

## LEGAL NOTICE NO. 96

## THE INDEPENDENT POLICING OVERSIGHT AUTHORITY ACT

*(Cap. 86)*THE INDEPENDENT POLICING OVERSIGHT AUTHORITY  
(GENERAL) REGULATIONS, 2024

## ARRANGEMENT OF REGULATIONS

*Regulation*

## PART I—PRELIMINARY

- 1—Citation.
- 2—Interpretation.
- 3—Scope of the Regulations
- 4—Guiding Principles
- 5—Officer deemed to be always on duty.
- 6—Co-operation with the Authority.
- 7—Designated officer.

## PART II—COMPLAINTS

- 8—Register of complaints.
- 9—Lodging a complaint.
- 10—Acknowledgement of the complaint.
- 11—Anonymous complaint.
- 12—Referral of complaint to the Authority.
- 13—Communication upon receipt of a complaint, referral etc.
- 14—Form and content of a complaint.
- 15—Management of complaints.
- 16—Action upon admission.
- 17—Review by the Board on closure, referral and dismissal of complaint.
- 18—Review by the Board generally.
- 19—Withdrawal and lapse of complaint.

**PART III —INVESTIGATIONS GENERALLY**

- 20 — Investigations generally.
- 21 — Action upon receipt of complaint for investigation
- 22 — Rapid response action.
- 23 — Arrest.
- 24 — Disarm.
- 25 — Recommendation to the Inspector- General, Commission
- 26 — Crime scene management.
- 27 — Conduct of preliminary investigations.
- 28 — Frivolous and vexatious complaints.
- 29 — Continuation of investigation while proceedings are in court.
- 30 — Conduct of full investigations.
- 31 — Forms applicable in full investigations.

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

- 32 — Takeover of investigations from the Internal Affairs Unit.
- 32 — Referral of complaints by the Authority to the Unit.
- 33 — Process of referral to the Unit.

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

- 34 — Process of referral to the Unit
- 35 — Notification of ill -treatment or torture while in detention.
- 36 — Notification of death while in custody.
- 37 — Notification of death, serious injury or grave consequences by police
- 38 — Notification under the Prevention of Torture
- 39 — Procedure of notification and report by coroner.

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

- 40 — Preservation of scene by a member of the Service.
- 41 — Management of crime scene by the designated officer.
- 42 — Investigation of deaths in police custody, death as a result of police action or inaction etc.
- 43 — Recommendation to the Director of Public Prosecutions.

- 44 — Investigations that do not meet evidentiary threshold for prosecution.
- 45 — Closure of file by the Authority.
- 46 — Disposal of evidence upon closure.
- 47 — Investigation of torture.
- 48 — Investigation of general criminal offences.
- 49 — Investigations of misconduct.
- 50 — Investigations of discharge of firearms where there is no injury.
- 51 — Investigation of integrity matters.
- 52 — Investigations of domestic violence offences.

#### **PART VII— SEXUAL OFFENCES**

- 53 — Lodging of complaints.
- 54 — Scope of offences under this Part.
- 55 — Application of this Part.
- 56 — Action by officer receiving complaint.
- 57 — Crime scene management in relation to sexual offences.
- 58 — Psychosocial support and intermediary.
- 59 — Medical examination of victim of sexual offence.
- 60 — Interviewing a victim of sexual offence.
- 61 — Privacy, confidentiality, and conducive environment.
- 62 — Action after investigations.
- 63 — Update to the victim on investigations.
- 64 — Psychosocial support.
- 65 — Samples from a suspect.
- 66 — Samples from the accused person after charging.

#### **PART VIII—IDENTIFICATION PARADE**

- 67 — Identification parades.

#### **PART IX—SUMMONS**

- 68 — Procedure for summoning.
- 69 — Service of summons.
- 70 — Registered courier services.
- 71 — Electronic Mail Services (e-mail).
- 72 — Mobile-enabled messaging applications.

73 — Service of summons outside Kenya.

74 — Affidavit of service.

75 — Penalty for disobedience of summons.

#### **PART X—INQUIRY**

76 — Process of the Inquiry.

77 — Power to summon and examine witnesses.

78 — Representation by advocate.

79 — Inquiries to be bound by Chapter XI and Chapter XVIII of the Penal Code.

80 — Invitation to appear before the Board.

81 — Procedure for hearing before the Board.

82 — Response.

83 — Hearing during Inquiry.

84 — Quorum.

85 — Rules of fair administrative action.

86 — Alternative dispute resolution during Inquiry.

87 — Decision of the Board.

#### **PART XI— ALTERNATIVE DISPUTE RESOLUTION**

88 — Process for reconciliation and mediation.

89 — Procedures at reconciliation meeting.

90 — Mediation and reconciliation agreement.

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

91 — Monitoring reviewing and auditing of the Unit.

92 — Scope of monitoring of the Unit.

93 — Review of decision of the Unit.

94 — Audit of the Internal Affairs Unit.

95 — Outcome after monitoring, review or audit.

96 — Records of the Internal Affairs Unit.

97 — Manner of recording and storage of records.

98 — Accessibility of reports.

99 — Written response from the Internal Affairs Unit.

100 — Report by the Internal Affairs Unit.

#### **PART XIII—MONITORING AND INVESTIGATIONS OF POLICE OPERATIONS AFFECTING MEMBERS OF THE PUBLIC**

101 — Purpose of monitoring etc.

102 — Form of monitoring.

- 103—Monitor police operations affecting members of the public.
- 104—Monitoring of police recruitment.
- 105—Monitoring during arrest.
- 106—Responsibilities of a designated officer during monitoring.
- 107—Obligation of members of the Service during monitoring.
- 108—Operation order.
- 109—Monitoring tools and equipment
- 110—Reports of monitoring.
- 111—Publication and release of report.
- 112—Follow-up.

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

- 113—Inspection of police premises and detention facilities etc.
- 114—Purpose of carrying out inspections.
- 115—Scope of inspection.
- 116—Manner of inspections.
- 117—Elements to be inspected.
- 118—Managing inspections.
- 119—Principles to guide inspections.
- 120—Conduct interviews etc.
- 121—Factors for consideration when interviewing detainees.
- 122—Inspections upon request.
- 123—General or routine inspection.
- 124—Thematic or targeted inspection.
- 125—Special inspection.
- 126—Follow-up inspection.
- 127—Obligation of designated officer during inspections.
- 128—Obligation of members of the Service during inspection.
- 129—Board approval and consideration.
- 130—Action to be taken by other State organs on inspection report.
- 131—Inspection tools and checklist.
- 132—Publishing and publicizing of inspection reports.
- 133—Action on inspection reports by the Inspector-General.

#### **PART XV—MISCELLANEOUS PROVISIONS**

- 134—Research and survey.
- 135—Modalities of carrying out research.

- 136—Administration of oaths etc.
- 137—Psychosocial support.
- 138—Witness and victim protection.
- 139—Access and control of confidential information and records from the Authority.
- 140—Access to information and documentation from the Service.
- 141—Information and data management system.
- 142—Record and information management.
- 143—Performance report.
- 144—Annual report.
- 145—Exceptional circumstances report.
- 146—General penalty.

#### FIRST SCHEDULE – FORMS

- 1. IPOA FORM 1—CERTIFICATE OF APPOINTMENT FORM (R 7(2))
- 2. IPOA FORM 2— ORDER FOR DNA TEST AND CONSENT FORM (R7(6), 65(3))
- 3. IPOA FORM 3— COMPLAINT FORM (R 9(2) ,14(1))
- 4. IPOA FORM 4— REFERRAL OF COMPLAINT TO THE AUTHORITY (R 12(2)),
- 5. IPOA FORM 5— COMMUNICATION ON DECISION ADMIT/REFER/DISMISS (R 15(7))
- 6. IPOA FORM 6— MEDICAL FORM (R 31(1), 37(5)(a), 59(2))
- 7. IPOA FORM 7— POSTMORTEM FORM (R 31(2), 37(5)(b))
- 8. IPOA FORM 8— EVIDENCE/EXHIBIT RECEIPT/SEIZURE FORM (R. 31(3)(a))
- 9. IPOA FORM 9— EXHIBIT STORAGE FORM (R 31(3)(b))
- 10. IPOA FORM 10— EXHIBIT MEMO FORM (R 31(3)(c))
- 11. IPOA FORM 11— EXHIBIT REPORT FORM ( R 31(d))
- 12. IPOA FORM 12— CRIME SCENE ACCESS AND EVIDENCE LOG FORM (R 31(3)(e))
- 13. IPOA FORM 13—CHARGE SHEET FORM (R 31(3)(f))
- 14. IPOA FORM 14— RECEIPT OF EXHIBIT FOR FORENSICS FORM (R 31(4))

15. IPOA FORM 15— TAKEOVER FROM IAU FORM (R 32(4))
16. IPOA FORM 16— CONSENT AND CONCURRENCE FOR REFERRAL FORM (R 34(3))
17. IPOA FORM 17— CONSENT BY COMPLAINANT TO IAU OUTCOME FORM (R 34(8))
18. IPOA FORM 18— NOTIFICATION OF DEATH IN CUSTODY FORM (R 36(1))
19. IPOA FORM 19— NOTIFICATION OF USE OF FIREARM FORM (R 37(3), 37(9)(e))
20. IPOA FORM 20— NOTIFICATION BY CORONER ON DEATH FORM (R 39(2)),
21. IPOA FORM 21— PRESERVATION OF SCENE BY MEMBER OF THE SERVICE FORM (R 40(2))
22. IPOA FORM 22— IDENTIFICATION PARADE FORM (R 67(7), 67(8)(k))
23. IPOA FORM 23—SUMMONS TO PRODUCE DOCUMENT/INFORMATION FORM (R (68(1)(c),
24. IPOA FORM 24—SUMMONS TO APPEAR FORM (R 68(3))
25. IPOA FORM 25—SUBSTITUTED SERVICE ADVERT FORM (R 69(8))
26. IPOA FORM 26—AFFIDAVIT OF SERVICE FORM (R 74(2))
27. IPOA FORM 27— IAU MONITORING FORM (R 92(3))
28. IPOA FORM 28A—DEMONSTRATION MONITORING FORM (R 109(2))
29. IPOA FORM 28B— DISASTER RESPONSE MONITORING FORM (R 109(2))
30. IPOA FORM 28C— ELECTIONS MONITORING FORM (R 109(2))
31. IPOA FORM 28D— POLICE RECRUITMENT MONITORING FORM (R 109(2))
32. IPOA FORM 28E— STOP AND SEARCH MONITORING FORM (R 109(2))
33. IPOA FORM 28F— SOCIAL MEDIA MONITORING FORM (R 109(2))
34. IPOA FORM 28G— TRAFFIC MANAGEMENT MONITORING FORM (R 109(2))
35. IPOA FORM 28H— BEATS AND PATROLS MONITORING FORM (R 109(2))

36. IPOA FORM 29— CORRESPONDENCE FILE (R 117(2)(a),128(3))
37. IPOA FORM 30A— KENYA POLICE SERVICE INSPECTION FORM (R.131)
38. IPOA FORM 30B—DIRECTORATE OF CRIMINAL INVESTIGATIONS FORM (R.131)
39. IPOA FORM 30C— ADMINISTRATION POLICE INSPECTION FORM (R 131)
40. IPOA FORM 30D— SPECIALISED UNITS INSPECTION FORM (R 131)
41. IPOA FORM 30E— TRAINING INSTITUTIONS INSPECTION FORM (R.131)
42. IPOA FORM 30F— INTEGRATION OF APS AND KPS WITH COMMUNITIES FORM (R 131)
43. IPOA FORM 30G— COUNTY/SUB COUNTY/HQ INSPECTION FORM (R 131)
44. IPOA FORM 30H— QUARTER MASTER STORES INSPECTION FORM (R 131)
45. IPOA FORM 30I— COMMUNITY POLICING INSPECTION FORM (R 131)
46. IPOA FORM 30J— SPECIAL INTEREST GROUPS /WOMEN INSPECTION FORM (R 131)
47. IPOA FORM 30K— SPECIAL INTEREST GROUPS/ CHILDREN INSPECTION FORM (R 131)
48. IPOA FORM 30L— ILLEGAL IMMIGRANTS INSPECTION FORM (R 131)
49. IPOA FORM 30M— POLICE RECORDS THEMATIC INSPECTION FORM (R 131)
50. IPOA FORM 30N— ICT MAINSTREAMING INSPECTION FORM (R 131)
51. IPOA FORM 30O—POLICE INFRASTRUCTURE AND DETAINEE WELFARE INSPECTION FORM (R 131)
52. IPOA FORM 30P – AIE ALLOCATION AND UTILIZATION THEMATIC INSPECTION FORM (R 131)
53. IPOA FORM 30Q – CIPU THEMATIC INSPECTION FORM (R 131)
54. IPOA FORM 30R – DIGITAL OB INSPECTION FORM (R 131)
55. IPOA FORM 30S – TRAFFIC INSPECTION FORM (R 131)
56. IPOA FORM 31— OATH OF SECRECY (R 136)

## THE INDEPENDENT POLICING OVERSIGHT AUTHORITY ACT

(Cap. 86)

IN EXERCISE of the powers conferred by section 24 (1) and 39 of the Independent Policing Oversight Authority Act, the Authority makes the following Regulations—

THE INDEPENDENT POLICING OVERSIGHT AUTHORITY  
(GENERAL) REGULATIONS, 2024

## PART I—PRELIMINARY

1. These Regulations may be cited as the Independent Policing Oversight Authority (General) Regulations, 2024.

Citation.

2. In these Regulations, unless the context otherwise requires—

Interpretation.

“Act” means the Independent Policing Oversight Authority Act;

Cap. 86.

“Authority” means the Independent Policing Oversight Authority established under section 3 of the Act;

“Board” means the Independent Policing Oversight Board established under section 8 of the Act;

“complaint” has the meaning assigned to it under section 2 of the Act and includes complaints related to disciplinary or criminal offences committed by any member of the Service;

“designated officer” has the meaning assigned to it under regulation 7;

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

- (a) the 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,

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;

“Internal Affairs Unit” means the Unit established under section 87 of the National Police Service Act;

Cap. 84

“member of the Service” has the meaning assigned to it under section 2 of the National Police Service Act, and includes—

Cap. 84

- (a) a civilian member of staff of the Service; and
- (b) a member who has previously served in the Service, 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;

Cap.84.

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

Cap.84.

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

“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;

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

“sexual offences” means offences set out in the Sexual Offences Act;

Cap. 63A.

“torture” has the meaning assigned to it under section 4 of the Prevention of Torture Act; and

Cap. 88.

“whistle blower” means any person who provides to the Authority new and timely information relating to criminal conduct or disciplinary misconduct by a member of the Service.

3. These Regulations shall apply with respect to—

Scope of the Regulations

- (a) complaints made by any person against a member of the service and includes civilian member of staff and a member who has previously served in the Service for action or inaction committed while in Service;
- (b) action or in action resulting in complaints contemplated under sub-paragraph (a) committed on police premises including training institutions, detention facilities and lock-up facilities; and
- (c) any disciplinary or criminal offences resulting in a complaint as provided under the Act and these Regulations.

4. In fulfilling its mandate under these Regulations, the Authority shall be guided by the principles of—

Guiding principles.

- (a) impartiality;
- (b) respect to the rule of law;

- (c) independence;
- (d) transparency;
- (e) enhanced public confidence;
- (f) promotion of human rights and fundamental freedoms; and
- (g) rules of natural justice.

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

Officer deemed to be always on duty.

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

Cooperation with the Authority.

Cap.84.

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

- (a) on oversight of the work of the police; 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 paragraph (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 this regulation, the independence of the Authority provided under section 4 of the Act shall not be undermined in any manner.

(5) The Authority shall not request or accept any monies from the National Police Service while undertaking any co-operation envisaged under these Regulations as provided under section 32(2) of the Act.

7. (1) The Board may from time to time and in accordance with sections 18 and 22 of the Act 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.

Designated officer.

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

(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 the certificate of appointment for identification unless the nature of the operation does not make it necessary or desirable to do so.

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

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

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

Cap. 80.

(6) A designated officer may, in accordance with IPOA Form 2 set out in the First 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

8. (1) The Authority shall keep and maintain a manual or automated complaints Register.

Register of complaints.

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

9. (1) Pursuant to sections 6 and 24 of the Act, a complaint may be lodged to the Authority against the Service or a member of the Service—

Lodging a complaint.

- (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 paragraph (1) shall be received and reduced in writing by a designated officer, without alteration of its meaning, by transferring the details of the complaint as provided in IPOA Form 3 set out in the First Schedule.

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

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

- (a) the complaint form;

- (b) preliminary Inquiry report, where applicable;
- (c) any relevant document containing 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.

10. The Authority shall, within twenty-four hours of receipt of a complaint, acknowledge receipt in writing or in other form that the Authority may determine and communicate to the complainant —

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

Acknowledgement of the complaint.

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

Anonymous complaint.

(2) Where a complaint is lodged anonymously the Authority shall register and act on the complaint.

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

Referral of the complaint to the authority.

(2) Where a complaint is referred to the Authority under paragraph (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 4 set out in the First Schedule.

Communication upon receipt of a complaint.

13. (1) Where the Service or any other institution refers a complaint to the Authority as contemplated by regulation 11, 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.

14. (1) The complainant shall provide the Authority with the following information as provided in IPOA Form 3 set out in the First Schedule and shall require the complainant to provide the following information —

Form and content of a complaint.

- (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 concise statement of the fact constituting the 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 complainant shall, in addition to the particulars set out in paragraph (1), specify the employment particulars including, formation, Service number, rank, station region, county and sub-county.

(3) Despite paragraphs (1) and (2), a complainant or a member of the Service may lodge an anonymous complaint.

15. (1) The Authority shall screen all complaints lodge to determine appropriate cause of action and may—

Management of complaints.

- (a) admit;
- (b) dismiss; or

(c) refer the complaint to the Service or any State Organ or institution.

(2) The Authority shall carry out preliminary Inquiry before dismissing or referring a complaint to any other State organ or institution.

(3) The Authority 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 paragraph (2), the Authority shall accord the complainant an opportunity to be heard in accordance with the requirements of the Fair Administrative Action Act.

Cap 7L

(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) Where the Authority dismisses a complaint it may, where applicable, communicate to the Service and the member of the Service concerned.

(7) The communication of decision of the Authority under paragraph (5) shall be in accordance with IPOA Form 5 set out in the First Schedule.

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

Action upon admission.

- (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 paragraph (1) to the complainant within seven days from the date of its decision.

Review by the Board on closure, referral and dismissal.

17. (1) Where a complainant is dissatisfied with the decision of the Authority to close, refer or dismiss a complaint, the complainant may, within thirty days, write to the Board seeking a review of the decision.

(2) The Board shall within thirty days' review and assess the merits of the application for review made under this regulation, and may, if it raises justifiable grounds, admit or decline to admit the application for review.

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

(4) Where an application for review is allowed, the Authority shall—

- (a) notify the complainant within seven days of such determination; and
- (b) admit and deal with the complaint in accordance with these Regulations.

(5) Where an application for review is declined the complaint shall be closed and the complainant notified within seven days of such determination.

(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 including the grounds within seven days of the decision being made.

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

Review by the Board Generally.

- (a) take up any complaint at any stage of investigation and issue appropriate directions;
- (b) review the recommendations of the designated officer or any structure of the Authority;
- (c) consider complaints of a 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 withdraw any power or functions of the Board granted under the Act, these Regulations or any other written law.

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

Withdrawal and lapse of complaint.

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

(3) Despite paragraphs (1) and (2), the Authority may, in its discretion, proceed to deal with a complaint which it considers to be 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

20. (1) The Authority shall —

- (a) on its own motion;
- (b) upon notification from the Service under the National Police Service Act; or
- (c) upon receipt of—
  - (i) a complaint by any person including an anonymous person;
  - (ii) information from a whistle blower;
  - (iii) a complaint by a member of the Service; or
  - (iv) a report made to the Authority pursuant to section 25(3) of the National Coroners Service Act.

Investigations generally.  
Cap. 84.

Cap. 89.

commence investigations in accordance with the provisions of section 24 of the Act and these regulations.

(2) Provisions of paragraph (1) shall apply—

- (a) on any death or serious injury which is as a result of police action or is caused by a member of the Service;
- (b) on death or serious injury while in police custody, which is as result of police action or inaction, or is caused by a member of the Service;
- (c) on police operations affecting members of the public;
- (d) on any complaints related to disciplinary or criminal offence committed by a member of the Service;
- (e) 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;
- (f) on allegations of torture made in respect to a member of the Service pursuant to section 13(6) of the Prevention of Torture Act;
- (g) on a complaint or allegation of domestic violence or sexual violation by a member of the Service;
- (h) upon receipt of a complaint or allegation by a member of the Service of domestic violence or sexual violation pursuant to the Protection Against Domestic Violence Act and Sexual Offences Act committed by a member of the Service; and
- (i) on any other matters or function assigned to the Authority under any written law.

Cap. 88.

Cap. 151.  
Cap. 63A.

21. Upon admission of a complaint under these Regulations, the designated officer shall within seven days undertake an assessment of the complaint to determine the appropriate action and may recommend—

- (a) rapid response, where applicable;

Action upon receipt of complaint for investigation

(b) preliminary investigation; or

(c) full investigation of the complaint.

22. (1) Where the designated officer deems it appropriate to initiate rapid response action, the designated officer shall—

Rapid response action.

(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 key witnesses;

(i) in cases of death, the preservation of the body shall be as set out in Part VI;

(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 investigation report referred to under paragraph (2) shall provide for—

(a) the findings under paragraph (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.

23. (1) The Authority shall, pursuant to section 7(1)(g) of the Act and section 10(1)(m) and (t) of the National Police Service Act, as soon as it has established, on the face of it, possible culpability of a member of the Service, in writing request the immediate superior or the Inspector-General to immediately —

Arrest.  
Cap. 84.

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

(2) Where during investigations 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.

24. (1) Upon commencement of an investigation of death, serious offences, or serious injuries, and where the member of Service concerned is armed, the Authority shall, immediately notify the Inspector General and the National Police Service Commission and require the Inspector-General or the immediate superior to disarm the member of the Service.

(2) Where the Authority has issued notification pursuant to paragraph (1), the Authority shall require the Inspector-General or the immediate superior to disarm the member of the Service.

(3) The notification referred to under paragraph (1) shall be in writing.

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

Recommendation to  
the Inspector  
General,  
Commission

25. 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 Inspector-General, as the case may be and in accordance with the National Police Service Commission Act, regulations 13(11) and 14 of the National Police Service Commission Discipline Regulations or Chapter 30 Order 40(3) of the National Police Service Standing Orders.

