



KENYA NATIONAL ASSOCIATION
OF PROBATION OFFICERS (KNAPO)

GOVERNANCE MANUAL

(Revised, 2024)

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A. ADMINISTRATION POLICY

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A.1 INTRODUCTION

In order to streamline the operations in KNAPO the administration policy provides the structure under which such operations can be run efficiently and effectively.

A.2 MEMBERSHIP

Membership to the association is mandatory to all serving Probation Officers. The association has three categories of membership and these are:

- a) Full members – serving Probation Officers
- b) Associate members – retired or resigned Probation officers
- c) Honorary members - persons who have rendered distinguished service to or in Probation practice and rehabilitation of offenders
- d) Student members – students with an interest in Probation practice.
- e) Corporate members – organisations and institutions

Full members will automatically convert to associate members upon exiting from active service. Probation Officers dismissed from service or retired in the public interest shall be disqualified from membership of the association.

A.2.1 Subscription

All members are required to pay a monthly subscription which is determined by the National Executive Council.

Subscription fee by full members shall be paid through check off system from the payroll while the rest of the members will pay using bank deposits, cheques or electronic funds transfer. All subscriptions constitute part of revenue for the association and are non-refundable.

A.2.2 Cessation of Membership

A full member may opt to resign from membership of the association upon exiting from active service. Such resignation shall be in writing and will be submitted to the National Secretary for necessary action.

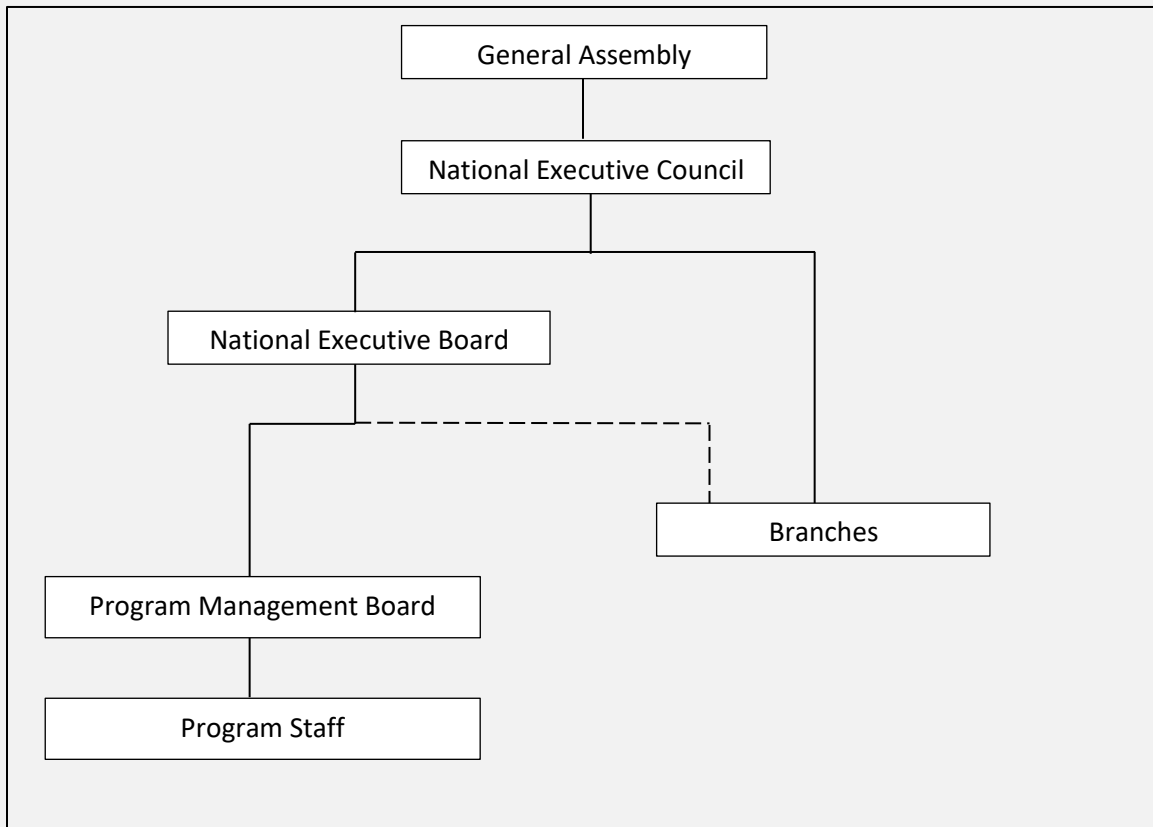
Associate and student members will automatically cease to be members when their monthly subscriptions fall in arrears for six months. Such members will be allowed to re-join upon payment of all outstanding dues.

Probation Officers dismissed from service or retired in the public interest shall be disqualified from membership of the association.

A.2.3 Management Structure

The management structure of the association comprises of the General Assembly which comprises of all members of KNAPO at the apex, followed by the National Executive Council (NEC) incorporating officials elected at the National level and Branch Chairpersons, followed by the National Executive Board National Officials only elected by the General Assembly, then the Program Management Board and the Program Staff.

A.2.4 Organisational Structure



A.3 HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION

A.3.1 Office Administration

There shall be a register of all in-coming and outgoing mails which shall be kept by the National Secretary or in the case of a program/project by the office assistant.

There shall be a register of all files opened by the association indicating the file number and name and date of opening or closing of the file. In addition, a file movement register shall be maintained for easier traceability or retrieval.

All faxes, trunk calls e-mails and photocopies made using KNAPO facilities shall be entered into specific registers with full details.

All persons within KNAPO shall ensure that all equipment and facilities are used diligently, efficiently and without wastage.

A.3.2 Human Resource Management

All programs of the association shall have a Management Board. The staffing pattern of the programs and projects shall be determined by the extent and design of the relevant program or project. However, each program will be required to have a Manager Accountant, Program Officer and an Office Assistant. For all intents and purposes, these are considered to be the minimum staffers required to manage a program. The job description of each of these will be as follows:

Title	Grade	Functions	Duties	Qualifications
Program Manager	1	Overall in-charge of the program/project	<ul style="list-style-type: none"> -Proposal development & fund raising -Responsible for staff -Technical Consultant -Design and implementation of activities -Coordination of field networks -Accounting officer 	Minimum of a Bachelors Degree in the relevant field from a recognized university
Program Officer	2	Design and documentation of all Program/Project activities & their implementation	<ul style="list-style-type: none"> -Designing of activities & implementation -Preparation of reports on activities. -Office Management -Statistical data collation -Preparation of monthly, quarterly and annual reports. -Proposal development and fundraising 	Minimum of a 1st degree in social sciences from a recognized University or equivalent.

Accountant	3	Financial Management for Program/Project	-Preparation of accounts -Maintenance of up to date financial records. -Preparation of financial records & statements. -Cashbook maintenance and financial reconciliation -Preparation of financial returns in prescribed format	Minimum of a Bachelors degree in Commerce from a recognized University equivalent
Office Assistant	4	Typing, Reception and Office Management	-Carrying out all typing work. -Receiving visitors to the office. -Maintenance of cleanliness and tidiness in the office. -Receiving and dispatching of all mails -Any other duties as may be assigned	-Minimum of High school education. -Proficiency in Secretarial studies with computer literacy

The salaries attached to each of the posts will be determined by the magnitude of the program and availability of funds.

Additional cadres may be established, and staff acquired depending on the needs of a program.

A.3.3 Recruitment

All vacant positions shall be advertised through appropriate medium and such an advertisement shall include all the relevant details such as job description, qualifications required, methods of application, deadline for application submission and any other information considered necessary.

A selection committee comprising of the National Chairman, National Secretary, National Treasurer and two other Program Management Board Members shall screen all applications, do the short-listing and conduct interviews. The best candidates selected on

merit shall be given a letter of appointment signed by the National Chairman and allowed reasonable time to accept or decline an offer.

