

**THE INDEPENDENT POLICING OVERSIGHT  
AUTHORITY (GENERAL OPERATIONS)  
REGULATIONS, 2022**

**ARRANGEMENT OF REGULATIONS**

*Regulation*

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- No. 11A of 2011.
- e taking of a sample of saliva or a sample by buccal swab;
  - (b) the taking of a sample of blood;
  - (c) the taking of a sample of hair from the head or underarm; or
  - (d) the taking of a sample from a fingernail, toenail or from under the nail,

No. 11A of 2011.

for the purpose of performing a test or analysis upon the sample in order to confirm or disprove a supposition concerning the identity of the person who committed a particular crime;

“member of the Service” has the meaning assigned to it under section 2 of the National Police Service Act, 2011 and they include— (a) civilian members of staff of the Service; and

- (b) a member who has previously served in the Service for conduct while in the Service;

“misconduct” has the meaning assigned to it under the Act;

“police officer” has the meaning assigned to it under section 2 of the National Police Service Act, 2011;

“police premises” has the meaning assigned to it under section 2 of the National Police Service Act, 2011 and includes training institutions, detention facilities, and lock up facilities;

Service” means the National Police Service established under Article 243 of the Constitution;

4;

“DNA sampling procedure” means a procedure carried out by a medical practitioner, consisting of—

“serious injury” means any harm which—

- (a) amounts to a maim;
- (b) amounts to dangerous harm;
- (c) permanently injures body or health;
- (d) is likely to permanently injure body or health;
- (e) is as a result of an act which amounts to sexual offence; or
- (f) extends to permanent disfigurement or to any permanent or serious injury to any external or internal organ, membrane or sense;

- (a) “serious offence” means an offence punishable by imprisonment for a term of twelve months or more;
- h

No. 3 of 2006. “sexual offences” means offences set out in the Sexual Offences Act, 2006; and

No. 12 of 2017. “torture” has the meaning assigned to it under section 4 of the Prevention of Torture Act, 2017.

Officer deemed to **3.** A police officer shall, for the purposes of the Act and these Regulations, be considered to be always on duty.

Co-operation with the Authority.

No. 11A of 2011.

**4.** (1) Pursuant to sections 4(3), 6(f) and 7(2) of the Act, section 10 (m) of the National Police Service Act, the Service and every Government officer or institution shall cooperate and accord the Authority such assistance and protection as may be necessary for furtherance of objects and purpose of the Constitution, the Act, National Police Service Act, these Regulations and any other written law.

(2) The Authority shall, co-operate with other State entities, institutions or international bodies or persons—

- (a) on issues of policing oversight; and
- (b) for the effective performance of its functions and exercise of its powers, as contemplated by section 6(f) of the Act.

(3) In undertaking the co-operation envisaged under sub-regulation (1), the Authority may, subject to section 4 of the Act, enter into agreements, which may include—

- (a) memoranda of agreement or understanding; and (b) *ad hoc* co-operation agreement.

(4) Despite the provision of this regulation, the independence of the Authority stipulated in section 4 of the Act, shall not be undermined in any manner.

(5) Pursuant to section 32(2) of the Act, no money shall be accepted by the Authority from the National Police Service while undertaking any co-operation envisaged under this regulation.

Designated officer.

22 of the Act, the Board may from time to time appoint a member of staff as a designated officer for purposes of execution of any function of the Authority under the Act, these Regulations or any other written law.

(2) The Board shall issue certificate of appointment to the designated officer appointed under sub-regulation (1).

Cap. 75 Cap.  
80.  
Cap. 63.  
Cap.114

(3) A designated officer shall, when exercising any power or executing any function assigned under the Act, these Regulations or any other written law, produce a certificate of appointment for identification unless the nature of the operation does not make it necessary or desirable to do so.

Cap. 80. s.25A

(4) For the purposes of undertaking investigation, a designated officer shall have all the powers, privileges and immunities of a police officer under the provisions of the Criminal Procedure Code, Evidence Act, Penal Code and the Firearms Act.

(5) For purposes of obtaining confessions and recording statement, a designated officer shall have all powers, privileges and immunity of inspector of police under section 25A of the Evidence Act.

Cap. 114 s 29.  
**5.** (1)  
Pursuant to  
sections 18 and

(6) A designated officer may, in accordance with IPOA Form 1 set out in the Schedule, require a member of the Service suspected of having committed a serious offence to undergo a DNA sampling procedure if there is reasonable ground to believe that the procedure might produce evidence likely to confirm or disprove that the suspect committed the alleged offence.

(7) For furtherance of the objects and purposes of the Act, these Regulations and any other written law, a designated officer shall, have all powers necessary to remove, or transport, or cause to be removed or transported any firearm or ammunition from one place to another in Kenya.

## **PART II— COMPLAINTS**

Lodging

a

**6.(1)** pursuant to sections 6 and 24 of the Act, a person may lodge a

complaint. complaint to the Authority against the Service or a member of the Service— (a) orally;  
(b) in writing;  
(c) electronically;  
(d) by sign language;  
(e) by braille; or  
(f) through any other communication formats and technology accessible to members of the public.

(2) Complaint lodged under sub-regulation (1) shall be received and reduced by a designated officer into writing by transferring the details of the complaint into IPOA Form 2 set out in the Schedule.

(3) Upon receipt and registration of a complaint, the Authority shall open a complaint file for each complaint.

(4) The designated officer shall open and maintain a file comprising of all information relating to a complaint including—

- (a) the complaint form;
- (b) preliminary inquiry report where applicable;
- (c) any relevant document which shall contain any information relating to the complaint, which includes, findings, conclusion or recommendations;
- (d) the victims' statement in respect to the psychological, emotional, physical, economic or social impact of the complaint;
- (e) proceedings on the conduct of hearing, if any;
- (f) the decision made by a designated officer in charge of complaints; and
- (g) any other relevant information or documents as the Authority may consider necessary.

(5) Where additional information is required by the Authority, the designated officer shall carry out a preliminary inquiry pursuant to section 24(4) of the Act and any other relevant complaint management manual or policy.

Register of complaints.

**7.(1)** The Authority shall keep and maintain a manual or automated complaint register.

(2) All complaints lodged at the Authority shall be recorded in the manual or automated complaint register.

Acknowledgement  
etc of a  
complaint.

**8.** The Authority shall within twenty-four hours of receipt of a complaint, acknowledge receipt and communicate to the complainant—

- (a) the complaint reference number for purpose of tracking progress; and
- (b) the name and official contact details of the designated officer who receives the complaint.

Anonymous  
complaint.

**9.** (1). Notwithstanding regulation 6(2) a person may lodge an anonymous complaint to the Authority.

(2) Where a complaint is lodged anonymously the Authority shall register the complaint but not acknowledged receipt

Referral of  
complaint to the  
Authority.

**10.** (1) Any person may refer a complaint to the Authority.

(2) Where a complaint is referred to the Authority under sub-regulation (1), the person referring the complaint to the Authority shall forward all particulars concerning the complaint and any other relevant information to the Authority by filling IPOA Form 3 set out in the Schedule.

Communication  
upon receipt of a  
complaint, referral  
etc.

**11.** (1) Where the Authority receives a referral from the Service or any other institution, the Authority shall communicate to the Service, institution and complainant of receipt of the referral.

(2) Upon request by the Authority, the Service, any other institution or complainant, as the case may be, shall furnish the Authority with all necessary information to enable the Authority process the complaint.

(3) The Authority shall record, investigate and process complaints referred to the Authority in accordance with these Regulations.

- Form and content of a complaint.
- (1)
- 12.** The IPOA Form 2 set out in the Schedule shall require the complainant to provide the following information —
- (a) the name, age and sex of the complainant;
  - (b) complainant contact details;
  - (c) the name, age, sex, description, rank, title and place of work or residence of the member of the Service complained against in so far as they can be ascertained;
  - (d) the date, time and place of the occurrence of the act or omission complained of;
  - (e) where the victim is a minor, a person of unsound mind or a person with disability, a statement to that effect by the person making the complaint;
  - (f) where the complainant lodges a complaint on a representative capacity, the complaint form shall state the capacity in which the complainant complains;
  - (g) a c o n c i s e statement of t h e f a c t s constituting t h e complaint;
  - (h) nature and extent of injury, if any;
  - (i) a statement as to whether the complainant has knowledge of any disciplinary action taken or criminal charges preferred against the member of the Service;
  - (j) information as to the identity and contacts of witnesses and victims, if any;
  - (k) the relief or redress sought either specifically or generally;
  - (l) a declaration by the complainant that the representations on the complaint form are true;
  - (m) a statement of existence or otherwise of pending complaint before the Authority, any court or tribunal between the complainant and the member of Service over the same subject matter; and
  - (n) any other particulars that the Authority may require.

(2) Where the complainant is a member of the Service the complaint shall, in addition to the particulars set out in sub-regulation (1), state the employment particulars including, formation, Service number, rank, station region, county and sub-county.

(1)

(3), Notwithstanding sub-regulations (1) and (2) a complainant or a member of the Service may lodge an anonymous complaint.

Management of complaints.

**13.** (1) A designated officer shall conduct thorough screening to determine appropriate cause of action and may—

- (a) admit;
- (b) dismiss; or
- (c) refer the complaint to the Service or any State Organ or institution.

(2) A designated officer shall carry out preliminary inquiry and consult the Authority's relevant structures before dismissing or referring a complaint to any other State organ or institution.

(3) A designated officer shall exercise powers and carry out functions assigned under this regulation through structures that the Board may from time to time determine.

(4) Prior to dismissal of a complaint under sub-regulation (2), the Authority shall accord the complainant an opportunity to be heard in accordance with the requirements of the Fair Administrative Action Act, 2015.

(5) The Authority shall within seven days communicate to the complainant its decision to admit, refer or dismiss a complaint and the grounds for such decision.

(6) The communication of decision of the Authority under sub-regulation (5) shall be in accordance with IPOA Form 3 set out in the Schedule.

Action upon admission.

**14.** (1) Upon admission of a complaint pursuant to regulation 13, the designated officer may, in compliance with the Act and these Regulations, recommend—

- (a) preliminary inquiry;
- (b) investigation of the complaint;
- (c) psychosocial support of the complainant;
- (d) inspection to be conducted;
- (e) monitoring of police operation affecting members of the public in respect of the complaint; or (f) research or any other legal action.

(2) The designated officer shall, in writing, communicate the recommendation made pursuant to sub-regulation (1) to the complainant within seven days from the date of its decision.



Appeals to the Board on closure, referral and dismissal of complaint.

(1)

**15.** Where a complainant is dissatisfied with the decision by a designated officer to close, refer or dismiss a complaint, the complainant may, within thirty days, lodge an appeal in writing to the Board.

(2) The Board shall review and assess the merits of the appeal made under this regulation, and may, if it raises justifiable grounds, admit or disallow the appeal.

(3) The Board may accord a complainant an opportunity to appear and be heard prior to admitting or disallowing the appeal.

(4) Where an appeal is allowed, the Authority shall—

(a) notify the complainant; and

(b) admit and deal with the complaint in accordance with these Regulations.

(5) Where an appeal is disallowed the complaint shall be closed and the complainant notified accordingly.

(6) The decision of the Board shall, in so far as admission of complaint at the Authority is concerned, be final.

(7) The decision of the Board shall be communicated to the complainant in writing.

Review by the Board.

**16.** (1) The Board may on its own motion or upon request—

- (a) take up any complaint at any stage of investigation and issue appropriate directions;
- (b) review the recommendations of the designated officer or any officer of the Authority;
- (c) consider complaints of complex nature and any other complaint under Section 24 of the Act;
- (d) review recommendations made after investigations, inspections or monitoring; or
- (e) pursuant to section 24(9) of the Act, review any recommendations made where new evidence emerge and give directions on the manner in which a complaint shall be disposed of.

(2) This regulation does not take away any power or functions of the Board granted under the Act, these Regulations or any other written law.

Withdrawal and lapse of complaint.

**17.** (1) A complainant may, in writing, withdraw a complaint pending before the Authority at any stage during its consideration.

(2) Where a complainant unjustifiably fails or neglects to respond to communication from the Authority within three months from the date of the last communication, the Authority may deem the complaint to have lapsed.

(3) Despite the provisions of sub-regulations (1) and (2), the Authority may, in its discretion, proceed to deal with a complaint in the public interest.

(4) Where a complaint has lapsed, the complainant may apply to the Board for re-admission of the complaint and give reasons in support of the application for re-admission.

### **PART III –INVESTIGATIONS GENERALLY**

- (1)
- Investigations generally. No. 2 of 2015. **18.** The Authority shall commence investigation—
- (a) on its own motion;
  - (b) upon notification from the Service under the National Police Service Act;
  - (c) upon receipt of a complaint by any person;
  - (d) on any death or serious injury which is as a result of police action or is caused by a member of the Service;
  - (e) on death or serious injury while in police custody, which is as result of police action or omission, or is caused by a member of the Service;
  - (f) upon receipt of a complaint by a member of the Service;
  - (g) on police operations affecting members of the public;
  - (h) on any complaints related to disciplinary or criminal offence committed by a member of the Service;
  - (i) upon receipt of a report made to the Authority pursuant to section 25(3) of the National Coroners Service Act, 2017; (j) on corruption pursuant to section 5(b) of the Act and Article 244(b) of the Constitution which provides for prevention of corruption and promotion of transparency and accountability;
  - (k) on allegations of torture made in respect to a member of the Service pursuant to section 13(6) of the Prevention of Torture Act, 2017;
  - (l) on a complaint or allegation of domestic violence or sexual violation by a member of the Service;  
Service of domestic violence or sexual violation pursuant to the Protection against Domestic Violence Act, 2015 and Sexual Offences Act, 2006 committed by a member of the Service; and
  - (n) on any other matters or function assigned to the Authority under any written law.
  - (m) upon receipt of a complaint or allegation by a member of the
- No. 18 of 2017.
- No. 12 of 2017.
- No. 3 of 2006  
Action upon receipt of complaint for investigation etc. **19.** U p Regulations the designated officer shall within seven days undertake an assessment of the complaint to determine the appropriate action and may recommend—
- on admission of a complaint under these

- (a) rapid response, where applicable;
- (b) preliminary investigation; or (c)
- full investigation of the complaint.

(1)

Rapid response **20.** Where the designated officer deems it appropriate to <sup>action.</sup> initiate rapid response action, the designated officer shall—

- (a) as soon as practically possible—
  - (i) visit the scene of crime or incident;
  - (ii) secure the scene;
  - (iii) seize exhibits;
- (b) collect, package, label, seal properly and transport forensic evidence;
- (c) ensure collection by forensic experts of exhibits for processing by relevant forensic entities;
- (d) record, register, handle, transport and ensure safe custody of exhibits;
- (e) take pictorial, audial, visual or any other mode of recording;
- (f) gather all relevant information and documentation;
- (g) identify and record particulars of all potential witnesses;
- (h) where practicable interview the key witnesses;
- (i) in cases of death, the preservation of the body shall be as set out in Part V;
- (j) attend post-mortem and offer information or documentations requested by the coroner or pathologist;
- (k) record details of the deceased and affected parties including their names, age and gender; or
- (l) carry out any other duty as may be necessary in furtherance of the object of the Authority under the Act or any other written law.

(2) Upon conclusion of the rapid response action the designated officer shall, within seven days, prepare an investigation report.

(3) The report referred to under sub-regulation (2) shall provide for

- (a) the findings under sub-regulation (1); and

- (b) the recommendations on the appropriate action to be taken in respect of the complaint, which may include—
  - (i) closure of the complaint;
  - (ii) referral of the complaint; or
  - (iii) full investigation of the complaint.

Arrest etc.  
No. 11A of 2011

**21.** Pursuant to section 7(1) (g) of the Act, section 10(1)(m) and (t) of the National Police Service Act, 2011 the Authority shall as soon as it has established possible culpability of a member of the Service, require in writing, the immediate superior or the Inspector-General—

- (a) to immediately disarm; and
- (b) arrest the member of the Service.

(2) In the course of investigations, where the Authority is of the view that there is need for immediate restrain or arrest of the member to avert continued violation of the Act or any other written law, the Authority shall require in writing the Inspector-General to cause immediate restrain or arrest of the member.

Disarm.  
Recommendation  
to the Inspector-  
General,  
Commission etc.  
No. 12 of 2011.

**22.** (1) Upon commencement of an investigation of death, member of Service concerned is armed, the Authority shall, immediately notify the InspectorGeneral and require the Inspector-General to disarm the member of the Service.

(2) The notification referred to under sub-regulation (1) shall be in writing.

(3) A member of the Service summoned to the Authority shall not appear or access the Authority’s premises while armed.

serious  
offences, or  
serious  
injuries, and  
where the

**23.** Where a member of the Service has been charged in court and taken plea, the Authority shall recommend, in writing, the interdiction of that member of the Service by the National Police Service Commission or the

(1)

Inspector-General, as the case may, in accordance with the National Police Service Commission Act, 2011 regulation 13 (11), regulation 14 or Chapter 30 Order 40(3) of the Service Standing Order.

Crime scene **24.** Crime scene management entail— management.

- (a) establish rendezvous;
- (b) visit at the scene of incident;
- (c) set the scene boundaries;
- (d) maintain access log;
- (e) scene assessment;
- (f) identify for secondary scenes;
- (g) evidence identification;
- (h) scene documentation;
- (i) recovery of evidence;
- (j) preservation and packaging;
- (k) labelling and documentation;
- (l) scene walk through;
- (m) evidence seizure;
- (n) transport of evidence;
- (o) review of scene findings;
- (p) release the scene upon completion;
- (q) request for further investigations; and
- (r) carry out any other activity relevant to crime scene management.

Conduct of investigations. **25.** Where a designated officer deems it appropriate to carry preliminary out preliminary investigation, the designated officer shall commence preliminary investigation within seven days.

(2) In undertaking preliminary investigation, the designated officer shall, where applicable—

- (a) consider recommendations of the rapid response action, investigations report, inspection or monitoring report;
- (b) where appropriate and as soon as practically possible—
  - (i) visit the scene of crime or incident
  - (ii) secure the scene;
  - (iii) seize exhibits;
- (c) collect forensic evidence;
- (d) ensure the collection by forensic experts of exhibits for processing by relevant forensic entities;
- (e) ensure recording, registration, handling, transportation and disposal of exhibits;
- (f) take pictorial, audial, visual or any other mode of recording;
- (f) gather all relevant information and documentation;
- (g) identify and record particulars of all potential witnesses and where practicable, interview the key witnesses;
- (h) in cases of death, cause the preservation of the body as set out in Part V, attend post-mortem and where appropriate, advise the coroner or any person conducting the post-mortem;
- (i) record details of the deceased and affected parties including their names, age and gender;
- (j) contact the complainant or any witness for purposes of recording their statement; and
- (k) where applicable, identify and interview suspect member of the Service.

(3) Upon conclusion of preliminary investigations, the designated officer shall, within seven days, prepare an investigation report and may recommend—

- (a) closure of the complaint where investigations carried out do not raise sufficient grounds to warrant a recommendation for disciplinary action, compensation or prosecution;
- (b) full investigation of the complaint;
- (c) referral of the complaint to the Service or any other relevant State organ or institution; or



(1)

(d) reconciliation or mediation by the Board or any other relevant institution.

(4) Pursuant to section 24 (9) of the Act, the Authority may upon receipt of new evidence re-open any investigation which has been closed, and may amend or withdraw any previous findings and recommendations.

(5) Pursuant to section 24 (13) of the Act, nothing shall prevent any person or body from lodging a complaint in terms of the Act or these Regulations, or the Authority from conducting investigation, even if the target, victim or witness of the action does not agree to or approve of such an investigation by the Authority.

(6) The reconciliation or mediation referred to under sub-regulation (3) (d) may only be conducted where the offence or complaint, in the opinion of the Board, is not of a serious nature—

(a) upon request, in writing, by the complainant or the suspect; or

(b) by the Board on its own motion, but with the agreement and approval of the complainant.

(7) The Board shall not conduct reconciliation or mediation where the complaint relates to—

(a) death or serious injury;

(b) grievous harm;

(c) robbery with violence;

(d) sexual offences; or

(e) offences under the Prevention of Torture Act.

(8) The Authority shall monitor the process and conduct of any mediation or reconciliation exercise referred to any person or institution by the Authority and may recall the instructions to mediate or reconcile the parties.

(9) The Authority shall seek to establish whether a matter before a court of law or any other institution affecting the same parties and on similar circumstances exist prior to commencing or recommending mediation or reconciliation.

(10) A person who presents false documentation or makes false statement with intent to deceive or mislead the Authority at the preliminary

investigations, full investigations, mediation or reconciliation process commits an offence and shall be liable, upon conviction, to a fine not exceeding five hundred thousand shillings or to imprisonment for a period not exceeding three years or to both.

Frivolous and **26.** Pursuant to section 24(8) of the Act, the Authority shall not <sup>vexatious</sup> investigate frivolous, vexatious or malicious complaint against a member of complaints. the Service.

Continuation of investigation while proceedings are in court.

**27.** (1) Pursuant to section 24 (5) of the Act, where criminal proceedings are instituted against a member of the Service in respect of a matter under investigation by the Authority, the Authority may suspend its investigation until the conclusion of those proceedings, after which it may continue its investigation or in appropriate cases, decide to discontinue.

(2) The Authority shall not suspend investigations where—

- (a) it is in public interest the matter be investigated and processed by the Authority in accordance with the Act or these Regulations; or
- (b) the ingredients or subject matter of the investigations are not identical to the criminal proceedings.

(3) The Authority shall, prior to suspension of an investigation under sub-regulation (1) satisfy itself that—

- (a) the subject matter of the criminal proceedings are identical to the matter under investigation by the Authority;
- (b) the ingredients of the criminal proceedings are not similar to matter under the Authority investigation;
- (c) the scope of investigation is sufficiently broad to sustain a conviction of the suspect; or
- (d) the criminal proceedings have not been instituted in court with the aim of subverting the course of justice.

(4) Where it is in the interest of justice that the Authority conducts full investigations and processes the complaint in accordance with the Act or these Regulations or any other written law, the Authority shall, in writing, request the Director of Public Prosecutions to stay criminal proceedings to facilitate finalization of investigations by the Authority.

(5) In making the request envisaged under sub-regulation (4), the Authority shall state its justification for seeking stay of criminal proceedings, and may include complainant or witness statements.

(6) Where the request for stay of criminal proceedings has been made under sub-regulation (4) the Director of Public Prosecutions shall, within reasonable time, communicate to the Authority the action taken.

(7) The Authority shall watch brief in all criminal proceedings that relate to its functions under the Act.

- (8) The Authority may, with the leave of court—
- (a) address the court on any issue arising on a matter investigated by the Authority under the Act or these Regulations; and
  - (b) produce any documentation, information or evidence pertaining to the matter.



Conduct of Full **28.** (1) In conducting full investigation, the designated officer investigations. shall where applicable, —

- (a) consider recommendations of the rapid response action, inspection report, monitoring report, preliminary inquiry report or any other relevant report;
- (b) consider preliminary investigations report, where applicable;
- (c) attend the scene to secure and seize exhibits, where necessary;
- (d) contact the complainant where applicable;
- (e) identify, contact and interview witnesses;
- (f) record statement;
- (g) gather all relevant information and documentation including but not limited to—
  - (i) medical reports;
  - (ii) post mortem reports;
  - (iii) forensic reports;
- (h) identify and interview suspect member of the Service;
- (i) consider desirability of reconstructing the scene of crime or incident peruse police and consider police reports if any;
- (j) take pictorial, audial, visual or any other mode of recording;
- (k) manage the crime scene; and
- (l) take any other necessary and relevant step to conduct investigations.

(2) Upon conclusion of full investigations, the designated officer shall prepare an investigation file.

(3) The investigation file referred to under sub-regulation (2) shall, as much as possible and where applicable, contain—

- (a) case intake form;
- (b) job tasking;
- (c) complaint or notification report;
- (d) emails and correspondence;
- (e) exhibit reports;
- (f) forensic reports;
- (g) investigation log;
- (h) investigation report; (i) inspection report.
- (j) legal documents;
- (k) maps and charts;

- (l) photographs;
- (m) police file;
- (n) documents from police which includes police records, signals, notifications, occurrence book register, extracts, cell register, firearm movement register, and any other relevant police record;
- (o) research reports and related material;
- (p) media stories and articles;
- (q) victim and witness statements; (r)
- (r) suspect officer statements;
- (s) all the steps taken during the full investigation;
- (t) the findings of the full investigation;
- (u) victim protection and impact assessment; and
- (v) particulars of the investigators who conducted the full investigation.

(4) The investigation file referred to under sub-regulation (2) shall be reviewed by a designated officer for requisite legal input and prepare the final investigation report.

(5) The designated officer shall submit the report referred to under sub-regulation (4) to the Board for consideration, approval and any other relevant action.

(6) Upon conclusion of full investigation under the Act and this regulation, the Authority shall make recommendations on the appropriate action in accordance with section 29 of the Act.

Forms applicable in **29.** (1) A medical officer who examines a victim of an offence full investigations. under the Act, these Regulations or any other written law, shall, in so far as Authority's mandate is concerned, fill IPOA Form 5 set out in the Schedule.

(2) The pathologist, coroner or any person required to conduct autopsy or post-mortem under the Act, these Regulations or any other written law shall fill IPOA Form 6 set out in the Schedule.

(3) The designated officer shall—

- (a) upon receipt or seizing exhibit fill IPOA Form 7 on exhibit receipt and IPOA Form 8 on exhibit seizure set out in the Schedule;



- (b) fill IPOA Form 9 set out in the Schedule on storage of exhibits;
  - (c) fill IPOA Form 10 set out in the Schedule when forwarding exhibit for forensic analysis;
  - (d) fill in exhibit report IPOA Form 11 set out in the Schedule;
  - (e) fill IPOA Form 12 crime scene access and evidence log set out in the Schedule;
  - (f) prepare the charge sheet set out in IPOA Form 13.
- (4) A member of the Service or forensic expert shall acknowledge receipt of exhibit for forensic analysis by filling IPOA Form 14 set out in the Schedule.

#### **PART IV— TAKE OVER OR REFERRAL OF COMPLAINTS TO AND FROM THE INTERNAL AFFAIRS UNIT**

Takeover of investigations from the Internal Affairs Unit.

**30.** (1) Pursuant to section 6 (d) of the Act, the Authority may, where it is of the view that investigations are inordinately delayed or manifestly unreasonably investigated, take over that investigation from the Internal Affairs Unit or the Service, regardless of where the complaint was first reported.

(2) Pursuant to sections 6(d) and 7(1)(b) of the Act, the Authority shall —

- (a) upon request by a complainant;
- (b) upon request by any other person; or (c) on its own motion,

takeover on-going investigation from the Internal Affairs Unit.

(3) Upon receipt of a request under sub-regulation (2) (a) and (b), the Authority shall require the Internal Affairs Unit to, within seven days, handover ongoing investigation file to the Authority.

(4) The takeover of complaints referred to under sub-regulation (3) shall be in accordance with IPOA Form 15 set out in the Schedule, and shall specify the—

- (a) documents or information required by the Authority; and
- (b) timeline within which the Internal Affairs Unit shall provide any information, documentation or exhibit on the matter.

(5) Where upon the expiry of the period set out in the demand to

take over ongoing investigations under this regulation and the Internal Affairs Unit has not taken the requisite action, the Authority shall invoke the provisions of section 31 of the Act.

(6) The Authority shall, before and upon takeover of ongoing investigation from the Internal Affairs Unit, notify the concerned parties in writing.

(7) An investigation taken over by the Authority shall be processed in accordance with the Act and these Regulations.

Referral of complaints by the Authority to the Unit.

complaint to the Internal Affairs Unit for investigation

(2) The Authority may refer the following category of complaints to the Internal Affairs Unit—

- (a) minor disciplinary complaints;
- (b) minor attitude problems;
- (c) minor discourtesy; or
- (d) matters where an aggrieved person does not want action taken.

(3) Pursuant to section 87(4) of the National Police Service Act, the Internal Affairs Unit shall not investigate offences of criminal nature and the Unit shall immediately refer to the Authority any complaint of such nature reported to the Unit.

No. 11A of 2011.

**31.** (1)  
Pursuant to section 24 (10) of the Act and section 87 (4) (e) of the National Police Service Act, 2011 the Authority may refer a

Process of referral **32.** (1) A designated officer shall prior to referral of a complaint to the Unit. to the Internal Affairs Unit conduct preliminary inquiry to ascertain whether the complaint falls within the category set out in regulation 31.

(2) The Authority shall—

- (a) within seven days notify the complainant in writing of the intention to refer the complaint to Internal Affairs Unit; and
- (b) only refer a matter to Internal Affairs Unit with the consent and concurrence of the complainant.

(3) The consent and concurrence referred to in sub-regulation (2)(b) shall be in accordance with IPOA Form 16 set out in the Schedule.

(4) Where the Authority has obtained the consent and concurrence of the complainant to refer the matter to the Internal Affairs Unit, the Authority shall—

- (a) within seven days refer the complaint to Internal Affairs Unit in writing; and
- (b) submit to Internal Affairs Unit any relevant information or documentation to enable the Internal Affairs Unit carry out investigations expeditiously.

(5) The Internal Affairs Unit shall within thirty days investigate, conclude on the matter and report to Authority.

(6) Where the Internal Affairs Unit is not able to conclude the investigations within the time set out in sub-regulation (5), the Unit shall communicate to the Authority in writing and the reasons for delay.

(7) Upon receipt of the report under sub-regulation (5), the Authority shall within seven days communicate in writing to the complainant the findings of the Internal Affairs Unit.

(8) Where the complainant is satisfied with the action or recommendation of the Unit, the complainant shall consent to the outcome in accordance with IPOA Form 17 set out in the Schedule and the matter shall be marked as closed.

(9) Where the complainant or Authority is dissatisfied with the findings of Internal Affairs Unit, the Authority shall take over or initiate

fresh investigations of the complaint in accordance with the Act and these Regulations.

**PART V—NOTIFICATION OF DEATH, SERIOUS INJURY, GRAVE CONSEQUENCES AND USE OF FORCE**

Notification under paragraph (9)(d) of the Fifth Schedule.  
No. 11A of 2011.

**33.** (1) Pursuant to sections 25 and 7(1) (a)(x) of the Act and Paragraph (9) (d) of the Fifth Schedule to the National Police Service Act, 2011, a member of the Service, the station commander or the officer in charge or a direct superior of the member of Service shall, within twentyfour hours of receipt of a complaint by a detained person on ill-treatment or torture, notify the Authority.

(2) Upon receipt of the notification under sub-regulation (1), the Authority—

- (a) shall initiate inspection and investigation in accordance with the Act and these Regulations; and
- (b) may recommend prosecution, disciplinary action, compensation, policy review or any other action.

Notification under paragraph 13 of the Fifth Schedule.  
No. 11A of 2011.

**34.** (1) Pursuant to sections 25 and 7(1) (a) (x) of the Act and Paragraph (13) of the Fifth Schedule to the National Police Service Act, 2011, a member of the Service, the station commander or the officer in charge or a direct superior of the member of Service shall whenever a detained person dies in custody, notify the Authority of such death in accordance with IPOA Form 18 set out in the Schedule.

(2) The Authority shall initiate investigations on the death reported under sub-regulation (1) in accordance with the Act and these Regulations and may recommend prosecution, disciplinary action, compensation or any other action.

Notification of death etc under the Sixth Schedule.  
No. 11A of 2011

paragraphs 5 and 7 of Part A and paragraphs 5 and 7 of Part B, paragraphs 1 and 2(3) (b) and (c) of Part C of the Sixth Schedule to the National Police Service Act, 2011, where a death, serious injury or grave consequences—

**35.** (1) Pursuant to sections 7(1)(a)(x), 25 of the Act,

- (a) occur or is suspected to have occurred as a result of police action, omission, negligence or use of force;
- (b) occur in police custody; or
- (c) caused by a member of the Service,

the station commander or the officer in charge or a direct superior of the member of Service who caused death, serious injury or grave consequence, shall immediately report the case to the Authority—

making a call to the designated officer on such phone numbers or toll-free lines as the Board may from time to time provide; or

- (ii) electronically by sending an email to the designated officer on [info@ipoa.go.ke](mailto:info@ipoa.go.ke); [deathnotification@ipoa.go.ke](mailto:deathnotification@ipoa.go.ke),

and confirm the report or notification in writing by filling IPOA Form 19 set out in the Schedule, not later than 24 hours after the occurrence of the incident.

(2) The station commander, the officer in charge or a direct superior of—

- (a) the member of Service who caused death, serious injury or grave consequence; or
- (b) station where a death occurred in police custody,

shall within twenty-four hours of the occurrence of the incident, provide the Authority with—

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- (i) all the necessary evidence specified under section 25(2) of the Act;
- (ii) certified copy of notification of death by a medical officer;
- (iii) certified copy of the occurrence book entry;
- (iv) certified copy of the duty roster;
- (v) certified copy of the arms movement register;
- (vi) certified copy of police signals;
- (vii) cell register;
- (viii) crime scene photographs;
- (ix) cybercrime report;
- (x) ballistic report;
- (xi) certified copy of operational order, where applicable; and
- (xii) any other relevant document;

and shall within seven days, provide the Authority with—

- (a) duly filled police IPOA Form 5 or any other medical document;
- (b) duly filled IPOA Form 6 postmortem form.

(3) Upon receipt of the notification under sub-regulation (1), the Authority shall immediately commence investigations in accordance with the Act and Part VI of these Regulations.

(4) The provisions of this regulation does not preclude any person or a member of the public from lodging a complaint on death, serious injury or grave consequences to the Authority.

(5) Any person or a member of the public may lodge a complaint on death, serious injury or grave consequences to the Authority where that death, serious injury or grave consequence has occurred in police custody or was caused by a member of the Service.

(6) The notification by any person or a member of the public referred to in sub-regulation (5) shall be made—

- (a) verbally;
- (b) telephonically;
- (c) electronically; anonymously; or
- (d) in writing, in accordance with IPOA Form 19 set out in the Schedule.

(7) The designated officer shall immediately upon receipt of a notification report or complaint under this regulation register it and take immediate requisite action under these Regulations.

(8) A complaint or a notification lodged under this regulation may not be rejected or dismissed merely because of the complainant's inability to furnish the Authority with all information required under this regulation.

(9) Despite paragraph (5), the Authority shall investigate death that occurs at police custody in the manner provided under Part IV where the Authority becomes aware of such death.

(10) Noncompliance with this regulation by a member of the Service, station commander or any other relevant direct superior —

- (a) of the person who caused death, serious injury or grave consequences; or
- (b) in whose command and control the death occurred,

commits an offence and shall be liable, upon conviction to a fine not exceeding five hundred thousand shillings or to imprisonment not exceeding three years, or to both.

Notification under the Prevention of Torture Act.

**36.** (1) Pursuant to sections 6(a), 25(1) of the Act and section 13(6) of the Prevention of Torture Act, 2017 where an allegation of torture is made against a member of the Service, the station commander or the officer in charge or a direct superior of the member of Service who allegedly tortured a person shall notify and supply the Authority with all necessary evidence and documentation in the manner set out in these Regulations.

(2) The Authority shall handle notification and complaints of torture in the manner set out in these Regulations.

Procedure on receipt of notification and report by Coroner etc.

**37.** (1) Pursuant to section 7(1)(a)(i) and (g) of the Act and section 25(3) of the National Coroners Service Act, 2017, the Commissioner General of Prisons or the coroner shall, immediately and not later than twentyfour hours upon establishing that a death—

- (a) under his or her examination occurred as a result of police action, inaction or negligence; or
- (b) occurred in police custody or prison custody, notify the Authority.

(2) Pursuant to section 25(3) of the National Coroners Service Act, 2017, the coroner shall furnish the Authority with a report of death that occur in police custody or prison custody in a manner set out in IPOA Form 20 set out in the Schedule.

(3) The report referred to in sub-regulation (2), shall be made within seven days of undertaking medical and forensic investigations.

(4) In addition to the report referred to in sub-regulation (2), the coroner shall furnish the Authority with any other information, exhibit and forensic materials including bullet, semen and any other material retrieved from the body of the deceased that may be relevant to facilitate investigations by the Authority.

(5) The Authority shall immediately upon receipt of the notification and report by the coroner initiate investigation in accordance with the Act and these Regulations.

**PART VI— PRESERVATION OF CRIME SCENE AND INVESTIGATIONS OF DEATH, SERIOUS INJURY, GRAVE CONSEQUENCES AND USE OF FORCE**



Preservation of scene by a member of the Service.

**38.** (1)

Where a designated officer is not immediately available and within twenty-four hours or as soon as –

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police action occurs;

- (b) serious injury or grave consequences occurs;
- (c) abuse or misuse of firearms by a member of the Service;
- (d) abuse or excessive use of force by a member of the Service,

the station commander or the officer in charge or a direct superior of the member of Service shall–

- (i) notify the Authority in accordance with the Act or these Regulations;
- (ii) secure or cordon the scene;
- (iii) preserve all relevant evidence which may assist in the Authority’s investigation;
- (iv) identify and record all relevant particulars of the incident;
- (v) collect any forensic evidence at an incident scene and submit to the relevant agencies;
- (vi) take photographs of the scene and the body before its removal and record in writing any relevant information;
- (vii) where applicable obtain statements from next of kin that may assist an investigation;
- (viii) where applicable obtain statements from witnesses that may assist an investigation.

(2) A member of the Service, station commander or the officer in charge or a direct superior who preserves a scene shall furnish the Authority with information in IPOA Form 2 1 set out in the Schedule, and shall include—

- (a) the full names, rank, duty station and personal number of the reporting officer;
- (b) the date and place of the incident;
- (c) the names and addresses of the persons present at the scene including non-police officers;
- (d) where applicable, date and time when the body was moved and reasons for moving the body;
- (e) names and addresses of persons moving the body;
- (f) mode of transportation of the body and name of the institution where the body is preserved or place of burial; and
- (g) any other necessary detail.

(3) Where the body has been moved under sub-regulation (2), the member of the Service, station commander or the officer in charge or a direct superior shall be required to reconstruct the scene of incident.

(4) Pursuant to section 25(2) and (3) of the Act, a person who fails to comply with this regulation commits an offence.



Management of **39.** (1) Upon receipt of a notification of death, serious injury, <sup>crime scene by the</sup> grave consequences, use of force or firearm under the Act, these Regulations <sup>designated officer.</sup> or any other written law, a designated officer shall—

- (a) arrive at the scene of incident as soon as it is practicable possible and within twenty-four hours;
- (b) secure the scene of the crime, if still intact;
- (c) take over the securing of such scene from a member of the Service who may already be present at the scene;
- (d) conduct scene assessment and identify boundaries;
- (e) establish an inner cordon around the perimeter of the scene, as well as an outer cordon around the inner cordon to enable persons to perform their tasks within the inner cordon;
- (f) identify other scenes that might have a direct connection with the primary scene, and also protect such scenes;
- (g) undertake scene documentation and recording;
- (h) protect exhibits from contamination;
- (i) recover forensic evidence;
- (j) make note of each exhibit to protect its integrity and location, if it has to be moved;
- (k) regard a corpse or body as a source of evidence and handle it as such;
- (l) preserve and package exhibit;
- (m) label and document exhibit;
- (n) conduct scene walk through;
- (o) transport evidence and exhibit;
- (p) review scene findings;
- (q) scene log;
- (r) attend post-mortem;
- (s) exercise control over the persons who may gain access to the crime scene and co-ordinate all investigation support resources;
- (t) require potential witnesses to wait at a designated area outside the outer cordon;
- (u) obtain statements from witnesses;
- (v) ensure their safety and encourage witnesses not to discuss the incident amongst themselves;
- (w) protect the routes of access and departure by the person or persons suspected of having committed the crime, if known;
- (x) determine access and departure routes for use by emergency services and other persons authorized to enter the crime scene;

- (y) control any representatives of the media who may be in the vicinity of the crime scene; and
- (z) refrain from releasing information about the crime or the crime scene to any unauthorized person, including representatives of the media.

