



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

REGULATION (OPM) - NO. 18/2024
ON THE INTERNAL ORGANIZATION AND SYSTEMATIZATION
OF THE WORKPLACES OF THE CORRECTIONAL SERVICE OF
KOSOVO¹

¹ Regulation (OPM) - No.18/2024 on the Internal Organization and Systematization of the Workplaces of the Correctional Service of Kosovo, has been approved by the Prime Minister, with Decision No. 164/2024, dated 10.10.2024.

Prime Minister of the Republic of Kosovo,

Pursuant to Article 94 (10) of the Constitution of the Republic of Kosovo, based on Article 28 (paragraph 3) of Law No. 06/L-113 on Organization and Functioning of State Administration and Independent Agencies of the Republic of Kosovo, in accordance with Article 9 (paragraph 1, sub-paragraph 1.10) of Law No. 08/L-117 on Government of the Republic of Kosovo, as well as based on Article 10 (paragraph 2) of Law No. 08/L-131 for the Correctional Service of Kosovo in line with Articles 9 (paragraph 7) of Regulation GRK No. 01/2020 on Standards of internal organization, systematization of jobs and cooperation with institutions of State Administration and Independent Agencies,

Issues:

REGULATION (OPM) - NO.18/2024 ON INTERNAL ORGANIZATION AND SYSTEMATIZATION OF WORKPLACES IN THE KOSOVO CORRECTIONAL SERVICE

**CHAPTER I
GENERAL PROVISIONS**

**Article 1
Purpose**

The purpose of this Regulation is to determine internal organization and systematization of workplaces in the Kosovo Correctional Service.

**Article 2
Scope**

This Regulation shall be applicable to the General Directorate and all Correctional Institutions of the Kosovo Correctional Service.

**CHAPTER II
INTERNAL ORGANIZATION OF THE CORRECTIONAL SERVICE**

**Article 3
Mission**

The mission of the Kosovo Correctional Service is to re-socialize and reintegrate convicts in cooperation with all justice partners and in continuous compliance with the Kosovo laws, by respecting their fundamental rights without discrimination, as well as ensuring a safe

environment for the staff, the convicts, and contributing to the general security in the Republic of Kosovo.

Article 4
Organizational structure of the Kosovo Correctional Service

1. The organizational structure of the Kosovo Correctional Service is as follows:
 - 1.1.General Directorate;
 - 1.2.Departments;
 - 1.3.Divisions.
2. The total number of employees in the Correctional Service is one thousand nine hundred eleven (1911).

Article 5
Office of Executive Director

1. The Office of the Executive Director of the Correction Service shall consist of:
 - 1.1. Executive Director;
 - 1.2.Deputy Executive Director for Security and Operations;
 - 1.3.Deputy Executive Director for the Treatment of Convicts;
 - 1.4.Senior Executive Officer;
 - 1.5.Administrative Officer.
2. Other positions reporting directly to the Executive Director shall include:
 - 2.1.Certifying Officer.
3. The duties and responsibilities of the Executive Director and Deputy Executive Directors are defined by the law on Kosovo Correctional Service, law on Execution of Criminal Sanctions, law on Organization and Functioning of State Administration and Independent Agencies, law on Public Officials, and other applicable legislation.
4. The duties and responsibilities of the Senior Executive Officer and Administrative Officer are defined by the relevant applicable legislation on Public Officials.
5. The number of employees in the Office of the Executive Director is six (6).

Article 6
Departments and Divisions in the General Directorate
of Correctional Service

1. Departments and Divisions of the General Directorate of Correctional Service include:

1.1. Legal Department:

1.1.1. Division for Legislation;

1.1.2. Legal Oversight Division.

1.2. Department of Operational Security and Convicts Monitoring:

1.2.1. Security Division;

1.2.2. Division of Operations;

1.2.3. Division of Convicts Monitoring.

1.3. Department of Intelligence:

1.3.1. Division for Collecting, Processing and Systemizing Information;

1.3.2. Division of Information Analysis.

1.4. Department for Overseeing the Treatment of Convicts and Minors:

1.4.1. Division for Overseeing the Treatment of Convicts and Minors and Social Affairs;

1.4.2. Division for Overseeing Education, Work and Vocational Training;

1.4.3. Division for Evaluation and Classification of Convicts.

1.5. Department of General Services:

1.5.1. Division of Design and Surveillance of Premises of Correctional Institutions;

1.5.2. Division of Information Technology;

1.5.3. Division of Logistics Services.

1.6. Department of Budget and Finance:

1.6.1. Division of budget execution and reporting;

1.6.2. Economic Unit.

1.7. Special divisions reporting directly to the Executive Director of the Kosovo Correctional Service shall include:

1.7.1. Division of Human Resources Management;

1.7.2. Procurement Division;

1.7.3. Division of Contract Monitoring;

1.7.4. Division of Policy Design on Professional Development for the Staff of Kosovo Correctional Service;

1.7.5. Division of Public Communication.

Article 7 Legal Department

1. The mission of the Legal Department is the provision of legal services, legal support in the drafting of primary and secondary legislation as well as the supervision of the implementation of legislation within the scope of the Kosovo Correctional Service.

2. The duties and responsibilities of the Legal Department are as follows:

2.1. plans, organizes and defines the work objectives of the division for support in the drafting of legislation and the division for supervision of legality;

2.2. supervise the administrative work of the Correctional Institutions by offering professional advice so that the assigned functions are fulfilled in accordance with the legislation in force;

2.3. ensure that secondary legislation on the Kosovo Correctional Service (sub-legal acts) is in line with the applicable legislation in the Republic of Kosovo;

2.4. provide support to correctional institutions and organizational structures of the Kosovo Correctional Service as well as recommendations and legal advice, as required;

2.5. coordinate with other institutions of the Republic of Kosovo in relation to the progress of works related to the Kosovo Correctional Service;

2.6. coordinate with governmental and non-governmental organizations on treatment and respect of human rights;

2.7. coordinate with the Ministry of Justice on drafting policies and draft laws under the scope of the execution of criminal sanctions.

3. The Legal Department shall consist of the following divisions:

3.1. Division for Legislation;

3.2. Legal oversight division.

4. The Director of the Legal Department shall report to the Executive Director of the Kosovo Correctional Service.
5. The number of employees in the Legal Department is seven (7).

Article 8
Division for Legislation

1. The duties and responsibilities of the Legislation Division are:
 - 1.1. offers professional support in the drafting of primary and secondary legislation for the scope of the Kosovo Correctional Service;
 - 1.2. helps in the drafting of policies and takes care of their implementation by the organizational units of the Kosovo Correctional Service;
 - 1.3. provides legal support in the drafting of decisions, contracts, memoranda and other necessary acts;
 - 1.4. provide the required advice, recommendations and legal opinions under the scope of the Kosovo Correctional Service;
 - 1.5. identifies eventual obstacles in the implementation of normative and administrative acts from the field of execution of criminal sanctions and proposes concrete measures for their elimination;
 - 1.6. initiate procedures and draft manuals and working standards for the Correctional Institutions;
2. The Head of the Legislation Division reports to the Director of the Legal Department.
3. The number of employees in the Legislation Division is three (3).

Article 9
Legal Oversight Division

1. The duties and responsibilities of the Legal Oversight Division are as follows:
 - 1.1. coordinate activities with all organizational structures of the Kosovo Correctional Service on the implementation of legislation;
 - 1.2. draft and implement the work plan of the division related to official visits to the Correctional Institutions;
 - 1.3. oversee the administrative work of correctional institutions in terms of work and action legality, legality of acts under the competence of the Director of the Correctional Institution;
 - 1.4. provide legal support in the field of drafting primary and secondary legislation under the scope of the Kosovo Correctional Service;

- 1.5. identify problems in the implementation of normative acts;
- 1.6. maintain the register of sub-legal acts.
2. The Head of the Legal Oversight Division shall report to the Director of the Legal Department.
3. The number of employees in the Legal Oversight Division is three (3).

Article 10
Department of Security, Operations and Convicts Monitoring

1. The mission of the Department of Security, Operations and Convicts Monitoring is to ensure security in the Correctional Institutions and welfare of convicts.
2. The duties and responsibilities of the Department of Security, Operations and Convicts Monitoring are as follows:
 - 2.1. monitor the implementation of operational and security procedures and standards in all correctional institutions;
 - 2.2. plan the required resources for operational and security issues in the correctional institutions;
 - 2.3. is responsible for organizing and monitoring convicts as well as creating a safe environment for convicts and staff during convict monitoring;
 - 2.4. monitor the drafting and updating process of emergency plans;
 - 2.5. provide support in organizing relevant trainings in correctional institutions;
 - 2.6. produce periodical reports on operations and security in correctional institutions;
 - 2.7. propose and draft operational and security procedures and standards for the correctional institutions;
 - 2.8. review the requests of correctional service officers for equipment with fire arms and other security tools;
 - 2.9. provide support in managing crises at an institutional level and undertake the relevant operational and security measures;
 - 2.10. coordinate with all other divisions and units to ensure a safe environment.
3. The Director of the Department of Security, Operations and Convicts Monitoring shall report to the Executive Director of the Kosovo Correctional Service.
4. The Department of Security, Operations and Convicts Monitoring shall consist of the following divisions:

4.1. Security Division;

4.2. Operations Division;

4.3. Division of Convict Monitoring.

5. The number of employees in the Department of Security, Operations and Convicts Monitoring is fifteen (15).

Article 11 Security Division

1. The duties and responsibilities of the Security Division are as follows:

1.1. monitor and provide advice in the field of internal security to the correctional institutions and organizational structures of the Correctional Service;

1.2. conduct regular security assessments for the Correctional Institutions;

1.3. propose and draft Plans in the field of security and ensure their implementation;

1.4. oversee the control of security elements in correctional institutions;

1.5. plan and organize raids in correctional institutions;

1.6. draft and oversee the implementation of emergency plans in correctional institutions;

1.7. draft and oversee the implementation of emergency plans in correctional institutions.

2. The Head of the Security Division shall report to the Director of the Department of Operational Security and Convict Monitoring.

3. The number of employees in the Security Division is three (3).

Article 12 Operations Division

1. The duties and responsibilities of the Operations Division are as follows:

1.1. monitors correctional institutions through the camera system;

1.2. is responsible for communicating and coordinating actions with all correctional institutions and other law enforcement institutions;

1.3. is responsible for data collection, processing, and report production;

1.4. produce 24-hour, weekly, monthly, semi-annual and annual reports and store and archive such reports in electronic and hard copies;

1.5. keep records of all movements of convicts outside the correctional institutions;

1.6. is responsible for organizing convict monitoring during their stay in different health care facilities;

1.7. is responsible for organizing convict monitoring during their stay in different health care facilities.

2.The Head of the Operations Division shall report to the Director of the Department of Operational Security and Convict Monitoring.

3.The number of employees in the Operations Division is six (6).

Article 13

Division of Convicts Monitoring

1. The duties of the Division of Convicts Monitoring are as follows:

1.1.lead, plan, organize the transport and monitoring of convicts outside correctional institutions;

1.2.develop and ensure the implementation of procedures and objectives for monitoring and transporting convicts;

1.3.is responsible for creating a safe environment for both convicts and the staff during convict monitoring;

1.4. coordinate with correctional and other institutions such as the Kosovo Police, Courts and Prosecutions in relation to transport and monitoring of convicts outside the Correctional Institutions;

1.5.assess the risk level of convicts before accompanying and transporting convicts;

1.6.ensure an effective surveillance, monitoring and management of all daily operations;

1.7. manage emergency situations during monitoring and transport of convicts.

2.The Head of the Division of Convicts Monitoring shall report to the Director of the Department of Security, Operations and Convicts Monitoring.

3.The number of employees in the Division of Convicts Monitoring is five (5).

Article 14

Intelligence Department

1.The mission of the Intelligence Department is to collect and process information that poses risk to the order and security of correctional institutions.

2. The duties and responsibilities of the Intelligence Department are as follows:
 - 2.1. plan, collect, systemize, analyse, distribute specific intelligence information that poses risk and threat to the order and security of correctional institutions;
 - 2.2. undertake technical intelligence measures to prevent security threats against the Correctional Service;
 - 2.3. implement specialized techniques of correctional intelligence, technologies and best practices that are in line with the legislation in force and human rights protection;
 - 2.4. identify individuals and groups that pose threats to the security of correctional institutions, inform, exchange information and intelligence with the competent institutions;
 - 2.5. coordinate with other competent institutions to protect general security.
3. The Intelligence Department shall consist of two (2) Divisions:
 - 3.1. Division of information collection, processing and storage;
 - 3.2. Division of information analysis.
4. The Director of the Intelligence Department shall report to the Executive Director of the Kosovo Correctional Services.
5. The number of employees in the Intelligence Department is sixteen (16).

Article 15
Division of Information Collection, Processing and Storage

1. The duties and responsibilities of the Information Collection, Processing and Storage are as follows:
 - 1.1. lead the information collection process from different sources;
 - 1.2. ensure that the collected information is classified and stored in the file of correctional intelligence;
 - 1.3. identify, develop, administer and use authorised confidential sources to address requests;
 - 1.4. identify individuals and groups of security threat who pose risk to the security of correctional institutions;
 - 1.5. review current tactics and techniques that use groups of security threats and those related to procedures that threaten institutional security;

1.6.coordinate with organizational units of the Correctional Service and other security institutions.

2.The Head of the Division of Information Collection, Processing and Storage shall report to the Director of the Intelligence Department.

3. The number of employees in the Division of Information Collection, Processing and Storage is twelve (12).

Article 16

Division of Information Analysis

1. The duties and responsibilities of the Division of Information Analysis are as follows:

1.1.implement the intelligence cycle and its role for the Kosovo Correctional Service and other security and law enforcement agencies in Kosovo;

1.2. professionally analyse the information received and develop reliable intelligence products;

1.3.lead the tactical, operational and strategic information analysis process;

1.4.produce final analytical reports and share them with the competent security authorities as authorized;

1.5.assist the director of the Intelligence Department in planning and drafting the intelligence development strategy;

1.6.ensure that the analysed information is classified and stored in the file of correctional intelligence;

1.7.coordinate with the organizational units of the Correctional Service and other security institutions.

2.The Head of the Division of Information Analysis shall report to the Director of the Intelligence Department.

3.The number of employees in the Division of Information Analysis is three (3).

Article 17

Department for Overseeing the Treatment of Convicts and Minors

1. The mission of the Department for Overseeing the Treatment of Convicts and Minors is to support the Correctional Institutions in implementing rehabilitation programmes for the convicts.

2. The duties and responsibilities of the Department for Overseeing the Treatment of Convicts and Minors are as follows:

- 2.1. draft and oversee the implementation of rehabilitation and re-integration programmes for convicts and minors;
 - 2.2. support correctional institutions in implementing special programmes for convicts and minors;
 - 2.3. monitor the implementation of programmes by correctional institutions for convicts in the field of employment and education;
 - 2.4. coordinate with domestic and international institutions to provide support in the treatment of convicts in correctional institutions;
 - 2.5. provide support in functionalizing the teaching process in correctional institutions;
 - 2.6. ensure an appropriate environment for the learning process for convicts in correctional institutions;
 - 2.7. monitor the development of trainings for convicts in correctional institutions.
3. The Department for Overseeing the Treatment of Convicts and Minors shall consist of the following divisions:
- 3.1. Division for overseeing the treatment of convicts and minors and social affairs;
 - 3.2. Division for overseeing education, work and vocational training;
 - 3.3. Division for the evaluation and classification of convicts.
4. The Director of the Department for Overseeing the Treatment of Convicts and Minors shall report to the Executive Director of the Kosovo Correctional Service.
5. The number of employees in the Department for Overseeing the Treatment of Convicts and Minors is twenty-two (22).

Article 18

Division for Overseeing the Treatment of Convicts and Minors and Social Affairs

1. The duties and responsibilities of the Division for Overseeing the Treatment of Convicts and Minors and Social Affairs are:
 - 1.1. develop and oversee the implementation of rehabilitation and re-integration programmes for convicts and minors;
 - 1.2. support correctional institutions in implementing special programmes for convicts and minors;
 - 1.3. coordinate with domestic and international institutions in providing support for the treatment of convicts;

1.4.draft general periodic reports on the convicts in social treatment;

1.5.propose and draft standards for the treatment of social issues and treatment of convicts;

1.6.in coordination with the relevant training unit, present the needs and design training modules for the staff on social issues;

1.7.in coordination with the relevant training units, present the needs and design training modules for the staff on social issues.

2.The Head of the Division for Overseeing the Treatment of Convicts and Minors and Social Affairs shall report to the Director of the Department for Overseeing the Treatment of Convicts and Minors in Social Affairs.

3.The number of employees in the Division for Overseeing the Treatment of Convicts, Minors and Social Affairs is three (3).

Article 19

Division for Overseeing Education, Work and Vocational Training

1. The duties and responsibilities of the Division for Overseeing Education, Work and Vocational Training are as follows:

1.1.coordinate with the responsible structures on education, vocational training and work in correctional institutions;

1.2.coordinate with the Ministry of Education, Science and Technology as well as municipal education directorates in providing support to the education of convicts as well as with the relevant ministries;

1.3.provide support in the effective teaching process in correctional institutions;

1.4.oversee the employment and vocational training process for convicts;

1.5.produce periodical reports on education, employment and professional skills of convicts.

2.The Head of the Division for Overseeing Education, Work and Vocational Training shall report to the Director of the Department for Overseeing the Treatment of Convicts and Minors.

3.The number of employees in the Division for Overseeing Education, Work and Vocational Training is three (3).

Article 20
Division for Evaluation and Classification of Convicts

1. The duties and responsibilities of the Division for Evaluation and Classification of Convicts are as follows:

- 1.1. is responsible for the equal, professional and impartial evaluation of all convicts;
- 1.2. conduct individual risk and needs assessment for all convicts;
- 1.3. determine the initial classification of convicts;
- 1.4. conduct individual risk and needs reassessments after the full force of the verdict for the convicts admitted in correctional institutions;
- 1.5. after the assessment process, an individual plan is drafted for executing the sentence according to the specifics of every convict;
- 1.6. determine the location of the convicted person in correctional institutions where the individual treatment plan is to be implemented;
- 1.7. at the request of the correctional institution, conduct a re-evaluation of the individual plan due to emerging needs and circumstances of the convict;
- 1.8. coordinate with other institutions to obtain sources of information for the assessment and classification of convicts.

2. The Head of the Division of Evaluation and Classification of Convicts shall report to the Director of the Department for Overseeing the Treatment of Convicts and Minors.

3. The number of employees in the Division for Evaluation and Classification of Convicts is fifteen (15).

Article 21
Department of General Services

1. The mission of the Department of General Services is to ensure that the administrative units of the Kosovo Correctional Service have effective services and administrative support.

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

- 2.1. lead administrative procedures in the field of engineering, information technology and logistics services;
- 2.2. manage and maintain the inventory and other warehouse material as well as provide administrative and logistics support;
- 2.3. implement management procedures for all vehicles owned by the Correctional Service, their maintenance and service in line with the legislation in force;

- 2.4. manage the register and conduct asset evaluations;
- 2.5. ensure efficient functioning in the field of information technology.
3. The Department of General Services shall consist of the following divisions:
 - 3.1. Division of design and surveillance of correctional institutions' premises;
 - 3.2. Division of information technology;
 - 3.3. Division of logistics services.
4. The Director of the Department of General Services shall report to the Executive Director of the Kosovo Correctional Services.
5. The number of employees in the Department of General Services is twenty (20).

