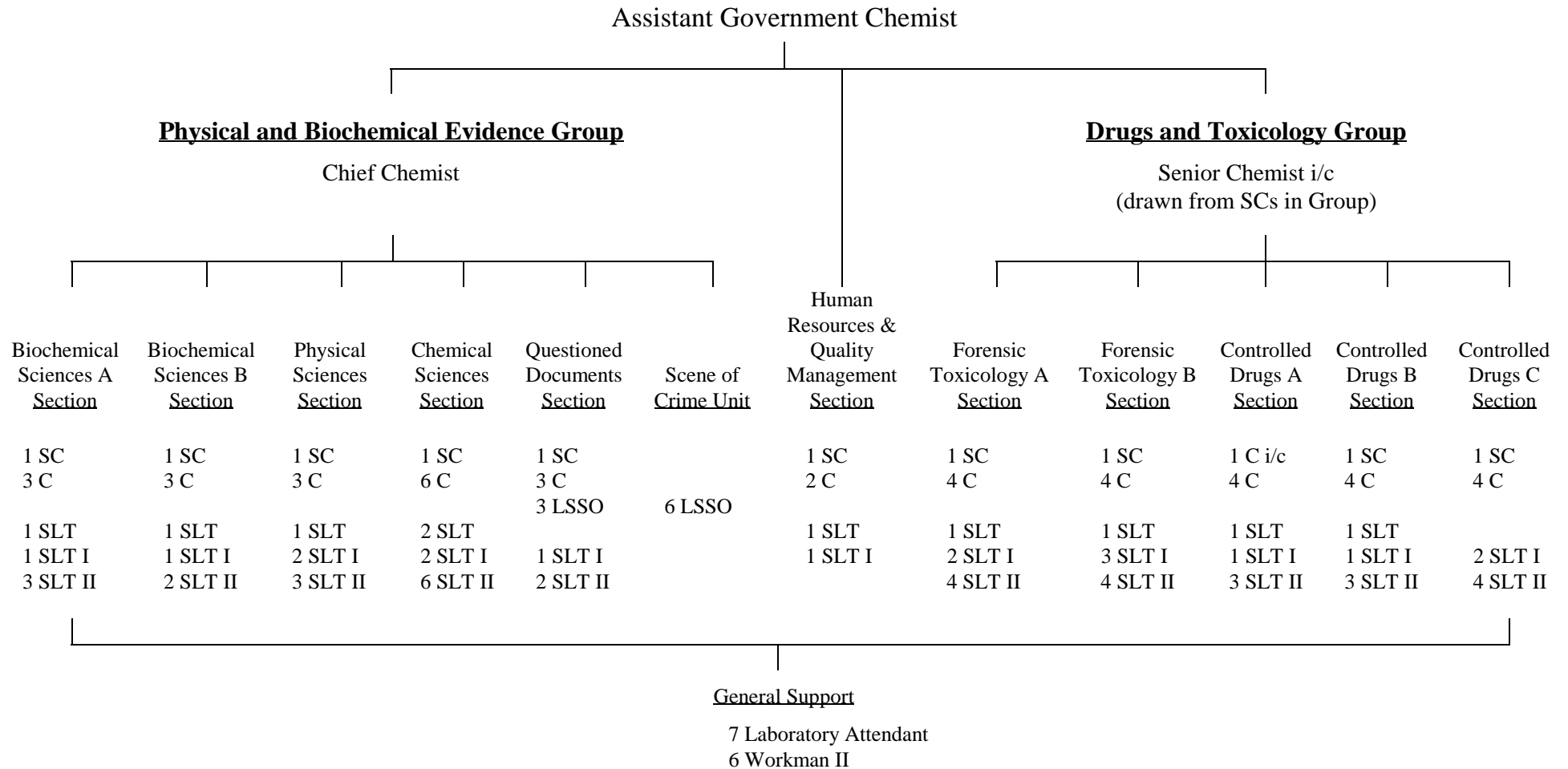


Organisation Chart of Forensic Science Division



Legend:

SC - Senior Chemist

C - Chemist

LSSO - Laboratory Specialist Services Officer

SLT - Science Laboratory Technologist

SLT I - Science Laboratory Technician I

SLT II - Science Laboratory Technician II

Increase in Workload of the Drugs and Toxicology Group

		1993	1994	1995	1996	1997	1998	% increase
Forensic Toxicology Section								
Establishment		19	19	19	23#	24	25##	31
Analytical Toxicology	No of cases	2083	2256	2410	2690	2721	2943	41
Achievement (in working days) (Target=80% cases completed within 33 working days)		51	55	72*	80	88	59	
Drink Driving	No of cases	N/A	N/A	11	129	164	175	1490
Achievement (in working days) (Target=80% cases completed within 11 working days)		N/A	N/A	N/A	9	9	9	
Controlled Drugs Section								
Establishment		28	30	30	31	32	31	11
Routine Drug Analysis	No of cases	9119	13215	13598	14161	11212	9436	3.5
Achievement (in working days) (Target=80% cases completed within 11 working days)		11	10	21*	32	25	19	
Complex Drug Analysis	No of major seizure/'factory' cases	127	169	144	204	138	136	7.0
Achievement (in working days) (Target=80% cases completed within 44 working days)		69	50	68*	75	76	66	
Total number of cases		11329	15640	16152	17055	14071	12515	10

Note:

* ICAC recommendations for working practice (i.e. requirement to have two officers working side by side during physical examinations of dangerous drugs) and ASCLD rules were introduced in July 1995.

includes two staff for Drink Driving unit established in December 1995.

includes one SC transferred from CDS.

Job Description of Assistant Government Chemist/Forensic Science

Responsible to the Government Chemist for the day-to-day administration and assurance of output quality of all activities undertaken by staff and sections of the Forensic Science Division as well as the Human Resources and Quality Management Section.

Specified Duties and Responsibilities

1. Assist Government Chemist in formulation of general and specific policy objectives, priority management and future plans for the Forensic Science Division in particular, and overall development of the Government Laboratory in general, with the goal of achieving a comprehensive forensic investigative and analytical service which is unbiased, accurate and efficient.
2. Responsible for administrative management of the Forensic Science Division in terms of personnel and resources-
 - (a) Responsibility for coordination of work, staff deployment, information systems, assessment of accommodation needs, staff and equipment requirements of all activities conducted by the Division; and
 - (b) Allocation and monitoring of divisional resource funding (staff, capital equipment, recurrent expenditure) according to defined objectives, priorities and operational policies, and taking responsibility for such allocations producing value for money.
3. Take overall policy role for the assurance of a quality service by all specialist activities of the Government Laboratory through the Human Resources and Quality Management Section, distancing this vital function from routine operational management.
4. Take overall responsibility for all specialist services of the Division and be spokesman for those activities when public interest demands or in response to enquiries from other Government Departments.
5. To supervise the work of the Chief Chemist (Physical and Biochemical Evidence Group) to ensure efficient operation of the Group.
6. To take responsibility for the day-to-day operational management of the Drugs and Toxicology Group.

7. To be the final arbiter of technical reports issued by the Division; to be responsible for final (administrative) checking of casework reports of senior chemists of the Division.
8. To plan long term training strategy and career paths for professional and technical staff to ensure proficiency as analytical chemists and expert witnesses.
9. Assist in framing legal schedules in relation to activities of the Division and to initiate review when indicated by laboratory statistics or intelligence.
10. Represent the Government Chemist on committees or at meetings pertaining to Forensic Science matters, and participate on intra-laboratory promotion/ professional recruitment boards.
11. Liaise with Government Departments, private sector, and international agencies for consultative and advisory purposes on forensic matters, to raise the standards and promote the reputation and practice of forensic science in Hong Kong.
12. Act for Government Chemist when required.

Proposed Job Description of Chief Chemist (Drugs and Toxicology Group)

Responsible to Assistant Government Chemist/Forensic Science for the day-to-day operations of the Drugs and Toxicology Group which comprises five specialist sections, namely, Controlled Drugs A, B & C and Forensic Toxicology A & B.

