

為配合部門的「抱負、任務及價值觀」，本署不斷革新人力資源管理方式，為職員提供現代懲教工作和管理技巧的全面訓練。資質適合並受過有關訓練的職員，可得到機會專任某些職務，如善後輔導、福利、護理、保安情報、心理服務、配匙開鎖、體育、駕駛、押解和領犬等。

To align with its Vision, Mission and Values, the Department continuously modernises its human resource management practices to provide comprehensive training for staff in the most up-to-date operational and management techniques. Staff members who have the right calibre and aptitude will be given opportunities to work in specialised fields such as aftercare, welfare, nursing, security intelligence, psychological service, locksmithery, physical education, driving, escort and dog handling after receiving relevant training.

通過評核制度、職位調派和訓練，本署立意協助職員發展事業。表現出色、才幹出眾的懲教助理可晉升為懲教主任。年內，共有4名一級懲教助理和4名二級懲教助理分別透過「特別委任計劃」及「潛質人員晉升計劃」獲擢升為懲教主任。

截至二零零二年十二月三十一日止，本署的編制職位有7 020個，實際職員則有6 950人。年內削減了39個職位。

Chapter 3 第三章

人力資源管理

Human Resource Management



發展前瞻 — 在2002年11月舉行的部門政策研討會上，首長級人員向與會的院所主管及高級職員闡述部門未來的發展計劃及面對的挑戰。

WAY FORWARD: The Directorate hosts a policy seminar on future development plans and challenges attended by heads of institutions and senior officers in November 2002.

訓練

職員訓練院負責為署內人員策劃及推行各項訓練計劃。該院同一時間可分別為150名留宿和90名非留宿職員提供入職訓練、發展訓練及專科訓練。訓練課程注重模擬訓練和實況分析。

該院亦負責統籌各懲教院所職員的在職訓練計劃及每周一次的在職訓練。

訓練院的設施包括課室、模擬法庭、護理及急救訓練室、電腦訓練室、模擬囚室、圖書館、健身室、體能訓練室、室內及戶外靶場、操場、控制中心、會議室、研討室、視像會議室、資源中心、電腦室、飯堂、康樂室、洗衣房及留宿設施。職員訓練院毗鄰為香港懲教博物館，博物館在二零零二年十一月一日啟用，亦用作懲教署人員的訓練設施。

為提升職員學習的成效，部門開展網上學習計劃。資訊性及指導性的題材如法律、

規例及程序等，均可透過網上學習方式傳授。網上學習的好處是更為靈活、易於參與、方便、具成本效益及省時。

入職訓練

入職訓練旨在向新聘職員講授執行職務所需的基本知識和技巧，以及讓他們認識懲教工作。

新入職的懲教主任接受26周的訓練，而新聘的二級懲教助理則接受23周的訓練，包括在懲教院所實習兩周。年內，新聘的懲教主任和二級懲教助理分別有34及44名。

訓練課程理論和實習並重，內容計有香港特別行政區法例、部門規則和規例、輔導服務、社會工作技巧、管理學、心理學、犯罪學、監獄學、急救、步操、防暴操、策略訓練、歷險訓練、實習訓練、資訊系統訓練及個人電腦訓練等。為配合不斷轉變的時代需要，訓練課程還加入普通話、中文寫作和公民教育。



The Department is committed to assisting its staff in career development through the appraisal system, postings and training. Assistant Officers with exceptional merit and ability can be considered for advancement to the Officer grade. In 2002, four Assistant Officers I and four Assistant Officers II were promoted to Officer through the Potential Officer Scheme and Special Appointment Scheme respectively.

The establishment of the Department as at 31 December 2002 was 7 020 and the strength was 6 950. There was a deletion of 39 posts in 2002.

Training

The Staff Training Institute (STI) is responsible for the planning and implementation of training programmes. It has a 150 residential and 90 non-residential training capacity for recruit, development and specialist training at any one time. Simulated training and situational analyses are stressed in the training programmes. The Institute also co-ordinates in-service training programmes and weekly in-service training programmes for all institutions. Its facilities include training rooms, a training courtroom, a nursing/ first-aid training room,

a computer training room, mock cells, a library, a gymnasium, a physical conditioning room, indoor and outdoor firing ranges, a parade ground, a control centre, a conference room, syndicate rooms, a video-conferencing room, a resource unit, a computer room, a dining hall, recreation rooms, a laundry and overnight accommodation. The Hong Kong Correctional Services Museum, situated next to the Institute and opened on 1 November 2002, also serves as a training facility for CSD staff.