(2) In preservation and management of crime scene, the National Police Service shall, in so far as it is practically possible, offer all necessary support and assistance to the Authority.



Investigation of deaths in police custody, death as a result of police action or inaction etc

**40.** (1) A designated officer shall, as soon as is practicable, and within twenty-four hours—

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red, ensure that the scene is secured in the manner set out under regulation 39;

- (b) oversee the scene and conduct a preliminary investigation;
- (c) record the details of the deceased, including his or her name and surname, age and gender;
- (d) identify and record particulars of all potential witnesses for purposes of interviewing them;
- (e) in the case of a death in police custody, record the particulars of the persons who had been on duty in the facility at the time when the death occurred in accordance with these Regulations;
- (f) require the officer in charge to remove the body or corpse, in consultation with a pathologist, coroner or medical officer if he or she is available;
- (g) collect, or ensure the collection, by forensic experts, of exhibits for processing;
- (h) ensure the proper registration, handling, transportation and disposal of exhibits;
- (i) visit the deceased’s next-of-kin to inform them of the death and to;
- (j) obtain statements that may assist in the investigation;
- (k) visit or summon witnesses for purposes of obtaining statements that may assist in the investigation;
- (l) attend the postmortem and advise the person conducting the postmortem of observations made at the scene of death as well as areas that should be concentrated on; and
- (m) carry out any other relevant and legal investigative activity.

(2) A designated officer shall, upon collection of all evidence, statements and technical or expert reports, where applicable, submit findings of the investigations to the Board.

(3) The report referred to under sub-regulation (1) may contain recommendations —

- (a) for prosecution of a member of the Service by the Director of Public Prosecutions where it discloses a criminal offence;
- (b) for performance of duty by a member of the Service,
- (c) for disciplinary action to be taken against such member;
- (d) for improvement of Service policies, administrative process or law where the

investigation discloses any shortcomings in the processes or procedures by the Service;

(e) for rectification thereof;

(f) that the complainant take any other course of action suitable in the circumstances.

(4) An investigation into the death of a person in police custody and the investigation of the death of a person who has died as a result of police action or omission or both must be finalized within a reasonable period, which period may not exceed ninety days after being assigned, failing which the designated officer must give reasons for failure to comply with this period in the report contemplated in sub-regulation (2).

(5) A designated officer investigating a death in terms of this regulation must inform the complainant, and the next-of-kin, if the complainant is not a member of the deceased's next-of-kin, in writing of the progress made with the investigation at least once per calendar month or as and when necessary.



Recommendation  
to the Director of  
Public  
Prosecutions.

**41.** (1) Upon conclusion of investigations under the Act, these Regulations and any other written law and the Authority is of the view that the matter meets prosecutable threshold, the Authority shall—

- (a) recommend prosecution to the Director of Public Prosecutions;
- (b) require the Director of Public Prosecutions to provide response to recommendations made under paragraph (a);
- (c) make follow-up on the recommendation to the Director of Public Prosecutions;
- (d) pursuant to section 7(1)(d) of the Act, obtain regular status on investigations reports from Director of Public Prosecutions;
- (e) where the matter has been lodged in court, watch brief;
- (f) where applicable, furnish the Director of Public Prosecutions with additional information during pre-trial, trial and before closure of the prosecution case; and
- (g) require the Director of Public Prosecutions to consult with and seek concurrence of the Authority, within reasonable time before making decision to enter into a plea-bargaining arrangement, stay, withdraw, discontinue or terminate charges.

(2) In the interest of justice, recommendations, responses and correspondences made under this regulation shall be in writing and made within reasonable time.

(3) Where the Director of Public Prosecutions decided to charge a member of the Service following investigations by the Authority, the Director of Public Prosecutions shall, pursuant to Article 157(4) of the Constitution, direct the Inspector-General to arrest and subsequently arraign in court the member of the Service.

Investigations that do not meet evidentiary threshold for prosecution.

**42.** Where the Authority is of the view that the investigations does not meet evidentiary threshold for prosecution, the Authority may—

- (a) in cases of death, recommend to the Director of Public Prosecutions for the matter to be dispensed with by way of a public inquest;
- (b) pursuant to section 10(1)(m) and (t) of the National Police Service Act, 2011 recommend to the Inspector-General compensation to victims of police misconduct;
- (c) recommend to the Service or the National Police Service Commission, as the case may be, internal disciplinary action;
- (d) recommend compensation by the State or any other person;
- (e) recommend to any other State agency appropriate action or relief;
- (f) make public its response and recommendations;
- (g) pursuant to section 7(1)(c) of the Act, provide relevant information to a victim to institute civil proceedings for compensation in respect of death, serious injuries, damages and loss of income;
- (h) close the file in accordance with these Regulations for lack of sufficient evidence; or
- (i) take other necessary action.

Closure of file by the Authority.

**43.** (1) Prior to closure of an investigation file, the Authority shall satisfy itself that all efforts have been made to secure evidence, record statements, analyze all relevant information, documents and evidence; and

(2) The Authority shall, in writing and with fourteen days notify the complainant, suspect member of the Service, National Police Service and any other relevant person of closure under sub-regulation (1).

(3) Pursuant to section 24(9) the Authority may upon receipt of new evidence reopen any investigation that had been concluded, and may, amend or withdraw any previous findings and recommendations made.

Disposal of evidence upon closure.

**44.** The Director shall, from time to time and as when need arises, constitute a team to advise him or her on matters of disposal exhibit following closure of an investigation under the Act or these Regulations.

Investigation of torture.

**45.** The Authority shall conduct investigations into allegations of torture in accordance with Parts III and VI of these Regulations.

Investigation of general criminal offences.

**46.** The Authority shall investigate criminal offences or complaints in accordance with Part III of these Regulations

Investigations of misconduct.

**47.** The Authority shall investigate police misconduct in accordance with Part III of these Regulations.

Investigations of discharge of firearms where there is no injury.

**48.** (1) Pursuant to the Sixth Schedule Part B rule 4 of the National Police Service Act, 2011, where a member of the Service uses firearm and there is no injury but grave consequence has occurred, the police officer shall immediately report to the superior officer and, not later than twenty- four hours, notify the Authority in writing of such discharge.

(2) Pursuant to Sixth Schedule Part C paragraph 1, a superior officer shall, where unlawful use of firearm occurs, report immediately to the Authority.

(3) The Authority shall, immediately upon receipt of the notification under this regulation, investigate and issue appropriate recommendation.

Investigation of corruption matters.

**49.** Pursuant to section 5(b) and 6(a), the Authority shall investigate complaints regarding to corruption including abuse of office, transparency, accountability and unethical behaviors perpetrated by members of the Service in accordance with Part III.

## **PART VII— SEXUAL OFFENCES**

Lodging of complaints.

**50.** Any complaint regarding sexual offences shall be lodged and registered in accordance with Part II of these regulations.

Scope of offences under this Part. No. 3 of 2006

**51.** The Authority shall investigate complaints of sexual offences nature provided under the Sexual Offences Act where the offences is allegedly committed by a member of the Service.

Application of this Part.

**52.** Investigation of complaint relating to sexual offences shall, where appropriate, be carried out in accordance with this Part, Part III and Part VI of these Regulations.

Action by officer **53.** Notwithstanding regulation 49, the designated officer who <sup>receiving</sup> receives a complaint of sexual offence under the Act or these Regulations, shall inform the victim of ways to ensure critical evidence is not lost, and shall—

- (a) advise the victim not to bathe, urinate, pass stool, as the case may be, or clean himself or herself if the assault is recent, not less than twenty-four hours and not more than seventy- two hours;

- (b) in the case of an assault that occurred within seventy- two hours, if the victim indicates he or she must urinate, instructing him or her to use a clean jar or container with a lid to collect the urine specimen and then, if possible, bring the jar with them to the nearest health facility, Authority offices or any other appropriate place, as may be advised;
- (c) ask the victim —
  - (i) to collect any clothing that was worn during the assault;
  - (ii) not to wash the clothing;
  - (iii) if possible, place the clothing in a bag or envelope; and
  - (iv) bring the clothing with them to the nearest health facility, Authority offices or any other appropriate place as may be advised;
- (d) inform the victim that other evidence may still be identified and recovered even if he or she has bathed or made other physical changes; and
- (e) provide the victim with any other information as may be necessary to secure evidence.

Crime scene  
management in  
relation to sexual  
offences.

**54.** (1) In addition to the steps provided for in regulation 53 and Part III, the designated officer shall, where possible, collect from the scene—

- i. fingerprints; ii. footwear and footprints;
- iii. fibres;
- iv. seminal stains on items and surfaces;
- v. pubic hairs;
- vi. articles or items left behind by suspect;
- vii. control samples of soil and vegetation;
- viii. blood, saliva, hair, sweat and semen, and

if an item is wet allow the officer shall allow it to air dry in room temperature prior to placing in a paper evidence bag.

(2) The designated officer shall—

- (a) record evidence collected;

- (b) maintain scene log;
- (c) document weather;
- (d) document scene photographically; and
- (e) submit physical evidence to appropriate agency or laboratory for analysis.

Support and intermediary.

**55.** (1) The Authority shall where appropriate and on case by case basis offer support to victims of sexual offences.

(2) Where there are compelling justification, the Authority may allow a victim of sexual offences to access its services through an intermediary.

Medical examination of victim of sexual offence.

**56.** (1) A designated officer shall refer the victim of sexual offences to a health facility for purposes of examination and collection of evidence.

(2) The medical officer upon examination of the victim and collection of evidence under sub-regulation (1) shall fill IPOA Form 5 set out in the Schedule and, as soon as its practically possible, furnish the Authority with a copy.

Interviewing a victim of sexual offence.

**57.** (1) A designated officer while conducting interview of a victim of sexual violence shall collect information from the victim, and where appropriate, include—

- (a) the basic biodata, including—

- (i) sex, to wit male, female or intersex;
- (ii) where applicable, name of parents or guardian;
- (iii) date of birth;
- (iv) marital status;

(b) circumstances of the sexual offence—

- (i) when the incident occurred, including date and time;
- (ii) where was the victim at the time;
- (iii) detailed description of the scene if possible a sketch;
- (iv) whether the victim was drugged;
- (v) whether the victim was drunk or intoxicated;
- (vi) whether the alcohol was consumed willingly or not and the quantity thereof;
- (vii) whether violence applied;
- (viii) the details of the violence, if any;
- (ix) the duration and frequency of the incident(s);
- (x) the number of persons who participated in the incident and their identity if known;
- (xi) whether those involved said anything during the assault;
- (xii) whether there was psychological abuse;
- (xiii) whether the victim was the only one assaulted;
- (xiv) whether there were any witnesses;
- (xv) whether the victim knows the assailant;
- (xvi) whether the victim inflicted any injuries on the assailant;
- (xvii) whether victim experienced physical pains following the abuse;
- (xviii) mental reactions experienced immediately following the abuse;

(c) circumstances following the assault, including —

- (i) whether the victim sought medical attention and the details;

- (ii) availability of clothing worn during the incident and its condition;
- (iii) whether the victim took a bath after the incident;
- (iv) whether the victim reported the matter to anyone, if so, the details;

(d) current situation and symptoms, including—

- (i) victim's state of health before the incident, past illnesses, previous injuries and after the incident;
- (ii) feelings, emotions at various intervals, one week afterwards, one month afterwards;
- (iii) current physical symptoms;
- (iv) current physiological symptoms;
- (v) medical or other treatment the victim is currently receiving;
- (vi) receiving;
- (vii) whether the victim has any injuries including wounds, injuries, marks, scars, bruises, missing hair, fractures, deformities, burns, other distinguishing characteristics as a result of the incident; and

(e) any other relevant information.

Privacy, **58.** A designated officer shall, while interviewing victims of confidentiality and sexual offences —  
conducive environment.

- (b) handle them with dignity;
- (c) create a conducive environment;
- (d) build trust;
- (e) encourage them;
- (f) offer psychosocial support; or
- (g) take any other necessary measure.

Action after investigations.

**59.** After conclusion of investigations, the Authority shall, where applicable, process the complaint in accordance with these Regulations.

Update to the victim on investigations.

**60.** A designated officer who investigate sexual offences in terms of this Part must inform the complainant or where the victim is a minor, inform the parent or the guardian in writing of the progress made in the investigations at least once per calendar month, or as and when necessary.

Psychosocial support.

**61.** The designated officer may, where appropriate, refer the victim of sexual offenses to any agency for psychosocial support.

Samples from a suspect. Cap. 63

**62.** (1) Pursuant to section 122A of the Penal Code, a designated officer, may by order in writing require a person suspected of having committed a sexual offense to undergo a DNA sampling procedure if there are reasonable grounds to believe that the procedure might produce evidence tending to confirm or disprove that the suspect committed the alleged offence.

(2) A designated officer may, with consent from the suspect or upon obtaining a Court order, present the suspect before medical personnel for collection of samples for purposes of forensic examination.

(3) The consent referred to in sub-regulation (2) shall be in writing in accordance with IPOA Form 1 set out in the Schedule .

Samples from the accused person after charging.

**63.** Where a person is charged with committing an offence investigated under this Part, the designated officer may apply to the court pursuant to section 36(1) of the Sexual Offences Act, 2006 that appropriate samples be taken from the accused person at such place and subject to such conditions as the court may direct for the purpose of forensic and other scientific testing, including a deoxyribonucleic acid (DNA) test, in order to gather evidence and to ascertain whether or not the accused person committed an offence.

## **PART VIII—DOMESTIC VIOLENCE**

(a) accord them desired privacy and confidentiality;



Definition of violence.

**64.** (1) The Authority shall investigate complaint of domestic violence against a member of the Service.

(2) In these Regulations, “violence” means—

(a) abuse that includes—

- (i) child marriage;
- (ii) female genital mutilation;
- (iii) forced marriage;
- (iv) forced wife inheritance;
- (v) interference from in-laws;
- (vi) sexual violence within marriage;
- (vii) virginity testing; and
- (viii) widow or widower cleansing;

(b) damage to property;

(c) defilement;

(d) depriving the applicant of or hindering the applicant from access to or a reasonable share of the facilities associated with the applicant's place of residence;

(e) economic abuse;

(f) emotional or psychological abuse;

(g) forcible entry into the applicant's residence where the parties do not share the same residence;

(h) harassment;

(i) incest;

(j) intimidation;

(k) physical abuse;

(l) sexual abuse;

(m) stalking;

(n) verbal abuse; or

(o) any other conduct against a person, where such conduct harms or may cause imminent harm to the safety, health, or well-being of the person.

(3) "Domestic violence", in relation to any person, means violence against that person, or threat of violence or of imminent danger to that person, by any other person with whom that person is, or has been, in a domestic relationship.

Domestic relationships mean.

**65.** For the purposes of these Regulations, a member of the Service person shall be deemed to be in a domestic relationship with another person if the person—

- (a) is married to that other person;
- (b) has previously been married to that other person;
- (c) is living in the same household with that person;
- (d) has been in a marriage with the other person which has been dissolved or declared null;
- (e) is a family member of that other person;
- (f) is or has been engaged to get married to that person;
- (g) has a child with that other person; or
- (h) has a close personal relationship with the other person.

Receipt of complaint complaints.

**66.** (1) Complaints regarding domestic violence shall be received and registered in accordance with this Part and Part II.

(2) Pursuant to section 6 of the Act and section 6(1) of the Protection Against Domestic Violence Act, 2015, the designated officer who receives a complaint of domestic violence shall—

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- (a) advise the complainant of all relief measures available, including access to shelter, medical assistance or they shall assist the complainant in any other suitable way; and
- (b) advise the complainant of the complainant's right to apply for relief under the Protection Against Domestic Violence Act, 2015;
- (c) advise that the Authority may, pursuant to section 7(1)(f) facilitate reconciliation or mediation with the consent of the complainant;
- (d) collect all necessary and relevant details, information, documents and evidence in accordance with these Regulations.

Investigations.

**67.** Complaints regarding domestic violence shall be dispensed with in accordance with this Part, Part III and Part VII, as the case may be.

Applications  
pursuant to  
Protection against  
Domestic  
Violence Act.

**68.** (1) Pursuant to section 7(1)(c) of the Act, where the complainant is seeking to apply for any order under the Protection Against Domestic Violence Act, 2015, the Authority shall assist the complainant with any relevant information or documentation in its custody that may support the application.

(2) Pursuant to sections 9(2) and 10(2) of the Protection Against Domestic Violence Act, 2015 the Authority may, where appropriate, make an application for protection order on behalf of a victim who—

- (a) is a child;
- (b) lacks, wholly or partly, the capacity to understand the nature, and to foresee the consequences, of decisions in respect of matters relating to his or her personal care and welfare; or
- (c) has the capacity to understand the nature, and foresee the consequences, of decisions in respect of matters relating to his or her personal care and welfare, but wholly lacks the capacity to communicate decisions in respect of such matters.

#### **PART IX—IDENTIFICATION PARADE**

Identification **69.** (1) Pursuant to sections 4(3) and 7 of the Act, members of parades. the Service shall cooperate with the Authority and, upon request, arrange an identification parade within forty-eight hours of the request.

(2) Upon receipt of Authority's request under sub-regulation (1), the officer in charge of a police station or any other direct superior shall organize an identification parade to ensure a fair and correct identification.

(3) The officer in charge or a member of the Service shall not take a witness direct to an accused or suspected person for the purpose of identification except when they are sure that the accused or suspect is well known to him or her.

(4) The police shall not compel any suspect or accused person to appear in an identification parade.

(5) Where a suspect refuses to appear in an identification parade, the officer conducting the parade shall document the same.

(6) Where a suspect decline to take part in the parade and he or she is subsequently charged, evidence of his or her refusal to take part in an identification parade shall be adduced in his or her trial.

(7) The officer conducting the parade shall, at the time of holding the identification parade, complete all relevant sections of IPOA Form 22 set out in the Schedule.

(8) Where a witness is asked to identify an accused or suspected person, the following procedure shall be followed—

- (i) the accused or suspected person shall always be informed of the reasons for the parade and that he or she may have a counsel or friend present when the parade takes place;
- (ii) the designated officer, although he or she may be present, shall not conduct the parade;
- (iii) the witness or witnesses shall not see the accused before the parade;
- (iv) the accused or suspected person shall be placed among at least eight persons, as far as possible of similar age, height, general appearance and class of life;
- (v) where the accused or suspected person is suffering from any disfigurement, steps shall be taken to ensure that it is not specially apparent;

- (v) not more than one accused or suspected person shall appear on an identification parade;
- (vi) the accused or suspected person shall be allowed to take any position he or she chooses and shall be allowed to change his or her position after each identifying witness has left if he or she so desires;
- (vii) care shall be exercised that witnesses do not communicate with each other;
- (viii) where the witness desires to see the accused or suspected person walk, hear him or her speak, see him or her with hat on or off, this shall be done, but in this event the whole parade shall be asked to do likewise; the conducting officer shall ensure that the witness indicates the person identified, without the possibility of error by touching;
- (ix) at the termination of the parade, or during the parade, the officer conducting it shall ask the accused or suspected person if he or she is satisfied that the parade is being or has been conducted in a fair manner and make a note in writing of his or her reply thereto in IPOA Form 23 set out in the Schedule;
- (x) when explaining the procedure to a witness the officer conducting the parade shall tell him or her that he or she shall see a group of people which may or may not include the person responsible, and the witness shall not be told, “to pick out somebody” or be influenced in any way whatsoever;
- (xi) a careful note shall be made after each witness leaves the parade, to record whether he or she identified the accused or suspected person and in what manner; and
- (xii) a record shall be made by the officer conducting the parade of any comment made by the accused or suspected person during the parade, particularly comments made when the accused or suspected person is identified.

(9) The right of the accused person to privacy shall be respected at all times during the identification parade and care shall be taken to conduct identification parades with as much privacy as possible.

(10) An identification parade shall not be conducted in public unless in exceptional and unavoidable circumstances and the suspect or accused person shall be informed of the decision to conduct the identification parade in public and be offered the opportunity to elect whether or not to participate in the identification parade.

(11) If a witness desires to keep his or her identity secret and the circumstances are such that the designated officer deems such a course advisable for reasons of security, victimization, or any other reason, the officer conducting the parade shall make arrangements for the witness to view the parade from a concealed vantage point.

(12) Where a witness identifies one or more of the persons on the identification parade, the person so identified shall be removed and confronted with the witness, who shall be asked to confirm the identification by clearly indicating that he or she is the person concerned.

(13) Pursuant to section 31(1) of the Act, any member of the service who fails to cooperate with the Authority in conducting an identification parade in the manner set out in this regulation commits an offence and shall be liable upon conviction to a fine not exceeding five hundred thousand shillings or to imprisonment for a term not exceeding three years or to both

**PART X—SUMMONS**

Procedure for  
summoning.

**70.** (1) The Authority may subject to section 7(1)(a) (v) & (vii) of the Act, summon any person, serving or retired member of the Service to appear before it for purposes of—

- (a) meeting with any of its staff during investigations, inspections, monitoring or any other matter relating to a complaint lodged at the Authority regardless where the complaint was first reported; or
- (b) attend any sessions by the Authority;
- (c) producing any document, thing or information in Form IPOA Form 23 set out in the Schedule; or (d) attend any hearing by the Authority.

(2) A summon issued by the Authority under this Part shall be—

- (a) in writing, in duplicate and signed by the Chairperson or by a designated officer;
- (b) directed to the person being summoned;
- (c) specify the date, time and place where a person is required to appear;
- (d) indicate brief rationale for the summon;
- (e) indicate implication of non-compliance with the summons;
- (f) indicate the nature of or reason for the summon;
- (g) require appearance in person or through an authorized representative.

(3) The Authority may require any person appearing before it to be examined or issue a statement in relation to a complaint on oath or affirmation as it may consider necessary in accordance with IPOA FORM 23 set out in the Schedule.

(4) A person summoned by the Authority under this regulation and who without sufficient cause—

- (a) refuses or fails to appear, at the date, time and place specified by the Authority;
- (b) deliberately provides false or misleading information to the Authority; or

- (c) refuses or fails to produce any document, thing or information which is in his or her possession or under his or her control,

commits offence and is liable upon conviction to a fine not exceeding five hundred thousand shillings or imprisonment for a term not exceeding three years or to both.

(5) In this regulation “any person” includes a serving or a retired member of the Service.

Service of  
summons.

**71.** (1) A summon issued under this Part shall be served by a designated officer or by such other person as the Board may, in writing, authorize, and shall, if practicable, be served personally by delivering a copy of the summons to the person summoned.

(2) Where a person summoned cannot be served personally, the summons may be served by leaving a duplicate copy of the summons to—

- (a) an adult member of his or her family;
- (b) with his or her servant residing with him or her;
- (c) with his or her employer; or
- (d) where the person to be served is a member of the Service, the summons may be served to that person through the InspectorGeneral or the respective Deputy Inspector-General and the person with whom the summons is served, shall acknowledge receipt.

(3) A person to whom a summon is served shall acknowledge receipt of the summons and where appropriate sign on the duplicate copy of the summon.

(4) Where service under sub-regulation (2) cannot, by exercise of due diligence be effected, the designated officer shall affix a duplicate copy of the summons to a conspicuous place in the residence of the person summoned.

(5) The Authority may, pursuant to a court order, serve summons through substituted service.

(6) Substituted service pursuant to a court order shall be as effectual as if it had been made on the person summoned personally.

(7) Substituted service shall be in the manner provided for in IPOA Form 25 set out in the Schedule.



Registered courier **72.** (1) Summons may be sent to any person under the Act or services. these Regulations by way of registered courier service provider.

(2) Service shall be effected through an internationally registered and recognized courier service provider to a person last known physical address.

(3) Service shall be deemed to have been effected when the person being served acknowledges receipt by affixing his or her signature on the document or on confirmation of delivery by the courier service provider.

(4) A designated officer duly authorized to effect service shall file an Affidavit of Service attaching the way bill receipt or consignment note from the courier service provider confirming service.

(5) An affidavit of service shall be proof enough that service was effected, even if the person being served declines to acknowledge receipt

Electronic Mail Services (E-mail). **73.** (1) Summons sent by Electronic Mail Service shall be sent to the defendant's last confirmed and used E-mail address.

(2) Service shall be deemed to have been effected when the sender receives a delivery receipt.

(3) Summons shall be deemed served on the day which it is sent if it is sent within the official business hours on a business day in the jurisdiction sent, or and if it is sent outside of the business hours and on a day that is not a business day it shall be considered to have been served on the business day subsequent.

(4) A designated officer who is duly authorized to effect service shall file an Affidavit of service attaching the Electronic Mail Service delivery receipt confirming service.

Mobile-enabled messaging applications. **74.** (1) Summons may be sent by mobile-enabled messaging applications to any person last known and used telephone number.

(2) Summons shall be deemed served on the day which it is sent if it is sent within the official business hours on a business day in the jurisdiction sent, or and if it is sent outside of the business hours and on a day that is not a business day it shall be considered to have been served on the business day subsequent.

(3) Service shall be deemed to have been effected via a mobile-enabled messaging services when the sender receives a delivery receipt.

(4) A designated officer who is duly authorized to effect service shall file an Affidavit of service attaching the delivery receipt confirming service.

Service of summons outside Kenya.

**75.** (1) Pursuant to section 7(2) of the Act, the Authority may, in summoning any person outside Kenya or in obtaining any information from outside Kenya request assistance from any Government or international body.

No. 36 of 2011.

(2) The Authority shall, in appropriate cases, apply to the Attorney-General for assistance under sub-regulation (1) in accordance with the provisions of the Mutual Legal Assistance Act, 2011 and the Witness Summonses (Reciprocal Enforcement) Act.

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Affidavit of service.

**76.** (1) Designated officers shall, for purposes of effecting summons under the Act and these Regulations, be deemed as process servers.

(2) A designated officer shall, as and when required, sign an affidavit of service in IPOA Form 26 Set out in the Schedule.

## **PART XI—INQUIRY**

Inquiry.

**77.** Inquiry means a public investigation by the Board into a thematic matter of public interest affecting policing.

Structure of the inquiry.

**78.** The Board shall specify the matter to be inquired into, and shall direct where and when the inquiry shall be made and the report thereof rendered.

Terms of reference for the inquiry.

**79.** The Board shall, whenever an inquiry is deemed necessary, set terms of reference for that inquiry and may make such rules for the conduct and management of the proceedings of the inquiry, and for specifying the hours and times and places for sittings, as it may from time to time think fit, and may from time to time adjourn for such time and to such place as it may think fit.

Power to summon and examine witnesses.

**80.** The Board shall have powers to summon witnesses, call for production of books, plans and documents and to examine witnesses on oath.

Representation by  
advocate.

**81.** Any person whose conduct is the subject of inquiry under this Act, or who is in any way implicated or concerned in any matter under inquiry, shall be entitled to be represented by an advocate in the proceedings of the inquiry or any part thereof, and any other person who desires to be so represented may, by leave of the Board, be so represented.

Inquiries to be  
judicial  
proceedings for  
certain purposes.

**82.** (1) An inquiry shall be deemed to be a judicial proceeding for purposes of Chapter XI and Chapter XVIII of the Penal Code.

Cap. 63.

(2) No person giving evidence in the proceedings of an inquiry shall be compellable to incriminate himself, and every person shall, in respect of any evidence given by him in any such proceedings, be entitled to all the privileges and immunities to which a witness giving evidence before the High Court is entitled in respect of evidence given by him before that court.

Recommendations

**83.** (1) The findings and recommendation of the Authority following an inquiry shall be submitted to relevant State entity for implementation.

(2) The Inspector-General shall pursuant to section 10(1)(t) of the National Police Service Act, act on the recommendations made under this Part.

Invitation to appear  
before the Board.

**84.** (1) Pursuant to section 27 of the Act, the Board may, in writing, invite the person whose conduct is subject of an inquiry or whose reputation is likely to be prejudiced by the inquiry to appear before it at a date, time and place specified in the invitation.

(2) The Board shall, in carrying out the inquiry, apply, with the necessary modification, the procedure set out under Part X.

(3) The Board shall undertake the inquiry under this regulation in accordance with the Fair Administrative Action Act, 2015 and section 6 of the Act.

No.4 of 2015.

(4) The Board may, at any time, issue directions on the conduct of investigations on a matter which is under inquiry under this regulation.

Procedure for hearing before the Board.

**85.** (1) Where the Authority decides to hold a hearing as contemplated under section 27 of the Act, the Board shall invite the person whose conduct is subject of an inquiry or whose reputation is likely to be prejudiced by the inquiry to appear before the Board at the time and place mentioned in the invitation.

(2) Pursuant to section 24 (16) of the Act the Board shall keep the identity of the complainant confidential.

(3) The procedure on service of summons shall apply *mutatis mutandis* to the service of the invitation notice.

Response.

**86.** The person whose conduct is subject of an inquiry or whose reputation is likely to be prejudiced by the inquiry and upon whom invitation notice has been served may file response based on the following grounds—

- (a) that the act complained of was justified in the circumstances;
- (b) that the person was not responsible for the act complained of;
- (c) that the complaint is frivolous or vexatious; or (d) any other ground.

Setting out of allegations etc.

**87.** (1) On the hearing date the Board shall briefly set out the allegations made against the person, including any evidence presented to the Authority in support of the allegations.

(2) The person whose conduct is subject of an inquiry or whose reputation is likely to be prejudiced by the inquiry, may then respond to the allegations in person or through his advocate and produce any evidence or documents or call any witnesses in support of his /her response.

(3) The person whose conduct is subject of an inquiry or whose reputation is likely to be prejudiced by the inquiry may in addition to being heard under this regulation and with the Board's approval file written submissions.

(4) Where a person who after filing his response as is envisaged under regulation (3) above fails to attend to the Board hearing, the Board shall take into consideration that filed response in making its final recommendation.

(5) If a person fails to file any written response and does not appear before the Board at the date set for hearing, the board shall proceed to make its recommendations.

(6) The Board shall ensure that the proceedings are expeditious, efficient, impartial and procedurally fair to all the affected parties.

Quorum.

**88.** Subject to Paragraph (3) of the Second Schedule to the Act, the quorum of the Board for purposes of proceedings under this Part shall be five members of the Board and the chairperson of the session shall be a lawyer.

Rules of natural justice.

**89.** The Board shall not be bound by strict rules of evidence, but shall be guided by principles of natural justice.

Report.

**90.** Upon conclusion of the hearing, the Board shall prepare a report with its decision or recommendations.

Decision of the Board.

**91.** Upon conclusion of the inquiry, the Board shall, within seven days, communicate its decision to the affected persons.

Alternative dispute resolution.

**92.** The Board may, in the determination of complaints filed before it under this Part, apply alternative forms of dispute resolution including reconciliation and mediation.

**PART XII— MEDIATION AND RECONCILIATION**

Procedure.

**93.** (1) Pursuant to section 7(1)(f) of the Act, the Board may reconcile or mediate on any matter within its mandate.

(2) The Board or a designated officer may, in writing, advise the parties to a complaint that the dispute may be best resolved through mediation or reconciliation.

(3) Where both parties to a complaint consent to mediation or reconciliation, the Authority shall fix an appropriate date for a meeting.

(4) The Authority shall issue a mediation or reconciliation notice which shall include—

- (a) the names of the parties to the complaint;
- (b) nature of the complaint; and
- (c) the date, time and venue of the meeting.

(4) Upon the issuance of a notice under sub-regulation (3), but before the date of the meeting, the Chairperson shall constitute a mediation panel consisting of at least three Members of the Board and such number of other persons as the Chairperson may consider necessary.

Procedures at conciliation meeting.

**94.** During the mediation or reconciliation meeting, the panel appointed under regulation 89(4) may apply such procedures as it may, in the interests of the parties, deem appropriate in the circumstances.

Mediation and reconciliation agreement.

**95.** (1) At the conclusion of the mediation or reconciliation process, both parties shall sign a mediation and reconciliation agreement bearing the common seal of the Authority.

(2) A mediation or conciliation agreement signed under this regulation, shall be deemed to be a determination of the Authority, and shall be enforceable as such.

(3) The affixing of the common seal of the Authority under this regulation shall be authenticated by the signature of the Chairperson and the Director.

**PART XIII— MONITOR, REVIEW OR AUDIT INVESTIGATIONS AND ACTION BY THE INTERNAL AFFAIRS UNIT**

Monitoring,  
reviewing and  
auditing of the Unit

**96.** (1) Pursuant to section 6 (d) of the Act, the Authority shall monitor, review or audit investigations and action by the Internal Affairs Unit.

(2) The Authority may in carrying out the monitoring, reviewing or auditing under this Part, require the Unit to provide all necessary information and documentation.

Scope of **97.** (1) In monitoring the operations of the Internal Affairs monitoring, reviewing and Unit, the Authority shall assess— auditing of the Unit.

- (a) the nature of complaints;
- (b) the number of complaints lodged;
- (c) the handling of complaints by the Unit;
- (d) how investigations are conducted
- (e) duration taken to investigate complaints;
- (f) status of complaints received by the Unit;
- (g) findings of the Unit;
- (h) actions taken on complaints;
- (i) the frequency and trends of complaints;
- (j) status of complaints forwarded to the Unit by the Authority;
- (k) the Unit's relationship and compliance in reporting to the Authority, National Coroners Service established under the National Coroners Service Act, 2017, the Chief Firearms Licensing Officer and the National Police Service Commission;
- (l) challenges and impediment encountered by the Internal Affairs Unit; and
- (m) any other matter that the Authority may deem fit and proper for the furtherance of the object under the Act.

(2) The Authority shall undertake routine and impromptu monitoring of the Unit.

(3) A designated officer shall upon monitoring operations of the Unit fill monitoring checklist in accordance with IPOA Form 27 set out in the Schedule.

Review of **98.** (1) The Authority shall, in reviewing decisions of the decision of the Internal Affairs Unit, consider—  
Internal Affairs

Unit

- (a) duration taken to investigate a complaint;
- (b) sufficiency of evidence collected;

- (c) findings of the Unit;
- (d) action taken on the complaint;
- (e) the frequency and trends of complaints
- (f) status of complaints received;
- (g) reasonableness of any decisions taken;
- (h) any other matter that the Authority may consider necessary for the furtherance of the object under the Act.

(2) The Authority may, at any time, review the decisions of the Internal Affairs Unit.

(3) Upon review of the decisions of the Internal Affairs Unit as set out in this regulation, the Authority shall take the necessary action as set out in regulation 96.

Audit of the  
Internal Affairs  
Unit

**99.** (2) The Authority may, at any time audit the operations of the Internal Affairs Unit.

(2) The Authority shall in auditing the operations of the Internal Affairs Unit evaluate—

- (a) the standards and quality of investigations and actions taken by the Unit;
- (b) the independence of the Unit in making its decisions as envisaged under section 87 (11) of the National Police Service Act, 2011;
- (c) the systems, processes and procedures of handling of complaints;
- (d) the monitoring and review outcomes; or
- (e) any other matter that the Authority may deem fit and proper for the furtherance of the object under the Act.

Outcome after  
monitoring, review or  
audit.

**100.** (1) The Authority may, on concluding monitoring, review or audit of investigations and actions by the Internal Affairs Unit under Part VIII, recommend —

- (a) take-over of on-going internal investigations by the Unit;
- (b) inspection of police premises or detention facility;



- (c) referral of complaints back to the Unit or any other relevant institution;
- (d) alteration, variation, modification or revision of a decision made by the Unit; or
- (e) recommend to Unit any requisite action including improvement of systems, processes and procedures of handling of complaints by the Unit;
- (f) recommend to the National Police Service, National Police Service Commission or Cabinet Secretary on relevant action to be taken;
- (g) recommend prosecution, where appropriate;
- (h) recommend review of relevant legislation;
- (i) alteration, variation, modification or revision of a decision made by the Unit; or
- (j) carry out any other remedy that the Authority may consider fit and just.

(2) The Authority shall, in writing, within fourteen days of making its recommendation under sub-regulation (1), communicate its decision and recommendations to the Inspector-General, National Police Service Commission, the Unit and the concerned parties.

Records of the Internal Affairs Unit **101.** The Authority shall keep and maintain record of all complaints received and acted upon by the Internal Affairs Unit, regardless of where the complaint was first reported, for purposes of informing the execution of the Authority's functions under the Act, these Regulations and any other written law.

Manner of recording **102.** (1) The Authority shall keep and maintain a manual or

and storage of records.

automated Internal Affairs Unit complaint register.

(2) Where a complaint is reported first to the Internal Affairs Unit, the Unit shall immediately and, in any event, not later than fourteen days forward details of the complaint to the Authority for its recording.

(3) The Internal Affairs Unit shall keep the Authority updated of the progress of any complaints it is handling.

(4) Where the Internal Affairs Unit resolves a complaint, it shall forward to the Authority immediately, and in any event, not later than seven days, a full report of the manner the complaint was resolved and the attendant complaint file, including all the evidence collected and the action taken.

(5) Upon receipt of the file under sub-regulation (4), the designated officer may take any of actions as set out in regulation 96.

Accessibility of **103.** Pursuant to section 30 of the Act, the Authority shall, in its reports. performance report include—

- (a) the actions taken, decisions and recommendations made by the Authority, upon monitoring, review and audit of investigations and actions taken by the Internal Affairs Unit; and
- (b) the action taken by the Unit, the Inspector-General of Police, and any other government agency in effecting the Authority's decisions or recommendations.

Response from the Unit must be in

**104.**

The Authority may require the Internal Affairs Unit to give written feedback within reasonable time but not later than fourteen days on writing. action taken following recommendation of the Authority.

Report by the Internal Affairs Unit.

**105.**

The Internal Affairs Unit shall biannually submit reports to the Authority on matters that rates to its functions under the Act and these Regulations.

#### **PART XIV—MONITORING AND INVESTIGATION OF POLICE OPERATIONS AFFECTING MEMBERS OF THE PUBLIC**

Purpose of carrying out monitoring etc.

**106.** The purpose of carrying out of inspections of police premises and detention facilities under the Act and these Regulations is to—

- (a) ensure compliance with the Constitution, Act, National Police Service Act, other policing laws, international standards, Service Standing Orders, policing policies and any other written law;
- (b) improve working conditions of members of the Service;
- (c) add value to the Authority's investigations;
- (d) provide recommendations to the Service, the Cabinet Secretary, National Assembly or any other State organ for appropriate action to be taken on policing priorities and areas of improvement of police operations;
- (e) enhance respect and protection of human rights and fundamental freedoms;
- (f) promote discipline and professionalism in the Service;
- (g) prevent police misconduct;
- (h) recommend improvement of policing systems, processes and procedures;
- (i) provide relevant information to enable a victim of unlawful police conduct access justice;
- (j) recommend areas for modernization and resourcing of the Service;
- (k) recommend police training, tools and equipment;
- (l) strengthen command, coordination and reporting procedures;
- (m) enhance change in policing culture and attitudes for increased transparency and accountability;
- (n) promote citizen involvement in policing;
- (o) enhance cooperation with the Authority and other policing agencies;
- (p) assess intake of the Authority's recommendations while appraising the challenges in their implementation;
- (q) recommend procedures that can contribute to the development of new policing policies and procedures for enhanced public trust and confidence;
- (r) recommend investigations or any judicial or administrative action;
- (s) recommend to the Inspector-General, Cabinet Secretary, National Assembly or any State Organ appropriate remedial action to be taken;
- (t) provide relevant information to enable a victim of unlawful police conduct, to institute and conduct civil proceedings for compensation in respect of injuries, damages and loss of income;
- (u) enable the Authority advise the Service on areas of development, review and improvement of policies and laws that affect the Service and its members; and
- (v) determine procedures that can contribute to the development of new policing policies and procedures for enhanced public trust and confidence.

Manner of monitoring. **107.** The Authority may undertake either overt or covert monitoring.

Monitor police operations affecting members of the public.

**108.** (1) Subject to section 6 (c) of the Act, the Authority may—

- (a) on its own motion; or
- (b) upon request in writing by any person, complainant, the Service, State Organ or any other institution,

monitor policing operations affecting members of the public.

(2) A Authority shall undertake and assessment of the request made under regulation (1)(b) to determine the appropriate action.

