



THE NATIONAL POLICE SERVICE COMMISSION

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

POLICY ON WELFARE OF 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 WELFARE OF THE NATIONAL POLICE SERVICE

September 2018

FOREWORD



The establishment of the National Police Service Commission brought about hope for the members of the National Police Service in that their specific unique welfare concerns to promote employee retention would be addressed. Welfare includes anything that is done for the comfort and improvement of employees and is provided over and above the wages. The welfare measures need not be in monetary terms only but in any kind or form.

It is for this reason that the Commission found it imperative as part of their mandate in the Constitution of Kenya to come up with the Policy on Welfare in the National Police Service that would help establish, promote and maintain a healthy and safe working environment for the officers in order to improve motivation and productivity of the Service's employees.

The policy caters for all ranks, age, gender and also the officers with disability in that it promotes the wellbeing of the recruit to the retiring officer to ensure that they perform their duties to satisfactory standards, thereby ensuring maintenance of law, order and security of the country is performed to the highest standards.

The Commission will be working with the National Police Service and various stakeholders to ensure that the provisions of this policy are implemented, monitored and evaluated. The Commission expects that implementation of this policy will go a long way in improving welfare of members of the Service at the work place and in the process maximize their contribution to service delivery.

A handwritten signature in black ink, appearing to read 'Johnston Kavuludi'.

JOHNSTON KAVULUDI, EBS, HSC
Chairperson
National Police Service Commission



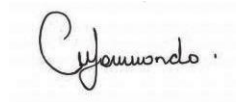
EXECUTIVE SUMMARY



The objective of this policy is to improve the wellbeing of members of the Service, develop a sense of loyalty and morale of the employees, enhance retention and attraction of competent and professional personnel, improve employee performance and build the image of the National Police Service.

The provisions of the welfare policy therefore include improvement of working conditions, creation of harmony at work through infrastructure for health and insurance against disease and accidents for the officers and their families.

It also seeks to introduce team building activities, libraries, employee assistance programmes such as rehabilitation services, recreational activities, better offices, transport services, various allowances, leave management, group insurance covers and a state-of-the-art Police referral hospital.

A handwritten signature in black ink that reads "J. Onyango".

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

LIST OF ABBREVIATIONS

NPS	National Police Service
IAU	Internal Affairs Unit
DCI	Directorate of Criminal Investigations
KPS	Kenya Police Service
APS	Administration Police Service
OSHA	Occupational Safety and Health Act
M&E	Monitoring and Evaluation
SRC	Salaries and Remuneration Commission
IG	Inspector General
DIG	Deputy Inspector General
EAP	Employee Assistance Programmes
WIBA	Work Injury Benefits Act
GPA	Group Personal Accident
SSO	Service Standing Orders
PWD	Persons With Disability



DEFINITION OF TERMS

Counselling Services ~ Provision of professional assistance and guidance in resolving personal or psychological problems to members of the Service.

Family ~ Spouse and children below 18 of members of the National Police Service

Death in the Line of duty ~ When a police officer dies as a direct and proximate result of a personal injury sustained in the line of duty. This includes police officers who, while in an off-duty capacity, act in direct response to an emergency situation involving the general public or a violation of the law.

Members of the Service ~ All officers serving under the National Police Service, including civilian staff.

Personal Trauma ~ A deeply distressing or disturbing experience that leaves a lasting impact on the victim

Psychosis ~ A severe mental disorder in which thought and emotions are so impaired that contact is lost with external reality

Psychosocial Support ~ Support offered to assist members of Service in coping with issues related to their social and mental health

Reimbursement ~ A sum paid to compensate for expenses incurred by a member of the Service while on official duty.

Service ~ Means the National Police Service

Welfare ~ The health, happiness and well being of a person or group

Welfare Policy ~ Procedures and guidelines made and maintained by the Service to help to improve the wellbeing of its members

Welfare Officer ~ An officer so designated to deal with welfare matters within the Service



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CHAPTER ONE

INTRODUCTION



1.1 BACKGROUND

Prior to the enactment of the Kenya Constitution 2010 which established the National Police Service, the management of the officer's welfare was anchored under the Public Service Commission Code of Regulations which did not address the specific unique nature of the officer's welfare concerns such as housing, employee retention, recreation and health among others. Maintaining a healthy and safe work environment and improving staff motivation and productivity are critical issues for every workplace. Welfare includes anything that is done for the comfort and improvement of employees and is provided over and above the wages. Welfare helps in keeping the morale and motivation of the employees high so as to retain them for longer duration.

The welfare measures need not be in monetary terms only but in any kind/forms. Employee welfare may therefore include and not limited to monitoring of working conditions, creation of harmony at work through infrastructure for health and insurance against disease and accidents for the employee and their families.

1.2 PURPOSE OF THE POLICY

The purpose of this policy is to address the concerns of the members of the Service by putting in place mechanisms for enhancing motivation, retention, professionalism and job satisfaction. This includes housing, health, recreation, employee assistance programs, amongst others.

1.3 OBJECTIVES OF THE POLICY

The objectives of this policy are to provide guidelines that include, but are not limited to:

- Improvement of the wellbeing of serving and retired members of the Service

“Welfare helps in keeping the morale and motivation of the employees high so as to retain them for longer duration.

- Development of loyalty and morale of the employees
- Enhancement of retention and attraction of competent and professional personnel
- Improvement of employee performance
- Enable access to services by retired members of the Service
- Building the image of the organization

1.4 LEGAL FRAMEWORK OF THE POLICY

The NPS welfare policy is anchored on legal provisions in the following laws;

- The Constitution of Kenya 2010
- The National Police Service Commission Act 2011
- The National Police Service Act 2011
- The Public Finance Management Act 2005
- The Sports Act 2013
- The Occupational Safety and Health Act 2007
- Work Injury Benefit Act 2007
- Labour Institutions Act,
- Labour Relations Act,
- International Labour Organization (Decent Work Agenda)
- National Hospital Insurance Fund Act,
- Persons With Disabilities Act,
- Salaries and Remuneration Commission Act
- National Museum Act, 2006
- Kenya National Library Board Act

1.5 SCOPE OF THE POLICY

This policy shall apply to all employees serving under the National Police Service.

1.6 POLICY STATEMENT

The National Police Service Commission is committed to investing in the wellbeing and welfare of members of the National Police Service in accordance with its mandate under Article 246 (3) of the Kenya Constitution 2010 and Section 10 of the National Police Service Commission Act 2011. The policy is aimed at promoting efficiency and effectiveness in service delivery by providing conducive working environment for members of the service.



CHAPTER TWO

POLICY PROVISIONS



2.1 WELFARE FUND

- i. A Welfare Vote shall be introduced in the funds allocated to the National Police Service by the National Treasury, from which the Welfare Fund shall be drawn.
- ii. The Welfare shall consist of two Vote Heads namely: Sports Fund and Personnel Welfare.
- iii. The sports fund shall be controlled from the National Police Service headquarters while the personnel welfare fund shall trickle down to Counties, Companies, Formations and Units.
- iv. All sporting disciplines undertaken in the Service shall be funded by the Sports Fund.
- v. The Inspector General shall receive quarterly reports on the usage of the funds from the respective DIGs, DCI and Director IAU.

2.2 HEALTH

2.2.1 Medical Services

Medical Scheme

The Service shall endeavour to procure comprehensive medical scheme for members of the service and their families. This cover shall include; inpatient, outpatient, optical, dental, maternity, dialysis, emergency evacuation, corrective surgeries, fertility, burial expense, last expense, among other benefits.

Medical Ex-gratia Assistance

Where an officer exceeds the medical insurance cover while undergoing treatment, the Service shall consider giving the officer medical ex-gratia assistance to assist the officer to settle the medical bills.

“Welfare helps in keeping the morale and motivation of the employees high so as to retain them for longer duration.

Group-life cover

The Service shall procure a Group-Life cover for its members. The cover shall include; Group Personal Accident and Work Injury Benefits (as per WIBA provisions) to cover for injuries and deaths of members of the Service.

The welfare officers shall endeavour to provide basic financial management skills to families of deceased officers from time to time through organised forums.

Police Medical facility

The National Police Service shall establish a referral hospital for members of the Service. The referral hospital shall attend to officers with serious injuries and other ailments on referral from various medical facilities.

Rehabilitation

The Service shall endeavour to rehabilitate officers who are victims of emotional and psychological disorders emanating from but not limited to;

- alcoholism
- drug addiction
- post-traumatic stress disorders (PTSD)
- psychosis

This shall be included as a benefit when procuring comprehensive medical cover for members of the Service.

Mobile Health facilities

The Inspector General shall acquire mobile health facilities to cater for health services in hardship and operation areas.

Contributory medical scheme

- i. The Service shall establish a contributory medical scheme from serving officers to support the provision of medical services to the officers upon retirement.
- ii. The Inspector General in consultation with the Commission shall develop guidelines for the fulfilment of this provision.

2.3 LEAVE

The following are the categories of leave in the National Police Service:

- (i) Annual Leave;
- (ii) Maternity Leave;



- (iii) Child Adoption Leave;
- (iv) Paternity Leave;
- (v) Unpaid Leave;
- (vi) Compassionate Leave;
- (vii) Disembarkation leave
- (viii) Leave for Sportsmen/women;
- (ix) Sick Leave; and
- (x) Terminal Leave.

2.3.1 Annual Leave

- (1) Annual leave is a right to every member of the Service and will be granted for recuperative purposes to enable the officer renew his energies and improve on efficiency. Annual leave is granted by the IG, the respective DIGs, DCI, Director IAU , subject to the exigencies of service. Leave days shall exclude Saturdays, Sundays and Public Holidays.
- (2) (i) An officer will be eligible for annual leave at the commencement of a ‘leave year’ except in the case of a newly appointed officer who will be required to serve for a minimum of three (3) months before being granted annual leave.
 - (ii) ‘Leave year’ will commence on 1st July and end on 30th June the following year.
 - (iii) Members of the Service shall be entitled to leave as follows:
 - a. Officers of Inspectorate rank and above – 36 days annual leave
 - b. Officers of the rank of Senior Sergeant and below – 30 days annual leave
 - c. All non-uniformed officers – 30 days annual leave
 - (iv) Annual leave is not accumulable. However, an officer may, if he so wishes, carry forward from one leave year to another not more than one-half of his annual leave entitlement. This arrangement is intended to enable an officer to reserve a portion of his annual leave to be taken in case of an emergency.
 - (v) Annual leave must be taken within the leave year it falls due. Deferment of annual leave from one leave year to another shall be permitted subject to the exigencies of duty.
 - (vi) An officer stationed in a designated hardship area may avail himself of his annual leave in two portions. Each portion should be taken once every period of six months, i.e. from 1st June to 30th December and from 1st January to 30th June.
 - (vii) An officer stationed in a hardship area who takes not less than half of his annual leave entitlement once every period of six months, will be granted, in addition to his leave, travelling time of five (5) days each way. This shall not apply to an officer who is stationed within his home area.
 - (viii) Annual leave for a newly appointed officer will be calculated on a



pro-rata basis only for the year of his appointment.

- (ix) An officer who has not availed himself for the annual leave due for the year in which his employment ceases will be entitled to annual leave on pro-rata basis. In addition, an officer may be granted the annual leave carried forward from the previous leave year.

