

REPUBLIC OF TÜRKİYE
ISTANBUL AYDIN UNIVERSITY
DIRECTIVE ON THE CONDUCT OF SECURITY SERVICES

CHAPTER ONE
General Provisions

Purpose

ARTICLE 1 –

The purpose of this Directive is to determine the principles regarding: ensuring the safety of life and property of University members throughout their working hours in all units of the Republic of Türkiye Istanbul Aydın University, including traffic services; ensuring that employees, students and visitors comply with the established rules; and protecting and securing the University campuses, buildings, gardens and common areas, as well as all vehicles, materials and equipment.

Scope

ARTICLE 2 –

This Directive covers: the measures to be taken to ensure control on a 24-hour basis for the protection and security of the Republic of Türkiye Istanbul Aydın University and its affiliated units; to prevent sabotage, robbery, fire and possible destructive activities; and the control to be carried out to ensure traffic order and the activities to be carried out for warning the relevant persons.

Legal basis

ARTICLE 3 –

This Directive has been prepared based on: Higher Education Law No. 2547; the Law on Private Security Services No. 5188; and the Regulation on the Implementation of the Law on Private Security Services, published in the Official Gazette dated 07/10/2004 and numbered 25606.

Definitions

ARTICLE 4 –

In this Directive:

- 1) University: the Republic of Türkiye Istanbul Aydın University,

- 2) Rector: the Rector of the Republic of Türkiye Istanbul Aydın University,
 - 3) Vice Rector: the Vice Rector of the Republic of Türkiye Istanbul Aydın University,
 - 4) University Security Supreme Board: the board consisting of administrative and academic managers determined by the Chairmanship of the Board of Trustees of the Republic of Türkiye Istanbul Aydın University,
 - 5) Unit Manager: the Faculty Deans, Institute Directors, Vocational School Directors and Administrative Unit Chiefs of the Republic of Türkiye Istanbul Aydın University,
 - 6) General Secretary: the General Secretary of the Republic of Türkiye Istanbul Aydın University,
 - 7) Deputy General Secretary: the Deputy General Secretary of the Republic of Türkiye Istanbul Aydın University,
 - 8) Head of the Security Department: the Head of the Security Department of the Republic of Türkiye Istanbul Aydın University,
 - 9) Deputy Head of the Security Department: the Deputy Head of the Security Department of the Republic of Türkiye Istanbul Aydın University,
 - 10) Security Superintendent: the Security Superintendent of the Republic of Türkiye Istanbul Aydın University,
 - 11) Security Officer: permanent and/or part-time/paid private protection and security officers working on the University campuses of the Republic of Türkiye Istanbul Aydın University,
- shall mean.

CHAPTER TWO

Assignments

Employment of private security personnel

ARTICLE 5 –

In appointments, the conditions specified in the Law on Private Security Services No. 5188, Law No. 4857, and the University's internal regulations are required.

Temporary assignment and relocation

ARTICLE 6 –

1) Temporary assignments and relocations of private security officers are made upon the proposal of the Head of the Security Department and with the approval of the Rector. Assignments may be made to locations accepted as security units approved by the Governorate and the Rector pursuant to Law No. 5188, within the scope of service contracts, in accordance with Article 13/b of Higher Education Law No. 2547.

2) If a private security officer loses one of the conditions specified in the relevant provisions of Law No. 5188 and the Regulation on its Implementation, or is assigned to another duty by the institution due to health reasons, the necessary process is followed to cancel the security officer identity card.

Identity cards

ARTICLE 7 –

For private security officers, the identity card issued by the Governorate is worn on the collar—visible to everyone—within the duty area and duty period. If personnel lose security conditions and leave the security duty, the security ID is delivered to the institution. The private security ID may not be allowed to be used by others. If the ID is lost, the Governorate is informed.

