



# THE NATIONAL POLICE SERVICE COMMISSION

*"Together we Transform the Police Service  
for Effective Service Delivery"*

**POLICY ON HOUSING IN THE NATIONAL POLICE SERVICE**

September 2018





# Vision

Champion of a Dignified Professional Police Service

# Mission

To transform and manage the human resource in the police service for efficiency and effectiveness

# Values

Independence and Integrity

Transparency and Accountability

Respect for Diversity and Equality

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# **POLICY ON HOUSING IN THE NATIONAL POLICE SERVICE**

September 2018

## FOREWORD



The Constitution of Kenya provides that every person has a right to accessible and adequate housing, and to reasonable standards of sanitation. For a long time, the National Police Service has been viewed negatively when it comes to issues relating to Housing. Research and surveys have revealed the deplorable conditions of living officers face as they carry out their duties. This has led to their reduced morale and esteem affecting their performance and productivity.

The Commission recognizes the need for decent housing as part of the Government’s “Big four” development agenda as well as the role of the Service in supporting the realization of Vision 2030. This necessitated the development of this Housing Policy to guide the provision of decent housing to members of the National Police Service.

The Constitution of Kenya mandates the National Police Service Commission to review all matters relating to human resource policies of members of the Service on the recommendation of the Inspector –General. Conditions of service and work environment are at the core of human resource management, and it is for this reason therefore that the Commission seeks to transform police housing in order to support the efforts that enable officers to work efficiently and effectively.

The policy provides for the management of housing in the Service with a focus on provision of housing, establishing standards of housing, uniform procedures for allocation and introduces provisions on maintenance of the houses for members of the NPS.

The Commission is optimistic that with implementation of this policy, officers will have peace of mind as they perform their duties, knowing that one of their basic needs, shelter, has been considered and taken care of.

A handwritten signature in black ink, appearing to read "Johnston Kavuludi". The signature is stylized and includes a flourish at the end.

JOHNSTON KAVULUDI, EBS, HSC  
*Chairperson*  
*National Police Service Commission*



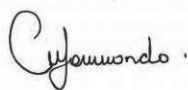
## EXECUTIVE SUMMARY



This policy provides a framework for provision, management and maintenance of police housing for police officers in the National Police Service. It captures the pertinent issues in relation to Police housing including provision of house allowances to all police officers, provision and allocation procedures for housing in the Service, prescribed standards of police houses, housing for Specialized Units, officers in hardship areas and in operations and has provisions on office buildings and stations and ancillary structures.

The development of this policy underscores the Commission's commitment to provide a framework to ensure that housing in the police service is handled on the basis of set standards and principles. Implementation of this policy will therefore contribute to improved working conditions for officers and enhance their performance and productivity. This policy draws from the relevant provisions of the law and other policy guidelines in the Government.

To facilitate efficient management of police housing, the policy establishes an NPS Housing Directorate mandated to execute the housing function in the Service. The policy also outlines the roles and responsibilities of the various stakeholders and provides establishes an implementation framework that lists the activities that have to be undertaken to ensure the implementation of this policy is meaningfully successful.

A handwritten signature in black ink that reads "Joseph V. Onyango".

**JOSEPH V. ONYANGO**  
*Commission Secretary/Chief Executive*  
*National Police Service Commission*

## ABBREVIATIONS AND ACRONYMS

<b>NPSC</b>	National Police Service Commission
<b>NPS</b>	National Police Service
<b>CoK</b>	Constitution of Kenya
<b>IPOA</b>	Independent Policing Oversight Authority
<b>OSHA</b>	Occupational Safety and Health Administration
<b>IG</b>	Inspector General
<b>SRC</b>	Salaries and Remuneration Commission
<b>DIG</b>	Deputy Inspector General
<b>DCI</b>	Directorate of Criminal Investigation
<b>NG-CDF</b>	National Government – Constituency Development Fund
<b>RTD</b>	Retired





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# CHAPTER ONE

## INTRODUCTION



### 1.1. Background

The need for a streamlined approach to address the issues that arise in the National Police Service on matters of Police housing is immediate. In the past, Police housing seemed to have been handled as an afterthought which has increasingly impacted negatively on service delivery. Furthermore, recruitment of officers has continued without proportionate investment in housing for the officers. Morale plays a big role in how the Police execute their duties and therefore dignified housing has been identified as critical factor in motivating members of the National Police Service.

The Commission and the Service are among the Government agencies that have identified the provision of decent housing for Police officers in tandem with CoK Art 43 (i)(b), Vision 2030 and the Government “Big four agenda” as a matter of priority. To do so, the development and implementation of a Housing Policy to guide the provision of decent housing to members of the National Police Service is a crucial foundation.

The current impetus to improve general Police welfare including housing was started in 2003. In 2009, the National Taskforce on Police Reforms chaired by Mr. Justice (Rtd) Philip Ransley identified “inadequate and poor housing” as one of the demoralizing factors in the Police service.”

A study by the Independent Policing Oversight Authority (IPOA) on housing in the NPS found that men and women serving in the NPS are forced to live in deplorable conditions, often sharing tents, mud and tin shacks that pass for houses leading to low self-esteem. In the majority of the Police stations that IPOA inspected, officers were forced to share single rooms while others are accommodated in canteens and halls partitioned by cardboards and bed sheets.

“The Commission and the Service are among the Government agencies that have identified the provision of decent housing for Police officers in tandem with CoK Art 43 (i)(b), Vision 2030 and the Government “Big four agenda”

## **As a general rule, officers of junior ranks in the Police**

Services have been required to reside in Police lines whilst officers in higher ranks are free to rent accommodation outside the Stations. It was also found that Police officers who opt to live outside the provided housing have to survive on meagre house allowance provided as part of their remuneration package.

Various research reports and media features have exposed how the current Police housing arrangements in most stations does not support family life. Indeed, the state of the houses that Police officers live in across Kenya is deplorable and, in most instances, not conducive for human habitation.

There is need for the National Police Service Commission, as the NPS human resource management policy advisor on matters of welfare and conditions of service, to develop and implement a National Police Service housing policy as the Service has been operating without one.

### **1.2. Purpose**

The Policy provides for the management of housing in the National Police Service with a focus on provision, housing standards, allocation and maintenance of housing in the National Police Service that are necessary to ensure there is decent and dignified housing for members of the Service.

### **1.3. Objectives**

- a. To ensure a well-co-ordinated provision of housing in the NPS
- b. To establish standards of housing for members of the NPS
- c. To provide for uniform housing allocation procedure within the NPS
- d. To provide parameters for management of housing in the NPS

### **1.4. Legal Framework**

- a. Constitution of Kenya 2010
- b. NPSC Act, 2011
- c. NPS Act, 2011
- d. National Housing Policy of Kenya, 2004
- e. OSHA Act, 2007
- f. Housing Act, 2004
- g. Building Code of 1968

### **1.5. Scope**

This policy shall cover and apply to police officers of the National Police Service and their families



## **1.6. Policy Statement**

The National Police Service shall ensure decent and adequate provision of housing to all police officers of the National Police Service. The policy seeks to ensure that all officers are adequately housed through payment of market rate house allowance or provision of standard housing units and amenities. It will also provide for clear-cut criteria for the management and allocation of houses within the National Police Service.



# CHAPTER TWO

## ELEMENTS OF THE HOUSING POLICY



### 2.1. POLICY ISSUES AND STANDARDS

#### 2.1.1. Provision of House Allowance for All Police Officers in the National Police Service

- i. All Police officers in the NPS shall be provided with house allowance.
- ii. The house allowance rate shall be determined based on the prevailing rental market rate.
- iii. House allowance shall be graduated by rank and flat-rated across each rank.

#### 2.1.2. Provision of Housing in the National Police Service

- i. All members of the National Police Service are entitled to provision of a standard house within the area of jurisdiction or their duty station.
- ii. In the absence of (i.) above, officers will be free to rent housing within their area of jurisdiction.
- iii. The Housing Directorate in the IGs office shall designate housing zones/ identify houses for officers where officers are allowed to rent their housing from, within their areas of jurisdiction. The officers shall be required to inform their commanders where they reside in.
- iv. All officers living in Police provided housing will pay commensurate rent and cater for own utility and service costs

#### 2.1.3. Construction of Police Housing for the National Police Service

- i. The Government shall continue to construct police housing to accommodate police officers serving in operation and hardship areas.
- ii. Construction of police housing shall involve funding and resources from the National Government, County Government, community initiatives and public private partnerships with approval from the National Police Service and the National Government.

