BOOK FOR THE GUIDANCE OF JAIL GUARDS OF THE GOA, DAMAN AND DIU JAIL DEPARTMENT

SECTION I

Recruitment Rules

I. The following are the grades of guarding establishment in the Jail Department, both in the Armed and Unarmed guards:

Armed and Unarmed Guards

1. Head Guard — Senior Jail Guards.

2. Guard — Junior Jail Guards.

2. Except in the case of men who have served in the army, every recruit shall be between 18 and 25 years age, of robust constitution and good physique, be least five feet and four inches in height with a chest measurement of 31” (deflated) and must consent to undergo vaccination. Ex-Army, Ex-Navy or Ex-Air Force recruit may be given preference in recruitment.
3. New entrants joining the Department as Guards should possess the following qualifications:

(i) A knowledge of their regional language not lower than 4th Standard.
(ii) Should be able to count easily.
(iii) Preferably should be able to play some games.
(iv) Be smart and tidy in appearance.

The Superintendent should see that men recruited are preferably ex-service men.

They will be entertained on probation in the first instance and those who are found unsuitable should be discharged during the first year of their service.

Family members and relations will not be recruited in the same Prison.

On enlistment the Jail Guards must be warned that they are liable to be transferred to any Prison in the State.

SECTION II

General Conditions of Service

1. Every Jail Guard shall be provided with uniform and he shall at all times, whilst on duty, be properly and cleanly dressed in his
uniform and shall wear his belt. An unarmed guard shall also carry a baton. He shall on no account wear the uniform when off duty.

2. Every Officer (including Jail Guard) for whom quarters are provided by Government shall live in those quarters, and those whom no quarters are provided by Government shall live within such a distance of the Prison as shall from time to time be fixed by the Superintendent.

3. Pay Scales:—These will be sanctioned by Government from time to time.

Promotions

4. (a) Promotion to Head Guards:—Will be by selection from the best types of Guards.

(b) Promotion to Assistant Jailors:—By selection some Head Guards may be promoted as Assistant Jailors.

(c) Promotions to Jailors:—By careful selection some Jailors may be promoted amongst Assistant Jailors.

5. Classification of service into Superior and Class IV.

The following ranks are treated as superior to Guards for all purposes:

1. Jailors.
2. Assistant Jailors.
3. Head Guards.
Training Programme of New-recruits

6. (i) Every Jail Guard who has been entertained in the Jail Department will be required to undergo a course of training for the due performance of his duties.

(ii) The training programme will be of three to six months duration and will ordinarily begin from 1st January, 1st April and 1st October every year.

(iii) The classes will be held as decided by the officer in charge of training.

(iv) At the end of each quarter the Jail Guards will have to appear for examination.

(v) Class Record of each Jail Guards under training shall be maintained and will be used for purposes of assigning value of the result at the examination.

(vi) The officer-in-charge of training shall record the result of the examination at the end of each quarter and necessary entries shall be made in the Class Record. The entries of having passed the examination should also be made in the Service Book of Jail Guard concerned and signed by the officer-in-charge of training.

(vii) The Jail Guard shall get in all three chances to pass the examination. An extra chance may be given by officer-in-charge of training at this discretion. Those who fail thrice shall be discharged from service.
(viii) The maximum permissible time limit to pass an examination will be only of one year and a half from the date on which the term of training starts, immediately after the Jail Guard is entertained in Service.

(ix) Every Jail Guard shall be required to undergo the training from the first quarterly class available immediately after recruitment.

SECTION III

Standing Orders for Jail Guards

Special

1. Jail Guards are liable to prosecution and imprisonment, if—

(1) they wilfully or negligently permit a prisoner to escape;

(2) if they give or attempt to give a prisoner or take out of the Prison, or attempt to take out any article not permitted by the rules;

(3) they bring or attempt to bring any forbidden article into the Prison;

(4) they permit or abet any communication, or attempt at communication, with any prisoner;

(5) they wilfully disobey or neglect any lawful rule, regulation, or order;

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they leave the service without permission, or without giving two months notice;

(7) they wilfully overstay their leave;

(8) they engage without authority in any other employment save Prison duty;

(9) they are guilty of cowardice.

General

2. Jail Guards must make separate representation as regards any grievance. Combined action for any purpose is prohibited.

