

**Bills Committee on
Independent Police Complaints Council Bill**

**Response to outstanding issues raised at the Bills Committee
meetings held on 16 June and 17 June 2008**

Purpose

This note provides information in response to the outstanding issues raised by the Bills Committee at its meetings held on 16 June and 17 June 2008.

**The Independent Police Complaints Council (IPCC)'s proceedings
and other miscellaneous matters**

*To provide information on fees charged by the IPCC for providing
copies of, or extracts from, documents or publication of the IPCC*

2. In respect of requests for printed copies of documents made under the Code of Access to Information, the IPCC Secretariat currently charges the standard photocopying fee applicable to Government departments, i.e. \$1 per sheet. Since 2006, the IPCC Secretariat has provided photocopying service at the said standard rate on three occasions. The fees for providing copies (other than photocopies) of documents will be considered on a case-by-case basis having regard to the Government's policy that the fees charged should generally be set at levels adequate to recover the full cost of providing the service.

3. Under clause 29 of the Bill, the statutory IPCC may charge reasonable^{Note} fees for providing copies of, or extracts from documents or publications of the Council.

^{Note} Please see paragraph 19 in LC Paper No. CB(2)2313/07-08(01) in response to Members' suggestion of adding "reasonable" before the word "fees" in clause 29.

To provide information on the total number of complaints/allegations the investigation reports of which were endorsed by the IPCC in 2005 to 2007; the number of complaints/allegations on which the IPCC/IPCC Secretariat had raised queries/suggestions on the appropriateness of CAPO's classifications; the number of complaints/allegations in respect of which the Complaints Against Police Office (CAPO) changed the classification after considering the IPCC/IPCC Secretariat's queries/suggestions; the number of complaints/allegations in respect of which the IPCC accepted CAPO's original classification after CAPO's explanation

4. The requested statistics are set out at Annex A.

To provide statistics on third party complaints and anonymous complaints received by the IPCC in 2007; to explain how the IPCC handled them and whether IPCC received any response from the Police

5. In 2007, the IPCC received 9 third party complaints and 14 anonymous complaints (comprising 8 complaints against the Police, 4 crime-related complaints and 2 cases unrelated to the Police). Except 4 complaints in respect of which the complainants did not give their consent for referral to the Police, and 2 complaints which were outside the jurisdiction of the Police, the remaining cases were referred to the Police for follow up. The Police subsequently informed the IPCC of the actions taken on those cases.

Observers Scheme

To provide information on the existing procedures applicable to IPCC observers

6. The existing procedures applicable to IPCC observers are as follows -
- (a) Upon arrival at the relevant police formation/scene, an observer will approach the Duty Officer/complaint investigator. He is required to produce his observer identity card to the Duty

Officer/complaint investigator for verification;

- (b) The complaint investigator, or the conciliating officer for an “informal resolution” case, will brief the observer on the details of the case before the interview/scene visit;
- (c) The observer will have access to all papers and exhibits contained in the case file concerned. He may then proceed to conduct the observation; and
- (d) After conducting an observation, the observer is required to complete a report and forward it to the IPCC Secretariat.

To provide statistics on the IPCC's interviews conducted for considering interim investigation reports submitted by CAPO and the reasons for conducting the interviews

7. According to the IPCC Secretariat’s available records, to date all the interviews undertaken by the IPCC were conducted after receipt of CAPO’s final investigation reports.

To provide statistics of interviews/collection of evidence of which the IPCC was not notified in 2006 and 2007

8. At present, CAPO notifies the IPCC of interviews/collection of evidence in advance. Where such notification is not practically possible for urgent cases, no statistics are currently kept. Under the Bill, CAPO will notify the statutory IPCC of all cases (see paragraph 19 of LC Paper No. CB(2)2330/07-08(01) where we proposed to add a provision to the effect that the Police must notify the IPCC of all interviews/collection of evidence). In the event that prior notification is not practically possible, CAPO will notify the IPCC afterwards.

To provide information on the procedure applicable to visits by Justices of the Peace and the forms to be completed by them after the visits

9. A note on visits conducted by Justices of the Peace and the forms used are at Annex B.

Handling of reportable complaints

To advise on the total number of reportable complaints received in 2007 and the number of "informal resolution" cases referred to the relevant police formations for handling

10. Among 2 532 reportable complaints received by the Police in 2007, 399 were resolved informally and were handled by the relevant police formations.

