

BOOK OF RULES
ON THE INSTITUTIONS RESPONSIBLE FOR IMPLEMENTATING AND THE
MANNER BY WHICH NAMED INSTITUTIONS SHALL IMPLEMENT THE PRO-
TECTION MEASURE OF SHELTERING THE VICTIM OF DOMESTIC VIOLENCE

Article 1

This Book of Rules specifies the institutions responsible for and the manner by which the named institutions shall implement the protection measure of sheltering the victims of domestic violence, *i.e.* providing protection for victims to enable their ability to exercise their rights and interests without fear of being in danger for their life.

Article 2

The purpose of this measure is to protect victims of domestic violence from physical and emotional abuse, *i.e.* provide physical protection, protection of personal integrity and protection of emotional wellbeing, and to prevent future domestic violence.

Article 3

- (1) The protection measure shall be implemented by the institutions for social welfare protection, social welfare centers, with host families and other suitable facilities (hereinafter: the safe houses).
- (2) The safe house is a facility equipped and staffed to provide shelter for the victims of domestic violence.
- (3) The safe house shall temporarily accommodate and provide for its beneficiaries pursuant to a court order. Such accommodation shall last until implementation of Article 11 of the Law on Protection from Domestic Violence, but not longer than three months.
- (4) In circumstances in which the victim requires immediate protection, the victim shall be urgently accommodated in the safe house in accordance with Article 19 Paragraph 5 of the Law on Protection from Domestic Violence.

Article 4

- (1) The jurisdiction of the safe house for implementing the protection measure shall be determined by the place of permanent or temporary residence of a beneficiary. If a safe house does not exist within the victim's place of permanent or temporary residence the court shall identify a facility where the protection measure shall be implemented.
- (2) If the victim changes place of permanent or temporary residence, the competent court shall be immediately notified and shall decide about further implementation of the protection measure in accordance with Paragraph 1 of this Article.

Article 5

The safe house in which the protection measure shall be implemented shall meet all facility, equipment and staffing conditions as determined by the Book of Rules.

Article 6

- (1) The safe house facility must be adequate to realize the goals of the protection measure. Any safe house must meet the following construction and technical standards:
 - a) to be located in populated area,
 - b) to be constructed of soundproof materials and materials that ensure thermal insulation,
 - v) to be connected to a public electricity supply and telephone lines network,
 - g) to be connected to water supply system or have regular potable running hot and cold water supplied by a well-pump,
 - d) to be connected to a public sewage system or properly constructed septic tank,

Unofficial Translation

- đ) to have heating and mechanical ventilation if natural ventilation is not sufficient and to have adequate lighting and protection,
- e) to have a flooring in all rooms made of non-slippery, non-absorbent and easy to maintain material,
- ž) to ensures easy access to means of transportation
- z) to ensures access to outdoors- minimum 3 square meters per beneficiary.

Article 7

The safe house that provides whole-day shelter shall have:

- a) an entrance without architectural barriers,
- b) bedrooms,
- v) kitchen with a store-room and other facilities for food preparation,
- g) dining room,
- d) working, therapy and leisure area,
- đ) living room,
- e) toilet facilities,
- z) offices for staff.

Article 8

- (1) Each room in the facility shall be adequately equipped with equipment that matches the purpose of each room, the category of their beneficiaries and any technical, sanitary and aesthetic requirements. It has to be easily maintained, tidy and in good working order.
- (2) The living room shall have suitable number of tables and chairs, TV and radio, bookshelves, party games and decoration suitable for the needs of beneficiaries.
- (3) The bedrooms shall have beds, table and suitable number of chairs and separate wardrobe for each beneficiary.
- (4) The kitchen shall have stove, hot and cold water, counter for food preparation, dishes and cutlery.
- (5) The working and therapy area shall have appropriate equipment, desk, chairs, cupboard and a telephone set.
- (6) The toilet facilities shall include equipment for washing, drying and ironing of laundry.
- (7) The other facility's rooms shall have necessary equipment depending on the rooms' purpose and number of beneficiaries.

