

**Republic of Armenia Government Decree No 1254-N of 6 November, 2014  
on Approving the Procedure for Organizing the Activities of the  
Community Police of the Republic of Armenia Police Adjunct to the  
Republic of Armenia Government and Revoking the Republic of Armenia  
Government Decree 1233-N of 18 August, 2006**

Based on Articles 2, 11 and 12 of the Republic of Armenia Law of Police and on the requirements of Point 1 of the timetable approved by the Republic of Armenia Government Decree 109-N of 7 February, 2013, the Republic of Armenia Government decides the following:

1. The procedure for organizing the activities of the Community Police of the Republic of Armenia Police adjunct to the Republic of Armenia Government, in accordance with the Annex hereof.
2. The Head of the Republic of Armenia Police adjunct to the Republic of Armenia Government, upon entering of the present Decree into force, within a one-month period shall define the requirements for Community Police outreach stations, the procedure for organizing the operation of outreach stations, the document forms for registration of citizens by Community Police Inspectors and the procedure for completion thereof.
3. Revoke Decree N 1233-N of the Republic of Armenia Government of 18 August, 2006 ‘On Approving the Procedure for Organizing the Activities of Neighbourhood Inspectors of the Republic of Armenia Police Adjunct to the Republic of Armenia Government’.
4. The present Decree becomes effective on the tenth day after its promulgation.

Republic of Armenia Prime-Minister

H. Abrahamyan

13 November, 2014

Yerevan

**Procedure for Organizing the Activities of the Community Police of the Republic  
of Armenia Police adjunct to the Republic of Armenia Government**

**I. GENERAL POVISIONS**

1. The present Procedure, within the framework of the fulfilment of the objectives of the Republic of Armenia Police adjunct to the Republic of Armenia Government (hereinafter ‘Republic of Armenia Police’) as stipulated in the Republic of Armenia Law on Police, regulates the goals, organizational bases, services and their organization at Community Police outreach stations (hereinafter ‘Outreach Station’) of the Community Police of the Republic of Armenia Police (hereinafter ‘Community Police’), functions of the Community Police with regard to prevention of crimes and administrative violations, functions of Community Police Inspectors and Senior Inspectors (hereinafter ‘Inspector’), Senior Officer of Outreach Station, Senior Inspector for Prophylactics, Head of Community Police Unit, co-operation of the Community Police with the public, state governance, local self-governance and other bodies, openness of Community Police operation and relations with regard to evaluation of Community Police Inspectors’ performance.
2. Community Police are a unit established within the framework of the overall contingent of the Republic of Armenia Police and within the structure of Republic of Armenia Police District Divisions.
3. The Community Police are guided by the Republic of Armenia Constitution, international treaties, laws, the present Procedure, decrees of the Head of the Republic of Armenia Police and other legal instruments.
4. The main principles of Community Police operation are legality, respect of human rights and freedoms, honour and dignity, humanity and openness.
5. The Community Police fulfil their statutory objectives through persuasion and are eligible to apply enforcement in the legally envisaged cases, procedure and limits.

6. The Community Police, while fulfilling their objectives, co-operate with state governance and local self-governance bodies, other law-enforcement bodies as well as with organizations and physical persons.

## **II. OBJECTIVES OF THE COMMUNITY POLICE**

7. The objectives of the Community Police are:
  - 1) maintain public order and ensure public safety,
  - 2) ensure restraint, precaution and prevention of crimes and administrative offences;
  - 3) enhance the effectiveness of the fight against crime,
  - 4) jointly with the community councils identify and analyse crime-contributing factors and conditions and develop activities for eliminating such crime-contributing factors and conditions,
  - 5) build citizens' confidence and establish co-operation with them,
  - 6) raise public awareness of legal matters,
  - 7) ensure transparency of police work.

## **III. ORGANIZATIONAL BASES OF COMMUNITY POLICE ACTIVITIES**

8. The general supervision of the Community Police activities is performed by the Deputy Head for Services of the relevant District Police Division, the latter is an ex officio supervisor of the Community Police, while the immediate supervision, organization of the services and control is performed by the Head of the Community Police Unit.
9. In case the position of the Head of the Community Police Unit is not envisaged, the functions of the latter are performed by the Deputy Head for Services of the relevant District Police Division.
10. A Community Police Inspector may be involved in the activities not directly connected with his/her designated area only in the exceptional cases, upon decision of the Head of the relevant District Police Division or his/her Deputy for Services.

11. Methodological guidance and supervision of the Community Police activities performs the Republic of Armenia Police Public Order Management Department, while the organization of the activities and the overall supervision performs the district division of the Republic of Armenia Police.

#### **IV. THE SERVICE AND ITS ORGANIZATION AT OUTREACH STATIONS**

12. To be closer to the population, quickly respond to offences and incidents, and control the operational situation, in the town with a population above 30,000 the operation of Community Police is organized at the Outreach Stations located in the areas in the visible and accessible manner, while in the towns with a population below 30,000 the operation of Community Police is organized at Community Police offices (hereinafter 'Office').
13. The outreach station zones, in their turn, are divided into areas comprised of up to 5,000 of population covered by one Community Police Inspector. Each area is assigned a sequential number and provided with a area profile.
14. Boundaries and sizes of the Outreach Station zones are determined, approved and, when necessary, reviewed by the Head of the District Police Division upon recommendations of the Head of the Community Police Unit.
15. At the Outreach Stations (Offices) they organize citizens' reception, provide criminal records, following the procedure prescribed by the Republic of Armenia Laws, accept reports and applications concerning crimes and other offences, incidence.
16. Community Police Inspectors' individual cards with their photos, contact telephone number and citizens' reception days and hours are displayed at the entrance of the Outreach Stations (Offices).
17. Community Police Inspectors working in outreach station zones are supervised by a senior officer appointed by the order of the Head of the District Police Division, the senior officer is directly subordinate to the Head of the Community Police Unit.
18. The requirements for Outreach Stations (Offices) and the procedure for organizing the operation of Outreach Stations (Offices) are determined by the Head of the Republic of Armenia Police.
19. Criteria for dividing the administrative territories covered by a District Police Division into areas are as follows:

- 1) number and density of the population,
  - 2) distance between residential areas,
  - 3) specifics of relief, natural and climate conditions of the territory,
  - 4) availability of educational institutions and places of entertainment,
  - 5) seasonal characteristics of the territory,
  - 6) operational situation in the service territory and its other characteristics.
20. For the purpose of increasing the effectiveness of the services, the Head of the District Police Division may change the sizes of the areas.
21. In the marzes, one Community Police Inspector is assigned up to 6 rural settlements with total number of populations not exceeding 5,000.
22. The area handover-acceptance is performed with immediate participation of the Deputy Head for Services of the District Police Division (or his/her alternate), Head of the Community Police Unit and the Senior Officer of the Outreach Station covering the given area, in the presence of the Community Police Inspectors handing over and accepting the area. A relevant protocol on area handover-acceptance is drawn.

## **V. FUNCTIONS OF COMMUNITY POLICE INSPECTORS**

23. Community Police Inspectors should know:
- 1) the boundaries of their designated areas, its specifics, location and work regimen of educational-training, cultural, healthcare, production organisations, organisations with a turnover of high-cost monetary and commodity values (banks, currency exchange offices, pawnshops, post offices etc.), organizations producing, recycling and storing narcotic, psychotropic substances or their precursors as well as organizations of the permission system.
  - 2) the occupation and ethnic composition of the populations, local traditions and customs,
  - 3) number and nature of both solved and unsolved crimes committed in the area territory, factors and conditions contributing to committing crimes, data on crime suspects and wanted persons, information on victims and stolen property and items, data on the persons (including juveniles) kept under the control of the Republic of Armenia Police and Alternative Sanctions Division of the Penitentiary Department of the Republic of

