

28/24

CHAPTER 11. No. 7.

PRISONS.

AN ORDINANCE RELATING TO PRISONS.

Ordinance.
Ch.11. No.7-
1940.

[16th October, 1900.]

Commence-
ment.

1. This Ordinance may be cited as the Prisons Ordinance.

Short title.

2. In this Ordinance—

Interpre-
tation.

“prison” includes any place mentioned in section 3 of this Ordinance, or proclaimed or appointed under this Ordinance;

“prisoner” includes every inmate of any prison detained therein under sentence or conviction for any offence, or under committal or remand pending trial or investigation on a charge of any offence;

“prohibited article” means any article declared to be a prohibited article by the Prisons Rules for the time being in force.

3. The prisons of the Colony* shall consist of,—

Prisons of
the Colony.

(a) the Royal Gaol in Port-of-Spain;

(b) Carrera's Island, and any other convict depot proclaimed to be such by the Governor in Council under section 4;

(c) district prisons proclaimed to be such by the Governor in Council under section 5;

(d) labour yards and other places appointed under section 6.

* Golden Grove, proclaimed a convict depot to be known as His Majesty's Prisons, Golden Grove. G.N. 40-1948.

Convict
depots.

4. It shall be lawful for the Governor in Council by proclamation to appoint any place as a convict depot.

District
prisons.

5. (1) It shall be lawful for the Governor in Council, by proclamation, to declare any Police Station or part thereof or other suitable place to be a district prison.

(2) Any person sentenced on summary conviction to imprisonment, with or without hard labour, for any term not exceeding one month may be imprisoned at the nearest district prison: Provided that any person sentenced on summary conviction in Tobago to imprisonment, with or without hard labour, may be imprisoned in a district prison in Tobago for the full term to which he is sentenced.

Labour
yards.

6. (1) It shall be lawful for the Governor in Council, by proclamation, to appoint such places without the precincts of any prison as he may see fit as labour yards for the employment at hard labour during working hours of prisoners sentenced to imprisonment with hard labour.

Other places
where
prisoners
may be
required to
work.

(2) Any person who may have been sentenced to imprisonment with hard labour may lawfully be kept and worked at hard labour on any highway, road, street, or public place, or in any other place beyond the precincts of any prison which the Governor may from time to time by writing under his hand authorise and appoint.

Transfer of
prisoners.

7. It shall be lawful for the Superintendent of Prisons to transfer prisoners from any prison to any other prison as in his discretion may be necessary.

Prohibited
articles.

8. Any person who shall bring in or carry out, or endeavour to bring in or carry out, or knowingly allow to be brought into or carried out, of any prison any prohibited article shall be liable, on summary conviction, to a fine of ninety-six dollars.

Landing at
Carrera
without
authority.

9. Any person landing, or attempting to land, on the Island of Carrera, without the authority of the Governor, Superintendent of Prisons, or officer in charge, may be arrested by any officer in charge or warder and be by him

handed over to the Police, and any such person shall be liable, on summary conviction, to a fine of twenty-four dollars, or to imprisonment for three months.

10. Any person aiding the escape of any prisoner from any prison, or from the custody of any person in charge of any such prisoner, shall be liable, on summary conviction, to a fine of forty-eight dollars: Aiding
escape.

Provided that nothing herein contained shall be deemed to affect the powers of the Supreme Court on indictment for such offence under the provisions of the Criminal Offences Ordinance.

11. Any person who—

(a) assaults, obstructs, or resists, or

(b) aids or incites any other person so to assault, obstruct, or resist,

Assaulting,
etc., officers
of prison.

the Superintendent of Prisons, or any prison officer or warder, in the execution of his duty, or any person aiding or assisting such Superintendent, officer, or warder in the execution of his duty, shall be liable, on summary conviction, to a fine of one hundred and twenty dollars, or to imprisonment for six months.

12. Any unauthorised person holding intercourse or interfering with a prisoner while in any prison or public place shall be liable, on summary conviction, to a fine of twenty-four dollars. Interfering
with
prisoner.

13. For the purpose of preventing escape or violent assault, and for the purpose of preventing or suppressing mutiny, any officer having charge of any prisoners may use firearms or any other mode of force, and shall not be responsible for the consequences of such use, if necessary for any of the purposes aforesaid. Use of
firearms by
officers.

14. It shall be lawful for the Superintendent of Prisons or any warder or constable to apprehend without warrant any person committing an offence against this Ordinance. Right of
arrest.

15. All appointments under this Ordinance shall be published in the *Royal Gazette*. Publication
of appoint-
ments.

Prosecution
of offences.

16. All offences under this Ordinance punishable on summary conviction may be prosecuted before a Magistrate or Justice, and all penalties incurred in consequence of such offences may be imposed or recovered in the manner provided by the Summary Courts Ordinance.

CHAPTER 11. No. 7.

PRISONS.

R.G. 26.8.43.

G.N.—

75—1947.

4—1948.

187—1949.

Rules made by the Governor and Executive Council under the West Indian Prisons Act, 1838 (1 & 2 Vict. C. 67).

1. These Rules may be cited as the Prison Rules.

2. The staff of the Prisons Department shall consist of a Superintendent, a Deputy Superintendent, Assistant Superintendents, Medical Officers, Clerks, teachers, dispensers, storekeepers, subordinate officers, and such other officers and servants as the Governor may from time to time appoint.

PART I.

THE INSPECTOR OF PRISONS.

3. The Inspector of Prisons (hereinafter referred to as "the Inspector") shall inspect the Royal Gaol, the Female Prison, the Carrera Convict Prison, the Youth Training Centre at Golden Grove at least once in each month, and when so doing may exercise any of the powers vested in him by section 3 of the West Indian Prisons Act, 1838.*

4. The Inspector shall, upon such visits, investigate every complaint or application made to him by any prisoner, and the prisoners shall be given opportunity of laying their complaints or applications before him.

5. The Inspector shall, upon such visits, have the right to see every prisoner detained in the prison and shall pay special attention to those prisoners who are undergoing punishment in cells and those sick in the infirmaries.

6. When the Superintendent shall report to him that any prisoner has been guilty of repeated offences against these Rules or rules governing Young Offenders, as the case may be, or of any offence which the Superintendent himself is not empowered to punish, the Inspector shall forthwith enquire into and determine the case in a summary manner and shall order the offender to be punished according to the scale of punishment in these Rules or rules governing Young Offenders as the case may be.

7. The Inspector shall investigate all complaints made against subordinate officers and, in cases where he does not think dismissal necessary, he shall have the power to inflict any fine not exceeding one month's salary, or he may reduce the officer to a lower place in the same rank.

8. When a subordinate officer is found guilty of an offence for which, in the opinion of the Inspector, he ought to be dismissed or to be reduced in rank and pay, he shall report the case for the approval of the Governor.

9. He shall submit to the Colonial Secretary as soon as possible after the 31st March in every year, a report on the prisons specified in rule 3, together with the Annual Report of the Superintendent of Prisons, and shall specify in such report all defects in the construction, management, or discipline of the said prisons, and all improvements which are, in his opinion, requisite for maintaining and improving the government and discipline of the said prisons and for promoting the reformation of prisoners.

* Golden Grove, proclaimed a convict depot to be known as His Majesty's Prisons, Golden Grove, by G.N. 40—1948.

PART II.

OFFICIAL VISITORS.

10. The Governor may appoint such persons as he may think fit to be Official Visitors to one or more prisons. Such appointments shall be for a period not exceeding three years but may be terminated at any time at the Governor's pleasure.

11. Any Official Visitor may enter and inspect at any time any prison of the Colony to which he has been appointed a Visitor and shall be afforded full information on all matters connected with such prison and shall be given free access to all parts of such prison and to all prisoners therein.

12. On the visit of any Official Visitor, the Superintendent or Officer in charge shall announce his arrival to the prisoners and opportunity shall be given to every prisoner to interview him. Should the Visitor desire to interview any prisoner, such prisoner shall be brought before him, or he may see such prisoner as he desires, either in his cell or in a room out of sight and hearing of prison officers.

13. An Official Visitor's Book shall be kept at each prison in which Official Visitors shall record their visit and make any remarks or recommendations they may consider necessary. A copy of every such entry shall be forwarded to the Colonial Secretary, for the information of the Governor, without delay.

14. The Chief Justice, the members of the Executive Council, the Puisne Judges, and the Chief Magistrate shall be *ex officio* Official Visitors to any prison.

PART III.

STAFF.

SUPERIOR OFFICERS.

(i) *The Superintendent of Prisons.*

15. The Superintendent of Prisons shall have charge of and be responsible for the proper management of all prisons (but not of Industrial Schools or Orphanages). He shall take care that the prisoners are humanely treated, that discipline and security are strictly enforced and that everything is done to encourage and promote the reformation of the prisoners.

16. The Superintendent shall reside as near as possible to the Royal Goal and his office shall be at that prison. He shall not be absent from Port-of-Spain at night except with the permission of the Colonial Secretary who shall be informed of the reason for such absence and the arrangements made for the performance of his duties.

17. The Superintendent shall carefully examine all requisitions for stores, materials and tools before approving orders therefor so as to ensure that rigid economy is practised.

18. The Superintendent shall not have any other employment except with the consent of the Governor.

19. The Superintendent shall strictly conform to the laws and rules relating to prisons and shall be responsible for the due observance of them by all members of the staff.

20. The Superintendent shall observe the conduct of all officers and enforce on each of them the due execution of his duties.

21. The Superintendent shall interview, or cause to be interviewed, all prisoners on reception and prior to their discharge.

22. The Superintendent shall inspect all the prisons and all prisoners as often as is possible paying special attention to gangs working outside the prisons in order to ensure that they are industrious and that all orders respecting their safe custody and the application of labour are duly enforced. He shall state in his Journal when such inspections have been made. He shall at intervals make surprise visits to the prisons at night, and record in his Journal each such visit and the result thereof.

23. The Superintendent shall require a report to be made to him at the hour of locking up of the prisoners for the night, as to whether all the officers for duty are present and whether or not everything is correct.

24. The Superintendent shall call the attention of the Medical Officer to any prisoner whose state of mind or body appears to require attention, and shall, so far as practicable, carry into effect any written recommendation made by the Medical Officer.

25. When a prisoner is, in the opinion of the Medical Officer, dangerously ill, the Superintendent shall whenever practicable forthwith inform the relatives of such prisoner.

26. The Superintendent shall, without delay, report to the Colonial Secretary any case of insanity or apparent insanity occurring among the prisoners, or any case in which the Medical Officer is of the opinion that the mental state of any prisoner is becoming impaired or enfeebled by continued imprisonment, or that the life of any prisoner will be endangered by further imprisonment, or that any sick prisoner will not survive his sentence or is totally and permanently unfit for prison discipline.

27. The Superintendent shall upon the death of a prisoner give immediate notice thereof to the Coroner and other authorities as prescribed by the Coroners' Ordinance or other law for the time being applicable.

He shall also, when practicable, notify the nearest relative of the deceased.

28. The Superintendent shall not allow any person to view any prison or to hold conversation with a prisoner except in accordance with the provisions of these Rules or other relevant provisions.

29. The Superintendent shall ensure that no person authorised to view any prison makes any sketch or takes any photograph thereof except with the permission of the Colonial Secretary.

30. The Superintendent shall have the power to remove from any prison any visitor whose conduct is improper or to order his removal therefrom by any officer.

31. The Superintendent shall cause a notice to be affixed at the entrance to each prison cautioning persons against bringing in prohibited articles, a list of which will be given in the notice. Should he suspect any person of bringing in any prohibited article into or of carrying out any property belonging to the government from a prison, he may order such person to be searched.

32. The Superintendent shall cause an abstract of such of the Rules as relate to the treatment, privileges, earnings and remission of sentence of prisoners to be placed in a conspicuous part of each prison and he shall also ensure that such Rules are explained to prisoners on admission.