(3) The police operations envisaged under paragraph (1) and as specified under sections 10, 23, 24,26, 27, 34 and 35 of the National Police Service Act, 2011 and section 5(b) of the Act, includes—

- (a) compliance with policy, law and international best practices;
- (b) public order management;
- (c) traffic management and control;
- (d) security operation of any form;
- (e) enforcement of alco-blow tests and measures;
- (f) prevention of corruption operations;
- (g) community policing and cooperation;
- (h) observance and exercise of human rights and fundamental freedoms;
- (i) safety and security of the members of the public;
- (j) police recruitment;
- (k) police involvement during elections or national events;
- (l) professionalism and discipline;
- (m) matters of national interest;
- (n) disaster response;
- (o) training in police training schools;
- (p) beats and patrols;
- (q) effecting arrests; or
- (r) any other matter as set out in the standard operational procedures of the Authority.

(4)The Authority shall, while monitoring policing operations affecting members of the public, exercise the powers set out under section 7 of the Act.

(5) The Authority shall furnish the Inspector-General with a report and recommendations for implementation and any other requisite action.

Monitoring of police recruitment.

**109.** For effective monitoring of police recruitment, the Chairperson, National Police Service Commission or the Inspector-General, as the case may be, shall furnish the Authority with all necessary information on the recruiting including — (a) date of recruitment; (b) selection guidelines and criteria; (c) recruitment centres; (d) number of candidates to be recruited per centre; and (e) any other relevant information.

Effecting arrest.

**110.** The Authority shall monitor how police officers effect arrest on members of the public.

Obligation of a designated officer during monitoring.

**111.** A designated officer shall, at all times during a monitoring exercise under the Act or these Regulations, —

- (a) have their identification badges on or certificate of appointment where applicable;
- (b) precise;
- (c) be fair and impartial;
- (d) credible and accurate; (e) be objective;
- (f) behave with integrity;
- (g) where applicable, be visible;
- (h) be professional, accountable and transparent;
- (i) do no harm, injure or hurt anyone including police or members of the public;
- (j) exercise good judgment;
- (k) be conversant with, and apply rules and standards of monitoring under these Regulations and manuals;
- (l) respect authorities and person in charge of the operation to foster mutual respect amongst all actors involved in the operation;
- (m) employ the principles of confidentiality;
- (n) be security sensitive;
- (o) be sensitive to the situation, mood and needs of the individual;
- (p) plan and prepare meticulously;
- (q) treat persons involved with respect and dignity;
- (r) be consistent, persisted and patient;
- (s) ensure their independence and neutrality and where possible keep distance;

- (t) where applicable document by way of audio, visual, photographically or recording;
- (u) gather relevant information to inform recommendations; and
- (v) do anything as may be necessary for purposes of accomplishing the objectives of the monitoring exercise.

(2) Designated officer shall prepare a monitoring report upon completion of the exercise detailing the methodology, findings and recommendations.

Obligation of members of the Service during monitoring.

**112.** Pursuant to sections 4(3) and 7 of the Act, the officer in charge or a member of the Service shall, during monitoring exercise by the Authority, accord a designated officer necessary assistance, which includes—

- (a) cooperate with the designated officer;
- (b) allow the designated officer to interview and take statement;
- (c) acknowledge the authority of the designated officer;
- (d) avail any information, material, document or records;
- (e) entering police premises;
- (f) any other assistance for effective performance of the Authority functions.

Operation order.

**113.** The Inspector-General, commander or the officer in charge shall, as and when required furnish the Authority or designated officer with operation order.

Monitoring tools and **114.** (1) The Authority shall, while carrying out monitoring <sup>equipment</sup> under the Act and these Regulations, use —

- (a) modern technology;
- (b) Information Communication and Technology;
- (c) relevant tools and equipment as may be from time to time approved by the Board.

(2) The Authority shall use **IPOA FORM 28 set out in the Schedule** in carrying out monitoring of police operations that affect members of the public.

Reports of monitoring. **115.** (1) The designated officer shall, as soon as it is practically possible and not later than within fourteen days upon monitoring any police operation affecting members of the public develop a monitoring report detailing the methodology applied, the findings and recommendations.

(2) The Board shall, where appropriate, furnish the requesting person, State organ or institution with a report detailing the finding of the monitoring and recommendation thereof.

Publication and release of report. **116.** (1) The Authority shall publish and publicize monitoring report.

(2) A copy of the report referred to in sub-regulation (1) shall be submitted to the Inspector-General, the National Police Service Commission and any other relevant as the Board may deem fit.

(3) The Authority shall publicize the report in such manner as the Board may consider appropriate.

Follow-up. **117.** Pursuant to sections 6(a), (k), 7 (1) (a) (ix), (d) and (e), the Authority shall make necessary follow up on recommendations made as a result of monitoring of police operations that affect members of public under the Act and these Regulations.

## **PART XV—INSPECTION OF POLICE PREMISES AND DETENTION FACILITIES**

Inspection of police etc. **118.** (1) Pursuant to section 6(e) of the Act and section 123(3), premises and Paragraph 11 of the Fifth Schedule to the National Police Service Act, the detention facilities Authority shall—

(a) on its own motion;

(b) upon request by any person or complainant; or

(c) upon request by the Service, Cabinet Secretary, Judiciary or any other State Organ or institution,

inspect police premises or detention facility.

(2) The request for inspection under sub-regulation (1)(b)& (c) shall be made in writing.

Purpose of carrying out inspections etc.

**119.** The purpose of carrying out inspections of police premises and detention facilities under the Act and these Regulations is to—

- (a) ensure compliance with the Constitution, Independent Policing Oversight Act, , National Police Service Act, other policing laws, Sexual Offences Act, Persons Deprived Of Liberty Act, Children Act, international standards, Service Standing Orders, policing policies and any other written law;
- (b) improve working and living conditions of members of the Service;
- (c) add value to the Authority’s investigations;
- (d) provide recommendations to the Service, the Cabinet Secretary, National Assembly or any other State organ for appropriate action to be taken on policing priorities and areas of improvement of police premises;
- (e) enhance respect and protection of human rights and fundamental freedoms;
- (f) promote discipline and professionalism in the Service;
- (g) prevent police misconduct;
- (h) recommend improvement of policing systems, processes and procedures;
- (i) provide relevant information to enable a victim of unlawful police conduct to access justice;
- (j) recommend areas for modernization and resourcing of the service;
- (k) recommend police training, tools and equipment;
- (l) strengthen command, coordination and reporting procedures;
- (m) enhance change in policing culture and attitudes for increased transparency and accountability;
- (n) promote citizen involvement in policing;
- (o) enhance cooperation with the Authority and other policing agencies;
- (p) assess intake of the Authority’s recommendations while appraising the challenges in their implementation; and determine procedures that can contribute to the development of new policing policies and procedures for enhanced public trust and confidence;
- (q) recommend investigations, prosecution or any judicial or administrative action;
- (r) recommend to the Inspector-General, Cabinet Secretary, National Assembly or any State Organ appropriate remedial action to be taken;



- (s) recommend to the Inspector-General, Cabinet Secretary, National Assembly or any State Organ areas of improvement of police premises, processes and procedures;
- (t) provide relevant information to enable a victim of unlawful police conduct, to institute and conduct civil proceedings for compensation in respect of injuries, damages and loss of income;
- (u) enable the Authority advise the Service on areas of development, review and improvement of policies and laws that affect the Service and its members;
- (v) ensure that police premises and detention facilities meet national and international standards, procedures and systems; and
- (w) secure and ensure that the rights of detainees are protected as per the law, regulations, procedures and guidelines.

Scope of **120.** (1) Inspection of police premises envisioned under section <sup>inspection.</sup> 6(e) of the Act and these Regulations include inspection of —

- (a) police posts;
- (b) patrol bases;
- (c) police stations;
- (d) lock up facilities envisioned under section 123 and the Fifth Schedule to the National Police Service Act;
- (e) detention facilities;
- (f) police specialized Units, Formations and Components;
- (g) criminal investigation Units;
- (h) police offices and rooms;
- (i) sanitary facilities;
- (j) police premises, lines, houses and structures; (k) child protection units;
- (k) gender desks;
- (l) all police registers;
- (m) exhibits and handling of evidence;
- (n) thematic inspections;
- (o) community policing;
- (p) police reserves;
- (q) police training colleges and schools;
- (r) Internal Affairs Unit offices; or
- (s) other police premises, centers and offices that the Authority may consider fit and proper to inspect.

(2) The Authority may notify the Service of its intention to carry out inspection of police premises and detention facilities envisaged under the Act and these regulations.

(3) The Authority shall, while conducting inspections, exercise the powers set out under section 7 of the Act.

Manner of inspections.

No. 11A of 2011.

Elements to be inspected.

**121.** Pursuant to section 6(e) of the Act and paragraphs (11) and (12) of the Fifth Schedule to the National Police Service Act, the Authority may undertake announced or unannounced inspections of police premises including detention facilities under the control of the Service.

**122.** (1) A designated officer may, during inspection at a police premises or detention facility, assess and note —

- (a) date and time of the inspection exercise;
- (b) location of the police premises or detention facility;
- (c) name and rank of officer in-charge;
- (d) management and handling of complaints;
- (e) infrastructure or physical condition of the police premises or detention facility;
- (f) safety and security of members of the public, detainees, and members of the service;
- (g) details of the front desk or reporting desk and its management;
- (h) any incident of gender-based violence;
- (i) presence of gender-based violence report desk;
- (j) child protection unit;
- (k) any incidents of violation of rights of the arrested or detained persons;
- (l) any reported or unreported death in custody;
- (m) report of physical or corporal punishments;
- (n) reported or presense of inter-detainees' violence;
- (o) any verbal and psychological threats;
- (p) availability of isolation or solitary confinement
- (q) any incident of restriction of detainees' right;
- (r) any prohibition of visits and communication with the outside world of person arrested or detainees; (s) any humiliation, fear, distrust or silence;
- (t) any claim of torture;
- (u) presence and accuracy of details logged in the
- (v) detainee's personal effects register;
- (w) availability of interview or interrogation and search rooms;
- (x) number of police officers in the station including strength and establishment thereof;

- (y) the key personnel or members of the Service with specialized skills;
- (z) state of lock down facilities, cells or detention facilities;
- (aa) number of cells or lockdown facilities;
- (bb) existence and correct recording of information in the cell register separation of detainees in terms of gender and age; (cc) existence and correct recording of information in the stores, records and registers;
- (dd) allocated resources, tools and equipment sanitary conditions;
- (ee) application of bails and bonds to detainees;
- (ff) lighting and ventilation in cells or lock up facilities;
- (gg) congestion and size of the cell;
- (hh) claims of sexual abuse and violence;
- (ii) death inside cells;
- (jj) duration of detainees in police custody;
- (kk) availability of healthcare services;
- (ll) reports of discrimination or segregation;
- (mm) treatment of special interest groups; (nn) record of women in custody; (oo) treatment of foreigners;
- (pp) presence of detention facility for children in conflict with the law;
- (qq) availability and maintenance of registers;
- (rr) occurrence book and accuracy of data entry;
- (ss) availability and maintenance of cash bail receipt book;
- (tt) availability and maintenance of cell register;
- (uu) availability and maintenance of charge register;
- (vv) availability of service standing orders;
- (ww) availability of duty roster and content thereof;
- (xx) availability and maintenance of exhibits register;
- (yy) availability and maintenance of prisoners or detainee property register;
- (zz) availability and maintenance of complaints register and personal effect and property register;
- (aaa) arms and ammunition movement register; (bbb) availability and maintenance of communication logs and gadgets;
- (ccc) health and welfare of police officers;
- (ddd) crime prevention;
- (eee) crime branch section;
- (fff) crime graph;
- (ggg) crime clock;
- (hhh) crime profile;

- (iii) crime trend analysis;
- (jjj) map of area of jurisdiction;
- (kkk) beats and patrols;
- (lll) Police response time after crime has been reported;
- (mmm) uniforms and other equipment;
- (nnn) community policing and partnership;
- (ooo) county policing authorities;
- (ppp) community policing committees;
- (qqq) private security providers;
- (rrr) allocated resources;
- (sss) motor transport section;
- (ttt) corruption;
- (uuu) complaints against police;
- (vvv) complaints by police;
- (www) exhibits store;
- (xxx) client survey;
- (yyy) management of police reserves;
- (zzz) exhibits and handling of evidence;
- (aaaa) handling of children in police premises and detention facilities;
- (bbbb) control of traffic and erection of barriers;
- (cccc) counselling and psychosocial support;
- (dddd) policing records and registers;
- (eeee) police equipment and facilities;
- (ffff) arms and ammunitions management; and (gggg) any other details that the Authority deems appropriate.

(2) Upon completion of any inspection, the designated officer shall record key findings and recommendations made on the particular police premise in **IPOA FORM 29 set out in the Schedule a Correspondence File** for future reference on the Authority's interactions and operations with the premise.

Managing  
inspections

**123.** In commissioning inspection of police premises and detention facilities, the Authority shall ensure that inspection —

- (a) will be purposeful;
- (b) properly coordinated;
- (c) are focused on giving timely feedback for actions;
- (d) identify root causes of any policing gaps;
- (e) identify strengths and weaknesses around policing environment;

- (f) provide corrective actions and means of their implementation based on the law or procedures in place or those which are needed;
- (g) provide avenues for cooperation and sharing inspection results with the Service; and (h) have follow ups.

Principles to guide inspections.

**124.** The designated officer shall, while undertaking inspections under the Act or these Regulations—

- (a) respect the rights of detainees and police;
- (b) conduct their work in a manner that minimises the potential harm to the detainees and the police officers;
- (c) minimise harm and exercise reasonable care;
- (d) exercise good judgement;
- (e) respect the authorities and the staff in charge;
- (f) respect rights of persons deprived of liberty;
- (g) be credible;
- (h) observe confidentiality;
- (i) be consistent, persistent and patient;
- (j) be accurate and precise;
- (k) be sensitive;
- (l) be objective;
- (m) uphold integrity; and
- (n) where appropriate or when necessary, be visible.

Conduct interviews etc.

**125.** The designated officer, may while carrying out inspection of police premises or detention facilities—

- (a) conduct interviews, confidential or otherwise;
- (b) take statements from members of the Service, detained persons or any other person at the premises or detention facility that the Authority may deem relevant for purposes of the Act or these Regulations;
- (c) request for production of relevant documentation; and
- (d) comply with rights of detained persons set out under Articles 49, 50, and 51 of the Constitution and Part II of Persons Deprived of Liberty Act.

Factors for consideration when interviewing detainees.

**126.** (1) The designated officer shall, while interviewing detained persons, assess and record —

- (a) the name of the detainee;
- (b) when he or she was arrested and where; (c) the crime he or she allegedly committed;
- (c) the detainee record in the occurrence book and the cell register;
- (d) separation of detainees in terms of male, female, children in conflict with the law, children in need of care and protection, police detainees, convicts and remandees;
- (e) duration of detention and whether the twenty-four hours rule was adhered to;
- (f) documentation of any allegations of torture, ill- treatment or abuses;
- (g) protection of rights of arrested persons as guided by law;
- (h) feeding programme of the detainees in terms of quality and quantity;
- (i) requests made by the detainee;
- (j) any complaints made by the detainees against police officer(s) or fellow detainees; and
- (k) any other relevant details.

Inspections upon request.

**127.** (1) The President, Parliament, Cabinet Secretary, National Police Service Commission, or the Inspector-General may, at any time, request the Authority to carry out specific, thematic or general inspection.

(2) The request made under sub-regulation (1) shall be in writing and may specify the nature of inspection to be conducted.

(3) The Authority shall upon receipt of the request under this regulation commission the inspection, prepare and submit a report to the requesting authority.

General or routine inspection.

**128.** The Authority may conduct general or routine inspections of police premises to assess compliance to the Constitution, operational requirements and orders or any other written law.

Thematic or targeted inspection.

**129.** (1) The Authority may conduct thematic or targeted inspections to examine key specific policing issues.

(2) Thematic or targeted inspections conducted under the regulation shall focus on areas of priority and impact in the Service to improve on efficiency and effectiveness.

Special inspection. **130.** The Authority may conduct special inspections as guided and informed by identified needs such as complaints, referrals, investigations or any other identified need.

Follow-up inspection. **131.** (1) The Authority shall conduct follow up inspections to assess the improvement or lack of it as informed by the findings and recommendations of the initial or earlier inspections.

(2) The follow-up inspections shall verify uptake of recommendations made in accordance with the Act or these Regulations, and shall identify the challenges faced by Police officers in implementing the recommendations that had been made during the initial or earlier inspections.

(3) Follow up inspections may be announced or unannounced.

Obligation of **132.** During inspection of a police premises or detention facility <sup>designated officer</sup> under the Act or these Regulations, a designated officer shall—  
during inspections.

- (a) prepare for the inspections including understanding of the key policing issues in the police premises to be inspected and surrounding policing concerns;
- (b) consider aspects as informed by complaints received by the Authority in relation to the Police premises to be inspected and any concerns from investigations;
- (c) be present in the Police premises, observe and record the findings as outlined in the inspections checklist or tool;
- (d) seize any exhibits, where necessary;
- (e) contact complainant where the inspections are handling a complaint and where applicable;
- (f) identify and contact witnesses where applicable;
- (g) gather relevant information to inform recommendations;
- (h) take statements where necessary;
- (i) take pictorial evidence on the state of the Police premises;
- (j) prepare an inspection report upon completion of the exercise detailing the methodology, findings and recommendations, with pictorial evidence;
- (k) prepare for follow -up inspections;

- (l) have their identification badges on or certificate of appointment where applicable;
- (m) be fair and impartial;
- (n) credible and accurate;
- (o) be objective;
- (p) uphold integrity;
- (q) be professional, accountable and transparent;
- (r) do no harm, injure or hurt anyone including police or members of the public;
- (s) exercise good judgment;
- (t) be conversant with, and apply rules and standards of monitoring under these Regulations and manuals;
- (u) respect authorities and person in charge of the operation to foster mutual respect amongst all actors involved in the operation;
- (v) employ the principles of confidentiality;
- (w) be security sensitive;
- (x) be sensitive to the situation, mood and needs of the individual;
- (y) plan and prepare meticulously;
- (z) treat persons involved with respect and dignity;
- (aa) be credible;
- (bb) be consistent, persisted and patient;
- (cc) ensure their independence and neutrality and where possible, keep distance;
- (dd) take picture, make audio or visual recording; (ee) gather all relevant information to inform.

Obligation of members of the Service during inspection.

**133.** (1) The officer in charge of the Police premises being inspected or a member of the Service shall, during the inspections exercise by the Authority, —

- (a) afford the designated officer necessary assistance;
- (b) cooperate with the inspection's officers;
- (c) avail any material, document or records as guided under section 7 of the Act;
- (d) sign and stamp the requisite inspections tool and the IPOA Form 29 a Correspondence Book set out in the Schedule for any future reference on the Authority's findings and recommendations made on



- the particular Police premise for implementation and necessary action;
- (e) custody of the book is officer in charge of station;
- (f) book may be digital or physical as the case may be.

Board approval and

**134.** The designated officer shall— consideration.

- (a) upon completion of inspection exercise, prepare an inspection report detailing the methodology, findings and recommendations; and
- (b) submit the report to the Board for consideration, approval and any other relevant action.

Action to be taken **135.** (1) Within fourteen days of conducting the inspection, by other State organs the Authority shall furnish the requesting authority, person, State organ, on inspection report. institution with a report detailing the finding of the inspections and recommendation thereof.

(2) The Authority shall ensure feedback and recommendation is given to the Inspector-General for implementation of the recommendations.

(3) The Authority shall, while conducting inspections, exercise the powers set out under section 7 of the Act.

(4) The Authority may, where necessary, undertake follow-up inspection on the recommendations submitted in accordance with the Act and these regulations.

Inspection tools and checklist.

**136.** During inspections of any police premises or detention facilities, the Authority shall use inspections tools and checklists provided for under IPOA Form 30 set out in the Schedule.

Publishing and publicizing of inspection reports.

**137.** (1) The Authority shall publish and publicize all inspection report.

(2) A copy of the report referred to in sub-regulation (1) shall be forwarded to the Inspector-General, the National Police Service Commission, Cabinet Secretary or the any other relevant State entity as the Board may deem fit.

(3) The Authority shall publicize the report in such manner as the Board may consider appropriate

Action on inspection **138.** Pursuant to section 10 (m) and (t) of the National Police reports by the Service Act, 2011 the Inspector-General shall cause appropriate action to be

Inspector-General.

taken on Authority's recommendations.

Research and surveys.

**PART XVI– MISCELLANEOUS PROVISIONS**

**139.** (1) Pursuant to sections 6(g)(k)(l)(m) and 34(2)(d), the Authority shall, for purposes of—

- (a) reviewing patterns of reported police misconduct;
- (b) assessing emerging trends in complaints handled by the Authority;
- (c) recommending reforms in practice or policy regarding the Service;
- (d) training and development of activities of the Authority; (e) matters of national importance;
- (e) any other matter the Authority may deem appropriate, conduct research and surveys.

(2) The Authority may commission research and survey—

- (a) on its own motion;
- (b) upon request by any person or complainant; or
- (c) upon request by the Service, Cabinet Secretary, Judiciary or any other State Organ or institution.

(3) The Authority shall disseminate its research or survey findings and recommendations to—

- (a) the Inspector-General;
- (b) the Cabinet Secretary;
- (c) the National Assembly;
- (d) the National Police Service Commission;
- (e) Judiciary;
- (f) members of the public; or
- (g) any other relevant State Organs or institutions.

(3) The Authority shall cause the report made under this regulation published and publicize in accordance with these Regulations.

Modalities of carrying out research.

**140.** The Authority shall conduct research and surveys in accordance with established and recognized research methodologies.

Administration of oaths etc. Cap 187 No. 4 of 2003

**141.** Pursuant to the Official Secrets Act, the Independent Policing Oversight Authority Act, 2011 and the Public Officers Ethics Act the Authority shall administer the oath of secrecy to its staff on appointment in the Form IPOA Form 31 set out in the Schedule.

Psychosocial support.

**142.** (1) The Authority may provide liaison, psychosocial support or impact assessment, where necessary, to—

- (a) the complainant;
- (b) the victim;
- (c) the witness;
- (d) the intermediary;
- (e) the suspect;
- (f) Authority staff; or
- (g) Where applicable secondary victims.

(2) The Authority may, where appropriate, refer a complainant, victim, witness or intermediary to—

- (a) the Board established under section 31 of the Victim Protection Act, 2014;
- (b) any other institution offering psychosocial support; or (c) recommend any other relief.

Witness, victim protection.

**143.** (1) Pursuant to section 19(5) of the Act, section 5 (3) and 6 of the Witness Protection Act, 2006, the Authority may recommend protection of a witness, victim, complainant or an intermediary to the Witness Protection Agency where it establishes that there are sufficient grounds to recommend protection.

(2) Pursuant to section 5 of the Witness Protection Act, 2006, the Witness Protection Agency may on its own motion undertake the protection of any witness, victim, complainant or intermediary in any matter under investigation by the Authority.

(3) Pursuant to section 6(f) of the Act, the Authority shall cooperate with the Agency and any other institutions to ensure adequate protection of any witness, victim, complainant or intermediary.

(4) Pursuant to section 4 (3) and 6(f) of the Act, every government officer or institution shall cooperate with the Authority in ensuring the protection of any

witness, victim, complainant or intermediary in any matter under investigation by the Authority.

(5) A complainant, victim or witness to a complaint who, before or after filing a complaint is intimidated or threatened in any manner may apply to the Authority to recommend their protection under the Witness Protection Agency established under the Witness Protection Act, 2006 for protection or any other relief.

Access and control of confidential information and records from the Authority.

**144.** (1) Pursuant to section 24(15) of the Act, information, whether verbal or in writing, documentation and records acquired in the course of investigation under the Act, the National Police Service Act, 2011 or these Regulations may remain confidential.

(2) The information referred to in sub-regulation (1) shall not be disclosed or shared to any other person unless, in the interests of justice or where required under the Constitution or an any other written law.

(3) The authorization referred to in the above shall be made in writing.

(4) All information, documentation and records pertaining to an investigation must be secured at all times in a manner that would effectively prevent access to such information, documentation and records by an unauthorized person.

(5) For purposes of this regulation, confidential information and record includes—

- (a) identity of a complainant, critical witness or victim;
- (b) physical location of a valuable victim or witness;
- (c) contact of witnesses;
- (d) a document or statements drafted or made during investigation, inquiry, mediation, monitoring or inspections;
- (e) investigation file;
- (f) any information or document required to be disclosed under the Act; and
- (g) any other document or information designated by the Authority in accordance with the Act or any other written law as confidential.

(6) A designated officer shall not release or disclose confidential information or record unless—

- (a) with the written approval of the Board;
- (b) upon conclusion of an investigation, monitoring, inspection, inquiry;
- (c) where it is demonstrable in the interest of justice; (d) by order or directions of a court.

(7) Information or record obtained under this regulation shall not be used for purposes other than the intended and disclosed purpose.

(8) A person who wishes to obtain confidential and classified information under the Act or these Regulations shall make a request to the Board in writing and shall offer compelling justification for the request.

(9) A Person who violates this regulation commits an offence and shall be liable, upon conviction, to a fine not exceeding three hundred thousand shillings or imprisonment for a term not exceeding three years or to both.

Access to information and documentation from the Service.

**145.** (1) Pursuant to sections 4(3), 7(1) (a)(i)(iii) of the Act, the Service shall grant access to information, documentation and records, including confidential information to enable the Authority carry out its functions under the Constitution and the Act and any other written law.

(2) A Person who violates this regulation commits an offence and shall be liable, upon conviction, and shall be liable upon conviction to a fine not exceeding three hundred thousand shillings or imprisonment for a term not exceeding three years or to both.

Information and data communication technology system for— **146.** (1) The Authority shall maintain a robust information management system.

- (a) receipt and registration of complaints;
- (b) keeping and maintenance of records and information;
- (c) processing and sharing of information;
- (d) conduct and management of investigations;
- (e) conduct and management of legal reports;
- (f) any other operational and administrative purposes; (g) keeping report on inspections, research and monitoring; and
- (h) archiving of report.

(2) Document, photograph, tape or other forms of evidence relating to a complaint shall be kept in safe custody by the Authority.

(3) The Director shall take all reasonable steps to ensure the safety and security of Authority's information and data

Record and information management.

**147.** (1) The Authority shall keep and maintain all records obtained in exercise of its mandate under the Act in the manner set out in these Regulations.

(2) The Authority shall maintain the records referred to under paragraph (1) for a period of ten years after conclusion and thereafter archived in accordance with any other written law.

(3) Notwithstanding sub regulation (2) above, the Authority shall from time to time categorize records of complaints under this regulation that might not be subject to regulation (2).

(4) The Authority shall maintain a manual back or information communication technology back-up.

(5) The Director shall, from time to time and as when need arises, constitute a team to advise him or her on matters of record retention and disposal.

Performance report.

**148.** (1) Pursuant to section 30 (3), the Authority shall in every six months, publicize Performance Report.

(2) Pursuant to section 30(2) of the Act, section 10(m &t) of the National Police Service Act, the Authority shall submit its performance report to the Inspector-General for implementation.

(3) Pursuant to section 30(2) of the Act, the Authority shall submit the Performance Report to Speaker of the respective county assemblies and the assemblies may in accordance with their standing orders table the report.

(4) Pursuant to section 30(2) of the Act, the Authority shall submit the performance report to the National Police Service Commission to take up and implement recommendations that relate to their statutory and constitutional mandate.

(5) Pursuant to section 30(3) of the Act, the Authority shall submit the performance report to other relevant state and non-state actors.

(6) Pursuant to section 30(3) of the Act, the Authority shall publicize the performance report through print, electronic, digital, online, social media, and any other media platform where applicable.

Annual report.

**149.** (1) Pursuant to section 38 of the Act, the Authority shall, once in a year, prepare and submit an annual report to the Cabinet Secretary after the end of each financial year within three months.

(2) In addition to statistical data and information required under section 38(3)(d)(e), the Annual report shall contain—

- (a) complaints received;
- (b) investigations conducted;
- (c) inspections done and reports thereunder;
- (d) monitoring of police operations carried out and reports thereof;
- (e) cases taken over from Internal Affairs Unit;
- (f) cases referred to other agencies;
- (g) thematic reports;and
- (h) mediation reports and recommendation;
- (i) inquiries done and recommendation made thereunder;
- (j) research conducted; and
- (k) any other relevant report or recommendations.

(3) In addition to publishing the annual report in the Gazette, the Authority shall cause the report to be publicized in any other media including—

- (a) print;
- (b) electronic;
- (c) digital; and
- (d) social media.

Exceptional  
circumstances report.

**150.** (1) Pursuant to section 7(3) of the Act, exceptional report means a report other than the performance report and the annual report regarding matters of national importance and which requires urgent consideration for the wellbeing of the people of Kenya.

(2) Exceptional report shall be submitted simultaneously to the National Assembly and the Cabinet Secretary.

General penalty.

**151.** A person who contravenes any provision of these Regulations for which no specific penalty is provided, commits an offence

and shall be liable on conviction to a fine not exceeding five hundred thousand shillings or to imprisonment not exceeding three years or to both.

**SCHEDULE FORMS IPOA FORM 1— ORDER FOR DNA SAMPLING AND CONSENT**

**R.5(6) R. 62(3)**

 **IPOA** Independent Policing Oversight Authority 

**SAMPLING FOR DNA IDENTIFICATION FORM**

COMPLAINTS NUMBER \_\_\_\_\_ INVESTIGATION CASE NUMBER \_\_\_\_\_

DATE \_\_\_\_\_ OFFICE \_\_\_\_\_

You (Name) \_\_\_\_\_

P. O Box \_\_\_\_\_

Having been suspected of having committed a serious offence namely \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

is hereby ordered to undergo a DNA Sampling procedure for purposes of investigations on Date \_\_\_\_\_ at (Facility) \_\_\_\_\_

Suspect Signature or thumbprint	Date	Time
Signature of Investigation officer	Date	Time
Witness Signature or thumbprint	Date	Time

**Samples Harvested (Tick appropriately)**

Saliva  Buccal Swab  Blood  Hair

Fingernail  Toe Nail

Others (Mention) \_\_\_\_\_

Name, Designations and Signature of Person carrying out sampling procedure

Name	Designation	Signature
Date	Stamp	

**IPOAFORM 2— COMPLAINT FORM**

**R6(2), 12(1)**





**COMPLAINT FORM (R6(2))**

**COMPLAINT DETAILS**

**Complainant Information**

Surname First name Other Name  
[Text Box] [Text Box] [Text Box]

SEX ID Type ID/Passport Number

Male  Female  INTERSEX   
[Text Box]

On Behalf of Phone Number Alternate Phone  
[Text Box] [Text Box] [Text Box]

Complainant Type Keep Anonymous  
[Text Box] Yes  No

Email Country  
[Text Box] [Text Box]

Address  
Physical address Code:  
County

Date of Birth Age  
[Text Box] [Text Box]

Person Lodging Complaint on behalf of victim  
Please include:  
How you are connected to this incident

*This form will be used in incidences of deaths and serious injuries.*

1

What your role was:

A brief description of events(attach documents if need be)

[Text Box]

**Complaint Lodged by Complainant**

Please include:

A brief description of events

[Text Box]

**Incident Details**

Date and Time of Incident  
[Text Box]

Location of Incident/police station, post etc  
[Text Box]

County of Incident  
[Text Box]

List any evidence to support the complaint (Documents, photos, etc.)  
[Text Box]

**Detention Holding Details (If applicable)**

*This form will be used in incidences of deaths and serious injuries.*

2

**Complainant Held in Custody**

Yes  No

Police office/post/station/facility

County/suc county etc

**Has the victim been tortured?**

Yes  No

**Has it resulted into serious Injuries?**

Yes  No

**Has it resulted in a death?**

Yes  No

**Was the death in custody?**

Yes  No

**Medical Details (If applicable) where one is medically examined**

**Has IPOA Medical form ben issued?**

Where you medically examined or treated

*This form will be used in incidences of deaths and serious injuries.*

3

Yes  No

Where:

Attending Medical Officer Details:

Findings of Medical Exam:

**Witnesses**

**Establish whether there are witnesses?**

Details of witnesses, names etc

Yes  No

Surname	<input type="text"/>
First name	<input type="text"/>
Other name	<input type="text"/>
ID Number	<input type="text"/>
Phone	<input type="text"/>
Address	<input type="text"/>

Male  Female

**Suspect Officer(s) attach documents for more details**

*This form will be used in incidences of deaths and serious injuries.*

4

Yes  No

Surname	<input type="text"/>	include alias
First name	<input type="text"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>
Service #	<input type="text"/>	Rank <input type="text"/>
Color of Uniform	<input type="text"/>	Phone <input type="text"/>
Description	<input type="text"/>	

Is the matter you are complaining about subject to court proceedings?

Yes  No

Details:

Have you registered your complaint with any other institution?

Yes  No

Details:

**Issues and Outcomes**

Please indicate the specific issues you wish the Authority to examine

Details:

*This form will be used in incidences of deaths and serious injuries.*

5

What outcome do you expect as a result of registering your complaint with the Authority?

Details:

Please provide the Authority with any other information you believe relevant

Details:

Official Use:  
Recommendations/remarks  
Signature  
Name and rank

*This form will be used in incidences of deaths and serious injuries.*

6

IPOA FORM 3— REFERRAL OF COMPLAINT TO THE  
**AUTHORITY R10(2)**

<b>Client Contact Information</b>	
Name	.....
Gender	.....
Nationality	.....
Phone Number	.....
Date Registered	.....
Case Category	.....
<b>Case Information</b>	
Case No/Ref	.....
Nature of Case	.....
Case Summary	.....
Work Undertaken on Client's Behalf (if any)	.....
Supporting documents	.....
Officer Assigned	.....
Email address	.....
Action to be undertaken	.....
<b>IPOA Acknowledgement Slip</b>	
	The Independent Policing Oversight Authority receipt of your complaint dated ..... The Authority wishes to advise you that it has received and admitted the same for further investigation. The Authority shall (state the action to be taken) ..... will be handled by ( state assigned officer) .....
Signature	.....
Date	.....

IPOA FORM 4— COMMUNICATION ON DECISION  
 TO ADMIT/REFER/DISMISS  
 R13(6)

Client Contact Information	
Name	.....
Gender	.....
Nationality	.....
Phone Number	.....
Date Registered	.....
Case Category	.....

Case Information	
Case No/Ref	.....
Nature of Case	.....
Case Summary	.....

Reason for non-admission	1. The matter is before Court <input type="checkbox"/> 2. Non-mandate <input type="checkbox"/> 3. Other .....
Additional information if any?	.....
Officer Assigned	.....
Email address	.....
Action to be undertaken	.....

\*\*\*\*\*

IPOA Acknowledgement Slip	
	The Independent Policing Oversight Authority receipt of your complaint dated .....
	The Authority reviewed the matter and decided it would not be admitted for the following reasons: 1. The matter is before Court <input type="checkbox"/> 2. Non-mandate <input type="checkbox"/> 3. Other .....
	Should you require clarification on the same, please contact the designated officer (designated officer) through complaints@ipoa.org
Signature	.....
Date	.....

IPOA FORM 5— MEDICAL FORM R29(1) R35(2)(a) R. 56(2)

(The issuance and completion of this form is free of charge)

**PART ONE - DETAILS OF COMPLAINT**  
(Completed by the Investigation officer requesting the forensic medical examination)

DATE OF ISSUE \_\_\_\_\_

**CASE REFERENCE DATA**  
INVESTIGATION REFERENCE NUMBER \_\_\_\_\_  
MEDICAL/FORENSIC FACILITY REFERENCE/ FILE NUMBER \_\_\_\_\_

**FROM:**  
IPOA OFFICE \_\_\_\_\_  
NAME OF INVESTIGATING OFFICER \_\_\_\_\_  
CONTACT NO \_\_\_\_\_

**TO:**  
NAME OF MEDICAL FACILITY \_\_\_\_\_  
LOCATION OF MEDICAL FACILITY \_\_\_\_\_

**REQUEST FOR FORENSIC MEDICAL EXAMINATION OF:**  
NAME \_\_\_\_\_  
AGE \_\_\_\_\_  
CONTACT \_\_\_\_\_  
DATE AND TIME OF THE ALLEGED OFFENCE \_\_\_\_\_  
DATE SENT TO MEDICAL FACILITY \_\_\_\_\_  
ESCORTED BY \_\_\_\_\_

(In the Escorted By section to the medical/forensic facility fill in the Name of Police Officer and or Authorized/legal Guardian)

**DETAILS OF THE ALLEGED OFFENCE**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PURPOSE OF EXAMINATION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME – INCHARGE INVESTIGATION \_\_\_\_\_

SIGNATURE- INCHARGE INVESTIGATION \_\_\_\_\_

**PART TWO - DETAILS OF THE FORENSIC MEDICAL EXAMINATION**

(This form is to be completed by trained gazetted medical/clinical practitioners (Public officers); electronically or manually in legible handwriting and signed on every page; please type three copies apart from the original manuscript.)

**A. DETAILS OF PRACTITIONER AND FACILITY**

Name of Practitioner	Name of Medical/Forensic Facility
Registration Number of Practitioner	Patient Record/File/Reference Number
Qualifications of The Practitioner	Telephone Contact of Facility
Telephone Contact and Physical Address	Physical Address of Facility

**B. PATIENT INFORMATION**

**CONSENT/ASSENT FOR FULL FORENSIC MEDICAL EXAMINATION**

I understand that this examination will include:

- a. Full Medical History and a Complete Forensic Medical Examination
- b. Collection of Forensic specimens and/or Medical samples
- c. Taking of notes, photographs, videos, digital images for recording and evidential purposes including second opinions from forensic/medical experts and peer reviews
- d. I have been told that any sensitive photographs, videos, and or digital images will be stored securely and only be made available to other non-medical persons on the order of a judge.
- e. I understand and agree that copy of the medical notes/statement/report and expert testimony may be given to professionals involved in the case and may be used in court.
- f. I agree to the use of anonymized photographs/imaging/videos for teaching and research purposes.
- g. I have been advised that I may stop the examination at any point.

FULL NAMES OF COMPLAINANT/LEGAL GUARDIAN \_\_\_\_\_

SIGNATURE AND DATE \_\_\_\_\_

CONSENT NOT GIVEN - Indicate Reason(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SEX      M      F  

DATE OF BIRTH \_\_\_\_\_

PATIENT ACCOMPANIED BY \_\_\_\_\_

PERSONS PRESENT DURING EXAMINATION:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**SECTION A: MEDICAL HISTORY**

(Take note of intellectual disabilities/impairments; document relevant medical history)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MEDICAL HISTORY FOR SEXUAL OFFENCE CASES**

Since the alleged offence took place has the patient

CHANGED CLOTHING YES  NO   
  
BATHED/WASHED/SHOWERED YES  NO   
URINATED YES   
 NO   
CURRENTLY PREGNANT YES  NO

Notes \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

History given by \_\_\_\_\_

**GENERAL EXAMINATION**

**VITAL SIGNS**

Heart Rate \_\_\_\_\_  
Respiratory Rate \_\_\_\_\_  
Blood pressure \_\_\_\_\_  
Temperature \_\_\_\_\_  
Bipedal Edema \_\_\_\_\_  
Lymph nodes \_\_\_\_\_

**STATE OF CLOTHING**

Torn/damaged/blood stained/soiled \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the stains/debris \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Clothing Collected For Forensic Analysis YES  NO

Clothing PACKAGED  SEALED  LABELLED

Clothing dispatched to:

NAME OF INVESTIGATION OFFICER \_\_\_\_\_ NAME OF MEDICAL PRACTITIONER \_\_\_\_\_  
by hand of \_\_\_\_\_

Describe the physical appearance of the patient

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_

General Body Build (frail/normal/obese/other) \_\_\_\_\_

Percentiles (Children Only) \_\_\_\_\_

Other Relevant Information

\_\_\_\_\_  
\_\_\_\_\_

Clinical evidence of intoxication (e.g. slurred speech, dilated pupils, ataxia  
etc.



