

GREAT LAKES UNIVERSITY OF KISUMU (GLUK)



SECURITY POLICY

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Security Policy

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1.0 GENERAL UNIVERSITY INFORMATION

Great Lakes University of Kisumu is committed to maintaining high standards of education and training of professionals who are responsible stewards of resources and services in the society. GLUK graduates after going through the learning experience with the institution go out equipped with the following rare and important attributes; high level of integrity, transparency and accountability, they are selfless, inclusive and participatory providing space and voice for all people. Our curricula prepare them to meet the needs of the market and professional bodies.

The following section provides guidelines that are applied to determine the eligibility of the applicants seeking admission to various programmes offered at GLUK.

1.1 Vision, Mission, Philosophy and Core Values of the University.

1.1.1 Vision:

The Great Lakes University of Kisumu (GLUK) is established as a centre of excellence bridging academics with community and institutional based development.

1.1.2 Mission:

The Mission of GLUK is to develop effective and concerned managers or leaders with a vision for the transformation of situations in the African context.

1.1.3 Philosophy of the University:

GLUK believes that all people and communities have capacities and are fully engaged in individual, collective and collaborative actions to solve their own problems.

1.1.4 Core Values and principles:

All members of the University in their individual and collective capacities shall be fully committed to high standards of good governance and shall act in a manner consistent with the following values and principles which shall provide the framework within which all the University activities shall be performed:

- a) Excellence.
- b) Respect for dignity of every person.
- c) Results orientation.
- d) Accountability and prudent stewardship of resources.
- e) Integrity and honesty.
- f) Mutual respect.

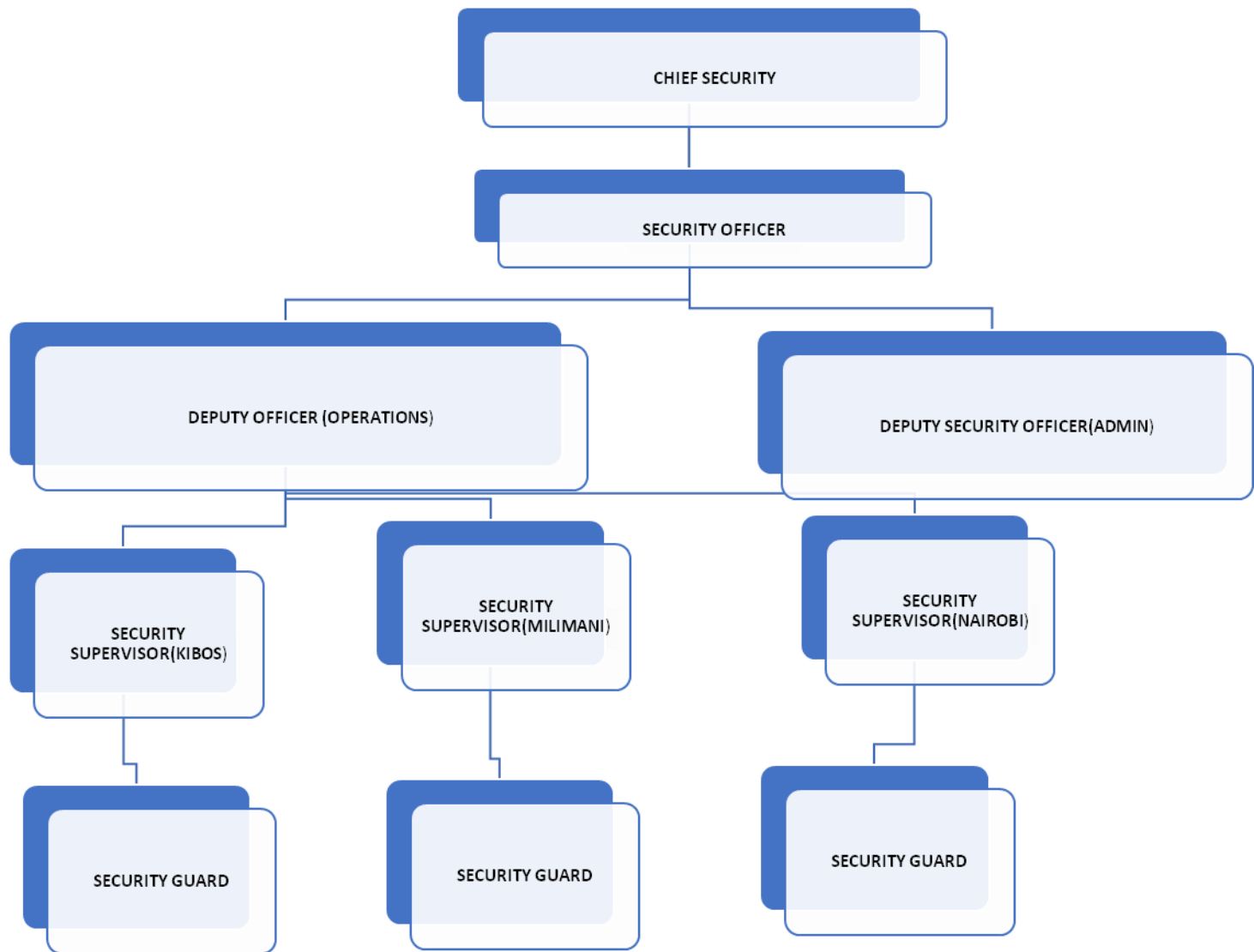
g) Inclusive participation.

