

ISSUED FOR USE ON:

**SECURITY PROCEDURE
MANUAL**

REF: RU/ADM/SEC/015



QUALITY MANAGEMENT SYSTEM BASED ON ISO 9001:2015

SECURITY PROCEDURE MANUAL

RU/ADM/SEC/015

**AUTHORIZED BY: Prof. Samuel Gudu
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Sign: _____

Date: _____

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Quality Management Representative
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Sign: _____

Date: _____

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**ADMINISTRATION PROCEDURE
MANUAL**

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PROCEDURE NUMBER 1: SECURITY

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure effectiveness and efficiency in provision of security service.

1.2 SCOPE

This procedure applies to provision of security services in RU.

1.3 REFERENCES

- a) University Quality Manual: RU/QMR/QM/002.
- b) Students Code of Conduct and existing Government Laws.
- c) University Security Standard Operating Procedures.
- d) University Security and Disaster Management Policy.

1.4 TERMS AND DEFINITIONS

- a) DVC (AFP) – Deputy Vice-Chancellor (Administration, Finance and Planning).
- b) CSO – Chief Security Officer.
- c) RU – Rongo University.
- d) SO – Security Officer.
- e) SG – Security Guard.
- f) OB (Occurrence Book) – daily Log Book completed on a 24 hour basis covering all occurrences and incidences.

1.5 RESPONSIBILITY

- a) The VC is responsible for the supervision of this procedure
- b) The officer in charge of Security is responsible for implementation and adherence to this procedure.

2.0 PROCESS INPUT

- a) Duty Roster
- b) Register
- c) Occurrence Book
- d) Security alerts

3.0 METHOD

3.1 Duty Roster

- 3.1.1. This shall start with the CSO preparing a weekly duty roster
- 3.1.2. The CSO shall assign duties in line with the duty roster

3.2. Security at the Gate

- 3.2.1. This procedure shall start with the SG on duty receiving/registering a visitor/staff at the gate and conducting security checks on the visitor/staff and/or vehicle.
- 3.2.2. The SG on being satisfied with the security checks will allow entry of the visitor/staff and/or vehicle into the University.
- 3.2.3. The SG shall conduct security checks and update the Register respectively on exit of the staff/visitor/vehicle at the Main Gate.

3.3. Handling of Incidents

- 3.3.1. This procedure shall start with any security staff receiving a report or observing a breach of security.
- 3.3.2. The report may be recorded in the Occurrence Book (OB) and where possible the CO be informed for action. If need be, then an Incident Report Form may be filled.
- 3.3.3. If the case requires involvement of the police, the CSO shall inform the VC for appropriate action.

3.4. Handling of Lost and Found Property

- 3.4.1. The procedure shall start with the CSO receiving lost and found items including documents and recording both in the OB and Lost and Found Register
- 3.4.2. The CSO shall notify the University fraternity and/or relevant offices of the lost and found items.
- 3.4.3. On receipt of a request from a claimant, the CSO shall conduct the necessary checks/seek proper identification before handing over the item or document and updating the Lost and Found Register.
- 3.4.4. The CSO may hand over the items/documents to the Police for disposal according to the law if not claimed..
- 3.4.5. For perishable goods, the CSO shall dispose-off unclaimed goods in consultation with the Head of Health Unit or the technical department concerned as applicable.

3.5. Detection and Prevention of Crime

- 3.5.1. This procedure shall start with any security staff in the Security Department identifying an issue or receiving information that would lead to a crime.
- 3.5.2. Upon receipt of 3.5.1, the member of staff in the Security Department shall take an appropriate action and inform the CSO.
- 3.5.3. The CSO shall undertake preventive measure(s), update the OB and make reports to the relevant offices or inform the police after consultation with the VC.

3.6. Collection and Dissemination of Intelligence Information

- 3.6.1. This procedure shall start with any staff in the Security Department receiving information on security matters.
- 3.6.2. The responsible Officer may record the matter in the OB and inform the SCO.
- 3.6.3. The CSO shall take the necessary action to establish the authenticity of the information.
- 3.6.4. If the allegations are confirmed, then CSO may prepare a report and submit it with recommendations to the relevant offices or refer it to the police on consultation with the VC depending on its nature.

