

# Yuan Ze University Regulations for Duty Executing of Security Guard

April 11, 1990, Passed by the President for Implementation

November 18, 2015, Amended by the 8th Executive Council Meeting of the 2015 Academic Year

**Article 1.** To ensure proper supervision and accountability of the University's security guards in fulfilling their duties and completing assigned tasks, these regulations are hereby established. All security personnel shall strictly adhere to the provisions of these regulations while performing their duties.

**Article 2.** Appearance and Courtesy

While on duty, security guards must maintain a professional appearance, demeanor, and conduct. Uniforms must be worn at all times during duty hours, and no other attire is permitted.

**Article 3.** Visitor Reception

When visitors arrive at the University for official business, they must register and exchange passes before entering the campus. If visitors wish to meet senior administrators or higher-level officials, prior notification to the relevant units is required to coordinate reception arrangements.

**Article 4.** Security Maintenance

To ensure campus safety, security guards must promptly handle and report any suspicious activities or acts of vandalism to their superiors. Delays or failure to report such incidents are strictly prohibited.

**Article 5.** Fire Prevention

Security guards must remain vigilant against potential fire hazards, especially in laboratories, libraries, cafeterias, and electrical substations. In the event of a fire, guards must immediately notify the Construction Maintenance Section and the fire brigade and take prompt action to extinguish the fire. Guards must also be familiar with the operation of all campus fire safety equipment, including fire hydrants.

**Article 6.** Theft Prevention

Security guards must prevent theft and execute their duties with integrity. They must thoroughly inspect vehicles and items brought by vendors during gate control. While on patrol, guards must monitor personnel, events, and property in all units. Suspicious activities or theft incidents must be promptly investigated and reported to superiors. In emergencies, support must be requested immediately, and major cases referred to law enforcement agencies.

**Article 7.** Air Raid Precautions

In the event of an air raid warning, security guards must cooperate with campus

safety personnel to maintain order, strengthen vigilance, direct traffic, and assist in evacuations. In cases of destruction, casualties, or disasters, blackout protocols must be implemented immediately to prevent criminal activities such as theft or other unlawful actions. Security personnel shall also encourage individuals to remain calm and restrict unnecessary movement, ensuring compliance with air raid blackout regulations. Lights may only be restored after the warning has been lifted.

**Article 8. Disaster Response**

During typhoons, earthquakes, floods, or other emergencies, guards must enhance vigilance and promptly report to superiors for rescue operations. Fire brigades, fire engines, ambulances, utility company engineering vehicles, and law enforcement personnel vehicles entering the campus shall be guided to the designated site. The entry and exit times at the campus gates must be recorded for future reference.

**Article 9. Patrol Duties**

When security personnel conduct campus patrol duties, they shall adhere to the designated responsibility areas and established patrol checkpoints, following the prescribed times and frequencies to activate the patrol clock in sequence, and replace the paper cards as a backup. Falsification of records, non-compliance with patrol requirements, or abandonment of duties will result in strict disciplinary actions.

**Article 10. Communication**

The security office shall be equipped with dedicated telephones and radios, which must not be lent to others. On-duty personnel shall refrain from prolonged use or engaging in casual conversations to avoid delays in handling emergencies. Any equipment malfunctions must be reported immediately for repair to ensure uninterrupted communication. During patrols, guards must clock in accurately for record-keeping. Instructions from superiors during communications must be recorded in the duty logbook and conveyed to the handling personnel for further action.

**Article 11. Duty Handover**

1. On-duty personnel shall organize and compile all reports, documents, and credentials required during the shift to ensure completeness and accuracy.
2. The duty logbook shall clearly and concisely document significant events, with concise and accurate language, without any carelessness. During shift handovers, security guards must perform the handover on time. The outgoing guard shall record all significant events that occurred during the shift, as well as tasks assigned by superiors, in writing as the basis for handover. Any ongoing or unresolved critical matters must be thoroughly communicated to the incoming guard, who shall continue to handle them accordingly.

**Article 12. External Communication**

To prevent or respond to unforeseen incidents and request emergency support or protective assistance, security personnel shall maintain close communication with local police stations, fire brigades, criminal investigation teams, security forces, traffic enforcement teams, and the security office of the Far Eastern Neili Plant. This ensures that support can be promptly requested whenever necessary.

**Article 13. Prohibited Conduct**

1. While on duty, security personnel must remain focused and vigilant at all times. The following behaviors are strictly prohibited: sleeping, gambling, smoking, drinking alcohol, chewing betel nut, reading books or magazines unrelated to duty, playing board games, listening to audio-visual devices, playing musical instruments, or leaving the post without authorization.
2. Engaging in casual conversations while on duty is prohibited to prevent distractions.
3. Falsifying entries or omitting major incidents in the duty logbook is strictly forbidden.
4. Unauthorized swapping of duty shifts without prior approval is prohibited.
5. Unjustified tardiness or failure to report for duty is not allowed.
6. If a successor is late, the outgoing guard must not leave without prior notification and coordination to arrange for a replacement.
7. During night patrols, security guards must clock in at designated checkpoints as required. Failure to clock in or skipping checkpoints is strictly prohibited.

Any violations of the above provisions will be addressed based on the severity of the offense in accordance with the “YZU Regulations for Staff Reward And Punishment“ and the “YZU Regulations for Security Guard Management“.

**Article 14: Vehicle Control**

While on duty, security guards must diligently enforce the “YZU Headquarters Regulations for Campus Vehicle Management“ to ensure the safety and tranquility of the campus environment.

**Article 15.** These regulations shall take effect upon approval by the General Affairs Meeting. Amendments shall follow the same procedure.

In case of any discrepancy between the Chinese and English versions, the Chinese version shall prevail.