2.0 SECURITY FUNCTIONS

Security department functions within GLUK, it's campuses and study centers include;

- 1) Detection and prevention of crime
- 2) Investigation of crime
- 3) Liaison with government and other security agencies.
- 4) Advisory role to students, staff and other stakeholders on matters of security.
- 5) Crime intelligence collection.
- 6) Emergency response, security awareness training and drills
- 7) Ensuring safety of all assets within the premises.
- 8) Controlling movement of people and vehicles in and out of GLUK premises.

2.1 Organogram



2.2 Responsibilities

Shared responsibility for security rests with all students, staff and visitors to the University. In particular, everyone should report all activity, suspected or real, of a criminal nature or any

suspicious activity immediately to Security officer available. Whilst, minor breaches of the policy may be dealt with informally, serious or repeated breaches will invoke disciplinary action. Security department will support the security policy adopting a proactive approach to minimize crime and incidents and their effects on the university, students, visitors, and contractors. The security department will ensure that the response to incidents is well managed by being responsive effective and efficient. The security department will listen and care for our stake holders and promote a safe and secure work and study environment.

It is in the interest of the university that members of the university community report to security department as promptly as possible any activity that appears to be criminal in nature.

Certain elements of these responsibilities fall to particular roles:

2.1.1 Chief Security Officer

The Chief Security Officer shall:

- a) Ensure overall development and planning of security strategy, policies and procedures and oversee the operation of the security department.
- b) Collect, collate, validate analyze and utilize crime intelligence within GLUK
- c) Investigate serious security breaches and where possible arrest and prosecute offenders within GLUK.
- d) Organize training and emergency response drills for students and staff.
- e) Provide liaison with relevant Emergency response teams, security agencies and local authorities.
- f) Provide expert and impartial Up-To-Date advice to university management, students and staff on local security matters.
- g) Manage the university fire detection systems security of staff and CCTV systems.
- h) Oversee Implementation of the university Car policy

2.1.2 Deputy Security Officer

The security officer shall:

- Ensure day to day management of the security operation and monitoring of all policies and procedures to ensure their continued effectiveness.
- Conduct security needs surveys in GLUK bi-annually.

- Identify training needs of guards and provide job instructions
- Ensure supervision is conducted at least 3 times within 12hour shift.
- Maintain discipline of guards.
- Advise CSO on necessary security preventive measures; installation of physical hardware, sensitization of staff and student (security alerts).
- Carry out review of preventive security strategies from time to time.
- Organize for fire and other emergence response drills bi-annually.
- supervise the out sourced security firm.
- Conduct prompt investigations of all reported incidents.
- Collect, label, store and enter into exhibits register all exhibits.
- Summon, interrogate and record statements from suspects.
- Hand over apprehended suspects to the police to inform VC within shortest time possible.
- Submit preliminary investigation report to the VC within 12hours and a comprehensive report within seven (07) days of any incident.
- Follow up on cases till final disposal.
- Collate, validate, analyze and interpret intelligence information at GLUK.

2.1.3 Security Supervisor

The supervisor shall;

- a) Deploy guards during the shift.
- b) Supervise guards at least three times within a twelve-hour shift
- c) Maintain records of supervision check lists.
- d) Book all incidents, observations and actions taken in the occurrence book for the action by the Chief Security Officer.
- e) Gather crime intelligence, early warning signs or unrest among staff and students and report appropriately to Chief Security Officer.
- f) Discipline guards per the university's code of the conduct.
- g) Properly handle all keys entrusted to security personnel under him.
- h) Undertake measures to prevent /pre-pre-empt crimes at the university.

