



IPOA FORM 30P

(r. 131)

## AIE ALLOCATION &amp; UTILIZATION FORM

Officers conducting the inspection:	Police Premise / Facility:	Date and Time:
County:		Officer in Charge of Premise:
Sub-County		Contacts: Tel: Box No.
Type of inspections 1) New thematic Inspection      [   ] 2) Follow up thematic Inspection;    [   ]		

(a) Is the station gazetted	YES (1)	NO (0)	Remarks
(b) If yes, when was the Station Gazetted?	Before 2012 (A)	After 2012 (B)	Remarks
(c) Is the OCS an AIE holder?	YES (1)	NO (0)	Remarks
(d) If yes, when was the last AIE issued?			
(e) How much was allocated? (Obtain a copy of AIE disbursement form for last 2 Financial Years)	Ksh _____		
(f) If no, what is the source of funds used to run the Station?			
(g) If the OCS is authorized to Incur Expenditure (AIE), how many Stations/posts/patrol bases directly benefit from him/her?			
(h) Apart from the Votes or the Description of Work as indicated on the AIE Form, are there policy guidelines in place to guide the Station Commander on the utilization of the AIE?	YES (1)	NO (0)	Remarks
List the challenges experienced in managing AIE as per the vote items? 1.			

2.			
3.			
4.			
(i) Are the funds disbursed timely?	YES (1)	NO (0)	Remarks
(j) What is the frequency of the disbursement within a financial year?			
(k) What is the procedure for receiving the allocated funds?			
(l) Is the vote informed by the needs and priorities of the Station?	Yes (1)	No (0)	Remarks
(m) If no, what is the criterion used in funds allocation and what recommendation would you suggest to ensure there is a need-based budget?			
(n) Is the authorized total expenditure adequate to facilitate the running of the Police Station?	Yes (1)	No (0)	(Obtain a copy of pending bill estimates)
(o) Does the AIE holder has his pending bills frequently checked (check the records)?	Yes (1)	No (0)	
(p) What framework governs your engagement with service providers at the Station level (LSOs, contracts etc)?			
(q) Is the amount of money released consistent within a financial year?	Yes (1)	No (0)	
(r) Does the Station AIE have a vote for maintenance (cleaning, plumbing etc) of the Police Station?	Yes (1)	No (0)	
(s) If yes, is it adequate?	Yes (1)	No (0)	
(t) Does it have a vote for Stationery and Police Registers?	Yes (1)	No (0)	
(u) Is the vote for Stationery and Police registers adequate?	Yes (1)	No (0)	
(v) Does it have a vote for sanitary towels?	Yes (1)	No (0)	
(w) Does it have a vote for vehicle fuel?	Yes (1)	No (0)	
(x) Does the current fuelling policy allow fuelling of police vehicles in the nearest designated fuel stations?	Yes (1)	No (0)	
(y) Is the OCS trained on prudent utilization of public funds?	Yes (1)	No (0)	
(z) Are there qualified accounts management officers at the Sub	Yes (1)	No (0)	

County level to assist in accounting for AIE utilization by commanders?			
(aa) What has been the effect of AIE on the availability of Stationary, cleanliness of the cells, detainee welfare and general service delivery?	1. Stationary- 2. Cleanliness 3. Detainee welfare- 4. Service delivery-	Improved efficiency (1) [ ] [ ] [ ] [ ]	Status quo (0) [ ] [ ] [ ] [ ]
<b>I. RESOURCE MOBILISATION FOR THE STATION</b>			
(a) Does the OCS engage members of the community and development partners for extra funding?	YES (1)	NO (0)	REMARKS
(b) If yes, which partners have you engaged and fund raised or received grants from?			
(c) Does the Station have projects implemented via partnership with community and development partners?	YES (1)	NO (0)	REMARKS
(d) If yes, i. List the number of fully implemented projects _____ ii. List the number of the ongoing projects _____ iii. List the number of the stalled projects _____ Give reasons for the stalled projects			
OCS CONCERNS/ ISSUES			OCS RECOMMENDATIONS
OTHER GENERAL OBSERVATIONS BY THE INSPECTORS			

RECOMMENDATIONS AND FEEDBACK TO THE STATION COMMANDER