Protection and security plans

ARTICLE 8 –

1) A copy of the Protection and Security Plans prepared pursuant to Article 12 of the Regulation on the Implementation of the Law on Private Security Services No. 5188 is sent to the Istanbul Governorate to ensure the protection and security of the University.

2) If there are additional measures that must be taken depending on the characteristics of the premises in the plans created, these are included in the plan and the necessary updates are made.

CHAPTER THREE
Responsibilities

Events

ARTICLE 9 –

In order for security measures to be taken and necessary directions to be made regarding all kinds of events carried out by the University or permitted to be carried out, programs, guest lists and working hours to be organized by the relevant units must be notified to the Rectorate fifteen (15) days before the events, and coordination must be ensured by the Security Department.

Working outside working hours

ARTICLE 10 –

Faculty members or students who will work on campus outside working hours on weekdays or on weekends must notify the General Secretariat in writing of the date and time they will work through their relevant units. Work to be carried out without written permission approval is not allowed.

CHAPTER FOUR
Duties, Authorities and Responsibilities

Duties and authorities of the University Security Supreme Board

ARTICLE 11 –

The duties and authorities of the Security Supreme Board are as follows:

- 1) To determine the security policies of the Republic of Türkiye Istanbul Aydın University and submit them for approval and consent of the Rectorate and the Chairmanship of the Board of Trustees,
- 2) To evaluate suggestions from the Security Department and take decisions,
- 3) To decide on employment or termination of the managerial staff who will work in the Security Department,
- 4) To decide on procurement and implementation of security equipment in line with up-to-date technology to be used in security services.

Duties, authorities and responsibilities of the Head of the Security Department

ARTICLE 12 –

- 1) The Head of the Security Department is primarily responsible for ensuring all kinds of security of the University,
- 2) They are the supervisor of all personnel working within the Department,
- 3) To ensure execution, coordination and order of all duties of the Security Department,
- 4) To manage personnel; organize duty/shift services; ensure leave and working order; follow up disciplinary affairs; and assign duties among personnel,
- 5) To carry out the necessary procedures regarding correspondence related to the Security Department,

- 6) To take the necessary measures for regular and complete performance of the Department's work,
- 7) To control and audit the Department personnel and to take necessary measures to eliminate negative situations observed.

Duties, authorities and responsibilities of the Deputy Head of the Security Department

ARTICLE 13 –

- 1) All duties and responsibilities toward the University management belong to the Head of the Security Department.
- 2) The Deputy Head performs the duties below—primarily responsible to and in coordination with the Head:
- 3) In compliance with Law No. 5188 and its Implementation Regulation, they are responsible to the Head for ensuring safety of life and property of University members throughout daily working hours, and uninterrupted protection and security of campuses, buildings, gardens and areas, and all vehicles, materials and equipment,
- 4) To take necessary measures to apprehend suspects and protect evidence of crime until general law enforcement arrives for incidents that may occur within their duty area,
- 5) To follow all security incidents occurring at the University and jointly plan preventive measures with the Head,
- 6) To prepare the Protection and Security Plan against sabotage, natural gas leakage, fire, theft and collective actions for laboratories, buildings and facilities on campus; to update it every January; and to submit it to the Head for submission to the Rectorate,
- 7) For visits by high-ranking state officials and heads of domestic/foreign missions: to take necessary measures along routes and in buildings/facilities, make plans, coordinate with local general law enforcement via correspondence, and submit plans to the Head,
- 8) To ensure coordination together with the District Governorship, District Gendarmerie Command and District Police Department, and with the Head,
- 9) To follow security technologies closely with the Head; attend required trainings; continuously adapt University security technology to developments; and train personnel through in-service training,
- 10) To take necessary security measures on national holidays, sports matches, spring festivals, opening ceremonies, conferences, symposia, meetings and other cultural events, and important days such as graduation ceremonies,
- 11) Together with the Head: to manage personnel, organize duty/shift services, arrange leaves and working order, follow disciplinary affairs, assign duties, follow correspondence and prepare necessary correspondence, prepare duty/shift schedules and arrange the work program,