Cap. 85.

26. The management of the crime scene shall include—

Crime scene  
Management.

- (a) establishing the scene of crime or incident;
- (b) set the scene boundaries;
- (c) maintaining access log;
- (d) assessment of the scene;
- (e) identifying secondary scenes;
- (f) identification of the evidence;
- (g) documentation of the scene;
- (h) recovery of evidence;

- (i) preservation and packaging;
- (j) labelling and documentation;
- (k) scene walk through;
- (l) evidence seizure;
- (m) transportation of the evidence;
- (n) review of scene findings;
- (o) release of the scene upon completion;
- (p) request for further investigations; and
- (q) carry out any other activity relevant to crime scene management.

27. (1) Where a designated officer deems it appropriate to carry out preliminary investigations, the designated officer shall within seven days commence preliminary investigations.

Conduct of preliminary investigation.

(2) In undertaking the preliminary investigations, 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;
- (g) gather all relevant information and documentation;
- (h) identify and record particulars of all potential witnesses and where practicable, interview the key witnesses;
- (i) in case of death—
  - (i) cause the preservation of the body as set out in Part V;
  - (ii) attend post-mortem and where appropriate, advise the coroner or any person conducting the post-mortem;
  - (iii) 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 any suspect member of the Service.

(3) Upon conclusion of the 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

(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 investigations which has been closed, and may amend or withdraw any previous findings and recommendations.

(5) Subject 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 investigations, 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 paragraph (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 in complaints on felonies.

(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 the penalty provided under section 31 of the Act.

28. The Authority shall not investigate frivolous, vexatious or malicious complaint against a member of the Service as provided under section 24(8) of the Act.

Frivolous and vexatious complaints.

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

Continuation of investigations while proceedings are in court.

(2) The Authority shall not suspend investigations where—

- (a) it is in public interest the matter be investigated and processed by the Authority as provided by 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 paragraph (1) be satisfied that—

- (a) the subject matter of the criminal proceedings is 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 envisaged under paragraph (4), the Authority shall state its justification for seeking stay of criminal proceedings, and may include the complainant statement or witness statements.

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

(7) The Authority shall not conduct investigations where the subject matter has been finally determined by a court of law.

(8) The Authority shall participate in all criminal proceedings that relate to its functions under the Act and these Regulations and, where applicable—

- (a) address the court on any issue arising;
- (b) cross-examine a witness;

- (c) produce any documentation, information or evidence pertaining to the matter; and

- (d) make oral or written submission.

30. (1) In conducting full investigations, the Authority shall where applicable —

Conduct of full investigations.

- (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 statements;
- (g) gather all relevant information and documentation including—
  - (i) medical reports;
  - (ii) post mortem reports;
  - (iii) forensic reports;
- (h) identify and interview suspect members 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 paragraph (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) 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 paragraph (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 paragraph (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.

31. (1) A medical officer who examines a victim of an offence under the Act, these Regulations or any other written law, shall in so far as Authority's mandate is concerned, fill the IPOA Form 6 set out in the First Schedule.

Forms applicable  
during full  
investigations.

(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 the IPOA Form 7 set out in the First Schedule.

(3) The designated officer shall—

- (a) upon receipt or seizing exhibit fill the IPOA Form 8 set out in the First Schedule;
- (b) fill the IPOA Form 9 set out in the First Schedule on storage of exhibits;
- (c) fill the IPOA Form 10 set out in the First Schedule when forwarding exhibit for forensic analysis;

- (d) fill in exhibit report the IPOA Form 11 set out in in the First Schedule;
- (e) fill the IPOA Form 12 crime scene access and evidence log set out in the First Schedule; and
- (f) prepare the charge sheet set out in the IPOA Form 13 set out in the First Schedule.

(4) A member of the Service or forensic expert shall acknowledge receipt of exhibit for forensic analysis by filling the IPOA Form 14 set out in the First Schedule.

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

32. (1) Pursuant to section 6 (d) and 7(1)(b) 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, despite where the complaint was first reported.

Takeover of investigation from Internal Affairs Unit.

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

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

takeover on-going investigations from the Internal Affairs Unit.

(3) Upon receipt of a request under paragraph (2) (a) and (b), the Authority shall require the Internal Affairs Unit to within fourteen days, handover ongoing investigations file to the Authority.

(4) The takeover of complaints referred to under paragraph (3) shall be in accordance with the IPOA Form 15 set out in the First 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.

33. (1) The Authority may, pursuant to section 24 (10) of the Act and section 87 (4) (e) of the National Police Service Act, refer a complaint to the Internal Affairs Unit for investigations.

Referral of complaints by the Authority to the Unit.

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

- (a) minor disciplinary complaints;
- (b) minor attitude problems; or
- (c) minor courtesy.

34. (1) The Authority shall prior to referral of a complaint to the Internal Affairs Unit conduct preliminary Inquiry to ascertain whether the complaint falls within the category set out in regulation 33(2).

Process of referral to the Unit.

(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 paragraph (2)(b) shall be in accordance with the IPOA Form 16 set out in the First 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 paragraph (5), the Internal Affairs Unit shall communicate to the Authority in writing and the reasons for delay.

(7) Upon receipt of the report under paragraph (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 Internal Affairs Unit, the complainant shall consent to the outcome in accordance with IPOA Form 17 set out in the First 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**

35. (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, a member of the Service, the station commander or the officer in charge or a direct superior of the member of Service shall, within twenty four hours of receipt of a complaint by a detained person on ill-treatment or torture, notify the Authority.

Notification of ill - treatment or torture while in detention.  
Cap. 84

(2) Upon receipt of the notification under paragraph (1), the Authority—

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

36. (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, 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 the IPOA Form 18 set out in the First Schedule.

Notification of death while in custody.  
Cap. 84.

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

37. (1) Pursuant to sections 7(1)(a)(x), 25 of the Act, 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 death, serious injury or grave consequences—

Notification of death, serious injury or grave consequences by police.  
Cap. 84.

- (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 but not later than 24 hours report the case to the Authority.

(2) A report made to the Authority under paragraph (1) shall be by—;

- (i) a call to the Authority on such phone numbers or toll-free lines as the Board may from time to time provide; or
- (ii) sending an email to the following email address: [info@ipoa.go.ke](mailto:info@ipoa.go.ke), [deathnotification@ipoa.go.ke](mailto:deathnotification@ipoa.go.ke), or any other email address that the Authority may in writing designate from time to time.

(3) A confirmation of the report or notification under paragraph (2) shall be made in writing by filling IPOA Form 19 set out in the First Schedule, not later than 24 hours after the occurrence of the incident.

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

(a) member of the 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—

(i) all the necessary evidence specified under section 25(2) of the Act;

(ii) certified copy of the occurrence book entry;

(iii) certified copy of the duty roster;

(iv) certified copy of the arms movement register;

(v) certified copy of police signals;

(vi) cell register;

(vii) certified copy of operational order, where applicable; and

(viii) any other relevant document,

(5) The station Commander, Officer in charge or direct superior shall, within seven days of notification under paragraph (1) provide the Authority with—

(a) duly filled police IPOA Form 6 set out in the First Schedule or any other medical document;

(b) duly filled IPOA Form 7 set out in the First Schedule postmortem form.

(c) certified copy of notification of death by a medical officer;

(d) crime scene photographs;

(e) cybercrime report;

(f) ballistic report; and

(g) any other relevant document that cannot be immediately provided.

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

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

(8) 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.

(9) The notification by any person or a member of the public referred to in paragraph (8) shall be made—

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

(10) 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.

(11) 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.

(12) Despite paragraph (8), the Authority shall investigate death that occurs at police custody in the manner provided under Part IV of these Regulations where the Authority becomes aware of such death.

(13) Non-compliance 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 the penalty provided under section 31 of the Act.

38. (1) 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, pursuant to sections 6(a), 25(1) of the Act and section 13(6) of the Prevention of Torture Act, notify and supply the Authority with all necessary evidence and documentation in the manner set out in these Regulations.

Notification under the Prevention of Torture Act.

Cap. 88.

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

39. (1) The Commissioner General of Prisons or the coroner shall, pursuant to section 7(1)(a)(i) and (g) of the Act and section 25(3) of the National Coroners Service Act, immediately and not later than twenty four hours' upon establishing that death—

Procedure of notification and report by coroner.  
Cap. 89

- (a) under his 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, 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.

Cap. 89.

(3) The report referred to under paragraph (2), shall be made within seven days of undertaking medical and forensic investigations.

(4) In addition to the report referred to in paragraph (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 investigations 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**

40.(1) Where a designated officer is not immediately available and within twenty-four hours or as soon as—

Preservation of scene by a member of the Service.

- (a) death occurs in police custody or as a result of police action or inaction;
- (b) serious injury or grave consequences occurs;
- (c) abuse or misuse of firearms by a member of the Service; or
- (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; and
  - (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 the IPOA Form 21 set out in the First 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 paragraph (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.

41. (1) Upon receipt of a notification of death, serious injury, grave consequences, use of force or firearm under the Act, these Regulations or any other written law, a designated officer shall—

Management of  
crime scene by the  
designated officer.

- (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 concerning 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.

(3) A person who interferes with a scene of crime or willfully obstructs or hinders a designated officer managing a crime scene pursuant to these Regulations commits an offence and shall be liable, upon conviction, to the penalty provided under section 31 of the Act.

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

- (a) attend the scene where the death occurred and ensure that the scene is secured in the manner set out under regulation 40;
- (b) oversee the scene and conduct preliminary investigations;
- (c) record the details of the deceased, including the deceased's name and surname, age and gender;
- (d) identify and record particulars of all potential witnesses for purposes of interviewing them;

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

- (e) in the case of 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 obtain statements that may assist in the investigations;
- (j) visit or summon witnesses for purposes of obtaining statements that may assist in the investigations;
- (k) attend the postmortem and advise the person conducting the postmortem of observations made at the scene of death including areas that should be concentrated on; and
- (l) 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 reports referred to under paragraph (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 investigations discloses any shortcomings in the processes or procedures by the Service;
- (e) for rectification thereof; and
- (f) that the complainant takes 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 paragraph (2).

(5) A designated officer investigating 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.

43. (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 the 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, seek and obtain regular status on investigations reports from Director of Public Prosecutions;
- (e) where the matter has been lodged in court, participate in the proceedings as set out in regulation 29;
- (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 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.

44. 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 subjected to public inquest;
- (b) pursuant to section 10(1)(m) and (t) of the National Police Service Act 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;

Recommendation to the Director of Public Prosecutions.

Investigations that do not meet evidentiary threshold for prosecution.

Cap. 84.

- (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 for lack of sufficient evidence in accordance with these Regulations; or
- (i) take other necessary action.

45. (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.

Closure of file by the Authority.

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

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

46. The Director may, from time to time and as when need arises, dispose exhibit following closure of an investigation under the Act or these Regulations.

Disposal of evidence upon closure.

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

Investigation of torture.

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

Investigation of general criminal offences.

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

Investigations of misconduct.

50. (1) Where a member of the Service uses firearm and there is no injury but grave consequence has occurred, the police officer shall, pursuant to the Sixth Schedule Part B rule 5 of the National Police Service Act, immediately report to the superior officer and, not later than twenty-four hours, notify the Authority in writing of such discharge.

Investigations of discharge of firearms where there is no injury.

Cap. 84.

(2) A superior officer shall pursuant to the Part C paragraph 1 of the Sixth Schedule of the National Police Service Act, where unlawful use of firearm occurs, report immediately to the Authority.

Cap. 84.

51. The Authority shall, pursuant to section 5(b) and 6(a) of the Act, investigate complaints regarding to integrity including abuse of office, transparency, accountability and unethical behaviours perpetrated by members of the Service in accordance with Part III of these Regulations.

Investigation of integrity matters

52. The Authority shall, pursuant to section 6(a) and 24 of the Act, investigate complaints regarding domestic violence pursuant to the Protection against Domestic Violence Act against a member of the

Investigation of domestic violence Act.

Cap. 151

Service where they amount to disciplinary or criminal offence in accordance with Part III and Part VII of these Regulations.

#### PART VII—SEXUAL OFFENCES

53. Any complaint regarding sexual offences shall be lodged and registered in accordance with Part II of these Regulations.

Lodging of complaints.

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

Scope of offences under this Part. Cap. 63A.

55. 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.

Application of this Part.

56. A designated officer who 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—

Action by officer receiving complaint

- (a) advise the victim not to bathe, urinate, pass stool, as the case maybe, 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 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.

57. (1) In addition to the steps provided for in Regulation 54 and Part III of these Regulations, the designated officer shall, where possible, collect from the scene—

Crime scene management in relation to sexual offences.

- (i) fingerprints;
- (ii) footwear and footprints;

- (iii) fibers;
- (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
- (ix) if an item is wet, the designated 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;
- (e) submit physical evidence to appropriate; and
- (f) agency or laboratory for analysis.

58. (1) The Authority shall where appropriate and on a case-by-case basis offer psychosocial support to victims of sexual offences and may refer the victim to an accredited agency.

Psychosocial support and Intermediary

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

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

Medical examination of a victim of sexual offence.

(2) The medical officer upon examination of the victim and collection of evidence under paragraph (1) shall fill the IPOA Form 6 set out in the First Schedule and, as soon as its practically possible, furnish the Authority with a copy.

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

Interviewing a victim of sexual offence.

- (a) the basic biodata, including—
  - (i) sex;
  - (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 alcohol was consumed;
- (vii) willingly or not and the quantity thereof;
- (viii) whether violence applied;
- (ix) the details of the violence, if any;
- (x) the duration and frequency of the incident;
- (xi) the number of persons who participated in the incident and their identity if known;
- (xii) whether those involved made any communication during the assault;
- (xiii) whether there was psychological abuse;
- (xiv) whether the victim was the only one assaulted;
- (xv) whether there were any witnesses;
- (xvi) whether the victim knows the assailant;
- (xvii) whether the victim inflicted any injuries on the assailant;
- (xviii) whether the victim experienced physical pains following the abuse;
- (xix) 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) 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.

61. A designated officer shall, while interviewing victims of sexual offences —

- (a) accord them the requisite privacy and confidentiality;
- (b) handle them with dignity;
- (c) create a conducive environment;
- (d) build trust;
- (e) encourage the victims;
- (f) offer psychosocial support; and
- (g) take any other necessary measure.

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

Privacy,  
confidentiality and  
conducive  
environment.

Action after  
Investigations.

63. A designated officer who investigates sexual offences in terms of this Part shall 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.

Update to the  
victim on  
investigations.

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

Psychosocial  
support.

65. (1) A designated officer may, pursuant to section 122A of the Penal Code, by order in writing require a person suspected of having committed a sexual offence to undergo a DNA sampling procedure if there are reasonable grounds to believe that the procedure may produce evidence resulting in a confirmation or disproval that the suspect committed the alleged offence.

Samples from a  
suspect.  
Cap. 63.

(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 paragraph (2) shall be in writing and shall be made in accordance with the IPOA Form 2 set out in the First Schedule.

66. 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, that appropriate

Samples from the  
accused person after  
charging.

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.

Cap 63A.

#### PART VIII—IDENTIFICATION PARADE

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

Identification parades.

(2) Upon receipt of Authority's request under paragraph (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 suspect or accused person shall not be compelled 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 declines 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 the IPOA Form 22 set out in the First Schedule.

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

- (a) 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;
- (b) the designated officer shall be present, but shall not conduct the parade;
- (c) the witness or witnesses shall not see the accused before the parade;
- (d) the accused or suspected person shall be placed amongst at least eight persons, as far as possible of similar age, height, general appearance and class of life;
- (e) where the accused or suspected person is suffering from any disfigurement, steps shall be taken to ensure that it is not specially apparent;
- (f) not more than one accused or suspected person shall appear on an identification parade;

- (g) 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;
- (h) care shall be exercised that witnesses do not communicate with each other;
- (i) 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;
- (j) the conducting officer shall ensure that the witness indicates the person identified, without the possibility of error by touching;
- (k) 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 part E of IPOA Form 22 set out in the First Schedule;
- (l) 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;
- (m) 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
- (n) 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 always be respected during the identification parade and care shall be taken to conduct identification parades with the requisite standard of privacy.

(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 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 and is liable upon conviction to a penalty set out under section 31 of the Act.

#### PART IX—SUMMONS

68. (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 despite 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 First Schedule; or
- (d) attend any hearing by the Authority.

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

- (a) be in writing, in duplicate and signed by the Chairperson or by a designated officer;
- (b) be 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; 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 24 set out in the First 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

Procedure for Summoning.

(d) information which is in his or her possession or under his or her control,  
 commits offence and is liable upon conviction to the penalty provided under section 31 of the Act.

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

69. (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.

Service of summons

(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; or
- (c) with his or her employer.

(3) Where a member of the Service cannot be served personally—

- (a) the summons may be served by leaving a duplicate copy of the summons with the Inspector-General or the respective Deputy Inspector-General;
- (b) the Inspector-General or the respective Deputy Inspector-General shall circulate a signal upon receipt of the summons and send a copy to the Authority; and
- (c) the Inspector-General or the respective Deputy Inspector-General shall ensure that the member of Service summoned complies with the summons.

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

(5) Where service under paragraph (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.

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

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

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

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

Registered courier services.

(2) Service shall be effected through an internationally registered and recognized courier service provider to the person's 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 and shall annex the way bill receipt or consignment note from the courier service provider confirming service.

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

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

Electronic Mail Services (e-mail).

(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.

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

Mobile-enabled Messaging applications

(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 subsequent business day.

(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 and shall annex the delivery receipt confirming service.

73. (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.

Service of summons outside Kenya

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

Cap. 75A.  
Cap. 78.

74. (1) A designated officer shall, for purposes of effecting summons under the Act and these Regulations, be deemed as a process server.

Affidavit of service.

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

75. A person or body who disobeys summons issued under this part commits an offence and shall be liable, upon conviction, to the penalty provided under section 31 of the Act.

Penalty for  
disobedience of  
Summons.

#### PART X—INQUIRY

76. (1) In this Part—

Process of the  
Inquiry.

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

(2) The Board shall—

- (a) specify the matter to be inquired into, the place and time to conduct the Inquiry;
- (b) formulate the terms of reference for the Inquiry and make Rules for the conduct and management of the proceedings of the Inquiry including the timelines, locations, hearings and adjournments details.

77. (1) The Board shall have powers to summon witnesses, call for production of books, plans and documents and to examine witnesses on oath.

Power to summon  
and examine  
witnesses

(2) A person or body who disobeys summons issued under this Part commits an offence and shall be liable, upon conviction, to the penalty provided under section 31 of the Act.

78. Any person whose conduct is the subject of Inquiry under this Act, or who is in any way implicated or concerned in any matter subject of the 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 represented may, by leave of the Board, be represented.

Representation by  
advocate.

79. (1) An Inquiry under this Part shall be deemed to be a judicial proceeding for purposes of Chapter XI and Chapter XVIII of the Penal Code.

Inquiries to be  
bound by Chapter  
XI and Chapter  
XVIII of the Penal  
Code.

Cap. 63.

(2) A witness in the proceedings of an Inquiry shall—

- (a) not be compelled to incriminate himself;
- (b) be entitled to all the privileges and immunities to which a witness giving evidence before a Court of law is entitled in respect of evidence given by him before that court.

80. (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.

Invitation to appear  
before the Board.

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

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

Cap. 7L

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

81. (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 and be heard at the time and place specified in the invitation.

Procedure for hearing before the Board.

(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, with the necessary modifications, apply to the service of the invitation notice.

Response.

82. A 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 a 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 action or inaction complained of;
- (c) that the complaint is frivolous or vexatious; or
- (d) any other ground.

83. (1) The Board shall, during the hearing date, concisely state the allegations made against the person, including any evidence presented to the Authority in support of the allegations.

Hearing during Inquiry.

(2) The person whose conduct is subject of an Inquiry or whose reputation is likely to be prejudiced by the Inquiry, may—

- (a) respond to the allegations in person or through his advocate;
- (b) adduce evidence or documents or call any witnesses in support of his 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 upon filing his response fails to attend to the Board hearing, the Board shall take into consideration the filed response in making its final findings and 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 findings and recommendations.

(6) The Board shall ensure that the proceedings are held in an expeditious, efficient, impartial and procedurally fair manner with respect to the parties and any affected persons.

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

Quorum.

85. The Board shall not be bound by technical rules of evidence, but shall be guided by the requirements of fair administrative action.

Rules of fair administrative action

86. Subject to regulation 27(7), the Board may, in the determination of complaints filed before it under this Part, apply reconciliation and mediation as forms of alternative dispute resolution to determine the Inquiry.

Alternative dispute resolution during Inquiry.

87. (1) Upon the conclusion of the Inquiry, the Board shall prepare a report with its decisions and recommendation.

Decision of the Board.

(2) The Board shall, within seven days of preparing the report, communicate its decision comprising of findings and where applicable any recommendations by the Board to—

- (a) the parties to the Inquiry;
- (b) any affected persons; or
- (c) the relevant State organ or institution for implementation

(3) Without prejudice to paragraph (2), the Inspector-General shall pursuant to section 10(1)(t) of the National Police Service Act implement the decision of the Board.

Cap. 84.

## PART XI—ALTERNATIVE DISPUTE RESOLUTION

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

Process for reconciliation and mediation.

(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 schedule 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.

(5) Upon the issuance of a notice under paragraph (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.

89. During the mediation or reconciliation meeting, the panel appointed under these Regulations may apply such procedures as it may, in the interests of the parties, deem appropriate in the circumstances.

Procedures at reconciliation meeting.

90. (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.

Mediation and reconciliation agreement.

(2) A mediation or reconciliation 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 XII—MONITORING, REVIEW OR AUDIT OF INVESTIGATIONS AND ACTIONS BY INTERNAL AFFAIRS UNIT

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

Monitoring reviewing and auditing of the 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.

92. (1) In monitoring the operations of the Internal Affairs Unit, the Authority shall assess—

Scope of monitoring of the Unit.

- (a) the nature of the 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, the Chief Firearms Licensing Officer and the National Police Service Commission; and
- (l) challenges and impediments experienced by the Internal Affairs Unit.

Cap. 89.

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

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

93. (1) The Authority shall, in reviewing decisions of the Internal Affairs Unit, consider—

Review of decision of the 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; or
- (g) reasonableness of any decisions taken.

(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 95.

94. (1) The Authority may, at any time audit the operations of the Internal Affairs Unit.

Audit 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 action taken by the Unit;
- (b) the independence of the Unit in arriving to its decisions as envisaged under section 87 (11) of the National Police Service Act;
- (c) the systems, processes and procedures of handling of complaints; or
- (d) the monitoring and review outcomes.

Cap. 84

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

Outcome after monitoring, review or audit.

- (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;

- (e) recommend to the 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; or
- (h) recommend review of relevant legislation.

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

96. The Authority shall keep and maintain records of all complaints received and acted upon by the Internal Affairs Unit despite 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.

Records of the Internal Affairs Unit.

97. (1) The Authority shall keep and maintain a manual or automated Internal Affairs Unit complaints register.

Manner of recording and storage of records.

(2) Where a complaint is initially reported to the Internal Affairs Unit, the Unit shall immediately and, in any event, not later than thirty 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 paragraph (4), the designated officer may take any of actions as set out in regulation 95.

98. Pursuant to section 30 of the Act, the Authority shall, in its performance report include—

Accessibility of reports.

- (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.

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

Written response from the Internal Affairs Unit

100. The Internal Affairs Unit shall every six months submit a report to the Authority on matters that relates to its functions under the Act and these Regulations.

Report by the Internal Affairs Unit

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

101. The purpose of carrying out monitoring of police operations affecting members of the public under the Act and these Regulations is to—

- (a) ensure compliance with the Constitution, Act, National Police Service Act, other relevant policies and laws, international standards, Service Standing Orders;
- (b) improve the working conditions of members of the Service;
- (c) add value to the Authority's investigations;
- (d) provide recommendations to the Service, the Cabinet Secretary, the National Assembly or any other State organs 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 may 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;

Purpose of monitoring etc.

Cap. 84.

- (s) recommend to the Inspector-General, the Cabinet Secretary, the 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 may contribute to the development of new policing policies and procedures for enhanced public trust and confidence.

102. The Authority may undertake either overt or covert monitoring.

Form of monitoring.

Monitor police operations affecting members of the public.

- (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) The Authority shall undertake an assessment of the request made under paragraph (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—

Cap. 84.

- (a) public order management;
- (b) traffic management and control;
- (c) security operation of any form;
- (d) enforcement of alcohol-blown tests and measures;
- (e) prevention of corruption operations;
- (f) community policing and cooperation;
- (g) safety and security of the members of the public;
- (h) police recruitment;
- (i) police involvement during elections or national events;
- (j) matters of national interest;
- (k) disaster response;
- (l) training in police training schools; and
- (m) beats and patrols.

(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.

104. (1) For effective monitoring of police recruitment, the National Police Service Commission or, where the recruitment is delegated the Inspector General, shall furnish the Authority with all necessary information on the recruitment exercise, at least seven days prior to the exercise, including —

- (a) date of recruitment;
- (b) commencement and closure time of the recruitment exercise;
- (c) selection guidelines and criteria;
- (d) recruitment centres;
- (e) number and sex of candidates to be recruited per centre; and
- (f) any other relevant information.

(2) Upon the close of the recruitment exercise, the officer-in-charge of the recruitment centre shall furnish the designated officer with all necessary information including—

- (a) the names and details of candidates selected;
- (b) the composition of the recruitment panel; and
- (c) any other relevant information.

(3) Upon completion of the monitoring exercise, the Authority shall prepare a monitoring report.

(4) The Board shall, within thirty days of completion of the recruitment exercise, furnish a copy of the report referred to in paragraph(3) to the National Police Service Commission, the Inspector General, Parliament and any other relevant person as the Board may deem fit.

(5) The Chairperson, the National Police Service Commission or where the recruitment is delegated, the Inspector-General, shall furnish the Authority with a report on completion of the recruitment exercise.

105. The Authority shall monitor the manner in which members of the Service effect arrest on members of the public during police operations.

106. 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) be fair and impartial;
- (c) be objective, credible and accurate;
- (d) undertake their responsibility with integrity;
- (e) where applicable, be visible;

Monitoring of police recruitment.

Monitoring during arrest.

Responsibilities of a designated officer during monitoring.

- (f) be professional, accountable and transparent;
- (g) do no harm, injure or hurt anyone including police or members of the public;
- (h) exercise good judgment;
- (i) be conversant with, and apply rules and standards of monitoring under these Regulations and manuals;
- (j) respect authorities and person in charge of the operation to foster mutual respect amongst all actors involved in the operation;
- (k) employ the principles of confidentiality;
- (l) be security sensitive;
- (m) be sensitive to the situation, mood and needs of the individual;
- (n) plan and prepare meticulously;
- (o) treat persons involved with respect and dignity;
- (p) be consistent, persistent and patient;
- (q) ensure their independence and neutrality and where possible keep distance;
- (r) where applicable document by way of audio, visual, photographic or recording;
- (s) gather relevant information to inform recommendations; and
- (t) do anything as may be necessary for purposes of accomplishing the objectives of the monitoring exercise.

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

107. 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 the requisite assistance to carry out monitoring, 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) enter police premises; and
- (f) any other assistance for effective performance of the Authority functions.

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

Obligation of members of the Service during monitoring.

Operation order.

109. (1) The Authority shall, while carrying out monitoring under the Act and these Regulations, use —

Monitoring tools and equipment.

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

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

Reports of monitoring.

110. (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 findings of the monitoring and recommendation thereof.

Publication and release of report.

111. (1) The Authority shall publish and publicize the monitoring Report.

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

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

Follow-up.

112. Pursuant to sections 6(a), (k), 7 (1) (a) (ix), (d) and (e) of the Act, 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 XIV—INSPECTION OF POLICE PREMISES AND DETENTION FACILITIES

113. (1) Pursuant to section 6(e) of the Act, section 123(3) and paragraph 11 of the Fifth Schedule to the National Police Service Act, the Authority shall—

Inspection of police premises and detention facilities etc.  
Cap. 84.

- (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 paragraph (1)(b) & (c) shall be made in writing.

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

Purpose of carrying out inspections.

- (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;

Cap. 86.

Cap. 64.

Cap. 63A.

Cap. 90.

Cap. 141.

- (s) recommend to the Inspector-General, Cabinet Secretary, National Assembly or any State organs 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 satisfy national and international standards, procedures and systems; and secure; and
- (w) ensure that the rights of detainees are protected as per the law, regulations, procedures, and guidelines.

115. (1) The Authority shall undertake inspection of police premises as envisioned under section 6(e) of the Act and these Regulations in the following areas—

- (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;
- (l) gender desks;
- (m) all police registers;
- (n) exhibits and handling of evidence;
- (o) thematic inspections;
- (p) community policing;
- (q) police reserves;
- (r) police training colleges and schools;
- (s) Internal Affairs Unit offices; or

Scope of inspection.

Cap. 84.

(t) other police premises, centres 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.

116. 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.

Manner of inspections.  
Cap. 84.

117. (1) A designated officer may, during inspection of a police premises or detention facility, assess all the matters set out in the Second Schedule to these Regulations.

Elements to be inspected.

(2) Upon completion of an inspection, the designated officer shall—

- (a) record key findings and make any recommendations, on the particular police premise in IPOA Form 29 set out in the First Schedule;
- (b) keep a correspondence file for future reference on the Authority's interactions and operations in the premise.

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

Managing Inspections.

- (a) be purposeful;
- (b) be properly coordinated;
- (c) be focused on providing 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.

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

Principles to guide inspections.

- (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

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

Conduct interviews etc.

- (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;
- (c) facility that the Authority may deem relevant for purposes of the Act or these Regulations;
- (d) request for production of relevant documentation; and
- (e) comply with the rights of detained persons provided under Articles 49, 50 and 51 of the Constitution and Part II of Persons Deprived of Liberty Act.

Cap. 90A.

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

Factors for consideration when interviewing detainees.

- (a) the name of the detainee;
- (b) the time and place of arrest
- (c) where the crime was allegedly committed;
- (d) the detainee record in the occurrence book and the cell register;
- (e) 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;
- (f) duration of detention and whether the twenty-four hours rule was adhered to;
- (g) documentation of any allegations of torture, ill-treatment or abuses;
- (h) protection of rights of arrested persons as guided by law;

- (i) feeding programme of the detainees in terms of quality and quantity;
- (j) requests made by the detainee;
- (k) any complaints made by the detainees against a police officer or a fellow detainee; and
- (l) any other relevant information.

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

Inspections upon request.

(2) The request made under paragraph (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.

123. 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.

General or routine inspection.

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

Thematic or targeted inspection.

(2) Thematic or targeted inspections conducted under regulation (1) shall focus on areas of priority and impact in the Service to improve on efficiency and effectiveness.

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

Special inspection.

126. (1) The Authority may 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.

Follow-up inspection

(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.

127. During inspection of a police premises or detention facility under the Act or these Regulations, a designated officer shall observe values and principles set out in Article 10 and 232 of the Constitution, and shall—

Obligation of designated officer 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;
- (e) prepare an inspection report upon completion of the exercise detailing the methodology, findings and recommendations, with pictorial evidence;
- (f) prepare for follow-up inspections;
- (g) have their identification badges on or certificate of appointment where applicable;
- (h) be fair and impartial;
- (i) credible, accurate and objective;
- (j) be professional, accountable and transparent;
- (k) do no harm, injure or hurt anyone including police or members of the public;
- (l) exercise good judgment;
- (m) be conversant with, and apply rules and standards of monitoring under these Regulations and manuals;
- (n) respect authorities and person in charge of the operation to foster mutual respect amongst all actors involved in the operation;
- (o) employ the principles of confidentiality;
- (p) be security sensitive;
- (q) be sensitive to the situation, mood and needs of the individual;
- (r) be consistent, persistent and patient;
- (s) ensure their independence and neutrality and where possible, keep distance;
- (t) take images, make audio or visual recording; and
- (u) gather all relevant information to inform.

128. (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 —

Obligation of members of the Service during Inspection.

- (a) accord the designated officer the necessary assistance;
- (b) cooperate with the designated officers;
- (c) avail any material, document or records required by the designated officer pursuant to section 7 of the Act; and
- (d) sign and stamp the requisite inspections tool.

(2) The designated officer shall furnish the Officer-in-Charge of the police premises inspected with a copy of the inspection tool referred to in paragraph (1).

(3) The Officer-in-Charge of the police premises inspected shall file the inspection tool in accordance with IPOA Form 29 Correspondence File set out in the First Schedule.

(4) The Officer-in-Charge of the police premises inspected shall keep custody of the Correspondence File referred to in paragraph (3) for any future reference on the Authority's findings and recommendations made on the particular police premise for implementation and necessary action.

129. The designated officer shall—

Board approval and consideration.

- (a) upon completion of the 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.

130. (1) The Authority shall, within fourteen days of conducting the inspection, furnish the requesting authority, person, State Organ or institution with a report detailing the findings of the inspections and recommendation thereof.

Action to be taken by other State organs on inspection report.

(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.

131. 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 First Schedule.

Inspection tools and checklist.

132. (1) The Authority shall publish and publicize all inspection reports.

Publishing and publicizing of inspection reports.

(2) A copy of the report referred to in paragraph (1) shall be forwarded to the Inspector-General, the National Police Service Commission, the 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.

133. Pursuant to section 10 (m) and (t) of the National Police Service Act, the Inspector-General shall cause appropriate action to be taken on the Authority's recommendations.

Action on inspection reports by the Inspector-General. Cap. 84.

#### PART XV— MISCELLANEOUS PROVISIONS

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

Research and survey.

- (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; or
- (f) 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) the Judiciary;
- (f) members of the public;
- (g) the Senate; and
- (h) any other relevant State Organs or institutions.

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

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

Modalities of carrying out research.

136. Pursuant to the Official Secrets Act, the Independent Policing Oversight Authority Act, 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 First Schedule.

Administration of oaths etc.  
Cap. 187.  
Cap. 86B.  
Cap. 185B.

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

Psychosocial support.

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

138. (1) Pursuant to section 19(5) of the Act, section 3, 5(3) and 6 of the Witness Protection Act, the Authority may request protection of a witness, victim, complainant, an intermediary or any other person who may require protection to the Witness Protection Agency where it establishes that there are sufficient grounds to require protection.

Witness and victim Protection.  
Cap. 79.

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

Cap. 79.

(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, for protection or any other relief.

Cap. 79.

139. (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, or these Regulations shall remain confidential.

Access and control of confidential information and records from the Authority  
Cap. 84.

(2) 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 a statement drafted or made during investigation, Inquiry, mediation, monitoring or inspections;
- (e) investigation file;
- (f) any information or document required not 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.

(3) A designated officer shall not disclose or share information referred to in paragraph (1) unless with the written authorization of the Board and—

- (a) the disclosure is required under the Constitution or an any other written law;
- (b) upon conclusion of an investigation, monitoring, inspection, Inquiry;
- (c) by order or directions of a court of law; or
- (d) it is demonstrable in the interest of justice to disclose.

(4) The Authority shall secure all information, documentation and records pertaining to an investigation at all times in a manner that would effectively prevent access to such information, documentation, and records by an unauthorized person.

(5) 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 provide compelling justification for the request.

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

(7) A person who violates this regulation commits an offence and shall be liable, upon conviction, to a penalty provided under section 31(2) of the Act.

140. (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.

Access to information and documentation from the Service

(2) A person who violates this regulation commits an offence and shall be liable, upon conviction, to the penalty provided under section 31 of the Act.

141. (1) The Authority shall maintain a credible information communication technology system for—

Information and data management system.

- (a) receipt and registration of complaints;
- (b) keeping and maintenance of records and information;

- (c) processing and sharing of information;
- (d) the conduct and management of investigations;
- (e) the 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) Documents, photographs, 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 the Authority's information and data.

142. (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.

Record and  
Information  
management

(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) Despite paragraph (2), the Authority shall from time to time categorize records of complaints under this regulation that may not be subject to paragraph (2).

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

(5) The Director shall, ensure proper retention and disposal of records.

143. (1) Pursuant to section 30 of the Act, the Authority shall every six months submit its performance report to—

Performance report.

- (a) the Cabinet Secretary;
- (b) the National Assembly;
- (c) the Senate;
- (d) the Inspector-General for implementation;
- (e) the National Police Service Commission to take up and implement recommendations that relate to their statutory and constitutional mandate; and
- (f) Speaker of the respective County Assemblies and the assemblies may in accordance with their standing orders table the report.

(2) The Authority may submit its performance report referred to in paragraph (1) to any other relevant state or non-state actors.

(3) 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.

Cap. 84.

(4) 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.

(5) 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.

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

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

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

Annual report.

(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 there under;
- (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;
- (h) mediation reports and recommendations;
- (i) inquiries done and recommendations made thereunder;
- (j) research conducted; and
- (k) any other relevant report or recommendations.

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

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

145. (1) Pursuant to section 7(3) of the Act, exceptional report means a report other than the performance report and the annual report

Exceptional circumstances report

regarding matters of national importance and which requires urgent consideration for the wellbeing of Kenyans.

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

146. 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 the penalty set out in section 31 of the Act.

General penalty

FIRST SCHEDULE



(r. 7(2))

OFFICER  
PHOTO

CERTIFICATE OF APPOINTMENT FORM  
INVESTIGATOR IDENTITY CARD

Name: .....

ID No: .....

Staff No: .....

Designation: ..... Appointment Date: .....

This certifies that the bearer of this card is ..... at IPOA

Date of Issue: .....

THIS CERTIFICATE OF APPOINTMENT

THIS CERTIFICATE IS ISSUED PURSUANT TO SECTION 22(3) OF THE  
INDEPENDENT POLICING OVERSIGHT AUTHORITY ACT. THE BEARER IS  
HEREBY VESTED WITH INVESTIGATIVE POWERS AND PRIVILEGES  
APPERTAINING TO THAT APPOINTMENT.

Signed: ..... Signed: .....  
*Chairperson* *Director/CEO*

If found, hand it in to the nearest Police Station or the Independent Policing Oversight Authority.

P.O Box 23035-00100 Nairobi. Telephone: 020 4906000. [www.ipoa.go.ke](http://www.ipoa.go.ke)



## IPOA FORM 2

(r.7. (6),65(3))

## SAMPLING FOR DNA IDENTIFICATION FORM

Complaints Number.....

Investigation Case Number .....

Date ..... Office .....

You (Name) .....

P. O Box..... Code.....

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..... a.m./p.m.

Signature of Investigation officer ..... Date.....

Time..... a.m./p.m.

Witness Signature or thumbprint ..... Date.....

Time..... a.m./p.m.

## Samples Harvested (Tick where applicable)

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.....



## IPOA FORM 3

(r. 9(2), 14(1))

## COMPLAINT FORM

## Complainant Information:

Surname, First name, Other Name .....

.....  
Sex:  ID/Passport Number 

On Behalf of ..... Phone Number:.....

Alternate Phone: .....

Complainant Type:.....

Keep Anonymous Yes  No Email  Country 

Address

P.O. Box:.....

Code:.....

County .....

Date of Birth  Age 

Person Lodging Complaint on behalf of victim:.....

Please include:

(a).....H  
ow you are connected to this incident.....(b).....W  
hat your role was .....

A brief description of events

Complaint Lodged by Complainant

Please include:

A brief description of events:

Incident Details:

Date and Time of Incident .....

.....

Location of Incident.....

.....

County of Incident.....

List any evidence to support your complaint (*Documents, photos, etc.*)

Detention Holding Details (*If applicable*)Complainant Held in Custody Yes  No 

Police office .....

County .....

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 were you medically examined or treated? .....

Attending Medical Officer Details: .....

Findings of Medical Exam: .....

## Witnesses:

Were there any witnesses? Yes  No Yes  No 

Surname .....

First name.....Other Name.....

Male  Female ID Number  Phone 

Address P.O. Box:.....

Code:.....

Suspect Officer(s)? Yes  No

Surname.....

First name.....

Male  Female

Service No.  Rank

Colour of Uniform  Phone

Description

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:*

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:*



## IPOA FORM 4

(r 12(2))

## COMPLAINTS REFERRAL FORM

<i>Client Contact Information</i>	
Name	
Gender	
Age	
Nationality	
Phone number:	
Residential Address	
Occupation	
Work Address	
Family Contact(s)	
Referred to	
Reason for referral	
<i>Case Information</i>	
Case No/Ref	
Nature of Case	
Case Summary	
Work Undertaken on Client's Behalf ( <i>if any</i> )	
Supporting documents	
Referring officer	

Email address	
Referral Date	
<i>Feedback slip</i>	
Name and designation of officer who received the referral	
Signature	
Date	



## IPOA FORM 5

(r. 15(7))

## COMMUNICATION ON DECISION TO ADMIT

<i>Client Contact Information</i>	
Name	
Gender	
Nationality	
Phone Number	
Date Registered	
Case Category	
<i>Case Information</i>	
Case No/Ref	
Nature of Case	
Case Summary	
Reason for Non-Admission ( <i>Tick where appropriate</i> )	The matter is before Court <input type="checkbox"/> Non-mandate <input type="checkbox"/> Other ( <i>Specify</i> )..... 
Additional Information if any Officer Assigned	
Action to be undertaken	
The Independent Policing Oversight Authority Receipt of your complaint dated: .....20.....	

The Authority reviewed the matter and would not be admitted for the following reasons:

1. The matter is before Court

2. Non-mandate ..

3. Other (*Specify*).....  
.....  
.....



IPOA FORM 6

( r. 31(1),37(5)(a),59(2)

## MEDICAL EXAMINATION REPORT FORM

*(The issuance and completion of this form is free of charge)**(Completed by the Investigation officer requesting the forensic medical examination)*

## PART ONE: DETAILS OF COMPLAINT

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 Investigation 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.....

.....

.....

.....

.....

.....

## GENERAL EXAMINATION

## VITAL SIGNS

Heart Rate.....  
Respiratory Rate.....  
Blood pressure.....  
Temperature.....  
Bipedal Edema.....  
Lymph nodes.....

## STATE OF CLOTHING

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.) .....

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

#### 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		
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"/>
Bite mark swabs	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Finger nail clippings	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 <input type="checkbox"/>	NO <input type="checkbox"/>
Urine	YES <input type="checkbox"/>	NO <input type="checkbox"/>

## FORENSIC

Reference sample – Buccal swab	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Oral swab ( in case of ejaculation)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Bite mark swab	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Finger nail clippings	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Anal swab	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Genital swab	YES <input type="checkbox"/>	NO <input type="checkbox"/>

## SECTION D: PERSON ACCUSED OF ANY SEXUAL OFFENCE

## FEMALE ACCUSED

Tanner Stage (Children):

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

.....

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

Oral swab ( in case of YES  NO   
ejaculation)

Finger nail clippings YES  NO

Anal swab YES  NO

Genital swab YES  NO

## MALE ACCUSED

### Tanner Stage (Children):

Frenulum:

.....

Shaft:

.....

Scrotum:

.....

Anus:

.....

**SPECIMENS COLLECTED MALE ACCUSED**

**MEDICAL**

Blood	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Urine	YES <input type="checkbox"/>	NO <input type="checkbox"/>

**FORENSIC**

Reference sample – buccal swab	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Oral swab ( in case of ejaculation)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Bite mark swab	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Finger nail clippings	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Anal swab	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Genital swab	YES <input type="checkbox"/>	NO <input type="checkbox"/>

**MEDICAL**

Blood	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Urine	YES <input type="checkbox"/>	NO <input type="checkbox"/>

**FORENSIC**

Reference sample – 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"/>
Bite mark swabs	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Finger nail clippings	YES <input type="checkbox"/>	NO <input type="checkbox"/>

## MEDICAL

Blood	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Urine	YES <input type="checkbox"/>	NO <input type="checkbox"/>

## FORENSIC

Reference sample – buccal swab	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Oral swab ( in case of ejaculation)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Bite mark swab	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Finger nail clippings	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Anal swab	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Genital swab	YES <input type="checkbox"/>	NO <input type="checkbox"/>
ES <input type="checkbox"/>	NO <input type="checkbox"/>	
Bite mark swabs	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Finger nail clippings	YES <input type="checkbox"/>	NO <input type="checkbox"/>

## MEDICAL

Blood	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Urine	YES <input type="checkbox"/>	NO <input type="checkbox"/>

## FORENSIC

Reference sample – 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"/>
Bite mark swabs	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Finger nail clippings	YES <input type="checkbox"/>	NO <input type="checkbox"/>

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.

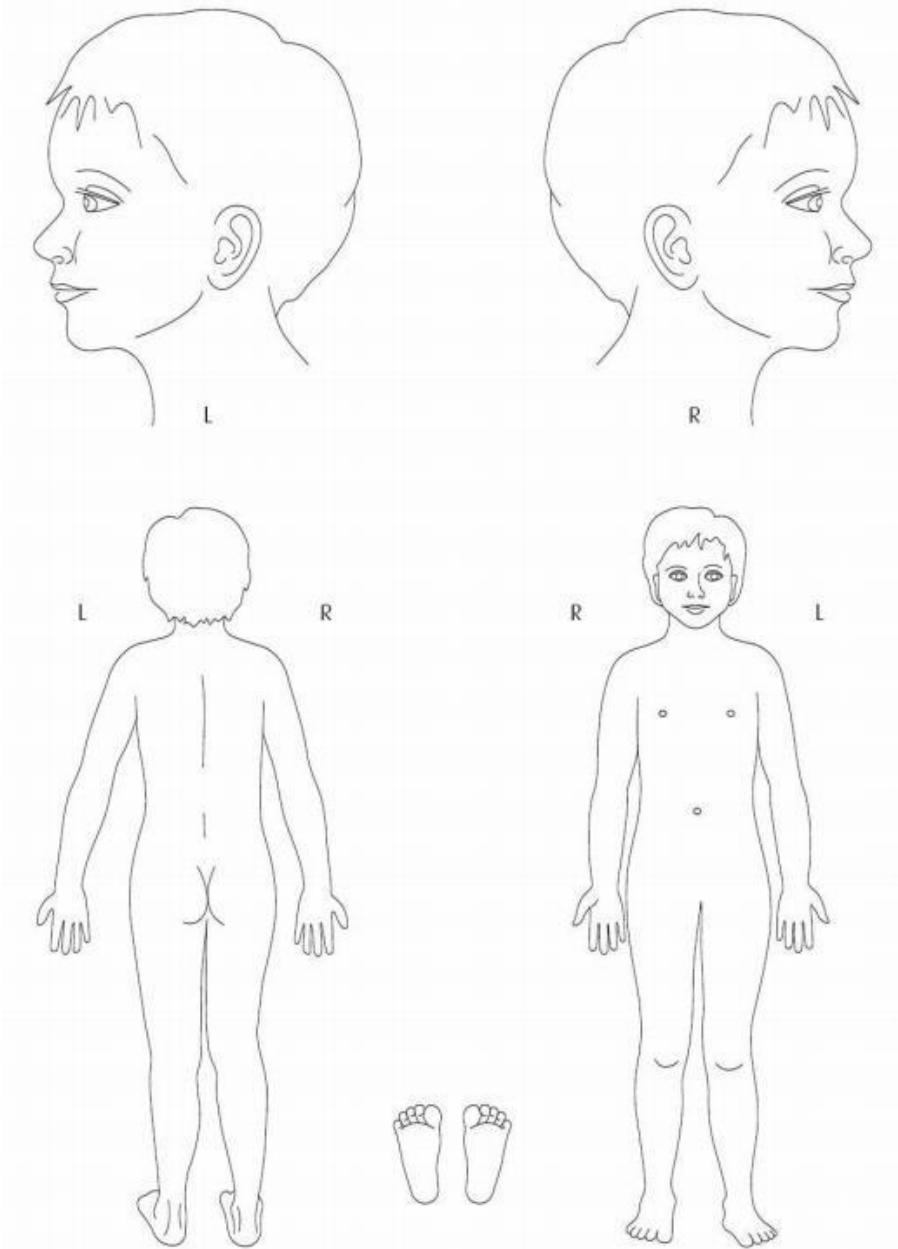
1. I know and understand the contents of this declaration
2. I have no objection to taking the prescribed oath
3. I consider the prescribed oath to be binding to my conscience

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

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

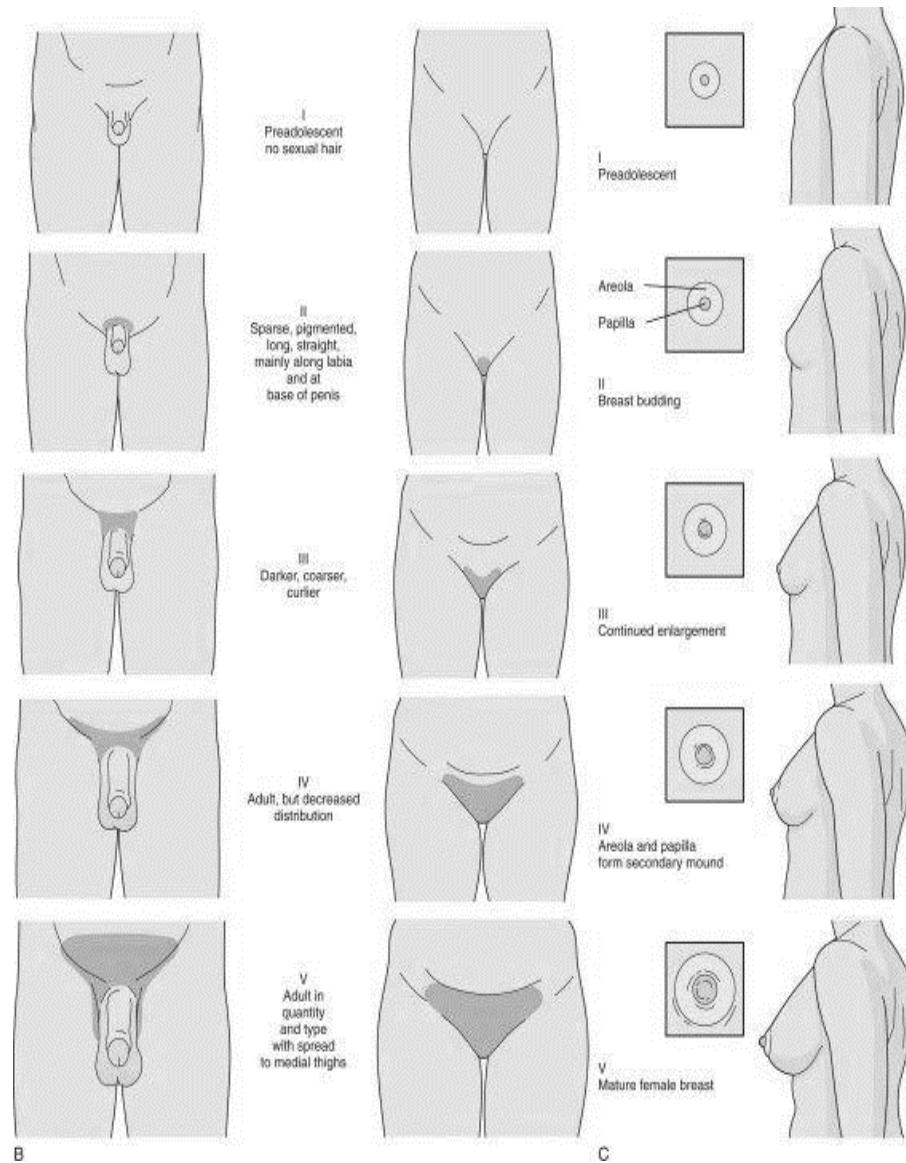
**BODY CHARTS**  
**APPENDIX 1.**

**CHILD**

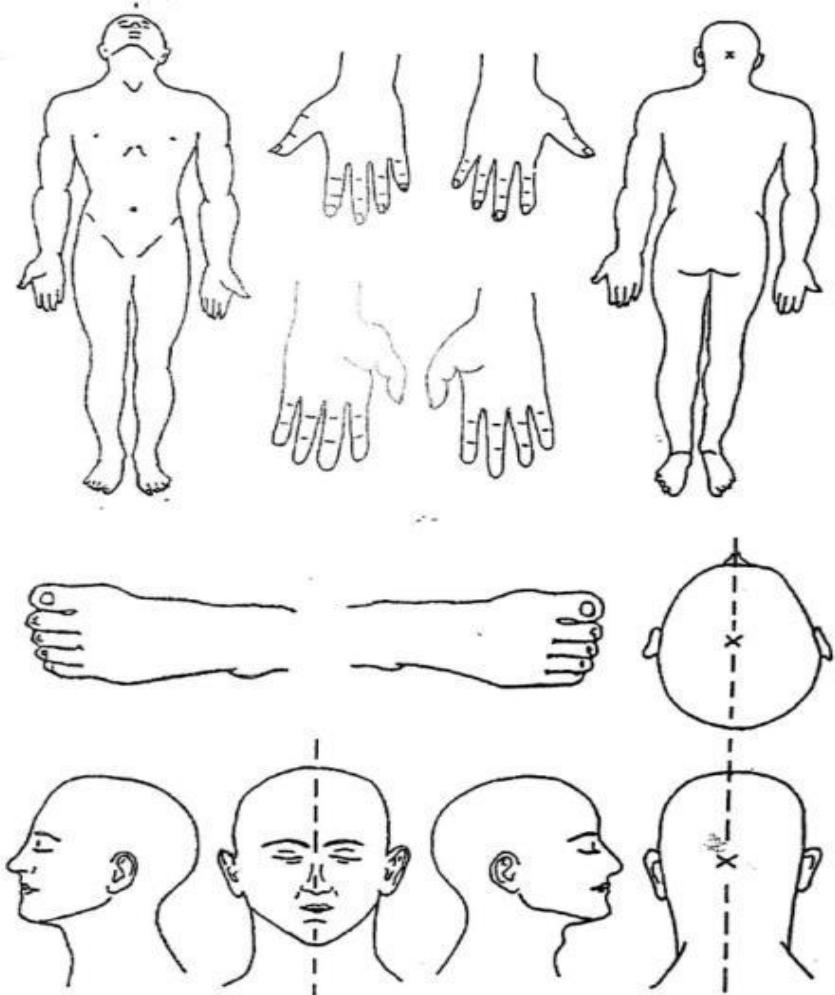


## APPENDIX 2.

## TANNER STAGE

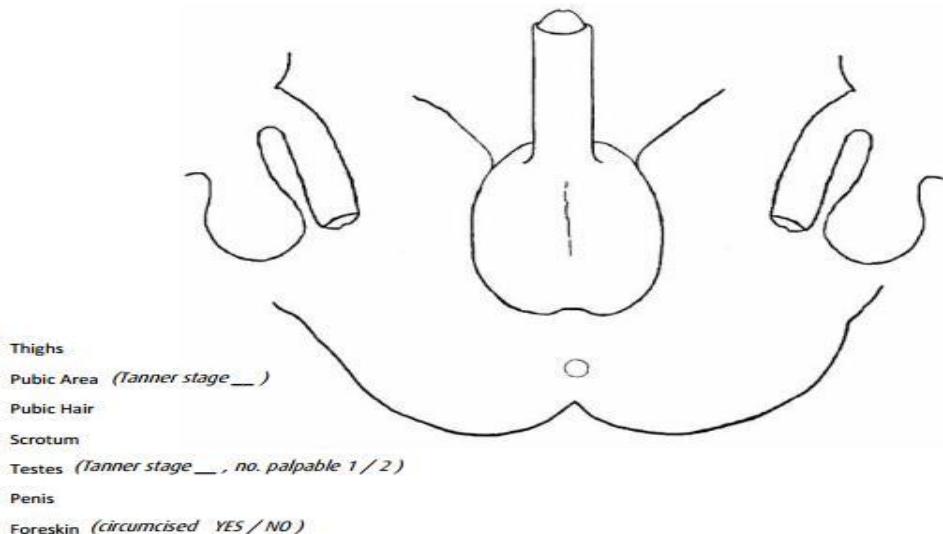


APPENDIX 3: ADULT MALE/FEMALE



## APPENDIX 4: GENITAL EXAMINATION

## MALE GENITAL CHART



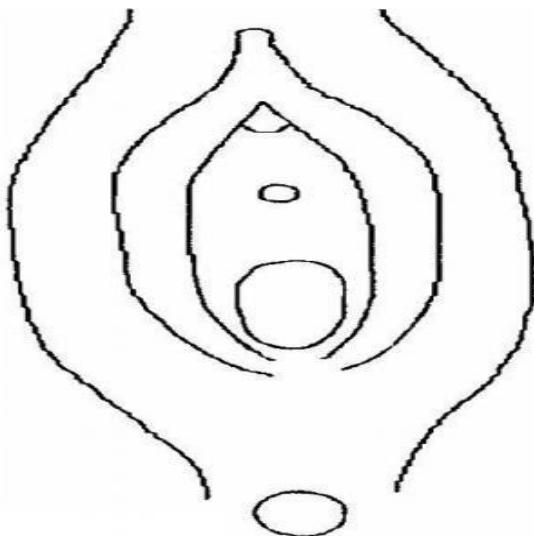
FEMALE GENITAL CHART

**Mons pubis**  
**Pubic hair (Tanner stage 1/2/3/4/5  
and description, eg shaved, cut)**  
**Labia majora**  
**Labia minora**  
**Clitoris**  
**Fourchette**  
**Fossa Navicularis**  
**Vestibule**  
**Hymen (diagram when indicated)**

**Internal findings (if applicable)**  
**Vaginal wall**

**Cervix**

**Speculum used: YES / NO**





IPOA FORM 7

(r. 31(2), 37(5)(b))

## POST MORTEM EXAMINATION

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 .....

Personal Number/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 (*Tick where Appropriate*)

Male  Female  Unknown  Known  Foreigner

Name of Deceased (*Provisional*) .....

Estimated Age (years/months)      Years  Months

Identity   rt Birth Certificate No.

.....

Nationality (*Specify*) .....

When Last Seen Alive .....

Alleged Date of Death .....

Alleged Time of Death and 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:

Date  Time

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 Yes  No

(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: Male...  Female...  Undetermined Gender (*Specify*).....

.....

Ancestry: (*Negroid Caucasoid Mongoloid*)

Estimated Age:.....

Nutrition: .....

Physique: .....

Length (in c.m.):.....

Mass (in Kg):.....

**CONDITION OF REMAINS (Tick Appropriately)**

Refrigerated  Well preserved  Fresh  Decomposed

Mummified  Skeletonized  Incinerated

**EMBALM REMARKS:**

.....

.....

.....

.....

.....

**POST MORTEM CHANGES AND ASSESSMENT OF TIME SINCE DEATH (e.g. *Lividity, Rigor Mortis, Temperature, Skin Slippage, Adipose, Flaccidity, Tattoos* etc.)**

Investigation Number/Coroner Case Number .....

.....

.....

.....

.....

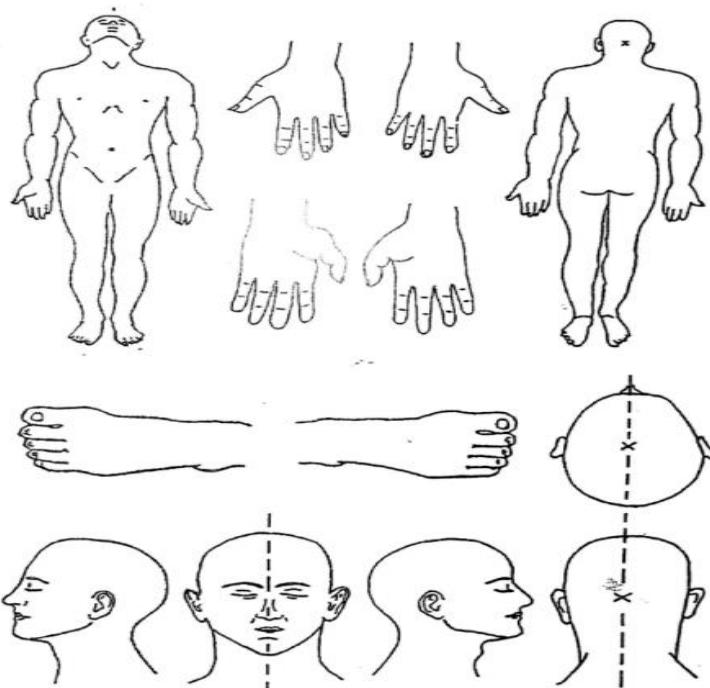
.....

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.*)

BODY CHARTS



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.)

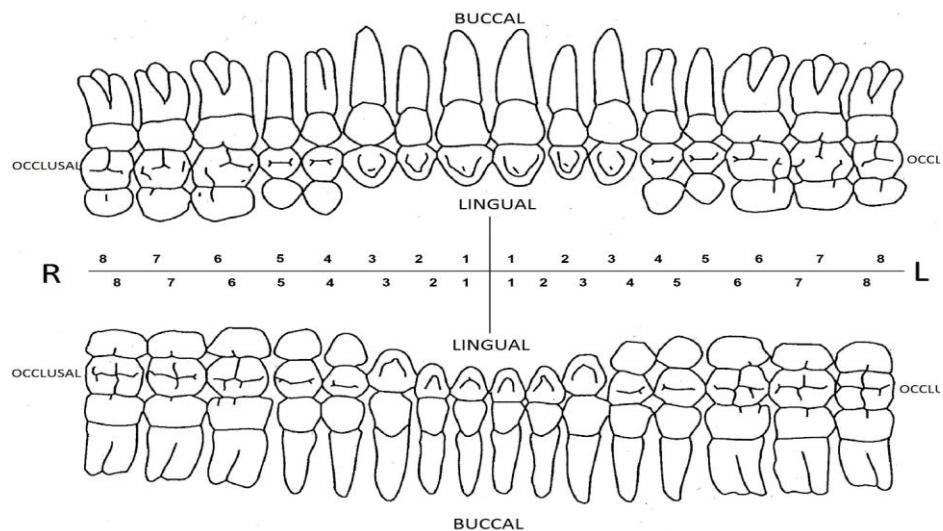
Investigation Number/Coroner Case Number

.....

Name of Deceased

.....

### ODONTOGRAM



Investigation Number/Coroner Case Number

.....

Name of Deceased

.....

### INTERNAL APPEARANCE OF THE BODY

(Note: for children's' cases pay attention to oral, intraoral, 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 Cordinvestigation Number/Coroner Case Number

.....].....  
.....

## Name of Deceased

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

## Specimens Retained

No.	<i>Nature of Specimens</i>	<i>Nature of Investigation Required</i>

## 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].

- (i) I know and understand the contents of this declaration
- (ii) I have no objection to taking the prescribed oath
- (iii) I consider the prescribed oath to be binding to my conscience

Date .....

Name of Medical Practitioner.....

Signature of Medical Practitioner.....,



## IPOA FORM 8

(r. 31(3)(a))

## EVIDENCE / EXHIBIT RECEIPT/ SEIZURE FORM

Case Number: .....

Date Items Identified: ..... 20.....

Exhibit(s) collected by:.....

Investigator Name: .....

Date seized by IPOA ..... Time:.....

Location (*seized/Identified*): .....

Individual or Organisation Items Seized from:.....

S/No.	Item	Quantity	Description
1.			
2.			
3.			
4.			

The above items have been seized as evidence by Independent Policing Oversight Authority investigators pursuant Reg. 31(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 9

(r. 31(3)(b))

## EVIDENCE / EXHIBIT STORAGE FORM

Case Number: .....

Exhibit Number: ..... Incident Date: .....

Exhibit collected by: Investigator .....

Date and Time (*seized/located*) ..... Time .....Location (*seized/located*) .....

Item, Quantity, Description:

S/No.	Item	Quantity	Description
1.			
2.			
3.			
4.			

Storage Location .....

Locker .....

Bin .....

Received by: .....

Time In: ..... Date In: .....

Received by: .....

(Property/Evidence Room Personnel)



## IPOA FORM 10

( r. 31(3)(c)

## EXHIBIT MEMO FORM

To: ..... File number: .....

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

Exhibit(s) enumerated below for favour of examination.

	Exhibit
1.	
2.	
3.	

Exhibits and identification markings:

Summary of offence:

It is desired to ascertain:

Names of suspects (*if known*):

1.....  
2.....  
3.....

Offence and Section:

<i>Offence</i>	<i>Section</i>

Time, date and place committed:

Time: ..... Date .....

Place .....

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

Exhibit(s) found by .....

Time..... Date .....

Place .....

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 11

(r. 31(3) (d))

## EVIDENCE / EXHIBIT REPORT FORM

Case Number: .....

Exhibit Number: ..... Incident Date: .....

Exhibit collected by: ..... Investigator.....

Date and Time (*seized/located*):

Date ..... Time.....

Location (*seized/located*) .....

Item, Quantity, Description

S/No.	Item	Quantity	Description
1.			
2.			
3.			
4.			

Storage Location .....

Locker Bin .....

Received by: .....

Time in: ..... Date in:.....

Received by: .....

(Property/Evidence room Personnel)



## IPOA FORM 12

(r 31(3)(e)

## CRIME SCENE PRESERVATION INFORMATION

Date .....

Location .....

Complaints Number .....

Investigation Case Number .....

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



## IPOA FORM 13

(r 31(3)(f))

CHARGE SHEET

IPOA CASE NO: ..... IPOA/INV/...../20.....

COURT FILES NO: ..... S/0 30/2021.....

CMU NO.DATE TO COURT:.....

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

Witnesses	1. AMEN 2. HALLELUUYA	
Sentence	.....	
Court and date	.....	

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

(r. 31(4))

## RECEIPT OF EXHIBIT FOR FORENSICS FORM

Case Number: .....

Date Items Identified: ..... 20.....

Exhibit(s) collected by:.....

Investigator Name: .....

Date seized by IPOA ..... Time:.....

Location (*seized/Identified*): .....

Individual or Organisation Items Seized from:.....

S/No.	Item	Quantity	Description
1.			
2.			
3.			
4.			

The above items have been seized as evidence by Independent Policing Oversight Authority investigators pursuant to Part II, Section 8 (1) (c) of the Independent Policing Oversight Authority Act 2011.

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 15

(r. 32(4))

## TAKEOVER FROM IAU FORM

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) (i) 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

(r. 34(3))

## CONSENT AND CONCURRENCE FOR REFERRAL FORM

<i>Client Contact Information</i>	
Name	
Gender	
Nationality	
Residential Address	
Occupation	
Family Contact(s)	
Referred to	
Reason for referral	
Clients consent to referral	Yes <input type="checkbox"/> No. <input type="checkbox"/>
Remarks:	<input type="text"/>
Signature: .....	
<i>Case Information</i>	
Case No/Ref	
Nature of Case	
Case Summary	
Outcome Authority's of investigations if any	
Referring officer	
Email address	
Referral Date	

<i>Feedback slip</i>	
Name and designation of officer who received the referral	
Signature	
Date	



## IPOA FORM 17

( r. 34(8)

## CONSENT BY COMPLAINANT TO THE IAU OUTCOME FORM

<i>Client Contact Information</i>	
Name	
Gender	
Nationality	
Residential Address	
Occupation	
Family Contact(s)	
Referred to	
Reason for referral	
<i>Case Information</i>	
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 <input type="checkbox"/> No. <input type="checkbox"/>
Remarks:	
Signature : .....	



## IPOA FORM 18

(r. 36(1))

## NOTIFICATION OF DEATH IN CUSTODY

Date and time of sending the notification:

Date ..... time .....

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:

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

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

(Official stamp).....



IPOA FORM 19

(r. 37(3), 37(9)(e))

## NOTIFICATION OF USE OF FIREARM FORM

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*):  
.....  
.....  
.....

