

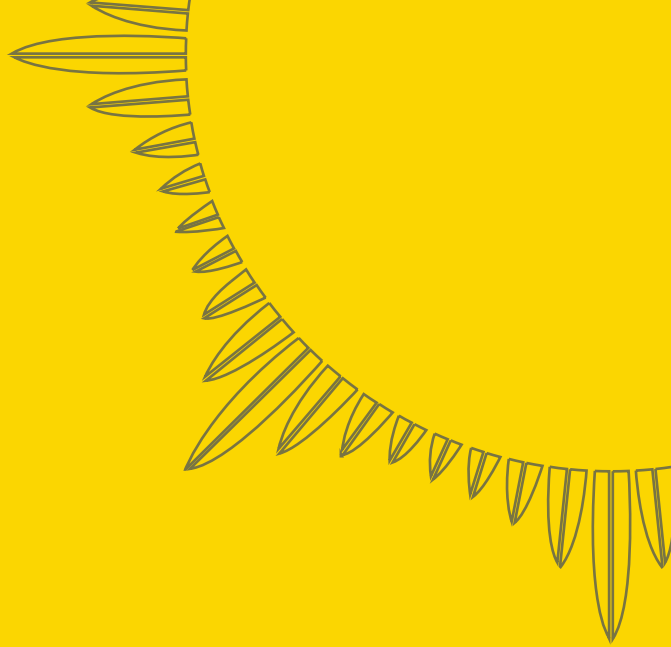


THE NATIONAL POLICE SERVICE COMMISSION

*"Together we Transform the Police Service
for Effective Service Delivery"*

**POLICY ON TRAINING AND DEVELOPMENT
IN THE NATIONAL POLICE SERVICE**

September 2018



Vision

Champion of a Dignified Professional Police Service

Mission

To transform and manage the human resource in the police service for efficiency and effectiveness

Values

Independence and Integrity

Transparency and Accountability

Respect for Diversity and Equality

© 2018 National Police Service Commission

This report was published by:

National Police Service Commission
P.O. Box 47363-00100
Sky Park Plaza, 5th Floor
Westlands, Nairobi

Telephone: 0709 099 000
Email: info@npsc.go.ke
Website: www.npsc.go.ke
Twitter: [@npsc_ke](https://twitter.com/npsc_ke)
Facebook/NPSC Kenya

© NPSC, September 2018.

Design, Layout & Printed by:

Concept Branding Limited
64 Charles Rubia Road, Suite 11
info@conceptbranding.co.ke
conceptbrandingltd@gmail.com
www.conceptbranding.co.ke



POLICY ON TRAINING AND DEVELOPMENT IN THE NATIONAL POLICE SERVICE

September 2018

FOREWORD



The policing environment strongly requires a police workforce that is sufficiently accountable and responsive to public needs. For this to be achieved, investment in training is paramount in order to sustain high quality services offered by the Police Service.

The Constitution of Kenya provides for a National Police Service that strives for the highest standards of professionalism among its members and shall train staff to the highest possible standards of competence and integrity and to respect human rights and fundamental freedoms and dignity.

The Commission recognizes the importance of Human Resource Development as a means towards efficiency and effectiveness in the delivery of services. In order to maintain and enhance the momentum towards greater productivity, the Commission and the Service have developed this policy to ensure continuous upgrading of staff competencies, knowledge, skills and attitude, with the aim of addressing identified performance gaps. The aim of policy is to provide the members of the Service with a clear understanding of the regulations and standard procedures on training in the Service. It is hoped that this policy will guide the uniform administration of the training programmes in the Service.

With the introduction of this policy, training and development plans and programmes shall be undertaken on the premise that they support the overall human resource plans and the country's security, social and economic strategies.

A handwritten signature in black ink, appearing to read 'Johnston Kavuludi'.

JOHNSTON KAVULUDI, EBS, HSC
Chairperson
National Police Service Commission

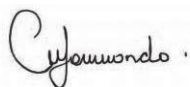
EXECUTIVE SUMMARY



This Training and Development policy intends to ensure an upgrade of the NPS members' core competencies to ensure the Service is well staffed with individuals who possess the required skills, knowledge and aptitudes. The training policy provides for programmes ranging from the initial training of fresh recruits to the other short or long term specific courses including skills development and promotion courses. The policy acknowledges the need for continuous life long learning for members of the Service through sponsored, structured and self sponsored programmes.

The policy strives to entrench the NPS values and principles, the requirement for provision of adequate funding for human resource development, encourages innovation and research through partnerships between the Service and other institutions of higher learning and finally provide an effective audit and assessment system for all training programmes within the NPS. Issues pertinent to value for money such as bonding and promotion of transparency and fairness in training through selection for courses and considerations for course approvals have also been addressed within this policy.

This policy draws from the relevant provisions of the law and other policy guidelines in the public service, taking into consideration the desire to achieve a world class police service.

A handwritten signature in black ink that reads "Joseph V. Onyango".

JOSEPH V. ONYANGO
Commission Secretary/Chief Executive
National Police Service Commission

LIST OF ABBREVIATIONS

APS	~	Administration Police Service
DIG	~	Deputy Inspector General
DCI	~	Director of Criminal Investigations
GSU	~	General Service Unit
IPOA	~	Independent Policing Oversight Authority
KPS	~	Kenya Police Service
MDA	~	Ministries, Departments and Agencies
NPR	~	National Police Reserve
NPS	~	National Police Service
NPSC	~	National Police Service Commission



Table of Contents

FOREWORD	VI
EXECUTIVE SUMMARY	VII
ABBREVIATIONS	VII
DEFINITIONS	18
CHAPTER ONE: INTRODUCTION	20
1.1 Background	18
1.2 Rationale	18
1.3 Purpose	19
1.4 Policy Objectives	19
1.5 Principles of Training in the NPS	19
1.6 Legal Framework	19
1.7 Scope	19
1.8 Policy Statement	20
CHAPTER TWO: Professional Issues and Standards	21
2.1 Standardization of Training Practices and Coordination of Training	21
2.2 Levels of training	21
2.3 Field Training Centers	23
2.4 Assessment centre for strategic leadership courses	23
2.5 NPS Examination Board	23
2.5.1 Certification	23
2.6 Library Services	24
2.7 Trainers in the NPS	24
2.8 Training methodology	25
2.9 Modes of training	25
2.10 Regular training for members of the Service	27
2.11 Guiding principles in nomination for courses	27
2.12 Course approval	27
2.12.1 General requirements:	28
2.13 Additional Provisions regarding training in the NPS	28
2.14 Terms and conditions while on training	29
2.14.1 Officers Attending Local Courses	30
2.14.2 Course Expenses	30
2.14.3 Terms for Officers Attending Courses outside Kenya	31
2.15 Courses, seminars and conferences	32
2.15.1 Short Courses, Seminars and Conferences	32
2.15.2 Workshops, Retreats and Conferences	33
2.15.3 Completion of Training	33

2.15.4	Submission of certificates	33
2.15.5	Reimbursement of Tuition and Examination Fees	34
2.15.6	Knowledge Management and Transfer	34
2.16	Bonding	35
2.17	Training of international police officers	40
2.18	Training of other government agencies	40
2.19	National police reserve (NPR) officers	40
2.20	Training of private agencies	40
2.21	Training Guidelines	41
2.22	Training for non-uniformed members of the Service	41
2.23	Management and Coordination of Training and Development Programmes.	41
2.23.1	Designation of training institutions	41
2.23.2	Structure of the NPS Training System	42
2.23.3	Training budget	43
2.23.4	Research and Development	43
2.23.5	Source of funding	44
2.23.6	Review of training	45

CHAPTER 3: RESPONSIBILITY **46**

3.1	Role of the Commission	46
3.2	Roles of the Inspector General (IG)	46
3.3	Role of DIGs, DCI and the Director IAU	47
3.4	Independent Policing Oversight Authority	47
3.5	National Police Service Training Committee	48
3.6	Monitoring and Evaluation	49
3.7	Policy review	49

4 APPENDICES **50**

4.1	TRAINING BIODATA FORM	50
4.2	TRAINING BOND FORM FOR NPS OFFICERS	51

5 IMPLEMENTATION PLAN **56**

CHAPTER ONE

INTRODUCTION



1.1 Background

The National Police Service (NPS) has a constitutional obligation to train staff to the highest possible standards of competence and integrity. The National Police Service Commission (NPSC) bears the mandate of human resource management within the NPS.

