



# 專業管理 有效運作

# **Administrative and Operational Efficiency**

警務處處長就警隊的管理及工作效 率向香港特别行政區行政長官負 責。 警務 處 處 長 由 兩 位 副 處 長 協 助,一位主管行動,轄下有兩個總 部部門:行動處和刑事及保安處; 另一位主管管理事宜,轄下分三個 部門:人事及訓練處、監管處和財 務、政務及策劃處。

The Commissioner of Police is responsible to the Chief Executive of the HKSAR for the administration and operational efficiency of the Force. He is assisted by two Deputy Commissioners, one of whom heads Operations, which is comprised of two headquarters departments: Operations and Crime and Security. The other heads Management comprising three departments: Personnel and Training, Management Services, and Finance, Administration and Planning.

## 行動處

下設行動部、支援部及六個警察總區, 負責警隊的日常行動。

# 行動部 行動科

下設行動組、反恐怖活動及內部保安 組、重點及搜查組(包括搜查隊及警犬 隊)。職責是制訂及發布警隊的行動政策 及相關指令,包括邊界保安政策、統轄 總部指揮及控制中心的運作、調配警隊 的行動資源、與訪港外國海軍及解放軍 駐港部隊聯絡。

# **Operations Department**

The Department handles the day-to-day operations of the Police Force through six regional commands and its Operations and Support Wings.

#### **Operations Wing**

## **Operations Bureau**

The Bureau comprises the Operations Division, the Counter-Terrorism and Internal Security Division, and the Key Points and Search Division, which encompasses also the Force Search Unit and the Police Dog Unit. Duties include the formulation and dissemination of Force operational policy and relevant orders including boundary security, manning of Headquarters Command and Control Centre, deployment of operational resources, liaison with visiting foreign naval forces and the Hong Kong Garrison.



#### 警察機動部隊總部

負責警察機動部隊各大隊和特警隊的訓 練工作,並定期檢討有關內部保安及人 群管理的策略、武器和裝備。

#### 爆炸品處理課

除處理爆炸品工作外,亦為相關單位提供訓練,並負責檢查彈藥及爆炸品的儲存設施和銷毀過期彈藥及炸藥。

# 支援部 支援科

支援課包括策劃行動課、總務課、職業 安全及健康課和運輸課,以及警隊資料 及公開資料統籌組。該課負責在多個不 同政策範疇制訂政策、程序及命令,以 及就跨部門事宜與其他政府部門聯絡。

輔警支援科就香港輔助警察隊約3 800名 輔警人員的行政、管理及訓練事宜提供 一站式的服務。

警察牌照課負責發出由警務處處長簽發 的牌照及許可證,以及協調涉及公眾活 動的政策事宜。

#### 警察公共關係科

社區關係課與市民保持密切聯繫,透過 傳媒及社區活動宣傳滅罪信息,以及推 廣警隊及青少年活動。

## Police Tactical Unit (PTU) Headquarters

In addition to overseeing the training of PTU Companies and the Special Duties Unit, PTU Headquarters also regularly reviews tactics, weapons and equipment to be used in internal security situation and crowd management operations.

#### **Explosive Ordnance Disposal Bureau**

Apart from its bomb disposal work, the Bureau provides training to relevant Police units and oversees storage and disposal of ammunition and explosives.

## **Support Wing**

## **Support Branch**

Support Bureau comprises Field, General, Occupational Safety and Health, and Transport Divisions, as well as the Force Data and Access to Information Coordination Unit. It is responsible for the formulation of policies, procedures and orders in a number of diverse policy areas as well as liaison with other Government departments on inter-departmental matters.

Auxiliary Support Bureau provides a one-stop service in respect of the administration, management and training of approximately 3 800 auxiliary members of the Hong Kong Auxiliary Police Force.

Police Licensing Office acts as the authority for the issue of licences and permits for which the Commissioner of Police is the issuing authority, and coordinates policy matters relating to Public Order Events.