Article 22

Division of Design and Oversight of Correctional Institutions' Premises

1. The duties and responsibilities of the Division of Design and Oversight of Correctional Institutions Premises are:
 - 1.1. plan the needs for capital investments and budgetary requirements for projects;
 - 1.2. monitor and manage capital funds;
 - 1.3. conduct construction assessments for facilities in need of renovation within the Kosovo Correctional Service;
 - 1.4. manage procedures related to the renovation of facilities;
 - 1.5. oversee works during the implementation of projects;
 - 1.6. coordinate with the relevant authorities of the responsible ministries in relation to the infrastructure of Correctional Service facilities.
2. The Head of the Division of Design and Oversight of Correctional Institutions' Facilities shall report to the Director of the Department of General Services.
3. The number of employees in the Division of Design and Oversight of Correctional Institutions' Facilities is six (6).

Article 23

Division of Information Technology

1. The duties and responsibilities of the Division of Information Technology are to:

- 1.1. develop, coordinate and implement information technology policies;
 - 1.2. develop information technology projects;
 - 1.3. develop and administer all databases of the Correctional Service;
 - 1.4. develop and maintain the information technology infrastructure;
 - 1.5. develop and administer the information technology networks;
 - 1.6. administer, configure, and manage the server system;
 - 1.7. install operating systems and various application systems as well as identify and record issues with software and hardware.
- 2.The Head of the Division of Information Technology shall report to the Director of the Department of General Services.
- 3.The number of employees in the Division of Information Technology is eight (8).

Article 24
Division of Logistics Services

1. The duties and responsibilities of the Division of Logistics Services are as follows:
 - 1.1. manage the inventory and warehouse of the Correctional Services;
 - 1.2. manage services for goods and equipment as necessary;
 - 1.3. manage and prepare for supplies of all required logistics articles, as well as supply with different materials for the needs of the Correctional Service personnel;
 - 1.4. maintain equipment and inventory of offices in all units of the Correctional Services;
 - 1.5. ensure maintenance, service and registration of official vehicles of the Correctional Services;
 - 1.6. receive invoices from economic operators and distribute them to the relevant units;
 - 1.7. manage the archive of the Kosovo Correctional Services.
2. The Head of the Division of Logistics Services shall report to the Director of the Department of General Services.
3. The number of employees in the Division of Logistics Services is five (5).

Article 25
Department of Budget and Finance

1. The mission of the Department of Budget and Finance is to effectively manage the budget planning and execution, in accordance with the relevant Law on Public Finance Management and other legislation in force.

2. The duties and responsibilities of the Department of Budget and Finance are as follows:

2.1. manage and oversee the budget planning and financial forecast process in coordination with the Correctional Institutions and continuously monitor its implementation;

2.2. develop budget proposals and the Mid-Term Expenditure Framework in coordination with the Correctional Institutions, conduct budget planning for all programmes of the agency and assist administrative units of the agency in developing the Mid-Term Expenditure Framework and budgetary requirements;

2.3. develop budget proposals during the budget review process based on the requests of the requesting units for funds from one economic category to another according to the laws in force;

2.4. ensure that budget and financial expenditures and movements are made in accordance with the public finance management rules and procedures;

2.5. prepare and monitor cash flow, accounts, transactions and other financial parameters that indicate the financial performance of the agency;

2.6. report on cash reserves and ensure that the internal financial control is based on principles of accountability;

2.7. develop the final financial statements of the agency;

2.8. manage the economic unit;

2.9. report on budget execution periodically.

3. The Director of the Department of Budget and Finance shall report to the Executive Director of the Kosovo Correctional Service.

4. The Department of Budget and Finance shall consist of the following divisions:

4.1. Division of budget execution and reporting;

4.2. Economic Unit.

5. The number of employees in the Department of Budget and Finance is eleven (11).

Article 26

Division of Budget Execution and Reporting

1. The duties and responsibilities of the Division of Budget Execution and Reporting are as follows:

- 1.1. develop and manage cash flow for all units of the agency;
 - 1.2. maintain and monitor budget expenditures and also report on all issues of financial analyses by signalling their excesses on time;
 - 1.3. prepare reconciliations of expenditure notes, according to the administrative units of the agency;
 - 1.4. records commitments and expenses in the relevant electronic system for all budget lines of the agency;
 - 1.5. process data and maintain financial and asset accounting for the agency;
 - 1.6. compile periodical and annual financial reports for the agency.
2. The Head of the Division of Budget Execution and Reporting shall report to the Director of the Department of Budget and Finance.
 3. The number of employees in the Division of Budget Execution and Reporting is seven (7).

Article 27
Economic Unit

1. The duties and responsibilities of the Economic Unit are as follows:
 - 1.1. oversee and coordinate the economic development activity of the Kosovo Correctional Service;
 - 1.2. prepare and compile information related to the planning of revenues and budget expenditures of the economic unit;
 - 1.3. oversee the work and activities of the manufacturing activity and agricultural crops of correctional institutions;
 - 1.4. conduct analyses of revenues from the relevant institutions based on the cultivation of various agricultural crops as well as production activities;
 - 1.5. participate in the work of professional commissions related to the economic unit and other issues;
 - 1.6. in cooperation with the correctional institutions, plan the economic development and compile requests as necessary;
 - 1.7. cooperate with other sectors on revenues, expenditures and planning;
 - 1.8. draft development projects.

2. The Head of the Economic Unit shall report to the Director of the Department of General Services.
3. The number of employees in the Economic Unit is three (3).

Article 28
Division of Human Resources Management

1. The duties and responsibilities of the Division of Human Resources Management are as follows:
 - 1.1. support and provide advice to the senior administrative manager of the institution in the field of human resources management;
 - 1.2. supervise and coordinate the work of organizational units in all activities of the human resources unit and ensure efficient operation;
 - 1.3. exercise powers in accordance with authorizations and responsibilities in the function of implementing legislation, documents, requirements, procedures, standards for the institution in the field of human resources;
 - 1.4. develop the annual plan and mid-term personnel plan in line with the budget planning process of the institution;
 - 1.5. implement the recruitment procedure for correctional officers and provide professional support to the selection committee;
 - 1.6. assist the relevant unit in drafting job descriptions, classifications of job positions and systematization of job positions;
 - 1.7. manage recruitment procedures for civil servants;
 - 1.8. carry out the implementation of procedures for evaluating results at work, vacations, work attendance, disciplinary procedures, suspension of employment, termination of employment, release from civil service, retirement, certifications, employee data based on legal acts in power.
2. The Head of the Division of Human Resources Management shall report to the Executive Director of the Kosovo Correctional Service.
3. The number of employees in the Division of Human Resources Management is sixteen. (16).

Article 29
Procurement Division

1. The duties and responsibilities of the Procurement Division are as follows:

- 1.1. develop and implement the annual plan of the Kosovo Correctional Service in the field of public procurement in line with the legislation in force;
 - 1.2. ensure that all procurement requests are developed in accordance with the procurement regulations and procedures;
 - 1.3. determine the procurement methodology for tenders and bid evaluation procedures;
 - 1.4. provide advice and assist the management in making decisions on disputable issues related to contract executions.
2. The Head of the Procurement Division shall report to the Executive Director of the Kosovo Correctional Service.
 3. The number of employees in the Procurement Division is four (4).

Article 30
Division of Contract Monitoring

1. The mission of the Division of Contract Monitoring is to monitor and provide support in the administration of the contracts of the agency in the quality of the contracting authority in relation to contract managers and/or economic operators, according to the relevant law on public procurements.
2. The duties and responsibilities of the Division of Contract Monitoring include:
 - 2.1. recommend the form of managing the concluded contracts according to the relevant law on public procurement;
 - 2.2. monitor contract implementation as well as evaluate the performance of contractors in line with the relevant law on public procurement;
 - 2.3. provide support to the contract manager and/or project manager with managing contracts, as well as evaluating the performance of contractors in line with the relevant law on public procurement, including performance appraisals, submission of the relevant documentation, execution of payments and other obligations before the contract closing date;
 - 2.4. assist in drafting contract monitoring plans;
 - 2.5. assist in the management of acceptance procedures;
 - 2.6. ensure adequate cost, quality and time control where appropriate in the contracts of the Kosovo Correctional Service;
 - 2.7. ensure that administrative activities related to contract management are recorded in the relevant electronic system;

2.8. in cooperation with the contract manager or project manager, produce reports on the dynamics and/or progress of contracts;

2.9. perform other tasks defined by the legislation in force.

3. The Head of the Division of Contract Monitoring shall report to the Executive Director of the Kosovo Correctional Service.

4. The number of employees in the Division of Contract Monitoring is four (4).

Article 31

Division of Policy Design on Professional Development of the Personnel of Kosovo Correctional Service

1. The duties and responsibilities of the Division of Policy Design on Professional Development of the Personal of Kosovo Correctional Service are as follows:

1.1. organize the trainings provided by the Kosovo Academy of Public Security;

1.2. assess personnel training needs;

1.3. develop the annual training plan in cooperation with the public security agencies;

1.4. develop curricula in collaboration with training staff and experts in relevant fields, including curriculum design, updating, standardization and formatting;

1.5. plan and organize new trainings, develop the required materials for participants, studies and analyses on training issues;

1.6. in coordination with the relevant institutions, develop the relevant training modules that are in the competencies of the Correctional Service.

2. The Head of the Division of Policy Design on Professional Development of the Personal of Kosovo Correctional Service shall report to the Executive Director of the Kosovo Correctional Service.

3. The number of employees in the Division of Policy Design on Professional Development of the Personal of Kosovo Correctional Service is three (3).

Article 32

Division of Public Communications

1. The duties and responsibilities of the Division of Public Communications are as follows:

1.1. provide professional support to the Kosovo Correctional Service in the field of communication and information;

1.2. propose, draft and ensure the implementation of communication plans of the Kosovo Correctional Service;

1.3. organize press conferences and draft press notices, statements, reports and other media publications;

1.4. maintain the official website of the Kosovo Correctional Services, social media accounts and protocol issues;

1.5. coordinate requests for access to public documents and produce reports on the implementation of the Law on Access to Public Documents.

2. The Head of the Division of Public Communications shall report to the Executive Director of the Kosovo Correctional Service.

3. The number of employees in the Division of Public Communications is three (3).

CHAPTER III CORRECTIONAL INSTITUTIONS ARE AN ORGANIZATIONAL STRUCTURE EQUIVALENT TO DEPARTMENTS

Article 33 Types of Correctional Institutions

1. Correctional institutions of the Kosovo Correctional Service are:

1.1. Correctional Centres;

1.2. Detention Centres;

1.3. High Security Prison.

Article 34 Correctional Centre Dubrava

1. The Divisions of the Correctional Centre Dubrava are as follows:

1.1. Division of External Security;

1.2. Division of Internal Security;

1.3. Wing 1;

1.4. Wing 2;

1.5. Wing 3;

- 1.6. Wing 4;
- 1.7. Wing 5;
- 1.8. Wing 6;
- 1.9. Wing 7 and Hospital Facility;
- 1.10. Wing 8;
- 1.11. Open wing;
- 1.12. Visitors' wing;
- 1.13. Treatment wing for convicts with special needs;
- 1.14. Division of Professional and Technical Services;
- 1.15. Division of Education, Vocational Training and Work;
- 1.16. Division of Social Programmes and Issues;
- 1.17. Division of Economic Production.

Article 35
Women's Correctional Centre

1. The divisions of the Women's Correctional Centre are as follows:

- 1.1. Security and Operations Division;
- 1.2. Wing 1;
- 1.3. Division of Professional and Technical Services;
- 1.4. Division of Education, Programmes, Work and Social Issues.

Article 36
Correctional Centre and Minors' Correctional Centre in Lipjan

1. The divisions of the Correctional and Minors' Correctional Centre in Lipjan are as follows:

- 1.1. Security and Operations Divisions;
- 1.2. Wings;
- 1.3. Divisions of Professional and Technical Services;

1.4. Division of Education, Programmes, Work and Social Issues.

2.The organizational structure of the Minors' Correctional Centre and the Educational Correctional Centre for Minors in Lipjan is common and all the operations are managed and administered by the Director and the staff of the Correctional Centre for Minors in Lipjan.

Article 37
Correctional Centre in Smrekonica

1. The Divisions of the Correctional Centre in Smrekonica are as follows:

- 1.1. Security and Operations Division;
- 1.2. Division of Professional and Technical Services;
- 1.3. Division of Programmes, Work and Social Issues;
- 1.4. Wing 1;
- 1.5. Division of Agricultural Manufacturing.

Article 38
Detention Centre in Prishtina

1. The divisions of the Detention Centre in Prishtina are as follows:

- 1.1.Security and Operations Divisions;
- 1.2.Division of Professional and Technical Services;
- 1.3.Wing 1;
- 1.4.Wing 2;
- 1.5.Division of Forensic Psychiatry;
- 1.6.Division of Programmes, Work and Social Issues.

Article 39
Detention Centre in Gjilan

1. The divisions of the Detention Centre in Gjilan are as follows:

- 1.1. Security and Operations Division;
- 1.2. Division of Professional and Technical Services;

- 1.3. Wing 1;

1.4. Wing 2;

1.5. Division of Programmes, Work and Social Issues.

Article 40
Detention Centre in Peja

1. The divisions of the Detention Centre in Peja are as follows:

1.1. Security and Operations Division;

1.2. Division of Professional and Technical Services;

1.3. Wing 1;

1.4. Division of Programmes, Work and Social Issues.

Article 41
Detention Centre in Prizren

1. The Divisions of the Detention Centre in Prizren are as follows:

1.1. Security and Operations Division;

1.2. Division of Professional and Technical Services;

1.3. Wing 1;

1.4. Division of Programmes, Work and Social Issues.

Article 42
Detention Centre in Mitrovica

1. The divisions of the Detention Centre in Mitrovica are as follows:

1.1. Security and Operations Division;

1.2. Division of Professional and Technical Services;

1.3. Wing 1;

1.4. Division of Programmes, Work and Social Issues.

Article 43

High Security Prison

1. The divisions of the High Security Prison are as follows:

- 1.1. Security and Operations Division;
- 1.2. Division of Professional and Technical Services;
- 1.3. Division of Programmes, Work and Social Issues;
- 1.4. Wing 1;
- 1.5. Wing 2;
- 1.6. Wing 3.

SUB-CHAPTER I CORRECTIONAL CENTRE DUBRAVA

Article 44 Correctional Centre Dubrava

1. The mission of the Correctional Centre Dubrava is to execute criminal sanctions and implement rehabilitation and resocialization programmes.
2. The duties and responsibilities of the Correctional Centre in Dubrava are:
 - 2.1. lead and control the general activity of the institution according to the legislation in force, instructions and orders of the Executive Director of the Correctional Service;
 - 2.2. ensure the lawfulness of the admission and release of convicts and assist division leaders in setting objectives;
 - 2.3. undertake measures to maintain and guarantee a suitable environment for the life of convicts and the development of activities in the institution;
 - 2.4. ensure and take care of the implementation of the acts related to the security of the weapons depot and training with firearms at the institution's training grounds;
 - 2.5. implement court orders related to the execution of sentences;
 - 2.6. organize and ensure that the activities of the institution are in accordance with the legislation in force as well as for the equal treatment of imprisoned persons;
 - 2.7. plan the needs of the institution, ensure the maintenance and effective functioning of the institution;
 - 2.8. plan and manage the finances of the institution;

- 2.9. ensure working conditions for the staff of the institution;
- 2.10. assess the needs and ensure the professional capacity building of the staff of the institution;
- 2.11. coordinate, control and ensure the implementation of work tasks and programmes through internal mechanisms;
- 2.12. ensures the smooth running and development of agricultural and livestock economy in the institution;
- 2.13. decides on disciplinary measures against convicts;
- 2.14. reviews and responds to complaints and requests of convicts in the institution according to the powers.

3. The Director of the Correctional Centre in Dubrava shall report to the Executive Director of the Kosovo Correctional Service.

4. The Correctional Centre Dubrava shall consist of the following divisions:

- 4.1. Division of External Security;
- 4.2. Division of Internal Security;
- 4.3. Wing 1;
- 4.4. Wing 2;
- 4.5. Wing 3;
- 4.6. Wing 4;
- 4.7. Wing 5;
- 4.8. Wing 6;
- 4.9. Wing 7 and the Hospital Facility;
- 4.10. Wing 8;
- 4.11. Open Wing;
- 4.12. Visitors' Wing;
- 4.13. Treatment Wing for Convicts with Special Needs;
- 4.14. Division of Professional and Technical Services;
- 4.15. Division of Education, Vocational Training and Work;

4.16. Division of Programmes and Social Issues;

4.17. Division of Economic Production;

5. The number of employees in the Correctional Centre Dubrava is five hundred forty- eight (548).

Article 45 **Division of External Security**

1. The duties and responsibilities of the Division of External Security are as follows:

1.1. ensure that all areas and spaces of the external perimeter, including the surrounding wall, are at the appropriate level of security;

1.2. monitor, supervises develop and implement rules and procedures on the external perimeter of the institution;

1.3. plan and approve the daily and monthly schedule for the correctional staff of the institution;

1.4. manage security incidents that occur in the outer perimeter area of the CC Dubrava;

1.5. control all restricted areas near the outer perimeter;

1.6. ensure that fences and external walls are in orderly condition and in line with the standards;

1.7. analyse the situation regarding possible security threats from outside;

1.8. organize and conduct raids during entrances and exits from CC Dubrava;

1.9. coordinate with all divisions to ensure a safe environment for convicts and staff.

2. The Head of the Division of External Security shall report to the Director of the Correctional Centre in Dubrava.

3. The number of employees in the Division of External Security is seventy-two (72).

Article 46 **Division of Internal Security**

1. The duties and responsibilities of the Division of Internal Security are as follows:

1.1. ensures all areas and internal spaces of the Correctional Centre in Dubrava are at the appropriate level of security;

1.2. oversee activities and ensure that the implementation of rules and procedures by staff, convicts and the public is in accordance with applicable legislation;

- 1.3. monitor the activities of contractors during operation within the institution;
 - 1.4. accompany and observe movement of convicts and their activities;
 - 1.5. ensure that the execution of criminal sanctions is carried out in such a way as to support the development and growth of convicted persons in order to prepare them for life in freedom;
 - 1.6. produce regular reports on internal security activities of the Correctional Centre in Dubrava;
 - 1.7. coordinate activities and movement of convicts;
 - 1.8. develop security plans and emergency plans;
 - 1.9. conduct assessments of the level of security and risk within the institution;
 - 1.10. develop and implement the raid plan, intervene and manage in the event of incidents;
 - 1.11. maintain regular contact with other security institutions;
 - 1.12. coordinate with other divisions to ensure a safe environment.
2. The Head of the Division of Internal Security shall report to the Director of the Correctional Centre Dubrava.
 3. The number of employees in the Division of Internal Security is sixty-six (66).

Article 47
Wing One (1)

1. The duties and responsibilities of Wing 1 are as follows:
 - 1.1. supervise activities and ensure that the implementation of rules and procedures by staff and convicts in the pavilion is in accordance with the legislation in force;
 - 1.2. lead the admission procedure and placement of convicts in the wing;
 - 1.3. conduct internal classification of convicts in the wing based on the degree of punishment, criminal offenses and other characteristics;
 - 1.4. ensure that the execution of criminal sanctions is done in a way that supports the development and growth of convicted persons in order to prepare them for life in freedom;
 - 1.5. inform convicts with the rules of house order;
 - 1.6. address requests and complaints of convicts according to its powers;

- 1.7. participate in multi-disciplinary commissions and report on the behaviour of convicts in the wing;
 - 1.8. is responsible for the safety and smooth running of works, including hygiene;
 - 1.9. develop and implement operational plans to prevent smuggling in the wing;
 - 1.10. coordinate with all other divisions and units to ensure a safe environment.
2. The Head of Wing One (1) shall report to the Director of the Correctional Centre Dubrava.
 3. The number of employees in Wing One (1) is thirty-two (32).