A Policy on training is necessary to ensure continuous upgrading of NPS members core competencies. Training programmes range from first training for fresh recruits, to all forms of both short and long term courses in specific areas, including promotional courses and refresher training, that are intended to impart required knowledge, skills and attitudes to enhance staff performance. This document sets the parameters for all these forms of training. Workshops, retreats and conferences that do not have an impact on training and development of a member of the Service are not part of this training policy.

1.2 Rationale

The 21st Century Policing environment in Kenya requires a workforce that is sufficiently accountable and responsive to public needs. Accordingly, investment in continuous police training becomes a critical domain in sustaining high quality service by the NPS. Indeed, a Training Needs Assessment (TNA) Report released by the National Police Service Curriculum Review Committee in July 2016 strongly recommended for the development of a National Police Training Policy to guide the planning and the management of training strategies and programmes within the Service. This policy will promote lifelong learning within the NPS, which correspondingly sparks aspirations for professionalism amongst officers.

“A Policy on training is necessary to ensure continuous upgrading of NPS members core competencies. Training programmes range from first training for fresh recruits...

1.3 Purpose

The aim of this policy is to provide for standard training procedures and requirements for the NPS. The policy offers a clear guide on the administration of the training programmes with a view to expand the competency of all Service members for continuous improvement on job performance.

1.4 Policy Objectives

The Objectives of this policy are to: ~

- a) Entrench National Police Service values and principles in training;
- b) Standardize training within the NPS
- c) Provide for adequate resourcing of NPS training
- d) Encourage a culture of continuous learning, knowledge sharing and innovation;
- e) Promote partnership between the NPS and other institutions of learning and Research.
- f) Provide for audit and effective quality assurance for all training programmes within the NPS.
- g) Define duties and responsibilities in the management of Police training.

1.5 Principles of Training in the NPS

- i. Training is a lifelong endeavor.
- ii. Training should stimulate initiative and promote critical thinking
- iii. Police Training is scenario-based, practical and realistic
- iv. Training promotes best policing practices in a democratic society;
- v. Training is reform-oriented
- vi. Training shall not be used as a form of punishment

1.6 Legal Framework

- a) The Constitution of Kenya
- b) Human Resource Development Policy 2015
- c) National Police Service Act
- d) The National Police Service Commission Act
- e) NPSC (Promotions) Regulations 2015
- f) The Service Standing Orders
- g) Career Progression Guidelines for the members National Police Service
- h) PWD Act

1.7 Scope

This policy shall apply to all members of the Service, uniformed and non-uniformed staff.



1.8 Policy Statement

The National Police Service shall train staff to the highest standard of professionalism, competence and integrity.



CHAPTER TWO

PROFESSIONAL ISSUES AND STANDARDS



2.1 Standardization of Training Practices and Coordination of Training

Quality standards shall be consistent across the Police Training Institutions, and where needed training institutions will cooperate and share expertise. Duplication is to be avoided. All basic training facilities shall provide the same training course for all new recruits. Specialized training will be organized for special skills.

2.2 Levels of training

i. Initial training

The Service shall develop a police basic training curriculum for recruits, Direct Entry for Specialists and Technical officers. After the initial training, officers may undertake training appropriate to their specific responsibilities.

Special training programmes shall be designed for non-uniformed staff joining the NPS.

ii. Promotion courses

Promotion courses for officers up to the rank of Inspector will be undertaken at the Services' and Directorate's respective colleges and schools. Senior courses (CI-ASP) shall be jointly undertaken at such places as the Inspector General may direct from time to time. Promotion Courses for civilian staff shall be undertaken at the Kenya School of Government or any other institution as may be approved by the Training Committee.

Officers who successfully undergo promotion board but are not selected for the course due to lack of vacancies shall not be subjected to a similar board, and shall be prioritized for the next available promotion training course.

“Quality standards shall be consistent across the Police Training Institutions, and where needed training institutions will cooperate and share expertise.”

Officers who successfully undergo promotion course but are not awarded the promotion shall be promoted in the next promotion without being subjected to a repeat of the course.

iii. Skills development

The Service will ensure that each of its members undergo at least one development course each year. Such courses will be based on the deployment, technical skills and rank of the officer. Such training should last not less than five days.

All members of the Service shall undergo training to enhance skills including soft skills such as communication, social skills, inter-personal relationships, attitude development, customer relations, dealing with the public in a friendly manner, mediation, counselling and problem solving skills. The skills development should include use of technology in policing.

Target groups

a. Tactical level training

Training at this level shall cover NPS members between the job groups 'A' and 'H'.

b. Operational level training

These courses cater for Service members in job groups 'J' and 'K'.

c. Strategic level training

Staff members of job group 'L' and above shall be eligible for these courses.

d. Refresher training

All members of the Service shall undergo refresher training periodically to ensure their skills are up to date with the requirements of their duties. However, this shall be mandatory for officers who have been out of active service due to disciplinary or medical issues or any other cause.

e. Specialized training

Officers with disabilities shall undergo training to enable them to manage their disability. The Service shall nominate officers to be trained on special skills to attend to members of the public who have disabilities seeking services from the police service e.g. sign language interpretation.

f. Pre – retirement training

All members of the NPS shall undergo pre-retirement training. This training shall be mandatory for officers who have attained the age of 45 years. Officers wishing to retire early should be included in the training. The IG shall develop a pre-retirement training programme tailored to address the unique demands of NPS members.



2.3 Field Training Centers

Regional and County Training centres shall be established to carry out research and to offer development courses to all members of National Police Service. Priority will be given to knowledge and skills on security issues peculiar to the region/County within which the centre is situated.

2.4 Assessment centre for strategic leadership courses

The Service shall run an assessment centre for potential candidates for strategic courses.

2.5 NPS Examination Board

A Service Examination Board, comprising of nine members appointed by the commission, shall have the following functions;

- a) Attain and maintain accreditation and certification from relevant bodies;
- b) Set and maintain examination standards in the Service;
- c) Evaluation and certification of examination;
- d) Liaise with external examination boards and other professional bodies as appropriate; and
- e) Perform any other function as may be prescribed by Regulations.

The Commission may make regulations in respect of the operations of the Service examination board and develop guidelines on examination and certification of police trainees.

All training will be assessed through a test, exam, or other procedure, where the participant can prove he or she has indeed acquired the knowledge, skills or attitude, as intended. Each exam must have clear, pre-set, criteria for 'fail' and 'pass', which are shared with the participants prior to the examination. The Commission will establish a NPS Examination Board. The board will be responsible for all matters related to examinations in the NPS.

2.5.1 Certification

All officers who attend a course of three months and above at the police training colleges will be awarded with the relevant competence based certification by the NPS Examination Board.

All officers who attend a course of three months and above in other institutions will be awarded with the relevant competence based certification by the institution.

For courses running for shorter periods, a certificate of attendance or participation will be awarded by the respective training institution.



2.6 Library Services

The IG shall establish fully equipped police libraries at all training institutions to promote a reading culture and research into training in the Service.