Article 9

- (1) Meals for beneficiaries shall be prepared in accordance with principles of proper diet depending on their age and state of health.
- (2) Adults shall have access to three meals and children shall have access to five meals.
- (3) Meals in general shall be served in dining room. Ill and infirm beneficiaries shall be served their meals in their rooms and have access to assistance in eating if necessary.

Article 10

- (1) The number of staff, experts and others, shall be determined by internal rules of each safe house depending on the number and category of beneficiaries.
- (2) Other institutions may provide clerical assistance and sanitary maintenance to the safe houses.

Article 11

- (1) Experts working in the safe house may be full or part time employees.
- (2) The safe house shall have full or part time employees of the following background:
 - a) social worker (university degree),
 - b) psychologist (university degree),

Unofficial Translation

- v) lawyer (university degree),
- g) medical technician.

(3) A coordinator of the safe house shall be selected among staff with university degree.

Article 12

The safe house shall have 24 hours security adequate to protect property and persons.

Article 13

(1) Adequate expert services shall be ensured for beneficiaries of the safe house, especially when:

- a) receiving beneficiaries into the safe house as ordered by a court,
- b) developing individual treatment plan for beneficiary (occupational and educational therapy, occupational and work engagement, cultural and entertainment activities, recreational activities and other) to last up to seven days maximum,
- v) the beneficiary is going through an accommodation period,
- g) creating conditions for establishing or maintaining contacts with family, relatives and community,
- d) working individually or in group with beneficiaries.

Article 14

- (1) Beneficiaries of the safe house shall respect the house rules established by an internal act of the safe house.
- (2) The ministry responsible for social welfare issues shall approve or reject any proposed internal act on house rules.
- (3) Violation of internal house rules shall be reported to a competent court which shall decide on continuation of the implementation of the protection measure on individual bases.

Article 15

The safe houses may be established by the Republic, city, municipality, legal and physical persons.

Article 16

- (1) The ministry responsible for social welfare issues shall issue permits for the creation and operation of safe houses within institutions of social protection of the Republic.
- (2) While implementing the procedure from Paragraph 1 of this Article, the ministry responsible for social welfare issues shall establish that the conditions from the Book of Rules regarding facility, equipment and staff are fulfilled.

Article 17

- (1) After obtaining the consent of the ministry responsible for social welfare issues, the competent city/municipal administrative body shall issue permits for the creation and operation of safe houses established by city, municipality and legal and physical person.
- (2) While implementing the procedure from Paragraph 1 of this Article, the competent city/municipal administrative body shall establish that the conditions from the Book of Rules regarding facility, equipment and staff are fulfilled.

Article 18

- (1) Supervision of the safe houses shall be conducted in accordance with the Book of Rules on Supervision over Work and Expert Assistance of the Institutions for Social Protection of RS (OG RS 67/02).

Article 19

Unofficial Translation

- (1) The safe house shall keep records of all beneficiaries accommodated in the safe house in a manner consistent with the record keeping templates published within the Book of Rules.
- (2) The record keeping from Paragraph 1 of this Article shall be conducted and processed in accordance with Article 18 of the Law on Gender Equality in BiH (OG BiH 16/03).

Article 20

- (1) The records from Paragraph 1 of Article 19 are confidential.
- (2) When requested by ministry of social welfare issues and the Gender Centre of RS, the safe house shall provide data on the beneficiaries of the safe house for the purpose of a database update.
- (3) The safe house shall report in writing to the competent social welfare centre on the progress in implementation of the protection measure on a monthly basis.

Article 21

The Book of Rules shall enter into force eight days after their publication in the Official Gazette of RS.

No 03-052-71/06
28 September 2006
Banja Luka

Minister
Dr Ranko Skrbic

RS OG 97/06