



MONITORING TOOL FOR POLICE STATION VISITS

2023



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FOREWORD

Justice Access Point (JAP) is delighted to have championed the Uganda Civil Society to customise and refine the police visitation monitoring tool. This has been accomplished under the aegis of the project aimed at strengthening the independent civilian police sector accountability with support from Open Society Foundation (OSF). The designed tool will support the different stakeholders to capture data during the police station visits in Uganda intended for that purpose.

The tool will be utilized by commissioned monitors and other stakeholders to monitor the police stations country wide and assess the different facilities including detention facilities, services offered by the different police stations to the general public. We hope this tool will be a valuable resource and useful to contributing to strengthening of civilian oversight and accountability of the security sector in Uganda.

INTRODUCTION

The monitoring tool for police station visits in Uganda will potentially be utilized by commissioned monitors and other stakeholders to gather data on the situation at the different police stations in Uganda. The tool is divided into two (2) sections including section 1 on demographic characteristics of both the observer and that of Police station; and section 2 measures the performance of the police stations on the dimension of community orientation; physical conditions; equal treatment of the public without bias based on age, gender, ethnicity, nationality, minority status or sexual orientation; transparency and accountability; detention conditions; responsiveness; and respect to rights of detainees.

MONITORING TOOL FOR POLICE STATION VISITS IN UGANDA

SECTION 1: BACKGROUND AND DEMOGRAPHIC CHARACTERISTICS OF BOTH THE OBSERVER

This section contains background and demographic characteristics of both the observer (1.1) and the station (1.2) at which the observation takes place. The observer should select the most suitable answer by ticking the box that corresponds to the choice.

1.1 Demographic characteristics of the monitor	
1.1.1 Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
1.1.2 Age:	<input type="checkbox"/> 18-35 <input type="checkbox"/> 36-55 <input type="checkbox"/> 56 and above
1.1.3 Level of Education:	<input type="checkbox"/> Primary <input type="checkbox"/> Secondary <input type="checkbox"/> Tertiary <input type="checkbox"/> University
1.1.4 How many times have you been to this police station?	<input type="checkbox"/> First time visitor <input type="checkbox"/> Two time visitor <input type="checkbox"/> More than three times visitor
1.1.5 Role of the observer	<input type="checkbox"/> Commissioned Monitor <input type="checkbox"/> Bystander <input type="checkbox"/> A visitor
1.2 Demographic characteristics of the police station	
1.2.1 Name of the Policing region:	
1.2.2 Police Station Visited:	
1.2.3 Number of personnel:	
1.2.4 Date and time of visit:	

SECTION 2: PERFORMANCE OF THE POLICE STATIONS

This section measures the performance of the police stations on the dimension of community orientation; physical conditions; equal treatment of the public without bias based on age, gender, ethnicity, nationality, minority status or sexual orientation; transparency and accountability; detention conditions; responsiveness; and respect to rights of detainees. A five point Likert scale (1= *Very Unsatisfactory*, 2= *Unsatisfactory*, 3= *Neither Unsatisfactory nor Satisfactory*, 4= *Satisfactory*, 5= *Very Satisfactory*). There is no implied correct or wrong answer but rather tick the box that best reflects your observation.

Performance of the Police Stations

2.1 Community orientation

2.1.1 Location of the police station
(for example, accessibility, ease of location, transport links, signage)

1 2 3 4 5

2.1.2 Space and facilities
dedicated to serving the public
arriving to report crimes or to make
other requests

1 2 3 4 5

2.1.3 Information available about
reporting a crime and/or obtaining
public services (for example,
information brochures, information
desks, posters, videos)

1 2 3 4 5

2.1.4 Staff allocated to serve the
public and/or report crimes

1 2 3 4 5

2.1.5 Officer designated to work with the community (Community Liaison Officer) 1 2 3 4 5

2.2 Physical conditions

2.2.1 Order and cleanliness of the police station 1 2 3 4 5

2.2.2 Condition of the office building and the furniture 1 2 3 4 5

2.2.3 Work conditions for police station's staff (for example, office space, facilities, equipment, computers) 1 2 3 4 5

2.2.4 Conditions for victims or witnesses to identify detainees without being seen (for example, rooms with one-way mirrors, rooms with small holes that only allow for one-way viewing, video links) 1 2 3 4 5

