

KENYA PLANT HEALTH INSPECTORATE SERVICE

Memo



REF: KEPHIS/HQ/124/

Date: 21st November 2022

The draft is approved. Develop SOPs → work instructions. (Signature) 10/1/22

To: Managing Director

Thro'; Ag. Director Corporate Services

Thro'; Ag. Deputy Director, Human Capital

From: The Chairman, Security Committee

The draft policy is hereby submitted to your review and guidance
forwarded
(Signature) 21/11/22

SUBJECT: DRAFT SECURITY POLICY

The Security committee deliberated and drafted a security policy as the outcome of the Nakuru meeting. Once approved, the committee will come up with standard operating procedures and work instructions to support implementation of this policy in line with strategy 6.1.5 of the KEPHIS work plan.

Attached is the draft Security Policy for your perusal.

(Signature)
T. Osoro

Chairman, Security Committee



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**KENYA PLANT HEALTH INSPECTORATE SERVICE
(KEPHIS)**

Security Policy

FOREWORD

Kenya Plant Health Inspectorate Service (KEPHIS) recognizes the importance of security of its employees, customers, stakeholders and assets. Promotion of security measures is paramount in enhancing work environment, performance and relationship with stakeholders in the organization.

The KEPHIS Security Policy is formulated to provide the Corporation with a management tool to facilitate timely, effective, efficient and coordinated security operations. To achieve this, it is desirable that all staff adhere to the policy.

The KEPHIS Security Policy is aligned with other Kenyan laws and other statutory provisions guiding security operations. Should there be any inconsistency between the provisions of this Policy and the provisions of the Constitution, the Constitution and Laws of Kenya shall prevail.

The Security department shall ensure that the KEPHIS employees, customers and stakeholders are sensitized with the contents of the Policy through regular training and awareness programs. This Policy shall be implemented through a Committee appointed by the Managing Director.

Prof. Theophilus M. Mutui, PhD

MANAGING DIRECTOR:

Abbreviations

BoD	Board of Directors
BoM	Board of Management
HC	Human Capital
KEPHIS	Kenya Plant Health Inspectorate Service
ICT	Information and Communications Technology
OSH	Occupational Safety and Health
NPS	National Police Service
PPDA	Public Procurement and Disposal Act
VVIP	Very Very Important Person

DEFINITION OF TERMS

“Contractor” means a person or firm that undertakes a contract to provide materials or labour to perform a service or do a job.

“Zoning” means use of color codes to designate accessible levels to specific areas.

“Onsite Security Team” means the security personnel hired to provide security services within the premises.

“Identification document” means National Identity Card or Passport whichever is applicable.

RAW DRAFT

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1.0 INTRODUCTION

Kenya Plant Health Inspectorate Service (KEPHIS) is a regulatory body that is established by the KEPHIS Act No.54 of 2012. KEPHIS is mandated to implement the Agriculture Produce (Export) Act CAP 319, Plant Protection Act CAP 324, and the Seeds and Plant Varieties Act CAP 326. The role of the Corporation is to undertake regulatory function in the agricultural sector in matters relating to plant protection, seeds/plant varieties and quality assurance of agricultural inputs and produce, thereby promoting sustainable agricultural and economic growth.

In order to achieve its mandate, KEPHIS is committed to providing a secure working environment by establishing and maintaining necessary security measures to ensure the security of its employees, customers, stakeholders and assets.

1.1 Policy Statement

KEPHIS recognizes the importance of security of its employees, customers, stakeholders and assets. This policy has thus been developed to guide the Board of Management, employees and stakeholders on how to deal with security issues within and outside the corporation premises.

1.2 Policy Objectives

- i. To ensure that all KEPHIS facilities are protected; that security threats, security risks and vulnerabilities (damage, pilferage and sabotage) are identified, evaluated and appropriately controlled and/or managed.
- ii. To provide timely information through available channels on security status within and outside the corporation premises.
- iii. To devise adequate measures and procedures within the corporation for prevention, detection and deterrence of any security threats.
- iv. To investigate all reported incidents and take remedial action.
- v. To create security awareness amongst employees.

