

Correctional Services Department

	<u>Officer</u>	<u>Rank & File</u>	<u>Total</u>
Strength	1,030	4,199	5,229*

* Excluding Correctional Services industries staff

I. Breakdown of staff working normal hours and those required to work shift, on-call and stand-by duties

	<u>Officer</u>	<u>Rank & File</u>	<u>Total</u>	<u>Percentage of total strength</u>
Normal hours	248	503	751	14.4%
Regular shifts	712	3,640	4,352	83.2%
Irregular shifts	70	56	126	2.4%
On-call duty	1,028	4,199	5,227	99.9%
Stand-by duty (sleep-in)	-	96	96	1.8%

II. Breakdown of staff working different shift patterns

<u>Shift pattern</u>	<u>Officer</u>	<u>Rank & File</u>	<u>Total</u>	<u>Percentage of total strength</u>
4 shift system	694	3,563	4,257	81.4%
Hospital shifts	18	77	95	1.8%
Irregular shifts	70	56	126	2.4%
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	782	3,696	4,478	85.6%

III. Illustration of shift patterns

(a) 4 shift system

This is used in all penal institutions. There are four shifts a day :

- 1st shift (unlock shift) i.e. 0645 - 1345) day duty
- 2nd shift (lockup shift) i.e. 1315 - 2015)
- 3rd shift (first night) i.e. 1845 - 0145) night duty
- 4th shift (second night) i.e. 0115 - 0815)

An officer has to work at least one week of night shift per month.

(b) Hospital shifts

(i) 24-hour duty

Staff on this shift pattern work one 24-hour shift in a 3-day cycle :

Day 1 : 0800 - 0800 (the following day)
Day 2 : Off
Day 3 : Off

The working hours may differ from one institution to another depending on the particular needs of the institution. Nevertheless, all officers on such shift pattern have to work for 24 hours on day one.

(ii) Rotational shift

Staff on this shift pattern work 4 different shifts in a 5-day cycle :

Day 1 : 4th shift (second night) i.e. 0115 - 0815
Day 2 : 3rd shift (first night) i.e. 1845 - 0145
Day 3 : 2nd shift (lockup shift) i.e. 1315 - 2015
Day 4 : 1st shift (unlock shift) i.e. 0645 - 1345
Day 5 : Off

(iii) Split duty (Applies only to one officer)

Day 1 - 6 : 0830 - 1330 and 1700 - 1900
Day 7 : Off

(c) Irregular shifts

This applies to aftercare officers who work irregular hours.

IV. Statistics relating to overtime work

(a) Amount of overtime worked in 1987-88

Officer/Rank & File

151,434.48 hours

(b) Total time-off in lieu granted in 1987-88

Officer/Rank & File

134,014.96 hours

(c) DSSA Allocation

1987-88

\$0.453 m

1988-89

\$23.174 m

(an exceptional increase
to cope with staff working
overtime on Vietnamese
Refugees)

(d) Number of staff drawing DSSA at 1.4.1988

<u>Officer</u>	<u>Rank & File</u>	<u>Total</u>
Nil	1	1

Note

Statistics in respect of the breakdown figure for Officer/Rank & File performing overtime work or granted time-off in lieu are not available.

Customs and Excise Department

	<u>Officer</u>	<u>Rank & File</u>	<u>Total</u>
Strength	524	2,110	2,634

I. Breakdown of staff working normal hours and those required to work shift, on-call and stand-by duties

	<u>Officer</u>	<u>Rank & File</u>	<u>Total</u>	<u>Percentage of total strength</u>
Normal hours	277	345	622	23.6%
Regular shifts	210	1,453	1,663	63.1%
Irregular shifts	37	312	349	13.3%
On-call duty	197	443	640	24.3%
Stand-by duty	29	93	122	4.6%

II. Breakdown of staff working different shift patterns

<u>Shift pattern</u>	<u>Officer</u>	<u>Rank & File</u>	<u>Total</u>	<u>Percentage of total strength</u>
3 days cycle	18	96	114	4.3%
4 days cycle	72	576	648	24.6%
5 days cycle	22	99	121	4.6%
6 days cycle	31	218	249	9.4%
7 days cycle	36	243	279	10.6%
8 days cycle	18	182	200	7.6%
14 days cycle	13	39	52	2%
	<u>210</u>	<u>1,453</u>	<u>1,663</u>	<u>63.1%</u>

III. Illustration of shift patterns

(a) 3 days cycle

There are actually two different systems :

- (i) 24 hours on/48 hours off (duty hours : 0800-0800)
- (ii) 2 days on followed by one day off (duty hours : 0730 - 1830)

(b) 4 days cycle

There are again two different systems :

(i) 8 hours on/24 hours off

An officer works AM shift (0700-1500 or 0800-1600) on day one, PM shift (1500-2300 or 1600-2400) on day two, night shift (2300-0700 or 2400-0800) on day three.

