

POZNAN UNIVERSITY OF TECHNOLOGY

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SECURITY OFFICE

**RULES**  
**OF POZNAN UNIVERSITY OF TECHNOLOGY**  
**ACADEMIC GUARD**  
(Internal Security Service)



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August 2025

# **RULES**

**OF POZNAN UNIVERSITY OF TECHNOLOGY**

**ACADEMIC GUARD**

**(Internal Security Service)**

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## § 1. GENERAL PROVISIONS

### 1. Basic terms and abbreviations:

- 1) **University authorities** – Rector, Vice-Rectors, Faculty Deans, PUT Chancellor.
- 2) **Students, Ph.D. students and staff of Poznan University of Technology:**
  - a. persons studying at Poznan University of Technology - first-cycle, second-cycle, uniform Master's studies, Doctoral School, postgraduate programmes - possessing a document entitling them to remain on PUT premises (student ID card, confirmation document, contract, etc.),
  - b. persons providing work for PUT with a valid PUT employee card,
- 3) **Visitors** – persons issued with Visitor Cards.
- 4) **Visitor Cards** – cards which are part of the electronic control system. After bringing a Visitor Card close to an appropriate reader, the card activates (unlocks) entry to PUT premises in accordance with the authorization granted. Visitor Cards are made for a fee in the PUT Security Office at the request of a relevant PUT organizational unit or a person holding the status of a PUT retiree.
- 5) **Residential zone** – an area including roads understood as structures intended for traffic and parking of vehicles, where special traffic rules apply, and where entrances and exits are marked with appropriate road signs. In the residential zone, pedestrians move along the entire available width of the road and have priority over other traffic participants. The residential zone limits the speed of vehicles to 20 km/h and prohibits parking motor vehicles outside designated places. Parking in an undesignated place in the residential zone is punishable by a fine according to the rate in force on the day of committing a parking offence or by having a vehicle towed away at the expense of the owner.
- 6) **Traffic organization** - traffic management on internal roads of Poznan University of Technology, including the traffic zone and the residential zone.
- 7) **PUT** – Poznan University of Technology.
- 8) **PUTAG** – Poznan University of Technology Academic Guard (internal security service).
- 9) **SC** – PUTAG Shift Commander – an employee of the Academic Guard, performing a managerial function as part of a shift, responsible for the performance of official duties, coordination of activities, decision-making in crisis situations and reporting the results of his/her work. The Shift Commander ensures that all procedures related to security and order on the university premises are followed, and ensures effective problem-solving and cooperation with other university services.
- 10) **Senior Patrol Officer** – an employee of the Academic Guard, appointed by the SC to act as a patrol leader, responsible for supervising the work of patrol officers subordinate to him/her, coordinating activities in the field and responding to current crisis situations. The Senior Patrol Officer also performs an advisory and control role, ensuring compliance with procedures and work standards as part of the patrol.
- 11) **Facility card** – a document containing a set of relevant information about a specific facility, including its location, characteristics, technical condition, security measures, emergency

procedures and instructions for protection, maintenance and use. This card is used by PUTAG employees to effectively monitor, respond to threats and ensure compliance with regulations.

12) **UMC** – University Monitoring Centre

**2. The Rules specify:**

- 1) PUT internal order regulations,
- 2) organization, tasks, scope of powers of PUTAG performing the tasks of the internal security service on PUT premises.
3. The provisions of the Rules apply to all persons remaining in PUT facilities and on PUT premises.
4. On the day of being hired, PUTAG employees submit a written statement on becoming acquainted with the present Rules.