1.3 Scope of Policy

This policy applies to employees, customers, stakeholders and assets of the Corporation.

1.4 Legal Framework

This security policy prescribes to the Constitution of Kenya, 2010, which guarantees individual, national and social security for all Kenyans. The policy derives its legal framework from the relevant laws and other legal documents, circulars and other operational policies.

It is specifically anchored on the following statutes:

- i. The Constitution of Kenya 2010
- ii. Preservation of Public Security Act, (CAP 57),
- iii. Prevention of Organised Crime Act, (CAP 59),
- iv. Prevention of Terrorism Act, (No. 30 of 2012),
- v. National Security Council Act (CAP 206),
- vi. Firearms Act, (CAP 114),
- vii. Police Act, (CAP 84),
- viii. National Intelligence Service Act, (No. 28 of 2012).

2.0 SECURITY MEASURES AND PROCEDURES

2.1 Staff

- i. KEPHIS shall issue ID cards for all employees that show employees name, photo, staff number/National ID number, designation and department for identification;
- ii. To gain access to the premises an employee shall produce a valid KEPHIS Identity card
- iii. All staff shall provide identification when boarding KEPHIS facilitated means of transport.
- iv. The Identity card remains the property of KEPHIS and must be surrendered immediately upon termination of employment or upon expiry of the contract.
- v. Upon clearance the Deputy Director, HC shall immediately send a notification to the Deputy Director Security on staff changes.
- vi. The Deputy Director, HC shall develop and send a list of employees who have left the service on a monthly basis to security for purposes of deactivation in the security and IT systems.
- vii. Staff behavior that causes security breach to be handled as per Human Resource Policy and Procedures Manual.
- viii. All employees Staff shall sign KEPHIS code of conduct as provided in the Human Resource Policy

2.2 Casual/interns/attaches

- i. Casuals/interns/attaches shall be issued with tags and withdrawal of the same on expiry/exit.
- ii. KEPHIS shall issue ID cards for all casual/interns/attaches that show name, photo, National ID number and department deployed.
- iii. To gain access to the premises they shall produce a valid KEPHIS Identity card.
- iv. The Identity card remains the property of KEPHIS and must be surrendered immediately upon termination of engagement or upon expiry of the contract/engagement.
- v. The Deputy Director, HC shall develop and send a list of casual/interns/attaches who have left the service on a monthly basis to security department and ICT departments for purposes of deactivation in the security and IT systems.
- vi. Upon clearance, the Deputy Director, HC shall immediately send a notification to the Deputy Director Security on casual/interns/attaches changes.

- vii. Casual/interns/attaches behavior that causes security breach to be handled as per Human Resource Policy.
- viii. All casuals/interns/attaches to sign KEPHIS code of conduct.

2.3 Contractors and Visitors

- i. All visitors shall be issued with visitor access card and a visitors security form to specific areas of the institution;
- ii. A visitor's movement shall be restricted to the specific areas authorized as per the zoning card issued.
- iii. These zoning cards shall be returned upon completion of the visit if not the holder shall be held liable.
- iv. Contractor access cards will be issued by the onsite Security team to access specified areas only.
- v. The security department shall Cooperate and align itself with security arrangements for VVIP.

2.4 Land and Buildings/ Structures

- i. All KEPHIS land shall be securely fenced with a controlled entry.
- ii. There shall be constant surveillance of all KEPHIS premises (Patrols and CCTV)
- iii. Access to KEPHIS offices shall be controlled. (secure areas, unauthorized entry,)
- iv. Zoning of areas shall be done according to their security requirement and access given accordingly.
- v. Parking lots to be specified and correctly marked for managers, staff, visitors and institutional vehicles.

2.4 Body and Vehicle screening.

- 1. It is the policy of KEPHIS to conduct body and motor vehicle searches. Such searches are to be conducted in strict observance of the constitutional rights of the owner and occupants of the motor vehicle being searched, and with due regard for the security of all officers, other persons and property involved.
- 2. Important to ensure that a male is searched only by a male and a female is searched only by a female.
- 3. KEPHIS reserves the right of entry to institution's premises.
- 4. Any person who wishes to enter KEPHIS premises shall consent to search. Upon search, vehicles shall be registered and issued with the vehicle security entry card and occupants with the visitors' cards. All Visitors shall leave their Identification document at the gate and be issued with a visitor's card. Where an individual refuses to be searched, the person shall not be forcefully searched but shall simply be denied access. Search is an entry prerequisite.