Article 48
Wing Two (2)

1. The duties and responsibilities of Wing Two (2) are as follows:
 - 1.1. lead and supervise activities and ensure that the implementation of rules and procedures by staff and convicts in the pavilion is in accordance with the legislation in force;
 - 1.2. lead the admission procedure and placement of convicts in the wing;
 - 1.3. conduct internal classification of convicts in the wing based on the degree of punishment, criminal offenses and other characteristics;
 - 1.4. ensure that the execution of criminal sanctions is done in a way that supports the development and growth of convicted persons in order to prepare them for life in freedom;
 - 1.5. inform convicts with the rules of house order;
 - 1.6. address requests and complaints of convicts according to its powers;
 - 1.7. participate in multi-disciplinary commissions and report on the behaviour of convicts in the wing;
 - 1.8. is responsible for the safety and smooth running of works within the wing, including hygiene;
 - 1.9. develop and implement operational plans to prevent smuggling in the wing;
 - 1.10. coordinate with all other divisions and units to ensure a safe environment.
2. The Head of Wing Two (2) shall report to the Director of the Correctional Centre in Dubrava.
3. The number of employees in Wing Two (2) is thirty-two (32).

Article 49
Wing Three (3)

1. The duties and responsibilities of Wing three (3) are as follows:

- 1.1. lead and supervise activities and ensure that the implementation of rules and procedures by staff and convicts in the wing is in accordance with the legislation in force;
- 1.2. lead the admission procedure and placement of convicts in the wing;
- 1.3. conduct internal classification of convicts in the wing based on the degree of punishment, criminal offenses and other characteristics;
- 1.4. inform convicts with the rules of house order;
- 1.5. ensure that the execution of criminal sanctions is done in a way that supports the development and growth of convicted persons in order to prepare them for life in freedom;
- 1.6. address requests and complaints of convicts according to its powers;
- 1.7. participate in multi-disciplinary commissions and report on the behaviour of convicts in the wing;
- 1.8. is responsible for the safety and smooth running of works within the wing, including hygiene;
- 1.9. develop and implement operational plans to prevent smuggling in the wing;
- 1.10. coordinate with all other divisions and units to ensure a safe environment.

2. The Head of Wing Three (3) shall report to Director of the Correctional Centre Dubrava.

3. The number of employees in Wing Three (3) is thirty-two (32).

Article 50
Wing Four (4)

1. The duties and responsibilities of Wing Four (4) are as follows:

- 1.1. lead and supervise activities and ensure that the implementation of rules and procedures by staff and convicts in the wing is in accordance with the legislation in force;
- 1.2. lead the admission procedure and placement of convicts in the wing;
- 1.3. conduct internal classification of convicts in the wing based on the degree of punishment, criminal offenses and other characteristics;
- 1.4. inform convicts with the rules of house order;

- 1.5. ensure that the execution of criminal sanctions is done in a way that supports the development and growth of convicted persons in order to prepare them for life in freedom;
 - 1.6. address requests and complaints of convicts according to its powers;
 - 1.7. participate in multi-disciplinary commissions and report on the behaviour of convicts in the wing;
 - 1.8. is responsible for the safety and smooth running of works within the wing, including hygiene;
 - 1.9. develop and implement operational plans to prevent smuggling in the wing;
 - 1.10. coordinate with all other divisions and units to ensure a safe environment.
2. The Head of Wing Four (4) shall report to the Director of the Correctional Centre in Dubrava.
 3. The number of employees in Wing Four is thirty-two (32).

Article 51
Wing Five (5)

1. The duties and responsibilities of Wing Five (5) are as follows:
 - 1.1. lead and supervise activities and ensure that the implementation of rules and procedures by staff and convicts in the wing is in accordance with the legislation in force;
 - 1.2. lead the admission procedure and placement of convicts in the wing;
 - 1.3. conduct internal classification of convicts in the wing based on the degree of punishment, criminal offenses and other characteristics;
 - 1.4. inform convicts with the rules of house order;
 - 1.5. ensure that the execution of criminal sanctions is done in a way that supports the development and growth of convicted persons in order to prepare them for life in freedom;
 - 1.6. address requests and complaints of convicts according to its powers;
 - 1.7. participate in multi-disciplinary commissions and report on the behaviour of convicts in the wing;
 - 1.8. is responsible for the safety and smooth running of works within the wing, including hygiene;
 - 1.9. develop and implement operational plans to prevent smuggling in the wing;
 - 1.10. coordinate with all other divisions and units to ensure a safe environment.
2. The Head of Wing Five (5) shall report to the Director of the Correctional Centre in Dubrava.

3. The number of employees in Wing Five is thirty-two (32).

Article 52
Wing Six (6)

1. The duties and responsibilities of Wing Six (6) are as follows:

1.1. lead and supervise activities and ensure that the implementation of rules and procedures by staff and convicts in the wing is in accordance with the legislation in force;

1.2. lead the admission procedure and placement of convicts in the wing;

1.3. conduct internal classification of convicts in the wing based on the degree of punishment, criminal offenses and other characteristics;

1.4. inform convicts with the rules of house order;

1.5. ensure that the execution of criminal sanctions is done in a way that supports the development and growth of convicted persons in order to prepare them for life in freedom;

1.6. address requests and complaints of convicts according to its powers;

1.7. participate in multi-disciplinary commissions and report on the behaviour of convicts in the wing;

1.8. is responsible for the safety and smooth running of works within the wing, including hygiene;

1.9. develop and implement operational plans to prevent smuggling in the wing;

1.10. cooperate with all other divisions and units to ensure a safe environment.

2. The Head of Wing Six (6) shall report to the Director of the Correctional Centre in Dubrava.

3. The number of employees in Wing Six (6) is thirty-two (32).

Article 53
Wing Seven (7) and Hospital Facility

1. The duties and responsibilities of Wing Seven (7) and the Hospital Facility are:

1.1. lead and supervise activities and ensure that the implementation of rules and procedures by staff and convicts in Wing Seven (7) and the hospital is in accordance with the legislation in force;

1.2. lead the admission procedure and placement of convicts in the wing and hospital;

1.3. inform convicts with the rules of house order;

- 1.4. placement of convicts in wing seven (7) and the hospital is done due to the needs for healthcare treatment according to the doctors' recommendation;
 - 1.5. address requests and complaints of convicts according to its powers;
 - 1.6. ensure that the execution of criminal sanctions is done in a way that supports the development and growth of convicted persons in order to prepare them for life in freedom;
 - 1.7. participate in multi-disciplinary commissions and report on the behaviour of convicts in the wing;
 - 1.8. is responsible for the safety and smooth running of works within the wing, including hygiene;
 - 1.9. develop and implement operational plans to prevent smuggling in the wing;
 - 1.10. coordinate with all other divisions and units to ensure a safe environment.
2. The Head of Wing Seven (7) and the Hospital Facility shall report to the Director of the Correctional Centre in Dubrava.
 3. The number of employees in Wing Seven is thirty-one (31).

Article 54
Wing Eight (8)

1. The duties and responsibilities of Wing Eight (8) are as follows:
 - 1.1. lead and supervise activities and ensure that the implementation of rules and procedures by staff and convicts in the wing is in accordance with the legislation in force;
 - 1.2. lead the admission procedure and placement of convicts in the wing;
 - 1.3. conduct internal classification of convicts in the wing based on the degree of punishment, criminal offenses and other characteristics;
 - 1.4. inform convicts with the rules of house order;
 - 1.5. ensure that the execution of criminal sanctions is done in a way that supports the development and growth of convicted persons in order to prepare them for life in freedom;
 - 1.6. address requests and complaints of convicts according to its powers;
 - 1.7. oversee the implementation of special programmes for convicts and periodically report to the competent authorities;
 - 1.8. participate in multi-disciplinary commission and report on the behaviour of convicts in the wing;

- 1.9. is responsible for the safety and smooth running of works within the wing, including hygiene;
 - 1.10. develop and implement operational plans to prevent smuggling in the wing;
 - 1.11. coordinate with all other divisions and units to ensure a safe environment.
2. The Head of Wing Eight (8) shall report to the Director of the Correctional Centre in Dubrava.
 3. The number of employees in Wing Eight (8) is twenty-eight (28).

Article 55
Open-type wing

1. The duties and responsibilities of the Open-Type Wing are as follows:
 - 1.1. oversee activities and implementation of rules and procedures by the staff and convicts in the wing in accordance with the legislation in force;
 - 1.2. oversee the admission procedure and placement of convicts in the wing;
 - 1.3. classify convicts based on work sites;
 - 1.4. lead procedures for the implementation of all types of visits for convicts, including identification, registration and control of visitors;
 - 1.5. draft and implement operational plans to prevent negative phenomena in the open wing and visits;
 - 1.6. inform convicts about the rules of house order;
 - 1.7. ensure that the execution of crimination sanctions is done in such a way as to support the development and growth of convicted persons in order to prepare them for life in freedom;
 - 1.8. address requests and complaints of convicts according to its powers;
 - 1.9. participate in multidisciplinary commissions and report on the behaviour of convicts in the wing;
 - 1.10. ensure the smooth running of works within the open wing and visits;
 - 1.11. cooperate with all other divisions and units to ensure a safe environment.
2. The Head of the Open-Type Wing shall report to the Director of the Correctional Centre Dubrava.
3. The number of employees in the Open-Type Wing is twenty-five (25).

Article 56
Visitors' Wing

1. The duties and responsibilities of the Visitors' Wing are as follows:
 - 1.1. lead, supervise and ensure that the implementation of rules and procedures by staff and convicts for carrying out visits is in accordance with the legislation in force;
 - 1.2. oversee procedures for the implementation of all types of visits to convicts, including the identification, registration and screening of convicts, visitors and their belongings;
 - 1.3. draft and implement operational plans to prevent smuggling through visits;
 - 1.4. ensure that the implementation of criminal sanctions is done in a way that supports contacts with the outside world;
 - 1.5. ensure the safety and smooth running of works during visits;
 - 1.6. coordinate with all other divisions and units to ensure a safe environment.
2. The Head of the Visitors' Wing shall report to the Director of the Correctional Centre Dubrava.
3. The number of employees in the Visitors' Wing is fourteen (14).

Article 57
Treatment Wing for Convicts with Special Needs

1. The duties and responsibilities of the Treatment Wing for Convicts with Special Needs are as follows:
 - 1.1. lead and supervise activities and ensure that the implementation of rules and procedures by staff and convicts in the wing is in accordance with the legislation in force;
 - 1.2. lead the admission procedure and placement of convicts in the wing;
 - 1.3. classify convicts based on the degree of punishment and criminal offenses;
 - 1.4. inform convicts with the rules of house order;
 - 1.5. ensure that the execution of criminal sanctions is done in a way that supports the development and growth of convicted persons in order to prepare them for life in freedom;
 - 1.6. address requests and complaints of convicts according to its powers;
 - 1.7. participate in multi-disciplinary commission and report on the behaviour of convicts in the wing;
 - 1.8. is responsible for the safety and smooth running of works within the wing, including hygiene;

- 1.9. coordinate with all other divisions and units to ensure a safe environment.
2. The Head of the Treatment Wing for Convicts with Special Needs shall report to the Director of the Correctional Centre Dubrava.
3. The number of employees in the Treatment Wing for Convicts with Special Needs is forty (40).

Article 58
Division of Professional and Technical Services

1. The duties and responsibilities of the Division of Professional and Technical Services are as follows:
 - 1.1. maintain documentation of admitted convicts and conduct registration in the database;
 - 1.2. conduct calculations of the duration of sentence serving;
 - 1.3. maintain documentation on release procedures of convicts, convict requests for parole, pardon and suspension of sentence and early release;
 - 1.4. provide legal advice on procedural matters for convicts and supervise the implementation of legality;
 - 1.5. manage warehouses and database;
 - 1.6. ensure that the management and registration of assets is controlled, and maintain all necessary information in accordance with legal procedures;
 - 1.7. supervise the implementation of the procedures of private money of convicts, the canteen, the kitchen as well as the supplies of items for the needs of the institution;
 - 1.8. provide support in budget planning for the organizational structures of the institution;
 - 1.9. ensure the implementation of procedures related to vacation, work attendance, changes in salaries;
 - 1.10. manage the archive and internal documents system of the institution;
 - 1.11. assess training needs and address them to the relevant unit; organize trainings within the institution;
 - 1.12. manage the maintenance and cleanliness of institutional premises;
 - 1.13. coordinate with other divisions;
 - 1.14. produce periodical reports on the activities of the division for the administration.

2. The Head of the Division of Professional and Technical Services shall report to the Director of the Correctional Centre Dubrava.

3. The number of employees in the Division of Professional and Technical Services is forty-five (45).

Article 59

Division of Education, Vocational Training and Work

1. The duties and responsibilities of the Division of Education, Vocational Training and Work are as follows:

1.1. propose and design training programmes for convicts;

1.2. monitor the convict training process;

1.3. ensure the necessary conditions and tools for the development and smooth running of the educational and training process;

1.4. maintain contacts with the competent institutions of education, vocational training and employment;

1.5. manage and maintain convicts' files on the database related to education, vocational training and employment;

1.6. compile regular reports on the process of education, vocational trainings and work;

1.7. coordinate with all other divisions and units to ensure a safe environment.

2. The Head of the Division of Education, Vocational Training and Work shall report to the Director of the Correctional Centre Dubrava.

3. The number of employees in the Division of Education, Vocational Training and Work is six (6).

Article 60

Division of Programmes and Social Issues

1. The duties and responsibilities of the Division of Programmes and Social Issues are as follows:

1.1. propose and design programmes according to the treatment needs of convicts, and social issues for improving their welfare;

1.2. monitor the implementation of programmes, individual plans, evaluation procedures and practices and the employment of convicts;

1.3. organize group therapies and hold individual sessions with convicts;

- 1.4. collect and maintain statistics and the database on the delivery of benefits to convicts;
 - 1.5. coordinate with the division of education, vocational training and work for convicts;
 - 1.6. draft evaluation reports for convicts and provide advice on the realization of their rights and benefits;
 - 1.7. coordinate and align work with governmental and non-governmental organizations for convict welfare;
 - 1.8. review requests and complaints under its powers for convicts and provide relevant recommendations to the management of the institution;
 - 1.9. organize meetings of the multi-disciplinary team related to convict benefits, treatment and other issues;
 - 1.10. produce periodical reports on the activities of the division;
 - 1.11. coordinate with all other divisions and units to ensure a safe environment.
2. The Head of the Division of Programmes and Social Issues shall report to the Director of the Correctional Centre Dubrava.
 3. The number of employees in the Division of Programmes and Social Issues is twenty-one (21)

Article 61
Division of Economic Production

1. The duties and responsibilities of the Division of Economic Production are:
 - 1.1. plan and design programmes for the cultivation of plants in the field of agriculture, horticulture, other agricultural products and other economic activities;
 - 1.2. plan and manage the livestock sector;
 - 1.3. plan the needs for the number of convicted employees in specific economic activities;
 - 1.4. oversee the planting, cultivation and harvesting of products;
 - 1.5. plan the cost of seasonal and annual budgetary needs;
 - 1.6. manage the acquired economic products and can distribute them for the needs of other correctional institutions, unless otherwise provided by law;
 - 1.7. keep accurate records of incoming and outgoing cultivated products and for all issues coordinates with the Economic Unit at the level of the Correctional Service.
2. The Head of the Division of Economic Production shall report to the Director of the Correctional Centre Dubrava.

3. The number of employees in the Division of Economic Production is seven (7).

SUB-CHAPTER II WOMEN'S CORRECTIONAL CENTRE IN LIPJAN

Article 62 Women's Correctional Centre in Lipjan

1. The mission of the Women's Correctional Centre in Lipjan is to execute criminal sanctions as well as implement rehabilitation and resocialization programmes.

2. The duties and responsibilities of Women's Correctional Centre in Lipjan are:

2.1. organize, lead and control the general activity of the correctional institution according to the legislation in force, instructions and orders of the Executive Director of the Correctional Service;

2.2. ensure lawfulness of convicts' admission and release;

2.3. undertake measures to preserve and guarantee an appropriate environment for the life of convicts and development of activities in the correctional institution;

2.4. ensure and maintain the implementation of acts in relation to arms warehouse safety;

2.5. implement court orders related to the execution of sentences;

2.6. organize and ensure that the activities in the correctional institution are in accordance with the legislation in force as well as the equal treatment of convicted persons;

2.7. plan the needs of the correctional institution, ensure the maintenance and effective operation of the institution;

2.8. is responsible for planning and managing the finances of the institution;

2.9. ensure the working conditions for the staff of the institution;

2.10. assess needs and ensure the professional capacity building of the institutional staff;

2.11. coordinate, control and ensure the implementation of work duties and programmes through internal mechanisms;

2.12. ensure the maintenance and development of economy in the institution;

2.13. decide on disciplinary measures against convicts;

2.14. review and respond to complaints and requests of convicts in the institution according to its powers.

3. The Director of Women's Correctional Centre in Lipjan shall report to the Executive Director of the Kosovo Correctional Service.

4. Women's Correctional Centre in Lipjan shall consist of the following divisions:

4.1. Security and Operations Division;

4.2. Wing 1;

4.3. Division of Professional and Technical Services;

4.4. Division of Education, Programmes, Work and Social Issues.

5. The number of employees in Women's Correctional Centre in Lipjan is seventy tre (73).

Article 63 **Security and Operations Division**

1. The duties and responsibilities of the Security and Operations Division in Women's Correctional Centre in Lipjan are:

1.1. ensure and check that all areas and external and internal spaces of Women's Correctional Centre are at the adequate level of security;

1.2. monitor and oversee the implementation of rules and procedures in Women's Correctional Centre;

1.3. design security plans and emergency plans;

1.4. ensure that the fences of the outer perimeter are in an orderly condition and in compliance with standards;

1.5. monitor the contractors' work in securing Women's Correctional Centre;

1.6. accompany and supervise convicted and detained women within the institution as well as outside the perimeter when this is under the powers of Women's Correctional Centre in Lipjan;

1.7. produce regular reports on internal security activities of Women's Correctional Centre;

1.8. address requests and complaints of convicts under its powers;

1.9. coordinate with all divisions to ensure a secure environment for the staff, convicts and visitors.

2. The Head of the Security and Operations Division shall report to the Director of Women's Correctional Centre.

3. The number of employees in the Security and Operations Division in Women's Correctional Centre is seventeen (17).

Article 64
Wing 1

1. The duties and responsibilities of Wing One (1) are as follows:

1.1. lead and supervise activities and ensure that the implementation of rules and procedures by staff and convicts in the pavilion is in accordance with the legislation in force;

1.2. lead the admission procedure and placement of convicts in the wing;

1.3. conduct classification of convicts based on status, age, degree of punishment and criminal offenses;

1.4. inform convicts with the rules of house order;

1.5. ensure that the execution of criminal sanctions is done in a way that supports the development and growth of convicted persons in order to prepare them for life in freedom;

1.6. participate in multi-disciplinary commissions and report on the behaviour of convicts in the wing;

1.7. propose and design programmes for the treatment of social aspects of convicts and improvement of their welfare;

1.8. monitor the implementation of procedures and practices for the evaluation and employment of convicts;

1.9. propose and design training programmes for convicts;

1.10. monitor the training process of convicts;

1.11. ensure the required conditions and tools for the development and smooth running of the educational and training process;

1.12. address the requests and complaints of convicts according to its powers;

1.13. is responsible for the security and smooth running of works within the wing;

1.14. coordinate with all other divisions and units to ensure a safe environment for the staff and convicts.

