General regulations for the management and discipline of state inebriate reformatories : under the provisions of the statute 61 & 62 Vict., cap. 60 / presented to both Houses of Parliament by command of Her Majesty.

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GENERAL REGULATIONS

FOR THE

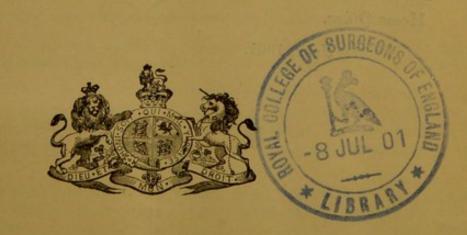
MANAGEMENT AND DISCIPLINE

OF

STATE INEBRIATE REFORMATORIES,

Under the provisions of the Statute 61 & 62 Vict., cap. 60.

Presented to both Houses of Parliament by Command of His Majesty.



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1901.

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IN pursuance of the powers vested in me by the Inebriates Act, 1898, I hereby make the following Regulations for the Management and Discipline of State Inebriate Reformatories.

CHAS. T. RITCHIE,

Secretary of State.

Home Office,

21st June, 1901.

REGULATIONS

FOR

STATE INEBRIATE REFORMATORIES.

SUPERINTENDENCE.

1. The general superintendence of State Inebriate Reforma- General tories shall be vested in the Prison Commissioners, subject to superinten the control of the Secretary of State, and they shall be assisted dence. in the performance of this duty by an inspector having special knowledge of the treatment of inebriety.

VISITORS.

2. The Secretary of State shall appoint visitors, who shall Periodical meet as a committee at the Reformatory once in each month, or visits by not less than eight times in a year; and one or more of them visitors. shall, if practicable, visit the Reformatory once in each week.

3. They shall keep a book of minutes of their proceedings, in Minute which all minutes shall be recorded.

4. They shall hear and investigate any complaint which any Duties as to inmate may desire to make to them, and, if necessary, report the complaints same, with their opinion, to the Commissioners, or take such by inmates. steps with regard to the matter as they may be directed to take.

5. They shall attend to any report which they receive as to Duties as to the mind or body of any inmate being likely to be injured by injuries the discipline or treatment to which he is subjected, and shall communicate their opinion to the Commissioners.

6. They shall frequently inspect the diets of the inmates, and Duties as to if they find that the quality of any article does not fulfil the inmates' terms of the contract under which it is supplied, they shall report the circumstances to the Commissioners, and note the same in their minute book, and the governor shall thereupon take such steps as may be immediately necessary to provide the inmates with suitable food.

7. They may inspect any of the books of the Reformatory. 9351-1000-6/1901 G 40 Wt 7888 D & S 4 A 2

book.

caused by discipline or treatment.

diets.

Power to inspect books. . Power to dispense with attendance at divine service.

Powers as to visits to inmates.

Duties as to industrial employment of inmates.

Duties as to library books.

Duties as to application for change of religion.

Powers as to lectures and addresses.

Duties as to arrangements for release of inmates.

Duties as to earnings of inmates.

Annual report. 8. They may, on application from any inmate, dispense with his attendance at divine service on Sundays and other days.

9. They may, whenever they consider it desirable, allow an inmate an additional visit or letter, or prolong the period of a visit.

10. They shall assist the Commissioners with advice and suggestions as to the industrial employment and occupation of inmates.

11. They shall assist the Commissioners in the selection of library books for the use of inmates. All demands for such books must be submitted to them by the chaplain, through the governor, for their approval before being sent to the Commissioners.

12. They shall investigate and decide on any application from an inmate to change his religion. Before granting such an application, they must satisfy themselves that it is made from conscientious motives and not caprice or a desire to escape any Reformatory regulations.

to 13. They may, subject to the approval of the Commissioners, d organise lectures and addresses, and occasional entertainments, such as concerts, in the Reformatory.

14. They are requested to give special attention to the cases of all inmates about to be discharged on licence, with the view of securing, as far as possible, that guarantees may be forthcoming (either from the relatives or friends of the inmates, or from private or public institutions), with a view to the protection of the licensees from the danger and temptation to which a sudden entry into the outer world is likely to expose them, whereby any good effect that may have resulted from the Reformatory treatment is likely to be imperilled or lost.