Where a person refuses search at exit, a security supervisor will be called to interview as to why the person was refusing to be searched. An inquiry shall be done on the onsite movement of the person and any external signs of concealment be checked. Where there are no clear indications of concealment of possible stolen goods, an occurrence register entry must be made and the person be allowed to leave.

5. Under suspicious circumstances, the police may be summoned as they have more extensive search powers.
6. No person is to be forcefully searched by KEPHIS contracted security personnel.
7. In the event of breach of these guidelines an employee, visitor, contractor shall be subjected to legal measures or disciplinary measures as stipulated by the KEPHIS Code of Conduct.

2.5 Power Supply Facilities, Server rooms and sensitive laboratories

- i. Access to these facilities shall be limited to authorized personnel only.
- ii. Power house facility shall be located in a concealed area.
- iii. Regular monitoring of the facilities shall be undertaken.

2.6 Accommodation Facilities

- i. Access shall be controlled.
- ii. Accommodation facility shall be monitored at all times.
- iii. Complete information of the visitors shall be retained on entry.

2.7 Movable Assets

- i. All the KEPHIS motor vehicles shall have security tracking devices installed.
- ii. All assets shall be tagged for identification and an inventory of corporation assets maintained.
- iii. Any movement of assets shall be authorized and an asset movement register maintained.
- iv. Any asset movement outside the workstation shall be authorized and accompanied by a STAMPED gate pass.
- v. Idle or unused assets shall be kept securely and safely.
- vi. Disposal of assets shall follow the guidelines as provided in the Public Procurement and Disposal Act (PPDA).

2.8 Contracted Services

- i. Any externally contracted service should work under staff supervision.
- ii. Prior communication by external service provider on any activity should be done through the respective offices/officers for security arrangement.

- iii. All externally contracted service providers shall be issued with special identification cards. A security form shall be issued to service providers and returned upon completion of the activity.

2.9 Contracted Security Services

The contracted service provider shall:

- i. At all times provide deployment of physical security personnel.
- ii. Undertake regular monitoring and evaluation of the activities of its security guards.
- iii. Provide incident reporting, briefing, investigations and weekly incident reports.
- iv. Sensitize staff on security operations where required.
- v. Regularly patrol the premise, inspecting buildings and equipment.
- vi. Respond to emergencies to provide necessary assistance to employees and stakeholders.
- vii. Implement security standard operating procedures.
- viii. Protect assets relative to theft, assault, fire and other safety issues.
- ix. Assist in investigating security breaches.
- x. Obtain help by sounding alarms.
- xi. Restrain trespassers.
- xii. Control traffic by directing drivers.
- xiii. Prepare reports by recording observations, information, occurrences and surveillance activities.

2.10 External factors

2.10.1 Firearms and weapons

All armed visitors should declare any firearms and prove of ownership (fire arm holders' license/certificate of appointment).

2.10.2 Anti –Terrorism

KEPHIS shall initiate measures to ensure terrorist attacks are mitigated within the institution. In particular, KEPHIS shall:

- i. Sensitize staff on counter-terrorism measures.
- ii. Screen all individuals and vehicles entering KEPHIS against anti-terrorism measures.
- iii. Keep a record of all persons and vehicles entering the institution.
- iv. Conduct awareness creation for all staff on detection of terrorism activities in partnership with NPS.

2.10.3 Fraud & Impersonation

The organization shall;

- i. Profile the email domains used by the fraudsters.
- ii. Create awareness in the media (print and electronic) and on KEPHIS website on any suspected fraud or impersonation activities.
- iii. Conduct investigation, arrest and prosecute imposters/fraudsters.

2.10.4 Activities outside KEPHIS premises

- i. A staff activity that may involve the external people, the relevant authority should be informed in writing through the managing director.
- ii. Officers working outside KEPHIS to abide by the rule of law.
- iii. Authorized mode of transport shall at all times have valid official identification documents.
- iv. Liaise with security personnel in respective working areas in case of security emergency.