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**SAMPLES COLLECTED FOR TOXICOLOGY**

BLOOD YES  NO   
 URINE YES   
NO  SWABS YES   
 NO

**SECTION B: PHYSICAL EXAMINATION**

(Describe the nature, position, shape, extent of injuries on the body. The general position of all injuries **must** be denoted on the body charts)

**Head and Neck**

---

---

---

**Oral** (note any injuries in the mouth)

---

---

---

**Scalp**

---

---

---

**Neck**

---

---

---

**ENT (**

note any injuries within and around the ears)

---

---

---

**CNS** (level of consciousness – A.V.P.U, Gait)

---

---

---

**Chest** (note any distension, tenderness, abnormality, irregular breathing, cardiac disorders.)

---

---

---

**Abdomen** (note any distension, tenderness, abnormality)

---

---

---

**Upper Limbs**

---

---

---

**Lower Limbs**

---

---

---

**ESTIMATE AGE OF INJURY(S)**

---

---

---

**PROBABLE MECHANISM OF INJURY (S)**

---

---

---

**DEGREE OF INJURY (S)**

HARM  GREVIOUS HARM  MAIM

ADDITIONAL NOTES

---

---

I conducted the above examination on the \_\_\_\_\_ (date) and declare that the contents of this form is true to the best of my knowledge and belief and I am making this statement knowing that, if it were tendered in evidence, I would be liable to prosecution if I willfully stated in it anything I knew to be false or which I do not believe to be true.

Name of practitioner (full names) \_\_\_\_\_

Signature of practitioner \_\_\_\_\_

**SECTION C: SEXUAL OFFENCES**

**GENITAL EXAMINATION**

**FEMALE COMPLAINANT/PATIENT**

Tanner Stage (children):

---

Describe the physical state and any injuries to the genitalia with reference to:

Labia majora:

---

Labia minora:

---

Clitoris and peri-urethral area:

---

Vestibule:

---

Hymen: describe the posterior rim and edges of the hymen

---

Vagina:

---

Cervix:

---

Note any presence of discharge, blood or infection

---

**SPECIMEN COLLECTION FEMALE COMPLAINANT/PATIENT**

Reference sample –	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Buccal swab	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Low vaginal swab	YES <input type="checkbox"/>	NO <input type="checkbox"/>
High vaginal swab	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Endo-cervical swab	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Oral swab (in case of ejaculation)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Combing for pubic hair	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Site mark swabs	YES <input type="checkbox"/>	NO <input type="checkbox"/>

**MALE COMPLAINANT/PATIENT**

Tanner stage (children):

---

Describe in detail the physical state of and injuries to the:

Prepuce:

---

Shaft:

---

Scrotum:

---

Anus:

---

**SPECIMENS COLLECTED MALE COMPLAINANT/PATIENT**

**MEDICAL**

Blood YES  NO   
 Urine YES  NO

**FORENSIC**

Reference sample – YES  NO   
 Buccal swab  
 Oral swab ( in case of YES  NO   
 ejaculation)

**SECTION D: PERSON ACCUSED OF ANY SEXUAL OFFENCE**

**FEMALE ACCUSED**

Describe in detail the physical state of and injuries to the:

Tanner Stage (Children):

Labia Majora:

Labia Minora:

Clitoris and Peri-Urethral area

Vestibule:

Hymen: describe the posterior rim and edges of the hymen:

Vagina:

Cervix:

Note any presence of discharge, blood or infection

**SPECIMEN COLLECTION FEMALE ACCUSED**

**MEDICAL**

Blood YES  NO   
 Urine YES  NO

**FORENSIC**

Reference sample – buccal YES  NO   
 swab  
 Low vaginal swab YES  NO   
 High vaginal swab YES  NO   
 Endo-cervical swab YES  NO   
 Oral swab (in case of YES  NO   
 ejaculation)  
 Combing for pubic hair YES  NO   
 Bite mark swabs YES  NO   
 Finger nail clippings YES  NO

**MALE ACCUSED**

Tanner Stage (Children):

Frenulum:

Shaft:

Scrotum:

Anus:

**SPECIMENS COLLECTED MALE ACCUSED**

**MEDICAL**

Blood YES  NO   
 Urine YES  NO

**FORENSIC**

Reference sample – YES  NO   
 buccal swab  
 Oral swab ( in case of YES  NO   
 ejaculation)  
 Bite mark swab YES  NO   
 Finger nail clippings YES  NO   
 Anal swab YES  NO   
 Genital swab YES  NO

**ADDITIONAL REMARKS BY THE PRACTITIONER**

**MEDICATION ADMINISTERED**

(Note any medication administered prior to or after examination eg PEP,EC,TT,Hep B)

\_\_\_\_\_

**RECOMMENDATIONS/REFERRALS**

\_\_\_\_\_

\_\_\_\_\_

**CHAIN OF CUSTODY**

**SPECIMENS COLLECTED BY MEDICAL PRACTITIONER**

FULL NAMES \_\_\_\_\_ ON  
THIS DAY \_\_\_\_\_ AT THIS TIME \_\_\_\_\_

FACILITY STAMP WITH DATE CLEARLY MARKED ON COLLECTION DATE



**SPECIMENS RECEIVED BY INVESTIGATING OFFICER**

FULL NAMES ARE \_\_\_\_\_ ON  
THIS DAY \_\_\_\_\_ AT THIS TIME \_\_\_\_\_

FACILITY STAMP WITH DATE CLEARLY MARKED ON RECEIVED DATE



The content of this declaration is true and of my knowledge and belief. I am aware that should it be submitted as evidence and I know that something appears herein which I know to be false or believe not to be true, I could be liable for prosecution.

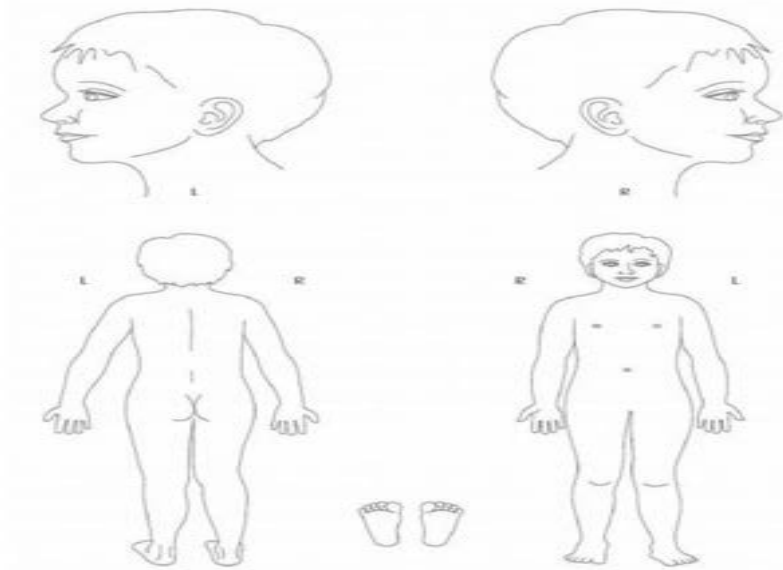
1. I know and understand the contents of this declaration
2. I have no objection to taking the prescribed oath
3. I consider the prescribed oath to be binding to my conscience

SIGNED BY PRACTITIONER \_\_\_\_\_

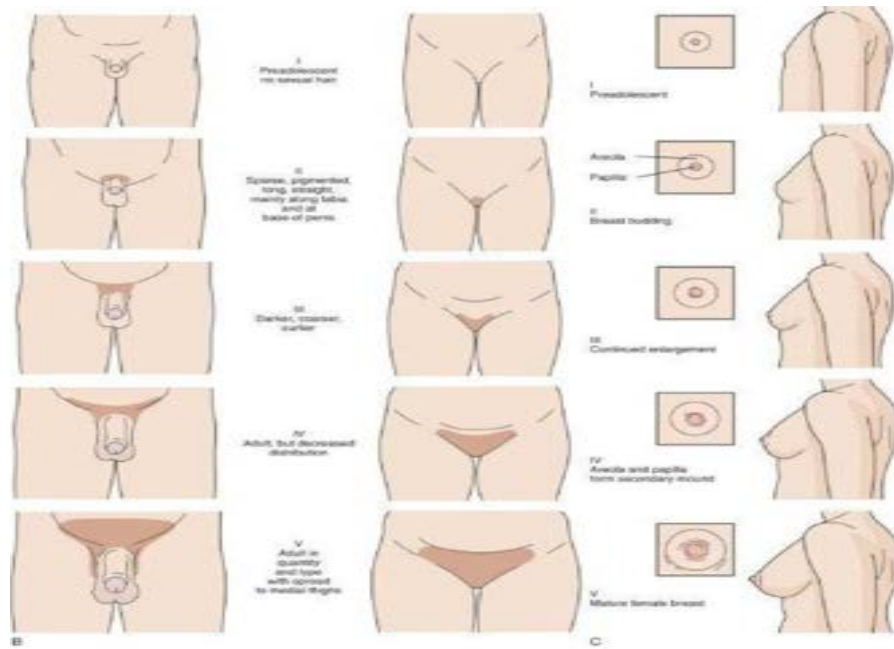
SIGNATURE OF INVESTIGATING OFFICER \_\_\_\_\_

**BODY CHARTS**

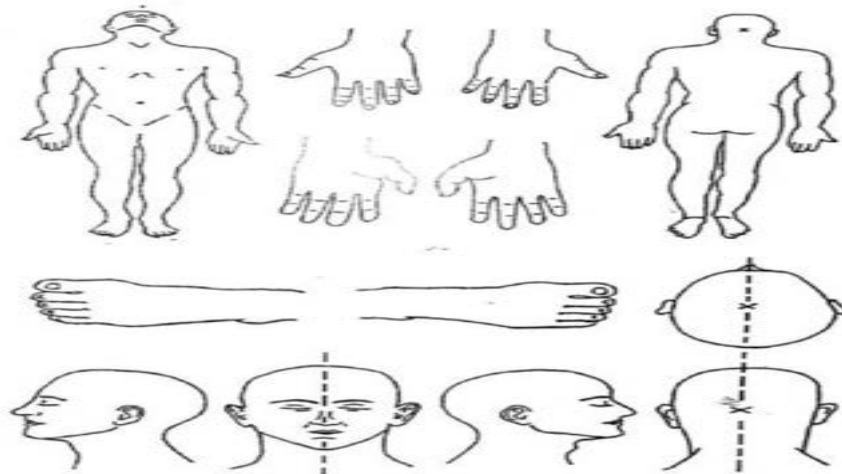
**APPENDIX 1. CHILD**



**APPENDIX 2. TANNER STAGE**

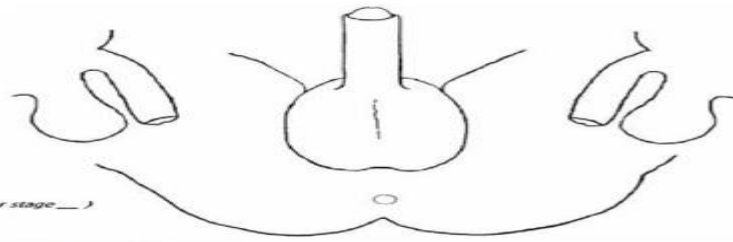


APPENDIX 3: ADULT MALE/FEMALE



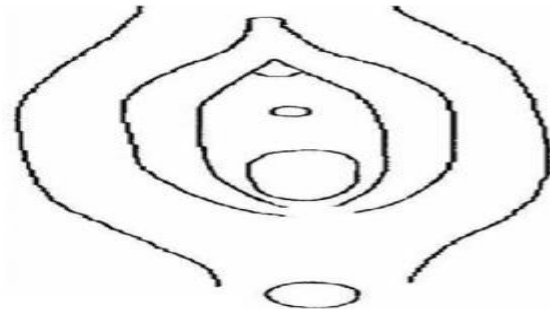
APPENDIX 4: GENITAL EXAMINATION

**MALE GENITAL CHART**



Thighs  
Public Area (Tanner stage \_\_)  
Public Hair  
Scrotum  
Testes (Tanner stage \_\_, no. palpable 1 / 2)  
Penis  
Foreskin (Circumcised YES / NO)

**FEMALE GENITAL CHART**



Mons pubis  
Public hair (Tanner stage 1 / 2 / 3 / 4 / 5  
and description, eg shaved, cut)  
Labia majora  
Labia minora  
Clitoris  
Fourchette  
Fossa Navicularis  
Vestibula  
Hymen (diagram when indicated)  
  
Internal findings (if applicable)  
Vaginal wall  
  
Cervix  
  
Speculum used: YES / NO



**REPORT ON MEDICO-LEGAL POST MORTEM EXAMINATION**  
(pursuant to Reg. 29(2))

TO: THE PATHOLOGIST/FORENSIC MEDICAL EXAMINER

STATIONED AT

SECTION FILLED IN BY INVESTIGATING OFFICER

**CASE REFERENCE DATA**

STATION/CORONER OFFICE LOCATION

INVESTIGATION NUMBER/CORONER CASE NUMBER

BODY RECOVERY NUMBER

HOSPITAL REFERENCE NUMBER

MORTUARY ADMISSION NUMBER

FORENSIC PATHOLOGY NUMBER

**DETAILS OF INVESTIGATING OFFICER**

NAME OF INVESTIGATING OFFICER

SERVICE NUMBER:

DESIGNATION:

CONTACT NUMBER:

DATE NOTIFIED:

TIME NOTIFIED:

TIME ARRIVED AT THE SCENE:

I \_\_\_\_\_, hereby request for the  
Establishment of the cause of death of the deceased \_\_\_\_\_  
whose body I have/ was escorted to mortuary/funeral home \_\_\_\_\_

INVESTIGATION NUMBER/CORONER CASE NUMBER \_\_\_\_\_

NAME OF DECEASED \_\_\_\_\_

on this day \_\_\_\_\_ at this time \_\_\_\_\_

The under mentioned witnesses are able to visually identify the decedent:

NAME	ID NUMBER	RELATION	CONTACT	SIGNATURE

**SECTION FILLED IN BY MEDICAL PRACTITIONER**

**PARTICULARS OF THE DECEASED**

M  F  UNKNOWN  KNOWN  FOREIGNER

NAME OF DECEASED (PROVISIONAL)

ESTIMATED AGE (years/months)

IDENTITY  PASSPORT  BIRTH CERTIFICATE  NO \_\_\_\_\_

NATIONALITY (and specify which)

WHEN LAST SEEN ALIVE

ALLEGED DATE OF DEATH

ALLEGED TIME OF DEATH

CIRCUMSTANCES REGARDING DEATH

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

INVESTIGATION NUMBER/CORONER CASE NUMBER \_\_\_\_\_

NAME OF DECEASED \_\_\_\_\_

RELEVANT MEDICAL HISTORY

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Scene (from above) including coordinates and location

Note: If death from poisoning is suspected the following details should be provided:

Date and time of onset and duration of symptoms\*

Symptoms\* including but not limited to: frothing, abdominal pain, vomiting, blindness

Details of food, drinks, drugs taken before and after onset of symptoms including times and quantities of any medicine given whilst under treatment including any suspected poison

\_\_\_\_\_  
 \_\_\_\_\_

Were other persons affected?

\_\_\_\_\_  
 \_\_\_\_\_



INVESTIGATION NUMBER/CORONER CASE NUMBER \_\_\_\_\_

NAME OF DECEASED \_\_\_\_\_

The content of this declaration is true and of my knowledge and belief. I am aware that should it be submitted as evidence and I know that something appears herein which I know to be false or believe not to be true, I could be liable for prosecution.

1. I know and understand the contents of this declaration
2. I have no objection to taking the prescribed oath
3. I consider the prescribed oath to be binding to my conscience

Date \_\_\_\_\_ Name of Investigating Officer \_\_\_\_\_

Signature of Investigating Officer \_\_\_\_\_

NAME OF DECEDENT (if known) \_\_\_\_\_

DATE OF POST MORTEM \_\_\_\_\_

TIME OF POST MORTEM \_\_\_\_\_

PLACE OF POST MORTEM \_\_\_\_\_

**PRELIMINARY FORENSIC INVESTIGATIONS**

Forensic Full Body Photography YES  NO

Forensic Full Body Radiology YES  NO

Dental Radiology YES  NO

Fingerprinting YES  NO

Toxicology (e.g. Blood Alcohol, Vitreous Humor) YES  NO

Gun Shot Residue Sample collection YES  NO

Biological Fluid Collection (e.g. swabbing bite-marks for saliva) YES  NO

INVESTIGATION NUMBER/CORONER CASE NUMBER \_\_\_\_\_

NAME OF DECEASED \_\_\_\_\_

**GENERAL EXAMINATION**

Description Of Personal Effects (Clothing, shoes, jewelry, inner wear etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sex: M F Undetermined Gender (specify)

Ancestry: Negroid Caucasoid Mongoloid

Estimated Age:

Nutrition:

Physique: \_

Length (in cm):

Mass (in Kg):

**CONDITION OF REMAINS**

Refrigerated Well preserved

Fresh Decomposed Mummified Skeletonized Incinerated

Embalmed

Remarks

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**POST MORTEM CHANGES AND ASSESSMENT OF TIME SINCE DEATH**

(e.g. lividity, rigor mortis, temperature, skin slippage, adipose, flaccidity, talons etc.)

\_\_\_\_\_

INVESTIGATION NUMBER/CORONER CASE NUMBER \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EXTERNAL APPEARANCE OF THE BODY**

(Note on children's cases pay attention to soft tissue injury patterns from various instruments)

**Special Identifying Features/Marks**

(e.g. tattoos, birthmarks, piercings, amputations, scars, prostheses etc.)

**Describe the condition of the body and all associated injuries with respect to position, nature and dimension of all injuries**

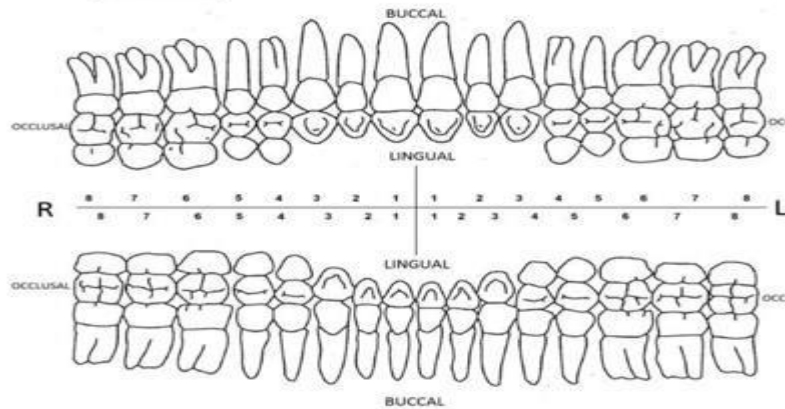
(e.g. cyanosis, petechiae, pallor, laceration etc)

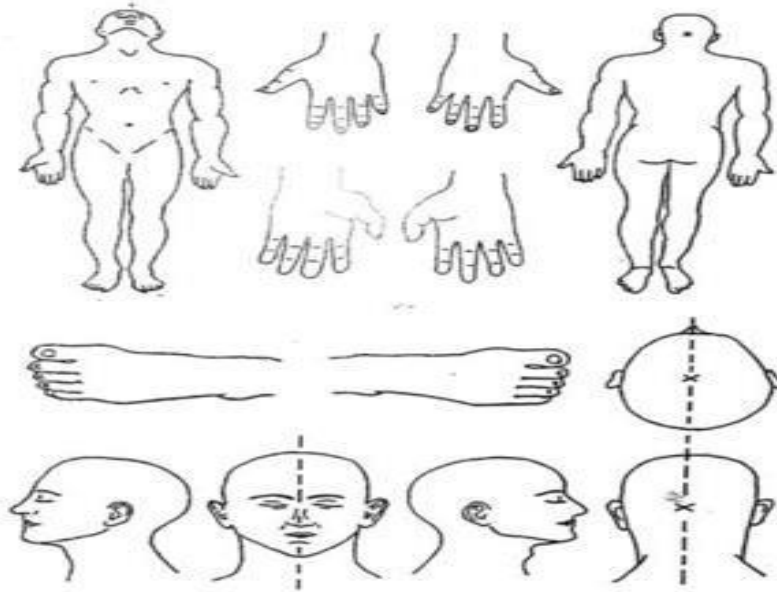
INVESTIGATION NUMBER/CORONER CASE NUMBER \_\_\_\_\_

NAME OF DECEASED \_\_\_\_\_

**BODY CHARTS**

**ODONTOGRAM**





**INVESTIGATION NUMBER/CORONER CASE NUMBER** \_\_\_\_\_

**NAME OF DECEASED** \_\_\_\_\_

**INTERNAL APPEARANCE OF THE BODY**

(Note for children's cases pay attention to oral, intraorbital, intracranial and genital injuries)

**HEAD AND NECK**

**SKULL**

\_\_\_\_\_  
\_\_\_\_\_

**INTRACRANIAL CONTENTS**

**BRAIN MASS**

**ORBITAL, NASAL, AURAL CAVITIES**

**MOUTH, TONGUE, PHARYNX**

\_\_\_\_\_

**NECK STRUCTURES**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INVESTIGATION NUMBER/CORONER CASE NUMBER \_\_\_\_\_

NAME OF DECEASED \_\_\_\_\_

**CHEST**

**THORACIC CAGE AND DIAPHRAGM**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MEDIASTINUM AND OESOPHAGUS**

**TRACHEA AND BRONCHI**

**PLEURAE AND LUNGS:**

Right lung	Lung mass (gms)
Left lung	Lung mass (gms)

**HEART AND PERICARDIUM**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HEART MASS (gms)**

INVESTIGATION NUMBER/CORONER CASE NUMBER \_\_\_\_\_

NAME OF DECEASED \_\_\_\_\_

**LARGE BLOOD VESSELS**

\_\_\_\_\_  
\_\_\_\_\_

**ABDOMEN**

**PERITONEAL CAVITY**

**STOMACH AND CONTENTS**

**INTESTINES AND MESENTERY**

**LIVER, GALL BLADDER AND BILIARY PASSAGES**

**LIVER MASS (gms)**

**PANCREAS**

**PANCREAS MASS (gms)**

**SPLEEN**

\_\_\_\_\_  
\_\_\_\_\_

**SPLEEN MASS (gms)**

**ADRENALS**

\_\_\_\_\_  
\_\_\_\_\_

INVESTIGATION NUMBER/CORONER CASE NUMBER \_\_\_\_\_

**KIDNEYS AND URETERS**

Right	Kidney mass (gms)
Left	Kidney mass (gms)

**URINARY BLADDER AND URETHRA**

**PELVIC WALLS**

**GENITAL ORGANS**

**SPINE**

**SPINAL COLUMN**

**SPINAL CORD**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

INVESTIGATION NUMBER/CORONER CASE NUMBER \_\_\_\_\_

NAME OF DECEASED \_\_\_\_\_

**SPECIMENS RETAINED**

NO	NATURE OF SPECIMENS	NATURE OF INVESTIGATION REQUIRED

**ADDITIONAL OBSERVATIONS**

As a result of my examination I formed the opinion that the tentative cause of death was

**Results of Investigation of Specimens Received**

\_\_\_\_\_  
 \_\_\_\_\_

**Conclusive Cause of Death**

\_\_\_\_\_  
 \_\_\_\_\_

INVESTIGATION NUMBER/CORONER CASE NUMBER \_\_\_\_\_

NAME OF DECEASED \_\_\_\_\_

Death Certificate Number \_\_\_\_\_

**Persons Present During The Autopsy Procedure**

NO	NAME	AGENCY	SIGNATURE

DATE\_

NAME\_

DESIGNATION  
TEL

EMAIL ADDRESS\_

POSTAL ADDRESS\_

SIGNATURE\_

The content of this declaration is true and of my knowledge and belief. I am aware that should it be submitted, as evidence and I know that something appears herein which I know to be false or believe not to be true, I could be liable for prosecution.


1. I know and understand the contents of this declaration
2. I have no objection to taking the prescribed oath
3. I consider the prescribed oath to be binding to my conscience

Date \_\_\_\_\_ Name of Medical Practitioner \_\_\_\_\_

Signature of Medical Practitioner \_\_\_\_\_

**IPOA FORM 7— EXHIBIT RECEIPT FORM**

**R29(3)(A)**


Independent Policing  
Oversight Authority

**Evidence / Exhibit Seizure**  
**(Pursuant to Reg. 29(3))**

Case Number:

Date Items Identified:

Exhibit(s) collected by: Investigator Name:

Date Seized by IPOA: Time:

Location (seized/Identified):

Individual or Organisation Items Seized from:

Item #	Quantity	Description

The above items have been seized as evidence by Independent Policing Oversight Authority investigators pursuant Reg. 29(3) of the Independent Policing Oversight Authority Regulations.

Investigator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Declaration by issuer or IPOA Officer:**  
 I \_\_\_\_\_ of National ID No (or IPOA No): \_\_\_\_\_  
 acknowledge that the above listed items were collected by me originally from the said scene.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Exhibit Register No: \_\_\_\_\_

IPOA FORM 8— EXHIBIT SEIZURE FORM

R29(3)(A)



IPOAS

**EXHIBIT MEMO FORM**  
 (pursuant to Reg. 29(5), 29(6));

To: -

File number:

I forward herewith \_\_\_\_\_  
\*By post \*under escort of \* (Strike out whichever is applicable)

Exhibit(S) enumerated below for favour of examination.

Exhibits and identification markings:

Precis of offence: -

It is desired to ascertain: -

Name of complainant:

Name of suspects (if known):

Offence and Section:

Time, date and place committed

Time, date and place exhibit(s) found by whom

Taken Possession by:

Date \_\_\_\_\_ Signed \_\_\_\_\_

Exhibits enumerated above received: Signed \_\_\_\_\_ Date \_\_\_\_\_

Note: - This form to be completed in triplicate, three copies to accompany exhibits, second copy to be returned as report, third copy to be returned as receipt.



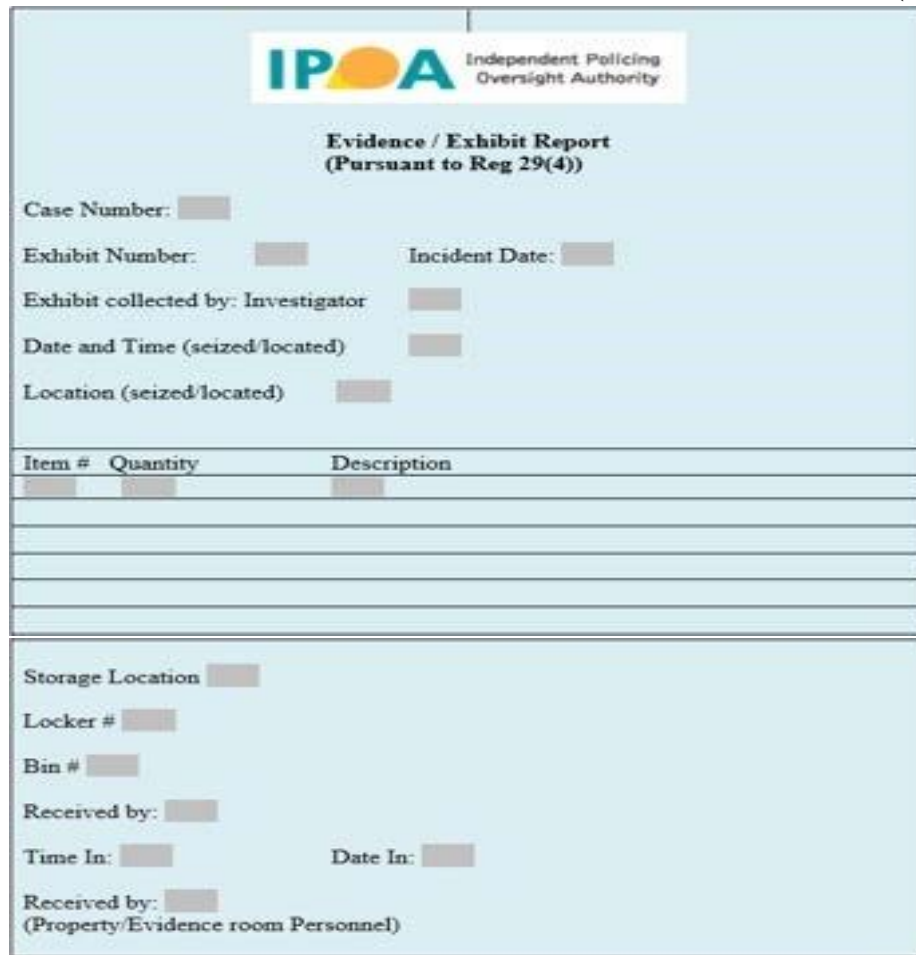
IPOAS

FOR USE OF EXAMINING OFFICER ONLY

Result of Examination:-

IPOA FORM 9— EXHIBIT STORAGE FORM

R29(3)(B)



The form is titled "Evidence / Exhibit Report (Pursuant to Reg 29(4))" and features the IPOA logo at the top. It contains several input fields for case and exhibit details, a table for listing items, and fields for storage and receipt information.

Case Number:

Exhibit Number:  Incident Date:

Exhibit collected by: Investigator

Date and Time (seized/located)

Location (seized/located)

Item #	Quantity	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Storage Location

Locker #

Bin #

Received by:

Time In:  Date In:

Received by:   
(Property/Evidence room Personnel)

IPOA FORM 10— EXHIBIT ,MEMO FORM  
number:

R29(3)(C) To: -

File

I forward herewith  
Post \*under escort of \* (Strike out whichever is applicable) Exhibit(S)  
enumerated below for favour of examination.

Exhibits and identification markings: Precs of offence: -

It is desired to ascertain: -

Name of complainant:

Name of suspects (if known): Offence and Section:

Time, date and place committed

Time, date and place exhibit(s) found by whom



Taken Possession by:

\*By

Date

Signed.....

Exhibits enumerated above received.

Signed.....Date.....

Note: - This form to be completed in triplicate, three copies to accompany exhibits, second copy to be returned as report, third copy to be returned as receipt.

FOR USE OF EXAMINING OFFICER ONLY Result of Examination:-

**IPOA FORM 11— EXHIBIT REPORT FORM**

**R29(3)(D)**

IPOA Independent Policing Oversight Authority		
Evidence / Exhibit Report (Pursuant to Reg 29(4))		
Case Number:		
Exhibit Number:	Incident Date:	
Exhibit collected by: Investigator		
Date and Time (seized/located)		
Location (seized/located)		
Item #	Quantity	Description
<b>Storage Details</b>		
Office Location:		
Locker Number:	Bin/Section Number:	
• Submitted by:	IPOA No:	
Name:		
Date Submitted In:	Time Submitted In:	
• Received by:	IPOA No:	
Name:		
Sign:		
(Property/Evidence room Personnel)		

**IPOA FORM 12— CRIME SCENE ACCESS AND EVIDENCE LOG**

**FORM**

**R29(3)(E)**



FORM 12

**CRIME SCENE ACCESS AND EVIDENCE LOG**  
(Pursuant to Reg. 29(3)(e))

DATE ..... TIME: .....

LOCATION .....

CASE NUMBER ..... INVESTIGATOR/ SCENE EXPERT .....

EXHIBIT IDENTIFIER	DESCRIPTION	COMMENTS

NAMES AND PARTICULARS OF THOSE PRESENT DURING RECOVERY

NAME	ID NO	ROLE <sup>1</sup>	SIGNATURE

<sup>1</sup> Either  
1. IPOA investigator  
2. Public independent  
3. Police officer  
4. Expert

IPOA FORM 13—CHARGE SHEET FORM

R29(3)(F)



**CHARGE SHEET**

CMU NO. ....		IPOA CASE NO: IPOA/INV/...../20..				ADDRESS (include District and Location Where applicable) <b>C/O KPS HQ</b>
		COURT FILES NO: .....S/0 30/2021.....				
Religious Names in full or Name		Surname OR Father's Name	<b>I.D</b>	<b>SEX</b>	<b>N</b>	<b>AGE</b>
<b>ABCD</b>		<b>QRST</b>		<b>M</b>	<b>K</b>	<b>A</b>
				<b>M</b>	<b>K</b>	<b>A</b>
<b>CHARGE(s) Count I</b>		<b>GANG DEFILEMENT CONTRARY TO SECTION 10 OF THE SEXUAL OFFENCES ACT, NO. 3 OF 2006</b>				
<b>PARTICULARS OF OFFENCE (See Second Schedule of C.P.C.)</b>		<b>ABCD QRST</b> On the 14 <sup>th</sup> day of April 2019 at around 1300 hours within Mitahato AP Camp in Githunguri Sub County Kiambu County, in association with <b>YULE YULE</b> unlawfully and intentionally committed the act of gang defilement on HWN, a child aged 17 years.  <b>Alternative count and Count II See overleaf.</b>				
<b>If accused Arrested</b>	<b>Date of Arrest</b>	<b>Without or with Warrant</b>	<b>Date Apprehension Report to Court</b>	<b>Bond or Bail and Amount</b>	<b>Is Application made for Summons to Issue</b>	
<b>YES</b>		<b>W</b>	<b>N/A</b>		<b>YES</b>	
<b>Remanded or Adjournd to</b>						
<b>Complainant and Address</b>		Republic through HWN				
<b>Witnesses</b>		1. AMEN 2. HALLELUTYA				
<b>Sentence</b>						
<b>Court and date</b>						

**Alternative Count. Indecent Act with a Child Contrary To Section 11(1) Of the Sexual Offences Act no 3 of 2006.**

**ABCD QRST**

On the 14th day of April 2019 at around 1300 hours within Mitahato AP Camp in Githunguri Sub County Kiambu County indecently touched the private parts namely vagina, breast and the buttocks of HWN, a child aged 17yrs.

**Count II. Abuse of position of Authority contrary to section 24 (2) (a) of the Sexual Offences Act no 3 of 2006.**

**ABCD QRST**

On the 14th day of April 2019 at around 1300 hours, being a law enforcement officer you took advantage of your position by having sexual intercourse with a minor, HWN, within the limits of Mitahato AP Camp where you were stationed at the time.

.....  
**IPOA HEAD OF INVESTIGATIONS**  
*Independent Policing Oversight Authority*

IPOA FORM 14— RECEIPT OF EXHIBIT FOR FORENSICS FORM R29(4)

**EXHIBIT MEMO FORM**

Agency..... File number:  
To: -  
The Ballistics Examiner,  
DCT Headquarters,  
Nairobi.

I forward herewith examination Exhibit(S) enumerated below for favour of  
\*under escort of \* (Strike out whichever is applicable)  
\*By post

Exhibits and identification markings:

Precis of offence: -

It is desired to ascertain: -

Name of complainant:

Name of suspects (if known):

Offence and Section:

Time, date and place committed

Time, date and place exhibit(s) found by whom

Taken Possession by:

Date Signed.....

Exhibits enumerated above received. Signed.....Date.....

Note: - This form to be completed in triplicate, three copies to accompany exhibits, second copy to be returned as report, third copy to be returned as receipt.

**FOR USE OF EXAMINING OFFICER ONLY**

Result of Examination:-

IPOA FORM 15— TAKEOVER FROM IAU FORM R.30(4)

Our Ref: Date:

Director  
Internal Affairs Unit  
Nairobi

**NOTICE OF TAKE OVER OF INVESTIGATIONS**  
(pursuant to Reg. 30(4), 31(2), 32(1))

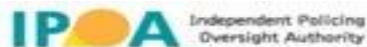
This is a notice of takeover of investigations into .....  
Section 7(1) (b) (j) of the IPOA Act gives the Authority the power to "take over on-going internal investigations into misconduct or failure to comply with any law if such investigations are inordinately delayed or manifestly unreasonable..."

In exercise of its investigative mandate, the Authority on ..... Issued a notice of intention to take over investigations into the matter.

The Authority therefore takes over the above investigations and directs that you provide **ALL original documents** in relation to the investigations within seven (7) days from the date of this notice

**FOR: CHIEF EXECUTIVE OFFICER.**

IPOA FORM 16— CONSENT AND CONCURRENCE FORM R. 32(3)



**INVESTIGATIONS REFERRAL FORM**  
(pursuant to Reg. 31(2)(c));

Client Contact Information	
Name	
Gender	
Nationality	
Residential Address	
Occupation	
Family Contact(s)	
Referred to	
Reason for referral	
Clients consent to referral	Yes          No. Remarks: Signature:
Case Information	
Case No/Ref	
Nature of Case	
Case Summary	
Outcome of Authority's investigations if any	
Referring officer	
Email address	
Referral Date	
Feedback slip	
Name and designation of officer who received the referral	
Signature	
Date	

IPOA FORM 17— CONSENT BY COMPLAINANT FORM 31(8) R.



**INVESTIGATIONS REFERRAL OUTCOME CONSENT**  
(pursuant to Reg. 32(7));

Client Contact Information	
Name	
Gender	
Nationality	
Residential Address	
Occupation	
Family Contact(s)	
Referred to	
Reason for referral	

Case Information	
Case No/Ref	
Nature of Case	
Case Summary	
Outcome of investigations	
Referring officer	
Email address	
Referral Date	
Client's concurrence to the investigation outcome.	Yes      No. Remarks: Signature :

IPOA FORM 18— NOTIFICATION OF DEATH IN CUSTODY  
R34(1)



**Date and time of sending the notification:**.....

**From:**..... **To:**.....

**Reference number:**.....

**Date of incident:**.....

**Subject:**.....

**Names of deceased person (s) :**

1. ....

2. ....

3. ....

**Details of** ..... **of** ..... **witnesses** ..... **if**  
**any:**.....

**Name and contact details of identified next of Kin, relative or friend notified, if any:**

1. ....

2. ....

3. ....

**Details of exhibits recovered and their description:**

1. ....

2. ....

**Name** ..... **of** ..... **Drafter**  
.....Signature.....

**Name** ..... **of** ..... **Releasing**  
**officer.**.....Signature.....

IPOA FORM 19— NOTIFICATION OF USE OF FIREARM R.  
35(1) and (6)



Date and time of sending the notification:.....  
From:..... To:.....  
Reference:..... OB Number:.....  
Date of incident:.....  
Subject:.....  
.....  
.....  
.....  
Police Officers involved (Include their full names, rank, Service numbers, Duty stations e.t.c):  
1. ....  
2. ....  
3. ....  
Details of witnesses if any:.....  
.....  
Name and contact details of identified next of Kin, relative or friend notified, if any:  
1. ....  
2. ....  
3. ....  
Details of exhibits recovered and their description:.....  
Name of Drafter .....Signature.....  
Name of Releasing officer.....Signature.....  
Police station (Indicate official stamp).....

IPOA FORM 20— NOTIFICATION BY CORONER ON DEATH  
FORM R. 37(2)



Date and time of sending the notification:.....  
From:..... To:.....  
Reference number:.....  
Date of incident:.....  
Subject:.....  
.....  
Names of deceased person (s):  
1. ....  
2. ....  
3. ....

Details of witnesses if any:.....

Name and contact details of identified next of Kin, relative or friend notified, if any:

1. ....

2. ....

3. ....

Details of exhibits recovered and their description:

1. ....

2. ....

Name of Drafter .....Signature.....

Name of Releasing officer.....Signature.....

(Official stamp).....

**IPOA FORM 21— PRESERVATION OF SCENE BY MEMBER OF THE SERVICE FORM R.38(2)**



**CRIME SCENE PRESERVATION INFORMATION**  
(Pursuant to Reg. 38(2))

DATE.....

LOCATION.....

COMPLAINTS NUMBER.....INVESTIGATION CASE NUMBER.....

