



香港懲教署
HONG KONG
CORRECTIONAL SERVICES

2012

年報 ANNUAL REVIEW



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「同心同德 专业专注」
“ Together we serve with dedication and professionalism ”



抱负 VISION

成为国际推崇的惩教机构，使香港为全球最安全的都会之一
Internationally acclaimed Correctional Service
helping Hong Kong to be one of the safest cities
in the world



任务 MISSION

我们以保障公众安全、减少罪案为己任，致力以稳妥、安全和人道的方式，配合健康和合适的环境，监管交由本署监管的人士，并与社会大众及其他机构携手合作，为在囚人士提供更生服务。

We protect the public and reduce crime, by providing a secure, safe, humane, decent and healthy environment for people in custody, opportunities for rehabilitation of offenders, and working in collaboration with the community and other agencies.

价值观 VALUES

秉持诚信 INTEGRITY

持守高度诚信及正直的标准，秉承惩教精神，勇于承担责任，以服务社会为荣。
We are accountable for our actions by upholding high ethical and moral standards, and have the honour of serving our society.

专业精神 PROFESSIONALISM

全力以赴，善用资源，提供成效卓越的惩教服务，以维护社会安全和推展更生工作。
We strive for excellence in correctional practice and resource optimisation, and take pride in our role as society's guardian and rehabilitation facilitator.

以人为本 HUMANITY

重视每个人的尊严，以公正持平及体谅的态度处事待人。
We respect the dignity of all people with emphasis on fairness and empathy.

严守纪律 DISCIPLINE

恪守法治，重视秩序，崇尚和谐。
We respect the rule of law with emphasis on orderliness in the pursuit of harmony.

坚毅不屈 PERSEVERANCE

以坚毅无畏的精神面对挑战，时刻紧守岗位，履行服务社会的承诺。
We are committed to serving our society, keeping constant vigilance and facing challenges with courage.



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署长序言

Commissioner's Foreword

二零一二年，惩教院所的平均每日在囚人口为9 247人，较二零一一年下降4%。在整体在囚人口中，81%为男性，19%为女性。以在囚人口背景分类，来自本地及内地的在囚人口数目大致平稳，其他国籍的在囚人口则在年内出现明显升幅，尤其是女性的增幅更高达21%。

鉴于整体在囚人口在过去数年持续下跌，而本署又采取调配在囚人士的措施，包括把荔枝角收押所与毗邻的旧荔枝角惩教所合并，使收容额由1 084个增至1 484个，因而令本署多年来所面对的收押所挤迫情况得以大大改善，目前只剩下大榄女惩教所仍然经常面对超收的情况。然而，预期随着该院所的局部重建工程于二零一六年完成，一直困扰我们的院所挤迫问题可望得以完全解决。

虽然惩教院所的挤迫问题获得纾缓，但很多现有院所当初并非专为惩教用途而兴建，设施使用多年后亦出现老化问题。本署现有的29个惩教设施中，有六个是由非惩教用途的建筑物改建而成，有10个到二零一三年已经启用达40年或以上，再过五年数目更增至15个。惩教署现正积极进行重建或改善工程，确保过时的设施能够符合现今惩教工作的需要。

In 2012, the average daily penal population was 9 247, representing a decrease of four per cent over 2011. Among the penal population, 81 per cent were males and 19 per cent were females. In terms of background, the numbers of local and Mainland persons in custody generally remained steady. There was a marked surge in the number of persons in custody of other nationalities in the year, particularly that of females which registered a sharp increase of 21 per cent.

Since the overall penal population has continued to decrease in the past few years, coupled with departmental measures in reshuffling inmates (included increasing the penal capacity of Lai Chi Kok Reception Centre (LCKRC) from 1 084 to 1 484 places through amalgamation with the adjacent ex-Lai Chi Kok Correctional Institution), the problem of overcrowding at reception centres we faced over the years had been greatly relieved. Currently, only Tai Lam Centre for Women is still often beset with the problem of excessive admission. Upon the completion of the partial redevelopment of the institution in 2016, it is expected that the long-standing problem of prison overcrowding can be completely resolved.

Notwithstanding the alleviation of the overcrowding situation, many penal institutions, some of which were not purpose-built initially, are facing ageing problems after long years of usage. Among our 29 existing correctional facilities, six of them were converted from buildings for other purposes. Ten of them will have been in



operation for 40 years or above by 2013, and the number will be increased to 15 five years later. We are proactively implementing redevelopment or improvement projects for the outdated facilities to ensure that they can meet the modern-day needs of correctional services.

Discipline and order are of paramount importance to correctional facilities, enabling persons in custody to have a regular living regime with an organised schedule for work and rest. Moreover, these can ensure their safety and allow them to reflect deeply about their plan to start afresh upon discharge. In fact, many persons in custody are obedient and are determined to rehabilitate. However, some individuals tend to get involved in misconduct from time to time, thus affecting prison discipline and the safety of others. We will certainly spare no efforts to combat such acts of indiscipline.

In 2012, there were 3 362 disciplinary cases in penal institutions. 38 cases of more serious acts of violence were reported to the Police for criminal proceedings. There was no case of successful escape in the year. However, there were two cases of attempted escape. In one case the escape plan was detected in advance. In the other, an inmate attempted to escape during a medical appointment at an outside hospital but was instantly stopped by the escort staff.



以人為本 Humanity



周年記者會2012

Annual press conference 2012

懲教設施十分重視和強調紀律及秩序，以期為在囚人士提供作息有序的生活環境，同時亦可保障他們的人身安全，讓他們靜心思考，以及計劃如何于獲釋後重過新生。事實上，很多在囚人士都是遵守紀律和決意悔改的，但有一部分滋事分子會不時作出不當行為，影響院所秩序及他人安全。對於這些違紀行為，我們定必予以嚴厲打擊。

二零一二年，懲教院所共執行3 362宗紀律檢控，較嚴重的38宗暴力個案則轉介警方按刑事程序跟進。年內並無成功越押的個案，企圖越押的個案則有兩宗：一宗越押計劃被院所人員偵破，另一宗則是在外間醫院診治時企圖越押，但迅即被押解人員制止。

正如外間社會一樣，有些在囚人士會因各種原因而作出自我傷害行為。二零一二年，共有88宗在囚人士作出自我傷

害行為，絕大部分由本署人員及時制止和拯救。

至于在懲教院所內搜獲毒品的個案，二零一二年共有158宗，比前一年大幅增加26%。除了從郵件及探訪者交來的物品中搜出毒品的少數個案外，其餘均于法庭羈留室或收押所截獲，而涉及的大都是剛被拘押人士。截獲毒品的種類，以海洛英及精神科毒品為主，其

中113宗涉及體內藏毒，比前一年增加30%。

為了加強懲教院所的保安，防止毒品經體內藏毒流入，本署在二零一二年年底，于荔枝角收押所安裝首部低幅射X光身體掃描器。該儀器主要用作檢查新收納的男性在囚人士，取代以人手檢查在囚人士直腸的工作。由于試用成效良好，本署定于二零一三年一月于荔枝角收押所正式全面使用，并計劃在其他收押所添置這項設備。

As with people in the community, some persons in custody have self-harm behaviour for various reasons. In 2012, there were 88 cases of self-harm behaviour by persons in custody, with the great majority being stopped and rescued in time by correctional officers.

Regarding the seizures of dangerous drugs in penal institutions, there were 158 cases in 2012, representing a significant increase of 26 per cent over the previous year. Apart from a few cases in which dangerous drugs were found in incoming mails and articles brought in by visitors, all other seizures were made at cell holding units of courts or reception centres and mainly involved persons newly committed to our custody. The types of dangerous drugs seized were mostly heroin and psychotropic drugs. There were 113 cases of internal body concealment of drugs, an increase of 30 per cent over the previous year.

To strengthen the security of penal institutions and prevent the smuggling of drugs by internal body concealment, the first low radiation X-ray body scanner was put into trial use in LCKRC at the end of 2012. The scanner is mainly used for screening newly admitted male persons in custody to replace manual rectal searches. Given the satisfactory result of the trial, the X-ray body scanner will be fully functional in LCKRC from January 2013 and we have plans to install more scanners in other reception centres.

To improve the arrangements for urine specimen testing of supervisees, the Department is setting up a Urine Specimen Collection Centre adjacent to LCKRC with a view to replacing the existing practice of collecting urine specimens from supervisees at their places of residence / work or nearby areas by supervising officers. The collection centre is scheduled to commence operation in the first half of 2013. It will be equipped with audio and video recording facilities to monitor and record the whole collection process to ensure compliance with stipulated procedures.

Although adult persons in custody are allowed by law to smoke in penal institutions, a "smoke-free prison zone" was put on trial in Tung Tau Correctional Institution (TTCI) in 2012 in order to improve the working environment of staff and care for the health of inmates. Adult persons in custody were encouraged to move in and quit smoking in the zone. With the hard work and motivation by the institutional staff over the months, all persons in custody concerned volunteered to abstain from purchasing cigarettes and smoking, and made up their mind to quit smoking. During the trial period, 738 persons in custody in the institution took part in the smoking cessation initiative. TTCI will be officially designated as a "Smoke-free Penal Institution" for adult persons in custody in 2013, which will only accommodate male adult persons in custody who have determined not to smoke. This is the first of its kind in the penal history of Hong Kong. We will set up more "smoke-free prison zones" in other institutions with a view to promoting a non-smoking culture.

为了加强受监管者尿液样本的测试安排，本署于荔枝角收押所旁兴建一个「尿液样本收集中心」，以取代以往由监管人员前往受监管者的住所或工作地点附近收取尿液样本的安排，收集中心计划于二零一三年上半年启用。收集中心设有影音摄录设备以监察和记录整个收集过程，确保工作按照既定程序进行。

虽然法例容许成年在囚人士在惩教院所吸烟，但为了改善职员的工作环境，同时关顾在囚人士的健康，本署在二零一二年于东头惩教所试行设立「无烟监区」，积极鼓励成年在囚人士戒烟和入住。经院所职员多月来的努力，最终成功引导院所内所有在囚人士自愿不买烟、不吸烟，以及下定决心戒烟。在试行期间，该院所共有738名在囚人士参与戒烟。本署定于二零一三年起，正式将东头惩教所划定为成年在囚人士「无烟惩教院所」，只收押决定不吸烟的成年男性在囚人士，是香港有史以来的首间「无烟惩教设施」。惩教署会于其他惩教院所继续增设「无烟监区」，推广无烟文化。

为协助在囚人士于获释后顺利融入社会，重新做人，本署积极为他们提供市场导向的职业训练。这些课程基本上足以应付合资格成年在囚人士的职业训练需求。另外，因应建造业有大量职位空缺，本署与建造业议会合作，计划在二零一三年分别于塘福惩教所及大榄惩教所首次开办木模枋工艺课程及钢筋屈扎工艺课程。

过去四年，本署一直透过「更生先锋计划」的教育讲座、面晤在囚人士计划、青少年座谈会、参观惩教院所及香港惩教博物馆等活动，鼓励及教导青少年奉公守法，远离毒品及支持更生。二零一二年，共有21 000多名青少年参与。我们在二零一三年会继续加强该计划，包括安排教师及校长等教育界人士参观惩教院所，藉此增加他们对香港司法制度及惩教工作的认识，以便他们于适当的课堂向学生灌输相关的正确知识。

本署一向十分重视诚信管理，除制定长远的政策目标外，亦有策略地扩大诚信管理工作的范围，并加强对新入职及现职惩教人员的诚信培训，以及推行「诚信大使计划」和举办多元化的诚信推广活动。此外，我们亦积极鼓励职员建立健康均衡的生活，并从不同层面提升惩教人员的品德及操守，持续深化部门的诚信和廉洁文化。

对惩教署来说，二零一二年是忙碌的一年，充满挑战。全赖各同事上下一心，紧守岗位，我们才能在多方面取得长足发展。展望未来，我们定会一如既往，全力以赴，迎难而上，为香港的安稳贡献所长。

惩教署署长单日坚

在汶莱举行的第32届亚洲及太平洋惩教首长会议上发言
Addressing the 32nd Asian and Pacific Conference of Correctional Administrators 2012 at Brunei Darussalam



To facilitate the smooth reintegration of persons in custody into society after release and help them turn over a new leaf, we have proactively provided market-oriented vocational training for them. Such training courses can meet the basic vocational training needs of eligible adult persons in custody. Furthermore, in response to a large number of job vacancies in the construction industry, we will collaborate with the Construction Industry Council to introduce two new courses, namely the Timber Formwork Skill Course and Bar Bender and Fixer Skill Course, in Tong Fuk Correctional Institution and Tai Lam Correctional Institution respectively in 2013.

Over the past four years we have made use of various activities under the Rehabilitation Pioneer Project, including educational talks, the Personal Encounter with Prisoners Scheme, youth forums, visits to penal institutions and the Hong Kong Correctional Services Museum, etc. to encourage and educate young persons to be law-abiding, stay away from drugs and support rehabilitation. In 2012, more than 21 000 young people participated in these activities. We will continue to enhance the scheme in 2013 by arranging visits to penal institutions for members of the education community like teachers and principals. The aim is to promote their understanding of the judicial system and correctional work of Hong Kong and helping them to pass on relevant knowledge to students during classes.

The Department has all along attached great importance to integrity management. Apart from setting long-term policy objectives, we have strategically extended the scope of integrity management, stepped up integrity training for new recruits and serving staff, implemented the Integrity Ambassadors Programme and organised diversified activities to promote integrity. In addition, we have proactively encouraged our staff to adopt a balanced and healthy lifestyle, and will enhance their awareness on upholding ethics and integrity on various fronts and continue to foster the culture of integrity and probity in the Department.

The Department went through a busy and challenging year in 2012. The achievements on various fronts would not have been possible without the concerted effort, dedication and perseverance of all colleagues. In the days to come, my colleagues and I will continue to do our utmost to rise to the challenges in maintaining the safety and stability of Hong Kong.

SIN Yat-kin, CSDSM
Commissioner of Correctional Services

首长级人员

Directorate Officers

- 1 单日坚
惩教署署长
SIN Yat-kin, Commissioner of Correctional Services
- 2 邱子昭
副署长
YAU Chi-chiu, Deputy Commissioner
- 3 曹振华
政务秘书
CHO Chun-wah, Herman, Civil Secretary
- 4 林国良
助理署长 (行动)
LAM Kwok-leung, Assistant Commissioner (Operations)
- 5 邓秉明
助理署长 (更生事务)
TANG Ping-ming, Assistant Commissioner (Rehabilitation)
- 6 胡英明
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WOO Ying-ming, Assistant Commissioner (Human Resource)
- 7 简志强
助理署长 (服务质素)
KAN Chi-keung, Assistant Commissioner (Quality Assurance)





1 部门运作及院所管理

Operations and Institutional Management

—— 零一二年，行动处继续力求精益求精，在羁押管理工作方面取得多项理想成果。

—— 在这年内，全体惩教人员继续同心协力，紧守岗位，确保公众安全，并提供优质服务以维持惩教设施的保安、秩序和纪律，尽可能把在囚人士逃狱及违反纪律的机会减至最低，并且防范毒品流入惩教设施。我们亦为在囚人士提供足够的羁管照顾、基本生活所需，以及健康和合适的生活环境。

In 2012, Operations Division kept on striving for perfection with a number of satisfying achievements in custodial management.

Throughout the year, all correctional staff continued to make concerted effort to ensure public safety and pursue service excellence in maintaining security, order and discipline of correctional facilities so as to minimise the chance of escapes and acts of indiscipline and prevent the smuggling of dangerous drugs. We provide adequate custodial care and basic necessities for persons in custody in a healthy and suitable living environment.







懲教署在懲教設施推廣無煙文化。

The department fosters smoke-free culture in correctional facilities.

大部份懲教院所非為特定目的而建，且設施老化，並已運作數十年。因此，為了應付現今院所管理的需要，重建過時的設施是必須的。在首季，荔枝角收押所的改建工程完成，為成年男性還押人士提供一個更好的環境。此外，大欖女懲教所的重建項目已經展開，為成年女性在囚人士增加設施及提升設施質素。

我們繼續致力提高院所的運作效率和改善在囚人士的生活環境，並集中更新陳舊設施和善用資源。除了進行重建或翻新項目外，我們還在部分懲教設施設立非吸煙區，以推廣不吸煙的風氣，並已定於二零一三年一月一日正式將東頭懲教所設定為首間成人「無煙懲教所」，只收押決定不吸煙的成年男性在囚人士。

二零零九年十月，《選舉管理委員會條例》附屬法例作出修訂，提供明確的法律架構，讓受羈押人士在本地各項選舉中投票。在二零一二年的立法會選舉期間，本署在懲教設施設立了22個專用投票站，讓合資格的受羈押選民投票。

我們繼續致力提高服務質素，竭力維持懲教設施的保安及良好秩序和紀律，提供穩妥、安全、人道、健康和合適的環境，協助在囚人士重新融入社會。凭着各職員的專業質素和堅毅不屈的精神，行動處定能應對未來的各項挑戰，進一步提升部門的專業形象。

Most of the correctional institutions are non-purpose built with aging facilities and have been operating for decades. It is therefore necessary to redevelop outdated facilities in order to meet the current requirements of penal management. In the first quarter, the conversion works in the annex facility of Lai Chi Kok Reception Centre was completed to provide a better environment for male adult remands. Apart from that, the redevelopment project of Tai Lam Centre for Women has already commenced to increase and upgrade the facilities for adult female persons in custody.

Continuous effort was made to strive for operational efficiency and improvement of the living environment of persons in custody, targeting to modernise out-fashioned facilities and optimise the use of resources. Apart from redevelopment or refurbishment projects, no-smoking zones were established in certain correctional facilities to promote smoke-free culture. On January 1, 2013, Tung Tau Correctional Institution will be officially designated as the Department's first "Smoke-free Penal Institution" for adult male persons in custody, which will only accommodates persons in custody who have decided not to smoke.

In October 2009, amendments to subsidiary legislation under the *Electoral Affairs Commission Ordinance* sets out a clear legal framework for persons in custody to vote in all local elections. In Legislative Council Election 2012, twenty two dedicated polling stations were set up in correctional facilities to allow eligible electors in custody to vote.

We are committed to continually improving our quality of service, taking steadfast actions to maintain security, good order and discipline in correctional facilities, and providing a secure, safe, humane, decent, and healthy environment to assist persons in custody to reintegrate into society. With the professionalism and perseverance of our staff, the Operations Division will live up to challenges and endeavour to further enhance the professional image of the Department.

男性在囚人士

在二零一二年，被判监禁的成年男性有7 919人，还押羁留的则有6 336人。

长刑期的成年在囚人士，包括被判终身监禁者，均囚禁在赤柱监狱及石壁监狱。

21岁以下被判监禁的年轻男性有253人，另有1 270人还押于壁屋惩教所。

随着荔枝角收押所扩建部份于二零一二年上半年投入服务后，收押所的收容额增加了400个，惩教名额总数达到1484个，改善了还押组在囚人士的生活环境。

女性在囚人士

在二零一二年，被判监禁的成年女性有3 560人，还押羁留的则有1 750人。

大榄女惩教所收纳成年女性，设有还押组及收纳高度设防类别在囚人士的小组。

21岁以下被判监禁的年轻女性共有90人，另有188人还押于励敬惩教所。

为纾缓成年女性收押所长期面对的超额收纳问题，我们在大榄女惩教所原地局部重建的工程已经展开，并将于二零一六年前竣工，收容额将由263个增至371个。

Male Persons in Custody

In 2012, a total of 7 919 adult males were sentenced to imprisonment and 6 336 remanded in our custody.

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

There were 253 young men under the age of 21 sentenced to imprisonment and 1 270 remanded in our custody at Pik Uk Correctional Institution.

With the annex facility of Lai Chi Kok Reception Centre coming into operation in the first half of 2012, the accommodation capacity was increased by 400 additional penal places to 1 484, improving the living environment of persons in custody in remand section.

Female Persons in Custody

In 2012, a total of 3 560 adult females were sentenced to imprisonment and 1 750 remanded in our custody.

Tai Lam Centre for Women accommodates adult female with a remand section and a designated unit for persons in custody of high security risk.

A total of 90 young women under the age of 21 were sentenced to imprisonment and 188 remanded in our custody at Lai King Correctional Institution.

To alleviate the long-standing over-admission problem in the adult female reception facility, an in-situ partial redevelopment of Tai Lam Centre for Women has started and will complete by 2016 to increase the accommodation capacity from 263 to 371.

惩教人员致力维持惩教设施的保安、良好秩序及在囚人士纪律。

Officers are committed to maintaining security, good order and discipline in correctional facilities.





在囚人士获安排参与康体活动。

Persons in custody are arranged to participate in recreational activities and physical exercises.

在囚人士的一般待遇

经由分类及编级委员会评估后，在囚人士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。

在囚人士如有需要，可向部门的投诉调查组、巡狱太平绅士或经由其他外间渠道作出投诉。这些程序已用中英文告示清楚列出，张贴在惩教设施的显眼地方。

成年在囚人士须按法例要求，每星期六天从事有意义的工作，以建立良好的工作习惯，学习职业及就业技能。青少年在囚人士则须参加一个半日上课和半日接受职业训练的计划。为了照顾在囚人士的福祉，各惩教设施会为他们安排不同的更生活活动，包括不同行业的职业训练、康乐活动和体育活动等。

General Treatment in Prisons

After assessment by the Classification and Categorisation Board, persons in custody shall undergo thorough medical examination and a short induction course to receive instruction on rules and regulations, rights, privileges and welfare assistance.

Those 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 is publicised clearly in bilingual notices displayed in prominent places in all correctional facilities.

Adults have to work six days a week as required by law. It aims to engage them in meaningful work posts and enables them to build up good working habit and to acquire vocational and employability skills. Young offenders have to participate in a programme based on half day education and half day vocational training. Various correctional facilities provide rehabilitative activities for the well-being of persons in custody, which include vocational training in a wide range of trades, recreational activities and physical exercises.

教导所

根据《教导所条例》，青少年在囚人士须接受为期六个月至三年的教导。有关教导是根据个别在囚人士的情况设定并跟进，确保取得最大成效。教导所会按个别在囚人士的进度决定他们的获释时间。

青少年在囚人士会接受由具备相关经验的合资格教师讲授的教育及职业训练课程，以学习不同技能和知识，提升就业能力。

合资格的体育导师会定期举办康乐活动，如球类比赛及田径运动。教导所亦会安排课外活动如童军活动及社区服务，以及其他活动如兴趣班、乐器班、艺术、弈棋和阅读。

在二零一二年，教导所共收纳113名青少年男性在囚人士及九名青少年女性在囚人士。

Training Centres

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

Qualified teachers with relevant experience will conduct comprehensive education and vocational training classes for young persons in custody in order to equip them with skills and knowledge that can enhance their employability.

Recreational activities such as ball games and athletics are conducted regularly by qualified instructors. Extra curricular programmes such as scouting activities and community services are arranged. Other activities include hobby classes, music instrument classes, arts activities, chess playing and reading.

In 2012, 113 male and 9 female young persons in custody were admitted to the centres.

罗湖惩教所收纳成年女性囚人士。

Lo Wu Correctional Institution accommodates adult female persons in custody.



劳教中心

沙咀惩教所收纳年轻男性受训生，安排他们接受要求严格的训练计划，其中强调严守纪律、勤奋工作，以及体能训练和步操，从而向受训生灌输尊重法律的精神。在二零一二年，沙咀惩教所共收纳81名21岁以下的青少年受训生，以及15名21岁至25岁以下的青年受训生，羁留期分别为一至六个月及三至12个月。院所会经常评估和跟进训练进度。

更生中心

更生中心为需要接受短期留宿更生计划的青少年在囚人士提供培训。计划由两个阶段组成，为期三个月至九个月不等。在前段羁留期，所有青少年在囚人士须接受教育和职业训练，以增进学识和提升就业能力。在后段居住期，所有青少年在囚人士须在更生中心内住宿，由职员根据他们在上学或工作及参与核准活动后的表现，持续评估他们的需要和进度。结合惩教设施的训练和中途宿舍的功能，更生中心为青少年在囚人士提供理想环境开展新生，重新融入社会。在二零一二年，入住更生中心的男性青少年在囚人士有125人，女性青少年在囚人士有24人。

Detention Centre

Sha Tsui Correctional Institution accommodates young male detainees and offers them a training programme under a strict regime. It emphasises strict discipline, hard work, physical training and foot-drill in order to instill in detainees a respect for the law. A total of 81 young detainees under the age of 21 and 15 young adults aged 21 to under 25 were admitted in 2012, with training periods ranging from one to six months and three to 12 months respectively. Training progress is constantly assessed and monitored.