2.7 Trainers in the NPS

i. Recruitment

Recruitment of trainers and instructors in the NPS shall be based on;

a) Suitability

A suitability test will be carried on any officer who has been earmarked to be transferred to or retained in any training institution. Upon commencement of this Policy, all trainers shall be subjected to a suitability test.

b) Competency

All trainers in the Service training institutions shall possess requisite knowledge, skills and attitude relevant to training procedure and subject matter. The Service shall endeavour to equip the trainers with the said knowledge, skills and attitude through continuous training and development.

Competence and Suitability Framework

The National Police Service Commission in consultation with the Inspector General shall develop a Competency and Suitability framework for the selection of police trainers. This framework shall include the required qualifications for trainers in the NPS.

ii. Training of Trainers (ToT)

The Service shall develop a curriculum for training of trainers for approval by the NPSC. It shall be mandatory for all trainers to undergo the ToT course before being assigned the role of trainer. Every police trainer shall undergo a refresher courses every two years in order to keep the trainers abreast with new skills and changes in facilitation.

A deliberate effort shall be made to partner with training institutions which offer courses for trainers. Training of trainer programmes may be carried out in collaboration with international partners.

iii. Qualifications for trainers

All trainers shall be qualified in the areas of specialization that they are required to train on.



iv. Career Progression Guidelines

A career progression guideline/scheme of service shall be developed for the NPS trainers.

v. Specialized training instructors

All instructors of specialized training institutions, including animal handlers, shall be accorded full status as instructors of the NPS.

vi. Subject experts

The Service shall support the development of subject experts for all courses to improve the quality of training.

vii. Associate Trainers

The Service may invite trainers from within and outside the NPS to conduct training on specific subjects. Persons who are not members of the Service who are invited by the Service to conduct training at police training institutions shall be referred to as Associate Trainers.

2.8 Training methodology

Police training shall adopt Adult Learning Approaches. Efforts shall be made by trainers to engage the trainees in problem solving, discussions and sharing of experiences. Cognitive, psychomotor and affective learning domains shall be blended in all police trainings.

2.9 Modes of training

	Mode	Explanation
A)	Full time	This is where the trainee is released from work station to attend training on full time basis. This is on special consideration/need basis.
B)	Part time:	This is where an officer attends classes in the evening or over the weekends. In other words, the trainee is not released to attend training on a full-time basis.
	i. Evening and Weekend Classes	
	ii. School Based (sandwich)	This is where a trainee attends his/her training programme in blocks, e.g., during the months of April, August and December.
	iii. E-Learning/ Online Studies	This is utilizing electronic technologies typically on the internet to access curriculum outside of a classroom where the course or programme is delivered completely online.
	iv. Open and/ or Distance Learning (ODeL)	This mode of learning is carried out remotely using the postal and electronic communication. This type of learning is often heavily dependent on e-Learning.



C)	Experiential Learning Exchange Programme –	These are training programmes where trainees learn by experience. Trainees are placed in institutions to learn how the institutions work. Such programmes shall last for a period as may be specified by the IG.
D)	Internship	A programme established to provide recruits undergoing training with opportunities for hands-on training for skills acquisition to fulfill the legal requirement for professional registration. This will be undertaken as provided for in the Internship Policy and Guideline.
E)	Attachment	<p>Attachment is regarded as an important component of training and shall be regulated as provided for in the Guidelines on Industrial/Field attachment in the Service.</p> <p>All industrial attachment from within/without the Service will be deliberated by the Training Committees for recommendation pending approval by the respective DIGs , Director of Criminal Investigations and the Director, IAU.</p> <p>Successful applicants who are not members of the Service shall swear and sign the Oath of Secrecy with the Director of Legal Affairs or Commissioner of Oaths.</p>
E)	Induction Courses	Induction and orientation is mandatory for officers to familiarize themselves with the work environment and requirements. This training will be undertaken within three (3) months for officers on their first appointment to the NPS, on transfer, upon reinstatement to the Service, re-designation or on promotion.
F)	Group Training	<p>The Service has designed to implement work related in-house and group training programmes to address the identified training needs for officers in liaison with higher institutions of learning while taking into account the following:</p> <ul style="list-style-type: none"> i. Organizational needs and priorities; ii. Availability of professionally qualified and experienced trainers/facilitators; iii. Appropriate training facilities and equipment; iv. Guidelines on standards of training; v. Funding and vi. Cost-effectiveness vis-à-vis expected benefits.
G)	On-Job Training	The Service shall ensure officers undergo continuous on-job training through mentorship and coaching programmes.



2.10 Regular training for members of the Service

Members of the Service to undergo at least five (5) days training annually.

2.11 Guiding principles in nomination for courses

- i. The Commission shall develop the procedure and criteria for nomination to undertake training courses for the members of the Service.
- ii. Training shall be provided based on need, budget availability and strategic alignment.
- iii. Nomination for training opportunities shall adhere to the following guiding principles: ~
 - a) For all nominations, gender equity, transparency, meritocracy and other relevant principles provided for in the Constitution;
 - b) Course relevance in addressing performance gaps;
 - c) Cost effectiveness and availability of funds;
 - d) Consistency with results of TNA, Performance Appraisal and the Service training projections and
 - e) Training plan as a basis of course nomination.
- iv. Nomination for training courses shall take into consideration the needs of officers with disabilities, expectant officers and injured officers.
- v. An officer shall be eligible for nomination to a maximum of two courses in one financial year. However, nomination of an officer to additional courses shall be subject to the approval of the Inspector General.

2.12 Course approval

This policy provides that officers proceeding on training will be required to obtain Course Approval which will be issued for both internal and external training by the Deputy Inspectors General and Director of Criminal Investigations, and the Director IAU on recommendation by the respective Training Committees. The respective Officers in Charge of Training in the Services and Directorates will be required to ensure that the process of approval is adhered to.



2.12.1 General requirements:

- i. Any officer who seeks to commence his/her studies (Certificate, Diploma, Undergraduate, Masters, PhD or short course) MUST seek for a Course Approval.
- ii. Any officer who seeks for a Course Approval MUST have an Admission Letter to an institution of higher learning accredited by Commission for University Education (CUE) and/or Technical and Vocational Education and Training Authority (TVETA). Any admission to an unaccredited institution shall be REJECTED.
- iii. Minimum period of service–Officers seeking for Course Approval MUST have completed two (2) years of service after First Appointment. Officers must be on permanent and pensionable employment terms.
Serving officers willing to further their studies MUST complete the minimum prescribed period of two (2) years since completion of the previous course.
- iv. Course relevance ~ Course approval will only be granted to officers where skills sought are relevant to the duties of the officer and needs of the Service. This will be guided by programmes and courses as prescribed in the NPS scheme of service.

• *Course relevance- Foreign courses*

Approval to train in foreign based institutions will be granted only in instances where the course applied for is not available in any local institution. Exceptions will be granted where the course is funded by a foreign institution of learning, development partner or where, in the case of a short programme, attendance of the programme would be of immense strategic benefit to the Service.

- v. Mode of study~ There are various Course Administration methods used in various programmes. All officers are deemed to be on duty all the time and MUST therefore be required to choose a mode of training that will not compromise their duties.
- vi. Procedure: All applications for course approval shall be processed within thirty (30) days of the application. The NPS Training Committee shall develop and issue guidelines for the fulfillment of this provision.

2.13 Additional Provisions regarding training in the NPS

- a) *Undergraduate training:-* The Government will NOT meet the cost of undergraduate training for serving officers as it has ample supply of graduate entrants in the Service from institutions of higher learning. However, officers must obtain a Course Approval before undertaking the course.



b) PhD training

- i. The Service will also approve and consider sponsoring requests for training at PhD level on a case by case basis provided that the area of study is a national and security/policing priority or is focused towards the organization's strategic needs as outlined in its strategic plan.
- ii. Requests by officers wishing to pursue PhD on self-sponsorship shall be approved on condition that the area of study is relevant to their duties and that the approval shall not provide for reimbursement of training expenses.

c) Travel Clearance ~ Travel clearance for officers travelling out of the country to attend a training programme will be granted only after a Course Approval has been issued as per this policy.

d) Release of Officers for Training ~ An officer proceeding for training shall be released from his/her work station only after the Course Approval has been granted.

e) Change of Course or Institution ~ Failure to take up an approved course or change of an institution or a course that is already approved will require that the applicant seeks another Course Approval.

f) Deferred Courses ~ All applications for courses for Government funding are valid during the specific year only, unless deferred by the respective Training Committee on reasonable grounds. All deferred cases will be resubmitted at subsequent Training Committee meetings.

g) Course Extension Requests ~ Course extensions will NOT be allowed, unless based on a written request from a training institution, in which case the request may be considered by the respective Training Committee subject to the rules governing training.

h) International scholarship

All International Scholarships MUST be channeled to the IG for approval. Scholarships from other sources for officers without the knowledge and consent of the DIGs or Directors (DCI and IAU) will NOT be approved.

2.14 Terms and conditions while on training

An officer on an approved training will be deemed to be on duty, entitled to the requisite benefits and subject to Service Regulations. The terms and conditions such as salary, promotion, leave, and allowances for officers attending internal and external training are as below.

An officer will be entitled to book allowance, research allowance project allowance and thesis allowance as applicable and as determined from time to time by the NPSC as recommended by the SRC.



2.14.1 Officers Attending Local Courses

a) *Salary and Benefits*

An officer will continue to draw his/her substantive salary for the duration of the course. Any deductions due will continue to be made in the normal way. Provided that his/her work and conduct are satisfactory, an officer will be eligible to receive annual increments in accordance with the normal procedure. During the training, an officer remains eligible to be considered for promotion.

b) *Allowances*

An officer travelling for an approved training, sponsored by the Government will be deemed to be travelling on duty and will be granted appropriate allowances and travelling privileges in accordance with the prevailing regulations.

c) *Leave Entitlement*

An officer attending a short course locally which has no provision for vacation is deemed to be on duty and must report back to work immediately the course is over.

An officer on a long term full-time course of study in a local institution will normally be granted the student's vacation, but may be required to resume duty during vacations at his/her station provided that he/she enjoys a minimum of one month's vacation in a year. Such an officer will NOT be eligible for any additional leave in respect of the period of the course. Unpaid study leave or leave of absence will not be granted for purposes of training.

2.14.2 Course Expenses

i. *Trainee expenses*

An officer will be responsible for meeting the following expenditure in connection with a course:

A contribution to the cost of his/her training at the rate of 20% of his/her basic salary for foreign-based courses lasting four (4) weeks or more and 10% for local courses lasting four (4) weeks or more.

ii. *Government Sponsorship*

In addition to the payment of salary and allowances, the Government will meet the following expenditure for officers it has sponsored:

Fees for approved courses and related examination fees, cost of transport and travelling to the institution at the beginning; and from the institution in which the course is held at the end of the course.



2.14.3 Terms for Officers Attending Courses outside Kenya

2.14.3.1 Courses Financed by the Kenya Government

a) *Salary and Benefits*

An Officer's full basic salary will continue to be paid throughout the period of study, and any deductions will continue to be made in accordance with the prescribed circulars or procedures prevailing in the public service.

b) *Allowances*

An officer who is required to attend a course/seminar/workshop outside Kenya will be eligible for payment of maintenance allowance at the prevailing rates to meet his/her basic and other living expenses such as subsistence, accommodation, local transport, warm clothing, outfits and excess baggage on return home.

c) *Expenditure which will be met by the Officer*

An officer will be responsible for meeting all expenditure in connection with the course on the following items from the allowances payable to him/her:
The full cost of his/her subsistence during both training time and vacation, whether this takes the form of a fee for a residence at an institution or payment of board and lodging outside the institution and fares for daily journeys to and from place of study.

d) *Expenditure which will be met by the Government*

In addition to the payment of salary and allowances, the following items of expenditure will be met by the Government:

- All course fees (other than residence fees or other charges for board and lodging) including registration, admission, tuition, examination, project/dissertation/thesis, laboratory and similar fees
- All transport and travelling necessary in connection with an officer's training (other than daily commuting between lodgings and an officer's normal place or places of study) at economy class rates
- Local transport and travelling to and from the airport of departure and arrival in Kenya
- Economy class passage to and from the country in which the course is held
- Medical insurance contribution, where applicable.



2.14.3.2 Courses Financed Under Technical Assistance Arrangement

All the conditions which are articulated under Courses Financed by the Kenya Government will apply to serving officers undertaking courses under technical assistance arrangements.

a) Expenditure which will be met by the Government

In addition to the payment of salary and allowances, the Government will meet the expenditure in respect to any items listed in (d) above if these are not covered by the scholarship award. Course fees and the cost of transport and travelling within the country in which the course is held will, however, be met from the award.

b) Medical Insurance Coverage

Where the terms of a scholarship award do not provide medical insurance coverage for the awardee and such insurance coverage is also not provided under a Technical Cooperation Training Award, the Government will make appropriate arrangements through the appropriate Mission abroad to provide sufficient medical insurance coverage for the officer.

c) Allowances

Maintenance allowance from Kenya Government funds will not normally be paid since an officer's subsistence is generally provided for by the scholarship award. However, in a case where an officer is travelling outside the country on a short course of up to four (4) weeks and is partially funded under bilateral agreement, the officer will be entitled to 25% of the subsistence allowance applicable to the designated country.

2.15 Courses, seminars and conferences

2.15.1 Short Courses, Seminars and Conferences

Officers attending short courses, seminars, conferences of up to four (4) weeks duration locally or abroad will be regarded to be travelling on duty and will receive allowances applicable as communicated by the Government from time to time.

2.15.1.1 Self-Sponsored Courses

- i. Officers undertaking part-time or full-time self-sponsored courses will be exempted from paying the training levy. Such officers will be granted leave and will be eligible for full salary and benefits as long as the course is approved, relevant and is undertaken in a recognized institution.



- ii. In a case where an officer has proceeded on an approved self-sponsored course and in the course of training secures government funding, the remittance of the appropriate training levy by the officer to the government will apply only for that duration of the sponsorship. However, sponsorship will not cover any outstanding fees prior to the scholarship.

2.15.1.2 Repeating Classes/Remedial Course

If for any reason a trainee is required to repeat a class or a course, the trainee will have to bear any additional costs.

2.15.2 Workshops, Retreats and Conferences

- (1) Officers attending workshops, retreats and conferences may be paid allowances at rates determined by the Commission on recommendation of SRC from time to time.
- (2) Workshops which are meant to review develop and produce reports should be treated as retreats and should be for a maximum duration of ten (10) days.
- (3) The duration of workshops and conferences should not exceed three weeks. Any workshop and conference beyond three (3) weeks will be considered as a course and will be subjected to the stipulated provisions for courses.

2.15.3 Completion of Training

An officer on approved training is expected to complete the training within the stipulated time and resume duty immediately. An officer should also submit a copy of the certificate attained a course report on the training programme, course project /thesis upon completion of the course. No officer is allowed to enroll for another course immediately after completing a course. A requisite period of 2 years is required before enrolling for another training course funded by the Government. This clause shall only apply to academic courses for members of the Service.

2.15.4 Submission of certificates

Upon completion of training, graduation and certification; officers will be required to submit certified true copies of original certificates and transcripts to the respective DIGs and Directors (DCI and IAU) through their respective Commanders. Submission of certificates by individual officers to the Headquarters shall NOT be allowed. Officers will also be required to attach a copy of course approval.



