



| | | | |
|-----------------------------------------------------------------------------------|-----------------------------|--------------------|-----------------------------------------------------|
|  | KENYA FOREST SERVICE | | DOCUMENT TITLE: INTELLIGENCE SECTION |
| | REF NO:KFS-ENCOM-002 | ISSUE NO: 2 | REVISION NO:1 |

| ISSUE HISTORY | | | |
|----------------------|------------------------------------|---------------------------|---------------------------|
| ISSUE | DESCRIPTION OF CHANGE | PROCESS OWNER | EFFECTIVE DATE |
| 1 | None, no change has been done | Head Intelligence Section | 1 st June 2010 |
| 2 | Changes to conform to ISO 9001:215 | Head Intelligence Section | 31 st May2018 |
| | | | |

| 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. | NSP | National Security Policy |
| 8. | SP | Strategic Plan |

| | |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------|
| PREPARED BY: COMMANDANT | APPROVED BY: CCF  |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------|



KENYA FOREST SERVICE

**DOCUMENT TITLE:
INTELLIGENCE
SECTION**

REF NO:KFS-ENCOM-002

ISSUE NO: 2

REVISION NO:1

PAGE: 1 of 7

COPY HOLDERS

1. CCF
2. QMR
3. Commandant
4. Head Intelligence

RECORDS/ANEXXES

| REC NO: | REC TITLE |
|---------|--------------------------------------|
| RR | Routine reports |
| IR | Intelligence reports |
| SAR | Special Assignment reports |
| OB | Weekly intelligence/Operations brief |
| AR | Annual Reports |
| MIR | Monthly Intelligence Reports |

PREPARED BY: COMMANDANT

APPROVED BY: CCF




| | | |
|-----------------------------------------------------------------------------------|-----------------------------|-----------------------------------------------------|
|  | KENYA FOREST SERVICE | DOCUMENT TITLE: INTELLIGENCE SECTION |
| REF NO:KFS-ENCOM-002 | ISSUE NO: 2 | REVISION NO:1 |
| | | PAGE: 1 of 7 |

TABLE OF CONTENTS

| | | |
|-----|------------------------------------|---|
| 1. | TERMS AND DEFINITIONS..... | 4 |
| 2. | SCOPE..... | 4 |
| 3. | PURPOSE..... | 4 |
| 4. | OBJECTIVES..... | 4 |
| 5. | RESPONSIBILITY AND AUTHORITY..... | 5 |
| 6. | RESOURCES, INPUTS AND OUTPUTS..... | 6 |
| 7. | CRITERIA OF MEASUREMENT..... | 6 |
| 8. | RISK AND OPPORTUNITIES..... | 6 |
| 9. | EVALUATION OF PROCESS..... | 6 |
| 10. | DETAILS OF PROCEDURE..... | 6 |
| 11. | PROCESS FLOW CHART..... | 8 |

| | |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| PREPARED BY: COMMANDANT | APPROVED BY: CCF  |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------|

| | | | |
|-----------------------------------------------------------------------------------|-----------------------------|--------------------|-----------------------------------------------------|
|  | KENYA FOREST SERVICE | | DOCUMENT TITLE: INTELLIGENCE SECTION |
| | REF NO:KFS-ENCOM-002 | ISSUE NO: 2 | REVISION NO:1 |

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 direction, collection, processing and dissemination of information and intelligence to the users.


3. PURPOSE


This is to ensure effective management of information and intelligence within the Service

4. OBJECTIVES

NB: Refer to performance contract

| CSF | KPI | TARGET (S) | DUE |
|------------|------------|-------------------|------------|
| | | | |

| | |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------|
| PREPARED BY: COMMANDANT | APPROVED BY: CCF  |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------|

| | | |
|-----------------------------------------------------------------------------------|-----------------------------|-----------------------------------------------------|
|  | KENYA FOREST SERVICE | DOCUMENT TITLE: INTELLIGENCE SECTION |
| REF NO:KFS-ENCOM-002 | ISSUE NO: 2 | REVISION NO:1 |
| PAGE: 1 of 7 | | |