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- 12) Together with the Head: to review incoming and outgoing documents (such as incident reports), process them and forward them to relevant units,
- 13) To determine which employees of firms operating on campus will be issued ID cards and keep their documents,
- 14) Together with the Head: to follow personnel affairs under Law No. 5188; prepare instructions regarding duty points; ensure implementation and audit,
- 15) To assist civil defense and fire brigade units in fulfilling their duties,
- 16) During duty: to keep campus entry/exit under control; ensure internal/external building security; check vehicle plates and identities through security officers and record them,
- 17) During duty: to ensure regular patrol services within campus to prevent situations causing material and non-material losses,
- 18) During duty: to be sensitive to theft, fire and sabotage; and when necessary, to ensure detector searches in accordance with the Regulation on Judicial and Preventive Searches,
- 19) During duty: to perform audits at all building entrances in line with authorities and instructions given by Unit Managers alongside the Head, and to inform the Head,
- 20) During duty: to prevent irregular parking and warn drivers who obstruct traffic flow,
- 21) During duty: to observe and control whether persons on campus comply with security rules and inform the Head of non-compliance,
- 22) During duty: to prepare records and reports containing detailed information and submit them to the Head,
- 23) To perform other tasks assigned by senior managers within the hierarchy.

Duties, authorities and responsibilities of the Security Superintendent

ARTICLE 14 –

The Security Superintendent—primarily responsible to the Head and Deputy Head and in coordination with the Deputy Head—has the following duties:

- 1) In compliance with Law No. 5188 and its Implementation Regulation, to ensure safety of life and property of University members and uninterrupted protection of campuses and all assets,
- 2) To follow incidents that may occur at the University, plan measures, and submit them to the Security Department,
- 3) To take measures to apprehend suspects and protect evidence until general law enforcement arrives,

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- 4) To take necessary measures and plans for visits by high-ranking state officials and heads of missions and coordinate with local general law enforcement, submitting plans to the Department,
- 5) To welcome VIP personnel, guests and visitors; inform them; and ensure escort,
- 6) To ensure coordination with the District Governorship, District Gendarmerie Command, District Police Department, and the Department management,
- 7) Together with the Head and Deputy Head: to follow security technologies and provide in-service training to personnel,
- 8) To plan and implement security measures for national holidays, sports matches, spring festivals, opening ceremonies, conferences, symposia, meetings and similar events and graduation ceremonies,
- 9) During duty: to manage personnel and organize duty/patrol services, ensure leaves and working order,
- 10) During duty: to ensure disciplined work, assign duties, coordinate with other units, prepare duty/shift schedules and arrange the work program,
- 11) To inform the Head and Deputy Head about the performance of security personnel,
- 12) To ensure patrols are carried out daily—planned and unplanned—review Patrol Tour Reports and submit findings to the Department,
- 13) To determine duty points of security personnel and manage them,
- 14) To report disciplinary/non-instructional practices of security personnel to the Department,
- 15) To inspect and ensure that all equipment used at duty points (radio, phone, computer, X-ray device, flashlight, metal detector, hand detector, etc.) is functional, and report deficiencies,
- 16) To determine needs for equipment and stationery and submit them to the Department,
- 17) To ensure uniforms comply with regulations and to check equipment and complete deficiencies,
- 18) To ensure all systems in the Camera Monitoring Center work, control CCTV officers, monitor campus via cameras and identify issues/incidents,
- 19) To examine incoming/outgoing documents and forward them to relevant units,
- 20) To determine which employees of businesses/firms operating on campus will be issued ID cards and keep their documents,
- 21) To follow personnel affairs under Law No. 5188 and ensure instructions are implemented,
- 22) To assist civil defense and other units in fulfilling their duties,

