

## “Enhanced Productivity Programme: 2000-01” Booklet

### Report on EPP Savings -- Hong Kong Police Force

Total value of EPP Savings: **\$123.49m**, equivalent to **1%** of total Recurrent Baseline Expenditure in 2000-01 which is subject to EPP.

Category	\$m	EPP Measures	Safeguards for Quality Service
<b>PE</b>	5.927	<p><u>Land Regions</u></p> <ul style="list-style-type: none"> <li>• Amalgamate the Field Patrol Detachment Companies into the Border District. Deletion of posts comes from streamlining of the command structure and redistribution of manpower resources. Creation of posts is to suit the new mode of operation by right-sizing the divisions in Border District and to rationalise the civilian and technical support.</li> </ul> <p><i>Savings :</i> Deletion of the following posts on 1.4.2000 -</p> <p style="padding-left: 40px;">1 Senior Superintendent 3 Chief Inspector 6 Inspector/Senior Inspector 10 Sergeant 9 Workman II 3 Artisan 2 Foreman</p> <p><i>Additional requirements :</i> Creation of the following posts on 1.4.2000 -</p> <p style="padding-left: 40px;">11 Constable 3 Clerical Officer 1 Assistant Clerical Officer 6 Clerical Assistant 2 Personal Secretary II</p>	<p>We have adopted the following measures to enhance service capability:</p> <ul style="list-style-type: none"> <li>• A 3-tier system has been established for exchanging illegal immigration intelligence through Border Liaison channel;</li> <li>• Upgrading of technical equipment and development of effective tactics against illegal immigration; and</li> <li>• Tasking of Border Patrol Sub-Unit, Border Enforcement Sub-Unit and Quick Reaction Force officers according to intelligence and prevailing crime trends.</li> </ul> <p>Where there are changes in the mode or process of service, we promote those changes and provide suitable training to ensure that staff can adapt to the transition. Staff can voice their feedback to the management and all issues will be taken care of by prompt managerial attention.</p>

Category	\$m	EPP Measures	Safeguards for Quality Service
		<p>2 Supplies Assistant 1 Senior Radio Mechanic 2 Radio Mechanic 1 Assistant Police Telecommunications Inspector</p> <p><u>Crime Wing</u></p> <p>1.637 • Increase flexibility in personnel redeployment for merging of control room functions of various bureaux in Crime Wing to form a Centralised Control Room in the Headquarters of Crime Wing.</p> <p><i>Savings :</i> Deletion of the following posts on 1.4.2000 -</p> <p>1 Sergeant 6 Constable</p> <p>1.367 • Review and streamline existing work process in various bureaux of Crime Wing. By careful redesign and documentation of work process and adequate control/ monitoring at critical points, we can achieve a better control of service standard, higher efficiency as well as savings in manpower resources.</p> <p><i>Savings :</i> Deletion of the following posts on 1.4.2000 -</p> <p>2 Confidential Assistant 2 Assistant Clerical Officer</p>	<p>A dedicated and experienced team of disciplined staff will be set up to man the Centralised Control Room (CCR) to continually provide control room functions on a 24-hour basis. The CCR will be furnished with better facilities and equipment to ensure that the quality of service can be maintained at an effective and efficient standard.</p>

Category	\$m	EPP Measures	Safeguards for Quality Service
	1.860	<p>1 Clerical Assistant 2 Typist 1 Supplies Assistant</p> <p><u>Personnel Wing</u></p> <ul style="list-style-type: none"> <li>Restructure the Vetting Unit to achieve better efficiency.</li> </ul> <p><i>Savings :</i> Deletion of the following posts on 1.4.2000 -</p> <p>1 Sergeant 7 Constable</p>	<p>To enhance the level of service to the public upon restructuring of the Vetting Unit, the opening hours of the Unit has been extended to enable the applicants to attend vetting interviews and checks outside normal office hours. The existing staff of the Unit will work on a two-shift pattern to cover the extended hours.</p> <p>Arising from the changes in vetting process, suitable training will be provided to staff to ensure that they can adapt to the transition.</p>
	0.516	<ul style="list-style-type: none"> <li>Relocate the Staff Side Secretariat of the Police Force Council to the main office of the Staff Relations Section to allow for redistribution of duties and manpower savings in the General Registry of the Staff Relations Section.</li> </ul> <p><i>Savings :</i> Deletion of 1 Clerical Assistant post on 1.4.2000.</p> <ul style="list-style-type: none"> <li>Streamline service to allow for redistribution of duties and manpower savings in the Selection Unit.</li> </ul> <p><i>Savings :</i> Deletion of 1 Sergeant post on 1.4.2000.</p>	

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	2.486	<ul style="list-style-type: none"> <li data-bbox="416 264 935 456">● Streamline service to allow for redistribution of duties and manpower savings in the Hong Kong Island Regional Welfare Office.  <i>Savings :</i> Downgrading of 1 Sergeant post to Constable on 1.4.2000.</li> <li data-bbox="416 725 935 958">● Civilianise the Police Constable post in the Junior Police Officers Association. Duties will be absorbed by existing civilian staff in the Staff Relations Section.  <i>Savings :</i> Deletion of 1 Constable post on 1.4.2000.</li> <li data-bbox="416 1182 935 1415">● Civilianise posts in recruiting centres.  <i>Savings :</i> Deletion of 2 Constable posts on 1.4.2000.  <i>Additional requirements :</i> Creation of 2 Clerical Assistant posts on 1.4.2000.</li> <li data-bbox="416 1639 935 1989">● Civilianise posts in Border Catering Unit. <i>Savings :</i> Deletion of 18 Constable posts on 1.4.2000.  <i>Additional requirements:</i> Creation of 18 Cook posts on 1.4.2000.</li> </ul>	<p data-bbox="951 725 1463 918">Arising from the civilianisation proposals, suitable training will be provided to the civilian staff to ensure that they can adapt to the transition.</p>

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	0.805	<ul style="list-style-type: none"> <li data-bbox="416 264 932 875"> <p>• Civilianise posts in the Holiday Facilities and Recreation Centres Unit.</p> <p><i>Savings :</i> Deletion of the following posts on 1.4.2000 -</p> <p style="padding-left: 40px;">1 Inspector/Senior Inspector 1 Sergeant 1 Constable</p> <p><i>Additional requirements :</i> Creation of 1 Clerical Officer post on 1.4.2000.</p> </li> <li data-bbox="416 969 932 1420"> <p>• Close the Tsimshatsui and Shatin Recruitment Centres to rationalise services of the Recruitment Group.</p> <p><i>Savings :</i> Deletion of the following posts on 1.4.2000 -</p> <p style="padding-left: 40px;">1 Sergeant 1 Constable</p> </li> <li data-bbox="416 1592 932 1912"> <p>• Close the Shatin and Yuen Long Welfare Sub-offices to rationalise services of the Welfare Services Group.</p> <p><i>Savings :</i> Deletion of 2 Clerical Assistant posts on 1.4.2000.</p> </li> </ul>	<p>Applications for recruitment posts in the Force can now be made through Internet or Facsimile transmission or at the report rooms of all police stations in Hong Kong to make it more convenient for the applicants to collect/submit application forms.</p> <p>The opening hours of the remaining recruiting centres in Queensway and Mongkok have been extended to enhance the quality of service.</p>

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	0.249	<ul style="list-style-type: none"> <li>● Contract out cleansing and gardening services of the recreation centres under the management of Personnel Wing.</li> </ul> <p><i>Savings :</i> Deletion of the following posts on 1.4.2000 -</p> <p style="padding-left: 40px;">1 Workman I 1 Workman II</p> <p><u>Information Systems Wing</u></p>	
	0.584	<ul style="list-style-type: none"> <li>● Streamline service to allow for redistribution of duties and manpower savings in the Maintenance Division of the Communications Branch.</li> </ul> <p><i>Savings :</i> Deletion of 2 Assistant Police Telecommunications Inspector posts on 1.4.2000.</p> <p><u>Administration Wing</u></p>	<p>All regional workshops which are responsible for maintenance of all telecommunication systems and equipment of the Force will be governed by explicit performance standards and pledges promulgated by the Hong Kong Quality Assurance Agency (HKQAA) and work performance will be closely monitored through external/internal mechanism. The HKQAA will continue to make surveillance visits to workshops every 6 months and conduct a renewal audit every 3 years to ensure compliance with the ISO 9000 standard.</p>
	0.474	<ul style="list-style-type: none"> <li>● Streamline service to allow for redistribution of duties and manpower savings in the Administration Wing.</li> </ul> <p><i>Savings :</i> Downgrading 1 Executive Officer I post to Executive Officer II on 1.4.2000.</p>	<p>By means of job review, role redelineation, delegation and redistribution of responsibilities, we can optimise resource utilisation and enhance productivity.</p>

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	0.575	<p>Deletion of the following posts on 1.4.2000 -</p> <p>1 Assistant Clerical Officer 1 Workman II</p> <p><u>Planning and Development Branch</u></p> <ul style="list-style-type: none"> <li>Streamline service to allow for redistribution of duties and manpower savings in the Planning and Development Branch.</li> </ul> <p><i>Savings :</i> Deletion of 1 Inspector/Senior Inspector post on 1.4.2000.</p> <p><u>Training Wing</u></p>	
	1.592	<ul style="list-style-type: none"> <li>Merge the armoury functions to allow for redistribution of duties and manpower savings in the Police Training School.</li> </ul> <p><i>Savings :</i> Deletion of 4 Constable posts on 1.4.2000.</p> <ul style="list-style-type: none"> <li>Streamline service to allow for redistribution of duties and manpower savings in the Training Wing Headquarters.</li> </ul> <p><i>Savings :</i> Deletion of 1 Office Assistant post on 1.4.2000.</p>	

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	8.056	<ul style="list-style-type: none"> <li data-bbox="416 264 935 539">● Streamline service to allow for redistribution of duties and manpower savings in the Police Driving School. <i>Savings :</i> Deletion of 1 Inspector/ Senior Inspector post on 1.4.2000.</li> <li data-bbox="416 636 935 1077">● Rationalise service of the Auxiliary Training Division subsequent to the reduction of recruitment intake.  <i>Savings :</i> Deletion of the following posts on 1.4.2000 -  4 Sergeant 1 Workman II</li> <li data-bbox="416 1173 935 1496">● Rationalise service of the Police Driving School subsequent to the reduction of basic driving courses.  <i>Savings :</i> Deletion of 3 Sergeant posts on 1.4.2000.</li> <li data-bbox="416 1592 935 1915">● Rationalise service of the Inspector Training Division subsequent to the reduction of recruitment intake.  <i>Savings :</i> Deletion of 6 Chief Inspector posts on 1.4.2000.</li> </ul>	<p data-bbox="959 636 1466 790">Quality of service can be maintained as fewer intake of Auxiliary Police Officers demands lesser training input.</p> <p data-bbox="959 1592 1466 1944">Quality of service can be maintained as the Force has adopted a new training team approach i.e. different areas of training are delivered by those most qualified trainers, and therefore training input is determined by function rather than by number and rank of trainers.</p>



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		<ul style="list-style-type: none"> <li>• Close the Regional Continuation Training Centre at Tuen Mun to rationalise the service of the Police Constable Training Division.</li> </ul> <p><i>Savings :</i> Deletion of the following posts on 1.4.2000 -</p> <p style="padding-left: 40px;">1 Inspector/Senior Inspector 1 Station Sergeant 1 Clerical Assistant</p>	
	1.116	<ul style="list-style-type: none"> <li>• Hire private security service for the Auxiliary Headquarters instead of employing disciplined officers as security guards in Training Wing.</li> </ul> <p><i>Savings :</i> Deletion of 5 Constable posts on 1.4.2000.</p>	
	18.771	<ul style="list-style-type: none"> <li>• Reduce Disciplined Services Overtime Allowance.</li> </ul>	The overtime, if required, will be compensated by time-off in lieu as far as practicable.
	0.775	<ul style="list-style-type: none"> <li>• Reduce Overtime Allowance of civilian staff.</li> </ul>	The overtime can be minimised through better utilisation of staff resources by streamlining procedures or redeployment of staff and duties. For example, a combination of procedures streamlining and civilianisation has enabled release of additional number of police officers to front-line duties.

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	46.790		All the EPP proposals with deletion of posts/downgrading of posts will be implemented through natural wastage or redeployment of surplus staff and no staff redundancy will arise.
<b>DE/OC</b>	76.700	<ul style="list-style-type: none"> <li>Since the implementation of some of the recommendations arising from the review of the Hong Kong Auxiliary Police on 1 April 1999, the Special Duty Quota that is distributed among different Police formations mainly for beat duties has been abolished.</li> </ul>	<p>The regular Police Force is now up to establishment and has sufficient manpower to perform front-line operational duties. Over 2 000 additional Police officers have been deployed to perform front-line duties since 1992.</p> <p>An amount of money has been reserved for the deployment of Auxiliary Police officers to perform operational duties in case of emergencies.</p>
<b>Total</b>	<b>123.490</b>		

### Note

- PE : Personal Emoluments                      i.e. Staff salaries and allowances
- PRE : Personnel Related Expenses            i.e. Costs related to the employment of staff other than pay and allowances e.g. pensions, staff housing
- DE: Departmental Expenses                    i.e. The day to day operating expenses of departments e.g. fuel, travelling expenses and furniture
- OC: Other Charges                                    i.e. Significant expenditure peculiar to a particular department's operation