



**JARAMOGI OGINGA ODINGA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

DOCUMENT: SECURITY PROCEDURES

DOC. NO.: JOOUST/VC/SEC/OP 09




AUTHORIZED BY: VICE-CHANCELLOR SIGNATURE: 

ISSUED BY: SECURITY OFFICER SIGNATURE: 

0.1 DOCUMENT DISTRIBUTION

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0.2 DOCUMENT CHANGES

DATE	CHANGES	AUTHORIZED BY
27/4/2012	Restructured the Security Procedures as Methods and included timelines	
29/4/2013.	Procedure reviewed to reflect change of status from BUC to JOOUST	 

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30/04/2015 Procedure reviewed for adequacy

1.0 Purpose: To ensure efficient investigation, arrest and prosecution of offenders at JOOUST.

2.0 Scope The procedure covers all aspects of investigation, arrest and prosecution of offenders, guarding, intelligence gathering and disaster and fire preparedness within the University.

- 3.0 References:**
- 3.1 ISO 9001: 2008 Standard
 - 3.2 JOOUST Quality Manual
 - 3.3 JOOUST Statutes
 - 3.4 Terms of Service (JOOUST)
 - 3.5 JOOUST Service Charter
 - 3.6 Laws of Kenya (CPC, PC & EA)

4.0 Terms and Definitions

- 4.1 **BUC:** Bondo University College
- 4.2 **JOOUST:** Jaramogi Oginga Odinga University of Science and Technology
- 4.3 **VC:** Vice-Chancellor
- 4.4 **DVC (PAF):** Deputy Vice-Chancellor
(Planning, Administration & Finance)
- 4.5 **SO:** Security Officer
- 4.6 **OB:** Occurrence Book
- 4.7 **PC:** Penal Code

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- 4.8 **CPC:** Criminal Procedure Code
- 4.9 **EA:** Evidence Act
- 4.10 **IT:** Investigating Team
- 4.11 **Occurrence Book:** Book where all incidences are recorded
- 4.12 **Exhibit Register:** Register for recording all available exhibits
- 4.13 **QMS** Quality Management Representative
- 4.14 **QMR:** Quality Management Representative
- 4.15 **VC** Vice-Chancellor
- 4.16 **I.O** Investigation Officer
- 4.17 **Establish Register:** Register for Recording Exhibits
- 4.18 **Access control:** Is the process of manning the gates to the compound, the main entries and exists to BUC Buildings so as to ward off unauthorized access.
- 4.19 **Serious Incident:** Anything that causes the disruption of peace or that points to a motive for crime.
- 4.20 **Non – Serious Incident:** Petty cases.

5.0 Responsibility

The Security Officer shall be responsible for the implementation of this procedure.

6.1 Guarding

- 6.1.1 The Security Guard shall report to work as required and sign in the Register at the Security Office.
- 6.1.2 The Supervisor shall deploy the Security Guard as per the duty Roster either on Patrol or access control.
- 6.1.3 Patrol Guard shall conduct a security survey of area assigned before taking over and notify his Supervisor of anything unusual on daily basis.

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- 6.1.4 The Guard providing access control shall on daily basis control access and monitor for abnormal activities or incident.
- 6.1.5 The Guard shall determine the gravity of the incident and the need for escalation incase of a security lapse.
 - 6.1.5.1 If the incident is serious, the Guard shall immediately involve the Supervisor and record in the occurrence book.
 - 6.1.5.2 Incase the incident is not serious the Guard shall immediately resolve it.
- 6.1.6 The Guard shall hand over to the incoming Guard and sign out at the end of the shift after both of them have verified the situation on the ground.
- 6.1.7 The Supervisor shall compile a summary at end of shift and hand over to the incoming Supervisor.

6.2 Investigations and Apprehension of Offenders

- 6.2.1 The SO shall immediately investigate all incidents booked in the OB.
- 6.2.2 The SO shall record statements from the person reporting the incident and witnesses.
- 6.2.3 The SO shall visit the scene of incident and collect evidence within 24 hours.
- 6.2.4 The SO shall immediately collect, label, store and enter in the Exhibit Register all exhibits for necessary action.
- 6.2.5 The SO shall summon, interrogate suspect(s) and record statements.
- 6.2.6 The SO shall inform suspect of reason for arrest if cognizable offence is disclosed.
- 6.2.6 The SO shall immediately apprehend and conduct search on the suspect(s).
- 6.2.7 The SO shall immediately hand over suspect(s) to the police and inform

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the VC

6.2.8 The SO shall immediately consult with the VC before taking action if the suspect is a member of staff or student of JOOUST.

6.2.9 The SO shall forward the report to the VC within 7 days of incident.

6.2.10 The SO shall follow up case until final disposal.

6.3 Intelligence Gathering

6.3.1 The SO shall gather information with a view to preventing occurrence of criminal activities in the University.

6.3.2 The SO shall update the VC on security status of University.

6.3.3 The SO shall be wary of early warning signs of unrest among students, staff and the local community.

6.3.4 The SO shall immediately analyze, validate and report the same to the VC.

6.3.5 The SO shall keep records of such information on daily basis for reference.

6.3.6 The SO shall maintain confidentiality of such information.

6.3.7 The SO shall immediately liaise with the relevant government agencies with a view of sharing information where necessary.

6.4 Disaster and Fire Emergency Preparedness

6.4.1 The SO shall conduct fire and other emergency preparedness assessment bi-annually.

6.4.2 The SO shall report the result of the assessment to the VC with recommendations.

6.4.3 The SO shall conduct fire/emergency training bi-annually for staff and students and inform VC prior to emergency drill exercise.

6.4.4 The SO shall immediately liaise with relevant disaster/emergency response bodies to ensure timely response incase of emergency.

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- 6.4.5 The SO shall immediately communicate and administer first-aid, evacuate casualties and control the crowd in the event of fire/disaster.
- 6.4.6 The SO shall submit a detailed report to the VC and police within 48 hours of disaster or drill happening.

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