5. RESPONSIBILITY AND AUTHORITY

5.1 CCF

- Consumer of information and intelligence

5.2 DCCF P&S /Commandant–

- Guide information and intelligence management in the Department and Service

5.3 Head Intelligence Unit


- Formulate, evaluate and implement policies and procedures for intelligence operations
- Gather any forms of intelligence of forest interest.
- Design, plan and conduct covert intelligence operations as necessary
- Liaise with investigation Department through weekly briefing
- Train, guide, appraise, and manage Intelligence section staff


5.4 Liaison Officer

- Maintenance of records of all security information.
- Coordination and administration of intelligence section.
- Coordinate reception functions of KFS with other departments for security reasons

5.5 Collection Officer

- Responsible for planning, tasking, direction of all collection efforts.
- Planning, coordinating and management of collection resources and Agencies.
- Liaise with other sections for the purpose of collection.
- General administration of collection section.
- Operations responsibility of KFS sources
- Point of contact at HQs.
- Manage intelligence database on all intelligence information.
- Revise, maintain and improve collection plans

| | |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| PREPARED BY: COMMANDANT | APPROVED BY: CCF  |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------|

| | | |
|-----------------------------------------------------------------------------------|-----------------------------|-----------------------------------------------------|
|  | KENYA FOREST SERVICE | DOCUMENT TITLE: INTELLIGENCE SECTION |
| REF NO:KFS-ENCOM-002 | ISSUE NO: 2 | REVISION NO:1 |
| PAGE: 1 of 7 | | |

6. RESOURCES, INPUTS AND OUTPUTS

6.1. Resources

- Finances
- Personnel
- Infrastructure

6.2. Inputs

- Gathering information.
- Collection of information.
- Analysing information.

6.3. Outputs

- Deducted information.
- Forwarding of information to CCF
- Receiving of information from CCF to action officers

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

7.1 Set directions and guidance.

7.2 Collect data as per work instructions.

7.3 Data collection is done by any of the following methodologies namely:-

- Imagery intelligence.
- Signal intelligence.

| | |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------|
| PREPARED BY: COMMANDANT | APPORVED BY: CCF  |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------|

| | | |
|-----------------------------------------------------------------------------------|-------------------------------|------------------------------------------------------------|
|  | <h1>KENYA FOREST SERVICE</h1> | <p>DOCUMENT TITLE: INTELLIGENCE SECTION</p> |
| <p>REF NO:KFS-ENCOM-002</p> | <p>ISSUE NO: 2</p> | <p>REVISION NO:1</p> |
| <p>PAGE: 1 of 7</p> | | |

- Human intelligence
- Technical intelligence.


7.4 For each data collection method, the associated utilities are provided.
Associated utilities must include among others:-

- Sufficient mobility
- Cameras
- Sufficient communication.

7.5 Process the information as per work instructions.

7.6 Disseminate information to relevant authorities as per work instructions.

NOTE 1: Abide to set timelines, routine/impromptu reports

| | |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <p>PREPARED BY: COMMANDANT</p> | <p>APPROVED BY: CCF</p>  |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------|



KENYA FOREST SERVICE

DOCUMENT TITLE:
INTELLIGENCE
SECTION

REF NO:KFS-ENCOM-002

ISSUE NO: 2

REVISION NO:1

PAGE: 1 of 7

11.PROCESS FLOW CHART

| ACTIVITY | RESPONSIBILITY |
|-------------------------------------------------------------------------------|--------------------|
| START | |
| ↓ | |
| Rangers/ staff gather information through routine duties | Rangers /Staff |
| ↓ | |
| Information collected and collated by collection officer | Collection officer |
| ↓ | |
| Information analysed by analyst | Analyst |
| ↓ | |
| Deductions made and intelligence report generated and forwarded to Commandant | Head intelligence |
| ↓ | |
| CCF receives Intelligence from Commandant and Forwards to action officers | CCF |
| ↓ | |
| END | |

PREPARED BY: COMMANDANT

APPROVED BY: CCF