Placement Opportunities
offer by
Innovation and Solution LAB, Information Systems Wing
Hong Kong Police Force

(A) Design a Research and Development (R&D) documentation system for Innovation and Solution LAB (ISLAB) of the Hong Kong Police Force

ISLAB is a newly set up unit of which the charter is to research on emergent technologies and to develop prototypes for enhancing efficiency of operations of police works.   The student of the WIE programme will be assigned to design a documentation system for ISLAB to record the R&D product development processes and results including workflow, lessons learnt, prototypes, design, blueprint and programming code.

(B) Propose utilization of technologies and improvement of workflow of catering services for large scale police operations

Food and beverage will be ordered and distributed to large amounts of frontline staff involved in pro-longed major operations on the ground.   The student of the WIE programme will be assigned to propose ways to streamline the workflow and application of technologies to enhance the operational efficiency, food safety and hygiene; and to minimise wastage in the logistic process.

(C) Modify inventory checking system

It is proposed to use Radio Frequency Identification (RFID) scanners and tags to monitor the inventory of police stations.   Currently, the system can only check the quantities of inventory but cannot automatically update the inventory records in the checking in and out process. The student of the WIE programme will be assigned to plan for modifying the existing inventory checking system with the hardware required and to design the user interface for the checking in and out functions.

(D) Propose business process re-engineering and utilization of Internet of Things (IoT) technology in report room operation

The student of the WIE will be assigned to the conduct research on field, such as report room and propose re-engineering of business processes and the adoption of IoT technology in order to enhance the operational efficiency.

Location of placement: Police Headquarters, 1 Arsenal Street, Wanchai, Hong Kong

Enquiry: Mr Andy Yip, Project Manager (Data Analytic), Innovation and Solution LAB, Information Systems Wing, Hong Kong Police Force (Tel no.: 3669-4321)

If you are interested to apply, please fill in the application form and send it to **Mr Andy Yip through email** andyyip@police.gov.hk by 15 April 2021.

個人資料 **- Personal Data**

暑期工作實習計劃申請表
Application Form for
Job Attachment Programme
Information Systems Wing

相片

Photo

申請者個人資料
Applicant's Particulars

中英文姓名 Name in English (Chinese)	
香港永久性居民身份證號碼 HK Permanent ID Card No	
出生日期 Date of Birth	
性別 Gender	
聯絡電話 Contact no.	
就讀大學名稱 University	
學位課程 Curriculum	
電郵 Email	
通訊地址 Mail address	
緊急聯絡人姓名,關係,聯絡電話 Name, Relationship and Contact no. of Emergency Contact Person	

學歷 (按考獲資格的日期順序列出)
Academic Attainment (in chronological order)

學院/頒發機構 (例如：香港考試及評核局) Institute/Issuing Authority (e.g. Hong Kong Examinations and Assessment Authority)	頒發日期 (日/月/年) Date Issued (DD/MM/YYYY)	學歷 (例如：香港中學會考 / 香港中學文憑 / 香港高級程度會考證書) Qualifications (e.g. HKCEE / HKDSE / HKAL)	及格科目及成績 (例如：成績等級、及格、良好、榮譽學位等級、主修、副修科目等) Subjects Passed and Level Attained (e.g. Grade, Pass, Credit, Class, Division, Major, Minor, etc.)

教育程度 (按接受教育的日期順序列出)
Education (in chronological order)

曾經/現在就讀的學校、學院、大學 Schools, Colleges, Universities, etc. Attended/Attending	學系/主修學科 Faculty/Major Area of Study	課程名稱及就讀班級 Course and Year of Study	日期(日/月/年) Date(DD/MM/YYYY)	
			由 From	至 To

工作經驗 (包括暑期工和兼職) (請按日期順序列出)
Work Experience (including summer employment & part-time jobs) (in chronological order)

公司名稱 Name of Company	職位 Position Held	工作性質 Nature of Work	日期(日/月/年) Date(DD/MM/YYYY)	
			由 From	至 To

