

# Grade Structure Review 2019

Association of Customs and Excise Services Officers  
March 2019



In 1977, The Association of Customs and Excise Services Officers (ACESO) was established. Since then, it has grown in both areas of service and membership. Representing more than 500 serving members in 2008, predominantly Customs Inspectors and Customs Senior Inspectors, ACESO raised a number of claims in the last Grade Structure Review. Some claims were addressed, some partly addressed and some not.

Time flies. Another round of Review is in progress. The feedbacks we have received from our members vary in detail and scope, and many of them are expressed in frank terms, illustrating how the pay and conditions of service are affecting their personal situations.

With the support of more than 600 members at present, ACESO will raise our claims again in view of the change of diversity, complicity, intensity and accountability pertaining to the undertakings we are discharging. The purpose of our submission is to demand a reasonable treatment for our members against the unfair structure and undue hardship we are enduring

### **1. Disparities of Pays and Management/ Functional Undertakings against Comparable Ranks**

There are two limbs of disparities which has made our wound bleeding for more than 40 years. First and foremost, it is the pay and structure. While both Customs Inspectors and Police Inspectors are required to handle seizures and arrests, carry firearms, work shifts, deem to be on duty when off, perform on-call duty, have restriction of personal freedom and subject to discipline, our member's career advancement, based on merits, has to step through a promotion bar but our colleagues' career advancement, based on examination results, has to step through merely a promotion step. This system has been applied to the Police since the early 1970's and has further extended to the Fire in the late 1970's. This arrangement, the

“through rank” system, has been the root of disputes over several decades.

The dispute extends the unfair treatment further to the Customs Senior Inspector and it was well documented in the Rennie Report (1988). The subject report, which detailed the “Disciplined Services Pay and Conditions of Service” with clear recommendations, squarely concluded that:-

*“A Senior Inspector of C&E is in many ways comparable to a CIP (i.e. Chief Inspector of Police) ..... in the Police and FSD, there is no functional distinction between IP (Inspector of Police) and SIP (Senior Inspector of Police) or between Station Officer and Senior Station Officer respectively, whereas a Senior Inspector of C&E is a Unit Commander who takes charge of several Inspectors in his formation .....*”

This observation indicates that there are no functional obstacles to merge Customs Inspectors and Senior Customs Inspector into one rank. If for any reasons that the merging cannot take place, the Administration had the obligation to recognize the distinctive features of Customs Inspectors and Senior Customs Inspectors, as compared with Police Inspectors/ Senior Police Inspectors and Chief Police Inspector, in terms of the diversity, complicity, intensity and accountability pertaining to the duties they are discharging<sup>1</sup>.

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<sup>1</sup> Security, treasury, health and conservation are within Customs domain as house-kept by different bureau. The latest major deliverables and development are the enforcement of Trade Descriptions Ordinance on unfair trade practices, management of new control points, measures on counter-terrorism, R32, facilitation on e-commerce clearance (e.g. Amazon n Taobao), processing of torture claims in drug-smuggling case, development of smart customs and upgrading of CETS to Customs College under Qualification Framework. International commitments include: Customs Cooperative Arrangements, AEO Mutual Recognition Arrangements and WCO Convention. *For details, please see appendix I*

***In this respect, ACESO demands for:-***

- ***An immediate pay rise of 2 points for each and every Customs Inspectorate for the general job equivalence with the Police (e.g. extensive inland enforcement power and vast areas of agencies duties)***
- ***An upscale of maxima of Customs Inspectors and Senior Customs Inspector to at least GDO(25) and GDO(30) respectively for the ever-ballooning duties in border management, law enforcement and ad hoc undertaking<sup>2</sup>***

## **2. Disposable Time and Work-life Balance**

Another limb of disparity clusters with a bundle of elements affecting the life quality of our members. The most prominent ones, coupled with remote working places, long travelling time and limited accessibility to public transport, are: long conditioned working hours (48), limited application of 5-day week (less than 40%), “average” leave entitlement for the “new terms” officers , un-proportional overtime arrangement (1:1) and harsh shift patterns resulting 60 rest days. The current work arrangement are not good for the staff side and definitively below the benchmark of the social well-being of a developed city.

It has been a general trend over several decades that the conditioned working hours of the disciplined services are going down. The trend is summarized as follows:-

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<sup>2</sup> The ever ballooning duties and commitment are also observed in other C&E ranks. An upscale the maxima of all C&E ranks is justified.