To enhance the effectiveness of staff learning, the Department has launched e-Learning. Some informative and instruction-based topics are delivered through this online mode, as it is more flexible, easily accessible, convenient, cost-effective and time-saving.

Recruit Training

Recruit training aims to equip new staff with the basic knowledge and skills for carrying out their duties and a foundation orientation of correctional work. Recruit Officers and recruit Assistant Officers II received 26-week and 23-week training respectively including a two-week field placement at



1 及 2 香港懲教博物館逾600件珍藏中，包括模擬絞刑架及笞刑刑具。博物館展示香港刑罰制度逾160年的演變。死刑雖然在1993年才正式廢除，但最後一次執行絞刑卻遠在1966年，而笞刑亦已在1990年廢除。

1 & 2 A mock gallows and a corporal punishment device are among some 600 exhibits at the Hong Kong Correctional Services Museum. The museum showcases the evolution of the local penal system over the past 160 years. Capital punishment was abolished in 1993 and the last execution by hanging in fact took place in 1966. Corporal punishment was repealed in 1990.

3 「教育及職業博覽」的懲教署攤位吸引不少參觀者。

The Department's booth at the Education and Careers Expo attracts a large crowd.

年內，本署亦為文職和懲教工業組人員舉辦啟導及入職訓練課程。這些職員包括臨床心理學家、教師（懲教事務）及工業組的技術人員。

發展訓練

發展訓練協助在職人員發展潛質，使他們學得專業知識和技能，為日後晉升奠下基礎，亦讓職員得知影響本署行政及運作的法例、刑罰政策、監獄管理概念等的最新發展。

職員訓練院舉辦各種發展及專科課程，例如管理發展課程、建立團隊的體驗學習課程、勞教中心課程、教導所及更生中心課程、戒毒所課程、應急支援訓練課程、個人電腦訓練課程、服刑記錄資料系統訓練課程、人力資源管理課程及潛質值日主管課程等。該院亦為各職系的職員舉辦一些核心發展訓練課程，協助他們發展事業和晉升。署方亦為專業人員提供專科訓練和獎學金。

年內舉辦的入職、發展及專科訓練課程概況載於附錄 12。

海外訓練、研討會及會議

除本地訓練外，本署更派職員到海外參加合適的訓練課程及研討會，了解各地在監獄管理方面的最新發展，汲取別人的經驗。年內，本署共安排 29 名不同工作範疇的職員前往內地和海外實習、考察和交流。

人力資源管理

為推行部門人力資源管理計劃，本署繼續擴展以下綱領：

- 人力策劃
- 訓練及發展
- 工作表現管理
- 溝通
- 招聘

年內，本署繼續發展及完善人力資源管理



penal institutions. During the year, 34 recruit Officers and 44 recruit Assistant Officers II were taken on strength.

The curriculums place equal emphasis on theory and practice, and include laws of the Hong Kong Special Administrative Region, departmental rules and regulations, counselling and social work techniques, management, psychology, criminology, penology, first aid, foot drill, anti-riot drill, tactical training, adventure training, field training, information system training and personal computer training. To meet the ever-changing social needs, *Putonghua*, Chinese writing skills and civic education have also been included.

Orientation and recruit training courses were also conducted in 2002 for departmental civilian and industrial staff, including Clinical Psychologists, Masters (Correctional Services) and technical staff of Correctional Services Industries.

Development Training

Development training helps serving staff develop their potential and equips them with the professional knowledge and skills needed for advancement. It also keeps staff abreast of the latest development in legislation, penal policy and management

concepts affecting the administration and operation of the Department.

The Institute runs various development and specialist courses such as Management Development courses, Team Building/ Experiential Learning programmes, Detention Centre Course, Training Centre and Rehabilitation Centre Course, Drug Addiction Treatment Centre Course, Emergency Services Training Course, Personal Computer Training Course, Penal Record Information System Course, Human Resource Management workshops and Potential Day Orderly Officer Course. Other core development courses are organised for career development and advancement of staff in different grades. Specialist training and training scholarships are also provided for professional staff.

A summary of the recruit, development and specialist training courses organised in 2002 is at Appendix 12.

Overseas Training/Seminars and Conferences

In addition to local training, the Department sends officers to attend



職員訓練院除了訓練新入職人員外(3)，並在暑假為中學生舉辦多元智能挑戰營(2)以及為展翅計劃的參加者提供訓練課程(1)；為青少年提供的訓練旨在鍛鍊他們的體能，培養他們的毅力、忍耐、自律及團隊精神。

Apart from training Recruits (3), the Staff Training Institute also runs the Smart Teen Challenge Camp for secondary students in summer(2) and courses for participants in the Youth Pre-employment Training Programme(1). The training for the youths aims to strengthen their physique and enhance their perseverance, endurance, self-discipline and team spirit.

系統，以便有效地利用電腦管理重要的人事資料。本署除了因應人力資源方面的各項挑戰、持續的人事問題和訓練需要，進行策略性覆檢外，亦落實改善工作表現的新措施，制定目標明確的綜合訓練及發展計劃。此外，本署聯同公務員事務局及公務員培訓處，為職員舉辦關鍵才能和人力資源管理的課程。領導才能發展計劃是近期推行的眾多計劃之一，好讓本署高級人員提升其領導才能和策略管理能力，為將來出任更富挑戰的職位作好準備。

本署開發了甚具成效的網上學習平台，方便職員學習與工作有關的知識，他們下班後可按照自己的步伐，隨時隨地利用互聯網和懲教署內聯網的網上學習課程，自學與工作有關的知識。年內製作了有關犯人紀律聆訊、撰寫調查記錄、工作表現評核報告、職員啟導和機動應變訓練等網上課程，作為課堂訓練輔助。為更清楚了解本署人員的訓練需要、組

織期望和最佳推行方法，本署與香港中文大學心理學系合作，在年底進行職員訓練和發展全面調查。為促進顧客為本的文化，本署製作了影碟、影帶和小冊子的訓練教材套，供院所人員在職訓練之用。本署年內亦參加各項與顧客服務有關的比賽，以提高職員重視優質服務的意識。

自二零零零年起，以才能為本的工作表現評核報告表格已使用了兩個周期。得到公務員培訓處的協助，本署成立了工作表現評核檢討委員會，研究新報告表格的效用和一般評核標準，並制定進一步改善評核制度的有效方法。

本署與香港生產力促進局密切合作，在二零零二年九月成功落實綜合工作表現管理系統，其4個組成部分分別負責訓練需要、職業前途發展、工作表現評核和接任策劃，能起相互作用，就招聘、表現管理、晉升、訓練和職業前途發展提供有用

公務員事務局局長王永平(右)對懲教署的網上學習計劃深感興趣。

The Secretary for the Civil Service, Mr Joseph Wong Wing-ping (right), is impressed with the Department's e-Learning portal.



suitable courses and seminars overseas. This enables both officers and the Department to keep abreast of the latest development in prison management worldwide and to learn the experiences of other prison administrations. In 2002, observational visits, professional exchanges and training attachments in the Mainland and overseas were arranged for 29 staff members from different fields.

Human Resource Management

In pursuing its Departmental Human Resource Management Plan, the Department continued to develop and progress in the following areas:

- Manpower Planning
- Training and Development
- Performance Management
- Communication
- Recruitment

During the year, the Department continued to develop and improve its Human Resource Management System to facilitate an effective management of essential personnel information electronically. Apart from conducting strategic reviews on various human resource challenges, on-going personnel issues and training needs, new initiatives targeting further improvement to performance were implemented. A comprehensive training and development plan with clear objectives was formulated. In addition, the Department worked with the Civil Service Bureau and the Civil Service Training and Development Institute to organise courses on core competencies and human resource

development. The Leadership Development Programme was one among the many developed recently for senior officers to enhance their leadership and strategic management capabilities to take up more challenging posts in future.

