

Alcatraz: Inmate Regulations, 1956

Note: These "Institution Rules & Regulations" were in effect at the United States Penitentiary, Alcatraz, during Warden Paul J. Madigan's administration (1955-1961). They were issued to all inmates in the form of a typewritten booklet to be kept in the cell.

U.S.P., ALCATRAZ

REVISED 1956

INMATE Reg. NUMBER, _____

This set of Institution Regulations is issued to you as Institutional Equipment. You are required to keep it in your cell at all times.

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REGULATIONS FOR INMATES U.S.P., ALCATRAZ

This booklet is issued for the information and guidance of inmates of the U.S. Penitentiary, Alcatraz, California. It outlines the Institution's routines and explains what is expected of you in the matter of conduct and work. You are expected to learn and obey the rules and to perform your assigned work to the best of your ability.

1. GOOD CONDUCT means conducting yourself in a quiet and orderly manner and keeping your cell neat, clean and free from contraband. It means obeying the rules of the Institution and displaying a co-operative attitude. It also means obeying orders of Officials, Officers and other employees without delay or argument.
 2. GOOD WORK RECORD means the reputation you establish as a willing, capable workman, doing your best at whatever work you are told to do.
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3. YOUR GOOD CONDUCT RECORD AND YOUR GOOD WORK RECORD will be reviewed every time you are considered for work assignments, cell changes, and disciplinary action.
 4. STATUTORY GOOD TIME, MERITORIOUS GOOD TIME AND INDUSTRIAL GOOD TIME are types of reduction in sentence which can be earned only by inmates who establish and keep a good conduct record and a good work record.
 5. PRIVILEGES. You are entitled to food, clothing, shelter and medical attention. Anything else that you get is a privilege. You earn your privileges by conducting yourself properly. "Good Standing" is a term applied to inmates who have a good conduct record and a good work record and who are not undergoing disciplinary restrictions.
 6. DISCIPLINARY ACTION may result in loss of some or all of your privileges and/or confinement in the Treatment Unit.
 7. TREATMENT UNIT is the segregation section of the Institution where privileges may be restricted to a minimum.
 8. PROSECUTION IN THE U.S. DISTRICT COURT in addition to Institutional disciplinary action may result if you commit any serious offense such as assault, escape, attempt to escape, rioting, destruction of government property, etc.
 9. FORFEITURE OR WITHHOLDING OF EARNED GOOD TIME, STATUTORY OR INDUSTRIAL, in addition to disciplinary action and/or prosecution in the District Court, may result if you become involved in any serious misconduct.
 10. RESTORATION OF FORFEITED OR WITHHELD GOOD TIME will not be recommended unless you can show at least one year of better than average good conduct and good work when you are called for your annual Classification Hearing.
 11. TRANSFER TO OTHER FEDERAL INSTITUTIONS will not be recommended unless you can show a better than average good conduct record for several years at this Institution.
 12. RECOMMENDATION FOR CLEMENCY FOR MILITARY PRISONERS will not be made unless they can show better than average good conduct and good work records for several years at this Institution.
 13. YOUR COMMITTED NAME AND REGISTER NUMBER are used as a means of identification. You will be addressed by your surname (last name) only. Your register number is also used as the laundry mark on your Institutional clothing.
 14. COMMENDATORY REPORTS may be submitted by Officers who observe your behavior and find it better than average. Such reports are filed and help you to establish a good record.
 15. DISCIPLINARY REPORTS may be submitted by Officers who observe your behavior and detect violations of the Institutional regulations. If you are interested in keeping a good record, you should conduct yourself according to the rules.
 16. CONTRABAND. Anything found on your person, or in your cell, or at your work place, which was not Officially issued to you, or Officially approved and purchased by you, and Officially listed on your property card, will be classed as contraband. Possession of contraband of any sort is a serious³³ offense and will result in disciplinary action. If you steal anything from other inmates or from employees, or from the Institution, you will be punished.
 17. ATTEMPTING TO BRIBE EMPLOYEES by giving, or promising to give them anything, is a serious offense. You must not give or sell or receive or buy anything except through the Official channels.

18. THREATENING, RIDICULING, OR ATTEMPTING TO INTIMIDATE OR ASSAULT OFFICERS, OFFICIALS, EMPLOYEES OR VISITORS is a very serious offense.

19. TRADING, GAMBLING, SELLING, GIVING, OR LOANING your personal property or your government issue items or services, or contraband of any kind is a serious offense. You are expected to keep the things that are legitimately in your possession. If they are found in another inmate's possession, disciplinary action will result for both parties. If anything is stolen from you, report the loss to the Officials as soon as possible.

20. RECREATION. As a general rule, you will work eight hours a day, five days a week, with Saturdays, Sundays and Holidays devoted to recreation. Movies are shown twice each month. Exercise Yard activities include baseball, handball and various table games. Newly arrived inmates are kept in Quarantine Status for 30 days and are not allowed recreation during that period.

21. WORK. You are required to work at whatever you are told to do. Usually your first assignment will be to temporary maintenance jobs around the cellhouse. Other maintenance jobs include the Culinary Unit, the Clothing and Bath Room, the Library, and the Yard Detail. By doing good work on your maintenance assignment you earn Statutory Good Time. You may also qualify for additional Meritorious Good Time and/or pay, if your work and behavior are outstandingly good and are of outstanding value to the Institution. If you make a better than average work and conduct record while on your maintenance job, you may be considered for an assignment to a Federal Prison Industry Shop where you may earn Industrial Good Time and pay in addition to your Statutory Good Time.

