



**COUNTY GOVERNMENT  
OF BUNGOMA**

# **COUNTY ASSEMBLY OF BUNGOMA**

## **SECURITY & SAFETY POLICY**

**December, 2023**

**COUNTY ASSEMBLY SERVICE BOARD**

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## FOREWORD



Providing security and safety is complex and multifaceted. It requires a high level of understanding of not only the elements of security and safety but also the procedures which must be followed by Hon. Members of County Assembly (MCA) and Staff to counteract prevailing security threats in the County Assembly. This understanding needs to be well articulated and embraced to ensure that security and safety becomes a culture in the County Assembly of Bungoma.

The Serjeant-At-Arms Department is charged with the responsibility of ensuring effective implementation of this Policy. Responsibility for personal security and safety rests with all persons who work or visit the County Assembly. All Hon. Members, Staff, visitors, contractors and suppliers have a role to play in ensuring safety while Serjeant-At-Arms to ensure the success of this Policy.

This policy addresses the measures that the County Assembly of Bungoma shall put in place to draw attention and address the current security needs of the County Assembly. It also highlights the standard policies in relation to different security access points and what the general policy shall be with regard to how the County Assembly will implement this policy and standard operating procedures.

The County Assembly Service Board is confident that this Policy will adequately address issues related to security and safety within the County Assembly. On behalf of the Service Board, I wish to thank all those who participated in developing this Policy.

A handwritten signature in blue ink, reading "Emmanuel Situma". The signature is stylized with a large initial "E" and a long horizontal stroke.

**Hon. Emmanuel Situma (Speaker)**  
**Chairman, County Assembly Service Board (CASB)**

## **PREFACE**



Security and Safety is of paramount importance in all Institutions. Weak security and safety systems have occasioned destruction of property, displacement, injury, loss of lives and trauma. Therefore, providing security and safety for the County Assembly of Bungoma will not only help create a conducive environment for Hon. Members to work but also help Staff maximize their potential in executing their functions as well as safeguarding the assets of the County Assembly of Bungoma.

This policy provides the necessary measures and procedures required to make the County Assembly secure and safe. Its overriding objective is to enable the County Assembly operate the security and safety system which is credible and comprehensive.

This policy plays a pivotal role in guiding the efforts of security management and raising the level of security at the County Assembly of Bungoma.

The policy also supports the formulation of the Security and Safety Advisory Committee which will ensure that issues with regard to security are handled promptly and prioritized by the County Assembly. Security is an inseparable part of every activity in the County Assembly and as an aspect of County Assembly life must be handled as responsibly and precisely as are issues concerning quality, productivity and efficiency.

A handwritten signature in blue ink, appearing to read 'Charles W. Wafula', with a large, stylized initial 'C'.

**Charles W. Wafula**  
**Secretary, County Assembly Service Board**

## **ABBREVIATIONS AND ACRONYMS**

CASB	County Assembly Service Board
HOD	Head of Department
HOS	Head of Section
BIDS	Building Intrusion Detection System
CCTV	Close Circuit Television
EER	Emergency Evacuation Routes
ICT	Information and Communication Technology
ID	Identity
PIDS	Perimeter Intrusion Detection System
SFP	Security Focal Point
SOP	Standard Operating Procedures
CASSAC	County Assembly security & Safety Advisory Committee

## **CHAPTER ONE**

### **1.0 INTRODUCTION**

The County Assembly of Bungoma is an institution established under Chapter 11 of the Constitution of Kenya, 2010 and County Governments Act 2012. Article 185 of the Constitution of Kenya, 2010 read together with Section 7 of the County Governments Act, 2012 outlines the core mandate of the County Assembly as representation, legislation and oversight. Open access to the County Assembly is an indispensable ingredient of legislative but is not without risks. The County Assembly acknowledges the value of a safe and secure work and learning environment for the well-being and productivity of its Staff and Honorable Members. In a bid to provide safe, clean and healthy work environment as enshrined in Articles 10, 41, 42, 70 and 232 of the Constitution of Kenya, 2010, the County Assembly of Bungoma will endeavor to put in place security measures that will reduce security threats to as low as reasonably practicable.

The Security and Safety Policy, therefore, seeks to formalize a cohesive and integrated approach to security and safety throughout the County Assembly of Bungoma.

### **1.2 Policy Statement**

The County Assembly will strive to safeguard as far as is reasonably practicable, the security and safety of Hon. Members, Staff and other stakeholders while at County Assembly and its precincts and any other County Assembly controlled facilities through implementation of this Policy.

### **1.3 Guiding Principles**

The Policy is guided by the following principles;

- a) Mitigating County Assembly risks by reducing threats to as low as reasonably practicable and enhancing rapid recovery efforts to reduce potential consequences from adversaries
- b) Sensitization of stakeholders on security and safety and strengthening our partnerships with security agencies and other external stakeholders;
- c) Provision of leadership, guidance and capacity to ensure security concerns are adequately addressed; and



- d) Upholding privacy, transparency, integrity and dignity when engaging members of the County Assembly community.

