



KENYA FOREST SERVICE

DOCUMENT TITLE: FOREST PROTECTION OPERATIONS

REF NO:KFS-ENCOM-001

ISSUE NO: 2

REVISION NO:1

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ISSUE HISTORY

ISSUE	DESCRIPTION OF CHANGE	PROCESS OWNER	EFFECTIVE DATE
1	None, no changes have been done	Operations Officer	1 st June 2010
2	Changes to conform to ISO 9001:2015	Operations Officer	31 st May 2018

REFERENCED DOCUMENTS

S/NO	REF	TITLE
1.	QPM	Quality Policy Manual
2.	AR	Achievements Reports
3	SOP	ENCOM Procedure Manual(SOP)
4	FA	Forest Management and Conservation Act 2016
5	COC	Disciplinary Code of conduct for Disciplined Officers
6	WI	Work Instructions
7	SP	Strategic Plan

COPY HOLDERS

CCF

1. QMR
2. Commandant
3. Head Investigations
4. Forest Protection Operations Officer
5. Quartermaster
6. Head of Conservancy
7. Regional Commandants
8. Ecosystem Conservator
9. Forest Station Managers

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RECORDS/ANEXXES

REC NO:

REC TITLE

Report Registers

Quarterly progress Registers

Daily operations and incidents Reports

Annual Reports

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1. TERMS AND DEFINITIONS

TERM	DEFINITION(S)
KFS	Kenya Forest Service
KPI	Key Performance Indicator
CSF	Critical Success Factor
CCF	Chief Conservator of Forests
DCCF	Deputy Chief Conservator of Forests
FPPR	Forest Protection Patrol Register

2. SCOPE

This procedure covers deployment, detailing of Rangers, facilitation, monitoring, receipt of information on forest threats, recording and reporting to authorities.

3. PURPOSE

This is to ensure effective control of forest protection and security operation activities within the forest estates.

4. OBJECTIVES

NB: Refer to the performance contract

CSF	KPI	TARGET (S)	DUE


5. RESPONSIBILITY AND AUTHORITY

4.1 CCF

- Provide leadership, Facilitation and guidance for operations.

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4.2 DCCF P&S /Commandant

- Overall coordination of forest protection and security operations and appraise ENCOM staff.

4.3 Operations Officer-

- Organizing and implementing all the operational issues in ENCOM department.
- Advice the Commandant on the operational needs.
- Receive forest protection and security reports from the field.
- Maintain a register on forest protection and security reports on daily basis.
- Generate daily forest crime incident reports
- Monitor the Operational performance of Regional Commandants, Base Commanders.
- Compile quarterly and annual performance contract progress reports.

4.4 Radio Operator

- Compile Radio reports from Conservancies.
- Liaise with KFS stations on operations work.
- Communicate with all radio stations in KFS.
- Keep records of communication equipment and their status.
- Link Forest stations with the headquarters.
- Monitoring CCTV footages.

6. RESOURCES, INPUTS AND OUTPUTS

6.1. Resources

- Finances
- Personnel
- Infrastructure

6.2. Inputs

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- Rangers
- Rangers’ notebooks
- Patrols
- Observations

6.3. Outputs

- Observations
- Daily reports
- Monthly crime and patrol reports
- Receiving monthly reports by CCF

7. CRITERIA OF MEASUREMENT

NB: Refer to Performance progress reports

8. RISK AND OPPORTUNITIES

NB: Refer to the Service’s Risk register

9. EVALUATION OF PROCESS


NB: Refer to the Monitoring and Evaluation Reports

10.DETAILS OF PROCEDURE

- Daily morning call ups from the RCs are entered in the register.
- Compiled as daily operation brief for the commandant and onward submission to the CCF
- A copy is filed at the Operation Office.
- The Regional Commandants compile reports and sends them to the HQs operation office

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- Operations officer HQs compiles all reports from Fields for the commandant and onward submission to the CCF.
- The CCF marks the report to action officer as necessary.

Radio Room

- Radio room should be manned twenty four hours daily
- Maintains records of radio communication equipment and their status
- Radio operators receive information on forest threats and incidences from the conservancies.
- Radio operator enters the information in the communication register.
- Compiles the reports and submits them over to the operation officer
- Relays back information to the field stations
- Communication register must capture, among others:-
 - ✓ Date and reporting time.
 - ✓ Name and location of caller.
 - ✓ Nature of destruction
 - ✓ Name of forest
 - ✓ Action officer and action taken.
- Monitoring CCTV footages to follow up on incidents.

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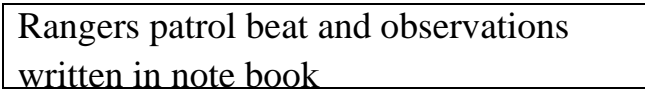
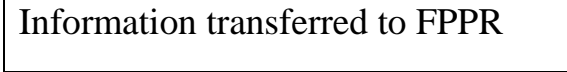
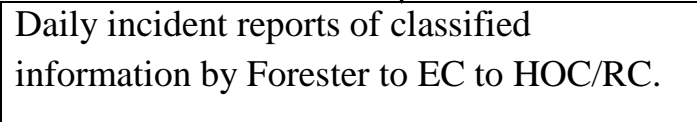
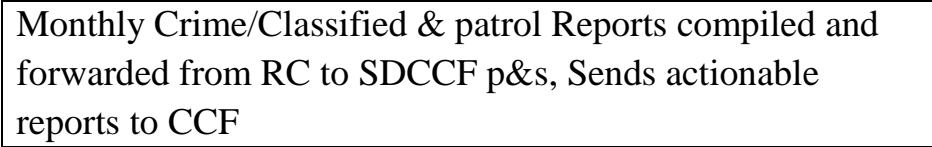
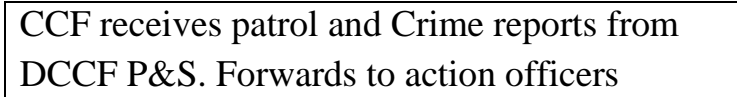

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11.PROCESS FLOW CHART

ACTIVITY	RESPONSIBILITY
 ↓	
 ↓	Rangers
 ↓	Rangers
 ↓	Forester
 ↓	RC
 ↓	CCF
	

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