3. A Jail Guard is responsible for any breach of orders or good discipline by prisoners in charge of others, if knowing of it, he does not at once report the same.

4. Learn all rules and orders.

5. Obey all orders.

6. Be respectful to your superior officers.

7. Do not leave your quarters at any time without leave.

8. Obtain permission for visitors coming to your quarters.

10. The Senior Jail Guard of a block in the residential lines is responsible for the carrying out of all Standing Orders in that block as to cleanliness, etc. the reporting of unauthorised visitors, cases of illness, births and deaths. Dead rats should always be reported.

11. If ill and unable to come on duty, inform the Jailor at once.

12. No Jail Guard shall leave his post for any purpose until relieved.

13. Explain all orders to the relieving officer.

14. Get to the Prison as quickly as possible on hearing the alarm bell.

15. Keep yourself and your uniform clean.

16. Do not wear uniform off duty.

17. Do not sit or lie down when on patrol or sentry duty.

18. Do not take off your belt.

19. Do not leave your baton, hand-cuffs, rifle, bayonet, or ammunition lying about.

20. Do not leave keys lying about.

21. Do not bring tobacco, spirits, charas, bhang, newspapers, book, or writing materials, inside
the Prison. This does not allude to the pencil and note book which a Jail Guard carries for his work.

22. Prevent the introduction of any forbidden article into the Jail.


25. Report any person communicating or trying to communicate with a prisoner.

✓ 26. Never cook your food inside the Prison.

27. Do not get a prisoner to work for you, cook for you, shave or shampoo you.

28. Do not have any transactions or communications directly or indirectly, with the friends or relatives of a prisoner.

29. Take no property or money from prisoners, their friends or relatives.

30. Never allow a casual visitor to a Prison to speak to any prisoner.

31. Never fight or wrangle with other Jail Guards but report the dispute to the Jailor.

32. Take every precaution against escape.
33. Report any plot for escape, assault or emeute.

34. Report defective locks, bars and bolts.

35. Keep your dark lantern shut while on night duty unless you are examining something.

36. Do not tie up your head and ears when on duty.

37. Jail Guards in charge of circles, blocks of cells, wards, yards, factory and extra-mural files, are responsible for:

(1) giving correct totals of prisoners and the number employed on the various industries;

(2) the due exaction of task and good quality of the work;

(3) the proper custody and care of all tools, plant and dead stock;

(4) the discipline of the prisoners;

(5) the cleanliness of buildings and yards;

(6) the locks, bars, bolts and fastenings in their respective charges.

38. Jail Guards in charge of godowns are responsible for the stores placed in their charge and their neat arrangement.
Appeal

39. Appeal against orders passed by the Superintendent lies to the Inspector General Prisons, such appeal must be submitted within one month of the date of the order appealed against.

Prisoners

40. Never strike a prisoner save in self defence.

41. Never abuse a prisoner.

42. Listen patiently to complaints of prisoners and report the same.

43. Treat prisoners kindly but do not let them idle or have forbidden articles.

44. Do not converse with prisoners except in connection with their work or Prison routine duties. Do not discuss official matters in the presence of prisoners.

45. Do not be familiar with prisoners.

46. See that prisoners obey rules.

47. See that prisoners work steadily and complete task.

48. Report short work or bad work.

49. Report any prisoner wasting or stealing any material.
50. Report any prisoner urinating or defecating in any save the appointed place.

51. Report any sick prisoner.

52. Report any weak-minded prisoner.

53. Report any prisoner not eating his food.

54. Report any prisoner going at irregular hours to the latrine.

55. Do not allow any prisoner to drink any water other than set apart for their use.

56. Know the number of prisoners in your charge.

57. Count prisoners on taking over charge and report number to distributing officer.

58. Count and search prisoners in your charge occasionally.

59. Do not allow prisoners to have tobacco, opium, charas or other forbidden articles.

60. Do not allow unnecessary talking, laughing, playing, quarrelling, or indecent behaviour.

61. Do not allow prisoners to steal food, fruit or vegetables.

62. Do not allow any prisoner to leave his work-shed or yard without orders.
63. Do not allow any prisoner to leave file or yard save in-charge of a responsible officer.

