

“Enhanced Productivity Programme : 2001-02” Booklet

Report on EPP Savings -- Hong Kong Police Force

Total value of EPP savings in 2001-02 : **\$248.750 m**, equivalent to **2.0%** of total recurrent baseline expenditure in that year that is subject to EPP. Total EPP savings (as a percentage of recurrent baseline expenditure subject to EPP) achieved by 2001-02 on a **cumulative** basis is **3.0%**.

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
PE/PRE	47.561	<p><u>Surplus in Training</u></p> <p><u>Training Wing</u></p> <ul style="list-style-type: none"> ● Delete Recruit Training Reserve posts in the Police Training School following reduction in recruitment intake. <p><i>Savings :</i> Deletion of the following posts in 2000-01 -</p> <p style="padding-left: 40px;">2 Inspector/Senior Inspector 194 Constable</p> <p>Deletion of 6 Constable posts in 2001-02.</p> <ul style="list-style-type: none"> ● Rationalise service in the Police Constable Training Division and Auxiliary Training Division following reduction in recruitment intake. <p><i>Savings :</i> Deletion of the following posts in 2000 -01-</p> <p style="padding-left: 40px;">3 Inspector/Senior Inspector 1 Workman II</p>	<p>In view of the Government’s policy of recruitment freeze, the Force’s intake of probationary Inspectors and recruit Constables has been reduced significantly. The number of intakes is unlikely to increase in the foreseeable future.</p> <p>In light of the envisaged drop in projected intake of probationary Inspectors, recruit Constables and recruit Auxiliary Constables in the foreseeable future, the number of Course Instructors and supporting staff can be reduced with no deterioration in the quality of service.</p>

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	0.979	<p><u>Closure of Disused Police Services</u></p> <p><u>New Territories North Region</u></p> <ul style="list-style-type: none"> ● Close the Tsim Bei Tsui Police Post in Tin Shui Wai Division to allow for redeployment of resources and manpower savings. <p><i>Savings :</i> Deletion of the following posts in 2000-01 -</p> <p>1 Inspector/Senior Inspector 1 Cook 1 Workman II</p> <p>Deletion of 1 Cook post in 2001-02</p>	<p>Through the installation of advanced technical equipment (CCTV surveillance system), command and supervision of the anti-illegal immigrant duties at Tsim Bei Tsui area can be conducted directly from the Tin Shui Wai Police Station. Hence operational effectiveness can be greatly enhanced.</p>
	1.457	<p><u>New Territories South Region</u></p> <ul style="list-style-type: none"> ● Close the Discovery Bay Police Post in Lantau District to allow for redeployment of resources and manpower savings. <p><i>Savings :</i> Deletion of 1 Inspector/Senior Inspector post in 2000-01.</p> <p>Deletion of 4 Constable posts in 2001-02.</p>	<p>Owing to improved accessibility, policing of Discovery Bay area has been taken over by the Lantau North Division through realignment of divisional boundaries. Upon closure of the Discovery Bay Police Post, members of the public can make report to the Lantau North Divisional Police Station in Tung Chung.</p>
	19.664	<p><u>Marine Region</u></p> <ul style="list-style-type: none"> ● Close the Tai A Chau Vietnamese Boat People Detention Centre to allow for redeployment of resources and manpower savings. <p><i>Savings :</i> Deletion of the following posts in 2000-01-</p> <p>1 Superintendent 4 Chief Inspector</p>	<p>Police service no longer required upon closure of the Detention Centre.</p>

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	10.291	<ul style="list-style-type: none"> ● Decommission Police Launch No. 4 in Marine South Division to allow for redeployment of resources and manpower savings. <p><i>Savings :</i> Deletion of 3 Inspector/Senior Inspector posts in 2000-01.</p> <p>Deletion of the following posts in 2001-02 -</p> <ul style="list-style-type: none"> 9 Station Sergeant 9 Sergeant 33 Constable 3 Cook <p><u>Amalgamation</u></p> <p><u>Kowloon West Region</u></p> <ul style="list-style-type: none"> ● Amalgamate the Homantin Division into the Hung Hom and Kowloon City Divisions. Deletion of posts comes from streamlining the command structure and redistribution of manpower resources. Creation of posts is to strengthen the manpower for front-line operational duties. <p><i>Savings :</i> Deletion of the following posts in 2000-01 -</p> <ul style="list-style-type: none"> 5 Inspector/Senior Inspector 3 Constable 9 Workman II 2 Police Translator II <p>Deletion of the following posts in 2001-02 -</p> <ul style="list-style-type: none"> 1 Chief Inspector 5 Station Sergeant 9 Sergeant 1 Clerical Officer 2 Assistant Clerical Officer 6 Clerical Assistant 	<p>Quality of service can be maintained as relevant search and rescue responsibilities will be taken up by a fast moving Divisional Patrol Launch in the Division. Moreover, the original patrol areas will be realigned and police coverage will be provided by the remaining divisional/inshore patrol launches in the Division.</p> <p>Divisional boundaries of Hung Hom and Kowloon City Divisions will be realigned to cover Homantin area. Upon amalgamation, Hung Hom Division will move to the existing Homantin Police Station whilst Hung Hom Police Station will be changed as the Hung Hom Operational Base with a reporting centre.</p>