Specified Duties and Responsibilities

1. To be responsible for the direct supervision of four senior chemists and to ensure the provision and maintenance of efficient and effective laboratory services to clients by training, periodic inspection, introduction of improvements where necessary and continuous review of performance and adequacy in all activities of the Group.
2. To make recommendations to the Division Head, and advise and assist in the development and formulation of policies, objectives, and priorities in relation to those scientific disciplines that come within the ambit of the Group.
3. To be responsible for controlling the budget, planning operations, monitoring and controlling supplies within the Group.
4. To participate in the peer checking system for casework conducted in the Group according to the requirements of the Division's accrediting body (ASCLD/LAB). In particular, to perform all administrative level checking of reports issued by chemists of the Group.
5. To conduct case conferences for major split cases (i.e. cases involving scientific analysis by two or more Sections) to ensure correct division of effort for maximum scientific value.
6. To co-ordinate instrumentation usage and other resources within all sections of the Group to ensure maximum efficiency of use, purpose and cost effectiveness.
7. To organise and lead the scientific research and development work of the Group and to plan and develop projects to meet client's special needs.
8. To represent the Assistant Government Chemist/Forensic Science as spokesman for activities undertaken by the Drugs and Toxicology Group.
9. To act for the Assistant Government Chemist/Forensic Science when required.

Revised Job Description of Assistant Government Chemist/Forensic Science

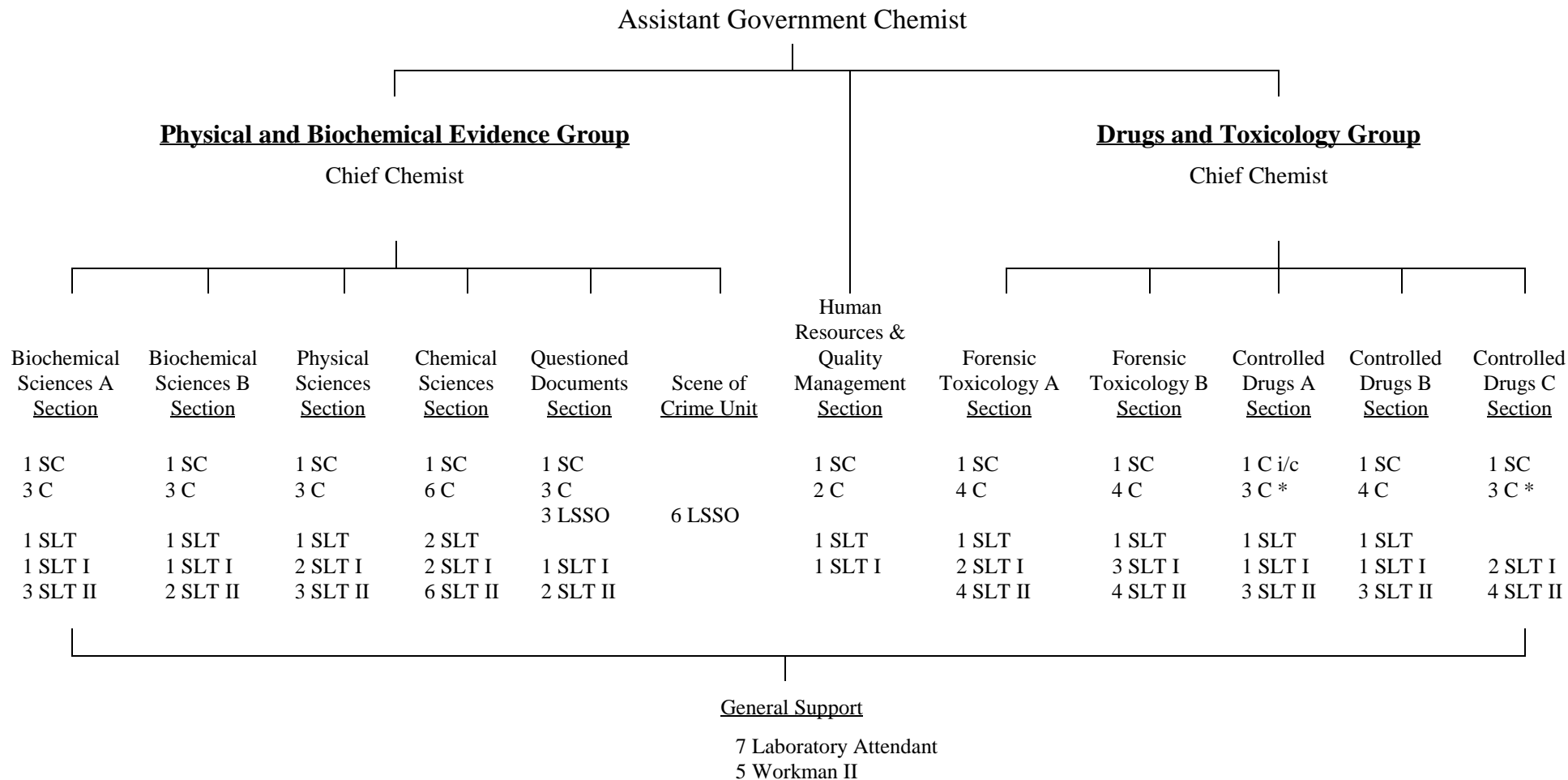
Responsible to the Government Chemist for the day-to-day administration and assurance of output quality of all activities undertaken by staff and sections of the Forensic Science Division as well as the Human Resources and Quality Management Section.