Names of victims involved:

1 .....  
2 .....  
3 .....Details of witnesses if any:  
.....  
.....Name and contact details of identified next of Kin, relative or friend notified, if any:  
.....  
.....  
.....

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

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

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

Police station (*Indicate official stamp*) .....



## IPOA FORM 20

(r 39(2))

## NOTIFICATION BY CORONER OF DEATH FORM

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:

.....

.....

Details of exhibits recovered and their description:

<i>Exhibits Recovered</i>	<i>Description</i>

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

Name of Releasing Officer ..... Signature.....

(Official stamp).....



IPOA FORM 21

(r. 40(2))

## CRIME SCENE PRESERVATION INFORMATION FORM

Date .....

Location .....

Complaints Number ..... Investigation Case Number.....

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



## IPOA FORM 22

(r. 67(7), 67(8)(k))

## IDENTIFICATION PARADE FORM

1. 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. 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.

3. 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 view the parade from a concealed vantage point (e.g

4. 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.

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.		
3.		
4.		
5.		

D. MEMBERS OF THE PARADE:

S/No.	Service No.	Name	Address
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

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 of the Form 22, paragraph 1 (c) and (f) detail the witnesses accommodation arrangements:

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

<i>Witness No.</i>	<i>Position of the suspect on parade</i>	<i>Was suspect identified? If so, how?</i>	<i>REMARKS</i>
1	Between &		
2	Between &		
3	Between &		
4	Between &		

5			

**E. RESULTS OF THE PARADE:**

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

68(1)(c)

SUMMONS FOR PRODUCTION OF DOCUMENTS FORM

I ..... an Investigator with the Independent Policing Oversight Authority (IPOA) investigating .....

.....  
.....  
.....  
.....  
Section 7(1) (a) (vii) 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. ....
4. ....

The Independent Policing Oversight Authority Offices are located at; ACK Garden Annex, 2nd 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

(r. 68(3))

## SUMMONS TO APPEAR FORM

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, 2nd 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 25

(r. 69(8))

SUBSTITUTED SERVICE BY ADVERTISEMENT FORM

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

(r. 74(2))

## AFFIDAVIT OF SERVICE FORM

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.
3. 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.
4. 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.
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 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 provider.
6. 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 .....

*(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

( r. 92(3)

## INTERNAL AFFAIRS UNIT (IAU) MONITORING FORM

Officers monitoring:	conducting the Police Premise / Facility:	Date and Time:
1.		
2.		
3.		
County:		Officer in Charge of Premise:
		Rank:
		Contacts: Tel: _____
		Box No. _____

## 1.0 Complaints Management Procedures:

Is there a register of complaints received by the Unit?	Yes (1)	No (0)	Remarks:
Is there an officer in charge of the Register?	Yes(1)	No (0)	Remarks:
What are the sources of the complaints received by the Unit?	(Tick as appropriate) IPOA NPS KNCHR KHRC ODPP NPSC EACC CAJ ICJ IJM IMLU Members of the Public Others Specify:		
How many			
Is there a criteria used to assign complaints for investigations?	Yes (1)	No(0)	remarks
If yes, what is the criteria? <i>Tick as appropriate</i>	Rank of officer being investigated ( ) Nature of offense ( ) Source of the complaint ( ) Specialization ( ) Others ( <i>Specify</i> ):		
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)	Negligent in the performance of duty Drunkenness while on duty Disobedience of lawful command or order Absent without leave Resist of a lawful arrest Any other
What nature of complaints have been referred to the Unit by IPOA in the last six months? List them	..... ..... ..... ..... .....
List any procedures put in place to ensure confidentiality, security and safety in the handling of the complaints received and being investigated.	..... ..... ..... ..... .....

## 2.0 Complaints Inventory (guided by Sec. 87(4) of the NPS Act, 2011):

<i>Own Motion/ Referring Agency</i>	<i>Number of cases referred (Jan-June or July-Dec)</i>	<i>Closed/Finalized</i>	<i>Pending Under Investigations</i>	<i>Remarks</i>
Own Motion				
IPOA				
Direction of the IG				
NPS (KPS)				
NPS (APS)				
NPS (DCI)				
Other Senior Officers				
ODPP				
NPSC				
EACC				
CAJ				
KNCHR				

Civil Society Organisations				
IMLU				
IJM				
Amnesty International				
KHRC				
ICJ				
Members of the Public(Individuals)				
Others				

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?

REASONS:

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

4.0 Penalties for disciplinary offences (*Guided by Sec. 87(6); 89(1) and the 8th 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	

<i>Penalty</i>	<i>Number of cases</i>
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?

<i>Agency</i>	<i>Monthly</i>	<i>Quarterly</i>	<i>Semi Annually</i>	<i>Annually</i>
IPOA				
Coroners				
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)

Yes  No

**6.0 Challenges and welfare concerns faced by Officers in the Unit:**

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

**7.0 General Observations by Monitors:**

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

**8.0 Recommendations:**

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

**CONFIRMED BY:**

Name of Officer-In-Charge of the Unit: .....

.....

Signature: .....

Date: .....

APPROVED BY: (Team leader)	CHECKED BY:(Supervisor)
Date: .....	Date:.....
Signature: .....	Signature: .....



## IPOA FORM 28A

(r 109(2))

## DEMONSTRATIONS/PROCESSIONS MONITORING FORM

## 1.0 Introduction

County:	
Area of Monitoring	
Date and Time	
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?

Yes	
No	

3.1 Any Proof of any evidence (*e.g. notification and approval by police*).

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)

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?

--

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*)?

Prompt and Impartial		Prompt and Partial	
Delayed and impartial		Delayed and Partial	

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. In relation to adhering to human rights and fundamental freedoms during the event? (Summarize your descriptions of the event)*)

--

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

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	
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	

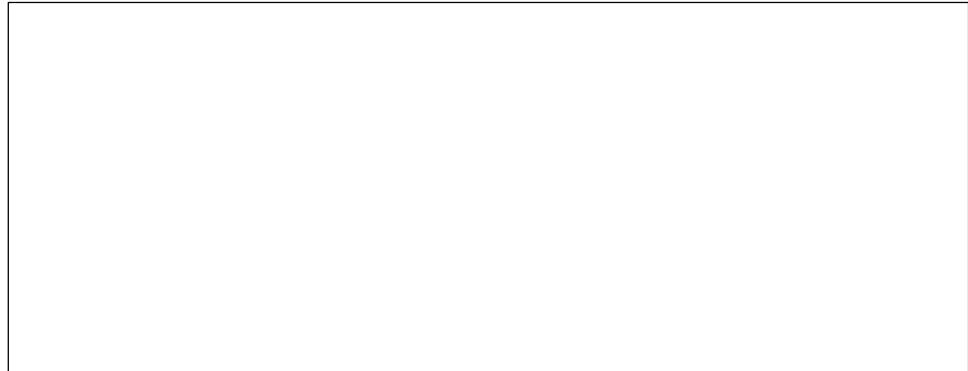
17.1 If yes, how was the condition detention facility? (*Officers to carry impromptu inspection of the detention facility*)

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		
Provided with food(meal)		
Provided with water		
Receives medical attention ( <i>where applicable</i> )		

18. Any other observations (*Summarize your observations of the event*)

A large, empty rectangular box with a thin black border, occupying the lower portion of the page. It is intended for the respondent to write any additional observations or comments related to the event described in the question.



## IPOA FORM 28B

(r. 109(2))

## DISASTER RESPONSE MONITORING FORM

## 1.0 Introduction

County		
Area of monitoring		
Date and Time		
Name of monitoring officer(s):		

## 2.0 Nature of disasters

<i>Nature of the patrol</i>	<i>Tick where applicable.</i>	<i>Any other observations made</i>
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 ( <i>approximate</i> )	
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	
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.

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

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		
Transporting victims to hospitals		

<i>Type of violation</i>	<i>Tick where applicable</i>	<i>Document the nature of the violation</i>
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?

<i>Type of violation</i>	<i>Tick where applicable</i>	<i>Document the nature of the violation</i>
Police harassment		
Inhuman/ Ill treatment		
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?

1. .....
2. .....
3. .....

4. ....

5. ....

6. ....

11.0 Is there a call center in the scene of disaster? Yes  No 

12.0 Are there any other rescue teams involved in the disaster response exercise? If yes list them.

No.	Rescue Team
1.	
2.	
3.	
4.	
5.	

13.0 Are the police coordinating with rescue teams to supply the necessary equipment and evacuators? Yes  No 

14.0 Which skills does the officers involved have to manage the disasters? Talk to the officers:

*Skills*
15.0 Are closed roadways opened for the victims of disaster? Yes  No 15.1 Are the police managing traffic through at the pathways? Yes  No 16.0 Are the mandatory evacuation directions heeded? Yes  No 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?



**IPOA FORM 28C**

(r. 109(2))

## ELECTIONS MONITORING FORM

## 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.	

## 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?

2.3. Name, Rank and Contacts of Officer Commanding Provision of Security at the Registration Centre(s)

Name:	Rank	Contacts/Phone No.

2.4. Were the officers briefed prior to their deployment?

Yes		No	
-----	--	----	--

2.5. If yes (*tick appropriately*), who briefed the officers?

CC		OCPD		DAPC		OCS		OIC	
----	--	------	--	------	--	-----	--	-----	--

2 Monitors 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? (*Tick where applicable*)

(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?

(i) Food Yes  No

(ii) Accommodation Yes  No

(iii) Allowances Yes  No

(iv) Transportation Yes  No

(v) Water Yes  No

3. SECURITY AT THE REGISTRATION CENTRE

3.1. Was the entrance to the Registration Centre guarded? Yes

No

3.2. If yes, by who: (*Tick where applicable*)

Police Officers	
Private Security Guards	

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?

Police Officers	<input type="checkbox"/>
Private Security Guards	<input type="checkbox"/>

3.5. If the search was conducted by the police, were they of the same gender as those they searched?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

3.6. Were police officers providing security inside the polling hall?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

3.7. If yes, how many officers were inside the polling hall?

SERVICE	GD (General duties)	APS	GSU	DCI	KWS	KFS	KENYA PRISONS	NYS
Male								
Female								

3.8. How long were the officers working? (*Tick appropriately*)

0-8 Hours	<input type="checkbox"/>
8-16 Hours	<input type="checkbox"/>
16- 24 Hours	<input type="checkbox"/>
24-48 Hours	<input type="checkbox"/>
Over 48 Hours	<input type="checkbox"/>

3.9. Did the officers have breaks during the entire election period

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

#### 4. PREPAREDNESS ON CROWD CONTROL

4.1. Were the deployed officers equipped?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

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**

5.1. Did the police take action on any reported electoral offenses

Yes		No	
-----	--	----	--

5.2. If yes did they arrest the offenders?

Yes		No	
-----	--	----	--

4 See the definition of Police Misconduct as per IPOA's Act

5 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) .....

Police Response:

5.4. Did the Police respond to any other incidence observed

Yes		No	
-----	--	----	--

5.5. If yes, how was the response? (tick where appropriate)

Prompt and Impartial		Prompt and Partial	
----------------------	--	--------------------	--

Delayed and impartial	<input type="checkbox"/>	Delayed and Partial	<input type="checkbox"/>
-----------------------	--------------------------	---------------------	--------------------------

5.6. Did the Police use force while responding

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

5.7. 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"/>

#### 6. SERIOUS INJURIES AND DEATHS

6.1. Were there any incident(s) of injuries as result of police action?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

6.2. 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

6.3. Were there any incidents of deaths as a result of Police action?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

6.4. If yes, number of dead. ....

6.5. 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

**7. CONCERNS AND CHALLENGES**

7.1. Officers concerns and challenges (list):

7.2. Any challenges faced by the IPOA officer.

7.3. Any other observation noted on electoral policing(s)



## IPOA FORM 28D

(r. 109(2))

## NATIONAL POLICE SERVICE RECRUITMENT MONITORING FORM

## 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	Female	Ethnic composition of those to be recruited:	
	KPS	KPS		
	APS	APS		
	GSU	GSU		

## 2. What is the composition of the recruitment panel?

Name	Designation/ Office

## 3. Was joint brief conducted for the officers taking part in the recruitment exercise?

Yes	Explain:
No	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

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?	

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	
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

NB: Attach list of those recruited, stamped and signed by recruiting officer.

## 15. Any other observation

.....

.....

.....

.....

.....

.....

.....

.....



## IPOA FORM 28E

(r 109(2))

## NATIONAL POLICE SERVICE STOP AND SEARCH MONITORING FORM

## 1. Preliminary Information

County:	Area of monitoring:	Date:	
Sub-County	Monitor(s):	Time:	
Officer(s) stopping and Searching are in Uniform or Civilian?	Uniform	Civilian	
No. of police officers	Male	Female	Name of In-charge and Contacts
	KPS	KPS	
	APS	APS	

## 2. Did police officers identified themselves? e.g. their name, police ID, (tick appropriately)

Name	
Police ID	
Station	
Reason for search	
Others	

## 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:

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)

<i>Names</i>	OB No.

9. Feedback from Station Commander/In-charge



IPOA FORM 28F

(r 109(2))

## SOCIAL MEDIA MONITORING FORM

## 1. Introduction

County of incident:		
Sub-County:		
Nature of incident:	<ol style="list-style-type: none"> <li>1. Corruption/ extortion</li> <li>2. Police inaction</li> <li>3. Harassment</li> <li>4. Unlawful detention</li> <li>5. Others</li> </ol>	Date and Time
Name of assigned IRM Officer:		
CIC Reference Number (hyperlink):		

Priority level: Normal  Urgent 

## 2. Complaint Details:

## Source of complaint:

(i) Twitter   
 (ii) Facebook   
 (iii) Others

## Date and time of incident:

Date ..... time.....

Location of incident:.....

## 3. Complainant details:

Name of complainant: .....

Gender: .....

Telephone/mobile number: .....

Postal address: .....

Email: .....

4. Incident details:

--

Suspect officers involved (*if any*):

1. Name ..... Rank.....
2. Name ..... Rank.....
3. Name ..... Rank.....

Badge number:.....

Gender: .....

Officers description (uniform, any distinctive markings):

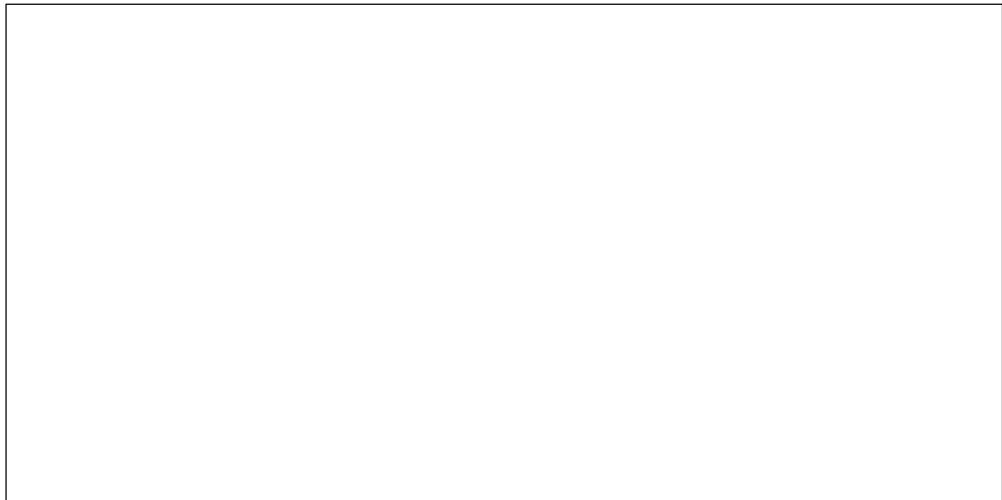
<i>Officers description</i>	<i>Uniform</i>	<i>Distinctive Markings</i>

Telephone/mobile number: .....

Police facility(s) attached to: .....

5. Related links

--

**6. Additional information:**A large, empty rectangular box with a thin black border, occupying the lower portion of the page below the section header. It is intended for the insertion of additional information or documentation.



## IPOA FORM 28G

(r. 109(2))

## TRAFFIC MANAGEMENT MONITORING FORM

## 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)			

## 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,</i>		

<i>traffic warning papers, police records)</i>		
--	--	--

## 4.0 Staff Welfare

ITEM	QUANTITY (Where applicable)	REMARKS
Uniforms		
Reflector jackets		
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

--

## 6.2 How many pedestrians have been involved in accident for the last 12 months?

- Minor injuries

--

- Serious injuries

--

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 (%)	<input type="text"/>
Mechanical (%)	<input type="text"/>
Environment/Weather (%)	<input type="text"/>

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?

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 28H

(r 109(2))

## BEATS AND PATROL MONITORING FORM

## 1.0 Introduction

County		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)		

## 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  No?

If yes, on what areas

S/No	Areas of briefing	Yes	No	Officer who did the briefing
1.	Objective of the patrol			
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			
	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			
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			
Is the duty rooster correctly filled			
Are monthly crime returns done correctly (acquire a copy).			

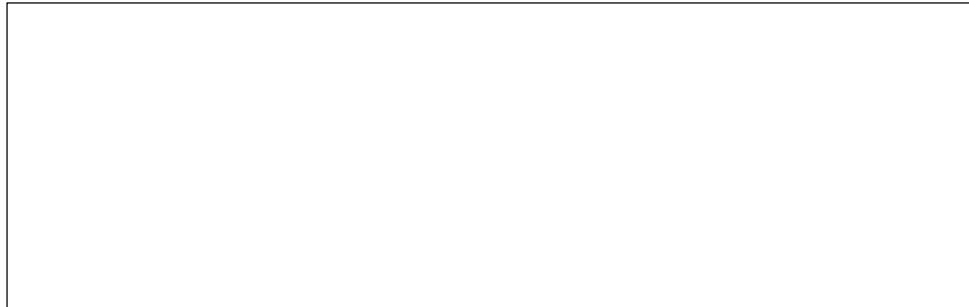
## 9.0 Were the following cases of human rights violations observed?

Type of violation	Tick where applicable.	Document the nature of the violation
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

(r. 117(2),128(3))

## CORRESPONDENCE FILE

Police Station:.....

Station Serialization:

IPOA INSPECTIONS AND MONITORING FEEDBACK AND  
RECOMMENDATIONS CORRESPONDENCE FILE



## IPOA FORM 30A

(r. 131)

## KENYA POLICE SERVICE INSPECTION FORM

Officers conducting the follow up inspection:	Police Premise / Facility:	Date and Time:	
County:		Officer in Charge of Premise:	
Sub-County:		Contacts : Tel: Box No.	
Type of inspections	1) Follow up full 2) Follow up thematic 3) Follow up Referrals		
SECTION 1.0: INFRASTRUCTURE			
<i>Elements</i>	<i>Initial Inspections Findings</i>	<i>Current status and Implementation Challenges (acted on; ongoing; no action taken)</i>	<i>Action required by the In charge, Supervisors or the Authority</i>
Utilities			
Water			
Lighting			
Access by wheel chairs			
First Aid Box			
Safety and Security			
Clarity of Signage			
Security of the perimeter fence			
Sentry at the main gate			
Grills at the report desk			
Fire equipment			
Front Desk			

Customer care desk; its labelling and guarding			
Presence of Gender Desk; its labelling and guarding			
Staff Strength			
Establishment			
Strength			
Percentage			
Male			
Female			
Ratio of male to female			
Popular areas of deployment for officers			
Duties often assigned to the female officers			
<b>1.5 OFFICE SPACE AND STATE OF HOUSING</b>			
Sufficiency of office spaces			
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 labelled cells			
Cells capacity			
Presence of detainees in cells			
Male			
Female			
Detainees held over 24hrs			
Females cells available			

Male cells available			
Separate cells for male juveniles			
Separate cells for female juveniles			
<b>2.2: CELLS CONDITIONS</b>			
	Initial Inspections Findings	Current status and implementation challenges	Action required by the In charge, Supervisors or the Authority
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			
Provision of beddings			
Availability of an outdoor area			
Cleanliness of the cell's floor			
Cleanliness of the cell's walls			
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>			
	Initial Inspections Findings	Current status and implementation challenges	Action required by the In charge, Supervisors or the Authority
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			
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			
Detainee Concerns			
	Initial Inspections Findings	Current status and implementation challenges	Action required by the In charge, Supervisors or the Authority
Access to family members and people who can help			
Information on reason of arrest			
Assault by police officers			
Detainee who bribe to be released			
Availability of food			
Availability of drinking water			
Sufficiency of food offered during meals			

SECTION 3.0 RECORDS			
3.1: RECORDS	Initial Inspections Findings	Current status and implementation challenges	Action required by the In charge, Supervisors or the Authority
Correctly entered Occurrence Book			
Correctly entered cell register			
Correctly entered prisoners property register			
Correctly entered Arms and Ammunition Movement Register			
Correctly entered Exhibits Register			
Labelled exhibits			
Availability of weekly duty roster			
Availability of Complaints Register			
Correctly entered Complaints Register			
Nature of complaints handled:			
Death and serious injury			
Enforced disappearance			
Sexual offence by police officer			
Corrupt practices by a police officer			
Unlawful arrest/detention by police officer			
Failure to record or report a matter			
Excessive use of force			
Traffic offences by police officers			
Actions taken on complaints received:			
Internal disciplinary process			
To court			
Referral to IAU			
Referral to IPOA			
Other remarks on Records:			

SECTION 4: RESOURCE ALLOCATIONS AND BUDGET MAKING			
4.1: RESOURCE ALLOCATION	<i>Initial Inspections Findings</i>	<i>Current status and implementation challenges</i>	<i>Action required by the In charge, Supervisors or the Authority</i>
Availability of vehicles for the facility			
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			
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			



CONFIRMED BY:	
NAME OF OFFICER IN-CHARGE .....	
SIGNATURE: .....	
DATE: .....	
APPROVED BY: (Team leader)	CHECKED BY;(Supervisor)
DATE: .....	DATE: .....
Signature:..... Signature:.....	



## IPOA FORM 30B

(r. 131)

## DIRECTORATE OF CRIMINAL INVESTIGATIONS FORM

## NEW INSPECTION

SERIAL NUMBER .....

Officers conducting the Inspection:		Police Premise / Facility:	Date and Time:
1..	.....		
2..	.....		
3..	.....		
County:	Sub County:		Name and rank of Officer in Charge of the DCI Division/unit
DCI Division			Contacts :

Types of inspections:

- (1) Initial full.....
- (2) Initial thematic.....
- (3) Complaint .....
- (4) Referrals .....
- (5) Follow up.....