**§ 2. PUT INTERNAL ORDER REGULATIONS**

1. Poznan University of Technology premises and facilities are open to the public during office hours in accordance with Facility Cards. During the time outside office hours, only authorized persons may remain on the University premises, i.e.:
  - 1) PUT students, Ph.D. students and staff (as well as accompanying persons) and persons with valid Visitor Cards;
  - 2) persons using service facilities on the University premises until their closure on the basis of separate regulations (e.g. Sports Centre),
  - 3) persons entitled to remain on Poznan University of Technology premises from 22:00 to 6:00 are required to obtain the Chancellor's prior written consent to perform work at night. Information on obtaining consent should be immediately forwarded to the Security Office of Poznan University of Technology by sending the relevant information to the following e-mail address: [dzial.bezpieczenstwa@put.poznan.pl](mailto:dzial.bezpieczenstwa@put.poznan.pl), stating the planned date and purpose of stay at the University during the above-mentioned hours. These principles do not apply to students and persons with a valid authorization to stay in PUT dormitories.
2. Everyone remaining on PUT premises is obliged to:
  - 1) comply with generally accepted standards of conduct in the range of interpersonal relations and binding legal norms;
  - 2) comply with the principles of respect for the University joint property, green areas, and, in particular, not littering PUT premises;
  - 3) make proper use of appliances, installations and equipment in buildings, taking into account their intended application;
  - 4) comply with the introduced rules and standards for the organization of pedestrian and vehicular traffic;
  - 5) observe ordinary and mandatory precautions when keeping dogs and other animals. Dogs should be kept on a leash, and aggressive animals or animals that may pose a threat to people around should wear muzzles and remain under the care of persons who will ensure control over

them. In particular, persons taking pets out for a walk are obliged to clean up their pets' waste, which should be disposed of in bins or containers for "general" municipal waste;

- 6) comply with the established specific restrictions, orders and prohibitions in connection with the introduction of:
  - a. general warning and alert signals,
  - b. alert levels and CRP alerts levels,
  - c. national defence readiness states,
  - d. other states introduced on an interim basis depending on hazards present.
3. On PUT premises, it is forbidden to:
  - 1) disturb public order, behave in an aggressive, harassing and indecent way, and destroy the University property;
  - 2) consume alcohol (does not apply to consumption places located on PUT premises and occasional and cyclical events organized on the premises of the PUT Campus, subject to the consent granted by the University Authorities), as well as be under the influence of alcohol or other intoxicants;
  - 3) bring and possess weapons (excluding police officers and security guards) and other items that may pose a threat to safety, in particular: explosives, pyrotechnics, narcotics or psychotropic substances;
  - 4) make bonfires;
  - 5) have a barbecue outside designated places;
  - 6) walk dogs without leashes and muzzles and leave them unattended;
  - 7) park vehicles outside designated places,
  - 8) do door-to-door and personal selling without the consent of the University Authorities.
4. In the event of violation of the provisions of these Rules, and in particular a threat to the safety of persons and property, the Shift Commander - should be immediately notified - **emergency telephone No. 61 665 2909**.
5. In the event of the emergence of violations of the provisions of these Rules, persons responsible for exercising safety supervision on PUT premises, in particular PUTAG employees, are entitled and obliged to:
  - 1) demand that unauthorized persons leave PUT premises or comply with the requirements set out in the Rules,
  - 2) pay special attention to persons whose behaviour raises reasonable suspicions of disturbing public order and react in emergency situations;
  - 3) cooperate with the Police, Municipal Police, State Fire Service and other state services according to separate provisions and regulations;
  - 4) control authorizations to remain on PUT premises;

6. The work of PUTAG is managed by the PUTAG Commandant.
7. The Head of the Security Office is responsible for coordinating activities in emergency situations.

### **§ 3. PUTAG SCOPE OF POWERS**

1. PUTAG is an organizational unit that is part of the Security Office of Poznan University of Technology.
2. PUTAG performs a serving role towards the academic community, performing its tasks with respect for the dignity and rights of citizens.
3. Regarding safety, PUTAG is entitled to cooperate, in accordance with the Law on Higher Education and Science, with the Police, Municipal Police, and in the event of violation of legal provisions or an immediate threat to human life or health, to call for an intervention of state services responsible for maintaining public order or emergency services (State Police, Fire Service, Emergency Medical Service and others).

### **§ 4. PUTAG TASKS**

#### **PUTAG basic tasks comprise:**

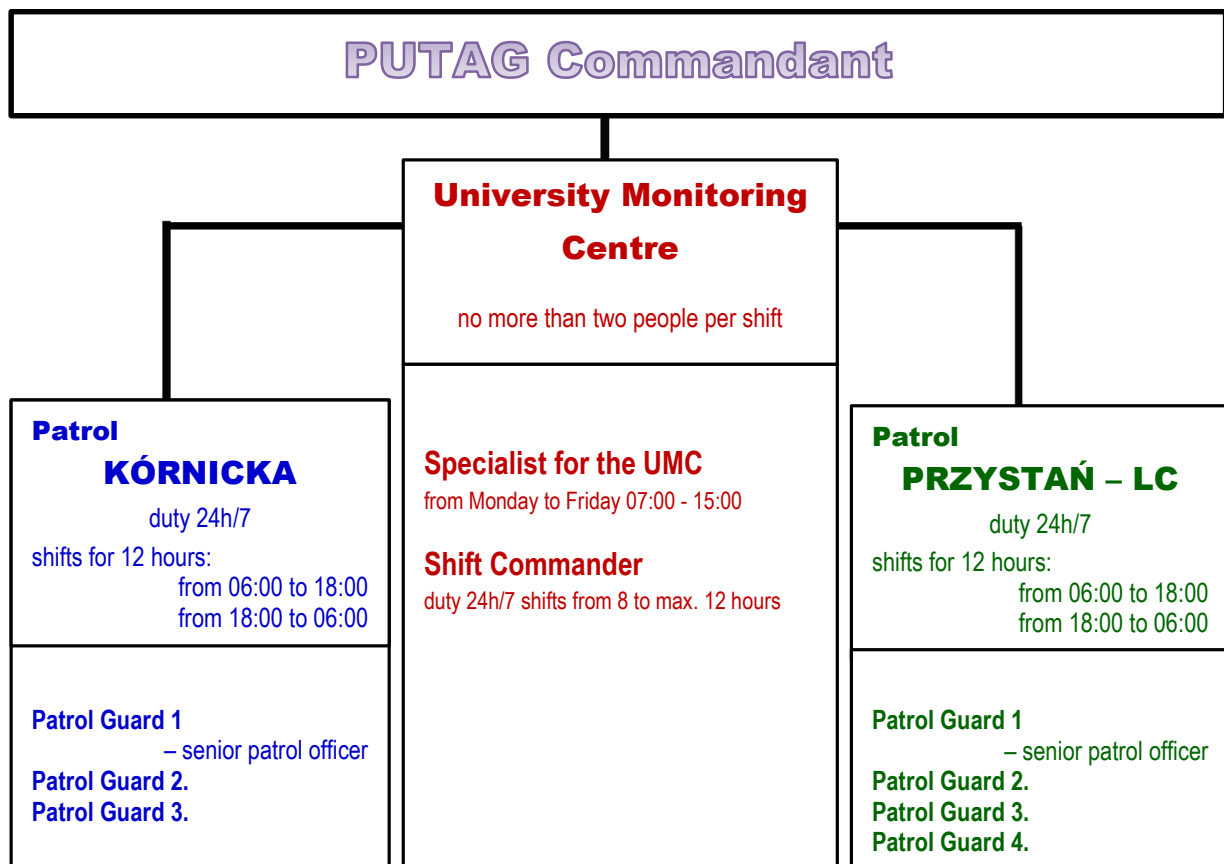
1. Ensuring the safety of the academic community members on PUT premises and in PUT facilities and taking appropriate preventive measures.
2. Ensuring the availability of PUT facilities as required.
3. Exercising traffic control:
  - 1) related to people (determining the authorization of persons to remain on the University premises and in the University facilities),
  - 2) related to vehicles (enforcing compliance with the principles set out in separate regulations).
4. Exercising ongoing control in the range of securing PUT facilities against technical failures, unauthorized access, theft, etc.
5. Paying attention to people staying in PUT buildings (behaving in a way that deviates from generally accepted standards, e.g. inappropriately dressed for a given season of the year, carrying suspiciously-looking luggage, behaving in an unnatural way).
6. Safeguarding against unlawful access, transfer, disclosure of information regarding valuable items, appliances and collections possessed by PUT.
7. Detecting sources of threats, immediately reacting to alerts and emergency situations in order to eliminate or minimize their effects.
8. Protecting information regarding the security system of PUT buildings and premises.
9. Adhering, in an unconditional way, to bidding security rules and assigned official tasks.
10. Carrying out any ongoing orders given by superiors.
11. Documenting the course of service according to the arrangements made by the PUTAG Commandant.