Rehabilitation Centres

Rehabilitation Centres provide training for young persons in custody in need of a short-term residential rehabilitation programme. The programme consists of two phases with a total period of detention ranging from three to nine months. In the initial detention period, all young persons in custody will undergo education and vocational training for enhancing knowledge and employability. For the subsequent residence period, all young persons in custody will reside in the Rehabilitation Centre to receive continuous assessment by staff on their needs and progress after studying, working or engaging in approved activities. The combined benefits of training in correctional facilities and half-way house setting help young persons in custody lead a new life and reintegrate into society. A total of 125 male and 24 female young persons in custody were admitted in 2012.

沙咀惩教所收纳年轻男性受训生，为他们提供要求严格的训练计划。

Sha Tsui Correctional Institution accommodates young male detainees and offers them a training programme under a strict regime.



戒毒所

喜灵洲戒毒所及励新惩教所分别收纳成年男性戒毒者及青少年男性戒毒者，而女性戒毒者则收纳于励顾惩教所。

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。

为加强在囚人士戒毒的决心，我们安排有系统的治疗计划，包括工作治疗及个人与小组辅导课程，让在囚人士深切明白染上毒瘾所带来的问题，并作好准备重返社会，奉公守法，远离毒品。

在二零一二年，戒毒所共收纳1 024名成年在囚人士及207名青少年在囚人士，当中男性占969名，女性则占262名。

Drug Addiction Treatment Centres

Hei Ling Chau Addiction Treatment Centre and Lai Sun Correctional Institution accommodate adult male drug abusers and young male drug abusers respectively while female drug abusers are accommodated at Nei Kwu Correctional Institution.

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

To reinforce persons in custody's determination to quit drugs, we provide a systematic and therapeutic programme, including work therapy as well as individual and group counseling, to enhance their understanding about drug addiction problems and prepare them for a pro-social and drug-free life.

In 2012, 1 024 adult persons in custody and 207 young persons in custody were admitted to the drug addiction treatment centres. Among them, 969 were males and 262 were females.

歌连臣角惩教所步操乐队由演奏格兰风笛、管乐和敲击乐的年轻在囚人士组成。

The Cape Collinson Correctional Institution Marching Band comprises young persons in custody who are pipers, drummers and brass players.





于二零一二年年初引进的电子药物管理系统，有助简化药物处方、派发及盘点程序，从而提升院所医院的整体服务质素。
The electronic “Drug Management System” introduced in early 2012 streamlines the procedures of prescription, issuance and stocktaking of medicine for overall enhancement of hospital service quality.

医疗

在卫生署协助下，所有惩教设施均设有医院，由合资格人员当值，提供全日24小时的基本医疗。

小榄精神病治疗中心的在囚人士由医院管理局的出诊精神科医生负责照料。

此外，医院管理局或卫生署的出诊专科医疗人员如牙医、外科医生及矫形科专科医生等，定期为在囚人士提供诊症治疗。怀孕女性在囚人士会获提供产前检查及产后护理，并会在公立医院分娩。

在囚人士如需在公立医院接受治疗，一般会获安排入住玛丽医院或伊利沙伯医院的羁留病房。

为确保护理的质素，我们经常与相关专业团体合作，为部门的医护人员提供培训。举例来说，我们安排具有医护资格的职员参加医院管理局举办的模拟训练，目的是协助职员掌握最新的临床工作程序和资讯，以及提升他们的专业知识和应变能力，以应付出现并发症和紧急的情况。

Medical and Health Treatment

In collaboration with the Department of Health, all correctional facilities have on-premises hospitals staffed by qualified personnel. Round-the-clock basic medical treatment are provided in all correctional facilities.

Persons in custody at the Siu Lam Psychiatric Centre are attended to by visiting psychiatrists from the Hospital Authority.

Besides, visiting medical specialists, such as dentist, surgeon, and orthopedic specialist from Hospital Authority or Department of Health provide regular consultations to persons in custody. Ante-natal and post-natal cares are also provided to female persons in custody whose babies are delivered in public hospitals.

In general, cases requiring medical intervention in public hospitals are directed to our custodial wards either in Queen Mary Hospital or Queen Elizabeth Hospital.

To ensure quality nursing care, we constantly collaborate with relevant professional organisations to provide training for our nursing staff. For instance, we have arranged our staff with nursing qualifications to participate in simulation exercise organised by the Hospital Authority with the aim of updating clinical practice and information as well as enhancing their professional knowledge and response ability to handle medical complications and emergency situations.

我们在二零一二年年初引进电子药物管理系统，简化药物处方、派发及盘点程序，以提升院所医院的整体服务质素。

在防止传染病散播的工作方面，我们按照卫生防护中心的建议，实行「三级医疗应变系统」，以控制传染病在惩教设施散播。同时，我们又加强健康教育活动和疾病防御措施，以提高在囚人士保持地方清洁和个人卫生的意识。

本署亦为成年在囚人士提供戒烟辅导和举办戒烟班。我们在赤柱监狱及罗湖惩教所试行新戒烟计划，并提供尼古丁替代治疗，协助在囚人士戒烟及纾缓戒烟的不适症状。

In early 2012, we introduced an electronic "Drug Management System" to streamline the procedures of prescription, issuance and stock-taking of medicine for overall enhancement of hospital service quality.

In relation to the prevention of infectious diseases, with the advice of the Centre for Health Protection, a "Three-tier Medical Response System" was developed to control the spread of infectious diseases in correctional facilities. Meanwhile, health education activities and disease prevention measures were strengthened to raise persons in custody's awareness of maintaining cleanliness and personal hygiene.

Anti-smoking Counselling and Smoking Cessation Courses were organised for adult persons in custody. A Smoking Cessation Programme with the provision of Nicotine Replacement Therapy was put on trial in Stanley Prison and Lo Wu Correctional Institution to help persons in custody quit smoking and to relieve symptoms of nicotine withdrawal.



惩教紧急应变队队员进行游绳下降训练。
Members of Correctional Emergency Response Team undergo abseiling training.

押解及支援组

押解及支援组主要负责押解在囚人士出庭应讯、前往就医、进行列队认人程序或院所之间的内部转解，并在发生紧急事故时负责向惩教设施提供策略支援。

该组亦负责管理终审法院、高等法院和区域法院的羁留室、观塘转解中心，以及玛丽医院和伊利沙伯医院的羁留病房。

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、大屿山和罗湖设有五支分队，共有65只警卫犬。

除了支援惩教设施的监察工作外，警卫犬队亦会与其他地方的惩教机关和相关机构进行定期交流，以提高训练和照顾警卫犬的工作水平。

Escort and Support Group

The Group escorts persons in custody for court attendance, medical treatment, identification parade or inter-institutional transfer, and provides correctional facilities with tactical support during emergencies.

The Group is also responsible for Cell Holding Units in the Court of Final Appeal, High Court and District Court, Kwun Tong Transit Centre as well as the custodial wards in Queen Mary Hospital and Queen Elizabeth Hospital.

Correctional Services Dog Unit

Canines are trained and arranged to carry out patrol and drug detection duties. There are five regional dog teams located on Hong Kong Island, and in the New Territories, Hei Ling, Lantau and Lo Wu, with a total of 65 dogs.

Apart from supporting the surveillance of correctional facilities, the Dog Unit takes part in regular exchange activities with the counterparts and relevant agencies to enhance the standards of dog training and handling.

警卫犬队训练犬只执行各种职务。

Canines are trained to carry out diversified duties.





2 更生事务

Rehabilitation

更生事务处于一九九八年成立。经过15年的推展工作，更生事务处现已在更生服务领域建立了稳固基础。更生事务处的专业精神，源于惩教署早于一九八二年倡议的惩教并重原则。部门在年内仍然以「给更生人士一个机会」作为宣传主题，持续推行多元而适切的更生计划，以及通过全面的监管服务协助罪犯改过自新和重新融入社会。

我们与不同的雇主和商业组织合作，包括法定机构，致力为更生人士提供就业机会。二零一二年六月，本署与香港大学合办就业研讨会，直接呼吁雇主为更生人士提供公平就业机会。

Set up in 1998, our fifteen years of experience have firmly established the Division in the offender rehabilitation front. The Rehabilitation Division bases our professionalism on CSD's principles of placing dual emphasis on custodial and rehabilitative services advocated in 1982. In 2012, we continued to use the theme "Give Rehabilitated Offenders A Chance" to design our diversified yet unique on-going initiatives and enhanced services to help offenders rehabilitate and reintegrate into society.

CSD collaborates with various employers and business organisations, including statutory bodies, to help enhance the employability of rehabilitated persons. In June 2012, CSD jointly organised an employment symposium with the University of Hong Kong to appeal directly to employers for fair job opportunities for rehabilitated persons.

更生事务组人员于晚间探访受监管者，了解他们的需要及帮助他们重新融入社会。

Officers from Rehabilitated Division visit supervisees at night time to understand their needs and help them reintegrate into the society.



署方推出新的释前就业辅导服务，为将于三个月内获释的在囚人士进行有系统的就业配对。

The department has introduced a new pre-release employment service to provide systematic job matching for persons in custody who would be released within three months.

二零一二年八月，本署推出新的释前就业辅导服务，为将于三个月内获释的在囚人士进行有系统的就业配对，协助他们在获释前找到工作，以便在离开院所后可以尽快从事有实质报酬的工作。根据新安排，本署定期透过启导课程/重新融入社会计划向在囚人士提供职位空缺资讯。此外，他们亦可从惩教设施内的电子显示板和所张贴的招聘广告得知有关资讯。本署亦会安排有兴趣的雇主为申请者进行求职面试。

关于罪犯风险与更生需要评估及管理的综合程序，我们于三月向立法会汇报有关的初步检讨结果。初步检讨结果显示，曾接受更生计划配对的更生人士的重犯情况较少。本署会继续循序渐进地推展计划，并会根据实际经验，优化有关程序。

更生事务处继续强化针对为性罪犯、暴力罪犯、年轻罪犯、吸毒者及女性罪犯提供的心理治疗计划及服务。本署首间专为女性罪犯而设的女性个人成长及情绪治疗中心「健心馆」试行一年，成效理想，于三月踏进第二个年头。

专为成年及年轻性罪犯而设的心理评估工具综合组套的研发工作进展顺利，有助准确了解他们的重犯风险和治疗需要。我们并继续与著名学者合作发展评估方法和技巧，以评估成年暴力罪犯的重犯风险。

In August 2012, CSD introduced a new pre-release employment service to provide systematic job matching for persons in custody who would be released within three months, to help them secure a job before release and engage in gainful employment as soon as they leave the institution. Under the new arrangement, CSD regularly provides persons in custody with information on job vacancies through induction/reintegration programmes as well as LED display and post ups in correctional facilities. CSD also arranges potential employers to conduct job interviews for interested applicants.

As regards the integrated risks and needs assessment and management protocol for offenders, the findings of an initial review reported to the Legislative Council in March 2012 revealed preliminarily that re-offending was less common among those who had received matching rehabilitation programmes. CSD will continue to take a step-by-step approach to implement and fine-tune the protocol in the light of actual experience.

The Division continued to strengthen the psychological treatment programmes and services for sex offenders, violent offenders, young offenders, drug abusers, and women offenders. Our leading gender-specific treatment programme for women offenders, "PSY GYM: Personal Growth and Emotion Treatment Centre for Women", began its second year of service in March 2012 after a year's successful trial run.

We have progressed smoothly in developing the comprehensive battery of assessment tools for adult and young sex offenders to accurately understand their re-offending risks and treatment needs. We continued our collaboration with renowned academics to develop the tools for assessing re-offending risks of adult violent offenders.

由惩教署主办的「更生先锋计划」青少年座谈会，以互动形式探讨青少年吸毒问题及分享更生信息。

The department organises a student forum on the Rehabilitation Pioneer Project to interactively explore the topics of youth drug abuse and rehabilitation.



「创艺展更生」计划旨在通过创作艺术和话剧，协助在囚人士学习正确的待人处事之道。

“Creation and Rehabilitation Programme” aims to help persons in custody develop positive life outlook and better interpersonal skills through creative art and drama.

二零一一年的调查结果显示，公众对更生工作有广泛认识及予以支持，更生事务处因此会继续举办助更生宣传活动，让公众更加了解和接纳更生人士。

我们继续与一间非政府机构合作在赤柱监狱举办「创艺展更生」计划，通过创作艺术和话剧，协助在囚人士学习关于沟通、领导才能、解决问题、处理冲突及尊重自己和他人方面的技巧。

年轻在囚人士在首届香港中学文凭考试中取得理想成绩。我们会致力加强对年轻在囚人士的学习支援，让他们在接受教育的同时，亦可取得认可资历。

判前评估服务

判前评估服务为法庭提供准确的罪犯背景报告，尽量提高评估的重要性，令更生服务得以有效进行。年内，判前评估组的19名职员合共处理3 632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179宗法庭转介的个案，而小组的建议有86.6%获得接纳。

The Division continued to launch publicity activities for better public understanding and greater acceptance of rehabilitated persons (ex-offenders), in light of the high level of public awareness and clear public endorsement revealed in the findings of an opinion survey conducted in 2011.

We continued the “Creation and Rehabilitation” Programme in Stanley Prison in collaboration with a non-government organisation, by using creative arts and drama to help persons in custody build skills in communication, leadership, problem-solving, conflict resolution and respect for self and others.

Young persons in custody obtained satisfactory results in the first Hong Kong Diploma of Secondary Education Examination. We are committed to strengthening education support for young persons in custody to equip them academically and assist them to attain accredited qualifications.

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 2012, an assessment staff of 19 handled a total of 3 632 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 rehabilitation programme. In 2012, the Panel handled 179 referrals, of which 86.6% were accepted.

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，更生事务处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，并处理他们的犯罪行为，为日后重新融入社会作好准备。年内，更生事务处进行了158 498次个别辅导和举办了1 367次重新融入社会释前启导课程。

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32 239次辅导，拟备共640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。本署持续提升设施，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。年内，在囚人士在各公开考试共报考650卷，整体及格率为72.3%。

Welfare and Counselling Services

The Division renders 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 2012, we conducted 158 498 individual counselling sessions and 1 367 pre-release reintegration orientation courses.

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 2012, 32 239 counselling sessions were conducted and 640 assessment reports were prepared.

Education

The Education Unit caters for young persons in custody with custom programmes, focusing on general and practical studies. Facilities are continuously upgraded for organising better information technology and language courses. For adult persons in custody, 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 2012, a total of 650 public examination papers were attempted and the overall passing rate was 72.3 %.

临床心理学家为在囚人士提供辅导服务。
Clinical psychologist provides counselling services to person in custody.



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适时的监管及辅导，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，为更生人士订立目标和密切监察其进度。截至年底，接受法定监管的合共有2 278人。

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。宿舍亦提供康乐和社交活动。

Supervision Services

Supervision Services safeguard young inmates, drug addicts and certain inmates in transition back into society. Supervision staff works 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 2012, 2 278 persons were under active statutory supervision.

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.

更生事务处人员为在囚人士提供福利及辅导服务，协助他应付适应上的问题。

Officer of Rehabilitation Division provides welfare and counseling services to an inmate, helping him manage difficulty during custody.

判前评估组职员正面见还押在囚人士，为法庭提供准确的罪犯背景报告。

A staff member from Pre-sentence Assessment Services interviews a remand inmate, providing accurate profiles of offenders to the court.



非政府机构

非政府机构与本署紧密合作，推行助更生工作。年内，来自80多个非政府机构超过2 000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。我们在十月与香港城市大学合办名为「如何加强在囚人士接受更生服务的反应和动机」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，切合在囚人士的需要。义工团约有200名义工，于年内为惩教院所的在囚人士举办语文、电脑研习班及其他文化兴趣活动。

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。二零一二年，我们通过各种活动，包括就业研讨会、非政府机构论坛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，以及市民在这方面所担当的重要角色。

更生先锋计划

「更生先锋计划」包括一系列为青少年而设的教育讲座、探访和座谈会。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和罗湖惩教所社区教育中心的活动，可以加深参观者对惩教服务发展的了解，尤其是大众的支持对罪犯更生的重要性。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。本署于二零一二年夏季推出新活动，为曾参加更生先锋计划的青少年举办为期三天的「更生先锋计划延展训练营」，以深化更生先锋计划的成效。在七月和八月期间举办的三个训练营成效理想，我们会在日后举办更多同类活动。

Non-Government Organisations (NGOs)

NGOs work closely with the Department to help with rehabilitation. In 2012, more than 2 000 volunteers from over 80 NGOs served from counselling to the organisation of cultural, religious and recreational projects. We held a forum entitled "Responsivity and Motivation Enhancement in Offenders Rehabilitation" in October 2012 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 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 around 200 volunteers, the Group conducted language courses, computer studies, cultural pursuits, etc., for offenders in various correctional institutions in 2012.

Publicity activities have been ongoing since 1999, constituting a bridge between offenders and society. Through activities such as Employment Symposium, NGO Forum and Award Presentation Ceremony for Volunteers of CSDRVG held in 2012, 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 and Lo Wu Correctional Institution Community Education Centre foster participants' understanding of the development of correctional services, particularly the importance of public support for offender rehabilitation. The Student Forum is another crime prevention programme under which rehabilitated offenders are arranged to address students and elaborate on the consequences of crime. A new initiative in the form of a 3-day extended training camp for young people who had participated in the project before was introduced in summer 2012 to intensify the effectiveness of the project. The effectiveness of three such camps held in July and August was encouraging and CSD would organise more such camps in the future.

非政府机构名人代表参与本署推行的助更生工作，教导在囚人士烹调斋菜。

Celebrities from non-governmental organisations join the department's rehabilitation work to teach inmates how to prepare vegetarian dishes.



3 工业及职业训练

Industries and Vocational Training

工业及职业训练组在二零一二年继续安排在囚人士从事生产工作，并为他们提供公开认可的多元化及市场导向职业训练，以协助他们在获释后重新融入社会。

In 2012, the Industries and Vocational Training Section (I&VT) continued to engage offenders in industrial work during custody and provided them with diversified and market-oriented vocational training with public accreditation for their reintegration into the community.





用多功能性布料 工作進度簡報

防水(阻滯性)+撥水

測試規格

- 防水性
AATCC 127-2008
- 透汗氣性
European Standard 11092-1998
- 耐用性
ASTM D4966-98
5019237-1995
- 擋風能力
ISO 9237-1995

惩教工业的发展

本署透过为在囚人士提供新的生产技术、通用技能及品质概念训练，让他们从事工业生产工作，以具成本效益的方式向公营机构提供产品及服务。年内，在囚人士提供的产品和服务的市值约为港币3.81亿元。

我们与医院管理局签订服务水平协议，为他们的被服和制服提供供应、洗熨及物流方面的一站式服务。此外，在二零一二年至二零一七年期间，我们将根据协议为医院管理局供应26 000件木制办公室家具。二零一二年四月，部门获得创新科技署拨款港币137万元，与香港纺织及成衣研发中心和香港理工大学纺织及制衣学系合作展开一项为期12个月的计划，研发使用经改良的功能性布料制造职员制服。我们并与本港其他纪律部队分享研发成果。

为支持环保，我们在印刷及制造纸制产品时，增加使用再造物料含量较多或以纯再造物料制造的纸张。同时，我们亦不时检讨采购各种工业物料的环保规格，确保符合相关指引及规例。

在囚人士获安排在院所工场内工作，当中涵盖13个行业。

Persons in custody work in 13 trades in industrial workshops inside institutions.

Industries Development

Integrated with training on new production techniques, generic skills and quality concepts, the industrial work we provided for persons in custody contributed to the provision of products and services to the public sector in a cost-effective way. The total commercial value of products and services produced and provided by prisoners in custody engaged in industrial work in 2012 was HK\$381 million.

Under the Service Level Agreements with the Hospital Authority, we operated as a one-stop solution for the supply, laundering and logistics of their linens and uniforms. In addition, we will under an agreement provide 26 000 units of wooden office furniture to Hospital Authority from 2012 to 2017. In April 2012, the Innovation and Technology Commission approved the funding of HK\$1.37 million for a 12-month project among the Hong Kong Research Institute of Textiles and Apparel, the Institute of Textiles and Clothing of the Hong Kong Polytechnic University and our department to develop staff uniforms made of enhanced functional fabrics. Results of the development were shared with other disciplinary forces in Hong Kong.

In support of the notion of environmental protection, we procured more papers with increased or completely recycled contents for our printed and paper products. Meanwhile, we reviewed from time to time the green specifications for procurement of various industrial materials to meet the relevant guidelines and regulations.



安排在囚人士工作

二零一二年，每日平均有4 790名在囚人士获安排在约130个工场内工作，当中涵盖13个行业，而其他在囚人士则从事日常杂务，例如清洁、厨房及维修等工作。

职业训练发展

为向在囚人士提供市场导向课程，职业训练组定期与专业的培训机构及认证机构检讨训练课程，包括英国城市专业学会、雇员再培训局、建造业议会和职业训练局。年内，该组亦推出新课程，包括在罗湖惩教所开办零售及产品推广课程和数码录像剪辑课程。

二零一二年，成年及青少年在囚人士合共报考了3 220项职业资历考试和工艺测试，及格率平均达95.9%。

Employment of Persons in Custody

A daily average of 4 790 persons in custody were employed in 13 trades in about 130 industrial workshops in 2012. The remaining persons in custody were engaged in essential domestic fronts including cleaning, kitchen and maintenance work.

Vocational Training Development

The Vocational Training Unit regularly reviewed the training programmes with professional training and accreditation bodies including the City and Guilds, Employees Retraining Board, Construction Industry Council and Vocational Training Council for the provision of market-oriented courses to offenders at different institutions. In 2012, the Unit launched new courses of Retail and Product Promotion Course and Digital Film Editing Course in Lo Wu Correctional Institution.

Both adult and young offenders took a total of 3 220 vocational qualification examination papers and trade tests in 2012 with an average passing rate of 95.9%.

在囚人士参加罗湖惩教所的数码录像剪辑课程。

Inmates attend Digital Film Editing Course in Lo Wu Correctional Institution.



设施的提升

年内，我们继续提升训练设施，包括在壁屋惩教所的图像设计训练室添置图像打印机及更新励敬惩教所的电脑设备和软件。此外，本署亦在东头惩教所设置新的制衣工场，并开设60个工作岗位。大榄惩教所的部份工场亦已展开翻新工程，以便旧有的金属制品工场于二零一三年搬迁。

Facility Upgrading

This year, we kept on upgrading our training facilities including adding a graphic printer for the Graphic Design Training Workshop in Pik Uk Correctional Institution and updating computer equipment and software in Lai King Correctional Institution. A new Garment Workshop containing 60 work posts was set up in Tung Tau Correctional Institution. Refurbishment works also commenced in some of the Tai Lam Correctional Institution workshops to prepare for the relocation of the old Metal Workshops in 2013.

惩教署在工场生产中采用先进科技，提升业务竞争力和在囚人士的就业技能。
The department applies advanced technologies in workshop production to enhance the competitive edge of the industry and vocational skills of inmates.



资讯科技

资讯科技是提升管理效率的关键。年内，除了包括两项合约管理子系统和书籍分发及追踪子系统等资讯系统启用外，本署亦申请拨款重新发展成本会计系统，以提升效率及客户服务水平。

此外，我们在工场生产中亦采用先进科技，例如数码印刷、紫外光固化喷墨印刷、电脑化图像设计、雕刻及刺绣等技术，并在各控制及监察系统广泛采用软件应用程式，包括制服追踪系统及被服付运系统。这些措施提升了业务的竞争力和在囚人士的就业技能。

Information Technology

Information technology was the key to management efficiency. Apart from the launching of two information systems in 2012, namely the Contract Management Sub-system and the Book Sorting & Tracking Sub-system, funding application was made for the redevelopment of Job Costing System to enhance efficiency and customer services.