To enable staff to pursue job-related learning at all times, an e-Learning platform has been developed. Staff can use this effective tool for online learning after work at their own pace any time and anywhere through access to the courseware posted on both the Internet and CSD Intranet. Web-based courseware on topics such as Prisoners' Disciplinary Adjudication, Investigation Report Writing, Performance Appraisal, Staff Orientation and Tactical Response Training was developed to complement classroom training in the year.

To better identify staff's training needs, organisational expectations and the best training methods, the Department and the Department of Psychology of the Chinese University of Hong Kong jointly conducted a comprehensive study on staff training and development at the end of the year. To promote a customer-oriented culture, training packages in the form of videos and booklets were produced for institutional in-service training. Besides, the Department participated in various customer-related competitions in the year to raise staff's awareness of quality service.

The competency-based performance appraisal forms have been in use for two reporting cycles since 2000. With the assistance of the Civil Service Training and Development Institute, the Department set up a Performance Appraisal

資料。此外，本署亦着手發展一個訓練課程管理系統。透過重訂次序、重新組織和重新整理，本署精簡了運作程序，準確調配人手，專心一致為社會大眾提供增值服務。

本署自一九九六年起實施增進公務員表現計劃，在部門推行激勵職員的活動，包括不時以選定主題舉辦比賽，務求職員竭力落實部門的服務承諾、改善與市民溝通的技巧、提高效率和生產力，培養歸屬感，以及激勵他們不斷改善服務質素。年內，本署舉辦了3項比賽：喜靈洲道路命名比賽、最佳儀表獎和改善員工及服務形象比賽。

職員關係及福利

職員關係及福利組負責統籌一切福利及康樂事宜，並向需要協助的職員及其家屬提供專業輔導服務。此外，更會於重大行動進行期間提供後勤支援，為職員安排膳食、茶點和住宿。

懲教署福利基金的功能是向職員貸款，並在特別情況下，為需要經濟援助的職員、退休人員及職員遺屬提供補助金。

為穩定職員的經濟狀況及在有需要時給予援助，本署於一九九一年六月成立職員儲蓄互助社，目的是鼓勵會員節儉，並接受會員以股份或存款形式儲蓄，以及向有需要的會員貸款。年底時，儲蓄互助社共有4 612名會員。

懲教署職員自願供款的中央基金於一九九一年十二月成立，為本署軍裝及文職人員的遺屬和因公受傷的人員提供保障。截至二零零二年十二月三十一日，基金共有3 307名會員。

懲教署人員子女教育信託基金於一九八三年七月成立，為本署懲教助理及同等職系人員的子女提供經濟援助，資助他們接受高等教育。接受全日制教育或訓練的殘疾兒童亦獲信託基金的經濟援助。年內，信

政務司司長曾蔭權(右一)在探訪本署時，與職員代表會晤。

The Chief Secretary for Administration, Mr Donald Tsang Yam-kuen (first from right), meets with staff representatives during a visit to the Department.



Review Committee to examine the efficacy of the new forms and the appraisal standards in general and to further improve the appraisal system.

Through close co-ordination with the Hong Kong Productivity Council, the Department launched the Integrated Performance Management System in September 2002. Its four modules on Training Needs, Career Development, Performance Appraisal and Succession Planning function interactively to generate useful information for use in recruitment, performance management, promotion, training and career development.

Meanwhile, steps are being taken to develop a Training Course Management System. Through re-prioritising, restructuring and re-processing, the Department continues to streamline its operations with a view to delivering value-added services to the community.

The Staff Motivation Scheme has been launched department-wide since 1996. Competitions are organised regularly to promote staff commitment to the Department's performance pledges, improve skills in public relations, achieve greater efficiency and productivity, foster a sense of belonging and motivate staff towards continuous improvement of service. Three competitions — Hei Ling Chau Road Naming Competition, Best Staff Department Awards, and Promotion of Staff and Service Image Competition—were organised in 2002.

Staff Relations and Welfare

The Staff Relations and Welfare Unit co-ordinates all matters

relating to welfare and recreational activities and provides, where necessary, professional counselling to staff and their family members. It also provides logistical support during major operations by taking care of meals, refreshments and lodging of the staff involved.

The Correctional Services Department Welfare Fund provides loans and, in special cases, grants for serving and retired personnel and for family members of deceased staff who are in need of financial assistance.

