



Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

SECURITY MANUAL



VISION STATEMENT

A preferred university of developmental culture and inclusive growth

MISSION STATEMENT

It shall produce globally competitive leaders molded from a tradition of excellence in instruction, research, effective governance, sustainable entrepreneurship and an environment that assumes major responsibility in cultural vitality and well-being of the community.

GOALS

1. Attain and sustain quality and excellence
2. Promote relevance and responsiveness;
3. Broaden access and equity;
4. Enhance efficiency and effectiveness; and,
5. Develop harmony within the College, and with stakeholders and benefactors.

MAJOR THRUSTS

H - Hearty Approach to Management & Governance, & Transformational Leadership

E - Enriched Academic Programs

R - Relevant Student Services, Development, and Welfare Program

I - International and Local Linkages

T - Technology, Facilities, and Assets Enhancement Program

A - Aggressive Staff Development and Welfare Program

G - Gainful Resource Generation and Enterprise Development Program

E - Excellent Researches and Relevant Extension Programs

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CIVIL SECURITY SERVICES OFFICE

VISION

The Civil Security Services Office envisions a peaceful and secured College Campus where all its employees, students and stakeholders can perform their activities without fear or apprehension.

MISSION

To provide efficient and effective security and safety services to all employees, students and stakeholders of the college including its properties and premises.

OBJECTIVES

With the vision and mission in mind, the Office of the Civil Security Services aims:

1. To implement all policies of the College that concern security and safety by:
 - a. Orienting students, faculty, non-teaching personnel and college officials regarding precautionary measures.
 - b. Making security personnel available during school and outside activities approved by the college officials.
 - c. Conducting regular preventive security and safety patrols in the entire campus.
 - d. Enhancing security and safety through continues recruitment of student marshals and
 - e. Strictly supervising agency guards contracted by the college.
2. To formulate security and safety measures to ensure the effective implementation of the programs of the college; and,
3. To establish security linkages with proper government and non-government agencies for mutual cooperation geared towards the preservation of security and safety of all concerned.

MPSPC CIVIL SECURITY SERVICES OPERATIONAL MAP



MPSPC CIVIL SECURITY SERVICES OVERVIEW

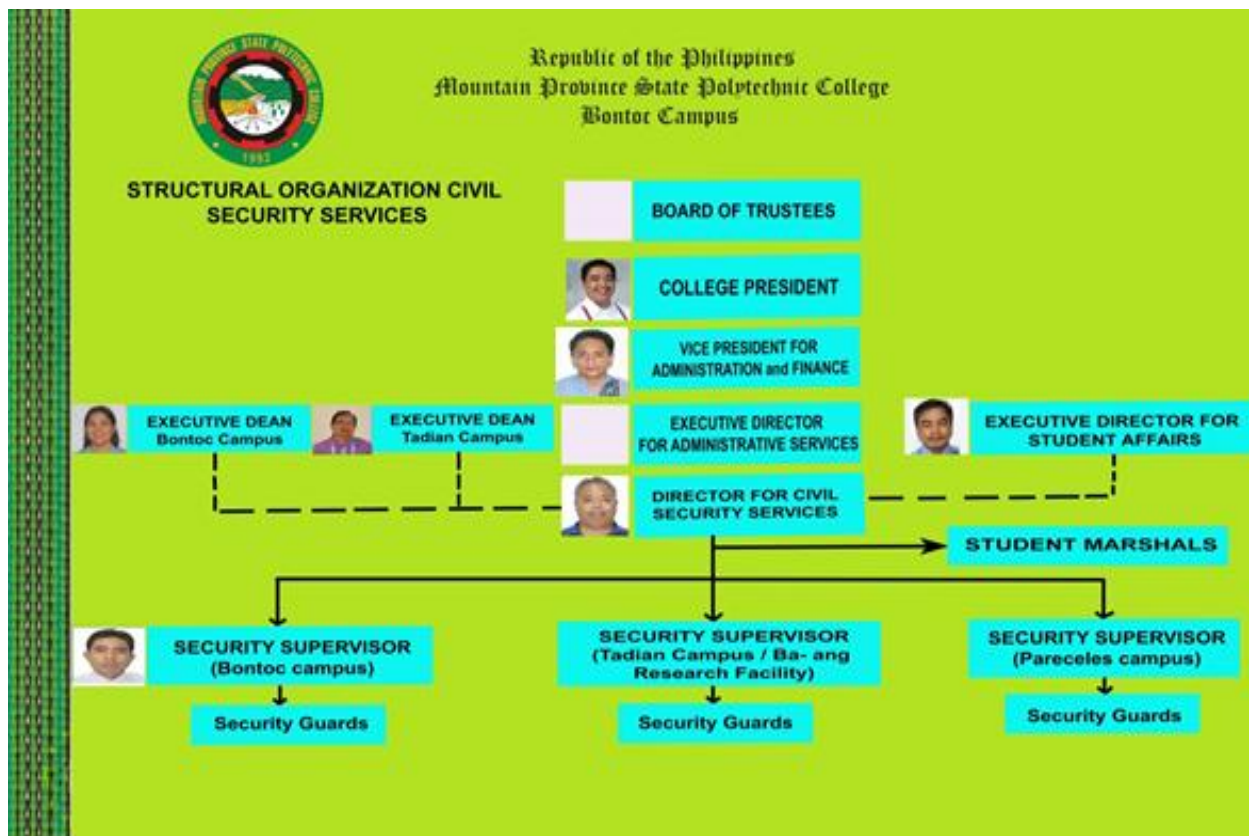
The Mountain Province State Polytechnic College Civil Security Services is charged by the college with responsibility of protecting lives and safeguarding buildings and equipment; deterring and preventing crime; and enforcing the college policies, rules and regulations. In addition, it is also the thrust of the Civil Security Services to apprehend violators, assist in traffic control and parking operations, conduct disaster drills in the college and assist in fire-fighting and fire safety inspections, investigate complaints, offenses, reports and any other unusual or suspicious activities in the campus, open and close campus buildings and property at prescribed times, assist injured/ill persons, establish and maintain good working relationships with community officials, students, law enforcement and security agencies.

Students, faculty, staff, college officials, campus guests and others are requested to cooperate fully with the security and promptly report any crime or suspicious activity of any nature to the Civil Security Services Office. For the safety of its students, faculty, college officials, staff and guests, the Office of the Civil Security Services discourages trespassers. The students, faculty and staff must carry the college identification card at all times and must present it to Agency Guards/Student Marshals and officers upon request.

Although the Students Marshals are trained and qualified, they are not certified law enforcement officers and as such do not carry weapons. However, they do work in close cooperation with the Bontoc Municipal Police Station in the event of a reportable crime. They patrol the campus for unusual occurrences and serve as visible deterrents and perform other duties that may arise.

The Mountain Province State Polytechnic College Civil Security Services is an integral part of the support services. The staff is composed of one (1) full-time Director, one (3) security supervisor one (1) night security team leader, and one (1) student marshal's team leader. In addition twenty five (25) licensed security guards are contracted to render security protective services to enforce safety and security within and in nearby premises of the college. They are supervised by the security supervisor who reports to the Director for Civil Security Services who has full and direct supervision over the college security Services.

MPSPC CIVIL SECURITY SERVICES ORGANIZATIONAL CHART



SECURITY PERSONNEL DUTY SCHEDULE

A. Reporting for Duty

The security personnel shall report for duty at the assigned time and place and that they should be physically and mentally fit to perform duties. They shall be in proper uniform, proper grooming and properly equipped and fully aware of all the information required for the performance of their duties, so to immediately assume their assigned responsibilities.

B. Notification of Illness or Injury

Security personnel unable to report for work due to illness or injury and personnel injured on duty shall comply with the standard procedures for reporting such problems to his immediate supervisor.

C. Familiarity with Current Orders

Before beginning the duty, the security personnel shall acquaint themselves with all matters affecting the execution of their duties. Each day, all security personnel including the supervisors and security officers shall read the security logbook, incident reports, work request forms and all other posted notices in the offices.

D. Holidays

Student Marshals coverage on holidays is scheduled by the Civil Security Services.

E. Vacation

Vacation are scheduled by the shift in-charge and approved by the Director for Civil Security Services.

F. Leaves

Sick leave and other absences are governed by the college regulations.

G. Work Hours

1. Normal Working Days (Monday to Sunday)

A. Agency Guards

1 st Shift	7:00 AM – 3:00 PM
2 nd Shift	3:00 PM – 11:00 PM
3 rd Shift	11:00 PM – 7:00 AM

2. Normal Working Days for Student Marshals (Monday to Friday)

B. Student Marshals

1 st Shift	8:00 AM – 12:00 NN
2 nd Shift	12:00 NN – 4:00 PM
3 rd Shift	4:00 PM – 8:00 PM

THE DUTIES OF THE DIRECTOR CIVIL SECURITY SERVICES

The Civil Security Services Director has the following functions:

1. **Managerial** – includes those classic management functions common to managers of all departments within any organization. Among these are planning, organizing, employing, leading, supervising and innovating.
2. **Administrative** – involves supervision, office administration, establishment of policies governing security matters and development of systems and procedures, development of training programs

for security personnel and security education of all other employees, and provision of communication and liaison between departments in security related matters.

3. **Preventive** – includes supervision of guards, patrols, and fire and safety personnel, inspection of restricted areas, regular audits of performance, appearance, understanding and competence of security personnel, control of traffic, and condition of all security equipment, and
4. **Investigative** – involves security clearances, investigation of all losses or violations of College regulations, inspections, liaison with public police and fire agencies, and management of classified documents and any fraud or forensic investigation involving law enforcement and outside specialists.

THE DUTIES OF THE NIGHT SECURITY OFFICER

1. He shall act as the alter-ego of the Chief Security Officer in the operational and administrative functions at night.
2. He shall check and implement policies, procedures, standard operating procedures (SOPs), and instructions in the absence of the Civil Security Services Director.
3. He shall take charge of security operations at night time.
4. He shall personally respond to unusual events occurring within the area of responsibility (AOR).
5. He shall inform superiors of any unusual events.
6. He shall supervise the Shift-in-Charge in the deployment of men.
7. He shall conduct unannounced inspection of men on post.
8. He shall promote welfare and safety of posted men.
9. He shall conduct physical security survey of AOR.
10. He shall motivate guards to do their job better.
11. He shall directly inspect unguarded areas.
12. He shall assist the Civil Security Services Director in his administrative and operational functions.
13. He shall determine security problems and recommend procedures for the improvement of security work within the AOR.
14. He shall assess men and recommend promotions or disciplinary action,
15. He shall direct and assist investigation of cases at night time.
16. He shall perform other functions that he may be instructed.
17. He shall monitor the assigned agency guards during the night and report to the Civil Security Services Director any unusual violations of the R.A. 5487 (An Act to Regulate the Organization of Private Detective, Watchmen Or Security Guards Agencies) and its implementing guidelines.

THE DUTIES OF THE SHIFT-IN-CHARGE (SIC)

1. He shall conduct security briefing to personnel before dispatched to their respective post assignments.
2. He shall supervise and direct security personnel in the implementation of the SOPs, policies, rules, and regulations.
3. He shall log or blotter events transpiring during his duty.
4. He shall prepare the daily guard detail of security personnel assigned to the respective post assignment.
5. He shall be responsible in reporting incidents that transpired during his duty to the Night Security Officer and to the Civil Security Services Director.
6. He shall assist the investigator in the investigation of complaints and cases that occurred during his shift.
7. He shall perform other functions that he may be instructed.

THE DUTIES OF THE ADMINISTRATIVE SECRETARY

1. She shall prepare a listing of all properties and equipment of the Department and maintain its up-keep.
2. She shall be responsible in the compilation of orders and/or memos emanating from the College President, Vice President for Administration and Finance for Institutional Development, Civil Security Services Director, and Security Supervisions.
3. She shall be responsible in the cleanliness and orderliness of the Civil Security Services Office.
4. She shall perform other functions that she may be directed.

