



KENYA FOREST SERVICE

DOCUMENT TITLE:
CRIME REPORTING

REF NO:KFS-ENCOM-007

ISSUE NO: 1

REVISION NO:1

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ISSUE HISTORY

ISSUE	DESCRIPTION OF CHANGE	PROCESS OWNER	EFFECTIVE DATE
1	None, no changes has been done	Head Investigations	31 st May 2018

REFERENCED DOCUMENTS

S/NO	REF	TITLE
1.	QPM	Quality Policy Manual
2.	AR	Achievements Reports
3.	PM	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

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APPROVED BY: CCF



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COPY HOLDERS

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

RECORDS/ANEXXES

REC NO:	REC TITLE
	Report Registers
	Forest Protection Patrol registers(FPPR)
	Forest Rangers' Notebook
	Exhibits and Confiscated property register
	Criminal cases register
	Daily crime and incidents reports
	Weekly Patrol Reports
	Monthly Forest crime 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

The procedure covers crime reporting system from the beat level to headquarters through the chain of command.

3. PURPOSE

To achieve effective crime monitoring, reporting and accountability

4. OBJECTIVES

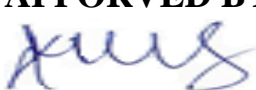
NB: Refer to the performance contract

CSF	KPI	TARGET (S)	DUE

5. RESPONSIBILITY AND AUTHORITY

5.1 CCF

- Facilitates the process

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5.2 DCCF P&S /Commandant

- Coordinates the process

5.3 Head Investigation

- Monitors the process

6. RESOURCES, INPUTS AND OUTPUTS

6.1. Resources

- Finances
- Personnel
- Infrastructure

6.2. Inputs

- Patrols
- Observation made by rangers
- Transfer of information to FPPR
- Daily reports/ classified information by forester to EC to HOC/RC

6.3. Outputs

- Observation made by the rangers noted in notebook
- Compiled monthly crime/classified and patrol reports
- Forwarded from RC to DCCF
- Received patrol and crime reports by CCF from DCCF P&S forwarded to action officer

7. CRITERIA OF MEASUREMENT

NB: Refer to Performance progress reports

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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

1. This process involves the following:

From

a. Rangers Note Book:-

Note Books will be issued to all Rangers as usual to enable them record observations while on field patrol. Upon return to office, the patrol team leader will transfer the information to the Forest Protection Patrol Register (FPPR).

b. Forest Protection Patrol Register (FPPR): -

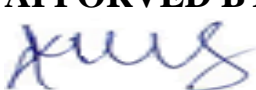
FPPRs issued to all stations and outposts will be used for recording observations made by Rangers upon returning from field patrol. The Forest Station Manager will routinely inspect the register; indicate guidance remarks against each entry made by Rangers, and take necessary action.

c. Criminal cases register:-

This register will be developed and maintained at all stations for recording details of all Forest criminal cases investigated and taken to court for prosecution. The format for maintenance of this record is attached as table I in annex 1.

d. Exhibits and Confiscated property register:-

This register will be developed and maintained at all stations for recording details of all material, tools, equipment, vehicles and other

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property confiscated, for ease of accountability. The format for maintenance of this record is attached as table II in *Annex 1*.

2. The following returns will apply:-

a. **Daily crime and incidents report:-**

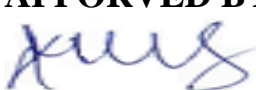
Each Station Manager will on daily basis brief the Ecosystem Conservator (EC) on Protection and Security matters affecting the station. The EC will brief the HOC. Whereas the HOC is responsible to SDCCF-FO on matters of forest operations generally, the HOC will similarly ensure that matters of forest crime are reported to DCCF-Protection and Security through the ENCOM line for necessary action. The DCCF-Protection and Security will in turn brief the CCF as part of morning routine brief. However, urgent matters shall be reported immediately as they occur.

b. **Weekly Rangers Patrol Report:-**

Each Forest Station Manager will generate this detailed report from entries made in the FPPR, and submit to the EC for consideration and action; and may terminate at this level. The format to use is attached as table III in *annex 1*. Further, a checklist for criminal incidents versus cases prosecuted will be prepared as part of this report, reflecting the frequency of offences among other details as attached as table IV in *annex 2*.

c. **Monthly forest crime report: -**

Each Forest Station Manager will use the above registers to prepare and submit a monthly forest crime report to the EC who will compile and submit to the HOC. The HOC will compile and forward to the headquarters for the attention of DCCF P & S. This monthly return should be at KFS headquarters by 5th day of every subsequent month, and will comprise of tables-Part 1, 2 and 3 attached as table V in *Annex 3*.

