



# 懲教并重 香港共融

*Custody and Rehabilitation:  
Foundation for an Inclusive Society*

香港懲教署  
HONG KONG  
CORRECTIONAL SERVICES



2015  
年報 ANNUAL REVIEW



## 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.



## 价值观 VALUES



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羁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 persons in custody, opportunities for rehabilitation of offenders, and working in collaboration with the community and other agencies.

任务 MISSION

### 秉持诚信

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。

### INTEGRITY

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

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。

### PROFESSIONALISM

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

重视每个人的尊严，以公正持平及体谅的态度处事待人。

### HUMANITY

We respect the dignity of all people with emphasis on fairness and empathy.

### 严守纪律

恪守法治，重视秩序，崇尚和谐。

### DISCIPLINE

We respect the rule of law with emphasis on orderliness in the pursuit of harmony.

### 坚毅不屈

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。

### PERSEVERANCE

We are committed to serving our society, keeping constant vigilance and facing challenges with courage.



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## 署长

COMMISSIONER'S  
FOREWORD

一直以来，惩教署全体人员悉力以赴，为社会安稳提供安全的羁管以及适切的更生计划，目的就是要执行保障公众安全及减少罪案的使命。此外，我们继续与不同持份者协作，加强社区教育，不但帮助更生人士重投社会，而且为预防犯罪，特别是青少年方面，作出贡献。

The Correctional Services Department (CSD) has persistently dedicated ourselves to providing safe custody and appropriate rehabilitation programmes for the well-being of society at large. The objectives are to protect public safety and reduce crime. In addition, we continue to collaborate with various stakeholders to strengthen community education. Such efforts not only help rehabilitated persons reintegrate into society, but also contribute to the prevention of crime, particularly among young people.

二零一五年，惩教院所每日平均在囚人口为8 413人，较二零一四年的8 797人，微跌4%，而平均收容率则为76%。同年，我们新收纳了147名已定罪的高保安风险在囚人士，较二零一四年的106人，大幅上升了39%。

在二零一五年十二月三十一日，惩教署监管超过一万人人士，包括8 438名在囚人士及1 991名已获释而受监管的更生人士。8 438名在囚人士当中，本地在囚人士占70%；来自内地、台湾和澳门的占12%；而来自其他国家的在囚人士的比例，则由二零一四年的15%上升至二零一五年的18%，达1 525人，来自65个国家。

In 2015, the average daily penal population at correctional facilities was 8 413 persons, representing a slight decrease of 4% from 8 797 persons in 2014, and the average occupancy rate was 76%. In the same year, 147 high security risk persons in custody (PICs) were convicted and newly admitted into our correctional facilities, representing a substantial increase of 39% from 106 persons in 2014.

As at December 31, 2015, more than ten thousand persons were under the management of CSD, including 8 438 PICs and 1 991 rehabilitated persons under supervision after release. Of these 8 438 PICs, 70% were local; 12% were from the Mainland, Taiwan and Macau; and the proportion of PICs from other countries increased from 15% in 2014 to 18% in 2015, amounting to 1 525 persons from 65 countries.





过去八年，没有成功逃狱或越押个案；另一方面，二零一五年，在囚人士被纪律检控共有3 671次，较前年的3 592次，上升79次(2%)。至于暴力个案，二零一五年共有522宗，主要涉及在囚人士打斗或袭击他人，较前年减少45宗(8%)。当中15宗涉及惩教人员于执勤时遇袭，较二零一四年减少1宗，但是受伤的惩教人员则由18人增加至29人。违纪活动增加，正好反映惩教人员所面对的挑战及压力。惩教署必定会继续严厉执法，遏止任何违纪事件。

虽然惩教工作有效畅顺，羁押环境安全有序，但是，相关的保安风险却有所增加，包括新收纳的甲类在囚人士的数目上升，医疗押解数字持续高企，以及在囚人士违纪行为增加。为了应付院所和外围紧急事故，以及加强执行高风险押解等任务，我们会以小队形式，在押解及支援组下设立常规的区域应变队，对区域层面上所发生的紧急事故，提供更有效、快速及机动的支援。

我们继续就设施作出适当改善。大榄女惩教所的局部重建工程预期于二零一六年年尾完成。由现在至二零一九年期间，我们亦会把赤柱监狱的闭路电视系统提升为新的数码化系统。我们也会向立法会申请拨款，在赤柱监狱装设电锁系统，以及将小榄精神病治疗中心和白沙湾惩教所的闭路电视系统提升为数码化系统。

此外，为加强保安，防止毒品经藏在体内流入院所，惩教署已经在收押所装设4部低辐射X光身体扫描器，成功发挥阻吓作用，把搜获毒品的个案数目，由二零一四年的51宗减至二零一五年的33宗，减少35%。二零一六年，我们将增设多3部。届时，所有收押所将会以扫描器取代大部分的人手直肠检查。

惩教署一直与超过80个非政府机构紧密合作，推行多元化和适切的更生计划和措施，为在囚人士提供机会和协助，帮助他们掌握有用技能，接受教育及提升自信心，从而在获释后能够重获新生，回归社会。

本署安排青少年在囚人士按进度及潜质接受教育，并取得佳绩，更首次有在囚人士在香港中学文凭考试考获5\*\*，或获本



地大学取录。我们亦为自愿进修的成年在囚人士提供指导及协助，在工馀时间修读学术课程。在职业训练方面，本署为青少年在囚人士提供20项训练课程，以及为将于三个月至两年内释放的成年在囚人士开办超过40项市场导向的课程。二零一五年，大约1 400名成年在囚人士自愿报读职业训练课程。

There has been no successful escape case over the past eight years. On the other hand, there were 3 671 disciplinary charges last year, an increase of 79 charges (2%) compared with 3 592 charges in the previous year. As to acts of violence, a total of 522 cases, mainly involving fighting among PICs and assaults, were recorded in 2015, representing a decrease of 45 cases (8%) from the previous year. Among them, there were 15 cases (one case less than the previous year) involving correctional officers being assaulted during their course of duty. Notwithstanding the decrease, the number of staff injured on duty increased from 18 persons to 29 persons. Such increase reflects the challenges and pressures encountered by correctional officers. CSD will continue to enforce the law vigorously to combat incidents of indiscipline.

Although our correctional work has been effective and the custodial environment is safe and in good order, the associated security risks have increased, including a growing number of newly admitted Category A PICs, the number of medical escort duties remaining high and an increase in the number of disciplinary offences committed by PICs. To tackle emergencies within and outside institutions and to step up such tasks as high-risk escort duties, we will set up Regional Response Teams under the Escort and Support Group with a view to providing more effective, prompt and tactical support at regional level.

We continue to carry out appropriate measures to improve comparatively old facilities. The partial redevelopment of Tai Lam Centre for Women is scheduled for completion by the end of 2016. Between now and 2019, we will enhance the existing closed-circuit television (CCTV) system at Stanley Prison to become a new, digital system. We will also seek funding approval from the Legislative Council to install an electric lock system at Stanley Prison, and enhance the existing CCTV systems at Siu Lam Psychiatric Centre and Pak Sha Wan Correctional Institution to digital systems.

In addition, to strengthen security and prevent the smuggling of dangerous drugs into institutions by concealment inside the human

body, CSD introduced four low-radiation X-ray body scanners in the reception centres. The measure successfully deterred such smuggling activities and reduced the number of cases of illegal dangerous drugs being found from 51 in 2014 by 35% to 33 in 2015. Three more scanners will be installed in 2016. By then, a total of seven scanners will have been installed in all reception facilities, replacing most manual rectal searches.

CSD works closely with over 80 non-government organisations (NGOs) to implement diversified and appropriate rehabilitation programmes and initiatives. Our concerted efforts offer opportunities and assistance to PICs by equipping them with useful skills and education as well as building up their self-confidence, so that they can start a new life and reintegrate into society after release.

Young PICs are assisted in receiving education according to progress and potential. They have attained good results, such as attaining Level 5\*\* for the first time under the Hong Kong Diploma of Secondary Education Examination or admitted by local universities. We also provide guidance and assistance to adult PICs who are willing to pursue further studies. To strengthen the employability of PICs, 20 vocational training courses are provided for young PICs and more than 40 market-oriented courses are available for adult PICs who are due for discharge within three to 24 months. In 2015, some 1 400 adult PICs voluntarily enrolled in vocational training courses.

CSD also encourages employers to register as "Caring Employers" and offer job opportunities to rehabilitated persons. In December 2015, we organised a video conferencing job fair again with the Chinese Manufacturers' Association of Hong Kong and Merchants Support for Rehabilitated Offenders Committee Limited. More than 30 business organisations from 10 trades participated. In mid-2016, we will again organise the Employment Symposium with a tertiary institution to further explore how to facilitate the employment of PICs after release.



惩教署亦鼓励雇主登记成为「爱心雇主」和给予更生人士就业机会。二零一五年十二月，我们与香港中华厂商联合会及商界助更生委员会有限公司再次合办视像职业招聘会，共有超过30间商业机构参与，涵盖10个行业。二零一六年年中，本署会和一间高等学府再次举办就业研讨会，为促进在囚人士于获释后的就业问题作进一步探讨。

除了上述工作，二零一五年惩教署及香港中文大学心理学系已经完成一项有关性罪犯的心理辅导工作的研究，以及研发了一套「香港性罪犯风险及更生需要评估工具」。这项研究由香港赛马会慈善信托基金赞助。本署已于二零一六年二月一日起，正式使用这项工具，优化对本地性罪犯的风险评估和识别性罪犯的重犯风险，以及安排更适切的更生计划。

多年来，本署致力在社区推广助更生工作，呼吁社会大众支持和接纳更生人士。除了恒常宣传教育活动外，二零一五年，本署举办了多项大规模的亮点项目，包括与18区分区扑灭罪行委员会合办的助更生地区宣传、在囚人士感恩月、非政府机构论坛、惩教更生义工团义工颁奖礼等。

在社区教育方面，惩教署透过推行「更生先锋计划」，聚焦向学生和青少年宣扬奉公守法、远离毒品及支持更生的重要信息。在二零一五年，超过30 000人次参加了各项活动。由二零一五年九月开始，本署为学生推行一项名为「思囚之路」的崭新教育活动，透过模拟法庭和已腾空的马坑监狱的设施，让他们亲身体验整个在囚过程，认识香港刑事司法制度及惩教工作，并进一步体会在囚人士的心路历程，从而反思犯罪的沉重代价及奉公守法的重要性。



惩教署现正处于职员流失的高峰期。我们积极进行招聘以填补人手空缺。另一方面，虽然在囚人口数目下降，但在囚人士需要转送外间医院诊治的个案数目仍持续高企。自二零一三年至二零一五年期间，每年需要安排职员

执行医疗押解的工作日数平均维持39 000日，对人力资源构成莫大压力。

惩教署秉承专业精神，坚守岗位，尽心尽力为市民服务，维持香港安全稳定。我们衷心感谢市民和各持份者对本署的支持，并会继续与社会各界携手，为香港安稳共融作出贡献。

惩教署署长  
邱子昭



In addition, CSD and the Psychology Department of the Chinese University of Hong Kong have jointly completed a project on psychological counselling services for sex offenders and developed the local Risks and Needs Assessment Tools for Sex Offenders. This project is funded by the Hong Kong Jockey Club Charities Trust. The tools became ready for use on February 1, 2016, both in the preparation of psychological reports and programme matching.

Over the years, CSD has reached out to the community to promote rehabilitation work and seek public support for and acceptance of rehabilitated persons. Apart from ongoing publicity and education activities, we organised various large-scale signature programmes in 2015, including district-based publicity activities

co-organised with the 18 District Fight Crime Committees, the Thank You NGO Month, the NGO Forum, and the Award Presentation Ceremony for Volunteers of CSD Rehabilitation Volunteer Group.

On community education, CSD focuses on disseminating to students and young people the important messages of leading a law-abiding and drug-free life as well as

supporting rehabilitation under the Rehabilitation Pioneer Project. Over 30 000 participants attended various activities in 2015. Since September 2015, we launched a brand-new community education programme, "The Reflective Path", for students. The programme, held in a mock court and the vacated Ma Hang Prison, enables

students to experience the basic process of imprisonment, understand Hong Kong's criminal justice system and correctional services, and go through the journey of PICs, so that they will reflect on the heavy cost of committing crime and the importance of abiding by the law.

CSD is undergoing a peak period of staff wastage. We conduct recruitment exercises actively to fill vacancies. Although the penal population has slightly decreased, the need for medical escort of PICs to outside clinics or hospitals remained high. On average, CSD staff performed about 39 000 days of such escort duties each year between 2013 and 2015, and this workload has put tremendous pressure on manpower.

CSD is committed to serving the public and maintaining the safety and stability of Hong Kong with dedication and professionalism. We are very grateful for the support of the public and community stakeholders. We will continue to work with all sectors of the community for a safe and inclusive Hong Kong.

YAU Chi-chiu, CSDSM  
Commissioner of Correctional Services



# 首长级

## DIRECTORATE OFFICERS

- ① 邱子昭  
惩教署署长  
YAU Chi-chiu  
Commissioner of Correctional Services
- ② 林国良  
副署长  
LAM Kwok-leung  
Deputy Commissioner
- ③ 傅霞敏  
政务秘书  
FU Ha-man, Dora  
Civil Secretary
- ④ 邓秉明  
助理署长（更生事务）  
TANG Ping-ming  
Assistant Commissioner (Rehabilitation)
- ⑤ 胡英明  
助理署长（行动）  
WOO Ying-ming  
Assistant Commissioner (Operations)
- ⑥ 罗益民  
助理署长（服务素质）  
LAW Yick-man  
Assistant Commissioner (Quality Assurance)
- ⑦ 伍秀慧  
助理署长（人力资源）  
NG Sau-wai  
Assistant Commissioner (Human Resource)



同一样的使命 非一般的任务  
Shared Mission Unrivalled Challenges



# 部门运作

OPERATIONS AND  
INSTITUTIONAL  
MANAGEMENT



行动处力求精益求精，竭尽所能，维护法治。二零一五年，我们致力持续提升运作效率，在羁押管理工作方面取得多项理想成果。

Operations Division is committed to striving for perfection and doing our utmost to uphold the rule of law. In 2015, we strove for continuous improvement to enhance operational efficiency and attained a number of satisfying achievements in custodial management.



行动处力求精益求精，竭尽所能，在羁押管理工作中取得理想成果。  
The Operations Division strives for perfection in doing its utmost to uphold the rule of law, and has attained satisfactory achievements in custodial management.



二零一五年，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。此外，我们的目标是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。

由于大部分惩教院所非为特定目的而建，且设施老化，并已运作数十年，因此，为了应付现今院所管理的需要，重建过时的设施是必须的。正在进行的大榄女惩教所局部重建项目将于二零一六年完成，增加108个收纳名额及改善设施。

本署二零一五年一月在大榄惩教所设立了年长在囚人士组别「松柏园」，该设施针对年长在囚人士的需要推行综合惩教计划，帮助他们获释后重新融入社会，成为奉公守法的市民。

政府一向致力推广不吸烟的文化。本署已于二零一三年及二零一四年分别将东头惩教所及白沙湾惩教所设定为「无烟惩教设施」，以收押决定不吸烟的成年男性在囚人士。本署也在其他院所，包括赤柱监狱及罗湖惩教所，将院所部分范围划为「无烟监区」，推广无烟文化。

为了让受羁押人士在本地各项选举中投票，在二零一五年区议会一般选举和补选以及二零一五年乡郊代表一般选举和补选期间，本署在惩教设施设立了相关专用投票站，让合格的受羁押选民投票。



义工在大榄惩教所「松柏园」教导年长在囚人士耍太极，帮助他们建立自信。  
A volunteer teaches elderly persons in custody Tai Chi at "Evergreen Garden" at Tai Lam Correctional Institution, helping them build up their confidence.

为鼓励在囚人士减少浪费食物，本署自二零一三年起，先后在罗湖惩教所、励顾惩教所、大榄女惩教所及大榄惩教所的年长在囚人士组别推广「真识食 — 珍惜食」计划。参加者在报名后，其膳食种类的主要食粮包括白饭、薄饼或马铃薯，会按量减少。为保护环境，本署于二零一三年及二零一五年分别在罗湖惩教所及赤柱监狱设置厨余机，每日可分别处理100公斤回收厨余，转化成有机肥料，用作绿化和慈善用途。

凭各职员的专业素质和坚毅不屈的精神，行动处在过去一年努力克服种种挑战，进一步提升运作效率和部门的专业形象。

Throughout 2015, 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. On the other hand, we also aimed at providing adequate custodial care and basic necessities for persons in custody in a healthy and suitable living environment.

Most of the correctional institutions are non-purpose built and aged facilities operated for decades. It is therefore necessary to redevelop outdated facilities for meeting the current requirements of penal management. The ongoing in-situ partial redevelopment project of Tai Lam Centre for Women will be completed in 2016 to provide 108 additional penal places and improved facilities.

An elderly unit namely "Evergreen Garden" has been established at Tai Lam Correctional Institution in January 2015 in which an integrated correctional programme has been



罗湖惩教所将部分范围划为「无烟监区」，推广无烟文化。  
To promote a no-smoking culture, "no-smoking zone" has been designated in Lo Wu Correctional Institution.

implemented to help elderly persons in custody to reintegrate into society after release as law-abiding citizens.

To echo the government's initiative in promoting smoke-free culture, the Department had officially designated Tung Tau Correctional Institution and Pak Sha Wan Correctional Institution as the "No-smoking Correctional Facilities" in 2013 and 2014 respectively to accommodate adult male persons in custody who have decided not to smoke. To promote a no-smoking culture, the Department has also set up "no-smoking zones" in other institutions including Stanley Prison and Lo Wu Correctional Institution.

To facilitate persons in custody to vote in local elections, respective dedicated polling stations were set up in correctional facilities to allow eligible electors in custody to vote in the 2015 District Council Ordinary Election and By-election as well as the 2015 Rural Representative Ordinary Election and By-elections.

With a view to encouraging persons in custody to reduce leftovers, the Department launched the "Waste No Food" scheme starting from 2013 in Lo Wu Correctional Institution, Nei Kwu Correctional Institution, Tai Lam Centre for Women and the elderly unit in Tai Lam Correctional Institution. Upon enrolment, persons in custody are issued with a reduced portion of their staple food, including rice, chapatti or potatoes. To protect the environment, food waste decomposing machines had been installed at Lo Wu Correctional Institution and Stanley Prison in 2013 and 2015 respectively with a daily capacity of 100 kilograms each to recycle leftovers into organic fertiliser for greening and charity purposes.

In the past year, with the professionalism and perseverance of our staff, the Operations Division had lived up to ever-rising challenges and endeavoured to further enhance the operational efficiency and professional image of the Department.



