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Manual

Municipal Community Safety Councils

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Introduction

The Manual for Municipal Community Safety Councils is part of the documents of the Ministry of Local Government Administration (MLGA), the Ministry of Internal Affairs (MIA) and the Steering Group for the Implementation of Community Safety Strategy. This Manual will serve municipalities, respectively MCSC for the implementation of legal provisions and to develop local policies that are influential in the field of community safety. The Manual can be used in the sense of a guide to the development of capacity in municipalities, in identifying and addressing problems related to Community safety.

Through this Manual, we aim to raise awareness of the institutions and other actors in the field of security in the community, for strengthening the instruments of formal and informal social control to create a quiet and safe environment for all citizens. The Manual can be used as a practical guide for the municipalities and other partners to ensure the enforcement of the provisions of legal acts and bylaws on the operation of the MCSC and the achievement of fundamental objectives for community safety..

The purpose of the Manual

The primary purpose of this Manual is to serve as a reference tool for municipalities and partners engaged in order to undertake actions for the functioning of MCSC, and creating a safe environment, through prevention, reduction and limitation of social and environmental factors that impact in the community safety.

The document aims to highlight that there are effective policies at the local level and actions through which deviant behaviors in society might be reduced, the increase the level of security and encourage citizens to cooperate with the institutions responsible for security.

The Manual explains the importance of the concept of safety in the community, community policing, the role and responsibilities of the Municipal Councils for Community Safety, establishment procedures of MCSC, objectives as well as tasks of the MCSC members.

After reviewing this manual the reader should understand:

- The role and importance of the MCSC in supporting community safety
- The objectives and responsibility of the MCSC members
- How the MCSC should function
- How the MCSC can raise issues related to community safety
- How successful MCSCs in Kosovo have contributed to community safety
- International practices of MCSCs (or similar structures)

1. The Role of the MCSC in Promoting Community Safety

In 2009, Municipal Community Safety Councils (MCSC) were created throughout Kosovo with the vision of improving community safety and stability. Their structure engages a broad cross-section of community stakeholders who play a role in the community's long-term prosperity. While traditional crime such as theft, car jacking, drug use, domestic violence and murders remain low in Kosovo compared to other countries in the world, the MCSCs take a broad approach in determining what entails community safety and who is responsible for creating the desired environment. Therefore, safety and security of Kosovo's communities are the responsibility not only of Kosovo Police, but also of government officials and civil society. The MCSC provides a unique forum to bring these stakeholders together. To achieve safe, prosperous communities, all stakeholders must be actively engaged in problem identification, data collection, analysis and developing solutions.

Further, the MCSCs must target the root causes of crime and other destabilizing factors in a community rather than solely focusing on the crime itself. "Crime prevention focuses on the future. It is about reducing the risk of occurrence and potential seriousness of the crime and disturbing events intervening in their causes."¹ In order to support crime prevention, the MCSCs ask traditional safety and security officials to work with civil society representatives invested in the prosperity of their community, as well as government officials who have the responsibility to implement good governance policies. In many countries around the world this concept is identified as "community policing". As described by the US Department of Justice, community policing "promotes the development of strategies that support systematic partnership and appropriate techniques to solve problems, and proactively addresses the immediate circumstances that promote security issues such as crime, fear of crime, and social disorder or other phenomena that may affect the life and prosperity of citizens." The MCSCs support a non-traditional, holistic, approach to community safety and crime prevention.

As the MCSCs are functionalized, the guiding principles provided by the United Nations Office on Drugs and Crime Guidelines for the Prevention of Crime must remain at the forefront of the Council's activities²:

- **Constructive Government Leadership:** Leadership is needed in creating and maintaining institutional frameworks to support community safety and policy implementation;
- **Socio-Economic Development and Inclusion:** Crime prevention considerations should be integrated into all relevant social and economic policies;

²http://www.unodc.org/pdf/criminal_justice/UN_standards_and_norms_in_crime_prevention_at_your_fingertips.pdf

- **Cooperation/partnerships:** Should be an integral part of effective crime prevention, given the wide-ranging nature of the causes of crime and the skills and responsibilities required to address them;
- **Sustainability/accountability:** Adequate resources must be made available to support community safety with accountability structures to ensure implementation, evaluation and achieved results;
- **Knowledge base:** Community safety must utilize a multidisciplinary foundation of knowledge about crime problems, their multiple causes and proven intervention practices;
- **Human rights/rule of law/culture of lawfulness:** The Council must uphold the rights and ideals of international norms on rule of law and lawfulness;
- **Interdependency:** Community safety strategies must acknowledge the connection of destabilizing factors with the external environment including other municipalities or nations and act accordingly;
- **Differentiation:** Various community needs must be taken into account, particularly in regard to gender, minority rights or disabled citizens.

What are some of the major destabilizing activities impacting community safety in Kosovo?

• Car Theft	• Robbery	• Sexual Assault	• Domestic Violence
• Pedestrian Accidents	• Drug Use	• Truancy	• Violent Extremism

However, the statistics and priorities of each municipality will vary. It is the role of the MCSCs to identify the main challenges in their respective communities and then propose an appropriate solution or intervention that can be carried out at the municipal level.

1.1 How Successful MCSCs in Kosovo Have Contributed to Community Safety

As of this writing, MCSCs have been established in all of Kosovo’s municipalities. Despite just recently being established benefits are already visible. As Councils further develop, outcomes will continue to be seen throughout municipalities and communities as a whole. Below you will find some tangible outcomes experienced by municipalities in regard to community safety to be raised as concerns by MCSCs.