Furthermore, we applied advanced technologies in workshop production like digital printing, ultra-violet printing, computerised graphic design, engraving and embroidery. Software applications were widely used in different control and monitoring systems including the Uniform Tracking System and the Linen Delivery System. All these enhanced the competitive edge of the business and employability skills of the offenders.





懲教署为多个政府部门人员举办研讨活动分享推行职安健措施的经验。

CSD organises a seminar for officers from other departments to share experiences on occupational safety and health practices.

职员训练和发展

一直以来，工业及职业训练组十分重视职员训练和发展。年内，有527名职员参加105项由职业安全健康局、公务员培训处和其他培训机构举办的训练及发展课程。我们并安排职员参观配备现代化生产设施的工业经营，以及参观海外同业，让他们掌握新知识。

职业安全及健康

本署的职业安全及健康督导委员会致力对部门处所的使用者履行照顾责任，以及提供安全和健康的工作环境。在七月，本署派出八队由院所人员组成的队伍参加由职业安全健康局举办的职安健常识问答比赛。在二月，本署应公务员事务局的邀请，为来自超过20个政府部门的60名同事主办两个职安健研讨会，分享我们的职安健措施。

Staff Training and Development

Over the years, the Industries and Vocational Training Section attached great importance to staff training and development. In 2012, 527 staff members attended 105 training and development programmes in different fields organised by the Occupational Safety & Health Council, Civil Service Training and Development Institute and other training agencies. Visits to industrial undertakings with modern production facilities and overseas counterparts were also arranged to keep staff abreast of new knowledge.

Occupational Safety and Health (OSH)

The Departmental OSH Steering Committee is committed to the duty of care for all users of our premises and providing a safe and healthy workplace. In July 2012, eight institutional staff teams joined the OSH Quiz organised by the OSH Council. In February 2012, upon invitation by the Civil Service Bureau, we hosted two OSH seminars for 60 colleagues from over 20 government departments with whom our OSH practices were shared.



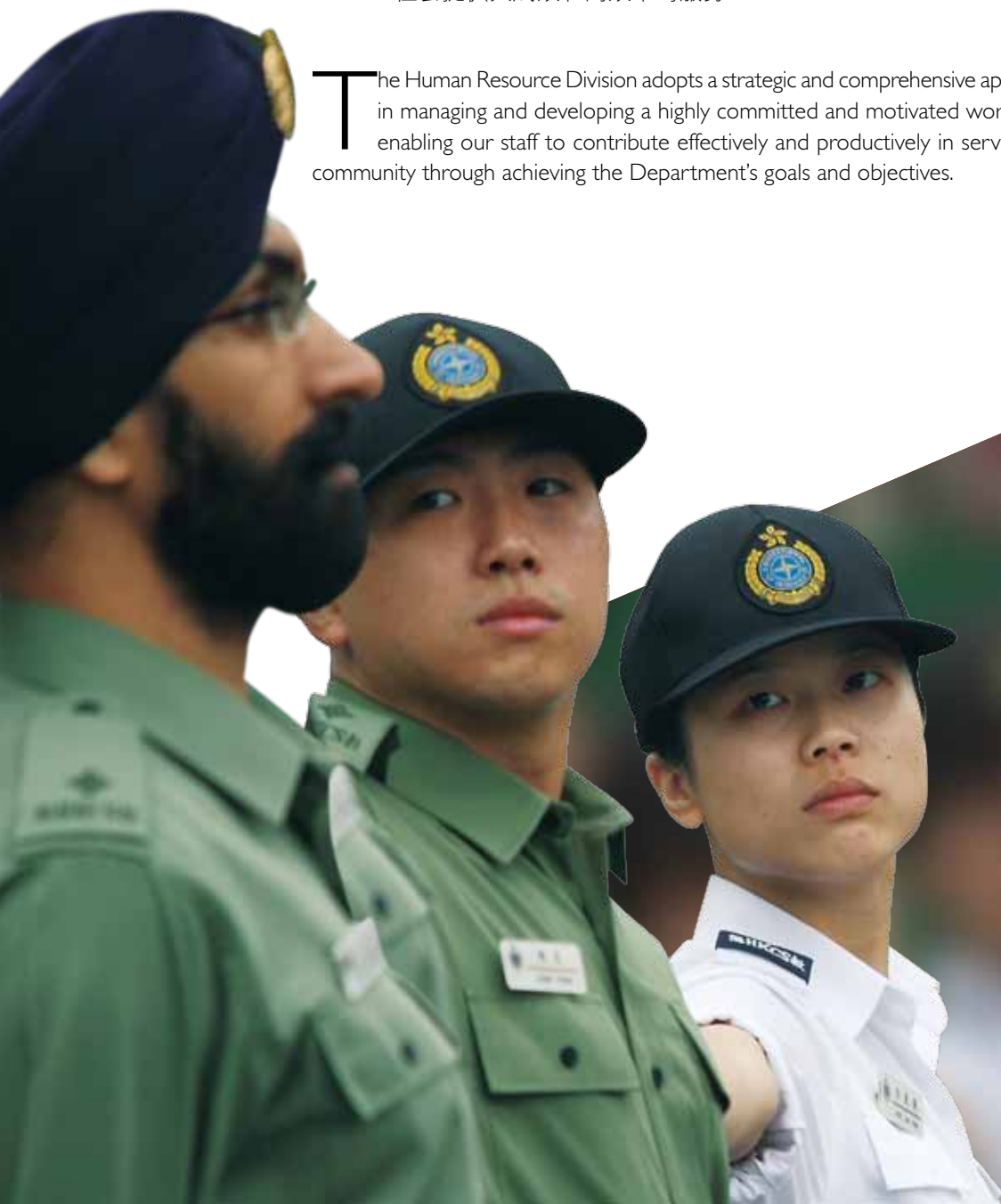
导师在励新惩教所教授在囚人士电气装置。
*A tutor teaches inmates on electrical installation
at Lai Sun Correctional Institution.*

4 人力资源管理

Human Resource Management

人力资源处以全面和具策略性的方法，管理和发展部门的高度投入和积极主动的工作团队，让职员通过达成部门的目标和宗旨，为社会提供具成效和高效率的服务。

The Human Resource Division adopts a strategic and comprehensive approach in managing and developing a highly committed and motivated workforce, enabling our staff to contribute effectively and productively in serving the community through achieving the Department's goals and objectives.





人手招聘、培训及发展

年内，本署进行惩教主任及二级惩教助理的招聘工作，分别收到6 592及9 732份申请。在完成相关程序和手续后，本署聘用了68名惩教主任和319名二级惩教助理。年内，亦有33名工艺教导员受聘，获调派到工业及职业训练组工作，负责为在囚人士提供市场导向训练。

人力资源处辖下的职员训练院，是部门培训和发展人才的最重要组别。前线方面，所有新入职人员必须在职员训练院接受为期半年的留宿训练，学习与惩教专业有关的基本课程和参加考试。此外，职员训练院又为在职人员举办配合个人职业发展、岗位及工作需要的课程。职员训练院不但为部门提供教学设施、资源、人手和课程，并会在有需要而合适的情况下，为其他机构和政府部门提供培训。

除了职员训练院的硬件外，本署自二零一一年起发展了「知识管理系统」，让职员透过便捷的电子平台获取专业知识。职员可透过部门个人帐户登入部门内联网，从相关资料夹及栏目搜寻所需资料。使用者的登入率亦一直稳定上升。

Staff Recruitment, Training and Development

In the recruitment exercises held for the post of Officer and Assistant Officer II in 2012, the Department received respectively a total of 6,592 and 9,732 applications. On completion of the procedures and formalities, 68 recruit Officers and 319 recruit Assistant Officers II joined the Department. In the same year, 33 recruit Instructors were appointed and worked under our Industries and Vocational Training Section to provide market-oriented training to persons under custody.

Staff Training Institute (STI), as an arm of the Department's Human Resource Division, is the most important training and development facilities. At the forefront, all new recruits must undergo half-year residential training in the institute where they have to go through fundamental courses and examinations relating to the correctional profession. Besides, the institute organises courses to serving staff pertaining to their career development, post-tied and job-related needs. It also provides teaching facilities, resources, personnel and courses catered not only for our Department but, when necessary and appropriate, to other organisations and government departments.

On top of the STI hardware, since 2011, the Department has developed a Knowledge Management System, which provides a platform for the staff members to acquire professional knowledge conveniently via the e-platform at the Departmental Intranet. Staff members, log in through their individual departmental account, can search useful information they need from the relevant folders and topics. The login rate of the users has been increasing steadily throughout the time.



为协助新入职人员适应惩教工作环境，同时建立支援网络和培养团队精神，本署自二零一一年五月起在各院所全面推行院所为本学长计划。截至年底，共有154名职员成为学长，为373名新入职人员提供指导。

职员训练院为不同级别的职员举办发展课程，以达到部门发挥专业精神的目标。本署自二零零五年起为初级和中级管理人员推出的管理才能发展及培训计划已重整为初级指挥课程、中级指挥课程和中级指挥课程(深造)。新设计的课程旨在让不同级别的职员学习与所属职级相关的知识和技能，以配合职业发展需要，并让他们为晋升高一职级积极作好准备。此外，本署亦安排高级人员修读高级指挥课程。

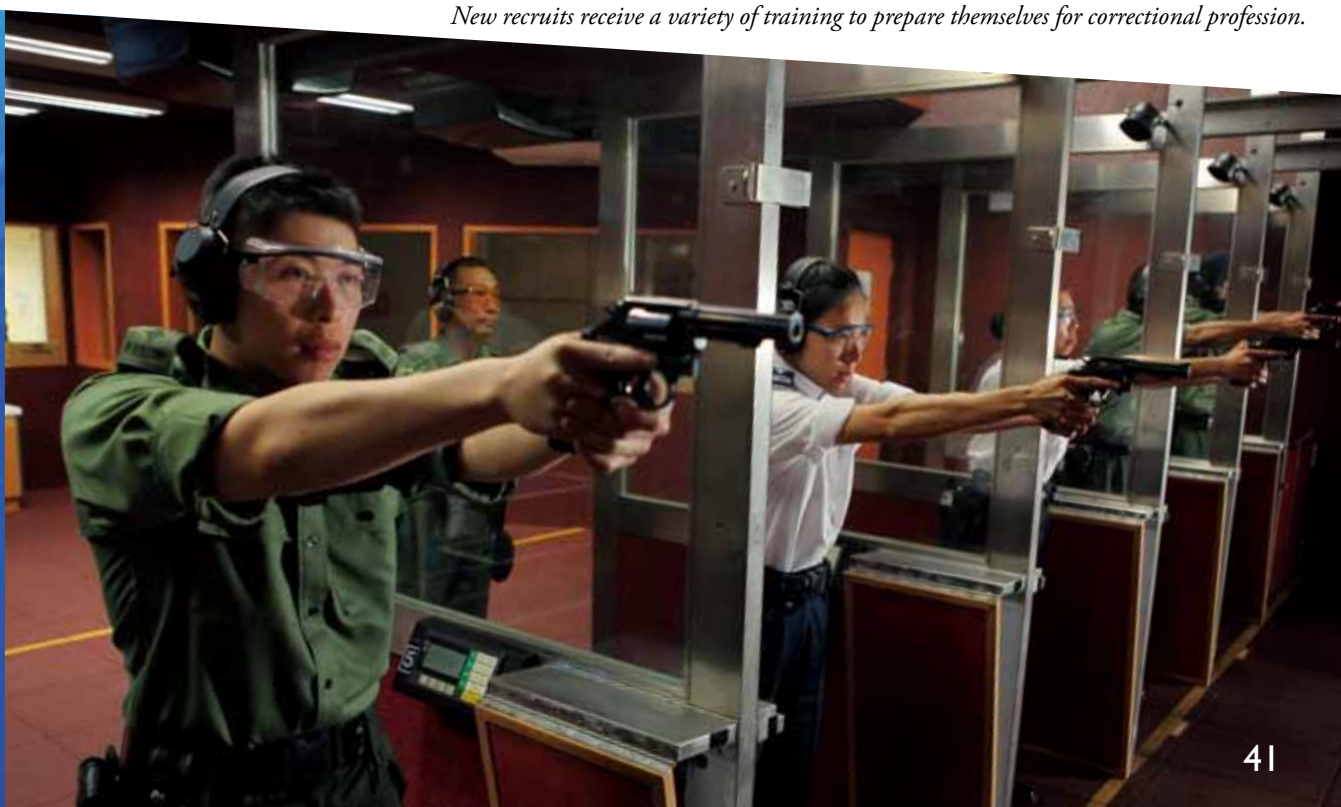
本署共举办21班为期两天的团队培训工作坊，共有308名院所诚信大使、新晋升的一级惩教助理职级人员及部门仪仗队成员等参加，藉此协助参与的同事加深彼此的认识和了解，建立团队关系，以及发挥个人潜能和增强自信。至于其他与工作 and 岗位相关的发展训练计划，职员训练院在年内为6 646名职员提供合共305项发展训练课程。为提高课程的成效，并在课程加入专业知识元素，我们把部份课程外判给本地大学和管理顾问开办。此外，公务员培训处继续为本署职员提供培训资源。

In order to assist our new staff members adapt to working in the correctional setting and cultivating a supportive network cum team spirit, the Institutional-based Mentorship Programme (IBMP) has been fully introduced to all institutions starting from May 2011. As at end of the year, there are a total of 154 mentors guiding 373 mentees.

Development courses are organised by STI for different levels of our staff members in order to achieve our goal of Professionalism. For junior and middle management staff, the Management Development and Training Programme, which has been in place since 2005, are revamped into Junior Command Course, Intermediate Command Course and Intermediate Command Course (Higher). The newly designed courses aim at equipping staff at different levels with knowledge and skills relating to their ranks so as to match their career developments and building visions for the advancement to the next higher rank. For Senior Officers, they are arranged to attend the Senior Command Course.

A total of 21 courses of two-day Team Building Programme were provided to 308 staff members including Institutional Integrity Ambassadors, newly promoted Assistant Officers I and members of the Departmental Guard of Honour, to improve better understanding among colleagues, build up team relationship and develop personal potential and self-confidence. As for other job-related and post-tied development training programmes, STI conducted a total of 305 development training courses for 6 646 staff members in the year. To enhance effectiveness of the courses and incorporate expertise, some courses were outsourced to local universities and management consultants. Civil Service Training and Development Institute also remains another training resource for the staff as well.

生力军接受多元化的入职训练，为成为专业的惩教人员作好准备。
New recruits receive a variety of training to prepare themselves for correctional profession.



本署深明与富经验的培训机构合作以提供专业培训课程至为重要，当中香港大学专业进修学院是我们其中一个合作伙伴。该学院继续为本署职员开办应用社会科学（惩教学）高级文凭课程。第四届课程在二零一二年七月开办，有45名职员获资助修读。二零一二年十一月，有八名职员修毕由该学院和英国密德塞克斯大学于二零一一年五月首办的工作为本学习（惩教学）（荣誉）文学士衔接学位课程，并取得学位。

自二零一零年起，本署亦委托香港大学专业进修学院开办有关本港少数族裔语言培训课程。年内，我们为新入职人员和部份职员开办10个有关旁遮普语、尼泊尔语、越南语和乌尔都语的课程，以加深他们对本港少数族裔的了解，从而更有效执行职务。此外，我们亦会安排印尼语课程，让职员掌握另一少数族裔的语言和了解他们的文化。

The Department is well-aware that partnership and cooperation with proficient training bodies is essential in the delivery of professional training courses. Amongst others, The School of Professional and Continuing Education of the University of Hong Kong (HKU SPACE) continues to organise the 'Advanced Diploma in Social Sciences (Corrections) Programme' for our staff members. The fourth programme began in July 2012 and 45 staff members were sponsored for the training. The top-up degree programme Bachelor of Arts (Honours) in Work Based Learning Studies (Corrections) Programme, jointly organised by HKU SPACE and United Kingdom Middlesex University, began the first course in May 2011. Eight staff members completed the course and conferred the degree in November 2012.

The same education institute has also been contracted to organise the 'Training Courses in Languages and Cultures of Ethnic Minorities in Hong Kong' since 2010. In 2012, ten courses under the subjects on Punjabi, Nepalese, Vietnamese and Urdu were conducted for the new recruits and some selected officers to enhance their understanding of the ethnic minorities in Hong Kong and their job efficacy. Courses on Indonesian would be arranged in order to better equip our staff with other language skills as well as understanding of another ethnic-minority culture.

职员训练院为不同级别的职员举办课程，让他们提升工作知识及技能以配合职业发展需要。
Courses are organised by the Staff Training Institute for staff members at different levels to enhance their work knowledge and skills matching their career development needs.



为确保职员与时俱进，了解法律的最新发展，本署在年内举办第三届为期五天的调解服务培训课程，拣选了20名职员参加。该项课程旨在培训一组专人负责，协助部门推行调解服务。此外，本署在九月及十月为高级人员开办三个关于职员纪律聆讯的法律代表及撰写判词培训课程，课程为期一天，目的是让高级人员掌握有关进行职员纪律聆讯的知识。

本署又拓展服务，安排八项跨部门的培训课程，给予591名来自入境事务处及澳门监狱的人员参加。课程内容包括危机处理及搜查、监狱看守技巧、战术训练，以及为入境事务处青山湾入境事务中心人员而设的季度战术训练复修课程。本署继续与教育局合办多元智能跃进计划，协助参加的中学生提升自律、自信、合群精神及抗逆能力。我们亦透过每年由国际成就计划香港部资助的「工作影子日」，为中学生提供同类训练。此项计划自2008年起推行，目的在于帮助参与者了解部门的工作实况，为他们将来有志发展惩教事业作好准备。

To keep pace with the development of legal perspectives, the Department organised the third 5-day 'Mediation Service Training Programme' in 2012. Twenty staff were selected to attend the training which aimed at developing a trained pool that could facilitate the implementation of our mediation services. Another training course 'Legal Representations and Writing Judgments in Disciplinary Proceedings of Staff' was organised for the Department's Senior Officers in September and October in the year. The three one-day courses targeted to equipping the Senior Officers knowledge in conducting disciplinary proceedings of staff.

As an extension of our services, the Department arranged eight training courses for 591 participants of the Immigration Department and Macao Prison. The courses included Crisis Management and Searching, Custodial Skills, Tactical Training and Quarterly Tactical Refresher Training for Immigration Department Castle Peak Immigration Centre Staff. Partnership with the Education Bureau (EDB) in implementing the 'Enhanced Smart Teen Project' that helped participants, mostly secondary school students, cultivating their self-discipline, self-confidence, team spirit and resilience were continued. Similar training was also provided to secondary school students via the annual programme of 'Job Shadow Day' sponsored by the 'Junior Achievement Hong Kong'. The scheme which has been running since 2008 is designed to help participants understand the work of the Department and develop their work-readiness essential for their future career engagement in the correctional services.



香港惩教博物馆是香港最多访客参观的博物馆之一，馆内展示香港惩教体制的历史发展，以及本署在刑事司法体系所担当的重要角色。博物馆是本署与公众之间的桥梁。博物馆为学生及非政府机构团体提供导赏服务，充分讲解更生工作和社会接纳更生人士的重要性。年内，有544个团体合共48 283名访客前来参观惩教博物馆。自二零零二年开馆以来，博物馆已接待逾588 090名访客。

职员关系及福利

我们设有咨询机制，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和初级职员协商委员会每季均召开职员协商会议，讨论员工所关注的事宜。年内管方定期与员工代表举行咨询会议，就职员宿舍、规定工作时数、工作相关津贴、在台风期间为须返回院所执行候召职务的人员提供交通安排等特别事宜，收集员工的意见。

职员关系及福利组负责统筹一切与职员福利有关的事务，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，为本署人员提供团体保险服务，同事可自由参加。

As one of the most-visited museums in Hong Kong, the Hong Kong Correctional Services Museum showcases the historical evolution of Hong Kong's penal system and the role of the Department as an integral part of the criminal justice system. It serves as a channel between the Department and the community. Guided tour services are provided to school students and non-government organisations with the importance of rehabilitation of offenders and their acceptance by society well illustrated. During the year, the Museum served 544 visiting groups with 48 283 visitors. Since its opening in 2002, more than 588 090 visitors have visited the Museum.

Staff Relations and Welfare

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 Junior Departmental Consultative Committee hold quarterly staff consultation meetings to discuss issues of staff concern. Regular consultations were also conducted with staff representatives throughout 2012 to solicit staff views on special matters such as officers' accommodation, conditioned working hours, job-related allowances, provision of transportation for staff returning to institutions to perform on-call duties during typhoon.

The Staff Relations and Welfare Unit coordinates 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 staff and family members are issued through the Correctional Services Department Welfare Fund. The Unit administers the Correctional Services Department Central Fund to provide group insurance coverage for staff on voluntary basis.

来自不同院所的惩教人员参加周年陆运会。

Officers from various institutions joined the Annual Sports Meet.



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资助，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，信托基金向160名受助者提供合共800,767元的资助。

惩教署体育会协助部门安排体育及康乐活动，是推动员工建立健康均衡生活模式和培养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、家庭同乐在喜灵及七项院所际体育比赛。在四月，体育会的84名运动员参加第六届粤港澳惩教人员运动会；在七项运动项目中，体育会勇夺四项冠军，成为团体总冠军。

本署积极参与慈善及筹款活动，包括公益金的商业及雇员募捐计划和百万行等。自二零零八年起，本署连续多年荣获公益金颁予雇员乐助计划政府部门最高筹款奖第一名和最高参与率奖，以及雇员募捐计划杰出奖项和商业及雇员募捐计划银奖。在二零一一至一二年度，本署首次荣获商业及雇员募捐计划金奖，并获得百万行杰出步行队伍奖，以及获颁公益嘉许奖，以表扬部门热心参与和支持公益金的筹款活动。

本署职员通过参加爱群义工团，在公余时间担任义工，善用专业技能，关怀和帮助有需要的人士，藉此建立共融和关爱的社会。年内，义工团有2 400名团员合共参与超过20 000小时义务工作，其中包括探访长者，以及为节日庆祝活动或慈善活动，例如乐施毅行者2012，提供后勤支援服务。

The Correctional Services Children's Education Trust continues to provide financial assistance to children of Assistant Officers and equivalent grades in the Department to help them pursue higher education. Disabled children undertaking full-time education or training also receive financial assistance from the Trust. In 2012, a total of \$800,767 was granted to 160 recipients.

The Correctional Services Department Sports Association (CSDSA) organises sports and recreation activities for staff members of the Department. The Association's work is an essential part of our drive to promote a healthy and balanced lifestyle among staff and cultivate their esprit de corps. During the year, the Annual Sports Meet, Swimming Gala, 10 Km Distance Run, Family Outing on Hei Ling and seven inter-institutional competitions were organised. In April 2012, CSDSA with 84 athletes took part in the 6th Guangdong/Hong Kong/Macao Sports Meet for Correctional Officers. Amongst the seven sports competitions, CSDSA won four champions and captured the Overall Champion.

The Department participates actively in charity and fund-raising events, including the Community Chest of Hong Kong's Corporate and Employee Contribution Programme (CECP) and Walk for Millions. We have been presented by the Community Chest of Hong Kong since 2008 the Highest Donation of Civil Service Category, Highest Participation Rate of Civil Service Category, Outstanding Award and Silver Award. In 2011/2012, we were presented for the first time with Gold Award of the CECP. The Department also won the Outstanding Walking Team Award in the 2011/2012 Walks for Millions, and Award of Merit as an overall achievement.

Joining the Oi Kwan Volunteer Group Limited as volunteers, staff members utilize their professional skills in leisure time to care and assist the needy as well as building a more cohesive and caring society. In 2012, over 20 000 service hours of voluntary work were provided by 2 400 volunteers in various social services including home visits to the elderly and logistic control in various festivals or charity events such as Oxfam Trailwalker 2012.





惩教人员及其家属积极参与公益工作，迈向健康均衡生活。
Officers and their family members participating actively in charity work to achieve a healthy and balanced lifestyle.