- i) Promptly visit scenes of incidents as directed by the CSO.
- j) Apprehend and conduct search on suspects in accordance with CPC.
- k) Record statements from both reportee and witness immediately upon recording of an incident.
- l) Perform other administrative duties as directed by CSO or university management.

2.1.4 Security Guards

The guards shall;

- a) Perform security duties as per documented assignment (job)instructions of their locations.
- b) Patrol external areas to deter trespass and potential criminals.
- c) Daily unlock/lock external doors through both electronic and manual processes.
- d) Follow procedures and access control for odd hours events.
- e) Respond to students and staff security assistance requests.
- f) First aid response, reacting to fire alarms and evacuation duties.

2.2 Heads of Academy and Non-Academic Departments.

Have a key role in promoting security within their areas.it is recognized that Head of Department may wish to delegate responsibility for the routine involved in this task to a nominated individual in their department but the overall responsibility for security matters will remain with the head of department.

2.3 Staff

All staff must ensure and adhere to the university security policy, paying particular attention to those issues which are relevant to their activities. They must cooperate with the requests from the security department, especially in trainings, drills, emergency or evaluation situations.

2.4 Students

They must follow security procedures designed to protect university property, in particular regulations governing access to prohibited or areas with other public use equipment. Students

must cooperate with request from security department, especially in sensitization programs, mock drills, emergency or evacuation situations in relation to security.

2.5 General Visitors

All visitors including conference delegates and external event attendees have a general responsibility to look after university facilities whilst on campus and to govern due consideration to security issues. They must follow security procedures designed to protect university property and where issued, carry their visitors passes at all times. It is the responsibility of the host to ensure that all visitors are informed and comply with university security policy including during emergency situations.

3.1 Outsourcing

The university shall outsource the below listed security services as per public procurement and disposal Act (2005);

- **ALARM BACKUP AND VIP ESCORT SERVICES**

The outsourced firm(s) shall undertake installation, training, deployment and supervision of their security personnel and services as per contract requirements.

3.2 Electronic Security

The university shall endeavor to ensure a safe and secure environment for teaching, learning and research through use of electronic gadgets such as alarms, metal detectors, CCTV, patrol scan monitors, vehicles under search mirrors, voice recorders, among others.

4.0 Crime Prevention

4.1 Security Awareness Training

Proactive crime prevention and security awareness will help to ensure a safe secure environment, enabling work-study to continue with minimum amount of disruption. Staff and students should make every effort to counter the threat of crime, as laid out in Appendix A.

4.2 Incident Reporting

Incident reporting is the identification of patterns of criminal activity. It permits investigation and recommendation to be made to prevent recurrence.

Comprehensive reporting of incidents provides an accurate picture of the level of crime throughout the university and thus ensures that adequate resources are provided to combat that crime which contributes to the success of the university's fight against crime. All incidents of a security nature should be reported and managed as laid out in appendix B.

4.3 Crime Investigation

All crimes that occur on university premises will be investigated appropriately to prevent occurrence and aid crime prevention. The CSO or other members of security department as delegated will carry out internal investigation of security related incidents, producing written reports for circulation where necessary.

5.0 PERSONAL SECURITY

Whilst it is the responsibility of the security department to provide a safe and secure environment, it is the responsibility of all those in the university to take all reasonable measures to ensure their own personal safety.

5.1 Staff and Students

The security department will provide security briefs that staff and students are expected to attend during an induction period. Other security sensitization programs will be offered as an ongoing activity where maximum cooperation will be required. Staff and students should be made aware of security advice publications and further advice as laid out in Appendix G.

5.2 Contractors and Visitors

All contractors who make use of and work on university property have a general responsibility to give due consideration to personal security issues. In particular they should follow security advice and procedures designed to protect them while on university property. A visitor's host or project manager has the responsibility to ensure security advice and procedures are readily available.

6.0 Identity Cards

All staff students are issued with GLUK identification card and a library membership card. the card is non-transferable and may be carried and used by the individual to whom it was issued. staff and students should carry their cards with them at all times when on the university premises and must show their card to security staff on request. Loss of identity cards must be reported to security as soon as possible. long-term visitors (beyond five continuous working days) and contractors will be issued with security visitors pass at any security office which must be carried at all times while at the university premises. (see Appendix C).

Security will reserve the right to establish the identities of persons on GLUK premises and detain any issued card or pass following an incident on campus. GLUK identity cards will be forwarded to the dean of students' office for student issues and retained by CSO for staff, visitors, and contractors are reissued via departments if deemed appropriate.

7.0 ACCESS CONTROL

Access control systems operate in all entry points of the premises. All GLUK clientele shall be required to produce respective identification document on request by security officers to gain entry to the premises. (see Appendix C).