To consider, in coordination with the IPCC Secretariat, inserting a heading of "Reasons for not being able to complete the investigation within 6 months" in an interim investigation report

11. Both the Police and the IPCC Secretariat are agreeable to inserting a heading of "Reasons for not being able to complete the investigation within 6 months" in an interim investigation report.

To provide statistics of 2007 on the number of complaints covered by clause 9(a) to (d) respectively; the number of non-reportable complaints received, among which the number of anonymous complaints and third party complaints; and the number of reportable complaints; for complaints covered by clause 9(a) and anonymous complaints, to provide the number of complaints involving serious abuse of police powers

12. The relevant statistics are set out at Annex C. The Police do not keep separate statistics of complaints allegedly involving serious abuse of police powers.

Disciplinary actions of the Police

To provide information on whether disciplinary actions against police officers is subject to the Chief Executive's ultimate approval

13. Discipline of inspectors and below is governed by the Police (Discipline) Regulations (Cap. 232A), which set out the disciplinary

procedures, punishment and appeal mechanisms. Under regulation 15(1) of Cap 232A, a junior police officer (up to the level of Station Sergeant) may appeal to the Commissioner of Police (CP) in respect of any finding, decision or punishment made against him. Regulation 26 of Cap. 232A provides that an inspector disciplined may appeal to the Chief Executive (CE). CE may confirm or remit the punishment awarded by CP, substitute in its place any punishment CP could have awarded, or confirm/vary/revoke any other decision made by CP, or set aside any finding of a disciplinary tribunal and either award such punishment as is warranted by any finding which has not been set aside or award no punishment if there is no such finding.

14. Disciplinary provisions for superintendent and above are set out in the Public Service (Administration) Order. The power to take disciplinary actions in accordance with the Order rests with CE. While there is no provision in Cap. 232A which enables a junior police officer to appeal to CE, a junior police officer may make representations to CE under section 20 of the Order. Section 20 of the Order provides that every officer who has any representations of a public or private nature to make to the Government should address them to CE and CE shall consider and act upon each representation as public expediency and justice to the individual may require.

Security Bureau
June 2008

Annex A**Statistics on complaint cases the classification of which
was endorsed by the IPCC and complaint cases on which
the IPCC raised queries in 2005 to 2007**

	2005	2006	2007
(a) Number of complaint cases with classification endorsed by IPCC	2 828	2 114	2 509
(b) Number of allegations with classification endorsed by IPCC	4 695	3 518	4 341
(c) Number of queries/suggestions raised by IPCC/IPCC Secretariat on the appropriateness of CAPO's classification	93	75	123
(d) Of (c) above, number accepted by CAPO	64	44	82
(e) Of (c) above, number satisfactorily explained/followed up by CAPO	29	31	41

Justice of the Peace Visits

Justice of the Peace (JP) visits to custodial institutions or prisons of the Correctional Services Department (CSD) are provided for under the Prison Rules (Cap. 234A). Visits to general hospitals of the Hospital Authority or welfare institutions under the purview of the Social Welfare Department and non-governmental organizations are arranged on an administrative basis. All JP visits to these institutions are unannounced and JPs may conduct their visits at any reasonable time during their tour of duty. This arrangement aims to preserve the surprise element of JP visits.

2. In general, JPs visit prisons and institutions under CSD's management on a fortnightly or monthly basis, and hospitals and welfare institutions once every month, every quarter or every six months. Usually two JPs are appointed to visit an institution according to the prescribed frequency. Prior to each visit, the Administration Wing of the Chief Secretary for Administration's Office issues letters appointing JPs as visitors to a particular institution. The letter contain, among others, the following documents -

an introductory note on the institution (*a sample note on an institution managed by CSD is at Appendix A*);

checklist to highlight the important areas which visiting JPs should pay attention to during the visit to the institution (*a sample checklist for all institutions managed by CSD is at Appendix B*); and

the latest report on outstanding complaints/suggestions/comments arising from previous visits to the institution so that JPs may follow up on these complaints or other issues during their visits.