The personal file for every employee shall be maintained by the National Chairman who will also be the Chief Executive of the Program Management Board.

A.3.4 Salary and Wages

All salaries and wages shall be paid in arrears at the end of every month and the payment shall be by cheque or electronic funds transfer (EFT). Casual workers shall be paid from petty cash funds.

Salaries and other emoluments shall be determined by mutual agreement subject to the budgetary allocation, prevailing markets rates and qualification and experience of the relevant officer. For avoidance of doubt, KNAPO shall not be bound to pay the salary attached to a particular position under the budget.

A.3.5 Working Hours

The working hours shall be from 8.00am to 1.00pm and 2.00pm to 5.00pm (Monday to Friday). However, employees may be required to work on Saturdays whenever need arises. Such work shall be performed from 8.00 to 12.30pm.

A.3.6 Code of Conduct

Employees shall at all times conduct themselves in a manner that will not cause embarrassment to the association both within and without.

Employees shall behave in a cordial and respectable manner towards fellow employees, management and executive board members.

Employees shall neither solicit nor accept gifts, favours or anything of monetary value from suppliers or potential suppliers. Violators of this regulation shall be subject to disciplinary action including summary dismissal.

Employees shall refrain from engaging in actions which may appear to create potential or real conflict of interest within the organization. No employee shall participate in the selection, award or administration of a contract where, to one's knowledge one's immediate family, partner or organization has a financial interest, or with whom one is negotiating or has arrangement concerning prospective employment.

Employees shall not absent themselves from office during official working hours, unless one is out on official assignment or has express permission granted by the Manager.

Smoking or consumption of alcoholic beverages or any intoxicating drugs shall not be allowed within the precincts of the association offices or any other venue used by the association at anytime.

A.3.7 Annual Leave

Employees shall be granted an annual leave of 30 working days in one calendar year subject to one having worked with the program/project for a minimum of six months.

A.3.8 Disciplinary Action

- a) Interdiction –an employee found guilty of gross misconduct and does not show improvements after two written warnings, shall be interdicted for a period of 14 days without pay.
- b) Redundancy – An employee may be declared redundant where;
 - i. One fails to perform assigned duties satisfactorily.
 - ii. The type of skills one possesses is no longer needed in the program/project.
 - iii. The program/project activities are curtailed due to funding constraints from benefactors and

- iv. The program/project ceases its operation.
- b) Dismissal – An employee may be dismissed from employment on any one or a combination of the following grounds:-
 - i. Unsatisfactory performance of duties
 - ii. Gross misconduct; and
 - iii. Stealing

A.4 TRAVEL POLICY

A.4.1 Use of Non-official Means of Travel

Officials, members and employees of KNAPO on official duty outside their duty stations may be provided with a travel imprest (advance) to cover fares, per diem and other ordinary and necessary travel related expenses. The advance approval shall not exceed 100 % of actual travel needs. All moneys paid on condition of subsequent accounting shall be considered as advances and shall be accounted for in full with the support of documentary evidence.

Per diem is payable to a person travelling or expected to spend a night away from their normal residence while performing functions on account of the association.

All applicants for advances must at all times attach an itinerary and upon return, must complete relevant travel claim vouchers within 5 working days. Persons on official travel shall be entitled to a per diem to be specified from time to time by the management, for the whole period one is away.

Travel by public means shall attract full fare refund provided such claims are supported by necessary documents.

Car allowance on the use of personal vehicle, if approved will be based on the prevailing AA mileage rates.

All official journeys must be approved by the relevant organ of the association.

A.4.2 Use of Official Vehicles

KNAPO owned vehicles shall be driven only by authorized persons and only for official purposes. The vehicles shall have a work-ticket and every trip request shall be authorized by the National Secretary, Manager or any other person designated for the purposes. Each work-ticket shall contain the following information and must be filled in full at the start and end of the journey:

- i. Vehicle registration number
- ii. Duty station
- iii. Drivers name
- iv. Destination
- v. Purpose of the trip
- vi. Number of passenger(s)
- vii. Departure and arrival time
- viii. Speedometer reading at beginning of journey
- ix. Speedometer reading at the end of journey
- x. Mileage covered
- xi. Petrol/diesel and oil used.

No unauthorized repairs shall be carried out on the official vehicles. Fuels may be obtained from designated fuel stations. The accounting officer shall ensure that the vehicle(s) owned by the association are kept in serviceable condition and that they are parked at designated parking lots for safety and security. No unauthorized persons are allowed to travel in KNAPO owned vehicles.

KNAPO owned vehicles shall meet the minimum safety and traffic requirement at all times.

B. WELFARE POLICY

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Preamble

Welfare or welfare work consists of actions or procedures striving to promote the basic wellbeing of individuals in need. A Probation Officer's work consists among other things promoting the welfare of clients and their families. At KNAPO the welfare of the officer as a caregiver takes centre stage. This is why one of the core objects of KNAPO is to promote and protect the interest and welfare of members.

This welfare policy is therefore aimed at ensuring that matters that touch on the welfare of members are given utmost attention.

B.1 IDENTIFICATION AND MITIGATION OF RISKS

(a) Deaths and Funerals:

In the event of the death of a full member, KNAPO shall cover the advertising cost of a size 6.5 X 2 coloured photograph in the national print media. In addition, KNAPO shall provide a sum of **Kshs. 30,000/=** (thirty thousand shillings) to the full member's registered next of kin.

(b) Accidents and Injuries:

In the event of accidents and injuries, KNAPO shall provide the concerned full member with a sum of **Kshs. 5,000/=** (five thousand shillings) upon production of the police abstract, treatment notes, letter from the supervising officer, and a letter from the branch officials. All these shall be forwarded to the National Executive Board for consideration.

(c) Group Insurance Cover:

KNAPO shall have the option to approach and negotiate with insurance companies for reasonable premiums for members on group insurance cover. Such cover will be

strictly voluntary and shall be made available to willing full members even if they constitute a minority in KNAPO membership.

(d) Retirement

Upon retirement from service by a member, KNAPO shall provide the concerned full member with a sum of **Kshs 10,000/=** (ten thousand shillings).

(e) Humanitarian Assistance:

KNAPO shall aid members who are adversely affected by unforeseen events such as natural disasters, clashes, extreme cases of terminal illnesses and other humanitarian crises. The National Executive Council will provide directions on the ways and means of providing this assistance.

(f) Occupational Hazards:

KNAPO shall champion for the safety of members at the work place and for a risk allowance for its members.

(g) Disciplinary Issues:

A KNAPO official shall sit at all departmental disciplinary committees to ensure that members receive a fair hearing.

B.2 SELF-CARE FOR MEMBERS

KNAPO acknowledges that Probation Officers are caregivers. In instances where members personal problems like stress, alcoholism, mental illness and other related psycho-social problems prevent the officer from fully functioning as a professional, the association shall seek to assist the officer in appropriate and practical ways.

KNAPO encourages all members to treat each other as colleagues and therefore be support systems to colleagues and families in times of need.

Members are encouraged to form social support groups to address any of their agreed upon welfare needs at office, station, county and national levels.

B.3 DONATIONS AND RESOURCE MOBILISATION

KNAPO shall endeavour to receive donations that are beneficial to the Association. The Association will come up with ideas that shall enable it access funds to carry out various programmes and activities.

B.4 DISBURSEMENT OF BENEVOLENT FUND

A prescribed form indicating a member's next of kin shall be filled and be updated annually by all members, or at any time by an individual member. This will form the basis from which KNAPO will disburse funds in case of a full member's death.

C. CODE OF ETHICS

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Preamble

This code of ethics is founded in the mission of the Kenya National Association of Probation Officers which endeavours ‘to provide professionalism, safeguard the welfare of members and ensure speedy quality service delivery to clients’. Probation Officers are dedicated to the improvement of the lives of offenders through counselling, rehabilitation, and reintegration back to the community. This code of ethics therefore seeks to provide the ethical framework for guiding Probation Officers as they engage in their day to day work which involves among other things; assisting the courts, penal institutions and other organs in developing informed judgments and decisions, enhancing reconciliation between the offender, the victim and the community at large. It provides both the general principles and standards of ethical behaviour for Probation Officers in professional relationships with clients, colleagues and the community.

