



IPOA FORM 30B

(r. 131)

DIRECTORATE OF CRIMINAL INVESTIGATIONS FORM

NEW INSPECTION

SERIAL NUMBER

Officers conducting the Inspection: 1. 2. 3.		Police Premise / Facility:		Date and Time:	
County:	Sub County:		Name and rank of Officer in Charge of the DCI Division/unit		Division/unit
DCI Division		Contacts :			
Types of inspections:					
(1) Initial full.....					
(2) Initial thematic.....					
(3) Complaint.....					
(4) Referrals					
(5) Follow up.....					
SECTION 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 it provided		Solar (1) Generator (3) others (<i>Specify</i>): (5) Electricity (2) 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)	REMARKS
Is there clear signage to the facility		Clear (1)	Not clear (0.5)	No signage (0)	
Is there fire equipment		Yes (1)	No (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%];	[79-40%]	[Below 40%]
Gender of staff:			
Male			
Female			
Ratio of male to female			
1.5 OFFICE SPACE AND STATE OF HOUSING			
Are the office spaces sufficient	Sufficient (1)	Insufficient (0.5)	Nil (0)
How is the state of the offices	Good (1)	Fair (0.75)	Deplorable (0.5) inhabitable (0)
Is there an office for specialized crime officers	Yes (1)	No (0)	
Is there an Exhibit store	Yes (1)		No (0)
Is the Exhibit store adequate?	Adequate (1)		Limited (0.5) Inadequate (0)
1.6 STORES			
Does the unit have file Cabinets?	Adequate (1) Inadequate (0.5) None (0)		
Does the unit have stores for Uniforms?	Adequate (1) Inadequate (0.5) None (0)		
Does the unit have stores Bulletproof Vests?	Adequate (1) Inadequate (0.5) None (0)		
Does the unit have an armoury?	Adequate (1) Inadequate (0.5) None (0)		
Are Reports & Returns filed?	Weekly (1), Monthly (2), Quarterly (3), Annually(4),		
SECTION 2:0 RECORDS AND REGISTERS			
Are there crime records	YES (1)	NO (0)	REMARKS
Which crime records are available?	Homicide records (1),	Terrorism records (5),	Cybercrime records (9),
	Narcotic crimes records (2),	Economic crimes records (6),	Petty crime records (10),
	Human trafficking records (3),	Piracy records (7),	Rape/Defilement records (11),
	Money laundering records (4),	Organized crime records (8),	Others (12) state

Are there records on criminal intelligence?	YES (1)	NO (0)		REMARKS	
Is there a Locate Gadget records on suspects being tracked for all service mobile providers?	YES (1)	NO (0)		REMARKS	
Is the Arms and Ammunition Movement Register available?	YES (1)	NO (0)		REMARKS	
Is the Arms and Ammunition Movement Register correctly entered(DCI)	YES (1)	NO (0)		REMARKS	
Is the Exhibits Register available?	YES (1)	NO (0)		REMARKS	
Is the Exhibits Register correctly entered	YES (1)	NO (0)		REMARKS	
Are the exhibits well and clearly Labelled	YES (1)	NO (0)		REMARKS	
Is there a weekly duty roster available?	YES (1)	NO (0)		REMARKS	
Is there a weekly duty roster up-to- date and correctly entered?	YES (1)	NO (0)		REMARKS	
Is there a Complaints Register against DCI Police Officers by the Public	YES (1)	NO (0)		REMARKS	
Is the Complaints Register against DCI Police Officers correctly entered?	YES (1)	NO (0)		REMARKS	
What is the nature of the complaints made against DCI Police Officers?	Death and serious injury (1),	Sexual assault(3)	Arbitrary arrest(5)	Failure to record a complaint(7)	Delayed investigations(9)
	Enforced disappearance (2),	Corruption /extortion (4)	Unlawful detention(6)	Excessive use of force(8),	Others (10) state
What actions are taken on complaints received	Internal disciplinary process(1),	Referred to court (2),		Referral to IAU (3)	
	Referral to IPOA(4)	still pending/no action(5)		Others(6)...state	
SECTION 3.0 CASE FILES MANAGEMENT					
What is the nature of	Homicide(1),	Money laundering (4),	Piracy(7),	Organized crime(8),	

cases that are commonly reported/referred/handled at the facility?	Narcotic crimes(2),	Terrorism(5),	Cybercrime(9),	Rape/Defilement (10),	
	Human trafficking (3),	Economic crimes(6),	Petty crime(11)	Others(11) state	
How many files PBC1 has the facility handled for the last 12 months?					
How many case files have been Finalized?					
How many case files are pending completion for the last 12 months?					
Have the case files been properly disposed off?	YES (1)	NO. (0)			
How many PUI (Pending Under Investigation) Files are being handled for the last 12 Months					
Do the PUI files meet the standards of police case file compilation	YES (1)	NO (0)			
How many files under PAKA3 category that have been handled for the last 12 months?					
How many files under PAKA category are pending for the last 3 months?					
How many Inquest files have been disposed of to the logical conclusion the last 12 month?					
How many Inquest files have not been finalised for the last one month4.					
How many serious crime case files have been submitted for review to ODPP for the last 12 months					
Has IPOA referred any cases for their action in the last 12months5?	Yes (1)	No (0)			
If yes, how many cases have been referred by IPOA					
What's Nature of the cases referred by IPOA:	Murder(1)	Serious injury (2)	Grievous harm (3)	Robbery with violence (4)	Others (5) state

SECTION 4: RESOURCE ALLOCATIONS AND BUDGET MAKING				
4.1: RESOURCE ALLOCATION	NUMBER		REMARKS	
How many vehicles are allocated for the facility?				
What is their make?				
How many area) Serviceable				
b) unserviceable				
How much fuel is allocated to the unit per day?				
Availability of office stationery	Adequate	(1)	Inadequate (0.5)	None (0)
List the stationery the facility is missing in order of priority	1)			
	2)			
	3)			
Are there adequate computers	Adequate	(1)	Inadequate (0.5)	None (0)
Are there adequate printers	Adequate	(1)	Inadequate (0.5)	None (0)
Are there adequate Photocopy	Adequate	(1)	Inadequate (0.5)	None (0)
Are there adequate Cameras	Adequate	(1)	Inadequate (0.5)	None (0)
Are there adequate Bomb and explosion equipment	Adequate	(1)	Inadequate (0.5)	None (0)
Are there adequate Crime scene equipment	Adequate	(1)	Inadequate (0.5)	None (0)
Are officers provided with protective gears	YES(1)		NO(0)	
				Remarks:
Are there adequate Bullet proof vests?	Adequate (1)		Inadequate (0.5) None (0)	
Are there adequate Pistol Holsters?	Adequate (1)		Inadequate (0.5) None (0)	
Are there adequate issuance of Gloves?	Adequate (1)		Inadequate (0.5) None (0)	
Are there adequate communication gadgets	Adequate (1)		Inadequate (0.5) None (0)	
Are the communication gadgets working?	Yes	No	Remarks:	
Which communication Gadgets are available?	VHF	HF	Walkie Talkie Mobile Phone	Land line
List any other equipment the officers are missing in order of priority	1)			
	2)			
	3)			

CONFIRMED BY: NAME OF DCIO	
SIGNATURE:..... DATE	
APPROVED BY: (Team leader)	CHECKED BY;(Supervisor)
DATE:.....	DATE:
Signature:.....	Signature: