

MANUAL OF PROCEDURES



SECURITY DIVISION
University of Kelaniya

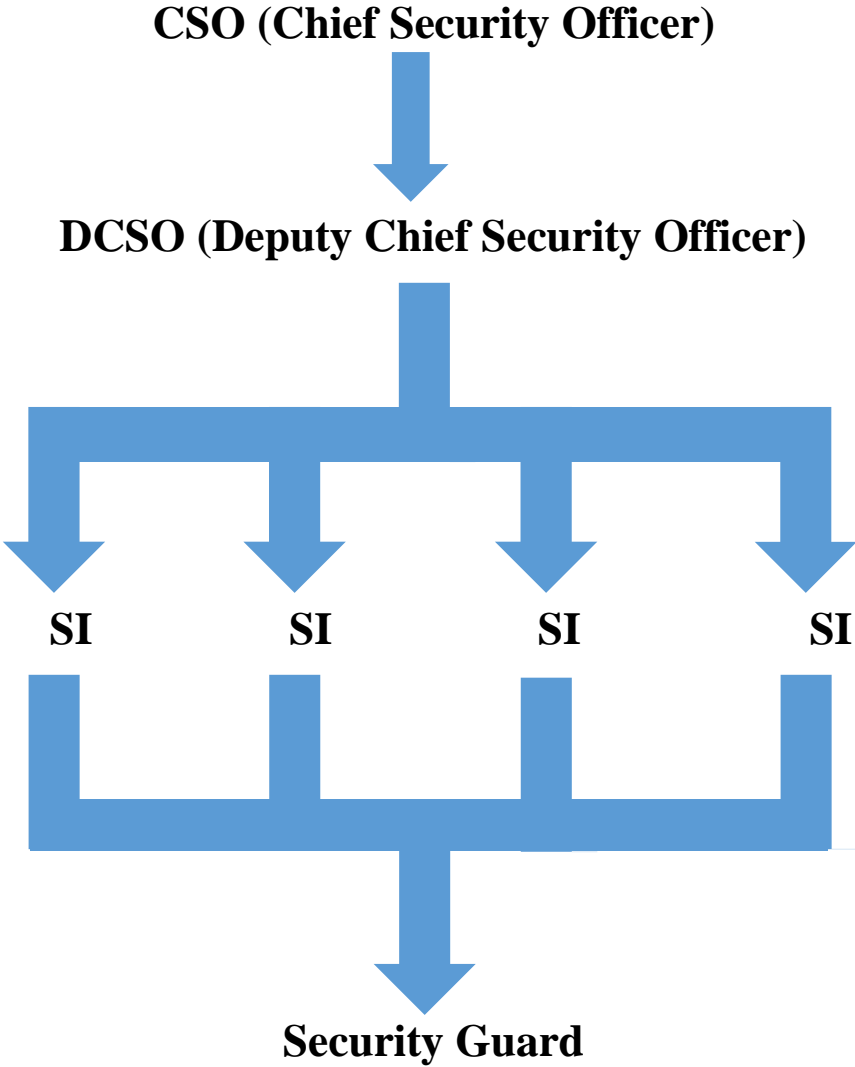
Security Division

Introduction

The main responsibility of the security division of the university is to provide security to both university community and the university properties throughout the 24 hours. The internal and the private security of the university jointly perform their duties under the guidance of the Chief Security Officer.

Security to all the official functions such as ceremonies, orientation programme and graduation, ceremony other functions, welfare activities of the staff and students and emergency situations are provided by the Security Division for the betterment and smooth functioning of the university.