## 男性在囚人士

在二零一五年，被判监禁的成年男性共有6 897人，还押羁留的有5 524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201人，还押羁留的有725人。

壁屋惩教所及大潭峡惩教所专为年轻男性在囚人士而设。还押或被判长刑期的年轻在囚人士，包括被判终身监禁者，均囚禁在壁屋惩教所。



在囚人士在院所必须接受检查，以维持保安、秩序和纪律。  
*Persons in custody at correctional institutions undergo searches for the purpose of maintaining security, order and discipline.*

## 女性在囚人士

在二零一五年，被判监禁的成年女性共有3 195人，还押羁留的有1 644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。重建工程于二零一六年完成后，收容额将由263个增至371个。罗湖惩教所是本港最新的惩教设施，以囚禁成年女性在囚人士，该院所采取惩教事务管理模式，强调以人为本、著重环保、关心社会。

21岁以下被判监禁的年轻女性共有61人，还押羁留的有104人。

## 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机构提供的各种渠道作出投诉。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，惩教设施会为他们提供多项更生课程，包括不同行业的职业训练、康乐活动和体育活动等。

## Male Persons in Custody

In 2015, a total of 6 897 adult males were sentenced to imprisonment and 5 524 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 201 young men under the age of 21 sentenced to imprisonment and 725 remanded in our custody.

Pik Uk Correctional Institution and Tai Tam Gap Correctional Institution accommodate young male persons in custody. Those who are on remand or sentenced to long term imprisonment, including life imprisonment, are accommodated in Pik Uk Correctional Institution.

## Female Persons in Custody

In 2015, a total of 3 195 adult females were sentenced to imprisonment and 1 644 remanded in our custody.

Tai Lam Centre for Women accommodates adult females with a remand section and a designated unit for persons in custody of high security risk. With the completion of redevelopment project in 2016, the accommodation capacity will be increased from 263 to 371. LoWu Correctional Institution is the newest facility for adult females and is operated under the Correctional Services Integrated Management which emphasises care for people, environment and the community.

A total of 61 young women under the age of 21 were sentenced to imprisonment and 104 remanded in our custody.

## 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 bodies through various 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 and enables them to build up good working habit and to acquire vocational and employability skills. Young persons in custody have to participate in a programme based on half day education and half day vocational training. Correctional facilities provide various rehabilitative programmes for the well-being of persons in custody, which include vocational training in a wide range of trades, recreational activities and physical exercises.



惩教设施提供多项更生计划，包括职业训练、康乐和体育活动。  
*Correctional facilities provide various rehabilitative programmes, which include vocational training, 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，以学习所需技能和知识。

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，如童军活动和社区服务，以及其他如兴趣班、乐器班、艺术、弈棋和阅读等活动。

在二零一五年，教导所共收纳58名青少年男性在囚人士及7名青少年女性在囚人士。

## 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。在二零一五年，沙咀惩教所共收纳65名21岁以下的青少年受训生，以及19名21岁至25岁以下的青少年受训生，羁留期分别为一至六个月及三至十二个月。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，以增进学识和提升所需技能。在后段居住期，所有青少年在囚人士在上学、工作或参与核准活动后，须在更生中心内住宿，由职员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适应生活训练，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。在二零一五年，入住更生中心的男性青少年在囚人士共有57人，女性青少年在囚人士有14人。

## 戒毒所

喜灵洲戒毒所及励新惩教所分别收纳成年及青少年男性戒毒者，而励愿惩教所及励敬惩教所则分别收纳成年及青少年女性戒毒者。

戒毒治疗为期两个月至十二个月不等，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，并作做好准备重返社会，奉公守法，远离毒品。

在二零一五年，戒毒所收纳的成年在囚人士共有842人，青少年在囚人士有66人，当中男性占701人，女性则占207人。



沙咀惩教所注重年轻男性受训生的纪律、体能训练和步操，并向他们灌输尊重法治的精神。

*Sha Tsui Correctional Institution emphasises strict discipline, hard work, physical training and foot drill for young male detainees, and instils respect for the rule of law in them.*

## 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 necessary skills and knowledge.

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 2015, 58 male and seven female young persons in custody were admitted to the centres.

## 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 instil in detainees a respect for the law. A total of 65 young detainees under the age of 21 and 19 young adults aged 21 to under 25 were admitted in 2015, 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 necessary skills. For the subsequent residence period, all young persons in custody, after studying, working or engaging in approved activities, will reside in the Rehabilitation Centre to receive continuous assessment by staff on their needs and progress. The benefits of training in correctional facilities and adaptability in half-way house setting help young persons in custody lead a new life and reintegrate into society. A total of 57 male and 14 female young persons in custody were admitted in 2015.

## Drug Addiction Treatment Centres

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

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 counselling, to enhance their understanding about drug addiction problems and prepare them for a pro-social and drug-free life.

In 2015, 842 adult persons in custody and 66 young persons in custody were admitted to the drug addiction treatment centres. Among them, 701 were males and 207 were females.



## 为在囚人士提供的医疗护理

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

小榄精神病治疗中心的在囚人士由医院管理局的到诊精神科医生负责照料。

此外，医院管理局或卫生署的到诊专科医疗人员如牙科医生、外科医生及矫形科专科医生等，定期为在囚人士提供诊疗治疗。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。



所有惩教设施均设有医院，有合格的医护人员当值，提供基本医护服务。  
All correctional facilities have on-premises hospitals staffed by qualified healthcare personnel to provide basic health care services.

在囚人士如需要在公立医院接受住院护理，一般会获安排入住玛丽医院或伊利沙伯医院的羁留病房。

为确保护理质素及提高本署医护人员的专业知识和技术，我们不时与卫生署、医院管理局及认可学术机构，例如与大学，合办专业训练课程，为部门的医护人员提供培训。举例来说，我们曾安排危急健康评估及分流训练课程、基本生命支援术施行者课程、高级心脏生命支援术课程，以及健康学证书(惩教健康护理)等。

本署亦为成年在囚人士安排戒烟辅导，并提供尼古丁替代治疗，以纾缓戒烟的不适症状及协助他们戒烟。



卫生署派驻医生，为在囚人士提供诊疗治疗。  
Doctors from the Department of Health provide consultation to persons in custody.

## Health Care for Persons in Custody

All correctional facilities have on-premises hospitals staffed by qualified personnel. In collaboration with the Department of Health, round-the-clock basic health care services 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 the Hospital Authority or the 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 in-patient care at public hospitals are admitted to our custodial wards either in Queen Mary Hospital or Queen Elizabeth Hospital.

To ensure quality health care and the enhancement of professional knowledge and skill, we constantly collaborate with the

Department of Health, the Hospital Authority and accredited academic bodies, e.g. universities to provide trainings for our healthcare staff. For instance, arrangements are made for them to participate in Emergency Health Assessment and Triage Training Program, Basic Life Support Provider Course, Advanced Cardiovascular Life Support Course, Certificate in Health Studies (Correctional Health Care), etc.

Smoking Cessation Counselling Programme with the provision of Nicotine Replacement Therapy are organised for adult persons in custody to relieve symptoms of nicotine withdrawal and to help them quit smoking.



## 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、进行排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，以支援惩教设施的监察工作。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68只警卫犬。该队的训练及支援小队负责繁殖计划、饲养和训练警卫犬，以及照顾患病的狗只。



押解及支援组人员不时进行演练，以便发生紧急事故时为惩教设施提供策略支援。  
The Escort and Support Group provides tactical support for institutions during emergencies. Its members conduct drills from time to time.

## 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 for supporting the surveillance of correctional facilities. There are five regional dog teams located on Hong Kong Island, and in the New Territories, Hei Ling Chau, Lantau Island and Lo Wu, with a total of 68 dogs. The Training and Support Team of the Unit is responsible for breeding programme, raising, training and taking care of sick canines.



警卫犬队执行巡逻和缉毒工作，以支援惩教设施的监察工作。  
Canines carry out patrol and drug detection duties in support of the surveillance of correctional facilities.



## 更生

## REHABILITATION



更生事务处于一九九八年成立。经过17年的推展工作，更生事务处现已在更生服务领域奠定了稳固基础。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。部门在二零一五年仍然以「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。

Set up in 1998, our 17 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 2015, we continued to use the theme "Give Rehabilitated Offenders A Chance" to design our diversified yet unique on-going initiatives and enhanced programmes to help offenders rehabilitate and reintegrate into society.



监管人员不时进行家访，协助受监管者与其亲友建立互相尊重和支持的关系。  
Supervising officers pay home visits to help supervisees foster mutual respect and support with their friends and relatives.



## 判前评估

判前评估为法庭提供详尽的罪犯背景报告，并为他们建议最适切的更生计划。二零一五年合共处理2 640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，专责处理年轻罪犯个案，透过进行会见和评估，向法庭提供关于判刑的综合专业意见。二零一五年共处理74宗法庭转介的个案，当中90.5%的建议获得接纳。

## 罪犯风险与更生需要评估及管理程序

罪犯风险与更生需要评估及管理程序旨在识别有羁管和再犯风险的在囚人士，从而加强监狱管理；并因应在囚人士的更生需要提供相配对的更生计划，从而协助在囚人士更生。

二零一五年，参与再犯风险与更生需要评估者共有3 042人次。更生事务处为26 985人次提供了更生需要配对计划共9 441节。

## 福利支援及辅导

在囚人士可能会在服刑初期出现适应问题。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支援和辅导，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。二零一五年，更生事务处进行了173 256次个别辅导和举办了1 633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行为，促进他们的心理健康。本署利用临床方法，提供系统化的心理评估，并予以跟进。更生事务处继续强化各项针对犯罪行为之心理治疗计



署方为有更生需要的在囚人士提供有系统的更生需要配对计划。  
Structured Risks and Needs Programme Matching is rendered to persons in custody with rehabilitation needs.

划，包括为性罪犯、暴力罪犯、年轻罪犯、吸毒者及女性在囚人士提供的心理治疗计划。

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，并于二零一五年完成，研发成果有助准确了解他们的重犯风险和治疗需要。我们继续与著名学者合作发展评估方法和技巧，以评估成年暴力罪犯的重犯风险。与此同时，我们亦积极致力完善及更新本地青少年罪犯的心理评估工具组套，以用于各项心理评估、治疗和相关成效评估工作。藉更新评估组套，我们能更精准有效掌握新一代青少年的心理需要，有助服务发展。

二零一五年，心理服务组合共为在囚人士进行了32 353次辅导，拟备共487个评估报告。

## Pre-sentence Assessment

Pre-sentence Assessment provides the court with comprehensive profiles of the offenders and makes recommendations on the most suitable rehabilitation scheme for them. There were 2 640 cases in 2015.

The Young Offender Assessment Panel, composed of correctional and social welfare professionals, provides coordinated professional views to the court in the sentencing of young offenders by conducting interviews and assessments. In 2015, the Panel handled 74 referrals and 90.5% of its recommendations were accepted.

## Risks and Needs Assessment and Management Protocol for Offenders

The Risks and Needs Assessment and Management Protocol for Offenders was designed to identify persons in custody prone to custodial as well as re-offending risks to enhance prison management, and to deliver rehabilitative programmes matching with offenders' rehabilitation needs to facilitate their rehabilitation.

In 2015, 3 042 persons in custody participated in Risks and Needs Assessment. 9 441 sessions of Risks and Needs Programme Matching were conducted for 26 985 persons in custody.

## Welfare Support and Counselling

The Rehabilitation Division renders welfare support and counselling to persons in custody right from their admission to correctional institutions when they may be facing the difficult time during custody. The main objectives are to cater for the welfare needs of persons in custody, help them deal with their adjustment problems, address their offending behaviour and prepare them for reintegration into society. In 2015, we conducted 173 256 individual counselling sessions and 1 633 pre-release reintegration orientation courses.

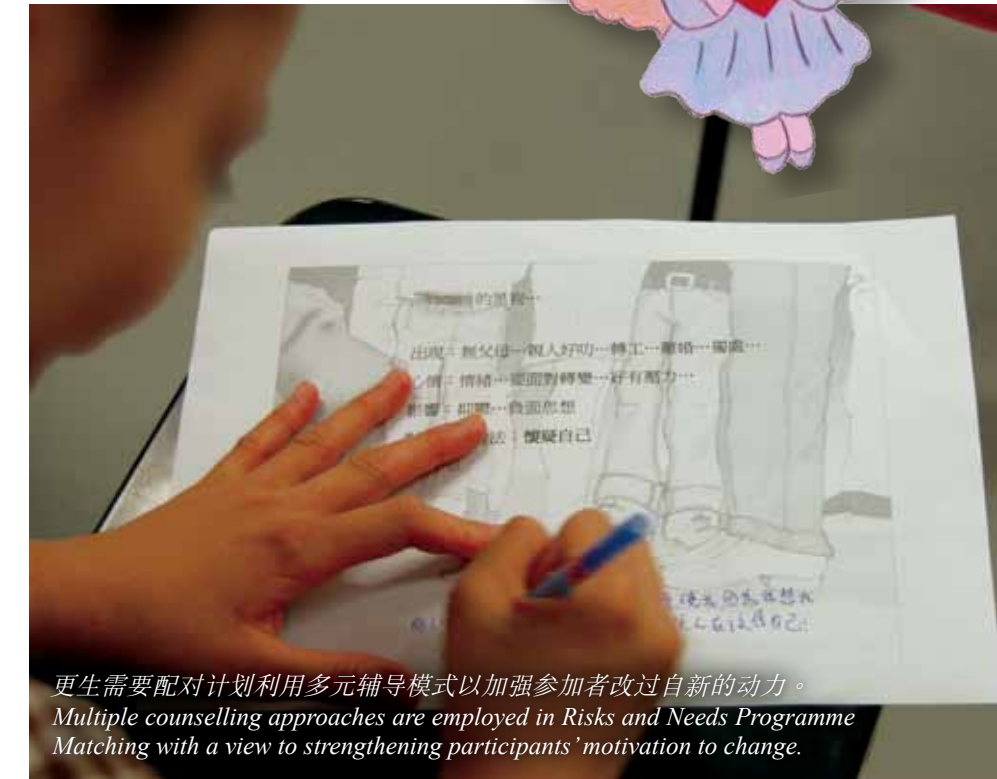
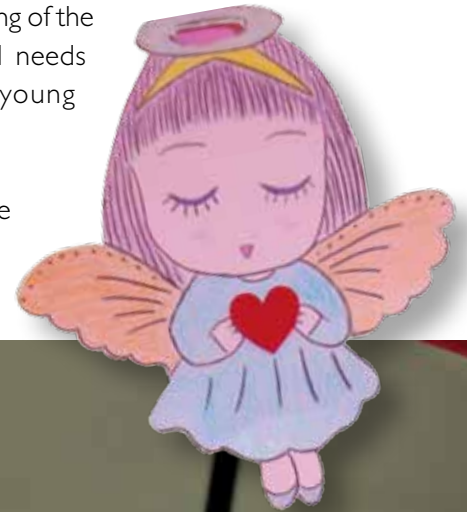
## Psychological Services

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, systematic psychological assessment and follow-up are provided.

The Division continued to strengthen the psychological treatment programmes targeting offending behaviours for sex offenders, violent offenders, young offenders, drug abusers, and female persons in custody.

We have progressed smoothly in developing the comprehensive battery of assessment tools for adult and young sex offenders. The study was completed in 2015. Study results help accurate understanding of 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. At the same time, active attempt is underway to improve and update the battery of psychological assessment tools for local young offenders to facilitate assessment, treatment and evaluation work. With the new psychological assessment protocol, we envisage having more detailed and accurate understanding of the most updated psychological risks and needs profile of the new generation of young offenders in the coming decades.

In 2015, 32 353 counselling sessions were conducted and 487 assessment reports were prepared.



更生需要配对计划利用多元辅导模式以加强参加者改过自新的动力。  
Multiple counselling approaches are employed in Risks and Needs Programme Matching with a view to strengthening participants' motivation to change.



## 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，亦持续改善教学配套，以提升他们在资讯科技及语言等课程的学习质素。年轻在囚人士在第四届香港中学文凭考试中取得理想成绩。我们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。

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。二零一五年，在囚人士在各公开考试共报考 1 103 卷，整体及格率为 75%。



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，以提高他们学习的成效。  
The Education Unit caters for young persons in custody with customised programmes focusing on general and practical studies to enhance the effectiveness of their learning.

## 法定监管

法定监管为年青在囚人士、戒毒者和某些在囚人士提供监管及適切辅导，协助他们重新融入社会。监管人员进行家访或工访，并协助受监管者和其亲友建立互相尊重及支持的关系。截至二零一五年底，共 1 991 人接受法定监管。

## 中途宿舍

中途宿舍是劳教中心、教导所、戒毒所或监狱内更生工作的延展。入住中途宿舍的受监管者日间可外出工作或上学，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。



持份者的支持，对推动更生工作至为重要。东华三院董事局主席(2015/2016)何超蕸(前排左二)鼓励在囚人士。  
The support of stakeholders is vital to rehabilitation work. The Chairman (2015/2016) of the Board of Directors of Tung Wah Group of Hospitals, Ms Maisy Ho (front row, second left), gives encouragement to persons in custody.

## Statutory Supervision

Statutory supervision safeguards young persons in custody, drug addicts and certain persons in custody in their transition back into society. Supervision staff pay home visits or workplace visits to supervisees, and work with them and their social networks to garner respect and support. At the end of 2015, 1 991 persons were under active statutory supervision.

## Half-way House

Half-way House extends efforts beyond detention, training and drug addiction treatment centres or prisons. Supervisees residing in a half-way house may go out to work or attend school during daytime for better reintegration, discipline and civic awareness. Recreational and social activities are also available.

## Education

The Education Unit caters for young persons in custody with customised programmes, focusing on general and practical studies. Facilities are continuously being upgraded for enhancing their learning effectiveness in information technology and language courses in particular. Young persons in custody obtained good results in the fourth 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.

For adult persons in custody, we cooperate with the Open University of Hong Kong and other educational institutions to promote higher learning and self-improvement, and have arranged for members of CSD Rehabilitation Volunteer Group (CSDRVG) to run educational classes for them. In 2015, a total of 1 103 public examination papers were taken and the overall passing rate was 75%.





惩教署与香港城市大学在二零一五年十二月八日合办「非政府机构论坛暨非政府机构杰出义工嘉许礼」，探讨如何更适当地协助在囚人士及更生人士。

The Department and the City University of Hong Kong co-organised the "NGO Forum cum Outstanding NGO Volunteer Award Presentation Ceremony" on December 8, 2015, at which participants discussed strategies for facilitating offender rehabilitation.

