



香港警務處防止罪案科
Hong Kong Police Force
Crime Prevention Bureau



Our Ref. : (52) in CP CRM CPB 6-20/8
Telephone No. : 2194 6288
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14th September 2022

Re: Supervision and Teleprotection Records

To whom it may concern,

In view of the several cases of unfortunate deaths of security personnel while on duty in the premises in recent months, it is important to ensure the safety of the security personnel and the guarded areas of your company. Please be reminded the following:

- (a) In accordance with I (r) of "Matters to which the security and guarding services industry authority shall have regard when determining an application for a security company licence ("the Matters") Security and Guarding Services Ordinance (Chapter 460), unless the Commissioner of Police otherwise approves, a company must supervise all patrols on a shift basis through a minimum of one visit per week by the supervisor from an off-site location if teleprotection (see Note 5) is available, and one visit per shift if otherwise.
- (b) According to Note (5), if teleprotection by telephone is available, the security guard at each guard post is required to make regular telephone reports to his supervisor or control centre, or vice versa, at fixed timings and frequency as follows:-
 - (i) For the guard post manned by a single person
Day shift: At least once every 4 hours
Night shift: At least once every 2 hours
 - (ii) For the guard post manned by more than one person
Day shift or night shift: At least once every 4 hours
- (c) The company is required to stipulate the timings and frequency for such reports and record the same in the assignment instructions. All calls made and received must be properly recorded in a log-book at the receiving station.

For enquiries, please contact the undersigned on Tel. 2194 6288.

Yours faithfully,

(IAN Soi-wai, Pal)
Commissioner of Police

for