CORRECTIONS

THE CORRECTIONS ACT

REGULATIONS
(under sections 2 and 82 (j))

The Correctional Institution (Designation of Correctional Officer) Regulations, 1991 L.N. 73/91

The Correctional Institution (Correctional Officer) (Excepted Officers) Regulations, 1991 L.N. 74/91

ORDERS
(under section 6 (1))

The St. Jago Correctional Centre for Women (Cessation) Order, 1990 L.N. 50/A/90

The Correctional Institution (Declaration) (Adult Correctional Centres) Order, 1991 L.N. 75/91

The Corrections (Declaration of Lock-up) Order, 2001 L.N. 117/2001

The Corrections (Horizon Remand Centre) (Declaration) Order, 2005 L.N. 74/2005

The Corrections (Horizon Adult Correctional Centre) (Declaration) Order, 2005 L.N. 75/2005

The Corrections (Red Fence Adult Correctional Centre) (Declaration) Order, 2010 L.N. 44/2010

ORDER
(under section 6 (2)(a))

The Corrections (Declaration of Pre-release Hostel) Order, 1999 L.N. 81/99

ORDER
(under section 6 (2)(b))

The Corrections (Auckland Pre-Release Hostel) (Cessation) Order, 1987 L.N. 180/87

ORDERS
(under section 47)

The Correctional Institution (Declaration) (St. Andrew Juvenile Remand Centre) Order, 1991 L.N. 72/91

The Correctional Institution (Declaration) (Juvenile Correctional Centres) Order, 1991 L.N. 76/91

The Corrections (Montpelier Juvenile Remand Centre) (Declaration) Order, 2007 L.N. 95A/2007

The Corrections (Montpelier Juvenile Correctional Centre) (Declaration) Order, 2007 L.N. 95B/2007

ORDER
(under sections 47 and 49)

The Correctional Institution (High Security Juvenile Correctional Centre) (Hill Top) Order, 1991 L.N. 71/91

[The inclusion of this page is authorized by L.N. 95/2013]
L.N. 92/2011
The Corrections (Metacalf Street Secure Juvenile Centre) (Declaration) Order, 2007

ORDER
(under section 78)

L.N. 6/97
The Inmate (Notification of Address) Order, 1997

RULES
(under section 81)

L.N. 69/91
The Correctional Institution (Adult Correctional Centre) Rules, 1991

REGULATIONS
(under section 82 (i))

L.N. 70/91
The Corrections (Board of Visitors) Regulations, 1991

RULES
(saved by section 85)
(made under section 21 (now repealed) of the Probation of Offenders Act)

L.N. 63/68
The Probation of Offenders Rules, 1967

ORDERS
(saved by section 87 (2) of Act 9 of 1985, made under section 3 of the Prisons Act (now repealed))

L.N. 348/75
The Prison (Rio Cobre) Order, 1975

[For Subsequent Orders, please see The Guide to Subsidiary Legislation]

ORDERS
(saved by section 87 (2) of Act 9 of 1985, made under section 4 of the Prisons Act (now repealed))

L.N. 127/58
The Lock-Up (No. 2) Order, 1958

Similar Regulations made—

L.N. 200/74
The Lock-Up (No. 1) Order, 1974

L.N. 60/75
The Lock-Up (No. 1) Order, 1974

L.N. 26/83
The Lock-Up Order, 1983

REGULATIONS
(saved by section 87 (2) of Act 9 of 1985, made under section 4 of the Prisons Act (now repealed))

L.N. 1260/80
The Prisons (Lock-Ups) Regulations, 1980

[The inclusion of this page is authorized by L.N. 95/2013]
THE CORRECTIONS ACT

Regulations
(under sections 2 and 82 (j))

THE CORRECTIONAL INSTITUTION (DESIGNATION OF CORRECTIONAL OFFICER) REGULATIONS, 1991

(Made by the Minister on the 16th day of July, 1991)

1. These Regulations may be cited as the Correctional Institution (Designation of Correctional Officer) Regulations, 1991.

2. For the purpose of paragraph (b) of the definition of "correctional officer" appearing in section 2 of the Act, persons employed in the following offices in a juvenile correctional centre, a juvenile remand centre or a high security juvenile correctional centre are hereby designated correctional officers, that is to say—

   Chief Correctional Officer
   Head Shift Officer
   Correctional Officer
   Duty Officer.
THE CORRECTIONS ACT

Regulations
(under sections 2 and 82 (j) )

THE CORRECTIONAL INSTITUTION (CORRECTIONAL OFFICER)
(EXCEPTED OFFICERS) REGULATIONS, 1991

(Made by the Minister on the 16th day of July, 1991) L.N. 74/91

1. These Regulations may be cited as the Correctional Institution
(Correctional Officer) (Excepted Officers) Regulations, 1991.

2. For the purpose of the definition of “correctional officer” appearing in section 2 of the Act, persons who are employed in an adult correctional centre in the following offices are hereby excluded from paragraph (a) of that definition, that is to say—

Medical Officer
Nurse
Education Officer
FAA/Accountant
Typist
Storekeeper
Clerical Officer
Agricultural Ranger
Watchman
Attendant.
THE CORRECTIONS ACT

ORDER
(under section 6(1)(b))

THE ST. JAGO CORRECTIONAL CENTRE FOR WOMEN
(CESSATION) ORDER, 1990

(Made by the Minister on the 3rd day of October, 1990)

1. This Order may be cited as the St. Jago Correctional Centre for Women (Cessation) Order, 1990.

2. It is hereby declared that the premises known as St. Jago Correctional Centre for Women situated in Spanish Town in the parish of St. Catherine shall cease to be a correctional centre.

[The inclusion of this page is authorized by L.N. 50A/1990]
THE CORRECTIONS ACT

ORDER
(under section 6 (1))

THE CORRECTIONAL INSTITUTION (DECLARATION) (ADULT CORRECTIONAL CENTRES) ORDER, 1991

(Made by the Minister on the 16th day of July, 1991)

L.N. 75/91

1. This Order may be cited as the Correctional Institution (Declaration) (Adult Correctional Centres) Order, 1991.

2. The places described in the Schedule and all buildings thereon are hereby declared to be adult correctional centres for the imprisonment or detention of persons in custody; and each such place, known before the date of the coming into operation of this Order by the name appearing in the third column of the Schedule shall, on and after that date, be known by the name specified in relation thereto in the fourth column of the Schedule.

3. The place in St. Catherine commonly known as the Tamarind Farm Prison, formerly a part of the St. Catherine District Prison, is hereby declared to be an adult correctional centre to be known as the Tamarind Farm Adult Correctional Centre, for the imprisonment and detention of persons in custody.
4.02

**THE CORRECTIONAL INSTITUTION (DECLARATION) (ADULT CORRECTIONAL CENTRES) ORDER, 1991**

<table>
<thead>
<tr>
<th>Place</th>
<th>Parish</th>
<th>Former Name</th>
<th>Name by which Adult Correctional Centre to be known</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rae Town</td>
<td>Kingston</td>
<td>General Penitentiary</td>
<td>Tower Street Adult Correctional Centre</td>
</tr>
<tr>
<td>Camp Road</td>
<td>St. Andrew</td>
<td>South Camp Rehabilitation Centre</td>
<td>South Camp Adult Correctional Centre</td>
</tr>
<tr>
<td>Fort Augusta</td>
<td>St. Catherine</td>
<td>Fort Augusta Prison</td>
<td>Fort Augusta Adult Correctional Centre</td>
</tr>
<tr>
<td>Spanish Town</td>
<td>St. Catherine</td>
<td>St. Catherine District Prison</td>
<td>St. Catherine District Adult Correctional Centre</td>
</tr>
<tr>
<td>Richmond</td>
<td>St. Mary</td>
<td>Richmond Farm Prison</td>
<td>Richmond Farm Adult Correctional Centre</td>
</tr>
<tr>
<td>Woodlands, Cross Keys</td>
<td>Manchester</td>
<td>New Broughton Sunset Rehabilitation Centre</td>
<td>New Broughton Sunset Rehabilitation AdultCorrectional Centre</td>
</tr>
</tbody>
</table>

(Paragraph 2)
CORRECTIONS

THE CORRECTIONS ACT

ORDER
(under section 6 (1))

THE CORRECTIONS (DECLARATION OF LOCK-UP) ORDER, 2001
(Made by the Minister on the 14th day of August, 2001)

1. This Order may be cited as the Corrections (Declaration of Lock-up) Order, 2001.

2. The enclosure specified in the Schedule, which is under the control of the police, together with all buildings thereon is hereby declared to be a Lock-up.

SCHEDULE

Place

Parish

Red Fence, Up Park Camp

St. Andrew

[The inclusion of this page is authorized by L.N. 28:2003]
THE CORRECTIONS ACT

ORDER
(under section 6 (1))

THE CORRECTIONS (HORIZON REMAND CENTRE) (DECLARATION) ORDER, 2005
(Made by the Minister on the 1st day of July, 2005)

1. This Order may be cited as the Corrections (Horizon Remand Centre) (Declaration) Order, 2005.

2. The place described in the Schedule which is under the control of the Horizon Correctional Centre—

(a) is hereby declared to be a remand centre for the confinement of persons awaiting trial, remanded in custody, or sentenced to a short-term sentence; and

(b) shall be known as the Horizon Remand Centre.
THE CORRECTIONS (HORIZON REMAND CENTRE)
(DECLARATION) ORDER, 2005

SCHEDULE

Horizon Remand Centre

Part of the premises situate at 68 Spanish Town Road in the parish of St. Andrew comprising—

(a) part of Block No. 1, that is to say—

(i) on the ground floor, Security Posts Nos. 1—4 and cells Nos. 1—32; and

(ii) on the first floor, Security Posts Nos. 5—8 and cells Nos. 33—64;

(b) all of Block No. 2, that is to say—

(i) on the ground floor, Security Posts Nos. 13—16 and cells Nos. 97—128;

(ii) on the first floor, Security Posts Nos. 17—20 and cells Nos. 129—160;

(iii) on the mezzanine floor, Security Posts Nos. 21—24 and cells Nos. 161—192;

(c) all of the female block comprising cells Nos. 1—8; and

(d) the surgery, court room, reception areas, visitors’ booths, exercise areas and other administrative and support areas, while being used as said adult remand centre.
THE CORRECTIONS ACT

ORDER
(under section 6 (1))

THE CORRECTIONS (HORIZON ADULT CORRECTIONAL CENTRE)
(DECLARATION) ORDER, 2005

(Made by the Minister on the 1st day of July, 2005)

L.N. 75/2005

1. This Order may be cited as the Corrections (Horizon Adult Correctional Centre) (Declaration) Order, 2005.

2. The place described in the Schedule—

   (a) is hereby declared to be an adult correctional centre for the imprisonment or detention of persons in custody; and

   (b) shall be known as the Horizon Adult Correctional Centre.
Schedule (Paragraph 2)

Description of Horizon Adult Correctional Centre

Part of the premises situate at 68 Spanish Town Road in the parish of St. Andrew comprising—

(a) part of Block No. 1 on the mezzanine floor, Security Posts Nos. 9—12 and cells Nos. 65—96; and

(b) the surgery, court room, reception areas, visitors' booths, exercise areas and other administrative and support areas, while being used as the said adult correctional centre.
THE CORRECTIONS ACT

ORDER
(under section 6(1))

THE CORRECTIONS (RED FENCE ADULT CORRECTIONAL CENTRE)
(DECLARATION) ORDER, 2010

(Made by the Minister on the 24th day of May, 2010)

L.N. 44/2010

1. This Order may be cited as the Corrections (Red Fence Adult Correctional Centre) (Declaration) Order, 2010.

2. The place described in the Schedule —

(a) is hereby declared to be an Adult Correctional Centre for the imprisonment or detention of persons in custody; and

(b) shall be known as the Red Fence Adult Correctional Centre.