EXHIBIT NO.	DESCRIPTION	COMMENTS

**NAMES AND PARTICULARS OF THOSE PRESENT DURING RECOVERY**

NAME	ID NO	ROLE <sup>1</sup>	SIGNATURE



IPOA FORM 22— IDENTIFICATION PARADE FORM R.69(7) and (8)

**IDENTIFICATION PARADES**  
(Reg 69(7), (69(8)(xi))

- I. Whenever it is necessary that a witness be asked to identify an accused/suspected person, the following procedure must be followed in detail-
  - a. The accused/suspected person will always be informed of the reason for the parade and that he may have a solicitor or friend present when the parade takes place;
  - b. The investigator in charge of the case, although he be present, will not conduct the parade;
  - c. The witness or witnesses will not see the accused before the parade;
  - d. The accused/suspected person will be placed among at least eight persons, as far as possible of similar age, height, general appearance and class of life as himself. Should the accused/suspected person be suffering from a disfigurement, steps should be taken to ensure that it is not especially apparent;
  - e. The accused/suspected person will be allowed to take any position he chooses and will be allowed to change his position after each identifying witness has left, if he so desires;
  - f. Care will be exercised that witnesses do not communicate with each other;
  - g. Every unauthorized person must be excluded;
  - h. If the witness desires to see the accused/suspected person walk, hear him speak, see him with his hat on or off, this should be done, but in this event the whole parade should be asked to do likewise;
  - i. Ensure that the witness actually touches the person he identifies;
  - j. At the termination of the parade, or during the parade, the officer conducting it should ask the accused/suspected person if he is satisfied that the parade is being/has been conducted in a fair manner and make a note of his reply;
  - k. When explaining the procedure to a witness to a witness the investigator conducting the parade will tell him that he will see a group of people which may or may not contain the person responsible. The witness should not be told "to pick out somebody" or be influenced in any way whatsoever;
  - l. A careful note must be made after each witness leaves the parade, to record whether he identified the accused/suspected person and in what circumstances;
  - m. A record should be made by the investigator conducting the parade of any comment made by the accused/suspected person during the parade, particularly comments made when the accused/suspected person is identified;
  - n. The parade must be conducted with scrupulous fairness, otherwise the value of the identifications as evidence will be lessened or nullified.
2. Parades should be conducted with as much privacy as possible, view the parade from a concealed vantage point (e.g. through a window, from a room or from behind a screen). If the witness identifies one or more of the persons on the parade, the person(s) so identified will be removed from the parade and brought before and confronted with the witness, who will be asked to confirm the identification in the normal way, i.e. by touching the person.
3. The should not, unless unavoidable, be held in view of the public but in an enclosed compound or yard from which all spectators and unauthorized persons have been excluded. if a witness desires to keep his identity secret, and the circumstances are such that the investigator in charge of the case deems such a course advisable for reasons of security, victimization, etc., arrangements will be made for the witness to

**REPORT OF AN IDENTIFICATION PARADE HELD AT**

ON..... FROM .....TO.....

**A** CASE FILE NO.....  
OFFENCE.....

INVESTIGATOR:  
Name.....  
Rank..... Whether present:  
Yes/No.

(NB: See para. 1(b) on page one: should the Investigator choose to be present, then he must be present for the whole of the parade.)

**B** OFFICER IN CHARGE OF THE PARADE:  
Name.....

Designation.....  
Station.....

NAME OF SUSPECT .....

ADDRESS OF SUSPECT .....

Suspect informed of purpose of Parade by .....

Suspect asked if he/she consents to appear on the Parade and replies thereto .....

.....  
Signature of Suspect

Informed that, if desired, a friend or solicitor may be present, and replies thereto.....

Name and Address of friend/solicitor

Signature of Suspect

**C WITNESSES:**

No. Name Address

1.....  
2.....

[Continued on page 3

**D MEMBERS OF THE PARADE:**

No. Name Address

1.....  
2.....  
3.....  
4.....  
5.....  
6.....

What objections(if any) were made by the suspect concerning the arrangements, or the persons on the parade: what action was taken concerning the objections

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

With reference to page 1, para. 1 (c) and (f) detail the witnesses accommodation arrangements.....

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

**E RESULTS OF THE PARADE: -**

Witne ss No.	Position of the suspect on parade	Was suspect identified? If so, how?	REMARKS
1	Between &		
2	Between &		
3	Between &		

Reply by suspect when asked if satisfied with the conduct of the parade

.....  
.....  
.....  
.....Signature of suspect.....

**F CERTIFICATE BY THE INVESTIGATOR CONDUCTING THE PARADE: -**

I conducted the whole of the proceedings in connection with the parade and I certify that the instructions on Identification Parades were strictly complied with and that, as far as possible, the persons taking part in the parade were of similar age, height and general appearance, as the suspect.

Signature.....

Date..... Designation .....

NB. - if there is insufficient room to record the reply to any question, a separate report must be attached.

IPOA FORM 23— SUMMONS TO PRODUCE DOCUMENT/INFORMATION FORM R. 70(1)(c)



**SUMMONS FOR PRODUCTION OF DOCUMENTS**

I ..... an Investigator with the Independent Policing Oversight Authority (IPOA) investigating .....

Section 7(1) (a) (vi) of the IPOA Act accords the Authority powers to summon any serving or retired Police officer to appear before it and to produce any document, thing or information that may be considered relevant to the function of the Authority

**TAKE NOTICE;** that you ..... attached to ..... within .....County, you are required to appear before the Authority ..... on .....at ..... in our offices to produce original/certified copies of the following:

1. ....
2. ....
3. ....

The Independent Policing Oversight Authority Offices are located at; **ACK Garden Annex, 2<sup>nd</sup> Floor on 1st Ngong Avenue, Nairobi (Next to Ardhi House)**

**Take further notice:** that failure to comply will be an offence under section 31(1)(a) of the Independent Policing Oversight Authority Act and on conviction to a fine not exceeding five hundred thousand shillings or imprisonment not exceeding three years or both.

**Acknowledgement of Service:**

I hereby acknowledge receipt of the above requisition on (date) .....at (time).....a.m. /p.m..... Signature.....

This Summons to Appear was served by .....on Date..... at (time).....a.m./p.m..... Signature

IPOA FORM 24—SUMMONS TO APPEAR FORM R.70(3)



**SUMMONS TO APPEAR**  
(pursuant to Reg. 68(1)(c):

I ..... an Investigator with the Independent Policing Oversight Authority (IPOA) is currently carrying out investigations into ..... on ..... in ..... area.

Section 7(1) (a)(v) of the IPOA Act accords the Authority powers to summon any person to meet with its staff, or to attend any of its sessions or hearings, and to compel the attendance of any person who fails to respond to its summons.

**TAKE NOTICE;** that you ..... of ..... Police Station is a person of interest in the ongoing investigations. You are required to ..... on ..... at ..... in our offices.

The Independent Policing Oversight Authority Offices are located at; **ACK Garden Annex, 2<sup>nd</sup> Floor on 1<sup>st</sup> Ngong Avenue, Nairobi (Next to Ardhi House)**

**Take further notice:** that failure to comply will be an offence under section 31(1)(a) of the Independent Policing Oversight Authority Act and on conviction to a fine not exceeding Five Hundred Thousand shillings or imprisonment not exceeding Three Years or both.

**Acknowledgement of Service:**

I hereby acknowledge receipt of the above requisition on (date) .....at (time).....a.m. /p.m..... Signature.....

This Summons to Appear was served by .....on

Date..... at (time).....a.m./p.m.....  
Signature

IPOA FORM 25—SUBSTITUTED SERVICE ADVERT FORM R.71(7)



FORM 25

Substituted Service by Advertisement  
(Pursuant to Reg. 71(7))

To: ..... of  
.....

**TAKE NOTICE** that [name] ..... of ..... police station is a person of interest in the ongoing investigations into ..... on ..... in ..... area are required to appear before the Independent Policing Oversight Authority on ..... at ..... / to produce original/certified copies of the following;

1. ....
2. ....
3. ....

Service of the summons on you has been ordered by means of this advertisement. A copy of the summons may be obtained from the Independent Policing Oversight Authority Offices located at .....

**AND FURTHER TAKE NOTICE** that failure to comply will be an offence under Section 3(1) (a) of the Independent Policing Oversight Authority Act and on conviction to fine not exceeding five hundred thousand shillings or imprisonment not exceeding three years or both.

IPOA FORM 26—AFFIDAVIT OF SERVICE FORM R.76(2)



FORM 26

Affidavit of Service  
(Pursuant to Reg. 76(2))

I ..... of P.O Box ..... within the republic of Kenya an adult of sound mind and a [State designation] under the employment of the Independent Policing Oversight Authority do make oath and state as follows:

(1) **THAT** I am duly authorized to effect service pursuant to IPOA (General Operations) regulations 2021 and hence competent to swear this affidavit.

(2) **THAT** on ..... 20 ..... at ..... [time] I served [state name] summons requiring attendance/production of documents in [place] by tendering a copy thereof to him or her and requiring a signature on the original. He or She signed/refused to sign the summons. He or She was personally known to me/was identified to me by [State name] and admitted that he or she was the person named in the summons.

(2) **THAT** not being able to find [state name] on ..... 20 ..... at ..... [time] I served the summons on ..... [name] an adult member of the family of [state name] who is residing with him or her/his or her servant/employer.

(3) **THAT** not being able to find [state name] or any person on whom service could be made, on ..... 20 ..... at ..... [time], I affixed a copy of the summons to the outer door of .....being the house in which he/she ordinarily resides/carries on business/personally works for gain. I was accompanied by [state name of accompanying person] who identified the house/place of business/place of work to me.

(4) **THAT** not being able to find [state name] or any person on whom service could be made, on ..... 20 ..... at ..... [time], I sent a copy of the summons through ..... courier service to the physical address ..... of the said ..... who accepted service by affixing his or her signature on the summons/confirming delivery by the said courier service

5) **THAT** not being able to find [state name] or any person on whom service could be made, on ..... 20 ..... at ..... [time] I sent a copy of the summons to [state name]'s E-mail address/mobile number ..... being the last known and used E-mail address/mobile number of the said .....

(6) (Otherwise specify the manner in which the summons was served).

(7) **THAT** I returned the summons served upon [state name].

8) **THAT** what is deposed herein is true to the best of my **KNOWLEDGE, INFORMATION** and **BELIEF**.

SWORN at ..... this ..... day of ..... 20 ..... )  
 )  
 ) Deponent  
 )  
 )  
 By the said ..... )

Before me,

.....  
 Magistrate/Commissioner for Oaths

**IPOA FORM 27— IAU MONITORING FORM R. .97(3)**



**INTERNAL AFFAIRS UNIT (IAU) MONITORING TOOL**

<b>Officers conducting the monitoring:</b> 1. 2. 3. <hr/> <b>County:</b>	<b>Police Premise / Facility:</b>	<b>Date and Time:</b>
		<b>Officer in Charge of Premise:</b>  <b>Rank:</b> <b>Contacts: Tel:</b> <b>Box No.</b>

**1.0 Complaints Management Procedures:**

Is there a register of complaints received by the Unit?	<b>Yes (1)</b>	<b>No (0)</b>	Remarks:
Is there an officer in charge of the Register?	<b>Yes(1)</b>	<b>No (0)</b>	Remarks:
What are the sources of the complaints received by the Unit?	<b>(Tick as appropriate) IPOA NPS KNCHR KHRC ODPP                  NPSC EACC CAJ ICJ IJM IMLU Members of the Public</b>		



*The Independent Policing Oversight Authority (General Operations) Regulations, 2022*

	Others Specify:
How many	
Is there a criteria used to assign complaints for investigations?	<b>Yes (1)</b> <b>No(0)</b> <b>remarks</b>
If yes, what is the criteria? Tick as appropriate	Rank of officer being investigated ( ) Nature of offense ( ) Source of the complaint ( ) Specialization ( ) Others Specify:
How many (numbers) complaints were referred to the Unit in the last 6 months by IPOA (record in terms of each month[Jan-June and July-Dec])	
What nature of offenses are largely dealt with by the Unit? (see guide under Eighth Schedule to the NPS Act, 2011 for additional listing)	a) Negligent in the performance of duty b) Drunkenness while on duty c) Disobedience of lawful command or order d) Absent without leave e) Resist of a lawful arrest f) Any other

2

INTERNAL AFFAIRS UNIT (IAU) MONITORING TOOL

What nature of complaints have been referred to the Unit by IPOA in the last six months? List them	a) ..... b) ..... c) ..... d) ..... e) .....
List any procedures put in place to ensure confidentiality, security and safety in the handling of the complaints received and being investigated.	a) ..... b) ..... c) ..... d) ..... e) ..... f) .....

**2.0 Complaints Inventory (guided by Sec. 87(4) of the NPS Act, 2011):**

Own Motion/ Referring Agency	Number of cases referred (Jan-June or July-Dec)	Closed/Finalized	Pending Under investigations	Remarks
Own Motion				
IPOA				
Direction of the IG				
NPS (KPS)				

3

INTERNAL AFFAIRS UNIT (IAU) MONITORING TOOL

NPS (APS)				
NPS (DCI)				
Other Senior Officers				
ODPP				
NPSC				
EACC				
CAJ				
KNCHR				
<b>Civil Society Organisations</b>				
IMLU				
IJM				
Amnesty International				
KHRC				
ICJ				
Members of the Public (Individuals)				
Others				

4

INTERNAL AFFAIRS UNIT (IAU) MONITORING TOOL

**3.0 Cases taken over by IPOA (guided by Sec. 87(5) of the NPS Act, 2011)**

- a) How many cases has IPOA intervened on in the last six months?
- b) How many cases were taken over by IPOA in the last six months?
- c) What were the reasons of the intervening or taking over?

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**4.0 Penalties for disciplinary offences (guided by Sec. 87(6); 89(1) and the 8<sup>th</sup> Schedule to the NPS Act, 2011)**

- a) What disciplinary actions have been referred by the Unit upon investigation of cases in the last six months?

Penalty	Number of cases
Interdiction	
Suspension	
Severe reprimand	
Reprimand to control	
Influence on the pay / Reduction in salary/ stoppage of salary increment	
Influence on the allowances	
Conditions of Service e.g. deployed to other department	
Order of restitution	

5

INTERNAL AFFAIRS UNIT (IAU) MONITORING TOOL



Reduction in rank	
Dismissal from service	
Fine	
Any other lawful action	

b) Are imposed penalties for a disciplinary offence entered in the record sheet of the Police officer? **Yes (1) No (0)**

c) Are copies of officers' punishment record sheet forwarded to the IG/National Police Service Commission for review and confirmation? **Yes (1) No (0)**

d) Are the sanctions imposed after the approval and confirmation by the IG/Commission effected? **Yes (1) No (0)**

e) Has there been cases where complaints have been lodged against the Unit by aggrieved officers in the last six months? If yes, how many?

\_\_\_\_\_

**5.0 Reporting:**

a) Does the Unit prepare Monthly, Quarterly, Semi-annual and Annual Reports? **Yes (1) NO (0)**

b) How often does the Unit submit its reports to?

Agency	Monthly	Quarterly	Semi Annually	Annually
IPOA				
Coroners				

6

INTERNAL AFFAIRS UNIT (IAU) MONITORING TOOL

Chief Firearms Licensing Officer				
NPSC				
Any other agency				

c) Are there Senior Investigating Officers assigned in every county for police internal affairs in that county? **(Sec. 87(8) of the NPS Act, 2011)**

\_\_\_\_\_

**6.0 Challenges and welfare concerns faced by Officers in the Unit:**

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

**7.0 General Observations by Monitors:**

.....  
 .....

**8.0 Recommendations:**

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

7

INTERNAL AFFAIRS UNIT (IAU) MONITORING TOOL

**CONFIRMED BY:**

NAME OF OFFICER-IN-CHARGE OF THE UNIT: .....

SIGNATURE: .....

DATE: .....

<b>APPROVED BY: (Team leader)</b>	<b>CHECKED BY:(Supervisor)</b>
DATE:	DATE:
Signature:	Signature:

**IPOA FORM 28A—DEMONSTRATION MONITORING FORM R. 114(2)**

**INSPECTION AND MONITORING DEPARTMENT**



(Established under an Act of Parliament No. 35 of 2011)

**DEMONSTRATIONS/PROCESSIONS MONITORING TOOL**

**1.0 Introduction**

<b>County:</b>		
<b>Area of Monitoring</b>		<b>Date and Time</b>
Name of Monitoring Officer(s):		
1. ....		
2. ....		

**2.0 Nature of demonstration/procession** (Who were the demonstrators and why was the demonstration?)

**3.0 Did the demonstrators notified the police?**

<b>Yes</b>	<input type="checkbox"/>
<b>No</b>	<input type="checkbox"/>

3.1 Any Proof of any evidence (e.g. notification and approval by police).<sup>1</sup>

Yes	
No	

4.0 Were police officers present during the demonstration/procession?

Yes	
No	

4.1 If yes, approximately how many were they and which units and station/camp were they deployed from?

SERVICE	KPS (General duties)	APS	GSU	DCI	KWS	Kenya Prisons	KFS	NYS
Male								
Premises Deployed from								
Female								
Premises Deployed from								

5.0 Did the demonstrators have prohibited and offensive weapons? (See Section 6 of the Public Order Act)

<sup>1</sup> See Article 37 of the Constitution in relation to Section 5 (2) of the Public Order Act on regulation of public meeting and processions.)

2 | REVIEWED DEMONSTRATION/PROTESTS MONITORING TOOL

Yes	1.0	
No	0.0	

6.0 How was the Command Structure of the operation (who was in charge of the operation and from which Unit?).

Name of commander	
Rank	
Unit/station/camp	
Contact	

7.0 Was the Demonstration/procession dispersed by the Police? If yes, state why?

Yes	
No	

7.1 If yes, state why

--

8.0 Were there any incidences of confrontation with the police or any form of violence?

Yes	
No	

8.1 If yes, what was the nature of the confrontation or violence?

3 | REVIEWED DEMONSTRATION/PROTESTS MONITORING TOOL

--

**9.0 How did the Police react/respond?** (Explain in detail the police reaction, why the police intervened or not, and the mode of dispersal if applicable)?

<b>Prompt and impartial</b>		<b>Prompt and Partial</b>	
<b>Delayed and impartial</b>		<b>Delayed and Partial</b>	

**10.0 Was there use of excessive force?**

Yes	1.0
No	0.0

**10.1 If yes, describe** [Section 14 (1) (2) of the Public Order Act.2] In relation to adhering to human rights and fundamental freedoms during the event? (Summarize your descriptions of the event)

--

<sup>2</sup> (1)Whenever in this Act it is provided that force may be used for any purpose, the degree of force which may be so used shall not be greater than is reasonably necessary for that purpose; whenever the circumstances so permit without gravely jeopardizing the safety of persons and without grave risk of uncontrollable disorder, firearms shall not be used unless weapons less likely to cause death have previously been used without achieving the purpose aforesaid; and firearms and other weapons likely to cause death or serious bodily injury shall, if used, be used with all due caution and deliberation, and without recklessness or negligence.(2) Nothing in this section shall derogate from the lawful right of any person to use force in the defence of person or property.

4 | REVIEWED DEMONSTRATION/PROTESTS MONITORING TOOL

**11.0 Did the use of force result to any injuries?**

Yes	1.0
No	0.0

**11.1 If yes, describe the nature of injuries, Gender and age of the injuries or victims.**

Name of victim	Gender (F/M)	Nature of injury (Either: Minor(1.0) Grievous(2.0) Serious (3.0)	State OB and station where incident was booked	Contact

**13.0 Were there any deaths reported at the demonstration/procession?**

Yes	
No	

**13.1 If yes, State the number**

**13.2 Name, Gender, probable incidence leading to death**

Name of victim	Gender (F/M)	Probable cause of Death	State OB and station where incident was booked.	Next of kin Contacts

5 | REVIEWED DEMONSTRATION/PROTESTS MONITORING TOOL


**14.0 Were there any arrests made?**

Yes	
No	

**14.1 If yes, indicate numbers and names**

Name of Arrested	Gender (F/M)	State OB and Station where incident was booked	Nature of offense

**15.0 How was the handling of the arrested? (e.g. were there any signs or claims of ill-treatment?) (Observations on adherence to human rights standards, code of conduct of the police service etc.)**

Professional	
unprofessional	

**15.1 If unprofessional (tick where appropriate)**

Non adherence to human rights standards	
---	--

6 | REVIEWED DEMONSTRATION/PROTESTS MONITORING TOOL

Non adherence to service standing orders	
Non adherence to code of conduct	

**16.0 Describe how the transfer/transportation of the arrested to the police detention facilities was? (Observations on adherence to human rights standards, code of conduct of the police service etc)**

**17.0 Were you able to access the detainees?**

Yes	
No	

**17.1 If yes, how was the condition detention facility? (Officers to carry impromptu inspection of the detention facility)**

Clean	
Dirty	

**17.2 Detainee welfare condition? (Tick where appropriate)**

RIGHTS OF ARRESTED PERSONS	yes	No
Communicate with family or advocate		
Informed of the reason for arrest		
Not compelled to make a confession		

7 | REVIEWED DEMONSTRATION/PROTESTS MONITORING TOOL

Provided with food(meal)		
Provided with water		
Receives medical attention (where applicable)		

**18. Any other observations** (Summarize your observations of the event)

**IPOA FORM 28B— DISASTER MONITORING FORM R. 114(2)**

INSPECTION AND MONITORING DEPARTMENT



(Established under an Act of Parliament No. 35 of 2011)

**DISASTER RESPONSE MONITORING TOOL**

**1.0 Introduction**

<b>County</b>		
<b>Area of monitoring</b>		<b>Date and Time</b>
<b>Name of monitoring officer(s):</b>		

**2.0 Nature of disasters**

<b>Nature of the patrol</b>	<b>Tick where applicable.</b>	<b>Any other observations made</b>
Terrorist Attacks		
Fire outbreaks		
Floods		
Accidents-Industrial/Transport		
Post-Election Violence		
Displaced Populations		
Air Crash		

Other		
-------	--	--

**3.0 Human capacity and Command Structure**

Number of officers involved (approximate)	
Name of Commander	
Rank:	
Station/ AP camp	
Unit	
How many in uniform	
How many in civilian	

**4.0 Equipment**

Type of equipment	Model	Registration Number
Vehicle		
Motor cycle		
Fire engines		
Others (state)		

**5.0 Type of uniform/protective gear worn by officers. Tick where appropriate.**

Type of helmets	
boots	
Reflector jackets	

DISASTER RESPONSE MONITORING TOOL 

overall	
Bullet proof vests	
googles	
Shields	
Others (specify)	

**6.0 List the types of food provided to the officers engaged in the disaster response exercise.**

**7.0 What communication equipment were they using?**

**8.0 Were the police involved in the following roles? Tick as appropriate.**

Type of violation	Tick where applicable	Document the nature of the violation
crowd control		
traffic control		
search and rescue		
Providing primary medical care		
Dealing with vulnerable populations		

DISASTER RESPONSE MONITORING TOOL 

Transporting victims to hospitals		
First aid services and evacuation		
Surveillance		
Peace building		
Conflict resolution		
Fire fighting		
Identification of new routes for emergency responders		
Prevention of unauthorized entries		
Protection of technical clues such as fingerprints, footprints		
Ensuring contacts of any potential witnesses are acquired		
Securing exhibits		
Others		

**9.0** Were the following cases of human rights violations observed?

Type of violation	Tick where applicable	Document the nature of the violation
Police harassment		
Inhuman/ Ill treatment		

DISASTER RESPONSE MONITORING TOOL 

Neglect and exploitation of victims		
Lack of access to goods and services		
Confrontation by the police		
Injuries		
Arbitrary arrests		
Extortions		
Looting		
Excessive use of force		
Other(state)		

**10.0** Was there measures put in place to ensure security of the populations affected by the disaster?

**10.1** If yes what were the measures?

**11.0** Is there a call center in the scene of disaster?

DISASTER RESPONSE MONITORING TOOL 



12.0 Are there any other rescue teams involved in the disaster response exercise? List them.

13.0 Are the police coordinating with rescue teams to supplier the necessary equipment and evacuators?

14.0 Which skills does the officers involved have to manage the disasters? Talk to the officers.

15.0 Are closed roadways opened for the victims of disaster?

15.1 Are the police managing traffic through at the pathways?

16.0 Are the mandatory evacuation directions heeded?

---

DISASTER RESPONSE MONITORING TOOL 

17.0 How would you describe the professional conduct of the police in relation to adhering to human rights and fundamental freedoms during the disaster management? (Summarize your observations)

18.0 What are the concerns raised by the victims of the disaster?

---

DISASTER RESPONSE MONITORING TOOL 

IPOA FORM 28C— ELECTIONS MONITORING FORM R. 114(2)

INSPECTION, RESEARCH AND MONITORING DIRECTORATE



(Established under an Act of Parliament No. 35 of 2011)

Provision of Security during Elections Monitoring Tool<sup>1</sup>

**1. INTRODUCTION**

County:	
Constituency:	
Ward:	
Registration Centre:	
No. of Polling Station (s):	Date and Time:

Name of Team Leader/ Cluster Leader:
Name of the Monitoring Officer(s): 1. 2.

<sup>1</sup> Have extra papers or a note book to document all the details if the sections provided aren't enough

**2. PRESENCE OF THE NATIONAL POLICE SERVICE OFFICERS**

2.1. Were police officers present? Yes  No

2.2. If yes, how many Police officers and from which Police facilities were they deployed from?<sup>2</sup>

SERVICE	KPS (General duties)	APS	GSU	DCI	KWS	Kenya Prisons	KFS	NYS
Male								
Premises Deployed from								
Female								
Premises Deployed from								

2.3. Name, Rank and Contacts of Officer Commanding Provision of Security at the Registration Centre(s)

Name:	Rank:	Contacts: Mobile:.....
-------	-------	---------------------------

2.4. Were the officers briefed prior to their deployment? YES  NO

2.5. If yes (tick appropriately), who briefed the officers?

CC   
  OCPD   
  BAPC   
  OCS   
  DIC

<sup>2</sup> Monitor to get how many police officers were present and from which station(their individual stations)

2.6. Were the officers trained on elections security and preparedness?  YES  NO

2.7. What kind of training did the officers get?

- i. Crowd control
- ii. Use of force
- iii. Use of firearms
- iv. Others(*state*)

2.8. Were there arrangements put in place for officer's welfare issues?

<b>Food,</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Accommodation,</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Allowances</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Transportation</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Water</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO		

**3. SECURITY AT THE REGISTRATION CENTRE<sup>3</sup>**

3.1. Was the entrance to the Registration Centre guarded?  YES  NO

3.2. If yes, by who: (tick appropriately)

<b>Police Officers</b>	<input type="checkbox"/>
<b>Private Security Guards</b>	<input type="checkbox"/>

<sup>3</sup> As per Chapter 53 of the National Police Service Standing Orders, gazetted 9th June 2017 on Police Duties During Elections, it is the duty of police officers to have clear operational orders on provision of security at the Registration Centre/venue; establish a command, control and coordination centre for security services; safeguard the polling process at the Registration Centers; safeguard the process of counting of the votes; provide security for election officials and for transportation of election materials and equipment; provide security election materials and equipment.

3.3. Were the voters entering the Registration Centre being searched?

YES  NO

3.4. If yes (tick appropriately), was the search conducted by the police or by private security guard?

<b>Police Officers</b>	<input type="checkbox"/>
<b>Private Security Guards</b>	<input type="checkbox"/>

3.5. If the search was conducted by the police, were they of the same gender as those they searched?  YES  NO

3.6. Were police officers providing security inside the polling hall?

YES  NO

3.7. If yes, how many officers were inside the polling hall?

SERVICE	GD (General duties)	APS	GSU	DCI	KWS	KFS	KENYA PRISONS	NYS
<b>Male</b>								
<b>Female</b>								

3.8. How long were the officers working? (Tick appropriately)

<b>0-8 Hours</b>	<input type="checkbox"/>
<b>8-16 Hours</b>	<input type="checkbox"/>
<b>16- 24 Hours</b>	<input type="checkbox"/>
<b>24-48 Hours</b>	<input type="checkbox"/>
<b>Over 48 Hours</b>	<input type="checkbox"/>

3.9. Did the officers have breaks during the entire election period  YES  NO

**4. PREPAREDNESS ON CROWD CONTROL**

4.1. Were the deployed officers equipped?  YES  NO

4.2. If yes, Please specify the equipment.

Equipment	Yes	No
Guns		
Batons		
Handcuffs		
Tear gas		
Whips		
Sprays		
Riot Shields		
Helmets		
Riot Body armor		

Others (Specify).....

**5. POLICE CONDUCT AROUND ELECTIONS<sup>4</sup>**

5.1. Did the police take action on any reported electoral offenses<sup>5</sup>?  YES  NO

5.2. If yes did they arrest the offenders?  YES  NO

<sup>4</sup> See the definition of Police Misconduct as per IPDA's Act  
<sup>5</sup> Refer to the Election Offences Act, 2016

5.3. Indicate the details below.

Name of Arrested	Gender (F/M)	State OB and Station where incident was booked	Nature of offense

5.4 Were there incidences of police misconduct observed.  YES  NO

5.5 If yes, (tick where appropriate)

1. Abuse of the law by law enforcement agencies	
2. Use of excessive force	
3. Aiding or abetting election offences	
4. Undue influence	
5. Bribery	
6. Personation by members of NPS	

Others (Specify).....

**6. Police Response**

6.1. Did the Police respond to any other incidence observed  YES  NO

6.2. If yes, how was the response? (tick where appropriate)

Prompt and Impartial		Prompt and Partial	
Delayed and impartial		Delayed and Partial	

6.3. Did the Police use force while responding  YES  NO

6.4. If yes what extend of force used to respond to the incidences (tick where appropriate)

Minimum force	<input type="checkbox"/>
Excessive force	<input type="checkbox"/>

**7. SERIOUS INJURIES AND DEATHS**

7.1. Were there any incident(s) of injuries as result of police action?  YES  NO

7.2. If yes list name, Gender, nature of injuries (Minor or Serious)

Name of victim	Gender (F/M)	Nature of injury (Either Minor or Serious)	State OB and station where incident was booked	Contact

7.3. Were there any incidents of deaths as a result of Police action?  YES  NO

7.4. If yes, number of dead.

7.5. Name, Gender, probable incidence leading to death

Name of victim	Gender (F/M)	Probable cause of Death	State OB and station where incident was booked	Next of kin Contacts

**8. CONCERNS AND CHALLENGES**

8.1. Officers concerns and challenges (list)

8.2. Any challenges faced by the IPOA officer.

8.3. Any other observation noted on electoral policing(s)

IPOA FORM 28D— POLICE RECRUITMENT MONITORING FORM  
R. 114(2)



(Established under an Act of Parliament No. 35 of 2011)

**National Police Service Recruitment Monitoring Tool**

**1. Preliminary Information**

County:	Recruitment Centre:		Date:
Name of monitoring officer	Start time:		End Time:
Name/No of Officer in-Charge of the recruitment exercise			
No. of people being recruited	Male KPS		Ethnic composition of those to be recruited:
	APS		
	GSU		

**2. What is the composition of the recruitment panel?**

Name	Designation/ Office

1

**3. Was joint brief conducted for the officers taking part in the recruitment exercise?**

Yes	No
Explain:	Explain:

**4. What security arrangements were put in place at the recruitment centre?**

**5. Did officer in charge of the exercise give welcome note to the would be recruits?**

**6. Was the code of conduct of the exercise clearly spelt out to the recruits in Kiswahili and English**

2

7. Did the officer in charge of the exercise provide the requirements and read out to the candidates as had been indicated in the Newspaper adverts

--

8. How was the environment at the recruiting venues

Concern	Remarks
Friendly and relaxed	
Intimidating and tense	
Did the recruiting officers keeping order at the venue, use friendly or threatening and intimidating language (give examples)	
Are there toilets for men and women separately?	

3

9. Are there any other organization or agencies observing the recruitment exercise?

--

10. Are there complaint handling procedures

--

11. Emerging issues and challenges

Issue/Challenges	Remarks
Any reported incidences of ethnic hostilities between applicants or tribalism	
Any reported incidences of corruption	
Any reported cases of nepotism	
Non-adherence to the laid down recruitment standards, regulations, rules and procedures	
Any incidences of discrimination	

4

Any incidence of impostors	
Any noted improvements on the recruitment process and exercise	

**12. Candidates concerns and views**

--

**13. Concerns from members of the public**

--

**14. Names and Age of those recruited**

Name	Age	Ethnicity

5


**NB: Attach list of those recruited, stamped and signed by recruiting officer.**

**15. Any other observation**


6



114(2)



(Established under an Act of Parliament No. 35 of 2011)

**National Police Service Stop and Search Monitoring Tool**

**1. Preliminary Information**

County:	Area of monitoring:		Date:
Sub-	Monitor(s):		Time:
Officer(s) stopping and Searching are in Uniform or Civilian?	Uniform		Civilian
No. of police officers	Male KPS	Female KPS	Name of Incharge and Contacts
	APS	APS	

**2. Did police officers identified themselves? Eg their name, police ID, (tick appropriately)**

Name	
Police ID	
Station	
Reason for search	
Others	

1

**3. Was there any recovered/seized material or property?**

Yes	No
Explain:	Explain:

**4. Did police officers treated people with dignity and respect they deserve?**

Yes	No
Explain:	Explain:

**5. Do you think the stop and search was lawful?**

Yes	No
Explain:	Explain:

2

6. Police Station Stop and search taken with the recovered material

--

7. Any complain from the members of public? Eg corruption

--

8. Names of the arrested person and OB number(s)

<b>Names</b>	<b>OB No.</b>

9. Feedback from Station Commander/Incharge

--

**IPOA FORM 28F— SOCIAL MEDIA MONITORING FORM R. 114(2)**

INSPECTION AND MONITORING DEPARTMENT



**SOCIAL MEDIA MONITORING TOOL**

**1. Introduction**

<b>County of incident:</b>		
<b>Sub-County:</b>		
<b>Nature of incident:</b>	1. Corruption/ extortion 2. Police inaction 3. Harassment 4. Unlawful detention 5. Others	<b>Date and Time</b>
<b>Name of assigned IRM Officer:</b>		
<b>CIC Reference Number (hyperlink):</b>		

**Priority level:** Normal  
 Urgent

**2. Complaint Details**

Source of complaint: 1. Twitter  
2. Facebook  
3. Others

Date and time of incident:  
Location of incident:

**3. Complainant details:**

Name of complainant:  
Gender:  
Telephone/mobile number:  
Postal address:  
Email:

**4. Incident details:**

Suspect officers involved (if any):

Name/Rank: 1.  
2.

Badge number:  
Gender:

Officers description (uniform, any distinctive markings):

Telephone/mobile number:  
Police facility(s) attached to:

---

**5. Related links**

**6. Additional information:**

INSPECTION AND MONITORING MATRIX



(Established under an Act of Parliament No. 35 of 2011)

**Traffic Monitoring Tool – 2017**

**1.0 Introduction**

Name of the Police facility		County	
Name of the traffic base			
Name of the base commander:		Contacts	
Date		Time	

Name of team leader:			
Name and Contacts of Monitor(s):			

**2.0 Human Capacity.**

Total number of staff on active traffic duties	Numbers		Remarks
	Male	Female	
On suspension/interdiction/			
Officers with disability (acquired in the course of duty)			

1

TRAFFIC I & M TOOL

**3.0 Allocated Resources**

Item	Quantity	Remarks
Radios		
Torches		
Road spikes		
Lamps		
Vehicle		
Fuel for Vehicle ( <i>Insist on work ticket</i> )		
Motor Bikes		
Fuel for Motor Bikes if any		
Stationeries ( <i>check the availability of supplies such as files, notebooks, traffic warning papers, police records</i> )		

**4.0 Staff Welfare**

Item	Quantity (where applicable)	Remarks
Uniforms		
Reflector jackets		

2

TRAFFIC I & M TOOL

Rain coats		
Umbrellas		
Are there opportunities for on job training or refresher courses?		
When was the last training?		
When was the last promotion done		

**5.0 Records** (check records to ensure that they are not only available but entered correctly)

Register	Yes	No	Remarks
Traffic Charge Register			
Accident and Injury Register			

**6.0 Traffic Rules Enforcement and Statistics** (Gather the following information and insists on evidence)

**6.1 How many accidents have been reported in the last 12 months?**

- Involving vehicles

- Involving motorbikes

TRAFFIC I & M TOOL

**6.2 How many pedestrians have been involved in accident for the last 12 months?**

- Minor injuries

- Serious injuries

- Death

**6.3. How many cases of traffic offences have been taken to court for the last 12 Months?**

**6.4 What are the common causes of Traffic Accidents?**

- Human Error (%)
- Mechanical (%)
- Environment/Weather (%)

**6.5 Does the department organize Traffic Safety Awareness Forums?**

**6.6 When was the last awareness forum carried out and where?**

**6.7 What are the procedures for posting staff to the department?**

4

TRAFFIC I & M TOOL

**7.0 Does the department coordinate with any of these stakeholders?**

Institution	Yes	No	Remarks
Ambulance services			
Fire Services			
Breakdown agencies			
Town planners			
County Government			
Public			

**10.0 Has the traffic department embraced use of technology to manage and control traffic?**

.....  
 .....

**IPOA FORM 28A— BEATS AND PATROLS MONITORING FORM**  
 R. 114(2)

SERIAL NUMBER.....

**INSPECTION AND MONITORING DEPARTMENT**



(Established under an Act of Parliament No. 35 of 2011)

**BEATS AND PATROL MONITORING TOOL**

**1.0 Introduction**

<b>County</b>	Sub County:	Division:
Area of Monitoring:	Station/Unit/Camp/Post/Base:	Date and Time:
Name of Monitoring officer(s):		

**2.0 Type of the Beat and Patrol**

Type of the patrol	Tick where applicable.	Any other observations made
Foot patrol		
Vehicle		
Horse		
Motor Cycle		
Others(states)		

SERIAL NUMBER.....

**3.0 Objective of the patrol.**

Objective of the Patrol	Tick where applicable.	State common areas for each objective
Routine patrol		
Collection of intelligence		
Swoops		
Crackdowns		
Public out cry		
Others(state)		

**4.0 Human Capacity**

Number of officers involved.	
Station/ AP camp.	
Unit.	
How many in uniform	
How many in civilian	
Name of Patrol in-charge	
Rank	

**5.0 Briefing of Patrol teams:**

Was briefing done before departure for beats and patrol? Yes or no?

If yes, on what areas

s/no	Areas of briefing	Yes	No	Officer who did the briefing
1.	Objective of the patrol			

SERIAL NUMBER.....

2.	Trends and crime in the area to be patrolled			
3	Action to be taken in crime prevention			
4.	Collection of intelligence both criminal and political			
5.	Premises to be visited			
6.	Assistance to neighboring police formations			
7.	The necessity of liaison with community members in policing			
8.	Any other information			

**6.0 Joint Patrols**

Are joint patrols carried out with other police formations? Yes or no			
Delete	Yes	No	Remarks
Name of the unit			
Station/units:			
Number of officers:			
Overall commander/ In-charge			

**7.0 Equipment**

s/no	Type of Equipment	Serviceable	Unserviceable	Any other observations
1	Vehicle			
2	Motor cycle			
3	Batons			

SERIAL NUMBER.....				
4	Handcuffs			
5	Torches/spot-lights			
6	Radio (HF, VHF and Handheld)			
7	Map of patrol area			
8	Personal kit(full fitted)			
9	Any other list			

**7.1 Challenges faced by the officers on patrol face:**

**8.0 Records**

Records	Yes	No	Remarks
Is the OB correctly filled			
Is the patrol book correctly entered			
Is the patrol register correctly entered			
Is the Cell register correctly filled			
Is there availability of Patrol Reports <sup>1</sup>			
Is the duty roster correctly filled			
Are monthly crime returns done correctly (acquire a copy).			

**9.0 Were the following cases of human rights violations observed?**

Type of violation	Tick where applicable.	Document the nature of the violation

<sup>1</sup> Monitors to refer to Escort, patrol and general duties, chapter 50.