2.3.2 Commutation of Leave

- (1) Except in exceptional circumstances, annual leave may not be commuted for cash nor will unutilized leave days be claimed by dependants to the estate of a deceased officer.
- (2) The IG, respective DIGs, DCI and Director IAU shall be responsible for authorizing commutation of leave for cash where leave is not taken due to exigencies of service.
- (3) Commutation of leave will be based on an officer's basic salary for the relevant leave year.
- (4) The above notwithstanding, it is reiterated that officers should be allowed to utilize their leave in each year.

2.3.2 Maternity Leave

- (1) A female officer who is required to be absent from duty on account of confinement shall be granted maternity leave with full salary for a maximum period of ninety (90) calendar days exclusive of the annual leave due for the year.
- (2) An application for maternity leave should be submitted to the IG, respective DIGs, DCI and Director IAU. The application should be supported by a medical certificate indicating the date on which maternity leave should commence.
- (3) Should it be necessary to extend maternity leave beyond the prescribed period of ninety (90) calendar days on grounds of sickness of the mother, the officer will be granted sick leave subject to confirmation by a recognized medical practitioner.
- (4) Where the extension sought is on the account of the child's sickness the officer will be expected to utilize her annual leave entitlement.
- (5) This section shall apply for officers who experience still birth as confirmed by a recognized medical practitioner.
- (6) Officers who miscarry will not qualify for maternity leave but may be granted sick leave as provided in this policy.

2.3.4 Child Adoption Leave

- (1) An officer who has been granted adoption rights under the Children's Act and wishes to take leave for purposes of bonding and integrating the child into the



family, will be entitled to 60 days leave, subject to production of an adoption order.

- (2) Where the adoption is by both the officer and spouse, and the spouse is also an employee in the service, child adoption leave will only apply to the female officer.

2.3.5 Paternity Leave

- (1) A male officer will be eligible for paternity leave for a maximum period of ten (10) working days during the period of the spouse's maternity leave or child adoption leave.
- (2) In this regard, it is clarified that in the case of a male officer with more than one wife, he will be entitled to paternity leave only in respect of the wife registered under the National Hospital Insurance Fund (NHIF) and such leave shall be taken not more than once per year.
- (3) To enjoy paternity or adoption leave, a male officer will be required to present a notification of birth of the child or an adoption order.

2.3.6 Unpaid Leave

- (1) Unpaid leave may be granted by the IG, respective DIGs, DCI and Director IAU on recommendation of the respective NPS Human Resource Management Advisory Committee on the following grounds:-
 - i. Urgent private affairs of exceptional nature not exceeding sixty (60) calendar days;
 - ii. Officers whose spouses are posted to foreign missions during the tour of service;
 - iii. Officers who are appointed to international organizations where they cannot transfer their service or be on secondment for a period not exceeding three (3) years;
 - iv. Spouses of officers appointed under (iii) above, will be granted unpaid leave for a maximum non-renewable period of one (1) year.
- (2) Unpaid leave will not be increment-earning.
- (3) During the period of unpaid leave, the Service will not make a contribution of its portion towards an officer's pension under the Public Service Superannuation Scheme. The officer will however, be free to contribute his portion towards the Scheme.
- (4) The period of unpaid leave will not be pension-earning under the Pensions Act Cap. 189.
- (5) There shall be no provision for unpaid study leave in the National Police Service.



2.3.7 Compassionate Leave

- (1) An officer, who has exhausted his annual leave entitlement, may be granted compassionate leave for up to ten (10) working days in a leave year.
- (2) An officer will be eligible for compassionate leave in the event of death of a parent, spouse, child or sibling.

2.3.8 Disembarkation leave

An officer, who returns from official duties or studies out of the country where the officer has been serving continuously for more than six (6) months will be eligible for disembarkation leave for up to thirty (30) days upon conclusion of the officer's tour of duty.

2.3.8 Special Leave for Sportspersons

- (1) An officer who is selected to represent Kenya in National, Regional or International fixtures will be granted special leave with full salary for the necessary period of his training and subsequent participation in sports.
- (2) This special leave will not be counted against annual leave entitlement and will be approved by the Inspector General on recommendation of the NPS Human Resource Management Advisory Committee.

2.3.9 Sick Leave

- (1) Sick leave is the approved absence of an officer from duty on account of illness and includes weekends and public holidays.
- (2) A medical certificate signed by a medical officer must be produced in every case of absence on account of illness.
- (3) An officer may be granted sick leave subject to the maximum period indicated below:
 - (i) All officers on pensionable or contract terms of service will be granted up to three months leave on full pay followed by three months on half pay and thereafter the officer will not be eligible for salary.
 - (ii) An officer on sick leave as a result of an accident or occupational disease will be entitled to full pay as per the Work Injury Benefits Act. The officer will however, be subject to assessment by the Medical Board to determine his fitness for further service.
 - (iii) If the officer is unable to resume duty within the first three months of sick leave, the the IG, respective DIGs, DCI and Director IAU will refer the case to the Director of Medical Services to convene a Medical Board.



- (iv) On the expiry of the six months, the officer shall not be reinstated in the payroll until his case is determined as provided in paragraph (i) above
 - (v) Where an officer is found to be unfit for service by the Medical Board, the case shall be referred to the National Police Service Commission for retirement on medical grounds.
- (4) Sick leave may be authorized by registered medical practitioners for upto a maximum of twenty one (21) days. Should it be necessary to allow absence from duty in excess of this period, the medical practitioner shall provide reasons.
- (5) Sick leave in excess of three (3) months will require confirmation of the Director of Medical Services who will decide if the officer should be examined by a Medical Board with a view to determining whether or not there are reasonable prospects of eventual recovery and fitness for duty.

2.3.10 Terminal Leave

An officer who is due for retirement will be entitled in addition to his annual leave, thirty (30) calendar days leave pending retirement. This leave must be taken a month preceding retirement or be forfeited. It will neither be commuted for cash nor will the officer qualify for additional leave allowance.

2.3.11 Festival Holidays

Leave of absence on the occasion of religious festivals may be granted without loss of pay for not more than two days in a leave year, subject to the exigencies of the service. An application for leave on such an occasion should be addressed to the IG, respective DIGs, DCI and Director IAU well in advance of the date on which any particular religious festival is celebrated.

2.3.12 Pass Leave/Off Duty

An officer who is on duty continuously for 12 hours daily in a week may be considered for a pass leave or off duty by the immediate supervisor as follows:

- Continuous duty for one week – 1 day
- Continuous duty for one month – 3 days
- Continuous duty for three months – 7 days

These days shall be inclusive of Saturdays, Sundays and holidays.

2.4 APPLICATION FOR LEAVE

Application for leave should be submitted in the prescribed form to the IG, respective DIGs, DCI and Director IAU



2.5 ALLOWANCES

- (1) Additional payments are made in form of allowances, either to reimburse an officer for the expenses incurred directly or indirectly in the execution of his duties, or to compensate him for services rendered over and above the normal job requirements.
- (2) The following are the allowances that are currently applicable in the Service and the circumstances under which they are payable.

2.5.1 House Allowance

- (1) All officers are eligible for house allowance applicable to their ranks/grades as determined by NPSC upon recommendation of the SRC from time to time.
- (2) Officers occupying institutional houses will pay rent equivalent to the value as shall be determined by the Ministry responsible for Housing or surrender their house allowance whichever is lower.

2.5.2 Commuter Allowance

- (1) All officers shall be eligible for commuter allowance where they are not provided with Service transport.
- (2) The rates of the allowances will be determined by the NPSC upon recommendation of the SRC from time to time.
- (3) It will be an offence against discipline for an officer in receipt of commuter allowance to use Service vehicle from house to office and vice versa.

2.5.3 Hardship Allowance

Officers stationed in designated hardship areas shall be eligible for the applicable hardship allowance as determined by the NPSC upon recommended of the SRC from time to time.

2.5.4 Leave Allowance

- (1) All officers shall be eligible for leave allowance payable once a year. The rate of leave allowance will be determined by the NPSC upon recommendation of the SRC from time to time.
- (2) An officer stationed in any designated hardship area and who proceeds on leave twice a year and takes not less than half ($\frac{1}{2}$) of his entitlement shall be eligible for full payment of leave allowance twice per year. If such an officer does not apply for leave he shall only draw leave allowance once a year.

2.5.5 Extraneous Allowance

Extraneous allowance shall be paid to officers who are called upon to undertake extra responsibilities in addition to their normal duties and therefore work over and above



the official working hours on a continuous basis. The rates and eligibility for payment shall be determined by the SRC from time to time.

2.5.6 Acting Allowance

- (1) When an officer is eligible for appointment to a higher post and is called upon to act in that post pending advertisement of the post, he is eligible for payment of acting allowance at the rate of twenty percent (20%) of his substantive basic salary. Acting allowance will not be payable to an officer for more than six (6) months.
- (2) Acting appointments shall not be approved to take effect from a date earlier than one (1) month prior to the date on which the recommendation is submitted to the National Police Service Commission as the case may be.
- (3) The payment of acting allowance shall be subject to recommendation by the NPS Human Resource Management Advisory Committee and approval by the NPSC.
- (4) All recommendations for acting appointments in Job Group 'Q' and above shall be accompanied by a draft indent for advertisement of the vacancy and shall be forwarded to the National Police Service Commission.
- (5) When a post falls temporarily vacant due to the absence of the substantive holder, an acting appointment shall not be made unless the period of such absence exceeds thirty (30) days.
- (6) A recommendation for an acting appointment for a period of thirty (30) days or less will be considered by the National Police Service Commission for those cases where the law or regulations require that, in the absence of the substantive holder of a public office, the function of that public office can be exercised only if another officer is appointed in an acting capacity.
- (7) An officer who is appointed to act in a higher post shall be eligible for the duration of his acting appointment for the travelling privileges, accommodation allowance, subsistence allowance or an extraneous allowance applicable. However, the officer shall not qualify for house allowance or other remunerative allowances applicable to the higher post.
- (8) Acting Allowance shall not be paid against any post falling within the common establishment in the case of non-uniformed officers.
- (9) In all cases, an officer must be appointed to act in writing by the Commission.

2.5.7 Special Duty Allowance

- (1) When an officer is called upon to perform duties of a higher post but does not possess the necessary qualifications for appointment to that post, he shall



- be paid special duty allowance at the rate of fifteen per cent (15%) of the officer's basic salary. The payment of special duty allowance will be subject to recommendation by the NPS Human Resource Management Advisory Committee and approval by the Commission.
- (2) When a post falls temporarily vacant due to the absence of the substantive holder, special duty allowance should not be paid to an officer performing duties of such a post unless the period of absence exceeds thirty (30) days.
 - (3) Officers shall not be called upon to perform duties of a post that is more than two (2) grades higher than the officer's substantive grade.
 - (4) Special Duty Allowance will not be payable to an Officer for more than six (6) months.
 - (5) Officers performing duties of a higher post under this provision shall be eligible for travelling privileges, accommodation allowance, subsistence allowance or an extraneous allowance applicable. However, the officer shall not qualify for house allowance or other remunerative allowances applicable to the higher post.

2.5.8 Daily Subsistence allowance (Local Travel)

- (1) When an officer is travelling on duty and stays overnight away from his duty station and makes his own arrangements for accommodation, accommodation allowance shall be paid to him at the rates determined by the SRC from time to time.
- (2) Accommodation allowance will be paid for a maximum continuous period of thirty (30) days. Notwithstanding the provisions of paragraph (1) of this provision, an officer who is required to be away from his duty station for more than thirty (30) days will be paid accommodation allowance for the subsequent additional days at half ($\frac{1}{2}$) rate up to a maximum period of six (6) months. Beyond this period, the IG may recommend the transfer of the officer to the Commission for determination and approval.
- (3) On transfer from one station to another, an officer may claim accommodation allowance for self and spouse and up to a maximum of four (4) unmarried children under twenty five (25) years of age, who are living with and are in full time schooling and dependent on him should they be compelled to spend one or more nights on the journey. The rate of allowance for the spouse and children aged eighteen (18) years and above will be the same as that of the officer. The rate for the children below eighteen (18) years will be half that payable to the officer.

2.5.9 Meal Allowance

- (1) Meal allowance will only be paid to officers travelling on duty within the country but who are not required to spend a night away from the permanent duty station. Meal allowance will not be paid alongside accommodation



allowance.

- (2) Meal allowance shall be paid at the rate of 15% for breakfast, 20% for lunch and 20% for dinner of the daily subsistence rate applicable.
- (3) Meal allowance shall not be paid as a compensation for officers who are required to work beyond the official working hours.

2.5.10 Daily Subsistence Allowance while Travelling on Duty Outside Kenya

- (1) An officer who is required to travel on duty outside Kenya will be granted subsistence allowance at the daily rates determined by the SRC from time to time.
- (2) The rates of subsistence allowance are designed to meet the cost of accommodation at good, but not luxury class hotels, meals, including service charges, local travelling (such as taxi, bus or train fare), incidental expenses including any taxes and an element in respect of essential entertainment.
- (3) Travelling expenses incurred from the airport to a hotel or other residential place and vice versa, airport charges, fees for vaccination, visas and passport charges will be refunded.
- (4) Where an officer's travelling and accommodation expenses are covered in full by the Kenya Government or any other Organization, a residual allowance of up to one-quarter ($\frac{1}{4}$) of the standard rate of subsistence allowance will be paid to him to cover incidental expenses.
- (5) In cases where the sponsor does not meet the expenses directly but pays an allowance and such allowance is less than the standard rate of subsistence allowance, the officer may claim the difference from the Service.

2.5.11 Overtime Allowance

- (1) Where an officer in Job Group 'J' and below is required to work overtime, an allowance may be granted to him with approval of the departmental head for overtime worked in excess of forty (40) hours per week, at the rate of one and a half ($1\frac{1}{2}$) times the officer's basic salary during working days and two (2) times the officers basic salary during other days including public holidays.
- (2) Overtime allowance will be paid subject to a maximum of ten hours per week.
- (3) This provision will only apply to non-uniformed members of the Service.

2.5.12 Transfer Allowance

- (1) When an officer is transferred from one station to another, he will be eligible for transfer allowance amounting to one (1) month's basic salary provided the new station is not less than 40 kilometres from the former station. Transfer allowance will be paid at least three (3) days prior to departure.
- (2) Transfer allowance will not be paid to:~
 - i. Officers on operations when moving from one camp to another;



- ii. Officers who are deployed on temporary basis (i.e. on relief duty) for a period not exceeding five (5) months; and
- iii. Officers who are transferred at their own request.

2.5.13 Field Allowance

Officers in units whose duties entail continuous field work and who live in movable accommodation (i.e. portable huts, tents or caravans), may be granted a regular field allowance at the rate of 25% of the daily Accommodation Allowance as provided from time to time.

2.5.14 Baggage Allowance

- (1) When travelling on first appointment, transfer or termination of appointment, an officer shall be provided with a government vehicle to transport his luggage.
- (2) In the absence of a vehicle, the officer will be eligible for a baggage allowance at rates determined by the SRC from time to time.
- (3) The officer will be expected to request for transport within three (3) months of appointment, transfer or termination of appointment failure to which, the privilege will be forfeited.
- (4) In case of the death of an employee, the next-of-kin shall be eligible for a baggage allowance at rates determined by the SRC from time to time.

2.5.15 Stipend

Police recruits at police colleges shall be entitled to a monthly stipend of Kshs 10,000 which can be reviewed from time to time by the NPSC in consultation with the SRC.

2.5.16 Aide/Guide allowance

Officers with disabilities shall be entitled to a guide or aide allowance as prescribed in the prevailing government regulations, guidelines or circulars.

2.5.17 Workshops, Retreats and Conferences allowance

- (1) Members of the Service attending workshops, retreats and conferences may be paid allowances at rates determined by the Government from time to time.
- (2) Workshops which are meant to review develop and produce reports should be treated as retreats and should be for a maximum duration of ten (10) days.
- (3) The duration of workshops and conferences should not exceed three weeks. Any workshop and conference beyond three (3) weeks will be considered as a course and will be subjected to the stipulated provisions for courses.
- (4) No officer should be involved in more than one role in a seminar/workshop/conference at a given time.



2.15.18 Other Allowances

An officer will be entitled to the other allowances as applicable and as determined from time to time by the NPSC as recommended by the SRC:

The other allowances shall include the following:

- i. Book/Research/Project/Thesis allowance
- ii. Risk Allowance
- iii. Non-Practicing allowance
- iv. Instructors Allowance
- v. Risk Allowance

2.15.19 Incidental expenses allowance

- (1) The Government will meet the cost of passport, pre-departure medical examination, visa, vaccination and inoculation expenses for foreign training.
- (2) The Government will meet the cost of transport and travelling to and from the institution at which the course is held. However, the trainee will meet the cost of local travel.

2.6 REVIEW OF SALARIES AND ALLOWANCES FOR NPS

The Commission shall review salaries and allowances payable to members of the Service every three years in consultation with the Salaries and Remuneration Commission

2.7 RESIGNATION

- i. Officers may opt to resign from the Service as per the procedures prescribed in the Service Standing Orders.
- ii. An officer may resign from the Service through the Service channels by giving one month's notice or by paying one month's gross salary in lieu of such notice, with a copy to the Commission.
- iii. An officer who applies for resignation shall be entitled to receive feedback on their application within 30 days.
- iv. An officer who resigns from the Service loses all terminal benefits but shall be entitled to a Discharge Certificate, which should be issued within 30 days from the date of approval of the resignation.

2.8 HOUSING AND OFFICES

2.8.1 Decent houses

Members of the Service shall be provided with decent housing in line with the Policy on Housing.



2.8.2 Model offices

- i. The Service shall provide model police offices in all work stations for efficient service delivery.
- ii. Police offices 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
- iii. Office facilities shall be a barrier-free and disability-friendly environment to enable persons with disabilities to have access.

2.9 CONDUSIVE WORK ENVIRONMENT

2.9.1 Child care units

The Service should provide child care rooms to enable breastfeeding members of the Service to attend to their children at intervals during their working hours.

2.9.2 Office Lounge

There shall be provision for office lounge in work stations to enable officer's rest and refresh while on duty as provided for in the NPS Act 2011.as well as the Service. The lounge shall be spacious, well furnished with chairs, table, locker rooms and wholesome water.

2.10 TRAINING PROGRAMMES

2.10.1 Employee Assistance Programmes

Programmes aimed at improving life perception by officers and their families should be instituted at all command levels. Such programmes shall include but not limited to;

- Motivational speeches
- Sharing of specialist information on Family life
- Family support programmes e.g. HIV/AIDS support groups
- Investment plans
- Financial management
- Nutritional health and physical fitness
- First Aid Skills



- Pre-retirement programmes

Costs for the above programmes shall be sourced from the Welfare vote.

2.10.2 Regular training for members of the Service

Members of the Service to undergo at least five (5) days training annually as provided for in the Service Standing Orders.

2.11 TRANSPORT

2.11.1 Welfare transport

Pool transport shall be availed for officers who live in same area and work at one designated place. The guiding principle for this provision should be the proximity from the living quarters to the workplace and the number of officers to be transported. Proximity and population should be appropriate to warrant the kind of transport contemplated.

2.11.2 Commuter allowance

Where the provision envisaged above is untenable, arrangements to shall be to issue commuter allowances as stipulated in the Salaries and Remuneration Commission Circulars developed from time to time.

2.11.3 Vehicle-owner user reimbursement

All Officers who commute on private vehicles while on official duty shall be accorded monthly reimbursements to make up for the expenses. Where this happens, such officers shall not be entitled to official vehicles and drivers. The allowance shall only cater for fuel costs.

The cost of such reimbursement shall be economical and for the interest of the Service and in line with relevant SRC Circulars.

The procedure for the processing of these reimbursements shall be developed and approved by the Commission in consultation with the Inspector General.

2.11.4 Transportation for deceased officers

The Service shall facilitate the transportation of a deceased officer in a hearse. The Service shall endeavour to provide transportation for the deceased officer's immediate family and luggage, upon application for assistance by the family.



2.12 TEAM BUILDING

2.12.1 Team building programmes

Commanders at all levels shall be required to carry out team-building exercises with and for officers under them. When being carried out, due diligence will be exercised to ensure that persons leading such exercises are skilled in the process and at the same time gear them to a specific objective as intended by the Commander. Any expenses for such exercises to be charged on welfare vote.

Team-building activities may include but not limited to;

- Family get-together
- Fun-days
- Motivational talks
- Community services
- Sports/Games

2.13 POLICE LIBRARIES

The Service shall ensure that well equipped libraries are established at the Service headquarters, work stations and training institutions. The libraries should be used in enhancing the reading culture and research undertakings of members of the Service.

2.14 POLICE MUSEUMS

Police Museums shall be established at the Service headquarters and at places designated by the Inspector General, in consultation with the Museums of Kenya, to preserve police heritage.

2.15 ENTERTAINMENT

2.15.1 Welfare Canteens

- (i) Canteen facilities shall be provided and managed by the National Police Service and the procedures pertaining to canteen management shall be provided in the Service Standing Orders.
- (ii) Due diligence shall be taken to ensure that such canteens provide welfare for the officers as opposed to commercial interest to the proprietor.
- (iii) The canteens will be located within work areas and living quarters.
- (iv) Funds generated from the canteens to be utilised according to the provisions in the SSO.



2.15.2 Digital television dishes

The Service shall endeavour to install digital television dishes within police canteens for entertainment of officers.

2.15.3 Wi-Fi connectivity

- (i) Wi-Fi internet facility shall be connected in the canteens subject to availability of networks.
- (ii) The Service shall endeavour to establish access to internet facilities for officers at the duty stations. The Service shall develop and implement an ICT policy to promote professionalism in the use of the Wi-Fi connection while on duty.

2.16 PROVISION OF WHOLESOME WATER AND ELECTRICITY

- (i) Officers shall enjoy free wholesome water and electricity in their work stations.
- (ii) Where such supplies are unavailable generators, boreholes, solar panels and water bowsers shall be deployed to supply power and water.
- (iii) However the officers will be required to meet the costs of overheads and utilities at their residential quarters.
- (iv) Commanders shall exercise due diligence to ensure that there is no wastage in the usage of water and electricity by;
 - Installing electricity/water meter in each unit
 - Installing water reservoirs

2.17 RETIREMENT

2.17.1 Mandatory Pre-retirement training

- (i) All members of the NPS shall undergo pre-retirement training. This training shall be mandatory for officers who have attained the age of 45 years. Officers wishing to retire early should be included in the training.
- (ii) The IG shall develop a pre-retirement training programme tailored to address the unique demands of NPS members due for retirement. The training should aim at preparing the said officers psychologically for their transition into retirement.

2.17.2 Transfer on humanitarian grounds

Members of the Service may request for transfer to or near his/her home area after attaining the age of fifty. Such provision shall accord the officers an opportunity to manage their transition into retirement.



2.17.3 Deployment of Desk officers at the Pensions Department of the National Treasury

Desk officers shall be deployed by the Commission to the Treasury to assist retiring officers and families of deceased officers in processing their pensions and benefits respectively.

2.17.4 Access to welfare provisions by retirees from the NPS

Retired members of the Service shall access the following welfare provisions:

- Police Canteens
- Police Gym
- Police Referral Hospital (officer and family)
- Police Counselling and Rehabilitations Services (officer and family)

2.17.5 Registration of retirees

- i. The Commission shall keep, maintain and update a database of all officers who retire from the Service.
- ii. The Inspector General shall submit to the Commission updated information on all officers who retire from the Service 30th May of every year.

2.18 POLICE ASSOCIATIONS

- i. Police officers may form Service welfare associations, and such associations shall be recognized by the Inspector-General, the Commission and the Cabinet Secretary as appropriate associations for consultation in respect of any matter specified below and any other matter concerning police officers. Police Associations shall be solely for the welfare of the officers and shall under no circumstances pass as trade unions.
- ii. Police associations formed in accordance with this Policy shall be responsible for:
 - (a) Bringing to the notice of the Inspector-General, the Commission and the Cabinet Secretary any matters affecting the general welfare and efficiency of the Police;
 - (b) negotiating and reporting for action on behalf of the officers in respect of ~
 - (i) any grievances;
 - (ii) the terms and conditions of Service; and
 - (iii) any other matters concerning the police officers.
- iii. Every recognized police association shall make rules providing for the administration of the association and for carrying out the objects of the association.



2.18.1 Registration requirements

For an association to qualify for registration and recognition by the Commission and the Service under this Policy and the NPS Act, the association shall be required to:-

- (a) draw its membership from the Service;
- (b) comply with the requirements made in accordance with the Seventh Schedule of the NPS Act

2.18.2 Association to be independent of trade union

An association established in accordance with this Policy and the Act and any branch thereof shall:-

- (a) operate and be administered in accordance with the provisions of the Act;
- (b) be entirely independent of any trade union within the meaning of the Labour Institutions Act 2007, (No. 12 of 2007).

2.19 POLICE KITTING AND TOOLING

2.19.1 Uniforms

Police officers shall be issued with at least two pairs of quality uniform and shoes appropriate for work environment and nature of duty, annually.

Expectant officers will be allowed to wear decent official plain clothes while on duty or when called upon to appear before any Board.

2.19.2 Appropriate tooling and kitting

All police officers shall be kitted with tools and equipment including and not limited to body Armours and helmets, in accordance with their duties and responsibilities. This shall include appropriate kit for first responders to crime/accident scenes.

2.20 COMPENSATION FOR LONG WORKING HOURS

Officers shall be allowed adequate rest after working for long hours.

2.21 REPRESENTATION IN COURT

Members of the Service shall be entitled to legal aid for cases they are being prosecuted on account of discharge of official duties. This only applies where action has arisen out of discharge of a lawful duty.



2.22 DECEASED OFFICERS' FAMILY ASSISTANCE

Where an officer dies in the line of duty, the Service shall endeavour to continue to foster the wellbeing of the officer's family. The IG shall develop guidelines to assist families of deceased officers.

2.23 WELFARE OF EXPECTANT OFFICERS

- (i) Expectant members of the Service and lactating mothers shall not miss opportunity for promotional courses on the basis of their conditions. Such officers nominated for promotional courses may have their courses deferred without being subjected to the conditions for attending the courses at the next available opportunity.
- (ii) The training institutions shall endeavour to avail facilities that enable lactating mothers to attend promotional training courses.

2.24 OFFICERS LIVING WITH DISABILITY

- (i) Members of the Service living with disability shall be accorded with enabling environment for discharge of their duties without strain as provided for by the Persons with Disability Act.
- (ii) Training for relevant skills and assigning of duties shall be based on their physical, mental and emotional disposition.
- (iii) Members of the Service living with disability shall not be discriminated against during promotion processes and opportunities for training.
- (iv) Members of the Service living with disability may apply to the Commission, through the Service channels, for transfer to a duty station in their preferred county.

2.25 RECOGNITION, REWARDS AND INCENTIVES

The Commission in consultation with the Service shall develop guidelines on criteria and procedure for issuance of awards and commendations awarded to officers for exemplary duties. The guidelines shall include the procedure for recognition of retiring/retired officers with exemplary performance.

The Commission and the Service shall put in place guidelines, structures and ceremonies to honor officers who die in the line of duty.

2.26 TRANSFER AND DEPLOYMENT

Transfer and Deployment of officers shall be undertaken in accordance with the NPSC Transfer and Deployment Regulations and the NPS Service Standing Orders.



2.27 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.

2.28 SOCIAL AMENITIES

Facilities including schools, recreational centers including halls and play grounds should be established in areas with high concentration of police officers to cater for social amenities including basic education of children belonging to police officers. These areas should include police training colleges and residential areas.



CHAPTER THREE

MANAGEMENT OF THE POLICY



3. MANAGEMENT OF THE POLICY

3.1 Responsibilities of NPSC

- Formulate NPS Welfare Policy
- monitor implementation of NPS Welfare Policy
- Review policy as and when necessary

3.2 Responsibilities of the Inspector General

- Operate the Service Welfare Vote
- monitor implementation of NPS Welfare Policy
- Designate a substantive welfare office at NPS headquarters
- Establish and operationalize NPS referral hospital
- Commission a survey on state of welfare in the Service.
- Recommend review of the policy to NPSC
- Approve procurement of welfare equipment costing more than Kshs. 500,000/=

3.3 Role of Service DIGs/DCI/Director IAU

- Apportion welfare funds to the Counties, Formations and Units under their commands
- Monitor expenditure of allocated funds
- Maintain an inventory of all stores purchased under the welfare vote
- Submit quarterly and annual statements on expenditure of welfare funds
- Designate welfare officers at their respective Services