2. The Head of Wing One (1) shall report to the Director of Women's Correctional Centre in Lipjan.

3. The number of employees in Wing One (1) is thirty-six (36).

Article 65
Division of Professional and Technical Services

1. The duties and responsibilities of the Division of Professional and Technical Services are as follows:

- 1.1. maintain documentation of admitted convicts and perform registration in the database;
- 1.2. conduct calculations of the duration of sentence serving;
- 1.3. maintain documentation on release procedures of convicts, convict requests for parole, pardon and suspension of sentence;
- 1.4. provide legal advice on procedural matters for convicts and supervises the implementation of legality;
- 1.5. manage warehouse and database;
- 1.6. ensure that the management and registration of assets is controlled, and maintain all necessary information in accordance with legal procedures;
- 1.7. supervise the implementation of the procedures of private money to convicts, the canteen, the kitchen as well as the supplies of items for the needs of the institution;
- 1.8. provide support in budget planning for the organizational structures of the institution;
- 1.9. ensure the implementation of procedures related to vacation, work attendance, changes in salaries;
- 1.10. draft periodical reports on the activities of the division;
- 1.11. manage the archive system and internal documents of the institution;
- 1.12. assess training needs and address them to the relevant unit; organize trainings within the institution;
- 1.13. manage the maintenance and cleanliness of the premises of the institution;
- 1.14. coordinate with other divisions.

2. The Head of the Division of Professional and Technical Services shall report to the Director of Women's Correctional Centre in Lipjan.

3. The number of employees in the Division of Professional and Technical Services is thirteen (13).

Article 66
Division of Education, Programmes, Work and Social Issues

1. The duties and responsibilities of the Division of Education, Programmes, Work and Social Issues are as follows:

1.1. provide advice on the treatment and rehabilitation of juvenile convicts during their stay in the Correctional Centre;

1.2. monitor the implementation of procedures and practices for the assessment and employment of minors;

1.3. provide the necessary conditions and means for the development and smooth running of the educational and training process;

1.4. manage and maintain files of convicts in the database related to education, professional skills and employment; compile regular reports on the process of education, professional skills and work;

1.5. cooperate with the relevant unit for education and training at the municipal education directorate regarding the education of minors;

1.6. coordinate with the relevant division in the General Directorate of the Correctional Service for the organization of sports and cultural activities;

1.7. propose and design programmes for dealing with the social condition of minors with corrective educational measures to improve their well-being;

1.8. coordinate with governmental organizations and non-governmental organizations for the development of programmes and the welfare of minors;

1.9. review convict complaints and provide relevant recommendations to the management of the Correctional Centre;

1.20. develop periodical reports on the activities of the unit.

2. The Head of the Division of Education, Programmes, Work and Social Issues shall report to the Director of the Correctional Centre in Lipjan

3. The number of employees in the Division of Education, Programmes, Work and Social Issues is six (6).

SUB-CHAPTER III
CORRECTIONAL AND EDUCATIONAL CORRECTIONAL CENTRE FOR
MINORS IN LIPJAN

Article 67
Correctional and Educational Correctional Centre for Minors in Lipjan

1. The mission of the Correctional and Educational Correctional Centre for Minors in Lipjan is to execute criminal sanctions as well as rehabilitation and resocialization programmes.

2. The duties and responsibilities of the Correctional and Educational Correctional Centre for Minors in Lipjan are as follows:

2.1. lead the general activity of the institution according to the legislation in force, instructions and orders of the General Director of KCS;

2.2. ensure lawfulness of convict admission and release;

2.3. take measures to maintain and guarantee a suitable environment for the life of convicts and the development of activities in the institution;

2.4. ensure and take care of the implementation of acts related to the security of the weapons warehouse; implement court orders related to the execution of the sentence;

2.5. organize and ensure that the activities in the institution are in accordance with the legislation in force as well as the equal treatment of imprisoned persons;

2.6. plan the needs of the institution, ensures the smooth running and effective operation of the institution;

2.7. plan and manage the finances of the institution;

2.8. ensure working conditions for the staff of the institution;

2.9. assess needs and ensures professional capacity building for the staff of the institution;

2.10. coordinate, check and ensure the implementation of work tasks and programmes through internal mechanisms;

2.11. ensure the maintenance and development of economy in the institution;

2.12. decide on disciplinary measures against convicts;

2.13. review and respond to complaints and requests of convicts in the institution according to its powers;

2.14. perform other tasks and obligations as defined by the legislation in force.

3. The Director of the Correctional and Educational Correctional Centre for Minors in Lipjan shall report to the Executive Director of the Correctional Service.

4. The Correctional and Educational Correctional Centre for Minors in Lipjan shall consist of the following divisions:

4.1. Security and Operations Division;

4.2. Wings;

4.3. Division of Professional and Technical Services;

4.4. Division of Education, Programmes and Social Issues.

5. The number of employees in the Correctional and Educational Centre for Minors in Lipjan is one hundred thirty-one (131).

Article 68 Security and Operations Division

1. The duties and responsibilities of the Security and Operations Division in the Correctional and Educational Correctional Centre for Minors in Lipjan are as follows:

1.1. ensure that all areas and external and internal spaces in the Correctional Centre in Lipjan are at the appropriate level of security;

1.2. oversees and ensures the implementation of internal rules and procedures for the security of the Correctional Centre in Lipjan;

1.3. control restricted areas near the outer perimeter of the Correctional Centre in Lipjan;

1.4. design security plans and emergency plans;

1.5. ensure that the fence of the outer perimeter is in orderly condition and in line with the standards;

1.6. monitor contractors' activities for the security of the Correctional Centre;

1.7. accompany and oversee minors in institutions and outside, according to the powers;

1.8. produce regular reports on internal security activities in the Correctional Centre in Lipjan;

1.9. review requests and complaints of minors according to its powers;

1.10. coordinate with all other divisions to ensure a safe environment for the staff and convicts.

2. The Head of the Security and Operations Division shall report to the Director of the Correctional and Educational Correctional Centre for Minors in Lipjan.

3. The number of employees in the Security and Operations Division in the Correctional and Educational Correctional Centre for Minors in Lipjan is forty-seven (47).

Article 69 Wings

1. The duties and responsibilities of the Wings are as follows:

- 1.1. lead and supervise activities and ensure that the implementation of the rules and procedures by the staff and minors incarcerated in the wing is in accordance with the legislation in force;
 - 1.2. lead the admission procedure and placement of convicts in the wing;
 - 1.3. classify convicts based on status, age, degree of sentence and criminal offences;
 - 1.4. inform convicts of the rules of house order;
 - 1.5. ensure that the execution of criminal sanctions is done in a way that supports the development and growth of convicted persons in order to prepare them for life in freedom;
 - 1.6. present reports to multidisciplinary commission on the behaviour of convicts in the wing;
 - 1.7. propose and design programmes for social treatment of convicts and for improving their welfare;
 - 1.8. monitor the implementation of procedures and practices of evaluation and employment of convicts;
 - 1.9. monitor the training process of convicts;
 - 1.10. ensure the required conditions and tools for the development and smooth running of the educational and training process;
 - 1.11. address requests and complaints of convicts according to its powers;
 - 1.12. is responsible for the safety and smooth running of works within the wing;
 - 1.13. coordinate with all divisions to ensure a safe environment for the staff and convicts.
2. The Head of Wings shall report to the Director of the Correctional and Educational Correctional Centre for Minors in Lipjan.
 3. The number of employees in the Wings is fifty-six (56).

Article 70
Division for Professional and Technical Services

1. The duties and responsibilities of the division for professional and technical services are:
 - 1.1. handles the documentation of admitted prisoners and registers them in the database;
 - 1.2. performs the calculations of the duration of the sentence;
 - 1.3. handles the documentation for the procedures for the release of convicts, the requests of convicts for parole, pardon and suspension of sentence;

- 1.4. oversee warehouses and maintain databases;
 - 1.5. ensures that all assets are registered and maintained in accordance with legal procedures;
 - 1.6. supervise the implementation of the procedures of private money to prisoners, the canteen, the kitchen as well as the supplies of articles for the needs of the institution;
 - 1.7. provides support in budget planning for the organizational structures of ik;
 - 1.8. ensures the implementation of procedures related to vacations, continuity at work, salary changes, etc.;
 - 1.9. drafts periodic reports related to the activities of the division;
 - 1.10. supervise the archive system and internal documents in the institution;
 - 1.11. assesses the needs for training and addresses them to the relevant unit, organizes training within the institution;
 - 1.12. supervise the maintenance and cleanliness of the institution's facilities;
 - 1.13. coordinates with other divisions;
 - 1.14. drafts periodic reports related to the activities of the division for general services.
2. The Head of the Division for Professional and Technical Services reports to the Director of the Correctional and Correctional Educational Centre for Minors in Lipjan.
 3. The number of employees in the Division for Professional and Technical Services is thirteen (13).

Article 71
Division of Education, Labour Programs and Social Affairs

1. Tasks and the responsibilities of the division for education, work programs and social issues are:
 - 1.1. provides advice on the treatment and rehabilitation of juvenile prisoners during their stay in the Correctional Centre;
 - 1.2. monitors the implementation of procedures and practices for the assessment and employment of minors;
 - 1.3. provides the necessary conditions and tools for the development and smooth running of the educational and training process;
 - 1.4. maintains files of prisoners in the database related to education, professional skills and employment, compiles regular reports on the process of education, professional skills and work;

- 1.5. coordinates with the relevant unit for education and training at the municipal directorate of education, regarding the education of minors;
 - 1.6. coordinates with the relevant division in the central directorate for the organization of sports and cultural activities;
 - 1.7. proposes and designs programs for dealing with the social condition of minors with corrective educational measures to improve their well-being;
 - 1.8. coordinates with governmental organizations and non-governmental organizations for the development of programs and welfare of minors;
 - 1.9. examines inmates' complaints and provides relevant recommendations to the management of the Correctional Centre;
 - 1.10. prepares periodic reports related to the activities of the division.
2. The Head of the Division for Education, Programs, Work and Social Affairs reports to the Director of the Correctional and Correctional Educational Centre for Minors in Lipjan.
 3. The number of employees in the Division for Education, Labour Programs and Social Affairs is fourteen (14).

SUBCHAPTER IV CORRECTIONAL CENTRE IN SMREKONICA

Article 72 The Correctional Centre in Smrekonia

1. The mission of the correctional centre in Smrekonia is the enforcement of criminal sanctions as well as the implementation of rehabilitation and resocialization programs.
2. The duties and responsibilities of the correctional Centre Smrekonia are:
 - 2.1. organizes, leads, controls the general activity of the institution according to the legislation in force;
 - 2.2. ensures the legality of the admission and release of prisoners;

2.3. take measures to maintain and guarantee a suitable environment for the life of prisoners and the development of activities in the institution;

2.4. ensures and takes care of the implementation of the acts related to the security of the weapons depot;

2.5. implements the orders of the courts regarding the execution of the sentence;

2.6. organizes and ensures that the activities in the institution are in accordance with the legislation in force as well as for the equal treatment of imprisoned persons;

2.7. takes care of the maintenance and effective operation of the institution;

2.8. did the planning and financial management for the institution;

2.9. ensures working conditions for the institution's personnel;

2.10. evaluates the needs and takes care of raising the professional capacities of the personnel in the institution;

2.11. coordinates, controls and ensures the implementation of tasks and work programs through internal mechanisms;

2.12. takes care of the maintenance and development of the economy in the institution;

2.13. decides on disciplinary measures against those convicted.

2.14. handles and responds to complaints and requests of prisoners in the institution according to competences.

2.15. performs other duties and obligations defined by the legislation in force.

3. The director of the correctional centre in Smrekonica reports to the executive director of the correctional service of Kosovo.

4. Smrekonice Correctional Centre consists of the following divisions:

4.1. Security and Operations Division;

4.2. Professional and Technical Services Division;

4.3. Division for Work Programs and Social Issues;

4.4. Pavilion 1;

4.5. Division for Agricultural Production.

5. The number of employees in the correctional centre in Smrekonica is seventy-three (73).

Article 73
Security and Operations Division

1. The duties and responsibilities of the security and operative division at the Correctional Centre in Smrekonica are:

1.1. ensures that all areas and external and internal spaces of the Smrekonica Correctional Centre are at the appropriate level of security;

1.2. supervises and ensures the implementation of internal rules and procedures for the security of the Correctional Centre in Smrekonica;

1.3. controls the prohibited areas near the outer perimeter of the Correctional Centre in Smrekonica;

1.4. ensures that the external perimeter fences are in orderly condition and conform to standards;

1.5. monitors the activities of the contractors for the security of the Correctional Centre in Smrekonica;

1.6. accompanies and supervises prisoners in institutions and outside them according to competences;

1.7. prepares regular reports related to internal security activities in the Correctional Centre in Smrekonica;

1.8. draws up security plans and emergency plans;

1.9. examines requests and complaints of convicts according to his competences;

1.10. coordinates with all divisions and other units to ensure a safe environment for staff and inmates.

2. The head of the division for security and operations reports to the Director of the Smrekonica Correctional Centre.

3. The number of employees in the division for security and operatives in the Correctional Centre in Smrekonica is thirty-two (32).

Article 74
Division for Professional and Technical Services

1. The duties and responsibilities of the Professional and Technical Services Division are:

1.1. handles the documentation of admitted prisoners and registers them in the database;

1.2. performs the calculations of the duration of the sentence;

1.3. handles the documentation for the procedures for the release of convicts, the requests of convicts for parole, pardon and suspension of sentence;

1.4. manage warehouses and databases;

1.5. ensures that all assets are registered and maintained in accordance with legal procedures;

1.6. supervise the implementation of the procedures of private money to prisoners, the canteen, the kitchen as well as the supplies of articles for the needs of the institution;

1.7. provides support in budget planning for organizational structures of the institution;

1.8. ensures the implementation of procedures related to vacations, continuity at work, salary changes;

1.9. drafts periodic reports related to the activities of the division;

1.10. manages the archive system and internal documents of the institution;

1.11. assesses training needs and addresses them to the relevant unit, organizes training within the institution;

1.12. manages the maintenance and cleanliness of the institution's facilities;

1.13. coordinates work with other divisions.

2. The Head of the Division for Professional and Technical Services reports to the Director of the Smrekonica Correctional Centre.

3. The number of employees in the Division for Professional and Technical Services is thirteen (13).

Article 75

Division for Work Programs and Social Affairs

1. The duties and responsibilities of the Division for Labour Programs and Social Affairs are:

1.1. lead and supervise the activities and ensure that the implementation of the rules and procedures by the staff and prisoners in the ward is in accordance with the legislation in force;

1.2. lead the procedure of admission, placement of prisoners in the ward;

1.3. classifies prisoners based on the degree of punishment and criminal offences;

1.4. designs programs for work and professional training for convicts;

1.5. monitors the training process in the phases of professional skills and engagements in the work of convicts;

1.6. provides the necessary conditions and tools for the development and smooth running of trainings and work within the institution;

1.7. informs the prisoners of the house rules;

1.8. ensures that the execution of criminal sanctions is done in a way that supports the development and growth of convicted persons in order to prepare them for life in freedom;

1.9. monitors and controls the implementation of procedures and practices for the evaluation and employment of convicts inside and outside the Correctional Institution;

1.10. maintain statistics on the continuity of trainings, programs and the employment of convicts;

1.11. proposes and designs programs for dealing with the social condition of convicts, for improving their well-being;

1.12. drafts periodic reports related to the unit's activities;

1.13. coordinates with all other divisions and units to ensure a safe environment for staff and inmates.

2. The Head of the Division for Labour and Social Affairs Programs reports to the Director of the Smrekonice Correctional Centre.

3. The number of employees in the Division for Labour Programs and Social Affairs is seven (7)

Article 76 **Pavilion one (1)**

1. The duties and responsibilities of Pavilion one (1) are:

1.1. lead and supervise the activities and ensure that the implementation of rules and procedures by the staff and prisoners in the ward is in accordance with the legislation in force;

1.2. lead the procedure of admission, placement of prisoners in the pavilion;

1.3. classifies prisoners based on age status, degree of sentence and criminal offences;

1.4. informs prisoners of house rules;

1.5. ensures that the execution of criminal sanctions is done in a way that supports the development and growth of convicted persons in order to prepare them for life in freedom;

- 1.6. presents reports to multidisciplinary commissions on the conduct of prisoners in the ward;
 - 1.7. proposes and designs programs for dealing with the social condition of prisoners and improving their well-being;
 - 1.8. monitors the implementation of procedures and practices for the evaluation and employment of prisoners;
 - 1.9. proposes and designs programs for the training of prisoners;
 - 1.10. monitors the process of training prisoners;
 - 1.11. provides the necessary conditions and means for the development and smooth running of the educational and training process;
 - 1.12. handles requests and complaints of prisoners according to his competences;
 - 1.13. is responsible for the safety and smooth running of the work inside the pavilion;
 - 1.14. collaborates with all other divisions and units to provide a safe environment for staff and inmates.
3. The Head of the Pavilion reports one (1) to the Director of the Smrekonica Correctional Centre.
3. The number of employees in Pavilion one (1) is fifteen (15).

Article 77
Division for Agricultural Production

1. The duties and responsibilities of the Division for Agricultural Production of the Correctional Centre in Smrekonica are:
- 1.1. plans, projects programs for the cultivation of plants in the field of agroculture, horticulture, other agricultural products and other economic activities;
 - 1.2. plans the needs for the number of imprisoned employees in certain economic fields;
 - 1.3. supervise the planting, cultivation of plants and harvesting of products;
 - 1.4. plans the cost of seasonal and annual budget needs;
 - 1.5. manages the acquired economic products and can distribute them for the needs of other correctional institutions, unless otherwise provided by law;

- 1.6. keeps accurate records of inputs and outputs of cultivated products and coordinates with the Economic Unit at the level of the Correctional Service for all issues.
2. The Head of the Division for Agricultural Production reports to the Director of the Smrekonica Correctional Centre.
3. The number of employees in the Division for Agricultural Production is five (5).

SUBCHAPTER V THE DETENTION CENTRE IN PRISTINA

Article 78 The Detention Centre in Pristina

1. The mission of the Prishtina Detention Centre is the execution of criminal sanctions, the measure of detention as well as the implementation of rehabilitation and resocialization programs.
2. Duties and Responsibilities of Prishtina Detention Centre are:
 - 2.1. organizes, leads, controls the general activity of the institution according to the legislation in force, instructions and orders of the executive director of the CSK;
 - 2.2. ensures the legality of the admission and release of prisoners;
 - 2.3. take measures to maintain and guarantee a suitable environment for the life of prisoners and the development of activities in the institution;
 - 2.4. ensures and takes care of the implementation of the acts related to the security of the weapons depot;
 - 2.5. implements the orders of the courts regarding the execution of the sentence;
 - 2.6. organizes and ensures that the activities in the institution are in accordance with the legislation in force as well as for the equal treatment of imprisoned persons;
 - 2.7. plans the needs of the institution, takes care of the maintenance and effective operation of the institution;
 - 2.8. is responsible for planning and managing finances for the institution;
 - 2.9. provides working conditions for the institution 's personnel;
 - 2.10. evaluates the needs and takes care of raising the professional capacities of the personnel in the institution;
 - 2.11. coordinates, controls and ensures the implementation of tasks and work programs through internal mechanisms;

- 2.12. takes care of maintenance in the institution;
 - 2.13. decides on disciplinary measures against the convicted;
 - 2.14. handles and responds to complaints and requests of prisoners in the institution according to competences.
3. Performs other duties and obligations defined by the legislation in force.
 4. The divisions of the Prishtina detention centre are:
 - 4.1. Security and Operations Division;
 - 4.2. Division for Professional and Technical Services;
 - 4.3. Pavilion 1;
 - 4.4. Pavilion 2;
 - 4.5. Division for Forensic Psychiatry;
 - 4.6. Division of Labour Programs And Social Affairs.
 5. The number of employees in the Prishtina detention centre is one hundred and eighty-eight (188).
 6. The Director of Prishtina detention centre reports to the executive director of the correctional service of Kosovo.

