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ORDER OF THE POLICE COMMANDER IN CHIEF

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ORDER NO. 2 OF THE POLICE POLICE COMMANDER IN CHIEF

of 17 January 2006

on the regulations of the General Headquarters of Police

Pursuant to Article 7 (4) of the Act of 6 April 1990 on the Police (Dz. U. of 2002, No. 7 item 58 as amended).¹⁾ hereby orders the following:

in order to activate the role of the General Headquarters of Police as the central staff unit, servicing the Police Commander in Chief, by clear tasks and organisational structure supporting and coordinating actions of the Police units, the following regulations shall be introduced.

Chapter 1 General provisions

¹ Amendments of the consolidated text of the above mentioned Act were announced in Dz. U. of 2002 No. 19, item. 185, No. 74, item. 676, No. 81, item 731, No. 113, item. 984, No. 115, item 996, No. 153, item 1271, No. 176, item 1457 and No. 200, item 1688, of 2003 No. 90, item 844, No. 113, item 1070, No.130, item 1188 and 1190, No. 137, item. 1302, No. 166, item. 1609, No. 192, item 1873 and No. 210, item 2036, of 2004 No.171, item 1800, No. 179, item 1842, No. 210, item 2135, No. 273, item 2703 and No. 277, item 2742 and of 2005 No. 10, item 70, No. 164, item 1365, No. 169, item 1411 and No. 250, item. 2116.

Article 1

1. The following regulations of the General Headquarters of Police, hereinafter referred to as "KGP", shall be established, defining:
 - (1) organisational structure of KGP;
 - (2) management organisation and KGP functions;
 - (3) tasks of organisational units of KGP.
2. KGP shall implement the following:
 - (1) staff functions;
 - (2) administrative supervision;
 - (3) coordinating functions;
 - (4) executive functions of national character;
 - (5) supporting functions.
3. The function referred to in paragraph 2 (5) shall be implemented for the Police organisational units through standardized, advisory and consultative actions.

Article 2

1. KGP shall be the Police organisational unit which implements the tasks resulting from the scope of activity of the Police Commander in Chief.
2. The scope of KGP action shall be defined by the provisions on detailed rules of organisation and the scope of the headquarters, Police stations and other Police organisational units.
3. KGP shall carry out the tasks of:
 - (1) National Interpol bureaus;
 - (2) National Europol unit.
4. KGP organisational units for effective implementation of tasks shall observe the rules of cooperation and co-responsibility, among others through organisation of interdisciplinary groups and preparation of joint opinions on defined matters.
5. The statute of the editorial staff of the magazine "Policja 997", the authorizing officer of the national budget funds and the unit of the non-budgetary unit shall be defined by the separate provisions.

Chapter 2

KGP organisational structure

Article 3

The management of KGP shall consist of:

- (1) the Police Commander in Chief;
- (2) First Deputy Police Commander in Chief;
- (3) Deputy Police Commanders in Chief;
- (4) The managers of the KGP organisational units referred to in Article 4 (1).

Article 4

1. KGP shall comprise of the following organisational units:
 - (1) in the criminal service:
 - (a) Crime Bureau,
 - (b) Crime Intelligence Bureau,
 - (c) Internal Affairs Bureau, hereinafter referred to as "BSW",
 - (d) Central Forensic Laboratory, hereinafter referred to as „CLK”;
 - (2) in the prevention service:
 - (a) Prevention and Traffic Bureau,
 - (b) Central Operational Board, except for the organisational unit referred to in point 5;
 - (3) in the supporting service:

- (a) Cabinet of the Police Commander in Chief,
 - (b) Social Communication Bureau,
 - (c) Personnel & Training Bureau,
 - (d) Legislation Bureau,
 - (e) Financial Bureau,
 - (f) Central Logistic Bureau, hereinafter referred to as “BLP”,
 - (g) Communication & IT Bureau,
 - (h) Control Bureau,
 - (i) Protection of Classified Information Bureau, hereinafter referred to as „BOIN”,
 - (j) Internal Audit Group;
- (4) in the investigation service: Central Investigation Bureau, hereinafter referred to as „CBŚ”;
- (5) in the aviation service: Police Aviation Authority of the Central Operational Board;
- (6) National Centre for Criminal Information, hereinafter referred to as “KCIK”.
2. KGP organisational diagram shall be presented in Annex 1 to the order.

Chapter 3 KGP management organisation

Article 5

1. KGP shall be governed by the Police Commander in Chief through Deputy Police Commanders in Chief and the managers of KGP organisational units, hereinafter referred to as "directors".
2. The Police Commander in Chief shall designate the first deputy among the Deputy Police Commanders in Chief.
3. The Police Commander in Chief may authorize subordinate police officers and employees to make decisions on his behalf and to carry out actions in specified cases.
4. The Police Commander in Chief may summon councils, commissions and groups of permanent or temporary character and persons for implementation of the tasks assigned to them.

Article 6

1. The Police Commander in Chief, during his absence, shall be substituted by the first Deputy Police Commander in Chief or other designated deputy.
2. The scope of the substitution referred to in paragraph 1 shall cover execution of all functions of the Police Commander in Chief, unless the Police Commander in Chief decides otherwise.

Article 7

Division of tasks between the Police Commander in Chief and the Deputies thereof shall be defined by the separate provisions.

Article 8

1. The Director shall manage the organisational KGP unit with the assistance of the deputy directors, managers of the subordinate organisational units and the subordinate police officers and the employees.
2. The Director may authorize subordinate police officers and employees to make decisions on his behalf and to carry out actions in specified cases, except for the decisions and the actions defined in Article 5 (3).
3. The Director may appoint groups or designate subordinate police officers and employees to carry out defined tasks.
4. The Deputy Director, Manager of the subordinate organisational unit, police officer or the employee authorized by the Director shall manage the organisational unit during his

absence.

5. The persons authorized in the above mentioned way referred to in paragraph 4 shall have the authorizations referred to in paragraph 3 to 5.

Article 9

1. The Director shall define, by way of the decision:
 - (1) the division of tasks between the Director and the deputies thereof;
 - (2) organisational diagram of the bureau;
 - (3) descriptions of the scope of duties for respective positions.
2. Moreover, CBS Director shall define by way of the decision:
 - (1) organisational structure of the units of the lower level;
 - (2) tasks of the organisational units.
3. BSW Director, by way of decision, may additionally define respective tasks of the organisational units.
4. The decision of CBS Director referred to in paragraph 2, shall be approved by the Police Commander in Chief.
5. The scope of duties for the respective positions shall be prepared according to the model and instructions defined in Annex 2 to the order.

Chapter 4 Tasks of KGP organisational units

Article 10

1. The task of the Crime Bureau shall be creation of conditions for effective and efficient activity in the field of detection and combating crime and supporting actions of the organisational Police units, including:
 - (1) monitoring and assessment of the threats of the criminal offences, economic and corruption related crime nationally and preparation and implementation of the effective preventing systems;
 - (2) providing support for Police organisational units, coordination and supervision of the preparatory proceedings and operational intelligence activities in the cases of lower degree of complexity causing special threats or interest of public opinion;
 - (3) providing organisational and technical possibilities to use operational technique by the crime and investigation service and preparation and propagation of new technical solutions;
 - (4) preparation and monitoring of the Police detection work evaluation.
2. Crime Bureau shall carry out the tasks of the central bureau referred to in Article 12 of the International Convention on combating money forgery, signed in Geneva on 20 April 1929.
3. The bureau shall consist of:
 - (1) the management:
 - (a) bureau director,
 - (a) deputy bureau director,
 - (2) Crime Department, including the Group for Combating Money Forgery;
 - (3) Economic Crime Combating Department;
 - (4) Corruption Combating Department;
 - (5) Criminal and Investigation Department;
 - (6) Operational Technique Department, including:
 - (a) Coordination and Operational Support Group;
 - (b) Operational Technique Support Group,
 - (c) Operational Control and Findings Group;
 - (7) Specialist Technique Department, including:
 - (a) Operational Technique Systems Section,
 - (b) Technical Support Section,
 - (c) Telecommunication Group,

- (d) Financial Service Group;
 - (8) General Department.
4. The tasks of the Crime Bureau organisational units shall be defined in Annex 3 to the order.

Article 11

1. The task of the Criminal Intelligence Bureau shall be management of information to support detection and decision making process through:
 - (1) proactive obtaining of information from all available sources;
 - (2) application of criminal analysis;
 - (3) defining, monitoring and coordination of the main directions of operational detection, obtaining personal sources of information and recruiting activities;
 - (4) providing access to the collected criminal information within police databases;
 - (5) international exchange of information within Interpol, Europol, SIRENE and through liaison officers;
 - (5) coordination of international search for the Polish law enforcement bodies and legislation;
 - (7) implementation, monitoring and improvement of the standards of criminal intelligence.
2. The bureau shall consist of:
 - (1) the management:
 - (a) bureau director,
 - (b) deputy bureau director,
 - (2) Information Service Department;
 - (3) Detection and Recruitment Department;
 - (4) Criminal Analysis Department;
 - (5) Information Reporting System Department;
 - (6) International Criminal Information Exchange Department;
 - (7) International Search Department;
 - (8) Advanced Information Technologies Department;
 - (9) SIRENE Department.
3. The tasks of the Criminal Intelligence Bureau organisational units shall be defined in Annex 4 to the order.

Article 12

1. BSW task shall be detection and prosecution of the crimes committed by the police officers and employees of the Police, including:
 - (1) undertaking operational intelligence activities and criminal investigation activities;
 - (2) coordination of the operational activities carried out in cases of the police officers and Police employees.
 - (3) collection, processing and analysis of the information on crime in the environment of the police officers and Police employees;
 - (4) undertaking preventive actions.
2. The bureau shall consist of:
 - (1) the management:
 - (a) bureau director,
 - (b) deputy bureau director,
 - (2) Directorate I:
 - (a) Department in Bydgoszcz, including Preliminary Investigation Section,
 - (b) Department in Gdańsk, including Preliminary Investigation Section,
 - (c) Department in Gorzów Wielkopolski, including Preliminary Investigation Section,
 - (d) Department in Poznań, including Preliminary Investigation Section,
 - (e) Department in Szczecin, including Preliminary Investigation Section,
 - (f) Department in Wrocław, including Preliminary Investigation Section,
 - (g) Section in Warsaw

- (3) Directorate II:
 - (a) Department in Białystok, including Preliminary Investigation Section,
 - (b) Department in Lublin, including Preliminary Investigation Section,
 - (c) Department in Olsztyn, including Preliminary Investigation Section,
 - (d) Department in Radom, including Preliminary Investigation Section,
 - (e) Department in Rzeszów, including Preliminary Investigation Section,
 - (f) Section in Warsaw
 - (4) Directorate III:
 - (a) Department in Katowice, including Preliminary Investigation Section,
 - (b) Department in Kielce, including Preliminary Investigation Section,
 - (c) Department in Kraków, including Preliminary Investigation Section,
 - (d) Department in Łódź, including Preliminary Investigation Section,
 - (e) Department in Opole, including Preliminary Investigation Section,
 - (f) Department in Warszawa, including Preliminary Investigation Section,
 - (5) Operational Undertakings Analysis, Forecast and Support Department;
 - (6) Operational Technique Department;
 - (7) General Department.
3. The Directorate I BSW shall implement the tasks thereof in the following voivodships: Kujawsko-Pomorskie, Pomorskie, Lubuskie, Wielkopolskie, Zachodniopomorskie, Dolnośląskie and KGP and in the Police schools in Piła and Słupsk.
 4. The Directorate II BSW shall implement the tasks thereof in the following voivodships: Podlaskie, Lubelskie, Warmińsko-Mazurskie, Mazowieckie, Podkarpackie and in the Higher Police Training School in Szczytno and the Police Training Centre in Legionowo.
 5. The Directorate III BSW shall implement the tasks thereof in the following voivodships: Śląskie, Świętokrzyskie, Małopolskie, Łódzkie, Opolskie, Metropolitan Police Headquarters and in the Police School in Katowice.
 6. The Operational Technique Department shall implement the tasks thereof in the whole country.
 7. The tasks of the BSW organisational units shall be defined in Annex 5 to the order.

Article 13

1. The task of CLK shall be creation of technical and criminal process of prevention and combating of crime and carrying out forensic expertise, including:
 - (1) carrying out expert works in the field of forensic study of the high complexity, requiring unique equipment or of appeal nature;
 - (2) carrying out forensic databases, archives and files;
 - (3) preparation and propagation of the new methods, technical means and standards of forensic science technique;
 - (4) approval of technical specifications and confirmation of depriving firearm of its functional character;
 - (5) organisation and supervision of implementation, maintenance and improving work standards in compliance with the quality management system in the police forensic laboratories.
 - (6) assigning and verification of the authorizations for independent preparation of analysis and issuing opinions in the police forensic laboratories;
 - (7) participation in the research and implementation projects;
 - (8) coordination of vocational training of the candidates for experts and forensic science technicians.
2. The bureau shall consist of:
 - (1) the management:
 - (a) laboratory director,
 - (b) deputy laboratory director,
 - (2) Documents and Audiovisual Techniques Department, including:
 - (a) Document Analysis Group,

- (b) Phonoscopic Examination Group,
 - (c) Photography and Visual Techniques Group,
 - (d) Computer Examination Group,
 - (e) Anthroposcopic Examination Group,
 - (b) Polygraph Analysis Group,
 - (3) Mechanoscopy and Ballistics Department, including:
 - (a) Mechanoscopic Analysis Group,
 - (b) Metal Science Examination and Vehicle Identification Mark Group,
 - (c) Road Accident Examination Group,
 - d) Weapon and Ballistics Examination Group,
 - (e) ARSENAL System Servicing Group,
 - (f) Collection and Warehouse Servicing Group;
 - (4) Chemistry Department, including:
 - (a) Drug Analysis Group,
 - (b) Chemical Analysis Group;
 - (5) Biology Department, including:
 - (a) Biological Examination Group,
 - (b) Genetic Analysis Group,
 - (d) DNA Databases Processing Group;
 - (6) Dactyloscopy Department, including:
 - (a) Dactyloscopic Identification Group,
 - (b) Trace Visualization Group,
 - (c) AFIS Group,
 - (d) Central Dactyloscopic Registry Group,
 - (e) NAP EURODAC Group,
 - (f) Traceological Analysis Group,
 - (7) Scientific Organisation and Progress Department, including:
 - (a) Organisational and Analytical Group,
 - (b) Scientific and Technical Progress Group,
 - (c) Vocational Improvement Group,
 - (d) General Group;
 - (8) Quality Group.
3. The tasks of the CLK organisational units shall be defined in Annex 6 to the order.

Article 14

1. The task of the Prevention and Traffic Bureau shall be organisation and management of the prevention service of the Police, including:
 - (1) ensuring cohesion and efficiency of the prevention service organisation in the Police units, including the use of the results of the criminal service;
 - (2) organisation of the undertakings streamlining and increasing the efficiency of patrol duty, escort and protective service and undertaking in the field of traffic;
 - (3) organisation and coordination of actions related to crime prevention, prevention against criminal offences and violations, including the acts committed by the juvenile and the events related to pathology;
 - (4) organisation and coordination of acts related to ensuring traffic security, including implementation of tasks of preventive character,
 - (5) monitoring, analysis and evaluation of the methods of action and implementation of preventive tasks and creation of standards of their implementation;
 - (6) supervision of the access to weapon, ammunition and explosives and their possession, storage and trade as well as supervision of specialist armed security units and guards.
2. The bureau shall consist of:
 - (1) the management:

- (a) bureau director,
 - (a) deputy bureau director,
 - (2) Prevention Department, including Escort and Protection Section;
 - (3) Crime Prevention Department;
 - (4) Security Forces and Guards Supervision Department;
 - (5) Traffic Department;
 - (6) Traffic Prevention Department;
 - (7) General Group;
3. The tasks of the Prevention and Traffic Bureau organisational units shall be defined in Annex 7 to the order.

Article 15

1. The task of the Central Operational Bureau shall be management of information on the level of security and public order and reaction in the case of serious risks concerning the security and public order, including:
 - (1) collection, processing and analysis of the current information on events and risks;
 - (2) preparation of operational procedures and plans and preparation of the resources to react in crisis situations, including in the conditions of the external risks of the national security and the war;
 - (3) monitoring, analysis, evaluation and creation of the functioning standards of the riot police, antiterrorist units, bomb disposal sappers sections, negotiators, duty organisational Police units and organisational sections competent for Police aviation matters;
 - (4) Police action management, of national character, in the cases of risk related to security and public order;
 - (5) combating terrorist threats, planning and implementation of battle tasks;
 - (6) ensuring functioning of the General Headquarters of Police Main Post and Operational Centre of the General Headquarters of Police and flights by the aircrafts of KGP.
2. The bureau shall consist of:
 - (1) the management:
 - (a) bureau director,
 - (b) deputy bureau director,
 - (2) Anti-Terrorist Operation Directorate, hereinafter referred to as "ZOA", including:
 - (a) Battle Departments I-V including Storm Sections I-II,
 - (b) Operational Technique Department, including:
 - Technical Protection and Transport Section,
 - Facility Protection Group,
 - Medical Group,
 - (c) Training and Tactics Department, including:
 - Training and Storm Section,
 - Negotiation Section,
 - Marksman Section,
 - (d) Staff Section;
 - (3) Police Aviation Authority, including:
 - (a) Aviation Department, including:
 - Pilot Section,
 - Technical Service Section,
 - (b) Operational Supervision Group,
 - (c) Aviation Training Group and Supervision of the Aviation Staff,
 - (d) Aviation Technique Supervision Group,
 - (e) Flight Safety and Police Aviation Quality Group;
 - (4) Operational Department, including:
 - (a) Police Operation Group,

- (b) Mass Events Group,
 - (c) Defensive Preparations Group;
 - (5) Duty Service Department;
 - (6) Tactics of Police Units and Subunits Actions Group;
 - (7) Services Group.
3. The tasks of the organisational units of the Central Operational Board shall be defined in Annex 8 to the order.

