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# PENITENTIARY REGULATIONS.

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# CHAPTER 60.

## PENITENTIARY REGULATIONS.

Government House, Ottawa,

The 29th day of January, 1889.

On the recommendation of the Minister of Justice and under the provisions of Chapter 182 of the Revised Statutes of Canada, intituled "The Penitentiary Act,"—

His Excellency in Council has been pleased to approve and does hereby approve of the following regulations made by the Inspector of penitentiaries for the government of the penitentiaries in Canada:—

### WARDEN.

Section 1. The warden shall reside where the Minister of Justice may direct. His family and servants shall avoid intercourse with convicts. Residence of warden.

Sec. 2. During the visits of the Inspector, he shall give to that officer all necessary information and assistance in the execution of his duties. Information and assistance to Inspector.

Sec. 3. He shall promptly carry out all the orders made, and instructions given from time to time by the Inspector. Orders and instructions.

Sec. 4. He shall not absent himself from the prison for more than forty-eight hours, without obtaining leave. 48 hours' absence.

Sec. 5. He shall notify the deputy warden in writing, when he intends to be absent for more than twenty-four hours. When 24 hours absent.

Sec. 6. He should be careful to select as officers whom he is authorized to appoint, men of the best moral character, competent, physically fit, and not over forty-five years of age, and to retain in the service only those who are careful, vigilant, zealous and not inefficient from age or infirmity, in the performance of their duties. Selection of officers: 35 years of age.

Sec. 7. Whenever the warden appoints any officer he shall at once report the fact to the Inspector for the information of the Minister of Justice, and such appointment shall not be permanent until the Minister so directs. Appointment of officers, and report to Inspector.

Sec. 8. The warden may, upon any emergency, employ supernumerary guards, so long as required, a report of such employment to be made, immediately, to the Inspector. Supernumerary guards.

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Responsibility of warden.

Sec. 9. He shall be responsible for the conduct and efficiency of every officer on the staff, and for the efficient administration of every department of the prison with the details of which he should be thoroughly conversant, and he shall at all times be prepared on the request of the Inspector to render him an account. It shall be his duty, without giving any encouragement to the degrading and demoralizing system of spying, to make himself acquainted with the conduct and general habits of every officer and servant of the institution; as it will be his duty to retain no man in the service, whose conduct is improper, or who is not zealous and competent.

His duty as regard conduct of officers and servants.

Power to fine for misconduct.

Sec. 10. He shall have power to impose a fine for misconduct, on the part of an officer, of a nature not to require dismissal, the amount of the fine to be retained out of the next payment of salary, until the approval or disapproval of the Minister has been signified by the Inspector, to whom he shall make a report of the penalty and its cause.

Letters and memoranda addressed to Inspector.

Sec. 11. He shall forward, at once, to the penitentiary branch, all letters, memoranda, &c., addressed to the Inspector and placed in his hands for that purpose, by either the officers or convicts, accompanying the same with such remarks as he may see fit.

Care in the administration of every department of the penitentiary.

Sec. 12. He shall take care that the administration of every department of the penitentiary be characterized by a sense of justice and morality; impressing upon every officer under his control the necessity of giving good example to one another and to the convicts, and of avoiding profane language or display of bad temper, especially in the presence of the prisoners.

Report on conduct and efficiency of staff.

Sec. 13. He shall report upon the conduct and efficiency of the staff to the Inspector during each of his periodic visits; and he shall also report immediately, by telegraph and by first mail, in writing, anything of an extraordinary or serious nature that may occur.

Returns and reports required by the Inspector.

Sec. 14. He shall make such returns and reports as the Inspector may from time to time require, and particularly at every stated visit, a report of the proceedings at the prison, from the date of the previous report, up to the day of the Inspector's arrival, and of the then actual condition of the penitentiary. He shall not enforce any new rule of his own making without first having reported the same to the Inspector and obtained the sanction of the proper authority, except when an emergency may arise, and in such case he shall forthwith report the same to the Inspector.

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Sec. 15. He shall also, before the first day of September, render an annual report to the Inspector, giving a full statement of the condition and progress of the penitentiary, and of all the facts and affairs of interest affecting the prison which took place during the financial year, which expired on the previous 30th day of June.

Annual report before the 1st of September, what to contain.

Sec. 16. The annual report of the warden shall be accompanied with the following reports and returns, in which, whenever necessary, male prisoners are to be distinguished from females :—

Reports and returns to accompany annual report of warden.

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|---|--------------------------|
| I. Reports of the Protestant and Roman Catholic chaplains.  | Reports of chaplains.    |
| II. Report of the surgeon.  | Surgeon.                 |
| III. Report of the matron.  | Matron.                  |
| IV. Report of the schoolmaster.   | Schoolmaster.            |
| V. A list of convicts received into the penitentiary during the year, with statistical details from the register, as to crime, nationality, religion, &c. | List of convicts.        |
| VI. Statement of the movement of convicts during the year, distinguishing the number of insane.   | Movement for the year.   |
| VII. Comparative movement for the previous ten years  | Previous ten years.      |
| VIII. List of convicts pardoned during the year, with the crime and place where convicted.  | Convicts pardoned.       |
| IX. List of convicts who have become insane during the year, with their present state.  | Convicts become insane.  |
| X. List of convicts who have died, with crime and place of conviction.  | Convicts who have died.  |
| XI. List of convicts recommitted and number of recommitments.   | Recommitments.           |
| XII. Table of crimes and number of convicts guilty of each crime.   | Table of crimes.         |
| XIII. Tabular statements showing length of sentences and number of convicts sentenced to each period.   | Length of sentences.     |
| XIV. Ethnology of convicts.   | Ethnology.               |
| XV. Nationalities and number of convicts of each nationality.   | Nationality.             |
| XVI. Ages.  | Ages.                    |
| XVII. Religious belief.   | Religion.                |
| XVIII. State of education.  | Education.               |
| XIX. Occupations.   | Occupations.             |
| XX. Civil condition.  | Condition.               |
| XXI. Moral habits.  | Morals.                  |
| XXII. Punishments.  | Punishments.             |
| XXIII. Days of remission of sentence earned.  | Remission.               |
| XXIV. Employments.  | Employments.             |
| XXV. The work and the number of days work in each employment.   | Work and number of days. |

These statistics are to include all convicts confined in the penitentiary.

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- Table of earnings. XXVI. Table of the earnings of convicts in each description of labor.
- Serious accidents. XXVII. List of convicts to whom accidents of a serious nature have happened.
- List of officers. XXVIII. List of the officers, their salary, rank, nationality, religion, age and date of appointment.
- Revenue and expenditure. XXIX. Statement of revenue and expenditure, with the different heads of each.
- Balance. XXX. Balance sheet.
- Statement of debts. XXXI. Statement of debts due to the penitentiary, with the names of the debtors, the date when the debt was contracted, and the amount due opposite each name.
- Statement of claims. XXXII. Statement of claims outstanding against the institution, with the names of the claimants and the amounts claimed by each.
- Statement of volumes in the several libraries. XXXIII. Statement of the number of volumes in the general library and in the Protestant and Roman Catholic libraries respectively, showing the number of volumes added during the year and the total amount of outlay for each library, the number of convicts who have used books in each library, and the number of volumes issued during the year.
- Valuators' inventory. XXXIV. Copy of the inventory in detail made by the valuers.
- Estimate of expenditure for the following year. Sec. 17. The warden shall, when so instructed, furnish to the Department of Justice, an estimate of the expenditure for the following year for the ordinary expense of maintenance, under the different heads, and for extraordinary expenses separately. He shall make no expenditure outside of the ordinary supplies, without first having obtained the sanction of the Minister of Justice, even though provision for such expenditure be voted by Parliament.
- Expenditure outside of ordinary supplies, how provided for.
- Custody of books of the institution. Sec. 18. The warden shall have the official custody of all the books of the institution, including the Inspector's minute book, with the contents of which he shall make himself acquainted, and shall, as occasion may require, take such action as may therein be ordered or intended. He shall not allow any of those books out of his possession, without the written authority of the Minister of Justice or the Inspector.
- Personal inspection of books. Sec. 19. He shall see, by personal inspection, that all books are properly and regularly kept by the respective officers.

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Sec. 20. Supplies for the prison shall be obtained by contract, wherever practicable. Supplies.

Sec. 21. The warden shall enter into no contract affecting the interests of the prison, without the sanction of the Minister of Justice. Contracts.

Sec. 22. No contract shall be entered into unless due notice shall have been given by public advertisement, or by circular as may be directed by the Minister of Justice. Public advertisement for contracts.

Sec. 23. The warden shall exact the faithful fulfilment of the contracts. Should there be any default on the part of a contractor in not furnishing an article or articles of supplies of the kind and quality contracted for, the warden shall (upon the refusal or neglect of the contractor to do so, after being duly notified) if they are required, purchase the article or articles, the price of which shall be charged in the accountant's books against the contractor. Fulfilment of contracts and directions in cases of default.

Sec. 24. He shall have charge of the health, conduct and safe-keeping of the prisoners, and shall examine into and promote the success of the religious, moral and industrial appliances provided for their reformation. Health, conduct and safe-keeping of prisoners.

Sec. 25. He shall, when not otherwise officially engaged, see every prisoner, not in hospital, at least, once every day, and be, at all times, responsible for the proper and judicious assignment of labor, and the place of labor to every convict. He shall make regular visits to every part of the prison, entering in the daily journal the particular portion inspected by him, each day, as also all occurrences and circumstances that he may deem it necessary to record. Visiting prisoners and prison and entry in daily journal.

Sec. 26. He shall satisfy himself, every evening, before leaving the prison, that all is safe, and enjoin upon his deputy or such officer as he or the deputy may appoint for the purpose, the duty of seeing that the keeper for the night is at his post and the night guards are on the alert. Safety of prison and oversight of keeper and night-guards.

Sec. 27. He shall be present in the dining hall, as frequently as possible, during the hours of meals, where meals are not taken in the cells. In both cases, he shall be present, at least three times a week, to see that the victuals at all meals are of good wholesome quality, sufficient in quantity, properly cooked and served. Presence at meals.

He shall deliver to convicts all letters which have been approved by him after reading them, and shall receive from Letters to convicts.

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the convicts letters which they desire to transmit, and after reading them shall have them mailed if they meet with his approval.

Convict entering prison, conduct of warden in such case.

Sec. 28. When a convict is received into the prison the warden shall give a receipt for him to the person who delivers him, and shall direct the convict to be bathed and examined by the surgeon as soon as possible. The convict shall then be clothed in the prison dress, and the warden shall read or cause to be read, over to him the portion of the rules and regulations of the prison, which are usually kept in the cells of the prisoners, in English or French according to the language of the convict, and shall direct him if free from disease, to be sent to a solitary cell (where such cells have been constructed) for probationary treatment.

Convict, suffering from disease.

Sec. 29. Should the convict be suffering from any disease, the warden shall obtain from the surgeon a written statement of the fact, and shall dispose of him in such manner as the surgeon may direct.

Inventory to be entered in "The Prisoners' Effects Book."

Sec. 30. The warden, in obedience to the statute, shall at the time of a convict being received, cause a complete inventory to be made of every article found upon him, and a description thereof to be entered in a book to be kept for that purpose to be called "The Prisoners' Effects Book," and such articles shall be safely kept and returned to the convict, upon his release, unless otherwise disposed of with the convict's consent.

Convicts' money to be deposited in Government Savings Bank.

Sec. 31. Should any money be found upon a convict on his arrival, the warden shall deposit the same, in the Government Savings Bank in his corporate name, in trust for the convict; should he conceal any money at any time, it shall be forfeited and applied, by order of the inspector, to such purpose as the Minister of Justice may direct.

Report to chaplain of name, number, crime and period of sentence of each convict.

Sec. 32. The warden shall report without delay to the chaplain, under whose spiritual charge a convict is to be placed, his name, his number on the registrar, crime and period of sentence, and he shall afford any necessary aid and facility to the chaplains to perform their duties efficiently and well. The warden shall take due care that the religious opinions of convicts are not interfered with by any officer of the prison or by others.

Report to chaplain, of convict sent to hospital.

Sec. 33. He shall also report to the chaplain without delay, the name of any convict sent to hospital, or to a solitary cell, and, at least two days previously, the names of all convicts under his charge about to be discharged.



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Sec. 34. He shall place under the care of the schoolmaster every convict who requires instruction, unless the convict's conduct be such as to render him undeserving of that privilege. He shall from time to time designate the employment of every convict, having regard to his capacity, past pursuits and habits, and if it seem necessary, shall consult the surgeon thereon. In assigning employment to convicts there shall be no semblance of favoritism or prejudice.

Placing under care of schoolmaster convict requiring instruction.

Employment of convict.

Sec. 35. When convicts are congregated together in the workshops or other places of labor, the warden shall see that they observe the rule of silence and are kept as far apart and allowed as little intercourse as the nature of the different employments will admit.

Silence and non-intercourse to be observed.

Sec. 36. He shall see that there is an efficient superintendence of the convicts when attending Divine Service in chapel, and should there be service in both chapels at the same time, the warden or deputy warden shall be present in one chapel and the deputy warden or the chief keeper in the other, and in the case of the absence of the chief keeper some other superior officer named by the warden, shall take that duty.

Superintendence of convicts while attending Divine Service.

Sec. 37. The warden shall carefully inquire into every report made against a convict; the complainant and any other necessary witness shall be present, to give testimony, at the investigation, and the warden shall act in the matter according to the evidence. If the offence be proved, he shall award such punishment as it may justify, seeing that no unnecessary severity be used.

Report against convict to be carefully inquired into.

Sec. 38. Should it be necessary to inflict corporal punishment, the warden shall take evidence under oath, which he shall transmit, at once, to the Inspector, in order that the punishment be considered by the Minister. Should no order to the contrary be received by the warden, the punishment may be inflicted. He shall also notify the surgeon at once of the time thereof, but no corporal punishment shall be inflicted until, nor unless, the surgeon certify in writing upon the report book, opposite to the entry of the report, that the convict is "fit."