本署的临床心理学家(职员服务)分别在设于赤柱和荔枝角的服务中心，为职员及其家人提供专业服务，包括心理治疗、心理教育材料、松弛身心设施。此外，又编制相关单张协助职员适应工作，以及加强他们对健康均衡生活的意识，保持心理健康。以往我们的工作重点是为新入职人员、在职人员和即将退休的人员制作关于心理适应的短片，年内，我们把重点扩大至包括工作与家庭关系。我们持续更新职员心理服务及健康均衡生活的网页，加入最新的心理资讯、专题探讨、互动游戏，以供同事浏览。此外，我们又为新入职人员和在职人员提供压力管理的训练和推广健康均衡生活的信息。

为促进职员及其家人有效沟通和提高他们处理危机的能力，本署临床心理学家在年内于不同地区举办了三个辅导座谈会，约有250人参加。三个座谈会均深受职员及其家人欢迎，参与者在轻松的环境下以互动形式进行小组学习和分享。

Clinical Psychologists (Staff Services) operate two centres in Stanley and Lai Chi Kok to provide professional services to staff and their families including psychotherapy, psycho-education materials as well as relaxation facilities. Leaflets on related topics were produced to help staff make work adjustment as well as understand and maintain psychological well-being. While video production on psychological adjustment for newly recruited, refresher and pre-retired staff were our focus in the past, the emphasis of video production had been extended to work and family relationship in Year 2012. Websites on psychological services and Healthy and Balanced (H&B) lifestyle were continuously renewed with updated psycho-educational messages, columns on specific issues and interactive games for access by staff. Training on stress management and H&B Lifestyle promotion were conducted on new recruits and serving staff.

To enhance the ability of staff and their family members in fostering effective communication and coping with crisis incidents, three debriefing sessions in different regions were delivered by the Staff Clinical Psychologist and attended by around 250 participants in 2012. These sessions were well received by staff and their family members who valued the relaxing and interactive environment for peer learning and sharing.

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，因此获得香港社会服务联会颁发商界展关怀计划「5年Plus同心展关怀」标志。

人事管理及诚信管理

本署一向重视善用人力资源。经过与公务员事务局的商讨并实施为期一年的试行计划后，该局批准由九月一日起把部门纪律人员的规定工作时数由每星期的49小时缩减至48小时。

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。委员会在二零一一年公布新的「全方位操守管理TEAM—SPIRIT模式」后，在年内举办不同的培训、比赛、活动，以及制备关于诚信管理的手册/参考指引，以加强部门的诚信管理工作。继在

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 has been awarded the 5 Years Plus Caring Organisation Logo under the Caring Company Scheme organised by the Hong Kong Council of Social Service.

Staff Administration and Integrity Management

Optimisation of human resource has always been one of the Department's utmost concerns. Having undergone discussions with the Civil Service Bureau (CSB) and a one-year trial, the CSB has approved the reduction of conditioned working hours of disciplined staff of the Department from 49 hours to 48 hours per week with effect from September 1, 2012.

The Departmental Ethics Committee has, since its establishment in 2007, made an all-out effort to maintain a high level of staff integrity and to promote an ethical culture within the Department. Following the promulgation of the TEAM — SPIRIT model on integrity management in 2011, further efforts were stepped up in the year of 2012 to intensify the integrity management within CSD through a variety of

惩教人员透过团队训练强化凝聚力及坚毅不屈的专业精神。

Cohesiveness and perseverance of Officers are strengthened through team building activities



二零一一年六月委任73名诚信大使后，我们在二零一二年九月再委任多47名诚信大使，以加大力度在院所层面推广诚信管理和进一步加强部门人员的专业操守。

本署除继续为诚信大使安排反贪污及诚信管理工作坊外，并持续为新入职的惩教主任和惩教助理举办防贪讲座，从而深化部门的诚信和持廉守正的文化。此外，本署在年内举办多项活动，包括短片创作比赛和义工服务计划比赛等，以进一步提升部门人员的良好公民意识及正面价值观。

为加强和内地和海外司法管辖区惩教机构的专业交流，本署在二零一一年十一月通过访问内地五年计划，并在二零一二年开始推行，以落实订定的目标，与内地各个直辖市、省、自治区和特别行政区建立联络平台。

此外，本署一直与其他持份者紧密合作，共同推行国务院在二零一零年四月通过的《粤港合作框架协议》。本署根据协议规定，与广东省惩教当局建立了常设机制，方便香港和广东省的惩教人员共用和查询关于被羁押的两地人士的资料，以及进行互访和专业交流。

国际方面，本署继续通过出席重要国际会议，保持对外专业交流。年内，本署参加多个国际会议，包括亚洲及太平洋惩教首长会议、国际假释机构协会训练会议、国际惩教及狱政专业协会会议、澳洲惩教工业协会会议，以及前往英国司法部国家罪犯管理服务署访问，让部门人员有机会了解不同地方的情况，以强化部门的接任计划，并借鉴同业的优良措施，以期提供更专业服务，精益求精。

监狱系统在一九二零年十二月自警队转为由专责的监狱监督独立掌管，我们在二零一一年庆祝部门成立90周年，并在十一月以「惩与教」为题出版90周年纪念特刊。特刊是记载香港在一九二一年至二零一一年间惩教体制发展的重要文献，资料珍贵，极具见证惩教署专业工作发展的参考价值，尤其是助更生和建立共融社会方面的工作成果。有关特刊其后更在美国纽约第22届国际Astrid Awards评选中，荣获「特别项目——纪念/历史刊物」组别优异奖，彰显刊物素质达致国际级水平。

training, competitions, campaigns and publications of integrity management manuals / handbooks. In September 2012, 47 new Integrity Ambassadors were appointed in addition to the 73 Ambassadors appointed in June 2011, injecting additional efforts in the promotion of integrity management at institutional level and for further strengthening of professional ethics of our staff.

Workshops on anti-corruption and integrity management for the Ambassadors, seminars on corruption prevention were continuously organised for recruit Officers and Assistant Officers as a sustained effort to enhance integrity and ethical culture. A series of other activities including video shooting competition and volunteer service plan competition were held in the year to raise awareness of good citizenship and positive values among CSD staff.

To enhance professional exchange with counterparts in both the Mainland and overseas jurisdictions, the 5 Year Visit Plan to Mainland was endorsed in November 2011 and the Department commenced the implementation of the plan in 2012 to fulfill the established goal in creating a liaison platform with different Municipalities, Provinces, Autonomous Regions and Special Administration Region of the People's Republic of China.

The Department has also been working closely with other stakeholders in the implementation of the 《粤港合作框架协议》(Framework Agreement on Hong Kong/Guangdong Co-operation) approved by the State Council in April 2010. Pursuant to the agreement, CSD and our counterparts of Guangdong establishes a regular mechanism for information sharing and enquiries related to citizens under custody, visits as well as professional exchange between Hong Kong and Guangdong prison officials.

On international front, CSD continues to maintain professional exchanges through participation in major international conferences such as the Asia and Pacific Conference of Correctional Administrators (APCCA), Association of Paroling Authorities International (APAI) Training Conference, International Corrections and Prisons Association (IPCA), Correctional Industries Association of Australasia (CIAA), National Offender Management Service (NOMS), etc. We aim at diversifying the exposures of staff members for enhancement of the Departmental succession planning and benchmarking best practices with our counterparts towards professionalism and excellence in our services.

The year 2011 marked the 90th anniversary of CSD since the appointment of the Superintendent of Prisons after the separation of the prison system from the Police in December 1920. The Department published the 90th Anniversary Memorial Book with a theme 'Custody and Correction' (惩与教) in November 2011. This is one of important documents recording the development of Hong Kong penal system from 1921-2011. This publication carries considerable weight and reference value in evidencing the development of CSD in the path of professionalism, in particular the rehabilitation of offenders and our contribution towards the establishment of a more inclusive society. The Memorial Book won the Honors award under the category of ' Special Projects ' in the Astrid Awards 2012, representing its achievement by international standard.



部门定时为惩教人员安排诚信管理工作坊及研讨会，全力推动署内的道德文化。

Regular workshops and seminars on integrity management are arranged for Officers as a sustained effort to promote an ethical culture within the department.

5 服务质素

Quality Assurance

在二零一二年，服务质素处一如既往，适时进行检讨和推行优化措施，以维持及提升服务水平。

In 2012, the Quality Assurance Division (QAD) continued to conduct timely review and initiate enhancements for upholding the service standard of the Department.





在二〇一二年年底于荔枝角收押所试用首部X光身体扫描器。
The first X-ray Body Scanner was put into trial use in Lai Chi Kok Reception Centre at the end of 2012.

审核及保安组

审核课致力提供有系统和优质的审核服务，确保各惩教设施恪守部门的政策、规则及规例，以及既定方法和标准，并善用资源，提高工作效率。

年内，审核课于不同惩教设施进行了五次全面视察、18次专题视察、20次跟进视察、八次保安视察及19次突击视察。

为提升服务水平，以及因应社会和惩教环境的转变，审核课推出多项提升服务措施以切合公众期望并完成了关于「运输服务」及「了望塔」的两项专题研究。前者检讨部门的运输服务并建议相关改善措施，例如简化保安车辆的调配安排及加强职员处理紧急事故的训练，而后者则详细研究了望塔的设计，并建议优化有关装置及设备，从而提升院所的保安和职业安全措施。

为确保在囚人士在一个无毒品的环境中羁押，保安课在年内全力打击偷运违禁品进入惩教院所。署方检获毒品158宗，大部份均在流入院所的门槛前已被截获。保安课亦引入手提式视频伸缩安检仪和便携式安检内窥摄影仪，以提升保安搜查的成效及效率。

职员在使用搜查镜进行保安检查。
An officer is using a Searching Mirror to carry out a security check.

Inspectorate and Security Unit

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

In 2012, the Inspectorate Sub-unit conducted a total of 5 full inspections, 18 thematic inspections, 20 follow-up inspections, 8 security inspections and 19 surprise visits to various correctional facilities.

To uphold the service standard of the Department and address public aspirations that come with the ever-changing society and penal environment, the Inspectorate Sub-unit has never stopped launching service enhancement initiatives. In 2012 two thematic studies on "Transport Services" and "Observation Towers" were completed. The former reviewed the departmental transport services and recommended enhancement measures such as streamlining the mobilization of security buses and strengthening staff training on emergency handling, while the latter critically examined the design of observation towers and suggested enhanced installations and equipment for improving the institutional security and staff occupational safety.

During the year, the Security Sub-unit made every effort to stamp out the smuggling of contrabands into correctional institutions, ensuring a drug-free environment for keeping persons in custody. There were 158 seizures of dangerous drugs, most of which were intercepted on the doorstep of the institutions. The Sub-unit also introduced extendable video pole cameras and flexible inspection tube cameras to enhance the effectiveness and efficiency of searching.





投诉调查组人员在个案现场查察。

Officers of Complaints Investigation Unit conduct on-site investigation.

杜绝惩教设施内的赌博和其他非法活动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，致力减少赌博和非法活动。年内，保安课于各院所进行了260次联合搜查行动、3079次特别搜查行动及65次夜间突击搜查行动，成效显著。此外，保安课联同警方与荔枝角收押所管方，成功瓦解在荔枝角收押所进行的有组织非法探访活动。

在培训方面，审核及保安组与专家学者为服务质素处人员举办多项与工作相关的训练课程，包括「司法覆核、侵权行为及刑事证据」、「ISO品质管理体系」及「刑事调查与法证」。

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。该组并进行服务对象满意程度调查，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。二零一二年的调查结果显示，服务满意评级超过96%。

为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

Wiping out gambling and illicit activities in correctional facilities is also an important mission of the Security Sub-unit. Based on sound intelligence networks and frequent searching operations, gambling and other illicit activities are reduced. In 2012, 260 joint searching operations, 3079 special searching operations and 65 night raid operations were conducted in institutions with fruitful results. In collaboration with the Police and the institutional management of Lai Chi Kok Reception Centre, the Sub-unit successfully co-ordinated the eradication of the organised illegal visit activities in Lai Chi Kok Reception Centre.

On the training front, the Inspectorate and Security Unit organised job-related training courses for QAD officers with professional academies on "Judicial Review, Tort and Criminal Evidence", "ISO Quality Management System" and "Criminal Investigation and Forensic Science".

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 2012, the satisfaction rating was over 96 %.

As an initiative for continual improvement by sharing useful information among staff, the CIU uploads complaints statistics and recommendations endorsed by CSDCC as well as Cases of Interest to the

议，以及个案分享等实用资料，上载于部门内联网的「知识管理系统」及「优质管理锦囊」，供职员参考。自二零一一年起，投诉调查组引入调解服务，提供另一途径解决须予报告但属轻微及不复杂的投诉。至今已有60名职员接受训练成为调解协调员，就投诉个案提供调解服务。

投诉调查组在二零一二年收到496宗由在囚人士和市民提出的个案。当中，由该组展开全面调查的个案有137宗、转介院所处理并由该组监察的个案有98宗、重复投诉的个案有128宗、列为求助/ 查询的个案有133宗。此外，惩教署投诉委员会合共审议及通过137宗由上述人士提出的个案，并作出9项改善服务的建议。

管理事务组

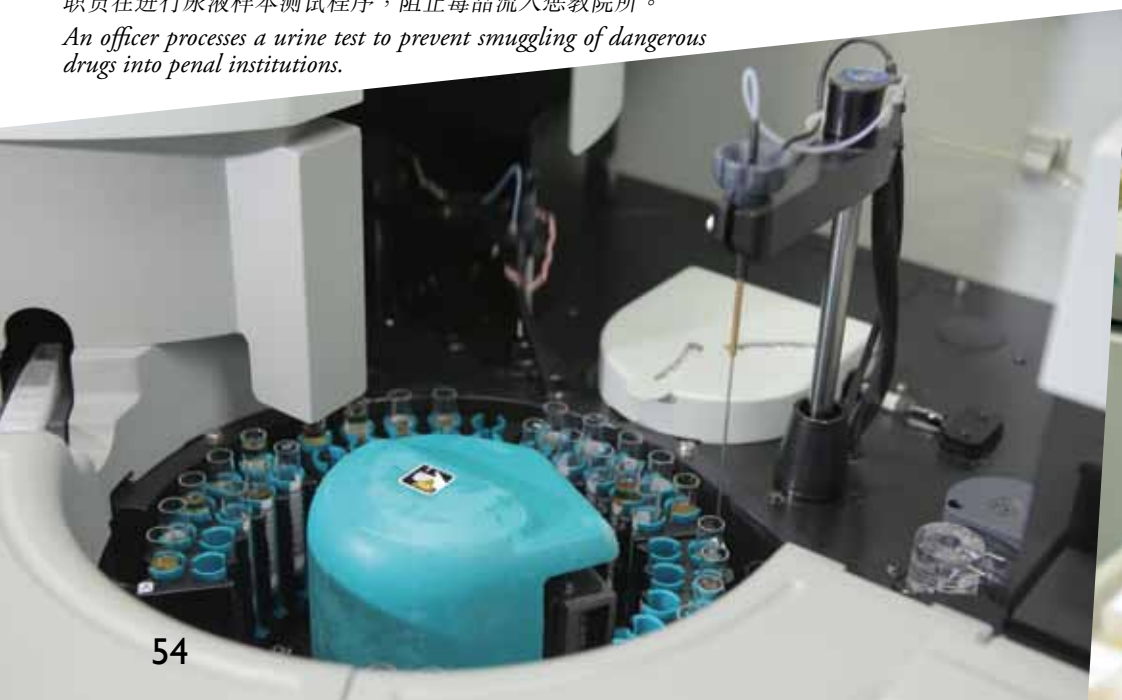
年内，管理事务组不时修订在惩教署职权范围内的相关法例、部门工作守则和运作手册，以确保符合运作需要及因社会环境转变而产生的诉求。

该组亦进行研究探讨先进科技的应用，藉以提升运作效率和加强保安。

在二零一二年，该组继续致力探讨无线射频识别技术的应用，以提高惩教院所的运作效率及加强保安。研究集中于把无线射频识别技术应用于防止武器及设备在未获授权下被带离惩教院所，试验计划已于白沙湾惩教所进行。此外亦会探讨将无线射频识别技术应用于惩教院所内的锁匙管理。

职员在进行尿液样本测试程序，阻止毒品流入惩教院所。

An officer processes a urine test to prevent smuggling of dangerous drugs into penal institutions.



'Knowledge Management System' and 'Smart QA Info' of CSD Intranet on quarterly basis. Since 2011, the CIU had introduced mediation service as an alternative to resolve minor and uncomplicated reportable complaints. A total of 60 staff members had been trained as Mediation Facilitators to provide mediation services in complaints handling.

In 2012, the CIU received 496 cases from persons in custody and the public. Among them, 137 cases entailed full investigation by CIU, 98 cases entailed handling by institutions under CIU monitoring while 128 were repeated complaints and 133 were requests / enquiries. Besides, CSDCC examined and endorsed a total of 137 cases raised by the above-mentioned parties and made 9 recommendations for service improvement.

Management Services Unit

During the year, the Management Services Unit 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, and able to meet the demands arising from the changing environment in society.

The Unit also carried out researches in the application of advanced technology for operational and security enhancement.

In 2012, continuous efforts were made in exploring the application of Radio Frequency Identification Technology (RFID) for facilitating the operation and security enhancement of correctional institutions. It focused on the use of RFID in preventing weapons and equipment from being brought out of correctional institutions without authority and a trial was conducted in Pak Sha Wan Correctional Institution. Besides, application of the technologies on managing security keys in correctional institutions was being explored.

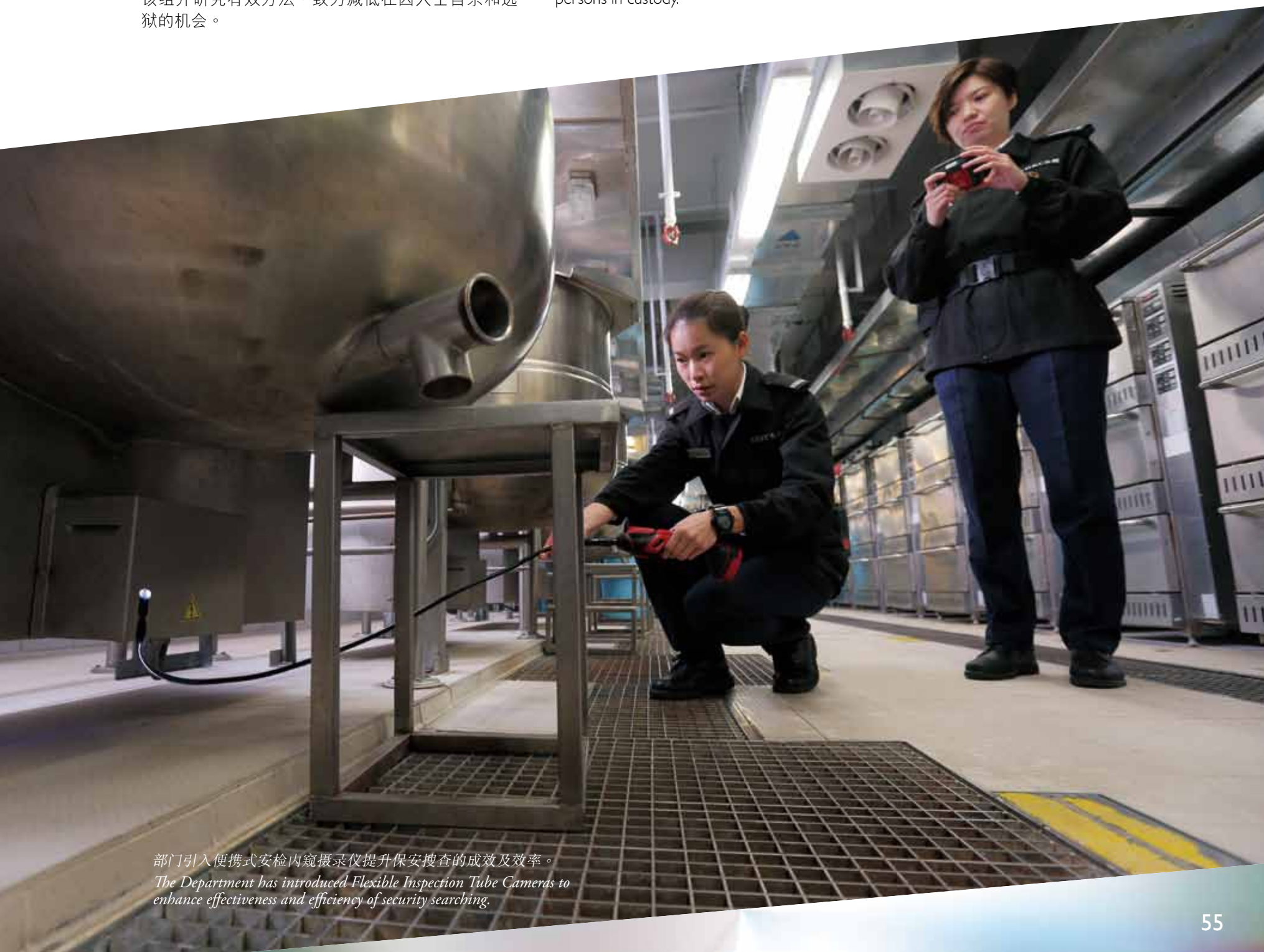


该组已完成关于使用X光身体扫描器检查在囚人士直肠是否藏有违禁品，尤其是毒品，的研究。首部X光身体扫描器于二零一二年十二月在荔枝角收押所开始试用，用作检查新收纳的男性在囚人士。其他院所亦计划安装同类设备。

该组并研究有效方法，致力减低在囚人士自杀和逃狱的机会。

The Unit also finished the study on using X-ray body scanner for searching contrabands especially drugs concealing inside rectum of person in custody. The first X-ray body scanner in Lai Chi Kok Reception Centre commenced trial use in December 2012 for searching newly-admitted male persons in custody. Plan for installing similar equipment in other institutions was underway.

The Unit also explored effective ways to minimise opportunities of suicide and escape committed by persons in custody.



部门引入便携式安检内窥摄录仪提升保安搜查的成效及效率。
The Department has introduced Flexible Inspection Tube Cameras to enhance effectiveness and efficiency of security searching.