15. They are requested to give such assistance as may be in their power towards securing the proper disposal of any sums which may be earned by inmates, and shall co-operate in deciding what sum shall be assigned to the inmate for his own use, or to the inmate's family, or otherwise. This assignment shall be made known to the inmate, who, if not satisfied, shall have a right of appeal to the Secretary of State.

16. They shall make an annual report at the beginning of each year to the Secretary of State with regard to all or any of the matters referred to in these regulations, or to any other matters appertaining to the Reformatory that they may deem it expedient; and they shall, from time to time, make such reports to the Secretary of State or to the Commissioners as they consider necessary concerning any matter to which, in their opinion, the attention of the Commissioners should be called.

ADMISSION, TRANSFER AND DISCHARGE.

17. The governor shall make investigation, under Section 12 Investigaof the Inebriates Act, 1898, into the case of every inmate on reception; and if there is reason to believe that an inmate has any property available for his maintenance the governor shall apply to the judge of a county court for an order, and shall report the result to the Commissioners.

18. Every inmate shall as soon as possible after his admission Medical be carefully examined by the medical officer as to his general health, and how he has been affected by drink ; special reference on reception. being made to the mental state and to the functions of the nervous system, kidneys and other organs, and to such other particulars as may be directed. All the results of his examination shall be systematically recorded in a case book, the form of which shall be approved by the Commissioners.

19. When the medical officer is of opinion that an inmate is a Removal of suitable case for treatment in a Certified Inebriate Reforma- inmate to tory, he shall report the fact to the governor, who will forthwith Reformabring it to the notice of the Commissioners.

20. Every inmate shall be examined by the medical officer Medical before being removed or discharged. No inmate labouring examination under any acute or dangerous illness shall be discharged until, in or discharge. the opinion of the medical officer, the discharge is safe, unless the inmate requires, and is entitled to claim, his discharge.

21. Whenever the medical officer is of opinion that the life Duties as to of any inmate will be endangered by his continuance in the reporting in Reformatory, or that any sick inmate will not survive his of illness. sentence, or will shortly die, or is totally and permanently unfit for Reformatory discipline, he shall state the opinion, and the grounds thereof, in writing, to the Governor, who shall duly forward the same to the Commissioners.

FOOD, CLOTHING AND BEDDING.

22. No spirituous liquors of any kind shall be admitted to the Spirituous Reformatory for the use of any inmate under any pretence liquors. whatever, except in pursuance of a written order of the medical officer specifying the quantity to be admitted, and the name of the inmate for whose use it is intended. This regulation shall not apply to any stock of spirituous liquors kept in the Reformatory for the use of the infirmary and under the control of the medical officer.

23. An inmate shall be supplied with food according to the Food. cale laid down.

tion as to property of inmate.

examination

tory.

certain cases

Diningroom.

Complaints

as to diet.

Special

food.

Spirituous liquors.

24. Meals shall be served in the dining-room, due regard being had to order, cleanliness and comfort.

25. An inmate who has any complaint to make regarding the diet furnished to him must make his request to the attendant deputed for that purpose as soon as possible after the diet is handed to him. Repeated complaints of a groundless nature made by any inmate under colour of this rule, with the evident purpose of giving annoyance or trouble, shall be treated as a breach of discipline, and the offender will be liable to punishment accordingly.

26. Any special addition to the food in the diet scale may, in the case of an inmate not being a patient in the infirmary, be additions to made only on the written recommendation of the medical officer.

> 27. An inmate shall not be allowed any alcoholic stimulant except for strictly medical reasons and under a written order from the medical officer, to be entered in his journal, specifying the quantity and the name of the inmate for whose use it is intended.

28. An inmate shall not receive any food, clothing, bedding, Restrictions as to food. or necessaries other than the Reformatory allowance, except on clothing, &c. the recommendation of the medical officer.

Dress.

29. An inmate shall be provided with a complete dress sufficient for warmth, of such pattern as may be prescribed, and shall be required to wear it.

CLASSIFICATION AND REMISSION.

special, each being distinguished by a special badge.

30. There shall be three classes, viz., penal, ordinary, and

Classes.

Penal class.

31. The penal class shall be reserved as a punishment class to which inmates may be degraded for serious offences committed in the Reformatory.

32. An inmate degraded to the penal class shall be employed

under the immediate supervision of an attendant. He shall not be allowed to associate with other inmates in the day-room and dining-room. He shall not be removed from this class until, in the opinion of the governor and the medical officer, he has, by his

industry and conduct, proved himself worthy of promotion.

Employment, &c.

Visits and letters.

33. An inmate, while in the penal class, may write a letter and receive a reply at intervals of one month; he may also receive a visit once a month, unless by misconduct in that class he should forfeit those privileges.

34. An inmate, on reception, will be placed in the ordinary Ordinary class unless, in the opinion of the medical officer, it is undesirable class. to place him in association with other inmates.

35. An inmate in the ordinary class will be employed in as so- Employment ciation, but not necessarily under the immediate supervision, of of inmate in an attendant. He will have access to the day-room and dining- class. room.

36. An inmate in the ordinary class may write a letter and Visits and receive a reply on admission, and subsequently at intervals of one letters. week; he may also receive a visit once a week, unless by misconduct he shall forfeit those privileges.

37. An inmate in the ordinary class may be promoted to the Special class. special class when, in the opinion of the governor and medical officer, he has, by his industry and conduct, proved himself worthy of promotion, due regard being had to any previous sentence of imprisonment he may have undergone, or to any other special circumstances.

38. An inmate in the special class may become eligible for Employment employment in positions of trust in and about the Reformatory ; in positions and he may, by permission of the governor, on the recommendation of the medical officer, take exercise outside the walls accompanied by an attendant.

39. While in the special class, an inmate may receive and Visits and write a letter twice a week and receive a visit weekly.

40. When the governor and medical officer are satisfied by Removal to the conduct of an inmate in the special class that there is Certified Rereasonable hope of his reformation, and that it would be to his benefit to be removed to a Certified Inebriate Reformatory, he shall be deemed to be eligible for such removal, and may be recommended to the Commissioners accordingly.

41. When it is not considered desirable to transfer an inmate Licence in to a Certified Reformatory, and the governor and medical officer certain cases. are of opinion that he might be safely released, his name will be submitted to the Commissioners with a view to his being granted a licence, provided that a responsible person can be found to take charge of him.

42. A licensee shall be subject to such conditions as are laid Form of down in the form of licence appended hereto, marked B., and licence. upon breach of any of the conditions of his licence the holder shall be liable to be brought back to the Reformatory.

43. If an inmate has served 18 months in the Reformatory with- Inmate who out being transferred or licensed, a detailed report of the case 18 months shall be furnished to the Commissioners for the information of the Secretary of State, who will decide whether the inmate shall be discharged on the ground that no cure can reasonably be expected.

ordinary

of trust, &c.

letters.

formatory.

Retention of name on books.

44. The name of an inmate to whom a licence has been granted will remain on the books of the Reformatory, as being out on probation, until the expiration of his sentence.

EMPLOYMENT.

Employment.

Earnings

inmates.

45. Means shall be provided for the employment of inmates in useful labour. An inmate shall be required to work for not less than six nor more than eight hours on each week-day except Saturday, when labour shall cease at dinner-time.

46. Provision shall be made for the payment to an inmate of from labour. earnings from labour performed. Such earnings will, as a rule, be regulated by marks, and shall not exceed one penny per day where the work is for the service of the establishment. An inmate in the ordinary class or the special class may be permitted, when practicable, to follow his ordinary avocation, and any money earned by the sale of his work, after deducting a sum for maintenance, shall be available for the support of his family or other suitable use.

HEALTH AND RECREATION.

