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CANADA  
            
RULES AND REGULATIONS  
FOR THE  
GOVERNMENT  
OF THE

PENITENTIARIES.

Department of Justice  
RULES AND REGULATIONS

FOR THE

GOVERNMENT

OF THE

PENITENTIARIES

OF THE

DOMINION OF CANADA.



Ottawa:  
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1870.





COPY of a Report of a Committee of the Honorable the Privy Council,  
approved by His Excellency the Governor General in Council, on  
the 11th January, 1870.

On a Memorandum dated 6th January, 1870, from the Honorable the Minister of Justice, submitting the Rules and Regulations made by the Directors of Penitentiaries for the management, discipline and government of the Penitentiaries of Canada, and for the several other purposes contemplated by the 8th section of the Penitentiary Act of 1868, and recommending that the same be approved by Your Excellency.

The Committee advise, that the Rules and Regulations submitted be approved by Your Excellency.

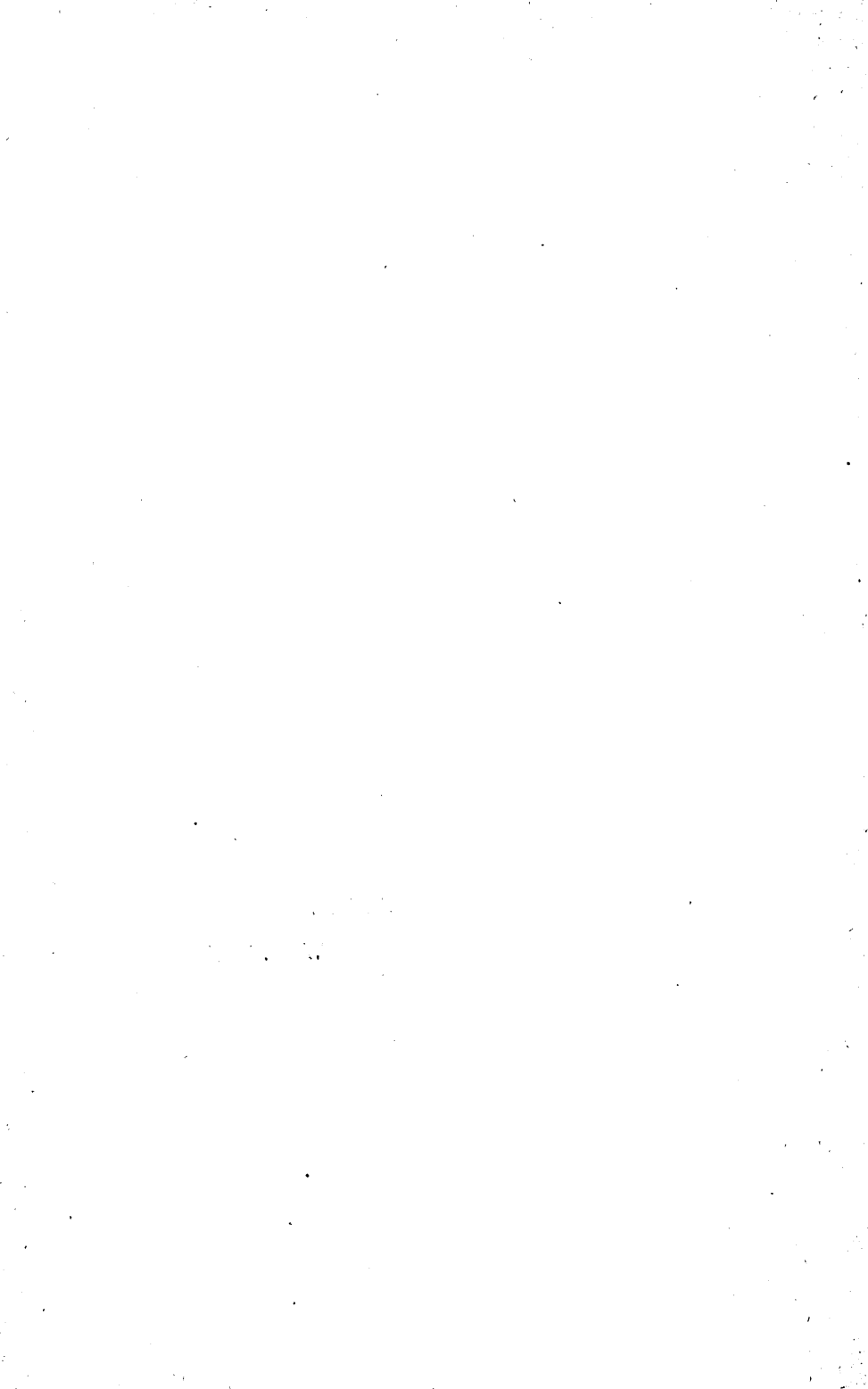
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RULES AND REGULATIONS  
FOR THE  
GOVERNMENT OF THE PENITENTIARIES  
OF THE  
DOMINION OF CANADA.

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WARDEN.

1. The Warden shall reside in the Penitentiary, as provided by the Penitentiary Act, but shall keep his family and servants entirely apart from the convicts.

2. The Warden shall be present at all the Meetings of the Directors when required, and shall give them every assistance in the execution of their duties.

3. He shall carry out all the orders made, and instructions given by the Directors from time to time.

4. He shall not absent himself from the Prison for more than forty-eight hours, without giving previous notice to the Directors, or to one of them, nor without obtaining leave.

5. When the Warden is obliged to be absent for more than twenty-four hours, he shall notify the Deputy Warden in writing of his intended absence, and the Deputy Warden shall thereupon 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.

6. No appointment of a Guard in virtue of the Penitentiary Act, shall be considered fixed, until it has been approved of in writing by the Directors, at one of their meetings.

7. The Warden shall have power to employ Supernumerary Guards only upon an unforeseen emergency, to be reported at once by him to the Chairman of the Directors.

8. As the Penitentiary Act humanely affords to every convict the opportunity of shortening the term of his sentence, a great responsibility is thrown upon every officer in the Prison, to see that the true intentions of the Legislature are carried out, by giving to every convict the exact measure of justice, to which his behaviour shall entitle him. And as it is upon the intelligence, discrimination and fairness of the subordinate officers, in a great measure; that the success of this provision of the statute will depend, it shall be the duty of the Warden to be careful to select as officers, men only who are of the best moral character, and who are competent for the duty, and to retain in the service those only, who may prove themselves to be so.

9. He shall see that all the officers under him are careful, vigilant and zealous in the performance of their duties, and shall be responsible for the efficient administration of every department of the prison.