SERIAL NUMBER.....		
Police harassment.		
Inhuman/ Ill treatment		
Confrontation with the police.		
Injuries		
Arbitrary arrests		
Extortions.		
Bribery.		
Excessive use of force.		
Others(state)		

**10.0 Were there any arrests made during patrol? (If yes, indicate numbers and names if possible)**

Name	Gender	Age	Police station held	Charge if any

**10.1 Recommendations by Monitoring officers**



IPOA FORM 29— CORRESPONDENCE BOOK R. 122(2) and 133(1)(d)

File Reference Number:



Police Station:

Station Serialization:

**IPOA INSPECTIONS AND MONITORING FEEDBACK AND RECOMMENDATIONS CORRESPONDENCE FILE**

IPOA FORM 30A— KENYA POLICE SERVICE INSPECTION FORM R. 136

**IPOA** Independent Policing Oversight Authority  
KPS FOLLOW UP INSPECTION TOOL 2021

KPS INSPECTIONS TOOL		SERIAL NUMBER	
Officers conducting the follow up inspection:		Police Premise / Facility:	Date and Time:
County:			Officer in Charge of Premise:
Police Division:			Contact : Tel: Box No.
Type of Inspections		1) Follow up full 2) Follow up thematic 3) Follow up External	
<b>SECTION 1.0: INFRASTRUCTURE</b>			
Items	Initial Inspections Findings	Current status and implementation Challenges (acted on; ongoing; no action taken)	Action required by the in charge Supervisors or the Authority
<b>Utilities</b>			
1. Water			
2. Lighting			
3. Access by wheel chairs			
4. First Aid Box			
<b>Safety and Security</b>			
1. Clarity of Signage			
2. Security of the perimeter fence			
3. Sentry at the main			



Independent Policing Oversight Authority

KPS FOLLOW UP INSPECTION TOOL 2021

KPS INSPECTIONS TOOL	SERIAL NUMBER		
g20			
4. Crisis of the report desk			
5. Fire equipment			
<b>Front Desk</b>			
1. Customer care desk: its labeling and guarding			
2. Presence of Gender Desk: its labeling and guarding			
<b>Staff Strength</b>			
1. Establishment			
2. Strength			
3. Percentage			
4. Male			
5. Female			
6. Ratio of male to female			
7. Popular areas of deployment for officers			
8. Duties often assigned to the female officers			
<b>1.5 OFFICE SPACE AND STATE OF HOUSING</b>			
Sufficiency of office			

2



Independent Policing Oversight Authority

KPS FOLLOW UP INSPECTION TOOL 2021

KPS INSPECTIONS TOOL	SERIAL NUMBER		
30001			
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			
<b>SECTION 2.0 DETENTION FACILITIES</b>			
<b>2.1 CELLS</b>			
Presence of cells in the facility			
Availability of cells			
Clearly labeled cells			
Cells capacity			
Presence of detainees in cells			
Male			
Female			
Detainees held over 24hrs			

3



KPS FOLLOW UP INSPECTION TOOL 2021

KPS INSPECTIONS TOOL	SERIAL NUMBER		
Females cells available			
Male cells available			
Separate cells for male juveniles			
Separate cells for female juveniles			
<b>2.2: CELLS CONDITIONS</b>			
	<b>Initial Inspections Findings</b>	<b>Current status and implementation challenges</b>	<b>Action required by the In charge Supervisors or the Authority</b>
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 <sup>1</sup>			
Provision of bedding			
Availability of an outdoor area			
Cleanliness of the cell's floor			
Cleanliness of the cell's			

<sup>1</sup> Inspectors to look at location of ventilation, dimensions and whether it allows enough circulation of air

4



KPS FOLLOW UP INSPECTION TOOL 2021

KPS INSPECTIONS TOOL	SERIAL NUMBER		
wall			
Cleanliness of cell's ceiling			
Connections inside the cells???			
Littered pieces of cloths or other items in the cells			
<b>2.3: DETAINEE WELFARE AND TREATMENT</b>			
	<b>Initial Inspections Findings</b>	<b>Current status and implementation challenges</b>	<b>Action required by the In charge Supervisors or the Authority</b>
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			

5



KPS FOLLOW UP INSPECTION TOOL 2021

KPS INSPECTIONS TOOL	SERIAL NUMBER		
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			
<b>Detainee Concerns</b>			
	<b>Initial Inspections Findings</b>	<b>Current status and implementation challenges</b>	<b>Action required by the in charge, Supervisors or the Authority</b>
Access to family members and people who can help			
Information on reason of arrest			
Assault by police officers			

6



KPS FOLLOW UP INSPECTION TOOL 2021

KPS INSPECTIONS TOOL	SERIAL NUMBER		
Detainees who bribe to be released			
Availability of food			
Availability of drinking water			
Sufficiency of food offered during meals			
<b>SECTION 3.0 RECORDS</b>			
<b>3.1: RECORDS</b>	<b>Initial Inspections Findings</b>	<b>Current status and implementation challenges</b>	<b>Action required by the in charge, Supervisors or the Authority</b>
Correctly entered Occurrence Book			
Correctly entered cell register			
Correctly entered prisoners property register			
Correctly entered Arms and Ammunition Movement Register			
Correctly entered Exhibits Register			
Labeled exhibits			
Availability of weekly duty roster			

7



KPS FOLLOW UP INSPECTION TOOL 2021

KPS INSPECTIONS TOOL	SERIAL NUMBER		
Availability of Complaints Register			
Correctly entered Complaints Register			
Nature of complaints handled: 1. Death and serious injury 2. Enforced disappearance 3. Sexual offence by police officer 4. Corrupt practices by a police officer 5. Unlawful arrest/detention by police officer 6. Failure to record or report a matter 7. Excessive use of force 8. Traffic offences by police officers			
Actions taken on complaints received: 1. Internal disciplinary process 2. To court 3. Referral to IAU 4. Referral to IPOA			
Other remarks on Records:			
<b>SECTION 4: RESOURCE ALLOCATIONS AND BUDGET MAKING</b>			
4.1: RESOURCE ALLOCATION	Initial inspections Findings	Current status and implementation challenges	Action required by the in charge, Supervisors or the Authority
Availability of vehicles for the facility			

8



KPS FOLLOW UP INSPECTION TOOL 2021

KPS INSPECTIONS TOOL	SERIAL NUMBER		
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			

9



KPS FOLLOW UP INSPECTION TOOL 2021

KPS INSPECTIONS TOOL	SERIAL NUMBER		
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?			
<b>SECTION 5: COMMUNITY POLICING</b>			
<b>Factors</b>	<b>Initial Inspections Findings.</b>	<b>Current status and implementation challenges</b>	<b>Action required by the In charge, Supervisors or the Authority</b>
Establishment of Community Policing Committee in the facility			
Availability of minutes of the last meeting			
Composition of the Committee as per the law guidelines			
Evidence of structured community clusters			

<sup>7</sup> Inspectors to obtain tentative budgets for the facility and the Division as prepared by the officer in-charge office as evidence



KPS FOLLOW UP INSPECTION TOOL 2021

KPS INSPECTIONS TOOL	SERIAL NUMBER		
Presence of women representatives			
Presence of youth representatives			
Presence of representatives of Persons with Disabilities			
Role of the officer in charge of the facility in the community policing committee			
Other comments in relation to Community Policing			
<b>Key Challenges being faced by Officer in Charge in Managing the Facility and in implementation of IPOA Recommendations</b>			
1.			
2.			
3.			
4.			
5.			

**IPOA** Independent Policing Oversight Authority  
KPS FOLLOW UP INSPECTION TOOL 2021

KPS INSPECTIONS TOOL ..... SERIAL NUMBER .....

PART 4: CORRECTIVE ACTION PLAN			
S/no	NEW RECOMMENDATIONS TO THE IN-CHARGE	TIMELINE GIVEN	COMMENTS BY THE OFFICER IN- CHARGE

**CONFIRMED BY:**  
 NAME OF OFFICER IN-CHARGE.....  
 SIGNATURE: .....  
 DATE: .....

<b>APPROVED BY: (Team leader)</b>	<b>CHECKED BY: (Supervisor)</b>
DATE: .....	DATE: .....
Signature: .....	Signature: .....

IPOA FORM 30B—DIRECTORATE OF CRIMINAL INVESTIGATIONS FORM R. 136

**IPOA** Independent Policing Oversight Authority  
NEW INSPECTION TOOL 2019

DCI NEW INSPECTIONS TOOL ..... SERIAL NUMBER .....

Officers conducting the inspection: 1., 2., 3.		Police Premise / Facility:	Date and Time:
County:	Sub County:		Name and rank of Officer in Charge of the DCI Division/unit
DCI Division			Contacts : Mobile/tef: Box No :
Types of inspections		1) Initial full 2) Initial thematic 3) Complaint 4) Referrals 5) Follow up	
<b>SECTION 1.0 INFRASTRUCTURE</b>			
<b>1.1-AVAILABILITY OF UTILITIES</b>	<b>YES (1)</b>	<b>NO (0)</b>	<b>REMARKS</b>
Is there lighting in the facility?	Yes (1)	No (0)	
How is it provided	Solar (1) Electricity (2)	Generator (3) Kerosene Lamps (4)	-others (specify)- (5)
Can a wheel chair access the facility	Yes (1)	No (0)	





NEW INSPECTION TOOL 2019

DCI NEW INSPECTIONS TOOL \_\_\_\_\_ SERIAL NUMBER \_\_\_\_\_

Is there a sufficient fitted First aid box	Sufficient (1)	Insufficient (0.5)	None (0)	
<b>1.2: SAFETY AND SECURITY</b>	<b>YES (1)</b>	<b>PARTIAL (0.5)</b>	<b>NO (0)</b>	<b>REMARKS</b>
Is there clear signage to the facility	Clear (1)	Not clear (0.5)	No signage (0)	
Is there fire equipment	YES (1)	No (0)		
<b>1.3: FRONT DESK</b>	<b>YES (1)</b>	<b>No (0)</b>		
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)		
<b>1.4: STAFF STRENGTH</b>	<b>NUMBER</b>	<b>REMARKS</b>		
Staff establishment				
Staff strength				
Percentage of strength to establishment	(100-80%):	(79-40%):	(Below 40%):	
Gender of staff: Male				
Female				

2



NEW INSPECTION TOOL 2019

DCI NEW INSPECTIONS TOOL \_\_\_\_\_ SERIAL NUMBER \_\_\_\_\_

Ratio of male to female			
<b>1.5 OFFICE SPACE AND STATE OF HOUSING</b>			
Are the office spaces sufficient	Sufficient (1)	Insufficient (0.5)	Nil (0)
How is the state of the offices	Good (1)	Fair (0.75)	Deplorable (0.5) Inhabitable (0)
Is there an office for specialized crime officers	Yes (1)	No (0)	
Is there an Exhibit store	Yes (1)	No (0)	
Is the Exhibit store adequate?	Adequate (1)	Inadequate (0)	Limited (0.5)
<b>1.4 STORES</b>			
Does the unit have file Cabinets?	Adequate (1)	Inadequate (0.5)	None (0)
Does the unit have stores for Uniforms?	Adequate (1)	Inadequate (0.5)	None (0)
Does the unit have stores Bulletproof Vests?	Adequate (1)	Inadequate (0.5)	None (0)
Does the unit have an armoury?	Adequate (1)	Inadequate (0.5)	None (0)
Are Reports & Returns filed?	Weekly (1), Monthly (2), Quarterly (3), Annually (4).		
<b>SECTION 2-0 RECORDS AND REGISTERS</b>			

3





NEW INSPECTION TOOL 2019

DCI NEW INSPECTIONS TOOL \_\_\_\_\_ SERIAL NUMBER \_\_\_\_\_

Are there crime records	YES (1)	NO (0)	REMARKS
Which crime records are available?	Homicide records (1)	Terrorism records (5)	Cybercrime records (9)
	Narcotic crimes records (2)	Economic crimes records (6)	Petty crime records (10)
	Human trafficking records (3)	Piracy records (7)	Rape/Defilement records (11)
	Money laundering records (4)	Organized crime records (8)	Others (12)....state
Are there records on criminal intelligence?	YES (1)	NO (0)	REMARKS
Is there a Locate/Gadget records on suspects being tracked for all service mobile providers?	YES (1)	NO (0)	REMARKS
Is the Arms and Ammunition Movement Register available?	YES (1)	NO (0)	REMARKS
Is the Arms and Ammunition Movement Register correctly entered(DCI)?	YES (1)	NO (0)	REMARKS
Is the Exhibits Register available?	YES (1)	NO (0)	REMARKS
Is the Exhibits Register correctly entered?	YES (1)	NO (0)	REMARKS
Are the exhibits well and clearly	YES (1)	NO (0)	REMARKS

4



NEW INSPECTION TOOL 2019

DCI NEW INSPECTIONS TOOL \_\_\_\_\_ SERIAL NUMBER \_\_\_\_\_

labeled				
Is there a weekly duty roster available?	YES (1)	NO (0)	REMARKS	
Is there a weekly duty roster up-to-date and correctly entered?	YES (1)	NO (0)	REMARKS	
Is there a Complaints Register against DCI Police Officers by the Public	YES (1)	NO (0)	REMARKS	
Is the Complaints Register against DCI Police Officers correctly entered?	YES (1)	NO (0)	REMARKS	
What is the nature of the complaints made against DCI Police Officers?	Death and serious injury(1).	Sexual assault(3)	Arbitrary arrest(5)	Failure to record a complain(7)
	Enforced disappearance(2).	Corruption /extortion( 4)	Unlawful detention(6)	Excessive use of force(8), Others (10)....state
What actions are taken on complaints received	Internal disciplinary process(1).	Referred to court(2).	Referral to IAU(3)	
	Referral to IPOA(4)	still pending/no action(5)	Others(6)....state	
<b>SECTION 3.0 CASE FILES MANAGEMENT</b>				
What is the nature of	Homicide(1).	Money laundering (4).	Piracy(7).	Organized crime(8).

5



NEW INSPECTION TOOL 2019

DCI NEW INSPECTIONS TOOL ..... SERIAL NUMBER.....

cases that are commonly reported/referred/handled at the facility?	Narcotic crimes(2),	Terrorism(5),	Cybercrime(9),	Rape/Defilement(10).
	Human trafficking (3).	Economic crimes(6),	Petty crime(11)	Others(11) state
How many files P&C <sup>1</sup> has the facility handled for the last 12 months?				
How many case files have been finalized?				
How many case files are pending completion for the last 12 months?				
Have the case files been properly disposed off?	YES(1)		NO(0)	
How many PUI (Pending Under Investigation) Files are being handled for the last 12 Months				
Do the PUI files meet the standards of police case file compilation	YES(1)		NO(0)	
How many files under PAKA <sup>2</sup> category that have been handled for the last 12 months?				

<sup>1</sup> Pending before court  
<sup>2</sup> Inspectors can go through the case file register and ascertain the cases pending  
<sup>3</sup> PAKA means (pending arrest of known accused)

6



NEW INSPECTION TOOL 2019

DCI NEW INSPECTIONS TOOL ..... SERIAL NUMBER.....

How many files under PAKA category are pending for the last 3 months?				
How many Inquest files have been disposed of to the logical conclusion the last 12 month?				
How many Inquest files have not been finalised for the last one month?				
How many serious crime case files have been submitted for review to ODPP for the last 12 months				
Has IPOA referred any cases for their action in the last 12months?	Yes(1)		No(0)	
If yes, how many cases have been referred by IPOA				
What's Nature of the cases referred by IPOA:	Murder(1)	Serious injury(2)	Grievous harm(3)	Robbery with violence(4)
				Others(5) state

<sup>1</sup> As a matter of DCI internal policy Inquest files should be concluded within a month and under one year  
<sup>2</sup> Refer to section 35(j) of the NPS Act.

7



NEW INSPECTION TOOL 2019

DCI NEW INSPECTIONS TOOL ..... SERIAL NUMBER.....

SECTION 4: RESOURCE ALLOCATIONS AND BUDGET MAKING			
4.1: RESOURCE ALLOCATION	NUMBER		REMARKS
How many vehicles are allocated for the facility?			
What is their make?			
How many are a) Serviceable			
b) unserviceable			
How much fuel is allocated to the unit per day?			
Availability of office stationery	Adequate (1)	Inadequate (0.5)	None (0)
List the stationery the facility is missing in order of priority	1)		
	2)		
	3)		
Are there adequate computers	Adequate (1)	Inadequate (0.5)	None (0)
Are there adequate printers	Adequate (1)	Inadequate (0.5)	None (0)
Are there adequate Photocopy	Adequate (1)	Inadequate (0.5)	None (0)
Are there adequate Cameras	Adequate (1)	Inadequate (0.5)	None (0)
Are there adequate Bomb and explosion equipment	Adequate (1)	Inadequate (0.5)	None (0)
Are there adequate Crime scene equipment	Adequate (1)	Inadequate (0.5)	None (0)
Are officers provided with	YES(1)	NO(0)	Remarks:

8



NEW INSPECTION TOOL 2019

DCI NEW INSPECTIONS TOOL ..... SERIAL NUMBER.....

protective gears			
Are there adequate Bullet proof vests?	Adequate (1)	Inadequate (0.5)	None (0)
Are there adequate Pistol Holsters?	Adequate (1)	Inadequate (0.5)	None (0)
Are there adequate issuance of Gloves?	Adequate (1)	Inadequate (0.5)	None (0)
Are there adequate communication gadgets	Adequate (1)	Inadequate (0.5)	None (0)
Are the communication gadgets working?	Yes	No	Remarks:
Which communication Gadgets are available?	VHF	HF	Walkie Talkie
			Mobile Phone
			Land line
			Satellite
List any other equipment the officers are missing in order of priority	1)		
	2)		
	3)		
Is the DCIO involved in the budget making process for the Station	Yes (1)	No (0)	Remarks:
Have officers have been trained on the following	Basic investigation YES (1), NO (0)	Advanced investigation YES (1), NO (0)	Fraud/money laundering investigation YES (1), NO (0)

9



DCI NEW INSPECTIONS TOOL ..... SERIAL NUMBER.....

courses <sup>19</sup>	Surveillance (4) YES (1), NO (0)	Crime scene management YES (1), NO (0)	Criminal intelligence YES (1), NO (0)
	Forensic investigation YES (1), NO (0)	Anti-narcotics YES (1), NO (0)	Data analysis YES (1), NO (0)
	Human rights YES (1), NO (0)	Post blast investigation YES (1), NO (0)	Others.... state
<b>PART 5: OFFICERS CONCERNS/ ISSUES</b>			
List all officers concerns/issues and challenges they face in order of their priority			
i.			
ii.			
iii.			
iv.			
v.			
<b>PART 7 OTHER GENERAL OBSERVATIONS BY THE INSPECTORS</b>			
1.			
2.			
3.			
4.			

<sup>19</sup> Tick where applicable and indicate the number of officers trained in that particular course.



DCI NEW INSPECTIONS TOOL ..... SERIAL NUMBER.....

5.

<b>PART 8: RECOMMENDATIONS AND FEEDBACK TO THE DCIO IN CHARGE OF UNIT</b>			
s/no	RECOMMENDATIONS MADE	TIMELINE FOR ACTION	REMARKS BY OFFICER INCHARGE (if any)
<b>CONFIRMED BY:</b>			
NAME OF DCIO.....			
SIGNATURE: .....			
DATE: .....			
<b>APPROVED BY: (Team leader)</b>		<b>CHECKED BY: (Supervisor)</b>	
DATE: .....		DATE: .....	
Signature: .....		Signature: .....	

IPOA FORM 30C— ADMINISTRATION POLICE INSPECTION  
FORM R. 136



APS INSPECTIONS TOOL		SERIAL NUMBER	
Officers conducting the inspection:	APS/CIPU Facility:	Date and Time:	
County:		Officer in Charge of Premise:	
Sub-County		Contacts: Tel: Box No.	
Type of inspections	1) Initial full 2) Initial thematic 3) Referrals		
<b>SECTION 1.0: INFRASTRUCTURE</b>			
<b>1.1-AVAILABILITY OF UTILITIES</b>	<b>YES (1)</b>	<b>NO (0)</b>	<b>REMARKS</b>
Is water available in the facility?	Yes (1)	No (0)	
How is it accessed	Buying (1) Borehole (3)	Piped water (2) Water harvesting (4)	Others (5)
Is there lighting in the facility?	Yes (1)	No (0)	
How is it provided	Solar (1) Electricity (2)	Generator (3) Kerosene Lamps (4)	others (specify): (5)
Can a wheel chair access the facility	Yes (1)	No (0)	
Is there a sufficient fitted First aid box	Sufficient (1)	Insufficient (0.5)	None (0)
<b>1.2: SAFETY AND SECURITY</b>	<b>YES (1)</b>	<b>PARTIAL (0.5)</b>	<b>NO (0)</b>
			<b>REMARKS</b>



APS INSPECTIONS TOOL		SERIAL NUMBER	
Is there clear signage to the facility?	Clear (1)	Not clear (0.5)	No signage (0)
Is there secure perimeter fence?	Yes (1)	No (1)	
Is there sentry at the main gate?	Yes (1)	No (0)	
Is the sentry manned by Officers?	Yes (1)	No (0)	
Is there a fire equipment?	1	0.5	0
<b>1.3 FRONT DESK</b>	<b>YES (1)</b>	<b>NO (0)</b>	
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)	
<b>1.4: STAFF STRENGTH</b>	<b>NUMBER</b>	<b>REMARKS</b>	
Staff establishment			
Staff strength			
Percentage of strength to establishment	[100-80%]	[79-40%]	[Below 40%]
Gender of staff: Male			
Female			
Ratio of male to female			
Has the recent merger	Yes (1)	No (0)	





APS INSPECTIONS TOOL ..... SERIAL NUMBER.....

affected the staff strength?			
Which are the popular areas of deployment for the officers? (Escort duties, banks, patrols, VIP protection...)?			
Are CIPU Officers involved in joint operations with other Units (Special Forces, KDF, GSI...)?			
What duties are often assigned to the female officers?			
<b>1.5 OFFICE SPACE AND STATE OF HOUSING</b>			
Are there office spaces?	Yes (1)	No (0)	
Are the office spaces sufficient?	Sufficient (1)	Insufficient (0.5)	Nil (0)
How is the state of the offices?	Good (1)	Fair (0.75)	Deplorable (0.5) inhabitable (0)
Is there an Exhibit store?	Yes (1)	No (0)	
Is the Exhibit store adequate?	Adequate (1)	Limited (0.5)	Inadequate (0)
Are there housing accommodation for officers?	Yes (1)	No (0)	
Are the housing of the officers sufficient?	Sufficient (1)	Insufficient (0.5)	None (0)
What is the State of housing of the Officers?	Good (1)	Fair (0.75)	Deplorable(0.5) Extremely deplorable (0)



APS INSPECTIONS TOOL ..... SERIAL NUMBER.....

<b>SECTION 2.0 RECORDS</b>			
Is there an Occurrence Book?	Yes (1)	No (0)	
Is the Occurrence Book correctly entered?	Yes (1)	No (0)	
Is there Arms Movement Book?	Yes (1)	No (1)	
Is the Arms and Ammunition Movement Register correctly entered	Yes (1)	No (0)	
Is there an Exhibit Register?	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 Personnel Returns File?	Yes (1)	No (0)	
Is there a correspondence File?	Yes (1)	No (0)	



APS INSPECTIONS TOOL		SERIAL NUMBER	
Is there an Appropriation-in-Aid File (A.I.A)? <sup>1</sup>	Yes (1)	No (0)	
Is there a Promotion File? <sup>2</sup>	Yes (1)	No (0)	
Were there Promotions which conducted recently? Were there complaints arising from the Promotional Boards and how were they addressed?	Yes (1)	No (0)	
Is there Discipline File?	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 1. Death and serious injury 2. Enforced disappearance 3. Sexual offence by police officer 4. Corrupt practices by a police officer 5. Unlawful arrest/detention by police officer 6. Failure to record or report a matter 7. Excessive use of force			

<sup>1</sup> Inspectors to Physically Inspect the A.I.A file and cross check with the Duty Roster.

<sup>2</sup> Inspectors to physically examine the Promotion File including minutes of the Promotional Board.



APS INSPECTIONS TOOL		SERIAL NUMBER	
8. Traffic offences by police officers			
What actions are taken on complaints received 1. Internal disciplinary process 2. To court 3. Referral to IAU 4. Referral to IPOA			
General remarks			
<b>SECTION 3: RESOURCE ALLOCATIONS</b>			
<b>3.1: RESOURCE ALLOCATION</b>	<b>NUMBER</b>	<b>REMARKS</b>	
How many vehicles are allocated for the facility?			
What are their make?			
How many are a) Serviceable			
b) unserviceable			
How much fuel is allocated per day to the facility			
Are there stationery	Adequate (1)	Inadequate (0.5)	None (0)
List the stationery the facility	1)		



**INSPECTION TOOL 2021**

APS INSPECTIONS TOOL SERIAL NUMBER

Is missing in order of priority	2)					
	3)					
How many computers are there	None	One	Two	Three	Four	
How many printers	None	One	Two	Three	Four	
Photocopy	None	One	Two	Three	Four	
Are there working communication gadgets	Yes	No				
Which Police Communication Gadgets are available	VHF	HF	Walkie Talkie	Mobile Phone	Land line	Satellite
Is there sufficient issue of Uniforms	Sufficient (1)		Insufficient (0.5)		None (0)	
List the pieces of uniform lacking						
	1) Blouses					
	2) Trouser					
	3) Boots					
	4) Rain Coats					
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)			

7



**INSPECTION TOOL 2021**

APS INSPECTIONS TOOL SERIAL NUMBER

List any other equipment the officers are missing	1) Police Notebook			
	2) Police torch			
	3)			
	4)			
	5)			
	6)			
Is the CIPU Commander an AIE holder?	Yes (1)	No (0)		
Is the CIPU Commander involved in the budget making process for his facility?	Yes (1)	No (0)		
<b>SECTION 4: COMMUNITY POLICING</b>				
Is there an established Community Policing Committee in the facility?	Yes (1)	Partial (0.5)	No (0)	
Are there minutes of the last 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	Yes (1)	Partial (0.5)	No (0)	

<sup>2</sup> Inspectors to obtain tentative budgets for the facility and the Sub-county as prepared by the Officer in Charge office as evidence

8





APS INSPECTIONS TOOL		SERIAL NUMBER	
clusters?			
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	a)		
	b)		
	c)		
	d)		
<b>PART 5: OFFICERS CONCERNS/ ISSUES (INCLUDE THE CHALLENGES CAUSED BY TRANSFER OF OFFICERS TO KPS).</b>			
List all officers concerns/issues and challenges they face in order of their priority			
a)			
b)			
c)			
d)			
<b>PART 6: OTHER GENERAL OBSERVATIONS BY THE INSPECTORS</b>			
a)			
b)			

9



APS INSPECTIONS TOOL		SERIAL NUMBER	
c)			
d)			
e)			
<b>PART 8: RECOMMENDATIONS AND FEEDBACK TO THE OFFICER IN CHARGE OF STATION</b>			
s/no	RECOMMENDATIONS MADE	TIMELINE FOR ACTION	REMARKS BY OFFICER INCHARGE (if any)
<b>CONFIRMED BY:</b>			
NAME OF OCS:.....			
SIGNATURE:.....			
DATE:.....			
APPROVED BY: (team leader)		CHECKED BY:(supervisor)	
DATE:		DATE:	
Signature:		Signature:	



SPECIALIZED INSPECTIONS TOOL 2019 ..... SERIAL NUMBER.....

**1. Introduction**

Officers conducting the inspection: 1. 2. 3.	Police Premise / Facility:	Date and Time:
County:		Officer in Charge of Premise:
Police Division:		Contacts : Tel: Box No.
Types of inspections: 1. Initial full (own motion) 2. Initial thematic (own motion) 3. Complaint 4. Referral from other agency 5. Follow up		



SPECIALIZED INSPECTIONS TOOL 2019 ..... SERIAL NUMBER.....

**2. Infrastructure of the Facility/unit:**

Availability	Yes	No	How is it Accessed	Remarks
Electricity			Solar (1) Electricity (2) Generator (3) Kerosene Lamps (4) Others (Specify): (5)	
Water			Buying (1) Pipod Water (2) Borehole (3) Water Harvesting (4) Others (5)	
Report Office				
Disability access				
Perimeter fence				
Manned gate				



SPECIALIZED INSPECTIONS TOOL 2019 ..... SERIAL NUMBER.....

**3. Personnel and Deployment**

Strength	Establishment	Remarks
Male:	Male:	
Female:	Female:	
DEPLOYMENT		
Popular Areas of deployment	Sentry duties (1) Escort duties (2) Guard (3) Customer care (4) Crowd control(5) Anti-stock theft operations(6) Others specify (5)	



SPECIALIZED INSPECTIONS TOOL 2019 ..... SERIAL NUMBER.....

**4. Personnel Training**

1 (a) Do officers undergo training?

YES  NO

b) Is the criteria for selection of the Officers for these courses as per the National Police Service Standing Orders SSO?

YES  NO

c) If not explain your answer in (b) above.

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

d) Suggest other courses you feel your officers may want to undertake.

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

e). Of what relevance are these courses to the Officers?

.....

.....

.....

.....

.....

.....

.....

.....

II. a). Are there any weekly lectures?

b). If yes in (a) above, provide minutes of the same. Tick appropriately.

Minutes Provided

Minutes not provided

**5. Office and Living quarters:**

		Yes	No	Sufficient	Insufficient	Condition			Remarks
						Good	Fair	Deplorable	
Lines	Tents								
	Uni - huts								
	Temporary structures								
	Permanent Structures								
	Radio Buildings								
	Canteen Building								
	Office Structures								
	Interrogation / interview rooms								
	Holding cells (if any)								



SPECIALIZED INSPECTIONS TOOL 2019 ..... SERIAL NUMBER.....

**6. Tooling and Equipment:**

	Availability		Serviceable		Fuel allocation/day	Make/Type	Remarks
	Yes	No	Yes	No			
Motor Vehicles							
Water Canons							
Armored Personnel Couriers (APCs)							
Motor Cycles							
Generators							
Stationary Plants (Masts, Fuel stations etc.)							
Communication Gadgets							
Animals	Horses						
	Donkeys						



SPECIALIZED INSPECTIONS TOOL 2019 ..... SERIAL NUMBER.....

	Camels						
	Police Dogs						
		Availability		Sufficient		Missing Pieces	Remarks
		Yes	No	Yes	No		
Stores	Uniforms						
	Bullet Proof vests						
	Anti-Riot Gear						
	Batons						
	Helmets						
	Shields						
	Gloves						
Food	Ration						



SPECIALIZED INSPECTIONS TOOL 2019 ..... SERIAL NUMBER.....

Supply	Others						
--------	--------	--	--	--	--	--	--

**7. Records management**

	Availability		Correctly entered		Updated		Neatness		Remarks
	Yes	No	Yes	No		No	Yes	No	
Occurrence Book									
Arms Movement Register									
Defaulter Register									
Duty Register									
Weekly Duty Roster									
Exhibit Register									
Patrol Register									



SPECIALIZED INSPECTIONS TOOL 2019 ..... SERIAL NUMBER.....

Complaints Against Police Register									
Petrol Register									
Diesel Register									
Oil Register									

**8. General Administration:**

Office Equipment	Availability		Neatness		Maintenance			Storage			Remarks
	Yes	No	Yes	No	Well	Fair	Poor	Good	Fair	Poor	
Computers											
Type writers											
Printers											
Furniture											
General Records											
metal Boxes											



SPECIALIZED INSPECTIONS TOOL 2019 ..... SERIAL NUMBER.....

Cabinets										
Reports & Returns										
Quarterly										
Monthly										
Annual returns										

9. Relevant documents

		Availability		Remarks
		Yes	No	
Map of Area of Jurisdiction	GPS			
	Paper Maps			
Reform Documents	Ransley Report			
	Service Strategic Plan			
	Code of Conduct			
	Customer Care			
	Handbook			



SPECIALIZED INSPECTIONS TOOL, 2019 ..... SERIAL NUMBER.....

Legal Documents	The Constitution			
	NPS Act			
	NPSC Act			
	IPOA Act			
	Service Standing Orders(SSOs)			
Sporting & Recreational Facilities				
Canteen & Welfare				

10. Is there collaboration and cooperation with:

a). Local Communities?  YES  NO

b). Security agencies (KDF, KWS, KFS, NPR etc)?  YES  NO

11. What are the operational achievements of this unit?

.....

.....

.....



12. Do you conduct physical fitness trainings?

YES

NO

13. Officers concerns and issues

List all officers concerns/issues and challenges they face in order of their priority
i.
ii.
iii.
iv.
v.
vi.
vii.



SPECIALIZED INSPECTIONS TOOL 2019..... SERIAL NUMBER.....

14. General observation by the inspectors

i.
ii.
iii.
iv.
v.
vi.
vii.
viii.

15. Feedback to the officer in charge.

RECOMMENDATIONS AND FEEDBACK TO THE OFFICER IN CHARGE			
S/no	Recommendations made	Timeline for action	Remarks by officer In-charge (if any)





SPECIALIZED INSPECTIONS TOOL 2015 SERIAL NUMBER

Confirmed By:.....	
Name of Officer In-Charge:.....	
Signature:.....	
Date:.....	
Approved By: (Team leader):.....	Checked By: (Supervisor):.....
Date:.....	Date:.....
Signature:.....	Signature:.....

IPOA FORM 30E— TRAINING INSTITUTIONS INSPECTION FORM  
R. 136



INSPECTION TOOL 2015

TRAINING SCHOOLS/COLLEGES INSPECTIONS & MONITORING TOOL

Officers conducting the inspection:	Training School/College	Date and Time:	
County:		Name of Officer in Charge:	
		Adjutant:	
Contacts:			
Types of inspections	a) Initial full b) Follow up full c) Referrals	d) Initial thematic e) Follow up thematic	
<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>Yes (1)</b>	<b>No (0)</b>
Is water available in the facility?			
How is it accessed:		Buying    Borehole    Piped water Water harvesting    Others (specify):	
Is there lighting in the facility? How is it provided		<b>Yes (1)</b>	<b>No (0)</b>
		Solar    Electricity    Generator Kerosene Lamps Others (specify):	
Is there clear signage to the facility?		<b>Yes (1)</b>	<b>No (0)</b>



TRAINING SCHOOLS/COLLEGES INSPECTIONS & MONITORING TOOL

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:
Are there fire officers?		Yes (1)	No (0)	Qualifications:
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?		<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Deplorable		
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?				



TRAINING SCHOOLS/COLLEGES INSPECTIONS & MONITORING TOOL

What is the Staff strength?			
What is the Percentage of strength to establishment?			[100-80%]; [79-40%] [Below 40%]
Gender of staff: Male			
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<sup>1</sup></b>			
<b>Qualification</b>	<b>No. of staff who have attained the qualification.</b>		
	<b>Previous Status</b>	<b>Current status</b>	
PhD			
Master's Degree			
Postgraduate Diploma			
Undergraduate			

<sup>1</sup> Refer to staff nominal/return



TRAINING SCHOOLS/COLLEGES INSPECTIONS & MONITORING TOOL

Diploma		
Certificate		
Kenya Certificate of Secondary Education		
Kenya Certificate of Primary Education		
Remark on staff deployment?		

<sup>7</sup> Comment on staff's qualification with reference to staff's deployment



TRAINING SCHOOLS/COLLEGES INSPECTIONS & MONITORING TOOL

1.4 : TRAINEES STRENGTH	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>			
2.1: CLASSROOMS	NUMBER		REMARKS
	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?)			



INSPECTION TOOL 2015

TRAINING SCHOOLS/COLLEGES INSPECTIONS & MONITORING TOOL

2.2: BOARDING FACILITIES	NUMBER		REMARKS
	Previous Status	Current Status	
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?			
2.3: TRAINEE WELFARE AND TREATMENT	Previous Status	Current Status	REMARKS
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)	



INSPECTION TOOL 2015

TRAINING SCHOOLS/COLLEGES INSPECTIONS & MONITORING TOOL

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 <input type="checkbox"/>	By the Service Canteen <input type="checkbox"/>		
		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?					
2.4 : COVID 19 Preventive Measures in place					
What measure have been put in place to safeguard trainees against COVID 19	In classrooms/ field		In Barracks		
	1.		1.		
	2.		2.		
	3.		3.		
	4.		4.		



INSPECTION TOOL 2015

TRAINING SCHOOLS/COLLEGES INSPECTIONS & MONITORING TOOL

Are trainees provided with a) Masks b) Sanitizers			
Is social distancing observed? how?	In classrooms <b>Yes (1)</b> <b>No (0)</b>	In Barracks ? <b>Yes (1)</b> <b>No (0)</b>	how?
Number of current trainees who have been infected with Corona Virus ?			
What action taken on those infected?			
<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 Limited Inadequate	



INSPECTION TOOL 2015

TRAINING SCHOOLS/COLLEGES INSPECTIONS & MONITORING TOOL

List the stationery the facility is missing in order of priority	1)					
	2)					
	3)					
How many computers are there		None	One	Two	Three	Four
How many printers		None	One	Two	Three	Four
Photocopier		None	One	Two	Three	Four
Are there working communication gadgets	Yes	No				
Which Police Communication Gadgets are available	VHF	HF	Walkie 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 (Muffs, gloves etc.)?		<b>Yes (1)</b>	<b>No (0)</b>			
List any other equipment the officers are missing	a)					
	b)					



TRAINING SCHOOLS/COLLEGES INSPECTIONS & MONITORING TOOL

	c)		
	d)		
	e)		
	f)		
Is the College Commanding Officer /Commandant involved in the budget making process for the college? <sup>3</sup>		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.**

Courses offered	Duration	Frequency

<sup>3</sup> Inspectors to obtain tentative budgets for the Station and the Division as prepared by the OCS's office as evidence.



TRAINING SCHOOLS/COLLEGES INSPECTIONS & MONITORING TOOL


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)?<sup>4</sup>

Yes  No

<sup>4</sup> Find out if there is any MOU signed between the involved institutions

<sup>5</sup> Refer to the approved curriculum by the NPSC





TRAINING SCHOOLS/COLLEGES INSPECTIONS & MONITORING TOOL

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	Yes <input type="checkbox"/>	No <input type="checkbox"/>



TRAINING SCHOOLS/COLLEGES INSPECTIONS & MONITORING TOOL

the examination called for?	
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?

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....



Independent Policing Oversight Authority

TRAINING SCHOOLS/COLLEGES INSPECTIONS & MONITORING TOOL

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

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

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. ....



Independent Policing Oversight Authority

TRAINING SCHOOLS/COLLEGES INSPECTIONS & MONITORING TOOL

- 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?



IPOA FORM 30F— INTEGRATION OF APS AND KPS WITH COMMUNITIES  
FORM R. 136



INSPECTION TOOL 2019  
INTEGRATION OF KPS AND APS AND WITH COMMUNITIES AND NEIGHBOURHOODS INSPECTIONS TOOL

SERIAL NUMBER: .....

Officers conducting the inspection: 1. 2.	Police Premise / Facility:	Date and Time:
Region:	County:	Name and Rank of Officer in Charge of Premise:
Sub-County:	Ward (for Police Posts and Patrol Bases):	Contacts: Mobile/Tel: Box No.:
Types of inspection 1) Thematic		
<b>SECTION 1.0: NATIONAL POLICE SERVICE RESTRUCTURING (INTEGRATION OF KPS AND APS)</b>		
When were the NPS restructuring changes effected?	Date: ..... Month: ..... Year: .....	
What has been the effect of the NPS restructuring in policing?	Positive effects: 1. 2. 3. 4. 5.	
	Negative effects: 1. 2. 3. 4. 5.	



INSPECTION TOOL 2019  
INTEGRATION OF KPS AND APS AND WITH COMMUNITIES AND NEIGHBOURHOODS INSPECTIONS TOOL

SERIAL NUMBER: .....

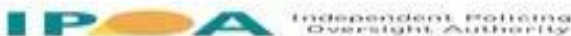
Have all the Officers been issued with the new deep blue uniform?	Yes	No	If No, how many Officers have not been issued with the new deep blue uniform?
Has the NPS command structure changed?	Yes	No	If Yes, what is the new structure?
What is the take of members of NPS on the reorganization and integration of command?	<input type="checkbox"/> Highly efficient <input type="checkbox"/> Efficient <input type="checkbox"/> Less efficient		
Are there former APS Officers who are Ward Commanders in KPS after the restructuring?	Yes	No	If Yes, which formations did the Ward Commanders come from? 1. SGB 2. RBP 3. RDU 4. APS-ASTU 5. Others
Have the APS Posts been re-designated to KPS premises?	Yes	No	If Yes, they have been re-designated to? 1. Police Post/s 2. Patrol Base/s 3. Others
Have the former APS Officers been oriented to KPS general duties?	Yes	No	If Yes, how? 1. Conversion course 2. On-the-job training 3. Others



**INSPECTION TOOL 2019**  
**INTEGRATION OF KPS AND APS AND WITH COMMUNITIES AND NEIGHBOURHOODS INSPECTIONS TOOL**

SERIAL NUMBER: .....

