



NATIONAL POLICE SERVICE COMMISSION (NPSC)

“Transforming the Police Service”

***Career Progression Guidelines for the
National Police Service Uniformed
Personnel***

**APPROVED AND ISSUED BY THE NATIONAL POLICE SERVICE
COMMISSION**

November, 2016



Service with Dignity



REPUBLIC OF KENYA

**PREPARED BY THE NATIONAL POLICE SERVICE WITH TECHNICAL
ASSISTANCE OF THE DIRECTORATE OF PUBLIC SERVICE
MANAGEMENT**

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PART ONE

CAREER PROGRESSION GUIDELINES FOR NATIONAL POLICE SERVICE UNIFORMED PERSONNEL

SECTION I: INTRODUCTION

1. Aims and Objectives

- (i) To provide for a well-defined career structure which will attract, motivate and facilitate retention of suitably qualified and competent National Police Service Personnel.
- (ii) To provide for clearly defined job descriptions and specifications with clear delineation of duties and responsibilities at all levels within the career structure to enable officers understand the requirements and demands of their jobs.
- (iii) To establish standards for recruitment, training and advancement within the career structure on the basis of professional qualifications, knowledge of the job, experience, competence, merit and ability as reflected in work performance and results.
- (iv) To ensure appropriate career planning and succession management.

2. Administration and Training Scope

(i) Responsibility for Administration

These Career Progression Guidelines will be administered by the Inspector General of National Police Service in conjunction with the National Police Service Commission (NPSC). In administering the guidelines, the Inspector General of National Police Service will ensure that the provisions of the Career Progression Guidelines are strictly observed for fair and equitable treatment of officers and that, officers are confirmed in their appointment after completion of their probation period.

(ii) Training Scope

In administering the Career Progression Guidelines, the Inspector General of National Police Service will ensure that appropriate induction, mentoring, training opportunities, equipment and facilities are provided. This will assist serving officers acquire the necessary additional qualifications/specialization and experience required for both efficient performance of their policing duties and advancement within the career ranks. The officers should also be encouraged to undertake training privately for self-development. In all matters of training, however, the Inspector General of National Police Service will consult with the Commission.

3. The National Police Service Functions

The National Police Service Act No.11 A of 2011 provides the functions of the National Police Service as follows:

Kenya Police Service Function

The Function of the Kenya Police Service shall be the provision of assistance to the public when in need; maintenance of law and order; preservation of peace; protection of life and property; investigation of crimes; collection of criminal intelligence; prevention and detection of crime; apprehension of offenders; enforcement of all laws and regulations with which it is charged; and performance of any other duties that may be prescribed by the Inspector-General under the Act or any other written law from time to time.

Administration Police Service Function

The Function of the Administration Police Service shall be the provision of assistance to the public when in need; maintenance of law and order; preservation of peace; protection of life and property; provision of border patrol and border security; provision of specialized stock theft prevention services; protection of Government property, vital installations and strategic points as may be directed by the Inspector-General; rendering support to Government agencies in the enforcement of administrative functions and the exercise of lawful duties; co-ordinating with complementing Government agencies in conflict management and peace building; apprehension of offenders; and performance of any other duties that may be prescribed by the Inspector-General under the Act or any other written law from time to time.

The Directorate of Criminal Investigation Function

The Function of the Directorate of Criminal Investigation shall be to collect and provide criminal intelligence; undertake investigations on serious crimes including homicide, narcotic crimes, human trafficking, money laundering, terrorism, economic crimes, piracy, organized crime, and cybercrime among others; maintain law and order; detect and prevent crime; apprehend offenders; maintain criminal records conduct forensic analysis; execute the directions given to the Inspector-General by the Director of Public Prosecutions pursuant to Article 157 (4) of the Constitution; co-ordinate country Interpol Affairs; investigate any matter that may be referred to it by the Independent Police Oversight Authority; and perform any other function conferred on it by any other written law.

Internal Affairs Unit Function

The function of the Internal Affairs Unit shall entail: receive and investigate complaints against the police; promote uniform standards of discipline and good order in the Service; and keep a record of the facts of any complaint or investigation made to it. Further, the unit may where necessary investigate and recommend appropriate action in respect of any officer found engaging in any unlawful conduct. The Unit shall investigate misconduct and hear complaints from members of the Service, members of the public and at the direction of a senior officer on its own initiative; on the direction of the Inspector-General; at the request of the Independent Police Oversight Authority. The Authority may at any time intervene and take over the investigations when they have reason to believe the investigations are inordinately delayed or manifestly unreasonable.

4. The Ranking/Grading Structure

(a) Ranking/Grading Structure

The Career Progression Guidelines establishes thirteen (13) ranks of the Kenya Police Service Officers, thirteen (13) ranks of Administration Police Officers, thirteen (13) ranks of Criminal Investigations Detectives and the office of the Inspector General who will be designated and ranked as follows:-

I. KENYA POLICE SERVICE PERSONNEL

APPENDIX “A”

Rank	Police Grade
Constable of Kenya Police	PG 1
Corporal of Kenya Police	PG 2
Sergeant of Kenya Police	PG 3
Senior Sergeant of Kenya Police	PG 4
Inspector of Kenya Police	PG 5
Chief Inspector of Kenya Police	PG 6
Assistant Superintendent of Kenya Police	PG 7
Superintendent of Kenya Police	PG 8
Senior Superintendent of Kenya Police	PG 9
Commissioner of Kenya Police	PG 10
Assistant Inspector General of Kenya Police	PG 11
Senior Assistant Inspector General of Kenya Police	PG 12
Deputy Inspector General of Kenya Police	PG 13

ADMINISTRATION POLICE PERSONNEL

APPENDIX “B”

Rank	Police Grade
Constable of Administration Police	PG 1
Corporal of Administration Police	PG 2
Sergeant of Administration Police	PG 3
Senior Sergeant of Administration Police	PG 4
Inspector of Administration Police	PG 5
Chief Inspector of Administration Police	PG 6
Assistant Superintendent of Administration Police	PG 7
Superintendent of Administration Police	PG 8
Senior Superintendent of Administration Police	PG 9
Commissioner of Administration Police	PG 10
Assistant Inspector General of Administration Police	PG 11
Senior Assistant Inspector General of Administration Police	PG 12
Deputy Inspector General of Administration Police	PG 13

II. CRIMINAL INVESTIGATION DETECTIVES**APPENDIX “C”**

Rank	Police Grade
Detective Constable	PG 1
Detective Corporal	PG 2
Detective Sergeant	PG 3
Detective Senior Sergeant	PG 4
Detective Inspector	PG 5
Detective Chief Inspector	PG 6
Detective Assistant Superintendent	PG 7
Detective Superintendent	PG 8
Detective Senior Superintendent	PG 9
Detective Commissioner	PG 10
Detective Assistant Inspector General	PG 11
Detective Senior Assistant Inspector General	PG 12
Director, Directorate of Criminal Investigations	PG 13

III. CRIMINAL INVESTIGATION DETECTIVES (FORENSIC) APPENDIX “D”

Rank	Police Grade
Detective Sergeant (Forensic)	PG 3
Detective Senior Sergeant (Forensic)	PG 4
Detective Inspector (Forensic)	PG 5
Detective Chief Inspector (Forensic)	PG 6
Detective Assistant Superintendent (Forensic)	PG 7
Detective Superintendent (Forensic)	PG 8
Detective Senior Superintendent (Forensic)	PG 9
Detective Commissioner (Forensic)	PG10
Detective Assistant Inspector-General (Forensic)	PG11

IV. INSPECTOR GENERAL OF NATIONAL POLICE SERVICE, APPENDIX “E”

Rank	Police Grade
Inspector General of National Police Service	‘14’

(b) Conversion to New Ranks

Serving officers will adopt and convert to the new ranking/grading structure as follows:-

I. KENYA POLICE SERVICE PERSONNEL**APPENDIX “A”**

Rank	Police Grade	Rank	Police Grade
Police Constable	PG 1	Constable of Kenya Police	PG 1
Police Corporal	PG 2	Corporal of Kenya Police	PG 2

Sergeant of Police	PG 3	Sergeant of Kenya Police	PG 3
Senior Sergeant of Police	PG 4	Senior Sergeant of Kenya Police	PG 4
Inspector of Police	PG 5	Inspector of Kenya Police	PG 5
Chief Inspector of Police	PG 6	Chief Inspector of Kenya Police	PG 6
Assistant Superintendent of Police	PG 7	Assistant Superintendent of Kenya Police	PG 7
Superintendent of Police	PG 8	Superintendent of Kenya Police	PG 8
Senior Superintendent of Police	PG 9	Senior Superintendent of Kenya Police	PG 9
Commissioner of Police	PG 10	Commissioner of Kenya Police	PG 10
Assistant Inspector General of Police	PG 11	Assistant Inspector General of Kenya Police	PG 11
Senior Assistant Inspector General of Police	PG 12	Senior Assistant Inspector General of Kenya Police	PG 12
Deputy Inspector General	-----	Deputy Inspector General of Kenya Police	PG 13

II. ADMINISTRATION POLICE PERSONNEL

APPENDIX “B”

Rank	Police Grade	Rank	Police Grade
Constable of Police	PG 1	Constable of Administration Police	PG 1
Corporal of Police	PG 2	Corporal of Administration Police	PG 2
Sergeant of Police	PG 3	Sergeant of Administration Police	PG 3
Senior Sergeant of Police	PG 4	Senior Sergeant of Administration Police	PG 4
Inspector of Police	PG 5	Inspector of Administration Police	PG 5
Chief Inspector of Police	PG 6	Chief Inspector of Administration Police	PG 6
Assistant Superintendent of Police	PG 7	Assistant Superintendent of Administration Police	PG 7
Superintendent of Police	PG 8	Superintendent of Administration Police	PG 8
Senior Superintendent of Police	PG 9	Senior Superintendent of Administration Police	PG 9
Commissioner of Police	PG 10	Commissioner of Administration Police	PG 10

Assistant Inspector General of Police	PG 11	Assistant Inspector General of Administration Police	PG 11
Senior Assistant Inspector General of Police	PG 12	Senior Assistant Inspector General of Administration Police	PG 12
Deputy Inspector General	-----	Deputy Inspector General of Administration Police	PG 13

III. DIRECTORATE OF CRIMINAL INVESTIGATIONS PERSONNEL

APPENDIX "C"

Rank	Police Grade	Rank	Police Grade
Police Constable	PG 1	Detective Constable	PG 1
Corporal of Police	PG 2	Detective Corporal	PG 2
Sergeant of Police	PG 3	Detective Sergeant	PG 3
Senior Sergeant of Police	PG 4	Detective Senior Sergeant	PG 4
Inspector of Police	PG 5	Detective Inspector	PG 5
Chief Inspector of Police	PG 6	Detective Chief Inspector	PG 6
Assistant Superintendent of Police	PG 7	Detective Assistant Superintendent	PG 7
Superintendent of Police	PG 8	Detective Superintendent	PG 8
Senior Superintendent of Police	PG 9	Detective Senior Superintendent	PG 9
Commissioner of Police	PG10	Detective Commissioner	PG10
Assistant Inspector-General of Police	PG11	Detective Assistant Inspector General	PG11
Senior Assistant Inspector-General of Police	PG12	Detective Senior Assistant Inspector General	PG12
Director of Criminal Investigation	-----	Director Criminal Investigation	PG 13

IV. CRIMINAL INVESTIGATION DETECTIVES (FORENSIC) APPENDIX "D"

Rank	Police Grade	Rank	Police Grade
Sergeant of Police	PG 3	Detective Sergeant (Forensic)	PG 3
Senior Sergeant of Police	PG 4	Detective Senior Sergeant (Forensic)	PG 4
Inspector of Police	PG 5	Detective Inspector (Forensic)	PG 5
Chief Inspector of Police	PG 6	Detective Chief Inspector (Forensic)	PG 6
Assistant Superintendent of Police	PG 7	Detective Assistant Superintendent (Forensic)	PG 7
Superintendent of Police	PG 8	Detective Superintendent (Forensic)	PG 8
Senior Superintendent of Police	PG 9	Detective Senior Superintendent (Forensic)	PG 9

Commissioner of Police	PG10	Detective Commissioner (Forensic)	PG10
Assistant Inspector-General of Police	PG11	Detective Assistant Inspector-General (Forensic)	PG11

V. INSPECTOR GENERAL OF NATIONAL POLICE SERVICE APPENDIX “E”

Rank	Police Rank	Rank	Police Grade
Inspector General of National Police Service	-----	Inspector General of National Police Service	PG 14

Note: Officers to be deployed in the Internal Affairs Unit will be drawn from the Services.

5. Provision of Posts

A Career Progression Guideline does not constitute authority for creation of posts. Any additional posts required under the new grading structure should be submitted to the National Police Service Commission for consideration and approval.

6. Serving Officers

Serving Officers will adopt and convert as appropriate to the new ranking/grading structure provided in this Career Progression Guidelines though they may not be in possession of the requisite minimum qualifications and/or experience specified. However, for advancement to higher ranks, the officers must be in possession of the minimum requisite qualifications and/or experience prescribed for those ranks.

7. Incremental Credit

Incremental credits for approved experience acquired after obtaining the prescribed minimum qualifications for the rank may be awarded at the rate of one increment for each completed year of approved experience provided the maximum of the rank is not exceeded. In awarding incremental credits, any period of service or experience stipulated as the basic appointment specifications or promotion to a particular rank will be excluded.

8. Advancement within the Career Progression Guidelines

It is emphasized that the qualifications and/or any other conditions set out in these Career Progression Guidelines are the minimum requirements entitling an officer for consideration for appointment and/or promotion to higher ranks. In addition, advancement from one rank to another will also depend on:-

- (i) merit and ability as reflected in work performance and results;
- (ii) existence of a vacancy within the Authorized Establishment; and

- (iii) approval by the National Police Service Commission.

9. Direct Appointment

Direct appointment will normally be made at the rank of Police Constable PG 1 for General Duty Officers, PG 3, PG 6, PG 7 and PG 8 for Forensic and other Specialists. In exceptional cases however, direct appointments may be made beyond these ranks by the National Police Service Commission on the recommendation of the Inspector General, provided the candidates possess the minimum qualifications and experience required for appointment to the rank.

10. Recognized Qualifications

Recognized qualifications will be those attained from recognized institutions and colleges and Government approved Examination Bodies. These will include, among others:-

- (i) National Police Service Training Institutions.
- (ii) Recognized Universities and Institutions.
- (iii) Kenya National Examinations Council (KNEC).
- (iv) Kenya School of Government.
- (v) Polytechnics, Technical and Vocational Training Institutions.
- (vi) Any other accredited institutions by the Commission for University Education (CUE) or the relevant Government Departments as examining bodies.

The following will be the recognized qualifications for the purpose of this Career Progression Guidelines. The recognized qualifications are here below specified for each Service under the National Police Service.

Kenya Police Service

1. Kenya Certificate of Secondary Education (KCSE) Mean Grade D+ (Plus) from Kenya National Examinations Council (KNEC) or its equivalent qualification examination body.
2. Diploma in any of the following fields:- Criminology, Law, Education, Security Management and Police Work, Police Science, Peace Building, Conflict Management, Media and Public Relations, Physical Education, Music, Education, Public Administration, Risk and Disaster Management, Human Resource Management or an equivalent qualification from a recognized institution lasting not less than nine (9) months.

3. Bachelors degree in any of the following fields:- Criminology, Law, Police Science, Education, Security Management and Police Work, Architecture, Public Administration or an equivalent qualification from a recognized institution.
4. Masters degree in any of the following fields: Criminology, Law, Police Science, Leadership and Security Management, Education, Security Management and Police Work, Architecture, Public Administration or an equivalent qualification from a recognized institution.
5. Police Recruits Training Course lasting not less than nine (9) months.
6. Police Law Examination.
7. Station Corporal Course/Section Commanders Course lasting not less than four (4) months.
8. Station Sergeant/Platoon Sergeant Course lasting not less than four (4) months.
9. Station Senior Sergeant/Platoon Senior Sergeant Course lasting not less than four (4) months.
10. Station Commanders/Platoon Commanders Course lasting not less than four (4) months.
11. Special Station Commanders/Special Platoon Commanders' Course lasting not less than four (4) months.
12. Higher Training Course lasting not less than five (5) months.
13. Gazetted Officers Examination.
14. Strategic Leadership Development Programme lasting not less than six (6) weeks.
15. Strategic Leadership and Command Programme lasting not less than three (3) months.
16. Senior Management Course lasting not less than four (4) weeks.
17. Senior Police officers Management Course lasting not more than four (4) weeks.
18. Any other qualification as may be adjudged as relevant by the National Police Service Commission.

Skills Upgrading Courses

In addition, an Officer will be required to undertake any of the following Skills Upgrading Courses before being promoted from one grade to the other.

Kenya Police Service

1. Constables Development Course lasting not less than two (2) months.
2. Basic Traffic Management Course (for Constables) lasting not less than two (2) months.
3. Basic Traffic Management Course (for NCOs) lasting not less than two (2) months.
4. NCOs Leadership Course lasting not less than two (2) months.
5. NCOs Skill at Arms Course lasting not less than two (2) months.
6. Senior Supervisory Course lasting not less than two (2) months.
7. Company Refresher Course lasting not less than two (2) months.
8. Instructors Development Course lasting not less than one (1) month.
9. Buglers Course lasting not less than one (1) month.
10. Elementary Investigation Course lasting not less than one (1) month.
11. First Aid Course lasting not less than two (2) weeks.
12. Defensive Driving Course lasting not less than two (2) weeks.
13. Advanced Investigations Course lasting not less than two (2) months.
14. Basic Computer Application Skills Course/Information Communication Technology (ICT) Course lasting not less than two (2) months.
15. Basic Armorers Class III Course lasting not less than one (1) year.
16. Armorers Course Class II and I lasting not less than one (1) year.
17. Anti-Terror/Counter Terror Course lasting not less than one (1) week.
18. Anti-Terror Induction Course lasting not less than one (1) week.
19. Cattle Rustling Management Course lasting not less than two (2) months.
20. Horse Riding Course lasting not less than one (1) month.
21. Motor Bike Rider Course lasting not less than four (4) months.
22. Police Driving Course lasting not less than four (4) months.
23. VIP Protection Course lasting not less than one (1) month.
24. Advanced VIP Protection Course lasting not less than two (2) months.
25. Presidential Guard Course, lasting not less than two (2) months.
26. Explosives Course, lasting not less than three (3) weeks.
27. Post-Blast Investigation Course, lasting not less than three (3) weeks.
28. Recce Initial Course not less than three (3) months.
29. VIP Protection Standardization Course lasting not less than two (2) months.
30. Search, Rescue and Hostage Retaking Course lasting not less than two (2) weeks.
31. Rappelling Course/Rolling from Building Course.
32. Breaching rooms (breaking into room) Course.
33. Sniping Course lasting not less than three (3) weeks.
34. Vital Installation Facility Course lasting not less than four (4) weeks.
35. Senior Management Course lasting not less than one (1) month.
36. Risk Management Course lasting not less than one (1) week.
37. Combat Assault Team Course.
38. NCO Development Course lasting not less than two (2) months.
39. Platoon Communication Course.
40. Company Development Course lasting not less than two (2) months.
41. Judo standardization Course lasting not less than two (2) months.

42. NCOs skill at Arms course lasting not less than two (2) months.
43. Divisional Commanders Course lasting not less than four (4) months.
44. Basic Counseling Skills Course lasting not less two (2) weeks.
45. Instructional Techniques Course lasting not less than three (3) months.
46. Report writing course lasting not less than two (2) weeks from a recognized institution.
47. Strategic Leadership Development Programme lasting not less than six (6) weeks.
48. Middle level Management Course lasting not less than three (3) months from a recognized institution.
49. Basic Crime Investigation Course lasting not less than two (2) months.
50. Coaching and Mentoring Course lasting not less than one (1) week.
51. Health Management Course lasting not less than two (2) weeks.
52. Basic Life Support and First Aid Course lasting not less than one (1) week.
53. Basic Counseling Skills lasting not less than two (2) months.
54. Basic Signal Operators Course lasting not less than four (4) months.
55. Music Beginners Course lasting not less than six (6) weeks.
56. Recce Initial Course lasting not less than six (6) weeks.
57. Judo Advanced Course lasting not less than six (6) months.
58. Tae-Kwondo Advanced Course lasting not less than two (2) months.
59. A.S.T.U. Company Standardization Course lasting not less than two (2) months from a recognized institution.
60. G.S.U. Company Standardization Course lasting not less than two (2) months.
61. Platoon Commander Development Course, lasting not less than two (2) months.
62. Company Commander Course, lasting not less than two (2) months.
63. Sniffers Dogs Course, lasting not less than three (3) weeks.
64. Crisis Response Team Basic Course, lasting not less than eight (8) weeks.
65. Rendition Course, lasting not less than four (4) weeks.
66. Group/Refresher Standardization Course, lasting not less than eight (8) weeks.
67. Front office Course, lasting not less than three (3) weeks.
68. Post Blast Investigations Course, lasting not less than three (3) weeks.
69. A.S.T.U Induction Course, lasting not less than four (4) weeks.
70. Horse Riding Standardization, lasting not less than four (4) weeks;
71. Basic Saddler and Furriery Course, lasting not less than four (4) weeks.
72. Equitation Course, lasting not less than twelve (12) weeks.
73. Advanced Riding Course, lasting not less than six (6) weeks;
74. Travel Document and Imposter Detection Course, lasting not less than one (1) week.
75. Airport Security Course, lasting not less than one (1) month.
76. Immigration Documentation Procedures Course lasting not less than one (1) week.
77. Trafficking in Persons Course lasting not less than One (1) week.
78. Counter-terrorism Course lasting not less than One (1) week.
79. Community Policing Course lasting not less than three (3) weeks.
80. Mantle Coxswain Course lasting not less than One (1) month.
81. Tourism Sensitization Course lasting not less than two (2) months.
82. Basic Arabic Language Course lasting not less than six (6) months.
83. Basic French Language Course lasting not less than six (6) months.

84. Basic German Language lasting not less than six (6) months.
85. Basic Spanish Language lasting not less than six (6) months.
86. Strategic Leadership and Command Course lasting not less than three (3) months.
87. Dog Trainers Course lasting not less than four (4) weeks.
88. Protection Dog Handler Refresher Course lasting not less than one (1) month.
89. Search and Rescue Course lasting not less than eight (8) weeks.
90. Narcotics Search Dog Handler Course lasting not less than four (4) weeks.
91. Explosive Search Dog Handler Refresher Course lasting not less than four (4) weeks.
92. Protection Search Dog Handlers Refresher Course.
93. Dog Masters' Course lasting not less than six (6) weeks.
94. Geographical Information Systems lasting not less than three (3) weeks.
95. Instructional Techniques Course lasting not less than three (3) months.

Administration Police Service

(a) Academic and Professional Courses

1. Kenya Certificate of Secondary Education (KCSE) mean grade of D+ and above from Kenya National Examinations Council (KNEC) or its equivalent qualification examination body.
2. Diploma in any of the following fields:- Criminology, Law, Education, Security Management and Police Work, Police Science, Peace Building, Conflict Management, Media and Public Relations, Physical Education, Music, Education, Public Administration, Risk and Disaster Management, Human Resource Management or an equivalent qualification from a recognized institution lasting not less than nine (9) months.
3. Bachelors degree in any of the following Fields:- Criminology, Law, Education, Security Management and Police Work, Police Science, Peace Building, Conflict Management, Media and Public Relations, Physical Education, Music, Education, Public Administration, Strategic Management, Sociology, Risk and Disaster Management, Human Resource Management or an equivalent qualification from a recognized institution.
4. Masters Degree any of the following fields:- Criminology, Law, Education, Security Management and Police Work, Police Science, Peace Building, Conflict Management, Media and Public Relations, Physical Education, Music, Education, Public Administration, Strategic Management, Leadership and Security Management, Risk and Disaster Management, Human Resource Management, Leadership and Security or an equivalent qualification from a recognized institution.
5. Administration Police Basic Training Course lasting not less than nine (9) months.
6. Passed Basic AP Law Examinations.

7. Passed Inspectorate AP Law Examinations.
8. Potential Non-Commissioned Officers Course lasting not less than two (2) months.
9. Corporals Promotional Course lasting not less than three (3) months.
10. Sergeants Course lasting not less than three (3) months.
11. Sergeant Development Course lasting not less than three (3) months.
12. Platoon Sergeant Course lasting not less than three (3) months.
13. Senior Sergeant Course lasting not less than two (2) months.
14. Non-commissioned Officers Leadership Course lasting not less than two (2) months.
15. Platoon Senior Sergeant Course lasting not less than two (2) months.
16. SOIP Course lasting not less than four (4) months.
17. Platoon Commanders Course lasting not less than four (4) months.
18. Special Inspectorate Course lasting not less than five (5) months.
19. Special Platoon Commanders Course lasting not less than five (5) months.
20. Company Commander Course lasting not less than four (4) weeks.
21. Basic Armorers Class III Course lasting not less than one (1) year.
22. Armorers Course Class II and I lasting not less than one (1) year.
23. Postgraduate Certificate in Leadership and Management lasting not less than three (3) months.
24. Administration Police Middle Management Course lasting not less than three (3) months.
25. Senior Training Course for Police Administration lasting not less than three (3) months.
26. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.

27. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution.
28. Certificate in Strategic Command Leadership Programme lasting not less than three (3) months or its equivalent from a recognized institution.
29. Any other qualification as may be adjudged as relevant by the National Police Service Commission.

(b) Skills Upgrading Courses

In addition, an Officer will be required to undertake any of the following Skills Upgrading Courses in a relevant area of deployment before being promoted from one grade to the other.

1. Successfully completed a Non-commissioned Officers Leadership Course lasting not less than two (2) months.
2. Successfully completed Administration Police Middle Level Course/ Sub-County Commanders Course lasting not less than three (3) months.
3. Company Commanders Refresher Course lasting not less than one (1) month;
4. Section Commanders Course lasting not less than three (3) months.
5. Instructors Development Course lasting not less than six (6) weeks.
6. Signals Course lasting not less than three (3) months.
7. Buglers Course lasting not less than three (3) months.
8. Martial Arts Training Course lasting not less than six (6) months;
9. Basic Crime Investigation Course lasting not less than three (3) months.
10. Disaster Management Course lasting not less than three (3) months.
11. First Aid Course lasting not less than one (1) month.
12. Defensive Driving Course lasting not less than six (6) weeks.
13. Special Weaponry and Tactics Training Course lasting not less than three (3) months;
14. Basic Crime Scene Management Course lasting not less than three (3) months;
15. Basic Computer Application Skills Course/Information Communication Technology (ICT) Course lasting not less than six (6) months;
16. Cattle Rustling Management Course lasting not less than three (3) months;
17. Motor Bike Rider Course lasting not less than one (1) month;
18. Police Driving Course lasting not less than three (3) months;
19. VIP Protection Course lasting not less than six (6) weeks ;
20. Advanced VIP Protection Course lasting not less than six (6) months;
21. Vital Government Installation Course lasting not less than three (3) months;
22. Small Arms and Ammunition Course lasting not less than three (3) months;
23. Explosives Course lasting not less than three (3) months.
24. Post-Blast Investigation Course lasting not less than three (3) months.
25. Hostage Rescue Course lasting not less than six (6) months.

26. Close quarter battle Course lasting not less than six (6) months.
27. Sniping Course lasting not less than six (6) months.
28. Vital Installation Facility Course six (6) weeks.
29. Combat Assault Team Course lasting not less than three (3) months.
30. NCO Lead Development Course lasting not less than six (6) weeks.
31. Special to Role Tactical Course lasting not less than three (3) months.
32. Company Commanders Development Course lasting not less than six (6) weeks.
33. Skill At Arms Course lasting not less than six (6) weeks.
34. Tactical Endurance Course lasting not less than three (3) months.
35. Crime Scene Investigations Course lasting not less than three (3) months.
36. First Aid Policy and Practice Course lasting not less than six (6) weeks.
37. Basic Operational Intelligence Course lasting not less than six (6) weeks.
38. Basic Signal Operations Course lasting not less than six weeks.
39. Basic Administrative Stores and Clerical Duties Course lasting not less than three (3) months.
40. Quick Response Team Course lasting not less than three (3) months.
41. SWART Course for Crisis Response Team lasting not less than three (3) months.
42. Drill and Duties Course lasting not less than six (6) months.
43. Corporal Development Course lasting not less than six (6) weeks.
44. Operation Planning Course lasting not less than six (6) weeks.
45. Road Block Management Course lasting not less than six (6) weeks.
46. Incident Command System Course lasting not less than six (6) weeks.
47. Counter Terrorism Tactical Course lasting not less than three (3) months.
48. Finance Management Course lasting not less than three (3) months.
49. Border Security and Border Management lasting not less than three (3) months.
50. Community Policing and Crime Prevention Skills Course lasting not less than three (3) months.
51. Freight Management Course lasting not less than six (6) months.
52. Platoon Commanders Development Course lasting not less than six (6) weeks.
53. Animal Branding lasting not less than three (3) months.
54. Anti-terrorism Course lasting not less than three (3) months.
55. Fleet Management Course lasting not less than three (3) months.
56. March and Shoot lasting not less than six (6) weeks.
57. Mortar and Gun Group Course lasting not less than three (3) months.
58. Role to APSSPU Course lasting not less than three (3) months.
59. Senior Officers Less Than Lethal Course lasting not less than six (6) weeks.
60. Tactical Commanders Course lasting not less than six (6) weeks.
61. Advanced Tactical Commanders Course lasting not less than two (2) months.
62. Basic Music Training in Theory and Practical for minimum of two (2) years.
63. Diploma in Music or Grade Five (5) ABRSM or its equivalent qualification from a recognized institution.

Directorate of Criminal Investigations

(a) Academic and Professional Courses

1. Kenya Certificate of Secondary Education mean grade “C” and above or equivalent qualification from Kenya National Examinations Council (KNEC) or its equivalent qualification examination body.
2. Diploma in any of the following fields:- Criminology, Law, Police Science, Education, Security Management and Police Work, Public Administration, Strategic Management, Human Resource Management, Peace Building, Conflict Management, Physical Education, Media and Public Relations, Security Studies, Sociology, Risk and Disaster Management, Information Communication Technology, Computer Studies, Accounting, Counseling or an equivalent qualification from a recognized institution.
3. Bachelors degree in any of the following fields:- Science, Criminology, Law, Police Science, Education, Security Studies, Security Management and Police Work, Public Administration, Strategic Management, Human Resource Management, Peace Building, Conflict Management, Physical Education, Media and Public Relations, Sociology, Risk and Disaster Management, Information Communication Technology, Computer Science, Commerce, Counseling or an equivalent qualification from a recognized institution.
4. Masters degree in any of the following fields:- Science, Criminology, Law, Police Science, Education, Security Studies, Security Management and Police Work, Public Administration, Strategic Management, Human Resource Management, Peace Building, Conflict Management, Physical Education, Media and Public Relations, Sociology, Risk and Disaster Management, Information Communication Technology, Computer Science, Commerce, Counseling or an equivalent qualification from a recognized institution.
5. Detective Constable to Corporal Promotion Course lasting not less than three (3) months.
6. Corporal to Sergeant Promotion Course lasting not less than three (3) months.
7. Sergeant to Senior Sergeant Promotion Course lasting not less than three (3) months.
8. Station Commanders’/Special Station Commanders’ Course lasting not less than four (4) months.
9. Non-Commissioned Officers Leadership Course lasting not less than two (2) months.

10. Criminal Investigations Officers Management (DCIO) Course lasting not less than two (2) months.
11. Higher Training Course lasting not less than five (5) months.
12. Middle Management Course lasting not less than three (3) months.
13. Supervisory Management Course lasting not less than four (4) weeks.
14. Senior Management Course lasting not less than four (4) weeks.
15. Senior Police Officer Management Course lasting not less than four (4) weeks.
16. Strategic Leadership and Development Programme lasting not less than six (6) weeks.
17. Strategic Leadership and Command Programme lasting not less than one (1) year.
18. Any other qualification as may be adjudged as relevant by the National Police Service Commission.

(b) Skills Upgrading Courses

In addition, an Officer will be required to undertake skills upgrading courses which include but not limited to the following before being promoted from one grade to the other.

1. Elementary/Induction Investigations Course lasting not less than one (1) month.
2. Basic Crime Investigations Course lasting not less than two (2) months.
3. Basic Trade Craft Intelligence Course lasting not less than one (1) month.
4. Advanced Investigations Course lasting not less than two (2) months.
5. Advanced Intelligence Collection Course lasting not less than three (3) weeks.
6. Basic Crime Scene Investigation Course lasting not less than one (1) month.
7. Fraud Investigation Course lasting not less than six (6) weeks.
8. Asset Tracing and Recovery Course lasting not less than one (1) month.
9. Basic Financial Investigation Course lasting not less than one (1) month.
10. Fraud Detection and Investigation Course lasting not less than one (1) week.
11. Certified Fraud Examiner Course lasting not less than six (6) months.
12. Intelligence Analysis Course lasting not less than one (1) week.
13. Basic Financial Investigation Training Related to Anti-money Laundering and Combating Terrorist Financing Course lasting not less than two (2) weeks.
14. Advanced Financial Investigation Training Related to Anti-money Laundering and Combating Terrorist Financing Course lasting not less than two (2) weeks.
15. Fight Against Payment Cards Course lasting not less than two (2) weeks.
16. Identification and seizure of Digital Evidence Course lasting not less than two (2) weeks.
17. Counter Terrorism Course lasting not less than one (1) month.
18. Interdicting Terrorist Activities Course lasting not less than two (2) weeks.

19. Leadership, Ethics and Integrity Course lasting not less than three (3) weeks.
20. Economic Crime Prevention, Detection and Investigations Course lasting not less than four (4) weeks.
21. Skills at Arm and Weaponry Course lasting not less than one (1) month.
22. Criminal Database Management Course lasting not less than two (2) weeks.
23. Combat Assault Team Course lasting not less than one (1) month;
24. Basic Life Support and First Aid Course lasting not less than one (1) week.
25. Major Case Management Course lasting not less than four (4) weeks.
26. Homicide Investigation Course lasting not less than two (2) months.
27. Report Writing Skills lasting not less than two (2) weeks.
28. Basic Counseling Skills lasting not less than two (2) weeks.
29. National Defence Course lasting not less than one (1) year.
30. Mentoring and Coaching Course lasting not less than two (2) weeks.
31. Instructional Technique Course lasting not less than three (3) months.
32. Motor Bike Rider Course lasting not less than four (4) months.
33. Police Driving Course lasting not less than four (4) months.

Directorate of Criminal Investigations Forensic Detectives

(a) Academic and Professional Courses

1. Kenya Certificate of Secondary Education (KCSE) mean grade 'C' with at least a 'C' in two (2) Science subjects or its equivalent qualification from a recognized examination body.
2. Diploma in any of the following fields: - Applied Sciences (Chemistry, Analytical Chemistry, Industrial Chemistry, Physics and Biology), Electronic Engineering, Electrical Engineering, Photography, Mass Communication, Laboratory Sciences, Public Health, Criminology, Information Communication Technology, Forensic Science, Fingerprint Science, Archives and Record Management, Security and Disaster Management or any other relevant and equivalent qualification from a recognized institution.
3. Bachelors degree in Science in any of the following fields:- Mathematics, Physics, Biology, Molecular Biology, Chemistry, Analytical Chemistry, Industrial Chemistry, Biochemistry, Microbiology, Public health, Genetics, Computer Science, Electronic Engineering, Forensic Science, Fingerprint Science, Records Management, Security and Disaster Management, Information Communication Technology, Criminology or any other relevant and equivalent qualification from a recognized institution.
4. Masters Degree in Science in any of the following fields:- Mathematics, Physics, Biology, Molecular Biology, Chemistry, Analytical Chemistry, Industrial Chemistry, Biochemistry, Microbiology, Public Health, Genetics, Computer Science, Electronic Engineering, Forensic Science, Fingerprint Science, Archives and Records Management, Leadership and Security Management, Security and Disaster

Management, Information Communication Technology, Criminology or any other relevant and equivalent qualification from a recognized institution.

5. Criminal Investigations Officers Management (DCIO) Course lasting not less than two (2) months.
6. Middle Level Management Course lasting not less than three (3) months.
7. Higher Training Course (HTC) lasting not less than five (5) months.
8. Senior Management Course lasting not less than four (4) weeks.
9. Senior Police Officers Management Course lasting not less than one (1) month.
10. Strategic Leadership Development program lasting not less than six (6) weeks.
11. Strategic Leadership and Command Program lasting not less than three (3) months.
12. Laboratory Management Course lasting not less than two (2) months.
13. Management and Leadership Skills in Laboratory Dynamics lasting not less than one (1) month.
14. Any other qualification as may be adjudged as relevant by the National Police Service Commission.

(b) Skills Upgrading Courses

Crime Scene Investigation

1. Forensic examination of motor vehicles lasting not less than two (2) weeks.
2. Evidence recovery techniques lasting not less than two (2) weeks.
3. Forensic Examination of Terrorist Crime Scenes lasting not less than three (3) weeks.
4. Crime Scene Work in Cases of Capital Crimes lasting not less than three (3) weeks.
5. Crime Scene Marks and Pattern Analysis lasting not less than one (1) month.
6. Blood Splatter Pattern Analysis Course lasting not less than one (1) week.
7. Crime Scene Reconstruction Course lasting not less than two (2) weeks.
8. Post Blast Investigations Course lasting not less than four (4) weeks.
9. Forensic Investigations of Gender and Sexual Based Violence lasting not less than two (2) weeks.
10. Forensic Anthropology and Identification of Human Remains lasting not less than four (4) weeks.
11. GIS on Crime Mapping and Cartographic Course lasting not less than one (1) week.
12. Crime Scene Photography Course lasting not less than one (1) month.

Cyber Crime

1. Encase Computer Forensics I and II lasting not less than one (1) month;
2. Cellebrite Forensic Course lasting not less than one (1) week;
3. Cybercrime Investigations Course lasting not less than three (3) weeks;
4. Cellular Forensics Course lasting not less than one (1) week;
5. Computer Forensics Course lasting not less than one (1) week;
6. Digital Evidence Prosecution Course lasting not less than one (1) week;
7. Digital Forensics and Investigations Course lasting not less than two (2) weeks;
8. Basic Cyber Crime Investigations Course lasting not less than one (1) month.
9. Introduction to Digital Forensic Course lasting not less than two (2) weeks.
10. Cybercrime Management Course lasting not less than two (2) weeks.
11. Critical Information Infrastructure Protection (CIIP) Course lasting not less than two (2) weeks.
12. Certified Oxygen Forensic Course lasting not less than one (1) week.
13. Cybercrime Investigations and Electronic Evidence Course lasting not less than one (1) week.
14. Concepts and Investigation Techniques of Cyber Crime Course lasting not less than one (1) week.
15. Cyber Crime Management – A Proactive Approach Course lasting not less than two (2) weeks.
16. Basic Cyber Crime Investigation Course lasting not less than one (1) month.
17. Cyber Crime Management – A Proactive Approach lasting not less than two (2) weeks.
18. Identification and seizure of Digital Evidence Course lasting not less than two (2) weeks.

Bomb Disposal

1. Explosives Incident Counter Measures Course lasting not less than two (2) months.
2. Post Blast Investigation Course lasting not less than one (1) month.
3. Advanced Explosive Incident Counter Measures lasting not less than six (6) weeks.
4. Chemical, Biological, Radiological and Nuclear (CBRN) Weapons of Mass Destruction Course lasting not less than two (2) weeks.
5. Command and Control of Scenes of Explosives Course lasting not less than two (2) weeks.
6. Counter-terrorism Course lasting not less than four (4) weeks.
7. Demining (explosives ordnance disposal) lasting not less than six (6) weeks.
8. Explosive Sniffer Dog Handlers Course lasting not less than one (1) month.

Photography Image, Video and Caustic Analysis

1. Photography Skills Training Course lasting not less than two (2) weeks.
2. Camera Craft and Photography Essentials Course lasting not less than two (2) weeks.
3. Advanced Photography Skills Course lasting not less than two (2) weeks.
4. Principles of Digital Photography Course lasting not less than two (2) weeks.

5. Forensic Image and Video Processing Course lasting not less than four (4) weeks.
6. Facial Skull Reconstruction Course lasting not less than two (2) weeks.
7. Computational Photography Course lasting not less than two (2) weeks.
8. Photoshop and Light room for Photographers Course lasting not less than two(2) weeks.
9. Acoustic and Voice Analysis Course lasting not less than two (2) months.

Finger Print

1. Forensic Fingerprints Course lasting not less than three (3) months.
2. Departmental Certificate in Fingerprint Technology Examinations paper ‘A’, ‘B’, and ‘C’.
3. APFIS Computer application skills lasting not less than two (2) weeks.
4. APFIS Operation skills course lasting not less than two (2) weeks.
5. APFIS Administrator training Course lasting not less five (5) months.

Ballistics

1. Armorer’s Course lasting not less than six (6) months.
2. Shooting Crime Scene Reconstruction Course lasting not less than three (3) months.
3. Specialized Techniques in Firearms Identification lasting not less than three (3) months.
4. Forensic Firearms Identification and Tool Marks Analysis lasting not less than three (3) months.

Documents Examination

1. Counterfeit Forensics Course lasting not less than one (1) month.
2. Document Examination Course lasting not less than six (6) weeks.
3. Handwriting Course lasting not less than one (1) week.
4. Crime Scene Management course lasting not less than six (6) weeks.
5. Fraud Investigation Course lasting not less than eight (8) weeks.
6. Document Examination Course lasting not less than two (2) weeks.

11. Implementation of the Career Progression Guidelines

These Career Progression Guidelines will become operational on of approval by the National Police Service Commission and will supersede any other existing Guidelines. On implementation, all serving officers will automatically become members of respective Career Progression Guidelines.

SECTION II: JOB DESCRIPTIONS AND APPOINTMENT SPECIFICATIONS

APPENDIX “A”

1. CAREER PROGRESSION GUIDELINES FOR KENYA POLICE SERVICE PERSONNEL

I. CONSTABLE OF KENYA POLICE, PG 1

(a) Duties and Responsibilities

An officer at this rank may be deployed at the Kenya Police Service (KPS) Headquarters, County or in any of the following formations/unit:- General Service Unit, Kenya Police College, Traffic Department, Anti Stock Theft Unit, Kenya Airport Police Unit, Presidential Escort, Kenya Railway Police, Diplomatic Police Unit, Marine Police Unit, Tourist Police Unit, Police Dog Unit.

KPS Headquarters and Formations/Units

Duties and responsibilities at this rank will entail:- writing crime reports; recording statements; drafting charge-sheets; serving summons and enforcing court warrants; bonding of witnesses and giving evidence in court; marking and preserving exhibits; performing court orderly duties; taking files to court; taking care/custody of prisoners; performing customer care desk duties such as receiving and directing reportees to the relevant offices; ensuring safe custody of records; collecting, processing and disseminating information; investigating crimes; effecting lawful arrests and denying arrested persons liberty in a Police cell; performing traffic duties such as traffic flow control, directing motor vehicles and investigating traffic cases; undertaking report office duties; interrogating suspects and interviewing victims and witnesses; maintaining Police camps and police premises' hygiene; servicing police arms; typing, printing and dispatching of various correspondences; hoisting of flags; undertaking rescue operations; searching vehicles, buildings, premises, aircrafts, vessels and persons; carrying out riot and crowd control; performing guard/sentry duties; responding to distress calls; collecting intelligence; protecting V.I.Ps; undertaking beats and patrols; guarding and securing government buildings and vital installations; screening people entering airports and public places; driving government vehicles or motorcycles/boats; checking for vehicles' serviceability; tracking and recovering stolen motor vehicles; repairing and maintenance of equipment; tracking down stolen stock; performing disarmament duties; performing band duties, providing escort duties; performing security surveillance on persons, premises, vehicles, aircrafts and vessels; undertaking horse riding; and carrying out beats and patrols.

Counties

Duties and responsibilities at the county will entail:- performing various parade duties;

performing court orderly and sentry duties; manning report and inquiry offices; driving police vehicles, motorcycles and boats; investigating crimes, arresting offenders; compiling case files; taking and recording statements; executing warrants and serving summons; visiting and preserving scenes of crime; tracking and recovering stolen motor vehicles; handling and processing crimes; collecting intelligence; interrogating crime suspects; bonding witnesses; taking exhibits to court; receiving and transmitting correspondences; escorting victims of rape and defilement to hospital; liaising with children's offices to support abused children; performing customer care desk duties; updating crime statistics; compiling nominal rolls; taking fingerprints; attending to gender matters; interrogating suspects and interviewing witnesses and/or victims; responding to distress calls; maintaining and repair of equipment; taking care of police animals such as dogs and horses; hoisting of flags and preparing charge sheets; undertaking bomb disposal; undertaking beats and patrols; preventing proliferation of illicit brews; performing escort duties; undertaking rescue operations; and carrying out bomb detonation.

Training Institutions

Duties and responsibilities of an officer deployed in the Training Institution will entail: performing instructional and training duties; supervising fatigue; making schemes of work and lesson plans; undertaking beats and patrols; undertaking driving duties; performing band duties; setting and marking of examinations/assignments; documenting recruits' information; performing guard duties; undertaking bungler duties; performing recruits' inspection; and repairing and maintaining of equipment.

(b) Requirements for Appointment

For recruitment and appointment to the rank of Constable of Kenya Police a candidate must:-

- (i) have Kenya Certificate of Secondary Education (KCSE) mean grade of D+ and above from Kenya National Examination Council or its equivalent qualification from a recognized examining body;

OR

have a Bachelor's Degree in any of the following Fields:- Criminology, Law, Police Science, Education, Security Management and Police Work, Public Administration, Strategic Management, Human Resource Management, Peace Building Conflict Management, Physical Education, Music, Media and Public Relations, Sociology, Risk and Disaster Management, or an equivalent qualification from a recognized institution;

- (ii) have undergone Basic Police Training Course lasting not less than nine (9) months;

- (iii) be a Kenyan citizen;
- (iv) be physically and medically fit;
- (v) be between the age 18 and 28 years and 30 years for graduates;
- (vi) be in possession of a National Identity Card;
- (vii) have no criminal record;
- (viii) passed an aptitude test; and
- (ix) met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service.

II. CORPORAL OF KENYA POLICE, PG 2

(a) Duties and Responsibilities

An officer at this rank may be deployed at the Kenya Police Service (KPS) Headquarters, County or in any of the following formations/unit:- General Service Unit, Kenya Police College, Traffic Department, Anti Stock Theft Unit, Kenya Airport Police Unit, Presidential Escort, Kenya Railway Police, Diplomatic Police Unit, Marine Police Unit, Tourist Police Unit, Police Dog Unit.

Headquarters, Formations and Units

An officer at this rank will be responsible to the Sergeant. Duties and responsibilities of officer at this rank will entail:- supervising Constables in undertaking parade duties; working at the armoury as the duty Non Commissioned Officer (NCO); investigating crimes and prosecuting offenders; compiling case files; recording statements; receiving and transmitting correspondences; maintaining daily signals log books; taking care of police animals such as dogs and horses; driving government vehicles, motorcycles and boats; interrogating suspects and interviewing witnesses and/or victims; responding to distress calls; compiling annual reports and hoisting of the flags; in-charge sentry; preserving exhibits; and keeping safe custody of records; apprehending offenders; undertaking beach and sea patrols; maintaining, repairing and servicing of police equipment such as vehicles, arms boats amongst others; performing escort duties; collecting crime intelligence; carrying out morning call-ups and evening briefs; performing guard duties such as guarding vital installations; performing guard commanders' duties and section commanders duties; undertaking joint raids and ambushes; screening of persons entering airports and other public places; visiting and preserving scenes of crime; performing night rounds; tracking and recovering stolen motor vehicles; undertaking riot and crowd control and coverage duties; protecting

VIPs; and performing band duties.

Counties

Duties and responsibilities of an officer at this level when deployed within a county will entail:- collecting intelligence; receiving and reintegrating children in need of care and protection; escorting sexual offences victims to hospital; preserving exhibits; escorting prisoners; visiting and preserving scenes of crimes; compiling case files; updating crime records and returns; being in charge petty crime office; monitoring police communication; performing Court orderly duties; manning gender desk; bonding of witnesses; recording statements and reports; serving summons and executing warrants; conducting parades; in-charge sentries; giving evidence in court; and driving government vehicles, motorcycles and boats.

The officer will also be In-charge of beats and patrols; undertaking escort duties; in-charge 999 mobile patrols; performing traffic duties; tracking and recovering stolen motor vehicles; conducting raids, ambushes and special operations; performing night rounds; performing armoury duties; and responding to distress calls.

Training Institutions

Duties and responsibilities of an officer deployed at the Training Institution will entail: being Recruits' Squad Administrator/Squad NCO; repairing of firearms; guiding and supervising recruits; performing demonstrations to course participants; counseling trainees; inspecting recruits, barracks and classes; evaluating course participants; preparing students work files; undertaking training and instructional duties; performing band duties; commanding guard; compiling and tabulating data of course participants; setting and marking examinations/assignments; repairing and maintaining equipment; carrying out section commanders duties; assembling parades; and in-charge sentry; and driving government vehicles, motorcycles and boats.

(b) Requirements for Appointment

For appointment to this rank, an officer must have:-

- (i) served in the rank of Constable of Kenya Police for a minimum period of three (3) years;
- (ii) successfully completed Police Constable to Corporal Course/Section Commanders course lasting not less than three (3) months;
- (iii) no disciplinary conviction or adverse report in the last six (6) months;
- (iv) passed at least three (3) Police Law Examination Papers; and

- (v) met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service.

Note: In addition, an officer at this rank will be required to undergo any of the skills upgrading courses stipulated in Clause 10 of these Guidelines.

III. SERGEANT OF KENYA POLICE, PG 3

(a) Duties and Responsibilities

An officer at this rank may be deployed at the Kenya Police Service (KPS) Headquarters, County or in any of the following formations/unit:- General Service Unit, Kenya Police College, Traffic Department, Anti Stock Theft Unit, Kenya Airport Police Unit, Presidential Escort, Kenya Railway Police, Diplomatic Police Unit, Marine Police Unit, Tourist Police Unit, Police Dog Unit.

Headquarters, Formations and Units

Duties and responsibilities at this rank will entail:- supervising Constables and Corporals; parade duties; being in-charge of police lines and armoury; visiting and preserving scenes of crime; deploying and ensuring lower rank officers attend to their duties; ensuring safe custody of police records; preparing morning call-ups and evening briefs; compiling crime returns; receiving and dispatching correspondences; performing driving duties; interrogating suspects and interviewing witnesses and/or victims; performing band duties; investigating crimes; bonding of witnesses; inspecting camps and personnel; preparing duty rooster; ensuring messages/signals are safe from unauthorized access; in-charge discipline; performing orderly sergeant duties; being in-charge of transport; and being in-charge police lines/camps.

Counties

Duties and responsibilities at this rank when deployed within a county will entail:- patrolling and curbing crimes; receiving and compiling nominal rolls; being in-charge of patrol base; detecting and investigating crimes; performing traffic duties such as controlling traffic flow and investigating traffic offences among others; tracking and recovering stolen motor vehicles; directing police boats as a Coxswain; organizing sea and land patrols along the beaches; supervising the repairing and maintenance of equipment; carrying out VIP coverage duties; developing daily, weekly and monthly crime reports; planning daily duties of the platoon; organizing field operations; being in-charge of escort; being in-charge of armoury; undertaking platoon sergeant duties; reporting cases of indiscipline of officers under him/her; responding to distress calls; and attending to radio calls and disseminating information.

In addition, the officer will be responsible for driving government vehicles, motorcycles and boats; being in-charge of a police post; deploying officers in lower ranks; preparing duty rosters; being in-charge police transport; assigning specific cases to officers; issuing and receiving police fire arms; undertaking station orderly duties; undertaking personnel welfare duties; ensuring maintenance and cleanliness of police quarters; coordinating the delivery of case files to court; escorting victims of gender based violence; taking care of prisoners in police custody; interrogating suspects and interviewing witnesses and/or victims; being in-charge escort and court orderlies; in-charge police lines, armoury, discipline and camps; performing morning call-ups and evening briefs; being in-charge of stores and keeping safe custody of exhibits; preparing duty rooster; responding to distress calls; and protecting government buildings, vital installations and hoisting of flags.

Duties and responsibilities will also entail:- arresting offenders; coordinating 999 Mobile Patrol Crew; visiting and analyzing scenes of crime; organizing and conducting raids; organizing beats and patrols; performing search of premises, persons, vessels and aircrafts; organizing and conducting raids ambushes and special operations;

Training Institutions

Duties and responsibilities of an officer deployed at a NPS Training Institution will entail:- performing day orderly duties by taking care of daily events; training and instructing course participants; being in charge of armoury and stores; supervising junior officers; planning daily duties of the platoon or squad; carrying out camp and personnel inspection; performing field operations; keeping messages/signals safe from unauthorized access; performing administrative duties within a platoon; performing parade duties; dispatching correspondences; preparing duty rooster, allocating duties and deployment of junior officers; in charge of Police welfare; repairing and maintaining police equipment and undertaking kitting of the recruits.

(a) Requirements for Appointment

For appointment to this rank, an officer must have:-

- (i) served in the rank of a Corporal of Kenya Police for a minimum period of three (3) years;
- (ii) successfully Completed Corporal to Sergeant's /Platoon Sergeant Promotion Course lasting not less than three (3) months;
- (iii) no disciplinary conviction or adverse report in the last six (6) months;
- (iv) passed four (4) Police Law Examination; and

- (v) met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service.

Note: In addition, an officer at this rank will be required to undergo any of the skills upgrading courses stipulated in Clause 10 of these Guidelines.

IV. SENIOR SERGEANT OF KENYA POLICE, PG 4

(a) Duties and Responsibilities

An officer at this rank may be deployed at the Kenya Police Service (KPS) Headquarters, County or in any of the following formations/unit:- General Service Unit, Kenya Police College, Traffic Department, Anti Stock Theft Unit, Kenya Airport Police Unit, Presidential Escort, Kenya Railway Police, Diplomatic Police Unit, Marine Police Unit, Tourist Police Unit, Police Dog Unit.

Headquarters, Formations and Units

Duties and responsibilities will entail:- supervising Sergeants, Corporals and Constables in being in-charge staff welfare; performing parade duties; attending courts to give evidence; performing band duties; repairing and maintaining equipment; bonding of witnesses; carrying out security coverage of VIPs; in-charge of escort and court orderlies; interrogating suspects and interviewing witnesses and/or victims; developing daily, weekly and monthly crime reports; planning daily duties of a company; ensuring cleanliness in police lines and camps; inspecting camps and personnel; attending to radio calls and disseminating information; ensuring messages/signals are safe from unauthorized access; being in charge police lines discipline; serving court summons and executing warrants; conducting parades duties; carrying out morning call-ups and evening briefs.

The officer will also undertake traffic duties and investigating crimes; apprehending offenders; supervising beats and patrols; collecting intelligence; organizing field operations; responding to distress calls; supervising beach and sea patrols; maintaining, repairing and servicing of police equipment such as vehicles, arms boats amongst others; performing escort duties; collecting crime intelligence; undertaking joint raids and ambushes; screening of persons entering airports and other public places; visiting and preserving scenes of crime; performing night rounds; tracking and recovering stolen motor vehicles; undertaking riot and crowd control and coverage duties.

Counties

Duties and responsibilities when deployed within a county will entail:-being in-charge of armoury; coordinating various activities in a police station; ensuring the dispatch of

signals and other police communication; being in charge of discipline of officers under him/her, gender desk, beats and patrols; heading a medium sized police post; performing parade duties; deputizing officer in-charge station in small stations; driving government vehicles, motorcycles and boats; overseeing a police post; deploying officers in lower ranks; preparing duty rosters; overseeing police transport; assigning cases to officers; signing charge sheets; overseeing police lines and armoury ; issuing and receiving police fire arms; undertaking station orderly duties; ensuring maintenance and cleanliness of police quarters; coordinating the delivery of case files to court; assisting members of public; escorting victims of gender based violence; interrogating suspects and interviewing witnesses and/or victims; serving court summons and executing warrants; arresting offenders; visiting and analyzing scenes of crime; overseeing motor vehicle escort; and protecting government buildings and vital installations.

Training Institutions

Duties and responsibilities of an officer deployed at the Training Institution will entail:- being in-charge of welfare; acting as a bridge between junior officers and senior officers; being in-charge of armoury and performing duties such as issuing of firearms to officers on duty and maintaining armoury records; allocating houses to officers; in charge of radio room/radio room controller; dispatching signals and other police communication; in charge of discipline, beats and patrols; performing training and instructional duties; supervising junior officers; acting as platoon commander or deputy platoon commander; inspecting camps and personnel; taking care of personnel welfare; supervising communication to and from other counties, units and formations and other field companies; keeping messages/signals safe from unauthorized access; undertaking platoon administration; performing parade duties; and repairing and maintaining of police equipment.

(b) Requirements for Appointment

For appointment to this rank, an officer must have:-

- (i) served in the rank of a Sergeant of Kenya Police for a minimum period three (3) years;
- (ii) successfully completed Sergeant to Senior Sergeant Course/Platoon Senior Sergeant Course lasting not less than three (3) months;
- (iii) no disciplinary conviction or adverse report in the last six (6) months;
- (iv) passed all Police Law Examination Papers; and

- (v) met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service.

Note: In addition, an officer at this rank will be required to undergo any of the skills upgrading courses stipulated in Clause 10 of these Guidelines.

V. INSPECTOR OF KENYA POLICE, PG 5

(a) Duties and Responsibilities

An officer at this rank may be deployed at the Kenya Police Service (KPS) Headquarters, County or in any of the following formations/unit:- General Service Unit, Kenya Police College, Traffic Department, Anti Stock Theft Unit, Kenya Airport Police Unit, Presidential Escort, Kenya Railway Police, Diplomatic Police Unit, Marine Police Unit, Tourist Police Unit, Police Dog Unit.

Headquarters, Formations and Units

Duties and responsibilities will entail:- deputizing officer in-charge police station; being in-charge police post, crime section or petty crime office; assisting members of public; undertaking orderly officer duties; ensuring all cases reported are properly recorded and investigated and files opened for prosecution; maintaining data records; collecting and analyzing crime intelligence; perusing case files and advising the investigating officers; appraising officers; overseeing transport; perusing the occurrence book and assigning cases to officers; conducting disciplinary proceedings; signing charge sheets; giving evidence in court; visiting prisoners in the cells and making visits to the report office once before and once after mid-night; ensuring safety of exhibits, records and government installations; checking on files from the courts; opening inquiry files; performing staff officer administrative duties; ensuring appropriate charges are preferred against criminal suspects; performing morning call-ups and evening briefs; in-charge signals and radio rooms.

Counties

An officer at this level will deputize station/platoon commander. Duties and responsibilities will entail:- in-charge mobile patrols; allocating duties to officers; conducting tamaam parades; handling correspondence; supervising radio calls; recording statements; deploying, appraising and supervising officers under him/her; conducting inspections; interrogating suspects and interviewing witnesses and/or victims; supervising officers on beats and patrols; organizing raids, ambushes and special operations; mapping out areas with high crimes; liaising with other station commanders in crime management; embracing community policing ideology; conducting night rounds; responding to distress calls; providing service support to other security providers; in-charge of officers on escort duties; undertaking V.I.P

protection and Presidential coverage; performing traffic duties such as sensitizing members of public on traffic issues and road safety; apprehending offenders; guiding officers in crime investigations; and conducting operations and identification parades.

Further, duties and responsibilities will entail:- in-charge of mobile patrols; maintaining inventory of lost and found property, notifying the court of the same and placing notices in conspicuous places on unclaimed property; presiding over orderly room proceedings; liaising with other station commanders in crime management; performing staff officer administrative duties; in-charge transport; ensuring appropriate charges are preferred against suspects; perusing the occurrence book and allocating cases to officers; conducting orderly room proceedings; signing charge sheets; giving evidence in court; visiting prisoners in the cells and making visits to the report office once before and once after mid-night; ensuring safety of exhibits, records and government installations; checking on files from the courts; opening inquiry files; being in charge of crime office; ensuring suspects are taken to court within twenty four (24) after arrest hours; liaising with other agencies for better service delivery; performing morning call-ups and evening briefs; in-charge signals and radio rooms; overseeing deployment of officers; and warning and releasing of suspects; undertaking personnel management duties at a police station; signing charge sheets; compiling case files and allocating cases to officers; being in-charge beats and patrols; and assisting members of public.

Training Institutions

Duties and responsibilities of an officer deployed at the training institution will entail:- presiding over disciplinary proceedings; being the squad course officer/squad administrator; carrying out training and instructional duties; being in charge of communication; performing orderly officer duties; supervising guard duties; performing administrative duties; inspecting course participants; being in charge of signals and radio rooms; perusing of occurrence book; supervising the feeding of recruits; ensuring cleanliness and hygiene are maintained to standards; appraising officers under him/her; in-charge beats and patrols; and making visits to the report office.

(b) Requirements for Appointment

For appointment to this rank, an officer must have:-

- (i) served in the rank of Senior Sergeant of Kenya Police for a minimum period of three (3) years;
- (ii) passed all Police Law Examination Papers;
- (iii) successfully completed Station Commanders Course/Platoon Commanders Course/Inspectorate (Subordinate to Inspectorate) Course; and

- (iv) no disciplinary conviction or adverse report in the last six (6) months; and
- (v) met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service.

Note: In addition, an officer at this rank will be required to undergo any of the skills upgrading courses stipulated in Clause 10 of these Guidelines.

VI. CHIEF INSPECTOR OF KENYA POLICE, PG 6

(a) Duties and Responsibilities

An officer at this rank may be deployed at the Kenya Police Service (KPS) Headquarters, County or in any of the following formations/unit:- General Service Unit, Kenya Police College, Traffic Department, Anti Stock Theft Unit, Kenya Airport Police Unit, Presidential Escort, Kenya Railway Police, Diplomatic Police Unit, Marine Police Unit, Tourist Police Unit, Police Dog Unit.

Headquarters, Formations and Units

An Officer at this level will be responsible to the Assistant Superintendent of Police. The Officer may be deployed as a Platoon Commander or Officer Commanding Police Station. Duties and responsibilities will entail:- assisting members of public; performing orderly officer duties; conducting disciplinary proceedings; ensuring all cases reported are properly recorded, investigated and files opened for prosecution; perusing case files and advising the investigating officers; appraising officers; liaising with other station commanders in crime management; performing staff officer administrative duties; being in-charge transport; ensuring appropriate charges are preferred against arrested suspects; perusing the occurrence book and minuting cases to different officers; signing charge sheets; giving evidence in court; visiting prisoners in the cells and making visits to the report office once before and once after mid-night; ensuring safety of exhibits, records and government installations; checking on files from the courts; opening inquiry files; performing morning call-ups and evening briefs; in-charge signals and radio rooms; overseeing deployment of officers; warning and releasing of suspects; taking cash bail money to court; arresting offenders; overseeing staff welfare; handling personnel correspondences; assisting in the conducting of promotional interviews; and releasing prisoners where no offence has been disclosed.

In addition, the officer will be responsible for:- supervising lower rank officers; supervising daily patrols; carrying out inspection duties; overseeing maintenance of police lines; coordinating repair and maintenance of equipment; overseeing security of vital public buildings and installations; briefing and debriefing officers; in charge stores; in-charge beats and patrols; organizing raids, ambushes and special operations;

collecting and analyzing crime intelligence; mapping out areas with high crimes; propagating community policing ideology; conducting night rounds; responding to distress calls; providing service support to other security providers; being in-charge escorts; V.I.P protection and Presidential coverage; sensitizing members of public on traffic issues and road safety; fighting/controlling of crime within the area of jurisdiction; liaising with other government agencies on security matters; coordinating security operations; performing and supervising traffic duties and investigating crimes.

Counties

Duties and responsibilities of an officer at this rank when deployed within a county will entail:- performing duties of an officer in-charge of police station, traffic base commander, platoon or police camp; being in-charge of crime section; ensuring all cases reported are properly recorded, investigated and files opened for prosecution; handling correspondences; mapping out areas with high crimes; maintaining inventory of lost and found property, notifying the court of the same and placing notices in conspicuous places on unclaimed property; perusing case files and advising the investigating officers; appraising officers; liaising with other station commanders in crime management; in-charge transport; ensuring appropriate charges are preferred against suspects; perusing the occurrence book and minuting cases to different officers; signing charge sheets; giving evidence in court; performing morning call-ups and evening briefs; in-charge signals and radio rooms; overseeing deployment of officers; warning in writing and releasing of suspects; supervising of officers; liaising with other government agencies in matters of security; ensuring government property including vehicles are properly maintained; undertaking operation room duties; deploying officers to respective sections; signing of charge sheets; keeping of operation records; sorting out prisoners; controlling crime upsurge in his/her area of jurisdiction; ensuring timely submission of returns and correspondences; undertaking staffing officer personnel and administrative duties; making morning call ups and evening briefs; opening inquiry files and ensuring that prisoners are taken to court within twenty four (24) hours; and in-charge beats and patrols.

Further, the office will be responsible for:- assisting members of public; organizing raids, ambushes and special operations; performing orderly officer duties; conducting orderly room proceedings; collecting and analyzing intelligence; visiting prisoners in the cells and making visits to the report office once before and once after mid-night; ensuring safe custody of exhibits, records and government installations; checking on files from the courts; opening inquiry files; conducting night rounds; responding to distress calls; providing service support to other security providers; in-charge escorts; coordinating V.I.P protection and Presidential coverage; sensitizing members of public on traffic issues and road safety; presiding in orderly room proceeding; being in-charge of disposal of expired ammunitions; maintaining accountable documents; regulating public gatherings and processions; investigating crimes; apprehending offenders; organizing police officers to attend community policing meetings; conducting beats and patrol checks; and attending courts.

Training Institutions

Duties and responsibilities of an officer deployed at the Training Institution will entail: presiding over disciplinary proceedings; undertaking training and instructional duties; being in charge in the disposal of expired ammunitions; being Squad Course Officer / Squad Administrator; inspecting recruits/course participants, barracks and motor vehicles; supervising officers; deploying officers; coordinating operational duties; supervising guard duties; performing orderly officers' duties; appraising officers under him/her; in charge transport; perusing, commenting and giving directions on matters in the occurrence book; in-charge beats and patrols; and making visits to the guard rooms and in-charge signals and radio rooms.

(b) Requirements for Appointment

For appointment to this rank, an officer must have:-

- (i) served in the rank of Inspector of Kenya Police for a minimum period of three (3) years;
- (ii) attended Platoon Commanders Course/Station Commanders Course/Certificate in Leadership Management Course/Middle Level Management Course;
- (iii) no disciplinary conviction or adverse report in the last six (6) months;
- (iv) met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (v) shown merit and ability as reflected in work performance and results.

Note: In addition, an officer at this rank will be required to undergo any of the skills upgrading courses stipulated in Clause 10 of these Guidelines.

VII. ASSISTANT SUPERINTENDENT OF KENYA POLICE, PG 7

NPS/KPS Headquarters, Formations and Units

(a) Duties and Responsibilities

An officer at this rank may be deployed at the Kenya Police Service (KPS) Headquarters, County or in any of the following formations/unit:- General Service Unit, Kenya Police College, Traffic Department, Anti Stock Theft Unit, Kenya Airport Police Unit, Presidential Escort, Kenya Railway Police, Diplomatic Police Unit, Marine Police Unit, Tourist Police Unit, Police Dog Unit.

Headquarters, Formations and Units

Duties and responsibilities will entail: performing deputy company commanders duties; assessing and checking crime daily data; performing morning call ups and evening briefs; supervising daily patrols; fighting crime within the area of jurisdiction; carrying out inspection duties such as inspection of police station, cell, line and personnel; ensuring cases reported are properly investigated; liaising with other government agencies on security matters; overseeing maintenance of police lines; being in-charge of officers welfare; being in-charge of transport office; overseeing security of Government buildings and vital installations; in charge band; overseeing staff discipline; supervising junior officers; briefing and debriefing officers; handling complaints brought to the station; bonding of witnesses, serving court summons and executing warrants; testifying in courts; mentoring and coaching lower rank officers on how to handle reported cases; and responding to correspondences.

Further, the officer will be responsible for:- performing advance security checks; coordinating VIP protection and presidential coverage; overseeing riot and crowd control operations; attending security meetings; liaising with senior officers on security issues; commanding operations; assisting members of the public; detecting crime and apprehension of offenders; performing traffic duties; overseeing the care and training of police animals such as police dogs and horses; carrying out deployment of junior officers; supervising officers under him/her; counseling staff; dealing with discipline cases; monitoring and communicating surveillance; and issuing and signing waiver notices in disciplinary cases.

Counties

Duties and responsibilities of an officer deployed at the County will entail: - deputizing the OCPD; handling of correspondences; supervising officers; signing work tickets and authorizing movements of motor vehicles; in charge staff welfare; overseeing personnel discipline; undertaking staffing officer personnel and administrative duties; making morning call ups and evening briefs; opening inquiry files; ensuring that prisoners are taken to court within twenty four (24) hours; handling complaints brought to the station; ensuring that all reported cases are well investigated and offenders prosecuted; performing supervisory duties; bonding of witnesses, serving court summons and executing warrants; testifying in courts; and mentoring, coaching and appraising lower rank officers.