10. Should the Medical Superintendent of the Rockwood Asylum be absent, or should the office be vacant, or should the Surgeon of the Penitentiary and the Medical Superintendent of the Rockwood Asylum be the same person, the Warden shall have power to employ a Surgeon to act along with the Surgeon of the Penitentiary, in carrying out the provisions of the sixty-eighth section of the Penitentiary Act, with respect to a convict becoming insane.

11. He shall appoint the hours for the different classes to be taught in school, and see that the convicts in each class are regular in their attendance.

12. He shall take care that justice, and morality are observed in the administration of every department of the prison; that no gaming nor profane nor indecorous language is made use of by any officer or convict; that no unnecessary severity is practised; that sick convicts have proper medical attendance and are supplied with the diet ordered by the Surgeon.

13. For all which purposes he shall see every prisoner not in hospital, at east once every day. He shall make regular visits to every part of the Prison, setting down in the Daily Journal the particular portion inspected by him during the day. He shall visit the hospital as frequently as possible. At least once in every three months, he shall make a special inspection of the stock of the Storekeeper, and report its condition to the Directors.

14. When a convict is received into the Prison, the Warden shall give a receipt for his body to the person who delivers him, and shall direct the convict forthwith to be bathed and examined by the Surgeon. The convict shall then be clothed in the Prison dress, and the Warden shall read over to him the Rules and Regulations of the Prison, 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.

15. 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.

16. 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.

17. 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 Directors, to such purpose as they may see fit.

18. He shall report without delay to the Chaplain, under whose spiritual



charge a convict is to be placed, his name, his number on the Register, crime and period of sentence.

19. 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 previous ly the names of all convicts under his charge about to be discharged.

20. He shall report at once to the Chairman of the Directors any thing of an extraordinary nature, which may occur between one quarterly meeting of the Board and another.

21. He shall place under the care of the School Master every convict who requires instruction in learning, unless the convict's conduct is such as to render him undeserving of that privilege, of which the Warden shall make report to the Directors. 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.

22. He shall have charge of the health, conduct and safe keeping of the prisoners. He shall examine into and seek the success of the religious, moral and industrial appliances provided for their reformation.

23. When convicts are congregated together in the workshops or other places of labor, the Warden shall see that they are kept as far apart as possible, and that as little intercourse is allowed among them, as the nature of the different employments will admit.

24. He shall see that the terms of the Penitentiary Act, providing for the silent system, are strictly carried out.

25. 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.

26. The Warden shall carefully inquire into every Report made against a convict, and shall act in the matter according to the evidence. If the offence be proved, he shall award such punishment as it may justify, but no punishment upon any report shall be inflicted, until one day at least after the report is received.

27. When a convict is ordered for corporal punishment, the Warden shall 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*."

28. 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 absence, sickness or other disability.

29. It shall be his strict duty to see that two convicts are never allowed to occupy the same bed, nor the same cell under any circumstances.

30. The Warden shall be present in the Dining Hall, as frequently as possible, during the hours for meals, and not less than three times a week

at breakfast and dinner. He shall also be present as often at the distribution of the supper to the convicts, and shall see that the victuals at all meals are of good wholesome quality, sufficient in quantity, properly cooked, and served warm.

31. The Warden shall have power to order night shirts to be issued to such convicts as he may consider require them, from the nature of their employment during the day.

32. He shall see that every convict, on his discharge, is furnished with a complete suit of plain clothes, suitable for the season, made to fit, and shall, if the convict be destitute pay to him a sum sufficient for his travelling expenses to the place where he was convicted, not exceeding the sum of twenty dollars.

33. Every night before retiring, the Warden shall satisfy himself that all is safe, that the officer for the night is at his post, and that the Night Guards on duty are alert.

34. He shall enter into no contract affecting the interests of the Prison without the advice and instructions of the Directors having been previously obtained.

35. Supplies for the Prison shall whenever practicable be obtained by contract.

36. The Warden shall take care to give the Chairman of the Directors timely notice of the termination of every contract, so that there may be ample opportunity afforded the Board to assemble, and advise him as to entering into a new one.

37. No contract shall be entered into unless due notice shall have been given by public advertisement, or by circular as may be determined by the Directors.

38. It shall be the especial duty of the Warden to see that contracts made for supplies are faithfully executed, that the articles are strictly of the quality specified in the contract, and delivered at the time or times required. With reference to articles of food in particular, he shall take care that if any portion is unwholesome or not fully according to the specification of the contract, he shall cause it to be at once taken away by the Contractor, and if the Contractor shall not immediately replace it according to contract with good, he shall cause a quantity sufficient to replace it to be purchased forthwith in the market, the price of which shall be charged in the Accountant's Books against the Contractor. The Warden will be expected to exercise the strictest supervision over this branch of the service, and to act with prompt decision in every instance of failure, on the part of a Contractor to fulfil his obligations.

39. The Warden for misconduct on the part of an Officer, of a nature not to require dismissal, shall have power to impose a fine upon him, and the amount shall be deducted, if ordered by the Directors, under the 38th clause of the Act, but the Warden shall retain the amount of the fine out of the next payment of salary until the meeting of the Board. Such fines may be appropriated by the Directors, for the benefit of any officer or officers, as they may see fit.

40. The Warden shall have the official custody of all the Books of the Institution, including the Directors Minute Book and Memorandum Book, with the contents of each of which, he shall make himself acquainted, and shall from time to time take such action as may therein be ordered, or intended.

41. He shall see by personal inspection that all Books are properly and regularly kept, by the respective officers.

42. The Warden shall make such Returns and Reports as the Directors may from time to time require, and particularly at every meeting of the Board a Report of the proceedings at the Prison, from the date of the previous Report, up to midnight of the day preceding the day of their arrival, and of its then actual condition.

43. He shall likewise render before the first day of February, an Annual Report to them as at 31st December of the preceding year, giving a full statement of the condition and progress of the Penitentiary, for the year just elapsed, and of all the proceedings and transactions of interest which have taken place affecting the Prison.

44. The Annual Report shall be accompanied with the following Returns, distinguishing in all cases Males from Females:—

1. A nominal list of Convicts received into the Penitentiary during the year, with statistical details from the Register.
2. Statement of the movement of Convicts during the year, distinguishing the number of insane.
3. Comparative movement for the previous ten years.
4. Nominal list of Convicts pardoned during the year, with the crime and place where convicted.
5. Nominal list of Convicts who have become insane during the year, with their present state.
6. Nominal list of Convicts who have died, with crime and place of conviction.
7. Nominal list of Convicts re-committed and number of re-commitments.
8. Table of crimes and number of Convicts guilty of each crime.
9. Tabular statements shewing length of sentences and number of Convicts sentenced to each period.
10. Ethnology of Convicts.
11. Nationalities and number of convicts of each.
12. Ages.
13. Religious belief.
14. State of Education.
15. Occupations.
16. Civil Condition.
17. Moral Habits.
18. Punishments.
19. Days of Remission of Sentence earned.
20. Employments.
21. The work and the Number of days Work in each employment.