Article 16

1. The task of the Police Commander in Chief Cabinet shall be to ensure the Police Commander in Chief the conditions to govern the Police, in particular KGP, including:
- (1) presidium service of the Police Commander in Chief and the deputies thereof;
 - (2) preparation of system analysis of Police functioning, preparation of the main directions of its development, plans, schedules and reports from their implementation;
 - (3) organisation, analysis and evaluation, creation of the standards of Police international cooperation;
 - (4) coordination of the access to
2. The bureau shall consist of:
- (1) the management:
 - (a) bureau director,
 - (b) deputy bureau director,
 - (2) Presidium Department;
 - (3) Analyses and Planning Department, including:
 - (a) Police System Solutions Section,
 - (b) Independent Section – Analytical Information Bank;
 - (4) Police International Cooperation Development Department, including International Contact Organisation Section;
 - (5) Public Information Section;
 - (6) Independent Post for Legal Service.
3. The tasks of the organisational units of the Cabinet of Police Commander in Chief shall be defined in Annex 9 to the order.

Article 17

1. The task of the Social Communication Bureau shall be organisation, analysis and evaluation of social and internal communication in the Police and establishment of standards in the scope of:
- (1) implementation of the information policy of the Police Commander in Chief;
 - (2) publishing the “Police 997” magazine;
 - (3) creation of the rules of internal communication within the Police;
 - (4) the Police promotion;
 - (5) social and internal consultation organisation in matters essential for the Police, indicated by the Police Commander in Chief.
 - (6) analyzing social research concerning the Police.
2. Social Communication Bureau shall participate in coordination and standardization of social communication process implemented by the Ministry of Interior and Administration;
3. The bureau shall consist of:
- (1) the management:
 - (a) bureau director,
 - (b) deputy bureau director,
 - (2) Independent Post – Spokesperson for the Police Commander in Chief;
 - (3) Press Department;
 - (4) Editorial office of the "Police 997" magazine;
 - (5) Social Opinion Analysis Department.

4. The tasks of the Social Communication Bureau organisational units shall be defined in Annex 10 to the order.

Article 18

1. The task of the Staff and Training Bureau shall be to ensure the Police Commander in Chief the conditions to govern the organisation and the human resources of the Police, including:
 - (1) design of the Police organisation;
 - (2) implementation of the staff policy;
 - (3) organisation of inservice training and vocational development of the Police;
 - (4) organisation of the psychological assistance in the Police;
 - (5) dealing with personal matters and trainings of the police officers and employees of KGP and other police officers for whom the person competent for these matters of the Police Commander in Chief.
2. The bureau shall consist of:
 - (1) the management:
 - (a) bureau director,
 - (b) deputy bureau director,
 - (2) Personal Matters Department, including:
 - (a) Human Resources Services Group,
 - (b) Selection and Staff Reserve Section,
 - (c) Disciplinary Matters Group,
 - (d) Record and Service Section;
 - (3) Police Organisation Department;
 - (4) Training Organisation and Coordination Department;
 - (5) Program and Methodical Department, including: -Training Program Group, - Examination Group, - Evaluation Group;
 - (6) Psychologist Coordinator Group;
 - (7) Legal Service Group.
3. The tasks of the Staff and Training Bureau organisational units shall be defined in Annex 11 to the order.

Article 19

1. The task of the Legal Bureau shall be to ensure the legal service for the Police Commander in Chief , including:
 - (1) implementation of tasks regarding legislation;
 - (2) providing legal assistance and legal advice;
 - (3) carrying out administrative proceedings concerning weapon licenses, personal protection and protection of property and detective license.
2. The bureau shall consist of:
 - (1) the management:
 - (a) bureau director,
 - (b) deputy bureau director,
 - (2) Legislation Department;
 - (3) Information and Legal Assistance Department, including Legal Information Group;
 - (4)Administrative Proceeding Department;(5) Services Group.
3. The tasks of the Legal Bureau organisational units shall be defined in Annex 12 to the order.

Article 20

1. The tasks of the Financial Bureau shall be to provide appropriate absorption of funds for the Police activity, including:
 - (1) implementation of the functions of the Police Commander in Chief as an authorizing officer responsible for II stage national budget funds, considering subordinate

- authorizing officers of the III stage national budget funds;
 - (2) creation of system solutions concerning the Police finance, including salary and some benefits for police officers;
 - (3) coordination and monitoring of the task implementation in the Police organisational units and in the subordinate units of the non-budgetary economy, within material competence of the bureau;
 - (4) providing financial service of the tasks implemented by KGP;
 - (5) budgetary and non-budgetary reporting;
 - (6) consideration in the appeal mode of individual cases concerning the claims related to employment, resulting from the material competence of the bureau.
2. The bureau shall consist of:
- (1) the management:
 - (a) bureau director,
 - (b) deputy bureau director,
 - (b) main budget accountant;
 - (2) Budget Department, including:
 - (a) Non-pay Expenditure Planning, Collective Planning and Budget Implementation Group,
 - (a) Non-pay Expenditure Planning, Collective Planning and Budget Implementation Group,
 - (c) Analysis and European Fund Group;
 - (3) Financial Service Department, including:
 - (a) Planning and Damage Proceeding Section,
 - (b) Settlement Section,
 - (c) Independent Accounting Section,
 - (d) Section - Main Inventory Commission,
 - (e) Independent Accounting Position;
 - (4) Personal Expenditure Department, including:
 - (a) Wages Section,
 - (b) Benefits Group;
 - (5) Budget Accountancy Section;
 - (6) Non-budgetary Accounting Section;
 - (7) Normative and Financial Group;
 - (e) Independent Legal Assistant Position;
 - (9) General Section.
3. The tasks of the organisational units of the Finance Bureau shall be defined in Annex 13 to the order.

Article 21

1. The task of BLP shall be supplying the Police units and organisational division of KGP with the equipment and materials, material and technical management, investment and repair activity coordination, property sale and administrative proceedings in residential cases, and dealing with non-budgetary management, including:
- (1) planning and public procurements for supplies, services and construction works and conclusion of civil-law contracts under the office competence.
 - (2) standards of the devices and equipment used by the Police and the rules of use and granting thereof;
 - (3) acquiring assistance funds for Police;
 - (4) logistic servicing for Police Aviation Service;
 - (5) preparation of investments and repair tasks of KGP and investment supervision and their implementation and also property management;
 - (6) ensuring material, technical, administrative and transport servicing of KGP,
 - (7) management of residential resources of KGP, carrying out residential and social cases of the police officers and employees of KGP;

- (8) physical security of KGP facilities.
2. The bureau shall consist of:
 - (1) management:
 - (a) bureau manager,
 - (b) deputy bureau manager;
 - (2) Investment and Property Management Coordination Department, including:
 - (c) Planning, Analysis and Settlement Group;
 - (b) Technical Investment Support and Document Confirmation Group,
 - (c) Residential and Social Issue Group,
 - (d) Property Sale Coordination Group;
 - (3) Material and Technical Management Coordination Department, including:
 - (a) Weaponry Section,
 - (b) Uniform, Alimentary and Form Department,
 - (c) Transportation Section,
 - (d) Police Technique Group,
 - (d) Police Aviation Servicing Group,
 - (f) Analysis and Standardisation Group,
 - (4) Public Procurement Department, including:
 - (a) Public Procurement of Contracts Financed from the Budgetary Resources Section,
 - (b) Public Procurement of Contracts Financed from the Assistance Funds Section,
 - (c) Public Procurement Monitoring Group,
 - (d) Planning and Analyses Group,
 - (5) Assistance Funds Department, including:
 - (d) Assistance Programme Group,
 - (b) Project Coordination and Financing Group,
 - (c) Preparation for Implementation of Schengen Acquis Group,
 - (6) KGP Quartermaster Service Department, including:
 - (a) Weaponry Group,
 - (d) Planning and Settlements Group,
 - (d) Printing Group,
 - (d) Register Group,
 - (d) Economy and Supply Group,
 - (7) KGP Transport Service Department, including:
 - (a) Operational Section,
 - (b) Finance Settlement Group,
 - (c) Service and Repair Position Group,
 - (8) KGP Administrative, Residential and Social Servicing Department, including:
 - (a) Administrative and Economic Section,
 - (b) Property Management and Settlement Section,
 - (c) Investment and Repair Implementation Group,
 - (d) Housing Management Group,
 - (e) Housing Benefits Group,
 - (f) Social Issue Group,
 - (d) Fire Protection Group,
 - (9) Independent Warehouse Section,
 - (10) KGP Facility Security Department;
 - (11) Legal Service Group;
 - (12) Opinion and Advisory Group;
 - (13) General Department, including:
 - (a) Network Administration Group,
 - (b) Mobilization Group,
3. The tasks of the organisational units of the BLP shall be defined in Annex 14 to the order.

Article 22

1. The task of Communication and IT Bureau shall be organisation, maintenance and management of data information system of the Police and support for the action of the Police organisation units in the following fields:
 - (1) design, organisation and implementation of technical solutions, including delivery of tools, techniques and methods supporting the work of: criminal, prevention and supporting services and also allowing for cooperation of the Police with the national and foreign services;
 - (2) maintenance of telecommunication and information systems processing the information obtained for the needs of the Police and international cooperation;
 - (3) verification of the implemented solutions related to real needs of the users in the field of electronic creation, storage, sending and processing of data.
2. The bureau shall consist of:
 - (1) management:
 - (a) bureau manager,
 - (b) deputy bureau manager;
 - (2) IT System Maintenance Department, including:
 - (a) Administrator Section,
 - (b) Duty Section,
 - (3) IT Transmission System Maintenance Department, including:
 - (a) Broadband Network Maintenance Section,
 - (b) SDH and LAN KGP Network Maintenance Section,
 - (c) Special Communication Service;
 - (4) Telecommuting Service Department, including:
 - (a) Subscriber Equipment Operation Section,
 - (b) Cable Network Operation Section,
 - (c) Passport Procedure and User Service Section,
 - (d) Commuting Equipment Operation Section,
 - (e) Data Communication Equipment Service Section;
 - (5) Radiocommunications Service Department, including:
 - (a) Radiotelephone Communication Section,
 - (b) Mobile and Satellite Communication Service Section,
 - (c) KF Radio and Transmitting Centre Section,
 - (d) KF Radio and Receiving Centre Section,
 - (6) Data Communication Project Department:
 - (7) Data Communication System Organisation Department:
 - (8) Special Post Department, including: (a) Distribution Section,(b) Transport and Protection Section,
 - (9) Audit and Quality Control Group;
 - (10) SIS and VIS Group,
 - (11) Opinion and Advisory Group;
 - (12) General Department, including Financial Service Section.
3. The tasks of the organisational units of the Communication and IT Bureau shall be defined in Annex 15 to the order.

Article 23

1. The task of Control Bureau shall be delivery of information on implementation of the basic tasks of police to the Police Commander in Chief, through:
 - (1) control;
 - (2) monitoring, analysis and coordination of the control actions carried out by the organisational units and divisions of Police;
 - (3) acceptance, examination and processing of complaints submitted to KGP and also

- supervision of complaints and requests processing by the organisational units of the Police;
- (4) diagnosis of the causes of irregularities in the Police functioning with the use of audit and analysis methods;
 - (5) propagation and monitoring of the observance of human rights in the Police activity;
 - (6) monitoring and coordination of actions in the field of security and hygiene of the service and work, fire protection and labour medicine in the organisational units and divisions of the Police.
2. The bureau shall consist of:
 - (1) management:
 - (a) bureau manager,
 - (b) deputy bureau manager;
 - (2) General Police Control Department;
 - (3) Financial and Economic Control Department;
 - (4) Complaint and Request Department;
 - (5) Audit and Analysis Department;
 - (6) Labour Protection Department.
 3. The tasks of the organisational units of the Control Bureau shall be defined in Annex 16 to the order.

Article 24

1. The task of BOIN shall be coordination, control and creation of standards related to observance of the provisions on protection of secret information and protection of personal data and archiving activity in the Police, including in KGP:
 - (1) ensuring protection of classified information, information and system, data communication networks security;
 - (2) carrying out controlling proceedings and issuing security confirmations;
 - (3) periodical control of register, materials and circulation of secret documents;
 - (4) collection, preparation, processing and providing access to archives.
2. The bureau shall consist of:
 - (1) management;
 - (a) bureau manager, serving the function of the proxy of the Police Commander in Chief for protection of secret information,
 - (b) deputy bureau manager, serving the function of the proxy of the Police Commander in Chief for protection of classified information,
 - (2) Controlling Proceedings and Analysis Department;
 - (3) Department – General Police Archive;
 - (4) Secret Office;
 - (5) Data Communication Protection Group;
 - (6) Service Group;
 - (7) Independent Legal Service Position;
3. The tasks of the organisational units of the BOIN shall be defined in Annex 17 to the order.

Article 25

1. The task of the Internal Audit Group shall be:
 - (1) submission of independent and objective evaluations of the management and control systems in KGP to the Police Commander in Chief;
 - (2) providing advisory actions aimed at streamlining KGP functioning.
2. The tasks of the Internal Audit shall be defined in Annex 18 to the order.

Article 26

1. The task of CBS shall be recognition and combating the organized crime and recognition of terrorist threats, including:

- (1) planning, coordination and undertaking the actions aimed at recognition and combating the organized crime, in particular of criminal, economic and drug related character.
 - (2) carrying out preparatory proceedings in the cases concerning the organized criminal groups;
 - (3) carrying out special operations;
 - (4) protection of key witnesses and persons nearest to them and coordination of actions related to protection of persons at risk;
 - (5) coordination of tasks concerning operational recognition of terrorist and extremist threats;
 - (6) organisation and undertaking operational intelligence actions in cooperation with the organisational units of the Police;
 - (7) organisation of cooperation and cooperation with the national services and public administration authorities in the fields and the scope necessary for efficient prevention and combating the organized crime.
2. The bureau shall consist of:
- (1) management:
 - (a) bureau manager,
 - (b) deputy bureau manager;
 - (2) Organized Crime Combating Department;
 - (3) Drug Organized Crime Combating Department;
 - (4) Economic Organized Crime Combating Department;
 - (5) Acts of Terror Combating Department;
 - (6) Criminal Intelligence Department;
 - (7) Key Witness Protection Directorate;
 - (8) Special Operation Directorate;
 - (9) Directorate in Białystok;
 - (10) Directorate in Gdańsk;
 - (11) Directorate in Katowice;
 - (12) Directorate in Kraków;
 - (13) Directorate in Lublin;
 - (14) Directorate in Łódź;
 - (15) Directorate in Olsztyn;
 - (16) Directorate in Poznań;
 - (17) Directorate in Rzeszów;
 - (18) Directorate in Szczecin;
 - (19) Directorate in Warszawa;
 - (20) Directorate in Wrocław;
 - (21) Supervision and General Cases Department.
3. The tasks of the organisational units of the CBS shall be defined in Article 9 (2) to the order.

Article 27

1. The task of KCIK shall be collection, processing and submission of criminal information to detect and prosecute the perpetrators of crimes and to prevent and combat crime, including:
 - (1) collection, processing and submission of criminal information and preparation of the analysis of criminal information for the authorized entities;
 - (2) carrying databases and definition of organisational conditions and technical solutions of their maintenance;
 - (3) ensuring security of collected and processed criminal information;
 - (4) trainings for the authorized entities on KCIK.
2. The bureau shall consist of:
 - (1) management:

- (a) bureau manager,
 - (b) deputy bureau manager;
 - (2) Criminal Information Department;
 - (3) Criminal Information Analysis and Technical Protection Department;
 - (4) IT System Independent Position;
 - (5) Service Group;
3. The tasks of the organisational units of KCIK shall be defined in Annex 19 to the order.

Article 28

1. The organisational divisions referred to in Article 4 (1) under the competence thereof shall implement the tasks covering:
- (1) initiation of legislative works, preparation and issuing opinion on drafts of legal acts, guidelines and instructions;
 - (2) cooperation with the national Police and non-police entities;
 - (3) cooperation with the international police and non-police entities in cooperation with the Cabinet of the Police Commander in Chief and the Criminal Intelligence Bureau.
 - (4) organisation and carrying out various forms of vocational improvement.
2. The directors shall provide for, in the necessary scope, implementation of supportive tasks and service in the subordinate organisational units.