### **Police Public Relations Branch**

Community Relations Bureau maintains close ties with the public, organises anti-crime publicity through the media and community events, and promotes Police and youth activities.







新聞及宣傳課24小時為傳媒發放新聞及 提供其他服務,以及推行警隊宣傳運動。

## 交通總部

負責制訂及發布各項交通執法政策、處 理交通違例傳票和定額罰款通知書、監 察交通法例的改變、發展和評估各項交 通管理計劃及統籌警隊在道路安全方面 的工作,亦負責管轄交通督導員。下設 交通管理及違例檢控科和行政科。

#### 總區

日常警務工作由六個總區負責。每個總 區由一位助理處長掌管,總區之下分為 警區和分區,在數個分區下,再細分為 警署。現時全港共有23個警區。

#### 陸上總區

五個陸上總區各設一個總部,轄下分為 衝鋒隊、警察機動部隊總區大隊、刑事 調查單位和交通單位,並透過三個總區 指揮及控制中心調派資源。

總區指揮及控制中心負責接聽市民的999 緊急求助電話,並即時作出回應。此 外,亦是控制總區及警區資源調配的中 樞,以及是與總部及其他機構互通行動 信息的樞紐。

Information and Publicity Bureau provides a 24-hour newsroom and other services for the media, and runs Police publicity campaigns.

## **Traffic Branch Headquarters**

The Traffic Branch Headquarters formulates and disseminates traffic enforcement policies, processes traffic summonses and fixed penalty tickets, monitors changes in legislation, develops and evaluates traffic management schemes, and coordinates the Force's road safety efforts. It also oversees Traffic Wardens. It comprises two bureaux: the Traffic Management and Prosecutions Bureau, and the Administration Bureau.

#### The Regions

Day-to-day policing is handled through six regional commands. An Assistant Commissioner heads each of the Regions, which are divided into Districts and Divisions and in a few cases, Sub-Divisions. Currently there are 23 Police Districts.

#### **Land Regions**

The five Land Regions are commanded through three Regional Command and Control Centres (RCCC). Each Region has a Headquarters with an Emergency Unit (EU), a company of the Police Tactical Unit, a crime formation and a traffic formation.

The Regional Command and Control Centre provides the public with an instant response to 999 emergency calls for help. It is the nerve centre that controls resources at both regional and district levels, and acts as the conduit for operational communications with Headquarters and other agencies.

衝鋒隊的主要職責是接報緊急情況,包括999電話召喚,迅速到場處理,同時亦負責在各警區執行警車巡邏任務,隨時迅速支援街上巡邏的軍裝人員撲滅罪行。衝鋒隊設有一個總部和四個巡邏小隊,每小隊約有70名人員和12輛巡邏車,24小時當值。

警察機動部隊總區大隊是支援單位,隨 時出動協助執行人群管理和內部保安工 作,並在遇有災難時,提供支援。隊員 平日的工作是協助警區打擊罪案。

刑事調查單位負責調查嚴重罪案和跨區 罪行,同時亦負責搜集、整理和評估總 區內罪犯和犯罪活動的情報,並提供防 罪資訊。

交通單位負責管理交通、執行交通法 例、調查交通意外及推廣道路安全。

#### 水警總區

水警的職責是維持香港特別行政區海上 邊界及水域的治安、在本港水域執行香 港法例、防止海上走私及非法入境活 動,並負責本港及鄰近水域的搜索和拯 救工作,以及運送死傷者。 The Emergency Unit provides a rapid response to emergency situations, including 999 calls, and a speedy additional presence of uniformed Police on the streets to combat crime through the operation of mobile patrols within their respective Regions. EU comprises a headquarters element and four platoons, each with about 70 officers operating 12 patrol cars on a 24-hour basis.

The Police Tactical Unit Company provides a ready reserve for dealing with crowd management duties, threats to internal security situations and natural disasters. It is routinely used on a daily basis to supplement District resources in tackling crime.

The Crime Formation investigates serious and inter-district crimes. It also collects, collates and evaluates intelligence on criminals and criminal activities and provides crime prevention services within the Region.

The Traffic Formation is responsible for traffic control and enforcement, the investigation of traffic accidents and the promotion of road safety within the Region.

### **Marine Region**

The role of the Marine Police is to maintain the integrity of the sea boundaries and regional waters of the HKSAR. It is responsible for enforcing the laws of Hong Kong in regional waters, preventing smuggling and illegal immigration by sea, search and rescue in Hong Kong and adjacent waters, and casualty evacuation.



# 警務處架構 Organisation

水警總區由總區總部及兩個警區組成。 水警船隊共有143艘船艇,包括71艘水 警輪和72艘小艇,執法範圍覆蓋1651 平方公里的香港水域及261個離島。

行動科負責監督總區重案組調查罪案及 海上非法入境和走私集團活動的工作。 此外,該科亦監督總區指揮及控制中 心、後勤組、總區槍房、總區運輸組, 以及小艇分區的日常工作。

行政科負責一般行政工作及總區財務、 人事、編制和訓練事宜。

支援科的職責包括水警輪的購置計劃、 水警人員在航海、駛船、輪機及安全方 面的訓練及評核,以及專業設備的選購 事宜。

## 刑事及保安處

負責制訂警隊在刑事及保安方面的政 策,以及有關事宜的整體指揮工作。

#### 刑事部

### 有組織罪案及三合會調查科

負責調查複雜的有組織罪案及嚴重三合 會罪行。

#### 刑事情報科

負責為警隊各單位提供優質、準確和適時的情報及支援服務,以防止及偵破有組織及嚴重罪行。該科專責收集、分析及發放情報,確保需要情報的人員適時獲得可靠資料,並讓警隊掌握最新的治安情況及犯罪活動。

### 商業罪案調查科

負責調查嚴重及複雜的商業詐騙案、偽 冒鈔票、偽造文件及科技罪行。

### 毒品調查科

負責蒐集毒品入口、製造及分銷的情報,並採取執法行動打擊毒犯。該科與內地和海外執法機關緊密合作,遏止與香港有關連的集團在其他司法管轄區的

The Marine Region comprises a Regional Headquarters and two Districts. With a fleet of 143 vessels – 71 launches and 72 small craft – the Region polices 1 651 square kilometres of Hong Kong waters and 261 outlying islands.

Operations Bureau oversees the Regional Crime Units in investigating crimes and syndicated illegal immigration and smuggling activities by sea, the RCCC, Logistics Unit, Regional Armoury, Regional Motor Transport Office and the Small Boat Division.

Administration Bureau is responsible for general administration, and the management of regional finance, personnel, establishment and training matters.

Support Bureau is responsible for the management of launch acquisition programmes, training and assessment of Marine Police personnel in the areas of navigation, seamanship, engineering and safety, and the selection and acquisition of specialist equipment.

## **Crime and Security Department**

The Department is responsible for Force policy and the overall direction of all matters pertaining to crime and security.

## **Crime Wing**

#### **Organized Crime and Triad Bureau**

OCTB investigates complex organised crime and serious triad offences.

## Criminal Intelligence Bureau

CIB provides high quality, accurate and timely intelligence as well as support services to other Force units to prevent and detect organised and serious crimes. The Bureau's intelligence gathering, analysis and dissemination capabilities ensure that reliable intelligence is made available in a timely fashion to units that need it, and that the Force is kept well informed of emerging issues and new forms of criminal activity.

#### Commercial Crime Bureau

CCB investigates serious and complex commercial fraud, counterfeiting, forgery and technology crime.