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- 23) During duty: to keep campus entry/exit under control; ensure license plates and visitor IDs are checked and recorded in the visitor log,
- 24) During duty: to ensure patrols within campus and blocks to prevent losses and inform the Department,
- 25) To ensure fire escapes are kept empty and ready for use at all times,
- 26) To be sensitive to terrorism, theft, fire, flooding, sabotage and similar incidents,
- 27) To prevent irregular parking and warn drivers who obstruct traffic flow,
- 28) To observe/control compliance with security rules on campus and prevent non-compliance,
- 29) To prepare records/reports with detailed information and submit them to the Department,
- 30) To perform other tasks assigned by the Security Department within the hierarchy.

General duties, authorities and responsibilities of private security officers

ARTICLE 15 –

The general duties and authorities of private security officers are as follows:

- 1) To comply with duty instructions at duty points and act accordingly,
- 2) To ensure that materials, equipment and items used in duty are always operational; to use phones/radios appropriately; avoid unnecessary talk; and maintain confidentiality,
- 3) For safety of life and property, preventing crime, and detecting prohibited weapons/explosives/items: to pass entrants through sensitive doors, search them with detectors in accordance with the Regulation on Judicial and Preventive Searches, record visitor entry/exit, check student IDs and ensure compliance with rules,
- 4) To report crimes to management and general law enforcement; identify and monitor suspects until law enforcement arrives; and take measures to protect evidence,
- 5) To follow duties/instructions given by the Security Department; conduct audits/controls; and submit reports to superiors,
- 6) To prevent unauthorized entry to areas where entry is subject to registration,
- 7) To carry out entry controls in accordance with Rectorate decisions during working hours, within the framework of instructions,
- 8) To ensure that employees arriving outside working hours are allowed in a controlled manner within granted permissions (or as deemed appropriate by management),
- 9) To prevent damage to fixtures, tools, buildings, facilities and all other areas by students, employees, visitors and tenant employees,

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- 10) To ensure that all contractors (cleaning, technical, wholesalers, construction materials, cargo, transport, suppliers, etc.) do not damage University property and do not disturb peace/discipline; to warn those acting otherwise; and inform management,
- 11) To be alert to sabotage; conduct necessary inspections; take precautions; and report suspicious situations to management and, when necessary, law enforcement,
- 12) If there is no threat, to take found/lost property into custody with a record and deliver it to the rightful owner,
- 13) To conduct regular patrol services on and around campus (per instructions) and report incidents that may cause losses to authorities,
- 14) In extraordinary situations (fire, flooding, storm, earthquake, etc.), to perform initial intervention and provide guidance for rescue—considering personal safety—as foreseen by authorities,
- 15) To detect—via patrols—whether personnel/students act in accordance with the order determined by management; follow suspicious vehicles/persons and inform the Department management,
- 16) To apprehend and search persons with arrest/detention/conviction decisions; to notify law enforcement immediately; and take into custody items/evidence that constitute crime or danger,
- 17) To ensure that those disturbing public order comply with order; report strangers; remove them from campus boundaries when necessary; and detain a person until handover to law enforcement when identity cannot be determined or escape is likely during/after a crime,
- 18) Not to allow parking outside designated areas and to ensure traffic order to the extent permitted by law,
- 19) After daily working hours: to check doors/windows, electricity and water taps, and whether there are flammables in trash bins; and report deficiencies to building security officers,
- 20) To prevent posting photos/publications/notices/posters etc. on doors and walls outside notice boards without the Administration's permission,
- 21) To prepare forms/records regarding any malfunction, disruption or incident and inform Department management,
- 22) In fire cases: to go to the alarmed area with the rescue team named in shift lists; evacuate personnel first and deliver to the first aid team; rescue items by priority; coordinate with local fire brigade during working hours; supervise transport of rescued materials to evacuation area; attempt to determine cause and preserve evidence of sabotage; and record valuable materials rescued,
- 23) To keep with them the Duty Instruction related to their duties and authorities under Law No. 5188 and to fulfill it,

24) To perform duties assigned by the Head, Deputy Head and Security Superintendent.