47. A room shall not be used for separate occupation by an Rooms. inmate unless it is certified by the inspector to be of such size, and to be lighted, warmed, ventilated, and fitted up in such manner, as may be requisite for health, and furnished with the means of enabling the inmate to communicate at any time with an attendant of the Reformatory. Infirmary. 48. An infirmary, or proper place for the reception of sick inmates, shall be provided. 49. The medical officer shall make himself acquainted with the Duties of medical latest and best views as to the nature and treatment of inebriety; officer. and shall, in the performance of his duties, have regard to the fact that the purpose of the institution is reformatory. He will, so far as he can, ascertain the previous history of each individual inmate, and make himself acquainted with his character, and endeavour to acquire a personal influence over him for his good. He will keep a record, so far as he can, of the history of the inmates subsequent to their discharge. Duties as to 50. The medical officer shall visit the Reformatory, and shall visiting Resee every inmate at least once a day, so as to ascertain his formatory general state of health, and whether he is clean in his person and free from disease. and inmates. 51. Every inmate who is in separate confinement, or who is Exercise of

employed at indoor work, shall be permitted to take such daily exercise as may be deemed necessary fcr his health. The duration of, the exercise will be regulated by the medical officer, who shall also direct the amount of exercise which inmates under punishment shall have.

52. Smoking by male inmates shall be allowed in the day- Smoking. room, or exercise yards and grounds, during recreation hours, under regulations which shall be prescribed by the Commissioners. No smoking shall be permitted in the corridors, bedrooms, workshops, or kitchen.

53. Chess, draughts, dominoes, and other games that may be Indoor games. approved may be used in the day-room.

54. Newspapers and magazines shall be placed in the day-room for the use of the inmates.

55. A good supply of books shall be kept for the inmates.

56. Occasional entertainments, such as lectures and concerts, Entertainments, &c. may be allowed from time to time.

RELIGIOUS INSTRUCTION.

57. Inmates shall attend prayers and religious services at such Inmates to times as may be prescribed.

attend religious services.

INSTRUCTION.

58. Provision shall be made in the Reformatory for the Provision for instruction of such inmates as are considered suitable during such instruction. hours and to such extent as may be appointed. It will be the duty of the chaplain to give his personal superintendence to that instruction.

VISITS AND COMMUNICATIONS.

59. Inmates shall be visited in the sight, but not within Visits. hearing, of an attendant, unless the governor sees reason to order the interview to be within the hearing of an attendant.

60. An inmate shall be allowed to be visited on a Sunday, when the governor is satisfied that it is inconvenient or impossible Sunday. for friends to come on any other day.

61. Every letter to or from an inmate shall be read by the Inmates' governor, or other officer deputed by him; and if the contents letters. of any letter appear to the governor to be objectionable, it shall not be forwarded, or the objectionable part shall be erased according to discretion. Any letter which may be so suppressed shall be laid before the visitors. Any letter, even if not in itself objectionable, will be suppressed by the governor if addressed to, or received from, a person with whom it is undesirable that intercourse should be maintained.

Visits on

: 9

Books.

Newspapers, &c.

OFFENCES AND PUNISHMENTS.

62. No punishment or privation of any kind shall be awarded

Persons authorised to award punishment.

Offences against

discipline.

to an inmate by any officer of the Reformatory except the governor, or, in his absence, the officer appointed to act for him.

63. An inmate shall be guilty of an offence against discipline if he—

(1.) Disobeys any order of the governor or of any other officer, or any regulation of the Reformatory.

(2.) Treats with disrespect any officer or servant of the Reformatory, or any visitor, or any person employed in connexion with the Reformatory.

(3.) Is idle, careless, or negligent at work, or refuses to work.

(4.) Is absent without leave from divine service, or prayers, or school instruction.

(5.) Behaves irreverently at divine service or prayers.

(6.) Swears, curses, or uses any abusive, insolent, threatening, or other improper language.

(7.) Is indecent in language, act, or gesture.

(8.) Commits a common assault upon another inmate.

(9.) Makes any objectionable noise, gives any unnecessary trouble, or makes repeated groundless complaints.

(10.) In any way disfigures or damages any part of the Reformatory, or any article to which he may have access.

(11.) Commits any nuisance.

(12.) Has in his room or possession any article he is not allowed to have.

(13.) In any other way offends against good order and discipline.

