

# **Environmental Report 2007**

## **Hong Kong Police Force**

### **Introduction**

The Hong Kong Police Force follows the well-established constabulary concept of preserving life and property, preventing and detecting crime and maintaining law and order. It also attaches importance in enlisting community support. Apart from the Force Headquarters (HQ) and specialist divisions or units, Police services are organised on a geographical basis. There are six Regions, and each comprises Districts underpinned by Divisions. Police premises are spread out in the territory with some offices located in commercial buildings or in government joint-user buildings.

### **Environmental Policy**

2. Our mission is to enhance Force members' environmental awareness through education and publicity, and to encourage their participation in conserving the environment. We collaborate with relevant organisations to promote environmental management in the Force. This includes compliance with the Clean Air Charter, relevant green legislation and codes of practice as appropriate.

### **Commitment and Management**

3. The Force is committed to conserving the environment through various means. We promote an environmentally responsible attitude among our members in the efficient use of resources, waste minimisation and prevention of pollution in our operation processes. The Steering Committee on Green Management, chaired by the Director of Finance, Administration and Planning, comprises both civilian and disciplined representatives from Major Formations. It serves as the focal point for monitoring and addressing energy and environmental management issues in the Force including the consumption of paper, envelope, electricity, gas, fuel and waste paper collection. At regional and district levels, green management is a standing discussion item in the relevant forums such as the Regional Green Management Committee, and Regional Commanders Quarterly Conference.

4. To reinforce green management efforts in the Force, we have a three-tiered structure for promoting and monitoring green measures:

(a) Green Managers at Major Formation level

They are the leaders in Major Formations on green management and related issues. They implement green initiatives and monitor of resource consumption.

(b) Assistant Green Managers at Formation level

Their role is to develop and implement green measures in the Formations' units/bureaux/divisions.

(c) Green Wardens at office level

Green Wardens conduct random checks on office premises and remind colleagues to comply with the relevant green measures, e.g. switch off unnecessary lighting, put computer/office equipment in energy-saving mode, and use both sides of the paper.

## Goals

5. In recent years, the Force has asked Formations to observe reduction targets for electricity and paper consumption. Having regard to the efforts made to achieve substantial savings in electricity and paper consumption in early 2000s, appropriate reduction targets were set for the financial years 2006-07 and 2007-08 to sustain the momentum as follows :

<u>Resource Items</u>	<u>Formations</u>	<u>Reduction Target for 2006-07 and 2007-08</u>
(a) Electricity	(i) Police HQ complex and New Territories South Regional HQ	5% (i.e. 2.5% yearly)
	(ii) Formations located elsewhere	2% (i.e. 1% yearly)
(b) Paper	All Formations	6% (i.e. 3% yearly)

## Overall Performance in Resource Consumption

6. The Force's environmental performances relating to the consumption of electricity, paper, envelope, fuel, gas and waste paper in the past years are shown in Figures 1-6. They reflected, in 2007, a decrease in fuel consumption for Police vehicles (4.01%) and Marine fleets (0.45%). However, electricity and paper consumption recorded mild increases (0.46% and 3.28% respectively). These were mainly attributed to some large-scale operations undertaken by the Force, e.g. 10<sup>th</sup> HKSAR Anniversary public celebration events, and more training courses for new recruits and refresher trainees. As for gas consumption, the increase in 2007 (9.48%) was primarily due to the heating of the Police College's swimming pool in winter on occupational safety and health grounds.

7. The former Environment, Transport and Works Bureau (now the Environment Bureau) had set a 4-year reduction target for electricity and paper consumption from 2003-04 to 2006-07 with 2002-03 as the base year. The savings achieved by the Force are shown below :-

<u>Resource Items</u>	<u>Reduction Target over a 4-Year Period from 2003-04 to 2006-07</u>	<u>Savings Achieved between 2003-04 and 2006-07</u>
Electricity	6%	10.8% (target well exceeded)
Paper	10%	9% (target nearly met)

The Force exceeded the saving target for electricity consumption from 2003-04 to 2006-07. For paper consumption, the Force fell short of the 10% reduction target by 1%. This should be viewed in proper perspective as we had achieved substantial savings prior to the base year of 2002-03.

## **Achievements in 2007**

### **I. Waste Minimisation**

8. The Force continued with its efforts in reducing paper consumption. Measures such as communication by e-mail, printing on both sides of the paper, and reusing of envelopes had become a common practice at all levels. A new fax receiving system with a screening function was installed at the Police Headquarters to weed out unwanted fax messages at source. Following the Environmental Protection Department's recommendation of greater use of recycled paper, the Force had raised the percentage of recycled paper to 33% of the total allocation. To better control the use of paper by Formations, the Stores Management Division closely monitored Formations' stock-holding position, and suitably adjusted the provision to those Formations with excessive stock. As a result, the quarterly working stores quantity for paper in the Force had been reduced by 6.5%.

9. We encouraged the issue of reference materials through electronic means such as e-mail and e-bulletin boards instead of hard copies. For example, Mongkok District and Kowloon City District set up electronic notice boards for internal communication. This helped reduce paper consumption. Formations also reviewed the distribution of documents in hard copies to the absolute minimum, and replaced paper-based returns by emails wherever appropriate. Formations were also encouraged to adopt paperless conference.