Organizational Structure of the Security Section



The security division should be engaged in the following general duties as well;

1. Inspecting and reporting of, in and out of vehicles and persons
2. Facilitating the parking of vehicle of University staff and students
3. Monitoring the duties of the private and internal security personnel and ensure security of University
4. Monitoring the CCTV camera systems
5. Preparing and maintenance of log entries
6. Report Keeping
7. Reporting security conditions to registrar
8. Ensuring the security of staff and students
9. Maintaining close relationship with personnel and relevant government officers
10. Reporting loses to the Registrar
11. Submitting inquiry reports monthly to the Registrar
12. Accepting keeping in custody and Issuing university keys

DUTIES OF THE UNIVERSITY SECURITY DIVISION AND THE PROCEDURES ADOPTED

1. A theft of goods.

Action	Responsibility	time frame	Relevant rules and regulation
1. Informing the Registrar about the suspects.	CSO	At the earliest possible	Internal Arrangement
2. Keeping the goods under the authority of security.	SI		
3. Taking necessary action according to Registrar's advice.	CSO		
4. Making a complaint to the police station and hand over the goods and the suspects.	CSO		
5. If unable to keep the persons in the security unit, getting a report of the stolen goods on the spot and inform the Registrar.	CSO		
6. Taking further necessary actions after calling Police on Registrar's advice.	CSO		
7. Taking necessary precautions to prevent such thefts again at the university premises.	CSO		

2. During Students' protests at the Administration Building

1. Action	Responsibility	time frame	Relevant rules and regulation
1. Reinforcing security at the administrative building site	CSO	At the earliest possible	Internal Arrangement
2. Closing the entrance gate first after informing the Director/ Student affairs and the Registrar.	Relevant SI	At the earliest possible	
3. Opening the door of the building only for the persons who visit in and out of administration building and keeping a security guard at the gate to open and close.	Relevant SI	At the earliest possible	
4. Keeping all doors closed so that nobody enters the building until the protest is over.	Relevant SI	At the earliest possible	
5. Not allowing vehicles to enter from the main entrance and advice such vehicles to park in some other place outside the building premises.	Relevant SI	At the earliest possible	
6. Assigning a security guard for video filming or to take photographs to recognize the students who are entering without permission, within the ongoing protest.	CSO	At the earliest possible	
7. Keeping the surroundings clear, and removing all the boards and banners so that people can enter the building as usual when the students protest is over.	Relevant SI	At the earliest possible	

3. Electricity failures and water cuts in student hostels at nighttime

Action	Responsibility	time frame	Relevant rules and regulation
<ol style="list-style-type: none"> 1. Informing the night duty technicians of water/electricity and the driver of the vehicle, to report to the security office as soon as the message received. 2. Sending the technicians of water/electricity by a vehicle giving necessary information to the relevant hostel. 3. Informing the officer of the relevant hostel (onsite) as soon as the technicians leave 4. Incident of a person entering to the university premises without 	<p>SI</p> <p>SI</p> <p>SI</p>	<p>At the earliest possible</p>	<p>Internal Arrangement</p>

4. Incident of a person entering to the university premises without permission

Action	Responsibility	time frame	Relevant rules and regulation
<ol style="list-style-type: none"> 1. Sending a security guard for checking the premises and the person who entered without permission. 2. Making necessary arrangements to arrest the person under custody of security division. 3. Checking the person and asking about his motive for his/ her arrival and record them. 4. Releasing the person if he/ she is not suspicious of any motive of theft of university property or injury to university personnel. 5. If the person suspicious, handing him/ her over to the Police with the stolen goods and keeping other suspected items at the security division after informing the Registrar 	<p>CSO</p> <p>CSO</p> <p>CSO</p> <p>CSO</p> <p>CSO</p>	<p>At the earliest possible</p>	<p>Internal Arrangement</p>
<p>The procedure which has to be followed when the person leaves the university premises even if he/she is not found to be suspicious of possible theft or injury.</p>			
<ol style="list-style-type: none"> 6. If the person had entered through a security zone informing the security on duty and strictly advising him to be more vigilant 7. If the area that the person had entered is not designated as a security zone, obtaining all details from the person, who made the a-complaint and making a log entry regarding the incident and checking for any lost items even if the entered person was found not guilty of any theft 8. If possible obtaining the CCTV camera recordings, obtaining the video or pictures of respective persons, informing the Registrar about the incident and lodging a complaint at the nearest police station and submitting video recordings for further investigation 	<p>CSO</p> <p>CSO</p>		