特殊技能或知識有助於參加工作實習 (例如：資訊科技或工程學科技能)
Any special skills or knowledge that can be used in the job attachment programme (e.g. I.T. or engineering skills) (Optional)

課外活動 (例如：學生會) (可選擇是否填寫)
Extra-Curricular Activities (e.g. Student Union) (Optional)

個人資料私隱政策聲明
Personal Data Privacy Policy Statement

1. 香港警務處尊重個人資料私隱權利，並致力遵守《個人資料(私隱)條例》的規定。
   The Hong Kong Police Force respects personal data privacy and is committed to complying with requirements of the Personal Data (Privacy) Ordinance.

2. 申請人提供個人資料屬自願性質。倘若申請人不提供足夠資料，警務處可能無法處理有關申請。
   The provision of the personal data requested in this form is voluntary. If an applicant fails to provide all information as requested, the Hong Kong Police Force may not be able to process the application.

3. 申請人在本申請書內所提供的個人資料，將用於有關計劃申請的事宜上。在一般情況下，未獲取錄申請人的個人資料將於其落選日期後 24 個月全部銷毀。
   The personal data provided in this form will be used for programme application-related purposes. Personal data on an unsuccessful candidate will normally be destroyed 24 months after rejection of the candidate's application.

4. 根據個人資料(私隱)條例第 18 和 22 條及附表 1 的第 6 原則，申請人有權查閱及改正所提供的個人資料。
   The applicant has a right to request access to and correction of the personal data as provided in Section 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance.

5. 有關透過上述表格收集個人資料的事宜，包括申請查閱及改正資料，請致函警察資訊系統部，地址為: 香港灣仔軍器廠街 1 號警察總部警政大樓二十五樓警察資訊系統部創新方案實驗室，管理參議主任收。
   For enquiries concerning the personal data collected in this form, including request for accessing to and correction of personal data, please mail to Innovation and Solution LAB, Information Systems Wing of Hong Kong Police Force at /F, Arsenal House, Police Headquarters, No. 1 Arsenal Street, Wan Chai, Hong Kong [Attention: Management Service Officer].

6. 本人所提供其他人士的資料(如適用)已獲得其同意，並已告知其個人資料將用於本人申請事宜上。
   For the information on other person(s) which I have provided in this form (if applicable), consent has been obtained from the relevant person(s) and they were notified that such provision was for my application.

7. 茲證明以上資料是依據本人所知及所信，全屬正確無誤。本人明白如蓄意提供虛假資料或漏報任何有關資料，可令本人喪失獲香港警務處錄用的資格；如本人已在香港特別行政區政府服務者，則有可能遭受紀律處分，包括撤職。
   I certify that the information contained above is correct, and complete to the best of my knowledge and belief. In completing this form I understand that if I wilfully give false information or withhold any material information, it will render me liable to disqualification for appointment to the service of the Hong Kong Police Force or to disciplinary action, which may include dismissal, if already in service of Government of the Hong Kong Special Administrative Region.

8. 香港警務處會使用你所提供的個人資料，就有關警察資訊系統部創新方案實驗室的暑期工作實習計劃，向你發放訊息。如你不希望本處使用你的個人資料作上述用途，你可以書面通知香港警務處資訊 [地址：香港灣仔軍器廠街 1 號警察總部警政大樓 25 樓 / 傳真號碼：(852) 2200 4383。]
   The Hong Kong Police Force will use your personal data for disseminating information and activities relating to Summer Job Attachment of Hong Kong Police Force Information Systems Wing to you. If you do not wish your personal data be used for such purposes, you may notify Innovation and Solution Lab, Information Systems Wing of the Hong Kong Police Force in writing [Address: 25/F, Arsenal House, Police Headquarters, No. 1 Arsenal Street, Wan Chai, Hong Kong / Fax No.: (852) 2200 4383].

   本人明白並同意本聲明內之各項條文。
   I understand and agree with all clauses in this statement.

申請人姓名	:	
Name of Applicant		
申請人簽署	:	
Signature of Applicant		
日期	:	
Date		