



香港懲教署
HONG KONG
CORRECTIONAL SERVICES

2009

年報 ANNUAL REVIEW





香港懲教署
HONG KONG
CORRECTIONAL SERVICES

不论日夜 无惧风雨
我们坚守岗位
为维护安稳社群努力

We brace ourselves
and work tirelessly at
a safe and inclusive



against the weather
all time to maintain
sive society



抱负 VISION

成为国际推崇的惩教机构
Internationally acclaimed
Correctional Service

价值观 VALUE

秉持诚信

我们注重诚实、谦逊、正直品格和个人责任感。

专业修养

我们以惩教专业为荣，敬业乐业，不断提高效率、职能和服务素质。

人道精神

我们认同不论是市民、本署职员或交由本署监管的人均有权获得恰当、公平和顾及尊严的待遇。

严守纪律

我们恪守法治，重视秩序，崇尚和谐。

善用资源

我们重视可持续发展，珍惜资源，善加管理。

Integrity

We value honesty, humility, uprightness and personal responsibility.

Professionalism

We take pride in our profession and are committed to continuous improvement in efficiency, competence and quality of service.

Humanity

We recognise that all persons have the right to correct and fair treatment with dignity, whether they are members of the public, members of staff or persons in our custody.

Discipline

We respect the rule of law, orderliness and harmony.

Economy

We optimise the use of resources and emphasise sustainability.



任务 MISSION

我们是香港刑事司法体系的重要一环，致力以稳妥、安全、人道和具成本效益的方式，配合健康和合适的环境羁管交由本署监管的人和提供全面的更生服务，藉以促进囚犯身心健康、保障公众安全、协助减少罪案。

As an integral part of the Hong Kong criminal justice system, we detain persons committed to our custody in a decent and healthy environment, and provide comprehensive rehabilitative services in a secure, safe, humane and cost-effective manner, so as to enhance the physical and psychological health of prisoners, protect the public and help reduce crime.

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署長序言

Commissioner's Foreword



对 惩教署而言，二零零九年是工作繁忙的一年。我们继续克尽己职，为香港建立安全及共融的社会，并在多方面取得重大进展。特别值得一提的是在十月起生效的《在囚人士投票条例》；该条例为在囚人士设立明确的法律架构，容许他们登记为「受羁押选民」，可以在公开选举中投票。

高等法院于二零零八年十二月裁定，限制在囚人士投票权的做法是违宪的。在进行公众咨询后，当局于二零零九年五月向立法会提交《在囚人士投票条例草案》，并于十月制定成为法例。本署徵询相关决策局及部门后，在惩教院所作出了所需安排，以落实新法例。年内，已有遭羁押人士在本署特别安排下，分别于三月、六月及九月参与区议会补选的投票。

此外，有一些新近制定的法例对监狱管理工作带来重大影响，惩教署为此积极回应。举例来说，随着《种族歧视条例》的实施，本署作出适当安排，确保所有在囚人士均获得相同待遇，不会因种族或国籍因素而受到歧视。我们把《成年犯人须知》和《还押犯人须知》资料小册子翻译为二十多种文字，以协助在囚人士明白内容。我们又为部门人员提供培训课程，由平等机会委员会代表讲解条例。另外，虽然惩教院所根据《吸烟(公共卫生)条例》获豁免禁止吸烟限制，但本署主动推行控烟措施以配合条例，例如除了指定吸烟区域外，所有室内地方均禁止吸烟。本署亦因应《残疾歧视条例》特别为残疾在囚人士改善监狱设施和服务。

年内，惩教署继续致力解决个别院所挤迫的问题，改善陈旧惩教设施，同时提供更完善的更生设施，以推动更生工作。励志更生中心于五月迁往大潭峡，纾缓了男性更生中心的挤迫情况，标志着重新发展计划进入新阶段，有效善用为青少年罪犯而设的惩教设施。另一项重要里程碑是罗湖综合惩教所将于二零一零年落成，届时会有助纾缓女性惩教院所的挤迫情况。

在协助囚犯更生和推展更生工作方面，我们取得长足进展。惩教工业组于二月改组为工业及职业训练组，为惩教服务揭开新一页。工业及职业训练组隶属于更生事务科，负责为在囚人士安排有意义的工业生产工作，以及制定和督导职业训练事宜，让在囚人士学习多方面的职业技能，提升他们的就业能力，在获释后得以自力更生。

为配合部门与区内其他惩教机关维持紧密联系与合作的政策，我们在二零零九年二月与香港明爱合办性罪犯更生服务研讨会，出席者包括新加坡、马来西亚、北京、广东、贵州、澳门及香港多个政府部门和非政府机构的代表，共同就加强性罪犯的更生服务和管理工作经验交流意见，取得理想成果。

我们致力为本署人员以至广大市民提供优质的关怀和支援服务。我们乐见纪律部队职系架构检讨建议于十二月落实推行。此外，对于本署在二零零九年连续第四年获颁「同心展关怀」标志，我们深感自豪。这项殊荣肯定了本署人员在履行日常职责、参与慈善活动及社区服务方面，均全力以赴，为有需要的人士提供协助。

过去一年，端赖本署全体人员上下同心，奋力不懈，得以应对各项新挑战，并达到运作目标。展望二零一零年，本人深信各同事定会继续发挥专业精神，致力提升惩教服务。



惩教署署长郭亮明



The period under review has been a busy year for the Correctional Services Department (CSD). It is a year that has seen significant developments as we continue in our effort to build a safe and more inclusive society for all in Hong Kong. In particular, the Voting by Imprisoned Persons Ordinance came into effect in October 2009, establishing a clear legal framework for prisoners to register as electors, becoming “electors in custody”, and then vote in public elections.

The ordinance is the result of a High Court ruling in December 2008 that restrictions on the right of prisoners to vote were unconstitutional. Following a public consultation exercise, the Voting by Imprisoned Persons Bill was introduced to the Legislative Council in May 2009 and subsequently enacted in October. In consultation with concerned Bureaux and Departments, CSD has already put in place necessary arrangements in our institutions for the purpose of implementing the new law. Special arrangements were also made to facilitate voting by remanded persons in the District Council by-elections held in March, June and September 2009.

We have also taken positive actions in response to several other newly enacted ordinances which have implications on prison management. For example, in accordance with the Race Discrimination Ordinance, the CSD has introduced appropriate measures to ensure that prisoners receive no disparity in treatment and no discrimination on grounds of race and nationality. The “Information Booklet for Adult Prisoners and Remands” has been translated into some 20 languages for this purpose and, with the help of the Equal Opportunities Commission, training courses on the ordinance were organised for our staff. While correctional institutions are exempted from the limitations on smoking under the Smoking (Public Health) Ordinance, the CSD has initiated smoking-control measures in line with the ordinance, including the banning of smoking in all indoor areas except for designated smoking areas. In line with the Disability Discrimination Ordinance, improvements have been made in our facilities and service for prisoners with disabilities.

This year has also seen progress on CSD’s continuing work in alleviating overcrowding in specific institutions, upgrading ageing facilities and providing better facilities for inmates’ rehabilitation. The relocation of Lai Chi Rehabilitation Centre at Tai Tam Gap in May has relieved the overcrowding in male rehabilitation centre. This marks the latest stage in a series

of redevelopments that have optimised the use of penal facilities for young offenders. The next milestone will be the completion of the new Lo Wu Correctional Complex in 2010, which will provide significant relief to our overcrowded female institutions.

We have also made great strides in our efforts to aid and promote offender rehabilitation. In February, the former Correctional Services Industries (CSI) was re-organised into the Industries & Vocational Training (I&VT) Section, starting a new era of services. The I&VT Section, now part of the Rehabilitation Division, provides gainful industrial work to prisoners as well as developing and supervising vocational training. The aim is to provide prisoners with a diversified set of skills that will strengthen their employability and self-reliance upon discharge.

In line with our policy of maintaining close contact and collaboration with other penal authorities in the region, a seminar on the rehabilitation of sex offenders was held in February 2009. The successful event, organised by the CSD and Caritas-Hong Kong, saw delegates from government departments and non-government organisations in Singapore, Malaysia, Beijing, Guangdong, Guizhou, Macau and Hong Kong exchange views on how best to enhance the rehabilitation and management of sex offenders.

We are committed to providing quality care and support to our dedicated staff members, and to the community at large. As such, we are glad that the recommendations of the grade structure review for disciplined services grades were implemented in December 2009. CSD is also proud to be awarded the “Caring Organisation Logo” in 2009 for the fourth year running. This award recognises the sterling effort made by CSD staff, both in our day-to-day duties and in our charitable activities and community service work, to serve and provide for those in need.

Throughout 2009, the hard work and determination of our staff have allowed us to face up to new challenges and achieve our operational goals. I have every confidence that this trend will continue in 2010, as we endeavour to improve our services to the community at large.

KWOK Leung-ming, CSDSM
Commissioner of Correctional Services

首長級人員

Directorate Officers





- 1 郭亮明
惩教署署长
KWOK Leung-ming, Commissioner of Correctional Services
- 2 单日坚
副署长
SIN Yat-kin, Deputy Commissioner
- 3 邱子昭
助理署长 (人力资源)
(由2009年12月18日起)
YAU Chi-chiu, Assistant Commissioner (Human Resource)
(From 18 December 2009)
- 4 林国良
助理署长 (行动)
(由2009年12月18日起)
LAM Kwok-leung, Assistant Commissioner (Operations)
(From 18 December 2009)
- 5 李 双
助理署长 (更生事务)
LEE Sheung, Assistant Commissioner (Rehabilitation)
- 6 林季新
助理署长 (服务质素)
(由2009年10月13日起)
LAM Kwai-sun, Assistant Commissioner (Quality Assurance)
(From 13 October 2009)
- 7 曹振华
政务秘书
(由2009年8月3日起)
Herman C.W. CHO, Civil Secretary
(From 3 August 2009)




赤柱監獄
Stanley Prison



第1章
CHAPTER

部門運作及院所管理

Operations And Institutional Management

院所在八号风球下运作
Institution operates under typhoon
signal 8



二零零九年，行动科在羁押管理方面取得多项成果。励志更生中心迁址后，纾缓了男性更生中心的挤迫情况及有助加强资源运用。此外，沙咀劳教中心正式刊宪易名为沙咀惩教所，同时收纳劳教中心的受训生，以及原本在歌连臣角惩教所和壁屋惩教所服刑的教导所召回所员，藉此纾缓教导所的挤迫情况。罗湖综合惩教所工程预计于二零一零年年中完成，提供1 400个惩教名额。

Over 2009, the Operations Division achieved much in its custodial management. The relocation of Lai Chi Rehabilitation Centre relieves the overcrowding of male rehabilitation centre and enhances resources utilisation. Sha Tsui Detention Centre has been gazetted as Sha Tsui Correctional Institution to accommodate Detention Centre inmates and Training Centre recallees from Cape Collinson Correctional Institution and Pik Uk Correctional Institution which alleviates overcrowding in Training Centres. The Lo Wu Correctional Complex (LWCC), with a capacity of 1 400 penal places, is expected to complete construction in mid 2010.

与去年比较，院所整体的挤迫情况稍为获得改善，但惩教名额仍然明显不足，特别是收押所的情况。我们会在二零一零年继续致力提高院所的运作效率，并集中更新陈旧设施和善用资源。

我们的首要工作之一是推动设施现代化，并探讨其他发展计划，以提供优质羁管服务。待罗湖惩教所重建计划竣工后，荔枝角惩教所、芝麻湾惩教所和芝新惩教所的囚犯会陆续调迁至罗湖综合惩教所。至于芝麻湾监狱范围的重新发展计划，则有待立法会批准拨款。此外，我们已计划在二零一零年年底开展计划，把荔枝角惩教所重建为荔枝角收押所的附属中心。

为解除对在囚人士投票资格的所有限制，《在囚人士投票条例》于二零零九年十月制定。修订法例容许在囚人士参与投票活动，进一步令囚犯更生的工作更为开放。

Though overcrowding at the aggregate level improved slightly as compared with last year, there is still a significant shortfall in penal places, especially in reception centres. In 2010, we will continue to strive for operational efficiency, targeting to modernise out-fashioned facilities and optimise the use of resources.

With a view to providing high-quality custodial services, we endeavoured to prioritise our agenda in modernising facilities and to explore alternative development plans. The prisoners of Lai Chi Kok Correctional Institution (LCKCI), Chi Ma Wan Correctional Institution (CMWCI) and Chi Sun Correctional Institution (CSCI) will be gradually decanted to LWCC upon its completion. The institutions in Chi Ma Wan will then be redeveloped, pending funding approval from Legislative Council. The plan to redevelop LCKCI as an annex to Lai Chi Kok Reception Centre is scheduled to commence in late 2010.

The Voting of Prisoners Ordinance was enacted in October 2009, lifting all restrictions of prisoners' right to vote. The legislative amendment further enhanced the liberal management towards prisoners' rehabilitation where they can participate in voting activities.



首批所员抵达迁址后的励志更生中心。
The first batch of inmates arrive at the new Lai Chi Rehabilitation Centre.



沙咀劳教中心易名为沙咀惩教所。
Sha Tsui Detention Centre is renamed to Sha Tsui Correctional Institution.

