



# UNIVERSITY OF EMBU

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## DEPARTMENTAL SERVICE CHARTER

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### Department of Security Services

S/NO.	SERVICE OFFERED	PROCESS/REQUIREMENT	COST	TIME TAKEN
1.	Search on entry and exit in the University premises.	<ul style="list-style-type: none"><li>• Student/Staff ID</li><li>• National ID card/Passport</li><li>• Issuance of name tag.</li><li>• Gate Pass on exit</li></ul>	NIL	5 minutes
2.	Maintenance of Law and Order.	Cooperation and Professionalism	NIL	Throughout
3.	Protection of life and property.	Cooperation and Professionalism	NIL	Throughout
4.	Investigations of incidents.	Truth, diligence and professionalism when reporting	NIL	Within seven (7) working days



ISO 27001:2013 Certified

*Knowledge Transforms*



ISO 9001:2015 Certified

5.	Response to incidents.	Truth and timeliness when reporting	NIL	Immediately
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