- Armenia Ministry of Justice, other information having significance as intelligence,
- 4) information on religious and non-governmental organizations functioning on their area territory.
24. To secure citizens' lives and health, property, public order and public safety as well as to restrain, prevent, deter and detect crimes and administrative violations on the designated area the Community Police Inspectors:
- 1) take measures for elimination and proactive prevention of the risks of crimes and other violations threatening people's lives and health as well as for protection of their rights and legal interests,
  - 2) upon receiving information about crimes and incidents, accept the reports following the prescribed procedure and via available means of communication immediately inform the duty unit of the District Police Division, while in urgent cases arrive at the crime scene, evaluate the situation on the ground and, before the arrival of the operational team, act per situation within the limit of his/her authorities under the Republic of Armenia Laws,
  - 3) whenever necessary, ensure crime scene preservation, identify witnesses and assist the operative-investigation teams,
  - 4) ensure the confidentiality of persons providing information as well as the security of those victims and witnesses, whose life and health may be threatened due to their voluntary willingness to participate in crime detection,
  - 5) study and analyse the number, dynamics, types and contributing causes and conditions of crimes and other violations in the designated area, file mediations with officials of state governance and local self-governance bodies and take measures for eliminating such causes and crimes,
  - 6) organize and implement actions in the designated area aimed at restriction, precaution, prevention and identification of crimes and administrative violations,
  - 7) discuss within the scope of their authority the complaints filed by residents,
  - 8) visit the residents of the designated area to get better acquainted with them and to familiarize them with forms and methods of lawful protection against criminal and other violations,

- 9) make rounds in the designated area, and, within the scope of their authority, initiate administrative procedures, compile protocols on administrative violations,
- 10) through co-operation with officers of the permission and licensing system, conduct annual check-ups of firearm availability and maintenance at the apartments of persons having the right to possess and carry firearms,
- 11) during natural disasters, emergencies or accidents undertake urgent measures for rescuing people's lives, protecting their property and rendering first medical aid,
- 12) take measures to ensure environmental protection and environmental safety of the population,
- 13) for identification of persons having significance for intelligence purposes, make regular rounds at the possible places of their assembly,
- 14) within the scope of their authority provide information and consultations services to citizens,
- 15) study and present to the immediate supervisor the operational situation in the designated area and based on that compile monthly activity plans,
- 16) based on a quarterly analysis of the operational situation in the designated area present to the leadership recommendations for more targeted deployment and efficient use of forces and resources involved in public order management of the designated area,
- 17) inform the police details deployed for services in the designated area about changes in the operational situation in the area, committed crimes and suspected persons,
- 18) exercise control over observance of procedures and deadlines established by the Republic of Armenia Laws with regard to staying in the Republic of Armenia territory and leaving the Republic of Armenia territory by foreign nationals,
- 19) conduct activities among the population to ensure voluntary treatment at specialized medical institutions of alcohol abusers, drug and psychotropic substance users as well as psychiatric patients posing threats for others or persons suspected in suffering from psychiatric diseases, in case of a failure of such dangerous psychiatric patients to apply to medical treatment on the voluntary basis, take legally prescribed measures to ensure that such patients undergo necessary examinations,

- 20) undertake activities for prevention of and fight against domestic violence and violence against women and children,
  - 21) conduct awareness-raising activities for prevention of crime-contributing conditions in the designated area, develop intolerance of anti-social behaviour, increase citizens' awareness of legal matters, conduct awareness-raising among designated area population about legitimate forms and methods for protection against criminal and other law violations,
  - 22) form community councils involving on the voluntary bases the residents of the designated area and actively co-operate with them and non-governmental organizations, mediate with state governance and local self-governance bodies for solving community problems,
  - 23) during meetings with population discuss issues of their concern that fall within the scope of police authority, on the three-monthly basis provide performance reports to the population of the designated area, using for that purpose also the mass media outlets and other public information dissemination methods,
  - 24) involve the area residents in the prevention of crimes and other violations, compile short- and long-term actions plans for co-operation with residents in the mentioned field,
  - 25) perform other functions established by the Republic of Armenia Laws.
25. While co-operating with the preliminary investigation, pre-trial investigation, judicial and other state bodies the Community Police Inspectors:
- 1) assist the bodies of preliminary investigation, pre-trial investigation and judiciary during crime disclosure, arrests of crime suspects, check-ups of their probable whereabouts and identification of people avoiding investigation, trials and punishments,
  - 2) assist Military Commissariats in detecting evaders of military conscription,
  - 3) perform their statutory intelligence-related activities following the procedure established by the Republic of Armenia Laws,
  - 4) assist the Units of the Penitentiary Department of the Republic of Armenia Ministry of Justice in exercising control over persons released on parole from prisons and persons on suspended detention,
  - 5) for deterring juveniles from violations and other illegal practices assist the service on juvenile issues,