Further, duties and responsibilities will entail:- collecting and analyzing intelligence; attending security meetings; liaising with other senior officers on security issues; commanding operations; assisting members of the public; detecting crime and apprehending offenders; overseeing VIP protection and presidential coverage; overseeing response to distress calls and emergencies; and overseeing traffic duties such traffic flow, crack down on roadworthy vehicles among others

Training Institutions

Duties and responsibilities of an officer deployed at a Training Institution will entail: performing college adjutant duties; undertaking training and instructional duties; performing the deputy parade commanders' duties; supervising officers; signing work tickets and authorizing movements of motor vehicles; maintaining staff personnel records; handling correspondences; performing administrative duties; reviewing of training programs; setting and marking assignments/examinations and conducting course evaluations; serving as course officer; and mentoring, coaching and appraising lower rank officers.

(b) Requirements for Appointment

For appointment to this rank, an officer must have:-

- (i) served in the rank of Chief Inspector of Kenya Police for a minimum period of three (3) years;
- (ii) Diploma in any of the following fields:- Criminology, Law, Police Science, Education, Security Management and Police Work, Public Administration, Strategic Management, Human Resource Management, Peace Building and Conflict Management, Physical Education, Music, Media and Public Relations, Sociology, Risk and Disaster Management or an equivalent qualification from a recognized institution;

OR

Bachelors degree in any of the following fields:- Criminology, Law, Police Science, Education, Security Management and Police Work, Public Administration, Strategic Management, Human Resource Management, Peace Building and Conflict Management, Physical Education, Music, Media and Public Relations, Sociology, Risk and Disaster Management, or an equivalent qualification from a recognized institution;

- (iii) successfully Completed Higher Training Course(HTC);
- (iv) no disciplinary conviction or adverse report in the last six (6) months;
- (v) met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (vi) shown merit and ability as shown in work performance and results.

Note: *In addition, an officer at this rank will be required to undergo any of the skills upgrading courses stipulated in Clause 10 of these Guidelines.*

VIII. SUPERINTENDENT OF KENYA POLICE, PG 8

Headquarter, Formations and Units

(a) **Duties and Responsibilities**

An officer at this rank may be deployed at the Kenya Police Service (KPS) Headquarters, County or in any of the following formations/unit:- General Service Unit, Kenya Police College, Traffic Department, Anti Stock Theft Unit, Kenya Airport Police Unit, Presidential Escort, Kenya Railway Police, Diplomatic Police Unit, Marine Police Unit, Tourist Police Unit, Police Dog Unit.

Headquarters, Formations and Units

An officer at this rank will be deployed as in charge transport, deputize in-charge Aids Control Unit, Staff Officer, Company Commander. Duties and responsibilities will entail:- coordinating national days celebrations in collaborations with relevant stakeholders; coordinating training and development programmes of officers within their command areas; developing plans for implementation and support of community policing; carrying out inspection of police lines, camps, barracks, fire arms, armoury, and parade; managing stores and inventory; coordinating disposal of obsolete goods; visiting camps for inspection purposes; undertaking weekly lectures on police duties; undertaking morning call ups and evening briefs; managing the staff, formation and/or unit resources; leading security operations; deploying officers within sections; handling of discipline matters; ensuring proper management of resources within his/her command; attending courts; and perusing case files and giving guidance to the investigating officers.

In addition the officer will be responsible for:- planning, coordinating detection and prevention of crime and apprehending offenders in the area of jurisdiction; undertaking crime analysis and reporting; cooperating with representatives of all government departments and county Governments in their areas of jurisdiction; maintaining liaison with other commanders and officers across ranks; carrying out research on crime to inform security policy; combating piracy at the sea; overseeing VIP protection and presidential coverage; performing traffic duties; carrying out Command and leadership roles; organizing raids, ambushes and special operations; coordinating search, rescue and seizure of suspected stolen goods; coordinating security committee meetings; attending security briefs; sensitizing the public on road safety measures; and mentoring, coaching and appraising lower rank officers.

Counties

Duties and responsibilities will also entail:- being the officer commanding division/company commander responsible to their services for the efficient administration of sub-counties; coordinating national days celebrations in collaborations with relevant stakeholders; coordinating training and development

programmes of officers within their command areas; overseeing staff; enforcing discipline among officers; developing operational orders and implementation; deal with community policing issues; establishing various policing programmes to address crime; organizing briefs for divisional security committee, courts and other judicial processes; coordinating inspection and repairing of arms; taking charge of the command control centre and its administration; undertaking morning call ups and evening briefs; releasing crime and incident reports to county police commander; dealing and acting on complaints from members of public and police officers and appraising personnel within the command; ensuring proper management of resources; planning and coordinating detection and prevention of crime and the apprehension of offenders in their area of jurisdiction; undertaking crime analysis and reporting; cooperating with representative of all government departments and county Government in their areas of jurisdiction; liaising with other commanders and officers across ranks; undertaking crime research and mapping to inform policing; organizing security raids; coordinating major police operations; investigating and planning strategies to deal with terrorism and organized crime; performing traffic duties; carrying out Command and leadership roles; organizing raids, ambushes and special operations; coordinating search, rescue and seizure of suspected stolen goods; coordinating security committee meetings at divisional level; attending courts; attending security briefs and sensitizing the public on road safety measures; and overseeing VIP protection and traffic duties.

Training Institutions

Duties and responsibilities of an officer deployed at the training institution will entail: maintaining liaison with other commanders and officers across ranks; coordinating national days celebrations in collaborations with relevant stakeholders; coordinating training and development programmes of officers within their command areas; enforcing discipline among officers; performing Training and Instructional duties; undertaking administration duties; supervising officers under him/her; commanding and providing leadership to officers in his/her command; inspecting and repairing of arms and appraising personnel within the College; carrying out staff administrative duties; reviewing of training programs regularly; setting, marking and moderating examinations; and conducting course evaluations.

(b) Requirements for Appointment

For appointment to this rank, an officer must have:-

- (i) served in the rank of Assistant Superintendent of Kenya Police for a minimum period of three (3) years;
- (ii) passed the Gazetted Officers Examination;
- (iii) Diploma in any of the following fields:- Criminology, Law, Police Science, Education, Security Management and Police Work, Public Administration,

Strategic Management, Human Resource Management, Peace Building and Conflict Management, Physical Education, Music, Media and Public Relations, Sociology, Risk and Disaster Management or an equivalent qualification from a recognized institution;

OR

Bachelors degree in any of the following fields:- Criminology, Law, Police Science, Education, Security Management and Police Work, Public Administration, Strategic Management, Human Resource Management, Peace Building and Conflict Management, Physical Education, Music, Media and Public Relations, Sociology, Risk and Disaster Management, or an equivalent qualification from a recognized institution;

- (iv) no disciplinary conviction or adverse report in the last six (6) months;
- (v) Certificate in Senior Management Course/Senior Police officers management Course lasting four (4) weeks or its equivalent from recognized institution;
- (vi) met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (vii) shown proven merit and ability in work performance and results.

Note: In addition, an officer at this rank will be required to undergo any of the skills upgrading courses stipulated in Clause 10 of these Guidelines.

IX. SENIOR SUPERINTENDENT OF KENYA POLICE, PG 9

(a) Duties and Responsibilities

An officer at this rank may be deployed at the Kenya Police Service (KPS) Headquarters, County or in any of the following formations/unit:- General Service Unit, Kenya Police College, Traffic Department, Anti Stock Theft Unit, Kenya Airport Police Unit, Presidential Escort, Kenya Railway Police, Diplomatic Police Unit, Marine Police Unit, Tourist Police Unit, Police Dog Unit.

Headquarters, Formations and Units

An officer at this rank will be deployed as a Staff Officer. Duties and responsibilities of an officer at this rank will entail: commanding parade duties; performing staff administrative duties; investigating complaints by unit personnel; receiving and compiling crime data; managing police vehicles, motor cycles and boats; coordinating driving test centers; carrying out inspection of driving schools for licensing and

renewal; in-charge quartermaster; dealing with discipline matters; conducting appraisal of staff; maintaining of all personnel records; ensuring that vital installations are guarded; being responsible for the efficient Administration;.

Additional duties and responsibilities will entail: coordinating/overseeing security operations; overseeing VIP protection and presidential coverage; planning and coordinating detection and prevention of crime and the apprehension of offenders in their area of jurisdiction; undertaking crime analysis and reporting; ensuring care and training of police animals such as horses and dogs; planning security raids and crowd control; and overseeing security operations.

Counties

An officer at this rank will be deployed a Deputy County Commander or Staff Officer. Duties and responsibilities will entail: performing general duties such as organizing and coordinating meetings and quarterly arms/kit/lines/personnel inspection; handling correspondences; addressing public complaints; overseeing security during national celebrations in liaison with other relevant stakeholders; coordinating training and development programmes of officers within their command areas; undertaking performance appraisals; enforcing discipline among officers; developing plans for implementation and support of community policing; receiving and addressing complaints; ensuring positive image of the service; conducting weekly lectures and meetings; inspecting police stations/camps; appraising officers; carrying out training needs assessments; drawing security plans; conducting morning call-ups and evening briefs; coordinating operations of driving test centers; conducting road safety campaigns; coordinating VIP protection and presidential coverage; and ensuring testing of drivers and instructors.

Training Institutions

Duties and responsibilities of an officer deployed at the Training Institution will entail:- performing instructional/training duties; performing parade commander duties; undertaking staff officers administration duties; in-charge of faculties and training wings; deploying officers to various areas of work; overseeing appraisal of staff and work performance; coordinating training and development programmes of officers within the command areas; setting, marking and moderating examinations/assignments; conducting course evaluations enforcing discipline among officers; carrying out curriculum reviews; ensuring the implementation of training curriculum; and mentoring, coaching and appraising of staff.

(b) Requirements for Appointment

For appointment to this rank, an officer must have:-

- (i) served in the rank of Superintendent of Kenya Police for a minimum period of three (3) years;
- (ii) Diploma in any of the following fields:- Criminology, Law, Police Science, Education, Security Management and Police Work, Public Administration, Strategic Management, Human Resource Management, Peace Building and Conflict Management, Physical Education, Music, Media and Public Relations, Sociology, Risk and Disaster Management or an equivalent qualification from a recognized institution;

OR

Bachelors degree in any of the following fields:- Criminology, Law, Police Science, Education, Security Management and Police Work, Public Administration, Strategic Management, Human Resource Management, Peace Building Conflict Management, Physical Education, Music, Media and Public Relations, Sociology, Risk and Disaster Management, or any other course related to police work/security or an equivalent qualification from a recognized institution;

- (iii) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;

OR

Certificate in Strategic Leadership and Command Programme lasting not less than three (3) months from recognized institution;

- (iv) no disciplinary conviction or adverse report in the last six (6) months;
- (v) met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (vi) shown proven merit and ability in work performance and results.

Note: In addition, an officer at this rank will be required to undergo any of the skills upgrading courses stipulated in Clause 10 of these Guidelines.

X. COMMISSIONER OF KENYA POLICE, PG 10

(a) Duties and Responsibilities

An officer at this rank may be deployed at the Kenya Police Service (KPS) Headquarters, County or in any of the following formations/unit:- General Service Unit, Kenya Police College, Traffic Department, Anti Stock Theft Unit, Kenya Airport Police Unit, Presidential Escort, Kenya Railway Police, Diplomatic Police Unit, Marine Police Unit, Tourist Police Unit, Police Dog Unit.

Headquarters, Formations and Units

Duties and responsibilities of an officer at this rank will entail: deputizing Assistant Inspector General and heading specific Formations/Units; advising on the establishment of police stations, police posts, patrol bases and determine their boundaries; performing morning call ups and evening briefs; deploying officers under him or her and assigning them duties; ensuring servicing and maintenance of government vehicles under his/ her command; undertaking regular briefing to the Deputy Inspector General on all police activities within his/her command; perusing various case files and giving proper guidance; undertaking performance appraisal of officers; coordinating training and development programmes; coordinating research on crime to inform security policy; plan and coordinating detection and prevention of crime and apprehension of offenders; coordinating crime analysis and reporting using appropriate methods; maintaining liaison with other formation/unit commanders; establishing various policing programmes; dealing with disciplinary cases; and maintaining relations with stakeholders.

Counties

An officer at this level may be deployed as a County Commander. Duties and responsibilities will entail:- undertaking general administration of the County; performing morning call ups and evening briefs; deploying officers; undertaking regular briefing to the Deputy Inspector General on all police activities within the command; dealing with discipline cases within the county; perusing case files and giving advice; coordinating crime analysis and reporting using appropriate methods within the service; liaising with representatives of government departments and county Governments in their areas of jurisdiction on security matters; maintaining liaison with other commanders and officers across ranks; coordinating national days' celebrations in collaborations with relevant stakeholders; dealing with disciplinary cases; overseeing appraisal of officers; developing plans for implementation and support of community policing; coordinating research on crime to inform security policy; and establishing various policing programmes to address crime.

Training Institutions

Duties and responsibilities of an officer deployed at the Training Institution will entail:- overseeing the general administration of the training institution; ensuring Police properties, equipment, facilities including vehicles are in good condition; overseeing the institution's financial, discipline and human resource planning/management; undertaking review of training curriculum; setting, marking and moderating examinations; carrying out evaluation of training programmes; and mentoring, coaching and appraising of staff.

(b) Requirements for Appointment

For appointment to this rank, an officer must have:-

- (i) served in the rank of Senior Superintendent of Kenya Police for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following fields:- Criminology, Law, Police Science, Education, Security Management and Police Work, Public Administration, Strategic Management, Human Resource Management, Peace Building and Conflict Management, Physical Education, Music, Media and Public Relations, Sociology, Risk and Disaster Management, or an equivalent qualification from a recognized institution;
- (iii) Certificate in Strategic Leadership and Command Programme lasting not less than three (3) months or its equivalent from recognized institution;

OR

Certificate in Strategic Leadership and Development Programme lasting not less than six (6) weeks;

- (iv) no disciplinary conviction for the last six (6) months;
- (v) met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (vi) shown proven merit and ability in work performance and results.

Note: In addition, an officer at this rank will be required to undergo any of the skills upgrading courses stipulated in Clause 10 of these Guidelines.

XI. ASSISTANT INSPECTOR GENERAL OF KENYA POLICE, PG 11

(a) Duties and Responsibilities

An officer at this rank may be deployed at the Kenya Police Service (KPS) Headquarters, or in any of the following formations/unit:- General Service Unit, Kenya Police College, Traffic Department, Anti Stock Theft Unit, Kenya Airport Police Unit, Presidential Escort, Kenya Railway Police, Diplomatic Police Unit, Marine Police Unit, Tourist Police Unit, Police Dog Unit.

Headquarters, Formations and Units

An officer at this rank may be deployed as a head of administrative unit, Region or commandant of a major formation/unit.

Duties and responsibilities of an officer at this rank will entail:-being responsible to the Deputy Inspector General, Kenya Police Service for effective and efficient day to day administration of specific Police regions, directorates, colleges or formations/units; formulating and implementing policy directions of the service in their respective commands or areas; preparing budgets, strategic and operational plans for their respective commands and areas of deployment; managing, supervising, monitoring and evaluating performance of their respective commands or area; promoting cooperation with international police agencies; coordinating and monitoring the implementation of police operations; cooperating with the public or private agencies to provide reliable police statistics on crime rates; and carrying out intelligence analysis and dissemination of reports.

Training Institutions

An officer at this rank may be deployed a training institution as Deputy Commandant of a major training institutions or head other training institutions within Kenya Police Service and will be responsible to the Senior Assistant Inspector General of Kenya Police Service for the effective and efficient administration of the training institutions. Duties and responsibilities will entail:- formulating and implementing policy and directions of the service in their respective commands; managing, supervising, monitoring and evaluating performance for their respective commands; overseeing training and instructional duties in the training institution; managing human resource in the institution including their welfare; dealing with personnel discipline within the training institution; overseeing appraisal of staff within their commands; maintaining liaison with other stakeholders on security training issues; initiating training policies; ensuring prudent utilization and management of resources; facilitating culture change and capacity building in training institutions; and managing performance contract and appraisal reports.

(b) Requirements for Appointment

For appointment to this rank, an officer must have:-

- (i) served in the rank of Commissioner of Kenya Police for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following fields:- Criminology, Law, Police Science, Education, Security Management and Police Work, Public Administration, Strategic Management, Human Resource Management, Peace Building and Conflict Management, Physical Education, Music, Media and Public Relations, Sociology, Risk and Disaster Management, or an equivalent qualification from a recognized institution;
- (iii) Masters degree in any of the following fields:- Criminology, Law, Police Science, Education, Security Management and Police Work, Public Administration, Strategic Management, Leadership and Security Management,

Human Resource Management, Peace Building and Conflict Management, Physical Education, Music, Media and Public Relations, Sociology, Risk and Disaster Management, or an equivalent qualification from a recognized institution;

- (iv) Certificate in Strategic Leadership and Command Programme lasting not less than three (3) months or its equivalent from recognized institution;

OR

Certificate in Strategic Leadership and Development Programme lasting not less than six (6) week;

- (v) no disciplinary conviction or adverse report in the last six (6) months;
- (vi) met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (vii) demonstrated high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of the National Police function.

Note: In addition, an officer at this rank will be required to undergo any of the skills upgrading courses stipulated in Clause 10 of these Guidelines.

XII. SENIOR ASSISTANT INSPECTOR GENERAL OF KENYA POLICE, PG 12

(a) Duties and Responsibilities

An officer at this rank may be deployed as the Principal Assistant to the Deputy Inspector General of Police or Commandant of either General Service Unit or Kenya Police College.

Specific duties and responsibilities will entail:- taking command of the service in the absence of the Deputy Inspector General, Kenya Police Service; coordinating the work of directorates and branches at the service NPS/KPS Headquarters; formulating and implementing policy decisions and coordinating police operations; undertaking general administrative duties; advising the Deputy Inspector General, Kenya Police Service on policing matters; overseeing the preparation of budgetary estimates; managing performance contract and appraisal reports; promoting culture change and capacity building in the service.

(b) Requirements for Appointment

For appointment to this rank, an officer must have:-

- (i) served in the rank of an Assistant Inspector General of Police for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following fields:- Criminology, Law, Police Science, Education, Security Management and Police Work, Public Administration, Strategic Management, Human Resource Management, Peace Building and Conflict Management, Physical Education, Music, Media and Public Relations, Sociology, Risk and Disaster Management, or an equivalent qualification from a recognized institution;
- (iii) Masters degree in any of the following fields:- Criminology, Law, Police Science, Education, Security Management and Police Work, Public Administration, Strategic Management, Leadership and Security Management, Human Resource Management, Peace Building and Conflict Management, Physical Education, Music, Media and Public Relations, Sociology, Risk and Disaster Management, or an equivalent qualification from a recognized institution;
- (iv) Certificate in Strategic Leadership and Command Programme lasting not less than three (3) months or its equivalent from recognized institution;

OR

Certificate in Strategic Leadership and Development Programme lasting not less than six (6) weeks;

- (v) no disciplinary convictions or adverse report in the last six (6) months;
- (vi) met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service;
- (vii) demonstrated high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of National Police Service function; and
- (viii) thorough understanding of national goals, policies and objectives and ability to relate to the National Police Service function and aspirations of Vision 2030.

Note: *In addition, an officer at this rank will be required to undergo any of the skills upgrading courses stipulated in Clause 10 of these Guidelines.*

XIII. DEPUTY INSPECTOR GENERAL OF KENYA POLICE SERVICE, PG 13

(a) Duties and Responsibilities

Duties and responsibilities of an officer at this level are spelled out in section 23 of the National Police Service Act 2011 and entails: being responsible for the effective and efficient day-to-day administration and operations of the Kenya Police Service; implementing policies and directions of the service in relation to the Kenya Police Service; preparing the budget, planning and provision of support for the Kenya Police Service; establishing and maintaining police stations, outposts, units or unit bases in the counties and determine the boundaries of the police stations, outposts or unit bases and establish a facility in each police station for receiving, recording and reporting of complaints from members of the public; managing, monitoring, and evaluating the Kenya Police Service; undertaking the supervision of the Kenya Police Service; coordinating training in the Kenya Police Service; providing internal oversight of the Kenya Police Service; establishing and maintaining a relationship between the Kenya Police Service and the community; improving transparency and accountability in the Kenya Police Service; co-operating and engaging in joint security operations with Deputy Inspector –General in charge of the Administration Police Service, other government departments or other security organs to ensure the safety and security of the public; implementing the decisions of the Inspector-General; and performing such other duties as may be assigned the Inspector-General, the Commission, or as may be prescribed by the National Police Service Act or by any other written law.

(b) Requirements for Appointment

Appointment to this rank will be made in line with the provisions of the Constitution of Kenya 2010 Article 245 (3) as read with Section 11 (2) & 12 of the National Police Service Act 2011 and section 13 of the National Police Service amendment Act 2015;

2. CAREER PROGRESSION GUIDELINES FOR ADMINISTRATION POLICE PERSONNEL

I. CONSTABLE OF ADMINISTRATION POLICE, PG 1

(a) Duties and Responsibilities

An officer at this level may be deployed at the headquarters and Security of Government Buildings (SGB), or in any of the following units: - Rural Border Patrol Unit (RPBU), Rapid Deployment Unit (RDU) and Administration Police Specialized Stock-theft Prevention Unit (ASSPU), Band, Counties and Training Institutions.

Headquarters and Security of Government Buildings

Duties and responsibilities at this rank will entail:-guarding vital government installations, strategic points, government property and financial institutions; protecting and guarding cash, ammunitions, accoutrements and other valuables on transit/escort; receiving, sorting, classifying, indexing and filing security related information; providing customer care services; receiving and documenting complaints and compliments; performing sentry duties and VIP duties; undertaking security operation; apprehending law offenders and testifying in court; receiving and relaying surveillance and intelligence; performing driving and riding duties; and hoisting and lowering flags.

Rural Border Patrol Unit (RPBU)

Duties and responsibilities of an officer deployed at this level will entail: providing security assistance to immigration officers at the border points; fostering peace to reduce crime across border communities; participating in peace building, conflict prevention initiative; conducting patrols and surveillance along the border entry points; providing catering services; conducting patrols and surveillance along the coastlines and water bodies; undertaking instructional duties; undertaking security operations; gathering and recording intelligence; conducting initial investigations; responding to distress calls and emergencies; making arrests and seizures; attending and giving evidence in courts and other hearings; providing reinforcement to other units, explosives and bombs disposal; interdicting terrorism activities, human trafficking and smuggling, piracy, counterfeit goods, infiltration of arms, drugs at the borders; and providing security against external attack in the defence of Kenyan territory; and undertaking coxswain duties.

Rapid Deployment Unit (RDU)

Duties and responsibilities for an officer deployed at this level will entail:- responding to distress calls and emergencies; undertaking hostage negotiations, rescue operations and explosives and bombs disposal; participating in disarmament and peace

building/enforcement operations; undertaking security operations during conflicts, national emergencies and international events; providing buffer zones in restoration of peace; providing reinforcement to other units; patrolling and collecting intelligence to counter-terrorism and insurgency operations; providing specialized security during public meetings and authorized processions; offering initial response during disaster and emergency response; offering tactical reinforcement in containing banditry, cattle rustling and high level security operations; providing VIP protection; making arrests and seizures; and interdicting terrorism activities, human trafficking and smuggling, infiltration of arms and drugs.

Administration Police Specialized Stock-theft Prevention Unit (APSSPU)

Duties and responsibilities of an officer deployed at this level will entail:- participating in tracing, tracking, recovering and identifying stolen livestock; collecting and communicating intelligence; investigating stock-theft crimes, detecting and apprehending offenders; and protecting life and property.

Band

Duties and responsibilities of an officer deployed at the Band will entail: - assisting in arrangement and composition of music; entertaining guests during state functions and other ceremonies; participating in national days celebration and graduation parades; and band practice and performance.

Counties

An officer at this level will perform the following duties and responsibilities:- conducting beats and patrols; securing information from unauthorized access; guarding vital installations, strategic points, government property and financial institutions; protecting, guarding and escorting prisoners, suspects, cash, ammunitions, accoutrements and other valuables on transit/escort, VIP protection; receiving and issuing police stores; diffusing potential volatile situations; keeping peace at public meetings, social events, processions, trade disputes or strike; conducting initial investigations; taking statements from suspects and witnesses; conducting interviews and interrogations; typing, printing and dispatching security related documents; conducting and securing evidence from crime scenes; interviewing and interrogating suspects and witnesses; obtaining/securing witnesses; checking for vehicles serviceability; gathering and recording intelligence; responding to distress calls and emergencies; erecting and managing road barriers; undertaking disarmament and livestock recovery operations in collaboration with other NPS units; undertaking public order management duties; performing parade duties during national celebrations; investigating crimes; collecting and securing evidence from crime scenes; preparing cases and testifying in court; obtaining and executing warrants; participating in community policing activities; and providing support to other government agencies.

AP Training Institution

Duties and responsibilities of an officer deployed at this level will entail:- verifying requirements for trainees; issuing and receiving training equipment; performing instructional and general trainee administration duties; carrying out inspections on trainees; hoisting and lowering flags; carrying out basic mechanic and plumbing maintenance; preparing and serving food for course participants; performing sentry duties; and providing reinforcement in emergencies and conflicts.

(b) Requirements for Appointment

For appointment to this rank, a candidate must:-

- (i) have Kenya Certificate of Secondary Education (KCSE) mean grade of D+ and above from Kenya National Examination Council or its equivalent examining body;

OR

- (ii) have Bachelors degree in any of the following fields:- Criminology, Law, Police Science, Education, Security Management and Police Work, Public Administration, Strategic Management, Human Resource Management, Peace Building, Conflict Management, Physical Education, Music, Media and Public Relations, Sociology, Risk and Disaster Management or an equivalent qualification from a recognized institution;
- (iii) have undergone Basic Police Training Course lasting not less than nine (9) months;
- (iv) be a Kenyan citizen;
- (v) be physically and medically fit;
- (vi) be between the age 18 and 28 years and 30 years for graduates;
- (vi) be in possession of a National Identity Card;
- (v) have no criminal record;
- (vi) passed an aptitude test; and
- (vii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service.

II. CORPORAL OF ADMINISTRATION POLICE, PG 2

(a) Duties and Responsibilities

An officer at this level may be deployed at the headquarters and Security of Government Buildings (SGB), or in any of the following units: - Rural Border Patrol Unit (RPBU), Rapid Deployment Unit (RDU) and Administration Police Specialized Stock-theft Prevention Unit (ASSPU), Band, Counties and Training Institutions.

Headquarters and Security of Government Buildings (SGB)

Duties and responsibilities at this rank entails:- guarding vital installations, strategic points, Government property and financial institutions; protecting and guarding cash, explosives, ammunitions, accoutrements and other valuables on transit/escort; compiling police records and disseminating security related information; receiving and documenting complaints and compliments; deploying and overseeing appraising of officers; collecting intelligence; making arrests and seizures; escorting dangerous criminals; issuing and receiving firearms and ammunitions in the armoury; receiving, recording and relaying surveillance, intelligence and other vital information relating to police operations; driving police vehicles and other automobiles; preparing cases and testifying in courts; providing VIP protection; securing information from unauthorized access; receiving and issuing police stores; writing and reporting on crime patterns; collecting and securing evidence from crime scenes; obtaining and executing warrants; apprehending suspects; handling dispute and disciplinary matters; mentoring, coaching and appraising lower rank officers; and conducting inspections.

Rural Border Patrol Unit (RPBU)

The officer may also be deployed as section commander. Duties and responsibilities of an officer at the RPBU will entail: providing security assistance to immigration officers at the border points; detecting and deterring human trafficking and smuggling; promoting peace and community policing across border communities; providing surveillance along the border entry points; organizing catering services; issuing of stores; combat tracking; undertaking guard duties; supervising sentry duties; attending Tamaam parades; conducting beat and patrol duties; supervising physical fitness activities; serving as section commander; conducting inspections; mentoring, coaching and appraising lower rank officers; and undertaking driving, riding, coxswain and other basic maintenance duties.

Rapid Deployment Unit (RDU)

The officer may also be deployed as a section commander. Duties and responsibilities of an officer deployed at the RDU will entail:- undertaking security operations during conflicts, national emergencies and international events; providing buffer zones in restoration of peace; patrolling and collecting of intelligence for counter-terrorism and insurgency operations; offering initial response during disaster and emergency

response; attending Tamaam parades; offering tactical reinforcement in containing banditry, cattle rustling and high level security operations; participating in hostage negotiations and rescue operations; participating in disarmament and peace building/enforcement operations; protecting and guarding cash, explosives, ammunitions, accoutrements and other valuables on transit/escort; supervising sentry duties; providing reinforcement to other units; providing specialized security during public meeting and processions; providing VIP protection, making arrests and seizures, and interdicting terrorism activities, human trafficking and smuggling, infiltration of arms and drugs; handling disputes and disciplinary matters; mentoring, coaching and appraising lower rank officers; conducting inspections.

Administration Police Specialized Stock-theft Prevention Unit (APSSPU)

Duties and responsibilities of an officer deployed at this level will entail:-serving as section commander; recording complains of section level from public; supervising personnel under his charge; leading a section in beats and patrol; deploying use of technology in tracking, tracing, recovering and identifying stolen livestock and releasing to owners; carrying out investigation and enforcing arrest; preparing daily rooster; offering specialized support in peace building before, during and after cattle rustling related conflicts.

Band

Duties and responsibilities of an officer deployed at this level will entail: assisting in arrangement and composition of music; entertaining guests during state functions and other ceremonies; participating in national days celebration and graduation parades; band practice and performance; and allocating duties to lower rank officers.

Counties

At the county, an officer will perform the following duties and responsibilities:-conducting beats and patrols; making arrests and seizures; leading security operations; obtaining/securing witnesses; typing, printing and dispatching security related documents; checking for vehicles serviceability; responding to distress calls and emergencies; erecting and managing road barriers to apprehend offenders; undertaking disarmament and livestock recovery operations; undertaking public order management duties; performing parade duties during national celebrations; undertaking driving and basic vehicle maintenance duties; preparing monthly returns; taking charge of outposts; taking minutes during security meetings; conducting interviews and interrogations; conducting initial investigations; keeping peace during public meetings, social events, processions, trade disputes or strike; preparing duty roster/assigning duties; obtaining and executing warrants; obtaining/securing evidence and witnesses; conducting inspections; participating in community policing initiatives; handling disciplinary matters; and mentoring, coaching and appraising lower rank officers.

Training Institution

Duties and responsibilities of an officer at this level will entail:-verifying requirements for trainees, issuing and receiving training equipment; carrying out inspections; commanding, hoisting and lowering flags; supervising fatigue; carrying out mechanic and plumbing maintenance duties; supervising sentry duties; training of trainers; supervising issuing, receiving and maintaining inventory in the armoury; setting and moderating examinations; performing beats and patrols; performing instructional and general trainee administration duties; providing reinforcement in emergencies and conflicts; handling disputes and disciplinary matters; mentoring, coaching and appraising lower rank officers; and preparing lesson plans.

(b) Requirements for Appointment

For appointment to this rank, an officer must have:-

- (i) served in the rank of Constable of Administration Police for a minimum period of three (3) years;
- (ii) successfully completed Potential Non Commissioned Officers' Course lasting not less than three (3) months;
- (iii) passed Basic AP Law Examinations;
- (iv) met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service;
- (v) no disciplinary conviction or adverse report in the last six (6) months; and
- (vi) shown merit and ability as reflected in work performance and results.

Note: In addition, an officer at this rank will be required to undergo any of the skills upgrading courses stipulated in Clause 10 of these Guidelines.

III. SERGEANT OF ADMINISTRATION POLICE, PG 3

(a) Duties and Responsibilities

An officer at this level may be deployed at the headquarters and Security of Government Buildings (SGB), or in any of the following units: - Rural Border Patrol Unit (RPBU), Rapid Deployment Unit (RDU) and Administration Police Specialized Stock-theft Prevention Unit (ASSPU), Band, Counties and Training Institutions.

Headquarters and Security of Government Buildings (SGB)

Duties and responsibilities at this rank entails:- supervising officers guarding vital installations, strategic points, Government property and financial institutions; receiving and dispatching security information; protecting and guarding cash, explosives, ammunitions, accoutrements and other valuables on transit/escort; supervising compilation of police records and disseminating security related information; initiating action on complaints and compliments; supervising the collection of intelligence; making arrests and seizures; coordinating the issuance and receipt of firearms and ammunitions in the armoury; analyzing surveillance and intelligence reports and other vital information relating to police operations; preparing cases and testifying in courts; responding to distress calls and emergencies; providing VIP protection; carrying out explosives and bombs disposal; handling disputes and disciplinary matters; mentoring, coaching and appraising lower rank officers; and being in-charge of welfare of officers.

Rural Border Patrol Unit (RBPU)

Duties and responsibilities of an officer at this level will entails: collating and analyzing operational intelligence; maintaining police records and stores; maintaining discipline of officers; serving as a platoon/ line sergeant; briefing and debriefing Tamaam parades; assigning duties to officers; serving as a platoon welfare officer; ensuring serviceability of motor vehicle and equipment; providing psycho social support to officers; handling disputes and disciplinary matters; mentoring, coaching and appraising lower rank officers; and implementing community policing initiatives.

Rapid Deployment Unit (RDU)

Duties and responsibilities of an officer at this level will entail:- responding to distress calls and emergencies; participating in security coverage during conflicts, emergencies and international events; supervising officers providing buffer zones in restoration of peace; supervising patrols and collection of intelligence to counter-terrorism and insurgency operations; serving as platoon sergeant in offering specialized security during public meeting and processions; serving as platoon sergeant during disaster and emergency response; supervising officers during search and rescue operations; supervising officers during tactical reinforcement in containing banditry, cattle rustling and high level security operations; supervising officers protecting and guarding cash; explosives, ammunitions, accoutrements and other valuables on transit/escort; supervising sentry duties; serving as a custodian for armoury and stores; reporting cases of indiscipline; coaching and mentoring; and appraising officers.

Administration Police Specialized Stock-theft Prevention Unit (APSSPU)

An officer at this rank may be deployed as a platoon sergeant. Duties and responsibilities will entail:- preparing reports on crime operations, stores and

equipment; supervising personnel under his charge; compiling crime data on stock-theft cases; leading the animal tracking team; platoon trainer; preventing livestock theft through accelerated livestock theft prevention strategies such as enhanced patrols.

Band

An officer at this level may deputize Senior Sergeant in a particular instrument ensemble. Duties and responsibilities of an officer deployed at this level will entail:- assisting in arrangement and composition of music; entertaining guests during state functions and other ceremonies; participating in national days celebration and graduation parades; band practice and performance; allocating duties to lower rank officers; music instructor; practicing and performance of music; supervising music practice and performance; assisting in composition and arrangement of music; and supervising officers under him.

Counties

At the county an officer at this level will perform the following duties and responsibilities:- in-charge of the post; preparing schedules for officers; appraising security related records and interrogation of suspects; executing summons and warrants; supervising officers on beats and patrols; supervising officers performing sentry duties and issues relating to community policing; assigning officers escorting dangerous criminals; preparing case files in liaison with other police arms and testifying in court; conducting interviews and interrogations; collecting and securing evidence from crime scenes; answering calls, inquires and complaints involving incidences and other misdemeanors and felonies; preparing crime reports; investigating and taking action on information received from members of public; initiating and completing crime reports, legal documents and other required paperwork; apprehending law offenders; collating and analyzing intelligence; in-charge of armoury and stores; issuing and receiving firearms and ammunitions; maintaining cleanliness in the armoury; undertaking surveillance; briefing and debriefing Tamaam parades; undertaking maintenance of firearms; checking and commenting entries made in the Occurrence Book (OB); handling disputes and disciplinary matters; mentoring coaching and appraising officers; and conducting inspections.

Training Institution

Duties and responsibilities of an officer at this level will entail:- performing instructional duties; verifying requirements for trainees; issuing and receiving training equipment; carrying out inspections; supervising the hoisting and lowering of flags; carrying out maintenance of building, tools, equipment and plants; supervising officers on sentry duties; supervising officers undertaking catering duties; supervising cleaning of officers mess; supervising issuing, receiving and maintenance of inventory in the armoury; supervising kitting and line inspection; being in-charge of radio room and

controlling VHF radio within the institution handling disputes and disciplinary issues; mentoring, coaching and appraising officers; and supervising lesson plan preparation.

(b) Requirements for Appointment

For promotion to this rank, an officer must have:-

- (i) served in the rank of Corporal of Administration Police for a minimum period of three (3) years;
- (ii) successfully completed a Corporal's Promotional Course lasting not less than three (3) months;
- (iii) passed NCOs AP Law Examinations;
- (iv) met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service;
- (v) no disciplinary conviction or adverse report in the last six (6) months; and
- (vi) shown merit and ability as reflected in work performance and results.

Note: In addition, an officer at this rank will be required to undergo any of the skills upgrading courses stipulated in Clause 10 of these Guidelines.

IV. SENIOR SERGEANT OF ADMINISTRATION POLICE, PG 4

(a) Duties and Responsibilities

An officer at this level may be deployed at the headquarters and Security of Government Buildings (SGB), or in any of the following units: - Rural Border Patrol Unit (RPBU), Rapid Deployment Unit (RDU) and Administration Police Specialized Stock-theft Prevention Unit (ASSPU), Band, Counties and Training Institutions.

Headquarters and Security of Government Buildings (SGB)

Duties and responsibilities at this rank entails:- supervising the preparation of work schedules, deployment and sentry duties; studying and submitting intelligence reports; overseeing deployment of officers on beats and patrols and issues relating to community policing; supervising escort duties; overseeing the apprehension of law offenders, response to distress calls and emergencies; supervising preparation of crime reports; conducting interviewing of suspects and witnesses; preparing and submitting case files for action; dealing with the lost and found human and properties; investigating and taking action on crime information received from members of

public; analyzing intelligence reports; attending and giving evidence in court and other hearings; mentoring, coaching and appraising officers; handling disputes and disciplinary matters; and initiating and completing reports, legal documents and other required paper work.

Further duties and responsibilities will entail:- identifying crime hot spots; undertaking initial investigations; gathering of evidence; taking of statements; reviewing and submitting investigations findings/reports; initiating further recommended investigations; supervising officers keeping peace at public meetings, social events, processions, trade disputes or strikes; leading officers responding to distress calls; obtaining/securing witnesses; reviewing complaints involving incidences and other misdemeanors and felonies; initiating disciplinary proceedings of officers; briefing and debriefing tamaam parades; taking inventory of firearms, ammunition and security tools; and allocating houses.

Rural Border Patrol Unit (RPBU)

Duties and responsibilities of an officer at this level will entail: supervising officers keeping peace during public meetings, social events, processions, trade disputes or strikes; obtaining/securing witnesses; supervising officers responding to calls and requests from public; supervising interviews and interrogations; responding to emergency and non-emergency calls; coordinating officers receiving security related records; initiating discipline of officers; overseeing surveillance and intelligence gathering; briefing and debriefing tamaam parades; taking charge of armoury and stores; undertaking VIP protection; handling disputes and disciplinary matters; mentoring, coaching and appraising officers; and keeping records on house allocation.

Rapid Deployment Unit (RDU)

Duties and responsibilities for an officer at this level will entail:- submitting operational intelligence; initiating disciplinary proceedings on officers; assigning duties to lower rank officers; briefing and debriefing tamaam parades; supervising maintenance of plants and equipment; implementing community policing initiatives; taking charge of armoury and stores; instructing on counter terrorism; and ensuring serviceability of motor vehicle and equipment under charge.

Further, duties and responsibilities will entail: identifying officers for special assignments; undertaking security coverage during conflicts, disaster, emergencies and international events; leading officers providing buffer zones in restoration of peace; collecting intelligence for counter-terrorism and insurgency operations; coordinating officers providing security during public meeting and processions; participating during tactical reinforcement in containing banditry, cattle rustling and high level security operations; supervising officers escorting, protecting and guarding cash, explosives, ammunitions, accoutrements, VIP's, and other valuables on transit; supervising officers responding to distress calls and emergencies; supervising officers during

search and rescue operations; mentoring, coaching and appraising officers; handling disputes and disciplinary matters; and serving as a custodian for armoury and stores.

Administration Police Specialized Stock-theft Prevention Unit (APSSPU)

Duties and responsibilities of an officer deployed at this level will entail: - preparing records of stores, ration and equipment; receiving and recording complaints; ensuring flow of information; supervising personnel under his command; preparing and leading beats and patrols; leading patrols on tracking and recovery operations; supervising training at the platoon level; handling of discipline and disputes; mentoring, coaching and appraising officers; and conducting inspections.

Band

Duties and responsibilities of an officer deployed at this level will entail:- heading of a particular instruments ensemble; assisting in arrangement and composition of music; supervision and welfare of officers; entertaining guests during state functions and other ceremonies; participating in national days celebration and graduation parades; allocating duties to lower rank officers; music instructor; practicing and performance of music; supervising music practice and performance; assisting in composition and arrangement of music; and supervising officers under him.

Counties

At the county an officer at this level will perform the following duties and responsibilities:-supervising preparation of work schedules, deployment and sentry duties; analyzing and submitting intelligence reports; supervising officers on beats and patrols; coordinating officers escorting dangerous criminals; overseeing the apprehension of law offenders; coordinating responses to distress calls and emergencies; preparing crime reports and presenting case files to seniors; initiating reports on lost and found human and properties; supervising investigations and actions taken on information received from members of public; preparing case files and testifying in court and other hearings; initiating, filling and completing paralegal documents; diffusing potential volatile situations; and supervising investigations, evidence gathering and taking statements; initiating disciplinary proceedings on officers; identifying crime hot spots; in-charge of post operations and welfare duties; mentoring, coaching and appraising officers; and coordinating community policing activities.

Training Institution

Duties and responsibilities of an officer at this level will entail:- supervising verification of trainees requirements; directing issuance and receipt of training equipment; ensuring hoisting and lowering of flags; performing instructional duties; supervising maintenance of building, tools, equipment and plants; preparing timetables and lesson plans; ensuring cleanliness, preparation and serving of food to course participants and senior officers; supervising the cleaning and compound general

maintenance; coordinating kitting and line inspection; being in-charge of radio room and VHF radio within the college; overseeing taking/maintaining inventory in the armoury and stores; handling disputes and disciplinary matters; mentoring coaching and appraising officers; and training trainees on first aid and other medical relevant topics.

(b) Requirements for Appointment

For appointment to this rank, an officer must have:-

- (i) served in the rank of Sergeant of Administration Police for a minimum period of three (3) years;
- (ii) successfully completed a Sergeant to Senior Sergeant Promotional Course/Platoon Senior Sergeant Course lasting not less than three (3) months;
- (iii) met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service;
- (iv) no disciplinary conviction or adverse report in the last six (6) months; and
- (v) shown merit and ability as reflected in work performance and results.

Note: In addition, an officer at this rank will be required to undergo any of the skills upgrading courses stipulated in Clause 10 of these Guidelines.

V. INSPECTOR OF ADMINISTRATION POLICE, PG 5

(a) Duties and Responsibilities

An officer at this level may be deployed at the headquarters and Security of Government Buildings (SGB), or in any of the following units: - Rural Border Patrol Unit (RPBU), Rapid Deployment Unit (RDU) and Administration Police Specialized Stock-theft Prevention Unit (ASSPU), Band, Counties and Training Institutions.

Headquarters and Security of Government Buildings (SGB)

Duties and responsibilities at this level will entail:- coordinating officers in the event of emergency; initiating maintenance of equipment, machines, plants and other tools; coordinating beats and patrols and issues relating to community policing; maintaining control of firearms and ammunition; compiling and submitting security intelligence reports; managing security related records and stores; supervising interviews and interrogation of suspects; presiding over orderly room proceedings; coordinating activities within the command center and operations room; undertaking needs analysis on human resource requirements/strength of the office; overseeing assignment of duties; briefing and debriefing tamaam parades; implementing lawful orders, tasks, policies and regulations; performing staff officer sentry duties; approving of leave and

pass leaves; checking and making follow ups on OB entries; handling/reviewing complaints and compliments; conducting identification parade; performing staff duties; and coordinating welfare matters.

Rural Border Patrol Unit (RPBU),

An officer at this rank may be deployed as a Platoon Commander. Duties and responsibilities of an officer at this level will entail: deploying officers to man rural borders and border communities; undertaking research on new skills, ideas, emerging issues; coordinating surveillance along the border entry points; monitoring and evaluating trainees; preparing training programs and administration; presiding over disciplinary proceedings; mentoring, coaching and appraising lower rank officers; and compiling and updating skills inventory.

Rapid Deployment Unit (RDU)

An officer at this rank may be deployed as a Platoon Commander. Duties and responsibilities will entail:- coordinating all security rapid responses services; safeguarding and maintaining of equipment, machines, plants and other tools; commanding counter-terrorism and counter-insurgency operations; commanding platoon providing buffer zones in restoration of peace; responding to disaster and emergency; presiding over disciplinary proceedings; coordinating field commands in critical security operations during conflicts, national emergencies and international events; coordinating with other security agencies in special operations pertaining to banditry and cattle rustling; arbitrating in conflict and peace building among communities; offering technical support at platoon level; collating and analyzing operational intelligence; mentoring, coaching and appraising lower rank officers; and assigning officers special duties.

Administration Police Specialized Stock-theft Prevention Unit (ASSPU)

An officer at this rank may be deployed as a Platoon Commander. Duties and responsibilities of an officer deployed at this level will entail: - Platoon commander; overseeing operation in the platoon and coordinates operation; being responsible for community policing; analyzing crimes within the area of deployment; managing human resource; determining the limits of platoon area; coordinating custody and wellbeing of recovered animals; presiding over disciplinary proceedings mentoring, coaching and appraising lower rank officers; coordinating tracing, tracking, recovery and identification of recovered livestock.

Band

Duties and responsibilities of an officer deployed at this level will entail:- heading of a particular instruments ensemble; music instructor; supervising music instructors; performing conducting, management, controlling and directing during performances; assisting in composition and arrangement of music; presiding over disciplinary

proceedings; mentoring, coaching and appraising lower rank officers; conducting inspections; overseeing welfare of officers; entertaining guests during state functions and other ceremonies; participating in national days celebration and graduation parades; allocating duties to lower rank officers; practicing and performance of music; and supervising officers under him/her.

Counties

An officer at this rank may be deployed as a deputy ward commander/post commander. Duties and responsibilities will entail:- supervising maintenance of plants and equipment; interrogating suspects; ensuring implementation of orders and tasks; presiding over disciplinary proceedings; coordinating beats and patrols; coordinating security operations and other activities within station/camp; commanding and coordinating officers in event of emergency; analyzing and reporting on collected intelligence; conducting AP lines and kit inspection; overseeing case file preparation and testifying in court; initiating crime and intelligence reports; supervising interviews and interrogations; scheduling of leaves and pass leaves; briefing and debriefing tamaam parades; performing staff officer duties; maintaining control of firearms and ammunition; checking and making follow ups on the OB entries; handling/reviewing complaints and compliments; coordinating surveillance and intelligence gathering; collating and analyzing operational intelligence; maintaining records of officers and stores; assigning officers duties; and commanding platoons during operations; and mentoring, coaching and appraising lower rank officers.

Training Institution

Duties and responsibilities of an officer at this level will entail:- performing instructional duties; overseeing the performance of commander sentry duties and other trainers; overseeing issuance and receipt of training equipment; supervising kitting and line inspection; coordinating basic maintenance of plants and equipment; initiating training of trainees; setting and moderating of examinations and ensuring implementation of the training curriculum; ensuring availability of instructors and continuous training sessions; coordinating preparation of lesson plans; ensuring preparation and serving of food to course participants and senior officers; supervising taking/maintaining inventory in the armoury and stores; ensuring hoisting and lowering of flags; training of trainers and instructing on operational duties; ensuring production, cleanliness, hygiene and related services are up to standard; presiding over disciplinary proceedings; monitoring, evaluating and reviewing training programs.

(b) Requirements for Appointment

For appointment to this rank an officer must have:-

- (i) served in the rank of Senior Sergeant of Administration Police for a minimum period of three (3) years;
- (ii) passed NCO to Inspectorate AP Law Examinations;

- (iii) successfully completed a Subordinate to Inspectorate Course lasting not less than four (4) months;
- (iv) met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service;
- (v) no disciplinary conviction or adverse report in the last six (6) months; and
- (vi) shown merit and ability as reflected in work performance and results.

Note: In addition, an officer at this rank will be required to undergo any of the skills upgrading courses stipulated in Clause 10 of these Guidelines.

VI. CHIEF INSPECTOR OF ADMINISTRATION POLICE, PG 6

(a) Duties and Responsibilities

An officer at this level may be deployed at the headquarters and Security of Government Buildings (SGB), or in any of the following units: - Rural Border Patrol Unit (RPBU), Rapid Deployment Unit (RDU) and Administration Police Specialized Stock-theft Prevention Unit (ASSPU), Band, Counties and Training Institutions.

Headquarters and Security of Government Buildings (SGB)

Duties and responsibilities at this rank entails:- compiling security returns and reports from the field; compiling motor transport returns; coordinating motor vehicle repair and returns; briefing and debriefing junior officers; receiving and compiling uniformed officers establishment; preparing lists of officers on pass leave, annual leave, sick leave, officers deemed unfit for active duty, deployment, transfer, secondment, attachment and desertion; disseminating information including publications and circulars related to officers administration; liaising with health insurance on medical and other related claims of officers; tracking and monitoring progress of injured officers; overseeing operations of AP canteens and improvement programmes; preparing skills inventory and actual deployment; tracking performance contracting reports; preparing work plans; handling grievances and disputes; preparing sports calendar/programs of events; preparing operational plans; preparing inventory of resources, property, equipment and infrastructure; presiding over disciplinary proceedings; performing staff duties; mentoring, coaching and appraising officers; and initiating reports on crime patterns.

Rural Border Patrol Unit (RPBU)

An officer at this level may be deployed as a Deputy Company Commander. Duties and responsibilities of an officer at this level will entail: planning for operation order for the unit; preparing and relaying morning call-up; preparing for daily patrol

operations along the border; undertaking surveillance along border entry points and emergency response; collecting security operations reports; analyzing intelligence reports; sensitizing junior officers on security alertness; dealing with cases on gender violence; responding to emergencies; managing, guiding and supervising lower rank officers; presiding over disciplinary proceedings; mentoring, coaching and appraising officers; and ensuring peace is preserved.

Rapid Deployment Unit (RDU)

An officer at this level may be deployed as a Deputy Company Commander. Duties and responsibilities for an officer at this level will entail:- preparing and relaying morning call-up; planning for operation order for the company; preparing for daily patrol operations along the border; undertaking surveillance along border entry points and emergency response; collecting security operations reports; analyzing intelligence reports; sensitizing lower rank officers on security alertness; facilitating on gender violence; responding to emergencies; managing, guiding and supervising junior officers; presiding over disciplinary proceedings; mentoring, coaching and appraising officers; and ensuring peace is preserved.

Administration Police Specialized Stock-theft Prevention Unit (ASSPU)

An officer at this level may be deployed as a Deputy Company Commander. Duties and responsibilities of an officer deployed at this level will entail: performing staff functions; supervising and executing operation orders; supervising the preparation of company operation reports; championing community policing initiative; carrying out logistics/ issues for the company; continuous research and training; responsible for signals and information communication and installations, operation and maintenance; mentoring, coaching and appraising officers; submitting stock-theft investigation files for action; presiding over disciplinary proceedings; and coordinating insertion of tracking chips for animals.

Band

Duties and responsibilities of an officer deployed at this level will entail: instructing, conducting, controlling and directing music performances; undertaking inspections; mentoring, coaching and appraising officers; presiding over disciplinary proceedings; and assisting in composition and arrangement of music.

Counties

At the county an officer at this level will perform the following duties and responsibilities:- ward commander/staff officer in a sub-county; preparing and compiling returns; analyzing security related information from police posts; executing security operations and reporting progress; presiding over disciplinary proceedings; ensuring serviceability of communication equipment and proper records management;

deploying officers; maintaining firearms and ammunitions records; providing operational, tactical guidance and directions during security operations; handling grievances and disputes; analyzing crime intelligence reports; initiating mapping of possible crime hotspots; supervising beats/patrols and mobile patrols; preparing the budget and ensuring prudent utilization of resources; preparing returns for officers and stores; receiving and submitting morning call ups reports; cross referencing entries in the OB; assigning investigative functions to officers; making follow up on ongoing investigations; testifying in court when required; supervising storage of firearms and ammunitions for private persons; and mentoring, coaching and appraising officers.

Training Institution

Duties and responsibilities will entail:-undertaking stock control; performing administrative duties at the stores; coordinating security within the institution as a field officer; coordinating feeding, kitting and equipping of course participants and officers within training institutions; handling personnel issues; performing instructional duties; keeping records of all courses; coordinating welfare of trainees; implementing the service policy; supervising of lower ranks; and coordinating storage of firearm and ammunitions for private persons; presiding over disciplinary proceedings; managing motor transport operations; and mentoring, coaching and appraising officers.

(b) Requirements for Appointment

For appointment to this rank, an officer must have:-

- (i) served in the rank of Inspector of Administration Police for a minimum period of three (3) years;
- (ii) Certificate in Administration Police Middle Management Course lasting not less than three (3) months/Post Graduate Certificate in Leadership and Management;
- (iii) passed Inspectorate AP Law Examinations;
- (iv) met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service;
- (v) no disciplinary conviction or adverse report in the last six (6) months; and
- (vi) shown merit and ability as reflected in work performance and results.

Note: *In addition, an officer at this rank will be required to undergo any of the skills upgrading courses stipulated in Clause 10 of these Guidelines.*

VII. ASSISTANT SUPERINTENDENT OF ADMINISTRATION POLICE, PG 7

(a) Duties and Responsibilities

An officer at this level may be deployed at the headquarters and Security of Government Buildings (SGB), or in any of the following units: - Rural Border Patrol Unit (RPBU), Rapid Deployment Unit (RDU) and Administration Police Specialized Stock-theft Prevention Unit (ASSPU), Band, Counties and Training Institutions.

Headquarters and Security of Government Buildings (SGB)

Duties and responsibilities at this rank entails:- preparing lists of officers on pass leave, annual leave, sick leave, deployment, transfer, secondment, attachment and desertion; collating security returns and reports from the field; compiling data and reports on establishment and maintenance of outposts, units or unit bases in the counties; updating inventory and preparation of maintenance schedules for motor vehicles, plants, machinery, tools and other equipment; monitoring and reporting on progress of injured officers; collating reports on skills inventory and actual deployment; conducting research on new crime management strategies and other issues affecting security; compiling and preparing the Service Performance Contract reports and operational plans; preparing training needs assessment for various course projections and new course proposals; presiding over disciplinary proceedings; mentoring, coaching and appraising officers; and performing staff duties.

Rural Border Patrol Unit (RPBU)

An officer at this rank may be deployed as a Company Commander. Duties and responsibilities of an officer at this level will entail: coordinating morning call-up; coordinating surveillance along border entry points and emergency response; analyzing and submitting security operations reports; receiving and disseminating intelligence reports; overseeing the welfare of officers; supervising planning of operation order for the unit; supervising the preparation of daily patrol operations along the border; analyzing and submitting intelligence reports; sensitizing junior officers on security alertness; coordinating responses to distress calls and emergencies; undertaking administrative duties; overseeing interviews and interrogations; overseeing collection of intelligence; coordinating training functions for different cadres in the company; participating in conflicts through negotiations; coordinating community policy initiatives; presiding over disciplinary proceedings; submitting periodical returns; and mentoring, coaching and appraising officers.

Rapid Deployment Unit (RDU)

An officer at this rank may be deployed as a Company Commander. Duties and responsibilities at this level will entail:-leading rapid responses to emergency and distress calls; coordinating counter-insurgency operations; supervising companies

providing buffer zones in restoration of peace; offering technical support at company level; supervising special duties assignments; preparing and submitting crime/intelligence reports; preparing and submitting company requirements; planning and preparing operation orders; implementing/undertaking community policing initiative; coordinating officers during tactical reinforcement; coordinating officers during hostages crisis and rescue operations; presiding over disciplinary proceedings; submitting periodical returns; and mentoring, coaching and appraising officers.

Administration Police Specialized Stock-theft Prevention Unit (ASSPU)

An officer at this rank may be deployed as a Company Commander. Duties and responsibilities of an officer deployed at this level will entail: coordinating general staff administration of the company; supervising and executing operation orders; brief unit Commanding Officer; Championing community policing initiative; presiding over disciplinary proceedings; submitting periodical returns; and mentoring, coaching and appraising officers.

Band

Duties and responsibilities of an officer at this level will entail:- coordinating efficiency of training; controlling the band; controlling and guiding the weekly practice programme; instructing, conducting and directing music performances; undertaking inspections; mentoring, coaching and appraising officers; presiding over disciplinary proceedings; and assisting in composition and arrangement of music.

Counties

An officer at this rank may be deployed as Sub-County Commander /Staff Officer in the County. Duties and responsibilities will entail:- compiling data and reports on establishment, promotions, deployment, transfers, injured/disability within the sub-county; tracking performance contracting for the sub-county; maintaining inventory on motor vehicles, plants, machinery, tools and other equipment; implementing policies, strategies and programs; coordinating security research, and compiling data in the sub-county; promoting reform and community policing initiatives; identifying and compiling training needs and preparing skills inventory; preparing work plans; apprehending offenders; ensuring implementation of policies, strategies and programs; overseeing the security operation and coverages; approving leaves; deploying officers; conducting morning call ups; overseeing the welfare of officers; sensitizing officers on the law, regulations, policies and guidelines; assigning officers on beats/patrols; managing firearms and ammunitions for private persons; mentoring, coaching and appraising officers; presiding over disciplinary proceedings.

Training Institutions

An officer at this rank may be deployed as a Deputy Faculty Commander at the institutions. Duties and responsibilities of an officer at this level will entail:- supervising lower rank officers; tabulating, updating and submitting periodical returns; updating on condition of communication equipment's and accessories; preparing commandants performance contract; performing training and instructional duties; handling grievances and disputes; presiding over disciplinary proceedings; conducting inspections; assigning and coordinating duties; conducting parade duties; coordinating training, research and development; undertaking community policing; preparing performance contracts quarterly reports; budgeting for staff and college trainee; monitoring, evaluating and reviewing training programs; management of firearms; managing fleet at the institutions; mentoring, coaching and appraising officers; and briefing and debriefing trainees and faculty.

(b) Requirements for Appointment

For appointment to this rank, an officer must have:-

- (i) served in the rank of Chief Inspector of Administration Police for a minimum period of three (3) years;
- (ii) Diploma in any of the following fields:- Criminology, Law, Education, Security Management and Police Work, Police Science, Peace Building, Conflict Management, Media and Public Relations, Physical Education, Music, Education, Public Administration, Risk and Disaster Management Human Resource Management or any other field related to police work/security or an equivalent qualification from a recognized institution lasting not less than nine (9) months;

OR

Bachelors degree in any of the following fields:- Criminology, Law, Police Science, Education, Security Management and Police Work, Public Administration, Strategic Management, Human Resource Management, Peace Building, Leadership and Management, Conflict Management, Physical Education, Music, Media and Public Relations, Sociology, Risk and Disaster Management or any other field related to police work/security or an equivalent qualification from a recognized institution;

- (iii) no disciplinary conviction or adverse report in the last six (6) months;
- (iv) met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and

- (v) shown merit and ability as reflected in work performance and results.

Note: In addition an officer at this rank will be required to undergo any of the skills upgrading courses as stipulated.

VIII. SUPERINTENDENT OF ADMINISTRATION POLICE, PG 8

(a) Duties and Responsibilities

An officer at this level may be deployed at the headquarters and Security of Government Buildings (SGB), or in any of the following units: - Rural Border Patrol Unit (RPBU), Rapid Deployment Unit (RDU) and Administration Police Specialized Stock-theft Prevention Unit (ASSPU), Band, Counties and Training Institutions.

Headquarters and Security of Government Buildings (SGB)

Duties and responsibilities at this rank entails:- disseminating information; including publications and circulars; maintaining asset register of land, motor vehicle, plant, machinery, buildings, premises, tools, equipment and other inventory; monitoring officers on pass leave, annual leave, sick leave, deployment, transfer, secondment, attachment and desertion; analyzing data and reports on establishment and maintenance of outposts, units or unit bases in the counties; analyzing security returns and reports from the field; coordinating sports administration and recreation, including fitness programs, and entertainment matters; preparing reports on skills inventory and staff deployment; carrying out research and evaluation on service delivery; performing staff duties; presiding over disciplinary proceedings; handling grievances and disputes; mentoring, coaching and appraising lower ranks officers; and initiating reports on crime patterns.

Rural Border Patrol Unit (RPBU)

Duties and responsibilities of an officer at this level will entail:- coordinating changeover of companies; reviewing tactical and operational orders; receiving and analyzing morning call-up from company commanders; overseeing daily patrols along the border; responding to police correspondence; maintaining logs; preparing reports; coordinating maintenance of records; sensitizing officers on change in regulations policies, implications and new techniques of police work; monitoring and evaluating job performance and recommending promotions and transfers; coordinating budget preparation; maintaining liaison with partners and friendly forces within the areas of deployment; conducting inspection on facilities, supplies, vehicles and equipment to ensure conformance and standards; coordinating surveillance along border entry points and emergency response; analyzing and submitting security operations reports; receiving and disseminating intelligence reports; overseeing the welfare of officers; presiding over disciplinary proceedings; storing firearm and ammunitions; handling grievances and disputes; and mentoring, coaching and appraising lower ranks officers.

Rapid Deployment Unit (RDU)

Duties and responsibilities of an officer at this level will entail:-managing correspondence between the unit headquarter and field bases; performing instructional duties; performing liaison duties for border patrol teams and field bases; managing performance contract preparations; preparing and coordinating reconnaissance and surveillance plans along deployment areas; coordinating emergency response; preparing logistical plans; supervising planning of operation order; collating security operations reports; reviewing intelligence reports; coordinating of change overs for unit companies; coordinating inspection of field companies; coordinating responses to distress calls and emergencies; undertaking administrative duties; coordinating training functions for different cadres of the unit; preparing and managing leave roster; facilitating acquisition of materials for companies; presiding over disciplinary proceedings; handling grievances and disputes; and mentoring, coaching and appraising lower ranks officers.

Administration Police Specialized Stock-theft Prevention Unit (ASSPU)

Duties and responsibilities at this level will entail: handling staff functions at the unit headquarters; coordinating performance contracting; coordinating general staff administration; preparing operation orders; and championing community policing initiative; presiding over disciplinary proceedings; handling grievances and disputes; and mentoring, coaching and appraising lower ranks officers.

Band

Duties and responsibilities of an officer at this level will entail:- coordinating efficiency, discipline, training and control of the band; coordinating composition and arrangement of music; conducting inspections; and mentoring, coaching and appraising lower ranks officers.

Counties

At the county, an officer will perform the following duties and responsibilities:- sub-county commander supervising officers on duty patrols and beats; deploying and supervising road escorts; deploying and staffing officers; attending office correspondents; receiving reports and addressing issues raised; providing advice to security meetings and peace barazas; supervising ward commanders within the sub-county; coordinating general administration within the sub-county; mobilizing resources within sub county; providing guidance and direction; attending to public complaints against police; provide day to day security reports; giving weekly lectures and conducting tamaam parades; receiving and disseminating security situations; preparing officers returns; handling discipline cases; providing security; managing leaves and pass leaves; overseeing supervision and motivation of officers; preparing operation orders; preparing budget and ensuring prudent utilization of resources;

compiling and disseminating data and reports on establishment, promotions, deployment, transfers, injured/disability; preparing and signing performance contracts; submitting returns relating to casualty, firearms, incidents, work plans, staff appraisal reports and instituting corrective action; maintaining inventory on motor vehicles, plants, machinery, tools and other equipment; ensuring implementation of policies, strategies and programs; presiding over disciplinary proceedings; handling grievances and disputes; supervising security research and compilation of data in the sub-county; promoting service reforms and community policing initiatives; analyzing training needs and skills inventory; compiling work plans; facilitating apprehension of offenders; implementing service policies, strategies and programs; overseeing day to day operation duties of all AP officers within the sub-county; managing, deployment and redeployment; conducting morning call ups; overseeing the welfare of officers; sensitizing officers on the law, regulations, policies and guidelines; preparing county operational and strategic plans; undertaking and disseminating intelligence updates, reconnaissance and surveillance; management of firearms and stores; mentoring, coaching and appraising lower ranks officers.

Training Institution

Duties and responsibilities at this level will entail:- head of faculty or staff functions; performing training and instructional duties; coordinating, setting, marking and moderating examinations; conducting training, research and course evaluation; conducting parade duties; supervising lower rank officers; guiding trainees in tabulating, updating and submitting crime reports; reviewing condition of communication equipment and accessories; briefing and debriefing staff; preparing performance contract and quarterly reports; presiding over disciplinary proceedings; handling grievances and disputes; conducting inspections; assigning and coordinating duties; training on community policing; budget preparation; evaluating and reviewing training programs; management of firearm and storage of ammunitions; and mentoring, coaching and appraising lower ranks officers.

(b) Requirements for Appointment

For appointment to this rank, an officer must have:-

- (i) served in the rank of Assistant Superintendent of Administration Police for a minimum period of three (3) years;
- (ii) Diploma in any of the following fields:- Criminology, Law, Education, Security Management and Police Work, Police Science, Peace Building, Conflict Management, Media and Public Relations, Physical Education, Music, Education, Public Administration, Risk and Disaster Management Human Resource Management or an equivalent qualification from a recognized institution lasting not less than nine (9) months;

OR

Bachelors degree in any of the following fields:- Criminology, Law, Police Science, Education, Security Management and Police Work, Public Administration, Strategic Management, Human Resource Management, Peace Building, Leadership and Management, Conflict Management, Physical Education, Music, Media and Public Relations, Sociology, Risk and Disaster Management or an equivalent qualification from a recognized institution;

- (iii) no disciplinary conviction or adverse report in the last six (6) months;
- (iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) met the requirements of Chapter six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service.; and
- (vi) shown merit and ability as reflected in work performance and results.

Note: In addition, an officer at this rank will be required to undergo any of the skills upgrading courses stipulated in Clause 10 of these Guidelines.

IX. SENIOR SUPERINTENDENT OF ADMINISTRATION POLICE, PG 9

(a) Duties and Responsibilities

An officer at this level may be deployed at the headquarters and Security of Government Buildings (SGB), or in any of the following units: - Rural Border Patrol Unit (RPBU), Rapid Deployment Unit (RDU) and Administration Police Specialized Stock-theft Prevention Unit (ASSPU), Band, Counties and Training Institutions.

Headquarters and Security of Government Buildings (SGB)

Duties and responsibilities at this rank entails:- monitoring officers on pass leave, annual leave, sick leave, deployment, transfer, secondment, attachment and desertion; collating data and reports on establishment and maintenance of outposts, units or unit bases in the counties; ensuring that sports administration and recreation, including fitness programs and entertainment provisions are in place; disseminating information on policing to the public and liaising with media houses; overseeing internal information dissemination, including publications and circulars related to officers administration; preparing security returns and reports from the field; compiling requirements for acquisition and distribution of general and specialized transport, plants and machinery, tools and other equipment; preparing specifications for acquisition, leasing, development and construction of buildings, accommodation, facilities and installation; receiving intelligence updates, reports, and offer support in

reconnaissance and surveillance plans; providing technical support on collection, analysis and dissemination of intelligence; monitoring security programs to determine security vulnerabilities; conducting inspections to units and field commands; initiating investigations on complaint/grievances against police; updating data of the asset register of land, motor vehicles, plants, equipment, machinery, buildings and premises; promoting reform and community policing initiatives; setting and reviewing performance contracting targets and reports; overseeing protocol matters in the service; presiding over disciplinary proceedings; handling grievances and disputes; mentoring, coaching and appraising lower ranks officers; performing staff officers duties; and initiating reports on crime patterns.

Rural Border Patrol Unit (RPBU)

Duties and responsibilities will entail: coordinating change overs for unit companies; undertaking administration functions at the border school; ensuring welfare of the staff; coordinating operational duties; attending to matters pertaining to training committees; giving directions to company commanders; setting and reviewing performance contracting targets and reports; visiting and inspecting unit companies in field; coordinating continuous training at the field bases; initiating and administering promotion boards; managing firearms and stores; presiding over disciplinary proceedings; handling grievances and disputes; and mentoring, coaching and appraising lower ranks officers.

Rapid Deployment Unit (RDU)

Duties and responsibilities for an officer at this level will entail:- initiating promotion Boards; managing staff establishment issues; reviewing disciplinary decisions and appeals; coordinating the functions of staff officers; briefing unit commanders on progress of operations; preparing and executing operations and the post operation evaluation; coordinating the development and implementation of the unit strategy/work plans; conducting training needs assessment and maintaining skills inventory; coordinating and championing community policing initiatives; reviewing subordinate command operational plans; coordinating research on security; setting and reviewing performance contracting targets and reports; preparing unit and reviewing company budgets; presiding over disciplinary proceedings; handling grievances and disputes; and mentoring, coaching and appraising lower ranks officers; and reviewing performance contracts reports.

