

Structure and Job Description

General Administration of University Safety and Security



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Investment Department

1. Defining University Safety and Security:

It is a set of policies and guidelines for preserving law and order, ensuring the safety of people and property inside the university, at its facilities, and at external colleges, as well as preserving academic activity and output.

2. Responsibilities:

The University Safety and Security Department's and its employees' primary responsibilities are to uphold law and order, prevent accidents, crimes, and violations, preserve the crime scene without tampering with evidence until it is turned over to the appropriate security authorities, work to protect lives, information, and property, and provide safety measures and fire protection for university facilities and employees.

3. Correlation:

The Vice-President of the University is connected to the University Safety and Security Department, and because of the nature of its work, it coordinates with all Vice-Rectors and Departments of the University Departments.

4. Duties:

The Department of University Safety and Security is in charge of overseeing all security, safety, and fire protection-related operations inside the university and its different buildings.

5. Objective:

1. Make the institution and its facilities compliant with the thorough safety and security guidelines released by the Ministry of Interior and other pertinent government bodies.
2. Ensuring accuracy and efficiency in the implementation of procedures by facilitating work.
3. With security and safety in mind, determine the duties and areas of expertise for each department, segment, or branch.
4. Establish the duties of the safety and security staff.
5. Coordinating initiatives to improve performance and integrate expertise.

6. Formation of the University Safety and Security Department:

The University Safety and Security Department consists of:

1. Director
2. Deputy Director
3. Heads of departments (security - safety - administrative affairs).
4. Safety and Security Inspector.
5. Security and safety specialists.
6. Shift heads.
7. Security supervisor.
8. Safety Supervisor.

a. University Safety and Security Unit in the branches (Al-Khafji - Al-Nairyah and Al-Olayya Village - Hafar Al-Batin):

1. Director of the Security and Safety Unit.
2. Heads of Departments (security - safety).
3. Shift Heads.
4. Security Supervisor.
5. Safety Supervisor.

b. Job description of the General Administration of University Safety and Security

content list:

1. Security Department / its specializations
2. Safety Department / its specializations
3. Administrative Affairs Department
4. Job description of the positions of directors and heads of security departments and sections

1. Security Department / its functions:

1. Establishing security and guarding regulations, overseeing their implementation at the university to safeguard them, and using the guidance provided by the Ministry of the Interior and the appropriate security agencies.
2. Producing identification cards in compliance with the regulations governing this.
3. Organizing employee and shift job performance.
4. Providing the security department's personnel with the tools they need, including clothing, patrol vehicles, and communication equipment.
5. Inspection of the university's facilities and those of its affiliates on a regular and emergency basis to keep track of the security condition.
6. Getting security reports, confirming them, identifying wrongdoers, and then taking the appropriate legal action in this respect while working with the relevant government security authorities.
7. Working with the appropriate security authorities to conduct a preliminary inquiry into anyone who may have been involved in the destruction or loss of university property.
8. Preparing forms and records for reports, accidents, and cards and provide the required equipment and manpower reserves for security.
9. Use performance monitoring to design security-related processes.
10. Follow-up coordination with security departments of the government.
11. Security staff follow-up training programs.

2. Safety Department /its Fuctions:

1. Creating and developing safety regulations and procedures, monitoring their execution, and ensuring that the General Directorate of Civil Defense and the Interior Ministry's related directives are followed.
2. Ensure that there are safety measures available in all university buildings, including residence halls, labs, material warehouses, and control centers.
3. Establishing the requirements, details, and technical requirements for safety equipment, working to categorize and standardize them, and adhering to them during the procurement process.
4. Planning safety equipment maintenance tasks and planning sporadic and routine inspection trips.
5. Creating emergency plans and programs and training all university staff members via fictitious experiments to be ready and watchful to meet errors and come out of them with the least amount of harm to lives and property.
6. Establishing safety standards for all engineering and building projects, as well as security, safety, and fire protection projects carried out by the university from the planning stage through delivery and operation.
7. Planning safety awareness and training programs for university staff members. These programs will help them understand the rules and regulations governing workplace safety and how to use the right tools and protective equipment for the conditions, environment, and nature of their jobs.
8. Receiving information regarding accidents and injuries from administrators and staff at the university and its branches, researching it, and taking the required steps to stop them from happening again and avert human and material damage.
9. Requesting information and data regarding safety-related topics from the university's numerous departments, creating data and statistics, and planning routine and emergency inspection campaigns for job sites to check that rules and instructions are being followed.
10. Creating and routinely updating a safety manual for the university.
11. Monitoring changes in the area of workplace safety and health.
12. Creating and monitoring the university's firefighting policies and procedures, as well as following any directives given by the appropriate authorities.