The code of ethics provides a common set of values which are the foundation upon which KNAPO operates. The values include upholding integrity, quality service, and promotion of professionalism, self-care and social inclusion.

The adjudication of issues in ethics when the conduct of Probation Officers is alleged to deviate from the standards expressed or implied in the guidelines are given due space.

All members of KNAPO are required to adhere to the code of ethics and standards of practice.

C.1 PROFESSIONAL CONDUCT AND RESPONSIBILITY

- Probation Officers shall maintain high standards of professional conduct in their professional responsibilities.

- While implementing community-based offender management programmes, Probation Officers shall endeavour to promote social justice by taking cognizance of the needs of the client, justice to the victim and reparation to the community

C.1.1 Social Diversity

Probation officers should promote conditions that encourage respect for cultural and social diversity in the community they are working in by:

- (a) Understanding culture and its function in human behaviour and recognizing the strengths that exist in all cultures.
- (b) Having a knowledge base of their client's cultures and ability to demonstrate competence in the provision of services that are sensitive to the client's culture and to differentiate among people and cultural groups.

C.1.2 Non- discrimination

- Probation Officers shall not condone discrimination based on age, color, culture, disability, ethnicity, gender, race, religion, sexual orientation, marital status, socio-economic status or for any other reason.

C.1.3 Integrity

- Probation Officers shall maintain high standards of professional integrity and impartiality in the performance of their duties.
- Probation Officers shall be alert to and resist the influences and pressures that interfere with the exercise of professional discretion and impartial judgment required for performance of his/her duties.
- Probation Officers shall not exploit professional relationships for personal gain by accepting or demanding for goods, money, or services in return for professional services to clients who are entitled to such available services. (Refer to the Public Officers Ethics Act).

C.1.4 Personal Gains

- Probation Officers shall not use their positions in society to seek or receive personal gains, favours, unfair advantage, or unearned goods or services.

C.1.5 Conflict of Interests

- Probation Officers are alert to, and avoid conflict of interests that interfere with the exercise of professional discretion and impartial judgment.

C.1.6 Language

- Probation Officers shall not use derogatory language in their written or verbal communication to or about clients. They will use accurate and respectful language in all communications to and about clients.

C.1.7 Treatment Plans

- Probation Officers shall develop individualized treatment plans that are consistent with the client's overall abilities, vocational limitations, physical restrictions, general temperaments, taking cognizance of the social skills, education and other needs. The need, risk and responsivity principles shall be the guide when developing rehabilitation plans. Probation Officers shall not place clients in positions that will result in damaging the interest and welfare of the clients, the department or the general public.

C.1.8 Confidentiality

- Probation Officers shall respect their client's right to privacy and avoid illegal and unwarranted disclosures of information. Any information obtained in the helping relationship is discussed for professional purposes only and if necessary with persons clearly concerned with the case.
- Probation Officers can disclose confidential information only when such information is intended to prevent clear and imminent danger of the client or others.

C.2 OFFICER-CLIENT RELATIONSHIP

The officer-client relationship is professional in nature.

C.2.1 Client Welfare

- Probation Officers have a responsibility to respect the dignity and to promote the welfare of clients.
- The Probation Officer should safeguard the rights and interests of the client.
- Probation Officers shall encourage client growth and development in order to avoid creating a dependant relationship and forestall reoffending.
- The Probation Officer shall apply their professional skill and competence with devotion, loyalty and determination for the welfare of clients.
- The Probation Officer has an ethical responsibility to seek the advice or counsel of colleagues whenever such consultation is in the best interests of the client.

C.2.2 Dual Relationships

- Probation Officers are aware of their significant role with respect to clients. They shall therefore make every effort to avoid dual relationships with clients that could impact negatively on their professional judgment or increase harm to the clients. Such relationships include and are not limited to; familial, social, financial, business or close personal relationships with clients.
- If and when family members are included in the client's treatment plans/interventions, the officer must distinguish;
 - (I) which person(s) are clients.
 - (ii) The relationship they will have with each person.
- If the officer plays a role that is potentially conflicting, there will be willingness to clarify, adjust, or withdraw from the role(s) appropriately.

C.2.3 Sexual Intimacies

- A Probation Officer shall not have any type of sexual intimacies with clients and they shall not handle clients with whom they have had a sexual relationship since such a relationship can undermine the probation process.
- In the event that such relationships occur, it **must be** after 2 years of the client having disengaged from the service and it must be in the most unusual circumstances. Even in this case, it is the burden of the officer to demonstrate that there has been no exploitation, taking cognizance of the impact on the client and the community and the current mental status of the client.

C.2.4 Informed Consent

- Probation Officers shall ensure that before being placed on probation, clients duly consent to the various orders they are being subjected to e.g. Probation orders or Community Service orders and that such orders are read to them in a language they or any other authorized person acting on their behalf understands.
- While dealing with minors, special needs offenders or persons unable to give voluntary informed consent, the Officer will act in the best interest of the client.
- The Probation Officer shall take reasonable steps to enhance client's ability to give informed consent and take appropriate measures to safeguard confidentiality.

C.3 PROBATION OFFICERS ETHICAL RESPONSIBILITY TO COLLEAGUES

Probation officers are major players in the administration of criminal justice. In the course of their work they interact with other court officers and users. As community corrections treatment specialists, probation officers have an ethical responsibility to work in harmony with other likeminded individuals and agencies for betterment of society.

C.3.1 Respect, Fairness and Courtesy

- Probation officers shall respect the rights of others to hold values, attitudes, and opinions that differ from their own. They shall not impose their views or values on clients/others.
- Probation Officers are required to treat colleagues with respect, fairness courtesy and good faith and should avoid unwarranted negative criticism of colleagues in communications with clients or other professionals. Unwarranted negative criticism may include demeaning comments that refer to colleagues' level of competence or to individuals' attributes such as ethnicity, age, marital status, political belief, religion, and mental or physical disability.

C.3.2 Cooperation with Colleagues

- Probation Officers shall cooperate with colleagues and other professionals to promote professional interests and concerns of clients.
- Probation Officers should respect confidences shared by colleagues in the course of their professional relationships and consultations.
- Probation Officers have the responsibility to relate to the clients of colleagues with full professional considerations.

C.3.3 Dispute Involving Colleagues

- Probation Officers shall not take advantage of a dispute between a colleague and another or a senior officer to obtain a favour or otherwise advance their own interests.
- Probation Officers should not exploit client's disputes with colleagues or engage clients in any inappropriate discussion of conflict between colleagues.

C.3.4 Professional Competencies

- Probation Officers must be qualified by training, experience and character. The following are the minimum qualifications
 - (a) Kenya Institute of Administration –Social work (Probation Certificate)

(b) A university degree in social sciences and other relevant fields.

Upon recruitment, the officer shall undergo intensive induction training on the practice of Probation and the KNAPO code of ethics.

- Probation Officers shall seek to enhance their professional competency through continuous training, research and participating in local and international professional forums.

C.4 KNAPO ETHICS COMMITTEE

KNAPO ethics committee shall be responsible for receiving and handling complaints against members as well as rewarding professional conduct.

A complaint against a member may be made by:-

- a) A probationer, a community service supervisee, an aftercare supervisee.
- b) A relative of the offender
- c) The victim of crime
- e) A fellow Probation Officer
- d) A criminal justice agency
- e) A member of the community
- e) Any other person/persons who is a consumer of probation services

C.4.1 Cooperation with Ethics Committees

- When there is reasonable cause that raises doubts as to whether a Probation Officer is acting in an unethical manner, the ethical committee shall be expected to take appropriate action. Members shall cooperate with investigations, proceedings and requirements of KNAPO ethics committee or any other departmental ethical committee duly constituted having jurisdiction over those charged with violation.
- When Probation Officers have reasonable cause to believe that another Probation Officer is violating an ethical standard, they will attempt to first solve the issue

informally before forwarding it to the ethical committee. When an informal resolution is not appropriate, the suspected ethical violation will be forwarded to National Ethics Committee of KNAPO.

- The duly constituted committees while investigating unethical conduct shall be governed by principles of natural justice.

C.4.2 Sanctions against Unethical Behaviour

- Verbal warning
- Warning by letter
- Withholding of privileges and benefits of KNAPO membership e.g. trainings
- Fines, imposed through KNAPO contributions
- Dethroning errant members (those holding KNAPO posts)
- Barring errant members from vying for any elective posts
- On-spot disciplining – expelling the member (where a member exhibits misconduct especially during meetings)

C.4.3 Organizational Conflicts

- Where the demands of an organization conflict with this code of ethics, Probation Officers shall specify the nature of such conflicts and reaffirm their commitment to this code of ethics. If the conflicts persist, the umbrella code of ethics governing all public servants takes precedence.

C.5 REWARD SCHEME

Exceptional performance by members shall be recognized with the following rewards:

- Certificates.
- Training opportunities.
- Exposure to local and international bench marking on best practise.
- Recommend for recognition in national and international awards.
- Recommend the member to the department for promotion (fast tracking).

- Cash awards.

D. TRAINING POLICY AND PROCEDURE

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Preamble

Training as defined in this policy refers to the act of disseminating both formal and informal skills and guiding given to an individual in preparation for particular tasks or responsibilities in respect to a particular job. In this context, training means the deliberate transfer of knowledge and skill to Probation Officers for the performance of their duties.

This training policy is in tandem with KNAPO's mission (to provide professionalism, safeguard the welfare of members and ensure speedy quality service delivery to clients).

D.1 OBJECTIVES OF THE POLICY

The main aim of this policy is to provide guidelines and procedures for the identification, assessment and promotion of KNAPO member's training requirements that shall be appropriate for career progression and professional service delivery. The specific objectives of the policy are:-

- a) Provide proper planning for training of full members
- b) Provide a standardized training needs identification procedure
- c) Provide a standardized training needs assessment procedure
- d) Establish a fair, just, equitable and objective structure for the access and distribution of training opportunities to full KNAPO members
- e) Provide guidelines on sharing of information among full KNAPO members
- f) Enhance comprehensive induction for all new KNAPO members joining the probation service.

D.2 GUIDELINES AND PROCEDURES

D.2.1 Identification of Training Needs

- a) To enhance professionalism, the training criterion shall be based on the continuous professional development of all KNAPO members.
- b) All KNAPO members shall submit their specific training requirements to their Branch Secretariat by the 2nd week of June. The regional secretariat shall forward the same to the National Secretariat by 30th of June.
- c) The National Secretariat shall maintain and update a data bank of all the training requirements and qualification profile of all the members.

D.2.2 Assessment

A National Training Committee shall be set up to assess all the training needs submitted to the National Secretariat and determine members qualifying for available training opportunities

D.2.2.1 National Training Committee

- a) The National Training Committee shall comprise of National Executive Council and the National Secretariat chaired by the KNAPO National Chairperson.
- b) The National Training Committee shall conduct the assessment of all the training needs submitted and determine the members to be trained during that financial year on the 1st Thursday of August.
- c) The KNAPO National Secretary shall communicate the decision of the National Training Committee to the successful members within two-weeks of the sitting.

D.2.2.2 Criterion for Assessment

Training **must** benefit as many members as possible. Selection of members to benefit from available training opportunities must be impartial, just and based on the following criteria:-

- a) No member shall be considered for training in a course they have previously been trained either by KNAPO or any other organization as indicated in the members qualification profile.
- b) All Branches shall receive equitable training slots based on full members needs and the available training opportunities.
- c) Gender balance must be observed in the allocation of available training opportunities.
- d) In the event of only one training opportunity being available, the National Training Committee shall subject the decision as to who among the members gets the training opportunity to a national member's lottery. The National Secretariat shall pursue the most cost effective and objective method of conducting the national lottery.
- e) The allocation of training opportunities shall take into account the training requirements based on the continuous professional development of full KNAPO members.
- f) If a member of the national training committee expresses interest in a training opportunity s/he shall not participate in the selection process.

D.2.2.3 International Training and Exposure

- a) For international training and exposure opportunities the criteria outlined in D 2.2.2 above shall take precedence.
- b) In case of a short notice the National Secretariat shall arrive at a decision on modalities that depict impartiality, justice and fairness across all the KNAPO regions and members. A copy of the minutes of the meeting in which the National Secretariat arrived at the decision must be disseminated to all KNAPO members within two weeks of the decision.
- c) All members attending foreign training and exposure must submit a comprehensive report to the national secretariat and disseminate the knowledge and experience gained to all the members through the national KNAPO structure and website within one month of their return.

D.2.2.4 Training Opportunities

- a) It shall be the duty and responsibility of all members of KNAPO to initiate, spearhead and publicize the availability of local and external training opportunities. Information on the availability of such opportunities shall be channelled to the National secretariat for follow up and coordination.
- b) The National Secretariat must communicate the list of all members trained every six months.

D.2.2.5 Application for KNAPO Sponsored Training

When applying for consideration to be sponsored for available training opportunities members shall use the prescribed application form.

E. PUBLICITY POLICY

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Preamble

Publicity is the outcome of efforts made by an individual or an organization in order that its name and activities may become known to the outside world. Accordingly, this shall involve KNAPO to be providing information in order to attract public attention through advertising, carrying out campaigns and engaging in special efforts geared towards publicizing and promoting KNAPO both locally and internationally.

E.1 OBJECTIVE OF THE POLICY

The main aim of this policy is to create awareness about KNAPO and its activities and to market the organization as a professional body to both local and international stakeholders.

E.2 MECHANISMS OF PUBLICITY

E.2.1 Media

KNAPO shall use Media as a means of publicity; such as but not limited to television, radio, news papers, and magazines.

E.2.2 National and International Days

KNAPO shall actively participate and feature in regional, national and international events.

E.2.3 Probation Activities

Activities in Probation and Aftercare Service should be a means by which KNAPO may further its publicity into being known locally and internationally. Such activities conducted at regional levels should be given adequate publicity whereby KNAPO should have a representation.

E.2.4 KNAPO Publications

The KNAPO National Secretariat should endeavour to develop publications to increase knowledge on probation practise as well as publicise the organization. Branch Secretariat may also develop and fund their branch publications.

E.2.5 Collaboration with Stakeholders

KNAPO shall endeavour to form linkages with relevant stakeholders in furtherance of KNAPO objectives at all levels.

E.2.6 Response to Issues of National Importance

KNAPO shall strategize and build capacity to respond to issues of national importance. Such strategies shall include but not limited to conferences, workshops, and seminars. Such issues shall include but not limited to national conciliation, mediation, reintegration, famine response, HIV/AIDS.

E.2.7 KNAPO Website

KNAPO shall maintain and update a professionally designed website containing the vision, mission, objective and activities of the organization.

E.2.8 Publicity Material

KNAPO shall explore possibilities of publicizing the organization through quality printable material that reflects the holistic picture of the organization. Such material shall include but not limited to T-shirts, caps, brochures, flyers, letterheads, conference bags, pens, personal diaries, court diaries.

E.2.9 Sports

KNAPO shall develop a framework for full participation in regional, national and international sporting activities.

E.2.10 KNAPO Brand

KNAPO shall develop a brand manual and endeavour to patent the KNAPO brand.

F. FINANCIAL AND ACCOUNTING POLICY

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Preamble

The financial and accounting policy provides guidelines for the national office, branches, programmes and projects.