Administration Police Specialized Stock-theft Prevention Unit (ASSPU)

Duties and responsibilities of an officer deployed at this level will entail:- deputy commanding officer; ensuring effective and efficient day to day administration of the unit; coordinating continuous research and training in the unit; collaborating and engaging in joint security operations; reviewing disciplinary decisions of company commanders; convening the promotion and training committees; ensuring cordial

relationship between the service and community in the area of deployment; setting and reviewing performance contracting targets and reports; coordinating unit budget preparation presiding over disciplinary proceedings; handling grievances and disputes; and mentoring, coaching and appraising lower ranks officers.

Band

Duties and responsibilities of an officer deployed at this level will entail:- monitoring performance targets; coordinating efficiency, discipline, training and control of Band; setting and reviewing performance contracting targets and reports; advising and guiding purchase of suitable equipment for the band; and being in-charge of Logistics for the band.

Counties

Duties and responsibilities for an officer at this level will entail:- county /sub-county Commander; performing general administration of the county/sub-county; coordinating county and sub county security operations; coordinating state security functions; overseeing deployment of personnel; supervising operations within the sub-counties and wards; overseeing the welfare of officers; coaching and mentoring officers; receiving and acting on security correspondences; preparing the budget and ensuring prudent utilization of resources; managing complaints and compliments; coordinating beats and patrol; submitting reports and returns on security matters; reviewing intelligence reports and crime data; implementing service policies, strategies and programs; conducting weekly lectures to officers; liaising with other stakeholders in matters of maintenance of security and law; managing police records; undertaking morning call ups; coordinating quick response teams; monitoring and evaluating performance of officers; preparing operation orders and providing guidance and direction; advising on staff strength; recommending creation and abolition of outposts, posts, units and unit bases; undertaking training needs assessment; establishing and maintaining rapport between the service and the community; participating in joint security operations with other security organs and government departments; managing firearms, ammunitions and stores; setting and reviewing performance contracting targets and reports; managing leave and pass leaves; participating in the sub-county security and Intelligence Committee; initiating and administering promotional boards; presiding over disciplinary proceedings; handling grievances and disputes; and mentoring, coaching and appraising lower ranks officers.

Training Institutions

Duties and responsibilities of an officer at this level will entail:- ensuring the welfare of trainees; ensuring safe standards of hospitality at the institution; monitoring training progress of the trainees; ensuring trainees are well accommodated; supervising the trainers; ensuring the training programmes are adhered to; developing training programmes and syllabus; coordinating training programmes; ensuring security within the college; receiving and analyzing morning call ups from the Company Commander;

developing work plans for units operations; coordinating and responding to emergencies; analyzing security operation reports; coordinating change overs for unit companies; visiting and inspecting unit companies in the field; managing firearms and stores; setting and reviewing performance contracting targets and reports; presiding over disciplinary proceedings; handling grievances and disputes; and mentoring, coaching and appraising lower ranks officers.

(b) Requirements for Appointment

For appointment to this rank, an officer must have:-

- (i) served in the rank of Superintendent of Administration Police for a minimum period of three (3) years;
- (ii) Diploma in any of the following fields:- Criminology, Law, Education, Security Management and Police Work, Police Science, Peace Building, Conflict Management, Media and Public Relations, Physical Education, Music, Education, Public Administration, Risk and Disaster Management Human Resource Management or any other field related to police work/security or an equivalent qualification from a recognized institution lasting not less than nine (9) months;

OR

have Bachelors degree in any of the following fields:- Criminology, Law, Police Science, Education, Security Management and Police Work, Public Administration, Strategic Management, Human Resource Management, Peace Building, Conflict Management, Physical Education, Music, Media and Public Relations, Sociology, Risk and Disaster Management or an equivalent qualification from a recognized institution;

- (iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Certificate in Strategic Leadership and Development Programme lasting not less than six (6) weeks;

OR

Certificate in Strategic Command Leadership Programme lasting not less than three (3) months from a recognized institution;

- (v) no disciplinary conviction or adverse report in the last six (6) months;
- (vi) met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (vii) shown merit and ability as reflected in work performance and results.

Note: In addition, an officer at this rank will be required to undergo any of the skills upgrading courses stipulated in Clause 10 of these Guidelines.

X. COMMISSIONER OF ADMINISTRATION POLICE, PG 10

(a) Duties and Responsibilities

An officer at this level may be deployed at the headquarters and Security of Government Buildings (SGB), or in any of the following units: - Rural Border Patrol Unit (RPBU), Rapid Deployment Unit (RDU) and Administration Police Specialized Stock-theft Prevention Unit (ASSPU), Band, Counties and Training Institutions.

Headquarters and Security of Government Buildings (SGB)

Duties and responsibilities at this rank entails:- reviewing intelligence reports and crime data; evaluating security programs to determine security vulnerabilities; initiating acquisition distribution of general and specialized transport, plants and machinery, tools and other equipment; initiating acquisition, leasing, development and construction of buildings, accommodation, facilities and installation within the service; facilitating sports administration, recreation, and development of fitness programs within the service; ensuring transportation, storage, handling, and disposal of dangerous/ hazardous material/waste generated within the service; coordinating transportation of foodstuffs, water, aerial support services to units; developing and disseminating reconnaissance and surveillance plans; planning and integrating community relations programs including community policing and peace-building initiatives; ensuring the dissemination of information on policing to the public and supervise media affairs office; ministration and recreation, including fitness programs, and entertainment matters; compiling performance management reports for officers; coordinating movements of units detachment; conducting inspections to Units and field commands; setting and reviewing performance contracting targets and reports; receiving and reviewing disciplinary appeals; handling grievances and disputes; and mentoring, coaching and appraising lower ranks officers.

Rural Border Patrol Unit (RPBU)

Duties and responsibilities of an officer at this level will entail: performing general administration and management of the Unit; coordinating training functions for the unit; being in charge of all operations by the unit and providing direction to company commanders; ensuring that officers have been appraised and forms submitted; preparing operation orders for the unit; initiating change overs for unit companies; visiting and inspecting unit companies in filed; ensuring welfare of the staff; setting and reviewing performance contracting targets and reports; receiving and reviewing disciplinary appeals; handling grievances and disputes; and mentoring, coaching and appraising lower ranks officers.

Rapid Deployment Unit (RDU)

Duties and responsibilities for an officer at the RDU will entail:- constituting and chairing promotion and training committees; monitoring and evaluating RDU activities; liaising with county commanders, communities, other departments and agencies on security matters; managing staff welfare; managing the movement and storage of logistical materials; exercising disciplinary control of the unit; managing staff establishment; overall in charge of all operations in the unit; coordinating the development and implementation of the unit strategy/work plans; managing capacity building, development and performance management; budgeting and ensuring prudent utilization of resources and assets; ensuring implementation of service strategic plans; setting and reviewing performance contracting targets and reports; receiving and reviewing disciplinary appeals; handling grievances and disputes; and mentoring, coaching and appraising lower ranks officers.

Administration Police Specialized Stock-theft Prevention Unit (ASSPU)

Duties and responsibilities of an officer deployed at this level will entail: unit commander; ensuring effective and efficient day to day administration of the unit; planning and budgeting for the unit; liaising with county security team and advising the DIG on establishment, maintenance and abolition of units and units bases; engaging in joint security operations; ensuring cordial relationship between the service and community in the area of deployment; preparing budget for the unit to ensure proper provision to the unit; setting and reviewing performance contracting targets and reports; receiving and reviewing disciplinary appeals; handling grievances and disputes; and mentoring, coaching and appraising lower ranks officers.

Band

Duties and responsibilities of an officer deployed at this level will entail:- coordinating implementation of operations and activities of the Band; coordinating effective and efficient day to day administration and operations of the Band; designing appropriate annual work plan for the Band; providing operational training guidance and direction for the Band; preparing plans and budget to ensure proper provision of the Band and submit the same to the DIG; monitoring and evaluating the Band Services; submitting quarterly reports; undertaking supervision of the Band officers; initiating appropriate performance targets; conducting training need assessment and maintenance of skills inventory; constituting and chairing Band training Committee; establishing and maintaining a cordial relationship between the Service and National/International Community; engaging in joint music performances and training with other Disciplined Services, schools and higher learning institutions; preparing Band officers for desired changes in attitudes and work ethics; certifying composition and arrangement of music tunes for the Band; setting and reviewing performance contracting targets and reports; receiving and reviewing disciplinary appeals; handling grievances and disputes; and mentoring, coaching and appraising lower ranks officers.

Counties

At the county, an officer will perform the following duties and responsibilities will entail:-being county commander and performing general administrative duties; initiating remedial action on establishment, creation, maintenance and abolition of outposts and units or unit bases; coordinating county security operations; providing direction, operational guidance and administration; preparing the budget and ensuring prudent utilization of resources; coordinating performance management reports; recommending officers for capacity building; constituting and chairing county service boards; establishing and maintaining cordial relationship between the Service and the community; collaborating and engaging in joint security operations with other security organs and Government departments; ensuring implementation of service policies, strategies and programs; developing and reviewing the County strategy/operational plan and performance contract; disseminating research findings and recommendations; developing and executing reconnaissance and surveillance plans; and participating in county security and Intelligence Committees; setting and reviewing performance contracting targets and reports; receiving and reviewing disciplinary appeals; handling grievances and disputes; and mentoring, coaching and appraising lower ranks officers.

Training Institution

Duties and responsibilities will entail:- undertaking management and administration at the institution; managing the welfare of the trainers and trainees; coordinating development and training of officers; performing the duties of a Chief instructor; ensuring that the training program is adhered to; coordinating the development of training curriculum and syllabus; coordinating of training wings with other support elements in the college; ensuring safety and accommodation of trainees and other officers; overseeing security in the college; setting and reviewing performance contracting targets and reports; receiving and reviewing disciplinary appeals; handling grievances and disputes; and mentoring, coaching and appraising lower ranks officers.

(b) Requirements for Appointment

For appointment to this rank, an officer must have:-

- (i) served in the rank of Senior Superintendent of Administration Police for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following fields:- Criminology, Law, Police Science, Education, Security Management and Police Work, Public Administration, Strategic Management, Leadership and Security Management, Human Resource Management, Peace Building, Conflict Management, Physical Education, Music, Media and Public Relations, Sociology, Risk and Disaster Management or an equivalent qualification from a recognized institution;

(iii) Certificate in Strategic Command and Leadership Programme lasting not less than three (3) months from a recognized institution);

OR

Certificate in Strategic Leadership Development Programme lasting not less than six (6); weeks

(iv) no disciplinary conviction or adverse report in the last six (6) months;

(v) met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service;

(vi) shown merit and ability as reflected in work performance and results.

Note: In addition, an officer at this rank will be required to undergo any of the skills upgrading courses stipulated in Clause 10 of these Guidelines.

XI. ASSISTANT INSPECTOR-GENERAL OF ADMINISTRATION POLICE, PG 11

(a) Duties and Responsibilities

Headquarters/Directorate

Duties and responsibilities at this rank entails:- ensuring implementation of service policies, strategies and programs; reviewing and recommending actions on inspections and performance reports; recommending remedial action on establishment, creation, maintenance and abolition of outposts and units or unit bases at the counties; recommending action on reviewed intelligence reports and crime data; recommending acquisition and distribution of general and specialized transport, plants and machinery, tools and other equipment; recommending acquisition, leasing, development and construction of buildings, accommodation, facilities and installation within the service; overseeing transportation, storage, handling, and disposal of dangerous/hazardous material/waste generated within the service; coordinating transportation of foodstuffs, water, aerial support services to units; reviewing reconnaissance and surveillance plans; promoting community relations programs, policing and peace-building initiatives; ensuring the dissemination of information on policing to the public and supervise media affairs office; undertaking performance management reports for officers; and reviewing and recommending actions on inspections reports; providing operational, direction and tactical guidance.

Further, duties and responsibilities will entail: coordinating and supervising the execution of service strategy/operational plan and performance contract; coaching and mentoring staff; reviewing training needs assessment reports and maintaining skills inventory; liaising with other security agencies in joint security operations;

coordinating service equipment recovery and officers evacuation during operations; facilitating sports administration, recreation, and development of fitness programs within the service; coordinating staff welfare/health insurance programs within the service; coordinating police activities and inspection; receiving, assessing and evaluating investigation reports; monitoring and evaluating training programs; providing technical advice and guidance; and reviewing and recommending actions on security vulnerabilities; recommending action on post-inspection reports; coordinating curriculum development and other training programs; maintaining and promoting community policing initiatives; custodian of the asset register of land, buildings and premises of the service; recommending officers for honours/awards; setting and reviewing performance contracting targets and reports; receiving and reviewing disciplinary appeals; handling grievances and disputes; and mentoring, coaching and appraising lower ranks officers.

Units

Duties and responsibilities of the will entail: coordinating force protection in the camps, units bases, and outposts; supplying units with personnel and other necessary requirements for operations against adversary attacks; reviewing training needs assessment reports and maintaining skills inventory; liaising and engaging in joint security operations with other security related government organs; executing service equipment recovery and officers evacuation; facilitating sports administration, recreation, and development of fitness programs within the service; coordinating staff welfare; monitoring of community policing; providing operational and tactical guidance; coordinating unit activities and inspection; receiving, assessing and evaluating investigation reports; managing dissemination of information; overseeing execution of plans, operations and activities; providing technical advice and guidance; preparing the budget and ensuring prudent utilization of resources; reviewing and recommending actions on security vulnerabilities; preparing and submitting post-inspection reports; promoting community policing initiatives; custodian of the asset register of land, buildings and premises of the service; setting and reviewing performance contracting targets and reports; receiving and reviewing disciplinary appeals; handling grievances and disputes; mentoring, coaching and appraising lower ranks officers; and planning for operation order for the unit.

Training Institution

Duties and responsibilities at this level will entail; effective and efficient administration of a training institution; formulating and implementing training policies; preparing budget, strategic and operation plans for institution; managing, supervising, monitoring and evaluating performance of the institution; overseeing training and instructional duties in a training institution; managing human resource in the institution including their welfare; constituting and chairing training committee; maintaining liaison with other stakeholders on security training issues; initiating training policies; facilitating culture change and capacity building in training

institutions; setting and reviewing performance contracting targets and reports; receiving and reviewing disciplinary appeals; handling grievances and disputes; mentoring, coaching and appraising lower ranks officers; and engaging in joint security operations.

(b) Requirements for Appointment

For appointment to this rank, an officer must have:-

- (i) served in the rank of Commissioner of Administration Police for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following fields:- Criminology, Law, Police Science, Education, Security Management and Police Work, Public Administration, Strategic Management, Human Resource Management, Peace Building, Conflict Management, Physical Education, Music, Media and Public Relations, Sociology, Risk and Disaster Management or an equivalent qualification from a recognized institution;
- (iii) Masters Degree any of the following fields:- Criminology, Law, Education, Security Management and Police Work, Police Science, Peace Building, Conflict Management, Media and Public Relations, Physical Education, Music, Education, Public Administration, Strategic Management, Leadership and Security Management, Risk and Disaster Management Human Resource Management or an equivalent qualification from a recognized institution;
- (iv) Certificate in Strategic Leadership and Command Programme lasting not less than three (3) months or its equivalent from recognized institution;

OR

Certificate in Strategic Leadership and Development Programme lasting not less than six (6) weeks;

- (v) no disciplinary conviction or adverse report in the last six (6) months;
- (vi) met the requirements of Chapter six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service;
- (vii) demonstrated high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of the Administration Police.

Note: In addition, an officer at this rank will be required to undergo any of the skills upgrading courses stipulated in Clause 10 of these Guidelines.

XII. SENIOR ASSISTANT INSPECTOR GENERAL OF ADMINISTRATION POLICE, PG 12

(a) Duties and Responsibilities

Specifically, duties and responsibilities at this rank will entail:- developing and reviewing policies, strategies, operational plans, service charter and programs; coordinating and supervising the execution of service strategy/operational plan and performance contract; facilitating acquisition, leasing, development and construction of buildings, accommodation, facilities and installation within the service; overseeing acquisition and storage of specialized and security related tools and equipment; coordinating training, development and management of skills inventory; monitoring, evaluating and reviewing training programs; facilitating research and dissemination of the findings; facilitating implementation of staff welfare/health insurance programs within the service; initiating partnerships and collaborations with various stakeholders on security matters; facilitating joint security operations with security organs and other Government departments; overseeing planning and budgeting and ensuring prudent utilization of resources.

In addition, duties and responsibilities will entail:- monitoring career progression and succession planning in the service; overseeing reforms/change programs within the service; overseeing establishment, maintenance, creation and abolition of units and unit bases at the county level; initiating development of an appropriate police information management system; and overseeing performance management and appraisal of officers; setting and reviewing performance contracting targets and reports; and mentoring, coaching and appraising lower ranks officers.

(b) Requirements for Appointment

For appointment to this rank, an officer must have:-

- (i) served in the rank of Assistant Inspector General of Administration Police for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following fields:- Criminology, Law, Police Science, Education, Security Management and Police Work, Public Administration, Strategic Management, Leadership and Security Management, Human Resource Management, Peace Building, Conflict Management, Physical Education, Music, Media and Public Relations, Sociology, Risk and Disaster Management or an equivalent qualification from a recognized institution;
- (iii) Masters degree any of the following fields:- Criminology, Law, Education,

Security Management and Police Work, Police Science, Peace Building, Conflict Management, Media and Public Relations, Physical Education, Music, Education, Public Administration, Strategic Management, Risk and Disaster Management Human Resource Management or an equivalent qualification from a recognized institution;

- (iv) Certificate in Strategic Leadership and Command Programme lasting not less than three (3) months or its equivalent from recognized institution;

OR

Certificate in Strategic Leadership and Development Programme lasting not less than six (6) weeks;

- (v) no disciplinary conviction or adverse report in the last six (6) months;
- (vi) Certificate in Computer Application Skills;
- (vii) met the requirements of Chapter six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service.
- (viii) thorough understanding of National Police goals, policies and objectives and ability to relate them to the Administration Police Function and aspirations of Vision 2030.

Note: In addition, an officer at this rank will be required to undergo any of the skills upgrading courses stipulated in Clause 10 of these Guidelines.

XIII. DEPUTY INSPECTOR GENERAL OF ADMINISTRATION POLICE, PG 13

(a) Duties and Responsibilities

The Deputy Inspector-General in charge of the Administration Police, shall subject to the direction, command and control of the Inspector-General:- be responsible for the effective and efficient day-to-day administration and operations of the Administration Police Service; provide strategic guidance and direction for the Administration Police Service; prepare the budget, planning and provision of support for the Administration Police Service; manage, monitor and evaluate the Administration Police Service; undertake the supervision of the Administration Police Service; establish and maintain outposts, units or unit bases in the county and determine the boundaries of the outposts or unit bases and establish a facility in each police post or other premises for receiving, recording and reporting complaints from members of the public; co-ordinate training in the Administration Police Service; provide internal oversight of the Administration Police Service; establish and maintain a relationship between the Administration Police Service

and the community; improve transparency and accountability in the Administration Police Service; co-operate and engage in joint security operations with the Deputy Inspector-General in charge of the Kenya Police Service, other Government departments or other security organs to ensure the safety and security of the public; implement the decisions of the Inspector-General; Implement policies and directions of the Service in relation to the Administration Police Service, issue general, special, routine and standing orders in respect of the Administration Police Service; perform such other duties as may be assigned by the Inspector- General or the Commission, or as may be prescribed by this Act or any other written law.

(b) Requirements for Appointment

Appointment to this rank will be made in line with the provisions of the Constitution of Kenya 2010 Article 245 (3) as read with Section 11 (2) & 12 of the National Police Service Act 2011 and section 13 of the National Police Service amendment Act 2015.

2. CAREER PROGRESSION GUIDELINES FOR DETECTIVES IN THE DIRECTORATE OF CRIMINAL INVESTIGATIONS

I. DETECTIVE CONSTABLE, PG 1

(a) Duties and Responsibilities

An officer at this rank will be based at the Headquarters, Formations, Training School, County, Sub-county and Station level and will be deployed in any of the following deployment areas:- Criminal Intelligence, Investigation Bureau, Anti-Terrorism Investigation (ATI), Anti-narcotics, Interpol-National Central Bureau, Operations or General Administration, Reforms, Inspection and Logistics.

Criminal Intelligence

An officer deployed in the Criminal Intelligence at this level will perform the following duties and responsibilities:- collecting intelligence; collecting, analyzing, processing and disseminating criminal intelligence data to his/her superiors; conducting general criminal intelligence; profiling of criminals and suspects; tracking criminals to identify their location/hideout; analyzing crime trends and mode of operations through surveillance and use of undercover operations; and preparing individual work plans.

Investigation Bureau

An officer deployed in the Investigation Bureau will perform the following duties and responsibilities:- conducting investigations on reported serious criminal cases; arresting and interviewing suspects; guiding statement recording by victims, witnesses and suspects; taking finger prints of suspects and escorting the finger prints form to the criminal records office; compiling case files; keeping safe custody of exhibits and producing the same in court; preferring and drafting charge sheets; giving evidence in court; escorting suspects to court for plea taking; taking exhibits to seek for expertise opinion in the relevant professional area; bonding and producing witnesses in court; taking case files to the prosecutor for prosecution of suspects; maintaining an inventory of chain of custody of the exhibits; attending to pre-trial hearings; swearing of affidavits; attending postmortem exercises; issuing paralegal documents such as P3 forms, postmortem report forms; attending to police radio calls; taking reports of incidences reported at the station; escorting injured reportees and suspects to hospital; recovering dead bodies from crime and incident scenes and escorting them to the mortuary; preserving and securing the scenes of crime; identifying potential witnesses at scene of crimes; undertaking patrols; collecting intelligence; and hoisting and lowering of flags; and preparing individual work plans.

Anti-Terrorism Investigations (ATI)

Duties and responsibilities of an officer deployed in Anti-Terrorism Investigations will entail:- collecting, collating and analyzing intelligence from informers, members of the public, other security agencies and international security agencies; investigating terrorism related cases referred to the unit from various quarters; arresting, interviewing and recording statements of suspects and victims of terror related cases; compiling case files; conducting undercover operations; escorting and arraigning suspects in court; sensitizing the public on terrorism issues; and taking surveillance records of suspects by tracking, profiling and disseminating information to his/her superiors; and hoisting and lowering of flags; and preparing individual work plans.

Anti-narcotics Investigations

Duties and responsibilities of an officer deployed in Anti-narcotics will entail:- combating drug trafficking through detection, seizure, apprehension and arraignment of suspects in court; profiling data on drug traffickers; identifying proceeds and properties arising from drug trafficking activities; sensitizing the public on the effects of drugs and substance abuse in conjunction with other government agencies involved in the fight against drug and substance abuse such as National Campaign Against Drugs Abuse (NACADA); informing the immediate superior of arrest of a foreigner to enable him or her contact the suspect's Embassy; disseminating criminal intelligence related to drug trafficking to his/her superiors; taking care and safe custody of seized exhibit; compiling case files for cases related to drug trafficking; escorting and arraigning the suspect in court; tendering and producing evidence in court; taking the seized substances and other evidential materials to experts for analysis; keeping records of drug related cases; communicating intelligence information reports to his/her seniors; and hoisting and lowering of flags; and preparing individual work plans.

Interpol-National Central Bureau

Duties and responsibilities of an officer deployed in Interpol-National Central Bureau will entail:- investigating transnational crimes; collecting intelligence; updating web based database on international criminals dealing in child abuse, terrorism, carjacking, robbery, drug traffickers, organized crimes, financial fraud, money laundering, cybercrimes, wildlife related crimes and other emerging crime trends; profiling of information from criminal data bases of transnational criminals; authenticating international orders and warrants of fugitives issued by the respective countries; and undertaking international crime trends analysis; hoisting and lowering of flags; and preparing individual work plans.

Operations

Duties and responsibilities of an officer deployed in Operations will entail:- manning the main gate entrance to the Directorate of Criminal Investigations Headquarters; maintaining security within the Directorate of Criminal Investigations premises; receiving and dispatching mails and other correspondences; repairing and maintaining of communication equipment; giving evidence in court; swearing of affidavits; attending to police radio calls; collecting intelligence; providing operational security support services; investigating organized criminal gangs; investigating and arresting human traffickers, drug traffickers, arms tracking, motor vehicles theft and money launderers; arresting, interviewing and arraigning suspects in court; combating armed criminals; conducting patrols on foot or using motorized means in crime prone areas; and conducting overt and covert surveillance; attending to emergencies such as fire, accidents among others; and hoisting and lowering of flags; and preparing individual work plans.

General Administration, Reforms, Inspection and Logistics

An officer deployed in the Uniformed General Administration, Reforms and Inspection section will perform the following duties and responsibilities:- reconciling establishment for staff; updating nominal roll; receiving and sending mails, signals and other correspondences; manning of customer care desk; disposing of obsolete records and archives; receiving and recording complaints from members of the public; receiving and recording complaints from officers; investigating the authenticity of academic certificates and other documents; guiding statement recording by victims, witnesses and suspects; taking exhibits to seek for expertise opinion in the relevant professional area; giving evidence in court; bonding and producing witnesses in court; maintaining an inventory of chain of custody of the exhibits; swearing of affidavits; preparing reports and returns; issuing and maintaining safe custody of accountable documents; driving and ensuring maintenance of motor vehicles; issuing fuels and lubricants; maintaining records of fuels and lubricants issued; recovering of government motor vehicles which have broken down; hoisting and lowering of flags; and preparing individual work plans.

Counties

At the County level the officer will perform the following duties and responsibilities:- conducting investigations on reported serious criminal cases; arresting and interviewing suspects; guiding/recording statement by victims, witnesses and suspects; taking finger prints of suspects and escorting the finger prints form to the criminal records office; compiling case files; keeping safe custody of exhibits and producing the same in court; giving evidence in court; escorting suspects to court for plea taking; taking exhibits to seek for expertise opinion in the relevant professional area; bonding and producing witnesses in court; taking case files to the prosecutor for prosecution of suspects; maintaining an inventory of chain of custody of the exhibits; attending to pre-trial hearings; swearing of affidavits; attending postmortem exercises; issuing paralegal documents such as P3 forms, postmortem report forms; attending to police

radio calls; taking reports of incidences reported at the station; escorting injured reportees to hospital; recovering dead bodies from crime and incident scenes and escorting them to the mortuary; security coverage for VIPs, preserving and securing the scenes of crime; identifying potential witnesses at scene of crimes; undertaking patrols; collecting intelligence; hoisting and lowering of flags; and preparing individual work plans.

Further, the officer will perform the following Criminal Intelligence duties at the County:- collecting intelligence; collecting, analyzing, processing and disseminating criminal intelligence data to his/her superiors; conducting general criminal intelligence; profiling of criminals and suspects; tracking criminals to identify their location/hideout; and analyzing crime trends and mode of operations through surveillance and use of undercover operations.

Directorate of Criminal Investigations Training School

Duties and responsibilities of an officer deployed at the Directorate of Criminal Investigations Training School will entail:- manning the main gate at the school entrance; guarding and offering security to vital installations within the school and staff quarters; receiving and dispatching mails and other correspondences; receiving and guiding the visitors to their destinations within the institution; assisting instructors in distributing ammunitions during field craft and range exercises; and driving and instructing duties; maintaining police motor vehicles; hoisting and lowering of flags; and preparing individual work plans.

(b) Requirements for Selection

For selection to join the Directorate of Criminal Investigations in this rank, a serving Police Officer must have:-

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade 'C' and above or its equivalent qualification from a recognized examination body;

OR

Bachelors degree in any of the following fields:- Physical and Biological Sciences, Criminology, Law, Police Science, Education, Security Studies, Security Management and Police Work, Public Administration, Strategic Management, Human Resource Management, Peace Building, Conflict Management, Physical Education, Media and Public Relations, Sociology, Risk and Disaster Management, Information Communication Technology, Computer Science, Commerce, Counseling or an equivalent qualification from a recognized institution;

- (ii) met the requirements of Chapter six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and

- (iii) no disciplinary record for the last six (6) months.

Induction: Upon selection to join the Directorate of Criminal Investigations, an officer will be trained in any of the following fields:-

- (i) Elementary/Induction Investigations Course lasting not less than one (1) month from the Directorate of Criminal Investigations Training School;
- (ii) Basic Trade Craft Intelligence Course lasting not less than one (1) month;
- (iii) Basic Crime Investigations Course lasting not less than two (2) months from the Directorate of Criminal Investigations Training School;
- (iv) Basic Crime Scene Investigation Course lasting not less than one (1) month from the Directorate of Criminal Investigations Training School.

II. DETECTIVE CORPORAL, PG 2

(a) Duties and Responsibilities

An officer at this rank will be based at the Headquarters, Formations, Training School, County, Sub-county and Station level and will be deployed in any of the following deployment areas:- Criminal Intelligence, Investigation Bureau, Anti-Terrorism Investigation (ATI), Anti-narcotics, Interpol-National Central Bureau, Operations or General Administration, Reforms, Inspection and Logistics.

Criminal Intelligence

An officer deployed in the Criminal Intelligence at this level will perform the following duties and responsibilities:- collecting intelligence; collecting, analyzing, processing and disseminating criminal intelligence data to his/her superiors; conducting general criminal intelligence; profiling of criminals and suspects; tracking criminals to identify their location/hideout; and analyzing crime trends and mode of operations through surveillance and use of undercover operations; reporting disciplinary cases committed by officers under his/her supervision; escorting and parading defaulters before disciplinary committee proceedings; receiving complaints from Constables and suspects; mentoring and coaching officers under him/her; supervising Detective Constables; and preparing individual work plans.

Investigation Bureau

An officer deployed in the Investigation Bureau will perform the following duties and responsibilities:- conducting investigations on reported serious criminal cases; arresting and interviewing suspects; guiding statement recording by victims, witnesses

and suspects; taking finger prints of suspects and escorting the finger prints form to the criminal records office; compiling case files; keeping safe custody of exhibits and producing the same in court; preferring and drafting charge sheets; giving evidence in court; escorting suspects to court for plea taking; escorting and parading defaulters before disciplinary committee proceedings; taking exhibits to seek for expertise opinion in the relevant professional area; bonding and producing witnesses in court; taking case files to the prosecutor for prosecution of suspects; maintaining an inventory of chain of custody of the exhibits; attending to pre-trial hearings; swearing of affidavits; attending postmortem exercises; issuing paralegal documents such as P3 forms, postmortem report forms; attending to police radio calls; taking reports of incidences reported at the station; escorting injured reportees and suspects to hospital; recovering dead bodies from crime and incident scenes and escorting them to the mortuary; preserving and securing the scenes of crime; identifying potential witnesses at scene of crimes; undertaking patrols; collecting intelligence; reporting disciplinary cases committed by officers under his/her supervision; escorting and parading defaulters before disciplinary committee proceedings; receiving complaints from Constables and suspects; mentoring and coaching officers under him/her; supervising Detective Constables; and preparing individual work plans.

Anti-Terrorism Investigations (ATI)

Duties and responsibilities of an officer deployed in Anti-Terrorism Investigations will entail:- collecting, collating and analyzing intelligence from informers, members of the public, other security agencies and international security agencies; investigating terrorism related cases referred to the unit from various quarters; arresting, interviewing and recording statements of suspects and victims of terror related cases; compiling case files; conducting undercover operations; escorting and arraigning suspects in court; sensitizing the public on terrorism issues; escorting and parading defaulters before disciplinary committee proceedings; taking surveillance records of suspects by tracking, profiling and disseminating information to his/her superiors; reporting disciplinary cases committed by officers under his/her supervision; escorting and parading defaulters before disciplinary committee proceedings; receiving complaints from Constables and suspects; maintaining security within the Anti-Terrorism Investigation premises; receiving and dispatching restricted mails and other correspondence; mentoring and coaching officers under him/her; supervising Detective Constables; and preparing individual work plans.

Anti-narcotics Investigations

Duties and responsibilities of an officer deployed in Anti-narcotics will entail:- combating drug trafficking through detection, seizure, apprehension and arraignment of suspects in court; profiling data on drug traffickers; identifying proceeds and properties arising from drug trafficking activities; sensitizing the public on the effects of drugs and substance abuse in conjunction with other government agencies involved in fight against drug and substance abuse such as National Campaign Against Drugs

Abuse (NACADA); informing the immediate superior of arrest of a foreigner to enable him or her contact the suspect's Embassy; escorting and parading defaulters before disciplinary committee proceedings; disseminating criminal intelligence related to drug trafficking to his/her superiors; taking care and safe custody of seized exhibit; compiling case files for cases related to drug trafficking; escorting and arraigning the suspect in court; tendering and producing evidence in court; taking the seized substances and other evidential materials to experts for analysis; and keeping records of drug related cases; reporting disciplinary cases committed by officers under his/her supervision; escorting and parading defaulters before disciplinary committee proceedings; receiving complaints from Constables and suspects; mentoring and coaching officers under him/her; and supervising Detective Constables.

Interpol-National Central Bureau

Duties and responsibilities of an officer deployed in Interpol-National Central Bureau will entail:- investigating transnational crimes; collecting intelligence; updating web based database on international criminals dealing in child abuse, terrorism, carjacking, robbery, drug traffickers, organized crimes, financial fraud, money laundering, cybercrimes, wildlife related crimes and other emerging crime trends; profiling of information from criminal data bases of transnational criminals; escorting and parading defaulters before disciplinary committee proceedings; authenticating international orders and warrants of fugitives issued by the respective countries; and undertaking international crime trends analysis; reporting disciplinary cases committed by officers under his/her supervision; escorting and parading defaulters before disciplinary committee proceedings; receiving complaints from Constables and suspects; mentoring and coaching officers under him/her; supervising Detective Constables; and preparing individual work plans.

Operations

Duties and responsibilities of an officer deployed in Operations will entail:- manning the main gate entrance to the Directorate of Criminal Investigations Headquarters; maintaining security within the Directorate of Criminal Investigations premises; receiving and dispatching mails and other correspondences; repairing and maintaining of communication equipment; giving evidence in court; swearing of affidavits; attending to police radio calls; collecting intelligence; providing operational security support services; investigating organized criminal gangs; investigating and arresting human traffickers, drug traffickers, arms tracking, motor vehicles theft and money launderers; arresting, interviewing and arraigning suspects in court; combating armed criminals; conducting patrols on foot or using motorized means in crime prone areas; and conducting overt and covert surveillance; and attending to emergencies such as fire, accidents among others; reporting disciplinary cases committed by officers under his/her supervision; escorting and parading defaulters before disciplinary committee proceedings; receiving complaints from Constables and suspects; mentoring and coaching officers under him/her; and supervising Detective Constables; and preparing individual work plans.

General Administration, Reforms, Inspection and Logistics

An officer deployed in the General Administration, Reforms, Inspection and logistics section will perform the following duties and responsibilities:- reconciling establishment for staff; updating nominal roll; receiving and sending mails, signals and other correspondences; manning of customer care desk; providing chaplaincy and counseling services; disposing of obsolete records and archives; receiving and recording complaints from members of the public; receiving and recording complaints from officers; investigating complaints from members of public against Detectives; investigating complaints made by police officers against police officers; escorting and parading defaulters before disciplinary committee proceedings; investigating the authenticity of academic certificates and other documents; compiling inquiry files; guiding statement recording by victims, witnesses and suspects; taking exhibits to seek for expertise opinion in the relevant professional area; giving evidence in court; bonding and producing witnesses in court; maintaining an inventory of chain of custody of the exhibits; swearing of affidavits; preparing reports and returns; issuing and maintaining safe custody of accountable documents; driving and ensuring maintenance of motor vehicles; issuing fuels and lubricants; maintaining records of fuels and lubricants issued; recovering of government motor vehicles which have broken down; reporting disciplinary cases committed by officers under his/her supervision; escorting and parading defaulters before disciplinary committee proceedings; receiving complaints from Constables and suspects; mentoring and coaching officers under him/her; supervising Detective Constables; and preparing individual work plans.

Counties

At the County, the officer will perform the following duties and responsibilities:- conducting investigations on reported serious criminal and land fraud cases; arresting, interviewing and interrogating suspects; recording statement by victims, witnesses and suspects; taking finger prints of suspects; escorting the finger prints forms to the criminal records office; compiling case files; keeping safe custody of the exhibits; producing exhibits to court; giving evidence in court; escorting suspects to court for plea taking; taking exhibits to seek for expertise opinion in the relevant professional area; bonding and producing witnesses in court; taking case files to court to enable the prosecutor prepare for prosecution of cases; maintaining an inventory of chain of custody of the exhibits; escorting and parading defaulters before disciplinary committee proceedings; attending to pre-trial hearing and swearing of affidavits; being present during postmortem exercises and appending signature to the report; issuing paralegal documents such as P3 forms and postmortem report forms; attending to police radio calls; recording incidences reported at the station; escorting injured reportees to hospital; recovering dead bodies and escorting to the mortuary; preserving and securing the scene of crime; identifying potential witnesses at scene of crimes; undertaking security patrols; reporting disciplinary cases committed by officers under his/her supervision; escorting and parading defaulters before

disciplinary committee proceedings; issuing and receiving firearms to and from duty; maintaining arms and movement registers; ensuring safety of all arms and ammunitions in his/her charge; preparing and maintaining duty rosters; maintaining safe custody of all dangerous exhibits such as drugs, arms and ammunitions; maintaining security within the offices in County and Sub-county; receiving and dispatching mails and other correspondences; reconciling uniformed staff establishment and strength at County and Sub-county level; updating of nominal roll at County and Sub-county level; mentoring and coaching officers under him/her; supervising Detective Constables; and preparing individual work plans.

Further, the officer will perform the following Criminal Intelligence duties at the County and Sub-county:- collecting intelligence information from informers, criminals, reformed criminals and other sources; collecting, analyzing, processing and disseminating criminal intelligence data; conducting general criminal intelligence; profiling of criminals and suspects; tracking criminals to identify their location/hideout; analyzing crime trends and mode of operations through surveillance and use of undercover agency; providing other security agencies with crime data and statistics, reporting disciplinary cases committed by officers under his/her supervision; escorting and parading Detective defaulters before disciplinary committee proceedings; and supervising officers working under him/her.

Directorate of Criminal Investigations Training School

Duties and responsibilities of an officer deployed at the Directorate of Criminal Investigations Training School will entail:- accompanying course participants on morning run and general physical exercises; carrying out night checks on officers on duty; escorting and parading defaulters before disciplinary committee proceedings; receiving and dispatching mails and other correspondences; receiving and guiding the visitors to their destinations within the institution; assisting instructors during field craft and range exercises; supervising course participants during *fatigues*; driving and maintaining police motor vehicles; assigning duties to officers under him/her; supervising officers under him/her; and preparing individual work plans.

(b) Requirements for Appointment

For appointment to this rank, an officer must have:-

- (i) served in the rank of Detective Constable or its equivalent for a minimum period of three (3) years;
- (ii) successfully completed Police Constable to Corporal Promotion Course lasting not less than three (3) months;
- (iii) passed at least three (3) Police Law Examinations Papers;

- (iv) met the requirements of Chapter six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (v) no disciplinary conviction or adverse reports in the last six (6) months.

Note: In addition, an officer at this rank will be required to undergo any of the skills upgrading courses stipulated in Clause 10 of these Guidelines.

III. DETECTIVE SERGEANT, PG 3

(a) Duties and Responsibilities

An officer at this rank will be based at the Headquarters, Formations, Training School, County, Sub-county and Station level and will be deployed in any of the following deployment areas:- Criminal Intelligence, Investigation Bureau, Anti-Terrorism Investigation (ATI), Anti-narcotics, Interpol-National Central Bureau, Operations or General Administration, Reforms, Inspection and Logistics.

Criminal Intelligence

An officer deployed in the Criminal Intelligence at this level will perform the following duties and responsibilities:- collecting intelligence; collecting, analyzing, processing and disseminating criminal intelligence data to his/her superiors; conducting general criminal intelligence; escorting and parading defaulters before disciplinary committee proceedings; profiling of criminals and suspects; tracking criminals to identify their location/hideout; and analyzing crime trends and mode of operations through surveillance and use of undercover operations; providing other security agencies with crime data and statistics; populating the databases; issuing and receiving arms and ammunitions; maintaining arms and ammunitions movement register; maintaining safety of all arms and ammunitions in his charge; reporting disciplinary cases committed by officers under his/her supervision; escorting and parading defaulters before disciplinary committee proceedings; receiving complaints from Corporals and suspects; mentoring and coaching officers under him/her; assigning duties; supervising Detective Corporals; and preparing individual work plans.

Investigation Bureau

An officer deployed in the Investigation Bureau will perform the following duties and responsibilities:- conducting investigations on reported serious criminal cases; arresting and interviewing suspects; guiding statement recording by victims, witnesses and suspects; taking finger prints of suspects and escorting the finger prints form to the criminal records office; compiling case files; keeping safe custody of exhibits and producing the same in court; preferring and drafting charge sheets; giving evidence in

court; escorting suspects to court for plea taking; taking exhibits to seek for expertise opinion in the relevant professional area; bonding and producing witnesses in court; taking case files to the prosecutor for prosecution of suspects; maintaining an inventory of chain of custody of the exhibits; attending to pre-trial hearings; swearing of affidavits; attending postmortem exercises; issuing paralegal documents such as P3 forms, postmortem report forms; attending to police radio calls; taking reports of incidences reported at the station; escorting injured reportees and suspects to hospital; recovering dead bodies from crime and incident scenes and escorting them to the mortuary; preserving and securing the scenes of crime; identifying potential witnesses at scene of crimes; undertaking patrols; collecting intelligence; populating the databases; reporting disciplinary cases committed by officers under his/her supervision; escorting and parading defaulters before disciplinary committee proceedings; receiving complaints from Corporals and suspects; mentoring and coaching officers under him/her; assigning duties; supervising Detective Corporals; and preparing individual work plans.

Anti-Terrorism Investigations (ATI)

Duties and responsibilities of an officer deployed in Anti-Terrorism Investigations will entail:- collecting, collating and analyzing intelligence from informers, members of the public, other security agencies and international security agencies; investigating terrorism related cases referred to the unit from various quarters; arresting, interviewing and recording statements of suspects and victims of terror related cases; compiling case files; conducting undercover operations; escorting and arraigning suspects in court; sensitizing the public on terrorism issues; escorting and parading defaulters before disciplinary committee proceedings; taking surveillance records of suspects by tracking, profiling and disseminating information to his/her superiors; issuing and receiving arms and ammunitions; maintaining arms and ammunitions movement register; maintaining safety of arms and ammunitions under his/her charge; maintaining security within the Anti-Terrorism Investigations premises; receiving and dispatching restricted mails and other correspondences; populating databases; reporting disciplinary cases committed by officers under his/her supervision; escorting and parading defaulters before disciplinary committee proceedings; receiving complaints from Corporals and suspects; supervising, mentoring and coaching officers; assigning duties to lower rank officers; and preparing individual work plans.

Anti-narcotics Investigations

Duties and responsibilities of an officer deployed in Anti-narcotics will entail:- combating drug trafficking through detection, seizure, apprehension and arraignment of suspects in court; profiling data on drug traffickers; identifying proceeds and properties arising from drug trafficking activities; sensitizing the public on the effects of drugs and substance abuse in conjunction with other government agencies involved in fight against drug and substance abuse such as National Campaign Against Drugs Abuse (NACADA); informing the immediate superior of arrest of a foreigner to

enable him or her contact the suspect's Embassy; disseminating criminal intelligence related to drug trafficking to his/her superiors; escorting and parading defaulters before disciplinary committee proceedings; taking care and safe custody of seized exhibit; compiling case files for cases related to drug trafficking; escorting and arraigning the suspect in court; tendering and production of evidence in court; taking the seized substances and other evidential materials to experts for analysis; and keeping records of drug related cases; populating databases; issuing and receiving arms and ammunitions; maintaining arms and ammunitions movement register; maintaining safety of all arms and ammunitions under his/her charge; reporting disciplinary cases committed by officers under his/her supervision; escorting and parading defaulters before disciplinary committee proceedings; receiving complaints from Corporals and suspects; supervising, mentoring and coaching officers; assigning duties to lower rank officers; and preparing individual work plans.

Interpol-National Central Bureau

Duties and responsibilities of an officer deployed in Interpol-National Central Bureau will entail:- investigating of transnational crimes; collection of intelligence; maintaining web based database on international criminals dealing in child abuse, terrorism, carjacking, robbery, drug traffickers, organized crimes, financial fraud, money laundering, cybercrimes, wildlife related crimes and other emerging crime trends; profiling of information from criminal data bases of transnational criminals; undertaking international crime trends analysis; populating databases; reporting disciplinary cases committed by officers under his/her supervision; escorting and parading defaulters before disciplinary committee proceedings; receiving complaints from Corporals and suspects; supervising, mentoring and coaching officers; assigning duties to lower rank officers; and preparing individual work plans.

Operations

Duties and responsibilities of an officer deployed in Operations will entail:- provision of operational security support services; supervising officers manning the main gate entrance and maintaining security within the Directorate of Criminal Investigations Headquarters; repairing and maintaining communication equipment; receiving and distributing reports and correspondences; giving evidence in court; swearing of affidavits; attending to police radio calls; investigating organized criminal gangs; investigating and arresting human traffickers, drug traffickers, arms tracking, motor vehicles thieves and money launderers among others; arresting, interviewing and arraigning suspects in court; combating armed criminals such as bank robbers, kidnappers, muggers, carjackers among others; conducting patrols on foot or using motorized means in crime prone areas; conducting overt and covert surveillance; issuing and receiving arms and ammunitions; maintaining arms and ammunitions movement register; maintaining safety of all arms and ammunitions in his/her charge; populating databases; attending to emergencies such as fire, accidents among others; reporting disciplinary cases committed by officers under his/her supervision; escorting

and parading defaulters before disciplinary committee proceedings; receiving complaints from Corporals and suspects; supervising, mentoring and coaching officers; assigning duties to lower rank officers; and preparing individual work plans.

General Administration, Reforms, Inspection and Logistics

An officer deployed in the General Administration, Reforms, Inspection and Logistics will perform the following duties and responsibilities:- reconciling uniformed staff establishment and strength for the Directorate; receiving and sending mails, signals and other correspondences; providing chaplaincy and counseling services; manning of customer care desk; disposing obsolete records and archives; receiving complaints from officers working under him/her; reporting disciplinary cases committed by officers under his/her supervision; escorting and parading defaulters before disciplinary committee proceedings; preparing quarterly and annual reports and returns; receiving and recording complaints from members of the public; receiving and recording complaints from officers; investigating complaints from members of public against officers; investigating complaints made by police officers against police officers; compiling inquiry files; guiding statement recording by victims, witnesses and suspects; taking exhibits to seek for expertise opinion in the relevant professional area; giving evidence in court; bonding and producing witnesses in court; maintaining an inventory of chain of custody of the exhibits; swearing of affidavits; escorting and parading defaulters before disciplinary committee proceedings; issuing and safe custody of accountable documents; ensuring maintenance of government motor vehicles within the Directorate; issuing fuels and lubricants; maintaining records of fuels and lubricants issued; recovering of government motor vehicles which have broken down within the Directorate; populating databases; supervising, mentoring and coaching officers; assigning duties to lower rank officers; and preparing individual work plans.

Counties

At the County level the officer will perform the following duties and responsibilities:- conducting investigations on reported serious criminal cases; arresting and interviewing suspects; guiding and recording statement by victims, witnesses and suspects; taking finger prints of suspects; escorting the finger prints forms to the criminal records office; compiling case files; keeping safe custody of the exhibits; producing exhibits to court; giving evidence in court; taking exhibits to seek for expertise opinion in the relevant professional area; bonding and producing witnesses in court; taking case files to court to enable the prosecutor prepare for prosecution of cases; maintaining an inventory of chain of custody of the exhibits; attending to pre-trial hearings and swearing of affidavits; serving court summons; executing court warrants issued against accused person; witnessing postmortem exercises and appending signature to the report; issuing paralegal documents such as P3 forms and postmortem report forms; attending to police radio calls; recording incidences reported at the station; recovering dead bodies and escorting them to the mortuary; preserving and securing the scene of crime; identifying potential witnesses at scene of crimes; undertaking security patrols; issuing and receiving arms and ammunitions;

maintaining arms and ammunitions movement registers; maintaining safety of all arms and ammunitions in his/her charge; reporting disciplinary cases committed by officers under his/her; escorting and parading defaulters before disciplinary committee proceedings; allocating houses to newly posted officers; preparing and maintaining duty rosters; maintaining safe custody of all dangerous exhibits such as drugs, arms and ammunitions; maintaining security within the offices; receiving and dispatching mails and other correspondences; reconciling uniformed staff establishment and strength; updating of nominal roll; populating databases; supervising, mentoring and coaching officers; assigning duties to lower rank officers; and preparing individual work plans.

Further, the office will perform the following Criminal Intelligence duties at the County:- collecting intelligence; collecting, receiving, analyzing, processing and disseminating criminal intelligence data; conducting general criminal intelligence; profiling of criminals and suspects; tracking criminals to identify their location/hideout; analyzing crime trends and mode of operations through surveillance and use of undercover agency; and providing other security agencies with crime data and statistics.

Directorate of Criminal Investigations Training School

Duties and responsibilities of an officer deployed at the Directorate of Criminal Investigations Training School will entail:- accompanying course participants on morning run and general physical exercises; carrying out night checks on officers on duty; receiving and dispatching mails and other correspondences; receiving and guiding visitors to their destinations within the institution; setting, marking and moderating examinations; assisting instructors during field craft and range exercises; escorting and parading defaulters before disciplinary committee proceedings; supervising course participants during *fatigues*; driving and maintaining police motor vehicles; reporting cases of indiscipline; performing instructional and teaching duties; supervising, mentoring and coaching officers; assigning duties to lower rank officers; and preparing individual work plans.

(b) Requirements for Appointment

For appointment to this rank, an officer must have:-

- (i) served in the rank of Detective Corporal or its equivalent rank for a minimum period of three (3) years;
- (ii) successfully completed Corporal to Sergeant Promotion Course lasting at least three (3) months;
- (iii) passed at least four (4) Police Law Examination Papers;

- (iv) met the requirements of Chapter six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (v) no disciplinary conviction or adverse report recorded against him/her for the last six (6) months.

Note: In addition, an officer at this rank will be required to undergo any of the skills upgrading courses stipulated in Clause 10 of these Guidelines.

IV. DETECTIVE SENIOR SERGEANT, PG 4

(a) Duties and Responsibilities

An officer at this rank will be based at the Headquarters, Formations, Training School, County, Sub-county and Station level and will be deployed in any of the following deployment areas:- Criminal Intelligence, Investigation Bureau, Anti-Terrorism Investigation (ATI), Anti-narcotics, Interpol-National Central Bureau, Operations or General Administration, Reforms, Inspection and Logistics.

Criminal Intelligence

An officer deployed in the Criminal Intelligence at this level will perform the following duties and responsibilities:- collecting intelligence; collecting, analyzing, processing and disseminating criminal intelligence data to his/her superiors; conducting general criminal intelligence; profiling of criminals and suspects; tracking criminals to identify their location/hideout; and analyzing crime trends and mode of operations through surveillance and use of undercover operations providing other security agencies with crime data and statistics; issuing and receiving arms and ammunitions; maintaining arms and ammunitions movement register; and maintaining safety of all arms and ammunitions under his/her charge; populating databases; reporting disciplinary cases committed by officers under his/her supervision; receiving complaints from officers working under him/her; supervising, mentoring and coaching officers; assigning duties to lower rank officers; and preparing individual work plans.

Investigation Bureau

An officer deployed in the Investigation Bureau will perform the following duties and responsibilities:- conducting investigations on reported serious criminal cases; arresting and interviewing suspects; guiding statement recording by victims, witnesses and suspects; taking finger prints of suspects and escorting the finger prints form to the criminal records office; compiling case files; keeping safe custody of exhibits and producing the same in court; preferring and drafting charge sheets; giving evidence in court; escorting suspects to court for plea taking; taking exhibits to seek for expertise opinion in the relevant professional area; bonding and producing witnesses in court;

taking case files to the prosecutor for prosecution of suspects; maintaining an inventory of chain of custody of the exhibits; attending to pre-trial hearings; swearing of affidavits; attending postmortem exercises; issuing paralegal documents such as P3 forms, postmortem report forms; attending to police radio calls; taking reports of incidences reported at the station; escorting injured reportees and suspects to hospital; recovering dead bodies from crime and incident scenes and escorting them to the mortuary; preserving and securing the scenes of crime; identifying potential witnesses at scene of crimes; undertaking patrols; collecting intelligence; populating databases; reporting disciplinary cases committed by officers under his/her supervision; escorting and parading detective defaulters before disciplinary committee proceedings; receiving complaints from officers working under him/her; supervising, mentoring and coaching officers; assigning duties to lower rank officers; and preparing individual work plans.

Anti-Terrorism Investigations (ATI)

Duties and responsibilities of an officer deployed in Anti-Terrorism Investigations will entail:- collecting, collating and analyzing intelligence from informers, members of the public, other security agencies and international security agencies; investigating terrorism related cases referred to the unit from various quarters; arresting, interviewing and recording statements of suspects and victims of terror related cases; compiling case files; conducting undercover operations; escorting and arraigning suspects in court; sensitizing the public on terrorism issues; taking records through surveillance of suspects by tracking, profiling and disseminating information to his/her superiors; populating databases; maintaining security within the Anti-Terrorism Investigations premises; receiving and dispatching restricted mails and other correspondences; reporting disciplinary cases committed by officers under his/her supervision; escorting and parading defaulters before disciplinary committee proceedings; receiving complaints from officers working under him/her; supervising, mentoring and coaching officers; assigning duties to lower rank officers; and preparing individual work plans.

Anti-narcotics Investigations

Duties and responsibilities of an officer deployed in Anti-narcotics will entail:- combating drug trafficking through detection, seizure, apprehension and arraignment of suspects in court; profiling data on drug traffickers; identifying proceeds and properties arising from drug trafficking activities; sensitizing the public on the effects of drugs and substance abuse in conjunction with other government agencies involved in fight against drug and substance abuse such as National Campaign Against Drugs Abuse (NACADA); informing the immediate superior of arrest of a foreigner to enable him or her contact the suspect's Embassy; disseminating criminal intelligence related to drug trafficking to his/her superiors; taking care and safe custody of seized exhibit; compiling case files for cases related to drug trafficking; escorting and arraigning the suspect in court; tendering and production of evidence in court; taking the seized substances and other evidential materials to experts for analysis; and

keeping records of drug related cases; populating databases; issuing and receiving arms and ammunitions; maintaining arms and ammunitions movement register; maintaining safety of all arms and ammunitions in his/her charge; reporting disciplinary cases committed by officers under his/her supervision; escorting and parading defaulters before disciplinary committee proceedings; receiving complaints from officers working under him/her; supervising, mentoring and coaching officers; assigning duties to lower rank officers; and preparing individual work plans.

Interpol-National Central Bureau

Duties and responsibilities of an officer deployed in Interpol-National Central Bureau will entail:- investigating of transnational crimes; collection of intelligence; maintaining web based database on international criminals dealing in child abuse, terrorism, carjacking, robbery, drug traffickers, organized crimes, financial fraud, money laundering, cybercrimes, wildlife related crimes and other emerging crime trends; profiling of information from criminal data bases of transnational criminals; authenticating international orders and warrants of fugitives issued by the respective countries; and undertaking international crime trends analysis; populating databases; reporting disciplinary cases committed by officers under his/her supervision; escorting and parading defaulters before disciplinary committee proceedings; receiving complaints from Constables and suspects; receiving complaints from officers working under him/her; supervising, mentoring and coaching officers; assigning duties to lower rank officers; and preparing individual work plans.

Operations

Duties and responsibilities of an officer deployed in Operations will entail:- provision of operational security support services; supervising officers manning the main gate entrance and maintaining security within the Directorate of Criminal Investigations Headquarters; repairing and maintaining communication equipment; receiving and distributing reports and correspondences; giving evidence in court; swearing of affidavits; attending to police radio calls; investigating organized criminal gangs; investigating and arresting human traffickers, drug traffickers, arms tracking, motor vehicles thieves and money launderers among others; arresting, interviewing and arraigning suspects in court; combating armed criminals such as bank robbers, kidnappers, muggers, carjackers among others; conducting patrols on foot or using motorized means in crime prone areas; conducting overt and covert surveillance; issuing and receiving arms and ammunitions; maintaining arms and ammunitions movement register; maintaining safety of all arms and ammunitions in his/her charge; populating databases; attending to emergencies such as fire, accidents among others; reporting disciplinary cases committed by officers under his/her supervision; escorting and parading defaulters before disciplinary committee proceedings; receiving complaints from officers working under him/her; supervising, mentoring and coaching officers; assigning duties to lower rank officers; and preparing individual work plans.

General Administration, Reforms, Inspection and Logistics

An officer deployed in the General Administration, Reforms, Inspection and Logistics will perform the following duties and responsibilities:- reconciling uniformed staff establishment and strength for the Directorate; receiving and sending mails, signals and other correspondences; providing chaplaincy and counseling services; manning of customer care desk; disposing obsolete records and archives; receiving complaints from officers working under him/her; reporting disciplinary cases committed by officers under his/her supervision; escorting and parading defaulters before disciplinary committee proceedings; assigning duties and supervising officers working under him/her; preparing quarterly and annual reports and returns; receiving and recording complaints from members of the public; receiving and recording complaints from officers; investigating complaints from members of public against officers; investigating complaints made by police officers against police officers; compiling inquiry files; guiding statement recording by victims, witnesses and suspects; taking exhibits to seek for expertise opinion in the relevant professional area; giving evidence in court; bonding and producing witnesses in court; maintaining an inventory of chain of custody of the exhibits; swearing of affidavits; issuing and safe custody of accountable documents; ensuring maintenance of government motor vehicles within the Directorate; issuing fuels and lubricants; maintaining records of fuels and lubricants issued; recovering of government motor vehicles which have broken down within the Directorate; populating databases; reporting disciplinary cases committed by officers under his/her supervision; escorting and parading defaulters before disciplinary committee proceedings; receiving complaints from officers working under him/her; supervising, mentoring and coaching officers; assigning duties to lower rank officers; and preparing individual work plans.

Counties

At the County, the officer will perform the following duties and responsibilities:- conducting investigations on reported serious criminal cases such as land fraud; arresting, interviewing and interrogating suspects; recording statement by victims, witnesses and suspects; taking finger prints of suspects; escorting the finger prints forms to the criminal records office; compiling case files; keeping safe custody of the exhibits; producing exhibits to court; giving evidence in court; taking exhibits to seek for expertise opinion in the relevant professional area; bonding and producing witnesses in court; taking case files to court to enable the prosecutor prepare for prosecution of cases; maintaining an inventory of chain of custody of the exhibits; attending to pre-trial hearing and swearing of affidavits; issuing paralegal documents such as P3 forms and postmortem report forms; attending to police radio calls; recording incidences reported at the station; recovering dead bodies and escorting them to the mortuary; witnessing postmortem exercises and appending signature to the report; preserving and securing the scene of crime; identifying potential witnesses at scene of crimes; undertaking security patrols; issuing and receiving arms and ammunitions; maintaining arms and ammunitions movement registers; maintaining safety of all arms and ammunitions in his charge; assigning duties and supervising

officers working under him/her; reporting disciplinary cases committed by officers under him/her; escorting and parading Detective defaulters before disciplinary committee proceedings; allocating houses to officers; preparing and maintaining duty rosters; maintaining safe custody of all dangerous exhibits such as drugs, arms and ammunitions; maintaining security within the offices; receiving and dispatching mails and other correspondences; reconciling uniformed staff establishment and strength at County and Sub-county level; updating of nominal roll at County and Sub-county level; and maintaining law and order in areas where there is breach of peace.

Further, the officer will perform the following criminal Intelligence duties at the County and Sub-county level:- collecting intelligence information from informers, criminals, reformed criminals and other sources; collecting, receiving, analyzing, processing and disseminating criminal intelligence data; conducting general criminal intelligence; profiling of criminals and suspects; tracking criminals to identify their location/hideout; analyzing crime trends and mode of operations through surveillance and use of undercover agency; providing other security agencies with crime data and statistics, issuing and receiving arms and ammunitions; maintaining arms and ammunitions movement register; maintaining safety of all arms and ammunitions in his charge; supervising, mentoring and coaching officers; assigning duties to lower rank officers; and preparing individual work plans.

Directorate of Criminal Investigations Training School

Duties and responsibilities of an officer deployed at the Directorate of Criminal Investigations Training School will entail:- preparing lesson plans; performing instructional and teaching duties; setting and marking examinations and other assignments; accompanying course participants on morning run and general physical exercises; carrying out night checks on officers on duty; reporting of indiscipline by course participants and officers under him to the superiors for action; receiving and dispatching mails and other correspondences; receiving and guiding the visitors to their destinations within the institution; assisting instructors during field craft and range exercises; supervising course participants during *fatigues*; driving and maintaining police motor vehicles; supervising, mentoring and coaching officers; assigning duties to lower rank officers; and preparing individual work plans.

(b) Requirements for Appointment

For appointment to this rank, an officer must have:-

- (i) served in the rank of Detective Sergeant or its equivalent rank for a minimum period of three (3) years;
- (ii) successfully completed Sergeant to Senior Sergeant Promotion Course lasting not less than two (2) months;

- (iii) successfully completed Non-Commissioned Officers (NCOs) Leadership Course lasting not less than two (2) months;
- (iv) passed all Police Law Examination Papers;
- (v) met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service;
- (vi) no disciplinary conviction or adverse report recorded against him/her for the last six (6) months; and
- (vii) shown merit and ability as reflected in work performance and results.

Note: In addition, an officer at this rank will be required to undergo any of the skills upgrading courses stipulated in Clause 10 of these Guidelines.

V. DETECTIVE INSPECTOR, PG 5

(a) Duties and Responsibilities

An officer at this rank will be based at the Headquarters, Formations, Training School, County, Sub-county and Station level and will be deployed in any of the following deployment areas:- Criminal Intelligence, Investigation Bureau, Anti-Terrorism Investigation (ATI), Anti-narcotics, Interpol-National Central Bureau, Operations or General Administration, Reforms, Inspection and Logistics.

Criminal Intelligence

An officer deployed in the Criminal Intelligence function will perform the following duties and responsibilities:- collecting intelligence; collecting, receiving, analyzing, processing and disseminating criminal intelligence data; conducting general criminal intelligence; profiling of criminals and suspects; tracking criminals to identify their location/hideout; analyzing crime trends and mode of operations through surveillance and use of undercover operations; providing other security agencies with crime data and statistics; sharing of intelligence with other law enforcement agencies; perusing, commenting and giving directions on matters captured in the occurrence book; maintaining inventory of equipment and assets under charge; issuing and signing notification of disciplinary proceedings; reporting disciplinary cases committed by officers under him/her; presiding over disciplinary proceedings against officers under him/her; escorting and parading defaulters before disciplinary committee proceedings; receiving complaints from officers working under him/her; preparing reports and returns and ensuring their confidentiality; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

Investigation Bureau

An officer deployed in the Investigation Bureau will perform the following investigative duties and responsibilities:- conducting investigations on reported serious criminal cases; arresting and interviewing suspects; guiding/recording statement recording of victims, witnesses and suspects; compiling case files; keeping safe custody of exhibits and producing the same in court; giving evidence in court; taking exhibits to seek for expertise opinion in the relevant professional area; perusing, commenting and giving directions on matters captured in the occurrence book; maintaining inventory of equipment and assets under charge; bonding and producing witnesses in court; taking case files to the prosecutor for prosecution of suspects; maintaining an inventory of chain of custody of the exhibits; attending to pre-trial hearings and swearing of affidavits; witnessing postmortem exercises and appending signature to the report; attending to police radio calls; recovering dead bodies from crime and incident scenes and escorting to the mortuary; preserving and securing the scenes of crime; identifying potential witnesses at scene of crimes; undertaking security patrols; collecting intelligence; ensuring safety of all arms and ammunitions under his/her jurisdiction; recording statement under inquiry of suspects; executing courts warrants and lawful order; preferring and signing charge sheet; issuing and signing notification of disciplinary proceedings; reporting disciplinary cases committed by officers under him/her; presiding over disciplinary proceedings against officers under him/her; escorting and parading defaulters before disciplinary committee proceedings; receiving complaints from officers working under him/her; preparing reports and returns and ensuring their confidentiality; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

Anti-Terrorism Investigations (ATI)

Duties and responsibilities of an officer deployed in Anti-Terrorism Police will entail:- collecting, collating and analyzing intelligence from informers, members of the public, other security agencies and international security agencies; investigating terrorism related cases referred to the unit from various quarters; arresting, interviewing, interrogating and recording statements of suspects and victims of terror related cases; perusing, commenting and giving directions on matters captured in the occurrence book; maintaining inventory of equipment and assets under charge; compiling case files; conducting undercover operations; taking surveillance records of suspects by tracking, profiling and disseminating information to other security agencies; receiving complaints from officers working under him/her; ensuring security within the Anti-Terrorism Police Unit premises; and ensuring safety of all arms and ammunitions under his jurisdiction; recording statement under inquiry of suspects; executing courts warrants and lawful order; preferring and signing charge sheet; issuing and signing notification of disciplinary proceedings; reporting disciplinary cases committed by officers under him/her; presiding over disciplinary proceedings against officers under him/her; escorting and parading defaulters before disciplinary committee proceedings; receiving complaints from officers working under him/her; preparing reports and

returns and ensuring their confidentiality; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

Anti-narcotics Investigations

Duties and responsibilities of an officer deployed in Anti-narcotics will entail:- combating drug trafficking through detection, seizure, apprehension and arraignment of suspects in court; profiling data on drug traffickers; identifying proceeds and properties arising from drug trafficking activities; sensitizing the public on the effects of drugs and substance abuse in conjunction with other government agencies involved in fight against drug and substance abuse such as National Campaign Against Drugs Abuse (NACADA); perusing, commenting and giving directions on matters captured in the occurrence book; maintaining inventory of equipment and assets under charge; informing the immediate superior of arrest of a foreigner to enable him or her contact the suspect's Embassy; disseminating criminal intelligence related to drug trafficking to his/her superiors; taking care and safe custody of seized exhibit; compiling case files for cases related to drug trafficking; escorting and arraigning the suspect in court; tendering and production of evidence in court; taking the seized substances and other evidential materials to experts for analysis; and keeping records of drug related cases; issuing and receiving arms and ammunitions; maintaining arms and ammunitions movement register; maintaining safety of all arms and ammunitions in his/her charge; executing courts warrants and lawful order; preferring and signing charge sheet; issuing and signing notification of disciplinary proceedings; recording statement under inquiry of suspects; reporting disciplinary cases committed by officers under his/her supervision; escorting and parading defaulters before disciplinary committee proceedings; receiving complaints from officers working under him/her; preparing reports and returns and ensuring their confidentiality; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

Interpol-National Central Bureau

Duties and responsibilities of an officer deployed in Interpol-National Central Bureau will entail:- investigating of transnational crimes; collection of intelligence; maintaining web based database on international criminals dealing in child abuse, terrorism, carjacking, robbery, drug traffickers, organized crimes, financial fraud, money laundering, cybercrimes, wildlife related crimes and other emerging crime trends; profiling of information from criminal data bases of transnational criminals; authenticating international orders and warrants of fugitives issued by the respective countries; and undertaking international crime trends analysis; perusing, commenting and giving directions on matters captured in the occurrence book; maintaining inventory of equipment and assets under charge; preferring and signing charge sheet; issuing and signing notification of disciplinary proceedings; recording statement under inquiry of suspects; reporting disciplinary cases committed by officers under his/her supervision; escorting and parading defaulters before disciplinary committee

proceedings; receiving complaints from officers working under him/her; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

Operations

Duties and responsibilities of an officer deployed in Operations will entail:- provision of operational security support services; supervising officers manning the main gate entrance and maintaining security within the Directorate of Criminal Investigations Headquarters; repairing and maintaining communication equipment; receiving and distributing reports and correspondences; giving evidence in court; swearing of affidavits; attending to police radio calls; investigating organized criminal gangs; investigating and arresting human traffickers, drug traffickers, arms tracking, motor vehicles thieves and money launderers among others; perusing, commenting and giving directions on matters captured in the occurrence book; maintaining inventory of equipment and assets under charge; arresting, interviewing and arraigning suspects in court; combating armed criminals such as bank robbers, kidnappers, muggers, carjackers among others; conducting patrols on foot or using motorized means in crime prone areas; conducting overt and covert surveillance; issuing and receiving arms and ammunitions; maintaining arms and ammunitions movement register; maintaining safety of all arms and ammunitions in his/her charge; populating databases; preferring and signing charge sheet; issuing and signing notification of disciplinary proceedings; recording statement under inquiry of suspects; executing courts warrants and lawful order; attending to emergencies such as fire, accidents among others; reporting disciplinary cases committed by officers under his/her supervision; escorting and parading defaulters before disciplinary committee proceedings; receiving complaints from officers working under him/her; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

General Administration, Reforms, Inspection and Logistics

An officer deployed in the General Administration, Reforms, Inspection and Logistics will perform the following duties and responsibilities:- reconciling uniformed staff establishment and strength for the Directorate; receiving and sending mails, signals and other correspondences; providing chaplaincy and counseling services; manning of customer care desk; disposing obsolete records and archives; perusing, commenting and giving directions on matters captured in the occurrence book; maintaining inventory of equipment and assets under charge; receiving complaints from officers working under him/her; reporting disciplinary cases committed by officers under his/her supervision; escorting and parading defaulters before disciplinary committee proceedings; preparing quarterly and annual reports and returns; receiving and recording complaints from members of the public; receiving and recording complaints from officers; investigating complaints from members of public against officers; investigating complaints made by police officers against police officers; compiling

inquiry files; guiding statement recording by victims, witnesses and suspects; taking exhibits to seek for expertise opinion in the relevant professional area; giving evidence in court; bonding and producing witnesses in court; maintaining an inventory of chain of custody of the exhibits; swearing of affidavits; issuing and safe custody of accountable documents; ensuring maintenance of government motor vehicles within the Directorate; issuing fuels and lubricants; maintaining records of fuels and lubricants issued; recovering of government motor vehicles which have broken down within the Directorate; preferring and signing charge sheet; issuing and signing notification of disciplinary proceedings; recording statement under inquiry of suspects; executing courts warrants and lawful order; spearheading reforms agenda within the Directorate of Criminal Investigations; reporting disciplinary cases committed by officers under his/her supervision; escorting and parading defaulters before disciplinary committee proceedings; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

Counties

At the County level the officer will perform the following duties and responsibilities:- conducting investigations on reported serious criminal cases; arresting, interviewing and interrogating suspects; recording statement by victims, witnesses and suspects; taking finger prints of suspects; escorting the finger prints forms to the criminal records office; compiling case files; keeping safe custody of the exhibits; producing exhibits to court; giving evidence in court; taking exhibits to seek for expertise opinion in the relevant professional area; bonding and producing witnesses in court; taking case files to court to enable the prosecutor prepare for prosecution of cases; maintaining an inventory of chain of custody of the exhibits; perusing, commenting and giving directions on matters captured in the occurrence book; maintaining inventory of equipment and assets under charge; attending to pre-trial hearings and swearing of affidavits; witnessing postmortem exercises and appending signature to the report; issuing paralegal documents such as P3 forms and postmortem report forms; attending to police radio calls; recording incidences reported at the station; recovering dead bodies and escorting them to the mortuary; preserving and securing the scene of crime; identifying potential witnesses at scene of crimes; undertaking security patrols; ensuring safety of all arms and ammunitions under his jurisdiction; presiding over disciplinary proceedings against officers under him/her; issuing and signing notification of disciplinary proceedings; reporting disciplinary cases committed by officers under his/her; escorting and parading Detective defaulters before disciplinary committee proceedings; allocating houses to newly posted officers; preparing and maintaining duty rosters; maintaining safe custody of all dangerous exhibits such as drugs, arms and ammunitions; maintaining security within the offices in County and Sub-county; receiving and dispatching mails and other correspondences; reconciling uniformed staff establishment and strength; updating of nominal roll at County and Sub-county level; maintaining law and order in areas where there is breach of peace; assigning duties, supervising and appraising officers

working under him/her; sensitizing officers on topical police matters and policies; ensuring safe custody of all dangerous exhibits such as drugs, arms and ammunitions; issuing and safe custody of accountable documents; ensuring maintenance of motor vehicles; and providing leadership in response to emergencies such as fire, accidents among others.

Further, the officer will perform the following criminal Intelligence duties at the County:- collecting intelligence; collecting, receiving, analyzing, processing and disseminating criminal intelligence data; conducting general criminal intelligence; profiling of criminals and suspects; tracking criminals to identify their location/hideout; analyzing crime trends and mode of operations through surveillance and use of undercover agency; providing other security agencies with crime data and statistics; issuing and receiving arms and ammunitions; maintaining arms and ammunitions movement register; ensuring safety of all arms and ammunitions in his charge; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

Directorate of Criminal Investigations Training School

Duties and responsibilities of an officer deployed at the Directorate of Criminal Investigations Training School will entail:- preparing lesson plans; performing instructional and teaching duties; perusing, commenting and giving directions on matters captured in the occurrence book; maintaining inventory of equipment and assets under charge; setting, marking and moderating examinations ; carrying out night checks on officers on duty; reporting of indiscipline by course participants and officers under him/her to the superiors for action; supervising course participants during *fatigues*; coordinating class programmes; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

(b) Requirements for Appointment

For appointment to this rank, an officer must have:-

- (i) served in the rank of Detective Senior Sergeant or its equivalent rank for a minimum period of three (3) years;
- (i) Subordinate Officers to Inspectorate Course or Special Subordinate Officers Course lasting not less than four (4) months.
- (ii) passed all Police Law Examination Papers;
- (iii) met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service;

- (iv) no disciplinary conviction or adverse report recorded against him/her for the last six (6) months; and
- (v) shown merit and ability as reflected in work performance and results.

Note: In addition, an officer at this rank will be required to undergo any of the skills upgrading courses stipulated in Clause 10 of these Guidelines.

VI. DETECTIVE CHIEF INSPECTOR, PG 6

(a) Duties and Responsibilities

An officer at this rank will be based at the Headquarters, Formations, Training School, County, Sub-county and Station level and will be deployed in any of the following deployment areas:- Criminal Intelligence, Investigation Bureau, Anti-Terrorism Investigation (ATI), Anti-narcotics, Interpol-National Central Bureau, Operations or General Administration, Reforms, Inspection and Logistics.

Criminal Intelligence

An officer deployed in the Criminal Intelligence function will perform the following duties and responsibilities:- collecting intelligence; perusing, commenting and giving directions on matters captured in the occurrence book; maintaining inventory of equipment and assets under charge; collecting, receiving, analyzing, processing and disseminating criminal intelligence data; conducting general criminal intelligence; profiling of criminals and suspects; tracking criminals to identify their location/hideout; analyzing crime trends and mode of operations through surveillance and use of undercover operations; providing other security agencies with crime data and statistics; sharing of intelligence with other law enforcement agencies; recording statement under inquiry of suspects; issuing and signing notification of disciplinary proceedings; reporting disciplinary cases committed by officers under him/her; presiding over disciplinary proceedings against officers under him/her; issuing and signing notification of disciplinary proceedings; escorting and parading defaulters before disciplinary committee proceedings; receiving complaints from officers working under him/her; ensuring prudent management and accountability of resources; providing effective and efficient leadership and direction within their areas of jurisdiction; preparing reports and returns and ensuring their confidentiality; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

Investigation Bureau

An officer deployed in the Investigation Bureau will perform the following duties and responsibilities:- conducting investigations on reported serious criminal cases; perusing, commenting and giving directions on matters captured in the occurrence

book; maintaining inventory of equipment and assets under charge; arresting and interviewing suspects; guiding/recording statement recording of victims, witnesses and suspects; compiling case files; keeping safe custody of exhibits and producing the same in court; giving evidence in court; taking exhibits to seek for expertise opinion in the relevant professional area; bonding and producing witnesses in court; taking case files to the prosecutor for prosecution of suspects; maintaining an inventory of chain of custody of the exhibits; attending to pre-trial hearings and swearing of affidavits; witnessing postmortem exercises and appending signature to the report; attending to police radio calls; recovering dead bodies from crime and incident scenes and escorting to the mortuary; preserving and securing the scenes of crime; identifying potential witnesses at scene of crimes; undertaking security patrols; collecting intelligence; ensuring safety of all arms and ammunitions under his/her jurisdiction; perusing case files and advising the investigators; guiding and directing crime branches in investigation of crimes; preferring and signing charge sheet; keeping his/her superiors conversant with all major cases and trends of crimes within their areas of jurisdiction; taking over complicated or protracted investigations after consultation with sub-county police commanders; ensuring prudent management and accountability of resources; providing effective and efficient leadership and direction within their areas of jurisdiction; executing courts warrants and lawful order; recording statement under inquiry of suspects; issuing and signing notification of disciplinary proceedings; reporting disciplinary cases committed by officers under him/her; presiding over disciplinary proceedings against officers under him/her; issuing and signing notification of disciplinary proceedings; escorting and parading defaulters before disciplinary committee proceedings; receiving complaints from officers working under him/her; preparing reports and returns and ensuring their confidentiality; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

Anti-Terrorism Investigations (ATI)

Duties and responsibilities of an officer deployed in Anti-Terrorism Police will entail:- collecting, collating and analyzing intelligence from informers, members of the public, other security agencies and international security agencies; investigating terrorism related cases referred to the unit from various quarters; arresting, interviewing, interrogating and recording statements of suspects and victims of terror related cases; compiling case files; conducting undercover operations; perusing, commenting and giving directions on matters captured in the occurrence book; maintaining inventory of equipment and assets under charge; taking surveillance records of suspects by tracking, profiling and disseminating information to other security agencies; receiving complaints from officers working under him/her; ensuring security within the Anti-Terrorism Police Unit premises; and ensuring safety of all arms and ammunitions under his jurisdiction; executing courts warrants and lawful order; perusing case files and advising the investigators; guiding and directing crime branches in investigation of crimes; keeping his/her superiors conversant with all major cases and trends of crimes within their areas of jurisdiction; taking over complicated or protracted

investigations after consultation with sub-county police commanders; preferring and signing charge sheet; issuing and signing notification of disciplinary proceedings; ensuring prudent management and accountability of resources; providing effective and efficient leadership and direction within their areas of jurisdiction reporting disciplinary cases committed by officers under him/her; presiding over disciplinary proceedings against officers under him/her; issuing and signing notification of disciplinary proceedings; escorting and parading defaulters before disciplinary committee proceedings; receiving complaints from officers working under him/her; recording statement under inquiry of suspects; preparing reports and returns and ensuring their confidentiality; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

Anti-narcotics Investigations

Duties and responsibilities of an officer deployed in Anti-narcotics will entail:- combating drug trafficking through detection, seizure, apprehension and arraignment of suspects in court; perusing, commenting and giving directions on matters captured in the occurrence book; maintaining inventory of equipment and assets under charge; profiling data on drug traffickers; identifying proceeds and properties arising from drug trafficking activities; sensitizing the public on the effects of drugs and substance abuse in conjunction with other government agencies involved in fight against drug and substance abuse such as National Campaign Against Drugs Abuse (NACADA); informing the immediate superior of arrest of a foreigner to enable him or her contact the suspect's Embassy; disseminating criminal intelligence related to drug trafficking to his/her superiors; taking care and safe custody of seized exhibit; compiling case files for cases related to drug trafficking; escorting and arraigning the suspect in court; tendering and production of evidence in court; taking the seized substances and other evidential materials to experts for analysis;; keeping records of drug related cases; perusing case files and advising the investigators; guiding and directing crime branches in investigation of crimes; keeping his/her superiors conversant with all major cases and trends of crimes within their areas of jurisdiction; taking over complicated or protracted investigations after consultation with sub-county police commanders; ensuring prudent management and accountability of resources; providing effective and efficient leadership and direction within their areas of jurisdiction; preferring and signing charge sheet; executing courts warrants and lawful order; recording statement under inquiry of suspects; issuing and signing notification of disciplinary proceedings; issuing and receiving arms and ammunitions; maintaining arms and ammunitions movement register; maintaining safety of all arms and ammunitions in his/her charge; reporting disciplinary cases committed by officers under his/her supervision; escorting and parading defaulters before disciplinary committee proceedings; receiving complaints from officers working under him/her; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

Interpol-National Central Bureau

Duties and responsibilities of an officer deployed in Interpol-National Central Bureau will entail:- investigating of transnational crimes; collection of intelligence; perusing, commenting and giving directions on matters captured in the occurrence book; maintaining inventory of equipment and assets under charge; maintaining web based database on international criminals dealing in child abuse, terrorism, carjacking, robbery, drug traffickers, organized crimes, financial fraud, money laundering, cybercrimes, wildlife related crimes and other emerging crime trends; profiling of information from criminal data bases of transnational criminals; authenticating international orders and warrants of fugitives issued by the respective countries; and undertaking international crime trends analysis; perusing case files and advising the investigators; guiding and directing crime branches in investigation of crimes; keeping his/her superiors conversant with all major cases and trends of crimes within their areas of jurisdiction; taking over complicated or protracted investigations after consultation with sub-county police commanders; preferring and signing charge sheet; recording statement under inquiry of suspects; issuing and signing notification of disciplinary proceedings; ensuring prudent management and accountability of resources; providing effective and efficient leadership and direction within their areas of jurisdiction; reporting disciplinary cases committed by officers under his/her supervision; escorting and parading defaulters before disciplinary committee proceedings; receiving complaints from officers working under him/her; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

Operations

Duties and responsibilities of an officer deployed in Operations will entail:- provision of operational security support services; supervising officers manning the main gate entrance and maintaining security within the Directorate of Criminal Investigations Headquarters; repairing and maintaining communication equipment; receiving and distributing reports and correspondences; giving evidence in court; perusing, commenting and giving directions on matters captured in the occurrence book; maintaining inventory of equipment and assets under charge; swearing of affidavits; attending to police radio calls; investigating organized criminal gangs; investigating and arresting human traffickers, drug traffickers, arms tracking, motor vehicles thieves and money launderers among others; arresting, interviewing and arraigning suspects in court; combating armed criminals such as bank robbers, kidnappers, muggers, carjackers among others; conducting patrols on foot or using motorized means in crime prone areas; conducting overt and covert surveillance; issuing and receiving arms and ammunitions; maintaining arms and ammunitions movement register; maintaining safety of all arms and ammunitions in his/her charge; populating databases; perusing case files and advising the investigators; guiding and directing crime branches in investigation of crimes; keeping his/her superiors conversant with all major cases and trends of crimes within their areas of jurisdiction; taking over

complicated or protracted investigations after consultation with sub-county police commanders; preferring and signing charge sheet; executing courts warrants and lawful order; recording statement under inquiry of suspects; issuing and signing notification of disciplinary proceedings; ensuring prudent management and accountability of resources; providing effective and efficient leadership and direction within their areas of jurisdiction; attending to emergencies such as fire, accidents among others; reporting disciplinary cases committed by officers under his/her supervision; escorting and parading defaulters before disciplinary committee proceedings; receiving complaints from officers working under him/her; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

General Administration, Reforms, Inspection and Logistics

An officer deployed in the General Administration, Reforms, Inspection and Logistics will perform the following duties and responsibilities:- reconciling uniformed staff establishment and strength for the Directorate; receiving and sending mails, signals and other correspondences; providing chaplaincy and counseling services; manning of customer care desk; disposing obsolete records and archives; perusing, commenting and giving directions on matters captured in the occurrence book; maintaining inventory of equipment and assets under charge; receiving complaints from officers working under him/her; reporting disciplinary cases committed by officers under his/her supervision; escorting and parading defaulters before disciplinary committee proceedings; assigning duties and supervising officers working under him/her; preparing quarterly and annual reports and returns; receiving and recording complaints from members of the public; receiving and recording complaints from officers; investigating complaints from members of public against officers; investigating complaints made by police officers against police officers; compiling inquiry files; guiding statement recording by victims, witnesses and suspects; taking exhibits to seek for expertise opinion in the relevant professional area; giving evidence in court; bonding and producing witnesses in court; maintaining an inventory of chain of custody of the exhibits; swearing of affidavits; issuing and safe custody of accountable documents; ensuring maintenance of government motor vehicles within the Directorate; issuing fuels and lubricants; maintaining records of fuels and lubricants issued; recovering of government motor vehicles which have broken down within the Directorate; perusing case files and advising the investigators; guiding and directing crime branches in investigation of crimes; keeping his/her superiors conversant with all major cases and trends of crimes within their areas of jurisdiction; taking over complicated or protracted investigations after consultation with sub-county police commanders; executing courts warrants and lawful order; preferring and signing charge sheet; recording statement under inquiry of suspects; issuing and signing notification of disciplinary proceedings; ensuring prudent management and accountability of funds; providing effective and efficient leadership and direction within their areas of jurisdiction; reporting spearheading reforms agenda within the Directorate of Criminal Investigations; reporting disciplinary cases committed by

officers under his/her supervision; escorting and parading defaulters before disciplinary committee proceedings; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

Counties

At the County level the officer will perform the following duties and responsibilities:- conducting investigations on reported serious criminal cases such as land fraud; ensuring implementation of policies; arresting, interviewing and interrogating of suspects; recording statement by victims, witnesses and suspects; taking finger prints of suspects; perusing, commenting and giving directions on matters captured in the occurrence book; maintaining inventory of equipment and assets under charge; escorting the finger prints forms to the criminal records office; compiling case files; keeping safe custody of the exhibits; producing exhibits to court; giving evidence in court; taking exhibits to seek for expertise opinion in the relevant professional area; bonding and producing witnesses in court; taking case files to court to enable the prosecutor prepare for prosecution of cases; maintaining an inventory of chain of custody of the exhibits; attending to pre-trial hearing; swearing of affidavits; witnessing postmortem exercises and appending signature to the report; issuing paralegal documents such as P3 forms and postmortem report forms; attending to police radio calls; recording incidences reported at the station; recovering dead bodies and escorting them to the mortuary; preserving and securing the scene of crime; identifying potential witnesses at scene of crimes; undertaking security patrols; ensuring safety of all arms and ammunitions under his/her jurisdiction; presiding over disciplinary proceedings against officers under him/her; issuing and signing notification of disciplinary proceedings; reporting disciplinary cases committed by officers under his/her; escorting and parading Detective defaulters before disciplinary committee proceedings; allocating houses to newly posted officers; preparing and maintaining duty rosters; and maintaining safe custody of all dangerous exhibits such as drugs, arms and ammunitions; perusing case files and advising the investigators; guiding and directing crime branches in investigation of crimes; preferring and signing charge sheet; executing courts warrants and lawful order; recording statement under inquiry of suspects; ensuring prudent management and accountability of resources; providing effective and efficient leadership and direction within their areas of jurisdiction; maintaining security within the offices in County and Sub-county; receiving and dispatching mails and other correspondences; reconciling uniformed staff establishment and strength at County and Sub-county level; updating of nominal roll at County and Sub-county level; maintaining law and order in areas where there is breach of peace; sensitizing officers on topical police matters and policies; ensuring that orders and instructions issued on policy matters are executed by officers under him/her; ensuring safe custody of all dangerous exhibits such as drugs, arms and ammunitions; issuing and safe custody of accountable documents; ensuring maintenance of motor vehicles; providing leadership in response to emergencies such as fire, accidents among others; supervising, mentoring and coaching officers;

assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

Further, the officer will perform the following Criminal Intelligence duties and responsibilities at the County and Sub-county level:- collecting intelligence information from informers, criminals, reformed criminals and other sources; collecting, receiving, analyzing, processing and disseminating criminal intelligence data; conducting general criminal intelligence; profiling of criminals and suspects; tracking criminals to identify their location/hideout; analyzing crime trends and mode of operations through surveillance and use of undercover agency; and providing other security agencies with crime data and statistics.

Directorate of Criminal Investigations Training School

Duties and responsibilities of an officer deployed at the Training School will entail:- preparing lesson plans; performing instructional and teaching duties; setting, marking and moderating examinations; ensuring prudent management and accountability of resources; carrying out night checks on officers on duty; reporting of indiscipline by course participants and officers under him/her to the superiors for action; perusing, commenting and giving directions on matters captured in the occurrence book; maintaining inventory of equipment and assets under charge; supervising course participants during *fatigues*; coordinating class programmes; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

(b) Requirements for Appointment

For appointment to this rank, an officer must have:-

- (i) served in the rank of Detective Inspector or its equivalent rank for a minimum period of three (3) years;
- (ii) successfully completed Divisional Criminal Investigations Officers (DCIO) Course lasting not less than two (2) months;
- (iii) met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service;
- (iv) no disciplinary conviction or adverse report recorded against him/her for the last six (6) months; and
- (v) shown merit and ability as reflected in work performance and results.

Note: In addition, an officer at this rank will be required to undergo any of the skills upgrading courses stipulated in Clause 10 of these Guidelines.

VII. DETECTIVE ASSISTANT SUPERINTENDENT, PG 7

(a) Duties and Responsibilities

An officer at this rank will be based at the Headquarters, Formations, Training School, County, Sub-county level and will be deployed in any of the following deployment areas:- Criminal Intelligence, Investigation Bureau, Anti-Terrorism Investigation (ATI), Anti-narcotics, Interpol-National Central Bureau, Operations or General Administration, Reforms, Inspection and Logistics.

Criminal Intelligence

An officer deployed in the Criminal Intelligence function will perform the following duties and responsibilities:- coordinating collection of intelligence; collecting, receiving, analyzing, processing and disseminating criminal intelligence data; conducting general criminal intelligence; profiling of criminals and suspects; tracking criminals to identify their location/hideout; perusing, commenting and giving directions on matters captured in the occurrence book; maintaining inventory of equipment and assets under charge; analyzing crime trends and mode of operations through surveillance and use of undercover operations; providing other security agencies with crime data and statistics; sharing of intelligence with other law enforcement agencies; keeping his/her superiors conversant with all major cases and trends of crimes within their areas of jurisdiction; taking over complicated or protracted investigations after consultation with sub-county police commanders; ensuring prudent management and accountability of resources; providing effective and efficient leadership and direction within their areas of jurisdiction; reporting disciplinary cases committed by officers under him/her; presiding over disciplinary proceedings against officers under him/her; issuing and signing notification of disciplinary proceedings; escorting and parading defaulters before disciplinary committee proceedings; receiving complaints from officers working under him/her; preparing reports and returns and ensuring their confidentiality; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

Investigation Bureau

An officer deployed in the Investigation Bureau will perform the following duties and responsibilities:- conducting investigations on reported serious criminal cases; arresting, interviewing and interrogating suspects; guiding statement recording by victims, witnesses and suspects; compiling case files; keeping safe custody of exhibits and producing the same in court; giving evidence in court; maintaining an inventory of chain of custody of the exhibits; attending to pre-trial hearing and swearing of

affidavits; perusing, commenting and giving directions on matters captured in the occurrence book; maintaining inventory of equipment and assets under charge; witnessing postmortem exercises and appending signature to the report; recovering dead bodies from crime and incident scenes and escorting them to the mortuary; preserving and securing the scenes of crime; identifying potential witnesses at scene of crimes; undertaking security patrols; collecting intelligence; ensuring safety of all arms and ammunitions under his/her jurisdiction; executing courts warrants and lawful order; perusing case files and advising the investigators; guiding and perusing case files and advising the investigators; guiding and directing crime branches in investigation of crimes; ensuring prudent management and accountability of resources; providing effective and efficient leadership and direction within their areas of jurisdiction; executing courts warrants and lawful order; reporting disciplinary cases committed by officers under him/her; recording statement under inquiry of suspects; reporting disciplinary cases committed by officers under him/her; presiding over disciplinary proceedings against officers under him/her; issuing and signing waiver notice in disciplinary proceedings; escorting and parading defaulters before disciplinary committee proceedings; ensuring that orders and instructions issued on policy matters are executed by officers under him/her; receiving complaints from officers working under him/her; sensitizing officers on topical police matters and policies; preparing reports and returns and ensuring their confidentiality; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

Anti-Terrorism Investigations (ATI)

Duties and responsibilities of an officer deployed in Anti-Terrorism Investigations will entail:- collecting, collating and analyzing intelligence from informers, members of the public, other security agencies and international security agencies; investigating terrorism related cases referred to the unit from various quarters; arresting, interviewing and recording statements of suspects and victims of terror related cases; compiling case files; conducting undercover operations; taking surveillance records of suspects by tracking, profiling and disseminating information to other security agencies; receiving complaints from officers working under him/her; perusing, commenting and giving directions on matters captured in the occurrence book; maintaining inventory of equipment and assets under charge; ensuring security within the Anti-Terrorism Investigations premises; and ensuring safety of all arms and ammunitions under his jurisdiction; executing courts warrants and lawful order; ensuring prudent management and accountability of resources; perusing case files and advising the investigators; guiding and perusing case files and advising the investigators; guiding and directing crime branches in investigation of crimes; providing effective and efficient leadership and direction within their areas of jurisdiction; reporting disciplinary cases committed by officers under him/her; presiding over disciplinary proceedings against officers under him/her; issuing and signing notification of disciplinary proceedings; escorting and parading defaulters before disciplinary committee proceedings; receiving complaints from officers working under him/her; recording statement under inquiry of suspects; preparing

reports and returns and ensuring their confidentiality; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

Anti-narcotics Investigations

Duties and responsibilities of an officer deployed in Anti-narcotics will entail:- combating drug trafficking through detection, seizure, apprehension and arraignment of suspects in court; profiling data on drug traffickers; identifying proceeds and properties arising from drug trafficking activities; sensitizing the public on the effects of drugs and substance abuse in conjunction with other government agencies involved in fight against drug and substance abuse such as National Campaign Against Drugs Abuse (NACADA); informing the immediate superior of arrest of a foreigner to enable him or her contact the suspect's Embassy; disseminating criminal intelligence related to drug trafficking to his/her superiors; taking care and safe custody of seized exhibit; compiling case files for cases related to drug trafficking; escorting and arraigning the suspect in court; tendering and production of evidence in court; perusing, commenting and giving directions on matters captured in the occurrence book; maintaining inventory of equipment and assets under charge; taking the seized substances and other evidential materials to experts for analysis; and keeping records of drug related cases; perusing case files and advising the investigators; guiding and perusing case files and advising the investigators; guiding and directing crime branches in investigation of crimes; issuing and receiving arms and ammunitions; maintaining arms and ammunitions movement register; maintaining safety of all arms and ammunitions in his/her charge; reporting disciplinary cases committed by officers under his/her supervision; escorting and parading defaulters before disciplinary committee proceedings; ensuring prudent management and accountability of resources; providing effective and efficient leadership and direction within their areas of jurisdiction; receiving complaints from Constables and suspects; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

Interpol-National Central Bureau

Duties and responsibilities of an officer deployed in Interpol-National Central Bureau will entail:- investigating of transnational crimes; collection of intelligence; perusing, commenting and giving directions on matters captured in the occurrence book; maintaining inventory of equipment and assets under charge; maintaining web based database on international criminals dealing in child abuse, terrorism, carjacking, robbery, drug traffickers, organized crimes, financial fraud, money laundering, cybercrimes, wildlife related crimes and other emerging crime trends; profiling of information from criminal data bases of transnational criminals; authenticating international orders and warrants of fugitives issued by the respective countries; and undertaking international crime trends analysis; populating databases; guiding and perusing case files and advising the investigators; guiding and directing crime

branches in investigation of crimes; reporting disciplinary cases committed by officers under his/her supervision; escorting and parading defaulters before disciplinary committee proceedings; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

Operations

Duties and responsibilities of an officer deployed in Operations will entail:- provision of operational security support services; supervising officers manning the main gate entrance and maintaining security within the Directorate of Criminal Investigations Headquarters; repairing and maintaining communication equipment; receiving and distributing reports and correspondences; giving evidence in court; swearing of affidavits; attending to police radio calls; investigating organized criminal gangs; perusing, commenting and giving directions on matters captured in the occurrence book; maintaining inventory of equipment and assets under charge; investigating and arresting human traffickers, drug traffickers, arms tracking, motor vehicles thieves and money launderers among others; arresting, interviewing and arraigning suspects in court; combating armed criminals such as bank robbers, kidnappers, muggers, carjackers among others; conducting patrols on foot or using motorized means in crime prone areas; conducting overt and covert surveillance; issuing and receiving arms and ammunitions; maintaining arms and ammunitions movement register; maintaining safety of all arms and ammunitions in his/her charge; populating databases attending to emergencies such as fire, accidents among others; reporting disciplinary cases committed by officers under his/her supervision; escorting and parading defaulters before disciplinary committee proceedings; guiding and perusing case files and advising the investigators; guiding and directing crime branches in investigation of crimes; ensuring prudent management and accountability of resources; providing effective and efficient leadership and direction within their areas of jurisdiction; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

General Administration, Reforms, Inspection and Logistics

An officer deployed in the General Administration, Reforms, Inspection and Logistics will perform the following duties and responsibilities:- reconciling uniformed staff establishment and strength for the Directorate; receiving and sending mails, signals and other correspondences; providing chaplaincy and counseling services; manning of customer care desk; perusing, commenting and giving directions on matters captured in the occurrence book; maintaining inventory of equipment and assets under charge; disposing obsolete records and archives; receiving complaints from officers working under him/her; reporting disciplinary cases committed by officers under his/her supervision; escorting and parading defaulters before disciplinary committee proceedings; assigning duties and supervising officers working under him/her; preparing quarterly and annual reports and returns; receiving and recording complaints from members of the public; receiving and recording complaints from officers; investigating complaints from members of public against officers; investigating

complaints made by police officers against police officers; compiling inquiry files; guiding statement recording by victims, witnesses and suspects; taking exhibits to seek for expertise opinion in the relevant professional area; giving evidence in court; bonding and producing witnesses in court; maintaining an inventory of chain of custody of the exhibits; swearing of affidavits; issuing and safe custody of accountable documents; ensuring maintenance of government motor vehicles within the Directorate; issuing fuels and lubricants; maintaining records of fuels and lubricants issued; recovering of government motor vehicles which have broken down within the Directorate; spearheading reforms agenda within the Directorate of Criminal Investigations; guiding and perusing case files and advising the investigators; guiding and directing crime branches in investigation of crimes; reporting disciplinary cases committed by officers under his/her supervision; escorting and parading defaulters before disciplinary committee proceedings; ensuring prudent management and accountability of resources; providing effective and efficient leadership and direction within their areas of jurisdiction; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

Counties

At the County level the officer will perform the following duties and responsibilities:- conducting investigations on reported serious criminal cases such as land frauds; arresting, interviewing and interrogating suspects; recording statement by victims, witnesses and suspects; ensuring the rights and freedom of arrested persons are protected; taking finger prints of suspects; escorting the finger prints forms to the criminal records office; compiling case file; keeping safe custody of the exhibits; perusing, commenting and giving directions on matters captured in the occurrence book; maintaining inventory of equipment and assets under charge; production of exhibits to court; giving evidence in court; taking exhibits to seek for expertise opinion in the relevant professional area; bonding and producing witnesses in court; taking case files to court to enable the prosecutor prepare for prosecution of cases; maintaining an inventory of chain of custody of the exhibits; attending to pre-trial hearing and swearing of affidavits; witnessing postmortem exercises and appending signature to the report; issuing paralegal documents such as P3 forms and postmortem report forms; recording incidences reported at the station; recovering dead bodies and escorting them to the mortuary; preserving and securing the scene of crime; identifying potential witnesses at scene of crimes; undertaking security patrols; ensuring safety of all arms and ammunitions under his jurisdiction; presiding over disciplinary proceedings against officers under him/her; issuing and signing of waiver notification of disciplinary proceedings; reporting disciplinary cases committed by officers under his/her; escorting and parading Detective defaulters before disciplinary committee proceedings; allocating houses to newly posted officers; preparing and maintaining duty rosters; maintaining safe custody of all dangerous exhibits such as drugs, arms and ammunitions; maintaining security within the offices in County and Sub-county; receiving and dispatching mails and other correspondences; reconciling uniformed staff establishment and strength at County and Sub-county level; updating

of nominal roll at County and Sub-county level; maintaining law and order in areas where there is breach of peace; sensitizing officers on topical police matters and policies; ensuring that orders and instructions issued on policy matters are executed by officers under him/her; ensuring safe custody of all dangerous exhibits such as drugs, arms and ammunitions; issuing and safe custody of accountable documents; ensuring maintenance of motor vehicles; providing leadership in response to emergencies such as fire, accidents among others; perusing case files and advising the investigators; guiding and perusing case files and advising the investigators; guiding and directing crime branches in investigation of crimes; ensuring prudent management and accountability of resources; providing effective and efficient leadership and direction within their areas of jurisdiction; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

Further, the officer will perform the following Criminal Intelligence duties at the County and Sub-county:- coordinating County intelligence affairs; collecting intelligence; collecting, receiving, analyzing, processing and disseminating criminal intelligence data; conducting general criminal intelligence; profiling of criminals and suspects; tracking criminals to identify their location/hideout; analyzing crime trends and mode of operations through surveillance and use of undercover agency; and providing other security agencies with crime data and statistics.

Directorate of Criminal Investigations Training School

Duties and responsibilities of an officer deployed at the Directorate of Criminal Investigations Training School will entail:- preparing lesson plans; performing instructional and teaching duties; perusing, commenting and giving directions on matters captured in the occurrence book; maintaining inventory of equipment and assets under charge; setting, marking and moderating examinations and other assignments; preparing and researching for teaching materials; preparing course reports; preparing course participants individual working files; presiding over disciplinary proceedings against officers under him/her and course participants who have committed offences against discipline; issuing and signing waiver notices to defaulters; conducting interviews and making recommendations on the course participants suitability for promotion; carrying out inspections on course participants including their kits; taking course participants on outside tours and studies; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets; and receiving and replying to mails and other correspondences.

(b) Requirements for Appointment

For appointment to this rank, an officer must have:-

- (i) served in the rank of Detective Chief Inspector or its equivalent rank for a minimum period of three (3) years;

- (ii) Diploma in any of the following fields:- Criminology, Law, Police Science, Education, Security Management and Police Work, Public Administration, Strategic Management, Human Resource Management, Peace Building, Conflict Management, Physical Education, Media and Public Relations, Security Studies, Sociology, Risk and Disaster Management, Information Communication Technology, Computer Studies, Accounting, Counseling or an equivalent qualification from a recognized institution;

OR

Bachelors degree in any of the following fields:- Physical and Biological Sciences, Criminology, Law, Police Science, Education, Security Studies, Security Management and Police Work, Public Administration, Strategic Management, Human Resource Management, Peace Building, Conflict Management, Physical Education, Media and Public Relations, Sociology, Risk and Disaster Management, Information Communication Technology, Computer Science, Commerce, Counseling or an equivalent qualification from a recognized institution;

- (iii) successfully completed Higher Training Course (HTC) lasting not less than five (5) months;
- (iv) met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service;
- (v) no disciplinary conviction or adverse report recorded against him/her for the last six (6) months; and
- (vi) shown merit and ability as reflected in work performance and results.

Note: In addition, an officer at this rank will be required to undergo any of the skills upgrading courses stipulated in Clause 10 of these Guidelines.

VIII. DETECTIVE SUPERINTENDENT, PG 8

(a) Duties and Responsibilities

An officer at this rank will be based at the Headquarters, Formations, Training School, County and Sub-county level and will be deployed in any of the following deployment areas:- Criminal Intelligence, Investigation Bureau, Anti-Terrorism Investigation (ATI), Anti-narcotics, Interpol-National Central Bureau, Operations or General Administration, Reforms, Inspection and Logistics.

Criminal Intelligence

An officer deployed in the Criminal Intelligence function will perform the following duties and responsibilities:- overseeing collection of intelligence; perusing,

commenting and giving directions on matters captured in the occurrence book; maintaining inventory of equipment and assets under charge; collecting, receiving, analyzing, processing and disseminating criminal intelligence data; conducting general criminal intelligence; profiling of criminals and suspects; tracking criminals to identify their location/hideout; analyzing crime trends and mode of operations through surveillance and use of undercover operations; providing other security agencies with crime data and statistics; sharing of intelligence with other law enforcement agencies; keeping his/her superiors conversant with all major cases and trends of crimes within their areas of jurisdiction; taking over complicated or protracted investigations after consultation with sub-county police commanders; ensuring prudent management and accountability of resources; providing effective and efficient leadership and direction within their areas of jurisdiction; reporting disciplinary cases committed by officers under him/her; presiding over disciplinary proceedings against officers under him/her; issuing and signing notification of disciplinary proceedings; escorting and parading defaulters before disciplinary committee proceedings; receiving complaints from officers working under him/her; preparing reports and returns and ensuring their confidentiality; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

Investigation Bureau

An officer deployed in the Investigation Bureau will perform the following investigative duties and responsibilities:- conducting investigations on reported serious criminal cases; arresting, interviewing and interrogating suspects; guiding statement recording by victims, witnesses and suspects; compiling case files; keeping safe custody of exhibits and producing the same in court; giving evidence in court; perusing, commenting and giving directions on matters captured in the occurrence book; maintaining inventory of equipment and assets under charge; maintaining an inventory of chain of custody of the exhibits; attending to pre-trial hearing and swearing of affidavits; witnessing postmortem exercises and appending signature to the report; supervising recovery dead bodies from crime and incident scenes and escorting them to the mortuary; preserving and securing the scenes of crime; identifying potential witnesses at scene of crimes; undertaking security patrols; collecting intelligence; ensuring safety of all arms and ammunitions under his/her jurisdiction; executing courts warrants and lawful order; perusing case files and advising the investigators; guiding and directing crime branches in investigation of crimes; ensuring prudent management and accountability of resources; providing effective and efficient leadership and direction within their areas of jurisdiction; executing courts warrants and lawful order; recording statement under inquiry of suspects; reporting disciplinary cases committed by officers under him/her; presiding over disciplinary proceedings against officers under him/her; issuing and signing waiver notice in disciplinary proceedings; escorting and parading defaulters before disciplinary committee proceedings; ensuring that orders and instructions issued on policy matters are executed by officers under him/her; receiving complaints from officers working under him/her; sensitizing officers on topical police matters and policies; preparing reports and returns and ensuring their confidentiality; supervising,

mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

Anti-Terrorism Investigations (ATI)

Duties and responsibilities of an officer deployed in Anti-Terrorism Police will entail:- collecting, collating and analyzing intelligence from informers, members of the public, other security agencies and international security agencies; investigating terrorism related cases referred to the unit from various quarters; arresting, interviewing and recording statements of suspects and victims of terror related cases; compiling case files; conducting undercover operations; taking surveillance records of suspects by tracking, profiling and disseminating information to other security agencies; receiving complaints from officers working under him/her; perusing, commenting and giving directions on matters captured in the occurrence book; maintaining inventory of equipment and assets under charge; ensuring security within the Anti-Terrorism Investigations premises; and ensuring safety of all arms and ammunitions under his jurisdiction; executing courts warrants and lawful order; ensuring prudent management and accountability of resources; perusing case files and advising the investigators; guiding and directing crime branches in investigation of crimes; providing effective and efficient leadership and direction within their areas of jurisdiction; reporting disciplinary cases committed by officers under him/her; presiding over disciplinary proceedings against officers under him/her; issuing and signing notification of disciplinary proceedings; escorting and parading defaulters before disciplinary committee proceedings; receiving complaints from officers working under him/her; recording statement under inquiry of suspects; preparing reports and returns and ensuring their confidentiality; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

Anti-narcotics Investigations

Duties and responsibilities of an officer deployed in Anti-narcotics will entail:- combating drug trafficking through detection, seizure, apprehension and arraignment of suspects in court; profiling data on drug traffickers; identifying proceeds and properties arising from drug trafficking activities; sensitizing the public on the effects of drugs and substance abuse in conjunction with other government agencies involved in fight against drug and substance abuse such as National Campaign Against Drugs Abuse (NACADA); informing the immediate superior of arrest of a foreigner to enable him or her contact the suspect's Embassy; perusing, commenting and giving directions on matters captured in the occurrence book; maintaining inventory of equipment and assets under charge; disseminating criminal intelligence related to drug trafficking to his/her superiors; taking care and safe custody of seized exhibit; compiling case files for cases related to drug trafficking; escorting and arraigning the suspect in court; tendering and production of evidence in court; taking the seized substances and other evidential materials to experts for analysis; and keeping records of drug related cases; perusing case files and advising the investigators; guiding and directing crime branches in investigation of crimes; issuing and receiving arms and

ammunitions; maintaining arms and ammunitions movement register; maintaining safety of all arms and ammunitions in his/her charge; reporting disciplinary cases committed by officers under his/her supervision; escorting and parading defaulters before disciplinary committee proceedings; ensuring prudent management and accountability of resources; providing effective and efficient leadership and direction within their areas of jurisdiction; receiving complaints from officers working under him/her; recording statement under inquiry of suspects; preparing reports and returns and ensuring their confidentiality; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

Interpol-National Central Bureau

Duties and responsibilities of an officer deployed in Interpol-National Central Bureau will entail:- investigating of transnational crimes; collection of intelligence; maintaining web based database on international criminals dealing in child abuse, terrorism, carjacking, robbery, drug traffickers, organized crimes, financial fraud, money laundering, cybercrimes, wildlife related crimes and other emerging crime trends; perusing, commenting and giving directions on matters captured in the occurrence book; maintaining inventory of equipment and assets under charge; profiling of information from criminal data bases of transnational criminals; authenticating international orders and warrants of fugitives issued by the respective countries; and undertaking international crime trends analysis; populating databases; perusing case files and advising the investigators; guiding and directing crime branches in investigation of crimes; reporting disciplinary cases committed by officers under his/her supervision; escorting and parading defaulters before disciplinary committee proceedings; receiving complaints from officers working under him/her; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

Operations

Duties and responsibilities of an officer deployed in Operations will entail:- provision of operational security support services; supervising officers manning the main gate entrance and maintaining security within the Directorate of Criminal Investigations Headquarters; repairing and maintaining communication equipment; receiving and distributing reports and correspondences; giving evidence in court; swearing of affidavits; perusing, commenting and giving directions on matters captured in the occurrence book; maintaining inventory of equipment and assets under charge; attending to police radio calls; investigating organized criminal gangs; investigating and arresting human traffickers, drug traffickers, arms tracking, motor vehicles thieves and money launderers among others; arresting, interviewing and arraigning suspects in court; combating armed criminals such as bank robbers, kidnappers, muggers, carjackers among others; conducting patrols on foot or using motorized means in crime prone areas; conducting overt and covert surveillance; issuing and receiving arms and ammunitions; maintaining arms and ammunitions movement register; maintaining safety of all arms and ammunitions in his/her charge; populating

databases attending to emergencies such as fire, accidents among others; reporting disciplinary cases committed by officers under his/her supervision; escorting and parading defaulters before disciplinary committee proceedings; perusing case files and advising the investigators guiding and directing crime branches in investigation of crimes; ensuring prudent management and accountability of resources; providing effective and efficient leadership and direction within their areas of jurisdiction; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

General Administration, Reforms, Inspection and Logistics

An officer deployed in the General Administration, Reforms, Inspection and Logistics will perform the following duties and responsibilities:- reconciling uniformed staff establishment and strength for the Directorate; receiving and sending mails, signals and other correspondences; perusing, commenting and giving directions on matters captured in the occurrence book; maintaining inventory of equipment and assets under charge; disposing obsolete records and archives; receiving complaints from officers working under him/her; reporting disciplinary cases committed by officers under his/her supervision; escorting and parading defaulters before disciplinary committee proceedings; assigning duties and supervising officers working under him/her; preparing quarterly and annual reports and returns; receiving and recording complaints from members of the public; receiving and recording complaints from officers; investigating complaints from members of public against officers; investigating complaints made by police officers against police officers; compiling inquiry files; guiding statement recording by victims, witnesses and suspects; taking exhibits to seek for expertise opinion in the relevant professional area; giving evidence in court; bonding and producing witnesses in court; maintaining an inventory of chain of custody of the exhibits; swearing of affidavits; issuing and safe custody of accountable documents; ensuring maintenance of government motor vehicles within the Directorate; issuing fuels and lubricants; maintaining records of fuels and lubricants issued; recovering of government motor vehicles which have broken down within the Directorate; spearheading reforms agenda within the Directorate of Criminal Investigations; perusing case files and advising the investigators; guiding and directing crime branches in investigation of crimes; reporting disciplinary cases committed by officers under his/her supervision; escorting and parading defaulters before disciplinary committee proceedings; ensuring prudent management and accountability of resources; providing effective and efficient leadership and direction within their areas of jurisdiction; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

Counties

At the County level the officer will perform the following duties and responsibilities:- conducting investigations on reported serious criminal cases; arresting and interviewing suspects; recording statement by victims, witnesses and suspects; ensuring the rights and freedom of arrested persons are protected; taking finger prints

of suspects; escorting the finger prints forms to the criminal records office; compiling case files; perusing, commenting and giving directions on matters captured in the occurrence book; maintaining inventory of equipment and assets under charge; keeping safe custody of the exhibits; production of exhibits to court; giving evidence in court; taking exhibits to seek for expertise opinion in the relevant professional area; bonding and producing witnesses in court; taking case files to court to enable the prosecutor prepare for prosecution of cases; maintaining an inventory of chain of custody of the exhibits; attending to pre-trial hearing and swearing of affidavits; witnessing postmortem exercises and appending signature to the report; issuing paralegal documents such as P3 forms and postmortem report forms; attending to police radio calls; recording incidences reported at the station; supervising recovery dead bodies and escorting them to the mortuary; preserving and securing the scene of crime; identifying potential witnesses at scenes of crime; undertaking security patrols; ensuring safety of all arms and ammunitions under his jurisdiction; presiding over disciplinary proceedings against officers under him/her; issuing and signing of waiver notification of disciplinary proceedings; reporting disciplinary cases committed by officers under his/her; escorting and parading defaulters before disciplinary committee proceedings; preparing and maintaining duty rosters; maintaining safe custody of all dangerous exhibits such as drugs, arms and ammunitions; maintaining security within the offices in County and Sub-county; responding to correspondences; ensuring nominal roll is updated at County and Sub-county level; maintaining law and order in areas where there is breach of peace; sensitizing officers on topical police matters and policies; ensuring that orders and instructions issued on policy matters are executed by officers under him/her; ensuring safe custody of all dangerous exhibits such as drugs, arms and ammunitions; issuing and safe custody of accountable documents; ensuring maintenance of motor vehicles; providing leadership in response to emergencies such as fire, accidents among others; perusing case files and advising the investigators; guiding and directing crime branches in investigation of crimes; ensuring prudent management and accountability of resources; providing effective and efficient leadership and direction within their areas of jurisdiction; mentoring and coaching officers under him/her; assigning duties; and supervising and appraising officers working under him/her.

Further, the officer will perform the following Criminal Intelligence duties at the County and Sub-county:- coordinating County intelligence affairs; collecting intelligence; collecting, receiving, analyzing, processing and disseminating criminal intelligence data; conducting general criminal intelligence; profiling of criminals and suspects; tracking criminals to identify their location/hideout; analyzing crime trends and mode of operations through surveillance and use of undercover agency; and providing other security agencies with crime data and statistics.

Directorate of Criminal Investigations Training School

Duties and responsibilities of an officer deployed at the Directorate of Criminal Investigations Training School will entail:- developing training programmes; performing instructional and teaching duties; perusing, commenting and giving

directions on matters captured in the occurrence book; maintaining inventory of equipment and assets under charge; setting, marking and moderating examinations; presiding over disciplinary proceedings against officers under him/her and course participants who have committed offences against discipline; preparing and researching for teaching materials; preparing course reports; issuing and signing waiver notices to defaulters; preparing course participants individual working files; carrying out inspections on course participants including their kits; supervising officers under him/her; assigning duties to officers under him/her; receiving and replying to mails and other correspondences; taking course participants on outside tours and studies; conducting interviews and making recommendations on the course participants suitability for promotion; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

(b) Requirements for Appointment

For appointment to this rank, an officer must have:-

- (i) served in the rank of Detective Assistant Superintendent or its equivalent rank for a minimum period of three (3) years;
- (ii) Diploma in any of the following fields:- Criminology, Law, Police Science, Education, Security Management and Police Work, Public Administration, Strategic Management, Human Resource Management, Peace Building, Conflict Management, Physical Education, Media and Public Relations, Security Studies, Sociology, Risk and Disaster Management, Information Communication Technology, Computer Studies, Accounting, Counseling or an equivalent qualification from a recognized institution;

OR

Bachelors degree in any of the following fields:- Physical and Biological Sciences, Criminology, Law, Police Science, Education, Security Studies, Security Management and Police Work, Public Administration, Strategic Management, Human Resource Management, Peace Building, Conflict Management, Physical Education, Media and Public Relations, Sociology, Risk and Disaster Management, Information Communication Technology, Computer Science, Commerce, Counseling or an equivalent qualification from a recognized institution;

- (iii) passed all Gazetted Officers Examination Papers;
- (iv) Certificate in Senior Management Course lasting not less than one (1) months/Senior Police Officer Management Course lasting not less than one (1) months; and

- (v) met the requirements of Chapter six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service;
- (vi) no disciplinary conviction or adverse report recorded against him/her for the last six (6) months;
- (vii) shown merit and ability as reflected in work performance and results.

Note: In addition, an officer at this rank will be required to undergo any of the skills upgrading courses stipulated in Clause 10 of these Guidelines.

IX. DETECTIVE SENIOR SUPERINTENDENT, PG 9

(a) Duties and Responsibilities

An officer at this rank will be based at the Headquarters, Formations, Training School and County and will be deployed in any of the following deployment areas:- Criminal Intelligence, Investigation Bureau, Anti-Terrorism Investigation (ATI), Anti-narcotics, Interpol-National Central Bureau, Operations or General Administration, Reforms, Inspection and Logistics.

Criminal Intelligence

An officer deployed in the Criminal Intelligence function will perform the following duties and responsibilities:- collecting intelligence; collecting, receiving, analyzing, processing and disseminating criminal intelligence data; perusing, commenting and giving directions on matters captured in the occurrence book; maintaining inventory of equipment and assets under charge; conducting general criminal intelligence; profiling of criminals and suspects; tracking criminals to identify their location/hideout; analyzing crime trends and mode of operations through surveillance and use of undercover operations; providing other security agencies with crime data and statistics; sharing of intelligence with other law enforcement agencies; keeping his/her superiors conversant with all major cases and trends of crimes within their areas of jurisdiction; taking over complicated or protracted investigations after consultation with sub-county police commanders; ensuring prudent management and accountability of resources; providing effective and efficient leadership and direction within their areas of jurisdiction; reporting disciplinary cases committed by officers under him/her; presiding over disciplinary proceedings against officers under him/her; issuing and signing notification of disciplinary proceedings; escorting and parading defaulters before disciplinary committee proceedings; receiving complaints from officers working under him/her; preparing reports and returns and ensuring their confidentiality; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

Investigation Bureau

An officer deployed in the Investigation Bureau will perform the following investigative duties and responsibilities:- conducting investigations on reported serious criminal cases; arresting, interviewing and interrogating suspects; guiding statement recording by victims, witnesses and suspects; perusing, commenting and giving directions on matters captured in the occurrence book; maintaining inventory of equipment and assets under charge; compiling case files; keeping safe custody of exhibits and producing the same in court; giving evidence in court; maintaining an inventory of chain of custody of the exhibits; attending to pre-trial hearing and swearing of affidavits; witnessing postmortem exercises and appending signature to the report; supervising recovery of dead bodies from crime and incident scenes and escorting them to the mortuary; preserving and securing the scenes of crime; identifying potential witnesses at scene of crimes; undertaking security patrols; collecting intelligence; ensuring safety of all arms and ammunitions under his/her jurisdiction; executing courts warrants and lawful order; perusing case files and advising the investigators; guiding and directing crime branches in investigation of crimes; ensuring prudent management and accountability of resources; providing effective and efficient leadership and direction within their areas of jurisdiction; executing courts warrants and lawful order; reporting disciplinary cases committed by officers under him/her; recording statement under inquiry of suspects; reporting disciplinary cases committed by officers under him/her; presiding over disciplinary proceedings against officers under him/her; issuing and signing waiver notice in disciplinary proceedings; ensuring that orders and instructions issued on policy matters are executed by officers under him/her; receiving complaints from officers working under him/her; sensitizing officers on topical police matters and policies; preparing reports and returns and ensuring their confidentiality; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

Anti-Terrorism Investigations (ATI)

Duties and responsibilities of an officer deployed in Anti-Terrorism Investigations will entail:- overseeing collecting, collating and analyzing intelligence; investigating terrorism related cases referred to the unit from various quarters; arresting, interviewing and recording statements of suspects and victims of terror related cases; compiling case files; conducting undercover operations; taking surveillance records of suspects by tracking, profiling and disseminating information to other security agencies; perusing, commenting and giving directions on matters captured in the occurrence book; maintaining inventory of equipment and assets under charge; receiving complaints from officers working under him/her; ensuring security within the Anti-Terrorism Investigations premises; ensuring safety of all arms and ammunitions under his jurisdiction; executing courts warrants and lawful order; ensuring prudent management and accountability of resources; perusing case files and advising the investigators; guiding and directing crime branches in investigation of

crimes; providing effective and efficient leadership and direction within their areas of jurisdiction; reporting disciplinary cases committed by officers under him/her; presiding over disciplinary proceedings against officers under him/her; issuing and signing notification of disciplinary proceedings; receiving complaints from officers working under him/her; recording statement under inquiry of suspects; preparing reports and returns and ensuring their confidentiality; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

Anti-narcotics Investigations

Duties and responsibilities of an officer deployed in Anti-narcotics will entail:- combating drug trafficking through detection, seizure, apprehension and arraignment of suspects in court; profiling data on drug traffickers; identifying proceeds and properties arising from drug trafficking activities; sensitizing the public on the effects of drugs and substance abuse in conjunction with other government agencies involved in fight against drug and substance abuse such as National Campaign Against Drugs Abuse (NACADA); perusing, commenting and giving directions on matters captured in the occurrence book; maintaining inventory of equipment and assets under charge; informing the immediate superior of arrest of a foreigner to enable him or her contact the suspect's Embassy; disseminating criminal intelligence related to drug trafficking to his/her superiors; taking care and safe custody of seized exhibit; compiling case files for cases related to drug trafficking; escorting and arraigning the suspect in court; tendering and production of evidence in court; taking the seized substances and other evidential materials to experts for analysis; and keeping records of drug related cases; perusing case files and advising the investigators; guiding and directing crime branches in investigation of crimes; issuing and receiving arms and ammunitions; maintaining arms and ammunitions movement register; maintaining safety of all arms and ammunitions in his/her charge; reporting disciplinary cases committed by officers under his/her supervision; escorting and parading defaulters before disciplinary committee proceedings; ensuring prudent management and accountability of resources; providing effective and efficient leadership and direction within their areas of jurisdiction; receiving complaints from Constables and suspects; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

Interpol-National Central Bureau

Duties and responsibilities of an officer deployed in Interpol-National Central Bureau will entail:- investigating of transnational crimes; collection of intelligence; maintaining web based database on international criminals dealing in child abuse, terrorism, carjacking, robbery, drug traffickers, organized crimes, financial fraud, money laundering, cybercrimes, wildlife related crimes and other emerging crime trends; perusing, commenting and giving directions on matters captured in the occurrence book; maintaining inventory of equipment and assets under charge;

profiling of information from criminal data bases of transnational criminals; authenticating international orders and warrants of fugitives issued by the respective countries; and undertaking international crime trends analysis; populating databases; perusing case files and advising the investigators; guiding and directing crime branches in investigation of crimes; reporting disciplinary cases committed by officers under his/her supervision; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

Operations

Duties and responsibilities of an officer deployed in Operations will entail:- provision of operational security support services; supervising officers manning the main gate entrance and maintaining security within the Directorate of Criminal Investigations Headquarters; repairing and maintaining communication equipment; responding to correspondences; giving evidence in court; swearing of affidavits; perusing, commenting and giving directions on matters captured in the occurrence book; maintaining inventory of equipment and assets under charge; investigating organized criminal gangs; investigating and arresting human traffickers, drug traffickers, arms tracking, motor vehicles thieves and money launderers among others; arresting, interviewing and arraigning suspects in court; combating armed criminals such as bank robbers, kidnappers, muggers, carjackers among others; conducting patrols on foot or using motorized means in crime prone areas; conducting overt and covert surveillance; issuing and receiving arms and ammunitions; maintaining arms and ammunitions movement register; maintaining safety of all arms and ammunitions in his/her charge; populating databases; perusing case files and advising the investigators; guiding and directing crime branches in investigation of crimes; attending to emergencies such as fire, accidents among others; reporting disciplinary cases committed by officers under his/her supervision; ensuring prudent management and accountability of resources; providing effective and efficient leadership and direction within their areas of jurisdiction; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

General Administration, Reforms, Inspection and Logistics

An officer deployed in the General Administration, Reforms, Inspection and Logistics will perform the following duties and responsibilities:- reconciling uniformed staff establishment and strength for the Directorate; receiving and sending mails, signals and other correspondences; providing chaplaincy and counseling services; manning of customer care desk; perusing, commenting and giving directions on matters captured in the occurrence book; maintaining inventory of equipment and assets under charge; disposing obsolete records and archives; receiving complaints from officers working under him/her; reporting disciplinary cases committed by officers under his/her supervision; assigning duties and supervising officers working under him/her;

preparing quarterly and annual reports and returns; receiving and recording complaints from members of the public; receiving and recording complaints from officers; investigating complaints from members of public against officers; investigating complaints made by police officers against police officers; compiling inquiry files; guiding statement recording by victims, witnesses and suspects; taking exhibits to seek for expertise opinion in the relevant professional area; giving evidence in court; bonding and producing witnesses in court; maintaining an inventory of chain of custody of the exhibits; swearing of affidavits; issuing and safe custody of accountable documents; ensuring maintenance of government motor vehicles within the Directorate; issuing fuels and lubricants; maintaining records of fuels and lubricants issued; recovering of government motor vehicles which have broken down within the Directorate; spearheading reforms agenda within the Directorate of Criminal Investigations; perusing case files and advising the investigators; guiding and directing crime branches in investigation of crimes; reporting disciplinary cases committed by officers under his/her supervision; ensuring prudent management and accountability of resources; providing effective and efficient leadership and direction within their areas of jurisdiction; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

Counties

At the County level the officer will perform the following duties and responsibilities:- conducting investigations on reported serious criminal cases such as land frauds; arresting, interviewing and interrogating suspects; recording statement by victims, witnesses and suspects; ensuring the rights and freedom of arrested persons are protected; perusing, commenting and giving directions on matters captured in the occurrence book; maintaining inventory of equipment and assets under charge; compiling case files; keeping safe custody of the exhibits; producing exhibits court; giving evidence in court; taking exhibits to seek for expertise opinion in the relevant professional area; bonding and producing witnesses in court; maintaining an inventory of chain of custody of the exhibits; attending to pre-trial hearing and swearing of affidavits; witnessing postmortem exercises and appending signature to the report; supervising recovery of dead bodies and escorting them to the mortuary; preserving and securing the scene of crime; identifying potential witnesses at scene of crimes; undertaking security patrols; ensuring safety of all arms and ammunitions under his jurisdiction; presiding over disciplinary proceedings against officers under him/her; issuing and signing of waiver notification of disciplinary proceedings; reporting disciplinary cases committed by officers under his/her; preparing and maintaining duty rosters; maintaining safe custody of all dangerous exhibits such as drugs, arms and ammunitions; maintaining security within the offices in County and Sub-county; responding to correspondences; updating of nominal roll at County and Sub-county level; overseeing the maintenance of law and order in areas where there is breach of peace; sensitizing officers on topical police matters and policies; ensuring that orders and instructions issued on policy matters are executed by officers under him/her; ensuring safe custody of all dangerous exhibits such as drugs, arms and ammunitions;

issuing and safe custody of accountable documents; ensuring maintenance of motor vehicles; providing leadership in response to emergencies such as fire, accidents among others; perusing case files and advising the investigators; guiding and directing crime branches in investigation of crimes; ensuring prudent management and accountability of resources; providing effective and efficient leadership and direction within their areas of jurisdiction; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; setting performance targets; and signing performance contracts with the Director.

Further, the officer will perform the following Criminal Intelligence duties at the County and Sub-county:- coordinating County intelligence affairs; collecting intelligence; collecting, receiving, analyzing, processing and disseminating criminal intelligence data; conducting general criminal intelligence; profiling of criminals and suspects; tracking criminals to identify their location/hideout; analyzing crime trends and mode of operations through surveillance and use of undercover agency; and providing other security agencies with crime data and statistics.

Directorate of Criminal Investigations Training School

Duties and responsibilities of an officer deployed at the Directorate of Criminal Investigations Training School will entail:- developing training programmes; performing instructional and teaching duties; setting, marking and moderating examinations; presiding over disciplinary proceedings against officers under him/her and course participants who have committed offences against discipline; preparing and researching for teaching materials; perusing, commenting and giving directions on matters captured in the occurrence book; maintaining inventory of equipment and assets under charge; preparing course reports; issuing and signing waiver notices to defaulters; conducting interviews and making recommendations on the course participants suitability for promotion; preparing course participants individual working files; carrying out inspections on course participants including their kits; supervising officers under him/her; assigning duties to officers under him/her; responding to correspondences; organizing for external lecturers; and taking course participants on outside tours and studies; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; setting performance targets.

(b) Requirements for Appointment

For appointment to this rank, a candidate must have:-

- (i) served in the rank of Detective Superintendent or its equivalent rank for a minimum period of three (3) years;
- (ii) Diploma in any of the following fields:- Criminology, Law, Police Science, Education, Security Management and Police Work, Public Administration, Strategic Management, Human Resource Management, Peace Building,

Conflict Management, Physical Education, Media and Public Relations, Security Studies, Sociology, Risk and Disaster Management, Information Communication Technology, Computer Studies, Accounting, Counseling or an equivalent qualification from a recognized;

OR

Bachelors degree in any of the following fields:- Physical and Biological Sciences, Criminology, Law, Police Science, Education, Security Studies, Security Management and Police Work, Public Administration, Strategic Management, Human Resource Management, Peace Building, Conflict Management, Physical Education, Media and Public Relations, Sociology, Risk and Disaster Management, Information Communication Technology, Computer Science, Commerce, Counseling or an equivalent qualification from a recognized institution;

- (iii) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks;

OR

Certificate in Strategic Leadership and Command Programme lasting not less three (3) months;

- (iv) met the requirements of Chapter six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service.
- (v) no disciplinary conviction or adverse report recorded against him/her for the last six (6) months.

Note: In addition, an officer at this rank will be required to undergo any of the skills upgrading courses stipulated in Clause 10 of these Guidelines.

X. DETECTIVE COMMISSIONER OF CRIMINAL INVESTIGATIONS, PG 10

(a) Duties and Responsibilities

An officer at this rank will be based at the Headquarters, Formations, Training School, and County and will be deployed in any of the following deployment areas:- Criminal Intelligence, Investigation Bureau, Anti-Terrorism Investigation (ATI), Anti-narcotics, Interpol-National Central Bureau, Operations or General Administration, Reforms, Inspection and Logistics.

Criminal Intelligence

An officer deployed in the Criminal Intelligence function will perform the following duties and responsibilities:- coordinating intelligence collection, providing efficient

and effective leadership and direction to officers under him/her; coordinating the evaluation and analysis of intelligence before disseminating to other security agencies, coordinating training on intelligence related matters; maintaining a database of all the intelligence gathered across the country; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; setting performance targets.

Investigation Bureau

An officer deployed in the Investigation Bureau will perform the following investigative duties and responsibilities:- providing efficient and effective leadership and direction to officers of the Bureau, coordinating investigations of serious criminal cases, ensuring enforcement of court warrants and orders; coordinating training and development of officers on matters of investigations, ensuring thorough and efficient investigations of criminal cases; coordinating and managing operations and investigations of serious criminal cases; perusing case files and advising the investigators; guiding and directing crime branches in investigation of crimes; regularly updating the Director of Criminal Investigations on major cases and crimes trends in his/her area of jurisdiction; liaising with the office of Director of Public Prosecutions and State Law Office on all matters of investigations pending before court of law; assisting and advising officers from Kenya Police Service and Administration Police Service on criminal investigation matters; liaising with other government security agencies and other stakeholder; ensuring prudent management and accountability of resources; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

Anti-Terrorism Investigation (ATI)

Duties and responsibilities of an officer deployed in Anti-Terrorism Police will entail:- Providing efficient and effective leadership and giving direction to officers under him/her; coordinating investigations of terror related cases, liaising with local and international security agencies in sharing of terror related intelligence, ensuring enforcement of court orders and warrants, coordinating training and development of officers on matters related to terrorism investigations; ensuring thorough and efficient collection of intelligence and investigations of terror related cases and threat; ensuring carrying out of research on emerging terrorist activities and their modus operandi and strategizing on how to handle them; coordinating and managing operations and investigations of terror related cases; perusing terror related case files and advising the investigators; regularly updating the Director of Criminal Investigations on terrorism related cases and trends in his/her area of jurisdiction; liaising with the office of Director of Public Prosecutions and State Law Office on all matters of investigations and prosecution of terrorism related cases; coordinating the sensitization and creating awareness to members of public and other security agencies on matters related to terrorism; liaising with other government security agencies and other stakeholder on matters related to terrorism; ensuring prudent management and accountability of

resources; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

Anti-narcotics Investigations

Duties and responsibilities of an officer deployed in Anti-narcotics will entail:- Planning and coordinating strategies to combat drug trafficking; coordinating and ensuring efficient and effective administration of the unit, coordinating identification of proceeds and properties arising from drug trafficking activities; coordinating sensitization of the members of the public in conjunction with other government agencies, ensuring enforcement of all court orders; providing efficient and effective leadership to and direction to all officers under him/her; assigning, supervising and appraising officers under him/her; liaising with other local and international security agencies and organizations involved in the fight against national and transnational drug trafficking, ensuring carrying out research on emerging crime trends and to strategize on how to tackle them; coordinating training and development of officers under him/her; coordinating and managing operations and investigations of drug related cases; perusing drug related case files and advising the investigators; regularly updating the Director of Criminal Investigations on narcotics and psychotropic substances related crimes and trends in his/her area of jurisdiction; liaising with the office of Director of Public Prosecutions and State Law Office on all matters of investigations and prosecution of narcotics and psychotropic related cases; ensuring prudent management and accountability of resources; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

Interpol-National Central Bureau

Duties and responsibilities of an officer deployed in Interpol-National Central Bureau will entail:- providing efficient and effective leadership and direction to officers under his/her command, coordinating investigations on transnational crimes, ensuring collection actionable intelligence and sharing of the intelligence with other national and foreign security agencies; ensuring maintenance of international crime database, ensuring enforcement and authentication of warrants of arrests issued against fugitives; ensuring enforcement of court orders and warrants issued by the local courts; mentoring and coaching officers under him/her, assigning duties and appraising officers under him/her; ensuring thorough and efficient conduct of investigations, ensuring the carrying out of research on new emerging international crime trends and strategizing on countering them; coordinating training and development of officers under him/her; maintaining web based data base on international criminals dealing in child abuse, terrorism, carjacking, robbery, drug traffickers, organized crimes, financial fraud, money laundering, cybercrimes, wildlife related crimes and other emerging crime trends; and profiling information from criminal data bases of transnational criminals; regularly updating the Director of Criminal Investigations on transnational crimes and trends in his/her area of jurisdiction; liaising with the Office of Director of Public Prosecutions and State Law Office on all matters related to transnational crimes; coordinating the sensitization and

creating awareness to security agencies on matters related to Interpol and transnational crimes; liaising with other government security agencies and Interpol member countries on matters related to transnational crimes; ensuring prudent management and accountability of resources; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

Operations

An officer deployed in the Operations will perform the following duties and responsibilities:- being responsible by providing efficient and effective leadership and directions to officers under him/her; coordinating operational matters, liaising with other security agencies in planning operational matters; ensuring the carrying out of research and mapping out crime spots and strategizing on how to handle it; ensuring collection of actionable intelligence, coordinating provision of operational supportive services to other security agencies; coordinating enforcement of court orders and execution of warrant of arrest; overseeing preparation of monthly, quarterly and annual returns; assigning duties, supervising and appraising officers under him/her; regularly updating the Director of Criminal Investigations on operational matters; ensuring prudent management and accountability of resources; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

General Administration, Reforms, Inspection and Logistics

An officer deployed in the General Administration, Reforms, Inspection and Logistics will perform the following duties and responsibilities:- being responsible to the Director for providing efficient and effective leadership and directions to officers under him/her; overseeing the reconciliation of uniformed staff establishment and strength; receiving and responding to correspondences; overseeing disposal of obsolete records; coordinating investigations into complaints against police officers from members of the public; overseeing the preparation and consolidation of monthly, quarterly and annual returns from counties; overseeing hearing and disposal of appeals from defaulters; preparing annual inspection reports; spearheading sensitization of reforms agenda within the Directorate; attending to promotion boards and any other board constituted from time to time; responding to correspondences; overseeing the disposal of obsolete records and archives; coordinating the investigations of complaints from members of public against personnel in the Directorate; monitoring the safe custody and maintenance of accountable documents; ensuring maintenance of inventory of assets and other equipment; ensuring prudent management and accountability of resources; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

Counties

At the County level the officer will perform the following duties and responsibilities:- being responsible to the Director for providing efficient and effective leadership and directions within the areas of jurisdiction; overseeing the reconciliation of uniformed staff establishment and strength; receiving and responding to correspondences; overseeing disposal of obsolete records; coordinating investigations into complaints against police officers from members of the public; overseeing hearing and disposal of appeals from defaulters; preparing annual inspection reports; ensuring proper management and accountability of resources allocated to him/her; spearheading sensitization of reforms agenda within the Directorate; attending to promotion boards and any other board constituted from time to time; coordinating and managing operations and investigations of serious criminal cases; perusing case files and advising the investigators; guiding and directing crime branches in investigation of crimes; regularly updating the Director of Criminal Investigations on major cases and crimes trends in his/her area of jurisdiction; liaising with the office of Director of Public Prosecutions and State Law Office on all matters of investigations pending before court of law; assisting and advising officers from National Police Service on criminal investigation matters; liaising and maintaining cooperation with other government security agencies and other stakeholder; coordinating and managing operations and investigations of serious criminal cases; perusing case files and advising the investigators; guiding and directing crime branches in investigation of crimes; regularly updating the Director of Criminal Investigations on major cases and crimes trends in his/her area of jurisdiction; liaising with the office of Director of Public Prosecutions and State Law Office on all matters of investigations pending before court of law; liaising with other government security agencies and other stakeholder; ensuring prudent management and accountability of resources; supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; setting performance targets; and signing performance contract with the Director.