22. Statement of Contracts for hire of Convicts, with the business, the number of convicts employed by each contractor, the price at which they are hired, the date of the contract and the date of its expiry.

23. Table of the Earnings of Convicts in each description of labor.

24. Nominal list of Convicts to whom Accidents of a serious nature have happened.

25. Statement of Revenue and Expenditure, with the different heads of each.

26. Balance sheet.

27. 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 to each name.

28. Statement of Claims outstanding against the Institution, with the names of the claimants and the amounts claimed by each.

29. Estimate of the Expenditure for the following year for the Ordinary Expense of Maintenance under the different heads, and for extraordinary Expenses separately.

30. Statement of the number of Volumes in the general Library and in the Protestant and Roman Catholic Libraries respectively, shewing the number of volumes added during the year and the total amount of outlay for each Library, the number of Protestant and Roman Catholic convicts respectively, the number of convicts who have used books in each Library, and the number of volumes issued during the year.

31. Copy of the Inventory in detail made by the Valuators.

#### DEPUTY WARDEN.

45. The Deputy Warden shall be present at the opening and closing of the Prison, at all meal times, and during religious services in the manner herein provided. He shall also be in the prison night and day during the absence of the Warden. He shall be present at the infliction of all corporal punishments.

46. He shall not be absent from the Prison, at any time during the day, when the convicts are out of their cells, without first obtaining leave from the Warden.

47. 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.

48. Every evening after the Safety Bell has been rung, and before leaving the Prison, he shall inspect the workshops, the store rooms, stables, drying kiln and other parts of the prison, and see that all is safe. He shall also see that the guards for the night are on duty.

49. He shall visit the Prison, occasionally during the night by surprise, and personally ascertain that the convicts are all secure, and that the officers are alert.

50. 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, shewing 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.

51. Under the orders of the Warden, he shall have special control and direction of the Trade Instructors, Keepers, Guards, and other servants of the Prison, and shall be responsible that every one performs his respective duties with intelligence, fidelity and zeal.

52. 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.

53. He shall see that the Arms and Accoutrements are at all times in the best of order, and ready for service.

54. He shall see that all the Officers of the Prison are supplied with Revolvers, and Guards on the walls and outside the Prison with breech-loading Rifles, in addition, and that they are practised at stated times in the use of their arms.

55. He shall report to the Warden the name of every officer, coming upon duty without being in uniform.

56. He shall enforce obedience to the Prison Rules and Regulations, and to all orders from time to time given by the Directors or the Warden, and shall maintain generally the police and discipline of the Prison, with the strictest exactness, for which purpose he shall frequently 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.

57. He shall not permit any book, pamphlet, or newspaper to be read by any officer, nor to be in his possession, while on duty in or about the Prison.

58. When a convict is received into the Prison, the Deputy Warden shall take charge of him, and see that he is properly cleansed in a bath, clothed in a prison suit, and duly inspected by the Surgeon. He shall see that a description of everything found upon the convict is duly entered in the "Prisoners' Effects" Book, and how it is disposed of; and that the convict is brought before the Warden to be further dealt with. Should any money be found upon a convict, he shall hand it to the Warden after entry in the "Prisoners' Effects" Book.

59. He shall at short intervals examine the locks, levers and gratings of the dormitories, towers and cellars, and the locks and fastenings in every door. On every examination he shall report in writing their condition to the Warden.

60. 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.

61. 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.

62. He shall consider it his duty to make himself acquainted with the social habits and conduct of every subordinate officer and servant employed about the Prison, and particularly whether, when off duty, he is a frequenter of taverns or other houses of similar resort, or associates with idle or loose characters, and report the facts to the Warden.

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

64. He shall see that the articles of food supplied are all 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.

65. He shall see that no material is allowed to be placed near the enclosing walls, and that nothing is accessible to convicts which can facilitate escape. He shall especially see that ladders are properly secured.

66. As the Penitentiary Act of 1868 affords to convicts the privilege of earning a remission of their sentences, it will be incumbent upon all the officers of the Prison to give the strictest attention to the conduct and character of every convict, and especially it shall be the duty of the Deputy Warden to satisfy himself as to the behaviour 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.

67. In investigating reports of offences committed by convicts, during the absence of the Warden, the Deputy Warden shall be careful in endeavouring 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.

68. 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.

69. He shall appoint the cell to be occupied by a convict on his reception into the Penitentiary, but shall not remove a convict from one cell to another, without permission of the Warden.

## CHAPLAINS.

70. The Chaplains shall give due attention to the religious instruction, and moral improvement, of the prisoners under their care.

71. Religious service shall be performed in their Chapels every morning at the opening of the Prison.

72. The Protestant Chaplain shall celebrate Divine Service twice on Sundays, statutory holidays and other such days as shall be appointed by the Governor General, in the forenoon between the hours of nine and eleven, and in the afternoon between the hours of two and four, and he shall maintain a Sunday School for religious instruction of the convicts, at such hours, as may be agreed upon, between him and the Warden.

73. The Roman Catholic Chaplain shall celebrate Divine Service once at least 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 Directors.

74. The Protestant Chaplain shall see that every Convict under his charge, who can read, is supplied with a copy of the authorised 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.

75. The Roman Catholic Chaplain shall see that convicts of that persuasion who can read, are supplied with such version of the Bible and Prayer Book as he may indicate.

76. 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 proselytise any convict, nor endeavor to withdraw him from the care of the Chaplain to whom he has been assigned.

77. 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 administering to them such instructions and exhortations as may be calculated to promote their spiritual welfare, their moral reformation and due obedience to the Rules and authorities of the Prison.

78. It being desirable, that the labor and discipline of the Prison should be as little interfered with as possible, it shall be the duty of each Chaplain to see and instruct those convicts particularly, whose labour is hired to a Contractor, at other times than during working hours.

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

80. 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 beyond the precincts of the Prison, or any intelligence whatever not in the strict line of their duty.

81. In the case of any convict which, in the opinion of the Chaplain,

should be brought under the notice of the Executive, the Chaplain may submit, through the Warden, the facts of such case to the Directors in writing; but they shall not in any other way interfere to procure the release of any convict, nor shall they give to any one any hope of a pardon, nor promise of any aid in procuring it; but they shall on the contrary endeavour to convince him of the justice of his sentence, enjoin upon him faithfully and zealously to endeavour 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.

82. They shall not write any letter for a convict, except with permission of the Warden.

83. 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.