2.15.5 Reimbursement of Tuition and Examination Fees

An officer who, on his/her own initiative and at his own time and cost, undertakes and passes a course which is administered by a recognized institution will be eligible for refund of tuition expenses and examination fees of 50% provided that the course is:

- i. Relevant to their Scheme of Service;
- ii. Approved by the respective DIG or the Director(DCI or IAU)
- iii. The officer has NOT been sponsored for the same course before;
- iv. Produce original receipt as proof of payment of fees;
- v. Certified copies of all academic certificates (certificate and transcripts) and
- vi. Application letter requesting for fee refund duly forwarded by the Immediate Commander to the respective DIG or Director(DCI or IAU)

However, officers undertaking a first degree will NOT benefit from this provision.

2.15.6 Knowledge Management and Transfer

The National Police Service generates a lot of knowledge and information through normal operations, research, reports and observations. The knowledge is usually in the custody of the individual officers as tacit knowledge or in the organization as explicit knowledge. Knowledge is a resource to be shared by all and hence the need to harness, conserve and protect the knowledge from loss, misuse, mismanagement and abuse.

Proper knowledge management enhances growth and productivity, improves service delivery and supports generation of new ideas.

The Service is expected to promote a culture of openness and information sharing. The Training Managers in the Service shall archive important information for future reference, learning and preservation of cultural heritage through the NPS Libraries and Museums established in implementation of the NPS Welfare Policy.

Knowledge management will be institutionalized through establishment of knowledge sharing-platforms, including well equipped and managed documentation, information, learning and resource centres in the police service.

The Training Committee shall maintain a record of officers who have acquired special competencies in various fields of policing, both locally and internationally. Particular emphasis will be given to those competencies that support administrative, operational, and strategic functions within the NPS. The committee shall organize forums for such



officers to share their knowledge for the purpose of attaining best practice within the Service

An officer will be called upon to share the new skills/knowledge acquired with the rest of the officers on completion of a course or international programme.

2.16 BONDING

Any member of the Service who has been sponsored for a course shall be bonded for a period determined by either the duration of the course or the value/cost of the course. Bond conditions as stipulated in this policy MUST strictly be adhered to.

The Inspector General shall develop bonding instruments for the officers trained in the Service. It shall be the responsibility of the Directorates in charge of Human Capital Management and Training in the Service to administer the bonding instruments for the members of the Service.

2.16.1 Bond period determined by course duration

- a) Training lasting six (6) months to one (1) year will be bonded for one (1) year;
- b) More than one (1) year up to two (2) years will be bonded for two (2) years;
- c) More than two (2) years up to three (3) years will be bonded for three (3) years,
- d) More than three (3) years will be bonded for up to length of course but not more than five (5) years

2.16.2 Bond period determined by cost of training

This type of bonding may be applied for short courses or seminars that involve learning or professional, technical or specialized development for duration of below six (6) months but where the value/cost of such courses is high and constraining the Service training budget. In such a case, the officer will be bonded for a minimum period of one year but not exceeding five years.



2.16.3 Components of bond

The components of the bond amount may include the following (as applicable):

- a) Tuition
- b) Dissertation/research/thesis/project allowances
- c) Insurance fee
- d) Library/computer/examination fees
- e) Travel/transport expenses
- f) Gross salary for the period of the course in months less 10% (for local) or 20% (for foreign) training levy
- g) Book allowance
- h) Any other approved training expenses

2.16.4 Calculation of Bond Amount Based on Mode of Study

The amount of bond may be determined as follows according to mode of study:

S/No.	Mode of Study	Calculation of Bond Amount
1.	Full-time Sponsored	Total cost of training plus the gross salary for the duration of training.
2.	Full-time self-sponsored	Gross salary for the duration of training
3.	Part-time sponsored	Total cost of training plus gross salary for the period of training.
4.	Part-time self-sponsored	Gross salary for the period of training during Government working hours.
5.	Own Time Self-Sponsored	No bonding except where the officer claims 50% reimbursement in which case the refundable amount constitutes the bond amount.
6.	Own Time Sponsored	Bonded for the full cost of training for duration of the course.



2.16.5 Other Provisions on Bonding

2.16.5.1 Liquidated Damages

This refers to redeeming of bond for Termination of Service before expiry of bond period. Any officer who leaves the Service before the expiry of the bond period shall be liable to pay the whole amount of the bond in lump sum. All members of the Service who are trained and default on the payment of bonding sum will be subject to recovery of the sum through civil procedures.

2.16.5.2 Eligibility for Bonding

- a) Upon the successful completion of basic police training, all recruit constables shall be bonded for a period of ten (10) years;
- b) All other members of the NPS on Permanent and Pensionable terms of employment are to be bonded for a period prescribed in this policy;
- c) Employees on Probation, Casual, Interns, Contract and Temporary Terms will only attend short term training that does not attract bonding.

2.16.5.3 Bond Merger

Where a bondee has been awarded a second scholarship by a development partner in recognition of exemplary performance and the same is approved, the bondee will be required to enter into a second bond. The two bonds will be combined and the bond period shall not exceed five (5) years.

2.16.5.4 Concurrent Bonds

Bonds may be served concurrently where an officer has been bonded for a long programme but before completion of bond period s/he is awarded a short course in specialized/critical area that attracts bonding.

2.16.5.5 Forfeiture of Bond Agreement

If a bondee fails to complete a course of training for reasons which cannot be justified, s/he and/or her/his surety/(ies) will be liable to repay any sums advanced.



2.16.5.6 Transfer of Bond Obligations

Should a bondee wish to change jobs or work stations during the period of the bond, the following shall be undertaken:

- a) Within the Civil Service: The remaining bond will be transferred to the new work station.
- b) To State Corporation: The remaining bond will be transferred to the new work station.
- c) From Civil Service to Partially Government owned Agency on own initiative: The bond must be redeemed in full.
- d) From Civil Service to Partially Government owned Agency through employer's initiative (Secondment): The remaining bond will be transferred to the new work station.
- e) Within State Corporations and Statutory Bodies: The remaining bond will be transferred to the new work station.
- f) From Public Service to private sector: The bond must be redeemed in full.

2.16.5.7 Bond recovery

A member serving under a bonding instrument in the NPS and opts to leave the Service during the existence of the bond, may have his bond recovery calculated on pro rata basis, taking into consideration the period served and the period remaining in the bond term. This clause shall apply only where a member has served half the duration of the term.

2.16.6 Sureties

2.16.6.1 Number of sureties

Every bondee shall secure two (2) eligible persons to sign as sureties on the Bond Form.

2.16.6.2 Qualification of a Surety

A person will qualify to be a surety if s/he is:

- a) A Public Servant;



- b) At a grade comparable, same or higher than the bondee;
- c) At least 21 years of age and of an age that enables him/her to serve for the duration of the bond;
- d) Not a surety for more than five (5) bondees at any given time;
- e) An officer serving a bond may stand as a surety for a maximum of three bondees and
- f) Not or has not been declared bankrupt.

2.16.6.3 Death of Surety

In the event that a surety dies before the bond agreement has been fully discharged, the bondee has an obligation to inform the relevant authorized officer and the remaining surety shall guarantee the bond.

2.16.6.4 Surety Commitment

Should a bondee forfeit the agreement and fail to redeem the bond amount, the surety shall be required to pay all monies outstanding after reasonable attempts have been made to locate the bondee. The surety will indemnify the Government against all legal and administrative costs that will be incurred by reason of any default on the part of the bondee.

2.16.6.5 Release of Surety

The surety will be released from his/her obligations under this agreement when the bondee serves the bond period, redeems the full bond, or if s/he dies.