Directorate of Criminal Investigations Training School

An officer at this level may be deployed as the Deputy Commandant in the Directorate of Criminal Investigations Training School.

Duties and responsibilities of the officer will entail:- assisting the commandant in efficient management and administration of the School; coordinating the development and review of criminal investigations and intelligence courses; planning and carrying out research, conducting course participants promotion boards (other ranks), assigning duties, supervising and appraising officers under him/her; coordinating instructional and teaching duties; monitoring and evaluating of training programmes; conducting interviews and making recommendations on the course participants suitability for promotion; providing liaison services between the School and other police training institutions; ensuring prudent management and accountability of resources;

supervising, mentoring and coaching officers; assigning duties to lower rank officers; preparing individual work plans; and setting performance targets.

(b) Requirements for Appointment

For appointment to this rank, an officer must have:-

- (i) served in the rank of Detective Senior Superintendent or its equivalent rank for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following fields:- Physical and Biological Sciences, Criminology, Law, Police Science, Education, Security Studies, Security Management and Police Work, Public Administration, Strategic Management, Human Resource Management, Peace Building, Conflict Management, Physical Education, Media and Public Relations, Sociology, Risk and Disaster Management, Information Communication Technology, Computer Science, Commerce, Counseling or an equivalent qualification from a recognized institution;
- (iii) Certificate in Strategic Leadership and Command Programme lasting not less than three (3) months or its equivalent from recognized institution;

OR

Certificate in Strategic Leadership and Development Programme lasting not less than six (6) weeks;

- (iv) met the requirements of Chapter six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service;
- (v) no disciplinary conviction or adverse report recorded against him/her for the last six (6) months,

Note: In addition, an officer at this rank will be required to undergo any of the skills upgrading courses stipulated in Clause 10 of these Guidelines.

XI. DETECTIVE ASSISTANT INSPECTOR-GENERAL, PG 11

(a) Duties and Responsibilities

An officer at this rank will be based at the Headquarters, Formations, Training School and Regions and will be deployed in any of the following deployment areas:- Criminal Intelligence, Investigation Bureau, Anti-Terrorism Investigation (ATI), Anti-narcotics, Interpol-National Central Bureau, Operations or General Administration, Reforms, Inspection and Logistics.

Criminal Intelligence

Duties and responsibilities will entail:- providing efficient and effective leadership and directions to the officers under him/her; ensuring collection of reliable and actionable intelligence; overseeing the sharing and dissemination of intelligence with other security agencies; ensuring training and development of officers under him/her on matters of intelligence collection and analysis; ensuring the carrying out of research on matters of intelligence collection; keeping the Director posted on issues of intelligence; ensuring safe custody and confidentiality of intelligence collected/received; maintaining an intelligence database, ensuring proper management, utilization and accountability of resources allocated to him/her; mentoring and coaching officers under him/her; assigning duties and appraising officer under him/her; liaising and co-operating with other stakeholders in the intelligence circles; implementing the Directorate strategic plans, transformation and reform agenda; constituting and sharing promotional and other boards in the unit.

Investigation Bureau

Duties and responsibilities will entail:- providing efficient and effective day to day administration of bureau, ensuring thorough and efficient investigations of all cases reported; keeping the Director posted on the status of all cases under investigations and those before courts of law; maintaining liaison and co-operation with the office of Directorate of Public Prosecutions and state law office to ensure effective and expeditious dispensation of justice; ensuring proper record keeping and maintenance of a database of criminal cases; ensuring enforcement of court orders and execution of warrants of arrests; implementing the Directorate strategic plan transformation and reform agenda in his/her area of jurisdiction; ensuring the carrying out of research on emerging trends of crimes and coming up with strategies on how to tackle them; taking over all serious cases of public interests, liaising with local and international security agencies in training officers on fighting crime, assigning duties and appraising officers under him/her; mentoring and coaching officers under him/her; constituting and sharing promotional and other boards; ensuring proper management, utilization and accountability of all resources allocated to him/her.

Anti-Terrorism Investigations

Duties and responsibilities will entail:- providing efficient and effective administration of all officers under him/her; ensuring proper coordination and management of operations and investigations of terror related cases and threats; keeping the Director posted on the status of case handled; ensuring maintenance of liaison and cooperation with local and international security agencies in the fight against terror; ensuring enforcement of court orders and execution; implementing the Directorate strategic plan, transformation and reform agenda; mentoring and coaching officers under him/her; assigning duties, supervising and appraising officers under him/her; ensuring preparation and submission of monthly, quarterly and annual returns; constituting and sharing promotional and other boards; ensuring carrying out of research on crime and strategizing on how to tackle them.

Anti-Narcotics Investigations

Duties and responsibilities will entail:- providing efficient and effective administration of all officers under him/her; ensuring proper coordination and management of operations and investigations of narcotics drugs and psychotropic related cases; keeping the Director posted on the status of cases handled; ensuring maintenance of liaison and cooperation with local and international security agencies in the fight against drug trafficking; ensuring enforcement of court orders and execution of warrants of arrests; implementing the Directorate strategic plan, transformation and reform agenda; assigning duties and supervising officers under him/her; ensuring preparation and submission of monthly, quarterly and annual returns; constituting and sharing promotional and other boards; ensuring carrying out of research on drug crimes and strategizing on how to tackle them; overseeing the collection, collating analyzing, disseminating and sharing of drug related intelligence matters; mentoring, coaching and appraising of officers; ensuring maintenance of an up to date record of all drug related cases; ensuring proper management and utilization of all the resources allocated to him or her

Interpol-National Central Bureau

Duties and responsibilities will entail:- providing efficient and effective administration of all officers under him/her; ensuring proper coordination and management of operations and investigations of transnational related crimes; keeping the Director posted on the status of cases handled; ensuring maintenance of liaison and cooperation with local and international security agencies in the fight against transnational related crimes and tracking of international criminals; ensuring enforcement and authentication of all warrants of arrests issued against fugitives and other court orders both national and international; implementing the Directorate strategic plan, transformation and reform agenda; assigning duties and supervising officers under him/her; ensuring preparation and submission of monthly, quarterly and annual returns; constituting and sharing promotional and other boards; ensuring carrying out of research on emerging international crimes and strategizing on how to tackle them; overseeing the collection, collating, analyzing, disseminating and sharing of international crime related intelligence; mentoring, coaching and appraising of officers; ensuring maintenance of an up to date record of all international related crimes; ensuring proper management and utilization of all the resources allocated to him or her.

Operations

Duties and responsibilities will entail:- providing efficient and effective administration of all officers under him/her; ensuring proper coordination and management of operations and provision of supportive services to other security agencies; keeping the Director posted on the status of cases handled; ensuring maintenance of liaison and cooperation with other secret agencies; ensuring enforcement and execution of warrants of arrests and other court orders; implementing the Directorate strategic plan,

transformation and reform agenda; assigning duties and supervising officers under him/her; ensuring preparation and submission of monthly, quarterly and annual returns; constituting and sharing promotional and other boards; ensuring carrying out of research on emerging crime trends and strategizing on how to handle them; overseeing the collection of intelligence; mentoring, coaching and appraising of officers; ensuring maintenance of an up to date record of all operations related matters; ensuring proper management and utilization of all the resources allocated to him or her.

General Administration, Reforms, Inspections and Logistics

Duties and responsibilities will entail:- providing efficient and effective administration of all officers under him/her; ensuring maintenance of liaison and cooperation with other security agencies and other government departments; ensuring proper staffing of all DCI offices countrywide; ensuring enforcement and execution of warrants of arrests and other court orders; implementing the Directorate strategic plan, transformation and reform agenda; assigning duties and supervising officers under him/her; ensuring preparation and submission of monthly, quarterly and annual returns; consolidating all the directorates annual returns; deploying of officers; preparing, training and development programmes of officers; constituting and sharing promotional and other boards; ensuring carrying out of research on emerging crime trends and strategizing on how to handle them; overseeing the collection of intelligence; mentoring, coaching and appraising of officers; ensuring maintenance of an up to date record of all operations related matters; ensuring proper management and utilization of all the resources allocated to him or her; maintaining an inventory of all the directorates items; ensuring that all complaints are thoroughly investigated and appropriate action taken.

Counties

At the County level the officer will perform the following duties and responsibilities:- being responsible to the Director for providing efficient and effective leadership and directions within the areas of jurisdiction; overseeing the reconciliation of uniformed staff establishment and strength; implementing the directorate strategic plan, transformation and reform agenda; receiving and responding to correspondences; overseeing disposal of obsolete records; coordinating investigations into complaints against police officers from members of the public; overseeing hearing and disposal of appeals from defaulters; preparing annual inspection reports; ensuring proper management and accountability of resources allocated to the counties, sub-counties and stations within the areas of jurisdiction; spearheading sensitization of reforms agenda within the Directorate; constituting and sharing promotion boards and any other board; coordinating and managing operations and investigations of serious criminal cases; perusing case files and advising the investigators; regularly updating the Director of Criminal Investigations on major cases and crimes trends in his/her area of jurisdiction; liaising with the office of Director of Public Prosecutions and State Law Office on all matters of investigations pending before court of law; assisting

and advising officers from Kenya Police Service and Administration Police Service on criminal investigation matters; ensuring cooperation with other government security agencies and other government departments; mentoring and coaching officers under him/her; assigning duties; and supervising and appraising officers under him/her.

Directorate of Criminal Investigations Training School

An officer at this level may be deployed as the Commandant in the Directorate of Criminal Investigations Training School. The officer will be responsible for the overall administration and management of the School.

Duties and responsibilities at this level will entail:- overseeing the development of relevant investigative courses and programmes to be offered at the School; ensuring prudent financial management and practices to conform with the government policies on financial accountability; fostering corporation between the Academy and other security and government training institutions; coordinating the preparation of annual reports and returns; conducting interviews and making recommendations on the course participants suitability for promotion; and coordinating staff performance management and development.

(b) Requirements for Appointment

For appointment to this rank an officer must have:-

- (i) served in the rank of Detective Commissioner of Criminal Investigations or its equivalent rank for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following fields:- Physical and Biological Sciences, Criminology, Law, Police Science, Education, Security Studies, Security Management and Police Work, Public Administration, Strategic Management, Human Resource Management, Peace Building, Conflict Management, Physical Education, Media and Public Relations, Sociology, Risk and Disaster Management, Information Communication Technology, Computer Science, Commerce, Counseling or an equivalent qualification from a recognized institution;
- (ii) Masters degree in any of the following fields:- Science, Criminology, Law, Police Science, Education, Security Studies, Security Management and Police Work, Public Administration, Strategic Management, Leadership and Security Management, Human Resource Management, Peace Building, Conflict Management, Physical Education, Media and Public Relations, Sociology, Risk and Disaster Management, Information Communication Technology, Computer Science, Commerce, Counseling or any other course related to police work or an equivalent qualification from a recognized institution;

- (iii) Certificate in Strategic Leadership and Command Programme lasting not less than three (3) months or its equivalent from recognized institution;

OR

Certificate in Strategic Leadership and Development Programme lasting not less than six (6) weeks;

- (vi) no disciplinary conviction or adverse report recorded against him/her for the last six (6) months;
- (vii) met the requirements of Chapter six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service.
- (viii) demonstrated high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of Kenya Police (Directorate of criminal investigations) functions.

Note: In addition, an officer at this rank will be required to undergo any of the skills upgrading courses stipulated in Clause 10 of these Guidelines.

XII. DETECTIVE SENIOR ASSISTANT INSPECTOR-GENERAL OF CRIMINAL INVESTIGATIONS, PG 12

(a) Duties and Responsibilities

An officer at this level will be responsible for coordinating the work of all the Departments and branches at the DCI Headquarters and Counties and ensure efficiency in their administration.

Duties and responsibilities will entail:- initiating the preparation and planning of the Directorates budget; monitoring and evaluating activities of various units in the Directorate; liaising with other security arms of government on all security matters; and collaborating with other international security agencies on matters of international nature.

Further, the officer will be responsible for initiating training, research and development of personnel in the Directorate; and supervising, appraising and performance management of officers.

(b) Requirements for Appointment

For appointment to this rank an officer must have:-

- (i) served in the rank of Detective Assistant Inspector-General or its equivalent rank of Criminal Investigations for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following fields:- Science, Criminology, Law, Police Science, Education, Security Studies, Security Management and Police Work, Public Administration, Strategic Management, Human Resource Management, Peace Building, Conflict Management, Physical Education, Media and Public Relations, Sociology, Risk and Disaster Management, Information Communication Technology, Computer Science, Commerce, Counseling or any other course related to police work/security or an equivalent qualification from a recognized institution;
- (iii) Masters degree in any of the following fields:- Science, Criminology, Law, Police Science, Education, Security Studies, Security Management and Police Work, Public Administration, Strategic Management, Leadership and Security Management, Human Resource Management, Peace Building, Conflict Management, Physical Education, Media and Public Relations, Sociology, Risk and Disaster Management, Information Communication Technology, Computer Science, Commerce, Counseling or any other course related to police work/security or an equivalent qualification from a recognized institution;
- (iv) Certificate in Strategic Leadership and Command Programme lasting not less than three (3) months or its equivalent from recognized institution;

OR

Certificate in Strategic Leadership and Development Programme lasting not less than six (6) weeks;

- (v) no disciplinary conviction or adverse report recorded against him/her for the last six (6) months;
- (vi) demonstrated high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of Directorate Of Criminal Investigations Kenya Police Service function;
- (vii) met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service.
- (v) thorough understanding of national goals, policies and objectives and ability to relate to the Directorate of Criminal Investigations Kenya Police Service function and aspiration of Vision 2030.

Note: *In addition, an officer at this rank will be required to undergo any of the skills upgrading courses stipulated in Clause 10 of these Guidelines.*

XIII. DIRECTOR OF CRIMINAL INVESTIGATIONS, PG 13

(a) Duties and Responsibilities

The Director of Criminal Investigations shall, in the performance of the functions and duties of office, be responsible to the Inspector-General. The Director of Criminal Investigations shall be the chief executive officer of the Directorate. The officer will be responsible for implementing the decisions of the Inspector-General; efficient administration of the Directorate; the day-to-day administration and management of the affairs of the Directorate; and the performance of such other duties as may be assigned by the Inspector General, the Commission, or as may be prescribed by this Act, or any other written law.

(b) Requirements for Appointment

Appointment to this rank will be made in line with the provisions of the Constitution of Kenya 2010 Article 245 (3) as read with Section 11 (2) & 12 of the National Police Service Act 2011 and section 13 of the National Police Service amendment Act 2015.

4. CAREER PROGRESSION GUIDELINES FOR FORENSIC PERSONNEL IN THE DIRECTORATE OF CRIMINAL INVESTIGATIONS

I. DETECTIVE SERGEANT (FORENSIC), PG 3

(a) Duties and Responsibilities

This is the training grade for this cadre. An officer at this level will work under the supervision and guidance of a more senior and experienced officer.

Duties and responsibilities at this level will entail:- cleaning and sterilizing laboratory glass ware, plastic ware, apparatus, surfaces and equipment; preparing sampling containers and equipment; carrying out simple crime and incidence scene investigations (searching, detecting packaging, labeling, transporting, submitting, processing and preserving forensic samples and items of exhibits); receiving and recording submitted forensic samples and exhibits; preparing laboratory reagents; documenting and receiving samples for analysis; extracting and isolating samples for analysis; firing and test firing of weapons; disposing laboratory waste, recording fingerprint impressions, recording digital scanned images, classifying fingerprints impressions; and filing classified fingerprints.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have at least a minimum of Kenya Certificate of Secondary Education (KCSE) mean grade 'C' with at least a 'C' in two Science subjects or its equivalent qualification from a recognized examination body;
- (ii) have Diploma in any of the following fields:- Applied Sciences (Chemistry, Analytical Chemistry, Industrial Chemistry, Physics and Biology), Electronic Engineering, Electrical Engineering, Photography, Mass Communication, Laboratory Sciences, Public Health, Criminology, Information Communication Technology, Forensic Science, Fingerprint Science, Software Engineering or its equivalent qualification from a recognized institution;
- (iii) have successfully completed a nine (9) months Basic Police Training from any National Police Service Training Institutions;
- (iv) be a Kenyan citizen;
- (v) be physically and medically fit;

- (vi) be between the age 18 and 28 years and 30 years for graduates;
- (vii) be in possession of a Kenyan National Identity Card;
- (viii) have no criminal record;
- (ix) have passed an aptitude test;
- (x) have a Certificate in Basic Forensic course lasting not less than four weeks;
- (xi) have passed fingerprint examination paper A for fingerprints personnel;
- (x) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity; and
- (xii) have Certificate in Computer application skills from a recognized institution.

II. DETECTIVE SENIOR SERGEANT (FORENSIC), PG 4

(a) Duties and Responsibilities

An officer at this level will work under the supervision and guidance of a more senior and experienced officer.

Duties and responsibilities at this level will entail:- cleaning and sterilizing laboratory glass ware, plastic ware, apparatus, surfaces and equipment; carrying out technical crime and incidence scene investigations (searching, detecting packaging, labeling, transporting, submitting, processing and preserving forensic samples and items of exhibits); receiving and recording submitted forensic samples; preparing laboratory reagents; documenting and receiving samples for analysis; extracting and isolating samples for analysis; firing and test firing of weapons; preparing sampling containers and equipment; disposing laboratory waste; recording fingerprint impressions and recording digital scanned images, classifying fingerprints impressions; filing classified fingerprints; and mentoring and coaching of officers under his/her supervision.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the grade Detective Sergeant (Forensic) for a minimum period of three (3) years;
- (ii) have Diploma in any of the following fields: - Applied Sciences (Chemistry, Analytical Chemistry, Industrial Chemistry, Physics and Biology), Electronic Engineering, Electrical Engineering, Photography, Mass Communication,

Laboratory Sciences, Public Health, Criminology, Information Communication Technology, Forensic Science, Fingerprint Science, Software Engineering or its equivalent qualification from a recognized institution;

- (iii) have a Certificate in Basic Forensic course lasting not less than four weeks;
- (iv) have passed Fingerprint Examination Paper A And B For Fingerprints Personnel;
- (v) have Certificate in Computer application skills from a recognized institution;
- (xi) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity; and
- (vi) have shown merit and ability as reflected in work performance and results.

Note: In addition, an officer at this rank will be required to undergo any of the skills upgrading courses stipulated in Clause 10 of these Guidelines.

III. DETECTIVE INSPECTOR (FORENSIC), PG 5

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: collecting, receiving and documenting samples; preparing laboratory reagents; preparing media, stains and dyes for analysis; receiving, recording, packaging, dispatching, analyzing and preserving test samples; maintaining biological cultures; maintaining laboratory records and equipment; carrying out technical crime and incidence scene investigations (searching, detecting packaging, labeling, transporting, submitting, processing and preserving forensic samples and items of exhibits); extracting, isolating, identifying and quantifying drugs; identifying pesticides and heavy metals in biological and other miscellaneous samples; extracting, isolating, identifying and quantifying genetic material for DNA profiling; cross matching, classifying, searching and filing fingerprints; renewing fingerprints slips and binders; recording any abnormalities and special conditions (amputations, injured fingers/hands, scarred, deformed, worn-out, extra-finger, and webbed finger); scanning recorded fingerprints impressions; recording fingerprint impressions and digital scanned images; filing classified fingerprints; mentoring and coaching of officers under his/her supervision; and appraising officers working under him/her.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the grade of Detective Senior Sergeant (Forensic) for a minimum period of three (3) years;
- (ii) have Diploma in any of the following fields: - Applied Sciences (Chemistry, Analytical Chemistry, Industrial Chemistry, Physics and Biology), Electronic Engineering, Electrical Engineering, Photography, Mass Communication, Laboratory Sciences, Public Health, Criminology, Information Communication Technology, Forensic Science, Fingerprint Science, Software Engineering or its equivalent qualification from a recognized institution;
- (iii) have Certificate in Basic Forensic course lasting not less than four weeks;
- (iv) have passed Fingerprint Examination Papers A and B for fingerprints personnel;
- (v) have Certificate in Computer application skills from a recognized institution;
- (vi) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service.
- (vii) have shown merit and ability as reflected in work performance and results.

Note: In addition, an officer at this rank will be required to undergo any of the skills upgrading courses stipulated in Clause 10 of these Guidelines.

IV. DETECTIVE CHIEF INSPECTOR (FORENSIC), PG 6

(a) Duties and Responsibilities

An officer at this rank will be deployed to perform duties in any of the following deployment areas:- Crime Scene Investigation, Cyber Crime, Bomb Disposal, Photographic Imaging, Video and Acoustic Analysis, Fingerprint Bureau, Ballistics, Documents Examination, Forensic Chemistry Analysis or Forensic Biology Analysis Units.

Crime Scene Investigation

An officer deployed in Crime Scene Investigation will perform the following duties and responsibilities:- receiving and recording exhibits brought to the crime scene laboratory; dispatching reports and exhibits; attending to reported crime scenes and incidences; conducting crime scene processing and examination; searching crime scene for traces of physical evidence; documenting crime and incidence scenes by photography, sketching, videography and note taking; recovering, packaging and labelling of exhibits/ evidence; detecting, developing, analyzing, enhancing, and recovering latent fingerprints, footprints, tool marks, bite marks, strangulation marks, shoe marks, tire marks and tracks; verifying and restoring serial numbers in vehicles and guns among others; assisting in the identification of unknown human bodies and remains in minor and major cases; advising investigators on matters relating to crime

scene preservation and exhibit handling; performing preliminary examinations of trace evidence; analyzing crime scene patterns; carrying out crime scene reconstruction; attending court sessions and adducing crime scene examination reports, findings and expert opinion; analyzing modes of operation by criminals and carrying out research on new techniques and methodologies applicable to forensics; mentoring and coaching of officers under his/her supervision; and appraising officers working under him/her.

Cyber Crime

An officer deployed in Cyber Crime will perform the following duties and responsibilities:- receiving and recording exhibits brought to the crime scene laboratory; dispatching reports and exhibits; investigating crimes related to computer systems and data (e.g. illegal access); investigating crimes committed through/by means of computer systems (such as child pornography); finding, recovering, analyzing and evaluating digital data using an array of methods or tools for discovering digital data that resides on a particular medium; presenting expert opinion and report of the findings in a court of law; analyzing network traffic to search for truth in civil, criminal and administrative matter to protect users and resources from exploitation, invasion of privacy and any other crime fostered by the continual expansion of network connectivity; supporting investigative units of the police in the collection of electronic evidence through forensic analysis of digital media; providing technical cyber investigation capabilities to support criminal investigations and immediate response to incidences to collect volatile data; sensitizing police officers and members of public on matters relating to cyber-crimes, mentoring and coaching of officers under his/her supervision; and appraising officers working under him/her.

Bomb Disposal Duties

An officer deployed in this area will perform the following duties and responsibilities:- receiving and recording exhibits brought to the crime scene laboratory; dispatching reports and exhibits; conducting bomb sweeps at presidential, foreign dignitaries and other VIPs venues; responding to cases of bomb threats; handling explosive detection tools; handling explosives sniffer dogs; handling and operating robot machine; conducting post-blasts scene investigations; examining and analysing exhibits of explosive nature; recovering, handling, storing and disposing off improvised explosive devices, explosive chemicals and military ordinances among others safely; adducing expert opinion and producing report in a court of Law; conducting public awareness on explosives; and recording data for bombs and explosives related exhibits; mentoring and coaching of officers under his/her supervision; and appraising officers working under him/her.

Photographic Image, Video and Acoustic Analysis

An officer deployed to perform Photographic Imaging, Video and Acoustic Analysis duties will be responsible for:- receiving and recording exhibits brought to the photographic and voice analysis laboratory; dispatching reports and exhibits from

photographic and voice analysis laboratory; receiving and processing images storage media originating from crime and incident scenes for investigation purposes; adducing and producing photographic, videographic and acoustic evidence in criminal cases before court of Law; producing and circulating images of wanted and missing persons; producing technical photo lab image using specialized imaging equipment; performing audio visual crime scene reconstruction; undertaking forensic image processing; enhancing clarity of audio recordings; processing police certificate of appointment; archiving photographic, videographic and acoustic evidence, mentoring and coaching of officers under his/her supervision; and appraising officers working under him/her.

Fingerprint Bureau Duties

An officer deployed in Fingerprint Bureau will undertake the following duties and responsibilities:- receiving and recording exhibits brought to the fingerprints examination laboratory; dispatching reports and exhibits from the fingerprints examination laboratory; taking fingerprints impressions of suspects and applicants for the purpose of obtaining quality ten-print cards or automated live-scan fingerprint records; inputting fingerprints into the Automated Fingerprints Identification System; classifying and identifying fingerprints based on methods and practices of standard fingerprint classification; giving alternatives to fingerprint formulae; searching complex fingerprint impressions and computer generated fingerprints; recording criminal fingerprints collected from Police stations; recording criminal fingerprints collected from foreign countries; analyzing and identifying Criminal Fingerprints from various police stations; adducing and producing fingerprint expert reports in a court of law; assisting in identifying disaster victim(s) through fingerprints; analyzing and making reports on fingerprint impression in a questionable document; registering post-mortem cases; receiving and analyzing fingerprints crime statistical data, mentoring and coaching of officers under his/her supervision; and appraising officers working under him/her.

Ballistics

An officer deployed in Ballistics will perform the following duties and responsibilities:- receiving and recording exhibits brought to the Ballistic laboratory; dispatching reports and exhibits from the ballistic laboratory; examining firearms, ammunition, component parts and associated exhibits; updating ballistic database; sharing gathered intelligence with field officers and other stake holders; maintaining ballistic database; reconstructing a shooting incidence scene; adducing expert opinion and producing report in a court of Law, mentoring and coaching of officers under his/her supervision; and appraising officers working under him/her.

Documents Examination

An officer deployed in Documents Examination will perform the following duties and responsibilities:- receiving and recording exhibits brought to the document

examination laboratory; dispatching reports and exhibits from the document examination laboratory; undertaking forensic analysis of equipment i.e. typewriter, inkjet printers, laserJet printers, thermal printers, photocopies and dot matrix printers; forensic analysis of industrial plant printers and printing methods; performing forensic examination of questioned handwritings and signatures; forensic analysis of questionable documents; examining of security features in documents and credit cards, questionable seals and stamps, counterfeit currencies, forged Wills and Probates/Certifications; examining indentations, alterations, obliterations and erasures; undertaking reconstruction/tear – line matching of shredded documents; analyzing ink and paper properties; adducing expert opinion and producing reports in a court of Law; training and sensitizing investigating officers on techniques of investigating cases involving questionable documents, mentoring and coaching of officers under his/her supervision; and appraising officers working under him/her.

Forensic Chemistry Analysis

An officer deployed in the Forensic Chemistry Analysis Unit will perform the following duties and responsibilities:- receiving and recording exhibits brought to the chemistry laboratory; dispatching reports and exhibits from the chemistry laboratory; performing toxicological analysis of blood stains, urine, and blood gases for traces of poisons or drugs, including alcohol content; analysing bulky narcotics and psychotropic substances; chemical and microscopy identification of powder gunshot residues (GSR) on clothes and skin; analyzing arson and explosives debris, fabric/fibres and hair, glass, paint, polymers and soil; providing advice to investigators on matters relating to handling of exhibits requiring forensic chemistry analysis; liaising and/or working with field officers in sampling and field testing activities; and adducing expert opinion and producing report in a court of Law; mentoring and coaching of officers under his/her supervision; and appraising officers working under him/her.

Forensic Biology Analysis

An officer deployed in the Forensic Biology Analysis Unit will perform the following duties and responsibilities:- receiving and recording exhibits brought to the biology laboratory; dispatching reports and exhibits from the biology laboratory; gathering, receiving, processing and analyzing biological samples originating from crime and incident scenes; adducing expert opinion and producing report in a court of Law; generating DNA profiles of suspects, accused persons, convicted criminals, unidentified human remains and missing and found persons; carrying out forensic serology and DNA testing; giving advice to investigator on matters relating to handling of exhibits requiring forensic biological analysis; liaising and/or work with field officers in sampling and field testing activities; adducing expert opinion and producing report in a court of Law; mentoring and coaching of officers under his/her supervision; and appraising officers working under him/her.

(b) Requirements for Appointment

Direct Appointment

For appointment to this grade, a candidate must:-

- (i) have Bachelors Degree in any of the following fields:- Mathematics, Physics, Biology, Molecular Biology, Chemistry, Analytical Chemistry, Industrial Chemistry, Biochemistry, Microbiology, Public health, Genetics, Computer Science, Electronic Engineering, Forensic Science, Fingerprint Science, Software Engineering, Geographical Information Systems, Information Communication Technology, or any other relevant and equivalent qualification from a recognized institution;
- (ii) be a Kenyan Citizen;
- (iii) be aged not more than 45 years of age;
- (iv) be physically and medically fit;
- (v) have undergone Cadet Training Course lasting not less than six (6) months from any of the National Police Service Training institutions;
- (vi) have no criminal record;
- (vii) have passed fingerprint examination papers A, B and C for fingerprints personnel;
- (viii) have acquired necessary gazettement requirements;
- (ix) have passed an aptitude test;
- (x) be knowledgeable in computer application skills; and
- (xi) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service.

On joining the department, officers will be taken through the following training programs to enable them perform their duties effectively:-

- (i) Directorate of Criminal Investigations Induction Course lasting not less than three (3) months;
- (ii) Basic Crime Investigation Course lasting not less than two (2) months;

- (iii) Basic Forensic Investigation Course lasting not less than two (2) months; and
- (iv) Forensic Investigation Course in the relevant field lasting not less than four (4) months.

Promotion

For promotion to this rank, an officer must have:

- (i) served in the grade of Detective Inspector (Forensic) for a minimum period of three (3) years;
- (ii) Diploma in any of the following fields:- Applied Sciences (Chemistry, Analytical Chemistry, Industrial Chemistry, Physics and Biology), Electronic Engineering, Electrical Engineering, Photography, Mass Communication, Laboratory Sciences, Public Health, Criminology, Information Communication Technology, Forensic Science, Fingerprint Science, Archives and Record Management, Security and Disaster Management or any other relevant and equivalent qualification from a recognized institution;
- (iii) Certificate in Basic Forensic course lasting not less than four weeks;
- (iv) Certificate in Computer application skills from a recognized institution;
- (xii) met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service.
- (v) shown merit and ability as reflected in work performance and results.

Note: In addition, an officer at this rank will be required to undergo any of the skills upgrading courses stipulated in Clause 10 of these Guidelines.

V. DETECTIVE ASSISTANT SUPERINTENDENT (FORENSIC), PG 7

(a) Duties and Responsibilities

An officer at this rank will be deployed to perform duties in any of the following deployment areas:- Crime Scene Investigation, Cyber Crime, Bomb Disposal, Photographic Imaging, Video and Acoustic Analysis, Fingerprint Bureau, Ballistics, Documents Examination, Forensic Chemistry Analysis or Forensic Biology Analysis.

Crime Scene Investigation

An officer deployed in Crime Scene Investigation will perform the following duties and responsibilities:- attending to reported crime scenes and incidences; conducting crime scene processing and examination; searching crime scene for traces of physical

evidence; documenting crime and incidence scenes by photography, sketching, videography and note taking; recovering, packaging and labeling exhibits/ evidence; detecting, developing, enhancing, and recovering latent fingerprints, footprints, tool marks, bite marks, strangulation marks, shoe marks, tire marks and tracks; verifying and restoring serial numbers in vehicles and guns among others; assisting in identification of unknown human bodies and remains in minor and major cases; examining crime scene splatter patterns, burn patterns, glass fracture patterns; preliminary examinations of trace evidence; analyzing shoe marks; carrying out evaluation of crime scene duties at the field crime scene investigations stations; advising investigators on matters relating to crime scene preservation and exhibit handling; ensuring proper maintenance of all office records at the unit; adducing crime scene examination reports, findings and expert opinion; carrying out research on new techniques and methodologies applicable to crime scenes investigations; supervising analysts working under him/her in the laboratory and in the field; mentoring and coaching of officers under his/her supervision; and appraising officers working under him/her.

Cyber Crime

An officer deployed in Cyber Crime will perform the following duties and responsibilities:-investigating crimes related to computer systems and data such as illegal access; investigating crimes committed through/by means of computer systems for instance child pornography; finding, recovering, analyzing and evaluating digital data using an array of methods or tools for discovering digital data that resides on a particular medium; presenting expert opinion and report of the findings in a court of law; analysing network traffic to search for truth in civil, criminal and administrative matter to protect users and resources from exploitation, invasion of privacy and any other crime fostered by the continual expansion of network connectivity; supporting investigative units of the police in the collection of electronic evidence through forensic analysis of digital media; providing technical cyber investigation support on criminal investigations and collecting volatile data; sensitizing police officers and members of public on matters relating to cyber-crimes; ensuring proper maintenance of office records at the unit; carrying out research on new techniques and methodologies applicable to cyber-crime investigation work; mentoring and coaching of officers under his/her supervision; appraising officers working under him/her; and supervising analysts working under him/her in the laboratory and in the field.

Bomb Disposal Duties

An officer deployed in this Unit will perform the following duties and responsibilities:- conducting bomb sweeps at presidential, foreign dignitaries and other VIPs venues; responding promptly to cases of bomb threats; handling, operating and maintaining robot machine; handling of explosives detection tools; conducting post-blasts scene investigations; examining and analyzing exhibits of explosive nature; recovering, handling, storing and disposing off improvised explosive devices,

explosive chemicals and military ordinances among others safely; adducing expert opinion and producing report in a court of Law; training and sensitizing other law enforcement agencies on bomb and explosives handling; conducting public awareness on explosives; maintaining data of examinations and analysis of exhibits; ensuring proper maintenance of office records at the unit; mentoring, coaching and appraising officers under his/her supervision; and supervising officers working under him/her at the field and in the laboratory.

Photographic Imaging, Video and Acoustic Analysis

An officer deployed to perform Photographic Imaging, Video and Acoustic Analysis duties will be responsible for:- receiving and processing images storage media originating from crime and incident scenes; adducing and producing photographic, videographic and acoustic evidence in criminal cases in a court of Law; producing and circulating images of wanted and missing persons; producing technical Photo lab image using specialized imaging equipment; audio visual crime scene; video recording of extra judicial confessions; forensic image processing; enhancing clarity of audio recordings; analyzing of acoustic evidence; processing police certificate of appointment; adducing expert opinion and producing report in a court of Law; archiving of all photographic, videographic and acoustic evidence; ensuring proper maintenance of all office records at the unit, mentoring and coaching of officers under his/her supervision; and appraising officers working under him/her.

Fingerprint Bureau Duties

An officer deployed in Fingerprint Bureau will undertake the following duties and responsibilities:- recording of criminal fingerprints collected from Police stations; recording of criminal fingerprints collected from foreign countries; taking fingerprints impressions of suspects and applicants for the purpose of obtaining quality ten-print cards or automated live-scan fingerprint records; inputting fingerprints into the Automated Fingerprints Identification System; comparison of crime scene marks/fingerprints; elimination of crime scene suspects; developing and maintaining scenes of crime marks data base; classifying and identifying fingerprints based on methods and practices of standard fingerprint classification; analysing and identifying of Criminal Fingerprints from various police stations; identifying, developing and maintaining a database of crime scene fingerprint marks; assisting in identifying of disaster victim(s) through fingerprints; analysing and making a report on fingerprint impression in a questionable document; registering of post-mortem cases; receiving and analysing fingerprints crime statistical data; issuing of Police Clearance Certificate; producing and circulating of Kenya Police Gazette; preparation of court exhibits; adducing and producing fingerprint expert opinion and report in a court of law; ensuring proper maintenance of all office records at the unit; , mentoring and coaching of officers under his/her supervision, appraising officers working under him/her; and supervising officers working under him/her at the field and in the laboratory.

Ballistic Duties

An officer deployed in Ballistic will perform the following duties and responsibilities:- examining of firearms, ammunition, component parts and associated exhibits; updating ballistic database; sharing gathered intelligence with field officers and other stake holders; maintaining ballistic database; reconstructing a shooting incidence scene; adducing expert opinion and producing report in a court of Law; carrying out on the job training of new personnel in the laboratory; ensuring proper maintenance of all office records at the unit; and, mentoring and coaching of officers under his/her supervision, appraising officers working under him/her; and supervising officers working under him/her at the field and in the laboratory.

Documents Examination

An officer deployed in Documents Examination will perform the following duties and responsibilities:- forensic analysis of equipment i.e. typewriter, inkjet printers, laserjet printers, thermal printers, photocopies and dot matrix printers; forensic analysis of industrial plant, printers and printing methods; forensic Examination of questionable handwritings and signatures; forensic analysis of questionable documents; examining of security features in documents and credit cards, questionable seals and stamps, counterfeit currencies, forged Wills and Probates/Certifications; examining of indentations, alterations, obliterations and erasures; reconstruction/tear - line matching, shredded documents; adducing expert opinion and producing report in a court of Law; analysing ink and paper; training and sensitizing investigating officers on techniques of investigating cases involving questionable documents; and ensuring proper maintenance of all office records at the unit, mentoring and coaching of officers under his/her supervision, appraising officers working under him/her.

Forensic Chemistry Analysis

An officer deployed in the Chemistry Analysis will perform the following duties and responsibilities:- conducting toxicological analysis of blood stains, urine, and blood gases for traces of poisons or drugs, including alcohol content; analyzing bulky narcotics and psychotropic substances; chemical and microscopy identification of powder gunshot residues (GSR) on clothes and skin; analyzing arson debris, explosives debris, fabric/fibres and hair, glass materials, paint and polymers and soil; giving advice to investigator on matters relating to handling of exhibits requiring forensic chemistry analysis; liaising and/or work with field officers in sampling and field testing activities; adducing expert opinion and producing report in a court of Law; ensuring proper maintenance of all office records at the unit; , mentoring and coaching of officers under his/her supervision, appraising officers working under him/her; supervising officers working under him/her at the field and in the laboratory.

Forensic Biology Analysis

An officer deployed in the Biology Analysis will perform the following duties and responsibilities:- gathering, receiving, processing and analyzing biological samples originating from crime and incident scenes; adducing expert opinion and producing report in a court of Law; blood grouping and generating DNA profiles of suspects, accused persons, convicted criminals, unidentified human remains and missing and found persons; carrying out Forensic serology and DNA testing; giving advice to investigator on matters relating to handling of exhibits requiring forensic biological analysis; liaising and/or work with field officers in sampling and field testing activities; adducing expert opinion and producing report in a court of Law; ensuring proper maintenance of all office records at the unit; mentoring and coaching of officers under his/her supervision; appraising officers working under him/her; and supervising officers working under him/her at the field and in the laboratory.

(b) Requirements for Appointment

For appointment to this grade, an officer must:-

- (i) have served in the rank of Detective Chief Inspector (Forensic) for a minimum period of three (3) years;
- (ii) have Bachelors degree in Science in any of the following fields:- Mathematics, Physics, Biology, Molecular Biology, Chemistry, Analytical Chemistry, Industrial Chemistry, Biochemistry, Microbiology, Public health, Genetics, Computer Science, Electronic Engineering, Forensic Science, Fingerprint Science, Software Engineering, Geographical Information Systems, Information Communication Technology, or any other relevant and equivalent qualification from a recognized institution;

OR

Diploma in any of the following fields:- Applied Sciences (Chemistry, Analytical Chemistry, Industrial Chemistry, Physics and Biology), Electronic Engineering, Electrical Engineering, Photography, Mass Communication, Laboratory Sciences, Public Health, Criminology, Information Communication Technology, Forensic Science, Fingerprint Science, Archives and Record Management, Security and Disaster Management or any other relevant and equivalent qualification from a recognized institution for Forensic Laboratory Technologists and Forensic Field Officers;

- (iii) be gazetted by the Office of the Director of Public Prosecution in the relevant field;
- (iv) have successfully completed Higher Training Course (HTC) lasting not less than five (5) months;

- (v) have Laboratory Management Course lasting not less than two (2) months;
- (vi) have no disciplinary conviction or adverse report recorded against him/her for the last six (6) months;
- (vii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity; and
- (viii) have Certificate in Computer application skills from a recognized institution.

Note: *In addition, an officer at this rank will be required to undergo any of the skills upgrading courses stipulated in Clause 10 of these Guidelines.*

The officer must portray the following personal attributes:-

- An enquiring mind
- Logical and analytical approach
- Patience and concentration
- Highly developed observation and scientific skills
- Objectivity and personal integrity
- A high degree of accuracy and attention to details
- Confidence to justify findings
- Strong written and spoken communication skills
- Ability to work alone and in a team
- Ability to meet deadlines and work under pressure

V. DETECTIVE SUPERINTENDENT (FORENSIC), PG 8

(a) Duties and Responsibilities

An officer at this rank will be deployed to perform duties in any of the following deployment areas:- Crime Scene Investigation, Cyber Crime, Bomb Disposal, Photographic Imaging, Video and Acoustic Analysis, Fingerprint Bureau, Ballistics, Documents Examination, Forensic Chemistry Analysis or Forensic Biology Analysis.

Crime Scene Investigation

An officer deployed in Crime Scene Investigation will perform the following duties and responsibilities:- attending to all reported crime scenes and incidences; conducting crime scene processing and examination; crime scene searching for traces of physical evidence; documenting crime and incidence scenes by photography, sketching, videography and note taking; recovering, packaging and labeling of exhibits/evidence; detecting, developing, enhancing, and recovering latent fingerprints, footprints, tool marks, bite marks, strangulation marks, shoe marks, tire marks and tracks; verifying and restoring serial numbers in vehicles and guns among others;

assisting in identification of unknown human bodies and remains in minor and major cases; advising investigators on matters relating to crime scene preservation and exhibit handling; preliminary examinations of trace evidence; analyzing shoe marks; examining crime scene splatter patterns, burn patterns, glass fracture patterns; carrying out crime scene reconstruction; and analyzing modes of operation by criminals; carrying out research on new techniques and methodologies applicable to forensics; training on crime scene investigation and management to the units personnel and at police training colleges; carrying out evaluation of crime scene duties at the field crime scene investigations stations; preparing and standardizing laboratory procedures; keeping and proper maintenance of all office records at the unit; supervising analysts working under him/her in the laboratory and in the field; appraising officers working under him/her; adducing crime scene examination reports, findings and expert opinion; and carrying out research on new techniques and methodologies applicable to scenes of crime work, mentoring and coaching of officers under his/her supervision, appraising officers working under him/her.

Cyber Crime

An officer deployed in Cyber Crime will perform the following duties and responsibilities:- investigating crimes related to computer systems and data (such as illegal access); investigating crimes committed through/by means of computer systems (e.g. child pornography); finding, recovering, analyzing and evaluating digital data using an array of methods or tools for discovering digital data that resides on a particular medium; presenting expert opinion and report of the findings in a court of law; analysing network traffic to search for truth in civil, criminal and administrative matter to protect users and resources from exploitation, invasion of privacy and any other crime fostered by the continual expansion of network connectivity; supporting investigative units of the police in the collection of electronic evidence through forensic analysis of digital media; providing technical cyber investigation capabilities to support criminal investigations and immediate response to incidences to collect volatile data; sensitizing police officers and members of public on matters relating to cyber-crimes; ensuring proper maintenance of all office records at the unit; preparing and standardizing laboratory procedures; giving impartial scientific evidence and expert opinion in court; carrying out research on new techniques and methodologies applicable to cybercrime investigation work; supervising analysts working under him/her in the laboratory and in the field; mentoring and coaching of officers under his/her supervision, appraising officers working under him/her.

Bomb Disposal Duties

An officer deployed in Bomb Disposal will perform the following duties and responsibilities:- conducting Bomb sweeps at Presidential, foreign dignitaries and other VIPs venues; responding promptly to cases of bomb threats; handling, operating and maintaining Robot machine; ensuring proper handling of explosives detection tools; conducting post-blasts scene investigations; examining and analyzing exhibits of

explosive nature; recovering, handling, storing and disposing off improvised explosive devices, explosive chemicals and military ordinances among others safely; preparing and standardizing laboratory procedures; adducing expert opinion and producing report in a court of Law; training and sensitizing other law enforcement agencies on bomb and explosives handling; conducting public awareness on explosives; maintaining data of examinations and analysis of all exhibits; ensuring proper maintenance of all office records at the unit; supervising officers working under him/her at the field and in the laboratory; mentoring and coaching of officers under his/her supervision; and appraising officers working under him/her.

Photographic Image, Video and Acoustic Analysis

An officer deployed in Photographic Imaging, Video and Acoustic Analysis will perform the following duties and responsibilities:- receiving and processing images storage media originating from crime and incident scenes; adducing and producing photographic, videographic and acoustic evidence in criminal cases before court of Law; producing and circulating images of wanted and missing persons; preparing and standardizing laboratory procedures; technical Photo lab image production using specialized imaging equipment; audio visual crime scene reconstruction; video recording of extra judicial confessions; forensic Image processing; enhancing clarity of audio recordings; analyzing of acoustic evidence; processing of police certificate of appointment; adducing expert opinion and producing report in a court of Law; archiving of all photographic, videographic and acoustic evidence; ensuring proper maintenance of all office records at the unit; supervising officers working under him/her at the field and in the laboratory; mentoring and coaching of officers under his/her supervision; and appraising officers working under him/her.

Fingerprint Bureau Duties

An officer deployed in Fingerprint Bureau will undertake the following duties and responsibilities:- recording of criminal fingerprints collected from Police stations; recording of criminal fingerprints collected from foreign countries; taking fingerprints impressions of suspects and applicants for the purpose of obtaining quality ten-print cards or automated live-scan fingerprint records; inputting fingerprints into the Automated Fingerprints Identification System; comparison of crime scene marks/fingerprints; elimination of crime scene suspects; developing and maintaining scenes of crime marks data base; validating automated searches of less than ten prints classifying and identifying fingerprints based on methods and practices of standard fingerprint classification; analyzing and identifying of Criminal Fingerprints from various police stations; identifying, developing and maintaining a database of crime scene fingerprint marks; assisting in identifying of disaster victim(s) through fingerprints; analyzing and making a report on fingerprint impression in a questionable document; registering of post-mortem cases; receiving and analyzing fingerprints crime statistical data; issuing of Police Clearance Certificate; producing and circulating of Kenya Police Gazette; preparation of court exhibits; adducing and

producing fingerprint expert opinion and report in a court of law; ensuring proper maintenance of all office records at the unit; , mentoring, training and coaching of officers under his/her supervision, appraising officers working under him/her; and supervising officers working under him/her at the field and in the laboratory.

Ballistic Duties

An officer deployed in Ballistic will perform the following duties and responsibilities:- examining of firearms, ammunition, component parts and associated exhibits; reconstructing a shooting incidence scene; adducing expert opinion and producing report in a court of Law; carrying out on the job training of new personnel in the laboratory; inputting entries and maintaining ballistic database; preparing and standardizing laboratory procedures; sharing gathered intelligence with field officers and other stake holders; ensuring proper maintenance of all office records at the unit; supervising officers working under him/her at the field and in the laboratory; mentoring and coaching of officers under his/her supervision, appraising officers working under him/her.

Document Examination

An officer deployed in Documents Examination will perform the following duties and responsibilities:- forensic analysis of equipment i.e. typewriter, inkjet printers, LaserJet printers, thermal printers, photocopies and dot matrix printers; forensic analysis of industrial plant, printers and printing methods; forensic Examination of questionable handwritings and signatures; forensic analysis of questionable documents; examining of security features in documents and credit cards, questionable seals and stamps, counterfeit currencies, forged Wills and Probates/Certifications; examining of indentations, alterations, obliterations and erasures; reconstruction/tear – line matching, shredded documents; adducing expert opinion and producing report in a court of Law; analyzing ink and paper; preparing and standardizing laboratory procedures; training and sensitizing investigating officers on techniques of investigating cases involving questionable documents; ensuring proper maintenance of all office records at the unit; supervising officers working under him/her at the field and in the laboratory; mentoring and coaching of officers under his/her supervision; and appraising officers working under him/her.

Forensic Chemistry Analysis

An officer deployed in the Chemistry Analysis will perform the following duties and responsibilities:- conducting toxicological analysis of blood stains, urine, and blood gases for traces of poisons or drugs, including alcohol content; analyzing bulky narcotics and psychotropic substances; chemical and microscopy identification of powder gunshot residues (GSR) on clothes and skin; analyzing arson debris, explosives debris, fabric/fibres and hair, glass materials, paint and polymers and soil; giving advice to investigator on matters relating to handling of exhibits requiring

forensic chemistry analysis; preparing and standardizing laboratory procedures; liaising and/or work with field officers in sampling and field testing activities; adducing expert opinion and producing report in a court of Law; ensuring proper maintenance of all office records at the unit; supervising officers working under him/her at the field and in the laboratory; mentoring and coaching of officers under his/her supervision; and appraising officers working under him/her.

Forensic Biology Analysis

An officer deployed in the Biology Analysis will perform the following duties and responsibilities:- gathering, receiving, processing and analyzing biological samples originating from crime and incident scenes; adducing expert opinion and producing report in a court of Law; blood grouping and generating DNA profiles of suspects, accused persons, convicted criminals, unidentified human remains and missing and found persons; carrying out Forensic Serology and DNA testing; giving advice to investigator on matters relating to handling of exhibits requiring forensic biological analysis; preparing and standardizing laboratory procedures; liaising and/or work with field officers in sampling and field testing activities; adducing expert opinion and producing report in a court of Law; ensuring proper maintenance of all office records at the unit; supervising officers working under him/her at the field and in the laboratory; mentoring and coaching of officers under his/her supervision; and appraising officers working under him/her.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Detective Assistant Superintendent (Forensic) for a minimum period of three (3) years;
- (ii) have Bachelors degree in Science in any of the following fields:- Mathematics, Physics, Biology, Molecular Biology, Chemistry, Analytical Chemistry, Industrial Chemistry, Biochemistry, Microbiology, Public health, Genetics, Computer Science, Electronic Engineering, Forensic Science, Fingerprint Science, Software Engineering, Geographical Information Systems, Information Communication Technology, or any other relevant and equivalent qualification from a recognized institution;

OR

Diploma in any of the following fields:- Applied Sciences (Chemistry, Analytical Chemistry, Industrial Chemistry, Physics and Biology), Electronic Engineering, Electrical Engineering, Photography, Mass Communication, Laboratory Sciences, Public Health, Criminology, Information Communication Technology, Forensic Science, Fingerprint Science, Archives and Record Management, Security and Disaster Management or any other relevant and

equivalent qualification from a recognized institution for Forensic Laboratory Technologists and Forensic Field Officers;

- (iii) be gazetted by the Office of the Director of Public Prosecution in the relevant field;
- (iv) have passed all the Gazetted Officers Examination;
- (v) have attended Senior Management Course lasting not less than four (4) weeks/ Senior Police Officers Management Course lasting not less one (1) month;
- (vi) have no disciplinary conviction or adverse report recorded against him/her for the last six (6) months;
- (vii) have met the requirements of Chapter six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (viii) have Certificate in Computer application skills from a recognized institution.

Note: In addition, an officer at this rank will be required to undergo any of the skills upgrading courses stipulated in Clause 10 of these Guidelines.

- An enquiring mind
- Logical and analytical approach
- Patience and concentration
- Highly developed observation and scientific skills
- Objectivity and personal integrity
- A high degree of accuracy and attention to details
- Confidence to justify findings
- Strong written and spoken communication skills
- Ability to work alone and in a team
- Ability to meet deadlines and work under pressure

VI. DETECTIVE SENIOR SUPERINTENDENT (FORENSIC), PG 9

(a) Duties and Responsibilities

An officer at this rank will be deployed to perform duties in any of the following deployment areas:- Crime Scene Investigation, Cyber Crime, Bomb Disposal, Photographic Imaging, Video and Acoustic Analysis, Fingerprint Bureau, Ballistics, Documents Examination, Forensic Chemistry Analysis or Forensic Biology Analysis.

Crime Scene Investigation

An officer deployed in Crime Scene Investigation will perform the following duties and responsibilities:- attending to major reported crime scenes and incidences; coordinating crime scene processing and examination; verifying and restoring serial numbers in vehicles and guns among others; assisting in identification of unknown human bodies and remains in minor and major cases; advising investigators on matters relating to crime scene preservation and exhibit handling; examining crime scene splatter patterns, burn patterns, glass fracture patterns; carrying out crime scene reconstruction; and analysing modes of operation by criminals; carrying out research on new techniques and methodologies applicable to forensics; training on crime scene investigation and management to the units personnel and at police training colleges; carrying out evaluation of crime scene duties at the field crime scene investigations stations; ensuring proper maintenance of all office records at the unit; adducing crime scene examination reports, findings and expert opinion; and carrying out research on new techniques and methodologies applicable to scenes of crime work; maintaining liaison with other forensic and investigative Divisions; supervising analysts working under him/her in the laboratory and in the field; , mentoring and coaching of officers under his/her supervision, appraising officers working under him/her; and rolling out training and development programs for officers within the divisions.

Cyber Crime

An officer deployed in Cyber Crime will perform the following duties and responsibilities:- investigating crimes related to computer systems and data (such as illegal access); investigating crimes committed through/by means of computer systems (e.g. child pornography); finding, recovering, analyzing and evaluating digital data using an array of methods or tools for discovering digital data that resides on a particular medium; presenting expert opinion and report of the findings in a court of law; analysing network traffic to search for truth in civil, criminal and administrative matter to protect users and resources from exploitation, invasion of privacy and any other crime fostered by the continual expansion of network connectivity; supporting investigative units of the police in the collection of electronic evidence through forensic analysis of digital media; providing technical cyber investigation capabilities to support criminal investigations and immediate response to incidences to collect volatile data; sensitizing police officers and members of public on matters relating to cyber-crimes; ensuring proper maintenance of all office records at the unit; preparing and standardizing laboratory procedures; giving impartial scientific evidence and expert opinion in court; carrying out research on new techniques and methodologies applicable to cybercrime investigation work; supervising analysts working under him/her in the laboratory and in the field; and appraising officers working under him/her; maintaining liaison with other forensic and investigative divisions; supervising analysts working under him/her in the laboratory and in the field; mentoring and coaching of officers under his/her supervision, appraising officers

working under him/her; and rolling out training and development programs for officers within the divisions.

Bomb Disposal Duties

An officer deployed in Bomb Disposal will perform the following duties and responsibilities:- conducting Bomb sweeps at Presidential, foreign dignitaries and other VIPs venues; responding promptly to cases of bomb threats; ensuring proper handling of explosives detection tools; conducting post-blasts scene investigations; examining and analyzing exhibits of explosive nature; recovering, handling, storing and disposing off improvised explosive devices, explosive chemicals and military ordinances among others safely; preparing and standardizing laboratory procedures; adducing expert opinion and producing report in a court of Law; training and sensitizing other law enforcement agencies on bomb and explosives handling; conducting public awareness on explosives; maintaining data of examinations and analysis of all exhibits; ensuring proper maintenance of all office records at the unit; supervising officers working under him/her at the field and in the laboratory; maintaining liaison with other forensic and investigative divisions; carrying out research on new techniques and methodologies applicable to bomb disposal work; supervising analysts working under him/her in the laboratory and in the field; mentoring and coaching of officers under his/her supervision, appraising officers working under him/her; and coordinating training and development programs for officers within the divisions.

Photographic Image, Video and Acoustic Analysis

An officer deployed in Photographic Imaging, Video and Acoustic Analysis will perform the following duties and responsibilities:- receiving and processing images storage media originating from crime and incident scenes; adducing and producing photographic, videographic and acoustic evidence in criminal cases before court of Law; producing and circulating images of wanted and missing persons; preparing and standardizing laboratory procedures; technical Photo lab image production using specialized imaging equipment; audio visual crime scene reconstruction; video recording of extra judicial confessions; forensic image processing; enhancing clarity of audio recordings; analyzing of acoustic evidence; processing of police certificate of appointment; adducing expert opinion and producing report in a court of Law; archiving of all photographic, videographic and acoustic evidence; ensuring proper maintenance of all office records at the unit; maintaining liaison with other forensic and investigative divisions; carrying out research on new techniques and methodologies applicable to bomb disposal work; supervising analysts working under him/her in the laboratory and in the field; mentoring and coaching of officers under his/her supervision, appraising officers working under him/her; coordinating training and development programs for officers within the divisions.

Fingerprint Bureau Duties

An officer deployed in Fingerprint Bureau will undertake the following duties and responsibilities:- indexing of fingerprint files; validating and/or invalidating records based on fingerprint comparison principles. Providing advice on any abnormalities and special situations such as computations, injured fingers/hands, scars, deformities, worn out fingers, extra fingers and webbed fingers for future references; comparing and matching identical and non-identical fingerprint impressions generated from Automated palm and Fingerprints Identification System; validating automated searches involving less than ten prints; analyzing and identifying of Criminal Fingerprints from various police stations; identifying, developing and maintaining a database of crime scene fingerprint marks; assisting in identifying of disaster victim(s) through fingerprints; coordinating in identification of disaster victim(s) through fingerprints; analyzing and making a report on fingerprint impression in a questionable document; registering of post-mortem cases; receiving and analyzing fingerprints crime statistical data; preparing and standardizing laboratory procedures; issuing of Police Clearance Certificate; producing and circulating of Kenya Police Gazette; adducing and producing fingerprint expert opinion and report in a court of law; ensuring proper maintenance of all office records at the unit; validating information entered into AFIS; researching and correcting data entry errors in order to safeguard the quality and integrity of the AFIS and manual databases; performing routine AFIS and manual file maintenance; supervising officers working under him/her at the field and in the laboratory; maintaining liaison with other forensic and investigative divisions; carrying out research on new techniques and methodologies applicable to contemporary crime scene investigations; supervising analysts working under him/her in the laboratory and in the field; mentoring and coaching of officers under his/her supervision, appraising officers working under him/her; and coordinating training and development programs for officers within the divisions.

Ballistic Duties

An officer deployed in Ballistic will perform the following duties and responsibilities:- examining of firearms, ammunition, component parts and associated exhibits; reconstructing a shooting incidence scene; adducing expert opinion and producing report in a court of Law; carrying out on the job training of new personnel in the laboratory; inputting entries and maintaining ballistic database; sharing gathered intelligence with filed officers and other stakeholders; ensuring proper maintenance of all office records at the unit; maintaining liaison with other forensic and investigative divisions; carrying out research on new techniques and methodologies applicable to ballistics examination; supervising analysts working under him/her in the laboratory and in the field; mentoring and coaching of officers under his/her supervision, appraising officers working under him/her; coordinating training and development programs for officers within the divisions.

Document Examination

An officer deployed in Documents Examination will perform the following duties and responsibilities:- forensic analysis of equipment i.e. typewriter, inkjet printers, laserjet printers, thermal printers, photocopies and dot matrix printers; forensic analysis of industrial plant, printers and printing methods; forensic examination of questionable handwritings and signatures; forensic analysis of questionable documents; examining of security features in documents and credit cards, questionable seals and stamps, counterfeit currencies, forged Wills and Probates/Certifications; examining of indentations, alterations, obliterations and erasures; reconstruction/tear – line matching, shredded documents; adducing expert opinion and producing report in a court of Law; analysing ink and paper; training and sensitizing investigating officers on techniques of investigating cases involving questionable documents; ensuring proper maintenance of all office records at the unit; maintaining liaison with other forensic and investigative divisions; carrying out research on new techniques and methodologies applicable to forensic examinations of documents and allied entities; supervising analysts working under him/her in the laboratory and in the field; mentoring and coaching of officers under his/her supervision, appraising officers working under him/her; coordinating training and development programs for officers within the divisions.

Forensic Chemistry Analysis

An officer deployed in the Chemistry Analysis will perform the following duties and responsibilities:- conducting toxicological analysis of blood stains, urine, and blood gases for traces of poisons or drugs, including alcohol content; analyzing bulky narcotics and psychotropic substances; chemical and microscopy identification of powder gunshot residues (GSR) on clothes and skin; analyzing arson debris, explosives debris, fabric/fibres and hair, glass materials, paint and polymers and soil; giving advice to investigators on matters relating to handling of exhibits requiring forensic chemistry analysis; liaising and/or work with field officers in sampling and field testing activities; adducing expert opinion and producing report in a court of Law; ensuring proper maintenance of all office records at the unit; maintaining liaison with other forensic and investigative divisions; carrying out research on new techniques and methodologies applicable to forensic chemistry; supervising analysts working under him/her in the laboratory and in the field; mentoring and coaching of officers under his/her supervision, appraising officers working under him/her; coordinating training and development programs for officers within the divisions.

Forensic Biology Analysis

An officer deployed in the Biology Analysis will perform the following duties and responsibilities:- gathering, receiving, processing and analyzing biological samples originating from crime and incident scenes; adducing expert opinion and producing report in a court of Law; blood grouping and generating DNA profiles of suspects,

accused persons, convicted criminals, unidentified human remains and missing and found persons; carrying out Forensic Serology and DNA testing; giving advice to investigator on matters relating to handling of exhibits requiring forensic biological analysis; liaising and/or work with field officers in sampling and field testing activities; adducing expert opinion and producing report in a court of Law; ensuring proper maintenance of all office records at the unit; maintaining liaison with other forensic and investigative divisions; carrying out research on new techniques and methodologies applicable to forensic biology; supervising analysts working under him/her in the laboratory and in the field; mentoring and coaching of officers under his/her supervision, appraising officers working under him/her; coordinating training and development programs for officers within the divisions.

(b) Requirements for Appointments

For appointment to this rank, an officer must:-

- (i) have served in the rank of Detective Superintendent (Forensic) for a minimum period of three (3) years;
- (ii) have Bachelors degree in Science in any of the following fields:- Mathematics, Physics, Biology, Molecular Biology, Chemistry, Analytical Chemistry, Industrial Chemistry, Biochemistry, Microbiology, Public health, Genetics, Computer Science, Electronic Engineering, Forensic Science, Fingerprint Science, Software Engineering, Geographical Information Systems, Information Communication Technology, or any other relevant and equivalent qualification from a recognized institution;

OR

Diploma in any of the following fields:- Applied Sciences (Chemistry, Analytical Chemistry, Industrial Chemistry, Physics and Biology), Electronic Engineering, Electrical Engineering, Photography, Mass Communication, Laboratory Sciences, Public Health, Criminology, Information Communication Technology, Forensic Science, Fingerprint Science, Archives and Record Management, Security and Disaster Management or any other relevant and equivalent qualification from a recognized institution for Forensic Laboratory Technologists and Forensic Field Officers;

- (iii) be Gazetted by the Office of the Director of Public Prosecution in the relevant field;
- (iv) have attended strategic Leadership Development Program lasting not less than six (6) weeks/Strategic Leadership and Command Program lasting not less than three (3) months;

- (v) have no disciplinary conviction or adverse report recorded against him/her for the last six (6) months;
- (vi) have met the requirements of Chapter six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (vii) have Certificate in Computer application skills from a recognized institution.

Note: *In addition, an officer at this rank will be required to undergo any of the skills upgrading courses stipulated in Clause 10 of these Guidelines.*

The officer must portray the following personal attributes:-

- An enquiring mind
- Logical and analytical approach
- Patience and concentration
- Highly developed observation and scientific skills
- Objectivity and personal integrity
- A high degree of accuracy and attention to details
- Confidence to justify findings
- Strong written and spoken communication skills
- Ability to work alone and in a team
- Ability to meet deadlines and work under pressure.

VII. DETECTIVE COMMISSIONER CRIMINAL INVESTIGATIONS (FORENSIC), PG 10

(a) Duties and Responsibilities

An officer at this rank will be deployed to perform duties in any of the following deployment areas:- Crime Scene Investigation, Cyber Crime, Bomb Disposal, Photographic Imaging, Video and Acoustic Analysis, Fingerprint Bureau, Ballistics, Documents Examination, Forensic Chemistry Analysis or Forensic Biology Analysis.

Crime Scene Investigation

Duties and responsibilities at this level will entail:- attending to major reported crime scenes and incidences; coordinating crime scene processing and examination; molding and strengthening performance skills for the personnel under his/her supervision; ensuring proper verification and restoration of serial numbers in vehicles and guns among others; coordinating the identification of unknown human bodies and remains in minor and major cases; advising investigators on matters relating to crime scene preservation and exhibit handling; examining crime scene splatter patterns, burn patterns, glass fracture patterns; carrying out crime scene reconstruction; analyzing

modes of operation by criminals; carrying out research on new techniques and methodologies applicable to forensics; coordinating training on crime scene investigation and management to the units personnel and at police training colleges; coordinating the evaluation of crime scene duties at the field crime scene investigations stations; ensuring proper maintenance of all office records at the unit; adducing crime scene examination reports, findings and expert opinions; carrying out research on new techniques and methodologies applicable to contemporary crime scene investigations; maintaining liaison with other forensic and investigative divisions; supervising analysts working under him/her in the laboratory and in the field; him/her; mentoring and coaching of officers under his/her supervision, appraising officers working under him/her; coordinating training and development programs of officers within their divisions.

Cyber Crime

An officer deployed in Cyber Crime will perform the following duties and responsibilities:- investigating crimes related to computer systems and data (e.g. illegal access); investigating crimes committed through/by means of computer systems (e.g. child pornography); finding, recovering, analyzing and evaluating digital data using an array of methods or tools for discovering digital data that resides on a particular medium; presenting expert opinion and report of the findings in a court of law; analyzing network traffic to search for truth in civil, criminal and administrative matter to protect users and resources from exploitation, invasion of privacy and any other crime fostered by the continual expansion of network connectivity; supporting investigative units of the police in the collection of electronic evidence through forensic analysis of digital media; providing technical cyber investigation capabilities to support criminal investigations and immediate response to incidences to collect volatile data; sensitizing police officers and members of public on matters relating to cyber-crimes; ensuring proper maintenance of all office records at the unit; giving impartial scientific evidence and expert opinion in court; carrying out research on new techniques and methodologies applicable to cybercrime investigation work; supervising analysts working under him/her in the laboratory and in the field; appraising officers working under him/her; maintaining liaison with other forensic and investigative Divisions; mentoring and coaching of officers under his/her supervision, appraising officers working under him/her; and coordinating training and development programs of officers within their divisions.

Bomb Disposal Duties

An officer deployed in Bomb Disposal will perform the following duties and responsibilities:- conducting Bomb sweeps at Presidential, foreign dignitaries and other VIPs venues; responding promptly to cases of bomb threats; ensuring proper handling of explosives detection tools; conducting post-blasts scene investigations; examining and analyzing exhibits of explosive nature; recovering, handling, storing and disposing off improvised explosive devices, explosive chemicals and military

ordinances among others safely; adducing expert opinion and producing report in a court of Law; training and sensitizing other law enforcement agencies on bomb and explosives handling; conducting public awareness on explosives; populating the database on latest fabrication materials of suicide bombers and terrorists groups; maintaining data of examinations and analysis of all exhibits; ensuring proper maintenance of all office records at the unit; supervising officers working under him/her at the field and in the laboratory; appraising officers working under him/her; maintaining liaison with other forensic and investigative Divisions; mentoring and coaching of officers under his/her supervision, appraising officers working under him/her; coordinating training and development programs of officers within their divisions.

Photographic image, video and acoustic analysis

An officer deployed in Photographic Imaging, Video and Acoustic Analysis will perform the following duties and responsibilities:- receiving and processing images storage media originating from crime and incident scenes; adducing and producing photographic, videographic and acoustic evidence in criminal cases before court of Law; producing and circulating images of wanted and missing persons; technical Photo lab image production using specialized imaging equipment; audio visual crime scene reconstruction; video recording of extra judicial confessions; forensic image processing; enhancing clarity of audio recordings; analyzing of acoustic evidence; processing of police certificate of appointment; adducing expert opinion and producing report in a court of Law; archiving of all photographic, videographic and acoustic evidence; ensuring proper maintenance of all office records at the unit; supervising officers working under him/her at the field and in the laboratory; appraising officers working under him/her; maintaining liaison with other forensic and investigative Divisions; mentoring and coaching of officers under his/her supervision, appraising officers working under him/her; and coordinating training and development programs of officers within their Divisions

Fingerprint Bureau Duties

An officer deployed in Fingerprint Bureau will undertake the following duties and responsibilities:- establishing identity and non-identity of fingerprints of two sets of impressions generated by the APFIS; overseeing indexing of fingerprint formulae; liaising with security agencies and other stakeholders on matters of identify through fingerprints; monitoring validation of automated search involving fingerprints, co-ordinating searches of known and unknown deceased persons; overseeing periodic modification and upgrading of APFIS; initiating fingerprint personnel training and research programs in liaison with other stake holders; periodic updating of fingerprint records; ensuring proper maintenance of all office records at the unit; ensuring validation of information entered into AFIS; coordinating research and correction of data entry errors in order to safeguard the quality and integrity of the AFIS and manual databases; performing routine AFIS and manual file maintenance; maintaining liaison with other forensic and investigative Divisions; supervising officers working

under him/her at the field and in the laboratory; mentoring and coaching of officers under his/her supervision, appraising officers working under him/her; coordinating training and development programs of officers within their divisions.

Ballistics Duties

An officer deployed in Ballistic will perform the following duties and responsibilities:- examining of firearms, ammunition, component parts and associated exhibits; reconstructing a shooting incidence scene; adducing expert opinion and producing report in a court of Law; maintaining ballistic database; sharing gathered intelligence with field officers and other stake holders; ensuring proper maintenance of office records at the unit; supervising officers working under him/her at the field and in the laboratory; appraising officers working under him/her; maintaining liaison with other forensic and investigative Divisions; carrying out on the job training of new personnel in the laboratory, mentoring and coaching of officers under his/her supervision, appraising officers working under him/her; coordinating training and development programs of officers within their divisions.