- 6) upon receiving information about factors and conditions contributing to juvenile delinquency, parents or other legal representatives who wilfully neglect parental obligations, inform about it the service on juvenile issues,

## **VI. FUNCTIONS OF COMMUNITY POLICE WITH REGARD TO PREVENTION OF CRIMES AND ADMINISTRATIVE VIOLATIONS**

26. Community Police Inspectors, while implementing preventative activities against crimes and administrative violations, register in the designated area profile and hold individual preventive measures with respect to the following persons during the following periods:
  - 1) persons realised on parole under Paragraph 1 of Article 76 of the Republic of Armenia Criminal Code as well as persons realised from prisons after serving full sentence – up to one year,
  - 2) persons, who, under Paragraph 2 of Article 76 of the Republic of Armenia Criminal Code, are realised on parole and who, under Paragraph 5 of Article 70 of the Republic of Armenia Criminal Code, are imposed certain duties to be accomplished – before the termination of the probation period assigned by the court.
  - 3) persons, whose sentence has been suspended under Article 78 of the Republic of Armenia Criminal Code, and, under Article 70 of the Republic of Armenia Criminal Code, the sentence was conditionally not executed, and who, under Paragraph 5 of Article 70 of the Republic of Armenia Criminal Code, are imposed certain duties to be accomplished – before the termination of the probation period assigned by the court.
  - 4) persons regularly committing domestic violations and posing threat for their environment – up to one year,
  - 5) persons suffering from alcoholism or drug abuse and registered with health-care institutions – until deregistration by health-care institutions,
  - 6) persons suffering from mental diseases, who are registered with health-care institutions and pose threat for their environment – until deregistration by health-care institutions,
  - 7) prostitutes – up to one year,
  - 8) vagrants and beggars without permanent domicile – up to one year.

27. Grounds for the registration are judicial acts or verdicts, mediations and information received from prosecutors, investigators or detectives, notifications received from penitentiary institutions or Alternative Sanctions Divisions of the Republic of Armenia Ministry of Justice, materials about committed crimes available at the district police divisions, protocols of administrative violations compiled under Article 179.1 of the Republic of Armenia Administrative Violations Code, decision on termination of criminal prosecution and dropping criminal cases under paragraphs 4, 5, 12 and 13 of part 1 of Article 35 of the Republic of Armenia Criminal Procedures Code, information received from state governance, local self-governance and educational institutions.
28. Provided the grounds for registration, upon expiration of the registration term, the registration of the same person can be extended for the period specified in paragraph 26 of this Procedure.
29. The control over the registered person is terminated in case of,
  - 1) identification of new circumstances (for revision and amendment of the grounds for registration),
  - 2) expiration of the registration term,
  - 3) imprisonment for committing another crime,
  - 4) death.
30. The aim of the individual preventative activities with registered persons is to deter them from committing new violations through regular meetings, explanatory and other kind of measures at the places of their residence or education.
31. The persons specified in sub-paragraphs 2, 3, 5, 6, 7 and 8 of paragraph 26 of the present Procedure are registered in lists, and relevant Control Cards are drawn for them. Control Cards are numbered per sequential number in the general logbook. During each month of the control period entries are made in the Control Cards about the behaviour and lifestyle of the mentioned person.
32. Prophylactic cases are opened for the persons specified in sub-paragraphs 1 and 4 of paragraph 26 of the present Procedure. Prophylactic cases are numbered per sequential number in the general logbook. Prophylactic cases include information about relatives, intentions, committed violations of the given person and other information significant as intelligence. Monthly statements are compiled about the results of the control over the behaviour and lifestyle of the given person.

