



SOUTH EASTERN KENYA UNIVERSITY

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P.O. BOX 170-90200 KITUI, KENYA

TEL: +254 020 - 2413859 / +254 020 - 2318999 (KITUI)

MOBILE: +254 716 962 770 (KITUI)

Email: info@seku.ac.ke | Web: www.seku.ac.ke

SECURITY POLICY

2014

Arid to Green; Transforming Lives



ISO 9001: 2008 Certified

They are expected to enforce residence hall security policies. The University shall act as needed to discourage, prevent, correct and, if necessary, discipline behaviour that violates the standard of conduct. The University security personnel shall promptly investigate allegations of unlawful discrimination based on race, colour, national origin, religion, age, sex, disability or marital status.

The University has built its residence with safety/security considerations as a priority. Some specific safety and security features include fire extinguishers in all common areas and buildings and telephone extensions in all hostels.

30. Review of policy

This policy shall be reviewed every two years or as need arises.

Table of Contents

Foreword.....	ii
1. Introduction.....	iii
2. Vision and Mission of the University	1
3. Legal framework.....	2
4. Objective of the Security Policy.....	2
5. Scope.....	3
6. Management of security.....	3
7. Function of Chief Security Officer	4
8. Implementation structure of the Security Policy	4
9. Incident recording.....	5
10. Risk assessment.....	5
11. Security of students and staff.....	6
12. Security of buildings.....	6
13. Security of equipment.....	6
14. Deployment.....	7
15. Security training and screening.....	7
16. Security communication and equipment.....	7
17. Use of Closed Circuit Television (CCTV).....	8
18. Powers of Security Officer.....	8
19. Identification of staff, students and visitors.....	8
20. Property identification.....	9
21. Crime prevention techniques.....	9
22. Reporting crime.....	10
23. Firearms and weapons.....	12
24. Sexual offences.....	12
25. Alcohol and drug abuse.....	14
26. Student and staff responsibility.....	15
27. Police and other security agents.....	15
28. Counter-terrorist measures.....	16
29. Residence life program.....	16
30. Review of policy.....	17

Foreword

Security is an important aspect in the University because it enables staff, students and visitors to operate in a secure environment, hence maximizing their output. For security to be effective, it has to be well coordinated and regulated. This Security Policy provides a regulatory framework that will guide the safety of University staff, students, visitors, buildings, equipment, furnishings and other property. It will help reduce theft, vandalism, threats, sexual harassment, accidents, fire and disturbances.

In addition, it will assist in addressing similar matters involving personal safety and the security of buildings, and in identifying the roles and responsibilities of all staff members and students in monitoring security. It must be emphasized that security is a collective responsibility between the University Management, staff members, students and the state, and therefore this policy applies to all.

28. Counter-terrorist measures

The University shall initiate measures to ensure terrorist attacks do not occur within the University. In particular, the University shall:

- (a) Train security staff on counter-terrorist measures.
- (b) As much as possible, equip staff for counter-terrorist measures.
- (c) Sensitize the University community on counter-terrorist measures.
- (d) Screen all individuals and vehicles entering the University.
- (e) Keep a record of all persons and vehicles entering the University.
- (f) Put in place evacuation procedures in case of an attack.
- (g) Keep track of terrorism trends and respond accordingly.

In instances where certain criminal activities are detected, including threats of terrorism, shootouts or any outrageous criminal activities and mayhem, an alert will be issued to all persons within the University premises requiring them to evacuate and move to places of safety. These alerts must be heeded to by all.

The campus alert will be authorised by the Vice-Chancellor and in his/her absence by the Deputy Vice-Chancellor, or Principal or any other officer mandated to deputise or head any college or campus and in their absence the officers on duty.

29. Residence life program

The University is committed to maintaining an environment in which students and staff can work together free from all forms of harassment, exploitation and intimidation. The Director (Catering and Accommodation Services), Hall Wardens, Housekeepers and Hostel Attendants have been engaged by the University to give the students a wholesome life development.

