

Chapter:	518A	CIVIL AID SERVICE REGULATION	Gazette Number	Version Date
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		Empowering section		30/06/1997
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(Cap 518 section 30)

[13 June 1997] L.N. 324 of 1997

(L.N. 317 of 1997)

Section:	1	(Omitted as spent)		30/06/1997
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(Omitted as spent)

Section:	2	Requirements and procedures for enrolment in the Service		30/06/1997
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- (1) Every applicant for enrolment as a member shall before enrolment-
- (a) subject to subsection (2), submit to such medical examination, to be carried out by a medical and health officer of the Department of Health or by a medical practitioner approved by the Commissioner, as the Commissioner may reasonably require for the purpose of ascertaining whether the applicant is medically fit for service as a member;
 - (b) sign such forms as the Commissioner may require;
 - (c) furnish such personal particulars as the Commissioner may reasonably require; and
 - (d) in the case of an applicant who is under 18 years of age, obtain from his parent or guardian a written consent in such form as the Commissioner may require.

(2) An applicant who declines to undergo a medical examination when requested to do so shall be required to sign a statement in Form I in Schedule 2.

(3) A member enrolled in the Service may be required at any time by the Commissioner to undergo a medical examination and, if he fails to pass such examination, his enrolment may be cancelled; but if he wishes to remain a member of the Service, he shall be required to sign a statement in Form II in Schedule 2, before his application to remain a member can be considered.

(4) The Commissioner may exempt from the requirements of subsection (1)(a) any applicant for enrolment who has previously been a member of the Service.

Section:	3	Requirements and procedures for enrolment in the Cadet Corps		30/06/1997
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- (1) Any person who is-
- (a) 12 years of age or over and under the age of 16; and
 - (b) the holder of an identity card issued under the Registration of Persons Ordinance (Cap 177),
- may apply for enrolment as a cadet.

- (2) An applicant for enrolment as a cadet shall-
- (a) submit to such medical examination, to be carried out by a medical and health officer of the Department of Health or by a medical practitioner approved by the Commissioner, as the Commissioner may reasonably require for the purpose of ascertaining whether the applicant is medically fit for service as a cadet;
 - (b) obtain from his parent or guardian a written consent in such form as the Commissioner may require.

(3) The Commissioner may in his discretion accept or reject any application for enrolment as a cadet and shall not be required to give any reasons for rejecting any such application.

Section:	4	Term of service		30/06/1997
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A member who, without reasonable excuse, resigns from the Service, or who is discharged or whose enrolment is cancelled, within 1 year of the completion of his recruitment training shall upon request by the Commissioner pay to the Service the reasonable costs of his recruitment training in the Service.

Section:	5	Retirement		30/06/1997
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Unless the Commissioner otherwise directs, a member other than the Commissioner shall retire upon reaching the age of 60 years.

Section:	6	Reserve of officers		30/06/1997
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- (1) The Commissioner may post to the reserve of officers an officer who-
 - (a) is likely to be away from Hong Kong for 6 months or more; or
 - (b) for any reason has been exempted from duty by the Commissioner.
- (2) The Commissioner may post an officer out of the reserve of officers.

Section:	7	Identity cards		30/06/1997
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(1) The Commissioner may issue to a member an identity card, on the face of which shall appear the words "This card is issued under the Civil Aid Service Regulation, and attention is called to the penalties provided in that Regulation for offences in relation to this card".

- (2) The Commissioner may withdraw or cancel an identity card at any time.
- (3) Any person, whether a member of the Service or not, who-
 - (a) makes any alteration to an identity card;
 - (b) sells, gives, lends, buys or borrows an identity card;
 - (c) uses an identity card issued to another person;
 - (d) uses an identity card for purposes other than the purposes authorized by the Commissioner;
 - (e) fails to exercise care for the safe keeping of an identity card issued to him,

shall be guilty of an offence and shall be liable to a fine at level 1 and to imprisonment for 3 months.