F.1 BUDGETING

F.1.1 Sources of Funds

- ◆ Subscription
- ◆ Donors/ Development Partners
- ◆ Investments
- ◆ Fundraising

F.1.2 Budgeting Procedures

The National Executive Board will draw up the annual National Budget which they will present to the National Executive Council for approval. Budget ceilings should be strictly followed and exceeding will not be allowed. However, efforts should be made at all times to scale down on the expenditure.

The Branch Treasurers will be responsible for drawing the annual budget for the Branch and submit it the National Executive Board. The National Executive Board may subject Branch Treasurers to further discussions on their budgets before incorporation to the National Budget and presentation to the National Executive Council for approval.

The Program Manager will be responsible for drawing the annual budget for the program/ project and submit it the National Executive Board. The National Executive Board will subject the Program Manager to further discussions on their budget before it is presented to the National Executive Council for approval.

F.1.3 Investments

The National Executive Board and Branch Officials have the responsibility of originating investment proposals. Such proposals must be in the interest of the membership of the association and shall be done in on-going undertaking which promise high paying returns, however caution shall be exercised to avoid investing in risky ventures. Investment in government securities, treasury bonds, and infrastructure bonds can be done with the express authority of the National Executive Board but any other form of investment shall have to be approved by the National Executive Council.

All assets and investments held in the name of KNAPO must be managed by an Investment Committee. All members of Investment Committee shall be fully paid up members of KNAPO. The quorum for the committee meetings shall be three members and a simple majority is the minimum requirement for approval of all actions.

F.2 FINANCIAL MANAGEMENT

F.2.1 Accounting Period

The financial year for the association shall be 1st January to 31st December of any given year.

F.2.2 Overall Financial Responsibility

The overall financial responsibility for the association shall be vested in the National office bearers. The accounting officers of the association shall be the National Chairperson, National Secretary and National Treasurer who shall account to the National Executive Board which shall in turn account to the National Executive Council and to the General Assembly of the association. The National Treasurer shall be a mandatory signatory to the association accounts and in absence the National Assistant Treasurer shall perform duties of the National Treasurer.

In case of a program or project of the association the National Chairperson, National Secretary, National Treasurer, Program Management Board shall be the accounting officials with the Project Manager being a mandatory signatory to all financial commitments and transactions.

F.2.3 Branch Accounts

The name of the account for all branches shall be of the form “Kenya National Association of Probation Officers”. Management and accounting procedures at the branch level shall be the same as that of the National Office as stipulated in this policy.

F.2.4 Receipt of Funds

All funds received by KNAPO, whether in cash, cheque or any other form, shall be deposited in an authorized account prior to its utilization. Such funds shall be receipted by the accountant, National Treasurer or any other authorized person and the receipt so issued shall be accountable.

In the case of programs and project, for the purpose of expediency and accountability, the National Executive Board shall open account in such banks as may be deemed stable and safe and each program/project of the association shall have a separate account as per the source of funds. At no time shall funds from different sources be banked in the same account unless such funds are released to boost efforts of the parent account source.

F.2.5 Payment Procedures

Funds shall be requested only for items contained in the budget, whether expressly or by implication. All funds, including those needed for petty cash shall be requested for in writing, except the funds already held as petty cash. Requests for funds shall be done as follows:-

- i. Where budgeted expenditure has already been incurred and reimbursement is sought, the request shall be accompanied by the receipt or invoice evidencing such expenditure.

- ii. Where the items to be purchased have already been delivered, the request shall be accompanied by the relevant invoice and duly signed delivery note.
- iii. Where the items to be purchased have not been delivered, the request shall be accompanied by a proforma invoice or quotation.
- iv. Where there is no document, the request shall be in the form of an advance which shall be subject to accounting by the relevant person after the expenditure.
- v. Request for funds by the authorized persons shall be made to the National Treasurer, Program Manager, or any other person appointed. In this event, the signature of such a person shall act as adequate authority to incur expenditure, subject to provision of the budget.

In the event of the paying person not being satisfied with any individual request, notwithstanding the requisite authority, he or she shall refer the request to the National Executive Board. Such request shall then be considered by the National Executive Board collectively, and the board's decision on the reference shall act as final instructions to the paying person.

F.2.6 Allowances

Allowances payable to KNAPO officials, members, and consultants shall be determined by the National Executive Board, and approved by the National Executive Council.

F.2.7 Advances

All monies paid on condition of subsequent accounting shall be considered as advances. Granting of advances shall be evidenced by and will only be done on a properly authorized advance form. Accounting for such advance shall be done in the manner prescribed under these rules.

F.2.8 Petty Cash

- i. Petty cash of a prescribed amount shall be kept by the National Treasurer, office assistant or any other person appointed from time to time by the National Executive Board. Petty cash shall be treated as an advance.

- ii. Accounting for petty cash shall be done in the manner prescribed in this policy. Petty cash replenishment shall not be done until the previous advance is satisfactorily accounted for.
- iii. Petty cash vouchers shall be numbered serially and be in duplicate, and shall be filled and signed to support any payments from petty cash. Where possible, purchase of goods or services from petty cash shall be supported by receipt.
- iv. When the petty cash balance falls below **Kshs.1000/=**, a payment requisition form shall be completed for the amount equal to the voucher paid. Paid vouchers shall be attached to the payment requisition for reimbursement approval. Surprise cash counts shall be done at least once a month and the results documented.

F.2.9 Accounting

- i. Members of committees, networks and field program coordinators shall account to the National Treasurer or Program Manager, where applicable for any funds advanced or paid to them.
- ii. Each member of the National Executive Board shall account to the National Executive Board collectively.
- iii. Branch shall account to the Branch Treasurer and each member of the Branch shall account to the Branch office bearers.
- iv. All accounting shall be supported by documentary evidence.
- v. All accounting shall be done within 5 working days after use of funds for the designated purpose. Funds not accounted for within the period shall be recovered from the person holding the advance.
- vi. All accounting documents shall be deposited with the National Treasurer, accountant or such other person as designated by the National Executive Board from time to time. Such a person shall take full responsibility for the safety of the documents.

F.2.10 Accounting for Hosted Organizations

In the case where KNAPO hosts an organization or group, the accounting system may be in accordance with the relevant agreement, provided that the basic accounting procedures in this policy are taken into account.

F.2.11 Salaries

Salaries and other emoluments shall be determined by mutual agreement, subject to the budgetary allocation, the prevailing market rates and the qualifications and experience of the relevant person.

F.2.12 Cheque Books

- i. Cheque books shall be kept in the office in the custody of the National Treasurer, Project Manager, accountant or any other person appointed by the National Executive Council.
- ii. Cheque and other accountable documents shall not be valid unless signed by at least two authorized signatories including the mandatory signatory.

F.2.13 Payment by Cheque

- i. All payments in excess of **Kshs. 5,000** shall be done by cheque.
- ii. Cheques shall be written only on the basis of a duly authorized request, vouchers, invoices or receipt and be presented to any two of the signatories, together with the supporting documents.
- iii. Authorized signatories shall be the National Treasurer, National Secretary, National Chairman for the National Office Bearers
- iv. Authorized signatories shall be the Project Manager, the National Treasurer, National Secretary, National Chairman in the case of programs and projects
- v. Authorized signatories shall be the Branch Treasurer, Branch Secretary, Branch Chairman in the case of branches
- vi. The National Treasurer shall be a mandatory signatory, and in the case of a program, the Project Manager, and in the case of branches the Branch Treasurer

The following procedures shall be followed when payment is made by cheque:-

- a. Official receipt/voucher shall be issued showing the cheque number.
- b. The receipt/voucher number shall be entered in the reverse side of the cheque for follow-up.
- c. Cheques shall be banked within one day of receipt or on the next designated banking day.
- d. At the close of each day, cheques shall be totalled and entered into the bank column of the main cash book.
- e. Communication shall be entered into immediately with the drawer when a cheque is dishonoured. The dishonoured cheque shall be withheld until the drawer makes acceptable alternative payments. The entry of the dishonoured cheque shall be reversed in the cash book.