(14.) Attempts to do any of the foregoing things.

ts 64. For any offence with which the governor is competent to deal, he may order an inmate to be punished by—

(a.) Close confinement to his room for any period not exceeding three days.

(b.) Diet for ill-conducted and idle inmates for a period not exceeding 12 days, with intervals as laid down in the rules for dietaries.

(c.) Reduction from a higher class to a lower class.

(d.) Deprivation of privileges as to visits, letters, or smoking for a period not exceeding 14 days.

Punishments which may be imposed by governor.

65. If any inmate is charged with any serious or repeated Powers of offence for which the punishment the governor is authorised visitors as to inflict is deemed insufficient, or is charged with any offences with the aggravations mentioned in this regulation, the governor formatory shall, without loss of time, report the same to the visitors, discipline. or one of them, who is empowered, after inquiry into the same on oath, to determine concerning any matter so reported to him, and to order the offender to be punished.

to offences against Re-

The offences referred to above are-

(1.) Mutiny or incitement to mutiny.

(2.) Personal violence to any officer or servant of the Reformatory, or to a fellow inmate.

(3.) Grossly offensive or abusive language to any officer or servant of the Reformatory.

(4.) Wilfully or wantonly breaking the Reformatory windows, or otherwise destroying the Reformatory property.

(5.) When under punishment wilfully making a disturbance tending to interrupt the order and discipline of the Reformatory.

(6.) Any other act of gross misconduct or repeated insubordination requiring to be suppressed by extraordinary means.

(7.) Escaping or attempting to escape from the Reformatory.

(8.) Introducing intoxicating liquors or drugs into the Reformatory.

66. The visitors, or one of them, may order an inmate to be Punishments punished by-

which may be imposed

(a.) Close confinement to his room for a period not exceeding by visitors. seven days.

(b.) Diet for ill-conducted and idle inmates for a period not exceeding 24 days, with intervals as laid down in the rules for dietaries.

(c.) Reduction from a higher class to a lower class.

(d.) Deprivation of privileges as to visits, letters, or smoking for a period not exceeding 28 days.

67. An inmate shall not be punished until he has had an Opportuopportunity of hearing the charges and evidence against him, nities for and of making his defence.

68. The governor shall enter in the punishment book a state- Record of ment of the nature of any offence punished by him or the visitors, punishments. with the addition of the name of the offender, the date of the offence, and the punishment inflicted, and the record shall be submitted to the Commissioners for review at the end of every week.

defence.

Medical certificates.

Use of restraints. 69. Dietary punishment shall not be inflicted on any inmate, nor shall he be placed in close confinement, unless the medical officer has certified that the inmate is in a fit condition of health to undergo the punishment.

70. (1.) No inmate shall be put under mechanical restraint by the governor except in case of urgent necessity, and when necessary for the purposes of restraint, and the particulars of every case shall be forthwith entered in the governor's journal and reported to the Commissioners.

(2.) Means of restraint shall be limited to the strait waistcoat of such pattern, and shall be applied under such conditions, as may be approved by the Secretary of State.

(3.) No inmate shall be put under restraint as a punishment.

ATTENDANTS.

Subordinate officers.

71. The subordinate officers shall be called attendants. They shall, in respect to all the conditions of their office, be subject to the same rules and regulations as prison officers under the Prison Acts.

72. In the selection of attendants, preference shall be given to total abstainers from intoxicating drinks. Attendants will be discouraged from the use of spirituous or intoxicating liquors while in the service of the Reformatory.

73. It is the duty of all officers and attendants to treat inmates with kindness and humanity, to listen patiently to and report their complaints or grievances, at the same time being firm in maintaining order and discipline, and enforcing complete observance of the regulations of the Reformatory. The great object of reclamation should always be kept in view by all officers, and they should strive to acquire a moral influence over the inmates by performing their duties conscientiously, but without harshness. They should especially try to raise the inmates' minds to a proper feeling of moral obligation, by the example of their own uniform regard to truth and integrity, even in the smallest matters.

Application of general prison rules.

74. The general rules for the government of prisons, under the Prison Acts, shall apply to State Inebriate Reformatories, and to inmates thereof, except so far as they are inconsistent with the foregoing regulations, and the Inebriates Act, 1898.