Charter 5 Final provisions

Article 29

The description of the service on the positions referred to in Article 9 (1) (3) shall be defined by the directors by 31 March 2006.

Article 30

- 1. The efficiency of KGP organisation in the scope defined in this order, shall be evaluated by the group appointed pursuant to Article 5 (4) of the order by 1 August 2006.
- 2. The group referred to in paragraph 1 shall be appointed within 30 days upon this order enters into force.

Article 31

The decisions, issued pursuant to Article 5 (3) and (4) of the order referred to in Article 32 shall remain in force unless they are not contradictory to the provisions of the present order.

Article 32

The order no. 366 of the Police Commander in Chief of 20 April 2004 on the regulations of the General Headquarters of Police shall not remain in force (Dz.Urz. KGP No. 7, item 31, as amended²).

Article 33

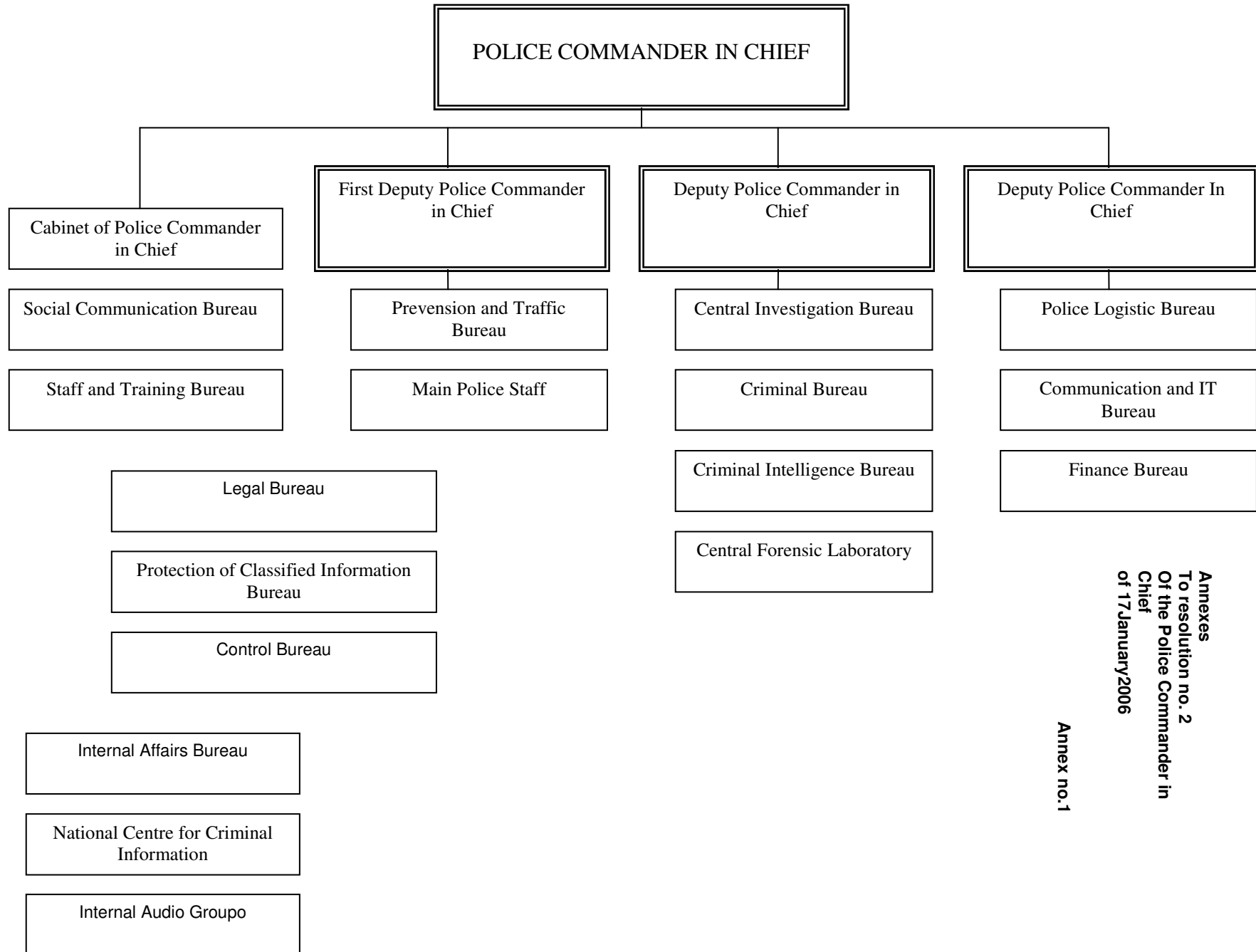
The order shall enter into force by 1 February 2006.

The Police Commander in Chief *Marek Bieńkowski*

In concert with
the Minister of Interior and Administration
Ludwik Dorn

² The amendments of the above mentioned order were published in Dz. Urz. KGP of 2004 No. 20, item 125 and of 2005, No. 4, item 11, No. 9, item 47, No. 15, item 108 and No. 19, item 128.

ORGANISATIONAL SCHEME OF THE GENERAL HEADQUARTERS OF POLICE



Annexes
To resolution no. 2
Of the Police Commander in
Chief
of 17 January 2006

Annex no. 1

POST TASKS DESCRIPTION CHART

Organisational unit name:	1. Type of Police service:	2. Organisational unit:
	3. Post name:	4. Post type:*
5. Subordination:		
(1) is subordinate to:		
(2) is superior to:		
6. Substitutions:		
(1) substitutes:		
(2) is substituted by:		
7. Post purpose:		
8. Scope of tasks and responsibilities:		

9. Special powers:		
10. Responsibility for:		
11. Cooperation: (1) with external entities: (2) with internal entities:		
12. Requirements regarding:	Necessary:	Desirable:
(1) education:		
(2) professional qualifications:		
(3) seniority of service/work:		
(4) professional experience:		
(5) skills:		
13. Work conditions:		
14. Criteria for task performance evaluation:		
<i>Data and signature of organisational unit directly subordinate to the Police Commander **</i>	<i>I hereby confirm that I got acquainted and shall apply the above</i> <i>Date and legible signature of the police officer/employee</i>	

* Police posts, full time posts for employees (from the civil service corps, official, non-official) or part time employees.

** In case of posts directly reporting to Police Commander and posts of employees, the competent Police Commander or Heads of organisational sections authorized by the Police Commander should sign the declaration.

INSTRUCTION
to post tasks description chart

Ad. Organisational unit name.

Enter full name of Police organisational unit.

Ad 1. Type of Police service.

Enter proper service i.e. criminal, prevention, supporting, investigation, Police aviation.

Ad 2. Organisational section.

Enter full name of organisational section; in relation to lower level sections put the name of section/sections of a higher level (in case of complex names it is permitted to enter abbreviations allowing for identification of name).

Ad 3. Post name.

Enter full name of the post (compliant with post name under organisational unit/section).

Ad 4. Post type.

Enter type of post e.g. police posts, full time posts for employees (from the civil service corps, official, non-official) or part time employees.

Ad 5. Subordination.

Ad 1. Enter the post of direct superior.

Ad 2. Enter number of posts directly reporting to the post in question.

If no other posts are reporting to the post in question, leave the field 5.2. empty.

Ad 6. Substitutions.

ad. 1. Enter name of posts, on which the delegated/employed persons will be substituted by the delegated/employed persons on the described posts.

ad. 2. Enter name of posts, on which the delegated/employed persons will substitute for the delegated/employed persons on the described posts.

Mind the possibility and necessity for substitutions. This element of post description is of an ordering and information nature, and limits the potential number of conflicts resulting from the substitutions.

Ad. 7. Post purpose.

By definition of the main task, in one or two sentences, specify the nature of the described post – purpose of its creation; this is an element of post description used in evaluation, control and work valuation systems.

Exemplary posts: initiation and coordination of work in the scope of /.../, creation and implementation of projects /.../, assessment and analysis /.../, staff, organisational and job service, financial services, provision of statistical or registry data, ensuring work of the office, ensuring technical operation of information systems, etc.

Ad. 8. Scope of tasks and responsibilities:

Indicate the catalogue of tasks foreseen for implementation on the described post; list of tasks should be, if possible, in chronological order, e.g. according to rank, level of difficulty; tasks should be formulated in easy and form way, remaining the precision and detail of enters according to rank of tasks.

It is unacceptable to use in description a universal formula i.e. “Other commends of superior”. Transformation of this formula to the current activities might result in other tasks and consequently it would make the post description illegible.

The scope of tasks relates to permanent requirements of the post.

The catalogue of tasks/responsibilities should result directly from the post purpose.

Exemplary phrases used in formulation of tasks/responsibilities are: planning, organisation supervision control, coordination, approval, performance, preparation, delivery, analysis, designing, registering.

Ad. 9. Special powers.

It is a decision making level in the organisation (it is important to maintain the balance between responsibilities and powers).

The powers which are not laid down in the commonly valid regulations or in organisational unit rules as the powers of a universal nature, e.g. for the head of organisational unit of a specified level of management laid down in the act on management of the head of organisational unit should be specified. Enter only these special powers which are related to the post and not the persons on the post because entering the individual powers for a person would result in the necessity to correct when the employee is changed. Exemplary powers: issuing certificates, signing (documents). Special powers are also e.g. certification of protection. Licenses, driving license etc. should be mentioned in point 12(5) skills.

Ad. 10. Responsibility for.

Enter responsibility for:

- work results which result directly from the post purpose and the most significant tasks, e.g. reporting on results of implemented tasks, correctness of the prepared projects, time of implantation of implemented tasks.
- making decision in implementation of tasks e.g. choice of methods and solutions suggested in the prepared projects,
- measures and objects of work, e.g. care for post equipment,
- safety of other persons (if applicable).

The table below presents exemplary phrases used in determination of responsibilities.

Responsibility e.g.:	Verbs used in description, e.g.
direct and full	responsible for, ensures, etc.
split with others	cooperates, collaborate, etc.
partial or referring to support of other post in implementation of the purpose	supports, assists, etc.

Ad 11. Cooperation.

Indicate the entities with whom the cooperation is performed, indicating tasks from point 8.ad (1) The external entities mean non-police entities.
ad (2) The internal entities mean organisational units or sections of Police.

Ad 12. Requirements regarding

12. Requirements regarding:	Necessary: <i>(minimum qualifications, necessary to perform the described tasks)</i>	Desirable: <i>(they point to the preferred requirements or expected direction of the employee's development on a given post)</i>
(1) education:	You may provide the level of education or refer to legal regulations*	You may provide the specialization of the education and provide also the higher level of education/
(2) professional qualifications:	as above **	
(3) seniority of service/work:	as above **	
(4) professional experience:	Indicate the specific police specialization or qualifications of the employee necessary to perform the tasks on the post, the time of obtaining experience cannot exceed the required	

	seniority of service/work specified in point 3.	
(5) skills:	<p>Indicate several major skills most relevant for the objective and tasks related to a given position.</p> <p>Examples:</p> <ul style="list-style-type: none"> - communication skills, - cooperation, - team work, - own work organisation, - evaluation, - analysis or synthesis, - forecasting, - prognosis, - problem solving, - negotiations, - coordination. - organisation, - execution of orders, - computer skills, - interpretation of regulations, - fast learning, - counting, - manual, - editorial skills, - fast acting, - decision making. 	<ul style="list-style-type: none"> - knowledge of English or other foreign language; - computer skills, knowledge of computer programmes (specify); - driving license etc.

- * - Ordinance of the Minister of Internal Affairs and Administration of 17 December 2003 on the requirements in relation to education, professional qualifications and seniority to be met by police officers in the positions of Police Commanders and other official positions;
 - Ordinance of the President of the Council of Ministers of 29 October 1999 on defining the civil servants' official positions, required professional qualifications and professional degrees; the multipliers used for calculating remuneration and detailed rules on specifying and paying other benefits to which the members of the Civil Service are entitled;
 - Ordinance of the President of the Council of Ministers of 29 June 2004 on remuneration of employees who are not civil servants and are employed in the state administration bodies and the employees of other entities.
- ** professional qualifications and seniority of service/work in the column of "Necessary" shall be specified by a competent superior if it is not regulated by the above ordinances.

Ad 13 Working conditions:

Specify physical and chemical conditions of work, different from the natural environment conditions: high/low temperature, humidity, noise, artificial lighting, ventilation, unpleasant odour/vapours, radiation, vibration, risk of explosion, mechanical dangers, electricity-related risks, outdoor work, work at high altitudes, work underground, work in the premises (office, laboratory, workshop conditions etc.). Health and life risk should be properly documented.

Examples of working conditions description:

- work in front of the screen display,
- work in artificial lighting,
- work performed under normal conditions,
- work periodically performed in the field,
- shift work, work at night, frequent trips on business, mobility, time flexibility.

Ad 14. Criteria for task performance evaluation:

Define the specific criteria for evaluation of each position (not more than 2 or 3) which most often result from the objective and responsibilities related to a given position. As regards the police jobs they constitute the organisational extension of the criterion referred to in Article 6 (1) (12) of the Ordinance of the Minister of Internal Affairs and Administration of 17 June 2002 on issuance of official opinions on the Police officers and the specimen of official opinion; and as regards the civil servants it is the Ordinance of the President of the Council of Ministers of 6 May 2002 on detailed rules for evaluating civil servants.

ATTENTION! - fill in the card using *ARIAL* font, size 8.

Tasks of the Crime Bureau organisational units

1. Crime Department:

- (1) monitoring of criminal offences in order to create and implement the systems for combating major threats;
- (2) implementation of tasks defined in national (government) programmes of crime prevention and combating;
- (3) coordination, supervision of detecting activities carried out in selected cases;
- (4) coordination of search for missing persons or for people hiding from the law enforcement agencies and coordination of identification of persons and unidentified corpses;
- (5) initiation and organisation of national and regional police operations and evaluation of their results;
- (6) participation in issuing opinions on requests for granting access to classified documents needed for criminal proceedings in respect of criminal offences;

Group for Combating Money Forgery:

- (7) organisation, coordination and support for tasks regarding identification, prevention and combating the production and distribution of false money;
- (8) analysis of data concerning production and distribution of false money in order to give the appropriate direction to detecting activities;
- (9) keeping databases and collections regarding the forgery of money;
- (10) cooperation in the course of the task performance with domestic and international institutions responsible for preventing and combating forgery of money.

2. Economic Crime Combating Department:

- (1) evaluation of the threat of economic crime – identification of major threats and indication of the directions of activities;
- (2) supervision of implementation of selected tasks by the voivodship Police headquarters' organisational units for combating economic crime with regard to combating economic crime;
- (3) coordination of and direct support for the implementation of particular tasks with regard to economic crime;
- (4) participation in issuing opinions on requests for granting access to classified documents needed for criminal proceedings in respect of economic crime.

3. Corruption Combating Department:

- (1) initiation, coordination and supervision of preliminary investigations and activities related to legal procedures as regards the identification and detection of major corruption crimes and prosecution of their perpetrators;
- (2) monitoring of areas exposed to corruption in order to reveal the reasons and conditions influencing the occurrence of corruption;
- (3) participation of the Police organisational units in the implementation of selected operations undertaken by organisational units for combating corruption;
- (4) participation in issuing opinions on requests for granting access to classified documents needed for criminal proceedings in respect of corruption-related crime.

4. Criminal Investigation Department:

- (1) coordination and supervision of complex preparatory proceedings;
- (2) initiation of legal and organisational solutions, standardization and simplification of

- procedures within the framework of preparatory proceedings;
- (3) performance or coordination of activities ordered by the court or prosecutor within the framework of legal relations with foreign countries;
 - (4) analysis of statistical information in order to identify trends, tendencies and factors influencing the growth of crime;
 - (5) monitoring of usefulness of specimen of procedural forms and initiation of changes thereof;
 - (6) cooperation with representatives of state authorities and other entities with regard to the improvement of legal and criminal system;
 - (7) preparation of standards for evaluating the efficiency of activities of criminal investigation units and monitoring of application of those standards.

5. Operational Technique Department:

Coordination and Operational Support Group:

- (1) coordination of surveillance activities with national and international coverage;
- (2) handling of urgent operational findings;
- (3) improvement of surveillance procedures;
- (4) preparation and implementation of controls with regard to the conducted surveillance;
- (5) participation in defining rules of cooperation with regard to cross-border surveillance and border cooperation in agreement with representatives of foreign police services;
- (6) cooperation with the General Headquarters of Police organisational unit competent for police aviation in the course of conducted surveillance tasks;

Operational Technique Support Group:

- (7) supervision and performance of analyses concerning the application of operational control and surveillance;
- (8) issuing opinions on planning and allocation of resources from operational fund for organisational units and entities which implement the operational techniques tasks;
- (9) participation in creation and improvement of camouflage system for operational technique units;

Operational Control and Findings Group:

- (10) cooperation with operators and suppliers of telecommunication services with regard to the use of operational control;
- (11) implementation of operational findings;
- (12) providing translation from the so-called rare languages of the operational materials obtained during the operational control.

