

By-rules to be observed in connection with the management of the St. Helena Penal Establishment.

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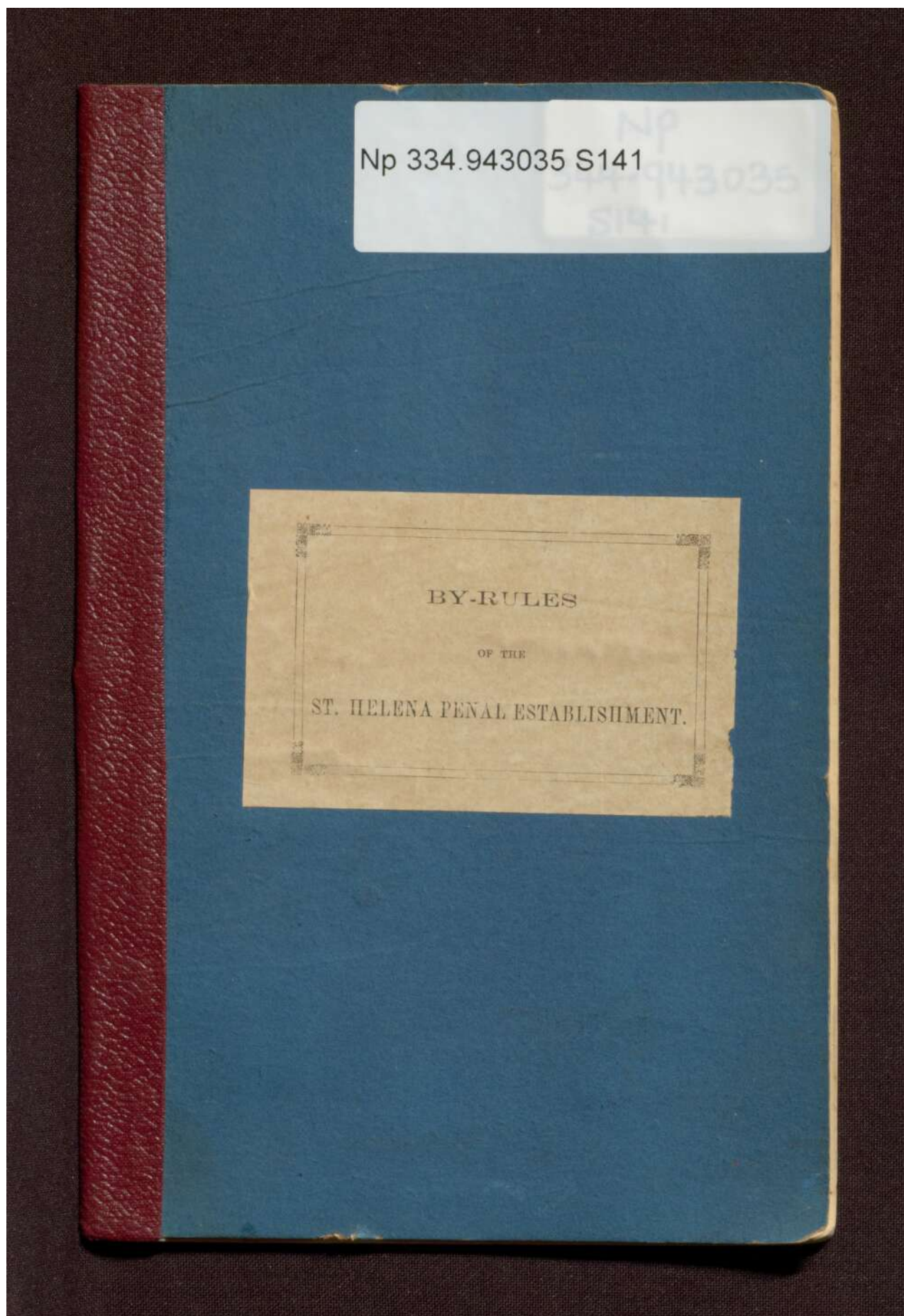