64. Do not let a prisoner communicate with another prisoner save as permitted by rules.

65. Make your file march two and two; do not allow any prisoner to struggle.

66. See that prisoners parade and bathe according to order and silently.

67. See that prisoners clothing, bedding, rings, fetters, body tickets, pots and plates are clean.

68. See that prisoners bedding is aired by opening out and expousing to the sun.

69. See that every prisoner has his clothing, bedding, pot and plate and body ticket.

70. See that the prisoners in your charge get their proper allowance of food.

71. See that no food is secreted or stolen, or taken into barracks.

72. Report any tampering with weights and food.

73. Never change a prisoners labour without orders.
75. Never put a prisoner in a cell without orders, unless he is violent, and then report the fact at once.

76. Never change a prisoner's barrack without orders.

77. Never allow a prisoner to be absent at meal times or parades.

78. Report at once if a prisoner is missing.

79. Count and search prisoners carefully at lock-up.

80. Count prisoners carefully at unlocking.

81. Count prisoners in file, standing or sitting.

82. Never count a prisoner lying down if there is not a convict officer responsible within the same barrack. Prisoners in hospital cells who are seriously ill, may be counted lying down.

83. See that convict officers count prisoners properly and check their count.

84. When counting prisoners in cells, make sure the prisoner is present and not dummy under a blanket.

85. Examine locks carefully and taste them with the hand.

86. On taking over charge count prisoners and examine locks and fastening.
Tools etc.

87. Never leave tools, hatches, hammers, etc., lying about.

88. Never leave ropes, ladders, poles, plants or bamboos, lying about.

89. Do not let rubbish lie about.

90. Report all injury to prisoners clothing or property.

91. Count tools at distribution.

92. Count and lock up tools at close of work.

93. Before closing a work-shed, see that no tools, bamboos, ropes, ladders or anything likely to facilitate escape can be reached from the window.

Extra Mural

94. Count prisoners handed over to you and report total to distributing officer.

95. Count and search prisoners on taking over charge of a file.

96. Know the number of prisoners in your charge.

97. Count your file every hour, and see the prisoners have their tools in their hands.
98. Report at once any prisoner missing.


100. At work put the convict officers to supervise the work and to stand amongst and close to prisoners.

101. The Jail Guards form a cordon outside.

102. No prisoner is on any pretext allowed outside this cordon.

103. No outsider in on any account to be allowed within the cordon.

104. Fix a place for latrine within the cordon. For garden file also there should be a fixed latrine.

105. A Convict Overseer to accompany any prisoner going to latrine.

106. Prisoners on extra mural work should be as regularly paraded for latrines as prisoners inside the Jail.

107. The site for latrine having been fixed, no prisoner is to go elsewhere for urination or defaecation.

108. If on the march, halt the file, fall out the prisoner a distance of two yards with a Jail Guard or Convict Overseer in charge.
109. If a prisoner falls ill, the whole party (ten or less) march back to Prison. On extra-mural gangs special orders govern these cases. The above is a safe general rule, every section of ten being complete as to guard.

110. When a prisoner escapes, send a Jail Guard or Jail Guards after him, if advisable, march the rest of the prisoners back to the Prison and report. Short term Convict Officers may go with Jail Guard or Jail Guards.

111. Never send a prisoner to catch a prisoner.

112. If there is no system to relief Jail Guards, meals may be taken as follows:—

(1) Small file: — Halt, form file, prisoners sit down, Convict Overseer posted on guard Jail Guard eats food facing file.

(2) Large file: — Every alternate Jail Guard can have his meal after informing the Jail Guard in charge of gang or the Amaldar on Patrol Duty. Jail Guards to eat facing the gang.

(3) A Convict Overseer can take the post of the Jail Guard whilst he is eating.

113. Never allow a prisoner, who is in your charge, out of sight.
SECTION IV

The following rules of the Jail manual must be specially studied by the Jails Guards.

1. Every Officer shall yield prompt and strict obedience to all orders of his superior officers and shall treat all superior officers at all times with respect.

2. All officers shall be held responsible for being fully acquainted with rules and orders relating to their respective duties, and no plea of ignorance will be accepted as an excuse for neglect.

3. It is the duty of all officers to maintain discipline and order amongst prisoners.

4. The appointment of every officer shall be considered probationary for six months, unless the Inspector General shall otherwise direct.

5. On the appointment of an officer, the rules regarding indebtedness and borrowing money shall be explained to him. He shall be informed that he is liable to be called upon to serve anywhere under the State Government, and that in the event of his desiring to leave the service, he is bound to give two months notice, in writing, of his intention. Section 54 of the Prisons Act shall be read to him.

N. B.:—Every Government servant or candidate shall make, on appointment, to the authority
having power to appoint him, through the usual channel, a declaration of all immovable property which is held by him or his wife or any members of his family living with or in any way dependent on him; and shall annually on the 1st April notify the said authority of any change that has occurred in such declaration.

6. No Officer shall strike or use force to prisoner except when compelled to do so in self-defence or to restrain a refractory prisoner nor shall any officer subordinate to the Superintendent punish or direct the punishment of any prisoner. He must never argue with prisoner nor address coarse or unbecoming language to them. It is the duty of all prisoner officers to treat prisoners with good temper and strict impartiality, to listen patiently to their complaints and grievances, while at the same time maintaining strict discipline and observance of all rules and regulations. It is important that every complaint made by a prisoner shall be heard with attention, in order that no legitimate cause for discontent may be allowed to remain.

7. No Officer shall correspond, or hold any unauthorised intercourse, with the friends or relatives of any prisoners, nor make any improper communications regarding the Prison to any person unconnected with the Department.

8. All Officers are bound:

(i) to exert the utmost vigilance in the prevention of escapes;
(ii) to prevent to the best of their power the introduction into the Prison, and the giving to any prisoner, of any articles except those permitted by rule;

(iii) to prevent any communication between prisoners and outsiders except as permitted by rule.

9. An Officer observing any person attempting to communicate with any prisoner, or loitering about the Prison grounds or mingling with the prisoners while at work or on the march, is bound to report the circumstances to his superior officer without delay.

10. No Officer of a Prison shall be permitted to receive any visitor or friend in the interior of the Prison, and no Officer, occupying quarters attached to the Prison, shall permit any person, not being regular member of his family, to live with him, without the permission of the Superintendent.

11. No Officer shall use tobacco, spirituous liquors, or any intoxicating or narcotic drug within the Prison walls.

12. Silence and discipline are to be strictly enforced in the case of prisoners, and no subordinate officer is to be permitted to hold any communication with a prisoner further than is requisite to enforce obedience to the Prison rules and for the performance of his duty, and
he is not to be allowed to talk of any Official matter whatever in the hearing of a prisoner.

13. All disputes and wrangling about points of duty between officers of the Prison are strictly prohibited; doubtful question must be at once referred to the Jailor for the decision and orders of the Superintendent.

14. For the following offences a prosecution shall be instituted against the Offender, unless the Inspector General otherwise orders, in which case the offender shall be punished departmentally:—

(1) wilfully or negligently, permitting in escape;
(2) giving or attempting to give a prisoner any article not permitted by rule;
(3) introducing or attempting to introduce or abetting the introduction into Prison of any article not permitted by rule;
(4) abetting any communication or attempt at communication, without permission with any prisoner.

15. Appeals from the decision of Superintendent shall lie to, and be disposed of, by the Inspector General. Appeals from Prison Officers still in the Department must be forwarded through the Superintendent.

16. (1) Appeals against the decision of the Superintendent shall be submitted within one month of the date of the order appealed against.
(2) Any person having cause of complaint against the proceedings of any Civil Officer of Government is, in the first instance to seek redress from that Officer's immediate superior who, if he declines complaince, is to give the petitioner a written endorsement or order, setting forth the grounds upon which the request is refused. If the petitioner is dissatisfied with this order, he is at liberty to address the chief local authority and eventually the superior Civil authority by whom the chief local officer is controlled, or in the event of there being no such intermediate controlling authority, Government.

Provided that where the issue turns on a question of fact there shall be only one appeal in respect of the proceeding of any gazetted Officer or of a decision in appeal by such an officer.

(3) The proceeding rule is not to be interpreted as precluding chief local or controlling authorities from using their discretion regarding the presentation, direct to themselves, of applications and complaints which have not been previously submitted to Officers subordinate to them.

(4) Government, however, will not receive a petition on any matter, unless it shall appear that the petitioner has already applied to the chief local authority, and, where such exists, to the controlling authorities or copies or them, and the answers to, or orders upon, those petitions, in original, or copies of them, must be annexed to all petitions addressed to Go-
government. The copies required by this Rule are not required to be certified copies. Petitions by telegraph will in most cases violate this rule and will not generally be answered or attended to.

