



**REPUBLIC OF ALBANIA
MUNICIPALITY OF ELBASAN**

No. _____ Prot.

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REGULATION

**"ON THE ORGANIZATION AND FUNCTIONING OF THE LOCAL PUBLIC
SAFETY COUNCILS"**

Context

The economic and social development of the country is closely linked with public safety, reducing crime, enforcing the law, eliminating violence and protecting vulnerable groups, combating violent extremism, combating the cultivation and use of narcotics, or tackling any other phenomenon of crime.

Communities at the local level in urban and rural areas are faced with a variety of dynamics related to law enforcement, property, or economic, social and developmental challenges. An open and democratic society will always be under the pressure of constant safety threats which can only be faced through an integrated and inclusive approach, which ensures a peaceful coexistence and social cohesion.

A multi-stakeholder local approach would be an effective mechanism in dealing not only with the aforementioned threats but also with new phenomena, such as coping with migration flows, and reintegration of asylum seekers and refugees fleeing from armed conflicts. Likewise, our society and local communities are facing challenges in the process of sustainable rehabilitation and reintegration of Albanian citizens returning from conflict zones such as Syria and Iraq.

It is now widely acknowledged that these challenges go far beyond the current capacity of institutions, including law enforcement, to cope successfully without cooperating and sharing responsibilities locally among themselves and citizens.

The Ministry of Internal Affairs, the State Police and various domestic and international organizations have invested in operationalizing this model that brings together local institutions, civil society, businesses and other actors.

Likewise, in addition to the municipalities, the State Police, as well as various international and national partners, have been invested to operate in this model that engages civil society, businesses and other actors.

The experience so far in different municipalities of the country proves that the regulatory basis on which the establishment and functioning of the Local Public Safety Councils is based, is different. These changes affect the objectives and organizational structure, consultations and decision-making processes, the level of civic involvement, and the role of various institutions in this process, which hinder the sustainability and effectiveness of the Local Public Safety Councils.

CHAPTER I GENERAL PROVISIONS

Article 1 Object of the regulation

1. The object of this regulation is to determine the rules for the organization and functioning of the Local Public Safety Council (LPSC) at the municipality.
2. The LPSC functions as a coordination, identification and management mechanism within the municipality for issues related to community safety for matters of public order and exercises its activity in the project with Law no. 139/2015 "On local self-government".
3. The activity of the LPSC is based on the partnership and cooperation among the Municipality, the Police and the Prosecution and their interaction with other public and non-public actors.

Article 2 Purpose

1. The purpose of this regulation is the functioning of the LPSC, Coordination Secretariat, and Technical Secretariat.
2. This regulation sets:
 - a) procedural rules which are implemented by the LPSC, during its functioning, decision making and meetings, rules for announcing and publishing decisions;
 - b) procedural rules on the functioning of the Coordination Secretariat and the Technical Secretariat of the LPSC;
 - c) relations among the LPSC and the public.
3. This regulation aims to ensure a sustainable partnership between the institutions involved in the LPSC, cooperation with the community with the ultimate goal of creating a safe environment for the public.

Article 3 Legal basis

1. National legislation:
 - Constitution of the Republic of Albania;
 - Law no. 139/2015 "On local self-government", article 29/1;
 - Law no. 108/2014 "On the State Police" as amended and bylaws in its implementation;
 - Cross-cutting Community Safety Strategy 2021-2026;
 - National Strategy for Combating Violent Extremism;
 - Mid-term Strategy of the General Prosecutor's Office 2018-2020.

2. International legislation:

- Universal Declaration of Fundamental Human Rights and Freedoms;
- Convention for the Protection of Human Rights and Fundamental Freedoms.