SCHEDULE

(Paragraph 2)

Description of Red Fence Adult Correctional Centre

The part of the premises situated at Up Park Camp, Kingston 5, in the parish of St Andrew and known as the Red Fence Detention Quarters, comprising—

(a) cell Nos 1 to 13; and

(b) the waiting area, guard room, sleeping quarters, dining area, wash bay and other administrative and support areas, while being used as the Adult Correctional Centre.
THE CORRECTIONS ACT

ORDER

(under section 6(2) (a))

THE CORRECTIONS (DECLARATION OF PRE-RELEASE HOSTEL) ORDER, 1999

(Made by the Minister on the 18th day of June, 1999)

1. This Order may be cited as the Corrections (Declaration of Pre-release Hostel) Order, 1999.

2. The buildings specified in the Schedule are hereby declared to be pre-release hostels for the confinement of persons who are soon to be released on parole or whose term of imprisonment is soon to expire.

SCHEDULE (Paragraph 2)

Place
Dormitory number 9 at Tamarind Farm Adult Correctional Centre
Dormitory A at Richmond Farm Adult Correctional Centre

Parish
St. Catherine
St. Mary

[The inclusion of this page is authorized by L.N. 95/2013]
THE CORRECTIONS ACT

ORDER
(under section 6 (2) (b))

THE CORRECTIONS (AUKLAND PRE-RELEASE HOSTEL)
(CESSATION) ORDER, 1987

(Made by the Minister on the 6th day of November, 1987) L.N. 180/87

1. This Order may be cited as the Corrections (Aukland Pre-Release Hostel) (Cessation) Order, 1987.

2. It is hereby declared that as from the 29th day of April, 1987, the premises known as Aukland Pre-Release Hostel, situated at 19 Aukland Drive, Kingston 10, in the parish of Saint Andrew shall cease to be a pre-release hostel.
THE CORRECTIONS ACT

ORDER
(under section 47)

THE CORRECTIONAL INSTITUTION (DECLARATION) (ST. ANDREW JUVENILE REMAND CENTRE) ORDER, 1991

(Made by the Minister on the 16th day of July, 1991)

1. This Order may be cited as the Correctional Institution (Declaration) (St. Andrew Juvenile Remand Centre) Order, 1991.

2. The St. Andrew Juvenile Remand Centre situated in Stony Hill in the parish of St. Andrew, together with all buildings thereon, is hereby declared to be a juvenile remand centre for the purposes of the Act.
THE CORRECTIONS ACT
ORDER
(under section 47)

THE CORRECTIONAL INSTITUTION (DECLARATION) (JUVENILE CORRECTIONAL CENTRES) ORDER, 1991

(Made by the Minister on the 16th day of July, 1991)

1. This Order may be cited as the Correctional Institution (Declaration) (Juvenile Correctional Centres) Order, 1991.

2. The premises described, respectively, in the Schedule and all the buildings thereon known before the 25th September, 1991, as approved schools having the respective names appearing in the fourth column of the Schedule, are hereby declared to be juvenile correctional centres for the purposes of the Act; and on and after such date as aforesaid, such premises shall be known by the names specified in relation to them, respectively, in the fifth column of the Schedule.
<table>
<thead>
<tr>
<th>Name by which Juvenile Correctional Centre to be known</th>
<th>Armadale Juvenile Correctional Centre</th>
<th>Lower Esher Juvenile Correctional Centre</th>
<th>Río Cobre Juvenile Correctional Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Former</td>
<td>Armadale House</td>
<td>Lower Esher House</td>
<td>Río Cobre Community School</td>
</tr>
<tr>
<td>Parish</td>
<td>St. Ann</td>
<td>St. Mary</td>
<td>St. Catherine</td>
</tr>
<tr>
<td>District</td>
<td>Alexandria</td>
<td>Albany</td>
<td>Spanish Town</td>
</tr>
<tr>
<td>Premises</td>
<td>Armadale</td>
<td>Lower Esher House</td>
<td>Tredgar Park</td>
</tr>
</tbody>
</table>

(The inclusion of this page is authorized by L.N. 24/1994)
THE CORRECTIONS ACT

ORDER
(under section 47)

THE CORRECTIONS (MONTPELIER JUVENILE REMAND CENTRE)
(DECLARATION) ORDER, 2007

(Made by the Minister on the 28th day of May, 2007)

1. This Order may be cited as the Corrections (Montpelier Juvenile Remand Centre) (Declaration) Order, 2007.

2. The place described in the Schedule which is under the control of the Montpelier Juvenile Correctional Centre—

(a) is hereby declared to be a remand centre for the confinement of persons awaiting trial, remanded in custody, or sentenced to a short-term sentence; and

(b) shall be known as the Montpelier Juvenile Remand Centre.

SCHEDULE

(Paragraph 2)

Montpelier Juvenile Remand Centre

Part of the premises commonly known as Montpelier Camp situate at Montpelier District in the parish of St. James described on the attached Plan comprising—

(a) Block No. 1; and

(b) the medical office, classrooms, recreational areas, living areas and other administrative and support areas, while being used as the said Juvenile Remand Centre.

[The inclusion of this page is authorized by L.N. 1417/2010]
Schedule, contd.

The total body count for accommodation is 248 juveniles.
THE CORRECTIONS ACT

ORDER
(under section 47)

THE CORRECTIONS (MONTPELIER JUVENILE CORRECTIONAL CENTRE) (DECLARATION) ORDER, 2007

(Made by the Minister on the 28th day of May, 2007)

1. This Order may be cited as the Corrections (Montpelier Juvenile Correctional Centre) (Declaration) Order, 2007.

2. The place described in the Schedule—

   (a) is hereby declared to be a juvenile correctional centre for the imprisonment or detention of persons in custody; and
   
   (b) shall be known as the Montpelier Juvenile Correctional Centre.

SCHEDULE (Paragraph 2)

Part of the premises commonly known as Montpelier Camp situate at Montpelier District in the parish of St. James described on the attached plan comprising—

   (a) Block No. 2, 3 and 4; and
   
   (b) the medical office, classrooms, recreational areas, living areas and other administrative and support areas, while being used as the said Juvenile Correctional Centre.
THE CORRECTIONS ACT

ORDER

(under sections 47 and 49)

THE CORRECTIONAL INSTITUTION (HIGH SECURITY JUVENILE CORRECTIONAL CENTRE) (HILL TOP) ORDER, 1991

(Made by the Minister on the 16th day of July, 1991)

1. This Order may be cited as the Correctional Institution (High Security Juvenile Correctional Centre) (Hill Top) Order, 1991.

2. The premises situated at Bamboo in the parish of St. Ann, known before the 25th September, 1991, as the Hill Top High Security Approved School are hereby declared to be—

   (a) a juvenile correctional centre for the purposes of the Act; and

   (b) a high security juvenile correctional centre,

and accordingly, on and after such date as aforesaid, such premises shall be known as Hill Top High Security Juvenile Correctional Centre.
THE CORRECTIONS ACT

ORDER
(under sections 47 and 49)

THE CORRECTIONS (METCALFE STREET SECURE JUVENILE CENTRE)
(DECLARATION) ORDER, 2011

(Made by the Minister on the 7th day of July, 2011)

1. This Order may be cited as the Metcalfe Street Secure Juvenile Centre) (Declaration) Order, 2011.

2. The place described in the Schedule is hereby declared to be a—

(a) Juvenile correctional centre for the purposes of the Act; and shall be known as the Metcalfe Street Secure Juvenile Centre.

(b) shall be known as the Montpelier Juvenile Correctional Centre.

SCHEDULE

Metcalfe Street Secure Juvenile Centre

Part of the premises situated at the corner of Metcalfe Street and Race Course Lane in the parish of Kingston comprising—

(a) Three (3) Dormitories;

(b) Administrative block containing secretarial offices, Superintendent office;

(c) Medical Block containing a doctor’s office, nurse’s station, sick bay, counseling room and visiting are; and

(d) Classrooms, library, computer room, multipurpose room, laundry area, multipurpose court for recreational activities, kitchen, dining facility, computer monitored-room, parking lot and farming plot.

[The inclusion of this page is authorized by L.N. 95/2013]
THE CORRECTIONS ACT

ORDER
(under section 78)

THE INMATE (NOTIFICATION OF ADDRESS) ORDER, 1997
(Made by the Minister on the 17th day of January, 1997)

1. This Order may be cited as the Inmate (Notification of Address) Order, 1997.

To...........................................................................................................

(Name of Inmate)

2. You are hereby required—

(a) Within one week of your release from the .........................

(Name of Adult Correctional Centre)

Adult Correctional Centre, to notify the.........................

>Title of person in charge)

of the .........................Police Station in the parish

(Name of Police Station)

of .........................of the address at which you will reside in that parish upon your release; and

(b) if during a period of ........................................

(State number of years not exceeding five years)

from the date of your release you change your address, you shall within one week of any such change of address notify the change of address to the person in charge of the police station nearest to your place of residence.

[The inclusion of this page is authorized by L.N. 95/2013]
THE CORRECTIONS ACT

RULES
(under section 81 (I) )

THE CORRECTIONAL INSTITUTION (ADULT CORRECTIONAL CENTRE)
RULES, 1991

(Made by the Minister on the 16th day of July, 1991) L.N. 6/1991

1. These Rules may be cited as the Correctional Institution (Adult Correctional Centre) Rules, 1991.

PART I. BOARD OF VISITING JUSTICES AND ADULT CORRECTIONAL CENTRE STAFF

Board of Visiting Justices

2. A Board of Visiting Justices appointed pursuant to section 74 (1) of the Act in respect of an adult correctional centre shall act in accordance with the rules for the guidance of such Board set out in the First Schedule to these Rules.

Superintendent

3. The Superintendent shall be responsible to the Commissioner for—

(a) the good order, discipline and management of the adult correctional centre under his charge;

(b) the safe custody of the inmates;

(c) the care of all buildings and other property of the adult correctional centre;

(d) the economical use of money and stores;

(e) ensuring that advantageous use is made of the labour of inmates;

(f) the keeping of such books and the making of such returns as may be required.

4. The Superintendent shall ensure that these Rules and all orders and instructions from time to time issued for the good management of
the adult correctional centre and the guidance of the adult correctional centre staff are brought to the notice of, and strictly carried out by, the members of such adult correctional centre staff.

5.—(1) The Superintendent shall be the medium of communication between any superior authority or any person outside of the adult correctional centre and the members of the adult correctional centre staff or the inmates within the adult correctional centre.