### **Narcotics Bureau**

NB collects intelligence and takes enforcement action in relation to the import, manufacture and distribution of dangerous drugs. The Bureau works closely with Mainland and overseas agencies to 非法活動。此外,亦會調查清洗黑錢及恐怖分子融資活動。

### 防止罪案科

為政府部門和市民提供免費及獨立的保 安意見。此外,該科還與保安及護衛業 管理委員會合作,透過審核保安公司牌 照申請和定期到保安公司視察,規管香 港的保安業。

## 聯絡事務科

負責協調各地執法單位及各國駐港領事 館對本港警務工作的查詢,亦負責與各 地執法單位的警務聯繫工作。

#### 鑑證科

負責鑑證指紋、收集 DNA 樣本及拍攝罪 案現場照片,並設有電腦輔助掌紋及指 紋鑑證系統。 contain the activities of Hong Kong-connected syndicates operating in other jurisdictions. It also investigates money laundering and terrorist financing.

#### **Crime Prevention Bureau**

CPB provides free and independent security advice for Government departments and the public at large. It also assists the Security and Guarding Services Industry Authority to regulate the security industry in Hong Kong by vetting all applications for security company licences and through regular inspections of these companies.

### Liaison Bureau

LB is responsible for coordinating all police-related enquiries with and from other law enforcement agencies and local consulate officials. It acts as the Force's main contact point with other law enforcement agencies on police-related matters.

#### **Identification Bureau**

IB is responsible for the retrieval, analysis and identification of fingerprints, collection of DNA samples, taking crime-scene photographs, and maintaining a Computer Assisted Palmprint and Fingerprint Identification System.



# 警務處架構 Organisation



除法證工作外,亦為警隊評估槍械及彈 藥的性能及試驗避彈裝置。

## 刑事紀錄科

整存有關被定罪犯人、通緝犯、失蹤人士、未執行的拘捕令、報失及通緝車輛的資料庫,以及因嚴重罪行被定罪犯人的DNA樣本索引。

## 保護兒童政策組

負責制訂與虐兒、家庭暴力、性暴力、 虐老、青少年罪行及兒童色情物品有關 的政策和其他事宜。

## 重大事件調查及災難支援系統

掌管一套電腦管理系統,以協助調查嚴重及複雜罪案。此外,亦協助有關災難事故中死傷者的身分確認及查詢。

## 保護證人組

執行保護證人計劃及就保護證人有關的 事項,向負責案件的人員提供意見。

#### 保安部

負責保護顯要人物、領事聯絡及統籌保 安工作,包括對付恐怖活動及提供相關 訓練。

# 人事及訓練處

#### 人事部

## 人力資源科

負責處理警務人員績效管理、事業發展、調職安排、增薪、晉升、升級、人 力策劃和招募方面的事宜。

### 服務條件及紀律科

就康健管理、薪酬與津貼、宿舍和紀律 方面為警隊成員提供服務和意見。

### 人事服務及職員關係科

職員關係課建立職方協會與警隊管理層間 的聯繫,負責處理與士氣有關的事宜、就 如何確保職員關係融洽提供指引,以及在 人員間推廣審慎理財的文化。

#### Forensic Firearms Examination Bureau

FFEB evaluates arms and ammunition and tests bullet-resistant outfits in addition to its forensic duties.

#### Criminal Records Bureau

CRB maintains databases on convicted criminals, wanted persons, missing persons, outstanding arrest warrants, missing and wanted vehicles as well as an index of persons convicted of serious offences whose DNA samples are retained.

#### **Child Protection Policy Unit**

CPPU formulates policy and other matters pertaining to child abuse, domestic violence, sexual violence, abuse of the elderly, juvenile crime and child pornography.

### Major Incident Investigation and Disaster Support System

MIIDSS is in charge of a computer system that assists in the management of the investigation process of serious and complex crimes, as well as victim and casualty identification in major disasters.

## Witness Protection Unit

WPU runs the witness protection programme and advises case officers on all matters regarding the protection of witnesses.

# **Security Wing**

The Wing provides VIP protection, consular liaison and security coordination, including counter-terrorism and related training.

### **Personnel and Training Department**

#### **Personnel Wing**

### **Human Resources Branch**

The Branch deals with performance management issues, career development, postings, increments, advancements, promotions, manpower planning and recruitment matters in relation to Police officers.

