

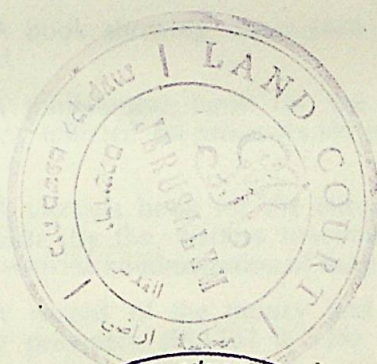
PALESTINE POLICE & PRISONS
PRISON REGULATIONS



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PRISON REGULATIONS



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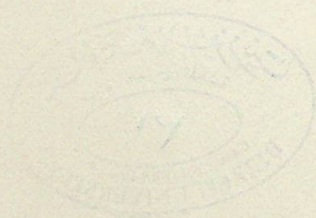
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PALESTINE POLICE & PRISONS

PRISON REGULATIONS



PRISONS ORDINANCE 1921.

REGULATIONS MADE BY THE INSPECTOR GENERAL UNDER
SECTION IV. WITH THE APPROVAL OF HIS EXCELLENCY
THE HIGH COMMISSIONER.

DUTIES OF PRISON STAFF.

Duties of
Superintendent.

1. The Superintendent of a Prison shall observe all the rules of the Prison and will be responsible for the due observance of them by his subordinates.

Records.

2. The Superintendent will keep the following records:—

a) A register of prisoners admitted (PP.615).

b) A book showing when each prisoner is to be released.

c) A punishment book for the entry of the punishments inflicted on prisoners for prison offences (PP.612).

d) A visitor's book for the entry of any observations made by the visitors touching any matters connected with the administration of the prison. (PP.610).

e) A record of the money and other articles taken from prisoners. (PQ.137 & 138).

f) Such other records as may be prescribed by rules.

Escapes.

3. He will take every precaution to prevent the escape of prisoners, and will ensure that all prison officials are well instructed as to their duties and responsibilities.

Inspection of Prison
and Prisoners.

4. He will thoroughly inspect all parts of the prison daily and see every prisoner once weekly. If for any reason he fails to make such daily visits, he will state the reason in his Inspection Book.

Night Inspections.

5. He will, at least once during the week inspect the prison and all guards and posts at an uncertain hour at night, and record in the Inspection Book the hour of the visit and the state of the prison at that time.

Knowledge of Prison regulations by Prisoners.

6. He will take an early opportunity of seeing all prisoners after their admission and satisfy himself that they fully understand the rules and regulations to which they are required to conform.

Accounting for Prisoners.

7. He will require reports to be made to him accounting for all prisoners in his custody night and morning and at such other hours as he directs.

Custody of documents.

8. He will be responsible for the safe custody of the journals, register books, commitment warrants and all other documents confided to his care.

Reports on Officers.

9. He will make periodical reports to the Inspector General on the character and conduct of subordinate officers and as to their ability and fitness to perform their duties.

Suspension of Officers.

10. He will have power to suspend any subordinate officer for misconduct and will report particulars without delay to the Inspector General.

Complaints of Officers.

11. He will forward to the Inspector General any report or complaint which any officer of the prison may desire to make.

Notification of Illness.

12. He will notify without delay to the Medical Officer the illness of any employee or prisoner.

Punishment rolls.

13. He will furnish every day to the Medical Officer a list of prisoners who are under punishment.

Inspection of Food and complaints.

14. He will frequently inspect the food of the prisoners and investigate any complaints. He will report any default by the Contractor to the Inspector General and the Medical Officer of the Prison.

Certificate of Fitness of cells.

15. He shall obtain from the Director of Health a certificate that each cell is fit for occupation before putting it into use. The certificate shall state the maximum number of prisoners which the cell should accommodate and he will arrange for this number to be painted above the door of the cell.

Absence from Prison.

16. When the Superintendent is absent from the prison, his duties will be performed by the senior prison officer present.

DUTIES OF THE JAILER.

Residence in Prison.

17. The Jailer will unless he obtains written permission from the Inspector General reside in the prison.

Whole time
Employment.

18. The Jailer will not be engaged in any other employment.

Deaths of Prisoners.

19. Upon the death of a prisoner, the Jailer will give immediate notice thereof to the Superintendent and the Medical Officer.

Custody of records.

20. The Jailer will be responsible to the Superintendent for the safe custody of the records to be kept under Rule 8. for the commitment warrants, and all other documents confided to his care, and for the money and other articles taken from prisoners.

Absence from Prison.

21. The Jailer will not be absent from the prison by night without permission, in writing, from the Superintendent and, if absent without leave for a night from unavoidable necessity, he will immediately report the fact and the cause of it to the Superintendent.

Inspection of Prison.

22. He will inspect every part of the prison daily and see that everything is clean and in good order, and that the means of security in the cells, yards and workshops, etc., are effective.

Locks, etc.

23. He will, after all prisoners have been locked up, inspect all locks, bars, bolts, etc., and satisfy himself that all are properly secured.

Outside duties.

24. He will not leave the prison without the permission of the Superintendent. When in the course of his duties he has to proceed to work outside the prison walls, he will leave instructions where he is to be found in case his presence is required.

Health, custody of
Prisoners and
efficiency of Officers.

25. He will, at once, bring to the notice of the Superintendent any circumstances which may come to his knowledge likely to affect the health and safe custody of the prisoners or efficiency of the officers.

Lock up Reports.

26. He will receive lock-up reports from the Chief Warder and will see that the keys are securely disposed of for the night in the place appointed.

Night Inspections.

27. He will make night inspections and report the result of such inspections to the Superintendent.

Instruction of
subordinate Officers.

28. He will see that all the subordinate officers are fully instructed in their duties; and that they keep the required records of prisoners' labour, and that the prescribed reports regarding prisoners' labour are furnished by them in the regular manner at the appointed time.

Superintendence of
working parties.

29. He will generally superintend the distribution of the working parties proceeding to labour.

Inspection on
working parties.

30. He will visit the working parties (both inside and outside the prison) and check their number during the hours of labour.

Checking of marks
and tasks.

31. He will, to the best of his ability, check the marks allotted to prisoners by warder-sergeants and warders in charge of working parties and see that the prisoners are carrying out their appointed task.

Checking of rations.

32. He will at uncertain intervals check the ration returns submitted by warder-sergeants and superintend the distribution of the meals.

Searches.

33. He will cause prisoners to be searched at uncertain intervals as prescribed in Rules 166 et seq.

Inspection of
industry sections.

34. He will inspect the Industries Departments daily and see that all sections are fully employed and bring to the notice of the Superintendent any section which may be idle for the want of material or orders.

Security of tools.

35. He will see that all Tools in the Industries Departments are securely locked up at night and the keys handed to the Sergeant on duty.

Fire precautions.

36. He will satisfy himself before the Industries Departments are locked up that there are no fires burning.

Fire buckets.

37. He will satisfy himself that the fire buckets in and around the prison are filled with water and that two buckets at each place contain earth or sand.

DUTIES OF THE ASSISTANT JAILER.

Duties.

38. In the absence of the Superintendent and Jailer, the Assistant Jailer will perform all the duties of these officers.

Cleanliness of Prison.

39. The Assistant Jailer is responsible for the cleanliness of the prison and the prison area.

Allotting of duties.

40. He will allot the duties of prisoners inside the prison and select prisoners for outside labour.

Inspection of Prisoners.

41. He will, in company with the sergeant on duty inside the prison, inspect all cells, wards, passages, court yards, Industries, etc., and will satisfy himself that there is nothing present in the premises or on any prisoner's person which may facilitate his escape.

Inspection reports.

42. He will report the result of his inspection to the Jailer at 10 a. m. each morning.

Inspection of handcuffs and chains.

43. He will on these inspections thoroughly inspect all leg chains and handcuffs worn by prisoners, and satisfy himself that the links and ankle pieces on the leg chains are in no way damaged, paying particular attention to the ankle pieces, and ensure that no prisoner can free himself from the chains. Great care must be taken in inspecting handcuffs to see that the locks, key or any part of the handcuffs is in no way damaged.

Bathing and changing of clothing.

44. He will ensure that all prisoners are bathed at least once weekly and receive a clean change of clothing, that prisoners are bathed on the day of admission or without fail next day, and that their clothing is disinfected before being put into Store.

Cleanliness of cells.

45. He will ensure that all cells vacated by prisoners who have been suffering from any infectious or contagious disease are thoroughly scrubbed out and disinfected, that no prisoners are accommodated in these cells until this has been done, that the clothing of prisoners from such cells is thoroughly disinfected, and that the cells are certified as fit for occupation, by the Medical Officer.

DUTIES OF CHIEF WARDERS.

Duties.

46. In the absence of senior officers and in small prisons to which no senior officers are appointed, the Chief Warden will perform all the duties prescribed for such senior officers.

Opening of Prison

47. He will open the prison every morning for the parade of day duty officers, and will see that all are detailed for duty.

Distribution states.

48. He will furnish every morning to the Jailer or Assistant Jailer, for the information of the Superintendent, states of distribution of prisoners and warders in charge.

Record of marks.

49. He will keep a record of marks earned by each prisoner and the location of each prisoner, and such other records as may be from time to time prescribed.

Parading warders.

50. He will parade and inspect the warders for night duty.

Nightly report.

51. He will make a nightly report that the prisoners have been locked up and that all night duty warders are present at their posts.

Prison gates.

52. He will see that the prison gates are closed at the hours prescribed.

Cleanliness and sanitary
condition of Prison.

53. He will pay special attention to the latrines, urinals and general cleaning of the prison and see that the water supply is working satisfactorily. He will be responsible for the maintenance and cleanliness and good sanitation in the prison buildings and premises, for the avoidance of overcrowding, for the supply of sufficient and proper food and clothing to

the prisoners, for the cleanliness and disinfection of prisoners and their clothing and for the daily employment and exercise of prisoners.

Exercise.

54. He will see that the prisoners are exercised daily in the open air (when weather conditions permit) and are not allowed to sit and loiter about the exercise yards.

Punishment of Prisoners.

55. He will see that ¹all the orders of the Superintendent for the punishment of prisoners are duly carried out.

Records of visitors.

56. He will keep records of all persons visiting prisoners and will detail a warder to be present at such interviews.

Working parties.

57. He will be present at the parade of all working parties, within or without the prison, when leaving for or returning from labour, and will note the names of the warders and the number of prisoners in their charge respectively.

Inspection of Prisoners.

58. He will inspect prisoners at labour both within and without the prison and satisfy himself that all are present and accounted for.

Discipline.

59. He will, to the utmost of his power, assist the Superintendent and senior officers to maintain discipline amongst both warders and prisoners and will immediately report any breach thereof.

DUTIES OF WARDER SERGEANTS.

Duties.

60. In the absence of a Chief Warder his duties will be performed by a warder sergeant.

Supervision of warders.

61. A warder sergeant will, in such parts of the prison or at such hours as the Superintendent may order, supervise the warders in the discharge of their duties, and will observe the conduct of the prisoners.

Daily reports.

62. He will report daily to the Chief Warder as may be directed, and will at once report any circumstances which require immediate attention.

He will, as regards the particular wards in his charge, make a daily report, and also a report of his turn as Orderly Sergeant (day or night).

He will keep a daily record of all prisoners in his charge who fail to earn the full number (8) of marks and will report thereon weekly to the Chief Warder.

Supply of articles
for use.

63. He will be responsible that all prisoners in his charge are supplied with all articles prescribed by Regulations and that they are in good order and repair. He will be responsible that articles unfit for use are replaced.

Working parties.

64. He will, when in charge of working parties, require the warders on charge to count their men at frequent intervals, and make necessary reports.

Sick Prisoners.

65. He will report any prisoner who may be out of health and require medical attention.

Inspection of Prisons.

66. He will frequently inspect every part of the prison under his charge, and ascertain that all locks and bolts are in good order and that the prisoners have no unauthorised articles in their possession, for which purpose he may search the person of any prisoner.

Punishment of
Prisoners.

67. He will ensure compliance with the orders of the Superintendent as to punishment of prisoners, and will daily instruct the warders in respect thereof.

DUTIES OF WARDERS.

Duties.

68. A Warder will have the immediate charge (under a warder-sergeant) of such prisoners and of such parts of the prison as the Superintendent may order and will be responsible for discipline and good order.

Inspection.

69. He will frequently inspect the state of the wards and cells in his charge and search them, also the person of any prisoner, as may be authorised.

Reports.

70. He will make reports to his warder-sergeant of any misconduct or breach of rules on the part of the prisoners in his charge.

Supervision of
Prisoners.

71. He will, when in charge of gangs working outside the prison, exercise a constant supervision over the prisoners, never allowing anyone of them to loiter, straggle, or work at a distance from the gang. He will count the prisoners at frequent intervals to assure himself that all are present.

Reporting of escapes.

72. In the event of a prisoner escaping from his charge, he will at once report the fact to the warder-sergeant or senior warder present, but on no account will he leave his gang to search for the missing prisoner without orders from his Superior Officer.

Charge of extramural
gangs.

73. If, when in charge of a gang working outside the prison, he sees a procession or crowd of persons approaching, he will at once withdraw the prisoners to a distance, and thus avoid their intermingling with the crowd.

Searching of Prisoners.

74. He will at the close of the day's labour, whether inside or outside the prison, search all the prisoners in his charge and count the number of tools and other implements to ensure that none have been secreted; if the prisoners have been working in their cells, all material, etc., will be collected and removed.

Daily report.

75. He will report daily to the warder-sergeant the names of any prisoners who have been idle or have failed to perform their allotted task.

Sick Prisoners.

76. He will give immediate notice to his warder-sergeant of any prisoner who may report himself sick or who may appear to be out of health.

General.

77. He will generally assist his warder-sergeant in the discharge of his duties and carry out the orders of the Superintendent.

WARDRESSES.

Care of Females.

78. The Head or Senior Wardress will have the care and superintendence of the whole female department and will be responsible to the Superintendent for it.

Security of Female
wards .

79. The wards, cells and yards where females are confined will be secured by locks of a different type from those securing the wards, cells, yards, etc, allotted to the male prisoners, and the keys of these locks will be kept in the custody of the Senior Wardress.

Journal.

80. She will keep a journal in which she will record all occurrences of importance within her department and the punishment of female prisoners and will lay the journal before the Superintendent daily.

Report on Female
Prisoners.

81. She will make a daily written report to the Superintendent at some stated time, fixed by him, on the general condition and conduct of her department, of the names of female prisoners in Government Hospital or under medical treatment, in their own cells or wards or waiting to see the Medical Officer or Superintendent and the names of such as are under punishment.

Attendance at
Divine Service.

82. She will be in attendance when religious instruction is given to female prisoners unless prevented by some duty or other sufficient cause in which case she will insert the omission and the cause thereof in her journal.

Absence from Prison.

83. She will not absent herself from the prison without the permission of the Superintendent. During her absence her duties will be performed by the next senior wardress, or by such female (not being a prisoner) as the Superintendent may appoint. The name of the substitute must be entered in the journal.

Searching of Females.

84. Whenever she thinks it necessary, or otherwise directed by the Superintendent, she will search any female visitor to prisoners. The search will be carried out in the presence of females only and not in the presence of prisoners.

Female Prisoners to
know rules.

85. She will read or cause to be read to every female prisoner on admission such of the rules as relate to the conduct or treatment of female prisoners and once in every three months repeat this procedure.

Superintendence
of work.

86. She will superintend the work done by female prisoners and see that the female prisoners committed to penal servitude are constantly employed

during the appointed hours of labour at such labour or work as may be appointed by the Superintendent. She will provide employment for other convicted female prisoners, and also for prisoners before trial, who may be willing to be so employed and will keep a record of all such work done.

GATE KEEPER.

Examination of articles.

87. The officer acting as Gate-keeper may examine all articles carried in or out of the prison and may stop any person suspected of bringing into the prison spirits or prohibited articles, or of carrying out any property belonging to the prison, and may examine all parcels and bundles, and not allow anything to pass out of the prison unless a pass signed by the Superintendent or Storekeeper is produced.

Keys of gate.

88. He will have charge of the keys of the main gate and will allow only authorised persons to enter or leave the prison.

Absence from post.

89. He will not leave his post without permission from the Superintendent except when relieved by another officer.

Searching of Prisoners.

90. He will search all prisoners leaving the prison and returning from labour, and will confiscate any prohibited articles which he may find in their possession, and report the man on whom he may find such articles to the Chief Warder, for the information of the Superintendent.

Assisting the senior wardress.

91. He will assist the senior wardress when called upon in case of misconduct of the female prisoners and report the occurrence to the Superintendent.

Released Prisoners.

(a) He will see that any prisoner who leaves the prison on release appears on the day's list of prisoners for discharge.

(b) In all other cases he will obtain the orders of the Superintendent or in his absence those of the Jailer.

Unauthorised Persons.

92. He will not allow any person not being an officer or servant of the prison, or other duly authorized person, to pass through the gate without authority from the Superintendent or Jailer.

Prevention of escape.

93. He will be constantly on the alert to prevent the escape of prisoners, and will observe carefully the appearance of workmen, labourers or other strangers passing through the gate, in order to detect any attempt on the part of a prisoner to escape in disguise.

Searching of
suspicious Persons.

94. He will stop and search any person whom he may have cause to suspect of making such attempt.

MEDICAL OFFICER.

Visits.

95. The duties of Prison Medical Officer as hereinafter described shall be performed by such Medical Officer of the Department of Health as may be appointed by the Director of Health. He will visit the prison and see every prisoner at least once in each week, and oftener if necessary. He will visit the prisoners confined in punishment cells and such prisoners as are sick and, when necessary, will direct any prisoner to be removed to the Government Hospital.

Examination.

96. He will examine every prisoner brought into prison and will write in his journal the state of health of such prisoner.

Records of sick
Prisoners.

97. He will enter day by day in his journal to be kept in the prison, an account of the state of every sick prisoner, the name of his or her disease and a description of the medicines and diet and any other treatment which he may order for such prisoner.

Inspection.

98. He will at least once every week inspect in company with the Superintendent every part of the prison and enter in his journal the result of such inspection, recording therein any observation he may think fit to make as to its cleanliness, drainage or ventilation, the quality of the provisions, any insufficiency of clothing or bedding, any deficiency in the quantity or defect in the quality of the water, or any other matter which may affect the health of the prisoners.

Treatment of
Prisoners.

99. Whenever he has any reason to believe that the mind of a prisoner is or is likely to be injuriously affected by the discipline or treatment to

which he is subjected, he will report the case in writing to the Superintendent together with such directions as he may think proper, and whenever he is of opinion that the life of a prisoner is endangered by continuance in prison, he will submit a report to the Superintendent who will pass the report with his observations to the Inspector General for information and orders.

Insane Prisoners.

100. In the event of any prisoner being found insane, he will report to the Superintendent and will advise him as to the disposal of the insane prisoner.

Removal of infectious cases to Hospital.

101. It will be lawful for the Medical Officer, with the approval of the Superintendent, to remove for treatment under the charge of a warder any prisoner suffering from any infectious, contagious, or other disease, to Government Hospital or other place of isolation. The ward in which the prisoner is confined in any such hospital will, for the purpose of this regulation, be regarded as a prison, and these regulations will extend to any prisoner who is detained therein.

Deaths of Prisoners.

102. The Medical Officer shall forthwith on the death of any prisoner enter in his journal the following particulars, viz: at what time the deceased was taken ill, when the illness was first communicated to the Medical Officer, nature of the disease, when the prisoner died, and an account of the appearance after death, together with any special remarks that may appear necessary.

Attendance on Officers

103. In the case of sick prison officials, the Medical Officer will arrange treatment and furnish sick reports in accordance with the Regulations for Medical Treatment, Records and Inspections.

Labour of Prisoners

104. He is authorised to direct that a prisoner be placed on lighter labour than that assigned to him under these Regulations, if he is of opinion that it is proper to do so, provided that such order and the grounds thereof are duly entered in his journal.

Dietary Punishments.

105. He will be required to certify before any prisoner is made to undergo dietary punishment that such prisoner is able to bear it and such dietary

punishment ordered to a prisoner will be discontinued after the Medical Officer is certified that the prisoner is unable to bear such punishment, and by such certificate the Medical Officer may direct whether dietary punishment will cease altogether or will be partially suspended.

Examination.

106. He will from time to time examine the prisoners sentenced to penal servitude during the time of their being so employed.

Orders of
Medical Officer.

107. All directions given by the Medical Officer in relation to any prisoners, with the exception of orders for the supply of medicine, or direction in relation to such matters as are carried into effect by the Medical Officer himself or under his superintendence will be entered day by day in his journal, which will have a separate column in which entries are to be made by the Superintendent, stating in respect of each direction the fact of its having been complied with, accompanied by such observations as the Superintendent may think fit to make, and the date of entry.

Medical Officer's
Report.

108. The Medical Officer will render to the Superintendent a weekly report on Form PP.607 every Monday morning at 10 a.m. regarding the health of the prisoners, cleanliness of prison, number of prisoners admitted to the Prison Sick Ward and Government Hospital during the preceding week, also his remarks regarding food, i.e. quality, quantity and cooking and any other observations which he may wish to bring to the notice of the Superintendent.

Medical Orderly.

109. A Medical Orderly will be attached to each prison, and will assist the Medical Officer in dealing with sick patients.

Reporting
for duty.

110. He will report every day for duty at 6 a.m. and will go off duty immediately when the sick prisoners have received their last meal for the day, i.e. 4.30 p.m.

Reporting on
leaving duty.

111. He will report to the senior officer on night duty before leaving the prison, and give him a list of prisoners who may require attention throughout the night.

Cleanliness of
Hospital and
Sick Prisoners.

112. He will be held responsible for the cleanliness of both the Prison Sick Ward and Dispensary, and will see that the sick prisoners are washed or bathed regularly at such hours and on such days as the Medical Officer may direct.

GENERAL DUTIES OF PRISON OFFICERS.

Orders of
Superintendent.

113. All prison officers are subordinate to the Superintendent of the prison in which they are serving and must carry out his lawful orders.

Regulations of
Prison.

114. All officers must make themselves fully acquainted with the rules and orders relating to the prison.

Absence from duty.

115. An officer will not absent himself from duty without the permission of the Superintendent.

Wearing of uniform.

116. All officers will pay strict attention to cleanliness and dress, and will, when on duty, wear the uniform prescribed by regulations.

Appeals against
decisions.

117. Any officer who wishes to appeal against any decision which affects him, or who wishes to bring any matter before superior authority, will state his complaint in writing to the Superintendent, who will forward it to the Inspector General, Police and Prisons, for orders.

Suspension of Officers
handing over of duties.

118. Any officer suspended for misconduct will immediately give up his keys and will afterwards attend daily at the prison at such hours as the Superintendent may appoint until otherwise instructed.

Use of Tobacco.

119. Officers will not use tobacco within the prison walls except under such instructions as may be from time to time laid down by the Superintendent with the approval of the Inspector General, Police and Prisons.

Gratuities and
Presents.

120. No officer will have, either directly or indirectly, any interest in any contract or agreement for the supply of the prison, nor will he receive, directly or indirectly under any pretence whatever, any fee or gratuity or present from any contractor or person having any contract with the Department, or from any person whomsoever, in relation to anything connected with the service of any prison.

**Communications to
outside persons.**

121. Officers will not make any unauthorised communication concerning the prison or prisoners to any person whatsoever, and will not, without authority, communicate to the public press information derived from official sources or connected with the duties of the prison.

**Treatment of
Prisoners.**

122. Officers should treat prisoners with kindness and humanity, and must maintain order and discipline and enforce complete observance of all rules and orders.

Striking Prisoners.

123. An officer will not strike a prisoner unless compelled to do so in self defence, or to prevent his escape.

**Punishment of
Prisoners.**

124. He will not inflict any punishment or privation of any kind upon any prisoner unless ordered to do so by the Superintendent or in his absence the officer in charge of the prison.

**Communication
with Prisoners.**

125. He will hold no communication with prisoners except such as is necessary in the execution of his duties and will on no account speak of his duties or of any matters of discipline in the hearing of the prisoners, or employ any prisoner on his private account.

**Correspondence with
friends of Prisoners.**

126. He will not correspond with or hold any intercourse with the friends or relatives of any prisoner unless expressly authorised in writing to do so by the Superintendent.

Receiving of fees.

127. He will not receive, directly or indirectly, any fee from any person visiting the prison.

**Discipline of
Prisoners.**

128. Officers will ensure that no disrespect is shown by the prisoners to officers of Government Departments or other persons who may be employed instructing them.

**Complaints of
Prisoners.**

129. They will inform the Superintendent of any prisoner who may be desirous of seeing him to make any complaint or prefer any request.

**Treatment of
Prisoners.**

130. It will be the duty of every officer to call the attention of the Superintendent to any prisoner who may be out of health, although he may not complain, or whose state of mind may appear to be deserving of special notice, in order that the opinion and instructions of the Medical Officer may be taken.

Misconduct of
Prisoners.

131. An officer will not fail, under any pretence whatsoever, to make an immediate report to the Superintendent or other superior officer of any misconduct or wilful disobedience of orders on the part of a prisoner.

Defects of Prison
or Prisoners.

132. Every officer will forthwith report, in such manner as may be directed, any defect in any washing place, baths, or other provision, for purposes of cleanliness or sanitation, as well as any defects or insufficiency in any of the buildings, walls, etc., which may affect the safe custody of the prisoners, or the maintenance of order and discipline amongst them.

Female Prisoners.

133. Female officers will in all cases attend on female prisoners.

Female Quarters.

134. A male officer will not enter a prison or division of a prison appropriated to female prisoners except on duty and accompanied by a female officer.

Correspondence of
Subordinate Officers.

135. All letters addressed to the subordinate prison officers will be handed to the Superintendent, who, if he thinks fit, can require the receiver to inform him of the contents of such letters.

Application of
Rules 113-135.

136. The foregoing rules are to be understood to apply to all employees and officers of the prison.

DISCIPLINE OF OFFICERS.

General Rules.

Complaints.

137. An officer having any complaint or request to make connected with his duty or situation in the prison must make the same respectfully to the Superintendent of the prison under whom he is serving.

Forwarding
Complaints.

138. The Superintendent, if unable to dispose of the matter himself, will submit the case with his observations for the orders of the Inspector General, Police and Prisons.

Appeals.

139. If the Superintendent declines to attend to the request of the officer or take any action, an appeal may be made direct to the Inspector General, Police and Prisons. Any officer who makes a frivolous complaint will be punished.

Reports against
Officers.

140. A report against an officer will always be accompanied by a clear and full statement of the case on which the charge is based, and will not be confined to a mere statement of the nature of the offence. The report will also be accompanied by the declarations of witnesses, if any, and the explanation or defence of the officer concerned.

Finance and Stores.

141. Superintendents must carefully observe all the provisions of Financial and Stores Regulations which apply to them and must ensure that they are strictly adhered to by their subordinates.

The Superintendent must properly account for cash and stores received and issued in connection with industries.

All Revenue collected from industries must be paid in daily to the Treasurer's account at the nearest bank.

PROPERTY OF PRISONERS.

142. There will be kept :

Registers.

- a) A book called the Prisoners Property Register P. Q. 137 and P. Q. 138.
- b) A file for each prisoner in which his warrant and all particulars about him will be filed (P. P. 601).

Convicted and
Unconvicted Prisoners.

143. The Register shall be kept in such a way as to differentiate between convicted and unconvicted prisoners.

Books in this form shall be issued by the Quartermaster.

Inventory of
Property.

144. On the arrival of any prisoner, he will be searched and any money, jewellery or other valuables found will be taken away from him. An inventory of the property taken from him will be made in his presence. This inventory will be checked and signed by two prison officials and countersigned or marked as correct by the prisoner. The inventory will then be filed in the prisoner's file.

Countersignature
of Prisoner.

145. A copy of the inventory will then be made in the Prisoners Property Register and the prisoner will similarly countersign or mark this entry.

Entries to be
numbered.

146. All entries in the Prisoner's Property Register will be serially numbered yearly and will also show the prisoner's name and his prison, i.e. General Registry number.

Care of Property.

147. The property taken from a prisoner will be made into a packet or placed in an envelope and closed. This will be marked with the Register Serial Number, the prisoner's name and prison number, the date of receipt and the signature of the officer receiving. It will then be placed in the prison safe which shall be in charge of the Superintendent who is responsible for its safety.

Return of Property.

148. On a prisoner being discharged his property will be handed back to him. He will be required to sign a receipt in the presence of two Prison Officers who will also sign it as witnesses. This receipt will be placed in the prisoner's file. The prisoner will also be required to sign the entry in the Prisoners Property Register which must be similarly witnessed.

All money taken from prisoners will be paid into Treasury on deposit. Provided that in cases where the amount in the prisoner's possession is less than £E.1. and the term to which the prisoner is sentenced is less than one month, the money may be retained for prompt repayment on release.

Treasury Receipts.

149. The receipt from the Treasury for the amount paid in must indicate the prisoner's number and name and will be filed in the prisoners' file.

Return of Money.

150. The Superintendent, prior to the release of the prisoner, will take the necessary steps for obtaining the money from the Treasury and returning it to the prisoner against receipt as laid down in para 148 hereof.

Transfer of Property on
transfer of Prisoner.

151. In the event of a prisoner being permanently transferred from one prison to another, the Superintendent of the prison in which he is serving his sentence will send to the Superintendent of the prison to which he is being transferred, the whole of the prisoner's file together with his property. The Superintendent of the prison who receives the prisoner will then make the necessary entries in his Prisoners Property Register and will check the property received and forward a receipt for the same. An entry will be made in the Register of the prison which the prisoner has left indicating the prison to which he has been transferred.

Custody of Money.

152. On no account should any cash or valuables be kept or allowed to remain in table drawers or other insecure places, and no use whatever should be made of prisoners money.

Examination of
Registers.

153. A periodical examination of the Prisoners Property Register is to be made and the actual property checked. In the event of there being any unclaimed property a report shall be submitted to the Inspector General who will arrange for its disposal.

Deposits.

154. All monies taken from prisoners will be paid into local Sub-Accountants and may be refunded to prisoners on discharge from Imprest Funds. In all cases of refund a receipt will be taken from the prisoner and the Receipt Voucher number and date showing the original payment to sub-Accountants must be quoted when the amount is claimed on the Contingent Bill.

STOREKEEPER.

Custody and issue
of Stores.

155. The Jailer will be responsible for the due receipt, custody and issue of all stores and provisions in such manner as may from time to time be prescribed, and will see that all stores are kept in an orderly and systematic manner in the appointed places and that all articles are properly marked before issue. New stores may not be issued when used or Public Works Stores suitable for the purpose required are available.

Reports on Stores.

156. He will make immediate report to the Superintendent of any defect in quality, or deficiency in weight, or measure of any article delivered, or irregularity in their delivery.

Supervision of Manufactures.

157. He will supervise all manufactures carried on in the prison and will be responsible for the stock and produce thereof.

Store Registers.

158. He will keep such books of stores, etc., as may be directed and will at the end of each month take stock of all materials remaining in the hands of industries sections and ensure that proper balances are struck.

Returns.

159. He will make such returns and reports as may be directed in accordance with the forms prescribed in Appendix "B".

Stores to be Locked.

160. He will see that the stores are kept locked at all times, except when it is necessary to issue or receive stores, and that they are not opened except in his presence.

Issuing of Stores.

161. He will not receive or issue any stores to Jailers or any other outside persons without proper vouchers, and will keep all vouchers, in their appointed places.

161(a). The senior wardress will have charge of the clothing belonging to the female prisoners and will, if required, assist in the purchase of any articles required for her department, and will report from time to time to the Superintendent any deficiencies of the stock required for carrying on the prison work in her Department.

ADMISSION OF PRISONERS.

Arrival to be Reported to Superintendent.

162. The arrival of all prisoners convicted or otherwise will be immediately reported to the Superintendent or, in his absence, to the officer in charge of the prison.

Warrants or Orders
for Detention.

163. Officers receiving prisoners will check all documents and report any omission or irregularity to the Superintendent. A warrant or order of remand or order for sentence or (in the case of persons arrested without warrants) an order for detention by a Police Officer specifying that arrest has been made without warrant must be produced.

Entering of Extract
of Order.

164. No persons can be in prison or detained without a warrant or written order signed by a competent authority according to law. An extract of every order of imprisonment will be entered in the General Register of the prison (P.P.615).

Retention of Warrant
or Order.

165. The original warrant or order for imprisonment is the only authority for detention and must be retained by the Superintendent.

Searching of Prisoners.

166. All prisoners, on admission, will be carefully searched; their clothing thoroughly examined, and all unauthorised or prohibited articles found, such as tobacco, snuff, food, etc., will be destroyed, provided that a female prisoner shall be searched only by females and that the search shall be carried out with as much privacy as possible and in the presence of females only.

Female Searches.

Subsequent Searches.

167. Any prison officer may order any prisoner to be searched subsequently if he suspects that the prisoner has any unauthorised articles concealed on his or her person.

Searching of Prisoners
on return from Extra-
Mural Labour.

168. All prisoners will, on return from outdoor labour, be thoroughly searched and all unauthorised articles confiscated; any money found will be forfeited and handed over to the Superintendent who will enter up particulars of same in his Cash Book and pay the money to the Treasury next day. Any prisoner found in possession of any unauthorised articles will be brought before the Superintendent for disciplinary action.

Searches on
Leaving Work.

169. All prisoners will be searched on leaving their work for meals and on all other occasions when permission is given to them to leave their work.

ACCOMODATION OF PRISONERS.

Bathing.

Medical Examination.

Isolation.

170. Prisoners, convicted or otherwise, will be bathed on the day of admission (provided that they arrive at a reasonable hour) and examined by the Medical Officer of the prison and certified free from communicable disease before being placed in a cell with other prisoners. Should a prisoner subsequently be found to be suffering from any communicable disease he will be isolated until such time as the Medical Officer is satisfied that the prisoner is fit to be accomodated with others.

Separation of Convicted and Unconvicted.

171. On no account will convicted and unconvicted prisoners be confined in the same cell.

MEDICAL EXAMINATION OF PRISONERS.

Exemption from Bathing.

Medical Record.

172. All prisoners shall bathe on admission unless it be otherwise ordered by the Medical Officer.

173. Every convicted prisoner on admission, or as soon after as possible, will be examined by the Medical Officer who will enter up on local Form P.51 full particulars of the prisoner's physical characteristics including his weight.

CLEANLINESS AND HEALTH OF PRISONERS.

Weekly Baths.

Washing Places.

Hair Cutting.

174. All prisoners will bathe at least once a week, and must keep themselves clean and decent in their persons, and conform to such rules as may be laid down for that purpose.

175. Convenient places will be provided for the prisoners to wash themselves, and a sufficient allowance of soap and towels will be supplied.

176. The hair of a female prisoner will not be cut without her consent, except on account of dirt or vermin or when the Medical Officer deems it necessary on the grounds of health. The hair of male convicted prisoners will be kept closely cut, but will not be cut closer than may be necessary for the purposes of health and cleanliness within a fortnight of their discharge from prison.

Exercise

177. Prisoners, employed at work in their own cells or wards will be permitted to take such exercise in the open air as the Medical Officer may deem necessary for their health and will attend at morning exercise.

Sick Prisoners.

178 The Chief Warder will report without delay to the officer on duty the names of prisoners who desire to see the Medical Officer, or who appear to be sick.

Hospital
Accommodation.

179. A Prison Sick Ward or suitable accommodation for the reception of sick prisoners suffering from minor ailments will be provided within the prison, but prisoners who require an operation or who are dangerously ill will be admitted to the Government Hospital, if the Medical Officer certifies that this is necessary.

Cleaning, Whitewashing
and Disinfection of
Prison Buildings
and Equipment.

180. Cells, dormitories, wards, etc., will be swept daily and washed weekly with 1 per cent disinfectant (four tablespoonfuls of Cresol to one kerosene tin of water). The walls of all buildings in the prison will be whitewashed at least twice a year. Any dormitory or ward in which there has been a prisoner suffering from infectious disease (including dysentery, tuberculosis, venereal disease) will be disinfected and whitewashed immediately after it is vacated.

Bedboards, where used, will be scrubbed once a week with 2 per cent disinfectant (eight tablespoonfuls of Cresol to one kerosene tin of water) and if bed bugs are present sprayed with kerosene twice a week until the boards are free. The iron bedsteads in the prison hospital must also be thoroughly cleaned once a week or oftener as the Medical Officer may deem necessary.

Cleaning of Clothes.

181. All prisoner's clothes will be washed once weekly and blankets once monthly. Clothes worn by prisoners on admission will be washed thoroughly by themselves and when stored shall be occasionally exposed to the dry wind and sun.

Sanitary Section.

182. A special gang of prisoners will be detailed for the disinfection of clothing and steam disinfection will be used when available. The prison clothes of a discharged prisoner will be cleaned by a special gang of prisoners detailed for the work. The clothes must be soaked for not less than four hours

in 2 per cent disinfectant (eight tablespoonfuls of Cresol to one kerosene tin of water) and afterwards washed in the usual way before being returned to the Store.

Bedding.

183. Care will be taken that the same prisoners shall always use the same bedding.

Weight of Prisoners.

184. All convicted prisoners will be weighed on admission and thereafter monthly, and the weight carefully noted in PP.601; weighing to be done without clothing.

Vaccination.

185. Vaccination of all prisoners who have not been vaccinated should be carried out immediately after admission.

Cleanliness of Cooks.

186. Cooks and any other prisoners who are handling food must be clean and healthy and must be examined once a month for the presence of infectious disease. They must wash their hands in 1 per cent disinfectant before handling food.

Utensils.

187. Cooking utensils, food pans, and drinking cups should be washed with soap and hot water, and should not be touched again until next meal time. Concrete slabs for washing up and drying kitchen utensils should be provided in all jails to prevent soakage into the ground.

Food Distribution.

188. Food is not to be taken from the coppers until five minutes before distribution.

Latrines.

189. Latrines will be washed night and morning with 1 per cent disinfectant (four tablespoonfuls of Cresol to one kerosene tin of water) and the walls whitewashed once every fortnight.

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Dust Bins.

190. Sanitary dust bins will be provided in all jails.

Rubbish.

191. Rubbish will be disposed of by burning (and never by burying) in those prisons from which the Municipality does not undertake its removal.

Destruction of Clothing

192. The clothing and effects of any prisoner may be destroyed if it is considered that such clothing or effects are of a nature likely to affect the health of the prisoners.

Personal Clothing
of awaiting
Trial Prisoners.

193. Prisoners under trial will be allowed to keep and wear their personal clothing, provided that it is fit for use.

Registration of
Prisoners.

194. Full particulars of each prisoner, as prescribed in the General Register (PP.615) will be duly recorded.

Separation of
Prisoners.

195. Male and female prisoners will be kept separate. Juveniles under sixteen years of age sentenced to imprisonment in a Central Prison, will, where possible, be kept separate from adults.

FOOD, DIETARY, ETC. OF PRISONERS.

Ration Scales.

196. Every prisoner will receive the quantity of food specified in the scale of dietary prescribed in Appendix "A". Prisoners under the care of the Medical Officer will receive Hospital Diet and such other food as the Medical Officer may direct. Convicted prisoners not engaged on hard labour will receive Diet Scale I. Convicted prisoners engaged on hard labour will receive Diet Scale III.

Quantity of Food.

197. Care will be taken that all provisions supplied to the prisoners are of proper quality and weight, and scales and legal weights and measures will be provided.

Food from Outside
Prison.

198. Prisoners awaiting trial may receive their food from outside. If, however, food is not supplied from outside, Diet Scale I. will be provided.

Good Conduct
Prisoners.

199. Good conduct warder prisoners doing duty in prison, including Prisoner Clerks, will receive Diet Scale III.

Foreign Subjects.

200. Foreign subjects will receive a special Diet as laid down in Appendix "A". The scale of food to be supplied to prisoners must not be less than Scale II. from 1st November until 31st March. In exceptional circumstances, such as severe weather, the Superintendent shall authorise Scale III. diet for all prisoners, if the Medical Officer certifies it necessary for reasons of health.

EMPLOYMENT OF PRISONERS.

Hours of Labour.

201. The hours of labour will be left to the discretion of the Superintendent but will be normally 7 a.m. summer and 8 a.m. winter until 4 p.m. with an interval of one and a quarter hours for midday meals.

Awaiting Trial
Prisoners Labour.

202. Prisoners awaiting trial will not be compelled to perform hard labour, but may, at their own request, be permitted to do work within the prison.

Selection of Prisoners
for Jail Labour
Companies.

203. Superintendents will carefully select prisoners for transfer to Jail Labour Companies, and will ensure so far as possible that the prisoners selected are persons who are not likely to attempt to escape.

Clothing on Transfer to
Jail Labour Companies.

204. Prisoners on transfer to Jail Labour Companies will in all cases wear their civilian clothes and on arrival at Jail Labour Companies will be issued with a complete prisoner's uniform.

Rules Jail Labour
Companies.

205. All prison regulations will also apply to Jail Labour Companies except that only periodic inspection will be carried out by the Medical Officer.

Release from Jail
Labour Companies.

206. Prisoners will be released direct from Jail Labour Companies on the expiration of their sentence.

Sick Prisoners of Jail
Labour Companies.

207. Sick prisoners with Jail Labour Companies will either be admitted to the nearest Government Hospital or to the nearest Central Prison for treatment, and on recovery from the illness will return to the Jail Labour Company from which they were transferred

Diets of Jail
Labour companies.

208. All prisoners employed on hard labour with Jail Labour Companies will receive diet Scale III. The Superintendent of the Company and the visiting Medical Officer will decide the Diet Scale for prisoners not so employed.

Duties of Jail Labour
Companies' Staff.

209. The duties of officers, non-commissioned officers and warders at Jail Labour Companies will be exactly the same as those at Central Prisons.

Employment by Trades.

210. The employment of male prisoners is a matter in the discretion of the Superintendent provided that prisoners, so far as possible, shall be employed at their normal trades or occupations and that no prisoner shall be employed on hard labour unless he has been certified by the Medical Officer as fit for such labour.

Employment of
Female Prisoners.

211. Female prisoners will be employed within the walls of the prison in making, mending or washing the prisoners' clothing, or on such other work as the Superintendent or Jailer may direct.

Observance of
Days of Rest.

212. Prisoners will not be employed on their respective days of rest i.e. Fridays, Saturdays and Sundays. Only prisoners required for essential work will be employed on their day of rest.

Prisoner Servants.

213. No prisoner will on any account be employed in the *service of a prison officer*.

MARKS SYSTEM.

Remission of Sentence.

214. Any prisoner undergoing a sentence of imprisonment of 1 year or over may earn remission of sentence by industry and good conduct. The maximum remission obtainable shall be one quarter of the sentence.

Record of Marks.

215. A daily record of the industry and conduct of every prisoner will be kept in marks as follows:-

- (a) Six marks per day for every day's imprisonment.
- (b) 1 additional mark per day for a full day's work.
- (c) 1 additional mark per day for exemplary conduct.

Maximum remission will be obtained by an average of 8 marks per diem.

On holidays, or when a prisoner is sick in hospital or otherwise incapacitated from duty he shall be allotted marks in accordance with his industry during the last 7 days in which he worked.

Entry in Dossier on
Transfer to Jail
Labour Companies.

216. The marks of each prisoner will be carefully recorded in Register P.P.611 and also in his file. On the transfer of a prisoner from one prison to another the full number of marks gained must be duly recorded in the file and initialled by the Superintendent or his Jailer.

Industries.

217. Industries will only be carried out at the two Central Prisons, i.e. Jerusalem and Acre, and the following industries should, if possible, be carried out:-

- (a) Carpentry
- (b) Bootmaking
- (c) Weaving
- (d) Tailoring
- (e) Blacksmithy
- (f) Tinsmithy
- (g) Basketmaking

and any other useful industries if trained prisoners are available.

Private Work.

218. Prisoners should, where possible, be employed on work for the Government, but if orders for Government are not available, the Superintendent with the Inspector General's approval may carry out work for private persons on payment.

Condemned Clothing.

219. All condemned clothing from Police Districts should be sent to Central Prisons for use in the Industrial Sections.

CLASSIFICATION OF PRISONERS.

Classification of
Prisoners.

220. Prisoners sentenced to imprisonment will be divided into the following classes:-

(1) Persons sentenced to imprisonment either with or without the option of a fine or in default of payment of a fine, which class will be subdivided into:-

- (a) Prisoners whose sentences exceed six months.
- (b) Prisoners whose sentences do not exceed six months.

II) Persons awaiting trial by the Magistrates' or District Court or Court of Criminal Assize.

III) Civil prisoners: i.e. those imprisoned for non-payment of a civil debt.

(IV) Military Prisoners.

Grades.

221. All prisoners of class (I) (a) will be divided into three grades which will be known as the Lower, Middle, and Upper grades.

Period of Grading.

222. All prisoners will be posted to the Lower Grade for the first six months of their confinement. This period will be increased to 12 months in the case of habitual criminals, that is, those who have been convicted of a crime on three occasions, and of prisoners who are detained in it or degraded to it for misconduct in prison. All prisoners in this grade will be employed on arduous labour.

The Middle Grade will consist of prisoners who are promoted from the Lower or degraded from the Upper Grade. They will be employed in association at such kinds of industrial labour as may be approved by the Superintendent.

The Upper Grade will consist of prisoners promoted from the Middle Grade. They will be employed in association at any work, industrial or otherwise.

WORKING PARTIES.

Counting and Checking
of Working Parties.

223. Upon receiving his gang of prisoners, each officer will count them and also the tools which he receives. These numbers will be entered in his gang book before leaving the prison, and the entries must be checked by the Chief Warder or other officer detailed for that purpose, who will not despatch the gang until he is satisfied that they are correct.

March Discipline.

224. The officer in charge will then march the gang of prisoners two abreast by the most direct roads to the place of labour. He will not allow more than one pace between each pair of prisoners.

Position of Escort.

225. The escort will march at equal distances from each other on both sides of the gang. Each officer in charge of a gang will march in such a position that he can see the whole of the gang.

Illness on Route.

226. No prisoner will be allowed to leave the gang while on the public road. In the case of illness, the whole gang will be halted until the sick prisoner is disposed of.

Surveillance of Working Party.

227. On reaching the place of labour, the officer in charge will first count his prisoners; he will then distribute the tools and place the escort in such position that the whole party is kept under strict surveillance. No prisoner will be allowed to pass the escort. Prisoners who wish to use the latrine will be sent under escort.

Officers Visiting Working Parties.

228. When any gang is visited by the Superintendent, Jailer or Chief Warder, or other officer detailed for that purpose, the officer in charge will at once report the number of prisoners in his charge and produce his gang book. This gang book must be checked and initialled by the visiting officer.

Insubordination of Prisoners.

229. Any prisoner charged with gross misconduct or insubordination will be marched back to the prison under escort.

Allotting of Marks.

230. The officer in charge will carefully watch during the day how each prisoner does his work and at the end of the day's work will allot marks to each prisoner in the gang book thus:-

8 against each prisoner who does his full task;

7 against each prisoner who does his full task but with less industry;

6 against the each prisoner who does only a minimum day's labour.

Prisoners who are idle are to be reported to the Superintendent.

Breach of Rules.

231. Any breach of the prison rules by any prisoner will be noted by the officer in charge of the gang in the gang book which will be delivered to the Chief Warder on return to the prison.

Orders of Officers
in Charge Gangs.

232. Officers in charge of gangs will not take orders from any person except their superior officers, but if a Foreman of Works or other person is in charge of the work his directions regarding the work will be obeyed provided they conform with Prison Regulations.

Escapes.

233. When an escape occurs the officer in charge will at once cause his gang to "fall in", he will then send one of the escort in pursuit of the escaped prisoner or prisoners and immediately march his gang back to prison as rapidly as possible. On arriving at the prison he will report the escape to the Chief Warder who will at once despatch a search party to the spot. The officer in charge of the prison must notify the nearest Police Station or outpost as soon as an escape takes place.

COOKS.

Checking of Rations.

234. The warder in charge of the cooks will not leave the kitchen under any pretence without being properly relieved. He will take all the cooks to receive the rations from the Chief Warder who will superintend the weighing when the rations are brought in by the contractor.

Custody of Kitchen
Utensils.

235. He will not leave knives, axes or anything likely to facilitate escape in the kitchen but will hand these articles to the Chief Warder, who will lock them up in the store. Tin plates or cups will be kept in the Kitchen.

PUNISHMENT.

Punishments.

236. (1) The punishments inflicted upon prisoners shall be those mentioned in Appendix "C". No other punishment involving physical restraint, deprivation of food or corporal injury shall be imposed.

(2) The punishments mentioned in Parts 3. of Appendix "C" shall not be imposed except with the consent of the District Governor.

(3) The punishments mentioned in Part 2 and 3 of Appendix "C" shall not be imposed upon unconvicted persons.

(4) No officer below the rank of Superintendent of a Prison or officer in charge of a District Jail shall have power to award punishment.

Corporal Punishment.

237. (a) Corporal punishment shall in no case be inflicted upon females.

(b) No sentence of corporal punishment (other than a whipping inflicted by order of the Superintendent of a Reformatory) shall be executed unless a Medical Officer is present at the infliction thereof or has previously certified that the prisoner is fit to undergo the punishment.

The Superintendent will attend all whippings and will enter in his journal the day and hour at which the whipping is inflicted, the number of strokes inflicted and any orders which he or the Medical Officer may have given on the occasion.

Public Whippings.

238. A whipping will be inflicted in the presence of all available prisoners.

Promotion and
Degradation.

239. No prisoner will be promoted from the Lower Grade until he has completed the full term prescribed for that Grade, and unless he has passed four consecutive weeks, immediately preceding the expiration of such term, without any misconduct involving an entry in his Punishment Book. Prisoners in the Middle Grade will be promoted to the Upper Grade when they have earned half the additional marks obtainable under Rule No. 215. provided that they have passed the three consecutive months immediately preceding, without any misconduct involving an entry in the Punishment Book. For the purposes of this regulation, a life sentence will be counted as a sentence for 20 years.

ESCORTS FOR PRISONERS.

Handcuffs.

240. Districts Commandants of Police and Superintendents when sending escorts to fetch prisoners will ensure that the escort is provided with a pair of handcuffs or leg irons for each prisoner.

Supply of Handcuffs.

241. The handcuffs and leg irons will be supplied by the officer sending the escort.

TRANSFER OF PRISONERS FROM ONE PRISON TO ANOTHER INCLUDING TRANSFERS FROM LOCK-UPS TO PRISONS.

Documents.

242. When prisoners are transferred from one Central Prison to another, a Transfer Sheet Form PP.616 will be made out together with File, Form PP.601 which must contain all documents in connection with the prisoner i.e. warrant pending trial; if convicted, warrant of conviction; and physical characteristics.

Fitness to Travel.

243. A prisoner must not be transferred until the Medical Officer has certified on the Transfer of Prisoners Form, Form PP.616 that the prisoner is fit to travel. Prisoners will be clothed in civilian garb during transfer.

Entering of Marks and Punishments.

244. The dossier must show all marks gained up to the date of transfer and these particulars will be initialled by the Superintendent or, in his absence, the Jailer, and care must be taken to ensure that all punishments entered up in the Punishment Book are also correctly recorded in the file and signed by the Superintendent or Jailer before prisoners are transferred.

The foregoing rules will also apply to all prisoners transferred from Lock-Ups or Central Prisons to Jail Labour Companies.

Prisoners for Courts.

245. Prisoners who are required to appear before the Courts will be dressed in civilian clothes and returned to the prison from which they are sent.

PRISONERS ATTENDING COURT.

Court Orders.

246. No prisoner will be sent to any Court except on the written order of a Magistrate or Police Officer. All such orders must bear the official stamps of the Court or Police Office.

Orders of Release.

247. A Prisoner who is acquitted by the Court on a charge brought against him shall be released forthwith unless he is detained on some other charge; and an Order of Release signed by the President of the Court or the magistrate who tried the case should be obtained and forwarded to the Supt of the Prison or Lock-up in which the prisoner was last confined.

Payment of Fines.

248. Prisoners who have been sentenced to imprisonment and a fine will not be released until the fine is paid, against receipt, to the Court concerned. If a prisoner is unable to pay the fine, he will not be released, and the Superintendent will take immediate steps to notify the Court concerned and obtain a warrant for the prisoners' detention in lieu of the fine.

Transfer Documents.

249. A certified true copy of the Warrant of Commitment or Warrant Pending Trial will be sent with prisoners who are transferred from one place to another in order to appear before the Court.

RELIGIOUS INSTRUCTION.

Room for Religious Purposes.

250. A suitable room or place in the prison will, if possible, be set apart for religious purposes.

Visits of Ministers
Shelkhs and Rabbis.

251. All prisoners of the Christian, Moslem and Jewish religions will be visited by religious teachers of their Community at such hours as the Superintendent may appoint.

Religious Instruction.

252. Instruction on religious and moral questions will be given to prisoners who are willing to receive it.

Prisoners of Other Religions.

253. If any prisoner is of a religious denomination other than those mentioned, a Minister of such persuasion will at the request of such prisoner be permitted to visit and afford him religious instruction at such times, and under such conditions as the Superintendent may prescribe.

VISITS AND CORRESPONDENCE.

Visits to Unconvicted Prisoners, Civil and Criminal.

254. Due provision shall be made for the admission at the hours and under the conditions hereinafter stated into any prison of persons with whom civil or unconvicted criminal prisoners may desire to communicate, care being taken that, so far as may be consistent with the interests of justice, prisoners awaiting trial may see their duly qualified legal advisers without the presence of any other person.

Search of Visitors.

255. The Jailer may demand the name and address of any visitor to a prisoner, and when the

jailer has any ground for suspicion, may search any visitor or cause him to be searched, but the search shall not be made in the presence of any prisoner or of another visitor.

Refusing to be Searched.

256. In case of any such visitor refusing to permit himself to be searched, the jailer may deny him admission; and the grounds of such proceeding, with the particulars thereof, shall be entered in such record as the Inspector General may direct.

UNCONVICTED PRISONERS.

Advocates.

257. Any advocate charged with an unconvicted prisoner's defence may have access to a prisoner on any day, at any reasonable hour. Such interviews shall usually take place in the room appointed for this purpose, and need not necessarily be in the hearing of a prison officer, due precaution being taken for the prisoner's safe custody and the non-introduction of forbidden articles. The duration of such visits may, if necessary, exceed the period laid down in rule 276.

Writing Materials.

258. Paper and writing material to such an extent as may appear reasonable to the Superintendent shall be furnished to an unconvicted prisoner for the purpose of communicating with friends or preparing a defence. Such communications shall be subject to inspection but any confidential written instructions for his defence may be delivered personally to his advocate without inspection.

Religious Books, Etc.

259. Any unconvicted prisoner shall be allowed to have supplied to him at his own expense any religious books, newspapers or other literature as the Superintendent may consider unobjectionable.

He may be visited by not more than two relatives or friends once a week on his day of rest.

He may communicate by letter with his relatives and friends as often as he pleases but all communications must be examined by the officer in charge of the prison or lock-up before despatch.

CONVICTED PRISONERS.

Period to be served
before Visit Permitted.

260. A convicted prisoner, irrespective of the time passed under trial, shall not be allowed to communicate with any person by letter or be visited until he has completed three months of his sentence. He shall then be allowed to write and receive one letter or to receive a visit. Subsequently, he shall be allowed to write and receive a letter or be allowed a visit on the condition that he has gained 480 marks between each letter or visit.

Communications by
Superintendent.

261. The Superintendent may at any time communicate to a prisoner or to his friends any matter of importance to the prisoner in case he should not be entitled to write or receive a letter or visit.

Special Letters.

262. The Superintendent may allow any prisoner to write a special letter and receive a reply under any of the following circumstances:-

- (a) The death of a near relative.
- (b) To give instructions as to his business or family affairs of an urgent nature.
- (c) To make arrangements for obtaining employment or assistance from friends on release.

When such permission is given it should be noted by the Superintendent in the prisoner's file.

On Transfer.

263. A prisoner, irrespective of class, may, prior to transfer from one prison to another, be allowed to receive one letter or be allowed one visit from friends or relatives.

Censoring.

264. Save as provided in Regulation 258. Every letter addressed to, or written by a prisoner shall be read and initialled by the Superintendent or an officer delegated by him and shall be numbered and recorded in a special inward and outward register.

Objectionable Letters.

265. If the Superintendent considers that the letter is objectionable, or of a suspicious description, he may forbid its being sent or received by the prisoner, and shall make a note of the fact for record.

Visiting Days.

266. (1) The ordinary hours and days for visits shall be Fridays, Saturdays and Sundays between the hours of 9 a.m. and midday and of 2 p.m. and 4 p.m.

(2) The Superintendent may at his discretion relax the rule as to visiting hours in cases where relatives have come a long distance or have difficulty in repeating the visit on account of old age or infirmity.

Civil Prisoners.

267. Civil prisoners may see their friends and relatives during any of the ordinary visiting hours. They may also see their advocates on any day except Sunday between 9 a.m. and 4 p.m., and a special room will, if possible, be provided for the interview. The admission of advocates at other times will be in the discretion of the Superintendent.

Permission for Visit.

268. No convicted prisoner shall receive a visit except with written sanction of the Superintendent and particulars of every such interview must be recorded fully in prisoner's file showing date of interview and signed by the Superintendent.

Legal Interviews.

269. One interview (or more, if necessary) will be granted with his friends or legal advisers to a convicted prisoner to enable him to arrange for an appeal or the conduct of his case, or to provide for the management of his property.

Dangerously ill Prisoners

270. Prisoners who are dangerously ill may also be allowed an interview with their friends, and in extreme cases the friends may be called by letter at the request of the prisoner.

Good Conduct.

271. Convicted prisoners whose terms of sentence are less than one year, not being eligible for remission under the remission rules, may be allowed two interviews during their terms of imprisonment at intervals of not less than six months provided their conduct has been uniformly good.

Postage Charges.

272. Convicted prisoners entitled to an interview, and who have money on deposit in the prison or have earned gratuities by extra work, may have their friends called to an interview by letter, postage being paid out of the money at their credit, but no charge being made for writing the letter.

Petition Writings.

273. No officer of the prison, nor relative of any officer, shall be allowed to engage in petition writing at the prison gate.

Powers of Attorney,
Prison Officers.

274. No prison officer shall demand or accept a fee for procuring a power of attorney to be attested on behalf of a prisoner.

Place of Interview.

275. Interviews should take place inside the main gate in the presence of the officer on duty in Central Prisons and of the Chief Warder or Sergeant in District Lock-Ups.

Conditions of Interview.

276. An interview shall be limited to fifteen minutes, the prisoner and visitor being required to be apart from each other. The officer on duty will be responsible that no articles are passed surreptitiously to the prisoner, and also that the prisoner is thoroughly and carefully searched before being returned to the interior of the prison.

Gifts for Prisoners.

277. Should the friends of any prisoner wish to present clothing or money etc., for the prisoner's use on release, they are to be deposited at the main gate, in charge of the officer superintending the interview, and shall be brought to the notice of the Superintendent and be recorded in the usual way in the prisoner's Clothing Book.

Written permission of
Superintendent for
Articles for Prisoners.

278. The introduction of any article into a prison for the use of a prisoner from outside, except with the written sanction of the officer in charge of the prison, endorsed on a petition presented by a prisoner or by a prisoner's relative or friend is strictly prohibited.

Convict Warders.

279. Good Conduct prisoners may be allowed an interview with their friends once a month at the discretion of the Superintendent.

Refusal of Interviews.

280. A prisoner who has been punished for a serious breach of Prison Rules may be refused an interview with his friends until after the lapse of 12 months from the date of his punishment.

Visits of District
Governors and
District Officers.

281. The District Governor and District Officer in charge of a Sub-District shall at all times be entitled to visit and inspect any prison within his District or sub-district. At every such visit he shall have free access to every part of the prison and to every

prisoner, and may inspect any of the books and enquire into the state of the buildings and the employment of prisoners.

Visits by Judicial Officers
and the Principal
Medical Officer.

282. Any member of the Supreme Court or of a District Court, the Attorney General and any Principal Medical Officer of Health may at any time after due notice given to the Superintendent visit and inspect any prison within his District and shall at such visit be given free access to any part of the prison. He shall forthwith inform the Inspector General of his visit and may make such observations as he thinks fit as to the administration and condition of prison.

TREATMENT OF PRISONERS UNDER SENTENCE OF DEATH AND THE EXECUTION OF SUCH SENTENCE.

To be kept in Solitary
Confinement.

283. When the Superintendent receives a Warrant of Execution in respect of any prisoner in his charge he will forthwith communicate the contents of the Warrant to the condemned prisoner. A convict in prison under sentence of death shall be kept in solitary confinement.

To be visited daily by
Superintendent of
Prisons or Medical
Officer.

284. He shall be visited by the Superintendent at least once a day and shall be examined daily by the Prison Medical Officer.

Visits of Relatives, etc.

285. He shall be allowed to be visited by his relatives and, if he so desires, by a Minister of the religious community to which he belongs. He shall further be allowed, as often as the Superintendent may direct, to see such persons as may be necessary to enable him to conduct any appeal against his sentence that may be pending or to make a will and to settle his affairs.

Diet.

286. He shall be kept on such diet as the Prison Medical Officer may direct, due consideration being given to his own requests in this matter.

Test of Gallows.

287. On the day prior to an execution the gallows and apparatus will be thoroughly tested by the Superintendent and a representative of the Public Works Department. The test will be carried out with a view to ascertaining:-

- (a) That the gallows and trap door are in good repair and working satisfactorily.
- (b) That the rope to be used is in good condition for which purpose it will be tested by dropping a bag of sand at least equal to the weight of the person to be executed.

Place and Time
of Execution.

288. The execution shall be carried out privately within the precincts of the prison not later than 8 o'clock in the forenoon.

Subsequent Executions.

289. In the event of more than one execution being fixed for the same day, the first shall be carried out not later than 8 o'clock in the forenoon, and subsequent executions immediately after the first body has been taken down in accordance with Regulation 292.

Persons to be Present.

290. The following persons shall be present at the execution:-

- (a) An officer of the District Administration representing the District Governor.
- (b) The Superintendent.
- (c) The Prison Medical Officer.
- (d) The District Commandant of Police or his Deputy.
- (e) A Police Officer or Officer of the Court who was present in Court when the convict was sentenced to death and who can identify him as being the same person.

Persons to be Invited
to be Present.

291. The following persons shall be invited to be present at the execution:-

- (a) A Minister of the religious community to which the person to be executed belongs.
- (b) The Mukhtar of the village or the Sheikh of the Tribe or other representative of the community to which the condemned person belongs.

Body to Hang
for One Hour.

292. After the execution has taken place and the Medical Officer has pronounced life to be extinct the body shall hang for one hour, after which it will be taken down and handed over to the relatives for

burial. Should the relatives not desire to take charge of the body, it will be buried at Government expense.

Certificates regarding
due Execution of
Sentence.

293. After the execution has taken place the Medical Officer shall give to the Superintendent a certificate in duplicate in the form appearing in Appendix "D" hereto. The persons required by Regulation 290 to be present at the execution shall also give to the Superintendent a certificate in duplicate in the form appearing in Appendix "D" hereto. One copy of each certificate shall be posted by the Superintendent on the outside wall of the prison and shall remain posted for twenty four hours.

PRISON CLOTHING.

Scale of Clothing.

294. All convicted prisoners will be provided with the following articles:-

- 2 suits, Prison Clothing—Winter
- 2 suits, Prison Clothing—Summer
- 2 Shirts, Flannel.
- 2 Pairs Drawers, Woollen, Long.
- 1 Pair Sandals.
- 1 Identity disc.
- 2 Sleeping mats (rush)
- 1 Sleeping mat (cocoanut)
- 1 Blanket, Summer.
- 3 Blankets, Winter.
- 2 Vests Woollen, winter use only.
- 2 Pairs Socks.
- 1 Takieh or Libdah.

Prisoners employed with Jail Labour Companies will be provided with khaki kafiah and agal, also jackets of sacking for rough work, (when obtainable). In special cases when more than one blanket is required (summer months) the Medical Officer may authorise the use of additional blankets.

Life of Clothing.

295. No period of wear can be laid down for prisoners' clothing, but the officer in charge shall requisition quarterly, as may be required. Articles of clothing and necessities shall, however, only be renewed when worn out.

Stamping.

296. The prison stamp shall be marked on every article of clothing previous to issue. The following is a specimen of the stamp.

P.

P. 6. 23. P.

The sub-joined table describes the manner in which each article will be marked.

Article	Where marked.	Stamp used.	Colour.
Jacket, Brown	Inside on right front	1/2 brass on wood	White
Jacket, White	do	do	Black
Jacket, Red	do	do	Black
Trousers, Brown	Inside waist band	do	White
Trousers, White	do	do	Black
Trousers, Red	do	do	Black
Drawers, Woollen, long	do	do	Black
Sandals, Leather	Inside leather	1/4 steel	
Identity disc	On the back	do	

USE OF PRISON CLOTHING.

Convicted Prisoners.

297. All convicted prisoners with the exception of foreigners or prisoners who are treated as foreigners will wear prison clothing.

Good Conduct Prisoners,
White Clothing.

298. Convicted prisoners who have been appointed good conduct warders for duty in the prison including prisoner clerks will wear white clothing.

Recaptured and
Condemned Prisoners.

299. All convicted prisoners will wear ordinary clothing.

Prisoners sentenced to death and prisoners who have escaped and been recaptured will wear red clothing.

Black Takias.

300. The takia or head dress for all prisoners will be brown. Life-sentence prisoners and prisoners sentenced to death will wear a black takia.

ESCAPES.

Reporting of Escapes

301. The escape of a prisoner or prisoners from any prison, lock-up, out-door gang, Government Hospital, etc., will be immediately reported to the

Superintendent or, in his absence, to the next senior officer or person in charge who will immediately inform the nearest Police Station giving full particulars of the prisoner's description and if possible the direction which he has taken. Information will also be sent by telegram to all District Commandants of Police and to the Inspector General.

Hue and Cry Sheets.

302. The Superintendent of the prison or the officer in charge of a lock-up from which a prisoner escaped will immediately send to all District Commandants of Police and the Inspector General Hue and Cry Sheets Form P. C. 537 and any other particulars which may be of assistance to the police in the re-capture of the prisoner.

Escapes from Government Hospitals.

303. On the escape of any prisoner from a Government Hospital, the warder in charge will not leave his post but must report the escape by telephone to the nearest Police Station & to the Central Prison.

Recapture of Prisoners.

304. Immediately on the re-capture of an escaped prisoner, the police will notify the Inspector General and all District Commandants of Police by wire and also advise the Superintendent of the prison or the officer in charge of the lock-up from which the prisoner escaped.

Clothing of Recaptured Prisoners.

305. Re-captured prisoners will be sent to the prison or lock-up from which they escaped and will be placed in legchains and handcuffs and dressed in red clothing.

Charges against Recaptured Prisoners.

306. All recaptured prisoners who have escaped or attempted to escape will be prosecuted for the offence according to law.

Notification of Death of Prisoners.

307. On the death of an unconvicted prisoner in a Central Prison, the Superintendent will notify the nearest relatives, Public Prosecutors, the Inspector General and the District Commandant of Police of the District which carried out the investigations. When the death occurs in a District lock-up the notification will be made by the District Commandant of Police. The death of a convicted prisoner will be communicated by the officer in whose charge the prisoner was confined, to the nearest relative, the Inspector General, the District Commandant of Police of the District which dealt with the case, and the

District Commandant of Police in whose area the deceased was normally resident.

DISCHARGE OF PRISONERS.

Time of Discharges.

308. All prisoners due for discharge will be released from prison at 12 noon on day of release.

Examination by
Medical Officer.

309. All prisoners prior to discharge will be examined by the Medical Officer and no prisoner will be discharged until the Medical Officer has certified that he is not suffering from any disease or infirmity which renders him dangerous to the public.

Clothing on Discharge.

310. On the discharge of a prisoner the clothes in which he was admitted will be returned to him, unless it has been found necessary to destroy the clothes. Suitable clothes will be provided at Government expense if the prisoner is unable to supply them.

Detention after
Expiration of Sentence

311. No prisoner can, in consequence of misconduct while in prison, be detained in prison beyond the expiration of the term or terms of imprisonment to which he is sentenced.

Railway Warrants.

312. All prisoners on discharge will be given a free railway requisition warrant to any station on the Palestine Railways.

CONDITIONAL RELEASE OF PRISONERS.

Licence.

313. Whenever any prisoner is about to become due for release from custody prior to the expiration of the sentence passed upon him, either in virtue of a special amnesty granted by the High Commissioner or by reason of his good conduct in the prison, under any regulations for the time being in force, it shall be lawful for the Inspector General or the Superintendent or other officer in charge of the prison from which he is to be released, to issue, in the name of the High Commissioner, a licence authorising such prisoner on becoming due for release as aforesaid, to be released from custody and to be at large, subject to the provisions and conditions set forth in the licence and to the provisions of this regulation.

Form of Licence.

314. The licence shall be in the form set forth in appendix "E" or as near thereto as possible. Before releasing the prisoner on licence, the Jailer of the prison should explain the terms of the licence and deliver the licence to him.

Notify Police of
Residence and change
of Residence.

315. (a) Whenever any prisoner has been released from custody on a prisoner's licence he shall within seven days of his release notify the place of his residence at the police station nearest to such place, and shall, whenever he changes his place of residence within the same district, notify such change at the police station nearest to his new residence; and whenever he changes his residence from one district to another he shall notify such change of residence at the police station nearest to the residence which he is leaving and also at the police station nearest to his new residence.

Report to Police Station.

(b) Every holder of a prisoner's licence shall once in each month report himself at the Police Station nearest to his residence at such time and in such manner as the competent police authorities shall direct; and such report shall, according as such authority shall direct, be made either personally or by letter.

Cancellation of
Licence, etc.

316. (a) The Inspector General may at any time and at his discretion cancel a licence granted under this regulation. Upon notification of cancellation the prisoner at large shall forthwith report at the nearest police station for re-incarceration.

(b) If the prisoner at large fails to perform any of the conditions of the licence as stated therein he shall render himself liable to re-arrest without warrant and may be forthwith conducted to prison for re-incarceration.

(c) If a prisoner at large seeks in any case to evade re-arrest or to escape he shall be deemed to be a prisoner who has escaped from lawful custody and shall be liable to the process and penalties provided by law.

(d) A prisoner who has been taken back to prison under this Regulation shall serve the unexpired portion of the sentence imposed upon him.

Revoking of Licence .

317. It shall be lawful for the High Commissioner whenever he shall think fit, and irrespective of any provision or condition set forth in the licence, to revoke any prisoner's licence and by notice under his hand to signify to any Magistrate or District Governor that such licence has been revoked, and to require the Magistrate or District Governor to issue a warrant for the arrest of the prisoner to whom the license was granted.

Re-commitment
to Prison

The prisoner when arrested shall be brought before a Magistrate or District Governor who shall thereupon issue a warrant for his recommitment to the prison from which he was released by virtue of the licence to serve a term of imprisonment equal to the amount of the term which remained unexpired when the license was granted.

Release from
Obligations.

318. The High Commissioner may in his discretion by order under his hand, release any holder of a prisoner's license from any or all of the obligations and liabilities of the license attaching to the holding of the licence, and in such case, the holder shall thereupon either become free without further restriction, or his obligations and liabilities shall be modified in accordance with the terms of such order.

GRATUITIES TO PRISONERS.

Payment to Prisoners
for Work.

319. No payment shall be made to prisoners in respect of work performed.

Destitute Prisoners.

320. Gratuities will only be paid to prisoners on release who are destitute and the amount paid will only be sufficient to cover their immediate needs.

Sanction of Gratuities

321. Gratuities will be sanctioned by the Inspector General on the representation of District Governors or Superintendents.

Amounts.

322. The amounts of gratuities will be PT.25 to PT.50 according to the necessity of each case. On no account will any prisoner receive more than £E.1. and only in exceptional circumstances will PT.50 be exceeded.

Payment.

323. Gratuities will only be paid to prisoners whose conduct and industry in the prison has been good. A prisoner who has lost 10% of marks will not receive a gratuity.

SPECIAL TREATMENT OF CERTAIN PRISONERS

Definition.

324. Regulations 325 to 330 shall apply to foreigners as defined by Article 59 of the Palestine Order in Council, 1922. & to any other person to whom the court in passing sentence directs that they shall apply.

Place of Confinement.

325. Foreigners awaiting trial or convicted shall be confined in Jerusalem or Acre Central Prison.

Rations.

326. Foreigners awaiting trial or convicted shall be allowed to bring in their food from outside the prison. If, however, the prisoner has no means of obtaining food from outside, the Superintendent shall make arrangements to supply special food the diet being as follows:-

Bread	—	—	—	—	—	450	grams
Potatoes	—	—	—	—	—	200	"
Rice	—	—	—	—	—	60	"
Sugar	—	—	—	—	—	60	"
Beans	—	—	—	—	—	50	"
Milk	—	—	—	—	—	150	"
Tea	—	—	—	—	—	20	"
Meat (without bone or excessive amount of fat)	—	—	—	—	—	250	"
Fresh vegetables without outside leaves, stalks, etc.	—	—	—	—	—	400	"
Salt	—	—	—	—	—	15	"
Pepper	—	—	—	—	—	0.25	"

Scale.

327. This scale may be altered from time to time on the recommendation of the competent medical authorities.

Bedding.

328. The prisoner shall be supplied with a bed and three blankets from prison store.

Clothing.

329. The prisoner shall be allowed to wear his civilian clothing.

Employment.

330. The employment of a foreigner in prison labour shall be a matter in the discretion of the Superintendent.

331. These Regulations may at the discretion of the Superintendent be extended to ~~prisoners~~, other than those defined by Article 39 of the Palestine Order in Council, ~~whose~~ ^{whose} habits of life make a different treatment desirable.

MISCELLANEOUS.

Custody of Tools.

332. Nothing shall be allowed to grow against the outer walls of prisons nor will any rubbish or other articles be laid against them. All tools or implements of any kind likely to facilitate escape will be kept in safe custody.

Livestock.

333. No dogs, poultry, or pigs will be kept in the prison.

Unauthorised Persons
not to enter Prisons.

334. No unauthorised person will be allowed to enter the prison.

Gambling.

335. No gaming will be permitted in the prison, and no dice, cards or other instruments of gaming will be introduced.

DEBTORS.

Not to be Handcuffed
unless of Bad Character.

336. Persons who are committed to prison for debt or non-payment of Court fees should not be handcuffed when they are transferred under escort to or from the prison or lock-up.

This rule may be relaxed in cases in which the person concerned is of bad character, or when from the circumstances of the case, it is probable that an attempt to escape will be made.

Accommodation.

337. Persons committed to prison for the non-payment of debt will so far as possible be confined together and will not be accommodated with other classes of prisoners.

Special Privileges.

338. Debt prisoners will be allowed to retain and wear their own clothing provided it is fit for use, and may also receive their food from outside the prison.

Employment.

339. They will not be employed on work outside the prison, but should, if possible, be employed in the Industries Section.

A. S. MAVROGORDATO.

30.3.25

Acting Inspector General, Police & Prisons.

Approved.

HERBERT SAMUEL.
High Commissioner,

April 1st, 1925.

APPENDICES:

"A" Diet Scales.

"B" Forms and Instructions.

"C" Punishments.

"D" Capital Sentence Certificates

"E" Ticket of Leave Form.

DIET SCALES.

The following are the authorised Scales of prisoners rations:-

SCALE I.

Sunday	Bread	780	grams
	Biscara from oil	19	"
	Beans ground	112	"
Tuesday	Mint	4	"
	Molokhia	13	"
&	Onions	13	"
	Salt	13	"
Thursday	Ducca	4	"
	Vegetables	73	"
	Rice	94	"
	Pepper	0.25	"
Monday	Bread	780	"
	Soup consisting of oil	19	"
Wednesday	Beans	188	"
	Onions	13	"
Friday	Vegetables	73	"
	Salt	13	"
&	Ducca	4	"
	Pepper	0.25	"
Saturday			

SCALE II.

All Days	Bread	780	"
	Oil	25	"
	Meat Boneless	32	"
	Lentils	75	"
	Beans	75	"
	Rice	32	"
	Onions	13	"
	Vegetables or Fruit	100	"
	Salt	13	"
	Ducca	4	"
	Pepper	0.25	"

SCALE III.

Bread	936	"
Oil	25	"
Meat	118	"

All Days	Lentils	57 grams
	Beans	75 "
	Rice	38 "
	Onions	13 "
	Vegetables or Fruit	100 "
	Salt	13 "
	Ducca	4 "
	Pepper	0.25 "

On Tuesdays and Fridays 88 grams of uncooked vegetables to be issued extra to prisoners on Scales II. and III.

Meat in Scale III. should be given daily.

HOSPITAL DIET (DAILY).

Bread	750 grams	
Beef	150	"
Milk	200	"
Vegetables	200	"
Rice	100	"
Lentils	80	"
Beans	80	"
Butter	15	"
Sugar	30	"
Olive Oil	20	"
Salt	20	"
Pepper	0.25	"

} alternatives.

Prisoners on ordinary or light work should have their diet increased in accordance with Scale II. For working prisoners Scale I. is insufficient in fats and proteids.

A prisoner on Scale I. may be recommended by the Medical Officer to be placed on Scale II. on grounds of ill health.

A Scale for prisoners on hard labour is shown under Scale III.

For sick in hospital, the scale of diet should be that of 3rd Class Hospital Diet.

Fever Diet.

Mutton	100 grams
Milk	1 to 3 kilogrammes.

Milk Diet.

Bread	450 grams
Mutton	100 "

Milk	750 grams
Rice	50 "
Sugar	35 "
Salt	5 "
Olive Oil	20 "
Pepper	0.1 "

Diets not below Scale II. are to be supplied to all prisoners between 1st December and 31st March.

For women, and boys under 15 years, for whom special scale has not been laid down by the Prison Medical Officer, the bread in Scales I. and II. may be reduced to 200 dirhems. Children under 15 years should be rationed according to age on the recommendation of the Medical Officer.

FOREIGNERS.

Bread	450 grams
Potatoes	200 "
Rice	60 "
Sugar	60 "
Beans	50 "
Meat (without bone or excessive amount of fat).	250 "
Fresh vegetables without outside leaves, stalks etc.	400 "
Milk	150 "
Tea	20 "
Salt	15 "
Pepper	0.25 "

FORMS AND REGISTERS.

P. A. 3. Monthly Labour State.

A consolidated return of private individuals, officials and others who have employed prison labour, to be rendered to the Inspector General by the 1st of every month.

P. A. 4. Receipt of Casual Labour.

To be used when prisoners are sent out on labour out of the prison, and to serve as a voucher when charges are made for the same.

P. A. 11. Return of Prisoners Rations.

The daily number of prisoners rationed in a Central Prison, Lock-Up or Jail Labour Company must be inserted under the different scales of diets daily. This form will be submitted with the ration bill and the total number of rations must agree with the total quantities drawn from the food contractor.

P. A. 16 Bill Form.

To be used when rendering account in respect of Prison Industries.

P. Q. 137. Register of Prisoners Clothing.

To be maintained in Central Prison and Lock-Ups in respect of personal clothing of prisoners. (Rule 142).

P. Q. 138. Prisoners Cash and Jewellery Register.

See instructions contained in Rules 142 et seq.

P. Q. 139. Daily Demand for Rations.

This form is to be completed in all respects prior to submission to the contractor. On no account will ration indents other than this form be used. Alterations on indents will be made by striking out the figures to be altered in red ink and rewriting the figures in red ink above; the correction should be attested by the initial of the person signing the indent.

(a) When food is supplied cooked or otherwise, the indent should be made to read to that effect, and any blank spaces left in the indent for provisions not required should be ruled off so as not to permit of any fraudulent additions.

(b) Indents will be numbered serially according to the days of the month and will be renewed at the beginning of each month.

(c) In the event of additional rations being required, a fresh indent will be made out, and marked "Supplementary".

(d) Officers signing indents will fill in their full title and sign their names clearly.

(e) At the end of each month, the contractor will submit a summary of the daily rations supplied duly supported with the original daily indent. The latter will then be checked with the summary bill and the total quantities computed at the contract rates, certified by the officer in charge of the prison and forwarded to the District Commandant of Police supported by the indents. The District Commandant of Police will then countersign the bill and submit with daily indents to the Inspector General. The instructions printed on the back of the indent are to be strictly adhered to.

(f) All indents should be made out in the contractor's name e.g. "to the agent of (.....) Jaffa" and not in the name of the individuals representing the contractor.

(g) Rations must be indented for in the measure specified in the contract i.e. 1 lb tins in number, and any other commodity supplied per unit; in the case of weight the metric system must be adopted (1 kilogram, 1000 grams).

P. Q. 153. Prison Industries.

To be used in keeping records of stock and articles sold by the Prison Industries Section.

P. C. 537. Escape Slip and Hue and Cry Sheet.

To be used when a prisoner escapes, see Rules 302 et seq.

P. P. 601. Prisoners File - Penal Record of Prisoners.

(a) This file must be used for all prisoners, whether awaiting trial or convicted.

(b) It should contain all documents in connection with the prisoner, i. e. warrant pending trial, warrant of conviction, correspondence between District Commandant of Police and Superintendent, and any letters from the Courts in connection with his case. Particulars of visits to the prisoner and private correspondence from and to the prisoner will be recorded on the blank space on the inside cover.

(c) The greatest care must be exercised by Prison Record clerks in completing all particulars.

(d) The file number as shown on the right hand side of the form should correspond with the serial number in the large general register of prisoners (PP. 615).

(e) When a prisoner is transferred from one prison to another, the file complete should be despatched to the Superintendent of the prison to which he is transferred.

(f) In the case of prisoners transferred to Jail Labour Companies, the file will also be sent complete with all correspondence.

(g) Great care must be taken to see that each deposit entered in the file together with particulars of punishments correspond with Prisoner's Cash Book (P. Q. 138) and the Prisoner's Punishment Register (PP. 612).

P. P. 602. Prisoner's Card.

This card to be entered up in Arabic and English. The necessary particulars are clearly indicated. The cards for each cell, should be kept in a properly prepared receptacle placed outside the cell, and during inspections the cards distributed amongst the prisoners, so that the inspecting officer can refer to same. On completion of a prisoner's sentence, the card will be returned to the Prison Record Office and filed with P. P. 601.

P. P. 603. Awaiting Trial Return.

To be forwarded by Superintendents and District Commandants of Police to the President of the District Court and the Public Prosecutor. The District Commandant of Police and Superintendent Central Prison, Jerusalem, will send two copies to the President, District Court, Jerusalem. One copy of this return will be attached to Form P. P. 614. Monthly State, in support of the number of persons shown as awaiting trial. A Monthly Return will also be forwarded to the Attorney General, with a copy to the Chief Justice, (at the end of each month) of persons who have been under detention awaiting trial for more than a month, giving particulars as to the state of each case and the cause of delay.

P. P. 604 Ticket of Leave Prisoners Card.

To be handed to prisoners released on Ticket of Leave with instructions to report to the Police Station nearest to the town or village to which they are proceeding. Page 2 of the form to be used when a prisoner moves from his District.

The attention of the person released under the Ticket of Leave Regulations must be directed to the instructions printed on the back of the form.

On completion of the Ticket of Leave period, this form is to be returned to the Superintendent of the prison from which the prisoner was released and filed with P.P.601.

P. P. 605. Notification of Ticket of Leave.

To be forwarded to the District Commandant of Police of the District to which a Ticket of Leave prisoner is proceeding when released under Rule 313 et seq.

P. P. 606. Receipt of Prisoners.

To be used in connection with the receipt of prisoners at all times. To be prepared in duplicate, one copy to be handed to the escort bringing the prisoners and the other copy filed in the file kept for transfer of prisoners from the particular District concerned. These receipts should be *written in ink*, never in pencil. Alterations to be initialled.

P. P. 607. Weekly Medical Report.

To be used by the Medical Officer in charge of a prison when making his weekly inspection. (Rule 108).

P. P. 608 Index Book.

The necessary particulars are clearly indicated on the form.

P. P. 609. Prison Diary.

To be entered in English and checked daily by the Superintendent, or the officer acting in his absence. Particular attention to be paid to correct nomenclature.

P. P. 610. Admission of Visitors.

This book should be kept at the Main Gate and in Arabic or Hebrew. The names of all visitors must be entered in this book together with the object of their visit. Particulars of visitors to prisoners should be transcribed from the written authority provided by the Superintendent or the officer acting in his absence. This book should be inspected once weekly at least by the Superintendent.

P. P. 611. Register of Marks.

To be entered in English. New admissions of over one year's imprisonment to be entered at once, such entry being made by daily inspection of the Prison Register P.P.615. Entries in P.P.612, in so far as they concern P.P.611, should be transferred from the former at the end of each month when the monthly balance of marks is made. At this time it will be seen what prisoners are qualifying for an early release, and so provide a check on Record Office. It is essential that this Register (P.P.611) should be carefully inspected each month by the Superintendent. All transfers should be recorded and balance of marks struck at such times, such balance being indicated to the prison or to the Jail Labour Company to which prisoner is transferred.

P. P. 612. Punishment Register.

To be entered in English. All punishments must be entered at the time of award, and authorised by the Superintendent, or the

officer acting in his absence. Entries to be transferred at the end of each month to P.P.611.

P. P. 614. Monthly State.

To be rendered to reach the Inspector General by the 3rd of each month. The necessary particulars are clearly indicated on the form.

P. P. 615. Register of Prisoners.

To be kept in English and Arabic. Entries in this book should be made at the same time, and agree with the information entered in P.P.601. Particular attention should be paid to transfer of prisoners.

Dates of release to be entered in red ink. This book should be inspected weekly by the Superintendent and should never be allowed to leave the Prison Record Office. No entries should be made in pencil, and all erasures or alterations should be subjected to the closest scrutiny.

P. P. 616. Transfer List.

To be used in connection with transfers between prisons and Jail Labour Companies. Particular attention to be paid to the accuracy of all necessary information supplied, same being checked by reference to P.P.601. To be prepared in duplicate, one copy to go with escort and the other copy to be filed in the particular file concerned.

P. P. 617. Prisoners Clothing Label.

An inventory of the prisoner's clothing taken from him on conviction and to be fastened to the clothing. (Rule 181).

Medical Officers Journal.

PUNISHMENTS.

Part I.

Confinement in a punishment cell for a period not exceeding 7 days. Punishment diet for a period not exceeding 7 days. Suppression for any period not exceeding 30 days of any of the privileges of his class except when such privileges are secured by law.

Part II.

Confinement in irons for a period not exceeding three months. Transfer to a discipline gang for any period not exceeding six months. Postponement of promotion to a superior Grade for a period not exceeding one year.

Part III.

Corporal punishment not exceeding 24 lashes in the case of persons over the age of 18 years and not exceeding 24 strokes with a cane in the case of persons under that age.

Appendix "D".

CERTIFICATE OF EXECUTION OF SENTENCE.

We the undersigned hereby declare that Judgment of Death
was this day executed on

in the

in our presence.

Dated this day of 192

.....
District Officer.

.....
Superintendent of Prison.

.....
Medical Officer.

.....
Police Officer.

.....
District Commandant of
Police or Deputy.
.....
.....

CERTIFICATE OF MEDICAL OFFICER.

I,

hereby certify that I have this day examined the body of

and that on that examination I found that the said

was dead, and in my opinion the cause of death was

Dated this day of 192

TICKET OF LEAVE FORM.