Corporal punishment.

Sec. 39. If the surgeon shall pronounce the convict "fit" the warden shall name the officers, who are to inflict the punishment, and the number of lashes to be given by each. The warden shall be present at the punishment himself, unless he be prevented by unavoidable absence,

Punishment, how inflicted and in whose presence.

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sickness or other disability, in which case the deputy shall be present in his stead.

Report in case of corporal punishment.

Sec. 40. The warden shall make a report to the Inspector in every case of corporal punishment, stating the nature of the offence and the evidence of the convict's guilt, taken under oath. He shall enter in the report and punishment book any change in the penalty recorded against a convict, and the reason for such change.

Two convicts shall not occupy the same bed or cell.

Sec. 41. He shall see that two convicts be never allowed to occupy the same bed, nor the same cell under any circumstances.

Discharge of convicts.

Sec. 42. In connection with the discharge of every convict the warden will comply with the provision made in section 63, clause 4 of "The Penitentiary Act."

New clothing, &c.

Sec. 43. The warden shall issue, in writing, all orders for new clothing or repairs.

Rules and orders to be reported.

Sec. 44. As occasion may arise, at the several penitentiaries, when it will be necessary for the warden to issue any important rules or orders, it shall be his duty to report such rules or orders immediately to the Inspector for the consideration of the Minister of Justice.

Order to deputy, &c., to be in writing.

Sec. 45. Every order issued by the warden to the deputy, chief keeper, and other officers, shall be in writing, of which a copy shall be kept in the proper book.

Reading of rules, &c., to officers.

Sec. 46. The warden shall, on the first Tuesday of every month, order a muster of the officers in their hall, for the purpose of reading over and explaining to them the rules and regulations. At St. Vincent de Paul Penitentiary the rules and regulations shall be read and explained in French and English.

## CHAPLAINS.

Religious instruction, &c.

Sec. 47. The chaplains shall give due attention to the religious instruction, and moral improvement, of the prisoners under their care.

Religious service.

Sec. 48. Religious service shall be performed in their respective chapels every morning at the opening of the prison, either by the chaplain or by an officer appointed for that purpose by the warden with the approval of the chaplain.

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Sec. 49. The Protestant chaplain shall, when practicable, as at Kingston and St. Vincent de Paul, celebrate divine service twice on Sundays, and days appointed to be celebrated as days of fast or thanksgiving, in the forenoon, between the hours of eight and eleven, and in the afternoon, between the hours of one and four.

Divine service, how often to be celebrated by Protestant chaplain.

Sec. 50. The Roman Catholic chaplains to the penitentiaries at Kingston and St. Vincent de Paul, shall celebrate divine service twice every Sunday, and at such other times as may be appointed by the Roman Catholic Bishop of the diocese, in which the penitentiary is situated, and which may be approved of by the Inspector, and the chaplains to the other penitentiaries shall officiate, on Sundays as regularly as possible.

Divine service how often to be celebrated by Roman Catholic chaplain.

Sec. 51. The Protestant chaplain shall see that every convict under his charge, who can read, be supplied with a copy of the authorized English version of the Bible without note or comment, and those who desire it with a copy of the Prayer Book of the Church of England.

Supplying Protestants with Bible and Prayer Book.

Sec. 52. The Roman Catholic chaplain shall see that convicts of that religious belief who can read, are supplied with such version of the Bible and Prayer Book as he may indicate.

Supplying Catholics with Bible, &c.

Sec. 53. The chaplains shall confine their religious instructions to those convicts only, whose names are transmitted to them respectively by the warden, as being placed under their charge, and they shall make no attempt directly or indirectly to proselytize any convict, nor endeavor to withdraw him from the care of the chaplain to whom he has been assigned.

Confining religious instruction to certain convicts.

Sec. 54. They shall be diligent in seeing and conversing with the convicts at all reasonable times, of which times the warden shall be the judge, in their cells or in the hospitals or chapels, and in imparting to them such instructions and ministrations as may be calculated to promote their spiritual welfare, their moral reformation and due obedience to the rules and authorities of the prison.

Seeing and conversing with convicts.

Sec. 55. When the chaplains impart religious instructions to the convicts collectively, on a week day, they shall attend during the dinner hour for that purpose, in order not to interfere with discipline or labor.

Religious instructions on week day.

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Visiting convicts sick, &c.

Sec. 56. They shall visit daily those convicts who are sick or under punishment, and, as soon as possible, every convict just received into prison.

Encouraging convicts to complain, to be guarded against.

Sec. 57. They shall guard themselves carefully against encouraging convicts to make complaints as to their treatment, or as to the officers of the prison. They shall not communicate to them without the consent of the warden, any information or knowledge of anything, which may have occurred without the precincts of the prison, or any intelligence whatever not in the strict line of their duty.

Communicating information.

When convict brought before executive, chaplain may submit facts of the case to Inspector in writing.

Sec. 58. In the case of any convict which, in the opinion of the chaplain, should be brought under the notice of the executive, the chaplains may submit, through the warden, the facts of such case to the Inspector in writing; but they shall not in any way interfere to procure the release of any convict, nor shall they give to any one any hope of a pardon, or promise of any aid in procuring it; but they shall on the contrary endeavor to convince him of the justice of his sentence, and enjoin upon him faithfully and zealously to endeavor to work out for himself the remission of a period of his imprisonment, as provided in the statute, by industry, by strict observance of the prison rules and by cheerful obedience to the officers of the prison.

Writing letters for convicts.

Sec. 59. They shall not write any letter for a convict, except with the permission of the warden.

Abuse, misconduct, &c.

Sec. 60. They shall communicate to the warden any abuse, misconduct, impropriety or irregularity which may at any time come to their knowledge in relation to the prison, or to any officer or convict therein.

Directing operations of the schools.

Sec. 61. It shall be the duty of the chaplains to direct the operations of the male and female schools, visit them frequently, see to their proper management and efficiency, note the system of education and its results, as shown by the progress of the convicts in learning, make report to the warden of anything which they or any one of them may see amiss in the schoolmaster or schoolmistress, or in any mode of teaching with such opinions or suggestions as he or they may think conducive to the educational interests of the convicts, or to the improvement of the schools.

Reporting religious and moral condition of convicts.

Sec. 62. Each chaplain shall make a report through the warden to the Inspector, at his periodic visits, and oftener should it be required, of the religious and moral condition

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of the convicts, and of such occurrences in the performances of his duties as he may consider of interest.

Sec. 63. Each chaplain shall make to the Inspector, through the warden, before the first of September every year, a full report of his proceedings for the year, the progress of the convicts under his charge in morality and religion, the fruits of his labors among them, and such other information and remarks on the past year's experience as he may think useful.

Report of chaplain, every year, when to be made and what to specify.

Sec. 64. When a chaplain of Kingston or St. Vincent de Paul Penitentiary desires to be absent for any time, not exceeding forty-eight hours, he shall notify the warden and report the name of the clergyman who shall take his place. For any longer period application must be made by him through the warden to the Inspector.

Absence of chaplain at Kingston or St. Vincent de Paul.

## ASSISTANT CHAPLAINS.

Sec. 65. Where assistant chaplains are appointed, their duties shall be the same as those of the chaplains. The details as to time and place for performing them may be arranged between each chaplain and his assistant, or be fixed by the Inspector.

Same duties as chaplains.

## OTHER MINISTERS.

Sec. 66. Ministers of any denomination of Christians, on the invitation of the chaplain, shall be allowed at times convenient, to be fixed by the warden, to visit the penitentiary for the religious instruction of such convicts as may be adherents of the same denomination as the ministers so visiting. Should a convict desire to be visited by any particular minister, the warden shall signify such wish to the minister named and he shall fix a time for the visit.

Ministers of any denomination may be allowed to visit penitentiaries.

## SURGEONS.

Sec. 67. The surgeon shall have full control over the patients in hospital and in Kingston penitentiary over the criminal insane asylum, subject to the rules of the prison and instructions of the Inspector. He shall attend on all occasions, when necessary, to the wants of sick convicts, whether in their cells or in the hospital.

Control over patients; and in Kingston, over the criminal insane asylum.

Sec. 68. He shall visit the prison every day, except on Sundays and holidays, between the hours of ten and twelve in the forenoon, and on Sundays and holidays between the hours of two and four, afternoon.

Hours of visiting prison.

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Other hours  
in special  
cases.

Sec. 69. When the state of a sick convict requires it, he shall visit at such other hours as he may think the case demands and if sent for at any time by the warden or deputy warden he shall immediately repair to the prison to the exclusion of all other engagements.

Examining  
prisoners in  
solitary cells.

Sec. 70. He shall from time to time examine prisoners in the solitary cells, and shall report to the warden any one whose health he thinks is suffering or endangered by a continuance of the labor he is employed at or from the confinement.

Ascertaining  
as to putrid,  
infectious or  
cutaneous  
diseases on  
the reception  
of a convict.

Sec. 71. Upon the reception of a convict into the penitentiary, the surgeon shall examine him to ascertain whether he is infected with any putrid, infectious or cutaneous disease, whether he labors under any bodily defect, or has any bodily deformity, and whether he has been vaccinated. He shall report the facts to the warden. Should the convict not have been vaccinated the surgeon shall vaccinate him as soon as possible.

Free of  
charge.

Sec. 72. He shall attend the officers and servants of the prison free of charge. This attendance does not extend to the families of the officers.

His duty in  
regard to the  
diet of prison  
and diet of  
patients  
under his  
charge.

Sec. 73. It shall be his duty to advise with the Inspector or warden as to the diet of the prison and he shall direct as to the diet of the patients under his charge. Should any neglect occur with respect to the diet of a patient, he shall at once make report thereof to the warden, and, if necessary, to the Inspector.

Power in case  
of epidemic.

Sec. 74. In times of present or of threatening epidemic, he shall have power to direct, after a written report to the warden, such changes in the general diet of the prisoners as he may consider advisable. He shall make report of the same to the Inspector also, at his next visit thereafter.

Duty and  
functions in  
case of cor-  
poral punish-  
ment.

Sec. 75. When a convict is ordered for corporal punishment, the surgeon shall state in writing over his signature, upon the punishment or report book, whether or not the convict is "fit" for the number of lashes ordered, or for any less number. He shall be present at the place and time of such punishment, of which he shall be duly notified by the warden, and shall remain while the punishment is being inflicted.

Hygiene and  
cleanliness of  
prison, &c.

Sec. 76. He shall give special attention to the hygiene and cleanliness of the prison and prisoners, ventilation of

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the dormitories, workshops and other chambers, and to the water supply and drainage. He shall report such improvements therein to the warden and Inspector as he may think beneficial.

Sec. 77. He shall keep such books, and in such form as Books to be kept. from time to time may be indicated to him according to schedules ordered by the Inspector, all of which books shall be open at all times to the warden.

Sec. 78. When the surgeon considers it necessary, or Post mortem examination. when required by the Inspector or the warden to make a *post mortem* examination of any deceased convict, he shall do so within thirty-six hours after the decease. He shall make such report as he may think necessary, of the examination to the warden, and of the conclusions he may have arrived at as to the cause of death.

Sec. 79. Whenever it is necessary for the surgeon to be Absence of surgeon. absent for any time not exceeding twenty-four hours he shall notify the warden thereof, and if for a longer period, he shall apply through the warden to the Inspector for leave of absence. But the surgeon shall, at his own expense, provide a substitute to be approved of by the warden in the one case and by the Inspector in the other.

Sec. 80. He shall enter, in the English language, day Journal, what to contain. by day, in his journal, opposite the name of every sick prisoner, the name of the disease, the prescription of medicines, the diet, and any other treatment which he may order for such prisoner.

Sec. 81. In case of any serious operation being required Consultation with another medical practitioner. to be performed upon any prisoner (or when there is a question of a convict being insane) he shall have power to call in another medical practitioner for consultation.

Sec. 82. Should the surgeon see fit in certain cases that Bathing of convict. the bathing of any convict or convicts should be more or less frequent than is provided by these rules he shall report his opinion to the warden, by whom the necessary orders shall be given accordingly.

Sec. 83. Should an epidemic be present in the peniten- In cases of epidemic. tiary at any time he shall give his endeavor to ascertain the cause, and shall report his opinions to the warden, with such recommendations as he may consider necessary for its extirpation or mitigation.

## DEPUTY WARDEN.

His duties in the absence of the warden.

Sec. 84. The deputy warden, upon being notified in writing by the warden, at any time, of his intended absence, shall assume the duties of the warden, and exercise all the functions of that officer during the time of his absence, as provided by "The Penitentiary Act."

Residence of deputy warden.

Sec. 85. He shall reside within the precincts of the prison, but he shall take every precaution to keep his family and servants apart from the convicts.

When and where present.

Sec. 86. He shall be in the prison, night and day, during the absence of the warden. He shall be present at the opening and closing of the prison, at all meal times, during religious services, in the manner provided, and at the infliction of all corporal punishments. He shall not be absent from the prison without the warden's permission.

Safety bell.

Sec. 87. He shall give the order for the safety bell to be rung at breakfast, dinner and locking up, but, before doing so, he shall be certain that all the convicts are accounted for, and on the closing of the prison at night, that all the keys are in the safety box.

Inspection every evening and oversight of guards.

Sec. 88. Every evening after the safety bell has been rung, and before leaving the prison, he shall inspect the workshops, the storerooms, stables, drying kiln and other parts of the prison, and see that all is safe and in proper condition. He shall also see that the guards for the night are on duty.

Visiting prison by surprise.

Sec. 89. He shall visit the prison in the night time at least once a week, at different hours, between 9 p. m. and 5 a. m., by surprise, and personally ascertain that the convicts are all secure, and that the officers are on the alert.

Assigning duties to officers.

Roster what to contain.

Sec. 90. Under instructions of the warden, he shall assign to every officer the duties to be performed by him for the day. He shall keep a roster, which shall remain of record in the prison, showing the post occupied by every officer and servant during every hour of every day and the order and time of night duty, taking care to apportion the weight of duty as equally as possible, among the officers, from day to day.

Control of trade instructors, &c.

Sec. 91. Under the orders of the warden, he shall have special control and direction of the trade instructors, keepers, guards and other employés of the prison.



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Sec. 92. He shall call the muster roll every morning, at the opening of the prison, before the convicts go to work, after dinner, in the evening after the closing of the prison, and at such other times as he may consider necessary, to see that all are present.

Calling of  
muster roll,  
every morn-  
ing.

Sec. 93. He shall see that the arms and accoutrements are at all times in the best of order, and ready for service.

Arms and ac-  
coutrements.

Sec. 94. He shall see that all the officers of the prison are supplied with revolvers, and that guards on the walls and outside the prison are supplied with breech-loading rifles, in addition, and that they are practised at stated times in the use of these weapons, and in military and fire-drill exercises.

Officers to be  
supplied with  
revolvers;  
guards with  
breech-load-  
ing rifles in  
addition.

Sec. 95. He shall report to the warden the name of every officer coming upon duty in a slovenly or untidy manner, or without being in uniform.

Officer, when  
to be re-  
ported.

Sec. 96. He shall maintain generally the police and discipline of the prison with the strictest exactness, for which purpose he shall at least three times during the day visit the shops, yards, hospitals, kitchen, cells and other apartments of the prison, and the different places where work is in hand, taking every precaution for the security of the prison and prisoners, seeing that the officers are vigilant and attentive to their duties, and that they keep the prisoners under them diligently employed during their whole time. And it shall be his duty to report to the warden, in writing, strictly and promptly, every neglect of duty or of impropriety or misconduct on the part of any officer, and, verbally, whatever is not of importance.

Police and  
discipline of  
prison, to be  
maintained  
by deputy  
warden.

Directions as  
to his duty  
and routine.

Sec. 97. He shall not permit any book, pamphlet or newspaper to be read by any officer while on duty in or about the prison.

Books, pam-  
phlets, &c.

Sec. 98. He shall, twice a month, accompanied by the blacksmith, examine the locks, levers and gratings of the dormitories, towers and cellars, and the locks and fastenings on every door. On every examination he shall report in writing their condition to the warden.

Locks, levers  
and gratings  
to be exam-  
ined twice a  
month.

Sec. 99. Once a week, at least, he shall examine the fire-arms and equipments of the officers and see that there is a proper supply of ammunition and everything ready for use at a moment's warning. He shall report to the warden their condition.

Fire-arms and  
equipments to  
be examined  
once a week.

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*Penitentiary Regulations.*

Vigilance as to property of penitentiary.

Sec. 100. He shall exercise due vigilance to see that there is no embezzlement of the property of the penitentiary, that not only no wilful waste, but that no want of economy in the necessary consumption or use of supplies takes place without making such known to the warden immediately.

Habits and conduct of subordinates.

Sec. 101. He shall consider it his duty to make himself acquainted with the habits and conduct of every subordinate officer and servant employed about the prison, particularly when off duty.

Facilities for escape, to be carefully guarded against.

Sec. 102. He shall see that nothing objectionable be allowed near the enclosing walls, and that nothing be accessible to convicts which can facilitate escape. He shall especially see that ladders be properly secured.

Earning a remission of sentence, how provided for, and duty of deputy warden in reference thereto.

Sec. 103. As the Penitentiary Act affords to convicts the privilege of earning a remission of their sentences, it will be incumbent upon the deputy warden to satisfy himself as to the behavior of every prisoner, his industry, alacrity and zeal in the execution of his work, so that the deputy may be able to advise with the warden as to the remission of sentence to be made to the convict at the close of every month. And for this purpose he shall communicate freely with every officer in charge of a gang, when making his rounds.

Investigating reports of offences and awarding punishment.

Sec. 104. In investigating reports of offences committed by convicts, during the absence of the warden, the deputy warden shall be careful in endeavoring to arrive at the truth, and, in awarding punishment, he shall be guided by the examples afforded him by the practice of the warden in similar cases.

Vigilance over persons having business about the prison.

Sec. 105. The deputy warden shall have a vigilant eye over every person who may have business about the prison, to see that nothing is carried in or out for a convict, and, so far as he can, that no communication of any description is attempted by such person with any prisoner, except by authority and in the presence of an officer.

Precautionary measures to prevent escape of convicts.

Sec. 106. He shall take every necessary precaution to prevent the escape of convicts employed outside as well as inside the walls. For this end he shall see that the prisoners are supplied with drinking water and accommodation for purposes of nature under the eye and convenient to the officer or officers in charge.

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## CHIEF KEEPER.

Sec. 107. The chief keeper in a penitentiary where there is no deputy warden shall perform the duties of that officer in addition to his own as hereinafter defined. He shall report, in writing, to the warden any breach of rule or discipline that he may see on the part of officers or convicts at any time, during the discharge of his duties, and verbally, on the general affairs of the prison and whatever may not be important or noteworthy.

Duties of chief keeper where there is no deputy warden.

Breach of rule to be reported.

Sec. 108. Where there is a deputy warden, the chief keeper shall, when not engaged in his own particular duties, arrange with that officer to assist him in the duty of general supervision, and in the maintenance of discipline, order and general good conduct among officers and convicts, in such a manner as not to clash or interfere with each other; but the responsibility of the deputy warden, as regards the performance of the duties incumbent upon him under the rules prescribing them, shall not in any way be lessened by the chief keeper sharing these duties. In other words he shall either perform them himself or have a certainty that they shall be performed by the chief keeper. The warden in all cases of doubt or difficulty is to be consulted and his decision followed, until the matter be disposed of by the Minister of Justice, should reference to him through the Inspector be deemed necessary.

Where there is a deputy warden, chief keeper shall arrange with that officer to assist.

Deputy warden's responsibility in such case.

Warden to be consulted in cases of doubt.

Sec. 109. The chief keeper shall be responsible for the thorough cleanliness of the prison in every particular, and for the order and tidiness of everything connected therewith.

Cleanliness of prison, &c.

Sec. 110. He shall see that the water supply and all the apparatus by which it is maintained, is kept constantly in efficient order, if there be no engineer appointed for this purpose, and that the drains are at all times clear of obstructions. He shall exercise special supervision over the fuel and its consumption. He shall report to the warden at once any defect as to water or drainage, and want of economy in the use of fuel.

Water supply and apparatus and drains.

Supervision over the fuel, &c.

Sec. 111. He shall look to the cleanliness and good order of the stables and other outhouses within and without the walls.

Stables and other outhouses.

Sec. 112. He shall take care that no garbage, filth or refuse of any kind be thrown down, or if thrown down be permitted to remain within the prison walls, but that it be

Garbage or refuse not to be allowed.

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deposited in proper receptacles in the yard, which shall be emptied every afternoon, between the hours of four and five o'clock in winter, and five and six o'clock in summer, or in the morning at the opening of the prison, and the contents carted away outside.

Receptacles,  
to be emptied.

Chimneys. Sec. 113. He shall see that all the chimneys be swept at regular times.

Dormitory cells to be cleaned and bed clothes ventilated. Sec. 114. He shall have charge of the dormitory cells and shall see that every one be properly cleaned out every morning, and fresh water supplied every afternoon. He shall see that the bed clothes be suspended on hooks during the whole day for ventilation, that no article marked as belonging to one cell be allowed to be placed in another, that the cell be supplied with every article authorized by the rules, and that there be no article in any cell which is not allowed by the rules.

Bedding, clothing or furniture destroyed or missing. Sec. 115. When in course of his daily inspection he shall discover that any bedding, clothing, furniture or any other article has been injured or destroyed, or that it is missing, he shall report the circumstance without delay to the warden.

Bathing. Sec. 116. He shall see that the convicts are regularly bathed once a week in summer and once a fortnight in winter, unless otherwise ordered.

Changing of clothes, and of straw in beds. Sec. 117. He shall assist the steward in seeing to the changing of the clothes of the convicts, and of the straw in the beds, when not upon any special duty otherwise.

Walls, floors, cell doors, &c., to be cleaned and kept in order. Sec. 118. He shall take particular care that the walls of the cells, passages, corridors, &c., be whitewashed regularly, once every three months, that the floors of the cells and galleries leading thereto be scrubbed once a week, and that the cell doors, locks, railings, wood and iron work be varnished or painted whenever required.

Where there is no chief keeper. Sec. 119. Where there is no chief keeper, the foregoing duties assigned to that officer shall be performed by the deputy warden.

## ACCOUNTANT.

Office hours of accountant. Sec. 120. The accountant shall attend at his office from 9 a.m. until 5 p.m., and at such other hours as may be necessary for him to leave no arrears of work.

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Sec. **121.** For every article in every account presented for payment, he shall see that a requisition duly authenticated has been issued to the storekeeper, and that the storekeeper has accounted for the article in his stock book. He shall check the calculations and extensions, and shall certify by his initials that the whole account is correct.

Articles, to be supplied only on requisition.

Certificate of correctness of account.

Sec. **122.** All vouchers for payment of money shall be taken in triplicate and before payment of an account is made, he shall see that all requisition or orders for the goods are delivered up.

Vouchers for payment in triplicate.

Sec. **123.** He shall make an exact copy in the invoice book of every account paid by the penitentiary, and shall accurately analyze the same under the proper heads of service. He shall in the same way enter all articles sold for the benefit of the institution, as also articles manufactured within the prison for parties outside. He shall receive all moneys paid therefor, which he shall deposit to the credit of the Receiver General.

Accounts paid to be copied in the invoice book.

Articles sold or manufactured.

Moneys received.

Sec. **124.** He shall examine the time book of the trade instructors, keepers and guards weekly, to see that they be correctly kept, and shall charge in a book to be kept for the purpose the amount of convict labor expended upon any alteration, improvement, repair, or any addition to any of the buildings, works, machinery, drains or property of the penitentiary, or any labor expended on the farm, distinguishing capital from expense account, so that the precise value of convict labor used in every single undertaking may be ascertained and preserved.

Time book of the trade instructors, keepers and guards to be examined weekly.

Sec. **125.** Under the direction of the warden he shall be responsible for the safe keeping and orderly arrangement of all the accounts, vouchers, bills and other documents of every kind entrusted to him, as well as of all books of account and other books recording the money transactions of the prison.

He shall be responsible for the accounts, &c.

Sec. **126.** He shall make out all money statements and statements of account of every kind at such times as may be required by the warden or the accountant of penitentiaries.

Money statements and statements of account.

Sec. **127.** He shall be diligent in collecting all debts due to the penitentiary.

Collection of debts.

Sec. **128.** He shall make up before the 15th day of July in every year all statements relating to the finances of the penitentiary for the foregoing fiscal year.

Financial statement, yearly.

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Yearly estimate of expense.

Sec. **129.** He shall make up an estimate of the expense of the prison for the ensuing year under every head of expenditure separately.

## STORE-KEEPER.

Store-keeper shall attend at the prison.

Sec. **130.** The store-keeper shall attend at the prison from nine o'clock in the morning until five o'clock in the afternoon, unless he shall be on business of the penitentiary elsewhere, of which he shall notify the warden or deputy warden before leaving the prison. .

Purchases of goods, wares and supplies.

Sec. **131.** He shall make such purchases of goods, wares and supplies required for the penitentiary as the warden may direct, and shall have the care, custody and protection of all such goods, wares and supplies until they be issued for actual consumption.

No article to be purchased without a requisition.

Sec. **132.** He shall purchase no article on account of the penitentiary except upon a requisition signed by the officer for whose department the article is required, and countersigned by the warden as approving.

Directions in order that a strict system of economy may be ensured.

Sec. **133.** In order that a strict system of economy may be ensured, and enforced in every branch of the penitentiary service, it shall be the duty of the store-keeper, before submitting any requisition to the warden for the purchase of any article mentioned in a requisition, to ascertain by inspection the balance in the hands of the officer making the requisition, and should he be of opinion that a fresh supply is not at the time needed, or that there has been an apparent want of economy in the use of what has been consumed, he shall make report thereof to the warden.

Receiving goods, &c., weighing, measuring, inspecting and certifying.

Sec. **134.** He shall receive all goods, materials and stores of every kind, including fuel. He shall weigh or measure the same as the case may require immediately on their being delivered; he shall inspect the quality and compare the items in the bills of parcels, without which no goods shall be received by him, check the calculations, and certify whether or not the items are correct, and whether they agree or not with the requisition on which they were purchased.

Articles manufactured in penitentiary to be entered in the stock book.

Sec. **135.** When articles are manufactured in the penitentiary they shall be entered in the stock book of the department manufacturing them, and then delivered to the store-keeper, who shall make a corresponding entry in the general stock book when he receives them into store,

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and an account of them shall be kept on a distinct page the same as of articles purchased by him outside for penitentiary use.

Sec. **136.** He shall without delay hand to the accountant every bill of parcels, after having checked it, and certified to its correctness. Bills of parcels.

## STEWARD.

Sec. **137.** The steward shall have charge of the victualling department of the penitentiary, of the kitchen, the dining hall, the cellars and other places where provisions are kept, and all the passages leading thereto. Steward shall have charge of victualling department.

Sec. **138.** If bread be baked within the prison he shall weigh what he receives from the bakery, as if it were supplied by a contractor. Weighing bread.

Sec. **139.** He shall see that all provisions received by him be kept, until used, in such condition as to prevent their becoming injured in quality. He shall take care that no bad or unsound provisions be cooked or furnished to the prisoners. Care of provisions.

Sec. **140.** Should provisions be delivered by a contractor, which are found by rigorous examination to be not according to contract, he shall refuse to receive the same, and shall at once report the fact to the warden, so that no delay may take place in obtaining a supply elsewhere, if the contractor should be unable or refuse to replace immediately what has been rejected. When provisions not according to contract.