22. LOAFING, LOITERING, VISITING, OR UNAUTHORIZED ABSENCE FROM WORK will result in disciplinary action, and may result in loss of your job, and withholding of, or forfeiture of, good time.

23. YOUR CONSTRUCTIVE SUGGESTIONS OR LEGITIMATE COMPLAINTS if made by you to the proper Officials, will receive careful consideration. However, if you make groundless complaints for the purpose of creating dis-satisfaction and/or stirring up trouble; or if you agitate' or rib' yourself or others into trouble, you will be subject to disciplinary action.

24. INTERVIEW REQUEST SLIPS may be obtained from the Cellhouse Officer. When you wish to ask an Official for information, for an interview to request some service or when you want to make a constructive suggestion or a legitimate complaint -- use an interview slip. Instructions are printed on the slips.

25. MONEY. You are not allowed to have money of any kind in your possession while in this institution. Use of cigarettes or other items as jail money' is forbidden. Your earnings and whatever funds you brought with you, or which may be sent to you by approved correspondents, will be kept on deposit for you in the Prisoner's Trust Fund.

26. PRISONER'S TRUST FUND is operated like a savings account in a bank, except that it does not draw interest. With the approval of the Associate Warden, you may authorize the withdrawal of funds from your account for legitimate purposes such as the payment of attorney's fees and/or purchase of text books and educational materials. You are required to save a part of what you earn, and may contribute part of your earnings to dependents.

27. THE PRISONER'S MAIL BOX in each Institution is designed to provide any inmate an opportunity to write directly, without inspection by institutional authorities, to the Director of the Bureau of Prisons, the Attorney General, the Parole Board, the Surgeon General, Federal Judges, Department of Justice Officials, and in the case of military prisoners to the Secretary of War or Navy, or the Judge Advocate General, or the Adjutant General, regarding any matter of importance to the individual, to the inmate group as a whole, or any matter of importance affecting the institution and its personnel or Officials. The Prisoner's Mail Box is open to all inmates regardless of their status. See Section #41.

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28. DAILY ROUTINE:

7:00 A.M. Weekdays . . . 7:15 A.M. Saturdays, Sundays & Holidays:

Morning wake-up bell. See Section 30 for instructions in making bed, policing cell, etc.

7:20 A.M. Weekdays. . . 7:50 A.M. Saturdays, Sundays & Holidays:

Count Bell. Stand up by your cell door, facing out, remain there until the bell signal sounds again, indicating the count is correct. Absolute silence must prevail during all counts.

7:30 A.M. Weekdays. . . 7:50 A.M. Saturdays, Sundays & Holidays:

Breakfast. When your door opens come out promptly and proceed in single file to the Dining Room in a quiet orderly manner. Do not change places in line by moving forward or backward. You may carry books and magazines to the library exchange table but do not carry books or anything else to exchange with other inmates nor put anything in other inmates' cells.

The Officer at the tray-dispenser cart will direct you to file past the steam table to the right or left, as he sees fit, to balance the lines. You must follow his instructions without question. See Section #33 for other Dining Room Rules.

Upon returning to your cell after breakfast, tidy up your cell, placing all trash in your wastebasket. Place this basket outside the cell door at the first opportunity so that orderlies may empty it. If you leave the building for work or recreational activity, put on appropriate clothing. Caps are not worn inside the cellhouse at any time.

8:00 A.M. Weekdays: Outside Work Call.

Industries and other outside details will proceed in single file through the rear cellhouse door to the yard.

In rainy weather, all outside workers are called out by details. Remain in your cell until your detail is called, then proceed promptly to the West End of the cellhouse. Your detail officer will escort you as quickly as possible to your place of work.

In fair weather, or when it is not raining too hard, details will remain on the Yard until the Lieutenant gives the signal to line up. You will have a few minutes to smoke and converse. When the line-up bell rings, move promptly to your proper place in your detail and face the South wall. Smoking is not permitted between the Yard and your place of work. Your detail officer will give the signal to proceed through the rear gate to the Work Area. Move in single file.

Laundry workers will turn right at the ramp and enter the Laundry. Gardeners and incinerator operator will wait at the Garden Area Gate. If you work in a lower-level shop or outside, proceed to the lower level and stop at the designated lines. Form a column of Twos and await the signal from your detail Officer to proceed.

When you reach your place of work, change in to your work clothes and go about your work as directed by your detail Officer or Foreman.

Smoking is permitted in the shops except where there is some hazardous condition. Smoking is a privilege. Be very careful about putting matches and butts in the butt-cans.

8:25 A.M. Count Bell on Saturdays, Sundays & Holidays.

8:30 A.M. Saturdays -- Main Line Bath. (See Section #29)

9:25 A.M. Saturdays -- Count Bell.

9:30 A.M. Saturdays -- Yard. (See Sections #37 & #42)

8:30 A.M. Sundays -- Religious Services. (See Sections #40 & #48) 8:40 A.M. Sundays -- Yard.

8:30 A.M. Holidays -- Yard.

8:40 A.M. Weekdays: Inside details will proceed directly and quietly to their places of work. They will confine their activities strictly to their assigned duties and upon satisfactory completion of these duties will return directly and quietly to their cells.

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Culinary Detail inmates have a special schedule of work and recreation hours.