#### 2.1.4. Prescribed Standards for Police Housing

- a) *The minimum standard Police housing (allowable for officers of the lowest rank) shall be a permanent structure that includes the following aspects:*
- i. A minimum of two bedrooms, living room, cooking area and sanitary facilities, covering a minimum gross floor area of 40 square metres for each household
  - ii. Environmentally friendly building materials;
  - iii. Access for emergency and rescue services;
  - iv. Meet all building standards set in the Building Code of 1968;
  - v. Access to water within the compound;
  - vi. Serviceable sewerage system;
  - vii. Standard sanitation facilities including garbage collection facilities;
  - viii. Open areas to cater for washing facilities and rest, where applicable;
  - ix. Secure perimeter fencing and access points;
  - x. Vehicle parking yard;
  - xi. Open ground for barazaas/team-ups.
  - xii. Provision of social amenities within the building project design.
- b) Police Housing facilities shall also have security features including but not limited to the following: biometric installation for access, CCTV cameras and electric fencing for maximum security.

#### 2.1.5. Allocation of Existing Dwelling Police Houses

##### *I. Categories of Houses in the NPS*

The National Police Service has houses (as defined by the minimum standards of housing for members of NPS) in various parts of the country, in the following categories:

- i. Houses owned by the National Police Service
- ii. Houses in estates
- iii. Houses in apartment blocks
- iv. Houses in Police stations “Police lines”
- v. Houses in Police institutions – colleges and training schools
- vi. Shift quarters

Houses leased by the National Police Service:

- i. Houses in gated residential areas
- ii. Houses in stand-alone apartment blocks



## ***II. Procedure for Allocation of Housing to Members of NPS***

- i. Police housing will maintain police ranking discipline with designated areas for senior and junior officers.
- ii. The Housing Directorate shall have overall mandate of housing management.
- iii. An officer requesting for allocation of a house shall apply to the Director in-charge of housing, through the immediate supervisor.
- iv. An immediate supervisor receiving an application for a house from an officer shall forward the application with recommendations on the house proposed for allocation, or reason for rejection, where applicable.
- v. An application for Police housing must be forwarded within 3 working days of receipt from the applicant, and feedback shall reach the applicant within 7 working days of the application.
- vi. The Housing Directorate shall develop prescribed forms for the process of application for Police housing for uniform use in the National Police Service.
- vii. Leveraging on prompt response through technology shall be initiated by the Inspector General.
- viii. Officers in charge of Police divisions and sub-counties or Police institutions and installations shall be informed by their respective DIGs and Director, of the names and numbers of officers due to be posted to their stations and released from their stations at least 30 days before the movement is due to occur, in order to make arrangements for the surrender of the houses and allocation of available houses to the incoming officers.

## ***III. Allocation of Police Housing to Police Officers***

- i. All Police officers in-charge of various posts, stations and other Police establishments shall be eligible for allocation of Police houses within their area of jurisdiction.
- ii. All other officers may be allocated Police housing, if there are vacant houses that are available for allocation in their area of jurisdiction. If allocated a Police house, the officer shall have the amount payable as rent for the allocated house deducted from the officer's house allowance.
- iii. No officer shall be allocated more than one house at any one time.
- iv. All Police officers shall surrender Police housing on transfer, exit or retirement:
  - ~ On transfer unless authorised within 60 days;
  - ~ On exit due to death 90 days;
  - ~ On exit due to retirement 60 days;
  - ~ On exit due to resignation 7 days;
  - ~ On exit due to dismissal 7 days, unless the circumstances of dismissal require immediate vacation due to the gravity of the disciplinary matter;
  - ~ For officers declared missing in line of duty, the families will vacate police housing after the officer is officially declared dead.



#### ***IV. Single Occupancy Policy***

An Officer shall be allocated a single house and shall not be required to share with any other officer.

#### ***V. Accessibility of Police Housing***

Police Officers with disabilities shall be entitled to barrier-free and disability-friendly housing to enable them to have access to houses and other facilities to promote their mobility and accessibility.

#### ***VI. Procedure for Maintenance of Police Houses***

- i. There shall be bi-annual inspection of Police housing by the Director responsible for housing.
- ii. There shall be inspection before and after occupation of any Police housing by members of the NPS to ascertain conditions of the house guided by the Kenya Building Code of 1968. In case of any damage the officer shall be surcharged when handing over to his/her commander.
- iii. There shall be no unauthorised modification of NPS housing in default the officer shall be surcharged for restoration of the same.
- iv. The IG will be responsible for the overall maintenance of the National Police Service Housing.
- v. Any maintenance request will be verified to confirm whether occupier caused or a structural defect. In the event of occupier defect, such an officer shall be surcharged for the cost of restoration of the house.