6. Specialist Technique Department:

Operational Technique Systems Section:

- (1) participation in undertakings related to localisation and identification of terminals in mobile phone networks;
- (2) adaptation of equipment for the needs of operational technique;
- (3) development works on operational systems for surveillance and tracking mobile objects;
- (4) implementation of advanced surveillance systems;
- (5) organization of servicing and modernization of vehicle equipment and surveillance systems;

Technical Support Section:

- (6) providing support for police and non-police entities with regard to the use of operational technique measures;
- (7) design and construction of prototypes of operational technique measures for the performance of commissioned tasks;
- (8) servicing of the constructed equipment;
- (9) servicing of technical equipment during the implementation of tasks;

(10) acquisition of equipment and its adaptation to the implemented operational and technical tasks;

Telecommunications Group:

(11) evaluation of the existing and the implementation of new national systems which improve the operational control, localization of terminals and acquisition of information in telecommunication and IT networks;

(12) organisation of service and additional equipment for national control systems in telecommunication networks;

Financial Services Group:

(13) planning and administration of operational fund and other financial resources in order to purchase: equipment, devices, materials and services of operational technique;

(14) purchase of equipment and management of undertakings carried out in cooperation with non-police entities.

7. General Department:

(1) coordination of legislative initiatives and issuing opinions on draft legal acts;

(2) preparation, in cooperation with other bureau departments and the General Headquarters of Police Criminal Intelligence Bureau, of studies and assessments concerning criminal offences and organised crime;

(3) cooperation with other General Headquarters of Police organisational units and the Police organisational units which consists in coordination of international cooperation with regard to the implementation of international law, support funds and issues related to projects implemented within the EU;

(4) preparation of information on new national and EU legislation and judicial decisions for the subordinate units;

(5) issuing opinions on training and professional skills development syllabuses and coordination of issues related to trainings and professional skills development within the bureau;

(6) implementation of tasks regarding organization, human resources, finance, economy and transport services for the bureau;

(7) tasks regarding public information;

(8) planning and administration of the bureau's operational fund;

(9) running the open administrative office and providing office services for the bureau;

8. In addition, the units listed in Paragraphs 1 to 6 perform the following tasks:

(1) cooperation with police services from other countries and with the EU authorities with regard to combating crime;

(2) initiation of establishment of domestic and foreign task forces and expert groups and participation in the works thereof;

(3) preparation and dissemination of tactical and methodological recommendations concerning the prosecution of crime perpetrators.

Tasks of the Criminal Intelligence Bureau organisational units

1. Information Service Department:

- (1) supervision of the functioning of the National Police Information System (KSIP) and controlling the quality of the collected criminal data and their analysis;
- (2) handling the orders to control the access to KSIP resources;
- (3) twenty four hour information service concerning:
 - (a) KSIP;
 - (b) German registry of lost items - Bundeskriminalamt (BKA) Wiesbaden;
 - (c) continental database Automated Search Facility/Stolen Travel Document (ASF-STD), Interpol Lyon – vehicles;
 - (d) National Crime Information Centre (NCIC) of the FBI – vehicles, boats;
 - (e) register of location of interest for the Police in the area of Mazowieckie voivodship;
- (4) coordination of the interests of the Police units and authorized entities with regard to individual issues;
- (5) running the register of drivers who violate road traffic regulations and are not residents of the Republic of Poland;
- (6) cooperation with KCIK as regards common system catalogues.

2. Intelligence and Recruitment Department:

- (1) ordering, coordination and supervision of intelligence and recruitment activities conducted by criminal intelligence unit;
- (2) coordination of the activities and monitoring of the use of personal sources of information (OZI);
- (3) international cooperation with regard to the use of OZI;
- (4) conducting the recruitment procedure in respect of job applicants in recruitment units;
- (5) participation in the delivery of professional skills development trainings as regards intelligence and cooperation with OZI.

3. Criminal Analysis Department:

- (1) preparation of criminal analyses commissioned by the Police units and other authorized entities;
- (2) participation in the creation of Polish input to the Organised Crime Threat Assessment (OCTA) report;
- (3) conducting the recruitment procedure in respect of candidates for criminal analysts;
- (4) participation in the delivery of professional skills development trainings on criminal analysis;
- (5) monitoring and implementation of new solutions and standards concerning the criminal analysis;
- (6) administration of the Police Crime Statistics System TEMIDA;
- (7) information services concerning TEMIDA system for the Police units and authorized entities;
- (8) planning, supervision and organization of trainings delivered by the bureau;
- (9) cooperation with police training schools and scientific centres in the implementation of research projects;
- (10) tasks related to registry, personnel, administration and management services for the bureau.

4. Information Reporting System Department:

- (1) administration and management of users in the Information Reporting System (SMI);
- (2) operational analyses on the basis of information from SMI;

- (3) monitoring and improvement of standards concerning collecting and processing information at SMI;
- (4) monitoring of the application of safe operation procedures at SMI;
- (5) cooperation with telephone operators with regard to the acquisition of information.

5. International Criminal Information Exchange Department:

- (1) twenty-four-hour information exchange between the police services of other countries and the Polish Police through Interpol and Europol channels;
- (2) coordination of activities and cooperation with liaison officers of the Polish Police and other states' police services in respect of criminal information exchange;
- (3) participation in the implementation of tasks resulting from the Polish Police membership in the International Criminal Police Organization (ICPO) – Interpol and in the European Police Office (Europol);
- (4) coordination of the activities of the Polish Police and foreign police services aimed at identification and recovery of cultural goods, vehicles and documents lost as a result of crime.

6. International Search Department:

- (1) initiation and coordination of searches for persons within the framework of the European Arrest Warrant (EAW) or extradition and under international agreements;
- (2) coordination of the operations of Polish and foreign services in respect of:
 - (a) establishing the location of wanted persons;
 - (b) detention and transfer of persons pursuant to EAW execution, extradition and expulsion (deportation) procedure;
 - (c) persons reported as missing.

7. Advanced Information Technologies Department:

- (1) acquisition of information on crimes and their perpetrators with the use of information technologies;
- (2) assistance in securing information carriers for procedural and operational purposes, the analysis thereof and in specific cases the data recovery;
- (3) cooperation with administrators and owners of computer networks and telecommunication companies in the cases conducted by the Police;
- (4) acquisition of intelligence information from publicly available sources.

8. SIRENE Department:

- (1) organisational preparation of Polish SIRENE unit;
- (2) preparation and implementation of rules governing the cooperation of authorised entities as regards the use of SIS and the SIRENE functioning.

Annex 5

Tasks of Internal Affairs Bureau (BSW) organisational units

1. Directorates I – III, including individual departments and sections:

Departments:

- (1) criminal investigation to the extent admissible by the provisions of the Code of Criminal Proceedings;
- (2) verification and preparatory proceedings regarding crimes committed with the participation of police officers and the Police employees;
- (3) cooperation with law protection authorities and government administration within the cope of the bureau technical competence;
- (4) cooperation with competent Police entities and their organizational units within the scope of conducted cases; and, if joint actions are necessary, coordination thereof;
- (5) preparation of annual information about the scale and reasons for the threat of crime in Police organizational units on the territory of its competence, on the basis of own knowledge and data submitted by the heads of the units;
- (6) prevention activities;

Preliminary Investigation Sections:

- (7) gathering and acquiring of information on the criminal activities of the police officers and Police employees as well as examination of links and property owned in order to identify potential threats;
- (8) detection of crimes committed by police officers and Police employees with the use of valid methods and forms of operational work;
- (9) planning, execution and coordination of activities in cooperation with other Police entities and organizational units, if necessary;

The Directorate I and II's Sections in Warsaw exercise the tasks listed in Paragraph 1 of this Annex.

2. Operational Undertakings Analysis, Forecast and Support Department:

- (1) criminal analyses;
- (2) planning the purchase of hardware and software for the needs of criminal analysis;
- (3) keeping the "Internal Information Resource";
- (4) periodical analysis of the scale and reasons for the crime threat in the police environment, including the preparation of statistical studies;
- (5) annual analysis of the scale and reasons for the crime threat in the police environment taking into account individual voivodship Police headquarters (of the Metropolitan Police Headquarters), Higher Police Training School in Szczytno and police schools as well as the Central Investigation Bureau;
- (6) current analysis of information in mass media in order to acquire information of use in the implementation of basis detective activities of the bureau;
- (7) preparation of studies indicating the ways to counteract crime in the police environment, initiation of organisational, legal and official activities on this basis and the monitoring of the effects of introduced solutions;
- (8) support for operational actions conducted jointly with units competent for criminal intelligence in the Police and Central Investigation Bureau organisational units;

- (9) periodical analysis of the results of the bureau's activities, preparation of statistical studies in that regard;
- (10) preparation of proposals for improvements, design of the bureau development in terms of structure, jobs and organisation;
- (11) analysis of the legal regulations in force and initiation of amendments which would improve the efficiency of undertaken activities;
- (12) legal analyses and opinions within the scope of the bureau's activities and formal and legal evaluation of documents produced in the course of conducted cases;
- (13) lie detector examinations of candidates for the service in the bureau and persons covered by the activities undertaken by the police officers from the bureau;
- (14) participation in the preparation of tactics of activities undertaken by the police officers from the bureau, taking into account the psychological aspects;
- (15) cooperation with units competent for control in the General Headquarters of Police and the Ministry of Internal Affairs and Administration;
- (16) cooperation with the General Headquarters of Police units competent for international police cooperation;
- (17) activities commissioned within the framework of the supervision of the realisation of the bureau's tasks exercised by the bureau's management;
- (18) cooperation with the Office of the Commander in Chief and the Social Communication Bureau as regards the "Public Information Bulletin" and the bureau's website;
- (19) organisation and coordination of preventive activities conducted by the police officers from the bureau.

3. Operational Technique Department:

- (1) carrying out and documentation of operational work with the use of forms and methods of operational technique;
- (2) handling of requests for applying confidential surveillance;
- (3) organisation and use of Covered Surveillance Points;
- (4) material securing of activities within the scope of operational technique;
- (5) cooperation with organisational units of voivodship headquarters and Metropolitan Police Headquarters competent for operational technique and the Criminal Bureau and Central Investigation Bureau of the General Headquarter of Police with regard to special technique and technique equipment;
- (6) search for and implementation of new technical and tactical solutions within the scope of the Police operational technique;
- (7) cooperation with operators of mobile phone and telecommunication networks with regard to conducted cases;
- (8) activities related to legalisation;
- (9) preparing the police officers from the bureau for independent performance of certain surveillance and technical activities;
- (10) participation in the implementation of tasks of the bureau's organisational units, including the criminal investigation;
- (11) initiation of international cooperation with regard to the use of operational techniques in the Police activities;
- (12) keeping registers of equipment at the disposal of the department;
- (13) services for special facilities.

4. General Department:

- (1) tasks within the scope of organisation, personnel, training and professional development of police officers;
- (2) administration of ODN system;

- (3) planning of needs regarding the purchase of IT equipment for the bureau;
- (4) technical services for IT equipment;
- (5) registry and office-related services;
- (6) supervision of the method of registering open and confidential documents in the bureau;
- (7) financial services for operational fund;
- (8) post-accident proceedings;
- (9) tasks related to financial, administrative and management services for the bureau.

Tasks of the Central Forensic Laboratory organisational units

1. Documents and Audiovisual Techniques Department:

Document Analysis Group:

- (1) expert activities concerning forensic examination of documents and participation in research and implementation projects;
- (2) running the registers of anonymous documents and pseudonym collection;
- (3) running the registers of specimen of: typefaces of typewriters, documents of special importance for the state security, the best secured foreign currencies and the collection of false documents and items used to produce them;

Phonoscopic Examination Group:

- (4) expert activities concerning forensic phonoscopic examination and participation in research and implementation projects;
- (5) running the phonoscopic register – record collection;

Photography and Visual Techniques Group:

- (6) expert activities concerning forensic photography and visual techniques; and participation in research and implementation projects;

Computer Examination Group:

- (7) expert activities concerning forensic computer examinations; and participation in research and implementation projects;

Anthroposcopic Examination Group:

- (8) expert activities concerning forensic anthroposcopic examinations; and participation in research and implementation projects;

Variographic Analysis Group:

- (9) expert activities concerning the examination of people with the use of technical measures for controlling unconscious reactions; and participation in research and implementation projects.

2. Mechanoscopy and Ballistics Department:

Mechanoscopic Analysis Group:

- (1) expert activities concerning mechanoscopy and certification examinations as well as participation in research and implementation projects;
- (2) certification tests of mechanical locking devices;
- (3) keeping the collection of broken line inserts secured at the scenes of events, register of vehicle identification numbers (VIN) and the database of the system of registry of vehicles produced on the territory of Poland and their components (SEP), the database of machines used in Poland for manufacturing CDs and DVDs;

Metal Science Examination and Vehicle Identification Mark Group:

- (4) expert activities concerning forensic metal science examinations and identification marks examinations as well as participation in research and implementation projects;

Road Accident Examination Group:

- (5) expert activities concerning forensic examination of road accidents as well as participation in research and implementation projects;

Weapon and Ballistics Examination Group:

- (6) expert activities concerning forensic examinations of weapons and ballistics as well as participation in research and implementation projects;

ARSENAL System Servicing Group:

- (7) keeping the register of cartridge cases and bullets not matched with the weapons from the scenes of crimes and cartridge cases from the bullets fired from the lost weapons;
- (8) administration and management of the Automatic Weapon Identification System ARSENAŁ;
- (9) keeping the Central Register of Lost Weapons;

Collection and Warehouse Servicing Group:

- (10) gathering of weapon and ammunition models and their collections for research needs;
- (11) running a deposit warehouse of material evidence.

3. Chemistry Department:

Drug Analysis Group:

- (1) expert activities concerning forensic examination of drugs as well as participation in research and implementation projects;
- (2) running computer databases of amphetamine profiles and tablets containing intoxicants and psychotropic drugs;

Chemical Analysis Group:

- (3) expert activities concerning organic and non-organic analysis as well as participation in research and implementation projects;
- (4) running physical and computer databases related to EUCAP (European Collection of Automotive Paints) international programme;
- (5) running databases of fibres and glasses.

4. Biology Department:

Biological Examination Group:

- (1) research and implementation and expert activities within the scope of forensic biological examination;

Genetic Analysis Group:

- (2) generation of genetic profiles of suspects, unidentified corpses NN (nomen nestio), human corpses and remains and running a database of profiles and processing the data for law enforcement authorities;
- (3) running warehouses of biological samples as well as materials and reagents;

DNA Databases Processing Group:

- (4) supervision of the system and IT network operating for the needs of DNA database; (5) keeping the documentation of the DNA database.

5. Dactyloscopy Department:

Dactyloscopic Identification Group:

- (1) expert activities concerning dactyloscopic identification as well as participation in research and implementation projects;
- (2) checks in the AFIS system and verification of the results thereof;

Trace Visualization Group:

- (3) expert activities concerning trace visualization as well as participation in research and implementation projects;

AFIS Group:

- (4) administration of central unit and the national network of automated fingerprints identification system AFIS;
- (5) supervision of operations of devices for quick fingerprint identification and posts for electronic fingerprint identification which cooperate with the AFIS central unit;

Central Dactyloscopic Registry Group:

- (6) administration of the Central Dactyloscopic Registry (CRD);
- (7) dactyloscopic investigations;

NAP EURODAC Group:

- (8) introduction of dactyloscopic cards of aliens into the AFIS system;
- (9) management of the EURODAC Base and "Pobyt" (Stay) Base;

Traceological Analysis Group:

- (10) expert activities concerning traceology as well as participation in research and implementation projects;
- (11) running a collection of footwear soles models.

6. Scientific Organization and Progress Department:**Organizational and Analytical Group:**

- (1) Analytic, evaluative and planning works concerning the activities of forensic laboratories;
- (2) Drawing up documents concerning organisational, financial, personnel and emergency issues;

Scientific and Technical Progress Group:

- (3) Coordination of issues related to equipping the forensic laboratories with specialist devices and technical measures and consultations in this regard which concern the equipment of forensic technique units;
- (4) gathering domestic and foreign scientific and technical information for the needs of Central Forensic Laboratory and organisational units competent for forensic technique; and development of cooperation in that regard with other laboratories and institutions involved in forensic issues;
- (5) preparation of materials for print in the publications issued, translation and edition of foreign texts on forensic technique;

Vocational Improvement Group:

- (6) coordination of activities related to trainings and professional development of forensic experts, candidates for experts and forensic technicians;
- (7) supervision of the use of forensic dogs within the scope regulated by the ministerial regulations and certification assessments of osmology laboratories;

General Group:

- (8) tasks concerning office, registry and transport services for CLK;
- (9) maintenance of material evidence warehouse.

7. Quality Group – organisation and supervision of implementation, maintenance and improvement of working standards compliant with quality management system in police forensic laboratories.**8. Tasks common for organisational units listed in points 1-5:**

- (1) technical and forensic services for procedural activities as regards the major events;
- (2) consultations for representatives of law enforcement agencies and other legal entities within the scope of the group competence;
- (3) organisation of vocational improvement for forensic experts and persons applying for authorisation as forensic experts within the scope of the group competence;
- (4) supervision of work of experts from forensic laboratories of the Voivodship Police Headquarters (Metropolitan Police Headquarters) within the scope of the group competence.