6 行政及策划

Administration and Planning

行政及策划处由一名首长级丙级政务官掌管，包括以下各组别：

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。

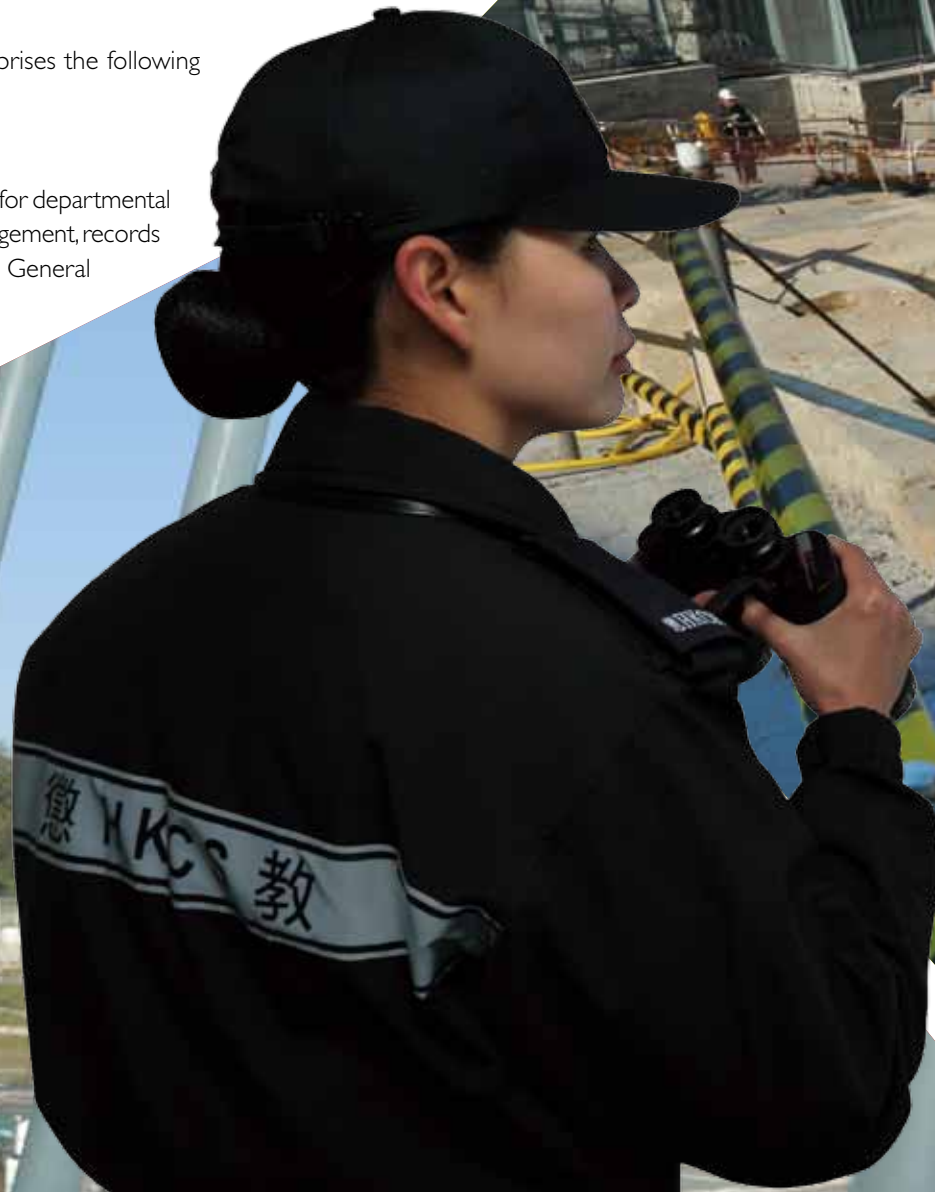
人事分组负责处理约6 800名职员的人事事宜，包括薪酬和津贴、假期和旅费、房屋福利、雇员补偿及终止聘用。该分组亦负责在电脑系统内存备人事档案及薪酬记录。

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

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 also maintains grade management for some 500 General Grades staff.

Personnel Unit handles all personnel matters for about 6 800 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.







职员仔细审核物料供应及储存。
Staff members are carefully checking store supply and stock.

聘任分组处理所有招聘和晋升选拔工作。年内，有关工作为数约25项。本署通过公开招聘，全年约聘用了400名公务员。

Appointments Unit handles all recruitment and promotion exercises. About 25 such exercises were conducted in 2012. The number of intakes of civil servants from open recruitment in the year was around 400.

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。

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

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。

Internal Audit Sub-unit inspects financial and stores matters of all institutions to uphold government regulations and procedures.

翻译分组负责为部门提供中英文翻译服务，以及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。

Translation Unit is responsible for the core translation services of the Department. It also arranges for and coordinates the translation and interpretation services in Vietnamese and other non-official languages and dialects for inmates.

中央物料供应分组监管所有与采购、供应、物料及设备有关的行政和财务事宜。二零一一至一二年度的全年采购总开支如下：

Central Supplies Unit supervises administrative and financial matters relating to procurement, supplies, stores and equipment. Annual purchases in 2011-12 included the following items:

院所物品和设备 — 4, 124万元；
在囚人士衣服 — 1, 367万元；
职员制服 — 1, 863万元。

Institutional goods and equipment: \$41.24 million
Inmates' clothing: \$13.67 million
Staff uniform: \$18.63 million

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。

本署在二零一二年的总开支为31.08亿元(不包括建设工程费用)，较二零一一年增加6.4%。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5,600万元，其中4,800万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1.41亿元和1.46亿元。

整合科技组

整合科技组包括电子行动组和电子行政组，负责为部门提供资讯科技方面的支援，协助日常运作顺畅。在保安局资讯科技管理组的支援下，整合科技组负责策划、统筹和推行各项资讯科技活动及电子政府措施，以提高部门的运作效率。

电子行动组专责处理网络系统的发展，以及与行动有关的资讯科技计划和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，以及部门互联网网站和内联网的系统维护。

部门的整合科技组为部门研讨日常资讯科技方面的支援。

The department's Integrated Technology Section explores information technology support for the daily operation of the Department.



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 2012 was \$3,108 million, excluding capital building works. This represents a 6.4% rise on 2011, mainly due to increased personal emoluments. Revenue collected from various sources during the year amounted to \$56 million, including \$48 million in rent from staff quarters.

Purchases and recoveries under the Correctional Services Industries Suspense Account were \$141 million and \$146 million respectively.

Integrated Technology Section

Comprising of the e-Operations Office and the e-Administration Office, the Integrated Technology Section provides information technology (IT) support for the daily operation of the Department. With the support of the Information Technology Management Unit of the Security Bureau, the Section is also responsible for the planning, coordination and implementation of various IT activities and e-Government initiatives for enhancing operational efficiency of the Department.

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

年内，本署完成发展药物管理系统的计划项目，该系统是透过精简药物处方、派发及盘点的程序，藉以优化部门的整体药物管理。

除了日常的资讯科技应用外，整合科技组持续研究整合不同科技的可行性，以优化惩教措施和善用资源，并协助提升部门的更生服务。

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合并荔枝角收押所和前荔枝角惩教所的工程、改善小榄纪律部队宿舍的污水处理设施、重整东头惩教所的工场设施，以及更换大榄惩教所的围网。

进行中的基本工程包括大榄女惩教所的局部重建计划及屯门虎地的纪律部队宿舍重建计划。规划中的基本工程包括兴建惩教署总部、在罗湖惩教所囚室安装电动锁替代手动锁、重建芝麻湾监狱范围，以及香港仔田湾的纪律部队宿舍重建计划。

进行中的小规模建造工程包括扩建赤柱监狱的厨房，改善壁屋监狱的纪律部队宿舍楼宇及翻新壁屋监狱的图书馆、课室和办公室，更换壁屋惩教所的闭路电视监察系统，改善石壁监狱保安通道的闸锁，更换东头惩教所和白沙湾惩教所的围网，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，以及在喜灵洲戒毒所重建金属制品工场。规划中的小规模建造工程包括在院所展开接收数码地面电视的工程，改建大榄惩教所的一个工场和改善院所的探访室设施，以及改善东头惩教所的职业训练设施。

年内，本署继续改善成年在囚人士的职业训练设施，推动在各院所采用省电照明系统和可再生能源科技的设施。此外，本署改善各院所的吸烟间、消防系统和探访室设施的工程均进展顺利。

本署很多规模较小的建造、改善和维修工程均有所员参与。此举除了让所员培养良好的工作习惯，并可为他们提供机会接受职业训练，从而协助他们改过自新和重新融入社会。

In 2012, a project under the Drug Management System (DMS) was developed and completed to enhance the overall medical drug management in the Department through streamlining the process of drug prescription, drug dispensing and inventory control procedures.

Apart from the common IT applications, the Section continuously reviews the feasibility of integrating different technologies to strive for excellence in correctional practice and resource optimisation, and facilitate rehabilitation services of the Department.

Works and Planning Section

The Works and Planning Section plans for the construction of new correctional institutions and the rejuvenation of existing aged correctional facilities in conjunction with Architectural Services Department and Electrical and Mechanical Services Department. Major projects completed in 2012 included the amalgamation of Lai Chi Kok Reception Centre and the ex-Lai Chi Kok Correctional Institution, upgrading of sewage treatment facilities for disciplined services quarters at Siu Lam, reshuffling of workshop facilities in Tung Tau Correctional Institution and replacement of perimeter fence in Tai Lam Correctional Institution.

Capital works projects in progress were the partial redevelopment of Tai Lam Centre for Women and redevelopment of disciplined services quarters at Fu Tei in Tuen Mun. Projects under planning included the Correctional Services Department Headquarters Building, replacement of manual locks by electro-mechanical locks in the cells of Lo Wu Correctional Institution, redevelopment of Chi Ma Wan Prison Area and redevelopment of disciplined services quarters in Tin Wan, Aberdeen.

Minor building projects in progress in 2012 were the expansion of kitchen in Stanley Prison, improvement of disciplined services quarters block and refurbishment of the library, classroom and office in Pik Uk Prison, replacement of Closed Circuit Television Surveillance System in Pik Uk Correctional Institution, upgrading of locks in security passageways in Shek Pik Prison, replacement of outer perimeter fence in Tung Tau Correctional Institution and Pak Sha Wan Correctional Institution, security upgrading works at the main gate area of Siu Lam Psychiatric Centre, improvement works of the ancillary facilities in Lai King Correctional Institution and re-construction of a metal workshop in Hei Ling Chau Addiction Treatment Centre. Minor building works projects under planning included the Digital Terrestrial Television Reception works at institutions, conversion of a workshop and upgrading of visiting facilities in Tai Lam Correctional Institution, and upgrading of vocational training facilities in Tung Tau Correctional Institution.

In 2012, the Department continued the effort to enhance vocational training facilities for adult persons in custody and promote the adoption of energy saving lighting devices and renewable energy technology for facilities in various institutions. Besides, the upgrading works of smoking booths, fire services installations and visiting facilities in all institutions were in good progress.

Inmate labour was deployed in many minor building works as well as improvement and maintenance projects. The arrangement cultivated their good working habits during custody and also provided them with opportunities to receive vocational training, thereby assisting their rehabilitation and re-integration into society.





公共关系及对外事务组

在十一月，本署新设立对外事务小组，负责为部门积极推行对外联络和公共关系策略的工作，同与公共关系小组隶属新整编的公共关系及对外事务组。

在新架构下，公共关系小组继续负责向传媒发放有关本署各项计划、服务和活动的消息，通过向传媒提供相关资料，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。

公共关系小组亦处理新闻界的查询，发放新闻稿，筹办新闻发布会和记者招待会，安排传媒与惩教署人员会面及参观惩教院所。

此外，该小组亦协助制作宣传物品，包括单张、小册子、海报、展板，以及电视、电台的政府宣传声带和短片，并提供意见。它亦同时负责本署年报及《爱群》月刊的编制工作。

对外事务小组于十一月新设立，协助部门积极加强对外联络的工作，包括安排各驻港领事参观院所，以及为参与接待外宾工作的礼宾主任及分区导赏员提供专业训练。

The External Affairs Unit, newly set up in November to promote proactive external liaison for the department by arranging institution visits to consulate representatives and organising professional training to Protocol Officers and Regional Presenters who assist in receiving visiting guests.

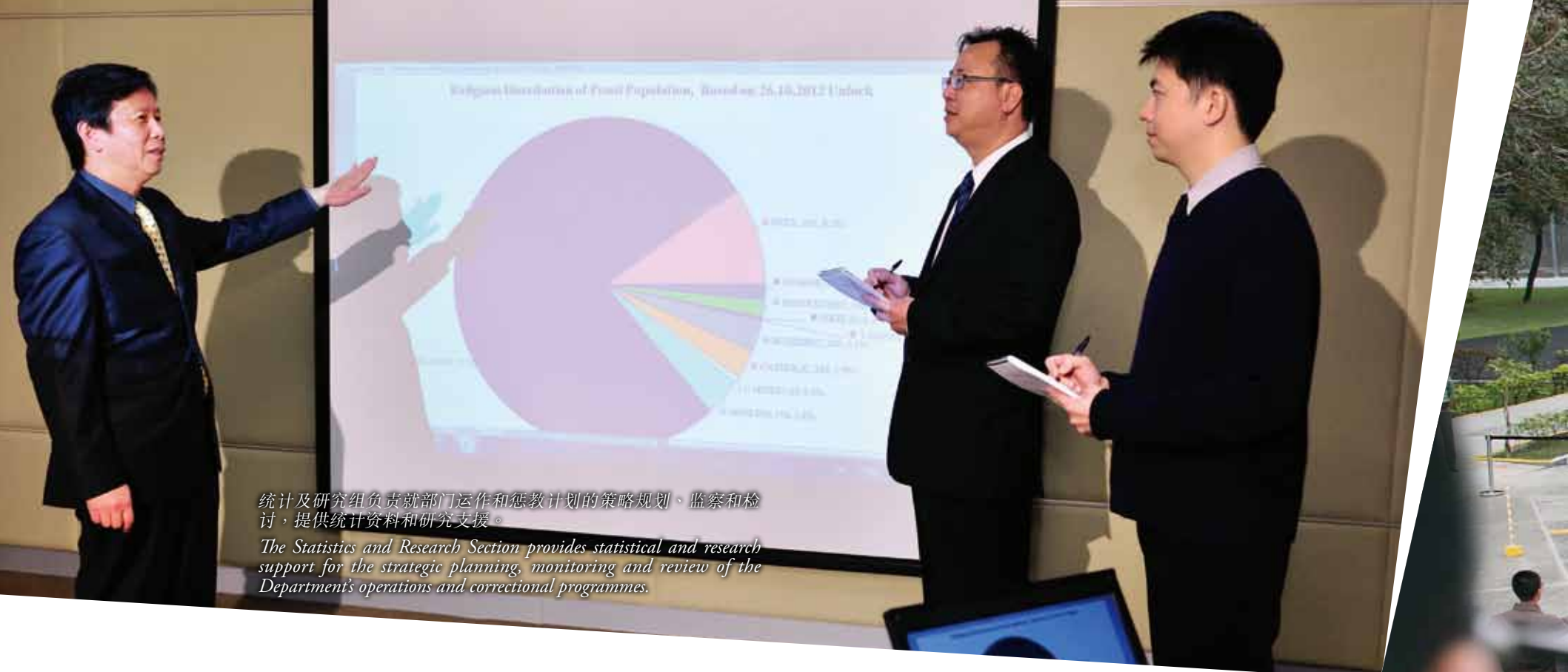
Public Relations and External Affairs Section

A new External Affairs Unit was set up in November, alongside of the Public Relations Unit under a revamped Public Relations and External Affairs Section, to implement a proactive external liaison and PR strategy for the Department.

The Public Relations Unit remains responsible for disseminating information about the Department's plans, services and activities to the media. By keeping the media fully informed, it helps enhance public awareness of the latest developments in custodial and rehabilitative services of the Department.

It handles media enquiries, issues press releases, and arranges press briefings, conferences, interviews with correctional officers as well as media visits to institutions.

It assists and advises on the production of publicity items, including pamphlets, booklets, posters, exhibition panels as well as TV and Radio Announcements in Public Interest. It also produces the Department's Annual Review and monthly newsletter, The Guardian.



统计及研究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。

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

对外事务小组负责统筹与内地和海外司法管辖区惩教机构的互访和专业交流，以及就有关非本地在囚人士的事宜，与各驻港领事馆联络。此外，它就香港特别行政区政府与广东当局的《合作框架协议》内有关本署的事宜，担当统筹角色。为协助本署进一步建立正面公共关系，该小组会关注与部门相关议题、拟备宣传或应对资料并上载到相关网站及多媒体平台。

统计及研究组

统计及研究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征的统计数字，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、暴力行为和违反纪律行为、本地罪犯在获释后的再犯罪情况及「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。

The External Affairs Unit is responsible for coordinating two-way visits and professional exchanges with counterparts of Mainland and overseas jurisdictions, and liaising with Consulates in the territory on issues concerning non-local persons in custody. It also plays a coordinating role for matters relating to the Department under the Framework Agreement between HKSARG and the Guangdong Authority. With a view to achieving positive PR for the Department, the Unit also helps monitoring related topics, preparing and uploading publicity materials at relevant online and multi-media platforms.

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, violent and disciplinary behaviours of offenders in custody and recidivism of discharged local offenders and effectiveness of the Risks and Needs Assessment and Management Protocol for Offenders 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.

公共关系小组多方面协助推广部门的工作，包括安排记者采访及媒体活动。

The Public Relations Unit helps promote the department's work in many ways, including arranging media interviews and visits.



7 环保管理

Green Management

本署在各方面的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，力求保持良好记录及取得明显改善。惩教设施的设计及运作均贯彻环保的原则，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，以及提高职员及在囚人士的环保意识等工作，以确保环境得到优良的保育。

环保管理及责任

环保委员会配合相关条例的规定，订定本署的环保目标，落实环保措施。在参考职员、在囚人士、伙伴及其他方面的意见后，该委员会推行由本署制订的政策。环境审核小组会在院所进行全面环境审核，然后向委员会汇报审核结果及作出改善建议，以供部门职员分享。年内，荔枝角收押所和大榄女惩教所被选为全面环境审核的目标。

The Department always places ecological considerations in high priorities in every aspect of its operation. We strictly comply with relevant laws, regulations and standards pertaining to protecting the environment and strive to maintain excellent records and achieve demonstrable improvements. Correctional facilities are designed and operated in an environmental-friendly manner; while conservation of resources remains tightly enforced throughout. Going hand in hand, waste reduction, recycling, ecologically-sound supplies and education of staff and persons in custody are all pivotal components in departmental efforts towards good stewardship of the environment.

Environmental Management and Accountability

The Green Manager's Committee sets environmental objectives and adopts measures in line with relevant regulations. With feedback from staff, persons in custody, partners and other sources, the Committee implements policies mandated by the Department. The Environmental Auditing Team conducts comprehensive audit at institutions and reports the findings and recommendations to the Committee for sharing among staff members. Lai Chi Kok Reception Centre and Tai Lam Centre for Women were chosen as audit targets in 2012.





环保措施

措施包括节省能源、使用可再生能源和环保管理，逐步引入节能的电器及照明系统以代替传统的装置。本署重视有效运用资源，致力减少浪费，节约用水，以及控制办公室的各项运作消耗。我们亦致力加强在惩教设施及职员宿舍推行废物源头分类、工场物料及院所厨余循环再用的效率，以及采购对环境造成最少不良影响的工业生产原料和设备。惩教设施的化学及医疗废物则由注册承办商处理，并经严格监管。各院所的设施及部门车辆亦已加强废气排放管制。

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。减低噪音污染是另一项重要工作。院所内所有地方均已实行监管噪音水平措施，并按情况需要，特别是在工场，提供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。我们与政府物流服务署合作，由二零一二年一月一日起，在壁屋监狱的洗衣工场及其他四间院所试行采用更环保的生化柴油。职员训练院亦连续第二年，响应世界自然基金会为推广能源效益和节约能源而每年举办的全港熄灯一小时环保活动。

部门引入环保节能的照明系统以代替传统装置。
The department has introduced energy saving lighting to gradually replace conventional installations.

Environmental Initiatives

These include energy conservation and use of renewable energy, green housekeeping and gradual replacement of conventional electrical appliances and lighting with energy saving types. The Department adheres to full accountability in resource utilisation and works vigilantly to limit wastage, conserve water and control office-related consumption. We also enhance efforts in source separation of wastes at facilities and staff quarters, recycling efficiency for materials used in workshops and food waste from institutions, and procurement of raw materials and equipment with minimal adverse environmental impacts for industrial production. 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.

Similarly, sewage treatment and filtration systems are regularly 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. Noise levels at all locations are monitored and, where necessary and notably at workshops, proper ear protection are provided to safeguard the health and well-being of all.

Green Cooperation

Environmental campaigns are made possible through close ties with other agencies and organisations. In cooperation with the Government Logistics Department, greener biodiesel fuel has been on trial use at Pik Uk Laundry and four other institutions since 1.1.2012. For the second year the Staff Training Institute participated in Earth Hour, an annual lights out campaign organised by World Wide Fund for Nature to promote energy efficiency and conservation.



自然保育运动

我们采用符合高环保标准的供应商服务，并通过提供保育训练及与生态有关的课程，致力教育职员和在囚人士。为提高职员及公众人士对保育环境的意识，本署参加一年一度的香港花卉展览，我们的参展作品并获得不少赞誉。此外，罗湖惩教所在香港环保卓越计划中，亦赢得公营机构及公用事业界别的优异奖。

Conservation Campaigns

We use suppliers complying with high environmental standards, and strive to educate our staff and persons in custody with conservation training and formal ecology-related classes. To promote the awareness of staff and the public on environmental conservation, we took part in the annual Hong Kong Flower Show and won notable accolades for our efforts. Lo Wu Correctional Institution was also awarded the Certificate of Merit, under the category of Public Organisations and Utilities, of the Hong Kong Award for Environmental Excellence.



附录

Appendices

惩教署总部组织图(二零一二年十二月三十一日)
 Organisation chart of Correctional Services Department
 Headquarters (as at 31.12.2012)



署长
Commissioner

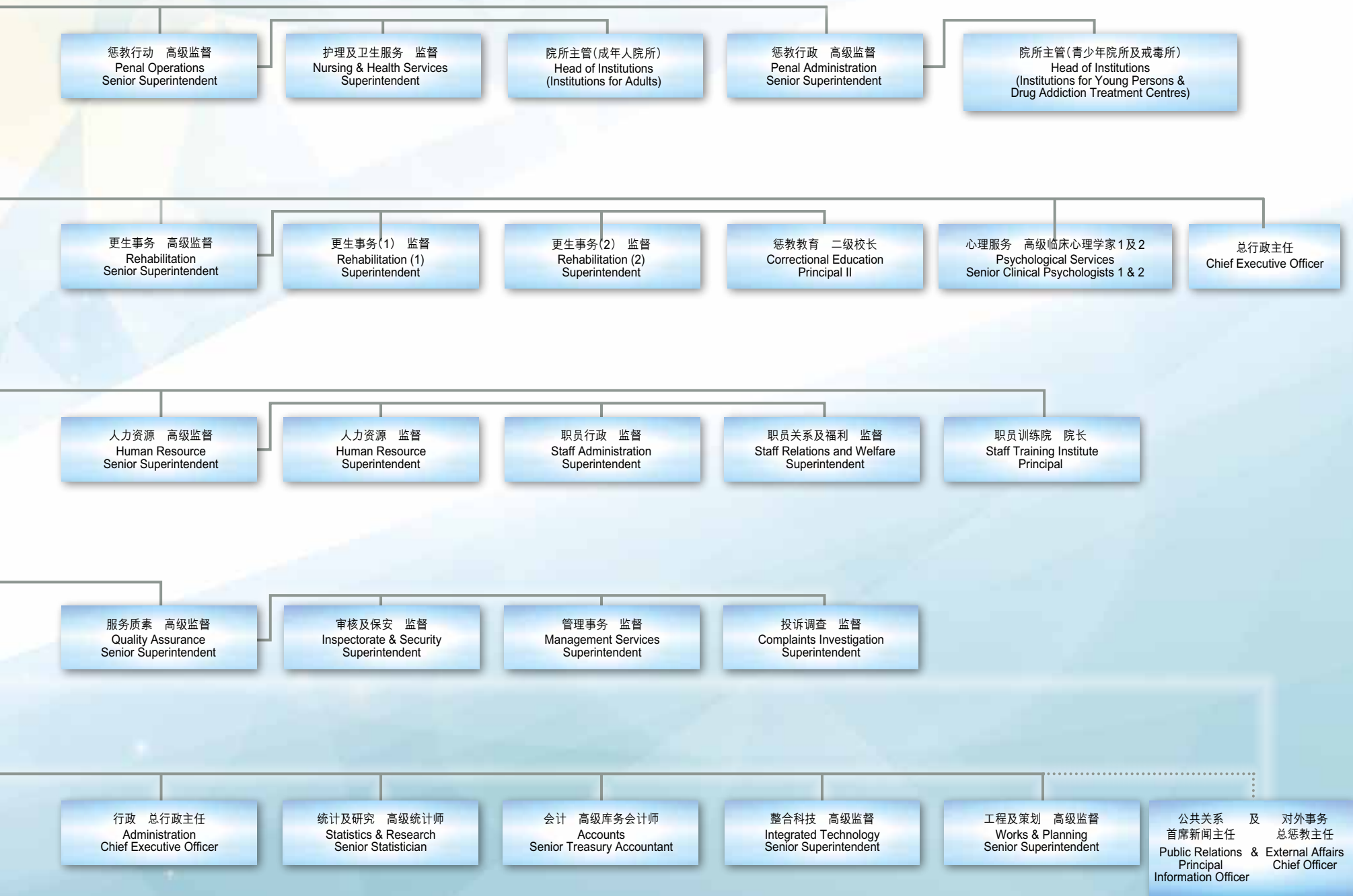
单日坚
SIN Yat-kin



副署长
Deputy Commissioner

邱子昭
YAU Chi-chiu





惩教署总部、职员训练院及惩教设施位置图

Locations of Correctional Services Department Headquarters,
Staff Training Institute and Correctional Facilities

(二零一二年十二月三十一日)
as at 31. 12. 2012



H 惩教署总部
CSD Headquarters

S 职员训练院
Staff Training Institute

惩教设施 Correctional facilities

1 罗湖惩教所
Lo Wu Correctional Institution

2 壁屋惩教所
Pik Uk Correctional Institution

3 壁屋监狱
Pik Uk Prison

4 伊利沙伯医院羁留病房
Custodial ward at Queen Elizabeth Hospital

5 百勤楼
Pelican House

6 丰力楼
Phoenix House

7 励行更生中心
Lai Hang Rehabilitation Centre

8 荔枝角收押所
Lai Chi Kok Reception Centre

9 励敬惩教所
Lai King Correctional Institution

10 芝兰更生中心
Chi Lan Rehabilitation Centre

11 大榄女惩教所
Tai Lam Centre for Women

12 大榄惩教所
Tai Lam Correctional Institution

13 紫荆楼
Bauhinia House

14 蕙兰更生中心
Wai Lan Rehabilitation Centre

15 小榄精神病治疗中心
Siu Lam Psychiatric Centre

16 歌连臣角惩教所
Cape Collinson Correctional Institution

17 励志更生中心
Lai Chi Rehabilitation Centre

18 赤柱监狱
Stanley Prison

19 东头惩教所
Tung Tau Correctional Institution

20 白沙湾惩教所
Pak Sha Wan Correctional Institution

21 马坑监狱
Ma Hang Prison

22 玛丽医院羁留病房
Custodial ward at Queen Mary Hospital

23 喜灵洲惩教所
Hei Ling Chau Correctional Institution

24 喜灵洲戒毒所
Hei Ling Chau Addiction Treatment Centre

25 励顾惩教所
Nei Kwu Correctional Institution

26 励新惩教所
Lai Sun Correctional Institution

27 塘福惩教所
Tong Fuk Correctional Institution

28 石壁监狱
Shek Pik Prison

29 沙咀惩教所
Sha Tsui Correctional Institution

香港惩教署 2012 年年报 Hong Kong Correctional Services Annual Review 2012

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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.