84. It shall be the duty of the Chaplains, with the advice and consent of the Warden, to direct the operations of the Male and Female Schools, see to their proper management and efficiency, note the system of education and its results, as shewn 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 they or he may think conducive to the educational interests of the convicts, or to the improvement of the Schools.

85. Each Chaplain shall make a report through the Warden to the Directors, at their quarterly meetings, and oftener should it be required, of the religious and moral condition of the convicts, and of such occurrences in the performance of his duties as he may consider of interest.

86. Each Chaplain shall make to the Directors through the Warden, as at 31st December 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, or remarks on the past year's experience as he may think useful.

87. When a Chaplain 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 Chairman of the Directors.

#### ASSISTANT CHAPLAINS.

88. 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 Directors.

#### OTHER MINISTERS.

89. Ministers of any denomination of Christians shall be allowed at times convenient, to be fixed by the Warden, to visit the Penitentiary for the reli-



gious 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.

#### SURGEON.

90. The Surgeon shall have full control over the patients in Hospital, subject to the Rules of the Prison and instructions of the Directors. He shall attend on all occasions, when necessary, to the wants of sick convicts, whether in their cells or in the Hospital.

91. 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.

92. 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,

93. He shall from time to time examine prisoners in the Penal Prison or in 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.

94. Upon the reception of a Convict into the Penitentiary, the Surgeon shall examine him to ascertain whether he is affected with any putrid infectious or cutaneous disease, whether he labours 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.

95. He shall attend the officers and servants of the Prison, free of charge.

96. It shall be his duty to advise with the Directors or Warden as to the diet of the Prison and 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.

97. 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 Directors, also at their next meeting thereafter.

98. 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 an 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.

99. He shall give special attention to the hygiene and cleanliness of the Prison and Prisoners, ventilation of the dormitories, workshops and other chambers, and to the water supply and drainage. He shall report such improvements therein, to the Warden and Directors, as he may think beneficial.

100. He shall keep such Books, and in such forms as from time to time may be indicated to him according to schedules ordered by the Directors, all of which Books shall be open at all times to the Warden.

101. When the Surgeon considers it necessary, or when required by the Directors 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.

102. Whenever it is necessary for the Surgeon to be 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 Directors, 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 Directors in the other.

103. He shall enter in the English language, day 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.

104. In case of any serious operation being required to be performed upon any prisoner, he shall have power to call in another medical practitioner for consultation, before it is determined upon, if such a course seem to him to be necessary, and for him to be present to assist thereat.

105. Should the Surgeon see fit in certain cases, that 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.

106. Should an epidemic be present in the Penitentiary at any time, he shall give his endeavour 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.

#### ARCHITECT.

The Architect shall obey such orders and perform such duties, as may be from time to time prescribed by the Directors or the Warden.

#### CHIEF KEEPER.

107. The Chief Keeper when not employed in the duties hereafter specially assigned to him, shall perform all the duties of general supervision which are made incumbent also upon the Deputy Warden, under these rules; but the responsibility of the Deputy Warden for their performance, shall not be in any way lessened thereby.

108. He shall be responsible for the thorough cleanliness of the Prison in every particular, and for the order and tidiness of everything.

109. He shall see that the water supply and all the apparatus by which it is maintained is kept constantly in efficient order, 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.

110. He shall look to the stables and other outhouses within the walls.

111. He shall take care that no garbage, filth, nor refuse of any kind is thrown down, nor if thrown down permitted to remain, within the prison-walls, but that it is 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.

112. He shall see that all the chimneys are swept at regular times.

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

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

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

116. 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.

117. He shall remain in the Prison, until the keeper for the night goes on duty.

#### ACCOUNTANT.

118. The Accountant shall perform his duties under the immediate directions of the Warden.

119. He shall attend at his office regularly from nine o'clock in the morning until five o'clock in the afternoon, and at such other hours as may be necessary for him to leave no arrear of work.

120. When the Directors are in session at the Penitentiary, he shall remain every day until their meeting is adjourned, and during the monthly visit of a Director, he shall not depart without notifying such Director.

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.

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

123. He shall make an exact copy in the Day Book of every account paid by the Penitentiary, and shall accurately analyze the same under proper heads of service on the Journal side. 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.

124. He shall examine the Time Book of the Trade Instructors, Keepers and Guards, weekly, to see that they are correctly kept, and shall charge in a book to be kept for the purpose, the amount of convict labour expended upon any alteration, improvement, repair, or addition to any of the buildings, works, machinery, drains or property of the Penitentiary, or any labour expended on the Farm, distinguishing capital from expense account, so that the precise value of convict labour, used in every single undertaking, may be ascertained and preserved.

125. Under the directions 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 confided to him, as well as of all books of account and other books recording the money transactions of the Prison.

126. He shall make out all money statements, and statements of account of every kind, at such times, as may be required by the Directors or the Warden.

127. He shall be diligent in collecting all debts due to the Penitentiary, and he shall lay before the Directors at every quarterly meeting, a list of all then outstanding.

128. The Accountant shall make up as at 31st December in every year, all statements relating to the finance of the Penitentiary for the previous year.

129. He shall make up an estimate of the expense of the Prison, for the ensuing year, under every head of expenditure separately.

#### STOREKEEPER.

130. The Storekeeper 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.

131. He shall make such purchases of goods, wares and supplies required for the Penitentiary and Asylum, as the Warden may direct, and shall have the care, custody and protection of all such goods, wares and supplies, until they are sent to the Asylum or issued for actual consumption.

132. He shall purchase no article on account of the Penitentiary or Asylum, except upon a requisition signed by the officer for whose department the article is required, and countersigned by the Warden as approving.

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 Storekeeper, 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.

134. He shall receive all goods, materials and stores of every kind, except those perishable articles which pass directly into the hands of the Steward. 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.

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 Storekeeper, who shall make a corresponding entry in the general Stock Book when he receives them into store, and an account shall be kept of them, the same as of articles purchased by him for Penitentiary use, from outside, but on a distinct page.

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

137. He shall make out for the Warden, to be laid before the Directors at every quarterly meeting, a list of all articles required to be purchased during the next three months, shewing the quantity or number on hand and the quantity or number to be required.

138. For heavy goods, a similar statement shall be laid before the Directors in September, for supplies to be purchased before the close of navigation, and sufficient for consumption until the first day of May following.

#### STEWARD.

139. The Steward shall have particular charge of the victualling department of the Penitentiary, of the kitchen, the dining hall, the cellars and other chambers where provisions are kept, and all the passages leading thereto.

140. He shall receive all provisions of a perishable character, directly from the party supplying the same, as well as all forage for the horses, and shall weigh or measure every article as the case may require. Immediately on receipt of it, he shall enter it in the Stock Book, to be kept by him for the purpose.