我们会继续致力提高服务质素，竭力维持院所的保安和良好纪律状况，以提供合适的环境，协助囚犯重返正途。凭着职员尽忠职守和竭诚服务的精神，行动科定能继续面对未来的挑战，不负公众期望。

男囚犯

年内，被判监禁的成年男囚犯有9 520人，还押羁留的则有6 005人。

长刑期的成年囚犯，包括被判终身监禁者，被囚禁在赤柱监狱及石壁监狱。

二十一岁以下被判监禁的年轻男囚犯有388人，644人还押于壁屋惩教所。

为了纾缓荔枝角收押所的挤迫情况，我们现正拟定计划，把荔枝角惩教所重建为荔枝角收押所的附属中心。

女囚犯

年内，被判监禁的成年女囚犯有4 826人，还押羁留的则有1 897人。

We are committed to continually improving our quality of service and take steadfast actions to maintaining security, good order and discipline in institutions so as to provide an environment conducive to prisoners' reintegration. With the commitment and unwavering support of our staff, the Division will live up to the challenges and public expectations.

Male Prisoners

9 520 adult males were sentenced to imprisonment and 6 005 remanded in our custody.

Adult prisoners on long term sentences, including life imprisonment, are accommodated in Stanley Prison and Shek Pik Prison.

388 young males under the age of 21 were sentenced to imprisonment and 644 were remanded in our custody at Pik Uk Correctional Institution.

To alleviate the overcrowding problem of Lai Chi Kok Reception Centre (LCKRC), we are now consolidating a plan to redevelop Lai Chi Kok Correctional Institution as an annex to LCKRC.

Female Prisoners

4 826 adult females were sentenced to imprisonment and 1 897 remanded in our custody.



选举管理委员会主席彭键基法官(右三)视察荔枝角收押所投票站的运作。
Chairman of the Electoral Affairs Commission, Mr Justice Pang Kin-kee (third from right), visits the polling station set up at Lai Chi Kok Reception Centre.



巡狱太平绅士了解教导所为所员提供的更生服务。
Visiting Justices of the Peace learn about the rehabilitative services provided to inmates by the Training Centre.



人员向值日主管报告受训生训练进展。
Divisional staff member reports to the Day Orderly Officer on the progress of trainees.

大榄女惩教所设有成年女囚犯组、还押犯组及收纳高度设防类别囚犯的小组。囚犯会获分派从事具生产力及有意义的工作。

芝麻湾惩教所及荔枝角惩教所收纳中度设防类别的成年女囚犯，而芝新惩教所则收纳低度设防类别的成年女囚犯。

二零零九年，女惩教院所收容额仍然不敷使用，平均每天收容1 936名女囚犯。为解决这问题，我们已开展多项工程，其中罗湖综合惩教所预计在二零一零年落成，提供1 400个惩教名额以收纳荔枝角惩教所、芝麻湾惩教所及芝新惩教所的囚犯。

囚犯的一般待遇

经由分类及编级委员会评估后，囚犯须接受全面的身体检验，并参加短期启导班，以接受有关规则、规例、权利、特惠及福利援助的指导。

囚犯如有需要，可向部门的投诉调查组、巡狱太平绅士或经由其他渠道作出投诉。这些程序已用中英文告示清楚列出，张贴在显眼地方。

Tai Lam Centre for Women comprises an adult female section, a remand section and a small unit for prisoners of high security risk. Prisoners are provided productive and meaningful work opportunities.

Chi Ma Wan Correctional Institution (CMWCI) and Lai Chi Kok Correctional Institution (LCKCI) house adult female prisoners of medium security risk while Chi Sun Correctional Institution (CSCI) holds minimum-security prisoners.

Capacity for female prisoners was still exceeded in 2009 with average daily penal population of 1 936. Several projects have been initiated to solve the problem. Upon completion of the Lo Wu Correctional Complex in 2010, 1 400 penal places will be provided there to accommodate prisoners of LCKCI, CMWCI and CSCI.

General Treatment in Prisons

After assessments by the Classification and Categorisation Board, prisoners undergo thorough medical examination and a short induction course receiving instruction on rules and regulations, rights, privileges and welfare assistance.

Prisoners who feel aggrieved may lodge complaint to the Department's Complaints Investigation Unit, or to visiting Justices of the Peace and other external complaint handling channels. The information are publicised in bilingual notices in a prominent and clear fashion.

成年囚犯必须按法例的要求工作。本署为他们安排工业生产及工艺活动，例如木工、金工及制衣等，为他们提供有意义的工作，令其生活更充实；同时又安排更生活活动，包括不同行业的职业训练、康乐、体育活动和教育课程。

励新惩教所职业训练中心向成年囚犯提供自愿性职业训练，为出狱后作好就业准备。我们已开展计划，探讨为所有囚犯提供自愿性质的职业训练是否可行。

教导所

根据《教导所条例》，年轻所员必须接受为期六个月至三年的教导及感化。有关教导是根据个人设定，并会个别跟进，确保取得最大成效。院所会按个别所员的进度决定他们的获释时间。

教导所所员均须接受由经验丰富及合格人员提供的启导教育及职业训练课程，让所员为未来就业作好准备，培养良好的学习技能。所员可选择全面培训，获释后本署会协助寻找工作。

康乐活动如球类比赛及田径运动由合格的体育导师定期举办。课外活动主要包括童军活动，而其他活动则包括兴趣班、音乐、艺术、弈棋和阅读。

年内，教导所共收纳110名青少年男所员及12名青少年女所员。

劳教中心

沙咀惩教所收纳年轻受训生，让他们学习与人相处之道，建立自尊。年内，沙咀惩教所共收纳

Adult prisoners have to work as required by law. Industrial activities and crafts such as carpentry, metalwork and garment making are offered to keep them gainfully occupied. Rehabilitative activities including vocational training are provided in a wide range of trades, recreation, physical training and education.

Lai Sun Correctional Institution Vocational Training Centre provides adult prisoners with voluntary vocational training towards better employment prospects. A plan is initiated to explore the feasibility of extending voluntary vocational training to more prisoners.

Training Centres

The Training Centres Ordinance stipulates six months to three years of training for young offenders. Training is fully individualised and monitored to guarantee the best results possible. Release will be based on individual performance.

All inmates undergo introductory education and vocational training classes taught by experienced and qualified professionals. Classes present opportunities for future employment and skill betterment. Inmates may opt for full course education and accept the Department's assistance in securing employment after release.

Recreational activities such as ball games and athletics are conducted regularly by qualified instructors. Extra curricular programmes consist mainly of scouting activities. Others include hobby classes, music, arts, chess and reading.

In 2009, 110 male and 12 female young offenders were admitted.

Detention Centre

Sha Tsui Correctional Institution accommodates young male detainees and offers them a programme of social rehabilitation and self-respect building. 187 young detainees





惩教人员致力做好防疫措施，维护安全健康的羁押环境。
Correctional staff takes preventive measures against epidemic to uphold a safe and healthy custodial environment.



院所为所员提供合乎营养标准的膳食。
Institutions provide inmates with meals which meet nutrition requirements.



体育运动使在囚人士身心健康。
Sports activities keep inmates physically and mentally healthy.

187名21岁以下的青少年受训生及33名21岁至25岁以下的青年受训生，羁留期分别为一个月至六个月及三个月至12个月，院所并会个别跟进训练进度。

更生中心

至于14岁至21岁以下的青少年囚犯，我们于更生中心推行留宿更生计划，结合惩教院所的训练和中途宿舍功能，让他们可以工作、上学及参与其他活动，以期改过自新。青少年囚犯获释后须接受一年的法定监管。年内，入住更生中心的男性青少年囚犯有233人，女性青少年囚犯有68人。

戒毒所

喜灵洲戒毒所收纳男性戒毒者，而女性戒毒者则在其附属中心分开囚禁。

戒毒治疗为期两个月至12个月不等，结合工作与治疗，协助吸毒者戒除对毒品的倚赖，纠正犯罪行为，重拾自信及恢复身心健康。

辅导课程旨在协助所员面对挑战，院所并特设防止重染毒癖课程，让所员为日后的生活做好准备，远离毒品。所员获释重返社会后，须接受12个月的监管。

under the age of 21 and 33 young adults aged 21 to under 25 were admitted in 2009. Training periods are one to six months and three to 12 months respectively. Training progress is constantly monitored.

Rehabilitation Centres

For offenders aged 14 to under 21 years, residential rehabilitation programme is offered at rehabilitation centres. It combines training at a correctional facility with half-way house residence where inmates may work, attend school and engage in other activities towards rehabilitation. Discharged young offenders are subject to one year's statutory supervision. 233 male and 68 female young offenders were admitted in 2009.

Drug Addiction Treatment Centres

The Hei Ling Chau Addiction Treatment Centre accommodates male drug abusers, with female drug abusers separately accommodated at the facility's annex.

Treatment lasts from two to 12 months, with work and therapy combined to rid individuals of dependence, correct criminal behaviour and restore confidence and health, both physical and psychological.

Counselling offers means for inmates to cope with challenges, with a Relapse Prevention Programme preparing inmates for release and a drug-free life. Supervision follows discharge for a period of 12 months as inmates reintegrate in society.



押解及支援组人员参与「和谐十号」演习。
Members of the Escort and Support Group take part in departmental exercise Concord X.



警卫犬队成功训练工作犬嗅查手提电话。
The Correctional Services Dog Unit successfully trained dogs for sniffing mobile phones.



购自内地的警卫犬诞下的新一代。
The new generation of working dog whose parent is procured from the Mainland.

年内，戒毒所共收纳1 243名成年所员及329名青少年所员，当中男性占1 252名，女性则占320名。

医疗卫生服务

在卫生署协助下，所有院所均设有医院或诊疗室，由合资格人员提供医疗服务。透过定期监察，确保维持最高度的卫生和医疗水平。

小榄精神病治疗中心的所员由医院管理局精神科医生负责照料，以便灵活地为他们提供高水平的个别治疗。

牙科诊疗包括镶嵌假牙、简单补牙及脱牙等，为有需要的囚犯提供服务。院所亦提供产前检查及产后护理服务，而快将分娩的囚犯会被送到公立医院。囚犯如需在公立医院接受治疗，会获安排入住玛丽医院或伊利沙伯医院的羁留病房。此外，我们会安排人手及特别设施帮助有残障的囚犯。我们继续加强这方面的服务，持续改善有关的羁押环境。

我们重视爱滋病毒预防及认知工作。目前，爱滋病在院所内仍属罕见，但我们会密切留意有关情况。另外，为配合政府的反吸烟政策，各院所继续大力宣传，说明吸烟的祸害，并提供有关辅导。

In 2009, 1 243 adult inmates and 329 young inmates were admitted to drug addiction treatment centres. Among them, 1 252 were males and 320 were females.

Medical and Health Services

In collaboration with the Department of Health, all institutions have on-premises hospitals or infirmaries staffed by qualified personnel. Hygiene and medical standards are the highest available and constantly monitored.

Inmates at the Siu Lam Psychiatric Centre are cared by Hospital Authority psychiatrists with a high degree of individual treatment and flexibility.

Dental treatment covers the provision of dentures, simple fillings and extractions, and available to inmates if required. Ante-natal and post-natal care is also provided while babies are delivered in public hospitals. Cases requiring medical intervention in public hospitals are directed to our custodial wards in Queen Mary and Queen Elizabeth Hospitals. Facilities and staff serve and rehabilitate prisoners with disabilities. We continue to improve and adapt on this front, with accommodations constantly improving.

HIV prevention and awareness are featured in programmes. Persons in custody are monitored for the disease which remains rare in the system. In line with the government policies, advocacy and counselling on the hazards of smoking continue to be emphasised in institutions.

押解及支援组

押解及支援组主要负责押解还押犯及囚犯出庭应讯、前往就医及其他正式的会晤，而在发生紧急事故时，则负责向有关惩教院所提供策略支援。

此外，该组负责管理终审法院、高等法院、区域法院和观塘法院的羁留室，并派员到各裁判法院，把需要还押羁留的人士带返院所。

惩教署警卫犬队

惩教署警卫犬队训练犬只执行巡逻和缉毒工作。警卫犬队分别在港岛、新界、喜灵洲和大屿山设有四支分队。年内，我们向内地购买了四头犬只加入警卫犬队。

Escort and Support Group

The Group escorts remands and prisoners to attend courts, medical treatment or other official appointments, and provides tactical support to penal institutions in emergencies.

The Group is also responsible for Cell Holding Units in the Court of Final Appeal, High Court, District Court and Kwun Tong Law Courts. Staff are deployed to Magistracies when taking custody of inmates.

Correctional Services Dog Unit

Canines are trained and used to patrol and carry out drug detection duties. There are four regional dog teams located on Hong Kong Island, New Territories, Hei Ling and Lantau. In 2009, four dogs were procured from the Mainland to join the services of the Unit.



第2章 更生事務
CHAPTER Rehabilitation



入夜后继续探访受监管者
Home visits to supervisees continue
in the evening



更生事务科致力提供适切的更生服务，以协助罪犯重新融入社会，成为奉公守法的市民。踏入第十二个年头，更生事务科除了继续推行现有计划外，并会制定新措施加强服务。

The Rehabilitation Division is committed to facilitating the reintegration of offenders into society as law-abiding citizens through the provision of suitable rehabilitative services. In the twelfth year of our decade of work, we continued our on-going initiatives and introduced enhanced services.

—— 零零九年，我们继续推行「罪犯风险与更生需要评估及管理程序」，识别有羁管需要和再犯罪风险的罪犯，以及为所员和年轻罪犯提供更生计划配对，并会于二零一零年一月把计划配对推展至成年在囚人士。我们又成立独立的性罪犯治疗顾问小组，定期检讨本署为性罪犯提供的更生服务。同时，为强化性罪犯的更生服务，本署将研发一套专为本地性罪犯而设的心理评估工具综合组套，以更准确了解成年及年轻性罪犯的再犯罪风险和治疗需要。我们继续与著名学者合作发展评估方法和技巧，评估成年暴力罪犯的再犯罪风险和治疗需要，并为女性罪犯制定切合需要的心理更生计划。

二零零九年二月，本署把原来隶属于行动科的工业组改组为隶属于更生事务科，并与职业训练组合并，易名为工业及职业训练组，以加强多个工业的职业培训元素，让更多在囚人士有机会接受职业训练，以及取得外间机构的认证及认可资历。

少数族裔在囚人士的服务获进一步改善，包括举办广东话兴趣班。本地在囚人士的释前辅导和训练亦同时加强，鼓励他们在获释后如有需要，可向香港善导会和其他非政府机构寻求协助。我们又向成年在囚人士推广「无烟健康生活」，并设立了「戒烟辅导小组」，为有意戒烟的在囚人士提供辅导。

During 2009, we continued to implement the Risks and Needs Assessment Protocol to identify prisoners prone to custodial and re-offending risks, and to deliver rehabilitative programmes matching the needs of inmates and young prisoners. This will be extended to adult prisoners in January 2010. We have set up an independent Treatment Advisory Panel to regularly review the rehabilitative services for sex offenders. For service enhancement, we will develop a comprehensive battery of assessment tools for adult and young sex offenders to accurately understand their re-offending risks and treatment needs. We also continued our collaboration with renowned academics to develop tools for assessing re-offending risks of adult violent offenders and a gender-specific rehabilitative programme for women offenders.

In February 2009, we transferred the Correctional Services Industries (CSI) from the Operations Division to the Rehabilitation Division and integrated it with the Vocational Training Unit, renamed the new combined unit as the Industries and Vocational Training Section. We took steps to increase the element of vocational training in several industries so that more prisoners could have the opportunity to receive vocational training and attain external accreditation and recognised qualifications.

Services for ethnic minority prisoners were further improved including organising Cantonese hobby classes for them. For local prisoners, they were provided with enhanced pre-release preparation which also encouraged them to seek help from the Society of Rehabilitation and Crime Prevention, Hong Kong and other Non-Government Organisations after release. A campaign to promote a "Healthier, Smoke-free Life" among adult prisoners was launched, and smoking counselling and cessation courses were run for those who wish to quit smoking.



本署邀请顾问小组就性罪犯治疗服务进行检讨。
The Department invites an advisory group to review sex offender treatment programmes.



人员为戒毒所所员安排小组活动。
Correctional officer organises a group activity for young inmates of the addiction treatment centre.



为配合在二零零九年推行的新高中教育，我们已向青少年在囚人士加强新学制的教育支援。

我们亦继续推行「更生先锋计划」，为青少年提供公众教育，进一步向他们灌输防止犯罪和罪犯更生的概念。

判前评估服务

判前评估服务为法庭提供准确的罪犯特性报告，尽量提高评估的重要性，令更生服务得以有效进行。年内，判前评估组18名职员合共处理5 132宗个案。

青少年罪犯评估专案小组由惩教署及社会福利署专业人员组成，协助法庭处理年轻罪犯个案。专案小组进行会见及评估，建议合适的更生计划。年内，小组共处理320宗法庭转介的个案，而小组的建议有88.4%获得接纳。

福利及辅导服务

在囚人士可能会在服刑的初期出现适应问题，因此，当他们进入惩教院所后，我们会随即为他们提供福利和辅导服务。这些服务的主要目的是配合在囚人士的福利需要，协助他们应付适应上的问题，并处理其犯罪行为，为日后重新融入社会作好准备。二零零九年，我们进行了130 682次个别辅导晤谈和举办了1 840次重新融入社会释前启导课程。

To tie in with the implementation of new senior secondary education in 2009, we have strengthened education support for young offenders under the new curriculum.

We have continued to launch our enhanced public education initiatives for youth under the Rehabilitation Pioneer Project which focuses and disseminates the messages of crime prevention and offender rehabilitation to young people.

Pre-sentence Assessment Services

Pre-sentence Assessment Services provide the court with accurate profiles of offenders, maximising the value of assessments and facilitating effective rehabilitation. In 2009, 18 assessment staff handled a total of 5 132 cases.

The Young Offender Assessment Panel, composed of correctional and social welfare professionals, assists the court in handling cases involving young offenders. The Panel conducts interviews and assessments, making suitable recommendations for appropriate rehabilitative programme. In 2009, the Panel handled 320 referrals, of which 88.4 % were accepted.

Welfare and Counselling Services

We render welfare and counselling services to offenders right from their admission to correctional institutions when they may be facing the most difficult time during custody. The main objectives of the services are to cater for offenders' welfare needs, help them deal with their adjustment problems, address their offending behaviour and prepare them for reintegration into society. In 2009, we conducted 130 682 individual counselling sessions, and 1 840 pre-release re-integration orientation courses.



年青所员参与东亚运火炬接力传递。
Young inmates participate in the East Asian Games torch relay.



院所引入乒乓球训练，协助所员更生。
Correctional institution introduces table tennis training for young offenders' rehabilitation.



教导所所员在证书颁发仪式上表演。
Inmates of Training Centre perform at the certificate presentation ceremony commending their achievements in public examinations.

心理服务

心理服务旨在纠正在囚人士的犯罪倾向行为，促进他们的心理健康。本署利用临床方法，进行系统性的罪犯行为评估，并予以跟进。我们亦继续发展各项针对犯罪行为的持续计划。

年内，心理服务组合共为在囚人士进行了 33 294 次辅导晤谈，拟备共 590 个评估报告。

教育

教育组为年轻在囚人士提供度身订造的普通及实用科目课程。本署不断提升设施，改善学习资讯科技及语言课程。成年在囚人士方面，我们与香港公开大学及其他教育机构合作，推广高等教育及自我增值学习，并安排惩教更生义工团成员为他们举办学习班。我们亦向在囚人士提供资助。二零零九年，在囚人士在各公开考试共报考 1 058 卷，整体及格率为 67.5%。

监管服务

监管服务为年青所员、戒毒者和某些在囚人士提供保障，协助他们重新融入社会。监管人员在罪犯羁留期间，协助他们及其亲友建立互相尊重及支持的关系。更生程序管理系统现已全面自动化，让监管人员使用全面及准确的方法，计划罪犯的更生和监察其表现。截至年底，接受法定监管的合共有 2 952 人。

Psychological Services

Targeting offending behaviour by addressing criminogenic needs, psychological services are rendered to enhance the psychological well-being of offenders while under custodial care. Using clinical tools, numerous offender profiles can be identified systematically and acted upon. Development in different on-going programmes targeting offending behaviours continues.

In 2009, 33 294 counselling sessions were conducted and 590 assessment reports prepared.

Education

The Education Unit caters to young offenders with custom programmes, focusing on general and practical studies. Facilities are continuously upgraded to allow for better IT and language courses. For adult offenders, we cooperate with the Open University of Hong Kong and other institutions to promote higher learning and self-improvement, and have arranged members of CSD Rehabilitation Volunteer Group to run educational classes for them. Financial aid is also available to inmates. In 2009, a total of 1 058 public examination papers were attempted and the overall passing rate was 67.5 %.

Supervision Services

Supervision Services safeguard young inmates, drug addicts and certain prisoners in transition back into society. Supervision staff work with inmates and their social networks to garner respect and support. The Rehabilitation Programme Management System is now completely automated to support supervision staff with a comprehensive and accurate means of structuring supervised rehabilitation and monitoring for compliance. At the end of 2009, 2 952 persons were under active statutory supervision.



「有粽计划」为更生人士提供就业机会。
The "Rice Dumpling Production Project" widens employment opportunities for rehabilitated offenders.



「非政府机构关怀服务日」开展礼。
Kick-off ceremony of the "NGO Service Day".



社区人士探访在囚人士及其年幼子女。
Community members visit inmates and their young children.

中途宿舍

中途宿舍计划是劳教中心、教导所、戒毒所或监狱提供的更生服务的延展。获释后的受监管者可入住中途宿舍，日间可出外工作或上学，从而更容易重返社会，以及增强纪律和公民意识。宿舍也提供康乐和社交活动。

非政府机构

非政府机构与本署紧密合作，推行更生工作。年内，来自70个非政府机构超过二千多名义工参与各种服务，范围由提供辅导至筹办文化、宗教及康乐活动等。我们将于二零一零年一月与香港城市大学合办名为「义务工作助更生」的论坛，加强与非政府机构合作。此外，我们更设立网上互动平台，以便使用者进行讨论和订立措施。

促进社区参与

我们积极争取社会支持，促进社区参与「助更生」工作。在众多伙伴中，成员包括来自不同界别领袖与专业人士的社区参与助更生委员会，就助更生策略（特别是宣传计划）向本署提供意见。

惩教更生义工团举办多项活动以补充服务，务求切合在囚人士的需要。义工团共有348名义工，于年内为惩教院所的在囚人士举办语文、电脑等研习班及其他文化兴趣活动。

Half Way House Programme

Half Way House Programme extends efforts past detention, training and drug addiction treatment centres or prisons. Supervisees may reside in a half way house from which they can work or attend school for better reintegration, discipline and civic awareness. Recreational and social activities are also available.

Non-Government Organisations (NGOs)

NGOs work closely with the Department to help with rehabilitation. In 2009, more than 2 000 volunteers from 70 NGOs served from counselling to the organisation of cultural, religious and recreational projects. We will hold a forum entitled "Volunteering—A Strategy for Achieving Effective Offender Rehabilitation" in January 2010 in conjunction with the City University of Hong Kong to boost cooperation with NGOs. An online platform was available to provide users with interactive aids for discussion and setting up initiatives.

Community Engagement

We reach out to the community to seek public's engagement for offender rehabilitation. Among other partners, the Committee on Community Support for Rehabilitated Offenders, composed of leaders and professionals from different walks of life, advises on rehabilitation strategies notably publicity programmes.

CSD Rehabilitation Volunteer Group (CSDRVG) organises activities to supplement services in meeting the needs of inmates. With 348 volunteers, the Group conducted language courses, computer studies, cultural pursuits, etc., for offenders in various correctional institutions in 2009.

助更生宣传活动自一九九九年展开，为在囚人士与社会建立一道桥梁。二零零九年，通过各种活动，包括电视宣传短片及电台宣传声带、非政府机构关怀服务日，以及惩教更生义工团义工颁奖礼等，让更多市民明白同心协力帮助罪犯更生的需要，以及他们在这方面所担当的重要角色。

更生先锋计划

「更生先锋计划」包括一系列教育讲座、探访和青少年论坛。讲座提供香港刑事司法体系和惩教署羁管及更生服务的基本资料。「面晤在囚人士计划」安排青少年学生参观惩教院所，并与在囚人士面对面交流，让他们了解犯罪的后果，以补充其他灭罪方法的成效。「绿岛计划」向青少年宣传禁毒信息及环境保护的重要性。参加者与喜灵洲戒毒所的青少年所员会面，了解吸毒的祸害。参观香港惩教博物馆可加深参观者对惩教工作的了解，尤其是大众的支持对罪犯更生的重要性。「人生交叉点」青少年座谈会是另一项防止罪行计划，通过安排机会让更生人士现身说法，向学生详述犯罪的后果。

Publicity activities have been ongoing since 1999, constituting a bridge between offenders and society. Through such activities as TV and Radio Announcements in the Public Interest, NGO Service Day, and Award Presentation Ceremony for Volunteers of CSDRVG held in 2009, the need for collaborative efforts to help offenders rehabilitate and the important role members of the community play to that end gained greater exposure.

Rehabilitation Pioneer Project

The Rehabilitation Pioneer Project covers a series of educational talks, visits and forums for youth. The talks provide basic information on Hong Kong's criminal justice system and CSD's custodial and rehabilitative services. The Personal Encounter with Prisoners Scheme complements other crime fighting tools, as young students visit correctional institutions and meet with inmates to share experiences and cautionary lessons. The Green Haven Scheme promotes anti-drug messages and the importance of environmental protection among young people. Participants meet with young inmates at treatment centres on Hei Ling Chau, gaining insight into the detrimental effects of drug abuse. Visits to Hong Kong Correctional Services Museum foster participants' understanding of the development of correctional services, particularly the importance of public support for offender rehabilitation. The Options in Life Student Forum is another crime prevention programme under which rehabilitated offenders are arranged to address students and elaborate on the consequences of crime.



到受监管者的工作地点探访
Visit to a supervisee's workplace

第3章
CHAPTER

工業及職業訓練
Industries and Vocational Training



深灣洗衣工場工作于傍晚完畢
Work in Shum Wan Laundry finishes at nightfall



懲教工业于一九七八年设立，负责按照法例安排囚犯从事有用工作。安排囚犯工作和劳动，既可令监狱管理工作更见成效，亦有助囚犯日后重新融入社会。

Since its establishment in 1978, the Correctional Services Industries (CSI) has played a statutory role to provide prisoners with useful work. Assignment of work and labour for prisoners not only contributes to effective prison management, but also serves as a meaningful regime to facilitate their reintegration after release.

