



IPOA FORM 30E

(r. 131)

TRAINING INSTITUTIONS INSPECTION FORM

Officers conducting the inspection: <input type="text"/>	Training School/College <input type="text"/>	Date and Time: <input type="text"/>	
County: <input type="text"/>		Name of Officer in Charge: <input type="text"/>	
		Adjutant: <input type="text"/>	
Contacts: .....			
Types of inspections:			
Initial full	<input type="checkbox"/>		
Follow up full	<input type="checkbox"/>		
Initial thematic	<input type="checkbox"/>		
Follow up thematic	<input type="checkbox"/>		
Referrals	<input type="checkbox"/>		
<b>PART I</b>			
<b>SECTION 1.0: INFRASTRUCTURE</b>			
<b>1.1: AVAILABILITY OF UTILITIES</b>	<b>Previous Status</b>	<b>Current Status</b>	<b>REMARKS</b>
Is water available in the facility?		Yes (1) No (0)	
How is it accessed			Buying <input type="checkbox"/> .. Borehole <input type="checkbox"/> Piped water <input type="checkbox"/> Water harvesting <input type="checkbox"/> Others ( <i>Specify</i> ):.....
Is there lighting in the facility? How is it provided		Yes (1) No (0)	Solar <input type="checkbox"/> Electricity <input type="checkbox"/> Generator <input type="checkbox"/> Kerosene Lamps <input type="checkbox"/> Others ( <i>Specify</i> ):.....
Is there clear signage to the facility?		Yes (1) No (0)	
Is there secure perimeter fence?		Yes (1) No (0)	
Is there sentry at the main gate		Yes (1) No (0)	
What is the condition of the Institution's			

guard room?		
Are there designated fire assembly points?		Yes (1)      No (0)
Are there working fire equipment?		Yes (1)      No (0)      Types: <input type="text"/>
Are there fire officers?		Yes (1)      No (0)      Qualifications: <input type="text"/>
When were they last checked and serviced?		
Comment on the office space of the facility		Sufficient <input type="checkbox"/> limited <input type="checkbox"/> Insufficient <input type="checkbox"/>
What is the state of offices in the facility?		Good <input type="checkbox"/> Fair <input type="checkbox"/> Deplorable <input type="checkbox"/>
Comment on the staff quarters		Sufficient <input type="checkbox"/> Insufficient <input type="checkbox"/> limited <input type="checkbox"/>
What is the state of the staff quarters?		Good <input type="checkbox"/> Fair <input type="checkbox"/> Condemned <input type="checkbox"/>
Comment on the trainees' housing facilities		Good <input type="checkbox"/> Fair <input type="checkbox"/> Condemned <input type="checkbox"/>
<b>1.2: STAFF STRENGTH</b>	<b>PREVIOUS STATUS</b>	<b>CURRENT STATUS</b>
What is the Staff establishment?		
What is the Staff strength?		
What is the Percentage of strength to establishment?		[100-80%]; [ 79-40%]      [Below 40%]
Gender of Male staff:		
Female		
What is the ratio of male to female staff?		
How many staff are deployed on instructional duties?		Field Instructor  Class instructor
Comment on the ratio of trainers vis a vis trainees?		

Which are other areas of deployment for the staff?		
What duties are often assigned to female officers?		
<b>1.3 STAFF INVENTORY</b>		
Qualification	No. of staff who have attained the qualification. <input type="text"/>	
	PREVIOUS STATUS	CURRENT STATUS
PhD		
Master's Degree		
Postgraduate Diploma		
Undergraduate		
Diploma		
Certificate		
Kenya Certificate of Secondary Education		
Kenya Certificate of Primary Education		
Remark on staff deployment		
<b>1.4 : TRAINEES STRENGTH</b>		
	PREVIOUS STATUS	CURRENT STATUS
What is the trainee establishment?		
What is the trainee strength?		
Gender of trainees:	Male	
	Female	
What is the ratio of male to female trainee?		
<b>SECTION 2.0 TRAINING FACILITIES AND QUALITY OF TRAINING</b>		
<b>2.1: CLASSROOMS</b>	<b>NUMBER</b>	<b>REMARKS</b>
	PREVIOUS STATUS	CURRENT STATUS
No. of class rooms available (demo rooms, shooting range etc.)		
No. of recruits per training facility		
Actual class rooms capacity		

Hours spent in a day in the actual training			
Are there adequate training materials (Felt pens, blackboard, chalk etc?)			
Are there adequate demonstration facilities (Moot court, Shooting range etc?)			
<b>2.2: BOARDING FACILITIES</b>	<b>NUMBER</b>		<b>REMARKS</b>
	<b>PREVIOUS STATUS</b>	<b>CURRENT STATUS</b>	
No. of Barracks available			
Actual Barrack capacity			
Barrack Capacity at the time of inspection			
Are beddings provided to trainees?			
What are the hygienic conditions of the ablution block?			
Are the Barracks clean?			
<b>2.3: TRAINEE WELFARE AND TREATMENT</b>	<b>PREVIOUS STATUS</b>	<b>CURRENT STATUS</b>	<b>REMARKS</b>
Is there an equipped First aid box		Yes (1)    No (0)	Nos.
Any trainee with allegations of being tortured or mistreated by Instructors?		Yes (1)    No (0)	
Any trainee with allegations of being beaten or mistreated by fellow trainees?		Yes (1)    No (0)	
Any trainee who is sick and has not been seen by a medical practitioner?		Yes (1)    No (0)	
Are trainees provided with 3 meals a day?		Yes (1)    No (0)	Breakfast Lunch Supper
Is there provision of drinking water for trainees?		Yes (1)    No (0)	
How are meals and water for trainees provided?		By a Contractor , By the Service Canteen Any other way (Specify)	
Are there additional food supplies			
Is there provision of special services for women trainee i.e. sanitary towels			
Is there provision of medical			