Article 79
Security and Operations Division

1. The duties and responsibilities of the Security and Operations Division at the Prishtina Detention Centre are:
 - 1.1. ensures all areas and external and internal spaces of the Prishtina Detention Centre are at the appropriate level of security;
 - 1.2. monitors and supervises the implementation of rules and procedures in the perimeter of the Prishtina Detention Centre by staff, prisoners and the public;
 - 1.3. controls the prohibited areas near the outer perimeter of the Prishtina Detention Centre;
 - 1.4. ensures that the external perimeter fences are in orderly condition and conform to standards;
 - 1.5. monitors the work of contractors for the security of the Prishtina Detention Centre;

- 1.6. accompanies and supervises the prisoners inside the institution as well as outside the perimeter when it is within the competence of the Prishtina Detention Centre;
 - 1.7. drafts regular reports related to internal security activities of the Prishtina Detention Centre;
 - 1.8. draws up security plans and emergency plans;
 - 1.9. examines the demands and complaints of prisoners within his jurisdiction;
 - 1.10. coordinates with all other divisions and units to ensure a safe environment for staff and inmates.
2. The head of the Security and Operations division reports to the Director of the Prishtina Detention Centre.
 3. The number of employees in the division for security and operatives in the Prishtina Detention Centre is sixty-eight (68).

Article 80
Division for Professional and Technical Services

1. Duties and responsibilities of the division for professional and technical services are:
 - 1.1. handles the documentation of admitted prisoners and registers them in the database;
 - 1.2. performs the calculations of the duration of the sentence;
 - 1.3. handles the documentation for the procedures for the release of convicts, the requests of convicts for parole, pardon and suspension of sentence;
 - 1.4. provides legal advice on procedural issues for convicts and supervises the implementation of legality;
 - 1.5. manage repositories and databases;
 - 1.6. ensures that property management and registration is controlled and maintains all necessary information in accordance with legal procedures;
 - 1.7. supervise the implementation of the procedures of private money to prisoners, the canteen, the kitchen as well as the supplies of articles for the needs of the institution;
 - 1.8. provides support in budget planning for organizational structures of the institution;
 - 1.9. ensures the implementation of procedures related to vacations, continuity at work, salary changes;

- 1.10. prepares periodic reports related to the activities of the division;
 - 1.11. manages the archive system and internal documents of the institution;
 - 1.12. assesses the needs for training and addresses them to the relevant unit, organizes training within the institution;
 - 1.13. manages the maintenance and cleanliness of the institution's facilities;
 - 1.14. cooperates with other divisions.
2. The head of the Professional and Technical Services division reports to the director of the Prishtina Detention Centre.
 3. The number of employees in the Professional and Technical Services division is seventeen (17).

Article 81
Pavilion One (1)

1. The duties and responsibilities of Pavilion one (1) are:
 - 1.1. lead and supervise the activities and ensure that the implementation of rules and procedures by the staff and prisoners in the ward is in accordance with the legislation in force;
 - 1.2. lead the procedure of admission, placement of prisoners in the ward;
 - 1.3. classifies prisoners based on age, degree of punishment and criminal offences;
 - 1.4. informs prisoners of house rules;
 - 1.5. ensures that the execution of criminal sanctions is done in a way that supports the development and growth of convicted persons in order to prepare them for life in freedom;
 - 1.6. participates in multidisciplinary commissions and reports on the behaviour of prisoners in the ward;
 - 1.7. proposes and designs programs for dealing with the social condition of prisoners and improving their well-being;
 - 1.8. monitors the implementation of procedures and practices for the assessment and employment of prisoners;
 - 1.9. proposes and designs programs for the training of prisoners;
 - 1.10. monitors the process of training prisoners;
 - 1.11. provides the necessary conditions and tools for the development and smooth running of trainings;

- 1.12. handles requests and complaints of prisoners according to his competences;
 - 1.13. is responsible for the safety and smooth running of the work inside the pavilion;
 - 1.14. collaborates with all other divisions and units to provide a safe environment for staff and inmates.
2. The leader of the Pavilion reports one (1) to the director of the Prishtina Detention Centre.
 3. The number of employees in Pavilion one (1) is thirty-eight (38).

Article 82
Pavilion Two (2)

1. The duties and responsibilities of Pavilion two (2) are:
 - 1.1. lead and supervise the activities and ensure that the implementation of rules and procedures by the staff and prisoners in the pavilion is in accordance with the legislation in force;
 - 1.2. lead the procedure of admission, placement of prisoners in the ward;
 - 1.3. classifies prisoners based on status, age, degree of punishment and criminal offences;
 - 1.4. informs the prisoners of the house rules;
 - 1.5. ensures that the execution of criminal sanctions is done in a way that supports the development and growth of convicted persons in order to prepare them for life in freedom;
 - 1.6. participates in multidisciplinary commissions and reports on the behaviour of prisoners in the ward;
 - 1.7. proposes and designs programs for dealing with the social condition of prisoners and improving their well-being;
 - 1.8. monitors the implementation of procedures and practices for the evaluation and employment of prisoners;
 - 1.9. proposes and designs programs for the training of prisoners;
 - 1.10. monitors the process of training prisoners;
 - 1.11. provides the necessary conditions and tools for the development and smooth running of trainings;
 - 1.12. handles requests and complaints of prisoners according to his competences;
 - 1.13. is responsible for the safety and smooth running of the work inside the pavilion;

- 1.14. cooperates with all other divisions and units to provide a safe environment for staff and inmates.
2. The leader of Pavilion two (2) reports to the director of the Prishtina Detention Centre.
3. The number of employees in Pavilion (2) is thirty-eight (38).

Article 83
Division of Forensic Psychiatry

1. The duties and responsibilities of the forensic psychiatry division are:
 - 1.1. implements the procedure of admission and placement of prisoners in the forensic psychiatry ward according to the recommendation of the medical staff of the IPFK.
 - 1.2. ensures a safe environment for staff, inmates and visitors;
 - 1.3. provides the appropriate level of security in all areas and spaces of the forensic psychiatry ward where prisoners are housed;
 - 1.4. organizes and supervises all activities of prisoners during their stay in the ward;
 - 1.5. coordinates the work with the correctional institutions and the unit for escorting and transporting prisoners for the execution of decisions, court orders and medical instructions;
 - 1.6. coordinates the work with the directorate of the institution regarding the commitment of the staff for the provision of prisoners with psychiatric diseases placed in other wards;
 - 1.7. takes care of the maintenance and cleanliness of the ward.
2. The head of the Forensic Psychiatry Division reports to the director of the Prishtina Detention Centre.
3. The number of employees in the Division for Forensic Psychiatry is eighteen (18).

Article 84
Division for Labour Programs and Social Affairs

1. The duties and responsibilities of the Division for Labour Programs and Social Affairs are:
 - 1.1. proposes and designs programs according to the needs for the treatment of prisoners, social issues for the improvement of their well-being;
 - 1.2. lead and monitor the implementation of programs, individual plans, procedures and practices for the evaluation and employment of prisoners;
 - 1.3. organizes group therapy and holds individual sessions with prisoners;

- 1.4. collects and maintains statistics and a database related to the realization of benefits for convicts
 - 1.5. prepares evaluation reports for prisoners and offers advice regarding the realization of their rights and benefits;
 - 1.6. cooperates and coordinates work with governmental and non-governmental organizations for the welfare of prisoners;
 - 1.7. examines requests and complaints from his competence for prisoners and offers relevant recommendations to the management of the institution;
 - 1.8. organizes multidisciplinary team meetings related to prisoner benefits, treatments and other issues;
 - 1.9. drafts periodic reports related to the activities of the division;
 - 1.10. cooperates with all other divisions and units to ensure a safe environment.
2. The Head of the Division for Work Programs and Social Affairs reports to the Director of the Prishtina Detention Centre.
 3. The number of employees in the Division for Labour Programs and Social Affairs is eight (8).

SUBCHAPTER VI DETENTION CENTRE IN GJILAN

Article 85 Detention Centre in Gjilan

1. The mission of the detention centre in Gjilan is the execution of criminal sanctions, the measure of detention as well as the implementation of rehabilitation and resocialization programs.
2. The duties and responsibilities of detention centre in Gjilan are:
 - 2.1. organizes, leads, controls the general activity of the prison according to the legislation in force, instructions and orders of the executive director of the correctional service;
 - 2.2. ensures the legality of the admission and release of prisoners;
 - 2.3. take measures to maintain and guarantee a suitable environment for the life of prisoners and the development of activities in the institution;
 - 2.4. ensures and takes care of the implementation of the acts related to the security of the weapons depot;
 - 2.5. implements the orders of the courts regarding the execution of the sentence;

2.6. organizes and ensures that the activities in the institution are in accordance with the legislation in force as well as for the equal treatment of imprisoned persons.

2.7. plans the needs of the institution, takes care of the maintenance and effective operation of the institution;

2.8. is responsible for planning and managing finances for the institution;

2.9. ensures working conditions for the institution's personnel;

2.10. evaluates the needs and takes care of raising the professional capacities of the personnel in the institution;

2.11. coordinates, controls and ensures the implementation of tasks and work programs through internal mechanisms;

2.12. takes care of maintenance in the institution;

2.13. decides on disciplinary measures against the convicted;

2.14. handles and responds to complaints and requests of prisoners in the institution according to competences;

2.15. performs other duties and obligations defined by the legislation in force.

3. Divisions at the Gjilan Detention Centre:

3.1. Security and Operations Division;

3.2. Division for Professional and Technical Services;

3.3. Pavilion 1;

3.4. Pavilion 2;

3.5. Division for Work Programs and Social Affairs.

4. The number of employees in the detention centre in Gjilan is one hundred and seventy (170).

5. The director of the detention centre in Gjilan reports to the executive director of the correctional service of Kosovo.

Article 86 **Security and Operations Division**

1. The duties and responsibilities of the Security and Operations Division at the Gjilan Detention Centre are:

- 1.1. ensures all areas and external and internal spaces of the Gilan Detention Centre are at the appropriate level of security;
 - 1.2. monitors and supervises the implementation of rules and procedures in the perimeter of the Gjilan Detention Centre by staff, prisoners and the public;
 - 1.3. controls the prohibited areas near the outer perimeter of the Gilan Detention Centre;
 - 1.4. ensures that the external perimeter fences are in orderly condition and conform to standards;
 - 1.5. monitors the work of contractors for the security of the Gilan Detention Centre;
 - 1.6. accompanies and supervises the prisoners inside the institution as well as outside the perimeter when it is within the competence of Gilan Detention Centre;
 - 1.7. drafts regular reports related to the internal security activities of the Gilan Detention Centre;
 - 1.8. draws up security plans and emergency plans;
 - 1.9. examines the demands and complaints of prisoners within his jurisdiction;
 - 1.10. cooperates with all other divisions and units to provide a safe environment for staff and inmates.
2. The Head of the Security and Operations Division reports to the Director of the Gilan Detention Centre.
 3. The number of employees in the Security and Operations Division at the Gilan Detention Centre is sixty-eight (68).

Article 87

Division for Professional and Technical Services

1. The duties and responsibilities of the Division for Professional and Technical Services are:
 - 1.1. handles the documentation of admitted prisoners and registers them in the database;
 - 1.2. performs the calculations of the duration of the sentence;
 - 1.3. handles the documentation for the procedures for the release of convicts, the requests of convicts for parole, pardon and suspension of sentence;

1.4. provides legal advice on procedural issues for convicts and supervises the implementation of legality;

1.5. manage repositories and databases;

1.6. ensures that property management and registration is controlled and maintains all necessary information in accordance with legal procedures;

1.7. supervise the implementation of the procedures of private money to prisoners, the canteen, the kitchen as well as the supplies of articles for the needs of the institution;

1.8. provides support in budget planning for organizational structures of the institution;

1.9. ensures the implementation of procedures related to vacations, continuity at work, salary changes;

1.10. prepares periodic reports related to the activities of the division;

1.11. manages the archive system and internal documents of the institution;

1.12. assesses the needs for training and addresses them to the relevant unit, organizes training within the institution;

1.13. manages the maintenance and cleanliness of the institution's facilities;

1.14. cooperates with other divisions.

2. The Head of the Division for Professional and Technical Services reports to the Director of the Gilan Detention Centre.

3. The number of employees in the Division for Professional and Technical Services is seventeen (17).

Article 88 **Pavilion one (1)**

1. The duties and responsibilities of Pavilion one (1) are:

1.1. lead and supervise the activities and ensure that the implementation of rules and procedures by the staff and prisoners in the ward is in accordance with the legislation in force;

1.2. lead the procedure of admission, placement of prisoners in the ward;

1.3. classifies prisoners based on age, degree of punishment and criminal offences;

1.4. informs the prisoners of the house rules;

- 1.5. ensures that the execution of criminal sanctions is done in a way that supports the development and growth of convicted persons in order to prepare them for life in freedom;
 - 1.6. participates in multidisciplinary commissions and reports on the behaviour of prisoners in the ward;
 - 1.7. proposes and designs programs for dealing with the social condition of prisoners and improving their well-being;
 - 1.8. monitors the implementation of procedures and practices for the assessment and employment of prisoners;
 - 1.9. proposes and designs programs for the training of prisoners;
 - 1.10. monitors the process of training prisoners;
 - 1.11. provides the necessary conditions and tools for the development and smooth running of trainings;
 - 1.12. handles requests and complaints of prisoners according to his competences;
 - 1.13. is responsible for the safety and smooth running of the work inside the pavilion;
 - 1.14. cooperates with all other divisions and units to provide a safe environment for staff and inmates.
2. The leader of the Pavilion reports one (1) to the Director of the Gjilan Detention Centre.
 3. The number of employees in Pavilion one (1) is thirty-eight (38).

Article 89
Pavilion two (2)

1. The duties and responsibilities of Pavilion two (2) are:
 - 1.1. lead and supervise the activities and ensure that the implementation of rules and procedures by the staff and prisoners in the ward is in accordance with the legislation in force;
 - 1.2. lead the procedure of admission, placement of prisoners in the ward;
 - 1.3. classifies prisoners based on status, age, degree of punishment and criminal offences;
 - 1.4. informs prisoners of house rules;
 - 1.5. ensures that the execution of criminal sanctions is done in a way that supports the development and growth of convicted persons in order to prepare them for life in freedom;
 - 1.6. participates in multidisciplinary commissions and reports on the behaviour of prisoners in the ward;

- 1.7. proposes and designs programs for dealing with the social condition of prisoners and improving their well-being;
 - 1.8. monitors the implementation of procedures and practices for the assessment and employment of prisoners;
 - 1.9. proposes and designs programs for the training of prisoners;
 - 1.10. monitors the process of training prisoners;
 - 1.11. provides the necessary conditions and tools for the development and smooth running of the educational and training process;
 - 1.12. handles requests and complaints of prisoners according to his competences;
 - 1.13. is responsible for the safety and smooth running of the work inside the pavilion;
 - 1.14. cooperates with all other divisions and units to provide a safe environment for staff and inmates.
2. The leader of Pavilion two (2) reports to the Director of the Gjilan Detention Centre.
 3. The number of employees in Pavilion two (2) is thirty-eight (38).

Article 90
Division for Labour Programs and Social Affairs

1. The duties and responsibilities of the Division for Labour Programs and Social Affairs are:
 - 1.1. proposes and designs programs according to the needs for the treatment of prisoners, social issues for the improvement of their well-being;
 - 1.2. lead and monitor the implementation of programs, individual plans, procedures and practices for the evaluation and employment of prisoners;
 - 1.3. organizes group therapy and holds individual sessions with prisoners;
 - 1.4. collects and maintains statistics and a database related to the realization of benefits for convicts;
 - 1.5. prepares evaluation reports for prisoners and offers advice regarding the realization of their rights and benefits;
 - 1.6. cooperates and coordinates work with governmental and non-governmental organizations for the welfare of prisoners;
 - 1.7. examines requests and complaints from his competence for prisoners and offers relevant recommendations to the management of the institution

- 1.8. organizes multidisciplinary team meetings related to prisoner benefits, treatments and other issues;
 - 1.9. prepares periodic reports related to the activities of the division;
 - 1.10. collaborates with all other divisions and units to ensure a safe environment.
2. The Head of the Division for Work Programs and Social Affairs reports to the Director of the Gjilan Detention Centre.
 3. The number of employees in the Division for Labour Programs and Social Affairs is eight (8).

SUBCHAPTER VII DETENTION CENTRE IN PEJA

Article 91 Peja detention centre

1. The mission of the detention centre in Peja is the execution of criminal sanctions, the measure of detention as well as the implementation of rehabilitation and resocialization programs.
2. The duties and responsibilities of detention centre in Peja are:
 - 2.1. organizes, leads, controls the general activity of the institution according to the legislation in force, instructions and orders of the general director of the Correctional Service of Kosovo;
 - 2.2. ensures the legality of the admission and release of prisoners;
 - 2.3. take measures to maintain and guarantee a suitable environment for the life of prisoners and the development of activities in the institution;
 - 2.4. ensures and takes care of the implementation of the acts related to the security of the weapons depot;
 - 2.5. implements the orders of the courts regarding the execution of the sentence;
 - 2.6. organizes and ensures that the activities in the institution are in accordance with the legislation in force as well as for the equal treatment of imprisoned persons;
 - 2.7. plans the needs for the institution, takes care of the maintenance and effective operation of the institution;
 - 2.8. is responsible for planning and managing finances for the institution;
 - 2.9. provides working conditions for the institution 's personnel;

- 2.10. evaluates the needs and takes care of raising the professional capacities of the personnel in the institution;
 - 2.11. collaborates, controls and ensures the implementation of tasks and work programs through internal mechanisms;
 - 2.12. takes care of maintenance in the institution;
 - 2.13. decides on disciplinary measures against the convicted;
 - 2.14. handles and responds to complaints and requests of prisoners in the institution according to competences.
3. Performs other duties and obligations defined by the legislation in force.
4. Peja detention centre are:
 - 4.1. Security and Operations Division;
 - 4.2. Services Division Professional and Technical;
 - 4.3. Pavilion 1;
 - 4.4. Division for Work Programs and Social Affairs.
5. The number of employees in the detention centre in Peja is eighty-six (86).
 6. Peja detention centre reports to the executive director of the correctional service of Kosovo.

Article 92

Security and Operations Division

1. The duties and responsibilities of the Security and Operations Division at the Peja Detention Centre are:
 - 1.1. ensures all areas and external and internal spaces of the Peja Detention Centre are at the appropriate level of security;
 - 1.2. monitors and supervises the implementation of rules and procedures in the perimeter of the Peja Detention Centre by staff, prisoners and the public;
 - 1.3. controls the prohibited areas near the outer perimeter of the Peja Detention Centre;
 - 1.4. ensures that the external perimeter fences are in orderly condition and conform to standards;
 - 1.5. accompanies and supervises convicts and detainees inside the institution as well as outside the perimeter when it is within the competence of the Peja Detention Center;

- 1.6. drafts regular reports related to the internal security activities of the Peja Detention Centre;
 - 1.7. draws up security plans and emergency plans;
 - 1.8. examines the requests and complaints of prisoners within his jurisdiction;
 - 1.9. cooperates with all other divisions and units to provide a safe environment for staff and inmates.
2. The head of the Security and Operations Division reports to the director of the Peja Detention Centre.
 3. The number of employees in the Security and Operative Division in the Peja Detention Centre is thirty-two (32).

Article 93

Division for Professional and Technical Services

1. The duties and responsibilities of the Professional and Technical Services Division are:
 - 1.1. handles the documentation of admitted prisoners and registers them in the database;
 - 1.2. performs the calculations of the duration of the sentence;
 - 1.3. handles the documentation for the procedures for the release of convicts, the requests of convicts for parole, pardon and suspension of sentence;
 - 1.4. provides legal advice on procedural issues for convicts and supervises the implementation of legality;
 - 1.5. manage repositories and databases;
 - 1.6. ensures that the management and registration of assets is controlled and maintains all necessary information in accordance with legal procedures;
 - 1.7. supervise the implementation of the procedures of private money to prisoners, the canteen, the kitchen as well as the supplies of articles for the needs of the institution;
 - 1.8. provides support in budget planning for organizational structures of the institution;
 - 1.9. ensures the implementation of procedures related to vacations, continuity at work, salary changes;
 - 1.10. prepares periodic reports related to the activities of the division;
 - 1.11. manages the archive system and internal documents of the institution;
 - 1.12. assesses training needs and addresses them to the relevant unit, organizes training within the institution;

- 1.13. manages the maintenance and cleanliness of the institution's facilities;
 - 1.14. cooperates with other divisions;
 - 1.15. prepares periodic reports related to the activities of the division for administration.
2. The head of the Division for Professional and Technical Services reports to the director of the Peja Detention Centre.
 3. The number of employees in the Division of Professional and Technical Services is thirteen (13).