To provide financial stability for staff and to offer assistance in times of need, the Correctional Services Department Credit Union was set up in June 1991. It aims to promote thrift among its members and receives savings from members either as payment on shares or as deposits, and makes loans to them. At the end of 2002, the Credit Union had a membership of 4 612.

The Central Fund for Voluntary Contributions to Widows/Dependants of Deceased Correctional Services Officers was established in December 1991 to assist the widow, widower or dependants of a member who had died, and staff who had been injured in service. As at 31 December 2002, it had 3 307 members.

The Correctional Services Children's Education Trust, founded in July 1983, continues to provide financial assistance to children of Assistant Officers and equivalent grades in the Department to help them to pursue higher education. Handicapped children pursuing full-time education or training

託基金共發放 793,768 元。

體育及康樂

本署注重職員的體能及團隊精神，每年均舉辦康體活動。本署設有康樂事務經理一職，由康樂及文化事務署借調職員出任，就策劃和安排活動提供專業意見及協助。

年內，本署除舉辦大型的周年項目如陸運會、水運會和喜靈長跑行山樂等之外，又舉辦了 10 項院所際體育比賽。

連同年內成立的部門保齡球隊和太極隊，懲教署體育會共有 33 支隊伍，其中大部分均積極參加各項公開比賽。是年，長跑隊、曲棍球隊、射擊隊、足球隊、乒乓球隊及田徑隊均在公開賽中奪得獎項。

六月，本署代表團前往新加坡參加新加坡監獄部門的運動會，在長跑、壁球、羽毛球、曲棍球和足球比賽項目中，有 3 隊贏得獎牌。

九月，本署另一個代表團前往廣東參加籃球和乒乓球比賽，結果乒乓球隊得勝。

十一月，有 8 隊步行隊（包括 1 隊女子隊和 2 隊混合隊），參加「毅行者 2002」活動，最快的隊伍在 19 小時 18 分鐘內完成 100 公里的路程。

為推廣健康生活模式，本署為職員及其家屬舉辦多項康樂活動。十二月一日，超過一千人參加「健康生活新天地之家庭同樂在喜靈」的多項活動。年內又在麥理浩夫人度假村和西貢戶外康樂中心舉辦兩個家庭康樂營。

周年秋季賣物會於十一月二日在赤柱舉行，並將籌得的善款捐給 40 多個慈善機構。

毗鄰馬坑監獄的懲教署體育會會所設有戶外及室內康體設施，例如卡拉 OK、燒烤場、射箭場、高爾夫球發球練習場和練習



also receive financial assistance from the Trust. During the year, a total of \$793,768 was granted from the Trust.

Sports and Recreation

Sports and recreation activities are organised with emphasis on the physical fitness and *esprit de corps*. A Leisure Services Manager is seconded from the Leisure and Cultural Services Department to give professional advice and assistance in planning and organising activities.

Apart from the major annual events such as the Annual Sports Meet, Swimming Gala and Hiking on Hei Ling, 10 inter-institutional sport competitions were organised in 2002.

With the establishment of the departmental bowling and *tai chi* teams in the year, there are totally 33 teams sponsored by the CSD Sports Association and most of them have actively participated in open competitions. In 2002, the distance-running, hockey, shooting, soccer, table-tennis and track-and-field teams won in many public competitions.

In June 2002, a departmental delegation visited Singapore and

participated in the Sports Meet of the Singapore Prison Service in the events of distance run, squash, badminton, hockey and soccer, with three teams winning prizes.

In September 2002, another delegation participated in basketball and table-tennis competitions in Guangdong Province with the table-tennis team winning in the contest.

In November, eight teams including one female team and two mixed teams took part in *Trailwalker 2002* and the fastest team completed the 100-km walk in 19 hours and 18 minutes.

To promote a healthy lifestyle, recreational activities were organised for staff and their family members in the year. More than 1 000 staff and their family members took part in various activities at the Family Outing on Hei Ling Chau held on 1 December 2002. Two residential holiday camps were held in Lady MacLehose Village and Sai Kung Outdoor Recreation Centre respectively in the year.