为 加强囚犯的职业训练，本署在二零零八年对惩教工业作出检讨。检讨结果确定惩教工业应在维持监狱稳定与协助提供安全及人道羁管环境方面，须继续发挥重要的作用，而惩教工业亦要作出策略调整，配合部门更生服务的方向，除安排囚犯从事有意义的生产工作外，并提供合适和获社会认可的职业训练课程，提升囚犯的工作技能。

因应上述检讨结果，并为了更有效协调惩教工业与提供更生服务的工作，本署由二零零九年二月起，把惩教工业改组为工业及职业训练组。

惩教工业的发展

新设立的工业及职业训练组继续以具成本效益的方式，向公营机构提供多元化的产品和服务，为囚犯取得合适而足够的工作订单，并能节省公帑。二零零九年，该组所提供的产品和服务的商业价值约4.39亿元。

优质的客户服务是确保稳定工作订单供应的关键，因此我们一直与各政府部门客户保持紧密的合作关系，开发及改良产品和服务。年内，我们开始为政府纪律部队供应风褸及功能布缝制的衬衫；亦拓展了书籍装订业务，为香港中文大学和香港理工大学的酒店及旅游资源中心提供服务；另

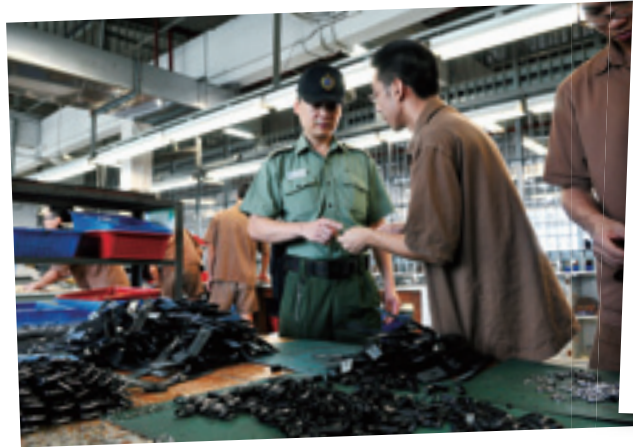
To strengthen vocational training for prisoners, the Department conducted a review of the CSI in 2008. The review confirmed that the CSI should continue to play an important role in maintaining prison stability and supporting the safe and humane custody of prisoners. It also indicated that CSI's role should be strategically adjusted to become more rehabilitation-oriented for enhancing prisoners' capability and capacity by engaging them in gainful and productive work, as well as providing them with suitable and socially recognised vocational training.

In response to the review results, and with a view to achieving better co-ordination with the provision of suitable rehabilitative services, the Department reorganised the CSI to form a new Industries and Vocational Training (I&VT) Section in February 2009.

Industries Development

The new I&VT Section continues to provide a wide range of goods and services to the public sector in a cost effective manner. It manages to secure suitable and sufficient work for prisoners and help achieve public savings. In 2009, the total commercial value of goods and services provided was \$439 million.

Quality customer service is a key factor to ensure stable supply of work and we have been maintaining close partnership with client departments to develop and improve products and services. In the year under review, we successfully completed the development and started supplying windproof jackets and performance fabric shirts to disciplinary forces of the Government. We extended our book lamination service to the Chinese University of Hong Kong and the Hotel and Tourism Resources Centre of Hong Kong Polytechnic University. We have also taken new



工艺教导员指导囚犯制作皮革制品。
An instructor teaches prisoners on the production of leather products.



印刷及标志制作工场内合资格囚犯可取得认可证书。
Qualified prisoners from the printing and sign-making workshops can obtain accredited certificates.

外又接获新订单，包括为香港海关机场科印制季刊、资料小册子及年报。

二零零九年夏季，香港爆发人类猪型流感，我们与政府物流服务署紧密合作，增加供应过滤口罩和即弃式长袍等个人保护设备；同时又配合医院管理局的运作需要，提供有效率的洗熨服务，储备主要的医院被服作为紧急存货。因应在香港举行的2009东亚运动会，我们亦为运输署和路政署供应临时道路标志和触觉地砖。

安排囚犯工作

二零零九年，每日平均有5 419名囚犯获安排在140多个工场内工作，当中涵盖13个行业，而其他囚犯则从事日常杂务，例如清洁、厨房及维修工作等。

职业训练发展

为囚犯提供职业训练一直是更生工作的重要一环。自工业及职业训练组设立以来，我们在工业生产部分增加了职业训练元素，成效令人鼓舞。除原有的基本技能和商科职业训练课程外，我们还让在院所内从事各行业生产和其他杂务工作的成年囚犯参加获外间机构认可的训练课程。有关课程包括获雇员再培训局资助开办的洗衣工场助理课程；由制衣业训练局开办的成衣市场学证书课程；以及由建造业议会训练学院讲授的油漆及粉饰课程。此外，我们亦协助在印刷及标志制作

orders including printing of quarterly newsletters, information leaflets and annual reports for the Airport Command of Customs and Excise Department.

In the outbreak of Human Swine Influenza in summer 2009, we worked closely with the Government Logistics Department for an increase in the supply of personal protective equipment like filter masks and disposable gowns, and with Hospital Authority for provision of efficient laundry services and building up an emergency stock of essential linen articles to cope with their operational needs. We also contributed in the 2009 East Asian Games held in Hong Kong by supplying temporary road signs and tactile slabs to the Transport and Highways Departments.

Employment of Prisoners

In 2009, a daily average of 5 419 prisoners were employed in 13 trades in more than 140 industrial workshops. Other prisoners were engaged in essential domestic duties such as cleaning, kitchen and maintenance work.

Vocational Training Development

Provision of vocational training to offenders has been an important component of our rehabilitation regime. After the setting up of I&VT Section, there was encouraging progress in increasing the element of vocational training in our industries. Apart from the usual technical and commercial vocational training courses, work-related training courses accredited by external authorities were introduced for adult prisoners working in different production trades and domestic parties in various institutions. These included the laundry assistant training courses financed by the Employees Retraining Board, clothing marketing certificate courses organised with the Clothing Industry Training Authority and painting and decoration courses of the Construction Industry Council Training Academy. We also helped skilled prisoners working in our printing and sign-



勵新懲教所作為釋前職業訓練中心的使命完結後，個別成年囚犯院所將引入合適的職業訓練。
 Upon completion of Lai Sun Correctional Institution's mission as a pre-release vocational training centre, vocational training will be extended to various adult institutions.



工場內有相關技術及經驗的囚犯，透過香港資歷架構下的過往資歷認可機制，申請由職業訓練局發出的認可證書。

二零零九年，成年及青少年囚犯合共報考了1 360項職業訓練公開考試和工藝測試，而及格率平均達96.9%。

總結勵新懲教所為成年囚犯提供全日制職業訓練課程的經驗與成效，我們進一步採取化整為零的策略，在不同的成年囚犯院所因應其運作環境及設施，設立職業訓練場地，提供更多機會讓成年囚犯按本身的背景，接受以市場為主導的全日制及部分時間制的職業訓練，同時通過參與監獄工場的工業生產實務運作，取得外間機構的認證及認可資歷，藉此提高更生工作效益。

設施管理

本署一直積極提升工業生產設施的水平，從而有效地提供優質產品和服務，維持競爭能力。年內，我們更換了大欖懲教所的混凝土物料調配設施，以改善廠房生產效率和工作環境；為多個金屬製品工場購置先進燒焊設備，使焊接工序更精確，提升品質控制；以及在屯門醫院洗衣工場裝置新的隧道式整燙機，以增加工場內整燙部的產量。

為配合上文所述將成年囚犯職業訓練推廣至各院所的策略，本署已逐步在個別院所設立訓練場地，包

making workshops apply for accreditation with statements of attainment issued by the Vocational Training Council through the Recognition of Prior Learning Scheme under the Hong Kong Qualifications Framework.

In 2009, adult and young offenders attempted a total of 1 360 vocational examination papers and trade tests with an average passing rate of 96.9%.

With the successful experience in organising full-time vocational training courses in Lai Sun Correctional Institution for adult prisoners, we went further to adopt a localisation strategy by setting up training venues in various adult institutions. This initiative will raise the effectiveness of our rehabilitation regime by giving adult prisoners more opportunities to receive market-oriented full-time and part-time vocational training tailor-made to their background and local operating context, and attain external accreditation and recognised qualifications in the course of their production processes in prison workshops.

Facility Management

We actively upgrade production facilities to sustain our competitiveness through the efficient provision of quality products and services. During the year, the aged concrete batching plant at Tai Lam Correctional Institution was replaced to improve production efficiency and working environment. Advanced welding equipment was introduced to metal workshops for precise process and quality control. At Tuen Mun Hospital Laundry, a new tunnel finisher was installed to increase the capacity of the finishing section.

In keeping with the aforesaid localisation strategy for vocational training of adult prisoners, the Department gradually set up more training venues in various institutions. To name

括把壁屋监狱的工场大楼改建为工业及职业训练大楼，提升原有的木工及制衣工场设备，以及提供更多训练设施，为壁屋监狱成年囚犯举办全日制和部分时间制职业训练课程；在麻埔坪监狱和壁屋监狱设立场地，以供举办中级工艺测试；以及在喜灵洲戒毒所和塘福中心设立获雇员再培训局核准的场地，举办环境洁净服务员训练证书课程。

资讯科技

工业及职业训练组一直广泛应用资讯科技，以提升运作效率及促进人员的学习。

二零零九年，我们开展了惩教工业生产管理及其控制系统的改善计划。本署将会加设电子订购系统，以提升效率及加强顾客服务。我们在部门内联网设立了资料夹，提供工业及职业训练组的最新发展及其他与工作有关的资料，以方便人员交流资讯，并将各作业方式标准化。

职员训练和发展

我们致力加强和提升人员的专业技术和知识，同时亦强化他们在组织和讲授职业训练课程的能力。

年内，共有745名工业及职业训练组人员，出席88项由部门、公务员培训处、香港大学专业进修学院及其他培训机构举办的训练及发展课程。课程内容除了最新的生产及产品质量管理知识外，还涵盖教学及职业训练技巧，以及关于职业安全及健康的基本知识。我们并安排人员参观配备现代化生产设施的厂房，以及参观海外机构组织，借鉴良好作业方式。

职业安全及健康

部门的职业安全及健康督导委员继续参照职业安全健康局的《安全管理工作守则》，在部门内担当领导和统筹角色，推动以稳妥、健康及安全的方式提供惩教服务。

一如既往，我们定期举行安全小组委员会会议，进行风险评估、安全检讨和研讨会，并持续改善工作环境；又派人员参加一年一度的职安健常识问答比赛，以提升同事的职安健意识。年内，我们在所有院所进行全面检讨，以了解担任不同工作岗位的囚犯在个人保护设备方面的需要，加强管制所有工作地点的安全操作。

a few, the workshop complex at Pik Uk Prison was renovated to become an “Industries & Vocational Training Building”, with its original carpentry and garment workshops upgraded and training facilities added for full-time and part-time vocational courses for adult prisoners. Venues for intermediate trade tests approved by the Construction Industry Council Training Academy were set up in Ma Po Ping Prison and Pik Uk Prison. Venues approved by the Employees Retraining Board for the certificate in environmental hygiene and cleaning worker training were also set up in Hei Ling Chau Addiction Treatment Centre and Tong Fuk Centre.

Information Technology

Information technology has been widely adopted in the I&VT Section to enhance operational efficiency and to facilitate learning.

In 2009, we started the enhancement project for our Manufacturing Management and Control System (MMCS). An e-ordering module will be incorporated to improve efficiency and enhance our customer services. A folder with information on the latest development of the Section and useful work-related information was uploaded onto the departmental intranet for sharing by staff and standardisation of practices.

Staff Training and Development

We seek to enrich and upgrade the technical knowledge of our staff in professional industrial operations, and to enhance their competence in organising and delivering vocational training.

During the year, 745 staff of I&VT Section attended 88 training and development programmes organised by the Department, Civil Service Training and Development Institute, HKU School of Continuing and Professional Education and other training providers. Apart from contemporary production and quality management, these programmes covered teaching and vocational training skills as well as basic knowledge related to occupational safety and health. Visits to factories with modernised production facilities, and overseas counterparts were also arranged for benchmarking good practices.

Occupational Safety and Health (OSH)

In accordance with the “Code of Practice on Safety Management” by the OSH Council, the Departmental OSH Steering Committee continued its leading and coordinating role to promote the provision of correctional services in a decent, healthy and safe manner.

As usual, we conducted regular safety committee meetings, risk assessments, safety reviews and seminars for continual improvement of work environment as well as participated in the annual OSH Quiz for enhancing relevant knowledge. A holistic review was conducted this year among all institutions to identify the needs of appropriate protective equipment for prisoners in different work posts as a measure to reinforce the control for safe operations in all workplaces.



屯门医院洗衣工场装置新的隧道式整烫机。
Tuen Mun Hospital Laundry installs new tunnel finisher.



大榄惩教所更换新的混凝土物料调配设施。
An aged concrete batching plant at Tai Lam Correctional Institution is replaced to improve production efficiency.



本署代表在职安健常识问答比赛勇夺亚军。
A CSD team wins the first runner-up in the Occupational Safety and Health Quiz.




