

Rules of Private Civil Security Guardianship and Institutions and Companies Keeping Security Guardianship

Issued by Ministerial Decision No. 7 dated on 23/1/1413H(23 Jul 1992G)

The Minister of Interior

On the basis of [Pursuant to] the decision of the Cabinet of Ministers No. 15 dated 9/2/1412 H. stating the permissibility of licensing Saudi Individual Institutions and Partnership [joint liability companies] fully owned by Saudi Nationals to guarantee the Private Civil Security guardianship service, and

Pursuant to the power conferred on him concerning the issuance of instructions and decision necessary for the execution [implementation application] the private civil security guardianship rules and determination of companies and institutions keeping the private civil security guardianship on their establishments [facilities, constructions, installations], and

After examining what is submitted to him by the chief [Director] of the public security, and pursuant to the perquisites of public Interest,

Decides the following:

Chapter 1 Definitions

Article 1

The following expressions when they appear in these decisions shall have the meanings shown in front of each, respectively, as follows:

- (a)- Private Security Guardianship: Human security service provided by the authorized institutions and companies to those who demand it against fees [remuneration, pay].
- (b)- Institution or company of civil guardianship – the individual institution totally owned by Saudi nationals, or joint liability company completely owned by Saudi nationals which provide and ensure the private civil security guardianship to those need it against payment according to special license.
- (c)- Civil guard [sentinel, watchman] – person commissioned with the Safeguarding of the facilities and institutions to secure and preserve persons and properties and to protect them from theft and aggression.

Chapter 2 Institutions and Companies of Civil Security Guardianship

Article 2

With the exception of the following institutions and companies license for Private Civil Security, Guardianship Service may not be issued:

- (a)- Saudi Individual Institutions.
- (b)- Joint liability companies completely owned by Saudi nationals.

(c)- Saudi Individuals as civil security guards.

Chapter 3

Terms and Conditions of Establishing Institutions and Companies of Private Civil Security Guardianship

Article 3

The following terms and conditions shall be satisfied in order to establish Individual institution or joint liability company to secure the private civil security guardianship service:

(a)- The proprietor of the individual institution and every partner to the joint liability company shall be of Saudi root (birth) and origin, those who brought up with their fathers during their service for the state abroad shall be excluded from the conditions concerning the Saudi origin. Previous service in one of the military sectors is a privilege.

(b)- Completed twenty-five years of age.

(c)- Gained recognition of good behavior and conduct.

(d)- Satisfied the terms and conditions of registration in the commercial record at the Ministry of Commerce.

(e)- Mastering reading and writing.

(f)- Not previously convicted of an offence involving disturbing the peace.

(g)- Not previously convicted of an offence of possession, dealing with smuggling and use of explosives without having a license, or joining such works unless rehabilitation is made to him.

(h)- Not previously convicted of an offence of breaching [violating] the Act of Weapons and Ammunitions save the possession of weapon without having a license unless rehabilitation was done for him.

(i)- Not previously sentenced of (Hadd) offence or Ta'zir penalty that will be recorded in his certificate of police record unless rehabilitation was done to him.

(j)- Shall not be sacked or dismissed from governmental service (public service) for disciplinary reasons unless more than three years had passed and proved good behavior and conduct.

(h)- Shall be the proprietor of the capital and means that enable him to secure and provide the civil guards in accordance with what is determined by the chief (Director) of the public security.

Article 4

Companies and Institutions of Private Civil security guardianship shall be classified into three categories.

(a)- The first category may employ number of guards not exceeding one thousand, on condition that, banking insurance valued one million riyals valid during the licensing period shall be presented [introduced].

(b)- The second category shall be authorized to employ not more than seven hundred guards on condition that banking insurance valued seven hundred thousand riyals valid during the authorization period shall be presented.

(c)- The third category shall have the right to employ a number of guards not exceeding four hundred on condition that banking insurance valued four thousand riyals valid during the authorization period shall be presented.

Numbers of employees working in institutions and companies may be increased above what was mentioned after assented to be the Minister of Interior, the banking insurance increased accordingly [one thousand riyal for (against, per)] every individual.

Chapter 4

Procedures Concerning the Establishment of Companies and Institutions the Private Security Civil

Article 5

Application for license to establish a company or an institution that provide the private civil security guardianship service shall be submitted [applied] to the chief of the public security on a definite form designed by the secretary General including the following information:

(a)- Full name, family name, address and place of residence of the applicant.

(b)- Places where he resides [inhabits or stays] two years before he applies for the license [during the last two years of applying for the license] and his work during that period.

(c) Place or places in which he wishes to establish his company.

(d) Number, date and place of issue of his identity.

Article 6

The following documents shall be enclosed with the application:

(1) Banking insurance, according to the category he applies for.

(2) Declaration confirmed by the concerned bank authorizing the competent labor office in which the applicant company is located to draw the necessary amount from this insurance to pay for the employees if the company fails to pay on time according to the rules.

(3) Three recent photographs.

(4) Four copies of the Identity card.

(5) Certificate of Freedom from Precedents.

(6) Six copies of the commercial record if any. Otherwise a certificate from the commercial record office stating [declaring, announcing confirming] that the applicant has satisfied the conditions for registration in the commercial record shall be presented.

Article 7

The Public Security Directorate shall study and evaluate the application considering the following:

- (1) Availability and satisfaction of authorization conditions set out in article three of this decision.
- (2) Recommendation from security circles [authorities].
- (3) Activities, experiences and services of the applicant and checking up his capacity [eligibility] and biography.
- (4) Availability of capital and banking facilities.

Article 8

- (a)- License authorizing the establishment of Joint Stock Company or an individual institution to secure the service of the private civil security guardianship shall be issued by a decision from the Minister of Interior or his deputy basing on a proposal by the Chief of Public security after satisfying the conditions set out in article three of this decision. The authorization shall specify the places and areas in which the applicant is authorized to the practice his work. Ministry of Commerce shall be notified [informed] and supplied by a copy of this decision which shall be renewed every five years.
- (b)- Once the authorization [licensing] is issued, partial or total assignment may not be permitted unless prior consent from (by) the Minister of Interior or his deputy is made, on condition that, the assignee satisfied the authorization conditions.
- (c) If the ownership of the company is transferred completely or partially for any reason including the inheritance, the authorization shall be renewed according to the conditions and rules set out in this decision.

Chapter 5

Duties and Tasks [functions] of the Private Civil Security Guardianship Service

Article 9

- (1) The authorized companies and institutions shall be independent in management and field of activity from the other companies and institutions owned by the owner of the main companies.
- (2) Shall not exercise its work unless the commercial record is issued.
- (3) Shall train and prepare the guards to be able to perform their work and safeguarding the facilities and institutions to preserve their money, property and persons, and to protect them from theft and aggression.
- (4) Provide the guard with appropriate means that enable him to combat the damage to himself and to the place he guard's according to the instructions of the chief of the public security.
- (5) Unification of uniform for all the guards during their work including the helmet in accordance with what is determined by the chief of the public security.
- (6) Securing the full and adequate uniform for the guards during their work on their own account and shall not be less than two winter (y) clothes and two festival [summer] clothes in addition to the necessary sport [athletic] clothes and the helmet and sport and ordinary shoes plus four pair of stock every year.

(7) Fixing a token on the right side of the guard's dress [suit] in which the name of the company or the institution he belongs to and the expression [civil guard] is written.

(8) Placing the authorization card on the front side of the guard in a prominent place.

(9) Paying the salaries in accordance with the provisions of the labor (work) act.

Chapter 6

Commitments of the Private Civil Security Guardianship Institutions and Companies

Article 10

(1) Companies and institutions authorized to provide the private civil security guardianship service shall be bound to provide the facilities interested in such services with trained and reliable guards who are authorized to practice this job.

(2) Shall not go beyond the area in which it is authorized to practice its work.

(3) Shall inform the public security – Administrative control of any contract it concluded showing the beneficiary and the number of guards.

Chapter 7

Responsibilities of the Private Civil Security Guardianship Companies and Institutions

Article 11

Companies and institutions of civil security guardianship are responsible for the safe guarding and protection of the facilities, places and institutions which their guards watch and protect against theft or aggression occurred on the persons or against damage and against any other thing agreed on between the firm subject to guardianship and the company providing such service.