年报网上版载有附录，含详细数字，可在惩教署网站 <http://www.csd.gov.hk> 下载。

The internet version of this Annual Review contains appendices with detail figures. It can be downloaded from the Correctional Services Department website: <http://www.csd.gov.hk>.

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 Government of the Hong Kong Special Administrative Region 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.

各惩教院所人口 (以二零一二年十二月三十一日计算)
Population in Penal Institutions (as at 31.12.2012)

院所 Institution		监狱囚犯 / 所员 Prisoners / Inmates	还押犯 Remands	羁留者 Detainees
监狱	PRISON			
喜灵洲惩教所	Hei Ling Chau Correctional Institution	390	-	-
荔枝角收押所	Lai Chi Kok Reception Centre	347	1 034	-
励敬惩教所	Lai King Correctional Institution	42	25	-
罗湖惩教所	Lo Wu Correctional Institution	1 132	-	-
马坑监狱	Ma Hang Prison	157	-	-
白沙湾惩教所	Pak Sha Wan Correctional Institution	368	-	-
壁屋惩教所	Pik Uk Correctional Institution	180	173	-
壁屋监狱	Pik Uk Prison	453	-	-
石壁监狱	Shek Pik Prison	407	-	-
赤柱监狱	Stanley Prison	1 245	-	-
大榄女惩教所	Tai Lam Centre for Women	110	255	-
大榄惩教所	Tai Lam Correctional Institution	546	-	-
塘福惩教所	Tong Fuk Correctional Institution	671	-	-
东头惩教所	Tung Tau Correctional Institution	390	-	-
戒毒所	DRUG ADDICTION TREATMENT CENTRE			
喜灵洲戒毒所	Hei Ling Chau Addiction Treatment Centre	465	-	-
励新惩教所	Lai Sun Correctional Institution	87	-	-
励顾惩教所	Nei Kwu Correctional Institution	164	-	-
教导所	TRAINING CENTRE			
歌连臣角惩教所	Cape Collinson Correctional Institution	172	-	-
劳教中心	DETENTION CENTRE			
沙咀惩教所	Sha Tsui Correctional Institution	134	-	-
更生中心	REHABILITATION CENTRE			
励志更生中心	Lai Chi Rehabilitation Centre	45	-	-
励行更生中心	Lai Hang Rehabilitation Centre	37	-	-
芝兰更生中心	Chi Lan Rehabilitation Centre	10	-	-
蕙兰更生中心	Wai Lan Rehabilitation Centre	5	-	-
精神病治疗中心	PSYCHIATRIC CENTRE			
小榄精神病治疗中心	Siu Lam Psychiatric Centre	181	72	-
总数 Total :		7 738	1 559	-

备注 : 不包括根据《监狱规则》第 21 条规定羁留的 18 名婴儿及在中途宿舍居住的 36 名宿员。

Note : 18 infants detained under Prison Rules 21 and 36 residents in Half-way Houses are excluded.

按还押犯 / 监狱囚犯 / 所员类别划分的收纳人数
Admission of Remands / Prisoners / Inmates by Category

类别 CATEGORY		男 Male			女 Female		
		2010	2011	2012	2010	2011	2012
A. 还押犯 Remands							
1.	聆讯的法院 For hearing in :						
(a)	区域法院 District Court						
	不足21岁 Under 21 years	25	33	24	3	3	2
	21岁及以上 21 years and over	282	235	189	64	44	34
(b)	裁判法院 Magistrates' Courts						
	不足21岁 Under 21 years	569	464	476	99	78	83
	21岁及以上 21 years and over	5 107	4 952	4 830	1 765	1 499	1 481
2.	于高等法院受审 For trial at the High Court						
	不足21岁 Under 21 years	11	10	10	0	0	1
	21岁及以上 21 years and over	34	28	19	6	3	8
3.	等候报告确定是否适合判入戒毒所 Pending suitability report for sentence to a drug addiction treatment centre						
	不足21岁 Under 21 years	347	273	224	55	52	33
	21岁及以上 21 years and over	1 260	1 197	1 164	252	269	227
4.	等候报告确定是否适合判入教导所 # Pending suitability report for sentence to a training centre #						
	不足21岁 Under 21 years	37	44	44	93	41	44
5.	等候报告确定是否适合判入劳教中心 ## Pending suitability report for sentence to a detention centre ##						
	不足21岁 Under 21 years	593	497	478	不适用N.A.	不适用N.A.	不适用N.A.
	21岁及以上 21 years and over	216	147	133	不适用N.A.	不适用N.A.	不适用N.A.
6.	等候报告确定是否适合判入更生中心 Pending suitability report for sentence to a rehabilitation centre						
	不足21岁 Under 21 years	29	44	37	41	31	30
小计 Sub-total :		8 510	7 924	7 628	2 378	2 020	1 943
B. 定罪监狱囚犯 / 所员 Convicted Prisoners / Inmates							
1.	判处监禁 Sentenced to imprisonment						
	不足21岁 Under 21 years	345	285	281	206	113	91
	21岁及以上 21 years and over	9 108	8 451	7 919	4 686	3 698	3 560
2.	召回监狱 Recalled to a prison						
	不足21岁 Under 21 years	10	11	10	1	3	7
	21岁及以上 21 years and over	25	24	11	0	0	1

备注：# 包括等候报告判入教导所 / 更生中心犯人。

Notes: Including those pending suitability reports for sentencing to a training / rehabilitation centre.

包括等候报告判入劳教中心 / 教导所 / 更生中心犯人。!

Including those pending suitability reports for sentencing to a detention / training / rehabilitation centre.

类别 CATEGORY		男 Male			女 Female		
		2010	2011	2012	2010	2011	2012
B. 定罪监狱囚犯 / 所员 (续) Convicted Prisoners / Inmates (cont'd)							
3.	判处羁押在戒毒所 Sentenced to undergo detention in a drug addiction treatment centre						
	不足21岁 Under 21 years	244	229	168	57	48	39
	21岁及以上 21 years and over	838	722	801	220	212	223
4.	召回戒毒所 Recalled to a drug addiction treatment centre						
	不足21岁 Under 21 years	110	100	101	54	40	17
	21岁及以上 21 years and over	744	644	597	200	219	216
5.	判处羁押在教导所 Sentenced to undergo detention in a training centre						
	不足21岁 Under 21 years	97	104	113	11	6	9
6.	召回教导所 Recalled to a training centre	95	82	58	6	4	8
7.	判处羁押在劳教中心 Sentenced to undergo detention in a detention centre						
	不足21岁 Under 21 years	148	112	85	不适用N.A.	不适用N.A.	不适用N.A.
	21岁至24岁 21 - 24 years	21	17	16	不适用N.A.	不适用N.A.	不适用N.A.
8.	召回劳教中心 Recalled to a detention centre						
	不足21岁 Under 21 years	79	43	32	不适用N.A.	不适用N.A.	不适用N.A.
	21岁及以上 21 years and over	11	3	2	不适用N.A.	不适用N.A.	不适用N.A.
9.	判处羁押在更生中心 Sentenced to undergo detention in a rehabilitation centre						
	不足21岁 Under 21 years	186	101	125	64	31	24
10.	召回更生中心 Recalled to a rehabilitation centre	85	78	39	43	34	18
小计 Sub-total :		12 146	11 006	10 358	5 548	4 408	4 213
C. 民事犯 Civil Prisoners							
1.	债务人 Debtors	0	0	0	0	0	0
2.	藐视罪 * Contemnors *	-	-	-	-	-	-
3.	根据《监狱规则》第188(1)(h)条规定予以羁押 Detained under Prison Rule 188(1)(h)	0	0	0	0	1	0
小计 Sub-total :		0	0	0	0	1	0
D. 羁留者 Detainees +							
		1 078	0	0	1 264	0	0
总数 Total :		21 734	19 162	17 986	9 190	7 460	6 156

+ 青山湾入境事务中心于二零零五年八月八日开始收纳羁留者，并于二零一零年四月十五日交还入境事务处管理。
With effect from 8 August 2005, detainees have been admitted to Castle Peak Bay Immigration Centre which reverted to Immigration Department on 15 April 2010.

* 自二零零九年起，监狱囚犯包括触犯藐视罪的在囚人士。
Starting from 2009, contemnors are included in prisoners.

按罪行类别及性别划分的收纳人数 (二零零三至二零一二年)
Admission of Prisoners / Inmates by Type of Offence and Sex (2003-2012)

罪行类别 / 性别 Type of Offence / Sex	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
违反合法权力 Against Lawful Authority										
男 Male	756	695	694	710	671	519	427	380	433	400
女 Female	914	898	590	467	258	240	192	144	107	94
小计 Sub-total :	1 670	1 593	1 284	1 177	929	759	619	524	540	494
违反公众道德 Against Public Morality										
男 Male	532	609	809	748	650	529	563	544	516	534
女 Female	72	92	91	73	66	43	42	38	25	30
小计 Sub-total :	604	701	900	821	716	572	605	582	541	564
侵害人身 Against the Person										
男 Male	605	615	691	727	762	724	673	694	562	522
女 Female	67	65	53	77	79	84	81	85	81	61
小计 Sub-total :	672	680	744	804	841	808	754	779	643	583
侵害财产 Against Property										
男 Male	4 054	4 490	4 294	4 043	3 609	3 167	3 135	3 003	3 026	2 810
女 Female	708	910	905	919	871	874	941	951	932	867
小计 Sub-total :	4 762	5 400	5 199	4 962	4 480	4 041	4 076	3 954	3 958	3 677
违反刑事法 Against the Penal Code										
男 Male	1 143	1 248	905	1 042	865	905	747	766	636	551
女 Female	757	826	886	835	706	868	648	620	444	387
小计 Sub-total :	1 900	2 074	1 791	1 877	1 571	1 773	1 395	1 386	1 080	938
违反本地法律 Against Local Laws										
男 Male	5 031	6 500	6 028	4 916	4 216	3 938	3 640	3 361	2 841	2 687
女 Female	9 642	10 676	7 332	5 515	3 621	3 426	3 143	3 006	2 146	2 120
小计 Sub-total :	14 673	17 176	13 360	10 431	7 837	7 364	6 783	6 367	4 987	4 807
毒品罪行 Drug Offences										
男 Male	2 098	2 138	1 963	1 895	2 151	2 309	2 538	2 239	2 007	2 004
女 Female	280	308	282	261	349	348	404	400	373	387
小计 Sub-total :	2 378	2 446	2 245	2 156	2 500	2 657	2 942	2 639	2 380	2 391
所有罪行 All Offences										
男 Male	14 219	16 295	15 384	14 081	12 924	12 091	11 723	10 987	10 021	9 508
女 Female	12 440	13 775	10 139	8 147	5 950	5 883	5 451	5 244	4 108	3 946
总数 Total :	26 659	30 070	25 523	22 228	18 874	17 974	17 174	16 231	14 129	13 454

按性别、惩教计划及定罪时年龄组别划分的收纳人数(二零零三至二零一二年)
Admission of Prisoners / Inmates by Sex, Correctional Programme
and Age Group upon Conviction (2003-2012)

性别 / 计划 / 年龄 Sex / Programme / Age	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
男 MALE										
监狱 Prison										
不足21岁 Under 21 years	473	648	496	384	332	370	388	345	285	281
21岁及以上 21 years and over	11 992	13 790	12 831	11 855	10 783	9 880	9 520	9 108	8 451	7 919
戒毒所 Drug Addiction Treatment Centre										
不足16岁 Under 16 years	3	3	0	0	0	3	7	12	6	9
16至20岁 16 - 20 years	131	127	54	42	89	146	241	232	223	159
21岁及以上 21 years and over	949	996	1 440	1 161	1 041	931	1 004	838	722	801
教导所 Training Centre										
不足16岁 Under 16 years	9	16	11	17	12	6	12	12	18	14
16至20岁 16 - 20 years	119	147	117	147	137	135	98	85	86	99
劳教中心 Detention Centre										
不足16岁 Under 16 years	51	62	27	32	35	45	40	32	15	19
16至20岁 16 - 20 years	235	234	177	154	194	181	147	116	97	66
21至24岁 21 - 24 years	72	54	54	39	37	50	33	21	17	16
更生中心 Rehabilitation Centre *										
不足16岁 Under 16 years	27	35	44	56	53	58	56	36	20	29
16至20岁 16 - 20 years	158	183	133	194	211	286	177	150	81	96
女 FEMALE										
监狱 Prison										
不足21岁 Under 21 years	1 573	1 497	1 097	828	375	314	225	206	113	91
21岁及以上 21 years and over	10 608	11 995	8 775	7 059	5 261	5 253	4 826	4 686	3 698	3 560
戒毒所 Drug Addiction Treatment Centre										
不足21岁 Under 21 years	15	29	12	15	29	57	81	57	48	39
21岁及以上 21 years and over	185	169	192	180	213	179	239	220	212	223
教导所 Training Centre										
不足21岁 Under 21 years	9	24	7	10	9	6	12	11	6	9
更生中心 Rehabilitation Centre *										
不足16岁 Under 16 years	17	16	22	15	21	36	22	26	15	7
16至20岁 16 - 20 years	33	45	34	40	42	38	46	38	16	17

* 于二零零二年七月十一日开始运作。
Started operation on 11 July 2002.

接受惩教署羁管者类别及性别划分的平均每日人口(二零零三至二零一二年)
Average Daily Population under CSD Management by Type of Person and Sex (2003-2012)

羁管者类别 / 性别 Type of Person / Sex	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
监狱囚犯 Prisoners										
男 Male	7 654	7 792	7 237	7 016	6 703	6 151	5 849	5 778	5 717	5 436
女 Female	2 136	2 327	2 121	1 947	1 779	1 684	1 669	1 543	1 350	1 280
小计 Sub-total :	9 789	10 119	9 358	8 963	8 482	7 834	7 518	7 321	7 067	6 716
戒毒所所员 Drug Addiction Treatment Centre Inmates										
男 Male	514	576	663	611	543	485	543	611	583	626
女 Female	123	125	121	123	131	129	160	171	186	171
小计 Sub-total :	637	702	783	734	674	614	703	782	769	797
教导所所员 Training Centre Inmates										
男 Male	279	254	247	228	255	239	194	175	169	170
女 Female	29	29	28	21	18	13	18	20	17	13
小计 Sub-total :	308	283	275	249	273	252	212	195	186	184
劳教中心所员 Detention Centre Inmates										
男 Male	173	169	145	118	124	141	127	95	73	59
更生中心所员 Rehabilitation Centre Inmates										
男 Male	79	100	90	110	142	193	162	120	98	84
女 Female	27	29	35	31	38	39	45	42	29	20
小计 Sub-total :	107	128	125	141	180	232	207	162	127	104
还押犯 Remands										
男 Male	1 107	1 295	1 224	1 081	1 213	1 198	1 303	1 279	1 180	1 159
女 Female	204	260	246	201	229	237	253	239	256	229
小计 Sub-total :	1 311	1 555	1 470	1 283	1 442	1 435	1 555	1 518	1 436	1 388
中途宿舍宿员 Residents of Half-way Houses										
男 Male	53	43	42	42	44	40	41	38	36	30
女 Female	5	4	5	5	7	8	12	8	8	8
小计 Sub-total :	57	47	47	47	51	47	53	46	44	38
羁留者 Detainees #										
男 Male	92	88	124	211	258	208	125	44	*	*
女 Female	56	45	62	103	117	117	113	33	*	*
小计 Sub-total :	148	133	187	314	375	325	238	77	*	*
所有羁管者类别 All Types of Persons										
男 Male	9 949	10 317	9 772	9 417	9 281	8 655	8 346	8 140	7 856	7 564
女 Female	2 580	2 821	2 618	2 432	2 320	2 227	2 269	2 055	1 846	1 721
总数 Total :	12 529	13 138	12 390	11 849	11 601	10 882	10 615	10 196	9 702	9 285

备注 : 由于进位关系,个别项目的数字加起来未必与总数相等。

Notes : Individual figures may not add up to the total due to rounding.

包括在二零零五年八月八日至二零一零年四月十四日期间于青山湾入境事务中心的羁留者。

该中心于二零一零年四月十五日交还入境事务处管理。

Including persons detained in the Castle Peak Bay Immigration Centre during the period from 8 August 2005 to 14 April 2010.

The centre was handed over to the Immigration Department on 15 April 2010.

* 少于0.5

Less than 0.5.

二零一二年成年及年轻在囚人士参加公开考试及课程成绩
Results of External Examinations and Courses Taken by Adult and Young Offenders in 2012

考试 Examination		考生人数 No. of Candidates	试卷数目 No. of Papers	及格数目 Pass	「良」 级数目 Credit	「优」 级数目 Distinction	及格率 Passing Rate
香港高级程度会考 Hong Kong Advanced Level Examination		3	3	2	0	0	66.67%
香港中学文凭考试 Hong Kong Diploma of Secondary Education Examination		16	74	40	3	1	59.46%
普通话水平测试 Test of Proficiency in Putonghua		16	19	9	0	0	47.37%
中国国家语言文字工作委员会普通话水平测试 Test of Proficiency in Putonghua of the State Language Commission of China		10	10	9	1	0	100.00%
广东省高等教育自学考试 Self-Taught Higher Education Examinations		2	3	2	0	0	66.67%
英国城市专业学会 City & Guilds							
簿记及会计 Book-keeping and Accounts	第一级 Level 1	37	37	11	N.A.	7	48.65%
	第二级 Level 2	2	3	0	N.A.	0	0.00%
	第三级 Level 3	1	1	0	N.A.	0	0.00%
商业财务 Business Finance	第一级 Level 1	34	34	11	N.A.	16	79.41%
	第二级 Level 2	18	18	6	N.A.	6	66.67%
	第三级 Level 3	7	7	1	N.A.	3	57.14%
中文输入速度 Chinese Inputting Speed Test	N.A.	9	9	4	N.A.	4	88.89%
中文电子表格处理 Chinese Spreadsheet Processing	初级 Essential	42	42	9	N.A.	22	73.81%
	中级 Intermediate	3	3	1	N.A.	0	33.33%
中文字处理 Chinese Word Processing	初级 Essential	126	126	46	N.A.	58	82.54%
	中级 Intermediate	22	22	9	N.A.	5	63.64%
视像简报表 Visual Presentations	中级 Intermediate	1	1	1	N.A.	0	100.00%
国际综合会话 (专为母语为非英语人士而设) International English for Speakers of Other Languages	Preliminary	63	63	35	N.A.	17	82.54%
	Access	35	35	18	N.A.	8	74.29%
	Achiever	10	10	7	N.A.	2	90.00%
	Communicator	6	6	4	N.A.	0	66.67%
	Expert	2	2	1	N.A.	0	50.00%
国际综合英语会话 (专为母语为非英语人士而设) International Spoken English for Speakers of Other Languages	Preliminary	2	2	2	N.A.	0	100.00%
	Access	3	3	3	N.A.	0	100.00%
	Achiever	4	4	4	N.A.	0	100.00%
	Expert	1	1	0	N.A.	1	100.00%
实用数据处理 Practical Data Processing	初级 Elementary	5	5	1	N.A.	2	60.00%
英文电子表格处理 Spreadsheet Processing Techniques	初级 Essential	1	1	1	N.A.	0	100.00%
英文字处理 Word Processing Techniques	初级 Essential	48	48	8	N.A.	23	64.58%
	中级 Intermediate	8	8	4	N.A.	3	87.50%

考试 Examination		No. of Candidates	No. of Papers	Pass	级数目 Credit	级数目 Distinction	Passing Rate
	高级 Advanced	2	2	0	N.A.	2	100.00%
小计 (英国城市专业学会): Sub-total (C & G):		492	493	187	N.A.	179	74.24%
英国伦敦工商会 London Chamber of Commerce & Industry							
簿记 Book-keeping	第一级 Level 1	15	15	4	1	3	53.33%
簿记及会计 Book-keeping and Accounts	第二级 Level 2	2	2	0	0	1	50.00%
高级商业混算 Advanced Business Calculations	第三级 Level 3	4	4	1	1	2	100.00%
商业混算 Business Calculations	第三级 Level 3	2	2	1	0	1	100.00%
商业行政 Business Administration	第三级 Level 3	1	1	1	0	0	100.00%
商业英文 English for Business	第一级 Level 1	8	8	1	3	1	62.50%
	第二级 Level 2	2	2	1	0	1	100.00%
市场学 Marketing	第二级 Level 2	1	1	0	1	0	100.00%
小计 (英国伦敦工商会): Sub-total (LCC & I):		35	35	9	6	9	68.57%
英国皇家音乐学院乐理考试 ABRSM Music Theory Examination		13	13	0	0	13	100.00%
考试总计 Examination Total:		587	650	258	10	202	72.31%

课程 Course	报读人次 No. of Entries	课程数目 No. of Courses	及格数目 Pass	「良」 级数目 Credit	「优」 级数目 Distinction	及格率 Passing Rate
香港管理专业协会 Hong Kong Management Association	75	125	120	N.A.	N.A.	96.00%
香港公开大学 Open University of Hong Kong	127	194	74	74	21	87.11%
School of Continuing and Professional Studies The Chinese University of Hong Kong	151	181	179	N.A.	N.A.	98.90%
课程总计: Course Total:	353	500	373	74	21	93.60%

