decision. The structure where the employee works, the central human resources structure, and the structure responsible for professional standards are also notified in writing.
10. If the police officer is on medical leave, on vacation abroad, or on annual leave, communication is made within 5 (five) working days from the day the employee returns to duty.
11. The Appeals Commission must complete the review and issue a decision no later than 30 (thirty) working days from the date the appeal is submitted to the secretariat of the structure where the employee is appointed. In exceptional cases, with a reasoned decision, this deadline may be extended once for an additional 30 (thirty) days.
12. If the employee does not attend the scheduled appeal hearing and lacks justified reasons for their absence, the hearing may be postponed only once.

Article 181

Procedure for Reviewing Appeals for Police Officers Under Security Measures

1. For police officers under security measures such as “house arrest” or “arrest in prison,” the appeal review procedures are the same. If it is impossible to contact the officer, they have the right to be defended by a police officer or legal representative of their choice. If they refuse representation, the Commission appoints a police officer as their defender, preferably with a higher rank than the appellant.
2. For police officers under the security measure “temporary hospitalization in a psychiatric hospital,” the appeal review procedures are the same. In these cases, the officer has the right to be defended by a police officer or legal representative of their choice. If they refuse representation, the Commission appoints a police officer, preferably a union representative, with a higher rank than the appellant.

Article 182

Preparation and Administration of Documentation

1. The structure responsible for professional standards manages documentation related to appeals reviewed by the Appeals Commission.
 2. Human resources structures manage documentation related to appeals concerning the disciplinary measures “Warning” and “Warning with Notice.”
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Article 183

Representation in Court

1. Legal representation of the General Directorate of the State Police in court is carried out by the Legal Directorate. At the conclusion of each judicial process, the authorized legal representative appeals decisions that conflict with the institution’s interests. The Legal Directorate periodically informs the General Director of the State Police about the progress of court cases and decisions with significant financial impact or importance.
2. Legal representation of local structures is carried out by legal specialists, or where unavailable, by managers or specialists in the relevant field where the conflict arose. At the conclusion of each judicial process, the authorized legal representative appeals decisions that conflict with the institution’s interests. The designated legal representative periodically informs the Local Police Director or the head of special units, as well as the Legal Directorate at the General Directorate of the State Police, about the progress and final decisions of court cases.
3. Rules for representation and periodic reporting are defined by standard operating procedures.
4. The General Director of the State Police determines, through special authorization, which employee will represent the institution in court, depending on the nature of the lawsuit.

CHAPTER VI

ADMINISTRATION OF DISCIPLINARY MEASURES

Article 184

Execution and Administration of the Disciplinary Measure

1. A disciplinary measure imposed on a police officer that is not appealed within the prescribed time limits is executed and recorded in the employee’s personal file and entered into the data system.
2. A disciplinary measure that has been appealed by the employee is executed and recorded in the personal file and data system only after a final decision is made by the Appeals Commission or the superior reviewing the appeal.

3. The disciplinary measures “Warning” and “Warning with Notice” are executed within 3 (three) working days from the moment the measure becomes final and the employee is officially notified.
4. The disciplinary measures “Temporary salary reduction up to 40% for a period not exceeding 1 year,” “Postponement of promotion for up to 5 years,” “Demotion by one rank for a period up to 5 years,” “Suspension from duty for a period from 3 months to 2 years, with entitlement to minimum wage as per the Council of Ministers’ decision,” and “Dismissal from the Police” are executed no later than 10 (ten) working days from the moment the measure becomes final and the employee is officially notified.
5. The effects of the disciplinary measure begin after the appeal period has expired and the employee has not appealed, or after the Appeals Commission has issued a decision and the employee has been officially notified.
6. If the employee is sanctioned with “Demotion by one rank for a period up to 5 years” or “Dismissal from the Police,” and the measure becomes final after the appeal process, the General Director of the State Police issues the order for demotion or dismissal.
7. If the employee is sanctioned with “Temporary salary reduction up to 40% for a period not exceeding 1 year” or “Suspension from duty for a period from 3 to 24 months with entitlement to minimum wage,” and the measure becomes final after the appeal process, the head of the spending unit issues the corresponding execution order.

Article 185

Written Procedures

Written procedures and the specific format of documents defined in the section “Disciplinary Procedures in the State Police” are standardized. They are prepared by the structure responsible for professional standards and approved by the General Director of the State Police.

CHAPTER VII

TIME LIMITS AND STATUTE OF LIMITATIONS FOR DISCIPLINARY VIOLATIONS

Article 186

Statute of Limitations for Violations and Execution of Measures

1. A disciplinary investigation cannot be initiated if more than 3 (three) years have passed from the time the violation occurred to the time it was discovered or brought to attention, except in cases where the investigation was suspended.
2. A disciplinary measure cannot be imposed, regardless of the stage of the investigation, if the measure has not been communicated to the employee within the time limits specified in this regulation.

3. A disciplinary measure cannot be executed if the notification deadlines specified in this regulation have passed.

Article 187

Removal of the Disciplinary Measure

Disciplinary measures, except for “Dismissal from the Police,” may be removed by the General Director of the State Police in special cases where the employee has performed acts of bravery to ensure public order and safety, protect lives and property of citizens, or has achieved significant work results over a long period. Additionally, at least one-third of the time required to serve the measure must have passed since its execution.

Article 188

Issuance and Approval of Administrative Acts

The General Director of the State Police approves standard operating procedures in implementation of this regulation.

Article 189

Sanctions

Failure to comply with this regulation constitutes a disciplinary violation.