Department	Conditioned Working Hours
Correction	51-> 49 ->48
Customs	51-> 48
Fire	84 -> 72 -> 60 -> 54 -> 51
Police	51-> 48

Most, if not all, of the reductions are made on the following prerequisites: cost neutral, not involving additional manpower and not jeopardizing the level of public service. However, it is documented that some reductions were made on morale and welfare grounds in the 1960's.<sup>3</sup> In other words, cost is not always the beacon for formulating the conditioned working hours. Put further, the current conditioned working hours of ours are apparently deviating from the benchmark standard as illustrated by the International Labor Organization. As such, **ACESO demands an immediate reduction to 44<sup>4</sup>.**

The Government has implemented the Five-Day Week (FDW) initiative in three phases, starting from 2006. The policy objective is to improve the quality of civil servants' family life without compromising the level and efficiency of public services or incurring additional costs to taxpayers. However, statistics indicate that Customs (including other disciplined services), are not fairly benefited from the policy for different reasons. Over 15 years, we have seen the departments with sufficient resources can implement the FDW whereas those in resources poverty have to compromise the living of the staff. ACESO considers the Administration has the moral obligation to address the plight of the officers. Subject to long conditioned working hours, low applicability of FDW and torturing shift patterns, **ACESO demands the Administration to inject additional and/or remobilize resources to Customs in order to reach the good-will of FDW.**

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<sup>3</sup> Graham's Report

<sup>4</sup> ILO, Working Conditions Law Report 2012, A Global Review, 2013. *For details, please see Appendix II.*

If the Administration remains to take a conservative stand and leave us further to the further hardship and on the basis of civilian's conditioned working hours (44) and its wider application of FDW, **ACESO demands alternatively a uniform rise of leave entitlement for "new terms" officers, whose terms of service are far less satisfactory than their senior colleagues<sup>5</sup> and a uniform rise of ratio of overtime work calculation for "all officers" as follows:-**

<b>Current Leave Entitlement of "new term" officers</b>	<b>Proposed Leave Entitlement for "all officers"</b>
<b>14 -&gt; 18</b>	<b>18 -&gt; 22 (20-25% rise)</b>
<b>18 -&gt; 22</b>	<b>22 -&gt; 26 (20-25% rise)</b>
<b>22 -&gt; 26</b>	<b>26 -&gt; 30 (20-25% rise)</b>
<b>Overtime Calculation</b>	<b>Proposed Overtime Calculation<sup>6</sup></b>
<b>1:1</b>	<b>1: 1.5</b>

To meet the operational need, many of us are enduring a torturing shifts which make the officers to be awakening in the small hours almost in every mid-night and dawn<sup>7</sup>. The situation is further aggravated because, unlike our counterparts, our residences are usually far away from our work places at the remote and restricted areas with limited accessibility, and thus we are compelled to put three hours in aggregate for our journeys between home and office and vice versa<sup>8</sup>.

<sup>5</sup> They have no pension, no local education allowance, no medical and dentals service after retirement, less leave entitlement. They are not qualified to quarters beyond GDS(O) 20.

<sup>6</sup> ILO, Working Conditions Law Report 2012, A Global Review, 2013. *For details, please see Appendix II.*

<sup>7</sup> The appendix indicates the shift patterns that make the officers on night shift or rest/ wake up in the small hours. *For details, please see Appendix III.*

<sup>8</sup> ACESO proposes a service break with no less than 30 days, with pay or without pay, for "new term" officers after every 12-year of service in order to let him/ her to pursue their personal goals.

### **3. Allowance: Items and Qualifying periods**

The core duties of Customs are import and export control, revenue protection, protection of intellectual and/ or consumer right, as well health management and conservation of natural spices. To make our core duties discharge effectively, many officers are required to perform additional and/ or extra duties, such as:

- Disciplined Services Overtime Allowance (DSOA)<sup>9</sup>
- Detective and/or undercover;
- Dog handler;
- Driver; and
- Launching Commander, Navigator, Sea mechanics, Diver

In many situations, an officer may be required to taking up an acting appointment for operation and/or administrative reasons for various duration. At present, subject to funds and qualifying periods, allowances are granted to compensate or recognize the work done. However, most of the allowances cannot reflect the burden an officer shoulders. ***ACESO demands the allowances to be paid with reference to the salary point of the officer concerned and to quash all qualifying periods in order to honor the undertakings of the officers.***

In addition, over the decade, many ad hoc duties, which are not seen as the core duties, assigned to Customs Inspectorate go unrecognized. They include, but not limited to the followings duties:

- Formation Training Officer
- Health and Welfare Manager
- Project Officer
- Safety Manager

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<sup>9</sup> 1/Conditioned Working Hours x 1.5 in order to go in line with compensation of overtime work

***ACESO demands allowances to be paid for officers, in addition to discharging their core duties, for playing the above roles.***

#### **4. Housing and Medical Benefits**

Customs Inspectorate, among other local middle class, is facing an accommodation problem. The problem is more articulated in the junior Inspectorate employed in “new terms or common terms” for they are not qualified for quarters upon reaching GDO(20) and they are also not eligible for better housing allowance like our colleagues in Police (with through rank), Fire (with through rank) or EO Grade at MPS 34 (up to MPS 44). Therefore, in view of the vacancies arising from Grade B, C and CD flats in departmental quarters, ***ACESO demands a relaxation on quarters policy and allows Inspectorate to accommodate in quarters until he/ she reaches the maxima of a Senior Customs Inspector and a review on the current rate of the Non-Cashable Allowance.***

HA and DH are the major service providers to provide our contractual medical and dental benefits. It is a common understanding in the staff side that the services they provide are far from satisfactory and on the way of deterioration<sup>10</sup>. ***The Association demands the Administration to honor the “best available terms” in connection with our employment and to make HA a more transparent organization in her services for civil servants and eligible persons.*** In the interim, services provided by private practitioners or insurance entities can be considered.

