

prisoner's relations and friends (if there are any of good character whose names and residence he can ascertain) on what day and at what time the prisoner will be discharged, that they may have the opportunity of attending to receive him.

LII. Quarterly Reports.—On the first Wednesday of each of the months of January, April, July, and October, he shall make a written Report to the Board on the state of the Prison during the previous quarter. In this Report he shall set forth such particulars as the Board shall direct, and also make a statement under each of the following heads:—

1. Whether all the Rules of the Prison have been in full operation; and if not, the extent and reasons of the exceptions.
2. How far the other Officers have shown themselves to be well qualified for their duties, and in what manner they have discharged them.
3. The number of punishments inflicted; a statement of the severest punishment inflicted during the quarter; and of any offences or irregularities of an unusual kind committed by prisoners.
4. What has been the general health of the prisoners, and whether he is aware of any cause of sickness in operation.
5. Whether the Prison is in good repair, and secure against escapes.
6. Whether the drains are in a good state.
7. Whether any parts of the Prison are damp.
8. Whether anything remarkable has occurred during the quarter.
9. Any practical suggestions which he may have to offer for the improvement of the Prison in any respect.
10. All entries made by visiting Members of the Board.
11. The report in the Governor's Journal of the last quarterly search, as per Rule XLIV.

MATRON.

LIII. To have charge of female department.—Under the direction of the Governor, the Matron shall have the general charge of the female department, and be responsible to him for its proper management; he being responsible for the same to the Board.

LIV. General duties.—The duties of the Matron, in her department, shall, under the Governor, be the same as his duties in the male department, but, instead of communicating with the Clerk of the Board when any difficulty arises which it is beyond her power to remove, she is forthwith to apply to the Governor.

LV. Daily inspection.—She shall go through the whole female department, and see every female prisoner at least once each day.

LVI. Matron to attend Governor on visits.—No male Officer or visitor shall enter the females' Prison unless accompanied by the Matron, or by some other female Officer; and it shall be the duty of the Matron to attend the Governor whenever he visits the females' Prison, or, if prevented, to appoint one of the other female Officers to attend him.

CHAPLAIN.

LVII. Divine Service.—*Substitute in absence.*—He shall perform Divine Service once at least on

every Sunday to every class of prisoners, where there are five or more prisoners in custody; and he shall not delegate any of his duties to others, excepting in case of absence on leave, or from sickness or other necessary cause. In any such case, he shall appoint, with the approval of the Board, a substitute to act for him, inserting the substitute's name and residence in his Journal. In the event of his being suddenly prevented from performing his duty by illness or other necessary cause, he may, with the concurrence of the Governor, accept the assistance of a minister or licentiate of the Church of Scotland in the performance of Divine Service in the Prison, inserting the fact and the name of such clergyman or licentiate in his Journal.

LVIII. To see prisoners in private.—He or his assistant, if there be an assistant Chaplain, shall see every male prisoner in private at least once each week; but he may judge by the effect of the moral and religious instruction given by the Matron, or other authorized female instructor, how frequently it is necessary for him to see the female prisoners separately. In all cases of male prisoners committed for considerable periods, or under serious charges, he shall be careful to see them in private soon after their admission, and, if convicted, a short time before their liberation also.

LIX. Duties to the sick and those under punishment.—The Chaplain shall daily see all sick prisoners (viz., those excused from labour under the authority of the Surgeon) and all prisoners under punishment. He shall frequently visit every room and cell occupied by prisoners; and attend, at all reasonable times, any prisoner who may require his spiritual advice and assistance.

LX. Charge of Library.—The Chaplain shall have charge of the Library for the use of the prisoners. He shall compare it with the catalogue once in each quarter.

LXI. Character Book.—He shall keep a Character Book, in which to enter such particulars respecting each prisoner's early training, habits, connections, character, etc., and the apparent cause of his offence, as he may think desirable to record, and believe to be true.

LXII. Journal.—He shall keep a Journal, including, among other matters, the date of each visit. This Journal to be open to the Governor.

LXIII. Quarterly Reports.—He shall make a Report in writing to the Board on the first Wednesday of each of the months of January, April, July, and October, on the state of his department during the previous quarter. This Report shall state the time which he has given to his duties, and the manner in which that time has been employed; and shall contain statements under the following heads:—

1. Whether all the Rules relating to the Chaplain have been fully observed during the quarter; and if not, the extent and reasons of the exceptions.
2. If charged with the elementary instruction of the prisoners, or intrusted with its superintendence, then the Chaplain shall give a Table, in the annexed form, showing the state of the education of the prisoners (except those received during the quarter then ended) as compared with what it was at the time of their admission; but if the Chaplain have not either of these duties, then the Governor shall include the information in his Report.