33. The Superintendent shall arrange that offences against prison discipline shall be promptly dealt with and shall, as soon as possible, investigate any complaint and attend to any application from a prisoner and shall ensure that any prisoner desiring to see the Inspector or any Official Visitor shall have an opportunity of doing so.

34. The Superintendent shall enforce a high degree of cleanliness amongst the staff, the prisoners and in every part of the prisons.

35. The Superintendent shall frequently test the quantity and the quality of the diets supplied to prisoners.

36. In cases of gross misconduct on the part of any subordinate officer, the Superintendent may suspend such officer from duty and place him on half pay, reporting the case at once to the Inspector. The Superintendent is empowered to impose upon subordinate officers and servants fines according to the scale in Schedule III to these Rules.

37. The Superintendent shall keep or cause to be kept all records, registers, journals, accounts and other books necessary for the efficient administration of the Prisons Department.

38. The Superintendent shall arrange for the regular check of all stores, inventories, records, work orders and accounts by officers of the Department.

39. Whenever visits are made to a prison by the Inspector or by an Official Visitor, the Superintendent shall supply such Inspector or Official Visitor with full information regarding such prison and shall give free access to all parts of the prison and to the prisoners therein.

40. The Superintendent shall take care that precautions against fire are adopted, and that the appliances for the extinction of fire are at all times kept in good order and ready for use. He shall take care that instructions are given as to the steps to be taken in case of fire, and that the officers concerned are acquainted with their duties on such occasions.

41. In cases of emergency not sufficiently provided for in these Rules the Superintendent shall be guided in taking action by the Rules and Standing Orders for Prisons in England except where the same are clearly inconsistent with any local law.

42. The Superintendent may communicate direct with the Colonial Secretary on any matter connected with the Prisons Department. All officers may communicate with the Colonial Secretary in writing through the Superintendent who shall forward such communication without delay, making any observations he may deem necessary upon the contents thereof.

43. The charge of the Prisons Department shall, in the absence of the Superintendent, devolve on the Deputy Superintendent or in his absence on one of the Assistant Superintendents deputed by the Superintendent; and the Deputy Superintendent or other officer so deputed shall be competent to perform and shall perform any duty required to be performed by the Superintendent.

44. The Superintendent may delegate to the Deputy Superintendent or to an Assistant Superintendent certain duties other than those connected with their particular station.

45. The Superintendent shall, as soon as possible after the 31st of March in each year, submit to the Inspector for the information of the Governor a report in writing with respect to the administration of the prisons of the Colony for the past year.

46. The Superintendent and his family shall be entitled to free medical attendance and medicines.

47. The Superintendent shall be entitled to leave in accordance with the Civil Service Regulations for the time being in force.

(ii) *The Deputy Superintendent and Assistant Superintendents.*

48. The Deputy Superintendent shall be in charge of the Royal Gaol and Female Prison and shall reside as near to the Royal Gaol as possible. He shall assist the Superintendent in the administration of the Prisons Department.

49. The Deputy Superintendent shall be responsible for the training of the subordinate officers of the prisons and shall be assisted in these duties by the Assistant Superintendents.

50. The Deputy Superintendent shall carefully check all warrants of commitment and see that they are entered daily in the registers and that the dates of discharge of prisoners are accurately entered in the Discharge Journals.

51. An Assistant Superintendent shall be in charge of the Carrera Convict Prison and shall reside in the quarters provided thereat.

52. An Assistant Superintendent shall be in charge of the Youth Training Centre and shall administer that Centre in accordance with the Regulations made by the Governor in Executive Council under the Young Offenders Detention Ordinance. He shall reside as near as possible to that Centre.

53. The Deputy Superintendent and the Assistant Superintendents shall daily inspect every part of their respective stations and shall see every prisoner once at

least in every twenty-four hours, special attention being paid to those undergoing punishment and those in the infirmaries.

54. The Deputy Superintendent and the Assistant Superintendents shall see that a careful check is kept of all stores, clothing and tools at their respective stations in order to ensure that waste is prevented.

55. The Deputy Superintendent and the Assistant Superintendents shall as frequently as possible inspect gangs working outside their stations in order to ensure that discipline is being maintained and that a full day's work is being done.

56. The Deputy Superintendent and the Assistant Superintendents shall take care that all written instructions of the Medical Officer are carried out. Should these instructions interfere with the daily routine, good order and discipline of their stations they shall at once confer with the Medical Officer and report the case to the Superintendent.

57. The Deputy Superintendent and the Assistant Superintendents shall cooperate with and facilitate the work of the Chaplains and the Teachers.

58. The Deputy Superintendent and the Assistant Superintendents shall frequently inspect the quality and quantity of the diets and make sure that every prisoner receives the diet to which he is entitled.

59. The Deputy Superintendent and the Assistant Superintendents shall, without delay, investigate all charges against prisoners and deal with them in accordance with these Rules or the Regulations governing Young Offenders, as the case may be.

60. The Deputy Superintendent and the Assistant Superintendents shall without delay, investigate all complaints and requests of prisoners.

61. The Deputy Superintendent and the Assistant Superintendents shall, at least once a week, pay a surprise visit to their station at night.

62. The Deputy Superintendent and the Assistant Superintendents shall be present at all corporal punishments inflicted at their station and shall promptly carry into effect any order or instruction of the Medical Officer in connection therewith.

63. The Deputy Superintendent and the Assistant Superintendents shall regulate the duties and hours of the staff in consultation with the Chief Officer of their Station.

64. The Deputy Superintendent and the Assistant Superintendents shall take care that all records, journals, and other documents are kept up to date and are carefully preserved.

65. The Deputy Superintendent and the Assistant Superintendents shall interview all prisoners on admission and on discharge, bringing to their notice the amount of remission that may be gained by good conduct and industry, and any other rules or orders governing their conduct. From those about to be discharged they shall ascertain whether or not they have received all money and property taken from them on admission. To those discharged on licence they shall explain the terms and conditions of the licence.

66. The Deputy Superintendent and the Assistant Superintendents shall not be absent from their stations during the prescribed hours of attendance without the permission of the Superintendent.

67. The Deputy Superintendent and the Assistant Superintendents shall carefully observe and carry out all Prison Rules, and orders and instructions of the Superintendent. They shall ensure that all concerned do the same.

68. The Deputy Superintendent and the Assistant Superintendents shall be liable to be transferred from one station to another on the order of the Governor.

69. The Deputy Superintendent and the Assistant Superintendents and their families shall be entitled to free medical attendance and medicine.

70. The Deputy Superintendent and the Assistant Superintendents shall be entitled to leave in accordance with the Civil Service Regulations for the time being in force.

(iii) The Medical Officer.

71. The Medical Officer shall have the general care of the health of the prisoners and shall attend all sick prisoners and all officers and servants of the Prisons Department residing at any prison or residing within the limits of the City of Port-of-Spain. Medicines prescribed by the Medical Officer shall be supplied at the expense of the Government.

72. The Medical Officer shall report to the Colonial Secretary, through the Superintendent, any circumstance connected with the prisoners or the treatment of the prisoners which at any time appears to him to require consideration on medical grounds.

73. The Medical Officer shall visit the Royal Gaol and the Female Prison daily not later than 8.00 a.m.; the Carrera Convict Prison three times a week; and the Youth Training Centre three times a week. He shall visit these stations more frequently if necessary or if called in cases of emergency by the Superintendent.

74. The Medical Officer shall examine every prisoner as early as possible after admission, and record in his Journal the state of his health, the class of work he is fit to do and any other particulars he may think necessary. He shall also examine every prisoner on the morning of his discharge, noting in his Journal any injuries or maladies from which such prisoner may be suffering.

75. The Medical Officer shall, on every visit, examine such prisoners as complain of illness, reporting to the Superintendent in writing their fitness or otherwise for labour. He shall also see every prisoner who is sick in the Infirmary or elsewhere.

76. The Medical Officer shall, on every visit, see every prisoner who is under restraint in cellular confinement, or on restricted diet or awaiting execution or any other prisoner to whom his attention is specially directed.

77. When a prisoner is about to be removed from any prison the Medical Officer shall examine him and certify as to his fitness to travel, and as to such other particulars regarding him as may be required.

78. The Medical Officer shall frequently examine the provisions made for the purpose of cleanliness and sanitation and see whether they are in efficient working order. He shall report at once to the Superintendent any defect or insufficiency therein.

79. The Medical Officer shall record the following particulars in connection with the death of any prisoner—

- (a) the date and time when the illness of such prisoner was first notified to him or noticed by him;
- (b) date of beginning of illness (if known);
- (c) nature of illness;
- (d) date and time of death;
- (e) appearance of body after death; and
- (f) any other special remarks.

80. Once in every quarter the Medical Officer shall inspect every part of every prison for the purpose of ascertaining that nothing exists therein likely to be injurious to the health of the prisoners. The result of this inspection shall be reported by him in writing through the Superintendent to the Colonial Secretary for the information of the Governor.

81. The Medical Officer shall frequently inspect the food (whether cooked or uncooked) of the prisoners and shall report to the Superintendent as to the state and quality of food and as to any deficiency in the quantity or defect in the quality of the water, and also as to the sufficiency of the clothing and bedding, and any other matter which may affect the health of the prisoners.

82. When the Medical Officer has reason to believe that a prisoner's health is likely to be injuriously affected by prison discipline or treatment, he shall report the

case in writing, through the Superintendent, to the Colonial Secretary together with such recommendations as he thinks proper.

83. Whenever the Medical Officer is of the opinion that the life of any prisoner will be endangered by his continuance in prison, or that any sick prisoner will not survive his sentence, or is totally and permanently unfit for prison discipline, he shall report his opinion and the grounds thereof, in writing, through the Superintendent, to the Colonial Secretary.

84. The Medical Officer shall give notice to the Superintendent and the Chaplain when a prisoner appears to be dangerously ill.

85. The Medical Officer shall report in writing to the Superintendent the case of any prisoner to which he thinks it necessary on medical grounds to draw attention and shall make such recommendations as he deems needful for the alteration of the discipline or treatment of the prisoner or for the supply to him of additional articles of food or clothing.

86. The Medical Officer shall have the special care of the mental health of the prisoners, keeping under his special observation any whose mental condition appears to require such observation, and if necessary shall take such steps as he may consider proper with a view to their segregation, or treatment as mental patients.

87. The Medical Officer shall report to the Colonial Secretary through the Superintendent the case of any prisoner whose mental health appears likely to become impaired by continued imprisonment.

88. (1) If any case of peculiar difficulty or danger occurs, the Medical Officer may call in additional medical aid, but if time permits, he shall first apply through the Superintendent for the Colonial Secretary's approval.

(2) No serious operation shall be performed without previous consultation with another medical practitioner, except under very urgent circumstances not admitting of delay, and the Medical Officer shall keep a record of such circumstances.

89. The Medical Officer shall submit to the Superintendent in writing a recommendation for separating from other prisoners any prisoner suffering, or suspected of suffering, from any infectious or contagious disease, and shall immediately take such steps as may be necessary to prevent the spread of any such disease.

90. The Medical Officer shall prescribe whenever necessary the special diets and extra food for issue to sick prisoners.

91. The Medical Officer shall enter in a Dietary Book the name of any prisoner who is to receive special diet or extra food, the kind of diet or food and the period during which he is to receive same, and the grounds on which such diet or extra food is ordered. This book shall be signed by him and forwarded daily to the Superintendent, Deputy Superintendent or Assistant Superintendent, as the case may be.

92. The Medical Officer shall examine all candidates for employment in the Prisons Service and certify in writing whether they are mentally and physically fit for such employment.

93. On the Superintendent bringing to the notice of the Medical Officer that an officer is absent from duty on the plea of sickness, the Medical Officer shall visit such officer and give a certificate in writing as to whether such officer is fit or unfit for duty, and if unfit he shall state the number of days sick leave recommended.