13. Providing all university facilities and structures connected to it with firefighting tools such alarms, permanent and mobile firefighting equipment, mechanisms, first aid, and others.
14. Establishing the requirements, specifications, and technical requirements for firefighting and firefighting equipment, working to categorize and assemble them, and upholding them throughout procurement procedures.
15. In collaboration with the University Safety and Security Department, approval of fire-fighting equipment for projects that the university is implementing from the design stage to reception.
16. Creating emergency plans and programs and preparing all university staff via fictitious experiments to be ready and attentive to meet mistakes and come out of them with the least amount of harm to lives and property.
17. Managing initiatives to increase preparedness for dealing with the risks posed by fire and natural catastrophes.
18. Safeguarding safety gear, such as gear, communication tools, and other gear required for safety management.
19. Offer the reserve of firefighting supplies, personnel, and tools that is required.
20. Scheduling safety personnel's work hours.
21. Regular inspection of university buildings and confirmation of the readiness and effectiveness of fire fighting equipment in case of emergency.
22. Creating records and notification forms.
23. Instruction.
24. Creating mock test scenarios to ensure that emergency and evacuation preparations are appropriate.
25. Keep up with changes in the firefighting and firefighting fields.

3. Administrative Affairs / its Functions:

1. Supervise all operations related to human resources.
2. Supervising all operations related to financial affairs.
3. Follow up the attendance and departure of employees.
4. Controlling the work within the department and sections.
5. Editing and following up transactions.
6. Preserving and compiling data and information on the personnel of the administration.
7. Preparing employee testimony and judgments about assignments within the administration.
8. Follow up on employee leave.
9. Preparing job performance reports.
10. Making financial and institutional extracts, auditing, preparing them, and submitting them to the authorized person.
11. Follow-up contracts for guard work.
12. Issuing permits
13. Follow-up and inventory of the Covenant and work to maintain and preserve it.
14. Any additional tasks that need to be added in the future.

3. Job Description of Managers, Heads and Supervisors of Departments:

1. Principal Responsible for University Safety and Security:

a. **Job title:** Director of the General Department of University Safety and Security.

b. **Correlation:** Linked to the Vice Dean.

c. **Tasks:** Setting the proper foundations and standards for the conduct of its business, providing appropriate requirements that suit its needs and are consistent with those of the relevant security authorities and other governmental agencies, and fully responsible for all departments (security - safety) in the university and its affiliated facilities.

d. **Duties:**

1. Carrying out the standard activities and exercising supervisory control over the administrative and financial facets of the administration.
2. Implementing the programs and systems created to manage the department's operations.
3. Create strategies for security, safety, and fire fighting, and make sure that the right steps are made to put them into action swiftly and transparently. You should also seek to modernize and improve the administration's overall operational flow.
4. Making preparations for the annual administration work plan, which entails creating a budget that accounts for the administration's need for personnel, expenses, and operating costs as well as the equipment and security projects the university and its branches will need. This budget is determined by evaluating each branch separately and taking into account its unique needs. Additionally, it prepares yearly reports, assesses the state of safety and security activities, compares them to the standards set by government security agencies, and submits them to high management.
5. Represents the university in formal and informal discussions with government security agencies, serving as their lone point of contact for issues relating to security and safety, and is in charge of keeping track of any cases or disputes in which the university or one of its projects is involved.
6. Directing inquiries into sensitive issues including fraud, embezzlement, and theft in collaboration with the appropriate authorities.
7. Providing round-the-clock assistance in both emergency and non-emergency situations.

8. Take reports of incidents and oversee how they are handled and followed up.
9. Making recommendations for safety and security.
10. Create the best protection and preventive strategies for all university buildings and facilities, oversee the execution of these strategies and programs, and suggest the creation of corrective actions.
11. Develop and update strategies and plans as needed to fully secure university facilities.
12. Working to issue the necessary circulars for all university projects, coordinating with relevant security authorities regarding the application of all regulations, regulations, instructions, and specifications related to security, safety, firefighting, and traffic, and ensuring their application when carrying out new constructions or developing and expanding existing facilities of the institution.
13. Ensuring that new initiatives and infrastructure put in place by the institution comply with all relevant regulations.
14. Organizing training programs for security and safety personnel and planning, managing, and coordinating those programs.
15. React immediately to any emergency call.
16. Create strategic planning and training programs for managing university safety and security.
17. Ensure that all tools, resources, and capacities required by the (Safety and Security) Department are available.
18. Arranging for regular meetings to be held at the university for individuals in charge of the department so they may discuss, share, and research advancements in the field of security and safety.
19. Working with the appropriate authorities to get licenses for telecommunications equipment, ensuring that it is distributed properly across the institution and its associated facilities, and ensuring that it is used in compliance with the rules and guidelines that apply.
- Establish controls, regulations, and processes for issuing business cards and storing employee fingerprints, and make sure they are compatible and in line with any applicable directives from other authorities.
21. Giving top management at the institution guidance on all matters pertaining to safety and security.