(2) The Superintendent shall forward without delay to the Commissioner any report, petition or complaint received by him and addressed to a superior authority and may append thereto any comments he may think fit to make.

6. The Superintendent shall take an early opportunity to interview all inmates after their reception and he shall again interview them prior to their discharge.

7.—(1) The Superintendent shall each day, except on a Sunday or public holiday, hear every report that may be made to him.

(2) The Superintendent shall ensure that every inmate having a complaint to make or a request to prefer shall have ample facilities for so doing and the Superintendent shall redress any grievance or take such steps as may be necessary in each case.

(3) Every report against an inmate shall, unless a Sunday or public holiday intervenes, be heard within twenty-four hours of the making of such report.

8. The Superintendent shall keep a journal in his own handwriting in which he shall record—

(a) the happening in the adult correctional centre of any occurrence of importance;

(b) each occasion upon which he hands over to another officer the charge of the adult correctional centre, specifying the officer to whom he so handed over and the reason and authority for so doing; and

(c) such other matters as are by these Rules required to be recorded.

[The inclusion of this page is authorized by L.N. 24/1994]
9.—(1) Subject to the provisions of rule 50, the Superintendent shall not allow any letter or other document to pass from or to any inmate until it has been read and initialled by himself or an officer deputed by him, and either he or such officer deputed by him may use his discretion in communicating to or withholding from an inmate the contents of any letter or other communication addressed to such inmate.

(2) The Superintendent shall not permit any inmate to have in his possession any writing materials, but the Commissioner may, in any particular case, authorize the Superintendent to permit an inmate to have writing materials in his possession for such time and subject to such conditions as the Commissioner may specify.

10.—(1) The Superintendent shall, unless prevented by some extraordinary circumstance, (which he shall record in his journal) cause once in each day every ward and cell in the adult correctional centre to be inspected and each inmate to be seen either by himself or the Assistant Superintendent and he shall as frequently as possible visit inmates working outside the adult correctional centre to ensure that discipline is being maintained and that a full day's work is being done.

(2) The Superintendent shall be present at the checking of muster as often as practicable and shall visit the adult correctional centre during the night, at an uncertain hour, not less than once every week, and shall record such visit in his journal.

11. The Superintendent shall ensure that all cells, whether occupied or not, are carefully examined daily and that inmates considered to be dangerous do not occupy adjoining cells.

12. The Superintendent shall require reports to be made to him accounting for all inmates at the daily opening and closing of the adult correctional centre, at such hours as they may go to and return from labour, and at such other times as may be necessary.

13. The Superintendent shall see that the correctional officers and other adult correctional centre staff present a smart and clean appearance, that they are properly instructed in all matters connected with their duties, including the use of firearms, and that all arms are kept in good condition and ready for immediate and effective use.
14. The Superintendent may order the examination of all vehicles which enter or leave the adult correctional centre.

15.—(1) The Superintendent shall permit visits to the inmates in accordance with these Rules and shall have authority, if he suspects any visitor of trying to convey prohibited articles into or out of the adult correctional centre, to direct that such visitor be searched before admission to, and before departure from, the adult correctional centre.

(2) If any such visitor refuses to be searched before admission to the adult correctional centre, the Superintendent may prevent him entering the adult correctional centre, and if he refuses to be searched before departure from such adult correctional centre, the Superintendent may cause such visitor to be forcibly detained for search.

(3) The Superintendent may cause to be removed from the adult correctional centre any visitor who behaves in an improper manner.

(4) The Superintendent may, without assigning any reason therefor, refuse admission to a visitor.

16. The Superintendent shall ensure that no person authorized to view the adult correctional centre makes any sketch or takes any photograph therein, except with the permission of the Commissioner.

17. The Superintendent shall immediately report to the Commissioner any serious irregularity, accident or other extraordinary event which may occur.

18. The Superintendent shall ensure that when he is absent from the adult correctional centre the officer next in authority under him shall be present, and he shall, before leaving the adult correctional centre, inform such officer where he may be found in case an emergency should arise requiring his immediate attendance.

19. The Superintendent shall take steps to ensure that no case of mental or physical sickness or accident is left without proper medical attention, and that the directions of the medical officer are at all times strictly and carefully carried out.

20. Upon the death of an inmate the Superintendent shall give immediate notice thereof—

[The inclusion of this page is authorized by L.N. 24/1994]
(a) to the Commissioner;
(b) to the Coroner; and
(c) whenever practicable, to the nearest relative of the deceased.

21.—(1) If any correctional officer or other member of the adult correctional centre staff, or any inmate, or any person under contract to supply anything for the service of the adult correctional centre, is summoned as a juror on any inquest held on the body of an inmate who has died in the adult correctional centre, the Superintendent shall bring such fact to the attention of the Coroner.

(2) The Superintendent shall supply to the Coroner the name of any inmate who tenders his evidence in the case of an inquest about to be held on the body of an inmate.

(3) After any inquest touching the death of an inmate has been held, the Superintendent shall report to the Commissioner the findings of the jury and such other circumstances of importance as may arise at the inquest.

22. The Superintendent shall ensure that no inmate is subjected to any punishment unless the medical officer is satisfied that such inmate is capable of undergoing such punishment.

23.—(1) The Superintendent shall frequently inspect the articles of food supplied for diets, both before and after cooking and in case of any question as to the quantity or quality of any article he shall cause the same to be examined and reported on by such persons as he may think fit, of whom, if the question be as to the quality of the food, the medical officer shall be one.

(2) Upon the report of such examination, the Superintendent shall give such directions as may appear to him to be necessary, recording the same in his journal and reporting them to the Commissioner.

24. The Superintendent shall so far as may be possible, impress upon the members of the adult correctional centre staff the importance of—

(a) every form of rehabilitative treatment of inmates;
(b) creating in the minds of inmates the desire to lead an honest and industrious life; and

[The inclusion of this page is authorized by L.N. 24/1994]
(c) the necessity to strengthen and improve the mental, physical and industrial ability of inmates.

**Medical Officers**

25. The medical officer shall attend the adult correctional centre once each day, and in cases of sickness or accident, at such other times as the Superintendent may require.

26. The medical officer shall attend, free of charge, all correctional officers and their families who reside in official quarters, and all other members of the adult correctional staff who may apply to him for treatment at the adult correctional centre, or whom it may be desirable for special reasons that he should visit.

27.—(1) The medical officer shall examine every inmate on admission, recording in his journal the state of health and the class of labour which each such inmate is capable of performing.

(2) The classes of labour shall be those specified in rule 154 of these Rules.

28. The medical officer shall examine every inmate before discharge or removal to another adult correctional centre, and in each case of removal, a certificate showing his state of health shall be forwarded with each inmate.

29.—(1) An inmate charged with a capital offence shall be kept under special observation at all times by the medical officer who shall keep a written record of the physical and mental condition of the inmate.

(2) The medical officer may, if he thinks fit, apply to the Director of Public Prosecutions for a copy of the depositions taken before the Magistrate in order to assist him in forming an opinion as to the mental condition of an inmate referred to in paragraph (1); and the medical officer shall not disclose to any person the contents of any such depositions.

(3) The medical officer shall submit a report to the Director of Public Prosecutions on the mental condition of an inmate referred to in paragraph (1) not less than three days before the date of his trial, and such report shall state whether or not the inmate is fit to plead.

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(4) The report referred to in paragraph (1) shall not express any opinion as to the prisoner's degree of responsibility at the time the offence was committed, this being a matter for the finding of the jury on the evidence submitted, but if from symptoms exhibited while under observation in the adult correctional centre it is quite clear that definite insanity exists and has done so for some time previous to the offence, or if the medical officer is of opinion that there is a distinct history of periodical attacks of insanity, followed by intervals of mental clearness, and that the inmate has been enjoying a lucid interval while under observation in the adult correctional centre, the report should embody this opinion.

30.—(1) The medical officer shall examine all inmate defaulters and record whether they are fit to be closely confined or to be placed under mechanical restraint.

(2) The medical officer shall each day see every inmate—
(a) who is sick; or
(b) to whom his attention is specially directed.

31. The medical officer shall have the general care of the health of the inmates and shall make known to the Superintendent, for the information of the Commissioner, any circumstances connected with the adult correctional centre or the treatment of the inmates which appear to him to require consideration on medical grounds.

32. The medical officer shall conform to these Rules and shall assist the Superintendent in the maintenance of discipline and the safe custody of the inmates.

33. The medical officer shall keep a journal in which he shall record—
(a) the date of every attendance on duty at the adult correctional centre;
(b) any directions he may give in relation to the diet, clothing, work or exercise of any sick inmate who is not in hospital;
(c) any necessary data in relation to any inmate who has been admitted to, discharged from, or is then in hospital; and
(d) such other matters as are by these Rules required to be recorded.

[The inclusion of this page is authorized by L.N. 24/1994]
34. When an inmate is seriously ill the medical officer shall notify the Superintendent and advise when it becomes desirable to inform the inmate's relatives or friends and the chaplain that a fatal issue is apprehended.

35. When the medical officer is of the opinion that the life of an inmate will be endangered by further imprisonment, or that the mental condition of an inmate will be affected or endangered by further imprisonment, he shall notify the Superintendent, who shall forward the information to the Commissioner.

36. When an inmate becomes insane, reports on his condition shall be forwarded to the Commissioner.

37. Where an inmate commits suicide the medical officer shall cooperate with the Superintendent to report every detail of the circumstances connected with the case.

38. The medical officer shall frequently inspect the food, cooked and uncooked, of inmates and report thereon to the Superintendent when necessary.

39. The medical officer shall sign—
(a) every order relating to the diet of an inmate under medical treatment;
(b) every order requiring any variation in the diet, clothing or treatment of an inmate undergoing medical treatment;
(c) every requisition for any article required in his department.

40. The medical officer shall enter in a Prescription Book all orders for administering medicines to inmates and shall sign his name thereto.

41.—(1) The medical officer shall make a report of the presence of any infectious disease to—
(a) the Medical Officer of Health; and
(b) the Superintendent.

(2) The report shall state what precautions have been taken to prevent the spread of the disease and shall give an opinion as to the source of the disease with any recommendations that may be necessary.
42. The use of the straight jacket for the restraint of an inmate under medical treatment may be authorized only by the medical officer, who should record such cases in his journal.

43. The medical officer shall immediately on the death of an inmate report the same to the Superintendent and enter the following particulars in his journal—

(a) cause and time of death;
(b) length of the illness;
(c) when the illness first came to his notice;
(d) any special remarks that may appear to him to be required.

44.—(1) The medical officer shall, once in each quarter, inspect every part of the adult correctional centre for the purpose of ascertaining that nothing exists therein likely to be injurious to health and that ventilation and sanitary arrangements are sufficient and satisfactorily maintained.

(2) The medical officer shall forward to the Commissioner a report of his inspection.

45. As soon as possible after the thirty-first day of March in each year, the medical officer shall forward to the Commissioner in writing his annual medical report for the preceding twelve months giving such statistics and other particulars as may from time to time be required.

46. The medical officer shall be responsible for instructing the dispenser in regard to his duties.

**Chaplaincy**

47. The chaplain shall—

(a) be involved in all matters directly related to the spiritual welfare of the staff, inmates and other persons operating within the correctional service;

(b) have overall responsibility for religious programmes in the adult correctional centre;

(c) co-ordinate religious programmes and ensure that all inmates have access to their religious representatives;

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(d) minister to every inmate regardless of the inmate's religious belief or affiliation;
(e) serve as a religious representative for the institution by participating in community affairs;
(f) make regular visits to the hospital to minister to the needs of all inmate patients; and, when notified of serious illness of an inmate, shall visit the inmate and if requested, notify the religious representatives of the inmate's faith;
(g) be contacted in the event of the death within the adult correctional centre of a member of staff, inmate or other person;
(h) make regular visits to the cells or dormitories of the inmates;
(i) make regular visits to inmates' work and recreational areas.

48. The chaplain shall keep pastoral confidences intact and, concurrently, discharge his responsibilities for the protection of the institution, its employees and inmates.

49. The chaplain and all religious representatives—
(a) shall conform to these Rules; and
(b) shall not convey any messages, information or letters from any inmates or their relatives or friends or give information to persons outside the adult correctional centre, unless they are satisfied that—
(i) the exceptional circumstances of a particular case warrant their so doing; and
(ii) to do so would not prejudice the safety of any person or the good order or security of the centre,
and the provisions of paragraph (b) shall have effect notwithstanding any provision of these Rules to the contrary.

Assistant Superintendent

50. (a) Superintendent "B" shall be the officer next in authority to the Superintendent "A" and whenever the Superintendent "A" is absent or for any cause unable to attend to his duties, the charge of the adult correctional centre shall be entrusted to Superintendent "B".

(b) The Assistant Superintendent shall be the officer next in authority to the Superintendent "B" and whenever the
Superintendent "B" is absent or for any cause unable to attend to his duties, the charge of the adult correctional centre shall be entrusted to the Assistant Superintendent.

51. The Assistant Superintendent shall detail the daily duties of the adult correctional centre staff and arrange that all working parties are suitably supplied with work.

52. The Assistant Superintendent shall ensure that all members of the adult correctional centre staff are properly instructed in their duties and in the use of arms.

53. The Assistant Superintendent shall visit the working parties within the adult correctional centre each day, visit other working parties at such times as the Superintendent may require and shall see that the inmates have sufficient work and are kept steadily at their work.

54. The Assistant Superintendent shall frequently inspect every part of the adult correctional centre and see that the cells and dormitories are kept clean and in good order and that the means of security are effective.

55. The Assistant Superintendent shall carefully observe the behaviour and general demeanour of the other officers and of all inmates and shall report on his observations to the Superintendent; and any neglect or misconduct observed by him shall be reported immediately.

56. The Assistant Superintendent shall—
   (a) detail inmates for work with one or other of the working parties;
   (b) see that their movements are made with regularity and without loss of time; and
   (c) attend the checking of the muster at all times.

57. The Assistant Superintendent shall inform the Superintendent of anything likely to affect the safety or health of the inmates or the efficiency of the staff.

[The inclusion of this page is authorized by L.N. 24/1994]
58. The Assistant Superintendent shall visit the adult correctional centre during the night, at an uncertain hour, not less than once a week, as directed by the Superintendent.

**Teachers**

59.—(1) The Commissioner, acting on the advice of the Minister responsible for education, shall select teachers to work in adult correctional centres and the Commissioner may, subject to such terms, conditions or instructions as he thinks fit, permit volunteer teachers (hereinafter referred to as volunteers) to teach inmates such skills as the Commissioner may approve.

(2) Every teacher or volunteer shall conform to these Rules and teachers shall be subject to disciplinary action by the Superintendent or the Commissioner.

(3) The teachers shall—

(a) submit to the Minister responsible for education, through the Commissioner, a plan of work for the ensuing year, including specific programmes designed for illiterate inmates;

(b) classify inmates for school attendance (so, however, that inmates who have a level of literacy regarded as acceptable by the Commissioner acting on the advice of the Minister of Education, shall not be required to attend);

(c) give instructions in secular subjects on each week-day at such hours and to such inmates or category of inmates as the Commissioner may from time to time direct, and be responsible for the preservation of good order during instructions;

(d) distribute to the inmates books and other school materials and keep an account thereof; but an inmate under punishment shall be allowed only a Bible or Prayer Book;

(e) if directed by the Superintendent to do so, write letters for inmates who are for any reason unable to write;

(f) be in charge of the library and perform such clerical duties as the Superintendent may require.

(4) The teachers shall make monthly and annual reports in writing to the Superintendent as to the conduct and progress of the inmates and such reports shall be forwarded through the Commissioner to the Minister responsible for education.
Overseers

60.—(1) An overseer shall be employed where the Superintendent directs and may be removed from one duty to another or from one adult correctional centre to another, as required.

(2) An overseer shall not leave the adult correctional centre during the hours of duty without permission from the Superintendent.

(3) An overseer shall—

(a) exercise a wholesome influence over the members of the adult Correctional centre staff under his control and, as far as practicable, over the inmates, and shall restrain by his authority all undue harshness on the part of such members and shall repress all insolence and insubordination among the inmates;

(b) see that the instructions of the Superintendent and Assistant Superintendent in regard to all matters affecting discipline, good order or work in the adult correctional centre are carried out by the members of staff under his control;

(c) every evening after wards are locked up for the night, see that every cell door and every other door and gate in the adult correctional centre which should then be locked, is properly secured and report the fact that he has done so to the Assistant Superintendent who shall note the same in his locking-up report;

(d) report the name of any member of staff under his control whom he may consider wanting in attention to his duties and shall also report any breach of these Rules which comes to his knowledge.

Storekeepers

61.—(1) A storekeeper shall forward a requisition to the Superintendent of all articles and stores required in his department.

(2) A storekeeper shall—

(a) receive, examine and take particular account of all stores connected with the feeding and clothing of the inmates and all other stores that may be committed to his care, and shall be responsible for all deficiencies; and

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(b) immediately report to the Superintendent any defect in quality, or any deficiency or irregularity in delivery, of any of the stores of the adult correctional centre, and take the Superintendent's directions thereon.

(3) A storekeeper shall not—

(a) receive any stores except on requisition signed by the Superintendent and countersigned by the clerk in charge of accounts; or

(b) make an issue otherwise than on an order signed by the Superintendent.

(4) A storekeeper shall calculate and be responsible for the issues of provisions, required for meals in the adult correctional centre and of extras, according to orders signed by the Superintendent.

(5) A storekeeper shall ensure—

(a) that no article that can be marked is issued from the store without being marked; and

(b) that when unserviceable articles are returned to his store they are kept there until condemned by a Board of Survey.

(6) A storekeeper shall receive from the workshops all manufactured articles and check their quantity with the quantity of materials issued by him to be manufactured.

(7) A storekeeper shall keep correct inventories of all clothing, furniture, tools and utensils in the adult correctional centre and—

(a) every such inventory shall be signed by the person under whose immediate custody such articles are; and

(b) no entry of any article shall be erased or omitted from such inventory without the written direction of the Superintendent.

(8) A storekeeper shall—

(a) keep such books of account as the Superintendent may require;

(b) comply only with such demands upon him as are made on the prescribed forms, which shall be kept as vouchers; and

(c) make the books of accounts available at all times for inspection by the Superintendent.
A storekeeper shall—

(a) ensure that the storerooms are kept clean and in proper order and that the stores are properly arranged therein;

(b) inspect from time to time, the various weights and measures and ascertain whether they are in good order;

(c) prevent waste and unnecessary or improvident expenditure; and

(d) take care that all empty bottles, vials, pots, pans, boxes, cases and bags are kept carefully until he receives the Superintendent’s orders for their disposal.

The Master Cook

62. The master cook shall manage the cooking for the whole adult correctional centre and shall be responsible for the cleanliness of the utensils in use in his department.

63. The master cook shall be responsible for the general good order and safety of the kitchen and the discipline of the inmates employed therein.

64. The master cook shall each morning receive from the Superintendent a note of the number of inmates to be fed with the particulars of any variation of the regular diet that may have been ordered.

65. The master cook shall be as exact as possible in measuring and weighing the provisions to be served out at each meal, and it shall be his duty to report to the Superintendent any defect he may observe in the quality of the articles of food.

66. The master cook shall ensure that no food is so placed as to be easily accessible to inmates until issued to them.

67. The master cook shall not employ any inmate in the kitchen unless authorized by the Superintendent to do so and he shall be responsible for the good conduct of any inmate so employed and shall immediately report any irregularity.

68. The master cook shall not deliver any diets for the hospital except to a correctional officer or such other category of staff member as the Superintendent may direct.
69. The master cook shall not attend to written orders for diets presented by inmates, and shall at once send before the Superintendent for examination any inmate producing such an order.

70. The master cook shall ensure that no wood or other fuel is left in or near the ovens or cooking places during the night.

**The Master Baker**

71. The master baker shall be responsible for the general good order and safety of the bakery and the discipline of the inmates employed therein.

72.—(1) The master baker shall bake all the bread required for the use of the adult correctional centre or for any other department and shall be responsible to the Superintendent that the meal and flour mixture used is of good quality.

(2) The master baker shall examine every bag or barrel of meal and flour before it is used and shall not receive any considered by him to be defective.

73. The master baker shall send all baked bread to the store immediately upon its removal from the oven.

74. The master baker shall ensure that no wood or other fuel is left in or near the oven during the night.

**Correctional Officer in Charge of Working Parties**

75. A correctional officer shall have charge of the shop to which he is assigned and shall be responsible for its general good order and the discipline and instruction of the inmates employed therein.

76. A correctional officer shall immediately upon completion forward all manufactured articles to the store.

77. A correctional officer shall not allow any work to be done without an order in writing from the Superintendent.

**Gate Keepers**

78. No correctional officer with less than five years service shall be detailed for duty as gate keeper.
79.—(1) A gate keeper shall not open the main gate until he has ascertained who the person seeking admission is and that such person may properly be admitted.

(2) Subject to the directions of the Superintendent, a gate keeper shall not permit to leave the adult correctional centre any member of staff who has entered upon his duties.

(3) A gate keeper shall keep in the book provided for that purpose a record of the names of all persons who pass through the gate, including members of the adult correctional centre staff and such record shall show the name of the person and the time entering or leaving the adult correctional centre.

80. The gate keeper shall keep in the book provided for that purpose a record of all vehicles which pass through the gate.

81. The gate keeper shall be responsible for the key-safe and shall ensure that keys therefrom are issued only to the proper members of the adult correctional centre staff and that every key is returned to the safe at the proper time.

82. The gate keeper shall use every means in his power to ensure that no articles are improperly brought into or taken out of the adult correctional centre and for such purpose may examine any article, vehicle or person entering or leaving the adult correctional centre and, if necessary, detain such article, vehicle or person pending the instructions of the Superintendent.

83. The gate keeper shall ensure that all persons entering or leaving the adult correctional centre conduct themselves in a proper manner, and shall bring to the attention of the Superintendent any case of improper conduct.