94. If the Medical Officer is of the opinion that an officer is unable to perform his duties on account of sickness, which is the result of misconduct or irregularity of life, he shall report the same in writing to the Superintendent.

95. The Medical Officer shall submit during the month of January in each year, for insertion in the Annual Report of the Superintendent, a report in writing specifying, with reference to the preceding year, the state of health in which the prisoners have been received and the general state of health which has been maintained; the diseases which have been most prevalent; whether any connection can be traced between the diseases which have occurred and the locality or actual state of the

buildings, or the diet, employment, or other particular circumstances; the number of deaths, the number of Infirmary cases, the number of cases of slight indisposition treated outside the Infirmary, and the proportion of sick to the whole number of prisoners during the year; and any other circumstances with reference to the health of the prisoners that he may consider proper to bring to the attention of the Authorities.

96. When the Medical Officer is ill or absent from duty for any other reason, he shall arrange with the Director of Medical Services to appoint a substitute and shall notify the Superintendent.

(iv) *The Chaplains.*

97. The Chaplains shall attend at the Royal Gaol every morning (except Sunday) not later than 9.00 a.m. for the purpose of interviewing prisoners newly admitted and those about to be discharged.

98. The Chaplains shall hold services for their respective denominations at least once a week at the Royal Gaol, the Carrera Convict Prison, and the Youth Training Centre at hours to be fixed by the Superintendent of Prisons. They shall also visit these Institutions on at least one other occasion during the week, preferably in the evening, for the purpose of individual contacts with prisoners.

99. The Chaplains shall regularly visit prisoners who are under restraint, in cellular confinement, or sick in the Infirmaries.

100. The Chaplains shall pay special attention to and visit daily prisoners awaiting execution.

101. The Chaplains shall read the burial service at the funeral of any prisoner who may die in prison, in case provision for the reading of such service is not otherwise made.

102. The Chaplains shall have the general supervision of libraries and be responsible for the selection of suitable books and magazines therefor, and shall arrange for the compilation of catalogues and the issue and return of books.

103. The Chaplains shall, in consultation with the Superintendent, arrange for suitable members of the public to give concerts, cinema shows, talks, and lectures, for prisoners and shall be present thereat.

104. The Chaplains shall, once a week, read to all prisoners a summary of the news both local and foreign, and also bring to their notice any event which they may consider to be of interest to them.

105. The Chaplains shall keep a personal record of each prisoner of their denomination. They shall also enter in a journal at each Institution a record of their visits.

106. The Chaplains shall at once communicate to the Superintendent any abuse or impropriety which may come to their knowledge.

107. The Chaplains shall conform to the Prison Rules and shall not interfere with the working of them as regards the safe custody, discipline and labour of prisoners, but shall support the Superintendent in the maintenance of discipline.

108. The Chaplains shall submit, during the month of January in each year, for insertion in the Annual Report of the Superintendent, a report in writing with reference to their work during the preceding year.

109. In case of illness or absence from duty for any other cause of a Chaplain he shall inform the Superintendent in writing and nominate a substitute for the approval of the Governor.

110. Ministers and priests of religious denominations, other than those for which Chaplains are appointed, may be permitted to visit members of their denomination or faith while in prison, provided that the prisoner expresses a desire to be visited by such minister or priest.

(v) *The After-Care Officer.*

111. The After-Care Officer shall attend at the Royal Gaol daily not later than 9.00 a.m. for the purpose of interviewing and aiding prisoners on discharge. He shall also be accessible to ex-prisoners at some office or place in Port-of-Spain.

112. The After-Care Officer shall whenever possible assist all prisoners on discharge who, in his opinion, require assistance by way of small money grants, travelling warrants, clothing or tools and shall endeavour to get employment for such ex-prisoners.

113. The After-Care Officer shall regularly visit the prisons and interview prisoners who are about to be discharged with the view of ascertaining their needs as regards clothing, tools and employment.

114. The After-Care Officer shall as far as possible keep in touch with all ex-prisoners and endeavour by all means in his power to keep them from returning to prison.

115. The After-Care Officer shall submit to the Superintendent at the end of each month a statement showing the amount disbursed, and such statement shall be forwarded to the Director of Audit by the Superintendent.

116. The After-Care Officer shall submit, during the month of January in each year, for insertion in the Annual Report of the Superintendent a report on his work for the preceding year. This report shall contain information as to the number assisted, the nature of the assistance, the total expenditure, and any other information considered to be necessary.

117. The After-Care Officer shall conform to the Prison Rules and shall not interfere with the working of them as regards the safe custody, discipline and labour of prisoners but shall support the Superintendent in the maintenance of discipline.

118. In the case of illness or absence from duty for any other cause of the After-Care Officer, he shall inform the Superintendent in writing and nominate a substitute for the approval of the Governor.

(vi) *The Matron.*

119. The Matron shall reside as near as possible to the Royal Gaol. She shall have the care and superintendence of the whole of the female prisoners. The entrance gates of the Female Prison shall be secured by locks of a different type from those used in the Male Prison.

120. The Matron shall exercise a close and constant personal supervision over the whole of the Female Prison. She shall visit and inspect daily all parts of the prison where female prisoners are employed or confined, and shall give special attention to any female prisoner who is sick or under restraint or in cellular confinement. Neither the Matron nor any female officer shall quit the Prison during duty hours without the permission of the Superintendent.

121. The Matron shall from time to time pay a surprise visit to the Female Prison during the night and satisfy herself as to its state. Such visits shall be made at varying intervals and at varying times and not less than once a week.

122. Whenever the Matron is absent, her duties shall be performed by a qualified female officer approved by the Superintendent, and such officer shall have all the powers and perform all the duties of the Matron.

123. The Matron shall take care that no male officer or visitor enters any part of the Female Prison unless accompanied by herself or some other female officer.

124. The Matron shall conform to the Prison Rules and to orders and instructions of the Superintendent in so far as they apply to female officers and female prisoners.

(vii) *The Steward and Chief Clerk.*

125. The Steward shall, with the approval of the Superintendent, assign to each clerk at the Royal Gaol specific duties and shall ensure, by constant personal

supervision, that these duties are efficiently performed and that the office work is kept up to date.

126. The Steward shall immediately bring to the notice of the Superintendent any omission or irregularity in the work of the clerks or in their attendance.

127. The Steward shall receive all monies paid in for fines, work orders, prisoners' property and see that same are promptly brought to account and paid into the Treasury.

128. The Steward shall be responsible for the keeping of the Imprest Account and the Cash Book.

129. The Steward shall receive and keep in safe custody the property of prisoners other than clothing.

(viii) *The Warrants Clerk.*

130. The Warrants Clerk shall carefully check all warrants received at the Royal Gaol and immediately draw the attention of the Superintendent or his Deputy to any error or omission in same. He shall carefully compute each prisoner's date of discharge and at once enter all particulars in the Registers, Discharge Journals and Criminal Records.

131. The Warrants Clerk shall compute the amount of fines and other sums to be paid by a prisoner to effect his discharge. He shall preserve unmutilated all warrants and documents in connection with prisoners.

132. The Warrants Clerk shall daily write up the returns of fines paid, and shall keep all statistics up to date.

(ix) *The Storekeeper.*

133. The Storekeeper shall be responsible for all stores, and for the receipt and issue of same. All deficiencies due to his carelessness or negligence shall be made good by him.

134. The Storekeeper shall keep the Stores Ledgers up to date.

135. The Storekeeper shall daily prepare the Dietary Sheets in accordance with the Dietary Scale and shall issue the several articles required for the same.

136. The Storekeeper shall scrutinise all requisitions for stores and forward same for the approval of the Superintendent, drawing attention to any demands which he may consider excessive.

137. The Storekeeper shall carefully check all articles supplied by the contractors and immediately report to the Superintendent any defect in the quality or shortage in the quantity thereof.

138. The Storekeeper shall periodically check the weights and scales in use to ensure that they are correct at all times.

139. The Storekeeper shall not deliver up the keys of the Storeroom to anyone except with the approval of the Superintendent.

140. The Storekeeper shall keep an account of all articles unfit for further use, and shall prepare a list quarterly for condemnation by a Board of Survey.

141. The Storekeeper shall give full information and allow free access to any officer appointed to check the stores.

142. The Storekeeper shall be aided in his duties by an Assistant Storekeeper to be nominated by the Superintendent.

(x) *The Correspondence Clerks and Clerks generally.*

143. The Correspondence Clerk shall be responsible for the accurate filing of all correspondence, and shall keep a record of all outgoing letters and see that they are promptly despatched. He shall open in-coming letters, except those marked "secret" or "confidential", and pass them to the appropriate officer to be dealt with.

144. The Clerks stationed at Carrera Convict Prison and the Youth Training Centre shall be under the supervision and orders of the Assistant Superintendent in charge of these stations. Those stationed at the Royal Gaol shall perform the duties which have been assigned to them.

145. All clerks, other than the Steward, the Warrants Clerk and the Storekeeper, may be transferred at any time from one station of the Department to another, on the order of the Superintendent.

146. All clerks shall be subject to and be governed by the Civil Service Regulations for the time being in force.

(xi) *The School Teachers.*

147. The School Teachers shall be seconded by the Director of Education from the Education Department for duty in the Prisons Department.

148. The School Teachers shall give instruction at such hours and at such stations of the Prisons Department as the Superintendent may from time to time direct.

149. The School Teachers shall conform to and maintain all Prison Rules and shall be subject to the rules relating to Subordinate Officers.

150. The School Teachers shall endeavour by every means in their power to improve and reform all prisoners committed to their teaching.

151. The School Teachers shall, towards the end of each year, submit to the Director of Education, through the Superintendent, a programme of work for the ensuing year.

152. (1) The School Teachers shall be entitled to six weeks leave annually, subject to the exigencies of the service, which leave may be taken at a period indicated by the Superintendent.

(2) The School Teachers may be granted sick leave, not exceeding 28 days annually, by the Superintendent of Prisons on the recommendation of the Medical Officer.

153. The Male School Teachers shall be entitled to two suits of uniform yearly, in accordance with Schedule II hereto.

(xii) *The Dispensers.*

154. Dispensers shall be seconded by the Director of Medical Services from the Health Department for duty in the Prisons Department. They may be granted vacation leave by the Director of Medical Services provided a leave relief is appointed.

155. The Senior Dispenser shall attend at the Royal Gaol from 8 a.m. to 4 p.m. daily and at such other times as circumstances may render necessary.

156. The Senior Dispenser shall be responsible for the drugs and medicines in the Infirmary at the Royal Gaol and for the replenishment of same. He shall also be responsible for the supply of drugs and medicines to the other stations of the Department, as may be directed by the Medical Officer.

157. The Senior Dispenser shall be aided in his duties by an Assistant Dispenser who shall be in attendance daily at the Royal Gaol from 7.30 a.m. to 4 p.m. and again at 7 p.m. and at such other times as circumstances may render necessary.

158. Two Assistant Dispensers shall reside at Carrera Convict Prison in the quarters provided and shall not leave that prison except with the permission of the Assistant Superintendent in charge.

159. An Assistant Dispenser shall attend at the Youth Training Centre daily from 7.30 a.m. to 4 p.m. and at such other times as circumstances may render necessary.

160. The Dispensers shall conform to and maintain all Rules and orders relating to the government and administration of the prisons and Youth Training Centre, and shall be subject to the rules applicable to subordinate officers,

except with regard to leave in which case they will be subject to Civil Service Regulations for the time being in force.

161. The Dispensers shall be responsible for all drugs and medicines at their respective stations, the compounding of prescriptions and the carrying into effect of all orders of the Medical Officer with regard to the treatment, diet and clothing of sick prisoners whether confined in the Infirmaries or treated as out-patients.

162. The Dispensers shall see that the Infirmaries are kept clean and tidy and that prisoners confined therein behave in an orderly manner. They shall report to the Superior Officer in charge all cases of misconduct or other breaches of the Rules or orders.

