

## Statute of the Central Forensic Laboratory of the Police (footnotes - see original)

### I. General provisions

§1. Centralne Laboratorium Kryminalistyczne Policji, hereinafter referred to as „CLKP” is the research institute acting by virtue of:

- 1) the Act of 30 April 2010 on research institutes;
- 2) the Police Act of 6 April 1990;
- 3) Regulation of the Council of Ministers of 30 July 2002 on functioning, formation, merging, division, reorganization and liquidation of research and development units supervised by the Minister of State Defense and the minister competent for internal affairs;
- 4) Regulation of the Minister of the Interior and Administration of 30 September 2010 on the establishment of research and development unit – Centralne Laboratorium Kryminalistyczne Policji (Dz. U. Nr 181, poz. 1227);
- 5) the hereby statute endorsed by the Regulation of the Ministry of the Interior and Administration;
- 6) organizational regulation of the Central Forensic Laboratory of the Police.

§2. 1. CLKP is entitled to use the round seal with the emblem of the Republic of Poland in the middle and the name “Centralne Laboratorium Kryminalistyczne Policji” in the rim.

2. CLKP is using the logo showing the picture of silver microscope placed within a navy-blue circle overlaying silver, eight-ray police star. The logo specimen is contained in the appendix to the hereby statute.

3. For the sake of international contacts, CLKP shall use the following name in English: “Central Forensic Laboratory of the Police”.

### II. Subject and scope of operation

§3.1 The subject of CLKP operation involves both scientific research and development activity in scope of forensic science and forensic techniques, to be used in the process of prevention, detection and fight against crime, as well as expert and analytical studies and trainings in that area carried out in line with the principles established by the Police Commander-In-Chief.

2. The subject of CLKP operation involves the following:

1) in scope of its fundamental activity:

- a) state security, order and public safety and justice system in scope as laid down in par. 1,
- b) scientific research and development in the field of other life and technical science,
- c) other examinations and technical analyses,
- d) activity connected with management of IT equipment,
- e) data processing, website hosting and related activities,
- f) other, non-classified forms of education,
- g) publishing of books, journals and other periodicals,
- h) other publishing activity.

2) in scope of additional activity:

- a) reproduction of recorded data carriers,
- b) processing of photography in scope of recording the image by any technique and making the reproduction of recorded image.

§ 4. 1. The CLKP tasks associated with safety and the public order, and financed by the minister competent for internal affairs from dedicated budget, include the following:

- 1) performing research and adaptation of obtained results for practical implementation;
- 2) developing research methods and technology for the purpose of crime prevention as well as detection of crime and criminal offenders, including elaboration of expert opinion and forensic casework for the needs of investigations conducted by the Police;
- 3) maintaining and developing detection databases:
  - a) DNA database,
  - b) Central Fingerprint Register along with Automated Fingerprint Identification System and Eurodac National Access Point,
  - c) Anonymous Document Collection,
  - d) Collections of cartridge cases from lost weapon, cartridge cases and bullets from crime scene and automated firearms identification system,
  - e) Reference collection of firearms and ammunition,
  - f) collection of broken inserts,
  - g) collection of marks from stencils of equipment used for nationwide production of CDs and DVDs,
  - h) VIN (vehicle identification numbers) database and SEP (identification numbers of vehicles manufactured in Poland) database,
  - i) PROFIL collection;
- 4) Performing tasks of the unit authorised to approve the process of firearms decommissioned as mentioned in Law on Weapon and Ammunition of 21 May 1999 in art. 6a items 1 and 4 (Dz. U. of 2004, Nr 52, poz. 525, as amended);
- 5) Performing tasks of the Police Commander-In-Chief in relation to subject-matter supervision over functioning of voivodeship police forensic laboratories in scope of training, confirmation of competence of testing personnel and determination of work standards followed by these laboratories;
- 6) Participation in international exchange of identification and detection data, regulated under separate provisions;
- 7) Cooperation with Police units and other organisational units subordinated to the minister competent in internal affairs in scope of provision of scientific and technical support in their investigations;
- 8) Cooperation with the Police Academy in Szczytno and police schools as well as other Police units in the area of training and professional development of Police officers and Police employers in the area of forensic technique;
- 9) Participation in drafting and providing opinion on legal acts on public security and crime prevention.