Another concern is on the life expectancy and health indexes of serving and retired disciplined services members. Over the years, medical academia indicates that the life expectancy and health indexes of retired disciplined service members are generally below

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<sup>10</sup> The grievances of staff side are documented in the consultative meetings



average and the retired officers are prone to certain disease in connection to the nature of our occupations. **ACESO demands a comprehensive review on livelihood of the retired officers<sup>11</sup>.**

## **5. Others: Retirement Age and Headships of Different Levels**

Concerns over the age of retirement is heat. For fairness and continuity of excellent services, **ACESO demands the Administration to deliberate the retirement issues of the officers in disciplined services soon arriving to the final destination of his/ her career.** Will all serving officers be given an option to work to 60?

Another concern is on the Divisional, Formation and Branch headship. The bottleneck between Senior Inspector and Assistant Superintendent was identified in the last Review. However, it has never been tackled. Time flies and our workload reaches new highs. The reasonable expectations of our career prospects remain denied. In the early 1990's, the Administration upgraded two Customs Formations to be headed by Chief Superintendents in recognition of the change of functions and leadership. For the changes/ increases of functionalities and dynamics of human factors at Formation level, the rationale of upgrading certain posts remains sound as at today. Further, **ACESO also demands the Administration to consider the merits of creating additional AC(s) to cope with the growing responsibilities and the specialist development (e.g. Single Window arrangement) of the department.**

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<sup>11</sup> [http://www.ilo.org/wcmsp5/groups/public/---ed\\_protect/---protrav/---safework/documents/publication/wcms\\_192426.pdf](http://www.ilo.org/wcmsp5/groups/public/---ed_protect/---protrav/---safework/documents/publication/wcms_192426.pdf) For details, please see Appendix IV

## **6. Way Forward**

We find our conditions of service are left behind other services in terms of rank structure, promotion prospect, pay and working hours for many years. We are taking a very pragmatic stand to see what we are facing. ACESO is looking forward to meeting with the Committee and preparing to answer the questions you put forward to us as far as we can.

Association of Customs and Excise Services Officers

March 2019



## **Customs Cooperation**

The Customs and Excise Department participates actively in the World Customs Organization and the Asia-Pacific Economic Cooperation.

### **World Customs Organization**

The World Customs Organization (WCO) is an inter-governmental organization dedicated to the simplification and harmonization of Customs systems and procedures, advancement of Customs techniques, improvement of Customs operations and promotion of cooperation between governments to facilitate international trade. The WCO has grouped its Members into six regions. Hong Kong, China belongs to the WCO Asia Pacific Region.

Hong Kong has been a member of the WCO since 1987. In the same year, the WCO established its first Regional Intelligence Liaison Office (RILO). On behalf of the WCO Asia Pacific Region, the Department hosted this first WCO RILO till December 1998 with the aim of enhancing intelligence exchange amongst its members in the Region. The Department was also elected in 2000 as Vice-Chair of the WCO (representing the Asia Pacific Region) for a two-year tenure. During the Vice-Chairmanship, the Department represented members of the Asia Pacific Region in WCO meetings and coordinated the formulation of regional plans to strengthen enforcement cooperation. All along, the Department actively participates in the WCO activities and regional events, and was elected to represent the Asia Pacific Region in the WCO Policy Commission between 2011 and 2014.

### **Asia-Pacific Economic Cooperation**

Asia-Pacific Economic Cooperation (APEC) is an inter-governmental forum for member economies to informally exchange views on trade and economic issues.

The Department has taken part in APEC business since March 1993. It is mainly involved in the affairs of the, a sub-forum under the APEC Committee on Trade and Investment, which aims to simplify and harmonise regional Customs procedures to ensure that goods and services move efficiently and safely through the region, and to reconcile and facilitate border control.

### **Cooperative Arrangements and Agreement**

To strengthen bilateral Customs cooperation against cross-boundary offences, the Department has entered into non-binding Customs cooperative arrangements with 24 Customs Administrations since 1991: Argentina, Australia, Belgium, Canada, Fiji, France, India, Indonesia, Israel, Italy, Japan, Korea, Madagascar, Mexico, Mongolia, New Zealand, Thailand, the Netherlands, the People's Republic of China, Russia, Ukraine, the United Kingdom, the United States of America and Vietnam.

Besides, the HKSAR Government concluded a binding Customs Cooperation Agreement with the European Community (now renamed as European Union) in 1999 to enhance the cooperation between the Department and the Customs Administrations of the EU member states.

## **Hong Kong AEO Programme**

AEO is a concept under the World Customs Organization (WCO) *SAFE Framework of Standards to Secure and Facilitate Global Trade (SAFE Framework)*. It represents a Customs-to-Business partnership to enhance international supply chain security and facilitate movement of legitimate goods.