THE DUTIES OF THE STUDENT MARSHALS

1. They shall protect the buildings and grounds to which they are assigned, including the contents, occupants, and visitors.
2. They shall suggest and enforce rules and regulations governing the facility.
3. They shall direct traffic – both foot and vehicular.
4. They shall maintain order on their posts and help people who require assistance or information.
5. They shall familiarize themselves with all the special and general orders and carry them out.
6. They shall develop, supervise and enforce applicable systems of identifying personnel and vehicles, conduct package vehicle inspections, and apprehend people entering or leaving the facility without the required authorization.
7. They shall develop and conduct periodic prescribed inspections of all areas at designated times to ascertain their security and safety.
8. They shall maintain the order and report any incidents that disrupt such order.
9. They shall investigate and report incidents of employees engaged in horseplay, loitering or violation of clearly stated policies.
10. They shall determine, monitor, and instantly sound the alarm and respond to intrusions and fires.
11. They shall log and turn in lost or unclaimed property. In the event that any property is reported stolen, they shall check the recovered property log before proceeding to the matter.
12. They shall make full reports to supervisors on all unusual circumstances.
13. They shall coordinate emergency planning with the police and other first responders.

THE DUTIES OF THE FIXED POST PATROL

Although much of the security operation has been automated in recent years, making good use of surveillance technology, cameras have not, in most cases, completely replaced the patrol. The security personnel may be assigned to a variety of posts, but these falls into just a few categories. He may be assigned to a fixed post, to a patrol detail, or to reserve. Fixed posts may be gatehouses, building lobbies or any particularly sensitive dangerous location. Patrol duties involve walking or riding a given route to observe the condition of the facility. The perimeter is an important patrol, as are warehouse areas. Reserves are people standing by in the event that assistance is needed by security personnel on fixed posts or patrol duty. The scope of their special orders varies from the company to company, but a list of the things that might be required will give the favor of the tour of duty in a facility. Security guard on patrol will make his tour on routes or in areas assigned by the supervisor-in-charge. He must be fully aware of all policies and procedures governing his tour as well as those that govern the area patrolled. His duties include the following:

1. He shall make sure that the area is secure from intrusion and that all gates and other entrances are closed and locked as prescribed. In interior spaces, he shall see that all doors, windows, skylights and vents are locked and secure against intrusion as well as possible damage from the weather as prescribed.
2. He shall turn off lights, fans and other electrical equipment when their operation is not indicated.

3. He shall check for unusual conditions, including accumulation of trash or reuse, blocking of fire exits, and lack of access to fire-fighting equipment. Any conditions, if not immediately correctable, must be reported immediately.
4. He shall check for unusual sounds and investigate their source. Such sounds might indicate an attempted entry, movement of unauthorized personnel, malfunctioning of machinery or any other potentially disruptive problem.
5. He shall check any unusual odors and report them immediately if the source is not readily discovered. Such odors frequently indicate leakage or fire.
6. He shall check for damage to doors, tracks, or weight guards. In cases where doors have been held open by wedges, tiebacks, or other devices, these should be removed and their presence should be reported at the end of the tour.
7. He shall check for running water in all areas, including washrooms.
8. He shall check that all fire-fighting equipment is in their proper places and that access to them is no way obstructed.
9. He shall check whether all processes in the area of the patrol are operating as prescribed.
10. He shall check the storage of all highly flammable substances, such as gasoline kerosene, and volatile cleaning fluids, to ensure that they are properly covered and secured against ignition.
11. He shall check for cigar or cigarette butts and shall report the presence of such in non-smoking areas.
12. He shall report the discovery of damage or any hazardous conditions no matter whether they can be corrected or not.
13. He shall exercise responsible control over the watchman, fire-alarm keys and keys to those spaces as may be issued.
14. He shall report all conditions resulting from violations of security or safety policies. Repeated violation of such policies will require investigation and correction.

THE ELEVEN GENERAL ORDERS

All members of the MPSPC security force shall strictly ensure that the Eleven General Orders are complied with:

1. To take charge of my post and all government properties in view and to preserve the same with utmost diligence;
2. To walk my post alertly during my tour of duty and to observe everything that takes places within sight or hearing;
3. To report all violations of orders and regulations I am instructed to enforce;
4. To relay all calls from posts more distant from the guard house than my own;
5. To quit my post only when properly relieved;
6. To receive, obey , and pass to the relieving guard all orders from school officials, superior post-in-charge or shift leaders;
7. To talk to no one except in the line of duty;
8. To sound or call the alarm in case of fire or disorder;
9. To call the superior officer in any case not covered by instruction;
10. To salute all school officials, superiors in the office, and ranking public officials; and
11. To be especially watchful at night and during the time of challenging, to challenge all persons on or near my post and to allow no one to pass without proper authority.

CODE OF ETHICS

All members of the MPSPC security force shall strictly ensure that the contents of this Code of Ethics are complied with.

1. As a security agent, his fundamental duty is to serve the interests or mission of his agency in compliance with the contract entered into with clients or customers of the agency he is supposed to serve.
2. He shall be honest in thoughts and deeds both in his personal and official actuations, obeying the laws of the land and the regulations prescribed by his agency and those established by the company he is supposed to protect.
3. He shall not reveal any confidential matters as a security guard and such other matters imposed upon him by law.
4. He shall act at all times with decorum and shall not permit personal feelings, prejudices, and undue friendship to influence his actuation in the performance of his official functions.
5. He shall not compromise with criminals and other lawless elements to the prejudice of the customers or clients and shall assist the government in its relentless drive against lawlessness and other forms of criminality.
6. He shall carry out his assigned duties as required by law to the best of his ability and shall safeguard life and property of the establishment he is assigned.
7. He shall wear his uniform, badge, patches, and insignia properly as a symbol of public trust and confidence, as an honest and trustworthy security guard, watchman and private detective.
8. He shall keep his allegiance first to the government, to the agency he is employed and to the establishment he is assigned to serve with loyalty and dedicated service.
9. He shall diligently and progressively familiarize himself with the rules and regulations laid down by his agency and those of the customers or clients.
10. He shall at all times be courteous, respectful and salute his superior officers, government officials and college officials of MPSPC where he is assigned and he is supposed to serve.
11. He shall report for duty always in proper uniform and neat in appearance.
12. He shall learn at heart and strictly observe the laws and regulations governing the use of firearms.

THE CODE OF CONDUCT

All members of the MPSPC security force shall strictly ensure compliance with the Code of Conduct.

1. He shall carry with him at all times during his tour of duty his license, identification card, and permit to carry firearms.
2. He shall not use his license and privileges to the prejudice of the public the client or customer and his agency.
3. He shall not engage in any unnecessary conversation with anybody except in the discharge of his duties or sit unless required by the nature of his work and shall at all times keep himself alert during his tour of duty.
4. He shall not read newspapers, magazines, books or others of such sort while performing his duties.
5. He shall not drink any intoxicating liquor immediately before and during his tour of duty.
6. He shall know the location of the alarm box near his post and sound the alarm in case of fire or disorder.
7. He shall know how to operate any fire extinguisher at his post.
8. He shall know the location of the telephone and/or telephone numbers of the police stations as well as the telephone numbers of the fire stations in the locality.
9. He shall immediately notify the police in case of any sign of disorder, strike, riot or any serious violation of the law.
10. He shall assist the police in the investigation and maintenance of peace and order and in the protection of life and property.
11. He shall familiarize himself with the Private Security Agency Law (R.A. 5487), as amended, and its implementing rules and regulations.

PLEDGE OF LOYALTY

IF YOU WORK FOR A MAN IN HEAVENS NAME,
 WORK FOR HIM, SPEAK WELL OF HIM AND
 STAND BY THE INSTITUTION HE REPRESENTS
 REMEMBER AN OUNCE OF LOYALTY
 IS WORTH POUND OF CLEVERNESS. IF YOU MUST
 GROWL CONDEMN AND ETERNALLY FIND FAULT, WHY
 RESIGN YOUR POSITION AND WHEN YOU ARE
 IN THE OUTSIDE, DAMN TO YOUR HEARTS CONTENT
 BUT AS LONG AS YOU ARE PART OF THIS
 INSTITUTION, DO NOT CONDEMN IT.
 FOR IF YOU DO, THE FIRST HIGH WIND THAT COMES ALONG,
 WILL BLOW YOU AWAY AND PROBABLY
 YOU WILL NEVER KNOW WHY

THE COMMON DUTIES OF STUDENT MARSHALS AND SECURITY GUARDS

The common duties of security marshals and private security personnel, enumerated below, are for strict compliance.

1. It is the responsibility of the Night Security Officer (NSO) and the Shift-in-charge to make sure that the contents of his department directive are strictly adhered to.
2. The following are the duties to be implemented on a daily basis.
 - a. Wear prescribed uniforms properly, keep yourself tidy and neat at all times; and be courteous and firm in the performance of duty.
 - b. Preserve peace and order, prevent the commission of crime; protect life and property; and arrest all violators of laws and the rules and regulations of the University.

- c. Familiarize yourself with all the rules and regulations of the college and standard operating procedures of the department.
- d. Salute all military, Philippine National Police (PNP), security officers, University officials and others who are entitled to such courtesy.
- e. Always keep your supervisors or officers posted on the events that will transpire in your post and submit without fail your properly accomplished daily guard report immediately after the tour of duty.
- f. Outgoing guards shall conduct joint inspections of post and make proper turn-over of responsibilities.

THE TEN (10) COMMANDMENTS OF HUMAN RELATIONS

Every security marshal and security guard is required to be familiar with the ten commandments of human relations and should be able to “walk the talk.” In addition, he must also deal with security supervisors and commanders who may visit his post.

Following the ten commandments of human relation will help the security marshal and guard to avoid many interpersonal and communication problems.

1. Speak to people. There is nothing as nice as a cheerful word of greeting.
2. Smile at people. It takes 72 muscles to frown, only 14 to smile.
3. Call people by name. The sweetest music to anyone’s ears is the sound of his own name.
4. Be friendly and helpful.
5. Be cordial. Speak and act as if everything you do is a genuine pleasure.
6. Be genuinely interested in people. You can like almost everybody if you try.
7. Be generous with praise, cautious with criticism.
8. Be considerate with the feelings of others. It will be appreciated.
9. Be thoughtful of the opinions of others. There are usually three sides of a controversy: yours, the other fellow’s, and the right one.
10. Be alert to give service. What counts most in life what we do for others. Add to this a good sense of humor, a big dose of patience, and a dash of humility and you will be rewarded.

THE CONDUCT OF A STUDENT MARSHAL

Enumerated below are the conducts of security marshals which shall be strictly adhered to.

1. Never commit any form of criminal act.
2. Never be dishonest or breach trust. Doing any of the following proves violation of such:
 - a. Falsifying records (work report, time sheet, credentials, etc.);
 - b. Providing false information or falsifying documents to qualify for the students assistant position;
 - c. Appropriation and/or misuse of office/school property for personal use;
 - d. Qualified theft – stealing anything of value in exchange or against university interests; and
 - e. Participation in sabotage or any covert activity such as but not limited to the release of confidential or highly classified information to an outside or third party.
3. Never indulge in any insubordination.
4. Never be neglectful or inefficient to duty.
5. Never fight or quarrel within the school premises and during working hours.
6. Never be absent without official leave (AWOL).
7. Never drink any intoxicating liquor before and after duty.
8. Never challenge your superiors or college officials and employees to a fight.
9. Never sleep while in the performance of duty.
10. Never be a habitual offender.
11. Do not abandon your post.
12. Do not gamble or engage in any act or form of gambling within the school premises.
13. Do not be discourteous by failing to show act of respect to a person with due rank.

14. Do not threaten or coerce co-workers or provoke a fight or trouble during tour of duty while inside the school premises.
15. Do not exchange work shifts or post without the knowledge and approval of the Chief Security Officer or supervisor.
16. Do not engage in malingering just to avoid or escape assigned duty.
17. Do not incite or join organizations whose purpose is inimical to the interest of the University. This includes acts that will prevent the full performance of duty or having price knowledge of such an activity but failed to report it to proper authority.
18. Avoid tardiness, ten minutes or more, in the assumption of duty.
19. Avoid wearing improper or incomplete uniform while on duty, including improper haircut, shoes not shined, etc.
20. Avoid allowing beards and moustache to develop.
21. Avoid being a contributor to unsanitary condition or poor housekeeping.
22. Avoid vending, soliciting, collecting or being cohort with vendors or solicitors for whatever purpose at any time inside the school premises.
23. Avoid reading books, magazines or newspapers or texting while on duty.
24. Avoid letting any outsider stay at your post or the guardhouse where are stationed.
25. Avoid allowing your friends or relatives to stay at your post or the guardhouse unless during emergency cases and purposes.
26. Avoid letting the gate or any entrance or exit open or unattended. Always close and lock all gates in your AOR if not in use.

Note: Any other misdemeanor or conduct unbecoming covered by these regulations will be dealt with accordingly.

Penalties

1. "never" – commandments are considered grave offenses
2. "do not" – commandments are considered less grave offenses
3. "avoid" – commandments are considered light grave offenses

Corresponding punishment or penalties for the above violations are as follows:

- For "never" violations – immediate dismissal
- For "do not" and "avoid" violations:
 - a. First offense – one to three days suspension
 - b. Second offense – termination

THE STUDENT MARSHAL'S RESPONSIBILITIES

Hereunder are the marshal's responsibilities for adherence:

1. All MPSPC student marshals shall behave as real security personnel who are obliged to memorize and obey the Eleven General Orders.
2. He shall maintain proper housekeeping and shall prevent anybody from littering within the area of responsibility.
3. He shall maintain and observe the Security Code of Ethics and Code of Conduct at all times.
4. He shall properly impose to all stakeholders the proper display of school identification cards when entering the MPSPC gates and entrances.
5. He shall record the top brass and prominent school personnel's time-in and time-out at the travel sheet or post logbook.
6. The using of slippers and sandals while in the performance of duty is prohibited. (Use only leather shoes and combat boots.)
7. The authorized student marshal uniform must be worn at all times while in the performance of duty.
8. A marshal wearing shorts, sleeveless (e.g. sando) or hippie attire is prohibited to enter the security office/MPSPC premises.

9. Never use the telephone set intended for the chief security officer. The telephone at the secretary's desk is appropriate set to be used but the call should be limited.
10. The shift-in-charge or the secretary must control any individuals using the telephone so that incoming calls should be immediately entertained.
11. Any call received in the office by any of the personnel should be acted upon immediately without delay.
12. In the absence of the Civil Security Services Director, any telephone call received by any of the personnel must be legibly written in a clean sheet of paper to be presented to him upon his arrival at the office.
13. Any attended by the shift-in-charge or by the inspectorate officer. The facts should be logged before the final report will be made and passed for information.
14. Any student marshal entering the office under the influence of liquor shall be deprived from his selective privileges on quarters and will be dealt with accordingly.
15. A student marshal who is habitual absentee or late in reporting for duty shall be subjected to punishment or termination.
16. A student marshal must wear his security identification tag and his current school identification card when rendering official security duty.
17. A student marshal is obliged to have his haircut once a month or when the need arises.
18. A student marshal or security member is not allowed to sport a beard, a mustache or side burns.
19. A student marshal must show proper attitude and decorum at all times while in the performance of duty.
20. Any student marshal found violating the above-mentioned commitments will be dealt with accordingly.

GENERAL GUIDELINES FOR ARRESTS MADE BY THE SECURITY

1. Arrest is the last resort when there are no other ways of resolving a problematic situation. It is the first action to take if an individual assaults a student marshal or security guard.
2. Private security can only put someone under citizen's arrest. The person placed under citizen's arrest must be told of the arrest and the reason why. He must be immediately taken to a law enforcement office or held if the law enforcement officer immediately comes to him.
3. The student marshal or agency guard making the arrest and the other witnesses must provide the law enforcement personnel all the necessary information needed for them to make a decision through a report.
4. A student marshal or agency guard should never make an arrest unless actually witnesses someone breaking the law or violating an event policy. The person can be ejected and/or detained until law enforcement arrives for further questioning. If someone has been injured then all relevant information about the parties involved should be documented in both an incident and a medical treatment report.
5. Never arrest or detain only one individual of an altercation on the basis of someone else's claims that the other person started it. Private security cannot play judge and jury. Both individuals should be escorted to the nearest law enforcement officer who will talk with them and then make the appropriate decision. An incident report must be completed.
6. Whenever an altercation is serious or causes someone to be injured, both individuals should be arrested. These are laws regarding assault, battery, disturbing the peace, etc. that would permit and justify the arrest. Both individuals should be escorted to the nearest law enforcement officer who will talk with them and then make the appropriate decision. An incident report must be completed.
7. In any circumstance when the use of force is necessary to restrain or control an individual, that individual must be arrested. An arrest protects the staff member involved and assists in his defense as well as the event organization should the individual involve claims that unreasonable or excessive force was used against him or her. Law enforcement will rarely, if ever, refuse to take a person into custody if turned over by private security of this basis. In any circumstance when an event staff member has been involved in a serious altercation and physical contact made by spectator or guest, that spectator or guest must be arrested for the same reasons discussed properly.

THE APCO "10" CODES

The APCO "10" codes are used by the police, military, and security personnel in their everyday operation. Each code represents a phase.

- 10-0 Caution
- 10-1 Unable to copy-change location/signal is weak
- 10-2 Signal is good
- 10-3 Stop transmitting
- 10-4 Acknowledge
- 10-5 Relay
- 10-6 Busy/standby unless urgent
- 10-7 Out of service (give location and/or telephone number)
- 10-8 In service
- 10-9 Repeat
- 10-10 Fight in progress
- 10-11 Dog case
- 10-12 Standby (Stop)
- 10-13 Weather and road report
- 10-14 Report of prowler
- 10-15 Civil disturbance
- 10-16 Domestic trouble
- 10-17 Meet complainant
- 10-18 Complete Assignment quickly
- 10-19 Return to
- 10-20 Location
- 10-21 Call _____ by telephone
- 10-22 Disregard
- 10-23 Arrived at scene
- 10-24 Assignment complete
- 10-25 Report on person to (meet)
- 10-26 Detaining subject, Expedite
- 10-27 Driver's license information
- 10-28 Vehicle registration information
- 10-29 Check records for wanted
- 10-30 Illegal use of radio
- 10-31 Crime in progress
- 10-32 Man with gun
- 10-33 Emergency
- 10-34 Riot
- 10-35 Major crime alert
- 10-36 Correct time
- 10-37 Investigate suspicious vehicle
- 10-38 Stopping suspicious vehicle (give base complete description before stopping)
- 10-39 Urgent-use of light and siren
- 10-40 Silent run-no light and siren
- 10-41 Beginning of tour of duty
- 10-42 Ending tour of duty
- 10-43 Information
- 10-44 Request permission to leave patrol
- 10-45 Animal carcass in-lane at
- 10-46 Assist motorist
- 10-47 Emergency road need repairs
- 10-48 Traffic standard need repairs

10-49	Traffic light out
10-50	Accident –F, PI, PD
10-51	Wrecker needed
10-52	Ambulance needed
10-53	Road blocked
10-54	Livestock highway
10-55	Intoxicated driver
10-56	Intoxicated pedestrian
10-57	Hit and run
10-58	Direct traffic
10-59	Convoy or escort
10-60	Squad in vicinity
10-61	Personnel in area
10-62	Reply to message
10-63	Prepare to make written copy
10-64	Message for local delivery
10-65	Net message assignment
10-66	Message cancellation
10-67	Clear to read net message
10-68	Dispatch information
10-69	Message received
10-70	Fire Alarm
10-71	Advice nature of fire
10-72	Report progress of fire
10-73	Smoke report
10-74	Negative
10-75	In contact with
10-76	En route
10-77	ETA (Estimated Time of Arrival)
10-78	Need assistance
10-79	Notify coroner
10-80	Kidnapping
10-81	Stolen Vehicle
10-82	Reserve lodging
10-83	Found vehicle
10-84	If meeting; Advice ETA
10-85	Will be late
10-86	Missing person
10-87	Pick up checks for distribution
10-88	Advice present telephone number of
10-89	Found person
10-90	Bank alarm
10-91	Unnecessary used of radio
10-92	Wanted person
10-93	Blockade
10-94	Drug racing
10-95	Stolen cattle
10-96	Mental subject
10-97	Chow
10-98	Prison or Jail break
10-99	Records indicate wanted or stolen

THE MILITARY PHONETIC ALPHABET

The security personnel operating radio equipment shall limit communications to official business and shall observe proper radio etiquette for proper radio conduct.

LETTER	1957- PRESENT	MORSE CODE	1913	1927	1938	WORLD WAR II
A	Alpha	..	Able	Affirmative	Afirm	Afirm (Able)
B	Bravo	...-	Baker	Baker	Baker	Baker
C	Charlie	-.-.	Cast	Cast	Cast	Charlie
D	Delta	...-	Dog	Dog	Dog	Dog
E	Echo	.	Easy	Easy	Easy	Easy
F	Foxtrot	..-.	Fox	Fox	Fox	Fox
G	Golf	--.	George	George	George	George
H	Hotel	Hypo	Hypo	Hypo	How
I	India	..	Interrogatory	Interrogatory	Int	Int (Item)
J	Juliett	.-.-.-	Jig	Jig	Jig	Jig
K	Kilo	-.-	King	King	King	King
L	Lima	.-..	Love	Love	Love	Love
M	Mike	--	Mike	Mike	Mike	Mike
N	November	-.	Nan	Negative	Negat	Negat (Nan)
O	Oscar	---	Oboe	Option	Option	Option (Oboe)
P	Papa	.-.-.	Pup	Preparatory	Prep	Prep (Peter)
Q	Quebec	----	Quack	Quack	Queen	Queen
R	Romeo	.-.	Rush	Roger	Roger	Roger
S	Sierra	...	Sail	Sail	Sail	Sugar
T	Tango	-	Tare	Tare	Tare	Tare
U	Uniform	...-	Unit	Unit	Unit	Uncle
V	Victor	...-	Vice	Vice	Victor	Victor
W	Whiskey	.-.-	Watch	William	William	William
X	X-ray	-..-	X-ray	X-ray	X-ray	X-ray
Y	Yankee	-.--	Yoke	Yoke	Yoke	Yoke
Z	Zulu	---.	Zed	Zed	Zed	Zebra

EMERGENCY PLANS

WHAT TO DO IN CASE OF A TYPHOON AND OTHER DISASTERS

1. When an impending typhoon or rainstorm is proclaimed, conduct patrolling and inspection in the college facilities and grounds. Report to the higher authorities any problem encountered.
2. Secure/close all windows, doors and other openings that maybe affected by the typhoon/rainstorm before and during its occurrence.
3. Conduct roving and inspection and coordinate with the General Services Office for proper housekeeping of the college properties and assets that could be possibly affected by the disaster.
4. Communicate to all offices the shutting-off of water supplies and the unplugging of office equipment and appliances before they leave their respective offices.
5. Non-security and unnecessary lightings must be switched off.
6. Coordinate with the Provincial Disaster Risk Reduction Management Council (PDRRMC), Bontoc Municipal Police Station, Bureau of Fire Protection, and other concerned offices matters and problems beyond the college control and jurisdiction.
7. After the typhoon or rainstorm, conduct security and safety evaluation.

EMERGENCY PLANS FOR FIRES

Emergency plans for fires should be formulated to suit the physical structure of the college. Herewith are suggested steps or activities which may be considered for Civil Security Services Office Director’s planning. Fire plan and the like should become part of the operational plans which Civil Security Services Office is expected to maintain in the office files. It is important that each security personnel must know his particular role.

1. Plan in Case of Fires- the Civil Security Services Office should have a detailed plan in dealing with fires and the following fire control plans should be considered:
 - a. At the first sign of fire, the security personnel shall immediately sound a pre-arranged alarm either by a siren or any means available. At the same time, the security personnel detailed in the security office shall notify the Bureau of Fire Protection, Bontoc Municipal Police Station and other units that may help in putting out fire or evacuation of Students, and College Employees.
 - b. All available security personnel should be organized in securing the facilities of the college while members of firefighting units of BFP are putting out the fire.
 - c. The security personnel on duty shall immediately respond to the scene to put out the fire most especially if under his AOR, while other security personnel shall secure the college facilities against lawless elements.
 - d. If there is a necessity to evaluate government records, supplies and equipment, they should be evacuated to a safe place according to priority and under proper guard.
 - e. When the all clear alarm has been sounded security check immediately followed.
 - f. Thorough investigation relative thereto should thereafter be conducted and report must be rendered to the Vice President for Administration and Finance who will subsequently submit same to the College President.

THE SECURITY EMERGENCY RESPONSE GROUP (SERG)

TEAM A (DAY TIME)	TEAM B (NIGHT TIME)
TEAM LEADER: HG BENJAMIN CHA-AR	TEAM LEADER: SG ALBIN SIB-ATEN
ASSISTANT TEAM LEADER: SG DEXTER CONENG	ASSISTANT TEAM LEADER: SG JIMMY LADIWAN
MEMBERS	MEMBERS
SG JIMMY FAOANAN JR.	SG GABRIEL GUNGANGAC JR.
SG ARIEL FALANGON	SG RICKY BUGTONG
SG JOHN LUMIWAN	SG GABRIEL CHOPCHOPEN
SG MARVIN FANSEN	SG MARCELINO MARA
SG SCLAY TENGAY	SG WILSON AGPAWAN

SECURITY PROTOCOLS

ACTIVITY	COLLEGE POLICY	SECURITY STANDARD OPERATING PROCEDURES (SSOPs)
1. Entering the MPSPC compound during Sundays, holidays, and during suspension of work and classes.	No students and off-work employees are allowed to enter the MPSPC premises and grounds during Sundays, Holidays, and during suspension of work and classes. Unless	<ol style="list-style-type: none"> a. Prohibit personnel and students from entering the MPSPC premises and grounds during Sundays, holidays and during suspension of classes and work. b. Check proper clearances issued by the concern college official and the Civil Security Services Director before entering the college premises.

	they have proper clearance or order from the concern college officials.	c. Monitor and document personnel and students entering the college premises.
2. Posting of tarpaulins or printed materials within the college grounds and premises.	Posting of tarpaulins or printed materials without the approval of the Student Services Development Office or college officials within the college grounds and premises.	a. Prohibit posting of tarpaulins and posters in the college premises without the approval from the Office of Student Services Development Office or college officials. b. Assist in the posting of tarpaulins and printed materials at the designated or authorized posting areas in the campus.
3. Practices at the College grounds and premises.	No practices of any presentations at the college grounds and premises that will disturb or affect classes and lectures	a. Prohibit any group/students practicing any activity presentations within the college grounds and premises, classrooms that may disturb classes. b. Monitor permitted practices so that they will not cause disturbance to classes near their practice area.
4. Bringing in of domestic animals/pets inside the MPSPC premises.	No bringing of any type of domesticated animals/pets inside the MPSPC premises	a. Prohibit any person from bringing any type of domesticated animals/pets inside the MPSPC premises, classrooms, seminar rooms and lecture venues.
5. Chewing and spitting of betel nut or "MOMA" inside the college premises and grounds.	No chewing and spitting of betel nut or "MOMA"	a. Prohibit any person from bringing chewing or spitting betel nut within the MPSPC campus. b. Implement proper sanction /confiscate "MOMA". c. Implement proper cleanliness and sanitation practices around the MPSPC facilities and premises.
6. Bringing in and out of equipment/materials in and from the college premises.	No bringing of any equipment/materials inside and outside the college premises.	a. Prohibit any person from bringing in and out materials/equipment inside and outside of the college premises without the proper approval/clearance from his immediate Dean, Director or Head of office. b. Prohibit the transport of any item without proper clearance from concerned college officials. c. Impound at the Security Office all items not covered by proper clearance from respective offices pending verification.
7. Disposal of used papers and manuals.	Disposal of used papers is not allowed. (<i>Use of Scrap Papers for Internal Communications</i>)	a. Prohibit the selling and/or disposal of used papers that can be recycled; these papers will be given to the Risograph Center for proper disposal. b. It is necessary to check clearance from the respective Deans, Directors or the Head of Office before the disposal of the test paper, laboratory manuals and other office papers. c. Check clearance/approval by the above-mentioned personalities before the item will be permitted for such disposal. d. Conduct verification with the immediate office-in-charge regarding the disposal of the item/s.
8. Smoking inside the college premises and grounds	Smoking is strictly prohibited inside the college premises. Smoke at the Designated Smoking Area	a. Prohibit smoking inside the college premises and grounds. b. Direct student smokers/employees, faculty or visitors to smoke in the designated smoking areas/outside the college premises. c. Prohibit outsiders to smoke at the designated smoking area.

<p>9. Entrance of vehicles inside the college compound</p>	<p>The entrance of all vehicles entering the quadrangle shall be at the third gate located at the new building. The exit shall be the same gate.</p>	<ul style="list-style-type: none"> a. Implement the proper entrance and exit of vehicles. b. Check and issue the Vehicle Entrance and Exit permit with the driver for proper documentation. c. Implement the rule on the allowed number of vehicles that will park along the quadrangle on a first-come, first-serve basis. d. Advise delivery vehicle drivers to park at the designated parking area. e. Prohibit double parking at the area.
<p>10. Delivery vehicles for concessionaire goods and foodstuffs</p>	<p>The delivery of food stuffs to concessionaires at the school canteen must be implemented according to schedules.</p>	<ul style="list-style-type: none"> a. Implement the 15-20 minute-rules on the delivery of goods to give chance to other deliveries. b. Prohibit the use of any other parking space other than the designated space for delivery vehicles. c. Document the delivery using the Record of Delivery Vehicles in the college.
<p>11. Cleanliness, order, security and safety inside the respective offices in the college</p>	<p>Reminders to ensure cleanliness, order and safety in respective offices before weekends, typhoon, power shutdown and holiday break</p>	<ul style="list-style-type: none"> a. Conduct patrolling and assist General Services Office in the inspection of classrooms, closing of windows and transferring of ornamental plants that might be affected by the typhoon. b. Remind employees/student assistants (SAs) at the offices to check and unplug all appliances, equipment and lights before leaving their respective offices. c. Check and secure all office doors and windows to ensure proper security of the college assets. d. Advise SAs at the offices that all plugged-in electrical equipment including Christmas lights and electrical decorations, electric fans and sailing fans must be plugged off when there is power shutdown. e. Prohibit faculty, employees, and students from entering the college premises during Sundays, holidays, suspension of classes during typhoons.
<p>12. Use of the College ID</p>	<p>Strict implementation of the "No ID, No Transaction"</p>	<ul style="list-style-type: none"> a. Implement the use of school ID to students coming inside the College premises. b. Report students without ID to the Office of Student Services Development Office (SSDO) for proper disciplinary action. c. Assist visitors transacting any business in the college to get the necessary security clearance at the Security Office before being allowed to visit the office requested; implement the "No I.D., No Transaction" policy. d. Require students to present any document officially issued by the college such as library card, class schedule and others in case that no ID is presented.
<p>13. Cooking inside the college premises by the outside concessionaires.</p>	<p>Cooking or any related activity that uses fire should be avoided to prevent any untoward incident in the school premises.</p>	<ul style="list-style-type: none"> a. Prohibit cooking or any related activity that uses fire during celebration of any departmental event.
<p>14. Drunkenness and substance abuse</p>	<p>Suspected students shall be subjected to inquiry, medical test and/or prohibition from entering</p>	<ul style="list-style-type: none"> a. Assist the student to the Medical Clinic for testing on alcohol and/or substance abuse. b. Prohibit the student suspected to be under the influence of liquor or drugs from entering the

	the college premises along with imposition of disciplinary action.	classroom. c. Turn over suspected student to the Student Services Development Office for proper action.
15. Overtime work of personnel	Approved overtime work form should be presented to the office of Security for monitoring, for security and safety purposes.	a. Check and monitor proper safety and security while in the performance of overtime work of employees.
16. Bomb threats and analogous cases		In bomb threats cases, the agency guards and student marshals shall follow the following procedure: a. Advise anyone not to touch or attempt to move the suspected bomb. b. Call or inform the Civil Security Services Director immediately after receiving the bomb threat information. c. Assist students in securing their belongings when warranted and does not jeopardized personal safety. d. Help school personnel and students evacuate the building through nearest exit and proceed to the designated evacuation area. e. Prohibit school personnel/students from standing near or in front of windows or other potentially hazardous areas. f. Advise school personnel/students not to block areas used by emergency officials. g. Prohibit the use of elevators.
17. Accessibility of offices anytime during office hours	Respective offices should be made accessible anytime during office hours.	a. Check visitor's ID and/or clearance issued by the Security Office.
18. School dress code	Constantly implement to students, faculty and employees the School Dress Code (Student Code of Conduct, Norms of Conduct Sub-Section 2.1 of the MPSPC Student Handbook)	a. The agency guards/student marshals shall advise students who violate the dress code, using/wearing any of the following: <ul style="list-style-type: none"> • Tank top/muscle shirt • Spaghetti straps/halter/mesh top strapless • Bare midriffs(no skin showing between the bottom of the shirt and top of the pants area) • Exposed underclothing • See-through blouses or shirts • Exuberant earrings, extreme body piercing and tattoos • Hats, caps, scarves or headbands • Logos, sayings, pins or buttons that promote alcohol, tobacco, drugs, gang/cult behavior, offensive language or inappropriate behavior b. Escort students violating the dress code to the Student Services Development Office for proper action.
19. Traffic management along the highway in front of academic building.	A marshal should always be assigned to conduct traffic management in front of the academic building from 6:00 AM to 8:00 PM. (SOP for Security and Safety)	a. Conduct traffic management along the National Road in front of academic building for the safety of everybody.
20. Use of the Pedestrian	Educate students and	a. Implement the proper use of the pedestrian

<p>lane adjacent to the MPSPC gate 1 and 2nd gate</p>	<p>other individuals to use the pedestrians and sidewalks along the Road in front of the old academic building gate 1 and gate 2.</p>	<p>crossing in front of the academic building gate 1 and gate 2 for safety purposes. b. Conduct traffic management to ensure safety to pedestrians. c. Prohibit vehicles from parking along the pedestrian lane so as not to obstruct the smooth flow of traffic and use of pedestrians.</p>
<p>21. Free access to entrance gate and other entrances at the quadrangle and at the science building</p>	<p>Entrance gates should always be free from any obstruction regardless of any activity or occasion</p>	<p>a. Check and clear entrances of the venue of any obstacle before the scheduled activity. b. Entrance and exit doors must not be closed or padlocked during the activity. c. Prohibit the placing of any decorations or ornamental plants on the exits and entrances that will affect passage of individuals. d. Check and clear corridors from any obstructions or impediments. e. Check lightings of the venue and its premises. f. Implement the Contingency Plan in case of any emergency situation. g. h. Prohibit vehicles from parking, in front of the gates.</p>
<p>22. Outside contract workers inside the College premises</p>	<p>Contractual workers inside the college must abide by the school policies and guidelines.</p>	<p>a. The agency guards/student marshals shall check the following: <ul style="list-style-type: none"> • Letter from the college engineer/concerned offices stating that a specific work was awarded to a certain contractor at a certain area in the college • List of workers assigned to perform the job b. Verify the IDs of contract workers passing through the main gate. c. Workers having no ID should not be allowed entry unless a letter of authorization is issued to him by his contractor or foreman. d. d. Prohibit them from loitering at the college premises while performing their assigned task.</p>
<p>23. Ambulant vendors frequenting the College premises</p>	<p>Ambulant vendors are not allowed inside the College premises.</p>	<p>a. Prohibit ambulant vendors from entering the college grounds and premises. b. Guard ambulant vendors from sneaking into the college premises. c. Do not give clearance/permit to any ambulant vendor demanding office-to-office or room-to-room visit; they maybe suspected thieves.</p>
<p>24. Civil Security access control guidelines</p>	<p>Properly implement the MPSPC Security access control guidelines.</p>	

MPSPC ACTIVITIES SECURITY SOPs

Hereunder are the Standard Operating Procedures (SOPs) implemented by the Civil Security Services during the college activities and other especial activities.

