**Краевой союз потребительский обществ «Крайпотребсоюз»**

**Частное профессиональное образовательное учреждение**

**«Красноярский кооперативный техникум экономики, коммерции и права»**

Educational interdisciplinary professional project in the disciplines of "MDK. 01.05 Office management and secrecy regime" and "English language"

By topic: " Structure and organization of office work in the internal affairs agencies of the Russian Federation"

Performed by a student of the PDE-2 group (3)

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Krasnoyarsk, 2024

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**Annotation**

The project is devoted to the study of the structure and organization of office work in the internal affairs bodies of the Russian Federation (ATS of the Russian Federation) and the assessment of the importance of this body in ensuring law and order and the safety of citizens. The study will examine the role and functions of the Department of Internal Affairs, the features and principles of their office management, as well as the impact of effective document management on the operational activities of law enforcement agencies. It is supposed to identify the key aspects that determine the effectiveness of the Department of Internal Affairs through the analysis of their document flow. The results of the study can be useful for the development of methods for optimizing office work in law enforcement agencies in order to increase their efficiency and effectiveness in ensuring public safety.

**Keywords**

Normative legal acts, office work, office work structure, , work analysis, documents.

INTRODUCTION

Relevance: In the modern world, where the preservation of legality, ensuring public safety and combating crime are in the foreground, effective document management in law enforcement agencies plays a crucial role. Office work in the Ministry of Internal Affairs of the Russian Federation is of high importance, since the correctness and timeliness of decision-making, the implementation of operational measures, as well as the safety and reliability of legal information depend on it. Proper record keeping helps to speed up investigations, improve the professionalism of employees and ensure transparency of law enforcement agencies' activities to the public.

Problem: Insufficient automation and digitalization of processes: many internal affairs agencies still use outdated methods of working with documentation, which slows down processes and increases the likelihood of errors, therefore, a lot of manual, rather than digital labor is put into the paperwork process, at a time when the shortage of personnel affects not only the Department of Internal Affairs.

The purpose of the study is to analyze the structure and organization of office work in the Ministry of Internal Affairs of the Russian Federation, identify problems and propose ways to solve them.

Project objectives:

1. Analyze the normative legal acts regulating the organization of office work of the Department of Internal Affairs;

2. Consider information related to the structure and organization of office work of the Ministry of Internal Affairs of the Russian Federation;

3. Analyze the work of the structure and organization of the Office of the Ministry of Internal Affairs of the Russian Federation;

4. Identify the problems of the organization of office work of the Department of Internal Affairs and propose solutions to them;

Hypothesis: In my opinion, in the vision of information technologies or bringing them to a higher level, it helps to simplify the format of office work itself, as well as eliminate errors that arose due to the human factor.

The object of the study of this course work is the normative legal acts regulating the structure and organization of office work in the Ministry of Internal Affairs of the Russian Federation.

The subject of this study: normative legal acts regulating the procedure for determining the structure and formation of the organization of office work in the Ministry of Internal Affairs of the Russian Federation.

1 Theoretical aspects of the structure and organization of office work in the Ministry of Internal Affairs of the Russian Federation

1.1 Regulatory legal acts regulating the organization of office work in the Ministry of Internal Affairs of the Russian Federation

In the Internal Affairs Bodies of the Russian Federation, the organization of office work is regulated by a number of normative legal acts. The main ones include:

1. Federal Law "On Operational Investigative Activities" dated August 12, 1995 No. 144-FZ.

2. Order of the Ministry of Internal Affairs of the Russian Federation No. 302 dated April 12, 2011 "On Approval of the Regulations on Office Work in the Internal Affairs bodies of the Russian Federation".

3. Resolution of the Government of the Russian Federation No. 189 dated March 6, 2012 "On Approval of the Rules for Maintaining Accounting Books of Internal Affairs Bodies of the Russian Federation".

4. Order of the Ministry of Internal Affairs of the Russian Federation No. 1008 dated December 11, 2013 "On Approval of the Regulations on the Procedure for Maintaining Accounting Records in the Internal Affairs bodies of the Russian Federation".

These regulations establish the rules and procedures for the organization of office work in the internal affairs bodies and are fundamental for proper work with documents in these structures.

Federal Law No. 144-FZ "On Operational Investigative Activities" dated August 12, 1995 is one of the key legal acts that regulates the implementation of operational investigative activities in the Russian Federation. The essence of this law is to establish the legal framework and procedures for conducting operational investigative measures in order to ensure the safety of society, protect the rights and freedoms of citizens, prevent and solve crimes.

The Law defines the rules for the collection, processing, storage and use of information in the framework of operational investigative activities, establishes the procedure for the interaction of operational services with other public authorities and the public. It also establishes requirements for operational measures, including respect for the constitutional rights and legitimate interests of citizens.

Order No. 302 of the Ministry of Internal Affairs of the Russian Federation dated April 12, 2011 "On Approval of the Regulations on Office Work in the Internal Affairs Bodies of the Russian Federation" establishes the basic rules and standards for the organization and management of office work in the structures of law enforcement agencies of Russia. The essence of this order is to regulate the process of working with documents in the internal affairs bodies, including the procedure for registration, storage, use and destruction of documents. The Regulation defines the requirements for document management, paperwork, control over the execution of orders, and also ensures compliance with legislation and regulations in the field of office management.