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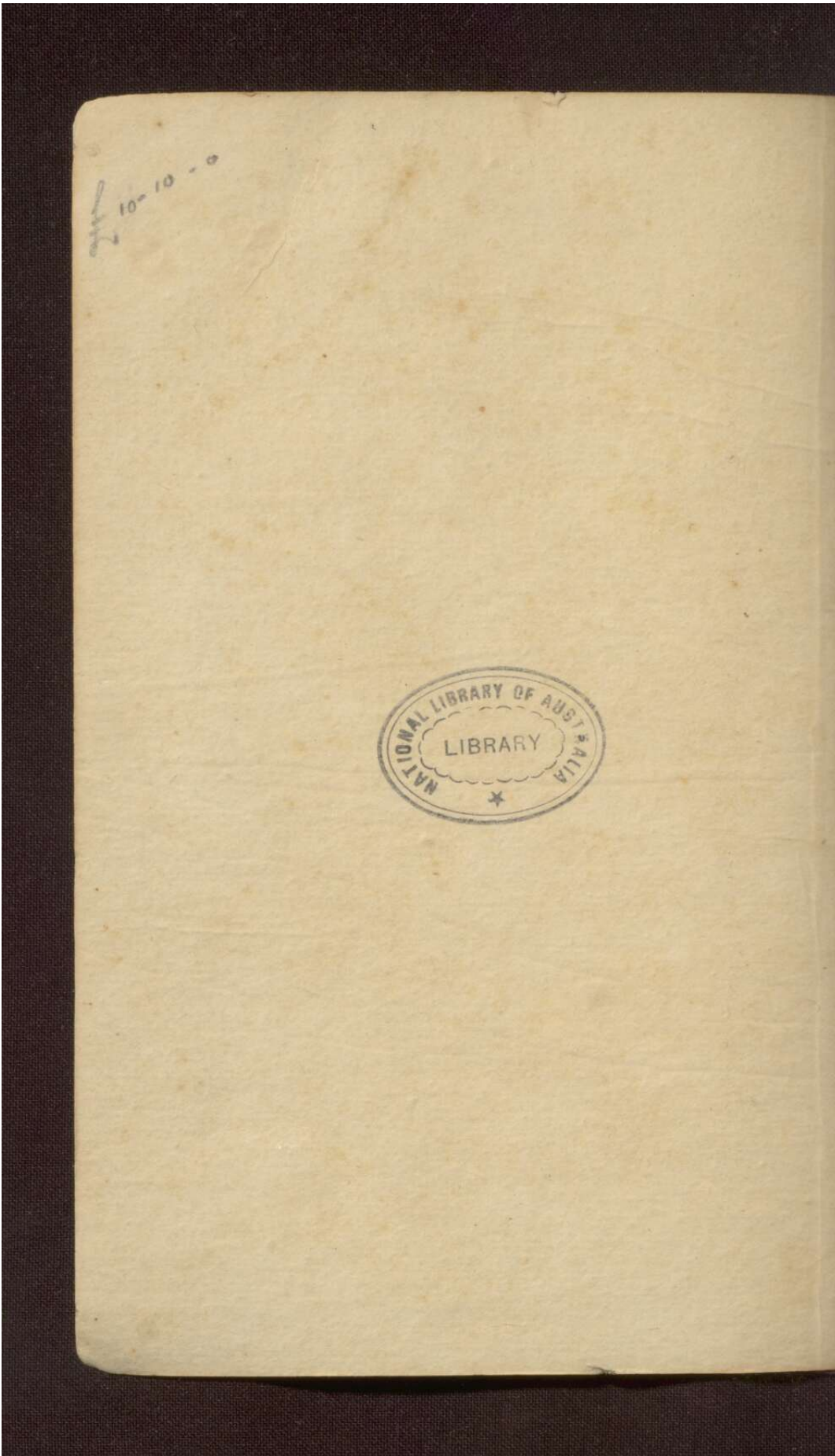
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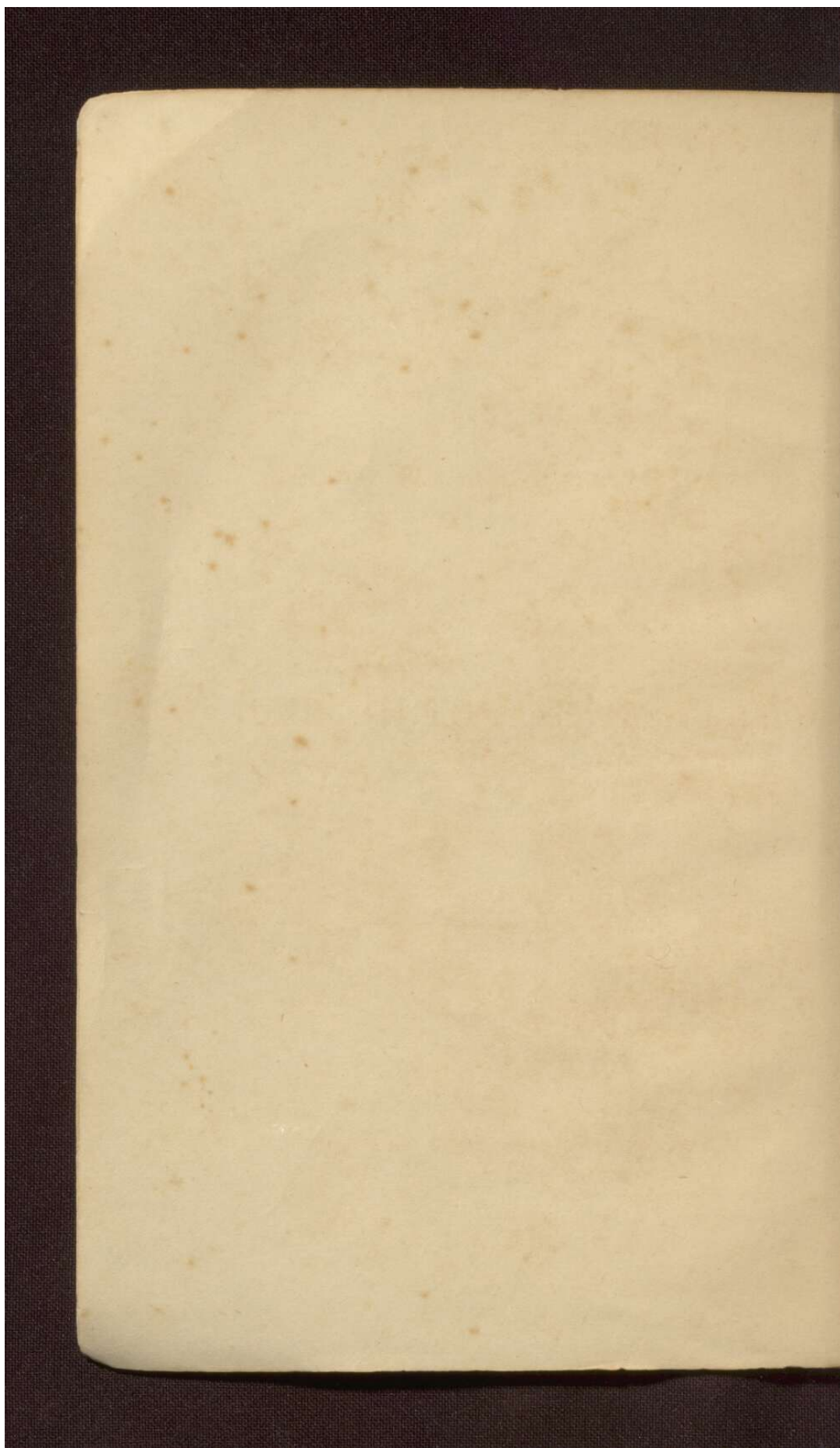
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BY-RULES