PART II. GENERAL RULES FOR ADULT CORRECTIONAL CENTRE STAFF

84. In this Part “member of staff” means a member of the adult correctional centre staff.

85. Every member of staff shall acquaint himself with the Corrections Act, and with these Rules and with any regulations and orders relating to his duties and shall strictly obey the orders of the Superintendent and of all members of staff holding posts superior to his.
86.—(1) Every member of staff shall assist in maintaining order and discipline among the inmate and when dealing with inmates, shall behave in an exemplary manner and maintain an even temper.

(2) No member of staff shall engage in any wrangling or argument with inmates.

87. Every member of staff shall treat inmates with kindness and humanity and shall listen patiently to and report, their complaints and grievances, at the same time being firm in maintaining order and discipline and enforcing observance of these Rules.

88. The object of rehabilitating inmates shall always be kept in view by every member of staff who should strive to acquire a moral influence over inmates by the conscientious discharge of his duties and by exhibiting a consistent example of regard to truth and integrity even in the smallest matters.

89.—(1) A member of staff shall not speak to an inmate unnecessarily; nor shall he by word, gesture or demeanour do anything which may tend unnecessarily to irritate an inmate.

(2) No member of staff shall call an inmate by a nickname, nor shall he allow any familiarity on the part of an inmate.

90. No member of staff shall strike an inmate except in self-defence, and in any case in which it shall be necessary to use force to an inmate, no more force than is necessary shall be used.

91. No member of staff shall inflict any punishment or privation of any kind upon any inmate, unless ordered so to do by the Commissioner or the Superintendent.

92.—(1) Every member of staff shall at all times carefully watch the inmates and shall use the utmost vigilance to promote industry.

(2) Every member of staff shall at all times maintain order and reasonable silence among inmates and shall prevent them changing their places, or going to the door of a cell other than their own, unless ordered to do so.

93. No member of staff shall on any account speak on any matter of discipline or arrangements pertaining to the adult correctional centre within the hearing of an inmate.

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94. Every member of staff shall make an immediate report of any misconduct or of any disobedience of these Rules.

95. Any member of staff in charge of a working party shall—
   (a) immediately prior to escorting such party to work, count the number of inmates in such party and report thereupon to the proper authority;
   (b) be responsible for the safe custody and proper conduct of the inmates in such party;
   (c) prevent inmates in such party straggling, communicating with unauthorized persons or obtaining possession of prohibited articles;
   (d) ensure that no inmate in such party is out of his sight unless such inmate is in the charge of another member of staff; and
   (e) ensure that every inmate in such party is searched upon his return to the adult correctional centre.

96. No member of staff shall, while on duty or in uniform—
   (a) be guilty of disgraceful or disreputable conduct, or be intoxicated or use foul or indecent language; or
   (b) be absent during the hours of duty without permission.

97. Every member of staff shall pay strict attention to cleanliness of person and dress and shall at all times when on duty wear the uniform provided.

98. When a member of staff resigns, retires or is dismissed, his uniform clothing, equipment and last issue of boots or shoes shall be delivered up at once and returned to the store, and where such member fails to do so the estimated value thereof shall be made good.

99. No member of staff entrusted with keys shall take them out of the adult correctional centre unless specially authorized in writing to do so, or leave them lying about, or in the locks, or lend them to another member of staff or for any purpose permit such keys to be out of his immediate possession, but shall, when leaving the adult correctional centre or on any occasion when he is required to deliver them up, deliver his keys to such member of staff whose duty it is to receive them.
100. No member of staff shall be permitted to receive any visitors in the interior of the adult correctional centre without the authority of the Superintendent.

101.—(1) No member of staff shall either directly or indirectly—
(a) have any pecuniary dealings with an inmate;
(b) employ an inmate for any private purpose; or
(c) derive any benefit or advantage through an inmate.

(2) No member of staff shall correspond or have any dealings with the friends or relatives of an inmate except expressly authorized by the Superintendent so to do.

102.—(1) Every member of staff who is unable to present himself for duty by reason of being sick or disabled shall immediately notify the Superintendent either by reporting in person or by a message, and shall apply for leave.

(2) Where leave on account of sickness or disability may only be granted to a member of staff on a certificate, such certificate shall be that of the medical officer.

(3) Where a member of staff is unable to attend the sick parade for the purpose of examination by the medical officer, he shall immediately forward a certificate from a medical practitioner who shall, wherever possible, be a Government medical officer and such certificate shall be placed before the medical officer who may take it into consideration and grant his certificate thereon, and no leave on account of sickness or disability may be granted save on the certificate of the medical officer.

(4) It shall be the duty of the member of staff to whom the certificate relates to ascertain whether the leave has been granted.

(5) Where a member of staff is admitted to any Government hospital he shall receive medical attention free of charge.

103. A notice board shall be kept affixed in some conspicuous place near the adult correctional centre gate, cautioning persons against bringing any prohibited articles into the adult correctional centre, or supplying such articles to inmates employed outside the walls of any adult correctional centre.
104. Except when on duty, no male member of the adult correctional centre staff shall enter the division of an adult correctional centre set apart for female inmates, and when so visiting all such male persons shall be accompanied by a female member of staff.

105.—(1) Where any member of staff sustains any injury in the course of his duty which is likely to give rise to a claim for compensation, the Superintendent shall, at the time of the occurrence, furnish a report of the circumstances and of his opinion as to whether such injury was or was not caused or contributed to by any default on the part of such member.

(2) The Superintendent shall submit also a report by the medical officer which shall state the degree of incapacity caused by the injury.

106.—(1) Where on any enquiry before a Superintendent a charge has been established against a correctional officer whose annual basic salary does not exceed the prescribed salary rate, and the Superintendent considers it advisable to defer the award of any punishment, he may place such officer on special probation for any period not exceeding three months.

(2) Where such officer has been placed on a period of special probation, the Superintendent shall cause reports of the conduct of such officer during the special probation period to be submitted to him and after taking such reports into consideration, the Superintendent may impose, either at the end of such period or earlier, such punishment as he thinks fit and has the authority to impose, or may recommend some other punishment, to the Commissioner.

(3) In paragraph (1) “prescribed salary rate” has the same meaning as that specified in regulation 2 of the Public Service Regulations, 1961.

107.—(1) Wrangling or disputing among members of staff on points of duty or private matters is strictly forbidden.

(2) Any question of duty on which members of staff cannot agree shall be referred for the decision of the Assistant Superintendent.

(3) Any complaint by one member of staff against another shall be made in writing through the Assistant Superintendent to the
Superintendent and shall not be received unless delivered within twelve
hours of the occurrence complained of.

(4) Any complaint found to be frivolous or vexatious, or
actuated by a spirit of ill-will, malice or revenge, shall be reported to
the Commissioner.

108.—(1) A member of staff having any complaint to make con-
nected with his duty or situation shall within forty-eight hours of the
occurrence complained of state the same in writing for the Super-
intendent's decision or for appeal to the Commissioner.

(2) A member of staff who makes any complaint through an
improper channel shall be liable to disciplinary action.

109. A member of staff who becomes bankrupt by reason of having
signed or accepted an accommodation bill or promissory note renders
himself liable to disciplinary proceedings.

110. A member of staff who fails to make known to the Super-
intendent for the information of the Commissioner the fact of his arrest
or the fact that bankruptcy proceedings have been taken out against
him will render himself liable to disciplinary proceedings.

111. Every member of staff shall be employed in such manner and
place as the Superintendent may direct and when detailed for duty,
shall not quit such duty without special authority.

112. Every member of staff, on being relieved from any particular
duty or transferred to another duty, shall indicate and explain to the
member of staff succeeding to such duty all matters of special import-
ance connected therewith and any order which may have been given
with respect to any particular matter or inmate.

113. No member of staff shall—
(a) undertake any private work for payment or profit without the
consent in writing of the Commissioner, or engage in trade or
in any commercial or agricultural undertaking;
(b) make or hold, directly or indirectly, any local investment,
speculate in the shares of, or be connected with, any com-

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pany, occupation or undertaking, which might bring his private interests into real or apparent conflict with his public duties;

(c) undertake any private agency in any matter connected with the exercise of his official duties.

114. Every member of staff shall report to the Superintendent and to the medical officer the occurrence of any infectious disease in his family or in any house occupied by him or in which he resides.

115. Every member of staff shall take the utmost care to guard against accidents by fire in and about the adult correctional centre, and he shall immediately report any danger of such accidents which he may observe in any part of the adult correctional centre, and use all possible means to prevent them.

116. No member of staff shall on any account enter the cell of any inmate at night unless accompanied by another member of staff, and then, only in case of illness of an inmate or other emergency.

117. Every member of staff shall submit himself to be searched in the adult correctional centre if called upon to do so by the Superintendent.

PART III. INMATES—GENERAL TREATMENT

118.—(1) This Part shall apply to inmates of every class, except in so far as any provision thereof may be inconsistent with the rules as to particular classes of inmate.

(2) For the purposes of this Part the expression “member of staff” has the meaning assigned to that expression in rule 84.

Reception

119.—(1) No inmate shall be received into the adult correctional centre unless all the required documents are delivered with the inmate; and the acknowledgement of the receipt of an inmate shall not be signed until the documents are examined.

(2) Any omission or irregularity in the documents referred to in paragraph (1) shall at once be reported to the Superintendent and a note thereof made on the back of the receipt.

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120. After inmates have been received into the adult correctional centre an abstract of these Rules relating to the conduct and treatment of inmates shall be read and explained to them.

121.—(1) Every inmate shall be carefully searched on admission and at such times subsequently as may be directed, and all prohibited articles shall be taken from him.

(2) The searching of an inmate shall be conducted with due regard to decency and self-respect, and in as seemly a manner as is consistent with the necessity of discovering any concealed article.

(3) No inmate shall be stripped and searched in the sight of another inmate.

(4) A female inmate shall be searched only by a female member of staff.

122.—(1) All money, clothing or other effects belonging to an inmate which he is not allowed to retain, shall be placed in the custody of the Superintendent who shall keep a list thereof in a book kept for that purpose which shall be signed by the inmate—

(a) on admission; and

(b) on discharge or removal.

(2) An inmate may not, save in exceptional circumstances, deliver into the custody of the Superintendent more than one outfit of clothing; any other clothing which he brings to the adult correctional centre shall be returned to the inmate's home or to such other place as the inmate may request.

(3) Where any clothing in excess of one outfit is received by the Superintendent, such clothing shall be kept at the inmate's risk.

(4) Articles which in the opinion of the Superintendent are too bulky for storage shall not be received.

123. The name, age, height, weight, particular marks, religion, occupation, next-of-kin, educational standard and such other measurements and particulars as may be required in regard to an inmate shall, upon his admission and from time to time, be recorded in such manner as may be directed by the Superintendent.
124. The fingerprints of an inmate may be taken in accordance with the provisions of the Finger Prints Act.

125. An inmate shall be photographed on reception and may be photographed subsequently, but no copy of the photograph shall be given to any person unless he is officially authorized to receive it.

126. An inmate shall be bathed on reception and at such other times as may be fixed by the Superintendent, unless in any particular case the Superintendent or medical officer shall otherwise direct.

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

128. Subject to such conditions as may be prescribed by the Commissioner, the infant child of a female inmate may be received into an adult correctional centre with its mother and be supplied with clothing and other necessities at the public expense.