11:35 A.M. Weekdays: Outside details will stop work, check in tools, wash, change clothing and prepare for return to the cellhouse.

11:45 A.M. Weekdays: Outside details leave shops on signal and proceed in column of twos to the cellhouse. Do not carry on loud and boisterous conversations. Do not jostle or indulge in horseplay with others.

YOU MAY BE STOPPED AND SEARCHED AT ANY TIME. DO NOT ATTEMPT TO CARRY CONTRABAND. . 11:50 A.M. Weekdays: COUNT BELL.

12:00 Noon. Saturdays, Sundays & Holidays -- Return to cellhouse from recreation Yard. Line up in Yard according to cell block and gallery area and proceed to the cellhouse on signal.

12:00 Noon. Weekdays: Dinner.

12:10 P.M. Saturdays, Sundays & Holidays: COUNT BELL.

12:15 P.M. Saturdays, Sundays & Holidays: Dinner.

12:30 P.M. COUNT BELL.

12:35 P.M. SICK CALL. See Section #36.

INTERVIEWS: You will be notified if you are scheduled for an interview with any Official. See Section #24.

1:00 P.M. Weekdays: Outside Work Call. Same as A.M. Routine.

1:00 P.M. Saturdays, Sundays & Holidays: COUNT BELL.

3:10 P.M. (TUESDAYS ONLY): Return to cellhouse for Tuesday bathline.

3:25 P.M. COUNT BELL. (Tuesday only).

3:30 P.M. Bath lines -- Tuesday Only.

3:30 P.M. Weekdays. (Other than Tuesday) Yard recreation period ends. Return from recreation area. 4:10 P.M. Stop work on outside details.

4:20 P.M. Outside details leave shops to cellhouse. 4:35 P.M. COUNT BELL.

4:40 P.M. Supper.

5:30 P.M. COUNT BELL. Final Lock-up Count. SATURDAYS, SUNDAYS & HOLIDAYS:

3:45 P.M. Return from Yard.

3:55 P.M. COUNT BELL.

4:00 P.M. Supper.

4:40 P.M. COUNT BELL. Final Lock-up Count.

RECREATION PERIODS: Saturdays: 9:30 A.M. to 12:00 Noon: 1:15 P.M. to 3:40 P.M. Sundays:

8:40 A.M. to 12:00 Noon: 1:15 P.M. to 3:40 P.M.

Holidays : 8:30 A.M. to 12:00 Noon: 1:15 P.M. to 3:40 P.M.

Movies are shown twice monthly on Sundays and Holidays in the afternoon.

29. BATH ROOM RULES: Bathing and laundry exchange are scheduled for mainline bath inmates every Tuesday afternoon and Saturday morning. Items of clothing will be exchanged as follows:

TUESDAY:

1 handkerchief
 3 pairs of socks 1 face towel
 1 sheet
 1 pillow case
 1 lt. undershirt
 1 shorts or drawers

SATURDAY:

1 handkerchief
 3 pairs of socks
 1 face towel
 1 B & W pants
 1 blue shirt
 1 lt. undershirt
 1 shorts or drawers

When you go to the bathroom you will display all items of soiled clothing before the inspecting Officer. You will then deposit this clothing in the proper hampers and take your bath. You are expected to bathe in a reasonable length of time. Go to the issue window and draw your clean clothing. Check each item. Minor repairs and replacements will be made immediately, if possible. If this cannot be done, the Clothing Room Officer will take your name and number and place you "on call."

Special issues of clothing and equipment will not be handled during bathline. Give your name and number to the Clothing Room Officer and he will place you "on call" for these special items. Do not carry blankets, coats, shoes or other articles to the bath room. Special arrangements are made for collection and laundering of woolen articles and for the repair of shoes.

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CULINARY DETAIL BATH LINES: The culinary details will bathe on Mondays, Wednesdays & Fridays, in two groups as designated by the Steward. Each group will go to and from the bathroom in a body. When the first group has finished bathing and returned to the Culinary department or to their cells, the second group will proceed to the bathroom. Exchange items and days will be as follows:

MONDAYS:

1 Face towel
 1 pr shorts
 2 pairs of socks
 1 lt undershirt
 1 white pants
 1 white pants
 1 handkerchief

WEDNESDAYS :

1 face towel
 1 pr shorts
 2 pair socks
 1 lt. undershirt
 1 white pants
 1 white shirt
 1 handkerchief
 1 sheet

FRIDAYS:

1 face towel
 1 pr shorts
 2 pair socks
 1 B & W pants
 1 blue shirt
 1 heavy undershirt
 1 lt. undershirt
 1 white pants

1 white shirt
1 handkerchief

On Wednesdays and Fridays, Culinary inmates will draw those other supplies which are issued to the Mainline on Tuesdays & Saturdays.

30. CELLHOUSE RULES. Caps are never worn in the cellhouse. You may smoke in your cell, in the Library or in A-Block, but not elsewhere in the cellhouse. **DO NOT SMOKE OR CARRY LIGHTED CIGARETTES OR PIPES ON THE GALLERIES OR FLATS IN THE CELLHOUSE AT ANY TIME.** WALK -- DO NOT RUN when moving from one place to another.

Upon entering the cellhouse, remove your cap and walk directly and quietly to your cell. Loud talking, loitering or visiting on the galleries, stairs or aisles is not permitted. Don't enter any other inmate's cell at any time.

When you talk in the cellhouse, talk quietly. Don't create a disturbance. Keep your cell neat and clean and free from trash and contraband. Keep your property neatly arranged on your shelves, as shown in the cell diagram on Page #8 [not included here]. Don't leave things stacked on the bars or on your folding table and seat. Don't paste or tack anything on the walls or shelves in your cell. Keep the floor and the bars of the cell-front free from dust and dirt. The only articles permitted on the cell floor are shoes, slippers, trashbaskets, drawing boards and musical instruments.

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Your cell is subject to search at any time. Contraband items found in your cell will be confiscated and a disciplinary report will be placed against you for possession of same.

Any dangerous articles such as money, narcotics, intoxicants, weapons, or tools, found in your cell or on your person, that could be used to inflict injury, destroy property, or aid in escape attempts will result in disciplinary action and possibly U.S. District Court action. The presence of articles of this nature on your person or in your cell will be considered evidence of intent to use them for unlawful purposes. "Extra" razor blades are classed as dangerous weapons.

At the wake-up bell in the morning you must get out of bed and put on your clothes. Make up your bed properly (as shown in the diagram on Page #8) with your pillow at the end near the bars, blankets tucked neatly under the mattress, and extra blankets folded neatly at the foot of the bed. Sweep your cell and place the trash in the trash basket. Don't attempt to flush trash down the toilet. Don't sweep trash or dirt out onto the gallery or off the gallery.

At 9:30 P.M. lights out, retire promptly. All conversations and other noises must cease immediately. Keep your person, clothing, bedding, cell equipment, toilet articles, personal property, library books, etc., clean and in good order at all times. You must not mark or deface your cell, library books, furniture, equipment or fittings of the institution. Do not throw anything from your cell at any time.

Advise the cellhouse Officer when you need hot water and a mop to clean your cell. You will be required to remain in your cell and clean it whenever it is reported for being dirty.

Loud talking, shouting, whistling, singing or other unnecessary noises are not permitted. You are permitted to hold QUIET conversations and to play games QUIETLY with your adjoining neighbors ONLY.

Do not tamper with the electric outlets or radio fixtures in your cell. If they do not operate properly, notify the Cellhouse Officer.

Your cell light must be turned out when you leave your cell except when you go to meals. **LEAVE YOUR CELL LIGHT BURNING WHEN YOU GO TO MEALS.**

[cell diagram]

A - 12 Books (Maximum) B - Personal Papers

C - Paint Box etc.

D - Radio Headphones

E - Ash Tray & Tobacco

F - Extra Soap

G - Mirror

H - Toothpowder

I - Razor & Blades

J - Shaving Brush

K - Shaving Mug

L - Drinking Cup

M - Face Towel

N - Bathrobe

O - Raincoat

P - Calendar

Q - Coat & Cap
 R - Soap
 S - Sink Stopper
 T - Cleaning Powder
 U - Toilet Tissue
 V - Extra Shoes & Slippers

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W- Musical Instrument/Case X - Broom

Y - Trash Basket

Z - Extra Blankets

N.B. Extra Blanket is to be folded neatly at foot of bed. Pillow at the head of the bed toward the bars. Blankets are to be tucked in under the mattress. Shoes, slippers and musical instruments & cases are to be under the bed with the shoes or slippers under the leading edge of the bed.

No fires are permitted in the cell for any purpose whatsoever. Do not attempt to heat water in your cell. Cell changes are made only on the approval of the Associate Warden. Submit a written request to the Cellhouse Officer who will forward it to the Associate Warden for consideration.

Each inmate is given a property card on which the cellhouse Officer has listed all his personal property. UNLISTED articles which are found in your cell will be confiscated and considered as contraband. At no time will you change or alter your property card. The cellhouse Officer will list any authorized additions to your card. In addition to the personal property listed on your property card, you are allowed the following articles in your cell:

CELL ISSUE EQUIPMENT 2 shelves

2 sheets stationary

2 envelopes

1 can cleanser

3 pencils

1 Radio Headset

1 sink stopper

1 75-watt light bulb

4 wall pegs

1 whisk broom

1 lamp shade

1 set INSTITUTION REGULATIONS

1 roll toilet tissue

1 drinking cup

1 ash tray

2 cleaning rags

1 wastebasket

NO SPECIAL SHELVES, BOXES, DESKS OR PICTURE FRAMES WILL BE ALLOWED BEDDING

2 Mattresses (Maximum)

2 sheets

2 pillows

1 to 4 blankets

2 pillow cases (if 2 pillows]

TOILET ARTICLES

1 shaving cup

2 razor blades

1 safety razor

1 cake soap

1 comb

1 shaving brush

1 pair nail clippers

1 mirror

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1 can toothpowder

1 face towel

1 toothbrush

1 cake shaving soap

You will keep your property card listing your personal property, above your cell door behind the locking mechanism.

31. CLASSIFICATION, PAROLE, EDUCATION AND SOCIAL MATTERS: At this institution, these functions center in the Parole Office and you are free to request an interview with the Parole Officer when problems arise concerning these matters.

CLASSIFICATION: You will be reclassified each year shortly before or during the month of your parole eligibility date (except military prisoners who are reclassified just prior to their military annual review dates) and you will be given an opportunity to appear at the Classification Committee meeting to present any problems you may wish to discuss with the Committee.

PAROLE: A few months before your Parole Eligibility Date, you may file an application for a parole hearing. If you do not choose to file at that time, you may sign a waiver. This waiver will not interfere with your right to file for a hearing at a later date.