141. He shall not receive any supply without a bill of parcels along with it, nor until after he has carefully examined the article, and ascertained that it is of good quality, and strictly according to the specification of contract, when it is furnished by contract. Should the bill be correct, he shall certify the same, and transmit it to the Accountant without delay; if not, he shall report the facts to the Warden.

142. If bread be baked within the Penitentiary he shall weigh what he receives from the Bakery, as if it was supplied by an outside contractor.

143. He shall see that all provisions of every kind received by him are,

until used, kept in a proper place, and in proper vessels, to prevent their becoming injured in quality. He shall take care that no provisions which have become unserviceable are cooked, and that every thing unsound is taken away.

144. 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 from elsewhere, if the contractor should be unable, or refuse to replace, immediately, what has been rejected.

145. He shall take especial 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.

146. Should he perceive any defect in the ventilation, he shall report it at once to the Warden.

147. He shall see that the provisions at meal times are properly cooked, served warm and equally distributed, so that there be no room 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.

148. He shall see that the straw in the beds 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.

149. 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.

150. The Steward shall also superintend the shaving and hair-cutting of the the convicts, and the utensils shall be under his charge.

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

152. He shall be responsible for all the clothing and bedding of the male convicts, which have been served out to him by the Storekeeper.

153. 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.

154. He shall see that the cells are scrubbed out once a week, and the whole dormitory white-washed at least twice a year.

155. The Steward shall see that each of the blocks of cells is distinguished by a capital letter, viz.: A. B. C. D. E. F. &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.

156. 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.

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

158. He shall see that every convict is supplied with one jacket one waistcoat, one pair of pantaloons, 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.

159. 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.

160. Every moveable article, whether clothing, bedding, tool or other utensil, shall be marked with the initials of the Institution to which it belongs.

161. 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.

162. 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.

#### CLERK.

163. The Clerk shall attend at the Prison regularly, from nine o'clock in the morning, until five o'clock in the afternoon, and for such longer time as the Warden may upon any occasion require.

164. He shall act as Clerk to the Directors at their meetings at the Penitentiary, as well as to the Warden in general affairs.

165. When the Directors are in session at the Penitentiary, he shall remain every day until their meeting is adjourned.

#### SCHOOLMASTER.

166. The Schoolmaster shall be under the immediate supervision of the Chaplains, subject to the directions of the Warden, 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.

167. He shall instruct such convicts 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 Directors.

168. 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.

169. He shall keep a register according to classes and according to a schedule, to be made by the Directors, in which he shall insert the names of all the convicts in every class separately, the branch which they are learning, their progress and the degree of zeal in acquiring it.

170. At the end of every month, he shall make a report to the Warden, of the conduct of every convict in school, and the rate of proficiency he has made, so that it may be taken into consideration in determining the remission of sentence to be awarded to the convict for that month.

171. No books shall be used in the school except those approved of by the Directors.

172. The Schoolmaster shall not interfere with the religious belief of any of the convicts, except when assisting the Chaplain in Sunday School, nor hold any conversation with them on any subject whatever, except by way of instruction in learning.

173. He shall report to the Warden immediately any breach of the Prison rules, or any instance of improper conduct, on the part of a convict in school.

174. He shall assist in taking care of the General Library.

#### SCHOOLMISTRESS.

175. The duties of the Schoolmistress shall be the same, so far as applicable, as those of the Schoolmaster.

#### TRADE INSTRUCTORS.

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 Architect's department, shall be signified to them through the Architect, 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.

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

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.

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 economise, or inclined to waste the material on which he is at work, and shall take such inclination into consideration in making their report in the "Conduct and Industry" Book.

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 to the Warden.

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.



## HOSPITAL KEEPER.

182. The Hospital keeper shall be under the immediate directions of the Surgeon, and shall obey all his orders.

183. He shall be responsible for the officers, orderlies, and other servants, employed about the Hospital.

184. 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.

185. 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.

186. He shall attend also to all complaining convicts, not in hospital, to whom medicine is administered.

187. 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 cleansed and purified by frequent scrubbing and white-washing, and that all impurities of every description are instantly removed.

188. He shall attend the Surgeon in his visits to the sick, make up all the perscriptions, compound all the medicines, and see that they are administered in the form, and at the times ordered by the Surgeon.

189. 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,

190. 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 keeper to keep the stricter a 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.

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

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 Chaplain.

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.

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.

194. He shall see that the bed of a patient in hospital is not placed within six inches distance from the wall, and if the beds are in an open ward, one bed shall never stand within four feet of another.

195. When a patient is discharged by the Surgeon, the Hospital keeper shall at once notify the Warden.

196. When a convict is received sick from the dormitory wings, during the night, the Hospital keeper shall immediately notify the Warden, if the case seem to him to be urgent.

#### KEEPERS.

197. Keepers shall carefully carry out the orders of their superior officers, and see that the Guards under their own orders are vigilant in doing so also. They shall give particular attention to the convicts at work, to see that they are diligent at their labour, 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.

198. 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.

199. Every keeper in his turn shall be named as officer of the night, and shall go on duty at eight o'clock in the evening, and remain until the Safety Bell is rung in the morning,

200. He shall have charge of all the night watch, and shall visit every post at least once every four 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.

201. 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.

202. He shall cause the first bell in the morning to be rung fifteen minutes before the prison is opened.

203. It shall be the duty of the keeper for the night to note everything which he finds irregular in the course of his rounds, and particularly he shall mark any want of vigilance on the part of any of the night guards, or any thing which appears to him to be suspicious. He shall every morning make report of his watch to the Warden.

#### GUARDS.

204. There shall be six classes of Guards, according to their capacity and length of service, at the following rates of salary per annum, viz.:

Guards Probationary for 6 months at.....	\$320
Guards of the fifth class for 18 months at.....	350
Guards of the fourth class for 12 months at.....	375
Guards of the third class for 12 months at .....	400
Guards of the second class at .....	425
Guards of the first class at.....	450

205. The appointment of every guard shall in the first place be probationary only, and the period of probation shall be not less than six months. At any time during the period of probation the Warden shall be at liberty to dispense with his services, without any cause assigned, and without making report to the Directors, unless he shall see fit.

206. Should the conduct of the Guard prove satisfactory while under probation, the Warden shall at the end thereof, report to the Directors, who, if they see fit, may confirm the appointment, and place him in the fifth class.

207. At the end of eighteen months after the Guard being sworn in, the Warden may report to the Directors as to his good conduct, vigilance and zeal, and should they be satisfied as to his efficiency, they may promote him to the fourth class.