26. Student and staff responsibility

The cooperation and involvement of students and staff in a campus safety program are absolutely necessary. Students and staff must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions. Room/house doors should be locked at night and when the room/house is unoccupied. Valuable items such as stereos, cameras and televisions should be marked and all documentation supporting ownership safety kept. Bicycles should be secured with sturdy locks.

Cars should be parked in well-lit areas and kept locked at all times. Valuables should not be left where they can be seen in the vehicle, but should be locked in the trunk. Students and staff should report any unusual incidents in and around the campus to the University security office.

27. Police and other security agents

The Chief Security Officer shall liaise with other security agents including the police and the community to enhance security.

It is recognised that the Police in their course of duty may have reason to enter the University.

This can be as a result of immediate follow-up of an incident, search of premises or post-incident investigation, mainly by invitation. The University may employ the services of undercover police to assist in dealing with complex security matters.

Cooperation on matters of security between the University and the community shall be encouraged. Sharing of information on security with security agents shall be encouraged to enhance the security of staff and students.

1. Introduction

South Eastern Kenya University (SEKU) was established by Charter on 1st March 2013. SEKU is located off Machakos - Kitui Road, 17 km from KwaVonza Market in the Lower Yatta District. The University lies on 10,000 acres of land in a serene and conducive learning environment. SEKU operates four satellite campuses, namely Kitui Town Campus, Machakos Town Campus, Wote Town Campus and Mtito Andei Campus. SEKU is the predecessor of the South Eastern University College, and the Ukamba Agricultural Institute (UKAI), which was established in the 1970s to run TIVET programmes.

Security is the management of risk, by highlighting potential problems and designing effective solutions. The staff and students of South Eastern Kenya University need to work and learn in a safe environment.

This document details the security policy of South Eastern Kenya University and presents measures to promote the security and personal safety of staff, students and visitors, together with the protection of their property as well as the general security of the University premises.

2. Vision and Mission of the University

Vision

To be a globally competitive Centre of Excellence in Teaching, Research, Innovation and Service.

Mission

To provide quality education through teaching, research, extension, innovation and entrepreneurship with emphasis on dryland agriculture, natural resources and environmental management.

Core values

The activities and decisions of South Eastern Kenya University are guided by:

- (a) **Professionalism:** In all our actions and interactions, we shall maintain ethical behavior, courtesy and professional etiquette.
- (b) **Innovation:** Innovativeness shall be the hallmark of our business activities through fostering pro-activeness, creativity and adaptability to change.
- (c) **Integrity:** We shall be honest, transparent and accountable always.
- (d) **Freedom of thought:** We shall promote and defend academic freedom.
- (e) **Teamwork:** We shall maintain a sense of unity and of common interests and responsibilities.
- (f) **Respect for and conservation of environment:** We shall strive to respect and protect the natural and working environment.

Motto

Arid to Green.

25. Alcohol and drug abuse

Alcohol and drug abuse in the University community is detrimental to an effective academic program, quality academic performance, and institutional reputation. Further, such abuse is detrimental to the health and safety of students, staff and visitors to the campus.

The University has the following rules governing the possession, use and sale of alcoholic beverage and illegal drugs on its campuses:

- (a) Any unlawful possession, use, or distribution of alcohol and drugs in the University premises or at any University sponsored activity is prohibited.
- (b) Alcoholic beverages may not be served at student functions held on the University premises or The University sponsored off-campus events unless approval and permission is obtained.
- (c) The University shall not provide funds for the purchase of alcoholic beverages at student events.
- (d) All students are prohibited from being under the influence of alcohol or illegal drugs during class hours, on field trips, and at University functions. No staff shall be under the influence of alcohol during working hours.

A breach of this policy shall be regarded as a basis for the University disciplinary action up to and including expulsion from the University or termination of employment. Violations shall be handled according to procedures set forth in the documents regulating student and staff behaviour.

In addition, any violation of this policy which is a violation of state law and which occurs on the University and/or its campuses shall be referred to the appropriate authorities for criminal prosecution.

