



# REPUBBLICA DI SAN MARINO

REGULATION no. 10 of 22 November 2010

**We the Captains Regent  
of the Most Serene Republic of San Marino**

*Having regard to Article 21 of Law no. 132 of 13 November 1987, as amended by Article 2 of Law no. 99 of 5 September 1997;*

*Having regard to Congress of State Decision no. 6, adopted during its sitting of 16 November 2010;  
Having regard to Article 5, paragraph 5 of Constitutional Law no. 185/2005 and to Article 13 of Qualified Law no. 186/2005;*

*Promulgate and order the publication of the following Regulation:*

## **REGULATION GOVERNING THE SECURITY GUARD SERVICE OF THE GOVERNMENT BUILDING**

### **Art. 1** *(Purposes)*

This Regulation shall govern the security guard service of the Government Building pending the adoption of a comprehensive legislation on the security guard service of all institutional premises and time-sensitive targets as well as targets of public interest, which will also provide for the introduction of centralised video-surveillance systems with a common and coordinated level of regulation for all Police Corps.

### **Article 2** *(Body in charge of the service)*

Pursuant to Article 2 of Law No. 132 of 13 November 1987, as amended by Law No. 99 of 5 September 1997, and pending the adoption of the regulation referred to in the preceding article, the security guard service in the Government Building shall be provided by the Uniformed Unit of the Fortress Guard.

The Gendarmerie Corps shall be responsible for the functions set out in article 6, paragraph 6, and article 10 below.

The Guard of the Great and General Council and the Uniformed Militia shall provide the representation and security services pertaining to them according to the relevant laws and regulations on the institutional occasions and official ceremonies in which their participation is envisaged.

### **Article 3** *(Provision of the service)*

The service shall run continuously during the opening hours of the Government Building. The continuity of the service outside the opening hours shall be governed by article 9 below.

The Government Building is open daily from 7 a.m. to 7 p.m. in winter (October - May) and from 7 a.m. to 8 p.m. in summer (June - September).

The Building is closed on 1 January and on 25 December of each year. The closing days may be updated annually by notice from the State Museums Directorate.

The building is also closed to visitors during sittings of the Great and General Council and of the Permanent Council Commissions, hearings of the Guarantors' Panel, meetings of other institutional bodies, official audiences granted by Their Excellencies the Captains Regent and institutional ceremonies, as well as on the days before and after such ceremonies, to allow for the setting up and subsequent rearrangement of the premises. The security guard service shall be in any case constantly provided throughout the duration of said events and/or meetings and therefore, if necessary, also outside the regular opening hours of the Government Building.

On the occasions referred to in the preceding paragraph, access to the building shall be permitted only to those attending the meetings and events indicated, to service personnel and to those who need to access the offices of the State Institutional Secretariat or, for work reasons, the rooms where the meetings and events take place. The agents responsible for the security guard service shall surveil this.

The audience may attend public sessions of the Great and General Council and of the Permanent Parliamentary Commissions as set out in article 6 below.

The State Institutional Secretariat shall be required to inform the Command of the Fortress Guard in advance of the days and times of the events and meetings referred to in the third paragraph. A copy of such communication shall also be forwarded to the Command of the Gendarmerie and to the Museums Directorate, for information and for anything falling within their competence.

#### **Art.4**

##### *(Tasks of the security guard service)*

The purpose of the guard service shall be to control access to the Government Building and to patrol the building interiors, in particular during meetings of institutional bodies, audiences of the Captains Regent and State ceremonies.

The service shall consist of the following activities:

- a. opening the main door of the building and subsequently disabling the intruder-alarm system. The agent/officer who opens the Building shall verify the proper functioning of the alarm system and shall take note of anything recorded by the system when the Building is closed;
- b. closing the building, after checking that no one is inside and that windows are shut, doors leading to the outside are closed, and activating the intruder-alarm system. If the Captains Regent, members of the Great and General Council, ministers or members of other institutional bodies, the Director of the State Institutional Secretariat or other personnel of the Secretariat authorised by it for work reasons, as well as the keepers and cleaning staff are inside the building to perform their duties, the agent/officer on duty shall be required to wait for them to leave;
- c. controlling access to the Building, also using security detector to check that no firearms or other offensive weapons are brought inside;
- d. identifying all persons entering the offices or the halls of the Building for any reason, even through electronic tools and systems;
- e. ensuring that no dangerous or ill-intentioned persons enter the Building;
- f. giving appropriate guidance and information to users;
- g. calling upon those entering the building, even for sightseeing, to behave in a befitting way to the place and the institutions hosted therein;
- h. reporting any damage to property and facilities to the Director of the State Institutional Secretariat;
- i. be familiar with the use of switchboards and systems, in particular the fire-fighting system and the lift; supervising, in cooperation with the building's keepers, their functioning and reporting possible irregularities to the Director of the State Institutional Secretariat;

