

BEYKOZ UNIVERSITY

PRINCIPLES ON SECURITY SERVICES AND CAMPUS ENTRIES/EXITS

Approving Authority, Date and Number: Senate, 12.09.2023 / 19

Additions and Amendments: Senate, .../.../....

Amendment Control Date:

CHAPTER ONE

Purpose, Scope and Legal Basis

Purpose

ARTICLE 1 – (1) The purpose of this directive is to determine the necessary rules and methods to be followed by security officers in order to ensure the effective execution of Beykoz University's private security operations, as well as the procedures to be applied by the University's staff, students, alumni, and visitors during entry to and exit from the University's campuses.

Scope

ARTICLE 2 – (1) This directive covers the private security officers assigned within the University, all employees responsible for the provision of University security services, as well as the University's staff, students, alumni, and visitors.

Legal Basis

ARTICLE 3 – (1)

This directive has been prepared in accordance with Law No. 5188 on Private Security Services, Law No. 6331 on Occupational Health and Safety, and the related regulations and communiqués.

CHAPTER TWO

Implementation and Rules

Implementation for Security Officers

ARTICLE 4 – (1) Within the scope of these procedures and principles;

- a) Security officers assigned at the campus gates are obliged to know and apply the rules set out in this directive.
- b) Security officers working at campus entry gates must keep their work areas clean and hand them over to the next shift in the same condition.
- c) Security officers are responsible for protecting the equipment they use while on duty.

- d) During working hours, security officers must wear uniforms in accordance with Law No. 5188 and the Dress Code Regulation.
- e) Security officers must pay attention to their daily personal grooming, including shaving and personal hygiene.
- f) While on duty at the campus gates, officers must not use internal phones for casual conversations; personal mobile phone calls must not be prolonged in a manner that interferes with their duties, and non-urgent personal calls must be made during break times.
- g) Unauthorized persons are not allowed in security cabins; officers may host their personal guests only in designated rest areas.
- h) Officers on duty at the gates must perform their duties with discipline, determination, and without causing disputes. Any conflicts with visitors must be reported to the Security Directorate, the campus supervisor, and the Directorate of Administrative Support Services.
- i) Security officers may not leave their posts during duty hours, even briefly, without handing over to the next officer. In cases where officers cannot attend, they must inform their supervisors in advance. During compulsory breaks (e.g., meals), no officer shall leave the post without replacement.
- j) In the event of a legal incident (e.g., assault, accident, insult, theft, harassment), officers must first secure their own safety, intervene appropriately, collect all information, documents, and visuals, prepare an incident report, and notify the Security Directorate, the campus supervisor, and the Directorate of Administrative Support Services.
- k) In case of accidents causing injury, 112 shall be called first, and the University's Directorate of Health, Culture and Sports and the Directorate of Administrative Support Services shall be informed.
- l) Security officers must know the locations and operation of fire extinguishers, hydrants, electrical panels, natural gas main valves, and main water valves, and regularly ensure their control inspect them.
- m) Officers must record in writing any incidents they observe, detect, or suspect (e.g., broken glass, lost keys, malfunctioning lights, exposed wires, gas leaks) in an incident report form, and promptly inform the Directorate of Administrative Support Services in line with the instructions and training received.

Entry Rules for Students

ARTICLE 5 (1) Students must scan their ID cards at the Card Reading System upon entering the campus. If the card is not available, security officers shall verify the student's identity and photograph through the Student Information System (OIS) using the student's national ID number, and grant access. A second entry without a card will not be permitted.

(2) In case of loss of a student card, the student must apply for a new card through the OIS,

pay the required fee to the Directorate of Financial Affairs, after which the new card will be issued by the Directorate of Information Technologies and delivered to campus security.

(3) Invalid cards (e.g., due to loss of student rights, withdrawal, or graduation) shall be confiscated by security officers with an official record.

(4) If a student's card is found to be used by another person, it will be confiscated by the security officer with an official record, and necessary action will be taken.

(5) Rules applicable to our students also apply to special/guest students.

Entry Rules for the Alumni

ARTICLE 6 –

(1) Security officers shall record the national ID numbers of alumni entering campuses, verify their identity and photograph through the OIS, and grant access accordingly. The required details must also be entered into the daily visitor logbook.

(2) Alumni's parents, spouses, siblings, and children may enter campuses only if accompanied by the alumnus. Guests other than first-degree relatives of alumni are not permitted.

Entry Rules for the University Staff

ARTICLE 7 –

(1) All academic and administrative staff must scan their staff ID cards at the Card Reading System upon entering and exiting all campuses.

(2) In case of loss of the staff ID card, the Directorate of Human Resources must be informed for the issuance of a new card.

(3) If a staff member does not have their ID card, security officers shall issue a "Temporary Staff ID Card" via the MEYER system and deliver it to the staff member. The card must be returned to security upon exit.

(4) If a staff member's card is used by another person at the card reading system, the card will be confiscated by security officers with an official record, and necessary actions will be taken.

(5) The staff ID card is also required for lunch services. Staff members without their ID card must use a Temporary ID Card provided by security to access meal services.

Rules for the Visitors

ARTICLE 8 –

(1) Visitors must declare whom they will meet and which unit they will visit. The security officer will confirm the visit with the relevant staff or unit. If the meeting request is accepted, the visitor must leave an ID card, and the officer will record the necessary details in the daily visitor

logbook.

(2) Visitors wishing to access lunch services must use the visitor card issued to them.

CHAPTER THREE

Miscellaneous and Final Provisions

Enforcement

ARTICLE 9 – (1) This directive shall enter into force as of the date of approval by the University Senate.

Execution

ARTICLE 10 – (1) This directive shall be executed by the Secretary General of Beykoz University.