F.2.14 Payment Vouchers

- i. Payment vouchers shall contain such necessary information as the name of the payee, the amount, date of payment, reasons for payment, the budget items under which the payment is made, the payee's signature. Receipts of acknowledgement should be attached to the payment voucher.
- ii. Payment vouchers shall be serially numbered and in triplicate. The original shall have the supporting documents attached to it and be kept in a separate file. The duplicate shall be given to the payee together with the cheque or cash payment while the triplicate shall be retained in the voucher book.
- iii. When payments are made by cheque, the cheque number and date shall be entered onto the relevant voucher.

F.2.15 Accounting Books and Files

- i. Accounting books and files shall be kept in the office under custody of the National Treasurer, Branch Treasurer or accountant or any other person designated by the National Executive Board.
- ii. The National Treasurer or accountant, where applicable, shall at all times ensure that requests for payment are duly authorized, that expenditure is done in accordance with the budgetary limits and is evidenced by valid documents, that

advances are promptly accounted for, that books are up-to-date, that accounts are rendered monthly, and that accounts are duly audited at the end of the financial period.

F.2.16 Cash Book/Bank Reconciliation

At the end of each month, the cash book shall be totalled and the balance determined to be used as a basis for bank reconciliations. The bank reconciliation shall show:

- Bank balances per cash book
- Outstanding lodgements
- Unrepresented cheques
- Bank charges and other debits passed by the bank and
- Balances as per bank statements

The reconciliation shall be prepared by an individual different from the one who does the banking. All bank reconciliations must be filed in chronological order.

F.2.17 General Ledger Procedures

- i. Posting to the general ledger shall be made after closing the cash book(s) at the end of the month by way of relevant posting journal(s).
- ii. The posting journal(s) shall list all affected accounts and amount. The journals must balance before any posting is done.
- iii. The trial balance shall be extracted from the general ledger at least once every three months and at the end of the financial year.
- iv. The trial balance shall be used in preparing the draft financial accounts and supporting schedules.

F.2.18 Financial Records

The National Treasurer, Branch Treasurer and Project Manager shall maintain permanent books and records of all financial activities. Detailed records must be maintained, and receipts, disbursements, and contributions specifically itemized. Where a system is automated, print-outs ("hard copy") of computerized records will be made as well as backup files.

Internal records must be reconciled to the bank statements received. In no case shall reconciliation occur less than monthly.

All financial records must be retained in good order for at least seven years. These books and records, as well as all assets, bank statements, other correspondence and files of an official nature are property of KNAPO. They must be turned over to the successor within 30 days after a person leaves office. If the materials are not turned over in a timely manner, appropriate action will be taken against the respective outgoing official.

F.2.19 Reserve Funds

There shall be maintained funds in all accounts referred to as 'Reserve Funds' and at no time shall such funds be withdrawn unless for purposes of unforeseen emergencies or closure of account. The amount forming the reserve fund may be determined by the National Executive Board periodically but shall not be less than 10% of the total receivables at a given time.

F.2.20 Audit

The National Treasurer, accountant or any person designated by the National Executive Board shall cause the accounts to be audited within the first three months after closure of the financial year. The auditor for each year shall be appointed by the National Executive Board.

F.2.21 Purpose of Audit

The purpose of audit is to ascertain that:

- a. The National Treasurer, finance and investment committees have complied to the financial policy
- b. All funds received have been receipted and accurately recorded
- c. Funds collected have been used for the intended purposes
- d. Reconciliation is done on a regular basis
- e. Financial reports are presented to the relevant organs of KNAPO for approval

- f. The financial reports presented are a true and fair view of the finance position of KNAPO

F.2.21 Terms of Reference for the Auditor

The auditor appointed by KNAPO will assess:

- a) Sensitise Treasurers on financial, procurement and accounting
- b) Whether funds have been used for the intended purposes
- c) The controls put in place and make recommendations for improvement, if any
- d) The reconciliations prepared and report on their accuracy
- e) The handing over process between the outgoing and incoming treasurers and make detailed recommendations on how this can be handled properly, if it has not been handled properly yet
- f) The reports presented in all meetings and determine the quality and accuracy
- g) That procurement is done in line with procurement guidelines in the financial policy
- h) That goods and services procured are delivered as required without delay
- i) That procurement was cost efficient
- j) That procurement was done through a competitive bidding process, as transparently as possible and without any conflict of interest with any of the procurement committee members
- k) The management of KNAPO assets and investments and make recommendations for minimizing potential risks that are identified
- l) That the association's activities are carried out in line with this policy

F.2.22 Handing Over of Financial Documents

Once the National Treasurer or Branch Treasurer finalizes an elective period, a handing over process shall commence on all financial matters between the outgoing and incoming treasurer with 30 days. A handing over certificate shall be signed between the two in the

presence of the incoming National Executive Board. The handing over certificate will form part of the financial records of the association.

Once the Project Manager/ project and program terminates (whichever comes first) a handing over process shall commence on all financial matters with the National Treasurer with 30 days. A handing over certificate shall be signed between the two in the presence of the National Executive Board. The handing over certificate will form part of the financial records of the association.

F.2.23 Segregation of Duties

No one person may be responsible for all aspects of the financial management of any assets held in the name of KNAPO. These responsibilities may include writing cheques, balancing bank statements, and deciding on disbursement of funds.

No one should hold more than one office at the same time. Co-mingling of KNAPO funds with the funds of any individual or business is strictly prohibited. Disbursement controls that are sufficient to discourage misappropriation of funds and to reveal any attempted misappropriation promptly will be implemented by the respective entities.

F.2.24 Penalty for Non-Compliance

Disciplinary measures will be taken against any official who contravenes the stipulations in this policy. These may include surcharge for the loss incurred, interdiction from service, suspension from office, criminal proceedings and, recommendation for dismissal from service.

F.3 FINANCIAL REPORTING

At the end of each accounting year the National Executive Council shall prepare a complete set of the following reports

- Income and expenditure report

- Balance sheet

The two reports and an auditor's report shall also form the financial reporting during the General Assembly.

F.4 PROPERTY MANAGEMENT

Property procured by KNAPO will be inspected by the National Executive Board and Branch Officials together with the individual who raised the requisition for those items so as to ensure that it is in compliance with the specifications. If the items are acceptable, they shall be assigned identification numbers. The identification number shall be written in such a way that the items can be readily identified and the number is not easily erasable. A register shall be maintained of all non-expendable properties which shall reflect the following:-

- Name of item
- Description
- Model number
- Manufacturer's serial number
- Date of purchase/acquisition
- Source/origin
- Original cost
- Condition of use

F.4.1 Inventory

A physical inventory of all non-expendable and immovable property shall be taken every year and the results reconciled to the accounting records. Any discrepancy shall be investigated thoroughly and reported to the National Executive Council. The association's property shall be used solely for the purpose for which they were procured and in furtherance of KNAPO objectives. Persons who have custody of such property shall keep such items in good working condition at all times.

F.4.2 Disposal

KNAPO property shall be disposed off by:

- Sale
- Donation
- Scrapping

When a decision to dispose off any property is made, the National Executive Board shall set sale prices based on the following:-

- Age and condition of the item
- Fair market or revaluation price
- Availability of market for the items

Once an item is disposed off, appropriate book-keeping entries must be made in the property control account ledgers. However, the following information should also be reflected in the property register:-

- Date of purchase
- Date of disposal
- Reason for disposal
- Disposal proceeds
- Gain/loss on disposal
- Name and address of buyer

No properties shall be disposed off without the written consent or approval of the National Executive Board.