8.0 UNIVERSITY CORE HOURS

Core hours defined as Monday to Friday 8am to 5pm (except for essential service provider) excluding public holidays. If work needs to be done or continued outside those hours and you feel at risk, the security department should be informed.

Access to the university core odd hours will be in accordance with the process set out in the long-term working policy (Appendix C)

9.0 CONTROL OF LOCK AND KEYS

Any requests for locks and keys for new premises, refurbishments and replacements will be in consultation with chief security officer and the senior estate officer.

Security carries out duties over 24hours, 365 days per year and requires to access all areas especially during emergency situations. Any requests made by security officers for keys (or

access to keys) code; swipe cards or any other means of access, must be granted in order to have such emergencies dealt with immediately. In exceptional circumstances, certain restrictions may apply to sensitive areas(research) but agreement will be achieved between interested parties regarding access in any emergency situation (see appendix D).

10.0 PROTECTION OF EQUIPMENT/DOCUMENTATION

10.1 Security of Equipment

The safe keeping of all property will help to ensure that the maximum amount of equipment is available for use at all times. Students and staff are to make all possible effort to ensure that equipment is protected from the possibility of theft or damage as described at Appendix E.

10.2 Security Hardware

Installation of CCTV, intruder alarms or access control systems on university property will only be undertaken following consultation with Chief Security Officer who will advise on equipment installers and security response. Where CCTV is installed, the requirements of the university's data protection policy and o Kenya information and communication Act (2013) must be adhered to.

10.3 Headed Paper and Stationery

Pre -printed headed paper and other stationery displaying the university logo, staff names and telephone numbers should be locked away when not in use.

10.4 Data Protection

The data of living persons is protected under the constitution of Kenya, data protection Act and the Kenya Information and Communication Act (2013). the constitution creates responsibilities and rights in relation to all aspects of the collection, holding, use and disposal of personal data. Staff should handle personal data in accordance with the university's' data protection policy in this area and of the sources of further advice. Information relating to this policy, training materials, and sources of information are published on the university website to which all students and staff have access.

10.5 Protecting Information Assets

Maintaining the security of computers and related equipment is vital to the university. Computers are prime targets for theft; they are easily disposed of and have a high value. The theft of a computer may also lead to delays in university activity, loss of important data and disruption to learning and teaching. Viruses and worms damage software and data; result in time loss and can close down entire organization.

Damages of this nature is not inevitable and by being aware of simple security measures and observing them, the chances of loss and damage can be minimized. Information on how to protect data and the equipment in which the data is processed is available on the university ICT policy. IT equipment users should access the site and employ the guidelines available as per the university ICT policy.

10.6 Confidential Waste

It is the responsibility of the departments requesting disposal through idle asset disposal committee to ensure confidential material is secured at all times until collected.

10.7 Asset Protection

10.7.1 Control of Cash

Security department discourage the storage of any large amount of cash (30000/= or over) on university premises outside appropriate secure rooms. Cash kept on university premises must be held in accordance with the university's' finance policy.

10.7.2 Security of Buildings

It is the responsibility of all staff to secure their own office space and all equipments in there as laid out at Appendix F.

10.7.3 Security in the Office

It is the responsibility of all staff to secure their own office space and all equipments in there as laid out at Appendix F.

11.0 DRUGS AND ILLEGAL SUBSTANCES

All suspicions of the handling or using of controlled or illegal substances should be reported to the Chief Security Officer in the first instance, so that appropriate investigation and consultation with the university authorities may take place. Policy and guidelines on the misuse of illegal drugs is set out in university HIV/AIDS WORK STUDY POLICY. Departments which hold substances that might constitute a security or safety risk should contact the University Medical Officer, Public Health and Safety officer for advice on the best practice.

12.0 PROPERTY LOST AND FOUND

All lost and found property should be handed in to the security department at GLUK security office. When property is handed in, the date/time, finder's interdepartmental and contact details will be recorded. If the property is not returned to the owner or left unclaimed for more than three months, the property will be destroyed. A guide to detailing with loss and found property is at Appendix 1.

13.0 PARKING (CARS, MOTORCYCLES, BICYCLES)

Parking on university premises, including parking of motorcycles and bicycles will only take place in recognized parking locations and requires an appropriate permit to be displayed. A guide to parking and permit requirement is laid out at Appendix H.

However, the university does not accept any liability for vehicles, motorcycles scooters or bicycles or their contents when parked or left on university premises.

14.0 THE POLICE RELATIONSHIP WITH UNIVERSITY

It is recognized that the police in the course of their duties may have reason to enter GLUK premises. This can be as a result of immediate follow up to an incident, search of premises, being invited to assist the security Department or post incident investigation.

The police (where practically possible) should always inform the security that they tend to work in the GLUK premises in such a situation. If security officers are asked to leave the area by the police, they should remain by the vicinity and ensure Chief Security Officer is informed.

Security Officers in attendance would not be applicable for pre-arranged visits or appointments.

Police asking to enter student hostel will be asked by security departments to produce a warrant, if a warrant cannot be produced then the chief security Officer should be informed. Security staff will not automatically allow access before obtaining clearance.

15.0 FIRE/EMERGENCY RESPONSE TRAINING AND DRILLS

The security department shall organize for all staff and student;

1. Fire/Emergency response training and drills bi-annually
2. Fire/emergency workshops/seminars from time to time
3. Carry out a fire risk assessment bi-annually
4. Liaise directly with concerned bodies in matters of fire/emergency response.
5. Advise the University on matters of fire/emergency response.

16.0 RECRUITMENT AND PROMOTION

The university security department shall recruit and promote staff as per the university scheme/terms of service policy and establishment from time to time.

17.0 HANDLING OF RIOTS AND DEMONSTRATIONS

The security department through the CSO shall ensure that;

- a) Early warning mechanisms are put in place to forestall the occurrence of riots.
- b) Grievances, unlawful meetings, uneasiness, inciting information and unruly behavior is reported to relevant authorities within the shortest time possible.
- c) In the event of riots/demonstrations, security personnel are assigned to collect intelligence and identify ring leaders.
- d) University chief Officers, important installations and property are protected.
- e) Traffic within the university is diverted to safer routes to avoid damage and injury during riots/demonstrations.
- f) There is liaison with government and other security organs in managing the riots/demonstrations. such liaisons will be reported to the VC within one hour.
- g) The injured are evacuated for medical attention as soon as possible.
- h) University properties are protected against looters during or after riots.

18.0 SECURITY RISK ASSESMENT SURVEYS

The security department shall;

1. Carry out security surveys in the university on regular, quarterly and annual basis.
2. Ensure the surveys are carried out to identify needs determine if the existing security arrangement is adequate or need improvement.
3. Ensure that security surveys and inspections are conducted from time to time as need may arise.
4. Provide findings (in written or electronic) indicating the date of survey, needs identified, what action to be taken, action plan and conclusions arising.
5. Discuss survey reports at departmental level before forwarding to relevant university authorities for appropriate action.

19.0 CHALLENGES

1. Changing face of crime e.g. Cybercrime, terrorism, youth radicalization, changing political topography.
2. Inadequate facilities and resources including human resource.
3. Financial constraints.
4. Inadequate training for some security personnel.

20.0 IMPLEMENTATION AND EVALUATION OF THE POLICY

- a) The university management shall regularly communicate the policy to staff and students through circulars, meetings seminars posters and other means to sensitize them, create awareness and promote acceptance and ownership.
- b) The security department shall assign responsibility to selected and relevant officers to implement the policy.
- c) The department will open a database storage of information for reference.

20.1 Monitoring and Evaluation

The university shall put mechanisms in place to monitor and evaluate the effectiveness of the security system. The frequency of evaluations shall be regularly, quarterly and bi-annually. This will enable the university to regularly review its security strategies and take corrective measures. The Chief Security Officer shall be assigned this responsibility and shall report

findings and recommendation to the university management. The mechanisms for evaluation shall include; information obtained from security suggestion boxes, customer feedback books, surveys, inspections and observations. The process shall also involve use of comparative reports and records from other departments/sections of the university.

20.2 Amendment of the policy

Amendments to this policy shall be made by the security departments as need arises.

21.0. REFFERENCES

1. Kenyan Constitution
2. University Act (2012)
3. Kenya University Standards and Guidelines on Security and Safety. (August 2016)
4. University Employment Terms and Conditions of service (2006)
5. University Rules and Regulations governing students (1st Edition 2008)
6. GLUK client service charter (GLUK 2012)
7. University Quality Manual (GLUK 2011)
8. University Quality Assurance Policy (GLUK2012)
9. University HIV/AIDS work and study place policy (2008)
10. Evidence Act (Revised 1985)
11. Criminal procedure Code of conduct and ethics Act. (2003)
12. Occupational, Health and Safety Act.
13. The public officers Code of conduct and Ethics Act (2003)
14. The National Police Act (2011)
15. Public procurement and Disposal Act (2005)
16. Kenya Information and communication Act (2013)