3. JPs may provide suggestions and comments to the institution management regarding the facilities and services provided at the institutions and the complaint systems in the JP Visit Logbooks (*a sample for an institution managed by CSD is at Appendix C*). Visiting justices should complete the logbook before they leave the institution. They may also send in additional comments to the institution within three days after a visit.

Chi Ma Wan Correctional Institution

Introduction

Chi Ma Wan Correctional Institution is situated on the east coast of the Lantau Island. The institution can be reached by sea from the Central District in 40 minutes or by helicopter in approximately 8 minutes from the Wan Chai District. Since the opening of Tsing Ma Bridge, this Institution can also be reached by land transport from Central in approximately 50 minutes.

In order to alleviate the overcrowding problem in other female institutions, with effect from 1 December 1994, the institution changed its function from a detention centre for Vietnamese Migrants to a prison for female prisoners.

Function

The institution has a certified accommodation for 338 female prisoners. The institution comprises ten two-storey and six single storey buildings. Seven buildings are used for the accommodation of prisoners while the others are provided for medical services, industries, administration and domestic work, etc.

The institution is operated in accordance with the Prisons Ordinance (Cap. 234, Laws of Hong Kong). It houses female prisoners who are :-

Star and Ordinary Class female prisoners in Category 'C' and 'D' who :-

- (a) are convicted of offences against the Immigration Ordinance and are subject to repatriation;
- (b) are serving a sentence of 2 years or less;
- (c) have less than 24 months (for Star Class prisoners) or 12 months (for Ordinary Class prisoners) to serve on transfer from other institutions, with the approval of Headquarters; and

(d) are appellants.

A tour around the institution including a brief on the facilities may take about one hour.

Staffing

The Superintendent is responsible to the Commissioner of Correctional Services for the overall administration and management of the institution. She/He is assisted by one Chief Officer and other supporting staff including a Medical Officer, nursing staff and instructors. The staff establishment of the institution is 158.

Programme

All prisoners are engaged in useful work in workshops managed by industrial staff. Trades include laundering, garment making, book-binding, envelope-making, general maintenance and other domestic services. Normally, they are required to work six days a week (Monday to Saturday), but domestic work is still carried out on Sundays and public holidays.

All prisoners receive at least one-hour open-air exercise daily. A recreational programme runs in the evenings at cessation of work and on Sundays and public holidays. Ball games, chess playing, television, video watching and karaoke singing are provided. Prisoners may attend evening hobby classes, which include gardening, paper craft, handicraft, embroidery, crochet, domestic cooking, skin care, book-keeping and basic computer knowledge on a voluntary basis. They may also borrow books from the library weekly. Apart from self-study courses, prisoners may also join remedial education classes in the evening.

Newly admitted prisoners will undergo an induction period during which their conduct and adjustment problems will be closely monitored and guided. They will be assigned work by the Labour Allocation Board with due regard to their physical fitness, aptitude and resources available after the induction period.

Diet

The dietary scales are determined on the advice of the Department of Health. The kitchen is equipped with proper and adequate cooking facilities and food is prepared by selected prisoners who are certified fit for kitchen work by the Medical Officer. The kitchen workers are under the supervision of qualified catering instructors. High standard of hygiene as well as presentation and preparation of meals are maintained.

Medical Services

There are 12 beds in the Hospital. A Medical Officer who visits the institution daily offers medical treatment to the prisoners with the assistance of Officers with nursing qualifications. Prisoners convalescing or with minor ailments are treated in the Hospital. Those requiring specialist treatment or operations are usually sent to outside government hospitals.

Prisoner's Earning Scheme

Prisoners are paid under an earning scheme according to an approved scale for their work done. The rates of pay depend on the type of work and the degrees of skill required. Up to 90% of earning may be spent on canteen purchases bi-weekly on credit basis while the remainder will be kept on saving account payable on discharge. Prisoners may spend up to 100% of their further earnings when their savings reach HK\$500.

Communications and Visits

Prisoners may receive any number of letters from relatives and friends and sent out one letter every week at public expense. However, they may send out additional letters subject to the payment of the cost thereof from their own earnings. They are allowed to have visits twice a month by friends or relatives. In special circumstances and on application by the prisoners, the Superintendent may authorise special letters at public expense or additional visits.

Prisoner without friends or relatives may receive visits by members of the Prisoners' Friends' Association.

Psychological and Psychiatric Services

Psychological Services Unit provides psychological assessment and counseling for prisoners. Prisoners who have adjustment difficulties, emotional or behavioral problems will be referred to a visiting clinical psychologist for intensive counseling. Prisoners with mental problems will be referred to Siu Lam Psychiatric Centre (Female Unit) for treatment.

Rights of Prisoners

If a prisoner has any complaints, she can approach any staff on duty or the Superintendent. She may also approach any visiting Senior Officers of the Correctional Services Department Headquarters or the Justices of the Peace. If she so wishes, she may direct her complaint to the Complaints Investigation Unit of this department, the Office of The Ombudsman or the Legislative Council Secretariat. Notices advising prisoners of this right are prominently displayed throughout the institution. This and other rights are also explained to them verbally and through an information booklet issued to each prisoner on admission. Eligible prisoners are also informed of the provisions of the Prisoners (Release under Supervision) Ordinance.

Programme Services

Programme Officers assist prisoners in solving personal as well as family problems. All prisoners are interviewed at least once monthly. They play a particularly important part in helping prisoners to settle down in the early stages of imprisonment. In addition to giving individual and group counseling, advice is given on requests ranging from applications for appeal or review of sentence to replacement of identity cards and from re-establishing family links to referring the prisoners' family for housing or welfare assistance. Prior to discharge, all local prisoners will be arranged to attend the Pre-release Reintegration Orientation Course, in order to assist their rehabilitation. For those local prisoners who require follow-up assistance after release, they are referred to the Society of Rehabilitation and Crime Prevention, HK.

Religious Services

A Correctional Services Chaplain frequently visits the institution to hold mass and to give spiritual guidance to those prisoners who are interested. Bible classes in both English and Chinese are also arranged weekly. Other prison visitors from various religious organisations visit the institution regularly. They also assist in running special entertainment programmes on festival days.

Checklist for Justices of the Peace
**Visiting the Prisons/Correctional Institutions/
Institutions for Drugs Addicts/Rehabilitation Centres**
under the Management of CSD

1. Inspect prisoners'/inmates' diet

Inspect the prisoners'/inmates' diets to assure that the food supplied are conforming to the approved diet scale.

2. Visit prison hospital

Pay special attention to prisoners/inmates in hospital.

3. Visit special unit (for separate confinement or removal from association)

Pay special attention to prisoners/inmates in separate confinement or being removed from association.

4. Visit prison libraries

To see if the library is well-stocked with books for recreational and instructional purposes.

5. Report abuses

Pay attention to cases of possible abuses and bring to the attention of the Commissioner of Correctional Services abuses in connection with the prison. Record cases of abuse with suggestions or remarks which JPs wish to bring to the attention of the Chief Executive as to the state and discipline of the prison.

6. Report on injuries caused by discipline or treatment

Attend to reports received about the mind or body of any prisoner/inmate being likely to be injured by discipline or treatment to which he is subjected, and communicate JPs' opinion to the Chief Executive.

7. Report on state of prison/centre buildings

Inquire into the state of the prison/centre including its buildings and report any repairs or additions which appear to be necessary.

*8. Advise on employment and occupation

Tender advice and suggestions to the Commissioner as to the industrial employment and occupation of prisoners/inmates with particular relation to their employment on discharge.

9. Record recommendations

At the termination of the visit and before leaving the prison/centre, record recommendations in the JP Visiting Book. (Additional comments may also be sent to the prison within three days after the visit.)

10. Channels of complaints and handling of complaints by the institution

To see if notices advising prisoners/detainees/inmates on channels of complaints are displayed and to see whether their complaints are handled in a fair and proper manner.

*Applicable to prisons, correctional institutions and institutions for drug addicts

Checklist CSD

GUIDELINES FOR VISITING JUSTICES

The Prison Rules (Chapter 234 of the Laws) provide for the appointment of two Justices of the Peace as Visiting Justices (V.J.s) for each penal institution.

2. These notes are intended to assist V.J.s in carrying out their statutory duties. A copy of the relevant Prison Rules covering V.J. visits is annexed for information.