2. Director of the Security Department:

a. **Job Title:** Director of Security Department.

b. **Correlation:** Linked to the Director of the General Administration of University Safety and Security.

c. **Tasks:** Supervising the security and protection operations of the university facilities, managing the affairs of the department in terms of administration, control, inspection and planning.

d. **Duties:**

1. He works at the Security Department's branches, doing administrative duties.
2. In charge of each site's or facility's protection activities and tries to develop these operations permanently.
3. Following up on the granting of cards and permits for people and vehicles in collaboration with the relevant university authorities.
4. Examining the requests made to acquire authorizations to enter university properties while taking into account the directives and security measures provided by the pertinent security authorities in this respect.
5. Represents the person in charge of the security department when receiving reports on the daily, weekly, and monthly status of work as well as reports of various occurrences. This person then examines, monitors, and delivers these reports to management along with their opinions.
6. Monitors the execution of the security requirements at the different university projects in compliance with the directives given by the pertinent security authorities.
7. He regularly and secretly inspects every operations supervisor across the board.
8. Controls investigations, including security-related ones.
9. He creates security reports on the university's facilities, pointing out any shortcomings and suggesting workable fixes. He periodically submits these findings to his supervisors.
10. Establishes the work hours, vacations, and absences for those who work in administration.
11. Create daily security reports and provide them to an administrator.

12. Creating security department staff training programs and introduction security programs for new hires and contractors' workforce.
13. Make recommendations for Security Department personnel and supervisors for promotions and appointments, as well as for rewards and sanctions, in accordance with the system.
14. He creates the budget for the security division and oversees the disbursement's application in accordance with the authorized items.
15. He is in charge of keeping work secrets and ensuring that sensitive reports received from government security agencies are followed up on.
16. He will be directly in charge of managing the security administration's staff and resources.

3. Security Section Supervisor:

- a. **Job Title:** Security Department Supervisor.
- b. **Correlation:** Linked to the Director of the Security Department.
- c. **Tasks:** ensuring that the rules and procedures that govern security work are followed, giving job-related instructions and directives, ensuring that the shift chief is keeping track of their execution, and completing the required daily security reports.
- d. **Duties:**
 1. Managing the workforce and assigning tasks to the security department workers.
 2. Keeping strong working ties with all university departments and doing all in one's power to enhance the services provided by a department.
 3. In charge of assigning shifts, designating shift leaders, and making sure there is continuous coverage.
 4. Giving the security officer a written report on any incidence that contravenes the security regulations.
 5. Paying unscheduled visits to the security guards at their posts around the clock to make sure they are carrying out their responsibilities fully.
 6. Maintaining the security department's tools and vehicles, going over all the documents, and making suggestions to the management on what should be added, deleted, or maintained.

7. Provide the security officer with assessment information and reports about the work of the department.
8. Assessing the effectiveness of training programs, evaluating their levels, and, in collaboration with shift leaders, suggesting candidates for these programs.
9. Creating security staff leave schedules.
10. He examines and authorizes passport and card-related processes.
11. In charge of using security personnel to carry out entrance rules for both persons and vehicles as well as entry and exit control activities.

4. Head of Security Shift:

- a. **Job Title:** Head of Security Shift.
- b. **Tasks:** Organizing performance at work sites, implementing decisions related to the security of the facility and maintaining the devices and equipment in the security department, giving instructions to the security men working with him.
- c. **Duties:**
 1. He supervises the shift in which he works.
 2. Supervision of mounted and foot patrols.
 3. Preparing a report on his shift containing all that was done during working hours.
 4. To request the security men who work during the extra hours in case of absence or when needed after coordination with the security coordinator or the area supervisor.
 5. Immediately contact the security supervisor when something that needs to be reported takes place.
 6. Examine the security procedures.
 7. Checking the application of the conditions and permissions related to entry and exit to and from the university facilities.
 8. Supervises the security men's inspection of people and vehicles, if necessary.
 9. He follows up the security men and makes sure that they perform their work as required.
 10. He receives the patrol cars and devices and hands them over to the next shift chief.