Prohibited Articles

129. No inmate shall have in his possession any prohibited article, and any such article found in the possession of an inmate shall be confiscated by the Superintendent:

Provided that the Commissioner may authorize any inmate or class of inmate to be in possession of any prohibited article or class of prohibited article.

130. No inmate shall be given or allowed to have any intoxicating liquor except in pursuance of a written order of the medical officer specifying the quantity to be given and the name of the inmate for whose use it is intended.

131. No inmate shall be allowed to smoke or to have in his possession any tobacco, except in accordance with any order given by the Superintendent.

132. Any prohibited article found secreted on an inmate, except articles which are found on him upon his admission to an adult
correctional centre, shall be confiscated and save where such article is perishable it shall be put in safe-keeping and returned to him on his discharge.

Discharge and Removal

133.—(1) On the discharge of an inmate who is not a convicted person, the Superintendent shall ensure that all records kept in the adult correctional centre concerning such inmate are destroyed.

(2) Where an inmate is about to be discharged he shall be seen by the Superintendent who should satisfy himself that the inmate is properly and decently clad and has received whatever money or property he may be entitled to on discharge.

(3) An inmate shall, whenever practicable, be discharged at such hour of the day as, having regard to transportation facilities, will best enable him to reach his home without undue delay on the way.

134.—(1) A term of imprisonment shall be computed from the first moment of the day on which the sentence is, under the commitment warrant, directed to commence.

(2) An inmate is not legally entitled to claim discharge until the last moment of the day on which the sentence expires, but an inmate may be discharged at any hour of the day on which the sentence expires.

(3) Every inmate whose term of imprisonment expires on Sunday or any public holiday may be discharged on the preceding day.

(4) Where it is difficult or impossible to arrange for the transportation of an inmate to his destination on the day on which his sentence expires, the Superintendent may discharge such inmate on any day, prior to the day on which the sentence expires but as near to such day as possible on which transportation can be arranged.

135.—(1) An inmate may be sent on discharge to the place of conviction, and the expense of the journey by the most economical route shall be paid by Government.

(2) If for any special reason the Superintendent deems it advisable to allow an inmate to go to any place other than that of conviction, the expense of the journey by the most economical route shall be paid.
136.—(1) Every inmate shall be examined by the medical officer before being removed to another adult correctional centre or discharged.

(2) No inmate shall be removed to another adult correctional centre unless the medical officer certifies that he is fit for removal.

(3) Where any inmate due for discharge is certified by the medical officer to be suffering from any illness which renders removal dangerous, he may be retained in the adult correctional centre hospital, in which case the written consent of the inmate, if possible, should be obtained.

137.—(1) Where an inmate who is invalid or helpless, or has no friend or relative willing to receive him, is about to be discharged and it is necessary that he should go into an infirmary, the Superintendent shall ascertain the place of settlement of such inmate, and if the local authority liable for the maintenance of the inmate is known or can be ascertained, shall report the case to such local authority requesting an order for the admission of the inmate.

(2) Where the place of settlement of an inmate cannot be ascertained, or the local authority for any reason refuses to admit the inmate to an Infirmary, then the inmate shall be taken on discharge after due notice has been given and explanation afforded of the circumstances of the case, to the Infirmary of the parish in which the adult correctional centre is situated.

(3) In this rule “local authority” means—

(a) in relation to the parishes of Kingston and St. Andrew, the Kingston and St. Andrew Corporation; and

(b) in relation to any other parish, the Parish Council of that parish.

138. When any order is received for the production of any inmate at any place, such inmate shall be handed over to the custody of the police escort charged with conveying the inmate to such place and shall be in the custody of the police until his return to the adult correctional centre.

139. An inmate shall be exposed to public view as little as possible while being removed from or to the adult correctional centre.
Food, Clothing and Bedding

140. An inmate shall be fed in accordance with such dietary arrangements as may from time to time be approved by the Superintendent.

141. No inmate shall receive or have in his possession any food other than the authorized issue except—
(a) with the authority of the Commissioner in special circumstances; or
(b) with the authority of the medical officer if a variation of diet is desirable on medical grounds.

142. The diet of any individual inmate who persistently wastes his food may, with the approval in writing of the medical officer, be reduced.

143.—(1) An inmate who has any complaint to make regarding his diet or wishes it to be weighed to ascertain whether it contains the prescribed quantity, shall make his request as soon as possible after the diet is handed to him, and it shall be weighed in his presence and also in the presence of a member of staff deputed for that purpose.

(2) Where an inmate makes repeated and groundless complaints of this nature for the purpose of giving annoyance or trouble, such complaints shall be treated as a breach of adult correctional centre discipline, rendering the offender liable to punishment.

144. Every convicted inmate shall be provided with a complete outfit of clothing and bedding adequate for warmth and health in accordance with a scale approved by the Commissioner, and shall wear such clothing and use such bedding and no other:

Provided, however, that special clothing and bedding may be authorized by the Superintendent in special circumstances on the recommendation of the medical officer.

145. An inmate shall not receive or have in his possession any clothing, bedding or necessaries other than those issued to him, except with the authority of the Commissioner or in pursuance of special rules.
146. On the discharge of an inmate, or his production at Court, his own clothes shall be returned to him, provided that where it has been necessary to destroy or otherwise dispose of any such clothes the Superintendent shall provide suitable clothing.

Accommodation

147.—(1) Accommodation in an adult correctional centre may be either in cells or in dormitories and, subject to the provisions of paragraph (2), where the accommodation is in cells, every inmate shall occupy a separate cell.

(2) Subject to any regulations made under section 82 of the Act with respect to the management and operation of correctional institutions, where by reason of lack of accommodation in the adult correctional centre or for medical or other reasons it is necessary that inmates be associated, then, not more than three inmates (none of whom shall be under sentence of death) shall be permitted to occupy one cell.

(3) Where accommodation is provided in dormitories, the space occupied by each inmate shall be such as is certified by a medical officer to be requisite to health.

148. In respect of every adult correctional centre, there shall be set apart for the treatment of diseased or sick inmates one or more hospital or sick wards, properly ventilated, adequately staffed and so arranged as to segregate the sexes.

Health and Cleanliness

149. Every inmate shall obey such directions as may from time to time be given by the Superintendent with regard to washing, bathing, shaving and hair-cutting.

150. The hair of an inmate shall not be cut without the inmate's consent, except by reason of its verminous or dirty condition or on such other grounds as the medical officer deems requisite to health.

151. Every inmate shall keep his cell, and the utensils, books and other articles issued for his use, and his clothing and bedding, clean and neatly arranged.

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

(2) Every inmate, unless excused by the medical officer on medical grounds, shall take such exercise as may be ordered.

Employment

153.—(1) Every inmate sentenced to imprisonment at hard labour shall, unless excused by the medical officer on medical grounds, be employed on such class of labour specified in rule 154 as the Superintendent may direct.

(2) No inmate shall be employed on any class of labour unless he has been certified by the medical officer as fit for that class of labour.

(3) No inmate required to work in an adult correctional centre shall be employed for more than eight hours a day, and arrangements shall, so far as practicable, be made for every inmate to work for at least six hours outside his cell.

154. Labour shall be divided into the following classes—

CLASS I — Trades, domestic or other adult correctional centre duties and hard bodily labour, as may from time to time be appointed.

CLASS II — Males Sedentary or less hard bodily labour, as may from time to time be appointed.

Females Laundry, sewing, sweeping, cleaning and such other employment as may be approved by the Commissioner.

CLASS III — Males and Females Light occupation in accordance with directions of the medical officer.

155.—(1) No inmate shall be employed on any work which has not been authorized by the Commissioner.

(2) No inmate shall, except with the authority of the Commissioner or in pursuance of special rules, be employed in the service of, or for the private benefit of, any person.
(3) No inmate shall be employed in any capacity carrying with it disciplinary powers.

156. Arrangements shall be made for the avoidance of all unnecessary work by inmates on public holidays, and by inmates of the Christian Religion on Sunday, Christmas Day, and Good Friday, and by inmates of other religions on their recognized days of religious observance.

157.—(1) The Superintendent may, where he considers it desirable for the maintenance of good order or discipline or in the interests of an inmate, direct that such inmate shall, for such time as he thinks fit, be employed in his cell and not in association with other inmates.

(2) Any direction made in accordance with the provisions of paragraph (1) shall be revoked if the medical officer so advises.

Religious Instruction

158. The Superintendent shall, whenever possible, make arrangements for—

(a) the provision of religious ministrations to all inmates;

(b) the holding of religious services for inmates each Sunday in the forenoon.

159. Every inmate shall be required on reception to state his religious denomination and shall continue to be treated as a member of that denomination unless and until he satisfies the Superintendent that he has genuine reasons for desiring to join another denomination.

160. Every inmate shall, whenever possible, from the beginning of his sentence be furnished with such Scriptures and books of religious observances and moral instruction as may be recognized by the denomination to which he belongs.

Education

161. Where practicable provision shall be made for educational classes for the benefit of such inmates as are likely to profit thereby.

[The inclusion of this page is authorized by L.N. 24/1994]
162. A library of books suitable for the use of inmates shall be provided in each adult correctional centre, and, subject to such conditions as the Superintendent may direct, every inmate shall be allowed to have one library book in his cell or dormitory and to exchange it as often as may be possible.

Visits and Communications

163.—(1) Communications between inmates and their relatives and friends shall, subject to such restrictions as may be necessary for the maintenance of discipline and order in the adult correctional centre, and the prevention of crime, be allowed in accordance with the following rules:

(a) every inmate shall be allowed to write and to receive one letter upon his admission to the adult correctional centre;
(b) every inmate shall, during the period of his sentence, be allowed to write and to receive one letter at intervals of not less than one month;
(c) every inmate shall be allowed to receive one visit after the expiration of one month from his admission and thereafter at intervals of not less than one month;
(d) notwithstanding the provisions of paragraphs (2) and (3), an inmate who has been punished for a breach of discipline shall not be allowed to write or to receive any letter or to receive a visit until such inmate has served one month without punishment.

(2) The Superintendent may, in his discretion, allow any inmate who is entitled to a visit, to write a letter and to receive a reply thereto in lieu of such visit.

(3) The Superintendent may allow any inmate to write a special letter and receive a reply or to receive a special visit in any of the following circumstances—

(a) the death or serious illness of a near relative;
(b) business or family affairs of an urgent nature;
(c) arrangements for obtaining employment or assistance from friends on release.

(4) The Superintendent may, at any time when an inmate is prohibited from writing or receiving a letter, communicate to an inmate or to his friends, any matter of importance to such inmate.
(5) No more than two persons shall be allowed to visit an inmate at any one time.

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

(7) No person shall, except in a case of emergency, be allowed to visit an inmate on a Sunday or public holiday.

164. Any person committed to an adult correctional centre in default of the payment of any sum which in pursuance of any conviction or order he is required to pay, shall be allowed to communicate with or to have an interview with any of his friends on any week-day at any reasonable hour for the bona fide purpose of making arrangements for the payment of the debt in respect of which he was committed to the adult correctional centre.

165.—(1) Reasonable facilities shall be allowed the legal adviser of an inmate who is conducting any legal proceedings, civil or criminal, in which the inmate is a party, to see the inmate with reference to such proceedings in the sight but not in the hearing of a member of staff.

