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19 June 2019

Clerk to Panel on Public Service
Legislative Council
Legislative Council Complex
1 Legislative Council Road
Central, Hong Kong
(Attn: Ms Shirley HAU)

Dear Ms HAU,

**Panel on Public Service
Letter from Hon LAM Cheuk-ting**

I refer to your letter dated 10 June 2019 to the Secretary for the Civil Service attaching Hon LAM Cheuk-ting's letter of 5 June to the Chairman of the Legislative Council Panel on Public Service ("Panel"). In respect of matters relating to the integrity management policy of the Correctional Services Department ("CSD") raised therein, having consulted the Security Bureau and CSD, I am authorised to reply as below.

CSD attaches great importance to the personal conduct of correctional officers and all misconduct cases would be dealt with in a serious manner by adopting a "zero tolerance" attitude. The Department will take appropriate action against any officer found to have committed acts of misconduct in accordance with established disciplinary mechanism¹. If any illegal acts are discovered, the Department will refer the case to relevant law enforcement agencies for follow-up action.

¹ Pursuant to the Prisons Ordinance, Cap. 234 and the Prison Rules, Cap. 234A, the Commissioner of Correctional Services will handle formal disciplinary action against middle and junior ranking civil servants in CSD for alleged misconduct. For cases involving senior ranking civil servants in CSD, formal disciplinary action will be dealt with in accordance with the Public Service (Administration) Order and the Public Service (Disciplinary) Regulation. Preliminary investigation will be conducted by CSD for cases involving senior ranking civil servants and those with sufficient evidence to initiate formal disciplinary action will be referred to the Secretariat on Civil Service Discipline under the Civil Service Bureau for conducting disciplinary hearings.

Regarding the media reports on Tong Fuk Correctional Institution staff being alleged of fabricating records of the Annual Fitness Test as mentioned in Hon LAM's letter, CSD has immediately appointed a committee to investigate the matter upon receiving the relevant complaint. If any acts of misconduct are found, the Department will deal with them seriously and take disciplinary action against the staff concerned. Should any illegal acts be discovered, the Department will refer the case to relevant law enforcement agencies for investigation.

CSD was also informed by a law enforcement agency that they had received a complaint about the matter and would take follow-up action. The Department would fully cooperate with the investigation. Since the matter is under investigation, the Department will not comment on the case at this stage.

As to the media reports on the alleged "exchange of night shift duty" of frontline officers, CSD had appointed its Quality Assurance Division to investigate the case. Upon investigation, there is no evidence to support that the incident mentioned by the media had happened.

CSD has drawn up clear guidelines on its institutional operations and procedures, including shift arrangement of staff members. In view of the specific operational and security needs of various CSD institutions as well as the remote locations of most of the institutions, if frontline officers request to change their duty hours mutually due to personal problems, the institutional management will approve such applications according to established mechanism provided that institutional operations will not be affected. CSD continues to explore various measures to enhance the processes by which shifts of duty are assigned and exchanged and to strengthen monitoring of such processes. Since 2015, the Department has explored ways to digitalise the procedures of assigning and exchanging shifts of duty so that the management can instantly monitor and analyse the arrangement and allocation of shifts of duty. The system is now at the trial stage. Once the trial is completed, the system will be fully implemented in CSD institutions.

Regarding the integrity management policy of CSD, the Department has all along attached great importance to the probity, integrity and conduct of staff members. The Department remains committed to the cultivation of righteousness among staff, and has put in place the following measures to continuously educate frontline staff so as to enhance their probity, integrity and ethical standards -

- The Departmental Ethics Committee, headed by the Deputy Commissioner, was set up to review the management of the staff's moral character, integrity and conduct, examine the background and causes of previous non-compliance cases, develop long-term initiatives and devise management policies with a view to strengthening the ethical culture within CSD;
- The Integrity Ambassadors Programme was launched and correctional officers were appointed Integrity Ambassadors in different institutions to help promote a culture of integrity and enhance the awareness of integrity management among staff. As at 31 May 2019, a total of 293 staff members have been appointed as Integrity Ambassadors in various institutions;
- Integrity Management ("IM") Teams were set up in various institutions to strengthen coordination and promotion of integrity-related activities. Integrity Corners were also set up in institutions to provide the latest integrity-related knowledge to staff members of different ranks. In addition, the Department provides training to IM Teams Leaders to keep them abreast of the latest knowledge on corruption prevention and integrity management as well as information on the latest development of cases and departmental actions, so as to help them maintain the ethical and integrity culture at institutional level;
- To enhance integrity training of new recruits and serving staff members, CSD updated the "Integrity Management Casebook", a training material compiled from cases of disciplinary offences, in August 2017. In the updated Casebook, analysis of integrity-related cases of disciplinary offences or illegal acts is beefed up to enable trainees to reflect on the causes and consequences of these cases and enhance their understanding of the relevant rules and guidelines;
- Various integrity guidebooks published in 2012 for correctional officers of different ranks were combined and updated as the "Integrity Management Guidebook". In the updated Guidebook, relevant information on integrity has been re-arranged and more recent sample cases are added for staff reference to enhance their understanding and awareness of various integrity management issues. Copies of the Guidebook were distributed to all disciplined and civilian staff in CSD in early 2018;

- CSD continues to work with the Independent Commission Against Corruption by organising regular anti-corruption talks to strengthen in-service training of staff members. Since 2013, a total of 159 sessions of anti-corruption talks have been organised for staff members;
- The Human Resource Division of CSD arranges integrity talks to other CSD divisions, such as the Rehabilitation Division, to share with staff the latest knowledge on corruption prevention, integrity management, cases, etc.; and
- CSD reviews and revises work-related guidelines from time to time to help staff discharge their duties effectively and to monitor their work performance.

Thank you for the Panel's concern on the above matters.

Yours sincerely,



(Miss LI Sin-yi)
for Secretary for the Civil Service

c.c.

Secretary for Security

(Attn.: Alex CHAN)

Commissioner of Correctional Services

(Attn.: Albert CHAN)