4.0 PROCESS OUTPUT

- a) Vehicle Movement record
- b) Lost and Found Item Reports
- c) Gate Passes
- d) Case files
- e) Incident Reports
- f) Registers
- g) Occurrence Book summary
- h) Charge records

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5.0 DOCUMENT CHANGE HISTORY

Supersedes Revision	Revision – (Clause & Details)	Current Rev.	Reviewer's name	Date

RONGO UNIVERSITY – ISO 9001:2015 BASED QUALITY MANAGEMENT SYSTEM

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OBJECTIVES REGISTER FOR SECURITY

OBJECTIVES REGISTER FOR SECURITY										
Department:	Security									
Rev. Status										
Issue Date:										
Created By:				Reviewed By:			Approved By:			
S.No	Key Result Area	Strategic Objective	Objective	Strategies	Key Performance Indicator	Resources Required	Timeline	Deliverable	Frequency of M & E	Responsibility
	Institutional Capacity	To engage, train and retain quality and competent human resources	To sensitize all security guards and officers on Counter-terrorism and Disaster preparedness by December 2019	Engage trainers from National Counter-terrorism Centre. Develop and implement sensitization programme;	Number of security guards and officers sensitized on counter - terrorism	Projector; Laptop; Resource person; Training programme; Budget	End of June, 2019	Sensitization attendance sheet; programme; training report; letter of engagement	Monthly	Chief Security Officer
			To develop work instruction on information gathering and dissemination by 31st December 2019	establish a committee; develop draft work instruction; presentation; approval and implementation of work instruction;	Approved work instructions	Staff, Stationery and equipment	Dec-19	Reports, minutes of meetings; approved Work Instructions;	Quarterly	Chief Security Officer

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RISK REGISTER FOR SECURITY

Department: Security												
Rev. Status												
Issue Date:												
Created By:		Reviewed By:					Approved By:					
S.No	Process	Risk	Causes	Existing Controls	Probability	Impact	Risk Rate	Risk Level	Additional Controls	Frequency of M & E	Opportunities	Responsibility
1	Protection of University property, staff and students	Theft/ Damage to University property	Porous fence, Criss crossing roads/paths, weak physical controls, Inadequate staff, inadequate modern security equipment, terrorism	Few staff employed, barbed wire fence, University Security Document Policies in place,	2	3	6	Medium	Installation of CCTV Cameras, Establishment of a police post, approval and implementation of security documents	Weekly	Construct a perimeter wall around the university	Chief Security Officer
		Loss of University property	Weak physical controls, inadequate fire management equipment and signage, terrorism	Fire audit done, Fire/Emergency Assembly erected, few lightning arrestors in stalled	1	2	2	Low	Installation of additional lightening arresters, annual training on fire management, Purchasing of additional fire appliances, Provision of emergency exit,	Annually	Insurance of assets	Chief Security Officer
		Injury to students and staff	Hostility between villagers and University fraternity, inadequate protective working gears, open trenches,	Few equipment procured, meetings/baraza s held, improved lighting, Liaison with police commanders, sealing off crisscrossing roads/paths, terrorism	2	2	4	Low	Provision of work place policy document, Formation of occupational Health and Safety Committee and implementation of its recommendations, enhanced police patrols, provision of patrol vehicles/motor cycles, students advised against late night movements, annual training on fire management, procurement of protective gears to vulnerable staff,	Monthly	Personal accident insurance, Establishment of police post within the university, community policing, counter-terrorism training	Chief Security Officer

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APPLICABLE FORMS



SECURITY DEPARTMENT

GATE PASS

Name..... PF No..... Dept..... Date.....

Allowed to take the following University property: From..... To.....

Reason(s).....

Vehicle Registration No.....

S/N	Item Code	Description	Unit	Quantity	Remarks
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

	Name	Signature
Prepared By		
Received By		
Delivered By		
Head of Dept./Section/ Dean/ Director		

Security Duty Officer		
Pass Out	Name	Signature and Date
Pass In	Name	Signature and Date

NOTE: Duly Signed Triplet Copy to be returned to the Releasing Officer