Period of Appointment and Frequency of Visits

3. Two V.J.s are appointed to each Prison, Drug Addiction Treatment Centre or specified Detention Centres for a period of two weeks, or for one month in the case of Training Centres, Rehabilitation Centres and some other specified Detention Centres.

4. During this period of appointment there is a statutory requirement for V.J.s to visit the institution at least once, but more frequent visits may be made if they consider this necessary.

Times of Visits

5. Visits should usually be made during normal visiting hours (i.e. 8:30 am to 4:30 pm on weekdays and 8:30 am to 12:00 noon on Saturdays, except on Sundays and public holidays; besides, Phoenix House, Pelican House and Lai Hang Rehabilitation Centre may also be visited from 6:30 pm to 10 pm on weekdays), to avoid the difficulty which would be experienced in carrying out the statutory functions at other times of the day when only a reduced and essential staff are on duty.

Procedure on Arrival at an Institution

6. For security reasons and in common with other visitors to institutions, V.J.s are required to produce proof of identity before being admitted to an institution. They are also required to pass through a metal detector on entry to certain institutions accommodating high risk prisoners.

7. On arrival at an institution, V.J.s may be asked to wait while a senior officer is called. Before escorting them on an inspection of the institution, the officer will brief them on the role of the institution and, in particular, will notify them of any requests for interviews which have been made by the inmates.

Arrangements for Visiting Justices to meet Inmates

8. During the visit, V.J.s will have the opportunity to see all inmates within the institution and to speak to any of them individually or in groups.

Complaints

9. On induction to an institution, inmates are advised of their right to make complaints to V.J.s and in addition, notices in both English and Chinese are prominently displayed in all institutions reminding them of this right. They are also included in an information booklet which is issued to all persons on admission.

10. Inmates who have expressed a wish to see V.J.s are accordingly arranged to see the V.J.s.

Hearing of Inmates' Complaints

11. Prisons staff have been directed that where an inmate makes a complaint to V.J.s he should, whenever possible, be interviewed out of the sight and hearing of other prisoners. Facilities for such interviews are available in all institutions.

12. In the interest of privacy, it is an established practice that V.J.s may speak to inmates in private if they so wish. For the safety of V.J.s, arrangement will be made for inmates of high security risk, like those in maximum security prisons, to be interviewed at their respective locations wherever practicable or at the nearest place with physical barriers and at safety distance. The interview so conducted will be arranged out of hearing of any staff if necessary. In the event a private interview is preferred by the V.J.s, the staff will brief them of the risks involved and make the necessary arrangement accordingly.

13. V.J.s should restrict their hearing of the complaint to establishing the precise details of the complaint. The complainant should then be told that the complaint will be investigated.
14. Where an inmate complains that unnecessary force has been used on him by an officer the V.J.s should ask the Superintendent to arrange a medical examination.
15. When an inmate makes a complaint which requires investigation he should be told that it will be investigated by the Correctional Services Department. The Superintendent of the institution should be requested by the V.J.s to put this in hand to report the result to the V.J.s in writing.
16. The V.J.s should normally inform the complainant personally of the outcome of investigations into his complaint though in complicated or serious cases the V.J.s may wish to consult the Commissioner of Correctional Services before doing so. Additional visits to institutions may be necessary for this purpose.
17. If the V.J.s are not satisfied with the investigation report from the Superintendent of the institution, he can refer the complaint to The Ombudsman for an independent investigation. In such cases, the V.J.s shall inform the complainant and obtain his consent prior to referral.
18. In cases where the complaint has been referred to The Ombudsman, the Office of The Ombudsman will contact the inmate directly. The V.J.s will not be informed of the results of the investigation.

Other Duties of V.J.s

19. V.J.s should pay particular attention to those in hospital, under punishment and in separate confinement.

20. V.J.s should inspect inmate's rations and satisfy themselves that these conform to the approved diet scale, a copy of which is available at each institution. The inspection should include raw rations, storage, refrigeration and cooking facilities. If, for example, the freshness of food is in question, the Medical Officer should be called to give his opinion.

21. V.J.s may examine any inmate's record as well as other related official documents held in the institution.

22. All parts of an institution are open to inspection by V.J.s and arrangements can be made to visit outside working parties if required.