## SECTION 1.0 INFRASTRUCTURE

1.1:AVAILABILITY OF UTILITIES		Yes (1)	No (0)	REMARKS	
Is there lighting in the facility?		Yes (1)	No (0)		
How is it provided		Solar (1)      Generator (3)      others (Specify): (5) Electricity (2)      Kerosene Lamps (4)			
Can a wheel chair access the facility		Yes (1)	No (0)		
Is there a sufficient kitted First aid box	Sufficient (1)	Insufficient	(0.5)	None	(0)
1.2: SAFETY AND SECURITY	Yes (1)	PARTIAL (0.5)	No (0)	REMARKS	
Is there clear signage to the facility	Clear (1)	Not clear (0.5)	No signage (0)		
Is there fire equipment	Yes (1)	No (0)			
1.3 FRONT DESK	YES (1)	No (0)			

Is there customer care desk	Yes (1)	No (0)	
Is it labelled	Yes (1)	No (0)	
Is it manned	Yes (1)	No (0)	
Is there a gender desk/Office	Yes (1)	No (0)	
Is it labelled	Yes (1)	No (0)	
Is it manned	Yes (1)	No (0)	
1.4: STAFF STRENGTH	NUMBER	REMARKS	
Staff establishment			
Staff strength			
Percentage of strength to establishment	[100-80%];	[79-40%]	[Below 40%]
Gender of staff:			
Male			
Female			
Ratio of male to female			
1.5 OFFICE SPACE AND STATE OF HOUSING			
Are the office spaces sufficient	Sufficient (1)	Insufficient (0.5)	Nil (0)
How is the state of the offices	Good (1)	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)	
		Limited (0.5)	
		Inadequate (0)	
1.6 STORES			
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),
SECTION 2:0 RECORDS AND REGISTERS			
Are there crime records	YES (1)	NO (0)	REMARKS
Which crime records are available?	Homicide records (1),		Terrorism records (5),
	Narcotic crimes records (2),		Cybercrime records (9),
	Human trafficking records (3),		Economic crimes records (6),
	Money laundering records (4),		Petty crime records (10),
	Piracy records (7),		Rape/Defilement records (11),
	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 Labelled	YES (1)	NO (0)	REMARKS		
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 complaint(7)	Delayed investigations(9)
	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	
SECTION 3.0 CASE FILES MANAGEMENT					
What is the nature of	Homicide(1),	Money laundering (4),	Piracy(7),	Organized crime(8),	

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 PBC1 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 2?				
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 PAKA3 category that have been handled for the last 12 months?				
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 month4.				
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 12months5?	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

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 area) 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 protective gears	YES(1)		NO(0)	Remarks: :
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:	Satellite
Which communication Gadgets are available?	VHF	HF	Walkie Talkie Mobile Phone	Land line
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 Courses 6?	Basic investigation YES (1), NO (0)	Advanced investigation YES (1), NO (0)	Fraud/money laundering investigation YES (1), NO (0)
	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

## PART 5: OFFICERS CONCERNS/ ISSUES

List all officers concerns/issues and challenges they face in order of their priority

- i.
- ii.
- iii.
- iv.
- v.

## PART 7 OTHER GENERAL OBSERVATIONS BY THE INSPECTORS

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

## PART 8: RECOMMENDATIONS AND FEEDBACK TO THE DCIO IN CHARGE OF UNIT

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



## IPOA FORM 30C

(r. 131)

## ADMINISTRATION POLICE INSPECTION FORM

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

## SECTION 1.0: INFRASTRUCTURE

1.1: AVAILABILITY OF UTILITIES	Yes (1)	No (0)	REMARKS
Is water available in the facility?	Yes (1)	No (0)	
How is it accessed	Buying (1) Others (5) Borehole (3)	Piped water (2) Water harvesting (4)	
Is there lighting in the facility?	Yes (1)	No (0)	
How is it provided	Solar (1) others (specify): (5) Electricity (2)	Generator (3) Kerosene Lamps (4)	
Can a wheel chair access the facility	Yes (1)	No (0)	
Is there a sufficient kitted box	First aid Sufficient (1)	Insufficient (0.5)	None (0)
1.2: SAFETY AND SECURITY	YES (1)	PARTIAL (0.5)	NO (0)
Is there clear signage to the facility?	Clear (1)	Not clear (0.5)	No signage (0)
Is there secure perimeter fence?	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
1.3 FRONT DESK	YES (1)	NO (0)	
Is there customer care desk?	Yes (1)	No (0)	
Is it labelled?	Yes (1)	No (0)	
Is it manned?	Yes (1)	No (0)	
Is there a gender desk/Office?	Yes (1)	No (0)	
Is it labelled?	Yes (1)	No (0)	
Is it manned?	Yes (1)	No (0)	



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)	
Is there an Appropriation-In-Aid File (A.I.A)?	Yes (1)	No (0)	
Is there a Promotion File?	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	<ol style="list-style-type: none"> <li>1. Death and serious injury</li> <li>2. Enforced disappearance</li> <li>3. Sexual offence by police officer</li> <li>4. Corrupt practices by a police officer</li> <li>5. Unlawful arrest/detention by police officer</li> <li>6. Failure to record or report a matter</li> <li>7. Excessive use of force</li> <li>8. Traffic offences by police officers</li> </ol>		
What actions are taken on complaints received	<ol style="list-style-type: none"> <li>1. Internal disciplinary process</li> <li>2. To court</li> <li>3. Referral to IAU</li> <li>4. Referral to IPOA</li> </ol>		
General remarks			
<b>SECTION 3: RESOURCE ALLOCATIONS</b>			
3.1: RESOURCE ALLOCATION	NUMBER	REMARKS	
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) (0.5)	Inadequate	

	None (0)		
List the stationery the facility is missing in order of priority	(1) (2) (3)      		
How many computers are there	None Three	One Four	Two
How many printers	None Three	One Four	Two
Photocopy	None Three	One Four	Two
Are there working communication gadgets	Yes	No	
Which Police Communication Gadgets are available	VHF Mobile Phone	HF Land line	Walkie Talkie 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)
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 clusters?	Yes (1)	Partial (0.5)	No (0)
Are there women representatives?	Yes (1)	No (0)	
Are there youth representatives?	Yes (1)	No (0)	
Are there representatives of Persons with Disabilities?	Yes (1)	No (0)	
What is the role of the officer in charge of the facility in the community policing committee	Vice chair (1)	Other (0)	
Any other comments in relation to Community Policing	(a)		
	(b)		
	(c)		
	(d)		
<b>PART 5: OFFICERS CONCERNNS/ 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			
(i)			
(ii)			
(iii)			
(iv)			
(v)			
(vi)			
(vii)			
(viii)			
(ix)			
<b>PART 6: OTHER GENERAL OBSERVATIONS BY THE INSPECTORS</b>			
(a)			
(b)			
(c)			
(d)			
(e)			
(f)			
(g)			
(h)			
(i)			

## **PART 8: RECOMMENDATIONS AND FEEDBACK TO THE OFFICER IN CHARGE OF STATION**

**CONFIRMED BY:**

NAME OF OCS .....

SIGNATURE: .....

DATE: .....

APPROVED BY: (team leader)      CHECKED BY: (supervisor)

DATE: ..... DATE: .....

Signature: ..... Signature: .....



## IPOA FORM 30D

(r. 131)

## SPECIALISED UNITS INSPECTION FORM

1.	Introduction				
Officers conducting the inspection:		Police Premise / Facility:	Date and Time:		
1.					
2.					
3.					
County:			Officer in Charge of Premise:		
Sub-County:			Contacts : Tel:		
Police Division			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				
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) Piped Water (2) Borehole (3) Water Harvesting (4) Others (5)	
Report Office					
Disability access					
Perimeter fence					
Manned gate					

## 3. Personnel and Deployment

Strength	Establishment	Remarks
Male:	Male:	
Female:	Female:	
<b>DEPLOYMENT</b>		
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)	

## 4. Personnel Training

I (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? Yes  No

(b) If yes in (a) above, provide minutes of the same. (*Tick appropriately*).

Minutes Provided

Minutes not provided

## 5. Office and Living quarters:

## Tooling and Equipment:

		Availability	Serviceable		Fuel allocation/ day	Make/Type	Remarks
		Y e s	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						
	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 Supply	Ration						
	Others						

## 6. Records management

		Availability	Correctly entered		Updated	Neatness	Remarks
		Yes	No	Yes	No	Yes	No
Occurrence Book							
Arms Movement Register							

## 8. General Administration:

		AVAILABILITY		
		Yes	No	Remarks
	Customer Care			
	Handbook			
				9
Legal Documents	The Constitution			
	NPS Act			
	NPSC Act			
	IPOA Act			
	Service Standing Orders (SSOs)			
Sporting and Recreational Facilities				
Canteen & Welfare				

10. Is there collaboration and cooperation with:

(a) Local Communities? Yes  No

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---

---

(b) Security agencies (KDF, KWS, KFS, NPR etc.)? Yes  No

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11. What are the operational achievements of this unit?

.....

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.....

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.....

.....

.....

12. Do you conduct physical fitness trainings? Yes  No

13. Officers concerns and issues

List of all officers concerns/issues and challenges they face in order of their priority

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

14. General observation by the inspectors

.....

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 ( <i>if any</i> )
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			

Confirmed by:.....	
Name of officer in-charge: .....	
Signature.....	
Date ..... 20.....	
Approved by:( <i>Team Leader</i> )	Checked by:( <i>Supervisor</i> )
Date ..... 20 .....	Date..... 20.....
Signature.....	Signature .....



## IPOA FORM 30E

(r. 131)

## TRAINING INSTITUTIONS INSPECTION FORM

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

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

Which are other areas of deployment for the staff?		
What duties are often assigned to female officers?		
1.3 STAFF INVENTORY		
Qualification	No. of staff who have attained the qualification. <input type="text"/>	
	PREVIOUS STATUS	CURRENT STATUS
PhD		
Master's Degree		
Postgraduate Diploma		
Undergraduate		
Diploma		
Certificate		
Kenya Certificate of Secondary Education		
Kenya Certificate of Primary Education		
Remark on staff deployment		

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?			
SECTION 2.0 TRAINING FACILITIES AND QUALITY OF TRAINING			
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?)			
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)	
Are trainees provided with 3 meals a day?		Yes (1)      No (0)	Breakfast Lunch Supper
Is there provision of drinking water for trainees?		Yes (1)      No (0)	
How are meals and water for trainees provided?		By a Contractor , By the Service Canteen Any other way (Specify)	
Are there additional food supplies			
Is there provision of special services for women trainee i.e. sanitary towels			
Is there provision of medical			

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

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

## PART II

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

Yes  No

2. Which courses are currently on offer?

## COURSES OFFERED, DURATION AND FREQUENCY:

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

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

Yes  No

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

.....

.....

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.....

.....

.....

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

Yes  No

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

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

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

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

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

6. Examinations

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

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

(i) .....

.....

(ii) .....

(iii) .....

(iv) .....

(v) .....

(vi) .....

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

1. .....

2. .....

3. .....

4. .....

5. .....

6. .....

7. .....

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

1. .....

2. .....

3. .....

4. .....

5. .....

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

1. .....

2. .....

3. .....

4. .....

5. .....

## 9. Any other Observations made e.g.

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

## (h) Others: (Specify):

.....

.....

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.....

## 10. What are the challenges to the institution's management?

.....

.....

.....

.....

.....

.....

.....

.....

## 11. RECOMMENDATIONS AND FEEDBACK TO THE IN CHARGE

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

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

## 12. CURRENT FEEDBACK TO THE OFFICER IN CHARGE

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

## 13. Completed by:

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



IPOA FORM 30F

(r. 131)

## INTEGRATION OF APS AND KPS WITH COMMUNITIES FORM

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			
SECTION 1.0: NATIONAL POLICE SERVICE RESTRUCTURING (INTEGRATION OF KPS AND APS)			
When were the NPS restructuring changes effected?	Date: ..... Month: ..... Year: .....		
What has been the effect of the NPS restructuring in policing?	Positive effects:		
	Negative effects:		
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"/> Less efficient <input type="checkbox"/> 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? SGB RBPU RDU APS-ASTU Others
Have the APS Posts been re-designated to KPS premises?	Yes	No	If Yes, they have been re-designated to? Police Post/s Patrol Base/s Others
Have the former APS Officers been oriented to KPS general duties?	Yes	No	If Yes, how? Conversion course On-the-job training Others
What are the areas of deployment of integrated former APS Officers within KPS General Duties?			
Are there designations and positions that have been abolished?	Yes	No	If Yes, what are the designations and positions that have been abolished?
Is the membership of Security Committees at different levels still the same?	Yes	No	If No, who are the new Committee members? Regional Security and Intelligence Committee: .... ....

			County Security and Intelligence Committee:  Sub-County Security and Intelligence Committee ..... ..... Ward Security and Intelligence Committee ..... .....
	Male:	Female:	Total:
	Male:	Female:	Total:
Has the merger enabled Officers to cover the area efficiently?	Yes	No	
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	

SECTION 2.0: HOUSING POLICY (PROVISION OF DECENT AND AFFORDABLE HOUSING TO POLICE OFFICERS)			
What are the challenges of the NPS housing policy?	1..... 2..... 3..... 4..... 5..... 		
Are Officers housed in the Police lines?	Yes	No	If yes, who pays for utilities for Officers lines?  <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
What can be done to make the NPS housing policy more effective?			
Are there officers living with the community?	Yes	No	If Yes, how many Officers?
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. ....
			6. ....
			7. ....

Are Officers staying in Police lines paying rent?	Yes	No	<p>If Yes, when did they begin to pay rent?            Date.....            Month.....            Year.....</p> <p>What is the mode of payment of rent?</p> <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> Check-off           <input type="checkbox"/> NPS Account Direct Deposit           <input type="checkbox"/> Others         </div>
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?
<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?
Is there a change room for Officers in the Police	Yes	No	



SECTION 7.0: RECOMMENDATIONS	
S/NO.	RECOMMENDATIONS REGARDING THE NPS RESTRUCTURING AND HOUSING POLICY
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
CONFIRMED BY:	
NAME OF OFFICER-IN-CHARGE: .....	
SIGNATURE: .....	
DATE: .....	
APPROVED BY: (Team leader)	CHECKED BY:(Supervisor)
DATE: .....	DATE: .....
Signature: .....	Signature: .....



## IPOA FORM 30 G

(r. 131)

## COUNTY/SUB COUNTY/HQ INSPECTION FORM

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. Initial full (1),
2. Thematic (2),
3. Complaint(3),
4. Referral (4),
5. Follow up (5)

*(tick where applicable)*

## 1.0: INFRASTRUCTURE

1.1 AVAILABILITY OF UTILITIES	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		
Can a wheel chair access the facility?	Yes (1)	No (0)	
1.2 SAFETY AND SECURITY			
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) Deporable (0)		

Are there working fire equipment?	Yes(1)	No(0)		
How often are the fire equipment serviced?	Weekly (1) Monthly (2) Quarterly (3) Bi-annual (4) Annual (5) 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)		
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	Sufficient (1)	Insufficient (0)		
What is the state of offices?	Good (1) Fair (0.5) Deplorable (0)			
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>		Availability	Remarks	
	Yes (1)	No. (0)		
Yards				
Chapels				
Stores				
Dispensary				
Mosques				
Garage				
Pump Station				
<b>SECTION 2.0 PERSONNEL (COUNTY/ SUB-COUNTY HEADQUARTERS)</b>				
	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						
2.1 FACILITY	CURRENT NUMBER		STRENGTH	ESTABLISHMENT	REMARKS	
Sub-Counties						
Police Stations						
Police Posts						
Police Patrol Bases						
DCI units						
Traffic bases						
Specialized Units( <i>Specify</i> )						
2.2 PERSONNEL STATUS	NO. OF OFFICERS		DURATION	ACTION	REMARKS	
Sick						
Interdicted						
A.W.O.L						
Desertion						
Courses						
Attachments						
Operations						
3.0 RECORDS MANAGEMENT	Availability	Correctly entered	Updated	Neatness	Last Audit	Remarks
	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)					
Briefing File						
Correspondence files						
Personal Files						
Defaulter Register						

County/ Sub County Standing Orders									
Arms Register									
Establishment and Strength Charts									
Nominal Rolls									
Escapes from Police Custody									
Fire 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								
	County/ Sub-County Security and Intelligence								
	Orderly Room Proceedings								
	Promotional Board								
	Station Commanders/Sub-county Commanders								
	Stakeholders/other State and non-state agencies								
	Inspections Reports								
	Monthly reports								

	Quarterly reports					
	Bi-annual reports					
	Annual reports					
	Board of Survey minutes/reports					
	AVAILABILITY		REMARKS			
	Yes	No				
Reform documents	Ransley Report					
	Service Strategic Plan					
	Code of Conduct					
	Customer Care Handbook					
	Handbook					
Legal documents	The Constitution					
	NPS Act					
	NPSC Act					
	Service Standing Order (SSO)					
	IPOA Act					
	Any other					
5.0 COMMUNICATION		AVAILABILITY		REMARKS		
		YES (1)	NO (0)			
5.1 Communication Infrastructure/Records						
Is there a Communication/ Radio room?						
Is it in a designated area?						
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 frequencies?						
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?				
5.2 Communication Personnel	Establishment			Strength
	Male	Female	Male	Female
5.2.1 Technical				
Telecommunication technicians				
IT Officers				
Electrical technicians				
Power Plant technicians				
5.2.2 Non-Technical				
Signalers/ Operators				
Drivers				
5.3 Communication Equipment	Yes (1)	No (0)	Number working	Number Not working
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?				
6.1 Fleet Personnel	Establishment	Strength		
Drivers				
Mechanics				
Motor Transport Civilian Staff				
Is there a Motor	Yes (1)	No (0)		

Vehicle establishment list?					
6.2 Fleet establishment /Strength	Establishment Strength	Availability	Serviceability	Make/type	
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 (999)?	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 sufficient?	Yes (1)		No (0)		
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 working?	Yes (1)		No (0)		
Is there a Motor Vehicle Maintenance Vote in the AIE?	Yes (1)		No (0)		
If YES Is it sufficient?	Yes (1)		No (0)		
Are Motor Vehicles fitted with:					
a)Fire extinguisher	Yes (1)		No (0)		
b) Radio sets	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)		
6.3 FLEET RECORDS	Availability	Maintenance	Updated	Remarks	

Are Diesel, Petrol and Oil registers available?	Yes (1)	No (0)	Yes (1)	No (0)	Yes (1)	No (0)	
6.3.1 Other fleet records	Availability		Maintenance		Update	Remarks	
(a) P56 & P56A	Yes (1)	No (0)	Yes (1)	No (0)	Yes (1)	No (0)	
(b) Log book							
(c) Work ticket							
(d) Motor Transport Order Books							
(e) Are there accident Registers?							
Are the P56's forms filed together with the Work tickets?							
Are motor vehicle returns done?							
Are drivers' Personal Cards and Certificates maintained?							
Are driver's licenses renewed by the NPS? (Show evidence)							
Are drivers Upgraded?							
Are drivers Re-tested?							
<b>7.0 COMMERCIAL BUSINESSES</b>							
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 (State)	
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				
(c) Contractor (police or outside	Contractual agreement	Is Monthly rent paid?					
	Yes (1) No (0)	Yes (1)	No (0)				
Are there Operating Licenses for the canteen business?	Yes (1)	No (0)					
Are the following Notices displayed in							

the Canteen?			
a) copy of S.S.O. Appendix 66 (a);	Yes (1)	No(0)	
(b) a copy of Agreement-if managed by a contractor;	Yes (1)	No(0)	
(c) A Price-List in English and Kiswahili;	Yes (1)	No(0)	
(d) any necessary License (s);	Yes (1)	No(0)	
(e) a copy of Local canteen Rules;	Yes (1)	No(0)	
(f) name of paid Manager where applicable;	Yes (1)	No(0)	
(g) names of serving Committee;	Yes (1)	No(0)	
(h) an inventory of Canteen Property	Yes (1)	No(0)	
Are there bank slips/ financial records on the management of the Canteen?	Yes (1)	No(0)	
Who pays for the Utilities?	Yes (1)	No(0)	
Are there Sporting events organized within the County/ Sub county?	Yes (1)	No(0)	

#### 8.0 OFFICERS CONCERNS AND ISSUES

List all officers concerns/issues and challenges they face in order of their priority

#### 9.0 GENERAL OBSERVATIONS BY THE INSPECTORS

- (i)
- (ii)
- (iii)

(iv)
(v)
(vi)
(vii)
(viii)
(ix)
(x)
(xi)
(xii)

10.0 RECOMMENDATIONS AND FEEDBACK TO THE COUNTY/SUB-COUNTY COMMANDER

S/No.	Recommendations made	Timeline for action	Remarks by the County/Sub-County Commander (if any)
1.			
2.			
3.			
4.			
5.			

CONFIRMED BY: .....

NAME OF OFFICER IN CHARGE .....

SIGNATURE.....

DATE.....

Approved By: Team leader	Checked By: Supervisor
Date: .....	Date .....
Signature: .....	Signature.....