二零一二年 成年及年轻在囚人士获取职业技能认可资格						
Vocational Qualifications Obtained by Adult and Young Offenders in 2012						
考试 Examination		人次 No. of Entries	及格 数目 Pass	「良」 级数目 Credit	「优」 级数目 Distinction	及格率 Passing Rate
英国城市专业学会						
City and Guilds						
中文字处理	初级					
Chinese Word Processing	Essential	161	74	0	69	88.82%
中文电子表格处理	初级					
Chinese Spreadsheet Processing	Essential	48	9	0	20	60.42%
建筑业木工技术实操	第一级					
Construction Industry Timber Vocations Practice	Level 1	6	6	N.A.	N.A.	100.00%
建筑业水管基础技术实操	第一级					
Construction Industry Plumbing - Basic Skills Practice	Level 1	24	24	N.A.	N.A.	100.00%
建筑业主要技术原理	第一级					
Construction Industry Core Skills Principles	Level 1	24	5	18	1	100.00%
建筑业主要技术实操	第一级					
Construction Industry Core Skills Practice	Level 1	21	21	N.A.	N.A.	100.00%
建筑业空调制冷基础技术实操	第一级					
Construction Industry Air-conditioning - Basic Skills Practice	Level 1	5	5	N.A.	N.A.	100.00%
建筑业电工基础技术实操	第一级					
Construction Industry Electrical Installation - Basic Skills Practice	Level 1	15	15	N.A.	N.A.	100.00%
桌面版	第一级					
Desktop Publishing	Level 1	21	0	0	6	28.57%
商品零售原理	第一级					
Retailing Principles	Level 1	113	24	47	41	99.12%
商品零售实操	第一级					
Retailings Practice	Level 1	95	95	N.A.	N.A.	100.00%
专业美发原理	第一级					
Hairdressing Skills Principles	Level 1	49	17	19	7	87.76%
专业美发实操	第一级					
Hairdressing Skills Practice	Level 1	55	55	N.A.	N.A.	100.00%
计算机辅助绘图	第二级					
Computer Aided Draughting	Level 2	6	6	N.A.	N.A.	100.00%
餐饮服务原理	第一级					
Food & Beverage Service Principles	Level 1	19	6	7	6	100.00%
餐饮服务实操	第一级					
Food & Beverage Service Practice	Level 1	19	19	N.A.	N.A.	100.00%
簿记及会计	第一级					
Book-keeping and Accounts	Level 1	38	4	0	29	86.84%
冲突处理						
Conflict Handling		14	13	N.A.	N.A.	92.86%
销售						
Selling		8	6	N.A.	N.A.	75.00%
顾客服务						
Customer Service		33	33	N.A.	N.A.	100.00%
小计Sub-total:		774	437	91	179	91.34%

制衣业训练局					
Clothing Industry Training Authority					
成衣营商及市场学课程					
Clothing Marketing Course	81	49	12	8	85.19%
小计Sub-total:	81	49	12	8	85.19%
职业训练局					
Vocational Training Council					
中式烹饪及食肆服务课程					
Chinese Culinary and Restaurant Service Training	31	31	N.A.	N.A.	100.00%
高级中式烹饪及食肆服务证书课程					
Advanced Course in Chinese Culinary and Restaurant Services	12	12	N.A.	N.A.	100.00%
中式厨务助理证书课程					
Kitchen Assistant Certificate Course	125	122	N.A.	N.A.	97.60%
皮具制作理论单元证书课程					
Basic Theory on Production of Leather Goods	19	19	N.A.	N.A.	100.00%
汽车车身喷漆基础证书					
Vehicle Body Painting Foundation Certificate Course	5	5	N.A.	N.A.	100.00%
空调制冷初阶证书					
Certificate in Air-conditioning and Refrigeration	21	21	N.A.	N.A.	100.00%
美容护理证书					
Certificate in Beauty Care	29	27	N.A.	N.A.	93.10%
食物安全与保健及食疗营养					
Food Safety and Nutrition for Health Protection	14	14	N.A.	N.A.	100.00%
茶餐厅运作及服务训练					
Local Cafe Operation and Service	21	21	N.A.	N.A.	100.00%
基础发型设计证书					
Certificate in Elementary Hairdressing	19	19	N.A.	N.A.	100.00%
办公室及商业实务证书					
Certificate in Office & Commercial Practice	41	40	N.A.	N.A.	97.56%
小计Sub-total:	337	331	0	0	98.22%
建造业议会					
Construction Industry Council					
空调制冷设备技工(电力控制)中级工艺测试					
Refrigeration/Air-conditioning/Ventilation Mechanic (Electrical Control) Intermediate Trade Test	12	12	N.A.	N.A.	100.00%
空调制冷设备技工(独立系统)中级工艺测试					
Refrigeration/Air-conditioning/Ventilation Mechanic (Unitary System) Intermediate Trade Test	9	9	N.A.	N.A.	100.00%
金属工中级工艺测试					
Metal Worker Intermediate Trade Test	74	68	N.A.	N.A.	91.89%
建造工友(指定行业)安全训练课程-髹漆及装饰工					
Silver Card-Specified Trade Safety Training Certificate (Painter and Decorator)	13	13	N.A.	N.A.	100.00%
控制板装配工中级工艺测试					
Control Panel Assembler Intermediate Trade Test	14	14	N.A.	N.A.	100.00%
混凝土工中级工艺测试					
Concretor Intermediate Trade Test	20	20	N.A.	N.A.	100.00%
细木工中级工艺测试					
Joiner Intermediate Trade Test	23	18	N.A.	N.A.	78.26%
电气布线工中级工艺测试					
Electrical Wireman Intermediate Trade Test	23	23	N.A.	N.A.	100.00%

铺瓦工中级工艺测试 Tiler Intermediate Trade Test	15	15	N.A.	N.A.	100.00%
髹漆及装饰工中级工艺测试 Painter Intermediate Trade Test	47	44	N.A.	N.A.	93.62%
髹漆及装饰工证书课程 Painting & Decoration Certificate Course	18	18	N.A.	N.A.	100.00%
铺瓦工证书课程 Tiler Certificate Course	15	15	N.A.	N.A.	100.00%
墙纸实务证书课程 Wall Papering Certificate Course	14	14	N.A.	N.A.	100.00%
气体焊接安全训练课程 Gas Welding Safety Training Course	9	9	N.A.	N.A.	100.00%
指定行业安全训练证明书 (铺瓦工) Silver Card-Specified Trade Safety Training Certificate (Tiling)	15	15	N.A.	N.A.	100.00%
建筑业平安咭课程 Construction Industry Safety Card Course	315	315	N.A.	N.A.	100.00%
小计Sub-total:	636	622	0	0	97.80%
雇员再培训局 Employees Retraining Board					
洗衣工场助理证书课程 Certificate in Laundry Assistant Training	89	86	N.A.	N.A.	96.63%
展台及摊位装拆及布置训练课程 Booth Setting and Decoration Training Course	38	38	N.A.	N.A.	100.00%
搬运物流证书课程 Certificate in Removal & Logistics Training	76	74	N.A.	N.A.	97.37%
园艺助理证书课程 Certificate in Horticulture Assistant Training	80	80	N.A.	N.A.	100.00%
环境洁净服务员证书课程 Certificate in Environmental Hygiene & Cleaning Worker Training	133	127	N.A.	N.A.	95.49%
零售店务员证书课程 Certificate in Retail Salesperson Training	20	18	N.A.	N.A.	90.00%
厨务助理证书课程 Certificate in Chef Assistant Training	40	40	N.A.	N.A.	100.00%
专业美甲师证书课程 Certificate in Nail Technician Training	19	19	N.A.	N.A.	100.00%
餐饮及宴会服务员证书课程 Certificate in Catering & Banquet Attendant Training	37	37	N.A.	N.A.	100.00%
仓务员证书课程 Certificate in Warehouse Keeper Training	19	19	N.A.	N.A.	100.00%
化妆助理证书 Certificate in Cosmetician Assistant Training	19	19	N.A.	N.A.	100.00%
基本计算机概念和键盘操作训练课程 Module Certificate in Fundamental Computer Concepts and Keyboard Operation	179	178	N.A.	N.A.	99.44%
字处理单元证书课程 Module Certificate in Word Processing	156	151	N.A.	N.A.	96.79%
仓颉输入法单元证书 Module Certificate in Chang-jie Chinese Input Method	18	18	N.A.	N.A.	100.00%
小计Sub-total:	923	904	0	0	97.94%

释前职业训练课程					
Pre-Release VT Programme					
食物卫生经理训练课程					
Basic Food Hygiene for Hygiene Managers Training Course	212	212	N.A.	N.A.	100.00%
网页及基础程序设计证书					
Module Certificate in Webpage Design and basic Programming	15	15	N.A.	N.A.	100.00%
叉式铲车操作员训练课程					
Forklift Truck Operator Course	18	18	N.A.	N.A.	100.00%
燃亮新生计划 (创业组)					
LIVE Project (Entrepreneurship Unit)	37	36	N.A.	N.A.	97.30%
零售及店铺运作					
Retail & Product Promotion Service	20	20	N.A.	N.A.	100.00%
龙门式起重机操作员证明书训练课程					
Overhead Crane Operator Certificate Course	36	36	N.A.	N.A.	100.00%
基本包饼制作					
Basic Bread Making Techniques	45	45	N.A.	N.A.	100.00%
基础洗衣技巧					
Basic Laundry Skill	49	48	N.A.	N.A.	97.96%
小计Sub-total:	432	430	0	0	99.54%
其他					
Others	37	20	0	6	70.27%
合计Overall:	3220	2793	103	193	95.93%

善后辅导计划的个案统计及成功率
Statistics on Caseload and Success Rates of Supervision Programmes

善后辅导计划 Supervision Programme	更生者性别 Sex of Rehabilitated Offenders	二零一二年获释而须受监管个案 Discharged Under Supervision in 2012	于二零一二年十二月三十一日仍接受监管个案 Under Active Supervision as at 31.12.2012	二零一二年监管期满个案 Supervision Expired in 2012	二零一二年成功完成监管个案 Supervision Successfully Completed in 2012	成功率 Success Rates
戒毒所 Drug Addiction Treatment Centre	男 Male	964	806	872	376	43%
	女 Female	253	257	249	113	45%
	小计 Sub-total :	1 217	1 063	1 121	489	44%
教导所 Training Centre	男 Male	93	273	147	91	62%
	女 Female	7	29	6	4	67%
	小计 Sub-total :	100	302	153	95	62%
劳教中心 Detention Centre	男少年犯 Male young offender	101	88	118	115	97%
	男青年犯 Male young adult	17	17	20	20	100%
	小计 Sub-total :	118	105	138	135	98%
更生中心 Rehabilitation Centre	男 Male	96	92	137	131	96%
	女 Female	29	28	42	40	95%
	小计 Sub-total :	125	120	179	171	96%
少年囚犯 Young Prisoner	男 Male	144	141	145	131	90%
	女 Female	21	22	15	15	100%
	小计 Sub-total :	165	163	160	146	91%
囚犯监管试释 Release Under Supervision	男 Male	13	71	14	14	100%
	女 Female	1	9	1	1	100%
	小计 Sub-total :	14	80	15	15	100%
释前就业 Pre-release Employment	男 Male	32	16	38	38	100%
	女 Female	15	6	15	15	100%
	小计 Sub-total :	47	22	53	53	100%
监管释囚 Post-release Supervision	男 Male	282	393	313	273	87%
	女 Female	21	22	9	9	100%
	小计 Sub-total :	303	415	322	282	88%
有条件释放 Conditional Release	男 Male	1	2	0	0	-
	女 Female	0	0	0	0	-
	小计 Sub-total :	1	2	0	0	-
释后监管 Supervision After Release	男 Male	3	6	5	5	100%
	女 Female	0	0	0	0	-
	小计 Sub-total :	3	6	5	5	100%
所有计划 All Programmes	男 Male	1 746	1 905	1 809	1 194	66%
	女 Female	347	373	337	197	58%
	总数 Total :	2 093	2 278	2 146	1 391	65%

社区参与助更生委员会（二零一二年）

Committee on Community Support for Rehabilitated Offenders (2012)

委员会成员 Membership

名誉顾问 Honourary Advisor	刘汉华先生, SBS, CStJ, JP	Mr Steve LAU Hon-wah, SBS, CStJ, JP
主席 Chairman	许宗盛先生, BBS, MH, JP	Mr Herman HUI Chung-shing, BBS, MH, JP
副主席 Vice-Chairman	邓秉明先生 (惩教署)	Mr TANG Ping-ming (Correctional Services Department)
委员 Members	吴宏增先生 丘颂云先生 叶永成先生, BBS, MH, JP 郑承隆先生 汤修齐先生, MH 杨建霞女士 冯婉娴女士 李家乐女士 罗乃新女士, MH 谢永龄博士, MH 杨万里先生, JP 李添麟博士, JP 蔡晓慧女士 梁昌明先生 民政事务总署代表 香港警务处代表 政府新闻处代表 社会福利署代表	Mr Andy Ng Wang-tsang Mr YAU Chung-wan Mr David YIP Wing-shing, BBS, MH, JP Mr Edwin CHENG Shing-lung Mr Henry TONG Sau-chai, MH Ms Yvonne YEUNG Kin-ha Ms Mandy FUNG Yuen-han Miss Jacqueline LEE Kar-lok Ms Nancy LOO, MH Dr John TSE Wing-ling, MH Mr YEUNG Man-lee, JP Dr LEE Yuk-lun, JP Miss Sherry TSAI Hiu-wai Mr Raymond LEUNG Cheong-ming Representative of the Home Affairs Department Representative of the Hong Kong Police Force Representative of the Information Services Department Representative of the Social Welfare Department
秘书 Secretary	叶龙英女士 (惩教署)	Ms Isabella YIP Lung-yin (Correctional Services Department)

职责范围 Terms of Reference

- (1) 就更生人士重投社会的计划及策略，向惩教署署长提供意见；
To advise the Commissioner of Correctional Services on the programmes and re-integration strategies of rehabilitated offenders into the community; and
- (2) 藉教育、宣传及大众参与，呼吁社会人士对更生人士多加支持。
To promote community support for rehabilitated offenders through education, publicity and public involvement.

二零一二年助更生宣传活动
Publicity Activities for Rehabilitated Persons in 2012

日期 Date	活动 Activities / Events	备注 Remarks
一月至十二月 January to December	<p>继续播放主题为「给更生人士一个机会」的电视宣传短片及电台宣传声带，呼吁市民接纳及支持更生人士</p> <p>Continued broadcast of the “Give Rehabilitated Offenders A Chance” television and radio Announcements in the Public Interest (API), appealing for public acceptance of and support for rehabilitated persons</p>	<p>该辑宣传短片及宣传声带在本港电视台及电台播出，得多个政府部门、公营机构、公共屋邨、非政府机构及商业机构支持在其管理地点如社区会堂等播放，并上载到惩教署网页、互联网和 YouTube 播放</p> <p>The new APIs have been broadcast in local TV and Radio stations during Government air time and at venues managed by various government departments, public organisations, public housing estates, non-government organisations and commercial organisations such as community halls, and uploaded onto CSD website, the Internet and YouTube</p>
一月至十二月 January to December	<p>继续张挂宣传海报及大型横额</p> <p>Continued display of posters and giant wall banners</p>	<p>该辑宣传海报及大型横额在惩教院所、多个政府部门、公营机构、公共屋邨、非政府机构及商业机构的管理地点张挂</p> <p>The new posters and giant wall banners have been displayed at correctional institutions and venues managed by various government departments, public organisations, public housing estates, non-government organisations and commercial organisations</p>
一月至十二月 January to December	<p>进行以学生及青少年为对象的更生先锋计划 - 包括教育讲座,「面晤在囚人士计划」及「绿岛计划」下的参观惩教院所活动, 参观香港惩教博物馆、青少年座谈会及年内新开办的延展训练营</p> <p>Implementation of the Rehabilitation Pioneer Project (RPP) for students and youth - including education talks, visits to correctional institutions under the Personal Encounter with Prisoners Scheme and the Green Haven Scheme, visits to the Hong Kong Correctional Services Museum, Student Forum and extended training camps newly introduced during 2012</p>	<p>「更生先锋延展训练营」对象为曾经参加更生先锋计划的本地中学学生, 目的是深化在更生先锋计划下向他们传达的信息, 即「奉公守法、远离毒品、支持更生」。在二零一二年内已举办了三营, 共有 50 名青少年参加。</p> <p>The extended training camps for local secondary school students who have participated in RPP before aim to consolidate the messages of leading a law abiding and drug-free life as well as supporting offender rehabilitation conveyed to these students through diversified training activities. Three RPP extended training camps were held in July and August 2012 for a total of 50 young people.</p>

日期 Date	活动 Activities / Events	备注 Remarks
一月至十二月 January to December	增进青少年所员就业机会的社会企业「有粽计划」 The "Rice Dumpling Production Project", a social enterprise project to enhance employability of young inmates	计划自二零零八年八月成立以来,共 93 名所员参加了该计划和接受食品安全及卫生的训练,其中 22 人获香港善导会附属社会企业明朗服务有限公司正式聘用,其他所员亦有从事饮食行业 93 inmates had participated and received basic training in food safety and hygiene since the implementation of this Project in August 2008. Of them, 22 were formally employed by Bright Services Co. Ltd, a social enterprise managed by the Society of Rehabilitation and Crime Prevention, Hong Kong while others were/are engaged in the food and beverage field
一月十一日 January 11	赤柱监狱证书颁发典礼 Certificate Presentation Ceremony at Stanley Prison	
三月二十八日 March 28	罗湖惩教所证书颁发典礼 Certificate Presentation Ceremony at Lo Wu Correctional Institution	
五月开始 From May	向所有分区扑灭罪行委员会简介「2012-13 年助更生宣传活动」 A series of briefings to all District Fight Crime Committees (DFCCs) on the 2012-13 Publicity Campaign for Rehabilitated Persons	简介后,各分区扑灭罪行委员会与惩教署在各区合办社区参与助更生活活动 After the briefing, DFCCs jointly organised with CSD community involvement activities in their districts
五月二十日 May 20	在囚人士计算机输入比赛 Inter-institutional Computer In-putting Competition	比赛与基督教牧爱会合办 The competition was co-organised with Christian Prison Pastoral Association
六月十四日 June 14	「给更生人士一个机会」就业研讨会 "Give Rehabilitated Offenders A Chance" Employment Symposium	研讨会与香港大学合办。参加者包括超过 230 名来自 110 间商业机构、社会企业、法定组织及工商业联会的雇主及代表,主讲嘉宾包括学者、聘用更生人士的雇主和更生人士等 The Symposium was co-organised with the University of Hong Kong. Over 230 employers and representatives from 110 companies, social enterprises, statutory bodies and commercial chambers attended the symposium. Speakers included university scholars, rehabilitated offenders and the latter's employers

日期 Date	活动 Activities / Events	备注 Remarks
六月二十九日 June 29	惩教更生义工团嘉奖典礼 Award Presentation Ceremony for volunteers of Correctional Services Department Rehabilitation Volunteers Group	
七月十日 July 10	二零一二至一三年度助更生宣传活动简介会暨地区助更生宣传活动开展礼 2012-13 DFCC Briefing cum Kick-off Ceremony of District-based Publicity Activities for Rehabilitated Persons	向所有分区扑灭罪行委员会简介「2012-13 年助更生宣传活动」 Briefings for all DFCCs on the 2012-13 Publicity Campaign for Rehabilitated Persons
九月十九日 September 19	歌连臣角惩教所证书颁发典礼 Certificate Presentation Ceremony at Cape Collinson Correctional Institution	
十月十九日 October 19	励敬惩教所证书颁发典礼 Certificate Presentation Ceremony at Lai King Correctional Institution	
十月二十五日 October 25	非政府机构论坛「如何加强在囚人士接受更生服务的反应和动机」 NGO Forum on “Responsivity and Motivation Enhancement in Offender Rehabilitation”	论坛与香港城市大学合办。约 320 位非政府机构代表、学者、义工和惩教署人员出席 The Forum was co-organised with the City University of Hong Kong. Around 320 NGO representatives, scholars, volunteers and members of Correctional Services Department attended the forum
十一月 November	制作及派发印有助更生信息之 2013 年案头月历及证件胶套予有兴趣团体 Production and distribution of 2013 desktop planner and plastic card holder with publicity message to interested parties	
十一月二十八日 November 28	石壁监狱证书颁发典礼 Certificate Presentation Ceremony at Shek Pik Prison	
十二月五日 December 5	壁屋惩教所证书颁发典礼 Certificate Presentation Ceremony at Pik Uk Correctional Institution	
十二月七日 December 7	惩教更生义工训练 Training for volunteers for CSD Rehabilitation Volunteer Group	

二零一二年个人/社区团体的捐献及合办的活动项目
Donations by and Collaborative Projects with
Individual / Community Organisations in 2012

个人/团体 Individual/Organisation	捐款(元) Donation (S)	合办项目 Collaboration project
一名社会人士 An Individual	2,000	<ul style="list-style-type: none"> ● 在二零一二年八月以这捐助为在囚人士提供「在囚人士教育信托基金」教育资助 Providing education subsidy for inmates under the “Prisoners’ Education Trust Fund” with donation in August 2012
陈树玉女士 Ms CHAN Shu-yuk, Janice	-	<ul style="list-style-type: none"> ● 在二零一二年六月及九月捐赠书籍予院所图书馆 Donation of books to prison libraries in June and September 2012
潘展平大律师 Mr Jackson POON	-	<ul style="list-style-type: none"> ● 在二零一二年八月捐赠书籍予院所图书馆 Donation of books to prison libraries in August 2012
明朗服务有限公司 Bright Services Company Limited	2,126	<ul style="list-style-type: none"> ● 在二零一二年一月以这捐助为在囚人士提供「在囚人士教育信托基金」教育资助 Providing education subsidy for inmates under the “Prisoners’ Education Trust Fund” with donation in January 2012
关顾更生人士会 Care of Rehabilitated Offenders Association	350,000	<ul style="list-style-type: none"> ● 在二零一一年七月成立「关顾更生人士基金」，为在囚人士提供教育资助，计划为期三年，第一(二零一一年五月)及第二年(二零一二年八月)分别获得捐助港币三十万元及三十五万元 Providing education subsidy for inmates under the “Care of Rehabilitated Offenders Association Foundation”, a subsidy scheme set up in July 2011 for three years with donation of HK\$300,000 and HK\$350,000 in the first (May 2011) and second (August 2012) year respectively
华革爱心工程有限公司 CRA Benevolent Fund Limited	80,000	<ul style="list-style-type: none"> ● 在二零一二年十一月以这捐助为在囚人士提供「在囚人士教育信托基金」教育资助 Providing education subsidy for inmates under the “Prisoners’ Education Trust Fund” with donation in November 2012

个人/团体 Individual/Organisation	捐款(元) Donation (\$)	合办项目 Collaboration project
香港赛马会慈善信托基金 The Hong Kong Jockey Club Charities Trust	756,672	<ul style="list-style-type: none"> ● 五年内资助港币 510 万元研发专为本地性罪犯而设的心理评估工具综合组套, 计划由二零一零年四月展开, 首三年共获得的资助为港币 2,502,968.14 元 <p>Providing a grant of \$5.1 million for a 5-year project commenced in April 2010 on the Construction of Risks and Needs Assessment Tools for Sex Offenders, with a total subsidy of HK\$2,502,968.14 in the first three years</p>
九龙乐善堂 Lok Sin Tong Benevolent Society, Kowloon	400,000	<ul style="list-style-type: none"> ● 资助分区扑灭罪行委员会在二零一二至一三年度举办的地区性宣传活动 <p>Sponsoring district-based publicity activities organised by District Fight Crime Committees in 2012-13</p>
海皇粥店 Ocean Empire International Limited	100,000	<ul style="list-style-type: none"> ● 在二零一二年五月以这捐助为在囚人士提供「在囚人士教育信托基金」教育资助 <p>Providing education subsidy for inmates under the “Prisoners’ Education Trust Fund” with donation in May 2012</p>
圣公会圣约翰座堂 St. John’s Cathedral	800,000	<ul style="list-style-type: none"> ● 在二零一二年九月以这捐助为在囚人士提供「在囚人士教育资助基金」教育资助 ● Providing education subsidy for inmates under the “Prisoners’ Education Subsidy Fund” with donation in September 2012
世界东莞社团联合总会有限公司 The World General Association of Dongguan Societies Limited	100,000	<ul style="list-style-type: none"> ● 在二零一二年一月以这捐助为在囚人士提供「在囚人士教育信托基金」教育资助 <p>Providing education subsidy for inmates under the “Prisoners’ Education Trust Fund” with donation in January 2012</p>
九龙崇德社慈善基金 Zonta Club of Kowloon Charitable Trust	50,000	<ul style="list-style-type: none"> ● 在二零一二年六月资助罗湖惩教所设立音乐室 <p>Donation for setting up a Music Room in Lo Wu Correctional Institution in June 2012</p>
总数 Total:	2,640,798	