Sec. **141.** He shall be most careful that the articles of food supplied are of good quality, that the ration is sufficient and properly cooked, and it shall be his duty to report to the warden at once every instance of neglect in this respect. Food to be of good quality and properly cooked

Sec. **142.** He shall take special care, under direction of the warden, that the ventilation is perfect, and that the utmost cleanliness prevails in the kitchen, the cellars, and in every chamber and vessel in which provisions are kept, or from which they are eaten. Ventilation and cleanliness.

Sec. **143.** Should he perceive any defect in the ventilation, he shall report it at once to the warden. Defect in ventilation.

Sec. **144.** He shall see that the provisions at meal times are properly cooked, served and equally distributed, so Cooking and serving.

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that there be no occasion for complaint. He shall also see that no convict exchanges with or gives any portion of his mess to another convict, and shall take care that convicts on diet punishment are not surreptitiously supplied with any other than the diet ordered.

Straw in bed, to be changed every three months.

Sec. **145.** He shall see that the straw in the bed is changed every three months, and for that purpose he shall so divide the whole number, that an equal proportion shall be attended to, in regular course, on some particular day to be fixed by the warden.

Facing convicts in the same direction.

Sec. **146.** He shall see that the convicts shall be all seated facing in the same direction, so that no opportunity shall be afforded them for communicating by sign or look.

Shaving and hair-cutting.

Sec. **147.** The steward shall also superintend the shaving and hair cutting of the convicts, and the utensils shall be under his charge.

Washing, mending and changing of clothing, &c.

Sec. **148.** He shall have charge of the washing and mending of the clothing and bedding of the convicts, and see that their underclothing is changed once a week, and their outer clothing when necessary.

Clothing and bedding of male convicts.

Sec. **149.** He shall be responsible for all the clothing and bedding of the male convicts which have been served out to him by the store-keeper.

Hours, when he must be in prison.

Sec. **150.** He shall be in the prison not later than at half-past six o'clock in the morning in winter, nor six o'clock in summer, to see to the preparation of breakfast. He shall be present at all meals.

Scrubbing and white-washing.

Sec. **151.** He shall see that the cells are scrubbed out once a week, whitewashed once every three months, and the whole dormitory whitewashed at least twice a year.

Blocks of cells to be distinguished.

Sec. **152.** The steward shall see that each of the blocks of cells is distinguished by a capital letter, viz. : A, B, C, D, E, &c., each of the ranges by the Roman numerals, I, II, III, IV, V, VI, &c., every cell by the figures, 1, 2, 3, 4, 5, &c.

Cleaning and clothing of convicts.

Sec. **153.** When a convict is received into the prison the steward shall take charge of him and see that he is properly cleansed in bath, clothed in a prison suit and duly inspected by the surgeon.



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Sec. 154. He shall see that a description of everything found on a newly arrived convict is duly entered in "The Prisoners' Effects Book," and how it is disposed of; and that the convict be brought before the warden to be registered, &c. Should any money be found upon a convict the steward shall hand it to the warden after entry in "The Prisoners' Effects Book."

"Prisoners' Effects Book."

Sec. 155. He shall appoint the cell to be occupied by a convict, on entering the prison, but he shall not remove the convict from one cell to another without the permission of the warden.

Appointing cell to convict.

Sec. 156. He shall see that the clothing of convicts be properly cared for, that it be in good order and changed at proper times.

Care of convict's clothing.

Sec. 157. He shall see that every article supplied to a cell is marked with the appropriate letter, numeral and figure of the cell to which it belongs.

Article supplied to a cell.

Sec. 158. He shall see that every article for use or wear issued to a convict is marked with his prison number, number of his block, range and cell.

Article for use or wear.

Sec. 159. He shall see that in every cell there are furnished one stretcher, one bed, one pillow and pillow case, one pail, one piggin, one towel, one hair comb; that in summer the bed is furnished with two linen sheets, one blanket and one rug; and in winter with one blanket additional.

Furniture of cell.

Sec. 160. He shall see that there is a piece of soap in every cell.

Soap.

Sec. 161. He shall see that every convict is supplied with one jacket, one waistcoat, one pair of trousers, two pairs of drawers, two day shirts, two night shirts when ordered by the warden, two pairs of socks, one stock, one cap, one pair of strong shoes or brogans, one handkerchief.

Clothing of each convict.

Sec. 162. The dress of the male convicts, if of woollen cloth, shall be one half brown and one half yellow; if of cotton or linen, one half black and one half white.

Dress of male convicts.

Sec. 163. Every movable article, whether clothing, bedding, tool or other utensil, shall be marked with the initials of the institution to which it belongs.

Movable articles to be marked.

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Meals taken  
in the cells.

Sec. 164. In those penitentiaries, where the meals are taken in the cells, the steward shall take all due care to have the food served to the convicts with every possible regard to their comfort.

## CLERK.

Attendance of  
clerk.

Sec. 165. The clerk shall attend regularly at the prison, from 9 a.m. until 5 p.m., and for such longer time as the warden may, upon any occasion, require.

Clerk to the  
inspector.

Sec. 166. He shall act as clerk to the Inspector during his visits to the penitentiary, as well as to the warden.

## SCHOOLMASTER.

Schoolmaster  
shall be under  
supervision of  
chaplains.

Sec. 167. The schoolmaster shall be under the immediate supervision of the chaplains, subject to the directions of the Inspector, who shall have power to fix from time to time the hours which he may consider most convenient for teaching the different classes, or to order that the convicts be instructed in their cells.

Instruction of  
convicts.

Sec. 168. He shall instruct such convicts as are ignorant and stand in need of teaching and as the warden may select, in reading, writing, and arithmetic, and in such other branches of secular knowledge as the warden may appoint, with the consent of the Inspector.

Assisting  
chaplain in  
Sunday  
school.

Sec. 169. He shall give his whole time and attention to his duties as schoolmaster, and shall assist in the Sunday school should the chaplain of his church desire it, during such hours as the warden shall appoint upon consultation with the chaplain.

Monthly  
report.

Sec. 170. At the end of every month he shall make a report to the warden of the conduct and proficiency of every convict in the school, in order that the remission for the month may be determined.

Books to be  
used.

Sec. 171. No books shall be used in the school except those provided by the chaplains with the approval of the Inspector.

Religious  
belief of con-  
vict.

Sec. 172. The schoolmaster shall not interfere with the religious belief of any of the convicts, nor hold any conversation with them except by way of instruction in learning.

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Sec. 173. He shall duly report to the warden any breach of the prison rules, or any instance of improper conduct on the part of a convict in school. In view of keeping proper discipline in the school, he shall have the power, pending a report to the warden, to order any convict creating disturbance, or causing interruption, to take a seat in any part of the school which he may consider best suited to prevent the convict's misconduct having a bad effect.

Report of  
breach of  
prison rules,  
or improper  
conduct.

Power in case  
of convict  
creating dis-  
turbance.

Sec. 174. He shall assist in taking care of the general library in those penitentiaries where the schoolmaster has no other duties to perform than those of teaching.

Care of  
library.

## SCHOOLMISTRESS.

Sec. 175. The duties of the schoolmistress shall be the same, so far as applicable, as those of the schoolmaster.

Duties.

## TRADE INSTRUCTORS.

Sec. 176. Trade instructors shall observe the rules laid down for the guidance of officers in general, and obey all the orders of the warden, deputy warden and chief keeper in the management of the prison, but orders in relation to work in the clerk of works department, shall be signified to them through the clerk of works, whose instructions they shall follow. They shall see that the keepers, guards and other servants employed in the department over which they are respectively placed, carry out punctually and efficiently the directions they may give them respecting the work.

Duties and re-  
quirements of  
trade instruc-  
tors.

Sec. 177. They shall be responsible for their subordinates in executing the work committed to them and for the efficiency of the work itself.

Responsibil-  
ity for subor-  
dinates.

Sec. 178. They shall be held responsible for the proper use of the material given them to work up, and for any want of economy, which they may permit to take place, without reporting at once to the warden.

Responsibil-  
ity for use of  
material.

Sec. 179. There shall be pains taken in instructing every convict placed under them in the trade, which they are appointed to teach; they shall point out the best mode of performing the different operations and shall use continual vigilance in watching the manner in which the convict manages his work, and whether he does so willingly, zealously and industriously, so as to produce the greatest results. They shall also note whether a convict is careful to economize, or inclined to waste the material on which he

Directions for  
the instruc-  
tion of con-  
victs.

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is at work, and shall take such inclination into consideration in making their report in "The Conduct and Industry Book."

Report in case of inefficiency in performance of work.

Sec. 180. Should they find that the work of their department is not so quickly or so well performed, as they consider it ought to be, in consequence of the want of knowledge, the want of attention or of general inefficiency on the part of any officer or officers placed under them, they shall at once report such officer or officers to the warden.

Saving of labor or material, &c.

Sec. 181. It shall be the duty of a trade instructor to make special report to the warden of any ideas he may entertain, for the better saving of labor or of material, or for any improvement in the mode of executing, or of accounting for work in his department.

Dispensed from night and ordinary duties.

Sec. 182. Trade instructors are dispensed from night duty and from performing the ordinary duties of a guard or keeper, unless in cases of emergency, when their services can be called into requisition by the warden for any duty he may find it necessary to assign them.

Attendance.

Sec. 183. They shall be in attendance, in the morning and after dinner, at their various posts, in the prison, in time to receive the convicts when they go to work.

## HOSPITAL OVERSEER.

Under direction of surgeon.  
Hours of duty.

Sec. 184. The hospital overseer shall be under the immediate directions of the surgeon and shall obey his orders in all matters relating to his duties. He shall enter upon his duties at seven o'clock a.m. in summer, and eight o'clock a.m. in winter.

Responsibility.

Sec. 185. He shall be responsible for the officers, orderlies, and other servants, employed about the hospital.

Charge of hospital.

Sec. 186. He shall have charge of the hospital, and of the convalescent cells for the good order and cleanliness of which, and of all the approaches and surroundings he shall be responsible.

Sick and convalescent convicts.

Sec. 187. He shall have charge of all the sick in the hospital, and of the convalescent convicts, so long as they are receiving advice from the surgeon, and shall strictly attend to all instructions, that may be given him as to their medicine, diet and treatment.

Complaining convicts.

Sec. 188. He shall attend also to all complaining convicts not in hospital, to whom medicine is administered. This shall be done in the hospital.

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Sec. 189. He shall see that every chamber in the hospital is well ventilated, the bedding and clothing clean, and changed when necessary, the ceilings, walls and floors cleaned and purified by frequent scrubbing and white-washing, and that all impurities of every description are immediately removed.

Ventilation, &c., of chambers in hospital; cleansing and purifying.

Sec. 190. He shall attend the surgeon in his visits to the sick, make up all the prescriptions, compound all the medicines, and see that they are administered in the form, and at the times ordered by the surgeon.

Prescriptions and medicines.

Sec. 191. Should the symptoms of any patient appear to him to become aggravated he shall report at once to the warden, in order that if necessary the surgeon may be sent for, without loss of time. Should he observe that the death of a convict is approaching, he shall at once notify the warden, in order that information may be sent to the proper chaplain.

In case of aggravated symptoms or approaching death.

Sec. 192. It shall be his duty to make a tour of the wards of the hospital frequently during the day, and especially he shall do so, as his first duty in the morning, and last duty at night. If any instructions given to the officers, or assistants, or orderlies, have not been carried out, he shall at once report to the warden.

Visiting wards of hospital.

Sec. 193. He shall see that the bedclothes of patients, who are able to leave their beds, are well ventilated, while they are out of bed.

Bed clothes of patients.

Sec. 194. He shall see that the bed of a patient in hospital is not placed within six inches of the wall, and if the beds are in an open ward, one bed shall never stand within four feet of another. When a patient is discharged by the surgeon, the hospital overseer shall at once notify the warden.

Bed of patient in hospital, how to be placed.

Sec. 195. As the orderlies in the hospital will unavoidably have more freedom, than if employed in any other department of the prison it will be the duty of the hospital overseer to keep the stricter watch over them. He shall be vigilant to see that medical comforts, ordered for the sick, are not made use of, except for that purpose, that there is no waste nor misappropriation of tea, sugar, or other articles.

Strict watch to be kept over orderlies and medical comforts.

Sec. 196. He shall keep all medical comforts under lock, and be careful that no keys are left within reach of the convicts.

Custody of medical comforts.

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The term  
"hospital  
overseer."

Sec. 197. The term "hospital overseer" shall comprehend the person keeping and having the care of the hospital, by whatsoever name he may be designated.

## KEEPERS.

Keepers shall  
carry out  
orders of  
superior offi-  
cers and  
attend to con-  
victs at work.

Sec. 198. Keepers shall carefully carry out the orders of their superior officers, and see that the guards under their orders are also vigilant. They shall give particular attention to the convicts at work, to see that they are diligent at their employment, to mark the degree of willingness and zeal with which they go about it, to note the carefulness and economy they evince, in working up the material confided to them, and to take care that neither material nor tools are negligently or maliciously injured. Keepers shall be retired from the service upon attaining the age of sixty, unless specially qualified for their duties.

Age of retir-  
ing.

Searching  
convicts at  
night.

Sec. 199. It shall be the duty of the keepers, with sufficient assistance, at irregular but frequent times, to search the convicts at night, before leaving the workshops, to see that nothing is concealed about their persons, and also the work-benches, seats and drawers, in the shops, to see that nothing improper is hid therein.

Officer of the  
night.

Sec. 200. Every keeper in his turn shall be named as officer of the night, and shall go on duty when the safety bell is rung in the evening, and remain until relieved in the morning.

He shall have  
charge of the  
night watch.