### 非政府机构

本署与非政府机构紧密合作，推行助更生工作。二零一五年，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。我们在二零一五年十二月与香港城市大学合办名为「正能量地图」的论坛，加强与非政府机构合作，亦举办在囚人士感恩月活动，在辖下惩教设施以感恩为主题，举行不同形式的感恩活动，让在囚人士答谢一直与惩教署合作的非政府机构人员和义工。

我们继续与其中一间非政府机构在赤柱监狱合办「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。

二零一五年二月及十月，本署安排了约600名中学生到赤柱监狱参与「更生先锋计划」的活动，欣赏由在囚人士自编自导自演的「创艺展更生」话剧音乐汇演，以启发学生反思犯罪的严重代价，带出更生和共融信息。

### Non-Government Organisations (NGOs)

The Department works closely with NGOs to provide rehabilitation programmes. In 2015, more than 2 000 volunteers from over 80 NGOs served from counselling to the organisation of cultural, religious and recreational projects. In December 2015, we held a forum entitled "Positive Energy Map" in collaboration with the City University of Hong Kong to boost cooperation with NGOs. In the same month, correctional facilities under CSD held various activities under the theme of "Thank-you NGO Month" to let persons in custody express their gratitude towards personnel and volunteers of NGOs which have been co-operating with the Department for a long time.

We continued to implement the "Creation and Rehabilitation" Programme in Stanley Prison in collaboration with one of the NGOs, 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.

We arranged for some 600 students from secondary schools to attend the "Rehabilitation Pioneer Project (RPP)" — A Drama and Music Performance of "Creation and Rehabilitation" at Stanley Prison in February and October 2015. It promoted the students' awareness of the serious consequence of committing crime, importance of offender rehabilitation and social inclusion.



壁屋懲教所在二零一五年十二月二日舉行證書頒發典禮，以肯定在囚人士在學業上的努力和取得的成果。  
Persons in custody at Pik Uk Correctional Institution were presented with certificates in recognition of their efforts and study achievements on December 2, 2015.



## 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服务和内容丰富的活动，以切合在囚人士的需要。义工团约有250名义工，于二零一五年为各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开展，为在囚人士与社会建立一道桥梁。二零一五年，我们通过各种活动，包括扑灭罪行委员会地区助更生宣传活动、在囚人士感恩月、非政府机构论坛及惩教



劳工及福利局局长张建宗(左二)在招聘会赞扬惩教署，协助在囚人士寻找工作，融入社会。  
The Secretary for Labour and Welfare, Mr Matthew Cheung Kin-chung(second left), commended CSD for helping persons in custody find jobs and reintegrate into society.

「聘」出未来—更生人士视像招聘会在二零一五年十二月四日举行。雇主透过电脑视像科技，与院所的在囚人士进行即场面试。  
The Job Fair for Rehabilitated Offenders 2015 for persons in custody was held on December 4, 2015. Correctional institutions and the fair venue were connected by computer video conferencing technology for employers to conduct interviews.



更生义工团义工颁奖礼等，让市民大众明白社会的接纳及参与对在囚人士更生的重要性。

我们继续与不同的雇主、商业组织和法定机构合作，透过参观院所及合适机会，致力为更生人士提供就业机会。

二零一五年十二月，惩教署联同香港中华厂商联合会及商界助更生委员会有限公司再次合办「聘」出未来—更生人士视像招聘会，安排雇主齐集社区会堂，全面透过电脑视像科技，连接院所的在囚人士，进行即场面试。是次招聘会为即将获释的在囚人士提供平台，协助他们获释前找到工作，尽快投入社会。

## 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 persons in custody. With around 250 volunteers, the Group conducted language courses, computer studies, cultural pursuits, etc., for persons in custody in various correctional institutions in 2015.

Publicity activities have been on-going since 1999, constituting a bridge between persons in custody and society. Through activities such as District Fight Crime Committees District-based Publicity Activities for Rehabilitated

Persons, Thank-you NGO Month, NGO Forum and Award Presentation Ceremony for Volunteers of CSDRVG held in 2015, the importance of collaborative efforts made by members of the community and NGOs to accept and help offenders rehabilitate was highlighted.

CSD collaborates with various employers, business organisations and statutory bodies through institutional visits and suitable opportunities to help enhance the employability of rehabilitated persons.

In December 2015, CSD jointly held the Job Fair for Rehabilitated Offenders again with the Chinese Manufacturers' Association of Hong Kong and Merchants Support for Rehabilitated Offenders Committee Limited. During the event, employers were gathered in one place to conduct interviews with persons in custody in correctional institutions via computer video conferencing technology. It provided a platform for persons in custody who would be released soon to look for jobs, thus helping them reintegrate into society quickly after release.



励敬惩教所在囚人士在二零一五年七月四日参加「崇德社慈善甜品比赛」。比赛邀请名厨余健志(左二)和中医师黄德如(左一)担任评判。  
Persons in custody at Lai King Correctional Institution joined a charity dessert competition organised by Zonta Club of Hong Kong on July 4, 2015. Renowned chef Jacky Yu (second left) and Chinese herbalist Louisa Wong (first left) judge the entries.



## 更生先锋计划

「更生先锋计划」包括一系列的社区教育活动如教育讲座、面晤在囚人士计划、绿岛计划、参观香港惩教博物馆、延展训练营、青少年座谈会、「创艺展更生」话剧音乐汇演及思囚之路等，向公众宣扬「奉公守法、远离毒品、支持更生」的信息。讲座提供香港刑事司法体系和惩教署羁管及更生计划的基本资料。「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，强化灭罪信息。

「绿岛计划」向青少年宣传禁毒信息及环境保护的重要性，计划安排参加者与喜灵洲岛上戒毒所的青少年在囚人士会面，了解吸毒的祸害。参观香港惩教博物馆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在囚人士再生的重要性。青少年座谈会是另一项防止罪行计划，内容主要以话剧论坛形式探讨更生人士重返社会问题及分享更生信息，让参加者对「灭罪」及「更生」信息有更深入的认识。二零一五年，本署先后举办了9次青少年座谈会，超过2 000名中学生、教师及社工参与。本署亦于二零一五年举办了10次「更生先锋计划延展训练营」及两次「创艺展更生」话剧音乐汇演，以深化「更生先锋计划」的成效。

为进一步加深学生对刑事司法制度及惩教工作的认知，以及明白犯罪的沉重代价，本署于二零一五年九月推出一项名为「思囚之路」的崭新教育项目，使用职员训练院及停止运作的马坑监狱设施，让学生体验在囚生活，内容包括模拟法庭审讯、模拟收押程序、囚仓及独立囚室体验、步操训练、模拟在囚人士工作体验及与在囚人士分享等。



青年事务委员会主席刘鸣炜(右三)在二零一五年十二月十七日参加喜灵洲「更生先锋计划延展训练营」，身体力行，呼吁学生支持在囚人士更生。

*The Commission on Youth Chairman Lau Ming-wai (third right) took part in an Extended Training Camp on December 17, 2015 to call on students to support rehabilitated persons.*



在囚人士参与「创艺展更生」话剧音乐汇演。  
*Persons in custody participate in a drama and music performance of "Creation and Rehabilitation".*

## Rehabilitation Pioneer Project

The Rehabilitation Pioneer Project (RPP) includes a series of activities such as Education Talks, Personal Encounter with Prisoners Scheme, Green Haven Scheme, Visits to Hong Kong Correctional Services Museum, Extended Training Camp, Student Forum, Drama and Music Performance of "Creation and Rehabilitation" and "The Reflective Path". CSD seeks to disseminate to the public the messages of leading a law-abiding and drug-free life as well as supporting offender rehabilitation. The talks provide basic information on Hong Kong's criminal justice system and CSD's custodial and rehabilitative programmes. The Personal Encounter with Prisoners Scheme instil anti-crime awareness by arranging young students to visit correctional institutions and meet with persons in custody for experience sharing. The Green Haven Scheme promotes anti-drug messages and the importance of environmental protection among young people.

Participants meet with young persons in custody at treatment centres on Hei Ling Chau, gaining insight into the detrimental effects of drug abuse. Visits to Hong Kong Correctional Services Museum foster participants' understanding of the development of correctional services, particularly



保安局局长黎栋国在二零一五年九月十六日为崭新的教育项目「思囚之路」揭幕。

*The Secretary for Security, Mr Lai Tung-kwok, officiated at an opening ceremony for "The Reflective Path", a newly-introduced educational initiative, on September 16, 2015.*



学生体验在囚生活，包括模拟剪草。  
*Students experience the life of persons in custody, including simulated grass cutting.*



囚仓体验，令学生反思在囚生活不易过和犯事的后果。  
*Students experience dormitory living to reflect on the hardship of custodial life and the consequences of committing crimes.*

the importance of public support for offender rehabilitation. The Student Forum is another crime prevention programme which features a drama in theatre format about a person who went astray by taking drugs. Students were invited to participate in a role play and a sharing session to strengthen the interactive effect. The forum enabled the students to understand the dire consequences of taking drugs and committing crimes. In 2015, CSD organised nine Student Forums with the participation of over 2 000 secondary students, teachers and social workers. CSD also arranged 10 extended training camps as well as two drama and music performances of "Creation and Rehabilitation" in 2015 to intensify the effectiveness of the project.

With a view to enhancing students' understanding of the criminal judicial system and correctional services, as well as the heavy price for committing crimes, CSD launched a new initiative namely "The Reflective Path" in September 2015. Making use of the facilities in the Staff Training Institute and decommissioned Ma Hang Prison, students were able to experience the life of persons in custody which included mock court hearing, simulated reception procedures, custody in dormitories and single cells, foot drill training, simulated work groups and sharing session by persons in custody, etc.



## 工业及职业

INDUSTRIES AND  
VOCATIONAL  
TRAINING

工业及职业训练组在二零一五年安排在囚人士从事有用的工作，以培养他们的工作习惯，并为他们提供公开认可的市场导向职业训练课程，以协助他们在获释后重新融入社会。

In 2015, the Industries and Vocational Training Section engaged persons in custody in useful work and provided them with market-oriented and accredited vocational training courses for their reintegration into the community.



惩教署不断更新设施，如白沙湾惩教所标志制造工场的电脑数控金属切割机，使产品质量更精准。  
New production technologies and facilities have been introduced in various workshops for precision and standardisation, including the computer numerical control metal routing machine in the Pak Sha Wan Correctional Institution Sign-making Workshop.





壁屋监狱木工工场的电脑数控雕刻机，能优化作业流程，提高生产效率及安全水平。  
Advanced computer numerical control routing machine is introduced at Pik Uk Prison Carpentry Workshop to streamline the production in an efficient and safe manner.

### 惩教工业的发展

本署持续为在囚人士提供新的生产技术、通用技能及品质概念训练，以具成本效益的方式向公营机构提供产品及服务。二零一五年，在囚人士生产及提供的产品和服务的商业价值为港币4.399亿元，每日平均有4 244名在囚人士获安排在超过130个工场内工作，当中涵盖13个行业。

二零一五年，本署检讨了大部分办公家具的生产流程，以较简约但环保的设计为主导，从而提高生产效率。透过严谨的生产管理和保持密切的客户关系，使能适时提供充足的办公室家具供多个政府部门，包括工业贸易署、路政署及社会福利署等作搬迁应用。此外，罗湖惩教所其中一个制衣工场已开始生产高端防水透气风褸，以扩阔产品项目和让在囚人士学习和掌握更多市场技能。

### Industries Development

Integrated with training on new production techniques, generic skills and quality concepts, the industrial work we arranged for persons in custody contributed to the provision of products and services to the public sector in a cost effective way. In 2015, the total commercial value of products and services produced and provided by persons in custody engaged in industrial work was HK\$439.9 million. A daily average of 4 244 persons in custody were employed in 13 trades in more than 130 industrial workshops.

In 2015, we reviewed the production processes of majority of office furniture to enhance production efficiency. Simplified processes and designs were primarily based on the principles of eco-friendliness. Through thorough production management and close customer relations, we timely provided all necessary office furniture to various government departments including Trade and Industry Department, Highways Department and Social Welfare Department for their relocation to new offices. Furthermore, one of the garment making workshops in Lo Wu Correctional Institution started producing higher-end waterproof and vapour permeable jackets to widen product mix and let persons in custody acquire contemporary market skills.



罗湖惩教所生产防风透气风褸，同时使用热移印技术制造反光背带，制造过程严谨。  
Windproof and vapour permeable jackets with heat transfer printing method for reflective strap are produced at Lo Wu Correctional Institution under strict production procedures.



崭新的职业训练课程包括罗湖惩教所的宠物美容及店务助理课程，甚受在囚人士欢迎。

*New vocational training courses including the Pet Groomer and Shop Assistant Training Course in Lo Wu Correctional Institution are well attended by persons in custody.*



大潭峡惩教所年轻在囚人士参加咖啡店操作课程，更以咖啡表达对家人的爱意。  
*Young persons in custody at Tai Tam Gap Correctional Institution use the skills learned from the Coffee House Operations Training Course to express gratitude to their family members.*



### 职业训练发展

为增强更生人士刑释后的就业能力，成为奉公守法的市民，我们在二零一五年举办了超过30个不同类型的职业训练课程，崭新的课程包括罗湖惩教所的宠物美容及店务助理课程、塘福惩教所的点心制作课程，以及大潭峡惩教所的咖啡店操作课程，全部课程均获得培训机构发出的市场认可证书，当中大部分的课程达到「资历架构」水平。而在狱中从事印刷行业的在囚人士，亦可透过资历架构的「过往资历认可」机制取得正式的认可资历。

二零一五年，成年及青少年在囚人士合共报考了2 882项职业资历考试和工艺测试，及格率平均达97%。

### Vocational Training Development

To strengthen the employability of rehabilitated persons after their reintegration into the community to become law-abiding citizens, we completed organising more than 30 various types of vocational training courses. New vocational training courses launched in 2015 included the Pet Groomer and Shop Assistant Training Course in Lo Wu Correctional Institution, the Dim Sum Making Training Course in Tong Fuk Correctional Institution and the Coffee House Operations Training Course in Tai Tam Gap Correctional Institution. All the courses are certificated by accredited training bodies. The majority of courses attain the "Qualifications

Framework" (QF) level. The persons in custody working in the printing workshops can also obtain qualification recognition through the "Recognition of Prior Learning" mechanism under the QF.

A total of 2 882 vocational qualification examination papers and trade tests were taken by adult and young persons in custody in 2015 with an average passing rate of 97%.



学员在塘福惩教所完成点心制作课程，获得外间培训机构认可。  
*Graduates of the Dim Sum Making Training Course in Tong Fuk Correctional Institution are accredited by public training bodies.*



## 设施的提升

二零一五年，多个工场引进崭新的生产科技及设施，包括在赤柱监狱木工工场的电脑数控雕刻机，在白沙湾惩教所标志制造工场的电脑数控金属切割机，以及在罗湖惩教所皮革制品工场的电脑辅助皮料裁切系统。除可提升生产效率和品质外，亦可在囚人士掌握更多现代化技术。此外，本署为增

强对商业洗熨服务的品质监控，引入了温度记录仪以量度洗衣机内水温，确保符合医院管理局订立的标准。

## 资讯科技

资讯科技是提升管理效率的关键。二零一五年，我们更新了生产成本计算的电脑系统，以缩短收账的时间，提高现金流。



罗湖惩教所皮革制品工场的电脑辅助皮料裁切系统可提升生产效率和品质，亦可在囚人士掌握更多现代化技术。  
The computer-aided leather cutting system in the Lo Wu Correctional Institution Leather Products Workshop upgrades product quality, enhances production efficiency, and enables persons in custody to acquire the contemporary production knowledge.



## Facility Upgrading

In 2015, new production technologies and facilities were introduced in various workshops for enhancing our work efficiency, upgrading product quality and letting persons in custody acquire the advanced technological knowledge. They included the computer numerical control routing machine in the Stanley Prison Carpentry Workshop, the computer numerical control metal routing machine in the Pak Sha Wan Correctional Institution Sign-making Workshop, and the computer-aided leather cutting system in the Lo Wu Correctional Institution Leather Products Workshop. Furthermore, by introducing the water temperature data logger in the commercial laundries, we strengthened the quality assurance of laundered linen provided for the Hospital Authority.

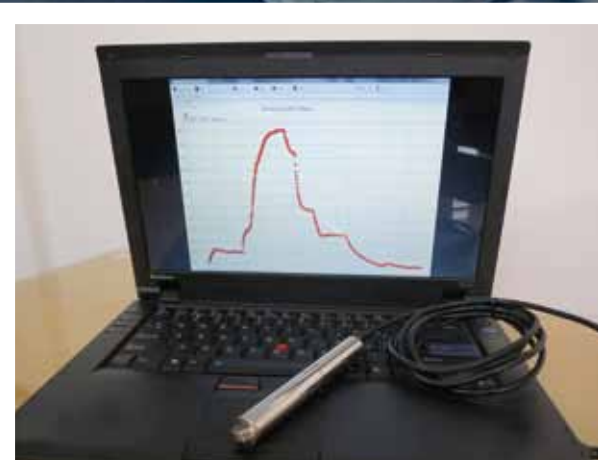
## Information Technology

Information technology was a key means for achieving management efficiency. In 2015, the upgraded Job Costing System yielded shorter cost recovery workflow for streamlining the liquidity of our suspense account.



本署为增强对商业洗熨服务的品质监控，引入了多款品质测量仪器包括水温记录仪、反光表及湿度计等，以确保符合医院管理局订立的标准。

By introducing different monitoring devices such as water temperature data logger, reflectometer and moisture meter in the commercial laundries, the Department strengthens the quality assurance of linen laundered for the Hospital Authority.





## 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的训练和发展需要。二零一五年，有604名职员参加了97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，内容涵盖不同范畴。我们也安排职员参观其他同业机构及生产设施，让他们掌握新知识及生产技术。

## 职业安全及健康

部门的职业安全及健康督导委员会一直担当领导角色，在职员及在囚人士间推广注重职业安全及健康的文化。本署安排各院所的职员参与职业安全及健康的培训课程，而院所的职安健主任亦会为院所各个地点及工作流程进行风险评估。二零一五年，各惩教院所合共派出13队职员队伍参与由职业安全健康局举办的职安健常识问答比赛，是历来参赛人数最多的一年。

## Staff Training and Development

Over the years, the Industries and Vocational Training Section has emphasised staff training and development needs. In 2015, 604 staff members attended 97 training and development programmes in different fields organised by the Occupational Safety and Health Council, Civil Service Training and Development Institute and other training agencies. Visits to counterpart organisations and production facilities were also arranged to keep staff abreast of new knowledge and production techniques.

## Occupational Safety and Health (OSH)

The Departmental OSH Steering Committee played a leading role in promoting OSH culture among staff members and persons in custody. Staff members from various institutions have been nominated to attend OSH training courses. Institutional OSH Officers continued to conduct risk assessments on all institutional premises and work practices. In 2015, 13 staff teams from various institutions participated in the OSH Quiz organised by the OSH Council, which scaled a new level of participants in our Department.



职员教育在囚人士在工作上必须遵守的安全规则和程序，培养职安健文化。  
To cultivate an OSH culture, CSD staff educates persons in custody to ensure their compliance with all safety rules and procedures.