At present, majority of the WCO members have expressed their intentions to implement the *SAFE Framework*. Besides, most principal trading partners of Hong Kong have fully launched their AEO programmes in recent years.

The Hong Kong AEO Programme, with its successful pilot run since 2010, is administered by the Customs and Excise Department under an open and voluntary certification regime. Under the Programme, local companies of different sizes which have met pre-determined security standards will be accredited as AEOs, and enjoy appropriate Customs facilitation. This partnership programme is open to all stakeholders such as manufacturers, importers, exporters, freight forwarders, warehouse operators, carriers, etc. involved in the international supply chain. No accreditation fee will be charged.

### **Purposes**

A company which has been accredited as an AEO under the Programme will be recognized as a trusted partner of the Department to jointly secure the global supply chain. The company will enjoy appropriate incentives including reduced or prioritized Customs inspection.

With a fully fledged AEO programme in place, the Department will explore opportunities for developing mutual recognition arrangements (MRAs) with other Customs administrations. MRAs will further enhance the competitiveness of AEOs in Hong Kong with diversified benefits granted by overseas countries. All these manifest Hong Kong's devotion to securing global supply chain and help strengthen its competitive edge as a major international trading centre and regional logistics hub.

List of Signatories to Mutual Recognition Arrangement on Authorized Economic Operator:

- The Mainland of China
- India
- Korea
- Singapore
- Thailand
- Malaysia
- Japan
- Australia
- New Zealand

## 附錄七 Appendix 7

## 香港海關執行的法例 Legislation under which Customs staff can act

1	《釋義及通則條例》 Interpretation and General Clauses Ordinance	第1章 Cap. 1
2	《進出口條例》 Import and Export Ordinance	第60章 Cap. 60
3	《度量衡條例》 Weights and Measures Ordinance	第68章 Cap. 68
4	《郵政署條例》 Post Office Ordinance	第98章 Cap. 98
5	《電訊條例》 Telecommunications Ordinance	第106章 Cap. 106
6	《應課稅品條例》 Dutiable Commodities Ordinance	第109章 Cap. 109
7	《入境條例》 Immigration Ordinance	第115章 Cap. 115
8	《公共收入保障條例》 Public Revenue Protection Ordinance	第120章 Cap. 120
9	《公眾衛生及市政條例》 Public Health and Municipal Services Ordinance	第132章 Cap. 132
10	《除害劑條例》 Pesticides Ordinance	第133章 Cap. 133
11	《危險藥物條例》 Dangerous Drugs Ordinance	第134章 Cap. 134
12	《抗生素條例》 Antibiotics Ordinance	第137章 Cap. 137
13	《藥劑業及毒藥條例》 Pharmacy and Poisons Ordinance	第138章 Cap. 138
14	《公眾衛生(動物及禽鳥)條例》 Public Health (Animals and Birds) Ordinance	第139章 Cap. 139
15	《化學品管制條例》 Control of Chemicals Ordinance	第145章 Cap. 145
16	《刑事罪行條例》 Crimes Ordinance	第200章 Cap. 200
17	《植物(進口管制及病蟲害控制)條例》 Plant (Importation and Pest Control) Ordinance	第207章 Cap. 207
18	《武器條例》 Weapons Ordinance	第217章 Cap. 217
19	《裁判官條例》 Magistrates Ordinance	第227章 Cap. 227
20	《警隊條例》 Police Force Ordinance	第232章 Cap. 232
21	《火器及彈藥條例》 Firearms and Ammunition Ordinance	第238章 Cap. 238
22	《海魚(統營和輸出)規例》 Marine Fish (Marketing and Exportation) Regulations	第291章 Cap. 291
23	《危險品條例》 Dangerous Goods Ordinance	第295章 Cap. 295
24	《儲備商品條例》 Reserved Commodities Ordinance	第296章 Cap. 296
25	《空氣污染管制條例》 Air Pollution Control Ordinance	第311章 Cap. 311
26	《船舶及港口管制條例》 Shipping and Port Control Ordinance	第313章 Cap. 313
27	《工業訓練(製衣業)條例》 Industrial Training (Clothing Industry) Ordinance	第318章 Cap. 318
28	《非政府簽發產地來源證保障條例》 Protection of Non-Government Certificates of Origin Ordinance	第324章 Cap. 324
29	《汽車(首次登記稅)條例》 Motor Vehicles (First Registration Tax) Ordinance	第330章 Cap. 330
30	《香港海關條例》 Customs and Excise Service Ordinance	第342章 Cap. 342
31	《廢物處置條例》 Waste Disposal Ordinance	第354章 Cap. 354
32	《商品說明條例》 Trade Descriptions Ordinance	第362章 Cap. 362
33	《吸煙(公眾衛生)條例》 Smoking (Public Health) Ordinance	第371章 Cap. 371
34	《淫褻及不雅物品管制條例》 Control of Obscene and Indecent Articles Ordinance	第390章 Cap. 390
35	《保護臭氧層條例》 Ozone Layer Protection Ordinance	第403章 Cap. 403
36	《販毒(追討得益)條例》 Drug Trafficking (Recovery of Proceeds) Ordinance	第405章 Cap. 405
37	《狂犬病條例》 Rabies Ordinance	第421章 Cap. 421
38	《玩具及兒童產品安全條例》 Toys and Children's Products Safety Ordinance	第424章 Cap. 424
39	《有組織及嚴重罪行條例》 Organized and Serious Crimes Ordinance	第455章 Cap. 455
40	《消費品安全條例》 Consumer Goods Safety Ordinance	第456章 Cap. 456
41	《逃犯條例》 Fugitive Offenders Ordinance	第503章 Cap. 503
42	《刑事事宜相互法律協助條例》 Mutual Legal Assistance in Criminal Matters Ordinance	第525章 Cap. 525
43	《大規模毀滅武器(提供服務的管制)條例》 Weapons of Mass Destruction (Control of Provision of Services)	第526章 Cap. 526
44	《版權條例》 Copyright Ordinance	第528章 Cap. 528
45	《聯合國制裁條例》 United Nations Sanctions Ordinance	第537章 Cap. 537
46	《防止盜用版權條例》 Prevention of Copyright Piracy Ordinance	第544章 Cap. 544
47	《商船(本地船隻)條例》 Merchant Shipping (Local Vessels) Ordinance	第548章 Cap. 548
48	《中醫藥條例》 Chinese Medicine Ordinance	第549章 Cap. 549
49	《廣播條例》 Broadcasting Ordinance	第562章 Cap. 562
50	《聯合國(反恐主義措施)條例》 United Nations (Anti-Terrorism Measures) Ordinance	第575章 Cap. 575
51	《化學武器(公約)條例》 Chemical Weapons (Convention) Ordinance	第578章 Cap. 578
52	《防止兒童色情物品條例》 Protection of Child Pornography Ordinance	第579章 Cap. 579
53	《保護瀕危動植物物種條例》 Protection of Endangered Species of Animals and Plants Ordinance	第586章 Cap. 586
54	《截取通訊及監察條例》 Interception of Communications and Surveillance Ordinance	第589章 Cap. 589