### **2.1.6. Specialized Units in operation areas**

- i. The NPS shall construct operation bases to accommodate specialized units serving in operation areas. This shall involve the establishment of operating bases near forward operating areas, observing high security construction standards.
- ii. The officers shall also be equipped with rapid assembly shelters (e.g. tents) for rapid emergency deployment.

### **2.1.7. Condemned and Inhabitable Housing Structures**

- i. Condemned and unsafe shelters shall be evacuated and demolished immediately (within 1 month from the date of condemnation).

### **2.1.8. Existing Temporary Housing Structures**

- i. Temporary accommodation i.e. uni-huts, iron sheet structures e.t.c. that do not meet the definition of housing as per the National Housing Policy in Kenya shall cease to be used as dwelling units by Police officers.





### 2.1.9. Office Buildings

- i. Office buildings shall be designed to include:
  - a. Operational offices
  - b. Interview rooms
  - c. Separate cells for male, female and children in conflict with the law
  - d. Rooms for lactating mothers
  - e. Exhibit stores
  - f. Armouries
  - g. Washroom facilities separate for male and females
  - ii. Office facilities shall be a barrier-free and disability-friendly environment to enable persons with disabilities to have access.

### 2.1.10. Ancillary Structures

- i. Shift Quarters will not be allocated to individual officers to live in with their families. They shall only be used/utilized by the officers who are on duty/shift at their stations where such quarters exist.
- ii. Officers reporting on transfer from their previous stations will not be allowed to temporarily reside in shift quarters.
- iii. Police canteens and worship places shall only be utilized for the intended purposes.
- iv. Animal Shelters (Kennels, Stables, Paddocks) will exclusively be used for the intended purpose of sheltering the animals. The officer in charge shall be responsible for the management of the shelters.

### 2.1.11. Mortgage facilities to officers

The Inspector General in consultation with the National Police Service Commission shall develop guidelines for the provision of mortgage facilities to Police officers. This shall be guided by Civil Servants (Housing Scheme Fund) Regulations, 2004 and SRC Circular on Car Loan and Mortgage Schemes. The guidelines shall cater for police officers of all ranks as well as other staff of the National Police Service.

### 2.1.12. Supervision and adherence to Housing Policy

- i. The IG shall ensure that there is a directorate charged with the responsibility for housing in the Service
- ii. The National Police Service Housing Directorate based at the NPS Headquarters shall ensure the adherence to the Housing Policy in the National Police Service.
- iii. The DIGs and the Director shall make quarterly reports to the Office of the Inspector General, for coordination, efficiency and effectiveness.



### **2.1.13. Police Land**

- i. The Inspector General, DIGs and the Director DCI shall map out, survey, document and secure all police land within 1 year of the coming into force of this policy;
- ii. The Inspector General of the NPS will institute legal measures to recover any lost police land and secure it;
- iii. Any land donated to the NPS will be procedurally and legally transferred to the NPS before formal NPS uptake and use of such land;
- iv. The Inspector General, DIGs and the Director DCI shall maintain an up to date register of all police land. This register shall form part of the IGs report to the NPSC by the 30th day of May every year.

### **2.1.14. Liaison and Conflict Management**

The Inspector General and the Commission will maintain constant liaison with and leverage on the Ministry responsible land and housing, NG-CDF, County administration as well as other governmental and non-governmental actors in the land and housing sector to ensure constant improvement in housing in the NPS. In the event of conflict arising from NPS housing and land issues, the office of the IG and the NPSC will seek arbitration services first before resorting to Judicial recourse.

## **2.2. MANAGEMENT AND INSPECTION OF POLICE HOUSING**

### **2.2.1. National Police Housing Directorate**

The Inspector General shall establish the National Police Service Housing Directorate with the following responsibilities which include:

- i. Keeping updated records of housing in the Service, including number per category and details of officers in Police housing;
- ii. Participate in design of, monitor and report on all housing projects development in the NPS to ensure compliance with set contract terms;
- iii. Conduct the inspection, maintenance and rehabilitation of Police housing in line with the National Maintenance Policy;
- iv. Ensure prompt payment of all utilities including water, electricity and sanitation;
- v. Monitor the construction of Police housing to prescribed standards
- vi. Conduct continuous audit to ascertain that the housing allocation to officers is transparent, fair and verifiable;
- vii. Keep an updated inventory of houses in the Service to monitor the wear and tear of the houses and plan for renovation;
- viii. Responsible for management of leave centers as well as establishment of new ones;
- ix. Designate housing zones where officers are allowed to rent their housing from;



- x. Prepare monthly reports and recommendations on the status of housing to the Inspector General.