EDUCATION: Although there are no school classes at this institution, limited facilities are provided for cell study of books available from the library or from correspondence schools. Library rules are listed in Section #45.

SOCIAL MATTERS: If you have social problems outside the institution, such as correspondence problems, you are free to request an interview with the Parole Officer. The Parole Officer will also help you with the development of your release plans.

32. CLOTHING: The standard inmate uniform for all normal activities inside the cellhouse consists of: blue chambray shirt, Blue & White (B&W) trousers, web waist belt and issue shoes. This uniform is worn at visits, interviews, meals, movies, etc. Your shirt will be buttoned except for the top collar button. The sleeves will be rolled down and buttoned. Your belt will be worn with your register number in plain view, at the center of your back.

You are required to wear this standard uniform to and from outside work or the Recreation Yard, but you may add to it your cap, jacket, coat or raincoat. You may wear tennis shoes to the Recreation Yard only.

You will wear your robe and slippers or shoes when going to and from bath.

You are not allowed to change or alter any of your issue clothing. Keep your clothing neat, clean and in good repair at all times.

Special work clothing is issued for work details. This special clothing will be kept at the place of work and will not be brought to the Yard or cellhouse.

Culinary inmates wear a special work uniform consisting of white cap, white shirt and white pants. This uniform is issued for work only but is worn between the cell and Culinary Unit. Culinary workers are cautioned to be wearing their complete uniform with all buttons except the top collar button fastened before leaving their cells to go to work.

INMATES WILL BE ISSUED ON ARRIVAL: 1 B & W Pants

1 Cap

1 wool coat

1 Blue shirt 1 belt

1 pr shorts

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1 bathrobe

3 pairs socks

2 handkerchief

1 Rain coat

2 pairs shoes

1 wool undershirt (on request)

1 pair slippers

1 lt undershirt

AUTHORIZED EXTRA CLOTHING ISSUE:

Culinary workers: 1 white shirt: 1 white cap: 1 white pants.

Barbers: 1 white shirt.

Office Orderlies: 1 white shirt.

Passmen: 1 white shirt: 1 white pants.

Hosp. Orderlies: 1 white shirt: 1 white pants.

When they are available, heavy undershirts may be issued upon request to the Clothing Room Officer. They are issued on the call-out list after the Saturday bath. Heavy undershirts are worn for a full week and are not exchanged on Tuesday bath line.

Clothing issue, replacement and repair are scheduled during Saturday bathline. Inspect your issue clothing when you receive it. Make certain that you have your own clothing and that all of it is in the lot. Report immediately any discrepancies to the Clothing Room Officer and tell him of your

needs for replacement or repairs. If the service cannot be provided immediately, you will be recalled after the bathline for attention.

If you damage your clothing accidentally during the week, notify the Cellhouse Officer and you may be permitted to go to the Clothing Room for repairs or an emergency issue.

33. DINING ROOM RULES: Meals are served three times a day in the dining room. Do not exceed the ration. Do not waste food. Do not carry food from the dining room.

Wear standard uniform. (See Section #32).

Conduct yourself in a quiet, orderly manner. You may converse in normal tones with persons near you. Boisterous conduct will not be tolerated in the dining room.

Observe the ration posted on the menu board and take all that you wish to eat within the allotted amounts, but you must eat all that you take.

You may go to the coffee urn on your side of the dining room only when no other inmate is there.

Do not go to the urn for the purpose of visiting with others.

Do not pass or exchange food, cigarettes, notes or any other items anywhere in the dining room.

You will be given ample time to eat but no loitering will be permitted.

Shortages of silverware at the table must be reported to the Officer immediately before beginning to eat.

After you have finished eating, place your silverware in the right hand compartment of your tray.

Empty bread, cake or pie trays and pitchers will be passed to the end of the table toward the center of the Dining Room. Inmates seated at that end of the table will arrange them for inspection by the officer assigned to the table.

When all inmates on a table have finished eating, the inspecting Officer will give the signal to rise and leave the dining room. Proceed in single file directly to your cell. Enter your cell without delay.

Do not loiter or visit on the galleries. Do not enter another inmate's cell at any time. Cell door will be locked as soon as you enter your cell.

34. HAIRCUTS AND SHAVES: Haircuts will be of regulation type. You are not permitted to wear your hair in an unusual manner or have any special haircut except as authorized by the Associate Warden.

You will be placed on call for a haircut approximately every three weeks. You will be told when you are scheduled for it.

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You may be allowed to go to the Recreation Yard after your haircut if you are in good standing.

You will shave in your cell. Razor blades are exchanged each Saturday by the Evening Watch Officer. Two new blades are issued in exchange for your two old blades. Failure to account for both of your blades at any time will result in a disciplinary report. Loss of a razor blade must be reported to the Cellhouse Officer immediately. Do not wait until issue night to report the loss. You must be clean shaven at all times. No special beards, mustaches or goatees are allowed.

35. INTERVIEWS: If you wish an interview with the Warden, Associate Warden, Captain, or other Official, submit a written request slip stating briefly what you wish to discuss and give the request slip to the Cellhouse Officer. You will be notified when to remain in your cell for the interview.

36. MEDICAL ATTENTION: Medical attention is available to all inmates. A member of the Hospital Staff conducts a daily Sick-Call line in the Cellhouse at about 12:30 P.M. To attend sick-call, proceed directly to the West End of the Cellhouse and stand quietly in line until called. After consultation, return directly to your cell. Do not loiter or visit on the gallery. If you become ill at any time, notify an Officer and you will receive medical attention. Do not make unnecessary disturbances. When you receive a medical lay-in, you will remain in your cell except for religious services, meals and movies. If you are notified by the Medical Officer at sick-call to remain in your cell for Hospital call-out, you must do so. You are allowed to keep in your cell only those medications issued to you by the Hospital Staff. Empty and unused bottles are to be returned to the West End desk. No medications will be kept in your cell longer than 30 days.

37. MOVEMENT OF INMATES: All inmate movements will be by block and galleries, to yard, work, meals, sick-line, band room and bathline. Movements will be from cells to West End of the Cellhouse and then to destination. Movements to picture shows and Religious Services will be from cells to East End of cellhouse and then to Auditorium. All movements from yard will be by galleries. Inmates will line up by cellblocks and galleries in the designated areas on the yard and proceed to the cellhouse as called by the Yard Officer. While awaiting the signal for your gallery to

come in, do not wander around in other gallery lines, or indulge in scuffling or jostling with others. Industries and other "outside" details will return to the cellhouse without lining-up in the yard.

38. SUPPLIES: Toilet tissue, matches, soap, cleanser, etc., will be issued on Tuesdays and Saturdays during

bathlines. Writing paper and envelopes are issued only on Tuesdays. Toothpowder will be issued on either of the bathdays in exchange for your empty container. Toothbrushes, combs and fingernail clippers will be issued by the Clothing Room Officer, after a proper request slip has been submitted. Your old item must be exchanged for the new item.

39. WORK REGULATIONS: If you are assigned to an Industries shop, go to your place of work as stated in Section #28. Do not leave your assigned station in the shop without permission from your Foreman or Officer.

Work assignments are made by the Associate Warden. If you wish a work assignment or re-assignment, send a request slip to the Associate Warden and state your experience in the type of work you are requesting. Send a separate slip with this information for each job application. Work changes will not be made for trivial reasons. Your request will be considered only on the basis of merit, and then only when a vacancy exists.

When in need of advice regarding your work or work assignment, consult the Associate Warden by interview slip.

The regular work-reports submitted by your superiors, supervisors, foremen, shop Officer or other Official are taken into consideration at all hearings for other matters. Special attention is paid to work reports at your hearings before Board meetings for consideration of restoration of forfeited good-time, transfer, parole reports, clemency and/or work changes.

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Do not take issue with an Officer, foreman, supervisor or civilian employee on account of any order he may issue to you. If it should seem to you that such person is exceeding his authority or abusing his office, do not argue. Follow his instructions and report the matter to the Associate Warden after the duty is performed.

Smoking is permitted in designated areas. If in doubt, ask your foreman or Officer.

Do not carry any unauthorized articles to or from your place of work.

Do not carry work clothing from the work area to the cellhouse.

Removing tools or other articles from your work area is forbidden. Do not loan any tools or other work material to any inmate without the express approval of your superiors.

Immediately report any injury received while at work. If you become ill, report to your foreman.

Do not manufacture any unauthorized or contraband article, nor perform any unauthorized service for yourself or for any other inmate. Do not assist or interfere with another inmate's work except as directed by an Officer or foreman.

40. AUDITORIUM RULES: When preparing to attend religious services or movies, in the Auditorium, you must remove everything from your pockets except your handkerchief and eyeglasses and eyeglass case. All other items will be classed as contraband. There is no smoking permitted in the Auditorium and you are not allowed to wear or carry, caps, coats, jackets, cushions, blankets or pillows. Use the East-End cellhouse stairs when going to and from the Auditorium. Walk quietly and be co-operative if and when you are searched for contraband. Upon arrival at the Auditorium, take the seat assigned. If you have poor vision, and wish to sit in the front seats tell the Officer who is directing the seating. After being seated, remain in your seat until the Officer directs you to leave. Loud talking, pushing or boisterous conduct is forbidden. In general, you are expected to conduct yourself in an orderly manner, with proper consideration for the rights of others.

Leaving the Auditorium before the end of the program is permitted only in emergencies. Quietly notify the Officer in charge and he will permit you to leave. You will not be able to return to the Auditorium. The privilege of attending Religious Services and movies is important to you. This privilege may be withdrawn for violation of the rules.

41. CORRESPONDENCE: Upon entrance to the institution, each inmate will be given a form to fill out, listing the persons with whom he wishes permission to correspond. After approval of the list, inmates may correspond only with the approved correspondents. You will refrain from discussing other inmates or institutional affairs. Violent or abusive letters will not be mailed. Correspondence is limited to two (2) outgoing and seven (7) incoming letters a week. All regular inmate mail will be collected by the evening watch Officer in the cellhouse. Writing materials are issued during the Tuesday P.M. bathline, at the supply table in the clothing room.

SEALED CORRESPONDENCE: As stated in Section 27, sealed correspondence may be addressed to certain Officials. Such letters may be sealed and placed in the special mail box

which is located at the West End of the Cellhouse. You are not required to place any identifying information on the envelope and it will be forwarded to the Bureau without inspection.

SPECIAL HOLIDAY MAIL: In addition to your regular mail privileges you will be allowed to send your Mother an extra letter on Mother's Day. At Christmas time you will be allowed to mail (4) Christmas Cards. You may receive greeting cards only on the following occasions: Christmas, Easter, Father's Day and your birthday.