Article 94
Pavilion one (1)

1. The duties and responsibilities of Pavilion one (1) are:
 - 1.1. lead and supervise the activities and ensure that the implementation of rules and procedures by the staff and prisoners in the ward is in accordance with the legislation in force;
 - 1.2. lead the procedure of admission, placement of prisoners in the ward;
 - 1.3. classifies prisoners based on status, age, degree of sentence and criminal offences;
 - 1.4. informs prisoners of house rules;
 - 1.5. ensures that the execution of criminal sanctions is done in a way that supports the development and growth of convicted persons in order to prepare them for life in freedom;
 - 1.6. participates in multidisciplinary commissions and reports on the behaviour of prisoners in the ward;
 - 1.7. proposes and designs programs for dealing with the social condition of prisoners and improving their well-being;
 - 1.8. monitors the implementation of procedures and practices for the assessment and employment of prisoners;
 - 1.9. proposes and designs programs for the training of prisoners;
 - 1.10. monitors the process of training prisoners;
 - 1.11. provides the necessary conditions and tools for the development and smooth running of the educational process and trainings;
 - 1.12. handles requests and complaints of prisoners according to his competences;
 - 1.13. is responsible for the safety and smooth running of the work inside the pavilion;

- 1.14. cooperates with all other divisions and units to provide a safe environment for staff and inmates.
2. The leader of the Pavilion reports one (1) to the Director of the Peja Detention Centre.
3. The number of employees in Pavilion one (1) is thirty-four (34).

Article 95

Division for Labour Programs and Social Affairs

1. The duties and responsibilities of the Division for Labour Programs and Social Affairs are:
 - 1.1. proposes and designs programs according to the needs for the treatment of prisoners, social issues for the improvement of their well-being;
 - 1.2. lead and monitor the implementation of programs, individual plans, procedures and practices for the evaluation and employment of prisoners;
 - 1.3. organizes group therapy and holds individual sessions with prisoners;
 - 1.4. collects and maintains statistics and a database related to the realization of benefits for convicts;
 - 1.5. prepares evaluation reports for prisoners and offers advice regarding the realization of their rights and benefits;
 - 1.6. cooperates with governmental and non-governmental organizations for the welfare of prisoners;
 - 1.7. examines requests and complaints from his competence for prisoners and offers relevant recommendations to the management of the institution;
 - 1.8. organizes multidisciplinary team meetings related to prisoner benefits, treatments and other issues;
 - 1.9. prepares periodic reports related to the activities of the division;
 - 1.10. collaborates with all other divisions and units to ensure a safe environment.
2. The Head of the Division for Labour Programs and Social Affairs reports to the Director of the Peja Detention Centre.
3. The number of employees in the Division for Division for Labour Programs and Social Affairs is six (6).

SUBCHAPTER VII DETENTION CENTRE IN PRIZREN

Article 96 Prizren detention centre

1. The mission of the detention centre in Prizren is the execution of criminal sanctions, the measure of detention as well as the implementation of rehabilitation and resocialization programs.
2. The duties and responsibilities of detention centre in Prizren are:
 - 2.1. organizes, leads, controls the general activity of the institution according to the legislation in force, instructions and orders of the general director of the Peja Detention Center;
 - 2.2. ensures the legality of the admission and release of prisoners;
 - 2.3. take measures to maintain and guarantee a suitable environment for the life of prisoners and the development of activities in the institution;
 - 2.4. ensures and takes care of the implementation of the acts related to the security of the weapons depot;
 - 2.5. implements the orders of the courts regarding the execution of the sentence;
 - 2.6. organizes and ensures that the activities in the institution are in accordance with the legislation in force as well as for the equal treatment of imprisoned persons;
 - 2.7. plans the needs for the institution, takes care of the maintenance and effective operation of the institution;
 - 2.8. is responsible for planning and managing finances for the institution;
 - 2.9. provides working conditions for the institution 's personnel;
 - 2.10. evaluates the needs and takes care of raising the professional capacities of the personnel in the institution;
 - 2.11. collaborates, controls and ensures the implementation of tasks and work programs through internal mechanisms;
 - 2.12. takes care of maintenance in the institution;
 - 2.13. decides on disciplinary measures against the convicted;
 - 2.14. handles and responds to complaints and requests of prisoners in the institution according to competences.
3. Performs other duties and obligations defined by the legislation in force.

4. Prizren detention centre are:

- 4.1. Security and Operations Division;
- 4.2. Services Division Professional and Technical;
- 4.3. Pavilion 1;
- 4.4. Division for Work Programs and Social Affairs.

5. The number of employees in the detention centre in Prizren is eighty-six (86).

6. Prizren detention centre reports to the executive director of the correctional service of Kosovo.

Article 92

Security and Operations Division

1. The duties and responsibilities of the Security and Operations Division at the Prizren Detention Centre are:

- 1.1. ensures all areas and external and internal spaces of the Prizren Detention Centre are at the appropriate level of security;
- 1.2. monitors and supervises the implementation of rules and procedures in the perimeter of the Prizren Detention Centre by staff, prisoners and the public;
- 1.3. controls the prohibited areas near the outer perimeter of the Prizren Detention Centre;
- 1.4. ensures that the external perimeter fences are in orderly condition and conform to standards;
- 1.5. accompanies and supervises convicts and detainees inside the institution as well as outside the perimeter when it is within the competence of the Prizren Detention Center;
- 1.6. drafts regular reports related to the internal security activities of the Prizren Detention Centre;
- 1.7. draws up security plans and emergency plans;
- 1.8. examines the requests and complaints of prisoners within his jurisdiction;
- 1.9. cooperates with all other divisions and units to provide a safe environment for staff and inmates.

2. The head of the Security and Operations Division reports to the director of the Prizren Detention Centre.

3. The number of employees in the Security and Operative Division in the Prizren Detention Centre is thirty-two (32).

Article 98
Division for Professional and Technical Services

1. The duties and responsibilities of the Professional and Technical Services Division are:
 - 1.1. handles the documentation of admitted prisoners and registers them in the database;
 - 1.2. performs the calculations of the duration of the sentence;
 - 1.3. handles the documentation for the procedures for the release of convicts, the requests of convicts for parole, pardon and suspension of sentence;
 - 1.4. provides legal advice on procedural issues for convicts and supervises the implementation of legality;
 - 1.5. manage repositories and databases;
 - 1.6. ensures that the management and registration of assets is controlled and maintains all necessary information in accordance with legal procedures;
 - 1.7. supervise the implementation of the procedures of private money to prisoners, the canteen, the kitchen as well as the supplies of articles for the needs of the institution;
 - 1.8. provides support in budget planning for organizational structures of the institution;
 - 1.9. ensures the implementation of procedures related to vacations, continuity at work, salary changes;
 - 1.10. prepares periodic reports related to the activities of the division;
 - 1.11. manages the archive system and internal documents of the institution;
 - 1.12. assesses training needs and addresses them to the relevant unit, organizes training within the institution;
 - 1.13. manages the maintenance and cleanliness of the institution's facilities;
 - 1.14. cooperates with other divisions;
 - 1.15. prepares periodic reports related to the activities of the division for administration.
2. The head of the Division for Professional and Technical Services reports to the director of the Prizren Detention Centre.

3. The number of employees in the Division of Professional and Technical Services is thirteen (13).

Article 99
Pavilion one (1)

1. The duties and responsibilities of Pavilion one (1) are:

1.1. lead and supervise the activities and ensure that the implementation of rules and procedures by the staff and prisoners in the ward is in accordance with the legislation in force;

1.2. lead the procedure of admission, placement of prisoners in the ward;

1.3. classifies prisoners based on status, age, degree of sentence and criminal offences;

1.4. informs prisoners of house rules;

1.5. ensures that the execution of criminal sanctions is done in a way that supports the development and growth of convicted persons in order to prepare them for life in freedom;

1.6. participates in multidisciplinary commissions and reports on the behaviour of prisoners in the ward;

1.7. proposes and designs programs for dealing with the social condition of prisoners and improving their well-being;

1.8. monitors the implementation of procedures and practices for the assessment and employment of prisoners;

1.9. proposes and designs programs for the training of prisoners;

1.10. monitors the process of training prisoners;

1.11. provides the necessary conditions and tools for the development and smooth running of the educational process and trainings;

1.12. handles requests and complaints of prisoners according to his competences;

1.13. is responsible for the safety and smooth running of the work inside the pavilion;

1.14. cooperates with all other divisions and units to provide a safe environment for staff and inmates.

2. The leader of the Pavilion reports one (1) to the Director of the Prizren Detention Centre.

3. The number of employees in Pavilion one (1) is thirty-four (34).

Article 100

Division for Labour Programs and Social Affairs

1. The duties and responsibilities of the Division for Labour Programs and Social Affairs are:
 - 1.1. proposes and designs programs according to the needs for the treatment of prisoners, social issues for the improvement of their well-being;
 - 1.2. lead and monitor the implementation of programs, individual plans, procedures and practices for the evaluation and employment of prisoners;
 - 1.3. organizes group therapy and holds individual sessions with prisoners;
 - 1.4. collects and maintains statistics and a database related to the realization of benefits for convicts;
 - 1.5. cooperates with the Division for Education, Vocational Training and Work for Prisoners;
 - 1.6. prepares evaluation reports for prisoners and offers advice regarding the realization of their rights and benefits;
 - 1.7. cooperates with governmental and non-governmental organizations for the welfare of prisoners;
 - 1.8. examines requests and complaints from his competence for prisoners and offers relevant recommendations to the management of the institution.
 - 1.9. organizes multidisciplinary team meetings related to prisoner benefits, treatments and other issues;
 - 1.10. prepares periodic reports related to the activities of the division;
 - 1.11. collaborates with all other divisions and units to ensure a safe environment.
2. The Head of the Division for Labour Programs and Social Affairs reports to the Director of the Prizren Detention Centre.
3. The number of employees in the Division for Division for Labour Programs and Social Affairs is six (6).

SUBCHAPTER VII DETENTION CENTRE IN MITROVICA

Article 101 Mitrovica detention centre

1. The mission of the detention centre in Mitrovica is the execution of criminal sanctions, the measure of detention as well as the implementation of rehabilitation and resocialization programs.
2. The duties and responsibilities of detention centre in Mitrovica are:
 - 2.1. organizes, leads, controls the general activity of the institution according to the legislation in force, instructions and orders of the general director of the Correctional Service of Kosovo;
 - 2.2. ensures the legality of the admission and release of prisoners;
 - 2.3. take measures to maintain and guarantee a suitable environment for the life of prisoners and the development of activities in the institution;
 - 2.4. ensures and takes care of the implementation of the acts related to the security of the weapons depot;
 - 2.5. implements the orders of the courts regarding the execution of the sentence;
 - 2.6. organizes and ensures that the activities in the institution are in accordance with the legislation in force as well as for the equal treatment of imprisoned persons;
 - 2.7. plans the needs for the institution, takes care of the maintenance and effective operation of the institution;
 - 2.8. is responsible for planning and managing finances for the institution;
 - 2.9. provides working conditions for the institution 's personnel;
 - 2.10. evaluates the needs and takes care of raising the professional capacities of the personnel in the institution;
 - 2.11. collaborates, controls and ensures the implementation of tasks and work programs through internal mechanisms;
 - 2.12. takes care of maintenance in the institution;
 - 2.13. decides on disciplinary measures against the convicted;
 - 2.14. handles and responds to complaints and requests of prisoners in the institution according to competences.
3. Performs other duties and obligations defined by the legislation in force.

4. Mitrovica detention centre are:

- 4.1. Security And Operations Division;
- 4.2. Services Division Professional and Technical;
- 4.3. Pavilion 1;
- 4.4. Division For Work Programs and Social Affairs.

5. the number of employees in the detention centre in Mitrovica is eighty-eight (88).

6. Mitrovica detention centre reports to the executive director of the correctional service of Kosovo.

Article 102 **Security and Operations Division**

1. The duties and responsibilities of the Security and Operations Division at the Mitrovica Detention Centre are:

- 1.1. ensures all areas and external and internal spaces of the Mitrovica Detention Centre are at the appropriate level of security;
- 1.2. monitors and supervises the implementation of rules and procedures in the perimeter of the Mitrovica Detention Centre by staff, prisoners and the public;
- 1.3. controls the prohibited areas near the outer perimeter of the Mitrovica Detention Centre;
- 1.4. ensures that the external perimeter fences are in orderly condition and conform to standards;
- 1.5. accompanies and supervises convicts and detainees inside the institution as well as outside the perimeter when it is within the competence of the KP - Mitrovica;
- 1.6. drafts regular reports related to the internal security activities of the Mitrovica Detention Centre;
- 1.7. draws up security plans and emergency plans;
- 1.8. examines the requests and complaints of prisoners within his jurisdiction;
- 1.9. cooperates with all other divisions and units to provide a safe environment for staff and inmates.

2. The head of the Security and Operations Division reports to the director of the Mitrovica Detention Centre.

3. The number of employees in the Security and Operative Division in the Mitrovica Detention Centre is thirty-two (32).

Article 103

Division for Professional and Technical Services

1. The duties and responsibilities of the Professional and Technical Services Division are:

1.1. handles the documentation of admitted prisoners and registers them in the database;

1.2. performs the calculations of the duration of the sentence;

1.3. handles the documentation for the procedures for the release of convicts, the requests of convicts for parole, pardon and suspension of sentence;

1.4. provides legal advice on procedural issues for convicts and supervises the implementation of legality;

1.5. manage repositories and databases;

1.6. ensures that the management and registration of assets is controlled and maintains all necessary information in accordance with legal procedures;

1.7. supervise the implementation of the procedures of private money to prisoners, the canteen, the kitchen as well as the supplies of articles for the needs of the institution;

1.8. provides support in budget planning for organizational structures of the institution;

1.9. ensures the implementation of procedures related to vacations, continuity at work, salary changes;

1.10. prepares periodic reports related to the activities of the division;

1.11. manages the archive system and internal documents of the institution;

1.12. assesses training needs and addresses them to the relevant unit, organizes training within the institution;

1.13. manages the maintenance and cleanliness of the institution's facilities;

1.14. cooperates with other divisions;

1.15. prepares periodic reports related to the activities of the division for administration.

2. The head of the Division for Professional and Technical Services reports to the director of the Mitrovica Detention Centre.

3. The number of employees in the Division of Professional and Technical Services is fourteen (14).

Article 104
Pavilion one (1)

1. The duties and responsibilities of Pavilion one (1) are:

- 1.1. lead and supervise the activities and ensure that the implementation of rules and procedures by the staff and prisoners in the ward is in accordance with the legislation in force;
- 1.2. lead the procedure of admission, placement of prisoners in the ward;
- 1.3. classifies prisoners based on status, age, degree of sentence and criminal offences;
- 1.4. informs prisoners of house rules;
- 1.5. ensures that the execution of criminal sanctions is done in a way that supports the development and growth of convicted persons in order to prepare them for life in freedom;
- 1.6. participates in multidisciplinary commissions and reports on the behaviour of prisoners in the ward;
- 1.7. proposes and designs programs for dealing with the social condition of prisoners and improving their well-being;
- 1.8. monitors the implementation of procedures and practices for the assessment and employment of prisoners;
- 1.9. proposes and designs programs for the training of prisoners;
- 1.10. monitors the process of training prisoners;
- 1.11. provides the necessary conditions and tools for the development and smooth running of the educational process and trainings;
- 1.12. handles requests and complaints of prisoners according to his competences;
- 1.13. is responsible for the safety and smooth running of the work inside the pavilion;
- 1.14. cooperates with all other divisions and units to provide a safe environment for staff and inmates.

2. The leader of the Pavilion reports one (1) to the Director of the Mitrovica Detention Centre.

3. The number of employees in Pavilion one (1) is thirty-four (34).

Article 105
Division for Labour Programs and Social Affairs

1. The duties and responsibilities of the Division for Labour Programs and Social Affairs are:
 - 1.1. proposes and designs programs according to the needs for the treatment of prisoners, social issues for the improvement of their well-being;
 - 1.2. lead and monitor the implementation of programs, individual plans, procedures and practices for the evaluation and employment of prisoners;
 - 1.3. organizes group therapy and holds individual sessions with prisoners;
 - 1.4. collects and maintains statistics and a database related to the realization of benefits for convicts;
 - 1.5. prepares evaluation reports for prisoners and offers advice regarding the realization of their rights and benefits;
 - 1.6. cooperates with governmental and non-governmental organizations for the welfare of prisoners;
 - 1.7. examines requests and complaints from his competence for prisoners and offers relevant recommendations to the management of the institution;
 - 1.8. organizes multidisciplinary team meetings related to prisoner benefits, treatments and other issues;
 - 1.9. prepares periodic reports related to the activities of the division;
 - 1.10. collaborates with all other divisions and units to ensure a safe environment.
2. The Head of the Division for Labour Programs and Social Affairs reports to the Director of the Mitrovica Detention Centre.
3. The number of employees in the Division for Division for Labour Programs and Social Affairs is seven (7).

**SUBCHAPTER X
HIGH SECURITY PRISON**

**Article 106
High Security Prison**

1. The mission of the High Security Prison is the execution of criminal sanctions, the measure of detention as well as the implementation of rehabilitation and resocialization programs.
2. The duties and responsibilities of the High Security Prison are
 - 2.1 organizes, leads, controls the general activity of the institution according to the legislation in force, instructions and orders of the Executive Director of the Correctional Service;
 - 2.2 ensures the legality of the admission and release of prisoners;
 - 2.3 take measures to maintain and guarantee a suitable environment for the life of prisoners and the development of activities in the institution;
 - 2.4 ensures and takes care of the implementation of the acts related to the security of the weapons depot;
 - 2.5 implements the orders of the courts regarding the execution of the sentence;
 - 2.6 organizes and ensures that the activities in the institution are in accordance with the legislation in force as well as for the equal treatment of imprisoned persons;
 - 2.7 plans the needs for the institution, takes care of the maintenance and effective functioning of the institution;
 - 2.8 is responsible for planning and managing finances for the institution;
 - 2.9. ensures working conditions for the institution's personnel;
 - 2.10. assesses the needs and takes care of raising the professional capacities of the personnel in the institution;
 - 2.11. coordinates, controls and ensures the implementation of tasks and work programs through internal mechanisms;
 - 2.12. takes care of the maintenance and development of the economy in the institution;
 - 2.13. decides on disciplinary measures against the convicted;
 - 2.14. handles and responds to complaints and requests of prisoners in the institution according to competences.
3. Perform other duties and obligations defined by the legislation in force.

4. The divisions of the High Security Prison are:
 - 4.1. Security and Operations Division;
 - 4.2. Division for Professional and Technical Services;
 - 4.3. Division for Labor Programs and Social Affairs;
 - 4.4. Pavilion 1;
 - 4.5. Pavilion 2;
 - 4.6. Pavilion 3.
5. The number of employees in the High Security Prison is three hundred and forty-one (341).
6. The Director of the High Security Prison reports to the Executive Director of the Kosovo Correctional Service.