# 人力资源

HUMAN  
RESOURCE  
MANAGEMENT



惩教人员以一致的价值观和抱负，为社会服务；而人力资源处的任务是通过实施策略性人力资源发展计划，致力成为专业和诚信的队伍，以迎接未来的挑战及实现部门长期可持续的发展。

Correctional Officers serve the community with unanimous values and aspirations. Human Resource Division is tasked to develop a professional and ethical team through implementing strategic human resource development initiatives to meet future challenges and achieve long-term sustainable goals of the Department.



人力资源处的任务是通过实施策略性人力资源发展计划，将惩教署发展为一支秉持诚信的专业队伍。  
The Human Resource Division is tasked to develop a professional and ethical team through implementing strategic human resource development initiatives.



## 人手招聘、培训及发展

为了填补因退休及其他人手流失所出现的空缺，本署于二零一五年聘用了50名惩教主任、189名二级惩教助理、8名工艺导师及14名工艺教导员。为了回应社会对本署服务不断提升的期望和要求，以及满足职员的培训需要，职员训练院为在职人员举办切合个人职业发展、岗位及工作需要的专业发展训练课程。训练院亦为本地的纪律部队及国内和海外惩教机构提供专业培训。

职员训练院于二零一五年为6 156名职员提供合共288项不同训练课程，当中包括指挥课程、发展训练课程和战术训练课程。本署为惩教主任至总惩教主任各职级人员，分别举办初级指挥课程、中级指挥课程和中级指挥课程(深造)，而惩教事务监督则被安排修读高级指挥课程。



惩教署在二零一五年十二月三日展开招聘活动，三位惩教人员欢迎不同专业背景的人士加入本署工作，发挥所长。  
At a recruitment exercise on December 3, 2015, three correctional officers welcomed candidates with various professional backgrounds to join the Department and develop their full potential.



律政司司长袁国强资深大律师在二零一五年十月二十三日检阅学员结业会操。新入职的惩教主任及二级惩教助理必须于职员训练院分别接受为期26及23个星期入职训练。  
The Secretary for Justice, Mr Rimsky Yuen, SC, reviewed a passing-out parade on October 23, 2015. All newly-recruited Officers and Assistant Officers II must respectively undergo 26 and 23 weeks residential training in Staff Training Institute.

## Staff Recruitment, Training and Development

To fill up the vacancies in the Department arising from retirement and other staff wastage, 50 Officers, 189 Assistant Officers II, 8 Technical Instructors and 14 Instructors were recruited in 2015. To meet the increasing social expectation on our services and the training needs of the serving staff, Staff Training Institute (STI) provides professional development training for serving staff and organises training for some local disciplined services and correctional jurisdictions in the Mainland and overseas.

STI conducted 288 different types of training courses and programmes, such as various command courses, development training courses and tactical training courses for 6 156 staff members in 2015. Among all, the Junior Command Course, Intermediate Command Course and Intermediate Command Course (Higher) are designed for Officers, Principal Officers and Chief Officers respectively whilst Senior Command Course is arranged for Superintendents.



为进一步加强职员的防卫技巧以应付突发情况，新入职人员必须接受新的「太极安全防卫技巧」训练。  
To further enhance staff capability in dealing with emergency situations, training on Tai Chi Safe Defensive Techniques has been included for all new recruits.



训练院亦为高级惩教主任至二级惩教助理人员举办复修及与工作相关的发展训练课程，涵盖院所运作、医疗护理、院所保安、更生和监管、培训与管理、押解支援及突发事件处理与控制等范畴。上述课程旨在加深不同级别的人员对工作相关的知识，以配合院所行动上及其个人职业发展的需要，为未来晋升积极作好准备。

同时，为进一步加强职员的防卫技巧以应付突发情况，本署自二零一五年五月起，在入职训练中的战术训练课堂增加了「太极安全防卫技巧」，及定期为在职同事举行战术训练复修课程。二零一五年共有2 110名职员接受了相关训练。除此之外，本署亦为本地的执法部门及澳门监狱共244名人员开办课程，包括入境事务处青山湾入境事务中心战术训练课程及战术小组课程等。

为使职员能获取处理院所日常运作有关的突发事件的实用技巧，前马坑监狱及芝麻湾惩教所已发展成为处境训练场地，以提供更多元化的训练设施及充裕空间予新入职及在职人员接受处境训练。

本署继续与香港大学专业进修学院为职员开办应用社会科学(惩教学)高级文凭课程。该课程自二零零八年开办，至今已有315名职员获资助修读。另外，本署亦与香港大学专业进修学院及一所海外大学合办了以工作为本学习(惩教学)(荣誉)文学士衔接学位课程，累积有41名职员自资修读，当中有19名已修毕课程并取得学位。

The Institute also arranged refresher courses and duties related training courses in the fields of institutional operation, hospital and health care, institutional security, rehabilitation and supervision, training and management, escort and support and emergency response and control, etc., for all serving staff from Principal Officer to Assistant Officer II. These development training courses aim at equipping staff with knowledge and skills relevant to their duties and enhance their career development needs.

To further enhance staff capability in dealing with emergency situations, training on Tai Chi Safe Defensive Techniques (TCSDT) has been included in the tactical training for all new recruits since May 2015, while tactical training refresher courses were also organised for serving staff. A total of 2 110 staff received such training in 2015. The Department also arranged training courses such as Immigration Department Castle Peak Bay Immigration Centre Tactical Training Course and Tactical Defensive Team Training Course for 244 staff of local law enforcement agencies and the Macau Prison.



本署与一所海外大学合办以工作为本学习(惩教学)(荣誉)文学士衔接学位课程，不少职员取得学位，喜上眉梢。

Many staff members have completed the top-up degree programme and some have obtained Bachelor of Arts (Honours) degree in the Work Based Learning Studies (Corrections) Programme jointly organised by the Department and an overseas university.

To equip staff with the essential practical skills in discharging daily duties in particular during emergency situations, the correctional facilities in the former Ma Hang Prison and Chi Ma Wan Correctional Institution were redeveloped into training bases for conducting scenario-based training for new recruits and serving staff.

We continue to cooperate with The University of Hong Kong School of Professional and Continuing Education (HKU SPACE) to organise the Advanced Diploma in Applied Social Sciences (Corrections) Programme for our staff. The programme began in 2008 and 315 staff members were sponsored for the training. The top-up degree programme, i.e. Bachelor of Arts (Honours) in Work Based Learning Studies (Corrections) Programme, jointly organized by the Department, HKU SPACE and an overseas university, has been held since 2011. A total of 41 Advanced Diploma graduates have enrolled the

BA course. 19 have completed the course with the obtainment of the degree.



此外，在二零一五年本署为新入职人员和部分在职人员开办10个外语课程，包括旁遮普语、尼泊尔语、越南语、乌尔都语、印尼语和西班牙语，藉此加深他们对本地少数族裔的了解，以便更有效地执行职务。

本署邀请总裁判官李庆年为高级人员进行了两次交流会，藉以加强他们对在囚人士进行公平纪律聆讯的专业知识和技巧。本署亦与香港中文大学合作，在二零一五年三月为高级人员举办了社交媒体工作坊，以助他们了解社交媒体对惩教政策及服务发展的影响。此外，职员训练院在香港廉政公署训练学校协助下，为本署人员举办了法庭作供技巧训练课程。

为进一步提升「知识管理系统」，本署已不断为系统进行更新及改善工作。二零一五年，电子学习平台会不断优化，而职员亦能以各种流动装置登入系统。除此之外，网志(mini-blog)的建立，提供了另一个渠道让部门的高级管理人员与各职员就不同惩教议题及大家共同关心的事项作知识分享及资讯交流。未来，本署会继续加强系统的功能，从而更进一步推动部门知识分享文化及知识管理发展。

「院所为本学长计划」将继续扩大其功能。本署于二零一四年成立由各个院所监督领导的院所指导委员会，为新入职人



总裁判官李庆年与高级人员交流，以加强他们对在囚人士进行公平纪律聆讯的专业知识和技巧。  
The Chief Magistrate Mr. Clement Lee shared with senior officers of the Department to strengthen their professional knowledge and skills in disciplinary hearings for persons in custody.

员提供有效的指导和帮助，以协助他们适应工作环境。截至二零一五年底，共有544名职员成为学长，为1 814名新入职人员提供指导。二零一五年三月，部门更举办「最优秀学长」嘉许计划，是对以分享工作上的知识及经验来辅助新入职同事的学长，愿意奉献自己时间与耐性作出肯定，藉以提高职员士气。

香港惩教博物馆是部门和社会之间的最重要桥梁之一。馆内展示香港惩教体制的历史发展、本署在刑事司法体系所担当的重要角色，以及推广社会接纳更生人士。二零一五年，有418个团体合共45 011名访客参观，其中包括了国内外知名人士、现职及退休政府官员、学生、慈善团体及非政府机构等。自二零零二年下旬开馆以来，博物馆已接待逾七十万名访客。

In addition, 10 language courses on Punjabi, Nepalese, Vietnamese, Urdu, Indonesian and Spanish were organized by a local tertiary institution for our new recruits and selected serving officers to enhance job efficacy and their understanding of the ethnic minorities in the territory in 2015.

To strengthen professional knowledge and skills in disciplinary hearing for persons in custody, the Chief Magistrate Mr. Clement Lee was invited to conduct two sharing sessions for the senior officers. To promote understanding of the impact of social media on correctional policies and service development, STI and The Chinese University of Hong Kong jointly organised a social media training workshop for senior officers in March 2015. Also, STI worked in collaboration with the Training School of Independent Commission Against Corruption (ICAC) providing training on giving evidence in court to our staff in the year.

To further upgrade the Knowledge Management System (KMS), improvement and enhancement projects have been launched continuously. In 2015, the e-learning platform was further developed to open up access to KMS via mobile devices. Furthermore, mini-blog was created in KMS to serve as an effective channel for knowledge sharing, information exchange and communication between senior management and staff members in correctional issues and topics of common concern. In 2015 ahead, we will strive to improve KMS to facilitate the best use and management of knowledge.

助理署长(人力资源)罗益民(右)在二零一五年七月十日致送纪念品给第七十万名博物馆访客，令她感到喜出望外。  
Assistant Commissioner (Human Resource) Mr. Law Yick-man (right) presented a souvenir to the 700 000th visitor of the Museum on July 10, 2015. The lady was thrilled by the surprise.



The "Institutional-based Mentorship Programme" continues to expand its function. Institutional Mentoring Committee headed by a Superintendent of each institution was set up in 2014 to provide effective mentoring and help new staff adapt to the working environment. As at the end of the year, there were a total of 544 mentors guiding 1 814 mentees. A "Best Mentor" Award Scheme was launched in March 2015 as a recognition to mentors who were willing to contribute their time and patience in providing assistance to new staff members through sharing their work knowledge and experience and thus further boost staff morale.

As one of the most important channel between the Department and the community, the Hong Kong Correctional Services Museum showcases the historical evolution of Hong Kong's penal system and the integrated role of the Department under the criminal justice system, as well as the promotion of acceptance of ex-offenders by the society. During 2015, the Museum received 418 visiting groups with 45 011 visitors including overseas and local dignitaries, students and members of some charity groups and non-governmental organisations, etc. Since its opening in late 2002, more than 700 000 visitors have visited the Museum.



香港惩教博物馆展示香港惩教体制的历史发展，切勿错过。  
The public should not miss the exhibition of the historical evolution of Hong Kong's penal system at the Hong Kong Correctional Services Museum.



## 职员关系及福利

高级和初级职员协商委员会每季均召开会议，藉以与职方代表保持互惠沟通及交流，协助员工了解部门政策及与员工相关的议题。二零一五年，管方定期与职方代表举行咨询会议，就进一步检讨五天工作周、延长公务员退休年龄及宿舍政策等事宜，收集员工意见。

职员关系及福利组透过惩教署福利基金，协助有需要的现职或退休人员及其家属，申请贷款和补助金为职员提供协助。该组亦负责管理惩教署中央基金，为自愿参加的职员提供团体保险服务。

惩教署人员子女教育信托基金，旨在资助在职及退休惩教助理及同等职级人员的子女接受高等教育，以及资助



为推动职员建立健康均衡生活，部门不时举行家庭同乐日，让孩子玩乐。  
The children play joyfully on a family fun day organised by the Department, which aims to promote a healthy and balanced lifestyle among staff.



爱群义工团为病童筹办联欢会，爱心满溢。  
Volunteers from the Oi Kwan Volunteer Group Limited organise parties for sick children to show love and care for the young ones.

他们的伤健子女接受全日制教育或训练。二零一五年，信托基金向210名受助者提供超过110万元资助。本署职员会所亦设立「爱群教育奖学金」，鼓励职员终身学习，以及奖励学业成绩优异的职员子女。二零一五年，奖学金向36名得奖者发放超过15万8千元的奖励。

惩教署体育会旨在推动职员建立健康均衡生活模式和培养团队精神。二零一五年举办了多项活动，包括陆运会、水运会、十公里长跑大赛、家庭同乐在喜灵及不同类型的院所际体育比赛。

部门成立惩教署合唱团，由约35名现职和退休职员组成，为同事提供一个静态的工余活动。

本署积极参与慈善及筹款活动，如公益金的商业及雇员募捐计划和百万行等。在二零一四至一五年度，本署获颁公益金的商业及雇员募捐计划金奖、雇员募捐计划杰出奖、雇员乐助计划政府部门最高筹款奖和最高参与率奖，并获得百万行杰出步行队伍奖及公益嘉许奖等，以表扬部门热心参与和支持公益金的筹款活动。

## Staff Relations and Welfare

The Senior and Junior Departmental Consultative Committee quarterly meetings have been mutually beneficial consultation mechanisms to enhance understandings and facilitate exchange of views on policies and staff related issues. Regular consultations were also conducted with staff representatives in the year to solicit staff views on special matters such as further review of five-day work week, extension of retirement age of civil servants and quartering policy.

On staff assistance, the Staff Relations and Welfare Unit helps process the application of loans and grants for certain serving and retired staff and their family members 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.



惩教署和其他部门代表踊跃参加十公里长跑大赛，竭力争取佳绩。  
Staff from the Correctional Services Department and other government departments actively participate in the 10 km Distance Run to strive for their best results.

The Correctional Services Children's Education Trust continues to provide financial assistance to children and disabled children undertaking full-time education or training of Assistant Officers and equivalent grades in the Department to help them pursue higher education. In 2015, over \$1.1 million was granted to 210 recipients. The Correctional Services Department Staff Club also founded the Oi Kwan Education Scholarship to promote life-long learning among staff and award their children with outstanding academic results. In 2015, over \$0.158 million was granted to 36 recipients.

The work of the Correctional Services Department Sports Association (CSDSA) is an essential part of our drive to promote a healthy and balanced lifestyle among staff. During the year, the Annual Sports Meet, Swimming Gala, 10 km Distance Run, Family Outing on Hei Ling and various inter-institutional competitions were organised.

The Correctional Services Department Choir which comprises around 35 serving and retired staff members has been established for those in favour of less vigorous recreation activities.

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. In 2014/2015, we were presented with the CECP Gold Award, ECP Outstanding Award, Highest Donation Award and Highest Participation Rate Award of Civil Service Category. The Department also won the Outstanding Walking Team Award in the Walks for Millions and Award of Merit as an overall achievement.



爱群义工团就成员及服务时数作了进一步推展。二零一五年，义工团有3 202名团员合共参与31 204小时义务工作，其中包括探访独居长者、为长者清洁家居、为智障人士筹办联欢会，以及不同机构的慈善活动等。适逢爱群义工团成立十周年，义工团与四间社会服务机构合作提供一系列命名为「爱心同行，关怀社群」延展性的义务工作服务。此外，本署亦与红十字会安排在院所定期举办捐血活动，让职员回馈社会。

本署于荔枝角和赤柱设有健智中心，临床心理学家(职员服务)为职员及其家属提供心理治疗服务、心理教育资讯及身心松弛设施。职员心理服务组亦为新入职和在职人员提供压力管理及与工作相关的心理培训。

承接二零一四年「健康均衡生活计划」的「正念与关爱」项目，职员心理服务组在二零一五年的制作亦继续以此为题，当中包括一套动



临床心理学家(职员服务)在荔枝角健智中心，为职员及其家属提供松弛身心的活动。  
*Clinical Psychologist (Staff Services) leads relaxation exercises for staff and their families at the Staff Health Centre in Lai Chi Kok.*

画及两套微电影，另于二零一五年底编制关于「抗逆」及「欣赏」的单张。此外，蒲公英继续作为「正念与关爱」大使，透过海报及每月刊登于《爱群》的晴心话，以及电子邮件发放的生活句语，推广正向心理学。二零一五年五月起亦推出「智慧书中寻」的活动，每两个月向职员推介一书籍，希望同事可透过阅读领悟生活智慧。同时，一项名为「压力松一松」的先导计划亦已于个别院所开展，以鼓励职员学习适当的纾压技巧。

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，二零一五年得以继续获得香港社会服务联会颁发商界展关怀计划「10年Plus同心展关怀」标志。



爱群义工团探访长者，亲切地关怀他们的需要。  
*Volunteers from the Oi Kwan Volunteer Group Limited visit the elderly to care for their needs.*

The Oi Kwan Volunteer Group Limited further prospers in terms of its membership and service hours. In 2015, 31 204 service hours of voluntary work were provided by 3 202 volunteers in various social services including home visits and cleaning services for the elderly, organising party for people with intellectual disabilities and providing logistic support for different organisations in charity events. In 2015, to celebrate the 10th anniversary of the establishment of Oi Kwan Volunteer Group Limited, a sustainable voluntary services campaign namely "Love Peer, Caring Society" was launched in cooperation with four social service organisations to serve different target groups in the community. Besides, the Department also encourages staff to give a helping hand by cooperating with the Red Cross to organise regular blood donation at institutions.

With the two Staff Health Centres located in Lai Chi Kok and Stanley, Clinical Psychologists (Staff Services) provide parallel services including psychotherapy, psycho-education materials and relaxation facilities, etc. to staff and their families. Staff Psychological Services also renders training to new recruits and serving staff on stress management and various psychological topics applied in work setting.

Following the success in 2014, the Optimism and Care Project continued to be the theme for the productions under the Healthy and Balanced Lifestyle Campaign, including an animated movie and two short films. Leaflets on resilience and appreciation were also produced by the end of 2015, and the ambassador of the Project, Dandelion, continued to boost self-compassion and strengths of staff via posters and monthly comics on "The Guardian", as well as the phrases for living distributed via internal email. Besides, a bi-monthly activity called "Book Recommendation" has been launched since May 2015. This aimed to promote living wisdom via reading. Moreover, a pilot scheme called "Relaxation Session" was also on trial run in some institutions, encouraging members of staff to adopt stress coping skills.

With the continuous, sustainable and total commitment in caring for the well-being of staff and their families as well as the community, the Department was awarded the "10 Years Plus Caring Organisation Logo" under the Caring Company Scheme organised by the Hong Kong Council of Social Service in 2015.



惩教署职员上下一心，积极参与公益金百万行。  
*Correctional officers join the Walks for Millions in high spirits.*



## 职员行政及诚信管理

本署一直致力加强部门内的诚信管理工作，透过举办多元化的推广活动，如诚信推广计划比赛，鼓励职员参与，以进一步推广诚信和道德操守文化。对此，职员的反应正面，其参与率亦令人鼓舞。

截至二零一五年底，本署委任了合共188名诚信大使，负责协助推动所属院所的诚信管理工作，以强化重视道德操守的部门文化。一直以来，本署与廉政公署保持紧密合作，为惩教人员提供诚信方面的培训。公署将于指定的周期内为所有惩教人员举办防贪讲座，旨在进一步加强惩教人员的整体素质，使惩教工作更臻专业。



为改善惩教人员的服务条件，本署于二零一五年指派工作小组作进一步研究，探讨更多纪律人员的岗位纳入「五天工作周」计划内的可行性。其他关爱的政策，如让所有男性公务员享有5天侍产假，以及为需要喂哺母乳的员工于工作间提供支援及相关设施等，均得以支持及落实。

一个稳定的居住环境，实有助职员更专注工作，也有利于职员对部门建立归属感。为改善已婚初级职员宿舍的居住环境及增加宿舍的供应量，本署于二零一五年分别实施多项宿舍改建计划，包括将大潭峡惩教所的宿舍合并为较大的单位，喜灵洲及石壁的剩馀住宿设施重新用作宿舍，以及赤柱的主任级职员寝室改变为宿舍。这些计划完成后，为宿舍编配计划合共提供33个新增单位给予职员申请。

本署一直致力加强部门的诚信管理工作，举办多元化的活动，推广诚信和道德操守文化。  
*The Department spares no effort in enhancing integrity management through diversified activities which foster integrity and ethical culture.*

另外，屯门虎地宿舍重建计划已于二零一五年七月竣工，而属于部门的54个单位亦已分配给合格的职员。至于本署负责申建的「香港仔田湾宿舍项目」及由入境事务处负责申建的「观塘纪律部队宿舍项目」，预计可于二零一九年完成，届时将可为本署提供逾100个已婚初级职员宿舍单位。本署会继续循不同途径增加宿舍单位，务求进一步提升已婚职员宿舍的供应，以切合惩教人员的住房需要。



## Staff Administration and Integrity Management

Further efforts were stepped up to intensify the integrity management within CSD through diversified activities, such as "Best Proposal on Integrity Promotion Competition", to encourage staff involvement in the promotion of integrity and ethical culture, and the response from staff was positive.

As at December 2015, a total of 188 Integrity Ambassadors were appointed to assist in nurturing and sustaining an ethical culture at institutional level. Anti-corruption talks held by the ICAC have been arranged as integrity training for all CSD staff within a specific cycle in the hope to further strengthen work ethics and positive value of our staff that help steer our professional services towards excellence.

With a view to improving the conditions of service, a Task Group was appointed in the year to further identify suitable disciplined workposts for migration to five-day work week. Other caring policies such as five-day paternity leave entitled to all male civil servants and the provision of breastfeeding facilities in workplaces for lactating employees have all been supported and implemented.



屯门虎地宿舍重建计划于二零一五年七月竣工，入住宿舍的职员感到安居乐业。  
*Staff enjoy family life at the Fu Tei quarters, which was completed in July 2015 under a redevelopment project.*

A stable environment is essential to staff and to live without anxiety can definitely enhance their sense of belonging to the Department. With a view to increasing the supply of married quarters for junior staff, a number of conversion projects were implemented in 2015, such as combining the married quarters into bigger units in Tai Tam Gap Correctional Institution, reversion of surplus accommodations into married quarters in Shek Pik and Hei Ling Chau as well as converting overnight sleeping rooms into married quarters in Stanley. After completing these improvement projects, a total of 33 units of married quarters were included into the Quarters Allocation Exercises for staff's selection.

In July 2015, the redevelopment project in Fu Tei was completed and all 54 units of married quarters for the Department were allocated to staff. Also, the quarters' project in Tin Wan, Aberdeen led by CSD and the project in Kwun Tong led by the Immigration Department would be completed in 2019 to provide more than 100 units of married quarters for junior staff. We will continue to enhance the supply of married quarters through various means to address the accommodation needs of staff.



惩教署署长邱子昭(左二)于二零一五年十月二十五日至三十日率领代表团,出席在澳洲墨尔本举行的第17届国际惩教及狱政专业协会周年大会及会议。

The Commissioner of Correctional Services, Mr Yau Chi-chiu (second left) led a delegation to attend the International Corrections and Prisons Association 17th Annual General Meeting and Conference in Melbourne, Australia, from October 25 to 30, 2015.



### 专业交流

本署继续加强与内地惩教机构的专业交流,在二零一五年已先后到访广东省及海南省监狱管理局。

国际方面,本署继续通过出席重要国际会议,与海外机构保持专业交流。二零一五年,本署参加多个国际会议,包括亚洲及太平洋惩教首长会议、国际惩教及狱政专业协会会员会议、国际假释机构协会训练会议、联合国亚洲和远东预防犯罪和

罪犯待遇研究所的训练课程等等,让部门人员有机会了解不同地方的惩教管理,以强化部门的接任计划,并借鉴同业的优良措施,从而优化本署的专业服务。

### 法律研究及谘询

法律研究组于二零一四年六月成立。当部门遇到对整体惩教工作有深远影响的法律问题时,该组别会统筹相关的法律谘询工作。该组亦负责建立、统筹及管理一个中央法律谘询资

### Professional Exchange

CSD continues to strengthen professional ties with Mainland counterparts. In 2015, CSD delegations visited respective Prison Administration Bureau in Guangdong Province and Hainan Province.

Internationally, CSD continued to maintain professional exchanges through participation in major international conferences such as the Asian and Pacific Conference of Correctional Administrators (APCCA), International Corrections and Prisons Association Conference, Association of Paroling Authorities International Training Conference, The United Nations Asia and Far East Institute for the Prevention of Crime and the Treatment of Offenders, etc. We aim at diversifying the exposures of staff members

for succession planning and benchmarking best practices with our counterparts towards professionalism and excellence in our services.

### Legal Research & Consultation

Established in June 2014, the Legal Research Unit is tasked to coordinate relevant legal consulting work when legal issues with departmental-wide implication arise. The Unit is also responsible for establishing, coordinating and managing a centralised legal advice database, through uploading the relevant information in departmental Knowledge Management System to provide colleagues with access to reference materials and legal advices for self-enhancement and work skills improvement.

二零一五年京粵港澳监狱论坛探讨监狱突发事件应变机制。  
The Beijing-Guangdong-Hong Kong-Macao Prison Forum 2015 explored "Response Mechanism in Prisons".







本署参加多个国际会议，包括亚洲及太平洋惩教首长会议。  
The Correctional Services Department maintains professional exchanges through participation in major international conferences such as the Asian and Pacific Conference of Correctional Administrators.

料库，并上载有关资料至部门的知识管理系统，为同事提供参考资料和法律意见，让他们能提升工作的专业水平。

此外，该组与律政司、大专院校及执法部门联络，邀请专业人士向同事提供法律培训，例如在法庭作供、如何进行公平纪律聆讯等专题，藉以提升部门整体的法律专业水平。

该组亦协助部门各处与政府律师及外判律师商议，共同处理申请人就有关部门的决定或政策所提出的司法覆核个案。当部门制订或修改政策时，例如在囚人士的剪发、职员及在囚人士的纪律聆讯等，以及当政府就某些法律议题进行公众咨询时，该组会向部门提供相关的协助。

In 2015, the Unit co-ordinated with Department of Justice, tertiary institution and law enforcement agency and invited professionals to provide legal training to our colleagues on specific topics, e.g. giving evidence in court, how to conduct a fair hearing, etc., so as to enhance the overall legal professional standard in the Department.

The Unit also assisted the subject Divisions in liaising with government counsels and brief-out counsels to handle those cases of judicial review filed by the applicants against the decisions or policies of the Department.

It also rendered assistance to the Department in the formulation or review of departmental policies e.g. hair cut of persons in custody, disciplinary proceedings against staff and persons in custody etc. and when the government conducted public consultation on some legal topics.



惩教署加强与邻近地区惩教机构进行专业交流，新加坡监狱署总监苏卫华(左二)在二零一五年十二月一日到访赤柱监狱。  
The Correctional Services Department continues to strengthen professional ties with its counterparts of nearby countries. Commissioner of Prisons, Singapore Prison Service, Mr Soh Wai-wah, (second left), visited Stanley Prison on December 1, 2015.



加拿大监狱署助理署长Mr Fraser Gordon Macaulay (右二) 于二零一五年十二月一日到访励敬惩教所。  
Assistant Commissioner of Correctional Service of Canada, Mr Fraser Gordon Macaulay (second right), visited Lai King Correctional Institution on December 1, 2015.



## 服务

QUALITY ASSURANCE



服务质素处在二零一五年一如既往，适时进行检讨和推行优化措施，以维持及提升工作表现。

Quality Assurance Division continued to conduct timely review and initiate enhancements for upholding the performance standard of the Department in 2015.



服务质素处辖下保安组人员一丝不苟地检查探访交来物品，确保院所的保安。  
Staff of the Security Section under the Quality Assurance Division examine meticulously all hand-in articles to ensure the security of institutions.



## 审核及保安组

审核课致力提供有系统和优质的审核工作，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。

二零一五年，审核课于不同惩教设施进行了5次全面视察、17次专题视察、13次跟进视察、9次保安视察及12次突击视察。

为提升工作表现，以及因应社会和惩教环境的转变，审核课继续推出多项提升保安设施和改善保安程序方面的措施，以切合公众期望。二零一五年，审核课完成「闭路电视系统」的专题研究，并会引进软件控制及影像分析功能，藉以协助现场监察及事发后翻查闭路电视的片段，提升效率。另外，审核课亦已完成全面覆检惩教设施保安装置的规格及要求，以持续提升服务。

为确保在囚人士在一个无毒品的环境中羁押，保安课在二零一五年全力打击偷运违禁品进入惩教院所。部门检获33宗毒品个案，全部毒品都在流入院所前已被截获。



警卫犬利用灵敏的嗅觉，协助检查探访交来物品。  
Sniffing dog assists in checking hand-in articles.



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。部门透过可靠情报和频密搜查行动，致力减少该类活动。二零一五年，保安课于各院所进行了569次联合搜查行动、7 385次特别搜查行动及84次夜间突击搜查行动，成效显著。

在培训方面，审核及保安组为服务质素处人员举办多项与工作相关的训练课程。除举办了「搜查技巧」的实境训练外，亦与专家学者举办「风险管理」及「法律培训－司法覆核」的专业课程。

为持续提升服务质素，惩教署已邀请新加坡监狱署派员检视服务质素处的视察机制。

惩教人员利用毒品及爆炸品探测识别系统，堵截偷运毒品及爆炸品进入惩教院所。  
Staff use the Narcotics and Explosives Detection and Identification System to stamp out the smuggling of dangerous drug and explosive items into correctional institutions.

## 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 followed, rules and regulations are duly complied with, approved practices and standards are consistently maintained, and resources are gainfully deployed to enhance efficiency.

In 2015, the Inspectorate Sub-unit conducted a total of five full inspections, 17 thematic inspections, 13 follow-up inspections, nine security inspections and 12 surprise inspections to various correctional facilities.

To uphold the performance standard of the Department and address public aspirations that come with the ever-changing society and penal environment, the Inspectorate Sub-unit continued to contribute enhancement initiatives particularly relating to security facilities and procedures. In 2015, the Inspectorate Sub-unit completed the thematic study on "Closed Circuit Television (CCTV) System" in which software control and analytical functions will be included to assist in the real time monitoring and reviewing of CCTV footages. The Inspectorate Sub-unit also completed an overall review on the specification and requirement for security installations of correctional facilities for continuous service enhancement.

In 2015, the Security Sub-unit made every effort to stamp out the smuggling of contrabands into correctional institutions for a drug-free environment. There were 33 cases of discovering dangerous drugs, all were intercepted on the doorstep of the institutions.



惩教人员使用隐形墨水印章，加强对访客出入院所的保安管制。  
Staff use invisible ink stamp to strengthen the security control on visitors entering and leaving institutions.

Wiping out gambling and illicit activities in correctional facilities is an important mission of the Security Sub-unit. In order to reduce gambling and other illicit activities, sound intelligence networks were built up and frequent searching operations were enforced. In 2015, 569 joint searching operations, 7 385 special searching operations and 84 night raid operations were conducted in institutions with fruitful results.

On the training front, the Inspectorate and Security Unit organised job-related training courses for QAD officers with scenario training on "Searching Technique" and professional academics on "Risk Management" and "Legal Training on Judicial Review".

To strive for continuous service improvement, the Singapore Prison Service was invited to send an audit team for conducting an overall review on the inspection mechanism of QAD.



## 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。该组会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。二零一五年的调查显示，服务满意评级超过90%。投诉调查组自二零零零年开始引进国际品质认证管理系统，在同年八月获香港品质保证局颁授质素管理系统证书，并于二零零九年一月成功将认证升级至ISO9001:2008版，标志着投诉调查组不断努力提升服务质素的成果。二零一四年二月，认证更获香港品质保证局续期至二零一七年。

为持续改善服务质素和提升职员的工作知识，投诉调查组按季把投诉统计资料、惩教署投诉委员会通过的改善服务建议，以及个案分享等实用资料，上载至部门内联网的「知识管理系统」及「优质管理锦囊」，供职员参考。投诉调查组继续推行调解服务，提供另一途径解决轻微投诉。

投诉调查组在二零一五年收到342宗由在囚人士和市民提出的投诉/求助/查询个案。当中，由该组展开全面调查的投诉个案有106宗、转介院所处理并由该组监察的个案有61宗、重复投诉的个案有72宗，以及列为求助/查询的个案有103宗。此外，惩教署投诉委员会合共审议和通过114宗投诉个案，并提出25项改善服务建议。



投诉调查组人员翻看闭路电视，抽丝剥茧地调查每宗个案。  
The Complaints Investigation Unit officers conduct detailed investigation into all cases, including reviewing CCTV footage.

## 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 2015, the satisfaction rating was over 90%. CIU introduced the international quality management system in 2000 and was accredited certificate by the Hong Kong Quality Assurance Agency in August 2000 and then upgraded to ISO 9001:2008 in January 2009, which demonstrated the efforts of CIU in making continuous improvements. In February 2014, the certificate was renewed by the HKQAA till 2017.

For the improvement and enhancement of staff working knowledge, CIU uploaded complaints statistics and recommendations endorsed by CSDCC as well as cases of interest to the "Knowledge Management System" and "Smart QA Info" of CSD Intranet on quarterly basis. CIU continued to adopt mediation service to resolve minor complaints.

In 2015, CIU received 342 complaint cases / requests / enquiries from persons in custody and the public. Among them, 106 complaint cases entailed full investigation by CIU, 61 complaint cases entailed handling by institutions under CIU monitoring, 72 were repeated complaints, 103 were requests / enquiries. Besides, CSDCC examined and endorsed the investigation reports on a total of 114 complaint cases and made 25 recommendations for service improvement.



## 管理事务组

管理事务组不时检讨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回应社会环境转变而产生的诉求。该组亦探讨现代科技的应用，以提升运作效率和加强保安。

二零一五年，该组分别为励敬惩教所、小榄精神病治疗中心及荔枝角收押所添置3部低辐射X光身体扫描器，使所有收押所全面配备合共7部低辐射X光身体扫描器。所有安装工程于二零一六年完成后，大部分以人手对在囚人士进行的直肠检查将会被取代。

无线射频识别系统于二零一五年开始在20间院所使用，以加强管理职员装备，包括胡椒喷剂、伸缩警棍及保安锁匙。该系统有助大闸职员有效监控职员装备进出院所。该组更进一步研究手提无线射频识别扫描器的使用，以便盘点相关装备。

该组于二零一五年引进第2部车辆生命探测安检系统，现设置于赤柱监狱，以协助职员有效地侦测是否有任何在囚人士企图匿藏于车辆内逃离院所。

该组现正与押解及支援组合作，测试无人驾驶飞机系统在紧急情况下拍摄影像及即时传送的成效。



惩教署在二零一五年开始引进无线射频识别系统，协助大闸职员监控职员装备进出院所。该等装备包括胡椒喷剂、伸缩警棍及保安锁匙。  
*Radio Frequency Identification Technology System was introduced in 2015 to assist main gate staff to control the in and out of staff accoutrements, including oleoresin capsicum foams, extendable truncheons and security keys.*

## Management Services Unit

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 conducted researches in the application of technology for operational and security enhancement.

In 2015, three low-radiation X-ray body scanners were procured for Lai King Correctional Institution, Siu Lam Psychiatric Centre and Lai Chi Kok Reception Centre, making a total of seven scanners installed at all reception centres. After the completion of installation works in 2016, most of the manual rectal search conducted on persons in custody would be replaced.



罗湖惩教所添置低辐射X光身体扫描器，取代以人手对在囚人士进行的直肠检查。  
*A low-radiation X-ray body scanner is installed at Lo Wu Correctional Institution to replace manual rectal search conducted on persons in custody.*

Radio Frequency Identification Technology (RFID) System commenced for use in 20 penal institutions in 2015 for better management of staff accoutrements including oleoresin capsicum foams, extendable truncheons and security keys. The system was effective in assisting the main gate staff to control the in and out of staff accoutrements. The Unit has initiated further study to use handheld RFID scanner to facilitate inventory check.

The Unit introduced the second Human Presence Detection System at Stanley Prison in 2015 to assist staff to effectively detect any persons in custody who attempts to escape by hiding in vehicles.

In collaboration with Escort and Support Group, the Unit was testing the effectiveness in live transmission of the images captured by Unmanned Aircraft System during emergency.







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、会计组、整合科技组、工程及策划组、公共关系及对外事务组和统计及研究组。

The Division is headed by an Administrative Officer Staff Grade C and comprises the following sections: Administration Section, Accounts Section, Integrated Technology Section, Works and Planning Section, Public Relations and External Affairs Section and Statistics and Research Section.



公共关系小组举办记者招待会及简报会，让市民了解羁管和更生安排。  
The Public Relations Unit arranges press conferences and briefings to enhance public awareness of custodial work and rehabilitation arrangement.







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。  
*The Departmental Administration Unit provides administrative and logistical support for headquarters and correctional institutions, covering resource management, green management, records and building management.*



## 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名一般及共通职系人员的职系管理事宜。

人事分组负责处理约6 900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。

聘任分组处理招聘和晋升选拔工作。二零一五年，有关工作为数约35项。本署通过公开招聘，全年聘用了约310名公务员。

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

内部核数分组负责视察各院所的财政及物料供应事宜，确保有关人员遵从政府所定的规例及程序。

翻译分组负责为部门提供中英文翻译服务，以及批核院所为在囚人士安排非法定语文及方言的翻译及传译服务。

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。二零一四至一五年度的全年采购总支出如下：

院所物品和设备 — 6,293万元；

在囚人士衣服 — 1,543万元；

职员制服 — 710万元。

## Administration Section

Departmental Administration Unit provides administrative and logistical support for headquarters and penal institutions, covering resource management, green management, records and building management. It also performs grade management function for some 500 general and common grades staff members.