Documents Examination

An officer deployed in Documents Examination will perform the following duties and responsibilities:- forensic analysis of equipment such as typewriter, inkjet printers, laserjet printers, thermal printers, photocopies and dot matrix printers; conducting forensic analysis of industrial plant, printers and printing methods; undertaking forensic examination of questionable handwritings and signatures; conducting forensic analysis of questionable documents; examining of security features in documents and credit cards, questionable seals and stamps, counterfeit currencies, forged Wills and Probates/Certifications; examining of indentations, alterations, obliterations and erasures; reconstruction/tear – line matching, shredded documents; adducing expert opinion and producing report in a court of Law; analyzing ink and paper; training and sensitizing investigating officers on techniques of investigating cases involving questionable documents; ensuring proper maintenance of all office records at the unit; supervising officers working under him/her at the field and in the laboratory; appraising offices working under him/her; maintaining liaison with other forensic and investigative Divisions; mentoring and coaching of officers under his/her supervision, appraising officers working under him/her; coordinating training and development programs of officers within their divisions.

Forensic Chemistry Analysis

An officer deployed in the Chemistry Analysis will perform the following duties and responsibilities:- conducting toxicological analysis of blood stains, urine, and blood gases for traces of poisons or drugs, including alcohol content; analyzing bulky narcotics and psychotropic substances; chemical and microscopy identification of powder gunshot residues (GSR) on clothes and skin; analyzing arson debris, explosives debris, fabric/fibres and hair, glass materials, paint and polymers and soil;

giving advice to investigators on matters relating to handling of exhibits requiring forensic chemistry analysis; liaising and/or work with field officers in sampling and field testing activities; adducing expert opinion and producing report in a court of Law; ensuring proper maintenance of all office records at the unit; supervising officers working under him/her at the field and in the laboratory; maintaining liaison with other forensic and investigative Divisions; mentoring and coaching of officers under his/her supervision, appraising officers working under him/her; coordinating training and development programs of officers within their divisions

Forensic Biology Analysis

An officer deployed in the Biology Analysis will perform the following duties and responsibilities:-gathering, receiving, processing and analyzing biological samples originating from crime and incident scenes; adducing expert opinion and producing report in a court of Law; blood grouping and generating DNA profiles of suspects, accused persons, convicted criminals, unidentified human remains and missing and found persons; carrying out Forensic serology and DNA testing; giving advice to investigator on matters relating to handling of exhibits requiring forensic biological analysis; liaising and/or work with field officers in sampling and field testing activities; adducing expert opinion and producing report in a court of Law; ensuring proper maintenance of office records at the unit; supervising officers working under him/her at the field and in the laboratory; maintaining liaison with other forensic and investigative Divisions; mentoring and coaching of officers under his/her supervision, appraising officers working under him/her; and coordinating training and development programs of officers within their divisions.

(b) Requirements for Appointments

For appointment to this rank, an officer must:-

- (i) have served in the rank of Detective Senior Superintendent (Forensic) for a minimum period of three (3) years;
- (ii) have Bachelors degree in Science in any of the following fields:- Mathematics, Physics, Biology, Molecular Biology, Chemistry, Analytical Chemistry, Industrial Chemistry, Biochemistry, Microbiology, Public health, Genetics, Computer Science, Electronic Engineering, Forensic Science, Fingerprint Science, Software Engineering, Geographical Information Systems, Information Communication Technology, or any other relevant and equivalent qualification from a recognized institution;
- (iii) have Master Degree in Science in any of the following fields: - Mathematics, Physics, Biology, Molecular Biology Chemistry, Analytical chemistry, Industrial Chemistry Biochemistry, Microbiology, Public health, Genetics, Computer Science, Electronic Engineering, Forensic Science, Fingerprint

- Science, Archives and Records Management, Security and Disaster Management, ICT, Leadership and Security Management and Criminology or any other relevant and equivalent qualification from a recognized institution.
- (iv) be gazetted by the Office of the Director of Public Prosecution in the relevant field;
- (v) have attended Strategic Leadership Development Program lasting not less than six (6) weeks/ Strategic Leadership and Command Program lasting not less than three (3) months;
- (vi) have no disciplinary conviction or adverse report recorded against him/her for the last six (6) months;
- (vii) have Certificate in Computer application skills from a recognized institution;
- (viii) have Laboratory Management Course lasting not less than two (2) months;

OR

Management and Leadership Skills in Laboratory Dynamics lasting not less than one (1) month; and

- (vii) have met the requirements of Chapter six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service.

Note: In addition, an officer at this rank will be required to undergo any of the skills upgrading courses stipulated in Clause 10 of these Guidelines.

The officer must portray the following personal attributes:-

- An enquiring mind
- Logical and analytical approach
- Patience and concentration
- Highly developed observation and scientific skills
- Objectivity and personal integrity
- A high degree of accuracy and attention to details
- Confidence to justify findings
- Strong written and spoken communication skills
- Ability to work alone and in a team
- Ability to meet deadlines and work under pressure.

VI. DETECTIVE ASSISTANT INSPECTOR GENERAL OF CRIMINAL INVESTIGATIONS (FORENSIC), PG 11

(a) Duties and Responsibilities

An officer at this rank will be responsible for the efficient administration and day-to-day activities of the Forensic Division.

Duties and responsibilities will entail:- planning and coordinating the functions of the Forensic Division; ensuring co-operation with representative of government departments and local authorities in their areas of jurisdiction; managing, supervising, monitoring and evaluating performance of the forensic division they head; preparing budgets, strategic and operational plans for the division they head; ensuring that standard operating procedures are well updated and adhered to; ensuring implementation of validated analytical methods and control framework that consists of standards, measures, practices and procedures; coordinating training and development programs of officers within their command areas; attending to major crime and incidences scenes; validating annual returns/reports from their area of jurisdiction; enforcing discipline among officers; developing plans for carrying out research on new techniques and methodologies applicable to forensic functions of the division; maintaining liaison with other forensic and investigative divisions; moulding and strengthening performance skills for the personnel under his/her supervision to dispense their forensic duties effectively; and , mentoring and coaching of officers under his/her supervision, appraising officers working under him/her.

(b) Requirements for Appointments

For appointment to this rank, an officer must:-

- (i) have served in the rank of Detective Commissioner of Criminal Investigations (Forensic) for a minimum period of three (3) years;
- (ii) have Bachelors degree in Science in any of the following fields:- Mathematics, Physics, Biology, Molecular Biology, Chemistry, Analytical Chemistry, Industrial Chemistry, Biochemistry, Microbiology, Public health, Genetics, Computer Science, Electronic Engineering, Forensic Science, Fingerprint Science, Software Engineering, Geographical Information Systems, Information Communication Technology, or any other relevant and equivalent qualification from a recognized institution;
- (iii) have Masters Degree in Science in any of the following fields:- Mathematics, Physics, Biology, Molecular Biology, Chemistry, Analytical Chemistry, Industrial Chemistry, Biochemistry, Microbiology, Public health, Genetics, Computer Science, Electronic Engineering, Forensic Science, Fingerprint Science, Software Engineering, Geographical Information Systems,

Information Communication Technology, Leadership and Security Management, or any other relevant and equivalent qualification from a recognized institution;

- (iv) have no disciplinary conviction or adverse report recorded against him/her for the last six (6) months; and
- (v) have demonstrated high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of Forensic services within the Directorate of Criminal Investigations;
- (vi) have Laboratory Management Course lasting not less than two (2) months;
- (vii) have Management and Leadership Skills in Laboratory Dynamics Course lasting not less than one (1) month;
- (viii) Certificate in Strategic Leadership and Command Programme lasting not less than three (3) months or its equivalent from recognized institution;

OR

Certificate in Strategic Leadership and Development Programme lasting not less than six (6) weeks;

- (ix) have met the requirements of Chapter six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service.
- (x) Certificate in Computer application skills from a recognized institution.

Note: In addition, an officer at this rank will be required to undergo any of the skills upgrading courses stipulated in Clause 10 of these Guidelines.

The officer must portray the following personal attributes:-

- An enquiring mind
- Logical and analytical approach
- Patience and concentration
- Highly developed observation and scientific skills
- Objectivity and personal integrity
- A high degree of accuracy and attention to details
- Confidence to justify findings
- Strong written and spoken communication skills
- Ability to work alone and in a team
- Ability to meet deadlines and work under pressure.

VII. INSPECTOR GENERAL OF NATIONAL POLICE SERVICE, PG 14

(a) Duties and Responsibilities

Duties and responsibilities of an officer at this level shall be as per section 10 of the National Police Service Act 2011 and will entail:- implementing policy decisions; auditing of police operations and functioning; coordinating all police operations; advising the government on policing matters and services; preparing budgetary estimates and develop a policing plan before the end of each financial year, setting out the priorities and objectives of the service and the justification thereof; determining the establishment and maintenance of police stations, posts, outposts, units or unit bases in the county; determining the boundaries of the police stations, outposts or unit bases; determining the distribution and deployment of officers in the service and recommend to the Commission and the County Policing Authorities; organizing the Service at national level into various formations, units or components; recommending the establishment, management and maintenance of training institutions, centres or places for the training of officers joining the service and other officers; and commissioning research and benchmark against best practices.

Further, duties and responsibilities will entail:- issuing guidelines on community policing and ensure co-operation between the service and the communities it serves in combating crime; providing the command structure and system of the service for the efficient administration of the service nationally; subject to the Constitution and the National Police Act or any written law, cooperate with and implement the decisions of the Independent Policing Oversight Authority; designating any police station, post, outpost, unit or unit base as a place of custody; promoting co-operation with international police agencies; establishing and devolving the services of the Internal Affairs Units that are able and equipped to conduct investigations into police misconduct in a fair and effective manner and report directly to the Inspector-General; monitoring the implementation of policy, operations and directions of the service; issuing and document Service Standing Orders; cooperating with other public or private bodies to provide reliable police statistics on crime rate, detection rate, public confidence in the police, number of complaints against the police, as well as personnel statistics; and act on the recommendations of the Independent Policing Oversight Authority, including compensation to victims of police misconduct, perform any other lawful act on behalf of the service.

(b) Requirements for Appointment

Appointment to this rank will be made in line with the provisions of the Constitution of Kenya 2010, Article 245 (2) (a) as read with Section 11 (1) & 12 of the National Police Service Act 2011 and Section 12 of the security laws (Amendment) Bill 2014.

PART TWO

CAREER PROGRESSION GUIDELINES FOR THE TECHNICAL PERSONNEL IN THE NATIONAL POLICE SERVICE

1. AIMS AND OBJECTIVES

- (i) To provide for a well-defined career structure which will attract and retain suitably qualified Technical/Specialist Personnel in the National Police Service.
- (ii) To provide for well-defined job descriptions and specifications with clear delineation of duties and responsibilities at all levels within the ranking structure to enable the Officers understand the requirements of their job.
- (iii) To establish standards for recruitment, training and advancement within the ranking structure on the basis of knowledge, merit and ability as reflected in work performance and results.
- (iv) To ensure appropriate career planning and management succession.

2. ADMINISTRATION AND TRAINING SCOPE OF THE CAREER GUIDELINES

(i) Responsibility for Administration

These Guidelines will be administered by the Inspector General of National Police Service in conjunction with the National Police Service Commission (NPSC). In administering the guidelines, the Inspector General of National Police Service will ensure that the provisions of the guidelines are strictly observed for fair and equitable treatment of officers and that, officers are confirmed in their appointment after completion of their probation period.

(ii) Training Scope

In administering the Guidelines, the Inspector General of National Police Service will ensure that appropriate Police Officers' induction, mentoring, training opportunities, tools and facilities are provided. This will assist serving officers acquire the necessary additional qualifications/specialization and experience required for both efficient performance of their policing duties and advancement within the career ranks. The officers should also be encouraged to undertake training privately for self-development. In all matters of training, however, the Inspector General of National Police Service will consult the National Police Service Commission.

3. THE TECHNICAL PERSONNEL POLICE FUNCTION

The Technical Personnel Function entails the application of Technical skills to the Policing function with which the Police Service is charged as indicated in the specific Functional areas below:

1. Clinical Services Function

The Clinical Services Function will include: administering and enforcing the clinical officers registration and licensing Act Cap 260; formulating, developing, implementing and reviewing clinical services' policies, procedures and guidelines; setting standards and quality assurance systems in the provision of clinical services; providing clinical and family health care in police health institutions through history taking, examining, investigating, diagnosing, treating and managing diseases and conditions; monitoring patients and providing necessary guidance and counseling; formulating, developing, reviewing medico-legal standards and guidelines; and undertaking disease surveillance, control and management.

In addition, the function will include: researching on critical health issues and emerging trends; providing clinical outreach services; developing and reviewing referral strategies and guidelines in liaison with other stake holders; providing specialized services including Ear, Nose and Throat /Audiology, Ophthalmology and Cataract Surgery, Child Health and Pediatrics, Anesthesia, Orthopedics and Trauma, Epidemiology, Lung and Skin, Reproductive Health, Medical Education, Dermatology and Venereology, Coroner and Forensic Medicine, Health Economics and Policy, Health Systems Management, Psychology, Family and Community Health Services; developing Monitoring and Evaluation strategies for the management of clinical services; capacity building for disaster preparedness and emergency health services; and training, development and performance management.

2. The Nursing Personnel Function

The Nursing Function entails: ensuring conformity to the Nursing Act, Cap 257 of 2005 and amended 2011; implementing and interpreting health and nursing policies, standards, guidelines and programmes; managing and coordinating nursing services at a police health facility; provide holistic preventive, promotive, curative, rehabilitative and palliative health care services using the nursing process to meet health needs of clients/patients; providing technical advice and nursing care in the approved areas of specialization including: Nephrology, Critical Care, Anaesthesiology, Peri-operative, Emergency Care, Trauma and Emergency; Paediatric and Neonatology Care, Community Health, Home-Based Care, Family Health, Occupational Health and Safety, Community Midwifery, Mental Health, Midwifery and/or Reproductive Health and Women's Health, HIV/AIDS & TB, Infection Prevention, Oncology and Control/Epidemiology, Psychosocial, ENT and Ophthalmology; working with other members of the healthcare team in conducting health interventions; carrying out

research in the field of nursing and healthcare; maintaining nursing records; and training and mentoring of students in clinical areas within the police health facility.

3. Medical Engineering Function

The Function involves: provision of medical engineering/health technologies services in accordance with World Health Organization and other related statutes; implementation and review of Medical Engineering policies, strategies, standards and guidelines; management of medical equipment, plants, and instruments; provision of inputs in designing health facilities and utilities; undertake research in medical engineering, trends and technologies; management of information on medical engineering services; design and management of medical engineering programmes and projects; promotion and advice on use of appropriate medical engineering technologies; foster collaboration with partners and other stakeholders in support of medical engineering services; and develop and review training curriculum in medical engineering with training institutions.

4. Radiographers Function

The Function entails: planning, organizing and providing radiographic services in a police hospital; maintaining and evaluating radiation safety measures in a Police hospital X-ray unit; undertaking evaluation of radiographic services at police medical institutions; advising investigators on any investigative matters related to radiographic crimes and adduce evidence in court as and when necessary.

5. Occupational Therapy Function

The Occupational Therapy function entails: interpreting occupational therapy policies, procedures, standards and guidelines; providing technical advice on issues pertaining to occupational therapy; managing Occupational Therapy services at all levels of care; providing holistic preventive, promotive, rehabilitative and palliative care using occupational therapy process in physical disabilities, paediatrics, sensory integration, mental health, geriatrics, ergonomics, home based care, school health, specialized driver assessment, speech facilitation, hand therapy, neuro developmental therapy; carrying out clients educational, functional and vocational assessments and formulating necessary interventions; advocating and promoting health education in the area of disability; carrying out research on trends and emerging issues in occupational therapy; maintaining an up-to-date data base for occupational therapy services for inputting into the integrated health information system; assessing occupational therapy students on clinical attachment; forming collaborations and partnerships in support of occupational therapy activities; and monitoring and evaluating occupational therapy programmes and projects.

6. Dental Technology Function

The Dental Technology Function entails: assisting Dental Officers in the implementation of dental policies, regulations, standards and guidelines; planning and evaluating dentistry services; overseeing dentistry supportive services; guiding investigators on any criminal related matters in his area of specialization and giving technical evidence in court.

7. Orthopaedic Technologists and Prosthetists/Orthotists Function

The function involves:- fabrication of orthoses and prostheses; performing static and dynamic alignment of appliances and fittings; evaluating devices on the patient to assure maximum fit, function and cosmesis; ordering and maintaining records of supplies and ensuring availability of the same; planning and evaluating supportive services in Orthopaedic Technology for patients in a police hospital; planning, Orthopaedic Technology Services in Community Based Rehabilitation, Primary Health Care and other specialized services, undertaking Research and Outreach Services on Orthopaedic services.

8. Pharmaceutical Technologists Services Function

The Pharmaceutical Technologists Services Function entails: executing pharmaceutical policies, guidelines, standards and programmes; co-ordinating and managing pharmaceutical services in police health care institutions; development of hospital formulary; registration and maintenance of information related to drugs, pharmaceutical industries and drug distribution outlets; enforcement of pharmaceutical quality assurance standards; provision of training to pharmaceutical interns and students; compounding of extemporaneous preparations and manufacture of drugs; dispensing drugs and medicines to patients; management of pharmaceuticals; verification and maintenance of information relating to usage of drugs and medicine; interpretation of toxicological and clinical data from pharmaceutical analysis and research; and provision of liaison with other drug control agencies to ensure compliance with pharmaceutical laws.

9. Medical Laboratory Function

The Medical Laboratory Function entails: implementation of the Kenya Medical Laboratory Technicians and Technologists Board Act, CAP 253A of 1999, and as amended in the year 2000; formulation, implementation, interpretation and review of medical laboratory policies, standards, guidelines and programmes; management and coordination of medical laboratory services; provision of diagnostic medical laboratory services to support preventive, promotive, curative and palliative health care services and related disease control programs; epidemiological diseases surveillance and control of vector borne diseases; provision of safe blood transfusion services; management of blood and blood products; conduct health interventions in liaison with health care

stakeholders to manage diseases; carry out research in the field of medical laboratory services in liaison with other departments/ministries and research institutions; provision of evidence in support of medical legal and forensic services; provision of specifications, evaluation and validation of medical laboratory equipment, reagents and chemicals; ensure biosafety and biosecurity practices of medical laboratory services; maintenance of medical laboratory records and information; and ensure quality assurance and control in medical laboratory services.

10. Medical Police Officers Function

The medical police officers' function entails:- implementing health policies, regulations, standards, guidelines and protocols; undertaking general/community diagnosis and providing clinical care, treatment and rehabilitation of patients; conducting disease prevention, surveillance and control; providing emergency response and clinical care services during disaster; carrying out medical examinations and writing reports; facilitating Medical Boards' proceedings; providing medical health education and promotion; facilitating training of interns and other health personnel deployed in Police Health Institutions; establishing and managing police health information systems; undertaking health research; providing forensic and medico-legal services; and providing psycho-social interventions.

11. The Dental Officers Function

The Dental officers' function entails: implementing dental policies, regulations, standards, guidelines and protocols; diagnosing, treating/managing orofacial conditions and diseases; removing teeth tissues and/or placement of materials for the purpose of either temporary or permanent restoration; removing, refilling, or replacing teeth tissue/structure; rehabilitating dentition; undertaking orofacial complex, teeth, hard and soft tissues surrounding or supporting teeth; extracting and dis-impacting teeth; administering local analgesia and/or sedative drugs in connection with procedures on teeth, jaws and the soft tissues surrounding or supporting teeth; prescribing medicines and carrying out tests in the course of dental treatment; performing prior procedures to construction, fitting, adjustment, repair/ renewal of artificial dentures, complete dentures, or restorative or corrective dental appliances for both removable and fixed teeth; providing specialized clinical dental care; preventing of oral-facial diseases, surveillance and control; providing dental emergency response and clinical care; providing dental health education and promotion on preventive oral healthcare services; facilitating training of interns and other health personnel; establishing and managing dental information systems; undertaking research in dentition; and providing forensic odontology and medico-legal services.

12. Veterinary Services

The Function entails: carrying out surveillance and monitoring of animal diseases and regular vaccination of police animals such as horses and dogs; issuance of certificates, permits and chits upon inspection of animals and animal products from and to the area

of jurisdiction; detecting, monitoring and surveillance of anti-microbial resistance; undertaking adaptive research with a view to improving animals within the Police Service; controlling and eradicating epizootic and zoonotic diseases and pests; and ensuring that drug and chemical residues in police animal foods and their origin conform to the standards set by the Ministry of Health and other recognised health agencies.

13. Police Officers (Legal Services) Function

The Function entails: analyzing case files; advising and updating police criminal investigators on matters of law and applicability of various statutes; analysing reports and providing considered legal opinion and the course of action; preparing National Police Service briefs of evidence and provide testimony on matters relating to legal technicalities/forensic evidence in Court, public inquests, Tribunals and Commissions of inquiries; ensuring promotion and protection of police officers human rights; and undertaking prosecution of cases before Courts in conjunction with state counsels.

14. Engineers (Civil) Police Function

The Function entails: undertaking planning, designing, construction and maintenance of police facilities and other engineering or structural works; preparation and updating Police maintenance, civil master plan and feasibility studies; designing infrastructural projects including preparation of drawings, specifications and bill of quantities; carrying out research activities on various aspects of projects; developing policies and strategies for project development; formulating long and short-term policies and programmes for infrastructural development in the National Police Service; directing the design standards for police structures, e.g. armouries; managing programmes for the infrastructural development in the police facilities; and reviewing annual and long term civil works expenditure plans for the Police Service.

15. Engineers (Electrical) Police Officers Function

The Function entails: designing and installing electrical engineering services in police buildings, institutions, hospitals, schools etc.; repairing and maintaining electrical installation in offices, conference complexes and in police buildings, catering and laundry units, institutions, hospitals etc.; supervising installation works carried out by contractors; requisitioning development specifications for new equipment and processing of tenders; controlling and maintaining electrical engineering services in police buildings and institutions; reviewing and updating electrical engineering policies, systems and procedures for design and installations of plants, boilers, hospital equipment, lifts and lighting in police buildings; and formulating and reviewing specification for purchase of electrical equipment.

16. Engineers (Electronics) Police Officers Function

The Function entails: installations and maintenance of electronic equipment for efficient operation; undertaking requisition and developing specifications for new Police electronic equipment; planning short and long-term projects for various electronic installations; scheduling implementation of the electronic projects and development of facilities in various engineering units; evaluating electronics projects; maintenance of broadcasting equipment in the National Police Service; and liaison with other police facilities and international bodies on police electronics engineering matters.

17. Mechanical/Automotive Engineering Police Officers Function

The Function entails: planning and programming of general overhaul and servicing of motor vehicles, plant and equipment; preparing designs of modification of motor vehicle bodies and other equipment for adoption to the Police Service; investigating crimes that related to their specialization and offer Technical evidence in court; designing and installing of Mechanical engineering services in Police buildings, institutions, hospitals and schools; organizing repairs and maintenance of mechanical services in offices, conference complexes and in large police buildings with centralised police catering and laundry units, institutions, hospitals and schools; supervising individual motor vehicle workshops or offices, work planning and estimation of costs; evaluation of tenders for police vehicles and equipment; preparing tender documentation for sale of plant, vehicles and equipment including the whole sales process; undertaking initial parts inventories for new types of plant and vehicles; designing and preparation of working drawings for vehicle bodywork; identify any special purpose plant and equipment, plant and vehicle modifications; developing general layout drawings for new workshops and workshop improvements; and maintaining records and preparing reports on testing programmes for vehicles and plant.

18. Telecommunication Engineering (Police) Officers Function

The Function entails: managing communication workshops in the police facility; planning, surveying and scheduling installation of communication equipments in the counties; evaluating tenders for communication equipments; preparation of tender document; ensuring capacity building in Telecoms engineering services; co-ordinating in liaison with the Communication Commission of Kenya (CCK) for design, installation and maintenance of telecommunication network in the National Police Service; approving engineering consultant's designs; and approving of designs submitted by Telecommunication Engineering Consultants.

19. Aircraft Maintenance Personnel Function

The Function entails: maintaining police aircrafts; undertaking ground flight control; undertaking OGH technical calculations; performing search and rescue operations and air patrol; maintaining ground handling equipment; undertaking general hangar duties; maintenance of police aircraft; towing and parking of aircrafts; organizing for VIPs and National Police personnel transportation; ensuring safety aircraft measures are adhered to; ensuring serviceability of police aircrafts; organizing casualty evacuation; maintaining Police Aircraft records; developing interventions measures for the improvement of aircraft maintenance services in the Police Air wing; and Attending courts of law to give specialized opinion and evidence.

20. Pilots (Police Officers) Function

The Function entails: preparation of flight materials and services; securing flight maps; ensuring areas to be surveyed, patrolled or visited are well marked on the maps; flight planning; ensuring that the police aircrafts insurance schedules are complied with; maintaining police aircraft technical records; preparing flight plans and filing them with the control tower; collect flight information like NOTAMS Weather from the flight briefing office; undertaking flying duties as a first officer in the National Police Service; setting and marking of appropriate examination papers for Air-crew licenses where applicable; liaising with various engineering organizations for ordering of spares for National Police Service; examining police pilots at Flight Simulator tests associated with Instrument Rating Certificates; and liaising with Navigation Aids Inspection for analysis of calibration flight data and submission of reports; training new police pilots when necessary; and flight checking of radio navigational and visual aids.

21. The Pharmacist Function

The Pharmacists' function entails:- implementing Pharmaceutical and other related health policies, regulations, standards, guidelines and programs; developing guidelines and standards in the provision of medical and non-medical therapy; ensuring availability of medicines in police health facilities; managing and monitoring essential medicines during disasters and emergencies; establishing and managing pharmaceutical information systems; providing health education and health promotion on rational drug use; setting up and managing poison information centers; conducting research on medicine (pharmaceutical) utilization; managing licit psychotropic and narcotic substances; managing the pharmaceutical supply chain; carrying out Pharmacovigilance activities; and undertaking post-marketing surveillance to ensure medicines safety.

4. RANKING STRUCTURE AND SCOPE

(a) RANKING STRUCTURE

The Career Progression Guidelines caters for various Technical Personnel Cadres whose ranking structure will be as follows:

(i) CLINICAL POLICE OFFICERS

Rank	PG
Sergeant of Police (Clinical)	PG 3
Senior Sergeant of Police (Clinical)	PG 4
Inspector of Police (Clinical)	PG 5
Chief Inspector of Police (Clinical)	PG 6
Assistant Superintendent of Police (Clinical)	PG 7
Superintendent of Police (Clinical)	PG 8
Senior Superintendent of Police (Clinical)	PG 9

(ii) NURSING POLICE OFFICERS

Rank	PG
Sergeant of Police (Nursing)	PG 3
Senior Sergeant of Police (Nursing)	PG 4
Inspector of Police (Nursing)	PG 5
Chief Inspector of Police (Nursing)	PG 6
Assistant Superintendent of Police (Nursing)	PG 7
Superintendent of Police (Nursing)	PG 8
Senior Superintendent of Police (Nursing)	PG 9

(iii) MEDICAL ENGINEERING TECHNOLOGISTS

Rank	PG
Sergeant of Police (Medical Engineering Technologist)	PG 3
Senior Sergeant of Police (Medical Engineering Technologist)	PG 4
Inspector of Police (Medical Engineering Technologist)	PG 5
Chief Inspector of Police (Medical Engineering Technologist)	PG 6
Assistant Superintendent of Police (Medical Engineering Technologist)	PG 7
Superintendent of Police (Medical Engineering Technologist)	PG 8
Senior Superintendent of Police (Technologist)	PG 9

(iv) RADIOGRAPHERS POLICE OFFICERS

Rank	PG
Sergeant of Police (Radiographer)	PG 3

Senior Sergeant of Police (Radiographer)	PG 4
Inspector of Police (Radiographer)	PG 5
Chief Inspector of Police (Radiographer)	PG 6
Assistant Superintendent of Police (Radiographer)	PG 7
Superintendent of Police (Radiographer)	PG 8
Senior Superintendent of Police (Radiographer)	PG 9

(v) OCCUPATIONAL THERAPIST POLICE OFFICERS

Rank	PG
Sergeant of Police (Therapist)	PG 3
Senior Sergeant of Police (Therapist)	PG 4
Inspector of Police (Therapist)	PG 5
Chief Inspector of Police (Therapist)	PG 6
Assistant Superintendent of Police (Therapist)	PG 7
Superintendent of Police (Therapist)	PG 8
Senior Superintendent of Police (Therapist)	PG 9

(vi) DENTAL TECHNOLOGIST POLICE OFFICERS

Rank	PG
Sergeant of Police (Dental Technologist)	PG 3
Senior Sergeant of Police (Dental Technologist)	PG 4
Inspector of Police (Dental Technologist)	PG 5
Chief Inspector of Police (Dental Technologist)	PG 6
Assistant Superintendent of Police (Dental Technologist)	PG 7
Superintendent of Police (Dental Technologist)	PG 8
Senior Superintendent of Police (Dental Technologist)	PG 9

(vii) ORTHOPAEDIC TECHNOLOGIST POLICE OFFICERS

Rank	PG
Sergeant of Police (Orthopaedic Technologist)	PG 3
Senior Sergeant of Police (Orthopaedic Technologist)	PG 4
Inspector of Police (Orthopaedic Technologist)	PG 5
Chief Inspector of Police (Orthopaedic Technologist)	PG 6
Assistant Superintendent of Police (Orthopaedic Technologist)	PG 7
Superintendent of Police (Orthopaedic Technologist)	PG 8
Senior Superintendent of Police (Orthopaedic Technologist)	PG 9

(viii) PHARMACEUTICAL TECHNOLOGISTS POLICE OFFICERS

Rank	PG
Sergeant of Police (Pharmaceutical Technologist)	PG 3
Senior Sergeant of Police (Pharmaceutical Technologist)	PG 4
Inspector of Police (Pharmaceutical Technologist)	PG 5
Chief Inspector of Police (Pharmaceutical Technologist)	PG 6
Assistant Superintendent of Police (Pharmaceutical Technologist)	PG 7
Superintendent of Police (Pharmaceutical Technologist)	PG 8
Senior Superintendent of Police (Pharmaceutical Technologist)	PG 9

(ix) MEDICAL LABORATORY TECHNOLOGISTS POLICE OFFICERS

Rank	PG
Sergeant of Police (Laboratory Technologist)	PG 3
Senior Sergeant of Police (Laboratory Technologist)	PG 4
Inspector of Police (Laboratory Technologist)	PG 5
Chief Inspector of Police (Laboratory Technologist)	PG 6
Assistant Superintendent of Police (Laboratory Technologist)	PG 7
Superintendent of Police (Laboratory Technologist)	PG 8
Senior Superintendent of Police (Laboratory Technologist)	PG 9

(x) MEDICAL POLICE DOCTORS

Rank	PG
Superintendent of Police (Medical Officer)	PG 8
Senior Superintendent of Police (Medical Officer)	PG 9
Commissioner of Police (Medical Officer)	PG 10
Assistant Inspector General of Police (Medical Officer)	PG 11

(xi) DENTAL POLICE DOCTORS

Rank	PG
Superintendent of Police (Dental Officer)	PG 8
Senior Superintendent of Police (Dental Officer)	PG 9
Commissioner of Police (Dental Officer)	PG 10
Assistant Inspector General of Police (Dental Officer)	PG 11

(xii) VETERINARY POLICE DOCTORS

Rank	PG
Assistant Superintendent of Police (Veterinary Officer)	PG 7
Superintendent of Police (Veterinary Officer)	PG 8
Senior Superintendent of Police (Veterinary Officer)	PG 9
Commissioner of Police (Veterinary Officer)	PG 10

Assistant Inspector General of Police (Veterinary Officer)	PG 11
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(xiii) LEGAL POLICE OFFICERS

Rank	PG
Chief Inspector of Police (Legal)	PG 6
Assistant Superintendent of Police (Legal)	PG 7
Superintendent of Police (Legal)	PG 8
Senior Superintendent of Police (Legal)	PG 9
Commissioner of Police (Legal)	PG 10
Assistant Inspector General of Police (Legal)	PG 11

(xiv) CIVIL ENGINEERING POLICE OFFICERS

Rank	PG
Chief Inspector of Police (Civil Engineering)	PG 6
Assistant Superintendent of Police (Civil Engineering)	PG 7
Superintendent of Police (Civil Engineering)	PG 8
Senior Superintendent of Police (Civil Engineering)	PG 9
Commissioner of Police (Civil Engineering)	PG 10
Assistant Inspector General of Police (Civil Engineering)	PG 11

(xv) ELECTRICAL ENGINEERING POLICE OFFICERS

Rank	PG
Chief Inspector of Police (Electrical Engineering)	PG 6
Assistant Superintendent of Police (Electrical Engineering)	PG 7
Superintendent of Police (Electrical Engineering)	PG 8
Senior Superintendent of Police (Electrical Engineering)	PG 9
Commissioner of Police Electrical Engineering)	PG 10
Assistant Inspector General of Police (Electrical Engineering)	PG 11

(xvi) ELECTRONICS ENGINEERING POLICE OFFICERS

Rank	PG
Chief Inspector of Police (Electronics)	PG 6
Assistant Superintendent of Police (Electronics)	PG 7
Superintendent of Police (Electronics)	PG 8
Senior Superintendent of Police (Electronics)	PG 9
Commissioner of Police (Electronics)	PG 10
Assistant Inspector General of Police (Electronics)	PG 11

(xvii) MECHANICAL ENGINEERING POLICE OFFICERS

Rank	PG
Chief Inspector of Police (Mechanical/Automotive Engineering)	PG 6
Assistant Superintendent of Police (Mechanical/Automotive Engineering)	PG 7
Superintendent of Police (Mechanical/Automotive Engineering)	PG 8
Senior Superintendent of Police (Mechanical/Automotive Engineering)	PG 9
Commissioner of Police (Mechanical/Automotive Engineering)	PG 10
Assistant Inspector General of Police (Mechanical/Automotive Engineering)	PG 11

(xviii) TELECOMMUNICATION ENGINEERING POLICE OFFICERS

Rank	PG
Chief Inspector of Police (Telecoms Engineering)	PG 6
Assistant Superintendent of Police (Telecoms Engineering)	PG 7
Superintendent of Police (Telecoms Engineering)	PG 8
Senior Superintendent of Police (Telecoms Engineering)	PG 9
Commissioner of Police (Telecoms Engineering)	PG 10
Assistant Inspector General of Police (Telecoms Engineering)	PG 11

(xix) AIRCRAFT MAINTENANCE PERSONNEL

Rank	PG
Sergeant of Police (Aircraft Maintenance)	PG-3
Senior Sergeant of Police (Aircraft Maintenance)	PG-4
Inspector of Police (Aircraft Maintenance)	PG-5
Chief Inspector of Police (Aircraft Maintenance)	PG-6
Assistant Superintendent of Police (Aircraft Maintenance)	PG-7
Superintendent of Police (Aircraft Maintenance)	PG-8
Senior Superintendent of Police (Aircraft Maintenance)	PG-9

(xx) PILOTS

Rank	PG
Assistant Superintendent of Police (Pilot)	PG 7
Superintendent of Police (Pilot)	PG 8
Senior Superintendent of Police (Pilot)	PG 9
Commissioner of Police (Pilot)	PG 10
Assistant Inspector General of Police (Pilot)	PG 11

(xxi) PHARMACIST POLICE OFFICERS

Rank	PG
Assistant Superintendent of Police (Pharmacist)	PG 8
Senior Superintendent of Police (Pharmacist)	PG 9
Commissioner of Police (Pharmacist)	PG 10
Assistant Inspector General of Police (Pharmacist)	PG 11

5. PROVISION OF POSTS

Career Progression Guidelines do not constitute an authority for creation of posts. Any additional posts required under the new ranking structure or for the normal expansion of the Service should be submitted to the National Police Service Commission for consideration and approval.

6. ENTRY INTO THE SCHEME OF SERVICE

(a) Direct Appointment

Direct appointment will normally be made in the ranks of Sergeant, Chief Inspector of Police, Assistant Superintendent of Police and Superintendent of Police, Grades PG 3, PG 6, PG 7 and PG 8 respectively. In exceptional cases, however, direct appointment may be made beyond these ranks by National Police Service Commission on the recommendation of Inspector General of Police provided the candidate is in possession of the minimum qualifications and/or experience required for appointment to the rank.

(b) Incremental Credit(s)

Incremental credits seniority may be awarded at the rate of one increment for each completed year of approved experience provided the maximum of the scale is not exceeded. In granting incremental credits, any period of service or experience stipulated as the basic requirement for appointment or promotion to a particular rank will be excluded.

7. RECOGNIZED QUALIFICATIONS/ENLISTMENT REQUIREMENT

The following are the recognized minimum qualifications for the purpose of these Career Guidelines.

- (i) Diploma in a related field from a recognized institution;
- (ii) Bachelors degree in a relevant field from a recognized Institution.
- (iii) Masters degree in a relevant field from a recognized institution.
- (iv) Nine (9) months Basic Police training from any National Police Service Training institutions in case of Diploma Holders or three (3) months

conversion course from National Police Service training institutions in case of Degree holders.

- (v) Physical and mental fit;
- (vi) No previous criminal record;
- (vii) Pass in an aptitude test.
- (viii) Any other qualification as may be adjudged as equivalent by the National Police Service Commission.

8. ADVANCEMENT WITHIN THE SCHEME

The Career Progression Guidelines for Technical Police Personnel sets out the minimum qualifications and/or experience required for advancement from one rank to another. In addition, advancement from one rank to another will depend on:-

- (i) Merit and ability as reflected in work performance and results;
- (ii) Existence of a vacancy in the authorized establishment; and
- (iii) The approval of the Public Service Commission.

9. IMPLEMENTATION DATE

The Career Progression Guidelines will become operational with effect from 31st August, 2016. On implementation, all serving officers will automatically become members of these Guidelines.

10. JOB APPOINTMENTS AND SPECIFICATIONS

1. CAREER PROGRESSION GUIDELINES FOR CLINICAL POLICE OFFICERS

I. SERGEANT OF POLICE (CLINICAL), PG 3

(a) Duties and Responsibilities

This is the entry grade for this cadre. An officer at this rank will be required to undertake the following duties and responsibilities:- observing and examining patients in a police health facility; diagnosing and treating patients ailments at out-patient clinic; assisting in conducting outreach and mobile health services; supervising and counseling patients; caring and providing support and health education to patients; and attending courts of law to give specialized opinion and evidence.

(b) Requirements for Appointment

For appointment to this rank, a candidate must:-

- (i) be in possession of a Diploma in Clinical Medicine from a recognized Institution;
- (ii) have Registration Certificate issued by the Clinical Council of Kenya;
- (iii) have Valid practising license from Clinical Council of Kenya;
- (iv) have successfully completed a nine (9) months Basic Police Training from any of the National Police Service Training Institutions;
- (v) be a Kenyan Citizen;
- (vi) be physically and mentally fit;
- (vii) have no previous criminal record;
- (viii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (ix) have passed an aptitude test.

II. SENIOR SERGEANT OF POLICE (CLINICAL), PG 4

(a) Duties and Responsibilities

An officer at this level will be required to undertake the following duties and responsibilities:- observing and examining patients in a police facility; diagnosing and treating patients' ailments at out-patient clinic; assisting in conducting outreach and mobile health services; supervising and counseling patients; caring and providing support and health education to patients; and attending courts of law to give specialized opinion and evidence.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Sergeant of Police (Clinical) for at least three (3) years;
- (ii) be in possession of a Diploma in Clinical Medicine from a recognized Institution;
- (iii) have Registration Certificate issued by the Clinical Council of Kenya;

- (iv) have Valid practising license from Clinical Council of Kenya;
- (v) have successfully completed a nine (9) months Basic Police Training from any of the National Police Service Training Institutions;
- (vi) be a Kenyan Citizen;
- (vii) have no previous criminal record;
- (viii) have passed an aptitude test;
- (ix) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (x) have shown merit and ability as reflected in work performance and results.

III. INSPECTOR OF POLICE (CLINICAL), PG 5

(a) Duties and responsibilities

Duties and responsibilities at this level will entail:- management of clinics services in a police facility; providing formal and informal training to officers in lower ranks; implementing and evaluating Clinical training schemes and programmes; and attending courts of law to give specialized opinion and evidence.

(b) Requirements for Appointment

For appointment to this Rank, an officer must:-

- (i) have served in the rank of Senior Sergeant of Police (Clinical) for at least three (3) years;
- (ii) be in possession of a Diploma in Clinical Medicine from a recognised Institution;
- (iii) have Registration Certificate issued by the Clinical Council of Kenya;
- (iv) have Valid practising license from Clinical Council of Kenya;
- (v) have successfully completed a nine (9) months Basic Police Training from any of the National Police Service Training Institutions;
- (vi) be a Kenyan Citizen;

- (vii) have no previous criminal record;
- (viii) have passed an aptitude test;
- (ix) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (x) have shown merit and ability as reflected in work performance and results.

IV. CHIEF INSPECTOR OF POLICE (CLINICAL), PG 6

(a) Duties and responsibilities

Duties and responsibilities at this level will entail:- planning and organizing clinical services; supervising clinical staff at lower ranks; managing clinical health care Services; planning and implementing specific projects and programmes related to the various areas of health care including curative and preventive services; developing strategies for prevention or eradication of diseases; and attending courts of law to give specialized opinion and evidence.

(b) Requirements for Appointment

For appointment to this Rank, an officer must:-

- (i) have served in the rank of Inspector of Police (Clinical) for at least three (3) years;
- (ii) be in possession of a Diploma in Clinical Medicine from a recognized Institution;
- (iii) have Registration Certificate issued by the Clinical Council of Kenya;
- (iv) have valid practising license from Clinical Council of Kenya;
- (v) have successfully completed a nine (9) months Basic Police Training from any of the National Police Service Training Institutions;
- (vi) be a Kenyan Citizen;
- (vii) have no previous criminal record;
- (viii) have passed an aptitude test;

- (ix) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (x) have shown merit and ability as reflected in work performance and results.

V. ASSISTANT SUPERINTENDENT OF POLICE (CLINICAL), PG 7

(a) Duties and responsibilities

Duties and responsibilities at this level will include:- providing the necessary guidance, training and development Technical staff in clinical practices at a police health facility; planning and managing clinical health care programmes geared towards the improvement of clinical services in the police health facility; managing projects and programmes that may be initiated and developed from time to time for purposes of strengthening clinical health care delivery system in the National Police Service; developing interventions for the improvement of clinical health services; training of lower ranks personnel in the field of community health and clinical health/nursing management; and attending courts of law to give specialized opinion and evidence.

(b) Requirements for Appointment

For appointment to this Rank, an officer must:-

- (i) have served in the rank of Chief Inspector of Police (Clinical) for at least three (3) years;
- (ii) be in possession of a Diploma in Clinical Medicine from a recognised Institution;
- (iii) have Registration Certificate issued by the Clinical Council of Kenya;
- (iv) have Valid practising license from Clinical Council of Kenya;
- (v) have successfully completed a nine (9) months Basic Police Training from any of the National Police Service Training Institutions;
- (vi) be a Kenyan Citizen;
- (vii) have no previous criminal record;
- (viii) have passed an aptitude test;

- (ix) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (x) shown professionalism, proven merit and potential in work performance and results;

VI. SUPERINTENDENT OF POLICE (CLINICAL), PG 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- assisting in the management of clinical services at a police health facility; coordinating clinical operations in police health institutions, clinics, health centres and dispensaries; providing the necessary guidance, training and development of professional and Technical staff in clinical practices; managing major police health care programmes; managing of clinical projects and programmes; developing interventions for the improvement of clinical health services in the Police Service; training of staff in the field of community health and clinical health management; developing clinical health services including curative, preventive and promotional services; assisting in formulating policies for operation and development of clinical health services in the National Police Service; developing annual work plans and undertake administration of clinical health related resources in the Police Service; and attending courts of law to give specialized opinion and evidence.

(b) Requirements for Appointment

For appointment to this Rank, an officer must:-

- (i) have served in the rank of Assistant Superintendent of Police (Clinical) for at least three (3) years;
- (ii) be in possession of a Diploma in Clinical Medicine from a recognized Institution;
- (iii) have Registration Certificate issued by the Clinical Council of Kenya;
- (iv) have valid practising license from Clinical Council of Kenya;
- (v) have Certificate in Management Course lasting not less than three (3) weeks;
- (vi) have successfully completed a nine (9) months Basic Police Training from any of the National Police Service Training Institutions;

- (vii) be a Kenyan Citizen;
- (viii) have no previous criminal record;
- (ix) have passed an aptitude test;
- (x) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (xi) have shown professionalism, proven merit and potential in clinical work performance and results.

VII. SENIOR SUPERINTENDENT OF POLICE (CLINICAL), PG 9

(a) Duties and Responsibilities

Duties and responsibilities at this level entails:- management of clinical services at a police health facility; overseeing the overall clinical operations of police health institutions, clinics, health centres and dispensaries; providing the necessary guidance, training and development of professional and technical staff in clinical practices; planning for major police health care programmes; management of clinical projects and programmes; overseeing the development of interventions for the improvement of clinical health services in the Police Service; overseeing the training of staff in the field of community health and clinical health management; organizing, controlling and co-ordinating clinical health services in the Police Service; planning clinical health services including curative, preventive and promotional services; assisting in formulating policies for operation and development of clinical health services in the National Police Service; approving annual work plans; and attending courts of law to give specialized opinion and evidence.

(b) Requirements for Appointment

For appointment to this Rank, an officer must:-

- (i) have served in the rank of Superintendent of Police (Clinical) for at least three (3) years;
- (ii) be in possession of a Diploma in Clinical Medicine from a recognized Institution;
- (iii) have Registration Certificate issued by the Clinical Council of Kenya;
- (iv) have Valid practising license from Clinical Council of Kenya;

- (v) have Certificate in Management Course lasting not less than three (3) weeks;
- (vi) have successfully completed a nine (9) months Basic Police Training from any of the National Police Service Training Institutions;
- (vii) be a Kenyan Citizen;
- (viii) have no previous criminal record;
- (ix) have passed an aptitude test;
- (x) have no adverse report;
- (xi) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (xii) have shown professionalism, proven merit and potential in clinical work performance and results.

2. CAREER PROGRESSION GUIDELINES FOR NURSING POLICE OFFICERS

I. SERGEANT OF POLICE (NURSING) PG 3

(a) Duties and Responsibilities

An officer at this level will be required to undertake the following duties and responsibilities: assessing, planning, implementing nursing interventions and evaluating patient's outcomes; diagnosing common health conditions; prescribing and administering treatment; providing appropriate healthcare service including immunization, ante-natal care and delivery; administering treatment and dispensing drugs; providing health education and counseling to patients/clients and community on identified health needs; referring patients and clients appropriately; facilitating patients' admission and initiating discharge plans; maintaining records on patients/clients health condition and care; ensuring a tidy and safe clinical environment; and collecting and compiling data; providing nursing care at an out-patient police facility or ward in a Police Health Unit; assessing patients' need for nursing services; verifying and maintaining information relating to patient admissions; keeping records of drugs and other supplies; supervising and counseling patients; and attending courts of law to give specialized opinion and evidence.

(b) Requirements for Appointment

For appointment to this Rank, a candidate must:-

- (i) have Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;
- (ii) have Certificate issued by the Nursing Council of Kenya;
- (iii) have Valid practising license from Nursing Council of Kenya;
- (iv) have Certificate in computer application skills from a recognized institution;
- (v) have successfully completed a nine (9) months basic Police training from any National Police Service Training Institutions;
- (vi) be a Kenyan Citizen;
- (vii) be physically and mentally fit;
- (viii) have no previous criminal record;

- (ix) pass an aptitude test; and
- (x) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service.

II. SENIOR SERGEANT OF POLICE (NURSING), PG 4

(a) Duties and Responsibilities

An officer at this level will be required to undertake the following duties and responsibilities:- providing and planning nursing care at an out-patient police facility or ward in a Police Health Unit; assessing patients' need for nursing services; verifying and maintaining information relating to patient admissions; keeping records of drugs and other supplies; supervising and counseling patients; assessing, planning and implementing nursing interventions; evaluating patient's outcomes; diagnosing common health conditions; prescribing and administering treatment; providing nursing services, immunization, reproductive health, administration of treatment and dispensing drugs on recommendation of a Pharmacist; providing health education and counseling to patients/clients and community on identified health needs; implementing recommendations from research findings for improvement of health care; referring patients and clients appropriately; facilitating patients' admission and initiating discharge plans; maintaining records on patients/clients health condition and care; conducting assessment of police health needs, planning, implementing interventions and preparing periodic reports; conducting home visits, providing home-based care services and following up discharged patients/clients to provide continuity of care; identifying occupational health needs and making recommendations on interventions; and attending courts of law to give specialized opinion and evidence.

(b) Requirements for Appointment

For appointment to this Rank, an officer must:-

- (i) served in the Rank of Sergeant of Police (Nursing) for at least three (3) years;
- (ii) have Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;
- (iii) have Registration Certificate issued by the Nursing Council of Kenya;
- (iv) have Valid practising license from Nursing Council of Kenya;
- (v) have Certificate in computer application skills from a recognized institution;

- (vi) have successfully completed a nine (9) months basic Police training from any National Police Service Training Institutions;
- (vii) be a Kenyan Citizen;
- (viii) have no previous criminal record;
- (ix) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (x) pass an aptitude test.

III. INSPECTOR OF POLICE (NURSING), PG 5

(a) Duties and Responsibilities

An officer at this level will be required to undertake the following duties and responsibilities:- assessing, planning and implementing nursing interventions and evaluating patient's outcomes; diagnosing common health conditions, prescribing and administering treatment; providing health education and counseling to patients/clients on identified health needs; referring patients and clients appropriately; facilitating patients' admission and initiating discharge plans; maintaining records on patients/clients health condition and care; ensuring a tidy and safe clinical environment; conducting home visits; providing home-based care services and making following upon discharged patients/clients to provide continuity of care; conducting clinical teaching and assessment of students; collecting and collating data for research; evaluating healthcare outcomes on patients/clients and preparing individualized reports; preparing periodic reports; identifying occupational health needs and making appropriate recommendations; supervising, and co-ordinating nursing care at an out-patient Police health centre; providing support and health education to patients and relatives; providing practical training, counseling and guiding nursing staff in the clinical area; undertaking orientation of new nurses within the Police Service; and attending courts of law to give specialized opinion and evidence.

(b) Requirements for Appointment

For appointment to this Rank, an officer must:

- (i) have served in the rank of Senior Sergeant of Police (Nursing) for at least three (3) years;
- (ii) have Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered

Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;

- (iii) have Registration Certificate issued by the Nursing Council of Kenya;
- (iv) have Valid practising license from Nursing Council of Kenya;
- (v) have Certificate in computer application skills from a recognized institution;
- (vi) have successfully completed a nine (9) months basic Police training from any National Police Service Training Institutions;
- (vii) be a Kenyan Citizen;
- (viii) have no previous criminal record;
- (ix) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (x) pass an aptitude test.

IV. CHIEF INSPECTOR OF POLICE (NURSING), PG 6

(a) Duties and Responsibilities

An officer at this level will be required to undertake the following duties and responsibilities: assessing, planning, implementing nursing interventions and evaluate patient's outcomes; diagnosing common health conditions; prescribing and administering treatment; providing health education and counseling to patients/clients and community on identified health needs; referring patients and clients appropriately; facilitating patients' admission and initiating discharge plans; maintaining records on patients/clients health condition and care; ensuring tidy and safe clinical environment; conducting home visits; providing home-based care services and following up on discharged patients/clients to provide continuity of care; evaluating healthcare outcomes on patients/clients and preparing individualized report; preparing periodic reports; conducting occupational health needs assessment and making appropriate recommendations; ensuring effective utilization and safety of assigned medical supplies and equipment; implementing recommendations of research findings for improvement of nursing care; managing nursing services in a health unit within the Police Service health facility; co-ordinating nursing services in the health unit as well as allocation of duties and distribution of staff to various sections; offering practical training, counseling and guidance of nursing students in the clinical area; and attending courts of law to give specialized opinion and evidence.

(b) Requirements for Appointment

For appointment to this Rank, an officer must:-

- (i) have served in the rank of Inspector of Police (Nursing) for at least three (3) years;
- (ii) have Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;
- (iii) have Registration Certificate issued by the Nursing Council of Kenya;
- (iv) have Valid practising license from the Nursing Council of Kenya;
- (v) be a Kenyan Citizen;
- (vi) have no previous criminal record;
- (vii) have Certificate in computer application skills from a recognized institution;
- (viii) have Met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (ix) have shown merit and ability as reflected in work performance and results.

V. ASSISTANT SUPERINTENDENT OF POLICE (NURSING), PG 7

(a) Duties and Responsibilities

An Assistant Superintendent of Police (Nursing) will be required to undertake the following duties and responsibilities: managing nursing services in a large unit at Police Health Centre/Hospital; evaluating nursing activities in a centre/hospital; participating in the assessment of nursing staff requirement in their areas of jurisdiction; assessing, planning, implementing nursing interventions and evaluating patient's outcomes; diagnosing common health conditions; prescribing and administering treatment; providing health education and counseling to patients/clients on identified health needs; facilitating patients/clients referral appropriately; ensuring tidy and safe clinical environment; conducting clinical assessment of nursing staff evaluating healthcare outcomes on patients/clients and preparing individualized reports; conducting occupational health needs assessment and making appropriate recommendations; managing a service delivery section/units; ensuring effective utilization and safety of assigned medical supplies and equipment; conducting desk

reviews on health reports and implementing recommendations related to nursing; caring for patients at the service delivery unit using the nursing process; monitoring healthcare outcomes at the service delivery unit and preparing reports; and analyzing data for research and compiling reports; and attending courts of law to give specialized opinion and evidence.

(b) Requirements for Appointment

For appointment to this Rank, an officer must-:

- (i) have served in the rank of Chief Inspector of Police (Nursing) for at least three (3) years;
- (ii) have Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;
- (iii) have Registration Certificate issued by the Nursing Council of Kenya;
- (iv) have Valid Practising License from the Nursing Council of Kenya;
- (v) be a Kenyan Citizen;
- (vi) have no previous criminal record;
- (vii) have Certificate in computer application skills from a recognized institution;
- (viii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (ix) have shown merit and ability as reflected in work performance and results.

VI. SUPERINTENDENT OF POLICE (NURSING), PG 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: deputizing the head of the Nursing Service in a Police facility; co-ordinating and evaluating nursing policies and procedure in a Police Hospital/Health Centre; initiating development of policies, standards and guidelines in the provision of nursing services in area of specialization; ensuring application of nursing process at the service delivery point/area; coordinating the provision of appropriate healthcare service in a police health centre/hospital; formulating interventions to address identified health needs; monitoring and

evaluating health care in a health facility; overseeing the preparation of plans/programmes for nurses at the service delivery unit; providing specifications for procurement of nursing commodities and supplies; coordinating research and preparing reports; coordinating health care activities in an area of specialization in collaboration with other stakeholders; advising the Head of Nursing Services on matters relating to Nursing Service delivery; coordinating continuing professional development programmes for nurses; developing preparation of annual work plans; reviewing training programs for lower cadre nurses and advising; undertaking performance appraisal for nursing personnel; maintaining nursing standards, ethics and professionalism; and attending courts of law to give specialized opinion and evidence.

(b) Requirement for Appointment

For appointment to this Rank, an officer must:

- (i) have served in the rank of Assistant Superintendent of Police (Nursing) for at least three (3) years;
- (ii) have Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry qualification from a recognized institution;
- (iii) have Higher Diploma in any of the following discipline: Kenya Registered Community Health Nursing, Registered Anaesthetic Nursing, Kenya Registered Psychiatric Nursing, Kenya Registered Peri-operative Nursing, Kenya Registered Ophthalmology Nursing, Kenya Registered Paediatric Nursing, Kenya Registered Critical Care Nursing, Kenya Registered Accident & Emergency Nursing, Kenya Registered Neonatal Nursing, Kenya Registered Nephrology Nursing or Kenya Registered Palliative Nursing from a recognized institution;

OR

have Diploma in Advanced Nursing in any of the following disciplines: Nursing, Education Psychology, Nursing Administration, Community Health Nursing, Mental Health and Psychiatric Nursing or Clinical Care from a recognized institution;

- (iv) have Registration Certificate issued by the Nursing Council of Kenya;
- (v) have Valid practising license from the Nursing Council of Kenya;

- (vi) have Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (vii) have Certificate in Computer Application Skills from a recognized institution;
- (viii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (ix) shown a high degree of professional competence and administrative capability as well as possess broad experience in setting and evaluating nursing and healthcare standards and programmes.

VII. SENIOR SUPERINTENDENT OF POLICE (NURSING), PG 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: heading the Nursing Service in a Police health facility; formulating, implementation, evaluating nursing policies and procedure in a Police Hospital/Health Centre; developing standards and guidelines in the provision of nursing services in area of specialization; implementing projects and programmes in area of specialization; ensuring application of nursing process at the service delivery point/area; coordinating the provision of appropriate healthcare service in a police health centre/hospital; formulating interventions to address identified health needs; managing nursing services at a health facility; monitoring and evaluating health care in a health facility; coordinating preparation of plans/programmes for nurses at the service delivery unit; providing specifications for procurement of nursing commodities and supplies; conducting research and preparing reports; coordinating health care activities in an area of specialization in collaboration with other stakeholders; advising the Health/Hospital Management Team (HMT) and the Inspector General of Police on matters relating to Nursing Services; implementing continuing professional development programmes for nurses; and initiating preparation of annual work plans; recommending and reviewing training programs for lower cadre nurses and advising the Inspector General of Police on the management of the Nursing services; undertaking performance appraisal for nursing personnel; maintaining nursing standards, ethics and professionalism; and attending courts of law to give specialized opinion and evidence.

(b) Requirements for Appointment

For appointment to this Rank, an officer must:

- (i) have served in the rank of Superintendent of Police (Nursing) for at least three (3) years;

- (ii) have Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry qualification from a recognized institution;
- (iii) have Higher Diploma in any of the following discipline: Kenya Registered Community Health Nursing, Registered Anaesthetic Nursing, Kenya Registered Psychiatric Nursing, Kenya Registered Peri-operative Nursing, Kenya Registered Ophthalmology Nursing, Kenya Registered Paediatric Nursing, Kenya Registered Critical Care Nursing, Kenya Registered Accident & Emergency Nursing, Kenya Registered Neonatal Nursing, Kenya Registered Nephrology Nursing or Kenya Registered Palliative Nursing from a recognized institution;

OR

Diploma in Advanced Nursing in any of the following disciplines: Nursing, Education Psychology, Nursing Administration, Community Health Nursing, Mental Health and Psychiatric Nursing or Clinical Care from a recognized institution;

- (iv) have Registration Certificate issued by the Nursing Council of Kenya;
- (v) have Valid practising license from the Nursing Council of Kenya;
- (vi) have Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (vii) have Certificate in computer application skills from a recognized institution; and
- (viii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (ix) shown a high degree of professional competence and administrative capability as well as possess broad experience in setting and evaluating nursing and healthcare standards and programmes.

3. CAREER PROGRESSION GUIDELINES FOR (MEDICAL ENGINEERING TECHNOLOGISTS) POLICE OFFICERS

I. SERGEANT OF POLICE (MEDICAL ENGINEERING TECHNOLOGIST), PG 3

(a) Duties and Responsibilities

This is the entry grade for this cadre. An officer at this level will be required to undertake the following duties and responsibilities:- diagnosing faulty medical equipment and undertaking basic repair and maintenance; operating equipment in Police Health institutions; and assisting in the investigations of medical engineering related crimes and adduce evidence in court.

(b) Requirements for Appointment

For appointment to the Rank of Sergeant (Medical Engineering Technologist), a candidate must:

- (i) be in possession of a Diploma in Medical Engineering, Health Technology; Electrical, Electronics or Mechanical Engineering from a recognized institution;
- (ii) have successfully completed a nine (9) months Basic Police Training from any National Police Service Training Institutions;
- (iii) be a Kenyan Citizen;
- (iv) be physically and mentally fit;
- (v) have no previous criminal record;
- (vi) pass an aptitude test; and
- (vii) meet the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service.

II. SENIOR SERGEANT OF POLICE (MEDICAL ENGINEERING TECHNOLOGIST), PG 4

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- operating medical and hospital equipment in police medical institutions; calibrating medical equipment; undertaking

routine maintenance and repairs; ordering spare parts and consumables for the equipment under repair; assisting in the investigation of medical engineering related crime; and adducing evidence in court.

(b) Requirements for appointment

For appointment to this Rank an officer must:

- (i) have served in the rank of Sergeant of Police (Medical Engineering Technologist) for at least three (3) years;
- (ii) be in possession of a Diploma in Medical Engineering, Health Technology; Electrical, Electronics or Mechanical Engineering from a recognized institution;
- (iii) have successfully completed a nine (9) months Basic Police Training from any National Police Service Training Institutions;
- (iv) be a Kenyan Citizen;
- (v) be physically and mentally fit;
- (vi) have no previous criminal record;
- (vii) pass an aptitude test;
- (viii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (ix) have shown ability and competence in organizing, performing and discharging duties and responsibilities.

**III. INSPECTOR OF POLICE (MEDICAL ENGINEERING TECHNOLOGIST),
PG 5**

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: administering and implementing programme relating to repairing and maintenance of medical equipment; operating medical and hospital equipment in police health facilities; calibrating medical equipment; undertaking routine maintenance and repair; ordering spare parts and consumables for the equipment under repair; assisting in the investigation of medical engineering related crime; and adducing evidence in court.

(b) Requirements for Appointment

For appointment to this rank, an officer must:

- (i) have served in the rank of Senior Sergeant (Medical Engineering Technologist) for at least three (3) years;
- (ii) be in possession of a Diploma in Medical Engineering, Health Technology; Electrical, Electronics or Mechanical Engineering from a recognized institution;
- (iii) have successfully completed a nine (9) months Basic Police Training from any National Police Service Training Institutions;
- (iv) be a Kenyan Citizen;
- (v) be physically and mentally fit;
- (vi) have no previous criminal record;
- (vii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (viii) have shown ability and competence in organizing, performing and discharging duties and responsibilities.

IV. CHIEF INSPECTOR OF POLICE (MEDICAL ENGINEERING TECHNOLOGIST), PG 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- planning and organizing for the maintenance and repair of medical equipment at a Police health institution; managing a police medical institution maintenance workshop; supervising staff under him/her; investigating Medical Engineering related crimes; and providing evidence in Court.

(b) Requirements for Appointment

For appointment to this rank, an officer must:

- (i) have served for at least three (3) years in the rank of Inspector of Police (Medical Engineering Technologist);

- (ii) be in possession of a Diploma in Medical Engineering, Health Technology; Electrical, Electronics or Mechanical Engineering from a recognized institution;
- (iii) have successfully completed a nine (9) months Basic Police Training from any National Police Service Training Institutions;
- (iv) be a Kenyan Citizen;
- (v) have no previous criminal record;
- (vi) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (vii) possess considerable experience and shown competence, management and maintenance of Medical Engineering equipment.

V. ASSISTANT SUPERINTENDENT OF POLICE (MEDICAL ENGINEERING TECHNOLOGIST), PG 7

(a) Duties and Responsibilities

Duties and responsibilities of an officer at this level will entail:- deputizing for the Superintendent of Police (Medical Engineering Technologist); coordinating maintenance of medical equipment in police health institutions; administering and providing advice on manpower development of Medical Engineering Technologists; investigating complex Medical Engineering related crimes; and adducing evidence in court.

(b) Requirements for Appointment

For appointment to this rank, an officer must:

- (i) have served in the rank of Chief Inspector of Police (Medical Engineering Technologist) for at least three (3) years;
- (ii) be in possession of a Diploma in Medical Engineering, Health Technology; Electrical, Electronics or Mechanical Engineering from a recognized institution;
- (iii) have successfully completed a nine (9) months Basic Police Training from any National Police Service Training Institutions;
- (iv) be a Kenyan Citizen;

- (v) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (vi) possess wide experience, competence and capabilities in managing, maintaining and repairing police medical equipment.

VI. SUPERINTENDENT OF POLICE (MEDICAL ENGINEERING TECHNOLOGIST), PG 8

(a) Duties and Responsibilities

Duties and responsibilities of an officer at this level will entail: - coordinating the maintenance and repairs of hospital and medical equipment at all police health institutions; advising the head of Medical Engineering on technical aspects of police medical equipment for various units, dispensaries and hospitals; coordinating the purchasing medical equipment spare parts; and coordinating investigations on medical engineering related crimes and adducing evidence in court.

(b) Requirements for Appointment

For appointment to this rank, an officer must:

- (i) have served in the rank of Assistant Superintendent of Police (Medical Engineering Technologist) for at least (3) three years;
- (ii) be in possession of a Higher National Diploma in Medical Engineering, Health Technology; Electrical, Electronics or Mechanical Engineering from a recognized institution;
- (iii) have successfully completed a nine (9) months Basic Police Training from any National Police Service Training Institutions;
- (iv) be a Kenyan Citizen;
- (v) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (vi) possess wide experience, competence, administrative capabilities in the organization and planning of the provision of maintenance services.

VII. SENIOR SUPERINTENDENT OF POLICE (MEDICAL ENGINEERING TECHNOLOGIST), PG 9

(a) Duties and Responsibilities

Duties and responsibilities of an officer at this level will entail:- overseeing the maintenance and repairs of hospital and medical equipment at all police health institutions; advising Inspector General of Police on technical aspects of police medical equipment for various units, dispensaries and hospitals; preparing maintenance budgets; organizing, planning and purchasing medical equipment spare parts; and coordinating medical engineering related crimes and adducing evidence in court.

(b) Requirements for Appointment

For appointment to this rank, an officer must:

- (i) have served for at least (3) three years satisfactory service in the rank of Superintendent of Police (Medical Engineering Technologist);
- (ii) be in possession of a Higher National Diploma in Medical Engineering, Health Technology; Electrical, Electronics or Mechanical Engineering from a recognized institution;
- (iii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (iv) possess wide experience, competence, administrative capabilities in the organization and planning of the provision of maintenance services.

4. CAREER PROGRESSION GUIDELINES FOR RADIOGRAPHY POLICE OFFICERS

I. SERGEANT OF POLICE (RADIOGRAPHER) PG 3

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. Duties and responsibilities at this level will entail:- providing radiographic services to patients in a Police medical facility; processing, verifying and maintaining radiographic information relating to patients; maintaining records of radiographic equipment, photographic equipment and other supplies; and assisting in any investigations relating to radiography and adducing evidence in court if necessary.

(b) Requirements for Appointment

For appointment to this rank, a candidate must:-

- (i) be in possession of at least the Kenya Certificate of Education (KCSE), Grade C or its equivalent with at least a C in the relevant subjects;
- (ii) have successfully completed three (3) years pre-service training in a medical training institution and have been awarded a diploma in Diagnostic or Therapeutic Radiography or an equivalent qualification from a recognized medical training institution;
- (iii) have successfully completed a nine (9) months basic Police training from any National Police Service Training Institutions
- (iv) be a Kenyan Citizen;
- (v) be physically and mentally fit;
- (vi) have no previous criminal record;
- (vii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (viii) pass an aptitude test.

II. SENIOR SERGEANT OF POLICE (RADIOGRAPHER), PG 4

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: providing radiographic services in an X-ray unit in a police health facility; taking charge of radiation medicine, equipment and accessories in a small police medical facility; and assisting in any investigations relating to radiographic investigations and adducing evidence in court if necessary.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Sergeant of Police (Radiographer) for at least three (3) years;
- (ii) have been awarded a diploma in Diagnostic or Therapeutic Radiography or an equivalent qualification from a recognized medical training institution;
- (iii) have successfully completed a nine (9) months basic Police training from any National Police Service Training Institutions;
- (iv) be a Kenyan Citizen;
- (v) have no previous criminal record;
- (vi) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (vii) pass an aptitude test.

III. INSPECTOR OF POLICE (RADIOGRAPHER), PG 5

(a) Duties and Responsibilities

Duties and responsibilities of an officer at this level will entail: providing radiographic services for treatment of patients at police health institutions; maintaining and evaluating radiation safety measures in a police health facility X-ray Unit; operating complex X-ray and related machines; and assisting in any investigations relating to radiographic investigations and adducing evidence in court if necessary.

(b) Requirements for Appointment

For appointment to the rank of Inspector of Police (Radiographer), an officer must:-

- (i) have served for at least three (3) years' service in the rank of Senior Sergeant (Radiographer);
- (ii) have been awarded a diploma in Diagnostic or Therapeutic Radiography or an equivalent qualification from a recognized medical training institution;
- (iii) have successfully completed a nine (9) months basic Police training from any National Police Service Training Institutions;
- (iv) be a Kenyan Citizen;
- (v) have no previous criminal record;
- (vi) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (vii) pass an aptitude test.

IV. CHIEF INSPECTOR OF POLICE (RADIOGRAPHER), PG 6

(a) Duties and Responsibilities

Duties and responsibilities of an officer at this level will entail: organizing and providing radiographic services in a police health facility; maintaining and evaluating radiation safety measures in a National Police Service hospital X-ray unit; supervising lower ranks staff including assisting them on-the-job training; assisting in any investigations relating to radiographic investigations and adducing evidence in court if necessary.

(b) Requirements for Appointment

For appointment to this rank, an officer must:

- (i) have served in the rank of Inspector of Police (Radiographer) for at least three (3) years;
- (ii) have been awarded a diploma in Diagnostic or Therapeutic Radiography or an equivalent qualification from a recognized medical training institution;

- (iii) have successfully completed a nine (9) months basic Police training from any National Police Service Training Institutions;
- (iv) be a Kenyan Citizen;
- (v) have no previous criminal record;
- (vi) pass an aptitude test;
- (vii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (viii) have demonstrated experience, ability and competence in organizing radiographic services in a police medical facility.

V. ASSISTANT SUPERINTENDENT OF POLICE (RADIOGRAPHER), PG 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: providing radiographic services in a police medical institution; assisting the Superintendent of Police (Radiographer) in planning, implementation, co-ordination and evaluation of radiographic services; controlling and supervising radiographic staff at a police hospital; assisting investigators on any investigative matters related to radiographic crimes and adduce evidence in court as and when necessary.

(b) Requirements for Appointment

For appointment this rank, an officer must:-

- (i) have served in the rank of Chief Inspector of Police (Radiographer) for at least three (3) years;
- (ii) have been awarded a diploma in Diagnostic or Therapeutic Radiography or an equivalent qualification from a recognized medical training institution;
- (iii) have successfully completed a nine (9) months basic Police training from any National Police Service Training Institutions;
- (iv) be a Kenyan Citizen;
- (v) have no previous criminal record;
- (vi) pass an aptitude test;

- (vii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (viii) have demonstrated experience, ability and competence in organizing radiographic services in a police medical facility.

VI. SUPERINTENDENT OF POLICE (RADIOGRAPHER), PG 8

(a) Duties and responsibilities

Duties and responsibilities at this level will entail:- coordinating radiographic services in a police hospital; monitoring and recommending interventions to improve radiographic services at police medical institutions; supervising radiographic staff in a police hospital; advising investigators on any investigative matters related to radiographic crimes and adduce evidence in court as and when necessary.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Assistant Superintendent of Police (Radiographer) for at least three (3) years service;
- (ii) have successfully completed three (3) years pre-service training in a medical training institution;
- (iii) have been awarded a diploma in Diagnostic or Therapeutic Radiography or an equivalent qualification from a recognized medical training institution;
- (iv) have successfully completed a nine (9) months basic Police training from any National Police Service Training Institutions;
- (v) be a Kenyan Citizen;
- (vi) have no previous criminal record;
- (vii) pass an aptitude test;
- (viii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (ix) have demonstrated experience, ability and competence in organizing radiographic services in a police medical facility.

VII. SENIOR SUPERINTENDENT OF POLICE (RADIOGRAPHER), PG 9

(a) Duties and responsibilities

Duties and responsibilities at this level will entail:- planning, organizing and providing radiographic services in a police hospital; undertaking evaluation of radiographic services at police medical institutions; supervising radiographic staff in a police hospital; advising investigators on any investigative matters related to radiographic crimes and adduce evidence in court as and when necessary.

(b) Requirements for Appointment

For appointment to the rank of, an officer must:-

- (i) have served in the rank of Superintendent of Police (Radiographer) for at least three (3) years;
- (ii) have been awarded a diploma in Diagnostic or Therapeutic Radiography or an equivalent qualification from a recognized medical training institution;
- (iii) have successfully completed a nine (9) months basic Police training from any National Police Service Training Institutions;
- (iv) be a Kenyan Citizen;
- (v) have no previous criminal record;
- (vi) pass an aptitude test;
- (vii) have demonstrated experience, ability and competence in organizing radiographic services in a police medical facility;
- (viii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (ix) possess wide administrative experience, ability and Technical competence required for organizing, controlling and managing radiographic services in Police Medical Institution.

5. CAREER PROGRESSION GUIDELINES FOR OCCUPATIONAL THERAPIST (POLICE OFFICERS)

I. SERGEANT OF POLICE (THERAPIST) PG 3

(a) Duties and Responsibilities

This is the training and entry grade for this cadre. An officer at this Rank will be required to undertake the following duties and responsibilities: assessing and formulating patient's treatment plan; maintaining records and data relating to patients; collecting data for operational research; sensitizing the police fraternity on occupational therapy issues; preparing periodic reports; providing occupational therapy services to patients at an outpatient police facility or in a ward; assessing patients' needs including rehabilitation; verifying and maintaining information relating to patients; maintaining records of relevant supplies; assisting in the investigations of crimes related to the officers area of specialization and attending courts to adduce evidence.

(b) Requirements for Appointment

For appointment to this rank, a candidate must:

- (i) be in possession of at least the Kenya Certificate of Education Mean Grade C or its equivalent qualification from a recognized institution;
- (ii) have successfully completed at least (3) three years pre-service training at a Medical Training Centre and have been awarded a diploma in Occupational Therapy or possess an equivalent qualification from a recognized medical training institution;
- (iii) have successfully completed a nine (9) months basic Police training from any National Police Service Training Institutions;
- (iv) be a Kenyan Citizen;
- (v) be physically and mentally fit;
- (vi) have no previous criminal record;
- (vii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (viii) pass an aptitude test.

II. SENIOR SERGEANT OF POLICE (THERAPIST), PG 4

(a) Duties and Responsibilities

An officer at this Rank will be required to undertake the following duties and responsibilities: assessing, formulating and implementing patients treatment plans; maintaining records and data relating to patients; sensitizing the police fraternity on occupational therapy issues; carrying out home visits and following up on patients progress; collecting data for operational research; and preparing periodic reports; assessing patients' needs including rehabilitation; planning for the provision of physiotherapy or occupational therapy services in a health unit; keeping custody of supplies and equipment; and assisting in the investigations of any crimes related to his/her areas of specialization; and attending court to adduce evidence.

(b) Requirements for Appointment

For appointment to the rank, an officer must:

- (i) have served in the rank of Sergeant of Police (Therapist) for at least three (3) years;
- (ii) have Diploma in Occupational Therapy or its equivalent qualification from a recognized institution;
- (iii) have been awarded a diploma in Occupational Therapy or possess an equivalent qualification from a recognized medical training institution;
- (iv) have successfully completed a nine (9) months basic Police training from any National Police Service Training Institutions;
- (v) be a Kenyan Citizen;
- (vi) have no previous criminal record;
- (vii) have Certificate in Computer Application Skills from a recognized institution;
- (viii) have shown merit and ability as reflected in work performance and results;
- (ix) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (x) have no adverse report.

III. INSPECTOR OF POLICE (THERAPIST), PG 5

(a) Duties and Responsibilities

An officer at this level will be required to undertake the following duties and responsibilities: assessing, formulating and implementing patients treatment plan; carrying out clients functional assessments and formulating necessary interventions; maintaining records and data relating to patients; providing health education to patients and care givers; carrying out home environmental assessment; following up on patients progress; collecting and compiling data for research; preparing periodic reports; managing physiotherapy/occupational therapy services at a police health facility; keeping custody of supplies and equipment; providing support and health education to patients; assisting in the investigations of any crimes related to his/her areas of specialization; and attending court to adduce evidence if and when so required.

(b) Requirements for Appointment

For appointment to the rank, an officer must:

- (i) have served in the rank of Senior Sergeant of Police (Therapist) for at least three (3) years;
- (ii) have been awarded a Diploma in Occupational Therapy or possess an equivalent qualification from a recognized medical training institution;
- (iii) have successfully completed a nine (9) months basic Police training from any National Police Service Training Institutions;
- (iv) have no previous criminal record;
- (v) have Certificate in Computer Application Skills from a recognized institution;
- (vi) have shown merit and ability as reflected in work performance and results;
- (vii) have no adverse report;
- (viii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (ix) have shown merit and ability in work performance and results.

IV. CHIEF INSPECTOR OF POLICE (THERAPIST) PG 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- organizing occupational therapy services at a Police Health facility; assessing, formulating and implementing patients treatment plans; carrying out clients functional and special needs education assessments and formulating necessary interventions; maintaining records and data relating to patients; providing health education to patients and care givers; requisitioning and ensuring proper utilization of occupational therapy supplies and equipment; following up on patients progress; collecting and compiling data for research; inducting lower level Occupational Therapists on practical training on occupational therapy services; compiling periodic reports; undertaking orientation of new staff and maintenance of their records; assisting in the investigations of any crimes related to his/her area of specialization; and attending court to adduce evidence.

(b) Requirements for Appointment

For appointment to this rank, an officer must:

- (i) have served in the rank of Inspector of Police (Therapist) for at least three (3) years;
- (ii) have been awarded a diploma in Occupational Therapy or possess an equivalent qualification from a recognized medical training institution;
- (iii) have successfully completed a nine (9) months basic Police training from any National Police Service Training Institutions;
- (iv) have no previous criminal record;
- (v) have Certificate in Computer Application Skills from a recognized institution;
- (vi) have shown merit and ability as reflected in work performance and results;
- (vii) have no adverse report;
- (viii) have Met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (ix) have shown merit and ability as reflected in work performance and results.

V. ASSISTANT SUPERINTENDENT OF POLICE (THERAPIST), PG 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- planning and supervising the provision of occupational therapy services in major police health facility; assessing, formulating and implementing patients treatment plan; carrying out functional and vocational assessments and formulate necessary interventions; maintaining records and data relating to patients; preparing occupational therapy health education materials; promoting health education in the area of disability; following up on patients progress; compiling and analyzing data for research; inducting lower level Occupational Therapists on practical training on occupational therapy services; compiling periodic reports; ensuring availability of relevant supplies and equipment; guiding in the investigations of any crimes related to his/her area of specialization; and attending court to adduce evidence.

(b) Requirements for Appointment

For appointment to the rank, an officer must:

- (i) have served in the rank of Chief Inspector of Police (Therapist) for at least three (3) years;
- (ii) have been awarded a diploma in Occupational Therapy or possess an equivalent qualification from a recognized medical training institution;
- (iii) have Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- (iv) have Diploma in Occupational Therapy from a recognized institution;
- (v) have successfully completed a nine (9) months basic Police training from any National Police Service Training Institutions;
- (vi) have no previous criminal record;
- (vii) have Certificate in Computer Application Skills from a recognized institution;
- (viii) have shown merit and ability as reflected in work performance and results;
- (ix) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (x) have no adverse report.

VI. SUPERINTENDENT OF POLICE (THERAPIST), PG 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- overseeing the provision of physiotherapy/occupational therapy services in a police health facility; assessing, formulating and implementing patients treatment plans; carrying out vocational assessments and recommending appropriate placement; maintaining up-to-date records; keeping information relating to patients/clients; preparing occupational therapy health education materials; preparing discharge plans; carrying out home and work environmental assessment and making appropriate recommendation; organizing the follow up on patients progress; analyzing data for research; inducting Occupational Therapists on practical training on occupational therapy services; approving periodic reports; evaluating occupational therapy activities in the area of deployment including forensic occupational therapy, ergonomic consultancy, gerontic occupational therapy; overseeing the equality of occupational therapy services at a police health facility; and guiding in the investigations of any crimes related to his/her area of specialization; and attending court to adduce evidence.

(b) Requirements for Appointment

For appointment to the rank, a candidate must:

- (i) have served in the rank of Assistant Superintendent of Police (Therapist) for at least three (3) years;
- (ii) have Diploma in Occupational Therapy from a recognized institution;
- (iii) have Higher diploma in any of the following disciplines; Sensory Integration, Speech Therapy, Hand Therapy, Gerontology, Neuro-Developmental Therapy, Paediatric Occupational Therapy, Community Occupational Therapy and Psychosocial Occupational Therapy or Specialized Driver Assessment from a recognized institution;
- (iv) have Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) have successfully completed a nine (9) months basic Police training from any National Police Service Training Institutions;
- (vi) have no previous criminal record;
- (vii) have Certificate in Computer Application Skills from a recognized institution;
- (viii) have no adverse report;

- (ix) have shown merit and ability as reflected in work performance and results;
- (x) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (x) possess considerable experience, demonstrated proven ability, Technical competence, and efficiency in planning for provision of physiotherapy/occupational therapy services in a police health facilities.

VI. SENIOR SUPERINTENDENT OF POLICE (THERAPIST), PG 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- overseeing the equality of occupational therapy services at a police health facility; overseeing the provision of physiotherapy/occupational therapy services in a police health facility; assessing, formulating and implementing patients treatment plans; carrying out vocational assessments and recommending appropriate placement; maintaining up-to-date records; keeping information relating to patients/clients; preparing discharge plans; carrying out home and work environmental assessment and making appropriate recommendation; organizing the follow up on patients progress; analyzing data for research; approving periodic reports; evaluating occupational therapy activities in the area of deployment including forensic occupational therapy, ergonomic consultancy, gerontic occupational therapy; guiding in the investigations of any crimes related to his/her area of specialization; and attending court to adduce evidence.

(b) Requirements for Appointment

For appointment to this rank, an officer must:

- (i) have served in the rank of Superintendent of Police (Therapist) for at least three (3) years;
- (ii) have Higher diploma in any of the following disciplines; Sensory Integration, Speech Therapy, Hand Therapy, Gerontology, Neuro-Developmental Therapy, Paediatric Occupational Therapy, Community Occupational Therapy and Psychosocial Occupational Therapy or Specialized Driver Assessment from a recognized institution;
- (iii) have successfully completed a nine (9) months basic Police training from any National Police Service Training Institutions;

- (iv) have Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) have no previous criminal record;
- (vi) have Certificate in Computer Application Skills from a recognized institution;
- (vii) have no adverse report;
- (viii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (ix) possess considerable experience, demonstrated proven ability, Technical competence, and efficiency in planning for provision of physiotherapy/occupational therapy services in a police health facilities

6. CAREER PROGRESSION GUIDELINES FOR DENTAL TECHNOLOGISTS (POLICE OFFICERS)

I. SERGEANT OF POLICE (DENTAL TECHNOLOGIST), PG 3

(a) Duties and Responsibilities

This is the entry grade for this cadre. An officer at this level will be required to undertake the following duties and responsibilities: providing support services in dentistry by preparing appliances required in dentistry; assessing patients' needs; verifying and maintaining information relating to patients; maintaining records of dental supplies; assisting in any investigations that touch on the officer's areas of specialization; and adducing evidence in court.

(b) Requirements for Appointment

For appointment to the rank, a candidate must:-

- (i) be in possession of at least the Kenya Certificate of Secondary Education Grade C or its equivalent qualification;
- (ii) have successfully completed at least (3) three years pre-service training at a Medical Training Centre and have been awarded a Diploma in Dental Technology;
- (iii) have successfully completed a nine (9) months Basic Police training from any National Police Service Training Institutions;
- (iv) be a Kenyan Citizen;
- (v) be physically and mentally fit;
- (vi) have no previous criminal record;
- (xi) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (vii) pass an aptitude test.

II. SENIOR SERGEANT OF POLICE (DENTAL TECHNOLOGIST), PG 4

Duties and Responsibilities

An officer at this level will be required to undertake the following duties and responsibilities: providing supportive services in dentistry for patients in police medical institutions; developing plans for acquisition of dental supplies and equipment for a dental unit; assessing patients' needs; verifying and maintaining information relating to patients; maintaining records of dental supplies; assisting in any investigations that touch on the officer's areas of specialization; and adducing evidence in court.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Sergeant of Police (Dental Technologist) for at least three (3) years;
- (ii) have been awarded a Diploma in Dental Technology from a recognized medical training institution;
- (iii) have successfully completed a nine (9) months Basic Police training from any National Police Service Training Institutions;
- (iv) be a Kenyan Citizen;
- (v) be physically and mentally fit;
- (vi) have no previous criminal record;
- (vii) pass an aptitude test;
- (viii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (ix) have shown ability and competence in organizing, performing and discharging duties and responsibilities at the level of Sergeant (Dental Technologist).

III. INSPECTOR OF POLICE (DENTAL TECHNOLOGIST), PG 5

(a) Duties and responsibilities

An officer at this level will be required to undertake the following duties and responsibilities: managing dentistry supportive services in a police health facility; supervising and co-coordinating supportive services in a dentistry unit as well as allocating of duties and distribution of staff to various sections; planning for the requisition of dental supplies and equipment for a Police Dental Unit; assisting in investigations on any matters relating to crimes in the area of specialization; and giving technical evidence in court.

(b) Requirements for Appointment

For appointment to this rank of, an officer must:-

- (i) have served in the rank of Senior Sergeant of Police (Dental Technologist) for at least three (3) years;
- (ii) have been awarded a Diploma in Dental Technology from a recognized medical training institution;
- (iii) have successfully completed a nine (9) months Basic Police training from any National Police Service Training Institutions;
- (iv) be a Kenyan Citizen;
- (v) be physically and mentally fit;
- (vi) have no previous criminal record;
- (vii) pass an aptitude test;
- (viii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (ix) have shown considerable initiative, competence and efficiency in planning, organizing and discharging duties and responsibilities at the level of Senior Sergeant (Dental Technologist) level.

IV. CHIEF INSPECTOR OF POLICE (DENTAL TECHNOLOGIST), PG 6

(a) Duties and Responsibilities

An officer at this rank will be required to undertake the following duties and responsibilities: providing supportive services in dentistry; planning for provision of dentistry supportive services and equipment; supervising and counseling staff working in a unit; implementing and evaluating programs for Dental Technologists; and assisting investigators on any criminal related matters in area of specialization; and giving technical evidence in court.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Inspector of Police (Dental Technologist) for at least three (3) years;
- (ii) have been awarded a Diploma in Dental Technology from a recognized medical training institution;
- (iii) have successfully completed a nine (9) months Basic Police training from any National Police Service Training Institutions;
- (iv) be a Kenyan Citizen;
- (v) be physically and mentally fit;
- (vi) have no previous criminal record;
- (vii) pass an aptitude test;
- (viii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (ix) have shown capabilities and efficiency in organizing work and discharging responsibilities at that level.

V. ASSISTANT SUPERINTENDENT OF POLICE (DENTAL TECHNOLOGIST), PG 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- managing dentistry support services in a police health facility; planning, supervising and co-ordinating dentistry support services; and guiding investigators on any criminal related matters in his/her area of specialization and giving technical evidence in court.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Chief Inspector of Police (Dent .Tech) for at least three (3) years;
- (ii) have been awarded a Diploma in Dental Technology from a recognized medical training institution;
- (iii) have successfully completed a nine (9) months Basic Police training from any National Police Service Training Institutions;
- (iv) be a Kenyan Citizen;
- (v) be physically and mentally fit;
- (vi) have no previous criminal record;
- (vii) pass an aptitude test; and
- (viii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (ix) have considerable experience and technical competence in organizing dentistry support services at that level.

VI. SUPERINTENDENT OF POLICE (DENTAL TECHNOLOGIST), PG 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- coordinating dentistry supportive services in a police health facilities; planning and evaluating dentistry services; and

guiding investigators on any criminal related matters in his area of specialization and giving technical evidence in court.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Assistant Superintendent of Police (Dental Technologist) for at least three (3) years;
- (ii) have been awarded a Diploma in Dental Technology from a recognized medical training institution;
- (iii) have successfully completed a nine (9) months Basic Police training from any National Police Service Training Institutions;
- (iv) be a Kenyan Citizen;
- (v) be physically and mentally fit;
- (vi) have no previous criminal record;
- (vii) pass an aptitude test;
- (viii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (ix) have shown capabilities and efficiency in organizing work and discharging responsibilities at that level.

VII. SENIOR SUPERINTENDENT OF POLICE (DENTAL TECHNOLOGIST), PG 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- overseeing dentistry supportive services in a police health facilities; coordinating the planning and organizing dentistry services; and guiding investigators on any criminal related matters in his area of specialization and giving technical evidence in court.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Superintendent of Police (Dental Technologist) for at least three (3) years;
- (ii) have been awarded a Diploma in Dental Technology;
- (iii) have successfully completed a nine (9) months Basic Police training from any National Police Service Training Institutions;
- (iv) be a Kenyan Citizen;
- (v) be physically and mentally fit;
- (vi) have no previous criminal record;
- (vii) pass an aptitude test;
- (viii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (ix) have shown capabilities and efficiency in organizing work and discharging responsibilities at that level.

7. CAREER PROGRESSION GUIDELINES FOR ORTHOPAEDIC TECHNOLOGISTS (POLICE OFFICERS)

I. SERGEANT OF POLICE (ORTHOPAEDIC TECHNOLOGIST), PG 3

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will be required to undertake the following duties and responsibilities: providing supportive orthopaedics services which entail preparation and fitting of appliances that are required in orthopaedics police health institutions; assessing orthopaedics patients' needs; verifying and maintaining information relating to orthopaedic patients; maintaining records of supplies; assisting in any investigations in his/her area of specialization; and attending court to adduce evidence.

(b) Requirements for Appointment

For appointment to this rank, a candidate must:-

- (i) be in possession of at least the Kenya Certificate of Education Grade C+ or its equivalent qualification;
- (ii) have successfully completed at least three (3) years pre-service training and have been awarded a Diploma in Orthopaedic Technology or an equivalent qualification from a recognized medical training institution;
- (iii) have successfully completed a nine (9) months basic Police training from any National Police Service Training Institutions;
- (iv) be a Kenyan Citizen;
- (v) be physically and mentally fit;
- (vi) have no previous criminal record;
- (vii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (viii) pass an aptitude test.

II. SENIOR SERGEANT OF POLICE (ORTHOPAEDIC TECHNOLOGIST), PG 4

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: - developing delivery supportive services for orthopaedics patients in a police hospital; ensuring availability of supplies and equipment needed by the patients in the Police hospital; and assisting in any investigations in his area of specialization and attend court to adduce evidence.

(b) Requirements for Appointment

For appointment to the rank of, an officer must:-

- (i) have served in the rank of Sergeant of Police (Orthopaedic Technologist) for at least three (3) years;
- (ii) have been awarded a Diploma in Orthopaedic Technology or an equivalent qualification from a recognized medical training institution;
- (iii) have successfully completed a nine (9) months basic Police training from any National Police Service Training Institutions;
- (iv) be a Kenyan Citizen;
- (v) be physically and mentally fit;
- (vi) have no previous criminal record;
- (vii) pass an aptitude test;
- (viii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (ix) have shown ability and competence in organizing, performing and discharging duties at that level.

III. INSPECTOR OF POLICE (ORTHOPAEDIC TECHNOLOGIST), PG 5

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- managing support services in orthopaedic and taking charge of a number of units in a police health facility; supervising Orthopaedic support personnel; ensuring availability of supplies and

equipment; participating in supervision and counseling of staff working in the units; assisting in any investigations in his/her area of specialization; and attending court to adduce evidence.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served Rank of Senior Sergeant of Police (Orthopaedic Technologist) for at least three (3) years;
- (ii) been awarded a Diploma in Orthopaedic Technology or an equivalent qualification from a recognized medical training institution;
- (iii) have successfully completed a nine (9) months basic Police training from any National Police Service Training Institutions;
- (iv) be a Kenyan Citizen;
- (v) be physically and mentally fit;
- (vi) have no previous criminal record; and
- (vii) pass an aptitude test;
- (viii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (ix) have shown initiative, competence and efficiency in planning, organizing and discharge duties and responsibilities at that level.

IV. CHIEF INSPECTOR OF POLICE (ORTHOPAEDIC TECHNOLOGIST), PG 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- providing support services and taking charge of a unit in a Police health facility; planning, supervising and co-ordinating orthopaedic support services; ensuring availability of supplies and equipment; counseling of staff working in the units; assisting in any investigations in his/her area of specialization; and attending court to adduce evidence.

(b) Requirements for appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Inspector of Police (Orthopaedic Technologist) for at least three (3) years ;
- (ii) have been awarded a Diploma in Orthopaedic Technology or an equivalent qualification from a recognized medical training institution;
- (iii) have successfully completed a nine (9) months basic Police training from any National Police Service Training Institutions;
- (iv) be a Kenyan Citizen;
- (v) be physically and mentally fit;
- (vi) have no previous criminal record;
- (vii) pass an aptitude test;
- (viii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (ix) have shown capabilities in organizing work and discharging responsibilities at that level.

V. ASSISTANT SUPERINTENDENT OF POLICE (ORTHOPAEDIC TECHNOLOGIST), PG 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- coordinating orthopaedics courses in a police health facility; supervising orthopaedic staff working in a police medical institution; and providing guidance in any investigations in his areas of specialization and attend court.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Chief Inspector of Police (Orthopaedic Technologist) for at least three (3) years;

- (ii) have been awarded a Diploma in Orthopaedic Technology or an equivalent qualification from a recognized medical training institution;
- (iii) have successfully completed a nine (9) months basic Police training from any National Police Service Training Institutions;
- (iv) be a Kenyan Citizen;
- (v) be physically and mentally fit;
- (vi) have no previous criminal record;
- (vii) pass an aptitude test;
- (viii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (ix) have experience and in addition have demonstrated ability and technical competence and efficiency in discharging Orthopaedic duties.

VI. SUPERINTENDENT OF POLICE (ORTHOPAEDIC TECHNOLOGIST), PG 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- coordinating orthopaedic supportive services at a police health facility; overseeing the planning and organizing orthopaedic services; and offering guidance in any investigations in his/her area of specialization and attend court if so summoned.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Assistant Superintendent of Police (Orthopaedic Technologist) for at least three (3) years;
- (ii) have no adverse report;
- (iii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (iv) possess wide experience, and demonstrated outstanding administrative capabilities and Technical competence in organizing work at this level.

**VII. SENIOR SUPERINTENDENT OF POLICE (ORTHOPAEDIC TECHNOLOGIST),
PG 9**

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: overseeing orthopaedic supportive services at a police health facility; overseeing the planning and organizing of orthopaedic services; and offering guidance in any investigations in his/her area of specialization and attend court if so summoned.

(b) Requirements for Appointment

For appointment to this Rank, an officer must:-

- (i) have served in the rank of Superintendent of Police (Orthopaedic Technologist) for at least three (3) years;
- (ii) have been awarded a Diploma in Orthopaedic Technology or an equivalent qualification from a recognized medical training institution;
- (iii) have successfully completed a nine (9) months basic Police training from any National Police Service Training Institutions;
- (iv) be a Kenyan Citizen;
- (v) be physically and mentally fit;
- (vi) have no previous criminal record;
- (vii) pass an aptitude test;
- (viii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (ix) have considerable experience and in addition have demonstrated ability and technical competence and efficiency in discharging duties and responsibilities at this level.

8. CAREER PROGRESSION GUIDELINES FOR PHARMACEUTICAL TECHNOLOGISTS (POLICE OFFICERS)

I. SERGEANT OF POLICE (PHARMACEUTICAL TECHNOLOGIST), PG 3

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. Duties and responsibilities at this level will entail:- dispensing and compounding medicine; verifying and maintaining information relating to drugs issued to patients; assisting in ordering and recording of drugs and other supplies; receiving, interpreting, and processing prescriptions; recording prescriptions in a pharmacy unit; pre-packing, repacking and writing instructions on labels; counseling patients on usage of drugs in a pharmacy unit; maintaining drug registers/books; stock-taking of drugs and medicinal devices on monthly basis; and assisting in any investigations in his/her area of specialization and to adduce evidence in court.

(b) Requirements for Appointment

For appointment to this rank, a candidate must:-

- (i) be in possession of at least the Kenya Certificate of Education, Mean Grade C+, or its equivalent qualification;
- (ii) have successfully completed three (3) years pre-service training at a Medical Training Centre and have been awarded a Diploma in Pharmaceutical Technology from a recognized qualifications;
- (iii) have Certificate of Enrollment as a Pharmaceutical Technologist awarded by the Pharmacy and Poisons Board (PPB);
- (iv) have successfully completed a nine (9) months basic Police training from any National Police Service Training Institutions;
- (v) be a Kenyan Citizen;
- (vi) be physically and mentally fit;
- (vii) have no previous criminal record;
- (viii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and

- (ix) pass an aptitude test.

II. SENIOR SERGEANT OF POLICE (PHARMACEUTICAL TECHNOLOGIST), PG 4

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- dispensing and compounding medicine; classifying and maintaining records relating to drugs issued to patients; Ordering and maintaining records of drugs and other supplies; Guiding and counseling Pharmaceutical Technologists trainees; receiving, interpreting, and processing of prescriptions; pre-packing, repacking and writing instructions on labels; quantifying, ordering, receiving and maintaining drugs/medicines; accounting for consumption of drugs/medicines; maintaining drug/medicines distribution records; providing drug information to medical personnel to promote rational drug usage; determining the actual drugs/medicines required to treat most common ailments; maintaining accurate and up to date drugs/medicines movement records/registers; supervising interns and students on attachment; and recording all receipts and issues of drugs/medicines daily; and assisting in any investigations in his area of specialization and to adduce evidence in court.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Sergeant of Police (Pharmaceutical Technologist) for at least three (3) years;
- (ii) have Diploma in either Pharmacy or Pharmaceutical Technology or its equivalent qualification approved by the Pharmacy and Poisons Board from a recognized institution;
- (iii) have Certificate of Enrollment as a Pharmaceutical Technologist awarded by the Pharmacy and Poisons Board (PPB);
- (iv) have Certificate of Enrollment as a Pharmaceutical Technologist awarded by the Pharmacy and Poisons Board (PPB);
- (v) have successfully completed a nine (9) months basic Police training from any National Police Service Training Institutions;
- (vi) be a Kenyan Citizen;
- (vii) be physically and mentally fit;

- (viii) have no previous criminal record;
- (ix) pass an aptitude test;
- (x) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (xi) have shown merit and ability as reflected in work performance and results.

III. INSPECTOR OF POLICE (PHARMACEUTICAL TECHNOLOGIST), PG 5

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- receiving, interpreting, and processing of prescriptions; promoting rational drug/medicines use; acquiring of drugs/medicines for the health facility; preparing and submitting reports; providing health education on rational use of drugs/medicines; receiving complaints and reporting adverse drug reaction; receiving and reporting poor quality medicine; provide pharmaceutical services at a police health facility; supervising Pharmaceutical Technologists and other staff under him/her; and assisting in any investigations in his/her area of specialization and to attend court to adduce evidence.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Senior Sergeant of Police (Pharmaceutical Technologist) for at least three (3) years;
- (ii) have Diploma in either Pharmacy or Pharmaceutical Technology or its equivalent qualification approved by the Pharmacy and Poisons Board from a recognized institution;
- (iii) have Certificate of Enrollment as a Pharmaceutical Technologist awarded by the Pharmacy and Poisons Board (PPB);
- (iv) have successfully completed a nine (9) months basic Police training from any National Police Service Training Institutions;
- (v) be a Kenyan Citizen;
- (vi) be physically and mentally fit;
- (vii) have no previous criminal record;

- (viii) pass an aptitude test;
- (ix) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (x) have shown merit and ability as reflected in work performance and results.

**IV. CHIEF INSPECTOR OF POLICE (PHARMACEUTICAL TECHNOLOGIST),
PG 6**

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- receiving, interpreting, and processing of prescriptions; assessing and supervising interns and students on attachment; evaluating pharmaceutical programmes and preparing reports; providing health education to patients on drug use; sampling and reporting findings for submitted specimens for quality control purposes; receiving complaints and reporting adverse drug reactions; receiving and reporting poor quality medicine; guiding and counseling staff working under the officer; performing administrative duties of pharmaceutical services in a police health facility; organizing for compounding and dispensing medicine; assisting in any investigations in his/her area of specialization and to attend court to adduce evidence is so summoned.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Inspector of Police (Pharmaceutical Technologist) for at least three (3) years;
- (ii) have Diploma in either Pharmacy or Pharmaceutical Technology or its equivalent qualification approved by the Pharmacy and Poisons Board from a recognized institution;
- (iii) have Certificate of Enrolment as a Pharmaceutical Technologist awarded by the Pharmacy and Poisons Board (PPB);
- (iv) have successfully completed a nine (9) months basic Police training from any National Police Service Training Institutions;
- (v) be physically and mentally fit;
- (vi) be a Kenyan Citizen;

- (vii) have no previous criminal record;
- (viii) pass an aptitude test;
- (ix) have shown merit and ability as reflected in work performance and results;
- (x) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (xi) have shown merit and ability as reflected in work performance and results.

V. ASSISTANT SUPERINTENDENT OF POLICE (PHARMACEUTICAL TECHNOLOGIST), PG 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- preparing and executing plans to ensure efficient running of a health facility; preparing and submitting reports on drug/medicine; providing health education to patients and other health personnel; promoting rational drug/medicines use; developing and evaluating pharmaceutical training programmes and preparing reports; maintaining books/register of drugs/medicines in a health facility; stock taking of drugs/medicines and non-pharmaceuticals; providing health education to patients on drug/medicine use; and participating in ward rounds and advising on drug/medicine issues; providing guidance in pharmaceutical services in a Police health facility; assisting in planning and evaluating of pharmaceutical services in the area under his/her jurisdiction; deputizing for the Superintendent of Police (Pharmaceutical); and providing guidance on any investigations in his area of specialization and attend court to adduce evidence if and when summoned.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Chief Inspector of Police (Pharmaceutical Technologist) for at least three (3) years;
- (ii) have Diploma in either Pharmacy or Pharmaceutical Technology or its equivalent qualification approved by the Pharmacy and Poisons Board from a recognized institution;
- (iii) have Certificate of Enrolment as a Pharmaceutical Technologist awarded by the Pharmacy and Poisons Board (PPB);

- (iv) have successfully completed a nine (9) months basic Police training from any National Police Service Training Institutions;
- (v) be physically and mentally fit;
- (vi) be a Kenyan Citizen;
- (vii) have no previous criminal record;
- (viii) pass an aptitude test;
- (ix) have shown merit and ability as reflected in work performance and results;
- (x) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (xi) possess wide experience and have demonstrated ability and technical competence in the performance and supervision of pharmaceutical services.

VI. SUPERINTENDENT OF POLICE (PHARMACEUTICAL TECHNOLOGIST), PG 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- organizing pharmaceutical services in a police medical institution; reviewing pharmaceutical policies, standards, guidelines, projects and programmes; ensuring manufactured products conform to the Pharmacopeia specifications for quality assurance; coordinating implementation of training programmes for Continuous Professional Development (CPD) for staff and other stakeholders; maintaining up-to-date records/information pertaining to drug/medicine transactions; coordinating preparation and submission of drug consumption reports; advising on procurement specification for drugs/medicines; supervising, coaching and mentoring staff; evaluating pharmaceutical services in a health facility.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Assistant Superintendent of Police (Pharmaceutical Technologist) for at least three (3) years;

- (ii) have Diploma in either Pharmacy or Pharmaceutical Technology or its equivalent qualification approved by the Pharmacy and Poisons Board from a recognized institution;
- (iii) have Certificate of Enrolment as a Pharmaceutical Technologist awarded by the Pharmacy and Poisons Board (PPB);
- (iv) have successfully completed a nine (9) months basic Police training from any National Police Service Training Institutions;
- (v) be physically and mentally fit;
- (vi) be a Kenyan Citizen;
- (vii) have no previous criminal record;
- (viii) pass an aptitude test;
- (ix) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (x) possess wide experience and have demonstrated ability and technical competence in the performance and supervision of pharmaceutical services.

VII. SENIOR SUPERINTENDENT OF POLICE (PHARMACEUTICAL TECHNOLOGIST), PG 9

(a) Duties and Responsibilities

An officer at this level will be responsible to the Inspector General of Police for efficient supportive service of technologists. Duties and responsibilities at this level will entail: overseeing pharmaceutical services in a police medical institution; formulating, pharmaceutical policies, standards, guidelines, projects and programmes; ensuring manufactured products conform to the Pharmacopeia specifications for quality assurance; overseeing the implementation of training programmes for Continuous Professional Development (CPD) for staff and other stakeholders; maintaining up-to-date records/information pertaining to drug/medicine transactions; approving drug consumption reports; advising on procurement specification for drugs/medicines; overseeing the supervision, coaching and mentoring staff; and ensuring provision of effective pharmaceutical services in a health facility.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Assistant Superintendent of Police (Pharmaceutical Technologist) for at least three (3) years;
- (ii) Diploma in either Pharmacy or Pharmaceutical Technology or its equivalent qualification approved by the Pharmacy and Poisons Board from a recognized institution;
- (iii) have Certificate of Enrolment as a Pharmaceutical Technologist awarded by the Pharmacy and Poisons Board (PPB);
- (iv) have successfully completed a nine (9) months basic Police training from any National Police Service Training Institutions;
- (v) be physically and mentally fit;
- (vi) be a Kenyan Citizen;
- (vii) have no previous criminal record;
- (viii) pass an aptitude test;
- (ix) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (x) possess wide experience and have demonstrated ability and technical competence in the performance and supervision of pharmaceutical services.

9. CAREER PROGRESSION GUIDELINES FOR MEDICAL LABORATORY TECHNOLOGISTS (POLICE OFFICERS)

I. SERGEANT OF POLICE (LABORATORY TECHNOLOGIST), PG 3

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will be required to undertake the duties and responsibilities:- provision of laboratory service in a Police health facility; ordering and maintaining records of laboratory supply; and assisting in any investigations in his/her area of specialization and to adduce evidence in court.

(b) Requirements for Appointment

For appointment to this rank, a candidate must:-

- (i) be in possession of at least the Kenya Certificate of Education, grade C+ or its equivalent qualification;
- (ii) have successfully completed at least three (3) years pre-service training at a Medical Training Centre and have been awarded a Diploma in Medical Laboratory Technology or possess an equivalent qualification from a recognized medical training institution;
- (iii) have successfully completed a nine (9) months basic Police training from any National Police Service Training Institutions;
- (iv) be a Kenyan Citizen;
- (v) be aged not more than 30 years of age;
- (vi) be physically and mentally fit;
- (vii) have no previous criminal record;
- (viii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (ix) pass an aptitude test.

II. SENIOR SERGEANT OF POLICE (LABORATORY TECHNOLOGIST), PG 4

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- planning for provision of laboratory services at a Police health facility; ensuring availability of supplies to the laboratories; and assisting in any investigations in his area of specialization and to attend court to adduce evidence if and when summoned.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Sergeant of Police (Laboratory Technologist) for at least three (3) years;
- (ii) have been awarded a Diploma in Medical Laboratory Technology or possess an equivalent qualification from a recognized medical training institution;
- (iii) have successfully completed a nine (9) months basic Police training from any National Police Service Training Institutions;
- (iv) be a Kenyan Citizen;
- (v) be physically and mentally fit;
- (vi) have no previous criminal record;
- (vii) pass an aptitude test;
- (viii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (ix) have demonstrated ability and competence to organise, perform and discharge his duties and responsibilities efficiently at the Sergeant (Laboratory) level.

III. INSPECTOR OF POLICE (LABORATORY TECHNOLOGIST), PG 5

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: - management of laboratory services in a Police health facility; supervising the provision of laboratory services in a police health unit; ensuring availability of supplies and equipment; participating in the supervision of training and counseling of staff working in the units; and assisting in

any investigations in his area of specialization and to attend court to adduce evidence if and when summoned.

(b) Requirements for Appointment

For appointment to this rank, an officer must:

- (i) have served in the rank of Senior Sergeant of Police (Laboratory Technologist) for at least three (3) years;
- (ii) have been awarded a Diploma in Medical Laboratory Technology or possess an equivalent qualification from a recognized medical training institution;
- (iii) possess a specialization in one of the following clinical disciplines: Haematology/Blood Transfusion, Bacteriology, Biochemistry, Virology, Parasitology and Histopathology;
- (iv) have successfully completed a nine (9) months basic Police training from any National Police Service Training Institutions;
- (v) be a Kenyan Citizen;
- (vi) be physically and mentally fit;
- (vii) have no previous criminal record;
- (viii) have no adverse report;
- (ix) pass an aptitude test;
- (x) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (xi) have demonstrated ability and competence to organize, perform and discharge his duties and responsibilities efficiently at that level.

III. CHIEF INSPECTOR OF POLICE (LABORATORY TECHNOLOGIST), PG 6

(a) Duties and Responsibilities

An officer at this level may head a section of Medical laboratory in a Police Hospital or be deployed at a Blood Donor Service Unit and will be required to undertake the duties and responsibilities: taking charge of a major unit at a police health facility; co-ordinating laboratory services; ensuring availability of supplies and equipment;

participating in supervision of training and counseling of staff working in the units; and assisting in any investigations in his/her area of specialization and to attend court to adduce evidence if and when summoned.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the Rank of Inspector of Police (Laboratory Technologist) for at least three (3) years;
- (ii) have been awarded a Diploma in Medical Laboratory Technology or possess an equivalent qualification from a recognized medical training institution;
- (iii) possess a specialization in one of the following clinical disciplines: Haematology/Blood Transfusion, Bacteriology, Biochemistry, Virology, Parasitology and Histopathology;
- (iv) have successfully completed a nine (9) months basic Police training from any National Police Service Training Institutions;
- (v) be a Kenyan Citizen;
- (vi) be physically and mentally fit;
- (vii) have no previous criminal record;
- (viii) have no adverse report;
- (ix) pass an aptitude test;
- (x) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (xi) have demonstrated ability and competence to organize, perform and discharge his duties and responsibilities efficiently at that level.

IV. ASSISTANT SUPERINTENDENT OF POLICE (LABORATORY TECHNOLOGIST), PG 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- managing medical laboratory services at a Police health facility; deputizing for the Superintendent of Police

(Laboratory Technologist); heading a Laboratory Services Unit at a Police Health facility Laboratory; and undertaking any investigations in his/her area of specialization and to attend court to adduce evidence if and when summoned.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Chief Inspector of Police (Laboratory Technologist) for least three (3) years;
- (ii) have been awarded a Diploma in Medical Laboratory Technology or possess an equivalent qualification from a recognized medical training institution;
- (iii) possess a specialization in one of the following clinical disciplines: Haematology/Blood Transfusion, Bacteriology, Biochemistry, Virology, Parasitology and Histopathology;
- (iv) have successfully completed a nine (9) months basic Police training from any National Police Service Training Institutions;
- (v) be a Kenyan Citizen;
- (vi) be physically and mentally fit;
- (vii) have no previous criminal record;
- (viii) have no adverse report;
- (ix) pass an aptitude test;
- (x) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (xi) have demonstrated ability and competence to organize, perform and discharge his duties and responsibilities efficiently at that level.

V. SUPERINTENDENT OF POLICE (LABORATORY TECHNOLOGIST), PG 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- evaluating and implementing medical laboratory services in the police health facilities and liaison with the Ministry of Health; overseeing review of training needs, training schemes and programmes for

the Medical Laboratory Technologist cadre; ensuring career advancement for Medical Laboratory Technologists and Technicians; and overseeing any investigations touching on laboratory services and attending court to adduce evidence if and when necessary.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Assistant Superintendent of Police (Laboratory Technologist) for at least three (3) years;
- (ii) have been awarded a Diploma in Medical Laboratory Technology or possess an equivalent qualification from a recognized medical training institution;
- (iii) possess a specialization in one of the following clinical disciplines: Haematology/Blood Transfusion, Bacteriology, Biochemistry, Virology, Parasitology and Histopathology;
- (iv) have successfully completed a nine (9) months basic Police training from any National Police Service Training Institutions;
- (v) be a Kenyan Citizen;
- (vi) be physically and mentally fit;
- (vii) have no previous criminal record;
- (viii) have no adverse report;
- (ix) pass an aptitude test;
- (x) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (xi) have demonstrated ability and competence to organize, perform and discharge his duties and responsibilities efficiently at that level.

**VI. SENIOR SUPERINTENDENT OF POLICE (LABORATORY TECHNOLOGIST),
PG 9**

(a) Duties and Responsibilities

An officer at this level will be required to undertake the following duties and responsibilities: planning for medical laboratory services in the police health facilities and in liaison with the Ministry of Health; overseeing review of training needs, training schemes and programmes for the Medical Laboratory Technologist cadre; ensuring career advancement for Medical Laboratory Technologists and Technicians; and guiding on any investigations in his/her area of specialization to attend court to adduce evidence if and when necessary.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Superintendent of Police (Laboratory Technologist) for at least three (3) years;
- (ii) have served for least three (3) years in the rank of Chief Inspector of Police (Laboratory Technologist);
- (iii) have been awarded a Diploma in Medical Laboratory Technology or possess an equivalent qualification from any other recognized medical training institution;
- (iv) possess a specialization in one of the following clinical disciplines: Haematology/Blood Transfusion, Bacteriology, Biochemistry, Virology, Parasitology and Histopathology;
- (v) have successfully completed a nine (9) months basic Police training from any National Police Service Training Institutions;
- (vi) be a Kenyan Citizen;
- (vii) be physically and mentally fit;
- (viii) have no previous criminal record;
- (ix) have no adverse report;
- (x) pass an aptitude test;

- (xi) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (xii) have demonstrated a high degree of administrative capability, wide Technical experience and competence in the organization and management of medical laboratory services.

10. CAREER PROGRESSION GUIDELINES FOR MEDICAL POLICE DOCTORS

I. SUPERINTENDENT OF POLICE (MEDICAL DOCTOR), PG 8

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will be required to manage a wide range of medical and health services in Police medical institutions which include: diagnosing, caring and treating diseases; performing medical and surgical procedures; preparing and responding to emergencies and disasters; participating in management of medicines, medical instruments and equipment; providing health education; maintaining medical records, health Information and data; counseling patients and their relatives on diagnoses and bereavement; and preparing requisite documents for registration; and attending court to give specialized opinion and evidence.

Further, duties and responsibilities will entail: investigating, and managing patients; conducting clinic and theatre days; performing emergency surgeries; undertaking medico-legal duties including filling of P.3 forms, performing post mortems; undertaking medical examinations; and preparing medical reports; ensuring proper operations of Police health Institutions (health centres, dispensaries and other Police Health Facilities); providing specialized care in a specialized unit at an hospital; and managing medical stores and or plant and equipment in use in the relevant specialization.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have Bachelor of Medicine and Surgery (M.B.Ch.B) degree from an institution recognized by the Medical Practitioners and Dentists Board;
- (ii) have undergone a one (1) year internship programme;
- (iii) have Registration Certificate by the Medical Practitioners and Dentists Board;
- (iv) have Valid practising license from Medical Practitioners and Dentists Board;
- (v) have successfully completed three (3) months Police Cadet Course from any National Police Service training institutions;
- (vi) have Met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and

- (vii) have no adverse report.

II. SENIOR SUPERINTENDENT OF POLICE (MEDICAL DOCTOR), PG 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: undertaking general diagnosis, care, treatment and rehabilitation of patients; carrying out specialized clinical care; providing psycho-social interventions; providing clinical services to patients; consulting and performing surgeries in a police facility; carrying out forensic and medico-legal services; coordinating disease surveillance, prevention, and control; implementing health projects and programmes; maintaining up-to-date health information systems; monitoring provision of health treatment and care; undertaking health research; analyzing medical reports; undertaking specialized activities in the respective areas of clinical practice; providing the necessary guidance, mentoring health personnel; developing interventions and managing health care programmes at the police facility; managing projects/programmes that may be developed from time to time by the National Police Service for purposes of strengthening the health care delivery system; participating in the training of health personnel cadres in the field of community health management and attending court to give specialised opinion and evidence.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in rank of Superintendent of Police (Medical Doctor) for at least three (3) years;
- (ii) have Bachelor of Medicine and Surgery(M.B.Ch.B) degree from an institution recognized by Medical Practitioners and Dentists Board;
- (iii) have Certificate of Registration by the Medical Practitioners and Dentists Board;
- (iv) have Valid practicing license from Medical Practitioners and Dentists Board;
- (v) have successfully completed three (3) months Police Cadet Course from any National Police Service training institutions;
- (vi) have Strategic Leadership Development Programme/Strategic Leadership and Command Programme or its equivalent from recognized institution;
- (vii) have demonstrated proven ability and merit in the performance of work;

(viii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and

(ix) have no adverse report.

III. COMMISSIONER OF POLICE (MEDICAL DOCTOR), PG 10

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- performing complex and advanced clinical patient management in area of specialization including:- Internal Medicine, Obstetrics and Gynecology, General Surgery, ENT Surgery, Ophthalmology, Psychiatry, Anesthesia, Pediatrics, Pathology, Radiology, Public Health, or other specialties recognized by the Kenya Medical Practitioners and Dentists Board; mentoring health personnel; managing health stores including essential medicines and/or plant and equipment; developing intervention activities or programs for the management of diseases and conditions; developing medical Standard Operating Procedures (SOPs) and protocols; coordinating emergency response and clinical care; coordinating health projects and programmes; managing health information systems; carrying out health surveys and research; monitoring the provision of forensic and medico-legal services; providing technical advice in the relevant areas of specialization at police facility level; providing Police Service guidelines for standards of health care in the relevant specialization for both clinical and community/preventive health practice; assisting in the formulation of policies and plans towards the overall development of medical/dental health services in the National Police Service; and attending court to give specialized opinion and evidence.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

(i) have served in the rank of Senior Superintendent of Police (Medical Doctor) for at least three (3) years;

(ii) have Bachelor of Medicine and Surgery (M.B.Ch.B) degree from an institution recognized by Medical Practitioners and Dentists Board;

(iii) have Masters Degree in any of the following areas:- Medicine, Pharmaceutical Policy Analysis and Formulation; Pharmacognosy and Complementary Medicine; Toxicology; Clinical Pharmacy; Pharmacovigilance and Pharmaco-epidemiology; Medicines Supplies Management; Medicines Regulation; Narcotic and Psychotropic Substances Poisons Control; Pharmaceutics; Pharmacology and Therapeutics; Pharmaceutical Analysis; Tropical and Infectious Diseases; Medicinal and Pharmaceutical Chemistry; Industrial

Pharmacy; Health Systems Management; Pharmaceutical Care; Health Informatics; Health Economics; Epidemiology; Biostatistics; Medical Statistics; Drug Design and Development; Clinical Trials; Quality Assurance; Radio Pharmacy; Public Health; Microbiology; Molecular Pharmacology, and any other training recognized as a Pharmacy specialization by Pharmacy Board;

- (iv) have Certificate of Registration by the Medical Practitioners and Dentists Board;
- (v) have Valid practicing license from Medical Practitioners and Dentists Board;
- (vi) have successfully completed three (3) months Police Cadet Course from any National Police Service training institutions;
- (vii) have attended Strategic Leadership Development Programme or Strategic Leadership and Command Programme or its equivalent from recognized institution;
- (viii) have no adverse report;
- (ix) have Met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (x) demonstrated proven merit and ability in the performance of work.

VI. ASSISTANT INSPECTOR GENERAL OF POLICE (MEDICAL DOCTOR), PG 11

(a) Duties and Responsibilities

The Assistant Inspector General of Police (Medical Doctor) will be responsible to the Inspector General of Police for the control, organization and coordination of health services in the Police Service.

Specifically, the officer will be responsible for: overall planning, direction and development of health services including curative, preventive and promotive services; formulating policies for operation and development of medical services in a police facility; undertaking annual work planning, and general administration of health related resources for effective delivery of health services in the Police Service; attending court to give specialised opinion and evidence; developing and coordinating implementation of health standards, guidelines and protocols; undertaking specialized diagnosis, care, treatment and rehabilitation of patients; assessing employees' fitness

for continuation of work; planning and managing healthcare programs at the implementation level; developing intervention activities or programs for training of health staff in field of community health and health management; monitoring and evaluating health projects and programmes; coordinating outreach activities and services; designing and undertaking research; coordinating health research; analyzing, utilizing and disseminating research findings in planning activities to improve service delivery; initiating development of an appropriate health information management system; coordinating provision of quality health care and adherence to health standards; and providing specifications for procurement of health supplies and commodities.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Commissioner of Police (Medical Doctor) for at least three (3) years;
- (ii) have Bachelor of Medicine and Surgery (M.B.Ch.B) degree from an institution recognized by Medical Practitioners and Dentists Board;
- (iii) have Masters Degree in any of the following areas:- Medicine, Pharmaceutical Policy Analysis and Formulation; Pharmacognosy and Complementary Medicine; Toxicology; Clinical Pharmacy; Pharmacovigilance and Pharmaco-epidemiology; Medicines Supplies Management; Medicines Regulation; Narcotic and Psychotropic Substances Poisons Control; Pharmaceutics; Pharmacology and Therapeutics; Pharmaceutical Analysis; Tropical and Infectious Diseases; Medicinal and Pharmaceutical Chemistry; Industrial Pharmacy; Health Systems Management; Pharmaceutical Care; Health Informatics; Health Economics; Epidemiology; Biostatistics; Medical Statistics; Drug Design and Development; Clinical Trials; Quality Assurance; Radio Pharmacy; Public Health; Microbiology; Molecular Pharmacology, and any other training recognized as a Pharmacy specialization by Pharmacy and Board;
- (iv) have Registration Certificate by the Medical Practitioners and Dentists Board;
- (v) have Valid practising license from Medical Practitioners and Dentists Board;
- (vi) have successfully completed three (3) months Police Cadet Course from any National Police Service training institutions;
- (vii) have Strategic Leadership and Command Programme or its equivalent from recognized institution;

- (viii) have a certificate in managerial skills;
- (ix) have no adverse report;
- (x) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (xi) have demonstrated proven merit and ability in the performance of duty.

11. CAREER PROGRESSION GUIDELINES FOR DENTAL POLICE DOCTORS

I. ASSISTANT SUPERINTENDENT OF POLICE (DENTAL OFFICER), PG 7

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will be required to manage dental services in police medical institutions which include diagnosing common oral conditions; treating, prescribing and referring patients; facilitating admission, disease investigations of patients, report writing and assisting in theatre activities; collecting information on dental health information system; organizing discharge summaries and follow-up of patients; managing dental units/wards in a police health facility; providing dental services to the sick or activities that are obtained in health clinics and/or wards in a police health institution; attend court to give specialized opinion and evidence; admitting patients; undertaking minor oral and maxillofacial surgery; prosthetics, orthodontics, paedodontics, periodontology and conservative dentistry; carrying out dental examinations, age assessment, and writing dental reports; participating in community sensitization and outreach programs on dental health care; writing discharge summaries and follow-up of patients; ensuring proper operations of Police health Institutions (health centres, dispensaries and other police health facilities) in his area of jurisdiction; and managing dental stores and or plant and equipment in use in the relevant specialization.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have Bachelor of Dental Surgery (DS) degree or any other equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board;
- (ii) have undergone a one (1) year internship programme;
- (iii) have Registration Certificate by the Medical Practitioners and Dentists Board;
- (iv) have Valid practising license from Medical Practitioners and Dentists Board;
- (v) have successfully completed three (3) months Police Cadet Course from any National Police Service training institutions;
- (vi) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and

(vii) have no adverse report.

II. SUPERINTENDENT OF POLICE (DENTAL OFFICER), PG 8

(a) Duties and Responsibilities

An officer at this level will be required to undertake the following duties and responsibilities: planning and implementing specific projects and programmes related to dental health care including curative and preventive services in the police facility; developing strategies for prevention or eradication of dental diseases in the police; providing dental services providing dental guidance and training to health personnel working under him/her to ensure maintenance of the highest standards of dental care in the police health facilities; managing dental conditions in a dental unit or health facility including: diagnosing, investigating, treating, and patient documentation; performing specific dental care procedures including; restorative, prosthodontics, paedodontics, orthodontics, minor oral-facial surgeries and periodontology; maintaining an up-to-date dental health information system; organizing community sensitization and outreach programs on dental health care; disseminating information for health planning; undertaking epidemiological surveillance on dental diseases and conditions obtaining within the police; and attend courts to give specialised opinion and evidence.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Superintendent of Police (Dental Officer) for at least three (3) years;
- (ii) have Bachelor of Dental Surgery (DS) degree or any other equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board;
- (iii) have Certificate of Registration by the Medical Practitioners and Dentists Board;
- (iv) have Valid practising license from Medical Practitioners and Dentists Board;
- (v) have successfully completed a three (3) months Police Cadet Training from any National Police Service Training institutions;
- (vi) Certificate in computer application skills from a recognized institution;
- (vii) have no adverse report;

- (viii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service;
- (ix) have proven management skills in supervision and mentoring; and
- (x) shown ability and demonstrated merit as reflected in work performance and results.

III. SENIOR SUPERINTENDENT OF POLICE (DENTAL OFFICER), PG 9

(a) Duties and Responsibilities

An officer at this rank will be required to undertake the following duties and responsibilities: performing specific dental procedures; including restorative, prosthodontics, paedodontics, orthodontics, minor oral-facial surgeries, and periodontology; providing and promoting dental education; referring complex cases; undertaking medico-legal duties which include filling of P3 forms; undertaking dental examinations, age assessment, and writing dental reports; conducting outreach community oral health services; ensuring annual work plans are adhered to; maintaining patients records; educating and creating awareness on prevention of dental diseases and dental health; coordinating capacity building, development and deployment of dental personnel; ensuring that dental health reports are submitted promptly; ensuring performance contract scoring sheets and hospital reforms scoring sheets are filled regularly; undertaking specialized activities in the respective areas of clinical practice; providing the necessary guidance, mentoring and support development of specialized and technical personnel in dental practices; developing interventions and managing dental care programmes at the police facility; managing projects/programmes that may be developed from time to time by the National Police Service for purposes of strengthening the health care delivery system; participating in the training of health personnel cadres in the field of dental health management; and attending court to give specialised opinion and evidence.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Superintendent of Police (Dental Officer) for at least three (3) years;
- (ii) have Bachelor of Dental Surgery (DS) degree or any other equivalent qualification from an institution recognized by Medical Practitioners and Dentists Board;

- (iii) have Masters of Dental Surgery degree in any of the following disciplines:- Paediatric Dentistry, Periodontology, Oral and Maxillofacial Surgery, Prosthodontics, Dental Biomaterials, Oral Medicine and Oral Pathology, Dental Anesthesia, Forensic Odontology, Restorative Dentistry, Endodontics, Oral Implantology, Orthodontics, Aesthetic Dentistry, Oral and Maxillofacial/ Dental Radiology and Community Dentistry or any other equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board;
- (iv) have Certificate of Registration by the Medical Practitioners and Dentists Board;
- (v) have Valid practising license from Medical Practitioners and Dentists Board;
- (vi) have successfully completed a three (3) months Police Cadet Training from any National Police Service Training institutions;
- (vii) have Certificate in Strategic Leadership Development Programme, lasting not less than six (6) weeks from a recognized institution;
- (viii) have Strategic Leadership Development programme/Strategic Leadership and Command programme or its equivalent from recognized institution;
- (ix) have Certificate in computer application skills from a recognised institution;
- (x) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service;
- (xi) have no adverse report; and
- (xii) have demonstrated the ability and competence in organizing, performing and discharging dental function.

IV. COMMISSIONER OF POLICE (DENTAL OFFICER), PG 10

(a) Duties and Responsibilities

At this level, the officer will be responsible for the following duties and responsibilities: providing clinical services in any of the following areas of specialty; Paediatric Dentistry, Periodontology, Maxillofacial Surgery, Prosthodontics, Oral Medicine/Oral Pathology, Orthodontics, Oral and Maxillofacial Radiology, Community and Preventive Dentistry on Biomaterials; interpreting dental health guidelines, strategies; implementing dental programs; identifying areas of research and carrying out research in dental health; providing guidance, training and coaching of

dental staff and other health workers, initiating development of a dental health information system; coordinating submission of dental reports, ensuring hospital dental units are functioning; managing staff performance reports in dental health services; providing technical advice in the relevant areas of specialization at police facility level; providing Police Service guidelines for standards of health care in the relevant specialization; assisting in the formulation of policies and plans towards the overall development of dental health services in the National Police Service; and attending court to give specialized opinion and evidence.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Senior Superintendent of Police (Dental Officer) for at least three (3) years;
- (ii) have Bachelor of Dental Surgery (DS) degree or any other equivalent qualification from an institution recognized by Medical Practitioners and Dentists Board;
- (iii) have Masters of Dental Surgery degree in any of the following disciplines:- Paediatric Dentistry, Periodontology, Oral and Maxillofacial Surgery, Prosthodontics, Dental Biomaterials, Oral Medicine and Oral Pathology, Dental Anesthesia, Forensic Odontology, Restorative Dentistry, Endodontics, Oral Implantology, Orthodontics, Aesthetic Dentistry, Oral and Maxillofacial/Dental Radiology and Community Dentistry or any other equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board;
- (iv) have Certificate of Registration by the Medical Practitioners and Dentists Board;
- (v) have Valid practising license from Medical Practitioners and Dentists Board;
- (vi) have Certificate in Strategic Leadership Development Programme, lasting not less than six (6) weeks from a recognized institution;
- (vii) have Certificate in computer application skills from a recognised institution;
- (viii) have successfully completed a three (3) months Police Cadet Training from any National Police Service Training institutions;
- (ix) have no adverse report;

- (x) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service;
- (xi) have demonstrated professional competence and managerial capability as reflected in work performance and results; and
- (xii) have demonstrated proven merit and ability in the performance of work.

VI. ASSISTANT INSPECTOR GENERAL OF POLICE (DENTAL OFFICER), PG 11

(a) Duties and Responsibilities

The Assistant Inspector General of Police (Dental Officer) will be responsible to the Commissioner of Police for the control, organization and coordination of dental services in the Police Service.

Specifically, the officer will be responsible for: providing dental services in any of the following areas of specialty; Paediatric Dentistry, Periodontology, Maxillofacial Surgery, Prosthodontics, Oral Medicine/Oral Pathology, Orthodontics, Oral and Maxillofacial Radiology, Community & Preventive Dentistry, Biomaterials; initiating development and review of dental health policies, guidelines, strategies and programs; providing guidance on formulation, interpretation and implementation of dental health policies, guidelines, strategies and programs; participate in planning, coordinating and implementing dental health programs and services; overseeing training, guiding, and mentoring dental officers and interns; managing departmental stores including essential dental medicines/consumables and equipment; coordinating development and implementation of a dental health information system; conducting ward rounds, theatres, and clinics; coordinating the preparation of work plans and budgets, ensuring management of patients records; overseeing development and maintenance of departmental inventories/stores and dental commodities; overseeing collecting and collating of patients' data for management and planning of dental health services; initiating and coordinating research and dissemination of findings; coordinating staff performance management in dental health Services.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Assistant Inspector General of Police II (Dental Officer) for at least three (3) years;
- (ii) have Bachelor of Dental Surgery (DS) degree or any other equivalent qualification from an institution recognized by Medical Practitioners and Dentists Board;

- (iii) have Masters of Dental Surgery degree in any of the following disciplines:- Paediatric Dentistry, Periodontology, Oral and Maxillofacial Surgery, Prosthodontics, Dental Biomaterials, Oral Medicine and Oral Pathology, Dental Anaesthesia, Forensic Odontology, Restorative Dentistry, Endodontics, Oral Implantology, Orthodontics, Aesthetic Dentistry, Oral and Maxillofacial/Dental Radiology and Community Dentistry or any other equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board;
- (iv) have Registration Certificate by the Medical Practitioners and Dentists Board;
- (v) have Valid practising license from Medical Practitioners and Dentists Board;
- (vi) have Certificate in Strategic Leadership Development Programme, lasting not less than six (6) weeks from a recognized institution;
- (vii) have strategic Leadership and Command Programme or its equivalent from a recognized institution;
- (viii) have successfully completed a three (3) months Police Cadet Training from any National Police Service Training institutions;
- (ix) have Certificate in computer application skills from a recognized institution;
- (x) have Strategic Leadership and Managerial Skills.
- (xi) have no adverse report;
- (xii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service;
- (xiii) have shown outstanding professional competence and administrative capability and initiative in the general organization and management of the Pharmacy Function; and
- (xiv) have demonstrated and proven merit and ability in the performance of duty.

12. CAREER PROGRESSION GUIDELINES FOR VETERINARY POLICE DOCTORS

I. CHIEF INSPECTOR OF POLICE (VETERINARY OFFICER), PG 6

(a) Duties and Responsibilities

An officer at this level will be required to undertake the following duties and responsibilities: carrying out surveillance and monitoring of animal diseases and regular vaccination of police animals such as horses and dogs; issuance of certificates, permits and chits upon inspection of animals and animal products from and to the area of jurisdiction; analyzing, interpreting and storing information on animal health; detecting, monitoring and surveillance of anti-microbial resistance; undertaking adaptive research with a view to improving animals within the Police Service; assisting any investigations in his/her area of specialization and to attend court to adduce evidence if and when summoned.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) be in possession of a Bachelors degree in Veterinary Medicine (BVM) from a recognized institution;
- (ii) be registered by Kenya Veterinary Board;
- (iii) have successfully completed a three (3) months Police Cadet Training from any National Police Service Training institutions;
- (iv) be physically and mentally fit;
- (v) have no previous criminal record;
- (vi) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (vii) pass an aptitude test.

II. ASSISTANT SUPERINTENDENT OF POLICE (VETERINARY OFFICER), PG 7

(a) Duties and Responsibilities

An officer at this level will be required to undertake the following duties and responsibilities: controlling and eradicating epizootic and zoonotic diseases and pests; ensuring that drug and chemical residues in animal foods and their origin conform to the standards set by the Ministry of Health and other recognised health agencies; issuing certificates, permits and chits upon inspection of animals and animal products from and to the area of jurisdiction; collecting, analysing, interpreting and storage of information on animal health; detection, monitoring and surveillance of anti-microbial resistance; undertaking adaptive research with a view to improving animals within the Police Service; undertaking studies on biostatistics and economic impact assessment of animal diseases; collaborating with other stakeholders in providing genetic improvement, breeding and animal nutrition and welfare; monitoring performance of vaccines, drugs and pesticides; undertaking field trials to ensure efficacy; providing clinical services, investigations and surveys of animal diseases in the Police Service; and assisting in any investigations in his area of specialization and to attend court to adduce evidence when summoned.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Chief Inspector of Police (Veterinary Officer) for at least three (3) years;
- (ii) be in possession of a Bachelors degree in Veterinary Medicine from a recognized institution;
- (iii) be registered by the Kenya Veterinary Board;
- (iv) have successfully completed a three (3) months Police Cadet Training from any National Police Service Training institutions;
- (v) have no adverse report;
- (vi) have attended Senior Management Course/Senior Police officers management Course lasting four (4) weeks or its equivalent from recognized institution;
- (vii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and

- (viii) have shown professionalism, proven merit and potential in work performance and results.

III. SUPERINTENDENT OF POLICE (VETERINARY OFFICER), PG 8

(a) Duties and Responsibilities

An officer at this level will be required to undertake the following duties and responsibilities: controlling and eradicating epizootic and zoonotic diseases and pests; carrying out surveillance and monitoring animal disease situation; ensuring regular vaccination of animals; ensuring issuance of certificates, permits and chits upon inspection of animals and animal products from and to the area of jurisdiction; carrying out studies on biostatistics and economic impact assessment of police animal diseases; collaborating with other stakeholders in providing genetic improvement and breeding animal nutrition welfare; detecting, monitoring and surveillance of anti-microbial resistance; undertaking adaptive research with regard to improving police animals; monitoring performance of vaccines, drugs and pesticides and undertaking field trials to ensure efficacy; providing clinical services, investigations and survey of animal diseases; providing guidance in any investigations in his/her area of specialization and to attend court to adduce evidence.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Assistant Superintendent of Police (Veterinary Officer) for at least three (3) years;
- (ii) have Bachelors degree in Veterinary Medicine (BVM);
- (iii) be registered by the Kenya Veterinary Board;
- (iv) have successfully completed a three (3) months Police Cadet Training from any National Police Service Training institutions;
- (v) have attended Senior Management Course lasting four (4) weeks or its equivalent from recognized institution;
- (vi) have Certificate in management Course lasting not less than four (4) weeks from a recognized institution;
- (vii) have a Certificate in Strategic Leadership Development Programme/Strategic Leadership and Command Programme or its equivalent from recognized institution;

- (viii) have no adverse report;
- (ix) have Met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (x) have shown professionalism, merit and ability in work performance and results.

IV. SENIOR SUPERINTENDENT OF POLICE (VETERINARY OFFICER), PG 9

(a) Duties and Responsibilities

An officer at this level will be required to undertake the following duties and responsibilities: providing diagnostic and investigation services; ensuring quality assurance of veterinary inputs and outputs; inspecting of police veterinary facilities; undertaking research; animal breeding and biotechnology to improve Police animals; managing veterinary resources in the area of jurisdiction; laying out strategies for animal disease and pest control; disseminating veterinary public health/bio-safety/bio-security information; providing guidance in any investigations in his area of specialization and to attend court to adduce evidence.

(b) Requirement for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the Rank of Superintendent of Police (Veterinary Officer) for at least three (3) years;
- (ii) have Bachelors degree in Veterinary Medicine (BVM);
- (iii) be registered by the Kenya Veterinary Board;
- (iv) have successfully completed a three (3) months Police Cadet Training from any National Police Service Training institutions;
- (v) have Strategic Leadership Development Programme/Strategic Leadership and Command Programme or its equivalent from recognized institution;
- (vi) have no adverse report; and
- (vii) have shown professionalism, merit and ability in work performance and results.

