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26 November 2002

Mrs Sharon TONG  
Clerk to Panel  
Legislative Council Secretariat  
3/F, Citibank Tower  
3 Garden Road  
Central, Hong Kong

Dear Mrs Tong,

**Panel on Security  
Guidelines for Visiting Justices**

Thank you for your letter of 13 November 2002 to the Director of Administration. I am authorised to reply on his behalf.

All newly appointed JPs will receive a briefing on the duties of a JP and the arrangements for carrying out visits at different types of institutions before they are appointed to conduct JP visits. Prior to each visit, we will provide the following guidelines or background information to JPs appointed to visit a penal institution under the management of the Correctional Services Department to facilitate their discharge of visiting duties –

- (a) an information note on the background of the specified institution to which the JPs are appointed to visit (a sample is at Annex A);
- (b) a checklist on the important areas that JPs may wish to cover during their inspections to the institution (a sample is at Annex B);

- (c) general guidelines for JPs visiting penal institutions under the management of the Correctional Services Department, together with a set of the relevant Prison Rules (a sample is at Annex C); and
- (d) a report on outstanding complaints/suggestions/comments arising from previous visits to the institution (a sample is at Annex D).

At the end of each visit, JPs are required to report on their observations or complaints received as appropriate in a visit logbook to facilitate further follow up action by the department concerned (a sample is at Annex E).

In addition to the above, quarterly newsletters and annual reports are issued to JPs to keep them abreast of development of the visit system in general and to disseminate information on complaints handling or suggestions made by JPs on the services and facilities of institutions to facilitate experience sharing among JPs.

Yours sincerely,

(Ms Maggie Wong)  
for Director of Administration

## **Siu Lam Psychiatric Centre**

### **Introduction**

Siu Lam Psychiatric Centre is situated on a hillside overlooking the Tai Lam Chung Valley in the New Territories near the 16-½ Milestones, Castle Peak Road.

The Centre is a purpose-built maximum-security institution enclosed by security wall and fence. It consists of a complex of five blocks which include an administration complex, occupational therapy workshops, a kitchen, dining/recreation rooms, a covered exercise area and a combination of single-room and dormitory accommodations for 270 inmates. In addition, there is a garden area, a playing field and four exercise yards.

It takes about one hour thirty minutes to one hour forty minutes to tour around the centre, including briefings and de-briefings, but excluding the time to spend on listening to and dealing with requests or complaints, if any.

### **Function**

The Centre houses :-

- (a) convicted prisoners and prisoners on remand in any category who are authorised by the Commissioner of Correctional Services to be accommodated in the Siu Lam Security Unit, and
- (b) for observation, treatment or assessment of the following, male or female :-
  - (1) persons remanded in custody for psychiatric report(s);
  - (2) prisoners/inmates/detainees who are suspected to be mentally ill;
  - (3) prisoners/inmates for whom a psychiatric report is required by various prison sentences review/assessment boards; and
  - (4) inmates serving Hospital Orders.

Note : The female inmates (convicted or remanded) are accommodated in the single rooms or dormitories of Female Unit completely separated from the males.

### **Staffing**

A Senior Superintendent is responsible for the administration and management of the institution heads the Centre. He is assisted by a Superintendent as his deputy and other supporting staff including a Medical Officer, Occupational Therapist and Assistants, Master, Clinical Psychologists, Visiting Psychiatrists and Officers with nursing qualifications.

### **Female Unit**

A 'Female Unit' is set up in Ward AIII to accommodate 20 female psychiatric inmates, remands or prisoners admitted from court or transferred from other institutions for psychiatric report or assessment. The unit is self-contained, operates in a similar manner as the other psychiatric sections of the Centre. It consists of a Reception Office, a dormitory, nine single rooms, a protective room, a workshop, a visit room and a day room.

### **Siu Lam Security Unit**

The Security Unit is designated as a special wing for convicted prisoners and prisoners on remand who need to be accommodated in a high security environment. It is a self-contained unit with 30 single rooms, a reception office, interview rooms, visit rooms, a mini laundry workshop, a tailoring workshop, a recreation/day room and a covered exercise area.

### **Programmes**

The Centre operates in accordance with the Prison Ordinance (Cap. 234, Laws of Hong Kong) and Mental Health Ordinance (Cap. 136, Laws of Hong Kong) and is classified as a prison hospital. All prisoners who are fit are engaged in occupational therapy activities and there are well-equipped workshops managed by specialist industrial and occupational therapy staff. Activities include work assessment and hardening activities, rattan-work, tailoring, rug-making, laundry, pottery, sewing, carpentry, gardening and domestic services.

Inmates are normally required to work and participate in Occupational Therapy Classes six days a week (Monday to Saturday), but domestic work is continued on Sundays and Public Holidays.

Education classes conducted by qualified school masters are organised on a voluntary basis.

A recreational programme operates in the evenings after cessation of work and on Sundays and Public Holidays. Facilities include basketball, volleyball, table-tennis, Chinese billiards/chess, a library, television and video programmes.

Physical education sessions are held daily (except Sundays & Public Holidays) for those who are physically fit to participate. Classes are normally of one-hour duration and are conducted by staff who have completed training in physical education.

Newly admitted inmates undergo a short induction period during which their conduct is closely monitored. At the end of the induction period, they are assigned work according to fitness, aptitude and resources available.

### **Diet**

The dietary scales are determined on the advice of the Department of Health. The kitchen is equipped with proper and adequate cooking facilities. Meals are prepared and cooked by qualified cooks employed specifically for this purpose. A high hygiene standard in the preparation and presentation of meals is maintained.

### **Medical/Psychiatric Services**

A full time resident Medical Officer from Department of Health provides daily medical services for both inmates and staff members. A group of visiting Forensic Psychiatrists from the Hospital Authority, assisted by officers with nursing qualifications, provides psychiatric services for inmates.

Inmates who are convalescing or with minor ailments are treated in the Sick Bay of this Centre whereas those requiring specialist consultation and treatment or operation are sent to outside clinic or hospital.

The Multi-disciplinary Case Conference Committee comprised of the Senior Medical Officer (Psychiatry), Medical Officer (Psychiatry), a Senior

Officer, Welfare Officer and Ward-in-charge meets at monthly intervals to review individual cases of all long term inmates so as to assess their mental state and responses to the treatment programme.

### **Prisoners' Earnings Scheme**

There is an earnings scheme with rates of pay which depends on the type of work undertaken and the degree of skill required for the job. Up to 90% of earnings may be spent on items from the canteen purchase list while the remainder 10% is kept saving on account payable on discharge. When the inmates' savings reach HK\$500, they may spend up to 100% of their further earnings.

### **Communications and Visits**

Under the provisions of Prison Rules, inmates may send as many letters as they wish to relatives and friends and are furnished with materials and postage sufficient to write and send one letter per week at public expense. Materials and postage for their additional letters would be subject to payment of the cost from the inmates' earnings.

The Senior Superintendent may permit an inmate to write and send more than one letter per week at public expense if he has a genuine need and/or do not have sufficient earnings to pay the cost, or he is detained under the Detention Centre Ordinance (Cap. 239), Drug Addiction Treatment Centre Ordinance (Cap. 244), Training Centre Ordinance (Cap. 280) and inmates at the age under 21.

An inmate is allowed two visits monthly by friends and relatives. However, the Senior Superintendent on application may grant authorization for additional visits.

Local inmates without close friends or relatives are visited occasionally by members of the Prisoners' Friends Association.

### **Psychological Services**

The Psychological Unit provides a wide range of services including to conduct forensic evaluation for the court and to provide psychological

services for in-Centre inmates. Those who exhibit problems of adjustment or deep-seated personality difficulties are referred to the Behavioural Adjustment Unit for intensive management and care, while others with less severe problems are seen regularly by the clinical psychologist. Recognizing the need of rehabilitative services for some specific inmates, psychological staff conduct intensive therapeutic assessment and counselling for them.

A Sex Offenders Evaluation and Treatment Unit (ETU) has been operated since September 1998. The Unit provides comprehensive psychological evaluation and treatment services for sex offenders with a view to enhancing their motivation for treatment and to provide a therapeutic environment for systematic intervention directing towards the goal of normal and lawful sexual behaviour.

### **Rights of Prisoners**

If an inmate has any complaints, he/she can approach any staff on duty or the Senior Superintendent, visiting Senior Officers of the CSD HQ or the Visiting Justices of Peace. If he/she so wishes, he/she may direct the complaint to the Complaints Investigation Unit of this Department, the Office of The Ombudsman or the Office of Members of the Legislative Council. Notices advising inmates of these rights are prominently displayed throughout the institution. These and other rights are also explained to them verbally and through an information booklet issued to each inmate on admission. Eligible inmates are also informed of the provisions of the Prisoners (Release Under Supervision) Ordinance.

### **Welfare Services**

Welfare Officers are responsible to assist inmates in solving personal as well as family problems arising from imprisonment. They play a particularly important role in helping inmates to settle down in the early stage of detention. In addition to giving individual and group counselling, advice is also 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 inmates' family for housing or welfare assistance.

### **Religious Services**

A Prison Chaplain frequently visits the Centre to give spiritual guidance to those inmates who are in need and interested. Other prison visitors from various organisations and other religious bodies visit the Centre regularly.

### **Mental Health Review Tribunal**

After an inmate detained under the relevant provisions of the Mental Health Ordinance, Cap 136 having served 12 months' detention, he/she or his/her relatives, may apply to the Mental Health Review Tribunal for a review of his/her case and thereafter his/her case will be reviewed by the Tribunal on a yearly basis on the application by the inmate or his/her relatives. However, if the inmate or his/her relatives does not exercise this right, his/her case will still be referred to

the Tribunal after a lapse of 12 months from the date when it was initially eligible for review.

### **Long-term Prison Sentences Review Board**

Regular reviews of detention and sentence of those eligible prisoners have been conducted by the Long-term Prison Sentences Review Board so as to assess their progress of rehabilitation and the possibility of their re-integration into the society, taking into consideration of the benefits to the prisoners and to the community

A prisoner serving a determinate sentence of 10 years or more and a mandatory or discretionary life sentence would be referred for review after the fifth year of the sentence and each subsequent two years.

On the other hand, juvenile offender who is serving a determinate sentence and was aged under 21 on the date of conviction would be reviewed each year until his age of 21 and thereafter every two years.

### **Post Release Supervision Scheme**

The Post Release Supervision Scheme aims to assist the rehabilitation and re-integration of certain categories of discharged adult prisoners who is sentenced to imprisonment of six years or more; or imprisonment of two years or more but less than six years in respect of specific types of offences mainly include triad-related and sexual offences, and crimes of violence.



**Discharge**

A “Pre-release Re-integration Orientation Course” is arranged for each local prisoner one month before discharge. The course, which includes lectures on civics, the various government welfare services and voluntary agencies, aims at enabling a prisoner due for discharge to prepare himself well before returning to the community. For psychiatric inmates, a more intensive and flexible “Individual Discharge Plan” is adopted to suit the individual needs and the progress of his/her condition.

Where necessary, arrangements are made with the Case-Psychiatrist for any necessary follow-up treatment at specialist out-patient clinics, or for the transfer to a civil mental hospital of those who are eligible for discharge but who are still mentally unstable and require continuous psychiatric treatment.

**The Society for Rehabilitation and Crime Prevention, Hong Kong**

Caseworkers from the Society for Rehabilitation and Crime Prevention, Hong Kong visit the Centre regularly to see inmates who volunteer for assistance on discharge. Services provided include hostel accommodation, employment advice and job placement.