(5) Petitions to Government from persons in the service of Government relating to any matter affecting their official position will not be entertained unless forwarded through their official superiors.

(6) No appeal is admissible from a person in the service of Government when the action desired by such person is in the nature of a favour and not of a right or when such person has failed to obtain an appointment to which considerations of seniority and not usually held to apply. When a petition of appeal of this nature is received it will be returned to the petitioner with an endorsement referring him to this rule.

(7) Government after passing a final order on appeal made to them, will not notice a second petition on same subject, unless new matter requiring special consideration be introduced.

(8) The exercise of special revisionary powers by Government or any high officer of Government will be restricted to cases where it is necessary to remedy some flagrant irregularity.

17. Subordinate officers are prohibited from taking any part in any joint or combined action with a view to agitating for the redress of any
grievance or supposed grievance, or for any other purpose whatsoever.

18. All officers shall pay strict attention to cleanliness of person and dress, and shall at all times while on duty wear the prescribed uniform.

19. No officer shall employ any prisoner, except as provided by rule, on his private account.

20. All officers on being relieved from duty shall point out to their successors all matters of special importance and shall explain any directions given by a superior Officer. A list of arrears and pending correspondance should be prepared and signed by both relieved and relieving Officers and placed before the Superintendent.

21. Every Officer unable to attend to the regular performance of his duty by illness or any other cause shall give or send immediate notice to the Jailor.

22. Every Officer for whom quarters are provided by Government shall live in those quarters and those for whom no quarters are provided shall live within such a distance of a Prison as shall from time to time be fixed by the Superintendent.

23. An officer under suspension may be permitted, provided his behaviour is satisfactory, to reside in the quarters allotted to him until such time as he is reinstated or dismissed. He shall
during suspension not be permitted to possess a prison key or have access to the Prison or prisoners.

24. All Officers dismissed, discharged, or allowed to resign their appointments, shall be required at once to quit the prison and the quarters occupied by them, and shall give up any uniform or other Government property entrusted to them.

25. No Officer entrusted with keys shall take them out of the Prison, leave them lying about, or lend them to any person on any pretence whatever, but he shall, when leaving the Prison on any occasion, deliver his keys to such officer as may be authorised by the Superintendent or Jailor to receive them. The keys when not actually in use shall be worn attached to the waist-belt and not slung over the shoulder. This rule, in so far as it relates to the removal out of the Prison of the keys and the manner in which they should be worn, does not apply to the keys which, according to the rules, are kept in the possession of the Superintendent and Jailor.

26. Officers may be granted casual leave to the extend of 10 days at a time by the Superintendent. All other kinds of leave require the sanction of the Inspector General, except in the case of junior Jail Guards (below the rank of Head Guard) to whom leave according to the Civil Services Rules may be granted by the Superintendent. It is to be understood that leave can only be granted when
satisfactory arrangements can be made for carrying on duties of the absentee.

27. The Jail Guards shall have assigned to them from time to time the immediate charge of such prisoners and such parts of the Prison as the Jailor, under the orders of the Superintendent, may direct.

28. The posts and duties of Jail Guards shall be frequently changed so as to prevent them from forming permanent relations with the prisoners.

29. Jail Guards in charge of work-sheds shall be responsible for all tools and property kept in them.

30. It shall be the duty of all guards:—

(1) Not merely to prevent escape, but also to aid their superior officers in seeing that prisoners conform to the rules of the Prison, that they industriously apply themselves to their work, that they do not waste material and that they complete their allotted tasks.

(2) To stand or work whilst on patrol duty and on no consideration to take off the belt or lie down whilst on duty.

(3) To treat prisoners with humanity and bring their complaints and grievances to the notice of their immediate superior with as little delay as possible.
(4) To bring to notice any signs of sickness amongst the prisoners.

(5) To report to the Jailor if an uncomplaining prisoner appears to be passing into a failing state of health or if a prisoner’s state of mind appears, in their opinion, to be weak and uncertain.

(6) To see that each prisoner, on leaving or returning to his barrack or cell, has his clothing and bedding and vessels, and wears in the assigned place his body ticket.

(7) To count the prisoners made over to them and to declare the number to the Officer distributing the prisoners.

(8) To know the number of prisoners in their charge to count their prisoners at least twice during their turn of duty and to satisfy themselves that they have the correct number in their custody.