Sec. 201. He shall have charge of all the night watch, and shall visit every post at least once every two hours. He shall make a tour of the dormitory wings every three hours, and shall see that the day clothes of the convicts are hanging upon the pegs in their cells, that the cell doors are properly fastened, and that everything is in a perfect state of security.

Visit to cham-  
bers where  
risk of fire.

Sec. 202. The keeper in charge of the night duty, shall especially see that the workshops and other buildings and chambers where there is risk of fire, or where there has been fire during the day, are visited regularly during the night, and that all is safe.

Ringing of  
bell.

Sec. 203. He shall cause the first bell in the morning to be rung five minutes before the prison is opened.

Noting ir-  
regularities  
during night.

Sec. 204. It shall be the duty of the keeper for the night to note everything which he finds irregular in the course of

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his rounds, and particularly he shall mark any want of vigilance on the part of any of the night guards, or anything which appears to him to be suspicious. He shall every morning make report of his watch to the warden in writing.

Report to warden.

## GUARDS.

Sec. 205. No one shall be eligible as a guard whose age exceeds forty-five; and no guard shall be retained in the service after having reached the age of sixty years, except he be reported by the warden as specially competent and active.

Eligibility, age and retirement of guard.

Sec. 206. Every candidate for this position must have a rudimentary education, that is, he must be able to read and write tolerably well.

Education.

Sec. 207. The appointment of every guard shall be probationary at first, for one month, upon the expiration of which period or any time before, the warden can dispense with his services should he see fit.

Appointment to be probationary at first.

Sec. 208. At the end of the term of probation the guard shall receive a Sunday suit of uniform and one suitable to the season, when he will have entered upon his duties.

Uniform at end of probation.

Sec. 209. Every man received upon the staff of the penitentiary as a guard, will bear constantly in mind the nature of the institution, in the service of which he enters, the peculiarity of the duties he will have to perform as an officer, and the moral obligations he is to assume, with reference to his own personal conduct, from the time he is engaged.

What a guard must bear in mind.

Sec. 210. He must understand that the penitentiary is not only designed as a prison, for the punishment of persons who have offended against the laws, but also as an institution which intends their reformation if possible.

What he must understand.

Sec. 211. Every guard, therefore, will not only feel it his duty to see that the rules of the prison are observed by the convicts placed under him, but also will understand that he must conduct himself when off duty, as well as when on duty, in such a way as to inspire sentiments of respect for his moral principles and character.

How he must conduct himself.

Sec. 212. He will accordingly be circumspect in his way of life, guarded as to the company he keeps, and the places he frequents.

Way of life and company.

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How guard shall be armed.

Sec. 213. Every guard on the walls, and on duty outside of the walls, shall be armed with a breech-loading rifle, in every chamber of which there shall be a ball cartridge; he shall also carry in addition, a revolver always loaded, the same as all officers within the walls.

Guard on night duty shall be vigilant.

Sec. 214. Guards for the night duty shall be vigilant on their posts, and shall carry out all special orders which may be given them from time to time by the warden, deputy warden, or chief keeper. Guards on duty, in the yard, shall make a full round of their prescribed duties once every two hours from the time they enter upon duty until they are relieved.

Hours of duty in the yard.

Time of entry upon night duty and their duties.

Sec. 215. The guards for the night shall enter on their duties at the ringing of the safety bell in the evening, and those for the dormitories shall at once carefully examine all the cell doors of the convicts and the doors of the wings, to see that all are perfectly secure. They shall also on their turns during the night see that the day clothes of the convicts are suspended on the pegs in the cells.

When convict taken ill in the night.

Sec. 216. Should a convict be taken ill in the night, the guard on night duty shall at once notify the night keeper, and if judged necessary, shall assist in removing the convict to the hospital.

Tour of dormitory wings.

Sec. 217. Guards for the night in the dormitory shall make a tour of the wings every hour.

Cell not to be opened during night.

Sec. 218. No cell is to be opened during the night, except in case of emergency, and then only in the presence of the keeper, and of one guard at least.

## GATE KEEPERS.

Admission of a stranger or discharged convict.

Sec. 219. The gate keeper shall not permit any stranger nor any discharged convict to enter the prison without the permission of the warden.

Person in liquor.

Sec. 220. He shall permit no person apparently in liquor to enter the prison.

"Visitors' Book."

Sec. 221. He shall cause every visitor to enter the name on the "Visitors' Book."

Look out from the guard room windows.

Sec. 222. He shall frequently look out from the guard room windows into the yard, and observe the conduct of all convicts within view. Should he notice anything



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wrong, the officer in charge of the convicts must be warned immediately and a written report sent to the warden as soon as convenient.

Sec. 223. He shall not allow convicts nor other persons to loiter about the gate; nor shall he permit officers, visitors or other persons to smoke in the guard room, or near the gate. Loitering or smoking not allowed.

Sec. 224. He shall permit no carriage to pass through the gate when convicts in the yard are near it. Carriages passing.

Sec. 225. One of the gate keepers where two are stationed at a gate shall attend visitors viewing the penitentiary. Should there be but one, he shall ring the guard room bell and detain the visitors until an officer comes to accompany them. Attendance upon visitors.

Sec. 226. An officer in charge of a gate must be ever vigilant in guarding against surprise or stratagem on the part of prisoners, and where there are two sets of gates he must never, if possible, permit the outer and inner ones to be open at the same time. He must never permit any person to go out by the gate he is in charge of, unless such person had entered by the same or is accompanied by an officer of the prison. Vigilance when in charge of gate.

Sec. 227. He shall permit no convict to pass out, unless he be in charge of an officer. Convict passing out.

Sec. 228. He shall permit no articles to be taken out without a pass authorizing it from the warden or deputy warden or accountant. Articles taken out

Sec. 229. He shall be particular in examining all vehicles entering the yard to ascertain that nothing improper is carried therein, and equally particular on their departure to see that no convict is concealed therein, and that no article belonging to the prison is clandestinely carried out. Examining vehicles.

Sec. 230. As it has happened that strangers have been admitted on pretence of a simple visit, but actually for the purpose of communicating by sign with some particular convict, and have returned again in a short time to carry out the understanding so established with the convict, the gate keeper for the day shall scrutinize closely every person entering as a visitor, and if the gate keeper recognize him as having visited the prison before, he shall inform the warden. If, when a visitor passes through the establish-

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In case of a person having visited prison more than once on the same day.

ment, an officer shall recognize him as having visited the prison the same day, or a short time before, he shall quietly inform the officer who is conducting such visitor, and such conducting officer shall at once notify the nearest guard to detain at his post the companions of such visitor, while he himself shall re-conduct the visitor back to the guard room at the gate. Such occasions will be very rare, and will be managed with every possible politeness and quiteness, so as to give no unnecessary offence to those who may be in company with such visitor.

N.B.—The foregoing rules as to gate keepers apply also to the officer in charge of the main entrance door to any penitentiary.

## MATRON.

Residence and superintendence of matron.

Sec. **231.** The matron shall reside in the prison and under the general direction of the warden and shall have the superintendence and control of the female convicts and officers of the female prison.

Responsibility and duty.

Sec. **232.** Shall be responsible for all the details of the female department, shall see that economy, cleanliness, order and regularity prevail in every portion of the buildings belonging thereto, and on the part of every convict placed under her charge.

Reception of female convict.

Sec. **233.** On the reception of a convict she shall see that she is thoroughly washed, examined by the surgeon, dressed in prison clothing and brought before the warden.

Prisoners' effects to be taken from her.

Sec. **234.** Every article which a prisoner brings in with her shall be taken from her, and the same steps used with regard to her effects as is pointed out for those of male prisoners. She shall cause them to be entered in an "effects book," to be kept by her or the deputy matron, if there be one.

Oversight, management and instruction of female convicts.

Sec. **235.** She shall be present with the convicts in the work room, see that they are diligent in their labor, economical in the use of material and infringe none of the prison rules, noting daily in the conduct and industry book the necessary particulars on which a remission of sentence is to be earned. She shall give the convicts all needful instruction in their work.

Change of employment.

Sec. **236.** She shall not introduce any change in the nature of the employment of the convicts without the permission of the warden.

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Sec. 237. She shall allow no work to be done by the convicts, except for the prison, without the previous consent of the warden.

Work done by convict.

Sec. 238. She shall be careful that no means of communication can be had between the female and the male convicts, nor with any except the female officers, nor with any portion of the prison other than the female department.

Communication with male convicts to be guarded against.

Sec. 239. Should any such communication with male convicts or officers be held or attempted or suspected in any way, she shall at once give information to the warden.

Report, when such communication held.

Sec. 240. She shall take care that all doors communicating with other parts of the prison are at all times securely locked.

Doors to be locked.

Sec. 241. Cases of sickness are to be regularly reported by her to the surgeon through the warden.

Cases of sickness.

Sec. 242. She shall take care that medicines prescribed by the surgeon, are administered as ordered, that the diet prescribed is given, and none other.

Medicines and diet.

Sec. 243. On all days when there is Divine service, the matron, whether Protestant or Roman Catholic, shall be present thereat, with the Protestants at the hour set apart for them, and with the Roman Catholics at the hour set apart for them also. Should there be a matron and deputy matron, one officer shall be present in the one chapel, and the other in the other.

Matron to be present at Divine service.

Sec. 244. In addition to the books to be kept by the matron, as the officer in charge of a department, she shall also keep or cause to be kept the following books :

Books to be kept.

(a.) A *work book*, in which shall be entered the name and prison number of the convict and the daily labor performed by her ;

Work book.

(b.) A *convicts' report book*, similar to that for males and kept the same way.

Convicts' report book.

Sec. 245. The matron shall see that the convicts under her charge are dressed in uniform as prescribed by the Inspector.

Uniform.

Sec. 246. She shall pay particular attention to the conduct, industry and habits of each convict, in view of

Remission time.

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Instruction. determining, every month, the amount of remission time to which she may be entitled. She shall see that an hour's instruction in reading, writing and arithmetic be given, daily to such of the convicts as require it.

## DEPUTY MATRON.

Obedience to orders, performance of duties, &c. Sec. **247.** The deputy matron shall obey the orders of the matron, and shall do such duties in the female prison, as may from time to time be assigned to her by the matron or by the warden.

Absence, &c., of matron. Sec. **248.** In case of the absence from sickness or other disability of the matron, the deputy matron shall take her place, and perform the duties of her office.

## ASSISTANT DEPUTY MATRON.

Obedience to orders, performance of duties, &c. Sec. **249.** The assistant deputy matron shall obey the orders of her superior officers and perform such duties as may from time to time be assigned to her by the matron or warden.

Absence, &c., of deputy matron. Sec. **250.** During the absence, sickness or other disability of the deputy matron, the assistant deputy matron shall take her place and perform her duties.

## DUTIES OF OFFICERS GENERALLY.

Rules to apply to all officers. Sec. **251.** 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 school master and the schoolmistress provide otherwise for those officers.

Obedience to orders of superior. Sec. **252.** Every officer shall obey the orders of his superior, and carry them out with zeal and energy to the best of his ability.

Wearing of uniform. Residence, &c. Sec. **253.** Every officer when on duty shall wear his uniform and present a clean and orderly appearance; he shall reside as near as possible and if within hearing of the alarm bell, he shall immediately hasten to the prison when it is rung.

Opening and closing of prison. Day duty hours. Sec. **254.** Every officer, except the accountant, store-keeper, hospital keeper, and trade instructors, shall be present at the opening and closing of the prison, unless specially exempted by the warden. Officers for day duty shall, except during the time allowed for meals, be at the prison during the whole day, from 6 o'clock in the morning

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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.

Sec. 255. 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 if necessary. Such officer or servant shall also be required to furnish a certificate of his illness from the visiting surgeon, and, failing to do so shall be subject to a penalty.

Officer or servant taken with sickness.

Certificate from the surgeon required.

Sec. 256. No officer shall absent himself at any time, except from sickness, without having first obtained leave from the warden, to whom application in writing, recommended by the deputy warden, for such leave, must be made as many days before hand as possible.

Leave of absence.

Sec. 257. If any officer come to the prison under the influence of liquor, or shall fall asleep on duty; or have undue relations 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.

Causes of dismissal.

Sec. 258. Every officer shall be at all times when on duty armed with a revolver fully loaded, but he shall not unnecessarily expose or use it.

Revolver to be loaded.

Sec. 259. No officer shall have any interview or conversation with any person not employed at the institution, while on duty in or about the prison.

Conversation forbidden.

Sec. 260. It shall be the duty of the warden, deputy warden and chief keeper to make themselves acquainted with the provisions of "The Penitentiary Act" and with all the rules and regulations of the prison; and it shall be the duty of all the other officers to make themselves acquainted with all the rules and regulations defining their respective duties and with all orders in the order book, and that may be placed from time to time on the bulletin board; and every officer shall readily obey all such rules and regulations in all points touching his own duty and shall enforce a strict obedience of them upon others under him in the discharge of their respective duties.

Acquaintance with provisions of Penitentiary Act, &c.

Officers to be acquainted with rules, &c., and to obey and enforce the same.

Sec. 261. Every officer and servant, of a penitentiary, must understand that the warden has the right to exact his

Right as to exacting services.

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services in any capacity for which he may consider such officer or servant qualified and without extra pay unless on the recommendation of the warden and the order of the Minister of Justice. Such service shall not be exacted in an arbitrary or capricious way, but only in cases of necessity.

Holding conversation.

Sec. **262.** No officer shall hold any conversation with another officer in presence of a convict, except in relation to work then in hand.

Spying is forbidden.

Sec. **263.** The demoralizing and base practice of spying is strictly prohibited as degrading to the character of an officer and to the institution. If an officer see or know anything wrong in the actions or conduct of another officer, it shall be his duty, should the offence be not of a grave character, to warn such officer against its repetition; but, should it be of a serious nature or a repeated breach of rule or discipline, the matter shall be reported in an open and manly way to the warden, so that he can take the necessary action.

In case of misconduct of officer, offender to be warned or reported.

