



IPOA FORM 30 G

(r. 131)

COUNTY/SUB COUNTY/HQ INSPECTION FORM

Officers conducting the inspection: 1. 2.		Police Premise / Facility:	Date and Time:
County:			Name and rank of Officer in Charge:
Sub-County:			Contacts Mobile/Tel: Box No: Email address:
Types of inspections: 1. Initial full (1), 2. Thematic (2), 3. Complaint(3), 4. Referral (4), 5. Follow up (5) <i>(tick where applicable)</i>			
1.0: INFRASTRUCTURE			
1.1 AVAILABILITY OF UTILITIES	Yes (1)	No (0)	REMARKS
Is there lighting in the facility?	Yes (1)	No (0)	
How is lighting provided?	Solar (1) .....Electricity (2) Generator (3) Others		
Is water available in the facility?	YES (1)	NO (0)	
How is water accessed?	Buying (1) Piped water (2)..... Borehole (3) Rain harvesting (4) Others		
Can a wheel chair access the facility?	Yes (1)	No (0)	
1.2 SAFETY AND SECURITY			
Is there a secure perimeter fence?	Yes(1)	No (0)	
Is there clear signage to the facility?	Yes(1)	No (0)	
Is there sentry at the main gate?	Yes(1)	No (0)	
Is there a Sentry Box?	Yes(1)	No (0)	
Is there a Guard Room	Yes(1)	No (0)	
What is the condition of the guard room?	Good (1) Deplorable (0)		Fair (0.5)

Are there working fire equipment?	Yes(1)	No(0)	
How often are the fire equipment serviced?	Weekly (1) Monthly (2) Quarterly (3) Bi-annual (4) Annual (5) After every two years (6)		
Are there designated fire assembly points?	Yes(1)	No (0)	
Are the Fire assembly Points sufficient?	Yes(1)	No (0)	
Are the Fire assembly Points labelled?	Yes(1)	No (0)	
How often are Fire drills conducted	Monthly (1) Quarterly (2) Annually (3)		
Are Officers trained on Emergency Response?	Yes (1)	No (0)	
Are there First Aid Kits?	Yes (1)	No (0)	
Are the First Aid kits well kitted?	Yes (1)	No (0)	
Are the First Aid Kits sufficient?	Yes (1)	No (0)	
Are there trained First Aid Officers	Yes (1)	No (0)	
Are there CCTV installations?	Yes (1)	No (0)	
<b>1.3 OFFICE SPACE AND OFFICE TOOLS</b>			
Sufficiency of office space	Sufficient (1) Insufficient (0)		
What is the state of offices?	Good (1) Fair (0.5) Deplorable (0)		
Are there sufficient photocopiers?	Sufficient(1) Insufficient (0.5) None (0)		
Are there sufficient printers?	Sufficient (1) Insufficient (0.5) None (0)		
Is there Internet connectivity?	Yes (1) No (0)		
Are there sufficient computers?	Sufficient (1) Insufficient (0.5) None (0)		
Is there sufficient furniture?	Sufficient (1) Insufficient (0.5) None (0)		
Are there sufficient cabinets?	Sufficient (1) Insufficient (0.5) None (0)		
1.4 Other Infrastructure	Availability		Remarks
	Yes (1)	No. (0)	
Yards			
Chapels			
Stores			
Dispensary			
Mosques			
Garage			
Pump Station			
<b>SECTION 2.0 PERSONNEL (COUNTY/ SUB-COUNTY HEADQUARTERS)</b>			
	Strength		Establishment
Male:			
Female:			
What is the Percentage of strength to Establishment?	[100-80%];	[79-40%]	[Below 40%]



County/ Sub County Standing Orders											
Arms Register											
Establishment and Strength Charts											
Nominal Rolls											
Escapes from Police Custody											
Fire enquiry Register											
Inquiry Register											
Inquest Register											
Officers visiting Books											
Sick Register											
Leave Register											
Civilian Fire Arms Register											
4.0 DOCUMENTATION AND REPORTS				AVAILABILITY		UPDATED		REMARKS			
				Yes	No	Yes	No				
Geographical coverage	GPS										
	Paper Maps										
Service Charter											
Internal Newsletters/ Service Brochures/ Circulars											
Minutes/ Reports	County Policing Authority										
	Community Policing Committee										
	County/ Sub-County Security and Intelligence										
	Orderly Room Proceedings										
	Promotional Board										
	Station Commanders/Sub- county Commanders										
	Stakeholders/other State and non-state agencies										
	Inspections Reports Monthly reports										

