



COUNTY ASSEMBLY OF BUNGOMA

OFFICE OF THE CLERK

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BUNGOMA, Kenya

NOTICE TO ALL VISITORS

SAA/SOP/01: PROCEDURE FOR ACCESS TO THE COUNTY ASSEMBLY

- 1.1 The Security in charge shall monitor the access control areas and Security of Hon. members and staff every now and then to ensure operational efficiency.
- 1.2 There will be security checks at;
 - i) All access points where screening shall be done and details of visitors recorded in the visitors register. The visitor will surrender his/her ID and be issued with a visitor's card.
 - ii) Entrance to the building – visitor's details are recorded at the reception entrance and are directed by the Serjeant-At-Arms to the relevant office.
 - iii) Entrance to the chamber/ committee rooms – Screening of members at entrance to the chamber prior commencement of proceedings, where the Serjeant-At-Arms ensures safety of Hon. Members. During the proceedings, SAA are deployed to ensure security of Hon. Members while enforcing Speakers rules and maintain law and order.
- 1.3 Any equipment entering or exiting the County Assembly must be documented using the Internal Security Pass for Equipment Entry/Exit Authority Form, with details verified by security upon entry and the original form surrendered upon exit for validation. This will be exceptional for equipment officially authorized for use by officers in the Assembly.

- 1.4 Screening shall be both physical and by use of screening gadgets by the SAA deployed at check points as per the Standing Orders, Speakers Rules and Communication from the chair.
- 1.5 The Members of the County Assembly, Staff and visitors will be screened as directed.
- 1.6 Unauthorized equipment will be denied entry/exit and escalated, while in the event of a legal or criminal incident, the police shall be contacted promptly for assistance and to facilitate the reporting and investigation of the matter.
- 1.7 The details of the crime or offence committed shall be communicated and the scene secured. The crime/offence shall be recorded in the Occurrence book
- 1.8 The crime/offence shall be reported to the Assembly leadership and preliminary investigations shall commence.
- 1.9 Police shall be contacted and the matter reported to relevant appropriately.
- 1.10 Force shall be applied
 - i Where there is resistance
 - ii In response to defeat an adversary.
 - iii While in the house when the speaker directs/orders the Serjeant-At-Arms to do so.
 - iv When arresting an offender within the precincts of County
 - v Where the person involved becomes unruly/disorderly and violent

In case of a Criminal Trespass

- 1.11 The Criminal shall be identified, arrested and detained
- 1.12 The leadership shall then be notified and the incidence reported to relevant police department.

Control of fire arms and safety instructions

- 1.13 The weapon shall be received, safety-checked, the ammunition counted, and securely stored in a sealable bag under lock and key.
- 1.14 The weapon shall be duly recorded in the firearms register to ensure safe custody.

Incident Report

- 1.15 The SAA on duty books the report in the OB and secures the incidence scene using physical markers like cones or other barriers to protect the cordoned area

- 1.16 An incident will be reported in writing within 24 hrs to relevant authority and shall capture the following details;
- i) Title of the incident
 - ii) The date and time.
 - iii) Nature of the incident (Details).
 - iv) The reporting officer's details and signature.
- 1.17 The SAA on duty then informs the immediate supervisor who in turn escalates to the CSAA
- 1.18 The CSAA assigns an officer within the department to investigate the incident. The officer collects all relevant information, analyses and writes a report to the CSAA.
- 1.19 The CSAA reviews the report and analyzes it to establish the root cause in order to prevent occurrence of similar incidences.
- 1.20 An action plan is created to resolve the cause of the incident, both immediate and underlying.
- 1.21 The actions are implemented to ensure that the plan is executed and progress of corrective action is tracked.
- 1.22 The investigation is completed when all issues have been handled and the outcome results documented and communicated with stakeholders.
- 1.23 The documents to be shared for investigations include; Incident Investigation Reports, Fact sheets and alerts. The report once prepared, it is cross checked and signed off by the parties involved, such as investigating officer, supervisor (duty officer), witness and workers involved in the incident.
- 1.24 Inspection Reports shall be prepared daily, weekly, monthly, quarterly & annually as required. Daily, Weekly and Monthly reports shall be shared with the In-charge of the Unit who will compile and sent to the CSAA. The CSAA will make quarterly and Annual reports to the Clerk.



CLERK OF THE COUNTY ASSEMBLY OF BUNGOMA