Record of Visits, Investigation of Complaints, etc.

23. At the conclusion of each visit, V.J.s are asked to record, in a book provided for the purpose, any complaints received from inmates as well as any other observations and recommendations they may wish to make.

Mechanical Restraints

24. The V.J.s appointed under para. 3 above will be notified if an inmate has been placed under mechanical restraint (e.g. a canvas restraint jacket). If, exceptionally, it is considered necessary to keep an inmate under mechanical restraint for more than twenty-four hours, the written authority of a V.J. and the Commissioner of Correctional Services must be obtained (Prison Rule 67(4)).

Additional Information

25. If V.J.s require any further information on their statutory role or other matters concerning the operation of Correctional Services institutions; this can be provided by telephoning the Assistant Commissioner (Operations) Tel. No. 2582 5204 or by writing to the Commissioner of Correctional Services.

Extract from the Prison Rules
(Made pursuant to section 25 of the Prisons Ordinance (Cap. 234))

Visiting Justices

Rule 222 (1) Two visiting justices shall, in company if possible, visit-
(a) each prison at least once a fortnight;
(b) each hostel at least once a month,
and on such other days as they may be required.

(2) The names of the visiting justices shall be furnished by the Chief Secretary for Administration to the Commissioner and the prisons and hostels shall be open to them at all reasonable times during their tour of duty.

Rule 223 Visiting justices shall at the termination of every visit and before they leave a prison or hostel record their recommendations in a book provided for the purpose.

Rule 224 Visiting justices shall not have any interest in any contract made in respect of any prisons or hostels.

Rule 225 Visiting justices shall co-operate with the Commissioner in promoting the efficiency of the service and shall make inquiry into any matter especially referred to them by the Chief Executive.

Rule 226 (1) Visiting justices shall ensure that all abuses in connection with the prison or hostel which come to their knowledge are brought to the notice of the Commissioner immediately.

(2) They shall enter in a book provided for the purpose any statement in respect of abuses brought to their notice with any suggestions or remarks which they may wish to bring to the notice of the Chief Executive as to the state and discipline of the prison or hostel.

Rule 227 Visiting justices shall furnish such information with respect to the offences reported to them as may be required by the Chief Executive from time to time.

Rule 228 (1) Visiting justices shall hear and investigate any complaint which any prisoner or resident of a hostel may desire to make to them.

(2) They shall pay special attention to prisoners, or residents of hostels, in hospital and prisoners in separate confinement.

Rule 229 Visiting justices shall attend to all reports received by them as to the mind or body of any prisoner or resident of a hostel being likely to be injured by discipline or treatment to which he is subjected, and shall communicate their opinion to the Chief Executive.

Rule 230 Visiting justices shall inspect the diets of the prisoners or residents of the hostels, and if they consider that the food supplied does not conform to the approved diet scale under which it is supplied, they shall report the circumstances to the Commissioner, and make a note of such circumstances in a book provided for the purpose, and the Superintendent shall thereupon take such steps as may be immediately necessary to provide the prisoners or residents of the hostels with suitable food.

Rule 231 Visiting justices may inspect any of the books of the prison or hostel.

Rule 232 Visiting justices shall assist the Commissioner with advice and suggestions as to the industrial employment and occupation of prisoners and residents of hostels with particular relation to their employment on discharge.

Rule 233 Visiting justices may, subject to the approval of the Commissioner, organize lectures and addresses in the prison or hostel, provided they in the case of lectures and addresses in the prison do not interfere with the necessities of prison discipline, and are directed to the moral improvement of the prisoners.

Rule 234 Visiting justices shall inquire into the state of the prison or hostel buildings, and report to the Chief Executive with respect to any repairs or additions which may appear to them to be necessary.

Rule 235 Visiting justices shall also discharge such other duties as may be assigned to them by the Chief Executive.