TO BE OBSERVED

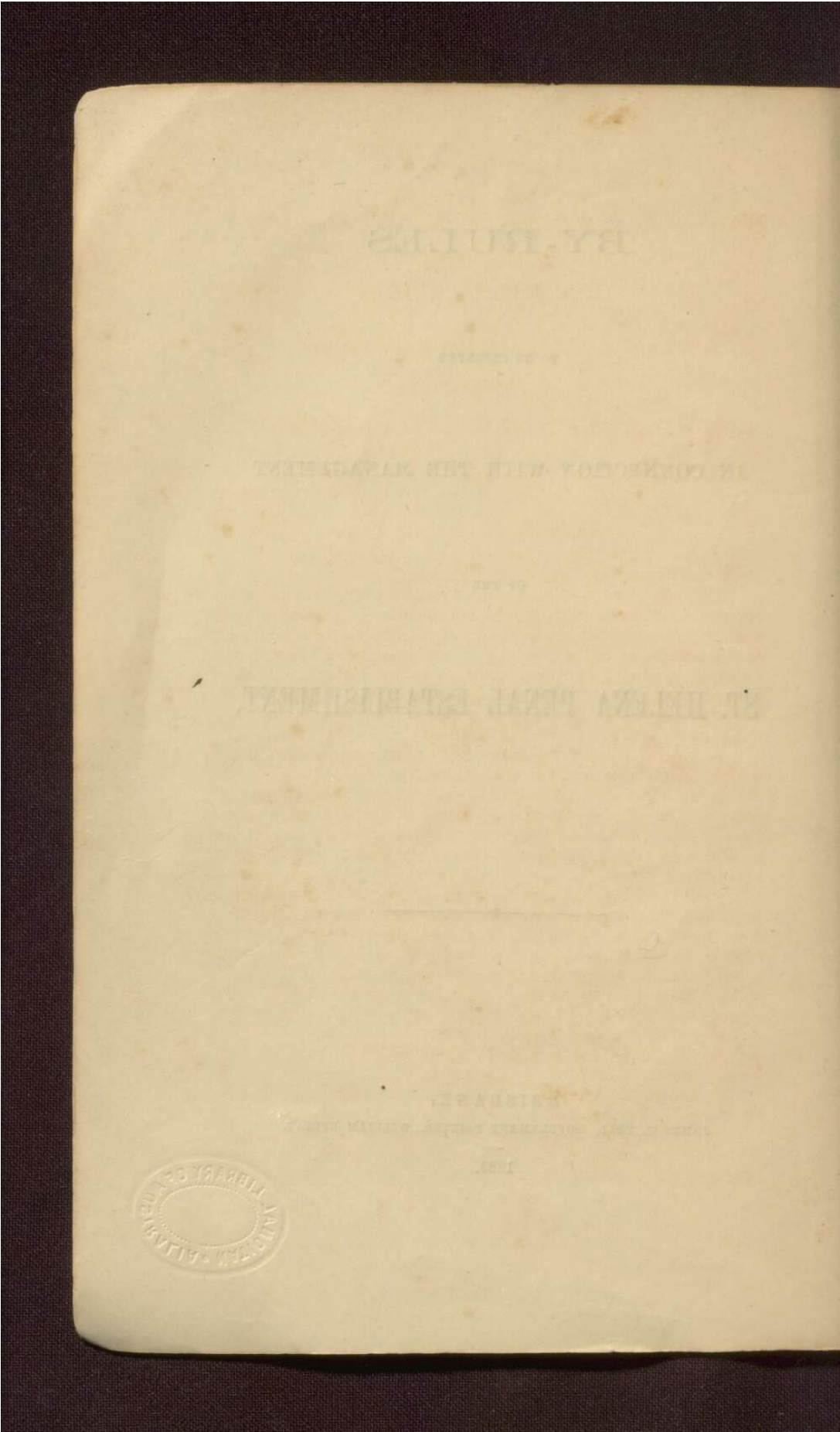
IN CONNECTION WITH THE MANAGEMENT

OF THE

ST. HELENA PENAL ESTABLISHMENT.

BRISBANE:
JAMES C. BEAL, GOVERNMENT PRINTER, WILLIAM STREET.
—
1883.





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BY-RULES

TO BE OBSERVED IN THE MANAGEMENT

OF THE

ST. HELENA PENAL ESTABLISHMENT.

POST-DUTY ORDERS.

No. 1 Post.

1. The warder told off for duty on this post, whether in his regular turn or to relieve another warder, will parade, fully armed, at the stockade gates for inspection by the Chief Warder at the times specified in the duty sheet, except for evening and night duty, when his revolver and ammunition pouches only shall be worn, and for which he will parade at 6 p.m. and 9 p.m. inside the stockade gate. He will constantly wear his revolver and ammunition pouches while on duty.

2. He will see that the signal flags are in their proper places in the sentry-box and ready for instant use.

3. He must not sit down inside the sentry-box except during rainy weather, and he must then keep a strict look-out through the window. When necessary, he may sit down outside on the platform in such a position as to enable him to keep a good look-out all round.

4. He will keep a sharp look-out on the prisoners engaged in carting, shepherding, and on any other prisoners not in immediate charge of a warder; see that the carters do not loiter or the shepherds allow the cattle, sheep, or horses to destroy the growing crops, and report any irregularity at once.

5. He will keep a sharp look-out for signals at Nos. 3 and 5 posts, and will repeat such signals by hoisting a similar flag and report to the warder on gate duty.

6. Should he see a boat or other vessel approaching the island, he will immediately report the fact.

7. He will supervise prisoners on probation when at exercise or shot drill, also prisoners under separate treatment when let out for that purpose by the warder on gate duty, and will not allow them to hold communication with, or receive anything from, any other prisoner.

8. He will at once report to the warder on gate duty any infringement of the Regulations, on the part of any prisoner inside the stockade, that may come under his notice, and will authorise him to lock up the offender till dealt with according to orders.