2.16.7 Execution of Bonding Instrument / Training Bond Terms

A Training Bond Form is to be filled in triplicate. It requires the following details:

- a) Attachment of a colour passport size photograph of the bondee
- b) Provision of bondee's personal particulars including ID number, Personal Number, PIN number, passport number, email address and telephone number.
- c) The process of bonding for both recruits and on job trainee applicants **MUST** be administered by the Director Legal Affairs (Commissioner for Oaths). Once properly executed, the Bonding Forms shall be forwarded to Human Resource Management through the Director Training and Reforms for record purposes.
- d) An officer who fails to comply to the Bond Terms shall be surcharged as appropriate.



2.17 Training of international police officers

The Service may train officers from other countries. This will be subject of Memorandum of Understanding between such countries and the National Police Service. Clearance shall be sought from the Ministry of Foreign Affairs and other relevant agencies before authority is granted.

2.18 Training of other government agencies

NPS Training facilities are to serve the NPS, that is their first and foremost responsibility. This having said, professional policing requires cooperation and coordination with others, such as private security providers, Kenya Wildlife Service, Prison Service and Probation etc. In instances it may be beneficial for these third parties to receive training by police trainers, whether jointly with police trainees or separate.

Government agencies who wish to train their officers on any investigation, disaster management, drill or any other course offered by the Service will apply to the Inspector General of Police. No police officer shall undertake the aforementioned training without the express permission of the IG.

2.19 National police reserve (NPR) officers

The police reserve officers shall undergo training before deployment. The Inspector-General shall, undertake the training of police reserve officers to ensure that they are conversant with the relevant provisions of the law.

The Inspector General shall design a suitable curriculum for the purpose of training the NPR officers. Places, mode and duration of training will be determined from time to time by the Inspector General of Police.

2.20 Training of private agencies

No member of the Service will offer paramilitary training to any private agency without the express authority of the Inspector General of Police. Any private agency requiring such training will apply to the IG.



2.21 Training Guidelines

The IG shall develop guidelines on training of the NPR, other government agencies and private agencies by the NPS.

2.22 Training for non-uniformed members of the Service

- i. Non-uniformed members of the Service may attend training in any government training facility or in any private accredited facility, in accordance with the same procedures applicable to the uniformed members of the Service.
- ii. Resources for training of non-uniformed members of the Service shall be allocated from the resources availed for training for the Service.

2.23 Management and Coordination of Training and Development Programmes.

2.23.1 Designation of training institutions

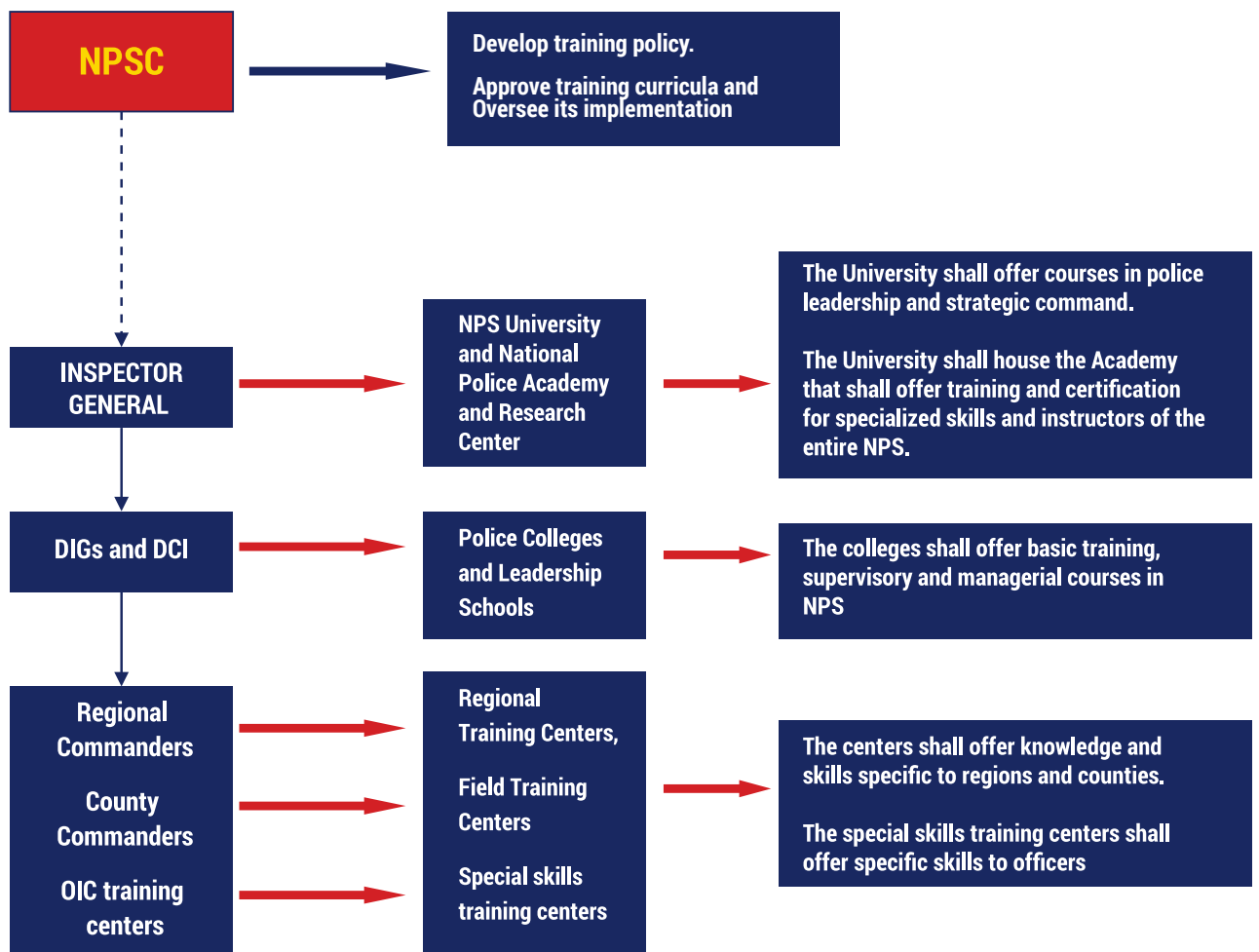
The designation of Police training institutions will be done by the Inspector General of Police. Once designated, a relevant gazettelement will follow.

The Service shall establish and maintain well equipped police training institutions which shall include libraries for purposes of training and retraining of officers. Training in police institutions shall be conducted in accordance to the training curriculum. The Service may collaborate with other training institutions to provide training to its officers.



2.23.2 Structure of the NPS Training System

To ensure standardization and linkages across the entire NPS Training system, the Commission and the Inspector General shall put in place the following structure:



2.23.3 Training budget

The budget for the development of police training institutions will lie with the Inspector General. The NPS training Committee shall oversee the management and development of the training institutions

The Inspector General shall draw or cause to be drawn an annual budgets for training. Such budgets shall include the cost of tuition where applicable, travelling, feeding, transportation, purchasing of training aids, improvement of infrastructure and any other related expenses.

The Inspector-General shall cause to be prepared the estimates of the revenue and expenditure of the Service for that year, which shall make provision for all the estimated expenditure of the Service for the financial year concerned, and in particular shall provide for the funding of operations, training, research and development of activities of the Service.

2.23.4 Research and Development

Research and development explores, investigates and informs on the best options to existing problems. It enhances policy interpretation, implementation and alignment to emerging issues. It also fosters creativity and innovativeness in the Service.