(ii) 3 days on/one day off

An officer works three different shifts within a cycle i.e. AM shift (0700-1600), PM shift (1500-2400 or 1530-0030), and swing shift (1100-2000 or 1200-2100).

(c) 5 days cycle

This is a 4 days on/one day off system. An officer works one AM shift (0700-1600), two PM shifts (1500 - 2300 and 1530-0030) and one swing shift (1100-1900).

(d) 6 days cycle

This is a 5 days on/one day off system. An officer works four different shifts within a cycle i.e. AM (0600-1400 or 0645-1445), PM (1500-2300 or 1530-2330), swing (1300-2100 or 1330-2130) and night (2330-0730).

(e) 7 days cycle

There are two different systems:

(i) 6 days on/one day off

An officer works four different shifts within the cycle i.e. AM (0700-1500 or 0800-1600), PM (1500-2300 or 1600-2400), swing (1000-1800 or 1200-2000 or 1330-2130) and night (2300-0700 or 2400-0800).

(ii) 24 hours on/48 hours off/24 hours on/72 hours off

Duty hours can be 0800-0800 or 1000-1000 or 1200-1200.

(f) 8 days cycle

There are also two different systems :

(i) 7 days on/one day off

Duty hours can be 0600-1400 or 1330-2130.

(ii) 2 AM/2 PM/2 Night/one day off

AM = 0700-1500

PM = 1500-2300

Night = 2300-0700

(g) 14 days cycle

This is a 7 days on/one day off/5 days on/one day off system. An officer works a combination of AM (0800 - 1600 or 0830 - 1630), PM (1600-2400) and swing (1000-1800 or 1200-2000) shifts in one cycle.

IV. Statistics relating to overtime work

(a) Amount of overtime worked in 1987-88

<u>Officer</u>	<u>Rank & File</u>	<u>Total</u>
24,071 hours	191,249 hours	215,320 hours

(b) Total time-off in lieu granted in 1987-88

<u>Officer</u>	<u>Rank & File</u>	<u>Total</u>
16,078 hours	136,399 hours	152,477 hours

(c) DSSA Allocation

<u>1987-88</u>	<u>1988-89</u>
\$1.4 m	\$1.938 m

(d) Number of staff drawing DSSA at 1.4.1988

<u>Officer</u>	<u>Rank & File</u>	<u>Total</u>
18	171	189

Immigration Department

	<u>Officer</u>	<u>Rank & File</u>	<u>Total</u>
Strength	1,498	1,324	2,822

I. Breakdown of staff working normal hours and those required to work shift, on-call and stand-by duties

	<u>Officer</u>	<u>Rank & File</u>	<u>Total</u>	<u>Percentage of total strength</u>
Normal hours	781	171	952	33.7%
Regular shifts	678	1,091	1,769	62.7%
Irregular shifts	39	62	101	3.6%
On-call duty	68	59	127	4.5%
Stand-by duty	-	-	-	-

II. Breakdown of staff working different shift patterns

<u>Shift pattern</u>	<u>Officer</u>	<u>Rank & File</u>	<u>Total</u>	<u>Percentage of total strength</u>
Shift system of Lo Wu Section	82	285	367	13%
Shift system of Hung Hom Section	11	55	66	2.3%
Shift system of Man Kam To Section	23	82	105	3.7%
Shift system of Hong Kong-China Ferry Terminal	8	38	46	1.6%
Shift system of Tai Kok Tsui Pier Office	19	65	84	3%
Shift system of Sha Tau Kok Section	9	45	54	1.9%
Shift system of Macau Terminal Section	42	204	246	8.7%
Shift system of Harbour Control Section	35	14	49	1.7%

<u>Shift pattern</u>	<u>Officer</u>	<u>Rank & File</u>	<u>Total</u>	<u>Percentage of total strength</u>
Shift system of Airport Sub-division	327	191	518	18.4%
Shift system of Vietnamese Refugees Work	22	33	55	2%
2 shift system of NICIOs and ROP Verification Section	93	72	165	5.9%
3 shift system of ROP Records Section	7	7	14	0.5%
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	678	1,091	1,769	62.7%
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III. Illustration of shift patterns

(a) Shift system of Lo Wu Section

The system is unique to this control point to meet operational requirements and to cater for the uneven passenger flow. It involves some 20 different shifts covering the period from 0630 hours to 2330 hours. The working hours of each shift range from 6.75 to 10. An officer works a mix of different shifts in various patterns in a week. During festive seasons, the working hours will be extended and the shift system will be modified.