(2) The legal adviser of an inmate may, with the permission of the Superintendent, see such inmate with reference to any other legal business in the sight of a member of staff.

(3) For the purpose of this rule “legal adviser” means the inmate’s attorney-at-law or a clerk authorized by the attorney-at-law.

166. Where it is deemed necessary in the interests of justice that an officer of police should interview any inmate, he may, on production of an order from the proper police authority, be allowed to interview any such inmate in the sight and hearing of a member of staff.

167.—(1) An inmate convicted of a felony and sentenced to imprisonment at hard labour shall not, save in exceptional circumstances, be permitted to sign any deed or document relating to property.

(2) Where in any case the signature of an inmate is required to any such document, the Superintendent shall submit the case for instruction.

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[The inclusion of this page is authorized by L.N. 24/1994]
Offences Against Adult Correctional Centre Discipline

168. When an inmate has been reported for an adult correctional centre offence the Superintendent may order that he be kept apart from other inmates and perform no labour pending the enquiry.

169. Where an inmate is reported for any major adult correctional centre offence, and the Superintendent finds after enquiry that there is prima facie evidence of guilt, but considers that such award as he is authorized to impose would be insufficient, he may report the case to the Commissioner, who shall, as soon as possible, enquire into the report and such enquiry may, if he thinks it desirable, be on oath.

Restrains

170.—(1) No inmate shall be put under mechanical restraint as a punishment.

(2) When it appears to the Commissioner that in order to prevent an inmate from injuring himself or others, or damaging property, or creating a disturbance or persistently escaping or attempting to escape from an adult correctional centre, it is necessary that he should be placed under mechanical restraint, the Commissioner may, subject to a written certificate from the medical officer in the form set out as Form I in the Second Schedule that the inmate is physically capable of enduring mechanical restraint, make an order in the form set out as Form II in the Second Schedule that the inmate be placed under mechanical restraint.

(3) Notwithstanding the provisions of paragraph (2), in a case of urgent necessity, the Superintendent may without a certificate of the medical officer order that an inmate be put in handcuffs, and the Superintendent shall forthwith report to the Commissioner the circumstances of each case where such an order has been given; and if he shall consider that such means of restraint shall be necessary for more than twenty-four hours, he shall apply to the Commissioner who may, by order in writing, direct, subject to the written certificate referred to in the said paragraph (2), that the restraint be continued for such period as he shall specify.

(4) No inmate shall be kept under mechanical restraint for longer than is necessary, but such restraint may only be removed by the permission of the authority which ordered the restraint:
Provided that such restraint shall be removed on the recommendation of the medical officer for reasons of health.

(5) The Superintendent shall forthwith record in his journal particulars of every case of mechanical restraint.

(6) No means of mechanical restraint shall be used except of such patterns, and in the manner and under the conditions specified in these Rules.

(7) Where any order placing an inmate under mechanical restraint has expired or has been countermanded or revoked, the Superintendent shall forthwith give notice to the Commissioner, in the form set out as Form III in the Second Schedule, of the release of such inmate.

171.—(1) The means of mechanical restraint which may be used in respect of male and female inmates shall be—

(a) **Handcuffs**—Handcuffs may be used as a temporary means for restraining inmates who become violent. Handcuffs may be ordered to be placed either in front of or behind the body. Handcuffs shall, when ordered to be placed with the hands behind the body, be moved to the front at meal times and at night. The handcuffs used shall be of regulation pattern.

(b) **Straight jacket**—A straight jacket may be used for the restraint of inmates who become violent where the safety either of the inmate or of other inmates so requires. The jacket shall be made of suitable canvas, and be so constructed as to permit the jacket being laced at the back. It shall contain two inside pockets for securing the inmate’s hands.

172. The Superintendent shall submit a return to the Commissioner at the end of every month showing particulars of all inmates who have been under restraint during the month, and such return shall show the type of restraint used, the date commenced and, where applicable, the date discontinued, and the medical officer’s remarks on each inmate remaining under restraint at the end of the month.

**Requests and Complaints**

173. A request by an inmate to see—

(a) the Superintendent; or

[The inclusion of this page is authorized by L.N. 24/1994]
(b) the Commissioner; or
(c) a Visiting Justice; or
(d) a member of the Board of Visitors,

shall be recorded by the member of staff to whom it is made, and conveyed without delay to the superior officer in charge for submission to the Superintendent, and the Superintendent shall, in respect of every such request, inform the Commissioner, or Visiting Justice, or member of the Board of Visitors, as the case may be, either on his next visit to the adult correctional centre or sooner if he thinks fit.

174. An inmate shall make a complaint or charge against a member of the adult correctional staff as soon as possible after the occurrence giving rise to such complaint or charge.

Petitions

175.—(1) A petition from an inmate shall be submitted on the authorized form, and shall be forwarded along with the comments of the Superintendent to the Commissioner for his comments before being transmitted to the Governor-General.

(2) An inmate who has petitioned the Governor-General and has not received a reply thereto shall not, except in special circumstances, be allowed to petition the Governor-General again during the same sentence until a reply is received.

(3) Replies to petitions shall, in all cases, be communicated to inmates individually, and not in the presence of other inmates and whenever an inmate desires it, the effect of the reply to his petition shall be explained to him.

176. An inmate shall not be permitted to write to the Judge by or before whom he was tried on matters connected with his trial, conviction or sentence.

Classification

177.—(1) With a view to facilitating the classification of convicted inmates sentenced to imprisonment with hard labour and to minimizing the risk of contamination, the Superintendent shall classify them in accordance with the following provisions—

(The inclusion of this page is authorized by L.N. 24/1994)
(a) *young inmates' class*—Inmates under twenty-one years of age;
(b) *star class*—Inmates of twenty-one years or over who have been sentenced to the adult correctional centre for the first time, or who, in the opinion of the Superintendent, have not been sentenced to the adult correctional centre for any serious crime, or are not habitually criminal or of corrupt habits;
(c) *ordinary class*—Inmates not placed in the young inmates class or star class.

(2) The Superintendent may, in his discretion, exclude or remove from the young inmates class, or the star class, any inmate whose character in his opinion renders him unfit to associate with other inmates of that class.

(3) The Commissioner may set up such other classes as may in his opinion be necessary for improving the methods of classification; and he may in his discretion authorize, in any particular case or at any particular adult correctional centre, a departure from the provisions of this rule; so, however, that any such departure shall be for the purpose of further minimising the risk of contamination.

**Remission of Sentence**

178.—(1) A remission, not exceeding one-quarter, or in the case of a first sentence of imprisonment, not exceeding one-third, of the sentence may be earned, by reason of good conduct, in respect of any sentence for a period exceeding one month.

(2) Where an inmate commits an adult correctional centre offence or contravenes the provisions of these Rules, then, subject to paragraph (3), the Commissioner or other correctional officer not below the rank of Superintendent, or the Board of Justices in exercise of powers pursuant to the Act and these Rules may, in addition to or in lieu of any other punishment which may be imposed on the inmate, order the forfeiture of the whole or a part of any period of remission earned by him.

(3) An order for the forfeiture of remission may be made by a Superintendent in respect only of a period not exceeding thirty days on any one occasion.

179. For the purposes of calculating the period of remission that may be earned, the expression “sentence” means any continuous period of imprisonment whether the result of one or more orders of a Court.

[The inclusion of this page is authorized by L.N. 24/1994]
Remission on Imprisonment in Default of Payment of Sums

180.—(1) In this rule the expression “sum” includes both fine and costs.

(2) An inmate sentenced to imprisonment in default of payment of a sum and committed to an adult correctional centre shall be entitled to remission of a proportionate part of such sentence on payment by or on behalf of such inmate of the whole or part of such sum; but no part of such sum shall be accepted unless it is the amount required, as hereinafter set forth, to secure one day’s remission of the sentence or more multiple thereof.

(3) An inmate committed to an adult correctional centre in default of payment of any sum shall not be entitled to be discharged upon the first day of his imprisonment except upon payment in full of the sum in respect of which the committal took place.

(4) In reckoning the number of days by which a term of imprisonment may be reduced by part payment, the first day of imprisonment shall not be taken into account and the amount that will secure one day’s remission will therefore be the total sum adjudged to be paid divided by the number of days imprisonment less one day.

(5) In computing the sum which shall secure the reduction of the term of imprisonment fractions of a cent shall be disregarded.

(6) When the part payment by or on behalf of any inmate of any sum would, on a proportionate computation, secure his discharge on a Sunday, he shall be discharged on the preceding Saturday; and in calculating the amount necessary to secure the release of an inmate on a Saturday no charge shall be made in respect of the Sunday next following.

(7) Payment may be made on Monday to Friday between the hours of 8 a.m. and 4 p.m. and on Saturday between the hours 8 a.m. and 1 p.m. and no payments may be made at any other times, save in exceptional circumstances and with the approval of the Superintendent.

(8) When an inmate is sentenced to consecutive or concurrent sentences of imprisonment each in default of payment of a sum, the sentences and the sums shall be treated separately and the sums shall not be added together and a general rate struck for the combined sentences.

[The inclusion of this page is authorized by L.N. 24/1994]
Payment of Debts

181. A debtor may be received into an adult correctional centre within a year and a day of the date of the order of commitment notwithstanding that the term of imprisonment may extend beyond the date upon which the order of commitment expires.

182. Payment of the full amount of the debt and costs shall entitle a debtor to immediate discharge.

183. The provisions of paragraphs (2), (4), (5), (6) and (7) of rule 180 shall apply to the payment or part payment of debts.

Long Sentences

184.—(1) The Commissioner shall, at the commencement of every month, transmit to the Governor-General a report upon—

(a) the conduct;
(b) the mental and physical health; and
(c) the attitude towards his offence,
of each inmate serving a sentence who, during the preceding month, completed the first or any subsequent period of four years of his sentence.

(2) The report shall indicate the opinion of the medical officer as to—

(a) the effect of imprisonment already undergone by; and
(b) the probable effect of future imprisonment upon,
each such prisoner.

(3) No inmate shall be informed of the transmission of any such report.

185. Where in any particular case an inmate becomes aware that his case has been ordered to be brought forward for consideration by the Governor-General at a date earlier than in the ordinary course, such inmate shall be informed—

(a) that no promise of special remission is thereby made, and that he must not entertain any expectation of being released at the time named; and
(b) that his conduct and industry will be taken into consideration by the Governor-General when reviewing his case.

[The inclusion of this page is authorized by L.N. 24/1994]
PART IV. SPECIAL RULES FOR PARTICULAR CLASSES OF INMATES

Inmates under Sentence of Death

186. An inmate under sentence of death shall, immediately upon his reception in the adult correctional centre, be searched with special care and every article shall be taken from him which the Superintendent deems dangerous or inexpedient to leave in his possession.

187. An inmate under sentence of death shall not be required to do any work.

188.—(1) All visits to inmates under sentence of death shall take place in the sight and, except where the visit is by a legal adviser, in the hearing of a member of staff.

(2) An inmate under sentence of death shall be allowed special facilities by the Superintendent to correspond with and, in accordance with section 42 of the Act, to be visited by his legal adviser and his relatives and friends, and he shall be allowed such diet and exercise as the Superintendent may, subject to the approval of the Commissioner, Visiting Justices, or medical officer, direct.