Tasks of organisational units of the Prevention and Traffic Bureau

1. Prevention Department

- (1) identification of problems related to prevention service organisation; development and implementation of corrective actions, as well as monitoring of effectiveness thereof;
- (2) supervision and coordination of Police activities in respect of the following:
 - (a) performance of patrol, patrol-intervention and beat tasks and activities;
 - (b) petty crime cases;
 - (c) safety in rail transport and civil aviation;
 - (d) safety on waters and adjacent territories;
 - (e) protection of diplomatic and consular posts located at the territory of the Republic of Poland;
 - (f) use of Police dogs and horses; assessment of effectiveness of accomplished tasks; development and implementation of new ideas in this respect;
- (3) introduction of measures targeted at proper implementation of tasks carried out by community police officers and managers of community police officers' patrol areas;
- (4) analysis of measures undertaken by the Police in respect of crime prevention and combating, as well as the structure of petty crimes disclosed, and the practice applied to appeals lodged in petty crime cases;
- (5) development of adequate rules for applying coercive measures and educational measures in crime prevention;
- (6) cooperation in the process of development of the policy governing Police supply of arms, uniforms and specialist equipment;

Escort and Protection Section:

- (7) coordination of cooperation between Police units in respect of escort and protection activities carried out at a level higher than the voivodship level;
- (8) development and implementation of solutions aimed to eliminate problems related to organisation and performance of tasks in escort and protection units, as well as in court police;
- (9) introduction of projects aimed to make the Police ready to operate under the Convention implementing the Schengen agreement;
- (10) organisation and implementation of tasks arising from international agreements related to transfer of prisoners;
- (11) development of uniform procedures applicable to foreigners who break the legal order and who are considered *persona non grata* at the territory of the Republic of Poland;
- (12) initiation of projects aimed at Police participation in prevention of illegal migration, including activities falling within the scope of extradition procedures.

2. Crime Prevention Department:

- (1) defining (on the basis of analyses, forecasts and trends in development of crime and petty crime threats) areas where preventive activity is needed;

- (2) initiation of national research, concerning in particular the sense of security, existing threats, and “the dark figure” of crime;
- (3) following, together with other entities which have similar scope of activity, a uniform preventive policy; introduction of preventive projects and monitoring the results;
- (4) defining, monitoring and forecasting threats in the field of pathology - preparation of problem reports;
- (5) identification of factors stimulating pathological phenomena; monitoring and analysing criminogenic phenomena; preparation and implementation of proposals;
- (6) coordination of implementation of tasks defined in national (governmental) programmes for combating crime and pathology;
- (7) initiation of national Police operations following from crime threat analyses;
- (8) implementation and coordination of preventive and educational projects aimed at prevention of juvenile crime and pathology;
- (9) preparation of information about new pathological phenomena and juvenile crime.

3. Security Forces and Guards Supervision Department:

- (1) development of Police tactics in matters related to protection of persons and property.
- (2) execution, on behalf of the Police Commander in Chief, of tasks in respect of supervision of specialist armed security forces in compliance with the act on protection of persons and property;
- (3) control, on behalf of the Police Commander in Chief, of the economic activity of licensed entities which provide services consisting in protection of persons and property;
- (4) control of the activity of specialist armed security forces on the basis of authorisations and at the order of the Department of Permits and Licenses of the Ministry of Interior and Administration;
- (5) execution, on behalf of the Police Commander in Chief, of the statutory supervision over community (municipal) guards;
- (6) supervision of and participation in establishment of internal security service in Police organisational units;
- (7) issuance, on behalf of the Police Commander in Chief, of “W” permits and authorisations to carry out controls, within the scope of the department’s competence;
- (8) designation of a representative of the Police Commander in Chief to become a member of the committee which carries out exams for detective license;
- (9) performance of tasks falling within the scope of arms and ammunition transfer defined by the European Union for a contact point;
- (10) preparation of exam tests used by organisational units of voivodship Police commands for examination of candidates for security guards;
- (11) supervision over the way the “ARMS” and “LICENSE” registers are kept within the scope of the department’s competence.

4. Traffic Department:

- (1) inspiration, coordination and supervision of Police operations aimed to prevent infringement of traffic regulations;
- (2) initiation, on the basis of analyses and forecasts, of measures which increase the level of safety and order in road traffic; monitoring the way these measures are implemented and the results;
- (3) examination and evaluation of organisation and conduct of service on roads; implementation of standards in this respect;
- (4) improvement of the national system of central coordination of service on roads;
- (5) coordination of measures related to service on motorways;
- (6) performance of tasks related to special use of roads;
- (7) organisation and coordination of police pilot analyses at the national level;

(8) participation in the process of development of the policy governing Police supply of arms, uniforms and specialist equipment.

5. Traffic Prevention Department:

- (1) development of uniform legal and formal standards for performance of activities in cases of traffic regulations infringements;
- (2) preparation of draft legal opinions in precedential and complicated cases, related to traffic safety issues;
- (3) analyses of menaces to the road traffic; development of repression standards on the basis of these analyses;
- (4) coordinating and handling issues related to traffic engineering;
- (5) initiation and coordination of activities related to the control of road transport;
- (6) handling, on behalf of the Police Commander in Chief, of appeals against decisions issued by voivodship police commanders in cases of infringement provisions of the road transport act;
- (7) collecting data on road accidents and collisions; examining causes and consequences thereof;
- (8) preparation of periodical analyses and forecasts concerning the level of traffic safety and order; preparation of materials and publications in this respect;
- (9) supervision over keeping databases concerning road accidents and collisions, and drivers who infringe traffic regulations;
- (10) carrying out information and education activity related to menaces to the road traffic;
- (11) providing opinions on, consulting and analysing publications related to road traffic safety.

6. General Group:

- (1) handling matters related to registry, personnel, finances, administration and economy, and transport, as well as issues falling within the scope of international cooperation of the bureau;
- (2) keeping a collection of legal regulations and making them available to police officers and personnel;
- (3) developing and updating emergency instructions for police officers and personnel of the bureau.

7. Common tasks of the units referred to in Subparagraphs 1 – 5 implemented within the scope of their competence:

- (1) carrying out activities aimed to increase the sense of safety in the society, to create a positive image of the Police and to lead to acceptance of its activities;
- (2) initiation of amendments to legal provisions in force and to police procedures related to the activity of the bureau; monitoring compliance therewith in order to increase the level of public safety;
- (3) technical support for Police organisational units and other institutions; monitoring and dissemination of good practices;
- (4) indication, on the basis of analyses conducted, of areas which require vocational development of police officers; initiation of this process;
- (5) participation in preparation of training and vocational development programmes for prevention police officers.

Tasks of the organisational units of the Central Operational Board

1. Anti-terrorist Operation Directorate (ZOA):

Battle Departments I-V:

Storm Sections I and II – battle activities which consist in identification and elimination of terrorist attacks and other activities which require the use of specialist forces and measures, as well as special tactics.

Operational Technique Department:

Technical Protection and Transport Section:

- (1) participation in activities carried out by ZOA or anti-terrorist sub-units as part of support forces and within the scope defined by the commander of a particular operation;
- (2) maintaining technical efficiency of arms, combat equipment, means of transport, means of communication, and other equipment belonging to ZOA; maintaining adequate technical condition and order in facilities of ZOA sub-unit; ensuring technical protection thereof;
- (3) organisation and management of material and technical matters and transport in ZOA;.

Facility Protection Group:

- (4) securing ZOA facilities and providing protection therefor;
- (5) duty service, including collecting, processing and forwarding ongoing organisational information of the sub-unit;
- (6) following the procedures for placing police officers and ZOA personnel on alert; directing available forces and measures to emergency-mode operations;
- (7) participation in battle activities as part of support forces;

Medical Group:

- (8) medical security for battle activities; delivering trainings for police officers and ZOA personnel;
- (9) carrying out medical checks of candidates for service in ZOA; providing regular medical care for ZOA police officers.

Training and Tactics Department:

Training and Storm Section:

- (1) carrying out battle activities which consist in identification and elimination of terrorist attacks, and other activities which require the use of specialist forces and measures, as well as special tactics;
- (2) analysing the course of activities carried out both home and abroad by antiterrorist and bomb disposal units and squads in order to improve the forms and methods of the Directorate's activity;
- (3) participation in recruitment process of police officers for battle tasks in a sub-unit;

Negotiation Section:

- (4) carrying out negotiations during police operations;
- (5) participation in recruitment process of police officers who apply for service in ZOA battle departments;

Marksman Section:

- (6) participation in battle activities which consist in identification and elimination of terrorist attacks, and other activities which require the use of specialist forces and measures, as well as special tactics.

Staff Section:

- (1) planning of activities and preparation of documentation related to ZOA service organisation, including reporting, statistical and emergency documentation;

- (2) collecting and analysing information about incidents which have the nature of terrorist attacks, analysing terrorism-related threats, identification of facilities which can potentially become targets of terrorist attacks;
- (3) handling ZOA registry.

2. Police Aviation Directorate:

Aviation Department:

Pilots Section:

- (1) carrying out operational and aviation tasks under support to measures implemented by other Police service,
- (2) maintenance and increase of qualifications and authorisations of the aircraft crew;

Technical Service Section:

- (3) technical service of the aircraft equipment of the Department;
- (4) maintenance and increase of qualifications and authorisations of the technical personnel;
- (5) keeping and updating technical documentation, preparing bulletins, operational orders and other documents issued and approved by authorised aviation entities, relating to operation of the aircraft equipment or terms and conditions of work of the technical personnel;
- (6) organizing and managing material and transport matters in the scope of securing air transport operations and technical service by the aircraft crew.

Operational Supervision Group:

- (1) planning and supervising Aviation Authority service projects;
- (2) monitoring operational readiness of organisational units competent for Police Aviation matters;
- (3) supervision of observance of operational procedures in performing air transport tasks;
- (4) presenting material needs relating to implementation of police operations;
- (5) control and supervision of observance of detailed principles of functioning of respective organisational units competent for Police Aviation matters.

Aviation Training and Aircraft Crew Supervision Group:

- (1) supervision of validity of aircraft crew authorisations;
- (2) deciding about the extension of aircraft personnel qualifications;
- (3) trainings at the Police Aviation service;
- (4) increase of qualifications and authorisations of the aircraft crew;
- (5) submitting motions to the Commander in Chief of the Police to issue licenses and certificates of qualifications to the aircraft crew of the Police;
- (6) submitting motions to the Commander in Chief of the Police to issue personal authorisations of the inspector of the Police aircraft crew;
- (7) keeping the register of the Police aircraft crew;
- (8) issuing authorisations to the Police aircraft crew;
- (9) control of documentation at organisational units competent for Police Aviation matters;

Aeronautical Technology Supervision Group:

- (1) supervision of flight readiness of police aircrafts and other aircraft equipment in the process of operation, tests and repair;
- (2) standardization of principles of operation of police aircrafts;
- (3) inspection and immediate control of Police organisational units using aircrafts and aircraft equipment;

- (4) supervision, approval and updating of technical documentation of police aircrafts, having direct impact on flight safety;
- (5) updating technical documentation models;
- (6) keeping the registers applicable to Police Aviation service;
- (7) suggesting amendments to the provisions and requirements in force relating to the determination of flight capability and readiness for flight of aircrafts;
- (8) monitoring amendments to provisions regulating civil aviation and other types of state aviation aircrafts operation;
- (9) participation in acceptance of Police aircraft equipment from producers or repair shops;
- (10) cooperation with the Civil Aviation Supervision Authorities and other types of State Aviation in respect of standardisation of aeronautical technology operation principles;
- (11) participation in the activities of the Committee for Flying Accidents of State Aviation;
- (12) cooperation with logistic services in establishing the technical conditions of Police Aviation service supply;
- (13) checking full scope of professional qualifications of technical personnel and checking the aircraft crew in relation to the operation of aircrafts of Police Aviation service;
- (14) notification of all modifications in relation to aircraft equipment of the Police in the Aviation Aircrafts Register of Public Order Service.

Flight Safety and Police Aviation Quality Group:

- (1) forecast and detection of threats to flight safety, risk assessment and preparation of preventive measures;
- (2) preparation, deciding about procedures and submitting proposals for measures to eliminate or reduce the risk while carrying out aviation tasks, supervision of their implementation at Police organisational units competent for police aviation matters;
- (3) management and supervision of examinations relating to flight events;
- (4) preparing and carrying out examinations of flight events in agreement with the Committee for Flying Accidents of State Aviation;
- (5) preparation of annual evaluations of flight safety at the Police Aviation and submission of motions and recommendations to the heads of organizational units competent for police aviation matters;
- (6) holding Flight Safety Conferences at the Police Aviation service;
- (7) implementation of the strategy for the purposes of programmes and general quality provisions at the Police Aviation service;
- (8) issuing and updating the Quality Book (providing for the measures strategy, organisation and structure of the quality system);
- (9) ensuring proper functioning of the quality system by carrying out systematic analysis of effectiveness of respective elements of the system paying special attention to achieving quality results;
- (10) preparation of annual plans of quality checks of the Police Aviation service;
- (11) preparation and improvement as well as implementation and monitoring of operational systems and procedures ensuring safe performance of all aviation operations.

3. Operational Department:

Police Operations Group:

- (1) preparation of procedures and action plans in the event of a crisis;
- (2) management of police operations of macro-regional range by initiating, participating in planning, coordinating and monitoring the course of operations;
- (3) collecting, processing and analysing information about public order within the territory of the country;
- (4) preparation of procedures of appointment of the Commander in Chief of the Police Staff and carrying out the tasks of the Operational Centre of the Commander in Chief of the Police;
- (5) supervision and coordination of preventive protection of persons requiring special protection, including VIPs;

Mass Events Group:

- (6) establishment of procedures and tactics of Police actions during mass events;
- (7) participation in planning and preparing security of mass events, which are of special significance to safety and public order;
- (8) collection, analysis and exchange of information relating to securing mass events;
- (9) ensuring the functioning of the National Contact Point for Mass Events;

Defensive Preparations Group:

- (10) operational planning and defensive programming;
- (11) implementation of procedures of the National Crises Respond System - NCRS (Nato Crises Respond System);
- (12) preparation of Police to militarization;
- (13) performance of tasks relating to the system of management and special protection of facilities;
- (14) establishment of procedures of conduct under HNS (Horst Nation Support).

4. Duty Service Department:

- (1) monitoring, including: collection, processing and analysis of information relating to safety and public order and coordination of activities of national reach of the Police;
- (2) participation in establishing standards of in-service training of large Police organisational units;
- (3) monitoring of processes of tasks implementation by duty service of Police organizational units;
- (4) directing available Police forces and means for actions in emergency mode;
- (5) preparation of emergency documentation of the bureau and implementation of procedures for giving alerts for personal states at Police organisational units and sections;
- (6) ensuring the continuity of functioning of the General Headquarters of Police Main Post and the Operational Centre of the Commander in Chief of the Police;
- (7) administration of ODN and PEM-HEART systems.

5. Tactics of Police Units and Subunits Actions Group:

- (1) analysing events occurring throughout the country and outside it, when actions using Police units and subunits were carried out, or negotiations were held, or devices and explosives used;
- (2) preparation of models of command in case of emergency, accounting for the use of prevention units and antiterrorist subunits, negotiators, bomb disposal sappers;
- (3) coordinating cooperation of antiterrorist subunits, bomb disposal sappers units with non-police entities in respect of antiterrorist actions;
- (4) monitoring the general training and in-service training processes at prevention units and subunits, antiterrorist subunits and at sections competent for bomb disposal and police negotiations;
- (5) establishing standards and coordinating provision of Police subunits and units, negotiators and bomb disposal sappers with modern equipment, supply with weapons, technical and protection means.
- (6) preparing projects of organisational structures of Police units and subunits as well as bomb disposal sappers sections.

6. Services Group:

- (1) running the administrative office for open documentation;
- (2) personnel, financial, administrative and economic as well as transport services;
- (3) keeping registers of legal provisions.

7. Common tasks of sections referred to in Subparagraphs 1-5 – implemented within their scope of activity:

- (1) factual support provided to Police organisational units and other institutions, promotion of good practices;
- (2) readiness and mobility for action;
- (3) initiating amendments to provisions in force and police procedures and monitoring their observance in order to enhance the level of public safety;
- (4) improvement and development of new forms of activity and methods of task implementation;
- (5) cooperation in the process of establishing standards of providing the Police with arms, uniforms and specialist equipment.