33. Prophylactic cases and control cards are checked on the monthly basis by the Head of the Community Police Unit and on the quarterly basis by the head of the given police division. Entries are made in prophylactic cases and control cards about the results of such checks.
34. For each crime committed by the registered persons, internal investigation is conducted into the performance of the Community Police Inspector responsible for conducting prophylactic activities with the registered person who committed crime.
35. Prophylactic cases and control cards of deregistered persons are preserved by the Head of the Community Police Unit for a period of one year, thereafter are handed over to the secretariat of the given district police division and destroyed following the established procedure.

## **VII. FUNCTIONS OF OUTREACH STATION SENIOR OFFICER**

36. Senior Officer of Outreach Station
  - 1) supervises the performance of the Community Police Inspectors providing service in the areas covered by the given Outreach Station,
  - 2) directs and coordinates his/her group's activities aimed at restraint, precaution and prevention of offences as well as activities against other anti-social phenomena,
  - 3) ensures co-operation of the group with other police units aimed at prevention of violations, public order management, detection of committed crimes, identification of wanted persons in the Outreach Station zone,
  - 4) makes recommendations to the Head of the Community Police Unit about reception of citizens in the outreach station and compilation of timetable as well as oversees the maintenance of citizens' reception registration book and logbook of crimes and incidents,
  - 5) every day reports to the leadership about accomplished work, receives information on the operating situation in the administrative district and provides it to the Community Police Inspectors deployed in the same Outreach Station,
  - 6) exercises control to ensure comprehensive, full and unprejudiced discussions of citizens' applications,

- 7) consolidates and analyses the outcomes of his/her group's work in a monthly, quarterly, six-monthly and annual periods (growing indicators) and submits to the Head of the Community Police Unit as well as makes recommendations for increasing the efficiency of the work,
  - 8) alongside Community Police Inspectors co-operates with local self-governance bodies, community associations and other organization in the designated area as well as with local residents,
  - 9) takes measures for advancement of Community Police Inspectors' professional capacities.
37. When the Senior Officer of Outreach Station is absent, his/her duties are delegated by the Head of the Community Police Unit to the most experienced Community Police Inspector.

#### **VIII. FUNCTIONS OF THE HEAD OF THE COMMUNITY POLICE UNIT**

38. The Head of the Community Police Unit:
- 1) develops and carries out initiatives for further improvement of Community Police Inspectors' activities aimed at restraint, precaution and prevention of offences,
  - 2) exercises control over Community Police Inspectors' work on discussion of citizens' applications and complaints, implementation of activities with regard to registered persons, activities for identification of wanted persons,
  - 3) ensures implementation of activities planned by Community Police Inspectors as well as exercises control over handling service-related documents,
  - 4) exercises control over maintenance of prophylactic cases and control cards,
  - 5) ensures day-to-day co-operation of Community Police Inspectors and other services of the district police division,
  - 6) provides necessary practical support to Community Police Inspectors in organizing their professional work in designated areas,
  - 7) makes monthly revisions of the work performed by Community Police Inspectors,

- 8) takes measures to correct shortcomings of the Community Police Inspectors' work as well as mediates with the supervisors to incentivize Inspectors or subject them to disciplinary punishments,
- 9) organizes Community Police Inspectors' training, takes measures for increasing the efficiency of their capacities and professional performance,
- 10) makes recommendations for ensuring necessary working conditions for Community Police Inspectors as well as establishment of offices in the designated area, provision of communication, operational and technological means.