208. At the expiry of one year thereafter, the Warden may make a further report as to the capacity and efficiency of the Guard, and the Directors may thereupon promote him to the third class, at the salary of \$400, which shall be considered the proper salary of an experienced regular Guard.

209. The second and first classes shall be open to those guards only, who have distinguished themselves for their intelligence, judgment, zeal and discretion in the execution of their duties. Promotion to the second class may be obtained after a service of not less than one year in the third class; and promotion to the first class, after a service with distinguished efficiency, of not less than one year in the second.

210. Every man received upon the staff of the Penitentiary as a guard, will bear constantly in mind the nature of the Institution, into 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 understood to assume, with reference to his own personal conduct, from the time he is engaged.

211. 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.

212. 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.

213. He will accordingly be expected to be circumspect in his way of life in society, guarded as to the company he keeps, and the places he frequents. And it will be the duty of the Warden 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.

214. Every guard on the walls, and on duty outside 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.

215. He shall write daily in the "Conduct and Industry" book under his charge, by means of the appropriate marks, the result of his observation, and of his opinion as to the conduct and industry of every man in his gang.

216. 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.

217. The guards for the night shall enter on their duties at eight o'clock 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.

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

219. Guards for the night in the dormitory, shall make a tour of the wings every half hour.

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

#### GATEKEEPER.

221. The Gatekeeper shall not permit any stranger nor any discharged convict, to enter the Prison, without permission of the Warden.

222. He shall permit no person apparently in liquor to enter the Prison.

223. It shall be his duty to see that every officer except the Warden, Deputy Warden, Surgeon and Chaplains, Chief Keeper, Architect and Trade Instructors writes his name on entering the Prison, and the hour he enters, on the Officers Time-book under his charge, and he shall permit no officer to enter unless he does so. He shall also see that the same is done by every officer passing out of the Prison, and should such officer neglect or refuse to do so, the gate-keeper shall report the fact to the Warden, as soon as possible.

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

225. 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.

226. He shall permit no carriage to pass through the gate, when convicts in the yard are near it.

227. One of the gatekeepers 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.

228. 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.

229. He shall permit no convict to pass out, unless he be in charge of an officer.

230. He shall permit no articles to be taken out without a pass authorizing it from the Warden or Deputy Warden or Accountant, except articles the property of a contractor, and in charge of the contractor or of his servant.

231. He shall be particular in examining all vehicles entering the yard to ascertain that nothing improper is contained 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.

232. 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 gatekeeper for the day shall scrutinise closely every person entering as a visitor, and if the gatekeeper recognize him as having visited the Prison before, he shall inform the Warden. If, when a visitor passes through the establishment, an officer shall recognize him as having visited the Prison 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 reconduct 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 quietness, so as to give no unnecessary offence to those who may be in company with such visitor.

#### MATRON.

233. The Matron shall reside in the Prison and under the general direction of the Warden, shall have the superintendence and control of the Female convicts and officers of the Female Prison.

234. She 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.

235. 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.

236. 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.

237. 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.

238. She shall not introduce any change in the nature of the employment of the convicts, without the permission of the Warden.

239. She shall allow no work to be done by the convicts except for the Prison, without the previous consent of the Warden.

240. 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.

241. 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.

242. She shall take care that all doors, communicating with other parts of the Prison, are at all times securely locked.

243. Cases of sickness are to be regularly reported by her to the Surgeon through the Warden, and any sudden case, occurring either during the night or day, must be reported immediately to the Warden or Deputy Warden.

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

245. 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.

246. 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:

1. A "Work" Book, in which shall be entered the name and prison number of the convict, and the daily labor performed by her.

2. A "Convicts Report" Book, similar to that for males, and kept in the same way.

247. The Matron shall see that the convicts under her charge are dressed in a uniform dress according to the orders of the Directors.

#### DEPUTY MATRON.

248. 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.

249. 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.

250. 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.

251. 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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

266. 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.

267. No officer while on duty shall have any newspaper in his possession, nor read any book, nor shall he write, except necessary entries in the books under his charge.

268. Officers shall not make the affairs of the Penitentiary the subject of conversation beyond the precincts of the Prison.

269. 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.

270. No officer shall leave his post, except by order of the Warden or Deputy Warden, or Chief Keeper, who shall, before giving such order, take care that a relief is provided, to take the place of the officer relieved.

271. At least fifteen minutes before quitting work for the day, the officer in charge of a workshop shall see that all lights and stoves in the place are extinguished, and that all is safe from fire.

272. 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 by the superior officer, so countermanding or disallowing, to the officer who had given the order.

273. 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.

274. Every officer is enjoined to bear in mind that the affairs of the Penitentiary cannot be efficiently carried on by the Warden, nor discipline properly maintained, if any officer is guilty of a 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.

275. Should any officer perceive any sign pass between a convict and a visitor, or see a visitor 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.

276. 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 him 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.

277. An officer shall not make any familiarity with any convict, nor permit any to be used towards him by any convict, to the slightest extent.

278. Officers shall abstain from all hasty or opprobrious language towards convicts, as entirely unbecoming their position and character.



279. No officer is permitted to strike a convict under any circumstances, except in self defence, or to suppress revolt, prevent escape, or as a punishment ordered by the Warden.

280. 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.

281. 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.

282. 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.

283. If a convict makes 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 may require; but the officer shall in the meantime see that the convict obeys the order given him.

284. Every report against a convict shall be entered in the Report Book by the officer who makes it, or by the Chief Keeper, and signed by the officer reporting.

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

286. 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 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 sufficient for one man, may be quite insufficient for another, and the officer's report for the remission of sentence will be based accordingly.

287. 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.

288. 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. Officers will, however, 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.

289 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 such officer to do so.

290. 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.

291. 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.

292. 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.

293. 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 cannot be too strict nor too sharply on the watch to prevent such manufacture and more particularly in those shops where tools are necessarily in the hands of the convicts, which may be perverted to such purposes.

294. No person shall be employed as an officer of the Prison, either on the staff or on probation, who is not able to read and write with facility, or who cannot readily use figures in the elementary rules of arithmetic at least.

295. All officers whose duty it shall be to make an annual Report to the Warden for the Directors, 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 Directors.

#### VISITORS.

296. No visit or is permitted to speak to any convict without the permission of the Warden.

297. 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.

298. 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.

## CONVICTS.

299. 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 him that he is observed, when he will receive a further supply or not as the Warden or Deputy Warden may consider right.

300. 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 instantly return it to the officer dispensing the same.

301. 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 or duty.

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

303. 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.

304. 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 be besides liable to punishment.

305. 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.

306. 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.

307. 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.

308. 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.

309. 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, who may be locking up. 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.

310. 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, place the stretcher against the wall and arrange the bed upon the bench. 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.

