

Policy #	AD-200	Revision #	02
Accessibility level	A	Effective date	20 January 2021

### 1. Purpose

This policy aims at introducing the rules and authorities governing the security operations.

### 2. Definitions

N.A.

### 3. Policy

- 3.1. The campus is provided with security personal working around the clock all year long. The security personal work on shifts schedule prepared by the director of security.
- 3.2. Security personal shall sign an undertaken upon appointment to abide by the rules and regulations governing their work attitude, behaviour and commitment to work schedule.
- 3.3. Security personal are expected to be professional and deal with employees, visitors and students with outmost respect.
- 3.4. Each shift has a supervisor who coordinates and supervises the security operations at the campus gates and in the campus.
- 3.5. The campus is provided with VCR system that covers the entire campus area, the exterior fencing, and the buildings corridors and hallways. The VCR system is monitored for any violation and the videos are recorded for investigating complaints and violations.
- 3.6. The security director is provided with a master key to access all doors in case of an emergency.
- 3.7. The security guards ensure that only employees' vehicles, students' vehicles with valid permits and visitors' vehicles can enter the campus. They also report any traffic violation of within the campus to the security director to take proper action including the reporting to governmental authorities.
- 3.8. Security guards are empowered to ensure abidance by the Ministry Of Health regulations governing the preventive measures for epidemic control.
- 3.9. The security department is authorized to regulate the use of parking spaces and the issuing of students parking permits.
- 3.10. Missing and found items are reported to the Security Director who records the and announces the missing items, records and safeguard the found items, and ensures that the found items are handed to the wright owner.

### 4. Related Documents

- 4.1. Missing Items Procedure (AD-200-P1)
- 4.2. Parking Policy (AD-201)
- 4.3. Issuing Student Parking Permit Procedure (AD-201-P1)
- 4.4. Security Officer Undertaking Form (AD-200-F1)

د. محمد بن سلطان  
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