#### **1.4 Policy Objectives**

The Policy is guided by the following objectives

- a) To safeguard the County Assembly Assets
- b) To ensure safe working and learning environment
- c) To provide timely security advice to management
- d) To ensure and guarantee a security sensitized County Assembly Community
- e) To maintain law and order at the County Assembly and
- f) To liaise with local and national security agencies on matters of mutual interests.

#### **1.5 Legislative and Administrative Instruments**

The following, but not limited to, legal instruments and Institutional Policies shall be applicable to this policy:

- a) The Constitution of Kenya, 2010
- b) The County Government Act, 2012
- c) County Assembly Services Act, 2017
- d) Occupational Safety and Health Act, 2007;
- e) The Prevention of Terrorism Act, 2012;
- f) The Kenyan Penal Code, 2012;
- g) The Evidence Act, 2012;
- h) The Public Officer Ethics Act, 2003;
- i) Private Security Regulation, 2016;

#### **1.6 Scope/ Applicability**

The Policy shall apply to all County Assembly Members, staff and stakeholders. The scope of the Policy comprises issues touching on security and safety at the County Assembly of Bungoma

#### **1.7 Responsibilities**

The following highlights specific areas of responsibility assigned to various offices in the County Assembly

### **1.7.1 County Assembly Service Board**

- a) Providing support and resources to aid in the implementation of the Security and Safety Policy
- b) Training of security personnel to attain acceptable standards of operation.

### **1.7.2 The Clerk**

- a) Ensuring and facilitating the development and planning of security strategy, policies and procedures.

### **1.7.3 Chief Serjeant-At-Arms**

- a) Developing, documenting and implementing the security strategy, policies and procedures and monitoring their effectiveness and efficiency.
- b) Ensuring crime cases, breaches in security of the Hon. Members and Staff disciplinary matters are investigated
- c) Providing expert and impartial up-to-date advice on security and safety matters and
- d) Liaising with civil police, emergency services and relevant County Government authorities on matters of mutual interests.

### **1.7.4 Serjeant-At-Arms Department**

- a) The team will be responsible for the day-to-day management and implementation of the Security Policy and Procedures
- b) Monitoring of these Policies and Procedures to ensure their continued effectiveness delivery of an efficient and effective service to the County Assembly
- c) Management and sensitizing staff on security policy and procedures
- d) Investigation of crime and
- e) Advice on implementation of security solutions, security hardware, CCTV, intruder alarm installations etc.

### **1.7.5 Serjeant-At-Arms Shift Officers**

- a) Conducting security duties as defined in SOPs, including the operation of the Central Control Room, CCTV monitoring, responding to all incidents, e.g. fire and intruder alarm activations, disturbances, electrical/mechanical failures, damage to County Assembly fabric and lock-outs, on and off the County Assembly. This could include

major incidents affecting the County Assembly's business continuity and disaster management.

- b) Patrolling County Assembly buildings on foot and in designated patrol vehicles to ensure that the Hon. Members, Staff, buildings and other users remain safe and secure react to and deal with incidents and emergencies that may arise.

#### **1.7.6 H.ODs and H.O.S**

They have a crucial role in promoting security within their area of jurisdiction. The actual role will vary according to the location and the nature of the activity taking place.

#### **H.O.Ds & H.O.Ss**

- a) Ensure their staff has access to and are familiar with the Security and Safety Policy.
- b) Ensure that all Staff in their Departments understand and exercise their security responsibilities, including the displaying of County Assembly Identity Cards, and have due regard to County Assembly property.
- c) Control access to their Departmental areas by approving the issuance of keys and by authorizing Staff to have 'out of office hour's access' only when necessary.
- d) Ensure that their Departmental Staff return to the Department any County Assembly items issued to them which include but not limited to County Assembly identity cards, keys and laptops on their last day of work
- e) Notify the Serjeant-At-Arms Department of any security risk who will advise on any additional security or protection measures and
- f) Ensure Emergency Evacuation Routes (EER) is located at vantage points in their office areas. The EER to include but not limited to exit/escape routes from each building, County Assembly areas, location of first aid boxes and firefighting equipment.

#### **1.7.7 County Assembly Staff**

- a) All County Assembly Staff, contracted workers, attaches should ensure that they are acquainted with the Security and Safety Policy, paying specific consideration to those issues that are applicable to their activities.
- b) They should also cooperate with requests from the SAA Department, specifically in emergency or evacuation circumstances and in relation to security procedures. Staff must, at all times, when within the County Assembly premises put on their identification cards.

