



香港懲教署
HONG KONG
CORRECTIONAL SERVICES

2012

年報 ANNUAL REVIEW



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「同心同德 專業專注」
“Together we serve with dedication and professionalism”



抱負 *VISION*

成為國際推崇的懲教機構，使香港為全球最安全的都會之一
Internationally acclaimed Correctional Service
helping Hong Kong to be one of the safest cities
in the world



任務 MISSION

我們以保障公眾安全、減少罪案為己任，致力以穩妥、安全和人道的方式，配合健康和合適的環境羈管交由本署監管的人士，並與社會大眾及其他機構攜手合作，為在囚人士提供更生服務。

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



價值觀 VALUES

秉持誠信 INTEGRITY

持守高度誠信及正直的標準，秉承懲教精神，勇於承擔責任，以服務社會為榮。
We are accountable for our actions by upholding high ethical and moral standards, and have the honour of serving our society.

專業精神 PROFESSIONALISM

全力以赴，善用資源，提供成效卓越的懲教服務，以維護社會安全和推展更生工作。
We strive for excellence in correctional practice and resource optimisation, and take pride in our role as society's guardian and rehabilitation facilitator.

以人為本 HUMANITY

重視每個人的尊嚴，以公正持平及體諒的態度處事待人。
We respect the dignity of all people with emphasis on fairness and empathy.

嚴守紀律 DISCIPLINE

恪守法治，重視秩序，崇尚和諧。
We respect the rule of law with emphasis on orderliness in the pursuit of harmony.

堅毅不屈 PERSEVERANCE

以堅毅無畏的精神面對挑戰，時刻緊守崗位，履行服務社會的承諾。
We are committed to serving our society, keeping constant vigilance and facing challenges with courage.

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署長序言

Commissioner's Foreword

二零一二年，懲教院所的平均每日在囚人口為9 247人，較二零一一年下降4%。在整體在囚人口中，81%為男性，19%為女性。以在囚人口背景分類，來自本地及內地的在囚人口數目大致平穩，其他國籍的在囚人口則在年內出現明顯升幅，尤其是女性的增幅更高達21%。

鑑於整體在囚人口在過去數年持續下跌，而本署又採取調配在囚人士的措施，包括把荔枝角收押所與毗鄰的舊荔枝角懲教所合併，使收容額由1 084個增至1 484個，因而令本署多年來所面對的收押所擠迫情況得以大大改善，目前只剩下大欖女懲教所仍然經常面對超收的情況。然而，預期隨着該院所的局部重建工程於二零一六年完成，一直困擾我們的院所擠迫問題可望得以完全解決。

雖然懲教院所的擠迫問題獲得紓緩，但很多現有院所當初並非專為懲教用途而興建，設施使用多年後亦出現老化問題。本署現有的29個懲教設施中，有六個是由非懲教用途的建築物改建而成，有10個到二零一三年已經啟用達40年或以上，再過五年數目更增至15個。懲教署現正積極進行重建或改善工程，確保過時的設施能夠符合現今懲教工作的需要。

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

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

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



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

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

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



以人為本
Humanity



周年記者會 2012

Annual press conference 2012

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

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

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

害行為，絕大部分由本署人員及時制止和拯救。

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

中113宗涉及體內藏毒，比前一年增加30%。

為了加強懲教院所的保安，防止毒品經體內藏毒流入，本署在二零一二年年底，於荔枝角收押所安裝首部低幅射X光身體掃描器。該儀器主要用作檢查新收納的男性在囚人士，取代以人手檢查在囚人士直腸的工作。由於試用成效良好，本署定於二零一三年一月於荔枝角收押所正式全面使用，並計劃在其他收押所添置這項設備。

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

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

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

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

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

為了加強受監管者尿液樣本的測試安排，本署於荔枝角收押所旁興建一個「尿液樣本收集中心」，以取代以往由監管人員前往受監管者的住所或工作地點附近收取尿液樣本的安排，收集中心計劃於二零一三年上半年啟用。收集中心設有影音攝錄設備以監察和記錄整個收集過程，確保工作按照既定程序進行。

雖然法例容許成年在囚人士在懲教院所吸煙，但為了改善職員的工作環境，同時關顧在囚人士的健康，本署在二零一二年於東頭懲教所試行設立「無煙監區」，積極鼓勵成年在囚人士戒煙和入住。經院所職員多月來的努力，最終成功引導院所內所有在囚人士自願不買煙、不吸煙，以及下定決心戒煙。在試行期間，該院所共有738名在囚人士參與戒煙。本署定於二零一三年起，正式將東頭懲教所劃定為成年在囚人士「無煙懲教院所」，只收押決定不吸煙的成年男性在囚人士，是香港有史以來的首間「無煙懲教設施」。懲教署會於其他懲教院所繼續增設「無煙監區」，推廣無煙文化。

為協助在囚人士於獲釋後順利融入社會，重新做人，本署積極為他們提供市場導向的職業訓練。這些課程基本上足以應付合資格成年在囚人士的職業訓練需求。另外，因應建造業有大量職位空缺，本署與建造業議會合作，計劃在二零一三年分別於塘福懲教所及大欖懲教所首次開辦木模枋工藝課程及鋼筋屈紮工藝課程。

過去四年，本署一直透過「更生先鋒計劃」的教育講座、面晤在囚人士計劃、青少年座談會、參觀懲教院所及香港懲教博物館等活動，鼓勵及教導青少年奉公守法，遠離毒品及支持更生。二零一二年，共有21 000多名青少年參與。我們在二零一三年會繼續加強該計劃，包括安排教師及校長等教育界人士參觀懲教院所，藉此增加他們對香港司法制度及懲教工作的認識，以便他們於適當的課堂向學生灌輸相關的正確知識。

本署一向十分重視誠信管理，除制定長遠的政策目標外，亦有策略地擴大誠信管理工作的範圍，並加強對新入職及現職懲教人員的誠信培訓，以及推行「誠信大使計劃」和舉辦多元化的誠信推廣活動。此外，我們亦積極鼓勵職員建立健康均衡的生活，並從不同層面提升懲教人員的品德及操守，持續深化部門的誠信和廉潔文化。

對懲教署來說，二零一二年是忙碌的一年，充滿挑戰。全賴各同事上下一心，緊守崗位，我們才能在多方面取得長足發展。展望未來，我們定會一如既往，全力以赴，迎難而上，為香港的安穩貢獻所長。

懲教署署長單日堅

在汶萊舉行的第32屆亞洲及太平洋懲教首長會議上發言
Addressing the 32nd Asian and Pacific Conference of Correctional Administrators 2012 at Brunei Darussalam



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

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

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

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

SIN Yat-kin, CSDSM
Commissioner of Correctional Services

首長級人員

Directorate Officers

- 1 單日堅
懲教署署長
SIN Yat-kin, Commissioner of Correctional Services
- 2 邱子昭
副署長
YAU Chi-chiu, Deputy Commissioner
- 3 曹振華
政務秘書
CHO Chun-wah, Herman, Civil Secretary
- 4 林國良
助理署長（行動）
LAM Kwok-leung, Assistant Commissioner (Operations)
- 5 鄧秉明
助理署長（更生事務）
TANG Ping-ming, Assistant Commissioner (Rehabilitation)
- 6 胡英明
助理署長（人力資源）
WOO Ying-ming, Assistant Commissioner (Human Resource)
- 7 簡志強
助理署長（服務質素）
KAN Chi-keung, Assistant Commissioner (Quality Assurance)





1 部門運作及院所管理

Operations and Institutional Management

—— 零一二年，行動處繼續力求精益求精，在羈押管理工作方面取得多項理想成果。

—— 在這年內，全體懲教人員繼續同心協力，緊守崗位，確保公眾安全，並提供優質服務以維持懲教設施的保安、秩序和紀律，盡可能把在囚人士逃獄及違反紀律的機會減至最低，並且防範毒品流入懲教設施。我們亦為在囚人士提供足夠的羈管照顧、基本生活所需，以及健康和合適的生活環境。

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

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







懲教署在懲教設施推廣無煙文化。

The department fosters smoke-free culture in correctional facilities.

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

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

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

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

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

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

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

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

男性在囚人士

在二零一二年，被判監禁的成年男性有7 919人，還押羈留的則有6 336人。

長刑期的成年在囚人士，包括被判終身監禁者，均囚禁在赤柱監獄及石壁監獄。

21歲以下被判監禁的年輕男性有253人，另有1 270人還押於壁屋懲教所。

隨着荔枝角收押所擴建部份於二零一二年上半年投入服務後，收押所的收容額增加了400個，懲教名額總數達到1484個，改善了還押組在囚人士的生活環境。

女性在囚人士

在二零一二年，被判監禁的成年女性有3 560人，還押羈留的則有1 750人。

大欖女懲教所收納成年女性，設有還押組及收納高度設防類別在囚人士的小組。

21歲以下被判監禁的年輕女性共有90人，另有188人還押於勵敬懲教所。

為紓緩成年女性收押所長期面對的超額收納問題，我們在大欖女懲教所原地局部重建的工程已經展開，並將於二零一六年前竣工，收容額將由263個增至371個。

Male Persons in Custody

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

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

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

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

Female Persons in Custody

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

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

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

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

懲教人員致力維持懲教設施的保安、良好秩序及在囚人士紀律。

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





在囚人士獲安排參與康體活動。

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

在囚人士的一般待遇

經由分類及編級委員會評估後，在囚人士須接受全面的身體檢驗，並參加短期啟導班，以接受有關規則、規例、權利、特惠及福利援助的指導。

在囚人士如有需要，可向部門的投訴調查組、巡獄太平紳士或經由其他外間渠道作出投訴。這些程序已用中英文告示清楚列出，張貼在懲教設施的顯眼地方。

成年在囚人士須按法例要求，每星期六天從事有意義的工作，以建立良好的工作習慣，學習職業及就業技能。青少年在囚人士則須參加一個半日上課和半日接受職業訓練的計劃。為了照顧在囚人士的福祉，各懲教設施會為他們安排不同的更生活動，包括不同行業的職業訓練、康樂活動和體育活動等。

General Treatment in Prisons

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

Those who feel aggrieved may lodge complaint to the Department's Complaints Investigation Unit, or to visiting Justices of the Peace and other external complaint handling channels. The information is publicised clearly in bilingual notices displayed in prominent places in all correctional facilities.

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

教導所

根據《教導所條例》，青少年在囚人士須接受為期六個月至三年的教導。有關教導是根據個別在囚人士的情況設定並跟進，確保取得最大成效。教導所會按個別在囚人士的進度決定他們的獲釋時間。

青少年在囚人士會接受由具備相關經驗的合資格教師講授的教育及職業訓練課程，以學習不同技能和知識，提升就業能力。

合資格的體育導師會定期舉辦康樂活動，如球類比賽及田徑運動。教導所亦會安排課外活動如童軍活動及社區服務，以及其他活動如興趣班、樂器班、藝術、弈棋和閱讀。

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

Training Centres

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

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

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

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

羅湖懲教所收納成年女性在囚人士。

Lo Wu Correctional Institution accommodates adult female persons in custody.



勞教中心

沙咀懲教所收納年輕男性受訓生，安排他們接受要求嚴格的訓練計劃，其中強調嚴守紀律、勤奮工作，以及體能訓練和步操，從而向受訓生灌輸尊重法律的精神。在二零一二年，沙咀懲教所共收納81名21歲以下的青少年受訓生，以及15名21歲至25歲以下的青年受訓生，羈留期分別為一至六個月及三至12個月。院所會經常評估和跟進訓練進度。

更生中心

更生中心為需要接受短期留宿更生計劃的青少年在囚人士提供培訓。計劃由兩個階段組成，為期三個月至九個月不等。在前段羈留期，所有青少年在囚人士須接受教育和職業訓練，以增進學識和提升就業能力。在後段居住期，所有青少年在囚人士須在更生中心內住宿，由職員根據他們在上學或工作及參與核准活動後的表現，持續評估他們的需要和進度。結合懲教設施的訓練和中途宿舍的功能，更生中心為青少年在囚人士提供理想環境開展新生，重新融入社會。在二零一二年，入住更生中心的男性青少年在囚人士有125人，女性青少年在囚人士有24人。

Detention Centre

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

Rehabilitation Centres

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

沙咀懲教所收納年輕男性受訓生，為他們提供要求嚴格的訓練計劃。

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



戒毒所

喜靈洲戒毒所及勵新懲教所分別收納成年男性戒毒者及青少年男性戒毒者，而女性戒毒者則收納於勵顧懲教所。

戒毒治療為期兩個月至12個月不等，結合工作與治療，協助吸毒者戒除對毒品的倚賴，糾正犯罪行為，重拾自信及恢復身心健康。

為加強在囚人士戒毒的決心，我們安排有系統的治療計劃，包括工作治療及個人與小組輔導課程，讓在囚人士深切明白染上毒癮所帶來的問題，並作好準備重返社會，奉公守法，遠離毒品。

在二零一二年，戒毒所共收納1 024名成年在囚人士及207名青少年在囚人士，當中男性佔969名，女性則佔262名。

Drug Addiction Treatment Centres

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

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

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

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

歌連臣角懲教所步操樂隊由演奏格蘭風笛、管樂和敲擊樂的年輕在囚人士組成。

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





於二零一二年年初引進的電子藥物管理系统，有助簡化藥物處方、派發及盤點程序，從而提升院所醫院的整體服務質素。

The electronic "Drug Management System" introduced in early 2012 streamlines the procedures of prescription, issuance and stocktaking of medicine for overall enhancement of hospital service quality.

醫療

在衛生署協助下，所有懲教設施均設有醫院，由合資格人員當值，提供全日24小時的基本醫療。

小欖精神病治療中心的在囚人士由醫院管理局的出診精神科醫生負責照料。

此外，醫院管理局或衛生署的出診專科醫療人員如牙醫、外科醫生及矯形科專科醫生等，定期為在囚人士提供診症治療。懷孕女性在囚人士會獲提供產前檢查及產後護理，並會在公立醫院分娩。

在囚人士如需在公立醫院接受治療，一般會獲安排入住瑪麗醫院或伊利沙伯醫院的羈留病房。

為確護理的質素，我們經常與相關專業團體合作，為部門的醫護人員提供培訓。舉例來說，我們安排具有醫護資格的職員參加醫院管理局舉辦的模擬訓練，目的是協助職員掌握最新的臨床工作程序和資訊，以及提升他們的專業知識和應變能力，以應付出現併發症和緊急的情況。

Medical and Health Treatment

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

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

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

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

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

我們在二零一二年年初引進電子藥物管理系統，簡化藥物處方、派發及盤點程序，以提升院所醫院的整體服務質素。

在防止傳染病散播的工作方面，我們按照衛生防護中心的建議，實行「三級醫療應變系統」，以控制傳染病在懲教設施散播。同時，我們又加強健康教育活動和疾病防禦措施，以提高在囚人士保持地方清潔和個人衛生的意識。

本署亦為成年在囚人士提供戒煙輔導和舉辦戒煙班。我們在赤柱監獄及羅湖懲教所試行新戒煙計劃，並提供尼古丁替代治療，協助在囚人士戒煙及紓緩戒煙的不適症狀。

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

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

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

懲教緊急應變隊隊員進行游繩下降訓練。
Members of Correctional Emergency Response Team undergo abseiling training.

押解及支援組

押解及支援組主要負責押解在囚人士出庭應訊、前往就醫、進行列隊認人程序或院所之間的內部轉解，並在發生緊急事故時負責向懲教設施提供策略支援。

該組亦負責管理終審法院、高等法院和區域法院的羈留室、觀塘轉解中心，以及瑪麗醫院和伊利沙伯醫院的羈留病房。

懲教署警衛犬隊

懲教署警衛犬隊訓練犬隻執行巡邏和緝毒工作。警衛犬隊分別在港島、新界、喜靈洲、大嶼山和羅湖設有五支分隊，共有65隻警衛犬。

除了支援懲教設施的監察工作外，警衛犬隊亦會與其他地方的懲教機關和相關機構進行定期交流，以提高訓練和照顧警衛犬的工作水平。

Escort and Support Group

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

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

Correctional Services Dog Unit

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

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

警衛犬隊訓練犬隻執行各種職務。

Canines are trained to carry out diversified duties.





2 更生事務

Rehabilitation

更生事務處於一九九八年成立。經過15年的推展工作，更生事務處現已在更生服務領域建立了穩固基礎。更生事務處的專業精神，源於懲教署早於一九八二年倡議的懲教並重原則。部門在年內仍然以「給更生人士一個機會」作為宣傳主題，持續推行多元而適切的更生計劃，以及通過全面的監管服務協助罪犯改過自新和重新融入社會。

我們與不同的僱主和商業組織合作，包括法定機構，致力為更生人士提供就業機會。二零一二年六月，本署與香港大學合辦就業研討會，直接呼籲僱主為更生人士提供公平就業機會。

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

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

更生事務組人員於晚間探訪受監管者，了解他們的需要及幫助他們重新融入社會。

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



署方推出新的釋前就業輔導服務，為將於三個月內獲釋的在囚人士進行有系統的就業配對。

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

二零一二年八月，本署推出新的釋前就業輔導服務，為將於三個月內獲釋的在囚人士進行有系統的就業配對，協助他們在獲釋前找到工作，以便在離開院所後可以盡快從事有實質報酬的工作。根據新安排，本署定期透過啓導課程/重新融入社會計劃向在囚人士提供職位空缺資訊。此外，他們亦可從懲教設施內的電子顯示板和所張貼的招聘廣告得知有關資訊。本署亦會安排有興趣的僱主為申請者進行求職面試。

關於罪犯風險與更生需要評估及管理的綜合程序，我們於三月向立法會匯報有關的初步檢討結果。初步檢討結果顯示，曾接受更生計劃配對的更生人士的重犯情況較少。本署會繼續循序漸進地推展計劃，並會根據實際經驗，優化有關程序。

更生事務處繼續強化針對為性罪犯、暴力罪犯、年輕罪犯、吸毒者及女性罪犯提供的心理治療計劃及服務。本署首間專為女性罪犯而設的女性個人成長及情緒治療中心「健心館」試行一年，成效理想，於三月踏進第二個年頭。

專為成年及年輕性罪犯而設的心理評估工具綜合組套的研發工作進展順利，有助準確了解他們的重犯風險和治療需要。我們並繼續與著名學者合作發展評估方法和技巧，以評估成年暴力罪犯的重犯風險。

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

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

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

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

由懲教署主辦的「更生先鋒計劃」青少年座談會，以互動形式探討青少年吸毒問題及分享更生信息。

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



「創藝展更生」計劃旨在通過創作藝術和話劇，協助在囚人士學習正確的待人處事之道。

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

二零一一年的調查結果顯示，公眾對更生工作有廣泛認識及予以支持，更生事務處因此會繼續舉辦助更生宣傳活動，讓公眾更加了解和接納更生人士。

我們繼續與一間非政府機構合作在赤柱監獄舉辦「創藝展更生」計劃，通過創作藝術和話劇，協助在囚人士學習關於溝通、領導才能、解決問題、處理衝突及尊重自己和他人方面的技巧。

年輕在囚人士在首屆香港中學文憑考試中取得理想成績。我們會致力加強對年輕在囚人士的學習支援，讓他們在接受教育的同時，亦可取得認可資歷。

判前評估服務

判前評估服務為法庭提供準確的罪犯背景報告，盡量提高評估的重要性，令更生服務得以有效進行。年內，判前評估組的19名職員合共處理3 632宗個案。

青少年罪犯評估專案小組由懲教署及社會福利署專業人員組成，協助法庭處理年輕罪犯個案。專案小組進行會見及評估，建議合適的更生計劃。年內，小組共處理179宗法庭轉介的個案，而小組的建議有86.6%獲得接納。

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

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

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

Pre-sentence Assessment Services

Pre-sentence Assessment Services provide the court with accurate profiles of offenders, maximising the value of assessments and facilitating effective rehabilitation. In 2012, an assessment staff of 19 handled a total of 3 632 cases.

The Young Offender Assessment Panel, composed of correctional and social welfare professionals, assists the court in handling cases involving young offenders. The Panel conducts interviews and assessments, making suitable recommendations for appropriate rehabilitation programme. In 2012, the Panel handled 179 referrals, of which 86.6% were accepted.

福利及輔導服務

在囚人士可能會在服刑的初期出現適應問題，因此，當他們進入懲教院所後，更生事務處會隨即為他們提供福利和輔導服務。這些服務的主要目的是配合在囚人士的福利需要，協助他們應付適應上的問題，並處理他們的犯罪行為，為日後重新融入社會作好準備。年內，更生事務處進行了158 498次個別輔導和舉辦了1 367次重新融入社會釋前啓導課程。

心理服務

心理服務旨在糾正在囚人士的犯罪傾向行為，促進他們的心理健康。本署利用臨床方法，進行系統性的罪犯行為評估，並予以跟進。我們亦繼續發展各項針對犯罪行為的持續計劃。

年內，心理服務組合共為在囚人士進行了32 239次輔導，擬備共640個評估報告。

教育

教育組為年輕在囚人士提供度身訂造的普通及實用科目課程。本署持續提升設施，改善學習資訊科技及語言課程。成年在囚人士方面，我們與香港公開大學及其他教育機構合作，推廣高等教育及自我增值學習，並安排懲教更生義工團成員為他們舉辦學習班。我們亦向在囚人士提供資助。年內，在囚人士在各公開考試共報考650卷，整體及格率為72.3%。

Welfare and Counselling Services

The Division renders welfare and counselling services to offenders right from their admission to correctional institutions when they may be facing the most difficult time during custody. The main objectives of the services are to cater for offenders' welfare needs, help them deal with their adjustment problems, address their offending behaviour and prepare them for reintegration into society. In 2012, we conducted 158 498 individual counselling sessions and 1 367 pre-release reintegration orientation courses.

Psychological Services

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

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

Education

The Education Unit caters for young persons in custody with custom programmes, focusing on general and practical studies. Facilities are continuously upgraded for organising better information technology and language courses. For adult persons in custody, we cooperate with the Open University of Hong Kong and other institutions to promote higher learning and self-improvement, and have arranged members of CSD Rehabilitation Volunteer Group to run educational classes for them. Financial aid is also available to inmates. In 2012, a total of 650 public examination papers were attempted and the overall passing rate was 72.3 %.

臨床心理學家為在囚人士提供輔導服務。

Clinical psychologist provides counselling services to person in custody.



監管服務

監管服務為年青所員、戒毒者和某些在囚人士提供適時的監管及輔導，協助他們重新融入社會。監管人員在罪犯羈留期間，協助他們及其親友建立互相尊重及支持的關係。更生程序管理系統現已全面自動化，讓監管人員使用全面及準確的方法，為更生人士訂立目標和密切監察其進度。截至年底，接受法定監管的合共有2 278人。

中途宿舍

中途宿舍計劃是勞教中心、教導所、戒毒所或監獄提供的更生服務的延展。獲釋後的受監管者可入住中途宿舍，日間可出外工作或上學，從而更容易重返社會，以及增強紀律和公民意識。宿舍亦提供康樂和社交活動。

Supervision Services

Supervision Services safeguard young inmates, drug addicts and certain inmates in transition back into society. Supervision staff works with inmates and their social networks to garner respect and support. The Rehabilitation Programme Management System is now completely automated to support supervision staff with a comprehensive and accurate means of structuring supervised rehabilitation and monitoring for compliance. At the end of 2012, 2 278 persons were under active statutory supervision.

Half-way House Programme

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

更生事務處人員為在囚人士提供福利及輔導服務，協助他應付適應上的問題。

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

判前評估組職員正面見還押在囚人士，為法庭提供準確的罪犯背景報告。

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



非政府機構

非政府機構與本署緊密合作，推行助更生工作。年內，來自80多個非政府機構超過2 000多名義工參與各種服務，範圍由提供輔導至籌辦文化、宗教及康樂活動等。我們在十月與香港城市大學合辦名為「如何加強在囚人士接受更生服務的反應和動機」的論壇，加強與非政府機構合作。此外，我們更設立網上互動平台，以便使用者進行討論和訂立措施。

促進社區參與

我們積極爭取社會支持，促進社區參與助更生工作。在眾多伙伴中，成員包括來自不同界別領袖與專業人士的社區參與助更生委員會，就助更生策略，特別是宣傳計劃，向本署提供意見。

懲教更生義工團舉辦多項活動以補充服務，切合在囚人士的需要。義工團約有200名義工，於年內為懲教院所的在囚人士舉辦語文、電腦研習班及其他文化興趣活動。

助更生宣傳活動自一九九九年展開，為在囚人士與社會建立一道橋樑。二零一二年，我們通過各種活動，包括就業研討會、非政府機構論壇及懲教更生義工團義工頒獎禮等，讓更多市民明白同心協力幫助罪犯更生的需要，以及市民在這方面所擔當的重要角色。

更生先鋒計劃

「更生先鋒計劃」包括一系列為青少年而設的教育講座、探訪和座談會。講座提供香港刑事司法體系和懲教署羈管及更生服務的基本資料。「面晤在囚人士計劃」安排青少年學生參觀懲教院所，並與在囚人士面對面交流，讓他們了解犯罪的後果，以補充其他減罪方法的成效。「綠島計劃」向青少年宣傳禁毒信息及環境保護的重要性。參加者與喜靈洲戒毒所的青少年所員會面，了解吸毒的禍害。參觀香港懲教博物館和羅湖懲教所社區教育中心的活動，可以加深參觀者對懲教服務發展的了解，尤其是大眾的支持對罪犯更生的重要性。青少年座談會是另一項防止罪行計劃，通過安排機會讓更生人士現身說法，向學生詳述犯罪的後果。本署於二零一二年夏季推出新活動，為曾參加更生先鋒計劃的青少年舉辦為期三天的「更生先鋒計劃延展訓練營」，以深化更生先鋒計劃的成效。在七月和八月期間舉辦的三個訓練營成效理想，我們會在日後舉辦更多同類活動。

Non-Government Organisations (NGOs)

NGOs work closely with the Department to help with rehabilitation. In 2012, more than 2 000 volunteers from over 80 NGOs served from counselling to the organisation of cultural, religious and recreational projects. We held a forum entitled "Responsivity and Motivation Enhancement in Offenders Rehabilitation" in October 2012 in conjunction with the City University of Hong Kong to boost cooperation with NGOs. An online platform was available to provide users with interactive aids for discussion and setting up initiatives.

Community Engagement

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

CSD Rehabilitation Volunteer Group (CSDRVG) organises activities to supplement services in meeting the needs of inmates. With around 200 volunteers, the Group conducted language courses, computer studies, cultural pursuits, etc., for offenders in various correctional institutions in 2012.

Publicity activities have been ongoing since 1999, constituting a bridge between offenders and society. Through activities such as Employment Symposium, NGO Forum and Award Presentation Ceremony for Volunteers of CSDRVG held in 2012, the need for collaborative efforts to help offenders rehabilitate and the important role members of the community play to that end gained greater exposure.

Rehabilitation Pioneer Project

The Rehabilitation Pioneer Project covers a series of educational talks, visits and forums for youth. The talks provide basic information on Hong Kong's criminal justice system and CSD's custodial and rehabilitative services. The Personal Encounter with Prisoners Scheme complements other crime fighting tools, as young students visit correctional institutions and meet with inmates to share experiences and cautionary lessons. The Green Haven Scheme promotes anti-drug messages and the importance of environmental protection among young people. Participants meet with young inmates at treatment centres on Hei Ling Chau, gaining insight into the detrimental effects of drug abuse. Visits to Hong Kong Correctional Services Museum and Lo Wu Correctional Institution Community Education Centre foster participants' understanding of the development of correctional services, particularly the importance of public support for offender rehabilitation. The Student Forum is another crime prevention programme under which rehabilitated offenders are arranged to address students and elaborate on the consequences of crime. A new initiative in the form of a 3-day extended training camp for young people who had participated in the project before was introduced in summer 2012 to intensify the effectiveness of the project. The effectiveness of three such camps held in July and August was encouraging and CSD would organise more such camps in the future.

非政府機構名人代表參與本署推行的助更生工作，教導在囚人士烹調齋菜。

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



3 工業及職業訓練

Industries and Vocational Training

工業及職業訓練組在二零一二年繼續安排在囚人士從事生產工作，並為他們提供公開認可的多元化及市場導向職業訓練，以協助他們在獲釋後重新融入社會。

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





懲教工業的發展

本署透過為在囚人士提供新的生產技術、通用技能及品質概念訓練，讓他們從事工業生產工作，以具成本效益的方式向公營機構提供產品及服務。年內，在囚人士提供的產品和服務的市值約為港幣3.81億元。

我們與醫院管理局簽訂服務水平協議，為他們的被服和制服提供供應、洗熨及物流方面的一站式服務。此外，在二零一二年至二零一七年期間，我們將根據協議為醫院管理局供應26 000件木製辦公室家具。二零一二年四月，部門獲得創新科技署撥款港幣137萬元，與香港紡織及成衣研發中心和香港理工大學紡織及製衣學系合作展開一項為期12個月的計劃，研發使用經改良的功能性布料製造職員制服。我們並與本港其他紀律部隊分享研發成果。

為支持環保，我們在印刷及製造紙製產品時，增加使用再造物料含量較多或以純再造物料製造的紙張。同時，我們亦不時檢討採購各種工業物料的環保規格，確保符合相關指引及規例。

在囚人士獲安排在院所工場內工作，當中涵蓋13個行業。

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

Industries Development

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

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

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



安排在囚人士工作

二零一二年，每日平均有4 790名在囚人士獲安排在約130個工場內工作，當中涵蓋13個行業，而其他在囚人士則從事日常雜務，例如清潔、廚房及維修等工作。

職業訓練發展

為向在囚人士提供市場導向課程，職業訓練組定期與專業的培訓機構及認證機構檢討訓練課程，包括英國城市專業學會、僱員再培訓局、建造業議會和職業訓練局。年內，該組亦推出新課程，包括在羅湖懲教所開辦零售及產品推廣課程和數碼錄像剪輯課程。

二零一二年，成年及青少年在囚人士合共報考了3 220項職業資歷考試和工藝測試，及格率平均達95.9%。

Employment of Persons in Custody

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

Vocational Training Development

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

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

在囚人士參加羅湖懲教所的數碼錄像剪輯課程。

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



設施的提升

年內，我們繼續提升訓練設施，包括在壁屋懲教所的圖像設計訓練室添置圖像打印機及更新勵敬懲教所的電腦設備和軟件。此外，本署亦在東頭懲教所設置新的製衣工場，並開設60個工作崗位。大欖懲教所的部份工場亦已展開翻新工程，以便舊有的金屬製品工場於二零一三年搬遷。

Facility Upgrading

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

懲教署在工場生產中採用先進科技，提升業務競爭力和在囚人士的就業技能。

The department applies advanced technologies in workshop production to enhance the competitive edge of the industry and vocational skills of inmates.



資訊科技

資訊科技是提升管理效率的關鍵。年內，除了包括兩項合約管理子系統和書籍分發及追蹤子系統等資訊系統啟用外，本署亦申請撥款重新發展成本會計系統，以提升效率及客戶服務水平。

此外，我們在工場生產中亦採用先進科技，例如數碼印刷、紫外光固化噴墨印刷、電腦化圖像設計、雕刻及刺繡等技術，並在各控制及監察系統廣泛採用軟件應用程式，包括制服追蹤系統及被服付運系統。這些措施提升了業務的競爭力和在囚人士的就業技能。

Information Technology

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

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





懲教署為多個政府部門人員舉辦研討活動分享推行職安健措施的經驗。

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

職員訓練和發展

一直以來，工業及職業訓練組十分重視職員訓練和發展。年內，有527名職員參加105項由職業安全健康局、公務員培訓處和其他培訓機構舉辦的訓練及發展課程。我們並安排職員參觀配備現代化生產設施的工業經營，以及參觀海外同業，讓他們掌握新知識。

職業安全及健康

本署的職業安全及健康督導委員會致力對部門處所的使用者履行照顧責任，以及提供安全健康的工作環境。在七月，本署派出八隊由院所人員組成的隊伍參加由職業安全健康局舉辦的職安健常識問答比賽。在二月，本署應公務員事務局邀請，為來自超過20個政府部門的60名同事主辦兩個職安健研討會，分享我們的職安健措施。

Staff Training and Development

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

Occupational Safety and Health (OSH)

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



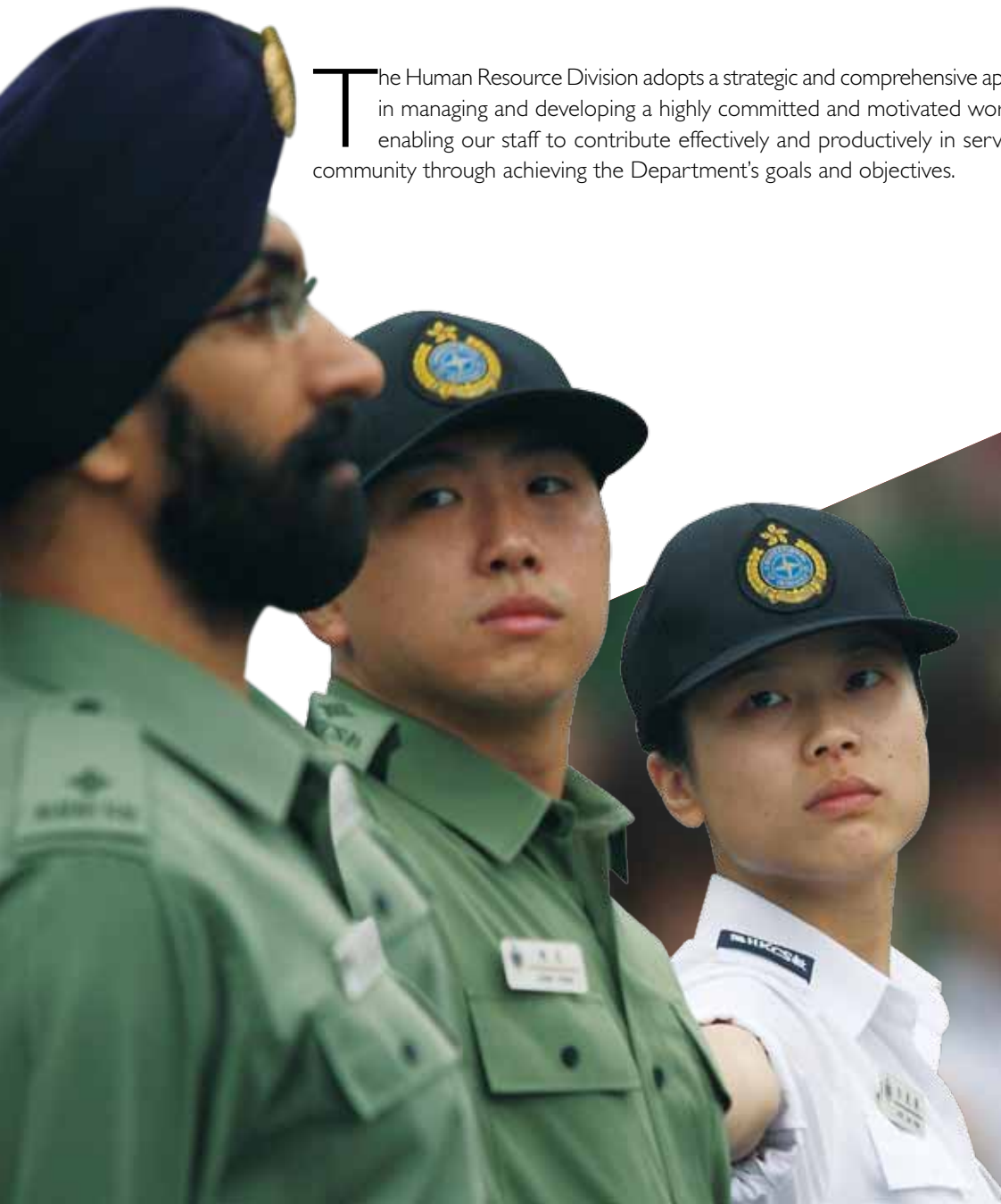
導師在勵新懲教所教授在囚人士電氣裝置。
*A tutor teaches inmates on electrical installation
at Lai Sun Correctional Institution.*

4 人力資源管理

Human Resource Management

人 力資源處以全面和具策略性的方法，管理和發展部門的高度投入和積極主動的工作團隊，讓職員通過達成部門的目標和宗旨，為社會提供具成效和高效率的服務。

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





人手招聘、培訓及發展

年內，本署進行懲教主任及二級懲教助理的招聘工作，分別收到6 592及9 732份申請。在完成相關程序和手續後，本署聘用了68名懲教主任和319名二級懲教助理。年內，亦有33名工藝教導員受聘，獲調派到工業及職業訓練組工作，負責為在囚人士提供市場導向訓練。

人力資源處轄下的職員訓練院，是部門培訓和發展人才的最重要組別。前線方面，所有新入職人員必須在職員訓練院接受為期半年的留宿訓練，學習與懲教專業有關的基本課程和參加考試。此外，職員訓練院又為在職人員舉辦配合個人職業發展、崗位及工作需要的課程。職員訓練院不但為部門提供教學設施、資源、人手和課程，並會在有需要而合適的情況下，為其他機構和政府部門提供培訓。

除了職員訓練院的硬件外，本署自二零一一年起發展了「知識管理系統」，讓職員透過便捷的電子平台獲取專業知識。職員可透過部門個人帳戶登入部門內聯網，從相關資料夾及欄目搜尋所需資料。使用者的登入率亦一直穩定上升。

Staff Recruitment, Training and Development

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

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

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



為協助新入職人員適應懲教工作環境，同時建立支援網絡和培養團隊精神，本署自二零一一年五月起在各院所全面推行院所為本學長計劃。截至年底，共有154名職員成為學長，為373名新入職人員提供指導。

職員訓練院為不同級別的職員舉辦發展課程，以達到部門發揮專業精神的目標。本署自二零零五年起為初級和中級管理人員推出的管理才能發展及培訓計劃已重整為初級指揮課程、中級指揮課程和中級指揮課程（深造）。新設計的課程旨在讓不同級別的職員學習與所屬職級相關的知識和技能，以配合職業發展需要，並讓他們為晉升高一職級積極作好準備。此外，本署亦安排高級人員修讀高級指揮課程。

本署共舉辦21班為期兩天的團隊培訓工作坊，共有308名院所誠信大使、新晉升的一級懲教助理職級人員及部門儀仗隊成員等參加，藉此協助參與的同事加深彼此的認識和了解，建立團隊關係，以及發揮個人潛能和增強自信。至於其他與工作和崗位相關的發展訓練計劃，職員訓練院在年內為6 646名職員提供合共305項發展訓練課程。為提高課程的成效，並在課程加入專業知識元素，我們把部份課程外判給本地大學和管理顧問開辦。此外，公務員培訓處繼續為本署職員提供培訓資源。

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

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

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

生力軍接受多元化的入職訓練，為成為專業的懲教人員作好準備。
New recruits receive a variety of training to prepare themselves for correctional profession.



