



IPOA FORM 27

(r. 92(3)

INTERNAL AFFAIRS UNIT (IAU) MONITORING FORM

Officers conducting the monitoring:	Police Premise / Facility:	Date and Time:
1.		
2.		
3.		
County:		Officer in Charge of Premise:
		Rank:
		Contacts: Tel: <input type="text"/>
		Box No. <input type="text"/>

1.0 Complaints Management Procedures:

Is there a register of complaints received by the Unit?	Yes (1)	No (0)	Remarks:
Is there an officer in charge of the Register?	Yes(1)	No (0)	Remarks:
What are the sources of the complaints received by the Unit?	(Tick as appropriate) IPOA NPS KNCHR KHRC ODPP NPSC EACC CAJ ICJ IJM IMLU Members of the Public Others Specify:		
How many			
Is there a criteria used to assign complaints for investigations?	Yes (1)	No(0)	remarks
If yes, what is the criteria? <i>Tick as appropriate</i>	Rank of officer being investigated () Nature of offense () Source of the complaint () Specialization () Others (<i>Specify</i>):		
How many (numbers) complaints were referred to the Unit in the last 6 months by IPOA (record in terms of each month(Jan-June and July-Dec)			

<p>What nature of offenses are largely dealt with by the Unit? (see guide under Eighth Schedule to the NPS Act, 2011 for additional listing)</p>	<p>Negligent in the performance of duty Drunkenness while on duty Disobedience of lawful command or order Absent without leave Resist of a lawful arrest Any other</p>
<p>What nature of complaints have been referred to the Unit by IPOA in the last six months? List them</p>	<p>..... </p>
<p>List any procedures put in place to ensure confidentiality, security and safety in the handling of the complaints received and being investigated.</p>	<p>..... </p>

2.0 Complaints Inventory (guided by Sec. 87(4) of the NPS Act, 2011):

Own Motion/ Referring Agency	Number of cases referred (Jan-June or July-Dec)	Closed/Finalized	Pending Under Investigations	Remarks
Own Motion				
IPOA				
Direction of the IG				
NPS (KPS)				
NPS (APS)				
NPS (DCI)				
Other Senior Officers				
ODPP				
NPSC				
EACC				
CAJ				
KNCHR				

<i>Civil Society Organisations</i>				
IMLU				
IJM				
Amnesty International				
KHRC				
ICJ				
Members of the Public(Individuals)				
Others				

3.0 Cases taken over by IPOA (*Guided by Sec. 87(5) of the NPS Act, 2011*)

- (a) How many cases has IPOA intervened on in the last six months?
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- (b) How many cases were taken over by IPOA in the last six months?
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- (c) What were the reasons of the intervening or taking over?

REASONS:

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4.0 Penalties for disciplinary offences (*Guided by Sec. 87(6); 89(1) and the 8th Schedule to the NPS Act, 2011*)

- (a) What disciplinary actions have been referred by the Unit upon investigation of cases in the last six months?

<i>Penalty</i>	<i>Number of cases</i>
Interdiction	
Suspension	
Severe reprimand	
Reprimand to control	
Influence on the pay / Reduction in salary/ stoppage of salary increment	
Influence on the allowances	
Conditions of Service e.g. deployed to other department	
Order of restitution	

<i>Penalty</i>	<i>Number of cases</i>
Reduction in rank	
Dismissal from service	
Fine	
Any other lawful action	

- (b) Are imposed penalties for a disciplinary offence entered in the record sheet of the Police officer? Yes (1) No (0)
- (c) Are copies of officers’ punishment record sheet forwarded to the IG/National Police Service Commission for review and confirmation? Yes (1) No (0)
- (d) Are the sanctions imposed after the approval and confirmation by the IG/Commission effected? Yes (1) No (0)
- (e) Has there been cases where complaints have been lodged against the Unit by aggrieved officers in the last six months? If yes, how many?

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5.0 Reporting:

- (a) Does the Unit prepare Monthly, Quarterly, Semi-annual and Annual Reports?
Yes (1) No (0)
- (b) How often does the Unit submit its reports to?

<i>Agency</i>	<i>Monthly</i>	<i>Quarterly</i>	<i>Semi Annually</i>	<i>Annually</i>
IPOA				
Coroners				
Chief Firearms Licensing Officer				
NPSC				
Any other agency				

- (c) Are there Senior Investigating Officers assigned in every county for police internal affairs in that county? (Sec. 87(8) of the NPS Act, 2011)

Yes No

6.0 Challenges and welfare concerns faced by Officers in the Unit:

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7.0 General Observations by Monitors:

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8.0 Recommendations:

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CONFIRMED BY:

Name of Officer-In-Charge of the Unit:

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Signature:

Date:

APPROVED BY: (Team leader)	CHECKED BY:(Supervisor)
Date:	Date:.....
Signature:	Signature: