

Let us get back to the word responsible. To when are we responsible? For what are we responsible? Penal institutions are an agency of the people of Japan to incarcerate people whose behavior was offensive to those people. The people of Japan built and maintain penal institutions on a number of assumptions:

1. That people have had habits that get them into trouble with organized authority.
2. That these habits will somehow be changed in prison.
3. That by some process the inmate will acquire new and better habits while in prison that will enable him to get along in organized society after his release.

The people of Japan have selected you to help perform this task for them and it is your responsibility to do this to the best of your ability. I can think of no greater, more challenging assignment and responsibility.

You also have a responsibility to the inmate. He is a human being who has made a mistake. If he were a friend or neighbor you would do all in your power to help him correct a mistake he had made; we must do all we can to help these inmates correct their mistakes. The government of Japan is spending millions of yen to achieve this end - correcting human mistakes.

Many of the inmates confined in the institutions you will work in did not have the opportunities for learning to live that you had, consequently, they are less prepared for this business of living. They may be confined for mistakes made because they did not have the opportunities a great many of us have had and they need our help and guidance. You should in no way consider this as indulging all the desires of the inmate. We are not interested in "pleasing" the prisoner but rather in helping him correct his mistakes. In this you must have a sympathy and understanding for him born of intelligence and training.

Most of the authority and responsibility you will have in your assignment is seeing to it that the inmate does what he is told to do when he is told to do it. What is best for him he may not enjoy doing and your role is to see that as he does it he develops a sense of responsibility, an idea of working with other people.

At this point we might consider some of the things that need attention in the general handling of prisoners. All of these will be examined in detail later in this course. Strong-arm methods, beatings, yelling, cursing, and otherwise abusing inmates have long ceased to be approved methods for dealing with inmates. Firmness is necessary if discipline and control are to be achieved and maintained. But, this does not mean the people of Japan put individuals in prison to be available as an object toward which a guard can direct his temper when angry. The inmates imprisonment and what is to be done to him is stated in the law; anything not

included in the approved sentence is not to be done. Our job is to carry out the sentence prescribed by others. We have no authority to change that sentence or make personal interpretations of it.

You also have a responsibility to yourself, the responsibility of maintaining self-respect. You can discharge that responsibility only if you can reply "Yes" to the question as to whether or not you have done the best you possible could.

GUARD TRAINING INSTITUTE
Bureau of Prison Affairs
Ministry of Justice

COURSE : Guard Training
SUBJECT : Defense and Protection
LESSON TITLE : Discipline
LESSON NUMBER: 1 thru 3 of 9 hours
OBJECTIVE : To acquaint the student with prison discipline,
its importance and its effect of inmates.
TRAINING AIDS: Prison Work as a career.

I. PRESENTATION.

A. Purpose of the course.

1. To acquaint the student with the importance of discipline as it applies to an efficient penal institution.
2. To acquaint the student with the characteristics of good discipline.
 - a. To indicate how the principles involved in good discipline are applied to the proper control of prisoners.

B. Importance and Value of Discipline.

Definition - Discipline is training in the development of individual self-control, restraint, and obedience.

1. Discipline is essential to good order.

- a. Without some order the prison community becomes disorganized.

(1) A disorganized penal community is one where individual and sexual restlessness and unfavorable situations generally prevail.

b. Discipline to be meaningful must come from within the individual, not something that is imposed upon the individual.

(1) When discipline is meaningful, it prepares an individual to want to do the things his society wants him to do, when they say he should do them.

(2) This type of discipline increases the chance of our rehabilitating offenders.

c. Most important, remember - Discipline is not punishment.

C. Development of Prison Discipline.

1. Early prison discipline harsh.

a. It depended on the whim of the individual guard.

(1) There was almost no check on his sadistic tendencies.

b. Flogging, water cure, isolating in cold damp dungeons were very common.

2. Present day methods.

a. Discipline now less rigorous.

(1) As we give up our wish to punish the offender and substitute the wish to treat him, discipline becomes a means to an end -- not an end in itself.

b. Cruel and unusual forms of punishment have been abolished.

c. No longer the whim of individual guard.

(1) When a prisoner violates the rules of the institution, his punishment should be decided upon by an impartial board of not less than three (3) members. This group should impose punishment after a careful consideration of all the factors.

3. Principles involved in modern discipline.

a. Rules.

(1) Made by the Diet (Prison Law) and Bureau of Prison Affairs, M/J.

(a) However, within limits you the custodial force interpret these rules and more importantly enforce them.

1. Difference in enforcement due to human element. But remember while this may be of little importance to you it is of great importance to the inmate.

(2) Discipline when applied should consider the individual characteristics of the prisoner. For instance, different application to older and feebleminded prisoners.

(3) Discipline should produce as few irritations as possible.

(4) Guards and inmates must both know and understand the rules.

D. Guard responsibility in the Disciplinary Program.

1. Quiet and intelligent administration of rules and regulations.

a. Avoid loud, demonstrative behavior.

2. Success of discipline program reflects the character and caliber of the guards.

a. Good disciplinary programs are based on an understanding of human behavior.

b. The good will and cooperation of the inmate is necessary.

3. Action of guards when violations of prison discipline occurs.

a. Minor violations.

(1) Usually handled by guards in form of instruction or reprimand.

(a) First, in a friendly, understanding manner tell the inmate what he is to do.

b. Continued minor infractions.

(1) Refer to treatment committee for correction action.

c. Serious violations.

(1) Refer to treatment committee for action, make the report immediately.

ALWAYS REMEMBER: GUARDS NEVER TAKE RESPONSIBILITY OF CORRECTIVE ACTION ON THEMSELVES.

II. EXAMINATION.

A. Question (oral or written).

1. Q: How are minor violations handled by a guard?
A: Instruction, reprimand and frequent report to Treatment Committee.
2. Q: What factor should govern the application of discipline?
A: Understanding of human behavior.
3. Q: Should all inmates be forced to conform to the rules of institution the same way?
A: No.
Q: Cite exceptions.

GUARD TRAINING INSTITUTE
Bureau of Prison Affairs
Ministry of Justice

COURSE: Guard Training
SUBJECT: Defense and Protection
LESSON TITLE: Custody
LESSON NUMBER: 4 thru 6 of 9 hours
OBJECTIVE : Familiarize student with the meaning of custody and to show the degrees of custody provided and their adjustment to the types of inmates.
REFERENCE : Prison work as post-war career.

I. PRESENTATION.

- A. Summary of previous 3 hours on discipline.
1. Discipline important to good order and high morale.
 2. Discipline increases prospect of rehabilitation.
 3. Discipline is not the same as punishment.
 4. Custodial personnel prominent factor in applying modern discipline.
 - a. Guards never assume the responsibility for corrective action.
 - b. Guards are quiet, firm, intelligent and understanding in the application of the rules of the institution to the individual.
- B. Custody.
1. Custody is the restraint of liberty or the state of being guarded or watched over.
 2. Types of custody.
 - a. ~~Constructive~~ ^{ATTENUATED} custody.
 - (1) Probation.
 - (a) Control of person convicted of crime.

(b) Imposed by court in lieu of confinement.

(c) Individual restrained, improved and the hope is reformation.

1. Supervised by a probation officer.

(d) Individual may be confined without further trial for failing to meet probation requirements.

b. Parole.

(1) Inmate released from confinement after he has served a portion of his sentence.

(2) Released upon action of the parole board.

(3) Release determined by many factors.

(a) Individual history and behavior.

(b) Criminal record and nature of offense.

(c) Mental and emotional make-up.

(d) Family and community relationship.

c. Actual custody (Imprisonment).

(1) Inmate subject to constant and direct supervision.

(2) Safe keeping and isolation from society until legally released.

(3) Preparation for release through constant observation, diagnosis and training.

C. Factors involved in custody.

1. Unfavorable factors.

a. Lack of normal emotional outlets.

(1) Prisoner forced to repress his normal urges and needs.

b. Lack of trained prison personnel.

2. Favorable factors.

- a. Well staffed and professionally trained personnel.
- b. Constructive use of inmates time.
- c. Provisions for emotion outlets.
 - (1) Athletic programs.
 - (2) Entertainment.
 - (3) Hobbies.
- d. Planned work programs.
- e. Good food, clothing and shelter.
- f. Carefully supervised custody and classification.
 - (1) Systematic study and treatment of offenders.
 - (2) Segregation of inmates presenting similar problems in same institution.
 - (3) Provision for separate institutions for different types of offenders.

D. Classes of custody.

- 1. There are four levels of custody employed.
 - a. Before an inmate is given a custody classification, it is necessary to:
 - (1) Collect the observations of all who have viewed his behavior.
 - (2) Know all the circumstances of his case.
 - (3) Custody classifications should not be based solely on the inmates length of sentence or the nature of his offense.

TRAINING INSTITUTE FOR GUARDS
Bureau of Prison Affairs
Ministry of Justice

COURSE : Guard Training
SUBJECT : Defense and protection
LESSON TITLE : Discipline
LESSON NUMBER: 6 thru 9 of 9 hours
OBJECTIVE : To inform students of methods of control in inmate activities in a penal institution.
REFERENCES: : Prison work as a post-war career.

I. PRESENTATION

A. Importance of Control.

Definition: Control means to govern or regulate.

1. Control of inmates a primary factor in the practical management of prisons.
2. Control is necessary to security.
 - (a) Without control the best security is endangered.
3. Control is basis of all prison activities.

B. Methods of Control.

1. Mechanical and physical devices.
2. Rules and regulations.
3. Custodial supervision.

II. EXPLANATION

A. Mechanical and physical devices.

1. Walls and fences.
2. Cells and barracks.

3. Locks and locking devices.
4. Scientific detection devices.
- B. Rules and Regulations.
 1. Regulate activities.
 2. Prohibit contraband.
 3. Provide for punishment and reward.
- C. Custodial supervision.
 1. Characteristics of good custodial supervision.
 - (a) Personality of guard.
 - (b) Courage and tact.
 - (c) Presence of mind.
 - (d) Force of character
 - (e) Firmness and fairness
 - (f) Loyalty
 - (g) Industry
 - (h) Understanding
 - (i) Never by use of arms, force or brutality.
 2. Control of new inmates.
 - (a) Searched for contraband.
 - (b) Bathed and issued new clothes.
 - (1) For sanitation.
 - (2) Control of vermin.
 - (c) Disposition of clothing and personal property.
 - (d) Thorough physical examination.
 - (1) Control of disease
 - (2) Detect body lice.

(e) Assigned to quarantine.

- (1) Familiarization with rules and regulations.
- (2) Acclimatized to new environment
- (3) Interviews and examinations
- (4) Observation
 - a. Physical
 - b. Mental
 - c. Behavior and general attitude.

(f) Supervising new inmates work assignments.

- (1) Careful and accurate reports of inmates' work progress and behavior.
- (2) Character and attitude of guards is an important factor in shaping new inmates attitude.
- (3) Guard should give considered answers to questions asked by prisoners at this time.

3. Control of inmates in quarters.

- (a) Assigned quarters from quarantine by the treatment committee.
- (b) Alert patrolling necessary.
 - (1) Frequent intervals
 - (2) Irregularity necessary to prevent inmates from knowing location of the guard.
 - a. Immediate doubling back of area just patrolled is often effective.
 - b. Any unexpected action of a guard may foil plans for escape.
- (c) Night Control.
 - (1) Constant vigilance and awareness of opportunities for escape offered by darkness is necessary.

(d) Counts

- (1) Must be accurate
- (2) Avoid slipshod methods of making counts.
- (3) Check for substitutes.
- (4) Necessary for verification of inmates confined.

4. Control in isolation and segregation.

- (a) Dress inmate in carefully inspected uniform.
- (b) Inspect cell for all items which might contribute to suicide or escape.
- (c) Never permit inmate to contact another inmate after commitment.
- (d) Never allow him access to his personal effects after sentence to isolation.
- (e) Inform inmate of required conduct while in isolation.
 - (1) Advise him of results of infractions of these rules.
- (f) Segregation not always punishment.
 - (1) Control of sex perverts
 - (2) Safety for disliked inmates
 - (3) Special treatment for mental cases

5. Control in dining rooms,

- (a) Inmates should fill every place at each table or row.
- (b) Careful inspection prevents waste of food.
 - (1) Check on excessive portions (server may give friends or conceal for himself).
- (c) Constant supervision by guards to maintain order and discipline.

- (1) Alert to detect incipient trouble.
 - a. Tact and judgment of the guard of first importance.
- 6. Errors in Supervision.
 - (a) Ignorance of custodial duties.
 - (b) Failure to train inmates.
 - (c) Criticizing in front of others.
 - (d) Lack of patience.
 - (e) Deaf to suggestions.
 - (f) Ignoring complaints.
 - (g) Failing to give due credit.
- 7. Effect of errors on inmates.
 - (a) Loss of respect for guard.
 - (1) No confidence in guard's ability.
 - (2) Contempt for guards.
 - (b) Lower efficiency.
 - (1) Loss of time.
 - (2) Waste of equipment and material.
 - (c) Causes resentment.
 - (d) Slows down inmates improvements.
 - (e) Causes embarrassment and antagonism.
 - (f) Destroys incentive.

III. EXAMINATION

A. Question (oral or written)

1. Q: What are the methods of control.

- A. 1. Mechanical and physical devices.
 - 2. Rules and regulations.
 - 3. Custodial supervision.
2. Q. What are some characteristics of good custodial supervision.
- A. Personality of the guard - courage and tact, force of character, presence of mind.
3. Q. Why are new inmates assigned to quarantine.
- A. For examination and interviews, observation and to prevent contagious diseases to start in the prison.
4. Q. Why is it necessary to be especially careful in the supervision of new inmates.
- A. They are new to prison life, and their attitudes may be warped by inexperienced supervision.
5. Q. How should patrols be conducted.
- A. In a varied, careful manner.

GUARD TRAINING INSTITUTE
Bureau of Prison Affairs
Ministry of Justice

COURSE : Guard Training
SUBJECT : Industrial Works
LESSON TITLE : Maintenance
LESSON NUMBER: 1 and 2 of 2 hours
OBJECTIVE : To acquaint guards with the importance of maintenance and its relation to efficient operation.
REFERENCES : Prison work as a post war career.

I. PRESENTATION

A. Purpose of this lesson.

1. To impress the student with the need for constant maintenance.
2. To suggest methods the student can employ in proper maintenance.
3. To stress the individual responsibilities of guard personnel in the maintenance program of the institution.

B. Problem of Maintenance.

All institutions have to maintain a maintenance program of some sort if their physical plants are to serve the ends of the institution. In other words, if our prisons are dirty, in a poor state of physical repair generally, then our physical plant is not being used to rehabilitate prisoners. Long experience has indicated that people are not inspired to live a clean life in dirty cells.

Maintenance is accomplished by trained institutional personnel and supervised special inmate labor.

- a. In some prisons personnel are assigned to do nothing but maintenance, in others it is a part time job.

C. Importance of maintenance.

1. Industrial plants have proved the necessity for constant maintenance.

- a. Economical
- b. Better service from equipment
 - (1) Fewer costly breakdowns.
- c. Higher production rates.
- d. Lower accident rate.

2. Maintenance of special importance to penal institutions.

- a. They cannot afford general work stoppage for repairs.
 - (1) Continuous need for water, heat and power.
 - (2) Security and welfare of inmates depend on continuous operation of prison facilities.
 - (a) This requires rigid attention to maintenance problems.
 - (b) Provides opportunity for practical vocational training.

II. EXPLANATION

A. Conservation and economy.

- 1. Annual waste cost of penal institutions can be reduced.

B. General maintenance.

- 1. Divided into definite activities.
 - a. Carpentry.
 - (1) Wood and furniture.
 - b. Plumbing.
 - (1) Water, sewers and sewage disposal, heating.
 - c. Sheet metal work.
 - (1) Metal vents and ducts.

d. Painting and glazing.

- (1) All painted and finished surfaces, window replacements.

e. Electrical.

- (1) Lights, motors, installation of new equipment.

f. Machine shop.

- (1) Replacement of parts, making small tools, lock repair, welding.

g. Masonry.

- h. Upkeep of every building for cleanliness and sanitation.

C. Guard responsibilities.

1. All guard personnel responsible for maintenance supervision.

2. Must maintain constant observation for improper use of facilities.

3. Guards must recognize the need for repairs.

- a. Report needed repairs immediately.

- b. Don't wait until it is beyond repair.

4. Proper maintenance supervision saves much in money and security.

- a. Long waits for repairs requires costly time and materials.

- b. Prevents accidents.

- (1) Broken stairs.

- (2) Loose railings.

- (3) Improper use of tools.

- (4) Improper use of safety devices.

- (5) Improper instructions on lifting, piling materials, etc.

c. Prevents escapes or attempts.

(1) Broken locks.

(2) Broken gates.

(3) Faulty lighting.

(4) Washouts under fence, etc.

d. Guards need to set examples of proper maintenance.

D. Advance maintenance planning.

1. Necessary to organize program.

a. Provide constant repairs.

(1) Prevent costly delays.

b. Provide educational features.

c. Develop useful skills.

d. Teach trade information.

e. Eliminate idleness.

f. Eliminate "make-believe" work.

2. Weekly work program.

a. Provides schedule for each maintenance division (plumbers, carpenters, etc)

b. Provides for priority jobs.

c. Organizes work to be done.

(1) Rainy day jobs.

(2) Good weather jobs.

d. Important to coordinate normal repair jobs with other activities.

c. Does not provide for emergency repairs.

(1) Broken water pipe.

(2) Electrical breakdown.

(3) Any unforeseen emergencies.

III. EXAMINATION

A. Questions (oral or written)

1. Q: Why is maintenance important?
A: More economical, better service from equipment, higher production rate, lower accident rate.
2. Q: Why is maintenance particularly important in a correction institution?
A: Because of its relation to the security and welfare of inmates.
3. Q: Who is responsible for maintenance supervision?
A: All guard personnel.
4. Q: How can improper maintenance endanger security?
A: Broken locks and gates, faulty lighting, washouts under fence, etc.
5. Q: Why is a weekly maintenance schedule a good plan.
A: Places priority on jobs, arranges work in logical sequence, aids in coordinating work.

TRAINING INSTITUTE FOR GUARDS
BUREAU OF PRISON AFFAIRS
MINISTRY OF JUSTICE

COURSE: Guard Training

SUBJECT: Defense and Protection

LESSON TITLE: Influence of Physical Plant or Security.

LESSON NUMBER: 1 of 1 hrs.

Objective:

To acquaint the student with the relationship between the physical plant, the maintenance of security, and the treatment program in terms of the advantages and disadvantages of the physical facilities at his command.

TRAINING AIDS
BLUEPRINTS OF INSTITUTIONS
PHOTOS

I. Presentation

Introduction

A. Purpose of the lesson.

1. To acquaint the student with the relationship of the physical plant to security in a correctional institution.
2. To advise the student on the proper construction of penal installations so that he will be over to recognize security weakness in his institution.

Explanation

A. Present day prisons recognizes the need for treatment and industrial programs.

1. Physical plants constructed to assure security and achievement of these programs.
2. Provide best possible equipment.
3. Eliminate escapes by careful selection and training of personnel.

B. Factors to be considered in Prison construction.

1. Location

- a. Objective of institutions important in the determination of its location.
- b. (1) Security (maximum, medium, minimum)

- (2) Accessibility of work
- (3) Centers of population
- (4) Treatment Program
- (5) Type of offender

2. Physical Construction

a. Wall type - maximum security

- (1) Number and location of guard towers
- (2) Number and location of gates
- (3) Catwalks, lights, safety zones, and auxiliary fences.
- (4) Layout of buildings
 - (a) Telephone pole type
 - (b) Hollow square
 - (c) Radial type
 - (d) Cottages

b. Man-walled - medium and minimum security

- (1) Designed to house carefully selected inmates.
- (2) Separate reformatories for men and women.
- (3) Prison Farms
- (4) Prison Camps

3. Size

- a. Recommended not to house more than 1200 inmates.

4. Necessary units

a. Administration Building

- (1) Designed and planned carefully
- (2) Center of institutional activities
- (3) Provides for safekeeping of records

(4) Armory and guard rooms.

(5) All unnecessary contacts with inmates eliminated.

b. Housing

(1) Degree of security determined by materials used and method of construction.

(2) Cells for maximum security

(3) Congregated cells for medium and dormitories for minimum security.

c. Shop buildings

(1) Located away from wall or fence.

(2) Visibility and safety

(3) Equipment arranged for maximum supervision by minimum number of guards.

(4) Planned for production and training without loss in time and effort.

d. Chapel

(1) Security and safety of inmates considered.

(2) Should be beautiful, not plain or drab.

e. Hospital

(1) Same security as provided in housing

(2) Provides for segregation

(a) Contagious diseases

(b) Mental cases

(c) Surgical cases

(d) Convalescents

(3) Provides for ease of observation by minimum personnel.

(4) Special precaution for security in the issuance of drugs.

f. Schools

(1) Sufficiently large to accommodate

- (a) Many classes
- (b) Varied instruction
- (c) Ease of observation
- (d) Appropriate equipment

C. Special Security Features in the Physical Plant

1. Walls, fences and towers.

- a. Normally most expensive item of prison construction.
- b. To secure prisoners
- c. Prevent passage of contraband
- d. Towers designed for good observation
- e. Towers provided with lights, gas equipment and firearms.
- f. Towers manned by alert well trained guards.

EXAMINATION

A.

Questions (oral or written)

1. Q: What gates are essential to a prison?
A: Front and rear gates.
2. Q: What are factors to be considered in the location of a prison?
A: Security, accessibility of work, treatment program, type of offender to be confined.
3. Q: Describe several types of medium or minimum custody institutions.
A: Reformatories for first offenders, juvenile houses of correction, most non-walled institution
4. Q: What type prison is usually considered a maximum custody prison.
A: A walled institution
5. Q: What are some necessary units of a prison.
A: Administration buildings, mess halls, shops, schools, hospitals, chapel.

GUARD TRAINING INSTITUTE
Bureau of Prison Affairs
Ministry of Justice

COURSE : Guard Training
SUBJECT : Guard - Prisoner Relations
LESSON TITLE : Attitudes and Values
LESSON NUMBER: 1 of 13 hours

OBJECTIVE

Non-technical explanation of the development of values and attitudes.

I. Presentation:

A. Introduction

1. The process of modern treatment of inmates is based on the assumption that we can change their way of doing things in a social situation.
 - a. Peoples way of doing things depends on their attitude toward the situation they are in.
2. These attitudes that determine how we will act in social situations can be changed.
 - a. As custodial personnel we are interested how our relationship with the prisoner effects these attitudes.
3. In this course we are going to study the nature and development of attitudes with emphasis on the guard-prisoner relationships.
4. We shall also examine factors that may be helpful to you in assisting the inmate change his anti-social attitudes.

B. Explanation:

1. What are attitudes?
 - a. Let us first examine social values.
 - (1) What is meant by social. In this case we define it as pertaining to **society** or its organization.
 - (2) What is meant by value. To have in high esteem, prize.
 - b. We can say a social value is something worthwhile to society. (Instructor gives the development of the social value of monogamy, relation of first son in the family, etc.) In conclusion we might say that a social value is

a concept derived inferentially from the social interplay of human beings as their behavior assumes relatively fixed patterns.

- (1) This group behavior finds ~~positive~~ ^{POSITIVE} adjustment forms and these are accepted by the group as advantageous to the group, and pressure is exercised by the group on all its members to conform to this behavior or, the group may reject behavior that experience indicates is disadvantageous. An example of this is that early in mans' history it was necessary to carry weapons to protect oneself. In fact each person served as his own policeman and judge. As society became organized it rejects this form of behavior, AND its representatives intervene in personal disputes and impose solutions.
- (2) These illustrations indicate that the social values of the group have a survival meaning for it. In other words, highly organized complex modern society would be impossible if we all insisted on being our own policeman and judge.
- (3) So as the group develops social values and exerts continued pressure on its members toward conformity, these behavior patterns become codified in law, objectified and symbolized for the group and its members.
- (4) These expressions of social values become the collective expressions and representatives of the group.
- (5) After birth, the individual comes into contact with the social values of his society as represented by parents, playmates, school teachers, church, police, etc. and is forced by the pressure of these individuals and the institutions they represent to behave in conformity with or to the rules they express. As he is integrated into the group he tends to take over the values of the group as his values and they become his attitudes toward life.
 - (a) An example of this process is that when you were first starting to school the teacher had to force you to conform to certain values (be quiet, keep your seat, etc.) later you took over these values and they became your attitude toward the social situation represented by the school classroom. As a consequence of this experience it is not necessary for me to remind you to be quiet or keep your seat. In fact you, as students, would not

tolerate a member of this class talking or leaving his seat. These are rules he must observe to make his behavior acceptable. So you see the way you behave in this classroom is a result of your life experiences with parents, teachers, etc. The important thing to remember about all this is that as we take over values and personalize them, they become our attitudes toward social situations. An attitude is then, a personalized disposition (set) to respond toward social values (life situations) developed from ones life experiences. (with these social values).

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Bureau of Prison Affairs
Ministry of Justice

COURSE: Guard Training

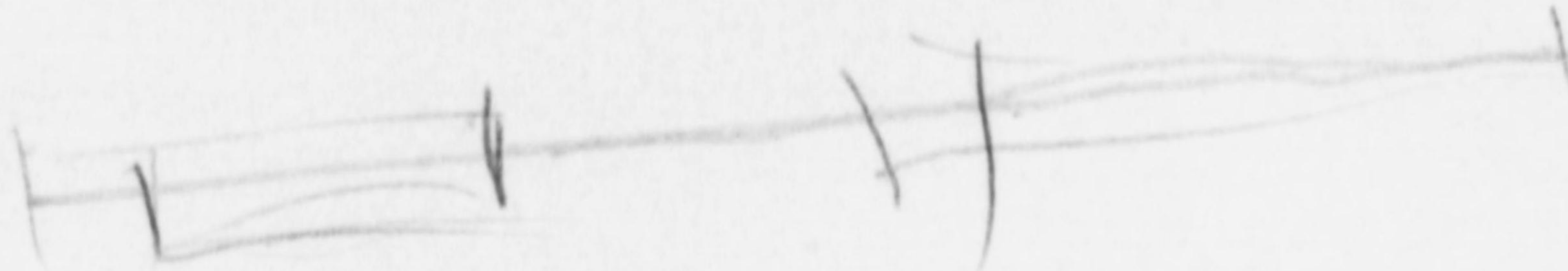
SUBJECT: Guard-Prisoner Relations

LESSON TITLE: Attitudes and Values

LESSON NUMBER: 2 of 13 hrs.

OBJECTIVE

Non-technical explanation of the development of values and attitudes.



What are some characteristics of attitudes?

a. They refer primarily to our thoughts and feelings which determine how we carry out our actions.

b. They are always related to things outside of us, such as other people; groups or organizations; objects such as home, family, monies, etc., or to ideas such as democracy, buddism, etc.

c. They always have an emotional aspect.

d. They last a long time, once formed, and are not forgotten in short order.

e. They can be expressed not only in the way they were originally formed, but in variations of that way. Also, they can be aroused by things in our environment which appear different from the original thing which formed them, since these are symbolic of the original.

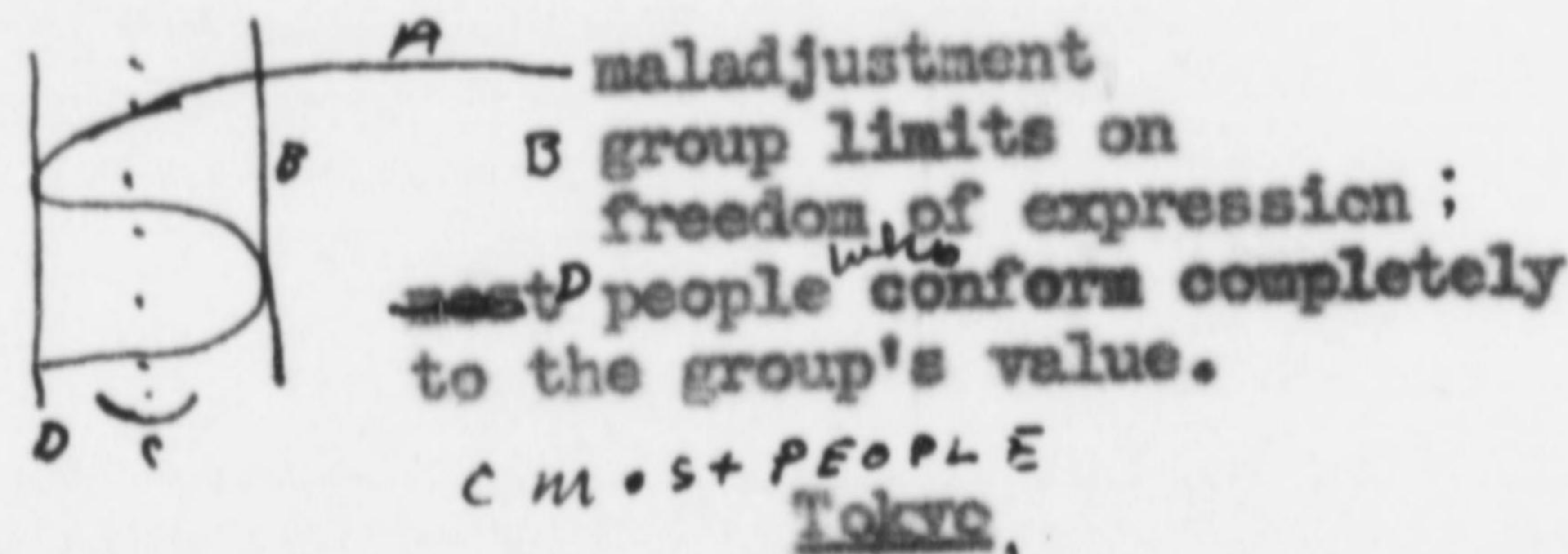
f. If the values of the person differ from those of his society, one of two things must happen if conflict is to be avoided.

(1) Either the individual must change or modify his values, or

(2) The society must change or modify its values.

g. This is true when an individual enters any new situation.

h. The group (society) permits some freedom of individual expression. The amount and kind of freedom of expression depends upon the nature of the group's organization. However, there are limits to this freedom of expression and when the individual's expression is beyond those limits he is considered by his group as maladjusted. It is important in this connection to remember that the limits set by the group differs with different groups. For instance, behavior that is tolerated in Tokyo would be strongly disapproved in a rural village, and behavior that was proper and right in Japan before the war is now not only not accepted but may even be punished by imprisonment. (A simple chart might help to make this point clear to the student) -



Some of the behavior which deviates what the group prescribes is behavior that is punished by law. These persons, because of the nature of their behavior, are arrested, tried, and incarcerated.

i. In their incarceration is implied the assumption that they will change their attitudes and values, and upon release become useful members of democratic Japanese society.

j. The mission of the penal institution is carry out this function for the Japanese people.

k. We are now prepared to examine the attitudes of inmates and your role in this shaping and changing process.

I. Concepts.

A. Parole. The conditional release (i.e. "provisional liberation" - See Chap. 12 Prison Law) of an offender from a penal or correctional institution after he has served a part of his sentence.

B. Probation. Court suspends final judgment in the case of a convicted offender, and instead of committing him to a penal or correctional institution, it provides for supervision and treatment while he continues to live in the community.

C. The indeterminate sentence.

1. Partly indeterminate - between minimum and maximum limits (e.g. - not less than four years nor more than eight years) Not used in Japan: fixed sentences given to adults (e.g. "imprisonment for three years").

2. Wholly indeterminate - e.g. prisoner incarcerated until such time as he is deemed ready for release and successful adjustment in the community (Japan approaches this only in juvenile cases).

II. Parole rests on legal foundations regarding:

A. The authority to grant parole.

B. Requirements concerning eligibility of a prisoner for parole.

C. Requirements to be met by the parolee after he has been released from the institution, and is living in the outside community.

III. Basic tasks in the parole function.

A. The proper selection of parolees from the penal or correctional institution.

1. The final paroling authority.

The Ministry of Justice which approves or disapproves specific recommendations for parole submitted by the penal or correctional institution.

2. The paroling authority within the institution.

a. The Warden's Committee.

Its membership varies numerically. It is usually composed of the warden and officers of the prison's departments; e.g. Senior Medical Officer, Industries Officer, Chaplain, Administrative Officer, Assistant Warden and others. This committee receives and discusses data submitted by the Treatment Committee concerning prisoners being considered for parole; and approves or disapproves recommendations which have been submitted by the Treatment Committee.

The Warden's Committee meets at regular intervals (e.g. once or twice weekly) to consider paroles. As a result of its consideration of recommendations submitted by the Treatment Committee, and its own study of the records of prisoners being considered for parole, the Warden's Committee will, on every specific case either (1) submit its recommendation for parole to the Ministry of Justice, or (2) decide, by vote, not to submit a recommendation for the prisoner's parole at that time.

b. The Treatment Committee.

Composed of three members; Assistant Physician, Assistant Chaplain, and the Chief Guard. As a parole authority, its functions are:

- (1) to study the prisoner and to assemble data concerning him, for the purpose of arriving at a proper evaluation of his readiness, or lack of readiness for parole and restoration to the community.
- (2) to submit to the Warden's Committee specific recommendations - with brief explanations of its decisions - in the cases of all prisoners who have been considered for parole

The study and assembling of data concerning the prisoner

- (1) Medical examinations - to ascertain physical condition and developmental history.
- (2) Psychological and psychiatric examinations, tests, and clinical studies to discover and treat personality disorders, to determine degree of intellectual ability, special aptitudes, and to aid the prisoner in his adjustment to personal problems and social situations.
- (3) Study and assembly of data concerning the prisoner's behavior prior to and during his confinement.

- (4) Study of the prisoner's social and economic background (family, marital, occupational, educational, recreational, and community influences).

The Treatment Committee is in continuous contact with the prisoner, and with the officers of the prison staff (e.g. guards) who are in daily contact with him.

The Committee receives reports regularly from prison officers (guards, industries officer, etc) concerning their observations of the prisoner.

Submission of recommendations to Warden's Committee

- (1) Recommends parole, and briefly indicates reasons.
- (2) Recommends that parole be denied, because prisoner not ready for release, and briefly indicates reasons.

IV. Factors to be considered by the paroling authorities within the institution.

A. The prisoner

1. Physical, mental, and emotional condition.
2. Conduct while in confinement.
3. His prior record of misconduct.
4. His occupational competence and prospects.
5. His familial and marital situations.
6. Study of his entire case history.

V. Preparation for parole.

A process which begins when a prisoner enters the institution, and continues throughout his stay.

A. General measures - applied to all prisoners.

1. Diagnosis
 - (a) Medical
 - (b) Psychological and psychiatric
 - (c) Social.
2. Classification
3. Rehabilitation measures
 - (a) Education.

- (b) Industrial training
- (c) Therapeutic measures on the physical and mental levels.
- (d) Reorientation.- Psychological & psychiatric aids.
- (e) Counselling (e.g. by chaplain)

B. Specific measures - individual treatment.

1. Psychiatric consultation.
2. Consultations to consider the particular personal social and economic problems of the prisoner.
3. Consultations with the prisoner designed to bring about his complete understanding of the conditions of parole.

VI. Conditions of Parole.

- A. Periodic reporting to police.
- B. Maintenance of industrious and sober habits.
- C. Regular contact with parole guardian.
- D. No association with criminalistic or questionable persons or places.

VII. Basic tasks in the Parole Function Supervision of the Parolee in the community.

- A. Personal reporting (used in Japan)
 1. To the police
 2. To the parole guardian (Volunteers and fulltime paid agents).
- B. Other methods of supervision of the parolee.
 1. Written reports.
 2. The use of sponsors.
 3. Full-time, paid parole officers.

VIII. The Revocation of Parole.

A. Reasons.

1. Commission of crime
2. Failure to comply with conditions of parole.

IX. Summary: The elements of a good parole system.

A. Freedom from improper control or influence, political or otherwise.

B. Flexibility is the laws governing sentences and parole to permit the parole of an offender at the time when his release under supervision is considered to be in the best interests of society.

C. A competent paroling authority.

D. Adequate supervisory and administrative personnel to care for the case load of parolees.

E. An administrative structure within the government as a whole (i.e. national, prefectural, or other regional governmental unit) that makes it possible for the parole system without any sacrifice of its proper independence, to function in complete coordination with the other departments and services (e.g. probation services, correctional institutions, departments of health, mental hygiene, and welfare).

F. A proper public attitude toward parole and the parolee so that the parolee will be given fair and helpful treatment in his effort to achieve a successful social and economic adjustment.

X. The prison guard and parole.

A. His function in the selection of parolees.

1. Careful, objective observation of prisoner's behavior.
2. Humane treatment of the prisoner.
3. Attempts to assist in the prisoner's rehabilitation by counsel, understanding and kindness.

4. Submission of clear and complete regular reports to the Chief Guard, relative to his day-to-day contact with, and observation of the prisoner.

5. Bringing to the attention of the Chief Guard any personal difficulties or welfare problems of the prisoner which have come to his attention but which may not be known to other prison officials.

6. Cooperation with the Treatment Committee and other prison officers in their efforts to bring about the rehabilitation of the prisoner always being cognizant of the fact that the prison guard is in close contact, day by day, with the prisoner than is any other prison official.

Guard Training Unit
Bureau of Prison Affairs
Ministry of Justice

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~~SHP~~
COURSE: Guard Training
SUBJECT: Guard-Prisoner Relations
LESSON TITLE: The role of the guard
LESSON NUMBER: 13 of 13 hours

OBJECTIVE

To acquaint the guard with general
principles that should direct his
behavior conduct in his relations with
inmates.

(1)

A. The guards "point of view"

(1) Guards should Long experience has indicated that inmates should be treated fairly but firmly. This does not mean either easy, hard or indifferent treatment. Inmates are human beings just as you and I and they respond to the same things as we do. Most prisoners are willing to accept their incarceration, make an adjustment to it if we treat them fairly. In fact, if your discipline is firm few prisoners will cause you trouble as long as they also feel it is fair. It is of

(2)

utmost importance that the inmates feel the prison officials are fair in their treatment.

(2) Favoritism shown prisoners for any reason is a dangerous device. It proves to all the prisoners that you ^{are} not fair in your treatment. It is a source of resentment among the non-favored inmates.

(3) "Picking" individual prisoners is just as dangerous. Again, it proves unfairness, and causes resentment.

(4) Be objective and impersonal in your treatment of prisoners. You have a job to do and if you fulfill the responsibilities of your office you will have a full time

(3)

schedule. To air personal feelings on prisoners is not only to be subjective and ~~to~~ personal but results in the prisoners feeling unjustly treated and at the mercy of your capriciousness. This is a definite handicap to the rehabilitative process.

(5) Don't feel a whim that you must re-try the inmate. He was tried by the courts of Japan and found guilty. They had ~~the~~ more evidence than you could ever hope to gather on which to make a decision. This same court sent him to you for rehabilitation and in that process you have the role of a guard. Remember

(4)

that is your role and a proper understanding of it will take a long time and demand all your energies.

(6) Don't consider your function one of punishment, but rather by understanding and guidance influence and effect the attitude and behavior of the inmates who are under your control and toward whom you have responsibility.

(a) Find out the good points of the inmates who ~~work~~ are under your control and use them in his reeducation. Understand ~~and~~ his bad points but do not consider them a personal affront.

(7) Be concerned primarily with

(5)

the offender, not his offense.
You must study with a view
to understanding the attitudes
of the inmates under your control
and decide where in your work
you can assist the prison in
reshaping and changing his attitudes.
~~(cc) This is the of first importance~~

GUARD TRAINING INSTITUTE
Bureau of Prison Affairs
Ministry of Justice

COURSE: Guard Training

SUBJECT: Guard-Prisoner Relations

LESSON TITLE: The role of the guard

LESSON NUMBER: 13 of 13 hours

OBJECTIVE: To acquaint the guard with general principles that should direct his conduct in his relations with inmates.

A. The guards "point of view".

1. Long experience has indicated that inmates should be treated fairly but firmly. This does not mean either easy, hard or indifferent treatment. Inmates are human beings just as you and I and they respond to the same things as we do. Most prisoners are willing to accept their incarceration, make an adjustment to it, if we treat them fairly. In fact, if your discipline is firm, few prisoners will cause you trouble as long as they also feel it is fair. It is of utmost importance that the inmates feel the prison officials are fair in their treatment.

2. Favoritism shown prisoners for any reason is a dangerous device. It proves to all the prisoners that you are not fair in your treatment. It is a source of resentment among the non-favored inmates.

3. "Riding" individual prisoners is just as dangerous. Again, it proves unfairness, and causes resentment.

4. Be objective and impersonal in your treatment of prisoners. You have a job to do and if you fulfill the responsibilities of your office you will have a full-time schedule. To air personal feelings on prisoners is not only to be subjective and personal but results in the prisoners feeling unjustly treated and at the mercy of your capriciousness. This is a definite handicap to the rehabilitative process.

5. Don't feel or believe that you must re-try the inmates. He was tried by the courts of Japan and found guilty.

They had more evidence than you could ever hope to gather on which to make a decision. This same court sent him to you for rehabilitation and in that process you have the role of a guard. Remember that is your role and a proper understanding of it will take a long time and demand all your energies.

6. Don't consider your function one of punishment, but rather by understanding and guidance influence and effect the attitudes and behavior of the inmates who are under your control and toward whom you have responsibility.

a. Find out the good points of the inmates who are under your control and use them in their re-education. Understand their bad points but do not consider them a personal affront.

7. Be concerned primarily with the offender, not his offense. You must study with a view to understanding the attitudes of the inmates under your control and decide where in your work you can assist the prison in reshaping and changing his attitudes.

GUARD TRAINING INSTITUTE
Bureau of Prison Affairs
Ministry of Justice

COURSE: Guard Training

SUBJECT: Guard-Prisoner Relations

LESSON TITLE: The role of the guard

LESSON NUMBER: 13 of 13 hours

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GUARD TRAINING INSTITUTE
Bureau of Prison Affairs
Ministry of Justice

COURSE: Guard Training

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LESSON TITLE: The role of the guard

LESSON NUMBER: 13 of 13 hours

OBJECTIVE: To acquaint the guard with general principles that should direct his conduct in his relations with inmates.

A. The guards "point of view".

1. Long experience has indicated that inmates should be treated fairly but firmly. This does not mean either easy, hard or indifferent treatment. Inmates are human beings just as you and I and they respond to the same things as we do. Most prisoners are willing to accept their incarceration, make an adjustment to it, if we treat them fairly. In fact, if your discipline is firm, few prisoners will cause you trouble as long as they also feel it is fair. It is of utmost importance that the inmates feel the prison officials are fair in their treatment.

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SUGGESTIONS TO INSTRUCTORS

1. Training enables us to apply common sense to the solution of problems at all times. It is necessary to apply cool, logical thinking in applying our education and experience to each situation.

2. The average custodial officer is eager to learn and make progress in training if material is presented in a meaningful, realistic, interesting manner.

PREPARATION OF INSTRUCTIONS.

3. Purpose - Prior preparation and planning are essential to effective instruction.

4. Goal - Know what you wish to accomplish in each hour of instruction. Be aware of the objectives of the training phase assigned to you. Know the limitations imposed upon the teaching by schedule, time allotted, available area, equipment, intelligence of the student, etc.

5. References - Know your subject thoroughly since there is no substitute for knowledge. Obtain and study all available material on the subject. Make full use of subject outlines included in this manual - they are excellent guides and were prepared to aid your efforts.

6. Preparation of Individuals - Assure yourself that the students are properly prepared to receive the instruction. Encourage your students to study in their spare time. Be certain the students know the subject of instruction and the reason it is being taught. When areas other than classrooms are used for instruction, become familiar with that area in advance.

7. Methods of Instruction - Select a method of instruction in advance and make necessary detailed preparations accordingly:

- a. If you lecture, prepare notes, charts, models, etc., in advance.
- b. If you conduct a conference, more questions prepared in advance will bring out the important highlights of the instruction.
- c. If a demonstration is to be utilized, determine where, when and the phase of training to be emphasized.
- d. For the group performance method, determine the size of the group, appoint assistant instructors, assign duties and see the students are prepared.

Suggestions to Instructors (cont'd)

8. In instruction, follow the logical sequence of: Preparation, Explanation, Demonstration, Application, Examination and Discussion.

9. Start instructions promptly and do not run overtime.

10. Advice to Instructors:

- a. Don't bluff to cover your lack of knowledge. If occasions arise where you do not know the answer, admit it, find the answer and inform the class later.
- b. The duty of the Instructor is to impart knowledge to others. Use simple words and express yourself concisely. Make every effort to insure that all the students understand you.
- c. Never lose your temper, or use sarcasm, ridicule or profanity.
- d. If you make rules, enforce them.

11. Suggestions for the presentation of instructions:

- a. Follow the principles of progressive training outlined above. By review, make sure the men understand the previous lesson before proceeding to more advanced work.
- b. Be selective - place emphasis on the essentials. It is better to teach a few things well than many sketchily.
- c. Avoid complicated and vague explanations. Present subject so that it seems easy to learn.
- d. Devote so much time as possible to practical work. Remember men learn best by doing, and practice makes for perfection. Always check your progress by asking questions that you prepared in advance, as well as others that develop in the discussion.
- e. Encourage the students to ask questions throughout the instruction. Be sure all hear both the question and your answer. Answer all questions patiently.

Suggestions to Instructors (cont'd)

- f. Make sure the students understand why they are learning a particular subject.
- g. Correct errors immediately by constant, intelligent supervision.
- h. Seek outside the classroom, opportunities to discuss phases of the instruction with the men that may not seem clear.
- i. Get to know your men and their personalities, and adapt your instruction and style of presentation to the composition of the group. Don't try to fit the students into your pattern; select a technique that fits the student.
- j. Be enthusiastic as an instructor. Stress constantly the significance and importance of the instructions.

Suggestions to Instructors (cont'd)

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- j. Be enthusiastic as an instructor. Stress constantly the significance and importance of the instructions.

I. Presentation:

A. Purpose of the lesson.

1. To acquaint the student with the various types of activities which contribute to the morale of inmates.
2. To familiarize the student with methods of efficiently organizing these activities.

B. The importance of activities.

1. Appeals to gregarious instincts of inmates.
2. Appeals to the individuals wish to achieve recognition.
3. Stimulates pride of accomplishment
4. Utilizes leisure time of inmates.
 - a. All activities should be made available to as many inmates as possible.
 - b. Facilities should be conveniently located.
5. Contributes to the morale of the inmates.
6. Activities of little value if inmates are forced to participate.
 - a. Inmates encouraged to voluntarily participate

Explanation:

1. Types

- a. Baseball
- b. Ping Pong
- c. Hershoe Pitching
- d. Gymnasium

2. Necessary to provide activities for all types of inmates.

- a. Young
- b. Old
- c. Physically handicapped

3. Best program is one planned for the overall needs of the inmates.

- a. Should plan for rotation of inmates among various activities.
4. Efforts should be made to prevent inmates from not participating.
5. Equipment.
 - a. Should be sufficient to cover program
 - b. Should be issued to individual inmates.
 - (1) Prevents loss or carelessness
 - (2) Places responsibility for care
 - (3) Prevents unsanitary condition
 - c. Repairs to equipment made by inmates
 - d. Kept in separate building or part of building
 - (1) Not with inmates personal belongings.
6. If possible a full time athletic and recreational director should be employed to
 - a. Arrange schedules
 - b. Arrange and coordinate activities
 - c. Instruct and coach inmates.
7. Schedules
 - a. Between various teams in the institutes
 - b. Between institutes and outside, community teams.
8. Custody not the primary obligation of the athletic and recreational director.
 - a. Custodial supervision maintained by others.
 - (1) Tower Guards
 - (2) Inside Posts
 - (3) Patrols
9. Custodial Duties.
 - a. To prevent athletic contests from being used for gambling
 - b. To prevent the sports from being taken over by cliques or "pressure groups".

- c. To watch for and investigate all injuries.
- d. To control unnecessary roughness.
- e. Be alert for fights
- f. Safeguard inmates by preventing violations of safety rules.

B. Radio

- 1. Impart stimulus to good discipline and morale.
- 2. Provides leisure time activities for inmates
 - a. Entertainment
 - b. Information
 - c. Aids in preventing moodiness and extreme depression.
- 3. Used as a privilege
 - a. May be withheld for misconduct
- 4. Reception and program controlled
 - a. Usually by centrally controlled receiver.
- 5. System available to officials
 - a. To make special announcements
 - (1) Change regulations
 - (2) Change institutional program
 - (3) Control disorder.

C. Library

- 1. Has educational and intellectual value.
 - a. Opens new fields to inmates
 - b. Keeps inmates informed on outside world activities
 - c. Offers authoritative information on special skills and trades.
- 2. Should be readily accessible
 - a. Not in out of way corner
 - b. Planned to make selection and acquisition of books easy.
- 3. Supply of books.
 - a. Purchased by committee
 - b. Donated.
 - a. Select only those copies that have value and will be used by inmates.
- 4. Supervision
 - a. Should be complete but not obvious.

- b. Inmates should not be forced to use arbitrary system of selecting reading material
 - c. Custodial supervision should be held to a minimum.
 - (1) Watchful but not obvious or obnoxious.
 - (2) No attempts at coercion or restraint
 - (3) Stimulate atmosphere of non-restraint.
5. Service extended to all inmates in good standing.
- a. Hospital
 - b. Quarantine
 - c. Segregation
6. Coordinated with other activities
- a. Education and schools
 - (1) Supplemental texts
 - b. Vocational Training
 - (1) Problems and diagrams
 - (2) Mathematics
 - (3) Information on asserted subjects

10 Mar 47

Lloyd McCorkle

Chief,
Prison Branch

Use of Jap Character

26-8151

Lloyd McCorkle

1

1. Attached are some Japanese characters and their English translations.

2. I was prompted to secure this information after an examination of lesson material submitted by the Japanese for use in the guard training school when the word punishment was frequently used.

a. The word "Kei" is the word most frequently used for our words, punishment, confinement, protective treatment, etc. by Japanese penal officials. This word has a connotation similar to our English word punishment when used to mean inflicting damage for wrongs committed. The word "shogu" means society punishes the offense but treats the offender. It has the implications of our word rehabilitation. Important in this word is the meaning that the prison official is not angry at the offender as a person. This word is seldom used by prison officials.

b. I have suspected that what often happens is that we say to the Japanese what the interpreter thinks we ought to say. For instance, if we say, "The mission of a democratic prison system is to rehabilitate offenders." The interpreter selects the word "Kei" instead of "shogu" and we tell the Japanese to do what they have been doing for years. So, we and the Japanese agree on the mission of a prison only because of the way a set of concepts was translated. One would think the more intelligent Japanese are aware of this problem and that they use it to their own ends. It is much easier to agree and go along doing what has always been done than it is to disagree or change what is being done. So, we are satisfied by an agreement to something we say and the Japanese agree to what they have always been doing.

3. Partial solution to this problem might be to have all variation of words we frequently use translated for us and check on interpreters. Also, let the Japanese know we are aware of this problem and are checking on it. Secure a group of able interpreters who are, if not firmly convinced of need to make changes in the Japanese prison system, at least without any interest in things going along as they always have in the past. Follow through in

1 (Cont'd)

the area of behavior all suggestions agreed to by the Japanese and point out discrepancies. Constantly remind the Japanese what they agreed to and the implication of their agreement.

L.W.M.

禁錮	'Kinko'	confinement
監禁	'Kenkin'	confinement
刑	Kei	punishment
拘束	Kosoku	confinement
處刑	Shokei	execution of punishment
投獄	Togoku	imprisonment
体刑	Taikai	confinement
留置	Ryuchi	detention
處遇	Shogu	treatment (Prison officials not angry and person. The offense in punish- ed the offender treat- ed.)
拘置	Kochi	detention
待遇	Taigu	treatment
刑罰	Keibatsu	punishment
處罰	Shobatsu	execution of punishment
罰	Batsu	scolding; punishment
罰金	Batkin	fine

Cri. law 禁固 ^{kan'go} confinement without labor

監禁 ^{kankin} confinement

if take up the meaning only for character the shall be 刑 ^{kei} Penalty

Penal ad. 拘束 ^{kosoku} enforcement or punishment

Sentence 處刑 ^{shokei} execution of Punishment

Prison law 投獄 ^{to'goku} imprisonment

Corporal Punishment 体刑 ^{taikei} confinement

Detention w/ police. 留置 ^{ryūchi} detention

Treatment of prisoners 處遇 ^{shogyū} treatment → Prison offenders not angry and person. The offense is punished the offender treated.

Confinement for trial 拘置 ^{kōchi} detention

待遇 ^{taigyū} treatment

Penalty of Freedom. 刑罰 ^{keibatō} punishment

Fine (Cri. law) 處罰 ^{shobatō} execution of punishment

Sentence 訓罰 ^{batō} scolding; punishment

罰金 ^{batkin} fine
罰金 ^{bakkin} fine

PRACTICAL AFFAIRS CONCERNING GUARD AND PROTECTION

GENERAL VIEW:

Guard and protection signify all functions, with the object of preserving peace, inside the small world called "prison". Accordingly, they include all business concerning guarding, protection, and maintenance of peace, which are the substances of prisoners' isolation and improvement operation.

From the standpoint of action, they are separated into ordinary and emergency guard and protection, and explanation will be made by dividing them into three factors of man-power, self-governing and materialistic guard and protection.

The above three factors are mentioned in regard to guard and protection, but effective results can not be anticipated from materialistic and self-governing guard and protection alone, as without the backing of those carried out by prison officials, or in other words, man-power guard and protection, the existence of prison affairs' ability can not be acknowledged.

For this reason, the students should be given understanding for the special importance of man labor, and main force concentrated for training of loyal workers.

I. Ordinary Guard and Protection.

A. Man-power guard and protection.

Significance: The aim of man-power guard and protection is to further the accomplishment of the objective for prison affairs by organically binding prisoners' voluntary resolutions for repentance and reform, and materialistic prison facilities.

1. Factory duty.

a. Working clothes and change of clothes.

(1) When changing ordinary and working clothes, adjustments should be made for buttons, strings, belts, towels, socks, etc.

(2) Observation made for extent of soiled garments.

2. Face washing.

a. Group action should be taken by forming individual groups.

3. Breakfast.

a. Inspections of table wares, food rationing, quantity of supplementary food, mastication guidance, observation of whether or not there is appetite for food, and handling of left-over food.

4. Notification of labor schedule.

a. For the purpose of arousing individual desire for work.

5. Distribution of tools.
 - a. In comparison with tool list.
6. Distribution of materials.
7. Matters for caution while at work.
 - a. Observation of desire for work and ability.
 - b. Discrimination of quality for manufactured goods.
 - c. Observation of attitude in handling materials and tools.
 - d. Appointment of working places for new prisoners and explanation of fixed quantity of labor.
 - e. Disposal of left-over materials and damaged tools.
 - f. Control of absence from position without leave.
 - g. Control of going to latrine.
 - (1) Designation of turns (transfer of wooden tickets).
 - (2) Prevention of concealment of vessels, conversation, waste of time, scribbling, and indecent behavior.
8. Oversee of fire.
 - a. Designation of person responsible for fire.
 - b. Remaining fire and burning refuse should be placed inside iron box or piled bricks buried underground and covered with iron lid.
 - c. Disposal of gasoline, benzine, machine oil,

rag, wood shavings, waste paper, carbide,
and oxygen.

9. Prevention of danger.
 - a. Establishment of Safety Committee at various labor sections.
 - b. Appointment of persons responsible for motor and other electrical equipment.
 - c. Complete equipment of belt and wire coverings.
10. Emergency fixtures.
 - a. Fire extinguisher, water container, bucket, emergency use candles and flashlight for electricity failure, emergency conveyance baskets, etc. (Instructions given in method for using commodities.)
11. Management of application matters. officials con-
 - a. Petition, interview, and handling of application. (Instructions given for method of filling out papers.)
 - b. Connections made with superior officials concerning dispatch of letters, sending money, and other personal matters.
12. Measures concerning health.
 - a. Investigation should be made on observance of unusual behavior, loss of appetite and other abnormal condition or connections made with physician.
 - b. Consideration made for ventilation and lighting.

- c. Enforcement of exercises outside factory for at least thrity (30) minutes each day.
- d. Sanitation method for latrine, wash-room, and laundry.

B. Kitchen duty.

1. Cooking.

- a. Menu. Precise management according to provision notice. (Instructions given for form.)
- b. Inspection of perishable food.
- c. Inspection of food.
 - (1) Inspection made by warden, physician and concerning authority.
 - (2) Preservation of food for inspection. (24 hours)
- d. Disposal of left-over food.

2. Handling of foodstuff.

- a. Custody of rice, barley, etc.
 - (1) Ventilation, airing, prevention of bugs, rats, and spoiling of foodstuff stored in warehouse.
- b. Accurate measurement of rice, barley, etc.

3. Supervision of cooks.

- a. Preservation of cleanliness.
 - (1) Enforcement of white apparel, laundry, hair-cutting.
- b. Periodic health and faeces examination once a month.

c. Prevention

- c. Prohibition of intercourse with other prisoners. (Receiving and giving commodities.)
- 4. Cleanliness measure for factory.
 - a. General cleaning (once a month).
 - b. Disinfection by sunlight of cooking utensils and tablewares.
 - c. Cleaning of water containers and drainage.
 - d. Cleaning of latrines. (Perfect covering and sprinkling of disinfectant.)
 - 5. Control of boiler.
 - a. Inspection twice a year by technical boiler specialists.
 - b. Technical guidance of stokers.
 - c. Chimney cleaning (once a month).
 - d. Handling of remaining fire.
- C. Cell duty.
- 1. Observation of prisoners' movement.
 - a. Points for special attention.
 - (1) First week of arrival.
 - (2) Before and after prosecution and court sentence.
 - (3) After receiving visits and mails.
 - (4) Mentally ^edranged persons, first offenders, juveniles and women.
 - 2. Attitudes towards work and book-reading.
 - 3. Comparison of name plate and person inside cells.
 - 4. Observation of conversation and existence or not of

- conspiracy or plot.
5. Existence or not of any escape plot.
 - a. Whether there are any strings, cloth or paper wound around the bars.
 - b. Whether there are any paper pasted or covered on walls, ceilings, joints or cracks of floor-boards, etc., or anywhere where there are loose nails.
 6. Whether or not there are plans for suicide.
 - a. Observation of downcast expression, or special change in attitude or expression.
 7. Sleeping condition.
 - a. Observation made for soundness and whether sleeping together or not.
 8. Observation made for adjustment of clothing.
 9. Perfection of locks.
 - 10.- Requirement of witness when opening cell doors.
 11. Reception.
 - a. To receive visitors with kindly face and words, and warm feeling.
 - b. Special instructions given prisoners concerning regulations.
 12. Emergency report.
 - a. Hanging, escape, violence and riot reports.
 - b. Use of telephone, bells or whistles.
 13. Supervision of cleanliness inside cells.
 14. Adjustment of fixtures inside cells.

15. Observance matters instructed to prisoners.

D. Sick-cell duty.

1. Supervision.

- a. Attention given to lighting, ventilation, and preservation of warmth inside cells.
- b. Complete equipment of matting, mattress, clothing, fixture, and articles. (Indications should be made for belongings of patients with contagious diseases to discriminate them from those of ordinary patients.)

2. Management of new arrivals.

- a. Change of clothes.
- b. Treatment given according to doctor's instructions.
- c. Indication made outside of cells for special patients.
- d. Observation made for mental disturbance after entry.

3. Handling of patients.

- a. Observation and guidance of temperature examination, taking of medicine, appetite, carelessness of health, and disposal of filthy things.
- b. Enforcement of exercise, bath, and sunbath.
- c. Keeping of promenade in order.
- d. Attitude of cordial reception.
- e. Provide with comfort.

- f. Sanitation measure.
 - Spittoon, latrine, excretion pit, fire destruction place for filth, books, wash basin, hot water bucket, articles necessary for bathing, and cleanliness of cell.
 - g. Temperature within cells--55 to 65 degrees.
 - h. Matting disinfecting by sunlight once in two months.
 - i. Bedding disinfecting by sunlight once a week.
 - j. Change of clothing. Twice a month for ordinary clothing and once a week for undergarments.
 - k. Partition made for place to keep belongings of patients with contagious disease.
 - l. Gentle handling and disinfection of dead bodies according to doctor's advice.
 - m. Bathing of patients leaving sick-cells.
4. Guidance for attendants of sick.
- a. Special attention made for attitude when attending on the sick.
 - b. Caution made for impartial attitude when nursing.
 - c. Health examination once a month.
- B. Gate duty.
- 1. Attention made for clothing, attitude, and speech.
 - 2. Reception of visitors with cordialness.
 - 3. Examination of personal effects. (When considered necessary.)

4. Prohibition of coming in or going out of gate without permission of Warden for any person besides officials, from time of closing till opening of gate.

F. Watch duty.

1. Prohibition of staying inside sentry-box excepting for rain and snow.
2. Observation of designated direction, connections made with next point, prohibition of moving from designated position.
3. Capture of escapee or person walking alone, or emergency report. (Whistle, bell, etc.)
4. Report made for discovery of fire or smoke and investigation made for cause.
5. Observation of goods thrown in from outside the fence.
6. Observation of goods left near fences.

G. Patrol duty.

1. Route, designated track, irregular track, designated time, and irregular time.
2. Object.
 - a. Prevention of escapes, conspiracy, suicide, fire, foul smell, and calamity.
 - b. Disposal of articles such as bamboo, lumber, ladder, wagon, iron scraps, and rope.
 - c. Perfect locks for entrance and exit.
 - d. Cracks of outer fence, and damages to building

(roof, window, latrine, panel, and cloth, string, and belt on iron bars).

e. Seal put on patrol chart.

3. Disposition.

a. Capture of escapee, prisoner walking alone, and emergency report (whistle).

b. Prevention of conspiracy and suicide plan.

c. Inspection of disposed fire, report of unusual fire and investigation for cause.

d. Investigation made for cause of foul smell.

e. Investigation made for cause of imperfect locks.

f. Caution made for persons prowling around the vicinity of outer fence.

H. Inspection.

Kinds: Physical and cell inspection.

1. Physical inspection.

a. Time.

(1) Entry, release, when escorted, return to prison, bath, exercise, interview, medical examination, acknowledgment for writing letters, work outside prison, after work, transfer of factory, coming in or out of warehouse, and when appearing in court.

b. Method.

(1) Refrain from inflicting unnecessary pain.

(2) Women officials carry on inspection for women prisoners.

(3) Refrain from exposing shameful conduct to others.

c. Object. Prevent concealment of goods or secret papers.

(1) Points for caution.

(a) Between seams of clothing, collar, sleeve, cuffs, corner of hem, padded inter-cotton, belt, loin-cloth, drawers, towel, foot-wear, hair, nose, mouth, underarm, palm, between fingers, private parts, anus, sole of foot, etc.

2. Cell inspection.

a. Time.

(1) Daily inspection at time of exercises, bath, interview, and appearance at court.

b. Method.

(1) Discovery of damaged places.

(a) Hinge, lock, window bars, wire netting, iron bars, washing place, drainage, latrine, panel, floor, ceiling (cracks, joint, nail), door (iron board, nail), ventilation hole, and food insertion hole.

(2) Discovery of concealed goods.

(a) Bedding, matting, books (front and back cover), electric socket, water container, broom, dust-pan, table-ware, table, desk, toilet articles, etc.

c. Points necessary for caution.

- (1) Caution should be made when bedding and belongings are disorderly, or when discovery is made for scribbling, soiled, or damaged places. Accordingly, after inspection, example should be set by setting things in order as regulation. However, leaving things in disorder after inspection is strictly prohibited.
- (2) Exchange procedure should be made on discovery of damaged goods or bedding.

I. Guard and protection when working outside.

1. Preparation.

- a. Inspection of handcuffs.
- b. Preparation of tools.
- c. Grasping of conception for labor.
- d. Receiving of prisoners.
- e. Physical examination.

2. Position of guard.

- a. Maintenance of position where all prisoners can be observed at all times.
- b. Counting of prisoners at times.

3. Prevention of conversation.
 - a. Prevention of conversation with general citizens.
- J. Guard and protection when escorting prisoners.
 1. Preparation.
 - a. Comparison with concerning documents.
 - b. Applying handcuffs and ropes. (Instructions given for method of using rope.)
 - (1) Inspection by supervisor for perfection of above articles.
 - c. Use of personal property in respect of honor for aspirants.
 - d. Caution for long journeys.
 - (1) Preparation for medicines (for stomach disorder, cold, cuts, bandage, etc.), food, water, etc.
 2. Method for escort.
 - a. Prohibition of accompaniment (accomplice, opposite sex).
 - b. Use of automobiles, train, street-car, boat, etc. for purpose of shortening required time.
 - c. Lined up marching.
 - (1) Maintenance of place, counting number.
 - d. Prohibition of conversation while marching, prevention of quick steps or stop of walking.
 - e. Prevention of connections with general citizens.

(1) Conversation, receiving and giving goods and secret papers.

f. Refrain from disturbing general public.

3. Time of arrival.

a. Physical examination.

b. Report of special matters occurring during escort.

(1) Plots for escape and suicide, condition of outbreak of sickness and riot, plans for making connections with general citizen, and matters concerning violation of orders.

B. Self-government guard and protection.

Significance: In order to effectively and economically carry out man-power and materialistic guard and protection, this second great factor of self-governing guard and protection places the measures of prison affairs in the hands of the prisoners. In other words, treatment of prisoners are moderated in accordance with their efforts for reform, and the objective of guard and protection is achieved by the prisoners' personal responsibilities.

1. Progressive system.

a. Grade system.

b. Moderation of treatment. (Moderation in accordance with their efforts for reform.)

- c. Burden of responsibilities. (Increase of burden in accordance with moderation of treatment.)
(Reference: Prison Affairs Progressive Treatment Ordinance.)

C. Materialistic guard and protection.

Significance: The object of materialistic guard and protection is to maintain order and perfect confinement within prisons by dint of equipment or materials. However, the educational duties of punishment must be accomplished to the last with man-power guard and protection as the nucleus, but the fact must be laid in mind that effective results of materialistic equipment depend on supervision and operation.

1. Barrier.

- a. Outer wall more than five meters in height.
- b. Inner wall more than three meters in height.
- c. Outer gate.

(1) Appropriately and conveniently built in consideration of connections with outside and opening for emergency.

(2) Solid doors and locks.

d. Inspection.

(1) Daily observation for damages.

(2) Close inspection after storm, flood, and earthquake.

e. Elimination of obstacles.

- (1) Prohibition of placing goods inside and outside of walls and buildings.

2. Cells.

a. Form.

- (1) Projection form. (Y 1)
- (2) Ordinary line form. (II)
- (3) Round form. (O)
- (4) Scattered form. (III)

b. Cells.

(1) Area.

- (a) Solitary confinement cell (per person), more than 18 cu. met.
- (b) Solitary confinement cell for night (per person), more than 15 cu. met.
- (c) Mass confinement cell (per person), more than 9 cu. met.
- (d) Solitary sick cell (per person), more than 24 cu. met.
- (e) General sick cell (per person), more than 15 cu. met.
- (f) Solitary sick cell (solitary chronic and contagious disease), more than 25 cu. met.
- (g) Solitary sick cell for night (chronic and contagious disease), more than 20 cu. met.

- (h) General sick cell (chronic and contagious disease), more than 15 cu. met.
- (2) Windows.
 - (1) More than 1/5 of floor space.
 - (2) Iron bars (made of iron bar sections of more than 3 square centimeter with spacing of 2 cm. or less).
 - (3) Wire netting. (Wire netting with holes of one cm. or less will be lined inside the iron bars.
- (3) Doors.
 - (1) Made firmly and covered with iron board on the inside.
 - (2) Made to open outwardly.
 - (3) Made to open and close easily, and ones that would not warp.
 - (4) Locks that can easily be seen.
- (4) Observation hole.
 - (1) Made to the smallest limit possible for observing inside cells.
- (5) Food insertion hole.
 - (1) About 20 cm. in width and 15 cm. in height.
- (6) Ventilation hole.
 - (1) Made of iron in shape of tube to open and close.

(7) Latrine.

- (a) Made with sanitary consideration for easy cleaning.
- (b) Perfect cover to prevent odor.
- (c) Chamber-pot: Placed in fixed corner of cell with perfect covering and screen around it.
- (d) Drawer-style: Built under the floor in the corner of the cell with box or pot inserted from the outside with perfect covering.
- (e) Flush system which is ideal.

(8) Drainage and wash room.

- (a) Installation of water-pipe and container.
- (b) Installation of separate drain-pipe in each cell to prevent connections through conversation with other cells.

(9) Lighting equipment.

- (a) Use of electricity of one candle-power to one sq. meter of floor space.
- (b) Installation of electric battery storage possible for more than one hour at time of electricity failure.

(10) Information method.

- (a) Prisoners must place wooden tickets

outside cells to inform they have matters to report.

(11) Matting.

(a) Straw matting.

(b) Women prisoners and penal defendants permitted to use matted floors.

c. Doorway.

(1) Built at both ends of cell with doors opening outwardly (for convenience in opening during emergency).

d. Emergency door.

(1) Built at appropriate place in center of cell.

e. Name plate.

(1) Built outside of cell in order to put up prisoner's name.

f. Communication equipment.

(1) Telephone or bell.

g. Heating equipment (excluding warm districts).

(1) Temperature--more than 40 to 50 degrees.

(2) Bed-time--more than 35 degrees.

3. Factory.

a. Structure.

(1) One-story building with beams about 15 meter and horizontal and vertical boards about 60 meter.

(2) Area.

- (a) 4--6 cu. meter per worker.
- (3) Window.
 - (a) More than 1/4 of floor space.
- (4) Ventilation equipment.
 - (a) Installed at naturally ill-ventilated and dusty factories.
- (5) Lighting.
 - (a) Windows installed on the south side of the factories as much as possible.
- (6) Doorway.
 - (a) Sturdy doors with locks appropriately installed at both ends or center of the factories.
- (7) Guard Post.
 - (a) Installed in a position where the whole room can be observed (either at the end or corner of the room).
- (8) Tool shed.
 - (a) Installed near the guard post.
 - (b) Tool box. (Classified, with name list attached to each box.)
 - (c) Caution made not to leave things near the wall.
 - (d) Enclosure and doors facing the room to be made transparent with bars, glass, or wire-netting with locks.
- (9) Material warehouse.

- 9
- (a) Storage of one week's supply of materials required at the factory.
 - (b) Installation of transparent enclosure with locks.
- (10) Storage of dangerous materials.
- (a) Usage of box in case of small amount and special warehouse for large amount.
 - (b) Record kept of all incoming and outgoing goods with handling by designated persons only.
 - (c) Variety: Poison (nitric acid, sulphuric acid, bichromate, etc.), ignitable objects (gasoline, benzol, machine oil, paint, rubber, varnish, carbide, oxygen, etc.).
- (11) Latrine.
- (a) Deodorization, double-glassed, and sprinkling of disinfectant.
 - (b) Scooping from outside.
 - (c) Built for simple cleaning.
- (12) Dining room.
- (a) Completely separated from factory.
 - (b) Appliances: Implements necessary for distribution, water bucket for drinking, wash bucket, rice bowls, dishes, chopsticks, cups, tableware

cabinet, dish-cloth hangers, etc.

- (c) When separate establishment from factory is not possible, appropriate seating facility is made by expanding the factory area, and special caution made for prevention of dust and material scraps likely to be scattered in regard to (b).

(13) Wash room.

- (a) Installation of water container in preparation of water supply shut-off.
- (b) For the purpose of making it habitual for prisoners to wash hands during rest period, lunch time, and when going back to cells.

(Installation made on fairly large scale.)

(14) Emergency fixtures.

- (a) Simple fire extinguishers, buckets, and water containers.

(15) Place for disposing remaining fire and embers.

- (a) Place established outside of doorway or iron container placed underground inside of factory with iron lid.

4. Dressing room.

a. Structure.

- (1) Establishment of rooms for ordinary clothes and factory clothes with inspection room in-between.
- (2) Walls and window-bars built firmly.
- (3) Upper parts and partitions spread with wire-netting (for prevention of receiving and giving goods which would violate regulations).
- (4) Clothes hanger established in straight rows spaced wide enough to prevent mutual contact and convenient for change of soiled garments.
- (5) Windows appropriately built in consideration of ventilation and lighting.
- (6) Inspection rooms will be established at intervals of two meters for convenience of discovering hidden goods, physical unsoundness, etc. (There are instances when prisoners do not report lyching, and discovery should be made for it.)

5. Reception room.

a. Structure.

- (1) A table will be placed at an interval of more than one and a half meter between the prisoner and interviewer to prevent receiving or giving of goods or secret

papers (Wood partition will be made between legs of table).

- (2) Communication cut-off will be made to prevent plots for violence or escape with interviewer.
- (3) Installation established for the purpose of holding conversation cheerfully. Consideration made for ventilation, lighting and cleaning.

6. Bath room.

a. Bath tubs.

- (1) Two in two rows for the purpose of making action of various groups smoothly.
- (2) Shelves for placing clothing.
 - (a) Established for five times the capacity of bathing accommodation.
- (3) Fixtures.
 - (a) Clock (or sand clock), wash buckets, mirrors, thermometers, etc.

7. Latrine.

- a. Excrement pits will be scooped from outside and have perfect lids.
- b. Holes will be 15 cm. in width and 20 cm. in length.
- c. Walls will be brick-layed and upper windows with bars.
- d. Flush toilets are ideal for factories, cells, kitchen, sick cells and offices.

8. Doorway.

a. Place of establishment.

- (1) Outer fence--front gate and gateway for goods. (Establishment of observation hole for looking outside.)
- (2) Inner fence--between office, cells and factory; between cells and factory; between kitchen, factory and cells.
- (3) Emergency exit--appropriately established at outer fence, cells, sick cells, factory, and church.

b. Structure.

- (1) Aimed at firmness with locks.

c. Keys.

- (1) Office.
- (2) Prison affairs limits.
- (3) Cells.
- (4) Factory limits.
- (5) Inner and outer fences.

Use of separate keys.

9. Outdoor ground.

- a. Exercise grounds for solitary confinement prisoners established separately partitioned from the rest in the form of a ray.
- b. Establishment of a high guard post in the center.

- c. Consideration made for sufficient sun rays at exercise ground.
- d. Planting of trees and flowers for comfort.

10. Admonition implements.

Caution for use: Thoughtless use of them are prohibited as they are to be used for momentary preventive or suppressive measures. Furthermore, the warden's orders is necessary for their use.

a. Strait-jacket.

- (1) Used for violence or when there is fear of suicide.
- (2) Based on concrete facts and not authorization.
- (2) Limited time for use--within 12 hours. Can be changed every three hours when continued usage is necessary.
- (3) Doctor's approval.
There is necessity for receiving doctor's approval, especially for re-changing, as there is fear of causing physical disturbance.
- (4) Accommodated in solitary confinement cell during use and requiring medical examination from time to time.
- (5) Can not be used during escort of prisoners.

(6) Instructions given for method of use.

b. Outery preventive implement.

(1) Condition for use.

When loud outeries are made contrary to the official's orders, and order and silence can not be preserved.

(2) Limited time for use--within 6 hours.

Changed every three hours when especially necessary.

(3) Doctor's approval.

Special caution should be made for its application as it is an implement which prevents speech. Observation should be made by the doctor from time to time.

(4) Instructions given for method of use.

c. Handcuffs.

(1) Kinds--metal and leather handcuffs.

(2) Condition for use.

When there is fear of violence, escape, or suicide, and during escort.

d. Chains.

(1) Condition for use.

Used with aim of preventing escapes and when necessary for prisoners engaged in work outside of prison.

e. Rope.

(1) Condition for use.

The same as handcuffs.

(2) Kinds.-

Those used during escort and the ones for use by guards.

(3) Method for use.

Special trainings are necessary as there are differences for application to individuals and groups.

11. Guns and sabres.

a. Authority.

(1) Guns--Imperial Ordinance #289, Nov., 1908.

(2) Sabres--Imperial Ordinance #174, July, 1928.

b. Occasions for use of guns and sabres.

(1) During patrols, guard and protection of prisoners working outside prison, watch duty, guard duty at outer gate, and during escort. Besides this, the Warden can permit officials to carry guns temporarily when necessary and when acknowledged by the Justice Minister.

(2) Occasions for temporary carrying and use of guns and sabres.

- (a) Natural calamities.
- (b) When a prisoner commits dangerous violence on another or when subjecting intimidation for it.
- (c) When carrying dangerous implements for violence and fail to give them up.
- (d) When a big mass creates disturbance with the object of escape.
- (e) When a prisoner plans escape and makes violence.

(3) Gun shooting practice.

II. Emergency Guard and Protection.

Duties during fires, riots, escapes, storms, floods, earthquakes and suicides by hanging.

A. Fires.

1. Cause of fire.

a. Accumulated goods.

(1) Papers, waste papers, oil rags, various kinds of oils, embers, paints, wood shavings, etc.

(2) Defects in structure.

(a) Damages of electric wirings.

(b) Motors, electric stoves, irons, and switches.

(c) Heating equipment.

- (d) Boilers.
- (3) Carelessness.
 - (a) Matches, cigarettes, and gas.
- (4) Intentional.
 - (a) Incendiarism for the purpose of disturbance or escape.
 - (b) For revenge.
 - (c) For obliteration of crimes.
 - (d) By mentally-deranged persons.

2. b. Prevention.

- (1) Control of fire.
 - (a) Boilers, buried fire, remaining fire, fire used for work (blacksmith, tinsmith portable range, laundry iron, glue melting, welding, disinfectant room, rubbish burning room), drying room, and fire disposal box buried inside factory or underground outside of doorway.
- (2) Inspection of electrical equipment.
 - (a) Electrical wirings, motors, electric irons, electric stoves, and switches.
- (3) Control of combustible goods.
 - (a) Matches and carbides.
- (4) Control of ignitable goods.

(a) Gasoline, benzine, petroleum, laquer, gas, machine oil, rubber, celluloid, oil rags, and various kinds of oil.

(5) Disposal of inflammable goods.

(a) Cloth scraps, cotton, clothing, wood shavings, sawdust, papers, waste papers, and leather scraps.

3. Alarm system.

a. Train whistle--intermittent sound, 4 times.

b. Gongs, electric bells, and whistles.

c. Emergency summons.

(1) Squad system--unit of 5 to 8 persons.

(2) Relay system--use of cards.

(3) Notification for conception of duties.

d. Fire-fighting.

(1) Hand-pump squad.

(a) Officials' squad--21.

(16 persons to work the pump, 2 for the nozzle, 2 for the hose, and 1 leader.)

(b) Prisoners' squad--20.

(Same as above, excluding the leader.)

(2) Gasoline-pump squad.

(a) Officials' squad--7.

(2 persons for the engine,

2 for the nozzle, 2 for the hose,
and 1 leader.)

(b) Prisoners' squad--6.

(Same as above, excluding the
leader.)

(3) Rescue squad--10.

(a) Rescue of invalids, cripples,
and aged. (Relief nets, manage-
ment of stretchers.)

(4) Defence squad--30.

(a) Destruction work of neighboring
buildings.

(b) Carrying out of documents and
commodities. (Documents con-
cerning prisoners' personal his-
tories, administration docu-
ments, prisoners' evidential
goods, food supplies, clothing,
and other commodities.)

(5) Training.

Instructions given until com-
plete knowledge is attained for hand-
ling of hand-pumps, gasoline-pumps,
and hoses.

4. Emergency commodities.

Inspection and care should be made twice
a month for pumps, fire extinguishers, water-bag,

fire-hooks, ladders, axes, hammers, saws, water-containers, water buckets, poles, flashlights, handcuffs, ropes, gasoline (five (6) gallons at the least), etc.

5. Guard.

a. Gate-duty.

- (1) Increase of officials for receiving officials arriving for duty and prisoners' callers.

b. Watch for vicinity of outer fence.

- (1) Prevention of unlawful intruders and watch for escapees and prisoners walking alone.

c. Refuge preparation.

- (1) Designation of place of refuge.
- (2) Preparation of flashlights, handcuffs and ropes.
- (3) Refuge preparation for prisoners.
(Emergency exits, opening of doorways, and opening of prison facilities.)

d. Consideration for cooking.

- (1) Food supplies, cooking utensils, and fuel.

e. Caution for boilers.

- (1) Release of steam (pressure to be less than 15 pounds).

f. Management of power cables.

- (1) Severance of transmission cables
(indoor wirings, switches).

B. Escapes.

1. Prevention.

a. Maintenance of best structures.

(1) Cells.

(a) Locks.

- (b) Prevent corrosion of wire-nettings on windows and iron bars (prohibition of using wet rags and towels, and sprinkling of water).

- (c) Dryness of floors and panels (condition of nails and dampness).

- (d) Prevention of damages in vicinity of latrines.

- (e) Prevent corrosion of cell doors, ventilation holes, meal supply holes, observation holes and hinges.

- (f) Blockade of emergency exits and doorways.

(2) Factories.

- (a) Blockade of doorways.

- (b) Prevent closeness of wall and prisoner's seat.

- (c) Completion of iron bars, walls,

- and discharge holes in latrines.
 - (d) Adjustment of material warehouse and manufactured goods warehouse.
 - (e) Observation of tool sheds and comparison with records.
 - (f) Designation of responsible persons for handling of materials, manufactured goods and tools.
- (3) Outside work.
- (a) Position of guard-post.
- (4) Bath room, exercise ground, reception room, church, medical examination room, and investigation room.
- (a) Locks for doorways and waiting rooms.
 - (b) Perfection of walls near rooms.
- (5) Inner and outer fences.
- (a) Blockade of doorways.
 - (b) Prohibition of neglect of goods.
 - (1) Chairs, stands, bamboos, lumbers, metals, ropes, and locking of warehouses.
- b. Loyal workers.
- (1) Loyal enforcement of cell, factory, patrol, watch, gate-watch, and

inspection (physical and cell)
duties according to regulations.

- (2) Supervision of various posts.
- (3) Close attention.

Example: Discovery of neglected rope.

Appropriate disposal made after immediate investigation of source, presumption of source according to component (hemp, cotton, straw, cloth scrap, net, paper, etc.), person handling it, course taken for bringing it out, and its object.

c. Appropriate treatment.

(1) Character investigation.

(a) Based on character and points according to regulations for character investigation.

(b) Moderation of mental and physical inconveniences according to work imposed and individual treatment.

(2) Respect of character.

(a) Respect of prisoners' individual characters and not overstep limitation designated by liberal punishment.

(3) Elimination of unnecessary agonies.

- (a) Prohibition of additional physical punishments by officials.
- (b) Prohibition of prisoners' lynch.
 - (i) Impartiality in appointing leaders, janitors, tool clerk, supply clerk, etc.
 - (ii) Classified confinement.
(Kind and number of crimes, age, and character.)
- (4) Enforcement of interviews with the Warden.
 - (a) Opportunity for liberal appeal concerning treatment and others.
 - (b) More than once a week.
- (5) Unprevention of prisoners' appeals to the Minister.
 - (a) Opportunity given at all times.
- (6) Handling of sick prisoners.
 - (a) Sympathetic treatment for physical disturbances.
 - (b) Enforcement of physician's health examination (more than once in 30 days for prisoners under 18 years of age, and more than once in 3 months for adults).
- d. Inspection of inserted goods.
 - (1) Food supplies.

- (a) Inspections made for contents of
canned and bottled goods.
- (b) Inspection of containers.
- (2) Clothing and bedding.
 - (a) Inspections made for seams, col-
lars, sleeves, inner cotton, and
underarms.
- (3) Books.
 - (a) Inspections made of covers and
marks inside books.
- (4) Medicines and nutritions.
 - (a) Inspections made of coverings
and contents.
- e. Prevention of prisoners' conspiracies.
 - (1) Exercises for solitary confinement
prisoners should be made at indivi-
dual grounds, while those made at
other outdoor grounds will not ex-
ceed ten in number at one time with
distances of two meters each.
 - (2) Prohibition of group assembly with-
out appropriate reasons.
 - (3) Prohibition of direct giving or re-
ceiving of commodities. They should
go through the hands of officials
without fail.
 - (4) Prevention of connections by secret
writing.

f. During escort.

(1) Inspections made for condition of handcuffs, etc.

(a) Inspection of handcuffs. (Example: During long trips, one hand is freed before meals and the handcuffs replaced again upon completion. However, inspection for their perfection should be made from time to time.)

(b) Inspection of ropes.

(i) As use of ropes differ for single, two, three and four prisoners, frequent trainings will be made to ensure thoroughness.

(ii) Trainings made more than once a week.

(2) Use of latrines.

(a) Special rigid observation made of prisoners using latrines during train rides.

(3) Prevention of approach with general citizens.

(4) Caution made for not falling into ruse.

(a) Habit should be formed for making