	Quarterly reports					
	Bi-annual reports					
	Annual reports					
	Board of Survey minutes/reports					
		AVAILABILITY		REMARKS		
		Yes	No			
Reform documents	Ransley Report					
	Service Strategic Plan					
	Code of Conduct					
	Customer Care Handbook					
	Handbook					
Legal documents	The Constitution					
	NPS Act					
	NPSC Act					
	Service Standing Order (SSO)					
	IPOA Act					
	Any other					
5.0 COMMUNICATION		AVAILABILITY		REMARKS		
		YES (1)	NO (0)			
5.1 Communication Infrastructure/Records						
Is there a Communication/ Radio room?						
Is it in a designated area?						
Is the radio room clean?						
Is ICT workshop available?						
Is there internet?						
Is there a Communication mast?						
Are outgoing messages checked and signed?						
Is there an engine room?						
Are other items stored in the engine room?						
Is the fuel sufficient?						
Is there firefighting equipment in the engine room						
Are fire precautions printed in Kiswahili /English and Affixed on the engine room door?						
Are there Charts showing the service frequencies?						
Are the officers manning the Radio Room in uniform at the time of inspection?						

If yes, have they affixed their communication badge?					
Is there message receipt book?					
Is there a Radio Room Log Book?					
Is there a Power Plant Log Book?					
Is there a ledger Charge or an inventory of the all equipment and furniture in the Radio/communication Room?					
5.2 Communication Personnel	Establishment			Strength	Ratio of establishment to strength
	Male	Female	Male	Female	
5.2.1 Technical					
Telecommunication technicians					
IT Officers					
Electrical technicians					
Power Plant technicians					
5.2.2 Non-Technical					
Signalers/ Operators					
Drivers					
5.3 Communication Equipment	Yes (1)	No (0)	Number working	Number Not working	Remarks
VHF					
UHF					
HF					
Mobile phones					
Landline					
Computers					
Radio Telephone					
Power plants					
Solar panels					
Batteries					
6.0 FLEET MANAGEMENT	AVAILABILITY		REMARKS		
	Yes (1)	No (0)			
Is there a designated Transport Officer?					
6.1 Fleet Personnel	Establishment	Strength			
Drivers					
Mechanics					
Motor Transport Civilian Staff					
Is there a Motor	Yes (1)	No (0)			

Vehicle establishment list?					
6.2 Fleet establishment /Strength	Establishment Strength	Availability Hire	Police Owned	Serviceability Yes (1) No (0)	Make/type
Ratio of strength to establishment					
Is there a Reserve Vehicle?	Yes (1)	No (0)	Yes (1)	No (0)	
Is there a water bowser?	Yes (1)	No (0)	Yes (1)	No (0)	
Is there a Police Ambulance?	Yes (1)	No (0)	Yes (1)	No (0)	
Is there an Emergency Vehicle (999)?	Yes (1)	No (0)	Yes (1)	No (0)	
Is there a breakdown?	Yes (1)	No (0)	Yes (1)	No (0)	
Are there any disposable vehicles? If yes how many?	Yes (1)	No (0)			
Has the Annual check by a Board of Survey been conducted?					
Is the fuel and oil allocated sufficient?	Yes (1)	No (0)			
How is bulk fuel stored?					
Are funds availed when application of additional expenditure is sought?	Yes (1)	No (0)			
Is there Motor Vehicle store?	Yes (1)	No (0)			
Is there parking shade?	Yes (1)	No (0)			
Are vehicles inspected by the Transport Officer?	Yes (1)	No (0)			
If YES, provide records of the same					
Is there Motor Vehicle workshop?	Yes (1)	No (0)			
If NO, where is servicing and repairs done?					
Are vehicle Workshop inspected?	Yes (1)	No (0)			
Are Transport Stores inspected?	Yes (1)	No (0)			
If YES, provide records of the same					
Are there Police Vehicles that have been grounded due to accidents?	Yes (1)	No (0)			
If YES, what action has been taken					
Are vehicles speedometers working?	Yes (1)	No (0)			
Is there a Motor Vehicle Maintenance Vote in the AIE?	Yes (1)	No (0)			
Is it sufficient?	Yes (1)	No (0)			
Are Motor Vehicles fitted with:					
a) Fire extinguisher	Yes (1)	No (0)			
b) Radio sets	Yes (1)	No (0)			
c) First Aid Kit	Yes (1)	No (0)			
d) Spare tyres	Yes (1)	No (0)			
e) Police signs	Yes (1)	No (0)			
f) Public address equipment	Yes (1)	No (0)			
6.3 FLEET RECORDS	Availability	Maintenance	Updated	Remarks	