General matters private security officers must pay attention to

ARTICLE 16 –

The matters private security officers must pay attention to are as follows:

- 1) To perform duties wearing the special uniform issued,
- 2) To keep uniforms and equipment well maintained, clean and ironed; not to intervene in incidents without uniform,
- 3) To care for the order and cleanliness of the place of work,
- 4) Not to wear the security uniform outside duty,
- 5) Not to deal with non-duty matters during duty; not to track personal business; and not to use mobile phones except for communication,
- 6) Not to wear items incompatible with the uniform such as necklaces, medallions, ID tags, badges, etc.,
- 7) Not to smoke at the duty place except during meal and need breaks,
- 8) Not to talk/meet with managers, workers, academic/administrative staff and students except on duty-related matters,
- 9) To comply with management instructions on duty point changes and time changes,
- 10) To be polite in warnings and preventing actions toward personnel, students and visitors,
- 11) Not to leave the duty point; and to cover meal/mandatory needs by shifting personnel from other points,
- 12) To wear the Private Security ID Card during duty,
- 13) Not to keep gas cylinders, gas stoves, spirit stoves, electrical appliances etc. for heating/cooking at the duty place,
- 14) During handover, to sign the handover log and reports; record start date/time; and note significant incidents.

Duties of building security officers

ARTICLE 17 –

The duties of building security officers are as follows:

- 1) Building security officers are selected from voluntary managerial personnel and their duties are notified to them specifically,

- 2) To be alert to any threats coming from inside and outside the building,
- 3) To exchange information with floor officers working in the building,
- 4) To monitor unusual student behavior and movements,
- 5) To communicate well with students, inform them about campus security, evaluate information received and inform the Head of the Security Department,
- 6) To warn relevant persons for resolution of issues such as electrical failures, flooding, deformation and dirtiness of fixtures.

Security camera systems

ARTICLE 18 –

- 1) The University Information Technologies Department is obliged to provide technical support and service to security personnel who need it regarding the security systems within the University.

Matters the Construction Works Department must comply with regarding University security

ARTICLE 19 –

- 1) If construction, maintenance-repair and excavation works within the University are outsourced to external firms, in order to take necessary security measures, it is mandatory that the lists of names and working hours of workers to be assigned are notified to the Security Department in accordance with the Identity Notification Law.
- 2) The security of materials to be used in activities must be ensured by relevant units, and care must be taken not to leave materials exposed and unprotected.
- 3) If materials must be left exposed, necessary security measures are taken in coordination with the Security Department.
- 4) If the above activities/works are not notified and necessary measures are not taken, relevant unit managers will be held responsible for negative outcomes.

Duties and responsibilities of the Information Technologies Department regarding security

ARTICLE 20 –

- 1) To carry out feasibility studies for cameras planned to be installed in new/old buildings; determine camera locations in the most efficient way in both network and construction projects; undertake supervision during implementation; take delivery completely; and monitor systems,
- 2) To integrate installed security cameras into the recording system,
- 3) To intervene immediately in any malfunction,

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- 4) To routinely maintain and update camera servers, cameras and monitoring systems,
- 5) If needed, to establish infrastructure and install cameras at new points where security vulnerability is identified, in coordination with the Security Department,
- 6) To conduct R&D for better, up-to-date and higher quality service regarding existing server/camera software and more advanced systems/hardware/configurations,
- 7) To organize necessary trainings and ensure personnel receive these trainings,
- 8) To conduct research and demos to determine the best cameras planned to be procured for use at the University.

