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GOVERNMENT SECRETARIAT**  
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19 December 2019

The Hon Alvin Yeung  
Dr the Hon Kwok Ka-ki  
The Hon Dennis Kwok Wing-hang  
The Hon Tanya Chan  
The Hon Jeremy Tam Man-ho

Unit 202, 2/F  
Block B, Sea View Estate  
4-6 Watson Road, North Point  
Hong Kong

Dear Members,

### **2019-20 Civil Service Pay Adjustment**

I refer to your letter of 13 December 2019 to the Chairman of the Finance Committee (FC) of the Legislative Council requesting the Administration to provide information about overtime work of police officers and Special Constables. The Chairman of the FC has agreed that your letter be referred to us for follow-up. Enclosed please find the information note provided by the Security Bureau for reference.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Benjamin Mok'.

(Benjamin Mok)

for Secretary for the Civil Service

Encl.

c.c.     The Hon Chan Kin-por, GBS, JP,  
           Chairman of the Finance Committee of the Legislative Council  
           Deputy Secretary for Financial Services and the Treasury (Treasury)1  
           Principal Assistant Secretary (Security) E

**Finance Committee  
2019-20 Civil Service Pay Adjustment (FCR(2019-20)33)  
Information requested by the Civic Party**

The Civic Party wrote to the Chairman of the Legislative Council's Finance Committee ("FC") on 13 December 2019 requesting the Government to provide details on the Disciplined Services Overtime Allowance ("DSOA") received by the Hong Kong Police Force ("HKPF") from June to November. The information is provided below for reference.

**Overtime work of police officers**

2. Overtime ("OT") work of police officers may only be undertaken when it is strictly unavoidable, and is subject to the Civil Service Regulations ("CSR"), the relevant Civil Service Bureau Circular ("the Circular") as well as the stringent control under the relevant internal regulations of HKPF. According to the CSR, OT work will normally be compensated by time off in lieu. Where the granting of time off is, or is likely to be, impracticable within 30 days of the date on which OT work is performed, payment of DSOA to eligible officers may be approved.

Monitoring mechanism for OT work

3. It is the responsibility of Heads of Department ("HoDs") to ensure that OT work is kept to the absolute minimum as justified by operational requirements, and that OT work is strictly controlled and properly supervised at all times. Apart from unforeseen circumstances, OT work must be authorised in advance by HoDs or an officer nominated for this purpose by HoDs personally.

4. As set out in our reply to FC dated 12 December, HKPF has put in place stringent control and approval procedures regarding OT work. Supervisors will follow the requirements of relevant internal orders and criteria when approving OT work. According to the regulations in HKPF, OT work must be approved by an officer not below Inspector rank, and the approving officer must be at least one rank higher than the officer applying for OT work. The approving officer must review all relevant documentation (such as notebooks and case files) to ensure that the officer has indeed performed OT work with sound justifications and which meets the basic criteria.

5. DSOA of junior police officers is approved by officers of Chief

Inspector rank or above; DSOA of Inspectors/Senior Inspectors is approved by officers of Superintendent rank or above; and DSOA of Chief Inspectors is approved by officers of Senior Superintendent rank or above. DSOA applications of all formations must be signed and certified by an officer of Superintendent rank or above who fulfils all the requirements above.

#### Ceiling for OT hours

6. Under CSR, HoDs should set a ceiling for the OT hours which an officer may undertake within a month. The ceiling is normally set at 60 hours in a month. The Circular also stipulates that departments have the flexibility to require officers to work OT exceeding the above ceiling in exceptional or emergency situations or circumstances of genuine need.

7. Since June this year, there have been more than 1 000 public order events across Hong Kong, many of which eventually turned into illegal acts of violence. Police officers had to handle massive and unlawful violent acts in various districts on the one hand, and to maintain regular policing duties and public services in the territory on the other. In view of operational needs, a large number of police officers have been deployed to carry out duties for long hours since June and, in general, are required to perform duties at specified posts for at least 12 hours each day.

8. As set out in our reply to FC dated 12 December, HKPF has, in view of the prevailing operational needs and according to the established procedures, adjusted the ceiling for OT hours allowed under the Circular. Since operational details are involved, it is not appropriate to disclose the monthly ceiling for OT hours or else the capability of HKPF's operations may be undermined.

#### Relevant statistics on OT work

9. In 2019-20, a provision of about \$20.2 billion was made under Subhead 000 (Operational expenses) for the salaries, allowances and other operating expenses of HKPF. In the past six months from June to November, the relevant DSOA expenditure of HKPF was approximately \$950 million in total. The average number of recipients of DSOA was around 11 000 per month, and the monthly DSOA received per officer was about \$14,000. Since operational details are involved, it is inappropriate to disclose the monthly details of OT allowance and the distribution of the ranks of police officers involved, so as not to undermine the capability of Police operations. HKPF does not maintain statistics on OT work

compensated by time off in lieu in the past six months.

### **OT work of Special Constables**

10. In view of HKPF's manpower needs and the development of public order events, the Commissioner of Police, in accordance with section 40 of the Public Order Ordinance (Cap. 245), appoints officers of the Correctional Services Department ("CSD"), Immigration Department ("ImmD") and Customs and Excise Department ("C&ED") as Special Constables to enhance HKPF's manpower and strength. Appointments will be made having regard to the manpower arrangement and operational needs of various departments.

11. As set out in our reply to FC dated 12 December, during their appointments as Special Constables, the relevant CSD, C&ED and ImmD officers are temporarily on loan to HKPF from their own departments on a part-time basis to discharge the duties of Special Constables. Salary (including DSOA) of the relevant officers is charged to the expenditure heads of their respective departments.

12. Since the first batch of Special Constables only began to perform duties in mid-November, information on the relevant expenditure is not yet available.

**Security Bureau**  
**December 2019**