The investigation of a sexual offence is dependent upon accurate and complete information. The procedure to be followed when a sexual offence occurs is:

- (a) Immediately report the incident to the University security officers.
- (b) Preserve evidence as it may be necessary proof of sexual assaults.
- (c) Provide detailed information such as suspect description, suspect escape route, incident location, and time incident occurred, and assist victims in notifying law enforcement authorities.

The University recognizes that a sexual offence victim may wish to preserve his or her privacy after a traumatic experience, and as such shall treat such information confidential. Where circumstances exist that are deemed a danger to the University community at large, pertinent details about a sexual offence shall be publicly released immediately. The victim's name shall not be disclosed, however, in any such reporting.

Sexual offence violation occurring between members of the University community shall be regarded as a basis for University disciplinary action up to and including expulsion from the University or termination of employment. Where a report is made alleging that a sexual offence has been perpetrated by a member of the University community against another member, the University is committed to providing a fair and appropriate adjudication. Reports of sexual offences shall be handled according to procedures set forth in the policies regulating student, faculty and staff behaviour.

3. Legal framework

This security policy prescribes to the Constitution of Kenya, 2010, which guarantees individual, national and social security for all Kenyans. Article 29 guarantees freedom of individuals by providing that every person has the right to freedom and security of the person. National security is defined under Article 238(1) of the Constitution as, "protection against internal and external threats to Kenya's territorial integrity and sovereignty, its people, their rights, freedoms, property, peace, stability and prosperity, and other national interests."

Article 238 (2) provides for the principles under which national security should be promoted and guaranteed, namely: "national security is subject to the authority of this Constitution and Parliament; national security shall be pursued in compliance with the law and with the utmost respect for the rule of law, democracy, human rights and fundamental freedoms and in performing their functions; in exercising their powers, national security organs shall respect the diverse culture of the communities within Kenya and recruitment by the national security organs shall reflect the diversity of the Kenyan people in equitable proportions."

Other laws in Kenya that govern different aspects of security include; Preservation of Public Security Act, (CAP 57), Prevention of Organised Crime Act, (CAP 59), Prevention of Terrorism, (No. 30 of 2012), National Security Council (CAP 206), Firearms, (CAP 114), Police Act, (CAP 84), National Intelligence Service Act, (No. 28 of 2012), and the Refugees Act, (CAP 173).

4. Objective of the Security Policy

The main objective of the University Security Policy, therefore, is the protection of staff, students, visitors, and all the University's movable and fixed assets by:

- (a) Ensuring that all members of staff, students, visitors and any permitted person accessing the University premises are aware of and fully comply with the relevant legislation as described in this and other policies.
- (b) Describing the principles of security and explaining how they shall be implemented in the university.

- (c) Introducing a consistent approach to security, ensuring that all members of staff, students, visitors and permitted occupiers fully understand their own responsibilities.
- (d) Creating and maintaining within the organisation a level of awareness of the need for security as an integral part of the day to day business.
- (e) Protecting life and all assets under the control of the organisation.

5. Scope

This policy applies to all University staff members, students, visitors, volunteers and other permitted users in the University Main Campus and all other campuses and constituent colleges of the University.

6. Management of security

The ultimate responsibility for information security rests with the Vice-Chancellor, but on a day-to-day basis the Chief Security Officer shall be responsible for managing and implementing the policy and related procedures.

The University Management shall receive security briefs daily. Management shall institute security measures in line with security threats, as follows:

- (a) Line managers or departmental heads are responsible for ensuring that their staff are aware of the security policies applicable in their work areas, their personal responsibilities for security, and how to access advice on security matters.
- (b) All staff shall comply with security procedures including the maintaining the integrity. And protection of assets Failure to do so may result in disciplinary action including surcharge for misuse of assets.
- (c) Line managers or departmental heads shall be individually responsible for the security of their physical environments where examinations are processed or stored.
- (d) In this regard, each member of staff shall be responsible for the operational security of the information systems they use.
- (e) Each information system user shall comply with the security requirements that are currently in force, and shall also ensure that the confidentiality, integrity and availability of the