<u>Community</u>	<u>Covered topics</u>	<u>Results</u>
North	<ul style="list-style-type: none"> - Offences against property - Beatings for property reasons, - Using of weapons at feasts (parties), - Traffic safety - Fires - Stray dogs - The use of drugs by young people - Waste on the road 	<ul style="list-style-type: none"> - Undertaking of police actions, increase of police checks and confiscation of weapons. - - Patrolling of police and control of vehicles - - Greater preparedness of firefighting unit - - Sterilization and castration of dogs - - Collaboration with the citizens - - Greater priority for the awareness of youth regarding the negative phenomena - Placement of bins in the streets, the greater commitment of the contracting company, the fulfillment of payment obligations for waste from citizens.
East	<ul style="list-style-type: none"> - Thefts - Theft of metals - Traffic safety - Safety in schools - Public Lighting - Overall statistics of crime - Illegal crossing of the border 	<ul style="list-style-type: none"> - Encourage the citizens to cooperate with the police, immediate informing of cases - Advanced observation of ironmongery and the suspected persons by police - Greater number of the fines issued, - Appointment of police officers in civilian clothes in schools; Establishment of the Council for the prevention of negative phenomena in schools, composed by: sociologists, psychologists, doctors, teachers, etc . - Lighting of public roads near bus stations and roads with the largest attendance of students - Increased security measures - Integrated border management

<p>Center</p>	<ul style="list-style-type: none"> - Traffic Accidents - Prevention of fires - Seekers of alms (beggars) - Breach of public peace by night clubs - Lack of parkings in the town - Lack of transportation for rural areas 	<ul style="list-style-type: none"> - The greater application of the traffic fines - Advanced activation of the unit of firefighters, to extinguish the blaze after harvesting and threshing and undertaking of the preventive measures; Improving the equipments of services of firefighters; increasing the number of firefighters and cooperation with KSF - Drafting of operational plan for the removal of beggars and undertaking the measures to prevent the alms phenomenon. - Establishment of the neighborhoods LPSCs; addressing complaints from citizens to the police through LPSCs regarding the noise; informing of the municipality inspection; undertaking measures from municipal inspeccioni to avoid this problem - Taking of actions by municipalities for regulation of parking lots in the city. - Examination of the case to the Directorate of Public Services; providing and organizing of transport from villages to the city and vice versa.
<p>South West</p>	<ul style="list-style-type: none"> - Lack of sidewalks and road signs - Theft of forests - General safety - Narcotics smuggling 	<ul style="list-style-type: none"> - The priority of the municipality for the construction of sidewalks; police assistance in setting of road signs - Cooperation between the local authorities and the police to prevent theft of forests; increase of responsibility of forest guards; the surveillance of sales sites from the police; - Increased police patrols on foot through the city;

2. Strategic documents that address community safety

The Government of the Republic of Kosovo has formulated strategic framework for security at the central level. The government has approved and published a number of strategies, from which should be mentioned³:

1. National Strategy and the Action Plan for Community Safety 2011-2016
2. National Strategy against Trafficking of Human Beings
3. National Strategy for the Prevention of Crime
4. Strategy against Drugs, Terrorism, Organized Crime, Immigration and National Security Strategy.
5. Community Policing Strategy and the Action Plan 2012-2016

The Government of the Republic of Kosovo through the Strategy on Community Safety 2011-2015 ensures coordination of previously strategies and allows establishment of local partnerships and the implementation of national objectives in the field of safety from the municipal level.

3. Establishment and composition of MCSCs

The Municipal Community Safety Council (MCSC) is a constitutional category defined by the Constitution of the Republic of Kosovo and established according to the Administrative Instruction No.27 / 2012 MIA - 03/2012 MLGA on Municipal Community Safety Council.

MCSC is established by the decision of the Municipal Assembly and chaired by the Mayor. In the absence of the Mayor, the MCSC is chaired by the Vice Mayor of the respective municipality.

MCSC's mandate lasts 4 years and corresponds with the term of the members of the Municipal Assembly.

Each Mayor of the Municipality shall appoint an officer for administration of the MCSC's affairs (Coordinator).

MCSCS is consisted of:

³ Strategjia Nacionale dhe Planin e Veprimit për Sigurinë në Bashkësi 2011-2016, fq 17

1. "The Mayor of Municipality;
2. Commander of the Municipal Police Station;
3. One representative from each religious community of respective municipality;
4. One representative from each ethnic community within respective municipality;
5. The Chairperson of the Committee for Communities from the Municipal Assembly;
6. Official for gender equality;
7. Director of Directorate of Education;
8. The Chairperson of Educational Parents' Council of the respective municipality;
9. One representative from KSF;
10. One representative from each Local Public Safety Committee;
11. One representative from the Community Safety Actions Teams;
12. One representative from the municipal civilian emergency sector;
13. One representative of NGO;
14. One representative from local media
15. One representative from business community
1. 16. One representative from Disabled Persons Community"⁴.

The MSCS's organisational structure is presented below:

⁴ Udhëzimi Administrativ Nr.27/2012 MPB – 03/2012 MAPL për Këshillat Komunale për Siguri në Bashkësi, neni 4.

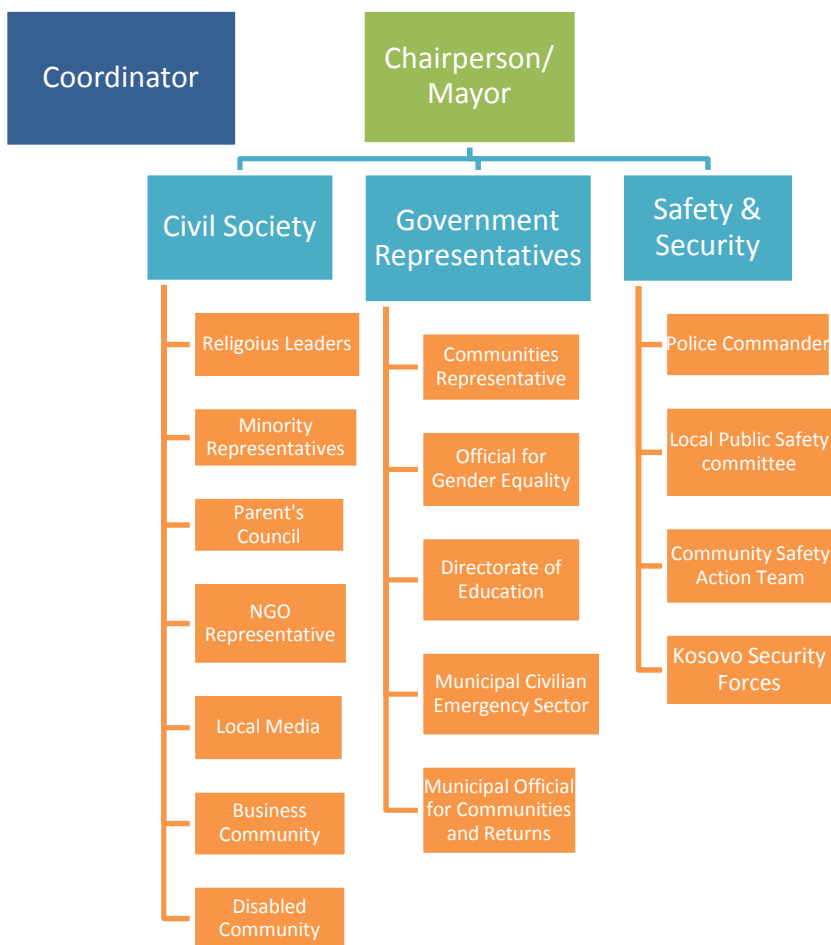


Fig.1. MSCS's organisational structure

4. Procedure for establishment of MCSC

Mayor shall undertake the following steps in accordance with the rules stipulated in the Administrative Instruction on MCSC:

1. "The Mayor shall invite the respective communities through the media to propose their members to MCSC within thirty (30) days from the beginning of the mandate"⁵.
2. "If an ethnic community fails to propose its representative to MCSC, then the Mayor in consultation with the Municipal Office for Communities and Return shall propose one member among the relevant community to MCSC"⁶.

⁵ Po aty, neni 9, paragrafi 1.1

⁶ Po aty, neni 10, paragrafi 2

3. After receipt of proposals, the Mayor prepares a list of members of MCSC according to the composition contained in Article 4 of the AI on MCSC and sends the same list to the Municipal Assembly for approval⁷.
 4. MSCS shall be established only upon decision of the Municipal Assembly.
 5. MSCS shall be established only upon decision of the Municipal Assembly.
- The decision on establishment of MCSC shall enter into force after the review of the legality of the act by the Ministry of Local Government Administration within fifteen (15) days from its receipt and publication on the official website of the municipality⁸.

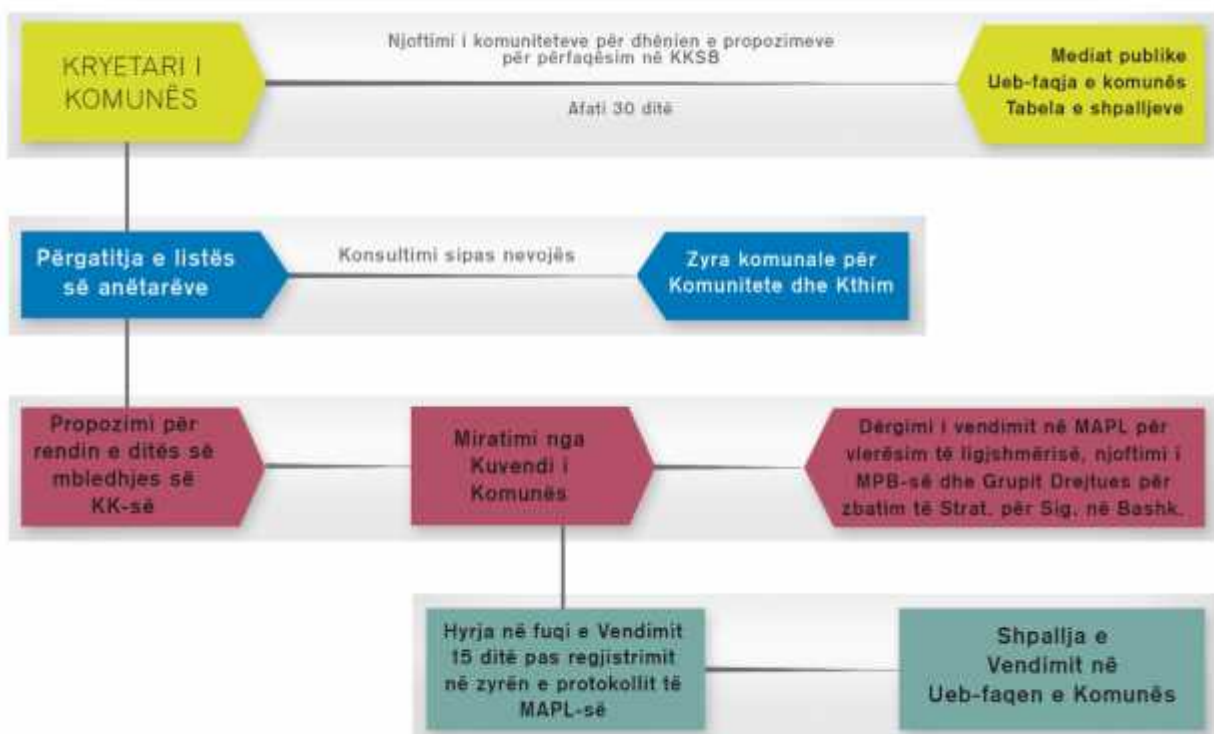


Fig.2. Procedures of the establishment of MCSC

4.1 How are elected representatives of NGOs in the MCSC, local media, the business community and representatives of persons with disabilities

According composition, MCSC has also 1 other member who represents: NGOs, local media, the business community and the community of persons with disabilities Administrative Instruction on MCSC not specify the manner of selection of representatives from these groups of interest but describes the right of the mayor of

⁷ Po aty, neni 9, paragrafi 1.2

⁸ Rregullore Nr.01/2013 për Procedurën e Hartimit dhe Publikimin e Akteve të Komunës, neni 18

municipality in general (chairman of the MCSC) for the preparation of the list of members of MCSC according to their proposals.

Upon notification sent by the mayor to the interest groups, it is the responsibility of NGOs, local media; the community of people with disabilities as well as the business community in an independent way should be organized and propose the most competent representative for MCSC.

The municipality may provide the opportunity, logistic conditions and the necessary spaces to hold a public meeting between these groups, so that these groups to select their representatives.

Criteria for representation should be determined by the municipality, according to objectives defined by AI for MCSC. Selected representatives should be knowledgeable in the field of local self-government and community safety.

5. MCSC's objectives in safety matters

MCSC's objectives are formulated to respond to safety issues. According to AI, the MCSC has 5 main objectives:

1. "To increase awareness of citizens with regards to the nature of crimes, disorders and violent behaviours in the local community;
2. To identify concerns related to public safety;
3. To recommend action plans in order to address concerns in cooperation with municipal authorities;
4. To build up confidence between police and citizens through establishing partnerships and joint initiatives to resolve safety problems in every community;
5. Represent views and concerns of all citizens related to crime issues and other issues concerning the quality of life"⁹.

⁹ Udhëzimi Administrativ Nr.27/2012 MPB – 03/2012 MAPL për Këshillat Komunale për Siguri në Bashkësi, neni 5.

6. Duties of MCSC



The composition of the Municipal Council for Community Safety provides, the opportunity for addressing problems with which citizens of municipalities may face. MCSC composition enables that different spheres of community safety be treated as well as to address the problems be solved in institutions responsible.

For example, security in schools is a subject which can be handled at the local level through coordination of the school authorities, parents, teachers, municipal education directorate, the relevant municipal departments, police and other actors. Each representative (member) of the MCSC should present and give ideas, plans, proposals, suggestions and concrete projects for the relevant field that covers and that has to do with maintaining or improving community safety.

Main duties of MCSC, inter alia, are:

- 1- "To prepare the annual work plan;
- 2- To identify the problems and recommend action plans;
- 3- To cooperate with police;
- 4- To cooperate with central institutions dealing with the public safety;
- 5- To reach Memorandums of Cooperation with MCSCs of neighbouring municipalities related to community safety issues;
- 6- To submit requests to the Municipal Assembly for financing of community safety projects;

- 7- To submit requests to different organisations for financing of community safety projects;
 - 8- To invite representatives of MIA-DPS to the meetings of MCSC;
 - 9- To invite representatives of governmental institutions, media and civil society to the meetings of MCSC;
 - 10- To request a police response regarding issues that are important in the field of public safety.
- To hold regular meetings in MCSC¹⁰.

6.1. Preparation of Annual Work Plan

The work plan of the MCSC is a document which sets objectives and activities that will be performed by members of MCSC in fulfilment of the purpose of the MCSC functioning. An effective work plan will consider broader municipal and national strategies in order to align objectives and resources (financial and human capacity). For instance, municipal development strategies or action plans for European Integration may be used as reference in order to link priorities. Successful work plans identify clear goals, activities and outcomes and assign responsibilities for delivering concrete actions. A sample work plan is included as Appendix A for reference; however, a work plan can take many different forms.

Successful work plans identify objectives, activities and clear results and assign responsibilities for performing specific actions. A working model plan is included as Appendix 1 for reference, but the plan may have different forms.

AAP drafting process is as follows:

1. General assessment of the safety and review the implementation of AAP
2. Collection of initiatives / projects / proposals for AAP for next year by MCSC members from representatives of state institutions, interest groups and public discussions.
3. Develop drafts for AAP
4. Discussion and approval of the drafts for AAP
5. Monitoring and evaluation of AAP¹¹.

¹⁰ Ibis, Article 6.

¹¹ Republic of Kosovo, MIA: “*Guideline to Municipal Community Safety Councils on drafting of the Annual Work Plan*”, June, 2013, Item7 , June, 2013, p.4.

MCSC members should not be limited only to certain tasks as it is foreseen in the Work Plan, but should be more active, especially in the daily monitoring of social development, in order to identify and address the demands of citizens. MCSC should establish regular reports with the Municipality Assembly and continuously seek financial support for the implementation of security projects deriving from the Work Plan or needs that arise.

6.2. Identify problems and recommend action plans

Identify issues around community safety is one of the main tasks of the members of the Municipal Council for Community Safety. Bringing solutions for the troubles related with the public safety is an issue which belongs to all the participants and institutions. Many concerns about safety in the community are known general terms, this phenomenon is spoken by the citizens and are affected by them; however addressing them very often is inadequate. However, when certain things become a phenomenon, then the problem needs to be addressed, addressed to the responsible authorities, to identify the causes and the possibility to avoid them.

MCSC must provide appropriate methods and tools for establishing regular contacts with citizens. Citizens should be informed of the existence of MCSC and have certain address to present their concerns. No matter what type of method is used, the safety promotion approach ends in implementing intervention programs based on a variety of techniques and methods such as; interventions through the media, publishing local data, publication of opinions and advice training sessions for players, enabling activities for some target groups, safety tables, as well as monitoring and development of certain products.

It is essential that within the websites of municipalities to integrate the link for the MCSC. Within this link it is necessary to have a reporting application for citizens, where citizens can post information on security issues. Such a step allows for easier identification of problems. In addition, the use of all public information is a good opportunity to identify the needs for improving the safety for citizens.

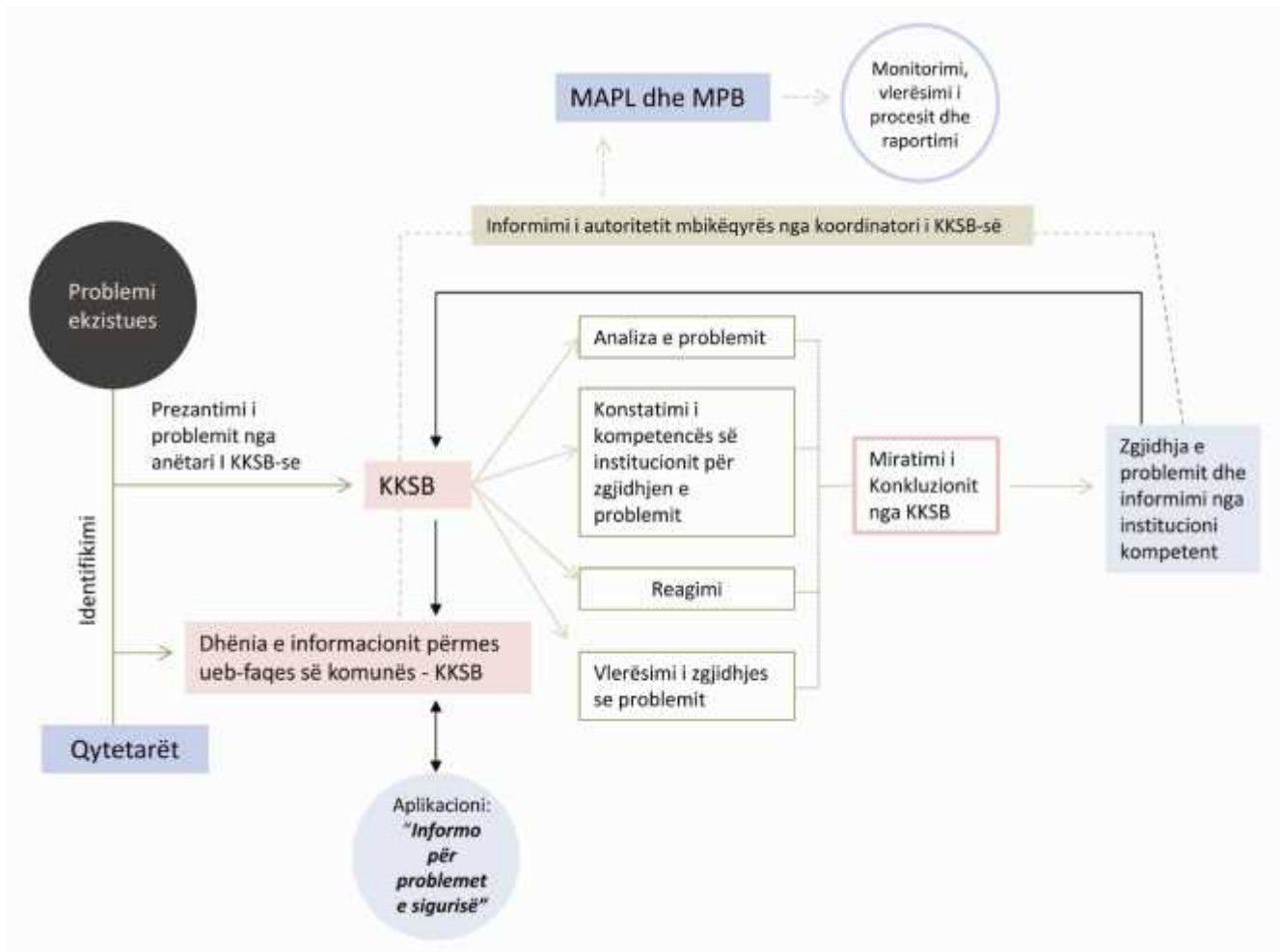


Fig.3. Manner of identification and addressing of problems in MCSC

Example 1. *Environment oriented problem*

Practical Example: Problem Identification in MCSC

Identification of the problem from the MCSC member: Students are at risk while walking to school due to poor infrastructure, particularly, lack of sidewalks and cross walks.

