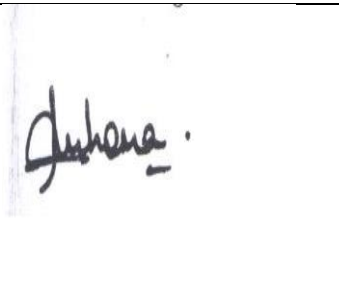





**MASENO UNIVERSITY**

|                       |   |                   |   |
|-----------------------|---|-------------------|---|
| <b>DOCUMENT TITLE</b> | PROCEDURE FOR PROVISION OF SECURITY SERVICES  |                   |   |
| <b>DOC. NO:</b>       | MSU/VC/SEC/OP/01  | <b>ISSUE NO:</b>  | 2   |
| <b>DATE OF ISSUE</b>  | 8 <sup>TH</sup> JUNE, 2018  | <b>REV. NO:</b>   | 1   |
| <b>AUTHOR</b>         | CHIEF SECURITY OFFICER  |                   |   |
| <b>AUTHORIZED BY:</b> | DEPUTY VICE-CHANCELLOR,<br>AFD  | <b>ISSUED BY:</b> | MR  |
| <b>SIGNATURE</b>      |  | <b>SIGNATURE</b>  |  |

|                       |                                     |                  |          |
|-----------------------|-------------------------------------|------------------|----------|
| <b>DOCUMENT TITLE</b> | PROCEDURE FOR PROVISION OF SERVICES |                  | SECURITY |
| <b>DOC. NO.</b>       | MSU/VC/SEC /OP/01                   | <b>ISSUE NO.</b> | 2        |
| <b>DATE OF ISSUE</b>  | 8 <sup>TH</sup> JUNE, 2018          | <b>REV. NO.</b>  | 1        |

## 0.1 DOCUMENT CHANGES

| # | Date<br>(dd-mm-yy) | Details of Change |  | Authorization |
|---|--------------------|-------------------|--|---------------|
|   |                    | Page              | Clause/sub clause  | Title         |
| 1 | 08/06/2018         | 1                 | Inclusion of author, title, change of document number and issuance by MR. Authorization by VC  | VC            |
| 2 | 08/06/2018         | 2                 | 0.1 addition of page and column in the table. Clause 0.2 reviewed to state the procedure shall be available on the University website for authorized user.<br>1. Omission of title | VC            |
| 3 | 08/06/2018         | 3                 | 3.1 and 3.4 Reference to ISO 9001:2015 Standard and MSU/VC/MR/OP/01<br>4.2 Inclusion CSO   | VC            |
| 4 | 08/06/2018         | 3                 | 6. Chief Security Officer reporting to Management  | VC            |
| 5 | 08/06/2018         | All               | Change of font type and size   | VC            |

## 0.2 DOCUMENT DISTRIBUTION

Documents shall be available on the Maseno University website for authorized users.

### 1.PURPOSE:

To ensure safety of all University property, students, staff and visitors.

### 2.SCOPE:

The procedure shall cover provision of security services within the University and its campuses.

### 3.REFERENCES

- 3.1 ISO 9001-2015: Quality Management System - requirement.
- 3.2 Maseno University Quality manual
- 3.3 Outsourced Security Contracts
- 3.4 MSU/VC/MR/OP/01

|                      |  |                  |   |
|----------------------|--|------------------|---|
| <b>DOCUMENT</b>      | PROCEDURE FOR PROVISION OF SECURITY SERVICES |                  |   |
| <b>DOC. NO.</b>      | MSU/VC/SEC/OP/01                             | <b>ISSUE NO.</b> | 2 |
| <b>DATE OF ISSUE</b> | 8 <sup>TH</sup> JUNE, 2018                   | <b>REV. NO.</b>  | 1 |

#### **4. TERMS (DEFINITIONS)**

- 4.1 **VC** Vice -chancellor
- 4.2 **CSO** Chief Security Officer
- 4.3 **ESG** External Security Guards

#### **5. RESPONSIBILITIES**

The Chief Security Officer shall be responsible for effective implementation of this procedure.

#### **6. METHOD**

##### **6.1 Internal Security Services**

- 6.1.1 University Security Committee shall monitor and evaluate the existing safety standards quarterly to ensure conformity to required standards.
- 6.1.2 Chief security officer shall carry out day to day surveillance of security apparatus and operations and make reports to Management where necessary.
- 6.1.3 Chief security officer shall liaise and coordinate with the outsourced security services.
- 6.1.4 Chief security officer shall receive reports on security breaches, carry out investigations and report to management.
- 6.1.5 Chief security officer shall forward all fully investigated cases to the students/ staff disciplinary committees for further action.
- 6.1.6 The Chief Security officer shall hand over criminal cases to the police for further action.
- 6.1.7 The outsourced Security Firm shall forward their security reports / incidents to the Chief Security Officer.