Sec. **264.** No officer shall speak to another officer, by way of censure or finding fault in the hearing of any convict, and if an officer shall see another guilty of any breach of the rules or of discipline, it shall be the duty of such officer to report the fact to the warden as soon as possible.

Censuring officer not allowable in presence of convict.

Reading and writing, when forbidden.

Sec. **265.** No officer while on duty shall read any book or newspaper, nor shall he write, except necessary entries in the books under his charge.

Affairs of penitentiary not to be spoken of.

Sec. **266.** Officers shall not make the affairs of the penitentiary the subject of conversation beyond the precincts of the prison, nor shall he make them known to any person whomsoever outside, under pain of suspension and even dismissal.

Examination by officer on taking charge.

Sec. **267.** Every officer on taking charge of a post, or of a piece of work, shall make a thorough examination of everything placed under his charge. Should he perceive anything amiss or anything not in its proper place, he shall report the facts to the warden or deputy warden as soon as he is relieved. But should there be anything amiss which he can set right, and he shall not do so, it will be no excuse for him that he found it so. His duty will be to make it right and report the facts.

No officer shall leave his post.

Sec. **268.** No officer shall leave his post, except by order of the warden or deputy warden, or chief keeper, who shall,

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before giving such order, take care that a relief is provided, to take the place of the officer relieved.

Sec. 269. At least fifteen minutes before quitting work for the day, the officer in charge of a workshop shall see that all lights and fires in the place are extinguished, and that all is safe and secure. Lights and fires.

Sec. 270. Whenever it may be necessary for a superior officer to countermand or disallow an order given by an inferior, notice of the countermand or disallowance shall be sent in writing by the superior officer to the officer who had given the order. Countermand of order, how effected.

Sec. 271. No officer shall take charge of another officer's gang or post, except by written order of the warden or deputy warden, or chief keeper, or except upon emergency, such as the escape or illness of a convict. Taking charge of another officer's gang.

Sec. 272. Every officer is enjoined to bear in mind that the affairs of the penitentiary can not be efficiently carried on by the warden, nor discipline properly maintained, if any officer be guilty of neglect or disregard of his duty, and it shall be incumbent upon every officer knowing of such neglect or disregard of duty on the part of another, to report the same to the warden, under his oath of office, without fear, favor or affection. Report of neglect or disregard of duty.

Sec. 273. Should any officer perceive any sign pass between a convict and a visitor, or see a visitor without permission speak or attempt to speak to, or to hand anything to a convict, or should a visitor be guilty of any conduct of an improper kind, the officer shall instantly bring the visitor before the warden. Cases when visitor may be brought before warden.

Sec. 274. Every officer shall see that the silent system is strictly carried out. He shall not permit one convict to speak to another on any pretence nor to himself upon any matter except the work at the moment in hand, and then only in the fewest words and in respectful terms, as enjoined by the Statute. Silence to be enjoined.

Sec. 275. An officer shall not have any familiarity with any convict, nor permit any to be used towards himself by any convict, to the slightest extent. Familiarity not permitted.

Sec. 276. Officers shall abstain from all hasty or opprobrious language towards convicts, as entirely unbecoming Unbecoming language.

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their position and character, under pain of severe punishment.

Striking a convict.

Sec. 277. No officer is permitted to strike a convict except in self defence, to suppress revolt, prevent escape, or as a punishment ordered by the warden after inquiry taken under oath.

Leaving or joining a gang.

Sec. 278. No officer shall permit a convict placed under his charge to leave his gang, nor shall he permit a convict not placed in his charge to join his gang, without the written order of the warden or deputy warden, or chief keeper.

Convicts retiring for necessary purposes.

Sec. 279. When a convict is obliged to retire for necessary purposes, the officer in charge shall take care that the place is so conspicuous that the convict cannot leave it without being fully seen, that only one is permitted to be in the place at a time, and that he is absent for a reasonable time only. Any delay in such cases should arouse suspicion at once, and the officer must immediately make certain that all is right.

Statement of convict against another.

Sec. 280. No officer shall take the statement of one convict against another convict on which to make a report for punishment respecting the convict complained of, but shall report the fact nevertheless to the warden.

Convicts' complaint, how to be dealt with by officer.

Sec. 281. If a convict make complaint to an officer of any order given him or of any action towards him, by which he considers himself aggrieved, it shall be the duty of the officer to inform the warden thereof at the earliest moment convenient thereafter, and the warden will act in the matter as he may think reason and justice require; but the officer shall in the meantime see that the convict obey the order given him.

Report against convict to be entered.

Sec. 282. Every report against a convict shall be entered in the report book by the officer who makes it, or by the chief keeper or steward and signed by the officer reporting.

Religious belief not to be tampered with.

Sec. 283. No officer shall tamper with the religious belief of any convict, nor attempt to proselytize either by speech or by giving books or in any way whatever, under a pain of instant dismissal.

Officers, how to form opinions on convicts' work.

Sec. 284. In forming their opinions with respect to the industry of a convict, officers will bear in mind that as one convict may be able to do more work in a given time



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than another, so their reports on this head will have regard more to the continuous labor of the convict, the care bestowed upon it, and the evidence of his desire to do all he can, than upon the absolute quantity he does, as compared with others. An amount of work which may thus be insufficient for one man, may be quite sufficient for another, and the officer's report for the remission of sentence will be based accordingly.

Reporting on convicts work.

**Sec. 285.** In all their intercourse with the convicts, officers shall be careful to maintain a quiet firm demeanor under any provocation, recollecting that the convict, however disposed to be violent or abusive, is entirely in their power.

A quiet, firm demeanor to be observed.

**Sec. 286.** Should a convict be apparently attempting to escape, it shall be the duty of the officer observing him to order him to go to his work or other duty. Should the convict refuse, the officer will give the alarm by the readiest means, or if necessity require it, by firing his piece in the air, in a direction, however, in which he is sure the bullet can inflict no injury; and should the convict still endeavor to effect his escape, the officer shall aim at him, and fire so as to wound or disable the runaway, but not to kill, if possible. Officers will bear in mind that life is to be put in hazard only under circumstances of positive necessity, and that on none other shall they discharge their fire-arms at a convict, and that, therefore, fire-arms are not to be used if an escape can be prevented by any other means.

Convicts attempting to escape.

Use of fire-arms and general directions in such case.

**Sec. 287.** Every convict who attempts to escape, or who, having made his escape is afterwards arrested and returned to the penitentiary, shall be tried before the first court of competent jurisdiction. This shall also constitute a prison offence to be punished by the warden at his discretion.

Trial in case of escape or attempt.

**Sec. 288.** No officer shall recognize any convict after his discharge, nor make him known to others to his injury; but should a discharged convict fall again into improper courses, to the knowledge of an officer, this will not be understood to prevent the officer quietly warning any person, likely to suffer by the convict's acts, but on the contrary, it will be the duty of the officer to give such warning.

Discharged convict not to be recognized by an officer, but he may give warning.

**Sec. 289.** When a convict is taken ill at work, the officer in charge shall send him to the hospital in care of a guard, who will report the fact to the warden at the same time.

Convict taken ill at work.

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Convict sent  
on a message.

Sec. 290. When a convict is sent on a message from one part of the prison to the other, the officer sending him shall give him a pass stating the place from which, and the place to which, or person to whom he is sent. He shall take care that the pass is delivered up by the convict, immediately on his return and that he is not too long away.

Watching the  
convicts at  
work.

Sec. 291. It shall be the duty of every officer to keep constant watch over convicts in workshops to see that the convicts while pretending to be engaged on the work given them to do are not in reality at work at something else.

Manufacture  
of false keys  
to be guarded  
against.

Sec. 292. As models of false keys, and also false keys and burglarious implements have from time to time been discovered in the prison, which have been made by convicts, officers can not be too strict nor too sharply on the watch to prevent such manufacture and more particularly in those shops where tools are necessary in the hands of the convicts, which may be perverted to such purposes.

Educational  
qualifications  
of officers.

Sec. 293. No person shall be employed as an officer of the prison, who is not able to read and write with facility, or who can not readily use figures in the elementary rules of arithmetic.

Officers' an-  
nual report,  
how made  
and what to  
state.

Sec. 294. All officers whose duty it shall be to make an annual report to the warden for the Inspector, to be laid before Parliament, shall state in tabular form therein, all the information recorded in the several books kept in the department of such officer respectively, and also the progress of the department during the year, and its condition at the close of it. But no matter shall be introduced into any such report which has not been previously submitted to the Inspector.

## CONVICTS.

Supply of  
rations to  
convict.

Sec. 295. Every convict not under punishment shall receive the proper ration, but should there happen to be any irregularity in the division, or should a convict desire to have an additional quantity, he shall quietly stand up in his place, until a signal is made to him that he is observed, when he will receive a further supply or not as the warden or deputy warden may consider right.

Clothing to  
be numbered.

Sec. 296. Every convict shall see, when he receives any article of clothing that it bears the number which has been assigned to him, and if not he shall, at the earliest moment, return it to the officers dispensing the same.

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Sec. 297. Every convict shall be liable to punishment, upon whose person or in whose cell shall be found any article not marked with his number; should any such article be given to him by mistake, or should he find it in his cell he shall instantly inform the officer on duty.

Punishment for not having article marked.

Sec. 298. Every convict found in possession of more articles than he is authorized to have at any one time, even if marked with the numbers assigned him, shall be liable to punishment.

Having more articles than authorized to have.

Sec. 299. A convict is not allowed to have anything whatever in his possession, except what is allowed by the rules, without the permission of the warden or the deputy warden; nor to give anything to any person; nor to receive anything from any person except the officer in charge.

Not allowed to have, give or receive anything.

Sec. 300. If any money, book, or other article not the property of the institution be found in the possession of a convict, at any time after his reception, for which the consent of the warden has not been obtained, the same shall be forfeited, and the convict shall also be liable to punishment.

Money, book or other article found in possession of convict.

Sec. 301. No convict shall give or receive any article of provisions to or from another convict, except in the presence and with the knowledge and consent of an officer.

Giving to or receiving from another.

Sec. 302. A severe punishment shall especially be inflicted upon any convict who shall supply, or attempt to supply any convict under punishment with provisions or anything else.

Supplying convict while under punishment.

Sec. 303. Every convict shall keep his person and clothing as neat and clean as the character of his work will permit, and his cell also as cleanly as possible.

Cleanliness.

Sec. 304. Should any convict soil his clothing or cell, more than is unavoidable, he shall not only be liable to punishment, but should he make a practice of it, and should the warden see fit, he shall be made himself to clean them in addition to his daily work. Convicts who are filthy in their persons, practices or habits, shall also be made known to their fellows by a distinguishing mark, and shall not be permitted to eat at the same table.

Soiling clothing or cell.

Filthy convicts to have a distinguishing mark.

Sec. 305. When a convict enters his cell he shall pull in the door so as to be nearly shut, and stand close to it inside, until the appearance of the officer, locking the cells.

How convict must enter his cell.

- What officer shall do. He shall then close it fully, so that the lever shall catch the bolt. The officer having locked it, the convict shall remain standing until the checking officer shall have examined it, and satisfied himself that the door is securely locked.
- Rising from and going to bed. Sec. **306.** Every convict shall rise from bed at the sound of the interior bell in the morning, and go to bed at the sound of the bell in the evening. On rising from bed he shall hang the bedclothes upon the pegs in his cell, and properly arrange the bed. He shall sweep out his cell, wash himself and comb his hair, and be prepared to carry out the cell utensils when the signal is given.
- Conduct of convict on rising. Sec. **307.** Every convict shall approach the officers and servants of the penitentiary in respectful manner, and implicitly obey their orders.
- Approaching officers, &c. Sec. **308.** He shall not leave the gang to which he has been attached upon any pretence, without the permission of the officer in charge.
- Not to leave the gang. Sec. **309.** No convict shall be permitted to speak to another convict upon any pretence whatever, nor to an officer, guard or any servant of the institution, except from necessity, or with respect to the work at which he is employed and then only in the fewest words, and in a respectful manner, nor shall he unless by permission speak to any visitor, nor look away from his work when a visitor is present.
- Speaking to another convict or to an officer, &c. Sec. **310.** A convict shall not write to another convict, nor make any sign, motion nor communication to him, nor shall he give another convict any offence.
- Writing, making sign, &c. Sec. **311.** No two or more convicts shall be together out of the sight, or the easy hearing of an officer.
- Out of sight or hearing. Sec. **312.** No convict shall at any time, be in any place where he has not received permission to go.
- Not to be in place without permission. Sec. **313.** No convict, unless by permission of an officer shall enter the cell of any other convict.
- Entering another's cell. Sec. **314.** Every convict shall be diligent to learn the occupation to which he has been set, and faithful and industrious in his labor. He shall be careful not to injure any article of clothing, nor any materials nor tools with which he has been entrusted, but, on the contrary, he shall be economical in the use of everything, taking care that
- Convict shall be diligent to learn, careful and economical.

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nothing is wasted, damaged or destroyed, and should any damage be done by any other he shall immediately notify an officer of the fact.

Sec. 315. A convict is not allowed to look with curiosity nor forwardness around the room in which he is at work. He is expected to give his attention to his work, and to that only.

Not to look around room.

Sec. 316. All whistling, shouting or making a noise of any kind; indecent behavior, or improper conduct, in chapel, school or elsewhere; breaking of windows, or injuring property in any way; idleness or negligence at work, or wilful mismanagement of it, will render the guilty convict liable to punishment.

Whistling, shouting, &c., and other improper conduct liable to incur punishment.

Sec. 317. Every convict shall attend the services of the church of which he has declared himself to the warden to be an adherent, and he shall not be allowed to change from one church to another, without the special permission of the Inspector.

To attend services of his church.

Sec. 318. Every convict shall more particularly conduct himself with propriety and decorum, when in chapel or in school; and as attendance at school is meant to be a privilege, the convict who misconducts himself while there, will be deprived of it as part of the punishment for the offence.