Article 107
Security and Operations Division

1. The duties and responsibilities of the Security and Operations Division in the High Security Prison are:
 - 1.1. ensures that all external and internal areas and spaces in the High Security Prison are at the appropriate level of security;
 - 1.2. monitors and supervises the implementation of rules and procedures in the perimeter of the High Security Prison for prisoners and the public;
 - 1.3. controls restricted areas near the outer perimeter of the High Security Prison;
 - 1.4. ensures that the external perimeter fences are in orderly condition and conform to standards;
 - 1.5. accompanies and supervises the prisoners inside the institution as well as outside the perimeter when it is under the jurisdiction of the High Security Prison;
 - 1.6. drafts regular reports related to the internal security activities of the High Security Prison;
 - 1.7. draws up security plans and emergency plans;
 - 1.8. examines the demands and complaints of prisoners within his jurisdiction;
 - 1.9. cooperates with all other divisions and units to provide a safe environment for staff and inmates.

2. The head of the Security and Operative Division reports to the director of the High Security Prison.
3. The number of employees in the Division for Security and Operatives in the High Security Prison is one hundred and seven (107).

Article 108
Division for Professional and Technical Services

1. The duties and responsibilities of the Professional and Technical Services Division are:
 - 1.1. handles the documentation of admitted prisoners and registers them in the database;
 - 1.2. performs the calculations of the duration of the sentence;
 - 1.3. handles the documentation for the procedures for the release of convicts, the requests of convicts for parole, pardon and suspension of sentence;
 - 1.4. provides legal advice on procedural issues for convicts and supervises the implementation of legality;
 - 1.5. manage repositories and databases;
 - 1.6. ensures that the management and registration of property is controlled and maintains all necessary information in accordance with legal procedures;
 - 1.7. supervise the implementation of the procedures of private money to prisoners, the canteen, the kitchen as well as the supplies of articles for the needs of the institution;
 - 1.8. provides support in budget planning for organizational structures of the institution
 - 1.9. ensures the implementation of procedures related to vacations, continuity at work and salary changes;
 - 1.10. prepares periodic reports related to the activities of the division;
 - 1.11. manages the archive system and internal documents of the institution;
 - 1.12. assesses training needs and addresses them to the relevant unit, organizes training within the institution;
 - 1.13. manages the maintenance and cleanliness of the institution's facilities;
 - 1.14. cooperates with other divisions;
 - 1.15. prepares periodic reports related to the activities of the division for administration.
2. The Head of the Division for Professional and Technical Services reports to the Director of the High Security Prison.

3. The number of employees in the Professional and Technical Services Division is fifteen (15).

Article 109
Division for Labour Programs and Social Affairs

1. The duties and responsibilities of the Division for Labour Programs and Social Affairs are:
 - 1.1. lead and supervise the activities and ensure that the implementation of rules and procedures by the staff and prisoners in the ward is in accordance with the legislation in force;
 - 1.2. lead the procedure of admission, placement of prisoners in the pavilion;
 - 1.3. classifies prisoners based on the degree of sentence and criminal offences;
 - 1.4. proposes and designs programs for work and professional training for convicts;
 - 1.5. monitors the training process in the phases of professional skills and work engagements of convicts;
 - 1.6. provides the necessary conditions and tools for the development and smooth running of trainings and work within the institution;
 - 1.7. informs the prisoners of the house rules;
 - 1.8. ensures that the execution of criminal sanctions is done in a way that supports the development and growth of convicted persons in order to prepare for life in freedom;
 - 1.9. monitors and controls the implementation of procedures and practices for the evaluation and employment of convicts Inside and outside the institution;
 - 1.10. maintain statistics on the continuity of trainings, programs and the employment of convicts;
 - 1.11. proposes and designs programs for dealing with the social condition of convicts, for improving their well-being;
 - 1.12. drafts periodic reports related to the unit's activities;
 - 1.13. cooperates with all other divisions and units to ensure a safe environment for staff and inmates.
2. The Head of the Division for Work Programs and Social Affairs reports to the Director of the High Security Prison
3. The number of employees in the Division for Labour Programs and Social Affairs is eight (8).

Article 110
Pavilion one (1)

1. The duties and responsibilities of Pavilion one (1) are:
 - 1.1. lead and manage the staff and prisoners in the ward;
 - 1.2. lead the procedure of admission, placement of prisoners in the ward
 - 1.3. classifies prisoners based on status, age, degree of punishment and criminal offences;
 - 1.4. informs the prisoners of the house rules;
 - 1.5. participates in multidisciplinary commissions and reports on the behaviour of prisoners in the ward;
 - 1.6. proposes and designs programs for dealing with the social condition of prisoners and improving their well-being;
 - 1.7. monitors the implementation of procedures and practices for the assessment and employment of prisoners;
 - 1.8. proposes and designs programs for the training of prisoners;
 - 1.9. monitors the process of training prisoners;
 - 1.10. provides the necessary conditions and tools for the development and smooth running of the educational process and trainings
 - 1.11. handles requests and complaints of prisoners according to his competences;
 - 1.12. is responsible for the safety and smooth running of the work inside the pavilion.
2. The leader of the Pavilion reports to one (1) Director of the High Security Prison.
3. The number of employees in Pavilion one (1) is seventy-eight (78).

Article 111
Pavilion two (2)

1. The duties and responsibilities of Pavilion two (2) are:
 - 1.1. lead and manage the staff and prisoners in the ward;
 - 1.2. lead the procedure of admission, placement of prisoners in the ward;

- 1.3. classifies prisoners based on status, age, degree of punishment and criminal offences;
 - 1.4. informs the prisoners of the house rules;
 - 1.5. participates in multidisciplinary commissions and reports on the behaviour of prisoners in the ward;
 - 1.6. proposes and designs programs for dealing with the social condition of prisoners and improving their well-being;
 - 1.7. monitors the implementation of procedures and practices for the assessment and employment of prisoners;
 - 1.8. proposes and designs programs for the training of prisoners;
 - 1.9. monitors the process of training prisoners;
 - 1.10. provides the necessary conditions and tools for the development and smooth running of the educational process and trainings;
 - 1.11. handles requests and complaints of prisoners according to his competences;
 - 1.12. is responsible for the safety and smooth running of the work inside the pavilion.
2. The leader of Ward two (2) reports to the Director of the High Security Prison.
 3. The number of employees in Pavilion two (2) is seventy-eight (78).

Article 112
Pavilion three (3)

1. The duties and responsibilities of Pavilion three (3) are:
 - 1.1. lead and manage the staff and prisoners in the ward;
 - 1.2. lead the procedure of admission, placement of prisoners in the ward;
 - 1.3. classifies prisoners based on status, age, degree of sentence and criminal offences;
 - 1.4. informs the prisoners of the house rules;
 - 1.5. participates in multidisciplinary commissions and reports on the behaviour of prisoners in the ward;
 - 1.6. proposes and designs programs for dealing with the social condition of prisoners and improving their well-being;
 - 1.7. monitors the implementation of procedures and practices for the evaluation and employment of prisoners;

- 1.8. proposes and designs programs for the training of prisoners;
 - 1.9. monitors the process of training prisoners;
 - 1.10. provides the necessary conditions and tools for the development and smooth running of the educational process and trainings;
 - 1.11. handles requests and complaints of prisoners according to his competences;
 - 1.12. is responsible for the safety and smooth running of the work inside the pavilion.
2. The leader of Pavilion three (3) reports to the Director of the High Security Prison.
 3. The number of employees in Pavilion three (3) is fifty-four (54)

CHAPTER IV TRANSITIONAL AND FINAL PROVISIONS

Article 113 Transitional and Final Provisions

1. The mobility of personnel in accordance with the relevant legislation for the civil service within the category is allowed if it is considered necessary for the smooth running of the work.
2. The increase or decrease in the number of personnel in accordance with the annual budget law does not create a need to supplement-change this regulation except in cases where organizational structures are created and/or extinguished.

Article 114 Annexes

The description of the duties of the officials of the Correctional Service of Kosovo and the organizational chart will be determined according to the appendices which are an integral part of this regulation.

Article 115 Entry into force

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

Albin KURTI

Prime Minister of the Republic of Kosovo

10 October 2024

Annex No. 1: CORRECTIONAL SERVICE OF KOSOVO			
Position/Structure	Class	Group (general or specific)	Total employees 1911
1. Office of the Executive Director			Total: 6
Executive Director	Senior Manager		1
Deputy Executive Director	Senior Manager		2
Senior Executive Officer	Professional 1	63 General administration group	1
Administrative Officer	Professional 2	63 General administration group	1
Senior Certifying Officer	Professional 1	2 Budget and finance group	1
2. Law Department			Total: 7
Director of the Legal Department	Middle Manager		1
2.1. Division for Legislation			Total: 3
Head of the Legislation Drafting Division	Lower Manager		1
Senior Legal Officer	Professional 1	1 Legal Group	1
Legal Officer	Professional 2	1 Legal Group	1
2.2. Legal Oversight Division			Total: 3
Head of the Legal Oversight Division	Lower Manager		1
Senior Legal Officer	Professional 1	1 Legal Group	1
Legal Officer	Professional 2	1 Legal Group	1
3. Department for Operational Security and Escort of Prisoners			Total: 15

Director of the Department for Operational Security and Escort of Prisoners	Middle Manager		1
3.1. Security Division			Total: 3
Head of the Security Division	Lower Manager		1
Senior Security Officer	Professional 1	61 Security Group	1
Security officer	Professional 2	61 Security Group	1
3.2. Division for Operatives			Total: 6
Head of the Operations Division	Lower Manager		1
Supervisory	Professional 2	63 General administration group	1
Correctional Officer	Professional 3	64 General administration group	4
3.3. Division for Transport of Prisoners			Total: 5
Head of the Division for Transporting Prisoners	Lower Manager		1
Senior Supervisor	Professional 1	63 General administration group	1
Senior Officer for the Execution of Orders	Professional 1	63 General administration group	1
Officer for the Execution of Orders	Professional 2	63 General administration group	1
Administrative Officer	Professional 2	63 General administration group	1
4. Department for Intelligence			Total: 16
Director of the Intelligence Department	Middle Manager		1
4.1 Division for Collection, Processing and Systematization of Information			Total: 12

Head of the Division for Collection, Processing and Systematization of Information	Lower Manager		1
Senior Supervisor Viši Nadzornik	Professional 1	63 General administration group	1
Supervisor	Professional 2	63 General administration group	1
Correctional Officer	Professional 3	64 General administration group	9
4.2 Information Analysis Division			Total: 3
Head of the Information Analysis Division	Lower Manager		1
Senior Supervisor	Professional 1	63 General administration group	1
Supervisor	Professional 2	63 General administration group	1
5. Department for Supervision of the Treatment of Prisoners and Juveniles			Total: 22
Director of the Department for Supervision of the Treatment of Prisoners and Juveniles	Middle Manager		1
5.1. Division for Oversight of the Treatment of Juvenile Prisoners and Social Affairs			Total: 3
Head of the Division for Supervision of the Treatment of Juvenile Prisoners and Social Affairs	Lower Manager		1
Senior Officer for Treatment of Prisoners	Professional 1	10 General group of social services	2
5.2. Division for Supervision of Labor Education and Vocational Training			Total: 3
Head of the Division for Supervision of Labor Education and Vocational Training	Lower Manage		1

Vocational Training and Employment	Professional 1	12 Group of social sciences	2
5.3. Inmate Evaluation and Classification Division			Total: 15
Head of the Division for Evaluation and Classification of Prisoners načelnik	Lower Manager		1
Senior Officer for Evaluation and Classification of Prisoners	Professional 1	12 Group of social sciences	14
6. Department for General Services			Total: 20
Director of the Department for General Services	Middle Manager		1
6.1. Division for Design and Supervision of Correctional Institutions Facilities			Total: 6
Head of the Division for Design and Supervision of Correctional Institutions Facilities	Lower Manager		1
Senior Machinery Officer	Specialist	16 General engineering group	1
Senior Architecture Officer	Specialist	40 Architecture group	1
Senior Plumbing Officer	Specialist	16 General engineering group	1
Senior Electrical Officer	Specialist	17 Group of electro technology engineering	1
Senior Construction Officer	Specialist	34 Constuction Engineering Group	1
6.2. Information Technology Division			Total: 8
Head of Information Technology Division	Lower Manager		1
Senior IT Officer for Systems Administration	Professional 1	49 Information technology group	1

Senior IT Officer for Database	Professional 1	50 Data Technology Group	1
Senior Information Technology Officer	Professional 1	49 Information technology group	5
6.3. Logistics Services Division			Total: 5
Head of Logistics Services Division	Lower Manager		1
Logistics Officer	Professional 2	63 General administration group	1
Transport Officer	Professional 2	63 General administration group	2
Archives Officer	Professional 2	7 Archive-documentation group	1
7. Department for Budget and Finance			Total: 11
Director of the Budget and Finance Department	Middle Manager		1
7.1. Budget Execution and Reporting Division			Total: 7
Head of the Budget Execution and Reporting Division	Lower Manager		1
Senior official for the commitment of budget funds	Professional 1	2 Budget and finance group	1
Senior Expenditure Officer	Professional 1	2 Budget and finance group	1
Senior Budget and Finance Officer	Professional 1	2 Budget and finance group	1
Wealth Officer	Professional 2	3 Group of Economics	1
Senior Prisoner Deposit Officer	Professional 1	2 Budget and finance group	2

7.2. Economic Unit			Total: 3
Head of the Economic Unit	Lower Manager		1
Senior Economic Officer	Professional 1	3 Group of Economics	2
8. Human Resources Management Division			Total: 16
Head of the Human Resources Management Division	Lower Manage		1
Senior Human Resources Officer	Professional1	6 Human resources group	5
Human Resources Officer	Professional 2	6 Human resources group	10
9. Procurement Division			Total: 4
Head of Procurement Division	Lower Manager		1
Senior Procurement Officer	Professional 1	4 Public procurement group	2
Procurement Officer	Professional 2	4 Public procurement group	1
10. Contract Monitoring Division			Total: 4
Head of the Contract Monitoring Division	Lower Manager		1
Contract Monitoring Officer	Professional 2	4 Public procurement group	3
11. Division for Drafting of Policies for Professional Development for the Personnel of the Correctional Service of Kosovo			Total: 3
Head of the Division for Drafting Policies for Professional Development	Lower Manager		1
Senior Professional Development Officer	Professional 1	12 Group of social sciences	1

Professional Development Office	Professional 2	12 Group of social sciences	1
12. Division for Communication with the Public			Total: 3
Head of the Division for Communication with the Public	Lower Manager		1
Senior Public Relations Officer	Professional 1	8 Public relations and information group	1
Public Relations Officer	Professional 2	8 Public relations and information group	1
13. Correctional Center in Dubrava			Total: 548
Director of the Correctional Center in Dubrava	Middle Manager		1
13.1. External Security Division			Total: 72
Head of External Security Divisio	Lower Manager		1
Senior Supervisor	Professional 1	63 General administration group	1
Supervisor	Professional 2	63 General administration group	2
Correctional Officer	Professional 3	64 General administration group	68
13.2. Enternal Security Division			Total: 66
Head of Enternal Security Division	Lower Manager		1
Senior Supervisor	Professional 1	63 General administration group	1
Supervisor	Professional 2	63 General administration group	4

Correctional Officer	Professional 3	64 General administration group	60
13.3. Pavilion 1			Total: 32
Leader of Pavilion 1	Lower Manager		1
Senior Supervisor	Professional 1	63 General administration group	1
Supervisor	Professional 2	63 General administration group	2
Correctional Officer	Professional 3	64 General administration group	28
13.4. Pavilion 2			Total: 32
Leader of Pavilion 2	Lower Manager		1
Senior Supervisor	Professional 1	63 General administration group	1
Supervisor	Professional 2	63 General administration group	2
Correctional Officer	Professional 3	64 General administration group	28
13.5. Pavilion 3			Total: 32
Leader of Pavilion 3	Lower Manager		1
Senior Supervisor	Professional 1	63 General administration group	1
Supervisor	Professional 2	63 General administration group	2
Correctional Officer	Professional 3	64 General administration group	28

13.6. Pavilion 4			Total: 32
Leader of Pavilion 4	Lower Manager		1
Senior Supervisor	Professional 1	63 General administration group	1
Supervisor	Professional 2	63 General administration group	2
Correctional Officer	Professional 3	64 General administration group	28
13.7. Pavilion 5			Total: 3
Leader of Pavilion 5	Lower Manager		1
Senior Supervisor	Professional 1	63 General administration group	1
Supervisor	Professional 2	63 General administration group	2
Correctional Officer	Professional 3	64 General administration group	28
13.8. Pavilion 6			Total: 32
Leader of Pavilion 6	Lower Manager		1
Senior Supervisor	Professional 1	63 General administration group	1
Supervisor	Professional 2	63 General administration group	2
Correctional Officer	Professional 3	64 General administration group	28
13.9. Pavilion 7 and Hospital Inpatient			Total: 31

Head of Pavilion 7 and Hospital Inpatient	Lower Manager		1
Senior Supervisor	Professional 1	63 General administration group	2
Supervisor	Professional 2	63 General administration group	4
Correctional Officer	Professional 3	64 General administration group	24
13.10. Pavilion 8			Total: 28
Leader of Pavilion 8	Lower Manager		1
Senior Supervisor	Professional 1	63 General administration group	1
Supervisor	Professional 2	63 General administration group	2
Correctional Officer	Professional 3	64 General administration group	24
13.11. Open Type Pavilion			Total: 25
Leader of the Open Type Pavilion	Lower Manager		1
Senior Supervisor	Professional 1	63 General administration group	1
Supervisor	Professional 2	63 General administration group	2
Correctional Officer	Professional 3	64 General administration group	21
13.12. Prisoner Visitation Pavilion			Total: 14
Head of Prisoner Visitation Pavilion	Lower Manager		1

Senior Supervisor	Professional 1	63 General administration group	1
Supervisor	Professional 2	63 General administration group	2
Correctional Officer	Professional 3	64 General administration group	10
13.13. Pavilion for the Treatment of Prisoners with Special Needs			Total: 40
Head of Pavilion for the Treatment of Prisoners with Special Needs	Lower Manager		1
Senior Supervisor	Professional 1	63 General administration group	1
Supervisor	Professional 2	63 General administration group	2
Correctional Officer	Professional 3	63 General administration group	36
13.14. Division for Professional and Technical Services			Total: 45
Head of Division for Professional and Technical Services	Lower Manager		1
Senior Official for the Execution of Criminal Sanctions	Professional 1	1 Legal Group	3
Senior Officer for conditional release	Professional 1	1 Legal Group	1
Senior Officer for Admission and Release of Prisoners	Professional 1	1 Legal Group	2
Administrative Officer	Professional 2	63 General administration group	3
Administrative Assistant	Professional 3	63 General administration group	2
Prisoner Deposit Officer	Professional 2	63 General administration group	2

Warehouse Assistant	Professional 3	64 General administration group	3
Inmate Records Filing Officer	Professional 2	7 Archive-documentation group	1
Chef of kitchen	Technical and support clerk 1 Leader		1
Cook	Technical and support clerk 2		8
Laundry	Technical and support clerk 3		1
Maintenance Technician	Technical and support clerk 3		15
Cleaner	Technical and support clerk 3		2
13.15. Division for Education, Vocational Training and Work			Total: 6
Head of Division for Education, Vocational Training and Work	Lower Manager		1
Vocational Training Officer for Waterworks	Professional 2	63 General administration group	1
Vocational Training Officer for Masons	Professional 2	63 General administration group	1
Vocational Training Officer for Carpentry	Professional 2	63 General administration group	1
Vocational Training Officer for Adjuster	Professional 2	63 General administration group	1
Senior Official for Coordination of the Learning Process	Professional 1	63 General administration group	1
13.16. Division for Programs and Social Affairs			Total: 21
Head of Division for Programs and Social	Lower Manager		1

