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**Тема:** Основы делопроизводства и основы управления в правоохранительных органах.

The basics of record keeping and the basics of management in law enforcement agencies.

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ANNOTATION

The topic "Basics of office work and management in law enforcement agencies"

covers key aspects of organizing work within law enforcement agencies. This topic examines the principles of maintaining documentation, rules for drawing up reports and protocols, as well as management procedures, including planning, coordination and control of activities. Ethical and legal norms governing the activities of employees are also discussed. Knowledge of these basics helps to increase the efficiency of law enforcement agencies and improve interaction with society.

Keywords(10)

Recordkeeping, document, document flow, regulatory legal act, internal affairs agencies, structure, regulatory and methodological documents, documentation, nomenclature, organization effect

INTRODUCTION

Every organization, every institution, regardless of the type of activity, works with documents that formalize this activity, serve as confirmation of its implementation, act as evidence of the commission of a particular operation. Documents are the basis for making management decisions, accounting, and staffing of the organization. Failure to execute or ineffective organization of document execution can lead to failure to achieve the goals of creating an organization and its complete unmanageability. Therefore, proper implementation of document flow is very important for any organization.

The goal of the project is to study the basics of office work and the basics of management in law enforcement agencies.

In accordance with the stated goal, the following tasks were solved in the work, which determined the structure of the work:

- to consider the normative and legal regulation of document flow;

- to study the classification of document flow and the main types of documents generated in the activities of internal affairs agencies;

- to characterize the organization of office work in law enforcement agencies;

- to study the concept and essence of management in law enforcement agencies;

- to describe the documentary culture of management in law enforcement agencies.

The object of the study is law enforcement agencies. The subject of the study is the fundamentals of office work and the fundamentals of management in law enforcement agencies.

1 Fundamentals of office work in law enforcement agencies

1.1 Normative and legal regulation of document flow

Considering the importance of maintaining documentary registration of the activities of organizations, document flow must be clearly regulated. Document flow is regulated in several directions. Such elements of document flow regulation as standardization, legislative regulation, development of regulatory and normative-methodological documents of national action are distinguished [12]. In general, it should also be noted that the development of internal local regulatory documents of the organization plays an important role in organizing document flow.

Currently, several general standards for the implementation of activities for the creation, circulation and storage of documents are in effect in Russia. On January 1, 2020, the National Standard of the Russian Federation for Document Management - GOST R ISO 15489-1-2019 came into force. National Standard of the Russian Federation. System of standards for information, librarianship and publishing. Information and documentation. Document management. Part 1. Concepts and principles. (approved by the order of Rosstandart dated 26.03.2019 No. 101-st). This document introduces the concepts and principles of document management in organizations.

In accordance with the National Standard of the Russian Federation for document management, document management systems must meet such requirements as reliability, security, consistency, compliance with regulatory documents, the ability to manage documents in them, distribution of the level of access to the system between participants in the document creation process, users and persons managing documents. Compliance with the above requirements is especially important for internal affairs agencies, since they have a significant amount of information constituting a personal secret of citizens (Article 17 of the Federal Law "On Police").

Along with it, the National Standard of the Russian Federation on Records Management continues to operate - GOST R 7.0.8-2013. National Standard of the Russian Federation. System of standards on information, library and publishing. Records Management and Archival Science. Terms and Definitions., which defines the main concepts used in records management (including the concept of records management itself):

1. Records management is an activity that ensures documentation, document flow, operational storage and use of documents.

2. Document support (management), DOU - an activity that purposefully ensures document management functions.

3. Document management is an activity that ensures the implementation of a unified policy and standards in relation to the documentary fund of the organization.

1.2 Classification of document flow. Main types of documents generated in the activities of internal affairs bodies

In connection with the specifics of the activities in the internal affairs bodies, record keeping in the internal affairs bodies can be classified on several grounds.