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	13.383	<p>1 Police Translator I</p> <p><i>Additional requirements:</i> Creation of the following posts in 2001-02-</p> <p>8 Constable 1 Supplies Assistant</p> <p><u>New Territories North Region</u></p> <ul style="list-style-type: none"> Amalgamate the Field Patrol Detachment Companies into the Border District. Following the exercise effected last year, further deletion of posts comes from redistribution of manpower resources. <p><i>Savings :</i> Deletion of the following posts in 2000-01 -</p> <p>8 Constable 3 Workman II 3 Artisan</p> <p>Deletion of 4 Constable posts in 2001-02.</p> <ul style="list-style-type: none"> Amalgamate the Tai Hing Division into the Tuen Mun Division. Deletion of posts comes from the streamlining of the command structure and redistribution of manpower resources. Creation of posts is to strengthen the manpower for front-line operational duties. <p><i>Savings :</i> Deletion of the following posts in 2000-01 -</p>	<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> <p>The divisional boundaries of Tuen Mun and Castle Peak Divisions will be realigned to cover policing of Tai Hing area.</p> <p>Special briefings, open forum and “Off-Beat” coverage have been made to update all staff on the rationale and progress of the amalgamation. Feedback from staff has been taken into</p>

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		<p>6 Inspector/Senior Inspector 3 Constable 1 Personal Secretary II 3 Clerical Assistant 1 Office Assistant 6 Workman II</p> <p>Deletion of the following posts in 2001-02-</p> <p>1 Superintendent 1 Chief Inspector 5 Station Sergeant 5 Sergeant 1 Clerical Officer 3 Assistant Clerical Officer</p> <p><i>Additional requirements:</i> Creation of 14 Constable posts in 2001-02.</p> <ul style="list-style-type: none"> Amalgamate the Lau Fau Shan Sub-Division into the Tin Shui Wai Division. Deletion of posts comes from redistribution of manpower resources. Creation of posts is to enhance the command of front-line operational duties. <p><i>Savings :</i> Deletion of the following posts in 2000-01 -</p> <p>1 Constable 1 Office Assistant 2 Cook 3 Workman II</p> <p>Deletion of the following posts in 2001-02 -</p> <p>5 Sergeant 1 Assistant Clerical Officer 1 Cook</p>	<p>consideration during the planning stage.</p> <p>Tuen Mun District Council, District Fight Crime Committee, government officials and local residents' associations have been briefed on details of the amalgamation. Assurance has been given that police front-line service of the affected area will be enhanced.</p> <p>Extensive consultation and briefings have been arranged for local residents in Lau Fau Shan and Tin Shui Wai areas. Concerns of the local trade associations have been suitably addressed.</p>

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
		<p><i>Additional requirements:</i> Creation of 3 Station Sergeant posts in 2001-02.</p> <p><u>Streamlining of Guard and Reception Services</u></p> <p><u>Hong Kong Island Region</u></p> <ul style="list-style-type: none"> ● Reduce reception and security services through redistribution of duties and installation of a ‘key pad system’ in the Regional Command and Control Centre. <p><i>Savings :</i> Deletion of 4 Constable posts in 2001-02.</p> <p><u>New Territories North Region</u></p> <ul style="list-style-type: none"> ● Streamline guard service and security procedure in the San Uk Ling Holding Centre to enhance efficiency and achieve manpower savings. <p><i>Savings :</i> Deletion of 4 Constable posts in 2001-02.</p> <p><u>Support Wing</u></p> <ul style="list-style-type: none"> ● Streamline guard and reception services in the Police Headquarters Complex to allow for redeployment of resources and manpower savings. <p><i>Savings :</i> Deletion of the following posts in 2000-01 -</p> <p>1 Foreman 26 Workman II</p> <p>Deletion of the following posts in 2001-02 -</p> <p>1 Sergeant 1 Foreman</p>	<p>The responsibilities of the Orderly Police Constables within the Regional Command and Control Centre of Hong Kong Island can be undertaken with no appreciable loss of service by the existing Communication Centre Constable.</p> <p>As the duties of the Main Gate Guard will be taken up by the Reception/Escorting/Relieving Constables, the security level and operation of San Uk Ling Holding Centre will not be affected.</p> <p>As May House was demolished in mid-1999, the May House Support Office is no longer required. There is no deterioration in the quality of service.</p>
	0.893		
	0.893		
	3.573		

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
		<p><u>Civilianisation of Support Services</u></p> <p><u>Hong Kong Island Region</u></p> <ul style="list-style-type: none"> ● Civilianise post in the Aberdeen Division to allow for better utilisation of resources. <p><i>Savings :</i> Deletion of 1 Constable post in 2001-02.</p> <p><i>Additional requirements:</i> Creation of 1 Clerical Assistant post in 2001-02.</p> <p><u>New Territories South Region</u></p> <ul style="list-style-type: none"> ● Civilianise posts in the Regional and District Crime Intelligence Registries to allow for better utilisation of resources. <p><i>Savings :</i> Deletion of the following posts in 2001-02 - 2 Sergeant 6 Constable</p> <p><i>Additional requirements:</i> Creation of the following posts in 2001-02- 1 Assistant Clerical Officer 7 Clerical Assistant</p> <p><u>Personnel Wing</u></p> <ul style="list-style-type: none"> ● Civilianise posts in the Conditions of Service and Support Group and Junior Police Officers Association to allow for better utilisation of resources. <p><i>Savings :</i> Deletion of 1 Inspector/Senior Inspector post in 2000-01 and 1 Constable post in 2001-02</p>	<p>Suitable training will be provided to the civilian staff to ensure that the staff can adapt to the transition.</p> <p>Suitable training will be provided to the civilian staff to ensure that the staff can adapt to the transition.</p> <p>Suitable training will be provided to the civilian staff to ensure that the staff can adapt to the transition.</p>

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	9.740	<p><i>Additional requirements:</i> Creation of the following posts in 2001-02-</p> <ul style="list-style-type: none"> 1 Executive Officer II 1 Assistant Clerical Officer 1 Clerical Assistant <p><u>Streamlining and Outsourcing</u></p> <p><u>Hong Kong Island Region</u></p> <ul style="list-style-type: none"> ● Streamline service to allow for redeployment of resources and manpower savings in the Regional Headquarters, Eastern District, Central District and Traffic District. <p><i>Savings :</i> Downgrading of the following posts in 2001-02 -</p> <ul style="list-style-type: none"> 1 Inspector/Senior Inspector to 1 Station Sergeant 1 Supervisor of Typing Services to 1 Senior Typist <p>Deletion of the following posts in 2000-01 -</p> <ul style="list-style-type: none"> 8 Constable 1 Police Translator II 1 Typist 2 Clerical Assistant 1 Property Attendant 2 Vehicle Tester <p>Deletion of the following posts in 2001-02 -</p> <ul style="list-style-type: none"> 1 Sergeant 4 Constable 1 Senior Typist 1 Typist 3 Property Attendant 	<p>In times of emergencies which call for additional manpower in the Hong Kong Island Regional Headquarters (Crime), redeployment of resources from other units such as Regional Anti-Triad Unit can be arranged.</p> <p>Manpower in other districts are capable of coping with the service demand.</p>

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
		<ul style="list-style-type: none"> <li data-bbox="435 275 951 589">● Regrade Duty Officer posts in the North Point Division to allow for better utilisation of resources. <i>Savings :</i> Downgrading 4 Inspector/Senior Inspector posts to 4 Station Sergeant posts in 2001-02. <li data-bbox="435 633 951 1104">● Rationalise manpower for the closed Causeway Bay Report Centre and under-utilised North Point Ferry Pier to allow for redeployment of resources and manpower savings. <i>Savings :</i> Deletion of the following posts in 2001-02 - 4 Constable 1 Workman II <li data-bbox="435 1149 951 1417">● Rationalise patrolling service in Shek O area to allow for redeployment of duties and manpower savings. <i>Savings :</i> Deletion of 2 Constable posts in 2001-02. <li data-bbox="435 1462 951 2112">● Restructure and centralise the District and Divisional Crime Investigation Units of the Wan Chai District to allow for redeployment of resources and manpower savings. <i>Savings :</i> Deletion of 2 Constable posts in 2000-01. Deletion of the following posts in 2001-02 - 1 Station Sergeant 2 Sergeant 2 Constable 	<p data-bbox="967 275 1425 465">Experienced Station Sergeants who are conversant with report room procedures will be posted as Duty Officers to ensure no deterioration in the quality of service.</p> <p data-bbox="967 633 1425 790">By means of job review and redistribution of responsibilities, manpower can be saved without deteriorating the quality of service.</p> <p data-bbox="967 1149 1425 1384">A pilot scheme was conducted between September 1999 and February 2000. It was found that the same level of service can be maintained with less manpower during the relatively quiet shifts.</p> <p data-bbox="967 1462 1425 1742">Since November 1999, statistics on the workload of the officers in the District and Divisional Crime Investigation Units of the Wan Chai District under the new structure have been collected to facilitate planning of manpower redeployment.</p> <p data-bbox="967 1787 1425 1944">A special briefing has been conducted for the Happy Valley resident representatives to address their concerns on the new structure.</p> <p data-bbox="967 1989 1425 2134">A customer satisfaction survey has been conducted to assess public opinion on the services provided and to identify areas for improvement.</p>

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	0.769	<ul style="list-style-type: none"> ● Merge the receipt and despatch services in the Western District Headquarters and Western Division to allow for better utilisation of resources and enhance operational efficiency. <i>Savings :</i> Deletion of 1 Clerical Assistant and 1 Office Assistant posts in 2000-01 and 2001-02 respectively. <i>Additional requirements:</i> Creation of 1 Workman II post in 2001-02. ● Streamline traffic enforcement and control service to allow for redistribution of duties and manpower savings in the District Traffic Team of the Western District. <i>Savings :</i> Deletion of 2 Traffic Warden posts in 2000-01. <p><u>Kowloon East Region</u></p> <ul style="list-style-type: none"> ● Regrade Duty Officer posts in the Sau Mau Ping Division to allow for better utilisation of resources. <i>Savings :</i> Downgrading of 4 Inspector/ Senior Inspector to 4 Station Sergeant posts in 2001-02. 	<p>Upon merging, the receipt and despatch services for the whole Western Police Station will be provided by the District General Registry with clear demarcation of duties between the Office Assistant and the Workman posts.</p> <p>Beats of the remaining Traffic Wardens will be rearranged to ensure the provision of adequate traffic control and regulation service to the public.</p> <p>Experienced Station Sergeants who are conversant with report room procedures will be posted as Duty Officers to ensure no deterioration in the quality of service.</p>

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	1.056	<u>Kowloon West Region</u> <ul style="list-style-type: none"> ● Streamline service to allow for redistribution of duties and manpower savings in the Traffic District. <p><i>Savings :</i> Deletion of the following posts in 2000 -01-</p> <p>3 Constable 2 Vehicle Tester</p>	By means of job review and redistribution of responsibilities, manpower can be saved without deteriorating the quality of service.
	1.661	<u>New Territories North Region</u> <ul style="list-style-type: none"> ● Streamline service to allow for redistribution of duties and manpower savings at the Tai Lam Chung Weigh Station. <p><i>Savings :</i> Deletion of 4 Constable posts in 2001-02.</p> <ul style="list-style-type: none"> ● Regrade Duty Officer posts in the Yuen Long Division to allow for better utilisation of resources. <p><i>Savings :</i> Downgrading 4 Inspector/Senior Inspector to 4 Station Sergeant posts in 2001-02 .</p>	By means of job review and redistribution of responsibilities, manpower can be saved without deteriorating the quality of service. Experienced Station Sergeants who are conversant with report room procedures will be posted as Duty Officers to ensure no deterioration in the quality of service.
	4.744	<u>New Territories South Region</u> <ul style="list-style-type: none"> ● Streamline traffic enforcement and control service to allow for redistribution of duties and manpower savings in the Airport District. <p><i>Savings :</i> Deletion of 6 Traffic Warden posts in 2000-01.</p> <ul style="list-style-type: none"> ● Merge traffic zones and traffic teams to streamline the structure/service and achieve better utilisation of resources. 	Part of the duties will be taken over by the Airport Authority Traffic Team. By means of job review and redistribution of responsibilities, manpower can be saved without deteriorating the quality of service.

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	0.131	<p><i>Savings :</i> Deletion of the following posts in 2000-01 -</p> <p>3 Inspector/Senior Inspector 4 Constable 2 Vehicle Tester</p> <p>Deletion of 2 Station Sergeant posts in 2001-02.</p> <p><u>Support Wing</u></p> <ul style="list-style-type: none"> ● Regrade posts in the Traffic Branch Headquarters and introduce the Central Enquiry Counter service in the Central Traffic Prosecutions Bureau to achieve better utilization of resources and enhance customer services. <p><i>Savings :</i> Downgrading of 3 Inspector/ Senior Inspector to 3 Station Sergeant posts in 2001-02 .</p> <p><i>Additional requirements:</i> Creation of 2 Constable posts in 2001-02 .</p>	By means of job review and redistribution of responsibilities, manpower can be saved without deteriorating the quality of service.
	5.136	<p><u>Personnel Wing</u></p> <ul style="list-style-type: none"> ● Streamline clerical support services in the Recruitment Group of the Personnel Management Branch to allow for redistribution of duties and manpower savings. <p><i>Savings :</i> Deletion of 1 Assistant Clerical Officer post in 2001-02.</p> <ul style="list-style-type: none"> ● Streamline the command structure of the Catering Division in the Personnel Services Branch to allow for redeployment of resources and manpower savings. <p><i>Savings :</i> Deletion of 1 Superintendent post in</p>	By simplification of working procedures, redistribution of duties and centralisation of services, manpower can be saved without deteriorating the quality of service.
			The actual involvement of the Catering Division in the provision of food for operation and emergency is diminishing. Therefore, the quality of service in Catering Division will not be affected.

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	2.656	<p>2001-02.</p> <ul style="list-style-type: none"> ● Outsource catering services in the Police Training School to allow redeployment of surplus civilian cook posts to the Border Catering Unit to replace the Constable posts in the unit. On the other hand, 3 Sergeant posts in the Catering Division are required to oversee the catering services in the Regions. <p><i>Savings :</i> Deletion of 22 Constable posts in 2000-01.</p> <p><i>Additional requirements:</i> Creation of 3 Sergeant posts in 2000-01.</p> <p><u>Training Wing</u></p> <ul style="list-style-type: none"> ● Rationalise services in the Training Development Bureau and Higher Training Bureau to allow for redistribution of duties and manpower savings. <p><i>Savings :</i> Downgrading of the following posts in 2001-02 -</p> <p style="padding-left: 40px;">7 Inspector/Senior Inspector to 7 Station Sergeant 1 Programme Officer to 1 Assistant Programme Officer</p> <p>Deletion of 1 Superintendent and 1 Assistant Clerical Officer posts in 2000-01 and 2001-02 respectively.</p>	<p>By means of job review and redistribution of responsibilities, manpower can be saved without deteriorating the quality of service.</p> <p>The Station Sergeants will take up the role of assessors under the guidance and supervision of the remaining 3 Inspectors/Senior Inspectors of the Assessment Team. The professional knowledge, working experience and capability of an experienced Station Sergeant will serve the purpose of accurately assessing the performance of the recruit Constables in properly handling beat incidents, statement taking and data entry etc. The quality of service will not be affected.</p> <p>The Assistant Programme Officer can handle the duties of the Programme Officer in video recording of demonstration, speech and ceremony and the remaining 2 Programme Officers will be tasked with the role of directors. The quality of service will be unchanged.</p>

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	0.497	<p><u>Information Systems Wing</u></p> <ul style="list-style-type: none"> Streamline maintenance and inspection services to allow for redistribution of duties and manpower savings in the Communications Branch. <p><i>Savings :</i> Deletion of the following posts in 2000-01-</p> <p>1 Assistant Police Telecommunications Inspector 1 Senior Radio Mechanics</p>	<p>Upon deletion of the Superintendent post, the duties will be taken up by the Senior Superintendent and other Chief Inspectors in the formation.</p> <p>By means of job review and redistribution of responsibilities, manpower can be saved without deteriorating the quality of service.</p>
	2.440	<p><u>Service Quality Wing</u></p> <ul style="list-style-type: none"> Streamline translation service in the Complaints Against Police Offices to allow for redistribution of duties and manpower savings. <p><i>Savings :</i> Deletion of the following posts in 2001-02-</p> <p>1 Senior Police Translator 5 Police Translator I</p>	<p>On 1 January 2000, the Translation Pools of the three Regional Complaints Against Police Officers offices were amalgamated into two teams. The two teams are now functioning effectively and capable of coping with the workload.</p>
	0.666	<p><u>Administration Wing</u></p> <ul style="list-style-type: none"> Streamline services in the Administration Wing to allow for redistribution of duties and manpower savings. <p><i>Savings :</i> Deletion of the following posts in 2000-01-</p> <p>1 Confidential Assistant 1 Clerical Assistant</p> <p>Deletion of 1 Chinese Language Officer II post in 2001-02.</p>	<p>By means of job review and redistribution of responsibilities, manpower can be saved without deteriorating the quality of service.</p>

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	(0.048)	<p><u>Finance Wing</u></p> <ul style="list-style-type: none"> Restructure the Finance Wing to streamline the existing work process and services, to enhance operational efficiency and to achieve better utilization of resources. <p><i>Savings :</i> Deletion of the following posts in 2001-02 -</p> <ul style="list-style-type: none"> 2 Executive Officer II 1 Clerical Officer 5 Assistant Clerical Officer 3 Clerical Assistant <p><i>Additional requirements:</i> Creation of the following posts in 2001-02-</p> <ul style="list-style-type: none"> 1 Senior Treasury Accountant 1 Accounting Officer I 2 Senior Clerical Officer 	By means of job review, role-redelineation, delegation and redistribution of responsibilities, manpower can be saved without deteriorating the quality of service.
	0.504	<p><u>Planning and Development Branch</u></p> <ul style="list-style-type: none"> Streamline services in the Maintenance and Support Section of the Planning and Development Branch to allow for redistribution of duties and manpower savings. <p><i>Savings :</i> Deletion of the following posts in 2001-02 -</p> <ul style="list-style-type: none"> 1 Senior Clerical Officer 1 Office Assistant 	By means of job review and redistribution of duties, manpower can be saved without deteriorating the quality of service.
	17.154	<p><u>Reduction in Allowances</u></p> <ul style="list-style-type: none"> Reduce acting allowance 	Appropriate officers will be arranged to take up acting appointments.

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	5.505	<ul style="list-style-type: none"> ● Reduce overtime allowance. 	<p>The overtime work can be minimised through better utilisation of staff resources by streamlining work processes and wider redeployment of staff.</p>
	1.600	<ul style="list-style-type: none"> ● Reduce standby duty allowance. 	<p>Shift patterns will be adjusted to provide sufficient number of officers on duty, thereby reducing the number of officers required for standby duty.</p>
<i>Subtotal</i>	153.909		
DE/OC	73.000	<ul style="list-style-type: none"> ● Abolish the special duty quota for Hong Kong Auxiliary Police distributed among different Police formations mainly for beat duties following the review on 1 April 1999. 	<p>The regular Police Force is now up to establishment and has sufficient manpower to perform front-line operational duties.</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>
	7.673	<ul style="list-style-type: none"> ● Reduce expenditure on equipment maintenance through streamlining the maintenance services and terminating some maintenance service contracts. 	<p>The existing service level will be maintained through enhanced productivity of in-house maintenance teams and provision of service by a single contractor for IT equipment at a lower price.</p>
	4.568	<ul style="list-style-type: none"> ● Reduce expenditure on the hire of data lines and airtime for portable phones, and subscription fees for pagers. 	<p>The existing service level will be maintained through reduced rates of new contracts and better arrangement of services.</p>
	3.900	<ul style="list-style-type: none"> ● Reduce expenditure on transcription and data preparation. 	<p>The service level will be maintained through better use of resources and information technology.</p>
	3.840	<ul style="list-style-type: none"> ● Reduce expenditure on the hire of external training services. 	<p>The existing training level will be maintained through wider use of in-house training.</p>

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	1.480	<ul style="list-style-type: none"> Reduce operating cost due to decommissioning of Police Launch No. 4 in Marine South Division 	Quality of service can be maintained as relevant search and rescue responsibilities will be taken up by a fast moving Divisional Patrol Launch in the Division. Moreover, the original patrol areas will be realigned and police coverage will be provided by the remaining divisional/inshore patrol launches in the Division.
	0.380	<ul style="list-style-type: none"> Reduce recruiting expenses through wider use of leaflets and posters rather than Career Expo for recruiting purpose. 	The recruitment will not be affected by change of promotion mode.
<i>Subtotal</i>	<i>94.841</i>		
Total	248.750		

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

Subventions

i.e. Recurrent payment to non-government bodies in support of their on-going expenses