(9) To keep a list of tools delivered to prisoners on proceeding to work in the morning, and on their leaving off work in the evening to count, examine, and return the tools into store, reporting any deficiency immediately to Jailor.

(10) To search all prisoners of their gangs at the time they are made over to them, likewise before they give over charge of them to any other person, and at such other times during their watch as may be necessary and to report the discovery of any forbidden articles upon any of the prisoners in their charge or on their beat.
(11) To report all cases of idleness and short-work amongst convicts sentenced to labour.

(12) To prevent all unnecessary talking, laughing, singing, playing, or quarrelling and other unseemly behaviour.

(13) To prevent the use of or possession by prisoners of tobacco or any articles permitted by rule, to see that prisoners in the Prison garden do not steal vegetables or fruit and that they drink no water except that set apart of their use.

(14) To see that the prisoners march two by two when moving from one place to another and that they do not leave their proper places or loiter about the Prison or place at which they may be working.

(15) To see that no prisoner leaves the enclosure in which he is confined without authority, nor communicates with any prisoner with whom he has no proper concern.

(16) To see that no dirt or litter is allowed to lie about the prison, and that the wards cells and drains are kept clean, and to report sweepers who neglect their work.

(17) To report prisoners urinating or defecating in the drains or in any place other than the place provided for the purpose, and to bring to the notice of the Jailor any prisoner who goes to the latrine at unauthorized times.

(18) To see that any prisoner who has occasion to leave the gang for any purpose whatever
is made over to the charge of a responsible officer whilst away from his gang.

(19) To see to the cleanliness of the persons, clothes, bedding, ring, fetters and eating utensils of the prisoners in their gangs. To see that the prisoners bathe only at the appointed time and that the bedding is aired according to orders.

(20) To report any plots against the Prison authorities for the purpose of escaping, assault or outbreak, or for obtaining forbidden articles. To report every breach of prison rules.

(21) To report any defect in locks, bolts or bars, and any tampering with these articles or keys.

(22) To keep all the keys entrusted to them on their person and not to leave them lying about.

(23) To report any case of wilful injury to Prison clothing or property.

(24) To prepare prisoners for muster and for parade and to see that each prisoner comes to his place in proper order, behaves well, and keeps silent.

(25) To see that no food is secreted by the prisoners, that every prisoner gets his proper allowance of food and that no prisoner gives his food to another; to report any cook who gives a short allowance or favours a prisoner by giving more than the allowance.
(26) To report to the Jailor the fact of any prisoner being missing.

(27) To keep their uniforms in good order.

31. Jail Guards shall be mustered when coming on duty and when being relieved they may be searched at such or any other time in the presence of the Jailor or Junior Jailor, but not, except in a case of emergency, in the presence of prisoners.

32. They shall on being relieved, explain their duties to the relieving officer, and both delivering and receiving officers shall count the prisoners and examine all fastenings in their charge. The responsibility of a Jail Guard on duty shall not cease until he is properly relieved.

33. Jail Guards have powers to handcuff, and confine if necessary, refactory prisoners but, must bring the matter to the notice of their superior officers immediately.

34. They shall not be absent from their quarters during the night without leave from the Jailor.

35. The quarters of Jail Guards and the area surrounding them are to be open for inspection when required. They shall always be kept clean and tidy.

36. Jail Guards are entitled to free passages by rail or sea to their homes and back while
proceeding on and returning from leave. This concession is granted only once in two years and a Jail Guard must have served three years before he can received it.

Note: — On each occasion on which Jail Guard proceeding on leave is given free Railway or Steamer ticket this fact should be clearly recorded in his Service Book and separately initialised by the Superintendent.

37. In every prison one of the Jail Guards shall be detailed to perform the duties of gate-keeper. The person so selected must be able to read and write.

38. The gate keeper shall be in charge of the main gate of the Prison and shall never under any pretext leave his post till relieved by another Officer. He shall during the day retain charge of the keys of the gates; during the night the keys shall be delivered to the care of the Jailor.

39. He shall be responsible that no one enters or goes out of the Prison gate except the recognized Prison Officers, Official and non-Official visitors, persons holding a pass from or accompanied by the Superintendent or Inspector General prisoners accompanied by a superior officer, and persons accompanied by the Jailor with the permission of the Superintendent. He shall be furnished with a list of visitors entitled to enter the Prison.