care for any emergency case(s) for the trainees?					
Is there a barber and salon services?					
What are the hygienic conditions of the barber and salon services?					
<b>SECTION 3: RESOURCE AVAILABILITY</b>					
<b>3.1: RESOURCE ALLOCATION</b>	<b>NUMBER</b>			<b>REMARKS</b>	
	<b>PREVIOUS STATUS</b>	<b>CURRENT STATUS</b>			
How many vehicles are allocated for the facility?					
What is their make?					
How many are: a) Serviceable b) unserviceable					
How much fuel is allocated per day to the facility					
Are there stationery		Adequate Inadequate	Limited		
List the stationery the facility is missing in order of priority					
	(1)				
	(2)				
	(3)				
How many computers are there		None Three	One Four	Two	
How many printers		None Three	One Four	Two	
Photocopier		None Three	One Four	Two	
Are there working communication gadgets	Yes		No		
Which Police Communication Gadgets are available	VHF	HF	Willkie Talkie	Mobile Phone	Land line Satellite
Is there sufficient issue of Uniforms				Sufficient Limited	Insufficient
List the pieces of uniform lacking					
	a)				
	b)				
	c)				

	d)		
Are officers provided with protective gears (Muffins, gloves etc.)?		Yes (1) No (0)	
List any other equipment the officers are missing	a)		
	b)		
	c)		
	d)		
	e)		
	f)		
Is the College Commanding Officer /Commandant involved in the budget making process for the college?		Yes (1)	No (0)

PART II

1. Are copies of college’s joining instructions/rules and regulations circulated to all police officers intending to report to College?

Yes  No

2. Which courses are currently on offer?

COURSES OFFERED, DURATION AND FREQUENCY:

<i>Courses offered</i>	<i>Duration</i>	<i>Frequency</i>

3. Are there any collaborations with other institutions to train police officers?

Yes  No

If Yes, which institutions/organizations: List (it/them) and aspect of their training programme(s)

.....  
 .....  
 .....  
 .....  
 .....  
 .....

(a) Is the curriculum of the courses offered approved by National Police Service Commission (NPSC)?

Yes  No

(b) If the response is NO above, state the reason(s)

.....  
.....  
.....  
.....  
.....  
.....  
.....

4. When was the curriculum of the courses offered last revised

.....  
.....  
.....  
.....  
.....

5. Is there value in having a compressed training to beat deadline?

.....  
.....  
.....  
.....

6. Examinations

Are candidates notified in advance of the pending examination dates?	Yes <input type="checkbox"/>	No. <input type="checkbox"/>
Are names of candidates who qualify and wish to sit for the examination called for?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are invigilating officers appointed for each examination center	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are sealed envelopes containing the examination papers opened by invigilating officers at the actual time set for the commencement of the subject concerned in the presence of the candidates?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

7. (a) What are the trainees concerns about the institution?

(i) .....  
.....  
(ii) .....

- (iii) .....
- (iv) .....
- (v) .....
- (vi) .....

(b) How are the trainees' concerns addressed by the institution's management?

- 1. ....
- 2. ....
- 3. ....
- 4. ....
- 5. ....
- 6. ....
- 7. ....

8. (a) What are the Instructors' concerns and Issues?

- 1. ....
- 2. ....
- 3. ....
- 4. ....
- 5. ....

(b) How are the Instructors' concerns addressed by the Institution's Management?

- 1. ....
- 2. ....
- 3. ....
- 4. ....
- 5. ....

9. Any other Observations made e.g.

- (a) Does the content on the training relate and connect to the policing practices?
- (b) Does the training make real links to human rights issues and the NPS’s obligations to uphold the rights of the various segments of the public?
- (c) Does the training provide avenues for adoption of dynamic, flexible, practical and lawful strategies in calming public disorders?
- (d) Does the training relate to police work especially policing procedures and management of operation such as crowd control and riot management?
- (e) Does the training have links to policing with public consent or its force oriented?
- (f) Does the training make links to the current nature of crimes e.g. drug trafficking; human trafficking; cybercrime; child trafficking; smuggling and money laundering?
- (g) Is the training problem-solution oriented?

(h) Others: (*Specify*):

.....

.....

.....

.....

.....

.....

10. What are the challenges to the institution’s management?

.....

.....

.....

.....

.....

.....

.....

11. RECOMMENDATIONS AND FEEDBACK TO THE IN CHARGE

<i>S/No.</i>	<i>Previous Recommendations Made</i>	<i>Status of Implementation</i>	<i>Reasons for Failure to Implement</i>

<i>S/No.</i>	<i>Previous Recommendations Made</i>	<i>Status of Implementation</i>	<i>Reasons for Failure to Implement</i>

12. CURRENT FEEDBACK TO THE OFFICER IN CHARGE

<i>S/No</i>	<i>Recommendations</i>	<i>Remarks</i>

13. Completed by:

Name of Inspector:	
Signature:	
Date:	
Time in:	
CONFIRMED BY:	
NAME OF OFFICER-IN-CHARGE: .....	
SIGNATURE: .....	
DATE: .....	
APPROVED BY: (Team leader)	CHECKED BY:(Supervisor)
DATE: .....	DATE:.....
Signature: .....	Signature:.....