This policy envisages applied research directed towards gaining knowledge, better understanding and generating new ideas. The government shall continue supporting research and development activities in the police service as a tool for making informed decisions and policies. It will promote a participatory approach to Research and Development whereby relevant stakeholders will be involved. The following measures shall be taken to encourage research in the Police Service Headquarters and Training institutions:

- a) balance the work load and research by allocating a minimum of 15% of working time for research activities;
- b) budget for research activities and develop appropriate mechanisms for implementation of relevant research findings;
- c) Allocate 1% of the police service recurrent budget for research activities. The resources shall be prioritized on untapped areas of research;
- d) Dedicate a percentage of the revenue internally generated by police service training institutions for research activities;
- e) Provide physical and other support facilities to encourage research and establish avenues for disseminating the findings; and
- f) encourage creativity and innovation by introducing incubation centres and Staff Suggestion Schemes (SSS) in police institutions



2.23.5 Source of funding

There are three sources of funding for training:

i. Government of Kenya (GoK)/Ministerial Scholarships

These are scholarships funded through the exchequer allocations to the MDAs. They are usually based on the following criteria:

- a) Length of Service – Officers MUST have been confirmed in Service and completed two (2) years of service from the date of First Appointment.
- b) Skill Relevance –The skills being sought must be relevant to the duties of the officer.
- c) Critical Skill Gaps – Priority will be given to applications in fields where critical skill gaps exist.

The Service may sponsor its members from time to time. Such sponsorships shall be at local or international centres. Whenever the Service sponsors an officer, such sponsorship shall be deemed Government sponsorship. Upon completion of such training the officer so trained, shall be required to complete the course work and be duly certified. Upon return, the officer shall present a copy of the certificate and a report related to the course.

If for any reason the officer fails to pass the required examination for the purpose of issuance of certificate, they shall repeat the course at their own cost. In case they fail to make it, then they will refund the amount advanced to them as cost of training.

ii. Technical Assistance Scholarship Awards

These scholarships are through bilateral agreements with development partners. The National Police Service will consequently announce the courses to the Deputy Inspectors General, Director of Criminal Investigations and the Director IAU. Responses from prospective officers are forwarded to the development partners through the state department responsible for public service or the department through which the announcement was first made.

Nominations for scholarships will be based on the same criteria as in Government of Kenya (GoK)/Ministerial Scholarships.

iii. Private/self-financing

The Service encourages officers to undertake self-development programmes. An officer who undertakes self-development programme at their own time and cost will be eligible for reimbursement of fifty per cent (50%) of the cost of tuition and examination upon



successful completion of the course, as per the prevailing conditions. This applies to officers who have obtained course approvals from their respective Services and Directorate Training Committees. An undergraduate study will not be eligible for reimbursement.

2.23.6 Review of training

The Service Training Committee shall recommend the review of the training curricula, methodology and aids every three years or when need arises. The Committee may co-opt any other expert or person they may deem necessary. Such reviews will in the first instance be informed by the following factors: ~

i. Security assessment

All police trainings shall be guided by the prevailing security threats of the Nation in general or a given locality in particular. The contemplated assessment reports shall be a useful tool in determining the nature of training which will be aimed at resolving the attendant problem(s).

ii. Training needs assessment

This entails the determination of gaps in knowledge and skills vis-à-vis job performance. Once gaps have been identified the requisite training shall be carried out to correct and or fill such gaps. This will also inform review of the training policy and curriculum, where applicable.

iii. Training impact assessment

This refers to an assessment on the impact of training on performance output. It measures the quality and quantity of job performance as well as the relevance of the training to the employees duties and job satisfaction on the part of the employee.



CHAPTER THREE

RESPONSIBILITY



Training in the NPS involves various actors;

3.1 Role of the Commission

The Commission shall –

- i. Develop a training policy for the NPS;
- ii. Approve training curricula;
- iii. Oversee implementation of the NPS Training curricula;
- iv. Approve the review of the training curricula to ensure relevance to policing requirements;
- v. Establish the NPS Examination Board;
- vi. Develop the criteria and procedure of nomination to attend training courses;
- vii. Recruitment of police trainers;
- viii. Development of the suitability and competency framework for police trainers;
- ix. Support partnership building between stakeholders and National Police Service;
- x. Monitoring and Evaluation of policy implementation.

3.2 Roles of the Inspector General (IG)

The IG shall establish and maintain police training institutions, centers or places for the training of officers joining the Service and other officers for purposes of training and retraining of its officers.

The IG shall be responsible for the establishment and management of training institutions in the NPS by ensuring the following;

“ Role of the
Commission
and The
Inspector
General (IG)

- a) Construction and/or improvement of infrastructure
- b) Procurement of land for such institutions
- c) Processing of title deeds thereof
- d) Equipment of such institutions
- e) Assessment of instructors/facilitators
- f) Inspection of police training institutions
- g) Approval of courses
- h) Funding of courses
- i) Training needs and impact assessment
- j) Recommend review of the NPS training Curricula
- k) Recommend review of the NPS Training Policy
- l) Partnership building between stakeholders and National Police Service
- m) Monitoring implementation of the policy.

The IG shall establish and operationalize the NPS Training Committee.

3.3 Role of DIGs, DCI and the Director IAU

The role of the DIGs and DCI shall include the following:

- i. Coordinate training for members of the Service serving in the Directorate and respective Services and the IAU;
- ii. Provide estimates for the training budget;
- iii. Establish training committees at the Services, the DCI and the IAU Headquarters, Regions and Counties;
- iv. Ensure coordination of the courses offered in police training institutions;
- v. Administer the bonding of officers trained by the Service;
- vi. Perform other responsibilities as assigned by the Inspector General from time to time.

3.4 Independent Policing Oversight Authority

The Independent Policing Oversight Authority may conduct inspections of police premises including police training institutions in accordance with their mandate.



3.5 National Police Service Training Committee

Committee membership

The committee shall consist of the following officers, appointed by the Inspector General;

- a) Director Training, NPS to chair the meeting
- b) Officer nominated by the DIG KPS not below the rank of CP
- c) Officer nominated by the DIG APS not below the rank of CP
- d) Officer nominated by the DCI not below the rank of CP
- e) Officer nominated by the Director IAU not below the rank of CP
- f) Principal Human Resource Management Officer NPS headquarters
- g) Member representing the NPSC
- h) Director Administration, Planning and Finance NPS
- i) Director Reforms NPS headquarters
- j) Chief Finance Officer NPS headquarters
- k) The Staffing Officer ~ Training NPS headquarters

Roles of NPS Training Committee

The functions of the NPS Training Committee shall be to;

- a) Recommend course projections for IGs approval
- b) review training budgets,
- c) recommend review of the NPS training Curricula
- d) coordinate training needs assessment,
- e) Conduct training impact assessment,
- f) Coordinating the development of an annual training plan and budget;
- g) Reviewing proposals to develop new or revise existing department training courses or programs;
- h) Providing for technical and policy review and approval of new or revised training courses and materials;
- i) Providing any required guidance and assistance to the planning and training section supervisor;
- j) Perform any other function relevant to training as assigned by the Inspector General.

Training committees shall also be established at Service/Directorate/IAU/Formations, Regional and County levels

Training directorate in the NPS

A directorate in charge of matters relating to training shall be established by the Inspector General to:

- i. oversee training in the NPS,
- ii. carry out research on training and policing,



- iii. be in charge of knowledge management,
- iv. harmonize the management structure of the training function of the NPS and
- v. spearhead the establishment of a National Police University.
- vi. Conduct continuous Quality Assurance and Standardization of training in the NPS
- vii. develop training and competency standards for the NPS and oversee implementation.

Training managers in the NPS

The Inspector General shall ensure that Training Managers for the NPS are recruited on competitive basis and their management competence enhanced through appropriate capacity building programmes. Training Managers are officers in the NPS who hold positions or offices that have functions including to manage training affairs within the office they hold or to implement training programs for a group of officers.

3.6 Monitoring and Evaluation

Implementation of this policy will be monitored, evaluated and reported on periodically to assess achievement of the objectives. Data will be obtained from reports submitted by the Service, field visits and surveys.

The monitoring and evaluation will require commitment of the Service as provided for through an established institutional framework developed by the IG and the Commission. The Service will submit reports on quarterly basis or as requested by NPSC which will release an annual evaluation report on the implementation of this policy. The evaluation report shall inform the review of this policy.

3.7 Policy review

This policy document shall be reviewed after every three years or at such other times as may be directed by the commission



4 APPENDICES

4.1 TRAINING BIODATA FORM

PART I (PERSONAL & COURSE DETAILS)

1. Name: P/No:
2. Designation: Station:
3. Address Tel.No:
4. Date of Birth: Date of First Appointment:
5. Title of Last Course attended:
6. Date of Last Course Attended: From: To:
7. Bond Period: Bond Amount Ksh: Date:
Bond Expired:
8. Title of Course Requested
9. Duration: From: To:
10. Mode of study (Applicants must give adequate reasons if not part-time)
11. Venue:
12. Sponsor:
13. Total Training Costs: Ksh..... (Include Travel, Accommodation, Tuition and any other hidden costs)
14. Applicant's Signature:

PART II (For Official Purposes Only)

15. Course justification by Immediate Supervisor:

.....
.....

Supervisor's Name: Designation:

Signature..... Date:

16. Forwarded by Head of Directorate/County/Unit Commander

Name: Designation:

Signature: Date:



Appendix

4.2 TRAINING BOND FORM FOR NPS OFFICERS



Please use block letters to complete this form:

In triplicate

- Attach a recent coloured passport size photograph
- Copies to be distributed to: Headquarters training file, Bondees personal file; and a copy retained by the Bondee.

Know all men .by these presents that I

Designation:

(Bondee full names)

Employment No: ID No:

PIN No: Passport No:

Mobile No: Email:

Ministry/Department/Agency: Address:

Postal Code: Telephone No:

Other relevant information:

.....Commit myself to serve in the Ministry/Department/
Agency of for..... years upon completion of the course
in

(Course title)

held at

(Institution)

From: To:

And: Designation:

(First surety full name)



Employment No: ID/Passport No:
Mobile No: E-mail:
Ministry/Department/Agency: Address:
Postal Code: Telephone No:
Other Relevant Information: And
Designation:

(Second surety full name)

Employment No:..... ID/Passport No:
Mobile No: E-mail:
Ministry/Department/Agency:Address:
Postal Code: Telephone No:
Other Relevant Information:

We (Bondee/ 1st Surety and 2nd Surety) jointly, and severally bind ourselves, our heirs, executors and administrators to pay unto the Government of Kenya (here in after called "the Government") on demand the sum of Kenya Shillings (Inwords).....
(In figures).....on account of the Bondee defaulting to serve the bonded period of.....years.

Sealed with our seals this day of..... in the year Two thousand and

Whereas for the better protection of the Government interests, the above Bondee has agreed to execute the bond and comply with the conditions set out hereunder:

NOW THE CONDITIONS OF THE ABOVE WRITTEN OBLIGATIONS are that:

1. Every serving officer granted a course approval to pursue a course of study tenable in or outside Kenya is required to comply with the following rules:

- a) To proceed to the recognized institution and begin the course of study for which the approval was granted and to continue with such studies for as long as prescribed unless he/she is prevented from so doing by sickness proved by a certificate from a recognized Medical Practitioner or by circumstances beyond his/her control recognized



as such by the Authorized Officer or any other person in that behalf.

b) To devote his/her whole time to following the course of instruction for which the approval is granted unless permission to undertake other work or studies or to modify his/her course in content or duration is granted.

c) Not to engage in any occupation or activity which is considered detrimental to his/her progress in the course of studies prescribed for him/her and/or detrimental to his/her health.

d) To satisfy the Government as to attendance, conduct and progress by a report from the Head of the institution or such other approved person at the institution in which he/she is studying.

e) To comply with the scholarship conditions.

f) To sit for and pass any prescribed examinations or approved group of examinations within the time fixed by the authorities of the institution at which he/she is attending, unless he/she is prevented from so doing by sickness proved by a certificate from a recognized medical practitioner or by circumstances beyond his/her control recognized as such by the Authorized Officer or any other person in that behalf.

g) To complete the course within the stipulated period and resume duty.

h) On resumption of duty to continue in the service for a period as per the aforementioned bond agreement.

i) The commencement date of the bond will be either the earliest date the employee reports to work station after completion of training; or the date the employee goes on annual leave immediately after completion of training.

j) All Bondees will be required to sign the following declaration in the presence of either a Magistrate, Commissioner of Oaths, or organization's Legal Officer.

k) An officer under bond obligation who privately secures employment in any partially owned public institution or in the private sector will be required to redeem the bond in full.

2. The obligations contained in this agreement shall also be governed by the terms and conditions of employment in the Public Service and will bind and be paramount to any subsequent terms of appointment unless his/her bond is first terminated by the Government of Kenya.

3. This Training Bond Form together with the Guidelines on Bonding Public Service trainees shall constitute a formal agreement between the Bondee and the Government of Kenya.

4. In the event the Bondee shall breach any or all of the above conditions, the above written bond shall remain in full force and effect and the agreed bond amount shall be forthwith payable to the respective authorized officer on behalf of the Government of Kenya, by way of



liquidated damages, and not as a penalty and in case of his/her failing to do so, by the Surety (ies) jointly or severally.

5. THE ABOVE WRITTEN OBLIGATIONS are conditioned to be void in case:

- i. The Bondee completes the period of obligatory service;
- ii. The Bondee or Surety(ies) fully redeems the bond;
- iii. The service of the Bondee is terminated by the employer;
- iv. The Bondee is declared permanently incapacitated by a certificate from a recognized medical practitioner; and
- v. The Bondee dies.

It should be noted that upon the lapse of the bond period, the Bondee and the Surety(ies) should be notified in writing within 21 days.

Signed, sealed and delivered by;

Bondee Name: Signature: Date:

(Bondee)

First Surety; Name: Signature: Date:

(First Surety)

Second Surety; Name: Signature: Date:

(Second Surety)

in the presence of Commissioner of Oaths /Magistrate/ Organization's Legal Officer

Name: Signature:Date:

(Seal)

DECLARATION

I.....

(Name of Bondee)

Hereby declare that I have read the foregoing rules and conditions and agree to abide by them.

Signature: Date:



I certify that the Declaration was both read and signed by the Candidate in my presence

On the..... day of 20

Name: Signature

(Witness)

(Stamp)

(Human Resource Development Officer or Training Manager of respective Organization)



5. IMPLEMENTATION PLAN

SN NO.	ITEM	RESPONSIBILITY	RESOURCES	TIMELINE
1.	Develop policy and regulations on the Examination Board Establish Examination Board	NPSC	NPSC	Q 1 2018/2019 FY Q 2 2018/2019 FY
2.	Pilot Regional Training Centres	IG	Service Development Funds Service Training Funds	Q 2 2018/2019 FY
3.	Develop Suitability and Competency Assessment Framework for instructors	NPSC	NPSC	Q 1 2018/2019 FY
4.	Recruitment of trainers	NPSC	Service Funds	Q 1 2018/2019 FY
5.	Formation of NPS Training Committee	IG	N/A	Q 1 2018/2019 FY
6.	Initiate process for establishment of NPS University	IG	N/A	Q 1 2018/2019 FY
7.	Designation of police Academies	IG	N/A	Q 2 2018/2019 FY
8.	Review of ToT Curriculum	IG NPSC	Service Training Funds	Q 2 2018/2019 FY
	Sensitization and outreach to NPS members on the policy	NPSC	NPSC and NPS	Q2 2018/2019











© **National Police Service Commission**

P.O. Box 47363 - 00100 Nairobi - Kenya

Sky Park Plaza, 5th Floor, Westlands, Nairobi

Telephone: 0709 099 000, Email: info@npsc.go.ke

<http://www.npsc.go.ke>

 [@npsc_ke](https://twitter.com/npsc_ke)  NPSC Kenya