第4章 人力资源管理

CHAPTER *Human Resource Management*



勇于克服挑战，为肩负使命做好准备
Overcome challenges and prepare for fulfilling the mission



人力资源科通过推行策略发展及员工培训的主要职能，继续致力维持高度投入及积极主动的工作团队。管理才能发展及培训有助参与者建立事业发展阶梯，以及取得所需技能，为日后晋升作好准备。

The Human Resource Division remains focused on maintaining a highly committed and motivated workforce through its primary functions of strategic development and training of staff. Management development and training helps formulate a structured career path for participants and prepare them with necessary skills as they move through the ranks.

我们设有谘询机制，以便与员工代表保持互惠的沟通，协助员工了解部门政策及所关注的问题。高级职员协商委员会及初级职员协商委员会每季均召开职员协商会议，讨论员工所关注的问题。年内并多次与员工代表举行特别谘询会议，就职员宿舍及职系架构检讨等特别事宜，收集员工的意见。

职员训练院为新入职人员提供基本训练课程。新入职的惩教主任须接受26星期的训练，而惩教助理的训练期则为23星期，当中包括派驻惩教院所实习两星期，训练内容理论与实践并重。二零零九年，共有116名惩教主任、195名二级惩教助理和6名工艺导师接受了入职训练。

二零零五年年中推出的管理才能发展及培训计划，旨在协助中层人员提升多方面的知识和技能。课程内容多元化，共分为13个单元，包括法律和行动方面的知识、领导才能培训，以及诚信和财务管理；同时亦提供学习平台，协助合资格人员建立专业，实践抱负。

A mutually beneficial dialogue with staff representatives is maintained through consultative mechanisms which serve to enhance understanding on policies and issues of concern. The Senior Departmental Consultative Committee and the Junior Departmental Consultative Committee hold quarterly staff consultation meetings to discuss issues of staff concern. Ad-hoc consultation was also conducted with staff representatives throughout 2009 to solicit staff views on particular matters such as officers' accommodation and the Grade Structure Review.

The Staff Training Institute (STI) is dedicated to providing effective basic training programmes to newly recruited staff members. Training courses last 26 weeks for Officers and 23 weeks for Assistant Officers, emphasising both theory and practice, and include a two-week field placement at penal institutions. In 2009, 116 recruit Officers, 195 recruit Assistant Officers II and 6 recruit Instructors participated in the recruit training course.

Introduced in mid-2005, the Management Development and Training Programme enhances the multi-dimensional knowledge and skills of mid-career officers. The Programme consists of 13 modules, offering diversified training topics from legal and operational knowledge, leadership skills to integrity and financial management. It also serves as a platform for aspiring officers in forging specific career paths.



解放军驻港部队司令员张仕波中将检阅毕业人员。
The Commander of the People's Liberation Army Hong Kong Garrison,
Lieutenant General Zhang Shibo, inspects correctional officers at a
passing-out parade.



新入职人员参观监狱工场，加深了解
服务运作。
New recruits visit prison workshop to enhance
understanding on the services.



在职人员修毕应用社会科学(惩教)高级文凭
课程。
Serving officers complete the Advanced Diploma in Applied Social
Science (Corrections) programme.

本署自二零零六年起全面推行历奇为本训练课程。职员训练院设有多元化户外训练设施，以供进行不同的历奇训练活动。现时大部分训练课程已加入历奇训练元素，协助受训者提升解决问题的能力，并增进团队合作，建立互信和自信。

本署设有室内和户外练靶场，以提供专业和完备的枪械训练课程。我们特别编定枪械处理复修课程，以增加职员对枪械应用的知识。年内，共有1 783名职员参加枪械训练课程和进行射击练习。

此外，我们举办压点控制战术训练员课程，以培训符合有关资格的导师及导师训练员。在47名受训者当中，除了本署人员，还包括来自内地、新加坡和澳门的监狱代表及本地其他纪律部队的人员。职员训练院并开办三班特别编定的防御控制战术训练课程，共有55名人员参加，以加强他们在惩教院所处理暴力事故的防御技巧。年内，我们亦为143名入境事务处职员提供监狱管理及战术训练。

本署又与外展训练学校及协青社分别合办共45班团队培训课程，共有491名惩教主任及惩教助理参加，藉此加强前线人员的领导技能和团队精神。

Broad-scale adventure-based learning has been implemented since 2006. Taking place in the multifunctional outdoor training facility at STI, a variety of adventure-based training activities is incorporated into most existing training programmes. These help nurture problem solving abilities, team cooperation, trust building and confidence among participants.

The Indoor and Outdoor Firing Ranges have provided facilities for complete and customised firearms training. Well-scheduled firearms refresher training programmes have reinforced the knowledge of staff members in handling firearms. A total of 1 783 staff underwent firearms training and participated in firearms practice in 2009.

Besides, a Pressure Point Control Tactics (PPCT) Trainers Training Programme was organised to train up qualified PPCT Instructors and Instructor Trainers. A total of 47 participants including our staff members and counterparts from the Mainland, Singapore and Macau as well as local disciplinary forces attended the training. The STI conducted three classes of specially devised Tactical Defensive Team Training Course for 55 staff members to reinforce their defensive skills in handling violent situation in penal institutions. It also provided 143 staff members of Immigration Department with penal management and tactical training during the year.

A total of 45 classes of Team Building Course for 491 Officers and Assistant Officers were organised jointly with the Outward Bound Training School and Youth Outreach to raise frontline staff's leadership skill and team spirit.



惩教紧急应变队实战训练。
Scenario training for Correctional Emergency Response Team.



压点控制战术训练加强人员处理暴力事故能力。
Training on Pressure point control tactics enhances ability of correctional staff in handling violent incidents.



内地、新加坡和澳门的监狱代表参加本署举行的战术训练。
Prison representatives from the Mainland, Singapore and Macau participate in tactics training conducted by the Department.

我们针对员工的需要，制定了一系列发展训练课程，包括复修课程、指挥课程和高级文凭课程。本署又与大学、管理顾问公司及公务员培训处紧密合作，举办优质增选课程，并开发新的训练范畴。年内，我们合共为1 677名职员举办了228项发展培训课程。

本署一直与大专院校密切合作，开办新的训练课程，例如专为惩教人员而设的应用社会科学(惩教)高级文凭课程，以增加他们的专业知识。

香港惩教博物馆向市民展示香港惩教体制的历史，以及惩教署在刑事司法体系中所担当的重要角色。场馆设有团体访客导赏服务，讲解更生工作的重要性。年内，有394个团体合共26 747名访客参观惩教博物馆。

职员关系及福利组负责统筹一切与职员福利有关的事宜，并为有需要的职员及其家属提供即时协助。惩教署福利基金亦为有需要的在职人员、退休人员及其家属提供贷款和补助金。该组亦负责管理惩教署中央基金，为本署人员提供保险服务，同事可自由参加。

A series of tailor-made development training programmes for staff are provided, ranging from refresher and command courses to Advanced Diploma. We have enlisted the help of universities, managerial consultants and the Civil Service Training and Development Institute in the provision of quality courses and new training perspectives. In 2009, we conducted a total of 228 development training courses for 1 677 staff members.

Besides, the Department has been working closely with tertiary institutions to generate new training initiatives. For instance, the Advanced Diploma Social Sciences (Corrections) Programme is tailor-made to enhance the professional knowledge of the staff.

The Hong Kong Correctional Services Museum showcases the history of penal systems in Hong Kong and their role as an integral part of the criminal justice system. Guided tours for group visitors are provided with the importance of rehabilitation emphasised. During the year, the Museum served 394 visiting groups with 26 747 visitors.

The Staff Relations and Welfare Unit co-ordinates all matters relating to staff welfare, and offers immediate assistance to staff and their family in times of need. Loans and grants for certain serving and retired personnel and family members are issued through the Correctional Services Department Welfare Fund. The Unit also administers the Correctional Services Department Central Fund to provide insurance coverage to staff on voluntary basis.



部门增设「署长杯」推动健康均衡生活。
The Department introduces the scheme of Commissioner's Cup to promote healthy and balanced lifestyle.



职员义工团探访独居长者。
Correctional Services Staff Volunteer Group visits single elderly residents.



惩教人员参与特殊奥运执法人员火炬慈善跑。
Officers participate in Law Enforcement Torch Run for Special Olympics.

惩教署人员子女教育信托基金为惩教助理及部门同等职系人员的子女提供经济援助，使他们能继续升学，接受高等教育。此外，接受全日制教育或训练的残疾儿童亦可获得信托基金资助。年内，信托基金共向149名受助者提供671,873元的资助。

The Correctional Services Children's Education Trust continued to provide financial assistance to children of Assistant Officers and equivalent grades in the Department to aid them in pursuing higher education. Disabled children undertaking full-time education or training also received financial assistance from the Trust. In 2009, a total of \$671,873 was granted to 149 recipients.

惩教署体育会协助部门安排体育及康乐活动，是推动员工培养健康生活模式和培育团队精神的重要一环。年内，我们举办了多项活动，包括陆运会、水运会、十公里长跑大赛、「家庭同乐在喜灵」及六项院际体育比赛。

The Correctional Services Department Sports Association assists the Department in arranging sports and recreation activities. The work is an essential part of our drive to promote a healthy lifestyle among staff and cultivate their *esprit de corps*. During the year, the Annual Sports Meet, Swimming Gala, 100 k Distance Run, Family Outing on Hei Ling and six inter-institutional competitions were just some of the many events organised.

本署积极参与慈善及筹款活动，包括雇员乐助计划、公益绿「识」日及「公益爱牙日」，获得香港公益金颁发商业及雇员募捐计划的奖项。我们并在二零零八至零九年度公益金百万行中夺得杰出步行队伍奖。

In recognition of the Department's participation in charity and fund-raising events, we were presented by the Community Chest of Hong Kong with the Award in Corporate and Employee Contribution Programme, including the CARE scheme, the Green Day and Love Teeth Day. The Department also won the Outstanding Walking Teams Award in the Walk for Millions 2008/09.

惩教职员义工团通过参与慈善活动，表达对社会的关怀。年内，义工团团员合共参与了13 107小时的义务工作，其中包括汇丰博爱单车百万行、乐施毅行者2009及2009东亚运动会等各种社会服务。

The Correctional Services Staff Volunteer Group seeks to extend our spirit of care to the community through benevolent activities. During the year, a total of 13 107 hours of voluntary work were provided by group members in various social services including HSBC Pok Oi Cycle for Millions, Oxfam Trailwalker 2009 and East Asian Games 2009.

职员心理辅导服务组分别于赤柱和荔枝角设有服务中心，为职员及其家人提供心理治疗、心理教

The Staff Psychological Service, which operates from two centres in Stanley and Lai Chi Kok, provides staff and their families with psychotherapy, psycho-education materials as

育材料和松弛身心设施。临床心理学家(职员服务)已在各院所举办「向喜乐出发」讲座。我们亦已完成「惩教人员对心理辅导服务的需求」研究，取得重要资料，确定为职员提供心理辅导服务的方向。我们继续为新入职人员、修读复修课程的职员及刚从职员训练院毕业的职员提供个人心理辅导服务和在职训练。临床心理学家(职员服务)亦会因应需要，为遇到严重事故的职员及其家人，提供紧急危机处理及事后辅导服务。

本署一直持续和全面关怀员工、其家人以至整个社会的福祉，因此获香港社会服务联会颁发商界展关怀计划2008/09同心展关怀大奖。

部门操守委员会自二零零七年成立以来一直全力推动职员保持高度诚信，并在部门推广重视道德操守的文化。委员会在副署长领导下，根据「e-CSD」模式，即教育、高层管理人员的承担、监管和纪律，定下诚信管理措施的方向。年内，委员会以防贪意识、诚信管理及督导责任为主题，为不同职级人员举办讲座及培训工作坊，从而深化部门保持廉洁守正的文化。

well as relaxation facilities. Clinical psychologist (Staff Services) has completed talks on "Utilising positive thinking and emotions" at various institutions. A research on "Psychological service needs of correctional staff" had been completed, with valuable information indicating the directions of psychological services for staff. Individual psychological services, in-service training for new recruits, refreshers and staff newly passing out of Stanley Training Institute continues. Whenever necessary, Clinical Psychologist (Staff Services) provides ad-hoc crisis intervention and debriefing work for staff and their families facing critical events.

With the continual, sustainable and total commitment in caring for the well-being of the staff and their families as well as the community, the Department won the "Caring Organisation Award 2008/09" under the Caring Company Scheme organised by the Hong Kong Council of Social Service.

The Departmental Ethics Committee has, since its establishment in 2007, exerted its all-out effort to maintain a high level of staff integrity and promote an ethical culture within the Department. Led by the Deputy Commissioner, the Committee set direction on integrity management initiatives according to the e-CSD model, namely Education, Commitment (by top management), Supervision and Discipline. In 2009, talks and training workshops on the topics of Corruption Prevention, Integrity Management and Supervisory Accountability were organised for officers of different rank as a sustained effort to embed the integrity and ethical culture in the Department.



A photograph showing security personnel in dark uniforms and vests conducting a night raid on a building. They are using flashlights and are gathered around a doorway. The scene is illuminated by warm, yellowish light from the building's interior and exterior lights. A person in a light-colored jacket is in the foreground, looking down. The building has a balcony with a metal railing and a door with the number '2' above it.

第5章 服務質素
CHAPTER Quality Assurance

保安組人員晚上進行突擊行動
Security personnel conduct a raid at night

二零零九年，服务质素科一如既往，继续竭力协助部门维持服务水平。同时，为应对社会和惩教环境转变所带来的新挑战，该科推行新措施以加强服务。

In 2009, the Quality Assurance Division (QAD) continued to uphold the service standard of the Department, and more importantly, initiated enhancements to cope with new challenges emerging from a changing society and penal environment.

