



IPOA FORM 300

(r. 131)

POLICE INFRASTRUCTURE AND DETAINEE WELFARE INSPECTION FORM

Officers conducting the inspection: 1..... 2.....		Police Premise / Facility:		Date and Time: <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px;"></div>
County:				Officer in Charge of Premise:
Sub-County				Contacts : Tel: Box No.
Types of inspections		1) Initial full 2) Initial thematic 3) Referrals		
SECTION 1.0: INFRASTRUCTURE				
1.1: AVAILABILITY OF UTILITIES		YES (1)	NO (0)	REMARKS
Is water available in the facility?		Yes (1)	NO (0)	
How is it accessed		Buying (1) Others (5) Borehole (3)	Piped water (2) Water harvesting (4)	
Is there lighting in the facility?		Yes (1)	No (0)	
How is it provided		Solar (1) others (<i>specify</i>): (5) Electricity (2)	Generator (3) 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)
Is there clear signage to the facility?		Clear (1)	Not clear (0.5)	No signage (0)
Is there secure perimeter fence?				
Is there sentry at the main gate?		Yes (1)	No (0)	
Is there grills at the report desk?		Yes (1)	No (0)	
Is there a fire equipment?		1	0.5	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%]; [Below 40%]	[79-40%]	
Gender of staff: Male			
Female			
Ratio of male to female			
Which are the popular areas of deployment for the officers?			
What duties are often assigned to the female officers			
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) Deplorable (0.5)	Fair (0.75) inhabitable (0)	
Is there a separate crime office	Yes (1)	No (0)	
Are there Interrogation / interview rooms	Yes (1) No (0)		
Is there an Exhibit store	Yes (1) No (0)		
Is the Exhibit store adequate?	Adequate (1) Limited (0.5) (0)	Inadequate (0)	
Are the housing of the officers sufficient	Sufficient (1) Insufficient (0.5)	None (0)	
State of housing of the Officers	Good (1) Deplorable(0.5) deplorable (0)	Fair (0.75) Extremely	
SECTION 2.0 DETENTION FACILITIES			
2.1: CELLS	NUMBER	REMARKS	
Are there cells in the facility	Yes (1)	No (0)	
How many cells are there			
Are the cells clearly labelled	Yes (1)	No (0)	
What's the capacity at the time of inspection	Ideal (1)	Overcrowded (0)	
No. of detainees Male			
Female			

No. of detainees held over 24hrs before being produced in court			
Are Female cells available	Yes (1)	No (0)	
Are Male cells available	Yes (1)	No (0)	
Separate cells for male juveniles	Yes (1)	No (0)	
Separate cells for female juveniles	Yes (1)	No (0)	
2.2: CELLS CONDITIONS			REMARKS
Are the cells clean	Yes (1)	No (0)	
Are there toilets within the cells	Yes (1)	No (0)	
Are the toilets clean	Yes (1)	No (0)	
Is the wash area clean	Yes (1)	No (0)	
Are there bucket toilet in the cells	Yes (0)	No (1)	
Is there adequate artificial light in the cells	Yes (1)	No (0)	
Is there adequate ventilation	Yes (1)	No (0)	
Are beddings provided for	Yes (1)	No (0)	
Is there an outdoor area	Yes (1)	No (0)	
Is the floor of the cell clean	Yes (1)	No (0)	
Are the walls of the cell clean	Yes (1)	No (0)	
Is the ceiling of the cell clean	Yes (1)	No (0)	
Connections inside the cells?	Yes (0)	No (1)	
Are there littered pieces of cloths or other items in the cells	Yes (0)	Yes (1)	
2.3: DETAINEE WELFARE AND TREATMENT	YES	NO	REMARKS
Any detainee with allegations of being tortured or mistreated by a police officer	Yes (0)	No (1)	
Any detainee with allegations of being beaten or mistreated by fellow detainees inside the cells	Yes (0)	No (1)	
Any detainee who is sick and has not been seen by a medical practitioner	Yes (0)	No (1)	
Are detainees provided with 3 meals a day	Yes (1)	No (0)	Breakfast Lunch Supper
Are detainees provided with sufficient food during the meals	Yes(1)	No(0)	
Is there provision of drinking water	Yes (1)	No (0)	
How are meals and water for detainees provided?	By a Contractor/ Service Canteen (1) Any other way (Specify-family, well wishers) (2)		
Is there provision of special services for women, Pregnant women, children, ill and disabled i.e. sanitary towels	Yes (1)	No (0)	