9. He will not permit anybody to enter the stockade after evening muster without first ascertaining who he is, and will allow no stranger to enter the stockade at any time without the permission of the Superintendent.

10. He will when leaving his post at night report any boat that may be then in sight.

11. After evening roll-call he will, when authorised by the Chief Warder, hoist the red flag.

12. The warder for this post (for day duty), who has to relieve or who has been relieved, will—

- (a) Proceed to the boat-house fully armed, and there remain while prisoners are bathing.
- (b) In rotation with the warder on No. 2 post, exercise the prisoners in solitary confinement for one hour daily at 8 a.m.
- (c) Collect all prisoners requiring to see the doctor on steamer day, and remain with them until they have seen him, when he will return them to their respective yards or gangs.

No. 2 Post.

1. The warder told off for duty on this post, whether in his regular turn or to relieve another warder, will parade, fully armed, at the stockade gates for inspection by the Chief Warder at the times specified in the duty sheet, except for evening and night duty, when his revolver and ammunition pouches only shall be worn, and for which he will parade at 6 p.m. and 9 p.m. inside the stockade gate. He will constantly wear his revolver and ammunition pouches while on duty.

2. He will see that the signal flags are in their proper places in the sentry-box and ready for instant use.

3. He must not sit down inside the sentry-box except during rainy weather, and he must then keep a strict look-out through the window. When necessary, he may sit down outside on the platform in such a position as to enable him to keep a good look-out all round.

4. He will keep a sharp look-out on the prisoners engaged in carting, shepherding, and on any other prisoners not in immediate charge of a warder; see that the carters do not loiter or the shepherds allow the cattle, sheep, or horses to destroy the growing crops; and report any irregularity at once.

5. He will call the Chief Warder at 5.15 o'clock a.m. in summer and 5.45 a.m. in winter; and the warders for day duty

at 4.45 o'clock a.m. in summer and 5.15 a.m. in winter, every morning.

6. When the billeted prisoners go to work at warders' kitchen, bake-house, &c., in the morning, he will accompany them, call the warders, and remain at No. 4 post until they are up.