Based on the focus of office work, it can be divided into general and special. General office work is aimed at organizing the internal activities of internal affairs bodies. It is typical for all government organizations and is aimed at personnel, financial, managerial, and economic support for the organization's activities. Special office work is aimed at implementing the tasks assigned to a specific government agency. For internal affairs bodies, special office work consists of drafting criminal-procedural, administrative-procedural, and operational-search documents aimed at solving the problems of maintaining public order, solving and preventing offenses (crimes).

From the point of view of secrecy, office work in internal affairs bodies can be divided into secret and non-secret. Most documents used in the activities of internal affairs bodies, as well as the result of such activities, are non-secret. However, in some cases, based on the specifics of their activities, employees of internal affairs bodies encounter information constituting a state or official secret. When working with documents containing such information, secret office work is conducted. By carriers, document flow can be divided into documentary, electronic and mixed. Recently, electronic document flow has become increasingly preferred. This is due to the fact that such document flow, if properly organized, builds a more transparent and effective system of control over the execution of documents, their systematization, reporting and generalization.

Recently, internal affairs agencies, like other government organizations, are gradually switching to electronic document flow. Special requirements are imposed on document systems that implement electronic document flow.

The following main types of documents are formed in the activities of internal affairs agencies: regulatory legal acts of the Ministry of Internal Affairs of Russia; individual legal acts (of a personal nature; the effect of which is exhausted by a single use); interdepartmental agreements, protocols; orders; directives; instructions; acts; conclusions; reports; certificates; reviews; reports; explanatory notes; plans; telegrams; telephone messages; fax messages; letters.

1.3 Organization of office work in law enforcement agencies

The activities of any internal affairs agency are carried out on the basis of one-man management. Therefore, the general management of document flow, like any other activity, is carried out by the head of the internal affairs agency.

The organization and management of office work, including the use of modern information technologies in working with documents in internal affairs agencies, are provided by the departments (departments, divisions, groups) of office work and regime of the internal affairs agencies. They are independent structural divisions. The department is headed by an inspector, to whom the clerks are subordinate.

In the structural divisions of the internal affairs agencies, in which the office work and regime divisions are not provided for by the staffing table, office work may be assigned to individual employees by order of the head (chief) of the internal affairs agency.

Clerks must meet qualification requirements, which include special training in office work, handling citizens' appeals, confidentiality, knowledge of the organization of service, management and organizational activities of internal affairs bodies, regulations governing office work, and regulations in the field of protecting state secrets. If the staffing table of an internal affairs body does not provide for an independent department for office work and regime, then its functions are assigned to a specific employee by order of the head of the internal affairs body.

The departments of office work and regime are responsible for the following main tasks:

1. Receipt, registration and distribution of incoming (arriving) documents.

2. Transfer of documents for consideration to the head (chief) of the internal affairs body (or a person replacing him) and, after receiving the relevant instructions, directly to the executor.

3. Monitoring the progress and timing of document consideration.

4. Registration of outgoing (sent) documents, their forwarding processing and sending to addressees.

Table 2 - Outgoing document flow

5. Monitoring the correct execution of documents submitted for signature to the head (chief) of the internal affairs agency (or the person replacing him).

6. Organization of reference and information work on office work issues.

7. Copying and prompt reproduction of documents.

8. Development of draft document forms.

9. Development and maintenance of the nomenclature of special importance, top secret, secret and unclassified cases.

In addition to the office work group and the regime, any employee of the internal affairs agencies, in accordance with their official duties, draws up and executes the necessary documentation.

Summarizing the above, it can be noted that the organization of document flow in the internal affairs agencies is an important aspect that directly affects the implementation of state-important tasks facing the internal affairs agencies. The process of working with documents in the internal affairs agencies is sufficiently developed both at the doctrinal level and at the level of regulatory and legal regulation. However, in practice, office work causes problems, and the majority of them are related to the introduction of electronic document management. These problems do not have a quick and immediate solution. They must be solved comprehensively, based on modern practical and theoretical developments.

