

“Enhanced Productivity Programme : 2002-03” Booklet

Report on EPP Savings -- Hong Kong Police Force

Total value of EPP savings in 2002-03 : **\$259.782 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 2002-03 on a **cumulative** basis is **5.0%**.

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
PE	69.515	<p>I. <u>Surplus in Training</u></p> <p><u>Training Wing</u></p> <p>(i) Delete Recruit Training Reserve posts in the Police Training School following reduction in recruitment intake.</p> <p><i>Savings :</i></p> <p><u>Deletion of the following posts in 2002-03</u></p> <p>45 Inspector/Senior Inspector 194 Constable</p> <p>(ii) Rationalise service in the Auxiliary Training Division following reduction in recruitment intake.</p> <p><i>Savings :</i></p> <p><u>Deletion of the following post before 2002-03</u></p> <p>1 Workman II</p>	<p>In view of Government’s policy to contain the size of the civil service, the Force’s intake of probationary Inspector and recruit Police 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 recruit Auxiliary Constables in the foreseeable future, the supporting staff can be reduced with no deterioration in the quality of service.</p>
PE	8.730	<p>II. <u>Amalgamation</u></p> <p>(A) <u>Hong Kong Island Region</u></p> <p>Amalgamate Shaukeiwan Division with Chai Wan Division to form a new Chai Wan Division in Eastern District. 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> <p><i>Savings :</i></p> <p><u>Deletion of the following posts in 2002-03</u></p> <p>1 Superintendent 2 Chief Inspector 6 Inspector/Senior Inspector 7 Station Sergeant 8 Sergeant 2 Police Translator II 1 Clerical Officer 4 Assistant Clerical Officer 3 Clerical Assistant 1 Office Assistant 1 Personal Secretary II 6 Workman II</p> <p><u>Creation of the following posts in 2002-03</u></p> <p>24 Constable 1 Supplies Assistant</p>	<p>The amalgamation will result in more effective deployment of manpower resources. The police coverage in the District and manpower for criminal investigation will be enhanced. The Task Force of Chai Wan Division will be expanded. The service to the public will not be affected after the amalgamation. Eastern District Council and Eastern District Fight Crime Committee and other local communities have been consulted and briefed on the details of the amalgamation.</p>

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
PE	5.225	<p>(B) <u>New Territories South Region</u></p> <p>Amalgamate Siu Lek Yuen, Tin Sum, Sha Tin and Ma On Shan into three 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> <p><i>Savings :</i></p> <p><u>Deletion of the following posts before 2002-03</u></p> <p>2 Clerical Assistant</p> <p><u>Deletion of the following posts in 2002-03</u></p> <p>1 Superintendent 2 Chief Inspector 7 Inspector/Senior Inspector 2 Station Sergeant 1 Clerical Officer 4 Assistant Clerical Officer 1 Office Assistant 1 Personal Secretary II</p> <p><u>Creation of the following posts in 2002-03</u></p> <p>6 Sergeant 8 Constable 2 Supplies Assistant</p>	<p>Upon the amalgamation of Siu Lek Yuen Division with Sha Tin Division, Tin Sum Division and Ma On Shan Division, the existing beat coverage and quality of front-line services will be maintained through redistribution of manpower resources. The service to the public will not be affected after the amalgamation. Shatin District Fight Crime Committee, Shatin Rural Committee and other local communities have been consulted and briefed on the details of the amalgamation.</p>
PE	9.317	<p>III. <u>Streamlining Services</u></p> <p>(A) <u>Marine Region</u></p> <p>(i) Rationalise the command structure of eight Divisional Patrol Launches to allow for manpower savings.</p> <p><i>Savings :</i></p> <p><u>Deletion of the following posts in 2002-03</u></p> <p>8 Inspector/Senior Inspector</p> <p>(ii) Merge the services for handling property and issuing warrants/summonses in the sea divisions to allow for manpower savings.</p> <p><i>Savings :</i></p> <p><u>Deletion of the following posts in 2002-03</u></p> <p>5 Assistant Clerical Officer</p>	<p>Upon a review conducted by Marine Region, it is considered that the command duties of the deleted posts could be taken up by the second-in-command of the launches.</p> <p>The duties relating to summonses and warrants have been absorbed by other staff with no deterioration in operational efficiency.</p>
		<p>(iii) Swopping of PL82 (Training Launch) and PL3 (Maine East Division Patrol and Command Launch) with the divisional command function of PL3 being taken up by other launches.</p> <p><i>Savings :</i></p> <p><u>Deletion of the following posts in 2002-03</u></p>	<p>The manpower savings result from more effective deployment of launches. The fleet size and police coverage in Marine East Division will remain unchanged.</p>