#### **Conditions of Service and Discipline Branch**

The Branch provides services and advice to Force members relating to health management, pay and allowances, quartering and discipline.

### **Personnel Services and Staff Relations Branch**

Staff Relations Group forms a link between the staff associations and Force management, handles morale-related issues, provides guidance in respect of the best way to ensure amicable staff relations and promotes a culture of financial prudence by officers.



膳食、會所及體育課就膳食、會所、體 育及康樂活動方面提供優質服務,並負 責統籌警隊內一切健康生活模式活動。

福利服務課為警隊成員提供福利和就業 輔導服務。

福利支援課提供各項的福利及支援服務, 包括團體保險計劃、警隊禮品、員工特惠 購物計劃及度假設施,並協助管理警察福 利基金和兩個警察教育信託基金。

心理服務課推廣精神健康,為警隊成員提 供專業的心理輔導服務,以及鼓勵各人員 在工作與生活之間取得適當的平衡。

## 人事部總部

除為人事部提供行政支援外,並督導警隊紀律審裁組、處理授勳及嘉獎、獎章及勳扣、為特殊單位的人員安排體格檢查,以及處理索取人事資訊等事宜。

Catering, Clubs and Sports Group provides services in relation to catering, clubs, sports and recreational activities. The Group also coordinates all healthy lifestyle activities within the Force.

Welfare Services Group is responsible for welfare and resettlement services to members of the Force.

Welfare Support Group offers a variety of welfare and support services, including group insurance plans, Police souvenirs, staff purchase schemes and holiday facilities. It also assists in administering the Police Welfare Fund and the two Police Education Trusts.

Psychological Services Group promotes mental health, provides professional counselling to members of the Force and encourages officers to adopt a correct work-life balance.

## Personnel Wing Headquarters Group

The Group provides administrative support to the Wing, oversees the Force Discipline Adjudication Unit, honours and awards, medals and clasps, medical screening for special units within the Force and requests for access to personnel information.



## 香港警察學院

專責警隊所有有關訓練事宜,但不包括 內部保安和高度專門的特訓、輔警和水 警訓練。學院由五個中心組成。

### 基礎訓練中心

為所有警員及督察提供入職訓練,以及 為在職人員提供刑事調查、槍械和戰 術、警察駕駛和交通職務訓練,並且簽 發和管理警隊內的政府駕駛許可證。

此外,中心亦負責監督警察樂隊的運作,以及為香港特區的所有官方典禮儀 式提供儀仗及升旗隊伍,包括國慶日的 升旗儀式及法律年度開幕典禮。

#### 專業發展學習中心

為人員舉辦有關警隊領導和管理的本地 及海外訓練課程、提升個人效能和認識 香港社會政治發展的研討會,以及一系 列有關把資訊科技應用於警務工作、刑 事情報管理和高科技罪案調查的專業課程。此外,中心亦為內地的警務人員提 供專設訓練課程,以及為其他政府部門 和海外執法機構提供管理課程。

## Hong Kong Police College

The College is responsible for all matters relating to training within the Force except internal security, highly specialised training, and Auxiliary and Marine Police training. It comprises five centres.