2 Fundamentals of Management in Law Enforcement Agencies

2.1 Concept and essence of management in law enforcement agencies.

Management in law enforcement agencies is a system of supporting actions that allows managers to create, maintain and develop internal conditions for successful service activities of performers (organizational units).

At the same time, it is necessary to remember that there are always contacts (communications, interaction, communication) between managers and performers, and certain relationships are formed. After all, it is not only managers who predetermine certain actions of the corresponding performers. The latter, possessing consciousness and will, always strive to achieve certain goals, based on certain interests or emotions of their own.

The specific composition of the necessary internal conditions sufficient for successful service activities of performers (organizational units) will, first of all, be determined by the purpose of management in law enforcement agencies.

As already noted, all of them are target, hierarchical communities of people. As a result of organizational design, they develop new system-wide qualities - potential and real opportunities for the successful achievement of predetermined significant goals common to them as a whole. These goals cannot be successfully achieved by separate individuals or their random unorganized aggregates.

This quality has long been known as the "organization effect" ("organization effect"). The "organization effect" is determined by such basic conditions-factors as unidirectionality, specialization and consistency.

In law enforcement agencies, these internal conditions are practically created in the course of the formation of formal organizational links: the agencies themselves, their divisions and primary links.

Unidirectionality, specialization and consistency are important internal conditions that determine organization, allowing to influence the state of the general activity of all performers in law enforcement agencies.

In this regard, there is a need to form, maintain and develop the professionalism, interest and resource provision of performers.

Based on the above, we can formulate the following conclusion: the purpose of management in law enforcement agencies is to ensure that, in the interests of successful service activities of organizational units (executors), managers can have the following internal conditions:

1) formal organizational units created out of necessity;

2) formal organizational units adjusted during operation;

3) formal organizational units updated if necessary;

4) select the most suitable performers for service activities;

5) performers professionally trained for service activities;

6) performers interested in effective service activities;

7) performers provided with resources for service activities;

8) performers assessed during service activities;

9) pre-planned processes of service activities of performers (organizational units);

2.2 Documentation culture of management in law enforcement agencies.

Documentation culture of management in law enforcement agencies is a qualitative level of requirements for operations of managers with documents, determined by the principles and norms of document management, in the interests of management efficiency.

According to experts, in general, managers spend from 30% to 80% of their working time on operations with documents. After all, the implementation of any management function begins with access to certain documents and ends with various operations with them.

Moreover, the efficiency of the implementation of management functions is largely predetermined by the quality of documentation activities, its main components: documentation and document flow.

Documentation includes all operations from drafting the approval of documents to their execution and production, and document flow - from the creation or receipt of documents from outside to the completion of their execution and registration "in files" or sending to addressees.

The purpose of documentation, according to experts, is to promptly transform information into a form that would be suitable, reliable and convenient for use in the practical activities of managers.

This purpose is determined by the specifics of this practical activity. It lies in the fact that most often the available (received) information is used by managers not immediately and not once, but, as a rule, after a certain period of time and repeatedly in different situations.

The discrepancy in time between the moments of receiving and using information by managers leads to the fact that they need to reliably store it. To do this, it must, first of all, be recorded on tangible media in the event that it was received by them in an unfixed (ideally fixed) form. The fact is that, for all its versatility, the memory of managers still turns out to be an unreliable repository of information. In addition, it is also very important that for practical purposes managers usually cannot use any information, but only that which has a certain legal significance, that is, information that can cause certain legal consequences. This is possible only if the information is drawn up in accordance with the current legal order.

Practice shows that for such conditions, the best suited information is that which is recorded in one way or another on permanent, long-term tangible media - paper, plastic, metal, glass, etc.

Such tangible media, together with the information recorded on them in the manner established by regulatory acts, using various methods and technical means, are called documents.

The degree of perfection of documentation in terms of suitability, reliability and convenience of information for practical use is determined by the external and internal quality of documents.

According to experts, high-quality documentation implies strict adherence to the following basic principles:

1) creation of document systems necessary for the successful operation of all managers (and performers);

2) creation of document systems sufficient for successful activities of all managers (and performers);

3) recording information about similar situations in the same types of documents.