本署深明與富經驗的培訓機構合作以提供專業培訓課程至為重要，當中香港大學專業進修學院是我們其中一個合作伙伴。該學院繼續為本署職員開辦應用社會科學（懲教學）高級文憑課程。第四屆課程在二零一二年七月開辦，有45名職員獲資助修讀。二零一二年十一月，有八名職員修畢由該學院和英國密德塞克斯大學於二零一一年五月首辦的工作為本學習（懲教學）（榮譽）文學士銜接學位課程，並取得學位。

自二零一零年起，本署亦委託香港大學專業進修學院開辦有關本港少數族裔語言培訓課程。年內，我們為新入職人員和部份職員開辦10個有關旁遮普語、尼泊爾語、越南語和烏爾都語的課程，以加深他們對本港少數族裔的了解，從而更有效執行職務。此外，我們亦會安排印尼語課程，讓職員掌握另一少數族裔的語言和了解他們的文化。

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

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

職員訓練院為不同級別的職員舉辦課程，讓他們提升工作知識及技能以配合職業發展需要。
Courses are organised by the Staff Training Institute for staff members at different levels to enhance their work knowledge and skills matching their career development needs.



為確保職員與時並進，了解法律的最新發展，本署在年內舉辦第三屆為期五天的調解服務培訓課程，揀選了20名職員參加。該項課程旨在培訓一組專責人員，協助部門推行調解服務。此外，本署在九月及十月為高級人員開辦三個關於職員紀律聆訊的法律代表及撰寫判詞培訓課程，課程為期一天，目的是讓高級人員掌握有關進行職員紀律聆訊的知識。

本署又拓展服務，安排八項跨部門的培訓課程，給予591名來自入境事務處及澳門監獄的人員參加。課程內容包括危機處理及搜查、監獄看守技巧、戰術訓練，以及為入境事務處青山灣入境事務中心人員而設的季度戰術訓練複修課程。本署繼續與教育局合辦多元智能躍進計劃，協助參加的中學生提升自律、自信、合群精神及抗逆能力。我們亦透過每年由國際成就計劃香港部資助的「工作影子日」，為中學生提供同類訓練。此項計劃自2008年起推行，目的在於幫助參與者了解部門的工作實況，為他們將來有志發展懲教事業作好準備。

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

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



香港懲教博物館是香港最多訪客參觀的博物館之一，館內展示香港懲教體制的歷史發展，以及本署在刑事司法體系所擔當的重要角色。博物館是本署與公眾之間的橋樑。博物館為學生及非政府機構團體提供導賞服務，充分講解更生工作和社會接納更生人士的重要性。年內，有544個團體合共48 283名訪客前來參觀懲教博物館。自二零零二年開館以來，博物管已接待逾588 090名訪客。

職員關係及福利

我們設有諮詢機制，以便與員工代表保持互惠的溝通，協助員工了解部門政策及所關注的問題。高級職員協商委員會和初級職員協商委員會每季均召開職員協商會議，討論員工所關注的事宜。年內管方定期與員工代表舉行諮詢會議，就職員宿舍、規定工作時數、工作相關津貼、在颱風期間為須返回院所執行候召職務的人員提供交通安排等特別事宜，收集員工的意見。

職員關係及福利組負責統籌一切與職員福利有關的事務，並為有需要的職員及其家屬提供即時協助。懲教署福利基金為有需要的在職人員、退休人員及其家屬提供貸款和補助金。該組亦負責管理懲教署中央基金，為本署人員提供團體保險服務，同事可自由參加。

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

Staff Relations and Welfare

A mutually beneficial dialogue with staff representatives is maintained through consultative mechanisms which serve to enhance understanding on policies and issues of concern. The Senior Departmental Consultative Committee and Junior Departmental Consultative Committee hold quarterly staff consultation meetings to discuss issues of staff concern. Regular consultations were also conducted with staff representatives throughout 2012 to solicit staff views on special matters such as officers' accommodation, conditioned working hours, job-related allowances, provision of transportation for staff returning to institutions to perform on-call duties during typhoon.

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

來自不同院所的懲教人員參加周年陸運會。

Officers from various institutions joined the Annual Sports Meet.



懲教署人員子女教育信託基金為懲教助理及部門同等職系人員的子女提供資助，使他們能繼續升學，接受高等教育。此外，接受全日制教育或訓練的殘疾兒童亦可獲得信託基金資助。年內，信託基金向160名受助者提供合共800,767元的資助。

懲教署體育會協助部門安排體育及康樂活動，是推動員工建立健康均衡生活模式和培養團隊精神的重要一環。年內，我們舉辦了多項活動，包括陸運會、水運會、十公里長跑大賽、家庭同樂在喜靈及七項院所際體育比賽。在四月，體育會的84名運動員參加第六屆粵港澳懲教人員運動會；在七項運動項目中，體育會勇奪四項冠軍，成為團體總冠軍。

本署積極參與慈善及籌款活動，包括公益金的商業及僱員募捐計劃和百萬行等。自二零零八年起，本署連續多年榮獲公益金頒予僱員樂助計劃政府部門最高籌款獎第一名和最高參與率獎，以及僱員募捐計劃傑出獎項和商業及僱員募捐計劃銀獎。在二零一一至一二年度，本署首次榮獲商業及僱員募捐計劃金獎，並獲得百萬行傑出步行隊伍獎，以及獲頒公益嘉許獎，以表揚部門熱心參與和支持公益金的籌款活動。

本署職員通過參加愛羣義工團，在公餘時間擔任義工，善用專業技能，關懷和幫助有需要的人士，藉此建立共融和關愛的社會。年內，義工團有2 400名團員合共參與超過20 000小時義務工作，其中包括探訪長者，以及為節日慶祝活動或慈善活動，例如樂施毅行者2012，提供後勤支援服務。

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

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

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

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





懲教人員及其家屬積極參與公益工作，邁向健康均衡生活。
Officers and their family members participating actively in charity work to achieve a healthy and balanced lifestyle.

本署的臨床心理學家（職員服務）分別在設於赤柱和荔枝角的服務中心，為職員及其家人提供專業服務，包括心理治療、心理教育材料、鬆弛身心設施。此外，又編製相關單張協助職員適應工作，以及加強他們對健康均衡生活的意識，保持心理健康。以往我們的工作重點是為新入職人員、在職人員和即將退休的人員製作關於心理適應的短片，年內，我們把重點擴大至包括工作與家庭關係。我們持續更新職員心理服務及健康均衡生活的網頁，加入最新的心理資訊、專題探討、互動遊戲，以供同事瀏覽。此外，我們又為新入職人員和在職人員提供壓力管理的訓練和推廣健康均衡生活的信息。

為促進職員及其家人有效溝通和提高他們處理危機的能力，本署臨床心理學家在年內於不同地區舉辦了三個輔導座談會，約有250人參加。三個座談會均深受職員及其家人歡迎，參與者在輕鬆的環境下以互動形式進行小組學習和分享。

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

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

本署一直持續和全面關懷員工、其家人以至整個社會的福祉，因此獲得香港社會服務聯會頒發商界關懷計劃「5年Plus同心展關懷」標誌。

人事管理及誠信管理

本署一向重視善用人力資源。經過與公務員事務局商討並實施為期一年的試行計劃後，該局批准由九月一日起把部門紀律人員的規定工作時數由每星期的49小時縮減至48小時。

部門操守委員會自二零零七年成立以來，一直全力推動職員保持高度誠信，並在部門推廣重視道德操守的文化。委員會在二零一一年公布新的「全方位操守管理TEAM—SPIRIT模式」後，在年內舉辦不同的培訓、比賽、活動，以及製備關於誠信管理的手冊/參考指引，以加強部門的誠信管理工作。繼在

With the continual, sustainable and total commitment in caring for the well-being of the staff and their families as well as the community, the Department has been awarded the 5 Years Plus Caring Organisation Logo under the Caring Company Scheme organised by the Hong Kong Council of Social Service.

Staff Administration and Integrity Management

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

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

懲教人員透過團隊訓練強化凝聚力及堅毅不屈的專業精神。

Cohesiveness and perseverance of Officers are strengthened through team building activities



二零一一年六月委任73名誠信大使後，我們在二零一二年九月再委任多47名誠信大使，以加大力度在院所層面推廣誠信管理和進一步加強部門人員的專業操守。

本署除繼續為誠信大使安排反貪污及誠信管理工作坊外，並持續為新入職的懲教主任和懲教助理舉辦防貪講座，從而深化部門的誠信和持廉守正的文化。此外，本署在年內舉辦多項活動，包括短片創作比賽和義工服務計劃比賽等，以進一步提升部門人員的良好公民意識及正面價值觀。

為加強與內地和海外司法管轄區懲教機構的專業交流，本署在二零一一年十一月通過訪問內地五年計劃，並在二零一二年開始推行，以落實訂定的目標，與內地各個直轄市、省、自治區和特別行政區建立聯絡平台。

此外，本署一直與其他持份者緊密合作，共同推行國務院在二零一零年四月通過的《粵港合作框架協議》。本署根據協議規定，與廣東省懲教當局建立了常設機制，方便香港和廣東省的懲教人員共用和查詢關於被羈押的兩地人士的資料，以及進行互訪和專業交流。

國際方面，本署繼續通過出席重要國際會議，保持對外專業交流。年內，本署參加多個國際會議，包括亞洲及太平洋懲教首長會議、國際假釋機構協會訓練會議、國際懲教及獄政專業協會會議、澳洲懲教工業協會會議，以及前往英國司法部國家罪犯管理服務署訪問，讓部門人員有機會了解不同地方的情況，以強化部門的接任計劃，並借鑑同業的優良措施，以期提供更專業服務，精益求精。

監獄系統在一九二零年十二月自警隊轉為由專責的監獄監督獨立掌管，我們在二零一一年慶祝部門成立90周年，並在十一月以「懲與教」為題出版90周年紀念特刊。特刊是記載香港在一九二一年至二零一一年間懲教體制發展的重要文獻，資料珍貴，極具見證懲教署專業工作發展的參考價值，尤其是助更生和建立共融社會方面的工作成果。有關特刊其後更在美國紐約第22屆國際Astrid Awards評選中，榮獲「特別項目——紀念/歷史刊物」組別優異獎，彰顯刊物質素達致國際級水平。

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

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

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

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

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

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



部門定時為懲教人員安排誠信管理工作坊及研討會，全力推動署內的道德文化。

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

5 服務質素

Quality Assurance

在二零一二年，服務質素處一如既往，適時進行檢討和推行優化措施，以維持及提升服務水平。

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





在二〇一二年年底於荔枝角收押所試用首部X光身體掃描器。
The first X-ray Body Scanner was put into trial use in Lai Chi Kok Reception Centre at the end of 2012.

審核及保安組

審核課致力提供有系統和優質的審核服務，確保各懲教設施恪守部門的政策、規則及規例，以及既定方法和標準，並善用資源，提高工作效率。

年內，審核課於不同懲教設施進行了五次全面視察、18次專題視察、20次跟進視察、八次保安視察及19次突擊視察。

為提升服務水平，以及因應社會和懲教環境的轉變，審核課推出多項提升服務措施以切合公眾期望並完成了關於「運輸服務」及「瞭望塔」的兩項專題研究。前者檢討部門的運輸服務並建議相關改善措施，例如簡化保安車輛的調配安排及加強職員處理緊急事故的訓練，而後者則詳細研究瞭望塔的設計，並建議優化有關裝置及設備，從而提升院所的保安和職業安全措施。

為確保在囚人士在一個無毒品的環境中羈押，保安課在年內全力打擊偷運違禁品進入懲教院所。署方檢獲毒品158宗，大部份均在流入院所的門檻前已被截獲。保安課亦引入手提式視頻伸縮安檢儀和便攜式安檢內窺攝錄儀，以提升保安搜查的成效及效率。

Inspectorate and Security Unit

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

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

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

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

職員在使用搜查鏡進行保安檢查。

An officer is using a Searching Mirror to carry out a security check.





投訴調查組人員在個案現場查察。

Officers of Complaints Investigation Unit conduct on-site investigation.

杜絕懲教設施內的賭博和其他非法活動是保安課的重要工作之一。署方根據可靠情報和頻密搜查行動，致力減少賭博和非法活動。年內，保安課於各院所進行了260次聯合搜查行動、3079次特別搜查行動及65次夜間突擊搜查行動，成效顯著。此外，保安課聯同警方與荔枝角收押所管方，成功瓦解在荔枝角收押所進行的有組織非法探訪活動。

在培訓方面，審核及保安組與專家學者為服務質素處人員舉辦多項與工作相關的訓練課程，包括「司法覆核、侵權行為及刑事證據」、「ISO品質管理體系」及「刑事調查與法證」。

投訴調查組

投訴調查組由懲教署署長委任，負責處理及調查職權範圍內的所有投訴。調查結果由懲教署投訴委員會審核。該組並進行服務對象滿意程度調查，以了解有關人士對服務的滿意程度，尤其是調查組人員的態度、專業水平和效率各方面的表現。二零一二年的調查結果顯示，服務滿意評級超過96%。

為持續改善職員的服務質素，投訴調查組按季把投訴統計資料、懲教署投訴委員會通過的改善服務建

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

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

Complaints Investigation Unit

Appointed by the Commissioner of Correctional Services, the Complaints Investigation Unit (CIU) handles and investigates all complaints within its purview, the results of which are examined by the Correctional Services Department Complaints Committee (CSDCC). Customer Satisfaction Surveys are conducted in order to gauge satisfaction with CIU services in terms of mannerism, professionalism and efficiency. In 2012, the satisfaction rating was over 96 %.

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

議，以及個案分享等實用資料，上載於部門內聯網的「知識管理系統」及「優質管理錦囊」，供職員參考。自二零一一年起，投訴調查組引入調解服務，提供另一途徑解決須予報告但屬輕微及不複雜的投訴。至今已有60名職員接受訓練成為調解協調員，就投訴個案提供調解服務。

投訴調查組在二零一二年收到496宗由在囚人士和市民提出的個案。當中，由該組展開全面調查的個案有137宗、轉介院所處理並由該組監察的個案有98宗、重複投訴的個案有128宗、列為求助／查詢的個案有133宗。此外，懲教署投訴委員會合共審議及通過137宗由上述人士提出的個案，並作出9項改善服務的建議。

管理事務組

年內，管理事務組不時修訂在懲教署職權範圍內的相關法例、部門工作守則和運作手冊，以確保符合運作需要及因社會環境轉變而產生的訴求。

該組亦進行研究探討先進科技的應用，藉以提升運作效率和加強保安。

在二零一二年，該組繼續致力探討無線射頻識別技術的應用，以提高懲教院所的運作效率及加強保安。研究集中於把無線射頻識別技術應用於防止武器及設備在未獲授權下被帶離懲教院所，試驗計劃已於白沙灣懲教所進行。此外亦會探討將無線射頻識別技術應用於懲教院所內的鎖匙管理。

職員在進行尿液樣本測試程序，阻止毒品流入懲教院所。

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

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

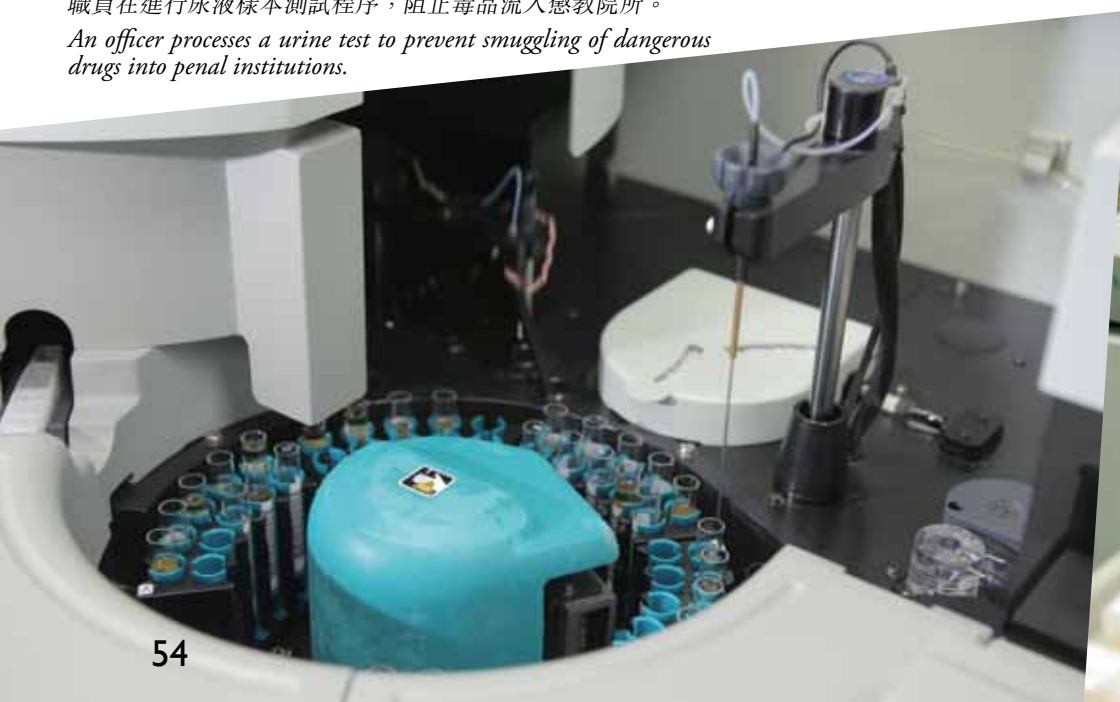
In 2012, the CIU received 496 cases from persons in custody and the public. Among them, 137 cases entailed full investigation by CIU, 98 cases entailed handling by institutions under CIU monitoring while 128 were repeated complaints and 133 were requests / enquiries. Besides, CSDCC examined and endorsed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

Management Services Unit

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

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

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

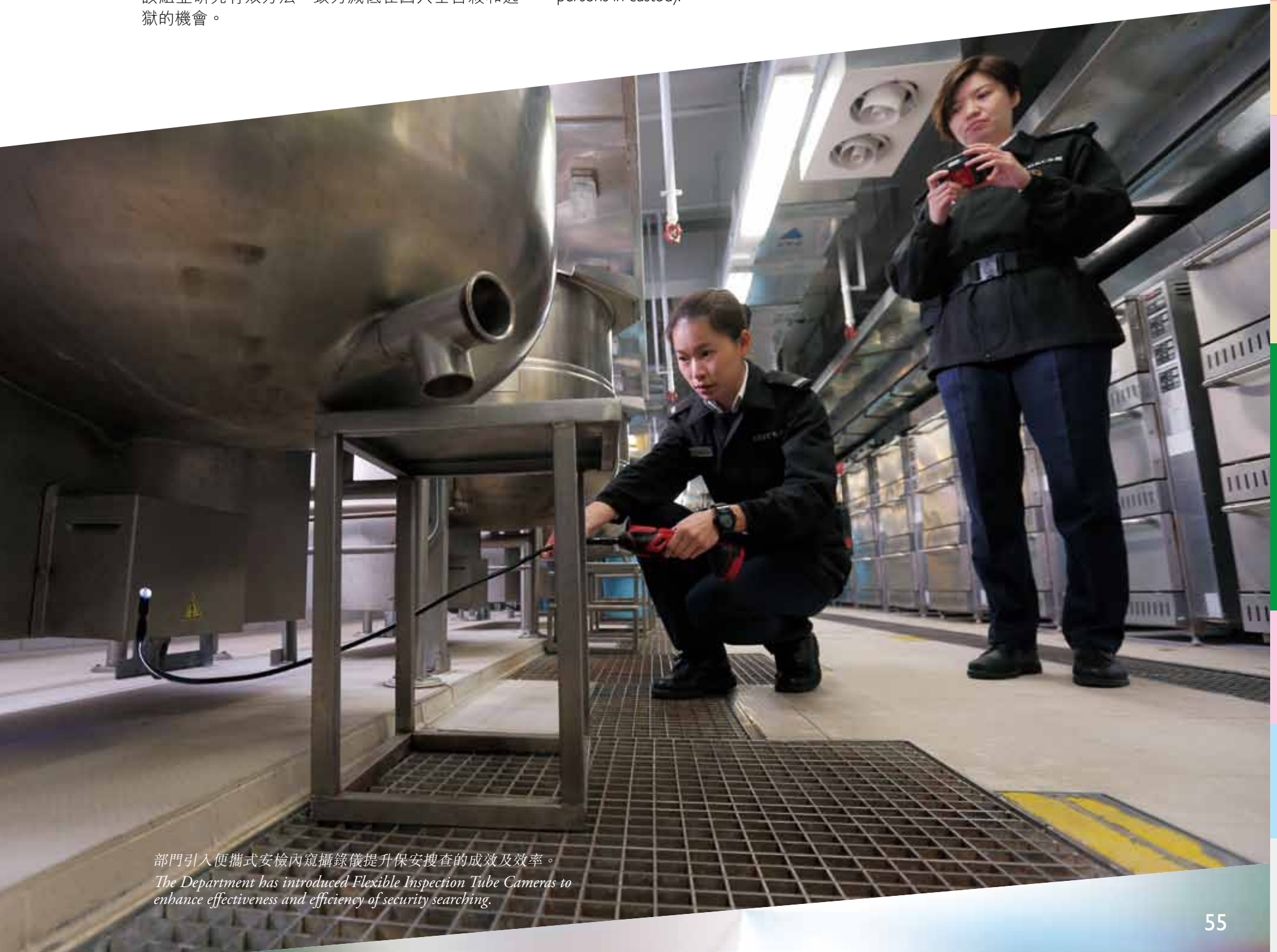


該組已完成關於使用X光身體掃描器檢查在囚人士直腸是否藏有違禁品，尤其是毒品，的研究。首部X光身體掃描器於二零一二年十二月在荔枝角收押所開始試用，用作檢查新收納的男性在囚人士。其他院所亦計劃安裝同類設備。

該組並研究有效方法，致力減低在囚人士自殺和逃獄的機會。

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

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



部門引入便攜式安檢內窺攝錄儀提升保安搜查的成效及效率。
The Department has introduced Flexible Inspection Tube Cameras to enhance effectiveness and efficiency of security searching.

6 行政及策劃

Administration and Planning

行政及策劃處由一名首長級丙級政務官掌管，包括以下各組別：

行政組

部門行政分組負責為本署總部和懲教院所提供行政及後勤支援，包括資源、環保、檔案和樓宇管理，以及負責部門約500名一般職系人員的職系管理事宜。

人事分組負責處理約6 800名職員的人事事宜，包括薪酬和津貼、假期和旅費、房屋福利、僱員補償及終止聘用。該分組亦負責在電腦系統內存備人事檔案及薪酬記錄。

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

Administration Section

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

Personnel Unit handles all personnel matters for about 6 800 staff, including salary and allowances, leave and passages, housing benefits, employee compensation and termination of service. The Unit is also responsible for maintaining personnel and payroll records in computerised systems.







職員仔細審核物料供應及儲存。

Staff members are carefully checking store supply and stock.

聘任分組處理所有招聘和晉升選拔工作。年內，有關工作為數約25項。本署通過公開招聘，全年約聘用了400名公務員。

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

編制分組負責一切編制事宜，包括開設及刪除職位，為運作需要臨時調配職位，並為部門編制委員會提供秘書服務。

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.

內部核數分組負責視察各院所的財政及物料供應事宜，確保有關人員遵從政府所定的規例及程序。

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

翻譯分組負責為部門提供中英文翻譯服務，以及為院所所員安排及統籌有關越南語文和其他非法定語文及方言的翻譯及傳譯服務。

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

中央物料供應分組監管所有與採購、供應、物料及設備有關的行政和財務事宜。二零一一至一二年度的全年採購總開支如下：

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

院所物品和設備 — 4, 124萬元；

Institutional goods and equipment: \$41.24 million

在囚人士衣服 — 1, 367萬元；

Inmates' clothing: \$13.67 million

職員制服 — 1, 863萬元。

Staff uniform: \$18.63 million

會計組

包括部門會計組、管理會計組和工業會計組，共同負責涵蓋懲教工業的所有財政及會計工作。

本署在二零一二年的總開支為31.08億元(不包括建設工程費用)，較二零一一年增加6.4%。開支增加主要由於個人薪酬上升所致。從各項來源所得的全年總收入為5,600萬元，其中4,800萬元來自職員宿舍租金。

懲教署工業組暫記帳內的訂購和收款總額分別為1.41億元和1.46億元。

整合科技組

整合科技組包括電子行動組和電子行政組，負責為部門提供資訊科技方面的支援，協助日常運作順暢。在保安局資訊科技管理組的支援下，整合科技組負責策劃、統籌和推行各項資訊科技活動及電子政府措施，以提高部門的運作效率。

電子行動組專責處理網絡系統的發展，以及與行動有關的資訊科技計劃和服刑資料管理系統的管理工作。電子行政組則專注行政方面的電腦系統和計劃項目的管理工作，以及部門互聯網網站和內聯網的系統維護。

部門的整合科技組為部門研討日常資訊科技方面的支援。

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

Accounts Section

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

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

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

Integrated Technology Section

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

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



年內，本署完成發展藥物管理系統的計劃項目，該系統是透過精簡藥物處方、派發及盤點的程序，藉以優化部門的整體藥物管理。

除了日常的資訊科技應用外，整合科技組持續研究整合不同科技的可行性，以優化懲教措施和善用資源，並協助提升部門的更生服務。

工程及策劃組

工程及策劃組負責與建築署及機電工程署共同計劃興建新懲教院所及翻新陳舊的懲教設施。年內完成的主要工程項目包括合併荔枝角收押所和前荔枝角懲教所的工程、改善小欖紀律部隊宿舍的污水處理設施、重整東頭懲教所的工場設施，以及更換大欖懲教所的圍網。

進行中的基本工程包括大欖女懲教所的局部重建計劃及屯門虎地的紀律部隊宿舍重建計劃。規劃中的基本工程包括興建懲教署總部、在羅湖懲教所囚室安裝電動鎖替代手動鎖、重建荖蕨灣監獄範圍，以及香港仔田灣的紀律部隊宿舍重建計劃。

進行中的小規模建造工程包括擴建赤柱監獄的廚房，改善壁屋監獄的紀律部隊宿舍樓宇及翻新壁屋監獄的圖書館、課室和辦公室，更換壁屋懲教所的閉路電視監察系統，改善石壁監獄保安通道的閘鎖，更換東頭懲教所和白沙灣懲教所的圍網，提高小欖精神病治療中心大圍區的保安水平，改善勵敬懲教所的附屬設施，以及在喜靈洲戒毒所重建金屬製品工場。規劃中的小規模建造工程包括在院所展開接收數碼地面電視的工程，改建大欖懲教所的一個工場和改善院所的探訪室設施，以及改善東頭懲教所的職業訓練設施。

年內，本署繼續改善成年在囚人士的職業訓練設施，推動在各院所採用省電照明系統和可再生能源科技的設施。此外，本署改善各院所的吸煙間、消防系統和探訪室設施的工程均進展順利。

本署很多規模較小的建造、改善和維修工程均有所員參與。此舉除了讓所員培養良好的工作習慣，並可為他們提供機會接受職業訓練，從而協助他們改過自新和重新融入社會。

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

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

Works and Planning Section

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

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

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

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

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





公共關係及對外事務組

在十一月，本署新設立對外事務小組，負責為部門積極推行對外聯絡和公共關係策略的工作，同與公共關係小組隸屬新整編的公共關係及對外事務組。

在新架構下，公共關係小組繼續負責向傳媒發放有關本署各項計劃、服務和活動的消息，通過向傳媒提供相關資料，讓更多市民得知本署所提供的羈管及更生服務的最新情況。

公共關係小組亦處理新聞界的查詢，發放新聞稿，籌辦新聞發布會和記者招待會，安排傳媒與懲教署人員會面及參觀懲教院所。

此外，該小組亦協助製作宣傳物品，包括單張、小冊子、海報、展板，以及電視、電台的政府宣傳聲帶和短片，並提供意見。它亦同時負責本署年報及《愛羣》月刊的編製工作。

對外事務小組於十一月新設立，協助部門積極加強對外聯絡的工作，包括安排各駐港領事參觀院所，以及為參與接待外賓工作的禮賓主任及分區導賞員提供專業訓練。

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

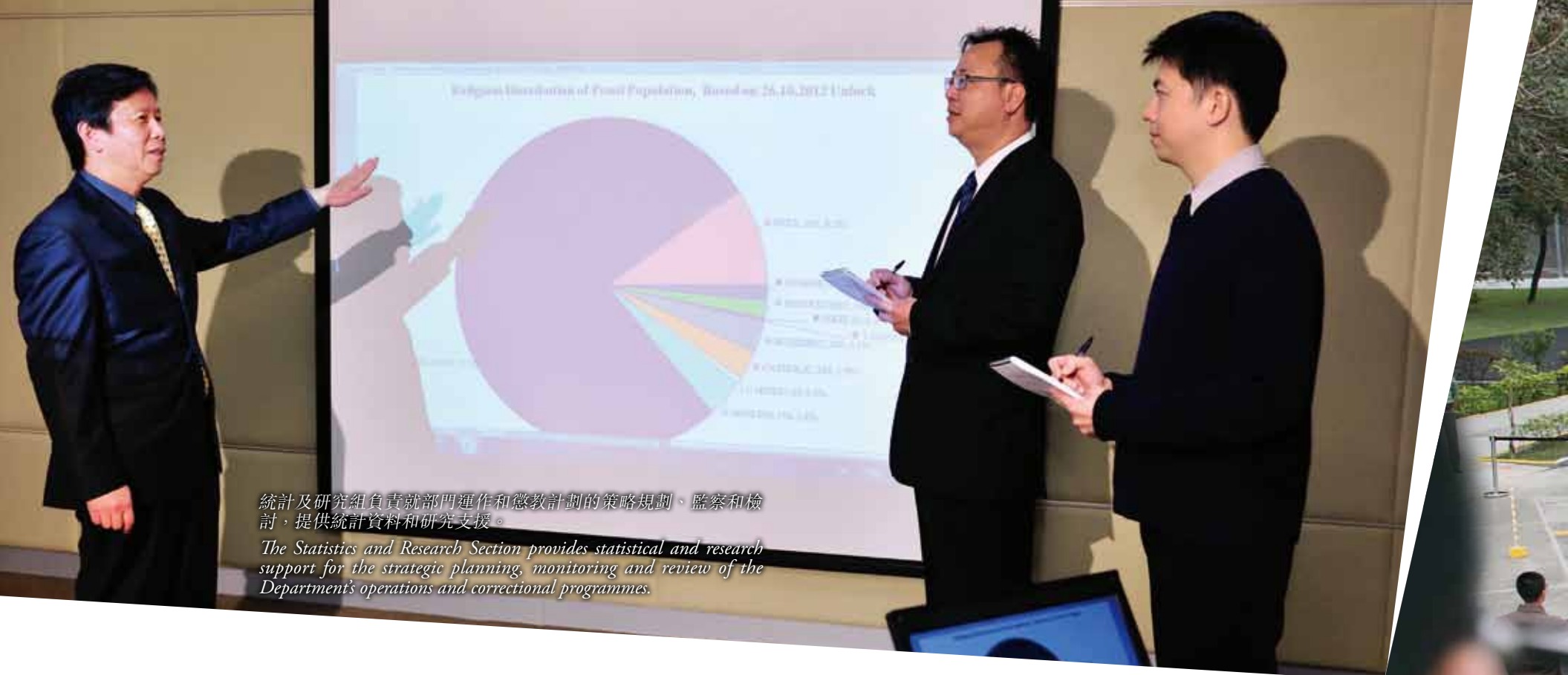
Public Relations and External Affairs Section

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

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

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

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



統計及研究組負責就部門運作和懲教計劃的策略規劃、監察和檢討，提供統計資料和研究支援。

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

對外事務小組負責統籌與內地和海外司法管轄區懲教機構的互訪和專業交流，以及就有關非本地在囚人士的事宜，與各駐港領事館聯絡。此外，它就香港特別行政區政府與廣東當局的《合作框架協議》內有關本署的事宜，擔當統籌角色。為協助本署進一步建立正面公共關係，該小組會關注與部門相關議題、擬備宣傳或應對資料並上載到相關網站及多媒體平台。

統計及研究組

統計及研究組負責就部門運作和懲教計劃的策略規劃、監察和檢討，提供統計資料和研究支援。

除編製統計報告以應付部門管理及規劃需要外，該組亦收集有關在囚人口的社會經濟和犯罪背景特徵的統計數字，以及定期更新在囚人口的推算數字，為日後的需要作出評估。

該組亦負責研究罪犯在入獄前的吸毒情況、在囚期間的自殘行為、暴力行為和違反紀律行為、本地罪犯在獲釋後的再犯罪情況及「罪犯風險與更生需要評估及管理程序」的成效，以期盡量提升懲教治療、懲教行動和行政工作的成效。該組亦提供統計分析、研究結果和技術支援，以協助制訂政策、決策和解決問題。

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

Statistics and Research Section

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

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

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

公共關係小組多方面協助推廣部門的工作，包括安排記者採訪及媒體活動。

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



7 環保管理

Green Management

本署在各方面的運作均以環保為重要考慮因素，嚴格執行與環保有關的法例、規定及標準，力求保持良好記錄及取得明顯改善。懲教設施的設計及運作均貫徹環保的原則，並切實執行節省資源措施。此外，本署致力減少廢物、循環使用物資、採購和使用環保製品和原料，以及提高職員及在囚人士的環保意識等工作，以確保環境得到優良的保育。

環保管理及責任

環保委員會配合相關條例的規定，訂定本署的環保目標，落實環保措施。在參考職員、在囚人士、伙伴及其他方面的意見後，該委員會推行由本署制訂的政策。環境審核小組會在院所進行全面環境審核，然後向委員會匯報審核結果及作出改善建議，以供部門職員分享。年內，荔枝角收押所和大欖女懲教所被選為全面環境審核的目標。

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

Environmental Management and Accountability

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



環保措施

措施包括節省能源、使用可再生能源和環保管理，逐步引入節能的電器及照明系統以代替傳統的裝置。本署重視有效運用資源，致力減少浪費，節約用水，以及控制辦公室的各項運作消耗。我們亦致力加強在懲教設施及職員宿舍推行廢物源頭分類、工場物料及院所廚餘循環再用的效率、以及採購對環境造成最少不良影響的工業生產原料和設備。懲教設施的化學及醫療廢物則由註冊承辦商處理，並經嚴格監管。各院所的設施及部門車輛亦已加強廢氣排放管制。

此外，我們定期檢查及提升污水處理和隔濾系統，防止排放有害環境的污水，同時杜絕污染源頭。減低噪音污染是另一項重要工作。院所內所有地方均已實行監管噪音水平措施，並按情況需要，特別是在工場，提供適當的聽覺保護裝置，保障所有人的健康。

環保合作

本署與其他機構及組織緊密聯繫，推行環保運動。我們與政府物流服務署合作，由二零一二年一月一日起，在壁屋監獄的洗衣工場及其他四間院所試行採用更環保的生化柴油。職員訓練院亦連續第二年，響應世界自然基金會為推廣能源效益和節約能源而每年舉辦的全港熄燈一小時環保活動。

部門引入環保節能的照明系統以代替傳統裝置。

The department has introduced energy saving lighting to gradually replace conventional installations.

Environmental Initiatives

These include energy conservation and use of renewable energy, green housekeeping and gradual replacement of conventional electrical appliances and lighting with energy saving types. The Department adheres to full accountability in resource utilisation and works vigilantly to limit wastage, conserve water and control office-related consumption. We also enhance efforts in source separation of wastes at facilities and staff quarters, recycling efficiency for materials used in workshops and food waste from institutions, and procurement of raw materials and equipment with minimal adverse environmental impacts for industrial production. Chemical and clinical by-products from facilities are handled by licensed contractors and strictly regulated. Emissions controls have been augmented in both institutional infrastructure and all motor vehicles of the Department.

Similarly, sewage treatment and filtration systems are regularly inspected and upgraded to prevent the discharge of polluted effluent and to reign in any possible sources of contamination. Noise pollution reduction is a major issue. Noise levels at all locations are monitored and, where necessary and notably at workshops, proper ear protection are provided to safeguard the health and well-being of all.

Green Cooperation

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



自然保育運動

我們採用符合高環保標準的供應商服務，並通過提供保育訓練及與生態有關的課程，致力教育職員和在囚人士。為提高職員及公眾人士對保育環境的意識，本署參加一年一度的香港花卉展覽，我們的參展作品並獲得不少讚譽。此外，羅湖懲教所在香港環保卓越計劃中，亦贏得公營機構及公用事業界別的優異獎。

Conservation Campaigns

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

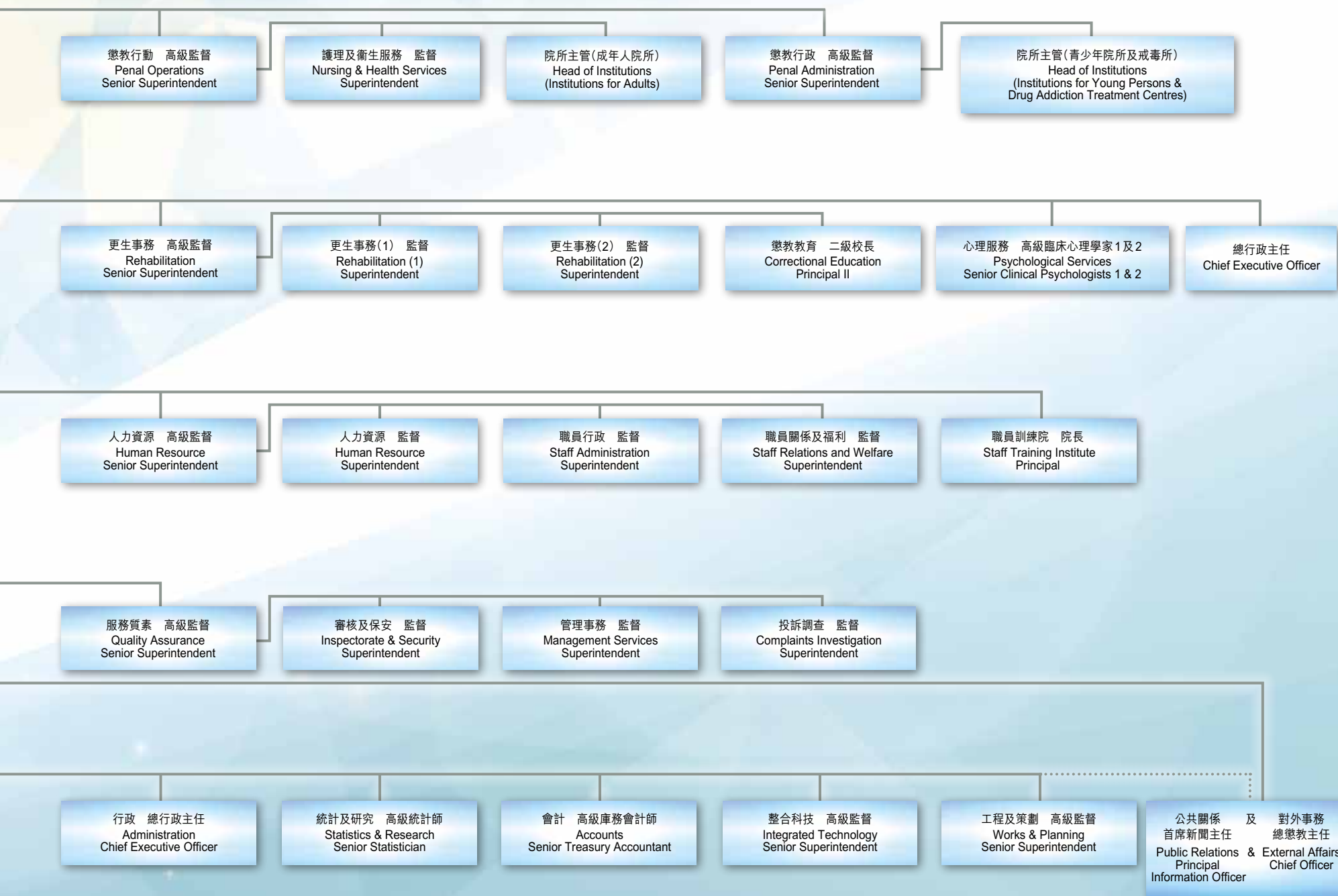


附錄

Appendices

懲教署總部組織圖(二零一二年十二月三十一日)
 Organisation chart of Correctional Services Department
 Headquarters (as at 31.12.2012)

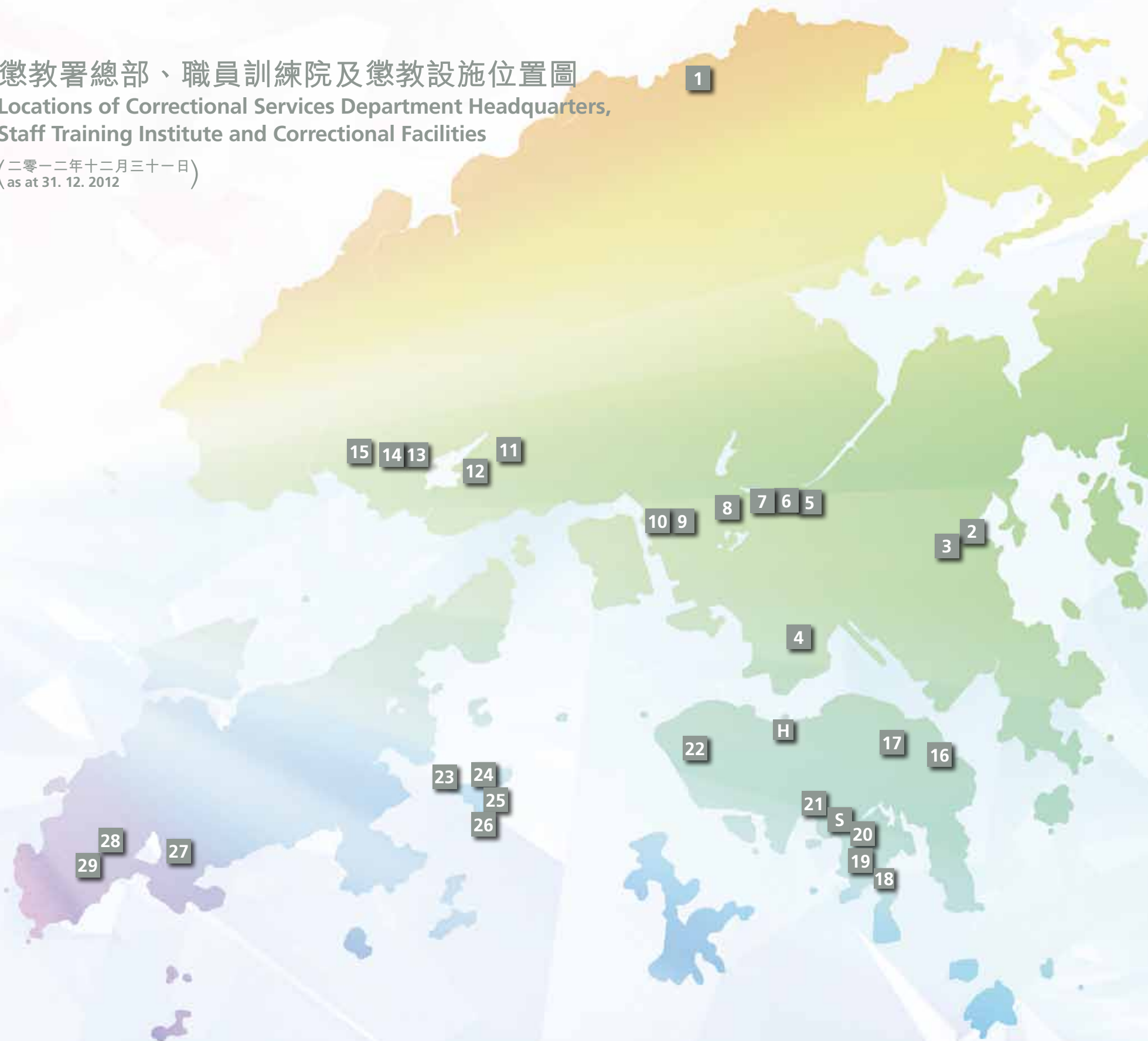




懲教署總部、職員訓練院及懲教設施位置圖

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

(二零一二年十二月三十一日)
as at 31. 12. 2012



H 懲教署總部
CSD Headquarters

S 職員訓練院
Staff Training Institute

懲教設施 Correctional facilities

1 羅湖懲教所
Lo Wu Correctional Institution

2 壁屋懲教所
Pik Uk Correctional Institution

3 壁屋監獄
Pik Uk Prison

4 伊利沙伯醫院羈留病房
Custodial ward at Queen Elizabeth Hospital

5 百勤樓
Pelican House

6 豐力樓
Phoenix House

7 勵行更生中心
Lai Hang Rehabilitation Centre

8 荔枝角收押所
Lai Chi Kok Reception Centre

9 勵敬懲教所
Lai King Correctional Institution

10 芝蘭更生中心
Chi Lan Rehabilitation Centre

11 大欖女懲教所
Tai Lam Centre for Women

12 大欖懲教所
Tai Lam Correctional Institution

13 紫荊樓
Bauhinia House

14 蕙蘭更生中心
Wai Lan Rehabilitation Centre

15 小欖精神病治療中心
Siu Lam Psychiatric Centre

16 歌連臣角懲教所
Cape Collinson Correctional Institution

17 勵志更生中心
Lai Chi Rehabilitation Centre

18 赤柱監獄
Stanley Prison

19 東頭懲教所
Tung Tau Correctional Institution

20 白沙灣懲教所
Pak Sha Wan Correctional Institution

21 馬坑監獄
Ma Hang Prison

22 瑪麗醫院羈留病房
Custodial ward at Queen Mary Hospital

23 喜靈洲懲教所
Hei Ling Chau Correctional Institution

24 喜靈洲戒毒所
Hei Ling Chau Addiction Treatment Centre

25 勵顧懲教所
Nei Kwu Correctional Institution

26 勵新懲教所
Lai Sun Correctional Institution

27 塘福懲教所
Tong Fuk Correctional Institution

28 石壁監獄
Shek Pik Prison

29 沙咀懲教所
Sha Tsui Correctional Institution

香港懲教署 2012 年年報 Hong Kong Correctional Services Annual Review 2012

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兌換率

除另有說明外，本年報所用的「元」均指港元。自一九八三年十月十七日起，政府透過發行鈔票機制，將港元與美元掛鈎，以 7.8 港元兌 1 美元為固定匯率。

Exchange Rate

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

年報網上版載有附錄，含詳細數字，可在懲教署網站 <http://www.csd.gov.hk> 下載。

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

本年報所載資料經多方核證，力求準確無誤。如有謬誤遺漏，或因使用有關資料而引致任何損失、作為或不作為，或因依據有關資料而得出任何意見，香港特別行政區政府均無須負上任何責任。

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

各懲教院所人口 (以二零一二年十二月三十一日計算)
Population in Penal Institutions (as at 31.12.2012)

院所 Institution	監獄囚犯 / 所員 Prisoners / Inmates	還押犯 Remands	羈留者 Detainees
監獄	PRISON		
喜靈洲懲教所	Hei Ling Chau Correctional Institution	390	-
荔枝角收押所	Lai Chi Kok Reception Centre	347	1 034
勵敬懲教所	Lai King Correctional Institution	42	25
羅湖懲教所	Lo Wu Correctional Institution	1 132	-
馬坑監獄	Ma Hang Prison	157	-
白沙灣懲教所	Pak Sha Wan Correctional Institution	368	-
壁屋懲教所	Pik Uk Correctional Institution	180	173
壁屋監獄	Pik Uk Prison	453	-
石壁監獄	Shek Pik Prison	407	-
赤柱監獄	Stanley Prison	1 245	-
大欖女懲教所	Tai Lam Centre for Women	110	255
大欖懲教所	Tai Lam Correctional Institution	546	-
塘福懲教所	Tong Fuk Correctional Institution	671	-
東頭懲教所	Tung Tau Correctional Institution	390	-
戒毒所	DRUG ADDICTION TREATMENT CENTRE		
喜靈洲戒毒所	Hei Ling Chau Addiction Treatment Centre	465	-
勵新懲教所	Lai Sun Correctional Institution	87	-
勵顧懲教所	Nei Kwu Correctional Institution	164	-
教導所	TRAINING CENTRE		
歌連臣角懲教所	Cape Collinson Correctional Institution	172	-
勞教中心	DETENTION CENTRE		
沙咀懲教所	Sha Tsui Correctional Institution	134	-
更生中心	REHABILITATION CENTRE		
勵志更生中心	Lai Chi Rehabilitation Centre	45	-
勵行更生中心	Lai Hang Rehabilitation Centre	37	-
芝蘭更生中心	Chi Lan Rehabilitation Centre	10	-
蕙蘭更生中心	Wai Lan Rehabilitation Centre	5	-
精神病治療中心	PSYCHIATRIC CENTRE		
小欖精神病治療中心	Siu Lam Psychiatric Centre	181	72
總數 Total :	7 738	1 559	-

備註 : 不包括根據《監獄規則》第 21 條規定羈留的 18 名嬰兒及在中途宿舍居住的 36 名宿員。

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

按還押犯 / 監獄囚犯 / 所員類別劃分的收納人數
Admission of Remands / Prisoners / Inmates by Category

類別 CATEGORY		男 Male			女 Female		
		2010	2011	2012	2010	2011	2012
A. 還押犯 Remands							
1.	聆訊的法院 For hearing in :						
	(a) 區域法院 District Court						
	不足21歲 Under 21 years	25	33	24	3	3	2
	21歲及以上 21 years and over	282	235	189	64	44	34
	(b) 裁判法院 Magistrates' Courts						
	不足21歲 Under 21 years	569	464	476	99	78	83
	21歲及以上 21 years and over	5 107	4 952	4 830	1 765	1 499	1 481
2.	於高等法院受審 For trial at the High Court						
	不足21歲 Under 21 years	11	10	10	0	0	1
	21歲及以上 21 years and over	34	28	19	6	3	8
3.	等候報告確定是否適合判入戒毒所 Pending suitability report for sentence to a drug addiction treatment centre						
	不足21歲 Under 21 years	347	273	224	55	52	33
	21歲及以上 21 years and over	1 260	1 197	1 164	252	269	227
4.	等候報告確定是否適合判入教導所 # Pending suitability report for sentence to a training centre #						
	不足21歲 Under 21 years	37	44	44	93	41	44
5.	等候報告確定是否適合判入勞教中心 ## Pending suitability report for sentence to a detention centre ##						
	不足21歲 Under 21 years	593	497	478	不適用N.A.	不適用N.A.	不適用N.A.
	21歲及以上 21 years and over	216	147	133	不適用N.A.	不適用N.A.	不適用N.A.
6.	等候報告確定是否適合判入更生中心 Pending suitability report for sentence to a rehabilitation centre						
	不足21歲 Under 21 years	29	44	37	41	31	30
小計 Sub-total :		8 510	7 924	7 628	2 378	2 020	1 943
B. 定罪監獄囚犯 / 所員 Convicted Prisoners / Inmates							
1.	判處監禁 Sentenced to imprisonment						
	不足21歲 Under 21 years	345	285	281	206	113	91
	21歲及以上 21 years and over	9 108	8 451	7 919	4 686	3 698	3 560
2.	召回監獄 Recalled to a prison						
	不足21歲 Under 21 years	10	11	10	1	3	7
	21歲及以上 21 years and over	25	24	11	0	0	1

備註：# 包括等候報告判入教導所 / 更生中心犯人。

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

包括等候報告判入勞教中心 / 教導所 / 更生中心犯人。

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

類別 CATEGORY								
			男 Male			女 Female		
			2010	2011	2012	2010	2011	2012
B. 定罪監獄囚犯 / 所員 (續) Convicted Prisoners / Inmates (cont'd)								
3.	判處羈押在戒毒所 Sentenced to undergo detention in a drug addiction treatment centre							
	不足21歲	Under 21 years	244	229	168	57	48	39
	21歲及以上	21 years and over	838	722	801	220	212	223
4.	召回戒毒所 Recalled to a drug addiction treatment centre							
	不足21歲	Under 21 years	110	100	101	54	40	17
	21歲及以上	21 years and over	744	644	597	200	219	216
5.	判處羈押在教導所 Sentenced to undergo detention in a training centre							
	不足21歲	Under 21 years	97	104	113	11	6	9
6.	召回教導所 Recalled to a training centre		95	82	58	6	4	8
7.	判處羈押在勞教中心 Sentenced to undergo detention in a detention centre							
	不足21歲	Under 21 years	148	112	85	不適用N.A.	不適用N.A.	不適用N.A.
	21歲至24歲	21 - 24 years	21	17	16	不適用N.A.	不適用N.A.	不適用N.A.
8.	召回勞教中心 Recalled to a detention centre							
	不足21歲	Under 21 years	79	43	32	不適用N.A.	不適用N.A.	不適用N.A.
	21歲及以上	21 years and over	11	3	2	不適用N.A.	不適用N.A.	不適用N.A.
9.	判處羈押在更生中心 Sentenced to undergo detention in a rehabilitation centre							
	不足21歲	Under 21 years	186	101	125	64	31	24
10.	召回更生中心 Recalled to a rehabilitation centre		85	78	39	43	34	18
小計 Sub-total :			12 146	11 006	10 358	5 548	4 408	4 213
C. 民事犯 Civil Prisoners								
1.	債務人 Debtors		0	0	0	0	0	0
2.	犯藐視罪 * Contemnors *		-	-	-	-	-	-
3.	根據《監獄規則》第188(1)(h)條規定予以羈押 Detained under Prison Rule 188(1)(h)		0	0	0	0	1	0
小計 Sub-total :			0	0	0	0	1	0
D. 羈留者 Detainees +								
			1 078	0	0	1 264	0	0
總數 Total :			21 734	19 162	17 986	9 190	7 460	6 156

+ 青山灣入境事務中心於二零零五年八月八日開始收納羈留者，並於二零一零年四月十五日交還入境事務處管理。
With effect from 8 August 2005, detainees have been admitted to Castle Peak Bay Immigration Centre which reverted to Immigration Department on 15 April 2010.

* 自二零零九年起，監獄囚犯包括觸犯藐視罪的在囚人士。
Starting from 2009, contemnors are included in prisoners.

按罪行類別及性別劃分的收納人數 (二零零三至二零一二年)
Admission of Prisoners / Inmates by Type of Offence and Sex (2003-2012)

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

按性別、懲教計劃及定罪時年齡組別劃分的收納人數(二零零三至二零一二年)
**Admission of Prisoners / Inmates by Sex, Correctional Programme
and Age Group upon Conviction (2003-2012)**

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

* 於二零零二年七月十一日開始運作。
Started operation on 11 July 2002.