The National Police Service Housing Directorate shall comprise of uniformed and non-uniformed experts including physical planners and housing experts.

### **2.2.2. Independent Policing Oversight Authority**

The Independent Policing Oversight Authority may conduct inspections of Police premises including police housing.



# CHAPTER THREE

## POLICY MANAGEMENT



### 3.1. RESPONSIBILITIES

#### 3.1.1. Ministry of Interior and Coordination of the National Government

In relation to this policy, the Cabinet Secretary for the Ministry of Interior and Coordination of National Government is mandated with the oversight of matters of policing and development of relevant policies and facilitating the involvement of the public in the activities of the service.

#### 3.1.2. Ministry of Housing, Transport, Infrastructure and Urban Development

In relation to this policy, the State Department for Housing and Urban Development in the Ministry of Transport, Infrastructure, Housing and Urban Development has the several functions including;

- i. To develop the National Housing Policy
- ii. To oversight the Development and Management of Affordable Housing
- iii. Management of Building and Construction Standards and Codes
- iv. Shelter and Slum Upgrading
- v. Registration of Contractors and Materials Suppliers Building Research Services
- vi. Urban Planning and Development.
- vii. Issuing certificates of occupation

#### 3.1.3. National Treasury

In relation to this policy, the National Treasury has the responsibility to prepare the National Budget, execute/ implement and control approved budgetary resources to the Commission and the Service in order to assist in the implementation of this policy.

“ In relation to this policy, the Cabinet Secretary for the Ministry of Interior and Coordination of National Government is mandated with the oversight of matters of policing and development

### 3.1.4. National Police Service Commission

The National Police Service Commission shall have the following responsibilities:

- i. To develop the Housing Policy and oversee its implementation.
- ii. To report to the National Assembly on the status of housing.

### 3.1.5. The Inspector General of the National Police Service

The Inspector General is responsible for the implementation of the Housing policy in the National Police Service. The IG shall be responsible for the provision and management of all police houses and police premises.

In implementation, the Inspector General through the Office of the IG, and through the DIGs and DCI where applicable, shall ensure the following:

- i. Provision of decent housing to members of the Service as per the prescribed procedures;
- ii. Ensuring that Police housing is allocated sufficient funds to facilitate housing in the NPS
- iii. Establish a mortgage facility for Police officers
- iv. Establishment of housing and accommodation directorate in the Service in charge of housing and facilities management;
- v. Maintain an updated database of the number and distribution of houses for Police officers across the country;
- vi. Prepare and submit reports on housing to the Commission by the 30th day of May every year

## 3.2. MONITORING AND EVALUATION

Implementation of this policy will be monitored, evaluated and reported on periodically to assess achievement of the objectives. Data will be obtained from reports submitted by the Service, field visits and surveys.

The monitoring and evaluation will require commitment of the Service as provided for through an established institutional framework developed by the IG and the Commission.

The Service will submit reports on quarterly basis or as requested by NPSC which will release an annual evaluation report on the implementation of this policy.

The evaluation report shall inform the review of this policy.

### 3.2.1. Policy Review

This policy document shall be reviewed after every three years or at such other times as may be recommended by the Inspector General and approved by the Commission.



## NPS HOUSING POLICY PROPOSED IMPLEMENTATION PLAN

Sn. No	ACTIVITIES	BUDGET (KSHS)	TIME FRAME				RESPONSIBLE PERSON
			2018/19	2019/20	2020/21	2021/22	
1.	Review and determine the house allowances payable to members of the NPS						NPSC
2.	Approval and implementation of the prescribed standard of Police housing (do away with uni-huts and temporary houses)						NPSC
3.	Ensure Police officers are housed in the standard housing as per the National Housing Policy of 2004 and Building Code of 1968 (demolition of condemned houses)						NPSC / NPS
4.	Valuation of current housing stock						NPS
5.	Digitizing housing data so as to enable prudent management of housing including prompt release of housing on transfer or exit						NPS
6.	Develop the NPS working hours policy – to guide shift allocation and designation of shift quarters.						NPSC
7.	Building of police housing in forward areas						NPS
8.	Building of operation bases and camps for operation units						NPS
9.	Monitoring and evaluation						NPSC













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