What are the areas of deployment of integrated former APS Officers within KPS General Duties?	1. 2. 3. 4. 5.		
Are there designations and positions that have been abolished?	Yes	No	If Yes, what are the designations and positions that have been abolished? 1. 2. 3.
Is the membership of Security Committees at different levels still the same?	Yes	No	If No, who are the new Committee members? 1. Regional Security and Intelligence Committee: ..... 2. County Security and Intelligence Committee: ..... 3. Sub-County Security and Intelligence Committee ..... 4. Ward Security and Intelligence Committee .....
	Male:	Female:	Total:
	Male:	Female:	Total:
Has the merger enabled Officers to cover the area efficiently?	Yes	No	



**INSPECTION TOOL 2019**  
**INTEGRATION OF KPS AND APS AND WITH COMMUNITIES AND NEIGHBOURHOODS INSPECTIONS TOOL**

SERIAL NUMBER: .....

Has the KPS-ASTU and APS-ASTU merged to form APS-ASTU?	Yes	No	If Yes, how have the APS-ASTU and KPS-ASTU Commanders been deployed?
			Have the ASTU Commanders been re-deployed fairly?
			What is the general feeling for the ASTU Officers?
Has the APS-ASTU uniform changed?	Yes	No	If Yes, which colours?
Has the former KPS-ASTU HQ's been placed under the control of DIG-APS?	Yes	No	
<b>SECTION 2.0: HOUSING POLICY (PROVISION OF DECENT AND AFFORDABLE HOUSING TO POLICE OFFICERS)</b>			
What are the challenges of the NPS housing policy?	1. 2. 3. 4.		
Are Officers housed in the Police lines?	Yes	No	If yes, who pays for utilities for Officers lines?
What can be done to make the NPS housing policy more effective?	1. 2. 3. 4.		
Are there officers living with the community?	Yes	No	If Yes, how many Officers?



**INSPECTION TOOL 2019**  
**INTEGRATION OF KPS AND APS AND WITH COMMUNITIES AND NEIGHBOURHOODS INSPECTIONS TOOL**

SERIAL NUMBER: .....

Are communities receptive to Officers living amongst them?	Yes	No	If Yes, has this enhanced response to community needs? If No, what are the issues arising? 1. 2. 3. 4. 5.
Are there challenges experienced in deploying Officers who live outside the Police Station?	Yes	No	If Yes, what are the challenges? 1. 2. 3. 4. 5.
Are Officers staying in Police lines paying rent?	Yes	No	If Yes, when did they begin to pay rent? Date: ..... Month: ..... Year: ..... What is the mode of payment of rent? <input type="checkbox"/> Check-off <input type="checkbox"/> NPS Account <input type="checkbox"/> Others
Are dilapidated housing units in this Police premise/facility still being occupied by Officers?	Yes	No	
Was there an ongoing Police housing project prior to the implementation of the NPS housing policy?	Yes	No	If Yes, what became of the housing project?



**INSPECTION TOOL 2019**  
**INTEGRATION OF KPS AND APS AND WITH COMMUNITIES AND NEIGHBOURHOODS INSPECTIONS TOOL**

SERIAL NUMBER: .....

<b>SECTION 3.0: PERSONNEL</b>			
How many former APS Officers joined this facility/premise for KPS General Duty?	Male:	Female:	Total:
How many former KPS-ASTU Officers joined this APS-ASTU Field Camp/ APS-ASTU HQ's	Male:	Female:	Total:
What is the current staff establishment?		What was the previous staff establishment before integration?	
What is the current staff strength?		What was the previous staff strength before integration?	
<b>SECTION 4.0: INTEGRATION OF NPS WITH COMMUNITIES AND NEIGHBOURHOODS</b>			
What has been the effect of the reorganization and integration of command to the communities (Response from Community Policing Committee members)			
Are personal belongings of NPS Officers living in the communities secure?	Yes	No	If No, what are the security issues? 1. 2. 3. 4.



**INSPECTION TOOL 2019**  
**INTEGRATION OF KPS AND APS AND WITH COMMUNITIES AND NEIGHBOURHOODS INSPECTIONS TOOL**  
 SERIAL NUMBER: .....

Is there a change room for Officers in the Police facility for those who reside from outside?	Yes	No	
Has NPS integration with communities increased the number of reported cases by members of the public?	Yes	No	
Has NPS integration with communities reduced complaints of Police harassment?	Yes	No	

**SECTION 5.D: OFFICERS CONCERNS, ISSUES & CHALLENGES REGARDING THE NPS RESTRUCTURING AND HOUSING POLICY**

List all Officers concerns/issues and challenges regarding the NPS Restructuring and Housing Policy in order of their priority

- i.
- ii.
- iii.
- iv.
- v.
- vi.
- vii.
- viii.
- ix.
- x.
- xi.



**INSPECTION TOOL 2019**  
**INTEGRATION OF KPS AND APS AND WITH COMMUNITIES AND NEIGHBOURHOODS INSPECTIONS TOOL**  
 SERIAL NUMBER: .....

**SECTION 6.D: OTHER GENERAL OBSERVATIONS BY THE INSPECTORS**

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

**SECTION 7.D: RECOMMENDATIONS**

S/NO	RECOMMENDATIONS REGARDING THE NPS RESTRUCTURING AND HOUSING POLICY

**CONFIRMED BY:**  
 NAME OF OFFICER-IN-CHARGE: .....

SIGNATURE: .....

DATE: .....

**APPROVED BY: (Team leader)** **CHECKED BY: (Supervisor)**

DATE: DATE:

Signature: Signature:



COUNTY / SUB - COUNTY HQ INSPECTIONS TOOL 2019.....SERIAL NUMBER.....

Officers conducting the inspection: 1. 2.	Police Premise / Facility:	Date and Time:
County:		Name and rank of Officer in Charge:
Sub-County:		Contacts Mobile/Tel: Box No: Email address:
Types of inspections: 1. Initialful (1) 2. Thematic (2) 3. Complaint(3) 4. Referral (4) 5. Follow up (5) (tick where applicable)		
<b>SECTION 1.0: INFRASTRUCTURE</b>		
<b>1.1 AVAILABILITY OF UTILITIES</b>	Yes (1) No (0)	REMARKS
Is there lighting in the facility?	Yes (1) No (0)	
How is lighting provided?	Solar (1) Electricity (2) Generator (3) Others	
Is water available in the facility?	YES(1) NO(0)	
How is water accessed?	Buying(1) Piped water(2) Borehole(3) Rain harvesting(4) Others	



COUNTY / SUB - COUNTY HQ INSPECTIONS TOOL 2019.....SERIAL NUMBER.....

Can a wheel chair access the facility?	Yes(1) No(0)	
<b>1.2 SAFETY AND SECURITY</b>		
Is there a secure perimeter fence?	Yes(1) No(0)	
Is there clear signage to the facility?	Yes(1) No(0)	
Is there sentry at the main gate?	Yes(1) No(0)	
Is there a Sentry Box?	Yes(1) No(0)	
Is there a Guard Room	Yes(1) No(0)	
What is the condition of the guard room?	Good (1) Fair(0.5) Deplorable(0)	
Are there working fire equipment?	Yes(1) No(0)	
How often are the fire equipment serviced?	Weekly (1) Annual (5) Monthly (2) Quarterly(3) Bi-annual(4) After every two years (6)	
Are there designated fire assembly points?	Yes(1) No(0)	
Are the Fire assembly Points sufficient?	Yes(1) No(0)	
Are the Fire assembly Points labelled?	Yes(1) No(0)	
How often are Fire drills conducted	Monthly(1) Quarterly(2) Annually(3)	
Are Officers trained on Emergency Response?	Yes(1) No(0)	
Are there First Aid Kits?	Yes(1) No(0)	
Are the First Aid kits well kitted?	Yes(1) No(0)	

\* OIA ACT 2019



COUNTY / SUB - COUNTY HQ INSPECTIONS TOOL 2019..... SERIAL NUMBER.....

Are the First Aid Kits sufficient?	Yes(1)	No(0)	
Are there trained First Aid Officers	Yes(1)	No(0)	
Are there CCTV installations?	Yes(1)	No(0)	
<b>1.3 OFFICE SPACE AND OFFICE TOOLS</b>			
Sufficiency of office space:	<b>Sufficient (1)</b>		<b>Insufficient (0)</b>
What is the state of offices?	<b>Good(1)</b>	<b>Fair(0.5)</b>	<b>Deplorable(0)</b>
Are there sufficient photocopiers?	Sufficient(1)	Insufficient(0.5)	None(0)
Are there sufficient printers?	Sufficient(1)	Insufficient(0.5)	None(0)
Is there internet connectivity?	Yes(1)	NO(0)	
Are there sufficient computers?	Sufficient(1)	Insufficient(0.5)	None(0)
Is there sufficient furniture?	Sufficient(1)	Insufficient(0.5)	None(0)
Are there sufficient cabinets?	Sufficient(1)	Insufficient(0.5)	None(0)
<b>1.4 Other Infrastructure</b>	<b>Availability</b>		<b>Remarks</b>
	Yes(1)	NO(0)	
Yards			
Chapels			
Stores			
Dispensary			
Mosques			
Garage			
Pump Station			



COUNTY / SUB - COUNTY HQ INSPECTIONS TOOL 2019..... SERIAL NUMBER.....

**SECTION 2.0 PERSONNEL (COUNTY/ SUB-COUNTY HEADQUARTERS)**

	Strength		Establishment	Remarks
Male:				
Female:				
What is the Percentage of strength to Establishment?	(100-80%):	(79-40%)	(Below 40%)	
Civilian Staff:				
Are there PWD?	Yes(1) No(2)			
Ratio of male to female				
<b>2.1 FACILITY</b>	<b>CURRENT NUMBER</b>	<b>STRENGTH<sup>2</sup></b>	<b>ESTABLISHMENT</b>	<b>REMARKS</b>
Sub-Counties				
Police Stations				
Police Posts				
Police Patrol Bases				
DCI units				
Traffic bases				
Specialized Units(Specify)				
<b>2.2 PERSONNEL STATUS</b>	<b>NO. OF OFFICERS</b>	<b>DURATION</b>	<b>ACTION</b>	<b>REMARKS</b>
Sick				

<sup>2</sup> Refer to the County/Sub-county Nominal Roll.





COUNTY / SUB – COUNTY HQ INSPECTIONS TOOL 2019	SERIAL NUMBER			
Interdicted				
A.W.O.I.				
Desertion				
Courses				
Attachments				
Operations				



COUNTY / SUB – COUNTY HQ INSPECTIONS TOOL 2019 SERIAL NUMBER

3.0 RECORDS MANAGEMENT <sup>1</sup>	Availability		Correctly entered		Updated		Neatness		LAST AUDIT	Remarks
	Yes (1)	No (0)	Yes(1)	No (0)	Yes(1)	No (0)	Yes (1)	No (0)		
Imprest Cash Book										
LPO										
Official Receipt Book										
Counter Foil Receipt Book										
Register for Hire of Police										
	Availability		Correctly entered		Updated		Neatness		Remarks	
	Yes(1)	No (0)	Yes(1)	No (0)	Yes(1)	No (0)	Yes(1)	No (0)		
Briefing File										
Correspondence Files										
Personal Files										
Defaulter Register										
County/ Sub County Standing Orders										
Arms Register										
Establishment and Strength Charts										

<sup>1</sup> Refer to the ISO, Chapter 29, Appendix 29(a): books and records to be kept at county formations, sub-county divisions, stations and posts

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COUNTY / SUB – COUNTY HQ INSPECTIONS TOOL 2019 SERIAL NUMBER

Nominal Roll									
Escapes from Police Custody									
Free enquiry Register									
Inquiry Register									
Inquest Register									
Officers visiting Books									
Sick Register									
Leave Register									
Civilian Fire Arms Register									

4.0 DOCUMENTATION AND REPORTS		Availability		Updated		Remarks
		Yes	No	Yes	No	
Geographical coverage	GPS					
	Paper Maps					
Service Charter						
Internal Newsletters/ Service Brochures/ Circulars						
Minutes/Reports	County Policing Authority					
	Community Policing Committee					

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COUNTY / SUB - COUNTY HQ INSPECTIONS TOOL 2019		SERIAL NUMBER		
	County/ Sub-County Security and Intelligence			
	Orderly Room Proceedings			
	Promotional Board			
	Station Commander/Sub-County Commanders			
	Stakeholders/other State and non-state agencies			
	Inspection Reports			
	Monthly reports			
	Quarterly reports			
	Bi-annual reports			
	Annual reports			
	Board of Survey minutes/reports			
		<b>Availability</b>		<b>Remarks</b>
		<b>Yes</b>	<b>No</b>	
Reform documents	Bahley Report			
	Service Strategic Plan			
	Code of Conduct			
	Customer Care Handbook			
Legal documents	The Constitution			
	NPS Act			
	NPSC Act			



COUNTY / SUB - COUNTY HQ INSPECTIONS TOOL 2019		SERIAL NUMBER		
	Service Standing Order (SSO)			
	IPQA Act			
	Any other			

5.0 COMMUNICATION	AVAILABILITY		Remarks
	YES (1)	NO (0)	
<b>5.1 Communication Infrastructure/Records</b>			
Is there a Communication room?			
Is it in a designated area?			
COUNTY / SUB - COUNTY HQ INSPECTIONS TOOL 2019		SERIAL NUMBER	
Is the radio room clean?			
Is ICT workshop available?			
Is there internet?			
Is there a Communication mast?			
Are outgoing messages checked and signed?			
Is there an engine room?			
Are other items stored in the engine room?			
Is the fuel sufficient?			
Is there firefighting equipment in the engine room?			
Are fire precautions printed in Kiswahili /English and Affixed on the engine room door?			
Are there Charts showing the service restrictions?			
Are the officers manning the Radio Room in uniform at the time of inspection?			
If yes, have they affixed their communication badge?			
Is there message receipt book?			
Is there a Radio Room Log Book?			
Is there a Power Plant Log Book?			
Is there a ledger/Charge or an inventory of the all equipment and furniture in the Radio/communication Room?			
<b>5.2 Communication Personnel</b>	<b>Establishment</b>	<b>Strength</b>	<b>Ratio of establishment to strength</b>





COUNTY / SUB - COUNTY HQ INSPECTIONS TOOL 2019		SERIAL NUMBER			
	Male	Female	Male	Female	
<b>5.2.1 Technical</b>					
Telecommunication technicians					
IT Officers					
Electrical technicians					
Power Plant technicians					
<b>5.2.2 Non-Technical</b>					
Signalers/ Operators					
Drivers					
<b>5.3 Communication Equipment</b>	Yes (1)	No (0)	Number working	Number Not working	Remarks
VHF					
UHF					
HF					
Mobile phones					
Landline					
Computers					
Radio Telephone					
Power plants					
Solar panels					
Batteries					

6.0 FLEET MANAGEMENT	AVAILABILITY		Remarks
	Yes (1)	No (0)	
Is there a designated Transport Officer?			



COUNTY / SUB - COUNTY HQ INSPECTIONS TOOL 2019		SERIAL NUMBER			
<b>4.1 Fleet Personnel</b>	Establishment	Strength			
Drivers					
Mechanics					
Motor Transport Civilian Staff					
Is there a Motor Vehicle establishment list?	Yes (1)	No(0)			
<b>4.2 fleet establishment/Strength</b>	Availability		Serviceability		Make/type
	Hire	Police Owned	Yes (1)	No (0)	
Establishment					
Strength					
Ratio of strength to establishment					
Is there a Reserve Vehicle?	Yes (1)	No (0)	Yes (1)	No (0)	
Is there a water bowser?	Yes (1)	No (0)	Yes (1)	No (0)	
Is there a Police Ambulance?	Yes (1)	No (0)	Yes (1)	No (0)	
Is there an Emergency Vehicle (PPP)?	Yes (1)	No (0)	Yes (1)	No (0)	
Is there a breakdown?	Yes (1)	No (0)	Yes (1)	No (0)	
Are there any disposable vehicles? If yes how many?	Yes (1)	No (0)			
Has the Annual check by a Board of Survey been conducted? *					
Is the fuel and oil allocated	Yes (1)	No (0)			

\* Chapter 70 Paragraph 13 AND 13(2) requires that All stores, arms, office equipment and animals, including dogs, on charge to the Service, shall be the subject of an annual check by a Board of Survey



COUNTY / SUB - COUNTY HQ INSPECTIONS TOOL 2019		SERIAL NUMBER	
Is fuel sufficient?			
How is bulk fuel stored?			
Are funds availed when application of additional expenditure is sought?	Yes (1)	No (0)	
Is there Motor Vehicle store?	Yes (1)	No (0)	
Is there parking shade?	Yes (1)	No (0)	
Are vehicles inspected by the Transport Officer?	Yes (1)	No (0)	
If YES, provide records of the same			
Is there Motor Vehicle workshop?	Yes (1)	No (0)	
If NO, where is servicing and repairs done?			
Are vehicle Workshop inspected?	Yes (1)	No (0)	
Are Transport Stores inspected?	Yes (1)	No (0)	
If YES, provide records of the same			
Are there Police Vehicles that have been grounded due to accidents?	Yes (1)	No (0)	
If YES, what action has been taken			
Are vehicles speedometers	Yes (1)	No (0)	

\*Inspection Report

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COUNTY / SUB - COUNTY HQ INSPECTIONS TOOL 2019		SERIAL NUMBER	
working?			
Is there a Motor Vehicle Maintenance Vole in the A/E?	Yes (1)	No (0)	
If YES is it sufficient?	Yes (1)	No (0)	
Are Motor Vehicles fitted with	Yes (1)	No (0)	
a) Fire extinguisher			
b) Radio set	Yes (1)	No (0)	
c) First Aid kit	Yes (1)	No (0)	
d) Spare tyres	Yes (1)	No (0)	
e) Police signs	Yes (1)	No (0)	
f) Public address equipment	Yes (1)	No (0)	
<b>6.3 FLEET RECORDS</b>	<b>Availability</b>	<b>Maintenance</b>	<b>Updated</b>
Are Diesel, Petrol and Oil registers available?	Yes (1) No (0)	Yes (1) No (0)	Yes (1) No (0)
<b>6.3.1 Other fleet records</b>	<b>Availability</b>	<b>Maintenance</b>	<b>Update</b>
	Yes (1) No (0)	Yes (1) No (0)	Yes (1) No (0)
a) P56 & P56A <sup>1</sup>			
b) Log book			
c) Work ticket			
d) Motor Transport Order Books			
e) Are there accident Registers?			
Are the P56's forms filed			

<sup>1</sup> National Police Service Paralegal Documents, Appendix 70C of the 150 (Monthly Return Form)

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COUNTY / SUB – COUNTY HQ INSPECTIONS TOOL 2019	SERIAL NUMBER		
together with the Work tickets?			
Are motor vehicle returns done?			
Are drivers' Personal Cards and Certificates maintained?			
Are driver's licenses renewed by the NPST (Show evidence)			
Are drivers Upgraded?			
Are drivers Re-tested?			

7.0 COMMERCIAL BUSINESSES						
Nature of business in the County?	Hotel Yes(1) No(0)	Mpesa Yes(1) No(0)	Barber Yes(1) No(0)	Salon Yes(1) No(0)	Pub/Bar Yes(1) No(0)	Others(1/0)
Is there a designated Welfare Officer?	Yes (1)	No(0)				
Is there a Police Canteen?	Yes (1)	No(0)				
How is the Canteen run?	Composition		Availability of Minutes			
a) Committee			Yes (1)	NO(0)		
b) Paid Manager	Name		Employment terms			
			Permanent	Temporary		

<sup>1</sup> County/sub-county commanders has allowed various business to run within its headquarters without official lease agreement, and payment of rent, some of these business/canteen are owned by the officers themselves hence the conflict of interest.

**IPOA FORM 30H— QUARTER MASTER STORES INSPECTION FORM R. 136**

IPOA Independent Policing Oversight Authority		QUARTERMASTER STORES INSPECTIONS TOOL 2019	SERIAL NUMBER
Officers conducting the inspection: 1. 2.		Police Premise / facility:	Date and time:
County:			Name and rank of Officer in Charge:
Sub County:			Contact : Box No : Tel : Mobile:
Types of inspections: 1) Initial (1) 2) Thematic (2) 3) Complaint (3) 4) Referral (4) 5) Follow up (5) (tick where applicable)			
The quarter master inspection tool will cover the following sub-departments: Nakuru, Nyeri, Embu, Kiambu, Murang'a, Garissa and Kakamega			


Independent Policing Oversight Authority

QUARTERMASTER STORES INSPECTIONS TOOL 2019 ..... SERIAL NUMBER.....

SECTION 1.0 INFRASTRUCTURE			
<b>1.1 AVAILABILITY OF UTILITIES</b>	<b>Yes(1)</b>	<b>No(0)</b>	<b>Remarks</b>
Is there lighting in the facility?			
How is lighting provided?	Solar (1) Electricity (2) Generator (3) Kerosene Lamps (4) Others (5)		
Is water available in the facility?	<b>YES(1)</b>	<b>NO(0)</b>	
How is it water accessed?	Buying (1) Piped water (2) Borehole (3) Water harvesting (4) Others specify (5):		
<b>1.2 SAFETY AND SECURITY</b>			
			<b>Remarks</b>
Can a wheel chair access the facility?	Yes (1)	No (0)	
Is there a secure Perimeter fence?	Yes (1)	No (0)	
Is there clear signage to the facility?	Yes (1)	No (0)	
Is there sentry at the main gate?	Yes (1)	No (0)	
Are there designated fire assembly points?	Yes (1)	No (0)	
Are there working fire equipment?	Yes (1)	No (0)	
What are the type of fire equipment available?			
1.			
2.			
3.			
How often are the fire equipment serviced?	Weekly (1) Annual (5)	Monthly (2) After every two years (6)	Quarterly (3) Bi-annual (4)

The quarter master inspection tool will cover the following sub-depots: Nakuru, Nyeri, Embu, Kisumu, Mombasa, Garissa and Kakamega.

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Independent Policing Oversight Authority

QUARTERMASTER STORES INSPECTIONS TOOL 2019 ..... SERIAL NUMBER.....

Are there trained fire officers?	Yes (1)	No (0)	
Are the Fire assembly Points sufficient?	Yes (1)	No (0)	
Are the Fire assembly Points labeled?	Yes (1)	No (0)	
Are there First Aid Kits?	Yes (1)	No (0)	
Are the First Aid Kits sufficient?	Yes (1)	No (0)	
How many are they?	Yes (1)	No (0)	
Are the First Aid kits well kept?	Yes (1)	No (0)	
Are there CCTV installations?	Yes (1)	No (0)	
<b>1.3 OFFICE TOOLS AND SPACE</b>			
Is the office space in the facility?	Sufficient(1)	Insufficient(0.5)	Limited(0)
Is the Stores space in the Facility?	Sufficient(1)	Insufficient(0.5)	Limited(0)
What is the state of offices in the facility?	Good(1)	Fair(0.5)	Deplorable(0)
Is there internet connectivity?	Yes(1)	NO(0)	
Are there sufficient computers?	Sufficient(1)	Insufficient(0.5)	None(0)
Are there sufficient printers?	Sufficient(1)	Insufficient(0.5)	None(0)
Are there sufficient photocopiers?	Sufficient(1)	Insufficient(0.5)	None(0)

The quarter master inspection tool will cover the following sub-depots: Nakuru, Nyeri, Embu, Kisumu, Mombasa, Garissa and Kakamega.

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Independent Policing Oversight Authority

**QUARTERMASTER STORES INSPECTIONS TOOL 2019** ..... **SERIAL NUMBER** .....

**SECTION 2.0: PERSONNEL AND DEPLOYMENT**

Strength	FWD	Establishment	REMARKS
Male:			
Female:			
Ratio of male to female			
What is the Percentage of strength to Establishment?	[100-80%]	[79-40%]	[Below 40%]

**2.1 STAFF INVENTORY**

Qualification	Remarks
PhD	
Master's Degree	
Postgraduate Diploma	
Undergraduate	
Diploma	
Certificate	
No formal education	
Are the staff answerable to the County/Formation Commander?	Yes <b>(1)</b> No <b>(0)</b> Remarks
Are officers working in the QM conversant with stores and organization and procedures?	Yes <b>(1)</b> No <b>(0)</b> Remarks

<sup>1</sup> Chapter 39 Paragraph 7(c) of the Service Standing Orders.  
<sup>2</sup> Obtain duty roster from county/formation commander.  
 The quarter master inspection tool will cover the following sub-depots; Nakuru, Nyeri, Embu, Kiambu, Mombasa, Garissa and Kakamega


Independent Policing Oversight Authority

**QUARTERMASTER STORES INSPECTIONS TOOL 2019** ..... **SERIAL NUMBER** .....

How often are officers trained?	Regularly <b>(1)</b> ,    Unscheduled <b>(2)</b> ,    None for the last 6 months <b>(3)</b>		
List the training needs for officers in order of priority?	1) 2) 3) 4)		
How often does the Service Quartermaster carry out regular and frequent inspections of the sub-depots and service central stores?	Quarterly <b>(1)</b> ,	Bi-annually <b>(2)</b> ,	Annually <b>(3)</b>

<sup>1</sup> Inspectors to physically verify using the inspection reports  
 The quarter master inspection tool will cover the following sub-depots; Nakuru, Nyeri, Embu, Kiambu, Mombasa, Garissa and Kakamega


Independent Policing Oversight Authority

QUARTERMASTER STORES INSPECTIONS TOOL 2019 ..... SERIAL NUMBER.....

SECTION 3.0 RECORDS MANAGEMENT									
	Availability		Correctly entered		Updated		Neatness		Remarks
	Yes (1)	No(0)	Yes (1)	No(0)	Yes (1)	No(0)	Yes (1)	No(0)	
Permanent Stores Ledger cards (53 cards)									
Expendable store ledger cards (53 cards)									
Consumable Stores ledger									
Issue & Receipt Vouchers (512)									
Counter-requisition & Issue Voucher(511)									
Counter Receipt Vouchers (513)									
QM3 Forms									
<b>3.1 Reports &amp; returns</b>									
Monthly									

\* Combined demand personal issue/receipt voucher  
The quarter master inspection tool will cover the following sub-departments, Nakuru, Nyeri, Embu, Kiambu, Mombasa, Garissa and Kakamega.

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Independent Policing Oversight Authority

QUARTERMASTER STORES INSPECTIONS TOOL 2019 ..... SERIAL NUMBER.....

Quarterly								
Annual								

SECTION 4.0: RESOURCE ALLOCATION							
4.1: EQUIPMENT							
	Availability		Serviceable		Fuel allocation/daily	Make/ type	Remarks
	Yes (1)	No (0)	Yes (1)	No (0)			
Motor Vehicle							
Motor Cycle							
Generators							
<b>4.2 Communication Gadgets</b>							
Are there communication gadgets and are they adequate	Yes (1)	No (0)	Sufficient (1)	Insufficient (2)	None (0)		
Are they working?	Yes(1)	No (0)					
What are the various types of communication gadgets	VHF(1)		HF(2)	Walkie Talkie(3)	Mobile Phone (4)	Land line (5)	
<b>4.3 PROTECTIVE GEAR</b>							
Uniforms	Sufficient (1)		Insufficient (0.5)		None (0)		
Bullet Proof Vests	Sufficient (1)		Insufficient (0.5)		None (0)		

The quarter master inspection tool will cover the following sub-departments, Nakuru, Nyeri, Embu, Kiambu, Mombasa, Garissa and Kakamega.

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Independent Policing Oversight Authority

**QUARTERMASTER STORES INSPECTIONS TOOL 2019** **SERIAL NUMBER** .....

Dust Coats	Sufficient (1)	Insufficient (0.5)	None (0)
Industrial Gloves	Sufficient (1)	Insufficient (0.5)	None (0)
Hard hats	Sufficient (1)	Insufficient (0.5)	None (0)
Gloves	Sufficient (1)	Insufficient (0.5)	None (0)
Overall	Sufficient (1)	Insufficient (0.5)	None (0)
Reflectors	Sufficient (1)	Insufficient (0.5)	None (0)

S.O STORES AND RECORDS	Yes (1)	No (0)	Remarks
Are stores taken on ledger change?	Yes (1)	No(0)	
Are there Duplicate Station Inventory books?	Yes (1)	No(0)	
Are there receipt stores ledgers for expendable stores?	Yes (1)	No(0)	
Are there issue stores ledgers for expendable stores?	Yes (1)	No(0)	
Are there receipt stores ledgers for consumable stores?	Yes (1)	No(0)	
Are there issue stores ledgers for consumable stores?	Yes (1)	No(0)	
Were intends placed by the facility in the last six months?	Yes (1)	No(0)	
Were the intends received?	Yes (1)	No(0)	
Are there intends placed on the facility for the last six months?	Yes (1)	No(0)	
Were the intends issued?	Yes (1)	No(0)	
Are there unserviceable clothing	Yes (1)	No(0)	

The quarter master inspection tool will cover the following sub-departs: Nakuru, Nyeri, Embu, Kiambu, Mombasa, Garissa and Kakamega. 9


Independent Policing Oversight Authority

**QUARTERMASTER STORES INSPECTIONS TOOL 2019** **SERIAL NUMBER** .....

And withdrawn till			
Are there Q.M 3 forms accompanying withdrawn till?	Yes (1)	No(0)	
Are there new till for issue?	Yes (1)	No(0)	
Are there Q.M 3 forms for previous personal issues and initial issues?	Yes (1)	No(0)	
Are till cards maintained and updated?	Yes (1)	No(0)	
Are Police forms and Stationery available?	Yes (1)	No(0)	
Are the police forms and stationery sufficient?	Yes (1)	No(0)	
Are Police Registers available for issue?	Yes (1)	No(0)	
Are the police registers sufficient?	Yes (1)	No(0)	
Are intends for police forms, registers and stationery submitted to Service Headquarters Quarterly?	Yes (1)	No(0)	
<b>Are the following Accountable documents available for issue?</b>			
i. Meal Requisition Books	Yes (1)	No(0)	
ii. Local Purchase Order Books	Yes (1)	No(0)	
iii. Imprest and Revenue Cash Books	Yes (1)	No(0)	
iv. Prisoners Property Books	Yes (1)	No(0)	
v. Cash Bal Receipt Books	Yes (1)	No(0)	
Are accountable documents entered in the Counter Folio Register? (Q.13)	Yes (1)	No(0)	

The quarter master inspection tool will cover the following sub-departs: Nakuru, Nyeri, Embu, Kiambu, Mombasa, Garissa and Kakamega. 9







IPOA FORM 30I— COMMUNITY POLICING INSPECTION FORM  
R. 136



COMMUNITY POLICING INSPECTIONS TOOL 2019..... SERIAL NUMBER.....

Officers conducting the inspection: 1. 2. 3.		Police Premise / Facility:	Date and Time:
County:			Officer in Charge of Premise:
Police Division			Contacts : Tel: Box No.
Types of inspections		1) Initial thematic	
<b>PART 1.0 COMMUNITY POLICING</b>			
			<b>REMARKS</b>
Is there an established County Policing Authority in the County?	Yes (1)	NO (0)	
Is there an identified community policing area?	Yes (1)	NO (0)	
Evidence of structured community clusters?	Yes (1)	NO (0)	
How many clusters are there in the area?			
Are there copies of community policing policies and guidelines from the	Yes (1)	NO (0)	

1



COMMUNITY POLICING INSPECTIONS TOOL 2019..... SERIAL NUMBER.....

county policing Authority?			
Are there updated community policing minutes?	Yes (1)	NO (0)	
Are the minutes signed?	Yes (1)	NO (0)	
Are there reports prepared by the Community policing Committee?	Yes (1)	NO (0)	
Are reports submitted to the County Policing Authority?	Yes (1)	NO (0)	
Is there a Community policing information booklet in the facility?	Yes (1)	NO (0)	
<b>1.1 OBJECTS OF COMMUNITY POLICING</b>			
Has community policing established and maintained partnership between the community and the Service?	Yes (1)	NO (0)	
Has community policing promoted communication between the service and the community?	Yes (1)	NO (0)	
Has Community policing promoted co-operation			

2



COMMUNITY POLICING INSPECTIONS TOOL 2019..... SERIAL NUMBER.....

between the service and the community in fulfilling the needs of the community regarding policing?	Yes (1)	NO (0)	
Has community policing improved the rendering of police services to the community at the local level?	Yes (1)	NO (0)	
Has community policing improved transparency in the service and accountability of the Service to the community?	Yes (1)	NO (0)	
Has community policing promoted policing problem identification and policing problem – solving by the service and the community?	Yes (1)	NO (0)	
Has Community Policing reduced crime in the area?	Yes (1)	No (0)	
Has Community Policing helped in promoting intelligence based policing?	Yes (1)	No (0)	
Are there any recorded cases of citizens aided arrest of criminals as a result of community policing?	Yes (1)	No (0)	

3



COMMUNITY POLICING INSPECTIONS TOOL 2019..... SERIAL NUMBER.....

<b>2.0 COMMUNITY POLICING COMMITTEE</b>			
Is there an established community policing committee?	Yes (1)	No (0)	
Composition of the committee as per the law guidelines	Yes (1)	No (0)	
Presence of women representatives?	Yes (1)	No (0)	
Presence of Youth representatives?	Yes (1)	No (0)	
Presence of representatives of persons with Disabilities?	Yes (1)	No (0)	
Is the chairperson a civilian?	Yes (1)	No (0)	
Is the Officer in charge of the area the vice Chairperson?	Yes (1)	No (0)	
When were elections of the committee last done?			
Are committee members trained?	Yes (1)	No (0)	
What areas of training to the committee members receive?			
Are there any allowances paid to the committee	Yes (1)	No (0)	

4



COMMUNITY POLICING INSPECTIONS TOOL 2019.....SERIAL NUMBER.....

members?			
What role do the committee play in fighting crime?			
What is the criteria of electing committee members			
When was the last Committee meeting held?			
<b>3.0 COMMUNITY POLICING FORUMS</b>			
Are community policing forums held?	Yes (1)	No (0)	
How often are community forums held?	Regularly (1)	None(0)	
When was the last community forum held?			
What number of community members were in attendance?			
Other comments in relation to community policing			
<b>PART 3: OFFICERS CONCERNS/ ISSUES</b>			
List all officers concerns/issues and challenges they face in order of their priority when handling community policing matters			
I.			



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COMMUNITY POLICING INSPECTIONS TOOL 2019.....SERIAL NUMBER.....

i.			
ii.			
iv.			
v.			
vi.			
vii.			
viii.			
<b>PART 4: OTHER GENERAL OBSERVATIONS BY THE INSPECTORS</b>			
1.			
2.			
3.			
4.			
5.			
<b>PART 5: RECOMMENDATIONS AND FEEDBACK TO THE OFFICER IN CHARGE OF STATION</b>			
S/NO	RECOMMENDATIONS MADE	TIMELINE FOR ACTION	REMARKS BY OFFICER INCHARGE (if any)

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**IPOA** Independent Policing Oversight Authority

COMMUNITY POLICING INSPECTIONS TOOL 2019 SERIAL NUMBER \_\_\_\_\_


**CONFIRMED BY:**  
 NAME OF OCS: \_\_\_\_\_  
 SIGNATURE: \_\_\_\_\_  
 DATE: \_\_\_\_\_

<b>APPROVED BY: (Team leader)</b>	<b>CHECKED BY: (Supervisor)</b>
DATE: _____	DATE: _____
Signature: _____	Signature: _____

IPOA FORM 30J— SPECIAL INTEREST GROUPS /WOMEN INSPECTION  
 FORM R. 136

**IPOA** Independent Policing Oversight Authority

SPECIAL INTEREST GROUP –(WOMEN) INSPECTIONS TOOL 2019 SERIAL NUMBER \_\_\_\_\_

Officers conducting the inspection: 1. _____ 2. _____ 3. _____	Police Premise / Facility: _____	Date and Time: _____
County: _____  Police Division: _____		Officer in Charge of Premise: _____  Contact: Tel: _____ Box No. _____
Types of inspections 1. Initial thematic 2. Complaint 3. Referral from other agency 4. Follow up		
<b>SECTION 1: INFRASTRUCTURE</b>		
<b>1.1 FRONT DESK</b>		<b>REMARKS</b>
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 labeled?	Yes (1)    No (0)	
Is the Gender desk/ office manned?	Yes (1)    No (0)	

**IPOA** Independent Policing Oversight Authority

SPECIAL INTEREST GROUP -(WOMEN) INSPECTIONS TOOL 2019 ..... SERIAL NUMBER .....


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)	
<b>1.2 DETENTION FACILITIES</b>			
<b>1.2.1 : CELLS</b>			<b>REMARKS</b>
Are there Female cells in the facility?	Yes (1)	No (0)	
Are the Female cells clearly labeled?	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 of the time of inspection?	Ideal (1)	Overcrowded (0)	
No. of Female detainees held over 24hrs before being produced in court			
<b>1.2.2 : CELLS CONDITIONS</b>			<b>REMARKS</b>
Are the cells clean?	Yes (1)	No (0)	


**IPOA** Independent Policing Oversight Authority

SPECIAL INTEREST GROUP -(WOMEN) INSPECTIONS TOOL 2019 ..... SERIAL NUMBER .....

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 connectors inside	Yes (0)	No (1)	



 Independent Policing Oversight Authority		SPECIAL INTEREST GROUP –(WOMEN) INSPECTIONS TOOL 2019		SERIAL NUMBER	
the cells?					
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
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			

 Independent Policing Oversight Authority		SPECIAL INTEREST GROUP –(WOMEN) INSPECTIONS TOOL 2019		SERIAL NUMBER	
		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)		

**IPOA** Independent Policing Oversight Authority  
SPECIAL INTEREST GROUP –(WOMEN) INSPECTIONS TOOL 2019 ..... SERIAL NUMBER.....

How often are they trained?				
Have the officers been trained in the following areas?	Human Rights	Yes (1)	No (0)	REMARKS
	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 (Specify)			
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			

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**IPOA** Independent Policing Oversight Authority  
SPECIAL INTEREST GROUP –(WOMEN) INSPECTIONS TOOL 2019 ..... SERIAL NUMBER.....

	h) Possession of liquor			
	i) Concealing birth/ infanticide			
	j) Others(Specify)			
<b>SECTION 3.0: RECORDS AND CASE MANAGEMENT</b>			<b>REMARKS</b>	
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			

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**IPOA** Independent Policing Oversight Authority

SPECIAL INTEREST GROUP –(WOMEN) INSPECTIONS TOOL 2019 ..... SERIAL NUMBER.....

	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					
<b>SECTION 4.0: COLLABORATION AND COMPLEMENTARITY</b>						
		Nature of collaboration	Good (1)	Sad (2)	Untrustworthy (3)	Unpredictable (4)
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 Public Prosecutions					
	Medical Facilities					
EACC						

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**IPOA** Independent Policing Oversight Authority

SPECIAL INTEREST GROUP –(WOMEN) INSPECTIONS TOOL 2019 ..... SERIAL NUMBER.....