1. JANUARY

Date/Time Duration: January 1 and January 17

Activity: Charter Day

Personnel Needed:

- a. Agency Guards
- b. Security Marshals
- c. Night Security Officer
- d. Security Marshals night patrols

Areas to be Used/Manned: Strategic security posts of the Mountain Province State Polytechnic College.

Contact Persons:

- a. Mr. Rogelio K Balcita
- b. Dr. Christie Lynne C. Codod
- c. Mr. Lynden K Codmor
- d. Mr. Benjamin A Cha-ar
- e. Other concerned college officials

Standard Operating Procedures:

Listed hereunder are the Standard Operating Procedures that will be implemented during this period.

1. The deployment during the day will have three shifts, from 7:00 AM to 3:00 PM, 3:00 PM to 11:00 PM and 11:00 PM to 7:00 AM. And for the Student Marshals will be from 7:00 AM to 1:00 PM, 1:00 PM to 7:00 PM, respectively.
2. The deployment during the night time will be from 7:00 PM to 7:00 AM.
3. The security deployment during the event shall compose of the inner, and outer personnel respectively to maintain peace, order, safety and security.
4. The uniform by the inner security will be the "Barong", black slacks and black leather shoes. The outer security will use the gray t-shirt, black slacks and black leather shoes.
5. The request for augmentation of licensed security guards/agency guards and criminology interns can be done if necessary.
6. Strictly implement the proper use of the College Auditorium as venue during the activity.
7. Always wear the appropriate uniform/attire and be courteous in dealing with anybody.
8. Activate the Contingency Plan in case of any eventuality taking place during the activity.
9. If Auditorium is the venue supply enough fire-fighting equipment inside the College Auditorium for emergency use.
10. Always inform your officer or supervisors of any unusual eventuality taking place during the activity.
11. Crimes that cannot contain by the security office must be reported to the BMPS for immediate action; in case of fire contact the Bontoc Fire Department for proper and immediate action.
12. Maintain utmost tolerance and ensure safety and security at all times.
13. Perform other functions that may be instructed or enforced.

2. FEBRUARY

Date/Time Duration:

Activity: Any special activity that will be launched by the college

Personnel Needed:

- a. Agency guards
- b. Student marshals
- c. Marshal patrols
- d. Others

Areas to be Used:

- a. College Auditorium
- b. HRMT laboratory
- c. AVR
- d. Quadrangle

Contact Persons:

- a. Mr. Lynden K Codmor
- b. Mr. Benjamin A Cha-ar
- c. Other concerned College Officials

Standard Operating Procedures:

Listed hereunder are the Standard Operating Procedures implemented in the event of any activity in the college this month.

1. The venue requisition will be approved by the Executive Dean and copy furnished to the following offices:
 - a. Student Services and Development Office
 - b. General Services Office (for use of Facilities)
 - c. Civil Security Services Office
 - d. Office of the Executive Dean
 - e. Office of the Sports/Physical Education Unit (for use of auditorium during school hours)
 - f. Office of the Production Unit (for IGP's like rent of auditorium, AVR and others)
 - g. Office of the President
2. If the venue is the college auditorium the main gate will be the entrance at the same time exit manned by two student marshals the second gate located at the back of the stage of auditorium will be utilized also as exit after the activity and manned by two student marshals.
3. Implement the guidelines in the use of the College auditorium, AVR, HRMT Laboratory, and College Quadrangle during activities.
4. If the venue is AVR the main door and the door at the back will be utilize as entrance at the same time exit and manned by two student marshals.
5. If the venue is the college quadrangle the main entrance will be at the third gate area and at the same time exit and manned by two student marshals, at the basement of new academic building along Bontoc Central School will be manned by two student marshals.
6. Maintain the peace and order inside the College Auditorium, AVR, HRMT Laboratory, and College Quadrangle before, during, and after the activity.
7. Effect the apprehension of any person having unruly attitude during the activity and bring him to the Civil Security Services Office for proper action.
8. Implement the Contingency Plan in case of major security and safety problems during the activity.
9. Supply the College Auditorium with enough fire-fighting equipment for use in case of fire eventualities.
10. Always inform your officers or supervisors of any unusual eventualities taking place from time to time.
11. Perform other functions that may be instructed or enforced.

3. MARCH**Date/Time Duration:****Activity:****Personnel Needed:**

1. Agency Guards
2. Student Marshals
3. Other concerned officials/personnel

Venue:

- a. College Auditorium
- b. Other designated areas

Contact Persons:

1. Mr. Lynden K. Codmor
2. Mr. Benjamin A. Cha-ar
3. Other concerned College Officials/personnel

Any Special Activity on this Month**Standard Operating Procedures:**

Listed hereunder are the Standard Operating Procedures that will be implemented by the Civil Security Services Office in the observance of any activity this month in the college.

1. The venue requisition will be approved by the concerned offices.
2. If the venue is the college auditorium, the main gate of the auditorium will be the main entrance and exit. If necessary the gate at the back of the stage will be used as exit most especially during emergency. Each gates shall manned by two student marshals.
3. Implement the guidelines in the use of the college auditorium.
4. Do not allow the exit of individuals during the activity.
5. Maintain the peace and order inside the college auditorium before, during and after the activity.
6. Effect the apprehension of any person having unruly attitude during the activity and bring him to the security office for proper disposition.
7. Implement the contingency plan in case of major security and safety problems during the activity.
8. Supply the college auditorium with enough fire-fighting equipment for use in case of fire eventualities.
9. Coordinate to the office of the Director for Medical Services of the college for any medical concern to be rendered during the activity.
10. Always inform your supervisors or officers of any unusual eventualities taking place from time to time.
11. Perform other functions that may be instructed or enforced.

4. APRIL**Date/Time Duration:****Activity: MPCC Foundation Day****Personnel Needed:**

1. Agency Guards
2. Student Marshals
3. Criminology Interns

Venue:

1. College Auditorium
2. Quadrangle
3. Other designated areas

Contact Persons:

1. Mr. Lynden K. Codmor
2. Mr. Benjamin A. Cha-ar
3. Mr. Allan K. Tabec
4. Other concern personnel/college officials

Standard Operating Procedures:

Listed hereunder are the Standard Operating Procedures that will be implemented by the Civil Security Services Office in the observance of any activity this month in the college.

1. The venue requisition will be approved by the concerned offices.
2. If the venue is the College Quadrangle, the main entrance of the College Quadrangle in front of the college clinic will be the main entrance and exit. If necessary the gate at the back of the stage will be used as exit most especially during emergency. Each gates shall manned by two student marshals.
3. Implement the guidelines in the use of the college quadrangle.

4. Do not allow the exit of individuals during the activity.
5. Maintain the peace and order inside the college quadrangle before, during and after the activity.
6. Effect the apprehension of any person having unruly attitude during the activity and bring him to the security office for proper disposition.
7. Implement the contingency plan in case of major security and safety problems during the activity.
8. Supply the college quadrangle with enough fire-fighting equipment for use in case of fire eventualities.
9. Coordinate to the office of the Director for Medical Services of the college for any medical concern to be rendered during the activity.
10. Always inform your supervisors or officers of any unusual eventualities taking place from time to time.
11. Perform other functions that may be instructed or enforced.

5. MAY

Date/Time Duration:

Activity: Graduation Ceremony

Personnel Needed:

1. Agency guards
2. Student marshals
3. Mr. Lynden K. Codmor
4. Mr. Benjamin A. Cha-ar

Areas to be Used:

1. Eyeb Ground

Contact Persons:

1. Mr Rogelio K. Balcita
2. Dr. Geraldine L. Madjaco
3. Dr. Christie Lynne C. Codod
4. Mr. Lynden K. Codmor
5. Mr. Benjamin A. Cha-ar
6. Other concern personnel and staff

Standard Operating Procedures:

A. GRADUATION CEREMONIES

Listed hereunder are the Standard Operating Procedures to be enforced during the activity.

1. The activity venue will be Eyeb Ground.
2. The manpower deployment will use one shift from 7:00 am to 1:00 PM for the student marshals.
3. The security manpower deployment during this event shall compose of inner and outer personnel respectively to maintain peace, order, safety and security.
4. The uniform to be used by the inner and outer security will be the "Barong", black slacks and black leather shoes.
5. Proper grooming is necessary and wearing of I.D is a must.
6. The request for augmentation of agency guards and criminology interns can be done if necessary.
7. Unauthorized photographers are not allowed inside the venue and at the processional areas.
8. Prohibit flower vendors from loitering within the area of activity.
9. Activate the Contingency Plan in case of any eventuality taking place during the activity.
10. Maintain utmost tolerance and ensure safety and security at all times.
11. Perform other functions that may be instructed or enforced.

B. BACCALAUREATE MASS

Listed hereunder are the Standard Operating Procedures that will be implemented by the Civil Security Services during the activity.

1. The venue preparations will be under the General Services Office/all concern offices.
2. The activity will be morning/afternoon and the venue will be at the College Auditorium.
3. Deployment of student marshals are as follows:
 - a. The inner, outer security will be utilized.
 - b. Implement the Graduation Detail Order. Agency guards/student marshals shall man the grounds and gates of the graduation area.
 - c. Render escort service to College Officials, College President, VIPs and guests.
 - d. Always maintain peace, order, safety and security at all times.
 - e. Prohibit the entrance of any unauthorized photographer inside the venue.
 - f. Perform other functions that may be instructed or enforced.

6. JUNE

Date/Time Duration:

Activity: Summer enrolment

Personnel Needed:

1. Agency Guards
2. Student Marshals

Venue:

1. College Auditorium
2. Respective Department Venues
3. Cashier's Office
4. Registrar's Office
5. Other designated areas

Contact Persons:

1. Mr. Lynden K. Codmor
2. Mr. Benjamin A. Cha-ar
3. Respective Deans and Faculty Members
4. Registrar's Office
5. Cashier's Office

1. ENROLMENT PERIOD

Standard Operating Procedures:

Listed hereunder are the Standard Operating Procedures that will be implemented by the Civil Security Services Office during the enrolment activity.

1. Identify the enrolment venue per department and assign student marshals to respective venues to maintain peace and order.
2. Manpower deployment will be strictly followed. No leaves or vacations will be entertained except on extreme emergencies.
3. Request the services of the agency guards to augment student marshals in safeguarding the cash at the cashier's and payroll offices during the duration of the enrolment, if necessary.
4. Enforce safety and security of the enrolling students and other individuals at the enrolment venues.
5. Be vigilant with any unscrupulous individual inside the venue and at the College premises.
6. Employ security of cash in the cashier's at the enrolment venues if any.
7. Conduct inventory of equipment, materials and items left at the enrolment venue during the dismissal time.
8. Turn over any item/equipment left at the venue to the duty detail for proper guarding.
9. The night security in charge, student marshal inspector and patrols must constantly patrol and inspect the enrolment facilities.
10. Challenge any individual or suspicious person loitering at your Area of Responsibility (AOR) during the unholy hours of the night.

11. Report any unusual incident happening within your respective area of assignment for proper action.
12. Maximum tolerance and respect are a need at all times.
13. Perform other functions that may be instructed or enforced.