Are Diesel, Petrol and Oil registers available?	Yes (1)	No (0)	Yes (1)	No (0)	Yes (1)	No (0)	
6.3.1 Other fleet records	Availability		Maintenance		Update		Remarks
	Yes (1)	No (0)	Yes (1)	No (0)	Yes (1)	No (0)	
(a) P56 & P56A							
(b) Log book							
(c) Work ticket							
(d) Motor Transport Order Books							
(e) Are there accident Registers?							
Are the P56's forms filed together with the Work tickets?							
Are motor vehicle returns done?							
Are drivers' Personal Cards and Certificates maintained?							
Are driver's licenses renewed by the NPS?( <i>Show evidence</i> )							
Are drivers Upgraded?							
Are drivers Re-tested?							
<b>7.0 COMMERCIAL BUSINESSES</b>							
Nature of business in the County?	Hotel Yes (1) No (0)		Mpesa Yes (1) No (0)	Barber Yes (1) No (0)	Salon Yes (1) No (0)	Pub/Bar Yes (1) No (0)	Others ( <i>State</i> )
Is there a designated Welfare Officer?	Yes (1)		No (0)				
Is there a Police Canteen?	Yes (1)		No (0)				
How is the Canteen run?	Composition		Availability of Minutes				
(a) Committee			Yes (1)		No (0)		
(b) Paid Manager	Name		Employment terms				
			Permanent		Temporary		
(c) Contractor (police or outside)	Contractual agreement		Is Monthly rent paid?				
	Yes (1) No (0)		Yes (1) No (0)				
Are there Operating Licenses for the canteen business?	Yes (1) No (0)						
Are the following Notices displayed in							

the Canteen?			
a) copy of S.S.O. Appendix 66 (a);	Yes (1)	No(0)	
(b) a copy of Agreement-if managed by a contractor;	Yes (1)	No(0)	
(c) A Price-List in English and Kiswahili;	Yes (1)	No(0)	
(d) any necessary License (s);	Yes (1)	No(0)	
(e) a copy of Local canteen Rules;	Yes (1)	No(0)	
(f) name of paid Manager where applicable;	Yes (1)	No(0)	
(g) names of serving Committee;	Yes (1)	No(0)	
(h) an inventory of Canteen Property	Yes (1)	No(0)	
Are there bank slips/ financial records on the management of the Canteen?	Yes (1)	No(0)	
Who pays for the Utilities?	Yes (1)	No(0)	
Are there Sporting events organized within the County/ Sub county?	Yes (1)	No(0)	
<b>8.0 OFFICERS CONCERNS AND ISSUES</b>			
List all officers concerns/issues and challenges they face in order of their priority			
<b>9.0 GENERAL OBSERVATIONS BY THE INSPECTORS</b>			
(i)			
(ii)			
(iii)			

(iv)			
(v)			
(vi)			
(vii)			
viii)			
(ix)			
(x)			
(xi)			
(xii)			
<b>10.0 RECOMMENDATIONS AND FEEDBACK TO THE COUNTY/SUB-COUNTY COMMANDER</b>			
<i>S/No.</i>	<i>Recommendations made</i>	<i>Timeline for action</i>	<i>Remarks by the County/Sub-County Commander (if any)</i>
1.			
2.			
3.			
4.			
5.			
CONFIRMED BY: .....			
NAME OF OFFICER IN CHARGE .....			
SIGNATURE.....			
DATE.....			
Approved By: Team leader		Checked By: Supervisor	
Date: .....		Date .....	
Signature: .....		Signature.....	