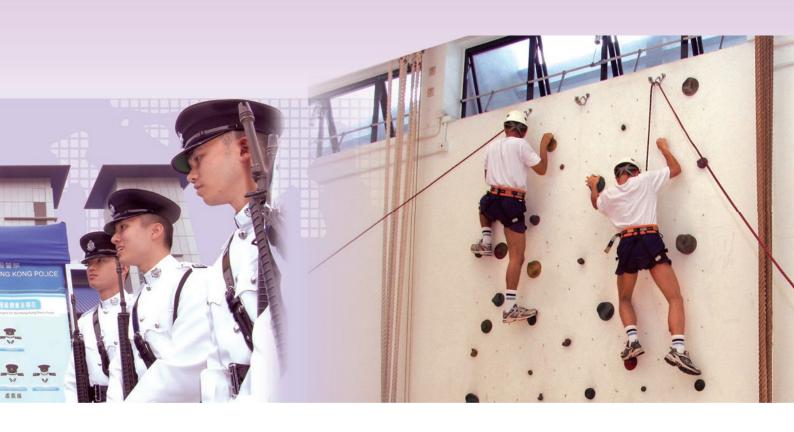
#### **Foundation Training Centre**

The Centre provides basic training for recruit constables and inspectors, as well as criminal investigation, firearms and tactics, and Police driving and traffic training for serving officers. It is also responsible for issuing and maintaining Government Driving Permits in the Force.

In addition, the Centre oversees the operation of the Police Band and provides Guards of Honour, Contingents and Flag Parties for all HKSAR level ceremonial events such as the National Day Parade and the Opening of the Legal Year Parade.

## **Professional Development Learning Centre**

The Centre offers local and overseas training programmes in Police leadership and management, seminars on personal effectiveness and awareness of socio-political developments in Hong Kong, as well as a range of professional courses on the application of information technology in policing, criminal intelligence management and hitech crime investigation. In addition, the Centre provides bespoke training programmes for Police officers from the Mainland as well as command courses for officers from other Government departments and overseas law enforcement agencies.



## 學習發展支援中心

為警隊內部提供學習及發展支援服務,包括訓練諮詢、課程設計和檢討、培訓質素保證、考試和評核、培訓計劃、培訓科技支援等範疇的服務,並通過學術機構的認可和持續發展,推動警隊終身學習的文化。

## 研究中心

致力提升和鞏固警隊的研究能力,以便繼續向市民提供優質服務。中心還負責與專業研究機構建立聯繫,發展和加強策略夥伴及合作關係,以期進一步改善研究服務的質素與涵蓋範圍。此外,亦負責監督警隊圖書館的運作。

#### 學院行政中心

致力全面提供有效及高效率的行政支援 服務,對學院內的人力和財務資源調配 事宜進行整體規劃及管理,並負責編製 具效益的財政預算、控制開支及採購物 料和服務。

## **Learning Development Support Centre**

The Centre provides in-house learning and development support services for the Force, including training consultancy, curriculum design and review, training quality assurance, examinations and assessment, training projects, and learning technologies. It also promotes lifelong learning in the Force through accreditation and continuous development.

## **Research Centre**

The Centre is dedicated to enhancing and consolidating the Force's research capabilities to support the delivery of high quality services to the community. It is also responsible for developing and enhancing strategic partnership and collaboration with professional research institutes to improve the quality and range of research services available to the Force. In addition, the Centre oversees the operation of the Force Library.

## **College Administration Centre**

The Centre is dedicated to the effective and efficient delivery of overall administrative support to the College. It is responsible for the planning and administration of human and financial resources, effective budget planning, expenditure controls and goods and services procurement for the College.



# 監管處

## 資訊系統部

## 業務服務課

負責制定警隊在資訊及通訊科技應用的 有關策略,並透過與資訊應用科及通訊 科緊密聯絡和合作,協助警隊各單位設 計、研發和推行資訊及通訊科技項目, 以及改善有關服務。

## 通訊科

負責為警隊策劃、設計、發展、裝設及維修保養各種通訊系統,並就有關移動通訊、視象監察系統、造像系統、雷達、警用無線電話、海事電子技術、互動系統及微波傳送等提供專業意見。此外,亦設立24小時運作的資訊及通訊網絡管理中心,為警隊人員提供資訊及通訊科技方面的支援。

#### 資訊應用科

負責為警隊籌劃、發展、裝設及維修保 養各種資訊系統,提供各種電腦設施以 配合使用者需要。

# 服務質素監察部 研究及監察科

兩個監察組代表綱領負責人及處長檢討及監察警務工作。

## 工作表現檢討科

效率研究組進行研究,以便警隊透過最 具效率及成效的方式運用所有資源,達 致其宗旨及目標。

服務標準組確保推行優質服務策略,透 過員工參與及推廣以服務市民為本的文 化,提高效率和持續改善服務。

## 投訴及內部調查科

負責調查對警務人員及警隊文職人員的 投訴。

# **Management Services Department**

#### **Information Systems Wing**

#### **Business Services Bureau**

The Bureau is responsible for building business strategies in support of the Force's strategic development through the application of information and communications technology. It works with client formations to improve performance and deliver change, and in collaboration with Information Technology Branch and Communications Branch to design, develop and implement information and communication technology solutions that focus on creating value for clients.