Tasks of the organisational units of the Office of the Commander in Chief of Police

1. Presidium Department:

- (1) ensuring organisational service of projects participated by the Commander in Chief of Police or his deputies (meetings, celebrations);
- (2) running the open administrative office of KGP, managing the exchange of open documents;
- (3) classification and distribution of correspondence, preparation for allocation;
- (4) preparation of information materials and occasional addresses for the Commander in Chief of Police or his deputies;
- (5) preparation of occasional correspondence of the Police management;
- (6) running the schedule of meetings, celebrations and trips abroad of KGP management;
- (7) preparation and promotion of model documents and forms used at KGP;
- (8) secretarial and office services:
 - (a) provided to the Commander in Chief of Police and his deputies,
 - (b) provided to the department;
- (9) supervision and coordination of awarding banners to the Police organisational units, running documentation on the ground;
- (10) managing communication of the Commander in Chief of Police with associations, organisations and foundations acting for the benefit of Police and trade unions;
- (11) coordination, preparation and supervision of conformity with the ceremonial rules of the Police of projects participated by the Police management;
- (12) coordination of functioning of police bands and choirs;
- (13) protecting museum collection of the Police (cooperation with the Warsaw Metropolitan Police in establishing the Museum of Police);
- (14) cooperation with police chaplaincy;
- (15) promotion of Police applying selected educational and cultural measures;
- (16) keeping the KGP library;
- (17) implementing tasks of providing personnel, training, financial, logistic and IT services to police officers and bureau employees.

2. Analyses and Planning Department:

- (1) preparing information materials, positions and addresses for KGP management and the authorities and public administration;
- (2) preparing the factual side of selected collegial meetings of the Police management and meetings of the Commander in Chief of Police or his deputies with non-police entities;
- (3) preparing analyses and strategic recommendations to indicate priority Police tasks and to support the decisions of KGP management;
- (4) implementing problem analyses ordered by KGP management;
- (5) preparing projects of main directions of Police activity;
- (6) preparation of PEST analysis as a contribution to the OCTA report and other Europol strategic documents and other international organisations, that Polish Police is a member of;
- (7) managing the KKWP and KSP evaluation system;

Police System Solutions Section:

- (8) designing system solutions for local Police units and coordinating their implementation;
- (9) representing the Commander in Chief of Police in implementation of Police units' long-term projects;
- (10) cohesion evaluation of Police service task performance;
- (11) coordinating long-term actions, including more than one service department of the Police;
- (12) trainings and training materials relating to long-term projects preparation;

- (13) issuing opinions about projects of main directions of activity of Voivodship Police Commanders;
- (14) evaluating the effectiveness of system solutions and methods of management of the Police knowledge;
- (15) analysing projects and investments of Police paying special attention to their effectiveness in implementing the Police tasks;

Independent Section – Analytical Information Bank:

- (16) running the Analytical Information Bank, including analytical studies and system solutions developed in KGP, Higher Police School in Szczytno, police schools and other organisational units of the Police, by searching for and providing KGP and Police organisational units with studies and analyses;
- (17) collecting and processing quantitative and qualitative data covering social, demographic, economic, technological and IT issues influencing threat of crime;
- (18) collecting and processing quantitative and qualitative data covering social, economic, organisational, technological and IT issues influencing the functioning of Police;
- (19) supporting data analyses (using IT statistical tools) carried out by KGP and Police organisational units;
- (20) risk assessment in relation to tasks performed by the Police consisting in combating and preventing crime, including adaptation of tools used by the Europol and their promotion in the Polish Police;
- (21) assessment of damages and costs resulting from crime, including adaptation of tools used by the Europol and their promotion in the Polish Police;
- (22) promotion of effective performance and use of analyses in Police activities;
- (23) indicating problems, which require scientific studies for the Police;
- (24) recording scientific studies carried out for the Police.

3. Police International Cooperation Development Department:

- (1) coordinating Police bi- and multilateral projects in the field of international cooperation (excluding criminal intelligence and preliminary investigation activities); development of cooperation with police service of other countries;
- (2) disseminating standards of international cooperation at Police organisational units, including support;
- (3) consulting draft solutions relating to international police cooperation, especially projects, plans, institutional solutions, documents, programmes, including participation in the preparation of contracts and agreements on international cooperation of the Polish Police, in cooperation with KGP unit competent for legal matters;
- (4) searching knowledge and information materials about innovative organisational and factual solutions as well as good practice provided by foreign partners – forecasting the potential for their adaptation to Polish Police activity;
- (5) preparing reports, information, statistical data and cross-cutting materials in the field of international cooperation of the Polish Police and advancement level for the needs of foreign and national entities;
- (6) monitoring accepted and planned solutions and development directions of safety matters and police cooperation in the world, and regulations relating to Police cooperation with foreign partners (legal acts, documents, programmes, plans, strategies, projects, institutions);
- (7) non-operational cooperation with liaison officers of the police of other countries operating in Poland;
- (8) implementing tasks to develop the network of liaison officers, including service of Polish liaison officers and assessment of their activity;
- (9) cooperation with the management of foreign peace/police missions (e.g. UN, EU, OSCE etc.) and carrying out activities relating to Polish Police participation in police contingents by:
 - (a) preparing and coordinating projects relating to service of police contingents outside the Republic of Poland,
 - (b) preparing personnel resources for participation in Polish police contingents,
 - (c) running a database relating to personnel resources for the purposes of peace or police

missions,

- (d) coordinating proceedings relating to post-accident situations encountered by police officers serving under the auspices of the UN;
- (10) selection and acquisition of EU aid resources for training projects and preparation of projects concerning the use of EU resources;
- (11) coordinating activities relating to delegation of Polish Police representatives to EU authorities and international institutions and organisations;
- (12) participating in preparation of draft documents relating to safety and public order provided to the EU, i.e.: The Justice and Home Affairs Council – JHA, The General Affairs and External Relations Council – GAERC, The Art. 36 Committee – CATS, The Committee of Permanent Representatives – COREPER, The Committee for Civilian Aspects of Crisis Management - CIVCOM;
- (13) participation in developing and designing the concept of safety under EU, including platforms of cooperation of law enforcement authorities of the European Police Office – EUROPOL, The European Police Chief’s Task Force EPCTF and Schengen;
- (14) consulting the concept and EU proposals under the first and second pillar;
- (15) monitoring of accepted and planned solutions and development directions of safety matters and police cooperation in EU (legal acts, documents, programmes, plans, strategies, projects, institutions);
- (16) monitoring the implementation of EU recommendations and guidelines by the Polish Police;
- (17) providing assistance in adjustment of police service of other countries through, *inter alia*, twinning programmes directed at EU candidate countries and third countries;
- (18) cooperation in planning development directions of The European Police College (CEPOL) with the unit of KGP competent for training matters – in accordance with the priorities in the field of judicature and internal affairs;
- (19) cooperation with the EUROPOL, including:
 - (a) dissemination of knowledge in Polish Police about the possibility of international cooperation under Europol,
 - (b) drawing up draft positions of Polish Police relating to cooperation with Europol, including preparation of draft positions on the agenda of Europol authorities (Directorate, Financial Committee), meetings of The Heads of Europol National Units (HENU) and other Europol committees (Safety Committee, Programme Directorate for IT Matters, Project Directorate for Information System),
 - (c) preparing materials, reports, statistical data and cross-cutting materials for the Europol,
 - (d) coordinating cooperation with the Europol:
 - submission of non-operational Europol orders to competent organisational units of KGP,
 - submission of non-operational orders to Europol on behalf of KGP bureaus and Police organisational units,
 - activities of police experts, including the preparation of instructions and control of reports of meetings of EU Council working groups members: for police cooperation, for organised crime, for terrorism, for Schengen Information System/SIRENE, Horizontal Group for Drugs and EC Committees and other EU authorities,
 - participation of Polish Police authorities in Europol (Directorate, Financial Committee) and HENU meetings,
 - preparation of materials for Polish Police relating to the report on organised crime threat OCTA,
 - trips of Polish Police representatives to Europol trainings and seminars;
- (20) participation in the legislation process on account of:
 - (a) international cooperation of Police units:
 - giving opinion about draft legal acts,
 - preparing or giving opinion about international contracts and agreements concluded by the Commander in Chief of Police,
 - (b) Poland's membership in Europol – giving opinion about:
 - planning and reporting documents of Europol,
 - concepts, projects and police activity under Europol and participation of Polish Police and its role,

- EU draft legal regulations relating to Europol,
- (c) implementing the Schengen *acquis*;
- (21) preparing main directions of cooperation and giving opinion about projects on account of membership in the International Criminal Police Organization (ICPO) EUROPOL of Polish Police;
- (22) coordinating tasks implementation on account of Polish Police membership in regional initiatives relating to safety, including those under the Task Force on Organised Crime in the Baltic Sea Region;
- (23) participating in the process of giving opinion about documents relating to safety and international police cooperation on the agenda of the United Nations, the Council of Europe and other international authorities with Poland's participation (Visegrád group, Salzburg Forum), in cooperation with KGP organisational unit competent for legislative and legal matters;

International Contacts Organisation Section:

- (24) coordinating undertakings for international promotion of the Polish Police;
- (25) organizing and providing factual services for:
 - (a) foreign contacts of KGP management (including trips and translations)
 - (b) international undertakings (including seminars and international conferences) on behalf of KGP management,
 - (c) foreign delegations;
- (26) coordinating foreign trips of police officers and Police employees.

4. Public Information Section:

- (1) implementation of tasks provided for in the Freedom of Public Information Act, including coordination of activities relating to:
 - (a) provision of public information,
 - (b) running Public Information Bulletin (BIP – Biuletyn Informacji Publicznej);
- (2) preparing projects of Police management posts as a respond for interpellations and requests of members of parliament as well as inquiries of other entities.

5. Independent Post for Legal Service:

- (1) providing opinions and drawing up draft legal acts concerning competence of the bureau;
- (2) consultations on projects of Police management posts as a respond for interpellations and requests of members of parliament as well as inquiries of other entities.

Tasks of the Social Communication Bureau organisational units

1. Independent Post – Spokesperson for the Police Commander-in-Chief:

- (1) media services for the Police Commander-in-Chief, organisation and coordination of tasks relating to contacts with the media;
- (2) creation and implementation of the information policy of the Police Commander-in-Chief.

2. Press Department:

- (1) development of rules of contacts with mass media applicable in the Police;
- (2) contributing to the creation of the information policy of the Police Commander-in-Chief and to its media services;
- (3) coordinating the activities of organisational units adequate for the Police press matters, including determination of their operation standards;
- (4) analyzing and evaluation of media activities and information policy of the Police organisational units;
- (5) running the KGP internet and intranet website;
- (6) monitoring and analyzing information presented in mass media in order to receive data necessary for the creation of the Police Commander-in-Chief information policy;
- (7) contributing to the coordination and standardization of social communication process implemented by the Ministry of Interior and Administration;
- (8) designing and carrying out PR campaigns in matters essential for the Police, indicated by the Police Commander-in-chief.

3. Editorial office of the "Policja 997" magazine:

- (1) issuing the "Policja 997" magazine;
- (2) supporting information and publicity actions implemented by other Police divisions and organisational units;
- (3) supporting internal communication, in particular among editorial offices of magazines issued by Police organisational units.

4. Social Opinion Analysis Department:

- (1) analyzing social expectations relating to the Police operation arising from public opinion surveys and mass media;
- (2) carrying out consultations regarding issues essential for the Police and indicated by the Police Commander-in-Chief in order to verify and support the priority Police operation directions with the following circles:
 - (a) police officers, Police employees, retired police officers,
 - (b) opinion leaders with regard to internal security and public order;
- (3) organisation of the Police publicity;
- (4) analyzing the internal communication process within the Police;
- (5) development and dissemination of internal communication principles within the Police;
- (6) organisation of expert groups advising to the Police Commander-in-Chief;
- (7) coordination, consultation and evaluation of projects of social research carried out by Police organisational units;
- (8) cooperation and exchange of information with the Ministry of Interior and Administration and other external entities within the scope of social research regarding the Police carried out by them referring in particular to trust to the Police and its evaluation, as well as security.

Tasks of the Human Resources and Training Bureau organisational units

1. Personal Matters Department:

Human Resources Services Group:

- (1) human resources services for police officers and Police employees within the scope reserved for the Police Commander-in-Chief, in particular:
 - (a) development of draft personal orders, contracts of employment and administrative decisions (under ordinary and extraordinary proceedings), resolutions and other decisions (not being administrative decisions),
 - (b) preparing documentation relating to the appointment of police officers for successive senior officer ranks and to awarding orders, state decorations, badges and department medals,
 - (c) providing opinions on applications, requests, appeals, complaints and grievances as well as letters directed to the Police Commander-in-Chief or bureau director and preparation of draft replies in these matters, d) preparing and delivering to retirement bodies the documents being a basis for the issuance of retirement and pension-related decisions;
- (2) carrying out qualification proceedings of candidates applying for work for the needs of KGP;
- (3) improvement of system for professional adaptation and issuing opinions on police officers and employees of KGP;

Selection and Staff Reserve Section:

- (4) identifying and analyzing the needs of hiring for service and work for the Police;
- (5) planning the selection for service and work for the Police;
- (6) supervising qualification proceedings for candidates applying for work in the Police;
- (7) improving the system of selection for the Police;
- (8) identifying and analyzing the needs of staff reserve of the Police Commander-in-Chief;
- (9) organizing and coordinating qualification proceedings for staff reserve;
- (10) improving promotion policy and staff reserve system;
- (11) coordinating tasks and undertakings relating to the organisation of candidate service in the Police;
- (12) designing organisational and jobs-related structures, organisational rules and staff needs for war period;

Disciplinary Matters Group:

- (13) supervising disciplinary proceedings carried out in relation to police officers of KGP and operating in KGP staff service;
- (14) cooperation with disciplinary spokesmen and organisational units managers within disciplinary proceedings;

Record and Service Section:

- (15) running staff record of police officers and employees of KGP;
- (16) administrating the central base of KADRA computer system;
- (17) issuing, recording and extending the validity of service documents for police officers and members of their families and KGP employees;
- (18) providing KGP organisational units with seals and stamps and their discarding;
- (19) recording decisions, orders, resolutions and statements relating to personal matters as well as legal acts issued by the bureau director;
- (20) tasks related to registry, running the office, finance, transport, administration and management service for the bureau.

2. Police Organisation Department:

- (1) improving organisation rules and scopes of activities of Police organisational units;
- (2) monitoring organisational effectiveness of Police units;
- (3) periodical evaluation of the organisation of selected divisions and organisational units of the Police;

- (4) designing exemplary solutions relating to the structure of organisational Police units;
- (5) forecasting selected organisational and staff-related processes in the Police units;
- (6) providing opinion on planned organisational changes in the Police that require consent of the Police Commander-in-Chief or changes undertaken on his initiative;
- (7) coordinating the process of providing opinions on draft: KGP rules of procedure and Police organisational units rules of procedures, issued in consultation with the Police Commander-in-Chief;
- (8) improving the rules to determine the number and type of jobs and executing periodical allocation of jobs;
- (9) analyzing the work on posts in order to improve the system of KGP operation;
- (10) establishment and running electronic base of files describing work on posts (KOS) in KGP;
- (11) keeping organisational and jobs-related register of the Police organisational units.

3. Department of Training Organisation and Coordination:

- (1) identifying and analyzing the needs relating to professional trainings and central professional training;
- (2) planning training activities;
- (3) analyzing efficiency and effectiveness of the training system operation in the Police;
- (4) coordinating and supervising the organisation of professional training courses for police officers and Police employees;
- (5) providing opinion and considering matters relating to the training process;
- (6) carrying out selection of police officers in KGP organisational units for professional trainings as well as for police ranks examinations;
- (7) coordinating and supervising professional training for police officers and employees of the Police;
- (8) providing opinion and considering matters relating to the professional training for police officers and KGP employees;
- (9) drawing up plans of requirement for and allocation of budget resources for the KGP training activities.

4. Program and Methodical Department:

Training Program Group:

- (1) initiating and developing draft programs of basic or specialist training and central professional training;
- (2) carrying out methodical debriefing relating to the implementation of professional training programs;
- (3) carrying out inspection of training units of the Police;

Examination Group:

- (4) developing and supervising preparation of examination sets, including the use of computer base of examination questions and practical tasks and its updating;
- (5) supervising the examinations;

Evaluation Group:

- (6) analyzing examination results and planning professional development of police officers;
- (7) examining the effectiveness of police officers professional training;
- (8) evaluation of education and professional development system.

5. Psychologist Coordinator Group:

- (1) coordinating and factual supervision of the Police psychologists activities, including determination of their work standards;
- (2) carrying out the following kinds of activities:
 - (a) diagnostic,
 - (b) preventive and educational,
 - (c) intervention;
- (3) organizing professional training for police psychologists.

6. Legal Service Group – providing legal services for the bureau according to its scope set out in the act on legal advisers.

7. Units listed in:

- (1) **points 1-6** – additionally disseminate modern solutions and instruments as well as good practices;
- (2) **points 1, 3 and 4** – additionally participate in planning solutions to improve training system and professional development in the Police.

Tasks of Legal Bureau organisational units

1. Legislation Department:

- (1) analyzing the binding law with regard to its impact on the execution of Police tasks and initiating legal changes in this scope;
- (2) initiating and coordinating legislative works concerning legal acts arising from the tasks of the Police Commander-in-Chief;
- (3) legislative development of or providing opinions within the scope of legislative technique of draft legal acts prepared by competent KGP organisational units or Police organisational units, as well as transferring them for further legislative process;
- (4) consultations with competent KGP and Police organisational units and preparing position of the Police Commander-in-Chief regarding the received draft legal acts on the basis of gathered opinions;
- (5) participating in works on draft legal acts concerning the Police carried out by commissions or parliamentary, inter-department and intra-department groups, as well as groups appointed by the Police management;
- (6) providing opinions on the principles underlying normative acts presented by KGP or Police organisational units;
- (7) preparing draft legal acts agreed in the Police for the signature of the Police Commander-in-Chief;
- (8) supervising and coordinating legislative works in the organisational units of the Police;
- (9) participating in drawing up, consulting and issuing opinions on draft:
 - (a) international contracts and agreements concerning the Police,
 - (b) legal acts within the scope of EU law;
- (10) initiating legislative actions on the harmonization of police law provisions with the common legal system and EU law.