7. He will at once report, by hoisting the white flag, any infringement of the Regulations on the part of any prisoner inside or outside the stockade that may come under his notice, and will authorise the warder coming to his assistance to lock up the offender till dealt with according to orders.

8. He will go on any messages that may require attention during the night.

9. When leaving this post at night he must report anything of a suspicious nature that may have come under his notice.

10. He will visit and take away the blankets from any prisoners in solitary cells at unlock each morning.

11. He will not permit any prisoner to enter the bakehouse, excepting those employed there.

12. The warder for this post (for day duty), who has to relieve or who has been relieved, will—

- (a) Proceed to the boat-house fully armed, and there remain while prisoners are bathing.
- (b) In rotation with the warder on No. 1 post, exercise the prisoners in solitary confinement for one hour daily at 8 a.m.
- (c) Go to receive reports from the warder on this post in the forenoon, with or without arms, according to signals, and the warder whom he relieves will perform the same duty in the afternoon. All reports received must be conveyed to the Chief Warder without delay, unless in a case where assistance is required, which assistance he will promptly render.
- (d) Collect and take all prisoners for discharge to the store to be searched and dressed, return with them to the stockade, and lock them up separately in single cells. He will then take charge of all prisoners who have visitors to see them, and remain between the prisoner and the visitor during their interview at the appointed place, and will take charge of anything the visitors may bring for the prisoners and convey it up to the Chief Warder's office. Time allowed for each visitor, twenty (20) minutes. He will then return to the stockade and take charge of the prisoners for discharge, and put them on board when the steamer is about to start, and on no account is he to allow any handshaking with prisoners remaining on the island.

No. 3 Post.

1. The warder told off for this post will parade fully armed for inspection by the Chief Warder at the stockade gates at least ten minutes before the hour specified in the duty sheet. He will constantly wear his revolver and ammunition pouches, and will carry his rifle whenever a boat or other vessel is at the landing place.

2. He will see that the signal flags are in their proper places in the sentry-box and ready for instant use.

3. He must not sit down inside the sentry-box except during rainy weather, and he must then keep a strict look-out through the window. When necessary, he may sit down outside on the platform in such a position as to enable him to keep a good look-out all round.

4. He will report, by hoisting the blue flag, any boat or vessel (except sea-going steamers between St. Helena and Mud Island, or large vessels being towed through the channel) approaching the island within two miles of high-water mark.

5. He will not allow anyone to land on the island without authority. Should the occupants of any boat or vessel attempt to land on the island at any other than the proper landing-place, he will endeavour to attract their attention, and by signs direct them to the proper place. Should he fail to so direct them, he will hoist the white flag for an armed warder. He will not fire his rifle or revolver at any boat passing or approaching the island without the orders of the officer in charge.

6. Should he have a report of an urgent nature to make he will hoist the white flag and keep it flying until it has been answered from No. 1 post. He will then haul it down, to show that he has seen the reply, and hoist it again, when an armed warder will be sent to receive his report and to render assistance if necessary.

7. He will report in a similar manner the appearance of any log, driftwood, or other article floating near the island, should it be of such a nature as would aid a prisoner in effecting his escape; and also the presence of any unusual object on the beach.

8. He will keep a sharp look-out on the prisoners engaged in carting, shepherding, and on any other prisoners not in immediate charge of a warder; see that the carters do not loiter or the shepherds allow the cattle, sheep, or horses to destroy the growing crops; and report any irregularity at once.

9. He will not permit any of the prisoners to fish unless by permission and in charge of a warder.

10. He will in the afternoon search all the wards, cells, doors, windows, bars, hammocks, and bedding, and see that drinking water and night-tubs are in all wards and cells of prisoners, commencing this duty at 4 p.m. in winter and 4.30 p.m. in summer.

As he proceeds in C ward he will lock the cell doors after him; he will attend any prisoners in solitary confinement; let out prisoners on probation for their exercise at 4 p.m. in winter and 4:30 p.m. in summer, and hand them over to the warder in charge of No. 1 post and lock them up again at 5 p.m. in winter and 5:30 p.m. in summer. After muster he will get the C ward keys from the warder on gate duty and lock up the prisoners to be confined therein, leaving the doors of all empty cells open.

11. He will not allow any boat to remain in shallow water any longer than is necessary to land passengers and goods or to take the same on board, and will cause any such boat to put off to deep water without delay.

12. He will be very careful that no prisoner or prisoners take possession of any boat while at the landing place, and will give timely warning to the occupants of such boat to shove off, should he deem it necessary.

13. He will not on any pretence whatever leave his post, unless relieved by another warder authorised to take his place, until the "All Right" flag is hoisted at No. 1 post after the evening muster.

14. He will have charge of the boat-house keys, and will examine the boat-house before going on and on coming off his post, and see that the boats are secured by chain and lock, and that the boat-house is locked, and that no boat-house gear is left out at night. He will receive the boat-house keys from the Chief Warder outside the stockade gate in the morning, and will hand them over to the warder on No. 1 post in the evening, if said keys are not in use.

15. He will, when leaving his post at night, report any boat that may be then in sight.

16. He will be very careful in the use of his signals so as not to raise false alarms, as any case that requires the red-and-white flag to be hoisted necessitates the calling into the stockade of all prisoners at work outside and the turning-out of all the warders under arms; but should circumstances make an alarm necessary, he will promptly hoist the red-and-white flag and fire his rifle.

17. The warder for this post (for day duty) who is to relieve or who has been relieved will—

- (a) Remain on the barrack verandah, fully armed, while prisoners are bathing.
- (b) Go to receive reports from the warders on Nos. 3 and 5 posts in the forenoon, with or without arms, according to signals, and the warder whom he relieves will perform the same duty in the afternoon. All reports received must be conveyed to the Chief Warder without delay, unless in a case where assistance is required, which assistance he will promptly render.

- (c) Collect all visitors' tickets on steamer day, and take charge of all stores, boxes, parcels, &c., arriving on the island, whether belonging to the Government or private individuals, and will be held strictly responsible for their safe delivery. He will personally see them handed over to the storekeeper and to those persons only to whom they are addressed.
- (d) When relieved at noon, see that the boat-lamp is lighted and hung up on the jetty when the boat is out after dark. Take charge of the boat-house keys and the prisoner draymen, if necessary, when the boat requires to be launched or put in after evening muster.

NO. 4 POST.—BARRACKS.

1. The warder told off for duty on this post, whether in his regular turn or to relieve another warder, will take up his post, armed with revolver and ammunition pouch for same, at 6.15 a.m. in winter and 6 a.m. in summer.

2. He will be constantly on the alert in case of the armoury being rushed, and should he see anything suspicious he will at once inform all the other warders in and about the barracks, so that they may stand to their arms if such a course should be necessary. He is distinctly to understand that No. 4 post is the most important position in case of any combination on the part of the prisoners to make themselves masters of the island, and that he must never allow his attention to be distracted by conversing with any other warders, or in any other way whatever. In case of fire breaking out in or dangerously near to the barracks, it will be his duty to see that the powder magazine and armoury are immediately emptied of their contents, and all explosives and arms conveyed to one of the married warder's dwellings, conveniently near but out of the chance of fire, and that an armed warder is left to guard it until all danger has passed.

3. He will prevent any prisoners, except those employed there, from loitering about the blacksmith's, butcher's, and soap-maker's shops, or the barrack kitchen. If any prisoner has business taking him there, the warder must see that no unnecessary delay takes place in its transaction.

4. He will take notice of any special circumstances that may transpire within his view, and report them as soon as practicable to the Chief Warder.

5. He will be held responsible for the cleanliness of the whole of the barrack buildings.

6. In the event of the red-and-white flag being hoisted on any post, he will immediately turn out all warders who are off

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duty under arms, except in cases of fire, when they will turn out without arms; and upon any flag being hoisted he will call the proper warder to attend to it.

7. He will have charge of the armoury keys, and on no account must he leave them out of his possession during working hours.

8. He will see that the prisoners employed at the shops, barracks, &c., are returned to the stockade as soon as their work is finished, and on no account are they to be allowed to wander about the island.

9. He will see that none of the prisoners leave their shops, &c., without first reporting themselves both going and returning. When prisoners go to the store to be dressed on arrival or departure, or when prisoners go to air their clothes on Saturdays, he will see that none of the other prisoners mix with them, and that they stand in front of the verandah, two deep, and take their proper turn.

10. He will not allow any of the children of the officers to loiter about the barracks, warders' kitchen, bakehouse, or butcher's shop.

11. He will see that there are never less than two warders in the barracks.

No. 5 Post.

1. The warder told off for duty on this post, whether in his regular turn or to relieve another warder, will parade, fully armed, at 7-15 a.m. in winter and 6-45 a.m. in summer, at stockade gates for inspection by the Chief Warder. He will constantly wear his revolver and ammunition pouches, and will carry his rifle whenever a boat or other vessel is near the island.

2. He will not on any pretence whatever leave his post until relieved by another warder authorised to do so, excepting for one hour at 12 noon in winter, and one hour and a-half at 11-30 in summer, for dinner, and when the "All Right" flag is hoisted at No. 1 post after the evening muster.

3. He will see that the signal flags are in their proper places in the sentry-box and ready for instant use.

4. He must not sit down inside the sentry-box except during rainy weather, and he must then keep a good look-out through the window. When necessary, he may sit down outside on the platform in such a position as to enable him to keep a good look-out all round.

5. He will when leaving his post at night report any boat that may be then in sight.

6. He will report, by hoisting the blue flag, any boat or vessel (except sea-going steamers between St. Helena and Mud Island, or large vessels being towed through the channel) approaching the island within two miles of high-water mark.

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7. He will not allow anyone to land on the island without authority. Should the occupants of any boat or vessel attempt to land on the island at any other than the proper landing-place, he will endeavour to attract their attention, and by signs direct them to the proper place. Should he fail to so direct them, he will hoist the white flag for an armed warder. He will not fire his rifle or revolver at any boat passing or approaching the island without the orders of the officer in charge.