163. The Dispensers shall prepare daily a list of the diets entered by the Medical Officer in the Dietary Book and forward these to the Storekeeper as early as possible.

164. The Assistant Dispensers may be transferred at any time from one station of the Department to another, on the order of the Superintendent.

165. The Dispensers shall be entitled to two suits of uniform yearly in accordance with Schedule II hereto.

(xiii) *Prison Officers generally.*

166. Every officer, with the exception of the Superintendent, the Deputy Superintendent, the Assistant Superintendents, the Medical Officers, the Chaplains, the After-Care Officer, the Matron and the Civil Service Clerks, shall be deemed to be a subordinate officer.

167. Subordinate officers except School Teachers and Dispensers shall be selected by the Superintendent, passed as fit by the Medical Officer, and appointed by the Governor subject to twelve months probation. This period may be increased with the approval of the Governor. Should a probationer prove to be unsuitable his services may be dispensed with by the Superintendent. Promotions shall be approved by the Governor.

168. Subordinate officers shall undergo such training during their probation and throughout their service as may be ordered by the Superintendent.

169. Subordinate officers shall strictly conform to and obey all Prison Rules and orders and instructions issued by the Superintendent, Deputy Superintendent or any Assistant Superintendent and shall assist to their utmost in maintaining order and discipline.

170. Every officer or servant of the Prisons Department shall at once communicate to the Superintendent, or the Deputy Superintendent or an Assistant Superintendent any abuse or impropriety which may come to his knowledge.

171. No officer shall, without the authority of the Superintendent, carry out any pecuniary or business transaction with or on behalf of any prisoner.

172. (1) No officer shall receive any unauthorised fee, gratuity or other consideration in connection with his duties as a prison officer.

(2) No officer shall directly or indirectly have any interest in any contract in connection with any prison; nor shall he receive, directly or indirectly, under any pretence whatever, any fee, gratuity or other consideration from any contractor, or from any person tendering or any other person whatever in connection with any such contract.

(3) No officer shall at any time receive any fee, gratuity or other consideration in connection with the admission of any visitors to any prison or to prisoners.

173. No officer shall allow any familiarity between a prisoner and himself or any other officer or servant of the Prisons Department, nor shall he discuss his duties or any matters of discipline or prison management, within the hearing of a prisoner.

174. No officer shall by word, gesture or demeanour, do anything which may tend to irritate any prisoner.

175. No officer shall knowingly correspond with or hold any intercourse with any ex-prisoner or with the friends or relatives of any prisoner or ex-prisoner unless with the knowledge of the Superintendent.

176. No officer shall use any tobacco or intoxicating liquors within the prison walls, except under such restrictions as to time and place as may be laid down by the Superintendent.

177. No officer shall without authority bring in or carry out, or attempt to bring in or carry out, or knowingly allow to be brought in or carried out, to or for any prisoner, any article whatsoever.

178. Every officer or servant of the prison shall submit himself to be searched in the prison if called upon to do so by the Superintendent, or Deputy Superintendent, or an Assistant Superintendent.

179. No officer below the rank of Assistant Superintendent shall be absent from duty without leave from the Superintendent or the Deputy Superintendent, or an Assistant Superintendent.

180. An officer provided with quarters shall vacate such quarters when required to do so. Should he die while in service, his family shall give up the quarters when required to do so.

181. It is the duty of every subordinate officer to direct the attention of the Superintendent or the Deputy Superintendent or an Assistant Superintendent to any prisoner (whether he complains or not) who appears to be out of health, or whose state of mind appears to be deserving of special notice and care, and it is the duty of the Superintendent or Deputy Superintendent or Assistant Superintendent, without delay, to bring such cases to the notice of the Medical Officer.

182. No officer in dealing with prisoners shall use force unnecessarily, and in any case in which the application of force to a prisoner is needful, no more force than is necessary shall be used. The striking of a prisoner by an officer is forbidden except in self defence or to protect the life of any other person, or when the officer is ordered to do so under the provisions of these Rules.

183. A subordinate officer shall make an immediate report to a superior or senior officer of any misconduct or disobedience of orders by a prisoner.

184. No officer shall directly or indirectly make any unauthorised communication to representatives of the Press or any other persons in reference to matters which may become known to him in the course of his official duties.

185. No officer shall without authority publish any matter or make any public pronouncement relating to prisons or prisoners or the administration of the Prisons Department.

186. A subordinate officer shall, without delay, inform the Superintendent or the Deputy Superintendent or an Assistant Superintendent of any prisoner who desires to make any complaint or to prefer any request.

187. No officer shall be permitted to receive any visitors in any prison without the permission of the Superintendent.

188. Officers in charge of stores, tools or other Government property will be held responsible for them, and will be liable to pay for any articles committed to their charge which they cannot satisfactorily account for.

189. A list of tools and other implements shall be kept in every toolroom, work-room or shed and the officer in charge thereof shall be responsible that all tools enumerated thereon are available at all times, and shall produce a receipt for any article issued to another Officer.

190. Subordinate officers shall, when they relieve each other, point out to their successors all matters of special importance, check over all tools or other articles committed to their care, and pass on any orders they may have received.

191. No subordinate officer shall, on any pretext whatsoever, leave prisoners entrusted to his care until he has received an audible and proper acknowledgment for them from the officer to whom he is handing over.

192. Officers shall pay special attention to prisoners in cellular confinement and see that they are provided with necessaries, that their slops are frequently removed, and that they are visited at regular times (special care shall be taken that an interval of more than three hours does not occur between visits).

193. No subordinate officer shall on any account enter the cell of any prisoner at night unaccompanied by another officer and then only in case of illness of a prisoner or other emergency.

194. Officers will not be allowed to follow or to be concerned in any trade or business, nor, without special permission, to hold any office of a public character unconnected with the Prisons Department.

195. Subordinate officers shall attend Divine Service with the prisoners, and the senior officer on duty will be held responsible for seeing that this is done.

196. Officers entrusted with keys shall not on any pretext leave them about unguarded nor take them out of the prison. When leaving the prison they shall deliver their keys to the gatekeeper.

197. Nothing in these Rules shall be deemed to prohibit an officer from making a complaint or request in connection with his duties or conditions of service to the Superintendent, or to the Colonial Secretary or other superior authority either by himself and forwarded through the Superintendent or forwarded through any Association which is recognised by the Colonial Secretary or other superior authority as being competent to make representations on his behalf.

198. Any such complaint or request as is mentioned in rule 197 if made by an officer in a manner prejudicial to good order or discipline or if made or forwarded contrary to the provisions of rule 197 shall render the officer liable to dismissal or some lesser punishment.

199. Subordinate officers shall reside within the limits of the City of Port-of-Spain unless special permission has been granted in writing by the Superintendent to live outside that limit.

200. A subordinate officer wishing to resign from the service shall give one month's notice in writing to the Superintendent. Absence from duty subsequent to the giving of such notice shall disqualify the officer from pay, except when such absence is the result of some accident or injury sustained while on duty. The Superintendent may, on receipt of notice of resignation, forthwith release the officer from further service.

201. A subordinate officer may be transferred at any time from one prison to another on the order of the Superintendent.

LEAVE.

202. Subordinate officers may be granted, subject to the exigencies of the Service, the following periods of vacation leave on full pay by the Superintendent:—

- (a) During the first three years of service not exceeding 21 days in each year.
- (b) During the remaining years of service 28 days in each year.

203. After three years of service, vacation leave may be accumulated by a subordinate officer for a period of three years. Vacation leave in excess of 28 days shall be approved of by the Governor.

204. Acting officers and officers on probation shall not be eligible for vacation leave.

205. Subordinate officers shall be eligible for 28 days sick leave a year; sick leave in excess of this period may be granted on half pay by the Governor. If at the end of three months the officer is still absent from duty the matter will be reported to

the Governor, with an opinion of the Medical Officer, for consideration of the officer's further retention in the Service.

206. Should the Medical Officer report that a subordinate officer's illness is due to misconduct or irregularity of life, the Superintendent shall at once engage a substitute at the officer's expense. If at the end of three months the officer is still absent from duty, the matter will be reported to the Governor, with the opinion of the Medical Officer, for consideration of the officer's further retention in the Service.

207. A subordinate officer who is unable through illness to attend at the Prison where he is stationed to be seen by the Medical Officer shall report the circumstances in writing to the Superintendent without delay. The Superintendent shall as soon as possible request the Medical Officer to visit the officer and report on his condition.

208. Subordinate officers shall be entitled to medical attendance and medicines at the public expense. Treatment at the Colonial Hospital shall be paid for by the officer at the rate approved from time to time by the Governor.

209. An officer who has been granted sick leave will not be allowed to return to duty unless the Medical Officer reports him fit to perform such duty.

DISCIPLINE.

210. A subordinate officer may be punished for misconduct, neglect or violation of duty, or breach of Prison Rules or of orders and instructions of the Superintendent in any of the following ways:—

- (a) Admonition.
- (b) Reprimand.
- (c) Severe Reprimand.
- (d) Fined (in accordance with the scale set out in Schedule III hereto or in accordance with rule 7 of these Rules).
- (e) Special Probation.
- (f) Forfeiture or suspension of increment.
- (g) Reduced to a lower rank and pay or to a lower place in the same rank.
- (h) Dismissal from the Service.

211. In the case of gross misconduct on the part of a subordinate officer, the Superintendent may suspend the officer from duty forthwith and report the circumstances to the Inspector.

212. A subordinate officer suspended from duty will be entitled during the period of suspension to half pay only unless otherwise directed by the Inspector.

213. Every punishment inflicted upon a subordinate officer shall be recorded by the Superintendent in the officer's Record of Service.

214. All fines imposed on officers shall be deducted from their monthly pay and deposited by the Superintendent to the credit of the " Good Conduct and Relief Fund " in the Post Office Savings Bank in the name of the Inspector of Prisons and the Superintendent of Prisons as trustees. This fund shall be administered in accordance with the terms set out in Schedule I hereto.

UNIFORM AND ACCOUTREMENT.

215. Subordinate officers shall be provided with uniforms and accoutrement as set out in Schedule II hereto. All uniforms and accoutrement are to be considered as the property of the Government and must be returned to store on the resignation or dismissal of an officer. The value of articles not returned to store will be deducted from the officer's pay.

216. Officers are to keep all articles of uniform and accoutrement in proper repair at their own expense, except when damaged in the execution of their duty in which case repairs or renewal shall be at the public expense.

FIREARMS.

217. Male officers shall be instructed in the use of firearms. The Superintendent may order officers in charge of prisoners within or without any prison to carry firearms.

218. The use of firearms should be resorted to only in cases of extreme necessity, when all other measures have failed, in order to protect life, to frustrate mass attacks or escapes or mutiny, or to prevent the setting on fire of Government property.

219. Officers must bear in mind that searching investigation will be made into every case of injury or death from shooting and that charges of murder or manslaughter may follow such investigation.

PART IV.

PRISONERS.

GENERAL TREATMENT.

220. The rules in this Part shall apply to all classes of prisoners except in-so-far as they may be inconsistent with the rules as to particular classes of prisoners.

221. Prisoners will not be received at the Royal Gaol earlier than 6.00 a.m. or later than 8.00 p.m. except with the special permission of the Superintendent.

222. No prisoner shall be received into any prison unless the usual form of commitment properly filled up in all its parts has been put into the hands of the Superintendent or officer in charge.

223. (1) Prisoners on admission shall be strictly and minutely searched by the Reception Officer (males by the Male Reception Officer, females by the Reception Matron), but with all regard to decency. Their clothing shall be removed and kept in the custody of the Reception Officer who shall take due care of them, but no responsibility shall be accepted for unavoidable deterioration through age or to damage done by rats or other pests.

(2) All personal effects (except clothing) and money shall be taken from prisoners and handed to the Steward who shall be responsible for the safe custody thereof.

(3) All property and clothing taken from prisoners on admission shall be entered in the Prisoners' Property Book by the Reception Officer, and signed for by the owner on admission and discharge. The Steward will initial all entries of personal effects and money received by him, and his initials shall hold good as a receipt for the articles against which they appear.

(4) Articles which, in the opinion of the Superintendent are too bulky for storage, will not be received. Matches or other articles of a dangerous nature will not be received.

224. The name, age, height, weight, particular marks, and such other measurements and particulars as may be required in regard to a prisoner shall, upon his admission, and from time to time, be recorded by such officer and in such manner as may be directed by the Superintendent.

225. Every prisoner may, if required for purposes of justice, be photographed on reception and subsequently; but no copy of the photograph shall be given to any person unless he is officially authorised to receive it.

226. Every prisoner shall, as soon as possible after admission, be separately examined by the Medical Officer, who shall record the state of health of the prisoner, the class of labour he is fit to perform and such other particulars as the Superintendent may request him to record.

227. Every prisoner shall take a bath on reception and at the times fixed by the Superintendent, unless it shall be otherwise directed in any particular case by these Rules or by the Superintendent or the Medical Officer.

228. If a prisoner is found to have any infectious or contagious disease, or to be in a verminous condition, steps shall at once be taken to treat the condition and to prevent it from spreading to other prisoners.

229. An abstract of the Prison Rules, relating to the discipline, conduct and treatment of the prisoners shall be kept in each division of every prison, and shall be explained to all prisoners on admission.

230. Every prisoner shall be examined by the Medical Officer before being removed to another prison or discharged. No prisoner shall be removed to any other prison unless the Medical Officer certifies that he is fit for removal, and no prisoner due for discharge who is suffering from any acute or dangerous illness shall, unless he refuses to stay, be sent out of prison until in the opinion of the Medical Officer it is safe to do so.

231. A prisoner shall be exposed to public view as little as possible while being removed from or to a prison.

232. Convicted prisoners for whose production at any place an order is issued, shall, while outside the prison be kept in the custody of the prison officers directed to convey them to that place. Unconvicted prisoners shall be handed over at the Royal Gaol to the Police who shall be responsible for their conveyance and custody.

PROHIBITED ARTICLES.

233. (1) No prisoner shall have in his possession any unauthorised article, and any such article found in the possession of a prisoner shall be deemed to be a prohibited article and may be confiscated by the Superintendent.

(2) No person shall without authority convey or throw into, or deposit in a prison, or convey or throw out of a prison, or convey to any prisoner, or deposit with a view to its coming into the possession of any prisoner, any money, clothing, food, drink, tobacco, letter, paper, books, tools or other article whatever. Anything so conveyed, deposited or thrown without authority shall be deemed to be a prohibited article and may be confiscated by the Superintendent.

234. All persons or vehicles entering or leaving any prison may be examined and searched, and any person suspected of bringing any prohibited article into any prison, or of carrying out any prohibited article or any property belonging to a prison, shall be stopped and immediate notice shall be given to the Superintendent.

235. (1) No prisoner shall be given or allowed to have any intoxicating liquor except in pursuance of a written order of the Medical Officer specifying the quantity to be given and the name of the prisoner for whose use it is intended.

(2) No prisoner shall be allowed to smoke or to have in his possession any tobacco except in accordance with such orders as may be given by the Superintendent.

236. Any unauthorised article found secreted on a prisoner, after he has passed to his cell or ward, shall be destroyed, except money, which shall be paid into the Treasury for the use of the Colony.

DISCHARGE.

237. Subject to rules 304 and 307, prisoners shall, on the day of their discharge, be handed over to the Police for conveyance to Police Headquarters for final discharge.

238. Every prisoner whose term of imprisonment expires on Sunday, Christmas Day, Good Friday or Corpus Christi, shall be entitled to his discharge on the previous day, and the Superintendent of Prisons is hereby required to discharge such prisoner on the preceding day accordingly. Prisoners from Tobago whose sentence would expire on the day after the departure of the coastal or other convenient steamer, shall be discharged on the day before.

239. No prisoner shall be discharged before the expiration of his sentence except on the order of the Governor.

FOOD, CLOTHING AND BEDDING.

240. (1) Except when placed on restricted diet, prisoners shall be allowed their daily food in accordance with one of the dietary scales set out in Schedule IV to

these Rules, and the Superintendent of Prisons shall ensure that the provisions supplied for the use of prisoners are of proper quality and weight.

(2) The diet prescribed in any of the scales A, B, C, or D in Schedule IV to these Rules shall be issued on such days as the Superintendent may direct. Prisoners whose religious faith prohibits the eating of beef or pork may elect on admission to prison to have mutton substituted for the said articles of diet wherever any such article is prescribed in the said Schedule.

(3) Prisoners placed on restricted diet as a punishment under the provisions of these Rules shall be given food in accordance with the appropriate scale prescribed in and the provisions of Schedule V to these Rules.

241. A prisoner who has any complaint to make regarding his diet or who wishes it to be weighed to ascertain whether it contains the prescribed quantity, must make his request as soon as possible after the diet is handed to him, and it will be weighed in his presence and in that of the officer deputed for that purpose. Should, however, repeated groundless complaints be made by any prisoner under this rule, with the evident purpose of giving annoyance or trouble, it shall be treated as a breach of prison discipline, and the offender will be liable to be punished accordingly.

242. On the discharge of a prisoner, his own clothes shall be returned to him unless it has been found necessary to destroy or otherwise dispose of them in which case proper clothing shall be provided.

243. (1) The prison dress of every convicted prisoner shall be the following:—

For Males.—A shirt, a pair of shorts and a hat, a handkerchief and a night shirt.

For Females.—A dress and a cap, combination underclothes, a handkerchief and a nightgown.

(2) Additional underclothing and shoes or slippers shall be supplied on the written authority of the Medical Officer.

244. (1) Male prisoners shall be supplied with a hammock and a blanket. Female prisoners shall be supplied with bed boards and a blanket.

(2) Additional bedding shall be supplied on the written recommendation of the Medical Officer.

ACCOMMODATION.

245. When accommodation is available every prisoner shall occupy a cell by himself by night. When for medical or other special reasons, it is necessary for prisoners to be associated, no fewer than three prisoners may be placed in one cell, and each shall be supplied with separate bedding.

HEALTH AND CLEANLINESS.

246. Every prisoner shall obey such directions as may from time to time be given by the Superintendent as regards washing, bathing, shaving and hair cutting.

247. The hair of a female prisoner shall not be cut without her consent except on account of vermin or dirt or when the Medical Officer deems it requisite on the grounds of health and the hair of a male prisoner shall not be cut closer than may be necessary for purposes of health and cleanliness.

248. The hair and beard of a Mohammedan shall not be cut except on the written order of the Medical Officer on account of vermin or dirt or on the grounds of health.

249. Every prisoner shall keep his cell, and the utensils, books and other articles issued for his use, and his clothing and bedding, clean and neatly arranged, as may be directed.

250. (1) Arrangements shall be made as far as practicable for every prisoner who is not employed on outdoor work to take exercise daily for one hour, or for such longer periods as the Medical Officer may deem necessary in the case of any individual prisoner, having regard to the state of his health and the nature of his work. The exercise shall take place in the open air except in inclement weather.

(2) Every prisoner, except if excused by the Medical Officer on medical grounds, shall take such exercise as ordered.

EMPLOYMENT.

251. (1) Every convicted prisoner sentenced to hard labour, unless excused by the Medical Officer on medical grounds, shall from the beginning of his sentence be employed on useful work.

(2) No prisoner shall be employed on any class of work unless he has been certified by the Medical Officer as fit for that class of work.

(3) For prisoners who are required to work at prison employment, the hours of employment shall not be more than eight a day and arrangements shall, so far as practicable, be made for such prisoners to work for at least six hours in associated or other employment outside their cells.

252. (1) No prisoner shall be employed on any work not authorised by the Governor.

(2) No prisoner shall, except with the authority of the Governor or in pursuance of special rules, be employed in the service of any other prisoner or of any officer or servant of a prison, or for the private benefit of any person: Provided that the provisions of this paragraph shall not be deemed to apply to the authorised making of articles of furniture, clothing and other articles.

(3) No prisoner shall be employed in any disciplinary capacity.

253. Arrangements shall be made for the avoidance of all unnecessary work by prisoners on public holidays and by prisoners of the Christian religion on Sunday, Christmas Day and Good Friday, and by prisoners of other religions on their recognised days of religious observance.

254. (1) If at any time it appears to the Superintendent that it is desirable for the maintenance of good order or discipline or in the interests of a prisoner that he should not be employed in association with others, the Superintendent may arrange for him to work temporarily in a cell and not in association.

(2) It shall be within the discretion of the Superintendent to arrange for such prisoner to be employed in association again whenever he considers this desirable, and he shall do so in any case if the Medical Officer so advises on medical grounds, or at the expiration of one month, unless authority is given from month to month by the Inspector.

255. Employment shall be for eight (8) hours daily and shall consist of three classes of labour as follows:—

1st Class.

Males.—Trades and hard bodily labour, as may from time to time be appointed (either within or outside the walls of a prison).

2nd Class.

Males.—Sedentary or less hard bodily labour as may from time to time be appointed (either within or outside the walls of a prison and in workshops).

Females.—Laundry, sewing, sweeping and cleaning. Females shall not work outside the walls of the prison.

3rd Class.

Males and Females.—Light occupation within a prison in accordance with the directions of the Medical Officer.

RELIGIOUS INSTRUCTION.

256. Adequate arrangements shall be made for the provision of religious administration to all prisoners.

257. Services shall be held at least once a week at each prison for all prisoners of the Church of England, Roman Catholic and Non-Comformist faiths. Services for prisoners of other denominations shall be held at such times as may be arranged,

if there is a sufficient number of prisoners to attend. These services shall be compulsory.

258. Every prisoner shall be required on reception to state his religious denomination, and shall continue to be treated as a member of that denomination unless and until he satisfies the Superintendent that he has good grounds for desiring to join another denomination.

259. Every prisoner shall, from the beginning of his sentence, be furnished with such Scriptures and books of religious observance and moral instruction as are recognised for the denomination to which he belongs.

EDUCATION.

260. Provision shall be made for educational classes for the benefit of such prisoners as are likely to profit thereby.

261. A library of books suitable for the use of prisoners shall be provided in every prison.

VISITS AND COMMUNICATIONS.

262. (1) Communications between prisoners and their relatives and friends shall be allowed in accordance with the following rules, subject to such restrictions as may be necessary for the maintenance of discipline and order in prison, and the prevention of crime. No other person shall be allowed to communicate with a prisoner except by special authority.

(2) Every prisoner shall be allowed to write and receive a letter on his admission and he shall be further allowed to write and to receive a letter and to receive a visit at intervals of not more than two months. This shall not be regarded as a privilege which is liable to forfeiture for misconduct under rules 270 and 272; provided, however, that when a prisoner who becomes entitled to a letter or visit under this or any special rule, is at the time subject to dietary restriction or close confinement, the letter or visit may in the Superintendent's discretion be deferred until such restriction or confinement has ended.

(3) The Superintendent may allow any prisoner entitled to a visit to write a letter and receive a reply in lieu of such visit, and may also allow any prisoner to write a special letter and receive a reply or to receive a special visit, in any of the following circumstances:—

(a) Death or serious illness of a near relative.

(b) Business or family affairs of an urgent nature.

(c) Arrangements for obtaining employment or assistance from friends on release.

(4) The Superintendent may at any time communicate to a prisoner or to his friends, any matter of importance to such prisoner, in case he should not be entitled to write or receive a letter.

(5) Not more than three persons shall be allowed to visit a prisoner at one time.

(6) Male prisoners shall be visited in the sight and hearing of a male officer, and female prisoners in the sight and hearing of a female officer.