MCSC Action: A member of the MCSC can raise the issue at a regular meeting. The council then identifies whether this is a priority, and if so, identifies potential interventions

Proposed intervention: Incorporate into annual work plan, secure municipal funding (or supplementary funds) for infrastructure development around

As shown in the example above, the mobilizing purpose of this process is a specific problem, but that has to do with the overall security in a community. The objective is to operate in a range of environmental and behavioural indicators, in order to improve the safety of a community. For a city council, mandated to ensure all safety requirements for the population, an approach that is mainly "focused on the environment" would be more appropriate.

6.3. Cooperation with police

Kosovo Police has a key role in the Municipal Council for Community Safety. MCSC is mechanism for building mutual trust between citizens and police. Through MCSC citizens have an easy way to address their problems in a more organized way. It is therefore the role of Kosovo Police, in its capacity as a representative of the Council, to present the significant criminal concerns of the community to the Council. Moreover, the role of the Police Station Commander in the capacity of the MSCS member is to serve as a liaison to relay the outcomes of the MCSC to the greater Kosovo Police to incorporate into their policing strategy. As appropriate, KP can invite other representatives of the force to Council meetings to provide briefings on specific topics or to hear the concerns of fellow community members.

In order to prevent and fighting of crime in Kosovo, police cooperates with local government authorities, security forums, civil organizations (NGOs), media, in all municipalities and communities in Kosovo”¹². In this regard, cooperation between the police and the community it is strengthened through: 1) Regular participation of the station commander or his delegator in the Municipal Council for Community Safety 2) Participation of the police commander or his delegate in Municipal Council for Public Safety.

Cooperation impacts in building public trust in law enforcement authorities, it strengthens the safety feeling in his/her living environment, provides a safe environment the residents, insures the implementation of law and encourages citizens to report the problems to the police.

Also, communication and cooperation between the mayor, the relevant departments, municipal inspection and police station commander and other police officers must be continuously. In this regard, the exchange of information between them only increases the overall security and creates preconditions for the awareness of citizens in relation to the safeguarding of public goods.

Other forms of cooperation with the police in order to increase security in the community:

- Exchange of information about security problems
- Consultation on solving security problems in the community.
- Regular meetings between municipal officials and police officers.
- Regular participation of police officers in MCSC meetings;
- Cooperation with Local Council for Public Safety- Cooperation with Action Teams for Community Safety
- Regular police presence in the implementation of certain administrative measures by the municipal authorities;

Advantages of cooperation:

- Creating conditions for work easier and in terms of higher security for all
- More effective policing in the community
- Fewer cases will end up in court;
- Promotion of mutual respect
- Increase the efficiency of the police
- Increased confidence in the police and reduce the 'fear' by police
- The community feels safer.
- Less tensions and conflicts
- Strengthen relationships with police
- Safety for children and seniors is greater
- Faster eradication of crime

¹² Administrative Instruction. No. 10/2012 "police cooperation with the Municipality and Community", Article 7.

- Informing community about safety issues by the Police Director in the Municipal Assembly;
- Implement the recommendations of the MCSC to the extent that can have an effect by the police;
- Implement of the recommendations of the police to improve safety issues by the municipalities to the extent relating to the competences of the municipality;
- Enhance communication of the parent's council with the police;
- Awareness campaigns to promote MCSC;
- Public Information;
- Encouraging the community to identify and address their views about their concerns, problems and issues dealing with crime and reduce fear of crime;
- Support and encourage safety initiatives, in order to prevent crime and sustainable cooperation;
- Participate on drafting of projects for ensuring financial resources for the implementation and monitoring of all initiatives and activities related to community safety

6.3.1. Cooperation with security forums

MCSC cooperates with Local Councils for Public Safety Action Teams for Community Safety.

Committee for local public safety - as one of the security forums it belong to the basic level of the hierarchy for Kosovo infrastructure for community safety of Kosovo. They include the largest number of people who represent the community in general. CLPS is consists of representatives of all communities from the location where is established, by paying a great importance for gender, youth organizations, representatives, Kosovo Police representatives from communities, ethnic communities, civil society and other members of the community of citizens who reflect the diversity of the community. CLPS are able to handle security issues of crime, safety and livelihood from bottom-up through the establishment of positive and effective partnerships, using problem-solving process. Through open channels of communication and mutual cooperation, CLPS support the work of MCSC.

The purpose of LPSC is to provide local communities the possibility to raise their voice in policing of their area, become consultative bodies in the field of crime and safety by identifying issues of concern, developing and implementing effective projects to address these issues at the local level, in a close cooperation with local authorities, local communities and police.

LPSC is a local consulting and advisory bodies of the police station commanders. The latter should consult LPSCs about the level of crime and violation of the law and order in their area, in order to keep them informed and aware of the local safety issues.