311. Every convict shall approach the officers and servants of the Penitentiary in a respectful manner, and implicitly obey their orders.

312. He shall not leave the gang to which he has been attached upon any pretence, without the permission of the officer in charge.

313. No convict shall be permitted to speak to another convict upon any pretence whatever, nor to any officer, guard or other 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 speak to any visitor, nor look away from his work when a visitor is present.

314. A convict shall not write to another convict, nor make any sign motion nor communication of any kind whatever to him, nor shall he give another convict any offence.

315. No two or more convicts shall be together out of the sight, or the easy hearing of an officer.

316. No convict shall at any time, be in any place where he has not received permission to go.

317. No convict, unless by permission of an officer, shall enter the cell of any other convict for any purpose.

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

319. 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.

320. All whistling, shouting or making a noise of any kind; indecent behaviour, 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.

321. Every convict shall attend the services of the church of which he has declared himself to the Warden to be an adherent, nor shall he be allowed to change from one church to another, without the special permission of the Directors.

322. 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.

323. Every convict shall take the greatest care of books drawn by him from the library; he shall take 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 drawn by him, return the same to the library on the first exchange day thereafter.

324. All convicts who upon their reception into the Penitentiary, declare themselves to belong to the Roman Catholic Church, shall be placed under the spiritual charge of the Roman Catholic Chaplain; all others shall be placed under that of the Protestant Chaplain.

325. 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.

326. Should he be found away from his work without a pass, he will be liable to punishment.

327. 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.

328. Every convict who is seen within twenty feet of the enclosure of the Prison grounds, shall be liable to punishment.

329. 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.

#### SURVEY BOARD ON UNSERVICEABLE ARTICLES.

330. The Chief Keeper, the Storekeeper and the Steward, or such three officers as the Directors may name, shall form a Board, whose duty it shall be to determine, whether an article which has been in use is unserviceable or not.

331. 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.

332. When an article in use in a Department has become in the opinion of the officer in charge unserviceable, he shall send the article to the Storekeeper with a description thereof in writing, 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.

333. The Board shall determine whether the article should be repaired, used for any other purpose, sold, or declared condemned, and lay their decision before the Warden.

334. They shall keep a record of all articles submitted to them, and of their proceedings with regard to them.

#### BOOKS TO BE KEPT.

335. The following Books shall be kept under the direction and control of

the Warden, and such other Books as the Directors may from time to time see fit to direct.

336. The Directors may by a Resolution assign to any officer they may see fit, the duty of keeping any of the Books hereinunder mentioned, or any other Books ordered by them to be kept the present Regulation notwithstanding.

337. The Warden shall keep a "Daily Journal," which shall be formally laid before the Directors at their meetings, and before any one Director at his monthly visit, in which shall be entered :

1. Every remarkable occurrence happening in the Prison.
2. Every instance of negligence or misconduct on the part of any of the officers as reported to the Warden or as coming within his own knowledge.
3. Every escape or attempt at escape on the part of a convict.
4. Every instance of bad or of insufficient food, of food not properly cooked ; or not fairly distributed.
5. Every complaint by a convict of cruel or unjust treatment, by any officer or servant of the Penitentiary.
6. Any difficulty experienced in carrying out any of the Prison rules, or of any order or resolution of the Directors. He shall also bring such difficulty under their notice in his next quarterly report.
7. Such other matter or circumstance as may appear to the Warden proper or beneficial to be mentioned.

338. 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 Directors, and shall enter the answers of the convicts in the "Convicts Examination" Book to be kept by him for that purpose.

339. The Deputy Warden shall keep :

1. A Roster, in which shall be entered a record of every officer's duty for the day and the post to which he is assigned.
2. An "Officers 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.

340. 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 of which he may think of importance. He shall lay the said Journal before the Directors as a matter of routine at every meeting held by them at the Penitentiary, and before the Warden, at such times as he may desire.

341. 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 to register his progress in moral and religious improvement.

342. The Books recording the money transactions of the Penitentiary shall be kept by the Accountant, and shall be as under :

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.

2. A "Ledger" containing the accounts to which the posting from the Journal side of the Day Book shall be made.

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.

4. A "Tenders" Book into which shall be copied the calculations of the particulars of every Tender for supplies sent to the Warden.

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 of 1868."

The following Books shall be kept by the Clerk:

1. The "Directors Minute Book" with the index thereto, and the latter shall be written up immediately after every meeting of the Board.

2. A "Register" in which the name of every convict shall be entered with a full detail of his civil and criminal state, and a description of his person, and such other particulars as the Directors 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.

3. An alphabetical "Index" to the above. convict, the name, the crime, the place where sentenced, the date of commitment, and the date of expiry of the sentence, with a column for remarks.

4. A "Discharge Ledger" in which every month of 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.

5. A Register of all letters and documents received.

6. A Letter Book, into which all letters sent away shall be copied,

7. An "Orders Book," in which all orders given by the Directors 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.

8. An "Officers Default" Book to be left in the orderly room, at all times free for perusal by the officers, 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 Directors or by the Warden.

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.

343. 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.

344. The "Convicts Report" Book of the Female Department shall be kept by the Matron.

345. 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.

246. 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, shewing daily the quantity received, the quantity consumed and the balance on hand.

2. A "Rations Register" shewing 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.

A "Waste Book," in which shall be entered daily under separate heads the weight of the kind of bread left by the convicts. ,

4. A "Supplies in Use" Book, shewing the name and number of every convict in alphabetical order, the number of 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.

5. 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 he cannot. Should any money be found upon him the Warden shall deposit the same in the Government Savings Bank, in his corporate name in trust for the convict until his discharge, or until disposal of the amount with the Warden's consent.

247. 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.

348. On the first day in every month, every officer in charge of a depart-



ment shall leave at the Clerk's office, the "Department Stock" Book, and it shall be the duty of the Clerk and the Storekeeper to check the same, the Clerk 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 are correct. Should there be any errors of any kind, the same shall be noted in a blotter, to be kept by the Clerk 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 Clerk 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.

349. 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.

350. 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.

351. At the Kingston Penitentiary there shall be kept at the North Lodge gate, by the officer for the day, an "Officers Time" Book, in which every officer or servant (except as before excepted,) shall write his name, and the hour every time he passes into or out of the Prison, excepting officers or servants, known by the guard on duty at the gate to be going to or returning from meals, within the time allowed them for that purpose.

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 42nd Clause of the Penitentiary Act. Every visitor, or party of visitors, shall be accompanied by a Guard.

352. There shall be a "Requisitions" 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.

353 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.

354. 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.

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

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 Directors may from time to time direct.