# WORKING CONDITIONS LAWS REPORT 2012

A global review

International Labour Office, Geneva

Table 1: Normal Weekly Working Hours Limits by Country and Region, 2012

Region	No universal national limit	35-39 hours	40 hours	42-45 hours	48 hours	49 hours or more
Africa	Nigeria, Zimbabwe	Chad	Algeria, Benin, Burkina Faso, Cameroon, Central African Republic, Comoros, Congo, Gabon, Ghana, Guinea, Ivory Coast, Madagascar, Mali, Mauritania, Niger, Senegal, Togo	Angola, Botswana, Burundi, Cape Verde, Democratic Republic of Congo, Guinea-Bissau, Lesotho, Morocco, Namibia, Rwanda, Sao Tome and Principe, South Africa, Tanzania	Djibouti, Egypt, Equatorial Guinea, Eritrea, Ethiopia, Libya, Malawi, Mozambique, Somalia, Sudan, Tunisia, Uganda, Zambia	Kenya, Seychelles
Asia and the Pacific	India, Kiribati, Myanmar, Pakistan, Sri Lanka	Australia	Afghanistan, China, Indonesia, Japan, Republic of Korea, Mongolia, New Zealand	Brunei-Darussalam, Iran, Papua-New Guinea, Singapore, Solomon Islands, Vanuatu	Bangladesh, Cambodia, Fiji, Lao People's Democratic Republic, Malaysia, Nepal, Philippines, Thailand, Vietnam	
Europe and CIS	Ireland, Germany, Netherlands	Belgium, France	Armenia, Austria, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, Hungary, Iceland, Italy, Lithuania, Luxembourg, Moldova, Norway, Portugal, Romania, Russian Federation, Serbia, Slovakia, Slovenia, Spain, Sweden	Switzerland, Turkey	Malta, San Marino, United Kingdom	
Americas and Caribbean	Barbados, Jamaica, Guyana		Bahamas, Canada, Dominica, Ecuador, St. Kitts and Nevis, Trinidad and Tobago, United States	Belize, Brazil, Chile, Cuba, Dominican Republic, El Salvador, Grenada, Guatemala, Honduras, Venezuela	Antigua and Barbuda, Argentina, Bolivia, Colombia, Costa Rica, Haiti, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay	
Middle East (Arab States)			Syria		Bahrain, Iraq, Jordan, Kuwait, Lebanon, Qatar, Saudi Arabia, United Arab Emirates, Yemen	

Table 3: Minimum overtime remuneration by country and region, 2012

Region	No universal mandatory increase of remuneration for overtime	1-20 per cent increase	25-40 per cent increase	50 per cent increase	75-100 per cent increase
Africa	Djibouti, Nigeria, Swaziland, Zimbabwe	Benin**, Botswana**, Burkina Faso**, Cameroon**, Central African Republic**, Chad**, Comoros**, Congo**, Ivory Coast**, Gabon**, Ghana**, Mali**, Mauritania**, Niger**, Senegal**, Togo**	Burundi**, Democratic Republic of Congo**, Egypt** Guinea**, Eritrea**, Ethiopia**, Guinea**, Lesotho, Madagascar**, Morocco**, Sao Tome and Principe**, Somalia**	Algeria, Angola**, Cape Verde, Guinea-Bissau**, Kenya**, Libya, Malawi**, Mauritius**, Mozambique**, Namibia**, Rwanda**, Seychelles**, South Africa**, Sudan**, United Republic of Tanzania, Uganda**, Zambia	Tunisia
Asia and the Pacific	Australia, India, Kiribati, Myanmar, New Zealand, Pakistan, Sri Lanka	Brunei-Darussalam	Afghanistan**, Iran, Japan**, Philippines*/**, Vanuatu**	Cambodia**, China, Fiji**, Indonesia**, Republic of Korea*, Lao People's Democratic Republic**, Malaysia, Mongolia*, Nepal, Papua-New Guinea**, Singapore, Solomon Islands, Thailand**, Vietnam*/**	Bangladesh
Europe and CIS	Denmark, Germany, Ireland, Netherlands, Spain, Sweden, United Kingdom	Croatia**, Italy*, Portugal*/**, Slovenia**	Czech Republic*, France**, Iceland**, Luxembourg*/**, Norway*/**, Portugal, San Marino, Serbia**, Slovakia*/**, Switzerland*/**, Turkey*/**	Armenia, Austria*, Belgium*/** Bulgaria**, Estonia*, Finland*/**, Hungary*/**, Lithuania, Malta, Moldova**, Russian Federation*/**	Romania*
Americas and Caribbean		Cuba */**, Guyana	Colombia**, Dominican Republic**, Honduras**, Panama**, Peru*/**	Antigua and Barbuda, Argentina**, Bahamas**, Barbados, Belize**, Brazil, Canada**, Chile, Costa Rica, Dominica, Ecuador**, Grenada, Guatemala, Haiti, Jamaica**, Paraguay**, St. Kitts and Nevis**, Trinidad and Tobago**, United States*, Venezuela	Bolivia, El Salvador*, Mexico**, Nicaragua, Uruguay
Middle East (Arab States)			Bahrain**, Jordan, Kuwait, Qatar, Syria**, United Arab Emirates**	Iraq, Lebanon*, Saudi Arabia, Yemen */**	

\*Time off in lieu is possible. For further information see the annex at the end of the chapter.

\*\* These countries provide for an additional increase in the rate of overtime payment for increments of overtime hours performed.

\*\*\*These countries provide for an increased pay rate for overtime, but without further specification. They have therefore been classified as providing at least an increase of the lower category (1-19 per cent).

Some countries are not listed due to a lack of information on provisions regulating overtime remuneration:

- 1) Legislation in Cuba provides that overtime can be remunerated by cash payment or compensatory rest, but does not detail these provisions. It was therefore not categorised in the table.
- 2) The Minister in Guyana determines the overtime rates.
- 3) In Australia the industry level awards system is where the law allows overtime remuneration to be set.
- 4) In Brunei Darussalam the overtime formula is based on normal weekly hours, number of weeks in a year, and the hourly basic wage.
- 5) In India an overtime payment of twice the ordinary wage rate is available to factory workers, but determination in other cases is through industry legislation.
- 6) In New Zealand the law assumes regulation through collective or individual agreements.
- 7) In Pakistan, an overtime payment of twice the ordinary wage rate is available to factory workers, but determination in other cases is through by industry legislation.
- 8) In Sri Lanka, an overtime payment of twice the ordinary wage rate is available to factory workers, but determination in other cases is through industry legislation.
- 9) Working conditions in Denmark, Germany, Ireland, Slovenia, and Spain including overtime remuneration, are determined by collective bargaining agreements at a national level.



Shift Pattern: 8-day shift cycle

Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	AM	AM	PM	PM	OFF	Overnight	Overnight
2	OFF	AM	AM	PM	PM	OFF	Overnight
3	Overnight	OFF	AM	AM	PM	PM	OFF
4	Overnight	Overnight	OFF	AM	AM	PM	PM
5	OFF	Overnight	Overnight	OFF	AM	AM	PM
6	PM	OFF	Overnight	Overnight	OFF	AM	AM
7	PM	PM	OFF	Overnight	Overnight	OFF	AM
8	AM	PM	PM	OFF	Overnight	Overnight	OFF

Shift Pattern: 6-day shift cycle

Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	AM	PM	Swing	AM	PM	OFF	AM
2	PM	Swing	AM	PM	OFF	AM	PM
3	Swing	AM	PM	OFF	AM	PM	Swing
4	AM	PM	OFF	AM	PM	Swing	AM
5	PM	OFF	AM	PM	Swing	AM	PM
6	OFF	AM	PM	Swing	AM	PM	OFF

## International Hazard Datasheets on Occupation




### Police / Law Enforcement Officer

#### What is a Hazard Datasheet on Occupation?

This datasheet is one of the International Datasheets on Occupations. It is intended for those professionally concerned with health and safety at work: occupational physicians and nurses, safety engineers, hygienists, education and information specialists, inspectors, employers' representatives, workers' representatives, safety officers and other competent persons.