2.2.5 Ramp to enable the persons with disability / elderly

2.2.6 Appropriate facilities to communicate with and receive from, their families at regular intervals, subject to reasonable restrictions and supervision as are necessary in the interest of security 1 2 3 4 5

2.2.7 Conditions of accommodation of police officers 1 2 3 4 5

2.3 Equal treatment of the public without bias based on age, gender, ethnicity, nationality, minority status or sexual orientation

2.3.1 Facilities available for interviewing crime victims and witnesses in cases which require privacy (for example, domestic violence, partner assaults) 1 2 3 4 5

2.3.2 Facilities and conditions specifically available to women (for example, bathrooms, changing rooms, cleanliness) 1 2 3 4 5

2.3.3 Services available to persons with physical disabilities (elderly people, temporarily or permanently injured persons) to access the police station (for example, ramps for stairs, wider doors) 1 2 3 4 5

2.3.4 Services/referrals specifically available to minority groups (for example, victim services, female staff to help female victims, counsellors, medical personnel, legal assistance, language assistance) 1 2 3 4 5

2.3.5 Children are not detained in the same cells with adults 1 2 3 4 5

2.3.6 The elderly are treated with due consideration 1 2 3 4 5

2.4 Transparency and accountability

2.4.1 Information available to the public on patterns of crimes in the area served by the police station (for example, charts, maps, displays, posters, newsletters, hotlines, a computer with information available to the public) 1 2 3 4 5

2.4.2 Information available to the public regarding the police station's performance (for example, number of arrests, crimes unsolved and solved, results of citizen satisfaction surveys, cases on trial) 1 2 3 4 5

2.4.3 Information available describing how to make a complaint against police staff for misconduct (for example, complaint boxes, posters, brochures, contact details of police ombudsman's office/ internal affairs/police public complaints bureau) 1 2 3 4 5

2.4.4 Identification of police station's personnel (for example, name or number tags, strips, uniforms) 1 2 3 4 5

2.4.5 Procedure for access to information in possession of the police is made to the public 1 2 3 4 5

2.4.6 Offices have plaques 1 2 3 4 5

2.4.7 Braille and persons with disability interpreter 1 2 3 4 5

2.4.8 Availability of information at the station in cases of errant officers handled 1 2 3 4 5

2.5 Detention conditions

2.5.1 Detention area security conditions (for example, surveillance, safe custody and movement of detainees) 1 2 3 4 5

2.5.2 Detainees' identification (for example, names, tags, identification numbers) 1 2 3 4 5

2.5.3 Facilities and conditions provided for lawyers or families/ others to visit detainees (for example, meeting spaces, access to telephone, ability to bring food for detainees) 1 2 3 4 5

2.5.4 Sanitary conditions of the detention areas (for example, cleanliness, bathrooms and ventilation) 1 2 3 4 5

2.5.5 Lighting and ventilation of the cells 1 2 3 4 5

2.5.6 Clothing and beddings facilities of detainees 1 2 3 4 5

2.5.7 Overcrowding in accommodation facility 1 2 3 4 5

2.6 Responsiveness

2.6.1 Emergency response measures available 1 2 3 4 5

2.6.2 Reception given to visitors 1 2 3 4 5

2.6.3 Response to Community safety needs (e.g. availability of fire fighting equipment) 1 2 3 4 5

2.6.4 Equipment available for police response to community crime alerts. (patrol van, motorcycles, etc.) 1 2 3 4 5

2.6.5 Complementary resources to enable the use of response equipment are available (fuel, man power) 1 2 3 4 5

2.6.6 Free toll for the public 1 2 3 4 5

2.7 Respect to rights of detainees

2.7.1 the detainees are visibly free from torture, inhuman and degrading treatment 1 2 3 4 5

2.7.2 Measures available for the detainee to receive visitors 1 2 3 4 5

2.7.3 Arrangements for the detainee to exercise his / her religious beliefs 1 2 3 4 5

2.7.4 Protection of the detainee from forced labour within the police station or outside the precincts of the police station 1 2 3 4 5

2.7.5 Arrangements have been made or are underway to bring the detainee to court as soon as possible but not later than 48hours

1 2 3 4 5

2.7.6 Detainees who want their next of kin informed, at their request, are not blocked but enabled as soon as practicable

1 2 3 4 5

2.7.7 Detainee's access to their next-of-kin, lawyer, and personal doctor


1 2 3 4 5

REFERENCES

Police station visitors' kit filling form: Atlas Global Alliance



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