(7) No person shall be allowed to visit a prisoner on a Sunday or on a public holiday except in cases of emergency.

263. Any person committed to prison in default of the payment of any sum which in pursuance of any conviction or order he is required to pay shall be allowed to communicate or to have an interview with any of his friends on any week-day at any reasonable hour for the *bona fide* purpose of providing for the payment which would procure his release from prison.

264. (1) Reasonable facilities will be allowed the legal adviser of a prisoner who is conducting any legal proceedings, civil or criminal, in which the prisoner is a party, to see the prisoner with reference to such proceedings in the sight but not in the hearing of a prison officer.

(2) The legal adviser of a prisoner may, with the permission of the Superintendent of Prisons, see such prisoner with reference to any other legal business in the sight and hearing of a prison officer.

(3) For the purposes of this and any special rule, "legal adviser" shall be construed to mean the prisoner's counsel or solicitor or the authorised clerk of such counsel or solicitor.

265. An officer of police may visit any prisoner who is willing to see him, on production of an order from the proper police authority in the sight and hearing of a prison officer.

266. The Superintendent may in his discretion direct that any visit to a prisoner shall take place out of the hearing of a prison officer.

267. Every letter to or from a prisoner shall be read by the Superintendent or by a responsible officer deputed by him for the purpose, and it shall be within the discretion of the Superintendent to stop any letter on the ground that the contents are objectionable or that it is of inordinate length.

OFFENCES AGAINST PRISON DISCIPLINE.

268. (1) Every offence against prison discipline shall be reported forthwith, and shall be investigated not later than the following day unless that day be a Sunday or a public holiday.

(2) No report against a prisoner shall be dealt with by any prison officer except the Superintendent, the Deputy Superintendent or an Assistant Superintendent of Prisons.

(3) When a prisoner has been reported for an offence, the Superintendent or his Deputy, or an Assistant Superintendent, or a Chief Officer may order him to be kept apart from other prisoners pending adjudication.

(4) A prisoner shall, before a report is dealt with, be informed of the offence for which he has been reported and shall be given an opportunity of hearing the facts alleged against him and of being heard in his defence.

269. A prisoner shall be guilty of an offence against prison discipline if he:—

- (1) disobeys any order of any prison officer or any prison rule;
- (2) treats with disrespect any officer or servant of the prison, or any person authorised to visit the prison;
- (3) is idle, careless, or negligent at work, or refuses to work;
- (4) swears, curses, or uses any abusive, insolent, threatening or other improper language;
- (5) is indecent in language, act or gesture;
- (6) commits any assault;
- (7) communicates with another prisoner without authority;
- (8) leaves his cell or place of work or other appointed place without permission;
- (9) wilfully disfigures or damages any part of the prison or any property which is not his own;
- (10) commits any nuisance;
- (11) has in his cell or possession any unauthorised or prohibited article, or obtains any such article;
- (12) gives to, or receives from any person any unauthorised or prohibited article;
- (13) escapes from prison or from legal custody;
- (14) mutinies or incites other prisoners to mutiny;
- (15) commits personal violence against any officer or servant of the prison;
- (16) in any way offends against good order and discipline;
- (17) attempts to do any of the foregoing things.

270. Save as provided by rule 272 (1) and (2)—

(1) The Deputy Superintendent or an Assistant Superintendent may investigate any offence against prison discipline, and may determine thereupon and make one or more of the following awards—

(a) Forfeiture of remission of sentence for a period not exceeding 14 days.

(b) Forfeiture or postponement of privileges for a period not exceeding 14 days.

(c) Cellular confinement on full diet and at work for a period not exceeding 14 days.

(d) Cellular confinement on Restricted Diet No. 2 and at work for a period not exceeding 14 days.

(e) Cellular confinement on Restricted Diet No. 1 for a period not exceeding 3 days.

(2) The Superintendent may investigate any offence against prison discipline, and may determine thereupon and make one or more of the following awards:—

(a) Forfeiture of remission of sentence for a period not exceeding 30 days.

(b) Forfeiture or postponement of privileges for a period not exceeding 30 days.

(c) Cellular confinement on full diet and at work for such a period as may be necessary for the maintenance of good order and discipline.

(d) Cellular confinement on Restricted Diet No. 2 and at work for a period not exceeding 21 days.

(e) Cellular confinement on Restricted Diet No. 1 for a period not exceeding 14 days.

271. (1) A prisoner awarded punishment by a Deputy or Assistant Superintendent under paragraph (1) of Rule 270 may appeal against such award to the Superintendent and if such award is not rescinded by the Superintendent an appeal shall lie, with the leave of the Superintendent to the Inspector.

(2) A prisoner awarded punishment by the Superintendent, under paragraph (2) of Rule 270 may, with the leave of the Superintendent appeal against such award to the Inspector; provided that no such appeal shall be entertained unless notice thereof shall have been given within two hours after the award.

(3) The Inspector and the Superintendent, in disposing of any appeal under this rule, may confirm, set aside, modify, reduce or increase the punishment; provided that any such modified or increased punishment shall be a punishment which could have been awarded by the officer from whose decision the appeal has been lodged.

272. (1) Where a prisoner is reported for any of the following offences:—

(a) escaping or attempting to escape from prison or from legal custody;

(b) gross personal violence to a fellow prisoner;

(c) any serious or repeated offence against prison discipline for which such award as the Superintendent is authorised to make is deemed insufficient;

the Superintendent may forthwith report the offence to the Inspector who shall, as soon as possible, enquire into the report (such enquiry may if he thinks it desirable be on oath) and make one or more of the following awards:—

(i) Forfeiture of remission of sentence.

(ii) Forfeiture or postponement of privileges.

(iii) Cellular confinement on full diet and at work for such a period as may be necessary for the maintenance of good order and discipline.

(iv) Cellular confinement on Restricted Diet No. 2 and at work for a period not exceeding 42 days.

(v) Cellular confinement on Restricted Diet No. 1 for a period not exceeding 28 days.

(2) Where a prisoner is reported for one of the following offences:—

(a) Mutiny or incitement to mutiny;

(b) Gross personal violence to any officer or servant of the prison;

(c) Any such offence as is described in paragraph (1) of this Rule being an offence of an aggravated nature;

the Superintendent shall forthwith report the offence to the Inspector, who shall proceed as provided by the next preceding paragraph and make awards under the powers set forth in the next preceding paragraph, or, in the case of a male prisoner under sentence of hard labour, order corporal punishment, in addition to or in lieu of any such awards.

(3) Whenever an order for corporal punishment is made, the Inspector shall forthwith furnish to the Governor a copy of the notes of evidence, and a report of the sentence and the grounds on which it was passed. Such order shall not be carried into effect until it has been confirmed by the Governor.

(4) The order for corporal punishment shall be duly entered in the prescribed manner, and the number of lashes or strokes, and the instrument with which they are to be inflicted shall in all cases be stated in the order.

(5) Corporal punishment, in the case of a prisoner over 18 years of age, shall be inflicted either with a cat-o-nine tails or with a birch or similar rod, and in the case of a prisoner under 18 years of age with a birch or similar rod.

(6) The number of lashes or strokes inflicted on a prisoner of 18 years of age or over shall not exceed 24, or, on a prisoner under 18 years of age, 12.

(7) The Inspector, instead of inquiring into a report and awarding punishment, may, in appropriate cases, direct that steps be taken to have the prisoner prosecuted before Court.

273. (1) Cellular confinement on restricted diet, and corporal punishment, shall in no case be awarded unless the Medical Officer has certified that the prisoner is in a fit condition of health to sustain it.

(2) Every prisoner undergoing cellular confinement or subject to restricted diet shall be visited at least once a day by the Superintendent or his Deputy, or by an Assistant Superintendent, and by the Chaplain and Medical Officer whenever these Officers visit the prison. He shall also be visited by an officer on duty at intervals of not more than three hours during the day.

(3) Every punishment awarded shall be entered in the Punishment Book kept for that purpose and in the prisoner's record and shall be initialled by the Inspector or officer who awarded it.

274. (1) All corporal punishments within a prison shall be attended by the Superintendent or his Deputy, or by an Assistant Superintendent, and by the Medical Officer.

(2) The Medical Officer shall immediately before the punishment is inflicted examine the prisoner and satisfy himself that he is in a fit condition of health to undergo the punishment, and shall make such recommendations for preventing injury to the prisoner's health as he may deem necessary. The Superintendent shall ensure that such recommendations are given effect to.

(3) At any time after the infliction of punishment has commenced, the Medical Officer may, if he deems it necessary in order to prevent injury to the prisoner's health, recommend that no further punishment be inflicted, and the Superintendent or his Deputy or an Assistant Superintendent shall thereupon remit the remainder of the punishment.

(4) The Superintendent shall ensure that the hour at which the punishment was inflicted, the number of lashes or strokes inflicted and any orders that may have been given as to remission are duly entered in the Corporal Punishment Book kept for that purpose.

RESTRAINTS.

275. No prisoner shall be put under mechanical restraints as a punishment.

276. (1) When it appears to the Superintendent or the Deputy Superintendent or an Assistant Superintendent that in order to prevent a prisoner from injuring himself or others or damaging property, or creating a disturbance, it is necessary that he should be placed under mechanical restraint, he may order him to be placed under mechanical restraint.

(2) No prisoner shall be kept under mechanical restraint for longer than is necessary, and in any case not for more than 24 hours unless an order in writing from the Inspector is given, specifying the cause thereof and the time during which the prisoner is to be so kept, which order shall be preserved by the Superintendent as his warrant.

(3) Particulars of every case of mechanical restraint shall be forthwith recorded by the Superintendent.

(4) No mechanical means of restraint shall be used except of such patterns and in such manner and under such conditions as may be approved by the Governor.

277. The Superintendent or the Deputy Superintendent or an Assistant Superintendent may order any refractory or violent prisoner to be temporarily confined in a cell.

COMPLAINTS BY PRISONERS.

278. (1) Arrangements shall be made that any request by a prisoner to see the Superintendent or Deputy Superintendent or Assistant Superintendent or the Inspector shall be recorded by the officer to whom it is made and conveyed without delay to the superior officer in charge. The Superintendent shall inform the Inspector on his next visit to the prison, or earlier if considered necessary, of every such request of a prisoner to see him.

(2) Should the Deputy Superintendent or Assistant Superintendent be unable to deal with an application made by a prisoner the matter should be referred to the Superintendent.

279. The Superintendent or Deputy Superintendent or an Assistant Superintendent shall, at a convenient hour on every day, other than Sundays and public holidays, hear the applications of all prisoners who have requested to see him.

PETITIONS.

280. (1) Petitions from prisoners shall be submitted on the prescribed form and shall be forwarded along with the comments of the Superintendent to the Inspector for his comments before being forwarded, through the usual channels, to the Governor.

(2) A prisoner who has petitioned and has not received a reply will not, except in special circumstances, be allowed to petition again during the same sentence until a reply is received.

(3) Replies to petitions shall, in all cases, be communicated to prisoners individually, and not in the presence of other prisoners. Whenever a prisoner desires it, the effect of the reply to his petition will be explained to him.

REVIEW OF LONG SENTENCES.

281. The case of every prisoner serving a life sentence shall be reviewed by the Governor in Council at the 4th, 8th, 12th, 16th and 20th year of the sentence.

282. The case of every prisoner serving a term of imprisonment exceeding four (4) years shall be reviewed by the Governor at intervals of four years or at shorter periods if deemed advisable.

CLASSIFICATION.

283. (1) With a view to facilitating the training of convicted prisoners and to minimising the danger of contamination, the Superintendent shall classify them in accordance with the following provisions:—

(a) *Star Class*.—Those who are in prison for the first time or those whose previous sentences were for trivial offences and whose character is otherwise good.

(b) *Special Class*.—Those who have served not more than three sentences for offences not considered grave, or who are not habitually criminal or of corrupt habits.