Specified Duties and Responsibilities

1. Assist Government Chemist in formulation of general and specific policy objectives, priority management and future plans for the Forensic Science Division in particular, and overall development of the Government Laboratory in general, with the goal of achieving a comprehensive forensic investigative and analytical service which is unbiased, accurate and efficient.
2. Responsible for administrative management of the Forensic Science Division in terms of personnel and resources-
 - (a) Responsibility for coordination of work, staff deployment, information systems, assessment of accommodation needs, staff and equipment requirements of all activities conducted by the Division; and
 - (b) Allocation and monitoring of divisional resource funding (staff, capital equipment, recurrent expenditure) according to defined objectives, priorities and operational policies, and taking responsibility for such allocations producing value for money.
3. Take overall policy role for the assurance of a quality service by all specialist activities of the Government Laboratory through the Human Resources and Quality Assurance Section, distancing this vital function from routine operational management.
4. Take overall responsibility for all specialist services of the Division and be spokesman for those activities when public interest demands or in response to enquiries from other Government Departments.
5. To supervise the work of the Chief Chemist (Physical and Biochemical Evidence Group) to ensure efficient operation of the Group.
6. To supervise the work of the Chief Chemist (Drugs and Toxicology Group) to ensure efficient operation of the Group.

7. To be the final arbiter of technical reports issued by the Division; to be responsible for final (administrative) checking of casework reports of senior chemists of the Division.
8. To plan long term training strategy and career paths for professional and technical staff to ensure proficiency as analytical chemists and expert witnesses.
9. Assist in framing legal schedules in relation to activities of the Division and to initiate review when laboratory statistics or intelligence information indicates review is necessary.
10. Represent the Government Chemist on committees or at meetings pertaining to Forensic Science matters, and participate on intra-laboratory promotion/ professional recruitment boards.
11. Liaise with Government Departments, private sector, and international agencies for consultative and advisory purposes on forensic matters, to raise the standards and promote the reputation and practice of forensic science in Hong Kong.
12. Act for Government Chemist when required.

Proposed Organisation Chart of Forensic Science Division



Legend:

Proposed new Chief Chemist post
 * One Chemist post deleted

SC - Senior Chemist
 C - Chemist
 LSSO - Laboratory Specialist Services Officer

SLT - Science Laboratory Technologist
 SLT I - Science Laboratory Technician I
 SLT II - Science Laboratory Technician II