12. Cooperating with relevant entities in the range of saving the life and health of citizens, helping to remove technical failures and results of natural disasters and other local threats.
13. Securing the place of a crime, disaster or other similar event or places threatened by such an event against access by unauthorized persons and destruction of traces or evidence until the arrival of the competent services, as well as determining, as much as possible, perpetrators and witnesses of the event.
14. Protecting the University premises and facilities as well as public utility equipment.
15. Cooperating with the organizers, other services in the range of law enforcement during gatherings and public events.
16. Informing the academic community about the state and types of threats, as well as initiating and participating in activities aimed at preventing the commission of crimes and offences and criminogenic phenomena and cooperating in this respect with state authorities, local government authorities and social organizations.
17. Exercising supervision over public order on the University premises and its surroundings, checking the correct marking of internal roads, parking spaces, road signs, road lighting, property, ensuring proper protection and operation of lighting points, drainage gutters and places for posting posters and notices.
18. Removing people from the University premises or buildings who prevent or hinder the implementation of the mission of Poznan University of Technology.



## § 5. PUTAG ORGANIZATIONAL STRUCTURE

1. PUTAG is part of the organizational structure of the Security Office.



2. **PUTAG is headed by the PUTAG Commandant.**
3. The PUTAG Commandant reports to the Head of the Security Office.
4. PUTAG employs people in the following positions:
  - 1) **PUTAG Commandant** (entered on the list of qualified physical protection employees),
  - 2) **Specialist for the University Monitoring Centre,**
  - 3) **PUTAG Shift Commander,**
  - 4) **PUTAG Patrol Guard** (in each patrol, the Shift Commander appoints a senior patrol officer per shift).
5. **The PUTAG Commandant's tasks** include, in particular:
  - 1) managing the work of PUTAG employees in accordance with applicable regulations, rules and instructions, including:
    - a) organizing work to ensure the continuous securing of facilities, including planning duty shifts, adjusting working time and tasks to current needs,
    - b) assigning tasks,
    - c) supervising the performance of tasks,
    - d) ongoing control,
    - e) accounting for work performed by subordinate PUTAG employees,

- 2) ensuring the proper circulation of information and recording the course of work;
- 3) developing and constant updating of:
  - a) **Instructions for the protection of PUT premises and facilities**, which contain the information specified in §7 point 6. of these Rules
  - b) **Instructions "Principles for the use of PUTAG appliances and equipment"**, which take into account:
    - general principles for the use of PUTAG appliances and equipment, including definitions: appliances, equipment, entrusted property, user, responsible person, etc.;
    - type of appliances and equipment (e.g. uniforms, telephones, vehicles, metal detectors, computers, household appliances, etc.);
    - orders and prohibitions regarding the use of equipment (e.g.: as intended, for official purposes, care for appearance, technical condition, use in accordance with the principles of the National Debt Register, maintenance, storage, reporting of malfunctions, protection against theft, etc.);
    - liability for entrusted property (e.g.: material liability, collective liability, acceptance and handover reports, immediate reporting of damage, theft – procedures);
    - maintenance and care for equipment;
    - maintaining cleanliness and order (e.g. taking care of cleanliness and order in the place where equipment is stored);
    - protection against damage (e.g. procedures to prevent accidental damage to equipment, correct storage, careful use);
    - principles for equipment handover (e.g.: procedure for handing property over to an employee, drawing up a report, determining the technical condition before handover, signatures of an employee and supervisor, change of a user, principles for transferring equipment between employees or at the beginning of a shift, etc.,
    - sanctions for violating the principles;
- 4) recommending organizational activities, mechanical and electronic security measures in order to increase the level of security of PUT facilities and reduce the possibility of threats, as well as supervising the efficiency of security systems in PUT facilities;
- 5) informing the relevant heads of PUT organizational units about irregularities disclosed by the guards in order to remove them;
- 6) cooperating with the Police, Municipal Police, Fire Service in the scope of authorization granted by the University authorities;
- 7) informing the Head of the PUT Security Office on an ongoing basis and preparing monthly reports on the course of protection implemented by PUTAG for the attention of the PUT Chancellor.

