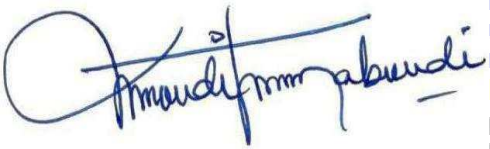

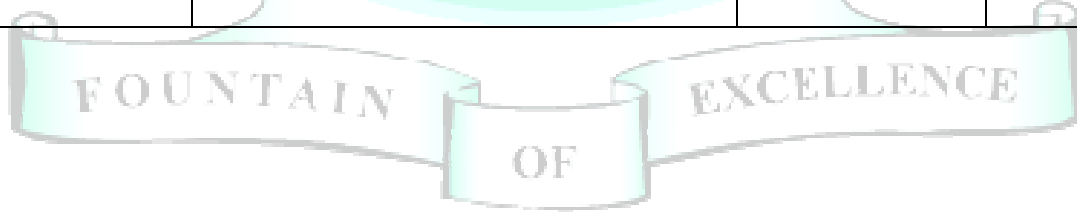




MASENO UNIVERSITY

DOCUMENT TITLE	PROCEDURE FOR PROVISION OF SECURITY SERVICES		
DOC. NO:	MSU/VC/SEC/OP/01	ISSUE NO:	3
DATE OF ISSUE	10 TH MARCH, 2023	REV. NO:	1
AUTHOR	CHIEF SECURITY OFFICER		
AUTHORIZED BY:	VICE-CHANCELLOR	ISSUED BY:	MR
SIGNATURE		SIGNATURE	



DOCUMENT	PROCEDURE FOR PROVISION OF SECURITY SERVICES		
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DATE OF ISSUE	10 TH MARCH, 2023	REV. NO.	2

0.1 DOCUMENT CHANGES

#	Date	Details of Change		Authorization
	(dd-mm-yy)	Page	Clause/sub clause	Title
1	06/03/2023	1	Change of Signature of MR and VC to reflect the current Officer and Division under which department falls.	VC
2	06/03/2023	2	3.4. Incorporation of “Control of Documented Information”.	VC
3				
4				
5				

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

4. TERMS (DEFINITIONS)

- 4.1 **VC** Vice -chancellor
- 4.2 **CSO** Chief Security Officer

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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.