11. Security men are assigned to accompany visitors during their entry into the facilities and until their exit.
12. Encourage the security men to deal with others in a good manner to provide an excellent work environment.
13. Full cooperation with the security authority and emphasis on the security men to maintain the security of the facilities.
14. Behaving appropriately and dealing with problems without confusion.
15. Follow an accurate security system for the facility's locks and keys.
16. Follow emergency instructions in emergency cases.
17. Conducting field tours to the areas and buildings that contain vital equipment in the facility.
18. Report any abnormal conditions that he may notice.
19. In the event of accidents, he must inform the concerned security authorities and those in charge of the facility, and take into account the following actions:
 - a. Reserving the scene of the accident, protecting the available evidence, and keeping the public away from the scene of the accident until it is handed over to the concerned authorities.
 - b. Examine the scene of the accident comprehensively and from a distance that does not allow changing or modifying evidence.
 - c. Taking photographs of the scene of the crime or accident from the appropriate angles, including detailed pictures of the traces and evidence available in the place.
 - d. Preparing a sketch of the scene of the accident showing the dimensions and directions of the place and the correct positions of the contents.
20. Obtaining the opinion of his direct supervisor regarding the obstacles he faces.
21. Continuous and permanent coordination and cooperation with the security men of government agencies.

5. Security Supervisor:

a. **Job Title:** Security and Safety Supervisor.

B. **Tasks:** Maintaining the security of workers and its facilities and protecting funds and property, as well as supplies and equipment.

c. **Duties:**

1. Provide all assistance to the shift head and fully familiarize himself with the responsibilities of the shift head, and the shift head in his absence.
2. Protect important facilities and buildings and restricted areas and prevent unauthorized entry to public or restricted areas.
3. Monitoring and controlling the entry and exit of cars, vehicles and materials, and verifying them.
4. Protecting the university and its contents against vandalism, damage or theft, and continuous monitoring and implementation of security instructions.
5. Receiving, registering and keeping lost items found by security men or university workers.
6. Monitoring car parks and ensuring the safety of parking in the designated places, and the existence of sticky entry permits.
7. Monitoring people and cars and submitting security reports for suspicious behavior.
8. Continuous and permanent coordination and cooperation with the security men of government agencies.

6. A Security Guard:

a. **Job Title:** Security Officer.

b. **Tasks:** Work to protect lives and property within the university facilities.

c. **Duties:**

1. Carrying out the study inside the university premises and examining the identity cards of the university employees as well as the contractors or visitors.
2. Registering the names of arrivals, plate numbers, and recording the time of entry and exit on the forms prepared for that.
3. Examination of vehicle permits and receiving vehicles of materials or suppliers with inspection of vehicles as well as official documents and preventing unauthorized vehicles from entering the university building.
4. Monitoring university staff and other individuals entering and leaving to prevent any illegal entry.
5. Work outside working hours when required to do so.
6. Carrying out the work of the mounted and pedestrian patrols at regular intervals at the sites determined by the security supervisor.
7. Requesting the issuance of licenses to take out any of the collected property, including samples and tools, and to register them in the prepared register.
8. Keeping the keys in a designated locked box and recording a request for them.
9. When something happens for which no predetermined instructions have been issued, he must deal with it and act in a way that guarantees the end of the event in a satisfactory manner.
10. Continuous and permanent coordination and cooperation with the security men of government agencies.

7. Assistant Security Guard:

a. Job Title: Assistant Security Officer.

B. Tasks: Work to maintain security and protect lives and property in the university and assist the security man in performing his duties.

c. Duties:

1. Provide all assistance to the security man and take over any matters directly entrusted to him and carry out the duties of the security man in his absence.
2. The assistant security man must receive orders and instructions from his superiors, be obedient to orders, follow oral and written regulations and instructions, and make inquiries when facing any difficulty in work.
3. Refrain from divulging any secrets or allowing unauthorized persons to view the records of the Security Department.
4. Not to leave the workplace under any circumstances unless an alternative is brought to him.
5. Ensure his personal safety while performing work and not take risks or hesitate to ask for help.
6. Not to use means of communication except in his field of work.
7. Continuous and permanent coordination and cooperation with the security men of government agencies.