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11.PROCESS FLOW CHART

ACTIVITY	RESPONSIBILITY
<p style="text-align: center;">(START)</p>	
<p style="text-align: center;">Rangers patrol beat and observations written in note book</p>	Rangers
<p style="text-align: center;">Information transferred to FPPR</p>	Rangers
<p style="text-align: center;">Daily incident reports of classified information by Forester to EC to HOC/RC.</p>	Forester
<p style="text-align: center;">Monthly Crime/Classified & patrol Reports compiled and forwarded from RC to DCCF p&s, Sends actionable reports to CCF</p>	RC
<p style="text-align: center;">CCF receives patrol and Crime reports from DCCF P&S. Forwards to action officers</p>	CCF
<p style="text-align: center;">(END)</p>	

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ANNEXES

ANNEX 1

Table I. CRIMINAL CASES REGISTER (CR).

Case Number	OB No and date of offence	Offence and section of the law	Particulars of the accused. (Name and I.D No.)	Nature of damage caused & Exhibits involved	Date of arrest	Date to court	Court file number & Police Cr/Pcr number.	Results of the case	Particular of Investigator officer
e.g.1/2017									
2/2017									

Table II. EXHIBITS AND CONFISCATED PROPERTY REGISTER

Entry serial number	Date when property was recovered /seized	Description of the property	Brief circumstances leading to recovery/seizure (Where, who, what, why, how)	Case number as per KFS CR (Where applicable)	Name of Accused (Where applicable)	Number, Rank and Name of Investigating officer	Final disposal of the property	
							Disposal remarks	Further disposal remarks
1/2017								
2/2017								

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Table III. DAILY CRIME AND INCIDENTS REPORT

Date	County	Station	Brief description of the occurrence (Who, what, how, why)	Action taken

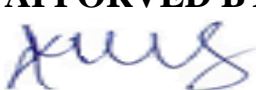
Table IV. WEEKLY PROTECTION PATROL REPORT

S No.	Date	Station	Area/Beat Patrolled	Observations (Who, what, how, why)	Action taken	Remarks

ANNEX-2

**Table V. PART '1' MONTHLY CRIME REPORT
MONTHLY CHECKLIST FOR CRIMINAL INCIDENTS VERSUS
CASES PROSECUTED DURING THE MONTH OF ____ 20 ____.**

CRIME CODE	NATURE OF OFFENCE	(A)	(B)	(C)
		NUMBER OF CRIMINAL	NUMBER OF CRIMINAL CASES INVESTIGA	REMARKS ON JUSTIFICATIONS FOR THE

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		INCIDENTS OBSERVED DURING THE MONTH.	TAKEN TO COURT FOR PROSECUTION DURING THE MONTH.	DIFFERENCE BETWEEN (A)-(B), AND ACTION TAKEN.
A.	ILLEGAL LOGGING OF FOREST TREES WITH A MOTIVE FOR:-	Posts		
		Logs		
		Fuel wood		
		Timber making		
		Charcoal making		
		Poles		
		Withies		
		SUB-TOTAL		
B.	CULTIVATING, CLEARING FORESTLAND			
C.	CONSTRUCTION ON A FORESTLAND	No. of houses:- No. of livestock enclosures :- Length of road in KMs:- Length of path in KMs:-		
D.	INTERFERING WITH BOUNDARY MARKS, FENCE &			

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	NOTICE BOARDS			
E.	GRAZING ILLEGALLY	No. of Cattle:- No. of Camels:- No. of Sheep:- No. of Donkeys:- No. of Goats:-		
F.	SETTING FIRE TO			
G.	MINING, QUARRYING ON A FORESTLAND			
H.	OBSTRUCTING A FOREST OFFICER			
I.	DUMPING OF			
J.	INTRODUCING EXOTIC GENETIC MATERIAL OR INVASIVE PLANT INTO A FOREST			
K.	NARCOTIC DRUGS GROWING ON A FORESTLAND			
L.	HUNTING, COLLECTING BEE PRODUCTS AND ALLIED OFFENCES			
M.	PRESENCE IN A FOREST UNLAWFULLY	No. of people staying in the forest illegally:-		
N.	TAKING AWAY			
O.	EXTRACTING/DEA			

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	LING IN PROTECTED TREE SPECIES			
P.	EXPORT/IMPORT OF FOREST PRODUCE WITHOUT AUTHORITY			
Q.	PERSONATION, WEARING OF UNIFORM, AND ALLIED OFFENCES			
R.	CHARCOAL MOVEMENT WITHOUT A PERMIT			
S.	MOVEMENT OF FOREST PRODUCE			
T.	COUNTERFEITING,			
U.	AFFIXING,			
V.	BREACH OF			
W.	OFFENCES UNDER			
TOTAL				

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