8. He will be very careful in the use of the signals so as not to raise false alarms, as any case that requires the red-and-white flag to be hoisted necessitates the calling into the stockade of all prisoners at work outside and the turning-out of all the warders under arms; but should circumstances make an alarm necessary, he will promptly hoist the red-and-white flag and fire his rifle.

9. Should he have a report of an urgent nature to make he will hoist the white flag and keep it flying until it has been answered from No. 1 post. He will then haul it down, to show that he has seen the reply, and hoist it again, when an armed warder will be sent to receive his report and to render assistance if necessary.

10. He will report in a similar manner the appearance of any log, driftwood, or other article floating near the island, should it be of such a nature as would aid a prisoner in effecting his escape; and also the presence of any unusual object on the beach.

11. He will keep a sharp look-out on the prisoners engaged in carting, shepherding, or any other prisoners not in immediate charge of a warder; see that the carters do not loiter or the shepherds allow the cattle, sheep, or horses to destroy the growing crops, and report any irregularity of the kind at once.

12. He will not permit any of the prisoners to fish unless by permission and in charge of a warder.

GATEWAY POST.

1. The warder for this duty will take up his post at the hours specified in the duty sheet. He will write on the slate provided for that purpose the names of all prisoners that he lets out of their cells or wards before the regular hour for opening the gaol, also the names of all prisoners that he may lock up after evening muster, marking after each prisoner's name the time at which he was let out or locked up; and before handing over the keys and slate to the warder who relieves him he will write down on paper the number of prisoners' names contained in such list, stating whether let out or locked up, with the date and hour, to which paper he will sign his name.

2. He will count each gang of prisoners before they are handed over to the warder in charge, take a note of the number

of prisoners in each gang, and see that he receives his proper number from each warder on the return of the gang to the stockade.

3. He will keep a list of all prisoners at work not under the charge of a warder, and will check them off as they return to the yards, and report in writing to the Chief Warder any that may be absent at 12 o'clock noon and 4 o'clock p.m. in winter, or at 4:30 p.m. in summer.

4. He will answer the roll call for any prisoner who may be sick or absent from muster by authority.

5. He will see the breakfast served out to the prisoners in the A and B yards first, and then to the prisoners on probation, and see that they get only their proper rations, and to any other prisoners who may be inside in the wards or cells. He will also see the dinner and supper served out at the proper time in the absence of the Chief Warder.

6. He will see that the prisoners on probation are let out of their cells at 6:35 a.m. in winter, or 6:15 a.m. in summer, to wash, and that the A wardsmen supplies them with water, and that they are locked up in their cells after they have been out twenty minutes. He will also let them out for one hour's exercise at 7:15 a.m. in summer, or 7:45 a.m. in winter.

7. He will have charge of the key belonging to the wicket through which the food is served to the prisoners at meal hours, and will hand the same to the head cook at each meal.

8. He will see that no prisoners go to the kitchen at any time but those employed there, except in special cases.

9. He will see that the bell is rung at proper times during the day.

10. He will be careful to count and hand over the keys to the warder relieving him, and on no account must this be neglected. If any keys are missing it must be at once reported to the Chief Warder. He will also hand over the books in his custody, viz., the "Nil Report Book," the "Shaving Book," the "Prisoners' Charge Book," and the "Warders' Report Book," to the warder relieving him, who will examine them to see if they are torn or damaged, and if so the relieving warder will at once report same to the Chief Warder.

11. He will not allow any of the yardsmen to go round to the lamp-house, but will see that the lamplighter provides them with oil, &c.

12. He will inspect all bundles, parcels, or other articles being conveyed to or from the stockade, and will make an entry of them in the "Parcels, &c., Book," which book he will hand into the Chief Warder's office, together with the "Nil Report" and "Warder's Report Book," each morning at 6:45 o'clock a.m. in summer and 7:15 o'clock a.m. in winter.

13. He will permit no stranger to enter the stockade without the sanction of the Superintendent.

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14. He will see that all articles found when searching the prisoners on admission are forwarded to the store.

15. He will keep a sharp look-out during the night that the lighthouse lamp is burning; and in case it becomes extinguished he will at once send the warder on No. 2 post to report to the Chief Warder.

16. The warder for this post for day duty, who is to relieve or who has been relieved, will remain on the barrack verandah, fully armed, while prisoners are bathing:—

Collect all prisoners requiring to see the Visiting Justice on steamer day, and remain with them till they have seen him, return them to their respective yards or gangs, and will take all new prisoners to the store to be dressed on arrival.

VERANDAH POSTS.

1. The warders stationed on the verandahs at A, B, and C yards must never absent themselves from their posts on any pretence whatever without having been properly relieved, nor are they to read books or papers when on duty, but must always be on the alert.