The annual Autumn Fair was held on 2 November 2002 in Stanley. Proceeds raised were donated to more than



- 1 周年陸運會田徑場上競爭激烈。
A fierce competition at the Annual Sports Meet
- 2 一年一度的喜靈長跑行山樂吸引眾多人員及家屬參加。
Hundreds of runners turn out at the annual Hiking on Hei Ling.

坪、鳥舍、籃球場和足球場等。年內，會所的設施大受職員及家屬歡迎。

參與社區活動

本署在公益金舉辦的籌款活動中獲二零零一至零二年度政府部門組別優異獎。年內，本署參加多項慈善活動，包括公益金的香港區百萬行及僱員募捐計劃和執法人員火炬慈善跑，共籌得 350,000 元。

本署響應公務員義工計劃，在二零零一至零二年度，為有需要人士舉辦超過20項社會服務活動。同時，人員亦參加由社會福利署主辦的義工運動，為有需要人士提供更佳的義務服務。

職員協商

本署定期舉行職員協商會議，使管方與職方保持緊密而有效的溝通。職員協商委員會分高級職員協商委員會和初級職員協商委員會，每季召開聯席會議一次，討論共同關注的事項。兩個協商委員會雖然各自

運作，但目標均為促進管方和職方之間的了解和合作。為規範和簡化溝通及協商渠道，高級及初級職員協商委員會會議分別有懲教事務職員協會及香港政府華員會懲教事務職員分會／組別聯席會議的成員出席，作為職方代表。

各院所的職員協商會議最少每季舉行一次，各職級均有代表出席。署長每兩個月巡視各院所時，亦會會晤職員代表。

懲教事務職員協會

該會於一九八三年三月成立，截至十二月三十一日止，共有會員 5 109 名。該會就職員的服務條件、制服及福利事宜提出意見，供管方考慮。

香港懲教署懲教助理總會

根據《職工會條例》登記的香港懲教署懲教助理總會於二零零一年十一月成立，截至二零零二年十二月三十一日，該會有會員 732 人。



40 charitable organisations.

The Correctional Services Department Sports Association Recreation Complex next to Ma Hang Prison features indoor and outdoor recreation and sports facilities including karaoke, barbecue site, archery range, golf driving range, putting green, aviary, basketball court and soccer pitch. It continued to be well patronised by staff and their family members in the year.

Community Involvement

The Department was awarded an 'Award of Merit' for the year 2001-02 fund-raising events organised by the Community Chest. During the year, more than \$350,000 was raised through the Walk for Millions – Hong Kong and Kowloon Walk, the Employee Contribution Programme of the Community Chest and the Law Enforcement Torch Run for Special Olympics.

To echo with the Civil Service Volunteer Work Programme, the Department organised more than 20 community service activities targeting different groups in 2001-02. The Department has also

registered with the Volunteer Movement launched by the Social Welfare Department to render better volunteer services to those in need.

Staff Consultation

Staff consultation meetings are held at regular intervals to foster close and effective communication between the management and staff. The two departmental consultative committees, namely the Senior Departmental Consultative Committee (SDCC) and the Junior Departmental Consultative Committee (JDCC), met quarterly during the year to discuss issues of common concern. The two committees function separately towards the objective of achieving a better understanding and co-operation between the management and staff. To regularise and streamline the communication and consultative channels, there is representation from members of both the Correctional Services Officers' Association and the Departmental Staff Branches/Class Unit Joint Conference, Hong Kong Chinese Civil Servants' Association on the staff side of the SDCC and JDCC respectively.

In the institutions, staff consultation meetings are held at least



1 保安局局長葉劉淑儀為周年秋季賣物會主持揭幕禮後，參觀攤位時與眾同樂。

The Secretary for Security, Mrs Regina Ip, shares the fun at a stall after opening the annual Autumn Fair.

2 懲教人員踴躍捐血，以另一方式服務社會。

Staff members donate blood, another way to serve the community.

3 部門的義務工作隊為老人院翻新鬆油。

Volunteers from the Department re-paint a home for the aged.