### **1.7.8 Visitors**

- a) All visitors to follow security procedures designed to protect County Assembly property and where issued, wear their Identification Cards at all times
- b) Visitors must follow instructions from the SAA Department or from their host Department, particularly in emergency situations.



## **CHAPTER TWO**

### **2.1 County Assembly Security and Safety Advisory Committee**

The County Assembly shall establish a cross functional County Assembly Safety and Security Advisory Committee (CASSAC) whose mission is to advise on plans, strategies, and coordination of all safety and security and emergency issues for the County Assembly.

The Clerk shall appoint a Committee comprising the following;

- a) A senior Member of Staff Services who shall serve as the Chairperson
- b) A representative from the Serjeant at Arms Department who shall be the Secretary to the Committee
- c) Five other Members from varied Departments.

The Committee may, where appropriate, co-opt any person to attend the deliberations of the CASSAC. Notice of the CASSAC meeting accompanied by an agenda shall be sent to members three (3) days prior to the meeting. Two-thirds (2/3) of the total number of the members shall form a quorum exclusive of co-opted members.

In the event that a special CASSAC meeting is necessary, the Secretary in consultation with the Chairperson shall convene such special meeting by a notice in writing, stating the agenda to be deliberated.

### **2.2 Security Reports**

County Assembly of Bungoma shall keep crime statistics compiled from County Assembly security reports. These reports detail the types and number of crimes that occur on and around the County Assembly as reported by the County Assembly Serjeant-At-Arms Department, who will thereafter prepare a report to the management through the County Assembly Safety and Security Advisory Committee (CASSAC), for consumption and decision making.

### **2.3 Standard Operating Procedures**

The County Assembly Standard Operating Procedures in operational procedures shall be determined between line management responsible for that operation and the Serjeant-At-Arms Department.

## **2.4 County Assembly/Private/Public Events**

All public and private meetings and or events which are to be conducted within the County Assembly shall be approved by the Clerk.

Political oriented rallies or gatherings shall not be held within the County Assembly premises at any time.

## **2.5 Access Management**

- a) Open access to County Assembly is a requisite element of legislative life but is not without risks. It is, therefore, in that spirit that County Assembly of Bungoma main gates and premises shall be protected on a 24-hour basis by the deployment of security personnel and enhanced by an automated access control system. Entry to County Assembly facilities shall hence be controlled.
- b) Hon. Members, Staff, Students on attachment and visitors shall enter County Assembly through designated and controlled access points after undergoing security checks as required.

## **2.6 Identity Card**

- a) In the interest of safety and security, CASB shall operate an identity card scheme that requires all Staff, Students on attachment, contractors, suppliers and visitors to wear and have clearly visible identity cards at all times whilst on its premises. The ID card must be surrendered at the gate and issued with the visitors card for visitors and contractors
- b) The SAA Department in consultation with the HR Department shall be responsible for issuance and enforcement of Staff and Students on attachment & visitors access cards

## **2.7 Crime Prevention**

- a) The County Assembly staff and Hon. Members shall report all crimes at the County Assembly to the Serjeant-At-Arms on duty in the first instance or any other available SAA Officer.
- b) The County Assembly will approach crime prevention through intelligence gathering, incident reporting, crime investigation, security awareness and training.

## **2.8 Security Awareness**

- a) Personal valuables should be kept safely and never left unattended.
- b) Windows in offices must be closed and secured on departure by the office occupants where locks are fitted. Curtains or blinds in these rooms should be closed at dusk and lights (except security lighting) should be turned off when leaving by the users. Failure will lead to disciplinary action taken against such officers
- c) Laptops and other portable Information Technology and Audio Visual equipment should be kept safe when not in use.
- d) All incidents of crime at the County Assembly premises, real and suspected, must be reported to the SAA Department.
- e) SAA Officers will conduct patrols in County Assembly, to aid in the identification of security risks, monitor public safety and act as a deterrent against crime.
- f) Hon. Members, Staff and Students on attachment who bring visitors in the County Assembly shall be personally responsible for the visitors' conduct, wellbeing and safety.
- g) The Department of the Serjeant-At-Arms shall organize security awareness day which will be open to Hon. Members and the Staff

## **2.9 Incident Reporting**

It is the responsibility of all County Assembly community to report all activity, suspected or real, of a security/safety nature. Incident reporting is crucial to the identification of patterns of criminal activity and risk analysis. It permits investigation and recommendations to be made to prevent a recurrence. Comprehensive reporting of incidents provides an accurate picture of the level of crime throughout the County Assembly and thus ensures that adequate resources are provided to combat that crime.

- a) All incidents of a security/safety in the County Assembly should be reported in the first instance to the Chief Serjeant-at-arms) or Police Emergency numbers ..... Bungoma County Police Control room .....
- b) The victims in all reported cases of all crimes, but in particular assault, indecency, fraud, theft (including car or cycle theft) and burglary are advised to inform both the SAA/Security Team. In case of doubt, advice on Police involvement may be sought from the Chief Serjeant-At-Arms.



- c) Any Police involvement on County Assembly premises is to be notified to the Chief Serjeant-At-Arm who will notify the Clerk to enable effective management of any subsequent actions within the County Assembly jurisdiction.
- d) Where appropriate, in addition to any Police involvement in alleged criminal offences by Staff, the Clerk will be informed by the Chief Serjeant-At-Arms for possible consideration under the County Assembly disciplinary procedure.

### **2.10 Crime Investigation**

All crimes that occur on County Assembly premises will be investigated appropriately to prevent re-occurrence and aid crime prevention. The Chief Serjeant-At-Arms or other members of the Department as delegated by Chief Serjeant-At-Arms will carry out internal investigations of security related incidents.

Incidents, producing written reports to the Clerk for further action and providing follow up crime prevention advice.

### **2.11 Perimeter Protection Management**

The County Assembly shall have a perimeter fence to clearly demarcate its property. The extent of perimeter protective measures shall be in accordance with the nature of the County Assembly facility. The security risk analysis shall be determined by the SAA Department. Where a secure perimeter is required, fencing shall be a minimum of 2.4 meters high with anti-climb hostile topping extending the fence to 3 metres overall. Fences shall be topped with coiled razor wire. Walls shall be topped with a rotating spike defense.

Fencing should be buried at the base wherever practicable. Where not possible, gaps between the bottom of the fence and ground shall not exceed 5 cm. Storm drains, culverts, pipelines, utility tunnels, etc. in excess of 600 cm<sup>2</sup> which pass through or under the perimeter fence shall be fitted with security bars or a grille to be resistant to intrusion. A properly equipped gatehouse shall be established on the perimeter to control access.

### **2.12 Building Protection Management**

The County Assembly will put in place the following baseline security measures for its premises in order to reduce potential threats:

- a) Ensuring strong external doors which are resistant to removal or penetration;
- b) The use of strong locks with multiple locking points on external doors;

- c) Appropriate protection for windows up to 5m from ground level;
- d) Proper Illumination;
- e) Internal locking for out of working hours separate from working hours;
- f) Building intrusion detection systems deployed on doors and windows (shell protection), to protect interior building spaces (volumetric protection), and specific objects (target protection);
- g) CCTV surveillance; and
- h) An emergency plan.

### **2.13 Surveillance Management**

The County Assembly shall put in place the following surveillance means and methods for gathering real time information that will support security operations function:

- a) CCTV;
- b) Foot patrols (with dogs);
- c) Vehicle patrols (to residences of the Clerk & hon. Speaker)
- d) Watch towers.

### **2.14 Use of Closed-Circuit Television (CCTV)**

#### **2.14.1 Reason for Use**

The use of Closed-Circuit Television (CCTV) has been widely recognized as an effective tool in the fight against crime, both in its prevention and detection. The Government of Kenya recognizes the utility of surveillance cameras in national security and law enforcement. In this regard, these security controls have become an indispensable part of detection, prevention, investigation and prosecution of crime. The surge in crime has compelled various institutions and individuals, both in the private and public sector, to use CCTV cameras to deter, mitigate, and disrupt potential security threats.

The **National CCTV Policy, 2019** provides standard guidelines for the installation, operation and management of CCTV systems. The County Assembly shall use CCTV systems around the County Assembly covering many of the public access points, sensitive offices, plenary Committee rooms, Kamukunji halls and adjacent areas. CCTV shall be installed, with the objective of assisting in the provision of a safe and secure environment. This objective shall be met through the monitoring of the CCTV system so as to:

- a) Assist in the prevention and detection of crime;

- b) Facilitate the identification, apprehension and prosecution of offenders in relation to crime and public disorder; and as an aid to public safety;
- c) Assist in the County Assembly's Emergency Procedures;
- d) Assist with traffic management;
- e) Promote safer communities; and
- f) Provide a training facility.

All these shall be carried out in a manner, which is consistent with the **National CCTV Policy, 2019**.

#### **2.14.2 Locations**

The system shall consist of PTZ and static cameras installed around the County Assembly. The main Control Room shall be located at the CSAA, while one other Control Room shall be in the SAA CCTV Room

#### **2.14.3 CCTV Operating Procedures**

The procedures shall ensure the concerns of Confidentiality, Integrity and Ethics are not compromised. The intention is to guarantee that the information obtained from the CCTV will give public confidence, that the rights of individuals are being fully protected. Access to the CCTV monitoring and recording systems in the Control Room is strictly controlled and is limited to duty SAA Staff, CCTV operator or authorized management. All these will be done in synchronization with the **National CCTV Policy, 2019**.

#### **2.14.4 Use of CCTV by the Police**

In general, the Police should not require access to (nor be allowed access to) County Assembly CCTV systems except under the following circumstances:

- a) Emergencies or investigation of serious incidents;
- b) Identification of offenders; and
- c) Liaison and training purposes, by prior arrangement with the CSAA authorized by the Clerk.

#### **2.14.5 Disciplinary Procedures**

On occasions, it is necessary to use CCTV as part of disciplinary investigation and source of evidence. Footage to support such an investigation can be accessed to support investigations with the authorization of the Clerk of the County Assembly who shall consider the request

and ensure it complies with the objectives of the system as detailed under “Reason for Use” above.

#### **2.14.6 Recorded Images**

Images shall be kept securely and in line with the requirements of the National CCTV Policy.

#### **2.15 Intrusion Detection Management**

As a standard practice, the County Assembly is required to employ two categories of intrusion detection system: Perimeter Intrusion Detection Systems and Building Intrusion Detection Systems. The Perimeter Intrusion Detection System (PIDS) uses dedicated electronic systems which detect and warn of an intrusion or attempted intrusion, through an external line of protection like a perimeter wall or fence. Building Intrusion Detection Systems (BIDS) shall be geared towards a provision of detection towards detecting breakthrough (shell), detecting an unusual energy pattern in a monitored space (volumetric), or detecting an adversary interfering in some way with a specific object (target) in a building in the County Assembly.

#### **2.16 Dangerous Weapons**

Possession of any type of weapon for example, firearms, explosives, machetes, knives, crowbars, clubs, whips, etc. on any County Assembly facility is strictly prohibited. This prohibition applies to all facilities owned, leased or otherwise controlled by County Assembly and whether legislative, or otherwise. Failure to comply with this Policy may lead to disciplinary action by the County Assembly and also may result in criminal prosecution. In addition, the County Assembly reserves the right to confiscate the weapon and hand it over to the relevant authority. This Policy applies to all members of the County Assembly community. Any exceptions shall be sanctioned by the Clerk otherwise licensed weapon holders shall surrender the same to CSAA at the gate for safe custody and returned to the owner on exit. The necessary handover/takeover forms shall be duly filled.

#### **2.17 Trespass**

Bungoma County Assembly is a public Institution of legislation, oversight & representation that is open to the general public. However, the County Assembly has the ability to determine

the expectations and parameters for an individual's presence on any County Assembly property. The County Assembly retains the right to restrict access to County Assembly property due to safety consideration to its County Assembly community.

Any County Assembly community member whose behavior poses a threat to the safety of persons or property or who is considered a serious disruption to the County Assembly or working environment of the County Assembly may be asked by appropriate County Assembly personnel to leave any County Assembly location until otherwise notified. Any person who does not comply may be subject to trespass and/or arrest by the County Assembly security operatives or any other County Assembly member and action taken in accordance with the applicable Act.

### **2.18 Property Damage, Misuse, or Theft**

The County Assembly property and services may be used for County Assembly, public or and private functions during the hours and at the locations that have been approved. Inappropriate use of County Assembly property or services may result in disciplinary action against the hon. Members, the staff or Student on attachment or replacement/repair for other County Assembly Community Members.

Attempted or actual theft or damage/vandalism of County Assembly property or the property Hon. Members, Staff, Students on attachment or any other County Assembly community members are prohibited. In addition, knowingly possessing or utilizing stolen property, or being a bystander to damage or vandalism is a violation of this Policy. Hon. Members or Staff reported for property damage and/or theft is subject to one or more of the following:

- a) Prosecution for criminal charges;
- b) Assessment of the costs for repair, replacement or recovery of the property; and,
- c) Disciplinary action.

### **2.19 Preventing Workplace & County Assembly Violence**

The County Assembly strives to provide a safe and secure working environment to its Hon. Members, Staff and Students on attachment. Verbal threats, threatening behavior, or acts of violence by hon. Members, Staff & Students on attachment or other members of the County Assembly community shall not be tolerated. Persons found to have violated this Policy are subject to appropriate disciplinary action.

Reported threats and acts of violence shall be investigated by the County Assembly.

## **2.20 Prohibited Behavior**

The following behaviors are strictly forbidden in the County Assembly:

- a) Using threatening, intimidating, or abusive language and/or gestures;
- b) Using or possessing firearms, explosives, knives, or any other type of weapon;
- c) Stalking or similarly harassing behavior toward hon. Members, Staff, or Visitors;
- d) Destroying or damaging County Assembly property, computer files, and/or other acts of workplace sabotage;
- e) Assaulting or physically attacking another person
- f) Verbally threatening to harm another person or destroy property
- g) Possessing or consuming alcohol and illegal drugs
- h) Working under the influence of alcohol or illegal drugs
- i) Illegal parking within the County Assembly
- j) Illegal behavior using County Assembly internet connection;
- k) Taking part in unauthorized commercial activities within the County Assembly
- l) Gambling;
- m) Seeking gifts or favours of any kind for work done;
- n) Any other behaviour that affects the security and safety of the County Assembly.