二零一二年度入职 / 发展训练课程总计

Summary of Recruit / Development Training in 2012

Course Title 课程	Frequency 次数	Duration 修业日数	No. of Participants 参加人数	No. of Training Days 训练日数
Recruit Training 入职训练	25	1932	494	44028
Development Training 发展训练	310	366.5	6738	15197
Overall 总计	335	2298.5	7232	59225

Table 1 Recruit Training Course
(表一 入职训练课程)

<i>Recruit Training</i>	Frequency 次数	Duration 修业日数	No. of Participants 参加人数	No. of Training Days 训练日数
Recruit Officer Training Course - A0002 惩教主任入职训练课程 (164-165)	2	159	41	3238
Course for Officer appointed under Special Appointment Scheme - A0003 惩教主任特别委任计划课程 (已结业)	2	39	6	234
Recruit Assistant Officer Training Course - A0001 惩教助理入职训练课程 (437-439)	3	208	84	5628
Recruit Officer Training Course - A0002 惩教主任入职训练课程(160 - 163) - (已结业)	4	471	56	5362
Recruit Assistant Officer Training Course - A0001 惩教助理入职训练课程 (428-436)-(已结业)	9	980	265	28841
*Induction Training Course for Technical Instructor - A0005(Phase I 已结业) 工艺导师入职训练课程	3	24	19	136
*Induction Training Course for Technical Instructor - A0005(Phase II) 工艺导师入职训练课程 -01/12 (已结业)	1	28	12	336
*Induction Training Course for Technical Instructor - A0005(Phase II) 工艺导师入职训练课程 -02/12	1	23	11	253
Basic First Aid Training Course - A0317 急救基础训练课程	19	5	367	1835
Total:	25	1932	494	44028

Table 2 Development Training Course
(表二 发展训练课程)

<i>Tactical and Escort Duties Knowledge Training</i>	Frequency 次数	Duration 修业日数	No. of Participants 参加人数	No. of Training Days 训练日数
Tactical Defensive Team Refresher Training Course - A0484 战术防御复修训练课程	3	1	84	84
Escort Duty Training Course (with e-learning) - A0239 押解职务训练课程	3	8	85	680
Tactical Defensive Team Training Course -A0442 战术防御训练课程	5	3	153	459
Defensive Control Tactics Trainer Course -A0235 防御控制战术训练员课程	2	8	58	464
Defensive Control Tactics Trainer Refresher Course - A0241 防御控制战术训练员复修课程	4	2	75	150
Control and Handcuffing Techniques RC for Staff on Aftercare Duties - A0346 善后辅导职员使用手扣技巧复修课程 (一天)	6	1	153	153
Control and Handcuffing Techniques Refresher Course - A0464 使用手扣技巧复修课程 (一天)	1	1	5	5
Control & Handcuffing Techniques Training Course - A0462 使用手扣技巧训练课程	1	3	20	60
Correctional Emergency Response Team Training Course - AE240 紧急应变队训练课程	1	33	12	396
Correctional Emergency Response Team(CERT) Instructor Course - A0480 惩教署机动应变部队导师训练课程	1	5	25	125
Hostage Rescue Instructor Course - AE347 拯救劫持人质导师课程	1	5	21	105
Total:	28	70	691	2681

Information Technology Application Training

	Frequency 次数	Duration 修业日数	No. of Participants 参加人数	No. of Training Days 训练日数
PRIS II for DOO (with e-learning) - AE241 服刑记录数据系统 II 训练课程(值日官)	8	1	160	160
PRIS II for REH (with e-learning) - AE243 服刑记录数据系统 II 训练课程(更生事务科)	3	1	24	24
PRIS II for Reception Office Duties(with e-learning) - AE244 服刑记录数据系统 II 训练课程(收押室)	4	2.5	31	77.5
PRIS II for Security Office (with e-learning) - AE245 服刑记录数据系统 II 训练课程(保安)	3	1	16	16
PRIS II for Visit Room (with e-learning) - AE246 服刑记录数据系统 II 训练课程(探访室)	3	1	31	31
Total:	21	6.5	262	308.5

Command Course

	Frequency 次数	Duration 修业日数	No. of Participants 参加人数	No. of Training Days 训练日数
Junior Command Course (with e-learning) - AE107 初级指挥课程	2	10	47	470
Intermediate Command Course - A0108 中级指挥课程	1	2	25	50
Senior Command Course - A0110 高级指挥课程	1	2	16	32
Total:	4	14	88	552

Development Training

	Frequency 次数	Duration 修业日数	No. of Participants 参加人数	No. of Training Days 训练日数
Training Officer Training Course - A0205 训练主任课程	1	5	13	65
2 Days First Aid Refresher Training Course - A0308 两天急救复修训练课程	7	2	188	376
First Aid Refresher Training Course - A0308 急救复修训练课程	6	4	130	520
Video Taking Technique Course - A0306 摄录技巧课程	3	1	70	70
Assistant Officer I Development Course - AE101 一级惩教助理发展课程	6	6	183	1098
Two Days Team Building Course - A0479 两天团队课程	21	2	304	608
Assistant Officer II Refresher Course - AE103 二级惩教助理复修课程	11	2	289	578
Assistant Officer I Refresher Course - AE104 一级惩教助理复修课程	8	2	156	312
Officer Refresher Course - AE105 惩教主任复修课程	2	4	33	132
Detention Centre Course (with e-Learning) - AE209 劳教中心课程 (包括 e-learning)	2	10	47	470
Assistant Officer Refresher and Development Course - AE102 惩教助理复修发展课程(包括 e-learning)	3	10	106	1060
Drug Addiction Treatment Centre Course (with e-Learning) - AE210 戒毒所课程 (包括 e-learning)	2	5	50	250
Training Centre and Rehabilitation Centre Course (with e-Learning) - AE211 教导中心和更生中心课程 (包括 e-learning)	2	5	53	265
Control Room Duties Course - AE214 控制室职务训练课程 (包括 e-learning)	6	3	91	273
Training Course for Reception Officer-in-Charge (with e-Learning)AE227 收押室主管课程 (包括 e-learning)	1	5	12	60
Reception Office Assistant Course (with e-Learning) AE228 收押室助理课程 (包括 e-learning)	1	4	21	84
Visit Room Duties Training Course(with e-Learning) - AE229 探访室职务训练课程	1	3	26	78
Total:	83	73	1772	6299

Management Development & Training Programme (MDTP)

	Frequency 次数	Duration 修业日数	No. of Participants 参加人数	No. of Training Days 训练日数
Potential Day Orderly Officer Course - AM001 潜质值日主管训练课程 (MDTP)	1	5	33	165
Leadership and Change Management Training Workshop (MDTP) - AM010 领袖及转变管理培训工作坊	1	1	31	31
Training Course on incident , Investigation & Report Writing (MDTP) Part I - AM04A 事故及调查报告写作训练课程 (Part I)	1	2	23	46
Investigation Report and Board of Enquiry Writing Course (Part II) - AM04B 调查委员会及调查报告写作技巧训练课程 (Part II)	1	2	22	44
Media Training - Half Day Video Seminar Course (MDTP) - AM006 半天录像研讨会 - 面对传媒的技巧训练 (MDTP)	1	0.5	32	16
Workshop in Disciplinary Practices and Procedures - AM009 纪律聆讯及程序 (MDTP)	1	1	30	30
Communication and Negotiation Skills Training Workshop - AM011 领袖及转变管理培训 (MDTP)	1	1	35	35
Human Resource Management & Organisational Communication(MDTP) - AM019 人力资源管理及组织沟通	1	1	29	29
Total:	8	13.5	235	396

Physical & Adventure Training

	Frequency 次数	Duration 修业日数	No. of Participants 参加人数	No. of Training Days 训练日数
Physical Education Instructor Refresher Course - A0236 体育导师复修课程(0.5天)	6	0.5	165	82.5
Physical Education Instructor Training Course - A0203 体育导师训练课程	1	40	11	440
Physical Education Instructor Refresher Course - A0482 体育导师复修课程(1天)	3	1	119	119
PEI Refresher Course for CSD 10 Km Run - A0478 体育导师十公里跑	1	1	45	45
Total:	11	42.5	340	686.5

Drill and Weaponry

	Frequency 次数	Duration 修业日数	No. of Participants 参加人数	No. of Training Days 训练日数
Tower Duty Training Course - A0215 瞭望塔职务训练课程	15	2	123	246
Tower Duty Refresher Training Course - A0247 瞭望塔职务复修训练课程	3	1	21	21
Departmental Guard of Honour - A0448 部门仪仗队训练课程	2	2	33	66
Continuation Training for CERT - Firearms Practice - A0254 一天枪械训练持续课程	6	1	80	80
Half Day Flag Raising Training Course - A0485 半天国旗升降程序训练	2	0.5	50	25
Total:	28	6.5	307	438

<i>Others</i>	Frequency 次数	Duration 修业日数	No. of Participants 参加人数	No. of Training Days 训练日数
Use of Force Instructors' Course - B9091 武力使用导师课程	1	30	1	30
Behaviour Adjustment Unit(BAU) Training Course - AE357 行为适应组训练课程	5	1	120	120
How to select the ICPC Code for DMS Training Workshop - B9100 如何选择药物管理系统的ICPC编号训练课程	1	1	61	61
Dog Handler Training Course - A0253 警卫犬训练员课程	1	60	2	120
Smart Teen Challenge Camp - 5 Days 多元智能跃进计划	6	5	120	600
Knowledge Management Facilitator Training Workshop - AE358 知识管理先导训练工作坊	8	1	183	183
Tactical Negotiation Course- A0483 战术性谈判课程	1	1	31	31
CO Seminar on Handling Special Request of Prisoners - B9089 总惩教主任讲座：处理特别要求	2	1	34	34
Hospital In-service Training Course - A0212 惩教助理医院在职训练课程	1	23	19	437
Safe Use of Arcair Cutting System & Power Cutting Machine Workshop - G1074 焊接及电锯切割安全使用课程	3	1	99	99
Sharing Talk for Senior Officers on the Topic of Urine Testing & Associated Forensic Issue - AE359 高级职员就处理验尿及相关取证问题分享会	3	1	94	94
Undersatnd the Culture of Nigerian - B9102 尼日利亚文化认识	2	0.5	76	38
I.T. Security Course - B9095 信息科技保安课程	7	1	183	183
Sharing Talk for Senior Officers on Conducting Adjudication with Legal Representation at Lecture Theatre - AE360 高级职员就与法律代表制定判决分享会	1	0.5	31	15.5
Barrier Gate Duties Training Course - A0489 车闸司闸员课程	2	1	38	38
Protocal Officer Training Course - A0487 礼仪官训练课程	2	1	55	55
Claims on DSOA & Related Allowances Workshop - B9103 DSOA及相关津贴索偿工作坊	2	1	98	98
Half Day Seminar for Identification of Forged Identity Card & Travel Document - SEM99 识别伪造证件及旅行文件半日研讨会	2	0.5	94	47
Regional Visitors Presenter Training Workshop - B9132 导赏员训练工作坊	2	1	39	39
e_Mentoring Workshops - A0322 网上导师课程	24	1	619	619
First Aid Remedial Examination Course - A0345 急救复试课程	10	0.5	42	21
Safe Use of Abrasive Wheels Course - G1071 安全使用磨轮课程	6	1	77	77

Others

	Frequency 次数	Duration 修业日数	No. of Participants 参加人数	No. of Training Days 训练日数
One-day Training Course of Drug Management System (DMS) - G1072 一天药物管理系统(DMS)课程	15	1	349	349
Understanding and Dealing with the Substance Abuse and Violence-prone - B9104 药物滥用及暴力倾向的认识及处理	2	0.5	232	116
AED & CPR Training Course for CSD Nursing Staff - A0488 惩教署护理人员的自动外置式心脏去纤颤器与心肺复苏训练课程	1	1	20	20
Gas Welding Safety Training Course - B9090 气体焊接安全训练课程	4	1	80	80
Operating of Terrestrial Trunked Radio System Training Course - A0490 无线电系统运作课程	6	1	102	102
AED Training Course for CSD Nursing Staff - G1063 惩教署护理人员自动外置式心脏去纤颤器训练课程	1	0.5	6	3
Departmental Brand Promotion Workshop - G 1069 部门品牌推广工作坊	4	1	115	115
Experience Sharing Course for DOO 值日主管经验分享课程	2	0.5	23	11.5
Total:	127	140.5	3043	3836

助理署长嘉奖

Assistant Commissioner's Commendation

黄伟雄	WONG Wai-hung
萧永康	SIU Wing-hong
何振东	HO Chun-tung
吴华彪	NG Wah-biu
黎美英	LAI Mei-ying
钟伟业	CHUNG Wai-yip
冯锦威	FUNG Kam-wai
徐柏强	TSUI Pak-keung
梁建业	LEUNG Kin-ip
林伟光	LAM Wai-kwong
谭国强	TAM Kwok-keung
陈淑贤	CHAN Suk-yin
何安娜	HO Angela
曾伟业	TSANG Wai-yip
陈新华	CHAN San-wa
方倩彤	FONG Sin-tung
蔡智雄	CHOI Chi-hung
曾绍康	TSANG Siu-hong
游秉昭	YAU Ping-chiu
黄健良	WONG Kin-leung
廖永乐	LIU Wing-lok
罗志成	LAW Chi-shing
陈文伟	CHAN Man-wai
曾俊杰	TSANG Chun-kit
郭建辉	KWOK Kin-fai
陈仲云	CHAN Chung-wan

二零一二年参观香港惩教署各惩教院所的内地及海外人士及机构名单
List of Mainland and Overseas Visitors and Organisations to CSD in 2012

月份 Month	代表团/参观者 Delegation/ Visitor
01/12	Permanent Secretary of the Ministry of Justice of Finland
02/12	Australian Federal Police, Australia
03/12	Deputy Minister, Ministry of Justice, the Czech Republic
03/12	Singapore Prison Service
04/12	广东省监狱管理局 - 粤港监狱(惩教)工作业务合作会议
04/12	澳门中级法院及第四届司法官实习生
04/12	最高人民检察院反贪污贿赂总局
04/12	Former Chairman of the General Council of the Bar, UK
05/12	Singapore Prison Service
05/12	3rd Committee of the Dewan Perwakilan Daerah (DPD - Regional Representative Council/Senator) of the Republic of Indonesia
05/12	内地法律工作人员普通法法学硕士课程进修训练计划
05/12	广东省监狱管理局 - 东莞监狱 (第一批)

06/12	广东司法警官职业学院
06/12	广东省监狱管理局 - 东莞监狱 (第二批)
06/12	甘肃省司法厅
07/12	清华大学香港研究研习班
07/12	中华人民共和国司法部及福建省监狱管理局
08/12	Department of Corrections, Ministry of Justice of Thailand
08/12	深圳市司法局
09/12	Thammasat University, Thailand
10/12	European Consular/ Schengen Working Group
10/12	中国委托公证人协会有限公司 - 福建省和江西省公证管理人员
10/12	中国高级法官研修班
10/12	广东省公安厅河源市公安局
11/12	澳门监狱及澳门法务局社会重返厅
11/12	Minister of Justice of Mongolia
11/12	Korea Correctional Service
11/12	四川省社会管理创新专题培训班

12/12	General Executive Agency of Court Decision Mongolia
12/12	Royal Malaysia Police
12/12	Korea Correctional Service
12/12	中华人民共和国司法部副部长郝赤勇访问团
12/12	Minister of Law and Human Rights from Republic of Indonesia
12/12	广东行政学院干部教育学院
12/12	上海市监狱学会
12/12	辽宁省司法厅及监狱管理局

二零一一及二零一二年投诉调查组接收由在囚人士及公众人士提出的个案数目
No. of cases received by Complaints Investigation Unit (CIU)
from persons in custody and the public in 2011 and 2012

年份 Year		2011	2012
A	由投诉调查组展开调查的个案 Cases entailing CIU investigation	95	137
	-使用非必要武力 <i>-Use of unnecessary force</i>	13	22
	-行为不当 <i>-Misconduct of staff</i>	27	67
	-疏忽职守 <i>-Negligence of duty</i>	15	17
	-滥用权力 <i>-Abuse of authority</i>	10	9
	-纪律行动不公正 <i>-Injustice in disciplinary action</i>	26	16
	-不满院所的政策或程序 <i>-Institutional policy / procedure</i>	4	6
B	由投诉调查组监察院所处理的个案^① Cases handled by institutions under CIU monitoring^①	63	98
C	由投诉调查组处理的重复投诉个案^② Repeated complaints handled by CIU^②	233	128
D	由投诉调查组处理的求助 / 查询个案^③ Cases of requests / enquiries handled by CIU^③	150	133
	总数 Total (A+B+C+D)	541	496

年份 Year		2011	
E	由惩教署投诉委员会批签通过投诉调查组的调查结果 Findings of CIU investigation endorsed by Correctional Services Department Complaints Committee (CSDCC) - 证明属实 - <i>Substantiated</i> - 证实另有别情 - <i>Substantiated other than reported</i> - 无法完全证实 - <i>Not fully substantiated</i> - 虚假 - <i>False</i> - 虚假及恶意 - <i>False & malicious</i> - 并无过错 - <i>Faultless</i> - 未能证实 - <i>Not Proven</i> - 无法证实 - <i>Unsubstantiated</i> - 终止调查 - <i>Curtailed</i> - 无从追查 - <i>Not Pursuable</i> - 撤回 - <i>Withdrawn</i>	78 0 1 0 5 1 12 1 26 24 4 4	
F	经惩教署投诉委员会复核的个案 Cases re-examined by CSDCC	1	
G	向惩教署署长提出上诉的个案 Cases of appeal to Commissioner of Correctional Services	0	
H	惩教署投诉委员会批签通过的服务改善建议 Recommendation for service improvement endorsed by CSDCC	8	

- ① 投诉个案属于性质轻微及与院所运作有关，例如院所环境、膳食及探访安排等。
The cases were complaints of minor and operational nature such as institutional environment, diet and visit arrangement
- ② 投诉个案由同一投诉人重复地提出，而其性质按常理是无聊及惹人生厌的投诉。为避免该投诉人继续滥用本署的投诉处理服务及节省资源，投诉调查组循简易的行政程序处理有关个案。
Those complaints were grievances of, by common sense, frivolous or vexatious nature repeatedly raised by the same complainant. In order to prevent the complainant from further abusing the complaints handling service of the Department, CIU handled those cases in a simple administrative way.
- ③ 个案经由电邮或电话热线提出，或透过 1823 政府电话中心转介。
The cases were raised either via CIU email, phone calls or referred by 1823 Call Centre.

惩教署主要工程计划
Major Works Projects in Correctional Services Department

工程代号 Project Code	工程名称 Project	工程计划级别 Category of Public Works Programme
3076LC	重建大榄女惩教所计划 Redevelopment of Tai Lam Centre for Women	A
3062JA	屯门虎地纪律部队宿舍重建计划 Redevelopment of Disciplined Services Quarters in Fu Tei, Tuen Mun	A
3063JA	香港仔田湾房屋署旧职员宿舍重建计划 Redevelopment of the ex-Housing Staff Quarters in Tin Wan, Aberdeen	B-
3075LC	芝罘湾监狱区重建计划 Redevelopment of Chi Ma Wan Prison Area	B-
CO-977	励敬惩教所附属设施改善工程 Improve the ancillary facilities at Lai King Correctional Institution	不适用 N.A.
ASG/MBW/2009-10/2	喜灵洲戒毒所兴建金属制品工场 Construction of a New Metal Workshop at Hei Ling Chau Addiction Treatment Centre	不适用 N.A.
ASG/MBW/2008-09/7	小榄精神病治疗中心大闸范围保安设施改善工程 Upgrading of the Security Standard of Main Gate Area at Siu Lam Psychiatric Centre	不适用 N.A.
不适用 N.A.	改善各惩教院所的囚室、囚仓及工场等消防系统 Fire Services Upgrading to workshops, cells and dormitories etc. in CSD Institutions	不适用 N.A.

惩教工业所提供的货品及服务的商业价值
Commercial Value of Goods and Services
Provided By Correctional Services Industries

	2011 (\$'000)	2012 (\$'000)
制造业: Manufacturing :		
制衣 Garment Making	103 417	101 512
木工 Carpentry	33 530	31 901
金属制品 Metal Work	6 064	6 646
标志制作 Sign Making	12 822	11 915
玻璃纤维制品 Fibreglass Products	9 711	9 027
混凝土预制品 Precast Concrete Products	1 898	1 419
皮革制品 Leather Products	20 545	14 136
针织 Knitting	3 319	2 302
印刷 Printing	5 008	4 837
信封制造 Envelope Making	7 829	5 646
小计 Sub-total:	204 143	189 340
服务: Services :		
为其他部门提供洗熨服务 Laundry for other departments	112 308	96 122
内部洗熨服务 Domestic Laundry	72 715	85 059
书籍装订 Bookbinding	4 891	4 603
其他服务 Miscellaneous Services	6 792	6 118
小计 Sub-total:	196 706	191 902
总值 Total:	400 849	381 242
园地维修 Labour for Grounds Maintenance	21 450	16 271

按行业划分的囚犯工作人数(以二零一二年十二月三十一日计算)

EMPLOYMENT OF INMATES / PRISONERS BY TRADES

AS AT 31 DECEMBER 2012

行业 TRADE	戒毒所/教导所/劳教中心 DATC/TC/DC*	监狱 PRISON	总数 TOTAL
书籍装订 Bookbinding	-	500	500
木工 Carpentry	-	366	366
信封制造 Envelope Making	24	215	239
玻璃纤维产品 Fibreglass Products	72	77	149
制衣 Garment making	-	1 722	1 722
针织 Knitting	-	66	66
皮革制品 Leather Products	-	272	272
金属制品 Metalwork	13	86	99
混凝土预制品 Precast concrete products	-	52	52
印刷 Printing	-	33	33
标志制作 Sign making	-	147	147
洗熨 Laundry	61	917	978
其他 Miscellaneous	7	167	174
总数 TOTAL	177	4 620	4 797

* DATC : Drug Addiction Treatment Centre

TC : Training Centre

DC : Detention Centre

年报构思

2012年年报以「五棱镜」作为设计概念，寓意深长。棱镜一体五面，每个镜面代表部门一个主要的工作范畴，计为行动、更生服务、人力资源、服务质素和行政及策划，显示惩教工作多样化和充满变化。棱镜同时亦是五面一体，通过各个镜面的相互协作，把光线转化成新的影像，象徵部门不同范畴的工作环环紧扣，相辅相成。

惩教团队各个岗位人员同心同德、通力合作，展现惩教专业精神，协助在囚人士及更生人士重返正途，重拾人生色彩，并为香港整体社会增添和谐与安稳。

「同心同德 专业专注」
“TOGETHER WE SERVE WITH DEDICATION
AND PROFESSIONALISM”

懲HKCS教

Design concept

The design concept of the Annual Review 2012 is “Pentaprism”, which carries profound meaning. A pentaprism consists of five sides, each of which represents one major areas of work of the Department, namely Operations, Rehabilitation, Human Resource, Quality Assurance and Administration and Planning. It highlights the diversity of correctional services which are full of challenges. Meanwhile, the five-sided prism is a single entity and all the sides collectively transform beams of light into new images through synergy effects. It symbolises the interconnected and complementary feature of the different areas of work of the Department.

With the concerted effort and cooperation of the staff at different posts, the team gives full play to their professionalism in discharging correctional duties and assisting persons in custody and rehabilitated persons to turn over a new leaf and lead a full life. In addition, the team also helps bring harmony and stability to the community in Hong Kong.







**香港懲教署 -
HONG KONG
CORRECTIONAL SERVICES**

**懲教署总部 -
Correctional Services Department Headquarters**

香港湾仔港湾道12号湾仔政府大楼23, 24及27楼
23rd, 24th & 27th floors, Wanchai Tower, 12 Harbour Road, Wan Chai, Hong Kong

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Correctional Services Department Website:
<http://www.csd.gov.hk>

电邮 e-mail:
email@csd.gov.hk