<b>SECTION 5.0: RELEVANT DOCUMENTS</b>			
Legal Documents	Availability		REMARKS
	Yes	No	
The Constitution			
NPS Act			
NPSC Act			
IPOA Act			
Service Standing Order(SSO)			
Sexual Offences Act			
PWD Act			
National Gender and Equality Commission Act			

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IPOA FORM 30K— SPECIAL INTEREST GROUPS/ CHILDREN INSPECTION  
FORM R. 136



**INSPECTION TOOL 2019**

INSPECTIONS TOOL (SPECIAL INTEREST GROUP -CHILDREN) SERIAL NUMBER

Officers conducting the inspection: 1. 2. 3.	Police Premise / Facility:	Date and Time:
County:		Officer in Charge of Premise:
Police Division		Contacts : Tel: Box No.
Types of inspections <span style="float: right;">1) Thematic</span>		
<b>SECTION 1.0: INFRASTRUCTURE</b> <b>1.1: DETENTION FACILITIES</b>		
<b>1.1.2: CELLS</b>	<b>NUMBER</b>	<b>REMARKS</b>
Are there juvenile cells in the facility?	Yes (1)      No (0)	
How many juvenile cells are there?		
Separate cells for male juveniles	Yes (1)      No (0)	
Separate cells for female juveniles	Yes (1)      No (0)	
What's the capacity at the time of inspection?	Ideal (1)      Overcrowded (0)	
No. of juvenile detainees held over 24hrs before being		

1



**INSPECTION TOOL 2019**

INSPECTIONS TOOL (SPECIAL INTEREST GROUP -CHILDREN) SERIAL NUMBER

produced in court No. of convicted juveniles awaiting transfer to borstal institutions and other rehabilitation institutions/centres		
<b>1.1.3: CELLS CONDITIONS</b>		<b>REMARKS</b>
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 <sup>1</sup>	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	Yes (1)      No (0)	

<sup>1</sup> Inspectors to look at location of ventilation, dimensions and whether it allows enough circulation of air

12



INSPECTION TOOL 2019

INSPECTIONS TOOL (SPECIAL INTEREST GROUP -CHILDREN)		SERIAL NUMBER	
clean?			
Connections inside the cells?	Yes (0)	No (1)	
Are there littered pieces of cloths or other items in the cells?	Yes (0)	Yes (1)	
<b>1.1.4: JUVENILE DETAINEE WELFARE AND TREATMENT</b>	<b>YES</b>	<b>NO</b>	<b>REMARKS</b>
Any juvenile detainee with allegations of being tortured or mistreated by: (a) Police officer (b) Fellow juvenile detainees (c) Other detainees	Yes (0)	No (1)	
Any juvenile detainee with allegations of being sexually abused or assaulted by: (a) Police Officers (b) Fellow juvenile detainees (c) Other detainees	Yes (0)	No (1)	
Any juvenile detainee who is sick and has not been seen by: (a) Medical practitioner (b) Administered first aid	Yes (0)	No (1)	
Are juvenile detainees	Yes (1)	No (0)	Breakfast    Lunch    Supper

3



INSPECTION TOOL 2019

INSPECTIONS TOOL (SPECIAL INTEREST GROUP -CHILDREN)		SERIAL NUMBER	
provided with 3 meals a day			
Are juvenile detainees provided with sufficient food during the meals	Yes (1)	No (0)	
Is there provision of clean drinking water	Yes (1)	No (0)	
How are meals and water for juvenile detainees provided?	By a Contractor/ Service Canteen (1)    Any other way (Specify-family, well-wishers) (2)		
Is there provision of special services for the juveniles/children	Yes (1)	No (0)	
Is there provision of medical care for any emergency case(s) for juvenile detainees	Yes (1)	No (0)	
Is there a Child Protection Unit	Yes (1)	No (0)	
If the CPU is not available, how are children in contact with the law handled?			<b>REMARKS</b>
Is there an officer in charge of the CPU?	Yes (1)	No (0)	
Is there a Child Protection Officer	Yes (1)	No (0)	
Is the Child Protection Unit equipped?	Yes (1)	No (0)	

<sup>1</sup> Inspectors to look out for items such as play items for children, beddings, children reading books etc

4



INSPECTION TOOL 2019

INSPECTIONS TOOL (SPECIAL INTEREST GROUP -CHILDREN)		SERIAL NUMBER	
Are the rights of detained persons displayed	Yes (1)	No (0)	
How are the challenged <sup>1</sup> children handled?			
What are the Juvenile Detainee Concerns			
1. Lack of communication with family and people who can help			
2. Not being informed the reason of arrest			
3. Assault/sexual assault by police officers/other detainees			
4. Being asked for bribes to be released			
5. Lack of food			
6. Lack of drinking water			
7.			
<b>SECTION 2.0: PERSONNEL</b>			
<b>2.1: STAFF STRENGTH</b>		<b>NUMBER</b>	<b>REMARKS</b>
Are there officers assigned to handle children matters?	Yes (1)	No (0)	
How many officers are assigned for children matters?			
Gender of staff: Male			
Female			
Ratio of male to female			
Are the officers adequately	Yes (1)	No (0)	

<sup>1</sup> Physically and mentally challenged children



INSPECTION TOOL 2019

INSPECTIONS TOOL (SPECIAL INTEREST GROUP -CHILDREN)		SERIAL NUMBER	
trained to handle children matters?			
How often are they trained?			
How is deployment done?	(a) Meritocracy (b) Interest/passion (c) Punishment (d) Any other		
Have the officers been trained in the following areas?	1) Children in conflict with the law and deprivation of liberty 2) Juvenile interview and interrogation techniques 3) Child/juvenile Counseling 4) Care, guidance and supervision orders 5) Probation and Community Service Orders 6) Child Trafficking 7) Sexual and Gender-based Violence 8) Child Labour 9) Any other relevant orders		
List the challenges the officers face while handling children matters?	1) Lack of stationeries 2) Lack of facilitation to court 3) Witness unwillingness to record statements and testify 4) Lack of adequate training in handling of children matters		
Are there interrogation / interview rooms for children?	Yes (1)	No (0)	<b>REMARKS</b>
How many juvenile interrogation/interview rooms are available?			
Is the interrogation/interview rooms child	Yes (1)	No (0)	



INSPECTION TOOL 2019

INSPECTIONS TOOL (SPECIAL INTEREST GROUP -CHILDREN)		SERIAL NUMBER	
friendly?			
Is the facility adequately resourced to handle children matters?	Yes (1)	No (0)	
What is the nature of cases being investigated/handled in regards to children?	1) Child trafficking		
	2) Defilement		
	3) Female Genital Mutilation (FGM)		
	4) Early marriages		
	5)		
	6)		
<b>SECTION 3.0: RECORDS AND CASE MANAGEMENT</b>			
<b>3.1: RECORDS</b>	<b>Yes</b>	<b>No</b>	<b>REMARKS</b>
Is the Occurrence Book correctly entered (children details)	Yes (1)	No (0)	
Is the Cell Register correctly entered (children details)	Yes (1)	No (0)	
Is there a Complaints Register against Police Officers by the Public and is it correctly entered (Are there any recorded complaints involving children)	Yes (1)	No (0)	
What is the nature of the complaints against Police in handling of juveniles? 1. Death and serious injury 2. Enforced disappearance			

7



INSPECTION TOOL 2019

INSPECTIONS TOOL (SPECIAL INTEREST GROUP -CHILDREN)		SERIAL NUMBER				
3. Sexual offence by police officer 4. Corrupt practices by a police officer 5. Unlawful arrest by a police officer 6. Failure to record or report a matter 7. Excessive use of force						
What actions are taken on complaints received 1. Internal disciplinary process 2. To court 3. Referral to IAU 4. Referral to IPOA 5. No action						
General remarks						
<b>SECTION 4.0: COLLABORATION AND COMPLEMENTARITY</b>	What's the relationship between the Police Station and the following actors in relation to handling of children matters	<b>Good (1)</b>	<b>Bad (2)</b>	<b>Untrustworthy (3)</b>	<b>Unpredictable (4)</b>	<b>Nature of Collaboration</b>
	Children's Department					
	Probation Department					
	Judiciary					
	DCI					
	NGOs (International and National)					

8





INSPECTION TOOL 2019

INSPECTIONS TOOL (SPECIAL INTEREST GROUP -CHILDREN)		SERIAL NUMBER			
	County Governments				
	Office of Director of Public Prosecutions				
	Medical Facilities				
	Borstal/Rehabilitation Institutions				
	EACC				
	Children's Homes				
	Immigration Department				
Is there any other form of liaison with the above actors on policing issues on children?		YES(1)	NO(0)	Remarks	
<b>SECTION 5.0: RELEVANT DOCUMENTS</b>					
Legal Documents:	Availability		Remarks		
	Yes	No			
The Constitution					
NPS Act					
NPSC Act					
IPOA Act					
Service Standing Order(SSO)					
Children's Act 2001					
Sexual Offences Act					
PWD Act					
<b>SECTION 6.0: OFFICERS CONCERNS/ ISSUES</b>					
List all officers concerns/issues and challenges they face in order of their priority when handling children matters					
L					

9



INSPECTION TOOL 2019

INSPECTIONS TOOL (SPECIAL INTEREST GROUP -CHILDREN)		SERIAL NUMBER	
ii.			
iii.			
iv.			
v.			
vi.			
vii.			
viii.			
<b>SECTION 7.0: OTHER GENERAL OBSERVATIONS BY THE INSPECTORS</b>			
1.			
2.			
3.			
4.			
5.			
<b>PART 8: RECOMMENDATIONS AND FEEDBACK TO THE OFFICER IN CHARGE</b>			
s/no	RECOMMENDATIONS MADE	TIMELINE FOR ACTION	REMARKS BY OFFICER INCHARGE (if any)

10







INSPECTION TOOL 2019

INSPECTIONS TOOL (IMMIGRANT DETAINEES)		SERIAL NUMBER
<b>SECTION 2.0   IMMIGRATION DETAINEES</b>		
No. of immigration detainees in the detention facilities		
Nationality	1. 2. 3.	
Date when the immigration detainee was arrested		
Arresting agency		
Date when taken to court		
Outcome of the court proceedings		
Duration in detention facility after conviction.		
Special categories of the immigration detainees	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?	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	

2



INSPECTION TOOL 2019

INSPECTIONS TOOL (IMMIGRANT DETAINEES)		SERIAL NUMBER
	8) Child Labour 9) Any other relevant orders	
List the challenges the officers face while handling immigration detainees matters?	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.		
<b>SECTION 3.0: DETENTION FACILITIES</b>		
<b>3.1: CELLS</b>	<b>NUMBER</b>	<b>REMARKS</b>
Are there separate immigration detainees' cells in the facility?	Yes (1)      No (0)	
How many immigration		

3



INSPECTION TOOL 2019

INSPECTIONS TOOL (IMMIGRANT DETAINEES)		SERIAL NUMBER
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	Yes (1)	No (0)

4



INSPECTION TOOL 2019

INSPECTIONS TOOL (IMMIGRANT DETAINEES)		SERIAL NUMBER
immigration detainees		
Separate cells for female Immigration detainees	Yes (1)	No (0)
<b>3.2: CELLS CONDITIONS</b>		<b>REMARKS</b>
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 <sup>1</sup>	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	Yes (0)	Yes (1)

<sup>1</sup> Inspectors to look at location of ventilation, dimensions and whether it allows enough circulation of air

5



**INSPECTION TOOL 2019**

INSPECTIONS TOOL (IMMIGRANT DETAINEES) SERIAL NUMBER

cells?			
<b>3.3: IMMIGRATION DETAINEES WELFARE AND TREATMENT</b>	<b>Yes (0)</b>	<b>No (0)</b>	<b>Remarks</b>
Any immigration detainee with allegations of being tortured or mistreated by a police officer?	<b>Yes (0)</b>	<b>No (1)</b>	
Any immigration detainee with allegations of being beaten bullied or mistreated by fellow detainees inside the cells?	<b>Yes (0)</b>	<b>No (1)</b>	
Any immigration detainee who is sick and has not been seen by a medical practitioner	<b>Yes (0)</b>	<b>No (1)</b>	
Are immigration detainee detainees provided with 3 meals a day	<b>Yes (1)</b>	<b>No (0)</b>	Breakfast      Lunch      Supper
Are immigration detainees	<b>Yes (1)</b>	<b>No (0)</b>	

6



**INSPECTION TOOL 2019**

INSPECTIONS TOOL (IMMIGRANT DETAINEES) SERIAL NUMBER

provided with sufficient food during the meals			
Are immigration detainees provided with special meals	<b>Yes (1)</b>	<b>No (0)</b>	
Are immigration detainees able to communicate their special dietary needs			
Is there provision of clean drinking water	<b>Yes (1)</b>	<b>No (0)</b>	
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	<b>Yes (1)</b>	<b>No (0)</b>	
Is there provision of medical care for any emergency case(s) for immigration detainees	<b>Yes (1)</b>	<b>No (0)</b>	
Is there an immigration	<b>Yes (1)</b>	<b>No (0)</b>	

7



INSPECTION TOOL 2019

INSPECTIONS TOOL (IMMIGRANT DETAINEES)	SERIAL NUMBER	
detainees Protection Unit		
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		

8



INSPECTION TOOL 2019

INSPECTIONS TOOL (IMMIGRANT DETAINEES)	SERIAL NUMBER		
11. Language barrier			
12. Overlay in detention awaiting deportation			
13. Lack of drinking water			
SECTION 4.0: RECORDS AND CASE MANAGEMENT			
<b>4.1: RECORDS</b>	<b>Yes</b>	<b>No</b>	<b>REMARKS</b>
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)	

9



**INSPECTION TOOL 2019**

**INSPECTIONS TOOL (IMMIGRANT DETAINEES)** SERIAL NUMBER: \_\_\_\_\_

What are the nature of the complaints against Police handled by the Station? 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 1. Internal disciplinary process 2. To court 3. Referral to IAU 4. Referral to IPOA 5. No action					
General remarks					
<b>SECTIONS 0: COLLABORATIONS AND COMPLEMENTARITIES</b>	What's the relationship between the Police Station and the following actors in relation to handling of immigration detainees matters.	<b>Good (1)</b>	<b>Bad (2)</b>	<b>Untrustworthy(3)</b>	<b>Unpredictable(4)</b>
	Immigration Department				

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**INSPECTION TOOL 2019**

**INSPECTIONS TOOL (IMMIGRANT DETAINEES)** SERIAL NUMBER: \_\_\_\_\_

	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		<b>YES(1)</b>	<b>NO(0)</b>	Remarks
<b>SECTION 6.0: RELEVANT DOCUMENTS</b>					
Legal Documents	Availability		Remarks		
	Yes	No			
The Constitution					
NPS Act					
MPSC Act					
IPOA Act					
Children's Act					

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INSPECTIONS TOOL (IMMIGRANT DETAINEES) SERIAL NUMBER

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

- I.
- II.
- III.
- IV.
- V.
- VI.
- VII.
- VIII.

**SECTION 8.0: OTHER GENERAL OBSERVATIONS BY THE INSPECTORS**

- 1.
- 2.
- 3.

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INSPECTIONS TOOL (IMMIGRANT DETAINEES) SERIAL NUMBER

- 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)

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**IPOA** Independent Policing Oversight Authority  
INSPECTION TOOL 2019

INSPECTIONS TOOL (IMMIGRANT DETAINEES)		SERIAL NUMBER
<b>CONFIRMED BY:</b>		
NAME OF Officer in Charge.....		
SIGNATURE: .....		
DATE: .....		
<b>APPROVED BY: (Team leader)</b>		<b>CHECKED BY: (Supervisor)</b>
DATE: .....		DATE: .....
Signature: .....		Signature: .....

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**IPOA FORM 30M— POLICE RECORDS THEMATIC INSPECTION  
FORM R. 136**



POLICE RECORDS THEMATIC INSPECTIONS TOOL 2019 SERIAL NUMBER

<b>Officers conducting the inspection:</b> 1. 2.	<b>Police Premise / Facility:</b>	<b>Date and Time:</b>
<b>County:</b>		<b>Officer in Charge of Premise:</b> <b>Name:</b>
<b>Sub County:</b>		<b>Rank:</b>
<b>Types of inspections:</b> 1. Initial thematic 2. Follow-up thematic		
<b>Contacts : Tel:</b> <b>Box No.</b>		

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	POLICE RECORDS THEMATIC INSPECTIONS TOOL 2019				SERIAL NUMBER		Remarks
	Availability		Correctly		Updated		
	Yes (1)	No(0)	Yes (1)	No(0)	Yes (1)	No(0)	
Occurrence Book							
Cell Register							
Detainee Property Register							
Arms and Ammunition Movement Register							
Exhibits Register							
Weekly Duty Roster							
Complaints Register against Police officers by the public							
Bond and Bail Register							
Meal Requisition Register							
Unclaimed Asset Register							
Lost and Found Register							
Patrol Register/Book							
Monthly Crime Returns							
Accident Register/File							
Motorbike History Sheet							
Canteen subscription Register							
Change Register							
Civil Process Register							
Civil Firearms Register							

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Correspondence Files							
Defaulter Register							
Inquest Register/Files							
Inquiry Register							
Leave Register							
Local Purchase Order Books							
Delivery Book							
Official Receipt Book							
Motor vehicle/Power Plant Log Books							
Officers Visiting Book							
Patrol Register Book							
Payment Voucher							
Fuel Register							
Postage Imprest Register							
Detainee Meal Book							
Telephone Charge Register							
Traffic Ticket Book							
Traffic Charge Register							
Water Charge Register							
Warrant Book							

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POLICE RECORDS THEMATIC INSPECTIONS TOOL 2019	SERIAL NUMBER	
Is there an Exhibit Store?	Yes	No
Is the Exhibit Store adequate?	Yes	No
Is the Exhibit Store Secure?	Yes	No
Officer In-charge of Exhibit Store:	Rank:	

POLICE RECORDS THEMATIC INSPECTIONS TOOL 2019	SERIAL NUMBER
<b>SECTION 2.0 OFFICERS CONCERNS AND ISSUES</b>	
List all officers concerns/issues and challenges they face in order of their priority	
I.	
II.	
III.	
IV.	
V.	
VI.	
VII.	

SECTION 3.0 GENERAL OBSERVATIONS BY THE INSPECTORS	
I.	
II.	
III.	
IV.	

417/2019



POLICE RECORDS THEMATIC INSPECTIONS TOOL 2019	SERIAL NUMBER		
<b>SECTION 4.0: RECOMMENDATIONS AND FEEDBACK TO THE OFFICER IN CHARGE</b>			
S/No.	Recommendations made	Timeline for action	Remarks by officer in-charge



POLICE RECORDS THEMATIC INSPECTIONS TOOL 2019		SERIAL NUMBER
Confirmed By:.....		
Name of Officer In-Charge:.....		
Signature:.....		
Date:.....		
Approved By: Team leader		Checked By: Supervisor
Date:.....		Date:.....
Signature:.....		Signature:.....

IPOA FORM 30N— ICT MAINSTREAMING INSPECTION FORM R.  
136



INSPECTION TOOL 2019  
ICT MAINSTREAMING TOOL (POLICE EQUIPMENT (COMPUTERS, PRINTERS, PHOTOCOPIERS AND COMMUNICATION GADGETS))

SERIAL NUMBER		
Officers conducting the inspection: 1. 2. 3.	Police Premise / Facility:	Date and Time:
County:		Officer in Charge of Premise:
Police Station:		Contact : Tel: Box No.:
Type of inspection	1) Thematic 2) Follow up Thematic	
<b>1.0: PERSONNEL</b>		
<b>2.0: STAFF STRENGTH</b>		<b>NUMBER</b>
Are there officers assigned to ICT Systems?	Yes (1)	No (0)
How many officers are assigned to ICT systems matters?		
Gender of staff: Male		
Female		
Ratio of male to female		
How is deployment done?	(a) Meritocracy (b) Any other	
<b>2.1 ICT LITERACY GAPS</b>	<b>YES</b>	<b>NO</b>
		<b>REMARKS</b>



INSPECTION TOOL 2019

ICT MAINSTREAMING TOOL (POLICE EQUIPMENT (COMPUTERS, PRINTERS, PHOTOCOPIERS AND COMMUNICATION GADGETS))

SERIAL NUMBER: \_\_\_\_\_

Have the officers been trained in the following areas?	1) Basic ICT literacy- MS Power Point and Spreadsheet packages 2) Advanced ICT skills (Computer Science and Programming Skills) 3) Local Gadget operations 4) CCTV operations 5) Any other relevant ICT skills			
List the challenges the officers face in regard to ICT matters?	1) Obsolete ICT Resources			
	2) Lack of facilitation for maintenance of ICT Resources			
	3) Slow and errant internet connections			
	4) Lack of adequate training in ICT			
	5) Systemic bureaucracies			
	6) Others:			
<b>3.0 OFFICE SPACE AND HOUSING</b>				
Are the office spaces sufficient to accommodate ICT equipment	Sufficient (1)	Insufficient (0.5)		
Are the Interrogation / Interview rooms ICT equipped?	Yes (1)	No (0)		
Is the Exhibit store ICT Equipped/resourced	Yes (1)	No (0)		
Is the Exhibit store adequate to accommodate ICT equipment?	Adequate(1)	Limited (0.5)	Inadequate (0)	
Do police Lines/ Houses have internet connection	Yes ( )	No ( )		

2



INSPECTION TOOL 2019

ICT MAINSTREAMING TOOL (POLICE EQUIPMENT (COMPUTERS, PRINTERS, PHOTOCOPIERS AND COMMUNICATION GADGETS))

SERIAL NUMBER: \_\_\_\_\_

3.1 CCTV INSTALLATION AND UTILIZATION		REMARKS
Does the facility have CCTV surveillance?	Yes ( ) No ( )	
What areas do the CCTV cameras focus?	1. All Offices/corridors Tick( ) 2. Parking Yard and blind spots Tick( ) 3. State other Areas:	
What have been the benefits of in administrative actions?	1) Detected disciplinary issues by staff 2) Monitoring of services delivery upon members of the public 3) Effective administration through accountability on staff 4) Others: 5) 6)	
<b>SECTION 4.0: DIGITAL RECORDS</b>		

3



INSPECTION TOOL 2019

ICT MAINSTREAMING TOOL (POLICE EQUIPMENT (COMPUTERS, PRINTERS, PHOTOCOPIERS AND COMMUNICATION GADGETS))

SERIAL NUMBER

Is the Occurrence Book Digitized?	Yes ( 1 )	No ( 0 )	REMARKS			
Is the Arms Movement Register Digitized?	Yes (1)	No (0)				
What other registers/records are digitized?	(1) (2) (3) (4) (5)					
Have the following complaints arisen in regard to handling of ICT resources? 1. Manipulation of digital records 2. Compromise on Data security from within 3. Failure to record complainant 4. Abuse of internet such as constant access on adult contents, Downloads of unrelated official contents						
What actions are taken on the above allegations whenever detected? 1. Internal disciplinary process 2. Referral to IAU 3. Referral to IPOA 4. No action						
General remarks						
<b>4.0: COLLABORATION AND COMPLEMENTARITY</b>	What's the relationship between the Police Station and the following	Good (1)	Bad (2)	Untrustworthy (3)	Unpredictable (4)	Nature of Collaboration

4



INSPECTION TOOL 2019

ICT MAINSTREAMING TOOL (POLICE EQUIPMENT (COMPUTERS, PRINTERS, PHOTOCOPIERS AND COMMUNICATION GADGETS))

SERIAL NUMBER

	actors in relation to supporting ICT Mainstreaming					
	Ministry of Information and ICT					
	Communications Authority of Kenya					
	Telecom Service Providers					
	Area Business Community Organisations					
	NGOs (International and National)					
	County Governments					
	Cybercrime Unit (DCI)					
	Is there any other form of liaison with the above actors on policing issues about ICT?	YES(1)	NO(0)	Remarks		
<b>5.0: ICT RESOURCES (COMPUTERS, PRINTERS, PHOTOCOPIERS, INTERNET CONNECTIVITY AND COMMUNICATION GADGETS)</b>						
<b>5.0.1 COMPUTERS</b>	Availability		No. of serviceable equipment in the	Remarks		
	Yes	No				
Are Computers are available						

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INSPECTION TOOL 2019

ICT MAINSTREAMING TOOL (POLICE EQUIPMENT (COMPUTERS, PRINTERS, PHOTOCOPIERS AND COMMUNICATION GADGETS))

SERIAL NUMBER.....

In the facility			
Are Printers Available			
Are Photocopiers Available			
<b>5:0.2 COMMUNICATION GADGETS</b>			<b>Type of Communication Gadgets/ Mode of internet connection. Tick Appropriate Box</b>
Are Police Communication Gadgets are available?			VHF ( ) HF ( ) Walkie Talkie ( ) Mobile Phone ( ) Land line ( ) Satellite ( ) Locate Gadget ( )
<b>5:0.3. INTERNET CONNECTIVITY</b>			
Is internet connection available at the facility?	YES ( )	NO( )	
How is it Accessed?			1. Cabled ( ) 2. Wireless ( ) 3. Others ( )
<b>6:0:OFFICERS CONCERNS/ ISSUES</b>			
List all officers concerns/issues and challenges they face in order of their priority regarding ICT mainstreaming			
1.			

6



INSPECTION TOOL 2019

ICT MAINSTREAMING TOOL (POLICE EQUIPMENT (COMPUTERS, PRINTERS, PHOTOCOPIERS AND COMMUNICATION GADGETS))

SERIAL NUMBER.....

i.			
ii.			
iv.			
v.			
vi.			
vii.			
viii.			
<b>SECTION 6:0: OTHER GENERAL OBSERVATIONS BY THE INSPECTORS</b>			
1.			
2.			
3.			
4.			
5.			
<b>PART 7: RECOMMENDATIONS AND FEEDBACK TO THE OFFICER IN CHARGE</b>			
s/no	RECOMMENDATIONS MADE	TIMELINE FOR ACTION	REMARKS BY OFFICER INCHARGE (If any)

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**Independent Policing Oversight Authority**

**INSPECTION TOOL 2019**

**ICT MAINSTREAMING TOOL (POLICE EQUIPMENT (COMPUTERS, PRINTERS, PHOTOCOPIERS AND COMMUNICATION GADGETS))**

SERIAL NUMBER.....


**CONFIRMED BY:**  
 NAME OF OFFICER IN CHARGE.....  
 SIGNATURE:.....  
 DATE:.....

**APPROVED BY: (Team leader)** **CHECKED BY: (Supervisor)**  
 DATE:..... DATE:.....  
 Signature:..... Signature:.....

**IPOA FORM 300—POLICE INFRASTRUCTURE INSPECTION FORM R. 136**



**Independent Policing Oversight Authority**

**POLICE INFRASTRUCTURE THEMATIC INSPECTIONS TOOL SERIAL NO. OF THE TOOL.....**

Officers conducting the inspection	Police Premise / Facility:	Date and Time:
County:		Officer in Charge of Premise:
Sub-County:		Contacts: Tel: Box No.
Types of Inspections: 1) Initial thematic 2) Follow up thematic		
<b>SECTION 1: INFRASTRUCTURE</b>		
<b>SECTION 1.1: LAND</b>		
Does the facility have a Land Title? Yes (1) No (0)		
What is the Title Number of the land?		
What is the nature of the Title? leasehold ( ) Freehold ( )		
When was the Title issued?		
Who is the custodian of the Title?		





**POLICE INFRASTRUCTURE THEMATIC INSPECTIONS TOOL SERIAL NO. OF THE TOOL.....**

What is the approximate area of the land?	
Does the facility have land for construction of a modern police facility or future expansion? Yes (1) No (0)	
<b>SECTION 1.2 BUILDINGS AND OFFICES (Police Lines, Administration Blocks, Offices, Toilets or any other structures)</b>	
When were the buildings / offices constructed and by whom?	i) NG-CDF ii) NPS iii) National Government iv) County Government v) Community vi) NGOs vii) Others (name them)
What was the actual cost of construction or expansion of any buildings or offices the facility?	
Were the Police consulted/involved in the improvement of the facility?	Yes (1) No (0)
Have there been any improvements since initial construction?	Yes (1) No (0)
If yes by who, when and the nature of the improvement	

<sup>1</sup> If the Buildings and Offices were constructed by any as highlighted in No. 1.1, the Inspectors should visit the concerned office to confirm the actual amounts that was used in the construction of any facility. NB: This is the main area of attention in this Thematic Inspection and would inform the estimate recommendation for construction or expansion of Police facilities in the country.



**POLICE INFRASTRUCTURE THEMATIC INSPECTIONS TOOL SERIAL NO. OF THE TOOL.....**

Is the new construction accessible by PwDs?	Yes (1) No (0)
Is there a customer care office?	Yes (1) No (0)
What is the state of the Customer Care Office?	Good (1) Fair (0.75) Deplorable (0.5) Inhabitable (0)
Is there a Report Office?	Yes (1) No (0)
What is the state of the Report Office/Enquiry office?	Good (1) Fair (0.75) Deplorable (0.5) Inhabitable (0)
Is there an OCS Office?	Yes (1) No (0)
What is the state of the OCS Office?	Good (1) Fair (0.75) Deplorable (0.5) Inhabitable (0)
Is there a Deputy OCS Office?	Yes (1) No (0)
What is the state of the Deputy OCS Office?	Good (1) Fair (0.75) Deplorable (0.5) Inhabitable (0)
Is there a Crime Branch Office?	Yes (1) No (0)
What is the state of the Crime Branch Office?	Good (1) Fair (0.75) Deplorable (0.5) Inhabitable (0)
Is there an OC Anti-Crime Office?	Yes (1) No (0)
What is the state of the OC Anti-Crime Office?	Good (1) Fair (0.75) Deplorable (0.5) Inhabitable (0)
Is there a Petty Crime Office?	Yes (1) No (0)



POLICE INFRASTRUCTURE THEMATIC INSPECTIONS TOOL		SERIAL NO. OF THE TOOL.....			
What is the state of the Petty Crime Office?	Good (1)	Fair (0.75)	Deplorable (0.5)	Inhabitable (0)	
Is there an OC Anti-Petty Crime?	Yes (1)	No (0)			
What is the state of the OC Anti-Petty Crime?	Good (1)	Fair (0.75)	Deplorable (0.5)	Inhabitable (0)	
Is there a Traffic Office?	Yes (1)	No (0)			
What is the state of the Traffic Office?	Good (1)	Fair (0.75)	Deplorable (0.5)	Inhabitable (0)	
Is there an OC Traffic Office?	Yes (1)	No (0)			
What is the state of the OC Traffic Office?	Good (1)	Fair (0.75)	Deplorable (0.5)	Inhabitable (0)	
Is there an Armoury?	Yes (1)	No (0)			
What is the state of the Armoury?	Good (1)	Fair (0.75)	Deplorable (0.5)	Inhabitable (0)	
Is there In-charge Lines Office?	Yes (1)	No (0)			
What is the state of the In-Charge Lines Office?	Good (1)	Fair (0.75)	Deplorable (0.5)	Inhabitable (0)	
Is there a Gender Office?	Yes (1)	No (0)			
What is the state of the Gender Office?	Good (1)	Fair (0.75)	Deplorable (0.5)	Inhabitable (0)	
Is there a CPU?	Yes (1)	No (0)			
What is the state of the CPU?	Good (1)	Fair (0.75)	Deplorable (0.5)	Inhabitable (0)	
Is there a Records Office?	Yes (1)	No (0)			
What is the state of the	Good (1)	Fair (0.75)	Deplorable (0.5)	Inhabitable (0)	

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POLICE INFRASTRUCTURE THEMATIC INSPECTIONS TOOL		SERIAL NO. OF THE TOOL.....				
Records Office?						
Are there Interrogation / Interview rooms	Yes (1)	No (0)				
What is the state of the Interrogation / Interview Rooms?	Good (1)	Fair (0.75)	Deplorable (0.5)	Inhabitable (0)		
Is there an Exhibit store	Yes (1)	No (0)				
What is the state of the Exhibit Store?	Good (1)	Fair (0.75)	Deplorable (0.5)	Inhabitable (0)		
Is there a Visitors Lounge?	Yes (1)	No (0)				
What is the state of the Visitor's Lounge?	Good (1)	Fair (0.75)	Deplorable (0.5)	Inhabitable (0)		
Is there a proper drainage, sanitation and toilet system?	Yes (1)	No (0)				
<b>SECTION 1.3: UTILITIES</b>						
Is there water available at the facility?	Yes (1)	No (0)				
How is it sourced?	Piped (1)	Borehole (1)	Harvesting (3)	Buying (4)	Others (5)	
Are there sanitizers for officers and members of the public?	Yes (1)	No (0)				
Are officers provided with PPEs	Masks	Yes (1)	No (0)			
	Gloves					
	Face Shield					
	Overall					

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**POLICE INFRASTRUCTURE THEMATIC INSPECTIONS TOOL SERIAL NO. OF THE TOOL.....**

How are they sourced?			
How often are they issued?			
Is there lighting in the facility?	Yes (1)	No (0)	
How is it provided	Solar (1) Electricity (2)	Generator (3) Kerosene Lamps (4)	others (specify): (5)
Is there a sufficient kitted first aid box?	Sufficient (1)	Insufficient (0.5)	None (0)



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**POLICE INFRASTRUCTURE THEMATIC INSPECTIONS TOOL SERIAL NO. OF THE TOOL.....**

<b>SECTION 1.4 SAFETY AND SECURITY</b>			
Is there clear signage to the facility	Clear (1)	Not clear (0.5)	No signage (0)
Is there a secure perimeter fence?	Yes (1)	No (0)	
if YES, who built it?			
Is there sentry at the main gate	Yes (1)	No (0)	
Is there a sentry box at the main gate?	Yes (1)	No (0)	
Are there grills at the Report Office?	Yes (1)	No (0)	
Is there a fire equipment	Yes (1)	No (0)	
Are there CCTV cameras in the facility?	Yes (1)	No (0)	

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POLICE INFRASTRUCTURE THEMATIC INSPECTIONS TOOL SERIAL NO. OF THE TOOL.....

SECTION 1.5 SAFETY AND SECURITY			
Is there clear signage to the facility	Clear (1)	Not clear (0.5)	No signage (0)
Is there a secure perimeter? Fence	Yes (1)	No (0)	
If YES, who built it?			
Is there sentry at the main gate	Yes (1)	No (0)	
Is there a sentry box at the main gate?	Yes (1)	No (0)	
Are there grills at the Report Office?	Yes (1)	No (0)	
Is there a fire equipment	1	0.5	0



POLICE INFRASTRUCTURE THEMATIC INSPECTIONS TOOL SERIAL NO. OF THE TOOL.....

SECTION 2. HOUSING				
Is there housing accommodation for the officers?	Yes (1)	No (0)		
Are there houses which have recently been built?	Yes (1)	No (0)		
If YES, who built them?				
How many housing units are available at the facility?				
What are the types of Housing Units?	Permanent	Semi-Permanent	Uni-Huts	Others
What is the state of the housing accommodation for the officers?	Good (1)	Fair (0.75)	Deplorable (0.5)	Inhabitable (0)
How many housing facilities are condemned?				
If they are there, what is the Commander's plan?				
How often are the houses maintained?				
Is there any provision for maintenance in the AIE?	Yes (1)	No (0)		
If YES, how much?				
When was the last time maintenance/repairs done?				
Who is in charge of the housing?				
Is there water available at the ?	Yes (1)	No (0)		
How is it sourced?	Piped (1)	Borehole (2)	Harvesting(3)	Buying (4) Others(5)



POLICE INFRASTRUCTURE THEMATIC INSPECTIONS TOOL SERIAL NO. OF THE TOOL.....	
Is there lighting in the housing units?	Yes (1) No (0)
How is it provided	Solar (1) Electricity (2) Generator (3) Kerosene Lamps (4) others (specify): (5)
Is there a proper drainage, sanitation and toilet system?	Yes (1) No (0)

SECTION 3 : DETAINEE WELFARE	YES	NO	REMARKS
Are detainees provided with 3 meals a day?	Yes (1)	No (0)	Breakfast Supper Lunch
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 (1) Any other way (Specify-family, well-wishers) (2)		
What was the budgetary allocation for feeding of Detainees in the last two quarters?			
What is the total number of detainees in the facility within the last six months? <sup>2</sup>			

<sup>2</sup> Inspectors should check the Cell Register for the last Six Months.



POLICE INFRASTRUCTURE THEMATIC INSPECTIONS TOOL SERIAL NO. OF THE TOOL.....	
How much has the Contractor been paid for the last six months? <sup>2</sup>	
How much is the pending bill?	
Is the money disbursed on time	Yes (1) No (0)
Is the amount provided sufficient	Yes (1) No (0)
If NO what would be the ideal amount required	
Does the Police Station have any pending bills for feeding detainees?	Yes (1) No (0)
If YES how much?	
<b>SECTION 4: WHAT ARE THE OCS'S CHALLENGES BROUGHT ABOUT BY COVID 19 IN RELATION TO THE FEEDING OF DETAINEES/REMANDEES</b>	
1.	
2.	
3.	
4.	

<sup>2</sup> Inspectors should obtain the payment schedule from the Contractor/OCS.



POLICE INFRASTRUCTURE THEMATIC INSPECTIONS TOOL SERIAL NO. OF THE TOOL.....

<b>SECTION 3: GENERAL OBSERVATIONS BY THE INSPECTORS</b>	
1.	
2.	
3.	
4.	
5.	
<b>SECTION 4.1 OCS'S PROPOSAL</b>	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
<b>SECTION 4.2: OTHER GENERAL OBSERVATIONS BY THE INSPECTORS</b>	
1.	
2.	
3.	

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POLICE INFRASTRUCTURE THEMATIC INSPECTIONS TOOL SERIAL NO. OF THE TOOL.....

<b>SECTION 4. RECOMMENDATIONS AND FEEDBACK TO THE OFFICER IN CHARGE OF STATION</b>			
S.NO.	RECOMMENDATIONS MADE	TIMELINE FOR ACTION	REMARKS BY OFFICER INCHARGE (if any)
<b>CONFIRMED BY:</b>			
NAME OF Officer In Charge.....			
SIGNATURE: .....			
DATE: .....			
<b>APPROVED BY: (Team leader)</b>		<b>CHECKED BY: (Supervisor)</b>	
DATE: .....		DATE: .....	
Signature: .....		Signature: .....	

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IPOA FORM 31— OATH OF SECRECY R. 141

IPOA Form 23 – IPOA Staff Oath of Secrecy Form (pursuant to Reg. 125).

IPOA FORM. No. 23 (r. 125)

IPOA STAFF OATH/SOLEMN DECLARATION OF SECRECY

REPUBLIC OF KENYA

OATHS AND STATUTORY DECLARATIONS ACT (Cap. 15)

STATUTORY DECLARATION

I, ..... of P. O. Box ..... do hereby solemnly and sincerely declare as follows—

1. THAT I have accepted an offer of employment at the Independent Policing Oversight Authority.
2. THAT my attention has been drawn to the provisions of the Official Secrets Act (Cap. 187), the Independent Policing Oversight Authority Act (No. 35 of 2011) and the Public Officer Ethics Act, (Cap.183) in regard to secrecy and confidentiality of information.
3. THAT I have read and understood the provisions of Sections 3 and 20 of the Official Secrets Act (Cap 187).
4. THAT I am aware that I should not in any way divulge any information acquired by me in the course of or within the scope of my employment to any unauthorised person, without the written permission of the Chief Executive Officer of the Independent Policing Oversight Authority.
5. THAT I have read and understood the provisions of Sections 19(5), 24(15 and 16), 31(j) and 31(2) of the Independent Policing Oversight Authority Act, No. 35 of 2011.
6. THAT consequently, I am aware that I should not disclose the details of an investigation or the identity of persons under investigation except with the written permission of the Chief Executive Officer of the Independent Policing Oversight Authority or other lawful excuse.
7. THAT in addition, I have read and understood the provisions of Section 41 of the Public Officer Ethics Act, (Cap. 183).
8. THAT I do understand and appreciate the fact that the said provisions of the Official Secrets Act (Cap. 187), the Independent Policing Oversight Authority Act, No. 35 of 2011 and the Public Officer Ethics Act, (Cap. 183) apply to me during my employment and shall continue to apply even after I cease to be a Public Officer.
9. THAT in the foregoing circumstances, I make this declaration fully aware and cognisant of the serious consequences that may result from any breach of the said provisions.
10. THAT I make this declaration conscientiously believing the same to be true and in accordance with the Oaths and Statutory Declarations Act.

DECLARED at ..... by the said )  
..... )

This.....day of ..... 20.... )  
)..... )  
) DECLARANT

BEFOR ME: )

MAGISTRATE/COMMISSIONER FOR OATHS )

Made on the ..... 2021.

ANNE MAKORI,  
Chairperson,  
Independent Policing Oversight Authority