审核及保安组

审核课致力提供有系统和优质的审核服务，确保院所时刻恪守部门的政策、规则及规例、既定方法和标准，并能善用资源，提高工作效率。

年内，审核课于不同院所进行四次全面视察、20次专题视察、21次跟进视察、12次保安视察、15次突击视察和三次专题研究。

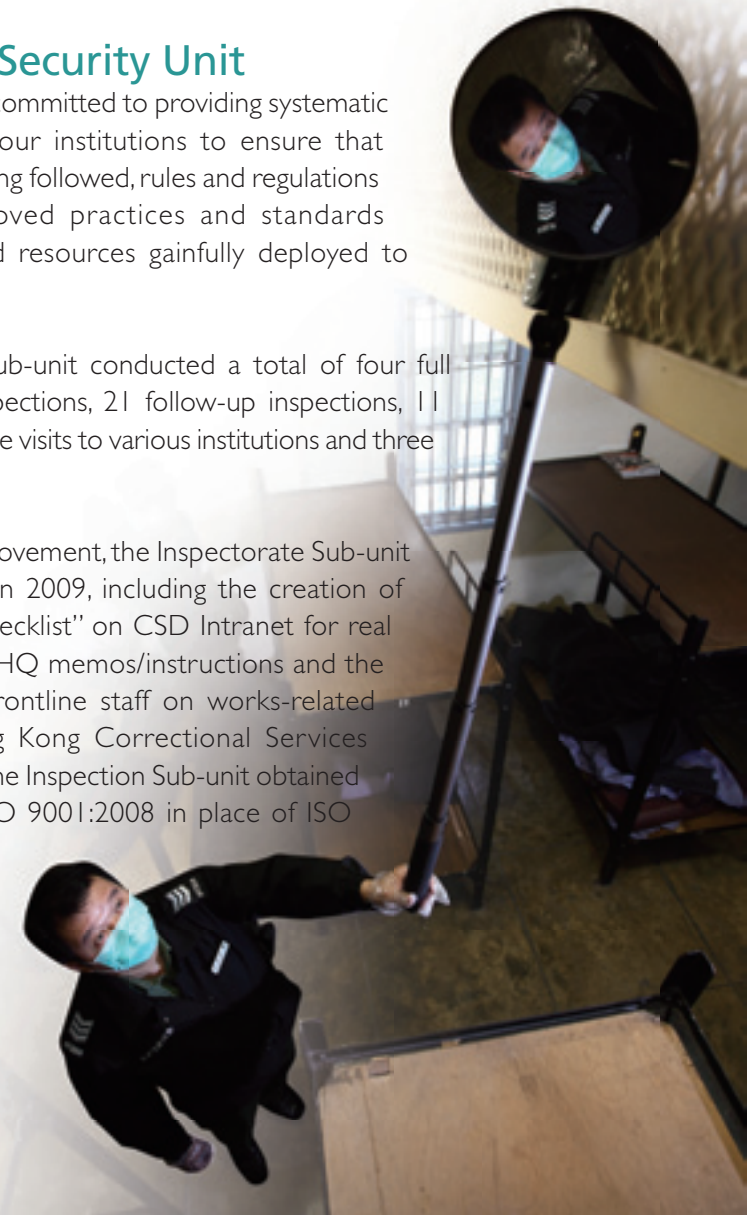
为了持续提升服务质素，审核课在二零零九年推行多项新措施，包括在部门内联网建立连线到「审核清单」的超连结，让前线人员可即时获取总部最新发出的便笺和指引，又针对工作上未有遵办香港惩教事务标准的情况，为前线人员举办研讨会。二零零九年二月，审核课获颁ISO 9001:2008证书，取代二零零四年获颁的ISO 9001:2000证书。证书新版本着重风险评估，有助提升审核工作质素。

Inspectorate and Security Unit

The Inspectorate Sub-unit is committed to providing systematic and quality inspections to our institutions to ensure that departmental policies are being followed, rules and regulations duly complied with, approved practices and standards consistently maintained, and resources gainfully deployed to enhance efficiency.

In 2009, the Inspectorate Sub-unit conducted a total of four full inspections, 20 thematic inspections, 21 follow-up inspections, 11 security inspections, 15 surprise visits to various institutions and three thematic studies.

To strive for continuous improvement, the Inspectorate Sub-unit launched several initiatives in 2009, including the creation of hyperlinks of "Inspection Checklist" on CSD Intranet for real time access to the updated HQ memos/instructions and the provision of seminars for frontline staff on works-related non-compliance with Hong Kong Correctional Services Standard. In February 2009, the Inspection Sub-unit obtained the new accreditation of ISO 9001:2008 in place of ISO 9001:2000 obtained in year 2004. The new version emphasises on risks assessment and helps enhance service quality in the process of inspection.





保安人员利用各种仪器，加强侦缉毒品及违禁品。
Security personnel use a variety of devices to enhance the detection of drugs and contrabands.



因应社会日益严重的吸食毒品问题，保安课全力打击偷运违禁品流入惩教院所，以提供一个无毒品的安全环境羁押囚犯。署方在年内检获毒品188次，其中186次(超过99%)是在流入院所的门槛前已被截获。为进一步加强侦缉偷运违禁品，特别是毒品，署方增置了三套毒品及爆炸品探测识别系统，装设在有需要的惩教院所。系统的功能亦加以提升，可有效侦缉目前社会上最常被吸食的毒品。

为提供一个有助罪犯更生的环境，杜绝惩教院所内的赌博和非法活动亦是保安课的重要工作之一。署方根据可靠情报和频密搜查行动，及时制止多次赌博和非法活动。年内，保安课于各院所进行61次联合搜查行动、363次特别搜查行动及75次夜间突击搜查行动，成效显著。

在培训方面，保安课与个人资料私隐专员公署为服务质素科的职员合办一系列讲座，讲解《个人资料(私隐)条例》的内容，以及这些条文对于处理相关问题所带来的影响。

In response to the alarming upsurge of drug abuse in the community, the Security Sub-unit made every effort to stamp out the smuggling of contrabands into penal institutions, ensuring a drug-free environment for the safe custody of offenders. In 2009, there were 188 seizures of dangerous drugs, of which 186 cases (over 99%) were intercepted on the doorstep of institutions. To further enhance the detection of contrabands, in particular dangerous drugs, three additional sets of Narcotics & Explosives Detection & Identification System (NEDIS) were procured and strategically deployed to respective penal institutions. The system has also been enhanced to detect the trendy drugs which are commonly abused in the community.

The deterrence of gambling and illicit activities in correctional facilities is also an important mission of the Security Sub-unit, with a view to maintaining an environment conducive to the rehabilitation of offenders. Based on sound intelligence and frequent searching operations, gambling and illicit activities are forestalled. In 2009, 61 joint searching operations, 363 special searching operations and 75 night raid operations were conducted in institutions with fruitful results.

On the training front, the Security Sub-unit organised with the Office of the Privacy Commissioner for Personal Data a series of seminars on the provisions of the Personal Data (Privacy) Ordinance and its implications on the handling of related issues for all QAD officers.



管理事务组研究用身体扫描器协助搜查囚犯。
Management Services Unit explores the use of body scanner to assist body search.



投诉调查委员会审核调查个案。
Complaints Investigation Committee examines various cases.



投诉调查组

投诉调查组由惩教署署长委任，负责处理及调查职权范围内的所有投诉。调查结果由惩教署投诉委员会审核。投诉调查组亦进行服务对象满意度调查，以了解有关人士对服务的满意程度，尤其是调查组人员的态度、专业水平和效率各方面的表现。二零零九年的调查显示，对服务感到满意的人士占超过90%。

为了持续改善职员的服务质素，投诉调查组按季把投诉统计资料、惩教署投诉委员会通过的改善服务建议，以及个案分享等实用资料，上载于部门内联网的「优质管理锦囊」，供职员参考。为了加深市民对部门处理投诉服务的认识，本署于二零零九年十一月制作了介绍服务的宣传片、海报和单张。

投诉调查组在二零零九年共收到171项由囚犯和市民提出的投诉，亦处理了200项非投诉个案。年内，惩教署投诉委员会审理了166项经由投诉调查组完成调查后提交的个案，当中两项个案调查结果评定为「证明属实」、两宗为「证明另有别情」及零宗为「无法完全证实」。在审理过程中，委员会曾就纠正问题和预防措施提出23项建议。

Complaints Investigation Unit

Appointed by the Commissioner of Correctional Services, the Complaints Investigation Unit (CIU) handles and investigates all complaints within its purview, the results of which are examined by the Correctional Services Department Complaints Committee (CSDCC). Customer Satisfaction Surveys are conducted in order to gauge satisfaction with CIU services in terms of mannerism, professionalism and efficiency. In 2009, the satisfaction rating was over 90%.

As an initiative for continual improvement and for sharing useful information among staff, the CIU has uploaded to the "Smart QA Info" of CSD intranet complaints statistics and recommendations endorsed by CSDCC as well as Cases of Interest on quarterly basis. To better facilitate public understanding on the Department's complaints handling service, a set of video, poster and leaflet were produced in November 2009.

A total of 171 complaints lodged by prisoners and the public and 200 non-complaint cases were handled by the CIU during 2009. The CSDCC examined 166 cases handled by the CIU on completion of investigation, with two filed case concluded as "substantiated", two as "substantiated other than reported" and non as "not fully substantiated". In the course of assessments, the CSDCC made 23 recommendations on corrective and preventive actions.



囚犯出入不同地点均须接受例行搜查。
Routine searches are conducted on prisoners upon leaving or entering any location.

管理事务组

管理事务组积极进行管理研究，并协助探讨高科技的应用，藉以提升院所运作的效率和加强保安。

年内，管理事务组研究采用身体扫描器协助搜查囚犯的可行性，及引进「视像分析」技术应用于闭路电视监察系统上，以加强高度设防院所对外围环境的实时监控。除了探讨使用无线射频识别技术防范保安锁匙被带出院所外，管理事务组亦研究引入车底检查系统加强监狱保安。

为配合推展部门的种族平等政策，该组已安排把《成年犯人须知》和《还押犯人须知》翻译为27种语文，并且上载于部门内联网。

年内，管理事务组亦不时修订在惩教署职权范围内的相关法例、部门工作守则和运作手册，以确保符合运作需要及因社会环境转变而产生的诉求。

Management Services Unit

The Management Services Unit carries out management studies and helps research in advanced technology for enhancement of operation and security of the Department.

In 2009, the Unit has explored the feasibility of using body scanner to assist the searching on prisoners. In addition, the study on the application of "Video Analytics" for CCTV surveillance systems figured out the additional security measures to fortify real-time surveillance of the perimeters in our maximum security institutions. Apart from conducting a research into the use of Radio Frequency Identification technology to prevent security keys from being brought out of penal institutions, the Unit also explored the application of Under Vehicle Surveillance System for enhancing prison security.

In alignment with the departmental policy of promoting racial equality, the Unit arranged for the translation of "Information Booklet for Adult Prisoners and Remands" into 27 kinds of languages and uploaded all onto the intranet.

During the year, the Unit also constantly reviewed the relevant legislation under the Department's purview, departmental standing orders and operational manuals to ensure that they were in line with operational needs, as well as the demands arising from the changing environment in society.



保安人员在院所工场进行突击搜查，防范毒品流入院所及囚犯藏有违禁品。
Security personnel conduct a raid in workshops to eradicate any presence of dangerous drug and contraband in penal institutions.



第6章 行政及策劃
CHAPTER Administration and Planning



罗湖惩教所重建工程全力进行
Works in full swing to redevelop Lo Wu
Correctional Institution



行政及策划科由一名首长级丙级政务官掌管，包括以下各组别：

The Division is headed by an Administrative Officer Staff Grade C with the following sections:

行政组

部门行政分组：负责为本署总部和惩教院所提供行政及后勤支援，包括资源、环保、档案和楼宇管理，以及负责部门约500名一般职系人员的职系管理事宜。

人事分组：负责处理约6 500名职员的人事事宜，包括薪酬和津贴、假期和旅费、房屋福利、雇员补偿及终止聘用。该组亦负责在电脑系统内存备人事档案及薪酬记录。

聘任分组：处理所有招聘和晋升选拔工作。年内，有关工作为数超过40项。行政长官在二零零八年十二月宣布，政府预算于二零一零年三月前公开招聘约7 700名公务员，其中惩教署须达到招聘约370名公务员的目标。该分组已全力加快工作程序，以期达到招聘指标。

编制分组：负责一切编制事宜，包括开设及删除职位，为运作需要临时调配职位，并为部门编制委员会提供秘书服务。

内部核数分组：负责视察各院所的财政及物料供应事宜，确保有关人员遵从政府所定的规例及程序。年内，该组全面审查并跟进视察四个院所和单位，包括赤柱监狱、壁屋惩教所、职员训练院及励志更生中心。

翻译分组：除了提供主要的中英文翻译服务外，亦为院所所员安排及统筹有关越南语文和其他非法定语文及方言的翻译及传译服务。

Administration Section

Departmental Administration Unit: provides administrative and logistical support for departmental headquarters and penal institutions, covering resource management, green management, records and building management. It maintains grade management for some 500 General Grades staff in the Department.