IV. COMMISSIONER OF POLICE (VETERINARY OFFICER), PG 10

(a) Duties and Responsibilities

An officer at this level will be required to undertake the following duties and responsibilities: coordinating the eradicating of animal disease; coordinating pest control, epidemic-surveillance, animal health surveys and mapping; providing clinical and diagnostic services, quality assurance and bio-safety management of epizootics and zoonotics in liaison with Ministry responsible for Veterinary Services; undertaking project monitoring and evaluation; co-ordinating training and development of staff in veterinary services; coordinating police animal health policies; formulating and reviewing police animal health services; coordinating police veterinary services; and guiding in any investigations in his area of specialization; and attending court to adduce evidence when summoned.

(b) Requirement for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Senior Superintendent of Police (Veterinary Officer) for at least three (3) years;
- (ii) have Bachelors degree in Veterinary Medicine (BVM);
- (iii) be registered by the Kenya Veterinary Board;
- (iv) have successfully completed a three (3) months Police Cadet Training from any National Police Service Training institutions;
- (v) have Certificate in management Course lasting not less than four (4) weeks from a recognized institution;
- (vi) have attended Strategic Leadership Development Programme or Strategic Leadership and Command Programme or its equivalent from recognized institution;
- (vii) have no adverse report;
- (viii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (ix) have shown professionalism, merit and ability in work performance and results.

V. ASSISTANT INSPECTOR GENERAL OF POLICE (VETERINARY OFFICER), PG 11

(a) Duties and Responsibilities

An officer at this level will be required to undertake the following duties and responsibilities: overseeing veterinary service resource management in the National Police Service; developing policies on animal breeding; overseeing implementation of animal disease control policies, and executing the veterinary statutes; coordinating the provision of diagnostic services and quality assurance of bio-safety and breeding nutrition; overseeing the extension and animal welfare services; liaising with relevant local research, training institutions and international bodies on best practices in animal husbandry; providing advice on all matters relating to police animals health; providing guidance in any investigations in his area of specialization; and to attend court to adduce evidence if and when summoned.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Commissioner of Police (Veterinary Officer) for at least three (3) years;
- (ii) have Bachelors degree in Veterinary Medicine (BVM);
- (iii) be registered by the Kenya Veterinary Board;
- (iv) have successfully completed a three (3) months Police Cadet Training from any National Police Service Training institutions;
- (v) have successfully passed Strategic Leadership and Command Programme Course;
- (vi) have no adverse report;
- (vii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (viii) have shown professionalism, merit and ability in work performance and results.

13. CAREER PROGRESSION GUIDELINES FOR POLICE OFFICERS (LEGAL SERVICES)

I. CHIEF INSPECTOR OF POLICE (LEGAL SERVICES), PG 6

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will be required to undertake the following duties and responsibilities: perusing and analyzing case files; advising and updating police criminal investigators on matters of law and applicability of various statutes; perusing and analyzing reports and provide considered legal opinion and the course of action; and undertaking prosecution of cases before Courts in conjunction with state counsels.

(b) Requirement for Appointment

For appointment to this rank, a candidate must:-

- (i) be in possession of a Bachelors degree in Law (LLB) from a recognized institution;
- (ii) have been admitted to the Roll of Advocates of the High Court of Kenya;
- (iii) be in possession of a Post graduate Diploma from the Kenya School of Law;
- (iv) have successfully completed three (3) months Police Cadet Course from any National Police Service training institutions;
- (v) be a Kenyan Citizen;
- (vi) be physically and mentally fit;
- (vii) have no previous criminal record;
- (viii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (ix) pass an aptitude test.

II. ASSISTANT SUPERINTENDENT OF POLICE (LEGAL SERVICES), PG 7

(a) Duties and Responsibilities

This officer will be required to undertake the following duties and responsibilities:- perusing and analyzing investigation files on criminal cases; preparing legal briefs and provide expert advice during inquests, commissions and tribunals; undertaking prosecution of cases before court in conjunction with State Counsels; and serving as a liaison Police Officer between the State Law Office and the National Police Service.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Chief Inspector of Police (Legal Services) for at least three (3) years;
- (ii) be in possession of a Bachelors degree in Law (LLB) from a recognized institution;
- (iii) have been admitted to the Roll of Advocates of the High Court of Kenya;
- (iv) have Certificate of Registration/Membership by a reputable registration body;
- (v) have successfully completed three (3) months Police Cadet Course from any National Police Service training institutions;
- (vi) have no adverse report;
- (vii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (viii) have shown merit and ability as reflected in work performance and results.

III. SUPERINTENDENT OF POLICE (LEGAL SERVICES), PG 8

(a) Duties and Responsibilities

An officer at this level will be required to undertake the following duties and responsibilities: perusing and analyzing case files; advising on all legal matters; preparing National Police Service briefs of evidence and provide testimony on matters relating to legal technicalities/forensic evidence in Court, public inquests, Tribunals and Commissions of inquiries; and undertaking prosecution of cases before court in conjunction with State Counsels.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served at the rank of Assistant Superintendent of Police (Legal Services) for at least three (3) years;
- (ii) be in possession of a Bachelors degree in Law (LLB) from a recognized institution;
- (iii) have been admitted to the Roll of Advocates of the High Court of Kenya;
- (iv) have been admitted to the Roll of Advocates of the High Court of Kenya;
- (v) have successfully completed a three (3) months Police Cadet Training from any National Police Service Training institutions;
- (vi) have Strategic Leadership Development Programme/Strategic Leadership and Command Programme or its equivalent from recognized institution;
- (vii) have Certificate of Registration/Membership by a reputable registration body;
- (viii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service;
- (ix) have no adverse report; and
- (x) shown merit and ability as reflected in work performance results.

IV. SENIOR SUPERINTENDENT OF POLICE (LEGAL SERVICES), PG 9

(a) Duties and Responsibilities

An officer at this level will be required to undertake the following duties and responsibilities: analyzing case files; advising on all legal matters; preparing briefs of evidence and providing testimony on matters relating to legal technicalities/forensic evidence in Court, Public inquests, Tribunals and commissions of inquiry; undertaking prosecution of cases before court in conjunction with State Counsels; reviewing legislation, legal documents/instruments, opinions and briefs, developing proposals for Police reform on emerging legal issues and ensuring compliance with principles of good governance, human rights, transparency, ethics and integrity.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served at the rank of Superintendent of Police (Legal Services) for at least three (3) years;
- (ii) be in possession of a Bachelors degree in Law (LLB) from a recognized institution;
- (iii) have been admitted to the Roll of Advocates of the High Court of Kenya;
- (iv) have successfully completed a three (3) months Police Cadet Training from any National Police Service Training institutions;
- (v) have Strategic Leadership Development Programme/Strategic Leadership and Command Programme or its equivalent from recognized institution;
- (vi) have Certificate of Registration/Membership by a reputable registration body;
- (vii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service;
- (viii) have no adverse report; and
- (ix) have shown merit and ability as reflected in work performance results.

V. COMMISSIONER OF POLICE (LEGAL SERVICES), PG 10

(a) Duties and Responsibilities

This officer will be required to competently undertake the duties and responsibilities: advising on all legal matters; monitoring and perusing complex case files handled by other Police Lawyers; handling serious cases, inquests, Tribunals and Commissions of inquiry; undertaking prosecution of cases before court in conjunction with State Counsels; initiating policy research, formulation, development and reforms; coordinating and facilitating the preparation of opinions and briefs; and developing strategies for stakeholders consultants and engagement.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served at the rank of Senior Superintendent of Police (Legal Services) for at least three (3) years;
- (ii) be in possession of a Bachelors degree in Law (LLB) from a recognized institution;
- (iii) have been admitted to the Roll of Advocates of the High Court of Kenya;
- (iv) have Certificate of Registration/Membership by a reputable registration body;
- (v) have successfully completed a three (3) months Police Cadet Training from any National Police Service Training institutions;
- (vi) have attended Strategic Leadership Development Programme or Strategic Leadership and Command Programme or its equivalent from recognized institution;
- (vii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service;
- (viii) have no adverse report; and
- (ix) have shown merit and ability as reflected in work performance and results.

VI. ASSISTANT INSPECTOR GENERAL OF POLICE (LEGAL SERVICES), PG 11

(a) Duties and Responsibilities

An officer at this level will be required to undertake the following duties and responsibilities: be the Senior legal adviser on all legal matters to the Inspector General of Police; be responsible to the Inspector General of Police for the effective and efficient management of legal services; supervising the function of legal officers; overseeing the preparation of forensic briefs and provide expert testimony of evidence on matters relating to forensic evidence in courts; ensuring promotion and protection of police officers human rights, coordinating the implementation of performance systems in the area of jurisdiction and ensuring accountability and product utilization of resources in his/her area of deployment.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served at the Rank of Commissioner of Police (Legal Services) for at least three (3) years;
- (ii) have been admitted to the Roll of Advocates of the High Court of Kenya;
- (iii) have Certificate of Registration/Membership by a reputable registration body;
- (iv) have successfully completed three (3) months Police Cadet Course from any National Police Service training institutions;
- (v) have successfully passed Strategic Leadership and Command Programme Course;
- (vi) have no adverse report;
- (vii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (viii) have shown merit and ability as reflected in work performance and results.

14. CAREER PROGRESSION GUIDELINES FOR ENGINEERS (CIVIL) POLICE OFFICERS

I. CHIEF INSPECTOR OF POLICE (CIVIL ENGINEERING), PG 6

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will perform the following duties and responsibilities: undertaking basic planning, designing, construction and maintenance of facilities and other engineering or structural works; assisting in the preparation and updating of master plan, feasibility studies and other investigations and planning activities including preparation of reports thereof; designing of infrastructural projects including preparation of drawings, specifications and bill of quantities; carrying out research activities on various aspects of projects; undertaking simple projects and complete them to the satisfaction of the project engineer; and providing guidance in any investigations in his/her area of specialization and attend court to adduce evidence when summoned.

(b) Requirements for Appointment

For appointment to this rank, a candidate must:

- (i) be in possession of BSc. degree in Civil Engineering from any recognized University;
- (ii) have successfully completed a three (3) months Police Cadet Course from any National Police Service Training institutions;
- (iii) be a Kenyan Citizen;
- (iv) be physically and mentally fit;
- (v) have no previous criminal record;
- (vi) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (vii) pass an aptitude test.

II. ASSISTANT SUPERINTENDENT OF POLICE (CIVIL ENGINEERING), PG 7

(a) Duties and Responsibilities

An officer at this level will be required to undertake the duties and responsibilities: taking charge of a functional unit within a project in the Police facility such as, sewerage project, operation and maintenance; preparing contract documents and costing various operations carried out during design and construction of the project; supervising construction work undertaken directly or by contract; planning operations and maintenance of police structures; undertaking Technical investigations on criminal aspects of civil and structural engineering works; and providing guidance in any investigations in his/her area of specialization and attend court to adduce.

(b) Requirements for Appointment

For appointment to this rank an officer must:-

- (i) have served in the rank Chief Inspector of Police (Civil Engineering) for at least three (3) years;
- (ii) be in possession of BSc. degree in Civil Engineering from any recognized University;
- (iii) be registered by the Engineers Registration Board of Kenya;
- (iv) have successfully completed a three (3) months Police Cadet Training from any National Police Service Training institutions;
- (v) have Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (vi) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service;
- (vii) have no adverse report; and
- (viii) have demonstrated ability in work performance and results;

III. SUPERINTENDENT OF POLICE (CIVIL ENGINEERING), PG 8

(a) Duties and Responsibilities

An officer at this level will be required to undertake the following duties and responsibilities: formulating policies of long and short-term programmes for Police

projects; planning activities regarding designs of police projects which are handled directly by consultancy; planning construction methodology for police projects handled directly or by contract; planning, monitoring operation, and maintenance of police structures and equipment; undertaking applied research projects; monitoring physical and financial progress of development projects and programmes against time schedule and cost estimates; coordinating technical investigations on criminal aspects of civil and structural engineering works; and providing guidance in any investigations in his/her area of specialization and attend court to adduce evidence when summoned.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Assistant Superintendent of Police (Civil Engineering) for at least three (3) years;
- (ii) be in possession of BSc. degree in Civil Engineering from any recognized University;
- (iii) have been registered by the Engineers' Registration Board of Kenya and be member of the Institution of Engineers of Kenya or a corporate member of a professional engineering body recognized by this institution;
- (iv) have attended Senior Management Course lasting four (4) weeks from recognized institution;
- (v) have successfully completed a three (3) months Police Cadet Training from any National Police Service Training institutions;
- (vi) have Strategic Leadership Development Programme/Strategic Leadership and Command Programme or its equivalent from recognized institution;
- (vii) have no adverse report;
- (viii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (ix) have demonstrated ability in work performance and results.

IV. SENIOR SUPERINTENDENT OF POLICE (CIVIL ENGINEERING), PG 9

(a) Duties and Responsibilities

An officer at this level will be required to undertake the following duties and responsibilities: co-ordinating a number of engineering sections in the National Police Service; formulation of long and short term policies and programmes for future development projects; studying the social, economic and environmental impact of police projects on the ecosystems; planning the design of police projects; providing direction and control of methodology on construction of police projects; monitoring operations of police structures and equipment; undertake direction and control of research and standardization in the Police infrastructural development of Police projects; co-ordinating technical investigations on criminal aspects of civil and structural engineering works; and providing guidance in any investigations in his/her area of specialization and attend court to adduce evidence.

(b) Requirements for Appointment

For appointment to this rank, an officer must:

- (i) have served in the rank of Superintendent of Police (Civil Engineering) for at least three (3) years;
- (ii) be in possession of BSc. degree in Civil Engineering from any recognized University;
- (iii) be registered by the Engineers Registration Board of Kenya and be a corporate member of the Institution of Engineers of Kenya or a corporate member of a professional engineering body recognized by that institution;
- (iv) have successfully completed a three (3) months Police Cadet Training from any National Police Service Training institutions;
- (v) have Strategic Leadership Development Programme/Strategic Leadership and Command Programme or its equivalent from recognized institution;
- (vi) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (vii) have demonstrated professional competence and administrative ability required at this level.

V. COMMISSIONER OF POLICE (CIVIL ENGINEERING), PG 10

(a) Duties and Responsibilities

An officer at this level will perform the following duties and responsibilities: developing and review of general and specific policies and strategies for project development; studying the social, economic and environmental impact on police projects; formulation and direction of design standards for police structures, e.g. armouries; providing guidance in any investigations in his/her area of specialization and attend court to adduce evidence when summoned; developing and reviewing operation standards for police structures; development and review of maintenance standards for police structures; and co-ordinating rehabilitation and extension of works on any police infrastructural projects.

(b) Requirements and Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Senior Superintendent of Police (Civil Engineering.) for at least three (3) years;
- (ii) be in possession of BSc. degree in Civil Engineering from any recognized University;
- (iii) be registered by the Engineers Registration Board of Kenya and be a corporate member of the Institution of Engineers of Kenya or a corporate member of a professional engineering body recognized by that institution;
- (iv) have successfully completed a three (3) months Police Cadet Training from any National Police Service Training institutions;
- (v) have Strategic Leadership Development Programme/Strategic Leadership and Command Programme or its equivalent from recognized institution;
- (vi) have no adverse report;
- (vii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (viii) have demonstrated a high standard of professional competence and administrative ability required for effective planning, direction, control and co-ordinating of infrastructural development activities within the Police Service.

VI. ASSISTANT INSPECTOR GENERAL OF POLICE (CIVIL ENGINEERING), PG 11

(a) Duties and Responsibilities

An officer at this level will perform the following duties and responsibilities: guiding the development and review of general and specific policies and strategies for project development; formulating long and short-term policies and programmes for infrastructural development in the National Police Service; providing advise on the social, economic and environmental impact on police projects; directing the design standards for police structures, e.g. armouries; providing guidance in any investigations in his/her area of specialization and attend court to adduce evidence when summoned; reviewing of general and specific policies and strategies on the implementation of infrastructural development programmes in the Police Service; guiding the development and review of operation standards for police structures; developing and reviewing of maintenance standards for police structures; and co-ordinating rehabilitation and extension of works on any police infrastructural projects; co-ordinating the administration and management programmes for the infrastructural development in the police facility; and reviewing annual and long term expenditure plans for the Police Service.

(b) Requirements and Appointments

For appointment to this rank, an officer must:-

- (i) have served in the rank of Commissioner of Police (Civil Engineering) for at least three (3) years;
- (ii) be in possession of BSc. degree in Civil Engineering from any recognized University;
- (iii) be registered by the Engineers Registration Board of Kenya and be a corporate member of the Institution of Engineers of Kenya or a corporate member of a professional engineering body recognized by that institution;
- (iv) have successfully completed a three (3) months Police Cadet Training from any National Police Service Training institutions;
- (v) have successfully passed Strategic Leadership and Command Programme Course;
- (vi) have no adverse report;

- (vii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (viii) have demonstrated a high standard of professional competence and administrative ability required for effective planning, direction, control and co-ordinating of infrastructural development activities within the Police facility.

**15. CAREER PROGRESSION GUIDELINES FOR ENGINEERS (ELECTRICAL)
POLICE OFFICERS**

I. CHIEF INSPECTOR OF POLICE (ELECTRICAL ENGINEERING), PG 6

(a) Duties and Responsibilities

An officer at this level will be required to undertake the following duties and responsibilities: designing and installing electrical engineering services in police buildings, institutions, hospitals, schools etc.; repairing and maintenance of electrical installation in offices, conference complexes and in large police buildings with centralized catering and laundry units, institutions, hospitals etc.; undertaking projects and completing them to the satisfaction of the engineer in charge of the project; supervision of technical staff and artisans working under him/her; and providing guidance in any investigations in his/her area of specialization and attend court to adduce evidence.

(b) Requirements for Appointment

For appointment to this rank, a candidate must:-

- (i) be in possession of a Bachelor of Science (BSc.) degree in Electrical Engineering from a recognized University;
- (ii) have successfully completed a three (3) months Police Cadet Course from any National Police Service training institution;
- (iii) be a Kenyan Citizen;
- (iv) be physically and mentally fit;
- (v) have no previous criminal record;
- (vi) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (vii) pass an aptitude test.

II. ASSISTANT SUPERINTENDENT OF POLICE (ELECTRICAL ENGINEERING), PG 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: designing, installing and maintaining electrical engineering services in offices, conference complexes, hospitals, educational institutions, police buildings and centralized catering and laundry units; supervising installation works carried out by contractors; requisitioning development specifications for new equipment and processing of tenders; supervising and training of other technical electrical support staff; guidance in any investigations in his/her area of specialization and attend court to adduce evidence.

(b) Requirements for Appointment

For appointment to this rank, an officer must:

- (i) have served in the rank of Chief Inspector of Police (Electrical Engineering) for at least three (3) years;
- (ii) be in possession of a Bachelor of Science (BSc.) degree in Electrical Engineering from a recognized University;
- (iii) be registered by the Engineers Registration Board of Kenya;
- (iv) have successfully completed a three (3) months Police Cadet Training from any National Police Service Training institutions;
- (v) have Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (vi) have no adverse report;
- (vii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (viii) have shown ability and competence to perform and discharge duties and responsibilities normally carried out by an Electrical Engineer.

III. SUPERINTENDENT OF POLICE (ELECTRICAL ENGINEERING), PG 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: designing of electrical installation in police buildings and institutions; supervising engineers and senior electrical officers heading sections in police maintenance offices; checking and verifying the designs submitted by engineering consultants; processing tenders for electrical installation work; preparing annual estimates of expenditure, accounting and control of funds and stores allocated to his division; supervising and recommending training of engineers and technical personnel staff under him/her; and providing guidance in any investigations in his/her area of specialization and attend court to adduce evidence when summoned.

(b) Requirement for Appointment

For appointment to this rank, an officer must:

- (i) have served in the rank of Assistant Superintendent of Police (Electrical Engineering) for at least three (3) years;
- (ii) have attended Senior Management Course lasting four (4) weeks from recognized institution;
- (iii) have successfully completed a three (3) months Police Cadet Training from any National Police Service Training institutions;
- (iv) have Strategic Leadership Development Programme/Strategic Leadership and Command Programme or its equivalent from recognized institution;
- (v) have no adverse report;
- (vi) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (vii) have been registered by the Engineers Registration Board of Kenya and be a corporate member of the Institution of Engineers of Kenya or a corporate member of a professional engineering body recognized by this institution.

IV. SENIOR SUPERINTENDENT OF POLICE (ELECTRICAL ENGINEERING), PG 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: supervising designs and installations; controlling and maintaining both mechanical and electrical engineering services in

police buildings and institutions; reviewing and updating of policies, systems and procedures for design and installations of plants, boilers, various hospital equipment, lifts and lighting in police buildings; formulating and reviewing of specification for purchase of the equipment; checking and approving of engineering consultant's designs; reviewing and recommending for formulation of general policies on procurement of spare parts to ensure efficiency in the repair and maintenance of stationary mechanical plant, electrical and electronic equipment; undertaking general administration, supervision, control and discipline of staff, preparing annual recurrent and development estimates; providing guidance in any investigations in his/her area of specialization and attend court to adduce.

(b) Requirements and Appointments

For appointment to this rank, an officer must:-

- (i) have served in the rank of Superintendent of Police (Electrical Engineering) for at least three (3) years;
- (ii) have been registered by the Engineers Registration Board of Kenya and be a corporate member of the Institution of Engineers of Kenya or be a corporate member of a professional engineering body recognized by this institution;
- (iii) have successfully completed a three (3) months Police Cadet Training from any National Police Service Training institutions;
- (iv) have Strategic Leadership Development Programme/Strategic Leadership and Command Programme or its equivalent from recognized institution;
- (v) have no adverse report;
- (vi) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (vii) have a wide experience in the organization, management of design office, installation and maintenance of electrical and mechanical services for all type of Police facility.

V. COMMISSIONER OF POLICE (ELECTRICAL ENGINEERING), PG 10

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: formulating electrical and mechanical installation policies, planning, construction and maintenance of all electrical services in police buildings; co-ordinating electrical/mechanical installations and maintenance of

related services in police buildings and institutions; developing standards in building services, design, installation and maintenance services; providing advice and assistance to National Police Service on matters relating to electrical installation; recommending appropriate training and development of staff in the technical engineering section; and providing guidance in any investigations in his/her area of specialization; and attend court to adduce evidence.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Senior Superintendent of Police (Electrical Engineering) for at least three (3) years;
- (ii) have been registered by the Engineers Registration Board of Kenya and be a corporate member of the Institution of Engineers of Kenya or be a corporate member of a professional engineering body recognized by this institution;
- (iii) have successfully completed a three (3) months Police Cadet Training from any National Police Service Training institutions;
- (iv) have Strategic Leadership Development Programme/Strategic Leadership and Command Programme or its equivalent from recognized institution;
- (v) have no adverse report;
- (vi) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (vii) have a wide experience in the organization, management of design office, installation and maintenance of electrical and mechanical services for all type of Police facilities.

**VI. ASSISTANT INSPCTOR GENERAL OF POLICE (ELECTRICAL ENGINEERING),
PG 11**

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:: reviewing and formulating of electrical and mechanical installation policies, planning, construction and maintenance of all electrical services in police buildings; taking overall responsibility for electrical engineering work within the National Police Service; providing direction, control and co-ordination of electrical/mechanical installations and maintenance of related services in Police Buildings and Institutions; formulation of operational policies in conjunction

with other divisional/provincial/formation heads; formulating, developing standards in building services, design, installation and maintenance services; providing advice and assistance to National Police Service on matters relating to electrical installation; providing overall administration of the personnel and approve appropriate training and development of staff in the technical engineering section; and providing guidance in any investigations in his/her area of specialization; and attending court to adduce evidence when summoned.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Commissioner of Police (Electrical Engineering) for at least three (3) years;
- (ii) have successfully completed a three (3) months Police Cadet Training from any National Police Service Training institutions;
- (iii) have successfully passed Strategic Leadership and Command Programme Course;
- (iv) have no adverse report;
- (v) have been registered by the Engineers Registration Board of Kenya and be a corporate member of the Institution of Engineers of Kenya or be a corporate member of a professional engineering body recognized by this Institution; and
- (vi) have a wide experience in the organization, management of design office, installation and maintenance of electrical and mechanical services for all type of police facilities.

16. CAREER PROGRESSION GUIDELINES FOR ENGINEERS (ELECTRONICS) POLICE OFFICERS

I. INSPECTOR OF POLICE (ELECTRONICS), PG 6

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. Duties and responsibilities at this level will entail: collection and compilation of data in consultation with the user of the facilities to determine the appropriate electronics; development requirements; and planning and repairing electronic facilities.

(b) Requirements for Appointment

For appointment to this rank, a candidate must:-

- (i) have Bachelors of Science degree in Electronics/Electrical Engineering or other equivalent degree from a recognized institution;
- (ii) have successfully completed a three (3) months Cadet Office Police Cadet Course from any National Police Service Training institutions;
- (iii) be a Kenyan Citizen;
- (iv) be physically and mentally fit;
- (v) have no previous criminal record;
- (vi) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (vii) pass an aptitude test.

II. ASSISTANT SUPERINTENDENT OF POLICE (ELECTRONICS), PG 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: planning work scheduling for installations, maintenance of the equipment for efficient operation, requisition and specifications for new electronic equipment, controlling stores allocated and issued to the electronics engineering unit; planning of short and long-term projects for various related engineering units; scheduling implementation of the electronic projects and development of facilities in various engineering units; providing guidance in any

investigations in his/her area of specialization; and attending court to adduce evidence when summoned.

(b) Requirement for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Chief Inspector of Police (Electronics) for at least three (3) years;
- (ii) be registered by the Engineers Registration Board of Kenya;
- (iii) have successfully completed a three (3) months Police Cadet Training from any National Police Service Training institutions;
- (iv) have Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) have no adverse report;
- (vi) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (vii) have shown merit and professional competence in work performance.

III. SUPERINTENDENT OF POLICE (ELECTRONICS), PG 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: planning activities of various related engineering section in the planning division; undertaking long and short-term planning for development projects and programmes in the Police Service; ensuring improvement of electronic services, which entails planning of the usage of frequencies; controlling and co-ordinating projects to ensure balanced development of facilities in various engineering units; evaluating the effectiveness of the new development projects; providing guidance in any investigations in his/her area of specialization; and attending court to adduce evidence when summoned.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in rank of Assistant Superintendent of Police (Electronics) for at least three (3) years;
- (ii) have been registered by the Engineers Registration Board of Kenya and be a corporate member of the Institution of Engineers of Kenya or a corporate member of a professional engineering body recognized by this institution;
- (iii) have successfully completed a three (3) months Police Cadet Training from any National Police Service Training institutions;
- (iv) have Certificate in management Course lasting not less than four (4) weeks from a recognized institution;
- (v) have Strategic Leadership Development Programme/Strategic Leadership and Command Programme or its equivalent from recognized institution;
- (vi) have no adverse report;
- (vii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (viii) have shown merit and professional competence to undertake planning and direction of work at this level.

IV. SENIOR SUPERINTENDENT OF POLICE (ELECTRONICS) PG 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: supervising new projects and evaluating of their effectiveness in the police service; ensuring orderly planning of usage of frequencies as allocated by the International Frequency Board; setting up and carrying out applied research and determining electronic standards; supervising the work of lower cadre personnel and recommending appropriate training for their skills enhancement; guiding in any investigations in his area of specialization and attend court to adduce evidence if and when summoned.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Superintendent of Police (Electronics) for at least three (3) years;
- (ii) have no adverse report;

- (iii) have been registered by the Engineers Registration Board of Kenya and be a corporate member of the Institution of Engineering of Kenya or a corporate member of a professional engineering body recognized by this Institution;
- (iv) have successfully completed a three (3) months Police Cadet Training from any National Police Service Training institutions;
- (v) have Strategic Leadership Development Programme/Strategic Leadership and Command Programme or its equivalent from recognized institution;
- (vi) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (vii) have shown professional competence and administrative ability to undertake planning and direction of work at this level.

V. COMMISSIONER OF POLICE (ELECTRONICS), PG 10

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: undertaking short and long-term planning, co-ordination and implementation of all technical electronics objects; evaluating projects, maintenance of all types of broadcasting equipment in the National Police Service; providing general administration which includes deputizing for the Assistant Inspector General of Police I (Electronics); providing guidance in any investigations in his/her area of specialization; and attending court to adduce evidence when summoned.

(b) Requirements for Appointment

For appointment to this rank, an officer must:

- (i) have served in the rank of Senior Superintendent of Police (Electronics) for at least three (3) years;
- (ii) have been registered by the Engineers Registration Board of Kenya and be a corporate member of the Institution of Engineers of Kenya or a corporate member of an engineering body recognized by this Institution;
- (iii) have successfully completed a three (3) months Police Cadet Training from any National Police Service Training institutions;
- (iv) have Strategic Leadership Development Programme/Strategic Leadership and Command Programme or its equivalent from recognized institution;

- (v) have no adverse report;
- (vi) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (vii) have demonstrated a high standard of professional competence and administrative ability of engineering services.

VI. ASSISTANT INSPECTOR GENERAL OF POLICE (ELECTRONICS), PG 11

(a) Duties and Responsibilities

An officer at this level will be required to undertake the duties and responsibilities: planning, developing and maintaining of electronic equipment at the National Police Service, providing direction of electronic function of all activities to ensure efficiency in its operations; undertaking long-term planning and development, formulation of technical electronics standards, liaison with other police facilities and international bodies on all engineering matters; overall responsibility for efficient management of the electronics functions and for performance improvement of all electronics technical staff under him; guiding investigations in his area of specialization; and attending court to adduce evidence.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Commissioner of Police (Electronics) for at least three (3) years;
- (ii) be professionally qualified have wide experience in Technical planning and development;
- (iii) have been registered by the Engineers Registration Board of Kenya and be a corporate member of the Institution of Engineers of Kenya or a corporate member of an engineering body recognized by this Institution;
- (iv) have successfully completed a three (3) months Police Cadet Training from any National Police Service Training institutions;
- (v) successfully passed Strategic Leadership and Command Programme Course;
- (vi) have no adverse report;

- (vii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (viii) have demonstrated professional competence and high administrative ability for efficient direction and management of the Technical section.

17. CAREER PROGRESSION GUIDELINES FOR MECHANICAL/AUTOMOTIVE ENGINEERING (POLICE OFFICERS)

I. CHIEF INSPECTOR OF POLICE (MECHANICAL/AUTOMOTIVE ENGINEERING), PG 6

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. Duties and responsibilities at this level will entail: planning and programming of general overhaul and servicing of motor vehicles, plant and equipment; preparing designs of modification of motor vehicle bodies and other equipment for adoption to the Police Service; investigating crimes that related to their specialization and offer Technical evidence in court; designing and installing of Mechanical engineering services in Police buildings, institutions, hospitals and schools; and, organizing repairs and maintenance of mechanical services in offices, conference complexes and in large police buildings with centralized police catering and laundry units, institutions, hospitals and schools.

(b) Requirements for Appointment

For appointment to this rank, a candidate must:-

- (i) be in possession of a Bachelor of Science (BSc.) degree in Mechanical Engineering from any recognized University; and
- (ii) have successfully completed a three (3) months Police Cadet Course from any National Police Service Training Institutions;
- (iii) be a Kenyan Citizen;
- (iv) be physically and mentally fit;
- (v) have no previous criminal record;
- (vi) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (vii) pass an aptitude test.

II. ASSISTANT SUPERINTENDENT OF POLICE (MECHANICAL/AUTOMOTIVE ENGINEERING), PG 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: supervising individual police motor vehicle workshops; assisting in the evaluation of tenders for police vehicles and equipment; preparing tender documentation for sale of plant, vehicles and equipment including the whole sales process; undertaking initial parts inventories for new types of plant and vehicles; designing and preparation of working drawings for vehicle bodywork; identify any special purpose plant and equipment, plant and vehicle modifications, general layout drawings for new workshops and workshop improvements; maintaining records and preparing reports on testing programmes for vehicles and plant; providing guidance in any investigations in his/her area of specialization and attend court to adduce evidence; designing, installing and maintaining mechanical engineering services in police buildings, conference complexes, hospitals, educational institutions and centralized catering and laundry units; supervising of installation work carried out by contractors; and supervising and recommending training of other technical support staff.

(b) Requirement for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Chief Inspector of Police (Mechanical/Automotive Engineering) for at least three (3) years;
- (ii) be in possession of a Bachelor of Science (BSc.) degree in Mechanical Engineering from any recognized University;
- (iii) have successfully completed a three (3) months Police Cadet Training from any National Police Service Training institutions;
- (iv) have Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) have no adverse report;
- (vi) be registered by the Engineers Registration Board of Kenya;
- (vii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and

- (viii) have shown ability and competence to perform and discharge engineering services in large maintenance workshops for motor vehicles and heavy plants or in Police buildings and institutions.

III. SUPERINTENDENT OF POLICE (MECHANICAL/AUTOMOTIVE ENGINEERING), PG 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: responsible to Senior Superintendent of Police (Mechanical/Automotive) for supervision of a section or a group of workshops within a mechanical section; making recommendations on tenders, procurements, stocking, issues and disposal of vehicles, plant, equipment, spare parts and materials; assisting in the evaluation of tenders for plant, vehicles, equipment and spare parts; assisting in boards of survey for the disposal of boarded police vehicles, plant and equipment and spare parts; preparing specifications, conditions of contract and manufacturers warranties, for plant, vehicles and equipment; preparing spare parts inventories and overseas indents, maintaining vehicle and plant registers; providing assistance and advice to senior staff on direct labour, with respect to tender documentation/evaluation, spares procurement, staffing, preparation of development plans, proposal and designs for new and improved workshop facilities; implementing workshop development programmes, preparation of annual schedules of tools and workshop equipment requirement; supervising of the drawing office; recommending designs of vehicle bodies, special purpose plant, vehicle and plant modifications and other items; preparing specifications for vehicles plant and equipment; supervising Vehicle and Plant Sections of the Central Workshop; preparation and implementation of overhaul and maintenance programmes; quality and cost control of all repair works including work entrusted to contractors; submitting regular progress report; advising on spare holdings and on all matters connected with the maintenance and repair of vehicles/plants; supervising police workshops, in a County/Formation including all the duties/responsibilities listed at the Police Central Workshop; and implementing the National Police Service policies and programmes in the County and Formations for the achievement of the highest possible utilization and availability of the Police vehicles and plant.

(b) Requirement for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Assistant Superintendent of Police (Mechanical Automobile) for at least three (3) years;
- (ii) be in possession of a Bachelor of Science (BSc.) degree in Mechanical Engineering from any recognized University;

- (iii) be registered by the Engineers Registration Board of Kenya and be a corporate member of the Institution of Engineers of Kenya or a corporate member of a professional engineering body recognized by this institution;
- (iv) have Certificate of Registration/Membership by a reputable registration body;
- (v) have successfully completed a three (3) months Police Cadet Training from any National Police Service Training institutions;
- (vi) have Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- (vii) have Strategic Leadership Development Programme/Strategic Leadership and Command Programme or its equivalent from recognized institution;
- (viii) have no adverse report;
- (ix) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (x) have shown merit and professional competence to undertake planning and direction of maintenance work for a large fleet of motor vehicles and plant and for mechanical installation services in Police buildings and institutions.

IV. SENIOR SUPERINTENDENT OF POLICE (MECHANICAL/AUTOMOTIVE), PG 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: supervising Mechanical and Transport section in the Kenya Police Service; supervising the tenders, supplies, projects and development section; preparing specifications for plant, vehicles and mechanical equipment; monitoring, funding scheme expenditure, income and cost variations; maintaining records of vehicles and plant maintenance costs for replacement programming; supervising activities of the Central Workshop including repairing and overhaul of plant, vehicle and mechanical equipment; implementing maintenance and overhaul programmes and standards at the central workshop; preparing of progress and output reports; assessing and advising on workshop facilities; recommending on personnel and training requirements; providing direction and co-ordination of engineering activities of the police facility's workshops in the counties; planning the development of the mechanical workshops; monitoring expenditure in the counties against the Police facility's votes; implementing maintenance and overhaul programmes and standards; preparation of progress and output reports; and monitoring vehicle and plant availability and utilization in the National Police Service facilities and

assessing and advising on workshop facilities; providing advice on the design, installation and maintenance of mechanical engineering services in Police buildings and institutions; formulating policy on mechanical services in Police buildings with centralized catering and laundry unit; and approving engineering consultants designs.

(b) Requirements for Appointment

For appointment to this rank, an officer must:

- (i) have served in the rank of Superintendent of Police (Mechanical/Automotive Engineering) for at least three (3) years;
- (ii) be in possession of Bachelor of Science (BSc.) degree in Mechanical Engineering from any recognized University;
- (iii) have been registered by the Engineer Registration Board of Kenya and be a corporate member of the Institution of Engineers of Kenya or a corporate member of a professional Engineering body recognized by this institution;
- (iv) have wide knowledge and experience in the repair, overhaul and maintenance of vehicles and plants in a large mechanical unit, or of mechanical engineering services in Police buildings;
- (v) have successfully completed a three (3) months Police Cadet Training from any National Police Service Training institutions;
- (vi) have Strategic Leadership Development Programme/Strategic Leadership and Command Programme or its equivalent from recognized institution;
- (vii) have no adverse report;
- (viii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (ix) have demonstrated professional competence and administration ability for undertaking responsibilities at this level.

V. COMMISSIONER OF POLICE (MECHANICAL/AUTOMOTIVE ENGINEERING), PG 10

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: co-ordinating a number of branches of Mechanical and Transport Engineering including building services; undertaking long-

term planning and preparation of programmes for overhaul, replacement, allocation and disposal of vehicles, plant and mechanical equipment; undertaking development of workshop facilities, providing advice on the design installation and maintenance of air conditioning, refrigeration, heating equipment, firefighting and other mechanical services in police buildings and institutions; supervising engineers and senior technical officers heading sections maintenance units; checking of designs submitted by engineering consultants; and advising on training of engineers and Technical staff under him/her; implementation of approved programmes, financial control, recruitment, training and deployment of staff within the police facility; and ensuring staff discipline and welfare.

(b) Requirements for Appointment

For appointment to the rank, an officer must:-

- (i) have served in the rank of Senior Superintendent of Police (Mechanical/Automotive Engineering) for a period of three (3) years;
- (ii) be in possession of a Bachelor of Science (BSc.) degree in Mechanical Engineering from any recognized University;
- (iii) have been registered by the Engineer Registration Board of Kenya and be a corporate member of the Institution of Engineers of Kenya or a corporate member of a professional Engineering body recognized by this institution;
- (iv) have successfully completed a three (3) months Police Cadet Training from any National Police Service Training institutions;
- (v) have Certificate of Registration/Membership by a reputable registration body;
- (vi) have Strategic Leadership Development Programme/Strategic Leadership and Command Programme or its equivalent from recognized institution;
- (vii) have no adverse report;
- (viii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (ix) have wide experience and have demonstrated professional competence and administrative ability to deputize and assist the Assistant Inspector General of Police I (Mechanical/Automotive) in the general management of the section.

**VI. ASSISTANT INSPECTOR GENERAL OF POLICE
(MECHANICAL/AUTOMOTIVE ENGINEERING), PG 11**

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: responsible to the Inspector General of Police for the direction and control of the mechanical and transport services in the National Police Service; formulating of policies and development of standards for procurement and maintenance of vehicles, plant and mechanical equipment; allocating available resources to ensure the optimum availability, utilization and working efficiency of all vehicles, plant and equipment maintained by the National Police Service workshops; assessing the future workload and planning the development of workshops, manpower and financial resources accordingly; providing technical advice and assistance to other police facilities on matters relating to vehicles, plant mechanical equipment and building services; and advising on staff development.

(b) Requirements for Appointment

For appointment to this rank, an officer must-

- (i) have served in the rank of Commissioner of Police (Mechanical/Automotive Engineering) for at least three (3) years;
- (ii) be in possession of a Bachelor of Science (BSc.) degree in Mechanical Engineering from any recognized University;
- (iii) have been registered by the Engineer Registration Board of Kenya and be a corporate member of the Institution of Engineers of Kenya or a corporate member of a professional Engineering body recognized by this institution;
- (iv) have successfully completed a three (3) months Police Cadet Training from any National Police Service Training institutions;
- (v) have successfully passed Strategic Leadership and Command Programme Course;
- (vi) have wide experience and professional competence required for the efficient management and administration of the Mechanical and Transport Police facility in the Police Service;
- (vii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (viii) have no adverse report.

18. CAREER PROGRESSION GUIDELINES FOR TELECOMMUNICATION ENGINEERING (POLICE OFFICERS)

I. CHIEF INSPECTOR OF POLICE (TELECOMS ENGINEER), PG 6

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. Duties and responsibilities at this level will entail: repairing and maintenance of Telecommunication equipment in police buildings and workshops; supervising radio technicians in police workshops; and, assisting in the investigations of Telecommunication crimes and adducing evidence in Court when necessary.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have a Bachelors degree in Telecommunications Engineering from a recognized University/Institution;
- (ii) have successfully completed a three (3) months Police Cadet Course from any National Police Service Training Institutions;
- (iii) be a Kenyan Citizen;
- (iv) be physically and mentally fit;
- (v) have no previous criminal record;
- (vi) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (vii) pass an aptitude test.

II. ASSISTANT SUPERINTENDENT OF POLICE (TELECOMS ENGINEER), PG 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: installing, maintaining and repairing electrical telecommunication appliances and data management processing systems, telecommunication networks, aerials, circuits calibrating and servicing police telecommunication systems and instruments; repairing communication telephony and

radio telephones; and assisting in the investigations of telecommunication crimes and adducing evidence in Court as and when necessary.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Chief Inspector of Police (Telecoms Engineer) for at least three (3) years;
- (ii) have a Bachelors degree in Telecommunications Engineering from a recognized University/Institution;
- (iii) be registered by the Engineers' Registration Board;
- (iv) have successfully completed a three (3) months Police Cadet Training from any National Police Service Training institutions;
- (v) have Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (vi) have no adverse report;
- (vii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (viii) have shown merit and ability as reflected in work performance and results.

III. SUPERINTENDENT OF POLICE (TELECOMS ENGINEER), PG 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: installing, maintaining and repairing electrical telecommunication appliances and data management processing systems, telecommunication networks, aerials, circuits calibrating and servicing police telecommunication systems and instruments; repairing communication telephony and radio telephones; ensuring efficient running of telecommunication installations in the National Police Service; coordinating day to day telecommunication services in the unit; supervision of staff and stores management; and assisting in the investigations of telecommunication crimes and adducing evidence in Court when necessary.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Assistant Superintendent of Police (Telecommunication Engineer) for at least three (3) years;
- (ii) have a Bachelors degree in Telecommunications Engineering from a recognized University/Institution;
- (iii) have been registered by the Engineers Registration Board of Kenya, be a corporate member of the Institute of Engineers of Kenya or a corporate member of a professional engineering body recognized by this Institution;
- (iv) have successfully completed a three (3) months Police Cadet Training from any National Police Service Training institutions;
- (v) have Certificate in management Course lasting not less than four (4) weeks from a recognized institution;
- (vi) have Strategic Leadership Development Programme/Strategic Leadership and Command Programme or its equivalent from recognized institution;
- (vii) have no adverse report;
- (viii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (ix) shown merit and ability as reflected in work performance and results; and,

IV. SENIOR SUPERINTENDENT OF POLICE (TELECOMMS ENGINEER) PG, 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: supervision of communication workshops in the police facility; planning, surveying and scheduling installation of communication equipment in the counties police offices; assisting in evaluation of tenders for communication equipment; preparation of tender document; offering technical advice on telecommunication related crimes and adduce evidence in court.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Superintendent of Police (Telecommunication Engineer) for at least three (3) years;

- (ii) have a Bachelors degree in Telecommunications Engineering from a recognized University/Institution;
- (iii) have been registered by the Engineers Registration Board of Kenya, be a corporate member of the Institute of Engineers of Kenya or a corporate member of a professional engineering body recognized by this Institution;
- (iv) have successfully completed a three (3) months Police Cadet Training from any National Police Service Training institutions;
- (v) have Certificate of Registration/Membership by a reputable registration body;
- (vi) have Strategic Leadership Development Programme/Strategic Leadership and Command Programme or its equivalent from recognized institution;
- (vii) have no adverse report;
- (viii) have shown proven merit and suitability for added responsibility;
- (ix) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (x) have shown merit and ability as reflected in work performance and results.

V. COMMISSIONER OF POLICE (TELECOMS ENGINEER) PG, 10

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: ensuring capacity building in Telecoms engineering services; co-ordinating in liaison with the Communication Commission of Kenya (CCK) for design, installation and maintenance of telecommunication network in the National Police Service; approving engineering consultant's designs; providing technical control and supervision of the tenders, supplies, projects and development sections; providing technical guidance on technical specifications for telecommunication equipment; monitoring funding scheme expenditure, income and cost variations; maintaining records of communication equipment maintenance costs for replacement programming; supervising activities of the communication workshops including repair and overhaul of telecoms network; undertaking periodical inspections of personnel in workshop; offering technical advice on telecommunication related crimes and adduce evidence in Court as when necessary.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Senior Superintendent of Police (Engineer) for at least three (3) years;
- (ii) have a Bachelors degree in Telecommunications Engineering from a recognized University/Institution;
- (iii) have been registered by the Engineers Registration Board of Kenya and be a corporate member of the Institution of Engineers of Kenya or a corporate member of a professional engineering body recognized by this Institution;
- (iv) have successfully completed a three (3) months Police Cadet Training from any National Police Service Training institutions;
- (v) have Strategic Leadership Development Programme/Strategic Leadership and Command Programme or its equivalent from recognized institution;
- (vi) have no adverse report;
- (vii) have meet the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (viii) have shown merit and ability as reflected in work performance and results.

VII. ASSISTANT INSPECTOR GENERAL OF POLICE (TELECOMS ENGINEER), PG 11

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: ensuring the efficient administration of the telecoms engineering section on behalf of the Inspector General of Police; providing overall supervision of tendering, procurement, stock taking and issuance system; making recommendations on disposal of telecommunications equipment, procedures for purchase of communication equipment and spare parts; developing specifications, conditions of contract and manufacturers warranties; provide policy direction for control of engineers and senior technical officers heading sections or heading provincial maintenance services; coordinating preparation of annual estimates of expenditure; approving of designs submitted by Telecommunication Engineering Consultants; supervising and guiding on the training of Telecommunication engineers; offer technical advice on telecommunication related crimes and adduce evidence in court as and when necessary.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Commissioner of Police (Telecommunication Engineer) for at least three (3) years;
- (ii) have a Bachelors degree in Telecommunications Engineering from a recognized University/Institution;
- (iii) have been registered by the Engineers Registration Board of Kenya;
- (iv) have successfully completed a three (3) months Police Cadet Training from any National Police Service Training institutions;
- (v) have successfully passed Strategic Leadership and Command Programme Course;
- (vi) have no adverse report;
- (vii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service;
- (viii) have shown proven results and experience in the management of telecommunication issues in the Police Service in line with current trades; and
- (ix) have demonstrated a high degree of competence in work performance and results.

19. CAREER GUIDELINES FOR AIRCRAFT MAINTENANCE PERSONNEL

I. SERGEANT OF POLICE (AIRCRAFT MAINTENANCE), PG 3

(a) Duties and Responsibilities

This is the entry grade for this cadre. Duties and responsibilities at this level will entail: maintaining police aircrafts; undertaking ground flight control; undertaking OGH technical calculations; evacuating casualties; performing search and rescue operations; and performing air patrol.

(b) Requirements for Appointment

For appointment to this rank, a candidate must:-

- (i) be in possession of a Kenya Certificate of Secondary Education (KCSE) mean grade C with at least a C in Physics and Chemistry and a C- in English or Kiswahili;
- (ii) be in possession of a Diploma in either Aeronautical Engineering, Airworthiness or Aircraft Maintenance from a recognised institution;
- (iii) have successfully completed a nine (9) months basic Police training from any National Police Service Training Institutions;
- (iv) be a Kenyan Citizen;
- (v) be physically and mentally fit;
- (vi) have no previous criminal record;
- (vii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (viii) pass an aptitude test.

II. SENIOR SERGEANT OF POLICE (AIRCRAFT MAINTENANCE), PG 4

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: maintaining police aircraft; maintaining ground handling equipment; undertaking general hangar duties; maintenance of police aircraft; and towing and parking of aircrafts.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the grade of Sergeant of Police (Aircraft Maintenance) for at least three (3) years;
- (ii) have Diploma in either Aeronautical Engineering, Airworthiness or Aircraft Maintenance from a recognized institution;
- (iii) have undergone a course in either Disaster Management; Quality control or Aircraft documentation from a recognized institution;
- (iv) have no adverse report;
- (v) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (vi) have shown merit and ability as reflected in work performance and results.

III. INSPECTOR OF POLICE (AIRCRAFT MAINTENANCE), PG 5

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: performing general hangar duties; manning technical aircraft stores; scheduling the availability of aircrafts; organizing for VIPs and National Police personnel transportation; maintaining police aircraft; performing pre-flight inspection; evacuating casualties; undertaking search and rescue missions and air patrols; supplying ratio to inaccessible areas; safe keeping of aircraft records; and ensuring safety measures are adhered to.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Senior Sergeant of Police (Aircraft Maintenance) for at least three (3) years;
- (ii) have Diploma in either Aeronautical Engineering, Airworthiness or Aircraft Maintenance from a recognized institution;
- (iii) have undergone a course in either Disaster Management; Quality control or Aircraft documentation from a recognized institution;

- (iv) have Airport Safety or Aircraft documentation from a recognized institution;
- (v) have no adverse report;
- (vi) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (vii) have shown merit and ability as reflected in work performance and results.

IV. CHIEF INSPECTOR OF POLICE (AIRCRAFT MAINTENANCE), PG 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: planning and organizing aircraft maintenance services; supervision of staff; ensuring serviceability of police aircrafts; perform flight engineer duties; organizing casualty evacuation; and maintaining Police Aircraft records.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Inspector of Police (Aircraft Maintenance) for at least three (3) years;
- (ii) have Diploma in either Aeronautical Engineering, Airworthiness or Aircraft Maintenance from a recognized Institution;
- (iii) have completed a course in either Disaster Management; Quality control; Airport safety, Management course, Safety and security management, Advance crime management or Aircraft documentation from a recognized institution;
- (iv) have no adverse report;
- (v) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (vi) have shown merit and ability as reflected in work performance and results.

V. ASSISTANT SUPERINTENDENT OF POLICE (AIRCRAFT MAINTENANCE), PG 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: maintaining police aircrafts; ensuring serviceability of ground equipment and police aircraft; ensuring safety and security of aircrafts and personnel; maintaining Aircraft records; providing guidance, training and development of professional and Technical staff in Aircraft maintenance practices; assisting in planning and managing programmes geared towards the improvement of aircraft maintenance services in the Police Air wing; interventions for the improvement of Aircraft Maintenance services in the Police Air wing; Training of lower ranks personnel in the field of aircraft maintenance; and attending courts of law to give specialized opinion and evidence.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Chief Inspector of Police (Aircraft Maintenance) for at least three (3) years;
- (ii) have Diploma in either Aeronautical Engineering, Airworthiness or Aircraft Maintenance from a recognized Institution;
- (iii) have underwent a course in either Disaster Management; Quality control; Airport safety, Management course, Safety and security management, Advance crime management or Aircraft documentation from a recognized institution;
- (iv) have no adverse report;
- (v) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (vi) have shown merit and ability as reflected in work performance and results.

VI. SUPERINTENDENT OF POLICE (AIRCRAFT MAINTENANCE), PG 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: ensuring proper aircraft maintenance at the Police Air wing; providing the necessary guidance, training and development of professional and technical aircraft maintenance staff in the Police Air wing; developing interventions for the improvement of aircraft maintenance health services in the Police Air wing; co-ordination of aircraft maintenance in the Police Service; develop annual

work plans for aircraft maintenance; and Attending courts of law to give specialized opinion and evidence.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Assistant Superintendent of Police (Aircraft Maintenance) for at least three (3) years;
- (ii) have Diploma in either Aeronautical Engineering, Airworthiness or Aircraft Maintenance from a recognized Institution;
- (iii) have completed a course in either Disaster Management; Quality Management Control; Airport Safety, Management course, Safety and Security Management, Advance Crime Management or Aircraft Documentation from a recognized institution;
- (iv) be type Rated for Category ‘C’, engines;
- (v) have no adverse report;
- (vi) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (vii) have shown merit and ability as reflected in work performance and results.

VII. SENIOR SUPERINTENDENT OF POLICE (AIRCRAFT MAINTENANCE), PG 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: planning and co-ordination of aircraft schedules; supervising aircraft maintenance personnel; oversee aircraft maintenance at the Police Air wing; providing the necessary guidance; training and development of technical maintenance staff in Police Air wing; approving interventions for the improvement of aircraft maintenance health services in the Police air wing; overseeing and coordinating aircraft maintenance in the Police Service; approving annual work plans for aircraft maintenance; and Attending courts of law to give specialized opinion and evidence.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Superintendent of Police (Aircraft Maintenance) for at least three (3) years;
- (ii) have Diploma in either Aeronautical Engineering, Airworthiness or Aircraft Maintenance from a recognized Institution;
- (iii) have undergone a course in either Disaster Management; Quality management/control; Airport safety, Management course, Safety and security management, Advance crime management, Modular aircraft Course, Aviation management, Aircraft manufactures course, Senior management or Aircraft documentation from a recognized institution;
- (iv) be type Rated in Category "C" engines or in any two category of licenses' in aircraft particularly those operated by the National Police Service;
- (v) be licensed by KCAA for Aircraft Maintenance;
- (vi) have no adverse report;
- (vii) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (viii) have shown merit and ability as reflected in work performance and results.

20. CAREER PROGRESSION GUIDELINES FOR PILOT POLICE OFFICERS

I. ASSISTANT SUPERINTENDENT OF POLICE (PILOT), PG 7

(a) Duties and Responsibilities

This is the entry and training rank for this cadre. Duties and responsibilities at this rank will entail: assisting senior Pilots in preparation of flight materials and services; securing flight maps; ensuring areas to be surveyed, patrolled or visited are well marked on the maps; flight planning; ensuring that the police aircrafts insurance schedules are complied with, organizing for maintaining police aircraft technical records; planning and execution of preventive and corrective maintenance schedule of police aircrafts; accompanying senior officers (Pilots) in ferrying survey crew teams to their operation bases; preparing flight plans and filing them with the control tower, and Collect flight information like NOTAMS Weather from the flight briefing office; undertaking flying duties as a first officer in the National Police Service; setting and marking of appropriate examination papers for Air-crew licenses where applicable; and liaising with various engineering organizations for ordering of spares for National Police Service.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have Valid Pilot's License with at least 300 flight hours;
- (ii) have Twin Rating;
- (iii) have Flying experience of more than two years;
- (iv) have demonstrated competence in flying;
- (v) have successfully completed a three (3) months Police Cadet Training from any National Police Service Training institutions;
- (vi) be a Kenyan Citizen;
- (vii) be physically and mentally fit;
- (viii) have no previous criminal record;
- (ix) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and

- (x) pass an aptitude test.

II. SUPERINTENDENT OF POLICE (PILOT), PG 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will be similar to those of Assistant Superintendent but will be of higher complexity and will require less supervision. Specific duties will involve flight planning of targeted areas; flying the National Police aircraft; collecting flight information like NOTAMS Weather from the flight briefing office; filing flight information with the control tower; accompanying senior pilots in ferrying police teams to their operation bases; maintaining Pilot's log book indicating the undertaken flights; flying duties as required in Kenya Police Service; displaying of a graphical presentation of Kenya Police Service Aircraft commitments in relation to maintenance, inspection, overhaul and replacement requirements; preparing, revising and periodic checking of National Police Service aircraft equipment and inventories excluding flight checking equipment; examining of pilots at Flight Stimulator tests associated with Instrument Rating Certificates; and liaising with Navigation Aids Inspection for analysis of calibration flight data and submission of reports.

(b) Requirement for appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Assistant Superintendent (Pilot) for at least two (2) years;
- (ii) have Valid Pilot's License with at least 500 flight hours;
- (iii) have a Twin Rating and a Valid instrument rating;
- (iv) have demonstrated competence in flying and served satisfactory as a pilot for at least three (3) years;
- (v) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (vi) have demonstrated a high degree of professional competence as reflected in the work performance and results.

III. SENIOR SUPERINTENDENT OF POLICE (PILOT), PG 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: supervising pilots in lower ranks; flying VIPs Police aircraft; collecting flight information like NOTAMS Weather from the flight briefing office; filing flight information with the control tower; accompanying senior pilots in ferrying senior police teams to their operation bases; maintaining Pilot's log book indicating the undertaken flights; displaying of a graphical presentation of Kenya Police Service Aircraft commitments in relation to maintenance, inspection, overhaul and replacement requirements; preparing, revising and periodic checking of National Police Service aircraft equipment and inventories excluding flight checking equipment; examining of pilots at Flight Stimulator tests associated with Instrument Rating Certificates; and liaising with Navigation Aids Inspection for analysis of calibration flight data and submission of reports.

(b) Requirement for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Superintendent of Police (Pilot) for at least three (3) years;
- (ii) have a Valid Pilot's License with at least 750 flight hours;
- (iii) have a Twin Rating and a Valid instrument rating;
- (iv) have demonstrated a high degree of professional competence as reflected in the work and performance and results;
- (v) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (vi) have no adverse report.

IV. COMMISSIONER OF POLICE (PILOT), PG 10

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: flying police aircraft during major operations; undertaking test flights and inspections to confirm that all mandatory aircraft flight instruments document are in order; guiding and directing how assigned tasks of lower rank pilots may be discharged; maintaining records police aircraft airworthiness and organizing for their Insurance cover current and valid; be responsible

for administration of the flight crew at the National Police Air wing; undertaking investigation of incidents arising from flight operations; undertaking flight inspection for issue and renewal of Air Operators Certificates; planning and programming of general flight tests for issues of licences; training pilots when necessary; flight checking of radio navigational and visual aids; carrying out search and rescue duties; and inspecting of flight simulators where applicable.

(b) Requirement for Appointment

For appointment to this grade, an officer must:-

- (i) have served in the rank of Senior Superintendent of Police (Pilot) for at least three (3) years;
- (ii) have a Valid Pilot's License with at least 1000 flight hours;
- (iii) have a Twin Rating;
- (iv) have demonstrated competence in flying;
- (v) have Valid instrument rating with Performance 'A' and Gas turbine certificate;
- (vi) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (vii) have demonstrated a high degree of professional competence as reflected in the work performance and results.

V. ASSISTANT INSPECTOR GENERAL OF POLICE (PILOT), PG 11

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- flying police aircraft during major operations; undertaking test flights and inspections to confirm that all mandatory aircraft flight instruments document are in order; guiding and directing how assigned tasks of lower rank pilots may be discharged; maintaining records police aircraft airworthiness and organizing for their Insurance cover current and valid; be responsible for administration of the flight crew at the National Police Air wing; undertaking investigation of incidents arising from flight operations; undertaking flight inspection for issue and renewal of Air Operators Certificates; planning and programming of general flight tests for issues of licences; training pilots when necessary; flight checking of radio navigational and visual aids; carrying out search and rescue duties; and inspecting of flight simulators where applicable; administration of flight operations

in the Police Air wing; liaising with various engineering organizations and for ordering of spare parts for the aircrafts.

(b) Requirement for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Commissioner of Police (Pilot), for at least three (3) years;
- (ii) have valid commercial Pilots license with at least 1500 flight hours of which 500 hours should be on low level survey and 300 hours on turbine engine;
- (iii) have a Valid Air Transport Pilot's license;
- (iv) have a Twin Rating, Valid instrument rating with Performance 'A' and Gas turbine certificate;
- (v) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (vi) have demonstrated a high degree of professional competence as reflected in the work performance and results.

21. CAREER PROGRESSION GUIDELINES FOR PHARMACISTS POLICE OFFICERS

I. ASSISTANT SUPERINTENDENT (PHARMACIST) PG, 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: screening prescriptions for legal validity, drug contraindications, drug interactions, appropriateness of dose, frequency and duration of dosing and patient convenience; preparing and dispensing medicines according to Good Dispensing Practices and counselling patients on use of medicines; making extemporaneous preparations; participating in ward rounds; maintaining daily activity log books for recording all activities undertaken; recommending Over the Counter (OTC) medicines to patients/clients with simple medical conditions and making necessary referrals; making entries into the relevant inventory management records and registers; examining and filing of prescriptions; providing drug quality control, registration and inspection; investigating pharmaceutical related crimes and adduce evidence in court; screening; ordering, receiving, storage and issuing of pharmaceuticals; filing and safe custody of patients prescription records; responding to requests on medicine information from the general police officers and health workers; monitoring and reporting of medication errors; preparing and disseminating drug availability lists to various specialist clinics; managing pharmaceutical services in police health institutions; examining and filing of prescriptions as a drugs quality control measure; registering, inspecting and examining samples of drugs supplies in liaison with doctors, nurses, to avoid bottlenecks in the flow of treatment of patients; mentoring Pharmaceutical technologists and other staff under him/her; and investigating pharmaceutical related crimes and adduce evidence in court.

(b) Requirements for Appointment

For appointment to this rank, a candidate must:-

- (i) have served as a Pharmacist for a minimum period of three (3) years;
- (ii) have Bachelor of Pharmacy Degree (B. Pharm) from an institution recognized by the Pharmacy and Poisons Board;
- (iii) have Certificate of Registration by a Pharmacist by the Pharmacy and Poisons Board;
- (iv) have successfully completed three (3) months Police Cadet Course from any National Police Service training institutions;

(xv) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and

(v) have Valid practising license from Pharmacy and Poisons Board.

II. SENIOR SUPERINTENDENT OF POLICE (PHARMACIST), PG 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: conducting research on medicine utilization; coordinating Medicine and Therapeutics Committee activities in a police health facility; designing and developing information education and communication (IEC) materials; developing and reviewing standard operating procedures for all pharmaceutical services in the facility; providing continuous professional development education to pharmacists; evaluating appropriateness of donated medical supplies; maintaining departmental inventories; participating in facility management committees; generation and analysis of health records into data for utilization as health information for decision making; providing medicinal information in preparation of patient drug management therapies; work and strategic planning; and coaching and mentoring of staff; reviewing and initiating policy on drugs regulations and legislation; advising on facilities for proper maintenance and improvement of pharmaceutical services; developing, and maintaining standards of pharmaceutical services in police medical institutions; and co-ordination of pharmaceutical services in the police health institutions.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

(i) have served in the rank of Superintendent of Police (Pharmacist) for at least three (3) years;

(ii) have Bachelor of Pharmacy (B. Pharm) degree from an institution recognized by the Pharmacy and Poisons Board;

(iii) have Certificate of Registration by a Pharmacist by the Pharmacy and Poisons Board;

(iv) have Valid practicing license from Pharmacy and Poisons Board;

(v) have successfully completed a three (3) months Police Cadet Training from any National Police Service Training institutions;

- (vi) have Certificate in management Course lasting not less than four (4) weeks from a recognized institution;
- (vii) have a Certificate in Strategic Leadership Development Programme/Strategic Leadership and Command Programme or its equivalent from recognized institution;
- (viii) have no adverse report;
- (ix) possess wide experience and professional competence in the management of pharmaceutical services and ability to control and manage staff including advising on their career development;
- (x) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (xi) be conversant with the drug laws and government policies on drugs manufacturing, quality control and general control of drugs in the Country.

III. COMMISSIONER OF POLICE (PHARMACIST), PG 10

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: Controlling drugs acquired by the Police Health institutions; planning and implementing pharmaceutical services in the Kenya Police; undertaking deployment of pharmacists and pharmaceutical technologists including their discipline as well as their training; guiding investigators in pharmaceutical related crimes and adduce evidence in court if and when necessary; liaising with the Ministry of Health, private hospitals, other government ministries and agencies and international organizations on drug matters; advising on staff matters including their development and discipline; inspecting and clearing medicines and related products at ports of entry; inspecting and preparing inspection reports on new premises for medicine distribution channels; inspecting pharmaceutical manufacturing industries for compliance with Good Manufacturing Practice; analyzing reports on adverse drug reactions and poor quality medicines; setting up and running poison information centers; conducting research and dissemination of the findings on medicine utilization; assessing and evaluating research proposals involving medicine use; analyzing medicines for quality assurance; coordinating pharmaceutical services in public health programs; assessing pharmaceutical training institutions and sites for internship programs; monitoring and evaluating effectiveness of medication therapy; and preparing work/strategic plans; and supervising and training staff.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Senior Superintendent of Police (Pharmacist) for at least three (3) years;
- (ii) have Bachelor of Pharmacy (B. Pharm) degree from an institution recognized by the Pharmacy and Poisons Board;
- (iii) have Masters degree in any of the following: Pharmaceutical Policy Analysis and Formulation; Pharmacognosy and Complementary Medicine; Toxicology; Clinical Pharmacy; Pharmacovigilance and Pharmaco-epidemiology; Medicines Supplies Management; Medicines Regulation; Narcotic and Psychotropic Substances Control; Pharmaceutics; Pharmacology and Therapeutics; Pharmaceutical Analysis; Tropical and Infectious Diseases; Medicinal and Pharmaceutical Chemistry; Industrial Pharmacy; Health Systems Management; Pharmaceutical Care; Health Informatics; Health Economics; Epidemiology; Biostatistics; Medical statistics; Drug Design and Development; Clinical trials; Quality Assurance; Radio pharmacy; Public Health; Microbiology or Molecular Pharmacology from an institution recognized by the Pharmacy and Poisons Board;
- (iv) have Certificate of Registration as a Pharmacist by the Pharmacy and Poisons Board;
- (v) have Valid practising license from Pharmacy and Poisons Board;
- (vi) have attended Strategic Leadership Development Programme or Strategic Leadership and Command Programme or its equivalent from recognized institution;
- (vii) have no adverse report;
- (viii) have successfully completed a three (3) months Police Cadet Training from any National Police Service Training institutions;
- (xvi) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service;
- (xvii) have shown outstanding administrative qualities as well as a high degree of capability and professional competence in organizing and running pharmaceutical services including monitoring of quality control of drugs in the Police facility; and

- (ix) have very wide experience in the operation of drug policy and drug laws in the Country.

**V. ASSISTANT INSPECTOR GENERAL OF POLICE (PHARMACIST),
PG 11**

(a) Duties and Responsibilities

This is the highest grade for this cadre. The Assistant Inspector General of Police I (Pharmacist) will be responsible for the efficient organization, controlling, and coordination of pharmaceutical services in the police facility. Specifically, the officer will be responsible for controlling drugs procured or sourced for the police medical institutions; planning and implementing pharmaceutical services in the police facility; liaising with Ministry of Health, private hospitals, other government ministries and agencies and international organisations; providing advice on pharmaceutical staff matters including their career development and disciplinary matters where applicable; and guiding in the investigations of technical crimes relating to his area of specialization and attend court to adduce evidence as and when necessary; preparing and assessing research proposals involving medicine use; receiving and analyzing reports of adverse drug reactions and poor quality medicines; analyzing medicines for quality assurance; assessing herbal and complementary medicines for police facilities; providing expertise and pharmaceutical care in approved areas of specialization; facilitating setting up and running poison information centers; identifying areas of research and disseminating of research findings on medicine utilization; keeping custody and safe use of licit psychotropic and narcotic substances; facilitating laboratory testing of medicines and medical devices to ensure quality assurance; carrying out Pharmaco-vigilance activities; (monitoring, reporting of adverse drug reactions and poor quality medicines); training, coaching and mentoring of pharmacy interns and students; coordinating setting of targets and performance management; supervising, disciplining and development of staff.

(b) Requirements for Appointment

For appointment to this rank, an officer must:-

- (i) have served in the rank of Commissioner of Police II (Pharmacist) for at least three (3) years;
- (ii) have Bachelor of Pharmacy (B pharm) degree from an institution recognized by the Pharmacy and Poisons Board;
- (iii) have Masters degree in any of the following: Pharmaceutical Policy Analysis and Formulation; Pharmacognosy and Complementary Medicine; Toxicology; Clinical Pharmacy; Pharmacovigilance and Pharmaco-epidemiology; Medicines Supplies Management; Medicines Regulation; Narcotic and

Psychotropic Substances Control; Pharmaceutics; Pharmacology and Therapeutics; Pharmaceutical Analysis; Tropical and Infectious Diseases; Medicinal and Pharmaceutical Chemistry; Industrial Pharmacy; Health Systems Management; Pharmaceutical Care; Health Informatics; Health Economics; Epidemiology; Biostatistics; Medical statistics; Drug Design and Development; Clinical trials; Quality Assurance; Radio pharmacy; Public Health; Microbiology or Molecular Pharmacology from an institution recognized by the Pharmacy and Poisons Board;

- (iv) have Certificate of Registration by a Pharmacist by the Pharmacy and Poisons Board;
- (v) have Valid practising license from Pharmacy and Poisons Board;
- (vi) have Certificate of Registration by a Pharmacist by the Pharmacy and Poisons Board;
- (vii) have Valid practising license from Pharmacy and Poisons Board;
- (viii) have successfully completed a three (3) months Police Cadet Training from any National Police Service Training institutions;
- (ix) have met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service;
- (x) have Certificate in Strategic Leadership Development Program lasting not less than six (6) weeks from a recognized institution;
- (xi) have shown outstanding administrative qualities as well as a high degree of capability and professional competence in organizing and running pharmaceutical services including monitoring of quality control of drugs in the Police facility; and
- (xii) have very wide experience in the operation of drug policy and drug laws in the Country.