



IPOA FORM 30N

(r. 131)

ICT MAINSTREAMING INSPECTION FORM

Officers conducting the inspection: 1. 2. 3.		Police Premise / Facility:		Date and Time: <input type="text"/>	
County:				Officer in Charge of Premise:	
Police Station				Contacts : Tel: Box No.	
Type of inspection		1) Thematic 2) Follow up Thematic			
1.0: PERSONNEL					
2.0: STAFF STRENGTH		NUMBER		REMARKS	
Are there officers assigned to ICT Systems?	Yes (1)	No (0)			
How many officers are assigned to ICT systems matters?					
Gender of staff: Male					
Female					
Ratio of male to female					
How is deployment done?	(e) Meritocracy (f) Any other				
2.1 ICT LITERACY GAPS			YES	NO	REMARKS
Have the officers been trained in the following areas?	(1) Basic ICT literacy- MS Power Point and Spreadsheet packages (2) Advanced ICT skills (Computer Science and Programming Skills) (3) Locate Gadget operations (4) CCTV operations (5) Any other relevant ICT skills				
List the challenges the officers face in regard to ICT matters?	(1) Obsolete ICT Resources				
	(2) Lack of facilitation for maintenance of ICT Resources				
	(3) Slow and errant internet connections				

	(4) Lack of adequate training in ICT		
	(5) Systemic bureaucracies		
	(6) Others:		
3.0 OFFICE SPACE AND HOUSING			
Are the office spaces sufficient to accommodate ICT equipment	Sufficient (1)	Insufficient (0.5)	
Are the Interrogation / interview rooms ICT equipped?	Yes (1)	No (0)	
Is the Exhibit store ICT Equipped/resourced	Yes (1)	No (0)	
Is the Exhibit store adequate to accommodate ICT equipment?	Adequate(1)	Limited (0.5)	
	Inadequate (0)		
Do police Lines/ Houses have internet connection	Yes ()	No ()	
3.1 CCTV INSTALLITATION AND UTILIZATION			REMARKS
Does the facility have CCTV surveillance?	Yes ()	No ()	
What areas do the CCVT cameras focus?	1. All Offices/corridors Tick () 2. Parking Yard and blind spots Tick () 3. State other Areas:		
What have been the benefits of in administrative actions?	(1) Detected disciplinary issues by staff (2) Monitoring of services delivery upon members of the public (3) Effective administration through accountability on staff (4) Others: (5) (6)		
SECTION 4.0: DIGITAL RECORDS			
Is the Occurrence Book Digitized	Yes (1)	No (0)	REMARKS
Is the Arms Movement Register Digitized?	Yes (1)	No (0)	
What other registers/records are digitized?	(1) (2) (3) (4) (5)		
Have the following complaints arisen in regard to handling of ICT resources?			
1. Manipulation of digital records			

<ol style="list-style-type: none"> 2. Compromise on Data security from within 3. Failure to record complainant 4. Abuse of internet such as constant access on adult connects, Downloads of unrelated official contents 						
What actions are taken on the above allegations whenever detected? <ol style="list-style-type: none"> 1. Internal disciplinary process 2. Referral to IAU 3. Referral to IPOA 4. No action 						
General remarks						
4.0: COLLABORATION AND COMPLEMENTARITY	What's the relationship between the Police Station and the following actors in relation to supporting ICT Mainstreaming	Good (1)	Bad (2)	Untrustworthy (3)	Unpredictable (4)	Nature of Collaboration
	Ministry of Information and ICT					
	Communications Authority of Kenya					
	Telecom Service Providers					
	Area Business Community Organizations					
	NGOs (International and National)					
	County Governments					
	Cybercrime Unit Unit(DCI)					
Is there any other form of liaison with the above actors on policing issues about ICT?		YES (1)		NO (0)		Remarks
5.0: ICT RESOURCES (COMPUTERS, PRINTERS, PHOTOCOPIERS , INTERNET CONNECTIVITY AND COMMUNICATION GADGETS						
5.0.1 COMPUTERS	Availability		No. of serviceable equipment in the		Remarks	
	Yes	No				
Are Computers are available in the facility						
Are Printers Available						
Are Photocopiers Available						
5:0.2 COMMUNICATION GADGETS			Type of Communication Gadgets/ Mode of internet connection. Tick Appropriate Box			

Are Police Communication Gadgets are available?			VHF () HF () Walkie Talkie () Mobile Phone () Land line () Satellite () Locate Gadget ()	
5:0.3. INTERNET CONNECTIVITY				
Is internet connection available at the facility?	YES ()	NO()		
How is it Accessed?			1. Cabled () 2. Wireless () 3. Others	
6.0:OFFICERS CONCERNS/ ISSUES				
List all officers concerns/issues and challenges they face in order of their priority regarding ICT mainstreaming				
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
SECTION 6.0: OTHER GENERAL OBSERVATIONS BY THE INSPECTORS				
1.				
2.				
3.				
4.				
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6.				
7.				
8.				
9.				
PART 7: RECOMMENDATIONS AND FEEDBACK TO THE OFFICER IN CHARGE				
S/NO.	RECOMMENDATIONS MADE	TIMELINE FOR ACTION	REMARKS BY OFFICER INCHARGE (if any)	
1.				
2.				
3.				
4.				
5.				

6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			

CONFIRMED BY:	
NAME OF OFFICER IN CHARGE	
SIGNATURE:	
DATE: 20.....	
APPROVED BY: (Team leader)	CHECKED BY;(Supervisor)
DATE:	DATE:
Signature:.....	Signature: