



IPOA FORM 30C

(r. 131)

ADMINISTRATION POLICE INSPECTION FORM

Officers conducting the inspection:	APS/CIPU Facility:	Date and Time:	
County:		Officer in Charge of Premise:	
Sub-County		Contacts: Tel: Box No.	
Type of inspections	...	1) Initial full 2) Initial thematic 3) Referrals	
SECTION 1.0: INFRASTRUCTURE			
1.1: AVAILABILITY OF UTILITIES	Yes (1)	No (0)	REMARKS
Is water available in the facility?	Yes (1)	No (0)	
How is it accessed	Buying (1) Others (5) Borehole (3)	Piped water (2) Water harvesting (4)	
Is there lighting in the facility?	Yes (1)	No (0)	
How is it provided	Solar (1) others (specify): (5) Electricity (2)	Generator (3) Kerosene Lamps (4)	
Can a wheel chair access the facility	Yes (1)	No (0)	
Is there a sufficient kitted First aid box	Sufficient (1)	Insufficient (0.5)	None (0)
1.2: SAFETY AND SECURITY	YES (1)	PARTIAL (0.5)	NO (0)
Is there clear signage to the facility?	Clear (1)	Not clear (0.5)	No signage (0)
Is there secure perimeter fence?	Yes (1)	No (1)	
Is there sentry at the main gate?	Yes (1)	No (0)	
Is the sentry manned by Officers?	Yes (1)	No (0)	
Is there a fire equipment?	1	0.5	0
1.3 FRONT DESK	YES (1)	NO (0)	
Is there customer care desk?	Yes (1)	No (0)	
Is it labelled?	Yes (1)	No (0)	
Is it manned?	Yes (1)	No (0)	
Is there a gender desk/Office?	Yes (1)	No (0)	
Is it labelled?	Yes (1)	No (0)	
Is it manned?	Yes (1)	No (0)	

1.4: STAFF STRENGTH	NUMBER	REMARKS
Staff establishment		
Staff strength		
Percentage of strength to establishment	[100-80%]; [Below 40%].....	[79-40%]
Gender of staff: Male		
Female		
Ratio of male to female		
Has the recent merger affected the staff strength?	Yes (1)	No (0)
Which are the popular areas of deployment for the officers? (Escort duties, banks, patrols, VIP protection...)?		
Are CIPU Officers involved in joint operations with other Units (Special Forces, KDF, GSU...)?		
What duties are often assigned to the female officers?		
1.5 OFFICE SPACE AND STATE OF HOUSING		
Are there office spaces?	Yes (1)	No (0)
Are the office spaces sufficient?	Sufficient (1) (0.5) Nil (0)	Insufficient
How is the state of the offices?	Good (1) Deplorable (0.5)	Fair (0.75) inhabitable (0)
Is there an Exhibit store?	Yes (1)	No (0)
Is the Exhibit store adequate?	Adequate (1) Inadequate (0)	Limited (0.5)
Are there housing accommodation for officers?	Yes (1)	No (0)
Are the housing of the officers sufficient?	Sufficient (1) (0.5) None (0)	Insufficient
What is the State of housing of the Officers?	Good (1) Deplorable(0.5)	Fair (0.75) Extremely deplorable (0)
SECTION 2.0 RECORDS		
Is there an Occurrence Book?	Yes (1)	No (0)
Is the Occurrence Book correctly entered?	Yes (1)	No (0)
Is there Arms Movement Book?	Yes (1)	No (1)
Is the Arms and Ammunition Movement Register correctly entered	Yes (1)	No (0)
Is there an Exhibit Register?	Yes (1)	No (0)
Is the Exhibits Register correctly entered?	Yes (1)	No (0)

Are the exhibits labelled?	Yes (1)	No (0)	
Is there a weekly duty roster?	Yes (1)	No (0)	
Is there a Personnel Returns File?	Yes (1)	No (0)	
Is there a correspondence File?	Yes (1)	No (0)	
Is there an Appropriation-In-Aid File (A.I.A)?	Yes (1)	No (0)	
Is there a Promotion File?	Yes (1)	No (0)	
Were there Promotions which conducted recently? Were there complaints arising from the Promotional Boards and how were they addressed?	Yes (1)	No (0)	
Is there Discipline File?	Yes (1)	No (0)	
Is there a Complaints Register against Police Officers by the Public and is it correctly entered	Yes (1)	No (0)	
What are the nature of the complaints handled			
<ol style="list-style-type: none"> 1. Death and serious injury 2. Enforced disappearance 3. Sexual offence by police officer 4. Corrupt practices by a police officer 5. Unlawful arrest/detention by police officer 6. Failure to record or report a matter 7. Excessive use of force 8. Traffic offences by police officers 			
What actions are taken on complaints received			
<ol style="list-style-type: none"> 1. Internal disciplinary process 2. To court 3. Referral to IAU 4. Referral to IPOA 			
General remarks			
SECTION 3: RESOURCE ALLOCATIONS			
3.1: RESOURCE ALLOCATION	NUMBER	REMARKS	
How many vehicles are allocated for the facility?			
What are their make?			
How many are a) Serviceable			
b) unserviceable			
How much fuel is allocated per day to the facility			
Are there stationery	Adequate (1) (0.5)	Inadequate	

	None (0)		
List the stationery the facility is missing in order of priority	(1)		
	(2)		
	(3)		
How many computers are there	None Three	One	Two Four
How many printers	None Three	One	Two Four
Photocopy	None Three	One	Two Four
Are there working communication gadgets	Yes	No	
Which Police Communication Gadgets are available	VHF Mobile Phone	HF Land line	Walkie Talkie Satellite
Is there sufficient issue of Uniforms	Sufficient (1)		
	Insufficient (0.5)		
	None (0)		
List the pieces of uniform lacking			
	(1) Blouses		
	(2) Trouser		
	(3) Boots		
	(4) Rain Coats		
Are officers provided with sufficient protective gears/ bullet proof vests?	Sufficient (1)	Insufficient (0.5)	None (0)
Are officers provided with gloves	Sufficient (1)	Insufficient (0.5)	None (0)
List any other equipment the officers are missing	(1) Police Notebook		
	(2) Police torch		
	(3)		
	(4)		
	(5)		
	(6)		
Is the CIPU Commander an AIE holder?	Yes (1)		No (0)

Is the CIPU Commander involved in the budget making process for his facility	Yes (1)	No (0)	
SECTION 4: COMMUNITY POLICING			
Is there an established Community Policing Committee in the facility?	Yes (1)	Partial (0.5)	No (0)
Are there minutes of the last meeting?	Yes (1)	No (0)	
Is the Committee composed/ established as per the law guidelines?	Yes (1)	Partial (0.5)	No (0)
Is there evidence of structured community clusters?	Yes (1)	Partial (0.5)	No (0)
Are there women representatives?	Yes (1)	No (0)	
Are there youth representatives?	Yes (1)	No (0)	
Are there representatives of Persons with Disabilities?	Yes (1)	No (0)	
What is the role of the officer in charge of the facility in the community policing committee	Vice chair (1)	Other (0)	
Any other comments in relation to Community Policing	(a)		
	(b)		
	(c)		
	(d)		
PART 5: OFFICERS CONCERNS/ ISSUES (INCLUDE THE CHALLENGES CAUSED BY TRANSFER OF OFFICERS TO KPS).			
List all officers concerns/issues and challenges they face in order of their priority			
(i)			
(ii)			
(iii)			
(iv)			
(v)			
(vi)			
(vii)			
(viii)			
(ix)			
PART 6: OTHER GENERAL OBSERVATIONS BY THE INSPECTORS			
(a)			
(b)			
(c)			
(d)			
(e)			
(f)			
(g)			
(h)			
(i)			

