



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


DOCUMENT: SECURITY PROCEDURES

DOC. NO.: JOOUST/VC/SEC/OP 26

AUTHORIZED BY: VICE-CHANCELLOR

SIGNATURE: 

ISSUED BY: SECURITY OFFICER

SIGNATURE: 

0.1 DOCUMENT DISTRIBUTION

S/NO	TYPE	OFFICE
i.	Master Copy	QMR
ii.	Copy	VC
iii.	Copy	Security Officer
iv.	Soft Copy	JOOUST Website by Password

0.2 DOCUMENT CHANGES

DATE	CHANGES	AUTHORIZED BY
.....
.....
.....
.....
.....

ISSUE NO: 002	REVISION NO: 00	DATE OF ISSUE: 15 TH JANUARY, 2018
-------------------------	---------------------------	---

1.0 Purpose:

To ensure efficient investigation, counsel, arrest and prosecution of offenders at JOOUST.

2.0 Scope:

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

3.0 References:

- i. ISO 9001: 2015 Standard
- ii. JOOUST Quality Manual
- iii. JOOUST Statutes
- iv. Terms of Service (JOOUST)
- v. JOOUST Service Charter
- vi. Laws of Kenya (CPC, PC & EA)

4.0 Abbreviations, Acronyms and Definitions:

- i. Access control: Is the process of manning the gates to the compound, the main entries and exists to buildings so as to ward off unauthorized access.
- ii. CPC: Criminal Procedure Code
- iii. DVC (PAF): Deputy Vice-Chancellor (Planning, Administration & Finance)
- iv. EA: Evidence Act
- v. Establish Register: Register for Recording Exhibits
- vi. Exhibit Register: Register for recording all available exhibits
- vii. I.O Investigation Officer
- viii. IT: Investigating Team

ISSUE NO: 002	REVISION NO: 00	DATE OF ISSUE: 15 TH JANUARY, 2018
-------------------------	---------------------------	---

- ix. JOOUST: Jaramogi Oginga Odinga University of Science and Technology
- x. OB: Occurrence book where all incidences are recorded
- xi. PC: Penal Code
- xii. QMR: Quality Management Representative
- xiii. SSO: Senior Security Officer
- xiv. VC: Vice-Chancellor

5.0 Responsibility

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

6.0 Method

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.
- 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.

ISSUE NO: 002	REVISION NO: 00	DATE OF ISSUE: 15 TH JANUARY, 2018
-------------------------	---------------------------	---

- 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 SSO shall immediately investigate all incidents booked in the OB.
- 6.2.2 The SSO shall record statements from the person reporting the incident and witnesses.
- 6.2.3 The SSO shall visit the scene of incident and collect evidence within 24 hours.
- 6.2.4 The SSO shall immediately collect, label, store and enter in the Exhibit Register all exhibits for necessary action.
- 6.2.5 The SSO shall summon, interrogate, counsel suspect(s) and record statements.
- 6.2.6 The SSO shall inform suspect of reason for arrest if cognizable offence is disclosed.
- 6.2.6 The SSO shall immediately apprehend and conduct search on the suspect(s).
- 6.2.7 The SSO shall immediately hand over suspect(s) to the police and inform the VC if the suspect is not a member of staff or student of JOOUST
- 6.2.8 The SSO 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 SSO shall forward the report to the VC within 7 days of incident.
- 6.2.10 The SSO shall follow up case until final disposal.

6.3 Intelligence Gathering

- 6.3.1 The SSO shall gather information with a view to preventing occurrence of

ISSUE NO: 002	REVISION NO: 00	DATE OF ISSUE: 15 TH JANUARY, 2018
-------------------------	---------------------------	---

criminal activities in the University.

- 6.3.2 The SSO shall update the VC on security status of University.
- 6.3.3 The SSO shall be wary of early warning signs of unrest among students, staff and the local community.
- 6.3.4 The SSO shall immediately analyze, validate and report the same to the VC.
- 6.3.5 The SSO shall keep records of such information on daily basis for reference.
- 6.3.6 The SSO shall maintain confidentiality of such information.
- 6.3.7 The SSO 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 SSO shall conduct fire and other emergency preparedness assessment bi-annually.
- 6.4.2 The SSO shall report the result of the assessment to the VC with recommendations.
- 6.4.3 The SSO shall conduct fire/emergency training bi-annually for staff and students and inform VC prior to emergency drill exercise.
- 6.4.4 The SSO shall immediately liaise with relevant disaster/emergency response bodies to ensure timely response incase of emergency.
- 6.4.5 The SSO shall immediately communicate and administer first-aid, evacuate casualties and control the crowd in the event of fire/disaster.
- 6.4.6 The SSO shall submit a detailed report to the VC and police within 48 hours of disaster or drill happening.

ISSUE NO: 002	REVISION NO: 00	DATE OF ISSUE: 15 TH JANUARY, 2018
-------------------------	---------------------------	---