Personnel Unit handles all personnel matters for about 6 900 staff members, including salary and allowances, leave and passages, housing benefits, employee compensation and termination of service. The Unit is also responsible for maintaining personnel and payroll records in computerised systems.

Appointments Unit handles recruitment and promotion exercises. About 35 such exercises were conducted in 2015. The number of intakes of civil servants from open recruitment in the year was around 310.

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.

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

Translation Unit is responsible for the core translation services of the Department. It also approves applications of penal institutions for translation and interpretation services in non-official languages and dialects for persons in custody.

Central Supplies Unit supervises administrative and financial matters relating to procurement, supplies, stores and equipment. Annual purchases in 2014-15 included the following items:

Institutional goods and equipment: \$62.93 million

Clothing for persons in custody: \$15.43 million

Staff uniform: \$7.10 million



## 会计组

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。

本署在二零一五年的总开支为36.84亿元(不包括建设工程费用)，较二零一四年增加12%。开支增加主要由于个人薪酬开支上升所致。从各项来源所得的全年总收入为6 800万元，其中5 800万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1.23亿元和1.22亿元。

## 整合科技组

整合科技组包括电子行动组和电子行政组，为部门的日常运作提供资讯科技支援。在保安局资讯科技管理组的协助下，整合科技组亦负责策划、统筹和推行各项资讯科技项目及电子政府措施，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，以及管理与行动有关的资讯科技计划和服刑资料管理系统。电子行政组则负责管理行政方面的电脑系统和计划项目，以及维护部门互联网网站和内联网系统。

二零一五年，本署因应二零一三年所订立的未来五年资讯系统策略计划完成了两项可行性研究。其中一项研究的目的是全面加强部门资讯科技的基础建设，而另一项则是集中于设立一个系统以综合惩教及更生管理，进一步改善部门长远运作效率。

除了提供日常的资讯科技应用支援外，整合科技组亦透过研究整合不同科技的可行性，致力提升部门运作效率和善用资讯科技的资源。在二零一五年二月，整合科技组推出一项流动應用程式，让部门更有效率地对外发放资讯。该流动應用程式可方便市民透过预先登记取得在囚人士的探访状况、以及浏览部门的职位空缺和接收相关信息提示服务等资讯。



整合科技组为部门的日常运作提供资讯科技支援。  
The Integrated Technology Section provides information technology support for the Department's daily operation.

## 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 2015 was \$3 684 million, excluding capital building works. This represents a 12% rise in 2014, mainly due to increased expenditure of personal emoluments. Revenue collected from various sources during the year amounted to \$68 million, including \$58 million in rent from staff quarters.

Purchases and recoveries under the Correctional Services Industries Suspense Account were \$123 million and \$122 million respectively.

## Integrated Technology Section

The Integrated Technology Section consists of the e-Operations Office and the e-Administration Office, providing information technology (IT) support for the Department's daily operation. Assisted by the Information Technology Management Unit of the Security Bureau, the Section is also responsible for planning, coordinating and implementing various IT projects and e-Government initiatives to enhance operational efficiency of the Department.

The e-Operations Office specialises in developing network systems, managing operational IT projects and penal information systems. The e-Administration Office focuses on the management of administrative computer systems and projects, as well as maintenance of departmental internet and intranet websites.

In 2015, two feasibility studies were completed in response to the five-year Information Systems Strategy Plan formulated in 2013. One study aimed at enhancing the overall infrastructure of the Department's IT systems, whereas the other focused on establishing the Integrated Custodial and Rehabilitation Management System in order to consolidate the related systems for better long-term operational efficiency.

Apart from the provision of daily support for IT applications, the Section is dedicated to enhancing the Department's operational efficiency and optimising IT resources such as studying the feasibility of integrating different technologies. In February 2015, a mobile application with a view to providing a new and convenient channel for dissemination of information on the Department was launched. The mobile application would enable members of the public to obtain information related to visiting status of persons in custody through pre-registration, and access information on the Department's job vacancies and notification services, etc.





## 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现有的陈旧惩教设施。二零一五年完成的主要工程项目包括屯门屯富路纪律部队宿舍重建计划。

进行中的大型工程有大榄女惩教所的原址局部重建计划。规划中的项目包括兴建惩教署总部大楼、香港仔田湾的职员宿舍重建计划、更换及提升赤柱监狱的闭路电视系统，以及在大榄女惩教所装置电锁保安系统。

二零一五年，我们进行多项小规模建筑工程，例如扩建赤柱监狱的厨房、更换壁屋惩教所、石壁监狱及荔枝角收押所的闭路电视监察系统，在院所展开数码地面电视接收工程、改善大榄女惩教所探访设施、在喜灵洲兴建中央探访室大楼，以及改善院所闭路电视系统的数码录像系统等。规划中的项目还有更换赤柱监狱广播系统及在喜灵洲兴建中央行政区。

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

本署一些规模较小的改善和维修工程，均有在囚人士参与。此举除了让他们在羁管期间培养良好的工作习惯，并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。



原址局部重建计划下建成的大榄女惩教所综合大楼。  
The Complex Block of Tai Lam Centre for Women was completed under the in-situ partial redevelopment project.



在囚人士在大榄女惩教所新建的运动场散步。  
Persons in custody walk at the newly built exercise yard at Tai Lam Centre for Women.

## Works and Planning Section

The Works and Planning Section plans for the construction of new correctional institutions and the replacement or enhancement of existing aged facilities in conjunction with Architectural Services Department and Electrical and Mechanical Services Department. Major projects completed in 2015 included the redevelopment of Tuen Fu Road Disciplined Services Quarters in Tuen Mun.

Capital works project in progress was in-situ partial redevelopment of Tai Lam Centre for Women. Projects under planning included the Correctional Services Department Headquarters Building, redevelopment of staff quarters at Tin Wan of Aberdeen, replacement and enhancement of the closed circuit television system (CCTV) for Stanley Prison as well as installation of electric locks security system in Tai Lam Centre for Women.

Minor building projects in progress in 2015 included, amongst others, the expansion of kitchen in Stanley Prison, replacement of the CCTV in Pik Uk Correctional Institution, Shek Pik Prison and Lai Chi Kok Reception Centre, digital terrestrial television reception works at institutions, and improvement works on visiting facilities in Tai Lam Correctional Institution, setting up a central visit room complex at Hei Ling Chau, and upgrading the digital video recorder systems of the CCTV systems in various institutions. Projects under planning were the replacement of public address system in Stanley Prison and construction of a central administration zone at Hei Ling Chau.

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, visiting facilities and flag poles in various institutions were in good progress.

Persons in custody were deployed in minor improvement and maintenance works. The arrangement helped them cultivate good working habit during custody and also provided them with opportunities to receive vocational training, thereby assisting their rehabilitation and reintegration into society.





对外事务组与驻港外国领事馆保持定期接触和联系，在二零一五年安排领事馆人员参观赤柱监狱。  
*The External Affairs Unit maintains regular and close liaison with the consulates in the territory. Consular staff were invited to visit Stanley Prison in 2015.*

## 公共关系及对外事务组

公共关系及对外事务组负责为部门积极推行对外联络和公共关系策略的工作。

对外事务小组负责统筹本地与内地和海外司法管辖区惩教机构的互访和专业交流活动。二零一五年，小组继续安排政府新闻处「贵宾访港计划」的访客参观惩教设施，让他们更加了解本署的羁管和更生工作。除了内地和海外的访客，对外事务小组亦安排正在就读与香港司法制度和惩教工作相关课程之本地大学生参观惩教设施，加深学生对惩教工作的了解。

鉴于近年非本地在囚人口有所增加，对外事务小组与驻港外国领事馆保持定期接触和紧密联系，并安排领事馆人员参观惩教院所。

## Public Relations and External Affairs Section

Public Relations and External Affairs Section is responsible for implementing a proactive external liaison and public relations strategy for the Department.

The External Affairs Unit is responsible for coordinating two-way visits and professional exchanges with counterparts of Mainland and overseas jurisdictions. In 2015, the External Affairs Unit continued to arrange visits to correctional facilities for visitors under the "Sponsored Visitors Programme" operated by the Information Services Department to enhance their understanding of custodial and rehabilitative programmes in Hong Kong. Apart from Mainland and overseas visitors, the External Affairs Unit

also arranged a number of visits to correctional facilities for students of local universities who are studying subjects related to Hong Kong Legal System and correctional services. These visits foster students' understanding of correctional services.

In view of the increasing population of non-local persons in custody, the External Affairs Unit maintains regular and close liaison with the Consulates in the territory and arranges visits to correctional facilities for Consulate Officers.

公共关系组在二零一五年安排传媒参观罗湖惩教所。  
*The Public Relations Unit arranged the media to visit Lo Wu Correctional Institution in 2015.*





对外事务小组亦会统筹联络主任训练课程，安排有潜质的职员参与专业礼宾训练，为参加部门大型活动和来访的团体及宾客，提供联络和接待的服务，以提升部门的形象。

公共关系小组负责向传媒发放有关本署各项计划、服务和活动的消息，通过向传媒全面提供相关资料，可让更多市民得知本署提供的羁管工作及更生安排的最新情况。

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。

二零一五年，公共关系小组委托公司拍摄了最新部门影片「同一样的使命，非一般的任务」以及制作数部短片，介绍部门更生工作和活动，上载惩教署 Youtube 频道。

此外，该小组亦协助制作宣传物品，电视、电台的政府宣传声带和短片。该小组亦负责本署年报及《爱群》月刊的编制工作。

### 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的管理及规划需要外，该组亦收集有关在囚人口的社会经济和犯罪背景特徵的统计数字，以及定期更新在囚人口的推算数字，为日后的需要作出评估。该组亦协助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、及本地罪犯在获释后的再犯罪情况，以期尽量提升惩教治疗、惩教行动和行政工作的成效。该组所提供的研究支援有助制订政策和其他相关工作。

The External Affairs Unit coordinates the training for Liaison Officers by arranging potential staff to undergo professional protocol training. To promote the image of Department, these Liaison Officers provide liaison and reception services to guests who participate in large scale departmental activities and visiting delegations and guests.

The Public Relations Unit is 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 work and rehabilitation arrangements provided by 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.

In 2015, Public Relations Unit commissioned a company to produce a new departmental video "Shared Mission Unrivalled Challenges". The Unit also produced several short videos to introduce rehabilitation work and events. The videos have been uploaded onto CSD Youtube Channel.

In addition, the Unit assists in and advises on the production of publicity items and TV and Radio Announcements in Public Interest. It also produces the Department's Annual Review and monthly newsletter, "The Guardian".

### Statistics and Research Section

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

It helps monitor drug abuse incidence of offenders before admission, self-harm, violent and disciplinary behaviours of offenders in custody and recidivism of discharged local offenders to best promote correctional treatment, operation and administrative effectiveness. Policy formulation and other related areas of work benefit from the support provided by the Section.



统计及研究组负责提供统计资料和研究支援。

Statistics and Research Section provides statistical and research support.





## 環保

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，同时切实执行节省资源措施。此外，本署致力减少废物，藉着循环使用物资、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，确保环境得到适当保护。

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 environmental protection, and strive to maintain best results and achieve further improvements. Correctional facilities are designed and operated in an environmentally 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.



惩教署致力推行节省资源措施，并循环使用物资，藉以提高职员及在囚人士的环保意识。  
The Department strives to implement measures to save energy and raises the environmental protection awareness of staff and persons in custody through recycling.





## 环保管理及责任

为方便统筹部门的环保工作，本署于一九九九年成立环保委员会。委员会配合政府的环保政策，订定本署的环保目标，落实环保措施。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提出改善建议，以供部门职员分享。二零一五年，励顾惩教所和大榄惩教所被选为全面环境审核的目标。

## 环保措施

措施包括节省能源、使用可再生能源和环保管理，并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。二零一五年，我们探讨制造具环保概念的触觉地砖的可行性，并在大榄的职员宿舍进行试验计划，透过收集废弃玻璃瓶，用机器压碎成玻璃砂，然后交给大榄惩教所的预制混凝土工场，用以部分替代一般使用的天然河砂加入混凝土配料制造地砖。此外，我们继续致力在惩教设施及职员宿舍推行废物源头分类、提高工场物料及院所厨余循环再用的效率，以及增加采购对环境造成最少不良影响的工业生产原料及设备以及对破损的玻璃纤维院所家具进行翻新和维修以减少固体废物等。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。各院所的设施及所有部门车辆亦已加强废气排放管制。

在管理厨余方面，继罗湖惩教所，本署于二零一五年十月签署了环保署的惜食约章。此外，罗湖惩教所连续第三年推行「真识食 一珍惜食」计划。该计划鼓励在囚人士自愿减少主粮的份量，包括米饭、薄饼和马铃薯。二零一五年的参加者约占该院所在囚人口的八成，估计每月平均节省约15 000碗白饭。由于反应良好，计划亦已于二零一三及一四年推广至励顾惩教所、大榄女惩教所和大榄惩教所的年长在囚人士组。本署除了在罗湖惩教所设置厨余机外，也于二零一五年在赤柱监狱设置厨余机。厨余机把回收的厨余转化为有机肥料，绿化院所周边的环境。



含有玻璃砂的地砖。  
Tactile slabs with glass sand.



大榄职员宿舍推行试验计划，收集废弃玻璃瓶，用机器压碎成玻璃砂，然后交给大榄惩教所预制混凝土工场制造地砖。  
*Under a trial scheme in the staff quarters in Tai Lam, waste glass bottles are collected and crushed into glass sand by machines for the production of tactile slabs with concrete mix in the precast concrete workshop of Tai Lam Correctional Institution.*

## Environmental Management and Accountability

To facilitate the coordination of environmental work in the Department, the Green Manager's Committee was formed in 1999. It sets environmental objectives and adopts measures in line with the government's environmental policies. The Environmental Auditing Team conducts comprehensive audit at institutions, reports the findings and makes recommendations to the Committee for sharing among staff members. Nei Kwu Correctional Institution and Tai Lam Correctional Institution were chosen as audit targets in 2015.

## Environmental Initiatives

Our environmental initiatives 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. In 2015, we explored the feasibility of producing more environmentally friendly tactile slabs, and implemented a trial scheme in the staff quarters in Tai Lam. Under the scheme, waste glass bottles were collected, and crushed into glass sand by machines to replace part of the commonly-used natural river sand for the production of tactile slabs with concrete mix in the precast concrete workshop of Tai Lam Correctional Institution. In addition, we will continue to make efforts to implement source separation of wastes at facilities and staff quarters, improve recycling efficiency for materials used in workshops and food waste from institutions, increase procurement of raw materials and equipment with minimal adverse environmental impacts for industrial production, and refurbish and repair the worn and torn fiberglass institution furniture to reduce solid wastes, etc. 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.

In respect of food waste management, apart from Lo Wu Correctional Institution (LWCI), CSD signed the Food Wise Charter with the Environmental Protection Department in October 2015. Moreover, the "Waste No Food" Scheme has been run by LWCI to reduce leftover in meals for the third consecutive year. Persons in custody are encouraged to reduce the portion of their staple food including rice, chapatti and potatoes on a voluntary basis. In 2015, around 80% of the penal population at the Institution has joined the Scheme, resulting in an estimated average of about 15 000 bowls of rice being saved each month. In view of the encouraging response to the Scheme, it has been extended to Nei Kwu Correctional Institution, Tai Lam Centre for Women and the Elderly Unit of Tai Lam Correctional Institution in 2013 and 2014. In addition to the one installed at LWCI, a food waste decomposing machine was also installed at Stanley Prison in 2015. The decomposing machines process the leftover collected into organic fertiliser. The organic fertiliser is used for growing plants in the vicinity of the Institutions for greening purposes.



此外，我们定期检查及提升污水处理和隔滤系统，防止排放有害环境的污水，同时杜绝污染源头。减低噪音污染是另一项重要工作，院所内所有地方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。我们亦定期进行室内空气质素评估，以保障所有人的健康。

## 环保合作

本署与其他机构及组织紧密联系，推行环保运动。我们与水务署于10间院所进行水流量监察，藉此制订最佳实务指引予各院所参照执行，以提高用水效益。

在节约能源方面，行政长官在二零一五年施政报告中宣布新的节能目标，即由二零一五至一六年度到二零一九至二零年度间，在相若的运作环境下减少政府建筑物的用电量5个百分点。为达致这个目标，本署正积极与机电工程署合作。在二零一五至一六年度，机电工程署为本署10间用电量较高的院所安排能源审核，另有11间用电量较高的院所将会在二零一七至一八年度前完成能源审核，以寻求管理能源的契机，例如利用节能的照明设施、冷气系统和机器。

## 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，我们的参展作品获得不少赞誉。



幼稚园学生参观香港花卉展览的惩教署摊位，不忘玩耍，充满欢乐气氛。  
Kindergarten children play gleefully while visiting CSD's booth in the Hong Kong Flower Show.

Sewage treatment and filtration systems are regularly inspected and upgraded to prevent the discharge of polluted effluent and to rein in any possible sources of contamination. Noise pollution reduction is another major issue. Noise levels at all locations are monitored and, where necessary and notably at workshops, proper ear protection devices are provided. Regular indoor air quality assessments are also conducted 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 Water Supplies Department, we have carried out works to monitor water flow in 10 institutions with a view to formulating the best practice guides for compliance by institutions to boost water efficiency in institutions.

On energy conservation, the Chief Executive has, in his 2015 Policy Address, announced a new target of achieving a 5% saving in electricity consumption for government buildings under comparable operating conditions between the year 2015-16 and 2019-20. The Department is working proactively with the Electrical and Mechanical Services Department (EMSD) to meet the target. In 2015-16, the EMSD will

arrange to conduct energy audit at 10 correctional institutions with higher energy consumption. Energy audit at another 11 institutions with higher energy consumption will be completed by 2017-18. Energy management opportunities will be identified by using more energy efficient lighting facilities, air-conditioning system and machinery, etc.

## 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.



以循环再用物料造成的更生蝴蝶在香港花卉展览中飞舞，吸引不少访客写生。  
A rehabilitation butterfly made from recycled materials flutters at the Hong Kong Flower Show, and attracts many visitors to draw pictures of its movement.