Matters University personnel must comply with regarding University security

ARTICLE 21 –

The principles that University employees must comply with are:

- 1) While security personnel perform their duties, academic and administrative staff should assist them,
- 2) All kinds of dangerous and peace-disturbing behaviors seen on campus should be reported to the Security Department by academic and administrative staff,
- 3) The list of names of subcontractor employees and those accommodated in construction site dormitories should be submitted to the Security Department,
- 4) Especially in offices, ensuring that doors, windows, electrical switches and electronic devices are turned off by users,
- 5) Personnel should not park vehicles outside parking areas specified by the Rectorate and should not park at building entrances/exits,
- 6) Electrical heaters and tea sets should not be used in offices due to fire risk,
- 7) Guests visiting University personnel are notified to personnel by phone. If the personnel accept the visitor, the visitor's ID is taken and recorded in the visitor system.

Matters students must comply with regarding University security

ARTICLE 22 –

The principles that students must comply with are:

- 1) Students must enter through campus entrances by passing through turnstiles with their ID cards,
- 2) Students must show their ID cards when requested by security personnel within campus,

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- 3) Students arriving by car must pay the parking entrance fee,
- 4) Students must not allow others to use their ID cards at entrances and booths,
- 5) Students who lose their IDs must urgently obtain new IDs from the Directorate of Student Affairs,
- 6) Students must not enter campus with broken, expired, or unformatted IDs,
- 7) For student visitors, students must go to gate security and accompany the visitor into campus after registration,
- 8) Students must obtain information from the Security Department regarding lost property.

Rules for visitor entry/exit to campus

ARTICLE 23 –

The rules for visitor entry/exit to campus are as follows:

- 1) Everyone entering campus must declare identity to security. The visitor's ID is taken; ID information is recorded in the visitor computer; a visitor card is issued and the visitor is reminded to wear it on their collar,
- 2) Campus visiting hours are 08:30–23:00,
- 3) The person/unit accepting the visitor is responsible for consequences arising from visitors' violation of rules determined by this Security Directive,
- 4) If visitors commit a judicial offense, a criminal complaint is filed with general law enforcement or the Public Prosecutor's Office for necessary procedures,
- 5) With controls at campus entrances, persons/groups prohibited from entry are prevented,
- 6) Visitors are not admitted with student ID cards other than their own ID; a report is prepared regarding students who provided their IDs for unauthorized entry; the visitor is not admitted on the next visit,
- 7) If visitors have University property with them on exit, a signed exit document and/or confirmation is requested from the relevant unit manager,
- 8) If the visit exceeds 23:00, the unit accepting the visitor informs security in advance. If not informed, visitors who do not exit after 23:00 are contacted through the unit manager to ensure exit. If the visitor is staying in the dormitory, dormitory officials and the Duty Administrative Officer are contacted to ensure exit,
- 9) For material exit from campus, the relevant unit manager prepares a material exit document including information such as type/quantity/destination and vehicle plate; exit is permitted with

this document. Otherwise, action is taken according to the decision of the relevant unit to be notified in writing to the Security Department.

CHAPTER FIVE

Special Duty Instructions

ARTICLE 24 –

Matters related to officials at: Campus Rectorate Entrance, Camera Monitoring, Guardhouse, Patrol, Points, Office and Reception:

A) Duties and responsibilities of Main Entrance (Gate A) personnel:

- 1) To comply with vehicle entry/exit instructions at the main campus gate and not to take initiative without the supervisor's information,
- 2) To use effective forms of address and body language in interpersonal relations and always be respectful,
- 3) To work alternately in the area outside the guardhouse and act in a manner befitting a security officer,
- 4) To be aware of events within hearing/visual and monitoring distance besides vehicle entry/exit,
- 5) To keep records of vehicles and visitors entering the duty area,
- 6) To immediately inform the Department management clearly about incidents occurring in the area.

B) Protocol duties and responsibilities of Main Entrance (Gate A) personnel:

- 1) To be responsible for recognizing the founding Rector, Board of Trustees members, Rector, Vice Rectors, Deans, School Directors, General Secretary, Deputy General Secretaries and other managers,
- 2) To pay utmost attention to appearance and attitude, being aware that the duty area is the protocol entrance,
- 3) To direct persons who should not use the protocol entrance to the administrative entrance,
- 4) To confirm appointments of visitors to the office via the private secretariat.

