

The Central Anti-Corruption Bureau

GUIDEBOOK

THE CENTRAL ANTI-CORRUPTION BUREAU



Warsaw 2012

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CENTRALNE BIURO ANTYKORUPCYJNE

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THE CENTRAL ANTI-CORRUPTION BUREAU (CBA)

The Central Anti-Corruption Bureau is a special service, created to combat corruption in public and economic life, particularly in public and local government institutions as well as to fight against activities detrimental to the State's economic interest. The Bureau conducts its activities under the Act of 9 June 2006 on the Central Anti-Corruption Bureau (Journal of Laws of 2012, item 621 – consolidated text).

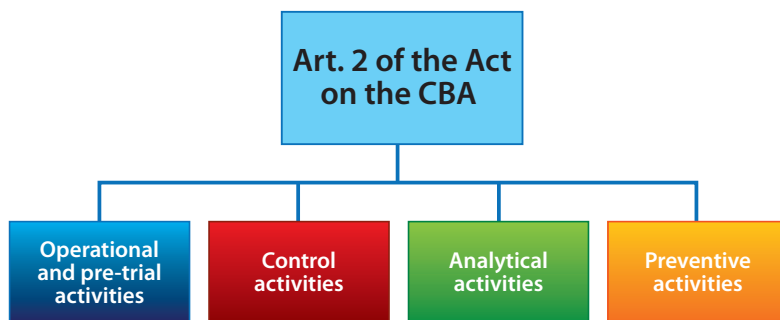
HEAD OF THE CBA

The Head of the Central Anti-Corruption Bureau is a central authority of the government administration, supervised by the Prime Minister, acting through the CBA. The Head of the CBA is appointed for a term of four years and recalled by the Prime Minister, following a consultation with the President of the Republic of Poland, the Special Services Committee and the Parliamentary Committee for Special Services. The Head of the CBA may be reappointed only once.

On 13 October 2009, the Prime Minister entrusted the duties of the Head of the CBA to Paweł Wojtunik, who was appointed to the position on 30 December 2009. Paweł Wojtunik is the graduate of the Faculty of Law at the Białystok University. In the years 1992–1996, he served in the Police Headquarters in the field of combating organised crime. After establishing the Central Investigation Bureau, he performed the following functions: initially, of the Head of the Division and then of the Directory of Special Operations, as well as Deputy Director of the Central Investigation Bureau. In 2007, he was delegated to serve in Scotland Yard for six months. In October 2007, he was appointed Director of the Criminal Bureau of the Police Headquarters, and in December 2007 he was appointed Director of the Central Investigation Bureau. He was awarded a bronze (2003) and a silver (2009) “Distinguished Police Officer” badge as well as the Bronze Cross of Merit (2004) and the Golden Medal of Merit for the Police (2012).

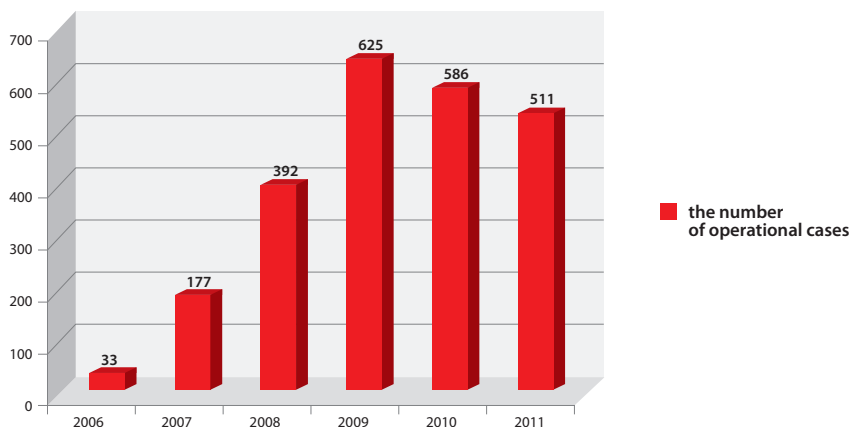
MAIN GOALS AND TASKS OF THE CBA

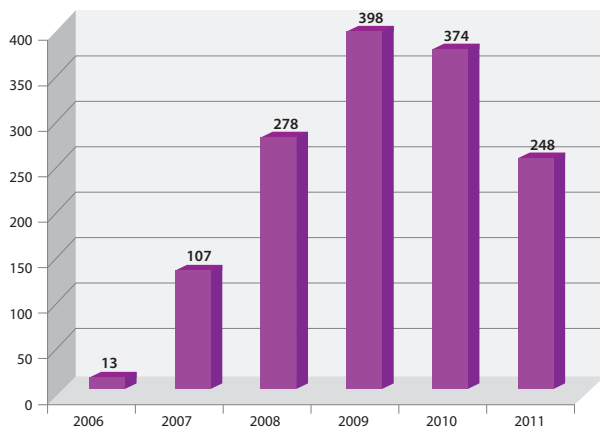
The main goal of the CBA is combating corruption where the public sector meets the private sector. Under article 2 of the Act on the Central Anti-Corruption Bureau, the Bureau deals with identification, prevention and detection of crimes and offences, prosecution of perpetrators as well as control, analytical and preventive activities.