This datasheet lists, in a standard format, different hazards to which police / law enforcement officers may be exposed in the course of their normal work. This datasheet is a source of information rather than advice. With the knowledge of what causes injuries and diseases, it is easier to design and implement suitable measures towards prevention.

This datasheet consists of four pages:

- Page 1: Information on the most relevant hazards related to the occupation.
- Page 2: A more detailed and systematized presentation on the **different hazards** related to the job with indicators for preventive measures (marked  and explained on the third page).
- Page 3: Suggestions for **preventive measures** for selected hazards.
- Page 4: **Specialized information**, relevant primarily to occupational safety and health professionals and including information such as a brief job description, a list of tasks, notes and references.


#### Who is a police / law enforcement officer?






A worker whose main job is to protect the public. This includes protection against crime, the preservation of civil order, enforcement of traffic and other regulations, prevention of alcohol and substance abuse, prevention of neighborhood disorders, firearm and weapon control, law enforcement and investigations as mandated by law and requested by the relevant national or local authority.

#### What is dangerous about this job?

- Police / law enforcement officers run a high risk of being attacked, wounded or even killed by criminals, hoodlums and other people whose behavior disagrees with the law and the society norms. They may also suffer from "friendly fire".
- Many police / law enforcement officers are involved in work-related accidents - vehicle crashes, falls during chase, rescue and similar operations, etc.
- Police / law enforcement officers usually live under constant apprehension of physical danger, work long and irregular hours, and are exposed to unpleasant sides of life. This often results in psychological stress, family and personality problems.
- Police / law enforcement officers may develop health problems as a result of spending much time outdoors, including under the sun or in bad weather.
- Unavoidable physical contact with people who have contagious diseases (especially HIV) is a serious health hazard.

#### Hazards related to this job

Specific preventive measures can be seen by clicking on the respective  in the third column of the table.

<p><b>Accident hazards</b></p> 	<ul style="list-style-type: none"> <li>• Accidents are most likely during emergency response of the policeman/law enforcement officer and may occur especially while doing first aid work, patrol car driving and riot control</li> <li>• Slips, trips, and falls while ascending and descending from roofs or while chasing suspects in a crime</li> <li>• Wounds caused by knife or other object (metal rod, baseball bat, etc.), as a result of being attacked by persons contacted in the course of duty (suspects, offenders, their sympathizers, etc.)</li> <li>• Wounds caused by random or careless shooting by others (incl. "friendly fire")</li> </ul>	<p>1</p>
	<ul style="list-style-type: none"> <li>• Self-inflicted wounds caused during firearms cleaning, loading, etc.</li> <li>• Car or motorcycle accidents while chasing fleeing vehicles, or while fast driving in response to emergency calls</li> </ul>	
<p><b>Physical hazards</b></p> 	<ul style="list-style-type: none"> <li>• Exposure to ambient environmental factors (low or high air temperatures, rain, wind, snow, sun) resulting in acute (common cold, heat stroke, dehydration, etc.) or chronic (rheumatism , etc.) diseases</li> </ul>	
	<ul style="list-style-type: none"> <li>• Exposure to high noise levels from the emergency horn or on the firing range</li> </ul>	<p>2</p>
<p><b>Chemical hazards</b></p> 	<ul style="list-style-type: none"> <li>• Exposure to lead while directing traffic, working on the firing range, or doing finger printing work [See Note 1]</li> <li>• Exposure to excessive levels of carbon monoxide while directing traffic</li> </ul>	
<p><b>Biological hazards</b></p> 	<ul style="list-style-type: none"> <li>• Risk of contracting a contagious disease (HIV, infectious hepatitis, rabies, etc.) as a result of needle stick injury, human or animal bite, or close contact with infected/ill people (esp. members of high-risk groups)</li> </ul>	<p>3</p>
	<ul style="list-style-type: none"> <li>• Infection caused by insects or rodents while entering polluted or abandoned places (esp. cellars, basements, etc.) for the purpose of inspection, search, observation, etc.</li> </ul>	
<p><b>Ergonomic, psychosocial and organizational factors</b></p> 	<ul style="list-style-type: none"> <li>• Long periods of time spent inside vehicles may in the course of time result in musculoskeletal disorders (esp. low-back pains)</li> </ul>	<p>4</p>
	<ul style="list-style-type: none"> <li>• Cumulative trauma disorders of lower extremities (e.g., flatfoot) as a result of long-time, extensive foot patrolling assignments</li> <li>• Post-traumatic stress disorder (PTSD), most likely if the incident witnessed by the policeman has resulted in serious injury, or death to any of those involved</li> </ul>	
	<ul style="list-style-type: none"> <li>• Exposure to various psychological stressors (stress - related disorders may be manifested as behavioral problems, marital or family problems, or sometimes as alcohol or substance abuse)</li> </ul>	<p>5</p>
	<ul style="list-style-type: none"> <li>• Personal and/or family problems caused by shiftwork, irregular work hours (incl. at night), constant state of alertness (incl. when off duty), relations with peers and superiors within an hierarchical system typical of police and law-enforcement forces, and similar psychosocial factors [See Note 2]</li> </ul>	<p>6</p>
	<ul style="list-style-type: none"> <li>• Fear of being prosecuted afterward for actions which seemed to be clearly indicated as necessary during an event, but later not considered as such (particularly by others) when the moments of peak stress were past [See Note 3]</li> <li>• The paperwork duties, as opposed to active law enforcement, are often experienced as a major stressor</li> </ul>	