This order is important for ensuring the effective work of the internal affairs bodies, ensuring the safety of information, compliance with procedures and deadlines for working with documents. It is aimed at improving the quality of office work and ensuring transparency in the activities of law enforcement agencies.

1.2 The structure of office work and its organization in the Ministry of Internal Affairs of the Russian Federation

The structure of office work and its organization in the internal affairs bodies of the Russian Federation includes the following main elements:

1. Registration of documents: An important stage in office work is the registration of incoming documents. Each document must be stamped with the date and registration number for subsequent control and accounting.

2. Classification of documents: Documents in the internal affairs bodies are classified according to their content, values and shelf life. This allows you to effectively organize work with documents and provide quick access to the necessary information.

3. Storage and destruction of documents: Documents must be stored in accordance with the established storage periods and storage conditions. After the expiration of the period, the documents are subject to destruction in accordance with the law.

4. Control over the execution of orders: Office work includes control over the execution of orders issued on the basis of documents. This allows you to ensure timely completion of tasks and prevent delays.

5. Automation and information technology: Modern internal affairs agencies actively use information technology to automate office management processes, which increases work efficiency and information security.

2 Implementation of the work of the structure and organization of office work of the Ministry of Internal Affairs of the Russian Federation

2.1 Analysis of the work of the structure and organization of office work in the Ministry of Internal Affairs of the Russian Federation

The structure and organization of office work in the internal affairs bodies of the Russian Federation (ATS of the Russian Federation) has certain features that allow them to effectively perform their functions to ensure law and order and public safety.

1) Structure: The Ministry of Internal Affairs of the Russian Federation has a complex hierarchical structure, which includes the following links:

• The Department of Internal Affairs, which is the main link in the department's management and is responsible for developing work strategies, budget planning and personnel policy.

• The department (precinct) of Internal Affairs, which carries out operational and official activities in the field and is the main link of direct interaction with citizens.

• Crime prevention departments (departments) that investigate crimes and identify their perpetrators.

• Departments of card accounting, which are responsible for maintaining card records of citizens and providing them with services for paperwork.

• Law enforcement departments that ensure public order and security.

2) Organization of office work: in the work of the Ministry of Internal Affairs of the Russian Federation, a document management system is used, which includes the following main stages:

• Reception and registration of applications and complaints from citizens.

• Registration of protocols on administrative offenses and institution of criminal cases.

• Preparation of memos and reports on events held.

• Card accounting and registration of various documents for citizens.

The organization of office work in the Ministry of Internal Affairs of the Russian Federation is subject to certain rules and procedures, which are regulated by the legislation and regulations of the department. An important part of this work is the observance of confidentiality and protection of personal data of citizens.

2.2 Actual problems related to the implementation of the work of the structure and organization in the Ministry of Internal Affairs of the Russian Federation and their solutions

Current problems related to the topic of the structure and organization of office work in the internal affairs bodies, including the Ministry of Internal Affairs of the Russian Federation, may include the following aspects:

1. Insufficient automation and digitalization of processes: many internal affairs agencies still use outdated methods of working with documentation, which slows down processes and increases the likelihood of errors.

2. Insufficient qualifications and training of employees: law enforcement officers do not always have sufficient knowledge and skills in the field of effective office management.

3. Bureaucracy and excessive paperwork: excessive paperwork and complex procedures can slow down the work of internal affairs agencies and complicate interaction between them.

4. Insufficient coordination and information exchange between different departments: the lack of effective information exchange mechanisms can lead to duplication of work and omission of important details in investigations.

The study of these problems will identify bottlenecks in the structure and organization of office work in the Ministry of Internal Affairs of the Russian Federation and offer recommendations on how to eliminate them to improve the effectiveness of law enforcement agencies.

The ways to solve the problems are as follows:

1. Attracting young IT specialists to work in or with internal affairs agencies, improving old methods, reformation and their adaptation to modern realities of computer technology.

2. Training before the appointment of a clerk, new technologies, or conducting collective information technology courses and working with them to work with newer methods.

3. Simplification of the paper system, reduction of the stages of preparation of documents for any event, maximum introduction of electronic document management. Digitalization will help save not only time, but it is also more environmentally friendly than using a large amount of paper.

4. Creation of activities aimed at active communication of employees of different departments, to destroy the framework and obstacles to their communication.

CONCLUSION

Office work in the Department of Internal Affairs of the Russian Federation is of particular importance, since the efficiency of crime investigation, the effectiveness of the work of police officers and other law enforcement officers depend on it. High-quality record keeping allows you to maintain the integrity and reliability of documentation, provides quick access to information and coordination of actions within the framework of investigations.

Thus, the study of the structure and organization of office work in the Ministry of Internal Affairs of the Russian Federation is not only relevant, but also has a direct impact on ensuring law, order and security in society, which emphasizes its importance for the law enforcement system as a whole.

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