## IPOA FORM 30H

(r. 131)

## QUARTER MASTER STORES INSPECTION FORM

Officers conducting the inspection: 1. 2.		Police Premise / Facility:	Date and Time:   
County:			Name and rank of Officer in Charge:   
Sub County:			Contacts : Box No:..... Tel. ..... Mobile:..... ....
Types of inspections: 1) Initial full (1), 2) Thematic (2), 3) Complaint (3), 4) Referral (4), 5) Follow up (5). <i>(Tick where applicable)</i>			
<b>SECTION 1.0 INFRASTRUCTURE</b>			
1.1 AVAILABILITY OF UTILITIES		Yes (1)	No (0)
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?		Yes (1)	No (0)
How is it water accessed?		Buying (1) Piped water (2) Borehole (3) Water harvesting (4) Others specify (5):	
1.2 SAFETY AND SECURITY			REMARKS
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) Monthly (2) Quarterly (3) Bi-annual (4) Annual (5) After every two years (6)		
Are there trained fire officers?	Yes (1)	No (0)	
Are the Fire assembly Points sufficient?	Yes (1)	No (0)	
Are the Fire assembly Points labelled?	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 kitted?	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) 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)		
<b>SECTION 2.0: PERSONNEL AND DEPLOYMENT</b>			
<i>Strength</i>	<i>PWD</i>	<i>ESTABLISHMENT</i>	<i>REMARKS</i>
Male:			
Female:			
Ratio of male to female			
What is the Percentage of strength to Establishment?	[100-80%]; [79-40%] [Below 40%]		
<b>2.1 STAFF INVENTORY</b>			
<i>Qualification</i>	<i>REMARKS</i>		
PhD			
Master's Degree			
Postgraduate Diploma			
Undergraduate			
Diploma			
Certificate			
No formal education			
Are the staff answerable to the County/Formation Commander?	Yes (1)	No (0)	Remarks.
Are officers working in the QM conversant with	Yes (1)	No (0)	



	Availability		Correctly entered		Updated		Neatness		Last Audit	Remarks
	Yes (1)	No (0)	Yes (1)	No (0)	Yes (1)	No (0)	Yes (1)	No (0)		
Monthly										
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							

##### 4.2 Communication Gadgets

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)

##### 4.3 PROTECTIVE GEAR

Uniforms	Sufficient (1)	Insufficient (0.5)	None (0)	
Bullet Proof Vests	Sufficient (1)	Insufficient (0.5)	None (0)	
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)	
Overalls	Sufficient (1)	Insufficient (0.5)	None (0)	
Reflectors	Sufficient (1)	Insufficient (0.5)	None (0)	

##### 5.0 STORES AND RECORDS

Yes (1) No (0) REMARKS

Are stores taken on ledger charge?	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 And withdrawn kit?	Yes (1)	No (0)	
Are there Q.M 3 forms Accompanying withdrawn kit?	Yes (1)	No (0)	
Are there new Kit for Issue?	Yes (1)	No (0)	
Are there Q.M 3 forms for previous personal issues and initial issues?	Yes (1)	No (0)	
Are Kit 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)	
Are the following Accountable documents available for issue?			
(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 Bail Receipt Books	Yes (1)	No (0)	
Are accountable documents entered in the Counter Foils Register (F.O 13)	Yes (1)	No (0)	
Has the Annual check by a Board of Survey been conducted?	Yes (1)	No (0)	
<b>SECTION 6.0 OFFICERS CONCERNS AND ISSUES</b>			
List all officers concerns/issues and challenges they face in order of their priority			
<b>SECTION 7.0 GENERAL OBSERVATIONS BY THE INSPECTORS</b>			


**SECTION 8.0: RECOMMENDATIONS AND FEEDBACK TO THE OFFICER IN CHARGE**

S/No.	<i>Recommendations made</i>	<i>Timeline for action</i>	<i>Remarks by officer In-charge (if any)</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			

Confirmed By .....

Name of Officer In-Signature .....

Date..... 20.....

APPROVED BY: Team leader

Date ..... 20.....

CHECKED BY: Supervisor

Date ..... 20.....

Signature:.....

Signature:.....



## IPOA FORM 30I

(r. 131)

## COMMUNITY POLICING INSPECTION FORM

Officers conducting the inspection: 1..... 2.....	Police Premise / Facility:	Date and Time: [Redacted]
County:		Officer in Charge of Premise:
Sub-County		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 county policing Authority?	Yes (1)	No (0)
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)

1.1 OBJECTS OF COMMUNITY POLICING			
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 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 arrests of criminals as a result of community policing?	Yes (1)	No (0)	
2.0 COMMUNITY POLICING COMMITTEE			
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 members?	Yes (1)	No (0)	
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			
<hr/>			
<b>PART 4: OTHER GENERAL OBSERVATIONS BY THE INSPECTORS</b>			
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>			

<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)
1.			
2.			
3.			
4.			
5.			
6.			

CONFIRMED BY:	
NAME OF OCS .....	
SIGNATURE: .....	
DATE..... 20 .....	
APPROVED BY: (Team leader)	CHECKED BY: (Supervisor)
DATE:.....	DATE:.....
Signature: .....	Signature:.....



## IPOA FORM 30J

(r. 131)

## SPECIAL INTEREST GROUPS /WOMEN INSPECTION FORM

Officers conducting the inspection:	Police Premise / Facility:	Date and Time:
1.....		
2.....		
3.....		
County:	Officer in Charge of Premise:	
Sub-County	Contacts: Tel: Box No.	

## Types of inspections

1. Initial thematic
2. Complaint
3. Referral from other agency
4. Follow up

## SECTION 1: INFRASTRUCTURE

1.1 FRONT DESK		REMARKS	
Is there a Gender desk/ office?	Yes (1)	No (0)	
Is there privacy at the Gender desk/ officer?	Yes (1)	No (0)	
Is the Gender desk/ office labelled?	Yes (1)	No (0)	
Is the Gender desk/ office manned?	Yes (1)	No (0)	
Is the Gender desk/office accessible with a wheel chair?	Yes (1)	No (0)	
Is there a sufficient Kitted First Aid box at the Gender desk/office?	Sufficient (1)      Insufficient (0.5)      None (0)		
Are there Interrogation / interview rooms for Women?	Yes (1)	No (0)	
1.2 DETENTION FACILITIES			
1.2.1 : CELLS		REMARKS	

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

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

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

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

	Public Prosecutions				
	Medical Facilities				
	EACC				

## SECTION 5.0: RELEVANT DOCUMENTS

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			

## SECTION 6.0: OFFICERS CONCERNS/ ISSUES

List officers concerns/issues and challenges in order of their priority when handling women matters

## SECTION 7.0: OTHER GENERAL OBSERVATIONS BY THE INSPECTORS

PART 8: RECOMMENDATIONS AND FEEDBACK TO THE OFFICER IN CHARGE			
S/NO.	RECOMMENDATIONS MADE	TIMELINE FOR ACTION	REMARKS BY OFFICER INCHARGE ( <i>if any</i> )
1.			
2.			
3.			
4.			
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13.			

CONFIRMED BY:

NAME OF OFFICER IN CHARGE .....

SIGNATURE: .....

DATE:..... 20 .....

APPROVED BY: (Team leader)	CHECKED BY: (Supervisor)
DATE: .....	DATE: .....
Signature: .....	Signature: .....



## IPOA FORM 30K

(r. 131)

## SPECIAL INTEREST GROUPS / CHILDREN INSPECTION FORM

Officers conducting the inspection: 1. 2. 3.		Police Premise / Facility:	Date and Time:
County:			Officer in Charge of Premise:
Sub-County			Contacts : Tel: Box No.
Types of inspections		1) Thematic	

## SECTION 1.0: INFRASTRUCTURE

## 1.1: DETENTION FACILITIES

1.1.2: CELLS	NUMBER	REMARKS
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 produced in court		
No. of convicted Juveniles awaiting transfer to borstal institutions and other rehabilitation institutions/centres		
1.1.3: CELLS CONDITIONS		REMARKS
Are the cells clean	Yes (1) No (0)	

Are there toilets within the cells	Yes (1)	No (0)	
Are the toilets clean	Yes (1)	No (0)	
Is the wash area clean	Yes (1)	No (0)	
Are there bucket toilet in the cells	Yes (0)	No (1)	
Is there adequate artificial light in the cells	Yes (1)	No (0)	
Is there adequate ventilation	Yes (1)	No (0)	
Are beddings provided for	Yes (1)	No (0)	
Is there an outdoor area	Yes (1)	No (0)	
Is the floor of the cell clean	Yes (1)	No (0)	
Are the walls of the cell clean	Yes (1)	No (0)	
Is the ceiling of the cell clean?	Yes (1)	No (0)	
Connections inside the cells?	Yes (0)	No (1)	
Are there littered pieces of cloths or other items in the cells?	Yes (0)	Yes (1)	
1.1.4: JUVENILE DETAINEE WELFARE AND TREATMENT	YES	NO	REMARKS
Any juvenile detainee with allegations of being tortured or mistreated by;	Yes (0)	No (1)	
(a) Police officer			
(b) Fellow juvenile detainees			
(c) Other detainees			
Any juvenile detainee with allegations of being sexually abused or assaulted by;	Yes (0)	No (1)	
(a) Police Officers			
(b) Fellow juvenile detainees			
(c) Other detainees			
Any juvenile detainee who is sick and has not been seen by;	Yes (0)	No (1)	
(a) Medical practitioner			
(b) Administered first aid			

	Yes (1)	No (0)	Breakfast Supper	Lunch
Are juvenile detainees 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) way (Specify-family, well-wishers)(2)			Any other
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?			REMARKS	
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)		
Are the rights of detained persons displayed	Yes (1)	No (0)		
How are the challenged 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				
SECTION 2.0: PERSONNEL				
2.1: STAFF STRENGTH	NUMBER		REMARKS	
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 trained to handle children matters?	Yes (1)	No (0)	
How often are they trained?			
How is deployment done?		<ul style="list-style-type: none"> <li>(a) Meritocracy</li> <li>(b) Interest/passion</li> <li>(c) Punishment</li> <li>(d) Any other</li> </ul>	
Have the officers been trained in the following areas?		<ul style="list-style-type: none"> <li>(1) Children in conflict with the law and deprivation of liberty</li> <li>(2) Juvenile interview and interrogation techniques</li> <li>(3) Child/juvenile Counselling</li> <li>(4) Care, guidance and supervision orders</li> <li>(5) Probation and Community Service Orders</li> <li>(6) Child Trafficking</li> <li>(7) Sexual and Gender-based Violence</li> <li>(8) Child Labour</li> <li>(9) Any other relevant orders</li> </ul>	
List the challenges the officers face while handling children matters?		<ul style="list-style-type: none"> <li>1) Lack of stationeries</li> <li>2) Lack of facilitation to court</li> <li>3) Witness unwillingness to record statements and testify</li> <li>4) Lack of adequate training in handling of children matters</li> </ul>	
Are there Interrogation / interview rooms for children?		Yes (1)	No (0)
REMARKS			
How many juvenile interrogation/interview rooms are available?			
Is the interrogation/interview rooms child friendly?		Yes (1)	No (0)
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?		<ul style="list-style-type: none"> <li>(1) Child trafficking</li> <li>(2) Defilement</li> <li>(3) Female Genital Mutilation (FGM)</li> <li>(4) Early marriages</li> </ul>	

SECTION 3.0: RECORDS AND CASE MANAGEMENT							
3.1: RECORDS		Yes	No	REMARKS			
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?							
<ol style="list-style-type: none"> <li>1. Death and serious injury</li> <li>2. Enforced disappearance</li> <li>3. Sexual offence by police officer</li> <li>4. Corrupt practices by a police officer</li> <li>5. Unlawful arrest by a police officer</li> <li>6. Failure to record or report a matter</li> <li>7. Excessive use of force</li> </ol>							
What actions are taken on complaints received							
<ol style="list-style-type: none"> <li>1. Internal disciplinary process</li> <li>2. To court</li> <li>3. Referral to IAU</li> <li>4. Referral to IPOA</li> <li>5. No action</li> </ol>							
General remarks							
SECTION 4.0: COLLABORATION AND COMPLEMENTARITY	What's the relationship between the Police Station and the following actors in relation to handling of children matters	Good (1)	Bad (2)	Untrustworthy (3)	Unpredictable (4)		
	Children's Department						
	Probation Department						
	Judiciary						
	DCI						
	NGOs (International and National)						

	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>							
<i>Legal Documents</i>	<i>Availability</i>		<i>Remarks</i>				
	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							
<b>SECTION 7.0: OTHER GENERAL OBSERVATIONS BY THE INSPECTORS</b>							
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PART 8: RECOMMENDATIONS AND FEEDBACK TO THE OFFICER IN CHARGE

## PART 8: RECOMMENDATIONS AND FEEDBACK TO THE OFFICER IN CHARGE

S/NO.	RECOMMENDATIONS MADE	TIMELINE FOR ACTION	REMARKS BY OFFICER INCHARGE (if any)
1.			
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14.			

**CONFIRMED BY:**

NAME OF OFFICER IN CHARGE .....

SIGNATURE: .....

DATE: ..... 20.....

APPROVED BY: (Team leader) CHECKED BY;(Supervisor)

DATE: ..... DATE: .....

Signature: ..... Signature: .....



## IPOA FORM 30L

(r. 131)

## SPECIAL INTEREST GROUPS/ ILLEGAL IMMIGRANTS INSPECTION FORM

Officers conducting the inspection: 1..... 2..... 3.....	Police Premise / Facility:	Date and Time:
County:		Officer in Charge of Premise:
Sub-County		Contacts : Tel: Box No.
Types of inspections	1) Initial thematic	
SECTION1.0: STAFF STRENGTH		
How many officers are assigned for Immigration detainees investigations/interrogation/intervIEWS?		
Gender of staff: Male		
Female		
Ratio of male to female		
Are the officers adequately trained to handle Immigration detainees' matters?	Yes (1)	No (0)
How often are they trained?		
SECTION 2.0 I IMMIGRATION DETAINEES		
No. of Immigration detainees in the detention facilities		
Nationality	1. 2. 3.	

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

SECTION 3.0: DETENTION FACILITIES		
3.1: CELLS	NUMBER	REMARKS
Are there separate Immigration detainees' cells in the facility?	Yes (1)      No (0)	
How many Immigration detainees' cells are there?		
Are the Immigration detainees cells clearly labelled?	Yes (1)      No (0)	
What's the capacity at the time of inspection?	Ideal (1)      Overcrowded (0)	
No. of Immigration detainees held over 24hrs before being produced in court		
Are Immigration detainees separated from other detainees detained for other criminal cases?		
No. of convicted Immigration detainees waiting to be deported to their Country of origin.		
How long have the convict stayed in detention before being repatriated to their Country of origin		
No. of Immigration detainees in detention who's Country of origin is disputed.		
Action taken by the officer in charge in the event of such dispute.		
Separate cells for male Immigration detainees	Yes (1)      No (0)	
Separate cells for female Immigration detainees	Yes (1)      No (0)	
3.2: CELLS CONDITIONS		REMARKS
Are the cells clean	Yes (1)      No (0)	
Are there toilets within the cells	Yes (1)      No (0)	
Are the toilets clean	Yes (1)      No (0)	
Is the wash area clean	Yes (1)      No (0)	
Are there bucket toilets in the cells	Yes (0)      No (1)	

Is there adequate artificial light in the cells	Yes (1)	No (0)	
Is there adequate ventilation	Yes (1)	No (0)	
Are beddings provided	Yes (1)	No (0)	
Is there an outdoor area	Yes (1)	No (0)	
Is the floor of the cell clean	Yes (1)	No (0)	
Are the walls of the cell clean	Yes (1)	No (0)	
Is the ceiling of the cell clean	Yes (1)	No (0)	
Connections inside the cells?	Yes (0)	No (1)	
Are there littered pieces of cloths or other items in the cells?	Yes (0)	Yes (1)	
<b>3.3: IMMIGRATION DETAINEES WELFARE AND TREATMENT</b>	Yes (0)	No (0)	Remarks
Any Immigration detainee with allegations of being tortured or mistreated by a police officer?	Yes (0)	No (1)	
Any Immigration detainee with allegations of being beaten bullied or mistreated by fellow detainees inside the cells?	Yes (0)	No (1)	
Any Immigration detainee who is sick and has not been seen by a medical practitioner	Yes (0)	No (1)	
Are Immigration detainee detainees provided with 3 meals a day	Yes (1)	No (0)	Breakfast Lunch Supper
Are Immigration detainees provided with sufficient food during the meals	Yes(1)	No (0)	
Are Immigration detainee provided with special meals	Yes(1)	No (0)	
Are Immigration detainees able to communicate their special dietary needs			
Is there provision of clean drinking water	Yes (1)	No (0)	
How are meals and water for detainees provided?	By a Contractor/ Service Canteen (1) Any other way (Specify-family, well-wishers)(2)		
Where does the budget to feed the detainees come from			

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

Is the Cell Register correctly entered( Immigrant details)	Yes (1)	No (0)			
Is there a correctly entered prisoner property register	Yes (1)	No (0)			
Is there a separate inventory of cash and possessions	Yes (1)	No (0)			
How and where are the valuables kept					
Is there a Complaints Register against Police Officers by the Public and is it correctly entered (Are there any recorded complaints involving immigration detainees)	Yes (1)	No (0)			
What are the nature of the complaints against Police handled by the Station?					
<ol style="list-style-type: none"> <li>1. Death and serious injury</li> <li>2. Enforced disappearance</li> <li>3. Bullying and victimization</li> <li>4. Unwanted sexual attention and advances</li> <li>5. Corrupt practices by a police officer</li> <li>6. Harassment by Police officer</li> <li>7. Failure to record or report a matter</li> <li>8. Breach of human rights</li> <li>9. Degrading treatment</li> <li>10. Excessive use of force</li> </ol>					
What actions are taken on complaints received					
<ol style="list-style-type: none"> <li>1. Internal disciplinary process</li> <li>2. To court</li> <li>3. Referral to IAU</li> <li>4. Referral to IPOA</li> <li>5. No action</li> </ol>					
GENERAL REMARKS					
SECTION5.0:C OLLABORATIO NS AND COMPLEMENT ARITIES	What's the relationship between the Police Station and the following actors in relation to handling of immigration detainees matters	Good (1)	Bad (2)	Untrustworthy (3)	Unpredictable (4)
	Immigration Department				
	Refugee Council				
	Judiciary				
	DCI				

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

#### SECTION 6.0: RELEVANT DOCUMENTS

Legal Documents	Availability		Remarks
	Yes	No	
The Constitution			
NPS Act			
NPSC Act			
IPOA Act			
Children's Act			
Service Standing Order(SSO)			
Kenya Citizenship and Immigration Act, 2011			
Refugee Act, 2006			
Universal Declaration on Human Rights			
Sexual Offences Act			
PWD Act			

#### SECTION 7.0: OFFICERS CONCERNS/ ISSUES

List all officers concerns/issues and challenges they face in order of their priority when handling Immigration detainees matters

- 1.
- 2.
- 3.
- 4.
- 5.
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- 9.
- 10.

SECTION 8.0: OTHER GENERAL OBSERVATIONS BY THE INSPECTORS			
1.			
2.			
3.			
4.			
5.			

**PART 9: RECOMMENDATIONS AND FEEDBACK TO THE OFFICER IN CHARGE OF STATION**

S/NO	RECOMMENDATIONS MADE	TIMELINE FOR ACTION	REMARKS BY OFFICER INCHARGE (IF ANY)
1.			
2.			
3.			
4.			
5.			
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CONFIRMED BY:	
NAME OF Officer in Charge .....	
SIGNATURE: .....	
DATE: .....	
APPROVED BY: (Team leader)	CHECKED BY;(Supervisor)
DATE: .....	DATE:.....
Signature: .....	Signature:.....



## IPOA FORM 30M

(r. 131)

## POLICE RECORDS THEMATIC INSPECTION FORM

Officers conducting the inspection: 1. .... 2.....		Police Premise / Facility:	Date and Time: .....	
County:			Officer in Charge of Premise: Name:.....	
Sub County:			Rank: ..... Contacts : Tel: Box No.	
Types of inspections: 1. Initial thematic 2. Follow-up thematic				

	Availability		Correctly		Updated		Remarks
	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							

	Availability		Correctly		Updated		Remarks
	Yes (1)	No (0)	Yes (1)	No (0)	Yes (1)	No (0)	
Accident Register/File							
Motorbike History Sheet							
Canteen subscription Register							
Charge Register							
Civil Process Register							
Civilian Firearms Register							
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 Registers							
Postage Imprest Register							
Detainee Meal Book							
Telephone Charge Register							
Traffic Ticket Book							
Traffic Charge Register							
Water Charge Register							
Warrant Book							

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:	

#### SECTION 2.0 OFFICERS CONCERNS AND ISSUES

List all officers concerns/issues and challenges they face in order of their priority






## IPOA FORM 30N

(r. 131)

## ICT MAINSTREAMING INSPECTION FORM

Officers conducting the inspection: 1. 2. 3.		Police Premise / Facility:  County:  Police Station	Date and Time:  Officer in Charge of Premise:  Contacts : Tel: Box No.	
Type of inspection	1) Thematic 2) Follow up Thematic			
1.0: PERSONNEL				
2.0: STAFF STRENGTH		NUMBER	REMARKS	
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?	(e) Meritocracy (f) Any other			
2.1 ICT LITERACY GAPS		YES	NO	REMARKS
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) Locate 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 ( )	
<b>3.1 CCTV INSTALLATION AND UTILIZATION</b>		<b>REMARKS</b>
Does the facility have CCTV surveillance?	Yes ( )      No ( )	
What areas do the CCVT 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>		
Is the Occurrence Book Digitized	Yes (1)      No (0)	<b>REMARKS</b>
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 connects, 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 actors in relation to supporting ICT Mainstreaming	Good (1)	Bad (2)	Untrust worthy (3)	Unpredictable (4)	Nature of Collaboration
	Ministry of Information and ICT					
	Communications Authority of Kenya					
	Telecom Service Providers					
	Area Business Community Organizations					
	NGOs (International and National)					
	County Governments					
	Cybercrime Unit Unit(DCI)					
Is there any other form of liaison with the above actors on policing issues about ICT?						
<b>5.0: ICT RESOURCES (COMPUTERS, PRINTERS, PHOTOCOPIERS , INTERNET CONNECTIVITY AND COMMUNICATION GADGETS</b>						
<b>5.0.1 COMPUTERS</b>	<b>Availability</b>		<b>No. of serviceable equipment in the</b>		<b>Remarks</b>	
	Yes	No				
Are Computers are available in the facility						
Are Printers Available						
Are Photocopiers Available						
<b>5:0.2 COMMUNICATION GADGETS</b>			Type of Communication Gadgets/ Mode of internet connection. Tick Appropriate Box			

Are Police Communication Gadgets available?			VHF ( ) HF ( ) Walkie Talkie ( ) Mobile Phone ( ) Land line ( ) Satellite ( ) Locate Gadget ( )	
5:0.3. INTERNET CONNECTIVITY				
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.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
<b>SECTION 6.0: OTHER GENERAL OBSERVATIONS BY THE INSPECTORS</b>				
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
<b>PART 7: RECOMMENDATIONS AND FEEDBACK TO THE OFFICER IN CHARGE</b>				
S/NO.	RECOMMENDATIONS MADE	TIMELINE FOR ACTION	REMARKS BY OFFICER INCHARGE ( <i>if any</i> )	
1.				
2.				
3.				
4.				
5.				

6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			

CONFIRMED BY:	
NAME OF OFFICER IN CHARGE .....	
SIGNATURE: .....	
DATE: .....	20 .....
APPROVED BY: (Team leader)	CHECKED BY;(Supervisor)
DATE: .....	DATE: .....
Signature:.....	Signature: .....