CHAPTER II
FUNCTIONING OF THE LOCAL PUBLIC SAFETY COUNCIL

Article 4
Composition of LPSC

2. The Local Public Safety Council consists of the following members:

- a) Mayor;
- b) Chairman of the Municipal Council;
- c) Head of the Police Commissariat;
- d) Head of the Judicial District Prosecutor's Office in which jurisdiction the municipality is included;
- e) Member of the Municipal Council who ensures the representation of each political party in the Municipal Council;
- f) Head of the Local Education Office;
- g) Head of the Local Directorate of Public Health;
- h) Representative of the Regional Directorate of Social Services;
- i) A representative of religious communities;
- j) Representatives of the Chamber of Commerce and Industry at the local level;
- k) Representatives of civil society (youth organizations, women's organizations, local media, businesses, national minority associations, etc.);
- l) Head of Civil Emergencies in the municipality;
- m) Head of the Social Services unit in the municipality;
- n) Representatives from the child protection unit and against domestic violence;
- o) Head of educational institutions.

3. In the meetings of the LPSC can be invited to participate:

- a) The Prefect of the County;
- b) The Head of the Court of General Jurisdiction;
- c) Representatives of various public institutions at the local level or interest groups, depending on the topic of the meeting.

4. Invited members in the LPSC meetings engage in inter-institutional information exchange on an advisor capacity.

Article 5
The Chairman of LPSC

1. The mayor is the chairman of LPSC.

2. The chairman of LPSC exercises the following responsibilities as follows:

- a) Takes all necessary measures to ensure the effective and efficient functioning of the LPSC;
- b) Coordinates and supervises the administration of all LPSC activities;
- c) Represents the LPSC in relations with third parties, including cooperation with

- international organizations;
- d) Informs the Municipal Council about the activity of the LPSC at least once a year.

Article 6

The responsibilities of the LPSC

1. Supports and encourages a sustainable partnership with all of the institutions involved in the LPSC to identify and prevent problems within public safety.
2. Coordinates, identifies and manages at the local level issues related to community safety
3. Based on the occasion, the LPSC communicates with central government institutions on the implementation of crime prevention measures.
4. Supports and coordinates with civil society organizations, religious communities, and the business community concrete commitments in facing security challenges in the community in order to prevent conflicts, anti-social behavior, and other violent acts.
5. Conducts and evaluates public consultation meetings with representatives of local communities (according to point 1 of Article 8) to build the local security agenda and its continuous updating.
6. The LPSC approves, implements, and reviews the local multi-stakeholder plan.
7. The multi-actor plan for prevention and fight against crime at the local level is a document which includes the totality of the assessed risks, their intensity, as well as the relevant measures, responsible institutions and timelines for their implementation. The deadline for implementing the plan is annual and is updated on a continued basis.
8. Responsible institutions represented by members of the LPSC will exchange information in accordance with the applicable law and the LPSC will use the information to facilitate local decision-making and problem-solving through partnerships.

Article 7

Meetings of the LPSC

1. The competencies of the LPSC meetings involve, but are not limited to the following:
 - a) Approves, evaluates and reviews the implementation of the local multi-actor plan;
 - b) Defines the main directions of the public safety agenda at the local level;
2. The LPSC meetings are held at least twice a year. They take place on the premises of the municipality, unless the Mayor decides otherwise.
3. In the case of unexpected events or with a special sensitivity, the Chairman may hold meetings with a smaller membership of participants that are directly related to the issue.
4. The Chairman of the LPSC convenes and chairs the meetings of the LPSC. The invitation with the agenda and the materials for review are sent to the members of the LPSC at least 5 working days before the next meeting.
5. The LPSC carries out the work according to the agenda approved by the chairman of the LPSC.
6. The Chairman of the LPSC gives the floor, directs the debate and determines the beginning and the end of the review of each agenda item.
7. After the end of the discussions between them, members of the LPSC agree on decisions / acts in consensus with the members present at the meeting.
8. The decisions / acts adopted at the meeting are signed by the chairman of the LPSC. The Technical Secretariat takes the steps to distribute a copy to each member.