OPERATIONAL AND PRE-TRIAL ACTIVITIES

Within their tasks, the CBA's officers perform preliminary investigation tasks aiming to disclose corruption offences as well as offences detrimental to the State's economy. The Bureau also carries out investigation activities under the Penal Code, with a special focus on offences against the activities of public institutions and local government, administration of justice, financing of political parties, fiscal obligations as well as donation and subvention settlements.





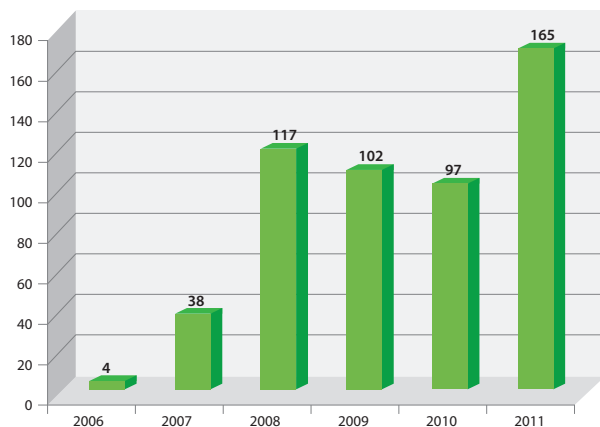
■ the number of preparatory proceedings

CONTROL ACTIVITIES

The Bureau is the sole special service having control measures. Control activities aim to detect corruption in public institutions, abuse of power by persons performing public functions as well as activities detrimental to the State's economy. Controls are conducted on the basis of the annual control plan, approved by the Head of the CBA or – where necessary – summarily.

Control activities cover, among others:

- 1) detection and prevention of non-compliance, e.g. within the scope of issuing economic decisions (i.a. privatisation processes, financial support, disposal of state and municipal property or award of public procurements),
- 2) control of accuracy and veracity of asset declarations or statements on conducting business activities by persons performing public functions.



■ the number of control proceedings

ANALYTICAL ACTIVITIES

Analytical and informative activities of the Central Anti-Corruption Bureau focus on the identification of irregularities and threats to the economic interest of the State and communicating them to the Prime Minister and other key state officials. Most often the activities refer to regular monitoring of public procurements, privatisation processes and selected government programmes. The analysis aims to pre-detect potential threats and draw up a comprehensive assessment of the situation.

PREVENTION

Having in mind the negative impact of corruption on public life, the Central Anti-Corruption Bureau focuses on preventive and educational activities.

THE CBA'S WEBSITES

The CBA conducts informative activities through, among others, regular updating of the official website www.cba.gov.pl along with the Bureau's sites on Facebook and Twitter. The sites inform about legal grounds of the Bureau's activities, its structure and tasks, undertaken activities as well as provide information for candidates for service in the CBA. The site is available also in English.

EDUCATIONAL SITES

The CBA administers two informative and educational websites: www.antykorupcja.edu.pl (along with its Facebook counterpart) and www.antykorupcja.gov.pl. They are modern websites, containing relevant legal information as well as news on the activities of Polish and foreign government institutions and NGOs, engaged in fight against corruption. The portals provide current news on corruption and prevention of corruption, analyses and reports, results of social polls and information on current social initiatives.

PUBLICATIONS

In the years 2010–2011, the CBA issued 13 publications in the Polish language, out of which 5 have been translated to the English language. The publications are available in the form of e-books and audiobooks and presented on:

- www.cba.gov.pl,
- www.antykorupcja.edu.pl,
- www.antykorupcja.gov.pl.

Some of the Bureau's publications are presented below.



Anti-Corruption Manual for Civil Servants

The manual presents the legal environment, explains the notion of non-punishability clause, and describes corruption situations, which a civil servant may face, as well as the proposals of coping with such situations.



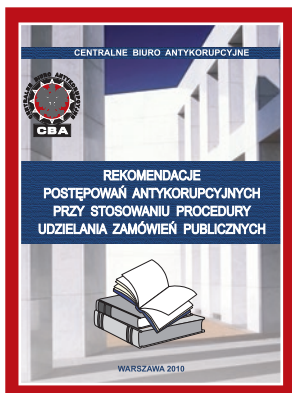
Anti-Corruption Guidebook for Entrepreneurs. An Entrepreneur in the Environment of Corruption Threats

The guidebook presents the phenomenon of corruption, indicates examples of irregularities and provides advice on an entrepreneur's reaction to corruption situations. Moreover, it provides information on solutions applied by economic entities in order to curb corruption.