按受懲教署羈管者類別及性別劃分的平均每日人口(二零零三至二零一二年)										
Average Daily Population under CSD Management by Type of Person and Sex (2003-2012)										
羈管者類別 / 性別										
Type of Person / Sex	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
監獄囚犯 Prisoners										
男 Male	7 654	7 792	7 237	7 016	6 703	6 151	5 849	5 778	5 717	5 436
女 Female	2 136	2 327	2 121	1 947	1 779	1 684	1 669	1 543	1 350	1 280
小計 Sub-total :	9 789	10 119	9 358	8 963	8 482	7 834	7 518	7 321	7 067	6 716
戒毒所所員 Drug Addiction Treatment Centre Inmates										
男 Male	514	576	663	611	543	485	543	611	583	626
女 Female	123	125	121	123	131	129	160	171	186	171
小計 Sub-total :	637	702	783	734	674	614	703	782	769	797
教導所所員 Training Centre Inmates										
男 Male	279	254	247	228	255	239	194	175	169	170
女 Female	29	29	28	21	18	13	18	20	17	13
小計 Sub-total :	308	283	275	249	273	252	212	195	186	184
勞教中心所員 Detention Centre Inmates										
男 Male	173	169	145	118	124	141	127	95	73	59
更生中心所員 Rehabilitation Centre Inmates										
男 Male	79	100	90	110	142	193	162	120	98	84
女 Female	27	29	35	31	38	39	45	42	29	20
小計 Sub-total :	107	128	125	141	180	232	207	162	127	104
還押犯 Remands										
男 Male	1 107	1 295	1 224	1 081	1 213	1 198	1 303	1 279	1 180	1 159
女 Female	204	260	246	201	229	237	253	239	256	229
小計 Sub-total :	1 311	1 555	1 470	1 283	1 442	1 435	1 555	1 518	1 436	1 388
中途宿舍宿員 Residents of Half-way Houses										
男 Male	53	43	42	42	44	40	41	38	36	30
女 Female	5	4	5	5	7	8	12	8	8	8
小計 Sub-total :	57	47	47	47	51	47	53	46	44	38
羈留者 Detainees #										
男 Male	92	88	124	211	258	208	125	44	*	*
女 Female	56	45	62	103	117	117	113	33	*	*
小計 Sub-total :	148	133	187	314	375	325	238	77	*	*
所有羈管者類別 All Types of Persons										
男 Male	9 949	10 317	9 772	9 417	9 281	8 655	8 346	8 140	7 856	7 564
女 Female	2 580	2 821	2 618	2 432	2 320	2 227	2 269	2 055	1 846	1 721
總數 Total :	12 529	13 138	12 390	11 849	11 601	10 882	10 615	10 196	9 702	9 285

備註 : 由於進位關係，個別項目的數字加起來未必與總數相等。
Notes : Individual figures may not add up to the total due to rounding.

包括在二零零五年八月八日至二零一零年四月十四日期間於青山灣入境事務中心的羈留者。
該中心於二零一零年四月十五日交還入境事務處管理。
Including persons detained in the Castle Peak Bay Immigration Centre during the period from 8 August 2005 to 14 April 2010.
The centre was handed over to the Immigration Department on 15 April 2010.

* 少於0.5
Less than 0.5.

二零一二年成年及年輕在囚人士參加公開考試及課程成績

Results of External Examinations and Courses Taken by Adult and Young Offenders in 2012

考試 Examination		考生人數 No. of Candidates	試卷數目 No. of Papers	及格數目 Pass	「良」 級數目 Credit	「優」 級數目 Distinction	及格率 Passing Rate
香港高級程度會考 Hong Kong Advanced Level Examination		3	3	2	0	0	66.67%
香港中學文憑考試 Hong Kong Diploma of Secondary Education Examination		16	74	40	3	1	59.46%
普通話水平測試 Test of Proficiency in Putonghua		16	19	9	0	0	47.37%
中國國家語言文字工作委員會普通話水平測試 Test of Proficiency in Putonghua of the State Language Commissin of China		10	10	9	1	0	100.00%
廣東省高等教育自學考試 Self-Taught Higher Education Examinations		2	3	2	0	0	66.67%
英國城市專業學會 City & Guilds							
簿記及會計 Book-keeping and Accounts	第一級 Level 1	37	37	11	N.A.	7	48.65%
	第二級 Level 2	2	3	0	N.A.	0	0.00%
	第三級 Level 3	1	1	0	N.A.	0	0.00%
商業財務 Business Finance	第一級 Level 1	34	34	11	N.A.	16	79.41%
	第二級 Level 2	18	18	6	N.A.	6	66.67%
	第三級 Level 3	7	7	1	N.A.	3	57.14%
中文輸入速度 Chinese Inputting Speed Test	N.A.	9	9	4	N.A.	4	88.89%
中文試算表處理 Chinese Spreadsheet Processing	初級 Essential	42	42	9	N.A.	22	73.81%
	中級 Intermediate	3	3	1	N.A.	0	33.33%
中文文書處理 Chinese Word Processing	初級 Essential	126	126	46	N.A.	58	82.54%
	中級 Intermediate	22	22	9	N.A.	5	63.64%
視像簡報表 Visual Presentations	中級 Intermediate	1	1	1	N.A.	0	100.00%
國際綜合會話（專為母語為非英語人士而設） International English for Speakers of Other Languages	Preliminary	63	63	35	N.A.	17	82.54%
	Access	35	35	18	N.A.	8	74.29%
	Achiever	10	10	7	N.A.	2	90.00%
	Communicator	6	6	4	N.A.	0	66.67%
	Expert	2	2	1	N.A.	0	50.00%
國際綜合英語會話（專為母語為非英語人士而設） International Spoken English for Speakers of Other Languages	Preliminary	2	2	2	N.A.	0	100.00%
	Access	3	3	3	N.A.	0	100.00%
	Achiever	4	4	4	N.A.	0	100.00%
	Expert	1	1	0	N.A.	1	100.00%
實用數據處理 Practical Data Processing	初級 Elementary	5	5	1	N.A.	2	60.00%
英文試算表處理 Spreadsheet Processing Techniques	初級 Essential	1	1	1	N. A.	0	100.00%
英文文書處理 Word Processing Techniques	初級 Essential	48	48	8	N.A.	23	64.58%
	中級 Intermediate	8	8	4	N.A.	3	87.50%

考試		考生人數	試卷數目	及格率			
Examination		No. of Candidates	No. of Papers	Pass	級數目 Credit	級數目 Distinction	Passing Rate
	高級 Advanced	2	2	0	N.A.	2	100.00%
小計 (英國城市專業學會): Sub-total (C & G):		492	493	187	N.A.	179	74.24%
英國倫敦工商會 London Chamber of Commerce & Industry							
簿記 Book-keeping	第一級 Level 1	15	15	4	1	3	53.33%
簿記及會計 Book-keeping and Accounts	第二級 Level 2	2	2	0	0	1	50.00%
高級商業混算 Advanced Business Calculations	第三級 Level 3	4	4	1	1	2	100.00%
商業混算 Business Calculations	第三級 Level 3	2	2	1	0	1	100.00%
商業行政 Business Administration	第三級 Level 3	1	1	1	0	0	100.00%
商業英文 English for Business	第一級 Level 1	8	8	1	3	1	62.50%
	第二級 Level 2	2	2	1	0	1	100.00%
市場學 Marketing	第二級 Level 2	1	1	0	1	0	100.00%
小計 (英國倫敦工商會): Sub-total (LCC & I):		35	35	9	6	9	68.57%
英國皇家音樂學院樂理考試 ABRSM Music Theory Examination		13	13	0	0	13	100.00%
考試總計 Examination Total:		587	650	258	10	202	72.31%

課程 Course	報讀人次 No. of Entries	課程數目 No. of Courses	及格數目 Pass	「良」 級數目 Credit	「優」 級數目 Distinction	及格率 Passing Rate
香港管理專業協會 Hong Kong Management Association	75	125	120	N.A.	N.A.	96.00%
香港公開大學 Open University of Hong Kong	127	194	74	74	21	87.11%
香港中文大學專業進修學院 School of Continuing and Professional Studies The Chinese University of Hong Kong	151	181	179	N.A.	N.A.	98.90%
課程總計: Course Total:	353	500	373	74	21	93.60%

二零一二年 成年及年輕在囚人士獲取職業技能認可資格						
Vocational Qualifications Obtained by Adult and Young Offenders in 2012						
考試 Examination		人次 No. of Entries	及格 數目 Pass	「良」 級數目 Credit	「優」 級數目 Distinction	及格率 Passing Rate
英國城市專業學會 City and Guilds						
中文文書處理	初級					
Chinese Word Processing	Essential	161	74	0	69	88.82%
中文試算表處理	初級					
Chinese Spreadsheet Processing	Essential	48	9	0	20	60.42%
建築業木工技術實操	第一級					
Construction Industry Timber Vocations Practice	Level 1	6	6	N.A.	N.A.	100.00%
建築業水管基礎技術實操	第一級					
Construction Industry Plumbing - Basic Skills Practice	Level 1	24	24	N.A.	N.A.	100.00%
建築業主要技術原理	第一級					
Construction Industry Core Skills Principles	Level 1	24	5	18	1	100.00%
建築業主要技術實操	第一級					
Construction Industry Core Skills Practice	Level 1	21	21	N.A.	N.A.	100.00%
建築業空調製冷基礎技術實操	第一級					
Construction Industry Air-conditioning - Basic Skills Practice	Level 1	5	5	N.A.	N.A.	100.00%
建築業電氣安裝基礎技術實操	第一級					
Construction Industry Electrical Installation - Basic Skills Practice	Level 1	15	15	N.A.	N.A.	100.00%
桌上出版	第一級					
Desktop Publishing	Level 1	21	0	0	6	28.57%
商品零售原理	第一級					
Retailing Principles	Level 1	113	24	47	41	99.12%
商品零售實操	第一級					
Retailings Practice	Level 1	95	95	N.A.	N.A.	100.00%
專業美髮原理	第一級					
Hairdressing Skills Principles	Level 1	49	17	19	7	87.76%
專業美髮實操	第一級					
Hairdressing Skills Practice	Level 1	55	55	N.A.	N.A.	100.00%
電腦輔助繪圖	第二級					
Computer Aided Draughting	Level 2	6	6	N.A.	N.A.	100.00%
餐飲服務原理	第一級					
Food & Beverage Service Principles	Level 1	19	6	7	6	100.00%
餐飲服務實操	第一級					
Food & Beverage Service Practice	Level 1	19	19	N.A.	N.A.	100.00%
簿記及會計	第一級					
Book-keeping and Accounts	Level 1	38	4	0	29	86.84%
衝突處理						
Conflict Handling		14	13	N.A.	N.A.	92.86%
銷售						
Selling		8	6	N.A.	N.A.	75.00%
顧客服務						
Customer Service		33	33	N.A.	N.A.	100.00%
小計Sub-total:		774	437	91	179	91.34%

製衣業訓練局					
Clothing Industry Training Authority					
成衣營商及市場學課程					
Clothing Marketing Course	81	49	12	8	85.19%
小計Sub-total:	81	49	12	8	85.19%
職業訓練局					
Vocational Training Council					
中式烹飪及食肆服務課程					
Chinese Culinary and Restaurant Service Training	31	31	N.A.	N.A.	100.00%
高級中式烹飪及食肆服務證書課程					
Advanced Course in Chinese Culinary and Restaurant Services	12	12	N.A.	N.A.	100.00%
中式廚務助理證書課程					
Kitchen Assistant Certificate Course	125	122	N.A.	N.A.	97.60%
皮具製作理論單元證書課程					
Basic Theory on Production of Leather Goods	19	19	N.A.	N.A.	100.00%
汽車車身噴漆基礎證書					
Vehicle Body Painting Foundation Certificate Course	5	5	N.A.	N.A.	100.00%
空調製冷初階證書					
Certificate in Air-conditioning and Refrigeration	21	21	N.A.	N.A.	100.00%
美容護理證書					
Certificate in Beauty Care	29	27	N.A.	N.A.	93.10%
食物安全與保健及食療營養					
Food Safety and Nutrition for Health Protection	14	14	N.A.	N.A.	100.00%
茶餐廳運作及服務訓練					
Local Cafe Operation and Service	21	21	N.A.	N.A.	100.00%
基礎髮型設計證書					
Certificate in Elementary Hairdressing	19	19	N.A.	N.A.	100.00%
辦公室及商業實務證書					
Certificate in Office & Commercial Practice	41	40	N.A.	N.A.	97.56%
小計Sub-total:	337	331	0	0	98.22%
建造業議會					
Construction Industry Council					
空調製冷設備技工(電力控制)中級工藝測試					
Refrigeration/Air-conditioning/Ventilation Mechanic (Electrical Control) Intermediate Trade Test	12	12	N.A.	N.A.	100.00%
空調製冷設備技工(獨立系統)中級工藝測試					
Refrigeration/Air-conditioning/Ventilation Mechanic (Unitary System) Intermediate Trade Test	9	9	N.A.	N.A.	100.00%
金屬工中級工藝測試					
Metal Worker Intermediate Trade Test	74	68	N.A.	N.A.	91.89%
建造工友(指定行業)安全訓練課程-髹漆及裝飾工					
Silver Card-Specified Trade Safety Training Certificate (Painter and Decorator)	13	13	N.A.	N.A.	100.00%
控制板裝配工中級工藝測試					
Control Panel Assembler Intermediate Trade Test	14	14	N.A.	N.A.	100.00%
混凝土工中級工藝測試					
Concretor Intermediate Trade Test	20	20	N.A.	N.A.	100.00%
細木工中級工藝測試					
Joiner Intermediate Trade Test	23	18	N.A.	N.A.	78.26%
電氣佈線工中級工藝測試					
Electrical Wireman Intermediate Trade Test	23	23	N.A.	N.A.	100.00%

鋪瓦工中級工藝測試					
Tiler Intermediate Trade Test	15	15	N.A.	N.A.	100.00%
髹漆及裝飾工中級工藝測試					
Painter Intermediate Trade Test	47	44	N.A.	N.A.	93.62%
髹漆及裝飾工證書課程					
Painting & Decoration Certificate Course	18	18	N.A.	N.A.	100.00%
鋪瓦工證書課程					
Tiler Certificate Course	15	15	N.A.	N.A.	100.00%
牆紙實務證書課程					
Wall Papering Certificate Course	14	14	N.A.	N.A.	100.00%
氣體焊接安全訓練課程					
Gas Welding Safety Training Course	9	9	N.A.	N.A.	100.00%
指定行業安全訓練證明書 (鋪瓦工)					
Silver Card-Specified Trade Safety Training Certificate (Tiling)	15	15	N.A.	N.A.	100.00%
建造業平安咭課程					
Construction Industry Safety Card Course	315	315	N.A.	N.A.	100.00%
小計Sub-total:	636	622	0	0	97.80%
僱員再培訓局					
Employees Retraining Board					
洗衣工場助理證書課程					
Certificate in Laundry Assistant Training	89	86	N.A.	N.A.	96.63%
展台及攤位裝拆及佈置訓練課程					
Booth Setting and Decoration Training Course	38	38	N.A.	N.A.	100.00%
搬運物流證書課程					
Certificate in Removal & Logistics Training	76	74	N.A.	N.A.	97.37%
園藝助理證書課程					
Certificate in Horticulture Assistant Training	80	80	N.A.	N.A.	100.00%
Certificate in Environmental Hygiene & Cleaning Worker Training	133	127	N.A.	N.A.	95.49%
零售店務員證書課程					
Certificate in Retail Salesperson Training	20	18	N.A.	N.A.	90.00%
廚務助理證書課程					
Certificate in Chef Assistant Training	40	40	N.A.	N.A.	100.00%
專業美甲師證書課程					
Certificate in Nail Technician Training	19	19	N.A.	N.A.	100.00%
餐飲及宴會服務員證書課程					
Certificate in Catering & Banquet Attendant Training	37	37	N.A.	N.A.	100.00%
倉務員證書課程					
Certificate in Warehouse Keeper Training	19	19	N.A.	N.A.	100.00%
化妝助理證書					
Certificate in Cosmetician Assistant Training	19	19	N.A.	N.A.	100.00%
基本電腦概念和鍵盤操作訓練課程					
Module Certificate in Fundamental Computer Concepts and Keyboard Operation	179	178	N.A.	N.A.	99.44%
文書處理單元證書課程					
Module Certificate in Word Processing	156	151	N.A.	N.A.	96.79%
倉頡輸入法單元證書					
Module Certificate in Chang-jie Chinese Input Method	18	18	N.A.	N.A.	100.00%
小計Sub-total:	923	904	0	0	97.94%

釋前職業訓練課程					
Pre-Release VT Programme					
食物衛生經理訓練課程					
Basic Food Hygiene for Hygiene Managers Training Course	212	212	N.A.	N.A.	100.00%
網頁及基礎程式設計証書					
Module Certificate in Webpage Design and basic Programming	15	15	N.A.	N.A.	100.00%
叉式剗車操作員訓練課程					
Forklift Truck Operator Course	18	18	N.A.	N.A.	100.00%
燃亮新生計劃 (創業組)					
LIVE Project (Entrepreneurship Unit)	37	36	N.A.	N.A.	97.30%
零售及店鋪運作					
Retail & Product Promotion Service	20	20	N.A.	N.A.	100.00%
龍門式起重機操作員證明書訓練課程					
Overhead Crane Operator Certificate Course	36	36	N.A.	N.A.	100.00%
基本包餅製作					
Basic Bread Making Techniques	45	45	N.A.	N.A.	100.00%
基礎洗衣技巧					
Basic Laundry Skill	49	48	N.A.	N.A.	97.96%
小計Sub-total:	432	430	0	0	99.54%
其他					
Others	37	20	0	6	70.27%
合計Overall:	3220	2793	103	193	95.93%

善後輔導計劃的個案統計及成功率
Statistics on Caseload and Success Rates of Supervision Programmes

善後輔導計劃 Supervision Programme	更生者性別 Sex of Rehabilitated Offenders	二零一二年獲釋 而須受監管個案 Discharged Under Supervision in 2012	於二零一二年 十二月三十一日 仍接受監管個案 Under Active Supervision as at 31.12.2012	二零一二年 監管期滿個案 Supervision Expired in 2012	二零一二年成功 完成監管個案 Supervision Successfully Completed in 2012	成功率 Success Rates
戒毒所 Drug Addiction Treatment Centre	男 Male	964	806	872	376	43%
	女 Female	253	257	249	113	45%
	小計 Sub-total :	1 217	1 063	1 121	489	44%
教導所 Training Centre	男 Male	93	273	147	91	62%
	女 Female	7	29	6	4	67%
	小計 Sub-total :	100	302	153	95	62%
勞教中心 Detention Centre	男少年犯 Male young offender	101	88	118	115	97%
	男青年犯 Male young adult	17	17	20	20	100%
	小計 Sub-total :	118	105	138	135	98%
更生中心 Rehabilitation Centre	男 Male	96	92	137	131	96%
	女 Female	29	28	42	40	95%
	小計 Sub-total :	125	120	179	171	96%
少年囚犯 Young Prisoner	男 Male	144	141	145	131	90%
	女 Female	21	22	15	15	100%
	小計 Sub-total :	165	163	160	146	91%
囚犯監管試釋 Release Under Supervision	男 Male	13	71	14	14	100%
	女 Female	1	9	1	1	100%
	小計 Sub-total :	14	80	15	15	100%
釋前就業 Pre-release Employment	男 Male	32	16	38	38	100%
	女 Female	15	6	15	15	100%
	小計 Sub-total :	47	22	53	53	100%
監管釋囚 Post-release Supervision	男 Male	282	393	313	273	87%
	女 Female	21	22	9	9	100%
	小計 Sub-total :	303	415	322	282	88%
有條件釋放 Conditional Release	男 Male	1	2	0	0	-
	女 Female	0	0	0	0	-
	小計 Sub-total :	1	2	0	0	-
釋後監管 Supervision After Release	男 Male	3	6	5	5	100%
	女 Female	0	0	0	0	-
	小計 Sub-total :	3	6	5	5	100%
所有計劃 All Programmes	男 Male	1 746	1 905	1 809	1 194	66%
	女 Female	347	373	337	197	58%
	總數 Total :	2 093	2 278	2 146	1 391	65%

社區參與助更生委員會（二零一二年） Committee on Community Support for Rehabilitated Offenders (2012)

委員會成員 Membership

名譽顧問 Honourary Advisor	劉漢華先生, SBS, CStJ, JP	Mr Steve LAU Hon-wah, SBS, CStJ, JP
主席 Chairman	許宗盛先生, BBS, MH, JP	Mr Herman HUI Chung-shing, BBS, MH, JP
副主席 Vice-Chairman	鄧秉明先生 (懲教署)	Mr TANG Ping-ming (Correctional Services Department)
委員 Members	吳宏增先生	Mr Andy Ng Wang-tsang
	丘頌云先生	Mr YAU Chung-wan
	葉永成先生, BBS, MH, JP	Mr David YIP Wing-shing, BBS, MH, JP
	鄭承隆先生	Mr Edwin CHENG Shing-lung
	湯修齊先生, MH	Mr Henry TONG Sau-chai, MH
	楊建霞女士	Ms Yvonne YEUNG Kin-ha
	馮婉嫻女士	Ms Mandy FUNG Yuen-han
	李家樂女士	Miss Jacqueline LEE Kar-lok
	羅乃新女士, MH	Ms Nancy LOO, MH
	謝永齡博士, MH	Dr John TSE Wing-ling, MH
	楊萬里先生, JP	Mr YEUNG Man-lee, JP
	李添麟博士, JP	Dr LEE Yuk-lun, JP
	蔡曉慧女士	Miss Sherry TSAI Hiu-wai
	梁昌明先生 (由 1.4.2012 開始)	Mr Raymond LEUNG Cheong-ming (from 1.4.2012)
	民政事務總署代表	Representative of the Home Affairs Department
	香港警務處代表	Representative of the Hong Kong Police Force
	政府新聞處代表	Representative of the Information Services Department
	社會福利署代表	Representative of the Social Welfare Department
秘書 Secretary	葉龍英女士 (懲教署)	Ms Isabella YIP Lung-yin (Correctional Services Department)

職責範圍 Terms of Reference

- (1) 就更生人士重投社會的計劃及策略，向懲教署署長提供意見；
To advise the Commissioner of Correctional Services on the programmes and re-integration strategies of rehabilitated offenders into the community; and
- (2) 藉教育、宣傳及大眾參與，呼籲社會人士對更生人士多加支持。
To promote community support for rehabilitated offenders through education, publicity and public involvement.