F.5 PROCUREMENT SYSTEM

Procurement for major items shall be done by the National Executive Board, Program Management Board or a Committee or Tender Board duly constituted and shall be based

upon approved budget levels. Procurement of goods and services will be carried out as follows:

- a. Formal quotations are not necessary for the procurement of goods and services which in any one case during the financial year do not exceed **Kshs. 50,000** per item. The items listed under this category will be determined by the National Executive Board and the list will be subject to review from time to time.
- b. Goods and services which in any case during a financial year will cost between **Kshs. 50,000/=** and **Kshs. 200,000/=** per single item may be procured without reference to the National Executive Board or Tender Board or such other Committee constituted by the National Executive Board provided that:-
 - i. At least three (3) competitive quotations are invited on an official form designed for the purpose.
 - ii. Orders are not repeated such that the total combined cost exceeds **Kshs. 200,000** per single item in a financial year.
 - iii. Adjudication of the quotations is done by not less than three members of the management committee including the authorized officer or Program Manager or his/her representative.

For the purpose of these regulations, competitive quotations means quotations from firms or suppliers known to have a good reputation and which have no business relationships with each other.

- c. Goods and services which in any one case during a financial year are estimated to cost between **Kshs.200,000** and not exceeding **Kshs.5,000,000** per single item may be purchased through quotations provided a minimum of five (5) competitive quotations are invited on the official form. Such quotations shall be adjudicated upon and contract awarded by the National Executive Board or Tender Board or such other Committee constituted by the National Executive Board for the purpose.

- d. Goods and services estimated to cost more than **Kshs.5,000,000.00** per single item in any one financial year must be procured through open tender. Such tender shall be advertised through public media so as to allow for competitiveness.

When goods are received, they should be inspected to ensure that they are in full compliance with the specifications in the purchase order. The person making payment shall ensure that the invoice is agreed with the purchase order and the delivery note. No price variation will be accepted once the contract is awarded. Expert advice may be sought when procuring items whose technical details/specifications require to be established.

Procurement awards which appear to create a conflict of interest shall not be made. Under no circumstances shall an award be made to a person or organization where the person(s) making an award or members of their family or friends or associates have a financial interest.

The National Executive Board shall authorize such responsible persons as identified, to make financial commitment on behalf of the association. All purchase requisitions shall be raised with the authorized officer for approval before embarking on procurement procedures.

F.6 MISCELLANEOUS

- i. There shall be a register of all in-coming and outgoing mails which shall be kept by the secretary or in the case of a program/project by the office assistant.
- ii. There shall be a register of all files opened by the association indicating the file number and name and date of opening or closing of the file. In addition, a file movement register shall be maintained for easier traceability or retrieval.
- iii. All faxes, trunk calls e-mails and photocopies made using KNAPO facilities shall be entered into specific registers with full details.

- iv. All persons within KNAPO shall ensure that all equipment and facilities are used diligently, efficiently and without wastage.
- v. Elective posts in KNAPO shall be held continuously for a maximum of two terms of two years each. However, such barred officials can seek re-election after being out of the office for one term.
- vi. All KNAPO branches countrywide shall hold their respective elections six (6) months before the General Meeting and submit their returns to the National Secretariat at least three (3) months prior to the General Assembly.

The principles contained in this policy may be amended from time to time by the National Executive Board, and such amendments shall be presented to the General Assembly at its subsequent sitting for adoption.

APPENDICES

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FORM A-1 INDIVIDUAL MEMBERSHIP FORM AND NEXT OF KIN FORM

KENYA NATIONAL ASSOCIATION OF PROBATION OFFICERS

P. O. Box 6104-00100 GPO, NAIROBI-KENYA. Tel. +254-770-266-331

Website: www.knapokenya.com, Email: secretariat@knapokenya.com

INDIVIDUAL MEMBERSHIP APPLICATION FORM

A. APPLICANT INFORMATION

Please fill the form in BLOCK LETTERS and attach a coloured passport size photograph and return to KNAPO Secretariat.

**MEMBERSHIP
NUMBER**

OFFICIAL USE ONLY

Name:

Surname

Middle Name

Other Names

Identification/ Passport Number:

Date of Birth: (DD/ MM/ YY)

Postal Address:

Tel./Mobile Phone Number:

Email Address:

Occupation:

B. EMPLOYMENT INFORMATION

Employer/ Organization:

Employment Number:

Postal Address:

Telephone Number:

Email Address:

C. NEXT OF KIN INFORMATION

Full Name of Next of Kin:

Identification/ Passport
Number:

Postal Address:

Telephone Number:

Email Address:

D. DECLARATION

I, do declare, that the information herein given is true to the best of my knowledge.

Signature of Applicant:

Date:

E. OFFICIAL USE ONLY

Date of Admission:

Signed (Chairperson/Secretary):

Date of Cessation:

Signed (Chairperson/Secretary):

FORM A-2 STUDENT MEMBERSHIP FORM AND NEXT OF KIN FORM

KENYA NATIONAL ASSOCIATION OF PROBATION OFFICERS P. O. Box 6104-00100 GPO, NAIROBI-KENYA. Tel. +254-770-266-331 Website: www.knapokenya.com , Email: secretariat@knapokenya.com		
STUDENT MEMBERSHIP APPLICATION FORM		
A. APPLICANT INFORMATION		
Please fill this form in block letters and return to KNAPO.	MEMBERSHIP NUMBER	OFFICIAL USE ONLY
Name:		
Surname	Middle Name	Other Names
Identification/ Passport Number:		Date of Birth: (DD/ MM/ YY)
Postal Address:		
Tel./Mobile Phone Number:		
Email Address:		
Occupation:		
B. SCHOOL/ INSTITUTION/COLLEGE/UNIVERSITY INFORMATION		
Name of Institution:		
Student Number:		
Postal Address:		
Telephone Number:		
Email Address:		
C. NEXT OF KIN INFORMATION		
Full Name of Next of Kin:		
Identification/ Passport Number:		
Postal Address:		
Telephone Number:		
Email Address:		
D. DECLARATION		
I, do declare, that the information herein given is true to the best of my knowledge.		
Signature of Student:		Date:
E. OFFICIAL USE ONLY		
Date of Admission:		
Signed (Chairperson/Secretary):		
Date of Cessation:		
Signed (Chairperson/Secretary):		

FORM A-3 CORPORATE MEMBERSHIP FORM

KENYA NATIONAL ASSOCIATION OF PROBATION OFFICERS P. O. Box 6104-00100 GPO, NAIROBI-KENYA. Tel. +254-770-266-331 Website: www.knapokenya.com , Email: secretariat@knapokenya.com		
CORPORATE MEMBERSHIP APPLICATION FORM		
A. ORGANISATION INFORMATION		
Please fill the form in block letter and submit to KNAPO. Attach Certificate of Registration and Organization Profile.	MEMBERSHIP NUMBER	OFFICIAL USE ONLY
Name of the Company:		
Date of Registration:		
Postal Address:		
Telephone Number:		
Organization Email Address:		
Organization Website:		
Date of Establishment:		
Principal Activity:		
B. DECLARATION		
I wish to apply for Corporate Membership and agreed to abide by the Constitution, Rules and Guidelines of KNAPO, and that I am bound to pay annual subscription fees unless expelled from the association or having submitted in writing to the KNAPO Secretariat before the annual subscription is due.		
Name:		
Position:	Signed:	Date:
C. OFFICIAL USE ONLY		
Approved by (Chairperson/Secretary):		
Date of Admission:		
Signed (Chairperson/Secretary):		
Date of Cessation:		
Signed (Chairperson/Secretary):		

FORM A-4 INCOMING MAIL REGISTER

KENYA NATIONAL ASSOCIATION OF PROBATION OFFICERS

P. O. Box 6104-00100 GPO, NAIROBI-KENYA. Tel. +254-770-266-331

Website: www.knapokenya.com, **Email:** secretariat@knapokenya.com

INCOMING MAIL REGISTER

[illegible]

FORM A-6 REGISTER OF FILES

KENYA NATIONAL ASSOCIATION OF PROBATION OFFICERS

P. O. Box 6104-00100 GPO, NAIROBI-KENYA. Tel. +254-770-266-331

Website: www.knapokenya.com, **Email:** secretariat@knapokenya.com

REGISTER OF FILES

[illegible]