- (3) Whenever an incident occurs, the Chief Security Officer shall adopt the following procedures in reporting the incident:
 - (a) The Vice-Chancellor, Deputy Vice-Chancellor (Administration and Human Resource Management), Registrar (Administration and Human Resource Management) and/or Dean/Director concerned should be informed immediately after the incident.
 - (b) The case, depending on its seriousness, must be reported to the police immediately for investigation and in the case of thefts, for compensation by insurance.
 - (c) The Management of the contracted security company should be notified immediately there is theft and especially when it is suspected that it was as a result of a lapse by their security guards.
 - (d) A detailed investigation should be carried out by the Chief Security Officer and a report prepared, with recommendations on the action to be taken, forwarded to the Deputy Vice Chancellor (Administration and Human Resource Management) and copied to the Vice-Chancellor.

23. Firearms and weapons

Only authorized security officers on duty are allowed to carry firearms. These weapons may be used only when there is a serious, imminent and identifiable threat to life or a threat of great bodily harm.

24. Sexual offences

The University shall strive to ensure that sexual abuse is dealt with according to the laws that apply. The University's prevention of sexual offences program shall include educating the University community on rape awareness, acquaintance rape, and other sexual assaults through presentations and publications in order to prevent sexual offences.

Every member of South Eastern Kenya University is encouraged to promptly report to the Chief Security Officer any emergency or crime of which they are the victim or which they may witness either on campus or in the proximity of the University. Prompt crime reporting improves the chances of solving the crime.

Every minute that passes before the crime is reported decreases the opportunity for the security personnel to solve the crime and apprehend the suspect. Additionally, reporting crimes helps prevent them from recurring and allows responsible University officials to direct security resources and programs to reduce crime and promote security awareness.

University security shall respond promptly (within minutes to hours after occurrence of an incident) to any report of criminal activity or campus emergency by conducting an immediate search of the University and surrounding areas for suspects and evidence. Students, faculty and staff should use the following procedure whenever reporting actual or potential criminal activity:

- (1) They should immediately go to a safe place and call the University security office on emergency telephone numbers 0701-156851 and 0710-918398 and designated areas on campuses.
- (2) They should, as accurately as possible, disclose to the University security everything they can remember about the suspect and incident, including:
 - (a) Location of the incident being reported.
 - (b) Suspect description (that is, descriptive information including sex, age, weight, height, hair colour, clothing including colour and style, complexion, speech mannerism, accent, and other distinguishing features such as tattoo, scars, or marks).
 - (c) Suspect escape route and mode of travel.
 - (d) Description of any vehicles involved in the incident, especially number plate and vehicle colour, make and model.

information they use regarding examinations is maintained to the highest standard.

- (f) Contracts with external contractors that allow access to the University's information systems shall be in operation before access is allowed. These contracts shall ensure that the staff or sub-contractors of the external organisation shall comply with all appropriate security

7. Function of Chief Security Officer

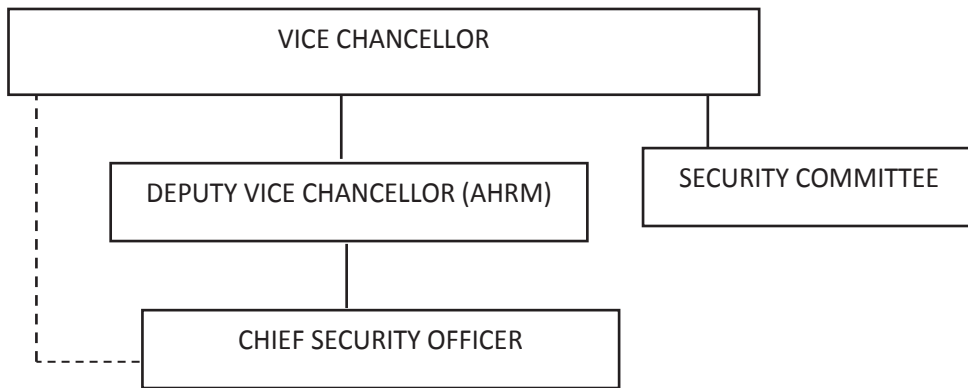
The Chief Security Officer shall serve as the head of the Security Department. The staff in the Security Department include those hired by the University and seconded by the government. The Chief Security Officer is charged with the responsibility of coordinating all security matters, which include:

- (a) Overseeing daily operations of the security personnel.
- (b) Reporting of security related occurrences to the University Management.
- (c) Deploying/assigning duties to all security staff.
- (d) Investigating incidents and crimes.
- (e) Overseeing matters that are reported to the police or which are before Kenya law courts.
- (f) Liaising with the state security agencies on security matters involving the University.
- (g) Gathering intelligence information.
- (h) Enforcing security-related rules and regulations.
- (i) Attending to security staff welfare.

8. Implementation structure of the Security Policy

As Shown in the structure provided in Figure 1, the Chief Security Officer shall work closely with the Deputy Vice Chancellor (AHRM) for the day-to-day administrative purposes. However, the Chief Security Officer shall report directly to the Vice Chancellor as necessary. There shall be established a Security Committee with a membership of not more than nine (9) persons to ensure the implementation of the Security Policy. The membership shall consist of the Vice Chancellor as the Chairman, the Chief Security Officer as the Secretary, and the DVCs, Registrars and Deputy Chief Security Officer as members.

Figure 1: Implementation Structure of Security Policy



9. Incident recording

Every breach of the University security must result in a positive reaction, including investigation of the circumstances, systematic recording of the incidents and designing remedial measures. The aim must be to record all breaches of security such as trespass, vandalism, theft/burglary, fire, verbal/physical attacks on staff and students, and drug abuse and misuse. This record can then form part of the on-going risk assessment process.

10. Risk assessment

To review arrangements, the University Security Department should carry out a full risk assessment to establish the risk the University community may be or is likely to be exposed to and take proactive measures to forestall the same. A security risk register shall be maintained. There shall be a periodic review of security risk, including ranking. High security risk shall be brought to the attention of the University Council.

(1) Within the University

- (a) Students shall be encouraged to know their neighbours.
- (b) Students shall be required to keep doors and windows locked at all times when outside their hostel rooms.
- (c) Strangers shall not be allowed in hostel rooms
- (d) As much as possible, students should record serial numbers and keep videos, photos or descriptions of their valuables.
- (e) Obscene phone calls should be reported immediately to the security officer.

(2) Outside the University

- (a) As much as possible, students should avoid moving alone especially at night.
- (b) Students should avoid dark streets/alleys when walking or parking and should always be alert and pay attention to their surroundings.
- (c) Students should avoid using ATM machines at night.
- (d) Students should always have their cellular phones charged and maintain enough credit in their phones to make calls. If there is suspected trouble, students should leave the area immediately.

22. Reporting crime

The Chief Security Officer shall maintain a daily log of all crimes reported to the security personnel or to the Police so far as the same have been committed within the University. Table 1 below provides a sample of a crimes log:

Table 1: A sample of a crimes log

Classification/nature	Case no.	Date/time reported	Date /time occurred	Location of scene of crime/incidence	Disposition
Liquor law violation	1/2014	2/8/14 10.00 am	2/08/14 9 am	Halls of residence	Closed
Vandalism					Judicial referral

20. Property identification

Theft of unattended property such as books, bags, laptops, purses, briefcases or cellular telephones occasionally occurs in the University. To assist in protecting valuables, the University encourages everyone to mark personal property and keep a record of it (including make, model, and serial number) in case of theft. Marking valuables not only deters theft but can lead to the recovery of the item.

21. Crime prevention techniques

Access to the residence halls is limited to students and staff in the halls. Access to the residence halls by other University employees is on “need-to-need” basis. The public can attend cultural and recreational events on campus with their access limited only to the facilities in which these events are held. To report any violations of this policy or to report suspicious persons, dial the numbers given elsewhere in this policy.

Anyone who has concerns about the physical safety of campus buildings and grounds should call the University security office on telephone numbers provided in 21(a) in this policy. Further, for emergencies that occur during outside normal working hours, call the University security office on the same numbers.

