



IPOA FORM 30L

(r. 131)

SPECIAL INTEREST GROUPS/ ILLEGAL IMMIGRANTS INSPECTION FORM

Officers conducting the inspection:		Police Premise / Facility:	Date and Time:
1.....			
2.....			
3.....		Officer in Charge of Premise:	Contacts : Tel: Box No.
County:			
Sub-County			
Types of inspections		1) Initial thematic	
SECTION 1.0: STAFF STRENGTH		NUMBER	REMARKS
How many officers are assigned for Immigration detainees investigations/interrogation/interviews?			
Gender of staff: Male			
Female			
Ratio of male to female			
Are the officers adequately trained to handle Immigration detainees' matters?		Yes (1)	No (0)
How often are they trained?			
SECTION 2.0 I IMMIGRATION DETAINEES			
No. of Immigration detainees in the detention facilities			
Nationality		1.	
		2.	
		3.	

Date when the Immigration detainee was arrest	
Arresting agency	
Date when taken to court	
Outcome of the court proceedings	
Duration in detention facility after conviction.	
Special categories of the immigration detainees	<ol style="list-style-type: none"> 1. Children(1) 2. PWD(2) 3. LGBT(3) 4. Victims of torture and trauma(4) 5. Transgender(5) 6. Others(6)
Have the officers been trained in the following areas?	<ol style="list-style-type: none"> 1) Conflict of the law and deprivation of liberty 2) Interview and interrogation techniques 3) Psychosocial support 4) Care, guidance and supervision orders 5) Police interpreters 6) Child Trafficking 7) Sexual assault 8) Child Labour 9) Any other relevant orders
List the challenges the officers face while handling Immigration detainees matters?	<ol style="list-style-type: none"> 1) Lack of stationery 2) Lack of facilitation to court 3) Long and tedious deportation process 4) Lack of adequate training in handling of Immigration detainee matters 5) Language barrier 6) Lack of interpreters/ translators.
Are there Interrogation / interview rooms for Immigration detainees?	Yes (1) No (0)
Are there Police/ Government interpreters/ translators during interrogation/interviews when need be	Yes (1) No (0)
No. of officers trained in interpretation/translation of various languages within the station.	
Is there psychosocial support offered to Immigration detainees who are victims of torture and trauma.	

SECTION 3.0: DETENTION FACILITIES			
3.1: CELLS	NUMBER		REMARKS
Are there separate Immigration detainees' cells in the facility?	Yes (1)	No (0)	
How many Immigration detainees' cells are there?			
Are the Immigration detainees cells clearly labelled?	Yes (1)	No (0)	
What's the capacity at the time of inspection?	Ideal (1)	Overcrowded (0)	
No. of Immigration detainees held over 24hrs before being produced in court			
Are Immigration detainees separated from other detainees detained for other criminal cases?			
No. of convicted Immigration detainees waiting to be deported to their Country of origin.			
How long have the convict stayed in detention before being repatriated to their Country of origin			
No. of Immigration detainees in detention who's Country of origin is disputed.			
Action taken by the officer in charge in the event of such dispute.			
Separate cells for male Immigration detainees	Yes (1)	No (0)	
Separate cells for female Immigration detainees	Yes (1)	No (0)	
3.2: 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 toilets 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	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)	
3.3: IMMIGRATION DETAINEES WELFARE AND TREATMENT	Yes (0)	No (0)	Remarks
Any Immigration detainee with allegations of being tortured or mistreated by a police officer?	Yes (0)	No (1)	
Any Immigration detainee with allegations of being beaten bullied or mistreated by fellow detainees inside the cells?	Yes (0)	No (1)	
Any Immigration detainee who is sick and has not been seen by a medical practitioner	Yes (0)	No (1)	
Are Immigration detainee detainees provided with 3 meals a day	Yes (1)	No (0)	Breakfast Lunch Supper
Are Immigration detainees provided with sufficient food during the meals	Yes(1)	No (0)	
Are Immigration detainee provided with special meals	Yes(1)	No (0)	
Are Immigration detainees able to communicate their special dietary needs			
Is there provision of clean 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)		
Where does the budget to feed the detainees come from			