LPSC is consultative body, which should be informed of the nature and level of crime, turmoil and violent behaviour, to be able to recognize safety issues and identify methods of developing and implementing effective projects and action plans. LPSC shall address the issues relating to crime, community safety and living conditions to the respective institutions.

The head of LPSC must be a member of the MCSC.

Cooperation with Community Safety Action Teams

"CSAT" means the Community Safety Action Teams, which are consisted of municipal officials, police and community leaders. Their primary goal is to work together in identifying and addressing issues relating to crime, safety and improvement of living conditions.

CSAT are established upon the approval of the program by the mayor and the responsible police station commander and establish the Recruitment Committee at the municipal level.

The relevant police station commander and police officers, trained as a member of CSAT, along with members of the CSAT may assist in drafting and implementing community safety projects. CSAT has the right to ask the Municipal Assembly or any governmental or non-governmental organization to support projects related to community safety"¹³.

A representative of Community Safety Action Team must be a member of the MCSC.

6.4. Reaching Memorandums of Cooperation with MCSC of neighbouring countries in the field of community safety

¹³ Administrative Instruction No. 10/2012 "*Police Cooperation with Municipal Assembly and Community*", Article 6.5.

Community safety issues sometimes depend on the interaction of two or more municipalities. This is expressed especially in municipalities that border each other and thus requires close cooperation between them. MCSC of one municipality may recommend implementing specific projects jointly with MCSC of other municipality. In this regard, MCSC can ask the Mayor to take the initiative to establish cooperation for projects related to community safety. Such initiatives may be made as regards to the regulation of local roads, which connect two municipalities, facilitate the movement of people and vehicles, or prevention of forest cutting.

6.5. Submission of requests to the Municipal Assembly for financing community safety projects

MCSC can request from the Municipal Assembly to fund projects related to community safety. Such projects may include: public lighting, waste management, inspection issues, illegal construction, construction standards, lack of infrastructure in schools, lack of public transport in different places, the problem of stray dogs, the lack of primary health care, lack of traffic lights, "street bumps", lack of sewage, the need for public parks, food control, public health, etc.

If municipalities fail to include projects focused on community safety in their strategic plans, then it is the duty of members of MCSC to request their inclusion in the municipal long-term budget projections. It is important that the MCSC, during the drafting of the draft- municipal budget for the following year, participates in budget discussions and submit concrete proposals for community safety projects. In this regard, the Chairperson of the MCSC should organize a MCSC meeting in order to discuss about community safety projects, prior to the adoption of the municipal budget.

In addition to requesting municipal appropriations, the Council may seek external financing from donors through project proposals. Such proposals should be coordinated through the Mayor in order to avoid duplication with similar municipal projects. Proposals for external fundraising should be included in the annual work plan.

7. MCSC's meetings

Municipal Community Safety Council shall hold not less than 6 meetings per year¹⁴, without excluding the possibility to meet more often depending on the needs arising from the relevance of submitted requests. The meetings of the MCSC are held in the municipal building. Meetings of MCSC can also be held in other locations based on the agreement of the majority of MCSC's members. The minutes shall be kept for each meeting and are made available to the members of the Municipal Assembly, whereas a copy of the minutes shall be sent to the Ministry of Internal Affairs and Ministry of Local Government Administration¹⁵.

8. Monitoring of MCSC

Monitoring of MCSC is a continuous and dynamic process. This process means the supervision of the work of the Municipal Community Safety Council, including monitoring of the MSCS meetings and implementation of the Annual Work Plan. Monitoring increases the quality of MCSC and creates the possibility to support them, taking into account the evaluation of their performance, identification of needs and difficulties. The purpose of monitoring is to enable the observance of the law by the municipal authorities and provide assistance in professional terms. Moreover, regular exchange of data, records and activities, enhances the quality and accuracy of information from municipalities. Such interaction will enable more qualitative reports on the work of MCSC, including: activities undertaken by participants of MCSC, the proposed projects, the conclusions, the implementation of the recommendations, challenges and difficulties.

Monitoring of MCSC is a process that is carried out through: internal and external monitoring.

8.1. Internal monitoring

This type of monitoring of MCSC work is done in order to increase the efficiency of MCSC and improve the implementation of plans, initiatives and community safety projects. The Head of MCSC should report to MA twice a year with regards to the implementation of AWP, in accordance with article 9, paragraph 1.8 of the AD for MCSC. According to this, the Mayor is obliged to inform the Municipal Assembly twice a year with regards to the activities of the MCSC. In addition, the Coordinator of the

¹⁴ Ibis, Article 11, paragraph 2.

¹⁵ Ibis, Article, 11 Paragraph 5 and 6.

MCSC in coordination with the Chairperson of the MCSC should review the AWP twice a year during meetings of the MCSC. The progress of each initiative/community safety project will be reported in these meeting. Reporting will be done by the member of the MCSC responsible for monitoring the implementation of the initiative or representative of the municipal authority responsible for implementing the initiative/project. Evaluation of the implementation of the AWP should be done twice a year¹⁶.

8.2. External monitoring

This monitoring is exercised by the Ministry of Interior and Ministry of Local Government Administration. Two ministries can directly participate in the meetings of the MCSC in order to monitor their work. The purpose of monitoring is to make MCSC capable of performing the duties and responsibilities in accordance with the applicable law. Ministries may require any information relating to the functioning of MCSC, including: founding acts of MCSC, every proposed project or initiative, annual work plan and minutes of the meetings.

