



IPOA FORM 30J

(r. 131)

SPECIAL INTEREST GROUPS /WOMEN INSPECTION FORM

Officers conducting the inspection: 1..... 2..... 3.....		Police Premise / Facility:	Date and Time: <div style="border: 1px solid black; width: 100px; height: 30px;"></div>
County:			Officer in Charge of Premise:
Sub-County			Contacts: Tel: Box No.
Types of inspections 1. Initial thematic 2. Complaint 3. Referral from other agency 4. Follow up			
SECTION 1: INFRASTRUCTURE			
1.1 FRONT DESK			REMARKS
Is there a Gender desk/ office?	Yes (1)	No (0)	
Is there privacy at the Gender desk/ officer?	Yes (1)	No (0)	
Is the Gender desk/ office labelled?	Yes (1)	No (0)	
Is the Gender desk/ office manned?	Yes (1)	No (0)	
Is the Gender desk/office accessible with a wheel chair?	Yes (1)	No (0)	
Is there a sufficient Kitted First Aid box at the Gender desk/office?	Sufficient (1) Insufficient (0.5) None (0)		
Are there Interrogation / interview rooms for Women?	Yes (1)	No (0)	
1.2 DETENTION FACILITIES			
1.2.1 : CELLS			REMARKS

Are there Female cells in the facility?	Yes (1)	No (0)	
Are the Female cells clearly labelled?	Yes (1)	No (0)	
Is there a separate cell for Female Remandees awaiting case mention in court?	Yes (1)	No (0)	
Are the Female cells locked with 2 padlocks?	Yes (1)	No (0)	
What's the capacity at the time of inspection?	Ideal (1)	Overcrowded (0)	
No. of Female detainees held over 24hrs before being produced in court			
1.2.2 : 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)	
Are there Sanitary Bins in the toilets?	Yes (1)	No (0)	
Are female detainees provided with Sanitary Towels?	Yes (1)	No (0)	
Is there a wash area?	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)	
Is there an Outdoor area?	Yes (1)	No (0)	
Are bedding provided?	Yes (1)	No (0)	
Is there an outdoor area?	Yes (1)	No (0)	
Is there a separate outdoor area for Female detainees?	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)	

Are there connections inside the cells?	Yes (0)	No (1)	
Are there littered pieces of cloths or other items in the cells?	Yes (0)	No (1)	
1.2.3 FEMALE DETAINEE WELFARE AND TREATMENT			REMARKS
Any Female detainee with allegations of being tortured or mistreated by;	Police officer	Yes (1)	No (0)
	Fellow detainees	Yes (1)	No (0)
	Other detainees	Yes (1)	No (0)
Any Female detainee with allegations of being sexually abused or assaulted by;	Police Officers	Yes (1)	No (0)
	Fellow detainees	Yes (1)	No (0)
	Other detainees	Yes (1)	No (0)
Any Female detainee who is sick and has not been attended to by;	Medical practitioner	Yes (1)	No (0)
	Administered First Aid	Yes (1)	No(0)
Are Female detainees provided with 3 meals a day	Yes (1)	No (0)	Breakfast Lunch Supper
How are meals and water provided?	By a Contractor/ Service Canteen (1) Any other way (Specify-family, well-wishers)(2)		
Is special diet meals provided?	Yes (1)	No (0)	
Are Female detainees provided with sufficient meals?	Yes (1)	No (0)	
Is there provision of clean drinking water?	Yes (1)	No (0)	
Is there provision of medical care for any emergency case(s) for female detainees?	Yes (1)	No (0)	
Are the rights of detained persons displayed	Yes (1)	No (0)	
How are Physically/Mentally challenged female detainees handled?			
What are the Female Detainee Concerns	Lack of communication with family and people who can help		
	Not being informed the reason of arrest		
	Assault/sexual assault by Police officers/other detainees		
	Being asked for bribes to be released		
	Lack of food		
	Lack of drinking water		
	Others		
SECTION 2.0 STAFF STRENGTH	NUMBER	REMARKS	