Conduct when in chapel or school.

Sec. 319. Every convict shall take the greatest care of books received by him from the library; he shall take great care that they are not torn nor defaced, nor otherwise injured, while in his possession; he shall not be permitted to receive any book from another convict, nor to give a book to any other convict, but shall, when he has finished reading any book, return the same to the library, on the first exchange day thereafter.

Books from library to be taken care of and not given to another convict.

Sec. 320. All convicts who upon their reception into the penitentiary, declare themselves to belong to the Roman Catholic faith, shall be placed under the spiritual charge of the Roman Catholic chaplain; all others shall be placed under that of the Protestant Chaplain; and every convict shall be obliged to attend the services in one chapel or the other.

Spiritual charge of convicts  
Compulsory attendance in chapel.

Sec 321. A convict who is sent on a message from one part of the prison to another, shall show his pass to every officer whom he meets or passes on the way should the officer require it. He shall deliver up the pass to the officer from whom he received it on his return.

Convict to show his pass when sent on a message.

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- Away from work. Sec. **322**. Should he be found away from his work without a pass, he will be liable to punishment.
- When cell is changed. Sec. **323**. When the cell of a convict is changed, the convict shall carry with him the bible, prayer book, and other books at the time in his possession.
- Being within twenty feet of inclosure of prison. Sec. **324**. Every convict who is seen within twenty feet of the inclosure of the prison grounds, unless he be in charge of an officer or be in such close proximity to the boundary, by permission, shall be liable to punishment.
- Remission of sentence. Sec. **325**. The remission of sentence authorized by the statute, shall for every month be such as the warden may determine according to the good conduct and industry of the convict. But no remission shall be allowed until after the expiry of the first six months of imprisonment.
- Privilege of being visited. Sec. **326**. A convict whose conduct is satisfactory shall have the privilege of being visited by his relatives once a month, and of writing to his family once a fortnight.
- Permission to see Inspector. Sec. **327**. He shall also, should he request it, receive permission to see the Inspector, in his office, during his periodic visits to the penitentiary.
- To be under charge of officer. Sec. **328**. Every convict shall be, at all times, under charge of an officer who shall be responsible for his safe keeping.

## VISITORS.

- Speaking to convict. Sec. **329**. No visitor is permitted to speak to any convict without the permission of the warden.
- Communication with convict. Sec. **330**. No visitor is permitted to make any sign to a convict, whether of recognition or otherwise, nor hold any communication with a convict of any kind or by any means.
- Visitor infringing Penitentiary Act. Sec. **331**. Should a visitor be detected in infringing the Penitentiary Act or any of the rules of the prison, he shall be immediately brought before the warden, to be dealt with according to law.

## SURVEY BOARD ON UNSERVICEABLE ARTICLES.

- Of whom the board shall be composed. Sec. **332**. The chief keeper, the storekeeper and the steward, or such three officers as the Inspector may name, shall form a board, whose duty it shall be to determine

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whether an article which has been in use is unserviceable or not.

Sec. **333.** Officers in charge of departments shall be held responsible for every article given to them, until it shall have been condemned by the board as unserviceable. Officers responsible for articles given them.

Sec. **334.** When articles in use become unserviceable, they shall be sent to the storekeeper with a description thereof in writing by the proper officer, and the storekeeper shall notify the other members of the board of a day and hour convenient for them to assemble to pronounce their judgment thereupon. Articles becoming unserviceable to be sent to storekeeper.

Sec. **335.** The board shall determine whether the articles should be repaired, used for any other purpose, sold, or declared condemned, and lay their decision before the warden. What the board shall determine.

Sec. **336.** They shall keep a record of all articles submitted to them, and of their proceedings with regard to them. Record to be kept.

## BOOKS TO BE KEPT.

Sec. **337.** The following books shall be kept under the direction and control of the warden, and such other books as the Inspector may from time to time see fit to direct. Books to be kept by warden.

Sec. **338.** The Inspector may assign to any officer he may see fit, the duty of keeping any of the books herein-after mentioned, or any other books ordered by him to be kept, the present regulations notwithstanding. Keeping of books by officer.

Sec. **339.** The warden shall keep a "daily journal," which shall be formally laid before the Inspector at his periodic visit, in which shall be entered:— "Daily journal," what to contain.

1. Every remarkable occurrence happening in the prison. Occurrences.

2. Every instance of negligence or misconduct on the part of any of the officers as reported to the warden as coming within his own knowledge. Negligence.

3. Every escape or attempt at escape on the part of a convict. Escape.

4. Every instance of bad or of insufficient food, of food not properly cooked, or not fairly distributed. Bad food.

5. Every complaint by a convict of cruel or unjust treatment by any officer or servant of the penitentiary. Complaint.

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Difficulty in carrying out rules.

6. Any difficulty experienced in carrying out any of the prison rules, or of any order of the Inspector. He shall also bring such difficulty under notice in his next report to the Inspector.

Other matters.

7. Such other matter or circumstance as may appear to the warden proper or beneficial to be mentioned.

"Convicts' examination book."

Sec. 340. He shall also examine the convicts at the time of their discharge, putting to them such questions as may from time to time be directed by the Inspector and shall enter the answers of the convicts in the "convicts' examination book," to be kept by him for that purpose.

Sec. 341. The deputy warden shall keep;—

"Roster."

1. A "roster" on which shall be entered a record of every officer's duty for the day and the post to which he is assigned.

"Officer's report book."

2. An "officer's report book," in which shall be entered the report of every officer coming off duty, of the state of his post, and of anything which he may desire to mention relating to it.

Chaplain to keep a "daily journal."

Sec. 342. Each chaplain shall keep a "daily journal," in which he shall record his visits to the prison, the time of his arrival and departure, the duty which he performs during the day, and any occurrence which he may think of importance. He shall lay the said journal before the Inspector as a matter of routine at every visit to the penitentiary, and before the warden at such times as he may desire.

He shall lay the same before the Inspector.

Chaplains shall keep "registers."

Sec. 343. The chaplains shall keep "registers", in which they shall enter the history of every convict under their charge, so far as they may be able to get knowledge of the same, the extent of his education, his habits and disposition, the places he has frequented, and the companions with whom he has associated; and register his moral and religious progress.

Books recording the money transactions to be kept by accountant.

Sec. 344. The books recording the money transactions of the penitentiary shall be kept by the accountant, and shall be as under:—

"Day book."

1. A "day book," on the left hand side of which shall be copied, item by item in detail, the particulars of every account or bill of parcels, and on the right hand side a "journal" double entry of the same and opposite thereto, naming the ledger account, or accounts with which the sum or sums comprising the bill are to be debited or credited.

"Journal."



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2. A "ledger" containing the accounts to which the posting from the journal side of the day book shall be made. "Ledger."
3. An "official checks book" with counterfoil. Official checks only shall be used. All checks shall be signed by the warden and countersigned by the accountant. "Official checks book."
4. A "tenders book" into which shall be copied the calculations or the particulars of every tender for supplies sent to the warden. "Tenders book."
5. A "revenue and expenditure statements book" into which shall be copied every statement of revenue and expenditure transmitted to the auditor of accounts, and at the foot thereof the oath set forth in the eighth clause of "The Penitentiary Act." "Revenue and expenditure statements book."
- Sec. 345. The following books shall be kept by the clerk :— Books kept by clerk.
1. The "Inspector's minute book" with the index thereto, and the latter shall be written up immediately after every visit of inspection. "Inspector's minute book."
2. A "register" in which the name of every convict shall be entered with a full detail of his civil and criminal state, a description of his person, the crime, the place where sentenced, the date of commitment, and the date of expiry of the sentence, with a column for remarks, and such other particulars as the Inspector may from time to time direct. When a convict is committed and again when discharged he shall be weighed in the presence of the clerk, and his weight shall be entered in the register. "Register," and what it shall contain.
3. An alphabetical "index" to the above. "Index."
4. A "discharge ledger" in which every month in every year in advance, shall have a page for itself, and when a convict is committed his prison number and name shall be entered in the page for the month and year in which according to his sentence he is to be discharged. "Discharge ledger."
5. A register of all official letters and documents received. Register.
6. A letter book, into which all official letters sent away shall be copied. Letter book.
7. An "orders book," in which all orders given by the Inspector for the guidance of the officers, and all orders given by the warden for the management or discipline of the prison shall be entered, and which shall be accessible at all times to the officers. "Orders book."

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"Officers default book."

8. An "officers default book," in which shall be entered the date of the reported default, the name of the officer or servant in default, a short statement of the circumstances of the default, and the acquittal, censure, reprimand, fine, suspension, or dismissal of the officer or servant, and whether such has been ordered by the Inspector or by the warden.

"Convict offenders book."

9. A "convict offenders book," in which shall be entered alphabetically, the number and name of every convict who has been punished for misconduct, with the date according to the report book, and the initial letters of the punishment ordered.

Chief keeper shall keep the "convicts report book" what to be entered therein.

Sec. 346. The chief keeper shall keep the "convicts report book," in which shall be entered every report of misconduct on the part of a convict, which shall be laid before the warden every day. Opposite to such report *the warden shall write the substance of the proof adduced*, and the punishment ordered by him to be inflicted, and shall affix his initials thereto.

"Convicts report book" for females.

Sec. 347. The "convicts report book" of the female department shall be kept by the matron.

"General stock book" to be kept by storekeeper, what to contain.

Sec. 348. There shall be a "general stock book" kept by the storekeeper, in which an account shall be opened for every article of whatever kind purchased for the use of the institution, or passing into his store, in which shall be entered the name of the party, the price of the article, daily quantity or number received, with the name of the party from whom received, the quantity or number issued with the name of the party to whom, and department to which issued, and the daily balance on hand.

Books to be kept by steward.  
"Provision book."

Sec. 349. The steward shall keep the following books:—

1. A "provision book," in which shall be entered, with the name of the party from whom received, the amounts, and kinds of articles of food, each under its respective head, showing daily the quantity received, the quantity consumed and the balance on hand.

"Rations register."

2. A "rations register," showing the daily number of convicts in the penitentiary, the number on sick diet, the number on bread and water diet, and the number on full rations. According to the numbers he shall accurately weigh out and expend the stores necessary for consumption at every meal.

"Supplies in use book."

3. A "supplies in use book," showing the name and number of every convict in alphabetical order, the number of

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his cell, the number and description of every article served out to him, the date when served out and the date when returned as unserviceable.

4. A "prisoners effects book," in which shall be entered the date of the reception of every convict into the prison ; his number on the register, name, kind and number of articles taken from him, whether disposed of by the convict and how ; if not disposed of, whether ordered to be preserved or destroyed. The entry shall be signed by the officer making it and by the convict, if he can write, or by a witnessing officer also if the convict cannot write. Should any money be found upon him the warden shall deposit the same in Government Savings Bank, in his corporate name in trust for the convict until his discharge, or until disposal of the amount with the convict's consent. "Prisoners effects book."

Sec. 350. A "department stock book" shall be kept by every officer in charge of a department, in which shall be entered daily the quantity or number of each article received from the storekeeper, with the price, the quantity given out for consumption, and the balance on hand. "Department stock book."

Sec. 351. On the first day in every month, every officer in charge of a department shall leave at the accountant's office, the "department stock book," and it shall be the duty of the accountant and the storekeeper to check the same, the accountant checking the entries in the "general stock book" and the storekeeper those in the "department stock books," and both shall affix their initials on the line under the last entry, if the entries in both books be correct. Should there be any errors of any kind, the same shall be noted in a blotter, to be kept by the accountant for that purpose, and errors in calculation only may be corrected after being noted therein. Other discrepancies shall remain until the blotter shall have been laid before the warden, and his opinion as to their correction taken. The entries in the blotter shall be initialed by the accountant and storekeeper, and in cases brought to the notice of the warden, he shall state in writing on the blotter his decision as to the discrepancy. "Department stock book" to be checked every month.  
Directions in cases of error or discrepancy.

Sec. 352. There shall be a "time book" kept by every officer in charge of work, in which shall be entered the prison number and name of every convict placed under his charge, and shall be noted every day, the kind of work performed by the convict, and, where practicable, the amount also, and the value. "Time book" what to contain.

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“Conduct and industry book,” what to contain.

Sec. **353.** There shall also be kept by the same officer a “conduct and industry book,” in which shall be kept a daily record of the conduct and industry of every convict under his charge, with the view to determining the amount of remission of sentence, to which such convict may be entitled, at the end of every month.

“Visitors’ book,” how to be kept.

Sec. **354.** A “visitors’ book” shall be kept at the entrance lodge, in which every visitor shall enter his name, but he shall not be allowed to enter the prison without the consent of the warden, unless authorized by the 41st clause of the Penitentiary Act. Every visitor, or party of visitors, shall be accompanied by a guard.

“Requisition book,” how to be kept and by whom to be signed and countersigned.

Sec. **355.** There shall be a “requisition book” with counterfoil, kept by every officer in charge of a department, in which shall be entered all articles required to be bought for the use of his department. The requisition shall be signed by the officer, and countersigned by the warden. And no article shall be purchased by the storekeeper, except upon an official requisition so authenticated.

Requisitions to be countersigned by warden.

Sec. **356.** The warden shall in like manner countersign all requisitions made by the officer in charge of any department upon the storekeeper, for articles to be issued by him from store, for consumption. The storekeeper shall issue no goods from store, unless the requisition is so countersigned.

Books to be kept by hospital keeper.

Sec. **357.** The hospital keeper under the direction of the surgeon, shall keep the following books in addition to those kept by him as head of a department :—

Register of sick convicts.

1. A register of all sick convicts admitted into hospital, in which shall be entered such statistical details as the Inspector may from time to time direct according to schedule.

Register of convicts receiving medicine.

2. A register of all convicts to whom medicine is administered, but who are not treated in hospital, in which shall be entered such statistical details as the Inspector may from time to time direct.

“Case book.”