(c) *Ordinary Class*.—Those not placed in (a) or (b).

(2) Each Class shall be separated as far as this is practicable.

(3) The Superintendent may, in his discretion, exclude or remove from (a) or (b) any prisoner whose character or conduct unfits him to associate with other prisoners of that Class.

HONOUR PRISONERS.

284. (1) Prisoners personally selected by the Superintendent or the Deputy Superintendent or an Assistant Superintendent may be employed within the walls of a prison without the constant supervision of an officer.

(2) Special care shall be exercised in the selection of prisoners for such employment, particularly in the case of a prisoner in the earlier part of his sentence or with a considerable criminal record.

(3) Each prisoner so selected will give his word of honour in writing to the Superintendent, Deputy Superintendent or Assistant Superintendent to obey all rules and orders, to put his best efforts into his work and to conduct himself properly in every way in return for being trusted. While employed as an "Honour Prisoner," he shall wear a red band around his right arm.

(4) This privilege may be forfeited for breach of trust or misconduct.

REMISSION OF SENTENCE.

285. With a view to encouraging good conduct and industry and to facilitating the reformatory treatment of prisoners, arrangements shall be made by which a convicted prisoner serving imprisonment, whether under one sentence or consecutive sentences or under any such sentence or sentences and the remanent of a previous sentence, for a period exceeding one month, may become eligible for discharge when a portion of his term of imprisonment, not exceeding one-third of the whole term of imprisonment, has yet to run: Provided that nothing in the said arrangements shall authorise the reduction of any period of imprisonment to be served to less than thirty days.

PROGRESSIVE STAGES.

286. (1) There shall be established a system of progressive stages with increasing privileges attached to the higher stages for sentences mentioned in rule 285 (b).

(2) There shall be four stages—First, Second, Third and Special. Promotion from stage to stage will in all ordinary cases follow the earning of the prescribed number of stage marks. Privileges may be forfeited or postponed in accordance with rules 270 and 272.

First Stage:

A prisoner shall remain in this stage until he has earned 1,647 marks and may be allowed: sea-bathing, one visit of 15 minutes duration and one letter at intervals of two months, one library book a week, to attend concerts, lectures and other entertainments.

Second Stage:

On promotion to this stage a yellow band will be worn on the left sleeve. A prisoner shall remain in this stage until he has earned 6,570 marks and may be allowed: sea-bathing, one visit of 30 minutes duration, and one letter at intervals of six weeks, two library books a week, to attend concerts, lectures and other entertainments, to work at and be taught trades and handicrafts, to take part in outdoor games; to receive approved articles of comfort and reading matter from friends or relatives.

Third Stage:

On promotion to this stage a green band will be worn on the left sleeve. A prisoner shall remain in this stage until he has earned 13,140 marks, and shall be eligible for all privileges of the Second Stage with indoor games added; he may also be allowed one visit of 45 minutes duration and one letter at intervals of one month.

Special Stage:

On promotion to this stage a blue band will be worn on the left sleeve. A prisoner will remain in this stage for the remainder of his sentence and be

eligible for all the privileges of the Third Stage and when possible, be given a canvas cot or boards and mattress.

287. A prisoner in the Special Stage at the time of his discharge may be granted an earlier discharge of three days. If, however, at the date of his discharge he has been continuously in this stage for a period of not less than six months, and his conduct has been continuously good for that period, he may be granted an earlier discharge of seven days.

AWARDING OF MARKS FOR REMISSION OF SENTENCE AND STAGE PRIVILEGES.

288. (1) Every sentence mentioned in rule 285 shall be represented by a number of marks to be computed at the rate of six marks for every day of such sentence.

(2) Every day each prisoner will be credited with not less than six and not more than nine marks in respect of his industry and conduct for that day, and when such prisoner shall have earned the aggregate of marks by which the term of his sentence is represented, he shall be discharged unconditionally.

289. The number of marks awarded for remission and for stage respectively need not be the same. Prisoners cannot be awarded less than six marks per day for remission, but may be awarded less, or none at all, for stage.

290. As remission of sentence can only be earned by good conduct and industry in prison, a prisoner returning to prison from the Mental Hospital or Colonial Hospital will be credited with the minimum number of remission marks only during the period spent in any such Hospital. No marks for stage will be awarded for such period.

291. In the case of prisoners undergoing cellular confinement as punishment, the Superintendent, Deputy Superintendent or an Assistant Superintendent will satisfy himself that the actual work, if any, performed by the prisoner is correctly recorded each day. On completion of the period, the Superintendent, Deputy Superintendent or an Assistant Superintendent, will determine the number of remission and stage marks to be awarded for the period.

292. The number of remission and stage marks to be allotted for Sundays and holidays and to the sick in Infirmaries will be based on the prisoner's industry and conduct during the preceding week or while in health, and will be allotted at the discretion of the Superintendent, Deputy Superintendent or an Assistant Superintendent. If any sick prisoner has brought about his ill-health by his own deliberate act, he will be awarded the minimum marks for remission and none for stage.

EARNINGS.

293. (1) Every prisoner undergoing a sentence mentioned in Rule 285 (b) shall be eligible to earn monetary remuneration which shall be awarded in accordance with the following grades:

Grade A.—For the first 13 weeks no remuneration.

Grade B.—From the 14th to the 52nd week 6 cents per week.

Grade C.—From the 53rd to the 130th week 8 cents per week.

Grade D.—From the 131st week to the end of sentence 10 cents per week.

(2) Promotion from grade to grade may be delayed at the discretion of the Superintendent, Deputy Superintendent or an Assistant Superintendent, after careful consideration of the prisoner's industry and conduct.

(3) A prisoner may be reduced to a lower grade, or fined not more than one week's pay for idleness, unsatisfactory work or misconduct.

(4) Prisoners while at the Mental Hospital or at the Colonial Hospital will not be credited with pay.

(5) Prisoners while sick in the Infirmary may be credited with pay at the discretion of the Superintendent, Deputy Superintendent or an Assistant Superintendent, due regard being given to the cause of the illness.

(6) Prisoners undergoing cellular confinement as a punishment will be credited with pay if they have performed the allotted task.

(7) The amount due to each prisoner shall be paid to him on his discharge.

PART V.

SPECIAL RULES FOR PARTICULAR CLASSES OF PRISONERS.

Prisoners under sentence of death.

294. A prisoner under sentence of death shall immediately on his reception in a prison be specially searched, and every article shall be taken from him which the Superintendent deems dangerous or inexpedient to leave in his possession.

295. (1) A prisoner under sentence of death shall be confined in a separate cell and shall be kept apart from all other prisoners.

(2) He shall be kept by day and by night in the constant charge of a prison officer.

(3) He shall not be called upon to do any work.

296. (1) A prisoner under sentence of death may be visited by such of his relations, friends and legal advisers as he desires to see and who are authorised to visit him by an order in writing from the Superintendent of Prisons.

(2) The Chaplain shall have free access to every such prisoner. If however the prisoner desires to be visited by his own Minister or priest arrangements shall be made for such visits.

(3) No other person (other than the Inspector or an officer of the prison) shall have access to any such prisoner except by permission of the Superintendent of Prisons.

(4) All visits to prisoners under sentence of death, whether by legal advisers or others, shall take place in the sight and hearing of a prison officer, notwithstanding that such visit may be in relation to an appeal.

(5) A prisoner under sentence of death shall be allowed special facilities to correspond with his legal advisers, his relatives and friends and shall be allowed such diet and exercise as the Superintendent may direct.

First Division Prisoners.

297. Persons committed to prison in any of the following circumstances shall be classed as first Division Prisoners:—

(a) For default in the payment of a civil debt, tax or rate, or for contempt of Court, or for want of security for their appearance at Court.

(b) To await deportation or extradition.

(c) To await trial at the Assizes, or during the investigation of charges by any court.

(d) To await the hearing of an appeal against sentence or conviction.

298. (1) First Division prisoners shall be detained in that part of the prison specially provided for them, and be kept apart from other prisoners as far as this is practicable.

(2) They shall not be compelled to have their hair cut or to shave except when the Medical Officer deems it necessary on the grounds of health or cleanliness, and their hair shall not be cut closer than may be necessary for such purposes.

(3) They may be permitted to wear their own clothing and have necessary changes supplied from time to time, provided that such clothing—

(a) be sufficient and suitable;

(b) be not required for the purposes of justice;

(c) be disinfected if the Medical Officer so requires.

(4) If they do not wear their own clothing they shall wear a prison dress of white.

(5) They may be allowed to order food for themselves at their own expense and to have such food sent in at the hours fixed by the Superintendent and subject to strict examination. This privilege may, at any time, be withdrawn by the Superintendent on proof of any abuse thereof.

(6) They shall be allowed prison diet as prescribed by Schedule IV hereto (except when they have food sent in).

(7) They shall be permitted to be visited twice a week between the hours of 10 a.m. and 2 p.m. by not more than three relatives or friends or legal advisers, at the same time for a period of 15 minutes. The Superintendent may in any special case or for special reasons prolong the period of the visit or increase the number of visits or allow them to be visited by more than three persons at the same time. Such interviews to be in the presence and hearing of a prison officer, except in the case of legal advisers when the interview shall be in the sight, but not in the hearing of such officer.

(8) They shall, if necessary for the purpose of their defence, be allowed to see on any week day at any reasonable hour, a registered medical practitioner chosen by themselves or their friends or legal advisers in the sight but not in the hearing of a prison officer.

(9) They shall be allowed to write two letters a week to their relatives, friends or legal advisers. Any confidential written communication prepared as instructions for their legal advisers may be delivered personally to him or his authorised clerk without being examined by the Superintendent unless the Superintendent has reason to believe that it contains matter not relating to such instructions. All other communications shall be subject to inspection by the Superintendent and may be refused if objectionable.

(10) They may, with the Superintendent's permission, receive at their own expense, toilet requisities, books, newspapers or other articles as are not, in the opinion of the Superintendent, of an objectionable kind or likely to be detrimental to prison discipline.

(11) They may, with the Superintendent's permission, receive any books, papers or documents required for the preparing of their defence.

299. Such of the special privileges as are allowed by these Rules to First Division prisoners may be forfeited for any abuse thereof, except in the case of visits and letters required for the purposes of securing bail or preparing a defence.

300. First Division prisoners shall be allowed such exercise as may be laid down for them from time to time by the Superintendent.

301. The time served by a convicted prisoner, before entering an appeal against conviction or sentence, shall be taken into account in computing the length of his sentence should such sentence be confirmed by the Appellate Court.

302. First Division prisoners shall not be required to work, but may, if they so desire and if the Superintendent approves, be employed within a prison.

303. First Division prisoners shall be subject to the rules set out in Part IV hereof, except in so far as the same are inconsistent with the special rules applying to them.

304. First Division prisoners shall be discharged from the Royal Gaol, and not from the Police Headquarters as required by rule 237 hereof.

Second Division Prisoners.

305. (1) Prisoners committed to prison in any of the following circumstances shall be classified as Second Division prisoners:—

- (a) To serve a sentence without hard labour.
- (b) Failure to find sureties for the keeping of the peace.
- (c) Sentenced by a Naval, Military or Air Force Court.

(2) They shall be located in that part of a prison specially provided for this Class of prisoner and be kept apart from other prisoners as far as this is practicable.

(3) They shall not be required to work, but may, on application in writing, be employed within a prison. In such cases, they shall be subject to the rules set out in Part IV hereof.

306. Should Second Division prisoners desire not to work, they shall be confined to their cells except for such periods of daily exercise as may be laid down by the Superintendent.

307. On the expiry of their sentence, Second Division prisoners shall be discharged from the Royal Gaol, and not from Police Headquarters as provided in rule 237.

FEMALE PRISONERS WELFARE FUND.