## **IX. FUNCTIONS OF SENIOR INSPECTOR FOR PROPHYLACTICS OF COMMUNITY POLICE UNIT**

39. Senior Inspector for Prophylactics of Community Police Unit:
  - 1) analyses and consolidates Community Police Inspectors' reports in a monthly, quarterly, six-monthly and annual periods (growing indicators),
  - 2) substitutes the Head of the Community Police Unit during his/her absence,
  - 3) makes recommendation to the leadership for increasing the work efficiency,
  - 4) maintains the general registration book of the District Police Division and coordinates the Community Police Inspectors' activities with registered persons,
  - 5) verifies and responds within a ten-day period to the inquiries of the penitentiary institutions of the Republic of Armenia Ministry of Justice about places of residence and registration addresses of persons returning from places of imprisonment,
  - 6) upon receiving notifications from the territorial units of the Alternative Sanctions Division of the Penitentiary Department of the Republic of Armenia Ministry of Justice about persons convicted to non-custodial sanctions as well as persons released on parole under Paragraph 2 of Article 76 Republic of Armenia Criminal Code compiles relevant information cards, control cards and sends them to the Passport Service,
  - 7) in the Information Card Register of the Police Information Centre and District Police Division logbooks checks the data on the persons subjected

to administrative liability, and, upon identification of violations committed by the persons specified in sub-paragraphs 2 and 3 of paragraph 26 of the present Procedure, informs the territorial units of the Alternative Sanctions Division of the Penitentiary Department of the Republic of Armenia Ministry of Justice, and makes relevant entries in the person's information and control cards,

- 8) discusses and in the prescribed procedure proceeds on the citizens' requests to provide statements on criminal records.

#### **X. CO-OPERATION OF THE COMMUNITY POLICE WITH THE PUBLIC, STATE GOVERNANCE, LOCAL SELF-GOVERNANCE AND OTHER BODIES**

40. During implementation of their functions the Community Police co-operate with community residents, state and local government bodies, other law-enforcement bodies, human rights and social-oriented organizations, educational institutions, religious organizations, the mass media and other entities.
41. For enhancing the co-operation with citizens, the Community Police closely co-operates with the Community Councils formed in the designated area. Community Councils involve 5-7 persons who are most actively engaged in community activities, enjoy community residents' respect, have good awareness of legal matters and display exemplary conduct.
42. The purposes of the Community Councils are:
  - 1) ensure effective dialogue between the Community Police and citizens,
  - 2) identify and examine community problems as well as find solution, jointly with other stakeholders,
  - 3) engage citizens in crime prevention,
  - 4) ensure civil control over Community Police activities.

#### **V. OPENNESS AND EVALUATION OF COMMUNITY POLICE ACTIVITIES**

43. The Community Police work is open.
44. Reports on the Community Police activities are made available to citizens and organizations upon their inquiries.

45. There is a section of Community Police on the official website of the Republic of Armenia Police and the reports and other information on the past and current activities of Community Police are posted there.
46. The draft plans of major events for prevention of crimes, administrative violations and public safety management are, in the order established by the Republic of Armenia Laws, presented to public discussion on the Community Police section of the website, and, based on the discussion results, the plans may be amended.
47. The activities of the Community Police are evaluated by the Republic of Armenia Police based on surveys taken within the communities (through public opinion polls, Internet, radio, TV etc.) and on other procedures established by the Republic of Armenia Laws.
48. The survey findings are publicized and invariably taken into consideration during organization of the Community Police activities and adoption of decisions concerning their activities.
49. Community Police Inspectors' performance evaluation criteria are:
  - 1) situation with the criminality and public order in the designated area,
  - 2) the degree of their participation in restraint, precaution, prevention and identification of crimes and administrative violations,
  - 3) timely and quality discussion of citizens' application and complaints,
  - 4) personal discipline and legality of professional performance,
  - 5) capacity to engage citizens in public order management and create atmosphere of confidants,
  - 6) support the process of protection of citizens' rights and legal interests,
  - 7) independent problem-solving skills.