



IPOA FORM 30A

(r. 131)

KENYA POLICE SERVICE INSPECTION FORM

Officers conducting the follow up inspection:	Police Premise / Facility:	Date and Time:	
County:		Officer in Charge of Premise:	
Sub-County:		Contacts : Tel: Box No.	
Type of inspections	1) Follow up full 2) Follow up thematic 3) Follow up Referrals		
SECTION 1.0: INFRASTRUCTURE			
<i>Elements</i>	<i>Initial Inspections Findings</i>	<i>Current status and Implementation Challenges (acted on; ongoing; no action taken)</i>	<i>Action required by the In charge, Supervisors or the Authority</i>
Utilities			
Water			
Lighting			
Access by wheel chairs			
First Aid Box			
Safety and Security			
Clarity of Signage			
Security of the perimeter fence			
Sentry at the main gate			
Grills at the report desk			
Fire equipment			
Front Desk			

Customer care desk; its labelling and guarding			
Presence of Gender Desk; its labelling and guarding			
Staff Strength			
Establishment			
Strength			
Percentage			
Male			
Female			
Ratio of male to female			
Popular areas of deployment for officers			
Duties often assigned to the female officers			
1.5 OFFICE SPACE AND STATE OF HOUSING			
Sufficiency of office spaces			
State of the offices			
Separation of crime office			
Presence of interrogation / interview rooms			
Presence of Exhibit store			
Adequacy of Exhibit store			
Sufficiency of housing			
Condition of the houses			
SECTION 2.0 DETENTION FACILITIES			
2.1: CELLS			
Presence of cells in the facility			
Availability of cells			
Clearly labelled cells			
Cells capacity			
Presence of detainees in cells			
Male			
Female			
Detainees held over 24hrs			
Females cells available			

Male cells available			
Separate cells for male juveniles			
Separate cells for female juveniles			
2.2: CELLS CONDITIONS			
	Initial Inspections Findings	Current status and implementation challenges	Action required by the In charge, Supervisors or the Authority
Cleanliness of cells			
Availability of toilets within the cells			
Cleanliness of toilets			
Cleanliness of wash area			
Bucket toilet in the cells			
Adequacy of artificial light in the cells			
Adequacy of ventilation			
Provision of beddings			
Availability of an outdoor area			
Cleanliness of the cell's floor			
Cleanliness of the cell's walls			
Cleanliness of cell's ceiling			
Connections inside the cells???			
Littered pieces of cloths or other items in the cells			
2.3: DETAINEE WELFARE AND TREATMENT			
	Initial Inspections Findings	Current status and implementation challenges	Action required by the In charge, Supervisors or the Authority
Number of detainees with allegations of being tortured or mistreated by fellow detainees inside the cells			
Number of detainees with allegations of being beaten or			

mistreated by fellow detainees inside the cells			
Number of detainees who are sick and have not been seen by medical practitioner.			
Provision of detainees with 3 meals a day			
Provision of drinking water			
Source of meals and water for detainees			
Provision of special services e.g. (sanitary towels) for women pregnant women, children, sick, and disabled			
Provision of medical care for any emergency case(s) for those detained			
Availability of child protection unit			
Availability of child protection officer			
Any equipment at the Child Protection Unit			
Display of the rights of detained persons			
Detainee Concerns			
	Initial Inspections Findings	Current status and implementation challenges	Action required by the In charge, Supervisors or the Authority
Access to family members and people who can help			
Information on reason of arrest			
Assault by police officers			
Detainee who bribe to be released			
Availability of food			
Availability of drinking water			
Sufficiency of food offered during meals			

SECTION 3.0 RECORDS			
3.1: RECORDS	Initial Inspections Findings	Current status and implementation challenges	Action required by the In charge, Supervisors or the Authority
Correctly entered Occurrence Book			
Correctly entered cell register			
Correctly entered prisoners property register			
Correctly entered Arms and Ammunition Movement Register			
Correctly entered Exhibits Register			
Labelled exhibits			
Availability of weekly duty roster			
Availability of Complaints Register			
Correctly entered Complaints Register			
Nature of complaints handled:			
Death and serious injury			
Enforced disappearance			
Sexual offence by police officer			
Corrupt practices by a police officer			
Unlawful arrest/detention by police officer			
Failure to record or report a matter			
Excessive use of force			
Traffic offences by police officers			
Actions taken on complaints received:			
Internal disciplinary process			
To court			
Referral to IAU			
Referral to IPOA			
Other remarks on Records:			

SECTION 4: RESOURCE ALLOCATIONS AND BUDGET MAKING			
4.1: RESOURCE ALLOCATION	<i>Initial Inspections Findings</i>	<i>Current status and implementation challenges</i>	<i>Action required by the In charge, Supervisors or the Authority</i>
Availability of vehicles for the facility			
Their make			
Serviceable			
Unserviceable			
Fuel allocation			
Availability of stationery			
Missing stationery in order of priority			
Available computers			
Available printers			
Presence of a photocopier			
Availability of communication gadgets			
Number and type of Communication Gadgets presence (VHF, HF, Walkie Talkie, Mobile Phone, Land line, Satellite			
Sufficiency of Uniforms			
Missing uniform pieces			
Availability of protective gears / bullet proof vests			
Availability of gloves			
Missing equipment			
Involvement of the Officer in-charge in budget making process for the facility			

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