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MINISTRY OF INTERIOR
AND
NATIONAL ADMINISTRATION

P.O. Box 30510 - 00100
Nairobi

Our Ref. PSRA/MINA/13/17

January 15, 2024

TO:

All Directors and Managers of Private Security Companies
All Private Security Service Providers
All Individual Private Security Officers (Security Guards)

POWER TO RECORD AND TEMPORARILY WITHHOLD IDENTIFICATION DOCUMENTS IN ACCOMODATION, LODGING AND HOSPITALITY ESTABLISHMENTS

We make reference to the above captioned subject matter.

The Private Security Regulatory Authority is a Government Agency established under Section 7 of the Private Security Regulation Act No.13 of 2016 and is charged with the responsibility of regulating the Private Security Industry in accordance with the Act and the values and principles set out in the Constitution.

In response to the alarming increase in reported criminal activity, including cases of murder, within residential apartments, particularly those affiliated with online accommodation, lodging, and hospitality platforms such as Airbnb, the Authority hereby issues the following **DIRECTIVE** aimed at addressing the emerging trends of insecurity with a view to deterring criminal activities within these premises and to further safeguard the safety of residents and guests.

Section 48 of the Private Security Regulation Act empowers a private security officer stationed at the entry of any premises or property to require a person to identify themselves, register the time of entry and exit of the person and retain temporarily the identification documents of such a person.

In furtherance of the above stated provision of the law, **ALL** private security service providers offering private security services in residential apartments, lodging, and hospitality establishments are hereby directed to **EFFECTIVE IMMEDIATELY** comply with Section 48 of the Act. Specifically :-

1. At the entry of any premises or property within the jurisdiction and care of a private security service provider, a security guard or a security officer, the private security service provider, security guard or officer shall require a person to identify themselves, register the time of entrance and exit of the person and retain temporarily the identification document of such person;
2. ensure that the identification details of ALL individuals accessing such premises are recorded in a register in an accurate and timely manner, documenting the time of entry and exit for each person;
3. maintain a current and accurate log of ALL vehicles, rickshaws, and motorcycles entering and/or departing from the facilities within the jurisdiction of a private security service provider;
4. maintain a register of ALL private security officers providing private security services in residential apartments, lodging, and hospitality premises for both day and night shift;
5. ensure that the CCTV and security cameras are in proper working condition and recording of footage is up-to-date;
6. maintain an updated Access Control Policy; a copy of which should be strategically displayed at the point of entry and exit at the guarded premises; and
7. maintain a security occurrence book to record daily significant incidents and notable events relating to the safety of residents and guests within the premises.

FOR CLARITY AND THE AVOIDANCE OF DOUBT the identification documents surrendered at the point of entry Shall: -

1. be returned back to the person at the point of exit;
2. not be used for any other purpose save for identification;
3. be kept in safe custody until surrendered back to the owner.

TAKE NOTICE: A private security service provider who violates Section 48 of the Act, uses the identification documents/details surrendered by individuals at the entry of any premises or property for any other purpose save for identification, and/or willfully fails to comply with this directive, **COMMITTS AN OFFENCE** and shall in addition to cancellation of license, be liable on conviction to the penalty prescribed under the aforementioned Act or any other written law whichever is higher.

Yours *Sincerely,*



Fazul Mahamed
Chief Executive Officer/Director General
Private Security Regulatory Authority