In practice, the implementation of these principles is largely carried out in the course of unification of documents used by managers in their activities.

Unification is the leading direction of document improvement. Its meaning lies in establishing a uniform composition and forms of documents recording the performance of similar actions.

It is carried out in order to improve the quality and reduce the number of documents used, typify their forms, reduce the labor intensity of their creation and processing, more efficient use of modern information technology, etc.

As a result, unified documentation systems appear, that is, systems that are created according to uniform rules and requirements.

Documents used by managers in management activities constitute the content of the system designated by the term "Unified System of Organizational and Administrative Documentation" (USORD).

The final stage of unification is standardization, as a result of which the requirements for documents become norms, mandatory rules.

Standardization of documents is a form of legal consolidation of the unification carried out and the level of its obligation.

The purpose of document flow, according to experts, is to promptly provide managers with high-quality information necessary for the practical implementation of management functions.

The targeted "movement" of documents objectively accompanies any management activity.

As experts note, the degree of perfection of document flow from the point of view of the effectiveness of providing managers with quality information is determined by:

1) the number of "processing points" for documents;

2) the time it takes to move documents between "points";

3) the time it takes to perform all necessary operations with documents at each "point".

This assumes strict adherence to the following basic principles, which are in the nature of requirements that must be met at all organizational levels:

1) passing documents by the shortest route, through the smallest number of "processing points", eliminating or minimizing their return movements;

2) selective distribution of documents between managers (and performers) in accordance with their job responsibilities;

3) uniformity of "movement" routes and compositions of technological operations for standard documents, as well as a single execution of each technological operation with standard documents.

The unification of document flow at various organizational levels is of great importance for the practical implementation of the listed principles.

Such unification presupposes a rational sequence of operations with documents, establishing the order of their execution and routes of "movement" of documents as a whole.

For each group of documents, a standard technology can be developed, which is usually presented in the form of an operogram or a process flow chart.

In the process of unification of document flow, it is necessary to take into account the most important requirement to free managers as much as possible from performing technical operations with documents that are not typical for them.

Documents, therefore, are the main objects of documentation and document flow, and ensuring their quality and timeliness are the main goals of the documentation activities of managers.

CONCLUSION

Management in law enforcement agencies is a system of supporting actions that allows managers to create, maintain and develop internal conditions for the successful performance of employees (organizational units).

The purpose of management in law enforcement agencies is to streamline these agencies themselves, their divisions and primary units, and their functioning processes.

The documentation culture of management in law enforcement agencies is a qualitative level of requirements for operations of managers with documents, conditioned by the principles and norms of document management, in the interests of management efficiency.

According to experts, in general, managers spend from 30% to 80% of their working time on operations with documents. After all, the implementation of any management function begins with access to certain documents and ends with various operations with them.

Documentation includes all operations from drafting document approvals to their execution and production, and document flow - from the creation or receipt of documents from outside to the completion of their execution and registration "in files" or sending to addressees. The purpose of documentation, according to experts, is to promptly transform information into a form that would be suitable, reliable and convenient for use in the practical activities of managers.

The degree of perfection of documentation in terms of suitability, reliability and convenience of information for practical use is determined by the external and internal quality of documents.

According to experts, high-quality documentation implies strict adherence to the following basic principles:

1) creation of document systems necessary for the successful activities of all managers (and performers);

2) creation of document systems sufficient for the successful activities of all managers (and performers);

3) recording information about similar situations in the same types of documents.

In practice, these principles are largely implemented through the unification of documents used by managers in their activities.

Unification is the leading direction in improving documents. Its meaning lies in establishing a uniform composition and forms of documents recording the performance of similar actions.

It is carried out with the aim of improving the quality and reducing the number of documents used, typifying their forms, reducing the labor intensity of their creation and processing, more efficient use of modern information technology, etc. As a result, unified documentation systems appear, that is, systems that are created according to uniform rules and requirements.

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