

Regulations of the LEPL Georgian Technical University Protection and Security Service

Chapter I. General Provisions

Article 1. General Provisions

1. The Security and Safety Service of the LEPL “Georgian Technical University” (hereinafter referred to as the University) (hereinafter referred to as the Service) is a structural unit of the University administration, which conducts its activities according to the Constitution of Georgia, the Law of Georgia “On Higher Education”, the Charter of the Georgian Technical University, by these Regulations, the job descriptions of the Service personnel and the current legislation of Georgia.
2. The Service is accountable to the Head of the University Administration (Chancellor), who exercises official supervision over it according to the procedure established by the legislation.

Chapter 2. Goals and Objectives of the Service

Article 2. Goals of the Service

The goals of the Service are:

- a) to ensure the safety of university personnel and students;
- b) to ensure the protection and security of all university buildings, as well as educational and non-educational inventory.

2. The main objectives of the Service are:

- a) Ensure security throughout the university during academic and non-academic processes;
- b) Monitor the process of students entering the university through student cards;
- c) Monitor the processes taking place in the building (except for the auditoriums) through surveillance cameras in compliance with the legislation;
- d) ensure the protection of the University’s material assets, inventory, and other supporting resources;
- e) facilitate the safe conduct of educational and non-educational processes;
- f) implement decisions and legal acts made by the Rector.

Article 3. Authority of the Service

1. To achieve the set goals and objectives, the Service is authorized to:

- a) not allow strangers into the University territory;
- b) apply appropriate measures against violators of order if they do not comply with the requirements stipulated by the University Charter and other legal acts;

- c) be continuously present in the guarded building, monitor the building, the operation of the electrical security and fire alarm systems, and protect the property of the relevant building from damage, robbery, and fire;
- d) prevent any violations, as well as the introduction of alcoholic beverages into the university buildings, gambling, smoking, the introduction or removal of any inventory or items without the permission of an authorized supervisor;
- e) prevent the blocking of the main and emergency exits;
- f) protect the material and technical base of the university with fire and security alarms, video surveillance, and other forms and methods of protection;
- g) report fires or other natural disasters and violations to the police;
- h) exercise other powers according to the University Regulations, these Regulations, job descriptions, and the current legislation of Georgia.

2. To protect and properly dispose of the University property, the Head of the Service decides to form fire safety, monitoring, and technical supervision groups and a rapid response unit from the Service personnel.

3. The Fire Safety Group is responsible for controlling the University communication facilities and monitoring compliance with fire safety requirements.

4. The Monitoring and Technical Support Group is responsible for video surveillance of University buildings and structures and monitoring of valuables.

5. The rapid response unit must respond quickly in case of detection of a violation, prevent theft and other violations of the law, exchange information, and if necessary, cooperate with law enforcement agencies. The personnel of the service located in the university buildings, who are responsible for the protection of university property, as well as the personnel of the fire safety and monitoring and technical support groups, in case of detection of a violation, are obliged to provide information to the rapid response unit for further response.

Chapter 3. Service Management and Personnel

Article 4. Service Management

- 1. The service is headed by a manager, who is appointed and dismissed by the rector.
- 2. The head of the service is accountable to the head of administration (chancellor).
- 3. The head of the service has a deputy, who is appointed and dismissed by the rector.

Article 5. Functions of the Head of the Service

- 1. The Head of the Service, within the scope of his/her competence:
 - a) directs and manages the activities of the Service and is responsible for the performance of the functions and tasks assigned to the Service;
 - b) distributes functions among employees and controls their activities;

- c) develop a time-bound plan for the implementation of the monitoring process of the work performed;
- d) if necessary, provides the Head of Administration with reasoned information and recommendations on the necessity of personnel changes, as well as the use or encouragement of disciplinary measures against employees;
- e) Submits a report on the work performed to the head of the administration within the established deadlines;
- f) Periodically hears reports on the work performed by subordinate employees;
- g) Is authorized to raise the issue of increasing or decreasing the staff list of the service;
- h) Exercises other powers specified in the university's legal acts.

2. The Deputy Head of the Service:

- a) In the absence of the Head, he/she is responsible for performing the functions assigned to the Service;
- b) Performs the tasks of the Head of the Service.

3. In the absence of the Head of the Service, his/her duties are performed by the Deputy Head of the Service or an authorized person determined by the order of the Rector with compensation for the appropriate difference in salary.

4. The Service staffing and ranking will be determined according to the structure and staff list approved by the University Representative Council (Senate).

5. The Rector of the University will appoint and dismiss the Service employees from their position.

6. The rights and obligations of the Service employees will be determined by these Regulations, job descriptions, internal legal acts of the University, and the current legislation of Georgia.

Chapter 6. Final Provisions

Article 6. Final Provisions

- 1. The Regulation will enter into force from the moment of its approval by the University Representative Council (Senate).
- 2. The Regulation will be deemed invalid upon approval of new regulations and/or Service liquidation.