Inmates will not ask Officers, Officials or civilians to write or post letters for them or receive mail through Officers, Civilians or Officials except when acting in their official capacity.

42. YARD PRIVILEGES: Exercise yard rules:

All inmates in good standing are allowed the yard privilege on Saturdays, Sundays, and Holidays, if the weather permits. In addition, inmates who have completed their assigned tasks, or who have been "laid

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in" by detail foremen, or who have been "held in" for haircut, medical attention, interview or other Official business, may be allowed the yard privilege on weekday afternoons if they are otherwise eligible. Inmates who are "restricted" or who are in "idle" status because they have quit a job, or refused a job, or were removed from a job for disciplinary reasons, are not eligible for weekday afternoon yard.

Inmates held in for dental or hospital call may have yard after their appointments, subject to the Doctor's approval.

Inmates using cushions, tables or other institutional athletic equipment must return the same to the metal detector when recreation period is over.

No gambling is allowed. You may play chess, checkers or backgammon. Authorized card games are Hearts, Cribbage, and dominoes. No card game will be allowed if it is a "draw" type of game or does not use the full deck on the deal.

All card tables will be set up behind the screens at the West-End of the yard. All games will cease immediately when the bell rings for the termination of the yard period. No loitering will be permitted to finish uncompleted hands or games.

43. USE OF TYPEWRITERS: You are permitted to work on your own case or to hire a lawyer to represent you. A typewriter is available if you are able to type. Apply to the Associate Warden for permission. You are not permitted to work on another inmate's case or to give another inmate legal advice or instructions. After you obtain permission to use the typewriter, you will be notified when a machine is available. You will bring all materials to "A" Block where they will be inspected. All typing material, books, papers, etc., will remain in "A" Block until the typing has been completed. All papers will be signed and labeled. One copy of all papers typed shall be made for the Institution records. After the Associate Warden has inspected the papers, your copy will be returned to you.

44. LIBRARY RULES: Each cell contains a catalog which lists all of the books contained in the library. If you do not have a library catalog or library card, address a request to the Librarian to obtain one. Fill out this card with your name, register number and cell location.

(1) To request delivery of library books to your cell, refer to the catalog for the "Call" or identification number of the book you want and place that number on your library card. Place the card on the table at the entrance to the dining room on your way to breakfast. Return books in the same manner.

(2) The library books you request are checked out to you and must be returned within the time limit shown on the DATE-DUE slip inside the back cover of the book. Failure to return the book to the library prior to or on the date due, may result in forfeiture of library privileges.

(3) You are permitted to have not more than three CIRCULATING library books in your cell at one time. Keep your books and magazines neatly arranged on the shelf in the cell when they are not being read. (4) In addition to the circulating books, you are permitted to have a Bible, Dictionary and study books up to a maximum of twelve (12) in your cell at one time. This includes all books, personal, library and study course books. Books beyond the maximum of 12 will be confiscated. A maximum of 24 pamphlets may be kept in your cell at one time. Pamphlets beyond this maximum will be confiscated.

(5) Handle library books carefully. Many of the worn out books, especially fiction books, can not be replaced since they are out of print. You are cautioned not to loan or exchange books with other inmates or to toss books to other tiers or the flag. Defacement, mutilation or destruction of books will be cause for disciplinary action even to the extent of forfeiture of good time.

MAGAZINES: The library subscribes to a few magazines such as the National Geographic and these magazines can be obtained from the library, not by using the library card, but by submitting

a request form. Library magazines must be handled with care and promptly returned to the library for redistribution. Do not remove articles or pictures.

You are permitted to purchase (by subscription) not more than eight (8) magazines from the approved list. Requests for the purchase of magazines are submitted to the Mail Censor using the regular request

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slip. When magazines arrive at the institution, the mail Censor marks your number on them and forwards them to the Library for distribution. Magazines are withdrawn from circulation 30 days after delivery.

MOVIES: Movies are shown twice monthly for inmates in good standing. See the AUDITORIUM RULES in Section #40.

46. MUSIC RULES: Musical instruments may be purchased if approved by the Associate Warden. Guitars and other stringed instruments may be played in the cellhouse in a QUIET manner only between the hours of 5:30 P.M. and 7:00 P.M. No singing or whistling accompaniments will be tolerated. Any instrument which is played in an unauthorized place, manner, or time will be confiscated and the inmate placed on a disciplinary report.

Wind instruments, drums and pianos will be played in the band or Orchestra Rooms on Saturdays, Sundays and Holidays. At no time will you play any wind instrument in the cellhouse. Permission to play instruments in the Band, Orchestra or bathrooms may be granted by the Associate Warden to inmates in good standing. The Band room is a privilege and permission to play there must be requested from the Associate Warden.

A limited number of inmates may be allowed to take musical instruments to and from the recreation yard. Permission must first be obtained from the Associate Warden.

No inmate on "idle" status or on "report" or restricted will be allowed to use the Band Room, Orchestra Room or to take instruments to the yard.

An inmate whose musical privileges have been restricted or revoked shall be removed from all musical lists, and his instrument stored in "A" Block until otherwise authorized by the Associate Warden.

No inmate is allowed to give, sell, trade, exchange, gamble, loan or otherwise dispose of his personal or institutional instrument or to receive such from another inmate.

Institutional instruments may be loaned to inmates in good standing upon the approval of the Associate Warden.

All instruments will be listed on personal property cards. Institutional instruments shall be listed as "On Loan" from the institution, together with the date of the loan and the identification number of the instrument. Surplus parts for musical instruments together with and including extra sets of guitar strings shall be kept in "A" Block. Guitar strings shall be purchased in the regular manner and stored in "A" Block until needed. An old set of strings must be turned in to the cellhouse Officer to draw a new set.

47. RADIO: Radio programs are carefully selected for the enjoyment of all concerned. Protect your radio privileges by conducting yourself properly with consideration for the rights of other inmates during broadcasts.

You are issued a radio headset on the signing of a receipt for the same. Do not tamper with your radio outlets, phones, or other equipment. If they do not work properly, notify the cellhouse Officer quietly. Your headsets are of a "tamper-proof" type. Evidence of tampering with any part of your radio equipment will result in a disciplinary report.

The operator of the radio is not in the cellhouse. Do not shout any instructions, advice or abuse.

Programs are scheduled for the following hours:

Weekdays: 6:00 PM to 9:30 PM

SATURDAYS, SUNDAYS & HOLIDAYS: 1:00 PM to 9:30 PM

Loud laughter, yelling, cheering or clapping will not be tolerated. Your headset must be kept at the rear of the cell when you are out. Do not leave your headset plugged-in when you leave the cell.

Headsets found plugged-in or hanging on the outlet box will be picked up.

48. RELIGIOUS SERVICES: Catholic and Protestant Services are held regularly on Sundays in the Chapel. Jewish Services are held on appropriate occasions. Religious advice and counsel are available by sending a request slip to the Chaplain. The menu board in the dining room will indicate the schedule

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of the Religious Services.

Regular Auditorium Rules will be observed during all Services. See Section #40 for Auditorium Rules.

49. SPECIAL PURCHASES: There is no commissary at Alcatraz. The institution supplies all your needs. You are not allowed to have anything sent to you from home, friends or relatives. You may be allowed to purchase certain items such as text books, correspondence courses, musical instruments, or magazine subscriptions. All such purchases must be listed on your property card by the cellhouse Officer.

After your purchase request is approved, you must sign a withdrawal slip and return it to the cellhouse Officer. If you receive only a part of what was signed for on this withdrawal slip, the balance of the money will be returned to your account. Only those items actually received are charged to you.

All purchases will be entered on your property card. No bartering, trading or giving as a gift of any purchase is allowed. You are not permitted to loan any items to any other inmate nor to borrow from another inmate.

50. TOBACCO AND SMOKING REGULATIONS: Pipe and cigarette tobacco is available from the dispensers at the West-End of the cellhouse. Take what you need for immediate use, not to exceed six packs altogether. Don't hoard tobacco. Don't waste tobacco.

Cigarettes: One pack of cigarettes may be issued to each inmate in good standing, each Monday, Wednesday and Friday evening. Inmates who are restricted or on report will not receive cigarettes. You are not permitted to have more than 3 packs (60 cigarettes) at any one time. If you are found to have in excess of 60 cigarettes at any one time, all will be confiscated and you will be placed on a disciplinary report.

Matches: Matches and cigarette papers are distributed during bathlines. Do not accumulate more than 10 books of matches nor more than two of the 150-paper size books of cigarette papers.

Smoking: Smoking regulations vary for different areas. If in doubt, ask your foreman or Officer. No smoking is permitted in the Cellhouse at any time except within the cells, library or "A" Block. Smoking is not permitted in the dining room or kitchen except for certain areas assigned for kitchen workers. Smoking is permitted in the yard but not between the yard and your place of work.

51. VISITS: You are allowed to receive one visit each month from members of your immediate family or other persons approved by the Warden. Visiting hours are approximately 1:30 PM to 3:10 PM weekdays.

In all personal visits you will confine your talk to personal matters and refrain from discussing other inmates, Institutional matters, etc.

Visits with your Attorney of record may be arranged through the office of the Associate Warden.

52. THE GOOD TIME LAW: Revised Title 18 of the United States Code, effective September 1, 1948, provides in Section 4161 as follows:

"Each prisoner convicted of an offense against the United States and confined in a penal or correctional institution for a definite term other than for life, whose record of conduct shows that he has faithfully observed all the rules and has not been subjected to punishment, shall be entitled to a deduction from the term of his sentence beginning with the day on which the sentence commences to run, to be credited as earned and computed monthly as follows:

Five days for each month, if the sentence is not less than six months and not more than one year.

Six days for each month, if the sentence is more than one year and less than three years.

Seven days for each month, if the sentence is not less than three years and less than five years.

Eight days for each month, if the sentence is not less than five years and less than ten years.

Ten days for each month, if the sentence is ten years or more.

When two or more consecutive sentences are to be served, the aggregate of the several sentences shall be the basis upon which the deduction shall be computed."

Section 4165 provides as follows:

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"If during the term of imprisonment a prisoner commits any offense or violates the rules of the institution, all or any part of his earned good time may be forfeited."

Section 4166 provides as follows:

"The Attorney General may restore any forfeited or lost good time or such portion thereof as he deems proper upon recommendation of the Director of the Bureau of Prisons."

53. GENERAL RULE: Though not mentioned in these rules, any disorder, act or neglect to the prejudice of good order and discipline, and any conduct which disturbs the orderly routine of the institution shall be taken cognizance of by the Warden or his representative, according to the nature and degree of the offense, and punished at the discretion of the Warden or other lawful authority.