3. A “case book,” which shall be kept according to a form from time to time to be given by the Inspector.

“Death book.”

4. A “death book,” in which shall be entered the prison number and the name of the deceased convict, his age, the length of time in prison and in hospital and the cause of death.

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5. A "hospital journal," in which shall be entered in the English or French language all prescriptions ordered for the sick under treatment. "Hospital journal."

6. A "conduct and industry book," in which shall be noted the conduct of every convict who is sick in hospital, and the conduct and industry of all convicts employed in or about it, under the charge of the hospital keeper. "Conduct and industry book."

## LIBRARIES.

Sec. 358. There shall be a Protestant library for which shall be of a religious character, and shall be selected by the Protestant chaplain; and a Roman Catholic library, for which the books shall be of a religious character, and selected by the Roman Catholic chaplain. Protestant library. Roman Catholic library.

Sec. 359. There shall be a general library for books of general literature to be used by the convicts in common, which shall be selected by the library board, to be composed of the warden and the two chaplains. Books of general literature.

Sec. 360. The library board, with the approval of the Inspector, shall give such instructions for the issue and return of books, and the recording thereof as he from time to time may see fit, as well as for the general management of the libraries and the preservation of the books. Instructions for issue and return of books to be given by library board.

Sec. 361. When new books are required for the general library, the library board shall prepare a list thereof, with an estimate of the cost, to be submitted to the Inspector, who may order such sum to be disbursed for the purpose as he may think necessary. When new books are required.

Sec. 362. In like manner when books are required for the Protestant or Roman Catholic library respectively, the chaplain requiring them shall transmit through the warden a list of the books required, with the probable cost, and the warden shall lay the same before the Inspector, for his action thereupon. Books required for Protestant or Roman Catholic library.

Sec. 363. No book of religious controversy, nor work tending to bring into contempt either the Protestant or the Roman Catholic faith, shall be permitted to be brought into the prison. Books of religious controversy forbidden.

## PUNISHMENTS.

Sec. 364. The punishment to be inflicted upon male convicts for any one prison offence shall not be other than the following:— Punishment of male convicts.

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- Diet. 1. Diet of bread and water not exceeding nine consecutive meals.
- Hard bed. 2. Hard bed, with or without a cover or covers, according to the season, not exceeding six consecutive nights.
- Diet and hard bed. 3. Diet of bread and water not exceeding nine consecutive meals, combined with hard bed not exceeding six consecutive nights, if approved by the surgeon.
- Ball and chain. 4. Ball and chain.
- Ball and chain, &c. 5. Ball and chain, combined with No. 1, or No. 2, or No. 3.
- Confinement and diet. 6. Confinement in the penal or separate cells, with such diet as the surgeon shall pronounce sufficient, respect being had to the constitution of the convict, and the length of the period during which he is to be confined.
- Penal or separate cell. 7. Penal or separate cell, combined with No. 1, No. 2 or No. 3.
- Flogging with cats. 8. Flogging with the cats, under the restrictions set forth in "The Penitentiary Act," and in these rules.
- Flogging with rods. 9. Flogging with rods of birch or other wood.
- Forfeiture of remission. 10. Forfeiture of the whole or a part of the remission of sentence earned by the convict.
- Other punishment. 11. Such other punishment as may be recommended by the warden, approved of by the Inspector and sanctioned by the Governor in Council, combined with any of the foregoing.
- Punishment of female convicts. **Sec. 365.** The punishment to be inflicted on female convicts shall not be other than the following for any single offence:—

- Diet. 1. Diet of bread and water not exceeding six consecutive meals.
- Hard bed. 2. Hard bed, with or without one or more covers, not exceeding six consecutive nights.
- Diet and hard bed. 3. Diet of bread and water not exceeding six consecutive meals, combined with hard bed, not exceeding six consecutive nights.
- Cutting hair. 4. Cutting the hair short.
- Cutting hair, &c. 5. Cutting the hair short, combined with No. 1, No. 2 or No. 3.

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6. Penal or separate cell, with such diet as the surgeon shall declare sufficient; respect being had to the constitution of the convict, and to the period during which she is to be confined. Penal or separate cell with diet.

7. Penal or separate cell combined with any of the preceding. Penal or separate cell.

8. Forfeiture of days of remission of sentence earned by the convict. Forfeiture of remission.

## KEYS.

Sec. 366. All keys when not in actual use shall be deposited in a box or cupboard, at all times perfectly secure in the keepers' room, which shall, during the day, be under the special charge of the officer on duty in the hall; and at night under that of the officer of the night. Keys to be deposited in a box under charge of officer on duty.

## PRISON ROUTINE.

Sec. 367. When summer is mentioned in any rule, order, or writing, the period from the first day of March to the thirty-first day of October inclusive, shall be understood; and when winter is mentioned, the period from the first day of November to the last day of February inclusive, shall be understood. Summer months. Winter months.

Sec. 368. During summer the bell for opening the prison shall be rung, and the prison shall be opened every morning at six o'clock. The bell for closing the prison shall be rung, and the prison shall be closed at six o'clock in the evening in summer, and not later than six o'clock in winter. Hours for opening and closing of prison.

Sec. 369. The cell doors shall not be opened in the morning, nor the doors of the dormitory wings, until after the roll of officers shall have been called. Opening of the cell doors, &c.

Sec. 370. During summer the convicts shall have breakfast at twenty minutes past six o'clock in the morning; and in winter at seven; and shall have dinner at fifteen minutes past twelve o'clock noon; and they shall receive supper on going to their cells in the evening. Hours for meals.

Sec. 371. On Sundays they shall have dinner at one o'clock in the afternoon. Sunday's dinner.

Sec. 372. The bell for convicts going to bed shall be rung at nine o'clock, p. m., in summer and in winter, when the convicts shall undress and hang their day clothes upon the pegs in the cells. Hour for going to bed.

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Lamps for reading.

Sec. **373.** The lamps allowed for enabling good conduct convicts to read, shall be extinguished on the ringing of the last bell.

## GATE MONEY AND FINES.

Moneys received from visitors or levied as fine, accountant monthly to be used.

Sec. **374.** All moneys received from visitors at the gate, or levied from officers as fines shall be deposited by the accountant monthly to the credit of the warden, to be disbursed for such purposes in connection with the penitentiary as the Minister of Justice may direct.

## DIETARY.

Penitentiary diet.

Sec. **375.** The following is the penitentiary diet which may be altered from time to time, by the Inspector, upon consultation with the warden and surgeon:—

Breakfast.

*Breakfast.*

Cold meat, 4 ounces, without bone.  
Bread (white), 12 ounces.  
do (brown), 1 ounce.  
Coffee (peas), 1½ pints.  
Sugar, ½ ounce.

Dinner.

*Dinner.*

Meat, 7 ounces, without bone.  
Bread (white), 8 ounces.  
do (brown), 1 ounce.  
Potatoes, 16 ounces.  
Soup, 1½ pints.

Supper.

*Supper.*

Bread, 12 ounces.  
Tea, 1 pint.  
Sugar, ½ ounce.

Wardens and officers to obey rules.

Sec. **376.** The wardens of the penitentiaries, and every other officer and servant employed in our about the same, shall be bound to obey the foregoing rules and regulations so far as they apply to each employé of a penitentiary.

O.C. Jan. 16, 1888.

## INTERPRETATION.

Sec. **377.** In these rules and the schedules thereto:—

“Minister.”

(a.) The expression “the Minister” means the Minister of Justice;



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(b.) The expression "the Inspector" means the Inspector of Penitentiaries; "Inspector."

(c.) The expression "the warden" means the warden of the penitentiary over which he presides; "Warden."

(d.) The expression "officer" means and includes any officer or employé of any of the classes mentioned in the schedule to an Act passed in the session held in 1887, intitled "An Act to amend the Penitentiary Act." "Officer."

(e.) The expression "trade instructors" includes bakers, blacksmiths, carpenters, masons, millers, shoemakers, stonecutters, tailors, and persons employed to direct and instruct convicts in any branch of labor. "Trade instructors."

## INCREASE OF SALARIES.

Sec. 378. Each warden shall, on or before the 1st day of June in each year, transmit to the Inspector, for the information of the Minister, a report showing the officers under him who are eligible for such yearly increases, and giving in each case his own opinion as to whether or not such increase should be given and the reasons therefor. Increase of officers' salaries on report of warden.

Sec. 379. The Inspector shall, on receipt of any such report, transmit the same to the Minister, with a memorandum showing whether he concurs or not in the recommendation of the warden. He shall also express his views as to whether or not the warden should be given any increase for which he is eligible. Inspector to transmit memorandum to Minister and express his own views.

## RESIDENCES AND GROUNDS.

Sec. 380. Any officer occupying any house or quarters, the property of and provided for him by Government, shall, during the will of the Minister, occupy the same with any grounds attached, free of rent. Officers' residences and grounds free of rent.

Sec. 381. No officer shall at any time have any claim to or be made any allowance in lieu of such free house or quarters. No allowance in lieu of rent.

Sec. 382. The Government will keep such houses and quarters in repair, but if at any time the need of such repairs shall be occasioned by the negligence or fault of the officer so occupying such house or quarters, or of any member of his family, the cost thereof may be charged to such officer and deducted from his salary. Houses, &c., to be kept in repair.

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Furnishing house for officer.

Sec. 383. The Government will not in future, in whole or in part, furnish any house or quarters for occupation by any officer.

Gas consumed by officer to be paid for.

Sec. 384. Any officer occupying any house or quarters lighted by gas from a supply common to the penitentiary shall pay for the gas consumed by him at a fair price to be fixed by the Minister, and a meter shall be used to indicate the quantity of gas so consumed by such officer.

Heating of house to be paid for.

Sec. 385. Any officer occupying any house or quarters heated by a system common to the penitentiary, shall pay for such heating a fair price to be fixed by the Minister.

Grounds or gardens may be cultivated by convict labor.

Sec. 386. The grounds or gardens attached to the residence or quarters of a warden or deputy warden may be kept in order and cultivated by convict labor, but otherwise no convict labor shall be employed in keeping in order or cultivating any grounds occupied by any officer.

Products of grounds.

Sec. 387. Each officer shall be entitled to everything grown upon the grounds attached to his house or quarters.

## OFFICERS' UNIFORM CLOTHING.

Allowance to each officer.

Sec. 388. Each officer who wears uniform shall be allowed uniform clothing as follows:—

Fine blue dress suit.

(a.) One fine blue cloth dress suit every four years, consisting of fine blue cloth cap, frock coat, waistcoat and trousers;

Winter suit.

(b.) One winter suit every year, consisting of pilot cloth pea jacket, waistcoat and trousers;

Summer suit.

(c.) One summer suit every year, consisting of blue serge or Halifax tweed, pea jacket, waistcoat and trousers;

Overcoat.

(d.) A freize overcoat every three years;

Winter and summer boots.

(e.) A pair of French kid boots for winter and a pair of shoes for summer, every year;

Fur cap.

(f.) A fur cap every four years;

Cloth cap.

(g.) A cloth cap every year;

Suits allowed to officers retiring from the service.

Sec. 389. The warden may allow any officer whose conduct has been good and who is about to retire from the service, to take away his dress suit, if it has been in use eighteen months, and his winter or his summer suit, if it has been in use six months.

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## SALE OF ARTICLES TO OFFICERS.

Sec. 390. The warden may, if he see fit so to do, sell at a fair price, to any officer for his own use only, any article manufactured in the penitentiary shops, or grown upon the penitentiary property, but not any other article the property of the penitentiary.

Articles, how to be sold to officers.

Sec. 391. The warden may, if he see fit so to do, allow any officer, for his own use only, at a fair value, to have any work done for him in the penitentiary shops.

Work done for officer in shops.

Sec. 392. Nothing shall be so sold, and no work shall be so done :--

Nothing shall be sold.

(a.) Without an application in writing by the officer, stating that the article sought to be purchased, or the work to be done, is for his own use only; and

Without an application.

(b.) Without a proper requisition, duly signed by the proper officers, according to the penitentiary rules in other cases in force.

Without a requisition.

Sec. 393. Subject to revision as hereinafter provided, the fair price or value of any article sold or work done for the warden shall be fixed by the deputy warden and accountant jointly, and in other cases by the warden.

Value to be fixed by deputy warden and accountant.

Sec. 394. Any officer signing a false application shall be dismissed.

False application.

Sec. 395. An accurate account shall be kept of all articles sold to any officer, or work done for him, and the price or value thereof, and a statement thereof, in such form and verified in such manner as the Minister from time to time prescribes, shall each month be sent to the accountant of penitentiaries, who may, under directions from the Minister, revise any such statement, and direct the warden to charge against and collect from any officer any amount short charged either by mistake or under-valuation.

Account to be kept of articles sold to officer and statement to be sent to accountant of penitentiaries.

Sec. 396. Any article so sold or work so done shall be paid for in cash on or before the last day of the month in which it is delivered or finished.

How and when to be paid for.

Sec. 397. No officer who is in arrears in respect of an article so sold to him or work so done for him, shall be paid his monthly salary until such arrears are discharged by payment.

When officer in arrears for article sold him.

## GENERAL.

Officers shall not receive any additional salary or emolument for services at which he is employed.

Sec. 398. No officer shall, for any service or work in any manner or under any circumstances, done either under the direction of the Department of Justice, or the Department of Public Works, for or in respect of the penitentiary at which he is employed, be paid any salary or emolument in addition to that hereby prescribed, and for such salary the warden may exact any service for which by reason of his office or qualifications such officer is fitted.

O. C June 30, 1887.

## NOTE.

Salaries of officers regulated by statute.

[The salaries of the officers of the several penitentiaries of Canada are regulated by chapter 52 of the Acts of the Parliament of Canada, 50-51 Victoria, intituled "An Act to amend the Penitentiary Act." See section 10 of said amending Act, and the schedule thereto at pages 164, 165 and 166 of the "General Public Acts" of 1887.]