



**Georgian American University, LLC**

**Security Office Regulation**

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## 1. General Regulations

- 1.1. This Regulation defines the authority, accountability and regulatory issues of the Academic Process Management Office (hereinafter referred to as the “Office”) of the Georgian American University LLC. (hereinafter referred to as the “University”).
- 1.2. The Office is an auxiliary structural unit of the University.
- 1.3. The Office is guided in its activities by the Constitution of Georgia, international treaties, Georgian legislation, the Statute of the University, this regulation, the acts of the President and Senior Vice President of the University.
- 1.4. The Office is accountable to the President and Senior Vice President of the University.

## 2. Aim of the Office

- 1.5. The purpose of the Security Office is to ensure the security of the University buildings, material values and security and order on the territory of the University.

## 3. Office Functions

The functions of the Security Office are:

- 1.6. Protection of university buildings, educational, non-educational inventory and material values;
- 1.7. Ensuring the safety of staff, students and outsiders on campus;
- 1.8. Maintaining order on the territory of the University, including for the smooth running of the educational process;
- 1.9. Ensuring fire safety on the territory of the University;
- 1.10. Carrying out other activities provided by the University regulations and internal acts for the purposes of the Office.

## 4. Office structure

- 1.11. The office consists of the head of the office - the head and the manager/managers;
- 1.12. The head of the office and the manager are appointed by the president of the university upon the nomination of the first vice-president.

## 5. Head of Office

- 1.13. The Head of the Office directs and supervises the activities of the Office. He/she is responsible for the full and proper implementation of the functions of the Office.
- 1.14. Head of the Office:
  - 1.14.1. Establishes the protection plan of the University buildings and premises and the action instructions of the protection staff;
  - 1.14.2. Provides fire safety plans.
  - 1.14.3. Cooperates with relevant institutions for the safety of the building;
  - 1.14.4. Supervises the proper operation of technical protection equipment;
  - 1.14.5. Provides and supervises the transfer process by the security guards and carries out the completion of the working day;
  - 1.14.6. Controls the timely reporting of security guards and their perimeter/inspection;

- 1.14.7. Ensures the agreed and coordinated work of the Office with the law enforcement bodies of Georgia in agreement with the President and the Senior Vice President of the University;
- 1.14.8. Carries out an official investigation within its competence, if necessary;
- 1.14.9. Gives assignments and instructions to the employee/employees of the office, if necessary divides the duties among them;
- 1.14.10. Exercises control over the proper performance of official duties and observance of discipline by the employee/employees of the Office;
- 1.14.11. Signs and endorses the documents prepared in the office, as well as is responsible for the quality and accuracy of their execution;
- 1.14.12. Prepares responses to incoming correspondence;
- 1.14.13. Participates in the discussion of the candidatures of the persons to be appointed within the scope of his/her competence;
- 1.14.14. Petitions to the Senior Vice President of the University for the allocation of material and technical means necessary for the functioning of the Office;
- 1.14.15. Coordinates the office relationship with other structural units of the University;
- 1.14.16. Submits proposals to the Senior Vice President of the University on the structure of the office, the staff, the organization of work, the encouragement of employees, the imposition of disciplinary responsibilities and their professional development;
- 1.14.17. Presents the annual report on the activities of the office to the Senior Vice President of the university.
- 1.14.18. Within the scope of his/her competence, he/she performs the duties of the University President and the Senior Vice President.
- 1.15. In case of absence of the Head of the Office and/or temporary inability to perform his/her duties, one of the employees of the Office shall perform his/her duties on the basis of the order of the Senior Vice President of the University.

## 6. Security Officers

- 1.16. The functions of the security officers are:
  - 1.16.1. Monitoring of facilities day and night in accordance with the scheme and schedule agreed with the head of the office;
  - 1.16.2. Ensuring order in the University or outside the University under the auspices of the University (in agreement with the responsible persons on the spot);
  - 1.16.3. Provide instant assistance to University staff, students and outsiders in the event of a threat or/or alarm on the University premises;
  - 1.16.4. Supervision of technical protection systems;
  - 1.16.5. Monitoring the situation through video surveillance and signaling devices installed on the territory of the University and immediately inform its supervisor in case of violation of internal regulations and/or other problematic cases, following the received instructions;
  - 1.16.6. Instant notification of law enforcement agencies and the head of the office in case of an illegal action or threat of such action;
  - 1.16.7. Request and supervise compliance with fire safety regulations;

- 1.16.8. Monitoring the constant condition of firefighting equipment, in particular fire hydrants, fire extinguishers and other fire-fighting equipment;
- 1.16.9. Controlling outdoor and indoor lighting of the university territory and timely response in case of deficiencies;
- 1.16.10. If necessary, on the instructions of the head, the rooms, storage rooms, etc. located in the university buildings. Sealing;
- 1.16.11. Detection of facts of violation of the requirements of the internal regulations and legislation by the staff, students and outsiders of the University and providing correct and complete information to the head of the office;
- 1.16.12. To prevent any violations in accordance with the internal regulations and the Code of Ethics of the University, including bringing alcohol into the building, smoking tobacco, gambling, etc .;
- 1.16.13. Preventing the removal of items and inventory from the University premises without the permission of the management;
- 1.16.14. Taking measures together with other employees of the Office to detain a person who has illegally entered the territory of the University;
- 1.16.15. Carrying out other functions imposed by the legislation of Georgia in terms of fire safety;
- 1.16.16. Carrying out the tasks and instructions of the head of the office according to the goals of the office.
- 1.17. By order of the President of the University or by employment contract on the appointment of staff, it is possible, if necessary, to provide for functions or obligations different from the functions specified in this Article.
- 1.18. The manager is accountable to the head of the office.

## 7. Final Regulations

- 1.19. Approval of the regulations of the office, as well as any changes and additions are carried out by the order of the President of the University.