Article 8

Methodology for drafting and monitoring the implementation of the local multi-actor plan against crime

1. The multi-actor annual plan derives from the open public communication of the head of the Municipality, Police and Prosecution, with interest groups and citizens (such as school leaders, parents, student governments, village leaders or community liaisons, representatives of local businesses, civil society and the media).
2. The Coordination Secretariat (Article 9) assesses the intensity of risks (high, moderate and low), orients the type of activity and the responsible institutions. The priorities and intensity of security risks presented by the citizens constitute the axis of the local multi-actor plan.
3. The action plan contains a calendar of activities and deadlines, which aim to address the assessed risks.
4. The multi-stakeholder local plan is discussed and approved at the next LPSC meeting.
5. The monitoring of the multi-actor plan against crime is carried out by the head of the Municipality, Police and Prosecution, through open consultation meetings with the community once in 6 months. In these public consultation meetings, the progress of the implementation of the multi-actor plan against crime is analyzed and the needs for its updating are identified. The revision of the multi-actor plan with new objectives or measures based on the identified needs is approved by the meeting of the LPSC.
6. A standard format of the monitoring report on the implementation of the local multi-actor plan is drafted by the technical and coordination secretariat and approved by the chairman of the LPSC.

Article 9

The Coordination Secretariat of the LPSC

1. The coordination secretariat functions at the LPSC. This secretariat follows the implementation of the multi-actor plan against crime.
2. The Secretariat meets periodically (at least once per month) to monitor the implementation of plan activities and measures.
3. The Coordination Secretariat consists of three members, a representative of the Municipality, Police and Prosecution appointed by the heads of the respective institutions
4. The Coordination Secretariat reports to the heads of the institutions and they present on the findings from the process of monitoring the implementation of the annual plan.
5. The Coordinating Secretariat agrees on the agenda of public meetings and meeting dazes beforehand.
6. The Coordination Secretariat participates in LPSC meetings.

Article 10

Technical Secretariat of LPSC

1. The LPSC appoints the Technical Secretariat of LPSC, which is an employee from the municipality
2. The Technical Secretariat, in close coordination with the Chairman of the LPSC, performs the following tasks:
 - a) drafts various documents or acts of the LPSC, and maintains the archive and the protocol of the LPSC;
 - b) records the minutes of the meeting;

- c) coordinates with the directorate of Technology and Media Innovation, with the Media Sector for the archiving of the full audio recording of the meeting held;
 - d) sends and follows notifications, and other activities of the secretariat;
 - e) prepares materials, recommendations or decisions taken after each LPSC meeting;
 - f) maintains the list of participants of LPSC members present and other persons present at the meeting;
 - g) coordinates with the media sector for the preparation of press releases;
 - h) coordinates with the IT sector for the publication of announcements or materials that need to be published;
 - i) performs actions for publishing notices and acts on the official website of the municipality or in the media;
 - j) creates the appropriate conditions for the development of meetings and activities of the LPSC.
2. The Technical Secretariat attends LPSC meetings.
 3. Participates in the meetings of the Coordination Secretariat

CHAPTER III TRANSPARENCY AND COMMUNICATION WITH THE PUBLIC

Article 11

Communication with the public

1. LPSC communicates with the public after each meeting through a press release, which, according to the nature of the issues addressed, informs at least about: a) the time of the meeting; b) participation; c) issues considered in the agenda; ç) the essence of the LPSC discussions.
2. The announcement to the public is prepared by the technical secretary in cooperation with the LPSC coordination secretariat.
3. The Chairman of the LPSC shall order the publication of the notice within 24 hours of the meeting.

CHAPTER IV TRANSITIONAL AND FINAL PROVISIONS

Article 12

Transitional provision

Changes and additions to this regulation will be made according to the procedure of its approval.

Article 13

Entry into force

This Regulation enters into force with the approval of the Municipal Council and is published on the official website of the municipality.

MUNICIPAL COUNCIL