FORM A-7 TRAVEL IMPREST FORM

KENYA NATIONAL ASSOCIATION OF PROBATION OFFICERS

P. O. Box 6104-00100 GPO, NAIROBI-KENYA. Tel. +254-770-266-331

Website: www.knapokenya.com, Email: secretariat@knapokenya.com

TRAVEL IMPERST FORM

Date			
Name of Member			
Date of Journey			
Purpose of Journey			
Signed		Date	

APPROVAL

Chair/ Secretary		Date	
Treasurer		Date	

IMPEREST

Cash advanced			
Treasurer (sign)		Date	
Member (sign)		Date	

FORM A-8 TRAVEL CLAIM VOUCHER

KENYA NATIONAL ASSOCIATION OF PROBATION OFFICERS

P. O. Box 6104-00100 GPO, NAIROBI-KENYA. Tel. +254-770-266-331

Website: www.knapokenya.com, Email: secretariat@knapokenya.com

TRAVEL CLAIM FORM

Date			
Name of Member			
Date of Journey			
Purpose of Journey			
Amount claimed			
Signed		Date	

APPROVAL

Chair/ Secretary		Date	
Treasurer		Date	

CLAIM

Cash payed			
Treasurer (sign)		Date	
Member (sign)		Date	

FORM A-9 KNAPO WORK TICKET

KENYA NATIONAL ASSOCIATION OF PROBATION OFFICERS

P. O. Box 6104-00100 GPO, NAIROBI-KENYA. Tel. +254-770-266-331

Website: www.knapokenya.com, Email: secretariat@knapokenya.com

KNAPO WORK TICKET

Vehicle registration number	
Vehicle Make	
Duty station	
Drivers name	

JOURNEY DETAILS

From	To	No. of Passengers	Departure Time	Speedo Reading (start)	Journey Approval (sign)	Speedo Reading (end)	Mileage	Petrol/ diesel	Signed

FORM D-1 KNAPO TRAINING APPLICATION FORM

KENYA NATIONAL ASSOCIATION OF PROBATION OFFICERS

P. O. Box 6104-00100 GPO, NAIROBI-KENYA. Tel. +254-770-266-331

Website: www.knapokenya.com, Email: secretariat@knapokenya.com

TRAINING APPLICATION FORM

A. Personal Details

Name

Job Group Membership Number

Station Gender

B. Details of Course Applied

COURSE	INSTITUTION	DURATION	TOTAL FEES (KSHS)

C. Applicants Other Skills and Professional Qualifications (from highest to lowest)

Course	Qualification (e.g. Degree, Diploma, Certificate)	Institution	Mode of sponsorship (e.g. Self, KNAPO, GOK)

D. Applicant Declaration

I,

certify that the information given above is accurate and true.

Signed Date

E. Training Committee Decision

Date	Decision (approved/not approved)	Comments

Signed:

Chairperson Date

Secretary Date

Member Date

FORM F-1 KNAPO GOODS RECEIVED NOTE FORM

KENYA NATIONAL ASSOCIATION OF PROBATION OFFICERS

P. O. Box 6104-00100 GPO, NAIROBI-KENYA. Tel. +254-770-266-331

Website: www.knapokenya.com, Email: secretariat@knapokenya.com

GOODS RECEIVED NOTE

ADDRESS		PHONE/MOBILE		
NUMBER		DATE		
GOODS RECIEVED FROM				
ITEM CODE		EXPENSE CATEGORY		
EXPENSE SUB-CATEGORY		SOURCE OF FUNDS		
NO.	ITEM DESCRIPTION	QTY	UNIT PRICE	TOTAL (KSHS.)
	TOTAL			
PURCHASE ORDER No.	DELIVERY NOTE No.	INVOICE No.		
RECIEVED BY		SIGN	DATE	
APPROVED BY		SIGN	DATE	

FORM F-2 KNAPO PURCHASE ORDER FORM

KENYA NATIONAL ASSOCIATION OF PROBATION OFFICERS

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Website: www.knapokenya.com, Email: secretariat@knapokenya.com

PURCHASE ORDER

ADDRESS		PHONE/MOBILE		
NUMBER		DATE		
NAME OF SUPPLIER				
ITEM CODE		EXPENSE CATEGORY		
EXPENSE SUB-CATEGORY		SOURCE OF FUNDS		
<i>PLEASE SUPPLY THE FOLLOWING GOODS</i>				
NO.	ITEM DESCRIPTION	QTY	UNIT PRICE	TOTAL (KSHS.)

	TOTAL			
QUOTATION No. AND DATE				
REQUESTED BY		SIGN	DATE	
APPROVED BY		SIGN	DATE	
AUTHORISED BY		SIGN	DATE	

FORM F-3 KNAPO GOODS AND SERVICES REQUISITION FORM

KENYA NATIONAL ASSOCIATION OF PROBATION OFFICERS

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Website: www.knapokenya.com, Email: secretariat@knapokenya.com

GOODS AND SERVICES REQUISITION FORM

ADDRESS		PHONE/MOBILE		
NUMBER		DATE		
NAME OF MEMBER REQUESTING				
ITEM CODE		EXPENSE CATEGORY		
EXPENSE SUB-CATEGORY		SOURCE OF FUNDS		
REQUEST FOR THE FOLLOWING GOODS AND/OR SERVICES				
NO.	ITEM DESCRIPTION & PURPOSE REQUIRED	QTY	UNIT PRICE	TOTAL (KSHS.)

	TOTAL			
QUOTATION No. AND DATE				
REQUESTED BY		SIGN	DATE	
APPROVED BY		SIGN	DATE	
AUTHORISED BY		SIGN	DATE	

FORM F-4 KNAPO PAYMENT VOUCHER

KENYA NATIONAL ASSOCIATION OF PROBATION OFFICERS

P. O. Box 6104-00100 GPO, NAIROBI-KENYA. Tel. +254-770-266-331

Website: www.knapokenya.com, Email: secretariat@knapokenya.com

PAYMENT VOUCHER

ADDRESS		PHONE/MOBILE		
NUMBER		DATE		
NAME OF PAYEE				
ITEM CODE		EXPENSE CATEGORY		
EXPENSE SUB-CATEGORY		SOURCE OF FUNDS		
<i>PAYMENT BEING FOR THE FOLLOWING ITEMS</i>				
NO.	ITEM DESCRIPTION & PURPOSE REQUIRED	QTY	UNIT PRICE	TOTAL (KSHS.)
	TOTAL			

PURCHASE ORDER No.	GOODS RECIEVED NOTE No.	INVOICE No.	DELIVERY NOTE No.
CHECKED BY		SIGN	DATE
APPROVED BY		SIGN	DATE
AUTHORISED BY		SIGN	DATE

FORM F-5 KNAPO PETTY CASH VOUCHER

KENYA NATIONAL ASSOCIATION OF PROBATION OFFICERS

P. O. Box 6104-00100 GPO, NAIROBI-KENYA. Tel. +254-770-266-331

Website: www.knapokenya.com, **Email:** secretariat@knapokenya.com

PETTY CASH VOUCHER

ADDRESS			PHONE/MOBILE	
NAME OF MEMBER				
PETTY CASH VOUCHER No.			DATE REQUESTED	
NO.	DATE	PURPOSE		AMOUNT (KSHS)
APPROVED BY			SIGN	DATE
AUTHORISED BY			SIGN	DATE
RECIEVED BY			SIGN	DATE

FORM F- KNAPO INVENTORY OF NON-EXPENDABLE PROPERTIES

KENYA NATIONAL ASSOCIATION OF PROBATION OFFICERS

P. O. Box 6104-00100 GPO, NAIROBI-KENYA. Tel. +254-770-266-331

Website: www.knapokenya.com, Email: secretariat@knapokenya.com

INVENTORY OF NON-EXENDABLE PROPERTIES

Name of item	Description	Model number	Manufacturer's Serial Number	Date purchase acquisition	of or Source or Origin	Original cost (Kshs.)	Condition of use