Other detention facilities other than Police Station holding Immigration detainees			
Is there provision of special services for the Immigration detainees	Yes (1)	No (0)	
Is there provision of medical care for any emergency case(s) for Immigration detainees	Yes (1)	No (0)	
Is there an Immigration detainees Protection Unit	Yes (1)	No (0)	
Is there an immigration Officer offering assistance to Immigration detainees	Yes (1)	No (0)	
Are Immigration detainees allowed to access legal representation			
Are the rights of detained persons displayed	Yes (1)	No (0)	
Are the Immigration detainees explained of their rights in a language they understand?	Yes (1)	No (0)	
What are the Immigration Detainee Concerns			
1. Lack of communication with consular representatives and family			
2. Not being informed the reason of arrest			
3. Assault/sexual assault by Police Officers/other detainees			
4. Being asked for bribes.			
5. Lack of food with nutritional value suitable to age, health and cultural/religious background			
6. Lack of access to ways of challenging detention.			
7. Lack of Avenue to complaint			
8. Privacy and confidentiality not respected.			
9. Lack of legal assistance			
10. Interpretation/ translation services			
11. Language barrier			
12. Overstay in detention awaiting deportation			
13. Lack of drinking water			
SECTION 4.0: RECORDS AND CASE MANAGEMENT			
4.1: RECORDS	YES	NO	REMARKS
Is the Occurrence Book correctly entered (Immigrant details)	Yes (1)	No (0)	

Is the Cell Register correctly entered(Immigrant details)	Yes (1)	No (0)			
Is there a correctly entered prisoner property register	Yes (1)	No (0)			
Is there a separate inventory of cash and possessions	Yes (1)	No (0)			
How and where are the valuables kept					
Is there a Complaints Register against Police Officers by the Public and is it correctly entered (Are there any recorded complaints involving immigration detainees)	Yes (1)	No (0)			
What are the nature of the complaints against Police handled by the Station?					
<ol style="list-style-type: none"> 1. Death and serious injury 2. Enforced disappearance 3. Bullying and victimization 4. Unwanted sexual attention and advances 5. Corrupt practices by a police officer 6. Harassment by Police officer 7. Failure to record or report a matter 8. Breach of human rights 9. Degrading treatment 10. Excessive use of force 					
What actions are taken on complaints received					
<ol style="list-style-type: none"> 1. Internal disciplinary process 2. To court 3. Referral to IAU 4. Referral to IPOA 5. No action 					
GENERAL REMARKS					
SECTION 5.0: COOPERATION AND COMPLEMENTARITIES	What's the relationship between the Police Station and the following actors in relation to handling of immigration detainees matters	Good (1)	Bad (2)	Untrustworthy (3)	Unpredictable (4)
	Immigration Department				
	Refugee Council				
	Judiciary				
	DCI				

	NGOs (International and National)				
	Prison Department				
	County Governments				
	Office of Director of Public Prosecutions				
	Medical Facilities				
	Provincial Administration				
	EACC				
	Refugee Camps				
Are there any form of liaison with the above actors on policing issues on immigrants detainees		YES(1)	NO(0)	Remarks	

SECTION 6.0: RELEVANT DOCUMENTS			
Legal Documents	Availability		Remarks
	Yes	No	
The Constitution			
NPS Act			
NPSC Act			
IPOA Act			
Children's Act			
Service Standing Order(SSO)			
Kenya Citizenship and Immigration Act, 2011			
Refugee Act, 2006			
Universal Declaration on Human Rights			
Sexual Offences Act			
PWD Act			
SECTION 7.0:OFFICERS CONCERNS/ ISSUES			
List all officers concerns/issues and challenges they face in order of their priority when handling Immigration detainees matters			
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

SECTION 8.0: OTHER GENERAL OBSERVATIONS BY THE INSPECTORS			
1.			
2.			
3.			
4.			
5.			
PART 9: 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.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			

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