2. Information and Legal Assistance Department:

- (1) interpretation of law provisions underlying decisions made by the Police Commander-in-Chief which require legal opinion;
- (2) preparing legal opinions for the KGP management for meetings of commissions, department, non-department and parliamentary groups upon the request of authorized bodies;
- (3) legal representation of the Police Commander-in-Chief in front of: Constitutional Tribunal, Supreme Court, Supreme Administrative Court and common courts as well as other bodies adjudicating on matters that are within the competence of KGP organisational units not having legal service;
- (4) legal consultancy for the Police Commander-in-Chief and KGP organisational units managers not having legal service;
- (5) issuing decisions and interpretation of law;
- (6) consultations for legal advisers and other persons providing legal services in the Police;
- (7) coordinating legal assistance in the Police;
- (8) inspiring changes of the police law on the basis of requests arising from the interpretation of this law;

Legal Information Group:

- (9) preparing information for the Police Commander-in-Chief concerning the present state of the police law and common law;
- (10) registering legal acts of the Police Commander-in-Chief;
- (11) gathering and providing access to the collections of legal acts, jurisdiction and information on

legal literature;

- (12) providing information on the present state and the scope of binding force of legal acts concerning the Police to the Police organisational units managers as well as police officers and Police employees;
- (13) editing and issuing the Bulletin of the General Headquarters of Police and “Legal Bulleting” of KGP;
- (14) drawing up interim lists of binding legal acts of the Police Commander-in-Chief;
- (15) providing information and printing texts of legal acts using IT systems;
- (16) using intranet for quick transfer of legal information to Police organisational units;
- (17) supervising and coordinating legal information and documentation in the Police organisational units.

3. Administrative Proceeding Department:

- (1) carrying out administrative proceedings under the second administrative instance and issuing decisions in the following matters:
 - (a) firearms licenses for natural and legal persons,
 - (b) licenses for security guards and detectives,
 - (c) appointing internal security service and refusal to agree on protection plan,
 - (d) issuing opinions in concession proceedings concerning personal protection and protection of property as well as carrying out business activity within the scope of manufacturing and sales of weapon, ammunition and explosives, products and technology intended for army and police,
 - (e) issuing permits for purchase and storage of explosives intended for civil use,
 - (f) opinions concerning persons appointed for or recalled from the posts of commanders of municipal guard;
- (2) representing the Police Commander-in-Chief in complaint and cassation proceedings in front of administrative courts in matters provided for in point 1;
- (3) up-to date review of administrative courts jurisdiction and informing bodies of the 1st instance administration on the directions and tendencies of this jurisdiction;
- (4) preparing opinions and positions and interpretation of legal provisions within the scope set out in point 1;
- (5) participation in legislative works as well as issuing opinions and consultations on draft legal acts relating to the tasks implemented by the department;
- (6) considering complaints relating to administrative proceedings in cases handled by the department;
- (7) informing the bodies of the first administrative instance on the changes of normative acts and their impact on the application of law in cases handled by the department.

4. Service Group:

- (1) tasks related to registry, running the office, staff, finance, administration and management, transport service for the bureau;
- (2) developing and updating a notification system for police officers and employees of the bureau.

5. Task common for organisational units listed in points 1-3 – preparing positions and opinions in cases covered by the interventions of the Commissioner for Civil Rights, parliamentary interpellations and actions of other public administration bodies.

Tasks of Financial Bureau organisational units

1. Budget Department:

Non-pay Expenditure Planning, Collective Planning and Budget Implementation Group:

- (1) planning the Police budget within the scope of material expenditure, non-pay financial benefits and property expenditures, analysis of applications and implementing corrections;
- (2) preparing single and collective planning documents and specifications containing expenditure limits and amounts of income for subordinate authorizing officers;
- (3) organizing the supply of budgetary funds for the Police units;
- (4) providing opinions on legal acts having financial effects with regard to the Police;

Personal Expenditure Planning Group:

- (5) planning the Police budget within the scope of remunerations, salaries and derivative expenditures, plan corrections;
- (6) analyzing the level of wages-related expenditure execution and average wages in comparison to their planned amounts;

Analyses and European Funds Group:

- (7) planning the Police budget expenditures in the scope of co-financing and pre-financing of undertakings carried out for the means from support funds;
- (8) providing opinions on draft provisions for the European integration;
- (9) preparing studies concerning drafts of the Police budget and annual analyses of the budget execution;
- (10) preparing information on the Police finance for the needs of BIP.

2. Financial Service Department:

Planning and Damage Proceedings Section:

- (1) drawing up draft plans of budgetary income and expenditure, receipts and non-budgetary expenditures of KGP and corrections of the plans;
- (2) preparing up-to-date information and analyses concerning budgetary income and expenditure plans;
- (3) providing opinion on financial aspect of agreements and contracts concluded with contractors for the supply and provision of services for KGP;
- (4) performing the tasks resulting from proceedings in the case of damage in the KGP property;

Clearance Section:

- (5) carrying out formal and accounting control of accountancy evidence as well as material control of accountancy evidence produced in the Financial Service Department;
- (6) executing cash and non-cash transactions within KGP economic operations;
- (7) operating evidence facilities arising from currently applicable provisions;
- (8) carrying out formal and accounting control of accountancy evidence of authorizing officers of the KGP operational fund;
- (9) providing financial services for authorizing officers of the Police operational fund;

Independent Accountancy Section:

- (10) keeping accounting books, general registers of fixed assets and tax registers of KGP;
- (11) working out KGP financial reporting;
- (12) accounting services for Savings and Loan Association;
- (13) clearing and confirming supplies executed by the central bodies in the mode of free-of-charge transfer of material assets;
- (14) performing tasks regarding the register of claims relating to interests and monitoring the

execution of amounts due on term, assertion of contentious claims and payment of these liabilities;

- (15) monitoring the performance of financial tasks being a consequence of the means obtained from EU funds and other foreign sources;
- (16) drawing up financial statements of implemented projects;
- (17) providing services for tasks performed with the participation of or from the European funds within the scope concerning the beneficiary;

Section – Main Inventory Commission:

- (18) organizing and coordinating the inventory of KGP property compounds and clearing its results;

Independent Post for Accountancy:

- (19) analyzing inventory documentations and providing opinions on the reports of the Main Inventory Commission;
- (20) carrying out mobilization matters of the bureau;
- (21) monitoring the principles of the accountancy policy implemented in KGP.

3. Personal Expenditure Department:

Wages Section:

- (1) planning, calculating and registering amounts due to police officers and KGP employees;
- (2) carrying out reports and clearings required by external entities;
- (3) registering and clearing contributions and taxes:

Benefits Group:

- (4) services for the fund of premiums and allowances of the Police Commander-in-Chief and financial services for police officers being on service outside the country;
- (5) organizing financial clearings with Państwowy Fundusz Rehabilitacji Osób Niepełnosprawnych (National Fund for the Rehabilitation of Disabled).

4. Budget Accountancy Section:

- (1) developing and updating the accounting principles of the Police units;
- (2) providing factual instructions concerning accounting registers and reporting carried out in subordinate budget units;
- (3) preparing collective budget reports;
- (4) monitoring the accounting and reporting system and its improvement.

5. Non-budgetary Accounting Section:

- (1) analyzing legal and financial as well as economical mechanisms relating to non-budgetary economy;
- (2) coordinating the activities of non-budgetary economy entities within the competence of the bureau;
- (3) preparing aggregate budget reports on non-budgetary economy.

6. Normative and Financial Group:

- (1) analyzing and developing or providing opinions on system and normative solutions within the scope of due amounts and benefits arising from the employment, damages paid for accidents and illnesses, property liability of police officers;
- (2) examining individual cases concerning claims by virtue of employment, damages paid for accidents and illnesses and remission of amounts due of state budgetary units;
- (3) providing explanations to KGP organisational units and Police units within the bureau competence.

7. Independent Post for Legal Service – legal services for the bureau within the scope determined in the act on legal advisers.

8. General Section – performing tasks related to registry, computers, staff, administration and economy as well as transport services, coordinating education and professional training.

9. Common task performed by all the bureau organisational units - providing opinions, remarks or proposals concerning the tasks performed.

Tasks of the organizational units of Police Logistic Bureau

1. Department of Investment Co-ordination and Property Management:

Planning, Analyses and Clearance Group:

- (1) planning of property expenditure of the Police as regards construction investments, analysis of applications and implementation of corrections;
- (2) coordination of implementations and the financing of investments of Voivodship Police Headquarters and Police schools financed by the Police;

Technical Support of Investments and Documentation Settlement Group:

- (3) issuing opinions, making agreements on changes and presenting investment programmes, which are proposed for implementation by Voivodship Police Headquarters and Police schools for approval;
- (4) analysis of the applications of Voivodship Police Commanders and Police schools commanders as regards the proposed functional and operational solutions of real estate and premises base of the Police;

Housing and welfare matters group:

- (5) preparing draft administrative decisions of the Police Commander in Chief as regards housing matters, referring to Voivodship Police Commanders and Police schools commanders, as well as referring to cases of establishing the invalidity of the final decisions of Voivodship Police Commanders and Police schools commanders (1 instance), as well as housing issues referring to regular police officers (retired and pensioned police officers) from Police organisational units under the appeal procedure (2 instance);
- (6) preparing draft responses to complaints against administrative decisions issued in 2 instance, directed to Voivodship administrative courts, examining complaints and applications regarding housing issues and issues related to welfare matters;

Coordination and Property Sales Group:

- (7) cooperation with the Military Property Agency and competent department of the Ministry of Defence within the scope defined in other legal regulations, especially development of plans, plan corrections and reports from the transfer of property, which is permanently or temporarily superfluous;
- (8) coordination and issuing opinions on sales of the property of organisational units of the Police, including the matters of the extinction of the right to permanent management;
- (9) keeping and management of the register of Police property.

2. Department of Technical and Materials Management Coordination:

Weaponry Section:

- (1) establishment of principles and rules of arms and weapons management in the Police;
- (2) establishing standards for the equipment of Police organisational units and proposing modernisation works;
- (3) provision of Police organisational units with arms and weapons;

Uniforms, Alimentary and Forms Section:

- (4) determining the rules for the management of uniforms, alimentary and forms;
- (5) proposing modernisations of uniforms, unification and determining technical requirements;
- (6) provision of Police organisational units with uniforms;
- (7) development – under cooperation with KGP organisational units – of technical requirements for forms and document specimen;
- (8) purchase of blanks and number forms;

Transportation Section:

- (9) preparing standards and modernisation of transportation equipment;
- (10) coordination of the management of fuels and grease, as well as technical and exploitation materials;

(11)provision of Police organisational units with transportation equipment;

Police techniques Group:

(12)establishment of principles and rules for the management of police techniques;

(13)establishing standards for the equipment of Police organisational units and proposing modernisation works;

(14)provision of Police organisational units with police techniques equipment;

Police Aviation Servicing Group:

(15)planning and implementation of central provision of police aviation;

(16)initiation of improvements in the logistic servicing of police aviation;

Analyses and Normalisation Group:

(17)conducting analyses and developing financial documents as regards the operation of the department;

(18)implementation of the solutions regarding work quality management;

(19)issuing opinions on documents regarding issues of normalisation and organisation of materials and technology management and participation in the development of these documents;

3. Public Procurement Department:

Section for Public Procurement for contracts financed from the State budget:

(1) undertaking proceedings on public procurement in accordance with legal provisions on public procurement for contracts on supplies, services and construction works financed from the State budget;

(2) preparing draft contracts awarded under public procurement procedure within the competence of the section;

Section for Public Procurement for contracts financed from the assistance funds:

(3) conducting proceedings under public procurement for contracts in accordance with the provisions on public procurement for contracts supplies, services and construction works financed from the assistance funds;

(4) preparing draft contracts awarded under public procurement procedure within the competence of the section;

Public Procurement Monitoring Group:

(5) monitoring of selected public procurement contracts implemented in KWP, KSP and Police schools;

(6) Evaluation of selected proceedings under public procurement undertaken in the Public Procurement Department as regards the compliance with rules and procedures set forth in public procurement regulations in order to correct any irregularities found;

Planning and Analyses Group:

(7) development of a public procurement plan for each budgetary year;

(8) developing preliminary information advertisements on planned procurements in compliance with public procurement regulations;

(9) preparing information and analyses.

4. Assistance Funds Department:

Assistance Programmes Group:

(1) taking actions allowing for the participation of the Police in programmes financed from assistance funds, including programmes financed from the EU funds;

(2) cooperation with organisational units of KGP and Police organisational units as regards the participation in EU programmes or other assistance programmes;

(3) dissemination of the knowledge on the requirements for the participation in assistance programmes in organisational units of KGP and in other Police organisational units;

Project Coordination and Financing Group:

(4) coordination of the activity of organisational units of KGP, participating in the implementation of projects financed from assistance funds;

(5) monitoring of the activity of Police organisational units related to the implementation of tasks financed from assistance funds;

(6) planning the financing of the tasks of the Police from assistance funds and participation in the

development of the Police budget in the part referring to national co-financing;

Preparation for the Implementation of the Schengen Acquis Group:

(7) development and coordination of the implementation of the police programme for the preparation for the implementation of the Schengen acquis.

5. KGP Quartermaster Service Department:

Weaponry Group:

(1) management of arms and weapons in the KGP;

Planning and Clearance Group:

(2) planning and clearance of funds related to the implementation of supply tasks;

Printing Group:

(3) printing and publishing handling of KGP organisational units;

Register Group:

(4) keeping storage records and a register of utilised property objects under the competence of the Police Logistic Bureau;

Management and Supplies Group:

(5) management of property objects of police and office techniques and technology, accommodation, special and working equipment and cleaning detergents.

6. KGP Transportation Servicing Department:

Operation Section:

(1) transportation services for organisational units of KGP;

(2) liquidation of communication damages in service vehicles of KGP;

Financial Clearance Group:

(3) planning and implementation of supplies in vehicles and workshop equipment, as well as any materials;

(4) establishing standards and controlling the correctness of the fuel consumption in service vehicles of the KGP;

Servicing and Repair Stands Group:

(5) providing for the full technical capacity of service vehicles of KGP;

(6) management of fuels and greases.

7. Administrative Services, Housing and Welfare of KGP Department:

Administrative and Economic Section:

(1) administration of KGP facilities and maintenance in good technical condition;

Property Management and Clearance Section:

(2) Management of facilities and regulation of the legal status of the property of KGP;

(3) storage and warehouse management for the department;

Investment and Renovation Implementation Group:

(4) planning and implementing renovations and investments;

(5) comprehensive construction oversight over the implementation of investment and renovation works;

Premises Management Group:

(6) exercising the statutory powers of police officers as regards housing and premises (temporary accommodation) and of retired police officers as regards apartments – developing draft administrative decisions of the Police Commander in Chief (1 instance) and preparing financial documents allowing for the clearance of the costs of temporary accommodation;

Housing Benefits Group:

(7) exercising the powers of police officers (retired and pensioned police officers) to financial benefits related to the right to an apartment and developing draft decisions of the Police Commander in Chief in this regard (1 instance);

Welfare Matters Group:

(8) handling of the Employee Benefit Fund for civilian employees and social benefits fund for persons eligible to police retirement pension benefits and members of their families;

(9) undertaking an organised recreation for police officers and civilian employees;

Fire Protection Group:

(10) implementation of tasks resulting from fire protection regulations;

(11) management of fire protection equipment;

8. KGP Facilities Protection Department:

(1) protection of KGP facilities, including:

(a) protection against unauthorised access,

(b) protection of persons and property within the limits of protected facilities,

(c) control of the area of the facilities for early hazard detection, e.g. fire hazards or equipment failures,

(d) detection of other hazards, which could interfere with the normal operation of the facilities,

(e) protection of the property within the limits of facilities;

(2) escorting valuable objects upon request of organisational units of KGP.

9. Independent Warehouses Section:

(1) management of warehouses as well as records and documentation of property objects circulation;

(2) repair of police techniques equipment, office facilities and other equipment used in Police units.

10. Legal Servicing Group:

(1) representation in proceedings at law of the Police Commander in Chief before general courts, administrative courts, Arbitrators of the Public Procurement Office and other authorities under the competence of the bureau;

(2) issuing opinions on draft administrative decisions issued by the Police Commander in Chief, draft legal acts, agreements and contracts under the competence of the bureau;

(3) issuing legal opinions and providing advice and consultation in cases operated by the bureau;

11. Opinionating and Advisory Group:

(1) participation in the preparation and consulting collective information, economic and comparative analyses, requests and applications to the KGP management, Ministry of Interior and Administration and other authorities and institutions in most important matters related to the logistic security of the Police;

(2) taking actions related to the oversight over the operation of budget offices of the Ministry of Interior and Administration as regards issues resulting from separate legal acts and regulations;

(3) coordination and oversight over the operation of auxiliary services of KGP under technical competence of the bureau;

(4) examination of tender documents (selected by the director of the bureau) before concluding contracts with selected contractors;

(5) cooperation with the Finance Bureau as regards the implementation of the financial limits of the bureau, including matters related to the compliance with the provisions of the Act on public finance and correctness of property records and registers.