## § 6. POWERS AND TASKS OF PUTAG GUARDS

1. While performing tasks, the PUTAG guard **has the right** to:
  - 1) give cautions;
  - 2) in justified cases, request the presentation of a document confirming the right to stay on PUT premises or an identity document in order to confirm personal data or identity of a person;
  - 3) apply the procedure specified in Article 243 of the Act of 6 June 1997 - Code of Criminal Procedure (i.e. Journal of Laws of 2025 item 46, as amended) (citizen's arrest) in relation to persons caught in the act of committing a crime or in the pursuit immediately after committing a crime if there is a concern of this person hiding or it is not possible to establish this person's identity. The captured person should be immediately handed over to the Police;

- 4) making interventions:
    - a) in relation to persons:
      - who pose a direct threat to life, human health, as well as the University property,
      - who behave in a manner inadequate to situations and who do not have the right to remain on PUT premises
    - b) consisting in:
      - determining the identity of the person,
      - requesting to leave PUT premises,
      - calling for an immediate cessation of a specific activity, including activities which are unlawful and not in keeping with internal regulations,
      - calling for relevant services in the event of failure to comply with binding legal regulations;
  - 5) Each case described in point 4 should be documented in the Event Report.
2. When on duty, the PUTAG guard is obliged to wear a uniform and an ID badge (name and SURNAME, above the upper edge of the left pocket of the uniform).
3. **Tasks of PUTAG guards.**
- Each PUTAG employee who is on duty at the University is obliged to:
- 1) comply with the law and follow the instructions of superiors in a reliable, impartial and prompt manner;
  - 2) respect the integrity, honour, and dignity of citizens and his/her own;
  - 3) keep professional secrecy;
  - 4) take action in the event of a threat to life, health or property, as well as in the event of violation of personal rights of people;
  - 5) maintain courtesy and kindness in contacts with citizens, superiors, subordinates and colleagues;
  - 6) continuously improve professional qualifications;
  - 7) behave with dignity during and outside of work;
  - 8) when performing official duties, guards are obliged to maintain a disciplined and exemplary civic attitude, represent the academic community in a dignified manner and to properly perform entrusted tasks.
  - 9) remain watchful and continuously monitor situations in order to detect any threats to the safety of persons and the University property;
  - 10) immediately respond to any events threatening the University safety (crimes, order disturbances, malfunctions of security systems, failures, other dangerous incidents);
  - 11) immediately report the above-mentioned events or threats to appropriate functional persons and superiors (Shift Commander, persons on technical duty, Specialist for the University Monitoring Centre, facility managers, appropriate heads of offices, PUTAG Commandant).  
The notification should contain details of the threat, including its nature, location and measures taken to mitigate its effects. Persons on duty are obliged to react unconditionally to any potential threat, immediately taking action within the scope of their competence and informing the relevant services about any incidents that may affect safety.
4. The PUTAG guard who, in the performance of tasks, exceeded his/her powers or failed to fulfill his/her obligation, thus violating the personal rights of the citizen, and who does not comply with the established order and these Rules, is subject to disciplinary sanctions and penalties in accordance with the provisions of the Act of 26 June 1974, Labour Code.

5. The PUTAG guard who performs his/her duties in an exemplary manner, manifests initiative in activities, improves his/her professional qualifications may be distinguished on the terms set out in the Organizational Rules, Workplace Rules, Remuneration Rules.

## **§ 7. PRINCIPLES OF SECURING POZNAN UNIVERSITY OF TECHNOLOGY FACILITIES AND PREMISES**

1. Poznan University of Technology facilities and premises are secured by PUTAG in the form of physical protection and technical security 24 hours a day according to the division of responsibilities in keeping with the structure of PUTAG.
2. PUTAG guards perform their duties as part of a patrol, at particular points (UMC) or designated stations.
3. A station is a selected place, point, where guards are on duty.
4. Stations are divided into:
  - 1) onsite ones – in individual University facilities;
  - 2) special ones, which are set up, in particular, in places of organized occasions, celebrations, events, accidents or disasters;
  - 3) depending on the needs and situation, stations may be permanent or temporary;
  - 4) the manner of performing work at stations organized for a short period is each time determined by the PUTAG Commandant or the Head of the PUT Security Office, taking into account the circumstances, place, time of work at the station and the scope of tasks.
5. The method of securing and protecting individual facilities and the permanent tasks of guards are specified by the PUTAG Commandant in the Instructions for the protection of PUT premises and facilities and presented to the Head of the Security Office for approval.
6. **The instructions for the protection of PUT premises and facilities include:**
  - 1) risk assessment,
  - 2) scopes of responsibilities for subordinate PUTAG employees,
  - 3) principles for the organization and provision of security, taking into account, among others:
    - a) a list of PUT premises with a description of patrol routes and allocation of facilities to individual patrols;
    - b) a list of PUT facilities along with a description of potential hazards in the facility (facility cards),
    - c) information flow in the following relation: patrol officer – senior patrol officer– shift commander - specialist for the University Monitoring Centre – facility manager – PUTAG commandant – head of security office;
    - d) principles of the guard's conduct in the event of threats occurring in the protected facility,
    - e) documenting the course of shift work (event report, shift commander report, daily report).

