

**Security Service**  
**LEPL – Ivane Javakhishvili Tbilisi State University**  
**Provisions**  
**(Codified)**

**Article 1. General Provisions**

1. Security Service of LEPL – Ivane Javakhishvili Tbilisi State University (hereinafter “the University”) represents a structural unit of the University Administration, secures the assets of the University in accordance with the legislation and the charter of the University, ensures public order, fire safety, also executes other tasks obligated by present Provisions.
2. The Security Service operates in the entire territory of the University, it has the right to demand compliance with the internal regulations of the University from the personnel, students and outliers.
3. According to the established law Security Service cooperates with the law enforcement authorities in the matters concerning fight against law-breakers and crime prevention.
4. Security Service has special uniform with distinguishing marks;
5. Security Service is accountable to the Rector and the Head of the Administration of the University.

**Article 2. Legal Grounds for the Activity of the Security Service**

1. The legal grounds for the activity of the Security Service are the legislation of Georgia, the charter of the University and the present Provisions.
2. The activity of the Security Service is based on the principles of protection of human constitutional rights, respect for human dignity, humanity, democracy and justice.
3. A staff-member of the Security Service acts in accordance with the general ethics norms while interacting with citizens.

**Article 3. Main Restrictions for the Personnel of the Security Service**

1. The personnel of the Security Service the University are prohibited from disclosing confidential information related to security activities, except for the cases stipulated by the law.
2. The personnel of the Security Service of the University are prohibited from joining and activity in political parties.

#### **Article 4. The Structure, Management and Main Duties of the Security Service**

1. The Security Service is guided by the Head of the Service. The structural unit of the Security Service consists of the Operational Management Center and the Technical Security Department.

2. The head of the Security Service is appointed and dismissed by the Head of the University Administration in agreement with the Rector.

3. The main duties of the head of the Security Service are to:

a. devise, plan and implement the activities necessary for ensuring the security of the University;

b. coordinate and direct the activities of the Security Service and promote the effective work of the Security Service;

c. within the scope of his competence, give specific instructions and tasks to the personnel of the Security Service regarding the activities of the Service;

d. submit proposals to the Head of the University Administration on issues of appointment or dismissal of personnel in charge of the Security Service;

e. in agreement with the Administration of the University, ensure the agreed and coordinated work of the Security Service with the law enforcement authorities of Georgia;

f. within the scope of his competence, organize the preparation and presentation of issues to be discussed at operational meetings;

g. in order to improve the activities of the Security Service, submit a proposal to the University Administration regarding the implementation of the necessary measures;

h. review and approve the action plans of the Security Service, summarize and give an appropriate evaluation of the performed activities;

i. submit a proposal to the Head of the University Administration in order to encourage the personnel of the Security Service and carry out disciplinary measures within the scope of his competence;

j. as needed, conduct an official investigation, within the scope of his competence.

4. The head of the Security Service has two deputies, appointed and dismissed on the post by the Head of the University Administration on the recommendation of the head of the Security Service.

5. The main duty of the deputy head of the Service in the direction of the Operational Management and Internal Inspection are to:

a. direct and control the activities of the personnel of the Security Service under the instructions of the Head of the Service;

b. under the instructions of the Head of the Service, periodically conduct meetings, give official tasks and instructions, so that the existing or possible defaults in Security Service are timely identified and prevented;

c. submit proposals to encourage or practice disciplinary measures of the personnel to the Head of the Security Service;

- d. under the instructions of the Head of the Security Service, perform the duty of the Head of the Security Service in case of temporary absence of the Head of the Service;
- e. select candidates, willing to start working in the Security Service and submit the applications to the Head of the Security Service;
- f. devise a security plan for secured premises in agreement with the Head of the Service;
- g. performs other tasks from the head of the Security Service.

6. The main duties of the deputy head of the Service in the direction of Material and Technical Development are to:

- a. coordinate the Operational Control Center and Technical Security Department in agreement with the Head of the Service;
- b. direct and control the activities of the Security Service personnel under the instructions of the Head of the Service;
- c. in agreement with the Head of the Service, direct the works carried out in the direction of the material and technical development of the Security Service;
- d. in agreement with the Head of the Service, control the optimal distribution of technical security devices and manpower according to the premises to be secured;
- e. in agreement with the Head of the Service coordinate Operational Control Center and Technical Department;
- f. in agreement with the Head of the Service coordinate personnel policy of the Security Service;
- g. in the case of absence of the Head of the Service undertake his responsibilities;
- h. direct the production of official documentation on the instructions or in agreement with the Head of the Security Service;
- i. execute other tasks from the Head of the Security Service.

7. The Security Service has an internal inspection, staff management and events security group, led and controlled by the deputy head of the Security Service in the field of operational management and internal inspection.

8. The group of internal inspection, staff management and events security consists of the chief (II category), leading and senior specialists. The Head of the University Administration appoints and dismisses the staff members of the internal inspection, staff management and events security group on the recommendation of the head of the Security Service.

9. The duties of the chief (category II) specialists of the internal inspection, staff management and event security group are to:

- a. in accordance with the scheme agreed with the head of the Security Service, carry out round-the-clock surveillance of the premises;
- b. under the instructions of the Head of the Security Service or his deputy, conduct appropriate training for the personnel in order to better perform the assigned tasks;
- c. ensure the devise of the security plans for the University premises and draft the action instructions for the inspector, present them to the Head of the Security Service;

- d. present relevant candidates to the Head of the Security Service for the purpose of imposing disciplinary responsibility or encouraging for excellent behavior, who in turn is presented to the Head of the Administration;
- e. execute other instructions imposed by the head of the Security Service.

9.1. The duties of the leading specialists of the internal inspection, staff management and event security group are to:

- a. in accordance with the scheme agreed with the Head of the Security Service, carry out round-the-clock surveillance of the premises;
- b. ensure the devise of the security plans for the University premises and draft the action instructions for the inspector, present them to the Head of the Security Service;
- c. present relevant candidates to the Head of the Security Service for the purpose of imposing disciplinary responsibility or encouraging for excellent behavior, who in turn is presented to the Head of the Administration;
- d. execute other instructions imposed by the head of the Security Service.

10. The duties of the senior specialists of the group of internal inspection, staff management and events security are to:

- a. maintain order at the University or at the events held under its auspices (in agreement with the persons in charge for the place);
- b. provide immediate assistance to the University personnel, students and outliers in case of an alarm at the premises;
- c. detect and eliminate the facts of violation of duty by the guards;
- d. in accordance with the scheme agreed with the Head of the Security Service, carry out round-the-clock surveillance of the premises;
- e. execute other instructions imposed by the head of the Security Service.
- f. the staff member on duty is the responsible person in a specific shift and, in agreement with the Head of the University Security Service, coordinate and direct the entire service;

11. The Operational Management Center and the Technical Security Department is a structural unit of the Security Service, headed by the head of the Department, appointed and dismissed by the Head of the University Administration on the recommendation of the Head of the Security Service.

12. The duty of the Head of the Operational Management Center and the Technical Security Department are to:

- a. develop the main directions of the Operational Management and Technical Security Group activities in agreement with the Head of the Security Service;
- b. delegate tasks to the personnel of the Operational Management Center and the Technical Security Group, give instructions and tasks, control their execution;
- c. supervise installation and dismantling of technical security systems;
- d. in agreement with the head of the Security Service, ensure regular trainings for the personnel of the Operational Management Center and the Technical Security Department;
- e. control over the arrangement of fire safety plans in order to ensure fire safety;

- f. provide consultation on issues within the competence of the Department for other structural units of the Security Service;
- g. on the recommendation of the Head of the Security Service, on the basis of the legal acts of the Head of the Administration, the appointed materially responsible person, in accordance with the rules established by the University, ensures the receipt-delivery, accounting-storage of the material valuables belonging to the Security Service and the production of relevant acts in this direction;
- h. marshal the papers of the Security Service;
- i. execute other instructions imposed by the head of the Security Service.

**13.** The duty of the Operational Management Center are to:

- a. obtain information about the current situation at the University premises, process, and redirect correctly according to the purpose, make relevant entry in a logbook;
- b. control over the timely presence of inspectors at work and surveillance conducted, make appropriate entries in a logbook journal;
- c. monitor the situation through the video surveillance and alarm devices installed in the University premises and immediately inform the relevant responsible person upon detection of violations of internal regulations or other problematic cases, follow received instructions, make relevant entry in the logbook journal;
- d. in case of criminal infringement or the threat of mentioned infringement, immediately notify the law enforcement authorities and the management of the Security Service;
- e. execute other instructions imposed by the head of the Security Service.