Chapter 8

Relationship between Security circles and the Civil Guardianship Companies and Institutions

Article 12

Companies and institutions of civil guardianship are subject to direct and continuous supervision by the concerned security circles according to what is determined by the chief of the public security. These circles have the authority to inspection on the companies and institutions undertaking civil security services at any time.

Article 13

Police institutions shall follow and supervise the work and activities of the civil guardianship companies and the degree at which its work. Police also shall have the authority of inspection on the civil guards to make sure that they carry their duties set out in these instructions.

Article 14

Information exchange and communication shall be coordinated between the concerned security circles and the companies and institution undertaking the task of civil security guardianship according to the basis prescribed by the chief of the public security.

Chapter 9

Employees of the Private civil security guardianship companies and Institutions

Article 15

All the employees in the companies of private civil security guardianship shall be of Saudi origin and birth. Those were brought up, with their fathers during their work for the state outside the Kingdom shall be excluded [exempted] from the condition regarding the birth. Previous work in one of the military sectors is a privilege.

Article 16

The person who assumes the administration of the company authorized to secure the private civil security guardianship service, or supervision over them shall satisfy the conditions set out in article three with the exception of sub – section (k). He shall also be:

- (1)- Not less than twenty-five years of age.
- (2)- Having certificate of completion of secondary level or equivalent at least.
- (3)- Able – bodied and medically fit.
- (4)- Entirely devoted to his job.

Article 17

A civil guard shall satisfy the following requirements:

- (a)- Of Saudi origin and birth, he who brought up with his father during his work for the state outside the Kingdom (abroad) shall be excluded from being of Saudi birth. Those who have previous experience in one of the military sectors are preferred.
- (b)- Not less than twenty five years of age.
- (c)- Shall be of good conduct and behavior, not previously sentenced of Shari'a penalty [hadd] or Ta'azir punishment that can be registered as precedent against him unless rehabilitation is done to him.
- (d)- Shall not be sacked or dismissed from government service for disciplinary reasons unless three years had passed since then proved good behavior and conduct.
- (e)- Shall be able – bodied and medically fit.
- (f)- Successfully finished [completed] training period stipulated in article (29) of this decision.

Article 18

Application for filling posts of civil security guards at the companies and institutions providing such service shall be submitted to the region Chief – staff of police on a form designed by the public security including the following information:

- (1)- Full name of applicant, his family name and place of residence.
- (2)- Number, date and place of issuance of his Identity card.
- (3)- The occupation [profession, career – trade] he applies for.

Article 19

The following shall be enclosed with application:

- (1)- Copy of the identity card of the applicant.
- (2)- Three recent photos 4x6.
- (3)- Certificate of non-Recidivism.
- (4)- Medical report proving that the applicant is able – bodied and medically fit.

Article 20

Chief of the public security or his deputy shall issue the license or authorization to or applicant to run the company or the institution, the personnel shall have the supervision over the company and the civil security guards who completed their training period on a form including the following information:

- (a)- Kingdom of Saudi Arabia – Ministry of Interior – public security – Police.
- (b)- License [].
- (c)- Number, date, place of issue, and Expiry date of the license.
- (d)- Full name of licensee and his photo.
- (f)- Number, date and place of issue of the identity card.
- (g)- Company or institution to which he belongs.
- (h)- Area in which the institution is authorized to practice its activities.

The license shall be valid for five years and shall be renewed for similar period after ascertaining the fitness of the applicant and proving good behavior and conduct.

Chapter 10 Powers of the Civil Security Guard

Article 21

- (1)- The civil guard shall have the power of taking hold [arresting, capturing] a person or persons in the very act of crime or those who try to break into a place under their protection and guardianship, in such a case, the guard shall report it to the nearest police station and to his authority as well.
- (2)- Civil security guard may combat the damage by what is necessary to combat it and the chief of public security shall provide the guard with appropriate means for combating damage

from himself and from the place he is guarding and also provide him with instructions for using such means after assented to by the Ministry of Interior.

Chapter 11 Liaison of the civil security Guard

Article 22

The civil guard is put at the disposal of [at the service of – at the command of – at the orders of – at the beck and call of] the president or the Director of the institution which he protected. His vocational and behavioral connection shall remain with the institution or company he belongs to.

