**Regional Union of Consumer Societies "Kraypotrebsoyuz"**

**Private professional educational institution**

**"Krasnoyarsk Cooperative College of Economics, Commerce and Law"**

**Educational interdisciplinary professional project in the disciplines “MDK 40.02.02 Law Enforcement” and “English Language”**

**Subject**: Deadlines for the execution of documents in the Department of Internal Affairs. Report on changing the deadline for completing an order.

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INTRODUCTION

**Relevance:** the current state of the issue of deadlines for the execution of documents in internal affairs bodies is beyond doubt. Currently, there is a need to improve the mechanisms and procedures for the execution of documents in internal affairs bodies. The timing of execution of orders and reports is an important factor for regulating the work process and ensuring the speed of making decisions.

**Problem:** failure to comply with deadlines for the execution of documents in the Department of Internal Affairs.

**Target:** study and analysis of deadlines for the execution of documents in the Department of Internal Affairs.

**Tasks:**

- Analysis of problematic aspects of deadlines for the execution of documents in internal affairs bodies

-Development of measures to optimize the timing of execution of documents in internal affairs bodies

**Hypothesis:** there is a relationship between the deadlines for documents of internal affairs bodies and the efficiency of their work

**Method:** information analysis, study of Codes, additional literature.

1. **Theoretical aspects of deadlines for execution of documents in internal affairs bodies**

Internal affairs bodies are multifunctional law enforcement agencies, which are entrusted with the following main types of law enforcement activities:

1) administrative, related to the protection of public order, the organization of road safety;

2) operational-search activities to identify and solve crimes, search for persons who committed crimes and hid from the preliminary investigation authorities and the court, escaped from places of imprisonment, and went missing.

Important areas of activity of the internal affairs bodies are related to issues of citizenship of the Russian Federation (issuing passports), freedom of movement, choice of place of stay and residence within the Russian Federation, travel outside the Russian Federation and entry into its territory, the legal status of foreign citizens and stateless persons in the Russian Federation; issuance (cancellation) of special permits (licenses) to engage in types of activities (for example, private security and detective activities, to carry and store firearms, gas weapons), production, work (provision of services) subject to licensing in the Ministry of Internal Affairs, as well as control for their implementation.

Principles of activity of internal affairs bodies: respect and observance of human and civil rights and freedoms, legality, humanism, a combination of public and secret methods and means of activity, interaction with state authorities and local governments, public associations, citizens, and the media.

The deadlines for the execution of documents in internal affairs bodies are regulated by law and depend on the specific type of document. Here are some theoretical aspects of document execution deadlines:

1. Statements and appeals of citizens: usually the deadline for the execution of applications and appeals of citizens to internal affairs bodies is determined by law and may vary depending on the nature of the case. In some cases, deadlines may be directly established by law, while in other cases they may be determined by regulations of each specific authority.

2. Orders: orders issued by internal affairs bodies, including orders, decisions and other administrative documents, must be executed within the prescribed time limits determined by law or internal rules of each body.

3. Investigation of crimes: the time frame for investigating crimes involving internal affairs agencies may vary depending on the complexity of the case and other factors. The law usually sets a general maximum period for completing an investigation.

4. Administrative fines and penalties: the timing of the issuance and execution of administrative decisions, including fines and penalties, are also determined by law and may vary depending on the type of violation and other factors.

5. Issuance of documents and certificates: deadlines for issuing various types of documents and certificates, such as passports, driver’s licenses and others, may be established by law and may differ depending on the specific type of document and the procedure for its issuance.

It is important to note that all theoretical aspects of the deadlines for the execution of documents must be taken into account in the practical work of internal affairs bodies and observed in accordance with the law.

1. **Current problems in meeting deadlines for the execution of documents in the Department of Internal Affairs**

One of the pressing problems in meeting deadlines for the execution of documents in the internal affairs departments of the Russian Federation is the overload of workers and the heavy load on the system. Often departments do not have enough staff or are not given the necessary resources to get the job done. This may lead to delays in processing documents and executing orders.

Another problem is the ineffectiveness of the document management system in internal affairs departments. Delays may occur due to inconsistencies in the procedures for receiving, registering and executing documents. Lack of automation and use of electronic systems can also be a factor slowing down the processing and execution of documents.

Some of the main problems in meeting deadlines for the execution of documents in the internal affairs bodies of the Russian Federation include:

1. Lack of personnel: an insufficient number of employees in the internal affairs bodies of the Russian Federation is another reason for delays in the execution of documents.

2. Incorrect or insufficient training: Sometimes, ignorance or insufficient education of employees can lead to errors in the execution of documents, which requires additional time to correct them.

3. Systemic problems: Insufficient use of technology and information systems can also cause delays in the execution of documents, especially when processing a large volume of information.

In general, these problems can lead to delays in the execution of documents in the internal affairs bodies of the Russian Federation and can potentially reduce the efficiency of their work. To overcome them, efforts are required in the field of improving work organization, improving the skills of employees, improving work processes and introducing modern technologies.

The problem of personnel shortage in the internal affairs bodies of the Russian Federation can be solved using the following measures:

- Increase in number of employees

- Increasing the attractiveness of working in internal affairs bodies

- Automation of processes and introduction of new technologies

To solve the problem of incorrect or insufficient preparation in the documentation of the internal affairs bodies of the Russian Federation, the following measures should be taken:

* Training and advanced training of employees.
* Documentation control and audit.
* Cooperation with experts and specialists in the field of documentation support.

Systemic problems in the internal affairs bodies of the Russian Federation can be varied, but some recommendations can be universal:

* The problem of corruption: it is recommended to tighten measures to combat corruption in the police
* Violation of citizens' rights: systematic training and education of police officers is recommended
* Lack of professionalism: It is recommended to improve the selection and training process in the police.

Correct and timely execution of instructions is a key factor in the successful work of internal affairs agencies and ensuring safety in society.

**CONCLUSION**

In conclusion on this topic, it should be noted that the timing of the execution of documents in internal affairs bodies is extremely important and affects the efficiency of the work of police officers. In modern conditions of reducing time to complete various tasks and increasing responsibility at work, a change in the deadline for completing assignments may be due to various reasons.

It should also be noted that when working with documents in internal affairs bodies, certain procedures and standards for the preparation, execution and transfer of documents are applied. A change in the deadline for completing an order may be due to a violation of these procedures and standards, as well as a failure to timely obtain the necessary permits or awareness of the execution of the order.

The deadlines for the execution of documents in internal affairs bodies are of great importance for the effective work of the police. A change in the deadline for completing an order may be due to various reasons, but must be strictly documented in the report on the change in the deadline for completing the order.

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