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
		<p>6 Station Sergeant 8 Constable</p> <p><u>Creation of the following post in 2002-03</u></p> <p>1 Sergeant</p>	
PE	1.372	<p>(B) <u>Personnel Wing</u></p> <p>(i) Regrade staff in Resettlement Services Unit to allow for better utilisation of resources.</p> <p><i>Savings :</i></p> <p><u>Deletion of the following posts in 2002-03</u></p> <p>1 Chief Inspector 1 Sergeant</p> <p><u>Creation of the following posts in 2002-03</u></p> <p>1 Inspector/Senior Inspector 1 Assistant Clerical Officer</p> <p>(ii) Rationalise manpower for the catering services in Border Catering Unit to allow for redeployment of resources and manpower savings.</p> <p><i>Savings :</i></p> <p><u>Deletion of the following posts in 2002-03</u></p> <p>1 Inspector/Senior Inspector 1 Station Sergeant</p> <p>(iii) Re-grading of administration staff in Personnel Wing.</p> <p><i>Savings :</i></p> <p><u>Deletion of the following posts in 2002-03</u></p> <p>1 Senior Typist 1 Office Assistant</p> <p><u>Creation of the following post in 2002-03</u></p> <p>1 Executive Officer II</p>	<p>Sufficient handover period is allowed to ensure proper training of staff and smooth transition of duties.</p> <p>Duties of the two posts have been absorbed by staff in the Border District of New Territories North Region upon the transfer of the Border Catering Unit from Personnel Services Branch of Personnel Wing to Border District of New Territories North Region.</p> <p>To ensure that the quality of service can be maintained, regular interviews with staff and users concerned have been conducted.</p>

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
PE	0.266	<p>(C) <u>Administration Wing</u></p> <p>Streamline despatch/clerical support services in the Administration Wing to allow for manpower savings.</p> <p><i>Savings :</i></p> <p><u>Deletion of the following post before 2002-03</u></p> <p>1 Clerical Assistant</p> <p><u>Deletion of the following post in 2002-03</u></p> <p>1 Office Assistant</p>	<p>By means of simplification of working procedures and redistribution of duties, manpower can be saved while maintaining the quality of service.</p>
PE	7.881	<p>(D) <u>Six Regions</u></p> <p>Streamline command structure in six Regions to allow for manpower savings.</p> <p><i>Savings :</i></p> <p><u>Freezing of the following posts in 2002-03</u></p> <p>6 Chief Superintendent</p>	<p>The manpower savings can be achieved through streamlining command procedures and redistribution of duties while maintaining the service quality.</p>
PE	4.766	<p>(E) <u>Kowloon East Region</u></p> <p>Streamline the command structure and support services and redeploy the resources to strengthen the front-line services in Tseung Kwan O</p> <p><i>Savings :</i></p> <p><u>Freezing of the following post in 2002-03</u></p> <p>1 Chief Superintendent</p> <p><u>Deletion of the following posts in 2002-03</u></p> <p>1 Senior Superintendent 2 Superintendent 4 Chief Inspector 2 Inspector/Senior Inspector 1 Senior Traffic Warden 6 Traffic Warden 1 Assistant Clerical Officer 2 Clerical Assistant</p> <p><u>Creation of the following posts in 2002-03</u></p> <p>2 Sergeant 24 Constable</p>	<p>By means of streamlining the command structure and support services, manpower can be redeployed to strengthen the front-line services.</p>
PE	16.369	<p>(F) <u>New Territories South Region</u></p> <p>Streamline the command structure and support services in Ma On Shan Division to achieve manpower savings.</p> <p><i>Savings :</i></p> <p><u>Freezing of the following post in 2002-03</u></p> <p>1 Chief Superintendent</p>	<p>By means of streamlining the command structure and support services, the service quality will not be impaired.</p>

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
		<p><u>Deletion of the following posts in 2002-03</u></p> <ul style="list-style-type: none"> 1 Senior Superintendent 2 Superintendent 3 Chief Inspector 2 Inspector/Senior Inspector 2 Station Sergeant 9 Sergeant 16 Constable 1 Senior Traffic Warden 6 Traffic Warden 1 Senior Clerical Officer 2 Assistant Clerical Officer 2 Clerical Assistant <p><u>Creation of the following posts in 2002-03</u></p> <ul style="list-style-type: none"> 1 Police Translator I 3 Police Translator II 	
PE	0.074	<p>IV. <u>Civilianisation of Support Services</u></p> <p>(A) <u>Planning and Development Branch</u></p> <p>Civilianise an inspectorate grade post to allow for better utilisation of resources.</p> <p><i>Savings :</i></p> <p><u>Deletion of the following post in 2002-03</u></p> <ul style="list-style-type: none"> 1 Chief Inspector <p><u>Creation of the following post in 2002-03</u></p> <ul style="list-style-type: none"> 1 Senior Executive Officer 	<p>The creation of Senior Executive Officer post will strengthen the administrative and professional support to enhance efficiency and quality of service.</p>
PE	0.100	<p>(B) <u>Personnel Wing</u></p> <p>Civilianise the disciplined posts in Sports and Recreation Division to allow for better utilisation of resources.</p> <p><i>Savings :</i></p> <p><u>Deletion of the following posts in 2002-03</u></p> <ul style="list-style-type: none"> 1 Inspector/Senior Inspector 1 Sergeant 2 Constable <p><u>Creation of the following posts in 2002-03</u></p> <ul style="list-style-type: none"> 1 Leisure Services Manager 2 Assistant Leisure Services Manager II 	<p>The civilianisation of the Sports and Recreation Division will be carefully timed to ensure a smooth handover of duties. The service quality will not be impaired.</p>
PE	45.806	<p>V. <u>Contracting out Support Services</u></p> <p>Contract out various support services to allow for redeployment of resources and manpower savings.</p> <p><i>Savings :</i></p> <p><u>Deletion of the following posts before 2002-03</u></p>	<p>The services provided by contractors will be closely monitored to ensure that the service quality will not be impaired. Duties not suitable for outsourcing will be taken up by civil servants.</p>

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
		60 Police Translator II 179 Workman II 24 Cook 16 Artisan <u>Deletion of the following posts in 2002-03</u> 15 Sergeant 43 Police Translator II 36 Workman II 12 Cook 14 Artisan <u>Creation of the following posts in the 2002-03</u> 1 Armourer III 1 Assistant Supplies Officer 21 Police Communications Officer 3 Assistant Force Welfare Officer 1Assistant Lecturer 1Assistant Police Research Officer 2Assistant Police Telecommunications Inspector 1Police Research Officer 1Telecommunications Engineer/Assistant Telecommunications Engineer 26 Supplies Assistant 3Radio Mechanic 1Computer Operator II /Student Computer Operator	
PE	10.000	VI. <u>Reduction in Allowances</u> (i) Reduce expenditure on acting allowance	Appropriate officers will be arranged to take up acting appointments.
PE	5.000	(ii) Reduce expenditure on standby duty allowance	Shift patterns will be adjusted to provide sufficient number of officers on duty, thereby reducing the number of officers required for standby duty.
PE	0.250	(iii) Reduce expenditure on overtime allowance	The overtime work can be minimised through better utilisation of staff resources by streamlining work processes and wider redeployment of staff.
<i>Subtotal</i>	<i>184.671</i>		
DE/OC	-5.301	I. Increase expenditure on contracting services resulted from the manpower savings for Item V in PE	The services provided by contractors will be closely monitored to ensure that the service quality will not be impaired.
DE/OC	23.362	II. Reduce expenditure on non-civil service contract staff	Manpower can be saved through streamlining working procedures and redistribution of duties without affecting the service quality.
DE/OC	18.000	III. Reduce expenditure on electricity	The existing service level will be maintained through implementation of various energy savings projects.
DE/OC	18.000	IV. Reduce expenditure on subsistence allowance	The decrease in overtime work through streamlining work process and wider redeployment of staff will reduce the number of officers required for duty for 12 hours or more.
DE/OC	15.000	V. Reduce expenditure on reimbursement of home to office travel expenses	Management will ensure that all claims can meet the eligibility criteria and there is no deterioration in service quality.
DE/OC	4.400	VI. Reduce expenditure on equipment maintenance through streamlining the maintenance services and terminating some maintenance service contracts	The existing service level will be maintained through enhanced productivity of inhouse maintenance teams and provision of service by a single contractor for IT equipment at a lower price.
DE/OC	1.650	VII. Reduce expenditure on hire of telephone and	The existing service level will be maintained through

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
		data lines, and airtime for portable phones	reduced rates of new contracts and better arrangement of services.
<i>Subtotal</i>	<i>75.111</i>		
Total	259.782		

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