2. ANY SPECIAL ACTIVITY ON THIS MONTH

Standard Operating Procedures:

Listed hereunder are the Standard Operating Procedures that will be implemented by the Civil Security Services Office in the observance of any activity this month in the college.

1. The venue requisition will be approved by the concerned offices.
2. If the venue is the college auditorium, the main gate of the auditorium will be the main entrance and exit. If necessary the gate at the back of the stage will be used as exit most especially during emergency. Each gates shall manned by two student marshals.
3. Implement the guidelines in the use of the college auditorium.
4. Do not allow the exit of individuals during the activity.
5. Maintain the peace and order inside the college auditorium before, during and after the activity.
6. Effect the apprehension of any person having unruly attitude during the activity and bring him to the security office for proper disposition.
7. Implement the contingency plan in case of major security and safety problems during the activity.
8. Supply the college auditorium with enough fire-fighting equipment for use in case of fire eventualities.
9. Coordinate to the office of the Director for Medical Services of the college for any medical concern to be rendered during the activity.
10. Always inform your supervisors or officers of any unusual eventualities taking place from time to time.
11. Perform other functions that may be instructed or enforced.

7. JULY

Date/Time Duration:

Activity:

Personnel Needed:

1. Agency Guards
2. Student Marshals

Venue:

1. College Auditorium
2. Respective department venues
3. Other designated areas

Contact Persons:

1. Mr. Lynden K. Codmor
2. Mr. Benjamin A. Cha-ar
3. Other concern personnel/college officials

ANY SPECIAL ACTIVITY ON THIS MONTH

Standard Operating Procedures:

Listed hereunder are the Standard Operating Procedures that will be implemented by the Civil Security Services Office in the observance of any activity this month in the college.

1. The venue requisition will be approved by the concerned offices.
2. If the venue is the college auditorium, the main gate of the auditorium will be the main entrance and exit. If necessary the gate at the back of the stage will be used as exit most especially during emergency. Each gates shall manned by two student marshals.
3. Implement the guidelines in the use of the college auditorium.
4. Do not allow the exit of individuals during the activity.
5. Maintain the peace and order inside the college auditorium before, during and after the activity.

6. Effect the apprehension of any person having unruly attitude during the activity and bring him to the security office for proper disposition.
7. Implement the contingency plan in case of major security and safety problems during the activity.
8. Supply the college auditorium with enough fire-fighting equipment for use in case of fire eventualities.
9. Coordinate to the office of the Director for Medical Services of the college for any medical concern to be rendered during the activity.
10. Always inform your supervisors or officers of any unusual eventualities taking place from time to time.
11. Perform other functions that may be instructed or enforced.

8. AUGUST

Date/Time Duration:

Activity: Enrolment First Semester

Personnel Needed:

1. Agency Guards
2. Student Marshals

Venue:

1. College Auditorium
2. Respective Department Venues
3. Cashier's Office
4. Registrar's Office
5. Other designated areas

Contact Persons:

1. Mr. Lynden K. Codmor
2. Mr. Benjamin A. Cha-ar
3. Respective Deans and Faculty Members
4. Cashier
5. Registrar's office
6. Other concerned offices/College Officials

1. ENROLMENT PERIOD

Standard Operating Procedures:

Listed hereunder are the Standard Operating Procedures that will be implemented by the Civil Security Services Office during the enrolment activity.

1. Identify the enrolment venue per department and assign student marshals to respective venues to maintain peace and order.
2. Manpower deployment will be strictly followed. No leaves or vacations will be entertained except on extreme emergencies.
3. Request the services of the agency guards to augment student marshals in safeguarding the cash at the cashier's and payroll offices during the duration of the enrolment, if necessary.
4. Enforce safety and security of the enrolling students and other individuals at the enrolment venues.
5. Be vigilant with any unscrupulous individual inside the venue and at the College premises.
6. Employ security of cash in the cashier's at the enrolment venues if any.
7. Conduct inventory of equipment, materials and items left at the enrolment venue during the dismissal time.
8. Turn over any item/equipment left at the venue to the duty detail for proper guarding.
9. The night security in charge, student marshal inspector and patrols must constantly patrol and inspect the enrolment facilities.
10. Challenge any individual or suspicious person loitering at your Area of Responsibility (AOR) during the unholy hours of the night.
11. Report any unusual incident happening within your respective area of assignment for proper action.

12. Maximum tolerance and respect are a need at all times.
13. Perform other functions that may be instructed or enforced.

2. ANY SPECIAL ACTIVITY ON THIS MONTH

Standard Operating Procedures:

Listed hereunder are the Standard Operating Procedures that will be implemented by the Civil Security Services Office in the observance of any activity this month in the college.

1. The venue requisition will be approved by the concerned offices.
2. If the venue is the college auditorium, the main gate of the auditorium will be the main entrance and exit. If necessary the gate at the back of the stage will be used as exit most especially during emergency. Each gates shall manned by two student marshals.
3. Implement the guidelines in the use of the college auditorium.
4. Do not allow the exit of individuals during the activity.
5. Maintain the peace and order inside the college auditorium before, during and after the activity.
6. Effect the apprehension of any person having unruly attitude during the activity and bring him to the security office for proper disposition.
7. Implement the contingency plan in case of major security and safety problems during the activity.
8. Supply the college auditorium with enough fire-fighting equipment for use in case of fire eventualities.
9. Coordinate to the office of the Director for Medical Services of the college for any medical concern to be rendered during the activity.
10. Always inform your supervisors or officers of any unusual eventualities taking place from time to time.
11. Perform other functions that may be instructed or enforced.

9. SEPTEMBER

Date/Time Duration:

Activity:

Personnel Needed:

1. Agency Guards
2. Student Marshals

Venue:

1. College Auditorium
2. Respective department venues
3. Other designated areas

Contact Persons:

1. Mr. Lynden K. Codmor
2. Mr. Benjamin A. Cha-ar
3. Other concern personnel/college officials

ANY SPECIAL ACTIVITY ON THIS MONTH

Standard Operating Procedures:

Listed hereunder are the Standard Operating Procedures that will be implemented by the Civil Security Services Office in the observance of any activity this month in the college.

1. The venue requisition will be approved by the concerned offices.
2. If the venue is the college auditorium, the main gate of the auditorium will be the main entrance and exit. If necessary the gate at the back of the stage will be used as exit most especially during emergency. Each gates shall manned by two student marshals.
3. Implement the guidelines in the use of the college auditorium.
4. Do not allow the exit of individuals during the activity.
5. Maintain the peace and order inside the college auditorium before, during and after the activity.
6. Effect the apprehension of any person having unruly attitude during the activity and bring him to the security office for proper disposition.

7. Implement the contingency plan in case of major security and safety problems during the activity.
8. Supply the college auditorium with enough fire-fighting equipment for use in case of fire eventualities.
9. Coordinate to the office of the Director for Medical Services of the college for any medical concern to be rendered during the activity.
10. Always inform your supervisors or officers of any unusual eventualities taking place from time to time.
11. Perform other functions that may be instructed or enforced.

10. OCTOBER

Date/Time Duration:

Activity:

Personnel Needed:

1. Agency Guards
2. Student Marshals

Venue:

1. College Auditorium
2. Respective department venues
3. Other designated areas

Contact Persons:

1. Mr. Lynden K. Codmor
2. Mr. Benjamin A. Cha-ar
3. Other concern personnel/college officials

ANY SPECIAL ACTIVITY ON THIS MONTH

Standard Operating Procedures:

Listed hereunder are the Standard Operating Procedures that will be implemented by the Civil Security Services Office in the observance of any activity this month in the college.

1. The venue requisition will be approved by the concerned offices.
2. If the venue is the college auditorium, the main gate of the auditorium will be the main entrance and exit. If necessary the gate at the back of the stage will be used as exit most especially during emergency. Each gates shall manned by two student marshals.
3. Implement the guidelines in the use of the college auditorium.
4. Do not allow the exit of individuals during the activity.
5. Maintain the peace and order inside the college auditorium before, during and after the activity.
6. Effect the apprehension of any person having unruly attitude during the activity and bring him to the security office for proper disposition.
7. Implement the contingency plan in case of major security and safety problems during the activity.
8. Supply the college auditorium with enough fire-fighting equipment for use in case of fire eventualities.
9. Coordinate to the office of the Director for Medical Services of the college for any medical concern to be rendered during the activity.
10. Always inform your supervisors or officers of any unusual eventualities taking place from time to time.
11. Perform other functions that may be instructed or enforced.

11. NOVEMBER

Date/Time Duration:

Activity:

Personnel Needed:

1. Agency Guards
2. Student Marshals

Venue:

1. College Auditorium
2. Respective department venues
3. Other designated areas

Contact Persons:

1. Mr. Lynden K. Codmor
2. Mr. Benjamin A. Cha-ar
3. Other concern personnel/college officials

ANY SPECIAL ACTIVITY ON THIS MONTH

Standard Operating Procedures:

Listed hereunder are the Standard Operating Procedures that will be implemented by the Civil Security Services Office in the observance of any activity this month in the college.

1. The venue requisition will be approved by the concerned offices.
2. If the venue is the college auditorium, the main gate of the auditorium will be the main entrance and exit. If necessary the gate at the back of the stage will be used as exit most especially during emergency. Each gates shall manned by two student marshals.
3. Implement the guidelines in the use of the college auditorium.
4. Do not allow the exit of individuals during the activity.
5. Maintain the peace and order inside the college auditorium before, during and after the activity.
6. Effect the apprehension of any person having unruly attitude during the activity and bring him to the security office for proper disposition.
7. Implement the contingency plan in case of major security and safety problems during the activity.
8. Supply the college auditorium with enough fire-fighting equipment for use in case of fire eventualities.
9. Coordinate to the office of the Director for Medical Services of the college for any medical concern to be rendered during the activity.
10. Always inform your supervisors or officers of any unusual eventualities taking place from time to time.
11. Perform other functions that may be instructed or enforced.

12. DECEMBER

Date/Time Duration:

Activities: Christmas Cantata, Christmas Party and Faculty Frolics

Personnel Needed:

1. Agency Guards
2. Student Marshals

Venue: College Auditorium

Contact Persons:

1. Mr. Lynden K. Codmor
2. Mr. Benjamin A. Cha-ar
3. Other Concern college officials/personnel

1. CHRISTMAS CANTATA

Standard Operating Procedures:

Listed hereunder are the Standard Operating Procedures that will be implemented by the Civil Security Services during the activity.

1. The activity venue will be at the College Auditorium.
2. The manpower deployment of student marshals will be on two shifts, from 8:00 AM to 2:00 PM, 2:00 PM to 8:00 PM.
3. The special Security Deployment for this activity will compose the inner and outer security.
4. The attire to be used by the inner and outer security details will be "barong", black slacks and black leader shoes. Wearing of ID is a must. Proper grooming is necessary.

5. The request of augmentation of agency guards and criminology interns can be done if necessary.
6. Implement the guidelines on the proper use of the college auditorium.
7. Activate the prepared contingency plan in case of any unusual eventuality during the activity.
8. Supply fire extinguishers inside the college auditorium in case of fire and other emergencies.
9. Maintain utmost tolerance and ensure safety and security at all times.
10. Coordinate to the office of the Director for Medical Services of the college for any medical concern to be rendered during the activity.
11. Perform other functions as may be instructed.

2. CHRISTMAS HOLIDAYS

Listed hereunder are the Standard Operating Procedures that will be implemented during this period.