Anti-Corruption Recommendations on Public Procurement Procedures

The idea of the book was to provide practical recommendations on public procurements and to describe the most common irregularities.



The Corruption Map

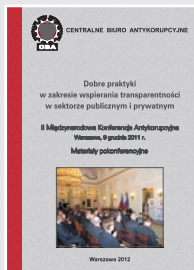
Since 2009 the CBA has issued analytical publications referred to as *The Corruption Map*.

The publications contain data on corruption offences, obtained from principal services and state institutions which fight against corruption. They also provide information on social perception of corruption, describe criminal mechanisms as well as the most endangered areas of public life. Three editions have been issued so far.



The Anti-Corruption Bulletin

The Bulletin is a popular scientific magazine issued periodically since 2011. It provides a forum for the representatives of state and local government institutions, the scientific and business world as well as non-government institutions to present their proposals of combating different forms of abuse as well as to exchange their ideas on corruption. A special edition in the English language has also been issued.



ANTI-CORRUPTION TRAINING COURSES

An educational programme, commenced in October 2010, dedicated to employees of public administration, contributed to educational activities arising from the issuance of the Anti-Corruption Manual for Civil Servants. The training courses are conducted by the officers of the CBA, who illustrate the theory with examples derived from their professional experience. 13 thousand employees in over 200 institutions (ministries, central administration offices and state companies as well as government and local government offices of territorial administration) have been trained so far.



SCIENTIFIC RESEARCH AND DEVELOPMENT

In October 2011, the Central Anti-Corruption Bureau accomplished its participation, commenced in August 2009, in the research project titled *Anti-Corruption Strategy and Anti-Corruption Activities in Poland in the Years 2009–2011*, implemented in cooperation with the Police Academy in Szczytno. It was one of the components of the project titled *Prevention of and Fight against Organised Crime and Terrorism in the Conditions of Safe, Accelerated and Balanced Social and Economic Development*. The project was financed by the Ministry of Science and Higher Education.

In the course of the project, the researchers elaborated many reports and analyses referring to, among others, legal regulations in force, including anti-corruption regulations, the level of implementation of two stages of the government programme of combating corruption – “2002–2009 Anti-Corruption Strategy”, areas, mechanisms and the scale of corruption offences in public and economic life, responsibilities of persons performing public functions, etc.

CONFERENCES AND TRADE FAIRS

The Bureau organises and participates in conferences, symposiums and trade fairs.

Due to the International Anti-Corruption Day on 9 December, the CBA organises conferences with the participation of the representatives of government agencies, NGOs, the science world and peer services as well as liaison officers in Poland.

PARTICIPATION IN THE WORKS OF GOVERNMENT TEAMS

The representatives of the Bureau participated in government initiatives conducted under the auspices of the then Ministry of Interior and Administration and the Ministry of Finance. They were involved in, among others:

- Government Plan to Prevent Corruption,
- Government Plan to Combat Organised Crime,

– 2010–2013+ Anti-Corruption Programme of the Polish Customs Service. The undertakings aimed to elaborate a strategy of crime prevention through proper diagnosis of threats and indicating effective methods and forms of preventions.

INTERNATIONAL COOPERATION

Within the scope of its activity, the CBA cooperates with international organisations, peer institutions and law enforcement agencies in other countries on the basis of international agreements and other regulations. The cooperation aims to extend the knowledge about corruption, solutions and instruments applied abroad as well as to exchange information on current operational and investigative activities conducted by foreign services.