香港懲教署退休人員協會

該會於一九八六年四月成立，職員關係及福利組有代表在該會的委員會擔任聯絡人員。年底時，該會共有會員 566 名。

嘉獎

年內獲獎的職員中，署長伍靜國獲頒銀紫荊星章；助理署長陳港生和總監督梁錦有獲頒香港懲教事務卓越獎章；高級監督黃德誠、總懲教主任梁偉平、高級懲教主任麥惠君、懲教主任郭啟先、一級懲教助

理黃耀中、楊金生及龍國堅獲頒香港懲教事務榮譽獎章。

十二月，559名職員獲頒懲教事務長期服務獎章，另有164名職員獲頒長期服務獎章第一、第二或第三加敘勳扣。

此外，有 54 名職員在執行職務時表現卓越，獲行政長官、署長、助理署長或政務秘書嘉獎，名單載於附錄 13。



quarterly and all ranks are represented. The Commissioner also meets staff representatives during his visits to the institutions every two months.

Correctional Services Officers' Association

The Association, established in March 1983, had a membership of 5 109 as at 31 December 2002. It gives views on conditions of service, uniform and staff welfare matters for consideration by the management.

Hong Kong Correctional Services Department Assistant Officers General Association

The Association, registered under the Trade Unions Ordinance, was established in November 2001. It had a membership of 732 as at 31 December 2002.

Association for the Retired Staff of the Hong Kong Correctional Services Department

The Association was inaugurated in April 1986. A representative of the Staff Relations and Welfare Unit sits on its Committee as

liaison officer. At the end of 2002, the association had 566 members.

Awards and Commendations

In the 2002 Honours List, Commissioner NG Ching-kuok was awarded the Silver Bauhinia Star; Assistant Commissioner Dicky CHAN Kong-sang and Chief Superintendent Sunny LEUNG Kam-yau were awarded the Hong Kong Correctional Services Medal for Distinguished Service; Senior Superintendent WONG Tack-sing, Chief Officer LEUNG Wai-ping, Principal Officer MAK Wai-kwan, Officer KWOK Kai-sin, and Assistant Officers I WONG Yiu-chung, YEUNG Kam-sang and LUNG Kwok-kin were awarded the Hong Kong Correctional Services Medal for Meritorious Service.

In December 2002, 559 staff members were awarded the Correctional Services Long Service Medal, and 164 staff members the First, Second and Third Clasps to the Medal.

In addition, 54 staff members who made exceptionally meritorious contributions in the course of duty were awarded the Chief Executive's, Commissioner's, Assistant Commissioner's or Civil Secretary's commendations. Their names are at Appendix 13.



- 部分於2002年獲頒授勳銜及獎狀的人員在授勳儀式後於禮賓府與副署長(現任署長)彭詢元(中)合照。左起：獲頒香港懲教事務榮譽獎章的一級懲教助理楊金生及黃耀中、高級懲教主任麥惠君、高級監督黃德誠、總懲教主任梁偉平、懲教主任郭啟先、獲頒行政長官公共服務獎狀的一級懲教助理王炳南、獲頒香港懲教事務榮譽獎章的一級懲教助理龍國堅。
Some of the recipients of the 2002 Honours and Awards pose for a photo with then Deputy Commissioner (now Commissioner), Mr Pang Sung-yuen (centre), at Government House after the presentation ceremony. From left: Hong Kong Correctional Services Medal for Meritorious Service (CSMSM) recipients Assistant Officers I Yeung Kam-sang and Wong Yiu-chung, Principal Officer Mak Wai-kwan, Senior Superintendent Wong Tack-sing, Chief Officer Leung Wai-ping, Officer Kwok Kai-sin, Chief Executive's Commendation recipient Assistant Officer I Jimmy Wong Ping-nam and CSMSM recipient Assistant Officer I Lung Kwok-kin.
- 行政長官董建華頒發銀紫荊星章予前任署長伍靜國。
The Chief Executive, Mr Tung Chee Hwa, presents the Silver Bauhinia Star to former Commissioner, Mr Ng Ching-kuok.
- 助理署長陳港生獲頒香港懲教事務卓越獎章。
Assistant Commissioner, Mr Dicky Chan Kong-sang, receives the Correctional Services Medal for Distinguished Service.
- 總監督梁錦有獲頒香港懲教事務卓越獎章。
Chief Superintendent, Mr Sunny Leung Kam-yau, receives the Correctional Services Medal for Distinguished Service.