(b) Shift system of Hung Hom Section

The system is designed to cater for the schedule of through train and passenger flow. It involves 6 types of shifts covering the period from 0630 hours to 2245 hours. The working hours of each shift range from 7.5 to 8.25. The shifts are mainly morning shifts commencing as early as 0630 hours and afternoon shifts beginning at 1430 hours. In general, an officer works a couple of days of morning shift and then an almost equal number of days on afternoon shift alternately.

(c) Shift system of Man Kam To Section

A special system is operated at the Man Kam To Section in order to cope with the opening hours of this border crossing. It comprises over 7 different shifts covering the period from 0630 hours to 2100 hours. The working hours of each shift range from 7 to 9.75. An officer works a mix of different shifts in various patterns in a week.

(d) Shift system of Hong Kong-China Ferry Terminal and Tai Kok Tsui Pier

The systems at these two offices are designed to cope with the sailing schedules of the vessels. Over 6 different shifts are worked at each of these two offices covering the period from 0600 hours to 2145 hours at Tai Kok Tsui and from 0630 hours to 2000 hours at Hong Kong-China Ferry Terminal. The working hours of each shift vary from 6.25 to 8.75. An officer works a mix of different shifts in various patterns in a week.

(e) Shift system of Sha Tau Kok Section

The system is designed to cope with the opening hours of the Sha Tau Kok Crossing. It comprises some 5 shifts covering the period from 0700 hours to 1900 hours. The working hours of each shift range from 7 to 10. An officer works a mix of different shifts in various patterns in a week.

(f) Shift system of Macau Terminal

A complicated system is operated at Macau Terminal to cope with the operational needs and the sailing schedules of all kinds of vessels. Some 15 different shifts with different working hours are designed in order to provide coverage round the clock. An officer works a mix of different shifts in various patterns in a week.

(g) Shift system of Harbour Control Section

The system is unique to this section in order to provide 24-hour coverage on harbour control duties. It involves over a dozen shifts with varying working hours. An officer works a mix of different shifts in various patterns in a week. He is required to start work as early as 0600 hours or as late as 0001 hour at midnight.

(h) Shift system of Airport Sub-division

A complex system is operated at the airport to cater for the uneven passenger traffic and to provide 24-hour coverage. Some 30 shifts with different working hours are operated. Excluding the overnight shifts, the early morning shift starts at 0700 hours while the late night shift ends at 0001 hour. An officer works a mix of different shifts in various patterns in a week.

(i) Shift system for Vietnamese refugees work

There are two shifts in a day viz 0730 - 1530 hours and 1030 - 1830 hours. An officer works a mix of these two shifts in irregular patterns in order to meet operational need.

(j) 2 shift system of new identity card issue offices (NICIO) and Registration of Persons (ROP) Verification Section

There are only two shifts in a day viz 0740 - 1500 hours and 1430 - 2150 hours. An officer normally works each type of shift in alternate weeks.

(k) 3 shift system of ROP Microfilm Records Office

A day is divided into three shifts :

- A = Morning shift i.e. 0800 - 1600
- B = Afternoon shift i.e. 1600 - 2300
- C = Night shift i.e. 2300 - 0800

An officer works the following shifts in a 21-day cycle :

CCC L BBB L AAA L CCC L BBB L AAA L CCC L

L = Leave day

IV. Statistics relating to overtime work

(a) Amount of overtime worked in 1987-88

<u>Officer</u>	<u>Rank & File</u>	<u>Total</u>
98,795 hours	146,104 hours	244,899 hours

(b) Total time-off in lieu granted in 1987-88

<u>Officer</u>	<u>Rank & File</u>	<u>Total</u>
81,751 hours	119,536 hours	201,287 hours

(c) DSSA Allocation

<u>1987-88</u>	<u>1988-89</u>
\$0.995 m	\$10.1 m

(d) Number of staff drawing DSSA at 1.4.1988

<u>Officer</u>	<u>Rank & File</u>	<u>Total</u>
18	17	35