3. A Case Book, which shall be kept according to a form from time to time to be given by the Directors.

4. A Death Book, in which shall be entered the Prison number and name of the deceased convict, his age, the length of time in Prison and in Hospital, and the cause of death.

5. An Hospital Journal, in which shall be entered in the English or French language all prescriptions ordered for the sick under treatment.

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.

#### LIBRARIES.

355. There shall be a Protestant Library for which the Books 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.

356. 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.

357. The Library Board, with the approval of the Directors, shall give such instructions for the issue and return of books and the record thereof, as they from time to time may see fit, as well as for the general management of the libraries and the preservation of the books.

358. 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 Directors, who may order such sum to be disbursed for the purpose, as they may think necessary.

359. 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 Directors, for their action thereupon.

360. No book of religious controversy, nor work tending to bring into contempt either the Protestant or the Roman Catholic Faiths, shall be permitted to be brought into the Prison.

#### PUNISHMENTS.

361. The punishment to be inflicted upon male convicts for any one Prison offence shall not be other than the following :

1. Diet of bread and water not exceeding nine consecutive meals.
2. Hard bed with or without a cover or covers according to the season not exceeding six consecutive nights.
3. Diet of bread and water not exceeding nine consecutive meals, combined with hard bed not exceeding six consecutive nights.
4. Ball and chain.
5. Ball and chain, combined with No. 1, or No. 2, or No. 3.
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.
7. Penal or separate cell, combined with No. 1, No. 2 or No. 3.
8. Flogging by the cats under the restrictions set forth in the "Penitentiary Act of 1868," and in these rules.
9. Flogging with rods of birch or other wood.
10. Forfeiture of days of remission of sentence earned by the convict
11. Shot or weight Drill.
12. Such other punishment as may be recommended by the Warden, approved of by the Directors and sanctioned by the Governor in Council, combined with any of the foregoing.

362. The punishment to be inflicted on Female Convicts shall not be other than the following for any single offence :

1. Diet of bread and water not exceeding six consecutive meals.
2. Hard bed with or without one or more covers, not exceeding six consecutive nights.
3. Diet of bread and water not exceeding six consecutive meals, combined with hard bed not exceeding six consecutive nights.
4. Cutting the hair short.
5. Cutting the hair short, combined with No. 1, No. 2 or No 3.
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.
7. Penal or separate cell combined with any of the preceding.
8. Forfeiture of days of remission of sentence earned by the convict.

#### KEYS.

363. 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.

#### PRISON ROUTINE.

364. 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.

365. During summer the bell for opening the Prison shall be rung, and the Prison shall be opened every morning at forty-five minutes past five o'clock. The bell for closing the Prison shall be rung, and the Prison shall be closed at half-past six o'clock in the evening in summer, and not later than six o'clock in winter.

366. The cell doors shall not be opened in the morning, nor the doors of the Dormitory wings, until after the Roll of Officers has been called.

367. During summer the convicts shall be seated in the dining hall for breakfast at fifteen minutes past six o'clock in the morning; and in winter at seven; for dinner at fifteen minutes past twelve o'clock noon; and they shall receive supper on going to their cells in the evening.

368. On Sundays they shall be seated for dinner at one o'clock after noon.

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

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

371. The following is the Penitentiary diet, which may be altered from time to time by the Directors.

#### PENITENTIARY DIETARY.

##### *Males.*

##### Breakfast :—

- 1 pint of Pea Coffee sweetened with  $\frac{1}{2}$  oz. of Brown Sugar,
- $\frac{1}{2}$  lb. Brown Bread, and
- $\frac{1}{2}$  lb. White Bread or  $\frac{1}{2}$  lb. Potatoes instead thereof,
- $\frac{1}{4}$  lb. Beef, Mutton or Pork (with Beets and Vinegar twice a week.)

##### *Females.*

- 1 pint of Tea sweetened with  $\frac{1}{2}$  oz. of Brown Sugar,
- $\frac{1}{2}$  lb. White Bread,
- $\frac{1}{2}$  lb. Brown Bread.

##### *Males.*

##### Dinner :—

- $1\frac{1}{2}$  Pint of Soup,
- $\frac{1}{2}$  lb. White Bread (or  $\frac{3}{4}$  lb. Potatoes instead thereof),
- $\frac{1}{2}$  lb. Brown Bread,
- $\frac{1}{2}$  lb. Beef, Pork or Mutton.

##### *Females.*

- 1 pint of Soup,
- $\frac{1}{2}$  lb. Brown Bread,
- $\frac{1}{2}$  lb. White Bread, or  $\frac{1}{2}$  lb. Potatoes instead thereof,
- $\frac{3}{8}$  lb. Beef, Mutton or Pork.

*Males.*

## Supper :—

10 oz. of White or Brown Bread, as may be ordered,  
 1 pint of Coffee sweetened with  $\frac{1}{2}$  oz. Brown Sugar or, instead thereof,  
 1 pint of Mush,  
 $\frac{1}{2}$  gill of Molasses.

*Females.*

6 oz. White Bread,  
 1 pint of Tea sweetened with  $\frac{1}{2}$  oz. Sugar, or instead thereof,  
 1 pint of Mush,  
 $\frac{1}{2}$  gill of Molasses,  
 Vegetables in their season; with Pepper, Salt and Vinegar.

The following shall be the scale of diet for the patients, but the Medical Superintendent shall have power to make such changes therein, in individual cases, as he may consider necessary :—

## Ration No. 1 :—

1 lb. White Bread,  
 $\frac{3}{4}$  lb. fresh Beef or Mutton, (as may be ordered),  
 1-22 bushels Potatoes, or 1 lb. White Bread, (as may be ordered),  
 1-44 lb. Salt,  
 1-44 oz. Pepper,  
 1-44 quart Vinegar,  
 1-22 quart Pease,  
 $\frac{3}{4}$  oz. Oatmeal,  
 $\frac{3}{8}$  oz. Souchong Tea,  
 1 oz. Molasses,  
 $1\frac{1}{2}$  oz. Sugar,  
 1 oz. Butter,  
 3-16 pint Milk.

## Ration No. 2 :—

1 lb. White Bread,  
 $\frac{1}{2}$  lb. fresh Beef or Mutton, (as may be ordered),  
 1-44 bushel Potatoes or  $\frac{1}{2}$  lb. White Bread, (as may be ordered)  
 1-44 lb. Salt,  
 1-88 oz. Pepper,  
 1-88 quart Vinegar,  
 $\frac{3}{8}$  oz. Souchong Tea,  
 1 oz. Molasses,  
 $1\frac{1}{2}$  oz. Sugar,  
 $\frac{1}{2}$  oz. Flour,  
 $\frac{1}{2}$  oz. Oatmeal,  
 1 oz. Butter,  
 3-16 pint Milk.

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