## **2.21 Reporting Requirements**

The Hon. Members, Staff and other County Assembly community members are required to notify Security immediately if they observe the following:

- a) A life-threatening situation that is in progress (physical confrontation, robbery, etc.)
- b) An act of violence or threat in the workplace, official residence or on County Assembly property; and
- c) Any action or conduct that is imminently threatening or violent, or that has the potential to become threatening or violent.

## **2.22 County Assembly Owned Residences**

Access to Official County Assembly residence is restricted. Only authorized personnel can be granted access by Officers manning the residences with express authorization by the Clerk of County Assembly.

The County Assembly shall:

- a) Operationalize the Standard Operating Procedures to guide access to such premises considered private in the event of posing or thought to cause breach of security and safety of the occupants and other residents of the County Assembly.
- b) Once every year conduct a survey to establish effectiveness of the security and safety measures in Official residences and collect views to enhance such measures.

Visitors, contractors and other guests shall be issued with identification passes if they need to access Official residence.

## **2.25 Information Management**

Hon. Members, Staff, Students on attachment and suppliers of County Assembly shall follow ICT and information security procedures. At the end of the working day all County Assembly sensitive information will be locked away or encrypted. During the working day, computers will be secured by use of passwords. Out of working hours, they will be shut down and be properly secured. Non-County Assembly, non-encrypted portable flash memory devices shall be prohibited from use in County Assembly computers. All County Assembly sensitive waste will be securely disposed of by cross-shredding and implementation of a clear desk Policy.

## **2.26 Confidentiality of County Assembly Information and Documents**

The County Assembly requires all members to safeguard classified and confidential information. This includes (but not limited to) Staff & Hon. Members records, internal classified County Assembly documents, patents and copyrights and trademarks (intellectual property).

## **2.27 Privacy**

The County Assembly shall comply with all the national laws, statutes and regulations governing individual privacy in its endeavor to maintain a safe and secure legislative and working environment.

## **2.28 High Risk Personnel Management**

The County Assembly shall provide adequate additional appropriate security for senior Officers as and when need arises such as during emergencies and high security alerts. The SAA Departments should come up with an evacuation plan for the County Assembly Senior

Management, Hon. MCAs, CASB Members, Clerk & the Hon. Speaker in times of calamities, unrest, or emergencies.

## **2.29 Risk Management**

### **2.29.1 Risk Analysis**

The County Assembly shall carry out risk analysis for all its facilities on an annual basis. The process is collaborative and shall involve representation from across the County Assembly. The SRAM (Security Risk Analysis Matrix) shall be the standard tool used, and the results of the process shall feed into the strategic risk management plan, and cascaded into risk management action plans.

All security risks will be identified, documented and managed to ALARP (as low as reasonably practicable). Vulnerabilities that present a life-safety hazard shall be mitigated in accordance with legal, regulatory, County Assembly best-practice and moral responsibilities, with attention given to litigation exposures. Contingencies shall also be in place for high impact risks.

### **2.29.2 Risk Audit**

Risk audit is an important tool that is used to verify whether all security measures which are supposed to be in place are in fact in place, functioning and documented correctly. It examines and documents the effectiveness of risk responses in dealing with identified risk and their root causes, as well as the effectiveness of the risk management.

To protect Hon. Members and Staff, Assets and other County Assembly community members, therefore, a quarterly risk audit for all County Assembly facilities shall be conducted.

## **2.30 Assets and Material Management**

The County Assembly shall ensure that its assets are properly coded and recorded and that their movement is closely monitored.

## **2.31 Sexual Assault/Harassment**

The County Assembly shall comply with all the national laws, statutes and regulations concerning sexual assault and harassment. This may include but not limited to sexual harassment; sexual violence; gender based bullying; hazing; stalking; domestic violence and



dating violence. For more information refer to the County Assembly Sexual Harassment Policy.

### **2.32 Lost and Found**

This policy intends to ensure that items reported lost or found in the County Assembly premises are properly accounted for and, in the case of items found, returned to their rightful owner or disposed of by the County Assembly in accordance with the laid down procedures. The County Assembly assumes no responsibility whatsoever for the care and/or protection of any personal belongings left unattended at County Assembly premises and for loss, under any circumstances, including theft, vandalism, or malicious mischief of such belonging. The County Assembly SAA Department is designated as the central repository and controlling agency responsible for lost and found property for the County Assembly. All found items shall be turned into SAA Department for identification of the rightful owner if possible.

All found items turned into the County Assembly, SAA Department will be logged as found and posted monthly on the County Assembly web (<https://www.bungomaCountyAssembly.go.ke>) and in the designated notice boards. All unclaimed items will be held for a period as prescribed in the Unclaimed Financial Asset Act No. 40 of 2011.

Any individual making a request on recovery of a lost item must present documentation, picture identification or any other proof of ownership, and/or a description of the item before it is returned to them. If the item has no identification on it but the individual can describe or open (log in) it (i.e. phone, tablet, laptop), the item will be returned once the transfer of ownership form has been completed.

### **2.33 Parking**

- a) The County Assembly seeks to provide and maintain a safe County Assembly environment for the vehicle, pedestrian, and bicycle traffic. Parking and driving regulations are created and enforced to establish a climate of safety and order. Penalties may be issued for failure to observe these regulations and in some cases the vehicle may be towed from the County Assembly at the owner's expense. The County Assembly shall use the existing traffic laws and regulations to enforce the Policy.
- b) All motorized vehicles and bicycles parked or operated within the County Assembly by hon. Members and Staff must be registered with the County Assembly SAA

Department and display a current Gate Pass. Double/wrong parking is prohibited and motorized vehicles and bicycles not displaying a current gate pass may be towed from the County Assembly at the owner's expense and/or may incur a fine.

- c) The County Assembly will endeavor to provide ample parking for vehicles and racks for bicycles under shade structures which will be covered by CCTV cameras on a 24-hour basis. All bicycles must be secured to these racks.
- d) The County Assembly speed limit allowed is 10km/hr. unless otherwise stated. Vehicles/motorbikes and bicycles are parked at the County Assembly at the owners' risk.

## **2.34 External and Out-Sourced Security Assistance**

### **2.34.1 External Assistance**

In order to promote security awareness and seek assistance in dealing with criminal incidents, the County Assembly SAA Department shall maintain a close contact with the local security agencies and other relevant authorities. The County Assembly CSAA shall liaise with such agencies and relevant authorities on behalf of the County Assembly on matters of mutual interest.

### **2.34.2 Out-Sourced Security**

To create a security-compliant environment for the County Assembly community, the County Assembly shall contract security services from a reputable registered private security firm in Kenya in accordance with the Public Procurement and Asset Disposal Act, 2015 and the Private Security Regulation Act, 2016 in consultation with the CSAA.

## **2.35 Alcoholic Beverages and Illegal Drugs**

- a) The County Assembly is committed to the well-being of each member of the County Assembly community. In order to further hon. Members & staff understanding, the County Assembly legislative, representation and oversight mission, the County Assembly fosters an environment of personal responsibility and respectful citizenship. This means that all members of the County Assembly community have a shared responsibility in creating and maintaining an alcoholic and drug-free environment.

- b) All members of the County Assembly community are strictly prohibited from the use, consumption, possession, manufacture, sale, furnishing and/or distribution of alcoholic beverages, controlled substances and illegal drugs on any County Assembly premises or at any of its activities.
- c) Violation of this Policy will amount to disciplinary action against the offender and shall lead to legal consequences.

### **2.36 Key Control Guidelines**

These guidelines shall be used for key control:

- a) All keys, electronic access cards and access codes are the sole property of the County Assembly and will be issued to hon. Members, and employees based on their needs for access.
- b) Procedures shall be in place to control the issuance of keys issued to authorized persons once they sign in the key movement register.
- c) Registers shall be kept documenting all keys issued and returned. The registers shall be monitored on a daily basis.
- d) Keys shall be signed back in by any authorized person from the respective Department.
- e) Lost, stolen or unreturned keys shall not be replaced until a report has been filed with the County Assembly SAA Department to replace the same immediately. Replacement of keys will only be issued after an investigation of the loss. The cost of replacement will be charged to the individual concerned.
- f) Procedures shall be implemented to control duplication of keys and to provide for a periodic rotation of replacement of locks.
- g) Persons leaving the County Assembly or transferring to another Department are to return their keys directly to their Departmental Office. They should not pass keys directly to their replacement.
- h) No Staff shall change locks or duplicate keys for their office without the knowledge and consent of the SAA Department.
- i) All keys shall be kept at the SAA Department for monitoring.

## **CHAPTER THREE**

### **3.0 SAFETY**

#### **3.1 Fire**

Fire is probably the biggest danger in multiple-occupancy buildings. This could arise from unsupervised or dangerous electrical equipment, whether in offices or the official residential areas. The County Assembly shall:

- a) Expect Staff and Hon. Members, to be and always remain vigilant to pick, identify or detect fire and fire threats
- b) Require that all personal electrical items are safe and kept under surveillance when in use.
- c) Develop fire regulations and procedures

The County Assembly shall from time to time make arrangements to ensure Hon. Members, Staff and visitors are aware of potential dangers of fire. They shall be required to follow these guidelines:

- a) Familiarize themselves with escape routes and County Assembly points;
- b) No blocking of fire escapes;
- c) Tampering with electrical circuits is prohibited and reporting of live wires without proper insulation must be done immediately to the SAA Officer or works and electrician immediately.

#### **3.2 Fire Extinguishers**

Fire extinguishers are fitted in communal areas to assist hon. Members and the Staff to deal with fires. The County Assembly views with concern any interference with fire safety equipment, which is provided and maintained for the safety of all Members of the County Assembly. This includes letting off, or tampering with, fire extinguishers (except in the event of a fire), the jamming open of fire doors, the improper use or removal of keys to emergency exits, and interference with, or improper use of, fire escapes and fire exits. Tampering with fire safety equipment is an offence.

### **3.3 Fire Detectors and Alarm**

Fire detectors and alarms shall be fitted in some sections of the County Assembly buildings and infrastructure. Staff, hon. members and visitors should avoid leaning up against such devices, or in any way causing damage.

Each alarm which goes off must be treated by all as a potential fire, and Hon. Members and Staff are required to evacuate all the buildings. Each year Management shall conduct a test-drill of these detectors and alarms to assess their effectiveness.

### **3.4 Fire Escape**

Each building shall have its means of escape clearly marked. The escape routes are in the form of the open staircases for faster speed of escape and cater for the spread of smoke. Escape routes shall be kept clear of personal property, furniture and other items. Regular inspections will be made of these areas, and action taken regularly to ensure escape routes are not blocked.

It is essential that all members of the County Assembly understand the actions that need to be taken in the event of a fire alarm. Fire instructions shall be provided behind the door in each hon. Members & staff offices and other vantage locations. Staff, hon. members and visitors have a responsibility to know their escape routes, fire exits and fire County Assembly point.

### **3.5 Terrorism**

The County Assembly shall ensure that:

- a) Suspicious activities and items in the County Assembly are reported promptly to the SAA Department;
- b) Security procedures are heightened at the entry/exit points of the County Assembly
- c) Staff and Hon. Members undergo life skills training on safety measures in the event of terror attacks;
- d) Information is collected on security risks in regard to impending terror attacks; and
- e) Classified County Assembly information is only shared as and when necessary and by authority of the Clerk.

### **3.6 Lightning**

The County Assembly shall install lightning arresters at all County Assembly high-rise buildings and train Staff and hon. Members on safety procedures in the event of lightning.

### **3.7 Earthquakes**

The County Assembly shall ensure that all its buildings conform to the national building guidelines related to earthquakes.

### **3.8 Floods**

The County Assembly will ensure that a proper drainage system is in place in all County Assembly premises.

### **3.9 Road Safety**

The County Assembly shall:

- a) Ensure that all its vehicles are properly serviced and are roadworthy;
- b) Ensure that in County Assembly road signs are put at designated points;
- c) Ensure that the speed limit of vehicles driven in County Assembly is maintained at 10km/hr;
- d) Ensure that its drivers comply with the provisions of the Traffic Act with regard to road safety; and
- e) Encourage Hon. Members and Staff to use designated road-crossing points.

### **3.10 Disposal of Hazardous Waste**

The County Assembly will ensure that disposal of hazardous materials is done in an environmentally sustainable manner and in line with the applicable environmental laws.

### **3.11 Outbreak of Diseases**

The County Assembly shall:

- a) Train Staff and Hon. Members on causes of diseases and measures to be taken to prevent and control outbreaks of diseases,

- b) Ensure that adequate medical Staff are deployed and equipment's put in place to curb outbreaks of diseases, and
- c) Encourage Staff and hon. members to maintain high levels of hygiene within the County Assembly.

### **3.12 Public Disorder (Strikes and Riots)**

The County Assembly shall ensure appropriate strikes/riots preventive mechanisms are put in place to adequately address hon. members and Staff needs. In the event such strikes/riots occur, the County Assembly shall deploy enough SAA personnel to contain the situation and seek support from external security agencies if things get out of hand.

### **3.13 Chemical, Biological and Radiological Attacks**

The County Assembly shall design and implement proactive and responsive measures to mitigate against CBR threats. This should include principles of building design for risk reduction related to chemical, biological, and radiological threats.

## **CHAPTER FOUR**

### **4.0 IMPLEMENTATION MECHANISMS**

#### **4.1 Operationalization of the Policy**

County Assembly will operationalize this Policy through formulation of Standard Operating Procedures.

#### **4.2 Implementation Framework**

The County Assembly Management under the stewardship of the Clerk shall be responsible for implementing this Policy. The County Assembly Service Board shall play a pivotal role in monitoring and evaluation of the same.



## **CHAPTER FIVE**

### **5.0 REVIEW OF THE SECURITY AND SAFETY POLICY**

This Policy shall be reviewed from time to time or when the need arises.



**COUNTY GOVERNMENT OF  
BUNGOMA**

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