Staff establishment				
Staff strength				
Gender of staff	Male			
	Female			
Is there a Female officer assigned to handle gender / women issues?	Yes (1)	No (0)		
If No, how are gender issues handled?				
How are Female officers' deployment to Gender duties done? Technical Competency (1) Interest/ Passion (2) Punishment (3) Others (4)				
Are Female detainees escorted to Court by Female Court orderlies?	Yes (1)	No (0)		
Are the officers adequately trained to handle Women matters?	Yes (1)	No (0)		
How often are they trained?				
Have the officers been trained in the following areas?				REMARKS
	Human Rights	Yes (1)	No (0)	
	Counselling	Yes (1)	No (0)	
	Care, guidance and supervision skills	Yes (1)	No (0)	
	Gender based Violence	Yes (1)	No (0)	
	Interview and Interrogation	Yes (1)	No (0)	
	Any other? (Explain)			
List challenges officers face while handling Women matters?	(a) Lack of stationeries			
	(b) Lack of facilitation to court			
	(c) Witness unwillingness to record statements and testify			
	(d) Lack of adequate training on handling of Women matters.			
	(e) Lack of stationeries			
	(f) Lack of facilitation to court			
	(g) Any other (<i>Specify</i>)			
What are the nature of cases being investigated/handled in regards to Women?	(a) Child trafficking			
	(b) Child Neglect			
	(c) Female Genital Mutilation (FGM)			
	(d) Early marriages/ Forced marriages			
	(e) Domestic Violence			
	(f) Theft			
	(g) Assault			

	(h) Possession of liquor					
	(i) Concealing birth/ infanticide					
	(j) Others(<i>Specify</i>)					
SECTION 3.0: RECORDS AND CASE MANAGEMENT			REMARKS			
Is there an Occurrence Book?	Yes (1)	No (0)				
Have the details of the Women detainees been correctly entered?	Yes (1)	No (0)				
Is there a Cell Register?	Yes (1)	No (0)				
Have the details of the Women detainees been correctly entered?	Yes (1)	No (0)				
Is there an Prisoner Property Book?	Yes (1)	No (0)				
Is it correctly entered?						
Is there a Complaints Register against Police Officers?	Yes (1)	No (0)				
Are there any recorded complaints involving violation of Women?	Yes (1)	No (0)				
What is the nature of the complaints against Police in handling women?	(a) Death and serious injury					
	(b) Enforced disappearance					
	(c) Sexual offence by Police officer					
	(d) Corrupt/Extortion by a Police officer					
	(e) Unlawful arrest by a Police officer					
	(f) Failure to record or report a matter					
What actions are taken on complaints received?	(a) Internal disciplinary process					
	(b) To court					
	(c) Referral to IAU					
	(d) Referral to IPOA					
	(e) No action					
SECTION 4.0: COLLABORATION AND COMPLEMENTARITY		<i>Nature of collaboration</i>	<i>Good (1)</i>	<i>Bad (2)</i>	<i>Untrust worthy (3)</i>	<i>Unpredictable (4)</i>
Relationship between the Police Facility and the following actors in relation to handling of Gender/ Women matters	Children's Department					
	State Dept. of Gender					
	Judiciary					
	DCI					
	NGOs (International and National)					
	Office of Director of					

PART 8: RECOMMENDATIONS AND FEEDBACK TO THE OFFICER IN CHARGE			
S/NO.	RECOMMENDATIONS MADE	TIMELINE FOR ACTION	REMARKS BY OFFICER INCHARGE (<i>if any</i>)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
CONFIRMED BY: NAME OF OFFICER IN CHARGE SIGNATURE: DATE:..... 20			
APPROVED BY: (Team leader)		CHECKED BY: (Supervisor)	
DATE:		DATE:.....	
Signature:		Signature:.....	