**Routes to the Institution****By Land Transport**

- (i) Use Tuen Mun Expressway and then turn to Castle Peak Road and subsequently to Hong Fai Road; or
- (ii) Use Castle Peak Road and then turn to Hong Fai Road.

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

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**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)**

Pay special attention to prisoners/inmates in special confinement.

**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 prisons 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 working hours (i.e. 9 a.m. to 5 p.m.), 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 prisons 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. In the interest of privacy, it is an established practice that V.J.s may speak to inmates in private if they so wish.

12. 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.

13. Where an inmate complains that unnecessary force has been used on him by an Officer the V.J. should ask the Superintendent to arrange a medical examination.

14. 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. in writing.

15. The V.J. should normally inform the complainant personally of the outcome of investigations into his complaint though in complicated or serious cases the V.J. may wish to consult the Commissioner of Correctional Services before doing so. Additional visits to institutions may be necessary for this purpose.

16. If the V.J. is 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. shall inform the complainant and obtain his consent prior to referral.

17. In cases where the complaint has been referred to The Ombudsman, the Office of The Ombudsman will contact the inmate directly. The V.J. will not be informed of the results of the investigation.

#### Other Duties of V.J.s

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

19. V.J.s should inspect inmates 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.

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

21. 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.

22. 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

23. 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-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

24. 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 5199 or by writing to the Commissioner of Correctional Services.

Extract from the Prison Rules  
(made under Section 25 of Prisons Ordinance, Chapter 234)

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VISITING JUSTICES

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 at they may be required.

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

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.

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

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.

226. (1) Visiting justices shall ensure that all abuses in connexion 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.



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.

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.

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.

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.

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

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.

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.

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.

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

有關太平紳士巡視後尚待處理的投訴／建議／意見的報告  
**Report on Outstanding Complaints/Suggestions/Comments arising from JP Visits**  
(截至 止的情況)  
( Position as at )

院所名稱：  
Name of Institution : \_\_\_\_\_

A. 向巡視太平紳士提出投訴的記錄：  
Record of complaints made to visiting JPs :

編號 No.	太平紳士 巡視日期 Date of JP Visit	巡視太平紳士姓名 Names of visiting JPs	向巡視太平紳士提出的投訴概述 Brief description of complaint made to visiting JPs	懲教署已經／將會採取的跟進行動 Follow-up action already taken/ to be taken by CSD	懲教署須採取的 進一步行動 Further action required from CSD

B. 巡視太平紳士所提建議／意見記錄：  
Record of suggestions/comments made by visiting JPs :

編號 No.	太平紳士 巡視日期 Date of JP Visit	巡視太平紳士姓名 Names of visiting JPs	巡視太平紳士所提建議／意見概述 Brief description of suggestion/comment made by visiting JPs	懲教署已經／將會採取的跟進行動 Follow-up action already taken/ to be taken by CSD	懲教署須採取的 進一步行動 Further action required from CSD

附件 E  
Annex E

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

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(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

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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

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(7) 管理服務

Management services

服務總評級

Overall grading on services

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C. 太平紳士在此次巡視接獲的投訴數目 (如適用者):

No. of complaint(s) received by JPs during this visit (if any) : \_\_\_\_\_

(1) 投訴摘要以及跟進建議：

**Summary of complaint(s) and Recommendation on follow-up action :**

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

(2) 其他有關投訴途徑和院所處理投訴的手法的一般意見(如適用者)：

Other General Comments on Channels of Complaints and Handling of Complaints by the Institution (if applicable) :

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D. 其他觀察 / 建議 / 意見：

Other Observations / Recommendations / Comments :

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( 院所可提供額外紙張，供太平紳士填寫此部分。 )

The institution can provide additional sheets for JPs to complete this Section. )

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.