First, Second and Third Division Inmates

189.—(1) Inmates committed to an adult correctional centre—

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

(b) to await deportation or extradition,

shall be classified as first division inmates.

(2) Inmates committed to the adult correctional centre—

(a) to await trial;

(b) to be remanded in custody;

(c) as appellants or who, subsequent to committal, appeal or ask for leave to appeal against conviction or sentence,

shall be classified as second division inmates.

(3) Inmates committed to an adult correctional centre—

(a) to serve a sentence of simple imprisonment; or

[The inclusion of this page is authorized by L.N. 24/1994]
(b) for failure to find sureties for the keeping of the peace, shall be classified as third division inmates.

190. Each division shall be located in a separate part of an adult correctional centre and, except when they are employed pursuant to these Rules in the services or industries of an adult correctional centre, the inmates of one such division shall, as far as possible, be kept apart from inmates of other such divisions, and from inmates serving sentences of hard labour.

191.—(1) An inmate of the first or second division may be permitted at his own expense, to provide food for himself and on any day upon which any such inmate is so provided with food, he shall not receive the adult correctional centre diet.

(2) The Superintendent may cause any such food to be examined and may at any time, for sufficient reason, withdraw such permission.

192. An inmate of the first or second division may be permitted to wear his own clothing and to use his own bedding so, however, that no such clothing or bedding shall be used unless it is—

(a) suitable and adequate;
(b) not required for purposes of justice; and
(c) if the medical officer so directs, disinfected.

193. No inmate of the first, second or third division shall sell or otherwise dispose of to any person any article permitted to be introduced for the use of any such inmate.

194.—(1) No inmate of the first or second division shall, except at his request or with his consent, be employed in the services or industries of an adult correctional centre.

(2) Every inmate shall be required to keep clean and tidy—

(a) his cell or dormitory; and
(b) his person and clothing,
but an inmate of the first or second division may, upon payment of such small sum as the Commissioner shall determine, be relieved of the duty of keeping clean and tidy his cell, dormitory or clothing.
195. An inmate of the first or second division shall be allowed to provide for himself such toilet requisites, books and periodicals as the Superintendent shall approve.

196.—(1) An inmate of the first or second division may receive not more than two visits in any one week and such visits may be allowed on any week-day between the hours of 10 a.m. and 4 p.m.

(2) Not more than two persons shall be allowed to visit at one time.

(3) An inmate of the second division may interview his legal adviser at a reasonable hour on any week-day in the sight, but out of the hearing, of a member of staff.

(4) An inmate of the second division may, if necessary for the purpose of his defence, see a registered medical practitioner chosen by himself or by his friends or legal adviser at a reasonable hour on any week-day in the sight, but out of the hearing, of a member of staff.

(5) The Superintendent may in any particular case or for any particular reason prolong the period of any visit, or increase the number of visits, or allow inmates of the first, second and third divisions to be visited by more than two persons at the same time.

(6) Special facilities shall be granted to an inmate of the second division to whom bail has been offered to communicate with or to have interviews with any of his friends at a reasonable hour on any week-day for the bona fide purpose of obtaining bail.

197.—(1) An inmate of the first division shall be permitted to write and to receive one letter in each week.

(2) An inmate of the second division shall be allowed all reasonable facilities (including the provision of writing materials) for communicating by letter with his relations and friends, or for conducting correspondence or preparing notes in connection with his defence.

(3) Any confidential communication prepared by an inmate of the second division as instructions for his legal adviser may, unless the Superintendent has reason to believe that they contain any other matter, be delivered personally to such legal adviser or to the authorized clerk of such legal adviser; but all other written com-

[The inclusion of this page is authorized by L.N. 24/1994]
Communications shall be treated as letters and shall not be sent out of the adult correctional centre without being previously inspected by the Superintendent.

198. Inmates of the first, second and third divisions shall be permitted to exercise in association in that part of an adult correctional centre allotted to them, so, however, that in respect of inmates of the second division such restrictions as may be necessary to prevent contamination or any conspiracy to defeat the ends of justice may be imposed.

199. Any privileges allowed by these Rules to an inmate of the first, second or third division, except the privileges allowed to an inmate of the second division for the purpose of—
(a) obtaining bail; and
(b) preparing his defence,
may, in the case of any abuse thereof, be forfeited.

Young Inmates

200.—(1) There shall be set apart in such adult correctional centre as the Minister may direct a section thereof (to be known as the “young inmates' section”) for the confinement of such young inmates as the Commissioner may select.

(2) The inmates confined in the young inmates’ section shall, so far as possible, at all times be kept apart from other inmates.

First Schedule

Rules for the Proceeding and Visits of Board of Visiting Justices

1.—(1) The Board of Visiting Justices shall meet within one month of the appointment of the members of such Board, and thereafter shall meet at least once in each six months.

(2) At the first meeting of the Board, the Board shall—
(a) select one of the members of the Board to be a chairman thereof;
(b) compile a rota of attendance which ensures that two members of the Board shall together visit any adult correctional centre, at least once each month.

2. The Board shall keep minutes in the proper form of each meeting.

3. The Board shall keep a book, to be called the Visiting Justices' Visits Book, in which shall be entered the particulars in respect of each visit made by a visiting justice to any adult correctional centre in respect of which he is a visiting justice.

[The inclusion of this page is authorized by L.N. 24/1994]
FIRST SCHEDULE, contd.

4.—(1) The Board shall keep a book to be called the Visiting Justices' Trial of Offences Book, in which shall be entered particulars in respect of—
(a) the name of the accused inmate;
(b) the offence with which he is charged;
(c) the plea of the accused inmate;
(d) the facts surrounding each case tried;
(e) the judgement of the court;
(f) the punishment imposed, if any.

(2) This Book shall also be used to record any case tried by an ex officio visiting justice.

5. At a trial the accused inmate may be represented at the hearing by an attorney-at-law.

6.—(1) The Board shall keep a book to be called the Visiting Justices' Appeal Book, in which shall be entered the particulars in respect of—
(a) the name of the appellant;
(b) the grounds of appeal;
(c) the result of the appeal.

(2) This Book shall also be used to record any appeals heard by an ex officio visiting justice.

7. In any case in which an appeal is made against the judgment of the court, the appeal shall be heard by two members of the Board of Visiting Justices not being the same two members who tried the case originally.

SECOND SCHEDULE

FORM I

(Rule 170 (2))

......................................................................................................................

To the Commissioner of Corrections

I hereby certify that inmate No. ............................................................... is fit to be restrained in ............................................................... for ............................................................... hours/days/months.

............................................................... Medical Officer

[The inclusion of this page is authorized by L.N. 24/1994]
To the Superintendent

.................................Adult Correctional Centre

Inmate No.......................................................... is to be

restrained from this hour to......................................................

.........................

Date

Commissioner of Corrections

FORM III

(Rule 170 (7))

To the Commissioner of Corrections

Inmate No.......................................................... restrained

by.......................................................... as above ordered on the

................................................... at ............................................. m. was

released at........................................ m. on the.................................

........................................................

Superintendent

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Date

Adult Correctional Centre

[The inclusion of this page is authorized by L.N. 24/1994]
THE CORRECTIONS ACT

REGULATIONS
(under section 82 (i))

THE CORRECTIONS (BOARD OF VISITORS) REGULATIONS, 1991

(Made by the Minister on the 16th day of July, 1991)  L.N. 70/91

1. These Regulations may be cited as the Corrections (Board of Visitors) Regulations, 1991.

2. In these Regulations—
   "Board" means a Board of Visitors established under paragraph (1) of regulation 3;
   "functions" includes powers and duties;
   "member" means a member of the board;
   "visiting members" means the members referred to in paragraph (2) of regulation 6.

3.-(1) There is hereby established in respect of each adult correctional centre a Board of Visitors which shall have and exercise in relation to that centre, the functions specified in these Regulations.

   (2) Every Board shall consist of such number of persons, being not less than five nor more than nine, as the Minister may appoint by instrument in writing to serve as members for such period as shall be specified in the instrument.

4.-(1) The Minister shall appoint one of the members to be the chairman of the Board.

   (2) In the case of the absence or inability to act of the chairman, the Minister may appoint any other member to perform the functions of chairman.

   (3) In the case of the absence or inability to act at any meeting of the chairman or a person appointed under sub-paragraph (2), the other members at the meeting shall elect one of their number to act as chairman at that meeting.

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5.—(1) On the expiration of the term of appointment of a member, the Minister may, by instrument in writing, reappoint him for such further period as shall be specified in the instrument.

(2) A member may resign by instrument in writing addressed to the Minister and the resignation shall take effect on the date of the receipt by the Minister of such instrument.

(3) Where by reason of illness or otherwise a member is temporarily unable to carry out his functions as such, the Minister may appoint some other person to act in his place.

(4) Where a vacancy occurs in the membership of the Board the Minister may appoint another person to fill that vacancy.

(5) The Minister may at any time revoke the appointment of any member.

6.—(1) The Board shall meet within one month of the first appointment of the members and thereafter shall meet at least once in each quarter.

(2) At the first meeting the Board shall compile a rota of attendance in such a way as to ensure that three members, who shall be known as the visiting members, shall together, at least once each month, visit the adult correctional centre in respect of which they were appointed.

(3) The Board shall keep minutes of its proceedings and shall keep a book in which shall be recorded each visit made to the adult correctional centre by the visiting members.

(4) The quorum of the Board shall be three.

7. The visiting members shall bring to the notice of the Commissioner and, if they think it appropriate, to the notice of the Minister, any abuses in relation to the adult correctional centre which come to their knowledge.

8.—(1) The visiting members are hereby authorized to enter the adult correctional centre in respect of which they are appointed and such members shall have access to every part thereof.

(2) The visiting members may—
(a) interview any inmate either alone or in the presence and hearing of a member of staff of the adult correctional centre;

(b) hear and make enquiries concerning any complaint made to them by an inmate;

(c) report such complaint with any remarks to the Commissioner and, if they think it appropriate, to the Minister.

(3) The visiting members shall enquire into any report they may receive as to the likelihood of injury to the mind or body of an inmate by reason of—

(a) the work at which he is employed; or

(b) the discipline or treatment to which he is subjected, and may, in a case of urgency, recommend to the Superintendent such action as appears to them to be expedient and shall, in such case, report the circumstances thereof to the Commissioner and, if they think it appropriate, to the Minister.

(4) The visiting members shall make enquiries concerning the diets of inmates and may make a report thereon to the Commissioner and, if they think it appropriate, to the Minister.

(5) The visiting members shall be entitled to see any document or record of the adult correctional centre which relates to an investigation being carried out by them in respect of the centre or an inmate thereof.

9. The visiting members shall observe and assess the state of the buildings of the adult correctional centre and shall bring to the notice of the Commissioner any repairs, alterations or additions which may appear to them to be necessary.

10. The visiting members shall perform such other functions relating to the adult correctional centre and the inmates thereof as may from time to time be assigned to them by the Minister.

11. The Board shall make an annual report to the Minister in respect of the exercise of the functions assigned to it under these Regulations.