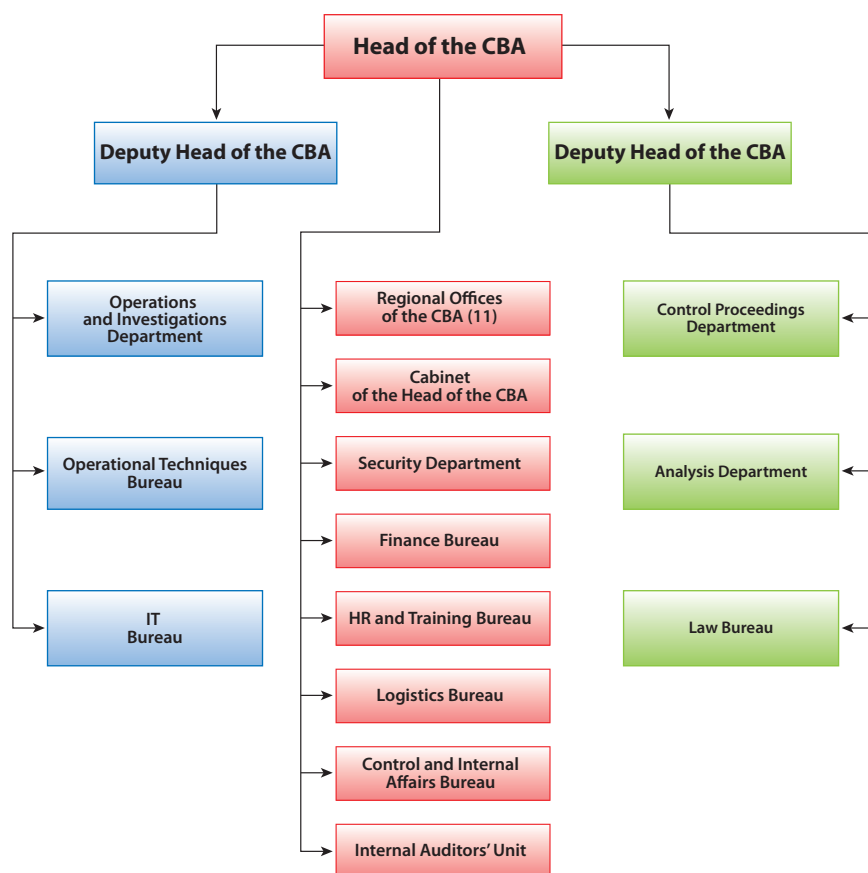
Due to the provisions of the Act on the CBA which subject the undertaking of cooperation with foreign entities to the Prime Minister's consent, the Bureau obtained the approval to cooperate with 47 countries and 11 international organisations.



THE STRUCTURE OF THE CBA



The CBA employs about 860 officers and civil servants who are high class professionals in areas associated with basic tasks of the service as well as activities protecting their accomplishment. They specialise in operational work, analysis, investigation, control and direct protection, security of IT network, protection of classified information and personal data, legal assistance, logistics and finance, audit and internal security, international cooperation as well as providing personnel and training.



CONTACT

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fax: (22) 437 22 97

THE REGISTER-BOOK OFFICE AND THE PASS OFFICE OF THE CBA

are located at al. J.Ch. Szucha entrance.
The CBA reserves the right not to reply to all letters.

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tel. (22) 437 15 06

PRESS SPOKESPERSON

Jacek Dobrzyński
tel. (22) 437 22 11 (8.00–16.00)
e-mail: media@cba.gov.pl

REPORT CORRUPTION

via
toll free landline **800 808 808**
e-mail: [**kontakt@cba.gov.pl**](mailto:kontakt@cba.gov.pl)

REMEMBER!

The person who gave an advantage and informed a law enforcement agency about the fact, disclosing all essential circumstances of the offence – before the authority found out about the fact – is not subject to penalty.

REGIONAL OFFICES OF THE CENTRAL ANTI-CORRUPTION BUREAU



Legend



Regional Office of the CBA



Territorial competence
of Regional Offices of the CBA



Voivodeship boundaries

BIAŁYSTOK

ul. Antoniukowska 21, 15-740 Białystok,
tel. (85) 876 30 00; (22) 437 30 00

GDAŃSK

ul. Kartuska 385 b, 80-125 Gdańsk,
tel. (58) 767 31 00; (22) 437 31 00

KATOWICE

ul. 1 Maja 123, 40-235 Katowice,
tel. (32) 788 32 00; (22) 437 32 00

KRAKÓW

ul. Raclawicka 58, 30-017 Kraków,
tel. (12) 342 33 00; (22) 437 33 00

LUBLIN

ul. Hempla 6, 20-008 Lublin,
tel. (81) 461 34 00; (22) 437 34 00

ŁÓDŹ

ul. Żeromskiego 87, 90-502 Łódź,
tel. (42) 239 35 00; (22) 437 35 00

POZNAŃ

ul. Wichrowa 20, 60-449 Poznań,
tel. (61) 668 36 00; (22) 437 36 00

RZESZÓW

ul. Podwisłocze 42, 35-309 Rzeszów,
tel. (17) 784 37 00; (22) 437 37 00

SZCZECIN

ul. Ku Słońcu 33a, 70-907 Szczecin,
tel. (91) 451 26 02; (22) 437 38 00

WARSZAWA

ul. Poleczki 3, 02-822 Warszawa,
tel. (22) 437 24 00

WROCŁAW

ul. Rodakowskiego 6, 51-637 Wrocław,
tel. (71) 757 39 50; (22) 437 39 50