2. They must see that the yards are kept free from all weeds, rags, and rubbish of every description, and have the walls white-washed when required; that the prisoners commit no nuisance, or throw any of their food, tea, soup, &c., about the yard, but use the tins provided for that purpose.

3. They will not permit the prisoners belonging to one yard into any other yard or the kitchen without authority.

4. They will not permit any prisoner to enter the workshop without authority.

5. They will constantly keep the gates of their respective yards locked, also the tanks in the yards, and see that the water is not wasted.

6. They will see that no prisoner sits or stands on the tables, or stands or puts his feet on the forms.

7. They must see that all the prisoners in their respective yards are shaved every Saturday and have their hair cut as required.

8. The warder on A verandah will take charge of the cooks, yardsmen, supernumeraries, &c., and see that they take their hammocks and blankets out for airing every Saturday (weather permitting). He will also take charge of all prisoners ordered to bathe by the medical officer, and any prisoners ordered light work inside the stockade.

9. At evening muster the warder on A verandah, when the A yard roll is being called, will take charge of the prisoners belonging to the single cells left in B yard, and as soon as the

A yard roll is called he will transfer them to A yard and remain on the verandah until they and those left in A yard for the single cells are passed to C yard.

10. The warder on C verandah will see the breakfast, dinner, and supper served out at the proper time to the men in the C yard in the absence of the Chief Warder.

11. The warder on C verandah will not permit any of the prisoners in the workshops to loiter or smoke in the yards during working hours. He will at once inform the Chief Warder of any prisoner reporting himself sick.

GENERAL.

1. Warders must not, on any pretence, leave their posts until relieved by another warder authorised to take their places.

2. They must not gossip with any other warder, whether such warder be off or on duty.

3. No writing, drawing figures, cutting names, &c., or otherwise mutilating or disfiguring the sentry-boxes or any other posts will be permitted. Each warder when going on duty must inspect his post, and if any such damage appears must at once report it or he will be held responsible for same.

4. Warders must be most vigilant and keep a sharp lookout for prisoners attempting to escape from the island, and in case such attempt be made by means of a boat, raft, buoy, swimming, or otherwise, must at once hoist the red-and-white flag for assistance and give the alarm by the best means at his command.

5. They must at once report any prisoner they may see wandering about the island.

6. The times for prisoners smoking during working hours, in future, will be from 10 o'clock a.m. to 10.15 o'clock a.m., and from 3 o'clock p.m. to 3.15 o'clock p.m. It will be incumbent on all warders to see that this rule is strictly carried out and to report any infringement of it.

7. The barracks must not be left with less than two (2) warders remaining therein until after evening muster, and the warder on No. 4 post will be held responsible for the strict enforcement of this rule.

8. Should any warder observe a light or other unusual occurrence in the single cells, &c., at night, he must at once report the matter to the Chief Warder.

9. Whenever a boat has been in use, the warder in charge of boats and beach will always examine it and all its fittings on its return to the island, and at once report to the Chief Warder the state it may be in or if anything is lost or damaged.

10. The senior warder present at the time of any disorderly conduct taking place, cursing or foul language being used in the

warders' barracks, will immediately report the same to the Chief Warder, and failing to do so will render himself liable to dismissal.

11. Warders leaving the island and returning to it will report themselves to the Superintendent, or in his absence to the Chief Warder, previous to their departure and immediately after their return.

12. The warder in charge of boats and beach will accompany the draymen to collect all boxes, parcels, &c., that are going by the steamer from the stores, workshops, officers' and warders' quarters, take charge of them and convey them to the jetty, and see that they are all carefully placed on board the steamer.

13. Every warder having obtained leave of absence will, before going, call for the mail-bag at the barrack office and deliver it to the post-office officials in Brisbane immediately after his arrival in town; and on returning from leave he is required to bring to the barrack office the mail-bag or any loose letters that may have come in the steamer or boat by which he arrives.

14. The warders on Nos. 1, 3, 4, and 5 posts will be held responsible for the good condition of the telescopes provided for their use. After using the telescope the warder will close both ends with the brass slides and put it upon the rack placed inside the sentry-box for such purpose; and on No. 4 post upon the rack on the verandah.

15. The joints must not be unscrewed on any pretence, nor must the telescope be allowed to get wet.

16. Any injury done to the telescope must be made good by the warder in whose possession it is found damaged; each warder will therefore carefully examine it before taking it over.

17. Should a difference of opinion arise between any two warders as to the condition of the telescope, the one who has charge of it will hand it over to the Chief Warder without delay and report as to the condition it was in when taken over.

18. The warders on Nos. 4 and 5 posts, when going off duty every evening, will bring their telescopes to the barracks and hand them over to the respective warders for those posts for the following morning. The warders on Nos. 1 and 3 posts will also bring their telescopes, together with the keys of their posts, every Sunday evening.

WILLIAM TOWNLEY,
Acting Superintendent.

BRISBANE :
BY AUTHORITY : JAMES C. BEAL, GOVERNMENT PRINTER,
WILLIAM STREET.

St. Helena Penal Establishment,
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