3.4 Role of Regional Commanders

- Prepare and submit to respective DIGs welfare plans and budgets
- Supervise implementation of welfare activities within their Regions
- Prepare and submit returns on welfare activities to their respective Deputy Inspector Generals
- Maintain an inventory of all welfare stores purchased or supplied to their Regions
- Organise Inter-regional sporting competitions

- Prepare and forward reports on officers in need of psychosocial or related support

3.5 Role of County Commanders

Their role shall be to:

- Supervise implementation of welfare activities within their counties
- Prepare and submit returns on welfare activities to their respective DIGs through their Regional Commanders
- Maintain inventory of all welfare stores purchased or supplied to their counties
- Organise welfare activities within their counties
- Perform teambuilding activities at least on quarterly basis
- Prepare and submit to respective DIGs welfare plans and budgets through their Regional Commanders
- Prepare and forward reports on officers in need of psychosocial or related support

3.6 Role of welfare officers

Welfare officers at Service, DCI, IAU, County and Sub-county command levels shall be responsible for;

- Visiting sick/injured officers and retired officers;
- Visiting families of officers who have died in the line of duty;
- Advise families of deceased officers on how to access the benefits and any other privilege due to them;
- Identifying and referring officers in need of psychosocial support, in liaison with the Service's Counsellors, to rehabilitation centres
- Organizing recreational activities such as team building, family talks ,life skills,etc
- Documenting welfare related stores
- Organize police-community activities~sports/games
- Liaison between police officers and hospitals offering medical services to police officers

3.7 Welfare Committee

Welfare committee shall be established in each Service, DCI and IAU.

3.7.1 Composition of the Welfare Committee

- Patron (the DIG, DCI and Director IAU)
- Chairperson
- Welfare officer (Secretary)



- Seven other members who will be co-opted into the committee on approval of the Inspector General.

3.7.2 Functions of the welfare committee;

- i) Management of welfare funds
- ii) Coordination of welfare activities and programs
- iii) Ensuring equity and fairness in the assistance granted to members of the Service
- iv) Ensure accountability in the management of welfare resources
- v) Shall handle other welfare issues

4. 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.

5. REVIEW OF THE NPS WELFARE POLICY

This welfare policy shall be reviewed after three (3) years by the Commission. However, the IG may recommend the review of the Policy for approval by the Commission at such other times as situations dictate.



6. PROPOSED IMPLEMENTATION

	ACTIVITY	RESPONSIBILITY	TIME FRAME (after approval of the policy)	BUDGET	SOURCE OF FUNDS
IMMEDIATE ACTION					
1.	Review of police salaries and allowances	NPSC, NPS, MoC-NG, Treasury	6 months		
2.	Establishment of welfare and sports vote	NPS, MOICNG, Treasury, NPSC	6 months		WELFARE VOTE (10% of NPS Budget annually) SPORTS VOTE 2% of Ministry of Sports Budget
3.	Development of guidelines, structures and ceremonies to honour officers who die in the line of duty.	NPSC, NPS	3 months		
4.	Development of car loan and mortgages guidelines for members of the NPS	NPS	6 months		
5.	Implementation and adherence to HR regulations on transfer and promotions	NPSC, NPS	Continuous	-	



QUICK - WINS						
	ACTIVITY	LOCATION	RESPONS- IBILITY	TIME FRAME	BUDGET	SOURCE OF FUNDS
6.	Model pre-school facility	Kenya Police College Kiganjo	IG DIG KPS CDT KPC KIGANJO	FY 2018/2019 QUARTER TWO		
7.	Appointment of Welfare officers	NPS Headquarters Services and DCI County Headquarters	IG DIGs DCI DIRECTOR IAU	FY 2018/2019 QUARTER TWO		N/A
8.	Designation of welfare committees	NPS Headquarters Services and DCI County Headquarters	IG DIGs DCI DIRECTOR IAU	FY 2018/2019 QUARTER TWO		N/A
9.	Report on officers in need of psychosocial support	NPS Headquarters Services and DCI County Headquarters	IG DIGs DCI DIRECTOR IAU	FY 2018/2019 QUARTER TWO		N/A
10. MEDIUM-TERM						
11.	Establishment of Sports Fund	NPS Headquarters	IG	FY/2018/2019 QUARTER TWO		N/A
12.	Designation of Welfare Vote	NPS Headquarters	IG	FY/2018/2019 QUARTER TWO		NIL
13.	Pilot Wi-Fi connection	Kasarani Nyamira Mbaraki Mombasa	IG DIGs	FY/2018/2019 QUARTER TWO		NORMAL AIE (TELEPHONE)



14.	Baseline Survey on levels of NPS staff welfare	Service Headquarters All Counties Formations	NPSC IG	FY/2018/2019 QUARTER TWO		
15.	Pilot team-building programmes	Nairobi County Baringo County Kiambu County	NPSC IG DIGs DCI DIRECTOR IAU	FY/2018/2019 QUARTER TWO		WELFARE TRAVELLING & ACCOMODATION
16.	Pilot police-community recreational activity	Homa Bay County Kwale County	IG DIGs	FY/2018/2019 QUARTER TWO		WELFARE FUNDS COMMUNITY POLICING KITTY
17.	Annual Pre-retirement training roll out	Service Headquarters All Counties All Formations	NPSC IG DIGs DCI DIRECTOR IAU	FY/2018/2019 QUARTER THREE		N/A
18. LONG-TERM ACTIVITIES						
19.	Establishment of Police Referral Facility	To be identified	IG	FY/2019/2020		
20.	Provision of child care Units	Service Headquarters Directorate Headquarters	NPSC IG DIGs	FY/2019/2020		
21.	Model Police Gym	Service Headquarters Directorate Headquarters	IG DIGs DCI DIRECTOR IAU	FY/2018/2019 QUARTER THREE		









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