## 惩教署总部组织图 Organisation chart of Correctional Services Department Headquarters

(2015年12月31日)  
as at 31. 12. 2015



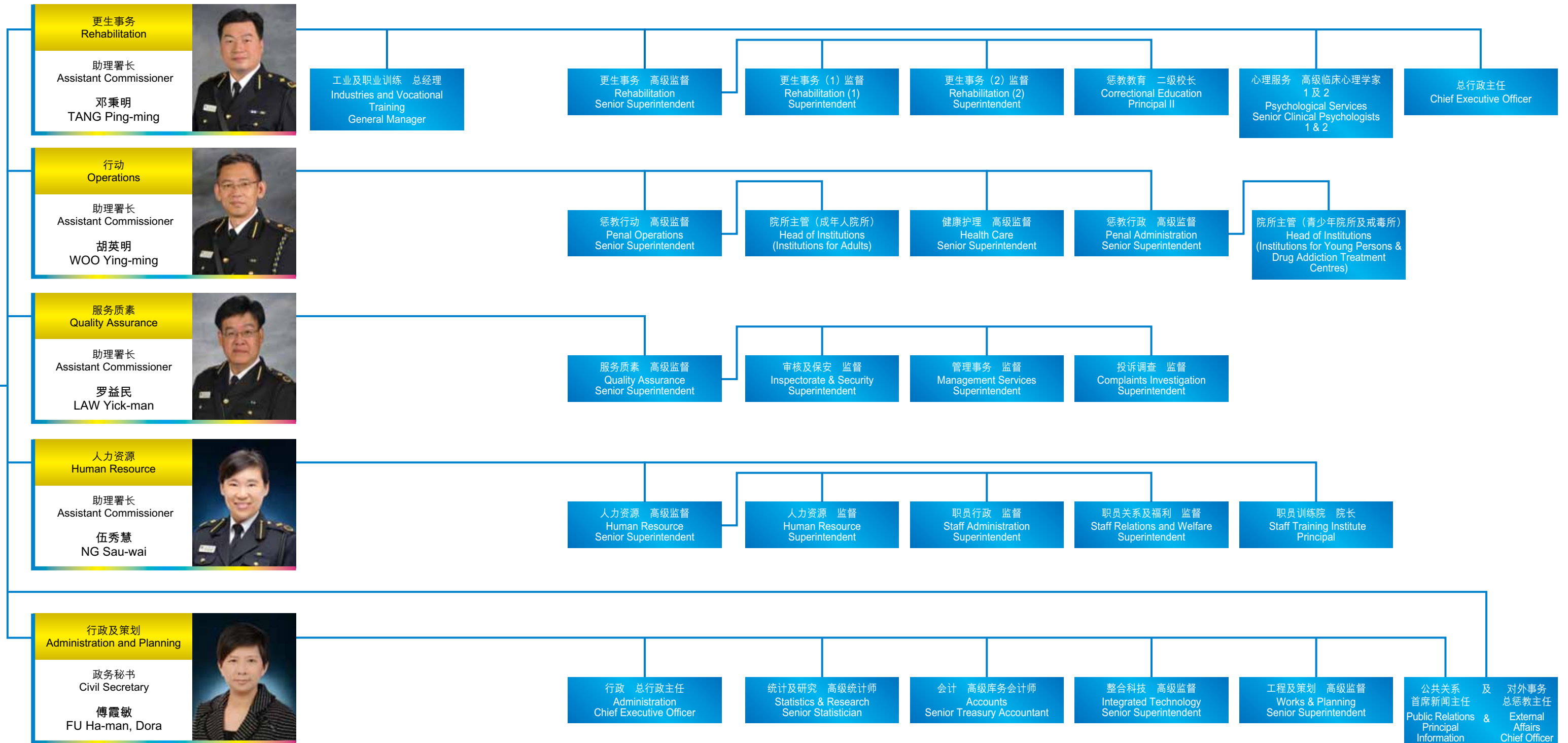
署长  
Commissioner

邱子昭  
YAU Chi-chiu



副署长  
Deputy Commissioner

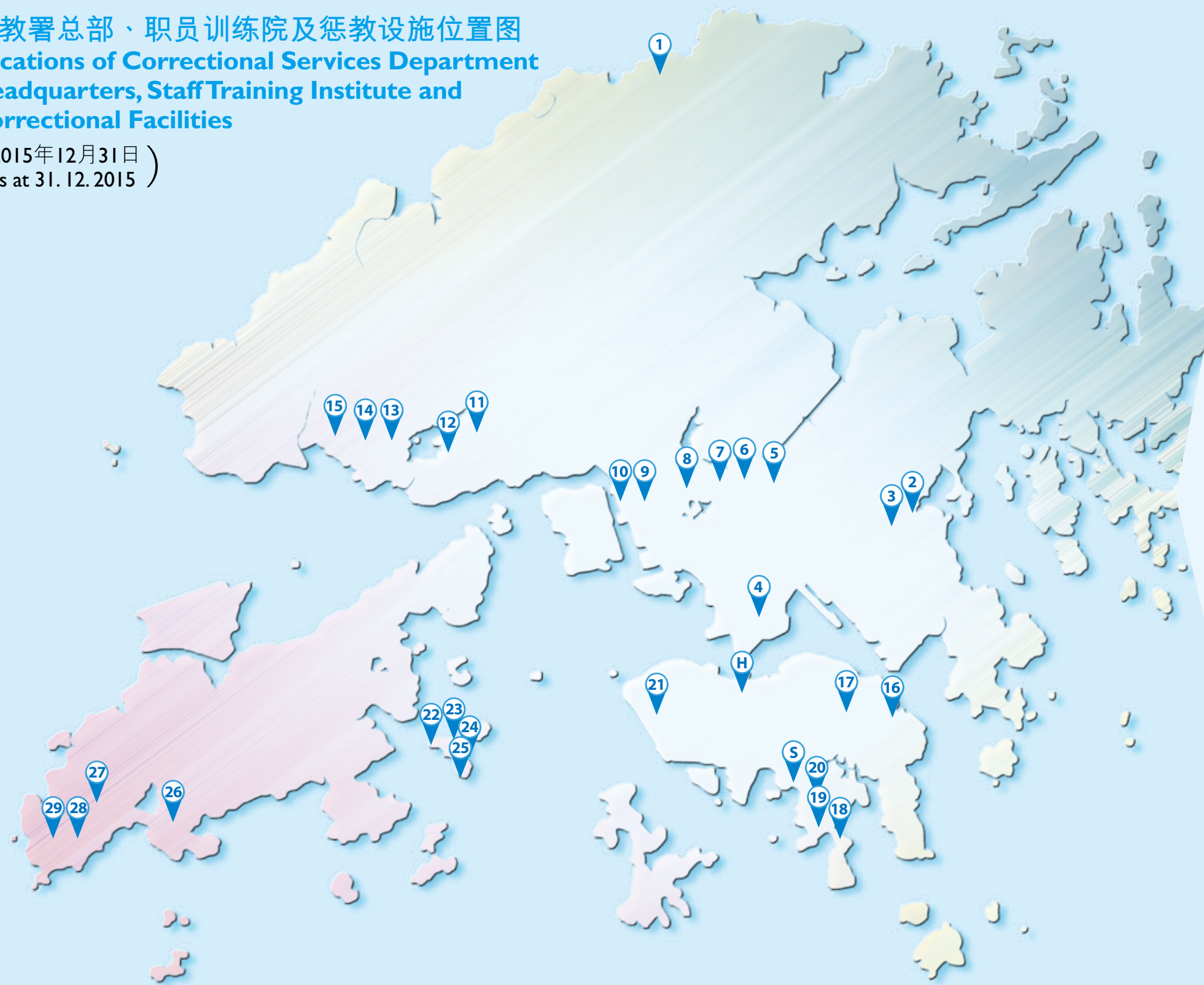
林国良  
LAM Kwok-leung





## 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

(2015年12月31日)  
(as at 31.12.2015)



- 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** 大潭峡惩教所  
Tai Tam Gap Correctional Institution
- 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** 玛丽医院羁留病房  
Custodial ward at Queen Mary Hospital
- 22** 喜灵洲惩教所  
Hei Ling Chau Correctional Institution
- 23** 喜灵洲戒毒所  
Hei Ling Chau Addiction Treatment Centre
- 24** 励顾惩教所  
Nei Kwu Correctional Institution
- 25** 励新惩教所  
Lai Sun Correctional Institution
- 26** 塘福惩教所  
Tong Fuk Correctional Institution
- 27** 石壁监狱  
Shek Pik Prison
- 28** 沙咀惩教所  
Sha Tsui Correctional Institution
- 29** 励志更生中心  
Lai Chi Rehabilitation Centre

## 香港惩教署 2015 年年报 Hong Kong Correctional Services Annual Review 2015

设计：易设计香港有限公司  
Design: In Design HK Limited

惩教署工业及职业训练组印制  
Industries and Vocational Training Section,  
Correctional Services Department

© 香港特别行政区政府惩教署 2015  
© HKSARG Correctional Services Department 2015

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 October 17, 1983, the Hong Kong dollar has been linked to the US dollar, through an arrangement in the note-issue mechanism, at a fixed rate of HK\$7.8 = US\$1.

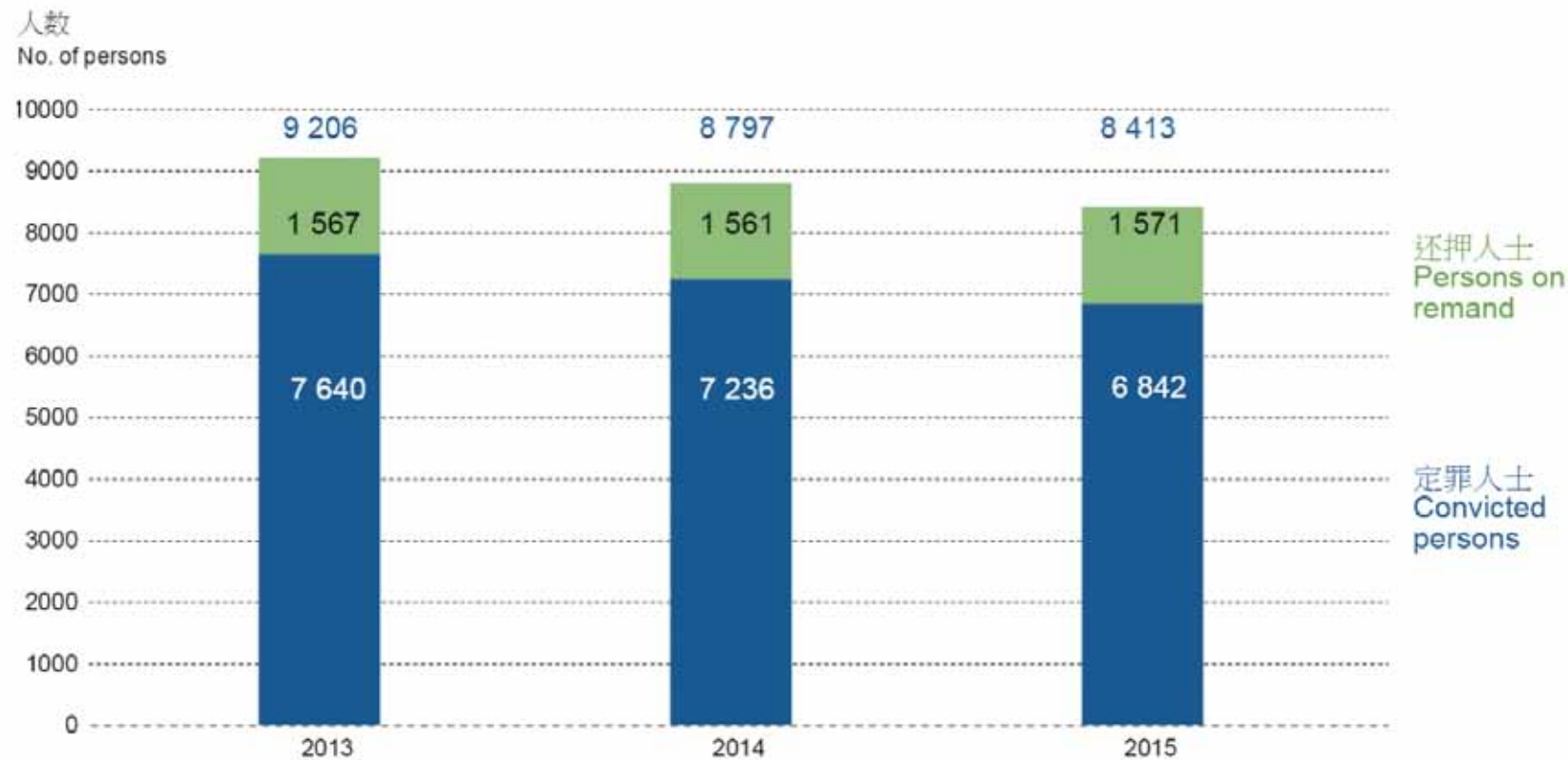
本年报所载资料经多方核证，力求准确无误。如有谬误遗漏，或因使用有关资料而引致任何损失、作为或不作为，或因依据有关资料而得出任何意见，香港特别行政区政府均无须负上任何责任。

Every effort has been made to ensure accuracy. The 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.



### 按类别划分的每日平均在囚人士数目 Average Daily Number of Persons in Custody by Category

### 附录 Appendix 3



备注：由于四舍五入关系，图表内个别项目的数字加起来可能与总数略有出入。  
Note: There may be a slight discrepancy between the sum of individual items and the total as shown in the chart due to rounding.

#### 按性别划分的在囚人数 Number of Persons in Custody by Gender

2015



#### 按性别划分的定罪人数 Number of Convicted Persons by Gender

2015



#### 按性别划分的还押人数 Number of Persons on Remand by Gender

2015

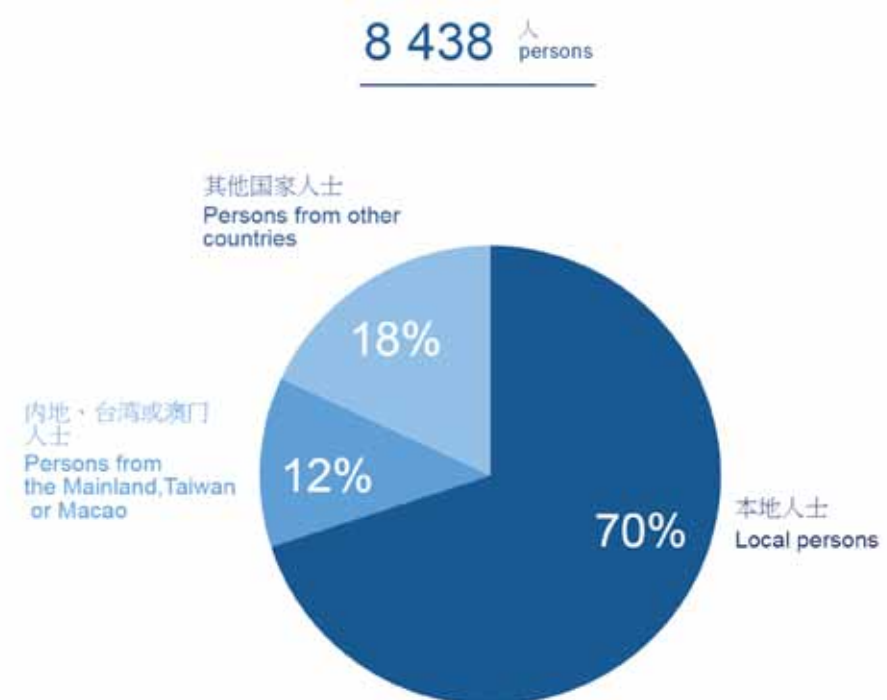


### 惩教署监管逾 10 000 名人士 Over 10 000 Persons under Management of Correctional Services Department

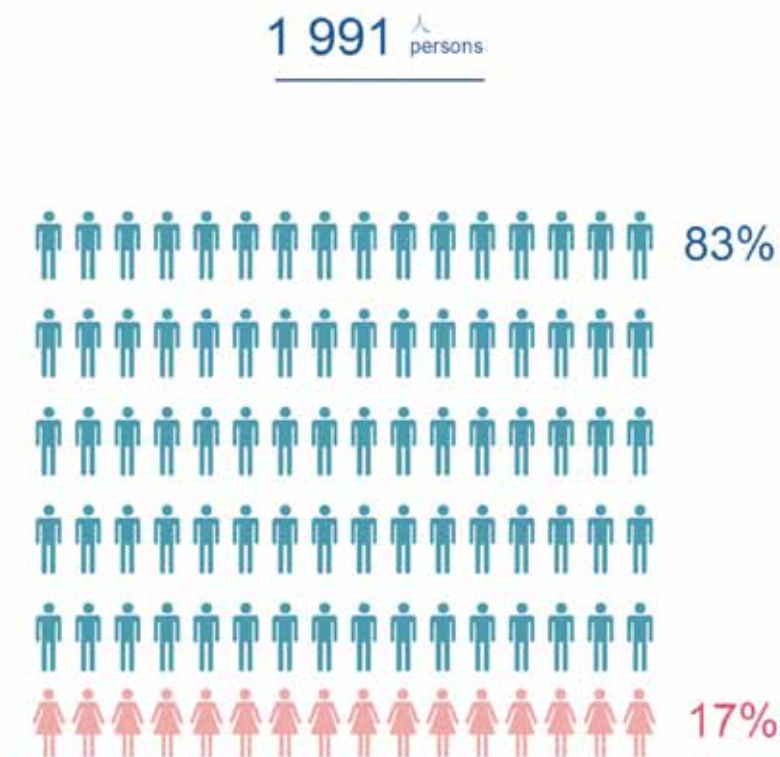
### 附录 Appendix 4

(2015年12月31日)  
(as at 31.12.2015)

#### 按本地 / 非本地人士划分的在囚人士数目 Number of Persons in Custody by Local / Non-local Person



#### 按性别划分释后监管的人士数目 Number of Persons under Supervision after Release by Gender





各惩教院所在囚人士数目 (2015 年 12 月 31 日)  
Statistics on Number of Persons in Custody by Institution as at 31.12.2015

附录 Appendix 5

院所 Institution		定罪人士 Convicted persons	还押人士 Persons on remand	总数 Total
<b>监狱 Prison</b>				
喜灵洲惩教所	Hei Ling Chau Correctional Institution	339	–	339
荔枝角收押所	Lai Chi Kok Reception Centre	367	1 100	1 467
励敬惩教所	Lai King Correctional Institution	55	25	80
罗湖惩教所	Lo Wu Correctional Institution	1 133	174	1 307
白沙湾惩教所	Pak Sha Wan Correctional Institution	287	–	287
壁屋惩教所	Pik Uk Correctional Institution	126	130	256
壁屋监狱	Pik Uk Prison	337	–	337
石壁监狱	Shek Pik Prison	423	–	423
赤柱监狱	Stanley Prison	1 255	–	1 255
大榄女惩教所	Tai Lam Centre for Women	85	92	177
大榄惩教所	Tai Lam Correctional Institution	432	–	432
大潭峡惩教所	Tai Tam Gap Correctional Institution	90	–	90
塘福惩教所	Tong Fuk Correctional Institution	662	–	662
东头惩教所	Tung Tau Correctional Institution	317	–	317
<b>戒毒所 Drug Addiction Treatment Centre</b>				
喜灵洲戒毒所	Hei Ling Chau Addiction Treatment Centre	377	–	377
励新惩教所	Lai Sun Correctional Institution	20	–	20
励顾惩教所	Nei Kwu Correctional Institution	134	–	134