DIETS.

75. The diets for inmates of a State Inebriate Reformatory shall be as laid down in the Appendix marked "A."

Preference given to total abstainers.

General duties of officers.

Diets.

APPENDIX A.

DIETS.

Breakfast :--

Diet scales.

Daily-Cocoa, with bread and butter.

Dinner :---

Sunday-Bread, potatoes, cooked meat (preserved by heat), fruit or currant pudding, 8 oz.

Monday-Bread, potatoes, fat bacon and beans, rice pudding, 8 oz.

Tuesday-Bread, potatoes, soup, cheese, 2 oz.

Wednesday-Bread, potatoes, cooked meat (beef), currant pudding, 8 oz.

Thursday-Bread, potatoes, soup, cheese, 2 oz.

Friday-Bread, potatoes, pork, pease pudding, 4 oz.

Saturday-Bread, potatoes, cooked meat (mutton), rice or sago pudding, 8 oz.

Supper and tea :-

Daily-Tea, with bread and butter.

Oatmeal gruel at bed-time to those who wish it.

Fish dinner may occasionally be substituted for the Friday dinner.

Meat pie may occasionally be substituted for the Saturday dinner.

Corned beef may occasionally be substituted for pork or bacon.

Cabbage, French beans, broad beans, vegetable marrows, carrots, parsnips, onions, and such like vegetables (to be grown in the garden) to be given *frequently* when in season, to the amount of 4 oz. weighed after cooking.

Bread to be unlimited.

Potatoes, 12 oz. per diet.

Beans, 12 oz. per diet.

Cooked meat, 5 oz. per diet for men, and 4 oz. for women.

Bacon, 2 oz. per diet.

Soup, one day, 1 pint containing 4 oz. clod (or shoulder), cheek, neck, leg, or shin of beef; 4 oz. split peas; 2 oz. fresh vegetables; $\frac{1}{2}$ oz. onions; pepper and salt.

Soup, one day, 1 pint containing 8 oz. meat (uncooked), 1½ oz. barley, 4 oz. vegetables, ¼ oz. flour.

Pork, 4 oz. per diet.

Butter, 1 oz. per day.

Tea-1 pint containing 1 oz. tea, 2 oz. milk, and 1 oz. sugar (Demerara or loaf sugar).

Cocoa-1 pint containing ² oz. Admiralty cocoa, 2 oz. milk, and ² oz. sugar (Demerara).

Gruel-2 oz. Scotch (coarse) oatmeal to the pint.

DIET FOR ILL-CONDUCTED OR IDLE INMATES.

Breakfast :- Bread, 8 oz.

Dinner :- 1 pint porridge, containing 3 oz. oatmeal with salt. Potatoes, 8 oz.

Supper :- Bread, 8 oz.

This diet to be limited, in the first place to three days; after that, the ordinary diet for one day before its repetition, when it is again to be limited to three days, and a second interval on ordinary diet of one day to elapse before it is again repeated. The entire period, including intervals, for which any single term of this diet may be ordered, shall not exceed 24 days.

APPENDIX B.

INEBRIATES ACT, 1898.

ORDER OF LICENCE TO BE AT LARGE.

State Inebriate Reformatory,

190 .

Having received a written undertaking from of , that he will take into h care , on , who was sentenced at , on , to be kept in an Inebriate Reformatory for the term of , the Commissioners of Prisons hereby grant to the said a Licence to be at large from the day of h liberation under this Order, unless the said Licence shall, before the expiration of the said term, be revoked.

This Licence is given subject to the conditions set out below upon the breach of any of which it will be liable to be revoked, and the said may be brought back to the

Reformatory.

Secretary, Prison Commission.

CONDITIONS.

1. The said shall report monthly by letter to the Governor of the Reformatory, unless excused from so doing, as to the conduct of the said , and shall immediately notify any breach of these conditions.

2. The said shall not leave the care of the person first named in this Licence.

3. He shall preserve this Licence, and shall produce it when called upon by any magistrate, or officer of the Reformatory or Police.

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