- j. monitoring, together with the Building's keepers, the state of immovable and movable property and notifying the Director of the State Institutional Secretariat of any anomalies found;
- k. watching the outdoor areas in front of the Government Building, in particular the Liberty Square. To this end, the authority responsible for issuing passes shall inform the Command of the Fortress Guard of all vehicle access permits and parking passes issued in the Old Town.

The area in front of the portico of the Government Building is considered a "buffer zone" for people entering the Building and for tourists; therefore no events, disturbances and behaviour that do not befit to the institutional premise shall be allowed in this area. The Fortress Guard shall be required to enforce this provision.

During State ceremonies, official visits or special institutional events, the Fortress Guard, in cooperation with the other police corps in charge, shall ensure that the entrances and areas used for such events following the protocol, in particular those on Liberty Square and in front of the Government Building, are secured and left free of people or things that might hinder the holding of the event.

If events are planned to be held in the Liberty Square in conjunction with the events referred to in the preceding paragraph, the authorisations to hold such events to be issued by the competent bodies for the use of the square shall be limited to the areas not involved in the ceremony. In case such authorisations have already been granted, they shall be amended accordingly.

On the occasion of events in Liberty Square, the Fortress Guard shall watch and ensure that access to the Government Building by the persons referred to in letter b) of the second paragraph of this article and in any case by all authorised persons is not hindered or prevented.

## **Article 5**

### *(Access to the Government Building)*

The keys to all doorways to the Government Building as well as the codes to turn the alarm system on/off, shall be held and kept by the Director of the State Institutional Secretariat, by the Command of the Fortress Guard and by Command of the Gendarmerie Corps only.

Entry to the building shall only be allowed through the main doorway, except as provided for in the following paragraph.

Access through the emergency door located on the third basement floor shall only be allowed to the Captains Regent and their staff, to the members of the Great and General Council and their staff, to the Ministries and their staff and to the personnel of the State Institutional Secretariat. The Director of the State Institutional Secretariat may authorise access to other persons for temporary service needs, and shall give prior notice to the Command of the Fortress Guard and/or the head of the security guard service. The agent of the Fortress Guard on duty may open the aforementioned door only after checking the identity of the person through a video surveillance device.

## **Article 6**

### *(Public access to the sessions of the Great and General Council and of the Permanent Parliamentary Commissions)*

The audience may only attend public sessions of the Great and General Council and of the Permanent Parliamentary Commissions sitting in the gallery.

Anyone wishing to attend a public session of the Great and General Council or of a Permanent Parliamentary Commission shall inform the agent of the Fortress Guard on duty at the entrance to the Government Building. The latter, after checking their identity and writing their personal details down in a special register, shall issue a special entry pass to be shown to the agent in charge of the security guard service in the gallery.

Access shall only be allowed to San Marino citizens or residents or other authorised persons subject to the availability of seats in the public gallery.

School groups may request to attend a public session of the Council or of a Permanent Parliamentary Commission. The request shall be forwarded by the headmaster or director of the school to the State Institutional Secretariat, which will inform of the day and time of entry, in accordance with the convening times of the sessions and the agenda. This communication shall also be promptly forwarded by the State Institutional Secretariat to the Command of the Fortress Guard.

With regard to the press, San Marino journalists or journalists employed by San Marino newspapers in possession of a special entry pass issued by the State Institutional Secretariat shall be admitted to the gallery.

Journalists other than those referred to in the preceding paragraph may access the gallery and receive an entry pass only with the authorisation of the State Institutional Secretariat or the Captains Regent.

Journalists in possession of an entry pass may access the press room, the gallery and the public areas of the Government Building. They may also enter other meeting and representation rooms only if that is permitted by the bodies or organisations assembled therein.

The rules on access for journalists shall also apply to television cameramen and photographers, who may also enter the Parliament Hall during sessions, subject to the authorisation by the Bureau of the Great and General Council and in the way prescribed by it.

The security guard service in the gallery shall be performed, for the entire duration of the session, by a Gendarme on the occasion of parliamentary sessions and by a Fortress Guard on the occasion of sessions of the parliamentary commissions. The agent on duty, before letting the audience in, shall verify that no offensive objects are present on the premises or brought in that could harm those present in the Parliamentary Hall.