Personnel Unit: handles all personnel matters for about 6 500 staff, including salary and allowances, leave and passages, housing benefits, employee compensation and termination of service. The Unit is also responsible for maintaining personnel and payroll records in computerised systems.

Appointments Unit: handles all recruitment and promotion exercises. Over 40 such exercises were conducted in 2009. The Chief Executive announced in December 2008 that the number of expected intakes of civil servants from open recruitment up to March 2010 is around 7 700, among which, CSD has to meet the target intake of about 370. The Unit has been making continuous efforts to expedite the process and achieve the recruitment target.

Establishment Sub-unit: oversees all establishment matters, including the creation and deletion of posts, temporary redeployment due to operational needs and secretarial services to the Departmental Establishment Committee.

Internal Audit Sub-unit: inspects financial and stores functions of all institutions to uphold government regulations and procedures. In 2009, inspections with follow-up visits were conducted at four institutions including Stanley Prison, Pik Uk Correctional Institution, Staff Training Institute and Lai Chi Rehabilitation Centre.

Translation Unit: in addition to its core translation services, it also arranges for and coordinates the translation and interpretation services in Vietnamese and other non-official languages and dialects for inmates.



整合科技组推Blackberry 智能手帐计划加强内部沟通。
Integrated Technology Section rolls out the Blackberry smart phone plan to enhance internal communication.



政务秘书和工程及策划组人员了解院所翻新设施工程的进展。
Civil Secretary and staff of Works and Planning Section are briefed on the refurbishment progress of institution facilities.

中央物料供应组：监管所有与采购、供应、物料及设备有关的行政和财务事宜。二零零八至零九年度的全年采购总开支如下：

院所物品和设备 — 4,081 万元；
囚犯衣服 — 750 万元；
职员制服 — 896 万元。

会计组

包括部门会计组、管理会计组和工业会计组，共同负责涵盖惩教工业的所有财政及会计工作。

本署在二零零九年的总开支为 26.24 亿元(不包括建设工程费用)，较上一年增加 0.5%。开支增加主要由于个人薪酬上升所致。从各项来源所得的全年总收入为 4,900 万元，其中 4,200 万元来自职员宿舍租金。

惩教署工业组暂记帐内的订购和收款总额分别为 1 亿元和 1.14 亿元。

整合科技组

整合科技组在二零零八年二月于资讯科技及策划组重组后成立。该组分为电子行动组和电子行政

Central Supplies Office: supervises administrative and financial matters relating to procurement, supplies, stores and equipment. Annual purchases in 2008-2009 included:

Institutional Goods and Equipment - \$40.81 million
Prisoners' Clothing - \$7.50 million
Staff Uniform - \$8.96 million

Accounts Section

The Accounts Section comprises the Departmental, Management and Industries Accounts Offices which are jointly responsible for all financial and accounting operations, including those pertaining to the Correctional Services Industries.

Expenditure in 2009 was \$2,624 million, excluding capital building works. This represents a 0.5% rise on 2008, mainly due to increased personal emoluments. Revenue collected from various sources during the year amounted to \$49 million, including \$42 million in rent from staff quarters.

Purchases and recoveries under the Correctional Services Industries Suspense Account were \$100 million and \$114 million respectively.

Integrated Technology Section

The Integrated Technology Section was formed in February 2008 after the re-organisation of the then Information Technology and Planning Section. This Section consists of the



公共关系组安排传媒采访。
The Public Relations Section arranges media briefings.



组。在保安局资讯科技管理组的支援下，整合科技组负责策划、开展和统筹各项资讯科技活动及电子政府措施，以及为本署提供资讯科技服务以提高运作效率。

电子行动组专责处理网络发展及与行动有关的资讯科技计划，以及服刑资料管理系统的管理工作。电子行政组则专注行政方面的电脑系统和计划项目的管理工作，以及部门网站和内联网的系统维修。

除了日常的资讯科技应用外，该组亦研究可否整合不同科技以提升惩教院所的运作效率。

工程及策划组

工程及策划组负责与建筑署及机电工程署共同计划兴建新惩教院所及翻新陈旧的惩教设施。年内完成的主要工程项目包括把大潭峡惩教所改建为励志更生中心、在石壁监狱建造甲类囚犯浴室、改善励新惩教所职业训练中心的围网、改善荔枝角收押所的探访监察室、在喜灵洲戒毒所建造一

e-Operations Office and the e-Administration Office. With the support of the Information Technology (IT) Management Unit of the Security Bureau, this Section is responsible for the planning, initiation and coordination of various IT activities and e-Government initiatives and the provision of IT services to the Department to enhance operational efficiency.

The e-Operations Office specialises in network development, management of operational IT projects and penal information systems. The e-Administration Office focuses on management of administrative computer systems, projects and maintenance of departmental websites and Intranet.

Apart from the common IT applications, this Section also looks into the feasibility of integrating different technologies for enhancement of the operation and efficiency of the penal institutions.

Works and Planning Section

The Works and Planning Section plans for the construction of new penal institutions, rejuvenates the existing aged correctional facilities in conjunction with Architectural Services Department and Electrical and Mechanical Services Department. Major projects completed in this year include the conversion of Tai Tam Gap Correctional Institution into Lai Chi Rehabilitation Centre, construction of Category A prisoners' bathroom in Shek Pik Prison, improvement works to the perimeter fence of Lai Sun Correctional Institution Vocational Training Centre, improvement of visit monitoring room in Lai Chi

间多用途室、改善赤柱监狱的多媒体学习中心及翻新职员训练院的职员饭堂。

进行中的基本工程计划包括重建罗湖惩教所及在赤柱监狱兴建综合大楼。前者在二零零七年四月展开，在二零一零年年中完成，将可容纳1 400名所员；后者在二零零八年五月展开，在二零一零年七月完成，为赤柱监狱提供额外的附属设施。规划中的基本工程计划包括重新发展芝麻湾监狱范围、大榄女惩教所、屯门虎地的前消防处已婚职员宿舍，以及香港仔田湾的前房屋署职员宿舍。

进行中的小规模建造工程包括在喜灵洲兴建中央探访室综合大楼、重建沙咀惩教所的体育馆、更换东头惩教所的围网、翻新壁屋监狱的图书馆、课室和办公室，以及翻新香港惩教博物馆。计划中的工程则包括把荔枝角收押所及荔枝角惩教所合并、在喜灵洲戒毒所建造金属制品工场、提高小榄精神病治疗中心大闸区的保安水平、改善励敬惩教所的附属设施，以及改善喜灵洲的运动场。

本署正物色合适院所以增设成年所员的职业训练设施，并正为各院所更换省电照明系统，代替传统照明装置，以及改善所有院所的消防系统。我们亦正研究改善各院所的污水处理设施。

本署很多规模较小的建造、改善和维修工程均由所员进行。此举不但为所员提供惩教和职业训练的机会，更可节省大量公帑。

公共关系组

公共关系组向传媒发放有关本署各项计划、服务和活动的消息，让更多市民得知本署所提供的羁管及更生服务的最新情况。该组亦处理新闻界的查询，发放新闻稿，筹办新闻发布会，安排传媒与惩教署人员会面及参观惩教院所，同时负责本署年报及《爱群》月刊的编制工作。此外，该组亦协助制作宣传单张、小册子、海报、展板，以及电视、电台的政府宣传声带和短片。

Kok Reception Centre, construction of a multi-function room in Hei Ling Chau Addiction Treatment Centre, upgrading of multi-media learning centre in Stanley Prison and refurbishment of staff canteen at Staff Training Institute.

Capital works projects in progress include the redevelopment of Lo Wu Correctional Institution and the construction of a Complex Block in Stanley Prison. The former commenced in April 2007 for completion in mid 2010 to accommodate 1 400 inmates. The latter commenced in May 2008 for completion in July 2010 to provide additional ancillary facilities at Stanley Prison. Capital works projects under planning include redevelopment of Chi Ma Wan Prison Area, redevelopment of Tai Lam Centre for Women, redevelopment of the ex-Fire Service staff married quarters at Fu Tei in Tuen Mun and redevelopment of ex-Housing staff quarters in Tin Wan, Aberdeen.

Minor Building Projects in progress include the construction of a centralised visit room complex at Hei Ling Chau; reconstruction of the gymnasium at Sha Tsui Correctional Institution, replacement of outer perimeter fence at Tung Tau Correctional Institution, refurbishment to the library, classroom and office at Pik Uk Prison as well as refurbishment of Hong Kong Correctional Services Museum. Projects under planning include the amalgamation of Lai Chi Kok Reception Centre and Lai Chi Kok Correctional Institution; construction of a metal workshop at Hei Ling Chau Addiction Treatment Centre; upgrading of security standard at the main gate area of Siu Lam Psychiatric Centre; improvement of ancillary facilities at Lai King Correctional Institution and improvement of the stadium at Hei Ling Chau.

The Department is identifying the appropriate institutions to add-in vocational training facilities for adult inmates. Besides, it is replacing the existing traditional light fittings at various institutions with energy saving lighting devices and upgrading the fire services installations in all institutions. It is also studying the upgrading of sewage treatment facilities at different institutions.

Inmate labour is used in many minor building work, improvement and maintenance projects. This not only provides opportunities for inmates to receive corrective and vocational training, but also achieves considerable savings in public expenditure.

Public Relations Section

It delivers information about the Department's plans, services and activities to the media, and enhances public awareness of developments in custodial and rehabilitative services. The Section handles media enquiries, issues press releases, and arranges press conferences, interviews with correctional officers as well as media visits to institutions. It produces the Department's Annual Review and newsletter, The Guardian. It also helps in the production of publicity pamphlets, booklets, posters, exhibitions, TV and radio announcements.

统计及研究组

该组负责就部门运作和惩教计划的策略规划、监察和检讨，提供统计资料和研究支援。

除编制统计报告以应付部门管理及规划需要外，该组亦收集有关在囚人口的社会经济和犯罪背景特徵的统计数字，以及定期更新在囚人口的推算数字，为日后的需要作出评估。

该组亦负责研究罪犯在入狱前的吸毒情况、在囚期间的自残行为、本地释囚的再犯罪情况以及「罪犯风险与更生需要评估及管理程序」的成效，以期尽量提升惩教治疗、惩教行动和行政工作的成效。该组亦提供统计分析、研究结果和技术支援，以协助制订政策、决策和解决问题。

Statistics and Research Section

The Section provides statistical and research support for the strategic planning, monitoring and review of the Department's operations and correctional programmes.

Apart from compiling statistical reports to meet management and planning needs, the Section collates statistics on socio-economic and criminal background characteristics of the penal population and updates the penal population projections to provide assessments of future needs.

Drug abuse, incidence of offenders before admission, self-harm behaviour of offenders in custody, recidivism of discharged local offenders and effectiveness of the Risks and Needs Assessment and Management Protocol are monitored to best promote correctional treatment, operations and administrative effectiveness. Policy formulation, decision making and problem solving all benefit from the statistical analyses, research findings and technical insights provided by the Section.



施工中的罗湖综合惩教所
Lo Wu Correctional Complex under construction



第7章 環保管理
CHAPTER Green Management

環保照明系統
Energy saving lighting system

本署在各方面运作均以环保为重要考虑因素，严格执行与环保有关的法例、规定及标准，力求取得卓越成效，保持良好记录。我们的设施设计及运作皆贯彻环保的原则，并切实执行节省资源措施。此外，本署致力减少废物、循环使用物资、采购和使用环保制品和原料，以及提高职员及所员的环保意识等工作，以确保各项环保措施付诸实行。

The Department puts forth ecological considerations as high priorities in every aspect of its operation. We strictly comply with laws, regulations and standards pertaining to the environment and strive to maintain excellent records and demonstrable achievements. Facilities are designed and operated in an environmentally-friendly manner, while conservation of resources remains tightly enforced throughout. Going together with this, waste reduction, recycling, ecologically-sound supplies and education of staff and inmates are all pivotal components in departmental efforts towards good stewardship of the environment.

环保管理及责任

环保委员会配合条例规定，订定本署的环保目标，落实环保措施。在评估职员、所员、伙伴及其他方面的反应后，该委员会推行由本署制定的政策，并与环境审核小组合作。二零零九年，环境审核小组在东头惩教所及职员训练院进行了全面环境审核，审核结果及建议会在部门职员间分享。

环保措施

措施包括节省能源和环保管理，逐步引入节省能源的电器及照明系统以代替传统的装置，以及使用融合再生能源科技的设施。本署亦致力有效运用资源，减少浪费，节约用水，以及控制投放在办公室运作的各项消耗。我们确保尽量循环使用工场的物料及剩馀食物，而院所化学及医疗废物则由注册承办商处理，并经严格监管。各院所设施及车辆均已加强废气排放管制。

Environmental Management and Accountability

The Green Manager's Committee sets environmental objectives and adopts measures in line with regulation. With feedback from staff, inmates, partners and other sources, the Committee implements policies mandated by the Department and cooperates with the Environmental Auditing Team. In 2009, comprehensive audits were conducted at Tung Tau Correctional Institution and Staff Training Institute. The findings and recommendations of the Team would be shared among staff members.

Environmental Initiatives

These include energy conservation, green housekeeping and gradual replacing of conventional electrical appliances and lighting with energy saving types. Renewable energy is also being integrated into facilities. The Department adheres to full accountability in resource utilisation, and thus works vigilantly to limit wastage, conserve water and control office-related consumption. We also maintain high levels of recycling efficiency as regards materials used in workshops and any remaining food waste. Chemical and clinical by-products from facilities are handled by licensed contractors and strictly regulated. Emissions controls have been augmented in both institutional infrastructure and all motor vehicles of the Department.