二零一二年助更生宣傳活動
Publicity Activities for Rehabilitated Persons in 2012

日期 Date	活動 Activities / Events	備註 Remarks
一月至十二月 January to December	<p>繼續播放主題為「給更生人士一個機會」的電視宣傳短片及電台宣傳聲帶，呼籲市民接納及支持更生人士</p> <p>Continued broadcast of the “Give Rehabilitated Offenders A Chance” television and radio Announcements in the Public Interest (API), appealing for public acceptance of and support for rehabilitated persons</p>	<p>該輯宣傳短片及宣傳聲帶在本港電視台及電台播出，得多個政府部門、公營機構、公共屋邨、非政府機構及商業機構支持在其管理地點如社區會堂等播放，並上載到懲教署網頁、互聯網和 YouTube 播放</p> <p>The new APIs have been broadcast in local TV and Radio stations during Government air time and at venues managed by various government departments, public organisations, public housing estates, non-government organisations and commercial organisations such as community halls, and uploaded onto CSD website, the Internet and YouTube</p>
一月至十二月 January to December	<p>繼續張貼宣傳海報及大型橫額</p> <p>Continued display of posters and giant wall banners</p>	<p>該輯宣傳海報及大型橫額在懲教院所、多個政府部門、公營機構、公共屋邨、非政府機構及商業機構的管理地點張貼</p> <p>The new posters and giant wall banners have been displayed at correctional institutions and venues managed by various government departments, public organisations, public housing estates, non-government organisations and commercial organisations</p>
一月至十二月 January to December	<p>進行以學生及青少年為對象的更生先鋒計劃 - 包括教育講座、「面晤在囚人士計劃」及「綠島計劃」下的參觀懲教院所活動，參觀香港懲教博物館、青少年座談會及年內新開辦的延展訓練營</p> <p>Implementation of the Rehabilitation Pioneer Project (RPP) for students and youth - including education talks, visits to correctional institutions under the Personal Encounter with Prisoners Scheme and the Green Haven Scheme, visits to the Hong Kong Correctional Services Museum, Student Forum and extended training camps newly introduced during 2012</p>	<p>「更生先鋒延展訓練營」對象為曾經參加更生先鋒計劃的本地中學學生，目的是深化在更生先鋒計劃下向他們傳達的信息，即「奉公守法、遠離毒品、支持更生」。在二零一二年內已舉辦了三營，共有 50 名青少年參加。</p> <p>The extended training camps for local secondary school students who have participated in RPP before aim to consolidate the messages of leading a law abiding and drug-free life as well as supporting offender rehabilitation conveyed to these students through diversified training activities. Three RPP extended training camps were held in July and August 2012 for a total of 50 young people.</p>

日期 Date	活動 Activities / Events	備註 Remarks
一月至十二月 January to December	增進青少年所員就業機會的社會企業「有粽計劃」 The “Rice Dumpling Production Project”, a social enterprise project to enhance employability of young inmates	計劃自二零零八年八月成立以來，共 93 名所員參加了該計劃和接受食物安全及衛生的訓練，其中 22 人獲香港善導會附屬社會企業明朗服務有限公司正式聘用，其他所員亦有從事飲食行業 93 inmates had participated and received basic training in food safety and hygiene since the implementation of this Project in August 2008. Of them, 22 were formally employed by Bright Services Co. Ltd, a social enterprise managed by the Society of Rehabilitation and Crime Prevention, Hong Kong while others were/are engaged in the food and beverage field
一月十一日 January 11	赤柱監獄證書頒發典禮 Certificate Presentation Ceremony at Stanley Prison	
三月二十八日 March 28	羅湖懲教所證書頒發典禮 Certificate Presentation Ceremony at Lo Wu Correctional Institution	
五月開始 From May	向所有分區撲滅罪行委員會簡介「2012-13 年助更生宣傳活動」 A series of briefings to all District Fight Crime Committees (DFCCs) on the 2012-13 Publicity Campaign for Rehabilitated Persons	簡介後，各分區撲滅罪行委員會與懲教署在各區合辦社區參與助更生活動 After the briefing, DFCCs jointly organised with CSD community involvement activities in their districts
五月二十日 May 20	在囚人士電腦輸入比賽 Inter-institutional Computer In-putting Competition	比賽與基督教牧愛會合辦 The competition was co-organised with Christian Prison Pastoral Association
六月十四日 June 14	「給更生人士一個機會」就業研討會 “Give Rehabilitated Offenders A Chance” Employment Symposium	研討會與香港大學合辦。參加者包括超過 230 名來自 110 間商業機構、社會企業、法定組織及工商業聯會的僱主及代表，主講嘉賓包括學者、聘用更生人士的僱主和更生人士等 The Symposium was co-organised with the University of Hong Kong. Over 230 employers and representatives from 110 companies, social enterprises, statutory bodies and commercial chambers attended the symposium. Speakers included university scholars, rehabilitated offenders and the latter’s employers

日期 Date	活動 Activities / Events	備註 Remarks
六月二十九日 June 29	懲教更生義工團嘉獎典禮 Award Presentation Ceremony for volunteers of Correctional Services Department Rehabilitation Volunteers Group	
七月十日 July 10	二零一二至一三年度助更生宣傳活動簡介會暨地區助更生宣傳活動開展禮 2012-13 DFCC Briefing cum Kick-off Ceremony of District-based Publicity Activities for Rehabilitated Persons	向所有分區撲滅罪行委員會簡介「2012-13 年助更生宣傳活動」 Briefings for all DFCCs on the 2012-13 Publicity Campaign for Rehabilitated Persons
九月十九日 September 19	歌連臣角懲教所證書頒發典禮 Certificate Presentation Ceremony at Cape Collinson Correctional Institution	
十月十九日 October 19	勵敬懲教所證書頒發典禮 Certificate Presentation Ceremony at Lai King Correctional Institution	
十月二十五日 October 25	非政府機構論壇「如何加強在囚人士接受更生服務的反應和動機」 NGO Forum on “Responsivity and Motivation Enhancement in Offender Rehabilitation”	論壇與香港城市大學合辦。約 320 位非政府機構代表、學者、義工和懲教署人員出席 The Forum was co-organised with the City University of Hong Kong. Around 320 NGO representatives, scholars, volunteers and members of Correctional Services Department attended the forum
十一月 November	製作及派發印有助更生信息之 2013 年案頭月曆及證件膠套予有興趣團體 Production and distribution of 2013 desktop planner and plastic card holder with publicity message to interested parties	
十一月二十八日 November 28	石壁監獄證書頒發典禮 Certificate Presentation Ceremony at Shek Pik Prison	
十二月五日 December 5	壁屋懲教所證書頒發典禮 Certificate Presentation Ceremony at Pik Uk Correctional Institution	
十二月七日 December 7	懲教更生義工訓練 Training for volunteers for CSD Rehabilitation Volunteer Group	

二零一二年個人/社區團體的捐獻及合辦的活動項目
Donations by and Collaborative Projects with
Individual / Community Organisations in 2012

個人/團體 Individual/Organisation	捐款(元) Donation (\$)	合辦項目 Collaboration project
一名社會人士 An Individual	2,000	<ul style="list-style-type: none"> 在二零一二年八月以這捐助為在囚人士提供「在囚人士教育信託基金」教育資助 Providing education subsidy for inmates under the “Prisoners’ Education Trust Fund” with donation in August 2012
陳樹玉女士 Ms CHAN Shu-yuk, Janice	-	<ul style="list-style-type: none"> 在二零一二年六月及九月捐贈書籍予院所圖書館 Donation of books to prison libraries in June and September 2012
潘展平大律師 Mr Jackson POON	-	<ul style="list-style-type: none"> 在二零一二年八月捐贈書籍予院所圖書館 Donation of books to prison libraries in August 2012
明朗服務有限公司 Bright Services Company Limited	2,126	<ul style="list-style-type: none"> 在二零一二年一月以這捐助為在囚人士提供「在囚人士教育信託基金」教育資助 Providing education subsidy for inmates under the “Prisoners’ Education Trust Fund” with donation in January 2012
關顧更生人士會 Care of Rehabilitated Offenders Association	350,000	<ul style="list-style-type: none"> 在二零一一年七月成立「關顧更生人士基金」，為在囚人士提供教育資助，計劃為期三年，第一(二零一一年五月)及第二年(二零一二年八月)分別獲得捐助港幣三十萬元及三十五萬元 Providing education subsidy for inmates under the “Care of Rehabilitated Offenders Association Foundation”, a subsidy scheme set up in July 2011 for three years with donation of HK\$300,000 and HK\$350,000 in the first (May 2011) and second (August 2012) year respectively
華革愛心工程有限公司 CRA Benevolent Fund Limited	80,000	<ul style="list-style-type: none"> 在二零一二年十一月以這捐助為在囚人士提供「在囚人士教育信託基金」教育資助 Providing education subsidy for inmates under the “Prisoners’ Education Trust Fund” with donation in November 2012

個人/團體 Individual/Organisation	捐款(元) Donation (\$)	合辦項目 Collaboration project
香港賽馬會慈善信託基金 The Hong Kong Jockey Club Charities Trust	756,672	<ul style="list-style-type: none"> ● 五年內資助港幣 510 萬元研發專為本地性罪犯而設的心理評估工具綜合組套，計劃由二零一零年四月展開，首三年共獲得的資助為港幣 2,502,968.14 元 <p>Providing a grant of \$5.1 million for a 5-year project commenced in April 2010 on the Construction of Risks and Needs Assessment Tools for Sex Offenders, with a total subsidy of HK\$2,502,968.14 in the first three years</p>
九龍樂善堂 Lok Sin Tong Benevolent Society, Kowloon	400,000	<ul style="list-style-type: none"> ● 資助分區撲滅罪行委員會在二零一二至一三年度舉辦的地區性宣傳活動 <p>Sponsoring district-based publicity activities organised by District Fight Crime Committees in 2012-13</p>
海皇粥店 Ocean Empire International Limited	100,000	<ul style="list-style-type: none"> ● 在二零一二年五月以這捐助為在囚人士提供「在囚人士教育信託基金」教育資助 <p>Providing education subsidy for inmates under the “Prisoners’ Education Trust Fund” with donation in May 2012</p>
聖公會聖約翰座堂 St. John’s Cathedral	800,000	<ul style="list-style-type: none"> ● 在二零一二年九月以這捐助為在囚人士提供「在囚人士教育資助基金」教育資助 ● Providing education subsidy for inmates under the “Prisoners’ Education Subsidy Fund” with donation in September 2012
世界東莞社團聯合總會有限公司 The World General Association of Dongguan Societies Limited	100,000	<ul style="list-style-type: none"> ● 在二零一二年一月以這捐助為在囚人士提供「在囚人士教育信託基金」教育資助 <p>Providing education subsidy for inmates under the “Prisoners’ Education Trust Fund” with donation in January 2012</p>
九龍崇德社慈善基金 Zonta Club of Kowloon Charitable Trust	50,000	<ul style="list-style-type: none"> ● 在二零一二年六月資助羅湖懲教所設立音樂室 <p>Donation for setting up a Music Room in Lo Wu Correctional Institution in June 2012</p>
總數 Total:	2,640,798	

二零一二年度入職 / 發展訓練課程總計

Summary of Recruit / Development Training in 2012

Course Title 課程	Frequency 次數	Duration 修業日數	No. of Participants 參加人數	No. of Training Days 訓練日數
Recruit Training 入職訓練	25	1932	494	44028
Development Training 發展訓練	310	366.5	6738	15197
Overall 總計	335	2298.5	7232	59225

Table 1 Recruit Training Course
(表一 入職訓練課程)

<i>Recruit Training</i>	Frequency 次數	Duration 修業日數	No. of Participants 參加人數	No. of Training Days 訓練日數
Recruit Officer Training Course - A0002 懲教主任入職訓練課程 (164-165)	2	159	41	3238
Course for Officer appointed under Special Appointment Scheme - A0003 懲教主任特別委任計劃課程 (已結業)	2	39	6	234
Recruit Assistant Officer Training Course - A0001 懲教助理入職訓練課程 (437-439)	3	208	84	5628
Recruit Officer Training Course - A0002 懲教主任入職訓練課程(160 - 163) - (已結業)	4	471	56	5362
Recruit Assistant Officer Training Course - A0001 懲教助理入職訓練課程 (428-436)-(已結業)	9	980	265	28841
*Induction Training Course for Technical Instructor - A0005(Phase I 已結業) 工藝導師入職訓練課程	3	24	19	136
*Induction Training Course for Technical Instructor - A0005(Phase II) 工藝導師入職訓練課程 -01/12 (已結業)	1	28	12	336
*Induction Training Course for Technical Instructor - A0005(Phase II) 工藝導師入職訓練課程 -02/12	1	23	11	253
Basic First Aid Training Course - A0317 急救基礎訓練課程	19	5	367	1835
Total:	25	1932	494	44028

Table 2 Development Training Course
(表二 發展訓練課程)

<i>Tactical and Escort Duties Knowledge Training</i>	Frequency 次數	Duration 修業日數	No. of Participants 參加人數	No. of Training Days 訓練日數
Tactical Defensive Team Refresher Training Course - A0484 戰術防禦複修訓練課程	3	1	84	84
Escort Duty Training Course (with e-learning) - A0239 押解職務訓練課程	3	8	85	680
Tactical Defensive Team Training Course -A0442 戰術防禦訓練課程	5	3	153	459
Defensive Control Tactics Trainer Course -A0235 防禦控制戰術訓練員課程	2	8	58	464
Defensive Control Tactics Trainer Refresher Course - A0241 防禦控制戰術訓練員複修課程	4	2	75	150
Control and Handcuffing Techniques RC for Staff on Aftercare Duties - A0346 善後輔導職員使用手扣技巧複修課程（一天）	6	1	153	153
Control and Handcuffing Techniques Refresher Course - A0464 使用手扣技巧複修課程（一天）	1	1	5	5
Control & Handcuffing Techniques Training Course - A0462 使用手扣技巧訓練課程	1	3	20	60
Correctional Emergency Response Team Training Course - AE240 緊急應變隊訓練課程	1	33	12	396
Correctional Emergency Response Team(CERT) Instructor Course - A0480 懲教署機動應變部隊導師訓練課程	1	5	25	125
Hostage Rescue Instructor Course - AE347 拯救脅持人質導師課程	1	5	21	105
Total:	28	70	691	2681

Information Technology Application Training

PRIS II for DOO (with e-learning) - AE241
服刑記錄資料系統 II 訓練課程(值日官)
PRIS II for REH (with e-learning) - AE243
服刑記錄資料系統 II 訓練課程(更生事務科)
PRIS II for Reception Office Duties(with e-learning) - AE244
服刑記錄資料系統 II 訓練課程(收押室)
PRIS II for Security Office (with e-learning) - AE245
服刑記錄資料系統 II 訓練課程(保安)
PRIS II for Visit Room (with e-learning) - AE246
服刑記錄資料系統 II 訓練課程(探訪室)

	Frequency 次數	Duration 修業日數	No. of Participants 參加人數	No. of Training Days 訓練日數
	8	1	160	160
	3	1	24	24
	4	2.5	31	77.5
	3	1	16	16
	3	1	31	31
Total:	21	6.5	262	308.5

Command Course

Junior Command Course (with e-learning) - AE107
初級指揮課程
Intermediate Command Course - A0108
中級指揮課程
Senior Command Course - A0110
高級指揮課程

	Frequency 次數	Duration 修業日數	No. of Participants 參加人數	No. of Training Days 訓練日數
	2	10	47	470
	1	2	25	50
	1	2	16	32
Total:	4	14	88	552

Development Training

Training Officer Training Course - A0205
訓練主任課程
2 Days First Aid Refresher Training Course - A0308
兩天急救複修訓練課程
First Aid Refresher Training Course - A0308
急救複修訓練課程
Video Taking Technique Course - A0306
攝錄技巧課程
Assistant Officer I Development Course - AE101
一級懲教助理發展課程
Two Days Team Building Course - A0479
兩天團隊課程
Assistant Officer II Refresher Course - AE103
二級懲教助理複修課程
Assistant Officer I Refresher Course - AE104
一級懲教助理複修課程
Officer Refresher Course - AE105
懲教主任複修課程
Detention Centre Course (with e-Learning) - AE209
勞教中心課程 (包括 e-learning)
Assistant Officer Refresher and Development Course - AE102
懲教助理複修發展課程(包括 e-learning)
Drug Addiction Treatment Centre Course (with e-Learning) - AE210
戒毒所課程 (包括 e-learning)
Training Centre and Rehabilitation Centre Course (with e-Learning) - AE211
教導中心和更生中心課程 (包括 e-learning)
Control Room Duties Course - AE214
控制室職務訓練課程 (包括 e-learning)
Training Course for Reception Officer-in-Charge (with e-Learning)AE227
收押室主管課程 (包括 e-learning)
Reception Office Assistant Course (with e-Learning) AE228
收押室助理課程 (包括 e-learning)
Visit Room Duties Training Course(with e-Learning) - AE229
探訪室職務訓練課程

	Frequency 次數	Duration 修業日數	No. of Participants 參加人數	No. of Training Days 訓練日數
	1	5	13	65
	7	2	188	376
	6	4	130	520
	3	1	70	70
	6	6	183	1098
	21	2	304	608
	11	2	289	578
	8	2	156	312
	2	4	33	132
	2	10	47	470
	3	10	106	1060
	2	5	50	250
	2	5	53	265
	6	3	91	273
	1	5	12	60
	1	4	21	84
	1	3	26	78
Total:	83	73	1772	6299

Management Development & Training Programme (MDTP)

	Frequency 次數	Duration 修業日數	No. of Participants 參加人數	No. of Training Days 訓練日數
Potential Day Orderly Officer Course - AM001 潛質值日主管訓練課程 (MDTP)	1	5	33	165
Leadership and Change Management Training Workshop (MDTP) - AM010 領袖及轉變管理培訓工作坊	1	1	31	31
Training Course on incident , Investigation & Report Writing (MDTP) Part I - AM04A 事故及調查報告寫作訓練課程 (Part I)	1	2	23	46
Investigation Report and Board of Enquiry Writing Course (Part II) - AM04B 調查委員會及調查報告寫作技巧訓練課程 (Part II)	1	2	22	44
Media Training - Half Day Video Seminar Course (MDTP) - AM006 半天錄像研討會 - 面對傳媒的技巧訓練 (MDTP)	1	0.5	32	16
Workshop in Disciplinary Practices and Procedures - AM009 紀律聆訊及程序 (MDTP)	1	1	30	30
Communication and Negotiation Skills Training Workshop - AM011 領袖及轉變管理培訓 (MDTP)	1	1	35	35
Human Resource Management & Organisational Communication(MDTP) - AM019 人力資源管理及組織溝通	1	1	29	29
Total:	8	13.5	235	396

Physical & Adventure Training

	Frequency 次數	Duration 修業日數	No. of Participants 參加人數	No. of Training Days 訓練日數
Physical Education Instructor Refresher Course - A0236 體育導師複修課程(0.5天)	6	0.5	165	82.5
Physical Education Instructor Training Course - A0203 體育導師訓練課程	1	40	11	440
Physical Education Instructor Refresher Course - A0482 體育導師複修課程(1天)	3	1	119	119
PEI Refresher Course for CSD 10 Km Run - A0478 體育導師十公里跑	1	1	45	45
Total:	11	42.5	340	686.5

Drill and Weaponry

	Frequency 次數	Duration 修業日數	No. of Participants 參加人數	No. of Training Days 訓練日數
Tower Duty Training Course - A0215 瞭望塔職務訓練課程	15	2	123	246
Tower Duty Refresher Training Course - A0247 瞭望塔職務複修訓練課程	3	1	21	21
Departmental Guard of Honour - A0448 部門儀仗隊訓練課程	2	2	33	66
Continuation Training for CERT - Firearms Practice - A0254 一天槍械訓練持續課程	6	1	80	80
Half Day Flag Raising Training Course - A0485 半天國旗升降程序訓練	2	0.5	50	25
Total:	28	6.5	307	438

<i>Others</i>	Frequency 次數	Duration 修業日數	No. of Participants 參加人數	No. of Training Days 訓練日數
Use of Force Instructors' Course - B9091 武力使用導師課程	1	30	1	30
Behaviour Adjustment Unit(BAU) Training Course - AE357 行為適應組訓練課程	5	1	120	120
How to select the ICPC Code for DMS Training Workshop - B9100 如何選擇藥物管理系統的ICPC編號訓練課程	1	1	61	61
Dog Handler Training Course - A0253 警衛犬訓練員課程	1	60	2	120
Smart Teen Challenge Camp - 5 Days 多元智能躍進計劃	6	5	120	600
Knowledge Management Facilitator Training Workshop - AE358 知識管理先導訓練工作坊	8	1	183	183
Tactical Negotiation Course- A0483 戰術性談判課程	1	1	31	31
CO Seminar on Handling Special Request of Prisoners - B9089 總懲教主任講座：處理特別要求	2	1	34	34
Hospital In-service Training Course - A0212 懲教助理醫院在職訓練課程	1	23	19	437
Safe Use of Arcair Cutting System & Power Cutting Machine Workshop - G1074 焊接及電鋸切割安全使用課程	3	1	99	99
Sharing Talk for Senior Officers on the Topic of Urine Testing & Associated Forensic Issue - AE359 高級職員就處理驗尿及相關取證問題分享會	3	1	94	94
Undersatnd the Culture of Nigerian - B9102 尼日利亞文化認識	2	0.5	76	38
I.T. Security Course - B9095 資訊科技保安課程	7	1	183	183
Sharing Talk for Senior Officers on Conducting Adjudication with Legal Representation at Lecture Theatre - AE360 高級職員就與法律代表制定判決分享會	1	0.5	31	15.5
Barrier Gate Duties Training Course - A0489 車閘司閘員課程	2	1	38	38
Protocol Officer Training Course - A0487 禮儀官訓練課程	2	1	55	55
Claims on DSOA & Related Allowances Workshop - B9103 DSOA及相關津貼索償工作坊	2	1	98	98
Half Day Seminar for Identification of Forged Identity Card & Travel Document - SEM99 識別偽造證件及旅行文件半日研討會	2	0.5	94	47
Regional Visitors Presenter Training Workshop - B9132 導賞員訓練工作坊	2	1	39	39
e_Mentoring Workshops - A0322 網上導師課程	24	1	619	619
First Aid Remedial Examination Course - A0345 急救復試課程	10	0.5	42	21
Safe Use of Abrasive Wheels Course - G1071 安全使用磨輪課程	6	1	77	77

<i>Others</i>	Frequency 次數	Duration 修業日數	No. of Participants 參加人數	No. of Training Days 訓練日數
One-dayTraining Course of Drug Management System (DMS) - G1072 一天藥物管理系統(DMS)課程	15	1	349	349
Understanding and Dealing with the Substance Abuse and Violence-prone - B9104 藥物濫用及暴力傾向的認識及處理	2	0.5	232	116
AED & CPR Training Course for CSD Nursing Staff - A0488 懲教署護理人員的自動外置式心臟去纖顫器與心肺復甦訓練課程	1	1	20	20
Gas Welding Safety Training Course - B9090 氣體焊接安全訓練課程	4	1	80	80
Operating of Terrestrial Trunked Radio System Training Course - A0490 無線電系統運作課程	6	1	102	102
AED Training Course for CSD Nursing Staff - G1063 懲教署護理人員自動外置式心臟去纖顫器訓練課程	1	0.5	6	3
Departmental Brand Promotion Workshop - G 1069 部門品牌推廣工作坊	4	1	115	115
Experience Sharing Course for DOO 值日主管經驗分享課程	2	0.5	23	11.5
Total:	127	140.5	3043	3836

二零一二年獲嘉獎人員名單
Commendations to Staff in 2012

香港懲教事務卓越獎章

Hong Kong Correctional Services Medal for Distinguished Service (CSDSM)

李雙 Mr. LEE Sheung

香港懲教事務榮譽獎章

Hong Kong Correctional Services Medal for Meritorious Service (CSMSM)

盧暄 Mr. LO Huen, Simon

歐樂華 Mr. AU Lok-wah

謝志遠 Mr. TSE Chi-yuen, Danny

馮嘉明 Mr. FUNG Ka-ming

陳少群 Ms. CHAN Siu-kwan

公務員事務局局長嘉獎

Secretary for the Civil Service's Commendation

陳永聰 Mr. CHAN Wing-chung

黎婉芬 Ms. LAI Yuen-fun

黃偉民 Mr. WONG Wai-man, Patrick

署長嘉獎

Commissioner's Commendation

余國新 Mr. YU Kwok-sun

鍾偉業 Mr. CHUNG Wai-yip

政務秘書嘉獎

Civil Secretary's Commendation

黃達輝 Mr. WONG Tat-fai

助理署長嘉獎

Assistant Commissioner's Commendation

黃偉雄	WONG Wai-hung
蕭永康	SIU Wing-hong
何振東	HO Chun-tung
吳華彪	NG Wah-biu
黎美英	LAI Mei-ying
鍾偉業	CHUNG Wai-yip
馮錦威	FUNG Kam-wai
徐柏強	TSUI Pak-keung
梁建業	LEUNG Kin-ip
林偉光	LAM Wai-kwong
譚國強	TAM Kwok-keung
陳淑賢	CHAN Suk-yin
何安娜	HO Angela
曾偉業	TSANG Wai-yip
陳新華	CHAN San-wa
方倩彤	FONG Sin-tung
蔡智雄	CHOI Chi-hung
曾紹康	TSANG Siu-hong
游秉昭	YAU Ping-chiu
黃健良	WONG Kin-leung
廖永樂	LIU Wing-lok
羅志成	LAW Chi-shing
陳文偉	CHAN Man-wai
曾俊傑	TSANG Chun-kit
郭建輝	KWOK Kin-fai
陳仲雲	CHAN Chung-wan

二零一二年參觀香港懲教署各懲教院所的內地及海外人士及機構名單
List of Mainland and Overseas Visitors and Organisations to CSD in 2012

月份 Month	代表團/參觀者 Delegation/ Visitor
01/12	Permanent Secretary of the Ministry of Justice of Finland
02/12	Australian Federal Police, Australia
03/12	Deputy Minister, Ministry of Justice, the Czech Republic
03/12	Singapore Prison Service
04/12	廣東省監獄管理局 - 粵港監獄(懲教)工作業務合作會議
04/12	澳門中級法院及第四屆司法官實習生
04/12	最高人民檢察院反貪污賄賂總局
04/12	Former Chairman of the General Council of the Bar, UK
05/12	Singapore Prison Service
05/12	3rd Committee of the Dewan Perwakilan Daerah (DPD - Regional Representative Council/Senator) of the Republic of Indonesia
05/12	內地法律工作人員普通法法學碩士課程進修訓練計劃
05/12	廣東省監獄管理局 - 東莞監獄 (第一批)

06/12	廣東司法警官職業學院
06/12	廣東省監獄管理局 - 東莞監獄（第二批）
06/12	甘肅省司法廳
07/12	清華大學香港研究研習班
07/12	中華人民共和國司法部及福建省監獄管理局
08/12	Department of Corrections, Ministry of Justice of Thailand
08/12	深圳市司法局
09/12	Thammasat University, Thailand
10/12	European Consular/ Schengen Working Group
10/12	中國委託公証人協會有限公司 - 福建省和江西省公證管理人員
10/12	中國高級法官研修班
10/12	廣東省公安廳河源市公安局
11/12	澳門監獄及澳門法務局社會重返廳
11/12	Minister of Justice of Mongolia
11/12	Korea Correctional Service
11/12	四川省社會管理創新專題培訓班

12/12	General Executive Agency of Court Decision Mongolia
12/12	Royal Malaysia Police
12/12	Korea Correctional Service
12/12	中華人民共和國司法部副部長郝赤勇訪問團
12/12	Minister of Law and Human Rights from Republic of Indonesia
12/12	廣東行政學院幹部教育學院
12/12	上海市監獄學會
12/12	遼寧省司法廳及監獄管理局

二零一一及二零一二年投訴調查組接收由在囚人士及公眾人士提出的個案數目
 No. of cases received by Complaints Investigation Unit (CIU)
 from persons in custody and the public in 2011 and 2012

年份 Year		2011	2012
A	由投訴調查組展開調查的個案 Cases entailing CIU investigation	95	137
	-使用非必要武力 -Use of unnecessary force	13	22
	-行為不當 -Misconduct of staff	27	67
	-疏忽職守 -Negligence of duty	15	17
	-濫用權力 -Abuse of authority	10	9
	-紀律行動不公平 -Injustice in disciplinary action	26	16
	-不滿院所的政策或程序 -Institutional policy / procedure	4	6
B	由投訴調查組監察院所處理的個案 ^① Cases handled by institutions under CIU monitoring ^①	63	98
C	由投訴調查組處理的重複投訴個案 ^② Repeated complaints handled by CIU ^②	233	128
D	由投訴調查組處理的求助／查詢個案 ^③ Cases of requests / enquiries handled by CIU ^③	150	133
	總數 Total (A+B+C+D)	541	496

年份 Year		2011	2012
E	由懲教署投訴委員會批簽通過投訴調查組的調查結果 Findings of CIU investigation endorsed by Correctional Services Department Complaints Committee (CSDCC) - 證明屬實 <i>- Substantiated</i> - 證實另有別情 <i>- Substantiated other than reported</i> - 無法完全證實 <i>- Not fully substantiated</i> - 虛假 <i>- False</i> - 虛假及惡意 <i>- False & malicious</i> - 並無過錯 <i>- Faultless</i> - 未能證實 <i>- Not Proven</i> - 無法證實 <i>- Unsubstantiated</i> - 終止調查 <i>- Curtailed</i> - 無從追查 <i>- Not Pursuable</i> - 撤回 <i>- Withdrawn</i>	78	137
F	經懲教署投訴委員會覆核的個案 Cases re-examined by CSDCC	1	
G	向懲教署署長提出上訴的個案 Cases of appeal to Commissioner of Correctional Services	0	
H	懲教署投訴委員會批簽通過的服務改善建議 Recommendation for service improvement endorsed by CSDCC	8	

- ① 投訴個案屬於性質輕微及與院所運作有關，例如院所環境、膳食及探訪安排等。
The cases were complaints of minor and operational nature such as institutional environment, diet and visit arrangement
- ② 投訴個案由同一投訴人重複地提出，而其性質按常理是無聊及惹人生厭的投訴。為避免該投訴人繼續濫用本署的投訴處理服務及節省資源，投訴調查組循簡易的行政程序處理有關個案。
Those complaints were grievances of, by common sense, frivolous or vexatious nature repeatedly raised by the same complainant. In order to prevent the complainant from further abusing the complaints handling service of the Department, CIU handled those cases in a simple administrative way.
- ③ 個案經由電郵或電話熱線提出，或透過 1823 政府電話中心轉介。
The cases were raised either via CIU email, phone calls or referred by 1823 Call Centre.

懲教署主要工程計劃
Major Works Projects in Correctional Services Department

工程代號 Project Code	工程名稱 Project	工程計劃級別 Category of Public Works Programme
3076LC	重建大欖女懲教所計劃 Redevelopment of Tai Lam Centre for Women	A
3062JA	屯門虎地紀律部隊宿舍重建計劃 Redevelopment of Disciplined Services Quarters in Fu Tei, Tuen Mun	A
3063JA	香港仔田灣房屋署舊職員宿舍重建計劃 Redevelopment of the ex-Housing Staff Quarters in Tin Wan, Aberdeen	B-
3075LC	芝蔴灣監獄區重建計劃 Redevelopment of Chi Ma Wan Prison Area	B-
CO-977	勵敬懲教所附屬設施改善工程 Improve the ancillary facilities at Lai King Correctional Institution	不適用 N.A.
ASG/MBW/2009-10/2	喜靈洲戒毒所興建金屬製品工場 Construction of a New Metal Workshop at Hei Ling Chau Addiction Treatment Centre	不適用 N.A.
ASG/MBW/2008-09/7	小欖精神病治療中心大閘範圍保安設施改善工程 Upgrading of the Security Standard of Main Gate Area at Siu Lam Psychiatric Centre	不適用 N.A.
不適用 N.A.	改善各懲教院所的囚室、囚倉及工場等消防系統 Fire Services Upgrading to workshops, cells and dormitories etc. in CSD Institutions	不適用 N.A.

懲教工業所提供的貨品及服務的商業價值
Commercial Value of Goods and Services
Provided By Correctional Services Industries

製造業： Manufacturing :	2011 (\$'000)	2012 (\$'000)
製衣 Garment Making	103 417	101 512
木工 Carpentry	33 530	31 901
金屬製品 Metal Work	6 064	6 646
標誌製作 Sign Making	12 822	11 915
玻璃纖維製品 Fibreglass Products	9 711	9 027
混凝土預製品 Precast Concrete Products	1 898	1 419
皮革製品 Leather Products	20 545	14 136
針織 Knitting	3 319	2 302
印刷 Printing	5 008	4 837
信封製造 Envelope Making	7 829	5 646
小計 Sub-total:	204 143	189 340
服務： Services :		
為其他部門提供洗熨服務 Laundry for other departments	112 308	96 122
內部洗熨服務 Domestic Laundry	72 715	85 059
書籍裝訂 Bookbinding	4 891	4 603
其他服務 Miscellaneous Services	6 792	6 118
小計 Sub-total:	196 706	191 902
總值 Total:	400 849	381 242
園地維修 Labour for Grounds Maintenance	21 450	16 271

按行業劃分的囚犯工作人數(以二零一二年十二月三十一日計算)

EMPLOYMENT OF INMATES / PRISONERS BY TRADES

AS AT 31 DECEMBER 2012

行業 TRADE	戒毒所/教導所/勞教中心 DATC/TC/DC*	監獄 PRISON	總數 TOTAL
書籍裝訂 Bookbinding	-	500	500
木工 Carpentry	-	366	366
信封製造 Envelope Making	24	215	239
玻璃纖維產品 Fibreglass Products	72	77	149
製衣 Garment making	-	1 722	1 722
針織 Knitting	-	66	66
皮革製品 Leather Products	-	272	272
金屬製品 Metalwork	13	86	99
混凝土預製品 Precast concrete products	-	52	52
印刷 Printing	-	33	33
標誌製作 Sign making	-	147	147
洗熨 Laundry	61	917	978
其他 Miscellaneous	7	167	174
總數 TOTAL	177	4 620	4 797

* DATC : Drug Addiction Treatment Centre

TC : Training Centre

DC : Detention Centre

年報構思

2012年年報以「五稜鏡」作為設計概念，寓意深長。稜鏡一體五面，每個鏡面代表部門一個主要的工作範疇，計為行動、更生服務、人力資源、服務質素和行政及策劃，顯示懲教工作多樣化和充滿變化。稜鏡同時亦是五面一體，通過各個鏡面的相互協作，把光線轉化成新的影像，象徵部門不同範疇的工作環環緊扣，相輔相成。

懲教團隊各個崗位人員同心同德、通力合作，展現懲教專業精神，協助在囚人士及更生人士重返正途，重拾人生色彩，並為香港整體社會增添和諧與安穩。

「同心同德 專業專注」 “TOGETHER WE SERVE WITH DEDICATION AND PROFESSIONALISM”

Design concept

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

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







香港懲教署
HONG KONG
CORRECTIONAL SERVICES

懲教署總部 - Correctional Services Department Headquarters

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