



## IPOA FORM 30Q

(r. 131)

## CIPU THEMATIC INSPECTION FORM

Name of Officers conducting inspections	Name of the CIPU facility	Date of Inspection	Name and rank of Officer in- charge
County	Sub-county	Type of Inspection: Initial thematic	Contacts/email address
I. Infrastructure of the facility			
Is there a signage to the facility?	Yes (1) No(0)	REMARKS	
Is there a gate?	Yes (1) No (0)		
Is the gate manned?	Yes (1) No (0)		
Is there a perimeter fence?	Yes (1) No (0)		
Is there a customer care desk?	Yes(1) No (0)		
Is it manned?	Yes (1) No (0)		
Is there a report desk?	Yes (1) No (0)		
Is it manned?	Yes (1) No (0)		
What is the state of CIPU offices	Good (1) Fair(0.5) Deplorable (0)		
Where do CIPU officers working here live/housed?			
Does CIPU own the land where this facility is located?	Yes (1) No (0)		
If yes, is the title deed available and who is the custodian?			
If no, who owns the land?			
II. Staff strength, deployment &supervision and working hours			
a) Staff strength			
Strength	Establishmen	Remarks	

	t	
Male	Male	
Female	Female	
Ratio of male to female		
b) Deployment & Supervision		
What are the popular areas of deployment for CIPU?		Remarks
Do members of public hire Police services from CIPU?	Yes (1) No (0)	Remarks
If yes, which institutions/individuals usually hire CIPU Services?		Remarks
What are the current gazetted rates for Police hire per hour?		Remarks
Are these rates adhered to when getting into contracts with institutions and members of public?		Remarks
What is the procedure followed for payments related to Police hire in your jurisdiction?	Paid in advance (1) Paid after (0)	Remarks
Do you keep proper books of accounts related to Police hire payments? (Ask for the records)	Yes(1) No (0)	Remarks
Where is the money submitted after collection?		
Who submits the monies?		
Are CIPU officers briefed before deployment?	Yes(1) No (0)	Remarks
Are CIPU officers debriefed after deployment?	Yes(1) No (0)	Remarks
If they are briefed and debriefed, is it documented?	Yes(1) No (0)	Remarks
Are there regular feedback between the CIPU commander and institutions that hire CIPU officers?	Yes (1) No (0)	Remarks
Are there contingency plans in case of emergencies?	Yes (1) No (0)	Remarks
If yes, what are the plans?		
Are there mechanisms to supervise Officers after deployment?	Yes (1) No (0)	
If yes, are the mechanisms adequate?		
What do you recommend to make the plans more effective?		
c) Officers working hours		

How long does a shift last for deployed officers?	0-8hours(1) Over 8 hours(0)	
Are there measures put in place to compensate officers who work for long hours	Yes(1) No(0)	
If yes, what measures are in place?	Allowances Time off None	
III. Training and capacity development		
Are regular refresher training courses offered to CIPU officers?	Yes (1) No (0)	Remarks
How often are these refresher trainings offered?		
Which training was last attended by CIPU officers?		
Was this training(s) relevant to the work you do?		
Is the training adequate to enable the CIPU officers carry out their duties?	Yes (1) No (0)	
If no, what courses would you recommend for CIPU officers?		
Do CIPU officers participate in Police sports?(for physical fitness)(	Yes(1) No (0)	
If yes, list the type of sports they participate in.		
Are weekly lectures Conducted?	Yes(1) No (0)	
What areas does the lecture cover?		
If yes, are they documented?	Yes (1) No (0)	
IV. Tooling and Equipment		
Are there serviceable motor vehicles for use by CIPU?	Yes (1) No (0)	
Are there challenges faced on transport? Which challenges do you face?		
Are there effective and efficient communication gadgets for use by CIPU officers?	Yes (1) No (0)	
Are there challenges on communication and what are those challenges?		
Is there sufficient issue of Uniforms?	Yes (1) No (0)	
Is there sufficient supply of protective gears like bullet proof vests, helmets, batons and shields?	Yes (1) No (0)	
Is food ration provided?	Yes (1) No (0)	
If yes, is it adequate?	Adequate(1) Inadequate(0)	
What challenges does CIPU face on		

food ration and what do you recommend to address the challenges?		
Are arms and ammunition adequate	Adequate(1) Inadequate(0)	
List the missing tools and equipment.		
V. Records management		
Is there a correctly entered/updated Occurrence Book?	Yes(1) No (0)	Remarks Is it neatly kept? Yes(1) No (0)
Is there a correctly updated/entered fire arms movement register?	Yes(1) No (0)	Is it neatly kept Yes(1) NO (0)
Is there a correctly updated/entered defaulter's register?	Yes(1) No (0)	Is it neatly kept Yes(1) NO(0)
Is there a correctly updated/entered weekly duty roster?	Yes(1) No (0)	Is it neatly kept Yes(1) NO (0)
Is there a correctly updated/entered complaints against Police register	Yes(1) No (0),	Is it neatly kept Yes(1) NO (0)
If no, where are the complaints against Police recorded?		
Is there a correctly updated/entered Police Hire Register?	Yes(1) No (0),	Is it neatly kept Yes(1) NO (0)
If no, where is Police hire documented?		
Are there records of monthly, quarterly and annual returns?	Yes(1) No (0),	Are they neatly kept Yes(1) NO(0)
If yes who is the recipient of those returns?		
VI. Offences against discipline		
Are there discipline cases, active or closed, against CIPU officers?	Yes (0) No (1)	
If yes, what is the nature of the 3 most recent cases?		
What are the major factors leading to officers to committing offences against discipline?		
What recommendations would you give to ensure Officers remain disciplined?		
After how long does CIPU declare an Officer a deserter?		
VII. Community Policing and Cooperation with other security agencies		
Does CIPU participate in community policing?	Yes(1) No (0)	
If yes, are there minutes or any	Yes(1) No (0)	

Record to prove participation?		
How often are the meetings held?		
Which security actors do CIPU cooperate within the area?		
VIII. Officers concerns and Issues		
List all concerns and challenges		
IX. Recommendations by Officer in-charge		
List all the recommendations made by the Officer in-charge		
X. General observations by Inspectors		
List all the observations made by the Inspectors.		
I. Recommendations to officer in-charge		
S.no	Recommendation made	Timeline for action
NAME OF OFFICER IN-CHARGE: .....		
Signature: .....		
Date: .....		
Official stamp:		
Name of Team leader:.....		
Signature: .....		
Date: .....		