Chapter 12 (Institutions) Enforced to put Private Civil Security Guardianship

Article 23

The following institutions shall be bound to place private civil security guard:-

- (a)- Banks.
- (b)- Any exhibition [show – fair] for jewelry selling of area exceeding one hundred square meters.
- (c)- Hotels.
- (d)- Private hospitals.
- (e)-Any business firm [store, boutique, firm] of area devoted to sales show exceeding one thousand square m.
- (f)- Commercial complexes with locked doors.
- (g)- Residential complexes in which residential villas exceeding ten.
- (h)- Licensed commodity warehouses.
- (i)- Private factories of capital exceeding five million riyals.

Chapter 13 Institutions Interested in Private civil security Guardianship

Article 24

Institutions not mentioned in article (23) may apply private civil security guardianship to their facilities on condition that they be in conformity with the instructions set out in this decision.

Chapter 14 Locations of Placing Private [special] civil security Guardianship

Article 25

Private [special] security guard in institutions bound to or interested in such service shall be placed at the doors from out side the buildings. Chief of public security or the person he

deputized [delegated] shall determine the adequate number of guards for each institution and the time covered by such service according to the nature of each institution.

Article 26

With the exception to the guardianship prescribed for banks, large jewelry exhibitions and show places, and hotels, if the institutions set out in article (23) of this decision located inside commercial complexes with gates that can be locked with doors, then the guardianship on the doors of these complexes shall be sufficient. However, the institutions may also apply private [special] civil security guardianship.

Chapter 15 Contracting with Civil Security Guards

Article 27

Individuals, companies, and institutions whom their facilities need guardianship may conclude direct contract with civilian guards on condition that the following conditions shall be considered:

- (1)- Guards shall satisfy [meet] the conditions set out in this decision.
- (2)- The institution shall have security department if the number of guards exceed twenty after having a license from the public security.
- (3)- The use of such guardianship shall be restricted to the facilities and properties of the company only.
- (4)- Where the number of the guards exceeds five persons, a license from the chief of the public security or the person he deputized [delegated] shall be obtained.
- (5)- Whoever desire to apply civil guardianship for his house or his farm.

[plantation] may obtain such service through direct contract with civilian guards satisfying [meeting] the conditions set out in this decision, or through specialized or authorized companies in this field.

Chapter 16 Training

Article 28

Employees in institutions and companies of security guardianship including civil security guards shall be trained in various training centers. Chief of public security shall determine the place, field and scope, duration, and the conditions of the training according to the nature of each activity. The actual costs shall be obtained from the company or institution to which the trainee is belonged. In case the trainee not belong to any company or institution, costs shall be obtained from him personally.

Chapter 17 Penalties

Article 29

Every institution or company authorized [licensed] to apply private [special] civil security guardianship service that fail [delay] to pay for its employees beyond the period prescribed by the labor act and regulations, its license shall be withdrawn by a decision from the Minister of Interior.

Article 30

Companies and institutions of civil security guardianship shall be subject to all provisions, punishments and penalties set out in laws and the applicable regulations unless otherwise stipulated.

Chapter 18 General Provisions

Article 31

Employees in the companies and institutions of private civil security guardianship shall be subject to the provisions of labor and laborers [workers – employees] act and social Insurance act and its executive regulations as to the salaries, privileges [concessions], working hours, vacations, remedy [cure – treatment], reward, determination of responsibility and penalties, and all that is not stated in this decision.

Article 32

The chief of public security shall determine the form and design of authorization cards [license], shoulder token as well as the colors and mottoes used in the means of transportation used in guardianship.

Article 33

Provisions set out in this decision shall not prejudice any instructions and decisions concerning the guardianship of Ministries and governmental departments as well as that facilities under the responsibility of industrial security and facilities security forces.

Chapter 19 Transitory Provisions (Provisional Regulation)

Article 34

Companies and institutions currently involved in civil security guardianship shall finish the service of non Saudi employees and replace Saudi nationals instead, according to the period prescribed in the cabinet of Ministers decision No. 15 dated 9/2/1412 H. organizing the private civil security guardianship.

Chapter 20
Final Provisions [concluding Provisions]

Article 35

This decision shall be published in the official Gazette and in two daily newspapers, and shall come into force as from the date of (its) publication.

Minister of Interior
Naif Ben Abdul Aziz