C) Duties of Camera Monitoring Center personnel:

1. To identify locations within campus where cameras are needed and propose their installation,

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2. If camera view is blocked and image capture is prevented, to inform the Department management,
3. To perform recording and control of camera images,
4. To continuously monitor camera images and inform management about disruptions observed,
5. In written requests, to send past camera recordings to relevant persons with Rectorate approval,
6. Not to provide or show recorded images to others without permission of the Head of the Security Department and the Rector,
7. To monitor whether camera systems are always working, and in case of malfunction, to inform Department management and the IT technical team,
8. To apply a “patrol” system by using pan-tilt and zoom functions of mobile cameras,
9. To ensure timely notification to security, law enforcement, fire brigade or emergency health personnel to reduce damage in some incidents,
10. To prevent behaviors that may cause vehicle entry/exit in guardhouses.

C) Duties of point duty personnel:

11. Not to leave the duty point without the information of the Department management,
12. To conduct observation and listening in the area of responsibility throughout the duty,
13. To follow and control incidents and inappropriate behaviors and inform the Department management.

D) General rules regarding office security:

14. Office doors may be opened with the Rector’s approval when the office owner is absent,
15. When opening is requested, the door is opened with the presence of the unit manager and security officer, and a record is prepared,
16. If the office owner loses the key, the door is opened by requesting a key from the Administrative Support Department,
17. If units change door locks, keys are duplicated and delivered to the relevant person by informing the Administrative Support Department and the Security Department,
18. Electrical heaters and tea sets are not used in offices due to fire risk.

Other matters

ARTICLE 25 –

Other matters to be considered are as follows:

- 1) When a mass action notice is received, to inform relevant senior authorities and, when necessary, request assistance from general law enforcement,
- 2) To ensure building security in line with the Security Department’s guidance,
- 3) If needed, to close entrances and obtain reinforcement security officers from other points,

4) To remove those identified as participating in the action from outside campus, from campus with the escort of private security personnel,

5) To identify participants and notify the Rectorate with a report for disciplinary procedures.

Reported sabotage, attack and similar incidents

ARTICLE 26 –

In reported sabotage, attack and similar incidents, the matters to be considered are as follows:

1) The security officer receiving a sabotage notice informs the Department management without delay via phone/radio or in person.

2) Depending on the situation, and with Rectorate approval, general law enforcement is notified. If necessary, assistance is requested from the fire brigade and other institutions.

3) By coordinating with managers responsible for on-site security services, measures are taken until law enforcement arrives such as evacuation of buildings, readiness of first aid teams, and transport of valuable documents.

ARTICLE 27 –

The logs and files in the Protection and Security Department are arranged carefully and kept under custody.

CHAPTER SIX
Miscellaneous and Final Provisions

Prohibitions and penalty provisions

ARTICLE 28 –

Apart from the administrative offenses specified in subparagraph (c) of Article 20 of Law No. 5188, disciplinary offenses committed by security personnel are processed pursuant to the relevant articles of Law No. 4857 and the relevant provisions of Higher Education Law No. 2547 and other legislation.

Security-related arrangements to be prepared by units

ARTICLE 29 –

Regulatory acts regarding private security prepared or to be prepared by other units within the University may not be contrary to the provisions of this Directive.

Entry into force

ARTICLE 30 –

This Directive shall enter into force after being adopted by the Senate of the Republic of Türkiye Istanbul Aydın University and approved by the Board of Trustees; and the Directive on the Conduct of Security Services published before this date shall become invalid.

Execution

ARTICLE 31 –

The provisions of this Directive are executed by the Rector of the Republic of Türkiye Istanbul Aydın University.