As part of a security measure, the University and its campuses shall be well lit. These shall include placing high lighting masts in strategic areas and along pathways frequently used by students and staff.

The following crime prevention behaviours should be incorporated into every student’s daily routine:

11. Security of students and staff

The aim is to ensure that all students and staff are secure at all times while they are on the University campuses. The gates to and from the University should be manned by security personnel at all times and shall, whenever it demands so, be closed. All persons must access the University through designated areas. This access shall only be permissible after a security check has been made by the Chief Security Officer and/or a designated agent. No member of staff should admit an unknown person, unless proof of identity has been obtained.

All visitors shall be required to complete the logbook, giving details of their name, purpose of visit, car registration number and time of arrival and departure.

12. Security of buildings

All staff that require access to any building after working hours should liaise with the caretakers of the respective zones in which the building(s) is (are) located. The caretaker should record the particulars of the staff and when he/she accessed the building. Where the staff may have been given keys or any other materials, he/she should surrender the same at the time of departure and such surrender should be clearly recorded by the caretaker.

13. Security of equipment

All items or equipment in the University are the property of the University and as such must be kept well-maintained and secure at all times. If a member of staff wishes to borrow a piece of equipment (a laptop, for example), full details must be recorded in the logbook by the caretaker/store man. If the item is damaged whilst it is in possession of the member of staff, details of the condition of the item must be noted in the book and the respective head of department/section informed. If the item is insured for use off premises then the University can reclaim part of these costs. If the item is not insured, then the member of staff should be notified of this fact before it is borrowed and repairs shall be the responsibility of the member. All equipment of significant value should be recorded in an inventory.

14. Deployment

The University security staff work as a team. However, to avoid duplication, the staff are deployed/assigned duties under the direction of the Chief Security Officer.

15. Security training and screening

Security officers must pass extensive screening and background checks, and possess military or police experience or training.

Additionally, security supervisors and officers must have received training on crime reporting, incident investigation, evidence gathering, arrest procedures, property surveillance, and natural as well as human originated disasters. There shall be continual security training to build the capacity of personnel to confront changing security threats.

It is the responsibility of the Chief Security Officer to ensure that fire evacuation drills are regularly carried out. A fire drill is a method of practising evacuation of people from a building/site during an emergency. For this to be done a fire marshal—a group of people trained to fight fires and related incidents during emergencies—must be in place.

A fire marshal shall comprise personnel from the security, medical, and maintenance sections, the Dean of Student, and some students. Ideally, fire drills should involve the total population of the University.

Fire and emergency evacuation drills shall be held at least once in an academic year, at the start of a semester. The University shall have its own fire engine for fire fighting and evacuation due to its unique location.

16. Security communication and equipment

For efficient and effective security operations, security personnel have been equipped with good communication equipment such as two-way radios, powerful torches and mobile telephones.

17. Use of Closed Circuit Television (CCTV)

CCTV is increasingly being recognised as a powerful tool in the fight against crime, both for detection and prevention. The University shall use CCTV systems around the administration block, library, public access points and other vulnerable areas. Signs shall be placed at appropriate points alerting people of the existence of CCTV. The University's CCTV Code of Practice shall be available on the University website. CCTV can:

- (a) Reduce the fear of crime and offer public assurance for the university community.
- (b) Assist in the detection, deterrence and prevention of crime by securing evidence to identify and apprehend offenders.

18. Powers of Security Officer

All security officers have civilian powers of arrest. The primary statutory responsibility for law enforcement in the University rests with the Chief Security Officer who works closely with the state law enforcement organs in crime reporting response, and investigation for the security of the University.

19. Identification of staff, students and visitors

Staff and students shall be required to display their identification cards while within the University precincts. The identification card for staff shall bear the name of the staff, staff personal number, national ID number, and position held. The student identification card shall bear the name of the student, admission/registration number, course/programme registered, and the duration of validity. Visitors shall be issued with a visitor's badge and a gate pass that shall be signed by the person being visited.