



KENYA FOREST SERVICE

DOCUMENT
TITLE:SECURITY
PROCEDURES

REF NO:KFS-ENCOM-005

ISSUE NO: 2

REVISION NO:1

Page 1 of 8

ISSUE HISTORY

ISSUE	DESCRIPTION OF CHANGE	PROCESS OWNER	EFFECTIVE DATE
1	None, no change has been done.	Adjutant	1 st June 2010
2	Changes done to conform to ISO 9001:2015 Standard	Adjutant	31 st May 2018

REFERENCED DOCUMENTS

S/NO	REF	TITLE
1.	QPM	Quality Policy Manual
2.	QPM-7	Reports
3	PM	Procedure Manual
4	WI	Work Instructions
5	SP	Strategic Plan
6	COC	Disciplinary Code of Conduct
7		Standard Operating Manual (SOP)
8		HRBA Manual

PREPARED BY: COMMANDANT

APPROVED BY: CCF



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Page 2 of 8

COPY HOLDERS

1. CCF
2. QMR
3. DCCF P&S
4. ADJUTANT
- 5.
- 6.

RECORDS/ANEXXES

REC NO:	REC TITLE
	Nominal Roll
	Discipline Records
	Duty Rosters
	Leave Rosters
	Calendar of events
	Training Records

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	KENYA FOREST SERVICE	DOCUMENT TITLE:SECURITY PROCEDURES
REF NO:KFS-ENCOM-005	ISSUE NO: 2	REVISION NO:1
Page 3 of 8		

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.....	5
7.	CRITERIA OF MEASUREMENT.....	5
8.	RISK AND OPPORTUNITIES.....	6
9.	EVALUATION OF PROCESS.....	6
10.	DETAILS OF PROCEDURE.....	6
11.	PROCESS FLOW CHART (SECURITY BREACH).....	8

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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

2. SCOPE

This Procedure covers administration welfare, discipline, training and security within the department and Service

3. PURPOSE

The purpose is to ensure effective personnel administration, training within the department and security in the Service

4. OBJECTIVES


NB: Refer to the performance contract

CSF	KPI	TARGET (S)	DUE

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	KENYA FOREST SERVICE	DOCUMENT TITLE:SECURITY PROCEDURES
REF NO:KFS-ENCOM-005	ISSUE NO: 2	REVISION NO:1
Page 5 of 8		

5. RESPONSIBILITY AND AUTHORITY

5.1 CCF

- Accounting and authorizing officer

5.2 DCCF P&S

- Head of the Department and in charge of security of Kenya Forest Service Assets

5.3 Adjutant

- Responsible for administration, welfare, discipline, training and security within the department.

6. RESOURCES, INPUTS AND OUTPUTS

6.1. Resources

- Finances
- Personnel
- Infrastructure

6.2. Inputs

- Reporting of offence to departmental head
- Investigation and detention of suspects
- Reporting of offence to the duty officer

6.3. Outputs

- Detention of suspects
- Appropriate action by duty officer
- CCF receives matter for further guidance


7. CRITERIA OF MEASUREMENT

NB: Refer to Performance progress reports

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	REF NO:KFS-ENCOM-005	ISSUE NO: 2	REVISION NO:1

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 Security of Offices

- The Adjutant details duty sentries of the week
- The duty officer and Guard Commander ensure that all posts are properly manned at all times.
- Duty officers and Guard commanders conduct parades for briefing and debrief on the previous events before embarking on normal duty.
- Armed sentries operate at a minimum of two at any point.
- Night sentries' start from 1800 hrs to 0600 hrs, sentries will be carried out on rotational basis
- Day sentries start from 0600hrs to 1800hrs on rotational basis
- There will be a weekly senior officer on call, weekly duty officer and daily duty NCOs in charge of security of KFS headquarters.
- In case of a break in the office, occupant, Administrator and the Commandant are informed.


7.2 Security Checks

- At the main gate and all other gates, the sentries shall conduct positive identification of visitors and subsequently issue a visitors pass.

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REF NO:KFS-ENCOM-005	ISSUE NO: 2	REVISION NO:1
Page 7 of 8		

- All visitors and vehicles shall be subjected to inspection at the entry and exit points.

7.3 Security Breach

- In case of a breach of security, the offence is recorded in the Occurrence Book and then reported onwards through the chain of command.
- The duty officer investigates and if the matter warrants further inquiry, it is reported to the nearest Police station
- Subsequently, serious cases that require CCF's attention are forwarded by the Commandant.

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REVISION NO: 1

Page 8 of 8

11. PROCESS FLOW CHART (SECURITY BREACH)

ACTIVITY	RESPONSIBILITY
<p>START</p> <p>↓</p>	
Offence is reported to departmental Head	Sentry
Investigates and detains suspect if applicable	Duty Officer
The offence is reported to duty Officer who takes appropriate action	
Commandant is updated and the matter is taken to CCF for further guidance	Commandant
<p>↓</p> <p>END</p>	

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