307A. There shall be established a Fund to be known as the Female Prisoners Welfare Fund into which shall be paid all monies received from the sale of articles of handicraft made by female prisoners. The Fund shall be administered in accordance with the terms set out in Schedule VI hereto and all monies of the Fund shall be deposited in the Post Office Savings Bank in the names of the Superintendent of Prisons and the Matron of Prisons as trustees.

PART VI.

FIRES.

308. If any part of a prison is found to be on fire, or in danger from fire, the Superintendent of Prisons is to be at once communicated with by the officer for the time being in charge of such prison. In the absence of the Superintendent, the Deputy Superintendent shall be notified.

309. If a fire occurs in any building occupied by prisoners, or a place contiguous thereto, safety to life is the first object to be attended to by prison officers. The safe custody of prisoners and the steps for extinguishing the fire will be the next consideration. The prisoners should be at once removed to such place as the Superintendent or officer in charge shall direct, according to circumstances.

310. If a fire occurs in the Infirmary, the patients shall be removed to some part of the prison where they may be out of danger and provided for as circumstances will permit under the instructions of the Medical Officer or of the Dispenser or Assistant Dispenser, who will be at once summoned on an outbreak of fire.

311. If there is an outbreak of fire in a prison at night, the yard bell should be immediately rung by the sentry on duty (three loud and quick strokes). Officers employed at such prison shall, on hearing the alarm, when off-duty, hurry to the prison with all despatch. The keys will at once be distributed to all officers present and to each officer as he enters. An officer will be stationed at the Main Gate to let in the Fire Brigade and prison officials and others authorised by the Superintendent of Prisons. Such officer shall on no account whatever admit any unauthorised person.

312. All prison officers shall be instructed in Fire Drill, and shall make themselves acquainted with the position of the hydrants in the prison in which they are employed.

313. Well-conducted prisoners shall be instructed in the duties expected of them in case of fire. This party of prisoners will be at once unlocked when there is a fire, and taken to the duties in which they will have been previously trained. These prisoners will all be located in the same building and in consecutive cells.

314. Buckets filled, some with water, and some with sand, shall be kept at all times at every prison.

315. All fire appliances shall be kept in an accessible and convenient place.

316. During an outbreak of fire in a prison, after due attention has been paid to the lives and safe custody of prisoners, the prison officers shall direct their efforts to the saving of stores, records and other property.

317. A copy of the Fire Orders made by the Superintendent shall be posted in each prison to which they apply.

318. These Rules shall take effect from the date of their publication in the *Royal Gazette*, 26th August, 1943.

SCHEDULE I.

Good Conduct and Relief Fund.

(*Vide Rule 214.*)

1. The Good Conduct and Relief Fund shall be administered for the relief of subordinate officers, their widows and children. Grants or loans from this Fund shall be subject to the approval of the Governor and may be recommended in the following cases:—

- (a) Long continued illness of an officer involving loss or suspension of pay.
 - (b) Illness of an officer's family, or those dependent upon him or any similar case of unusual expense caused by illness which the officer is called on to bear.
 - (c) Discharge, with or without pension, on the grounds of ill-health, if there are any circumstances by which unusual expenses are thrown on the officer.
 - (d) Assisting the widow or children of an officer who has died in the Service.
 - (e) Any other purpose which the trustees may deem fit to recommend.
2. No loan shall exceed 50 per cent. of the officer's monthly pay.
 3. Loans shall be repayable in monthly instalments and shall be free of interest.

SCHEDULE II.

(*Vide Rule 215.*)

Uniform (Male Officers).

Chief Officers, Dispensers, Teachers.

2 Khaki tunics (lapel pattern)	} Yearly.
2 Khaki trousers	
2 White shirts	
2 White collars	
2 Black ties	
2 Pairs of shoes (brown)	
1 Helmet	} Renewable when unserviceable.
1 Cap	

Other Officers.

3 pairs of Khaki shorts*	} Yearly.
3 grey flannel shirts*	
*The Superintendent may approve of 2 khaki tunics and 2 pairs of trousers in lieu thereof.					
2 pairs of boots	} at periods of 18 months.
1 pair of puttees	
1 helmet	
1 cap	
1 belt	
1 whistle and chain	} On joining. Renewable when unserviceable.
1 key chain	
1 staff	

Female Officers.

Matron :

3 white dresses	} Yearly.
6 caps	
2 pairs of shoes (white)	
1 straw hat with blue band	

Other Officers.

2 blue and 1 white dress	} Yearly.
3 white aprons	
2 white caps	
2 pairs of shoes (black)	
1 straw hat with blue band	

SCHEDULE III.

(Vide Rules 36 and 210.)

Scale of fines to be imposed by the Superintendent upon Subordinate Officers under rules 36 and 210.

Nature of Offence.

Amount of Fine.

Late for duty	} 12 cents for first five minutes; 6 cents for each additional 5 minutes. Not to exceed 1 day's pay. 2nd Offence the fine shall be doubled. 3rd Offence the fine shall be trebled.
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Neglecting to—

(a) count prisoners on going to or returning from labour or to the Exercise yards, or on locking them in or letting them out of their cells;	} 1st Offence not exceeding \$2.40. *2nd Offence not exceeding \$4.80. *3rd Offence not exceeding \$7.20.
(b) search and examine the cells, bolts, bars, locks and furniture and bedding therein;	
(c) attend to the cleanliness of prisoners, the cells, wards, corridors, yards or other parts of the prison;	
(d) answer the call of a prisoner when locked in his cell;	
(e) report the misconduct or illness of any prisoner or any irregularity or omission of duty in himself or brother officer;	
(f) peg the recording clock at the prescribed hours;	
(g) ring the bell at the prescribed hours;	
(h) notify the Superintendent in writing when sick and unable to report for duty.	
Leaving a cell or principal door or gate unlocked.	
Leaving keys in a lock or lying about or taking them outside the prison.	
Entering a prisoner's cell at night contrary to orders or unaccompanied by another officer.	
Allowing unauthorised persons to communicate with a prisoner within or outside the prison walls.	
Leaving prisoners for whom he is responsible in the wards, grounds, yards or elsewhere unattended.	

*The repetition of any offence will not be deemed a second or third offence unless occurring within six months of the previous offence or offences.

<i>Nature of Offence.</i>	<i>Amount of Fine.</i>
Speaking unnecessarily of the prison arrangements in the hearing of prisoners.	
Cursing, swearing, or using indecent or immoral language when on duty or in the hearing of prisoners.	
Carelessly searching, or omitting to search, a prisoner.	
Allowing tools or materials to be lying about out of their appointed places.	
Inattention when in charge of prisoners.	
Allowing prisoners to be improperly dressed.	
Allowing, without the authority of the Superintendent or other superior officer of the prison, strangers to enter or loiter in any place where prisoners are at work.	
Unnecessarily conversing with another officer when in charge of prisoners.	
Appearing out of uniform when on duty, or improperly or slovenly dressed or dirty.	
Wrangling, or in any other manner, disturbing or obstructing the routine of the prison.	
Allowing prisoners to stray from their work or exercise, or to converse more than is necessary.	1st Offence not exceeding \$2.40.
Smoking, reading a book, pamphlet or newspaper while on duty, or otherwise failing to devote full attention to his duties.	*2nd Offence not exceeding \$4.80.
Leaving his home while on sick leave without the Medical Officer's permission.	*3rd Offence not exceeding \$7.20.
Sleeping whilst on duty.	
Quitting his post without permission.	
Disobedience or negligence with respect to any Prison Rule or Order not herein expressly mentioned or to any lawful order of a superior officer or Prison official.	
Disrespect to a superior officer or to a prison official.	
Gatekeeper.	
Failing to open the gate to admit officers precisely at the time appointed.	
Failing to promptly answer the gate bell.	
Allowing prisoners to approach or pass through the gate without an officer.	
Failing to search prisoners on admission and discharge, or parcels, food or any other article going in or out of the prison.	
Allowing unauthorised persons to enter the prison or allowing persons to loiter about the gate.	

* The repetition of any offence will not be deemed a second or third offence unless occurring within six months of the previous offence or offences.

SCHEDULE IV.

(Vide Rule 240.)

Hour.	Articles.	Diets. " A " " B " " C " " D "			
		ozs.	ozs.	ozs.	ozs.
6.00 a.m. ...	Bread	6	6	6	6
	Fresh Milk	2	2	—	2
	Cocoa Powder	1	1	1	1
	Sugar	2	2	2	2
11.00 a.m.	Rice	6	—	4	6
	Peas, dried	3	2	—	2
	Boneless Beef... ..	2	2	3	2
	Salt Pork	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$
	Butter	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$
	Bread	4	4	4	4
	Ground Vegetables	—	16	10	4
	Green Vegetables	—	2	—	—
	Fresh Fish	—	—	—	2
	4.30 p.m. ...	Cornmeal	2	—	2
Flour		2	—	2	—
Sugar		2	2	2	2
Bread		6	6	6	6
Butter		$\frac{1}{2}$	1	$\frac{1}{2}$	$\frac{1}{2}$
Cocoa Powder		—	1	—	1
Fresh Milk		—	—	2	—

" A " and " C "—One fruit per man. " B " and " D "—No fruit.

SCHEDULE V.*(Vide Rules 270, 272.)***Restricted Diets.****I. RESTRICTED DIET No. 1.**

- (1) This diet, when given for a period of three days, or less, shall consist of:—
1 lb. of bread per diem and water.
- (2) This diet when given for more than three days shall consist for alternate periods of three days of:
- (a) 1 lb. of bread per diem and water, or
 - (b) the ordinary diet prescribed for prisoners.
- (3) No task of labour shall be enforced on any one of the days on which bread and water constitute the sole food supplied to the prisoner, who may, nevertheless, be allowed the option of performing suitable labour in the cell.
- (4) No prisoner who has been on No. 1 Restricted Diet for an offence shall be placed upon this diet for another offence until an interval has elapsed equal to the period during which the prisoner was on No. 1 Restricted Diet in respect of the first-mentioned offence.

II. RESTRICTED DIET No. 2.

- (1) This diet when given for a period of 21 days, or less, shall consist of:—
- | | | | |
|-----------------|-----|-----|---|
| Breakfast | ... | ... | Bread (8 oz.) and water. |
| Dinner (midday) | ... | ... | 1 pint of porridge containing 3 oz. of oatmeal
Potatoes, 8 oz.
Bread (8 oz.) and water. |
| Supper | ... | ... | Bread (8 oz.) and water. |
- (2) This diet when given for a period of more than 21 days shall consist of:—
- (a) For the first 21 days, the diet as at II (1) of this Schedule.
 - (b) For the next 7 days the ordinary diet prescribed for prisoners.
 - (c) For the remainder of the period, the diet as at II (1) of this Schedule.
- (3) If a prisoner while on No. 2 Restricted Diet should be guilty of misconduct, No. 2 Diet may be temporarily interrupted, and the prisoner may be placed on No. 1 Restricted Diet for a period not exceeding three days; on the expiration of the period awarded on No. 1 Restricted Diet the prisoner shall resume the diet originally ordered, and the period passed on No. 1 Restricted Diet shall count as part of the period originally ordered on No. 2 Restricted Diet: Provided that no prisoner who has been upon No. 2 Restricted Diet for a period of 21 days continuously shall be again placed on either No. 1 or No. 2 Restricted Diet until after the expiration of one week.

SCHEDULE VI.**Female Prisoners Welfare Fund***(Vide Rule 307A.)*

1. The Female Prisoners Welfare Fund is for the purpose of creating interest in handicraft and assisting female prisoners financially on their discharge from prison.
2. Assistance from the Fund for female prisoners on their discharge from prison shall be at the discretion of the trustees of the Fund.
3. Materials for handicraft classes shall be purchased out of the monies of the Fund and the proceeds of sale of articles of handicraft shall be paid into the Fund.
4. All necessary books and records showing all transactions in connection with the Fund shall be kept and shall be subject to regular departmental check and audit by the Director of Audit.