5. Duties of security personnel at the ceremonies and functions of the university

Action	Responsibility	time frame	Relevant rules and regulation
1. Instructing the security guards to perform their duties at the relevant venue prior to the functions.	CSO	At the earliest possible	Internal Arrangement
2. Designating a car park for invited guests at close proximity to the venue.	Registrar		
3. Directing all arriving vehicles to the relevant car parks	SI		
4. Directing the cars of the invited guests the park	SI		
5. Ensuring that the security personnel perform their duties at the respective places until the ceremony/ function is over	CSO		
6. If there is a conflict, arranging additional security guards to strength security	DCSO		
7. Controlling the traffic properly after the ceremony/ function to avoid any rush	CSO		
8. Ensuring that the security personnel should perform their duties until all the persons are left			

6. Action to be taken when mechanical failures of a vehicle which belongs to university occur outside the premises

Action	Responsibility	time frame	Relevant rules and regulation
<ol style="list-style-type: none"> 1. Informing the transport officer the incident 2. Informing the Registrar if needed. 3. If there is a suitable place for repairing the vehicle as per the driver, obtaining advice from the transport division for repairing. 4. Obtaining advice from the transport division about a service garage in close - proximity and reporting the mechanical fault to get the repair. If Immediate repairing is not possible 5. Making arrangement to send another vehicle to tow the vehicle. 	<p>CSO/DCSO/SI</p> <p>CSO</p> <p>SI</p> <p>CSO</p>	<p>At the earliest possible</p>	<p>Internal Arrangement</p>

7. Duties at the university convocation ceremonies

Action	Responsibility	time frame	Relevant rules and regulation
<p>1. Sending the officers to the location of the Convocation (BMICH)</p> <p>2. Directing the graduands, their relatives and invited guests and to respective doors to enter the main hall.</p> <p>3. Checking the invitation cards and entering them to the main hall.</p> <p>4. Ensuring that all guests are welcomed respectfully.</p> <p>5. Not allowing anybody to enter the convocation hall during the ceremony</p> <p>6. Directing all participants to relevant exits after the convocation ceremony.</p> <p>Leaving the convocation premises after the departure of all the participants and officers from the hall.</p>	<p>CSO</p> <p>SI</p> <p>SI</p> <p>CSO</p> <p>SI</p> <p>CSO</p>	<p>At the earliest possible</p>	<p>Internal Arrangement</p>

9. When there is a sudden fire in the university premises

Action	Responsibility	time frame	Relevant rules and regulation
1. Instructing the security guards to put out the fire using firefighting appliances/Equipment immediately.	CSO	At the earliest possible	Internal Arrangement
2. Disconnecting the electricity of the building immediately.	CSO		
3. Informing the Vice-Chancellor and the Registrar immediately.	CSO		
4. Providing additional security guards and direct them to the relevant place.	CSO		
5. Informing the fire brigade and direct them to the relevant place.			
6. Apart from the firefighting equipments, using water to put out the fire, depending on the nature of the fire.	CSO		
7. Making arrangements to extinguish the fire completely.	CSO		
8. Submitting a report to the Registrar including the damage due to the fire	CSO		

10. Duties of the Security Division during an pandemic situation

Action	Responsibility	time frame	Relevant rules and regulation
<ol style="list-style-type: none"> 1. Instructing the security guards to check body temperature each person who enters the university premises 2. Checking the body temperature of all those entering the university premises 3. Instructing the security guards to be vigilant to ensure that the university community adheres to the guidelines issued by the Chief Medical Officer (CMO) 4. Checking whether the university community adheres to the Guidelines issued by the CMO 5. If there are any violators of the guidelines, reporting those immediately to the Registrar if there is any issue regarding the health status of University staff, directing them to the medical center 6. If the body temperature is higher than the normal level in any visitor or university employee not allowing him/ her to enter the university premises 	<p>CSO</p> <p>Security Guards</p> <p>CSO</p> <p>CSO</p> <p>CSO</p> <p>Security Guards</p>	<p>At the earliest possible</p>	<p>Internal Arrangement</p>

Generally, the security division is attending to student matters under the guidance of Director/ Student Affairs.

On some occasions, on advice of the administration of the University security division reports incidents related to student discipline according to the Act of prohibition of ragging and other form of violence in educational institutions – Act No. 20 of 1998

This division handles matters pertaining to security of the university community and the university property under the civil law of the country.