

DUTIES OF OFFICERS GENERALLY.

252. The following rules shall apply to all officers of the Prison, except where the rules for the special duties of the Chaplains, the Surgeon, the Schoolmaster and the Schoolmistress provide otherwise for those officers.

253. Every officer shall obey the orders of his superior, and carry them with zeal and energy, to the best of his ability.

254. Every officer shall reside as near to the Penitentiary as possible, and if within hearing of the alarm bell, he shall immediately hasten to the Prison when it is rung.

255. Every officer shall be present at the opening and closing of the Prison, unless specially exempted by the Warden. Officers for day duty shall be at the prison during the whole day, from 5.45 o'clock in the morning till 6 o'clock in the afternoon in summer, and from 6.30 o'clock in the morning till 5 o'clock in the afternoon in winter; but every day they shall remain until the Safety Bell has been rung.

256. Should any officer or servant of the Prison be taken with sickness, he shall immediately send information thereof to the Warden or Deputy Warden, so that another may be employed temporarily in his place.

257. No officer shall absent himself at any time, except from sickness, without having first obtained leave from the Warden, to whom application for such leave must be made as many days before hand as possible.

258. If any officer come to the Prison with the appearance or odour of liquor upon him; or shall fall asleep on duty; or have unauthorised communication with any convict; or be guilty of a gross neglect of duty; or of immoral conduct; or frequenting taverns, or of associating with loose characters; or of doing anything unbecoming the character of an officer of the Institution; he shall be dismissed.

259. Every officer shall be at all times when on duty armed with a revolver fully loaded, but he shall not unnecessarily expose it.

260. No officer shall have any interview or conversation with any person not employed at the institution, while on duty in or about the Prison.

261. It shall be the duty of every officer of the Penitentiary to make himself acquainted with the provisions of the Penitentiary Act, and also with all the rules and regulations of the Prison, and with the orders in the Order book; to obey them readily himself in all points of his own duty, and to enforce a strict obedience of them upon others under him in the execution of theirs.

262. Every officer shall salute his superior when addressing him. All officers shall salute one another when meeting or passing when off duty.

263. When the Warden, Deputy Warden, or Chief Keeper approaches a post, the officer in charge shall salute and bring himself to the "attention" remaining so until the salute is acknowledged by the superior officer.

264. Every officer and servant, of a Penitentiary, must understand that the Warden has the right to exact his services without extra pay, in any capacity for which he may consider the officer fit.

265. No officer shall hold any conversation with another officer in presence of a convict, except in relation to work then in hand.