JP Visit Logbook

巡視院所的太平紳士姓名： _____

Names of visiting JPs : _____

巡視日期 : _____
Date of visit : _____ / _____ / _____巡視時間 : 由 _____ 至 _____
Time of visit : From _____ to _____負責接待太平紳士及介紹
院所的職員姓名及職位 : _____
Name and post of officer (s) responsible
for receiving and briefing the JPs : _____

* * * * *

(太平紳士可選擇不填寫以下 A 及 B 部分，而將他們的意見詳述於 D 部分。如有需要，院所會提供額外空白頁，以供填寫。)

JPs can choose not to fill in Sections A and B below and record their comments entirely in prose form in Section D. The institution will provide additional blank sheets if required.)

A. 院所設施一般狀況的評估：

Assessments of the general state of the facilities inspected :

請在以下適當的欄內加上「✓」號，以表示你對院所的設施是否感到滿意；

Please indicate whether you find the facility satisfactory or not by putting a tick in the appropriate area

設施 Facilities	滿意 Satisfactory	不滿意 (請說明不滿意的原因) Unsatisfactory (Please state reason(s))
(1) 工場 Workshops	_____	_____
(2) 廚房 / 食堂 Kitchen/Dining hall	_____	_____
(3) 醫院 Hospital	_____	_____
(4) 運動場地 Exercise areas	_____	_____
(5) 寢室 / 囚室 Dormitories/Cells	_____	_____

- (6) 其他可以由太平紳士填寫
Others : may be filled in by visiting JP _____

- (7) 院所建築物的一般狀況
General state of the premises _____
設施總評級
Overall grading on facilities _____

B. 對院所提供足夠服務的評估：

Assessments of the adequacy of the services provided by the institution :

請在以下適當的欄內加上「✓」號，以表示你對院所提供的
服務是否感到滿意；

服務
Services

Please indicate whether you find the services provided by the institution
satisfactory or not by putting a tick in the appropriate area

滿意
Satisfactory

不滿意(請說明不滿意的原因)
Unsatisfactory (Please state reason(s))

- | | | |
|--|--|--|
| (1) 監獄工業
Prison industries | | |
| (2) 醫療 / 護理
Medical/Nursing | | |
| (3) 犯人福利
(包括圖書借閱服務)
Prisoners welfare
(including library service) | | |
| (4) 膳食
Catering | | |
| (5) 更生
Rehabilitation | | |
| (6) 其他可以由太平紳士填寫
Others : may be filled in by visiting JP | | |
| | | |
| (7) 管理服務
Management services | | |
| 服務總評級
Overall grading on services | | |

E. 你是否希望在未來六個月內再次巡視此院所，以就**此次**巡視時所接獲的投訴及提出的問題，監察取得的進展及跟進有關工作？

Do you wish to visit the institution again within the next 6 months so as to monitor progress and follow-up on complaints and issues raised during **this** visit?

是 Yes

否 No

不適用 Not Applicable

由太平紳士簽署：

Signature of JPs : _____

日期 :

Date : _____ / _____ / _____

- 備註：
- (1) 太平紳士可選擇共同或各自填寫此巡視記錄的 A 至 E 部分。
 - (2) 太平紳士須於離開院所前填妥此巡視記錄，但亦可在巡視院所後三日內，把其他意見送交院所。
 - (3) 院所會安排向太平紳士提供此巡視記錄內的有關活頁影印本，以供參考。

- Note :
- (1) Visiting JPs may choose to complete Sections A to E of the logbook either jointly or separately.
 - (2) While JPs should complete the logbook before they leave the institution, they can send in additional comments to the institution within three days after their visits.
 - (3) Institution will arrange to copy the relevant pages of the logbook to JPs for their reference.

Annex C

**Statistics on reportable complaints and non-reportable complaints
received by the Complaints Against Police Office in 2007**

Number of complaints	2007
(a) Reportable complaints	2 532
(b) Non-reportable complaints	1 268
(c) among (b), anonymous complaints	40
(d) among (b), complaints not filed by personally aggrieved persons	254

Number of complaints covered by clause 9 of the IPCC Bill	2007
Clause 9(a)	
Staff complaints	15
Clause 9(b)	
Complaints against validity of traffic summons	145
Complaints against validity of non-traffic summons	not available
Clause 9(c)	
Complaints against validity of traffic fixed penalty tickets	7 455
Complaints against validity of non-traffic fixed penalty tickets	4
Clause 9(d)	
Complaints under other statutory bodies' purview	14