2.10.5 Incident Investigation

The success of any investigation depends largely on initial reporting, scene management and response.

The policy shall address the two categories below:

1. Minor Incidence

- i. Suspected or established improprieties likely to cause a security breach concerning an employee's conduct should be referred to and resolved by the immediate supervisor or the Deputy Director security or Deputy Director Human Capital as stipulated in the KEPHIS Code of Conduct and this policy.
- ii. Any information received in the course of investigations from a member of staff or through any other source should be handled with the utmost regard for confidentiality as may be necessary.

2. Major Incidence

- i. In case of serious crime, the police must be informed immediately through the management.
- ii. Any information received in the course of investigations from a member of staff or through any other source should be handled with a lot of privacy and confidentiality as may be appropriate.
- iii. Security investigations should be carried out by the security officer in conjunction with the unit/departmental managers or any duly assigned persons.

2.10.6 Emergency Security Handling

Situation analysis and case handling shall be done using the laid down procedures in collaboration with other line stakeholders. The following but not limited to shall apply;

- i. Elections
- ii. Pandemics

Emergency preparedness and business continuity planning should be followed.

3.0 ROLES AND RESPONSIBILITIES

3.1 Security Department

The Security Officers responsible for safety and protection of staff and property of the Service.

The Security department shall:

- i. Coordinate, formulate and implement security policies and strategies;
- ii. Develop and implement physical security measures;
- iii. Ensure security of staff and stakeholders within KEPHIS premises or during institutional functions;
- iv. Secure systems and assets against theft, fire, vandalism, breakages, and misuse;
- v. Develop and implement security emergency protocols;
- vi. Develop and implement accident emergency protocols;
- vii. Identify technology for enhancing security;
- viii. Provide professional security advice to the Managing Director and all managers to ensure security of staff and assets are attained at all times;
- ix. Supervise outsourced security personnel;
- x. Respond to emergencies to provide necessary assistance to employees and customers;
- xi. Protect the Service's assets relative to theft, assault, fire and other safety issues;
- xii. Maintain environment by monitoring and setting building and equipment controls;
- xiii. Maintain organization's stability and reputation by complying with legal requirements;

- xiv. Investigate security breaches;
- xv. Prevent losses and damage by reporting irregularities, informing violators of policy and procedures;
- xvi. Complete reports by recording observations, information, occurrences and surveillance activities; interviewing witnesses; obtaining signatures; and
- xvii. Complete reports by recording observations, information, occurrences and surveillance activities; interviewing witnesses; obtaining signatures;

3.2 Security Committee

A security committee shall be formed. The responsibilities of the committee shall include the following:

1. Providing the oversight role on security matters and reporting to Managing Director.
2. Carry out administrative roles in consultation with the Deputy Director Security.
3. Security advisor to the Managing Director.

The committee membership shall constitute the following:

- a) Director Corporate Service-Chairperson of the committee
- b) Deputy Director Security- Secretary to the committee
- c) Representation drawn from the following departments-Human Capital, Administration, Legal services directorate, Planning, ICT and innovation, OSH committee and Supply Chain Management

4.0 IMPLEMENTATION

The policy will be implemented by the Managing Director through relevant institutional structures. The corporation shall design appropriate strategies, use existing institutional framework and provide specific tools and resources for its implementation. All the corporation offices shall implement this policy accordingly.

5.0 MONITORING & EVALUATION

The security committee shall monitor and evaluate the policy regularly to ensure its relevance and effectiveness through the following;

- i. Regular meetings to evaluate the performance of the corporation security.

- ii. Regular audits to establish implementation, effectiveness and challenges of the security policy.
- iii. Regular surveillance to establish implementation and challenges of the security policy.
- iv. Report on security risk assessment and any other issues of security of the corporation immediately.

6.0 REVIEW OF THE POLICY

The corporation security policy will be reviewed regularly in tandem with change in legislation, status and emerging issues.

7.0 APPENDECES

Forms that form part of this policy shall be annexed to Standard Operating Procedures/work Instructions

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