8. Director of the Safety Department:

a. **Job Title:** Safety Department Manager.

b. **Tasks:** Supervising the work of the safety department, applying safety systems and programs to all university facilities and facilities, setting safety regulations and requirements, methods of accident investigation, preparing reports, preparing a safety guide, planning and coordinating to provide safety systems for all university facilities and facilities, and laying safety foundations and programs.

c. **Correlation:** Linked to the Director of the General Administration of University Safety and Security.

d. **Duties:**

1. Performs administrative work related to the administration's employees.
2. Supervising the planning processes for safety programmes, systems and procedures and ensuring the application of programs and systems in the various works of the university.
3. Determining the general objectives of safety and setting up comprehensive inspection programs for all university facilities and monitoring operating methods and their compatibility with technical and security work conditions.
4. Participate in the investigation of work accidents and injuries, collect the necessary information and evidence, apply the necessary controls and prevent their recurrence.
5. Conducting objective studies and analyzes on safety, recommending measures based on standard foundations and specifications, and developing programs to implement these recommendations to reduce the recurrence of accidents.
6. Preparing monthly reports on the frequency of accidents and injuries in all university facilities to take lessons from them and find out the extent of their impact on safety programs and outline the required action steps.
7. Evaluating and reviewing media bulletins and posters issued by the Safety Department, and applying all that is new.
8. Participates in committees that require the presence of a safety representative.
9. Effective planning for emergency and disaster response.
10. Raising the level of thinking and awareness of workers, operators and users of laboratories and the importance of adhering to safety programs.

11. keeping the newly established work unit highly prepared to handle fire hazards.
12. Participate in meetings related to the Safety Department.
13. Reviewing and monitoring the safety department's work plans and programs.
14. Supervise the training and development of the efficiency of the department or department staff.
15. Periodic inspection of the university's facilities to verify the application of safety requirements and to submit the necessary reports to his superiors.
16. View and follow up on all that is new in the field of safety and benefit from its application to the university facilities.
17. Determine the potential risks to all the work and activities of the Authority.
18. Preparing forms and records for notifications, inspections and work permits.
19. Examining the current and upcoming university escort designs to assess their suitability for safety criteria in compliance with the guidelines.
20. Carrying out inspections of university facilities to detect cases and procedures that are dangerous and could lead to a fire.

9. Branches Safety Department Supervisor:

- a. **Job Title:** Safety Department Supervisor.
- b. **Tasks:** Supervising the work of the safety department in the branches, monitoring the implementation of the periodic examination of safety equipment and fire protection systems, analyzing risks, trying to reduce the chances of their occurrence, effective planning for emergency and disaster response, participating in mock experiments and evaluating them, and benefiting from the resulting recommendations regarding safety matters.
- c. **Correlation:** Linked to the Director of the Safety Department.
- d. **Duties:**
 1. He draws up action plans, distributes them to his employees, and supervises their implementation.
 2. Implementation of periodic inspection programs for work areas in accordance with the established regulations.
 3. Follow up on accidents that occur and suggest corrective measures.

4. He shall be responsible for the work of any contractor assigned by the university administration to work within the university or its branches.
5. Monitoring all employees of the facility to ensure that they observe safety rules.
6. Responsible for issuing safety equipment and clothing to schedule emergency training.
7. Equipping the capabilities related to the safety department.
8. Preparing monthly reports on the department.
9. He signs work permits for workers inside the facility.
10. Prepares statistical data on monthly accidents.
11. Participates in committees that require the presence of a safety representative.
12. Effective planning for emergencies and disasters.
13. Raising the level of thinking and awareness of the workers and operators of the facilities and the importance of adhering to safety programs.
14. Maintaining a high level of readiness for the formed work team to face the dangers of fire.
15. Prepares attendance, absence and annual leave forms, and prepares a statement to that effect to be approved by the Director of the Safety Department.
16. Supervising emergency plans and mock experiments that are carried out and submitting reports to the Director of the Safety Department.

10. Safety Inspector:

a. **Job Title:** Safety Inspector.

b. **Tasks:** Implementing safety programs to achieve safe working conditions and environment within the university and its various branches and facilities and assisting the security and safety supervisor in performing his work duties.

c. **Duties:**

1. Distributing work permits to workers and supervising them in applying safety measures.
2. Implementation of periodic inspection programs for specific and limited areas according to established regulations and models prepared for that.
3. Participates in the evacuation operations, and directs the support and reserve team according to the directives he receives from his superiors.
4. Monitoring contractors' workers who carry out work inside the university facilities to ensure that they observe safety rules.
5. Supervising the implementation of safety plans.
6. Preparing records for the disbursement of safety equipment for workers and preparing data in this regard.
7. Place safety instructions and instructions in appropriate places.
8. Preparing statistical reports on violations.
9. Check safety and protection equipment on a regular basis.
10. Be responsible for distributing data and participating in safety awareness activities and campaigns.
11. Carry out any duties in the field of safety required of him and in accordance with the instructions of the supervisor of the safety department.