Section:	8	Standing orders		30/06/1997
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Subject to the Ordinance and this Regulation, the Commissioner may from time to time issue orders for the administration, control and information of the Service.

Section:	9	Training outside Hong Kong		30/06/1997
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A member shall, when attending a course of training outside Hong Kong approved by the Commissioner, be entitled to continue to draw the pay and allowances appropriate to his rank and to be paid any necessary travelling or other expenses incurred by him in connection with the course of training.

Section:	10	Requirements for efficiency		30/06/1997
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- (1) The requirements for efficiency of a member in any year shall be 60 hours performance of training with diligence.
- (2) The Commissioner may exempt any member from the requirements of subsection (1).
- (3) An officer in the reserve unit of officers is exempt from the requirements of subsection (1).

Section:	11	Absence from duty		30/06/1997
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(1) A member shall not absent himself from duty except in accordance with leave of absence granted by the Commissioner.

(2) Any leave of absence granted by the Commissioner to a member shall have effect subject to any calling out of the member on active service under section 16 of the Ordinance.

Section:	12	Absence from Hong Kong; change of particulars		30/06/1997
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A member shall report to the Commissioner-

- (a) any change in the particulars provided by him upon enrolment;
- (b) his intention to be absent from Hong Kong for any period of 7 days or more.

Section:	13	Clothing and uniform		30/06/1997
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(1) Uniform and equipment shall be issued to a member on loan by the Service in accordance with any scale laid down by the Commissioner.

(2) Unless authorized by the Commissioner, no member may wear any article of uniform with plain clothes.

Section:	14	Offences against discipline		30/06/1997
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(1) If a member contravenes section 11 or 13(2) or commits any of the offences against discipline specified in Schedule 1, the Commissioner may impose upon him any one or more of the following punishments-

- (a) a reduction in rank;
- (b) a caution, warning, reprimand or severe reprimand;
- (c) a fine not exceeding \$500.

(2) Any person or member who is aggrieved by any decision to impose a punishment under subsection (1) may within 14 days of being informed of the punishment appeal to the Secretary for Security, who may cancel, confirm or vary the decision.

Section:	15	Transitional arrangements		30/06/1997
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Despite section 5, no person who at the commencement of the Ordinance becomes a member of the Service by virtue of section 32(2) of the Ordinance shall be required to retire from the Service until directed by the Commissioner to do so.

(L.N. 358 of 1997)

Schedule:	1	OFFENCES AGAINST DISCIPLINE		30/06/1997
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[section 14]

1. Absence from duty without good cause.
2. Failure to exercise care for the safe keeping of a Service identity card.
3. Failure to complete the requirements for efficiency for any year.
4. Conduct to the prejudice of good order and discipline.
5. Disobedience of orders.
6. Neglect of duty or orders.
7. Damaging, destroying or losing any Service or public property in a wilful or negligent manner.
8. Knowingly making any false, misleading or inaccurate statement in connection with his duty either verbally or in writing.
9. Conduct calculated to bring the Service into disrepute.

Schedule:	2	FORMS		30/06/1997
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[section 2]

Form I

[section 2(2)]

Declaration of applicant for enrolment declining
medical examination

I,, do not wish to undergo a medical examination. I understand that in the event of an application by me for injury pension or other benefit, or of an application by any person for death gratuity or dependant pension in respect of me, on the grounds that my injury or death is due to any injury or illness attributable to my service in the Service, the application may be prejudiced because of the absence of information regarding my medical condition prior to enrolment or the commencement of that service.

.....
Signature of witness.

.....
Signature of Applicant.

.....
Date.

.....
Date.

Form II

[section 2(3)]

Declaration of member who has not passed the
medical examination

I,, understand that in the event of an application by me for injury pension or other benefit, or of an application by any person for death gratuity or dependant pension in respect of me, on the grounds that my injury or death was due to any injury or illness attributable to my service in the Service, the application may be prejudiced because of my medical condition prior to the commencement of that service.

.....
Signature of witness.

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Signature of member.

.....
Date.

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Date.