**14.** The duty of the Technical Security Group are to:

- a. devise fire safety plans for fire safety and present them to the Head of the Security Service;
- b. maintain the fire-fighting inventory, namely, fire hydrants, fire extinguishers and other fire-fighting devices in constant working order;
- c. implement other duties assigned by the legislation of Georgia in terms of fire safety;
- d. install-dismantle technical devices of video surveillance and alarm systems. Supervise the correct operation of the surveillance equipment;
- e. control the steady operation of the external and internal lighting in the University premises for security purposes and timely response on the fault detected;
- f. if necessary, seal the rooms and storage rooms located in the University buildings, on the instructions of the University Administration;
- g. execute other instructions imposed by the Head of the Security Service.

**15.** For effective protection, University premises are united into Sectors. The Sector is directed by the Head of the Sector on the basis of the contract. The duty of the Head of the Sector are:

- a. coordinate the heads and personnel about the security of the premises under the sector. Give appropriate instructions and tasks to the staff subordinate to him in agreement with the Head of the Service, his deputy, the duty inspector and the Operational Control Center;

- b. make regular inspection tours to the premises under the Sector and provide detailed information about the current situation at the premises to the Security Service Management Center;
- c. for the protection the premises under the Sector, detect and prevent the facts of violation of the requirements stipulated by internal regulations and legislation by the University personnel, students and outliers, and provide fair and complete information to the management of the Service;
- d. conduct coordinated work with materially responsible staff of the University and, if needed, timely inform about existing problems;
- e. design technical and physical security projects of the premises under the Sector protection together with the shift leaders and specialists of the technical security group and present the projects to the management;

**16.** A University premise or a Sector has a shift leader, the direct supervisor of ordinary inspectors, who exercises authority on the basis of an employment contract and is subordinate to the chief and senior specialists of the internal inspection, staff management and event security group. The shift leader is equipped with the rights and duties of an inspector and additionally performs the duties of primary control and coordinator. The shift leader is the immediate supervisor of the security staff, working in the shift, is responsible for the timely presence of inspectors at work, the correct and efficient implementation of assigned tasks, makes an immediate response to the identified problems and, in accordance with the established rules, immediately reports to the operational control center or the Administration of the Security Service.

**17.** The round-the-clock physical surveillance of the University premises, on the basis of the contract, is carried out by security officers (inspectors), whose duties and obligations are defined in the labor contract in accordance with the present Provision. During the performance of official duties, the inspector is entitled to:

- a. be in the building under security, carefully monitor the building, control the operation of electrical protection devices and fire alarm systems, be well aware of the location and features of the offices and auditoriums in the building. Protect the assets attached to the premises from damage, robbery, fire or other cases. Periodically make inspection tours in and around the building, especially at night;
- b. while being on duty, follow the by-laws, behave in accordance with the norms of ethics in relations with the University personnel, students and visitors;
- c. in accordance with the by-laws of the University, prevent any violation, including bringing alcoholic beverages, smoking, gambling in the buildings, not to allow any inventory or items to be brought in and out of the building without the permission of the Administration;
- d. strictly observe and require others to observe the fire safety rules, which exclude cases of fire and ignition;
- e. together with other staff members of the Security Service, take measures to detain the person who entered the secured premises;

- f. at the end of the working hours, together with the administrator, should check the building and convinced in the security of the building and the proper operation of the alarm system, should take over the building and make an entry in the inspection logbook;
- g. immediately undertake the instructions of the Administration;
- h. administer urgent first aid to citizens if necessary;
- i. immediately inform the Operational Management Center in case of detecting criminal facts, conflict situations or other complications;
- j. execute other instructions imposed by the administration.

18. According to the staff schedule of the University, the following positions are defined for the Security Service: Head of the Security Service, Deputy Head, Head of the Department, main specialist II category, leading specialist and senior specialist.

#### **Article 5. Grounds for Responsibility of the Personnel of Security Service**

The issues of incentives and disciplinary responsibility of the personnel of the Security Service are determined on the basis of the legal acts established in the University, present Provisions and the job description.

#### **Article 6. Reorganization and Liquidation of the Department**

The reorganization and liquidation of the Security and Safety Service is performed according to the rule established under the law;

#### **Article 7. Rules of Amendments and Additions to the Regulations**

Any Amendment or addition is made according to the rule established under the Law.

#### **Provisions approved:**

Provisions were approved by the Minutes №2, from February 23, 2018 of the Representative Council of TSU.

#### **Amendments made:**

Minutes №7, from December 26, 2023 of the Representative Council of TSU.