1. The deployment during the day will use two shifts, 7:00 AM to 1:00 PM and 1:00 PM to 7:00 PM respectively.
2. The deployment during the night will be from 7:00 PM to 7:00 AM.
3. The security deployment will be based on the prepared Personnel Detailed Order.
4. The student marshals and agency guards must preserve the security and safety of individuals, assets and facilities in the College during the holiday period.
5. Always wear the appropriate uniform and be courteous in dealing with anybody.
6. Always inform your officers or your supervisors of any unusual eventuality taking place during the shift.
7. No leaves or vacations are allowed during the period, unless on extreme emergencies. Approval will be on the discretion of the Civil Security Services Director.
8. Fire-fighting and safety equipment/material must be available at the Security Office.
9. Crimes that cannot contain by the Civil Security Services Office must be reported to the Bontoc Municipal Police Station (BMPS) for immediate action. In case of fire, contact the Bontoc Fire Department for proper and immediate action.
10. Perform other functions as may be instructed.

MPSPC ACCESS CONTROL GUIDELINES

CATEGORIES AND THEIR DEFINITION

Persons and vehicles covered by these guidelines should be categorized and defined as follows:

- Personnel:** persons who are directly employed and/or officially connected with the Mountain Province State polytechnic College on whatever employment status, as well as concessionaries or hired agency personnel.
- Students:** students currently enrolled in the college or graduate schools.
- Visitors:** persons who transact business with the school, deliver and fetch their wards or children to and from the school, or deliver supplies, materials and equipment to the college; they also include alumni members entitled to use the school facilities or sites for their functions and activities or any other person visiting the campus for legitimate purpose.
- Patrons:** they are the parents, guardians, driver and alumni.
- Vehicles:** cars, jeeps, utility vans, tricycle and motorcycles being used by the school personnel, students, parents, concessionaries, and visitors, delivery trucks and pick-ups that enter the college campus for any purpose.

1. ACCESS CONTROL GUIDELINES

In order for the access control system to operate efficiently, compliance and cooperation are essential.

The following is the list of the governing guidelines.

- a. All members of the Mountain Province State Polytechnic College community must possess a valid
- b. MPSPC ID card with the current sticker.

- c. each person entering the College should use his/her ID card to enter through the appropriate access gates and entrances.
- d. If an individual forgets or has lost his ID card, to gain access to the College, he must get clearance or permit from the MPSPC Security Office. The shift in-charge officer will verify the individuals status and will grant him access to the building after verified.
- e. If an individual's ID card is stolen, the incident must be reported to the MPSPC Security Office as soon as possible.
- f. A College visitor must stop at the entrance of College gate 2, declares his destination to the guard on duty, sign in and get clearance/permit from Security Office and shall be issued visitors pass ID.
- g. Delivery persons and messengers are not allowed access to the building for the purposes of making a delivery. They must wait at the Security Office until the person requesting for the delivery is notified.
- h. In the event that any unique situation such as large outside groups is involved, the department requiring access must contact the Civil Security Services Office in advance to arrange for access. Every consideration will be given providing it does not compromise the security of the campus.
- i. Any person attempting to bypass the security control system or tampering school ID cards will be subjected to disciplinary action by the Administration. Outsiders may be prosecuted for trespassing.

2. CONTROL MEASURES

For any security system to be effective and successful, proper control measures are a must. This control can be classified into three categories as follows.

A. Personnel Access Control

This refers to the control over the movement or access of the MPSPC employees, students, visitors and guests including contractors and tradesmen in places within the premises.

Objectives

- To develop a high sense of security consciousness among MPSPC employees, faculty, students and visitors.
- To provide a workable internal control over the area within the premises.

Coverage and Responsibility

It includes all the measures, physical or otherwise, as well as devices designed to provide safeguard or barrier against intrusion or unauthorized access.

Movement of all employees, students, accredited personnel, visitor's/guests, contractors, and tradesmen shall be governed by a pass or ID system, the implementation of which shall be the responsibility of the MPSPC Civil Security Services Office.

All MPSPC personnel/employees must be provided with official ID cards duly signed and approved by the College President.

Area Classification

The whole area within the MPSPC facilities and grounds shall be classified into the following:

Restricted Area- it is an area which access into is only limited to personnel having clearance or authority to get into it. This includes the following:

Office of the College President

Office of the Vice President for Administration and Finance
Office of the Vice President for Academic Affairs

Exclusion Area- it is an area considered to be exclusive during a certain period of time. This includes the following:

- Budget Office
- Accounting Office
- Registrar's Office
- Office of the Directors and Heads of Offices
- Laboratories

General Access Area- this refers to other areas not included in the above classifications.

Authority and Criteria Access

Authority for access to different places/areas within the premises lies with the Civil Security Services Office. Designation of places for the access is within their discretion based on the evaluation of the security set-up and measures. These are the access areas for the following:

- MPSPC employees
- Visitor's/Guests
- Contractor Personnel
- Tradesmen

Identification and Control

A system of identification and control of people moving in and out of the premises must be clearly defined and established.

Normally, a pass or ID system is used for easy identification. Assigning an ID system would enable the security force to immediately identify someone. The IDs or passes can be assigned to the categories of people who usually and are expected to be coming in and out of the College premises.

Cream Colored with Green Horizontal Stripe ID Type- an ID issued to faculty of the College designed with the MPSPC Logo, Name and Picture of the faculty/Designation, employee number/ID Number, and signature over printed name of the College President. Printed back to back.

Cream Colored with Red Horizontal Stripe ID Type- an ID issued to the Administration Personnel designed with the MPSPC Logo, Name and Picture of the personnel, Designation/Position, Employee number/ID number, Name and Signature of the College President. Printed back to back

Green Colored Plastic ID- an ID issued to MPSPC students: designed with the MPSPC logo, Name, ID number, Course and signature printed on the front portion.

Light Green Colored with Red Horizontal Stripe ID Type- an ID issued to On the Job Training (OJT) of the BSOA Department, with the MPSPC Logo, Department Logo, Name and Picture of the OJT student, Office Assignment, School Year, and signature over printed name of the adviser printed back to back.

White Colored with Horizontal Green color Stripe ID Type- and ID issued to visitors and guests of the College: designed with the MPSPC Logo, Civil Security Services Logo, and marked with VISITOR'S PASS with ID control number and signature over printed name of the College President printed back to back.

A. Application System

All members of the security force must be provided with a logbook, and visitor's logbook especially those assigned at the gates and other entrances and must be familiar with the ID scheme. The following are the procedures to be implemented.

1. The main entrance gate guard will ask the person as to his destination inside the College premises and the name of the person he wants to see or talk to.
2. Upon confirmation, he will advise or escort the person to the Security Office. The Shift-in-Charge will issue the corresponding ID and give proper direction as to the location of the office/place the person intends to go.
3. Guards posted at the area where the person is directed to proceed must ensure that only those wearing the prescribed ID will be allowed to pass.
4. As additional layer of control and safeguard, the Agency Guard/Student Marshal must ask or confirm his destination based on the ID he is wearing and the clearance issued by the Security Office. This is to preempt people who might deceive the entrance guard as to his real purpose in coming to the premises.
5. Should someone strays to the place he is not supposed to go, especially on restricted and exclusion areas, the guard must immediately call the attention of the person and verify his intention.
6. The guard must ensure that the identities of contractor's men doing contractual job within the premises are positively confirmed and identified and that they are restricted only to the specific area where the work is being done. This can be done by asking the contractor for a valid list of men assigned to the place with the corresponding contracting company ID issued to every individual. Anyone wishing to enter as such but is not included in the official list must not be allowed to enter, unless properly cleared with the concerned contractor and in coordination with the Civil Security Services Office Director or any concerned College Officials.
7. Vendors and tradesmen will only be allowed to enter upon verification and confirmation of their identities and their movement must only be limited to the designated places for such purposes. Should anyone of the vendors/tradesmen wishes to see particular MPSPC personnel for such purpose, the concerned personnel must first be informed about his presence and confirmation must be obtained before entry will be allowed.
8. Visitor's wishing to go to the restricted areas must first be cleared by the Security Office before entry is allowed.
9. Movement of visitors transacting official business with MPSPC must be limited only to the area where his business is concerned.
10. Visitor's/Guests of MPSPC personnel must only be entertained at any authorized and designated area for such purpose.
11. All persons issued with ID/Visitor's Pass card must be required to wear them to be readily seen and identified by the guards and other MPSPC personnel responsible for the enforcement of security measures and regulations within the College premises.
12. Separate logbook or registry of pass cards must be maintained to keep track of the pass cards issued and to ensure that at the end of the day, all issued pass cards have been returned and accounted for. This is to avoid the possibility of somebody sneaking in by using a stolen pass card and entering the College premises for illicit purposes.

B. Materials Control

Another important aspect of any security plan is the control of materials. This refers to measures designed to prevent losses of the client's assets/properties and protect such from damages that may be caused by harmful or dangerous materials. This control applies to materials coming in and out of the premises. The following are the measures designed for the purpose.

Incoming Supplies/Materials

1. All supplies/materials being delivered to the college premises must first be confirmed with the personnel responsible for the procurement of such.

2. The guard must conduct thorough checking or inspection of the materials being delivered to ensure no contraband or hazardous items are included.
3. The guard must ensure that the items on the delivery receipt or other covering document match with the actual items being delivered as to quantity and kind.
4. Any defect or discrepancy found must be noted accordingly on the covering document and must be brought immediately to the attention of the personnel responsible.
5. Only authorized personnel or representative/s of the supplier will be allowed to enter the premises.
6. Identification documents confirming their identities as employees/personnel of the supplier must be demanded.
7. Receiving of supplies/materials being delivered must be done in the designated delivery receiving areas.
8. Established receiving procedures must be properly followed and witnessed by authorized or duly designated representative/s.
9. Bundles and packages being delivered for the key company officials must first be thoroughly checked or inspected by the designated personnel for security reasons.
10. Security force must ensure that no deadly weapons, contrabands, explosives, incendiaries or other hazardous materials that can cause damage or injury will be allowed inside the premises.
11. All items including supplies, materials and packages, delivered inside the premises must be properly recorded in the logbook and confirmed or signed by the person making the delivery.

Outgoing Materials/Supplies

1. The guard must ensure that all materials, supplies or other assets/properties owned by MPSPC will not be allowed to leave the premises without the necessary covering documents duly signed by the authorized representative.
2. The guard must not entirely rely on the documents presented but must check and confirm with the person signing the document. Familiarity of personnel signatures by the guards is a must.
3. All outgoing deliveries must be thoroughly checked or inspected to ensure no other items are included except those listed on the covering document and that the items being brought out are the same items found on the document. Quantity and kind/type must be properly verified to ensure accuracy of the items.
4. Identity of the person bringing out the item must be clearly established.
5. The type of transport or vehicle used must be clearly indicated in the logbook including the plate number, name of driver and the date and time of departure.
6. If any item that is not listed on the covering document is included in the materials to be brought outside, the guard must immediately hold the item and the person or carrier and inform the duly authorized or designated representative about the discrepancy. Under no circumstances shall the guard allow the item and the person to leave without the necessary clearance. Such discrepancy must also be noted in the logbook for future reference.

C. Vehicle Control

Another important aspect of security system is vehicle control which aims to prevent unwanted events caused or perpetrated by vehicle riding person/s. this includes the following precautionary measures.

1. In consonance with the College Civil Security Services Office established policy on search inspection, all vehicles coming into the premises must be subjected to thorough inspection.
2. Search and inspection of all privately owned vehicles, including delivery vans and trucks, coming into the premises must be done at the gate.
3. Inspection must include trunks and compartments for hidden and unwanted materials, as well as concealed weapons and explosives that may be brought inside the premises.

4. No vehicle, motorcycle, tricycle is allowed to enter the area without passing through the routine inspection.
5. Emergency vehicle coming into the area as response to emergency calls must be given priority with regard to security traffic to avoid undue accidents.
6. Entrance guards, after knowing the purpose of an incoming vehicle, must require the driver to show his driver's license for proper identification.
7. All vehicles coming in and out of the area must be properly recorded in the logbook indicating the driver's name, his purpose, the person or office to visited, make and type of the vehicle including its color and plate number and the date and time of entry and exit.
8. At an instance when a number of vehicles entering the college premises is quite heavy, gate guards shall assist and direct traffic to avoid congestion and inconvenience to riding visitors/guest and to avoid accidents in pedestrians.
9. In accordance with the College, security check and inspection of vehicles of employees and students must be established.
10. Only Vehicles with authorized sticker issued by the college is allowed to enter and park inside the designated parking area of the school.
11. Guard must ensure that the established parking regulations are being followed by car-riding visitors/guests, employees, and students.