## IPOA FORM 300

(r. 131)

## POLICE INFRASTRUCTURE AND DETAINEE WELFARE INSPECTION FORM

Officers conducting the inspection: 1..... 2.....		Police Premise / Facility:	Date and Time: [Redacted]																																													
County:		Officer in Charge of Premise:																																														
Sub-County			Contacts : Tel: Box No.																																													
Types of inspections		1) Initial full 2) Initial thematic 3) Referrals																																														
<b>SECTION 1.0: INFRASTRUCTURE</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">1.1: AVAILABILITY OF UTILITIES</th> <th style="width: 20%;">YES (1)</th> <th style="width: 20%;">NO (0)</th> <th style="width: 30%;">REMARKS</th> </tr> </thead> <tbody> <tr> <td>Is water available in the facility?</td> <td>Yes (1)</td> <td>NO (0)</td> <td></td> </tr> <tr> <td>How is it accessed</td> <td>Buying (1) Others (5) Borehole (3)</td> <td>Piped water (2) Water harvesting (4)</td> <td></td> </tr> <tr> <td>Is there lighting in the facility?</td> <td>Yes (1)</td> <td>No (0)</td> <td></td> </tr> <tr> <td>How is it provided</td> <td>Solar (1) others (<i>specify</i>): (5) Electricity (2)</td> <td>Generator (3) Kerosene Lamps (4)</td> <td></td> </tr> <tr> <td>Can a wheel chair access the facility?</td> <td>Yes (1)</td> <td>No (0)</td> <td></td> </tr> <tr> <td>Is there a sufficient kitted First aid box?</td> <td>Sufficient (1)</td> <td>Insufficient (0.5)</td> <td>None (0)</td> </tr> </tbody> </table>				1.1: AVAILABILITY OF UTILITIES	YES (1)	NO (0)	REMARKS	Is water available in the facility?	Yes (1)	NO (0)		How is it accessed	Buying (1) Others (5) Borehole (3)	Piped water (2) Water harvesting (4)		Is there lighting in the facility?	Yes (1)	No (0)		How is it provided	Solar (1) others ( <i>specify</i> ): (5) Electricity (2)	Generator (3) Kerosene Lamps (4)		Can a wheel chair access the facility?	Yes (1)	No (0)		Is there a sufficient kitted First aid box?	Sufficient (1)	Insufficient (0.5)	None (0)																	
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Is there a gender desk/Office	Yes (1)	No (0)	
Is it labelled	Yes (1)	No (0)	
Is it manned	Yes (1)	No (0)	
1.4: STAFF STRENGTH	NUMBER	REMARKS	
Staff establishment			
Staff strength			
Percentage of strength to establishment	[100-80%]; [Below 40%]	[79-40%]	
Gender of staff: Male			
Female			
Ratio of male to female			
Which are the popular areas of deployment for the officers?			
What duties are often assigned to the female officers			
1.5 OFFICE SPACE AND STATE OF HOUSING			
Are the office spaces sufficient	Sufficient (1) Insufficient (0.5) Nil (0)		
How is the state of the offices	Good (1) Deplorable (0.5)	Fair (0.75) inhabitable (0)	
Is there a separate crime office	Yes (1)	No (0)	
Are there Interrogation / interview rooms	Yes (1) No (0)		
Is there an Exhibit store	Yes (1) No (0)		
Is the Exhibit store adequate?	Adequate (1) Limited (0.5) (0)	Inadequate	
Are the housing of the officers sufficient	Sufficient (1) Insufficient (0.5)	None (0)	
State of housing of the Officers	Good (1) Deplorable(0.5) deplorable (0)	Fair (0.75) Extremely	
SECTION 2.0 DETENTION FACILITIES			
2.1: CELLS	NUMBER	REMARKS	
Are there cells in the facility	Yes (1)	No (0)	
How many cells are there			
Are the cells clearly labelled	Yes (1)	No (0)	
What's the capacity at the time of inspection	Ideal (1)	Overcrowded (0)	
No. of detainees	Male		
	Female		

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

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

(ii) To court																																															
(iii) Referral to IAU																																															
(iv) Referral to IPOA																																															
<b>General remarks</b>																																															
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<b>SECTION 4: RESOURCE ALLOCATIONS AND BUDGET MAKING</b>																																															
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Photocopy	None Three	One Two Four																																													

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

1.	
2.	
3.	

**PART 6: OFFICERS CONCERNS/ ISSUES**

List all officers concerns/issues and challenges they face in order of their priority

1.	
2.	
3.	
4.	
5.	

**PART 7 OTHER GENERAL OBSERVATIONS BY THE INSPECTORS**


**PART 8: RECOMMENDATIONS AND FEEDBACK TO THE OFFICER IN CHARGE OF STATION**

S/NO	RECOMMENDATIONS MADE	TIMELINE FOR ACTION	REMARKS BY OFFICER INCHARGE (if any)
1.			
2.			
3.			
4.			
5.			

CONFIRMED BY:

NAME OF OCS .....

SIGNATURE: .....

DATE: .....

APPROVED BY: (Team leader) CHECKED BY;(Supervisor)

DATE:..... DATE:.....

Signature: ..... Signature:.....



## IPOA FORM 30P

(r. 131)

## AIE ALLOCATION &amp; UTILIZATION FORM

Officers conducting the inspection:	Police Premise / Facility:	Date and Time:
County:		Officer in Charge of Premise:
Sub-County		Contacts: Tel: Box No.
Type of inspections	1) New thematic Inspection <input type="checkbox"/> 2) Follow up thematic Inspection; <input type="checkbox"/>	

(a) Is the station gazetted	YES (1)	NO (0)	Remarks
(b) If yes, when was the Station Gazetted?	Before 2012 (A)	After 2012 (B)	Remarks
(c) Is the OCS an AIE holder?	YES (1)	NO (0)	Remarks
(d) If yes, when was the last AIE issued?			
(e) How much was allocated? (Obtain a copy of AIE disbursement form for last 2 Financial Years)	Ksh _____		
(f) If no, what is the source of funds used to run the Station?			
(g) If the OCS is authorized to Incur Expenditure (AIE), how many Stations/posts/patrol bases directly benefit from him/her?			
(h) Apart from the Votes or the Description of Work as indicated on the AIE Form, are there policy guidelines in place to guide the Station Commander on the utilization of the AIE?	YES (1)	NO (0)	Remarks
List the challenges experienced in managing AIE as per the vote items? 1.			

2.			
3.			
4.			
(i) Are the funds disbursed timely?	YES (1)	NO (0)	Remarks
(j) What is the frequency of the disbursement within a financial year?			
(k) What is the procedure for receiving the allocated funds?			
(l) Is the vote informed by the needs and priorities of the Station?	Yes (1)	No (0)	Remarks
(m) If no, what is the criterion used in funds allocation and what recommendation would you suggest to ensure there is a need-based budget?			
(n) Is the authorized total expenditure adequate to facilitate the running of the Police Station?	Yes (1)	No (0)	(Obtain a copy of pending bill estimates)
(o) Does the AIE holder has his pending bills frequently checked (check the records)?	Yes (1)	No (0)	
(p) What framework governs your engagement with service providers at the Station level (LSOs, contracts etc)?			
(q) Is the amount of money released consistent within a financial year?	Yes (1)	No (0)	
(r) Does the Station AIE have a vote for maintenance (cleaning, plumbing etc) of the Police Station?	Yes (1)	No (0)	
(s) If yes, is it adequate?	Yes (1)	No (0)	
(t) Does it have a vote for Stationery and Police Registers?	Yes (1)	No (0)	
(u) Is the vote for Stationery and Police registers adequate?	Yes (1)	No (0)	
(v) Does it have a vote for sanitary towels?	Yes (1)	No (0)	
(w) Does it have a vote for vehicle fuel?	Yes (1)	No (0)	
(x) Does the current fuelling policy allow fuelling of police vehicles in the nearest designated fuel stations?	Yes (1)	No (0)	
(y) Is the OCS trained on prudent utilization of public funds?	Yes (1)	No (0)	
(z) Are there qualified accounts management officers at the Sub	Yes (1)	No (0)	

County level to assist in accounting for AIE utilization by commanders?			
(aa) What has been the effect of AIE on the availability of Stationary, cleanliness of the cells, detainee welfare and general service delivery?	1. Stationary- 2. Cleanliness 3. Detainee welfare- 4. Service delivery-	Improved efficiency (1) [ ] [ ] [ ] [ ]	Status quo (0) [ ] [ ] [ ] [ ]
<b>I. RESOURCE MOBILISATION FOR THE STATION</b>			
(a) Does the OCS engage members of the community and development partners for extra funding?	YES (1)	NO (0)	REMARKS
(b) If yes, which partners have you engaged and fund raised or received grants from?			
(c) Does the Station have projects implemented via partnership with community and development partners?	YES (1)	NO (0)	REMARKS
(d) If yes,	i. List the number of fully implemented projects _____ ii. List the number of the ongoing projects _____ iii. List the number of the stalled projects _____		
Give reasons for the stalled projects			
OCS CONCERNS/ ISSUES		OCS RECOMMENDATIONS	
OTHER GENERAL OBSERVATIONS BY THE INSPECTORS			

RECOMMENDATIONS AND FEEDBACK TO THE STATION COMMANDER



## IPOA FORM 30Q

(r. 131)

## CIPU THEMATIC INSPECTION FORM

Name of Officers conducting inspections	Name of the CIPU facility	Date of Inspection	Name and rank of Officer in- charge
County	Sub-county	Type of Inspection:	Contacts/email address
			Initial thematic
<b>I. Infrastructure of the facility</b>			
Is there a signage to the facility?	Yes (1) No(0)	REMARKS	
Is there a gate?	Yes (1) No (0)		
Is the gate manned?	Yes (1) No (0)		
Is there a perimeter fence?	Yes (1) No (0)		
Is there a customer care desk?	Yes(1) No (0)		
Is it manned?	Yes (1) No (0)		
Is there a report desk?	Yes (1) No (0)		
Is it manned?	Yes (1) No (0)		
What is the state of CIPU offices	Good (1) Fair(0.5) Deplorable (0)		
Where do CIPU officers working here live/housed?			
Does CIPU own the land where this facility is located?	Yes (1) No (0)		
If yes, is the title deed available and who is the custodian?			
If no, who owns the land?			
<b>II. Staff strength, deployment &amp;supervision and working hours</b>			
a) Staff strength			
Strength	Establishmen	Remarks	

	t	
Male	Male	
Female	Female	
Ratio of male to female		
b) Deployment & Supervision		
What are the popular areas of deployment for CIPU?		Remarks
Do members of public hire Police services from CIPU?	Yes (1)	No (0)
If yes, which institutions/individuals usually hire CIPU Services?		Remarks
What are the current gazetted rates for Police hire per hour?		Remarks
Are these rates adhered to when getting into contracts with institutions and members of public?		Remarks
What is the procedure followed for payments related to Police hire in your jurisdiction?	Paid in advance (1) Paid after (0)	Remarks
Do you keep proper books of accounts related to Police hire payments? (Ask for the records)	Yes(1) No 0	Remarks
Where is the money submitted after collection?		
Who submits the monies?		
Are CIPU officers briefed before deployment?	Yes(1) No (0)	Remarks
Are CIPU officers debriefed after deployment?	Yes(1) No (0)	Remarks
If they are briefed and debriefed, is it documented?	Yes(1) No (0)	Remarks
Are there regular feedback between the CIPU commander and institutions that hire CIPU officers?	Yes (1) No (0)	Remarks
Are there contingency plans in case of emergencies?	Yes (1) No (0)	Remarks
If yes, what are the plans?		
Are there mechanisms to supervise Officers after deployment?	Yes (1) No (0)	
If yes, are the mechanisms adequate?		
What do you recommend to make the plans more effective?		
c) Officers working hours		

How long does a shift last for deployed officers?	0-8hours(1) Over 8 hours(0)	
Are there measures put in place to compensate officers who work for long hours	Yes(1) No(0)	
If yes, what measures are in place?	Allowances Time off None	
<b>III. Training and capacity development</b>		
Are regular refresher training courses offered to CIPU officers?	Yes (1) No (0)	Remarks
How often are these refresher trainings offered?		
Which training was last attended by CIPU officers?		
Was this training(s) relevant to the work you do?		
Is the training adequate to enable the CIPU officers carry out their duties?	Yes (1) No (0)	
If no, what courses would you recommend for CIPU officers?		
Do CIPU officers participate in Police sports?(for physical fitness)(	Yes(1) No (0)	
If yes, list the type of sports they participate in.		
Are weekly lectures Conducted?	Yes(1) No (0)	
What areas does the lecture cover?		
If yes, are they documented?	Yes (1) No (0)	
<b>IV. Tooling and Equipment</b>		
Are there serviceable motor vehicles for use by CIPU?	Yes (1) No (0)	
Are there challenges faced on transport?		
Which challenges do you face?		
Are there effective and efficient communication gadgets for use by CIPU officers?	Yes (1) No (0)	
Are there challenges on communication and what are those challenges?		
Is there sufficient issue of Uniforms?	Yes (1) No (0)	
Is there sufficient supply of protective gears like bullet proof vests, helmets, batons and shields?	Yes (1) No (0)	
Is food ration provided?	Yes (1) No (0)	
If yes, is it adequate?	Adequate(1) Inadequate(0)	
What challenges does CIPU face on		

food ration and what do you recommend to address the challenges?		
Are arms and ammunition adequate	Adequate(1) Inadequate(0)	
List the missing tools and equipment.		
<b>V. Records management</b>		
Is there a correctly entered/updated Occurrence Book?	Yes(1) No (0)	Remarks Is it neatly kept? Yes(1) No (0)
Is there a correctly updated/entered fire arms movement register?	Yes(1) No (0)	Is it neatly kept Yes(1) NO (0)
Is there a correctly updated/entered defaulter's register?	Yes(1) No (0)	Is it neatly kept Yes(1) NO(0)
Is there a correctly updated/entered weekly duty roster?	Yes(1) No (0)	Is it neatly kept Yes(1) NO (0)
Is there a correctly updated/entered complaints against Police register	Yes(1) No (0),	Is it neatly kept Yes(1) NO (0)
If no, where are the complaints against Police recorded?		
Is there a correctly updated/entered Police Hire Register?	Yes(1) No (0),	Is it neatly kept Yes(1) NO (0)
If no, where is Police hire documented?		
Are there records of monthly, quarterly and annual returns?	Yes(1) No (0),	Are they neatly kept Yes(1) NO(0)
If yes who is the recipient of those returns?		
<b>VI. Offences against discipline</b>		
Are there discipline cases, active or closed, against CIPU officers?	Yes (0) No (1)	
If yes, what is the nature of the 3 most recent cases?		
What are the major factors leading to officers to committing offences against discipline?		
What recommendations		
would you give to ensure Officers remain disciplined?		
After how long does CIPU declare an Officer a deserter?		
<b>VII. Community Policing and Cooperation with other security agencies</b>		
Does CIPU participate in community policing?	Yes(1) No (0)	
If yes, are there minutes or any	Yes(1) No (0)	

Record to prove participation?		
How often are the meetings held?		
Which security actors do CIPU cooperate within the area?		
<b>VIII. Officers concerns and Issues</b>		
List all concerns and challenges		
<b>IX. Recommendations by Officer in-charge</b>		
List all the recommendations made by the Officer in-charge		
<b>X. General observations by Inspectors</b>		
List all the observations made by the Inspectors.		
<b>I. Recommendations to officer in-charge</b>		
<b>S.no</b>	<b>Recommendation made</b>	<b>Timeline for action</b>
NAME OF OFFICER IN-CHARGE: .....		
Signature: .....		
Date: .....		
Official stamp:		
Name of Team leader:.....		
Signature: .....		
Date: .....		



IPOA FORM 30R

(r. 131)

## DIGITAL OB INSPECTION FORM

Officers conducting the inspection:	Police Premise / Facility:	Date and Time:
County:		Officer in Charge of Premise:
Sub-County		Contacts : Tel: Box No.
Type of inspections	1) Initial full 2) Follow Up inspection	
<b>AVAILABILITY OF DIGITAL OCCURRENCE BOOK</b>		
NECESSARY INFRASTRUCTURE.	YES (1)	NO (0)
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 internet connectivity at the Station	Yes (1) No (0)	
How is the internet accessed at the facility?	Modem(1), Wi-Fi(2), Personal internet (3) others (specify): (4)	
AVAILABILITY OF DIGITAL OCCURRENCE BOOK	YES(1)	No(0)
Is the digital OB available at the facility?	Yes (1)	No (0)
When was the digital OB installed?(Year)		
Is the Digital OB in use at the Station level?	Yes (1)	No (0)
Is the Digital OB in use at the Station's Posts and Patrol Bases? If yes, name the posts and patrol bases.	Yes (1)	No(0)
What challenges have you experienced while using the digital OB?		

In case the Digital OB is not functional, what occasioned the failure?			
What improvements do you recommend to enhance the efficiency of the digital OB?			
Based on your experience has the digital OB Improved Service Delivery?	Yes(1)	No(0)	
What improvements has the digital OB brought at the Station since its installation?			
Is there frequent engagement with the NPS leadership on the implementation and functioning of the Digital OB.	Yes(1)	No(0)	
<b>HARDWARE/SOFTWARE</b>	YES (1)	No (0)	<b>REMARKS</b>
Is the computer hosting the digital OB serviceable?	Yes (1)	No(0)	
Does the computer have an active anti-virus?	Yes (1)	No(0)	
Is there a backup for the Digital OB?	Yes (1)	No(0)	
<b>TRAINING ON USE OF DIGITAL OCCURRENCE BOOK</b>	YES (1)	No (0)	
Have you been trained on how to use the digital OB?	Yes (1)	No (0)	
How many officers have undergone training on the use of digital OB?	Male	Female	
Is this number sufficient based on the operations of the Station?	Yes (1)	No (0)	
<b>USE OF DIGITAL OB IN COURT</b>	<b>REMARKS</b>		
Has the Digital OB been produced in court as evidence?	Yes (1)	No (0)	
What challenges are associated with its production as evidence?			
How can the challenges be resolved?			
<b>OFFICERS CONCERNS/ ISSUES</b>			
List all officers concerns/issues and challenges they face in order of their priority			
i.			
ii.			
iii.			

OTHER GENERAL OBSERVATIONS BY THE INSPECTORS			
RECOMMENDATIONS AND FEEDBACK TO THE OFFICER IN CHARGE OF STATION			
S/No.	RECOMMENDATIONS MADE	TIMELINE FOR ACTION	REMARKS BY OFFICER INCHARGE (if any)
CONFIRMED BY: NAME OF OCS..... SIGNATURE: .....			
APPROVED BY: (team leader) DATE: Signature:		CHECKED BY;(supervisor) DATE: Signature:	



## IPOA FORM 30S

(r. 131)

## TRAFFIC INSPECTION TOOL

## 1.0 Introduction

Name of the Police facility	County/Sub-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)			

## 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		
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

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?

- a. Human Error (%)
- b. Mechanical (%)
- c. 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?

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?

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IPOA FORM 31

(r. 136)

OATH OF SECRECY

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 make oath and 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, No. 4 of 2003 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 unauthorized 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, No. 4 of 2003.
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, No. 4 of 2003 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 cognizant of the serious consequences that may result from any breach of the said provisions.
10. THAT I make this declaration consciously believing the same to be true and in accordance with the Oaths and Statutory Declaration Act.

DECLARED at ..... by the said.....

..... ]  
..... ]

DEPONENT

This ..... day of ..... 20..... ]

BEFORE ME ]  
..... ]  
..... ]  
..... ]

MAGISTRATE/COMMISSIONER FOR OATHS ]

Dated the .....20 .....

.....  
ANNE MAKORI,  
CHAIRPERSON, INDEPENDENT POLICING OVERSIGHT AUTHORITY

## SECOND SCHEDULE—ELEMENT FOR INSPECTIONS (R. 117)

A designated officer, may during inspection at a police premises or detention facility assess the following—

1. date and time of the inspection exercise;
2. location of the police premises or detention facility;
3. name and rank of officer in-charge;
4. management and handling of complaints;
5. infrastructure or physical condition of the police premises or detention facility;
6. safety and security of members of the public, detainees, and members of the service;
7. details of the front desk or reporting desk and its management;
8. any claims of sexual abuse and gender-based violence;
9. presence of gender-based violence report desk;
10. child protection unit;
11. any incidents of violation of rights of the arrested or detained persons;
12. any reported or unreported death in custody;
13. report of physical or corporal punishments;
14. reported or presence of inter-detainees' violence;
15. any verbal and psychological threats;
16. availability of isolation or solitary confinement
17. any incident of restriction of detainees' right;
18. any prohibition of visits and communication with the outside world of person arrested or detainees;
19. any humiliation, fear, distrust or silence;
20. any claim of torture;
21. presence and accuracy of details logged in the detainee's personal effects register
22. availability of interview or interrogation and search rooms;
23. number of police officers in the station including strength and establishment thereof;
24. the key personnel or members of the Service with specialized skills;
25. state of lock down facilities, cells or detention facilities;
26. number of cells or lockdown facilities;
27. existence and correct recording of information in the cell register
28. separation of detainees in terms of sex and age;

29. existence, maintenance and correct recording of information in the stores, records and registers;
30. allocated resources, tools and equipment sanitary conditions;
31. application of bails and bonds to detainees;
32. lighting and ventilation in cells or lock up facilities;
33. congestion and size of the cell;
34. death inside cells;
35. duration of detainees in police custody;
36. availability of healthcare services;
37. reports of discrimination or segregation;
38. treatment of special interest groups including foreigners, children in conflict with the law and children in need of care and protection;
39. occurrence book and accuracy of data entry;
40. availability and maintenance of cash bail receipt book;
41. availability and maintenance of cell register;
42. availability and maintenance of charge register;
43. availability of service standing orders;
44. availability of duty roster and content thereof;
45. availability and maintenance of exhibits register;
46. availability and maintenance of prisoners or detainee property register;
47. availability and maintenance of complaints register and personal effect and property register;
48. arms and ammunition movement register;
49. availability and maintenance of communication logs and gadgets;
50. health and welfare of police officers;
51. crime prevention;
52. crime branch section;
53. crime graph;
54. crime clock;
55. crime profile;
56. crime trend analysis;
57. map of area of jurisdiction;
58. beats and patrols;
59. Police response time after crime has been reported;
60. uniforms and other equipment;

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- 61. community policing and partnership;
- 62. county policing authorities;
- 63. community policing committees;
- 64. private security providers;
- 65. allocated resources;
- 66. motor transport section;
- 67. corruption;
- 68. complaints against police;
- 69. complaints by police;
- 70. exhibits store;
- 71. client survey;
- 72. management of police reserves;
- 73. exhibits and handling of evidence;
- 74. handling of children in police premises and detention facilities;
- 75. control of traffic and erection of barriers;
- 76. counselling and psychosocial support;
- 77. policing records and registers;
- 78. police equipment and facilities;
- 79. arms and ammunitions management; and
- 80. any other details that the Authority deems appropriate

Made on the 3rd May, .2024.

ANNE MAKORI,  
*Chairperson, Independent Policing Oversight Authority.*