Prisoner's licence under the Regulations made under the Prisons Ordinance 1921, Article 4.(a).

The High Commissioner is please to grant to
.....
who was convicted of....., at the.....
....., on the.....
and was then and there sentenced to.....
and is now confined in the.....

His licence to be from the date of his release under the amnesty or present Regulations in force at large during the residue of his term of imprisonment unless the said..... shall before the expiration of the said term be convicted within Palestine of a crime or any offence involving fraud or dishonesty in which case this licence will forthwith automatically become forfeited, or unless it shall please the High Commissioner sooner to revoke it.

This licence is granted subject also to the conditions herein, upon the breach of any of which it will be liable to be forfeited or revoked under the provisions of the Regulations above mentioned.

The High Commissioner hereby orders that the said..... shall be released from custody within thirty days from the date of this order.

Given in the High Commissioner's name under my hand
at..... this..... day of.....

CONDITIONS.

(a) The holder shall preserve his licence and shall produce it when required by a Magistrate, District Governor or competent Police Authority so to do.

(b) He shall comply with the provisions of the Regulations for the Conditional Release of Prisoners as to reporting himself.

(c) He shall not get his livelihood by dishonest means or habitually associate with bad characters.

(d) If a prisoner's licence is forfeited or revoked under any provision other than that contained in Regulation 316. the holder will be liable, irrespective of any other penalty, to serve a term of imprisonment equal to the residue of his term of imprisonment which remained unexpired when his licence was granted, namely—

PRISONS ORDINANCE, 1921.

REGULATIONS FOR REFORMATORY SCHOOLS.

PRELIMINARY.

1. The term "young offender" in these Regulations means male persons only, who have not completed their 18th year.

ADMISSION.

2. Young offenders shall be admitted to the Reformatory on the warrant of a Court in accordance with section 7 of the Young Offenders Ordinance, 1922.

3. A young offender on admission to the Reformatory shall receive special clothing from the institution. If the clothing in his possession at the time of admission is of such a nature as to affect the health of the inmates, it shall be sold or destroyed, otherwise it shall be handed to the boy's family, or if he has no family, retained in the Store.

4. A young offender shall be bathed on admission, and shall be segregated from the other inmates of the Reformatory for such time as may be considered necessary by the Medical Officer.

5. A personal record shall be kept for every young offender committed to the Reformatory School.

In this record shall be entered:—

(a) The previous history and circumstances of the young offender, and in particular the offences of which he may have been guilty, the status and character of his parents, and any special reasons which may account for his delinquency.

(b) A report of the Medical Officer upon him which shall be made as soon after admission as possible, and which shall state as accurately as possible his age.

(c) All punishments inflicted on the young offender.

(d) A quarterly statement of marks obtained by the young offender.

CLEANLINESS.

6. Every young offender will be required to take a bath once a week in winter and twice a week in summer. Face and hands must be washed after each meal, and face, hands and feet must be washed night and morning. The clothing and bedding shall be changed every week.

The following will be the scale of clothing:—

Scale of Clothing Howard Home.

Quantity.	Article.	Period of wear
2	Jackets Woollen	1 year
2	Trousers "	1 "
2	Shirts flannel	1 "
2	Drawers Woollen	1 "
2	Vests "	1 "
1	Cardigan Jacket	2 "
1 pair	Sandals	1 "
1 "	Boots	1 "
1	Great Coat	2 "
1	Waterproof Cape	2 "
2	Bolster Slips	2 "
2 pairs	Sheets	2 "
3	Blankets G. S.	3 "
2 pairs	Stockings	1 "
1	Hat, pattern as now worn.	1 "

8. All clothing shall be washed weekly, or oftener, should occasion arise. Clothing not actually in wear will be kept in the partworn clothing store ready for use.

9. Young offenders who frequently soil their bed linen shall be reported to the Medical Officer, and if necessary punished.

DAILY ROUTINE.

10. The daily routine for boys shall be as follows during summer and winter respectively:—

Summer—15th April to 15th November.

05.30	Reveille
05.30—0700	Cleaning
0700—0730	Breakfast
0730—1200	School
1200—1400	Dinner and rest

1400 — 1630	Workshops
1630 — 1700	Physical training and recreation
1730 — 1800	Supper
1830	Lock-up.

Winter—16th November to 14th April.

0600	Reveille
0600 — 0730	Cleaning
0730 — 0800	Breakfast
0800 — 1200	School
1200 — 1330	Dinner and recreation
1330 — 1530	Workshops
1530 — 1630	Physical training and recreation
1630 — 1700	Supper
1730	Lock-up.

There shall be fifteen minutes for recreation during morning school.

RELIGIOUS WORSHIP.

11. The Superintendent shall arrange that young offenders of all denominations shall have facilities for religious worship. If necessary he shall apply to the Prison Superintendent for escort for parties to and from mosques, churches and synagogues.

EDUCATION.

12. The education in school shall conform to the principles laid down by Director of Education for general elementary education.

DISCIPLINE.

13. The acts specified in the first column of Schedule I. shall be deemed offences liable to a punishment which shall be measured by the circumstances of each case and shall not exceed the punishment specified for that offence in the second, third or fourth column of the table according to the state of the offender's conduct record.

Offences Nos. 1 to 6 shall be considered trivial offences.

VISITS AND CORRESPONDENCE.

14. Young offenders shall be encouraged to write to their parents or relations once a week, or more often should necessity arise.

15. Unless forbidden by the Medical Officer, young offenders may be visited weekly at the discretion of the Superintendent, by their parents or relations.

16. The duration of such visit should not as a rule exceed half an hour, but the Superintendent may authorise a longer period for any special reason.

17. The Superintendent shall prevent the introduction of any articles which are not authorised by Prison Regulations. A visitor may be required to submit to be searched prior to the interview, and, on refusal, may be denied admission.

DISCHARGES.

18. Fifteen days before the date of release of any young offender, the Superintendent of the Reformatory shall communicate with the District Commandant of Police, in whose District the young offender will reside with a view to such young offender being found employment on his discharge, and his mode of living being as far as possible watched and influenced.

19. The young offender will be handed over to such Police Officer or Probation Officer as may be delegated for the purpose by the President of the District Court.

A. S. MAVROGORDATO.

30/3/25

Acting Inspector General, Police & Prisons.

Approved.

HERBERT SAMUEL
High Commissioner.

April 12th, 1925.

SCHEDULE I.

TABLE OF OFFENCES AND SUMMARY PUNISHMENTS.

Offence.	If 1 previous entry in the 3 months or a good character.	If 2 previous entries in the 3 months, or an indifferent character	If 3 previous entries in the 3 months or a bad character.
1. Dirty on or late for parade.	Loss of 2 marks	Loss of 6 marks	Loss of 12 marks
2. Talking or inattention at school or on parade.	Loss of 2 marks	Loss of 6 marks	Loss of 12 marks
3. Leaving bed or clothing untidy in the ward.	Loss of 2 marks	Loss of 6 marks	Loss of 12 marks
4. Inattention at work.	Loss of 2 marks	Loss of 6 marks	Loss of 12 marks
5. Leaving work without permission.	Loss of 2 marks	Loss of 6 marks	Loss of 12 marks
6. Fighting or striking another boy.	Loss of 2 marks	Loss of 6 marks	Loss of 12 marks
7. Communicating with persons outside the Reformatory contrary to regulations.	Loss of 2 marks	Loss of 12 marks	Loss of 24 marks and 3 strokes with a cane.
8. Possession of forbidden articles.	Loss of 12 marks	Loss of 12 marks and 3 strokes with a cane.	Loss of 24 marks and 6 strokes with a cane.
9. Telling a lie.	Loss of 12 marks	Loss of 24 marks and 3 strokes with a cane.	Loss of 48 marks and 6 strokes with a cane.
10. Malingering.	Loss of 48 marks and 6 strokes with a cane.	Loss of 100 marks and 10 strokes with a cane.	Loss of 150 marks and 12 strokes with a cane.
11. Failure to obey an order of a Reformatory Official.	Loss of 24 marks	Loss of 24 marks and 3 strokes with a cane.	Loss of 48 marks and 6 strokes with a cane.

Offence.	If 1 previous entry in the 3 months or a good character.	If 2 previous entries in the 3 months, or an indifferent character.	If 3 previous entries in the 3 months or a bad character.
12. Wilful disobedience.	Loss of 24 marks and 3 strokes with a cane.	Loss of 48 marks and 3 strokes with a cane.	Loss of 100 marks and 6 strokes with a cane.
13. Conspiring and making false accusation against other boys.	Loss of 24 marks and 3 strokes with a cane.	Loss of 48 marks and 3 strokes with a cane.	Loss of 100 marks and 6 strokes with a cane.
14. Wilful damage of his own or another boy's clothing.	Loss of 24 marks and 6 strokes with a cane.	Loss of 48 marks and 6 strokes with a cane.	Loss of 100 marks and 6 strokes with a cane.
15. False accusation against an official.	Loss of 24 marks and 6 strokes with a cane.	Loss of 48 marks and 6 strokes with a cane.	Loss of 100 marks and 6 strokes with a cane.
16. Insubordination (wilful defiance of authority).	Loss of 48 marks and 6 strokes with a cane.	Loss of 48 marks and 10 strokes with a cane.	Loss of 150 marks and 12 strokes with a cane.
17. Stealing.	Loss of 48 marks and 6 strokes with a cane.	Loss of 100 marks and 10 strokes with a cane.	Loss of 150 marks and 12 strokes with a cane.
18. Escape or attempt to escape.	Loss of 100 marks and 8 strokes with a cane.	Loss of 200 marks and 10 strokes with a cane.	Loss of 300 marks and 12 strokes with a cane.
19. Improper conduct of an unnatural kind.	Loss of 100 marks and 8 strokes with a cane.	Loss of 200 marks and 10 strokes with a cane.	Loss of 300 marks and 12 strokes with a cane.
20. Breach of a special rule or regulation not specified.	Punishment prescribed for No. 11 or No. 12 as the case may be		
21. Absence without leave.	Stoppage of all leave for 3 months with loss of 48 marks.	Stoppage of all leave for 6 months and loss of 100 marks.	Stoppage of all leave for one year and loss of 200 marks gained.

15. Punishment other than reprimand shall only be inflicted by order of the Director.

16. Boys shall be caned on the buttocks bared.

No punishment of more than 6 strokes shall be inflicted unless the Medical Officer has certified that the young offender is fit to receive such punishment.

17. All punishments inflicted shall be entered in a Punishment Register and the relevant extracts shall be made for each personal record.

SCHEDULE II.

DIET.

(1) Young offenders shall receive a daily ration according to the following scales:—

Breakfast: All days.

Bread	250 grams
Dibs (Treacle)	63 "
or cheese	47 "
or Tea one cup	
Fruits one orange, or 90 grams of Mishmis or grapes.	
When fresh fruits are not available, 60 grams of dates or figs should be issued in lieu.	

Dinner (4 times a week)

Bread	250 grams
Lentils	63 "
Beans	60 "
Oil	22 "
Onions	16 "
Salt	13 "

Dinner (3 times a week)

Bread	250 grams
Vegetables	312 "
Beans	60 "
Meat	140 "
Semneh (cooking butter)	25 "
Onions	16 "
Salt	13 "

Supper (4 times a week)

Bread	250 "
Rice or crushed Lentils	63 "
Vegetables	32 "
Oil.	25 "
Onions	16 "
Salt.	13 "

Supper (3 times a week)

Bread	250 "
Cheese	32 "
Dry figs or Kamardine	94 "

If treacle is not obtainable, jam or honey may be issued. Young offenders out of health may be given extra or special diet on the recommendation of the Medical Officer.

THE MEALS SHALL BE AS FOLLOWS:—

Day	Breakfast	Dirhems.	Dinner.	Dirhems.	Supper.	Dirhems.
Sundays	Bread	75	Bread	75 or 100	Bread	75
Tuesday	Treacle	12	Soup		Soup	
Thursday			Butter	2½	Butter	2½
			Lentils	20	Meat	15
			Rice	5	Rice	10
			Onions	2	Onions	2
			Salt	2	Vegetables	13
			Uncooked Vegetables	12	Salt	2
Mondays	Bread	75	Bread	75 or 100	Bread	75
Wednesdays	Cheese	10	Soup		Soup	
Saturdays			Butter	2½	Butter	2½
			Beans	22	Rice	20
			Onions	2	Vegetables	25
			Salt	2	Salt	2
Fridays	Bread	75	Bread	75 or 100	Bread	75
	Cheese	10	Soup		Soup	
			Butter	2½	Butter	2½
			Lentils	15	Lentils	15
			Rice	6	Rice	5
			Onions	2	Onions	2
			Salt	2	Salt	2
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