#### **Communications Branch**

The Branch is responsible for planning, designing, developing, implementing and maintaining communications systems for the Force. It serves as a total communications solution provider and gives sound advice to the Force to address challenging needs in regard to professional mobile communications, video surveillance systems, imaging systems, radar, Force Mobile Radio Telephone, marine electronics, specialised interactive systems and backbone microwave transmission. It also runs the Information and Communications Network Management Centre, which provides 24-hour assistance to Force information and communication technology users.

#### Information Technology Branch

The Branch plans, develops, implements and maintains information systems within the Force and provides computer facilities as required.

## Service Quality Wing

#### Research and Inspections Branch

The two Inspection Bureaux conduct reviews and inspections of Police activities on behalf of programme directors and the Commissioner.

#### **Performance Review Branch**

Efficiency Studies Bureau conducts studies in order to optimise the effectiveness and efficiency of all resources applied by the Force in pursuance of its aims and objectives.

Service Standards Bureau ensures implementation of the service quality strategy that aims to promote efficiency and continuous improvement through staff participation and development of a customer-oriented culture.

# **Complaints and Internal Investigations Branch**

The Branch investigates complaints against Police officers and civilian staff working in the Force.

## 財務、政務及策劃處

### 財務部

#### 財務科

財務辦事處負責管理和監控警隊財政工作,並統籌每年資源分配工作。

法證會計師辦事處負責為警隊提供有關刑 事調查及檢控的法證會計及支援服務。

### 內部核數科

負責獨立評估警隊的財政工作,確保所 有帳目均符合財務及會計程序。

#### 物料統籌科

負責採購、供應、儲存和分配制服、槍 械、彈藥、通訊設備和傢具等。

### 政務部

### 人事及總務科

負責管理警隊文職人員,包括品行及紀律、訓練、聘任、晉升、員工評核及其 他服務條件,亦負責分發總部通令及管 理警察博物館。

### 編制及文職人員關係科

負責處理開設或刪除常額及編外職位的事 宜,並按工作需要短暫安排職位重行調 配,以及負責促進良好的文職人員關係。

## 策劃及發展部

負責決定長期的人手及建設需求,以配 合人口增長和基建發展,亦負責策劃和 監督警隊所有新建設項目的發展。

## Finance, Administration and Planning Department

## Finance Wing

#### **Finance Division**

Finance Office manages and controls all financial matters and coordinates bids for Force resources.

Forensic Accountants' Office provides forensic accounting and support services to the Police in relation to crime investigation and prosecution.

#### **Internal Audit Division**

The Division provides independent appraisals of Force activities, and ensures financial and accounting procedures are properly followed.

#### **Stores Management Division**

The Division procures, supplies, stores and issues uniforms, arms, ammunition, communications equipment and office needs.

## **Administration Wing**

#### **Personnel and General Division**

The Division looks after the Force's civilian staff, including conduct and discipline, training, appointments, promotions, appraisals and other conditions of service. It also distributes Headquarters Orders and manages the running of the Police Museum.

#### **Establishment and Civilian Staff Relations Division**

The Division manages the creation and deletion of permanent and supernumerary posts and temporary redeployment of posts for operational needs. In addition, it promotes good relations among civilian staff.

## **Planning and Development Branch**

The Branch determines long-term manpower and new building requirements based on population growth and infrastructure development as well as planning and overseeing the development of all new Police buildings.