12. General Department:

(1) registry tasks under open and classified documentation circulation and running offices of the bureau management;

(2) management of organisational and personnel issues of the bureau;

(3) developing work plans for the bureau, preparing information, analyses, reports and implementation thereof;

(4) planning and clearance of expenditure related to training-related activity of KGP, translations and contracts – issues under the competence of the bureau;

Network Administration Group:

(5) administration of used systems, IT networks and hardware used in the bureau;

Mobilization Group:

(6) developing planning and reporting documents referring to technical and alimentary coverage of the needs of Police organisational units in case of threat to national security and war, as well as developing documents for the programme of mobilization of economy and national reserve allocation plan.

Tasks of the Communication and IT Bureau organisational units

1. IT Systems Maintenance Department:

- (1) maintenance of police central IT systems, police Internet node resources, Police Electronic Mail (PEM) and access to non-police IT systems;

Administrators' Section:

- (2) administration of central IT systems used by the Police;
- (3) administration of access to non-police IT systems;
- (4) administration of PEM;
- (5) administration of police Internet node resources;

Duty Officers' Section:

- (6) supervision and service of central IT systems used by the Police;
- (7) supervision and service access to non-police IT systems;
- (8) supervision and service of the PEM;
- (9) supervision and service of police Internet node resources.

2. Transmission Systems Maintenance Department:

- (1) maintenance of backbone transmission networks, including long-distance and city networks, for the purposes of the Police and the Ministry of Interior and Administration (MSWiA);
- (2) maintenance of wide area police IT subnetworks;
- (3) maintenance of long-distance telegraph network and police telecopying system;
- (4) maintenance of special communications network for Police purposes and for the cooperation with other units;
- (5) maintenance of LAN in KGP facilities;

Wide Area Networks Maintenance Section:

- (6) administration and monitoring of long-distance transmission network and wide area IT subnetworks;

KGP SDH and LAN Networks Maintenance Section:

- (7) administration and monitoring of long-distance transmission network (MSWiA) and LAN in KGP facilities;

Special Communications Section:

- (8) administration of police special communications networks.

3. Telecommutation Service Department:

- (1) service of government and ministerial communications systems for the purposes of State security and crisis situations;

Subscribers' Devices Section:

- (2) maintenance and servicing of subscribers' and dispatch devices used for government and ministerial communications;
- (3) updating and issuing a list of subscribers for the government and ministerial communications network;

Cable Networks Section:

- (4) maintenance and modernization of the government and ministerial communications infrastructure;
- (5) administration of telecommunications infrastructure monitoring system;

Passportisation and User Service Section:

- (6) handling of user applications;
- (7) passportisation of telecommunications cable network;
- (8) keeping the registers of:
 - (a) fixed assets, other tangible and intangible assets,
 - (b) used materials and telecommunications and IT equipment,
 - (c) cable network,
 - (d) subscriber government and ministerial communications network;

Commutation Devices Section:

- (9) maintenance of commutation government and ministerial communications systems;
- (10) maintenance of government videoconference, supply, teleconference, correspondence registration, billing, visual monitoring and switchboard operation systems;

Telecommunications and IT Equipment Service Section:

- (11) maintenance and servicing of telecommunications and IT equipment;
- (12) administration of warehouse management with respect to end-user computer equipment and peripheral devices.

4. Radiocommunications Department:

Radiotelephonic Communications Section:

- (1) organisation, maintenance and service of radiotelephonic communications for the purposes of KGP organisational units;

Mobile and Satellite Communications Section:

- (2) handling of KGP subscribers with respect to mobile and satellite communications;

Shortwave Radio Broadcasting Centre Section:

- (3) maintenance and service of police shortwave communications system with respect to broadcasting devices;

Shortwave Radio Receiving Centre Section:

- (4) organisation of police shortwave communications system;
- (5) maintenance and service of police shortwave communications system with respect to receiving devices;

5. Telecommunications and IT Projects' Section:

- (1) drawing up of technical specifications and requirements for telecommunications and IT systems;
- (2) planning, organisation and monitoring of actions related to the implemented and planned projects;
- (3) preparation of a detailed risk assessment before taking up new projects and ensuring risk management during its implementation;
- (4) keeping of the library of projects;
- (5) identification, documentation and review of requirements with respect to the manufactured products so as to ensure meeting the expectations of the users.

6. Telecommunications and IT Systems Organisation Department:

- (1) definition of rules governing the organisation and use of police telecommunications and IT systems;
- (2) implementation of procedures, standards and system organisational solutions with respect to telecommunications and IT in police organisational units;
- (3) determination of development trends, assumptions and investment tasks related to the implementation of new telecommunications and IT technologies within the police structures;
- (4) participation in drafting legal acts and documents related to the issues of standardization and organisation of material and technical management;
- (5) drawing up of documents related to the organisation of telecommunications and IT for the purposes of police operations carried out in situations of threat to public safety or public disturbance, as well as for defensive preparations of the Police;
- (6) presentation of guidelines for project management so as to ensure the timely achievement of planned project objectives, within the expected costs, required quality and performance level;

- (7) preparation of documents regulating the manner of management, protection and providing access to IT and material assets in the environment of Bureau-managed telecommunications and IT systems;
- (8) issuing opinions on legal acts, organisation and utility programmes, assumptions and concepts related to construction of the implemented telecommunications and IT solutions;
- (9) management of police radio frequency resources.

7. Special Post Department:

- (1) delivering open and classified dispatches between entities entitled to special post services;

Expedition Section:

- (2) receiving, handling and handing over of services dispatches to relevant addressees;

Transport and Protection Section:

- (3) transport and protection of dispatches on covered courier routes.

8. Audit and Quality Control Group:

- (1) development of methodology of works carried out by the Bureau through introduction and maintenance of quality management system, including designation or acceptance of quality indicators based on standards relevant for the given area of project implementation;
- (2) review, analysis and evaluation of organisational solutions, processes and procedures in force and those implemented for police telecommunications and IT systems with respect to their compliance with the adopted standards and quality criteria;
- (3) review and evaluation of IT systems used and implemented by the Police in order to check the relevance of the implemented functions against the expectations of the users;
- (4) analysis and evaluation of procedures, regulations, guidelines and policy implemented by the Police with respect to the police telecommunications and IT systems security management;
- (5) control of the applications of the implemented administrative and utilisation procedures for police telecommunications and IT systems;
- (6) evaluation of steering and verification procedures for the implemented telecommunications and IT projects, including the adopted methodology of project implementation.

9. SIS / VIS Group:

- (1) implementation and coordination of tasks related to the preparation of police telecommunications and IT systems for the compatibility with Schengen Information System (SIS) and Visa Information System (VIS);
- (2) participation in the works carried out by the European Union institutions relevant for police cooperation with respect to SIS, SIRENE and VIS.

10. Opinion and Advisory Group – drafting of opinion and expertise documents related to:

- (1) used, implemented and planned police telecommunications and IT systems;
- (2) non-police IT systems the Police has or will have access to;
- (3) legal and financial issues.

11. General Department:

- (1) implementation of tasks for the purposes of the Bureau with respect to:
 - (a) employment, organisation and legal issues, administration and management, transport and secretarial services within secret and open documentation workflow;
 - (b) professional improvement and paid training;
 - (c) work hygiene and safety, fire protection and labour medicine,
 - (d) non-operational international cooperation and foreign trips of the Bureau officers and employees;

Financial Service Section:

- (2) analysis of budget expenditures and drafting of financial plans;
- (3) preparation of financial statements with respect to the implemented projects;
- (4) settlements with telecommunications operators;
- (5) coordination of the use of the allocated funds and observation of financial discipline during the

procurement implementation;

(6) cash service of material expenditures of the Bureau and personal expenditures of police officers and Bureau employees.

Tasks of the organizational sections of Control Bureau

1. Police Control Department:

- (1) preparation of annual control plan;
- (2) performing controls of the Police tasks implementation in organizational units (sections) of the Police for;
- (3) monitoring of implementation of post-control conclusions and recommendations;
- (4) preparation of information on operation of the Police in regard to cases under control proceedings for the use of Police Commander in Chief;
- (5) coordination of controls carried out in KGP by external entities.

2. Financial and Economic Control Department:

- (1) preparation of annual control plan in the part related to financial and economic issues;
- (2) performing controls of financial management of the entities reporting to and supervised by the Police Commander in Chief;
- (3) controlling of correctness of application of budget subsidies provided through KGP;
- (4) evaluation of correctness of expending of non-budgetary funds in organizational units of the Police; (5) monitoring of implementation of post-control conclusions and disposals issued as a result of controlling and explanatory proceedings;
- (6) preparation of information on the results of financial controls in Police, for the use of the Police Commander in Chief.

3. Complaints and Applications Department:

- (1) dealing with complaints and applications lodged to KGP;
- (2) keeping register of complaints, applications and letters and keeping record of their authors using IT system - "Complaint".
- (3) supervision and control of examination and dealing with complaints in organizational units of the Police;
- (4) preparation of information on examined complaints, for the use of the Police Commander in Chief;
- (5) evaluation of control findings carried out by Voivodship Police Headquarters and police schools in regard to complaint issues;
- (6) servicing of KGP helpline;
- (7) promotion of human rights in Police, taking care of observance of standards of their protection in the Police activity and representing of the Police Commander in Chief in national and international projects related to human rights.

4. Audit and Analysis Department:

- (1) indication of causes of irregularities in operation of the Police using audit methods;
- (2) adding to control methods and activities the audit instruments and techniques;
- (3) analyzing of information included, *inter alia*, in complaints, applications, post-control protocols and other materials in order to assess the level of task implementation;
- (4) monitoring and analyzing of data transmitted by organizational units and sections in controlling and registration system.

5. Employment Protection Department:

- (1) carrying out control for observance of health and safety at work regulations, occupational medicine and fire protection.
- (2) monitoring of accidents in the Police and preparation of preventive measures resulting from the analysis of causes and circumstances of accidents;
- (3) participation in post-accident proceedings of police officers and post-accident proceedings of KGP staff;
- (4) examination of claims related to special conditions of service/work and accidents at service/work;
- (5) management of funds intended for implementation of tasks related to the occupational medicine;

- (6) carrying out initial trainings related to health and safety at service/work and fire protection;
- (7) participation in building commissioning, health and safety at work commission, commission assessing the conditions of service/work;
- (8) cooperation with external entities in regard to the health protection at service/work;
- (9) advising on elimination of threats of life and health at service/work positions;
- (10) office and administration management and implementation of tasks related to financial and human resources service.

**Tasks of Protection of Classified Information Bureau (BOIN)
organizational sections**

1. Controlling Proceedings and Analysis Department:

- (1) carrying out controlling proceedings for police officers and KGP employees, Voivodship Police Commanders and police schools, their deputies and plenipotentiaries for classified information protection in Voivodship (Metropolitan) Police Headquarters and also for candidates for service and work in KGP;
- (2) preparation and issuance of decisions of the Police Commander in Chief in appeal proceedings;
- (3) keeping index of posts of ordered works and persons admitted to service or work on posts related to access to classified information;
- (4) preparation of an opinion concerning disclosure of classified materials and exemption of the police officers and employees from the state or service secret for the purpose of criminal proceedings; and forwarding the opinion with documentation to the Ministry of Interior and Administration;
- (5) preparation of decisions of the Police Commander in Chief concerning:
 - (a) disclosure of classified information to persons without certification of personal safety or to entities without the certificate of industrial safety,
 - (b) amendment or abolishing of the nondisclosure clause;
- (6) carrying out trainings and consultations for heads of organizational sections of KGP, officers responsible for the protection in Voivodship Police Headquarters and heads of other organizational units of the Police related to the tasks of department;
- (7) control of tasks implementation in regard to classified information protection including circulation and protection of documents;
- (8) preparation of analysis and assessment of condition of classified information protection in Police.

2. Department – Main Archives of Police:

- (1) taking over, collecting, storing and disclosing of archived materials and non-archived documentation from organizational sections of KGP;
- (2) keeping the central archive record of the Police for archived materials stored perpetually and personal files of the dismissed police officers and employees;
- (3) cooperation with Public Interest Commissioner, Commissioner for Civil Rights Protection, Institute of National Remembrance, Commission for the Prosecution of Crimes against the Polish Nation to the extent specified by the Acts;
- (4) carrying out of query for the purpose of service, information, scientific and research and other purposes for the authorized Police and non-police entities;
- (5) preparation of the decision of the Minister of Interior and Administration and the Police Commander in Chief concerning disclosure of files to authorized entities;
- (6) formal and technical control of the protocols of missing non-archived materials of local Police units;
- (7) control of the Police archives and files storehouses;
- (8) carrying out trainings for police officers and employees working in the Police archives and files storehouses.

3. Secret Office:

- (1) reception, storing and forwarding of materials including classified information of KGP;
- (2) running the Secret Office of EU and NATO;
- (3) coordination of work of the divisions of the Secret Office;
- (4) analyzing protocols of classified documentation of “BC” nature collected in Secret Office;
- (5) carrying out trainings for organizational section of bureau and secret offices of KGP;
- (6) reception, storing and forwarding of open documents and correspondence of bureau.

4. Teleinformation Protection Group:

- (1) performing of statutory tasks of the teleinformation protection inspector and KGP information protection administrator;
- (2) cooperation with State protection services in regard to accreditation or certification of teleinformation systems and networks;
- (3) preparation of recommendations and guidelines unifying the performance and documentation of control activities of information systems which process the classified information in the Police;
- (4) coordination of implementation of classified information protection solutions in teleinformation systems and networks and consultation of these protection solutions;
- (5) administering the system of Classified Documents Preparation (ODN) and Classified Documents Preparation – SECRET[TAJNY] (ODN-TAJNY) in the bureau and consulting with the Police organizational units and sections on exploitation of the ODN and ODN-TAJNY systems;
- (6) carrying trainings for information protection and protection of teleinformation systems which process the classified information.

5. Service Group – performance of tasks related to office management in regard to circulation of the open and classified documents, human resources, finance, administration and economy and transport.

6. Independent Post for Legal Service – provision of legal services for bureau according to the scope specified in the Legal Advisors Act.

Annex 18

Tasks of the Internal Audit Group:

- (1) planning the internal audit in KGP;
- (2) internal audit, covering:
 - (a) analysis of risk areas in regard to activity of KGP;
 - (b) assessment of conformity of the activity with legal provisions and internal procedures valid in KGP;
 - (c) assessment of effectiveness and economy of the undertaken activities for the management and control systems;
 - (d) assessment of observance of the purposefulness and economy principle in expenditures, achievement of the best effects within the scope of funds available and observance of deadlines for task implementation and undertaken obligations;
 - (e) assessment of reliability of financial statements and report from budget application;
- (3) preparation of reports from the audit carried out and from implementation of the plan of internal audit;
- (4) keeping permanent and current files from audit.

Annex 19

Tasks of National Centre for Criminal Information (KCIK) organizational units

1. Criminal Information Department:

- (1) implementation of orders for complementing information within servicing of enquiries directed to the Head of KCIK;
- (2) analyzing the needs of the authorized entities, initiation, designing and implementation of changes related to information exchange;
- (3) creation of technical posts and providing opinion on the drafts of legal acts related to the scope

of competence of KCIK;

(4) initiation of amendments to the legal acts in force which regulate issues related to scope of activity of KCIK;

(5) initiation of activities and consultations for modernization of KCIK system;

2. Department for Analysis of Criminal Information and Technical Protection:

(1) carrying out the analysis of correctness of the collected data to the extent specified in the Act of Collection, Processing and Forwarding of Criminal Information and on National Information System;

(2) preparation of reports from the activity of KCIK for the minister competent for internal affairs and for Police Commander in Chief;

(3) preparation of statistical information and analysis concerning collection, processing and forwarding of criminal information in KCIK system;

(4) monitoring and control of KCIK system in the scope of:

(a) technical protection of information exchange with authorized entities;

(b) approval of applications for granting authorizations for access to system databases and keeping the register of these activities;

(c) keeping records of electronic access cards;

(d) updating of system dictionaries;

(5) participation in testing and implementation of new technical and programme solutions for KCIK system;

(6) participation in creation of information standards and technical supervision over their implementation and observance.

3. Independent Post for Information Systems

(1) monitoring of operation of KCIK information system;

(2) monitoring of operation of KCIK system in regard to observance of the entries of Special System Safety Requirements (SWBS) and Safe Exploitation Procedures (PBE);

(3) preparation of development and modernization concept for exploited information systems and necessary technical and organizational documentation;

(4) participation in procedures related to awarding public contracts.

4. Service Group – performance of tasks related to office management in regard to circulation of the open and classified documents, human resources, finance, administration and economy and transport.

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