喜灵洲分区年内获颁二〇〇八年香港环保卓越计划公共机构及非政府机构界别银奖。
The Hei Ling Chau Region was awarded during the year the Silver Award of the Public and NGOs Sector of the 2008 Hong Kong Awards for Environmental Excellence.

此外，我们定期检查及提升污水处理和隔滤系统，防止排放有害环境的污水，同时杜绝污染源头。减低噪音污染是另一项重要工作。院所内所有地方，尤其是工场，均已实行监管噪音水平措施，并规定要有适当的听觉保护装置，保障所有人的健康。

环保合作

本署与其他机构及组织紧密联系，推行环保运动。举例来说，本署在秋季卖物会提供一系列有机及循环再造产品，亦与环境保护署及机电工程署专业人员联手提高环保意识。

自然保育运动

我们采用符合高环保标准的供应商服务，通过提供保育训练及与生态有关的课程，致力教育职员和所员。二零零九年，院所为其设施进行广泛的美化工程，而本署在香港花卉展览及香港环保卓越计划中，亦凭着保育自然环境方面的卓越表现而赢得奖项。

Similarly, sewage treatment and filtration systems are routinely inspected and upgraded to prevent the discharge of polluted effluent and to reign in any possible sources of contamination. Noise pollution reduction is a major issue. In all locations, notably workshops, monitoring noise levels and requiring proper ear protection have helped safeguard the health and well-being of all.

Green Cooperation

Environmental campaigns are made possible through close ties with other agencies and organisations. For instance, we contribute a range of organic and recycled products in the Autumn Fair, and awareness is enhanced by working with professionals from the Environmental Protection Department and Electrical and Mechanical Services Department.

Conservation Campaigns

We use suppliers complying with high environmental standards, and strive to educate our staff and inmates with conservation training and formal ecology-related classes. Facilities have seen extensive beautification projects over 2009, while the Department won several notable accolades at the Hong Kong Flower Show and the Hong Kong Awards for Environmental Excellence for its outstanding efforts in preserving the natural environment.





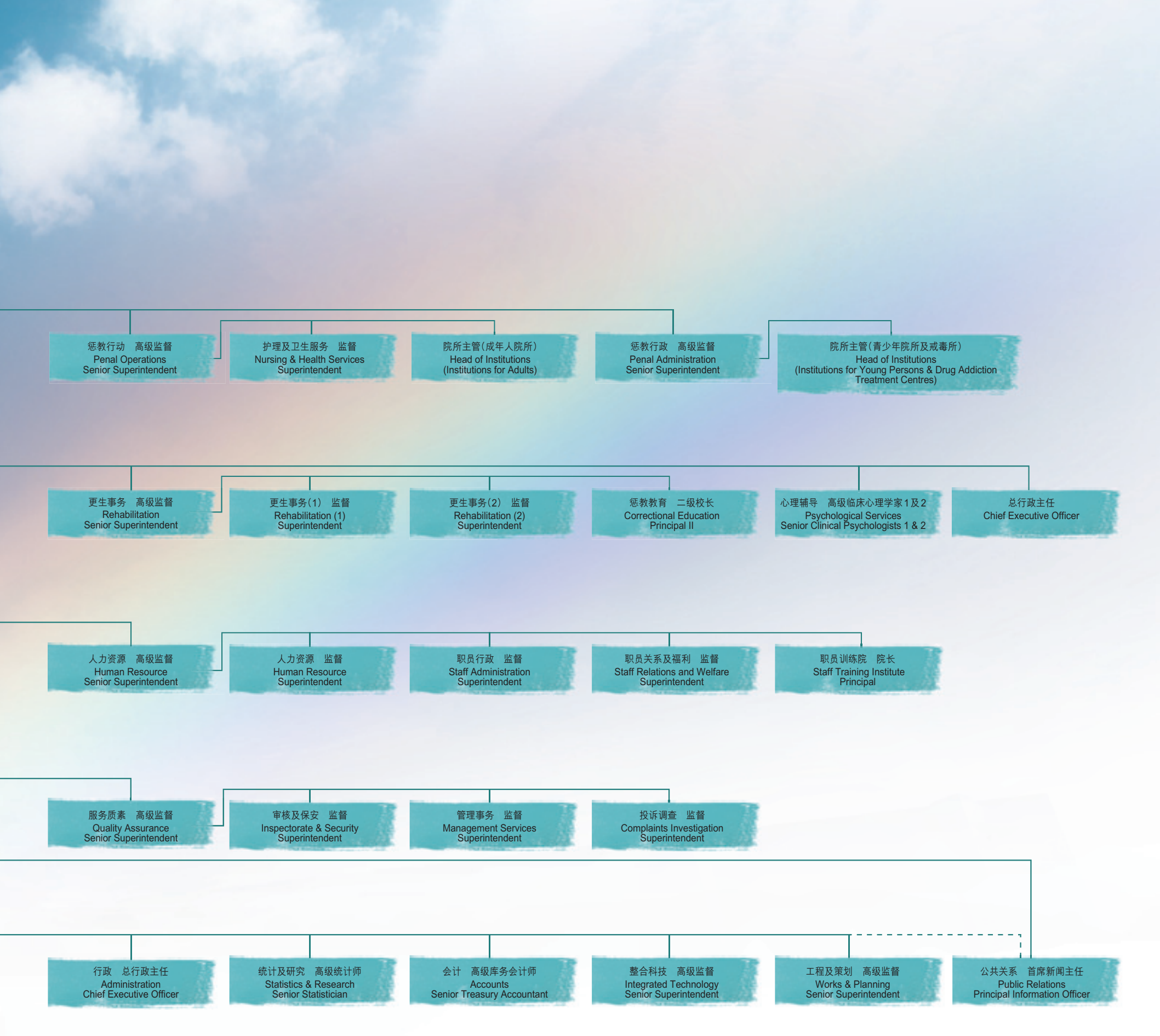
附錄

Appendices

惩教署总部组织图(二零零九年十二月三十一日)

Organisation chart of Correctional Services Department Headquarters (As at 31.12.2009)

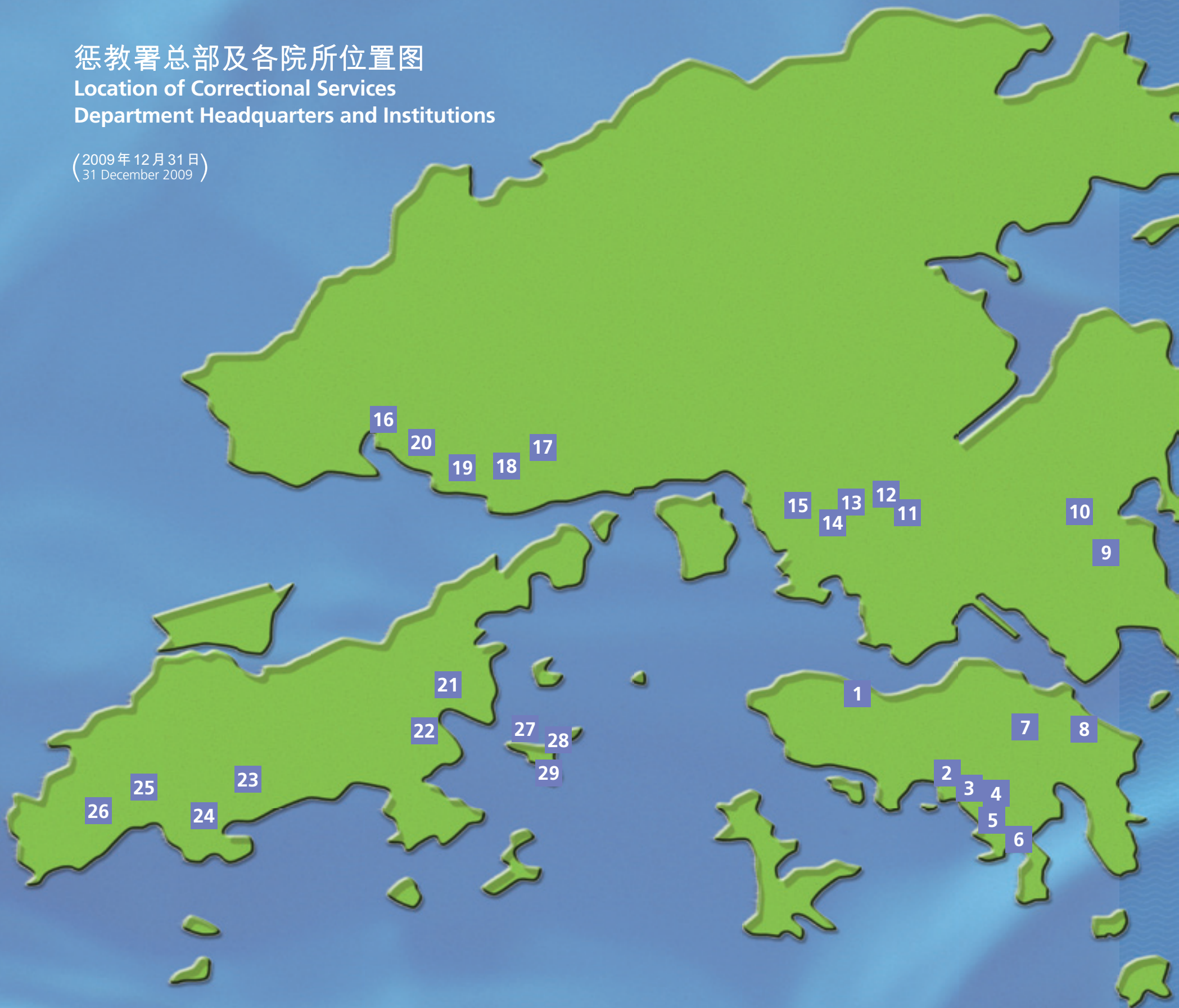




懲教署总部及各院所位置图

Location of Correctional Services Department Headquarters and Institutions

(2009年12月31日)
(31 December 2009)





- 1 惩教署总部
CSD Headquarters
- 2 马坑监狱
Ma Hang Prison
- 3 职员训练院
Staff Training Institute
- 4 白沙湾惩教所
Pak Sha Wan Correctional Institution
- 5 东头惩教所
Tung Tau Correctional Institution
- 6 赤柱监狱
Stanley Prison
- 7 励志更生中心
Lai Chi Rehabilitation Centre
- 8 歌连臣角惩教所
Cape Collinson Correctional Institution
- 9 壁屋惩教所
Pik Uk Correctional Institution
- 10 壁屋监狱
Pik Uk Prison
- 11 百勤楼
Pelican House
- 12 丰力楼及励行更生中心
Phoenix House and
Lai Hang Rehabilitation Centre
- 13 荔枝角收押所
Lai Chi Kok Reception Centre
- 14 荔枝角惩教所
Lai Chi Kok Correctional Institution
- 15 励敬惩教所及芝兰更生中心
Lai King Correctional Institution
and Chi Lan Rehabilitation Centre
- 16 青山湾入境事务中心
Castle Peak Bay Immigration Centre
- 17 大榄女惩教所
Tai Lam Centre for Women
- 18 大榄惩教所
Tai Lam Correctional Institution
- 19 紫荆楼及蕙兰更生中心
Bauhinia House and Wai Lan
Rehabilitation Centre
- 20 小榄精神病治疗中心
Siu Lam Psychiatric Centre
- 21 芝新惩教所
Chi Sun Correctional Institution
- 22 芝麻湾惩教所
Chi Ma Wan Correctional Institution
- 23 麻埔坪监狱
Ma Po Ping Prison
- 24 塘福中心
Tong Fuk Centre
- 25 石壁监狱
Shek Pik Prison
- 26 沙咀惩教所
Sha Tsui Correctional Institution
- 27 喜灵洲惩教所
Hei Ling Chau Correctional Institution
- 28 喜灵洲戒毒所及喜灵洲戒毒所(附属中心)
Hei Ling Chau Addiction Treatment
Centre and Hei Ling Chau Addiction
Treatment Centre (Annex)
- 29 励新惩教所职业训练中心
Lai Sun Correctional Institution
Vocational Training Centre

你们对他的支持与接纳同样重要
your support and acceptance are equally important to him



赤柱監獄
Stanley Prison

香港惩教署 2009 年年报 Hong Kong Correctional Services Annual Review 2009

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兑换率

除另有说明外，本年报所用的「元」均指港元。自一九八三年十月十七日起，政府透过发行钞票机制，将港元与美元挂钩，以 7.8 港元兑 1 美元为固定汇率。

Exchange Rate

When dollars are quoted in this Review, they are, unless otherwise stated, Hong Kong dollars. Since 17 October 1983, the Hong Kong dollar has been linked to the US dollar, through an arrangement in the note-issue mechanism, at a fixed rate of HK\$7.8 = US\$1.

本年报所载资料经多方核证，力求准确无误。如有谬误遗漏，或因使用有关资料而引致任何损失、作为或不作为，或因依据有关资料而得出任何意见，香港特别行政区政府均无须负上任何责任。

Every effort has been made to ensure accuracy. The Hong Kong Special Administrative Region Government is not responsible for any inaccuracies, errors or omissions in this Review, or for any loss, action, or inaction arising from the use of, or for advice based on, any information therein.



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