2. Furthermore CLKP performs tasks related to:

- 1) Cooperation in scope of conducted scientific activity with national and foreign research entities, universities, technical organisations, entrepreneurs and foreign police units;
- 2) Specialisation and raising scientific and vocational qualifications of employees.

§ 5. CLKP may join the organizations and scientific associations or initiate the establishment of such.

§ 6. Minister competent for internal affairs and the Police Commander-In-Chief may, within the authority of supervision as laid down in § 1 sec. 4 of the Regulation of the Minister of Interior and Administration on the establishment of research and development unit – Centralne Laboratorium Kryminalistyczne Policji (Dz. U. Nr 181, poz. 1227), impose the obligation of including various tasks into operational plan of CLKP or point to tasks beyond the plan, under the terms defined in the Act on research institutes.

### **III. Organs of CLKP**

§ 7. The CLKP Director shall be a police officer who meets the criteria defined in art. 24 item 6 of the Law of 30 April 2010 on research institutes as well as in relevant provisions on educational requirements, professional qualifications, years of professional work experience and of the police officers as required for a given job position.

§ 8. 1. The CLKP Scientific Council consists of 12 persons, including 6 scientific and technical/research staff members from CLKP.

2. Number of positions in Scientific Council belonging to CLKP staff members:

- 1) 4 positions for staff members holding a scientific degree or scientific title such as Ph.D or assistant professor, including no more than 1 position for staff member holding the scientific title or scientific degree of assistant professor;
- 2) 2 positions for staff members who do not hold any Ph.D. or assistant professor scientific degree or title.
3. the manner of selection as well as scope of authority of the members of Scientific Council, its tasks and operation have been defined in Act on research institutes and the Scientific Council regulation.

§ 9. CLKP Director can appoint governing body and three consultation and advisory organs, determine their work regulation as well as appoint plenipotentiaries for execution of defined tasks by establishing the scope and duration of their activities.

§ 10. 1. Employment of scientist who is not a police officer is preceded by a competition announced by the CLKP Director.

2. In order to carry out open competition procedure, the CLKP Director shall appoint an opinion and advisory organ.
3. The announcement on competition shall contain the title of position to be filled in, formal requirements, documentation required to be submitted by a candidate, date and place of submission.
4. The announcement on competition shall be published on CLKP website in particular, as well as on the website of the minister competent for scientific matters in Public Information Bulletin. The date of submission of application forms cannot be shorter than 2 weeks since the date of publication.

5. The candidates who fulfil formal requirements are invited for the interview.
6. Basing on submitted documents and the interview, the opinion and advisory organ recommends the successful candidate to the CLKP Director.
7. The competition may remain unsolved; in such a case a new competition for a given job position may be announced.

**§ 11. 1.** Disciplinary commission for scientific and research/technical personnel, consisting of three members, is appointed as follows:

- 1) CLKP Director announces the selection procedure and appoints electing commission consisting of four members selected out of CLKP employees who do not have neither active nor passive voting rights as well as appoints the chairman of the commission;
- 2) each scientific and research and technical staff member employed in CLKP is entitled to full-time active and passive voting rights in full time;
- 3) the candidates for disciplinary commission should be notified to the chairman of electing commission within 7 days since the date of ordering the election;
- 4) the electing commission informs CLKP employees on the date of elections and presents the list of candidates for the members of disciplinary commission at least 7 days in advance prior to fixed date of election;
- 5) the voting is secret; election becomes legitimate with the participation of at least 50 % of authorised persons;
- 6) the candidates who won the greatest number of votes become members of a disciplinary commission;
- 7) commission shall draft the is drawing up minutes from the election, which is submitted to CLKP Director;
- 8) CLKP Director shall announce the results of election.

2. In case there is a need to conduct a by-election, the provision in par. 1 shall apply as appropriate.