**INDEPENDENT POLICING OVERSIGHT AUTHORITY (IPOA)**

**WORK PLAN: DECEMBER 2013 – JUNE 2014**

**Department/Unit: …SECURITY…………………………………**

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|  | **Programme** | **Main**  **Objectives** | **Main**  **Activities** | **Results/Outcomes** | **Implementation Timeline** | **Person Responsible** |
| 1 | Establish security structure | Ensure effective functioning of the Department | * Develop TOR * Identify the most appropriate persons and skills for the job | Professional Employees | Dec 2013 | Head of Security and Head of HR |
| 2 | Conduct Security Survey | Evaluation of security situation | * Conduct Security analysis * Identify deficiencies and excesses and make recommendations for remedy | Survey Report | Feb 2014 | Head of Security |
| 3 | Develop security policies and procedures | Provide guidance and procedures on security matters | * Development of a security policy manual * Ensure availability of clear instructions on security of personnel, assets and information | Security Manual | Mar 2014 | Head of Security and Head of IT |
| 4 | Outsource Security personnel | Ensure professional conduct of security duties | * Identify a security provider * Draft TOR for security * Ensure security on a 24 hr basis | Security of Personnel in place | Jan 2014 | Head of Security |
| 5 | Security and Safety of Vehicles and equipment | Ensure safety and security of vehicles | * Installation of car track to monitor vehicle movement * Installation of alarm system to prevent accessibility by unauthorized persons * Fixing of vehicle lock nuts to secure the vehicle tyres * Install other physical locking mechanism * Enforce strict movement control by establishing a register to show time of departure, arrival and mileage * Regular seminars on safe driving best practices | Safety and Security of IPOA Vehicles and equipment | Jan – Mar 2014 | Head of security |
| 6 | Security and Safety of IPOA Assets/Property | Ensure that the offices, tools of work including computers and materials are protected from unauthorized persons | * Access Control by use physical barriers, and visitors cards * Installation of CCTV and Biometric locking system * Reinforcement of windows and doors in critical offices and stores * Restrict entrance to one entry point * Use of hand held metal detectors by security guards * Installation of electronic metal detectors at the main entrance to the building * Installation of firefighting equipment | Reasonable protection of offices, tools and other materials is achieved | Dec 2013 - June 2014 | Head of Security and Head of IT in liaison with ACK |
| 7 | Security and Safety of IPOA Staff members and other stake holders | Ensure that staff members are safe and secure at work and their homes and react speedily to security challenges when they arise | * Ascertain staff movement and location by use of IT (Adroit Phones) * Constant liaison with the police for quick response * Liaise with the police to provide armed police guard for senior staff * Provide staff with IPOA identification cards to be used when need arises * Regular security briefs on trends of crime and Hot spots * Awareness training on First Aid, Fire outbreak, Kidnap and other threats to personal security and safety in line of duty | Reasonable security and safety for IPOA staff members | Jan 2014 - June 2014 | Head of Security and Head of IT, in liaison with the police |