10. Staff had been encouraged to use the E-phone Message function in the Lotus Notes Platform instead of using GF 74. They were also asked to use less paper by printing multi-pages on a single sheet for record-keeping printouts.

11. In the procurement of products, we took relevant environmental factors into account such as energy efficiency and recyclability. In this respect, the Force purchased green products such as re-cycled ink/toner cartridges and mercury and cadmium free or rechargeable batteries.

12. Other waste-minimising measures adopted included the use of :

- old floppy discs through re-formatting
- environmentally friendly plain paper fax machines
- electronic greeting cards to instead of paper cards
- 'green' hot water system in Ma Liu Shui Base whereby the heat generated by the air-conditioning system was used to preheat water prior to going into the boiler
- timer water taps in toilets in Marine South Division

## II. Energy Conservation

13. Energy-efficient light bulbs and tubes were widely used in the Force. Energy saving stickers were displayed at conspicuous places within the Force premises to enhance staff awareness on energy conservation. Unnecessary energy consumption was cut by a series of housekeeping measures such as dividing office areas into separate lighting control zones, reducing water temperature for gas boilers, shortening the operation hours of lifts, and routine spot checks on lighting/air conditioners outside office hours. Staff were reminded to switch off lights and air-conditioners when they were not in the office, and to turn off all electrical equipment when not in use. Posters were also put up at lift lobbies to encourage staff to use stairs instead of lifts.

14. The Force continued to follow government's directive of setting the ambient office temperature to 25.5°C in summer months. To complement this green initiative, the Force had relaxed the dress code for male officers performing indoor office duties in plainclothes. Staff were encouraged to dispense with the wearing of a tie, except when they were required to meet members of the public or participate at formal occasions.

15. For monitoring of electricity consumption in the Police Headquarters (PHQ) building, EMSD was requested to provide floor-by-floor consumption data of office lighting and equipment on a monthly basis. Formations with upsurges in electricity consumption would be reminded to take appropriate measures to check their electricity usage.

16. Air-conditioning operating hours in winter months were reduced by one hour in the PHQ building. Starting from July 2007, the air-conditioning supply for the two PHQ restaurants was partially suspended during non-peak hours. Toilet lights in the building were switched off at 1830 hours on weekdays and 1300 hrs on Saturdays to tie in with the switch-off time of regular office lighting. Following the implementation of the 5-day week work pattern, air-conditioning and office lighting for 15 floors in the building had been switched off on Saturdays.

17. Other than energy saving in normal office setting, some energy-saving measures were also adopted in the two Police Clubs as follows :

- installation of automatic cut off electricity switches in the conference/meeting rooms
- setting of temperature of the air-conditioning plants to an optimum level
- use of energy-saving light bulbs
- appointing officers to conduct frequent patrol of the clubs and to switch off unnecessary electricity supply
- display of stickers at prominent locations to remind visitors of their responsibility in energy conservation

## III. Environmental Awareness Among Staff

18. To promote environmental awareness amongst staff, the Force had publicised useful tips on green management in internal publications and through the intranet. Some Formations organised promotional activities to enhance staff participation. Sixteen "Green Corners" were set up in Police premises to provide forums for sharing of views and good practices on green management. Some Formations, such as Mongkok Police Station and Shek Kip Mei Police Station, had set up gardens to beautify their work place and promote green office and living concept. Following the successful roll-out of an

electronic-green corner on the intranet, with an average of 1,610 visitors per month in 2007, some Formations, such as Information System Wing and Chai Wan District had also set up e-green corners to facilitate the dissemination of information on green management.

19. Green management concept was also included in the police training programmes and activities. The Hong Kong Police College had included an environmental consciousness component in the basic driving instruction course. A DVD training module, comprising the following areas, would be shown to officers awaiting driving examinations: -

- car pooling and task combination – to achieve multiple objectives in one journey instead of several trips
- route planning – to select the most efficient route, avoiding traffic congestion, road construction or unnecessary navigation of hill sections
- selection of vehicle – to ensure that the most economical use of vehicle to match the nature of journey, e.g. using a small saloon car instead of goods vehicle where possible
- professional driving habits – to ensure optimal fuel and vehicle efficiency, including proper gear selection and turning the engine off whilst waiting

#### **IV. Recycling Programmes**

20. The Force had adhered to the 3-R ‘Reduce, Re-use, Recycle’ principles. Other than energy saving housekeeping practices, the following recycling programmes were also introduced :-

##### Waste Paper

21. The Force engaged the service of two contractors for collecting paper wastes. Conspicuously-labelled “recycle green boxes” were placed in Formations to collect waste paper for recycling.

##### Can and Plastic Bottle

22. Three-coloured waste separation bins for collection of waste papers, aluminium cans and plastic bottles were widely placed in Police premises. In addition, an aluminium can and plastic bottle crushing machine was installed at the Police College to instil an environmentally responsible culture amongst staff and trainees.

##### CD/VCD/DVD

23. The initiative of recycling confiscated CD/VCD/DVD was first introduced in Mongkok Police District in 2002 and further extended to Crime Kowloon West and Yaumatie Division of YTDIST in 2004. In office environment where the quantity of unwanted CD/VCD/DVD was small, a central collection point would be set up to collect items for recycling.

##### Others

24. The Force engaged the service of a commercial contractor for collecting empty cartridges, scrap lead and empty shell. In addition, seven IT consumables vendors were engaged for collecting used cartridges of specific models.

## V. Initiatives in New Police Buildings

25. Energy conservation and environmental friendliness continued to be the core elements in the planning and design of new police buildings. Several environmentally friendly features are found in the Shenzhen Bay Port Police Base cum Ha Tsuen Weigh Station which was commissioned in July 2007. These included the use of low emissivity glass for windows and curtain wall. Such glass panels help reduce solar heat from getting into the interior via window opening and external walls.

26. The construction of Tuen Mun Junior Police Officers' Married Quarters and the New Central District Headquarters and Division, scheduled for completion in 2010, will include a number of green elements such as light and water preservation, energy efficient architectural design for the buildings, etc.

### Engagement with Stakeholders

27. The Force works closely with EMSD to identify energy saving opportunities. Three police premises were selected by EMSD for the conduct of energy audits in 2007. Under EMSD's Hong Kong Energy Efficiency Registration Scheme for Buildings, the Kowloon East Operational Base was registered as Good Energy Performance Building in December 2007.

28. The Force was supportive of green events organised by other departments or organisations. The Information Systems Wing joined the "Collection of Tin Mooncake Boxes Campaign" organised by the Friends of the Earth in 2007. In response to the Caring Company Scheme 2007-08 organised by the Hong Kong Council of Social Service, the Force's submission incorporated "Caring for the Environment" as one of the six selection criteria.

### Action Blue Sky Campaign

29. In support of the Government's Action Blue Sky Campaign, we solicited Force members' suggestions on ways to reduce air pollution through Police Staff Suggestions Scheme. A Central Despatch Team had also been set up since January 2007 to provide despatch services centrally for all Crime Investigation Teams in Kowloon West Region. As a result, the number of despatch car journeys for the Region was reduced. This had helped cut down fuel consumption and air pollution.

30. The NTS RHQ building was awarded the Indoor Air Quality (IAQ) Certificate (Excellent Class) in March 2007. The Force worked closely with EMSD in identifying suitable Police premises for inclusion in the latter's project list for ventilation improvement works in 2007-2008 and 2008-2009, as follows :

#### 2007-2008

Arsenal House East Wing  
Tseung Kwan O Police Station  
Sheung Shui Police Station  
Aberdeen Police Station -  
(R&F Canteen, G/F & 1/F)

#### 2008-2009

Tsuen Wan District HQ & Div Police Station  
Kwai Chung Div HQ & Police Station  
KW RHQ  
Ma On Shan HQ  
NTN RHQ  
Caine House

EMSD would also conduct routine IAQ checks under its building maintenance service level agreement with the Force. The agreement ensures that the IAQ of the Force's offices would meet the requirements of the relevant occupational safety and health legislation.

31. With the implementation of the Air Pollution Control (Volatile Organic Compounds) (VOC) Regulation in phases starting from 1.4.2007, the Force encouraged all Formations to help combat air pollution by using low- or no-VOC products as far as practicable.

32. Our green management also made efforts in reducing fuel consumption and air emissions. For police land transport, green practices were addressed in all driving training programmes. Transport personnel attended eco-driving seminars organized by the Hong Kong Productivity Council. Officers were reminded to switch off vehicle engines while waiting. Recycled engine oil was also used. Following a successful trial of environmental-friendly hybrid vehicles, the Force would commission 92 new hybrid vehicles in early 2008. In addition, the Force would bring into service large vans with lower emission and more fuel-efficient engines. Other measures launched to cut fuel consumption included monitoring of vehicle maintenance to ensure lowest possible emissions, and monitoring of vehicle fuel consumption through the Transport Management Information System.

33. Similar green measures were taken to reduce fuel consumption of the Marine fleet. Ultra low sulphur content diesel fuel had been used to reduce smoke emission. The Force's strategy of using land ambush teams to conduct anti-smuggling operations at the land loading sites had reduced the need for extensive launch patrols and lowered the related fuel consumption. Data of engine power and the corresponding fuel consumption rate had been circulated for users' reference. Another energy-reducing initiative included the use of loitering engines with the main engines switched off during cruising patrols and alongside berth. With the implementation of the Versatile Maritime Policing Response projects, latest versions of environmental friendly propulsion systems would be used by the new crafts.

## Way Forward

34. The Force will continue to follow the 3-R principles 'Reduce, Re-use, Recycle' in our day-to-day operations. The effectiveness of the Force's energy saving measures will be monitored closely. We will also identify new initiatives to further enhance the effectiveness of our green management.

## Feedback

35. This Environmental Report provides a useful guide for the promotion of a green culture within the Force. We welcome your views and suggestions in connection with this Environmental Report. Please contact us via email at *phq-gr@police.gov.hk*

**Administration Wing  
Hong Kong Police Force**