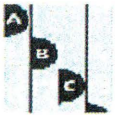
## Preventive measures

- 1 When on duty, wear the personal protective equipment provided for the job at hand, e.g., bulletproof clothing
- 2 Wear appropriate hearing protection on the firing range
- 3 In rescue operations or when dealing with drug addicts, take precautions to avoid contact with body fluids; in particular do not expose cuts or other open skin wounds to body fluids, to avoid contamination with agents causing diseases such as AIDS, hepatitis, etc.
- 4 Learn relaxation exercises and perform them during long waiting periods
- 5 Seek psychological or vocational advice if experiencing work-related stresses or burnout
- 6 Select a shiftwork schedule that would have the least harmful effect on the employee's health, family and personal life - consult employees and specialists in shift scheduling

## Specialized information

**Synonyms** Policeman / woman, Law Enforcement Officer, Officer, Cop [slang]

**Definitions and/or description** Protects the public from attack, mugging and robbery. Takes prisoners under control where possible and transports them to jail or other restraining facility. Works in traffic control and issues tickets (court summons) to violators of traffic laws. Disperses unruly crowds Renders first aid at accidents if there are no others more highly qualified (physicians, nurses, MDA) on scene. Serves warrants and makes arrests of sought persons. Examines medical and dental x-rays, finger prints and other information to identify bodies held in morgue. Testifies in court to present evidence regarding cases. Guards prisoners detained at police station or in detention room pending hearings. Searches all prisoners for weapons, contraband, drugs and other harmful articles. May investigate offenders and causes for arrest and make recommendations to magistrate concerning disposition of the case. In most jurisdictions, whether on or off duty, these officers are expected to exercise their authority whenever necessary (Based on DOT [Police Officer I, II, III] and Occ. Outlook Handbook [Police, Detectives, and Special Agents])



**Related and specific occupations** Police Officer - Identification and Records Unit; Police Officer - Community Relations Unit; Police Officer - Traffic Unit; Police Officer - Complaint Evaluation Unit; Police Officer - Police Officer - Motorized / Mounted Unit; Police Officer - Investigation Unit; Police Officer - Homicide Unit; Police Officer - Police Academy Instructor; Police officer - Vice Unit; Police Officer - Internal Affairs Unit, and Police Officer - Fingerprint Unit [In addition, the name of Detective may be connected with each of the occupations above]; marshal; sheriff deputy; trooper; etc.

**Tasks** Arresting; assisting (citizens, etc.); chasing; checking; consulting; directing traffic; driving; evaluating (evidence, complaints, etc.); examining; impounding; issuing (tickets, reports, etc.); fingerprinting; immobilizing a prisoner; investigating; negotiating; patrolling; protecting; responding (to calls, alarms, etc.); reporting; running; shooting; tackling; testifying; training

**Primary equipment used** Communication equipment; vehicles of different types (mostly automobiles); weapons (incl. personal firearms); personal protective equipment (bulletproof vests, helmets, shields, etc.); subduing and riot-control equipment (incl. handcuffs, clubs, smoke grenades, launchers, nets, etc.);

**Workplaces where the occupation** Administrative authorities at different levels: state, regional, municipal, local, etc.: law-enforcement agencies of different types: civilian, military, or paramilitary

is common

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**Notes**



1. Firing-range instructors must submit periodical urine/blood tests for lead.
  2. The profession of a Police / Law Enforcement Officer is rarely meeting an impartial attitude on the part of the public: it may vary from high respect and praise to despise and hate, depending on the social consciousness and law-abiding practices of a certain person or group. This, often unpredictable, emotional diversity contributes to the development of anxiety and similar personal traits in Police / Law Enforcement Officers.
  3. Such second thoughts may make actions look unnecessary (particularly to others and at a later time when the stress is lower) and the result of having acted may lead to reduction in rank, possible removal from the police force and even to loss of the pension due the officer.
  4. Police / Law Enforcement Officers have a 200% greater risk of cardiovascular diseases, including heart attack and stroke, than the general population.
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**References**



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Occupational Outlook Handbook , U.S. Dept. of Labor, 1996 - 1997 Ed., p. 303 - 306.

Environmental and Occupational Medicine, by William N. Rom (Ed.), Little, Brown & Co., 1992, p.729.

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