Affairs			
Senior Social Affairs Officer	Professional 1	10 General group of social services	16
Senior Officer for Psychological Affairs	Professional 1	56 Psychology group	2
Official for the Implementation of Prisoners' Resocialization Programs	Professional 1	12 Group of social sciences	2
13.17. Division for Economic Production			Total: 07
Head of Division for Economic Production	Lower Manager		1
Senior Officer for Agriculture	Specialist	30 Agriculture, Forestry and Land Group	1
Officer for Agriculture	Professional 2	30 Agriculture, Forestry and Land Group	1
Veterinary Officer	Professional 2	45 Veterinary group	1
Agricultural technician	Technical and support clerk 2		1
Animal livestock Technician	Technical and support clerk 2		1
Auto Mechanic	Technical and support clerk 2		1
14. Correctional Center for Women in Lipjan			Total: 73
Director of the Correctional Center for Women in Lipjan	Middle Manager		1
14.1. Operations and Security Division			Total: 17
Head of Operations and Security Division	Lower Manager		1
Senior Supervisor	Professional 1	63 General administration group	4

Supervisor	Professional 2	63 General administration group	2
Correctional Officer	Professional 3	64 General administration group	10
14.2. Pavilion 1			Total: 36
Leader of Pavilion 1	Lower Manager		1
Senior Supervisor	Professional 1	63 General administration group	1
Supervisor	Professional 2	63 General administration group	2
Correctional Officer	Professional 3	64 General administration group	32
14.3. Division for Professional and Technical Services			Total: 13
Head of Division for Professional and Technical Services	Lower Manager		1
Senior Official for the Execution of Criminal Sanctions	Professional 1	1 Legal Group	1
Administrative Officer	Professional 2	63 General administration group	1
Administrative Assistant	Professional 3	64 General administration group	1
Prisoner Deposits Officer	Professional 2	63 General administration group	1
Senior Officer for Admission and Release of Prisoners	Professional 1	1 Legal Group	1
Warehouse Assistant	Professional 3	64 General administration group	1

Chef of kitchen	Technical and support clerk 1 Leader		1
Cook	Technical and support clerk 2		3
Maintenance Technician	Technical and support clerk 3		1
Laundry	Technical and support clerk 3		1
14.4 Division for Education, Work Programs and Social Affairs			Total: 6
Head of Division for Education, Work Programs and Social Affairs	Lower Manager		1
Senior Social Affairs Officer	Professional 1	10 General group of social services	2
Senior Officer for Psychological Affairs	Professional 1	56 Psychology group	1
Senior Officia for the Implementation of Resocialization Programs for Prisoners	Professional 1	12 Group of social sciences	1
Vocational Training Officer for Tailoring	Professional 3	64 General administration group	1
15. Correctional and Correctional Educational Center for Minors in Lipjan			Total: 131
Director of Correctional and Correctional Educational Center for Minors in Lipjan	Middle Manager		1
15.1. Security and Operations Division			Total: 47
Head of Security and Operations Division	Lower Manager		1
Senior Supervisor	Professional 1	63 General	5

		administration group	
Supervisor	Professional 2	63 General administration group	5
Correctional officer	Professional 3	64 General administration group	36
15.2. Pavilion's			Total: 56
Leader of Pavilions	Lower Manager		1
Senior Supervisor	Professional 1	63 General administration group	1
Supervisor	Professional 2	63 General administration group	2
Correctional officer	Professional 3	64 General administration group	52
15.3. Division for Professional and Technical Services			Total: 13
Head of Division for Professional and Technical Services	Lower Manager		1
Senior Official for the Execution of Criminal Sanctions	Professional 1	1 Legal Group	1
Senior Officer for Admission and Release of Prisoners	Professional 1	1 Legal Group	1
Administrative Officer	Professional 2	63 General administration group	1
Administrative Assistant	Professional 3	64 General administration group 64 Grupa opšte uprave	1

Prisoner Deposits Officer	Professional 2	63 General administration group	1
Warehouse Assistant	Professional 3	64 General administration group	1
Chef of Kitchen	Technical and support clerk 1 Leader		1
Cooker's	Technical and support clerk 2		3
Maintenance Technician	Technical and support clerk 3		1
Laundry	Technical and support clerk 3		1
15.4. Division for Education, Programs, Labor and Social Affairs			Total: 14
Head of Division for Education, Programs, Labor and Social Affairs	Lower Manager		1
Senior Social Affairs Officer	Professional 1	10 General group of social services	3
Senior Official for the Implementation of Resocialization Programs for Prisoners	Professional 1	12 Group of social sciences	1
Senior Official for Coordination of the Learning Process	Professional 1	63 General administration group	1

Senior Officer for Psychological Affairs	Professional 1	56 Psychology group	1
Senior Education Officer	Professional 1	48 Education group	3
Vocational Training Officer for Electrician	Professional 2	63 General administration group	1
Vocational Training Officer for Construction	Professional 2	63 General administration group	1
Vocational Training Officer for Plumbing	Professional 2	63 General administration group	1
Vocational Training Officer	Professional 2	63 General administration group	1
16. Correctional Center-Smrekonica			Total: 73
Director of Correctional Center-Smrekonica	Middle Manager		1
16.1. Security and Operations Division			Total: 32
Head of Security and Operations Division	Lower Manager		1
Senior Supervisor	Professional 1	63 General administration group	1
Supervisor	Professional 2	63 General administration group	1
Correctional Officer	Professional 3	64 General administration group	29
16.2. Division for Professional and Technical Services			Total: 13
Head of Division for Professional and Technical Services	Lower Manager		1

Senior Official for the Execution of Criminal Sanctions	Professional 1	1 Legal Group	1
Senior Officer for Admission and Release of Prisoners	Professional 1	1 Legal Group	1
Administrative Officer	Professional 2	63 General administration group	1
Administrative Assistant	Professional 3	64 General administration group	1
Prisoner Deposits Officer	Professional 2	63 General administration group	1
Warehouse Assistant	Professional 3	64 General administration group	1
Chef of kitchen	Technical and support clerk 1 Leader		1
Cooker's	Technical and support clerk 2		2
Maintenance Technician	Technical and support clerk 3 Službenik za tehniku i podršku 3		1
Laundry	Technical and support clerk 3		1
Cleaner	Technical and support clerk 3		1
16.3. Division for Labor Programs and Social Affairs			Total: 7
Head of Division for Labor Programs and Social Affairs	Lower Manager		1

Senior Social Affairs Officer	Professional 1	10 General group of social services	3
Senior Official for the Implementation of Resocialization Programs for Prisoners	Professional 1	12 Group of social sciences	1
Senior Officer for Psychological Affairs	Professional 1	56 Psychology group	1
Vocational Training Officer	Professional 2	63 General administration group	1
16.4. Pavilion 1			Total: 15
Leader of Pavilion 1	Lower Manager		1
Senior Supervisor	Professional 1	63 General administration group	1
Supervisor	Professional 2	63 General administration group	1
Correctional Officer	Professional 3	64 General administration group	12
16.5. Division for Agricultural Production			Total: 05
Head of Division for Agricultural Production	Lower Manager		1
Senior Official for Agriculture	Specialist	30 Agriculture, Forestry and Land Group	1
Prisoner Labor Officer	Professional 2	63 General administration group	1
Agricultural technician	Technical and support clerk 2		1
Auto Mechanic	Technical and support clerk 2		1

17. Prishtina Detention Center			Total: 188
Director of Prishtina Detention Center	Middle Manager		1
17.1. Security and Operations Division			Total: 68
Head of Security and Operations Division	Lower Manager		1
Senior Supervisor	Professional 1	63 General administration group	4
Supervisor	Professional 2	63 General administration group	2
Correctional Officer	Professional 3	64 General administration group	61
17.2. Division for Professional and Technical Services			Total: 17
Head of Division for Professional and Technical Services	Lower Manager		1
Senior Official for the Execution of Criminal Sanctions	Professional 1	1 Legal Group	1
Senior Officer for Admission and Release of Prisoners	Professional 1	1 Legal Group	2
Administrative Officer	Professional 2	63 General administration group	1
Administrative Assistant	Professional 3	64 General administration group	1
Prisoner Deposits Officer	Professional 2	63 General administration group	1
Warehouse Assistant	Professional 3	64 General administration group	1

Chef of Kitchen	Technical and support clerk 1 (leader)		1
Cooker's	Technical and support clerk 2		4
Maintenance Technician	Technical and support clerk 3		2
Laundry	Technical and support clerk 3		1
Cleaner	Technical and support clerk 3		1
18.3. Pavilion 1			Total: 38
Leader of Pavilion 1	Lower Manager		1
Senior Supervisor	Professional 1	63 General administration group	1
Supervisor	Professional 2	63 General administration group	4
Correctional Officer	Professional 3	64 General administration group	32
17.4. Pavilion 2			Total: 38
Leader of Pavilion 2	Lower Manager		1
Senior Supervisor	Professional 1	63 General administration group	1
Supervisor	Professional 2	63 General	4

		administration group	
Correctional Officer	Professional 3	64 General administration group	32
17.5. Division of Forensic Psychiatry			Total: 18
Head of the Division of Forensic Psychiatry	Lower Manager		1
Senior Supervisor	Professional 1	63 General administration group	1
Supervisor	Professional 2	63 General administration group	2
Correctional Officer	Professional 3	64 General administration group	14
17.6. Division for Programs, Labor and Social Affairs			Total: 8
Head of Division for Programs, Labor and Social Affairs	Lower Manager		1
Senior Social Affairs Officer	Professional 1	10 General group of social services	4
Senior Official for the Implementation of Resocialization Programs for Prisoners	Professional 1	12 Group of social sciences	1
Senior Officer for Psychological Affairs	Professional 1	56 Psychology group	1
Vocational Training Officer	Professional 2	63 General administration group	1
18. Detention Center Gjilan			Total: 170
Director of Detention Center Gjilan	Middle Manager		1
18.1. Security and Operations Division			Total: 68

Head of Security and Operations Division	Lower Manager		1
Senior Supervisor	Professional 1	63 General administration group	4
Supervisor	Professional 2	63 General administration group	2
Correctional Officer	Professional 3	64 General administration group	61
18.2. Division for Professional and Technical Services			Total: 17
Head of Division for Professional and Technical Service	Lower Manager		1
Senior Official for the Execution of Criminal Sanctions	Professional 1	1 Legal Group	1
Senior Officer for Admission and Release of Prisoners	Professional 1	1 Legal Group	2
Administrative Officer	Professional 2	63 General administration group	1
Administrative Assistant	Professional 3	64 General administration group	1
Prisoner Deposits Officer	Professional 2	63 General administration group	1
Warehouse Assistant	Professional 3	64 General administration group	1
Chef of Kitchen	Technical and support clerk 1 (leader)		1
Cooker's	Technical and support clerk 2		4

Maintenance Technician	Technical and support clerk 3		2
Laundry	Technical and support clerk 3		1
Cleaner	Technical and support clerk 3		1
18.3. Pavilion 1			Total: 38
Leader of Pavilion 1	Lower Manager		1
Senior Supervisor	Professional 1		1
Supervisor	Professional 2	63 General administration group	4
Correctional Officer	Professional 3	64 General administration group	32
18.4. Pavilion 2			Total: 38
Leader of Pavilion 2	Lower Manager		1
Senior Supervisor	Professional 1	63 General administration group	1
Supervisor	Professional 2	63 General administration group	4
Correctional Officer	Professional 3	64 General administration group	32
18.5. Division for Labor Programs and Social Affairs			Total: 8

Head of Division for Labor Programs and Social Affairs	Lower Manager		1
Senior Social Affairs Officer	Professional 1	10 General group of social services	4
Senior Official for the Implementation of Resocialization Programs for Prisoners	Professional 1	12 Group of social sciences	1
Senior Officer for Psychological Affairs	Professional 1	56 Psychology group	1
Vocational Training Officer	Professional 2	63 General administration group	1
19. Detention Center-Peja			Total: 86
Director of Detention Center-Peja	Middle Manager		1
19.1. Security and Operations Division			Total: 32
Head of Security and Operations Division	Lower Manager		1
Senior Supervisor	Professional 1	63 General administration group	4
Supervisor	Professional 2	63 General administration group	2
Correctional Officer	Professional 3	64 General administration group	25
19.2. Division for Professional and Technical Services			Total: 13
Head of Division for Professional and Technical Services	Lower Manager		1
Senior Official for the Execution of Criminal Sanctions	Professional 1	1 Legal Group	1
Senior Officer for Admission and Release of Prisoners	Professional 1	1 Legal Group	1

Administrative Officer	Professional 2	63 General administration group	1
Administrative Assistant	Professional 3	64 General administration group	1
Prisoner Deposits Officer	Professional 2	63 General administration group	1
Warehouse Assistant	Professional 3	64 General administration group	1
Chief of Kitchen	Technical and support clerk 1 leader		1
Cooker's	Technical and support clerk 2		2
Maintenance Technician	Technical and support clerk 3		1
Laundry	Technical and support clerk 3		1
Cleaner	Technical and support clerk 3		1
19.3. Pavilion 1			Total: 34
Leader of Pavilion 1	Lower Manager		1
Senior Supervisor	Professional 1	63 General administration group	1
Supervisor	Professional 2	63 General administration group	4
Correctional officer	Professional 3	64 General administration group	

19.4. Division for Programs, Labor and Social Affairs			Total: 6
Head o Division for Programs, Labor and Social Affairs	Lower Manager		1
Senior Social Affairs Officer	Professional 1	10 General group of social services	2
Senior Official for the Implementation of Resocialization Programs for Prisoners	Professional 1	12 Group of social sciences	1
Senior Officer for Psychological Affairs	Professional 1	56 Psychology group	1
Vocational Training Officer	Professional 2	63 General administration group	1
20. Detention Center Prizren			Total: 86
Director of Detention Center Prizren	Middle Manager		1
20.1. Security and Operations Division			Total: 32
Head of Security and Operations Division	Lower Manager		1
Senior Supervisor	Professional 1	63 General administration group	4
Supervisor	Professional 2	63 General administration group	2
Correctional Officer	Professional 3	63 General administration group	25
20.2. Division for Professional and Technical Services			Total: 13

Head of Division for Professional and Technical Services	Lower Manager		1
Senior Official for the Execution of Criminal Sanctions	Professional 1	1 Legal Group	1
Senior Officer for Admission and Release of Prisoners	Professional 1	1 Legal Group	1
Administrative Officer	Professional 2	63 General administration group	1
Administrative Assistant	Professional 3	64 General administration group	1
Prisoner Deposits Officer	Professional 2	63 General administration group	1
Warehouse Assistant	Professional 3	64 General administration group	1
Chief of Kitchn	Technical and support clerk 1 leader		1
Cooker's	Technical and support clerk 2		2
Maintenance Technician	Technical and support clerk 3		1
Laundry	Technical and support clerk 3		1
Cleaner	Technical and support clerk 3		1
20.3. Pavilion 1			Total: 34
Leader of Pavilion 1	Lower Manager		1

Senior Supervisor	Professional 1	63 General administration group	1
Supervisor	Professional 2	63 General administration group	4
Correctional Officer	Professional 3	64 General administration group	28
20.4. Division for Programs, Labor and Social Affairs			Total: 6
Head of Division for Programs, Labor and Social Affairs	Lower Manager		1
Senior Social Affairs Officer	Professional 1	10 General group of social services	2
Senior Official for the Implementation of Resocialization Programs for Prisoners	Professional 1	12 Group of social sciences	1
Senior Officer for Psychological Affairs	Professional 1	56 Psychology group	1
Vocational Training Officer	Professional 2	63 General administration group	1
21. Mitrovica Detention Center			Total: 88
Director of Mitrovica Detention Center	Middle Manager		1
21.1. Security and Operations Division			Total: 32
Head of Security and Operations Division	Lower Manager		1
Senior Supervisor	Professional 1	63 General administration group	4
Supervisor	Professional 2	63 General administration group	2

Corretional Officer	Professional 3	64 General administration group	25
21.2. Division for Professional and Technical Services			Total: 14
Head of Division for Professional and Technical Services	Lower Manager		1
Senior Official for the Execution of Criminal Sanctions	Professional 1	1 Legal Group	1
Senior Officer for Admission and Release of Prisoners	Professional 1	1 Legal Group	1
Administrative Officer	Professional 2	63 General administration group	1
Administrative Assistant	Professional 3	64 General administration group	1
Prisoner Deposits Officer	Professional 2	63 General administration group	1
Warehouse Assistant	Professional 3	64 General administration group	1
Translation Officer	Profesional 2	59 Translation and interpretation group	1
Chief o Kitchen	Technical and support clerk 1 leader		1
Cooker's	Technical and support clerk 2		2
Maintenance Technician	Technical and support clerk 3		1

Laundry	Technical and support clerk 3		1
Cleaner	Technical and support clerk 3		1
21.3. Pavilion 1			Total: 34
Leader of Pavilion 1	Lower Manager		1
Senior Supervisor	Professional 1	63 General administration group	1
Supervisor	Professional 2	63 General administration group	4
Correctional Officer	Professional 3	64 General administration group	28
21.4. Division for Labor Programs and Social Affairs			Total: 7
Head of Division for Labor Programs and Social Affairs	Lower Manager		1
Senior Social Affairs Officer	Professional 1	10 General group of social services	2
Senior Official for the Implementation of Resocialization Programs for Prisoners	Professional 1	12 Group of social sciences	1
Senior Officer for Psychological Affairs	Professional 1	56 Psychology group	1
Vocational Training Officer	Professional 2	63 General administration group	2
22. High Security Prison			Total: 341

Director of High Security Prison	Middle Manager		1
22.1. Security and Operations Division			Total: 107
Head of Security and Operations Division	Lower Manager		1
Senior Supervisor	Professional 1	63 General administration group	4
Supervisor	Professional 2	63 General administration group	2
Correctiona Officer	Professional 3	64 General administration group	100
22.2. Division for Professional and Technical Services			Total: 15
Head of Division for Professional and Technical Services	Lower Manager		1
Senior Official for the Execution of Criminal Sanctions	Professional 1	1 Legal Group	1
Senior Officer for Admission and Release of Prisoners	Professional 1	1 Legal Group	1
Administrative Officer	Professional 2	63 General administration group	1
Administrative Assistant	Professional 3	64 General administration group	1
Prisoner Deposits Officer	Professional 2	63 General administration group	1
Warehouse Assistant	Professional 3	64 General administration group	1
Translation Officer	Professional 2	59 Translation and interpretation group	1

Chief of Kitchen	Technical and support clerk 1 leader		1
Cooker's	Technical and support clerk 2		3
Maintenance Technician	Technical and support clerk 3		1
Laundry	Technical and support clerk 3		1
Cleaner	Technical and support clerk 3		1
22.3. Division for Labor Programs and Social Affairs			Total: 8
Head of Division for Labor Programs and Social Affairs	Lower Manager		1
Senior Social Affairs Officer	Professional 1	10 General group of social services	4
Senior Official for the Implementation of Resocialization Programs for Prisoners	Professional 1	12 Group of social sciences	1
Senior Officer for Psychological Affairs	Professional 1	56 Psychology group	1
Vocational Training Officer	Professional 2	63 General administration group	1
22.4. Pavilion 1			Total: 78
Leader of Pavilion 1	Lower Manager		1

Senior Supervisor	Professional 1	63 General administration group	1
Supervisor	Professional 2	63 General administration group	4
Correctional Officer	Professional 3	64 General administration group	72
22.5. Pavilion 2			Total: 78
Leader of Pavilion 2	Lower Manager		1
Senior Supervisor	Professional 1	63 General administration group	1
Supervisor	Professional 2	63 General administration group	4
Correctional Officer	Professional 3	64 General administration group	72
22.6. Pavilion 3			Total: 54
Leader of Pavilion 3	Lower Manager		1
Senior Supervisor	Professional 1	63 General administration group	1
Supervisor	Professional 2	63 General administration group	4
Correctional Officer	Professional 3	64 General administration group	48