3. REQUIRED BEHAVIOR AND DECORUM

Curfew Hours

As a general rule, no one shall be allowed to loiter within the school premises between 10:00 PM to 5:00AM except during emergency situations, special occasions, and during the cleaning schedule of the working students in the early morning.

Dress Code

Faculty and Staff of the College, students and visitors shall be required to be in proper uniform/attire before entering the school campus. As a general policy; wearing of shorts, undershirts, sleeveless clothes, hanging clothes, rugged clothes, and slippers inside the school campus shall be prohibited unless such attire is related to particular activities.

MPSPC ACTIVITIES CONTINGENCY PLAN

I. SITUATION

The Mountain Province State Polytechnic College usually conducts major and minor activities inside the College Auditorium, College Quadrangle and in the different function halls. Thus, a mixed crowd of adult males and females, teenagers and some VIPs are expected to watch and attend the activity. In the course of the activity, this Contingency Plan will be effective until it ceases.

It is assumed that lawless elements are present in the area of activity to undertake their notorious activities. Other groups might also be present to create disruption or trouble to embarrass the organizers.

This Contingency Plan is intended to provide structure, prompt and adequate responses to potential security/safety emergencies with emphasis on ingress/egress points of visitors and audience/crowd in case of unusual eventualities.

II. MISSION

To be able to respond to any potential eventuality that may occur before and during the activity or to mitigate such occurrences.

III. EXECUTION

Pre-Event Precautionary Measures

1. The outer security or marshal personnel's will provide visibility and foot patrol around the designated venue of activity to sanitize the area of known elements and vagrants who could potentially exploit the presence of a huge number of people who come to watch the ceremony/activity and pursue their nefarious activities at least one day before the scheduled event.
2. Physically obvious pregnant women, children below 10 years of age, fragile-looking or apparently very weak individuals will not be allowed to enter the designated venue.
3. Persons under the influence of liquor or drugs, mentally-deranged/unstable or who exhibit unusual behaviors will not be allowed in the venue. Should they be already inside the venue, they will be closely monitored and be asked to leave or physically removed from the area.
4. Briefing among the inner and outer security as well as the traffic security/student marshals shall be conducted to ensure proper coordination.
5. A walk through to the venue will be conducted before the start of the event/activity to ensure that all necessary security/safety preparations are made.
6. First-aid stations and emergency field stations shall be put up at the strategic points around the venue.

Disturbance by a Member of the Audience

1. Any member of the audience who by his actions tends to disturb or cause embarrassment or harm/injury upon any member of the crowd, college officials, VIPs and technical crew shall be immediately asked to leave or be physically moved out from the area.
2. Suspected pickpockets, thieves or other suspected criminals will be accosted, conduct initial investigation and turned over to the PNP for proper action.

Physical Confrontation Between and Among Members of the audience

1. Security/safety member who first detects a potential or actual physical confrontation among the members of the audience shall intervene immediately to stop the said confrontation.
2. Protagonist shall be immediately escorted out of the venue. If the responder is a security guard or a plain student marshal, he will turn over the concerned person/s to the PNP for proper action.

Fainting and Other Medical Cases

1. Safety/security personnel will immediately approach the person needing medical care or assistance, bring the said person to the nearest first aid station and endorse him to the medical personnel on duty at the venue premises.
2. If a companion is present, the name, address and other personal circumstances of the patient shall be noted for record purposes.
3. If the attending medical person's opinion is for the patient to be brought to a hospital, the said patient shall be brought to the nearest medical facility.

Size of the Crowd Swells Beyond Capacity of Venue

1. The event security and safety officer will determine if the venue has been filled to comfortable capacity or not. If he determines that the venue has been comfortably filled, he or the General Services Office shall prevent further inflow of people into the venue.
2. Other security personnel shall be mobilized and deployed to various approaches to advise incoming persons intending to witness the activity not to proceed to the venue anymore as the area is filled with people for personal safety.
3. If people insist in spite of the advice and attempt at physical restraints, other security personnel and the PNP will be requested to assist.

4. If there is any indication that the crowd could be potentially out of control, a call for PNP reinforcement will be made upon order by the Civil Security Services Director.

Crowd Shows Sign of Getting Unruly

1. If any sign is detected that the crowd is getting to be unruly, security and safety officers will immediately call the PNP to control the crowd.
2. Other security personnel shall be mobilized and directed to proceed to the portion of the crowd that has shown restlessness to attempt to control or pacify them.
3. If the crowd shows no sign of heeding the efforts of the PNP and the security personnel, the Civil Security Services Director and safety officer will order an immediate cessation of all the activities related to the event and order all to leave the area. Every effort to subdue the unruly crowd will be made through the public address system.
4. Security personnel and PNP personnel shall encourage people to voluntarily leave the venue in order to decongest the audience area and prevent injury among the people in the crowd.
5. Security personnel and PNP personnel will proactively look for any sign of anyone in the crowd who may have fainted or suffered injuries and bring or escort him to the first aid station.

Crowd is Visibly Pushing, Shoving and Stampede appears Likely

1. The security/safety officer or the VP for administration shall immediately order the activity to stop.
2. The Civil Security Services Director shall direct security personnel to open all the gates to allow people freely vacate the area and allow rapid decongestion. Security personnel shall actively assist people to safety and quickly move them out of the audience area.
3. As soon as the audience area has been vacated, medical teams shall immediately scour for possible injured persons left behind and extend the necessary assistance.
4. Seriously injured persons shall be evacuated as soon as possible to the nearest medical facility or hospital.

Someone Yells “Bomba” or “Sunog”

1. If the crowd does not react instantly, security personnel nearest to the audio system will get the microphone and admonish the audience to stay calm. The audio system must be put on standby (“on”) for use all the time. The public address system at the venue will likewise be used to warn the audience to stay calm.
2. If the crowd reacts by running or moving out of the audience area, security personnel manning the gates will immediately open the gates widely to make the people escape directly into the open spaces outside of the audience area.
3. Security personnel
Must assist the people moving out of the audience area and prevent them from being injured.
4. As soon as the facility is vacated, security will prevent people from going back into it until it has been inspected and declared safe from any explosive device.
5. When the area is declared safe or cleared, medical teams shall immediately scour the area for any injured persons and extend the necessary assistance.
6. Seriously injured persons shall be evacuated as soon as possible to a nearest medical facility or hospital.

Bomb or Explosive Device Explodes

1. The natural tendency of people experiencing an explosion caused by a bomb or something else is to run away from the direction of the explosion. As much as possible, security personnel shall immediately open all gates to allow more people to move out from the explosion.

2. People who sustained injuries and chose to remain at the vicinity of the explosion shall be evacuated by security personnel. Injured persons shall be brought to the first aid station. People who suffered serious injuries or who appear dead as a result of the explosion shall immediately be brought to the nearest medical facility by an ambulance or any other vehicle that may be available at the scene.
3. The area where the explosion occurred shall be isolated and people must be barred from entering while waiting for the PNP investigators to arrive. Yellow caution tapes shall be immediately instated around the area to be isolated if available.
4. People who remain at the area shall be warned to leave the scene of explosion so as to prevent further injuries if a secondary bomb lying somewhere explodes.

Mass Casualty Due to Accident

1. In case of accidents caused by falling lights, collapsed sound scaffolding or snapping live electrical cables that resulted in mass casualties, injured persons shall be immediately evacuated to the nearest first aid station or to the nearest hospital.
2. Security personnel, apart from helping the injured, shall assist in moving out people from the accident scene.

Hecklers and Vandals in the Crowd

1. If a person yells vulgar or obscene utterances, throws any material around that tends to disturb or harm anybody or destroy property in the vicinity, he will be accosted immediately and be asked to stop heckling or doing any act of vandalism. He will be asked to leave the area immediately.
2. If the person does not heed the plea to stop the heckling or any act of vandalism and to leave the area, security personnel shall coordinate with the PNP and if needed, physically remove the person from the area.

IV. SERVICE SUPPORT

1. Respective ambulance and first aid stations by the Medical Services of the College shall provide their own technical requirements to enable them to respond to potential or actual emergency situations.
2. PNP, BFP and other security elements shall provide their own equipment.
3. Organizers shall provide for the following:
 - a. First aid station with appropriate signage.
 - b. Meals for all deployed and other security elements deployed for the event.
 - c. Tables and chairs for the Event Command Post (ECP).

V. COMMAND AND CONTROL

1. All security personnel deployed for the event shall be under the immediate command and control of the MPSPC Civil Security Services Office Director.
2. The event security and safety officer shall take position at the event Command Post together with the inner, outer, and traffic commanders and other special security elements deployed for the event.
3. The event security and safety officer is responsible for coordinating the deployment and operation of security personnel, PNP, BFP, emergency and medical units and other special security elements tasked to secure the event.
4. All available communication equipment must be utilized.

FINAL CLAUSE

REPEALING CLAUSE

All other guidelines of the same purpose, issued in full or in part by the College, if any, contrary to and inconsistent with any provisions of this manual is hereby repealed, modified or amended accordingly.

SEPARABILITY CLAUSE

If there are any provisions in this manual, or application of such provisions to any circumstances, is found to be invalid or unlawful, the other provisions not affected shall remain valid and subsisting.

EFFECTIVITY CLAUSE

This MPSPC Security Manual shall take effect upon approval by the Board of Trustees.

Republic of the Philippines
 Mountain Province State Polytechnic College
Civil Security Services Office
 Bontoc Campus

MONITORING SHEET

ACTIVITY	<input type="checkbox"/> Educational Tour OJT Other <input type="checkbox"/> Specify <input type="checkbox"/> <input type="checkbox"/> Team Building Field Trip <input type="checkbox"/> _____
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SCHOOL		Activity:	In-charge:
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DISTINATION	Place: _____ Trans. Vehicle: _____ Plate No: _____ Driver: _____
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STUDENTS	Male: _____ Female: _____ Total: _____
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DEPARTURE	Time: _____ Date: _____
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ARRIVAL	Time: _____ Date: _____
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LIST OF PARTICIPANTS

	CONFORME
In-Charge: _____	Duty SG/Marshal: _____
Security Officer: _____	

Republic of the Philippines
Mountain Province State Polytechnic College
Civil Security Services Office
Bontoc Campus

Vehicle Entrance and Exit Permit

This is to authorize _____
Name

To enter into the MPSPC premises purposely to engage in an official business.

Date: _____

Time-in: _____

Time-out: _____

Vehicle Plate Number: _____

Issued by: _____

Shift: _____

Authorized by:

Name of the Director for Civil Security Services

Note: kindly surrender this permit to the exit gate guard/student marshal upon completion of business.

Republic of the Philippines
Mountain Province State Polytechnic College
Civil Security Services Office
Bontoc Campus

SSDO Transmittal Slip

Date: _____

To: _____

From: _____

Re: Transmittal

Ma'am/Sir,

Respectfully turning over to your good office the person of _____, student, with ID No. _____, enrolled under the _____ Department for violation of Section, item/s _____ (which states: _____) of article ____ of the College student handbook for your proper and appropriate actions.

The incident happened at about _____, _____ at _____, on complaint of _____.

Kindly furnish the Security Office a copy of any sanctions meted to the student by your office.

Respectfully yours,

Received by:

Republic of the Philippines
 Mountain Province State Polytechnic College
Civil Security Services Office
 Bontoc Campus

NIGHT MONITORING LIST

To: Director for Civil Security Office

From: Night Shift Duty Marshals

Hereunder is the list of marshals who entered the College premises during the night to render night duty.

Name of Marshal	Date	Time-in	Time-out	Signature

DUTY AGENCY GUARDS:

Name	Shift	Signature
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____