## **§ 8. PRINCIPLES FOR THE PERFORMANCE OF TASKS BY GUARDS**

1. The "Kórnicka" and "Przystań" patrol guards secure PUT premises and facilities 24 hours a day on shifts not exceeding twelve hours of work in accordance with the rules set out in the Instructions for the protection of PUT premises and facilities.
2. PUTAG employees perform their duties in the following points at the following hours:

- 1) Specialist for the University Monitoring Centre  
from 07:00 to 19:00, Monday till Friday
- 2) Shift Commander (in the University Monitoring Centre), daily on 12-hour shifts:
  - a) from 07:00 to 19:00 – 1st shift
  - b) from 19:00 to 07:00 – 2nd shift
 a shift must not exceed 12 hours, as agreed by the PUTAG Commandant;
- 3) Patrol officer, daily on 12-hour shifts,
  - a) from 06:00 to 18:00 – 1st shift
  - b) from 18:00 to 06:00- 2nd shift
3. The course of service and permanent tasks are specified in the Instructions for the protection of PUT premises and facilities. It is allowed for the PUTAG Commandant to assign additional tasks ordered by the Head of the Security Office or the University Authorities, in the form of written instructions and emergency tasks in oral form.
4. **Documenting the course of shift work.**  
 The course of shift service is documented by:
  - 1) **the Shift Commander** in the form of a Shift Commander Report on the course of shift work on the basis of reports from senior patrol officers and patrol officers.
  - 2) **the Specialist for the University Monitoring Centre** in the form of a Daily Report prepared on the basis of Shift Commander Reports.
5. **The PUTAG Commandant**, on the basis of the "Shift Commander Daily Report", prepares Information on PUTAG events and interventions in PUT facilities and premises. The information is sent, as appropriate, to the heads of PUT organizational units responsible for making decisions eliminating or limiting the occurrence of threats. In addition, the PUTAG Commandant specifies the templates of the documents listed in point 5 and the way information is circulated.
6. Patrolling is a form of service consisting in supervising part or all of the premises and performing activities in the range of permanent or emergency tasks.
7. During patrolling, patrol guards, through their attitude, appearance and decisiveness, are obliged to positively affect the academic community, especially people willing to disturb public order and intervene in the event of violations of the law.
8. The Shift Commander appoints a senior patrol officer from the Patrol, who is responsible for organizing the cooperation of the Patrol Guards.
9. The Senior Patrol Officer and Patrol Officers maintain constant telephone contact with the Shift Commander.
10. No fewer than two patrol guards should participate in a patrol at night. The way of performing patrol service consists in patrolling the route, premises, designated places at risk and paying attention to any irregularities.
11. The guards are obliged to secure each other and exercise caution, to care for their own safety when intervening or controlling places at risk.
12. At the end of duty, Senior Patrol Officers hand over the following to their stand-ins:

- 1) information about events or any irregularities discovered in the functioning of individual University facilities (what should be paid special attention to),
- 2) Patrol equipment, including:
  - a) means of communication (mobile phones, landlines),
  - b) electric vehicles,
  - c) equipment and appliances located in the patrol rooms,
  - d) and the like.

**Comments on the compliance of the record-keeping status with the actual state of the equipment and appliances handed over and on their technical condition are provided by Senior Patrol Officers (beginning and ending their duty) to the Shift Commander, who includes this information in the Shift Commander Report.**

13. The guard's working time must not exceed 12 hours per day, an average of 40 hours per week in a three-month settlement period. For these employees, a maximum number of overtime hours per calendar year is 300. The detailed work schedule of the guards is determined by the PUTAG Commandant in the current duty schedules and communicated to the employees no later than 7 days before the beginning of each month.