各惩教院所在囚人士数目 (2015 年 12 月 31 日) (续)  
Statistics on Number of Persons in Custody by Institution as at 31.12.2015 (cont'd)

附录 Appendix 5

院所 Institution		定罪人士 Convicted persons	还押人士 Persons on remand	总数 Total
<b>教导所 Training Centre</b>				
歌连臣角惩教所	Cape Collinson Correctional Institution	120	–	120
<b>劳教中心 Detention Centre</b>				
沙咀惩教所	Sha Tsui Correctional Institution	51	–	51
<b>更生中心 Rehabilitation Centre</b>				
励志更生中心	Lai Chi Rehabilitation Centre	21	–	21
励行更生中心	Lai Hang Rehabilitation Centre	19	–	19
芝兰更生中心	Chi Lan Rehabilitation Centre	5	–	5
蕙兰更生中心	Wai Lan Rehabilitation Centre	2	–	2
<b>精神病治疗中心 Psychiatric Centre</b>				
小榄精神病治疗中心	Siu Lam Psychiatric Centre	199	61	260
<b>总数 Total</b>		<b>6 856</b>	<b>1 582</b>	<b>8 438</b>



按类别划分的惩教院所收纳人次  
Admission of Persons in Custody to Correctional Institutions by Category

附录 Appendix 6



按性别划分收纳入惩教院所的服刑人次  
Admission of Sentenced Persons to Correctional Institutions by Gender

2015



按性别划分收纳入惩教院所的还押人次  
Admission of Persons on Remand to Correctional Institutions by Gender

2015



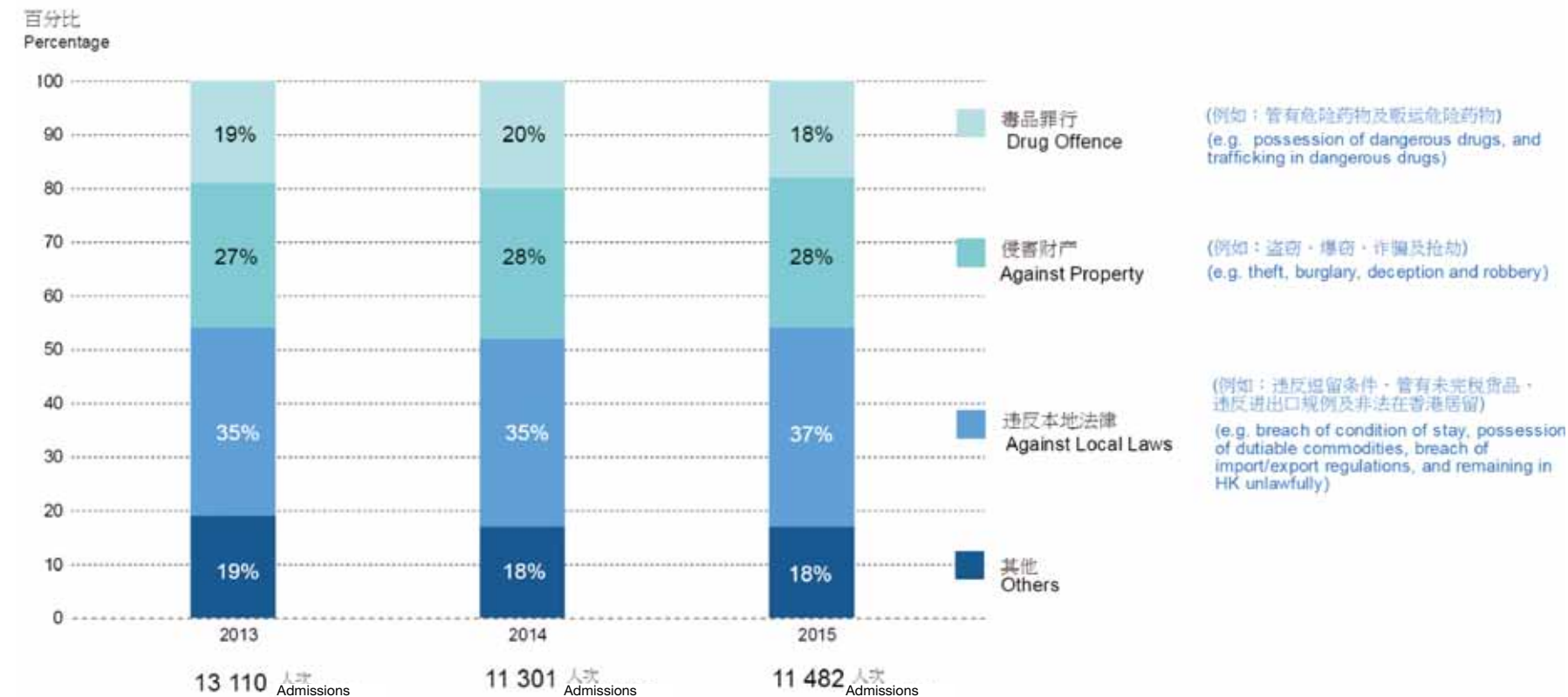
按性别划分收纳入惩教院所的召回人次  
Admission of Recalled Persons to Correctional Institutions by Gender

2015



按罪行类别划分被收纳于惩教院所的服刑人次  
Admission of Sentenced Persons to Correctional Institutions by Type of Offence

附录 Appendix 7

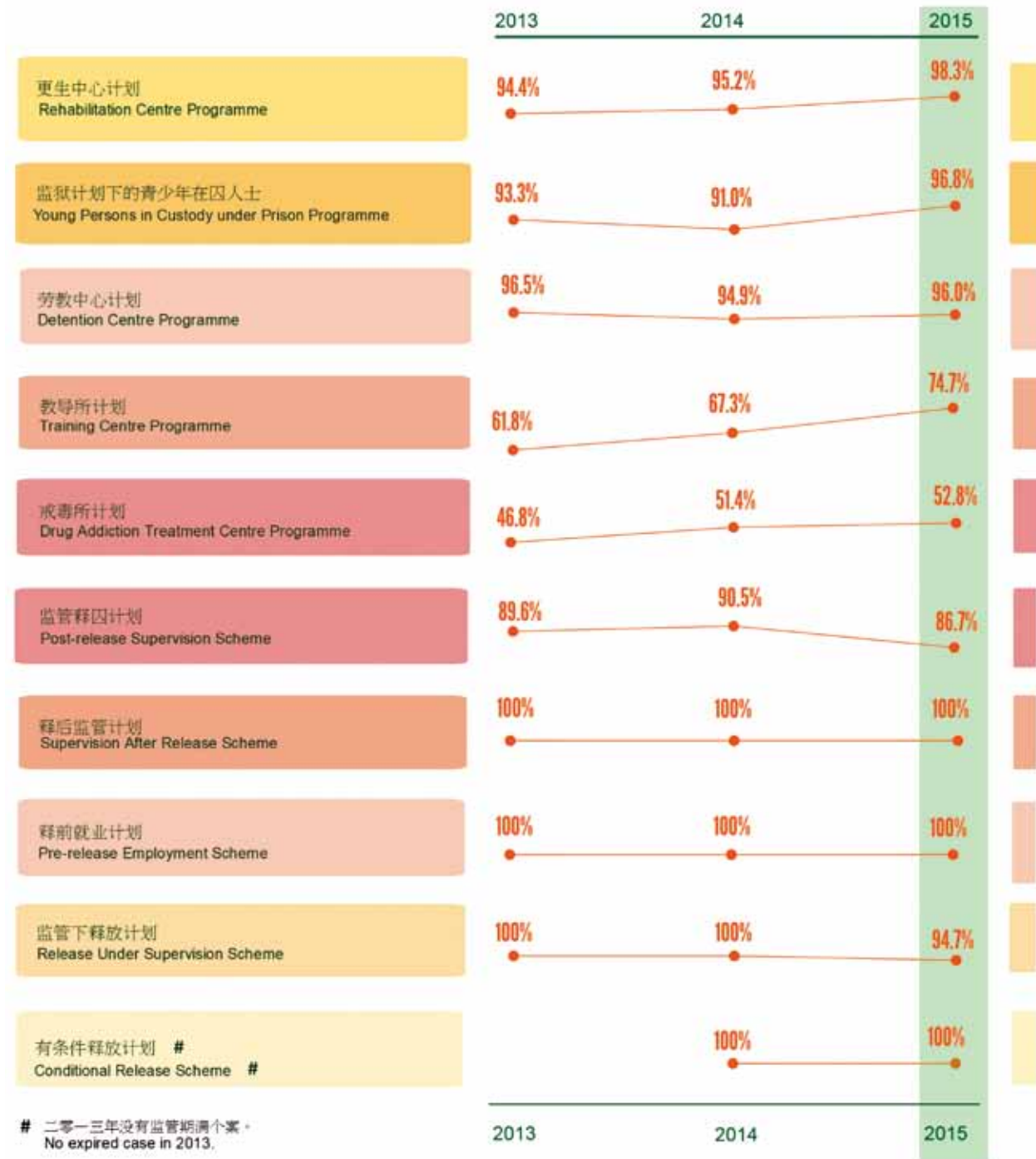


备注：由于四舍五入关系，图表内个别项目的数字加起来可能与总数略有出入。  
Note: There may be a slight discrepancy between the sum of individual items and the total as shown in the chart due to rounding.



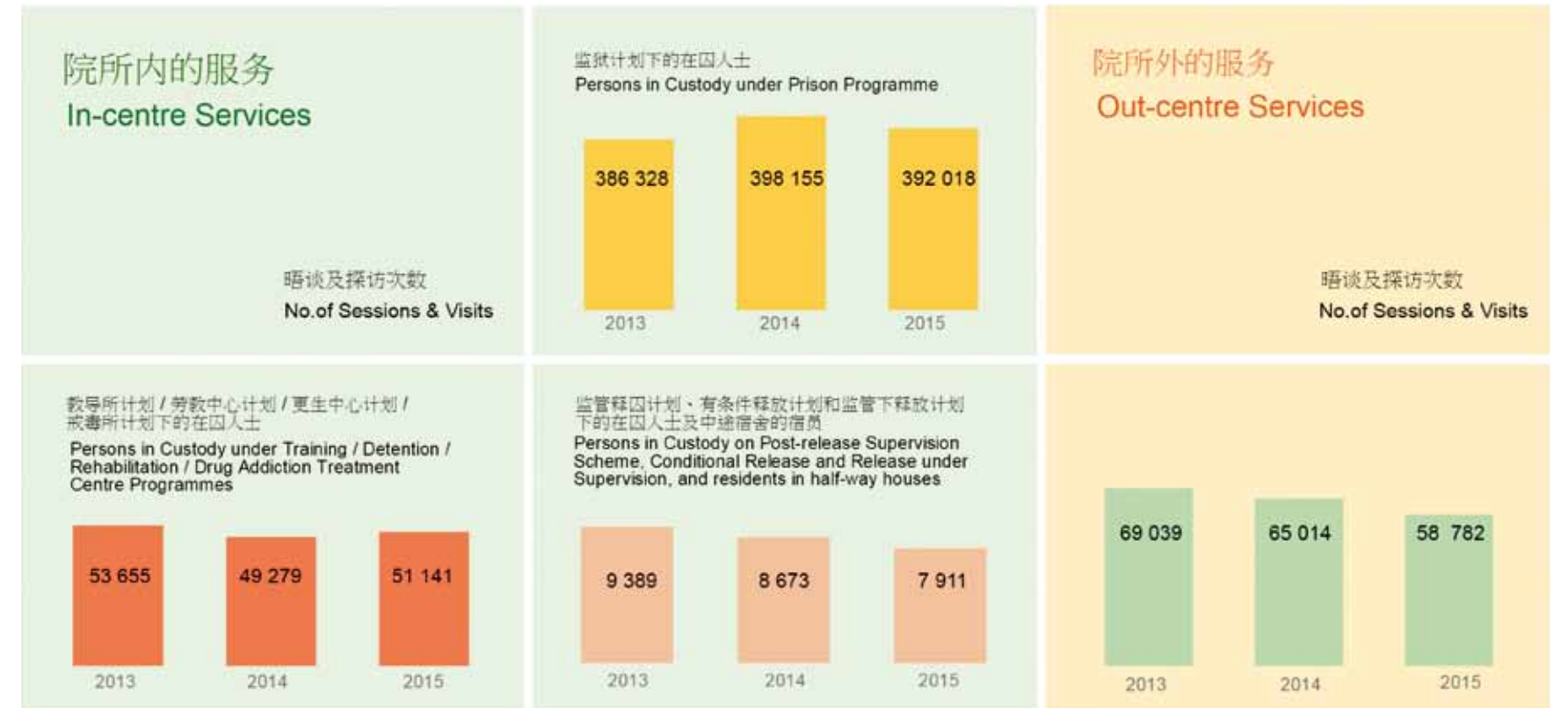
在监管期内重新融入社会计划的成功率  
Success Rates of Reintegration Programmes within the Supervision Period

附录 Appendix 8



心理辅导及福利服务晤谈及探访次数  
Number of Psychological Counselling and Welfare Services Sessions and Visits

附录 Appendix 9





## 二零一五年获嘉奖人员名单 Commendations to Staff in 2015

## 附录 Appendix 10

### 香港惩教事务卓越奖章 Hong Kong Correctional Services Medal for Distinguished Service (CSDSM)

邓秉明 Mr Tang Ping-ming

### 香港惩教事务荣誉奖章 Hong Kong Correctional Services Medal for Meritorious Service (CSMSM)

郑炳佳 Mr Cheng Ping-kai, Eric  
王雨荷 Miss Wong Yu-ho  
吴汉澄 Mr Gaw Hann-thein, Steve  
区上力 Mr Au Sheung-lak, Alak  
杨绍华 Mr Yeung Siu-wa

### 公务员事务局局长嘉奖 Secretary for the Civil Service's Commendation

锺耀波 Mr Chung Yiu-por  
黄玉金 Ms Wong Yuk-kam  
袁菁华 Mr Yuen Ching-wah  
周泽深 Mr Chow Chak-sum

### 署长嘉奖 Commissioner's Commendation

曹振华 Mr Cho Chun-wah  
陈文伟 Mr Chan Man-wai

### 助理署长嘉奖 Assistant Commissioner's Commendation

陈国良 Mr Chan Kwok-leung  
刘明海 Mr Lau Ming-hoi  
曾俊杰 Mr Tsang Chun-kit  
李汉忠 Mr Lee Hon-chung  
林雅恩 Ms Lam Nga-yan  
莫明远 Mr Mok Ming-yuen  
朱志诚 Mr Chu Chi-shing  
罗年添 Mr Law Lin-tim  
吕皓明 Mr Lui Ho-ming  
周淑芬 Ms Chow Suk-fun, Fion  
罗伟梁 Mr Law Wai-leung  
曾伟贤 Mr Tsang Wai-yin  
彭仁伟 Mr Pang Yan-wai  
吴树勋 Mr Ng Shu-fan  
张志强 Mr Cheung Chi-keung  
冯梓冲 Mr Fung Tsz-chung  
陈浩明 Mr Chan Ho-ming  
张黛华 Ms Cheung Tor-wa  
何泽伟 Mr Ho Chak-wai  
卢嘉驹 Mr Lo Ka-kui  
许文炜 Mr Hui Man-wai  
包志浩 Mr Pau Chi-ho

### 政务秘书嘉奖 Civil Secretary's Commendation

范彩霞 Ms Fan Choi-ha

## 二零一三至二零一五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 Number of Cases Received by Complaints Investigation Unit (CIU) from Persons in Custody and the Public in 2013 to 2015

## 附录 Appendix 11

		年份 Year			
		2013	2014	2015	
<b>A</b>	由投诉调查组展开调查的个案 - 使用非必要武力 - 行为不当 - 疏忽职守 - 滥用权力 - 纪律行动不公正 - 不满院所的政策或程序	Cases entailing CIU investigation - Use of unnecessary force - Misconduct of staff - Negligence of duty - Abuse of authority - Injustice in disciplinary action - Institutional policy / procedure	<b>122</b> 19 61 13 11 17 1	<b>94</b> 12 38 12 19 12 1	<b>106</b> <b>15</b> <b>68</b> <b>8</b> <b>9</b> <b>5</b> <b>1</b>
<b>B</b>	由投诉调查组监察院所处理的个案 <sup>①</sup>	Cases handled by institutions under CIU monitoring <sup>①</sup>	<b>65</b>	<b>39</b>	<b>61</b>
<b>C</b>	由投诉调查组处理的重复投诉个案 <sup>②</sup>	Repeated complaints handled by CIU <sup>②</sup>	<b>311</b>	<b>158</b>	<b>72</b>
<b>D</b>	由投诉调查组处理的求助 / 查询个案 <sup>③</sup>	Cases of requests / enquiries handled by CIU <sup>③</sup>	<b>168</b>	<b>147</b>	<b>103</b>
总数 <b>Total (A+B+C+D)</b> :			<b>666</b>	<b>438</b>	<b>342</b>
<b>E</b>	由惩教署投诉委员会批签通过 投诉调查组的调查结果 - 证明属实 - 证实另有别情 - 无法完全证实 - 虚假 - 虚假及恶意 - 并无过错 - 未能证实 - 无法证实 - 终止调查 - 无从追查 - 撤回	Findings of CIU investigation endorsed by Correctional Services Department Complaints Committee (CSDCC) - Substantiated - Substantiated other than reported - Not fully substantiated - False - False and malicious - Faultless - Not Proven - Unsubstantiated - Curtailed - Not Pursuable - Withdrawn	<b>122</b> 0 0 1 18 0 11 0 53 25 14 0	<b>87</b> 2 0 0 13 0 6 0 48 14 0	<b>114</b> <b>1</b> <b>0</b> <b>0</b> <b>16</b> <b>0</b> <b>8</b> <b>0</b> <b>62</b> <b>12</b> <b>14</b> <b>1</b>
<b>F</b>	经惩教署投诉委员会覆核的个案	Cases re-examined by CSDCC	<b>15</b>	<b>13</b>	<b>2</b>
<b>G</b>	向惩教署署长提出上诉的个案	Cases of appeal to Commissioner of Correctional Services	<b>1</b>	<b>5</b>	<b>0</b>
<b>H</b>	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	<b>32</b>	<b>15</b> <sup>④</sup>	<b>25</b>

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，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 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.

④ 修订数字。  
Revised figure.





同一样的使命 非一般的任务  
Shared Mission Unrivalled Challenges





## 同一样的使命 非一般的任务

*Shared Mission Unrivalled Challenges*

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23rd, 24th & 27th floors, Wanchai Tower, 12  
Harbour Road, Wan Chai, Hong Kong

惩教署互联网网址：  
Correctional Services Department Website:  
[http:// www.csd.gov.hk](http://www.csd.gov.hk)

电邮：  
e-mail:  
[email@csd.gov.hk](mailto:email@csd.gov.hk)