People admitted to the gallery shall be decently dressed, in a way that befit the institutional venue. Specific instructions shall be issued by order of the Ministry of Internal Affairs, after consultation with the Bureau of the Great and General Council, notwithstanding that skimpy or bathing garments are not allowed.

People entering the gallery shall deposit any blunt and metallic objects in their possession, including mobile phones and electronic devices, at the gallery entrance. Accredited TV operators and photographers, on the other hand, shall be allowed to bring their own cameras, camcorders and any other tools for filming and photography.

During the session, those in the gallery shall remain silent and comply with all the instructions and prescriptions of the agent on duty. The audience shall also be invited to fully read the rules of conduct laid down in the Council Rules of Procedure.

Anyone disrupting the smooth conduct of the session or endangering public order shall be removed from the gallery and punished in accordance with the applicable criminal regulations. The audience shall also be required to leave the gallery if the session is suspended or the Captains Regent order to do so.

During secret sittings, no one may have access to the gallery, and the guard service on duty shall keep the door closed and prevent any entry.

The rules of conduct shall be explained to the audience and displayed in summary form.

## **Article 7**

### *(Management and monitoring of surveillance systems)*

The Fortress Guard shall be the only responsible for the management and monitoring of the intruder, security and video-surveillance systems installed in the Government Building.

Any unusual or suspicious event recorded by the aforementioned systems shall be immediately reported to the Command of the Fortress Guard by the agent detecting it or by other personnel who become aware of it. Notice of the event shall also be given to the Director of the State Institutional Secretariat.

The Command of the Fortress Guard shall keep records and printouts of the events reported by the alarm system for at least two years. They may also be examined by the Captains Regent and by the Director of the State Institutional Secretariat at any time as well as by the judicial authorities and the police in case of investigations.

The examination referred to in the preceding paragraph shall take place in the presence of the head of the security guard service or his delegate, who shall draw up a report signed by the person who examined the surveillance videos.

### **Article 8**

*(Maintenance of surveillance systems)*

In the event of malfunctioning of the intruder, security and video-surveillance systems, the officer/agent on duty shall immediately notify the Command of the Fortress Guard, which shall contact the maintenance company as soon as possible.

The Director of the State Institutional Secretariat shall also be promptly notified of any malfunctions of the above-mentioned systems.

All decisions regarding the maintenance, updating, modification or new installation of the intruder, security and video surveillance systems shall fall under the responsibility of the State Institutional Secretariat. Therefore any intervention in this regard, even on the initiative of the Command of the Fortress Guard/head of the security guard service, shall be authorised in advance by the State Institutional Secretariat.

### **Article 9**

*(Organization of the service)*

To ensure the service referred to in this Regulation, the Command of the Fortress Guard shall provide for the constant presence at the Government Building of two agents per shift, one of whom shall act as Officer in Charge. The Officer in Charge shall mainly guard the main entrance of the building, while the other agent shall mainly monitor the video surveillance system installed in the foyer of the Government Building.

The Command shall also appoint a non-commissioned officer to act as head of the service under this regulation.

### **Article 10**

*(Continuity of the service while the Government Building is closed)*

The continuity of the security guard service when the Government Building is closed shall be ensured by the Gendarmerie Corps, at whose Command the intruder and fire alarm system are connected. To this end, the Gendarmerie Corps shall be required to be familiar with the functioning of the intruder, security and video surveillance systems installed in the Government Building.

The Gendarmerie shall notify the Director of the State Institutional Secretariat of any unusual or suspicious event detected during the closing hours of the Government Building.

### **Article 11**

*(Technological equipment)*

The Command of the Fortress Guard and the Command of the Gendarmerie, in agreement with the State Institutional Secretariat, may submit proposals to the Ministry of Internal Affairs to equip the Government Building with new surveillance and security systems, to update and/or modify existing ones, as well as to provide the Commands with technologically appropriate equipment in order to guarantee the most appropriate security conditions.

### **Article 12**

*(Repeal)*

This Regulation shall repeal and replace Regulation no. 1 of 31 May 2010.

*Done at Our Residence, on 22 November 2010/1710 since the Foundation of the Republic*

THE CAPTAINS REGENT

*Giovanni Francesco Ugolini – Andrea Zafferani*

MINISTER

THE MINISTER OF INTERNAL  
AFFAIRS

*Valeria Ciavatta*