The monitoring the work of MCSC and drafting of periodical reports creates the opportunity to reflect the work of MCSC, make comparisons between different MCSCs, become more efficient in addressing those needs, and enhance the responsibility for implementing efficient public safety activities.

Monitoring the MCSC is done directly by the Community Safety Division of the Ministry of Internal Affairs, which provides information to MLGA for the preparation of periodic reports on the work of MCSC.

9. SUPERVISION AND REPORTS

The Ministry of Internal Affairs and Ministry of Local Government Administration shall be responsible for the implementation of the Administrative Instruction No.27/2012 MIA–03/2012 MLGA on Municipal Community Safety Councils.

MLGA shall prepare six-month reports on the work of MCSCs.

¹⁶ MIA, “*Guideline to Municipal Community Safety Councils on drafting of the Annual Work Plan*”, June, 2013, Item7.

Appendix 1

List of initiatives/projects regarding community safety proposed by the members of MCSCs in the annual work plan XXXX

No	Name of the initiative/project	Brief description of initiative/project	Requestor/requestors	Interrelation with the action plan of the national strategy on community safety 2011 – 2016 (write down the number of objective/activity)	Budgetary specifics, if known
1					
2					
3					
X					
XX					

Appendix 2

Annual work plan of the Municipal Community Safety Council for XXXX

No.	Name of the initiative	Description of initiative/project	Interrelation with the action plan of the national strategy on community safety 2011 – 2016 (write down the number of objective/activity)	Budgetary requests (in Euros)	Deadline for the implementation of initiative/project	Municipal responsible institution	MCSC's member responsible for monitoring/reporting on the implementation of initiative/project
1							
2							
3							
X							
XX							

Appendix 3

Unique form of reporting regarding the meetings of Municipal Community Safety Council (MCSC)

Municipality: _____ Date: _____	
Number of meetings held this year: _____	Ordinary meeting <input type="checkbox"/> Urgent meeting <input type="checkbox"/>
Total number of MSCS members according to AI _____	Females _____ Males _____
Number of MSCS's members present to the meeting _____	
Were all the members of MCSC invited to the meeting?	Yes <input type="checkbox"/> No <input type="checkbox"/>
- <i>If "no", please explain below:</i>	
Was the non-majority community represented to this meeting?	Yes <input type="checkbox"/> No <input type="checkbox"/>
- <i>If "no", please explain below:</i>	
Other participants to the meeting in addition to MSCS's members:	Yes <input type="checkbox"/> No <input type="checkbox"/>
- <i>If "yes", please write down the information including the organisations they represented.</i>	
Was the meeting chaired by the Mayor?	Yes <input type="checkbox"/> No <input type="checkbox"/>
- <i>If "no", please write down below the names as well the title/position of the chairperson:</i>	
Minutes - notice regarding the MSCS meeting:	
Was the notice regarding the MSCS meeting published on the website:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Were the minutes sent to the MSCS's members:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Were the minutes sent to the Ministry of Internal Affairs (MIA) and Ministry of Local Government Administration (MLGA)	Yes <input type="checkbox"/> No <input type="checkbox"/>

Has the meeting been held according to the topics set forth on the agenda?

Yes No

Topics set forth on the agenda:

- 1/
- 2/
- 3/
- 4/
- 5/

- *If "no", please explain below and write down the topics that were discussed:*

- 1/
- 2/
- 3/
- 4/
- 5/

Conclusions:

Report/unique form prepared by:

Date _____

Remark:

Appendix 4

International Practices of Community Safety Councils

Location	Name of Partnership	Relevant Members	Goal	Informal/ Formal
Staffordshire, United Kingdom	Community Safety Partnerships Website: http://www.staffordshire.gov.uk/community/communitysafety/home.aspx	Local Police Force, the local councils, the Fire Authority, Clinical Commissioning Groups and Probation services	Develop and implement strategies to protect their local communities from crime, help people feel safe. Develop local approaches to deal with issues including reckless behaviour, drug or alcohol misuse and re-offending	Formal
Oakland, CA USA	Neighbourhood Crime Prevention Councils Website: https://sites.google.com/site/oaklandbeat22x/	Police Officials, Civil Society, Neighbourhood Representatives	Develop strategies to target criminal behaviour and community challenges, to allocate resources in order to implement strategies	Formal / Volunteer Based
Victoria, Australia	Regional Crime Prevention groups Website: http://www.crimeprevention.vic.gov.au/	Victoria Police, key government departments and councils the judiciary Regional Aboriginal Justice Advisory Committees (RAJACs) Culturally and Linguistically Diverse (CALD) community services youth services and agencies family violence and sexual assault services community health, victims, housing and homelessness services Community Safety Committees business associations.	Building knowledge, strengthening partnerships, implementing solutions such as improved public safety infrastructure, graffiti prevention, education programs	Informal (Department of Justice provides grants to community groups)
Bjelovar,	Community Policing	Community Crime	Increase community	Formal

Vukovar, Varaždin, Čakovec, Međimurje County Croatia	Support/Safe Communities Project website: <a href="http://www.undp.hr/s
hoë.jsp?page=86238">http://www.undp.hr/s hoë.jsp?page=86238	Prevention Councils, Development Agencies, Local Government, Community Policemen, NGOs and citizens	safety, stakeholder engagement, improved safety infrastructure, awareness raising and information campaigns	(Support from UNDP)
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