Is there provision of medical care for any emergency case(s) for those detained	Yes (1)	No (0)	
Is there a child protection unit	Yes (1)	No (0)	
Is there a child protection officer	Yes (1)	No (0)	
Is the child protection unit equipped	Yes (1)	No (0)	
Are the rights of detained persons displayed	Yes (1)	No (0)	
What are the Detainee Concerns?			
i. Lack of communication with family and people who can help			
ii. Not being informed the reason of arrest			
iii. Assault by police officers			
iv. Being asked for bribes to be released			
v. Lack of food			
vi. Lack of drinking water			
SECTION 3.0 RECORDS AND CASE MANAGEMENT			
3.1: RECORDS	Yes	No	REMARKS
Is the Occurrence Book correctly entered	Yes (1)	No (0)	
Is the Cell Register correctly entered	Yes (1)	No (0)	
Is the Detainees Property Register correctly entered	Yes (1)	No (0)	
Is the Arms and Ammunition Movement Register correctly entered	Yes (1)	No (0)	
Is the Exhibits Register correctly entered	Yes (1)	No (0)	
Are the exhibits labelled	Yes (1)	No (0)	
Is there a weekly duty roster	Yes (1)	No (0)	
Is there a Complaints Register against Police Officers by the Public and is it correctly entered	Yes (1)	No (0)	
What are the nature of the 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			
What actions are taken on complaints received?			
(i) Internal disciplinary process			

Are there working communication gadgets	Yes	No		
Which Police Communication Gadgets are available	VHF Phone	HF Land line	Walkie Talkie Satellite	Mobile
Is there sufficient issue of Uniforms	Sufficient (1) Insufficient (0.5) None (0)			
List the pieces of uniform lacking				
	i. Blouses			
	ii. Trouser			
	iii. Boots			
Are officers provided with sufficient protective gears/ bullet proof vests?	Sufficient (1)	Insufficient (0.5)	None (0)	
Are officers provided with gloves	Sufficient (1)	Insufficient (0.5)	None (0)	
List any other equipment the officers are missing	i. Police Notebook			
	ii. Police torch			
Is the OCS involved in the budget making process for the Station	Yes (1)		No (0)	
SECTION5: COMMUNITY POLICING				
Is there an established Community Policing Committee in the facility	Yes (1)	Partial (0.5)	No (0)	
Are there minutes of last the meeting	Yes (1)		No (0)	
Is the Committee composed/ established as per the law guidelines	Yes (1)	Partial (0.5)	No (0)	
Is there evidence of structured community clusters?	Yes (1)	Partial (0.5)	No (0)	
Are there women representatives	Yes (1)		No (0)	
Are there youth representatives	Yes (1)		No (0)	
Are there representatives of Persons with Disabilities	Yes (1)		No (0)	
What is the role of the officer in charge of the facility in the community policing committee	Vice chair (1)		Other (0)	
Any other comments in relation to Community Policing				

1.			
2.			
3.			
PART 6: OFFICERS CONCERNS/ ISSUES			
List all officers concerns/issues and challenges they face in order of their priority			
1.			
2.			
3.			
4.			
5.			
PART 7 OTHER GENERAL OBSERVATIONS BY THE INSPECTORS			
PART 8: RECOMMENDATIONS AND FEEDBACK TO THE OFFICER IN CHARGE OF STATION			
S/NO	RECOMMENDATIONS MADE	TIMELINE FOR ACTION	REMARKS BY OFFICER INCHARGE (if any)
1.			
2.			
3.			
4.			
5.			
CONFIRMED BY:			
NAME OF OCS			
SIGNATURE:			
DATE:			
APPROVED BY: (Team leader)		CHECKED BY:(Supervisor)	
DATE:.....		DATE:.....	
Signature:		Signature:.....	